Metropolitan Council Environmental Services

 Industrial Waste & Pollution Prevention Section

 390 Robert Street North

 St. Paul, Minnesota 55101-1805



*For MCES Use Only*

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

# 6.4 Appendix D. MCES Account Deactivation Request Form

## For use of MCES Industrial Online Reporting System

Use this Account Deactivation Request Form to request discontinuation of data submittal through the MCES Industrial Online Reporting System.

### 6.4.1 User Information

| User Name: |       |
| --- | --- |
| Legal Full Name: |       |
| Job Title: |       |
| Mailing Address: |       |
| City, State, Zip: |       |
| Email Address: |       |
| Phone Number: |       |

### 6.4.2 Deactivation Information

Requested Deactivation Date:

Deactivation is requested for the following facilities:

| Permit No | Facility Name | Facility Location Address |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

### 6.4.3 Responsible Official Signature

Please deactivate the user account identified above from the MCES Industrial Online Reporting System, which is associated to the above-listed facilities.

I understand that I am obligated to continue to use the MCES Industrial Online Reporting System to conclude any business (reporting, correcting or submitting data) during the time this user account is active.

I further understand that this request in no way changes the submission requirements of this facility. This request only provides notice that the user will no longer use the MCES Industrial Online Reporting System.

|       |  |       |
| --- | --- | --- |
| Name of RO (type or print) |  | Title of RO (type or print) |
|  |  |       |
| Signature of RO |  | Date |

**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