

If you do not already have a login id processed for your company and Security Agent established, you've just read info on website at <https://apps.dep.wv.gov/eplogin.cfm> when you signed up regarding Security Agent. You can use this letter to develop similar letter, have signed appropriately, scan and email to Mavis.L.Layton@wv.gov or fax to her at 926-0463 if for OWR. Your login id request will be processed after SA is established and documentation received. Note changes will be needed to red text.

Sample Company LTD
1322 Smith Rd.
Nemo, PA 12345
(412)555-5555

Date

Mavis L. Layton
West Virginia Department of Environmental Protection
Division of Water and Waste Management
601 57th St. SE
Charleston, WV 25304

Dear Mrs. Layton:

This letter authorizes the below listed individual to perform as the security agent for **Sample Company LTD**. I confirm that this individual will have the authority to authorize existing WVDEP ePermitting customers to prepare and review electronic applications on behalf of **Sample Company LTD**.

Mark A. Smithson (your name and not consultant goes here)
123 White Dr.
Winston, NC 40294
masmithson@frontier.com

Sincerely,

Joseph P. Airwatcher
President

NOTE: If multiple companies, you need to list each one and would also suggest you list permit and/or registration numbers if already a permitted site.