

Guide for Accessing a New Source Review Permit Incorporated by Reference into a Federal Operating Permit

Minor New Source Review (NSR) permits are incorporated into Federal Operating Permits (FOP) by reference. Major NSR permits are attached to each FOP. A list of applicable NSR permits can be found on the New Source Review (NSR) Authorization References table in the FOP. Electronic files associated with processing/issuing NSR permits can be obtained from the TCEQ Records Online (also called *Central File Room Online*). The following instructions assume the user has the FOP Number.

The quickest way to find the electronic NSR permit documents in the TCEQ Records Online is by using the NSR Permit number.

To find the NSR Permit number:

- Search TCEQ Central Registry to find the RN number if only the FOP permit number is known. (see below); OR
- Search the New Source Review Database if the Regulated Entity (RN) number is known. (see page 2)

Searching the TCEQ Central Registry

- Go to the TCEQ [Central Registry](http://www15.tceq.texas.gov/crpub/)
- Select “Program ID Search.”
- Enter the FOP permit number in the “Program ID” field. Do not enter the “0” or any leading zeros.
- Leave “ID Status” blank.
- Select “Air Operating Permits” from the “Program” drop down window.

Additional ID Search

Search by entering an ID and selecting whether to search for the full ID or use a partial match, i.e. return all IDs containing the string. You may also select a program area to narrow the search results.

Program ID: 1 (Permit, registration, or other program identifier.)

Search Type: full ID partial ID

ID Status: (ID status, only used if program or ID entered.)

Program: AIR OPERATING PERMITS

Search Clear

- Select the “Search” icon.
- The results will return the Regulated Entity Information.
- Note the RN number and go to the NSR database to find the NSR Permit number. See instructions below.

Searching the New Source Review (NSR) Database

New Source Review Air Permits

Step 1: Input information into one or more fields. Narrow the search by inputting data in multiple fields. The search will look for values that start with what you've input rather than an exact match.

County name:	Any County	Project Number:	
Region:	Any Region	Permit Number:	
Permit Type:	Any Type	Customer name:	
Project Type:	Any Type	CN Number:	
Account:			
Unit Rule:	None ACI ACID STORAGE, PUMPING AND DISPENSING AEROSPACE EQUIPMENT AND PARTS MANUFACTURING AIR CONDITIONING AND VENTILATION ANIMAL CARCASS INCINERATORS ANIMAL FEEDING OPERATIONS	Regulated Entity:	

Step 2: Search for completed, pending or all projects. Select the data for New Source Review (NSR). Select the order of the data results. Specify the output format.

Status:	<input type="radio"/> Date Received <input type="radio"/> Renewal Date <input type="radio"/> Date Project Complete <input type="radio"/> Not Applicable	Sort Direction:	<input type="radio"/> Ascending <input checked="" type="radio"/> Descending	Program:	<input checked="" type="radio"/> NSR	Order By:	<input checked="" type="radio"/> Project Number <input type="radio"/> Date Received <input type="radio"/> Company name <input type="radio"/> Regulated Entity <input type="radio"/> Permit Number	Output Format:	<input checked="" type="radio"/> Web Report <input type="radio"/> ASCII
<input type="radio"/> ALL <input type="radio"/> Pending <input checked="" type="radio"/> Complete	Date Range(mm/dd/yyyy): from <input type="text"/> to <input type="text"/>								
Search Clear									

- Go to the [New Source Review Database www2.tceq.texas.gov/airperm/index.cfm?fuseaction=airpermits.start](http://www2.tceq.texas.gov/airperm/index.cfm?fuseaction=airpermits.start)
- Enter the "Regulated Entity" number (format: RN#####) for the site.
- Select "Status" as "Complete."
- Optional: Enter a date range or leave as "Not Applicable."
- Select "Descending" to view the most current NSR authorizations at the top of the results page.
- Select the "Search" icon.
- A list of all Air Permitting actions will be displayed from most recent action to the oldest action.
- In the second column: Locate the desired NSR permit number and note the permit number. In addition, note the project number in the fifth column.
- Search the TCEQ Records Online to find the NSR permit documents. See page 3.

Searching the TCEQ Records Online

- Go to [TCEQ Records Online](https://records.tceq.texas.gov/cs/idcplg?ldcService=TCEQ_SEARCH) to begin your search. records.tceq.texas.gov/cs/idcplg?ldcService=TCEQ_SEARCH
- Select the Record Series from the drop-down menu:
 - Air / New Source Review Permit

Select one or more search criteria below, and click on Search to view results.

Record Series: Document Type: Media:

Select one or more

- AIR / Air Emissions & Inspection Fees
- AIR / Clean Air Interstate Rule (CAIR)
- AIR / Discrete Emissions Reduction Credit (DERC)
- AIR / Emissions Banking and Trading of Allowances (EBTA)
- AIR / Emissions Reduction Credit (ERC)
- AIR / Federal Operating Permit
- AIR / HRVOC Emissions Cap and Trade (HECT)
- AIR / Mass Emissions Cap and Trade (MECT)
- AIR / New Source Review Permit
- AIR / New Source Review Permit County General
- CCO / Commission Meetings, Agenda, and Work Sessions
- CCO / Marked Agenda, Work Session, and Marked Executive Director Listings
- CFR / Central File Room Daily Metrics
- CFR / Central File Room Full Request - Delivery
- CFR / Documentation Transmittal Form
- CFR / Microfilm Logs, Stats, QC Information, and Indexes
- CFR / Records Disposition Request Forms
- CFR / Records Inventory Worksheets (RMD103)
- CFR / Records Transmittal Forms (RMD101)
- CFR / Request for Records - Storage Centers
- FA / Contracts and Leases
- FA / Cost Recovery Documents - Federal & State Superfund
- FA / Purchase Orders
- FA / Travel Vouchers
- OCE / Air Compliance
- OCE / Air Compliance County General
- OCE / Complaints County General / Emergency Response
- OCE / Edwards Aquifer Protection Program (EDAQ)
- OCE / On-Site Sewage Facilities

Quick Search

AND OR

- Select the “Primary ID” for the “Search Criteria” from the drop-down menu.

Select one or more search criteria below, and click on Search to view results.

Record Series: Document Type: Media:

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

AND OR

Quick Search, enter full text to refine search, and click on Search to view results.

- Enter the NSR permit number in the field to the right. Do not use the “project” number.
- Select the “Search” icon.

Note: Any files dated prior to 2012 may not be available electronically. Please request these files from the TCEQ Central File Room. See instructions on page 5 to access non-electronic records.

Note: Search results will return all permit numbers that contain the string of numbers that were entered. Example: searching for permit number 2345 will return permit number 2345, as well as 12345, 23456, or 222345.

Reading Search Results

To navigate through the pages of results, use the navigation links that appear above the list:

Search Results Potential items 1-20 of 479
[Search Within] Use the Search Within function to narrow search results.

Filter by Category: Item Type Assigned Location Security Group:Public

Search form --> Search Results

Page 1 of 24

Select	Content ID	Record Series	Request	Tag	Remove Tag	Records Tagged	Full Search	Document Type	Title	Begin Date
<input type="checkbox"/>	651071	AIR / Federal Operating	100211903			01243		Permits	Administrative	10/7/2014
<input type="checkbox"/>	650951	AIR / Federal Operating	100211903			01243		Permits	Administrative	10/7/2014
<input type="checkbox"/>	651072	AIR / Federal Operating	100211903			02277		Permits	Administrative	10/7/2014

The project number will be displayed under the “Secondary ID” field. If the project number from the NSR IMS is not listed try searching for the project number using “Search Within.”

Note: Project numbers displayed as a Secondary ID are only available for documents associated to permits issued after 2014.

Using the “Search Within” filter to search by project number.

Search using the Full-Text Search.

- Click the “Search Within” button on the search results screen.

Search Results Potential items 1-20 of 479
[Search Within] Use the Search Within function to narrow search results.

Search form --> Search Results

- Add the project number in the “Full Text Search.”

Full-Text Search

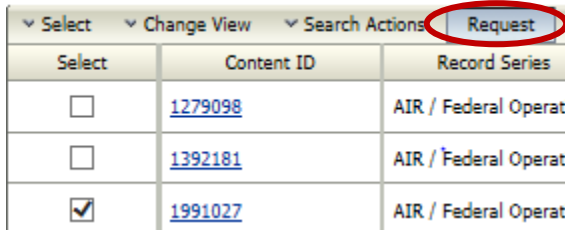
Enter search terms (1)

123456

Accessing all format types of TCEQ Records

These documents are available in various formats.

- **Electronic media:**
To open an electronic document, click on its “Content ID.”
- **Paper or Microfilm media (non-electronic):**
Tag the item in the “Select” column, then select “Request” and fill out the form.



Select	Content ID	Record Series
<input type="checkbox"/>	1279098	AIR / Federal Operat
<input type="checkbox"/>	1392181	AIR / Federal Operat
<input checked="" type="checkbox"/>	1991027	AIR / Federal Operat

Questions

If you have questions that are specific to Air Permit searches, or if you are unable to find a specific Air document, please contact AIRPERM: airperm@tceq.texas.gov, or call (512) 239-1250 to be directed to someone who can answer your question.