

## **69501.3 Information Submission and Retention Requirements**

### **(a)**

Signatures. All documents required to be submitted to the Department under this chapter must be signed by the responsible individual in charge of preparing or overseeing the preparation of the information, and by the owner, or an officer of the company, or an authorized representative.

### **(b)**

Format. All documents submitted to the Department must be in English, and must be generated and submitted in a manner and in an electronic format accessible to the Department.

### **(c)**

Certification Statement. All documents required to be submitted to the Department under this chapter must include the following certification statement, signed by the owner or an officer of the entity submitting the document, whose responsibilities include product development, product safety, or related responsibilities pertinent to the document, and by the responsible individual in charge of preparing or overseeing the preparation of the information: "I certify that this document and all attachments were prepared or compiled under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person(s) directly

responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that submitting false information or statements is a violation of law."

**(d)**

Due Dates. All provisions in this chapter requiring a document to be submitted to the Department within a specified time frame means that the document must be postmarked or submitted electronically by the end date of that time frame.

**(e)**

Document Retention. A person who is subject to a requirement to obtain or prepare information, but who is not required to submit the information to the Department or has not yet been requested to submit the information to the Department, shall retain the information for a period of three (3) years following the date the person was required to obtain or prepare the information.