

INDUSTRIAL USER SIGNATORY DESIGNATION FORM

GENERAL INSTRUCTIONS

- A. The information requested in the enclosed form is required for Industrial Users wishing to designate an authorized representative for signing reports to the City of Greeley (City).
- B. Please complete the attached form and return it to your permit administrator at the following address:

City of Greeley
Wastewater Treatment and Reclamation Facility
Attn: Industrial Pretreatment Supervisor
300 East 8th Street
Greeley, CO 80631

If you have any questions, please contact your permit administrator.

SPECIFIC INSTRUCTIONS

Permit Information	Provide all requested information about the facility.
Signatory Information	Provide all requested information regarding the facility representative being designated as the authorized signatory for the facility's reports to the City. See "Signatory Requirements" below, section (3)(ii), for definition of who may be designated to sign facility reports.
Certification Statement	This report must be certified and signed by an authorized representative AND the designated signatory. See "Signatory Requirements" below, sections (1) and (2) for the definition of authorized representatives of an Industrial User and section (3) for a definition of who may be designated to sign facility reports.

Signatory Requirements – 40 CFR 403.12 (I)

All applications, reports, or information submitted to the City as required by this Permit shall be signed and certified as specified at 40 CFR 403.12(I) by an authorized representative defined as one of the following:

- (1) By a responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - (i) 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
 - (ii) The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship, respectively.
- (3) By a duly authorized representative of the individual designated in paragraph (1) or (2) of this section if:
 - (i) The authorization is made in writing by the individual described in paragraph (1) or (2);
 - (ii) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - (iii) The written authorization is submitted to the City.
- (4) If an authorization under paragraph (3) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (3) of this section must be submitted to the City prior to or together with any reports to be signed by an authorized representative.



**City of Greeley - Wastewater Treatment and Reclamation Facility
Industrial User Signatory Designation Form**

If you have any questions regarding the completion of this form, please contact the Industrial Pretreatment Team at (970) 350-9363.

This form may be used by an Industrial User establishing an authorized representative responsible for reviewing and signing reports required by the User’s wastewater discharge permit. Carefully review the attached instructions and necessary conditions under which a person may be designated as a signatory of an Industrial User’s reports.

Permit Information

Discharge Permit Number: _____
 Permittee and/or Company name: _____
 Address of Premises: _____

Signatory Information

*Individual(s) delegated authority to sign reports submitted to the WPCF :
 (Delegation of signatory authority must meet the requirements of 40 CFR 403.12.)*

Duly Authorized Representative #1:

Name: _____
 Title: _____
 Phone Number: _____
 Signature: _____

Duly Authorized Representative #2:

Name: _____
 Title: _____
 Phone Number: _____
 Signature: _____

Certification Statement

I, _____ (*Name of Authorized Representative*), certify that I am an Authorized Representative for _____ (*Company Name*), and that the information provided in this form, including any applicable designations of “Duly Authorized Representative” indicated in the section above, is true, accurate and valid to the best of my knowledge. Furthermore, I certify that the information presented in this form is intended to comply with the signatory requirements for the submittal of Industrial User Reports in accordance with 40 CFR 403.12(I).

 Signature of Authorized Representative

 Date