

## **ATTACHMENT 3**

### **EXAMPLE ELECTRONIC SIGNATURE AGREEMENT**

#### **Your POTW Name Here, Colorado**

In accordance with the provisions of the Colorado Uniform Electronic Transactions Act, Act 305 of 2000 (MCL 450.831-450.849) and Ord. No. 2010-38, § 1, adopted July 13, 2010, Title II—Utilities and Services (“Your POTW Name Here, Colorado, Code of Ordinances”), self-monitoring data required by an Industrial Wastewater Discharge Permit may be submitted to the City of Your POTW Name Here, Colorado Environment Services Department (ESD), hereafter referred to as the City, in an electronic format. This form is used by representatives of facilities with Industrial Wastewater Discharge Permits to enter into an agreement with the City to electronically submit self-monitoring data required by their permit.

Submission of self-monitoring data is conducted through the City’s LinkoExchange and electronic reporting system used to submit data to the City’s LinkoCTS Compliance Tracking System.

An electronic submission shall be deemed to have been properly received by City when it is received by the electronic system, accessible by City staff and a confirmation is sent to the signatory making the submission. When the sender receives confirmation and can fully review the submitted materials, report and related data shall be considered received.

If you wish to electronically submit self-monitoring data, please read the certification below, enter the appropriate information, and return the form to the address shown below. Your signature validation criteria will be emailed to you for completion of the signatory process.

**SUBSCRIBER AGREEMENT FOR SUBMITTING DATA ELECTRONICALLY**  
**TO THE CITY OF YOUR POTW NAME HERE, CO**

In accepting the electronic signature credential issued by the City of Your POTW Name Here, CO, Environment Services Department, hereafter referred to as the City, to sign electronic reports submitted to the City's LinkoExchange system.

Permit # \_\_\_\_\_ Permittee \_\_\_\_\_  
Located: \_\_\_\_\_

I \_\_\_\_\_ (1) understand and agree to submit self-monitoring data required by the Industrial Wastewater Discharge Permit, referenced above, through electronic format, and I agree that the use of my electronic signature device (Username, PIN, and Challenge Question/Answer) shall serve as a legally enforceable signature in the same manner as an original signature on a paper document pursuant to the provisions of M.C.L. 450.831 et seq. I will be held legally bound, obligated, or responsible for my use of my electronic signature as I would be using my hand-written signature in submitting an electronic document to the LinkoExchange system.

(2) Agree to protect the security of my password and system credentials from compromise and shall take all necessary steps to prevent its loss, disclosure, modification, or unauthorized use.

(3) Agree not to attempt to use or create automated log-in scripts using my electronic signature credentials.

(4) Agree to report to the City within 24 hours of discovery, any evidence of loss, theft or other compromise of my electronic signature.

(5) agree to notify the City if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions to the LinkoExchange system as soon as this change in relationship occurs and to sign a surrender certification at that time.

Signatory Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(print)

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

Email: \_\_\_\_\_

Authorization by immediate supervisor or witnessing official: I \_\_\_\_\_ acknowledge that the individual named above works at/for \_\_\_\_\_ and is authorized to submit documents on the company's behalf.

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(print)

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

**Return Forms to City of Your POTW Name Here ESD**  
**Water Pollution Control Officer**  
**1300 Market Ave.**  
**Your POTW Name Here, CO 49503**  
**Tel. 000.456.0000**  
**Fax. 000.456.0001**