



**Appendix C. User Account Deactivation Request Form**

FOR DISCONTINUED USE OF HRSD ENVIRONMENTAL REPORTING SYSTEM (HERS)

The HRSD Environmental Reporting System User Account Deactivation Form must be completed and submitted in the event of one of the following:

1. A RO's roles have changed and that user is no longer responsible for HRSD permit requirements.
2. An RO chooses to no longer use the HRSD Environmental Report System. Please note there must be one active Responsible Official associated to a permitted facility at all times.

**C.1 User Information**

HERS User Name: \_\_\_\_\_

Legal Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**C.2 Deactivation Information**

**Requested Deactivation Date:** \_\_\_\_\_

Deactivation is requested for the following facilities:

Permit No	Facility Name	Facility Location Address

**C.3 Responsible Official Signature**

Please deactivate the user account identified above from the HRSD Environmental Reporting System, which is associated to the above-listed facilities.

I understand that I am obligated to continue to use HRSD Environmental Reporting System during the time this user account is active.

I further understand that this request in no way changes the submission requirements of the facilities listed above. This request only provides notice that the user will no longer use the HRSD Environmental Reporting System.

\_\_\_\_\_  
Name of RO (type or print)

\_\_\_\_\_  
Title of RO (type or print)

\_\_\_\_\_  
Signature of RO

\_\_\_\_\_  
Date

**Print this form, save a copy for your records and mail to:**

HRSD P3 Division - Environmental Reporting System  
PO Box 5902, Virginia Beach, VA 23471-0902