

National Pollutant Inventory

NPI online reporting system

User registration form

NPI reporters are required to complete this user registration form to obtain a user account and password which will enable access to the NPI online reporting system.

User details (Details of the person requesting access to the NPI online reporting system).
Complete all details in the table below.

Title (Mr, Dr, Mrs, Ms, Miss)	
First name	
Last name	
Position	
Company	
Email address	
Telephone number (include STD code)	

Facility details

Please enter details of all facilities that you require access to. Ensure you enter a user role against each facility. The user role determines the level of access to the system you will have for each facility.

- The Reporter role allows the user to enter and validate data, however does not allow for a report to be submitted.
- The Coordinator role allows the user to enter and validate data, and does allow for a report to be submitted.

If you require access to more facilities than there are available boxes, please attach a separate sheet.

User role (Reporter or Coordinator)	Facility ID	Facility name	Facility address

Your personal information will be only used for the purpose for which you have provided it. For more information about our privacy practices see <http://www.npi.gov.au/about/privacy.html>

Office use only

User details verified:

Authorising officer verified:

Signature of jurisdictional authorising officer:

Date:

Conditions for provision of NPI online reporting system access

Please read the conditions of use and acknowledge your agreement by signing the form.

Account usage

All users of the NPI online reporting system will be held accountable for their actions in regards to their usage of the system. Usage of the NPI system will be monitored by the system administrator.

Security reporting

Any occurrence of the following should be considered a potential security violation by users of the NPI online reporting system and reported:

- any loss (including destruction or corruption), theft or unauthorised disclosure of classified material in hardcopy or softcopy form through a deliberate, negligent or accidental act;
- any disclosure of a user's password;
- any unauthorised access to a user's account (including sharing of accounts established for identified individuals and unsupervised use by visitors); and
- any introduction, processing or storage of offensive material in the system.

All reported violations will be escalated to the appropriate person.

On becoming aware of any security violations, poor security practices or actions that may compromise the security of the system (and hence the security of the information stored and processed within the system), users are to advise **at least one** of the following at the earliest opportunity: the relevant jurisdiction; Commonwealth NPI team; system administrator; or the Department of Environment and Water Resources ICT security manager.

I am aware of my responsibilities not to cause or assist in a breach of security and agree to abide by security procedures currently in force affecting the use of the information system resources within the NPI online reporting system.

I have read and will abide by these conditions.

Signature:

Date:

Company authorisation

A company authorising officer must verify that the user's details are correct and that the user is authorised to access the NPI online reporting system and enter and/or submit data on behalf of the company in accordance with the user role specified.

I agree that the signatory noted above will be granted access to the necessary facility data, and to enter and/or submit data on behalf of the company for NPI purposes.

Signature	
Date	
Email address	
First name	
Last name	
Position	
Company	
Telephone number (include STD code)	

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