

# Oil and Gas Site (OGS) New Project Notification Help

## Introduction

The OGS New Project Notification is designed for customers to notify the agency prior to construction or implementation of changes for any new project located in the Barnett Shale area.

Customers will need to notify the agency of which authorization they will be claiming based on worst-case operations (including planned MSS activities if MSS emissions are being registered).

There is a fee associated with the notification process. For small businesses, non-profit organizations, or small government entities the fee is \$25 and for all others the fee is \$50. Please be advised that a change of ownership cannot be updated using the OGS New Project Notification application. If you need to submit a change of ownership please follow the current paper process.

## Start Here:

### For existing customers:

Verify company name in Central Registry (CR) is **identical** to what was filed with the Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA) including punctuation.

**Company name must be exactly the same in CR and SOS or CPA this includes spaces, periods, LLCs, etc.** If the information is not the same please contact CR at 512- 239-5175 to have it corrected.

### Verify in SOS:

- Name type is “Legal”
- Name status is “In use”
- Entity status is “In existence”

### Verify in CPA:

- Company is in “Good Standing”

**If the company name does not meet all of the above criteria they will need to contact SOS or CPA or apply with another name that meets those criteria.**

### For new customers:

Verify company name is identical to what was filed with Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA) including punctuation.

### Verify in SOS:

- Name type is “Legal”
- Name status is “In use”
- Entity status is “In existence”

### Verify in CPA:

- Company is in “Good Standing”

**If the company name does not meet all of the above criteria they will need to contact SOS or CPA or apply with another name that meets those criteria.**


*Note: If the company has not filed with SOS or CPA they must come in under their personal name.*

## **Information to Gather Before Starting a New Project Notification in e-Permits**

### **General Information:**

- *Customer number* (CNXXXXXXXXXX), if one has been previously assigned.
- *Regulated Entity number* (RNXXXXXXXXXX), if one has been previously assigned.
- *Physical address or driving directions*
  - If using driving directions, a city and intersection or landmark must be noted as a starting point.
  - If using a physical address the system will verify it with the United States Postal Service (USPS) and will update the address automatically to match what is in the USPS. If the system updates the address you will need to confirm the changes.
- *Customer (Applicant) contact*
  - The organization name (or first and last name if customer type is individual) of the contact corresponding with the CN.
  - The applicant will have to certify that the full legal name of the entity has been provided and is legally authorized to do business in Texas.
- *Application Contact/Responsible Official*
  - The application contact is required and will be the Responsible Official (RO) contact. Organization name, Title, First and Last Name, address, and phone number are required fields. Email and fax are optional.
- *Technical Contact*
  - The technical contact is any person that the agency can contact if they have questions regarding the technical information of the application. Organization name, Title, First and Last Name, address, and phone number are required fields. Email and fax are optional.
- PBR or Standard Permit Authorization (PBR 106.352 Level 1, PBR 106.352 Level 2, Standard Permit)
- Lease name submitted to the Railroad Commission (RRC)
- Well number(s) assigned by the RRC if there are well(s) co-located with the site
- Brief process description ex. compressor station, tank battery.
- Latitude and longitude coordinates of the site

## **Step-by-Step Instructions for filling out the OGS New Project Notification application:**

*Help can be found at the top of the page or by clicking on the question mark icon .*

1. Log in to STEERS using your ER account number and password. If you are new to STEERS follow the instructions on how to set up an account on the STEERS help page.
2. STEERS will save your 10 most recent logins for your account, and you will be asked to verify those logins were made by you. Click [Yes](#).

3. Click on the [Air New Source Review \(EPR\\_NSR\)](#) program area.
4. On the Activities page you have two options:
  - a. [Fill Out](#) a new, renewal, or termination application.
  - b. [Access](#) an application already in progress by password.

**Note: If this is your first time filling out the OGS Historical Notification you should select [Fill Out](#). If you need to access a pending notification application you should select [Access](#).**

5. Select [OGS New Project Notification for New Registration](#) or [OGS New Project Notification for Existing Registration](#) and click the [Next](#) button.
  - a. [OGS New Project Notification for New Registration](#) is for new sites that have never been registered or been issued a permit with the agency.
  - b. [OGS New Project Notification for Existing Registration](#) is for sites that have been registered with the agency before and have an existing registration or permit number.
6. The next screen will give you a reference number and password that you can use to track the notification application. If you want other STEERS account holders to be able to view or work on this notification application, you can give them the reference number and password.
7. Click [Next](#) when you are ready to fill out the notification application.
8. On the left side of the screen there is a [Task List](#) showing each section and its status. Once a section is complete the status will change to “Done.” Once a section’s status is “Done” changes can still be made to that section.
9. To go back to a previous section, select the section name in the Task List table.
10. Questions noted with a red asterisk are required questions.

**Site Information (Regulated Entity) page:**

1. If the site does not have an RN associated with it, fill out the information in Option 3 and click [Next](#).
  - a. Fill out the site information on the next page and click [Next](#).
2. If entering an RN number, enter the RN beginning with the letters “RN” followed 9 digits.

**Customer (Applicant) Information page:**

1. If there is an existing CN, enter the CN beginning with the letters “CN” followed by 9 digits in [Option 2](#).
2. If the site does not have a CN associated with it, fill out the customer’s (applicant’s) information in [Option 3](#).
3. Click [Next](#)
4. Select how the applicant is associated with the site: Owner/Operator, Owner, or Operator.
5. The applicant must certify that the full legal name of the entity claiming this historical authorization has been provided and is legally authorized to do business in Texas.
6. Fill out the Responsible Authority Contact information.
7. Click [Next/Save](#).

**Responsible Official Contact page:**

1. The Responsible Official (RO) contact is the person the TCEQ should contact if there are questions about this application.
2. If the RO contact is the same as entered for the Responsible Authority contact, you can copy the information using the drop down list.
3. Click Next/Save.


**Technical Contact page:**

1. The Technical contact is the person the TCEQ should contact if there are technical questions about this application.
2. If the technical contact is the same as entered for the Responsible Authority or Responsible Official contact you can copy the information using the drop down list.
3. Click Next/Save.


**OGS New Project Notification page:**

- Information and help for each question can be found by clicking on Help or the question mark icon .

**Questions 1-6**

- Select which level of the PBR (Level 1 or Level 2) or Standard permit the site or changes to an existing site will be claiming based on worst-case operations.
- Enter the lease name submitted to the RRC, and if there are well numbers co-located with the facility, enter the well numbers. Separate lease name and well numbers with a comma.
- The site's latitude and longitude can be found by clicking on the question mark icon  and using one of the provided links.
  - Enter the latitude and longitude of the site in decimal format 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
  - More help for determining the site's latitude and longitude can be found at the bottom of this help page.

**Question 7**

- If the business has less than 6 million dollars in annual gross receipts, or less than 100 employees, or is a small government entity (city, township, school district) with a population less than 10,000, a \$25 fee is required. If the business does not meet any of those the fee is \$50.
- Separate instructions for paying the fee thru ePay are provided below.
- Click [Next/Save](#) when completed.
- On the Activities page after you have completed the application you will note a small magnifying glass icon  to the left of the notification application. This tool will show you everything that you have filled out for the notification. At this time you can still go back and correct something by clicking on the checkbox next to the reference number and clicking on ["Edit."](#)

**If you need to stop before submitting your notification you can access a pending notification application by logging in to STEERS and selecting the Air New Source Review program area. At the Activities page you will have a list of pending notification applications that you can complete by clicking on the checkbox next to the reference number and clicking “Edit.”**

## **Submitting the OGS New Project Notification:**

### **Signing the Application:**

- After completing the notification application, the status on the [Activities](#) page will say “[Ready to Sign.](#)” The Responsible Official (RO) is the only person that can sign the application. If you are not the person who prepared the notification application, you will need to use the reference number and password generated when the notification application was started.
- Click on the checkbox next to the reference number of the notification application that you wish to sign and click “[Sign.](#)”
- Review the signature page to ensure all the information is correct.
- You must click on the checkbox next to the signature language stating the information in the application is true and complete and that you have the signature authority to submit this application.
- Enter your STEERS account password and click on “[Apply Electronic Signature.](#)”

### **Pay for Application:**

- After signing the application, the status will change to “[Ready to Pay.](#)”
- Click on the checkbox next to the reference number of the notification application(s) that you wish to pay for and click “[Pay](#)”.
- On the next page confirm that you have selected the appropriate applications to pay for and click “[Next](#)” and the system will take you to the ePay system to process your payment.
- Once you have finished paying for your application the system will take you back to ePermits to submit the application.

### **Submitting the Application:**

- After paying the application fee, the status will change to “[Ready to Submit.](#)”
- Click on the checkbox next to the reference number of the notification application that you wish to submit and click “[Submit.](#)”
- The next page will give you a chance to review the notification application before you submit it. When you are ready to submit click on the [Submit](#) button, do not leave the screen until you get the confirmation your application has been submitted successfully.
- Once the application is submitted successfully, you will be able to access your Copy of Record (COR) and Notice of Approval letter (NOA).
  - **Copy of Record (COR)** - is an electronic copy of your application.
  - **Notice of Approval letter (NOA)** - is an electronic copy of your authorization letter.

**After you have completed your notification application, you can access the COR and NOA by logging in to STEERS and clicking Submissions at the top of the STEERS Home page. You will be able to search for a submitted application using different search criteria.**

### **How to obtain the latitude and longitude:**

The New Project Notification asks for companies to provide the latitude and longitude in decimal degrees for the site. This information will help identify each site for registrations and safety purposes.

- **Texas Railroad Commission's Public GIS Map Viewer for Oil & Gas Wells:** <http://gis2.rrc.state.tx.us/public/startit.htm>. Searchable by wellbore API number, Railroad Commission oil lease number or gas ID number, or by abstract number or survey name. It also allows you to search for a specific place. Decimal degrees are provided in North American Datum 1927 (NAD27) and North American Datum 1983 (NAD83).
- **TCEQ's USGS Topographic Map Viewer:** <http://www.tceq.state.tx.us/gis/drgview.html>. Searchable by Decimal degrees are provided in North American Datum 1983 (NAD83).
- **Microsoft Research Maps:** <http://msrmaps.com/advfind.aspx>. Searchable by street address.
- **Google Earth:** <http://www.google.com/earth/index.html>. Searchable by street address or visually.
- **Global positioning system (GPS)**
- **Satellite Imagery**
- **Map**