

Electronic signature submittal
agreement/wastewater
signatory registration form

MPCA e-Services

Doc Type: Electronic Signature User Agreement

Facility information

*Facility name: Grand Rapids Wastewater Treatment Facility *Permit number: MN0022080

A. Purpose of this form

- Identification and authorization of a wastewater e-Service signatory (person with recognized authority to electronically sign wastewater documents on behalf of a permit applicant or permittee).
- Identification and/or updating of wastewater responsible official in the Minnesota Pollution Control Agency (MPCA) databases per Minn. R. 7001.0060.
- Delegation of authority from a responsible official to other qualified staff per Minn. R. 7001.0060.

B. Agreements

By their signature on this agreement, the identified signatory (account holder/user) and the responsible official agrees to:

1. Protect the account password, PIN, and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
4. Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
5. Notify the MPCA if the account holder or the responsible official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
6. Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
7. Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

C. MPCA e-Services signatory (account holder) signature acknowledgments

By signing below as an account holder, I acknowledge that:

1. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
2. I have read, understand, and accept the terms and condition of this submittal agreement.
3. I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
4. I have a current User ID in place with the MPCA e-Services.
5. *Signatory (account holder) user ID: 64050711
6. ☐ I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.
or
7. ☒ I am not the responsible official authorized to submit and sign per Minn. R. 7001.0060. **Section D is required.**

Signatory (account holder) signature

Signature: Mark Saunders
(This document has been electronically signed.)Email: nwominnesota@gmail.comPrinted name: Mark SaundersAddress: 1063 Swan Dr.Title: Contract OperatorCity, State, Zip: Walker, MN, 56484Date (mm/dd/yyyy): 9/4/2026Phone number: 218.390.1836

D. If the signatory (account holder) is not the responsible official for the listed facility, the responsible official must complete the following section.

I, Tasha Connelly Mayor
(Responsible official printed legal name) (Responsible official title)

certify that I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.

I authorize and delegate authority to the user identified in section 'C' above. By my signature on this document, I understand that this authorization is valid unless the MPCA is notified by me or the above named user, in writing that the authorization status has changed.

Responsible Official signature

Signature: _____ Email: tconnelly@grandrapidsmn.gov
(This document has been electronically signed.) Address: 420 N. Pokegama Ave
Title: Mayor City, State, Zip: Grand Rapids, MN, 55744
Date (mm/dd/yyyy): 9/4/2026 Phone number: 218.326.7600

E. Final step – Submit to the MPCA

Sign and date section 'C' (if you are the signatory and responsible official) or sections 'C' and 'D' (if you are the signatory but are **not** the responsible official). Follow the [Account management reference guide](#) for further steps needed to assign the facility to your e-Services account. This form must be submitted by email to wq.submittals.mPCA@state.mn.us along with the [Water Quality Submittals form](#) found on the Minnesota Pollution Control Agency's (MPCA) website at <https://www.pca.state.mn.us/water/discharge-monitoring-reports>. The email subject should be "WQ Submittal – [insert your Permit No.]". Save the completed form to your computer in a location where you can easily find it.

Fields preceded by a single red asterisk () indicates a required field.
All **required fields** must be completed or submittal agreement will be returned.*

For MPCA use only:

Authorizing MPCA staff signature

Date