

Dec. 15, 2008

RE: SIGNATORY AUTHORITY REQUIRED FOR MONITORING REPORTS

Dear Industrial User:

Industrial Pretreatment Program regulations require your submissions of Self-Monitoring data to have Certification Statements signed by authorized company representatives. For many years the Certification Statements have appeared on your reporting forms. However, as the administrators of the Program, we can lose track of just who are the authorized individuals of your company. This notice will get us current on the Signatory Authority for your company. In the future, we will keep a record of these individuals during the Site Inspection process.

I have defined the requirements for signatory authority for your records. In addition, I have included a form that will name those individuals who meet corporate officer (or general partner or proprietor) status, and those individuals whom are delegated as an authorized representative.

Thank you,

Clinton L. Dickey
Environmental Analyst

Federal Industrial Pretreatment Regulations (40 CFR 403.12(l)) require monitoring reports (characterizing the nature, concentration, and flow of pollutants) to have a certification statement signed by a “responsible corporate officer.” Specifically, the rule requires,

1) A corporate officer (if the Industrial User submitting the reports is a corporation). A responsible corporate officer means:

- a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principle business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
- b) The manager of one or more manufacturing, production, or operation facilities employing more that 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second –quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures,

A representative of the corporate officer may be designated to sign the documents if:

- a) Authorization is made in writing by the corporate officer to the Pickens County Pretreatment office.
- b) Authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates (e.g., plant manager or equivalent responsibility or individual with overall responsibility for environmental matters for company).

Any new representative must have written authorization from the corporate officer submitted to the Pickens County Pretreatment Office before or with any reports requiring a representative’s signature. **OR**

2) A general partner or proprietor (if the Industrial User submitting the reports is a partnership or sole proprietorship).

A representative of the general partner or proprietor may be designated to sign the documents if:

- a) Authorization is made in writing by the general partner or proprietor to the Pickens County Pretreatment office.
- b) Authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates (e.g., plant manager or equivalent responsibility or individual with overall responsibility for environmental matters for company).

Any new representative must have written authorization from the general partner or proprietor submitted to the Pickens County Pretreatment Office before or with any reports requiring a representative’s signature.

SIGNATORY AUTHORITY

Business Name: _____

Circle One: Corporation, Partnership, Sole Proprietorship

Names of Corporate Officers, (Partners, or Sole Proprietor):

Name	Title/Position

I, _____(officer), as an official of _____
_____ (company name), name _____ (individual)

as a company representative authorized to sign documents for the Pickens County Industrial Pretreatment Program. The individual named above meets the criteria of having responsibility for the overall operation of the company facility from which the Industrial Discharge originates.

Company Officer

Date

Future updating of individuals with Signatory Authority can be completed either with the submission of this form, or during the Industrial Inspection process.