



CAERS Subscriber Agreement Annual Emissions Reporting Requirements

Directions: The person seeking authorization as an NEI Certifier in EPA’s Combined Air Emissions Reporting System (CAERS) shall submit an original hardcopy of the completed CAERS Subscriber Agreement, attached to a signed cover letter on company letterhead, to the following address:

MDEQ, Air Division
Air Emissions Inventory Branch
P.O. Box 2261 or 515 E. Amite Street
Jackson, MS 39225 Jackson, MS 39201

Or the NEI Certifier may email a scanned copy of the signed agreement and cover letter to caers@mdeq.ms.gov.

A CAERS Subscriber Agreement must be completed for each facility the subscriber is requesting authorization as an NEI Certifier in CAERS.

A. Signatory Authority Information

The Signatory Authority is the individual who intends to certify the annual emissions entered in the CAERS for purposes of complying with the Air Emissions Reporting Requirements (AERR) of 40 CFR Part 51, Subpart A, and signs this Subscriber Agreement in Section D.

Signatory Authority Name: _____
User Name (as entered in CDX): _____
Organization: _____
Email Address: _____
Phone Number: _____

B. Facility Information

Signing privileges are requested for the following facility:

Agency Facility ID¹: _____
Facility Name: _____
Facility Physical Address: _____

¹ Agency Facility ID is the number listed in CAERS when requesting access, which consists of the two-digit state code “28”, followed by a three-digit county code, and five-digit facility code (e.g., 2801200123). If you cannot locate your facility ID, contact someone with MDEQ’s Air Emissions Inventory Branch for help (601-961-5171) or email caers@mdeq.ms.gov.

C. Terms and Conditions

- **PURPOSE:** This agreement creates an obligation for the signer of the Agreement (the Responsible Official or Duly Authorized Representative) to abide by the terms and conditions for use of the CAERS System, and memorializes a mutual understanding that the signer of this agreement is obligated and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Mississippi Department of Environmental Quality (MDEQ) shall be evidenced by notice from the MDEQ, provided electronically, that this agreement has been approved.
- **SUBMITTAL & RECEIPT:** A document shall be deemed to have been submitted when it is accessible to the MDEQ. A document shall be deemed to have been received when it can be fully processed. No document shall satisfy any reporting requirement until it is approved by the MDEQ.
- **VERIFICATION:** In accordance with the associated certification statement, the Signatory Authority of the Agreement is responsible for the truth and accuracy of the content of each submission. The Signatory Authority of the Agreement also has an affirmative obligation to check the accuracy of the document as received by the MDEQ and to notify the MDEQ promptly if the document was sent without authorization or differs in substance in any way from the document that was submitted.
- **INABILITY TO TRANSMIT OR FILE REPORTS ELECTRONICALLY:** No party shall be liable for any failure to perform its obligations in connection with any Election Transaction or any Electronic Document, where such failure results from any act or cause beyond such party's control which prevents such party from electronically transmitting or receiving any Documents. Should such party be unable to electronically transmit or file reports, MDEQ reserves the right to request submittal of the necessary Documents by other means within a reasonable time period to meet MDEQ's regulatory obligations under the AERR.
- **SEVERABILITY:** Any provision of the Agreement which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.
- **TERMINATION AND RENEWAL:** The Agreement may be terminated at any time by the MDEQ. Upon termination of this agreement, the associated ability to submit electronic information through the CAERS system will be terminated. The MDEQ will provide notification of termination, including the date on which termination takes effect. A new Responsible Official or Duly Authorized Representative must resubmit this form at the time when the Responsible Official or Duly Authorized Representative transfers from one person to another.

D. Signatory Authority

The Responsible Official is the individual defined in 11 Miss. Admin. Code Pt. 2, R. 6.1.A(26). with the authority to sign emissions reporting documents such as those required under the Air Emissions Reporting Requirements (AERRs). The Responsible Official can also delegate the authority to a Duly Authorized Representative(s) as described in 11 Miss. Admin. Code Pt. 2, R. 6.1.A(26). by submitting MDEQ's "Duly Authorized Representative (DAR) Designation Form (AIR Only)," available on the MDEQ website (<https://www.mdeq.ms.gov/applications>).

I, _____, am a Responsible Official or Duly Authorized Representative, according to 11 Miss. Admin. Code Pt. 2, R. 6.1.A(26)., and have the authority to enter into this Agreement for _____ and Facility ID _____ under the applicable standards. By submitting this application, I have read, understand, and accept the terms and conditions of this subscriber agreement. I certify that I have personally examined and am familiar with the information submitted in this emissions inventory and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the emissions inventory, I believe that the information is true, accurate and complete.

Responsible Official/DAR Name: _____

Title: _____

Responsible Official/DAR Signature

Date