



KC WATER

REGULATORY COMPLIANCE DIVISION

2 NE 32nd St • Kansas City, MO 64116

P: 816-513-0600 • www.KCWater.us

Signatory Authority Delegation

Identification of Authorized Representative under 40 CFR Part 403

Purpose and When to Use This Form

This form identifies the Authorized Representative who will sign submittals on behalf of the Industrial User under 40 CFR Part 403 and Chapter 60, Article IV. Use this form:

- When submitting an initial wastewater discharge permit application (as part of the application);
- When the Industrial User changes its Authorized Representative between permit cycles;
- When the current Authorized Representative's information (title, phone, email, address) changes materially;
- When adding a duly authorized representative in addition to a responsible corporate officer.

Who qualifies as an Authorized Representative — Chapter 60 and applicable federal requirements

(i) A responsible corporate officer: a president, secretary, treasurer, vice-president in charge of a principal business function, or person with equivalent policy or decision-making authority; or a qualified facility manager. A facility manager qualifies when authorized to make management decisions governing the regulated facility, make major capital investment recommendations, and direct measures for long-term environmental compliance; able to ensure systems gather complete and accurate permit information; and assigned or delegated signature authority under corporate procedures.

(ii) A general partner or proprietor, if the Industrial User is a partnership or sole proprietorship.

(iii) A qualifying principal executive officer or ranking elected official for a governmental facility under Chapter 60.

(iv) A duly authorized representative of a qualifying signatory. Written delegation must identify an individual or position responsible for overall facility operation or overall environmental matters for the company and must be submitted to KC Water before or with reports signed by that representative.



A. Industrial User Information

Company / Industrial User name:	
Facility physical address:	
Facility mailing address (if different):	
Wastewater discharge permit number (if any):	

B. Authorized Representative Being Designated

Individual's name:	
Individual's title:	

Company / employer

Company name:	
Company street address:	
Company city, state, ZIP:	
Phone (office):	
Phone (cell):	
Email address:	

Effective dates

Begin date of delegation:	
End date (or "until superseded"):	



C. Basis for Signatory Authority

Check the one option in Section C.1 that identifies the designated individual's basis for signatory authority under 40 CFR Part 403.

C.1 Type of Authorized Representative

- ☐ Responsible corporate officer (president, secretary, treasurer, vice-president in charge of a principal business function, or a person of similar policy or decision-making authority)
- ☐ Qualified manager of the regulated facility meeting the eligibility requirements above
- ☐ General partner or proprietor (partnership or sole proprietorship)
- ☐ Duly authorized principal executive officer or ranking elected official (governmental facility)
- ☐ Duly authorized representative of one of the above (complete Section C.2 below)

C.2 If a Duly Authorized Representative

If the individual identified in Section B is a duly authorized representative of a responsible corporate officer, general partner or proprietor, or principal executive officer, this delegation must be authorized in writing by that individual. Complete the fields below and attach the written authorization.

Authorizing individual's name (corporate officer, partner, or executive):		
Authorizing individual's title:		
Position or duty of the designated representative:		
Describe the designated representative's responsibility for overall facility operation or overall environmental matters for the company:		



D. Certification by the Authorizing Individual

The individual authorizing this delegation (or, if Section C.1 identified the designated individual as a corporate officer, general partner/proprietor, or principal executive officer, that same individual) certifies:

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.

Name (typed or printed):	
Title:	
Signature:	
Date:	

E. Acknowledgement by the Designated Representative

If the designated individual in Section B is different from the individual who signed Section D, the designated individual should sign below to acknowledge acceptance of the signatory responsibility.

Name (typed or printed):	
Title:	
Signature:	
Date:	



Submittal

How to submit

This form is used in two ways:

1. As part of a wastewater discharge permit application — include this form with the completed application.
2. As a standalone update between permit cycles — Submit through the KC Water reporting platform when available for your facility. Otherwise, mail the signed original and attachments to:

KC Water Regulatory Compliance Division
2 NE 32nd St
Kansas City, MO 64116

Email courtesy copies to water.ipp@kcmo.org to expedite review; email does not replace the signed submittal.

KC Water may not accept submittals from an individual whose signatory authority has not been established through this form or an equivalent delegation on file.

Questions regarding signatory authority or Authorized Representative delegation should be directed to KC Water's Regulatory Compliance Division at water.ipp@kcmo.org or by phone at (816) 513-0600.