

## Class V Underground Injection Control Authorization by Rule

| DEQ UseOnly |
|-------------|
| Received:   |
| Amount:     |
| Check #:    |
| From:       |
| UIC #:      |
|             |

### Application for UICs That Drain Stormwater From Any Surface

| <b>N I</b> | l contiona m | wat ha fi  | illad aut | the form | indiaataa | that a  | agotion ig | "ontional " | Instructions | hogin  | on n | 000 | F      |
|------------|--------------|------------|-----------|----------|-----------|---------|------------|-------------|--------------|--------|------|-----|--------|
| нı         | I SECHORS II | iusi de li | ilieu oui | ше юп    | Indicates | linal a | Section is | s optional. | Instructions | Dealth |      | aue | - C) . |
|            |              |            |           | <br>     |           |         |            |             |              |        |      |     | -      |

| A. Fee for Authorization by Rule  |   |                                |                    |             |  |  |  |  |  |
|---|---|--------------------------------|--------------------|-------------|--|--|--|--|--|
| Number of <b>low</b> risk systems:  | x \$107 =   |                                |                    | \$          |  |  |  |  |  |
| Number of moderate risk systems:  | x \$134 =   |                                |                    | \$          |  |  |  |  |  |
| Number of <b>high</b> risk systems:   | x \$321 =   |                                |                    | \$          |  |  |  |  |  |
| *High risk injection systems are invoid   | ced a \$107 annual monito   | oring processing fee.          | Total amount       | due: \$     |  |  |  |  |  |
| B. Owner Information  |   |                                |                    |             |  |  |  |  |  |
| Organization:   |   | Site contact:                  |                    |             |  |  |  |  |  |
| Mailing address:  |   | City:                          | State:             | ZIP code:   |  |  |  |  |  |
| Phone number:   |   | Email address:                 |                    |             |  |  |  |  |  |
| C. Facility Information   |   |                                |                    |             |  |  |  |  |  |
| Facility name:  |   |                                |                    |             |  |  |  |  |  |
| Physical address:   |   | City:                          | State:             | ZIP code:   |  |  |  |  |  |
| Coordinates of facility in dec  | mal degrees at the <b>cente</b>   | <b>r</b> of the site (example: | 44.257961 / -122   | 2.652904)   |  |  |  |  |  |
| Latitude:   |   | Longitude:                     |                    |             |  |  |  |  |  |
| D. Consultant Information (option   | al)   |                                |                    |             |  |  |  |  |  |
| Consultant contact name:  |   | Company:                       |                    |             |  |  |  |  |  |
| Phone number:   |   | Email address:                 |                    |             |  |  |  |  |  |
| E. Individual UIC Information   |   |                                |                    |             |  |  |  |  |  |
| 1. What do you call this UIC?   Status: Under construction Active                         |   |                                |                    |             |  |  |  |  |  |
| Fluid type: Stormwater (5D2) Other (describe):  |   |                                |                    |             |  |  |  |  |  |
| Latitude in decimal degrees (example: 44.214736):   |   |                                |                    |             |  |  |  |  |  |
| Longitude in decimal degrees (example   | : -121.349821):   |                                |                    |             |  |  |  |  |  |
| Drainage area (check all that apply):   | ] Roof 🗌 Parking 🗌  | Road 🗌 Other (de               | scribe):           |             |  |  |  |  |  |
| Yes No The UIC is les   | s than 100 feet deep.   |                                |                    |             |  |  |  |  |  |
| Yes No Is more than 5   | 00 feet from a domestic d   | lrinking water well.           |                    |             |  |  |  |  |  |
| Yes No Is more than 5   | 00 feet or is not within a p  | oublic water supply we         | ll's two-year time | -of-travel. |  |  |  |  |  |
| Yes No The UIC has a  | t least 5 feet of vertical se   | eparation from season          | al high water tabl | e.          |  |  |  |  |  |
| 2. What do you call this UIC?   | 2. What do you call this UIC? Status: Under construction Active                                     |                                |                    |             |  |  |  |  |  |
| Fluid type: Stormwater (5D2) Oth  | er (describe):  |                                |                    |             |  |  |  |  |  |
| Latitude in decimal degrees (example: 4   | 14.214736):   |                                |                    |             |  |  |  |  |  |
| Longitude in decimal degrees (example   | : -121.349821):   |                                |                    |             |  |  |  |  |  |
| Drainage area (check all that apply): 🗌 Roof 📋 Parking 📄 Road 📄 Other (describe):         |   |                                |                    |             |  |  |  |  |  |
| Yes No The UIC is les   | s than 100 feet deep.   |                                |                    |             |  |  |  |  |  |
| Yes No Is more than 5   | 00 feet from a domestic d   | lrinking water well.           |                    |             |  |  |  |  |  |
| Yes No Is more than 5   | Yes No Is more than 500 feet or is not within a public water supply well's two-year time-of-travel. |                                |                    |             |  |  |  |  |  |
| Yes No The UIC has at least 5 feet of vertical separation from seasonal high water table. |   |                                |                    |             |  |  |  |  |  |

| 3. What do you call this UIC?   | Status: 🗌 Under   | construction 🗌 Active             |  |  |  |  |  |  |
|---|---|-----------------------------------|--|--|--|--|--|--|
| Fluid type: Stormwater (5D2) Other (describe):  |   |                                   |  |  |  |  |  |  |
| Latitude in decimal degrees (example: 44.214736):   |   |                                   |  |  |  |  |  |  |
| Longitude in decimal degrees (example: -121.34982   | 1):   |                                   |  |  |  |  |  |  |
| Drainage area (check all that apply):  Roof I   | Parking 🗌 Road 🗌 Othe   | r (describe):                     |  |  |  |  |  |  |
| Yes No The UIC is less than 100 fe  | et deep.  |                                   |  |  |  |  |  |  |
| Yes ☐ No Is more than 500 feet from a domestic drinking water well.                                     |   |                                   |  |  |  |  |  |  |
| ☐ Yes ☐ No Is more than 500 feet or is not within a public water supply well's two-year time-of-travel. |   |                                   |  |  |  |  |  |  |
| Yes No The UIC has at least 5 feet of vertical separation from seasonal high water table.               |   |                                   |  |  |  |  |  |  |
| 4. What do you call this UIC? Status: Under construction Active   |   |                                   |  |  |  |  |  |  |
| Fluid type: Stormwater (5D2) Other (describe):  |   |                                   |  |  |  |  |  |  |
| Latitude in decimal degrees (example: 44.214736):   |   |                                   |  |  |  |  |  |  |
| Longitude in decimal degrees (example: -121.34982   | 1):   |                                   |  |  |  |  |  |  |
| Drainage area (check all that apply): 🗌 Roof 📋 I  | Parking 🗌 Road 🗌 Othe   | r (describe):                     |  |  |  |  |  |  |
| Yes No The UIC is less than 100 fe  | et deep.  |                                   |  |  |  |  |  |  |
| Yes No Is more than 500 feet from a   | a domestic drinking water wel   |                                   |  |  |  |  |  |  |
| Yes No Is more than 500 feet or is r  | not within a public water suppl   | y well's two-year time-of-travel. |  |  |  |  |  |  |
| Yes No The UIC has at least 5 feet  | of vertical separation from sea   | asonal high water table.          |  |  |  |  |  |  |
| 5. What do you call this UIC?   | Status: 🗌 Under   | construction Active               |  |  |  |  |  |  |
| Fluid type: Stormwater (5D2) Other (describe)   | I   |                                   |  |  |  |  |  |  |
| Latitude in decimal degrees (example: 44.214736):   |   |                                   |  |  |  |  |  |  |
| Longitude in decimal degrees (example: -121.34982   | 1):   |                                   |  |  |  |  |  |  |
| Drainage area (check all that apply): 🗌 Roof 📋 I  |   |                                   |  |  |  |  |  |  |
| Yes No The UIC is less than 100 fe  | et deep.  |                                   |  |  |  |  |  |  |
| Yes No Is more than 500 feet from a   | a domestic drinking water wel   |                                   |  |  |  |  |  |  |
| Yes No Is more than 500 feet or is r  | not within a public water suppl   | y well's two-year time-of-travel. |  |  |  |  |  |  |
| Yes No The UIC has at least 5 feet  | of vertical separation from sea   | asonal high water table.          |  |  |  |  |  |  |
| 6. What do you call this UIC?   | Status: 🗌 Under   | construction Active               |  |  |  |  |  |  |
| Fluid type: Stormwater (5D2) Other (describe)   | I   |                                   |  |  |  |  |  |  |
| Latitude in decimal degrees (example: 44.214736):   |   |                                   |  |  |  |  |  |  |
| Longitude in decimal degrees (example: -121.34982   | 1):   |                                   |  |  |  |  |  |  |
| Drainage area (check all that apply): 🗌 Roof 📋 I  | Parking 🗌 Road 🗌 Othe   | r (describe):                     |  |  |  |  |  |  |
| ☐ Yes ☐ No The UIC is less than 100 feet deep.  |   |                                   |  |  |  |  |  |  |
| Yes No Is more than 500 feet from a   | a domestic drinking water wel   |                                   |  |  |  |  |  |  |
| ☐ Yes ☐ No Is more than 500 feet or is not within a public water supply well's two-year time-of-travel. |   |                                   |  |  |  |  |  |  |
| Yes No The UIC has at least 5 feet  | Yes No The UIC has at least 5 feet of vertical separation from seasonal high water table. |                                   |  |  |  |  |  |  |
| Attach additional sheets if you are applying for authorization of more than six (6) UICs.               |   |                                   |  |  |  |  |  |  |
| F. Site Map – a site map is attached, containing the following elements.                                |   |                                   |  |  |  |  |  |  |
| Note: Maps should be no larger than 11"x17"   |   |                                   |  |  |  |  |  |  |
| Each UIC listed in Section E, labeled by name   | Property Lines  | □ North arrow                     |  |  |  |  |  |  |
| Adjoining streets and buildings   | Aerial Photo  |                                   |  |  |  |  |  |  |

| G. UIC S                                    | G. UIC System Type  |                         |   |                                     |  |  |  |  |  |
|---|---|-------------------------|---|-------------------------------------|--|--|--|--|--|
| Check the                                   | Check the following boxes to determine which of the remaining application sections you need to complete:                                      |                         |   |                                     |  |  |  |  |  |
| At least or                                 | At least one UIC receives non-roof runoff.  |                         |   |                                     |  |  |  |  |  |
| The UIC(s                                   | The UIC(s) are located at a municipal, industrial, commercial, or apartment complex facility.   |                         |   |                                     |  |  |  |  |  |
|   | The UIC(s) are located at an industrial or commercial facility where hazardous substances,<br>oxic materials, or petroleum products are used. |                         |   |                                     |  |  |  |  |  |
| You own o                                   | You own or operate the UIC(s).  |                         |   |                                     |  |  |  |  |  |
| H. General Requirements for Non-Roof Runoff |   |                         |   |                                     |  |  |  |  |  |
| I certify the                               | I certify that:   |                         |   |                                     |  |  |  |  |  |
|   | No contami  | nated soil or groundw   | rater is present that will be impacted by the   | JIC                                 |  |  |  |  |  |
|   | The UIC on  | ly accepts stormwate    | r drainage  |                                     |  |  |  |  |  |
|   | The UIC ca  | n be plugged or block   | red in the event of a spill   |                                     |  |  |  |  |  |
|   | The site de   | sign has minimized st   | ormwater runoff   |                                     |  |  |  |  |  |
|   |   |                         | lisposal, including construction or use of sur<br>opriate. (Use your best professional judgme |                                     |  |  |  |  |  |
| · · · · ·                                   | e Trips Pe  | • • • •                 |   |                                     |  |  |  |  |  |
| On averag                                   | ge, How mai   | ny vehicle trips per da | ay are there at the site?   | n 1,000 🔲 More than 1,000           |  |  |  |  |  |
| J. Struct                                   | ural Best I   | Management Prac         | tices   |                                     |  |  |  |  |  |
| Check the                                   | following b   | oxes to indicate the ty | pes of pretreatment on your UIC.  |                                     |  |  |  |  |  |
| 🗌 Oil/Wa                                    | ater Separate   | or                      | Sand Filter   | Cartridge Filtration                |  |  |  |  |  |
| Catch                                       | Basin Inser   | Bag                     | Bioswale  | Oil and Sediment Trap Catch Basin   |  |  |  |  |  |
| 🗌 Sedim                                     | entation Ma   | nhole                   | Other:  | Three-foot sump required)           |  |  |  |  |  |
| K. Additi                                   | K. Additional Requirements: Apartment Complex, Municipal, Commercial, and Industrial Facility UICs  |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | ] No  | A Stormwater Manag      | gement Plan has been prepared in accordar   | nce with OAR 340-044-0018(3)        |  |  |  |  |  |
|   |   |                         | No Exposure Certification   |                                     |  |  |  |  |  |
| Are any o                                   | of the follow   |                         | ivities exposed to precipitation in the are   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | storing or cleaning industrial machinery or equipment remain and are exposed to stormwater  |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | Yes No Materials or residuals on the ground, in trenches, running into injection systems or in stormwater inlets resulting from spills/leaks  |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes 🛛                                     | /es 🗌 No Materials or products from past activity   |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | No Material handling equipment (except adequately maintained vehicles)  |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | ] No  | Materials or products   | s handled during loading, unloading, or trans   | sporting activities                 |  |  |  |  |  |
| 🗌 Yes [                                     | Yes No Materials or products stored outdoors except final products intended for outside use   |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | Yes No Materials contained in open, deteriorated or leaking storage drums, barrels, tanks and similar containers                              |                         |   |                                     |  |  |  |  |  |
| 🗌 Yes [                                     | ] No  | Materials or products   | s handled or stored on roads or railways ow   | ned or maintained by the discharger |  |  |  |  |  |
| 🗌 Yes [                                     | ] No  | Waste material (exc     | ept waste in covered, non-leaking containers  | S)                                  |  |  |  |  |  |
| 🗌 Yes [                                     | No Application or disposal of process wastewater  |                         |   |                                     |  |  |  |  |  |

| L. Additional Requirements: Industrial and Commercia<br>Materials, or Petroleum Products   | al Facilities | That Use H    | lazardous      | Substances, Toxic  |  |  |  |  |
|--|---------------|---------------|----------------|--------------------|--|--|--|--|
| Site Assessment [meets OAR 340-044-0018(3)(d)]   | List of pa    | st accidents, | spills or rele | ases and responses |  |  |  |  |
| UIC Maintenance Plan and Schedule  |               |               |                |                    |  |  |  |  |
| Employee Education Plan  |               |               |                |                    |  |  |  |  |
| M. Signature of legally authorized representative  |               |               |                |                    |  |  |  |  |
| I certify under penalty of law that the no exposure certification in Section H is accurate to the best of my knowledge. I certify<br>under penalty of law that there are no discharges of stormwater contaminated by exposure to industrial activities or materials<br>from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)) and/or OAR 340-<br>044 UIC rules.<br>I understand that I am obligated to submit a No Exposure Certification to DEQ once every five years. I understand that I must<br>allow the DEQ permitting authority, where the discharge is, to perform inspections to confirm the condition of no exposure and<br>to make such inspection reports publicly available upon request.<br>I hereby certify that the information contained in this registration is true and correct to the best of my knowledge and belief. |               |               |                |                    |  |  |  |  |
| Signature of legally authorized represe  | entative      |               |                | Date               |  |  |  |  |
| Legally authorized representative:   | Title:        |               |                |                    |  |  |  |  |
| Mailing address:   | City:         | s             | State:         | Zip code:          |  |  |  |  |
| Email:   |               | Phone numb    | per:           |                    |  |  |  |  |
| Please submit a hard copy and an electr  | onic copy of  | your applic   | ation mater    | ials               |  |  |  |  |
| Submit a hard copy of your application and payment to:   |               |               |                |                    |  |  |  |  |

| Submit a hard copy of your application and payment to:  |  |
|---|--|
| Oregon DEQ<br>Attn: Business Office<br>700 NE Multnomah Street Suite 600<br>Portland, Oregon 97232-4100 | Submit an electronic copy of your application to:<br>UIC@deq.state.or.us |
|   |  |

DEQ will discard oversize (larger than 11" by 17") application documentation, and other documentation that is not required. Call the UIC Permit Coordinator at 503-229-5623 with questions.

| DEQ Use Only                         |                                      |  |  |  |  |  |  |  |
|--------------------------------------|--------------------------------------|--|--|--|--|--|--|--|
| Category:                            | Category:                            |  |  |  |  |  |  |  |
| ☐ 1-Roof Drain                       | 3-Large Parking Lot (1000 trips/day) |  |  |  |  |  |  |  |
| 2-Residential                        | 3-Industrial/Commercial (Mir HW etc) |  |  |  |  |  |  |  |
| 2-Small Parking Lot                  | ☐ 3-Large Municipality (50+)         |  |  |  |  |  |  |  |
| 2-Industrial/Commercial (Minor-HW)   | Other:                               |  |  |  |  |  |  |  |
| 2-Small Municipality (49 or Less)    |                                      |  |  |  |  |  |  |  |
| Existing Site:                       |                                      |  |  |  |  |  |  |  |
| Yes No UIC Facility Number (if yes): |                                      |  |  |  |  |  |  |  |

#### Application Instructions for Class V Underground Injection Control Authorization by Rule

**Important Note:** This form is regularly updated. Always download a new copy of this form from DEQ's website when applying for rule authorization. DEQ will not accept application forms that are out of date.

#### A. Fee for authorization by rule

- Low risk UICs inject roof runoff that is not mixed with any other type of discharge.
- Moderate risk UICs inject non-roof runoff from a commercial facility, an industrial facility, a residential facility, or a facility owned by a public body that injects fluid into fewer than 50 UICs; and does not store, handle or use hazardous materials; and generates fewer than 1,000 vehicle trips per day.
- High risk UICs inject fluids from a commercial facility, an industrial facility, or a facility owned by a public body that injects fluid into more than 50 UICs; or stores, handles, or uses hazardous materials; or generates more than 1,000 vehicle trips per day.

#### B. Owner information

- Organization: the person, business, or public organization that controls the facility where the UIC is located. A business or public organization
- must be registered with the Oregon Secretary of State's Business Registry: <u>http://egov.sos.state.or.us/br/pkg\_web\_name\_srch\_inq.login.</u> Business registration information is available online at: <u>http://sos.oregon.gov/business/Pages/register.aspx</u>. If the company operates under an assumed business name, the organization name should be the legal representative's name. The organization will receive official DEQ correspondence and is responsible for paying annual invoices (if applicable).
- Site contact: the person DEQ would contact for questions concerning the facility's UICs.

#### C. Facility information

- Facility name: the name of the facility or operation where the UIC is located.
- Physical address: the physical location, not the mailing address, of the facility where the UIC is located.

#### D. Consultant information

Consultant: the individual hired by the organization to provide the applicant technical assistance.

#### E. Individual UIC information

- Latitude and longitude must be provided in decimal degrees NAD 83 datum (for example, 45.407666/-122.669015).
- The following resources provide information on nearby water wells and two-year time of travel zones:
- Water wells can be identified on the basis of your knowledge of the property, conversations with owners of adjoining properties, and the Oregon Water Resources Department on-line well log query tool: <u>http://apps.wrd.state.or.us/apps/gw/well\_log/Default.aspx</u>
- Two-year time-of-travels can be identified using the UIC Program Web Map Tool:
- https://hdcgcx1.deq.state.or.us/Html5viewer291/?viewer=FacilityProfilerLite
- Zoom into your site
- The yellow polygons are time-of-travel zones. If your site is located within a yellow polygon, it is within a two-year time- of-travel.
- Vertical separation is the distance between the bottom of the UIC and groundwater. Use the Oregon Water Resources Department on-line well log query tool to determine the depth to groundwater: <a href="http://apps.wrd.state.or.us/apps/gw/well\_log/">http://apps.wrd.state.or.us/apps/gw/well\_log/</a>, or if your site is located in Portland, Gresham, Troutdale or Milwaukie, you may also use the depth to groundwater map in Snyder (2008), available online at: <a href="http://pubs.usgs.gov/sir/2008/5059/">http://pubs.usgs.gov/sir/2008/5059/</a>.

#### F. Site Map

The site map must show the UICs labeled by name, property lines, adjoining streets, buildings, a north arrow, and an aerial photo.

#### G. UIC System Type

Use this section to determine which of the following sections on the application require completion.

#### H. General requirements for non-roof runoff

- Contaminated soil or groundwater can be identified on the basis of your knowledge of the site, and searching the ECSI and LUST databases:
- ECSI database: http://www.oregon.gov/deq/Hazards-and-Cleanup/env-cleanup/Pages/ecsi.aspx
- LUST database: <a href="http://www.deq.state.or.us/lq/tanks/lust/LustPublicLookup.asp">http://www.deq.state.or.us/lq/tanks/lust/LustPublicLookup.asp</a>

#### I. Vehicle Trips per Day

Number of Vehicle trips per day is measured for the entire site rather than for each UIC. See DEQ's fact sheet "Estimating Vehicle Trips per Day at Underground Injection Controls," available online at: <a href="http://www.oregon.gov/deq/FilterDocs/">http://www.oregon.gov/deq/FilterDocs/</a>

#### J. Structural Best Management Practices

Acceptable pretreatment types and BMPs are at: https://www.oregon.gov/deg/FilterDocs/IndBMP021413.pdf

#### K. Additional Requirements for apartment complexes, municipal, commercial, and industrial facility UICs

- Stormwater management plan requirements are:
- Municipalities with fewer than 50 UICs. Plan must include a System-Wide Assessment; description of operational and structural source controls and stormwater treatment; plans for operational control measures including spill prevention, spill response, maintenance, employee and public education; and routine evaluation of the effectiveness of the stormwater management plan.
- Industrial and commercial facilities without significant quantities of hazardous substances, and with less
  than 1,000 vehicle trips per day site-wide. Plan must include a System-Wide Assessment; description of
  operational and structural source controls and stormwater treatment; plans for operational control
  measures including spill prevention, spill response, maintenance, employee education; and routine
  evaluation of the effectiveness of the stormwater management plan and best management practices.
- Industrial and commercial facilities with more than 1,000 vehicle trips per day site-wide AND Industrial and commercial facilities where hazardous substances, toxic materials, and petroleum products are used, handled or stored (including municipal facilities). Plan must include:
  - A site assessment that shows location and construction details of all injection systems and other stormwater management controls;
  - An evaluation of the use and activities of all areas draining into the stormwater system, including areas at high risk for accidental or illicit disposal of wastes or contaminants and the identification and location of all hazardous substances and toxic materials that are used, handled or stored at the facility;
  - Description of source controls and best management practices including measures to eliminate stormwater drainage from areas with high risk for accidental or illicit disposal;
  - A spill prevention and response plan, maintenance plan and schedule (including monthly visual inspections and semi-annual physical maintenance), an employee and public education plan, and identification of personnel or contractors responsible for implementing these plans;
  - Stormwater monitoring for benzene, ethylbenzene, toluene, xylenes, benzo(a)pyrene, total lead, total chromium, total cadmium, total nitrogen and fecal coliform bacteria. Facilities where toxic materials, hazardous substances and petroleum products are used, handled, or stored must also analyze for pollutants in Appendix A to 40 CFR Part 423. Sampling shall be conducted twice within the first 12 months of implementation of the monitoring plan, followed by annual sampling. Sampling shall be conducted at the onset of the rainy season. Samples shall be collected within the first 30 minutes of discharge from a storm greater than 0.1 inches in accumulation that is

preceded by 72 hours of dry weather;

- A list of reference levels to which monitoring data will be compared. Detection limits shall be below these reference levels;
- A plan for record keeping and reporting. Exceedances of the reference levels must be submitted to DEQ.

The No Exposure Certification must be completed every five years. A separate No Exposure Certification can be downloaded from DEQ's UIC website at: <u>http://www.oregon.gov/deq/wq/wqpermits/Pages/UIC-Forms.aspx</u>

# L. Additional requirements for industrial and commercial facilities using hazardous substances, toxic materials or petroleum products

The site assessment must include location and types of industrial activities; types and locations of hazardous substances and toxic materials; UIC locations; and methods used to prevent stormwater exposure to industrial activities, hazardous substances, and toxic materials.

#### M. Signature of Legally Authorized Representative

The signature and contact information of the person responsible for signing official correspondence according to the table below:

| Entity   | Legally Authorized Representative   |
|--|---|
| Corporation                                      | President, secretary, treasurer, vice-president, or any other person who performs principal business functions, or a manager of one or more facilities authorized in accordance to corporate procedure to sign such documents |
| Partnership                                      | General partner   |
| Sole Proprietorship                              | Owner(s)  |
| City, County, State,<br>Federal, Public Facility | Principal executive officer or ranking elected official   |
| Limited Liability Company                        | Member  |
| Trusts   | Acting Trustee  |