Connecticut Department of Energy & Environmental Protection

Subscriber Agreement Starter Guide

The CT DEEP Subscriber Agreement applies to all filings using an electronic signature, or "*eSignature*", as an alternative to using paper forms to fulfill filing requirements for applicable Connecticut and federal law and regulations.

Basic Information on Who Should Fill Out the Subscriber Agreement

- To request use of *Electronic Filing*, the employee of a *Regulated Person* that is authorized to sign permit applications, permit modification requests, reports, and other documents on behalf of the *Regulated Person* pursuant to Chapters 445, 446c and 446k of the Connecticut General Statutes and the regulations promulgated thereunder must sign the Subscriber Agreement as the *Signatory Authority*.

- The *Signatory Authority* will also have the authority to sign and submit *Electronic Filings*. If there is more than one *Signatory Authority*, then each *Signatory Authority* must sign a separate Subscriber Agreement. The *Signatory Authority* is identified in Section D of the Subscriber Agreement. The *Signatory Authority* must sign both Section D and Section E of the Subscriber Agreement.

- If the *Signatory Authority* plans to have other individual(s) sign and submit the *Electronic Filings*, then each such other individual(s) must sign as the *Subscriber*. Note, however, that for some regulatory programs, only an individual who is also qualified to be a *Signatory Authority* may sign *Electronic Filings*. See, e.g., RCSA § 22a-430-3(b)(2) (distinguishing who, on behalf of a corporation, may sign permit applications from those who may sign reports (a responsible corporate officer must sign a permit application or modification; a duly authorized individual, in addition to a responsible corporate officer, may sign reports)).

- If the authority to sign an *Electronic Filing* (as defined in the Subscriber Agreement) is to be delegated to multiple *Subscribers*, then each *Subscriber* must submit and sign a separate Subscriber Agreement. The *Subscriber* is identified in Sections D. Each *Subscriber* must sign Section E of the Subscriber Agreement.

The following selected terms are defined in the Subscriber Agreement:

- ***Electronic Filing***. Refers to any permit application, permit modification request, report, or other document submitted electronically (using an *eSignature*) to DEEP pursuant to Chapters 445, 446c, or 446k of the Connecticut General Statutes or the regulations promulgated thereunder. Unless specifically permitted on a case-by-case basis, documents related to enforcement actions, including, but not limited to, Stipulated Judgments, Orders, and Notices of Violation, may not be filed electronically with DEEP and therefore are not considered *"Electronic Filings"*.
- ***Person***. Includes any individual, firm, partnership, association, syndicate, company, trust, corporation, limited liability company, municipality, agency or political or administrative subdivision of the state, and any other legal entity.
- ***Regulated Person***. Any *Person* subject to Chapters 445, 446c, or 446k of the Connecticut General Statutes or the regulations promulgated thereunder and who intends to submit *Electronic Filings* pursuant to this Agreement. The *Regulated Person* is identified in Section A of the Subscriber Agreement.
- ***Signatory Authority***. The individual submitting documents to DEEP who is an employee of the *Regulated Person* and has the existing authority to sign documents on behalf of the *Regulated Person* pursuant to, as applicable, RCSA §§22a-430-3(b)(2)(A), 22a-174-2a(a), and/or 22a-449(c)-110 (incorporating 40 CFR §270.11(a)). The *Signatory Authority* has authority to sign this Agreement and may delegate authority to sign *Electronic Filings* to the *Subscriber*.
- ***Subscriber***. An agent of the *Regulated Person* who is either the *Signatory Authority* or an individual duly authorized by the *Signatory Authority* to submit *Electronic Filings* on behalf of the *Regulated Person* pursuant to the applicable regulations (e.g., RCSA §§ 22a-430-3(b)(2)(B), 22a-174-2a(a), 22a-174-4(d)(2), or 22a-449(c)-110 (incorporating 40 CFR §270.11(b)).
- ***eSignature***. The Personal Identification Number (PIN) or the electronic identification adopted by the *Subscriber* that includes a *Subscriber's* UserID, password and responses to certain authentication questions.