



**City of Annapolis**  
Department of Public Works  
145 Gorman Street, 2<sup>nd</sup> Fl  
Annapolis, MD 21401-2529

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## Authorized Representative Designation Form

This form must be used to identify the "Responsible Official" and if applicable, the "Duly Authorized Representative" of the entity permitted (or to be permitted) under the City of Annapolis Wastewater Pretreatment Program. This form shall be completed and submitted to the City Wastewater Pretreatment Program prior to or in conjunction with any User Reports (a/k/a self monitoring reports) required under the City issued Wastewater Discharge Permit or included with an wastewater discharge permit application package or as the representatives or authorized individuals change.

Company Name \_\_\_\_\_

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

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

### *Authorized Representative*

### *Alternative Representative*

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_

I hereby authorize the above named individual(s) to fulfill my signatory requirements as set forth in City Code [Section 16.16.145](#) and Federal regulation 40 CFR 403.12(1) and the City of Annapolis Wastewater Pretreatment Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

### **40 CFR 403.12(1)**

(A) By a "Responsible Official" who is defined as an individual that is:

(i) A president, secretary, treasurer, or vice-president of the corporation in charge of the principal business function or any other person who performs similar policy or decision-making functions for the 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 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, 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, and

(ii) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility form which the Industrial Discharge originates, such as plant manager, operator, field superintendent, or having overall responsibility for environmental matters for the entity.

If an authorization previously submitted is no longer accurate because a different individual or position has responsibility for the overall operation, or overall responsibility for environmental matters, a new authorization satisfying the above requirements must be submitted immediately.