

# 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. Facility 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: BBWSD WWTP  
Site Location Address: 7096 Point Whitehorn Rd  
City/State/Zip: Blaine, WA 98230  
Permit Number: WA0029556

### 2. Contact Information

Role:  Facility Signer  Facility Coordinator  
Signature Account User Name: myceus123  
Full Name: Shane Hess  
Work Mailing Address: 7096 Point Whitehorn Rd  
City/State/Zip: Blaine, WA 98230  
Work Phone No. (Ext): (360) 371-7100  
Work Email Address: shane@bbwsd.com

### 3. Attachments

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. I want to submit the following report(s) or document(s) using WQWebPortal with an electronic signature.

Discharge Monitoring Reports/Submittals     Notice of Intent (Permit Applications)     Certificate of No Exposure

### 5. WQWebPortal Application Certification

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.*

**RECEIVED****JUL 24 2023****DEPARTMENT OF ECOLOGY**

**I agree that I will:**

- Protect my Electronic Signature account, which includes my answers to the verification questions and my password;
- Review the content and meaning of my submitted Annual Reports and Notifications;
- Within 24 hours of discovery, report to Ecology if:
  - My Electronic Signature account is lost, stolen or used by someone else;
  - There is any difference between the information I submitted and the information displayed in WebDMR;
  - My role as a signer for this organization changes.

Agree: SH (initial here)

**I agree that I will not:**

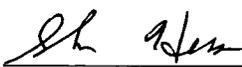
- Let anyone else use my Electronic Signature account.

Agree: SH (initial here)

I, Shane Hess (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.

This form cannot be processed without a handwritten signature.

  
Electronic Signer's Signature

6/22/23  
Date

Shane Hess  
Name (print or type)

WWTP Supervisor  
Title

This form cannot be processed without a handwritten signature.

I, Dan Eisses (insert name of permittee or responsible official) acknowledge that the individual named above works at/for BBWSD WWTP (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

6/22/23  
Date

Dan Eisses  
Name (print or type)

BBWSD General Manager  
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.

<b>Signature/ Administrator</b>		<b>This section cannot be processed without a handwritten signature.</b>	
I, <u>Dan Eisses</u> (insert name of permittee or responsible official) acknowledge that			
<u>Shane Hess</u> (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.			
		<u>6/22/23</u>	
<b>Signature</b>		<b>Date</b>	
<u>Dan Eisses</u>		<u>BBWSD General Manager</u>	
<b>Name (print or type)</b>		<b>Title</b>	
<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.			

Mail the signed electronic signature agreement and additional document(s) to one of the following Ecology office.

*Stormwater Permit Facilities – Industrial and Construction Stormwater*

*Major Industrial Unit*

**Washington Department of Ecology  
Water Quality Program Stormwater IT  
PO Box 47699  
Olympia, WA 98504-7699  
360-407-7097**

**Washington Department of Ecology  
Major Industrial Unit  
PO Box 47600  
Olympia, WA 98504-7600  
360-407-6945**

For all other permits, please contact one of the follow 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**

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

*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**

**Washington Department of Ecology  
Water Quality Program - NWRO  
ATTN: Chris Smith  
3190 - 160th Ave. SE  
Bellevue, WA 98008-5452  
425-649-7000**

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# Birch Bay Water and Sewer District

Serving the Greater Birch Bay Area Since 1968

7096 POINT WHITEHORN ROAD  
BLAINE, WASHINGTON 98230-9675

office@bbwsd.com  
PHONE: (360) 371-7100 (24 hrs)

## COMMISSIONERS

Jeff Benner  
Don Montfort  
Fred Reid

## GENERAL MANAGER

Dan Eisses

Steve Hood  
WA State Dept of Ecology  
Bellingham Field Office  
913 Squalicum Way #101  
Bellingham, WA 98225

June 22, 2023

*Re: New Signature Authorization for BBWSD WWTP - WA 0029556*

Mr. Hood,

This letter is to inform you that the Birch Bay Water & Sewer District is submitting a signature authorization change request for our Discharge Monitoring Report and other related official Department of Ecology documents associated with the District's Wastewater Treatment Plant and collection system, effective July 15<sup>th</sup>, 2023.

Michael Sowers will be leaving the District and will no longer be the signing official. Shane Hess will be responsible for day-to-day operation, DMRs and related reports & submittals for the District's WWTP. Shane Hess currently has a WWTPO III certification, certification # 8637.

I am attesting that I am Dan Eisses, BBWSD General Manager, and that I am the responsible official identified in the WAC and the Statewide General Permit for Biosolids Management. I understand that I am responsible for all matters of compliance for the permits at the BBWSD WWTP.

By this letter and my signature, I am delegating authority to Shane Hess, Wastewater Plant Supervisor, to sign and submit the WWTP DMRs and the annual state biosolids reports and other information required in the appropriate section of the permits and DMRs.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
General Manager

Title

\_\_\_\_\_  
Date

6/23/23

