

**Instructions for Delegation of Authority
To Sign and Submit Hazardous Waste Annual Reports
To Ohio EPA Division of Materials and Waste Management**

This form is provided to assist your compliance with the requirements of Ohio Administrative Code rule 3745-50-42, Signatories to permit applications and reports. The complete text of the rule can be read at http://www.epa.ohio.gov/portals/32/oac_rules/50-42.pdf.

Instructions for the Authorized Representative

Print this document. On page two, if not already populated via the eBusiness Center, type or print the name, RCRA EPA ID number, and location of the facility; your name as the authorized representative; and your eBusiness Center account information where indicated. Give this document to the facility's Responsible Official (see page two for the definition of Responsible Official).

Instructions for the Responsible Official

Type or print your name and title as the Responsible Official in the spaces provided. Sign the document and send it to Ohio EPA Division of Materials and Waste Management (DMWM) at one of the following addresses:

Mailing Address:

Ohio EPA, DMWM
PO Box 1049
Columbus, OH 43216-1049

Courier Address:

Ohio EPA, DMWM
50 W Town St, Suite 700
Columbus, OH 43215

Upon receipt of this document, the DMWM will review it and decide whether to approve the delegation request and grant the delegatee's eBusiness Center account the authority to submit Hazardous Waste Annual Reports for the specified facility. The delegatee will receive an e-mail stating whether the request has been approved or denied.

If you need assistance with this document please contact Report Coordinator Thomas Babb at (614) 914-2527 or send an e-mail to HWannualreport@epa.state.oh.us.

**Delegation of Authority
To Sign and Submit Hazardous Waste Annual Reports
To Ohio EPA Division of Materials and Waste Management**

Ohio Administrative Code (OAC) rule 3745-50-42 requires that reports be signed by a responsible official or their duly authorized representative. A Responsible Official is defined as:

- For a corporation: By a responsible corporate officer. A “responsible corporate officer” means: (a) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (b) The manager of one or more manufacturing, production, or operating facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- For a partnership or sole proprietorship: By a general partner or the proprietor, respectively.
- For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes: (a) The chief executive officer of the agency, or (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of U.S.EPA).

A duly authorized representative is defined as an individual or a position having responsibility for the overall operation of the regulated facility or activity. See OAC rule 3745-50-42(B)(2) for examples of “duly authorized representative.” Signatory authorization must be made in writing by a responsible official and submitted to Ohio EPA. Delegation to a job position as opposed to a named person is not possible via the eBusiness Center because the submission privilege is assigned to a specific user’s account.

By my signature below, I, _____(print name),
_____(print title), certify that I am a Responsible Official for
_____(facility name), and hereby authorize
_____(authorized representative’s name) to sign and submit
Hazardous Waste Annual Reports electronically for this facility on my behalf, using Ohio EPA’s
eBusiness Center.

Authorized Representative Information

eBusiness Center User ID: _____

E-mail address: _____

Facility RCRA EPA ID Number: _____

Facility Address: _____

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Delegation of Authority
Hazardous Waste Reports

I understand that, as the Responsible Official, I am legally responsible to assure that reports submitted to Ohio EPA are true, accurate, and complete.

If an authorization under paragraph (B) of OAC rule 3745-50-42 is no longer accurate because a different individual has responsibility for the overall operation of a facility, a new authorization satisfying the requirements of paragraph (B) of OAC rule 3745-50-42 must be submitted prior to any reports to be signed by an authorized representative.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Responsible Official's Signature

Date