

## Instructions for Duly Authorized Representative (DAR) Form

The State and Local Emissions Inventory System (SLEIS) is an online application for reporting emissions inventories to the Oklahoma Department of Environmental Quality (DEQ). To use SLEIS, a user must be assigned one or more roles. The roles available in SLEIS include Viewer, Editor, Administrator, Submitter.

**Viewer:** Can view the contents of a started emissions inventory report but cannot make any modifications.

**Editor:** Can view, start, modify, and edit the contents of an emissions inventory report.

**Administrator:** Can change users' roles, including their own, at assigned companies or facilities. An Administrator can assign the roles of Viewer, Editor and Administrator, but not Submitter. Can remove users' association with the company and/or facility.  
**Consultants and contractors shall not be assigned as Administrators.**

**Submitter:** Is a Responsible Official (RO) or a Duly Authorized Representative (DAR), as defined in OAC 252:100-1-3, who can submit emissions inventory reports electronically to DEQ. Assignment of this role requires the submission of a completed 100-882 for ROs or 100-882a for DARs. See next page for the complete definitions of a Responsible Official and Duly Authorized Representative.

More than one Viewer, Editor, Administrator, and Submitter can exist per company or facility. A person can be assigned multiple SLEIS roles and can be associated with more than one company or facility. SLEIS users who wish to be assigned as a Submitter must complete form 100-882 or 100-882a, and all other users should use 100-733. All forms require a signature from the Responsible Official; 100-882a forms also require the applicant's signature. Forms need to be submitted when a new user is being associated with a facility or company, or if an existing user is being designated as a Submitter. Please notify Emissions Inventory staff of personnel changes, for instance when personnel no longer require SLEIS access so that their accounts can be deactivated.

After receiving and processing the registration form, Emissions Inventory staff will send an email confirming the company/facility roles that the applicant has been assigned. For new SLEIS accounts, an email containing a link to create a password will be sent to the address provided on the registration form. Once the email is sent, the **applicant has 72 hours** to establish a password before the link expires, after which the applicant will need to contact Emissions Inventory staff or use the Forgot Password feature in SLEIS to have a new link sent.

## Definition of a Responsible Official/Duly Authorized Representative

Responsible Official, pursuant to, Oklahoma Administrative Code (“OAC”), Air Pollution Control, Title 252, Chapter 100-1-3. Definitions.
(A) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either: <ul style="list-style-type: none"><li>(i) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or</li><li>(ii) The delegation of authority to such representatives is approved in advance by the DEQ;</li></ul>
(B) For the partnership or sole proprietorship: a general partner or the proprietor, respectively;
(C) For a municipality, state, federal, or other public agency: Either a principal executive officer or ranking elected official. For purposes of this Chapter, a principal executive officer or installation commander of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
(D) For affected sources: <ul style="list-style-type: none"><li>(i) The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and</li><li>(ii) The designated representative for any other purposes under this Chapter.</li></ul>



## 100-882a Designation of Duly Authorized Representative/SLEIS Registration

Oklahoma Department of Environmental Quality,  
Air Quality Division, P.O. Box 1677, Oklahoma City, OK 73101-1677  
(405) 702-4100

Please email completed forms to [aei@deq.ok.gov](mailto:aei@deq.ok.gov) or mail to the Air Quality Division office.  
All SLEIS User Registrations Require a Responsible Official Signature

Please note, the following information should NOT be personal contact information. As a public body, OK DEQ is subject to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1, et seq. Therefore, the following contact information may be disclosed as part of a lawful request under the Act. By providing the information, the user agrees that there is no Personally Identifiable Information (PII) included and otherwise consents to potential disclosure.

### Section 1: Duly Authorized Representative (DAR) Registration

Name				
Address				
City			Phone/Extension	
State		Zip		Work Cell Phone
Email (required)				

**Section 2: Duly Authorized Representative/SLEIS Role Selection** – All DARs are assigned as Submitter, Administrator, and Viewer. The Editor role is optional.

Assigned	Submitter – Can initiate submission process		
	Administrator – Can remove or change a user's role (assigned to same company)		
	Viewer – Can view the contents of a report, but cannot make any data modifications		
Optional	<input type="checkbox"/>	Editor – Can view, start, modify, enter a report (facility inventory and emissions data)	

**Section 3: Company and Facility Information** – A DAR can be associated with multiple companies and facilities or only a portion of the facilities at a company. Check the all facilities checkbox, list your associated facilities below, or attach a list of your associated facilities.

Company Name(s)	
<input type="checkbox"/>	Assign DAR to all facilities at the Company(s)
Facility Name(s)	

**Section 4: Certification** – I certify that I am a Duly Authorized Representative for the above-listed facility(s) meeting the definition of OAC 252:100-1-3.

DAR Signature	Title	Date
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**Section 5: DAR Certification (requires a Responsible Official's signature)** – I certify that I am a Responsible Official for the above-listed facility(s) meeting the definition of OAC 252:100-1-3 and designate the applicant as a Duly Authorized Representative.

RO Name	RO Signature	Title	Date
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