



Louisville Metro Air Pollution Control District

**701 W. Ormsby Ave. Suite 303
Louisville, KY 40203**



Phone: (502) 574-6000

Fax: (502) 574-5306

Website: <http://louisvilleky.gov/apcd/>

SLEIS ELECTRONIC SUBSCRIBER AGREEMENT FORM¹

Facility ID:

Facility Name:

Company Name:

Facility Location:

Responsible Official Name:

Title:

Street 1:

Street 2:

City, State and Zip Code:

Telephone (Area Code + Number):

E-Mail:

Fax number:

I, _____

Signature of Responsible Official (as defined in District Regulation 2.16, section 1.36)

- Understand this form allows me to submit Emissions Inventory System (EIS) documents electronically to the Louisville Metro Air Pollution Control District (LMAPCD) approved State & Local Emissions Inventory System (SLEIS) at <https://apcd.sleis.windsorcloud.com/> in lieu of paper submissions.
- Agree to protect my unique electronic signature information for the LMAPCD on-line SLEIS reporting application from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my username and password to any other individual; and I will not store my password in an unprotected location.
- Agree to contact the LMAPCD SLEIS Administrator at air.emissions@louisvilleky.gov as soon as possible, but no later than 24 hours, after suspecting or determining that my account username and/or password have become lost, stolen or otherwise compromised.
- Agree that I will review the contents of all electronic submissions to the LMAPCD website prior to submission and make all reasonable inquiry as to the accuracy and completeness of the information.

¹ A single SLEIS ELECTRONIC SUBSCRIBER AGREEMENT FORM is required for each Submitter (Responsible Official).

- Understand and agree that I will be legally bound, obligated, and responsible by my use of my electronic signature with the LMAPCD website as I would be using my hand-written signature.
- Understand that I will automatically receive an email receipt from the LMAPCD SLEIS website for any submittal that contains a valid electronic signature, identifying the document received, the signatory, and the date of the receipt.
- Agree that I will contact the LMAPCD Administrator at air.emissions@louisvilleky.gov if I do not receive an email receipt as specified above within five (5) business days for any submittal to the LMAPCD SLEIS website.
- Understand that I will have the opportunity to review the document submitted to the LMAPCD SLEIS website in a human-readable format and an opportunity to repudiate the electronic document based on this review.
- Understand that the LMAPCD SLEIS website will automatically reject any electronic document submitted without a valid electronic signature if such signature is required.
- Understand that the LMAPCD may contact my immediate supervisor and/or company official(s) regarding my role as an authorized individual/signatory for this facility and to verify my identity.
- Agree to notify the LMAPCD SLEIS Administrator at air.emissions@louisvilleky.gov if I cease to represent the facility specified above as signatory of the company's electronic submittals to the LMAPCD SLEIS website.
- Agree to retain a copy of this signed agreement as long as I continue to represent the facility specified above as signatory of the company's electronic submittals to the LMAPCD SLEIS website.

IMPORTANT - *Sign and mail or hand-deliver this completed form to:*

Louisville Metro Air Pollution Control District
 Attn: SLEIS Administrator
 701 W. Ormsby Ave. Suite 303
 Louisville, KY 40203

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