



Regulatory Services Division
Industrial Discharge Control Program

Signatory Authority

Designation of Authorized Representative¹ (Required)

I, _____, _____ of
Authorized Representative Authorized Representative Title

_____, as an individual identified in 40 CFR Part 403.12(l)(1)&(2)
Industry Name

of the Federal Pretreatment Regulations, shall sign all reports submitted to the Washington Suburban Sanitary Commission (WSSC) for purposes of maintaining compliance with Federal and local pretreatment requirements. In the event that I choose to delegate signatory authority to another authorized representative, I shall notify WSSC, in writing, of the change.

Signature of Authorized Representative

Date

Authorized Representative E-mail

Authorized Representative Phone Number

Delegation of Signatory Authority (Optional)

I, _____ of _____,
Authorized Representative Industry Name

duly authorize _____,
Delegated Individual Delegated Individual Title

to sign all reports submitted to the WSSC for purposes of maintaining compliance with Federal and local pretreatment requirements. In the event that the name of the aforementioned designated individual changes, a new statement shall be submitted to WSSC, in writing, thus granting authorization to the new individual.

Signature of Delegated Individual

Date

Signature of Authorized Representative

Date

Delegated Individual E-mail

Delegated Individual Phone Number

¹ Authorized Representative Definition (in following 40 CFR Part 403.12(l)(1) & (2):

- 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. The president, secretary, treasurer, or a 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 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.
- b. By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship, respectively.
- c. By a principal executive officer or director having responsibility for the overall operation of the discharging facility if the Industrial User submitting the reports is a Federal, State, or local governmental entity, or their agent.
- d. By a duly authorized representative of the individual designated in paragraph a., b., or c. of this Section if:
 1. The authorization is made in writing by the individual described in paragraph a., b., or c;
 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 a 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 WSSC..

If authorization in paragraph a-d. above is no longer accurate because a different individual or position has responsibility, a new written authorization must be submitted to the WSSC prior to or together with any reports to be signed by an authorized representative.



Signatory Authority

Electronic Signature Agreement (ESA) *(Required)*

To allow for Cross-Media Electronic Reporting Rule (CROMERR) compliant electronic reporting in the WSSC LinkoExchange (LE) portal, a separate Electronic Signature Agreement (ESA) shall be completed for the Authorized Representative and each Delegated Individual (Print/sign multiple copies as needed).

I,

Name of Electronic Signature Holder

- 1) Agree to protect the electronic signature credential, consisting of my WSSC LE user identification, password, and Challenge Question/Answer, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password and the Challenge Question/Answer; I will not divulge or delegate my user name, password, and/or Challenge Question/Answer to any other individual; and I will not allow my password to be written into computer scripts to achieve automated login.
- 2) Agree that the use of my electronic signature (Username, password, and Challenge Question/Answer) shall serve as a legally enforceable signature in the same manner as an original signature on a paper document pursuant to the provisions of the WSSC Plumbing and Fuel Gas Code. I will be held legally bound, obligated, or responsible for any use of my electronic signature as I would be using my hand-written signature in submitting an electronic document to the LE system.
- 3) Agree to contact the WSSC Industrial Discharge Control Section (IDC) at **301-206-8841** as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.
- 4) I agree to notify WSSC IDC Section within 10 working days if my duties change and I no longer need to interact with LE on behalf of my organization. I agree to make this notification by notifying the WSSC IDC Section at **301-206-8841** or industrialdischargecontrol@wsscwater.com.
- 5) Understand that I will be informed through my registered electronic mail (email) address whenever my user identification or password have been modified.
- 6) Understand that LE reports the last date my user identification and password were used after successfully logging into the LE.
- 7) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.
- 8) Understand that whenever I electronically sign and submit an electronic document to LE, I will receive an email at my registered email address. This email will inform me that a submission has been made to LE from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (COR).
- 9) Agree that if I receive an email notification for any activity that I do not believe that I performed, I will notify the WSSC IDC Section as soon as possible, but no later than 24 hours, after receipt.
- 10) Agree to contact WSSC IDC Section if I do not receive an email notification within 5 business days for any electronically signed submission using my credentials.
- 11) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what LE has received from me by contacting the WSSC IDC Section.



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- 12) Agree to notify WSSC IDC Section if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting WSSC IDC Section as soon as this change in relationship occurs.
- 13) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.
- 14) Certify I have the authority to enter into this Agreement on behalf of the Organization identified below, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- 15) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

To be completed by the CROMERR Signer *(Required)*:

Printed Name: _____
Title: _____
Organization (legal name): _____
Address (mailing): _____
City, State, Zip: _____
E-mail address: _____
Telephone number: _____
Discharge Authorization Permit #: _____

Signature of Electronic Signature Holder

Date

Mail ink-signed signatory authority form(s) attention to your assigned Industrial Investigator at:

Washington Suburban Sanitary Commission
Regulatory Services Division
Industrial Discharge Control Program
14501 Sweitzer Lane, 11th Floor
Laurel, Maryland 20707-5901