



INSTRUCTIONS FOR ENGINEER'S CERTIFICATE OF COMPLETION FORM

Each section of the certificate form should be filled out per the following instructions:

1. Project Information:

- a) **Project Name** – The project name must be the same as that appearing on the engineering documentation.
- b) **Project Description** – The project description should identify the capacity, type and quantity of equipment being installed and other relevant details about the project. For treatment facility projects identify the treatment process(es) being employed at the plant.

2. System Information:

Fill in the following information for the water, wastewater or reclaimed water system associated with the project.

- a) **System Type** – Check the box identifying the applicable type of system.
- b) **System Name** – For water systems this is the Public Water System (PWS) name. For wastewater and reclaimed water systems this is the name of the Wastewater Treatment Facility (WWTF).
- c) **System ID Number** – The PWS (04-07-####) or WWTF (04-37-####) identification number.

3. Certification Information:

- a) **Certification Statement** – Provide the name, state, registration number and date information of the Professional Engineer certifying this project. The Professional Engineer must be registered in the State of Arizona if the value of the project is greater than \$12,500.
- b) **Inspector's Information** – Provide the name signature, and date information for the inspector that witnessed the tests in the field.
- c) **Engineer's Information** – Provide the name, signature, and date information of the Professional Engineer certifying this project.
- d) **Engineering Firm's Information** – Provide the name and mailing address information of the engineering firm associated with the professional engineer certifying this project. The architect/engineering firm must be registered with the Arizona State Board of Technical Registration to submit a project to the MCESD.
- e) **Engineer's Seal** – Apply the seal (stamp) of the professional engineer certifying this project. The seal must be signed and dated by the Professional Engineer.