



SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT

Signature Authorization Form

Wastewater Discharge Permit Applications, Compliance Report Forms, Baseline Monitoring Reports, Compliance Schedule Reports, and other discharge reports required by Sacramento Regional County Sanitation District (Regional San) contain specific signatory requirements.

This form* authorizes a representative to sign Wastewater Discharge Permit reports and other required information submitted to Regional San. The company official and authorized representative(s) listed below assume responsibility for the content of the submitted reports. The authorizing company must be the discharge owner (also known as the responsible party), not a consultant or contractor.

If a specific person or position is named below and that person leaves or the position is eliminated, Regional San must be provided with a new authorization.

Complete the following:

_____	_____
(Company Name)	(Company Site Name)
_____	_____
(Company Address)	(Company Site Address)
_____	_____
	(Wastewater Discharge Permit Number)

[The above-named company] is providing signature authorization as required by the Sacramento Regional County Sanitation District Consolidated Ordinance. (Complete the appropriate selection(s) below. Write legibly.)

<input type="checkbox"/>	The Position of _____ within this facility is authorized to sign all reports and other required information submitted to Regional San. As of the date of this form, this position is held by _____. (Name of Employee)
<input type="checkbox"/>	Employee _____ within the company (Name of Employee) _____ is authorized to sign all reports and other (Company Name) information submitted to Regional San.
<input type="checkbox"/>	None of the above. No one other than the appropriate Corporate Officer, Partner, or Director as defined by the Signature Authorization Guidelines is authorized to sign wastewater discharge reports.

Under laws of perjury, I am legally authorized to sign this document: (See Guidelines criterion #1, #2, or #3)

Signature _____ Date _____

Printed Name _____ Title _____

Company Name _____

Submit this form to

Sacramento Regional County Sanitation District
 Wastewater Source Control Section Phone: (916) 875-6470
 10060 Goethe Road, Sacramento, CA 95827 Fax: (916) 854-9286

For questions, contact your inspector or the Wastewater Source Control Section at (916) 875-6470.

*Other forms or documents from the user that show delegated authority may be acceptable.



SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT

Signature Authorization Guidelines

Permitted User (PU) signatures on applications, reports and other information must fulfill the signatory requirements of the Sacramento Regional County Sanitation District Consolidated Ordinance, which are based on 40 CFR 403.12(l), summarized below:

1. If PU is a Corporation (“Inc.”)
 - a. Corporate Officer (President, Secretary, Treasurer, VP or any other person who performs similar policy- or decision-making functions for the corporation)
 - b. The manager of one or more manufacturing, production, or operating facilities having authority 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 action 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. If PU is a Partnership or Proprietorship (“LLP”, “LLC”, “LTD”)
 - a. General Partner
 - b. Proprietor
3. If PU is a Government Entity
 - a. Principal Executive Officer or Director with responsibility for the discharging facility
4. Any Authorized or Duly Authorized Representative (or *Position*) given written authorization by a person in one of the above three categories. The representative usually includes plant manager, operator, superintendent, environmental personnel, etc.

If a specific person or position is named in #4 above and that person leaves or the position is eliminated, Regional San must be provided with a new authorization.