



## EN Suite Water System Responsible Official Certification

Responsible Official (RO): The owner (any municipality, institution, authority, commission, corporation, person), director, or other responsible representative, who owns or controls a water system and is responsible for responding to correspondence regarding compliance, permitting, and monitoring, and has the authority to make high level decisions.

The RO will also be responsible for approving Licensed Operators and Approved Parties who request association to their system(s) in EN Suite. Note that the RO will also be recorded as the "General Contact" of the referenced water system for purposes of addressing Department correspondence.

**This form must be submitted to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) PRIOR to creating your RO EN Suite account.**

**PWSID:**

**Water System:**

**Section A: Current Department Record.** If the below is correct for the RO as defined above check the box and complete Section C.

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First Name:

Last Name:

Title:

System Mailing Address:

City:

State:

Zip Code:

Telephone (with area code):

Email address:

**Section B: Updated RO Information.** If the information in Section A is not correct, enter the updated information below.

First Name:

Last Name:

Title:

System Mailing Address:

City:

State:

Zip Code:

Telephone (with area code):

Email address:

**Section C: Certification.** I request the Responsible Official (RO) role for the facility identified above in order to be allowed to submit and certify electronic documents using En Suite.

Responsible Official Name (Print):

Title:

Responsible Official Signature :

Date :