



TCEQ Modification of Registration for Aggregate Production Operations Regulated under 30 Texas Administrative Code 342

IMPORTANT – Please read the following information and [INSTRUCTIONS](#) before filling out this form.

ePERMITS: Sign up now for online Modification:



<https://www3.tceq.texas.gov/steers/index.cfm>

This form will be returned for any of the following reasons:

- 1) The registration number is not provided, is invalid, or is no longer active,
- 2) Wet ink signature of person meeting signatory requirements is not provided,
- 3) The current registrant is not the applicant, and;
- 4) A requested change in responsible party name is not a legal name change.

This form cannot be used for a change in responsible party. Refer to 30 Texas Administrative Code Chapter 342 for more information.

What is the registration number of the authorization to be modified?

AP _____

1) RESPONSIBLE PARTY INFORMATION (Applicant)

a) What is the full Legal Name of the current responsible party as on the registration?

b) What is the Customer Number (CN) assigned to this responsible party? You may search for your CN at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>
CN _____

c) What is the Regulated Entity Reference Number (RN) assigned to this site?
RN _____

d) What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in the instructions section of this application.

Prefix (Mr. Ms. Miss): _____

First/Last Name: _____ Suffix: _____

Title: _____ Credential: _____

2) APPLICATION CONTACT

If TCEQ needs additional information regarding this application, who should be contacted?

Prefix (Mr. Ms. Miss): _____

First/Last Name: _____ Suffix: _____

Title: _____ Credential: _____

Organization Name: _____

Phone Number: _____ Extension: _____ Fax Number: _____

E-mail Address: _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

Mailing Information if outside USA:

Territory: _____ Country Code: _____ Postal Code: _____

3) REQUESTED CHANGE TO REGISTERED INFORMATION

What information has changed or needs to be corrected? Check one or more of the following options and enter the new information below.

Responsible Party legal name change with Texas Secretary of State (TX SOS).

Fill out sections a) and b) as applicable.

Note: Registrations are not transferable. If a change in entity has occurred, this Modification will not be processed.

Address and contact information for responsible party. Fill out section b).

Site Information (Regulated Entity). Fill out section c). **Note:** Registrations under 30 TAC 342 are site specific. If a change in site location has occurred, this Modification form will not be processed. Fill out the Registration form for the new site instead.

General characteristics relating to the regulated activity. Fill out section d).

Corrected map of Aggregate Production Operation. See instructions in section e).

a) Responsible Party Legal Name Change

i) What is the NEW active Legal Name with TX SOS or on other legal document?

New Legal Name: _____

ii) What is the TX SOS Filing Number for us to confirm this official name change?

This is only applicable to Limited Partnerships or Corporations.

TX SOS Filing number: _____

b) Address and Contact Information for Responsible Party

What information has changed?

Prefix (Mr. Ms. Miss): _____

First/Last Name: _____ Suffix: _____

Title: _____ Credential: _____

Organization Name: _____
Phone Number: _____ Extension: _____ Fax Number: _____
E-mail Address: _____
Mailing Address: _____
Internal Routing (Mail Code, Etc.): _____
City: _____ State: _____ ZIP Code: _____
Mailing Information if outside USA:
Territory: _____ Country Code: _____ Postal Code: _____

c) Regulated Entity (Site) Information Correction

- i) Is this a change to the location of the registered activity?
Yes - Stop. This Modification will not be processed since the Aggregate
Production Operations registrations are site specific.
No - Continue with Modification form.

ii) Corrected Name of Project or Site:

iii) Updated Physical Address (new 911 address):

Street Number: _____ Street Name _____
City: _____ State: _____ ZIP Code: _____

iv) Corrected location access description, if no physical address (street number/street
name): _____

v) Corrected Latitude: _____N

vi) Corrected Longitude: _____W

vii) Corrected County (Counties if >1): _____

d) Change in General Characteristics Provided on Original Form. Identify the specific change
and provide the updated information. If an attachment is needed, please reference it below:

e) Corrected map of Aggregate Production Operation. If necessary, enclose a corrected 8 ½ x 11
aerial map showing the specific location of this Aggregate Production Operation and the
property boundaries (the boundaries of the property for which you are responsible).

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General Information and Instructions

GENERAL INFORMATION

Where to Send the Modification form:

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
WQ Processing Center (MC140)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
WQ Processing Center (MC140)
12100 Park 35 Circle
Austin, Texas 78753

TCEQ Contact List:

- Application – status and form questions:
512/239-APOP (2767), APO@tceq.texas.gov
- Technical questions:
512/239-4671, APO@tceq.texas.gov
- Environmental Law Division:
512/239-0600
- Records Management - obtain copies of forms:
512/239-0900
- Reports from databases (as available):
512/239-DATA (3282)
- Cashier's office:
512/239-0357 or 512/239-0187

Modification Process:

When your Modification form is received by the TCEQ, the form will be processed as follows:

- 1) **Administrative Review:** The form will be reviewed to ensure the request is from the registrant (responsible party) on the registration, the initial registration was processed, and the registration is active. Each item on the form will be reviewed for a complete response. In addition, the responsible party's legal name change must be verified with Texas Secretary of State (if applicable). The address(s) on the form must be verified with the US Postal Service (USPS) as an address receiving regular mail delivery. Never give an overnight/express mailing address.
- 2) **Deficiency:** If an item is incomplete or not verifiable, the applicant may be notified by letter, phone call or email. In some instances as noted at the beginning of the form, the request may simply be returned.
- 3) **Modification Confirmation:** An updated Registration Certificate will be mailed to the responsible party only if the Modification is to change information provided on the Registration certificate. The original effective date and expiration date will not change.

Aggregate Production Operations Registrations

You may view and print your APO Registration on the TCEQ web site <http://www.tceq.texas.gov>. Search using key word Aggregates. Aggregate Production Operations Forms (Registration, Modification, Cancellation) and instructions are available on the TCEQ web site <http://www.tceq.texas.gov>.

Change in Responsible Party

A registration under 30 Texas Administrative Code Chapter 342 is not transferable. If the responsible party for the site changes, the present responsible party must submit a Cancellation form and the new responsible party must submit a new Registration form. The registration form must be submitted not later than 10 days prior to the change in responsible party status. Note that the Cancellation is effective on the postmarked date.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. Do not send a Core Data Form to TCEQ. You can find the information on the Central Registry web site at <http://www12.tceq.texas.gov/crpub/index.cfm>.

You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Responsible Party), or by your registration number under the search field labeled "Additional ID".

The Customer (Responsible Party) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all associated authorizations as changes occur. For Aggregate Production Operation registrations, a Modification form must be submitted to the program area for approval to update the CN and RN data in central registry.

INSTRUCTIONS FOR FILLING OUT THE MODIFICATION FORM

1) RESPONSIBLE PARTY INFORMATION (Applicant)

a) **Legal Name.** Provide the current legal name of the registrant, as on the registration.

b) **Customer Number (CN).** TCEQ's Central Registry will assign each customer a number that begins with CN, followed by nine digits. You may search for your CN at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>. If the name(s) provided do not match the current responsible party name(s), this form will be returned. It is the responsibility of the responsible party(s) to comply with 30 Texas Administrative Code Chapter 342.

Note: If a change is being made to the CN and the CN has other TCEQ authorization types, it is the entity's responsibility to update those authorizations at the same time. If an authorization has been cancelled or terminated, the name cannot be changed on the registration. Because of this, a new CN may be issued for the new name.

c) **Regulated Entity Reference Number (RN).** This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. Search for your RN: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>.

If the site has changed or the information provided indicates a new location, this form will be returned. It is the responsibility of the registrant to comply with 30 Texas Administrative Code Chapter 342 regarding the registration of a site.

d) **Person Signing this Application.** Provide the name and title of the person signing the application. The person must be an executive official meeting signatory requirements in the instructions below for 30 Texas Administrative Code Chapter 342.

2) APPLICATION CONTACT

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application.

3) REQUESTED CHANGE TO REGISTERED INFORMATION

Check one or more of the available options indicating the information in the form that is to be updated. Provide the updated information in 3 a) for Legal Name Change, 3 b) for Address and Contact Information Change, 3 c) for Regulated Entity Site Information Change, or 3 d) for General Characteristics Change, as applicable. Enclose a corrected map if necessary.

- a) **Legal Name Change.** Provide the new legal name. If the entity is a Limited Partnership or Corporation, the name change must be verifiable with Texas Secretary of State. The TX SOS filing number must be provided to verify only a name change occurred. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name change.

Legal name changes of a Corporation and Limited Partnership will be verified with Texas Secretary of State. If the entity is filed as a new entity with a new filing number, then the change cannot be made through a Modification form. Aggregate Production Operations registrations are not transferable. If the responsible party changes, the old entity must cancel their registration and the new entity must submit a form for a new registration.

- b) **Address and Contact Information Change.** Indicate the type of address and contact information that has changed from the original Registration form or last Modification form submitted to TCEQ.

Verify mailing addresses with USPS <http://zip4.usps.com/zip4/welcome.jsp> for regular mail delivery (not overnight express mail). If you find that the address is not verifiable, indicate the address is used by the USPS for regular mail delivery. Failure to provide a valid mailing address will delay or prohibit us from updating the registration.

Please note that address updates relating to an Aggregate Production Operations registration can **ONLY** be made through a Modification form. Address changes submitted through any other form cannot be processed.

- c) **Regulated Entity Site Information Change.** The Modification form is only for use to update or correct information submitted on the original application or last Modification form for the registration. Aggregate Production Operations registrations under 30 Texas Administrative Code Chapter 342 are site specific. If this change is related to a new location, the Modification form will not be processed.

Provide the updated site name, corrected site addresses, corrected latitude and longitude, and/or corrected county, as applicable to your Modification request. A new physical address for an existing location is usually the result of a newly assigned 911 address for emergencies.

If providing a corrected latitude and longitude, enter the latitude and longitude of the site in degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to <http://www.tceq.texas.gov/gis/sqmaview.html> or <http://nationalmap.gov/ustopo/>

- d) **Change in General Characteristics Provided on Original Form**
Describe any other change that is not addressed through any question in this section of the application.
- e) **Corrected map of Aggregate Production Operation**
If necessary, enclose a corrected 8 ½ x 11 aerial photograph with this Modification form showing the specific location of the Aggregate Production Operation and the property boundaries (the boundaries of the property for which you are responsible).

4) RESPONSIBLE PARTY CERTIFICATION

The certification must bear an original signature of a person meeting the signatory requirements for an entity as specified below.

- **Corporation**

By signing the Registration Application or similar form, you are certifying that you have the authority to sign as a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a registration and either: the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or the delegation of authority to such representatives is approved in advance by the registering authority. The TCEQ may request documentation evidencing such authority.

- **Partnership or Sole Proprietorship**

By signing the Registration Application or similar form, you are certifying that you are either a general partner or the proprietor, respectively.

- **Municipality or other Government Entity**

By signing the Registration Application or similar form, you are certifying that you are either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed below, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512/239-0600.