

Board Guidance Document 2007-01

Additional Guidelines to be followed when Stamping/Sealing/Signing Documents

It is important that all registrants, enrollees, and also those who are neither, be aware and adhere to the following requirements that are contained in both the RPG law and the Board's Rules concerning geologic work and work products. Specifically, "...11.05 a) Geological work performed by an employee or a subordinate of a registered professional geologist..." is exempt from registration provided "...that the work nor the work related products do not state, portray or infer by any manner or suggestion whatsoever that the employee or subordinate is in responsible charge of the geology or geologic work. Any such geological work and/or work products must be conspicuously signed and sealed by the supervising registered professional geologist of that employee or subordinate..." An example of what **should not** be included on or affixed to such work products includes the following or similar statements by others who are either GITs or non-registrants: "Geology by John Q. Doe." The statement "Geology By John Q. Doe," or similar statements, is (are) misleading and even though the required inclusion of the stamp, signature, and statement of the supervising RPG may be present the statement is in violation of both the RPG Act and the Board's Rules. Alternative language may be used for these cases and is provided in the following Board Guidance Documents, 2007-01.

BOARD GUIDANCE DOCUMENT 2007-01

The Board, in order to educate and inform those who may be involved in signing and sealing documents, as well as employees who may be GITs or perhaps non-registrants, would be well advised to review the following, Board Guidance Document 2007-01. The following is intended to provide guidance when documents are required to be signed and stamped by a RPG.

Maps, Illustrations, and Similar Products:

- 1) Registrant's typeset name should be immediately followed by a comma, one blank space, and the designation "RPG", with no periods.
- 2) The seal(s) of registrant(s) is (are) to appear on all maps etc. (jpg or similar digital format) located near the typeset name of the registrant.
- 3) Maps which have been previously produced and whose stock is, from time to time, replenished from the original digital versions should be updated with the information contained in 1) and 2).
- 4) If the author(s) is (are) not registrants then the name of the registrant who supervised and assumes responsibility for that work should be typeset in the same font size and in the general vicinity of the typeset name(s) of the author(s) of the map, illustration, etc. Information related to this entry should, in the same font, include the following: "I have reviewed this document in sufficient depth to accept full responsibility for its contents", (see Rule 10.0 of the Board and Board Guidance Document 2000-02) followed by the registrant's name, a comma, one blank space, and the designation RPG with no periods along with their seal in close proximity to the registrant's name.

As noted above, if the author(s) is (are) not a registrant(s) but is (are) a Geologist In Training (GIT) with the MSBRPG it is suggested that immediately following the GIT's name a comma, one blank space, and then the designation GIT with no periods be printed.

Reports, Bulletins, and Other Similar Products:

- 1) Title page - Author(s) [registrant(s)] should have their typeset name followed by a comma, one blank space, and the designation RPG without periods.
- 2) Seal of the registrant to appear near their name (jpg or similar digital format) provided that the typesetting space allows room for same.
- 3) If the author(s) is (are) not registrants then the name of the registrant who supervised and assumes responsibility for that work should be typeset in the same font size and in the general vicinity of the typeset name(s) of the author(s) of the map, illustration, etc. Information related to this entry should, in the same font, include the following: "I have reviewed this document in sufficient depth to accept full responsibility for its contents", (see Rule 10.0 of the Board and Board Guidance Document 2000-02) followed by the registrant's name, a comma, one blank space, and the designation RPG with no periods along with their seal in close proximity to the registrant's name.

As noted above, if the author(s) is (are) not a registrant(s) but is (are) a Geologist In Training (GIT) with the MSBRPG it is suggested that immediately following the GIT's name a comma, one blank space, and then the designation GIT with no periods be printed.

- 4) If condition 3), immediately above, cannot be met because of space constraints in or on the document, the name of the registrant who supervised the work shall appear on the very next page of the report, bulletin, or other similar document as follows: the first line of text should contain the following information: "I have reviewed this document in sufficient depth to accept full responsibility for its contents", (see Rule 10.0 of the Board and Board Guidance Document 2000-02) followed by the registrant's name, a comma, one blank space, and the designation RPG with no periods along with their seal in close proximity to the registrant's name

Additional Guidelines for Pamphlets, Maps, Illustrations, etc.:

- If the document is a pamphlet, open file report, etc. that contains maps, illustrations, cross-sections, etc. which are bound with the text, it is not required that each of those documents follow the protocol set forth under **Maps, Illustrations, and Similar Products** section of these guidelines provided that the title page and ensuing page, if required, containing the required RPG statement ("I have reviewed this document in sufficient depth to accept full responsibility for its contents", see Rule 10.0 of the Board and Board Guidance Document 2000-02), registrant's name, a comma, and the designation RPG. If possible, however, it is suggested that the same protocol be followed as if these were individual, unbound maps per the guidelines noted in **Maps, Illustrations, and Similar Products** section of these guidelines, space permitting.

- If the maps, cross-sections, and/or similar documents are contained within a pocket of the report (not bound to the text of the document), it is suggested that each map, illustration, X-section, etc. follow the protocol contained in the **Maps, Illustrations, and Similar Products** section of these guidelines.
- Pursuant to Board Guidance Document 2000-02 which addresses issues related to open file reports or other similar documents which are produced in limited numbers, it is recommended that documents be signed and sealed/stamped individually if the number of copies are limited (25 or less copies is a suggested number). Reports reproduced in large numbers may carry with the report a certifications page containing the signature (if appropriate to that document), date and seal of the geologist in charge, as well as the statement (if appropriate) contained in Rule 10.02, as follows: "I have reviewed this document in sufficient depth to accept full responsibility for its contents".

When the preceding conditions exist it is suggested that a uniformly placed stamp of the registrant be placed under which the next line including the statement "I have reviewed this document in sufficient depth to accept full responsibility for its contents", next a typeset line for the signature of the registrant and underlying that line is the typewritten name of the registrant, and the next line is the typeset date similar to the following example.



I have reviewed this document in sufficient depth to accept full responsibility for its contents

John B. Doe

John B. Doe, RPG
April 15, 2004

OR



John B. Doe, RPG
April 15, 2004

Requirements for Supervisory RPGs in Responsible Charge, GITs, and non-registrants:

In addition to the preceding guidelines, the following shall serve as additional guidance by the Board concerning stamping/sealing and signing geologic materials.

In lieu of the language "...I have reviewed this document in sufficient depth to accept full responsibility for its contents...", the following language may be alternately utilized

1) "This report prepared under the supervision (and control) of John Q. Smith, RPG"

2) "This map prepared under the supervision (and control) of John Q. Smith, RPG"

Also, if the RPG in responsible charge wishes to acknowledge contributions from others that are either GITs and/or non-registrants, the following are examples of language that should be used in those acknowledgments:

3) "This map prepared under the supervision (and control) of John Q. Smith, RPG with contributions from Frank Q. Public, GIT No. 1234 and Jill S. McCarthy"

4) "This map prepared under the supervision (and control) of John Q. Smith, RPG. Compiled by Frank Q. Public, GIT No. 1234 and Jill S. McCarthy"

Note: Parenthetical language in items 1) through 4), although recommended by the Board, is left to the discretion of the supervisory RPG who will be stamping and signing the material(s). Also in the examples above, if a person is not a RPG or GIT with this Board, they may use their job classification or other valid, title certification, provided it is not in violation of the RPG Act, i.e. Compiled by Frank Q. Public, GIT 1234 and Jill McCarthy, Environmental Scientist.

Reports compiled by several authors:

A certification page should be included for reports submitted to a client and/or regulatory agency that have been compiled by several authors. Individual authors of the overall report on the certification page are to submit his/her credentials. In the instance where there is a certification page, it is suggested that the registered professional geologist submit on the subject certification page the following statement:

"I have reviewed this document in sufficient depth to accept full responsibility for its contents related to the geologic discussion/data/information contained herein.



John B. Doe, RPG
April 15, 2004"

If the report does not include a certification page it is further suggested that the registered professional geologist include one, again with the following statement in addition to his/her stamp/seal and signature:

"I have reviewed this document in sufficient depth to accept full responsibility for its contents related to the geologic discussion/data/information contained herein.



John B. Doe, RPG
April 15, 2004"

Failure to comply with the RPG Act and/or Board Rules may lead to disciplinary action by the MSBRPG pursuant to Board Rule 12 and may include suspension or revocation of one's registration and fines pursuant to § 73-63-51(2) that states that "any person convicted of a violation of this section shall be guilty of a misdemeanor, and shall be punished by a fine of not more than One Thousand Dollars (\$1,000.00) or by imprisonment not to exceed six (6) months, or both, for each violation. Each day of a continuing violation is a separate violation."