

Contact InformationTCEQ Emissions Inventory Year 2011**SAMPLE FORM**Check box if Fees and EI contacts are the same.⁴ Invoice(s) will be mailed to the new contact person.**Company Name:**¹ Johnson Gas Company**Site Name:**² Creek Compressor Station**TCEQ Air Account Number:**³ HG6789X**EMISSIONS INVENTORY CONTACT (Do not list a consultant)****Name:**⁵ Cody McLain**Title:**⁶ Environmental Coordinator**Mailing Address:**⁷ _____**Telephone Numbers and E-Mail Address**⁸11783 Canyon Bluff DriveBusiness: (512) 555-1144 ext: _____City: Austin State: TX ZIP Code + 4: 78753 - 0001

Alternate Business: _____ ext: _____

Business Address:⁷ _____Fax: (512) 555-1515E-Mail Address: cmclain@johnsongas.com

City: _____ State: _____ ZIP Code + 4: _____ - _____

PLANT OR SITE CONTACT (Do not list a consultant)**Name:**¹⁰ Matoaka Johnson**Title:**¹¹ President**Mailing Address:**¹¹ _____**Telephone Numbers and E-Mail Address**¹⁴P.O. Box 2575Business: (512) 555-1144 ext: _____City: Austin State: TX ZIP Code + 4: 78753 - 2757

Alternate Business: _____ ext: _____

Business Address:¹³ _____Fax: (512) 555-151511783 Canyon Bluff DriveE-Mail Address: mjohnson@johnsongas.comCity: Austin State: TX ZIP Code + 4: 78753 - 0001**Note:** If you need to update contact information for multiple sites, please complete page 2 of this form.

INSTRUCTIONS: Contact Information Form, Page 1

Complete page 1 of the **Contact Information form** if some or all of the contact information is new or has changed. The information on this form allows the EAS to contact the appropriate person(s) regarding an emissions inventory.

1. **Company Name:** The official name of the owner or operator responsible for submitting the emissions inventory.
2. **Site Name:** The name of the regulated entity.
3. **TCEQ Air Account Number:** The account number as assigned by the TCEQ. If an account number has not been previously assigned, the EAS will assign an air account number based on the location of the regulated entity.

Supply the following information for the emissions inventory contact person:

4. **Check Box for Fees Contact Update:** This box is to be checked if the updated EI contact will also be the contact person for Air Fees. Note: Air emissions/inspection fee invoices will be mailed to the Air Fees contact.
5. **Name:** The company employee who answers questions about the emissions inventory. **Do not list a consultant.**
6. **Title:** The job title of the emissions inventory contact.
7. **Mailing Address:** The address where the courtesy emissions inventory notification and relevant correspondence will be sent.
8. **Business Address:** The contact's physical address, if different from the mailing address.
9. **Telephone Numbers and E-Mail Address.**

Supply the following information for the plant or site contact:

10. **Name:** The company employee who is responsible for responding to emissions inventory questions. **Do not list a consultant.**
11. **Title:** The job title of the plant contact.
12. **Mailing Address.**
13. **Business Address.**
14. **Telephone Numbers and E-Mail Address.**

INSTRUCTIONS: Contact Information Form, Page 2

Complete page 2 of the **Contact Information** form if some or all of the contact information submitted on page one of the form needs to be updated for multiple regulated entities.

1. **Company Name:** The official name of the owner or operator responsible for submitting the emissions inventory.
2. **TCEQ Air Account Number:** The account number as assigned by the TCEQ. If an account number has not been previously assigned, the EAS will assign an air account number based on the location of the regulated entity.
3. **Air Account Number:** List each TCEQ air account number whose contact information is to be updated with the contact information submitted on page 1 of the form.
4. **Regulated Entity Reference Number (RN):** The number that Central Registry assigns to a location where a TCEQ-regulated activity occurs. If an RN has not already been assigned, complete a Core Data Form and submit it to Central Registry. Submit a copy of this form with the inventory.
5. **Company Name:** Specify the official owner or operator name for each regulated entity whose contact information is to be updated with the contact information submitted on page 1 of the form.
6. **Site Name:** The name of each regulated entity whose contact information is to be updated with the contact information submitted on page 1 of the form.