

Kathleen Hartnett White, *Chairman*
R. B. "Ralph" Marquez, *Commissioner*
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Glenn Shankle, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

February 22, 2005

CERTIFIED MAIL

Mr. Jason Shirley
US Department of the Army
25800 Ralph Fair Road
Boerne, Texas 78015

Re: Permit Renewal Notification

Dear Mr. Shirley:

Section 382.055 of the Texas Clean Air Act, Texas Health and Safety Code, Chapter 382, and Title 30 Texas Administrative Code (30 TAC) § 116.315(b), require all permits issued by the Texas Commission on Environmental Quality to be reviewed for renewal every 15 or 10 years depending if it was issued before or after December 1, 1991. This letter is to notify you that the referenced permit is scheduled for review. Please apply for review of your permit renewal no later than August 19, 2005 using the enclosed application form. Failure to apply will result in automatic expiration of this permit on the 10th or 15th anniversary of its issuance.

Company Name - US Department of the Army

Customer Reference No. - GN600126262

Regulated Entity No. - RN100662840

Permit No. - 29466

Permit Expiration Date - February 15, 2006

Please furnish all information indicated on the enclosed forms. A fee based on the schedule indicated in 30 TAC § 116.313 must be submitted with this application. Upon receipt of your application, a determination will be made based on the number and type of emission points, emission rate and type of air contaminant, as to the need for you to furnish atmospheric dispersion modeling to determine the impact of emissions on the surrounding area. After receipt of a completed application, you will be notified of the requirements and procedures for public notification.

Mr. Jason Shirley
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February 22, 2005

Re: Permit Renewal Notification

If we may be of any assistance to you in this matter, you may contact the staff of the Air and Waste Applications Team or you may contact me at (512) 239-5160.

Sincerely,

A handwritten signature in black ink, appearing to read "D.L. Howell". The signature is written in a cursive, somewhat stylized font.

David L. Howell, P.E., Manager
Permits Administration Review (PAR) Section (MC-161)
Registration, Review and Reporting Division

DLH/jdb

Enclosures

cc: TCEQ Regional Air Quality Manager, Region 13
TCEQ Permits Administrative Review (PAR) Section (MC-161)
TCEQ File Room (MC-198)

Completing the TNRCC Core Data Form

What is this form?

The Core Data Form is a new tool we use to maintain basic information about the people, businesses, and institutions that we (the TNRCC) must regulate under the law.

Examples of "core data" are your name, your address, and the type of business or other activity that requires you to be regulated by us.

Why this form?

You may have contact with our agency through several different programs. (For examples of our "programs," see the list in Item 38 on page 2 of the Core Data Form.) If any of your core data changes—for example, if you move, sell your business, or change your phone number—then you can update this information with each program you deal with by sending this one form to one address.

When must I complete this form?

In these two situations only:

- ◆ You are not in our core database (the "Central Registry") yet, and you are completing one or more TNRCC application or registration forms.
- ◆ You are already in the Central Registry, but your core data has changed, and you need to update it with us.

Where do I send this form?

- ◆ If you are submitting this form along with a TNRCC application or registration form, send this form and all other materials to the address shown on the other TNRCC form.
- ◆ If you are not submitting any other TNRCC forms, send this form by itself to:

TNRCC
Central Registry Program MC 144
PO Box 13087
Austin TX 78711-3087

Am I a "customer"? A "regulated entity"?

It depends. In completing this form, the *regulated entity* is the "thing" that is, could be, or has been regulated—for example, a site or a facility.

A *customer* is responsible for one or more regulated entities—for example, the organization or individual that owns or operates a site or facility.

The following examples show how to apply these terms to common situations:

Example 1:

Worlds of Waste, Inc. owns and operates County Line Road Landfill.
Worlds of Waste, Inc. = Customer (owner and operator)
County Line Road Landfill = Regulated Entity

In completing TNRCC-10400 for the first time:
Use only one form.

Put information about Worlds of Waste in Section II.
Put information about County Line Road Landfill in Section III.

Example 2:

John Doe owns Doe Waste Haulers.
Jack Doe operates Doe Waste Haulers.
John Doe = Customer (as owner)
Jack Doe = Customer (as operator)
Doe Waste Haulers = Regulated Entity

In completing TNRCC-10400 for the first time:

Use separate forms for John Doe and Jack Doe.
Put John's information in Section II of his form.
Put Jack's information in Section II of his form.
Put information about Doe Waste Haulers in Section III of both forms.

Example 3:

Jesse James Enterprises, Inc. owns and operates Deadwood Acres Drinking Water, Hoosgow Sludge Transporters, and Maverick Electroplating.
Jesse James Enterprises, Inc. = Customer
Deadwood Acres Drinking Water = Regulated Entity
Hoosgow Sludge Transporters = Regulated Entity
Maverick Electroplating = Regulated Entity

In completing TNRCC-10400 for the first time:

Use separate forms for each regulated entity.
Put information about Jesse James Enterprises, Inc. in Section II of each form.
Put information about Deadwood Acres Drinking Water in Section III of its form.
Put information about Hoosgow Sludge Transporters in Section III of its form.
Put information about Maverick Electroplating in Section III of its form.

Example 4:

Jane Doe is a licensed OSSF installer.
Jane Doe = Regulated Entity (without her, there would be no license).
Jane Doe = Customer (she "owns" the license).

In completing TNRCC-10400 for the first time:

Complete all sections with information about Jane Doe.

Line-by-Line Instructions

Section I: General Information

1. Reason for Submission:

Briefly state why you are submitting this form.

Sample Entries: new permit application
revising customer information

2. Attachments:

Check "Yes" if you are including other forms or information with this TNRCC-10400. Check "No" if not. If "Yes," indicate the general type of material attached. (This does not need to be a complete list of contents.)

Sample Entries: sludge transporter registration
TNRCC-10252
EPA notification form
CCN application package

3. Customer Reference Number (CN):

If this is the first time you have completed this form, you will not have this number yet, so you should leave this space blank. **Do not** enter a permit number, registration number, or license number here.

This number always begins with CN. Regardless of how many regulated entities you are associated with, you will have only one customer reference number.

If you are only updating regulated entity information:

- ◆ If the information is for *all* customers associated with this regulated entity, *don't* fill in this box.
- ◆ If the information is for *some, but not all* customers associated with this regulated entity, complete a separate Core Data Form for *each* customer that needs the regulated entity information updated. Enter only one customer reference number here on each respective form.

4. Regulated Entity Reference Number (RN):

This unique number identifies the regulated entity and always begins with RN. **Do not** enter a permit number, registration number, or license number here.

If you are only updating customer information:

- ◆ If the information is for your relationship with *all* of your regulated entities, *don't* fill in this box.
- ◆ If the information is for *some, but not all* of your regulated entities, complete a separate Core Data Form for *each* regulated entity that needs customer information updated. Enter only one regulated entity reference number here on each respective form.

Section II: Customer Information

5. Customer Role:

Check the **one** box that best indicates your relationship to the regulated entity. If none of the first five boxes fit your situation, check "Other" and write in the relationship.

6. General Customer Information:

Check every box that indicates why you are submitting this form.

| Check this box... | If... | and then... |
|--------------------------------------|--|--|
| New Customer | you do not have a CN | Complete all items in this section. |
| Change to Customer Information | you already have a CN and some of the information in this section has changed | Complete only those items that have changed. |
| Change in Regulated Entity Ownership | you are the new owner of a regulated entity that already has an RN | Unless you are also a new customer, complete only those items that have changed. <i>Be sure you have entered the RN in Item 4.</i> |
| No Change | you already have a CN and are updating information about only the regulated entity | Go to Section III. |

7. Type of Customer:

Check **one** box.

| Check... | If the customer... |
|--|--|
| Individual | is a person and has not established a business to do whatever causes them to be regulated by us. |
| Sole Proprietorship—D.B.A. | is a business that is owned by only one person and has not been incorporated. This business may: <ul style="list-style-type: none"> • be under the person's name • have its own name ("doing business as" or d.b.a.) • have any number of employees |
| Partnership | is a business that is established as a partnership as defined by the Texas Secretary of State's Office. |
| Corporation | meets all of these conditions: <ul style="list-style-type: none"> • is a legally incorporated entity under the laws of any state or country. • is recognized as a corporation by the Texas Secretary of State • has proper operating authority to operate in Texas. <p><i>Examples:</i> general corporations Subchapter S corporations limited liability companies (LLCs) water supply corporations</p> |
| Federal, state, county or city government (as appropriate) | is either an agency of one of these levels of government or the governmental body itself. |
| Other government | is a utility district, water district, tribal government, college district, council of governments, or river authority. Write in the specific type of government. |
| Other | fits none of the above descriptions. Enter a short description of the type of customer in the blank provided. |

8. Customer Name:

Enter the legal name of the customer. Include any abbreviations (LLC, Inc., etc.).

9. Mailing Address:

Enter a central and general mailing address for the customer to receive mail from the TNRCC. For example, this address might be the corporate or regional headquarters of a large company. It is not necessarily the same address you will give for the regulated entity in Section III. *If you are completing another TNRCC form at the same time, that form may have a place for you to enter a different mailing address to be used by that specific TNRCC program.*

If this address is outside the USA: Enter the mailing address and city if applicable. Enter all other mailing information under "Country" (Item 10).

10. Country:

If the address is outside the United States, enter the country name, mailing zone, any other non-ZIP mailing codes, and other non-U.S. Postal Service features here. If the address is inside the United States, leave this space blank.

11. E-Mail Address:

As with the mailing address, this should be a general address that is appropriate for e-mail to your central or regional headquarters, if applicable. *Other TNRCC forms may allow you to enter another e-mail address to be used by a specific TNRCC program.*

12-14. Phone and Fax Numbers:

Again, enter information for contacting the central or regional headquarters, if applicable. You may leave Item 13, "Extension," blank if your phone system lacks this feature. *Other TNRCC forms may allow you to enter other phone and fax numbers to be used by a specific TNRCC program.*

15. Federal Tax ID Number:

All businesses, except for some small sole proprietors, should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens.

If you are applying for a license (or registering as an apprentice) and do not have a TIN because you are an individual or a small sole proprietor, enter your Social Security number here. Use no prefixes, dashes, or hyphens.

Why we ask for Social Security numbers: Under Section 232.302(c)(1) of the Texas Family Code, the TNRCC must ask for your Social Security number to assist in the collection of child support obligations. Under Section 57.491 of the Texas Education Code, your Social Security number may also be used to verify eligibility to renew a license in compliance with the Texas Guaranteed Student Loan Program.

If you are not applying for a license (or registering as an apprentice) and do not have a TIN because you are an individual or a small sole proprietor, leave Item 15 blank.

16. State Franchise Tax ID Number:

Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If the customer is a corporation or limited liability company, enter this number here.

17. DUNS Number:

Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If the customer has one, enter it here.

18. Number of Employees:

Enter the number of employees for the customer's entire company, at all locations. This is *not* the number of employees at one regulated entity.

19. Independently Owned and Operated?:

Check "No" if the customer is a subsidiary or part of a larger company. Otherwise, check "Yes."

**Section III:
Regulated Entity Information**

20. General Regulated Entity Information:

| Check this box... | If... | and then... |
|--|--|--|
| New Regulated Entity | you do not have an RN for this regulated entity | Complete all items in this section. |
| Change to Regulated Entity Information | you already have an RN for this regulated entity and some of the information in this section has changed | Complete only those items that have changed. |
| No Change | you already have an RN for this regulated entity and are updating information about only the customer | Go to Section IV. |

21. Regulated Entity Name:

This is the name by which you want the regulated entity to be known to the TNRCC.

22. Street Address:

Enter the physical address of the regulated entity itself, if it has one. Our staff should be able to use this address to find the facility. *If the regulated entity has no street address, be sure to complete Items 34 and 35.*

23. Mailing Address:

Enter the mailing address for the main office at the regulated entity, if there is one. *If you are completing another TNRCC form at the same time, that form may have a place for you to enter a different mailing address to be used by that specific TNRCC program.*

24. E-Mail Address:

As with the mailing address, this should be a general address that is appropriate for e-mail to the regulated entity's main office, if applicable. *Other TNRCC forms may allow you to enter another e-mail address to be used by a specific TNRCC program.*

25–27. Phone and Fax Numbers:

Again, enter information for contacting the regulated entity's main office, if applicable. You may leave Item 26, "Extension," blank if your phone system lacks this feature. *Other TNRCC forms may allow you to enter other phone and fax numbers to be used by a specific TNRCC program.*

28–31. SIC and NAICS Codes:

All regulated entities, with the exception of occupational licenses, should have a Standard Industrial Classification (SIC) code and a North American Industrial Classification System (NAICS) code. These codes may or may not correspond to why the regulated entity is regulated by the TNRCC.

When NAICS codes replace SIC codes, you will probably be asked to provide NAICS codes, unless you provide them now.

Item 28: Enter the SIC code that best describes the main business activity at this regulated entity.

Item 29: Enter the SIC code that best describes the secondary business activity at this regulated entity.

For a list of SIC codes on the Web, go to:
www.osha.gov/oshstats/sicscr.html

Item 30: Enter the NAICS code that best describes the main business activities at this regulated entity.

Item 31: Enter the NAICS code that best describes the secondary business activity at this regulated entity.

For a list of NAICS codes on the Web, go to:
www.census.gov/epcd/www/naicscod.htm

32. Primary Business:

In your own words, briefly describe the primary business of this regulated entity. Please do not repeat the SIC or NAICS description.

Items 33–37 address geographic information. Complete this information if the regulated entity is a stationary site or facility. Leave these items blank for mobile facilities or occupational licensees.

33. County:

Enter the name of the county in which this regulated entity is located. If the regulated entity extends into two or more counties, you may enter the name of any one of the counties.

34. Description of Physical Location:

If the physical location of the regulated entity is not obvious from its street address, or if it has no street address, enter specific instructions for how to reach the regulated entity.

Sample Entry: "Go east on County Road 101 from US 83, turn left after 1.3 miles by the oak tree, go 0.3 mile past the first tank on the left"

35. Nearest City:

If the regulated entity is in a city, that city will be the nearest city. If the nearest city is in another state or country, please provide that information in this blank as well.

State: This will usually be Texas.

Nearest ZIP Code: Enter the ZIP code for the area that includes this regulated entity. If not available, give the ZIP code that is closest to this regulated entity—for example, the ZIP code for the city entered in "Nearest City."

36–37. Latitude and Longitude:

Enter this information if the regulated entity has a fixed location and the latitude and longitude are known.

38. TNRCC Programs in Which This Regulated Entity Participates:

Check all that apply. If this regulated entity participates in a TNRCC program not shown on this list, enter that program in one of the blank spaces and check the corresponding box. Check "Unknown" only if you do not know any programs this regulated entity participates in.

Section IV: Preparer Information

Give all information for the person who actually completed the form. If TNRCC staff have questions, they will contact this person.

TCEQ Core Data Form

TCEQ Use Only

If you have questions on how to fill out this form or about our Central Registry, please contact us at 512-239-5175.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.

| SECTION I: General Information | | | | | | | | | | | |
|---|-----------------------------|---|---|----------------------------------|---|---|---|---|---|------------------------------|-----------------------------|
| 1. Reason for Submission <i>Example: new wastewater permit; IHW registration; change in customer information; etc.</i> | | | | | | | | | | | |
| 2. Attachments | | Describe Any Attachments: (ex: Title V Application, Waste Transporter Application, etc.) | | | | | | | | | |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | | | | | | | | | | |
| 3. Customer Reference Number-if issued | | | | | 4. Regulated Entity Reference Number-if issued | | | | | | |
| CN | | (9 digits) | | | RN | | (9 digits) | | | | |
| SECTION II: Customer Information | | | | | | | | | | | |
| 5. Customer Role (Proposed or Actual) -- As It Relates to the Regulated Entity Listed on This Form | | | | | | | | | | | |
| <i>Please check one of the following:</i> | | | | | | | | | | | |
| <input type="checkbox"/> Occupational Licensee | | | <input type="checkbox"/> Owner | | | <input type="checkbox"/> Operator | | | <input type="checkbox"/> Owner and Operator | | |
| <input type="checkbox"/> Volunteer Cleanup Applicant | | | <input type="checkbox"/> Superfund | | | <input type="checkbox"/> PST | | | <input type="checkbox"/> Other | | |
| <i>TCEQ Use Only</i> | | | <input type="checkbox"/> Respondent | | | | | | | | |
| 6. General Customer Information | | | | | | | | | | | |
| <input type="checkbox"/> New Customer | | | | | <input type="checkbox"/> Change to Customer Information | | | | | | |
| <input type="checkbox"/> Change in Regulated Entity Ownership | | | | | <input type="checkbox"/> No Change* | | | | | | |
| *If "No Change" and Section I is complete, skip to Section III - Regulated Entity Information. | | | | | | | | | | | |
| 7. Type of Customer: | | | | | | | | | | | |
| <input type="checkbox"/> Individual | | | <input type="checkbox"/> Partnership | | | <input type="checkbox"/> Sole Proprietorship - D.B.A. | | | <input type="checkbox"/> Federal Government | | |
| <input type="checkbox"/> Corporation | | | <input type="checkbox"/> State Government | | | <input type="checkbox"/> County Government | | | <input type="checkbox"/> City Government | | |
| <input type="checkbox"/> Other Government | | | <input type="checkbox"/> Other | | | | | | | | |
| 8. Customer Name (If an individual, please print last name first) | | | | | If New Name, Enter Previous Name | | | | | | |
| 9. Mailing Address | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| City | | | State | | ZIP | | ZIP + 4 | | | | |
| 10. Country Mailing Information if outside USA | | | | | 11. E-Mail Address if applicable | | | | | | |
| | | | | | | | | | | | |
| 12. Telephone Number | | | | 13. Extension or Code | | | 14. Fax Number if applicable | | | | |
| | | | | | | | | | | | |
| 15. Federal Tax ID (9 digits) | | | 16. State Franchise Tax ID Number if applicable | | | | 17. DUNS Number if applicable (9 digits) | | | | |
| | | | | | | | | | | | |
| 18. Number of Employees | | | | | | | 19. Independently Owned and Operated? | | | | |
| <input type="checkbox"/> 0-20 | | <input type="checkbox"/> 21-100 | | <input type="checkbox"/> 101-250 | | <input type="checkbox"/> 251-500 | | <input type="checkbox"/> 501 and higher | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| SECTION III: Regulated Entity Information | | | | | | | | | | | |
| 20. General Regulated Entity Information | | | | | | | | | | | |
| <input type="checkbox"/> New Regulated Entity | | | <input type="checkbox"/> Change to Regulated Entity Information | | | | <input type="checkbox"/> No Change* | | | | |
| *If "No Change" and Section I is complete, skip to Section IV - Preparer Information. | | | | | | | | | | | |

| | | | | | |
|--|---|--|--|-------------------------------------|--------------|
| 21. Regulated Entity Name <i>(If an individual, please print last name first)</i> | | | | | |
| Gray Ivan K. | | | | | |
| 22. Street Address (No PO Boxes) | | | | | |
| | | City | State | ZIP | ZIP + 4 |
| | | | | | |
| 23. Mailing Address | | | | | |
| | | City | State | ZIP | ZIP + 4 |
| | | | | | |
| 24. E-Mail Address: | | | | | |
| 25. Telephone Number | | 26. Extension or Code | | 27. Fax Number if applicable | |
| | | | | | |
| 28. Primary SIC Code (4 digits) | 29. Secondary SIC Code (4 digits) | 30. Primary NAICS Code (5 or 6 digits) | 31. Secondary NAICS Code (5 or 6 digits) | | |
| | | | | | |
| 32. What is the Primary Business of this entity? <i>(Please do not repeat the SIC or NAICS description)</i> | | | | | |
| | | | | | |
| <i>Questions 33 - 37 address geographic location. Please refer to the instructions for applicability.</i> | | | | | |
| 33. County | | | | | |
| 34. Description of Physical Location | | | | | |
| | | | | | |
| 35. Nearest City | | | State | Nearest Zip | |
| | | | | | |
| 36. Latitude (N) | | | 37. Longitude (W) | | |
| Degrees | Minutes | Seconds | Degrees | Minutes | Seconds |
| | | | | | |
| 38. TCEQ Programs In Which This Regulated Entity Participates <i>Not all programs have been listed. Please add to this list as needed. If you don't know or are unsure, please mark "Unknown". If you know a permit or registration # for this entity, please write it below the program.</i> | | | | | |
| <input type="checkbox"/> | Animal Feeding Operation | <input type="checkbox"/> | Petroleum Storage Tank | <input type="checkbox"/> | Water Rights |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Title V - Air | <input type="checkbox"/> | Wastewater Permit | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Industrial & Hazardous Waste | <input type="checkbox"/> | Water Districts | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Municipal Solid Waste | <input type="checkbox"/> | Water Utilities | <input type="checkbox"/> | Unknown |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | New Source Review - Air | <input type="checkbox"/> | Licensing - Types | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| SECTION IV: Preparer Information | | | | | |
| 39. Name | | | 40. Title | | |
| | | | | | |
| 41. Telephone Number | | 42. Extension or Code | | 43. Fax Number if applicable | |
| | | | | | |
| 44. E-mail Address: | | | | | |



**Texas Commission on Environmental Quality
Form PI-1R - Instructions
General Application for Air Permit Renewals**

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Instructions for Form PI-1R

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Introduction

The primary purpose of the Form PI-1R entitled, "General Application for Air Permit Renewals," is to provide all administrative and technical information needed by the Air Permit Division (APD) to evaluate permit renewal applications. These instructions are intended for use by applicants and consultants to submit a complete renewal application to the Texas Commission on Environmental Quality (TCEQ). Review of applications and issuance of permits will be expedited by ensuring you have the most current version of the Form PI-1R and supplying all necessary documents and information with the application forms, including required permit fees.

Who Needs a Permit Renewal?

The Texas Health and Safety Code § 382.055 (THSC § 382.055), also referred to as the Texas Clean Air Act (TCAA), and Title 30 Texas Administrative Code Chapter 116 (30 TAC Chapter 116) requires that the TCEQ provide written notice to the holder of any permit that the permit is scheduled for renewal. This notice will be provided by certified or registered United States mail. The notice shall specify the procedure for filing and the information to be included in the application. The application shall be completed by the holder of the permit and returned to the TCEQ at least six months, but no earlier than 18 months prior to the expiration date of the permit. Title 30 TAC Chapter 691 and House Bill 1393 of the Texas State 72nd Legislature allows the TCEQ to exempt a holder of a permit from any increased fee, or other penalty for failure to renew the permit, if the individual establishes, to the satisfaction of the TCEQ, the failure to renew in a timely manner occurred because the individual was on active duty in the United States Armed Forces serving outside the State of Texas.

Permits issued prior to December 1, 1991, were designated as construction permits (which contain the letter "C" or "S" preceding the permit number) or as operating permits (which contain the letter "R" or the letter "T" preceding the permit number). Permits issued after December 1, 1991, were a combination construction and operating permit. The instructions contained here apply to either type permit.

Forms and Tables

Various forms and tables have been developed to assist applicants in providing pertinent data about the type of operation, abatement device specifications, air contaminants emitted, and material balances applicable to the air contaminants associated with the permitted facility. Special attention should be directed towards providing adequate information with your renewal application. A lack of information may result in valuable review time lost due to repeated correspondence.

Application Format

To allow the TCEQ to efficiently review a renewal application, all applications should have numbered pages, and labeled tables and figures. Whenever possible, please submit the required information on 8½ x 11 inch paper. Use larger sheets, when necessary, to show sufficient detail on area maps, plot plans, flow diagrams and/or spreadsheets, and they should be folded to 8½ x 11 inch size, but not faxed to the TCEQ.

Administrative Completeness

All applications will undergo an administrative review and must be administratively complete before a formal technical review of the application begins. To be considered administratively complete, applications must include a completed and signed Form PI-1R, Core Data Form (if applicable), appropriate attachments and documentation, and the correct fee. Once an application is determined to be administratively complete, a public notice (Notice of Intent to Obtain a Permit) will be authorized by the TCEQ, which must be published by the applicant within 30 days as required by law.

Additional Information

Applicants may be required to submit additional information as necessary in order to complete the administrative and technical review process. Any additional information submitted to the TCEQ becomes part of the application.

Inclusion of Standard Permits, Changes to Qualified Facilities and Permits by Rule (PBR)

Changes to the facilities covered by the permit that is being renewed that were authorized by means other than a permit amendment are required to be rolled into the permit as follows:

- Permits by rule or standard exemptions 30 TAC Chapter 106 that modified the permitted facilities are required to be rolled into the permit under 30 TAC § 116.116(d)(2);
- Changes to qualified facilities 30 TAC § 116.116(e) are required to be rolled into the permit under 30 TAC § 116.117(c); and
- Standard permits 30 TAC § 116.601 are required to be rolled into the permit under 30 TAC § 116.615(3).

Sources authorized under a permit by rule that are not related to facilities covered by the permit to be renewed do not have to be included in the permit. Examples of sources that do not need to be included are backup generators at a coatings facility, comfort heating or an employee cafeteria.

Consolidation of Permits

The applicant may also wish to consolidate multiple permits into one permit during the renewal process. If a renewal letter has not been received for the remaining permits that are to be consolidated and they have a remaining term of six years or less, a request should be submitted to the TCEQ and an early renewal letter will be provided by the TCEQ. Once all permits are renewed a consolidated permit will be issued. If there are permits with a remaining term of greater than six years they may be consolidated into a single permit that is scheduled for renewal first without being renewed.

Changes to Facilities as Part of a Permit Renewal

Changes to a facility that cannot be covered by a renewal include but are not limited to:

- A change in character of emissions. The addition of new chemical species cannot be included in a permit renewal application.
- An increase in emission rates on a short term or annual basis. This includes increases of a criteria pollutant as well as increases of a chemical species. Increases due only to a change in emission factors may be processed as part of the permit renewal.
- A change in the method of emission controls if the emission control is a source itself such as a thermal oxidizer or a flare.
- Construction of a new source or facility that does not meet the requirements of one or more permits by rule or a standard permit.

These types of changes will require an amendment or alteration to the permit as described in 30 TAC Chapter 116 to be obtained prior to, or concurrent with, the renewal. When an amendment to a permit is required, the Best Available Control Technology (BACT) must be applied to each emission source affected by the project.

Consequences of Failure to Submit a Timely Renewal Application

If a permit renewal application is not submitted by the permit expiration date the permit will expire and if the facility continues to operate the owner or operator of the facility will be required to obtain a new permit as required by 30 TAC § 116.110. This permit application will require the use of BACT and a health effects evaluation using the current effects screening levels (ESLs).

Small Business Information

The TCEQ Small Business and Local Government Assistance office is available to assist a business owned or operated by a person employing 100 or fewer employees. If you are currently operating without authorization or your permit has expired, you may be in violation of environmental regulations.

How to Contact the TCEQ

| Question | Who | Phone | Web |
|-----------------------------|--|----------------|--|
| TCEQ Air Rules | Air Permits Division | (512) 239-1250 | www.tceq.state.tx.us/nav/rules/rules_rulemaking.html |
| Core Data Form Requirements | Central Registry | (512) 239-5175 | www.tceq.state.tx.us/central_registry/guidance.html |
| Receipt and Initial Review | Permits Administrative Review (PAR) Section | (512) 239-5160 | www.tceq.state.tx.us/nav/data/permit_data.html |
| Confidential Information | Office of Legal Services (Mail Code 173) | | written requests only |
| Emissions Cap and Trade | Banking & Trading Team, Air Permits Division | (512) 239-1255 | www.tceq.state.tx.us/nav/permits/air_permits.html |
| Federal Operating Permits | Operating Permit Section, Air Permits Division | (512) 239-1250 | www.tceq.state.tx.us/nav/permits/air_permits.html |
| Small Business Assistance | Small Business and Local Government Assistance | (800) 447-2827 | www.tceq.state.tx.us/AC/about/organization/ed.html#3 |

Instructions for Form PI-1R**I. APPLICANT INFORMATION**

- A. **Company or Other Legal Name:** Permits are issued to either the owner or operator of the facility, commonly referred to as the applicant or permit holder. List the legal name of the company, corporation, or person who is applying for the permit. The legal name can be verified with the Texas Secretary of State at (512) 463-5555. The applicant may be asked by the TCEQ to correct the name provided on the Form PI-1R, if found to be different. In some cases, a copy of the legal document forming the entity may be requested to verify the legal name (general partnership, or trust filed with the county).
- B. **Company Official Contact Name and Title:** Please provide the name, title, address, telephone number, fax number, and e-mail address of the company official contact person.
- C. **Technical Contact Name and Title:** Please provide the name, company, address, telephone number, fax number, and e-mail address of the person the TCEQ should contact for technical questions, and who has the authority to make binding agreements and representations on behalf of the applicant. This technical contact may be a consultant.
- D. **Facility Location Information:** Provide the street address of the facility, if available. If there is no street address, provide (in writing) driving directions to the site. Identify the location by distance and direction from well-known landmarks, such as highway intersections. It is very important to also include the city and county where the facility will be located. If the address is not located in a city, then enter the city or town nearest to the facility even if it is not in the same county as the facility. The county indicated must be the county where the facility is physically located. Please include the zip code of the physical facility site, not the zip code of the facility mailing address.
- E. **TCEQ Account Identification Number:** This number is assigned by the TCEQ to the entire property owned or controlled by the applicant at a specific location. A typical example of an air quality account number is "JB-1234-R". Portable facilities are assigned account identification numbers which begin with a number, such as "92-1234-K". These identification numbers are being phased out by the TCEQ and no new account numbers will be assigned. They will be replaced with TCEQ Regulated Entity Number. Until you have been officially notified by the TCEQ Central Registry Program of the Regulated Entity Number, you must provide the account number. You may call (512) 239-5160 for assistance to obtain or verify the account number.

- F. TCEQ Core Data Form: The TCEQ requires that a Core Data Form (TCEQ No. 10400) be submitted on all incoming applications unless all of the following are met:
- ▶ a Regulated Entity and Customer Reference Numbers have been issued by the TCEQ; and
 - ▶ the Regulated Entity and Customer Reference Numbers are known by the applicant and is indicated on the Form PI-1R; and no core data information has changed.

Note: The company and facility site information provided on the Core Data Form must be the same as provided on the Form PI-1R.

The Central Registry Program is a centralized area to keep a record of common information about TCEQ customers and regulated activities, such as the company names, addresses, and telephone numbers. The Central Registry provides the regulated community with a central access point within the agency to check on core data and to make changes when necessary. When core data about a facility is migrated to the Central Registry, two new identification numbers are assigned: the Customer Reference Number and the Regulated Entity Reference Number. The Core Data Form is required if your records are not yet part of the central registry or if the core data for your facility is changing. In other words, if this is the initial application, permit or license for a facility site, then the Core Data Form must be completed. If you are amending, modifying or otherwise updating an existing site, the Core Data Form is not required unless the core data has changed. For more information on Central Registry go to the TCEQ Web site at www.tceq.state.tx.us/nav/permits/.

- G. TCEQ Customer Reference Number: This is a unique number that TCEQ assigns to each business, governmental body, association, individual, or other entity that owns, operates, is responsible for, or is affiliated with a regulated entity. This number is assigned by the TCEQ when a Core Data Form is submitted to the TCEQ Central Registry Program.
- H. TCEQ Regulated Entity Number: This is a unique number that TCEQ assigns to each person, organization, place or entity that is of environmental interest to the TCEQ and where regulated activities will occur. This number is assigned by the TCEQ when a Core Data Form is submitted to the TCEQ the Central Registry Program. The Regulated Entity number will replace existing air account numbers. For portable facilities, the Regulated Entity Number will be assigned to the unit. The same Regulated Entity Number should be used when applying for all other authorizations.

II. IMPORTANT GENERAL INFORMATION

- A. Confidential Information: Any information related to secret or proprietary processes or methods of manufacture must be marked "CONFIDENTIAL" if you do not want this information in the public file. Confidential information must be separated from non-confidential information and submitted in a separate packet or envelope. Each page of information considered confidential must be marked "CONFIDENTIAL" when submitted to the TCEQ, preferably in large red letters at the bottom of each page. Such information must not appear on the same page with information that cannot be held confidential, such as the type of air contaminant or rate of emissions. You must present the confidential information in an abbreviated non-confidential format (process description, flow diagram, etc.) for inclusion in the public file and state in the public file that a confidential submittal exists. This is needed to maintain continuity in the public file. Information marked "CONFIDENTIAL" will be kept in a locked file separate from that part of the application considered to be "public records" under the Texas Public Information Act, Texas Government Code Chapter 552. Information designated confidential will not be disclosed to anyone other than the authorized permit holder or other agencies as otherwise provided by law. Company representatives may, upon presenting dated proof of affiliation and authorization, be given access to any files pertaining to their company.

The submittal of confidential information is governed by the TCAA § 382.041(a) and the Texas Public Information Act. The TCAA states in part: "[A] member, employee, or agent of the Commission may not disclose information submitted to the Commission relating to secret processes or methods of manufacture or production that is identified as confidential when submitted." In addition, the Attorney General of Texas Opinion No. H-836 (dated June 14, 1976) addresses the type of information that may be treated as confidential and who may access such data. The TCEQ policy regarding confidential information submitted in support of a permit application/request is summarized below.

- The specific names and amounts of air contaminants emitted into the atmosphere from a permitted facility cannot be classified as confidential.
- The amount paid by an applicant for the permit renewal application fee cannot be held confidential.

- Information which a company desires the agency to treat as confidential must be clearly labeled "CONFIDENTIAL" on each page. The information must be marked at the time of submittal. Confidential information should be separated from non-confidential information in a separate packet or envelope. The company should submit an appropriate non-confidential version that can be placed in the appropriate section of the public portion of the application to provide continuity and a complete review.

- B. Name of State Senator and Representative: The TCAA §§ 382.0516 and 382.056 require the TCEQ to notify the state representative and senator who represent the location where the facility is located when a renewal application is received. Provide the names and district numbers for these state officials who represent the location where the facility is located. This information may be obtained at www.capitol.state.tx.us.

III. FACILITY AND SOURCE INFORMATION

- A. Site Name: Enter the name of the site for which the application is being submitted.
- B. Area Name/Type of Facility: Indicate the name of the area to be permitted. This name should be descriptive and indicate the general type of operation, manufacturing process, equipment, or facility which would be authorized under the permit (include any numerical designation, if appropriate). Examples of acceptable names are, "Sulfuric Acid Plant," "No. 5 Steam Boiler," "Electric Arc Furnace #2," and "Fiberglass Boat Manufacturing Facility." Vague names such as, "Chemical Plant" and "North Process Area" are not acceptable names. Also, check the appropriate box indicating whether the facility is permanent or portable. Hot mix asphalt plants and trench burners are typical portable facilities; a petroleum storage tank would be considered a permanent facility.
- C. Principal Company Product or Business and Standard Industrial Classification (SIC) Code: All industries should have an SIC code which describes the main business activity at the site. A list of SIC codes can be found through the federal government's Web site at www.osha.gov/oshstats/sicsr.html. SIC codes have been replaced by the North American Industrial Classification System (NAICS). All industries should have an NAICS code which describes the main business activity at the site. A list of NAICS codes and the corresponding SIC codes can be found through the federal government's Web site at www.census.gov/epcd/www/naics.html.

IV. TYPE OF PERMIT RENEWAL AND ASSOCIATED ACTIONS

- A. Permit Number: Please list the current permit number to be renewed. Please confirm that the permit number is accurate before submitting your application. For more assistance call (512) 239-5160.
- Permit Expiration Date: Please list the date when the permit would expire. Permits originally issued or renewed prior to December 1, 1991 have a 15 year term and permits originally issued or renewed after December 1, 1991 have a 10 year term.
- B. Permit Type: Please mark the appropriate box indicating what type of preconstruction permit was initially or subsequently obtained.
- C. Permit Revisions or Alterations Occurred: If permit revisions or alterations occurred since originally issued or the last renewal, indicate the dates of the TCEQ approval letters.
- D. Permit Amendments Occurred: If permit amendments or modifications have occurred since the initial issuance of the permit indicate the date of the TCEQ letter of approval.
- E. Permit Alterations or Amendments Pending: If there are pending permit revisions or alterations with the TCEQ, list forms submitted to TCEQ and dates of submittal. Provide all information regarding any permit revisions or alterations which are currently pending with the TCEQ.
- F. Other Actions: Provide all information regarding any other permit actions which have occurred or are currently pending for facilities covered under the permit. This would include any qualified facility changes under 30 TAC § 116.116(e), change of name or ownership, or actions not otherwise covered above. It is also important to include information on any other permits or authorizations which cover the facilities under this permit.
- G. Associated Federal Prevention of Significant Deterioration (PSD), Nonattainment (NA), or Major Source Hazardous Pollutants Federal Clean Air Act § 112(g) [FCAA § 112(g)] permits: Provide all information regarding any federal permits, including PSD, NA or FCAA § 112(g) actions associated with this permit.

- H. Associated Permits by Rule (PBR), Standard Exemptions or Standard Permits: Indicate whether a PBR (formerly exemptions) or standard permit is associated with this permit. If "YES," provide all information regarding any PBR (formerly exemptions), or standard permits associated with this permit. Permits by Rule, exemptions and standard permits directly related to this permit are required by rule to be incorporated into the permit. Provide information on any units that will be rolled into the permit. Sources authorized under PBRs at the site that are not directly related to this permit are not required to be rolled into the permit.
- I. Consolidation: Other permits at the site may be consolidated into one permit during the renewal process. Indicate whether other permits are to be consolidated into this permit. Permits to be consolidated with a remaining term of six years or less must be renewed prior to consolidation. If "YES," provide the permit numbers and submit renewal applications for these permits. If the remaining permit term is greater than six years provide the permit numbers.
- J. Changes Triggering a Permit Amendment: Indicate if any of the following has occurred since the last amendment or renewal or is being proposed as part of this permit renewal:
- Construction of a new emission source that does not meet the requirements of one or more PBRs or a standard permit.
 - A change in character of emissions. The addition of new chemical species cannot be included in a permit renewal application.
 - An increase in emission rates on a short term or annual basis. This includes increases of a criteria pollutant as well as increases of a chemical species.
 - A change in the method of emission controls if the emission control is a source itself such as a thermal oxidizer or a flare.
 - Relocation of emission points that may result in an increase in off property impacts may be handled as a permit alteration or as part of a permit amendment.
- K. Federal Operating Permit (FOP) under 30 TAC Chapter 122: Please indicate whether the facility is located at a site which must obtain an FOP permit under 30 TAC Chapter 122. If an FOP is pending or has been issued, please list the permit number(s). If you have questions about the FOP Program, please contact the TCEQ APD at (512) 239-1250.

V. PERMIT FEE INFORMATION

All permit renewal applications must be accompanied by an application fee at the time of application submittal. Review of a renewal application will not begin until required fees are received.

Please include the required fee and Table 30-R entitled, "Estimated Emissions and Fee Certification" with the application consistent with the requirements of 30 TAC § 116.313 and based on the allowable emission rates authorized under the permit. If an additional fee is required, the TCEQ will inform the applicant of the required fee difference. All fees must be received prior to issuance of the permit renewal. The amount of the application fee cannot be held as confidential. Recent legislation has provided for exemptions of fee payment for research projects by state agencies or institutions of higher education. Checks or money orders should be made payable to the TCEQ.

Note: The State Treasury will not accept checks drawn on foreign banks.

To expedite the processing of the application, please provide a copy of the check or money order with the application package. To verify receipt of payment or any other questions you may have regarding payment of fees to the TCEQ, please contact the TCEQ Financial Administration Division, Cashiers Office at (512) 239-0357.

VI. PUBLIC NOTICE INFORMATION

The TCAA § 382.056 requires that an applicant publish notice of intent to obtain a permit renewal, and, in certain circumstances, notice of preliminary decision. These notices must be published in a newspaper of general circulation in the municipality where the existing facility is located. The notice must include a description of the facility, the fact that a person who may be affected by emissions from the facility may request a public hearing, and any other information the TCEQ requires by rule. The TCEQ has set forth these requirements in 30 TAC Chapter 39 (Public Notification).

When public notification is authorized by the TCEQ, the applicant should read very carefully the instructions and examples provided. The applicant must provide certification of sign posting and provide copies of the published notice to TCEQ, Environmental Protection Agency (EPA) and any local air pollution control programs as prescribed in the public notice instructions. It is very important that the applicant check each notice for accuracy. If there are significant errors in the published notice, these errors must be corrected and the notice republished as quickly as possible to prevent delays in the review process. Copies of the correctly published notice should be submitted to the appropriate agencies within 10 days of publication.

- A. **Responsible Person:** A designated representative for the applicant should be identified as the person responsible for ensuring public notice is properly published in the appropriate newspaper and signs are posted at the facility site. This person will be contacted directly when the TCEQ is ready to authorize public notice for the application. To expedite contact, e-mail and fax numbers are requested.
- B. **Technical Contact:** The TCAA § 382.056 requires that each public notice contain a technical contact to represent the applicant during the public comment period. This person is responsible for answering any questions from the general public regarding the application and their name and phone number will be listed in the public notice. This person may or may not be the technical contact for the permit application review.
- C. **Application in Public Place:** The TCAA § 382.056 also requires that applicants place a copy of the application at a public place in the county where the facility is located. Applicants are asked where in the county they are going to make the application available for public review and comment. The location must be a public place and described in the notice. A public place is a location which is owned and operated by public funds (such as libraries, county courthouses, city halls) and cannot be a commercial enterprise. Applicants are required to pre-arrange this availability with the public place indicated on the Form PI-1R. The application must remain available from the first day of publication through the designated comment period. If the application is submitted to the TCEQ with information marked as confidential, applicants are required to indicate which specific portions of the application are not being made available to the public. These portions of the application must be accompanied with the following statement:

“Any request for portions of this application that are marked as confidential must be submitted in writing, pursuant to the Public Information Act, to the TCEQ Public Information Coordinator, MC 197, P.O. Box 13087, Austin, Texas 78711-3087.”

Some applicants will be required to publish a second notice, *Notice of Application and Executive Director's Preliminary Decision* (2nd notice), after the application is technically complete and the TCEQ Executive Director has made a preliminary decision. If the 2nd Notice is required, the applicant is required to place an updated copy of the complete application and the TCEQ Executive Director's preliminary decision (including the draft Technical Review and draft Permit Conditions) at the same public place in the county where the facility is located. The application must remain available from the first day of publication through the designated comment period. Again, if the application contains confidential information, the applicant is required to indicate such in the public file.

- D. **Small Business Classification:** If a permit is being requested by a small business, the rules allow for alternative public notification requirements if all of the following are met:
- the company employs 100 people or less;
 - the source is not a major stationary source under the federal operating permit requirements;
 - the site does not emit 50 tons per year or more of any individual regulated air contaminant; and
 - the site does not emit 75 tons per year or more of all regulated air contaminants combined.

If these requirements are met, public notice does not have to include publication of the prominent (15 square inch) newspaper notice, which has been found to be a significant cost of newspaper publication.

- E. **Bilingual Notice:** In some cases, public notice in an alternate language is required. The questions on the Form PI-1R are designed to assist applicants to determine if a bilingual notice is necessary. If an elementary or middle school nearest to the facility offers a bilingual program, a bilingual notice will be required. If there is not, but children who would normally attend those schools are eligible to attend bilingual programs elsewhere in the school district, the bilingual notice will also be necessary. If it is determined that alternate language notice is required, applicants are responsible for ensuring that the publication in the alternate language is complete and accurate in that language. Electronic versions of the Spanish template examples and glossary of air contaminant terms are also available through the TCEQ Web site at www.tceq.state.tx.us/nav/permits/air_permits.html.

VII. TECHNICAL INFORMATION

- A. **Area Map:** Provide an area map that should be adequate for a person who has never visited the area to be able to find the site. If an effects review is required, significant landmarks such as buildings, residences, schools, parks, churches, hospitals, day care centers, etc., should be noted. Please note the name and location of all schools within 3,000 feet of the site boundary. Texas law requires that these schools are reviewed for potential emissions impacts. Check the appropriate box on Form PI-1R to indicate whether there are any schools within 3,000 feet of the facility.

The APD prefers that applicants submit a representation of the site property line on 7.5 minute series United States Geological Survey (U.S.G.S.) topographical maps (scale is equal to 1:24,000). If the site is sufficiently large that it is impractical to depict the site property on a 1:24,000 scale map, other U.S.G.S. topographical maps of larger scales (1:100,000 or 1:250,000) may be acceptable. Paper maps can be obtained directly from the U.S.G.S. or through local map suppliers. For more information on how to order paper maps or locate your nearest U.S.G.S. map supplier, go to www.usgs.gov, phone toll-free (888) ASK-USGS (275-8747), or (303) 202-4700. Electronic versions of the paper maps can be obtained free of charge from the Texas Natural Resource Information Service (TNRIS) at www.tnris.org. If the most recent U.S.G.S. topographical maps do not accurately represent the surrounding land use since the map was last updated, aerial photography can be obtained free of charge at www.tnris.org. The images are scalable to 1:24,000 and have a one meter resolution so that buildings and other structures can be clearly seen.

Should the applicant not use a U.S.G.S. map or a TNRIS aerial photograph, the area map must show all of the same features present on a U.S.G.S. map which include a true north arrow, a scale, the entire plant property and the location of the property relative to prominent geographical features such as highways, roads, streams, and significant landmarks such as buildings, residences, schools, parks, and churches.

- B. **Plot Plan:** Provide a plot plan that should clearly show a scale, a north arrow, all property lines, emission points, buildings, tanks, process vessels, other process equipment and two bench mark locations (preferably UTM coordinates). Should you submit the plot plan electronically, the preferred format to use is *.dxf or *.dwg file formats. Labeling listing identification of emission points, buildings, tanks, etc., must be consistent with other representations in the permit application such as emission calculations, process flow diagrams, Table 1(a) entitled, "Emission Point Summary Table," air dispersion modeling, air quality analysis reports, and, if required, the separately filed TCEQ emissions inventory. For facilities with a large number of emission points, a legend should be included on the plot plan that lists the emission point number (EPN), emission point name and its location in plant coordinates or UTM Coordinates.

All emission points on the affected property must be identified. This includes all authorizations, for example, construction permits, permits by rule, or standard permits. Please provide a table of emission points indicating the authorization type and authorization identifier, such as a permit number or rule citation under which each emission point is currently authorized. A review of TCEQ files for this site may be necessary to determine this information.

If dispersion modeling is required for an air quality analysis, a separate table cross-referenced to the plot plan should be submitted listing building, tank, and other downwash structure heights.

- C. **Process Flow Diagram and Process Description:** A process flow diagram is required for all permit applications so that the APD permit reviewer can verify all technical information regarding the affected facility. Permit reviewers know only what you tell them about your process or business. It is important that the information you provide is complete and accurate. Please note that changes to the process since the permit was issued, last amended, or renewed may require that the permit be amended.

After a picture has been developed of your process, describe exactly how your business operates. A good way to do this is by telling the permit reviewer, step by step, what you do with each material that comes into your business. For example, you store it, use all or part of it in a process, create a product, and when and how the product moves out the door. You may have some of the material left as waste. Account for all of the materials you use. Tell the permit reviewer what you do with it at every step. It can be helpful to draw a process flow diagram by drawing boxes linked by lines to visually show the process you are describing.

The process description should assist the permit reviewer through the process with emphasis on where the emissions are generated, why the emissions must be generated, what air pollution controls are used (including process design features that minimize emissions), and where the emissions enter the atmosphere. Your process description should tell the permit reviewer how you will be operating if you produce the maximum possible emissions. This will probably be your highest production rate. Each step in the process should be discussed and should refer to the process flow diagram. When applicable, cycle times, reaction times, temperatures, pressures, material flow rates and production rates should be discussed. Be specific, and do not use generalities such as "a small amount," "sometimes," and "occasionally opened."

Detailed piping and instrumentation drawings are usually not required. Only those system components directly relevant to the evaluation of air quality impacts need be included. Block flow diagrams generally are not sufficient except for very simple facilities such as boilers. The flow diagram should be sufficiently descriptive to enable the APD permit reviewer to determine the raw materials to be used in the process, all major processing steps, all major equipment items, individual emission points associated with each process step, the location and identification of all emission abatement devices, and the location and identification of all waste streams (including wastewater streams that may have associated emissions). The APD permit reviewer

will evaluate the project based on a total material balance (all streams into the system and all streams out). The reference equipment numbers, process nomenclature and emission point numbers on the flow diagrams must be consistent with the information on Table 1(a), Table 2 entitled, "Material Balance Table," plot plan and TCEQ emission inventory.

- D. Maximum Operating Schedule: Provide the maximum operating schedule of the facility in terms of maximum hours per day, maximum days per week, maximum weeks per year, and total hours per year. If process units are operated at varying schedules throughout the year, the overall schedule must account for these variations. For example, if a facility which is normally operated 8 hours per day and 5 days per week and is operated on a weekend, or more than 8 hours per day, list the schedule which will provide adequate flexibility. If the facility only operates seasonally, please provide a short description on when operations occur, for example; "March through September: 10 hour/day, 7 day/week; October through February: 2 hour/day, 1 day/week".
- E. Maximum Emissions Data and Calculations: At a minimum, the application must represent the maximum hourly and total annual emission rates of the facility. These rates, once verified and reviewed, will be included in the Maximum Allowable Emission Rate Table (MAERT) issued with the permit.

- Maximum hourly emission rates (pounds per hour) should be based on the maximum (design) production capacity of the facility. Dividing the average annual emissions (tons per year) by the annual hours of operation in order to determine hourly emissions (pounds per hour) is often unacceptable.
 - Annual emission rates (tons per year) should be reflective of the maximum operation throughout any consecutive 12-month period.
 - The emission calculations should include a discussion of how the hours of operation are related to emission rates on a short-term (maximum pounds per hour) and long-term (maximum tons per year) basis.
 - Variations in emissions must be clearly identified and accounted for in the maximum hourly and annual emission rates, if the process is a non-continuous batch operation, or there are widely varying operating scenarios. Additional information should be supplied to describe the emission variations.
 - In most cases, supporting calculations and technical bases for the estimates are required. Include copies of the calculations and discuss any assumptions made. Spreadsheets should be formatted so that the process rates, emission factors and control efficiencies and their units of measure are readily visible allowing the permit reviewer to easily duplicate a portion of the calculations.
 - Include emission rate information for each air contaminant. Chemicals must be identified specifically, for example "Methanol" rather than "hydrocarbons" or "polyester/styrene resin dust" and "iron dust" rather than "dust." Material Safety Data Sheets, Air Quality Data Sheets, or equivalent supporting documents should be supplied for all mixtures which contain potential air contaminants. Weight percentages of the constituents listed on a Material Safety Data Sheet (MSDS) or an Air Quality Data Sheet (AQDS) must add up to 100 percent or greater.
 - The applicant must provide an adequate demonstration of expected continuous compliance with the permitted emission rates. The APD permit reviewer must be able to duplicate all emissions calculations with the information supplied by the applicant.
1. Emission Point Summary Table 1(a): The Table 1(a) summarizes all emission points and associated hourly and annual emissions as well as describing the physical parameters of each emission point. These values will be the basis of the technical review of the permit application and, ultimately, the development of maximum allowable emission rates (MAER). Table 1(a) is located on the APD, TCEQ Web site at www.tceq.state.tx.us/comm_exec/forms_pubs/search_forms.html.
- An emission point is defined as the point from which air contaminants enter the ambient air. This point should be identified with a unique alphanumeric identification number of no more than ten characters.
 - All emission sources covered by this permit must be listed on Table 1(a).
 - Chemicals must be identified specifically, for example, "Methanol," rather than "hydrocarbons," "polyester/styrene resin dust," "iron dust," "limestone dust," "silica sand dust," rather than "dust." MSDS or AQDS that include weight percentages that total to 100 percent or greater should be supplied for all materials which contain potential air contaminants unless an alternative method of identification and quantification of specific air contaminants has been approved prior to submittal of the application. Large groups of data may be attached to the application as appendices.

- Clearly discuss and document the total emissions in pounds per hour and tons per year of each pollutant (for example, SO₂, PM) for which the application is to be evaluated. Facilities with a large number of emission points as well as multiple species of air contaminants per emission point may provide a separate table which contains the emission rates by emission point broken into separate species. For these types of facilities the Table 1(a) should list the criteria pollutant emission rates.
- If modeling is required, emission points must be identified by UTM coordinates (in meters) on Table 1(a). Location of individual emission points by latitude and longitude on Table 1(a) is not sufficiently precise because one second of latitude or longitude is on the order of 100 feet. UTM reference coordinates may be obtained from U.S.G.S. topographical maps or TNRIS aerial photographic imagery. Accuracy in specifying the coordinates of all emission points is critical in maintaining the integrity of the TCEQ emissions inventory.

Stack parameters should be presented on Table 1(a). Horizontal discharges or rain hats should be noted on the table or on a separate attachment.

- Material Balance Table 2:** A material balance may be required for some applications to confirm technical emissions information. Table 2 is adequate for some process material balances, and additional sheets may be used if necessary. Values in Table 2 must be consistent with those in Table 1(a) and other application submittal. Complex material balances may be presented on spreadsheets or indicated on process flow diagrams where the material balance stream numbers are consistent with the stream numbers in the process flow diagram. All materials in the process should be addressed whether or not they directly result in the emission of an air contaminant.
- Equipment, Process, or Control Device Tables:** To facilitate review of applications, the TCEQ has developed tables to identify important parameters for some common equipment types. Depending on the type of facility to be permitted, one or more of these tables may be required as a part of the application. These tables are available through the TCEQ APD Web site at www.tceq.state.tx.us/nav/permits/air_permits.html.
- Routine Maintenance, Start-up, and Shutdown Emissions:** Permit holders have the option to include emissions from facility maintenance which occur on a predictable basis in a permit. In addition, routine start-up and shutdown activities associated with maintenance or due to batch process operations may be included in permits. The inclusion of maintenance start-up and shutdown emissions is voluntary and follows current policy guidance which can be found on the TCEQ APD Web site at www.tceq.state.tx.us/nav/permits/air_permits.html. If maintenance start-up and shutdown emissions are included in the application, all supporting calculation information and operating parameters should be submitted, along with information demonstrating compliance with all applicable TCEQ rules and regulations. **The TCEQ does not permit upset emissions and emission events should be reported as specified in 30 TAC § 101.201.**

VIII. STATE REGULATORY REQUIREMENTS

Applicants are required to submit itemized information and/or analysis that will demonstrate that all general application requirements as specified in 30 TAC § 116.311 are met. Each requirement in 30 TAC § 116.311 must be addressed in the application.

- Requirements, Limits, and Conditions of the Current Permit:** Please indicate if the permitted facility is operating and has been operating in accordance with all the requirements, limits, and conditions of the current permit, including representations in the initial application, and any subsequent alternations, amendments, or other authorizations. If "NO," please describe the differences and address their potential or pending authorizations.
- Measure Emissions of Significant Air Contaminants:** The applicant must show how significant emissions have been or will be measured (stack sampling, ambient monitoring, continuous emissions monitoring, detailed record keeping, leak detection, and repair program for fugitive emissions) to demonstrate ongoing compliance with permit limitations. Enforceable permit conditions will be based on measures which provide for adequate demonstration of continuous compliance.
- Emission Controls:** if the TCEQ determines it necessary to avoid a condition of air pollution or to ensure compliance with otherwise applicable federal or state air quality control requirements the applicant may be required to show how the permitted facility uses emission controls which are economically reasonable and technically practicable considering the age of the facility.
- Requirements of 30 TAC Chapter 115:** The applicant must show if any requirements of 30 TAC Chapter 115, Control of Air Pollution from Volatile Organic Compounds, apply to the permitted facility and demonstrate that the permitted facility complies with the applicable requirements. This chapter requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion

of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb VOC/gal, vapor pressures etc.); or how exemption criteria are met. Copies of these rules can be found through the TCEQ Web site at www.tceq.state.tx.us/nav/rules/rules_rulemaking.html.

- E. Requirements of 30 TAC Chapter 117: The applicant must show if any requirements of 30 TAC Chapter 117, Control of Air Pollution from Nitrogen Compounds apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable requirements. This chapter requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, g/hp-hr etc.); or how exemption criteria are met. Copies of these rules can be found through the TCEQ Web site at www.tceq.state.tx.us/nav/rules/rules_rulemaking.html.
- F. Houston/Galveston Nonattainment: A facility or group of facilities located at a site in the Houston/Galveston nonattainment area with the potential for nitrogen oxides (NO_x) emissions, may be subject to 30 TAC § 101[H][3], entitled, "Mass Emissions Cap and Trade." These rules apply to all stationary facilities at sites in the eight-county Houston/Galveston nonattainment area (Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller) that have a combined uncontrolled design capacity to emit 10 tons per year or more of NO_x and are subject to the emission specifications under 30 TAC §§ 117.106, 117.206, and 117.475. Authorized NO_x emissions increases at sites subject to the Mass Emissions Cap and Trade Program may need to obtain allowances.

IX. FEDERAL REGULATORY REQUIREMENTS

- A. New Source Performance Standards (NSPS): The applicant must show if any requirements of Title 40 Code of Federal Regulations Part 60 (40 CFR Part 60) apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NSPS requirements. The NSPS requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, g/hp-hr, lb VOC/gallon solids etc.); or continuous emissions monitoring system (CEMS) data.

A list of NSPS subparts may be found on the TCEQ New Source Review Web site at www.tceq.state.tx.us/nav/permits/air_permits.html and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 60 for specific details concerning applicability of the standards. Generally, the effective date of an NSPS subpart is the date of proposal. Copies of these standards can be found on the Government Printing Office Web site at www.gpoaccess.gov/cfr/.

- B. National Emission Standards for Hazardous Air Pollutants (NESHAP): The applicant must show if any requirements of 40 CFR Part 61 apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NESHAP requirements. The NESHAPs requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, tpy of benzene throughput etc.); or continuous emissions monitoring system (CEMS) data.

A list of NESHAP subparts may be found on the TCEQ New Source Review Web site at www.tceq.state.tx.us/nav/permits/air_permits.html and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 61 for specific details concerning applicability of the standards. Copies of these standards can be found on the Government Printing Office Web site at www.gpoaccess.gov/cfr/.

- C. Maximum Achievable Control Technologies (MACT) for NESHAP Source Categories: The applicant must show if any requirements of 40 CFR Part 63 apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NESHAP requirements. The NESHAPs requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, lb VOC/gallon solids, lb VOC /lb coating etc.); or continuous emissions monitoring system (CEMS) data.

A list of MACT subparts and the list of 188 HAPS may be found on the TCEQ New Source Review Web site at www.tceq.state.tx.us/nav/permits/air_permits.html and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 63 for specific details concerning applicability of the standards. Copies of these standards can be found on the Government Printing Office website at www.gpoaccess.gov/cfr/.

X. COPIES OF THE APPLICATION

Retain at least one copy of the application for your own records. Please mark the appropriate boxes on Form PI-1R to indicate all of the copies sent to the TCEQ. Failure to distribute copies of the application may delay processing. Also, all subsequent correspondence should be copied to the TCEQ regional office and local Air Pollution Control Program(s), as appropriate. Please indicate to whom

copies have been sent on the cover letter of any subsequent correspondence. Please do not attach a copy of Form PI-1R to subsequent correspondence unless specifically requested, as this may cause another registration file to be created. Please indicate the assigned TCEQ permit number, TCEQ air quality account number, and permit reviewer, if known, on all subsequent correspondence.

OPTIONAL: In order to expedite processing of permit applications, an applicant may send an additional copy of the Form PI-1R, Core Data Form and all attachments to the PAR section. This copy will be forwarded to the permitting section for the technical review. Please mark the Form PI-1, Core Data Form, and all attachments as "COPY."

| <i>Who</i> | <i>Where</i> | <i>What</i> |
|--|--|---|
| Revenue Section, TCEQ | Regular, Certified, Priority Mail Mail Code 214, P.O. Box 13088, Austin, Texas 78711-3088 OR Hand Delivery, Overnight Mail Mail Code 214, 12100 Park 35 Circle, Building A, Third Floor, Austin, Texas 78753 | Fee (<i>money order or check</i>); 1 copy of Form PI-1R; 1 copy of the Core Data Form |
| Permits Administrative Review (PAR) Section, TCEQ | Regular, Certified, Priority Mail Mail Code 161, P.O. Box 13087, Austin, Texas 78711-3087 OR Hand Delivery, Overnight Mail Mail Code 161, 12100 Park 35 Circle, Building F, First Floor, Room 1206, Austin, Texas 78753 <i>Note: The official application cannot be faxed to the TCEQ</i> | Original Form PI-1R; Original Core Data Form; and Originals of all attachments 1 copy of fee payment <i>OPTIONAL</i> 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |
| Appropriate TCEQ Regional Office | To find your regional office address go to www.tceq.state.tx.us or call (512) 239-1250 | 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |
| Appropriate Local Air Pollution Control Program(s) | To find your local air pollution control programs go to www.tceq.state.tx.us/nav/permits/air_permits.html or call (512) 239-1250 | 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |

XI. SIGNATURE

- A. Application for a permit renewal must be made by the owner or operator of the facility. The appropriate company official (owner, plant manager, president, vice president or environmental director) must sign all copies of the application. It is not appropriate for the applicant's consultant to sign the application.

NOTE: Signatures must be original and in ink, not reproduced by photocopy, fax, or other means, and must be received by the TCEQ prior to any permit being issued.

Customers may use the TCEQ Web site to determine application receipt and status throughout the process, as well as obtain guidance and application documents relating to air permitting at www.tceq.state.tx.us/nav/permits/air_permits.html.

For questions relating to the initial receipt and administrative review of the application, please contact the TCEQ Air & Waste Applications Team at (512) 239-5160 or Fax: (512) 239-4500.

For questions relating to the technical review or any other questions relating to air permitting, please contact the TCEQ Air Permits Division at (512) 239-1240 or Fax: (512) 239-1300.



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

Overview

Air permit holders must apply for renewal of their state permits on a periodic basis. Any permit issued before December 1, 1991 is subject for review for renewal 15 years after the date of issuance; or any permit issued or renewed on or after December 1, 1991 is subject for renewal every 10 years after the date of issuance. Permit renewals also provide an opportunity to consolidate authorizations for a site. Permit renewal applications are reviewed and approved by the Air Permits Division (APD) through information submitted on Form PI-1R, entitled "General Application for Air Permit Renewals." The primary purpose of this form is to provide all administrative and technical information needed by the Texas Commission on Environmental Quality (TCEQ) to evaluate permit renewal applications for state new source review, special, flexible, voluntary emission reduction, electric generating facilities, multiple plants, pipeline facility, voluntary emission reduction permits and existing facility (grandfathered) permits.

To apply for a permit renewal you should:

1. Read the requirements of Title 30 Texas Administrative Code § 116.311 (30 TAC § 116.311) and the Form PI-1R Instructions.
2. Determine if the facility meets all state requirements to obtain a permit renewal.
3. Complete the TCEQ Core Data Form, the most current version of Form PI-1R, and attach all requested information. Send the application to the TCEQ at least six months but no earlier than 18 months prior to permit expiration.
4. Facility operation may continue as long as the application and fee are received within the specified deadlines.

The instructions and form contained in this document are intended to be comprehensive, with sufficient depth to cover the air quality permitting renewal requirements appropriate for a large and/or complex facility. Not all items apply to every application and if the permit has been through an amendment, alteration, or other action, portions of information need not be submitted. In addition, many applications for smaller and simpler facilities will not require the use of all information contained in this document.

How to contact the TCEQ

| Question | Who | Phone | Web |
|--|---|----------------|--|
| Core Data Form Requirements | Central Registry | (512) 239-1575 | www.tceq.state.tx.us/comm_exec/forms_pubs/search_forms.html |
| Receipt and Initial Application Review | Permits Administrative Review (PAR) Section | (512) 239-5160 | www.tceq.state.tx.us/nav/data/permit_data.html |
| Permit Application Guidance | Air Permits Division | (512) 239-1250 | www.tceq.state.tx.us/nav/permits/air_permits.html |

| Who | Where | When |
|--|--|---|
| Revenue Section, TCEQ | Regular, Certified, Priority Mail Mail Code 214, P.O. Box 13088, Austin, Texas 78711-3088 OR Hand Delivery, Overnight Mail Mail Code 214, 12100 Park 35 Circle, Building A, Third Floor, Austin, Texas 78753 | Fee (<i>money order or check</i>); 1 copy of Form PI-1R; 1 copy of the Core Data Form |
| Permits Administrative Review (PAR) Section, TCEQ | Regular, Certified, Priority Mail Mail Code 161, P.O. Box 13087, Austin, Texas 78711-3087 OR Hand Delivery, Overnight Mail Mail Code 161, 12100 Park 35 Circle, Building F, First Floor, Room 1206, Austin, Texas 78753 <i>Note: The official application cannot be faxed to the TCEQ</i> | Original Form PI-1R; Original Core Data Form; and Originals of all attachments 1 copy of fee payment <i>OPTIONAL</i> 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |
| Appropriate TCEQ Regional Office | To find your regional office address go to www.tceq.state.tx.us or call (512) 239-1250 | 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |
| Appropriate Local Air Pollution Control Program(s) | To find your local air pollution control programs go to www.tceq.state.tx.us or call (512) 239-1250 | 1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments |



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

| I. APPLICANT INFORMATION | | |
|--|---------|-----------|
| A. Company or Other Legal Name: | | |
| Texas Secretary of State Charter/Registration Number (if applicable): | | |
| B. Company Official Contact Name and Title: | | |
| Mailing Address: | | |
| City: | State: | Zip Code: |
| Telephone: | Fax: | E-mail: |
| C. Technical Contact Name and Title: | | |
| Company: | | |
| Mailing Address: | | |
| City: | State: | Zip Code: |
| Telephone: | Fax: | E-mail: |
| D. Facility Location Information: | | |
| Street Address: | | |
| If no street address, provide written driving directions to the site: <i>(attach description if additional space is needed)</i> | | |
| | | |
| City: | County: | Zip Code: |
| E. TCEQ Account Identification Number: | | |
| F. Is a TCEQ Core Data Form (TCEQ Form No. 10400) attached? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| G. TCEQ Customer Reference Number <i>(leave blank if unknown)</i> : | | |
| H. TCEQ Regulated Entity Number <i>(leave blank if unknown)</i> : | | |
| II. IMPORTANT GENERAL INFORMATION | | |
| A. Is confidential information submitted with this application? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If "YES," is each "confidential" page marked "CONFIDENTIAL" in large red letters? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| B. Name of State Senator and district number for this facility site: | | |
| Name of State Representative and district number for this facility site: | | |
| III. FACILITY AND SOURCE INFORMATION | | |
| A. Site Name: | | |
| B. Area Name/Type of Facility: <input type="checkbox"/> PERMANENT <input type="checkbox"/> PORTABLE | | |
| C. Principal Company Product or Business: | | |
| Primary Standard Industrial Classification (SIC) Code: | | |
| North American Industrial Classification System (NAICS) Code: | | |



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

| IV. TYPE OF PERMIT RENEWAL AND ASSOCIATED ACTIONS | |
|--|---|
| A. Permit Number: | Permit Expiration Date: |
| B. Permit Type (check <u>all</u> that apply): | |
| <input type="checkbox"/> State Permit | <input type="checkbox"/> Electric Generating Facility Permit |
| <input type="checkbox"/> Flexible Permit | <input type="checkbox"/> Pipeline Facility Permit |
| <input type="checkbox"/> Existing Facility Flexible Permit | <input type="checkbox"/> Voluntary Emission Reduction Permit |
| <input type="checkbox"/> Multiple Plant Permit | <input type="checkbox"/> Existing (Grandfathered) Facility Permit |
| <input type="checkbox"/> Special Permit | <input type="checkbox"/> Other: _____ |
| C. Have permit revisions or alterations occurred since originally issued or last renewed? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list dates of approval: | |
| D. Have permit amendments occurred since originally issued or last renewed? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list dates of approval: | |
| E. Are there any permit alterations or amendments pending before the TCEQ? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list actions and dates of submittals: | |
| F. Are there other actions associated with facilities covered under this permit? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list actions and dates of submittals or approvals: | |
| G. Are there any associated federal Prevention of Significant Deterioration (PSD), Nonattainment (NA) or major source hazardous pollutants Federal Clean Air Act § 112(g) permits? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list all associated federal permit numbers and issue or modification dates: | |
| H. Are there any Permits by Rule (PBR), changes to qualified facilities or standard permits associated with this permit to be rolled in? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," list all associated registration numbers and issue dates: | |
| I. Are there any other permits to be consolidated into this permit? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If "YES," Indicate the affected permit numbers and attach a permit renewal application for each permit : Permit No(s).: | |
| J. Have any of the following changes been made to or proposed for the facilities covered by this permit since it was issued, last amended, or renewed? | |
| Construction of a new emission source that does not meet the requirements of one or more permits by rule or a standard permit. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| The emission of new chemical species - a change in character of emissions. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| An increase in emission rates on a short term or annual basis. This includes increases of a Criteria pollutant as well as increases of a chemical species. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| A change in the method of emission control if the emission control is a source itself such as a thermal oxidizer or flare. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If "YES," to any of the above, a concurrent permit amendment is required before the permit can be renewed. | |



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

| | | | | | | |
|--|--|--------|--|------------------------------|-----------------------------|--|
| K. Is this facility located at a site required to obtain a federal operating permit under 30 TAC Chapter 122? If "NO," go to Section V. | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Is a site operating permit (SOP) or general operating permit (GOP) review pending for this source, area, or site? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Is an SOP or GOP issued for this source, area, or site? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| List SOP or GOP number(s): | | | | | | |
| PERMIT FEE INFORMATION | | | | | | |
| Fee Paid for this application: | | | | \$ _____ | | |
| Is a Table 30-R entitled, "Estimated Emissions and Fee Certification" attached? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Is a copy of the required fee payment based on annual emission rates attached to the original submittal of this application? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| PUBLIC NOTICE INFORMATION | | | | | | |
| A. Responsible Person: | | | | | | |
| Name and Title: | | | | | | |
| Mailing Address: | | | | | | |
| City: | | State: | | Zip Code: | | |
| Telephone: | | Fax: | | E-mail: | | |
| B. Technical Contact: | | | | | | |
| Name and Title: | | | | | | |
| Mailing Address: | | | | | | |
| City: | | State: | | Zip Code: | | |
| Telephone: | | Fax: | | E-mail: | | |
| C. Application in Public Place: | | | | | | |
| Name of public place: | | | | | | |
| Physical Address: | | City: | | County: | | |
| Has the public place granted authorization to place the application for public viewing and copying? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| D. Small Business Classification: | | | | | | |
| Does this company (including parent companies and subsidiary companies) employ 100 or fewer persons? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Is the site a major source under 30 TAC Chapter 122, Federal Operating Permit Program? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Are the site emissions of any individual air contaminant greater than 50 tpy? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Are the site emissions of all air contaminants combined greater than 75 tpy? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| E. Bilingual notice confirmation: | | | | | | |
| Is a bilingual program required by the Texas Education Code in the School District? | | | | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

| | | |
|--|------------------------------|-----------------------------|
| Are the children who attend either the elementary school or the middle school nearest to the facility eligible to be enrolled in a bilingual program provided by the district? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If "YES," which language is required by the bilingual program? | | |
| VI. TECHNICAL INFORMATION | | |
| A. Is a current area map attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are any schools located within 3,000 feet of this facility? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| B. Is a plot plan of the facility property attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| C. Is a process flow diagram and a process description attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| D. Maximum Operating Schedule: Hours/Day _____ Days/Week _____ Weeks/Year _____ | | |
| Does this facility operate seasonally? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If "YES," please describe: | | |
| E. Are maximum emissions data and calculations attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 1. Is a Table 1(a) entitled, "Emission Point Summary Table," attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Is a Table 2 entitled, "Material Balance Table," attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are equipment, process, or control device tables attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Are routine maintenance, start-up, or shutdown emissions included? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| VII. STATE REGULATORY REQUIREMENTS | | |
| <small>Applicants must be in compliance with all applicable state regulations to obtain a permit renewal.</small> | | |
| A. Is the facility being operated in accordance with all requirements, limits, and conditions of the current permit, including representations in the initial application and any subsequent alterations, amendments, or other authorizations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Describe potential or pending authorizations(s): | | |
| B. Is the facility able to measure emissions of significant air contaminants? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are details attached? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| C. Are all facility emission controls economically reasonable and technically practicable considering the age of the facility? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| D. Is the facility subject to any requirements of 30 TAC Chapter 115? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If "YES," list the rules and attach documentation on how the facility emission controls, and emissions comply with the rule standards or exemptions. | | |
| E. Is the facility subject to any requirements in 30 TAC Chapter 117? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If "YES," list the rules and attach documentation on how the facility emission controls, and emissions comply with the rule standards or exemptions. | | |
| F. Is this facility located at a site within the Houston/Galveston nonattainment area (Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Does the facility at this site have an uncontrolled design capacity to emit 10 tpy or more of NO _x ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is this site subject to 30 TAC Chapter 101, Subchapter H, Division 3 (Mass Emissions Cap and Trade)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Does this action make the site subject to 30 TAC § 101[H][3]? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



**Texas Commission on Environmental Quality
Form PI-1R
General Application for Air Permit Renewals**

Does this action require the site to obtain additional emission allowances? YES NO

IX. FEDERAL REGULATORY REQUIREMENTS
 Applicant must be in compliance with all applicable federal regulations to obtain a permit renewal. If any of the following information is checked "YES," the applicant must attach documentation showing compliance with any applicable federal requirements, how work practices meet all permit conditions, calculations or sampling methods used to demonstrate compliance with any numerical standards from the MACT rule, the VOC reduction schedule for continuous emissions monitoring system (CEMS) data.

- A. Does a Title 40 Code of Federal Regulations Part 60, (40 CFR Part 60) New Source Performance Standard (NSPS) apply to the facility in this application? YES NO
- B. Does 40 CFR Part 61, National Emissions Standard for Hazardous Air Pollutants (NESHAP) apply to the facility in this application? YES NO
- C. Does a 40 CFR Part 63, Maximum Achievable Control Technology (MACT) standard apply to the facility in this application? YES NO

X. COPIES OF THE APPLICATION

- A. Has the required fee been sent separately with a copy of this Form PI-1R to the TCEQ Revenue Section? (MC 214, P.O. Box 13088, Austin, Texas 78711-3088). YES NO
 - B. Is the Core Data Form, Form PI-1R, and all attachments being sent to the TCEQ in Austin? YES NO
 - OPTIONAL: Has an extra copy of the Core Data Form, Form PI-1R and all attachments been sent to the TCEQ in Austin? YES NO
 - If "YES," please mark this application as "COPY."
 - C. Is a copy of the Core Data Form, the Form PI-1R, and all attachments being sent to the appropriate TCEQ regional office? YES NO
 - D. Is a copy of the Core Data Form, the Form PI-1R, and all attachments being sent to each appropriate local air pollution control program(s)? YES NO
- List all local air pollution control program(s):

XI. SIGNATURE

The signature below confirms that I have knowledge of the facts included in this application and that these facts are true and correct to the best of my knowledge and belief. I further state that to the best of my knowledge and belief, the project for which application is made will not in any way violate any provision of the Texas Water Code (TWC), Chapter 7, Texas Clean Air Act (TCAA), as amended, or any of the air quality rules and regulations of the Texas Commission on Environmental Quality or any local governmental ordinance or resolution enacted pursuant to the TCAA. I further state that I understand my signature indicates that this application meets all applicable nonattainment, prevention of significant deterioration, or major source of hazardous air pollutant permitting requirements. I further state that I have read and understand TWC §§ 7.177-7.183, which defines CRIMINAL OFFENSES for certain violations, including intentionally or knowingly making or causing to be made false material statements or representations in this application, and TWC § 7.187, pertaining to CRIMINAL PENALTIES.

NAME: _____ TITLE: _____
 SIGNATURE: _____ DATE: _____
 Original Signature Required



Texas Commission on Environmental Quality
 Table 30-R
 Estimated Emissions and Fee Certification for Permit Renewals
 Title 30 Texas Administrative Code § 116.313

Renewal Fees - Each permit renewal requires an application fee that is based upon the amount of annual allowable emissions represented in the application. The total emissions must include those represented in any permit by rule (PBR) or standard permits rolled into the renewal. The following table may be used to calculate renewal fees.

To calculate the fee, multiply the number of tons in excess of the minimum limit of the appropriate category by the incremental fee, then add this amount to the base fee. For example, if total emissions of all air contaminants are 50 tons per year, the total fee would be \$1,993 (base fee of \$1,265, plus incremental fee of \$28 x 26 tons or \$728).

RENEWAL FEE TABLE

| TONS PER YEAR (TPY) | INCREMENTAL FEE | NUMBER OF TONS | BASE FEE | TOTAL FEE |
|--|-----------------|----------------|--------------|-----------|
| tpy is equal to or less than 5 tpy | N/A | | \$600 | |
| tpy is greater than 5 tpy but less than or equal to 24 tpy | \$35/ton | | \$600 | |
| tpy is greater than 24 but less than or equal to 99 tpy | \$28/ton | | \$1,265 | |
| tpy is greater than 99 tpy but less than or equal to 651 tpy | \$12/ton | | \$3,365 | |
| tpy is greater than 651 tpy | N/A | | \$10,000 | |
| | | | TOTAL | |

$$\left(\$ \frac{\text{Incremental Fee}}{\text{Number of tpy over the minimum limit}} \right) \times \text{Number of tpy over the minimum limit} + \$ \text{Base Fee} = \$ \text{Total Fee}$$

The signature below confirms that I have knowledge of the facts included in this application and that these facts are true and correct to the best of my knowledge and belief. I further state that to the best of my knowledge and belief, the project for which this application is made will not in any way violate any provision of the Texas Water Code (TWC), Chapter 7, Texas Clean Air Act (TCAA), as amended, or any of the air quality rules and regulations of the Texas Commission on Environmental Quality or any local governmental ordinance or resolution enacted pursuant to the TCAA. I further state that I understand my signature indicates that this application meets all applicable nonattainment, prevention of significant deterioration, or major source of hazardous air pollutant permitting requirements. I further state that I have read and understand TWC §§ 7.177-7.183, which defines CRIMINAL OFFENSES for certain violations, including intentionally or knowingly making or causing to be made false material statements or representations in this application, and TWC § 7.187, pertaining to CRIMINAL PENALTIES

Signature: _____

Title: _____

Company: _____

Date: _____

Permit renewal application fee (from table above) = \$ _____