



## Oil and Gas Handling and Production Facilities New Project Notification Checklist for Permit by Rule 106.352 and Air Quality Standard Permit

Note: This form should only be used in the event that the online ePermits system is not accessible or is otherwise unavailable for more than 24 hours. This form cannot be used for historical notification. For more information, concerning historical notifications go to [www.tceq.texas.gov/permitting/air/newsourcereview/chemical/og-histauth1.html](http://www.tceq.texas.gov/permitting/air/newsourcereview/chemical/og-histauth1.html).

Check the most appropriate answer and include any technical information in the spaces provided. If additional space is needed, please include an extra page that references this checklist. The forms, checklists, and guidance documents are available from the Texas Commission on Environmental Quality (TCEQ), Air Permits Division Web site. For information on the permit by rule go to [www.tceq.texas.gov/permitting/air/permitbyrule/subchapter-o/oil\\_and\\_gas.html](http://www.tceq.texas.gov/permitting/air/permitbyrule/subchapter-o/oil_and_gas.html) and for more information on the standard permit go to [www.tceq.texas.gov/permitting/air/newsourcereview/chemical/oil\\_and\\_gas\\_sp.html](http://www.tceq.texas.gov/permitting/air/newsourcereview/chemical/oil_and_gas_sp.html). If you have any questions, or need additional assistance, please contact the Air Permits Division at (512) 239-1250.

For any new projects which start construction after April 1, 2011 in the 23 counties of the Barnett Shale, notification prior to construction is required to be submitted. Either 90 or 180 days after submitting this notification, a more detailed registration is required. For new sites that have never been registered with the TCEQ a [Core Data Form](#) is required with this checklist.

<b>I. Customer and Site Information</b>		
Company Name:		
Customer Reference No. <i>(if issued)</i> :	Regulated Entity No. <i>(if issued)</i> : RN	
Site Name:		
Registration No.:	Account No. <i>(if available)</i> :	
<b>II. Responsible Official Information</b>		
Organization Name:		
Title:		
First Name:	Last Name:	
Address:		
City:	State:	ZIP Code:
Email:	Phone No.:	
<b>III. Technical Contact Information</b>		
Organization Name:		
Title:		
First Name:	Last Name:	
Address:		
City:	State:	ZIP Code:
Email:	Phone No.:	



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<b>IV. Fee Information</b>	
<i>If "YES," to IV.A, B, or C then a twenty-five dollar (\$25) fee is required. Otherwise, a fifty dollar (\$50) fee is required.</i>	
A. Does this business have less than 100 employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Does this business have less than 1 million dollars in annual gross receipts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Is this registration submitted by a governmental entity with a population of less than 10,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Was fee <b>Paid</b> online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enter the check, money order, or transaction number	
Enter the individual or company name printed on the check.	
Fee amount ( <i>spelled out</i> ):	
<b>V. Check the most appropriate answer and include any technical information in the spaces provided.</b>	
<p>A. Based on expected worst-case operations, including planned MSS activities if registering, which authorization is most appropriate for this site?</p> <p><input type="checkbox"/> Level 1  <input type="checkbox"/> Level 2  <input type="checkbox"/> Standard Permit</p> <p><i>You are not held to your selection. If the project scope changes you must register within the required time frame of the new authorization.</i></p> <ul style="list-style-type: none"> <li>• Level 1 of the PBR you will have 180 days to submit your complete application</li> <li>• Level 2 of the PBR and Standard Permit you will have 90 days to submit your complete application.</li> </ul>	
B. What is the lease name submitted to the Railroad Commission (RRC)? ( <i>Enter it in the space provided below.</i> )	
<p>If there are well(s) co-located with the site, include the well numbers assigned the RRC.  (<i>Enter it in the space(s) provided below.</i>)</p>	



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**V. Check the most appropriate answer and include any technical information in the spaces provided.**  
(The information in this section is required, please complete.) *(continued)*

C. What is the site's latitude (North) and longitude (West)? Answers should be provided in decimal format to the second that is equivalent to six places after the decimal.

*Make sure to enter a negative sign for all longitudes. for example, the location of the TCEQ Main Campus in decimal degrees is:*

*Latitude (North): 30.397201*

*Longitude (West): 97.673386*

For help to determine the latitude and longitude, go to:

1. The RRC's Public GIS Map Viewer for Oil and Gas Wells, Pipeline Data and LP Gas Sites [gis2.rrc.state.tx.us/public/startit.htm](http://gis2.rrc.state.tx.us/public/startit.htm), or
2. TCEQ's USGS Topographic Map Viewer [www.tceq.texas.gov/gis/drgview.html](http://www.tceq.texas.gov/gis/drgview.html) or
3. Microsoft Research Maps [msrmaps.com/advfind.aspx](http://msrmaps.com/advfind.aspx)

**Latitude:**

**Longitude:**

D. Please specify which method was to determine the site's coordinates:

- RRC's Public GIS Map Viewer for Oil and Gas Wells, Pipeline Data and LP Gas Sites
- TCEQ's USGS Topographic Map Viewer
- Microsoft Research Maps
- GPS
- Satellite Imagery
- Map
- Other: \_\_\_\_\_

Note: Please be advised that the operations conducted at this site may be subject to additional state and federal requirements. It is the owner or operator's responsibility to determine whether additional regulations apply, and if so, how they will comply with them.

**Recordkeeping:** To demonstrate compliance with the requirements of the PBR(s) or Standard Exemption(s), sufficient records must be maintained at all times. The records must be made available immediately upon request to the commission or any air pollution control program having jurisdiction. If you have any questions about the recordkeeping requirements, contact the Air Permits Division or the Air Program in the [TCEQ Regional Office](#) for the region in which the site is located.