



**Department of Environmental Services**  
City of Baton Rouge  
Parish of East Baton Rouge  
345 Chippewa St.  
Baton Rouge, LA 70805

**ENVIRONMENTAL DIVISION**  
Telephone (225) 389-5456



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Dear Sir/Madam:

This letter is being sent to you in order to meet the pretreatment regulatory requirements of *40 CFR 403.12(l)*. This section requires proper signatures on all reports, Industrial Pretreatment Program correspondence and permit applications submitted to City of Baton Rouge/Parish of East Baton Rouge (C-P) as explained below. Please complete the attached signature authorization form and return to our office by (30 days).

*40 CFR 403.12(l)* specifies how reports shall be signed.

Authorized representative of industrial user means:

(1) If the User is a corporation:

a) 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 that 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 individual wastewater discharge permit [or general permit {optional}] requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the C-P.

Please sign and return a copy of this request. Should you have any questions concerning this matter, please contact me during the following office hours: Monday through Friday 8 a.m. – 5 p.m.

Sincerely,

Sarah Boudreaux  
Environmental Coordinator

cc: Albert Leo N. dela Cruz, Ph.D.  
Environmental & Wastewater Pretreatment Manager

**EFFECTIVE DATE: JANUARY 1, 2017**

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**EXPIRATION DATE: MAY 31, 2017**



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## ATTACHMENT 1 - SIGNATORY AUTHORIZATION FORM

All reports and information submitted pursuant to the requirements of Discharge Permits \_\_\_\_\_ (**Permit #**), will be signed and certified by an authorized representative of the Permittee, \_\_\_\_\_ (**Industry Name**). Signatures shall be supplied along with signatory title demonstrating compliance with option 1, 2, 3 or 4 from the previous page. Please circle elected option 1, 2, 3 or 4 from the previous page along with required information for Option 4 and return to Department of Environmental Services.

### **Election of Option (4)**

I certify that the signatory below shall have authority to sign reports required by this permit for **Industry**. I further understand that such signature shall be legally binding on all such reports.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title  
 (Position must qualify under 1 through 3 from the previous page)

\_\_\_\_\_  
 Authorized Signatory (print)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Effective Date