

Louisiana Professional Geoscientist Seal Use Policy

As per the attached Louisiana Title 46, Part LXII. Chapter 15. 1501, the application of the licensee's seal, signature, and date shall constitute certification that the work thereon was done by the licensee or under his/her responsible charge. The licensee shall be personally and professionally responsible and accountable for the care, custody, control and use of his/her seal, professional signature and identification. A seal which has been lost, misplaced or stolen shall, upon discovery of its loss, be reported immediately to the board by the licensee. The board may invalidate the licensure number of said licensee, if it deems this necessary, and issue another licensure number to the licensee.

The seal, signature, and date on a document constitute a certification that the document was prepared by the licensee or under his direct supervision. A licensee shall affix an unobscured seal, original signature, and date of signature to the original documents contained in the final version of any geoscience document.

To comply with the above regulation, all Louisiana Professional Geoscientist (PG) should follow the below policy:

- The PG seal should only be used by the geoscientist who reviewed the document being certified.
- All reports with multiple pages containing geoscientific data will require a PG to conduct the senior review of the final document and to affix his/her seal, signature and date on the document prior to submittal to the client/agency. Please ensure that the signature, date and license number are clearly visible.
- Seals for multiple page reports should be affixed to the signature page (See attached example). This page should be the second page of the report directly behind the cover page.
- If the document is a letter, then the seal should be placed on the signature page of the letter on the right side of the page across from the signature. Since the PG may not be the same person that is signing the letter, the PG should sign and date below the seal. (See attached example).
- For maps, cross-sections, drawings, descriptions, charts, graphs, boring logs, or other records of geoscientific practice submitted individually (not in a bound document), the PG should seal, sign, and date each page. Drafting can provide a box on a large drawing for a PG seal. If the document does not contain a box for the seal, the PG seal should be placed in an unobstructed area of the document, signed and dated. (See attached example map)
- Phase II Environmental Site Assessments (ESAs) do require a PG Seal. The seal should be placed on the signature page of the document, as described above.
- Preliminary reports and/or geoscientist documents do not require a seal until finalized. If a preliminary or draft document is submitted to a State agency, it should be clearly marked as "Preliminary" or "Draft."
- Documents which require a seal may be transmitted electronically provided the licensee's seal and signature and the date the document was signed are transmitted in a secure mode that reasonably precludes the seal, signature and date being reproduced or modified. Examples of apps that provide a secure mode are DocuSign and Adobe Acrobat Pro. The Seal must follow the same design as the template provided by the board, with the licensee's name at the top and the license number at the bottom.

PROFESSIONAL GEOSCIENTISTS USE OF SEAL REGULATIONS

RULE
Office of the Governor
Board of Professional Geoscientists

Use of Seals (LAC 46:LXII.1501)

The Louisiana Board of Professional Geoscientists hereby gives notice that, pursuant to R.S. 37:711.8.C (1), it amends LAC 46:LXII.1501 in accordance with the provisions of the Administrative Procedures Act, R.S. 49:950 et seq., and the Louisiana Professional Geoscience Practice Act, R.S. 37:711.1 et seq. This Rule is hereby adopted on the day of promulgation.

Title 46
PROFESSIONAL AND OCCUPATIONAL STANDARDS
Part LXII. Professional Geoscientists

Chapter 15. Seal

§1501. Use of Seals

- A. License holders must obtain a seal as per R.S. 37:711.22.
- B. The following rules for the use of seals to identify work performed by a professional geoscientist shall be binding on every licensee.
 1. Seal Possession
 - a. Each professional geoscientist, upon licensure, shall obtain an official seal.
 - i. In the case of a temporary permit issued to a licensee of another jurisdiction, the licensee shall affix the seal of his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to all of his/her work.
 2. Seal Responsibility
 - a. The application of the licensee's seal, signature, and date shall constitute certification that the work thereon was done by the licensee or under his/her responsible charge. The licensee shall be personally and professionally responsible and accountable for the care, custody, control and use of his/her seal, professional signature and identification. A seal which has been lost, misplaced or stolen shall, upon discovery of its loss, be reported immediately to the board by the licensee. The board may invalidate the licensure number of said licensee, if it deems this necessary, and issue another licensure number to the licensee.
 3. Seal Use
 - a. The seal, signature, and date on a document constitute a certification that the document was prepared by the licensee or under his direct supervision. A licensee shall affix an unobscured seal, original signature, and date of signature to the original documents contained in the final version of any geoscience document as outlined below:
 - i. Each sheet of maps, cross sections, drawings, descriptions, charts, graphs, reports, documents, or other records of geoscientific practice shall be signed, sealed, and dated by the licensee who prepares it, by the licensee who provides direct supervisory control over its preparation, or by the licensee who reviews it in sufficient depth to fully coordinate and assume responsibility for documents prepared by another licensee.
 - ii. Where multiple sheets are bound together in one volume representing a singular geoscience document, report, or other record, the licensee who prepared such volume, under whose direction and control such volume was prepared, or who reviews it in sufficient depth to fully coordinate and assume responsibility thereof, shall sign, seal, and date a sheet that clearly identifies all of the other sheets included as part of the bound volume.
 - b. A geoscientific report, document, or other record is any document that provides an interpretation or analysis of geoscience data, including but not limited to:
 - i. cross sections displaying geoscience data, including geological and/or geophysical parameters;
 - ii. contoured drawings, such as potentiometric surface maps, isopleth maps, and subsurface data;
 - iii. aquifer test analyses, including yield, transmissivity, or specific storage;
 - iv. groundwater modeling;
 - v. geoscientific surface resource and availability studies;
 - vi. geoscientific components of groundwater management plans;
 - vii. soil boring logs and well logs;
 - viii. soil, lithology, and/or geophysical maps;
 - ix. interpretation of geophysical surveys; and
 - x. interpretations, conclusions, and recommendations for further action(s) based on these data.

c. Preliminary or draft documents do not require a PG stamp; however, each sheet or page of a preliminary or draft document shall be clearly and prominently marked “preliminary” or “draft”.

d. In accordance with the Standards for Environmental Site Assessments (ESA) published by the American Society for Testing and Materials (ASTM), Phase I ESAs do not require a PG stamp, unless one or more geoscientific documents, findings, or conclusions is incorporated into the Phase I ESA. However, due to the nature of subsurface work and interpretations, Phase II and III ESAs require a PG stamp in accordance with the above requirements.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:711.8.C(1).

HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Professional Geoscientists, LR 41:2348 (November 2015), amended LR 45:1469 (October 2019).

William Finley
Chairman

EXAMPLE REPORT SIGNATURE PAGE

**CATEGORY 1
CORRECTIVE ACTION PLAN**

AT

**CLIENT SITE NAME
CLIENT COMPANY NAME
CLIENT ADDRESS
CITY, LOUISIANA
NAME OF PARISH**

**FACILITY ID NO. 00-00000
INCIDENT NO. 000000
AGENCY INTEREST NO. 00000**

PREPARED FOR:

**MR. CLIENT NAME
CLIENT COMPANY NAME
CLIENT ADDRESS
CITY, LOUISIANA**

PROJECT NO. 0000000

DECEMBER 2019

PREPARED BY:

REVIEWED BY:

**MR. PROJECT MANAGER
PROJECT MANAGER**

**MR. PROFESSIONAL GEOLOGIST
PROFESSIONAL GEOLOGIST**

**COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP**



EXAMPLE LETTER SIGNATURE PAGE

December 4, 2019

Mr. A. B. Ceedee, Administrator
Underground Storage Tanks Division
[Louisiana State Agency]
[P.O. Box]
[City, State ZIP]

Re: Category 1 - Corrective Action Plan
[Client Name]
[Client Site Name]
[Site Address]
[City,] [Name of] Parish, Louisiana
Facility UST ID No. [00-00000]
LDEQ Agency Interest No. [00000]

Dear Mr. Ceedee:

Enclosed please find an original and a CD of the Category 1 - Corrective Action Plan prepared by [Company Name] for the above-referenced site.

If you have any questions or need additional information, please do not hesitate to contact me at [(000) 000-0000].

Sincerely,

[Professional Geologist Name, LA PG #]
[Title]

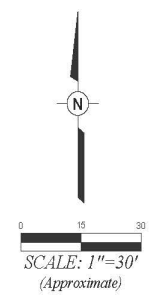
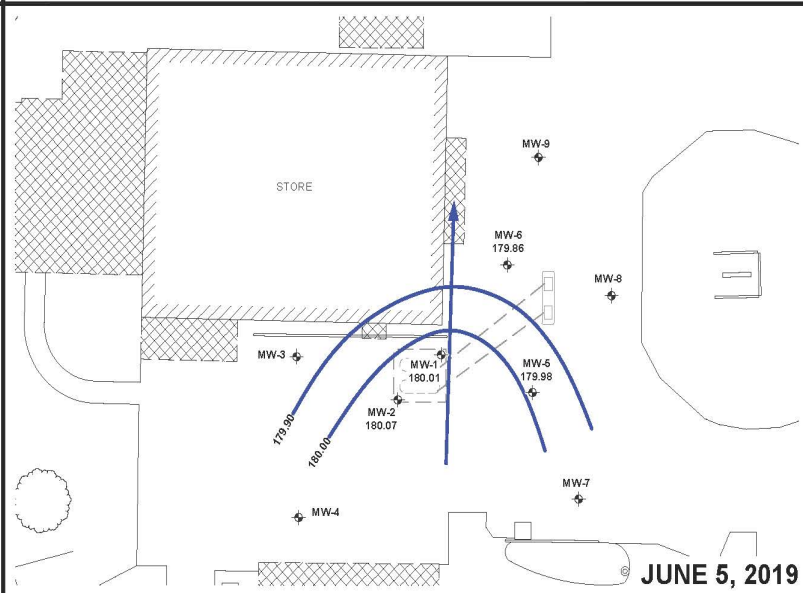
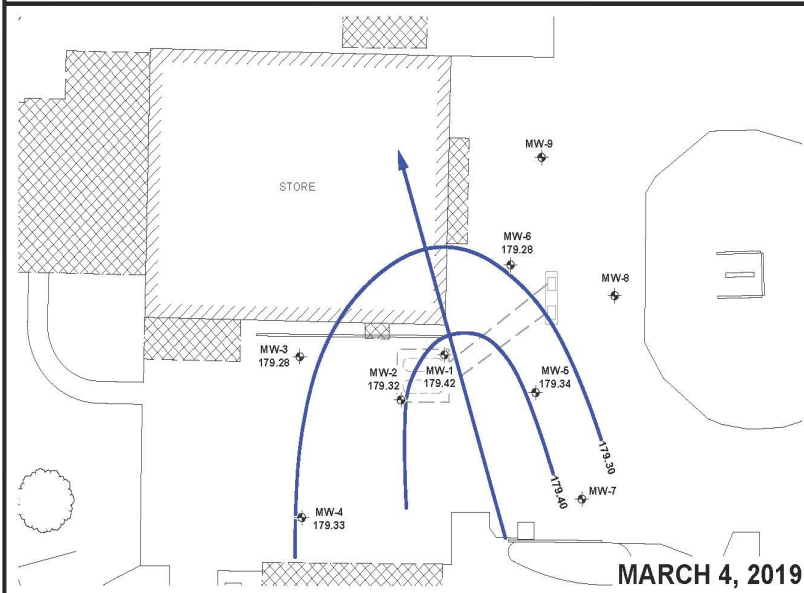
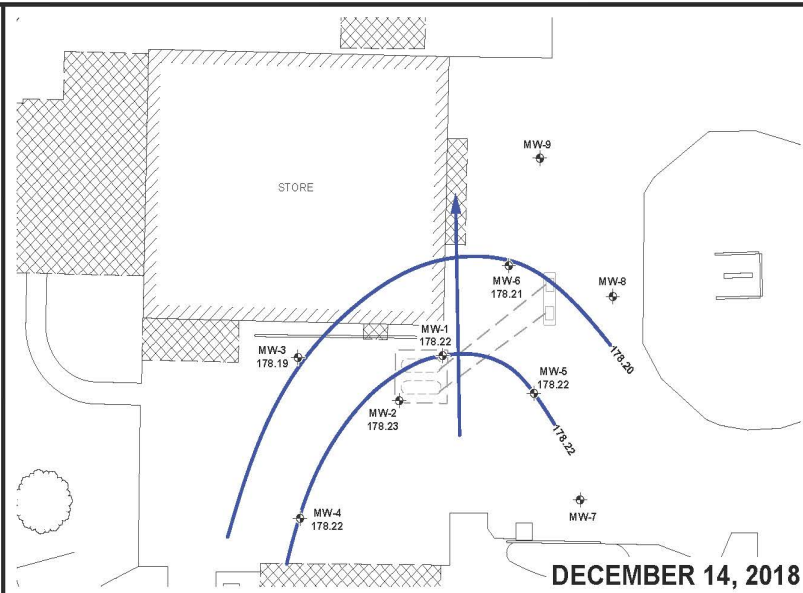
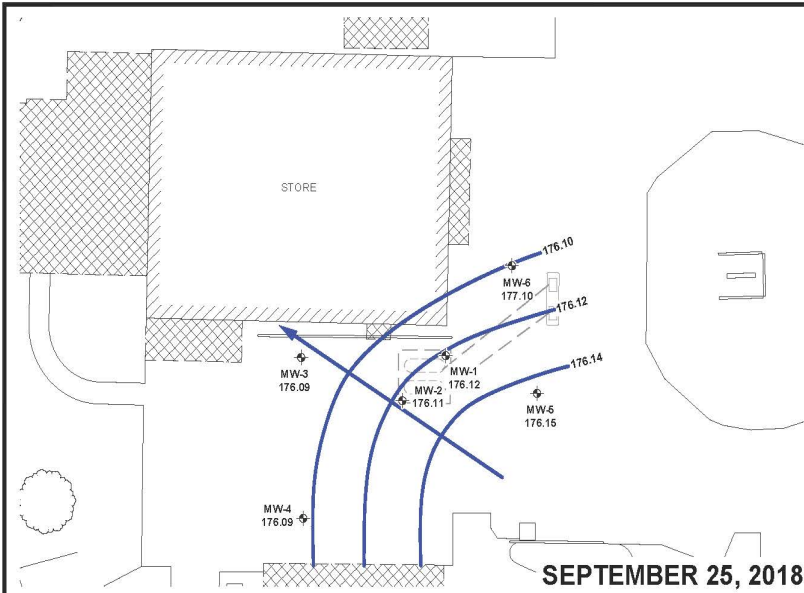
[ABC/zz]

Enclosures: Category 1 - Corrective Action Plan

cc: Ms. Regulatory Contact, Team Leader, LDEQ – NWRO
[Mr. Client Name, Client Company Name]



EXAMPLE MAP



- LEGEND:**
- ⊕ MONITORING WELL LOCATION
 - 180.01 GROUNDWATER ELEVATION (ft.)
 - 179.90 GROUNDWATER ELEVATION CONTOUR (ft.)
 - ← GROUNDWATER FLOW DIRECTION

POTENTIOMETRIC SURFACE MAP
3RD QUARTER 2018, 4TH QUARTER 2018,
1ST QUARTER 2019, AND 2ND QUARTER 2019