

# NetDMR Signatory Role

The Signatory role is an important role within the NetDMR system. This document provides additional information on the Signatory role.




If you need to serve as Signatory for your Facility, please follow the same steps outlined in the Requesting NetDMR Roles Quick Guide or Quick Guide Video. In this case, you'll choose Signatory from the dropdown list of available roles. If you are the first user to request a role for a given Permit ID, the Signatory role will be the only role available for you to choose. Also, if you are the first user to request a role for a given Permit ID, the Permit Administrator role will automatically be assigned to you in addition to the Signatory role that must be requested.

Because of the liability involved, if you're requesting Signatory status, you'll have to give EPD more information on why you need this level of authorization. Once submitting the request for Signatory role, you will be taken to an additional form where you will provide additional information. The form looks like this:

## Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
GA0023493	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>



- First, you'll have to specify your employer's relationship to the facility. In most cases, it will be "facility", which simply means you're employed there.
- If your employer has authorized you to be the Signatory, choose that option.
- If your supervisor is the actual person who has authority, but he or she has told you to request Signatory powers, choose that option and then provide your Supervisor's contact information.


Click Submit when you finish filling out the needed information. You will see a screen confirming your request. The screen will look like the image below:

## Request Access to a Permit and Associated DMRs



Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

<u>Permit ID</u>	<b>Print Subscriber Agreement</b>
GA0023493	Print Subscriber Agreement 

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Please note that there is a button on the confirmation screen that reads “Print Subscriber Agreement”. Because the Signatory has legal responsibility for the accuracy and validity of the discharge data, you must print this Subscriber Agreement, read through all 7 pages, sign it, and physically mail the agreement to EPD.

Georgia EPD will not accept scans, faxes, PDFs – you have to send the original, signed form to EPD through the mail. Fortunately, this is the only paper form you’ll have to send when working with NetDMR.

You’ll need to wait for EPD’s approval before you can begin working with DMRs as the Signatory. Once approved, EPD will send you a confirmation email.