

**Texas Commission on Environmental Quality  
Registrations for Air Standard Permit  
Form PI-1S Instructions**

**Table of Contents**

<b>Introduction .....</b>	<b>1</b>
<b>Overview .....</b>	<b>1</b>
<i>Tips for a Speedy Administrative Review .....</i>	<i>1</i>
<i>Small Business Information and Agency Contacts.....</i>	<i>1</i>
<b>Instructions for Form PI-1S.....</b>	<b>2</b>
<b>I. Registrant Information.....</b>	<b>2</b>
<b>II. Facility and Site Information .....</b>	<b>2</b>
<b>III. Fee Information .....</b>	<b>6</b>
<b>IV. Public Notice .....</b>	<b>6</b>
<b>V. Renewal Certification Option .....</b>	<b>8</b>
<b>VI. Technical Information Including State and Federal Regulatory Requirements .....</b>	<b>8</b>
<b>VII. Delinquent Fees and Penalties.....</b>	<b>11</b>
<b>VIII. Signature Requirements.....</b>	<b>12</b>
<b>IX. Copies of the Registration.....</b>	<b>12</b>

### Introduction

The primary purpose of the Form PI-1S is to provide all administrative and technical information needed by the Air Permit Division (APD) to evaluate Standard Permit applications. These instructions are intended for use by applicants and consultants to help you prepare a complete Standard Permit request. The review of your project will go faster if you provide all necessary documents and information requested in the Form PI-1S and in the Core Data Form (TCEQ No. 10400).

### Overview

Texas Commission on Environmental Quality (TCEQ) regulates the release of air contaminants for specific, well-characterized classes of facilities under its Standard Permits.

Standard Permit projects must meet the requirements of the specific Standard Permit. For more information about the available Standard Permits, see our web page Standard Air Permits at [www.tceq.texas.gov/permitting/air/nav/standard.html](http://www.tceq.texas.gov/permitting/air/nav/standard.html). 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).

**ePermits:** Effective February 1, 2018, the TCEQ requires the use of the online TCEQ e-Services system at [www.tceq.texas.gov/e-services](http://www.tceq.texas.gov/e-services) to register your standard permit, pay registration fees, and receive registrations. The following standard permits are not available in ePermits and should continue to be submitted via hard copy: Concrete Batch Plants, Temporary Rock and Concrete Crushers, Temporary and Permanent Hot Mix Asphalt Plants, and Temporary and Permanent Polyphosphate Blenders. Applicants will be required to submit through ePermits when these authorizations become available in the ePermits system. [www.tceq.texas.gov/assets/public/permitting/air/memos/pbr-sp-epermitsmemo.pdf](http://www.tceq.texas.gov/assets/public/permitting/air/memos/pbr-sp-epermitsmemo.pdf)

- To use the online system you need to have an active State of Texas Environmental Electronic Reporting System (STEERS) account. Access STEERS at [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/). For help with ePermits refer to the TCEQ STEERS ePermits Help web page at [www3.tceq.texas.gov/steers/help/epr/eprmain.html](http://www3.tceq.texas.gov/steers/help/epr/eprmain.html).

### ***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).

### ***Small Business Information and Agency Contacts***

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

## Instructions for Form PI-1S

These instructions are provided to assist the regulated community to accurately complete a registration request to operate under a standard permit.

### I. Registrant Information

- A. Company or Other Legal Customer Name:** Registrations are claimed by either the facility owner or operator, commonly referred to as the “registrant.” List the legal name of the company, corporation, partnership, or person who is applying for the standard permit. Applicants can verify the legal name with the Texas Secretary of State at (512) 463-5555 or at [www.sos.state.tx.us](http://www.sos.state.tx.us). The TCEQ will also verify the legal name with the Texas Secretary of State. You may be asked to correct the name provided on the Form PI-1S, if found to be different. In some cases, we may request a copy of the legal document forming the entity to verify the legal name; for example: general partnership filed with the county.
- B. Company Official Contact Information:** Provide the name, title, mailing address, telephone number, fax number, and e-mail address of the company official contact. The company official must not be a consultant. All correspondence and issued permit documents will be sent via e-mail within one business day of TCEQ’s decision. 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 Information:** Provide the name, title, company, mailing address, telephone number, fax number, and e-mail address of the person TCEQ should contact for technical questions. This person must have the authority to make binding agreements and representations on behalf of the registrant. The technical contact may be a consultant.

### II. Facility and Site Information

- A. Name and Type of Facility:** Enter the name of the facility for which the standard permit registration is being requested. The name should be descriptive and indicate the general type of operation, manufacturing process, equipment, or facility which would be authorized under the standard permit (include any numerical designation, if appropriate). The name must be descriptive and specific. Examples of acceptable names are, “Sulfuric Acid Plant” and “No. 5 Steam Boiler.” Vague names such as, “Chemical Plant” and “North Process Area,” are not acceptable names. Also, check the appropriate box indicating the type of facility as either permanent or temporary. For concrete batch plants and hot mix asphalt plants, a temporary plant is limited to 180 days on site, or for the duration required to complete a single project. Concrete batch plants and hot mix asphalt plants that are expected to remain on site more than 180 days, and all rock and concrete crushers and concrete batch plants with enhanced controls are considered permanent. Additionally, oil and gas production units are usually considered to be permanent. For portable units, please provide the serial number(s) of the equipment being authorized.

- B. Facility Location Information:** Provide the street address of the facility, if available. If there is no street address, describe the physical location with specific written directions. 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 closest 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 applicant's mailing address. In some cases, the TCEQ may request a map showing the location of the facility during the review of the standard permit registration.

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.

- C. TCEQ Core Data Form:** We require that you submit a Core Data Form (TCEQ Form Number 10400) on all incoming applications unless the following are met.

1. Regulated Entity and Customer Reference Numbers have been issued by the TCEQ and;
2. No Core data information has changed.

**Note:** The Core Data Form is required for Standard Permits 6004, 6006, 6007, 6008, and 6013, without exception. Information required on the Core Data Form includes the following:

- Customer Reference Number (CN): This is a unique number given to each business, governmental body, association, individual, or other entity that owns, operates, is responsible for, or is affiliated with a regulated entity. We assign the CN when a Core Data Form is initially submitted.
- Regulated Entity Number (RN): 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, 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.

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

- D. TCEQ Account Identification Number:** This number was 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. Provide your TCEQ account identification number if known.

- E. Type of Action:** Indicate the type of action being requested by checking the appropriate box. Check:

- *Initial Application* – if the facility has not previously been authorized by a standard permit,
- *Change to Registration* – if the facility has been previously registered, but changes or additions have occurred,

- *Renewal or Renewal Certification* – if a standard permit registration for the facility must be renewed. To determine which type of renewal the project qualifies for, see Section V Renewal Certification Option.

Provide the existing registration number and expiration date if Change to Registration, Renewal, or Renewal Certification is checked.

**F. Standard Permit Claimed:** Provide the standard permit that is being claimed. Below is a list of standard permits that can be claimed using the PI-1S. If the standard permit to be claimed is not listed, please check the Air Permits Web site for the appropriate registration or notification form at [www.tceq.texas.gov/permitting/air/nav/standard.html](http://www.tceq.texas.gov/permitting/air/nav/standard.html).

Standard Permit	Description
6001	Pollution Control Projects
6002	Oil and Gas Facilities
6004	Concrete Batch Plants
6005	Electric Generating Unit
6007	Permanent Hot Mix Asphalt Plants Temporary Hot Mix Asphalt Plants
6008	Concrete Batch Plants with Enhanced Controls
6009	Animal Carcass Incinerator
6011	Boilers
6012	Sawmills
6013	Permanent Rock and Concrete Crushers
6014	Anhydrous Ammonia Storage and Distribution Operations
6015	Dry Bulk Fertilizer Handling Operations
6016	Cotton Gin Facilities and Cotton Burr Tub Grinders
6017	Feedmills, Portable Augers, and Hay Grinders
6018	Grain Elevator/Grain Handling Operations and Portable Grain Augers
6019	Peanut-Handling Operations
6020	Temporary and Permanent Polyphosphate Blenders

**G. Previous Standard Exemption or PBR Registration Number:** If this standard permit application is for a change to an existing facility previously authorized under a standard exemption or PBR, list the previous standard exemption number(s), PBR registration number(s), and the associated effective date. Also attach additional information on whether the facility still meets the previous standard exemption or PBR, or whether a new registration is required and the previous standard exemption or PBR should be voided.

**H. Other Facilities at this Site Authorized by Standard Exemption, PBR, or Standard Permit:** To properly track how this standard permit application may relate to other authorizations or compliance with TCEQ standard permit regulations, it is important to list all standard exemption

number(s), PBR registration number(s), and Standard Permit registration number(s), and the associated effective date.

- I. **Other Air Preconstruction Permits:** If the registration is for a site that has any other minor or federal NSR air preconstruction permits, list all permit numbers.
- J. **Affected Air Preconstruction Permits:** If the standard permit being claimed directly affects any permitted facility, list the affected preconstruction permit numbers.
- K. **Concrete Batch Plant:** If claiming a standard permit for a concrete batch plant, identify as a central mix, ready mix, specialty mix plant, or enhanced controls for concrete batch plants.

Also, provide the following information:

1. **State Legislators:** State legislators are notified when a standard permit application for a concrete batch is received. Furnish the names of the state senator and state representative that have jurisdiction over the area where the site is located.
2. **County Judge:** The Texas Health and Safety Code (THSC) Section 382.0516 requires the TCEQ to notify the county judge of the area when a standard permit 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).
3. **Presiding Officer:** The THSC 382.0516 requires, if the facility is or will be located in a municipality or the extraterritorial jurisdiction of a municipality, the TCEQ must notify the presiding officer of the municipality's governing body of the area when a standard permit 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 applicable, provide the name and mailing address of the presiding officer (i.e. mayor, city manager) for the location where the facility is or will be located.

- L. **Federal Operating Permit (FOP) Requirements (30 TAC Chapter 122 Applicability):** Information and guidance on applicability of 30 TAC Chapter 122 can be accessed on our Program Applicability web page at [www.tceq.texas.gov/permitting/air/titlev/pro\\_applicability.html](http://www.tceq.texas.gov/permitting/air/titlev/pro_applicability.html).

1. If this standard permit application results in an increase in the site's potential to emit and renders the site a major source as defined in 30 TAC 122, an FOP application is required. Check the appropriate box if you are submitting a GOP or SOP application or revision application. Guidance on submitting these applications is available on the Guidance for Title V Operating Permits web page at [www.tceq.texas.gov/permitting/air/nav/air\\_titlevopperm.html](http://www.tceq.texas.gov/permitting/air/nav/air_titlevopperm.html).
2. Identify the type(s) of FOP(s) issued for the site by checking the appropriate box. In addition, check the appropriate box if any General Operating Permit (GOP) or Site Operating Permit (SOP) application(s) for the site, including revision applications, are currently under review.

If you have questions about the applicability of 30 TAC Chapter 122 or impact of this Form PI-S on your existing FOP, please contact the TCEQ APD at (512) 239-1250, and ask to speak with someone in the Operating Permits Section.

### III. Fee Information

Most standard permit registrations require an application fee at the time of application submittal. All fees must be paid prior to processing any standard permit authorization. All fees, except those facilities listed in the “Permit-by-rule and Standard Permit Registration Application procedures” memo, must be paid through the TCEQ online payment application (ePay) located at [www.tceq.texas.gov/epay/](http://www.tceq.texas.gov/epay/). If an application is submitted as a hardcopy via the above referenced memo, fees may be paid by check, money order, or through ePay.

- A. **Fee Amount:** Review the specific standard permit you are requesting authorization for on our Standard Air Permits web page at [www.tceq.texas.gov/permitting/air/nav/standard.html](http://www.tceq.texas.gov/permitting/air/nav/standard.html) to determine fee requirements. Enter the fee amount paid for this registration.
- B. **Payment Information:** Enter the check, money order, transaction number, or voucher number from ePay. Enter the individual or company name printed on the check. Indicate if the fee was paid online.

### IV. Public Notice

The THSC 382.056 and corresponding rules in 30 TAC Chapter 39 (Public Notice), or the Standard Permit being claimed, may require that you publish a notice of application, or a consolidated Notice of Application and Intent to Obtain Permit and Notice of Application and Preliminary Decision. Notices must be published in a newspaper of general circulation in the municipality where the proposed facility is or will be located. The notice must include a description of the facility and the fact that a person who may be affected by emissions from the facility may submit comments about the project, request a public hearing – as applicable to the Standard Permit being claimed, or request any other information the TCEQ requires by rule. Signs must also be posted around the proposed facility location – as applicable to the Standard Permit being claimed. Additional information regarding public notice such as an overview of requirements, an applicability table, and a list of some common errors that may cause re-notice and delays in processing your application can be found at [www.tceq.texas.gov/permitting/air/bilingual/how1\\_2\\_pn.html](http://www.tceq.texas.gov/permitting/air/bilingual/how1_2_pn.html).

Review the specific standard permit you are requesting authorization for on our Standard Air Permits web page at [www.tceq.texas.gov/permitting/air/nav/standard.html](http://www.tceq.texas.gov/permitting/air/nav/standard.html) to determine public notice requirements.

**If you are unsure whether public notice applies, we encourage you to complete this section to expedite review of your application.**

- 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 as applicable are posted at the facility site. Provide the name, title, company, mailing address, telephone number, fax number, and e-mail address of the responsible person. 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 THSC 382.056 requires that each public notice contain a technical contact to represent the applicant during the public comment period. Provide the name, title, company, mailing address, telephone number, fax number, and e-mail address of the technical contact. 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. Bilingual Notice:** In some cases, 30 TAC 39.405(h) or the Standard Permit being claimed requires that you publish public notice in an alternative language newspaper. The questions on the Form PI-1S are designed to assist you in determining if a bilingual notice is required. If an elementary or middle school nearest to the facility is in a school district required by the Texas Education Code to have a bilingual program, a bilingual notice will be required. If there is no bilingual program required in the school nearest the facility, 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 required. If it is determined that alternate language notice is required, you are responsible for ensuring that the publication in the alternate language is complete and accurate in that language.
- D. Small Business Classification and Alternate Public Notice:** 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 employs 100 people or less, or the company generates 6 million dollars or less in gross annual 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.
- E. For Concrete Batch Plants:** The THSC 382.056 requires that an applicant publish public notice for concrete batch plants.
- **Public Works Project:** Will the plant provide concrete to a public works project and be located in or contiguous to the right of-way of the public works project? If so, public notice is not required.
  - **Application in Public Place:** The THSC 382.056 also requires that applicants place a copy of the application at a public place in the county where the facility is located. Provide the name and physical address of the location where the application will be 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. A TCEQ regional office can be considered a public place if it is located within the same county as the facility. Applicants are required to pre-arrange this availability with the public place indicated on the Form PI-1S.

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.”

## V. Renewal Certification Option

Renewal projects qualify for the renewal certification option if the answer is, “NO,” to each of the following questions in this section. The application for renewal certification projects does not need to include the Technical Information in Section VI. Except for renewals of a registration for the Standard Permit for Pollution Control Projects or Electric Generating Units, if a new version of the applicable standard permit has been issued since the applicant’s last action, the renewal certification option is not available.

**Note:** If notice is applicable and comments are received in response to the public notice, the application does not qualify for the renewal certification option.

- A. Does the permitted facility emit an air contaminant on the Air Pollutant Watch List and is the permitted facility located in an area on the watch list? The air contaminants and locations can be found on the Web at [www.tceq.texas.gov/permitting/air/apwl/apwl.html](http://www.tceq.texas.gov/permitting/air/apwl/apwl.html).
- B. For facilities participating in the Houston/Galveston/Brazoria area (HGB) cap and trade program for highly reactive VOCs (HRVOCs), the HRVOCs need to be speciated on the maximum allowable emission rates table (MAERT). For information on the HGB area cap and trade program for HRVOCs refer to 30 TAC §115.10. If this permit authorized emission of ethylene, propylene, 1, 3-butadiene, or butenes, these emissions must be speciated on the MAERT.
- C. Does the company and/or site 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. Are there any applications currently under review for this standard permit registration?
- E. Are planned maintenance, startup, or shutdown emissions required to be included in the standard permit registration at this time?
- F. Are any of the following actions being requested at this time? For more information regarding changes to representations refer to 30 TAC Chapter §116.615 and §116.616.
  - Are there any facilities that have been permanently shutdown that are proposed to be removed from the standard permit registration?
  - The following can result in changes to the standard permit registration:
    - Changes to representations at the site
    - Emissions factors changes for any source
    - Emissions calculation methodology changes for any source

A newer version of Compilation of Air Pollutant Emission Factors (AP-42) has been adopted with new emission factors (AP-42 can be found at <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors>)

As a result, do changes need to be made to the standard permit registration in order to remain in compliance?
  - Are sources or facilities that have always been present and represented, but never identified in the standard permit registration, proposed to be included with this renewal?
  - Are there any changes to the current emission rates table being proposed?

## VI. Technical Information Including State and Federal Regulatory Requirements

If any of the technical information below is not included with this submittal, it may result in a deficiency and voiding of the project. Additionally, any essential information (lab analysis, NAAQS compliance demonstrations, etc.) that is needed to confirm that facilities are meeting the requirements of the

standard permit, must also be included. Attachments should include detailed demonstrations of compliance with all requirements.

**A. Standard Permit Requirements:** you must demonstrate compliance with the following, or provided detailed information for why any requirement is not applicable:

- General requirements in 30 TAC Sections 116.610 and 116.615,
- Emission limitations<sup>1</sup> of 30 TAC 106.261 or 30 TAC 106.262, and
- Individual requirements of the specific standard permit.

To assist you with preparing technical information, review our Air Quality Standard Permits General Requirements Checklist (TCEQ Form 20335) available on our Forms Search web page at [www.tceq.texas.gov/search\\_forms.html](http://www.tceq.texas.gov/search_forms.html). Use of the checklist is optional; however, your review will go faster if you supply this checklist.

**B. Confidential Information:** THSC Section 382.041 requires us not to disclose any information related to manufacturing processes that is marked Confidential. Mark any information related to secret or proprietary processes or methods of manufacture as “Confidential,” if you do not want this information in the public file. All confidential information should be separated from the standard permit application and submitted as a separate file within the same submittal. Additional information regarding confidential information can be found at [www.tceq.texas.gov/permitting/air/confidential.html](http://www.tceq.texas.gov/permitting/air/confidential.html).

**C. Process Flow Diagram:** Provide a process flow diagram so that the permit reviewer can verify all technical information regarding the affected facility. The process flow diagram should be sufficiently descriptive so the permit reviewer can determine the raw materials to be used in the process; all major processing steps and 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 air emissions). Block flow diagrams generally are not sufficient except for very simple facilities such as boilers.

Alternate material flows and changes in routing of emissions during periods of planned MSS should be depicted as well as any alternate emission control devices that will be used during these periods.

**D. Process Description:** Provide a process description to accompany the process flow diagram that discusses each step in the process and provides a step-by-step explanation of exactly how your business operates. The description should lead 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.

The process description must also explain how the facility or facilities will be operating when the maximum possible emissions are produced. For some source types, this will probably be the highest production rate. For other source types, the maximum emission rates may occur at partial load. When applicable, discuss cycle times, reaction times, temperatures, pressures, material flow rates, and production rates. Be specific, and do not use generalities such as a small amount,

---

<sup>1</sup> Unless specified by a particular standard permit, any project which results in a net increase of emissions of air contaminants from the project other than carbon dioxide, water, nitrogen, methane, ethane, hydrogen, oxygen, or those for which a National Ambient Air Quality Standard (NAAQS) has been established must meet the emission limitations of 30 TAC 106.261 or 30 TAC 106.262.

sometimes, and occasionally opened. The process description must also include how the facility is operated during periods of planned MSS and what emission reduction techniques will be used to limit emissions, changes in character of emissions, and the frequency and duration of each type of planned MSS activity.

All information in the process description is an enforceable representation.

- E. Maximum Emissions Data and Calculations:** Represent the maximum hourly and total annual emission rates of the project, including emission rates for planned MSS facilities and related activities. You must also provide a demonstration of expected continuous compliance with the represented emission rates.

**Note:** submittal of a Table 1(a) for standard permits is not required; however, your review will go faster if you supply the Table 1(a), which is available at [www.tceq.texas.gov/assets/public/permitting/air/Forms/NewSourceReview/Tables/10153tbl.pdf](http://www.tceq.texas.gov/assets/public/permitting/air/Forms/NewSourceReview/Tables/10153tbl.pdf).

The permit reviewer must be able to duplicate all emission calculations to verify and confirm emissions data and rates represented in the application. Supporting calculations and the technical bases for the emission rates are required. Include all emission rates calculations and any assumptions made in determining the emission rates.

List and discuss planned MSS activities separately. Provide emission rates and supporting emissions information from planned MSS activities, frequency, and duration of all planned MSS activities, and all planned MSS activity effects on emission rates. Additionally, note all emission points unique to MSS activities. Maximum hourly emission rates, in pounds per hour, from planned MSS should be based on the maximum rates expected from the MSS activities. Annual planned MSS emission rates, in tons per year, should be based on the number of expected MSS activities during any consecutive 12 month period.

Maximum hourly emission rates, in pounds per hour, should be based on the maximum (design) production capacity of the facility. Dividing the annual emissions in tons per year by the annual hours of operation in order to determine hourly emissions in pounds per hour is often unacceptable and inaccurate since this approach typically underestimates hourly emissions.

Maximum annual emission rates, in tons per year, should reflect the operation of the facility throughout any consecutive 12-month period with consideration given to future facility growth.

Include a discussion of the hours of operation and how the hours of operation relate to emission rates on an hourly and annual basis.

If the process is a non-continuous batch operation, or there are widely varying operating scenarios, clearly identify and account for the variations in emissions in the maximum hourly and annual emission rates. Supply additional information to describe the emission variations, particularly for emissions from MSS facilities and related activities.

Include emission rate information for each air contaminant during production operations and during periods of planned MSS. Contaminants must be specifically identified. For example: methanol rather than hydrocarbons or polyester/styrene resin dust and iron dust rather than dust. Provide applicable Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS), Air Quality Data Sheets, or equivalent supporting documents that provide complete speciation for all mixtures that contain potential air contaminants.

If spreadsheets are used to estimate emissions, they should be formatted such that they are clear and easy to follow and include example calculations with units and the data sources for the inputs. The permit reviewer may request an electronic version of the spreadsheet to verify the emission calculations are correct.

- F. Plot Plan:** Provide a plot plan that clearly shows a scale, a north arrow, all property lines, emission points, buildings, tanks, process vessels, other process equipment, and two benchmark locations (preferably UTM coordinates). If you submit the plot plan electronically, the preferred format to use is \*.dxf or \*.dwg or any other computer aided drawing (CAD) format. Labeling on the plot plan 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), air dispersion modeling (if any), other permitting representations, and the TCEQ Emissions Inventory, if required.

**Note:** All emission points on the affected property must be identified, including emission points approved in other air authorizations (e.g., NSR permits, Standard Permits, PBRs, Standard Exemptions, and Title V Operating Permits). Please provide a table of all emission points that identifies the authorization type and authorization identifier, such as a permit number or rule citation under which each emission point is currently authorized.

- G. Projected Start of Construction Date, Projected Start of Operation Date, and Length of Time at the Site:** Provide the projected start of construction date, projected start of operation date, and the length of time the facility has been located at the site.

**Note:** Construction is broadly interpreted as anything other than site clearance or site preparation. Activities such as land clearing, soil load-bearing tests, leveling of the area, sewers and utility lines, road building, power line installation, fencing, and construction shack building are considered site clearance or preparation. Equipment may be received at a plant site and stored, provided no attempt is made to assemble the equipment or connect it to any electrical, plumbing, or other utility system. All work, such as excavation, form erection, or foundations upon which facilities will rest is considered construction. Submit any questions regarding the definition of start of construction to [airperm@tceq.texas.gov](mailto:airperm@tceq.texas.gov) with copies to the appropriate TCEQ regional office and any local air pollution control program(s) having jurisdiction. Each request for clarification must be in writing with sufficient detail to identify the specific activity in question, and the agency response to this request must be in writing for the authorization to be valid. Additional information can be found at [www.tceq.texas.gov/permitting/air/newsourcereview/before.html](http://www.tceq.texas.gov/permitting/air/newsourcereview/before.html).

## VII. Delinquent Fees and Penalties

We will not process your application until all delinquent fees and applicable penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ are paid in accordance with the Delinquent Fee and Penalty Protocol. More information regarding delinquent fee and penalties can be found at [www.tceq.texas.gov/agency/delin/index.html](http://www.tceq.texas.gov/agency/delin/index.html).

## VIII. Signature Requirements

The Company Official identified in Section I.B. must sign all copies of the application. The applicant's consultant cannot sign the application. If this project has a capital cost of more than \$2,000,000.00, this application must be submitted under seal of a Registered Texas Professional Engineer (P.E.) or the appropriate exemption must be claimed pursuant to the Texas Engineering Practice Act.

The Company Official's signature confirms knowledge of the facts included in the application, and affirms the facts contained in the application are true and correct. The signature also signifies awareness that intentionally or knowingly making false statements or representations in the application is a criminal offense subject to criminal penalties.

**Note:** Signatures must be original and in ink. Signatures may not be reproduced by photocopy, fax, or other means. The original signature must be received before any permit is issued.

Applicants may check application receipt and status using the New Source Review Air Permits web page at [www2.tceq.texas.gov/airperm/index.cfm?fuseaction=airpermits.start](http://www2.tceq.texas.gov/airperm/index.cfm?fuseaction=airpermits.start). For questions relating to the initial receipt and administrative review of the application, please contact the Air Permits Initial Review Team at (512) 239-1250.

## IX. Copies of the Registration

Submit copies of the Form PI-1S, and all other required attachments, as indicated on the form. Retain a copy of the registration for your own records. **Failure to distribute copies of the registration will delay processing.** The original of this registration and certification form must be sent to the TCEQ in Austin and the appropriate TCEQ regional office through the TCEQ e-Services system. A hard copy must be sent to any local air pollution control program(s) with jurisdiction. A copy must also be maintained on-site. For sites that normally operate unattended, a copy must be maintained at an office within Texas that has operational control of the site.

Also, all *subsequent* correspondence should be copied to the TCEQ regional office and local air pollution control program(s), as appropriate. Do not attach a copy of Form PI-1S to subsequent correspondence unless specifically requested, as this may cause another registration file to be created. Indicate the assigned TCEQ registration number, TCEQ regulated entity number, and permit reviewer, if known, on all subsequent correspondence.

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 1)**

<b>I. Registrant Information</b>		
A. Company or Other Legal Customer Name:		
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:
Phone:	Fax:	
E-mail Address:		
<i>All permit correspondence will be sent via e-mail.</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:
Phone:	Fax:	
E-mail Address:		
<b>II. Facility and Site Information</b>		
A. Name and Type of Facility		
Facility Name:		
Type of Facility:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
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-1S  
Registrations for Air Standard Permit  
(Page 2)**

<b>II. Facility and Site Information (continued)</b>		
<b>B. Facility Location Information</b>		
Street Address:		
If there is no street address, provide written driving directions to the site and provide the closest city or town, county, and ZIP code for the site (attach description if additional space is needed).		
City:	County:	ZIP Code:
Latitude (nearest second):	Longitude (nearest second):	
<b>C. Core Data Form (required for Standard Permits 6004, 6006, 6007, 6008, and 6013).</b>		
Is the Core Data Form (TCEQ Form 10400) attached?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "NO," provide customer reference number (CN) and regulated entity number (RN) below.		
Customer Reference Number (CN):		
Regulated Entity Number (RN):		
<b>D. TCEQ Account Identification Number (if known):</b>		
<b>E. Type of Action:</b>		
<input type="checkbox"/> Initial Application <input type="checkbox"/> Change to Registration <input type="checkbox"/> Renewal <input type="checkbox"/> Renewal Certification		
For Change to Registration, Renewal, or Renewal Certification actions provide the following:		
Registration Number:	Expiration Date:	
<b>F. Standard Permit Claimed:</b>		
<b>G. Previous Standard Exemption or PBR Registration Number</b>		
Is this authorization for a change to an existing facility previously authorized under a standard exemption or PBR?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," enter previous standard exemption number(s) and PBR registration number(s), and associated effective date in the spaces provided below.		
Standard Exemption and PBR Registration Number(s)	Effective Date	

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 3)**

<b>II. Facility and Site Information (continued)</b>		
<b>H. Other Facilities at this Site Authorized by Standard Exemption, PBR, or Standard Permit</b>		
Are there any other facilities at this site that are authorized by an Air Standard Exemption, PBR, or Standard Permit?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," enter standard exemption number(s), PBR registration number(s), and Standard Permit registration number(s), and associated effective date in the spaces provided below.		
Standard Exemption, PBR Registration, and Standard Permit Registration Number(s)		Effective Date
<b>I. Other Air Preconstruction Permits</b>		
Are there any other air preconstruction permits at this site?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," enter permit number(s) in the spaces provided below.		
<b>J. Affected Air Preconstruction Permits</b>		
Does the standard permit directly affect any permitted facility?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," enter permit number(s) in the spaces provided below.		
<b>K. Concrete Batch Plant</b>		
<input type="checkbox"/> Central Mix <input type="checkbox"/> Ready Mix <input type="checkbox"/> Specialty Mix <input type="checkbox"/> Enhanced Controls for Concrete Batch Plants		
1. State Legislators		
State Senator:		
State Representative:		
2. County Judge		
Name:		
Mailing Address:		
City:	State:	ZIP Code:

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 4)**

<b>II. Facility and Site Information (continued)</b>		
<b>K. 3. Presiding Officer</b>		
Is the facility located in a municipality or extraterritorial jurisdiction of a municipality?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If "YES," list the name of the Presiding Officer for the municipality and/or extraterritorial jurisdiction:		
Presiding Officer Name:		
Title:		
Mailing Address:		
City:	State:	ZIP Code:
<b>L. Federal Operating Permit (FOP) Requirements</b>		
Is this facility located at a site that is required to obtain an FOP pursuant to 30 TAC Chapter 122?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> To Be Determined
If the site currently has an existing FOP, enter the permit number:		
Check the requirements of 30 TAC Chapter 122 that will be triggered if this standard permit is approved (check all that apply).		
<input type="checkbox"/> Initial Application for an FOP	<input type="checkbox"/> Significant Revision for an SOP	<input type="checkbox"/> Minor Revision for an SOP
<input type="checkbox"/> Operational Flexibility/Off Permit Notification for an SOP		<input type="checkbox"/> Revision for a GOP
<input type="checkbox"/> To be Determined		<input type="checkbox"/> None
Identify the type(s) of FOP issued and/or FOP application(s) submitted/pending for the site. (check all that apply)		
<input type="checkbox"/> SOP	<input type="checkbox"/> GOP	<input type="checkbox"/> GOP application/revision (submitted or under APD review)
<input type="checkbox"/> N/A	<input type="checkbox"/> SOP application/revision (submitted or under APD review)	
<b>III. Fee Information (see Section IX. for address to send fee or go to <a href="http://www.tceq.texas.gov/epay">www.tceq.texas.gov/epay</a> to pay online)</b>		
<b>A. Fee Amount:</b>		
<b>B. Payment Information</b>		
Check/money order/transaction or voucher number:		
Individual or company name on check:		
Was fee paid online?		<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 5)**

<b>IV. Public Notice (if applicable)</b>		
<b>A. Responsible Person</b> ( <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other: ) _____		
Name:		
Title:		
Company:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	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:		
Company:		
Mailing Address:		
City:	State:	ZIP Code:
Phone No.:	Fax No.:	
E-mail Address:		
<b>C. Bilingual Notice</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," list which language(s) are required by the bilingual program?		

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 6)**

<b>IV. Public Notice (if applicable) (continued)</b>	
<b>D. Small Business Classification and Alternate Public Notice</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 regulated air contaminant equal to or greater than 50 tpy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the site emissions of all regulated air contaminant combined equal to or greater than 75 tpy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>E. For Concrete Batch Plants</b>	
<b>1.</b> Public Works Project: Will the plant provide concrete to a public works project, and be located in or contiguous to the right of-way of the public works project? (If "YES," public notice is not required.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>2.</b> Application in Public Place	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of Public Place:	
Physical Address:	
City:	County:
<b>V. Renewal Certification Option</b>	
<b>A.</b> Does the permitted facility emit an air contaminant on the Air Pollutant Watch List, and is the permitted facility located in an area on the watch list?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>B.</b> For facilities participating in the Houston/Galveston/Brazoria area (HGB) cap and trade program for highly reactive VOCs (HRVOCs), 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 and/or site have an unsatisfactory compliance history?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D.</b> Are there any applications currently under review for this standard permit registration?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>E.</b> Are scheduled maintenance, startup, or shutdown emissions required to be included in the standard permit registration at this time?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 7)**

<b>V. Renewal Certification Option (continued)</b>	
<b>F.</b> Are any of the following actions being requested at the time of renewal:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>1.</b> Are there any facilities that have been permanently shutdown that are proposed to be removed from the standard permit registration?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>2.</b> Do changes need to be made to the standard permit registration in order to remain in compliance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>3.</b> Are sources or facilities that have always been present and represented, but never identified in the standard permit registration, proposed to be included with this renewal?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>4.</b> Are there any changes to the current emission rates table being proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Note: If answers to all of the questions in Section V. Renewal Certification Option are "NO," use the certification option and skip to Section VII. of this form. If the answers to any of the questions in Section V. Renewal Certification Option are "YES," the certification option <b>cannot</b> be used.</i>	
*If notice is applicable and comments are received in response to the public notice, the application does not qualify for the renewal certification option.	
<b>VI. Technical Information Including State and Federal Regulatory Requirements</b>	
<b>Place a check next to the appropriate box to indicate what you have included in your submittal.</b>	
<i>NOTE: Any technical or essential information needed to confirm that facilities are meeting the requirements of the standard permit must be provided. Not providing key information could result in an automatic deficiency and voiding of the project.</i>	
<b>A.</b> Standard Permit requirements (Checklists are optional; however, your review will go faster if you provide applicable checklists.)	
Did you demonstrate that the general requirements in 30 TAC Sections 116.610 and 116.615 are met?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you demonstrate that emission limitations in 30 TAC Sections 106.261 and 106.262 are met?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you demonstrate that the individual requirements of the specific standard permit are met?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>B.</b> Confidential Information (All pages properly marked "CONFIDENTIAL")	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>C.</b> Process Flow Diagram	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D.</b> Process Description	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>E.</b> Maximum Emissions Data and Calculations	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>F.</b> Plot Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Texas Commission on Environmental Quality  
Form PI-1S  
Registrations for Air Standard Permit  
(Page 8)**

<b>VI. Technical Information Including State and Federal Regulatory Requirements (<i>continued</i>)</b>	
<p><b>Place a check next to the appropriate box to indicate what you have included in your submittal.</b>  <i>NOTE: Any technical or essential information needed to confirm that facilities are meeting the requirements of the standard permit must be provided. Not providing key information could result in an automatic deficiency and voiding of the project.</i></p>	
<b>G. Projected Start Of Construction Date, Start Of Operation Date, and Length of Time at Site:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Projected Start of Construction (provide date):	
Projected Start of Operation (provide date):	
Length of Time at the Site:	
<b>VII. Delinquent Fees and Penalties</b>	
<p>This form <b>will not be processed</b> until all delinquent fees and/or penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ are 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: <a href="http://www.tceq.texas.gov/agency/delin/index.html">www.tceq.texas.gov/agency/delin/index.html</a>.</p>	
<b>VIII. Signature Requirements</b>	
<p>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; the Texas Health and Safety Code, Chapter 382, the Texas Clean Air Act (TCAA) the air quality rules 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. The signature further signifies awareness that intentionally or knowingly making or causing to be made false material statements or representations in the application is a criminal offense subject to criminal penalties.</p>	
Name (printed):	
Signature (original signature required):	
Date:	

**Texas Commission on Environmental Quality  
Form PI-1S  
Registration for Air Standard Permit  
(Page 9)**

<b>IX. Copies of the Registration</b>		
Copies must be sent as listed below. Processing delays will occur if copies are not sent as noted.		
Air Permits Initial Review Team (APIRT)	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	Originals of Form PI-1S, Core Data Form, all attachments. Not required if using ePermits <sup>2</sup> .
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	Original Money Order or Check, Copy of Form PI-1S, Core Date Form. Not required if fee was paid using ePay <sup>3</sup> .
Appropriate TCEQ Regional Office	To find your regional office address go to <a href="http://www.tceq.texas.gov/publications/gi/gi-002.html">www.tceq.texas.gov/publications/gi/gi-002.html</a> or call (512) 239-1250	Copy of Form PI-1S, Core Data Form, and all attachments. Not required if using ePermits <sup>2</sup>
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/local_programs.html">www.tceq.texas.gov/permitting/air/local_programs.html</a> or call (512) 239-1250	Copy of Form PI-1S, Core Data Form, and all attachments

<sup>2</sup> ePermits located at [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/)

<sup>3</sup> ePay located at [www.tceq.texas.gov/epay/](http://www.tceq.texas.gov/epay/)

TCEQ-10370 (APDG 5235v27, Revised 03/18) PI-1S

This form is for use by facilities subject to air quality permit requirements and may be revised periodically.