



**Texas Commission on Environmental Quality
Federal Operating Permit Program
Notification of Off-Permit/Operational Flexibility Action
Form OP-NOTIFY Instructions**

General:

Owners or operators of a site having a federal operating permit (FOP), in accordance with Title 30 Texas Administrative Code Chapter 122 (30 TAC Chapter 122) and making changes at the site as described in 30 TAC § 122.222 (a), (b), (d), (e), (k)(1), and (k)(3) must submit notifications of these changes according to the procedures identified in 30 TAC § 122.222(c), (f) and (k)(2) to the Environmental Protection Agency, Region 6 and the Texas Commission on Environmental Quality (TCEQ), Office of Permitting and Registration, Air Permits Division (APD) with copies to the appropriate TCEQ regional office. Further information regarding application requirements is contained in the TCEQ guidance document entitled “Site Operating Permit (SOP) Revision Application Guidance.”

The TCEQ requires that a Core Data Form be submitted on all incoming registrations unless a Regulated Entity and Customer Reference Number have been issued by the TCEQ and no core data information has changed. If a Regulated Entity or Customer Reference Number has been issued, then the number must be noted on the request or applicable form. For more information regarding the Core Data Form, call (512) 239-5175 or go to the TCEQ Web site at, www.tceq.state.tx.us/permitting/central_registry/index.html

1. COMPANY IDENTIFYING INFORMATION

Submittal Date: Enter the date the application was submitted by the applicant to the TCEQ (MM/DD/YYYY).

Company Name: Enter the name of the company for which the application is being submitted (maximum 50 characters). The company name should be the name used to incorporate, for which a franchise tax identification number has been issued for additional information on franchise tax identification number). If a franchise tax identification number has not been issued, then enter the most identifying name for the company. The company name on this form and the TCEQ Core Data Form should match.

Site Name: Enter the name of the site for which the application is being submitted (maximum 50 characters).

Permit Number: Enter the operating permit number, if available (OXXXXX).

Specific:

Action Type: The action type determines the procedural requirements for each change. **For each change**, select one of the following options for the action type. Enter the code on the form.

<u>Code</u>	<u>Description</u>
OFFPMT	Off-permit action (Addition of applicable requirements to existing units OR addition of new unit(s) and applicable requirements)
OPFLEX	Operational flexibility action (Removing a unit and associated applicable requirement(s) OR modifying an existing applicable requirement resulting in a decrease in emissions)

Date of Change: Enter the date the change will be made.

Emission Units Affected: Enter the identification numbers of all emission units affected by the change.

Description of Change: Enter a description of the change including any changes in emissions, pollutants and any affected applicable requirements.

