



Water Quality Division
Electronic Discharge Monitoring Reporting (eDMR) System
Activation Form

This “Activation Form” is used to identify or change representatives who are authorized to either view or submit Discharge Monitoring Report (DMR) data using the Wyoming Department of Environmental Quality (WYDEQ) eDMR system.

- Please print or type. Submission of illegible materials will result in return of the application to the applicant.
- One “Activation Form” shall be used per applicant.
- **“Permittees Company Name” refers to the company that owns the permit(s).** Entering any other company name such as the name of a consultant will result in return of the application to the applicant.
- **All three (3) pages must be completed and returned or the “Activation Form” will not be processed and returned to the applicant.**

Types of User Accounts

A permittee can register any staff or consultant member as either a “viewer” or as a “certifier”. User rights and privileges are described below:

User Type	Account Privileges
Viewer	Viewing and obtaining reporting requirements, ability to fill out DMRs online, but not submit to WYDEQ, viewing the status of submitted eDMRs, viewing submitted data.
Certifier	In addition to all viewer privileges listed above, certifiers will be able to submit eDMRs to WYDEQ.

Please provide the requested information for each individual that your company requests approval to view or submit DMR data.

User Account Information:

Account Action: <input type="checkbox"/> Activate <input type="checkbox"/> Update		Date:		
Account Type: <input type="checkbox"/> Certifier <input type="checkbox"/> Viewer				
Permittees Company Name:				
First Name:			Last Name:	
Title:				
Address:				
City:		State:		Zip Code:
Telephone (with area code):			e-mail address:	
List WYPDES permits below – add more sheets if necessary or <input type="checkbox"/> check here for all permits				
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00
WY00	WY00	WY00	WY00	WY00

For Agency _____	_____
Use Only: Employee Initials	Date

List the e-mail addresses of all individuals whom you would like to receive notification when your company's eDMR data is submitted to the WYDEQ.

I request that the individual identified above be allowed to view and/or submit eDMR data using the Wyoming Department of Environmental Quality - Water Quality Division Electronic Discharge Monitoring Reporting (eDMR) System. I understand that it is the permittees responsibility to submit accurate DMR data and to meet the required deadlines. I also understand that it is the permittees responsibility to learn how to use the system and to comply with its specifications. System failure, or other circumstances foreseen or unforeseen, will not excuse the permittee from submitting the DMR as required. Furthermore, the permittee agrees that it has a comprehensive anti-viral operating strategy for its computer system (indicate below). The DEQ reserves the right to suspend or revoke a permittees privilege to use the eDMR system.

Anti-viral operating system

Permittee Name (type or print)

Official Title (type or print)

Permittee Signature

Date

Wyoming Department of Environmental Quality
Water Quality Division
Electronic Discharge Monitoring Reporting (eDMR) System

Electronic Signature Agreement

Self-monitoring data required by the Wyoming Pollutant Discharge Elimination System (WYPDES) may be submitted to the Wyoming Department of Environmental Quality (DEQ), Water Quality Division (WQD) in an electronic format. This “Electronic Signature Agreement” form is to be used by the permittee to enter into an agreement with the DEQ – WQD to electronically submit the self-monitoring data required by the permit.

If you wish to submit self-monitoring data electronically, please read the certification below, enter the appropriate information, and return the form to the DEQ – WQD at the address below. Your personal identification number (PIN) will be sent to you using regular mail.

I agree that the electronic signature (PIN) shall serve as a legally enforceable signature in the same manner as an original signature on a paper document. I agree to protect the security of my PIN from compromise and I will take the necessary steps to prevent its loss, modification, disclosure, or unauthorized use.

Permittee Name (type or print)

Official Title (type or print)

Permittee Signature

Date

Mail To: Kevin Campbell
Wyoming Department of Environmental Quality
Water Quality Division – WYPDES Program
Herschler Building – 4W
122 West 25th Street
Cheyenne, Wyoming 82002