



## Water Reclamation Division

### Designation of Authorized Representative

All permit applications, user reports, initial monitoring waivers, etc. that require the certification statement specified in the Medford Municipal Code (MMC) Section 11.608, must be signed by an Authorized Representative of the User.

In accordance with MMC Section 11.104 , the positions typically defined as Authorized Representatives (see section 3 of this form; MMC Section 11.104 (a-c)) may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the WRD Manager.

Completion and submittal of this form satisfies the written requirement to designate another Authorized Representative.

1. \_\_\_\_\_  
Facility Name  
  
\_\_\_\_\_  
Facility Address  
  
\_\_\_\_\_  
Mailing Address (if different than Facility Address)
2. \_\_\_\_\_  
Print name of Designated Representative  
  
\_\_\_\_\_  
Signature of Designated Representative  
  
\_\_\_\_\_  
Title of Designated Representative  
  
\_\_\_\_\_  
Telephone Number of Designated Representative



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3. Check one of the following boxes that defines you as the Authorized Representative capable of designating another.

If the industrial user is a corporation, "Authorized Representative" shall mean:

- ☐ The president, secretary, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or
- ☐ The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- ☐ If the industrial user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- ☐ If the individual user is representing Federal, State or local governments, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.

Signature: By signing this form, you hereby give authority to the Designated Representative identified in Section 2 of this form to sign all industrial waste discharge permit applications, user reports and certification statements submitted to the City of Medford Water Reclamation Division (WRD). This authority shall remain in effect until the WRD Manager is notified in writing of any changes.

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Print Name of Official

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Signature of Official

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Title of Official



**Water Reclamation Division**

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Date

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Mailing Address of Official

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Telephone Number of Official

4. In accordance with MMC Section 11.407 , if the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of MMC Section 11.407 must be submitted to the WRD Manager prior to or together with any reports to be signed by an Authorized Representative.
5. Please mail or hand-deliver this form, with the original *wet-ink* signature, to:

City of Medford  
Regional Water Reclamation Facility  
1100 Kirtland Rd.  
Central Point, OR 97502