



TCEQ REGULATORY GUIDANCE

Program Support and Environmental Assistance Division
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Delegation of Signatories for the Multi-Sector General Permit

If you have an industrial facility subject to stormwater requirements in the Multi-Sector General Permit (MSGP),¹ use this guide to help you decide who can sign documents for it. For more help, call our Small Business and Local Government Assistance hotline at 800-447-2827 or email us at TexasEnviroHelp@tceq.texas.gov.

Signatory Authority

Certain individuals are authorized to sign TCEQ applications under [Title 30, Texas Administrative Code \(30 TAC\), Section 305.44](#).² They have “*signatory authority*” to sign applications such as Notices of Intent, No Exposure Certifications, Notices of Change, and Notices of Termination. If you are authorized by this rule, you do not need to apply for a delegation of signatories.

Table 1: Acceptable signatory authority officials by type of entity.

Type of Entity	Acceptable Signatory Authority Official(s)
Corporation	Responsible corporate officer or person who makes similar policy or decision-making functions ^a Manager of one or more manufacturing, production, or operating facilities ^b
Partnership or sole proprietorship	General partner or the proprietor
Municipality, state, federal, or other public agency	Principal executive officer or a ranking elected official

- a. Such as a president, secretary, treasurer, or vice-president.
- b. Under specific conditions. See 30 TAC 305.44 for more information.

1. The Texas Pollutant Discharge Elimination System regulates stormwater discharges through the Multi-Sector General Permit, Construction General Permit, and other individual permits.
2. www.tceq.texas.gov/goto/signatories

Duly Authorized Representatives

If you have signatory authority, you can choose a duly authorized representative to sign certain documents and reports required by the MSGP. The bulleted lists below show what they legally can and cannot sign.

Any person or job position responsible for the overall operation of the site or its environmental matters is an acceptable representative. Examples include plant managers, environmental managers, or positions of equal responsibility for the facility.

A duly authorized representative *can sign* these documents:

- Stormwater Pollution Prevention Plans (SWP3)
- Annual Comprehensive Site Compliance Inspection Reports
- Certifications
- Other items requested by TCEQ or required by MSGP

A duly authorized representative *cannot sign, or delegate authority for, these documents:*

- Notices of Intent (NOI)
- No Exposure Certifications (NEC)
- Notices of Change (NOC)
- Notices of Termination (NOT)

Appointing Representatives

To appoint a duly authorized representative, submit a Delegation of Signatories application in the [State of Texas Environmental Electronic Reporting System \(STEERS\)](#).³ You can only fill out the application if you have an active NOI or NEC.

- Print your copy of record (COR) in STEERS and keep it in your SWP3.

Your Delegation of Signatories expires when your permit coverage expires. Submit a new delegation application with each permit renewal period.

Changing Representatives

You can change your designated duly authorized representative any time by submitting a new Delegation of Signatories application in STEERS.

- New applications replace earlier delegations.

3. www.tceq.texas.gov/goto/steers