

**Texas Commission on Environmental Quality (TCEQ)
Industrial & Hazardous Waste (I&HW) Permit Section
Pre-Application Meeting Checklist
Applicable to New, Renewal, Class 3 Permit Modification, Major Amendment, & other
Complex Applications**

(Bring the checklist to the meeting)

- Inform the I&HW Project Manager (PM) who will be attending the meeting
- Submit a copy of the meeting agenda to the I&HW Project Manager at least five days prior to the meeting listing the highlights of the application request
- Be aware of the applicant-held pre-application public meeting required [(30 TAC 39.503(b)] for the following application types prior to submitting your application:
 - New applications
 - Renewal applications with Class 3 Permit Modifications or Major Amendments
 - Major Amendment applications
 - The pre-application public meeting is not required for an application submitted for the sole purpose of conducting post-closure activities or post-closure activities and corrective action at a facility unless:
 - the application is also for an initial permit for hazardous waste management unit(s), or
 - the application is also for renewal of the permit, where the renewal application is proposing a significant change (Class 3 Permit Modification or Major Amendment) in facility operations (Note: per preamble to the related federal rule, the facility operations referenced herein exclude post-closure and corrective action activities)
- Prepare a PowerPoint or Word document of the highlights of the application request; i.e., facility type, application type, facility operation and management, waste management units involved, and any other applicable items
- Be aware of the required TCEQ Part B Administrative and Technical Evaluation Checklist ([TCEQ-00136](#)) and list any questions you may have in the meeting agenda
- Be ready to discuss communication preference
 - Preferred Contact Person (e.g. consultant, facility)
 - Preferred Contact Format (e.g. emails, phone calls, formal letters)
- Remember to use the Waste Permit Division (WPD) Correspondence Cover Sheet ([TCEQ-20714](#)) when you submit your application

- Refer to the requirements in the Part A and Part B Application Forms and the [RCRA Application Format](#), be prepared to comply with these requirements when submitting your application, and list any questions you may have in the meeting agenda regarding these requirements
- Add any other items you wish to discuss