



THE ALL-IMPORTANT E-SIGNATURE

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An Electronic Signature (e-signature) authenticates or validates a statement of events pertaining to a boarding, inspection, or investigation on a document that is electronically produced. The Activity Summary Report (ASR) reflects a boarding. The ASR should always reflect the name of the Team Lead and Subject POC at the top of the report in the designated spaces. When the Team Lead and Subject POC name is the same, then it is this name that should appear on the ASR as an e-signature in the Narrative Summary block of the ASR. If there is a narrative, then place the e-signature after the narrative. If the Team Lead and Subject POC names are different, then either one of these names may appear as the e-signature. If there is no ASR (pollution case) the inspector's or investigator's e-signature or penned signature should appear on any investigative report or summary including the narrative on the face of the Enforcement Summary. All statements by any boarding team members, inspectors, and investigators should be signed—either electronically or penned.

The e-signature signifies that the statements and information are true and accurately recorded as known by the person whose name appears in the e-signature. The accepted e-signature format is:

//s//First name, middle initial, last name, rate/rank//