

# TCEQ Interoffice Memorandum

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**To:** Richard A. Hyde, P.E., Executive Director *W*  
**From:** *MW* Michael Wilson, P.E., Director, Air Permits Division,  
**CC:** Office of Legal Services  
**Date:** August 8, 2017  
**Subject:** Permit-by-rule and Standard Permit Registration Application Procedures

To become more efficient, effective, and environmentally mindful the Texas Commission on Environmental Quality (TCEQ) Air Permits Division (APD) is revising the process regarding the way APD accepts permits-by-rule (PBR) and standard permit registration applications. APD is requiring all registration applications for PBRs and standard permits be submitted via ePermits effective February 1, 2018. In addition to using less paper, this change in procedures will further maximize APD resources in production areas of the organization to help process all applications more efficiently and effectively.

To submit an ePermit application, click on "eRegistrations" under the TCEQ Online Services on the TCEQ website. Then click on "Register thru STEERS" and follow the instructions. If you have any questions on the process, contact APD at 512-239-1250.

**Other Application Procedures:** In addition to case-by-case New Source Review permit applications, 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.

APPROVED: ✓

*Richard A. Hyde*  
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Richard A. Hyde, P.E.  
Executive Director

*8/8/17*  
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Date

DISAPPROVED:

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Richard A. Hyde, P.E.  
Executive Director

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Date