

**U.S. Environmental Protection Agency**  
**Office of Enforcement and Compliance Assurance**  
**NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name	Helena Water
Address	702 Cherry Street
City, State, Zip	Helena, AR 72342
Province	
Country	US
Phone Number	870-753-8528
E-mail Address	helena.westhelena.scada@gmail.com
Registrant's Name	Mr Oscar Donaby
Registrant Title	Plant Operator
CDX User Name	HELENA.WESTHELENA.SCADA@GMAIL.COM

I, Oscar Donaby,  
 (Responsible Official or Duly Authorized Representative)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my 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 U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) Agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epacdx.net.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(5) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e-mail 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 instructions to view information regarding the submission, including my Copy of Record (COR).

(8) Agree that if I receive an e mail notification for any activity that I do not believe that I performed, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt.

(9) Agree to contact the CDX Help Desk if I do not receive an e mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX or service Help Desk.

(11) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time.

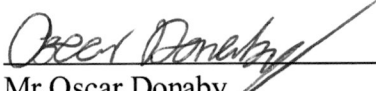
(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify that I am the Responsible Official or their Duly Authorized representative as defined in 40 C.F.R. Â§ 122.22 for the facilities listed in this agreement; and I certify that I have the authority to enter into this Agreement on behalf of the facilities listed above; and

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(15) Agree to provide and maintain an email address by which to receive communications from the CDX system. I understand that this account must be accessible only by me and that I have an affirmative obligation to check this email account regularly. If any email sent to me by CDX is returned as undeliverable, I will explain why this occurred when requested by the Agency.

Signed:

  
Mr Oscar Donaby  
Plant Operator  
Responsible Official or Duly Authorized  
Representative

Date:

11/3/2021

## **Sponsorship/Revocation of Duly Authorized Representative**

**Sponsorship**

I, Mr Oscar Donaby (Responsible Official), hereby attest that I am a Responsible Official for Helena Water within the meaning of 40 C.F.R. Â§ 122.22(a) and that the individuals named below are both duly authorized representatives within the meaning of 40 C.F.R. Â§ 122.22(b) and authorized to represent Helena Water in using the NPDES e-Reporting Tool:

---

---

---

---

Signed:

---

Mr Oscar Donaby  
Responsible Official

Date:

---

**Revocation**

I, Mr Oscar Donaby (Responsible Official), hereby attest that I am a Responsible Official for Helena Water within the meaning of 40 C.F.R. Â§ 122.22(a) and the individuals named below are no longer duly authorized representatives within the meaning of 40 C.F.R. Â§ 122.22(b) or are otherwise no longer authorized to represent Helena Water in using the NPDES e-Reporting Tool:

---

---

---

---

Signed:

---

Mr Oscar Donaby  
Responsible Official

Date:

PLEASE FOLLOW THE MAILING INSTRUCTIONS AT THE FOLLOWING  
HYPERLINK:

**Helena Municipal Water and Sewer System**

Owned and Operated by the City of Helena-West Helena

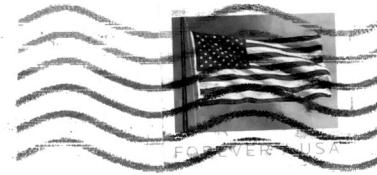
**702 Cherry Street**

**Helena, Arkansas**

**72342**

MEMPHIS TN 380

3 NOV 2021 PM 1 L



Attn: Office of Water Quality, Enforcement Branch  
Arkansas Department of Energy & Environment-  
Division of Environmental Quality  
5301 Northshore Drive  
North Little Rock, AR 72118

72118-531799

