



Connecticut Department of
Energy & Environmental Protection
Bureau of Air Management
Engineering & Enforcement Division

Instructions for Completing the Written Authorization Form RCSA section 22a-174-2a(a)(2)(B)

Use these instructions to complete the Written Authorization Form RCSA section 22a-174-2a(a)(2)(B) (DEEP-TV-SIG-REG-002). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this form. Remember, it is your responsibility to comply with all applicable laws.

This form is to be completed by only those **Title V corporations** identified in RCSA section 22a-174-2a(a)(2) which are required to obtain approval of a duly authorized representative by the commissioner in accordance with RCSA section 22a-174-2a(a)(2)(B). **All other entities are not required to complete this form.**

Introduction - Corporation Signatory Responsibilities

[RCSA sections 22a-174-2a(a)(1), -2a(a)(2)]

For a corporation, any document, such as a permit application, report or certification, submitted to the commissioner shall be signed by any of the following individuals: by any officer in charge of a principal business function, an employee who performs similar policy or decision-making functions, or a duly authorized representative of such officer or employee, provided that such officer, employee or representative is authorized to execute legally binding documents on behalf of such corporation.

For purposes of signing any Title V related application, document, report or certification required by RCSA section 22a-174-33, any corporation's duly authorized representative may be either a named individual or any individual occupying a named position. Such named individual or individual occupying a named position is a duly authorized representative if such individual is responsible

for the overall operation of one or more manufacturing, production or operating facilities subject to RCSA section 22a-174-33 and either:

(A) The facility employs more than 250 persons or has gross annual sales or expenditures exceeding 25 million dollars in second quarter 1980 dollars; or

(B) The delegation of authority to the duly authorized representative has been given in writing by an officer of the corporation in accordance with corporate procedures and the following:

(i) Such written authorization specifically authorizes a named individual, or a named position, having responsibility for the overall operation of the Title V premises or activity,

(ii) Such written authorization is submitted to the commissioner and has been approved by the commissioner in advance of such delegation. Such

approval does not constitute approval of corporate procedures, and

(iii) If a duly authorized representative is a named individual in an authorization submitted under subclause (ii) of this subparagraph and a different individual is assigned or has assumed the responsibilities of the duly authorized representative, or, if a duly authorized representative is a named position in an authorization submitted under subclause (ii) of this subparagraph and a different named position is assigned or has assumed the duties of the duly authorized representative, a new written authorization shall be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative.

Who Must Submit a Written Authorization Form

The owner or operator of a corporation must submit this form to request approval of a duly authorized representative by the commissioner if they are submitting a Title V related application, document, report or certification required by RCSA section 22a-174-33 and such corporation:

- employs 250 persons or less; *and*
- has 25 million dollars or less in gross annual sales or expenditures (measured in second quarter 1980 dollars).

RCSA section 22a-174-2a(a)(2) states that any corporation's duly authorized representative may be a named individual(s) or an individual occupying a named position and must be responsible for the overall operation of one or more manufacturing, production or operating facilities subject to RCSA section 22a-174-33.

For identified corporations seeking initial approval of a duly authorized representative, this completed form must be submitted to the commissioner and approved prior to submitting

any signed documents or other information pertaining to Title V required by RCSA section 22a-174-33. Subsequent duly authorized representative approval requests shall be submitted to the commissioner prior to or together with the submission of any application, document, report or certification signed by such representative.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

Part I: Site Information

Name of Site or Facility - The site or facility name should be the name by which the facility is commonly known and/or uniquely identified.

Location of Site or Facility - Provide the address of the physical location of the premises. If the premises does not have a street address, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road".

Title V Permit Number and Expiration Date - Provide the permit number and the expiration date of the Title V permit, if one has been issued. The permit number can be found on page 1 of an existing permit. Example: 123-4567-TV. The expiration date is also listed on page 1 of an existing permit.

Part II: Company Information

Company Name - Provide the full, legal company name of the individual or company seeking to file a designated authorized representative. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#)). If identifying an *individual*, provide the legal name (include suffix) in the

following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

Mailing Address - Provide the mailing address of the individual or company seeking approval of a duly authorized representative.

Business Phone - Provide the phone number where the contact person can be contacted during the daytime business hours.

Contact Person - Provide the name of the specific individual within the company whom DEEP may contact and such person's title and phone number.

E-Mail – Provide an accurate e-mail address for the contact person. The e-mail address may be used for future correspondence from DEEP to your business.

Note: By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify DEEP if your e-mail address changes.

Part III: Authorized Individual or Position

1. *Written Authorization* - Indicate if this written authorization applies to a named individual or position. Provide the name of such individual or position.
2. *Name of Individual, if applicable* - Provide the full legal name (include title and suffix) of the authorized individual in the following format: First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.).

Position – Provide the title of the authorized position or the title the named individual holds within the corporation.

Mailing Address – Provide the mailing address for the individual or position named above.

Business Phone - Provide the phone number where the named individual or position can be contacted during daytime business hours.

E-Mail – Provide an accurate e-mail address for the named individual or position. The e-mail address may be used for future correspondence from DEEP to your business.

Note: By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify DEEP if your e-mail address changes.

3. *Effective Date of Authorization* - Provide the effective date of authorization for the named individual or position to submit Title V related documents to the commissioner. This date may reflect ongoing authority or a prospective date when the authority will begin.
4. *Duly Authorized Representative Requirements* – Indicate that the duly authorized representative meets each of the requirements listed by checking each box.
5. *Replacement* – Indicate whether this submittal is to replace a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).
6. *Addition* - Indicate whether this submittal is to add to a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).

Note: Check the appropriate box if indicating more than one authorized individual or position at this time. Complete this Part for each individual or position and attach additional sheets as needed.

79 ELM STREET, 5TH FLOOR
HARTFORD, CONNECTICUT 06106-5127

There is no fee required.

Part IV: Supporting Documents

Attachment A (REQUIRED): Submit a copy of the written delegation of authority by an officer of the corporation in accordance with corporate procedures.

Attachment B (REQUIRED): Submit a copy of the organizational chart showing the relationship between the duly authorized representative, the delegating officer, and the Title V source.

Part V: Certification

After this form has been completed it must be reviewed and signed by an officer of the corporation.

By signing, the corporate officer is certifying that, to the best of his/her knowledge and belief, the information contained in this form is true, accurate and complete. In addition, he/she is certifying that what is being submitted complies with the requirements of RCSA section 22a-174-2a.

This form will be considered insufficient unless a corporate officer signature is provided.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

Written Authorization Form Submittal

Submit the completed Written Authorization Form to:

BUREAU OF AIR MANAGEMENT
ENGINEERING SECTION
DEPARTMENT OF ENERGY AND
ENVIRONMENTAL PROTECTION