



**Industrial Pretreatment**  
P. O. Box 17089  
Pensacola, Florida 32522-7089  
Phone: 850-969-3344

**Responsible Official and Duly  
Authorized Representative  
Signatory Identification Form**

Reports submitted by facilities permitted under the ECUA Industrial Pretreatment program are required to be signed by a "Responsible Official" or "Duly Authorized Representative." The intent of this form is to capture the signature(s) and name(s) of the Responsible Official(s) of each permitted entity and of any designated Duly Authorized Representative(s) that is (are) responsible for signing and submitting Industrial User Reports required under ECUA permit. New facilities that are currently in the process of obtaining a new permit from ECUA are also required to complete the enclosed form.

**A. By a "Responsible Official" who is defined as an individual that is:**

- (i) A president, secretary, treasurer, or vice-president of a company or corporation that is in charge of a principal business function, or any other person who performs similar policy or decision making functions for the company or corporation; or
- (ii) A general partner or proprietor if the permitted entity is a partnership, or sole proprietorship respectively; or
- (iii) 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 permitted 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; or
- (iv) For a municipal, state, federal or other public agency either the agency's Director or other authorized senior official having responsibility for the overall operations of the facility.

**B. By a "Duly Authorized Representative" provided that:**

- (i) The authorization is made by a "Responsible Official" meeting the criteria outlined in Part A above by using the enclosed "Responsible Official and Duly Authorized Representative Signatory Identification Form"; and
- (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.

**NOTE:**

An up-to-date form must be on file with the ECUA Industrial Pretreatment Program (IPP) in order for any Industrial Self-Monitoring Reports required under the facility's IPP permit to be acceptable to ECUA. A new form must be completed and submitted. It is the responsibility of the permittee to maintain and submit accurate "Responsible Official and Duly Authorized Representative Signatory Identification Form" to ECUA.



**Industrial Pretreatment**  
 P. O. Box 17089  
 Pensacola, Florida 32522-7089  
 Phone: 850-969-3344

**Responsible Official and Duly  
 Authorized Representative  
 Signatory Identification Form**

**Facility Information**

<b>Facility Name:</b>	
<b>Permit Number:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	

**Responsible Person Contact Information**

<b>1<sup>st</sup> Responsible Official:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>E-mail Address:</b>			
<b>Phone Number:</b>		<b>Cell Number:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>2<sup>nd</sup> Responsible Official: (optional)</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>E-mail Address:</b>			
<b>Phone Number:</b>		<b>Cell Number:</b>	
<b>Signature:</b>		<b>Date:</b>	



**Industrial Pretreatment**  
 P. O. Box 17089  
 Pensacola, Florida 32522-7089  
 Phone: 850-969-3344

**Responsible Official and Duly  
 Authorized Representative  
 Signatory Identification Form**

**Designation of Duly Authorized Representative(s)**

Please indicate whether or not the permitted entity will have specific "Duly Authorized Representatives" sign and submit Industrial User reports on its behalf by checking off the appropriate box below and providing the required information for all such individuals.

<b>NO</b>	<input type="checkbox"/>	Additional designations will not be made at this time and only the individual(s) listed on "Responsible Official" of this form is (are) authorized to sign and submit Industrial User Reports to ECUA.
<b>YES</b>	<input type="checkbox"/>	The following individual(s) is (are) authorized to sign and submit Industrial User Reports to ECUA on behalf of the permitted entity.

**Duly Authorized Representative Contact Information**

**1<sup>st</sup> Duly Authorized Representative:**

<b>Name:</b>			
<b>Title:</b>			
<b>E-mail address:</b>			
<b>Phone Number:</b>		<b>Cell Number:</b>	
<b>Signature:</b>		<b>Date:</b>	

**2<sup>nd</sup> Duly Authorized Representative:**

<b>Name:</b>			
<b>Title:</b>			
<b>E-mail address:</b>			
<b>Phone Number:</b>		<b>Cell Number:</b>	
<b>Signature:</b>		<b>Date:</b>	

**ECUA Approval**

<b>IP Coordinator:</b>			
<b>IP Signature:</b>		<b>Date:</b>	