

Report Signature/Designation Instructions

The Johnson County Code of Regulations for Sanitary Sewer Use, 2003 Edition, in ARTICLE 4, PART D, Section 3, Item (a), requires that all reports submitted bear the signature of the applicable person. The Code defines the applicable person as follows.

- Corporation*** Signature shall be by a responsible corporate officer. A responsible officer means a president, secretary, treasurer, or vice-president of the corporation in charge of the principal business function, or any person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million if authority to sign documents has been assigned or delegated to the manager according to corporate procedures.
- Partnership or Sole Proprietorship*** Signature shall be by a general partner or proprietor.
- Governmental Facility*** Signature shall be by a director or highest officer appointed or designated to oversee the operation and performance of the activities of the governmental facility.

However, any of the aforementioned applicable persons may designate a duly authorized representative(s). This authorization must be made in writing by one of the applicable persons, as defined above, and specify 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, or a position of equivalent responsibility for the company's environmental matters. Written authorization must be submitted to the administering agency. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be submitted to the administering agency prior to or together with any reports to be signed by the authorized representative.

The enclosed Report Signature/Designation form has been prepared to facilitate compliance with this requirement. Please complete the form and mail the original to Johnson County Wastewater. The form will be retained on file and deemed current unless otherwise notified by your facility.

Report Signature/Designation

Industry Name _____

Industry Location (address/city/zip) _____

Industry Mailing (address/city/zip) _____

Industry Telephone Number _____

Industry Type (check one)

Corporation

Sole Proprietorship

Partnership

Governmental Agency

Authorized Signature:

Name _____
(signature) (type or print)

Title _____

Telephone _____

Fax _____

E-mail _____

Cell _____

Signature Designation (if appropriate):

I, the undersigned, as the aforementioned industry's responsible corporate officer and in accordance with the provisions contained in ARTICLE 4, Part D, Section 3, Item (a) of the Johnson County Code of Regulations for Sanitary Sewer Use, 2003 Edition, do hereby designate the individual specified above as a duly authorized signatory for the industry.

(signature) (title)

(type or print) (date)

Return completed form to:

Industrial Pretreatment Program
Johnson County Wastewater
11811 S. Sunset Drive, Suite 2500
Olathe, KS 66061-7061