

Sample Instructions on how to fill out the Editor affidavit:

The **Editor** affidavit is a legally binding document authorizing the applicant to prepare data and permit applications on behalf of an organization. The affidavit may differ depending on the WDEQ application access requested.

Please print or type. Submission of illegible materials will result in return of the affidavit to the applicant. The applicant should retain a copy of the affidavit for his or her records. Complete the checklists below to ensure your affidavit is approved. This Instructions page also serves as a checklist page.

- **Summary Checklist:**

- Every line of the affidavit is filled-out. Sole proprietors should fill out each signature line on Page 2.**
- All signatures on the affidavit must be wet-ink, originals.**
- All pages (minus the instructions) must be mailed to the WDEQ. Fax or email is not acceptable.**

- **Page 1:**

- "STATE OF" and "COUNTY OF" refer to the State and County where the affidavit is signed by applicant.
- The first and last name and the name of the company are prepopulated. The applicant completes the first *Signature* and *Print Name and Title* lines.
- The company/government representatives who are authorizing the applicant to prepare permit applications and data on behalf of the company / government entity need to print their names on the *I/We...* line. The number of representatives required to authorize this act depends on the type of organization or government entity (see details on Page 2 below and Appendix D of the ENVITE walkthrough guide).
- Authorized Program, Name, Title (if available), Employed by/working on behalf of will be filled in automatically with the information provided in ENV-ITE.
- Address, Phone Number, and Email should be of the person who signs up to use ENV-ITE.

- **Page 2:**

- The company/government representatives who are authorizing the applicant to prepare permit applications and data on behalf of the company/government entity need to sign and print their names and titles on this page.

If you have any questions or need further assistance please contact the application administrator:

eDMR Application Administrator: Kevin Campbell – kevin.campbell@wyo.gov; 307-777-2431

IMPACT Application Administrator: Zachary Mangin – zachary.mangin@wyo.gov; 307-777-6282

MIDAS Application Administrator: Carol Bilbrough – carol.bilbrough@wyo.gov; 307-777-6772

WYPermitting Application Administrator: Leah Coleman – leah.coleman@wyo.gov; 307-777-7093

SAMPLE AFFIDAVIT OF EDITOR AND COMPANY AUTHORITY

STATE OF Refers to the State where official representative signs the Affidavit

COUNTY OF Refers to the County where official representative signs the Affidavit

I, **First and Last Name**, as an agent of **Company Name** having been first duly sworn on oath deposes and says:

I understand that the Wyoming Department of Environmental Quality ("DEQ") shall allow me to edit electronic documents on the ENV-ITE System under authorized programs.

I agree to protect my unique electronic log-in device from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name or password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated log-in.

I agree to contact the DEQ ENV-ITE administrator at **wdeq.envite@wyo.gov** as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and/or password have become lost, stolen or otherwise compromised.

I understand and agree that I will be legally bound, obligated, or responsible by my use of my log-in and password on the ENV-ITE System.

I understand that the DEQ may contact the Company Official(s) who signs below to authorize me as an editor for the company in order to verify my identity.

I agree to notify the DEQ ENV-ITE System Administrator if I cease to represent the regulated entity specified above as soon as this change in relationship occurs and I agree to retain a copy of this signed affidavit as long as I continue to represent the regulated entity specified above.

Signature: Signature of ENVITE account holder Print Name, Title and Date: _____

I/We, Director; or Corporate Officer; or Mayor; or Elected Official, assign the following person to e-sign electronic documents to the ENV-ITE System under authorized programs in lieu of paper submissions:

Authorized Program:	<u>EDMR</u>
Name:	<u>First and Last Name</u>
Title:	<u>Title</u>
Employed by or on behalf of:	<u>Company Name</u>
Address:	<u>Address of ENVITE account holder</u>
Phone:	<u>Phone Number</u>
e-mail (Required)	<u>eMail Address</u>

I/We understand that is my/our responsibility to notify WDEQ in the event of:

1. The login credentials of the assigned person has been compromised (or suspected to have been compromised)
2. A facility has been closed
3. Change in employment status of assigned person
4. Name change of the assigned person

For corporations, non-profits, and LLCs: The corporation or entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the corporation's or entities legal responsibility.

For governmental entities: The governmental entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the government entities legal responsibility.

For partnerships and sole proprietorships: I/we acknowledge and accept legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the administrator submitter are my/our legal responsibility.

Corporations, limited liability corporations, partnerships and governments require **no individual signatures.** For partnerships, the signatures must be general partners. For governmental entities, the signatures must be elected officials or officers that have the lawful authority to bind the entity.

Sole proprietorships require only the owner's signature.

Signature: Signature of 1st official representative Print Name, Title and Date: _____

Signature: Signature of 2nd official representative Print Name, Title and Date: _____

Please mail this completed form to:

Wyoming Department of Environmental Quality
ENVITE
200 West 17th Street, 4th Floor
Cheyenne, WY 82002

SAMPLE ONLY
Not to be used for
Submissions