



INSTRUCTIONS
Texas Commission on Environmental Quality
Form ECT-3H
Level of Activity Certification
Highly Reactive Volatile Organic Compounds (HRVOC) Emissions Cap and Trade

General:

In accordance with Title 30 Texas Administrative Code Section 101.401 (30 TAC § 101.401), sites subject to the Highly Reactive Volatile Organic Compounds Emissions Cap and Trade Program (HECT) must certify their historical Level of Activity (LOA) by submitting Form ECT-3H, with its completed Table A (Producer, Consumer, Separations Units) or Table B (Storage and Loading Units) to the Texas Commission on Environmental Quality's (TCEQ) Emissions Banking and Trading Program. All sites subject to the HECT program must submit their certifications no later than April 30, 2005. In addition, storage or loading sites must notify the commission of their intent to receive an allocation under 30 TAC §101.394(c) no later than January 30, 2005. For purposes of establishing enforceable limits on HRVOC emissions pursuant to the requirements of 30 TAC §101.401(e), applicants should also submit a completed Form APD-CERT entitled, "Certification of Emission Limits." Enforceability of HRVOC emissions may also be established by initiating or providing documentation of other appropriate permitting actions (e.g., demonstrate representation of HRVOC in most recent permit amendments, etc.). The owner/operator of the site for which LOA is to be certified is responsible for completing the necessary forms and mailing them to the TCEQ, Air Quality Division (AQD), Emission Banking and Trading Program, MC-206, P.O. Box 13087, Austin, Texas 78711-3087.

I. Company Identifying Information

- A. Company Name: Enter the legal name of the company or corporation for which the LOA is being certified. The company name on this form and the TCEQ Core Data Form should match.
- B. Owner or Operator of Site to be Certified: Enter the name of the owner/operator of the site to be certified.
- C. Mailing Address: Enter the mailing address for the owner/operator of the site.
- D. Telephone: Enter the telephone number for the owner/operator of the site; include area code.
- E. City/State/Zip Code: Enter the name of the city or town, state and zip code for the mailing address.
- F. Site Name: Provide the name of the site for which LOA is being certified.
- G. Street Address (Physical Location): Provide the street address of the physical location for the named site. If no street address is available, provide driving directions in writing. Identify the location by distance and direction from well-known landmarks such as highway intersections.
- H. City/Zip Code/County: Provide the name of the town or city in which the site is located. If the address is not in a city or town, provide the name of the city or town closest to the site even if this city/town is not located in the same county as the site. Enter the zip code and county where the site is physically located.
- I. TCEQ Regulated Entity Number (RN): Enter the TCEQ assigned number of the site identified on the Form AR-2 entitled, "Application for Transfer of Allowances." The RN replaces the former TCEQ account number for the facility or site. A typical example of a RN is RN100123456. These identification numbers have recently been assigned by the TCEQ, replacing the air quality account number. If you have not been officially notified by the TCEQ Central Registry Program of the RN, or have any questions about your RN, you may call (512) 239-5160 for assistance to obtain or verify the account number.

- J. TCEQ Customer Number (CN): Enter the TCEQ assigned number of the owner or operator of the site. The CN is a unique number assigned to the company or corporation and applies to all facilities and sites owned or operated by this company or corporation. A typical example of a CN is CN600123456. These identification numbers have recently been assigned by the TCEQ, replacing the air quality account number. If you have not been officially notified by the TCEQ Central Registry Program of your CN, or have any questions about your CN, you may call (512) 239-5160 for assistance to obtain or verify the account number.

II. Technical Contact Identifying Information

- A. Technical Contact: Provide the name of the person the TCEQ should contact for technical questions and who has the authority to make binding agreements and representations.
- B. Title: Provide the title of the technical contact.
- C. Telephone: Provide the telephone number of the technical contact.
- D. Fax: Provide the fax number for the technical contact.
- E. E-Mail: Provide the e-mail address for the technical contact.
- F. Mailing Address: Provide mailing address for the technical contact.
- G. Provide city, state and zip code of the technical contact. This technical contact may be a consultant.

III. Level of Activity Certification

- A. Provide the information indicated by instructions on the corresponding section of the form and by pertinent sections of the guidance document.

IV. Signature and Certification

- A. Owner/operator of the facility provides signature to certify that factual knowledge provided on the form is true and correct, and not in any way a violation of 30 TAC §§ 101.390-101.403, or of any other applicable air quality rule of the Texas Commission on Environmental Quality; signature further signifies awareness that intentionally or knowingly making or causing to be made false material statements or representations in the certification is a criminal offense subject to criminal penalties.

Note: Signatures must be original in ink, not reproduced by photocopy, fax, or other means, and must be received by the TCEQ prior to allocation of any allowances.

How to Contact the TCEQ

Question	Who	Phone	Web
TCEQ PBR Rules	Air Permits Division	(512) 239-1250	www.tceq.state.tx.us/nav/rules/rules_rulemaking.html or www.tceq.state.tx.us/nav/permits/air_permits.html
Revenue Section	Financial Administration	(512) 239-6260	(TCEQ Mail Code 181)
Core Data Form Requirements	Central Registry	(512) 239-5175	www.tceq.state.tx.us/nav/permits/
Form PI-7 Requirements	Air Permits Division	(512) 239-1250	www.tceq.state.tx.us/nav/permits/air_permits.html
Receipt and Initial Review	Permits Administrative Review (PAR) Section	(512) 239-5160	www.tceq.state.tx.us/nav/data/permit_data.html
PBR Guidance and Checklists	Air Permits Division	(512) 239-1250	www.tceq.state.tx.us/nav/permits/air_permits.html
Confidential Information	Office of Legal Services	written requests	(TCEQ Mail Code 173)
Emissions Cap and Trade Program	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



Form ECT-3H (Page 1)
Highly Reactive Volatile Organic Compound Emissions Cap and Trade
Level of Activity Certification
(Title 30 Texas Administrative Code § 101.401)

I. Company Identifying Information		
A. Company Name:		
B. Owner or Operator of Site to be Certified:		
C. Mailing Address:		
D. Telephone:		
E. City:	State:	Zip Code:
F. Site Name:		
G. Street Address of Physical Location:		
H. Nearest City:	State:	County:
I. TCEQ Regulated Entity No.:		<input type="checkbox"/> No TCEQ RN currently assigned at this location
J. TCEQ Customer No.:		<input type="checkbox"/> No TCEQ CN currently assigned at this location
II. Technical Contact Identifying Information		
A. Technical Contact: (__Mr. __Ms. __Dr.)		B. Title:
C. Telephone:	D. Fax:	E. E-Mail:
F. Mailing Address:		
G. City:	State:	Zip Code:
III. Level of Activity Certification		
<p>For sites subject to 30 TAC § 101.394(a)(1), complete Table A by listing all process units at the site that produced and/or used HRVOC during calendar years 2000 through 2004, the selected 12 consecutive month period for each listed process unit, and the respective HRVOC level of activity for each listed process unit. Attach to this form a process flow diagram and text description for all processes listed on Table A including the respective streams of HRVOC received as a feedstock and/or produced as a by-product, intermediate, or final product.</p> <p>For sites subject to 30 TAC § 101.394(c), complete Table B by listing each facility in HRVOC service during calendar years 2000 through 2004, the selected 12 consecutive months for each listed facility, and the respective HRVOC level of activity for each listed process unit. Attach to this form a process flow diagram and text description for all processes listed on Table B including the respective streams of HRVOC transferred.</p> <p>Documentation supporting the certified HRVOC content and level of activity must accompany this form.</p>		
IV. Signature and Certification		
<p>I, _____ [Name/Title - Please print or type] state that I have knowledge of the facts herein set forth and that the same 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 information in this certification is not in any way in violation of 30 Texas Administrative Code §§ 101.390 - 101.403 or any applicable air quality rule or regulation of the Texas Commission on Environmental Quality and that intentionally or knowingly making or causing to be made false material statements or representations in this certification is a CRIMINAL OFFENSE subject to criminal penalties.</p> <p>DATE _____ SIGNATURE _____</p> <p align="center"><u>NOTE - ORIGINAL SIGNATURE IN INK IS REQUIRED.</u></p>		

If you have questions on how to fill out this form or about the Emission Banking and Trading program, please contact us at 512/239-1250. 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.



Form ECT-3H (Page 2)
(Table A - Producer/User/Separations Units)
Highly Reactive Volatile Organic Compound Emissions Cap and Trade
Level of Activity Certification
(Title 30 Texas Administrative Code § 101.401)

Process Unit Name	Baseline Period (mo/yr - mo/yr)	HRVOC Species	Produced/ Used	Throughput (lbs/yr)
			Total Throughput:	



Form ECT-3H (Page 3)
(Table B - Storage and Loading Units)
Highly Reactive Volatile Organic Compound Emissions Cap and Trade
Level of Activity Certification
(Title 30 Texas Administrative Code § 101.401)

Facility Type	Baseline Period (mo/yr - mo/yr)	HRVOC Species	Capacity (units)	Turnover Rate	Throughput (bbls)
				Total Throughput:	