

# Electronic Signature Agreement Form

**ESAF**

## Washington State Department of Ecology Water Quality Program

Headquarters: (360) 407-7097  
Web site: [www.ecy.wa.gov/programs/wq](http://www.ecy.wa.gov/programs/wq)

For Ecology Use Only		Date Received:	
Form	Reviewed	Entered	Verified
ESAF			

### 1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits.

Site/Facility Name: \_\_\_\_\_

Site Location Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Permit Number: \_\_\_\_\_

### 2. Electronic Signer Contact Information

Role: ☐ Facility Signer ☐ Facility Coordinator

Signature Account User Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone No. (Ext): \_\_\_\_\_

Work Email Address: \_\_\_\_\_

### 3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies):

- Your permit's letter of coverage;
- Your permit's cover sheet;
- A previously submitted DMR;
- A correspondence from Ecology that has both the facility name and permit number on the same page;
- Signature authority delegation letter signed by the permittee (responsible official).

### 4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would.

### 5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

*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. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

## 6. Certification Statement

<b>I agree that I will:</b> <ul style="list-style-type: none"><li>• Protect my Electronic Signature account, which includes my answers to the verification questions and my password;</li><li>• Review the content and meaning of my submitted Annual Reports and Notifications;</li><li>• Within 24 hours of discovery, report to Ecology if:<ul style="list-style-type: none"><li>○ My Electronic Signature account is lost, stolen or used by someone else;</li><li>○ There is any difference between the information I submitted and the information displayed in WebDMR;</li><li>○ My role as a signer for this organization changes.</li></ul></li></ul> <b>Agree:</b> _____ (initial here)	<b>I agree that I will <i>not</i>:</b> <ul style="list-style-type: none"><li>• Let anyone else use my Electronic Signature account.</li></ul> <b>Agree:</b> _____ (initial here)
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I, \_\_\_\_\_ (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

## 7. Signature of Electronic Signer

**This form cannot be processed without a handwritten signature.**

\_\_\_\_\_  
**Electronic Signer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name** (print or type)

\_\_\_\_\_  
**Title**

## 8. Signature of Permittee (Responsible Official)

**This form cannot be processed without a handwritten signature.**

I, \_\_\_\_\_ (insert name of permittee or responsible official) acknowledge that the individual named above works at/for \_\_\_\_\_ (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I will be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name** (print or type)

\_\_\_\_\_  
**Title**

**Note:** You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form.

*If you need this document in a version for the visually impaired call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.*

9. Assign Administrator	This section cannot be processed without a handwritten signature.
<p>I, _____ (insert name of permittee or responsible official) acknowledge that          _____ (person being assigned) is authorized to be an administrator on the site's/facility's          behalf. I understand that I will be contacted by Ecology to validate the account holder's employment at the site/facility name listed          above.</p>	
<p>_____  <b>Signature</b></p>	<p>_____  <b>Date</b></p>
<p>_____  <b>Name</b> (print or type)</p>	<p>_____  <b>Title</b></p>
<p><b>Note:</b> You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form, if the responsible official completes this form, or if the responsible official is not assigning a person to the administrator role.</p>	

\*Due to COVID and limited access to the office, we are accepting scanned Electronic Signature Agreement Forms (ESAF). When it is safe and you are able, please mail the original signed ESAF to Ecology for our official records.

*Stormwater Permit Facilities – Industrial and Construction Stormwater*

*Major Industrial Facilities (NPDES and State Waste Discharge Permits)*

**Washington Department of Ecology**  
**Water Quality Program Stormwater IT**  
**PO Box 47699**  
**Olympia, WA 98504-7699**  
**360-407-7097**  
**wqwebportal@ecy.wa.gov**

**Washington Department of Ecology**  
**Solid Waste Management Program**  
**Industrial Section**  
**ATTN: Ewa Kotwicka**  
**PO Box 47600**  
**Olympia, WA 98504-7600**  
**360-407-6945**  
**WQWebDMR-Industrial@ecy.wa.gov**

For all other permits, please contact one of the following offices:

*Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties*

*Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties*

**Washington Department of Ecology**  
**Water Quality Program - SWRO**  
**PO Box 47775**  
**Olympia, WA 98504-7775**  
**360-407-6300**  
**WQWebDMR-SWRO@ecy.wa.gov**

**Washington Department of Ecology**  
**Water Quality Program - ERO**  
**4601 N Monroe**  
**Spokane, WA 99205-1295**  
**509-329-3400**  
**WQWebDMR-ERO@ecy.wa.gov**

*Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima counties*

*Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties*

**Washington Department of Ecology**  
**Water Quality Program - CRO**  
**1250 W Alder St**  
**Union Gap, WA 98903-0009**  
**509-575-2490**  
**WQWebDMR-CRO@ecy.wa.gov**

**Washington Department of Ecology**  
**Water Quality Program - NWRO**  
**ATTN: Chris Smith**  
**PO Box 330316**  
**Shoreline, WA 98133-9716**  
**206-594-0169**  
**WQWebDMR-NWRO@ecy.wa.gov**