TCEQ Office Use Only
Permit No:
CN:
RN:
Region:

RESET FORM

Notice of Termination (NOT) for Authorizations under Water Quality General Permit (WQG200000)

What is the permit number to be terminated? Processing will be delayed without the permit number.

WQG20_____

1) OPERATOR (permittee)

a) What is the Customer Number (CN) issued to this entity? You may search for your CN at: http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch

CN_____

b) What is the Legal Name of the current permittee?

_____

(This must be the current permittee of the permit to be terminated.)

c) What is the name and title of the person signing the application? (The person must be an executive official meeting signatory requirements in TAC 305.44(a).)
Prefix (Mr. Ms. Miss): _____
First/Last Name:_____ Suffix:_____
Title: _____Credential:_____

d) What is the contact information for the Operator Contact (Responsible Authority)? The mailing address must be recognized by the US Postal Service. You may verify the address at: https://tools.usps.com/go/ZipLookupAction!input.action
Phone Number: _____ Ext: _____ Fax Number: _____
E-mail:_____
Mailing Address:_____
Internal Routing (Mail Code, Etc.):_____
City:_____State:_____ZIP Code:_____
If outside USA: Territory:_____Country Code:_____ Postal Code:_____

2) OWNER (permittee)

Is the Owner the same as the Operator?

☐ Yes, go to Section 3).

☐ No, complete section below

a) What is the Customer Number (CN) issued to this entity? You may search for your CN at: http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch

CN_____

b) What is the Legal Name of the current permittee?

_____

(This must be the current permittee of the permit to be terminated.)

c) What is the name and title of the person signing the application? (The person must be an executive official meeting signatory requirements in TAC 305.44(a).)
Prefix (Mr. Ms. Miss): _____
First/Last Name:_____ Suffix:_____
Title: _____Credential:_____

d) What is the contact information for the Operator Contact (Responsible Authority)? The mailing address must be recognized by the US Postal Service. You may verify the address at: https://tools.usps.com/go/ZipLookupAction!input.action
Phone Number: _____ Ext: _____ Fax Number: _____
E-mail:_____
Mailing Address:_____
Internal Routing (Mail Code, Etc.):_____
City:_____State:_____ZIP Code:_____
If outside USA: Territory:_____Country Code:_____ Postal Code:_____

3) APPLICATION CONTACT

If TCEQ needs additional information regarding this application, who should be contacted?
Is the application contact the same as the permittee identified above?

☐ Yes, specify which permittee on the line below and go to Section 4).

_____

☐ No, complete section below

Prefix (Mr. Ms. Miss):_____
First/Last Name: _____Suffix:_____
Title:_____ Credential:_____
Organization Name:_____
Phone Number: _____ Ext: _____ Fax Number: _____
E-mail Address:_____
Mailing Address:_____
Internal Routing (Mail Code, Etc.):_____
City:_____ State:_____ZIP Code:_____
Mailing Information if outside USA:
Territory: _____Country Code:_____ Postal Code: _____

4) REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE

a) TCEQ issued RE Reference Number (RN):

RN_____

b) Name of project or site (the name known by the community where located):

_____

c) County (or counties if > 1) _____

d) Latitude: _____ Longitude: _____

e) Does the site have a physical address?

☐ Yes, complete Section A for a physical address.

☐ No, complete Section B for site location information.

Section A: Enter the physical address for the site.

Verify the address with USPS. If the address is not recognized as a delivery address, provide the address as identified for overnight mail delivery, 911 emergency or other online map tools to confirm an address.

Physical Address of Project or Site:

Street Number: _____ Street Name: _____

City: _____ State: Texas ZIP Code: _____

Section B: Enter the site location information.

If no physical address (Street Number & Street Name), provide a written location access description to the site. (Ex.: located 2 miles west from intersection of Hwy 290 & IH35 accessible on Hwy 290 South)

City where the site is located or, if not in a city, what is the nearest city:

_____

State: Texas ZIP Code where the site is located: _____

5) REASON FOR TERMINATION

Check the reason for termination:

☐ The facility is now under control of a new Operator or Owner.

☐ The activity is now authorized under an alternate TPDES permit.

☐ The activity never began at this site that is regulated under the general permit.

☐ There is no longer a discharge associated with the authorized activity.

6) CERTIFICATION

A. Operator Certification:

Two signatures are required if Owner and Operator are different entities.

I, _____ _____

Typed or printed name *Title*

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature:_____ Date:_____

(Use blue ink)

B. Owner Certification:

Two signatures are required if Owner and Operator are different entities.

I, _____ _____

Typed or printed name *Title*

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature:_____ Date:_____

(Use blue ink)

Notice of Termination (NOT) for Authorizations under Water Quality General Permit (WQG200000)

General Information and Instructions

GENERAL INFORMATION

Where to Send the Notice of Termination (NOT):

BY REGULAR U.S. MAIL:
Texas Commission on Environmental Quality
Applications Review and Processing Team
(MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:
Texas Commission on Environmental Quality
Applications Review and Processing Team
(MC-148)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact List:

Application – status and form questions:	512/239-4671
Technical questions:	512/239-4671
Environmental Law Division:	512/239-0600
Records Management - obtain copies of forms:	512/239-0900
Reports from databases (as available):	512/239-DATA (3282)
Cashier's office:	512/239-0357 or 512/239-0187

Notice of Termination Process:

A Notice of Termination is **effective on the date postmarked for delivery to TCEQ**.

When your NOT is received by the program, the form will be processed as follows:

1) **Administrative Review:** The form will be reviewed to confirm the following:
   - the permit number is provided
   - the permit is active and has been approved
   - the entity terminating the permit is the current permittee
   - the site information matches the original permit record
   - the form has the required original signature with title and date

2) **Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a phone call will be made to the applicant to clear the deficiency. A letter will not be sent to the permittee if unable to process the form.

3) **Confirmation of Termination:** A Notice of Termination Confirmation letter will be mailed to the operator.

General Permit Forms

The Notice of Intent (NOI), Notice of Termination (NOT), and Waiver forms (including instructions) are available in Adobe Acrobat PDF format on the TCEQ web site http://www.tceq.texas.gov.

Change in Operator or Owner

An authorization under the general permit is not transferable. If the operator or owner of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator or owner must submit a Notice of Intent. The NOT and NOI must be submitted not later than 10 days prior to the change in Operator or Owner status.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. Do not send a Core Data Form to TCEQ. After final acknowledgment of coverage under the general permit, the program will assign a Customer Number and Regulated Entity Number.

You can find the information on the Central Registry web site at http://www12.tceq.texas.gov/crpub/index.cfm. You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your permit number under the search field labeled "Additional ID". Capitalize all letters in the permit number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur. For General Permits, a Notice of Change form must be submitted to the program area.

Annual Water Quality Fee:

This fee is assessed to permittees with an active authorization under the general permit on September 1 of each year. The designated billing contact will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It's important for the permittees to submit a **Notice of Termination** (NOT) when coverage under the general permit is no longer required. A NOT is effective on the postmarked date of mailing the form to TCEQ. It is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

INSTRUCTIONS FOR FILLING OUT THE NOT FORM

1. and 2. OPERATOR and OWNER (CURRENT PERMITTEE)

a) Enter assigned Customer Number (CN)

TCEQ's Central Registry assigns each customer a number that begins with CN, followed by nine digits. **This is not a permit number, registration number, or license number**.

b) Legal Name of Current Permittee

The operator must be the same entity as previously submitted on the original Notice of Intent for the permit number provided.

c) Person Signing Application

Please provide information for person signing the NOT application in the Certification section. This person is also referred to as the Responsible Authority.

d) Contact Information for the Operator/Owner Contact (Responsible Authority)

Provide a complete mailing address for receiving mail from the TCEQ. Update the address if different than previously submitted for the Notice of Intent or Notice of Change.

The area code and phone number should provide contact to the operator. Leave Extension blank if not applicable.

The fax number and e-mail address are optional and should correspond to the operator.

3. APPLICATION CONTACT

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application.

4. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE

a) Regulated Entity Reference Number (RN)

A number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. If this regulated entity has not been assigned an RN, leave this space blank.

b) Site/Project Name/Regulated Entity

Provide the name of the site as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity name.

c) County

Identify the county or counties in which the regulated entity is located.

d) Latitude and Longitude

Enter the latitude and longitude of the site in degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to: http://www.tceq.texas.gov/gis/sqmaview.html or http://nationalmap.gov/ustopo/

e) Site/Project (RE) Physical Address/Location Information

Enter the complete address for the site in Section A if the address can be validated through the US Postal Service. If the physical address is not recognized as a USPS delivery address, you may need to validate the address with your local police (911 service) or through an online map site used to locate a site. Please confirm this to be a complete and valid address. Please do not use a rural route or post office box for a site location.

If a site does not have an address that includes a street (or house) number and street name, enter NO ADDRESS for the street name in Section A. In Section B provide a complete written location description. For example: "The site is located 2 miles west from intersection of Hwy 290 & IH35, located on the southwest corner of the Hwy 290 South bound lane."
Provide the city (or nearest city) and ZIP code of the facility location.

5. REASON FOR TERMINATION

The Notice of Termination form is only for use to terminate the authorization (permit). The Operator must indicate the specific reason for terminating by checking one of the options. If the reason is not listed then provide an attachment that explains the reason for termination.
Please read your general permit carefully to determine when to terminate your permit. Permits will not be reactivated after submitting a termination form. The termination is effective on the date postmarked for delivery to TCEQ.

6. CERTIFICATION

The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code (TAC) §305.44.

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(see below). According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(see below). According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a) (3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512/239-0600.

30 Texas Administrative Code

§305.44. Signatories to Applications

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).