



Responsible Official Add/Change Form Instructions

Please use One Form per each Stationary Source

Version 4

Permittee: (The company that applied for the permit)

Stationary Source Name: (The permitted facility) (List only ONE)

Permit #(s): eg AQ3043TVP02 / AQ3043MSS03 / AQ3034ORL01 etc.

All permit source numbers will generally be the same.

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 Note: The shaded grey area defines a duly authorized representative who is not a corporate officer and who would then qualify either under (A)(i) or (A)(ii) not (A). These representatives cannot certify their own nomination as a responsible official.

When filling out the RO form on the next page, please select **only one** 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): **Acknowledgement** of Change in RO for Corporate officials i.e. President, Corporate Secretary etc. or for other persons who perform similar policy or decision making functions such as a Director, Chief Operating Officer or Chief Executive Officer.

Under (A)(i): **Delegation Acknowledgement** of RO change for a duly authorized representative responsible for one or more facilities of the size as described in (A)(i). i.e approx. conversion \$25 M 1980 dollars = 74.8M 2013 dollars.

Under (A)(ii): **Department Approval** for Change or Delegation of RO under (A)(ii) for smaller corporate facilities than those listed in (A)(i) or persons whose role within the facility meets Department approval.

Under (B): **Acknowledgement** of Change in RO for a Partnership (eg LLC) or Sole Ownership. (**No delegation allowed**)

Under (C): **Acknowledgement** of Change in RO for a Public Agency. (**No delegation allowed**)



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Version 4

Permittee: _____

Stationary Source Name: _____

Permit #: _____

REMOVE THE FOLLOWING RESPONSIBLE OFFICIAL(S)

| | |
|-------------|--------------|
| Name: _____ | Title: _____ |
| ===== | |
| Name: _____ | Title: _____ |

ADD NEW RESPONSIBLE OFFICIAL(S)

Please check one box only for each nominated RO:

| | |
|--|---------------|
| This RO meets the definition under (A) <input type="checkbox"/> / (A)(i) <input type="checkbox"/> / (A)(ii) <input type="checkbox"/> / (B) <input type="checkbox"/> / (C) <input type="checkbox"/> | |
| Name: _____ | Title: _____ |
| Address: _____ | |
| Phone: _____ | E-mail: _____ |
| ===== | |
| This RO meets the definition under (A) <input type="checkbox"/> / (A)(i) <input type="checkbox"/> / (A)(ii) <input type="checkbox"/> / (B) <input type="checkbox"/> / (C) <input type="checkbox"/> | |
| Name: _____ | Title: _____ |
| Address: _____ | |
| Phone: _____ | E-mail: _____ |
| ===== | |
| This RO meets the definition under (A) <input type="checkbox"/> / (A)(i) <input type="checkbox"/> / (A)(ii) <input type="checkbox"/> / (B) <input type="checkbox"/> / (C) <input type="checkbox"/> | |
| Name: _____ | Title: _____ |
| Address: _____ | |
| Phone: _____ | E-mail: _____ |

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: _____

Please Note: A Nominee under (A)(i) or (A)(ii) cannot certify their own nomination.

| | | |
|---|------------|------|
| Department use only | | |
| ADEC Approval/Acknowledgement Signature | Print Name | Date |