

DOT&PF Instructions

SWPPP Delegation of Signature Authority – Contractor (Form 25D-108)

The Contractor must complete the form and include it in the draft SWPPP. Prior to DOT&PF certifying the SWPPP, the Department Project Engineer must verify the Contractor included a properly completed *Contractor Delegation of Signature Authority* signed by a corporate officer. It must delegate to the Superintendent so that they can certify the SWPPP and each *SWPPP Construction Inspection Report*. (NOTE: this is a recent change; previous specifications required the corporate officer to delegate signature authority to the SWPPP Manager. Now the delegation must be to the Superintendent).

A change of the Superintendent does not require a new delegation form since it delegates to the position. However, a SWPPP Amendment will be needed if the Superintendent in the SWPPP or a new Superintendent'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 Superintendent should sign reports using the title of Superintendent, to avoid confusion. A copy of the Contractor's letter that designates an Acting Superintendent must be placed in the SWPPP.

If the Contractor's ownership and/or name changes, they will need to file a new *Contractor Delegation of Signature Authority* to put in the SWPPP, as well as a new NOI.