

## **Attachment B Signatory Requirements**

### **I. SIGNATORY REQUIREMENTS**

All documents submitted in compliance with this Order shall meet the following signatory requirements:

**A. All applications, reports, or information submitted to the Water Board must be signed and certified as follows:**

1. For a corporation, by a responsible corporate officer of at least the level of vice-president.
2. For a partnership or sole proprietorship, by a general partner or proprietor, respectively.
3. For a municipality, or a state, federal, or other public agency, by either a principal executive officer or ranking elected official.

**B. A duly authorized representative of a person designated in items I.A.1 through I.A.3 above may sign documents if:**

1. The authorization is made in writing by a person described in items I.A.1 through I.A.3 above.
2. The authorization specifies either an individual or position having responsibility for the overall operation of the regulated activity.
3. The written authorization is submitted to the Water Board Staff Contact prior to submitting any documents listed in item A above.

**C. Any person signing a document under this section shall make the following certification:**

“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.”