



**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)**  
**Electronic Subscriber Agreement**  
**For Use of the Pretreatment Program Reporting Service**

In order to submit documents electronically using the Pretreatment Program Reporting Service, please complete the following form and **mail or hand deliver** this original ink-signed document.

This form has two parts. The first part establishes signature authority, if required, by an authorized representative of the company. The second part is to be completed and signed by the person who will be submitting documents using the Pretreatment Program Reporting Service (PPRS).

**Signature Authorization:**

This form authorizes a representative to sign Wastewater Discharge Permit reports and other required information submitted to Regional San. The company official and authorized representative(s) listed below assume responsibility for the content of the submitted reports – ***please see Guidelines on page 4 before proceeding.***

The authorizing company must be the discharge owner (also known as the responsible party), not a consultant or contractor. However, the authorizing company official may provide signature authority to a consultant or contractor employee in the first choice below.

Complete the following:

<b>Authorizing Company Name:</b> _____	<b>Consultant Company Name (if applicable):</b> _____
Address _____	Address _____
City, State, Zip Code _____	City, State, Zip Code _____
Wastewater Discharge Permit Number _____	

[The above-named authorizing company] is providing signature authorization for the person named in the Electronic Subscriber Agreement as required by the Sacramento Regional County Sanitation District Consolidated Ordinance. **Select one option below.**

<input type="checkbox"/> <b>Employee or Consultant</b> _____ is authorized to sign all reports and other information submitted to the Sacramento Regional County Sanitation District.
<input type="checkbox"/> I certify that I am authorized to sign wastewater discharge reports on behalf of the company named above based on my position in the company as defined by the Signature Authorization Guidelines on page 4.

***Under laws of perjury, I am legally authorized to sign this document: (Must be signed by an authorized person as described in Signature Authorization Guidelines on page 4)***

Signature _____	Date _____
Printed Name _____	Title _____



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Electronic Subscriber Agreement:

Subscriber is the individual authorized to sign on behalf of the company, either the employee named above or the person who signed the document with authority based on the person’s position in the authorizing company.

Subscriber Name: \_\_\_\_\_  
Subscriber Title: \_\_\_\_\_  
Subscriber Telephone: \_\_\_\_\_  
Subscriber Email: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, am hereby submitting this Electronic Subscriber Agreement to the **Sacramento Regional County Sanitation District** in application for a Personal Identity Number that shall, along with my username, password, and additional personal security information, serve as the Electronic Signature Device and equivalent of my handwritten signature on all reports, documents, applications, files, and forms submitted electronically to the **Sacramento Regional County Sanitation District**.

I hereby:

1. Agree to protect my electronic signature device and security question/answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent;
2. Promptly report (within 24 hours after discovery) to the **Sacramento Regional County Sanitation District** any evidence of the loss, theft, or other compromise of this electronic signature device and/or security question/answer pairs;
3. Review and, if necessary, repudiate, any electronic reports, documents, applications, files, and forms that may have been submitted to the **Sacramento Regional County Sanitation District** after any loss, theft, or compromise;
4. Promptly review (within 24 hours) the acknowledgements (email and onscreen) and copies of submitted documents using this electronic signature device; and
5. Promptly report (within 24 hours after discovery) any evidence of discrepancy between any electronically submitted information signed using this electronic signature device and what was received by the **Sacramento Regional County Sanitation District’s** electronic receiving system.



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I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created using this electronic signature device as by my handwritten signature.

Subscriber

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please report changed conditions and concerns related to accounts which may have been compromised within 24 hours of discovery to the Wastewater Source Control Section at 916-875-6470 or [WSCSPermittedUsers@sacsewer.com](mailto:WSCSPermittedUsers@sacsewer.com).

**RETURN THIS ORIGINAL INK-SIGNED FORM (NOT A COPY) TO:**

Sacramento Regional County Sanitation District  
Wastewater Source Control Section  
10060 Goethe Road, Sacramento, CA 95827

**FORM MUST BE SUBMITTED BY MAIL OR HAND DELIVERED. IT MAY NOT BE FAXED.**

Office Use Only:

DMS Contact Updated: \_\_\_\_\_

Username assigned: \_\_\_\_\_ PPRS email sent: \_\_\_\_\_

CROMERR SCS Pre-registration Complete: \_\_\_\_\_



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Signature Authorization Guidelines

Permitted User (PU) signatures on applications, reports and other information must fulfill the signatory requirements of the Sacramento Regional County Sanitation District Consolidated Ordinance, which are based on 40 CFR 403.12(l), summarized below:

1. If PU is a Corporation (“Inc.”)
  - a. Corporate Officer (President, Secretary, Treasurer, VP or any other person who performs similar policy- or decision-making functions for the corporation)
  - b. The manager of one or more manufacturing, production, or operating facilities having authority to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or action taken to gather complete and accurate information for control mechanism requirements and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. If PU is a Partnership or Proprietorship (“LLP”, “LLC”, “LTD”)
  - a. General Partner
  - b. Proprietor
3. If PU is a Government Entity
  - a. Principal Executive Officer or Director with responsibility for the discharging facility