



## Instructions for completing the MCES Electronic Signature Agreement (ESA)

Please use these instructions to help you complete each section of the ESA. Submit one ESA for each Responsible Official (RO) account holder.

### 6.3.1 Responsible Official (RO) Information

- For user name, please input the username for your MCES Industrial Online Reporting System (IORS) account.
- Please enter the rest of the information pertaining to the RO account holder.

### 6.3.2 Facility Information

- An RO account holder may be associated with multiple facilities.
- Please list all facilities in the table or attach a list if the table is not big enough to list all facilities.
- Check New for an RO account associated with a facility new to the IORS. Check Change if the RO is replacing an existing RO at the facility. If replacing, be sure to submit an Account Deactivation form from the old RO.

### 6.3.3 Terms and Conditions

Read and check all boxes listed in this section on Page 3 of the ESA.

### 6.3.4 Responsible Official Designation by the Signatory Authority

The RO must meet EPA's criteria of a signatory authority:

- A responsible corporate officer, if the facility is a corporation;
- A general partner or proprietor, if the facility is a partnership or sole proprietorship, respectively; or
- A duly authorized representative of an individual in 1) or 2), if such representative is responsible for the overall operation of the facility or has overall responsibility for environmental matters for the facility.

**If the RO meets one of the conditions above, leave this section of the ESA blank and proceed to section 6.3.5.**

If your RO account holder does not meet the above criteria, they need to be designated as an RO by the signatory authority to sign and submit permit required documents electronically using the MCES IORS.

**If the signatory authority wishes to designate a person for this purpose, complete this section as follows:**

- Have the signatory authority complete and sign under the heading "For Signatory Authorities:" *Be sure that they enter the name of the designated RO into the blank field in this Section: "I hereby designate (name) \_\_\_\_\_ as my designated RO..."*
- Have the designated RO complete and sign Section 6.3.4. on Page 4 under the heading "For designated Responsible Officials:"

### 6.3.5 Responsible Official (RO) Signature

Only the RO account holder signs the ESA in this section. One section will be left blank.

- If the RO is a signatory authority, complete and sign only under the heading 'For Signatory Authorities:'
- If the RO is a designated signatory authority, complete and sign only in the portion under the heading 'For Designated ROs:'

## How to submit the form to MCES

The completed and signed ESA form must be submitted to MCES as a paper copy with a wet-ink signature per EPA rules. When completed, print this form, save a copy for your records and mail to:

MCES Industrial Online Reporting System Coordinator  
390 Robert Street North  
St. Paul, MN 55101

Please allow 3-5 business days for MCES to review and approve this ESA. Once approved, MCES will activate the RO account and send an email notification stating that you can now make submissions in the IORS.

## Need Help?

The MCES IORS support team is available to help with all IORS issues Monday – Friday from 8 AM to 4 PM.

Call: 651-602-4789 or Email: [MCESIndustrialOnlineReporting@metc.state.mn.us](mailto:MCESIndustrialOnlineReporting@metc.state.mn.us)