



Signatory Requirements for the Submittal of Industrial User Reports (a/k/a Self Monitoring Reports) to the DERM Industrial Waste Pretreatment Program

Pursuant to the provisions of Title 40, Part 403, of the Code of Federal Regulations (40 CFR 403), Industrial User Reports (a/k/a Self Monitoring Reports) submitted by facilities permitted under the Industrial Waste Pretreatment (IWP) program of the Department of Regulatory and Economic Resources (RER) - Division of Environmental Resources Management (DERM) are required to be signed by a "Responsible Official" or "Duly Authorized Representative" meeting the requirements of 40 CFR 403.12(I). 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 a DERM issued IWP operating permit. New facilities that are currently in the process of obtaining a new IWP operating permit from DERM are also required to complete the enclosed form.

Instructions for Completing the "Responsible Official and Duly Authorized Representative Signatory Identification Form".

- 1) Review the information provided in the section of this document titled "Signatory Identification Requirements for Industrial User Reports" before completing the form as it outlines the signatory requirements for all facilities regulated under DERM's IWP program. Note that the information provided in this section is consistent with the signatory requirements stipulated in 40 CFR 403.12(I), Code of Federal Regulations.
- 2) Review and become familiar with the information requested in Sections A, B, C and D of the form. As you complete the form, be mindful of the following:
 - (a) At least one "Responsible Official" of the permitted facility meeting the requirements stipulated in the "Signatory Identification Requirements for Industrial User Reports" is specified in Section B of the form.
 - (b) If the regulated entity opts to designate one or multiple individuals to act as "Duly Authorized Representatives" on its behalf, said designation(s) shall be made in Section C of the form. Note that each individual listed as a "Duly Authorized Representative" must sign the form in the appropriate field(s) in order for the designation(s) to be considered acceptable to DERM.
 - (c) Ensure that Section D of the form is signed by a Responsible Official and certified by a notary public. The form will NOT be acceptable to DERM if any of this information is omitted.
- 3) Submit the completed form to DERM as indicated in the "Submittal Instructions" section below.

Submittal Instructions

- **For existing permitted facilities**

Once the Signatory Identification Form has been fully completed in accordance with the above instructions, said form shall be submitted to:

Department of Regulatory and Economic Resources
Pollution Regulation Division, 7th Floor
Attn: Industrial Waste Pretreatment Program Coordinator
701 NW 1st Court
Miami, FL 33136-3912

Upon receipt, DERM will review the form for completeness and record keeping purposes. DERM personnel may contact the responsible official(s) if deficiencies are identified in the form. In order to expedite the review process, it is strongly recommended that an email address be provided for each individual listed on Section A of the form and Section C as applicable.

- **For new facilities in the process of obtaining a new IWP operating permit with DERM**

The completed Signatory Identification form shall be included with the facility's IWP operating permit application for all new facilities required to obtain an IWP operating permit with DERM. Please refer to the instructions provided in the "IWP operating permit application package for new sources" found in <http://www.miamidade.gov/permits/industrial-pretreatment-construction.asp> for more information on how to properly submit a permit application to DERM for review and processing.



When is the facility required to submit a new Signatory Identification Form to DERM?

An up-to-date "Responsible Official and Duly Authorized Representative Signatory Identification Form" must be on file with the Industrial Waste Pretreatment program of DERM in order for any Industrial User Reports (a/k/a Self Monitoring Reports) required under the facility's IWP operating permit to be acceptable to DERM. A new form must be completed and submitted:

1. Upon any changes in personnel or position responsibilities that would preclude an individual from meeting the "Responsible Official" requirements described in Part A of the "Signatory Identification Requirements for Industrial User Reports" guidance.
2. Upon any changes in personnel or position responsibilities that would preclude an individual from meeting the "Duly Authorized Representative" requirements described in Part B of the "Signatory Identification Requirements for Industrial User Reports" guidance. Note that any change to the "Responsible Official" as indicated in item #1 above would also require re-authorization of the "Duly Authorized Representative" designations.

****Only the signatures included on the form shall be accepted on any Industrial User Reports to be provided to the Industrial Waste Pretreatment Program of DERM. Any such report submitted without of any of the signatures captured on the form will be considered incomplete and unacceptable due to improper signatory authorization and certification.****

What if I have questions regarding the completion and/or submittal of the "Responsible Official and Duly Authorized Representative Signatory Identification Form"?

If you have questions regarding the completion and/or submittal of the form, please contact the Industrial Waste Pretreatment Coordinator of the DERM Pollution Regulation Division at (305) 372-6600.



Signatory Identification Requirements for Industrial User Reports

The "Responsible Official and Duly Authorized Representative Signatory Identification 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 DERM's Industrial Waste Pretreatment program. The form and all Industrial User Reports (a/k/a Self Monitoring Reports) required under a DERM issued Industrial Waste Pretreatment operating permit shall be signed as follows:

- 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.

If an authorization previously submitted to DERM in accordance with Part B above 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 Part B above must be submitted to DERM prior to or together with Industrial User Reports to be signed by an authorized representative.



Responsible Official and Duly Authorized Representative Signatory Identification Form

Please identify the Responsible Official(s) and Duly Authorized Representative(s) by completing the information required in Sections A, B, C and D of this form. Note that incomplete forms will not be accepted by DERM. This form shall be fully completed and submitted to DERM prior to or in conjunction with any Industrial User Reports (a/k/a Self Monitoring Reports) required under a DERM issued Industrial Waste Pretreatment operating permit, or included with an operating permit application package if the facility in question is not yet permitted by DERM.

A. Facility Information

(i) Name of entity permitted or to be permitted with DERM (e.g., company, corporation, partnership, proprietorship, government agency): _____

(ii) Operating Permit No.: IWP- _____ (Specify "TBD" if a permit number has not yet been assigned by DERM to the entity indicated above)

(iii) Facility address: _____

B. Responsible Official(s) Informaiton

At least one "Responsible Official" meeting the requirements outlined in the "Signatory Identification Requirements for Industrial User Reports" guidance document shall be specified in the fields below. This form will not be deemed acceptable by DERM if it is not signed by at least one such individual.

Responsible Official #1

Name: _____

Title: _____

E-mail address: _____

Primary Contact Number: _____ Alternate Contact Number: _____

Date: _____

Signature of Responsible Official #1 (required)

Responsible Official #2

Name: _____

Title: _____

E-mail address: _____

Primary Contact Number: _____ Alternate Contact Number: _____

Date: _____

Signature of Responsible Official #2 (required)

Responsible Official #3

Name: _____

Title: _____

E-mail address: _____

Primary Contact Number: _____ Alternate Contact Number: _____

Date: _____

Signature of Responsible Official #3 (required)



C. 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.

- (i) NO; additional designations will not be made at this time and only the individual(s) listed on Section B of this for is(are) authorized to sign and submit Industrial User Reports to DERM.
(ii) YES; the following individual(s) is(are) authorized to sign and submit Industrial User Reports to DERM on behalf of the permitted entity:

Duly Authorized Representative #1

Name: _____

Title: _____

E-mail address: _____

Primary Contact Number: _____ Alternate Contact Number: _____

_____ Date: _____

Signature of Duly Authorized Representative #1 (required)

Duly Authorized Representative #2

Name: _____

Title: _____

E-mail address: _____

Primary Contact Number: _____ Alternate Contact Number: _____

_____ Date: _____

Signature of Duly Authorized Representative #2 (required)

D. Certification by Responsible Official

To be deemed acceptable to DERM, this form shall be SIGNED by a Responsible Official and NOTARIZED as indicated below.

I, _____ (Name of Responsible Official), certify that I am a Responsible Official for _____ (name of entity), and that the information provided in this form, including any applicable designations of 'Duly Authorized Representatives' indicated in Section C above, is true, accurate and valid to the best of my knowledge. Furthermore, I certify that the information presented in this form is intended to comply with the signatory requirements for the submittal of Industrial User Reports in accordance with 40 CFR 403.12(I), Code of Federal Regulations as of the date noted below.

Signature of Responsible Official: _____ Date: _____

Before me, a Notary Public duly qualified under the laws of the State of _____ to administer oaths, personally appeared _____. Being by my duly sworn, deposes and says that he/she read the foregoing form and knows the contents thereof, and that the same is true of his/her own knowledge. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of _____, (year) _____.