**Sample Letter for Delegation of Signatory Authority**

*The permit holder should provide this letter to DEQ on city or company letterhead as applicable.*

[Date]

[DEQ contact and address]

Subject: [name of city or company]

[department or division]

NPDES *or* WPCF Permit No. XXXXXX *(see permit face page)*

DEQ File No. XXXXX *(see permit face page)*

Delegation of Signatory Authority

Dear [DEQ contact name]

This is to notify you that the following individual(s) have signature authority for permit applications and information requested by the EPA and Oregon DEQ related to the operation of [name of POTW or treatment facility]: [name, title] *or* [title]. This information includes but is not limited to: Discharge Monitoring Reports (DMRs) and reports or other submittals required by the permit.

*If desired, an alternate designation may be provided as follows:* If the person holding this position is unavailable, the person holding the position of [alternate title] shall be delegated such authority.

Sincerely,

Name, Title

*Signatory authority may be granted to the following individuals or positions:*

* *An individual or a position having responsibility for the overall operation of the regulated facility or activity such as the public works or plant superintendent or manager, or plant operator.*

*Individuals in the following positions may grant such authority:*

* *For a corporation: a responsible corporate officer. This could include a president, secretary, treasurer, vice president, manager of one or manufacturing, production or operating facilities.*
* *For a municipality: a principal executive officer (such as a city manager) or ranking elected official.*

*For more information, refer to 40 CFR 122.22*