There are two ways for the responsible official to delegate signature authority.

First, be sure you understand who is the responsible official, and the person or position to whom the responsible official may delegate signature authority. See 2.1.3 of the general permit.

The person to whom you delegate your authority must be an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters

If the responsible official changes, or the delegated employee or delegated title changes, you must update the delegation letter.

**Option 1:** Submit a current delegation on file with Ecology Water Quality

The biosolids program will accept a copy of any current delegation accepted by the Ecology Water Quality Program. We do not have the ability to exchange these between programs. You must upload the delegation with your annual report, or email it to your biosolids coordinator.

**Option 2:** On official letterhead of your agency, prepare and upload the following with your annual report, or send a copy to your biosolids coordinator:

**Attention Washington State Department of Ecology Biosolids Program**

**Subject**: Delegation of Signature Authority for the Biosolids Annual Report other information required under Chapter 173-308 WAC and the *Statewide General Permit for Biosolids Management*.

I am [insert name and title], and I am the responsible official identified in Table A-1, Section 2.1.3 of the Statewide General Permit for Biosolids Management (permit). I understand that I am responsible for all matters of compliance under the permit at [insert name of facility].

By this letter and my signature, as authorized in WAC 173-308-310(10)(b) I am delegating authority to [insert name of delegated official and position **or** name of position] to submit the annual state biosolids report and other information required in Section 2.1.17 of the permit.

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Signature of Responsible Official

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Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date