



Respondent Custom Supplemental Environmental Project ("SEP") Application

SEP Program

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PO Box 13087

SEP Coordinator, MC 175 Austin,
Texas 78711-3087

Respondent Information

Date TCEQ Docket No.

Name of Respondent (Legal Name of Applicant or Organization)

Name of Facility

Street Address

City

Zip Code

County

Contact Person

Telephone

Email

Enforcement Coordinator or TCEQ Attorney Telephone

Nature Of Violation/Problem

Nature of the Enforcement Action (provide a summary of the enforcement action being taken against the facility so that TCEQ can evaluate the appropriateness of the SEP in relation to the violation.)

Penalty Amount \$

SEP Amount (expected cost of SEP) \$

Description of the Proposed SEP

SEP Name

Description of the proposed SEP and How the SEP will be implemented (Include photographs and maps, if needed; describe the need for the SEP and provide details on how the SEP will be implemented.)

Media, if known Air Water Waste

If the proposed SEP is in progress or completed, please provide the following information.

Start Date

Completion Date

Media, if known: Air Water Waste

Specific location of SEP (physical address)

Ownership (Please state who owns the property where the SEP will be conducted.)

Does the proposed SEP relate in any way to the violation? (Causal relationship between violation and the restoration.)

Will the SEP use contract labor? (Please specify.) Yes No

Will the respondent be willing to complete all portions of the SEP, regardless of whether the SEP costs more than anticipated? Yes No

Expected Environmental Benefit

Explain in as much detail as possible the expected environmental benefit of this SEP and quantify the environmental benefit to the extent practical. Even if the benefits seem obvious (e.g. reducing pollution), you still must clearly state how the implementation of the SEP will result in measurable environmental benefits.

Geographical Area to Benefit (Identify specific areas, cities, counties, and watersheds and /or nonattainment areas that would be affected by the SEP.)

Proposed Budget Details

The state flat rates for equipment use is available from the SEP Program.

Only actual cost will be given credit upon completion of the SEP. No credit will be given for volunteer labor, labor by respondent’s employees, gratuities such as food, drinks, and t-shirts, or for administrative costs.

Proposed Budget

Enter the proposed budget below. If necessary, attach a separate budget to the application.

No.	Expense Item	Quantity	Price per Item	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
			Total Overall Budget \$	

Financial Gain

Do you anticipate any financial return on the proposed SEP?

Yes No

If you checked yes above, please provide details on the anticipated financial return.

SEP Implementation

Implementation of the proposed SEP may commence once the final Agreed Order that includes the proposed SEP has been approved by the Commission.

Reporting Requirements

Respondent is required to provide documentation to TCEQ to verify completion of the SEP. Respondent is required to provide progress reports, documentation and a final report of completion within specified deadlines as required and detailed within the final Agreed Order. Required documents may include:

- Itemized list of expenditures
- Copies of invoices or receipts corresponding to the itemized list of expenditures
- Copies of cleared checks or payments records corresponding to the itemized list of expenditures
- Copies of proof of advertisement or publication (which must include a statement that the SEP was performed as a result of a TCEQ enforcement action)
- Dated photographs of SEP progress
- A certified/notarized statement of SEP completion
- Detailed map showing specific location of the SEP site(s)
- Copies of engineering plans
- A count of collected items (if applicable)
- A manifest showing proof of disposal and/or recycling of materials (if applicable)
- Equipment logs (if applicable)

I agree to provide all report and documentation on a timely basis as required by the final Agreed Order.

Name of person responsible for reporting to TCEQ

Telephone

Email

Signature

Date

Additional Requested Information

1. Date of initial Notice of Violation (NOV) or Notice of Enforcement (NOE) received for the alleged violation(s).

2. Have you previously agreed to perform the project proposed in this application? (as an example: a grant or loan with the Texas Water Development Board or another state agency)
 Yes No

3. If you checked yes above, provide the following information.
 - a. Name of parties to the agreement

 - b. Date of agreement

 - c. Agreement details