

# **WILLIS** **ENTERPRISES**

208 N Park St./P.O. Box 457  
Oakville, WA 98568  
(360) 273-0728

October 13, 2023

WA Department of Ecology  
Water Quality Program  
Industrial Stormwater  
PO Box 47696  
Olympia, WA 98504-7696

RE: Hoquiam Plywood  
Permit # WAR001939

Willis Enterprises, Inc. has five sites located in Grays Harbor County that have been issued an Industrial Stormwater General Permit: Pacific Veneer (WAR000388) in Aberdeen, Moon Island (WAR011407) in Hoquiam, Grays Harbor Terminal 3 Dock (WAR311945) in Hoquiam and Oakville (WAR000871) in Oakville. Our company headquarters is located at the Oakville site.

We have recently had some staffing changes to Hoquiam Plywood (WAR001939). We need to remove Elaine Broome as the Facility Coordinator.

This is to notify the Department of Ecology that Susan Radke works for Willis Enterprises, Inc. As the Responsible Official for environmental matters. I am authorizing Susan Radke to submit Discharge Monitoring Reports as the Facility Coordinator on behalf of Willis Enterprises, Inc. to also include Hoquiam Plywood (WAR001939).

I can be contacted by phone at (360) 507-5897 or by email at [todd@willisent.com](mailto:todd@willisent.com) for questions you may have concerning this delegation. You may also contact Susan Radke at (509) 630-4288 or at [hr@willisent.com](mailto:hr@willisent.com) for site/facility questions.

Sincerely,



Todd Charlton  
Operations Manager  
Willis Enterprises, Inc.

Enc.

# 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: Hogman Plywood  
Site Location Address: 1000 Woodlawn Avenue  
City/State/Zip: Hogman, WA 98560  
Permit Number: \_\_\_\_\_

## 2. Electronic Signer Contact Information

Role:  Facility Signer  Facility Coordinator

Signature Account User Name: \_\_\_\_\_  
Full Name: Susan Backe  
Work Mailing Address: Po Box 457  
City/State/Zip: Oakville, WA 98568  
Work Phone No. (Ext): 360-273-0728  
Work Email Address: hrowinisenl.com

## 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**

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

Susan Raolke  
Electronic Signer's Signature

10/13/2023  
Date

Susan Raolke  
Name (print or type)

HR Manager  
Title

**8. Signature of Permittee (Responsible Official)**

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

I, Todd Charlton (insert name of permittee or responsible official) acknowledge that the individual named above works at/for Wills Enterprises, Aquion Plant (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.

Todd Charlton  
Signature

10/13/2023  
Date

Todd Charlton  
Name (print or type)

Operations 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.*

9. Assign Administrator

This section cannot be processed without a handwritten signature.

I, Todd Charlton (insert name of permittee or responsible official) acknowledge that  
Dustin Racker (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.

Todd Charlton  
Signature

10/13/2023  
Date

Todd Charlton  
Name (print or type)

Operations Manager  
Title

**Note:** 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.

\*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