

**Texas Commission on Environmental Quality  
Form PI-1R Instructions**

**General Application for Air Permit Renewals**

**Table of Contents**

<b>Overview</b> .....	1
<b>Introduction</b> .....	1
<b>Who Needs a Permit Renewal?</b> .....	1
<b>Forms and Tables</b> .....	2
<b>Tips for a Speedy Administrative Review</b> .....	2
<b>Administrative Completeness</b> .....	2
<b>Additional Information</b> .....	2
<b>Inclusion of Standard Permits, Changes to Qualified Facilities and Permits by Rule (PBR)</b> .....	2
<b>Consolidation of Permits</b> .....	2
<b>Changes to Facilities as Part of a Permit Renewal</b> .....	3
<b>Small Business Information and Agency Contacts</b> .....	3
<b>Instructions for Form PI-1R</b> .....	3
<b>I. Applicant Information</b> .....	3
<b>II. Important General Information</b> .....	5
<b>III. Facility and Source Information</b> .....	6
<b>IV. Type of Permit Renewal and Associated Actions</b> .....	7
<b>V. Permit Fee Information</b> .....	9
<b>VI. Public Notice Information</b> .....	9
<b>VII. Renewal Certification Option</b> .....	11
<b>VIII. Technical Information</b> .....	12
<b>IX. State Regulatory Requirements</b> .....	15
<b>X. Federal Regulatory Requirements</b> .....	16
<b>XI. Copies of the Application</b> .....	18
<b>XII. Delinquent Fees and Penalties</b> .....	18
<b>XIII. Signature</b> .....	19

## Overview

Air permit holders must apply for renewal of their state permits on a periodic basis. Any permit issued before December 1, 1991 is subject for review for renewal 15 years after the date of issuance; or any permit issued or renewed on or after December 1, 1991 is subject for renewal every 10 years after the date of issuance. Permit renewals also provide an opportunity to consolidate authorizations for a site. Permit renewal applications are reviewed and approved by the Air Permits Division (APD) through information submitted on Form PI-1R, (General Application for Air Permit Renewals). The primary purpose of this form is to provide all administrative and technical information needed by the Texas Commission on Environmental Quality (TCEQ) to evaluate permit renewal applications for state new source review, special, flexible, voluntary emission reduction, electric generating facilities, multiple plants, pipeline facility, and voluntary emission reduction permits.

To apply for a permit renewal you should:

1. Read the requirements of Title 30 Texas Administrative Code § 116.311 (30 TAC § 116.311) and the Form PI-1R Instructions.
2. Determine if the facility meets all state requirements to obtain a permit renewal
3. Complete the TCEQ Core Data Form, the most current version of Form PI-1R, and attach all requested information. Send the application to the TCEQ at least six months but no earlier than 18 months prior to permit expiration.
4. Facility operation may continue as long as the application and fee are received within the specified deadlines.

The instructions and form contained in this document are intended to be comprehensive, with sufficient depth to cover the air quality permitting renewal requirements appropriate for a large and/or complex facility. Not all items apply to every application and if the permit has been through an amendment, alteration, or other action, portions of information need not be submitted. In addition, many applications for smaller and simpler facilities will not require the use of all information contained in this document.

## Introduction

The primary purpose of the Form PI-1R, (General Application for Air Permit Renewals) is to provide all administrative and technical information needed by the Air Permit Division (APD) to evaluate permit renewal applications. These instructions are intended for use by applicants and consultants to submit a complete renewal application to the Texas Commission on Environmental Quality (TCEQ). Review of applications and issuance of permits will be expedited by ensuring you have the most current version of the Form PI-1R and supplying all necessary documents and information with the application forms, including required permit fees.

## Who Needs a Permit Renewal?

The Texas Health and Safety Code § 382.055 (THSC § 382.055), also referred to as the Texas Clean Air Act (TCAA), and Title 30 Texas Administrative Code Chapter 116 (30 TAC Chapter 116) requires that the TCEQ provide written notice to the holder of any permit that the permit is scheduled for renewal. This notice will be provided by certified or registered United States mail. The notice shall specify the procedure for filing and the information to be included in the application. The application shall be completed by the holder of the permit and returned to the TCEQ at least six months, but no earlier than 18 months prior to the expiration date of the permit. Title 30 TAC Chapter 691 and House Bill 1393 of the Texas State 72nd Legislature allows the TCEQ to exempt a holder of a permit from any increased fee, or other penalty for failure to renew the permit, if the individual establishes, to the satisfaction of the TCEQ, the failure to renew in a timely manner occurred because the individual was on active duty in the United States Armed Forces serving outside the State of Texas.

Permits issued prior to December 1, 1991, were designated as construction permits (which contain the letter "C" or "S" preceding the permit number) or as operating permits (which contain the letter "R" or the letter "T")

preceding the permit number). Permits issued after December 1, 1991, were a combination construction and operating permit. The instructions contained here apply to either type permit.

### Forms and Tables

Various forms and tables have been developed to assist applicants in providing pertinent data about the type of operation, abatement device specifications, air contaminants emitted, and material balances applicable to the air contaminants associated with the permitted facility. Special attention should be directed towards providing adequate information with your renewal application. A lack of information may result in valuable review time lost due to repeated correspondence.

### Tips for a Speedy Administrative Review

The administrative review process will be more efficient and streamlined if you follow the suggestions outlined in the Fact Sheet – Tips for a Speedy Administrative Review at [www.tceq.texas.gov/permitting/air/guidance/permit-factsheets.html](http://www.tceq.texas.gov/permitting/air/guidance/permit-factsheets.html)

### Administrative Completeness

All applications will undergo an administrative review and must be administratively complete before a formal technical review of the application begins. To be considered administratively complete, applications must include a completed and signed Form.

PI-1R Core Data Form (if applicable), appropriate attachments and documentation, and the correct fee. Once an application is determined to be administratively complete, a public notice (Notice of Intent to Obtain a Permit) will be authorized by the TCEQ, which must be published by the applicant within 30 days as required by law.

### Additional Information

Applicants may be required to submit additional information as necessary in order to complete the administrative and technical review process. Any additional information submitted to the TCEQ becomes part of the application.

### Inclusion of Standard Permits, Changes to Qualified Facilities and Permits by Rule (PBR)

Changes to the facilities covered by the permit that is being renewed that were authorized by means other than a permit amendment are required to be rolled into the permit as follows:

- Permits by rule or standard exemptions 30 TAC Chapter 106 that modified the permitted facilities are required to be rolled into the permit under 30 TAC § 116.116(d)(2);
- Changes to qualified facilities 30 TAC § 116.116(e) are required to be rolled into the permit under 30 TAC § 116.117(c); and
- Standard permits 30 TAC § 116.601 are required to be rolled into the permit under 30 TAC § 116.615(3).

Sources authorized under a permit by rule that are not related to facilities covered by the permit to be renewed do not have to be included in the permit. Examples of sources that do not need to be included are backup generators at a coatings facility, comfort heating, or an employee cafeteria.

### Consolidation of Permits

The applicant may also wish to consolidate multiple permits into one permit during the renewal process. If a renewal letter has not been received for the remaining permits that are to be consolidated and they have a remaining term of six years or less, a request should be submitted to the TCEQ and an early renewal letter will be provided by the TCEQ. Once all permits are renewed a consolidated permit will be issued. If there are permits with a remaining term of greater than six years they may be consolidated into a single permit that is scheduled for renewal first without being renewed.

## Changes to Facilities as Part of a Permit Renewal

Changes to a facility that cannot be covered by a renewal include but are not limited to:

- A change in character of emissions. The addition of new chemical species cannot be included in a permit renewal application.
- An increase in emission rates on a short term or annual basis. This includes increases of a criteria pollutant as well as increases of a chemical species. Increases due only to a change in emission factors may be processed as part of the permit renewal.
- A change in the method of emission controls if the emission control is a source itself such as a thermal oxidizer or a flare.
- Construction of a new source or facility that does not meet the requirements of one or more permits by rule or a standard permit.

These types of changes will require an amendment or alteration to the permit as described in 30 TAC Chapter 116 to be obtained prior to, or concurrent with, the renewal. When an amendment to a permit is required, the Best Available Control Technology (BACT) must be applied to each emission source affected by the project.

### Consequences of Failure to Submit a Timely Renewal Application

If a permit renewal application is not submitted by the permit expiration date the permit will expire and if the facility continues to operate the owner or operator of the facility will be required to obtain a new permit as required by 30 TAC § 116.110. This permit application will require the use of BACT and a health effects evaluation using the current effects screening levels (ESLs).

### Small Business Information and Agency Contacts

For additional agency contacts, see Contact Information for Air Permit Applications (including Small Business Environmental Assistance) at [www.tceq.texas.gov/assets/public/permitting/air/airapp-contacts.pdf](http://www.tceq.texas.gov/assets/public/permitting/air/airapp-contacts.pdf).

The TCEQ also has an Air Quality Permitting fact sheet available to assist you in determining some of the other state or federal requirements you may need to know at [www.tceq.texas.gov/assets/public/permitting/air/factsheets/permit\\_factsheet.pdf](http://www.tceq.texas.gov/assets/public/permitting/air/factsheets/permit_factsheet.pdf).

## Instructions for Form PI-1R

### I. Applicant Information

#### A. Company or Other Legal Customer Name:

Permits are issued to either the owner or operator of the facility, commonly referred to as the applicant or permit holder. List the legal name of the company, corporation, or person who is applying for the permit. The legal name can be verified with the Texas Secretary of State at (512) 463-5555. The applicant may be asked by the TCEQ to correct the name provided on the Form PI-1R, if found to be different. In some cases, a copy of the legal document forming the entity may be requested to verify the legal name (general partnership, or trust filed with the county).

#### B. Company Official Contact Name and Title:

Please provide the name, title, address, telephone number, fax number, and e-mail address of the company official contact person. The company official must not be a consultant. All correspondence and issued permit documents will be sent via electronic copies unless hard copies are specifically requested through regular mail. The company official must initial section I.B. of the form if electronic copies are requested. Please ensure that the e-mail address provided for the company official is the most appropriate to receive time-sensitive correspondence from the TCEQ.

**C. Technical Contact Name and Title:**

Please provide the name, company, address, telephone number, fax number, and e-mail address of the person the TCEQ should contact for technical questions, and who has the authority to make binding agreements and representations on behalf of the applicant. This technical contact may be a consultant.

**D. Facility Location Information:**

Provide the street address of the facility, if available. If there is no street address, provide (in writing) driving directions to the site. Identify the location by distance and direction from well known landmarks, such as highway intersections. It is very important to also include the city and county where the facility will be located. If the address is not located in a city, then enter the city or town nearest to the facility even if it is not in the same county as the facility. The county indicated must be the county where the facility is physically located. Please include the ZIP code of the physical facility site, not the ZIP code of the facility mailing address.

Enter the latitude and longitude coordinates in degrees, minutes, and nearest second (DDD: MM: SS) or in decimal form for the street address or the destination point of the driving directions. Latitude indicates the angular distance of a location north of the equator and will always be between 25 and 37 degrees north (N) in Texas. Longitude indicates the angular distance of a location west of the prime meridian and will always be between 93 and 107 degrees west (W) in Texas. For help obtaining the latitude and longitude, you may view USGS maps, county maps prepared by the Texas Department of Transportation, or an online software application such as Google Earth.

**E. TCEQ Account Identification Number:**

This number is assigned by the TCEQ to the entire property owned or controlled by the applicant at a specific location. A typical example of an air quality account number is "JB 1234 R." Portable facilities are assigned account identification numbers which begin with a number, such as "92 1234-K." These identification numbers are being phased out by the TCEQ and no new account numbers will be assigned. They will be replaced with TCEQ Regulated Entity Number. Until you have been officially notified by the TCEQ Central Registry Program of the Regulated Entity Number, you must provide the account number. You may call (512) 239-5160 for assistance to obtain or verify the account number.

**F. TCEQ Core Data Form:**

The TCEQ requires that a Core Data Form (TCEQ No. 10400) be submitted on all incoming applications unless all of the following are met:

- a Regulated Entity and Customer Reference Numbers have been issued by the TCEQ; and
- the Regulated Entity and Customer Reference Numbers are known by the applicant and are indicated on the Form PI-1R; and no core data information has changed.

Note: The company and facility site information provided on the Core Data Form must be the same as provided on the Form PI-1R.

The Central Registry Program is a centralized area to keep a record of common information about TCEQ customers and regulated activities, such as the company names, addresses, and telephone numbers. The Central Registry provides the regulated community with a central access point within the agency to check on core data and to make changes when necessary. When core data about a facility is migrated to the Central Registry, two new identification numbers are assigned: the Customer Reference Number and the Regulated Entity Reference Number. The Core Data Form is required if your records are not yet part of the central registry or if the core data for your facility is changing. In other words, if this is the initial application, permit, or license for a facility site, then the

Core Data Form must be completed. If you are amending, modifying, or otherwise updating an existing site, the Core Data Form is not required unless the core data has changed. For more information on Central Registry go to the TCEQ website at [www.tceq.texas.gov/permitting/central\\_registry/guidance.html](http://www.tceq.texas.gov/permitting/central_registry/guidance.html).

**G. TCEQ Customer Reference Number:**

This is a unique number that TCEQ assigns to each business, governmental body, association, individual, or other entity that owns, operates, is responsible for, or is affiliated with a regulated entity. This number is assigned by the TCEQ when a Core Data Form is submitted to the TCEQ Central Registry Program.

**H. TCEQ Regulated Entity Number:**

This is a unique agency assigned number given to each person, organization, place, or thing that is of environmental interest to us and where regulated activities will occur. The RN is assigned when a Core Data Form is initially submitted to the Central Registry, if the agency has conducted an investigation, or if the agency has issued an enforcement action. The RN replaces existing air account numbers. The RN for portable units is assigned to the unit itself, and that same RN should be used when applying for authorization at a different location.

**II. Important General Information**

**A. Confidential Information:**

Any information related to secret or proprietary processes or methods of manufacture must be marked "CONFIDENTIAL" if you do not want this information in the public file. Confidential information must be separated from non-confidential information and submitted in a separate packet or envelope. Each page of information considered confidential must be marked "CONFIDENTIAL" when submitted to the TCEQ, preferably in large red letters at the bottom of each page. Such information must not appear on the same page with information that cannot be held confidential, such as the type of air contaminant or rate of emissions. You must present the confidential information in an abbreviated non-confidential format (process description, flow diagram, etc.) for inclusion in the public file and state in the public file that a confidential submittal exists. This is needed to maintain continuity in the public file. Information marked "CONFIDENTIAL" will be kept in a locked file separate from that part of the application considered to be "public records" under the Texas Public Information Act, Texas Government Code Chapter 552. Information designated confidential will not be disclosed to anyone other than the authorized permit holder or other agencies as otherwise provided by law. Company representatives may, upon presenting dated proof of affiliation and authorization, be given access to any files pertaining to their company.

The submittal of confidential information is governed by the TCAA § 382.041(a) and the Texas Public Information Act. The TCAA states in part: "[A] member, employee, or agent of the Commission may not disclose information submitted to the Commission relating to secret processes or methods of manufacture or production that is identified as confidential when submitted." In addition, the Attorney General of Texas Opinion Number H-836 (dated June 14, 1976) addresses the type of information that may be treated as confidential and who may access such data. The TCEQ policy regarding confidential information submitted in support of a permit application/request is summarized below.

- The specific names and amounts of air contaminants emitted into the atmosphere from a permitted facility cannot be classified as confidential.
- The amount paid by an applicant for the permit renewal application fee cannot be held confidential.

- Information which a company desires the agency to treat as confidential must be clearly labeled “CONFIDENTIAL” on each page. The information must be marked at the time of submittal. Confidential information should be separated from non-confidential information in a separate packet or envelope. The company should submit an appropriate non-confidential version that can be placed in the appropriate section of the public portion of the application to provide continuity and a complete review.

**B. Investigation or Enforcement Action:**

Indicate whether there is a related agency investigation, notice of violation, or enforcement action for this facility. If so, attach copies of any correspondence from the agency and regarding the investigation or enforcement action from the agency provide the RN associated with the investigation, notice of violation, or enforcement action in section I.H. of this form.

**C. Name and Address of County Judge (for Concrete Batch Plants):**

The TCAA § 382.0516 requires the TCEQ to notify the County judge of the area when a permit or permit amendment application for a concrete batch plant is received. Please provide the name and mailing address of the county judge for the location where the facility is or will be located. This information can be obtained at [www.txdirectory.com](http://www.txdirectory.com).

**D. Name and address of Presiding Officer (for Concrete Batch Plants):**

The TCAA § 382.0516 requires, if the facility is or will be located in a municipality or the extraterritorial jurisdiction of a municipality, the TCEQ to notify the presiding officer of the municipality’s governing body of the area when a permit or permit amendment application for a concrete batch plant is received. Indicate whether the facility is located in a municipality or the extraterritorial jurisdiction of a municipality. If it is, please provide the name(s) and mailing address of the presiding officer(s) (i.e. mayor, city manager) for the location where the facility is or will be located.

**III. Facility and Source Information**

**A. Site Name:**

Enter the name of the site for which the application is being submitted.

**B. Area Name/Type of Facility:**

Indicate the name of the area to be permitted. This name should be descriptive and indicate the general type of operation, manufacturing process, equipment, or facility which would be authorized under the permit (include any numerical designation, if appropriate). Examples of acceptable names are, “Sulfuric Acid Plant,” “No. 5 Steam Boiler,” “Electric Arc Furnace No. 2,” and “Fiberglass Boat Manufacturing Facility.” Vague names such as, “Chemical Plant” and “North Process Area” are not acceptable names. Also, check the appropriate box indicating whether the facility is permanent or portable. Hot mix asphalt plants and trench burners are typical portable facilities; a petroleum storage tank would be considered a permanent facility. For portable units, please provide the serial number(s) of the equipment being authorized.

**C. Principal Company Product or Business and Standard Industrial Classification (SIC) Code:**

All industries should have an SIC code which describes the main business activity at the site. A list of SIC codes can be found through the federal government’s website at [www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html). SIC codes have been replaced by the North American Industrial Classification System (NAICS). All industries should have an NAICS code which describes the main business activity at the site. A list of NAICS codes and the corresponding SIC codes can be found through the federal government’s website at [www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html).

**IV. Type of Permit Renewal and Associated Actions**

The questions in this section will determine the type of permit renewal. Failure to accurately represent all of the associated actions may require you to republish public notice for the permit renewal.

**A. Permit Number:**

Please list the current permit number to be renewed. Please confirm that the permit number is accurate before submitting your application. For more assistance call (512) 239-1250.

Permit Expiration Date: Please list the date when the permit would expire. Permits originally issued or renewed prior to December 1, 1991 have a 15-year term and permits originally issued or renewed after December 1, 1991 have a 10-year term.

**B. Permit Type:**

Please mark the appropriate box indicating what type of preconstruction permit was initially or subsequently obtained.

**C. Requirements, Limits, and Conditions of the Current Permit:**

Please indicate if the permitted facility is operating and has been operating in accordance with all the requirements, limits, and conditions of the current permit, including representations in the initial application, and any subsequent alternations, amendments, or other authorizations. If "No," please describe the differences and address their potential or pending authorizations.

**D. Permit Alterations Occurred:**

If permit alterations occurred since the initial issuance of the permit or the last renewal, indicate the dates of the TCEQ approval letters.

**E. Permit Amendments Occurred:**

If permit amendments or modifications have occurred since the initial issuance of the permit or the last renewal, indicate the dates of the TCEQ approval letters.

**F. Permit Actions Pending:**

If there are pending air permit actions with the TCEQ, list forms submitted to TCEQ and dates of submittal. Provide permit actions and dates for all currently pending with the TCEQ, including, but not limited to, permit alterations, permit amendments, Permit by Rule registrations, or standard permit registrations.

**G. Qualified Facility Changes:**

Please mark the appropriated box to indicate if qualified facility changes under 30 TAC § 116.116(e) was made to the permitted facilities since the initial issuance of the permit or the last renewal.

**H. Associated Federal Prevention of Significant Deterioration (PSD), Nonattainment (NA), or Major Source Hazardous Pollutants Federal Clean Air Act § 112(g) [FCAA §112(g)] permits:**

Provide all information regarding any federal permits, including PSD, NA or FCAA § 112(g) actions associated with this permit.

**I. Associated Permits by Rule (PBR) or Standard Exemptions:**

Indicate whether a PBR (formerly exemptions) is associated with this permit. If "YES," provide registration numbers and issue dates for all PBRs (formerly exemptions) associated with this permit. Permits by Rule and standard exemptions directly related to this permit are required by rule to be incorporated into the permit. Provide information on any units that will be rolled into the permit. Sources authorized under PBRs at the site that are not directly related to this permit are not required to be rolled into the permit.



Note: This precludes applicability of Renewal Certification Option (Section VII).

**J. Associated Standard Permits:**

Indicate whether a standard permit is associated with this permit. If “YES,” provide registration number and issue dates for all standard permits associated with this permit. Standard permits directly related to this permit are required by rule to be incorporated into the permit. Provide information on any units that will be rolled into the permit. Sources authorized under standard permits at the site that are not directly related to this permit are not required to be rolled into the permit.

Note: This precludes applicability of Renewal Certification Option (Section VII).

**K. Consolidation:**

Other permits at the site may be consolidated into one permit during the renewal process. Indicate whether other permits are to be consolidated into this permit. Permits to be consolidated with a remaining term of six years or less must be renewed prior to consolidation. If “Yes,” provide the permit numbers and submit renewal applications for these permits. If the remaining permit term is greater than six years provide the permit numbers.

Note: This precludes applicability of Renewal Certification Option (Section VII).

**L. Changes Triggering a Permit Amendment:**

Indicate if any of the following has occurred since the last amendment or renewal or is being proposed as part of this permit renewal:

- Construction of a new emission source.
- A change in character of emissions. The addition of new chemical species cannot be included in a permit renewal application.
- An increase in emission rates on a short term or annual basis. This includes increases of a criteria pollutant as well as increases of a chemical species.
- A change in the method of emission controls if the emission control is a source itself such as a thermal oxidizer or a flare.
- New pollutants. Indicate and list any new pollutants that are being added in the renewal process, not currently listed in the permit.

**M. Emission Factor Changes:**

Indicate if emission factors have changed since the last permitting action.

**N. Federal Operating Permit (FOP) under 30 TAC Chapter 122:**

Please indicate whether the facility is located at a site which must obtain an FOP permit under 30 TAC Chapter 122. If an FOP is pending or has been issued, please list the permit number(s). If you have questions about the FOP Program, please contact the TCEQ APD at (512) 239-1250.

**O. Other Actions:**

Provide actions and dates of submittals or approvals for all other permit actions that have occurred or are currently pending for facilities covered under the permit. This would include change of name or ownership or actions not otherwise covered above. It is also important to include information on any other permits or authorizations that covers the facilities under this permit.

**V. Permit Fee Information**

All permit renewal applications must be accompanied by an application fee at the time of application submittal. Review of a renewal application will not begin until required fees are received.

Please include the required fee and Table 30-R (Estimated Emissions and Fee Certification) with the application consistent with the requirements of 30 TAC § 116.313 and based on the allowable emission rates authorized under the permit. If an additional fee is required, the TCEQ will inform the applicant of the required fee difference. All fees must be received prior to issuance of the permit renewal. The amount of the application fee cannot be held as confidential. Recent legislation has provided for exemptions of fee payment for research projects by state agencies or institutions of higher education. Checks or money orders should be made payable to the TCEQ.

Note: The State Treasury will not accept checks drawn on foreign banks.

To verify receipt of payment or any other questions you may have regarding payment of fees to the TCEQ, please contact the TCEQ Financial Administration Division, Cashiers Office at (512) 239-0357.

**VI. Public Notice Information**

The TCAA § 382.056 requires that an applicant publish notice of intent to obtain a permit renewal, and, in certain circumstances, notice of preliminary decision. These notices must be published in a newspaper of general circulation in the municipality where the existing facility is located. The notice must include a description of the facility, the fact that a person who may be affected by emissions from the facility may request a public hearing and any other information the TCEQ requires by rule. The TCEQ has set forth these requirements in 30 TAC Chapter 39 (Public Notification).

When public notification is authorized by the TCEQ, the applicant should read very carefully the instructions and examples provided. The applicant must provide certification of sign posting and provide copies of the published notice to TCEQ, Environmental Protection Agency (EPA), and any local air pollution control programs as prescribed in the public notice instructions. It is very important that the applicant check each notice for accuracy. If there are significant errors in the published notice, these errors must be corrected and the notice republished as quickly as possible to prevent delays in the review process. Copies of the correctly published notice should be submitted to the appropriate agencies within 10 days of publication.

**A. Responsible Person:**

A designated representative for the applicant should be identified as the person responsible for ensuring public notice is properly published in the appropriate newspaper and signs are posted at the facility site. This person will be contacted directly when the TCEQ is ready to authorize public notice for the application. To expedite contact, e-mail and fax numbers are requested.

**B. Technical Contact:**

The TCAA § 382.056 requires that each public notice contain a technical contact to represent the applicant during the public comment period. This person is responsible for answering any questions from the general public regarding the application and their name and phone number will be listed in the public notice. This person may or may not be the technical contact for the permit application review.

**C. Application in Public Place:**

The TCAA § 382.056 also requires that applicants place a copy of the application at a public place in the county where the facility is located. Applicants are asked where in the county they are going to make the application available for public review and comment. The location must be a public place and described in the notice. A public place is a location which is owned and operated by

public funds (such as libraries, county courthouses, city halls) and cannot be a commercial enterprise. Applicants are required to pre-arrange this availability with the public place indicated on the Form PI-1R. The application must remain available from the first day of publication through the designated comment period. If the application is submitted to the TCEQ with information marked as confidential, applicants are required to indicate which specific portions of the application are not being made available to the public. These portions of the application must be accompanied with the following statement:

“Any request for portions of this application that are marked as confidential must be submitted in writing, pursuant to the Public Information Act, to the TCEQ Public Information Coordinator, MC 197, P.O. Box 13087, Austin, Texas 78711-3087.”

Some applicants will be required to publish a second notice, Notice of Application and Executive Director’s Preliminary Decision (2nd notice), after the application is technically complete and the TCEQ Executive Director has made a preliminary decision. If the 2nd Notice is required, the applicant is required to place an updated copy of the complete application and the TCEQ Executive Director’s preliminary decision (including the draft Technical Review and draft Permit Conditions) at the same public place in the county where the facility is located. The application must remain available from the first day of publication through the designated comment period. Again, if the application contains confidential information, the applicant is required to indicate such in the public file.

**D. Small Business Classification:**

[HB 3430 changed Texas Government Code § 2006.001(2) and (3)] (80th Legislative). If a permit is being requested by a small business, the rules allow for alternative public notification requirements if all of the following are met:

- the company has fewer than 100 employees or less than \$6 million in annual gross receipts;
- the source is not a major stationary source under the federal operating permit requirements;
- the site does not emit 50 tons per year or more of any individual regulated air contaminant; and
- the site does not emit 75 tons per year or more of all regulated air contaminants combined.

If these requirements are met, public notice does not have to include publication of the prominent (15 square inch) newspaper notice, which has been found to be a significant cost of newspaper publication.

**E. Bilingual Notice:**

In some cases, public notice in an alternate language is required. The questions on the Form PI 1R are designed to assist applicants to determine if a bilingual notice is necessary. If an elementary or middle school nearest to the facility offers a bilingual program, a bilingual notice will be required. If there is not, but children who would normally attend those schools are eligible to attend bilingual programs elsewhere in the school district, the bilingual notice will also be necessary. If it is determined that alternate language notice is required, applicants are responsible for ensuring that the publication in the alternate language is complete and accurate in that language. Electronic versions of the Spanish template examples and glossary of air contaminant terms are also available through the TCEQ website at [www.tceq.texas.gov/permitting/air/bilingual](http://www.tceq.texas.gov/permitting/air/bilingual).

## VII. Renewal Certification Option

If the answer is, "NO," to each of the following questions in this section, the applicant does not need to complete Sections VIII through X. Continue on to Sections XI and XII.

- A. Does the permitted facility emit an air contaminant on the watch list and is the permitted facility located in area on the watch list? The watch list of air contaminants and locations can be found on the Web at [www.tceq.texas.gov/toxicology/apwl/apwl.html](http://www.tceq.texas.gov/toxicology/apwl/apwl.html).
- B. Is the permitted facility required to participate in the Houston/Galveston (HGA) cap and trade program (30 TAC § 115, Subchapter H) for highly reactive volatile organic compounds (HRVOCs) as defined in 30 TAC 115.10. HGA includes Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, and Waller Counties. Do the HRVOCs need to be speciated on the maximum allowable emission rates table (MAERT)? If this permit authorized emission of ethylene, propylene, 1, 3 butadiene, or butenes, these emissions must be speciated on the MAERT.
- C. Does the facility have an unsatisfactory compliance history? The compliance history rating for the company and the site can be found on the Web at [www2.tceq.texas.gov/oce/ch/](http://www2.tceq.texas.gov/oce/ch/) by entering the regulated entity number or customer name.
- D. Is the permit to be renewed a Flexible Permit under 30 TAC § 116 Subchapter G or an Existing Facilities Flexible Permit under 30 TAC § 116 Subchapter H?
- E. Does this permit require the inclusion of marine vessel loading emissions?
- F. Is there a concurrent amendment application submitted with this renewal application? Is there a permit amendment application currently under review for this permit? If, so the permit will be renewed upon completion of the amendment.
- G. Are Compliance Assurance Monitoring (CAM) conditions required in the permit? Applicability of CAM is discussed [www.tceq.texas.gov/assets/public/permitting/air/Guidance/Title\\_V/compliance.pdf](http://www.tceq.texas.gov/assets/public/permitting/air/Guidance/Title_V/compliance.pdf).
- H. Are scheduled maintenance, startup, or shutdown emissions not authorized by PBR or standard permit, required to be authorized in the permit?
- I. Are any of the following actions being requested at this time?
  - o Are there any facilities that have been permanently shutdown that are proposed to be removed from the permit?
  - o Are there any PBR authorizations that need to be or are proposed to be incorporated by consolidation into the permit?
  - o Have the emissions factors changed for any source; or have the emissions calculation methodology changed for any source? Has a newer version of Compilation of Air Pollutant Emission Factors (AP 42) been adopted with new emission factors? AP-42 can be found at [www.epa.gov/ttn/chief/ap42/index.html](http://www.epa.gov/ttn/chief/ap42/index.html). As a result, do changes need to be made to the permit in order to remain in compliance?
  - o Is this permit being consolidated into another permit or are other permits being consolidated into this permit as part of this renewal?
  - o Are sources or facilities that have always been present and represented, but never identified in the permit, proposed to be included with this renewal?
  - o Are there any changes to the present special conditions or MAERT being proposed?

- J. If comments are received in response to the public notice, the application becomes ineligible for the certification option.

If eligible, the option should be chosen; enclose a copy of the current permit special conditions and maximum allowable emissions tables.

## VIII. Technical Information

### A. Area Map:

Provide an area map that should be adequate for a person who has never visited the area to be able to find the site. If an effects review is required, significant landmarks such as buildings, residences, schools, parks, churches, hospitals, day care centers, etc., should be noted. Please note the name and location of all schools within 3,000 feet of the site boundary. Texas law requires that these schools are reviewed for potential emissions impacts. Check the appropriate box on Form PI-1R to indicate whether there are any schools within 3,000 feet of the facility.

The APD prefers that applicants submit a representation of the site property line on 7.5 minute series United States Geological Survey (U.S.G.S.) topographical maps (scale is equal to 1:24,000). If the site is sufficiently large that it is impractical to depict the site property on a 1:24,000 scale map, other U.S.G.S. topographical maps of larger scales (1:100,000 or 1:250,000) may be acceptable. Paper maps can be obtained directly from the U.S.G.S. or through local map suppliers. For more information on how to order paper maps or locate your nearest U.S.G.S. map supplier, go to [www.usgs.gov](http://www.usgs.gov) phone toll-free (888) ASK USGS (275 8747), or (303) 202-4700. Electronic versions of the paper maps can be obtained free of charge from the Texas Natural Resource Information Service (TNRIS) at [www.tnris.org](http://www.tnris.org). If the most recent U.S.G.S. topographical maps do not accurately represent the surrounding land use since the map was last updated, aerial photography can be obtained free of charge at [www.tnris.org](http://www.tnris.org). The images are scalable to 1:24,000 and have a one meter resolution so that buildings and other structures can be clearly seen.

Should the applicant not use a U.S.G.S. map or a TNRIS aerial photograph, the area map must show all of the same features present on a U.S.G.S. map which include a true north arrow, a scale, the entire plant property and the location of the property relative to prominent geographical features such as highways, roads, streams, and significant landmarks such as buildings, residences, schools, parks, and churches.

### B. Plot Plan:

Provide a plot plan that should clearly show a scale, a north arrow, all property lines, emission points, buildings, tanks, process vessels, other process equipment, and two bench mark locations (preferably UTM coordinates). Should you submit the plot plan electronically, the preferred format to use is \*.dxf or \*.dwg file formats. Labeling listing identification of emission points, buildings, tanks, etc., must be consistent with other representations in the permit application such as emission calculations, process flow diagrams, Table 1(a) (Emission Point Summary Table) air dispersion modeling, air quality analysis reports, and, if required, the separately filed TCEQ emissions inventory. For facilities with a large number of emission points, a legend should be included on the plot plan that lists the emission point number (EPN), emission point name and its location in plant coordinates or UTM Coordinates.

All emission points on the affected property must be identified. This includes all authorizations, for example, construction permits, permits by rule, or standard permits. Please provide a table of emission points indicating the authorization type and authorization identifier, such as a permit number or rule citation under which each emission point is currently authorized. A review of TCEQ files for this site may be necessary to determine this information.

If dispersion modeling is required for an air quality analysis, a separate table cross referenced to the plot plan should be submitted listing building, tank, and other downwash structure heights.

**C. Process Flow Diagram and Process Description:**

A process flow diagram is required for all permit applications so that the APD permit reviewer can verify all technical information regarding the affected facility. Permit reviewers know only what you tell them about your process or business. It is important that the information you provide is complete and accurate. Please note that changes to the process since the permit was issued, last amended, or renewed may require that the permit be amended.

After a picture has been developed of your process, describe exactly how your business operates. A good way to do this is by telling the permit reviewer, step by step, what you do with each material that comes into your business. For example, you store it, use all or part of it in a process, create a product, and when and how the product moves out the door. You may have some of the material left as waste. Account for all of the materials you use. Tell the permit reviewer what you do with it at every step. It can be helpful to draw a process flow diagram by drawing boxes linked by lines to visually show the process you are describing.

The process description should assist the permit reviewer through the process with emphasis on where the emissions are generated, why the emissions must be generated, what air pollution controls are used (including process design features that minimize emissions), and where the emissions enter the atmosphere. Your process description should tell the permit reviewer how you will be operating if you produce the maximum possible emissions. This will probably be your highest production rate. Each step in the process should be discussed and should refer to the process flow diagram. When applicable, cycle times, reaction times, temperatures, pressures, material flow rates, and production rates should be discussed. Be specific, and do not use generalities such as "a small amount," "sometimes," and "occasionally opened."

Detailed piping and instrumentation drawings are usually not required. Only those system components directly relevant to the evaluation of air quality impacts need be included. Block flow diagrams generally are not sufficient except for very simple facilities such as boilers. The flow diagram should be sufficiently descriptive to enable the APD permit reviewer to determine the raw materials to be used in the process, all major processing steps, all major equipment items, individual emission points associated with each process step, the location and identification of all emission abatement devices, and the location and identification of all waste streams (including wastewater streams that may have associated emissions). The APD permit reviewer will evaluate the project based on a total material balance (all streams into the system and all streams out). The reference equipment numbers, process nomenclature and emission point numbers on the flow diagrams must be consistent with the information on Table 1(a), Table 2 (Material Balance Table) plot plan and TCEQ emission inventory.

**D. Maximum Operating Schedule:**

Provide the maximum operating schedule of the facility in terms of maximum hours per day, maximum days per week, maximum weeks per year, and total hours per year. If process units are operated at varying schedules throughout the year, the overall schedule must account for these variations. For example, if a facility which is normally operated 8 hours per day and 5 days per week and is operated on a weekend, or more than 8 hours per day, list the schedule which will provide adequate flexibility. If the facility only operates seasonally, please provide a short description on when operations occur, for example; "March through September: 10 hour/day, 7 day/week; October through February: 2 hour/day, 1 day/week".

**E. Maximum Emissions Data and Calculations:**

At a minimum, the application must represent the maximum hourly and total annual emission rates of the facility. These rates, once verified and reviewed, will be included in the Maximum Allowable Emission Rate Table (MAERT) issued with the permit.

- Maximum hourly emission rates (pounds per hour) should be based on the maximum (design) production capacity of the facility. Dividing the average annual emissions (tons per year) by the annual hours of operation in order to determine hourly emissions (pounds per hour) is often unacceptable.
- Annual emission rates (tons per year) should be reflective of the maximum operation throughout any consecutive 12 month period.
- The emission calculations should include a discussion of how the hours of operation are related to emission rates on a short-term (maximum pounds per hour) and long-term (maximum tons per year) basis.
- Variations in emissions must be clearly identified and accounted for in the maximum hourly and annual emission rates, if the process is a non-continuous batch operation, or there are widely varying operating scenarios. Additional information should be supplied to describe the emission variations.
- In most cases, supporting calculations and technical bases for the estimates are required. Include copies of the calculations and discuss any assumptions made. Spreadsheets should be formatted so that the process rates, emission factors and control efficiencies and their units of measure are readily visible allowing the permit reviewer to easily duplicate a portion of the calculations.
- Include emission rate information for each air contaminant. Chemicals must be identified specifically, for example “Methanol” rather than “hydrocarbons” or “polyester/styrene resin dust” and “iron dust” rather than “dust.” Material Safety Data Sheets, Air Quality Data Sheets, or equivalent supporting documents should be supplied for all mixtures which contain potential air contaminants. Weight percentages of the constituents listed on a Material Safety Data Sheet (MSDS) or an Air Quality Data Sheet (AQDS) must add up to 100 percent or greater.
- The applicant must provide an adequate demonstration of expected continuous compliance with the permitted emission rates. The APD permit reviewer must be able to duplicate all emissions calculations with the information supplied by the applicant.
  - a. Emission Point Summary Table 1(a): The Table 1(a) summarizes all emission points and associated hourly and annual emissions as well as describing the physical parameters of each emission point. These values will be the basis of the technical review of the permit application and, ultimately, the development of maximum allowable emission rates (MAER). Table 1(a) is located on the APD, TCEQ website at [www.tceq.texas.gov/search\\_forms.html](http://www.tceq.texas.gov/search_forms.html).
- An emission point is defined as the point from which air contaminants enter the ambient air. This point should be identified with a unique alphanumeric identification number of no more than ten characters.
- All emission sources covered by this permit must be listed on Table 1(a).
- Chemicals must be identified specifically, for example, “Methanol,” rather than “hydrocarbons,” “polyester/styrene resin dust,” “iron dust,” “limestone dust,” “silica sand dust,” rather than “dust.” MSDS or AQDS that include weight percentages that total to 100 percent or greater should be supplied for all materials which contain potential air contaminants unless an alternative method of identification and quantification of specific air contaminants has been approved prior to submittal of the application. Large groups of data may be attached to the application as appendices.
- Clearly discuss and document the total emissions in pounds per hour and tons per year of each pollutant (for example, SO<sub>2</sub>, PM) for which the application is to be evaluated. Facilities

with a large number of emission points as well as multiple species of air contaminants per emission point may provide a separate table which contains the emission rates by emission point broken into separate species. For these types of facilities the Table 1(a) should list the criteria pollutant emission rates.

- If modeling is required, emission points must be identified by UTM coordinates (in meters) on Table 1(a). Location of individual emission points by latitude and longitude on Table 1(a) is not sufficiently precise because one second of latitude or longitude is on the order of 100 feet. UTM reference coordinates may be obtained from U.S.G.S. topographical maps or TNRIS aerial photographic imagery. Accuracy in specifying the coordinates of all emission points is critical in maintaining the integrity of the TCEQ emissions inventory.

Stack parameters should be presented on Table 1(a). Horizontal discharges or rain hats should be noted on the table or on a separate attachment.

- Material Balance Table 2: A material balance may be required for some applications to confirm technical emissions information. Table 2 is adequate for some process material balances, and additional sheets may be used if necessary. Values in Table 2 must be consistent with those in Table 1(a) and other application submittal. Complex material balances may be presented on spreadsheets or indicated on process flow diagrams where the material balance stream numbers are consistent with the stream numbers in the process flow diagram. All materials in the process should be addressed whether or not they directly result in the emission of an air contaminant.
- Equipment, Process, or Control Device Tables: To facilitate review of applications, the TCEQ has developed tables to identify important parameters for some common equipment types. Depending on the type of facility to be permitted, one or more of these tables may be required as a part of the application. These tables are available through the TCEQ APD website at [www.tceq.texas.gov/permitting/air/bilingual](http://www.tceq.texas.gov/permitting/air/bilingual).
- Routine Maintenance, Start-up, and Shutdown Emissions: Permit holders have the option to include emissions from facility maintenance which occur on a predictable basis in a permit. In addition, routine start-up and shutdown activities associated with maintenance or due to batch process operations may be included in permits. The inclusion of maintenance start-up and shutdown emissions is voluntary and follows current policy guidance which can be found on the TCEQ APD website at [www.tceq.texas.gov/permitting/air](http://www.tceq.texas.gov/permitting/air). If maintenance start-up and shutdown emissions are included in the application, all supporting calculation information and operating parameters should be submitted, along with information demonstrating compliance with all applicable TCEQ rules and regulations. The TCEQ does not permit upset emissions and emission events should be reported as specified in 30 TAC § 101.201.

## IX. State Regulatory Requirements

Applicants are required to submit itemized information and/or analysis that will demonstrate that all general application requirements as specified in 30 TAC § 116.311 are met. Each requirement in 30 TAC § 116.311 must be addressed in the application.

### A. Measure Emissions of Significant Air Contaminants:

The applicant must show how significant emissions have been or will be measured (stack sampling, ambient monitoring, continuous emissions monitoring, detailed record keeping, leak detection, and repair program for fugitive emissions) to demonstrate ongoing compliance with permit limitations. Enforceable permit conditions will be based on measures which provide for adequate demonstration of continuous compliance.

### B. Emission Controls:



If the TCEQ determines it necessary to avoid a condition of air pollution or to ensure compliance with otherwise applicable federal or state air quality control requirements the applicant may be required to show how the permitted facility uses emission controls which are economically reasonable and technically practicable considering the age of the facility.

**C. Requirements of 30 TAC Chapter 115:**

The applicant must show if any requirements of 30 TAC Chapter 115, Control of Air Pollution from Volatile Organic Compounds, apply to the permitted facility and demonstrate that the permitted facility complies with the applicable requirements. This chapter requires certain facilities and activities to operate within specific limitations and, during permit renewal applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb VOC/gal, vapor pressures etc.); or how exemption criteria are met. Copies of these rules can be found through the TCEQ website at [www.tceq.texas.gov/nav/rules/rules\\_rulemaking.html](http://www.tceq.texas.gov/nav/rules/rules_rulemaking.html).

**D. Requirements of 30 TAC Chapter 117:**

The applicant must show if any requirements of 30 TAC Chapter 117, Control of Air Pollution from Nitrogen Compounds apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable requirements. This chapter requires certain facilities and activities to operate within specific limitations and, during permit renewal applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, g/hp-hr etc.); or how exemption criteria are met. Copies of these rules can be found through the TCEQ website at [www.tceq.texas.gov/rules/rules\\_rulemaking.html](http://www.tceq.texas.gov/rules/rules_rulemaking.html).

**E. Houston/Galveston Nonattainment:**

A facility or group of facilities located at a site in the Houston/Galveston nonattainment area with the potential for nitrogen oxides (NO<sub>x</sub>) emissions, may be subject to 30 TAC § 101[H][3], (Mass Emissions Cap and Trade). These rules apply to all stationary facilities at sites in the eight county Houston/Galveston nonattainment area (Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller) that have a combined uncontrolled design capacity to emit 10 tons per year or more of NO<sub>x</sub> and are subject to the emission specifications under 30 TAC §§ 117.106, 117.206, and 117.475. Authorized NO<sub>x</sub> emissions increases at sites subject to the Mass Emissions Cap and Trade Program may need to obtain allowances.

**X. Federal Regulatory Requirements**

**A. New Source Performance Standards (NSPS):**

The applicant must show if any requirements of Title 40 Code of Federal Regulations Part 60 (40 CFR Part 60) apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NSPS requirements. The NSPS requires certain facilities and activities to operate within specific limitations and, during permit renewal; applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, g/hp-hr, lb VOC/gallon solids etc.); or continuous emissions monitoring system (CEMS) data.

A list of NSPS subparts may be found on the TCEQ New Source Review website at [www.tceq.texas.gov/permitting/air](http://www.tceq.texas.gov/permitting/air) and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 60 for specific details concerning applicability of the

standards. Generally, the effective date of an NSPS subpart is the date of proposal. Copies of these standards can be found on the Government Printing Office website at [www.ecfr.gov/](http://www.ecfr.gov/).

**B. National Emission Standards for Hazardous Air Pollutants (NESHAP):**

The applicant must show if any requirements of 40 CFR Part 61 apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NESHAP requirements. The NESHAPs requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, tpy of benzene throughput etc.); or continuous emissions monitoring system (CEMS) data.

A list of NESHAP subparts may be found on the TCEQ New Source Review website at [www.tceq.texas.gov/permitting/air](http://www.tceq.texas.gov/permitting/air) and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 61 for specific details concerning applicability of the standards. Copies of these standards can be found on the Government Printing Office website at [www.ecfr.gov/](http://www.ecfr.gov/).

**C. Maximum Achievable Control Technologies (MACT) for NESHAP Source Categories:**

The applicant must show if any requirements of 40 CFR Part 63 apply to the permitted facility and demonstrate that the permitted facility is complying with the applicable NESHAP requirements. The NESHAPs requires certain facilities and activities to operate within specific limitations and, during permit renewal, applicants should list how compliance with the standards has been met. This should include; a discussion of how the emission controls (if any are required) meet rule requirements; how work practices meet rule requirements; calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, lb VOC/gallon solids, lb VOC /lb coating etc.); or continuous emissions monitoring system (CEMS) data.

A list of MACT subparts and the list of 188 HAPS may be found on the TCEQ New Source Review website at [www.tceq.texas.gov/permitting/air](http://www.tceq.texas.gov/permitting/air) and is subject to change without notice. Applicants should refer to the current version of 40 CFR Part 63 for specific details concerning applicability of the standards. Copies of these standards can be found on the Government Printing Office website at [www.ecfr.gov/](http://www.ecfr.gov/).

**XI. Copies of the Application**

Retain at least one copy of the application for your own records. Please mark the appropriate boxes on Form PI-1R to indicate all of the copies sent to the TCEQ. Failure to distribute copies of the application may delay processing. Also, all subsequent correspondence should be copied to the TCEQ regional office and local Air Pollution Control Program(s), as appropriate. Please indicate to whom copies have been sent on the cover letter of any subsequent correspondence. Please do not attach a copy of Form PI-1R to subsequent correspondence unless specifically requested, as this may cause another registration file to be created. Please indicate the assigned TCEQ permit number, TCEQ air quality account number, and permit reviewer, if known, on all subsequent correspondence.

Who	Where	What
Revenue Section, TCEQ	Regular, Certified, Priority Mail Mail Code 214, P.O. Box 13088, Austin, Texas 78711-3088 OR Hand Delivery, Overnight Mail Mail Code 214, 12100 Park 35 Circle, Building A, Third Floor, Austin, Texas 78753	Fee (money order or check); 1 copy of Form PI-1R; 1 copy of the Core Data Form
Air Permits Initial Review Team (APIRT), TCEQ	Regular, Certified, Priority Mail Mail Code 161, P.O. Box 13087, Austin, Texas 78711-3087 OR Hand Delivery, Overnight Mail Mail Code 161, 12100 Park 35 Circle, Building C, Third Floor, Room 300 W, Austin, Texas 78753 Note: The official application cannot be faxed to the TCEQ.	Original Form PI-1R; Original Core Data Form; and Originals of all attachments
Appropriate TCEQ Regional Office	To find your regional office address go to <a href="http://www.tceq.texas.gov/about/directory/region/reglist.html">www.tceq.texas.gov/about/directory/region/reglist.html</a> or call (512) 239-1250	1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments
Appropriate Local Air Pollution Control Program(s)	To find your local air pollution control programs go to <a href="http://www.tceq.texas.gov/permitting/air">www.tceq.texas.gov/permitting/air</a> or call (512) 239-1250	1 copy of Form PI-1R; 1 copy of Core Data Form; and 1 copy of all attachments

OPTIONAL: In order to expedite processing of permit applications, an applicant may send an additional copy of the Form PI-1R, Core Data Form and all attachments to the Air Permits Initial Review Team. This copy will be forwarded to the permitting section for the technical review. Please mark the Form PI-1R, Core Data Form, and all attachments as "COPY."

**XII. Delinquent Fees and Penalties**

Notice: This form will not be processed until all delinquent fees and/or penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ is paid in accordance with the "Delinquent Fee and Penalty Protocol." For more information regarding Delinquent Fees and Penalties, go to the TCEQ website at: [www.tceq.texas.gov/agency/fees/delin](http://www.tceq.texas.gov/agency/fees/delin).

**XIII. Signature**

Application for a permit renewal must be made by the owner or operator of the facility. The appropriate company official (owner, plant manager, president, vice president, or environmental director) must sign all copies of the application. It is not appropriate for the applicant's consultant to sign the application.

Note: Signatures must be original and in ink, not reproduced by photocopy, fax, or other means, and must be received by the TCEQ prior to any permit being issued.

Customers may use the TCEQ website to determine application receipt and status throughout the process, as well as obtain guidance and application documents relating to air permitting at [www.tceq.texas.gov/permitting/air](http://www.tceq.texas.gov/permitting/air).

For questions relating to the initial receipt and administrative review of the application, please contact the TCEQ Air Permits Initial Review Team at (512) 239-1250 or fax number (512) 239-4500.

For questions relating to the technical review or any other questions relating to air permitting, please contact the TCEQ Air Permits Division at (512) 239-1250 or fax number (512) 239-1300.

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 1)**

<b>I. Applicant Information</b>		
A. Company or Other Legal Name:		
Texas Secretary of State Charter/Registration Number (if applicable):		
B. Company Official Contact Information: ( <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other: ) _____		
Name:		
Title:		
Mailing Address:		
City:	State:	ZIP Code:
Telephone No.:	Fax No.:	
E-mail Address:		
<i>All permit correspondence will be sent via electronic copies unless hard copies are specifically requested through regular mail. The company official must initial here if hard copy correspondence is requested.</i>		
_____		
C. Technical Contact Information: ( <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other: ) _____		
Name:		
Title:		
Company Name:		
Mailing Address:		
City:	State:	ZIP Code:
Telephone No.:	Fax No.:	
E-mail Address:		
<b>D. Facility Location Information</b>		
Street Address:		
If no street address, provide written driving directions to the site: (attach description if additional space is needed)		
City:	County:	ZIP Code:
Latitude (nearest second):		Longitude (nearest second):

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 2)**

<b>I. Applicant Information (continued)</b>		
E. TCEQ Account Identification Number:		
F. Is a TCEQ Core Data Form (TCEQ Form No. 10400) attached?		<input type="checkbox"/> YES <input type="checkbox"/> NO
G. TCEQ Customer Reference Number (leave blank if unknown):		
H. TCEQ Regulated Entity Number (leave blank if unknown):		
<b>II. Important General Information</b>		
A. Is confidential information submitted with this application?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," is each "CONFIDENTIAL" page marked "CONFIDENTIAL" in large red letters?		<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Is there a related notice of violation, or enforcement action for this facility?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, attach a copy of any correspondence from the agency and provide the RN in Section I.H. above.		
<b>For Concrete Batch Plant</b>		
C. Name of the County Judge for this Facility Site:		
Mailing Address:		
City:	State:	ZIP Code:
D. Is the facility located in a municipality or an extraterritorial jurisdiction of a municipality?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list the Name(s) of the Presiding Officer(s) for this Facility Site:		
Mailing Address:		
City:	State:	ZIP Code:
<b>III. Facility and Source Information</b>		
A. Site Name:		
B. Area Name:		
Type of Facility:		<input type="checkbox"/> Permanent <input type="checkbox"/> Portable
For portable units, please provide the serial number of the equipment being authorized below.		
Serial No:	Serial No:	

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 3)**

<b>III. Facility and Source Information (continued)</b>	
C. Principal Company Product or Business:	
Primary Standard Industrial Classification (SIC) Code:	
North American Industrial Classification System (NAICS) Code:	
<b>IV. Type of Permit Renewal and Associated Actions (Failure To Represent All Associated Actions May Require You To Republish Public Notice)</b>	
A. Permit Number:	Permit Expiration Date:
B. Permit Type: <i>(check all that apply)</i>	
<input type="checkbox"/> State Permit <input type="checkbox"/> Flexible Permit <input type="checkbox"/> Multiple Plant <input type="checkbox"/> Special Permit <input type="checkbox"/> Other: _____	
C. Is the facility being operated in accordance with all requirements, limits, and conditions of the current permit, including representations in the initial application and any subsequent alterations, amendments, or other authorizations?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If "NO," describe potential or pending authorization(s):	
D. Have permit <b>alterations</b> occurred since originally issued or last renewed?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If "YES," list dates of approval:	
E. Have permit <b>amendments</b> occurred since originally issued or last renewed?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If "YES," list dates of approval:	
F. Are there any permit actions pending before the TCEQ?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If "YES," list actions and dates of submittal:	
<b>Actions</b>	<b>Dates</b>
G. Have any qualified facility changes under 30 TAC § 116.116(e) occurred since originally issued or last renewed?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 4)**

<b>IV. Type of Permit Renewal and Associated Actions (Failure To Represent All Associated Actions May Require You To Republish Public Notice) (continued)</b>	
<b>H.</b> Are there any associated federal Prevention of Significant Deterioration (PSD), Nonattainment (NA) or major source hazardous pollutants Federal Clean Air Act § 112(g) permits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list all associated federal permit numbers and issue or modification dates:	
<b>Federal Permit Numbers</b>	<b>Issue or Modification Dates</b>
<b>I.</b> Are there any Permits by Rule (PBR) or standard exemptions associated with this permit to be rolled in?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list all associated registration numbers and issue dates: <i>Note: This precludes applicability of Renewal Certification Option (Section VII).</i>	
<b>Registration Numbers</b>	<b>Issue Dates</b>
<b>J.</b> Are there any standard permits associated with this permit to be rolled in?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list all associated registration numbers and issue dates: <i>Note: This precludes applicability of Renewal Certification Option (Section VII).</i>	
<b>Registration Numbers</b>	<b>Issue Dates</b>
<b>K.</b> Are there any other permits to be consolidated into this permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," indicate the affected permit numbers and attach a permit renewal application for each permit: <i>Note: This precludes applicability of Renewal Certification Option (Section VII).</i>	
<b>Permit Numbers</b>	



**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 5)**

<b>IV. Type of Permit Renewal and Associated Actions (continued)</b> <b>(Failure to represent all associated actions may require you to republish Public Notice)</b> <b>(continued)</b>	
<b>L.</b> Have any of the following changes been made to or proposed for the facilities covered by this permit since it was last amended or renewed?	
Construction of a new emission source.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The emission of new chemical species - a change in character of emissions.	<input type="checkbox"/> YES <input type="checkbox"/> NO
An increase in emission rates on a short term or annual basis. This includes increases of a Criteria pollutant as well as increases of a chemical species.	<input type="checkbox"/> YES <input type="checkbox"/> NO
A change in the method of emission control if the emission control is a source itself such as a thermal oxidizer or flare.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are new pollutants being added in the renewal process, not currently listed in the permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list all additional pollutants.	
If "YES," to any question in IV. L., a concurrent permit amendment is required before the permit can be renewed.	
<b>M.</b> Have emission factors changed since the last permitting action?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>N.</b> Is this facility located at a site required to obtain a federal operating permit under 30 TAC Chapter 122?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a site operating permit (SOP) or general operating permit (GOP) review pending for this source, area, or site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is an SOP or GOP issued for this source, area, or site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
List SOP or GOP number(s):	
<b>O.</b> Are there other actions associated with facilities covered under this permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list actions and dates of submittals or approvals:	
Actions	Dates

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 6)**

<b>V. Permit Fee Information</b>			
Check, Money Order, Transaction Number, or ePay Voucher Number:			
Fee Amount: \$			
Paid online?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Company name on check:			
Is a Table 30-R (Estimated Emissions and Fee Certification) attached?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>VI. Public Notice Information</b>			
<b>A. Responsible Person:</b> ( <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:) _____			
Name:			
Title:			
Mailing Address:			
City:	State:	ZIP Code:	
Telephone No.:		Fax No.:	
E-mail Address:			
<b>B. Technical Contact:</b> ( <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:) _____			
Name:			
Title:			
Mailing Address:			
City:	State:	ZIP Code:	
Telephone No.:		Fax No.:	
E-mail Address:			
<b>C. Application in Public Place:</b>			
Name of Public Place:			
Physical Address:			
City:		County:	
Has the public place granted authorization to place the application for public viewing and copying?			<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 7)**

<b>VI. Public Notice Information (continued)</b>	
<b>D. Small Business Classification:</b>	
Does this company (including parent companies and subsidiary companies) have fewer than 100 employees or less than \$6 million in annual gross receipts?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the site a major source under 30 TAC Chapter 122, Federal Operating Permit Program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the site emissions of any individual air contaminant greater than 50 tpy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the site emissions of all air contaminant combined greater than 75 tpy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>E. Bilingual Notice Confirmation:</b>	
Is a bilingual program required by the Texas Education Code in the School District?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the children who attend either the elementary school or the middle school closest to your facility eligible to be enrolled in a bilingual program provided by the district?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," which language is required by the bilingual program?	
<b>VII. Renewal Certification Option</b>	
<b>A.</b> Does the permitted facility emit an air contaminant on the watch list? Is the permitted facility located in an area on the watch list?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>B.</b> Is the permitted facility required to participate in the Houston/Galveston Area (HGA) cap and trade program for highly reactive VOCs? In addition, do the HRVOCs need to be speciated on the maximum allowable emission rates table (MAERT)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>C.</b> Does the company have an unsatisfactory compliance history?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D.</b> Is the permit a Flexible Permit or an Existing Facilities Flexible Permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>E.</b> Does this permit require the inclusion of marine loading emissions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>F.</b> Is there a concurrent amendment application being submitted for this permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a permit amendment application currently under review for this permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>G.</b> Is the addition of Compliance Assurance Monitoring conditions required with this renewal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>H.</b> Are scheduled maintenance startup or shutdown emissions not authorized by PBR or standard permit required to be included in the permit at this time?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 8)**

<b>VII. Renewal Certification Option (continued)</b>	
<b>I.</b> Are any of the following actions requested at the time of renewal	
Are there any facilities that have been shutdown that are proposed to be removed from the permit at the time of renewal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any Permit by Rule authorizations (30 TAC Chapter 106) that need or are proposed to be incorporated by consolidation into the permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have the emissions factors changed for any source or have the emissions calculation methodology changed for any source?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this permit being consolidated into another permit or are other permits being consolidated into this permit as part of this renewal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there inclusion of any sources never before identified but always present and previously represented?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any changes whatsoever to the current permit special conditions or MAERT being proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>J.</b> If the answers to any of the questions A through I above are "YES," this option cannot be used proceed to Section VIII. If answers to question in A through I above are "NO," this option should be used. I choose the Renewal Certification Option.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," to question J, Sections VIII through X are not required; proceed to Sections XI and XII and enclose a copy of your current permit.	
*If comments are received during the public notice comment period, the Renewal Certification Option is negated.	
<b>VIII. Technical Information</b>	
<b>A.</b> Is a current area map attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are any schools located within 3,000 feet of this facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>B.</b> Is a plot plan of the facility property attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>C.</b> Is a process flow diagram and a process description attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D.</b> Maximum Operating Schedule: Hours/Day: _____ Days/Week: _____ Weeks/Year: _____	
Does this facility operate seasonally?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," please describe:  	

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 9)**

<b>VIII. Technical Information (continued)</b>	
E. Are maximum emissions data and calculations attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a Table 1 (a) (Emission Point Summary Table) attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a Table 2 (Material Balance Table) attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is equipment, process, or control device tables attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are routine maintenance, start-up, or shutdown emissions included?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IX. State Regulatory Requirements</b> <i>Applicants must be in compliance with all applicable state regulations to obtain a permit renewal.</i>	
A. Is the facility able to measure emissions of significant air contaminants?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are details attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. Are all facility emission controls economically reasonable and technically practicable considering the age of the facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. Is the facility subject to any requirements of 30 TAC Chapter 115?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list the rules and attach documentation on how the facility emission controls, and emissions comply with the rule standards or exemptions.	
D. Is the facility subject to any requirements in 30 TAC Chapter 117?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list the rules and attach documentation on how the facility emission controls, and emissions comply with the rule standards or exemptions.	
E. Is this facility located at a site within the Houston/Galveston nonattainment area (Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the facility at this site have an uncontrolled design capacity to emit 10 tpy or more of NOx?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this site subject to 30 TAC Chapter 101, Subchapter H, Division 3 (Mass Emissions Cap and Trade)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this action make the site subject to 30 TAC Chapter 101, Subchapter H, Division 3?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does this action require the site to obtain additional emission allowances?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 10)**

<b>X. Federal Regulatory Requirements</b>	
<i>Applicants must be in compliance with all applicable federal regulations to obtain a permit renewal. If any of the following questions is answered "YES", list the rules and attach documentation of how the emission controls (if any are required) meet rule requirements, how work practices meet rule requirements, calculations or sampling/test data demonstrating compliance with any numerical standards (ppm, lb/MMBtu, g/hp-hr, lb VOC/gallon solids etc.) or continuous emissions monitoring system (CEMS) data.</i>	
<b>A.</b>	Does a Title 40 Code of Federal Regulations Part 60, (40 CFR Part 60) New Source Performance Standard (NSPS) apply to the facility in this application? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>B.</b>	Does 40 CFR Part 61, National Emissions Standard for Hazardous Air Pollutants (NESHAP) apply to the facility in this application? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>C.</b>	Does 40 CFR Part 63, Maximum Achievable Control Technology (MACT) standard apply to the facility in this application? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>XI. Copies of the Application</b>	
<b>A.</b>	Has the required fee been sent separately with a copy of this Form PI-1R to the TCEQ Revenue Section? (MC 214, P.O. Box 13088, Austin, Texas 78711-3088). <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>B.</b>	Is the Core Data Form, Form PI-1R, and all attachments being sent to the TCEQ in Austin? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
	<i>Optional: Has an extra copy of the Core Data Form, Form PI-1R and all attachments been sent to the TCEQ in Austin?</i> <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>C.</b>	Is a copy of the Core Data Form, the Form PI-1R, and all attachments being sent to the appropriate TCEQ regional office? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>D.</b>	Is a copy of the Core Data Form, the Form PI-1R, and all attachments being sent to each appropriate local air pollution control program(s)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>

**Texas Commission on Environmental Quality  
Form PI-1R  
General Application for Air Permit Renewals  
(Page 11)**

**XII. Delinquent Fees and Penalties**

Notice: This form will not be processed until all delinquent fees and/or penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ is paid in accordance with the "Delinquent Fee and Penalty Protocol." For more information regarding Delinquent Fees and Penalties, go to the TCEQ Web site at: [www.tceq.texas.gov/agency/fees/delin](http://www.tceq.texas.gov/agency/fees/delin).

**XIII. Signature**

The signature below confirms that I have knowledge of the facts included in this application and that these facts are true and correct to the best of my knowledge and belief. I further state that to the best of my knowledge and belief, the project for which application is made will not in any way violate any provision of the Texas Water Code (TWC), Chapter 7, Texas Clean Air Act (TCAA), as amended, or any of the air quality rules and regulations of the Texas Commission on Environmental Quality or any local governmental ordinance or resolution enacted pursuant to the TCAA. I further state that I understand my signature indicates that this application meets all applicable nonattainment, prevention of significant deterioration, or major source of hazardous air pollutant permitting requirements. I further state that I have read and understand TWC §§ 7.177-7.183, which defines CRIMINAL OFFENSES for certain violations, including intentionally or knowingly making or causing to be made false material statements or representations in this application, and TWC § 7.187, pertaining to CRIMINAL PENALTIES.

Name: \_\_\_\_\_  
*Print Full Name*

Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Original Signature Required*

Date: \_\_\_\_\_