

## Delegation of Signature Authority (DSA) WPDES General Permit Discharge

Form 3400-220 (R 10/22)

**Notice:** This Delegation of Signature Authority (DSA) form is authorized by s. NR 205.07(1)(g), Wis. Adm. Code, to delegate signature authority for a Wisconsin Pollutant Discharge Elimination System (WPDES) submittal, which may include a Notice of Intent (NOI or request for coverage), Notice of Termination (NOT), or other permit compliance document. To delegate signature authority, submittal of this completed DSA form to the Department of Natural Resources (Department) is mandatory for any permittee, landowner, responsible executive or municipal officer, manager, partner, or proprietor as specified in s. 283.37(3), Wis. Stats., to be regulated under a WPDES general permit.

Submission of this DSA constitutes notice that the permittee, landowner, responsible executive or municipal officer, manager, partner, or proprietor identified in Section II has authorized the person identified in Section III as a duly authorized representative to sign the WPDES submittal for the landowner, responsible executive or municipal officer, manager, partner, or proprietor. The completed DSA form shall be submitted as an attachment to the WPDES submittal or when there are any changes to the authorized representative with the permitted facility or activity.

**Note:** Submission of a DSA form is not required when the permittee, landowner, responsible executive or municipal officer, manager, partner, or proprietor signs the WPDES submittal.

**Please read all instructions before completing this form, and type or clearly print the information. All necessary information must be provided on this form. Submission of this DSA constitutes notice that the permittee identified in Section II has authorized the person identified in Section III to sign the WPDES submittal on behalf of the permittee. Failure to complete this form correctly will result in the Department's rejection of the WPDES submittal.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

### Section I: WPDES Submittal Information

- WPDES Permit Type:
- Concentrated Animal Feeding Operation (CAFO) General Permit No. WI-0063274
  - Concentrated Animal Feeding Operation (CAFO) Individual Permit No. \_\_\_\_\_
  - Storm Water Construction Site General Permit No. WI-S067831
  - Storm Water Industrial General Permit No. \_\_\_\_\_
  - Storm Water Municipal (MS4) Permit No. \_\_\_\_\_
  - Storm Water Transportation Construction Activities General Permit No. WI-S066796
  - Storm Water Transportation TS4 General Permit No. WI-S066800
  - Wastewater General Permit No. \_\_\_\_\_

- WPDES Submittal Type:
- MS4 or TS4 Annual Report or other permit compliance document
  - Notice of Intent (NOI)/Permit Application
  - Notice of Termination (NOT)
  - Wastewater Electronic Discharge Monitoring Report (eDMR)
  - CAFO Plans and Specifications
  - Nutrient Management Plans
  - Other: \_\_\_\_\_

### Section II: WPDES Permittee Responsible for Pollutant Discharge

WPDES Permittee (first and last name, title)	Individual, Company, Municipality, Organization, or Entity Name		
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (area code)	Alternative Phone Number	

### Section III: Delegated Signatory Information

Signatory Name (first and last name, title)	Individual, Company, Municipality, Organization, or Entity Name		
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (area code)	Alternative Phone Number	

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## Section IV: Certification & Signature

This is to notify the Department that as the landowner, responsible executive or municipal officer, manager, partner, or proprietor, I delegate signature authority to the person identified in Section III for signature of the WPDES submittal under a WPDES general permit. I authorize the person identified in Section III pursuant to the delegation of signature authority process set forth in s. NR 205.07(1)(g), Wis. Adm. Code, as a duly authorized representative.

As required by s. NR 205.07(1)(g)2, Wis. Adm. Code, this form should be submitted to the Department with the WPDES submittal. I understand that if there are any changes to this authorization, a new complete DSA form shall be submitted to the Department. I understand that the landowner, responsible executive or municipal officer, manager, partner, or proprietor regulated under a WPDES general permit is the permittee, and as such, I am responsible for compliance with the WPDES General Permit. Further, I authorize the person identified in Section II to create a Wisconsin Management System (WAMS) ID and electronically sign an electronic WPDES submittal on my behalf and submit all required information and attachments, if electronic application or reporting is available.

For this DSA form, the WPDES submittal and all required information and attachments, I certify under penalty of law that these documents and all attachments were prepared under my direction or supervision 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.

**NOTE:** This form must be signed by a permittee, landowner, responsible executive or municipal officer, manager, partner, or proprietor as described in the instructions of page 3. Failure to properly complete and sign this form will result in its rejection.

\_\_\_\_\_  
Printed Name of WPDES Permittee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of WPDES Permittee

\_\_\_\_\_  
Date Signed

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## Instructions

### Section I: WPDES Submittal Information

Provide the permit type, permit number, and submittal type that the delegated signatory is being granted delegation of signature authority.

### Section II: WPDES Permittee Responsible for Pollutant Discharge

A permittee is defined as a person holding fee title, an easement or interest in the property or responsible executive or municipal officer, manager, partner, or proprietor with authority that allows the person to undertake permitted activities on the property. Please provide the legal name of the person and title that is a landowner, responsible executive or municipal officer, manager, partner, or proprietor regulated under the specified WPDES general permit. Please also provide the legal name of the individual, company, organization, or other entity that is permitted under the specified WPDES general permit. The mailing address and phone number given should be for the landowner, responsible executive or municipal officer, manager, partner, or proprietor.

### Section III: Delegated Signatory Information

Provide the legal name of the person, company, organization, or any other entity and the legal name of the person and/or position who is the delegated signatory to be a duly authorized representative. This person or position must be responsible for the overall operation of the facility or activity regulated by the WPDES general permit. The mailing address and phone number given should be for the person who is delegated signature authority as a duly authorized representative.

### Section IV: Certification & Signature

State regulations (s. 283.37, Wis. Stats) provide for severe penalties for submitting false information on this DSA form. State regulations require this form to be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of vice president or by the principal executive officer's authorized representative responsible for the overall operation of the point source for which a permit is sought.
2. For a limited liability company, by a member or manager.
3. For a partnership, by a general partner.
4. For a sole proprietorship, by the proprietor.
5. For a unit of government, by a principal executive officer, or ranking elected official.

Sign the form, print or type the name of the individual signing the DSA form and the date of signature.

### How to Submit

The completed DSA form must be submitted as an attachment with the WPDES document submitted electronically with the online WPDES submittal identified in Section I.

**CAFO:** The online water permit application and report system can be accessed at the Department's website at: [dnr.wi.gov/permits/water/](http://dnr.wi.gov/permits/water/) or contact the regional CAFO specialist at: <https://dnr.wi.gov/topic/agbusiness/cafo/contacts.html>

**Storm water:** The online water permit application and report system can be accessed at the Department's website at: [dnr.wi.gov/permits/water/](http://dnr.wi.gov/permits/water/).

**Wastewater:** The wastewater online system can be accessed at the Department's website at: [dnr.wi.gov/topic/wastewater/GeneralPermits.html](http://dnr.wi.gov/topic/wastewater/GeneralPermits.html).

Paper mail copies can be sent to the Wisconsin Department of Natural Resources office associated with the county of the facility site or discharge location as listed on page 4. Be sure to note the appropriate water program.

## Delegation of Signature Authority (DSA) WPDES General Permit Discharge

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<b>Northern Region (NOR)</b>	<b>Storm Water Permits:</b>	<b>Wastewater Permits:</b>
Ashland      Forest      Price Barron        Iron        Rusk Bayfield      Langlade   Sawyer Burnett       Lincoln    Taylor Douglas       Oneida    Vilas Florence      Polk       Washburn	WDNR Eau Claire Service Center 1300 W Clairemont Ave Eau Claire, WI 54701 715-839-1636	WDNR NOR Headquarters Attn: Wastewater GP Program 810 W Maple St Spooner, WI 54801 715-635-2101
<b>Northeast Region (NER)</b>	<b>Storm Water Permits:</b>	<b>Wastewater Permits:</b>
Brown        Manitowoc    Outagamie Calumet      Marinette     Shawano Door         Marquette    Waupaca Fond du Lac   Menominee    Waushara Green Lake    Oconto       Winnebago Kewaunee     Oneida Reservation	WDNR NER Headquarters Attn: Storm Water Program 2984 Shawano Ave Green Bay, WI 54313-6727 920-662-5100	WDNR NER Headquarters Attn: Wastewater GP Program 2984 Shawano Ave Green Bay, WI 54313 920-662-5100
<b>West Central Region (WCR)</b>	<b>Storm Water Permits:</b>	<b>Wastewater Permits:</b>
Adams        Jackson        Portage Buffalo       Juneau        St. Croix Chippewa     La Crosse     Trempealeau Clark         Marathon      Vernon Crawford     Monroe        Wood Dunn          Pepin Eau Claire    Pierce	WDNR Eau Claire Service Center 1300 W Clairemont Ave Eau Claire, WI 54701 715-839-1636	WDNR WCR Headquarters Attn: Wastewater GP Program 1300 W Clairemont Ave Eau Claire, WI 54701 715-839-3700
<b>South Central Region (SCR)</b>	<b>Storm Water Permits:</b>	<b>Wastewater Permits:</b>
Columbia     Green        Richland Dane         Iowa         Rock Dodge        Jefferson    Sauk Grant         LaFayette	WDNR SCR Headquarters Attn: Storm Water Program 3911 Fish Hatchery Rd Fitchburg, WI 53711 608-275-3266	WDNR SCR Headquarters Attn: Wastewater GP Program 3911 Fish Hatchery Rd Fitchburg, WI 53711 608-275-3266
<b>Southeast Region (SER)</b>	<b>Storm Water Permits:</b>	<b>Wastewater Permits:</b>
Kenosha      Sheboygan Milwaukee   Walworth Ozaukee      Washington Racine        Waukesha	WDNR Waukesha Service Center Attn: Storm Water Program 141 N.W. Barstow St, Rm 180 Waukesha, WI 53188 262-574-2100	WDNR SER Headquarters Attn: Wastewater GP Program 1027 W St. Paul Ave Milwaukee, WI 53233-2641 414-263-8500