



Application to Use Domestic Reclaimed Water

This application is for the beneficial use of reclaimed wastewater effluent as provided under Title 30 of the Texas Administrative Code Chapter 210, Subchapters A, B, C, & D

TCEQ Office Use Only

Permit No.: _____

RN: _____

CN: _____

IMPORTANT:

- Use the attached **INSTRUCTIONS** when completing this form.
- After completing this form, use the attached **CUSTOMER CHECKLIST** to make certain all items are complete and accurate.
- Missing, illegible, or inaccurate items may delay final acknowledgment or coverage under the general permit.

Provide the permit number for the wastewater treatment facility where the reclaimed wastewater will be obtained.

Permit No.: WQ00

Expiration Date of the wastewater permit:

Prior to requesting authorization to use domestic reclaimed water for beneficial use, you must obtain a treated domestic wastewater disposal/discharge permit from the Water Quality Division at TCEQ. If the domestic wastewater permit is transferred, you must also request to transfer the 210 authorization. If the domestic wastewater permit is cancelled or expired, the 210 authorization is also terminated.

Is the copy of the service area for the reclaimed water attached (8-1/2 X 11) attached?	Yes	No
Is the map delineating the location of all ponds that will hold reclaimed water attached?	Yes	No
Is the contract/service agreement attached?	Yes	No
Is a complete copy of the application enclosed?	Yes	No

A. PRODUCER (applicant)

Is the producer the owner of the transmission facilities/pipelines for the reclaimed water? Yes No

If the answer is "No," who owns these facilities?

1. The applicant is currently a customer with TCEQ, please provide the Customer Number (CN) issued to this entity?
CN

2. What is the full Legal Name of the applicant?

(The exact legal name must be provided.)

3. What is the applicant's mailing address as recognized by the **US Postal Service**?

Address:		Suite No./Bldg. No./Mail Code:
City:	State:	ZIP Code:

Country Mailing Information (if outside USA).	Country Code:	Postal Code:
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4. Phone No.: () Extension:

5. Fax No.: () E-mail Address:

6. Indicate the type of Customer:

Individual	Sole Proprietorship-D.B.A.	Limited Partnership
Corporation	Federal Government	Partnership
State Government	County Government	City Government
Other Government	Other:	

7. Independent Operator: Yes No (If governmental entity, subsidiary, or part of a larger corporation, check "No".)

8. Number of Employees: 0-20 21-100 101-250 251-500 501 or higher

B. PROVIDER

1. Is the Provider the same as the Producer? Yes – go to section C No – fill out section B

2. The applicant is currently a customer with TCEQ, please provide the Customer Number (CN) issued to this entity?
CN

3. Full Legal Name of the Provider.

4. What is the applicant's mailing address as recognized by the US Postal Service ?					
Mailing Address:			Suite No./Bldg. No./Mail Code:		
City:		State:		ZIP Code:	
Country Mailing Information (if outside USA).			Country Code:		Postal Code:
5. Phone No.: ()			Extension:		
6. Fax No.: ()			E-mail Address:		
7. Indicate the type of Customer:					
Individual		Sole Proprietorship-D.B.A.		Limited Partnership	
Corporation		Federal Government General		Partnership	
State Government		County Government		City Government	
Other Government		Other:			
8. Independent Operator: Yes No (If governmental entity, subsidiary, or part of a larger corporation, check "No".)					
9. Number of Employees: 0-20 21-100 101-250 251-500 501 or higher					
10. Customer Business Tax and Filing Numbers REQUIRED for Corporations and Limited Partnerships (This item is not applicable to Individuals, Government, GP or Sole Proprietor.)					
State Franchise Tax ID Number:			Federal Tax ID:		
TX SOS Charter (filing) Number:			DUNS Number (if known):		
C. APPLICATION CONTACT					
If TCEQ needs additional information regarding this application, who should be contacted?					
Name:		Title:		Company:	
Address:			Suite No./Bldg. No./Mail Code:		
City:		State:		ZIP Code	
Phone No.: ()			Extension:		
Fax No.: ()			E-mail Address:		
D. REGULATED ENTITY (RE) INFORMATION					
1. Has the TCEQ issued a Regulated Entity Reference Number (RN) for the regulated wastewater/water treatment facility? Yes What is the RN? RN No Authorization must be obtained to own and operate a wastewater treatment facility prior to obtaining authorization to beneficially use reclaimed wastewater effluent.					
2. What county is the regulated entity located in?					
E. GENERAL CHARACTERISTICS					
1. Type of reclaimed water being used		Type I		Type II	
Both					
2. Identify additional processes that may be needed to achieve the effluent quality.					
Type I					
Type II					
3. Storage Requirements					
a. Is reclaimed water stored in fabricated tank that is leak proof certified? Yes No N/A If "Yes," skip the rest of Item 2 and go to Item 3. If "No," determine the geographical areas for the proposed storage and use of reclaimed water are in the Edwards Aquifer Recharge Zone or an area with a DRASTIC pollution potential index of 110 or greater. For specific technical requirements, refer to 30 TAC §210.23(c) and (d).					

- b. Are any of the reclaimed water storage or usage sites located in the Edwards Aquifer Recharge Zone? Yes No
- If "Yes," answer the following questions:*
- | | | | |
|--|-----|----|-----|
| Do pond construction materials meet 30 TAC §210.23(c)(1), (2) and (4)? | Yes | No | N/A |
| Do liners meet specifications in 30 TAC §210.23(c)(3) or (5)? | Yes | No | N/A |
| Have the liners been certified as per 30 TAC §210.23(c)(6)? | Yes | No | N/A |
| Do the soil embankment walls meet 30 TAC §210.23(c)(7)? | Yes | No | N/A |

Please explain any "No" or "N/A" answers to the above 4 questions.

- c. Are any of the reclaimed water sites located outside of the Edwards Aquifer Recharge Zone, but within the DRASTIC Designated Areas having a pollution potential index figure of 110 or greater? Yes No

If "Yes," answer the following questions regarding the storage ponds for Type II effluent.

- | | | | |
|--|-----|----|-----|
| Do pond construction materials meet 30 TAC §210.23(c)(1), (2) and (4)? | Yes | No | N/A |
| Do liners meet specifications in 30 TAC §210.23(c)(3) or (5)? | Yes | No | N/A |
| Have the liners been certified as per 30 TAC §210.23(c)(6)? | Yes | No | N/A |
| Do the soil embankment walls meet 30 TAC § 10.23(c)(7)? | Yes | No | N/A |

Please explain any "No" or "N/A" answers to the above 4 questions.

- d. If "a," "b," and "c" are answered "No," meaning that the reclaimed water producer, provider and user are located outside the areas outlined above, provide the following information.

- | | | | |
|---|-----|----|-----|
| Do pond construction materials meet 30 TAC §210.23(d)(1) and (2)? | Yes | No | N/A |
| Do liners meet specifications in 30 TAC §210.23(d)(3) or (4)? | Yes | No | N/A |
| Have the liners been certified as per 30 TAC §210.23(d)(5)? | Yes | No | N/A |
| Do the soil embankment walls meet 30 TAC §210.23(d)(6)? | Yes | No | N/A |

Please explain any "No" or "N/A" answers to the above 4 questions.

4. Intended Uses for Reclaimed Water

- a. Complete the table below:

Current and Proposed Reclaimed Water Limits

Parameter	Unit of Measure	Current	Proposed
Flow	mgd		
BOD ₅	mg/l		
CBOD ₅	mg/l		
Fecal Coliform	CFU/100ml		

- b. How is the producer currently or proposing to use the reclaimed water at the treatment facilities?

- c. Describe all potential uses for reclaimed water off-site.

5. Reclaimed Water Contracts [30 TAC §210.4(a)]		
a. Does the producer/provider have a compliance plan that meets 30 TAC §210.6 (1)(2) & (3)? If "No", please explain.	Yes	No
b. Is there a clear understanding of the roles and responsibilities of the producer, provider, and user(s) regarding maintenance, exposure to humans, and other pertinent issues regarding the production, distribution, and usage of reclaimed water?	Yes	No
c. Does the contract have an operation and maintenance plan as required in 30 TAC §210.4(a)(4)? If "Yes," please submit the plan along with the contract. If "No," authorization to beneficially use reclaimed wastewater effluent will not be processed.	Yes	No
6. Operations and Maintenance		
a. Is a training program in place for employees as to the management of reclaimed water usage by the producer, distributor, and user?	Yes	No
b. Is there a procedure for properly labeled distribution lines to prevent the accidental cross-connection between potable water and reclaimed water systems as set forth in 30 TAC §210.25(c)? If "No" does it meet 30 TAC §217?	Yes	No
c. Are measures instituted to prevent unauthorized access to reclaimed water valves, pumps, storage tanks, hose bibs and other related appurtenances as set forth in 30 TAC §210.25(a)?	Yes	No
d. Are procedures in place to minimize the exposure to humans to Type II irrigation as described in 30 TAC §210.32(a)(2)?	Yes	No
e. Does the applicant have in place a method to measure the quantity of reclaimed water that meets 30 TAC §210.36?	Yes	No
f. Does the current/proposed distribution/transmission system meet the requirements of 30 TAC §210.25? If "No," are you requesting a variance? Why?	Yes	No
7. Notifications		
If there is a major change in the use of reclaimed water, the producer will notify the TCEQ of the change 45 days before the planned implementation. Examples:		
<ul style="list-style-type: none"> ○ a change in the boundary of the approved service area, ○ the addition of a new user, ○ major changes in the use such as conversion from golf course irrigation to residential irrigation, and ○ Implementation of Type I or Type II use. 		
Does the applicant acknowledge the requirements for Notifications?	Yes	No
8. Amendment		
Is this applicant amending a current authorization?	Yes	No
If so, what is being changed?		

F. USERS Attach additional sheets with the required information if necessary			
Is the User the same as the Producer/Provider?		Yes – go to section G. Certification	No – fill out item 4
Name of User			
Mailing Address:		Suite No./Bldg No./Mail Code:	
City:	State:	ZIP Code:	
Contact Name:			
Phone No.: ()		Extension:	
Fax No.: ()		E-mail Address:	
Type of Uses: (irrigation, dust suppression, cooling water, etc.)			
Are there contracts, legal agreements, or ordinances in place between the provider and this user of the reclaimed water? Yes No If “Yes,” attach a copy. If “No,” please explain.			
Is the reclaimed water being supplied on a “demand only” basis as set forth in 30 TAC §210.7?		Yes	No
G. CERTIFICATION			
I, _____ Typed or printed name Title			
I 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 that 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: _____	
<i>(Use blue ink)</i>			

Did you complete everything? Use this checklist to be sure!

Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

Customer Reclaimed Domestic Wastewater Authorization Checklist	
√	This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of the authorization
	<p>PRODUCER INFORMATION - Confirm each item is complete:</p> <p>√</p> <p>Customer Number (CN) issued by TCEQ Central Registry</p> <p>Operator Mailing Address is complete & verifiable with USPS. www.usps.com</p> <p>Phone Numbers/E-mail Address</p> <p>Type of Operator (Entity Type)</p> <p>Number of Employees</p>
	<p>PROVIDER INFORMATION - Confirm each item is complete:</p> <p>√</p> <p>Name of the Provider</p> <p>Provider's Mailing Address is complete & verifiable with USPS. www.usps.com</p> <p>Phone Numbers/E-mail Address</p> <p>Type of Operator (Entity Type)</p> <p>Number of Employees</p> <p>State Franchise Tax ID Number</p> <p>Texas Secretary of State charter/filing number</p>
	<p>REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE - Confirm each item is complete:</p> <p>√</p> <p>County</p>
	<p>GENERAL CHARACTERISTICS - Confirm each item is complete:</p> <p>√</p> <p>Type of reclaimed water</p> <p>Storage requirement (Edwards Aquifer/DRASTIC, other) pond information</p> <p>Intended uses for reclaimed water</p> <p>Reclaimed Water Contracts</p> <p>Operation and Maintenance</p> <p>Notifications requirements acknowledged</p>
	<p>USERS</p> <p>Identified all of the Users</p> <p>Identified the Uses</p> <p>Provided contracts, legal agreements, or ordinances between the provider and the user</p>
	<p>CERTIFICATION</p> <p>Signature meets 30 Texas Administrative Code (TAC) §305.44 and is original and has been provided for the Producer.</p>
	<p>Copy of the service area for the reclaimed wastewater effluent is attached.</p> <p>Copy of contract/ordinance/agreement is attached.</p> <p>Copy of Operations and Maintenance Plan is attached.</p> <p>Copy of the map delineating the location of all ponds that will hold reclaimed water is attached.</p>

Application to Use Domestic Reclaimed Water General Information and Instructions

GENERAL INFORMATION

Where to Send the Application:

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
P.O. Box 13087
Austin, TX 78711-3087

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact list:

Application Processing Questions relating to the status and form requirements:	512/239-4671
Technical Questions relating to the general permit:	512/239-4671
Environmental Law Division:	512/239-0600
Records Management for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases (as available):	512/239-DATA (3282)
Financial Administration's Cashier's office:	512/239-0357 or 512/239-0187

Notice of Intent Process:

When your NOI is received by the program, the form will be processed as follows:

- 1. Administrative Review:** Each item on the form will be reviewed for a complete response. In addition, the producer's and provider's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as an address receiving regular mail delivery. Never give an overnight/express mailing address.
 - 2. Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the contact. The contact will have 30 days to respond to the NOD. The response will be reviewed for completeness.
 - 3. Authorization:** An order granting authorization to use reclaimed water for beneficial use will be mailed to the producer.
- or-
- Denial of Coverage:** If the contact fails to respond to the NOD or the response is inadequate, authorization for the use of reclaimed water may be denied. If the authorization is denied, the producer will be notified.

Domestic Reclaimed Water (210) Authorization Form

The Domestic Reclaimed Water (210) authorization form with instructions is available in Adobe Acrobat PDF format on the TCEQ web site <http://www12.tceq.texas.gov/crpub/>.

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.**

You can find the information on the Central Registry web site at <http://www12.tceq.texas.gov/crpub/>. 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.

INSTRUCTIONS FOR FILLING OUT THE AUTHORIZATION FORM

Authorization for Domestic Reclaimed Water for Beneficial Use (210)

The existing permit number for the wastewater treatment facility where the reclaimed water will be obtained must be provided. If the permit number provided is found to be terminated or denied, or was not provided, the authorization application will not be processed.

A. PRODUCER As defined in the 30 TAC 210.3(a)(22)

1. TCEQ Issued Customer Number (CN)

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

- If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank.
- If this customer has already been assigned this number, enter the operator's Customer Reference Number in the space provided.

2. Legal Name

Provide the legal name of the producer, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal documents forming the entity, that is filed in the county where doing business. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name.

3. Mailing Address

Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com, for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

4. Phone Number

This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave "Extension" blank if this customer's phone system lacks this feature.

5. Fax Number and E-mail Address

This number and E-mail address should correspond to operator's mailing address provided earlier. (Optional Information)

6. Type of Entity

Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type:

Individual is a customer who has not established a business, but conducts an activity that needs to be regulated by the TCEQ.

Sole Proprietorship— D.B.A. - is a customer that is owned by only one person and has not been incorporated. This business may:

- be under the person's name
- have its own name ("doing business as," or d.b.a.)
- have any number of employees

Partnership is a customer that is established as a partnership as defined by the Texas Secretary of State's Office.

Corporation - the customer meets all of these conditions:

- is a legally incorporated entity under the laws of any state or country
- is recognized as a corporation by the Texas Secretary of State
- has proper operating authority to operate in Texas.

Government- Federal, state, county, or city government (as appropriate)

the customer is either an agency of one of these levels of government or the governmental body itself.

Other is Estate, Trust, etc.

the customer does not fit one of the above descriptions. Enter a short description of the type of customer in the blank provided.

7. Independent Operator

Check "No" if this customer is a subsidiary, part of a larger company, or is a governmental entity. Otherwise, check "Yes."

8. Number of Employees

Check one box to show the number of employees for this customer's entire company, at all locations. This is not necessarily the number of employees at the site named in the NOI.

<p>B. PROVIDER INFORMATION As defined in the 30 TAC 210.3(a)(23)</p>
<p>1. Identify whether the provider is the same entity as the producer.</p> <ul style="list-style-type: none"> • If the provider is the same as the producer, check “Yes” and go to Section C. • If the provider is NOT the same as the producer, check “No” and complete Section B.
<p>2. TCEQ Issued Customer Number (CN) TCEQ’s Central Registry will assign each customer a number that begins with “CN,” followed by nine digits. This is not a permit number, registration number, or license number.</p> <ul style="list-style-type: none"> • If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank. • If this customer has already been assigned this number, enter the operator’s Customer Reference Number in the space provided.
<p>3. Legal Name Provide the legal name of the producer, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal documents forming the entity, that is filed in the county where doing business. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name.</p>
<p>4. Mailing Address Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com, for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.</p>
<p>5. Phone Number This number should correspond to this customer’s mailing address given earlier. Enter the area code and phone number here. Leave “Extension” blank if this customer’s phone system lacks this feature.</p>
<p>6. Fax Number and E-mail Address This number and E-mail address should correspond to operator’s mailing address provided earlier. (Optional Information)</p>
<p>7. Type of Entity Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type:</p> <p>Individual is a customer who has not established a business, but conducts an activity that needs to be regulated by the TCEQ.</p> <p>Sole Proprietorship— D.B.A. is a customer that is owned by only one person and has not been incorporated. This business may:</p> <ul style="list-style-type: none"> • be under the person’s name • have its own name (“doing business as,” or d.b.a.) • have any number of employees <p>Partnership is a customer that is established as a partnership as defined by the Texas Secretary of State’s Office.</p> <p>Corporation - the customer meets all of these conditions:</p> <ul style="list-style-type: none"> • is a legally incorporated entity under the laws of any state or country • is recognized as a corporation by the Texas Secretary of State • has proper operating authority to operate in Texas. <p>Government - Federal, state, county, or city government (as appropriate): the customer is either an agency of one of these levels of government or the governmental body itself.</p> <p>Other is Estate, Trust, etc. the customer does not fit one of the above descriptions. Enter a short description of the type of customer in the blank provided.</p>
<p>8. Independent Operator Check “No” if this customer is a subsidiary, part of a larger company, or is a governmental entity. Otherwise, check “Yes.”</p>
<p>9. Number of Employees Check one box to show the number of employees for this customer’s entire company, at all locations. This is not necessarily the number of employees at the site named in the NOI.</p>
<p>10. State Franchise Tax ID Number Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If this customer is a corporation or limited liability company, enter this number here.</p>
<p>Federal Tax ID All businesses, except for some small sole proprietors, individuals, or general partnerships should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens. Sole proprietors, individuals, or general partnerships do not need to provide a federal tax ID.</p>
<p>TX SOS Charter (filing) Number Corporations and Limited Partnerships required to register with the Texas Secretary of State are issued a charter or filing number. You may obtain further information by calling SOS at 512/463-5555.</p>

DUNS Number Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If this customer has one, enter it here.
C. APPLICATION CONTACT
Provide the name, title and communication information of the person that TCEQ can contact for additional information regarding this application.
D. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE
1. Regulated Entity Reference Number (RN) This is 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. The RN should be the one associated with the wastewater permit number provided.
2. Identify the county the regulated entity is located in.
E. GENERAL CHARACTERISTICS
1. Type of Reclaimed Water Being Used. Identify either Type I, Type II, or Both as the type of reclaimed water being used.
2. If the producing plant does not meet the limits required in 210, identify additional processes and/or equipment that may be used to meet the effluent limits. An example: adding filters for the reclaimed water.
3. Storage Requirements a. Identify whether the reclaimed water is stored in fabricated leakproof certified tanks. If "Yes," proceed to question 3. If "No," proceed to item 2.b. b. Identify whether any of the reclaimed water sites are located in the Edwards Aquifer Recharge Zone. If "Yes," address the remaining items in 2.b. If "No," proceed to item 2.c. c. Identify whether any of the reclaimed water sites are located outside of the Edwards Aquifer Recharge Zone, but within the DRASTIC Designated Areas having a pollution potential index figure of 110 or greater. If "Yes," address the remaining items in 2.c. If "No," proceed to item 2.d. d. If 2.a.b. and c. above are answered "No," address the remaining items in 2.d. See maps on the TCEQ website at http://www.tceq.texas.gov/compliance/field_ops/eapp/viewer.html to determine if the site is located within the Edwards Aquifer Recharge Zone. A copy of the DRASTIC map can be found in 30 TAC 210.23(c).
4. Intended Uses for Reclaimed Water. a. Provide the current and proposed limits for flow, biochemical oxygen demand (BOD5), carbonaceous biochemical oxygen demand (CBOD5), and fecal coliform for the treated effluent to be used for the reclaimed water. The flow shall not exceed the flow limits in the authorized discharge permit. b. Identify the current uses for reclaimed water at the producer's treatment plant. For example: irrigation, washdown water, makeup water, etc. c. Identify the potential uses for reclaimed water off-site . For example: irrigation of golf course/ball fields/park lands, dust suppression, cooling towers, etc.
5. Reclaimed Water Contracts 30 TAC §§210.4(a) a. Identify whether the producer/provider have a compliance plan that meets 30 TAC §210.6(1), (2), and (3). b. Does the contract identify the roles of the producer, provider, and user in accordance with the agency rules. c. Confirm the contract has an operation and maintenance plan.
6. OPERATIONS AND MAINTENANCE. a. Identify where there is a training program in place for employees. b. Identify whether there is a procedure to prevent cross connections. c. Identify whether there are procedures in place to minimize unauthorized access to the system. d. Identify whether procedures are in place to minimize exposure to humans to Type II reclaimed water. e. Confirm there is a method in place to measure the flow of reclaimed water. f. Identify whether the requirements for the current/proposed distribution/transmission system meet 30 TAC §210.25.
7. NOTIFICATIONS Acknowledge the requirements for notifying TCEQ.
8. AMENDMENTS Identify whether the application is amending a current authorization and list the changes being requested.
F. USERS Identify each of the users. Provide the legal name and complete mailing address for the user. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the user's representative. Identify the user the user is requesting. Identify whether there are contracts or other legal agreements between the producer/provider and users. If there are, the contracts or legal agreements MUST BE PROVIDED . Contracts are not required if the user, producer, and provider are the same entity. If more than one user, attach additional sheets with the required information. If the user is the same as the producer/provider, proceed to item 5.

G. CERTIFICATIONS

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

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)(1) (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)(3) (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).