

**INDUSTRIAL USER SIGNATORY DESIGNATION FORM  
GENERAL INSTRUCTIONS**

1. 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 Philadelphia (City).
2. Please complete the attached form and return it to your permit administrator at the following address:

Baxter Water Treatment Plant  
9001 State Road  
Philadelphia, PA 19136

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

**SPECIFIC INSTRUCTIONS**

- Item 1.** A.-B. Provide all requested information about the facility.
- Item 2.** A.-B. 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 (c)(2), for definition of who may be designated to sign facility reports.
- Item 3.** This report must be certified and signed by an authorized representative as well as the designated signatory. See "Signatory Requirements" below, sections (a) and (b) for the definition of authorized representatives of and Industrial User and section (c) for definition of who may be designated to sign facility reports.

**Signatory Requirements – Wastewater Discharge Permit Part VI, Section 4**

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(l) by an authorized representative defined as one of the following:

- (a) 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:
1. 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,
  2. the manager of one or more manufacturing, production or operation facility, 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 initiating and directing 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.
- (b) By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship, respectively.
- (c) By a duly authorized representative of the individual designated in paragraph (a) or (b) of this section if:
1. The authorization is made in writing by the individual described in paragraph (a) or (b);
  2. 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
  3. The written authorization is submitted to the City.
- (d) If an authorization under paragraph (c) 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 (c) of this section must be submitted to the City prior to or together with any reports to be signed by an authorized representative.



**INDUSTRIAL WASTE & BACKFLOW COMPLIANCE  
INDUSTRIAL USER SIGNATORY DESIGNATION FORM**



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.

1) Company Information

A. Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

B. Permit #: \_\_\_\_\_

2) Signatory Information

A. Date of Designation: \_\_\_\_\_

B. Designated Signatory: \_\_\_\_\_

Signatory Title: \_\_\_\_\_

Signatory Address: \_\_\_\_\_

Signatory Phone #: \_\_\_\_\_

3) Certification Statement

All applications, reports or information submitted to the city as required by a Wastewater Discharge Permit shall be signed and certified by an authorized representative as specified at 40 CFR 403.12(l).

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

\_\_\_\_\_  
Representative Conferring Signatory Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date