Texas Commission on Environmental Quality

Instructions for Completing a Public Involvement Plan Form for Permit and Registration Applications (TCEQ-20960)

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Introduction

Purpose

TCEQ's Public Participation Plan identifies using preliminary screening and public involvement plans to ensure meaningful public outreach. Applicants who are applying for a new registration, permit, or activity, or who are making certain types of changes to an existing registration, permit, or activity, are required to complete a Public Involvement Plan.

This form is intended to provide an applicant and the agency with information to determine if additional public outreach is necessary or beneficial. Applicants may complete this form, even if not required, to learn about the communities in which their facilities are located or where their activities may have an impact.

Objectives

These instructions provide information on how to complete the Public Involvement Plan for air, water, and waste approvals or activities. Use the instructions to determine if an applicant needs to provide a Public Involvement Plan.

If an application does not meet the preliminary screening requirements, then a Public Involvement Plan is not required. Applicants may find completing the plan provides useful information early in the application process.

Resources

Public Involvement Plan Form (TCEQ-20960)

TCEQ's Public Participation Plan is available online at https://www.tceq.texas.gov/agency/decisions/participation/title-vi-compliance.

AIR PERMITS OR REGISTRATIONS

Section 1. Preliminary Screening

*New Permit or Registration Application **

- Initial New Source Review (NSR) Case-by-Case Permit
- Initial Federal NSR Permit
- Amendment to NSR Case-by-Case Permit
- Initial Standard Permit Registration
- Initial Title V Permit

*New Activity***

- New facility added to permit
- New process added to permit

* Standard permits that do not require notice do not need to complete the form.
** Increase in throughput, hours of operation, or moving a facility is not considered a new activity. Permit by Rules (PBRs) do not need to complete the form.

Section 2. Secondary Screening

Requires Public Notice

Application is subject to and applicant is required to publish notice.

Considered to have significant public interest

Indicate if the permit action for which this form is being completed is considered to have significant public interest such as:

- If the new permit or activity is for an industry which typically has significant public interest when located in the proposed area.
- If past permitting actions for this location received significant public interest.

Located within any of the following geographical locations

Indicate if the facility is located within any of the following geographical and/or metropolitan locations. Where noted, refer to the corresponding 2020 U.S. Census Bureau (USCB) Metropolitan Statistical Areas (MSA) for each of the below locations. A map of the 2020 USCB defined MSAs in Texas is available at the following website: https://www2.census.gov/programs-surveys/metro-micro/reference-maps/2020/state-maps/48_Texas_2020.pdf

Location	Location Description
Austin	Austin – Round Rock – Georgetown MSA
San Antonio	San Antonio – New Braunfels – Pearsall MSA

Dallas	Dallas – Fort Worth MSA
West Texas	Midland – Odessa MSA and San Angelo MSA
Fort Worth	Dallas – Fort Worth MSA
Texas Panhandle	Amarillo – Pampa – Borger MSA
Houston	Houston – The Woodlands MSA
Along the Texas/Mexico Border	Including all counties along the Texas/Mexico border
Other geographical areas	TCEQ may designate an area on a case-by-case basis

If any of the above items do not apply to your permit action, indicate that the Public Involvement Plan is not applicable and describe briefly what item above does not apply and why. *If the Public Involvement Plan is not applicable, completion of the remainder of this form is not required.*

Section 3. Application Information

Select the type of permit action for your application:

- **Initial**: Initial NSR Case-by-Case Permit
- **Federal**: Initial or Major Modification to a Federal NSR Permit
- **Amendment**: Amendment to a NSR Case-by-Case Permit
- **Standard Permit:** Initial Registration or Amendment to Existing Registration
- **Title V:** Initial or Significant Revision to a Title V Permit

Section 4. Plain Language Summary

Provide a brief description of the activity/activities being permitted or registered. This should include what the new activity/activities will do and what will be emitted. The description should not use technical terms that are not familiar to the public. The summary should be no more than a few sentences to a paragraph long.

If you were required to include a plain language summary as part of the application process, you may attach or reference that here.

Section 5. Community and Demographic Information

Use one of the following suggested tools to find the community and demographic information described in items (a)-(g) for the facility area:

EPA's EJ Screen at https://ejscreen.epa.gov/mapper/; EPA guidance on EJ Screen - https://www.epa.gov/ejscreen/learn-use-ejscreen.
U.S. Census information at https://www.census.gov/data.html; or
Other available demographic tools.

List the appropriate City, County, and Census Tract for the location of the facility described in the permit application:

City: Provide the city of the proposed permit. Include all cities if located in more than one city.

County: Provide the county of the proposed permit. Include all counties if located in more than one county.

Census Tract: Provide the census tract where the proposed permit is located. Include all census tracts if located in more than one census tract.

Indicate the level used to gather community and demographic information for items (a)-(g) on the PIP form.
Information should be gathered at either the City, County, or Census tract level based on the size or location of the facility. Select the first level which encompasses the entire facility area.

Section 6. Planned Public Outreach Activities

(a) The following air permits are subject to Title 30 Texas Administrative Code (30 TAC) Chapter 39, Public Notice:

- Case-by-Case NSR Permits
- Federal NSR Permits
- Concrete Batch Plant Standard Permit

(b) 30 TAC Chapter 39 requires:

- Publication of notice in a newspaper in English and an alternative language, if applicable
- Posting of English and alternative language on TCEQ's website
- Plain language summary, in English and alternative language, if applicable
- Sign posting
- For federal NSR permits, posting of air quality analysis on TCEQ's website

(c) The following air permits are subject to public notice and the alternative language requirements for publishing notice and should check "Yes":

- Concrete Batch Plant with Enhanced Control Standard Permit
- Permanent Rock and Concrete Crusher Standard Permit
- Animal Carcass Incinerator Standard Permit
- Title V Site Operating Permits

(d) Public meeting could include an informational meeting, public hearing (not contested case hearing), or notice and comment hearing.

(e) If a public meeting will be held, indicate if a translator will be provided when requested.

(f) Indicate where hard copies of the application will be made available.

Section 7. Voluntary Submittal

If the applicant is not required to complete this form or is not subject to public notice requirements, but chooses to do some form of public outreach, it should be described in Section 7. This could include, but is not limited to, mailing notices, publishing notices, posting signs, or town hall meetings.

WASTE REGISTRATIONS OR PERMITS

Section 1. Preliminary Screening

New Permit or Registration Application for Municipal Solid Waste

- Initial application for municipal solid waste permit or registration
- Subchapter T development permit

New Activity for Municipal Solid Waste

- New Type IX (gas to energy) facility, recycling, processing, composting, and/or transfer station within a permit or registered facility boundary
- Adding Class 1 waste to the waste stream

New Permit or Registration Application for Industrial and Hazardous Waste

- Initial application for industrial hazardous waste permit or industrial solid waste permit

New Activity for Industrial and Hazardous Waste

- Addition of a previously unpermitted type of waste management unit
- Addition of a new waste stream requiring new waste management practices
- Addition of a Compliance Plan or Corrective Action Program

New Permit or Registration Application for Radioactive Material Licensing

- Initial application

New Activity for Radioactive Material Licensing

Major Amendments, including:

- Change in the type or concentration limits of wastes to be received.
- Enlargement of the licensed area beyond the boundaries of the existing license.
- A new technology or new process.

New Permit or Registration Application for Scrap Tires

Initial application for registration including:

- Storage Site
- Land reclamation project using tires
- Scrap tire facilities

New Activity for Scrap Tires

- Increase in scrap tire storage limits
- Significant changes in operations (e.g., changing from processor to energy recovery facility)

New Permit or Registration Application for Underground Injection Control Permits

- Initial permit application

New Activity for Underground Injection Control Permits

- New injection well application
- New area permit application
- New production area authorization application

Section 2. Secondary Screening

Requires Public Notice

Application is subject to and applicant is required to publish notice.

Considered to have significant public interest

Indicate if the permit action for which this form is being completed is considered to have significant public interest such as:

- If the new permit or activity is for an activity which typically has significant public interest when located in the proposed area.
- If past permitting actions for this location received significant public interest.

Located within any of the listed geographical locations

Indicate if the facility is located within any of the following geographical and/or metropolitan locations. Where noted, refer to the corresponding 2020 USCB MSA for each of the below locations. A map of the 2020 USCB defined MSAs in Texas is available at the following website: https://www2.census.gov/programs-surveys/metro-micro/reference-maps/2020/state-maps/48_Texas_2020.pdf

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West Texas	Midland – Odessa MSA and San Angelo MSA
Fort Worth	Dallas – Fort Worth MSA
Texas Panhandle	Amarillo – Pampa – Borger MSA
Houston	Houston – The Woodlands MSA
Along the Texas/Mexico Border	Including all counties along the Texas/Mexico border
Other geographical areas	TCEQ may designate an area on a case-by-case basis

If any of the above items do not apply to your permit action, indicate that the Public Involvement Plan is not applicable and describe briefly what item above does not apply and why. *If the Public Involvement Plan is not applicable, completion of the remainder of this form is*

not required.

Section 3. Application Information

Indicate the type of waste permit or license for your application:

- Municipal Solid Waste
- Industrial and Hazardous Waste
- Radioactive Material Licensing
- Underground Injection Control

Section 4. Plain Language Summary

Provide a brief description of the activity/activities being permitted or registered. This should include what the new activity/activities will do and how waste will be managed. The description should not use technical terms that are not familiar to the public. The summary should be no more than a few sentences to a paragraph long.

If you were required to include a plain language summary as part of the application process, you may attach or reference that here.

Section 5. Community and Demographic Information

Use one of the following suggested tools to find the community and demographic information described in items (a)-(g) for the facility area:

EPA's EJ Screen at https://ejscreen.epa.gov/mapper/; EPA guidance on EJ Screen - https://www.epa.gov/ejscreen/learn-use-ejscreen.

U.S. Census information at https://www.census.gov/data.html; or

Other available demographic tools.

List the appropriate City, County, and Census Tract for the location of the facility described in the permit application:

City: Provide the city of the proposed permit. Include all cities if located in more than one city.

County: Provide the county of the proposed permit. Include all counties if located in more than one county.

Census Tract: Provide the census tract where the proposed permit is located. Include all census tracts if located in more than one census tract.

Indicate the level used to gather community and demographic information for items (a)-(g). Information should be gathered at either the City, County, or Census tract level based on the size or location of the facility. Select the first level which encompasses the entire facility area.

Section 6. Planned Public Outreach Activities

(a) The following waste permits are subject to 30 TAC Chapter 39:

- Applications for municipal solid waste, industrial solid waste, or hazardous waste permits under Texas Health and Safety Code (THSC) Chapter 361;
- Applications for underground injection well permits under Texas Water Code (TWC) Chapter 27, or under THSC Chapter 361;
- Applications for radioactive materials licenses under 30 TAC Chapter 336 are not subject to 30 TAC § 39.405(c) and (e); 30 TAC §§ 39.418-39.420; and certain portions of 30 TAC § 39.413 that are not listed in 30 TAC § 39.705.

(b) 30 TAC Chapter 39 requires:

- Publication of notice in a newspaper in English and an alternative language, if applicable
- Posting of English and alternative language public notices on TCEQ's website
- Plain language summary, in English and alternative language, if applicable
- Sign posting

(c) The following waste registrations are subject to public notice and should check "Yes":

- Scrap tire storage site
- Land reclamation project using tires
- Scrap tire facilities

(d) Public meeting could include an informational meeting, public hearing (not contested case hearing), or notice and comment hearing.

(e) If a public meeting will be held, indicate if a translator will be provided when requested.

(f) Indicate where hard copies of the application will be made available.

Section 7. Voluntary Submittal

If the applicant is not required to complete this form or is not subject to any public participation, but chooses to do some form of public outreach, it should be described in Section 7. This could include, but is not limited to, mailing notices, publishing notices, posting signs, or town hall meetings.

WATER QUALITY PERMITS

Section 1. Preliminary Screening

New Permit or Registration Application

Indicate if this form is being completed for a new

- Texas Pollutant Discharge Elimination System (TPDES) Permit or Texas Land Application Permit (TLAP), such as:
    - Municipal Domestic Wastewater
    - Industrial Wastewater
    - Oil and Gas Industrial Wastewater
    - Industrial Stormwater
    - Phase I Municipal Separate Storm Sewer System
    - Concentrated Animal Feeding Operations (CAFO)
    - Sewage Sludge Disposal or Processing
- State Only CAFO Permit
- Class B Biosolids Land Application Permit
- Water Treatment Plant Residuals Disposal Permit
- Domestic Septage Land Application Registration

New Activity

Indicate if this form is being completed for a major amendment to Water Quality Permit or Registration including:

- Major Amendment to a:
    - TPDES Permit,
    - TLAP,
    - State Only CAFO Permit
    - Class B Biosolids Land Application Permit
    - Water Treatment Plant Residuals Disposal Permit
    - Domestic Septage Land Application Registration

- Major Amendment with Renewal to a:
    - TPDES Permit
    - TLAP
    - State Only CAFO Permit
    - Class B Biosolids Land Application Permit
    - Water Treatment Plant Residuals Disposal Permit
    - Domestic Septage Land Application Registration

For all other application types, completion of this form is not necessary.

Section 2. Secondary Screening

Requires Public Notice

Indicate if the permit action requires public notice, such as:

Application is subject to and applicant is required to publish notice.

Considered to have significant public interest

Indicate if the permit action for which this form is being completed is considered to have significant public interest such as:

- If the new permit or activity is for an industry or activity which typically has significant public interest when located in the proposed area.
- If past permitting actions for this location received significant public interest.

Located within any of the listed geographical locations

Indicate if the facility is located within any of the following geographical and/or metropolitan locations. Where noted, refer to the corresponding 2020 USCB MSA for each of the below locations. A map of the 2020 USCB defined MSAs in Texas is available at the following website: https://www2.census.gov/programs-surveys/metro-micro/reference-maps/2020/state-maps/48_Texas_2020.pdf

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Fort Worth	Dallas – Fort Worth MSA
Texas Panhandle	Amarillo – Pampa – Borger MSA
Houston	Houston – The Woodlands MSA
Along the Texas/Mexico Border	Including all counties along the Texas/Mexico border
Other geographical areas	TCEQ may designate an area on a case-by-case basis

If any of the above items do not apply to your permit action, indicate that the Public Involvement Plan is not applicable and describe briefly what item above does not apply and why. *If the Public Involvement Plan is not applicable, completion of the remainder of this form is not required.*

Section 3. Application Information

Indicate the type of water quality permit for your application:

- TPDES
- TLAP

Section 4. Plain Language Summary

Provide a brief description of the activity/activities being permitted or registered. This should include what the new activity/activities will do and what will be discharged. The description should not use technical terms that are not familiar to the public. The summary should be no more than a few sentences to a paragraph long.

If you were required to include a plain language summary as part of the application process, you may attach or reference that here.

Section 5. Community and Demographic Information

Use one of the following suggested tools to find the community and demographic information described in items (a)-(g) for the facility area:

EPA's EJ Screen at https://ejscreen.epa.gov/mapper/; EPA guidance on EJ Screen - https://www.epa.gov/ejscreen/learn-use-ejscreen.

U.S. Census information at https://www.census.gov/data.html; or

Other available demographic tools.

List the appropriate City, County, and Census Tract for the location of the facility described in the permit application:

City: Provide the city of the proposed permit. Include all cities if located in more than one city.

County: Provide the county of the proposed permit. Include all counties if located in more than one county.

Census Tract: Provide the census tract where the proposed permit is located. Include all census tracts if located in more than one census tract.

Indicate the level used to gather community and demographic information for items (a)-(g). Information should be gathered at either the City, County, or Census tract level based on the size or location of the facility. Select the first level which encompasses the entire facility area.

Section 6. Planned Public Outreach Activities

(a) The following water quality permits are subject to 30 TAC Chapter 39:

- Individual TPDES permits:
  - Municipal Domestic Wastewater
  - Industrial Wastewater
  - Oil and Gas Industrial Wastewater
  - Industrial Stormwater
  - Phase I Municipal Separate Storm Sewer System
- Individual CAFO Permits
- Individual TLAPs
  - Sewage Sludge or Biosolids

If you indicate "yes" for item (a), items (c)-(f) in Section 6 are not required to be completed.

(b) Indicate if you plan to provide public outreach beyond what is required in 30 TAC Chapter 39. If "yes", is indicated, briefly describe what additional public outreach is planned. Chapter 39 requires:

- Publication of notice in a newspaper in English and an alternative language, if applicable
- Provide a plain language summary, in English and alternative language, if applicable

(c) For applications not subject to 30 TAC Chapter 39, indicate if notice of the application and draft permit will be provided in alternative language and how the notice will be provided.

- If more than five percent of the population potentially affected by the new facility or new activity as indicated in Section 5 of this form is limited English proficient, **alternative language notices must be provided** for the applicable languages.

(d) For applications not subject to 30 TAC Chapter 39, indicate if you will provide opportunity for a public meeting. A public meeting could include an informational meeting, public hearing (not contested case hearing), or notice and comment hearing.

(e) If a public meeting will be held, indicate if a translator will be provided when requested.

(f) Indicate where hard copies of the application will be made available.

Section 7. Voluntary Submittal

If the applicant is not required to complete this form or is not subject to any public participation, but chooses to do some form of public outreach, it should be described in Section 7. This could include, but is not limited to, mailing notices, publishing notices, posting signs, or town hall meetings.

WATER RIGHTS PERMITS

Section 1. Preliminary Screening

New Permit

Indicate if this form is being completed for a new water right, such as:

- New Appropriation of Water
- New or existing reservoir

Amendment to an Existing Water Right

Indicate if this form is being completed for a major amendment to a water right:

- Add a New Appropriation of Water
- Add a New or Existing Reservoir
- Major amendments that could affect other water rights or the environment

For all other application types, completion of this form is not necessary.

Section 2. Secondary Screening

Requires Published Notice

Indicate if the permit action requires published notice by state rule.

Considered to have significant public interest

Indicate if the permit action for which this form is being completed is considered to have significant public interest as described below:

- If the new permit or amendment is for a project which typically has significant public interest when located in the proposed basin.
- If past permitting actions in the basin received significant public interest

Located within any of the listed geographical locations

Indicate if the diversion point or reservoir is located within any of the following geographical and/or metropolitan locations. Where noted, refer to the corresponding 2020 USCB MSA for each of the below locations. A map of the 2020 USCB defined MSAs in Texas is available at the

following website (https://www2.census.gov/programs-surveys/metro-micro/reference-maps/2020/state-maps/48_Texas_2020.pdf):

Location	Location Description
Austin	Austin – Round Rock – Georgetown MSA
San Antonio	San Antonio – New Braunfels – Pearsall MSA
Dallas	Dallas – Fort Worth MSA
West Texas	Midland – Odessa MSA and San Angelo MSA
Fort Worth	Dallas – Fort Worth MSA
Texas Panhandle	Amarillo – Pampa – Borger MSA
Houston	Houston – The Woodlands MSA
Along the Texas/Mexico Border	Including all counties along the Texas/Mexico border
Other geographical areas	TCEQ may designate an area on a case-by-case basis

If any of the above items do not apply to your permit action, indicate that the Public Involvement Plan is not applicable and describe briefly what item above does not apply and why. *If the Public Involvement Plan is not applicable, completion of the remainder of this form is not required.*

Section 3. Application Information

Indicate the type of water rights authorization requested in the application:

- New Water Rights Permit
- Amendment to an existing water right

Section 4. Plain Language Summary

Provide a brief description of the application. This should include what is being requested, the location of the diversion point or reservoir, the purpose of use, the priority date, and the place of use. The description should not use technical terms that are not familiar to the public. The summary should be no more than a few sentences to a paragraph long.

Section 5. Community and Demographic Information

Use one of the following suggested tools to find the community and demographic information described in items (a)-(g) for the facility area:

EPA's EJ Screen at https://ejscreen.epa.gov/mapper/; EPA guidance on EJ Screen - https://www.epa.gov/ejscreen/learn-use-ejscreen.

U.S. Census information at https://www.census.gov/data.html; or

Other available demographic tools.

List the appropriate City, County, and Census Tract (if applicable) for the location of the diversion point and/or reservoir described in the permit application and the place of use for any diverted water:

City: Provide the city where the diversion facilities or reservoir are located or the city where the water will be used. Include all cities if the place of use includes multiple cities.

County: Provide the county where the diversion point or reservoir is located and or the counties where the water will be used. Include all counties if the reservoir or place of use includes multiple counties.

Census Tract: Provide the census tract where the diversion point or reservoir is located. Include all census tracts if located in more than one census tract.

Indicate the level used to gather community and demographic information for items (a)-(g).

Information should be gathered at either the City, County, or Census tract level based on the location of the diversion point or reservoir and the proposed place of use for the new water. Select the first level which best reflects the diversion point/reservoir location and includes the place of use.

Section 6. Planned Public Outreach Activities

(a) Indicate if you will provide:

- Publication of notice in a newspaper in English and an alternative language, if applicable
- Provide a plain language summary, in English and alternative language, if applicable

(b) Indicate if both mailed and published notice of the application will be provided in alternative language and the newspaper where the notice will be published.

(c) Additionally, if more than five percent of the population potentially affected by the new permit or amendment, as indicated in Section 5 of this form, is limited English proficient then alternative language notices must be provided.

(d) TCEQ public comment meeting to provide information, answer questions, and receive formal comments.

(e) Public meeting could include an informational meeting, public hearing (not contested case hearing), or notice and comment hearing.

(f) If a public meeting will be held, indicate if a translator will be provided when requested.

(g) Indicate where hard copies of the application will be made available.

Section 7. Voluntary Submittal

If the applicant is not required to complete this form or is not subject to any public participation, but chooses to do some form of public outreach, it should be described in Section 7. This could include, but is not limited to, town hall or other community meetings.