

DOT&PF Instructions

SWPPP Delegation of Signature Authority – DOT&PF (Form 25D-107):

DOT&PF Regions

Prior to certifying the SWPPP, the Project Engineer fills out the *SWPPP Delegation of Signature Authority* with the project name, and the Regional Director's name. The Regional Director cannot delegate this authority to any staff other than the position of Project Engineer. The Project Engineer sends the form to the Director's office for finalization. The Regional Director signs and dates the form, and a hard copy of the form is mailed back to the Project Engineer who makes a copy. The original is transmitted to the Contractor for inclusion in the SWPPP of record.

Statewide Public Facilities

For Statewide Public Facilities, it is the Chief of Statewide Public Facilities that signs this form to delegate authority to the Project Engineer. Otherwise, the process for Statewide Public Facilities is the same as for the Region.

If the Regional Director or Facilities Chief is unable to sign, the person who is Acting may sign as the Director or Chief.

This delegation form allows the Project Engineer to certify the SWPPP and each *SWPPP Construction Inspection Report*. The delegation refers to the position, not the person, so that an acting or new Project Engineer is covered by the delegation. However, a SWPPP Amendment will be needed if the Project Engineer is named in the SWPPP or the new Project Engineer's documentation of qualifications must be added to the SWPPP. The change should also be documented on the *SWPPP Project Staff Tracking Form*. Further, the Acting Project Engineer should sign reports using the title of Project Engineer, to avoid confusion. When a Project Engineer is temporarily on leave or reassigned the DOT memo that designates the acting Project Engineer needs to be copied and placed in the SWPPP.