



# Responsible Official Add/Change Form

Please use One Form per Stationary Source

Version 2.0

Permittee: \_\_\_\_\_

Stationary Source Name: \_\_\_\_\_

Permit #: \_\_\_\_\_

**DEFINITION:** 18 AAC 50.990 (93) "Responsible Official" means

- (A) For a corporation: a president, secretary, treasurer, or 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 a duly authorized representative of that person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit under AS 46.14 or this chapter, and
  - (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 Million in second quarter 1980 dollars; or
  - (ii) the delegation of authority to the representative is approved in advance by the Department;
- (B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively; and
- (C) For a public agency: a principal executive officer or ranking elected official; for the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer with responsibility for the overall operation of a principal geographic unit in this state.

Please select the Responsible Official (RO) definition below which applies to your Stationary Source. For each individual, attach supporting documentation explaining HOW the individual meets the definition of an RO under the regulatory part selected:

**Under (A):**

Change in RO under (A)

For a Duly Authorized Representative:

Delegation of RO under (A)(i)

Department Approval for Change or Delegation under (A)(ii)

**Under (B) or (C):**

Change in RO for a Partnership under (B)

Change in RO for a Public Agency under (C)

**REMOVE THE FOLLOWING RESPONSIBLE OFFICIAL(S)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Attach additional if any

**ADD NEW RESPONSIBLE OFFICIAL(S)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle One: This RO meets the definition under (A) / (A)(i) / (A)(ii) / (B) / (C)

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle One: This RO meets the definition under (A) / (A)(i) / (A)(ii) / (B) / (C)

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle One: This RO meets the definition under (A) / (A)(i) / (A)(ii) / (B) / (C)

E-mail: \_\_\_\_\_

Provide updated mailing address for new Responsible Officials as necessary.

Attach additional if any

Responsible Official Certification 18 AAC 50.205. Certification. (a) Any permit application, report, affirmation, or compliance certification required by the Department under a permit program established under AS 46.14 or this chapter must include the signature of a Responsible Official for the permitted stationary source following the statement: "Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, and complete."

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Department use only

\_\_\_\_\_  
ADEC Approval/Acknowledgement Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date