**PLEASE DO NOT SEND A COPY OF THE INSTRUCTIONS IN WITH YOUR APPLICATION**

If you have any questions while filling out the Designated Responsible Official form, please contact the Bureau of Air Quality, Engineering Services Division by calling (803) 898-4123. Submit the Designated Responsible Official form to:

**Engineering Services Division Director**

**Bureau of Air Quality**

**2600 Bull Street**

**Columbia, South Carolina, 29201**

| **FACILITY IDENTIFICATION** | | |
| --- | --- | --- |
| Facility Name  *(This should be the name used to identify the facility)* | SC Air Permit Number (8-digits only)       - | Notification Date |

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| **DESIGNATED RESPONSIBLE OFFICIAL**  *(Please submit a separate form for each Responsible Official (RO) being designated, added, removed or updated.)* | | | | |
| Action: | Designate a New RO  Designate an Additional RO  Update Current RO Information  Remove a Former Designated RO | | | |
| Title/Position: | | Salutation: | First Name: | Last Name: |
| Mailing Address: | | | | |
| City: | | | State: | Zip Code: |
| E-mail Address: | | | Phone No.: | Cell No.: |
| Reason *(Only provide if removing a Former Designated RO)* | | | | |

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| **RESPONSIBLE OFFICIAL QUALIFICATIONS**  *(Please check the corresponding boxes that apply to the Responsible Official listed above.)* |
| For a corporation:  A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or  A duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:  (i) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding $25 million (in second quarter l980 dollars); or  (ii) The delegation of authority to such representative is approved in advance by the Department. |
| For a partnership or sole proprietorship  A general partner; or  The proprietor, respectively. |
| For a municipality, State, Federal, or other public agency:  A principal executive officer; or  Ranking elected official. |
| For affected sources:  The designated representative in so far as actions, standards, requirements, or prohibitions under the Title IV acid rain requirements of the Act or the regulations promulgated thereunder are concerned; and the designated representative for any other purposes under Part 70. |

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| **DESIGNATED RESPONSIBLE OFFICIAL SIGNATURE**  *(Any Designated Responsible Official for the facility can sign form)* | | | |
| Title/Position: | Salutation: | First Name: | Last Name: |
| As a duly authorized representative of this facility, with the responsibility to ensure that this facility is in compliance with the requirements of the operating permit issued by the Department, I certify that the information in this form is true, accurate, and complete. | | | |
|  | | |  |
| Signature of Responsible Official | | | Date |