

**Texas Commission on Environmental Quality**  
**Air Permits Division**  
**Site Operating Permit (SOP) Revision Application Guidance**

**I. Background**

After initial permit issuance, changes at a site or changes in the site's applicable requirements may result in the need to revise the SOP. Changes at a site may include addition or removal of emission sources, operational changes, or changes to existing monitoring, reporting, recordkeeping, testing requirements identified in the SOP, or any other change that impacts the existing applicable requirements identified in the SOP.

The applicable requirements for the site may also be affected due to one or more of the following reasons resulting in the requirement to revise the SOP:

- promulgation of new State or Federal regulations
- changes to existing regulations codified in the SOP
- new construction authorizations, or
- changes (alterations, amendments, modifications, etc.) to existing preconstruction authorizations.

Title 30 Texas Administrative Code (TAC) Chapter 122, Subchapter C, Division 2 establishes the requirements and procedures for revising SOPs and notifying certain changes. The goals of these provisions are to provide an appropriate level of review by the Texas Commission on Environmental Quality (TCEQ) and the U.S. Environmental Protection Agency (EPA), provide a sufficient opportunity for public comment, and maintain through the permitting process a current set of applicable requirements that are consistent with the existing operations at a site.

This document describes the different types of SOP revisions and notifications and discusses the qualification criteria and procedures for submitting applications and notifications.

**II. General requirements for revisions and notifications**

SOP holders must apply for a permit revision if changes at the site affect the permit content or result in the modification, addition, or removal of an applicable requirement in the permit. In every case, the applicable requirements and state-only requirements are always enforceable.

The permit holder is required to identify the type of revision or notification and certify that the change meets the qualification criteria for the type of revision or notification submitted. The permit holder may be subject to enforcement action if the change is later determined to be ineligible to qualify for the type of notification or permit revision submitted (for example, if a change requiring a significant revision is submitted as either a minor revision or administrative revision).

A change qualifying as an administrative permit revision may be processed as a minor or significant permit revision at the permit holder's discretion. A change qualifying as a minor permit revision may be processed as a significant permit revision at the permit holder's discretion.

## Site Operating Permit (SOP) Revision Application Guidance

### III. Types of revisions and notifications

There are three different ways to revise or update an SOP depending on the type of change. Each has its own qualification criteria, application requirements, timeline for submission, and APD review procedures. These revision types require the permit holder to submit an application to the TCEQ for a revision to the permit. The three revision types are as follows: administrative revision, minor revision, and significant revision.

There are two types of notifications, Operational Flexibility and Off-Permit Changes, which require the permit holder to notify the TCEQ and EPA about certain changes without the need to apply for or obtain a permit revision. Details regarding the qualification criteria and procedures for submitting such notifications are explained later in this document under the heading of Operational Flexibility and Off-Permit Changes.

The qualification criteria and application requirements for each revision and notification type are described in this document including timelines for submissions and processing procedures. Attachment A includes a flowchart to assist in identifying the type of revision or notification required to be submitted.

Certain changes that do not impact the permit content may be submitted as a permit update rather than as an administrative revision. Examples of changes which qualify for updates include changes in the site's technical contact or responsible official. Such updates assist the TCEQ to maintain current information regarding the permit applicant. (Note: For a site with an acid rain permit, submit an administrative revision when there is a change in Designated Representative).

### IV. Administrative Revision

- A. Qualification criteria for an Administrative Revision: A change to a permit may qualify as an administrative revision (30 TAC § 122.211) if the change satisfies one or more of the following:
- i. corrects typographical errors;
  - ii. increases the frequency of monitoring or reporting requirements without changing any existing emission limitations or standards;
  - iii. changes the ownership or operational control of the site;
  - iv. affects or adds a state-only requirement;
  - v. is similar to any of the above types of changes and approved by EPA.
  - vi. EPA has approved the following changes as administrative revisions:
    1. Re-numbering of citations during revisions to regulations and incorporation of such re-numbered citations in the permit, as long as there is no change in existing underlying applicable requirements.
    2. A change of location (as identified in the permit) where the permit and associated records will be maintained.
    3. A change to the compliance date of a regulation included in the SOP. (For example, EPA has changed the promulgation date of some MACT standards after their promulgation. In such cases, SOP holders can have the compliance date changed to reflect the revised compliance date via an administration revision.)
    4. Adding an Alternate Means of Control (AMOC) plan or Alternative Monitoring Plan (AMP) that have been approved by EPA or TCEQ.
    5. Incorporating a Federal Consent Decree.

## **Site Operating Permit (SOP) Revision Application Guidance**

- B. Application for Administrative Revision: An application for administrative permit revision must include, at a minimum, the following:
- i. description of each change;
  - ii. a description of the emission units affected, if any;
  - iii. the provisional terms and conditions (as defined in 30 TAC § 122.10) that codify the new applicable requirements or state-only requirements;
  - iv. a statement that each change qualifies for an administrative permit revision; and
  - v. a certification in accordance with 30 TAC § 122.165 (relating to Certification by a Responsible Official).
- (Attachment B includes a list of potentially applicable forms for an administrative revision.)
- C. Conditions for operating a change qualifying for Administrative Revision: Changes meeting the criteria for an administrative revision can be operated before issuance of the revision if the permit holder records the information outlined in paragraph IV.B above, before operating the change and maintains it with the permit.
- D. Applicant's timeline to submit Administrative Revisions: Per 30 TAC § 122.211, an application for an administrative revision must include a record of any changes that took place over the previous 12 months that have not already been incorporated into the permit. The permit holder must submit an application to the TCEQ no later than 30 days after each permit anniversary per 30 TAC Chapter 122. However, permit holders are advised to send information pertaining to administrative revisions as soon as possible to ensure that we have current information in our files regarding site ownership, Responsible Official, mailing address, etc., to facilitate communication.
- E. Processing procedures and timelines for Administrative Revisions: An administrative permit revision may be issued by the executive director provided the change meets the criteria for an administrative permit revision and a complete application is received containing information outlined above. The APD staff processes administrative permit revision application within 60 days of receiving all pertinent information. A letter will be sent to the permit holder acknowledging completion of the administrative revision.

### **V. Minor Revision**

- A. Qualification criteria for Minor Revision: Minor permit revisions that meet the criteria outlined in 30 TAC § 122.215. Examples of changes that can be accomplished through a minor revision include the following:
- i. Addition of a new case-by-case pre-construction permit or an amendment or alteration of any existing case-by-case pre-construction permit (excluding modifications for PSD or Non-attainment permits that trigger a Title I modification) which authorizes increased emissions (as reflected in the revised NSR permit's terms and conditions OR Maximum Allowable Emission Rate Table [MAERT]).
  - ii. Removal of references to permit-by-rule (PBR) authorizations or Standard Permits after the requirements of the PBR or Standard Permit have been incorporated in an existing case-by-case pre-construction authorization permit and this permit is already listed in the SOP.
  - iii. Deletion of a permit shield from a permit.

## Site Operating Permit (SOP) Revision Application Guidance

- iv. Deletion of a unit and its applicable requirements from the permit when such an action does affect or impact the applicable requirements for other emission sources listed in the permit.
- v. Incorporation of a newly promulgated regulation as an applicable requirement for the site.
- vi. Trading increases and decreases in emissions in cases where the permit does not currently provide for the trading.
- vii. A compliance plan is removed from the permit because the associated compliance situation has been resolved.
- viii. Any changes qualifying as operational flexibility or off-permit changes can be submitted as a minor revision.

(Attachment A includes a flowchart that summarizes the SOP revision and notification criteria.)

- B. Application for a Minor Revision: An application for minor revision must include, at a minimum, the following:
- i. a description of each change;
  - ii. a description of the emission units affected;
  - iii. the provisional terms and conditions as defined in § 122.10 of this title (relating to General Definitions) that codify the new applicable requirements;
  - iv. a statement that the change qualifies for a minor permit revision;
  - v. the emissions resulting from the change; and
  - vi. certification by the Responsible Official certifying the submission and affirming that the change meets the criteria for a minor revision.

(Attachment B includes a list of potentially applicable forms for a minor revision.)

- C. Applicant's timeline to submit a Minor Revision: The permit holder must submit an application for minor revision before the change is operated. If the SOP holder desires to operate the change before the new or revised applicable requirements resulting from the change are incorporated/authorized in the SOP, the SOP holder must comply with the requirements specified below.
- D. Conditions for operating a change qualifying for Minor Revision: Changes at a site requiring a minor permit revision can be operated before issuance of the revision by the TCEQ if the permit holder establishes provisional terms and conditions (as explained below) and complies with the same after the submission of the minor permit revision.
- i. The SOP holder must submit an application to the TCEQ containing the information described in paragraph V.B above before the change is operated. This information must be maintained by the permit holder until the permit is revised (i.e., the minor permit revision is issued by the TCEQ).
  - ii. The SOP holder must identify the new or revised applicable requirements resulting from the change and submit them along with the minor revision application.
  - iii. The SOP holder must declare such new or revised applicable requirements as provisional terms and conditions (as defined in 30 TAC 122.10) of the SOP. By doing so, the SOP holder is recognizing that such established provisional terms and conditions are the *de-facto* applicable requirements in the SOP for the change before the minor revision is issued by the TCEQ (Please refer to instructions in Form OP-2 to establish provisional terms and conditions).
  - iv. There may be cases where existing permit terms and conditions are proposed to be replaced by new requirements submitted as part of the minor revision. In these cases,

## Site Operating Permit (SOP) Revision Application Guidance

the permit holder need not comply with the existing permit terms and conditions before issuance of the revision as long as provisional terms and conditions are established (and clearly identified and submitted along with the minor revision) to replace the original terms and conditions.

Note: If the SOP holder does not identify the new or revised applicable requirement as provisional terms and conditions of the SOP, the emission unit(s) cannot be operated until the minor revision is finalized by TCEQ.

- E. Processing procedures and timelines for Minor Revision:
- i. The assigned APD permit reviewer will contact the applicant during the technical review of the minor revision application. The permit reviewer may request additional information from the applicant based on the technical review of the application. The permit reviewer will submit a Working Draft Permit and/or Draft Permit to the applicant for review.
  - ii. Minor permit revision review includes public announcement (for 30 days) and EPA review (for 45 days). The public announcement and EPA review begin on the same day.
  - iii. For minor revisions, the permit holder is not required to publish a newspaper notice. When the revisions are incorporated and a draft permit is prepared, the APD staff will post information regarding the minor permit revision on the TCEQ web site to solicit public comments. Before this public announcement period begins, the APD staff will also provide a notice to the EPA and affected state(s), if any, that a draft revised permit is available for their comment.
  - iv. A copy of the draft permit and a 'Statement of Basis' will also be sent to the applicant before the start of the public announcement period.
  - v. APD staff will issue the revised permit after the conclusion of the EPA review period.

## VI. Significant Revision

- A. Qualification criteria for Significant Revision: In general, significant revision procedures shall be used for changes to the permit at a site that do not qualify as administrative or minor revisions. At a minimum, every significant change in existing monitoring permit terms or conditions and every relaxation of reporting or recordkeeping permit terms or conditions triggers a significant permit revision. Any of the following changes also trigger a significant revision:
- i. Existing monitoring requirements are significantly altered.
  - ii. A permit shield is added to the permit, or an existing permit shield is altered (change to the underlying basis for approval).
  - iii. Is a modification under Title I of the Federal Clean Air Act?
  - iv. The existing recordkeeping or reporting requirements in the SOP are relaxed.
  - v. A term or condition is sought to be added in the permit to avoid another applicable requirement to which the site would otherwise have been subject. Such terms and conditions include:
    1. a federally enforceable emissions cap assumed to avoid classification as a modification under any provision of the FCAA, Title I; and
    2. an alternative emissions limit approved pursuant to regulations promulgated under the FCAA, § 112(i)(5).
  - vi. A compliance plan is added to the permit, or changes are made to an existing compliance plan in the permit.

## Site Operating Permit (SOP) Revision Application Guidance

- vii. An acid rain permit is added to the SOP, or a new affected unit requiring an acid rain permit is added

(Attachment A includes a flowchart that summarizes the SOP revision and notification criteria.)

- B. Application content for a Significant Revision: An application for a significant revision must include, at a minimum, the following:

- i. a description of the change;
- ii. a description of the emission units affected;
- iii. a description of the emissions affected by the change; and
- iv. a certification by the Responsible Official certifying the submission.

(Attachment B includes a list of potentially applicable forms for a significant revision.)

- C. Conditions for operating a change qualifying for Significant Revision: Changes requiring a significant permit revision shall not be operated or implemented before the SOP is revised to incorporate/authorize such a change.

- D. Applicant's timeline to submit a Significant Revision: If a change triggers a significant revision, the permit holder must not operate the change before the permit is revised. In case of new construction which triggers significant revision of the SOP (for example, in the case of new construction which triggers a Title I modification of a pre-construction authorization permit issued pursuant to 30 TAC chapter 116), applicants are encouraged to submit appropriate applications for pre-construction authorization and significant revision of the SOP at the same time. This suggested timeline is to ensure that the SOP is revised around the same time as the pre-construction authorization permit issuance.

- E. Processing procedures and timelines for a Significant Revision: The APD staff will process a significant revision if all of the following conditions have been satisfied:

- i. the permit holder has submitted a complete application;
- ii. the conditions of the permit provide for compliance with the requirements of this chapter;
- iii. the requirements of this chapter for public notice, affected state review, notice and comment hearing, and EPA review have been satisfied; and
- iv. the permit contains compliance assurance monitoring for large pollutant-specific emission units (as defined in 30 TAC Chapter § 122.10) if the significant revision application pertains to such a large pollutant-specific emission unit.

Please note that the significant permit revision is not final until the public petition requirements of 30 TAC Chapter 122 have been satisfied.

## VII. Operational Flexibility and Off-Permit Changes

- A. Qualification criteria: An SOP holder may make certain changes at a site and notify the TCEQ without applying for or obtaining a permit revision provided the following conditions are met:

- i. the changes are not modifications under Federal Clean Air Act (FCAA), Title I;
- ii. the changes are allowed under FCAA, § 502(b)(10);
- iii. the changes do not exceed the emission limitations under the permit;
- iv. the permit holder has obtained an applicable pre-construction authorization and such authorization is not a modification under FCAA, Title I; and

## Site Operating Permit (SOP) Revision Application Guidance

- v. the permit holder keeps a record of each such notification with the SOP.
  - B. Types of notifications: There are two types of notifications: Operational Flexibility and Off-permit Changes.
  - C. Operational Flexibility: The following changes qualify for a notification under operational flexibility:
    - i. Removal of an emission unit from the site – If the removal of an emission unit listed in the SOP does not affect any other applicable requirements identified in the permit; such a change can be notified under the operational flexibility provisions.
    - ii. If a change at a site triggers an alteration of the site’s pre-construction authorization permit (issued pursuant to 30 TAC Chapter 116) and does not result in an increase in emissions, then this change qualifies for a notification under the operational flexibility provisions.
  - D. Off-permit Changes: Off-permit changes may be made at a site, when the following conditions are met: The change shall meet all applicable requirements and shall not violate any existing permit term or condition. Following are examples of changes at a site that qualify for an Off-permit change:
    - i. Addition of an emission source at a site that is authorized under 30 TAC Chapter 106 (Permits-By-Rule); or
    - ii. Addition of an emission source at a site that is authorized under 30 TAC Chapter 116, Subchapter F (Standard Permits).
    - iii. Change of character (content or purpose) of an emission source. (Example: Change contents of a storage tank by PBR 106.478).
- Note: The phrase “addition of an emission source” does not include changes to the components of an existing source, i.e. the addition of a new component to a fugitive emission source does not require notification.
- E. General requirements for Notifications: Changes that meet the notification criteria are not subject to public notice, affected state(s) review, notice and comment hearing, EPA review, and public petition requirements for permits. The changes made under these categories will not qualify for a permit shield under § 122.148. Changes accomplished through the use of Off-permit or Operational flexibility notifications are not incorporated into the permit. The permit holder shall keep a record of notifications submitted under the provisions of Operational Flexibility and Off-permit Changes with the permit. The permit holder is required to include details of such notifications during permit renewal including unit attribute information or other relevant information sufficient to identify the applicable requirements in the renewed permit.
  - F. Procedures and timelines for Operational Flexibility: For changes that meet the qualification criteria for a notification under Operational flexibility, a permit holder must submit a written notification to the TCEQ and the EPA Region 6 office at least seven days in advance of operating the proposed change, to include the following information: a description of the change, the date on which the change is proposed to occur, the emissions resulting from the change, and any permit term or condition that is no longer applicable as a result of the change. In cases where a change meeting the criteria for a notification under Operational Flexibility is made due to an emergency situation, the notice may be provided within two working days of implementation of operational flexibility changes. Such notifications shall also include an explanation of the emergency.

## Site Operating Permit (SOP) Revision Application Guidance

The required information must be submitted and certified using Form OP-Notify and Form OP-CRO1.

- G. Procedures and timelines for Off-permit changes: For changes that meet the qualification criteria for a notification under Off-permit Change, a permit holder must submit a written notification *before operating the proposed change*, to include the following information: a description of the change, including the date, any change in emissions, pollutants emitted, and any applicable requirements that would apply as a result of the change. The notification must include a certification by the Responsible Official along with a statement indicating that the change meets the criteria.

The permit holder shall provide such notifications to the TCEQ and the EPA Region 6 office concurrent with (no later than) the date of initial operation of each such change, except for changes that qualify as insignificant activities. The required information must be submitted and certified using Form OP-Notify and Form OP-CRO1.

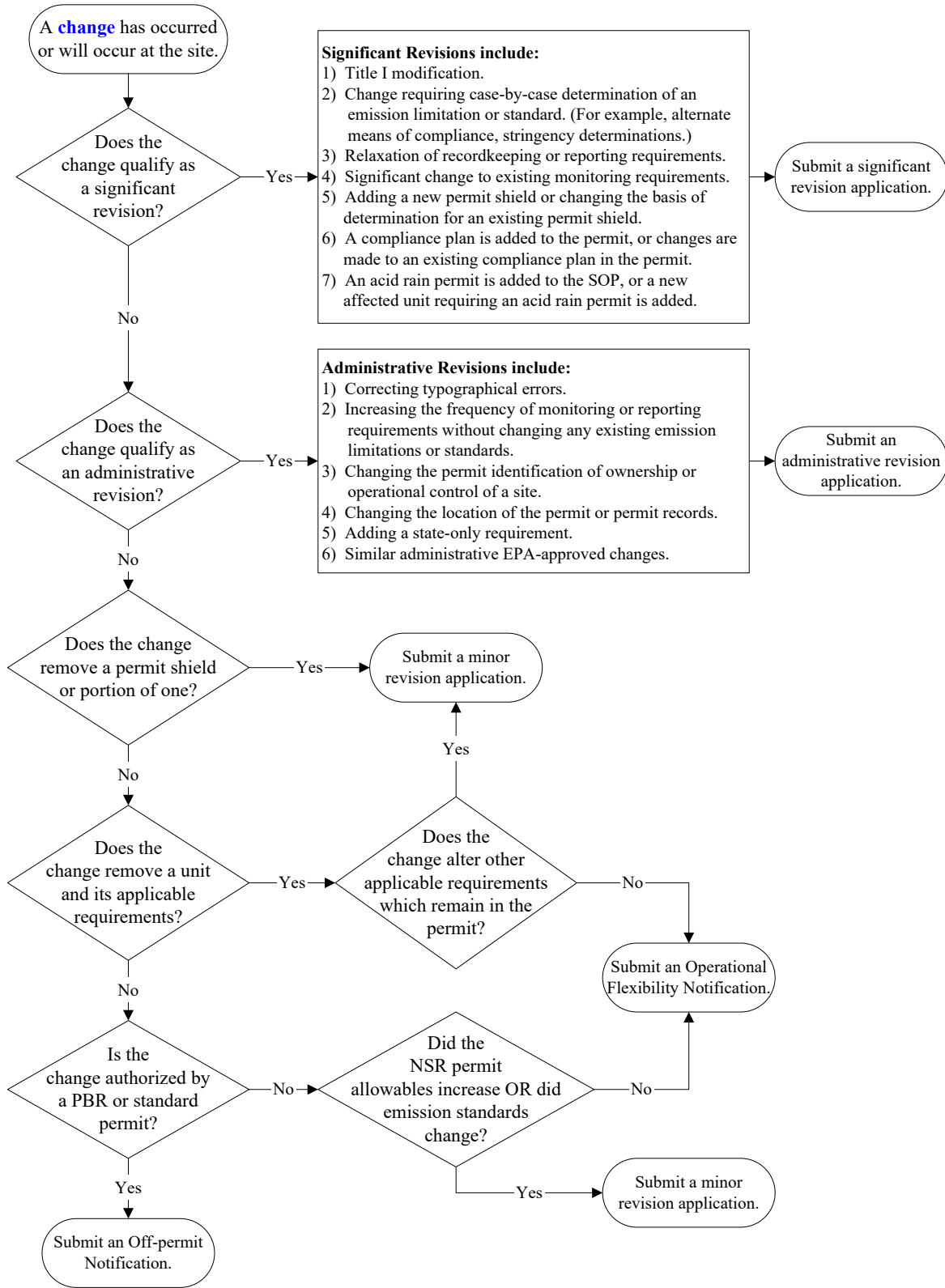
Note that off-permit notifications must be submitted before operating the change.

- H. TCEQ timeline for processing notifications: The APD staff will normally process a notification within 60 days of its receipt and send a letter to the permit holder acknowledging the notification.



# Site Operating Permit (SOP) Revision Application Guidance

## ATTACHMENT A - SOP Revision and Notification Flowchart



## Site Operating Permit (SOP) Revision Application Guidance

### Attachment B - Application Forms for Revisions and Notifications

Change Type (Update, Revision, or Notification)	Change Category	Potentially Affected Forms	Comment
Administrative Update	Change in Responsible Official (not in conjunction with any other changes)	<a href="#">OP-CRO2</a>	Include OP-CRO2 in any revision project where the RO information has changed.
	Delegation of Responsible Official (not in conjunction with any other changes)	<a href="#">OP-DEL</a>	Include OP-DEL in any revision project where the RO has delegated authority.
Administrative Revision	Change of Ownership or Legal Company Name	<a href="#">TCEQ Form Number 20405</a> (APD Change of Name/Ownership Form), <a href="#">Core Data Form</a>	Use company name as registered with the Texas Secretary of State (SOS).
	Changes affecting specific units	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-REQ3</a>	OP-REQ3 for re-numbering of citations.
	Changes affecting the permit area (non-unit specific)	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-1</a> , <a href="#">OP-REQ1</a>	OP-1 for changing permit and records location as identified in the permit.
Minor Revision	Changes affecting specific units	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-SUMR</a> , <a href="#">OP-UA</a> , <a href="#">OP-REQ2</a> , <a href="#">OP-REQ3</a> , <a href="#">OP-MON</a>	
	Changes affecting the permit area (non-unit specific)	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-1</a> , <a href="#">OP-REQ1</a>	
Significant Revision	Changes affecting specific units	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-SUMR</a> , <a href="#">OP-UA</a> , <a href="#">OP-REQ2</a> , <a href="#">OP-REQ3</a> , <a href="#">OP-MON</a>	
	Changes affecting the permit area (non-unit specific)	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-REQ1</a>	
	Permit Shield request	<a href="#">OP-2</a> , <a href="#">OP-CRO1</a> , <a href="#">OP-REQ1</a> , <a href="#">OP-REQ2</a> , <a href="#">OP-SUMR</a>	Include Form OP-REQ1 page with permit shield question.
Notifications	Off-Permit Change	<a href="#">OP-CRO1</a> , <a href="#">OP-Notify</a>	
	Operational Flexibility	<a href="#">OP-CRO1</a> , <a href="#">OP-Notify</a>	

## Site Operating Permit (SOP) Revision Application Guidance

### Attachment C - Insignificant Activities List

In general, units not meeting the criteria for inclusion on either Form OP-SUM or Form OP-REQ1 are not required to be addressed in the operating permit application. Insignificant activities include, but are not limited to, the following:

1. Office activities such as photocopying, blueprint copying, and photographic processes.
2. Sanitary sewage collection and treatment facilities other than those used to incinerate wastewater treatment plant sludge. Stacks or vents for sanitary sewer plumbing traps are also included.
3. Food preparation facilities including, but not limited to, restaurants, and cafeterias used for preparing food or beverages primarily for consumption on the premises.
4. Outdoor barbecue pits, campfires, and fireplaces.
5. Laundry dryers, extractors, and tumblers processing bedding, clothing, or other fabric items generated primarily at the premises. This does not include emissions from dry cleaning systems using perchloroethylene or petroleum solvents.
6. Facilities storing only dry, sweet natural gas, including natural gas pressure regulator vents.
7. Any air separation or other industrial gas production, storage, or packaging facility. Industrial gases, for purposes of this list, include only oxygen, nitrogen, helium, neon, argon, krypton, and xenon.
8. Storage and handling of sealed portable containers, cylinders, or sealed drums.
9. Vehicle exhausts from maintenance or repair shops.
10. Storage and use of non-VOC products or equipment for maintaining motor vehicles operated at the site (including but not limited to, antifreeze and fuel additives).
11. Air contaminant detectors and recorders, combustion controllers and shut-off devices, product analyzers, laboratory analyzers, continuous emissions monitors, other analyzers and monitors, and emissions associated with sampling activities. Exception to this category includes sampling activities that are deemed fugitive emissions and under a regulatory leak detection and repair program.
12. Bench scale laboratory equipment and laboratory equipment used exclusively for chemical and physical analysis, including but not limited to, assorted vacuum producing devices and laboratory fume hoods.
13. Steam vents, steam leaks, and steam safety relief valves, provided the steam (or boiler feedwater) has not contacted other materials or fluids containing regulated air pollutants other than boiler water treatment chemicals.
14. Storage of water that has not contacted other materials or fluids containing regulated air pollutants other than boiler water treatment chemicals.
15. Well cellars.
16. Fire or emergency response equipment and training, including but not limited to, use of fire control equipment including equipment testing, training, and open burning of materials or fuels associated with firefighting training.
17. Crucible or pot furnaces with a brim full capacity of less than 450 cubic inches of any molten metal.

## Site Operating Permit (SOP) Revision Application Guidance

18. Equipment used exclusively for the melting or application of wax.
19. All closed tumblers used for the cleaning or deburring of metal products without abrasive blasting, and all open tumblers with a batch capacity of 1,000 lbs. or less.
20. Shell core and shell mold manufacturing machines.
21. Sand or investment molds with a capacity of 100 lbs. or less used for the casting of metals;
22. Equipment used for inspection of metal products.
23. Equipment used exclusively for rolling, forging, pressing, drawing, spinning, or extruding either hot or cold metals by some mechanical means.
24. Instrument systems utilizing air, natural gas, nitrogen, oxygen, carbon dioxide, helium, neon, argon, krypton, and xenon.
25. Battery recharging areas.
26. Brazing, soldering, or welding equipment.

## Site Operating Permit (SOP) Revision Application Guidance

### Attachment D - Addresses for Submitting Applications

#### For submissions to TCEQ:

Please mail all permit revision, notification, and renewal applications to the following address:

*Regular, Certified, Priority Mail*  
Air Permits Initial Review Team (APIRT), MC 161  
P.O. Box 13087  
Austin, Texas 78711-3087

*Hand Delivery or Overnight Mail*  
Air Permits Initial Review Team (APIRT), MC 161  
12100 Park 35 Circle, Building C, Third Floor  
Austin, Texas 78753  
Phone: (512) 239-1250

Please send updates to permit applications under review to the following address:

Name of Assigned Permit Reviewer  
Texas Commission on Environmental Quality  
Air Permits Division, MC 163  
P.O. Box 13087  
Austin, Texas 78711-3087

#### For submissions to EPA:

EPA Region 6 office has requested that all applications, including any updates, submitted to EPA be provided in electronic format via email or as a readable media via CD, DVD, or flash drive by mail. Microsoft Word for text, Excel for spreadsheets, and a searchable Adobe Acrobat (pdf) file are the preferred formats. Do not submit any compressed or zip files, files with an “.exe” extension or files that contain any confidential information. Do not submit any individual files larger than 10 megabytes via email, and the total size of all attachments cannot exceed 25 megabytes per email. With the exception of any document that requires an original signature or confidential information, no hard copies of the information contained in the application should be submitted to EPA.

Any application, including any updates, submitted via email should be submitted to EPA at [R6AirPermitsTX@epa.gov](mailto:R6AirPermitsTX@epa.gov). Identify the associated permit number when submitting information.

All confidential information, documents with original signature, and readable media, CD, DVD, or flash drive, should be mailed to:

Environmental Protection Agency, Region 6  
Air Permits Section (ARPE)  
Renaissance Tower  
1201 Elm St., Suite 500  
Dallas, Texas 75270-2102

Please contact Ms. Aimee Wilson ([wilson.aimee@epa.gov](mailto:wilson.aimee@epa.gov)) at (214) 665-7596 if you have any questions pertaining to electronic submittals.