

# Electronic Signature Agreement Form

**ESAF**

DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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: See attached list Vashon STP

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

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

Permit Number: WA 0022527

## 2. Electronic Signer Contact Information

Role:  Facility Signer  Facility Coordinator

Signature Account User Name: Chapinbrackett

Full Name: Chapin Brackett

Work Mailing Address: Wastewater Treatment Division / WTP-NR-100 / 1400 Discovery Park Blvd

City/State/Zip: Seattle / WA / 98199

Work Phone No. (Ext): 206-477-3347

Work Email Address: cbrackett@kingcounty.gov

## 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.*

**RECEIVED****JUL 22 2022****DEPARTMENT OF ECOLOGY**

**6. Certification Statement**

<p>I agree that I will:</p> <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> <p>Agree: <u></u> (initial here)</p>	<p>I agree that I will <i>not</i>:</p> <ul style="list-style-type: none"><li>• Let anyone else use my Electronic Signature account.</li></ul> <p>Agree: <u></u> (initial here)</p>
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I, Chapin Brackett

(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  
Chapin Brackett  
Name (print or type)

7/5/2022  
Date  
Asst Mgr - Process and Environmental Compliance  
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  
\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Date  
\_\_\_\_\_  
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>9. Assign Administrator</b>	<b>This section cannot be processed without a handwritten signature.</b>
<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>	
_____ Signature	_____ Date
_____ Name (print or type)	_____ Title
<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**

**Site/Facility Name:** King County South Treatment Plant  
**Site Location Address:** 1200 Monster Rd. SW  
**City/State/Zip:** Renton, WA 98057  
**NPDES IP Permit #:** WA0029581  
**Nutrient General Permit#:** WAG994573

**Site/Facility Name:** Metro West Point  
**Site Location Address:** 1400 Discovery Park Blvd.  
**City/State/Zip:** Seattle, WA 98199  
**NPDES IP Permit #:** WA0029181  
**Nutrient General Permit#:** WAG994574

**Site/Facility Name:** Vashon STP  
**Site Location Address:** 9621 SW 171st  
**City/State/Zip:** Vashon, WA 98070  
**NPDES IP Permit #:** WA0022527  
**Nutrient General Permit#:** WAG994567

**Site/Facility Name:** Brightwater Wastewater Treatment Plant  
**Site Location Address:** 22505 State Route 9 SE  
**City/State/Zip:** Woodinville, WA 98072  
**NPDES IP Permit #:** WA0032247  
**Nutrient General Permit#:** WAG994572

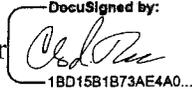


**King County**  
Department of  
Natural Resources and Parks  
Director's Office  
King Street Center  
201 S. Jackson St, Suite 5700  
Seattle, WA 98104-3855

March 24, 2022

TO: DNRP Division Directors & Deputy Directors

FM: Christie True, Director

DocuSigned by:  
  
1BD15B1B73AE4A0...

RE: Delegation of Signature Authority (DoSA)

The purpose of this memorandum is to provide you with the most current Delegation of Signature Authority (DoSA) policies, to which I have fully approved for use within your divisions.

- Environmental – reviewed and approved on 1/8/20
- Procurement – reviewed and approved on 1/8/20
- Legal/Executive – reviewed and approved on 1/8/20
- Administrative (Fiscal/Other) – reviewed and approved on 9/28/21

If you have any questions related to the DoSA, please contact Sandy Fujioka or Chris Zanassi for assistance.

cc: Sandra Fujioka, Financial Services Administrator  
Chris Zanassi, Administrator II

Document	Citation	Authorized Signature	Delegations	Comments
<i>Environmental:</i>				
Title V (clean Air Act); Puget Sound Clean Air Agency (PSCAA) Permit Applications <i>National Pollutant Discharge Elimination System (NPDES) Documents:</i>	WAC 173-401-520	County Executive or Deputy Executive	County Executive or Deputy Executive	
NPDES Permit Application	WAC 173-220	County Executive or Deputy Executive	Dept. Director/Deputy	
NPDES Consent Order	As required by judicial proceeding	County Executive or Deputy Executive		
NPDES Annual Report cover letter	WAC 173-220-210	County Executive	Section Manager	
NPDES Combined Sewer Overflow Report cover letter	WAC 173-220-210	County Executive	Section Manager	
NPDES Monitoring Report	WAC 173-220-210	County Executive	Supervisor	
PSCAA - Monitoring Reports	WAC 173-401-615	County Executive	Div. Director/Deputy	
SKCOPH Annual Applications to Operate (transfer station/ landfill)	Title 10 R&R #8 10.34.050; 10.16.020 10.20.020	Dept. Director/Deputy	Dept. Director/Deputy	
<i>SEPA Documents:</i>				
Determination of Significance	KCC 20.44.020	Dept. Director/Deputy	Dept. Director/Deputy	
Determination of Non Significance	KCC 20.44.020	Dept. Director/Deputy	Div. Director/Deputy	
Notice of Action	KCC 20.44.020	Dept. Director/Deputy	Div. Director/Deputy	
Adoption Notice	KCC 20.44.020	Dept. Director/Deputy	Div. Director/Deputy	
Enforcement of Industrial Waste Regulations	KCC 28.84.060 - 100 Admin P&P 1/1/97			Refer to 1/1/97 DNR Policy and Procedure (unnumbered)
Enforcement of Solid Waste Regulations	KCC 10.008.100			
Enforcement of Drainage Regulations	KCC 9.04; 9.08; 9.12			Refer to 4/27/93 SWD Policy and Procedure (#PUT-7)
Enforcement of Water Quality Regulations	KCC 9.04; 9.08; 9.12			Refer to Water Quality enforcement procedures manual
Enforcement of Noxious Weed Control Regulations	RCW 17.10.170			Refer to King County Noxious Weed Control Board Rules and Regulations (dated 8/1/96)
Biosolids Management Documents				
BM Notice of Intent	WAC 173-308, WAC 173-308-310	County Executive	County Executive	
Permit Application	WAC 173-308-310	County Executive	County Executive	
Annual Report of Required Records	WAC 173-308-310	County Executive	Div. Director/Deputy	
Required Records	WAC 173-308-310	County Executive	Div. Director/Deputy	