

**INSTRUCTIONS FOR COMPLETING
THE SIGNATORY UPDATE FORM**

Pursuant to 40 CFR 403.12 (l) Signatory requirements for industrial user reports, and The Pretreatment Regulation of the Allegheny County Sanitary Authority 1.3.4, ALCOSAN periodically needs to update its records stating the person or persons responsible for implementation of the pretreatment program at your facility. All Self Monitoring Compliance Reports (SMCRs), Permit Applications, Toxic Organic Management Plan (TOMP) Certifications, Industrial Waste Surveys, etc... must be signed by an Authorized Representative of User. An authorized representative of User may be: (1) a Responsible Corporate Officer if the User is a corporation; (2) a general partner or proprietor if the User is a partnership or sole proprietorship, respectively; (3) a director or highest official appointed or designated to oversee the operation and performance of the activities of the governmental facility, or their designee, if the User is a Federal, state or local governmental facility; or (4) a Duly Authorized Representative of the individual designated in (1), (2) or (3) above.

The enclosed form is comprised of two sections. The first section should be completed if the Responsible Corporate Officer (1), general partner, or proprietor or director of a Federal, state or local governmental facility, wishes to be the sole signatory. The second section allows the Responsible Corporate Officer (1), general partner, or proprietor or director of a Federal, state or local governmental facility to designate a duly authorized representative (2). Complete the appropriate section and return to the Industrial Waste Department of ALCOSAN.

- (1) A Responsible Corporate Officer means (i) the president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or 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) A Duly Authorized Representative is an individual authorized in writing by a Responsible Corporate Officer, general partner, or proprietor or director of a Federal, state or local governmental facility to be signatory for all required reports submitted under the User's permit. To designate a Duly Authorized Representative, the authorization must specify either an individual or position having responsibility for the overall operation of the facility from which the 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 must be submitted in writing to ALCOSAN. The authorization designating the Duly Authorized Representative must be submitted to ALCOSAN prior to or together with any reports signed by an authorized representative.

The authorization specified in (1), (2) or (3) must be submitted to ALCOSAN in writing.

**Allegheny County Sanitary Authority
Signatory Update**

Option# 1 Responsible Corporate Officer, general partner, or proprietor or director of a Federal, state or local governmental facility

_____ meeting
(Name Print) (Title)
one or more of the requirements set forth in 40 CFR 403.12 (l) *Signatory requirements* for industrial user reports, and/or The Pretreatment Regulation of the Allegheny County Sanitary Authority 1.3.4 shall be the sole signatory for all required reports submitted under **Industrial Discharge Permit number P - _____** for:

Company Name _____

Company Address _____

_____/_____/_____
(Signature) (Date)
Responsible Corporate Officer, general partner, or proprietor or director of a Federal, state or local governmental facility

Option# 2 Duly Authorized Representative

I _____ meeting
(Name Print) (Title)
one or more of the requirements set forth in 40 CFR 403.12 (l) *Signatory requirements* for industrial user reports, and/or The Pretreatment Regulation of the Allegheny County Sanitary Authority 1.3.4 duly authorize _____
(Name Print) (Title)
to be the signatory for all required reports submitted under The Allegheny County Sanitary Authority **Industrial Discharge Permit number P - _____** for:

Company Name _____

Company Address _____