

## OGS PBR Level 1 & 2 for New or Existing Registration Guidance

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The OGS PBR Level 1 & 2 for new or existing Registration allows customers to submit their registrations online. Once submitted through ePermits, a permit reviewer will review the registration. Within 45 days you will receive the final action (confirm or request for additional information) at the email provided in the registration.

Items to have ready **prior** to filling out the OGS PBR Level 1 & 2 for New or Existing Registration in ePermits:

- STEERS account number (ERXXXXXX) and password
- Registration number assigned when you submitted the New Project Notification
  - *Note: A New Project Notification for New or Existing sites must be submitted prior to filling out the OGS PBR Level 1 & 2 for new or existing Registration in ePermits. For help on how to fill out the notification go to the OGS New Project Notification [help](#).*
- Emission calculations using the TCEQ spreadsheet (or equivalent), the online registration will ask you to input the total emissions at the site.
- MSS emissions (if registering)
- Modeling, if a protectiveness review is required
- Supporting documents ready to upload: process description, plot plan, emission calculations, gas and liquid analysis's, program results, manufacturer data, netting calculations (if required) etc.
- Payment information
- Determine the following:
  - Level 1 or Level 2 of the PBR
  - Nonattainment or PSD applicability
  - State or federal standards applicability
  - Certification

How to access the OGS PBR Level 1 & 2 for New or Existing Registration in ePermits:

1. Login in to [STEERS](#) using your ER account number (ERXXXXXX) and password.
2. Click on the **Air New Source Review** program area.
3. On the **Activities** page, click on **Fill Out** a new, renewal, or termination application

4. Select one of the following:
  - **OGS PBR Level 1 & 2 for New Registration** - for new sites that have never been registered (only New Project Notification has been submitted) with the TCEQ before.
  - **OGS PBR Level 1 & 2 for Existing Registration** - for existing sites that are making changes or modifications to their site.
5. Enter the registration number assigned when you submitted the New Project Notification or RN for the site.
6. Confirm the customer information and site information is correct. If changes need to be made to the customer or site information please call TCEQ Central Registry at 512-239-5175. If customer and site information is correct click Confirm Registration.
7. The next page will provide you the reference number and password specific to that registration. Instructions on how to give access to another user can be found on that page. Click Next.
8. You are now ready to begin filling out the registration. The customer information, site information, and contacts will be prefilled with the data found in Central Registry. Only contact information can be updated.
9. After you have completed all sections you will need to sign, pay, and submit your registration.
10. You will receive an email confirming that you have signed, paid for, and submitted your application. Within 45 days you will receive your authorization letter or request for more information from the TCEQ.