

Quick Guide for Air Permit Searches in CFR Online

Central File Room Online (“**CFR Online**”, also called “**TCEQ Records Online**”) reflects records managed by the TCEQ’s **Central File Room**. All publicly available physical records are displayed as well as TCEQ’s growing volume of publicly available electronic records. **CFR Online** allows users to perform the following functions by using basic information on the many facilities, organizations, and people regulated by the TCEQ:

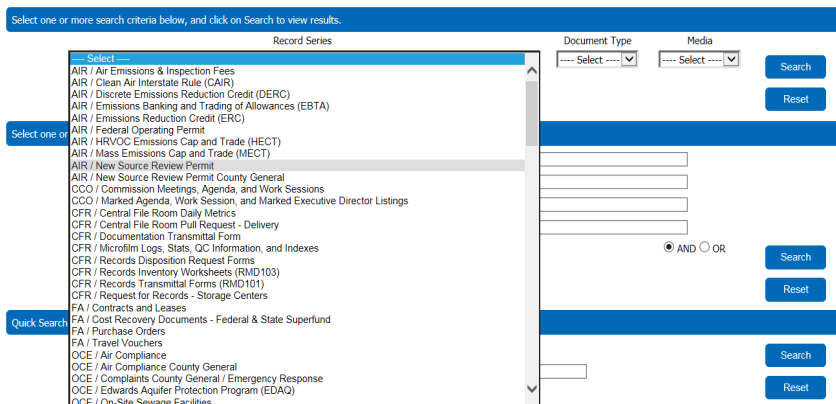
- Search the Central File Room inventory,
- Access available electronic records, and
- Request Copies of Records.

This guide provides basic information specifically for Air Permit searches in CFR Online. For more detailed guidance, see the [Guidelines on how to use Central File Room Online](#).

Search Records

Either a **Permit number** or a **Regulated Entity (RN) number** is needed for Air Permit searches. These numbers can be obtained from:

- [TCEQ’s Central Registry \(CR\)](#)
- [New Source Review database](#)
- [Title V Federal Operating Permits database](#)
- Go to [CFR Online](#) to begin your search.
- Select the Record Series from the drop-down menu:
 - Air / New Source Review Permit, or
 - AIR / Federal Operating Permit.



Note: If looking for both New Source Review and Federal Operating Permit documents, you will need to perform separate searches.

Select one or more of the following three “Search Criteria” from the drop-down menu. (*Only one field is required.*)

1. Select “**Central Registry RN**” (RN). Enter the RN Number in the field to the right.
2. Select “**Primary ID**”. Enter the **Permit Number** in the field to the right. For lower number permits (less than five digits for NSR or less than four digits for Title V), the best method is to also use the RN.

Note: Do not enter zeros “o” at the beginning of permit numbers. For Federal Operating Permits, do not include the letter “O”.

3. Select “**Secondary ID**”. Enter the **Project Number** in the field to the right.

Note: Project numbers are only tracked in records after 2014.

- Select the “Search” icon.

Note: Any files dated prior to 2012 may not be available electronically. Please request these files from the TCEQ Central File Room. See instructions on the last page to access non-electronic records.

Note: Search results will return all permit numbers that contain the string of numbers that were entered. Example: searching for permit number 2345 will return permit number 2345, as well as 12345, 23456, or 222345.

Reading Search Results

To navigate through the pages of results, use the navigation links that appear above the list:

Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title	Begin Date
<input type="checkbox"/>	651071	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	650951	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	651072	AIR / Federal Operating	100211903	02277	Permits	Administrative	10/7/2014

Accessing Records

These documents are available in various formats. See the “Media” column for the format.

- **Electronic media:**
To open an electronic document, click on its “Content ID.”

Select	Content ID	Media
<input type="checkbox"/>	3099114	Paper
<input type="checkbox"/>	1237193	Electronic

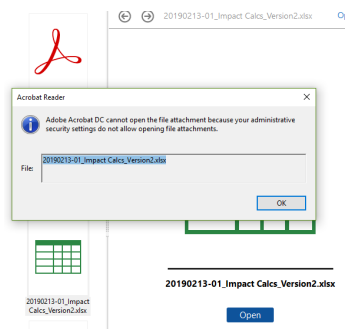
- **Paper or Microfilm media (non-electronic):**
Tag the item in the “Select” column, then select “Request” and fill out the form.

Select	Content ID	Record Series	Primary	Media
<input checked="" type="checkbox"/>	1237193	AIR / Federal Operating Permits	100211069	Paper
<input type="checkbox"/>	1237193	AIR / Mass Emissions C	100211069	Electronic

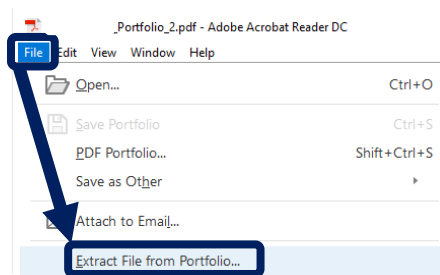
Extracting files from Portfolio

Some documents are stored within a **Portfolio** file. For Air Permit Projects, all pages of the attached excel documents within the Portfolio file are included within the main pdf document.

If you get an error message when trying to open an excel document that is attached within a Portfolio file format:



you can extract the selected file and save it to your computer by choosing “**File**” from the menu, then “**Extract File from Portfolio**”:



After the file has been saved on your computer, you will be able to open it using compatible software (such as Excel for spreadsheets).

Questions

If you have questions that are specific to Air Permit searches, or if you are unable to find a specific Air document, please contact AIRPERM: airperm@tceq.texas.gov, or call (512) 239-1250 to be directed to someone who can answer your question.