

Risk Management Plan (RMP)

Electronic Signature Agreement

In accepting the electronic signature credential issued by the United States Environmental Protection Agency (EPA) to sign electronic RMP forms submitted to EPA's Central Data Exchange (CDX), on behalf of:

Certifying Official:	Tad Johnsen
Registrant Organization:	CITY OF COLUMBIA, MO
Registrant's Mailing Address 1:	P.O. BOX 6015
Registrant's Mailing Address 2:	
City:	COLUMBIA
State:	MO
ZIP Code:	65205
Phone Number:	5738747300
Email Address:	tad.johnsen@como.gov
CDX User ID:	TJOHNSEN
Facility Name:	City of Columbia Water Treatment Plant
Facility Location Address 1:	6851 West State Hwy K
Facility Location Address 2:	
City:	Columbia
State:	MO
ZIP Code:	65203
EPA Facility ID:	100000131252

I, Tad Johnsen,
(Name of Certifying Official)

- (1) Agree to protect my RMP electronic signature credential, CDX user name (Login ID) and CDX password from use by anyone except me. I will not divulge or delegate my CDX user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login;
- (2) Agree to contact the Central Data Exchange (CDX) Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my CDX user name and password and/or electronic signature credential have become lost, stolen or otherwise compromised;
- (3) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified;
- (4) Understand that CDX reports the last date my CDX user name and password were used immediately after successfully logging into CDX;
- (5) Agree that I will review the contents of all RMP electronic submissions prior to submission;

- (6) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;
- (7) Understand that whenever I successfully certify, electronically sign and submit an electronic RMP document to the US EPA's CDX, I will receive an e-mail notification at my registered e-mail address. This e-mail will inform me that a submission has been made to CDX from my user account and will contain the name of the preparer and/or the certifier and the facility. In addition, it will contain the date of certification and the name of the Certifying Official. The e-mail will also contain a copy of record of my submission for my review;
- (8) Agree that if I receive notification for a submission from my account that I do not believe that I submitted, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt;
- (9) Agree to contact CDX Help Desk if I do not receive a notification receipt to either my CDX Inbox or registered e-mail within 5 business days for any submission that I certified using my electronic signature credential;
- (10) Will notify CDX within 2 weeks in the event that I am no longer a certifying official for the facility listed in this agreement so that my RMP electronic signature credential may be revoked for the said facility;
- (11) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of that organization's electronic submissions.

Shown below is the CDX User ID that I created for my role as "Certifying Official" and while registering for RMP*eSubmit. My CDX User ID will serve as my electronic signature credential when I certify RMP submissions. I understand that I will be asked for my CDX User ID and password each time I electronically sign an RMP form submission.

CDX USER ID for CERTIFYING OFFICIAL: TJOHNSEN

Owner or Operator Authorization

Please indicate the option that applies to your facility and provide the necessary signature(s):

Option A: Owner or Operator as Certifying Official.

I, _____, as the owner or operator of this facility will be the
(Name of Facility Owner or Operator)

certifying official for this facility and am authorized to submit documents on the facility's behalf.

(Signature of Owner or Operator)

(Date)

(Official Title)

Option B: Owner or Operator authorizes a designated senior management official employed by the facility to certify documents on the facility's behalf.

I, John Glascock, as the owner or operator of this facility authorize
(Name of Facility Owner or Operator)

Tad Johnsen, to be the certifying official for
(Name of Certifying Official)

City of Columbia Water Treatment Plant with permission to submit documents on the facility's behalf.
(Name of Facility)

(Signature of Owner or Operator)
John Glascock

(Date)

Interim City Manager
(Official Title)

(Signature of Certifying Official)
Tad Johnsen

(Date)

Approved as to form:

City Counselor *AK*

Director of Utilities
(Official Title)

Definitions

1. Electronic signature means any information in digital form that is included in or logically associated with an electronic document for the purpose of expressing the same meaning and intention as would a handwritten signature if affixed to an equivalent paper document with the same reference to the same content. The electronic document bears or has on it an electronic signature where it includes or has logically associated with it such information.
2. Electronic signature credential refers to the token held by the individual user that is used to electronically sign electronic submissions. In the case of RMP, the electronic signature credential consists of the CDX User ID and password that an RMP Certifier entered when they created their CDX account. The CDX User ID and password will be asked each time a user attempts to certify an RMP electronic submission through CDX and the correct answers will allow for the certification and submission of the RMP file to EPA.
3. The Owner or Operator is typically the highest management official at the facility.

PLEASE MAIL THE COMPLETED ELECTRONIC SIGNATURE AGREEMENT PROMPTLY TO:

U.S. Environmental Protection Agency
Attention: RMP Reporting Center
P. O. Box 10162
Fairfax, VA 22038

If you prefer to send your Electronic Signature Agreement by certified mail, courier or overnight mail (e.g., Fed Ex, UPS, etc.), please address it to:

RMP Reporting Center
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033
Phone: 703-227-7650