

# Industrial Pretreatment Program Delegation of Signature Authority Form

The City of Gresham Industrial Pretreatment Program’s governing ordinance 4.45.115(2), requires that all Industrial Waste Discharge Permit Applications, Baseline reports, Final Compliance reports (90-Day Compliance Reports), Continued Compliance reports, and other required reports shall *“be signed by a responsible corporate officer, by a general partner or proprietor, or by a duly authorized representative of the Industrial User, as defined under 40 CFR 403.12(l).”*

Title 40 Code of Federal Regulations (CFR), Section 403.12(l) states, *“The reports required . . . shall be signed as follows:*

- (1) *By a responsible corporate officer, if the Industrial User submitting the reports required by paragraphs (b), (d), and (e) of this section is a corporation. For the purpose of this paragraph, a responsible corporate officer means:*
  - (i) *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*
  - (ii) *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.*
- (2) *By a general partner or proprietor if the Industrial User submitting the reports required by paragraphs (b), (d), and (e) of this section is a partnership, or sole proprietorship respectively.*
- (3) *By a duly authorized representative of the individual designated in paragraph (l)(1) or (l)(2) of this section if:*
  - (i) *The authorization is made in writing by the individual described in paragraph (l)(1) or (l)(2);*
  - (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; and*
  - (iii) *the written authorization is submitted to the Control Authority.*
- (4) *If an authorization under paragraph (l)(3) 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 (l)(3) of this section must be submitted to the Control Authority prior to or together with any reports to be signed by an authorized representative.”*

Signature authority to sign reports and applications that are submitted to the City of Gresham Industrial Pretreatment Program may be delegated to an individual or a position. **If you wish to delegate signature authority as described in paragraph 4 above, complete the form on the next page and submit it to the City of Gresham Industrial Pretreatment Program. If you have questions, please contact 503-618-2525 or [IPP@GreshamOregon.gov](mailto:IPP@GreshamOregon.gov).**

This delegation of signature authority may be amended by the industry user at any time by providing the City with a new delegation of signature authority form.



# Industrial Pretreatment Program Delegation of Signature Authority Form

## Industrial User Information

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

\_\_\_\_\_  
Permit Number

## Name(s) or Position(s) and Signature of Delegated Authorized Representative (Must meet requirements in paragraph 3 on previous page.)

- |    |                  |           |
|----|------------------|-----------|
| 1. | Name or Position | Signature |
| 2. | Name or Position | Signature |
| 3. | Name or Position | Signature |

Must be completed by Authorized Signatory (refer to previous page for authorized signatory requirements):

*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.*

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Deliver a hard copy of the completed form with an original signature to:

**City of Gresham**  
**Department of Environmental Services**  
**Industrial Pretreatment Program**  
**1333 N.W. Eastman Parkway**  
**Gresham, Oregon 97030**