



# NJPDES AGREEMENT FOR ELECTRONIC SUBMISSION OF MONITORING REPORT FORMS



Prior to submission of this form, each user must create a User Profile for the NJDEP-Online Portal at [www.njdeponline.com](http://www.njdeponline.com). The NJDEP Online User ID created at [www.njdeponline.com](http://www.njdeponline.com) should be entered in the User Information Section below. All information on this form must be completed. Please refer to the instructions on page 2 for assistance in completing this form. Incomplete forms will not be processed. Return completed forms to NJDEP Permit Administration Section, Mail Code 401-02B, P.O. Box 420, 401 E. State Street, Trenton, NJ 08625-0420.

**A. Facility Information**

Facility Name: \_\_\_\_\_ Program Interest (PI)#: \_\_\_\_\_

NJPDES Permit #	# of Certifications Required for Submission
_____	_____
_____	_____
_____	_____

**B. User Information**

**Security Access Requested**  
(check all that apply)

First & Last Name	User ID	Email Address	Phone Number	Facility Administrator	Responsible Official (i.e. Certifier)	General User
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**C. Authorized Signature:**

"I certify, under penalty of law, that the above facility will participate in the electronic submission of Monitoring Report Forms (MRFs) using the Department's MRF submission service and will comply with all requirements associated with the service. I certify that the above personnel are authorized to conduct the designated activities associated with the electronic submission of MRFs."

_____	_____	_____	_____
Print Name	Title	Organization	Phone #
_____	_____		
Signature	Date		



## NJPDES AGREEMENT FOR ELECTRONIC SUBMISSION OF MONITORING REPORT FORMS (INSTRUCTIONS)



- A. **Facility Information** – Enter the facility name and Program Interest (PI) number. List all NJPDES permit numbers at that facility along with the number of required certifications for each permit. For each number of required certifications, there must be at least that many Responsible Official(s) designated for the facility. Note: A separate agreement form is required for each facility.
- B. **User Information** – Enter the first and last name, the NJDEP Online User ID, email address and phone number of each person requiring access to the NJDEP Online eMRF service. Designate the required security access based upon the definitions below. Check all that apply.
- **Facility Administrator**
    - The *Facility Administrator* is the person in the company who will manage user access to the facility's NJPDES MRFs. This person will grant or revoke access to both responsible official users and general users. Facility Administrator access also gives the user the ability to download, complete, upload, and review MRFs. The Facility Administrator must be an employee of the company or been designated in writing by the authorized representative of the company.
  - **Responsible Official**
    - The *Responsible Official* has full access to MRFs. They may download, complete, upload, review and certify MRFs. Responsible officials cannot add or revoke security access for users. There must be at least one Responsible Official designated for a facility in order to submit MRFs electronically. Facilities that require more than one certification for a MRF will require multiple Responsible Officials.
  - **General User**
    - A *General User* may only download, complete, and upload MRFs. A facility may have more than one General User per facility or permit.
- C. **Authorized Signature** - defined in N.J.A.C. 7:14A-4.9 as follows:
- **For a corporation:** A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures, or a duly authorized representative.
  - **For a partnership:** A general partner or a duly authorized representative.
  - **For a sole proprietorship:** The proprietor or a duly authorized representative.
  - **For a government agency:** A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Executive Director); or a duly authorized representative.