



Form A: Responsible Official/Duly Authorized Representative Designation Form

Use the following form to specify facility contacts.

See form instructions below for descriptions of contact information terminology.

Legal entity or owner name:

Doing Business As (DBA) Name *(if applicable)*:

Facility name:

Permit number:

Facility mailing address:

I hereby certify that I am qualified to be the responsible official for the above-named permittee.

Responsible Official name:

Responsible Official phone:

Responsible Official email:

Specifically, I, (select one of the following, and provide additional detail as necessary)

am an officer of the corporation.

My title is:

perform policy or decision-making functions similar to that of an officer of the corporation.

Explain:

am a general partner in a partnership.

am the owner of a sole proprietorship.

am a principal executive officer, ranking elected official, or a person of decision-making authority of a municipality, state, federal, or other public agency who can legally bind the permittee with respect to the permit.

My office/title is:

My agency is:

I hereby designate the following person or position title as a duly authorized representative:

Duly authorized representative name:

Duly authorized representative position title:

Duly authorized representative phone:

Duly authorized representative email:

I certify that the individual filling this position is responsible for the overall operation of the regulated facility or an individual having overall responsibility for environmental matters.

Signature of responsible official:

Signature of duly authorized representative designee:

Date:

FORM A INSTRUCTIONS

1. Permittee Contact Information

1.1. Legal Entity or Owner Name (Required)

- **Definition:** The full legal name of the business or organization that owns the facility.
- **Examples:**
 - “XYZ Cattle Company, LLC”
 - “City of Exampleton”

1.2. Doing Business As (DBA) Name (If Applicable)

- **Definition:** Any fictitious or trade name used by the permittee that differs from the legal name.
- **Examples:**
 - “Green Valley Compost” (DBA for “GVC Holdings, Inc.”)

1.3. Facility Name (Required)

- **Definition:** The common or local name used to refer to the site or facility. This may also be the permit name.
- **Purpose:** Aids in identifying the location, especially when the legal entity operates multiple facilities.
- **Examples:**
 - “City WWTP #2”
 - “Mountain View Dairy”

2. Responsible Official Designation

2.1. Identify the Responsible Official.

The Responsible Official is the facility contact person authorized by the permittee to communicate with DEQ on any matter related to the permit, including but not limited to:

- Receiving notices from DEQ regarding:
 - Notices of violation or noncompliance
 - Permit violations
 - Permit enforcement
 - Permit revocation

2.2. Confirm the Responsible Official's Certification Role.

The Responsible Official is responsible for certifying, in writing:

- Permit application materials
- Annual report submittals
- Other required information submitted to DEQ under the permit

Note: Any notice to or communication with the Responsible Official is considered a notice to or communication with the permittee.

3. Authorized Representative (Optional)

3.1. Indicate if an Authorized Representative will be designated.

The Responsible Official may designate an Authorized Representative to serve as the facility contact person for any permit-related duties **except** signing and certifying the permit application, which must be done by the Responsible Official.

3.2. Provide written designation.

If designating an Authorized Representative:

- The designation must be made **in writing by the Responsible Official.**
- The designation must be **attached to the permit application or submitted during the permit term for changes, using Form A.**

3.3. Specify the designee's role.

The Authorized Representative must be an individual with responsibility for the overall operation of the regulated facility, such as:

- Plant manager
- Superintendent
- Individual responsible for environmental matters

3.4. Understand binding authority.

The Authorized Representative, once designated, shall act on behalf of the Responsible Official and shall bind the permittee as described above.