

### Other Permit Related Documents

The following Documents are routinely mailed to the TCEQ Central Office in Austin either with TCEQ as the primary addressee or with TCEQ receiving a copy. For these documents, please affix the following distribution as appropriate.

Document	TCEQ Distribution	Mail Code
Positive Use Determinations	EXEC/Small Business and Environmental Assistance	MC 110
Yearly Emissions Inventory	CEO/Industrial Emissions Assessment Section	MC 166
Monitoring Reports <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Air Emissions Monitoring <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Alternate Means of Testing/Monitoring	OCE/Compliance Support	MC 171
Custom Fuel Monitoring Schedules	OCE/Compliance Support	MC 171
Title V Deviation Reports <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Semiannual Monitor Downtime and Excess Emission Reports <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Excess Emissions and Monitoring Systems Performance Report <sup>1</sup> <b>Summary report</b>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
NSPS Semi-Annual Reports <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
MACT startup, shutdown, and function	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Initial MACT Applicability Notice	OCE/FOD/Regional Office	
MACT Compliance Certification <sup>1, 2</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Title V Permit Compliance Certification (PCC) <sup>2</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Emission Event Report <sup>3</sup>	Electronic via STEERS	
Progress Reports on Compliance Plans <sup>1</sup>	OCE/FOD/Regional Office	
	OCE/FOD/Central Office	MC 174
Environmental Impact Statements Request	CEO/Water Programs	MC 203

1. Unless otherwise directed, TCEQ's objective is that an original be sent to the TCEQ Austin Central office and one copy of each report should go to the TCEQ Regional Office with jurisdiction. The Regional Office will forward the original document to the Air Files in Central Records. The owner/operator is encouraged to provide the following Central Records air coding information on each report:

Coding:

1. AIR/(*Insert* :TCEQ RN# or Account ID #)/RP
2. (*Insert* Regional Office with jurisdiction [e.g. HGA Region])
3. (*Insert* Air Investigator Name if Known)
4. (*Insert* Regional Office Phone Number)
5. Air Section
6. Documents: 1
7. (*Insert* Date or Date Range for Report [e.g. August 1, 20XX to January 31, 20XX])

2. Each Permit Compliance Certification should also be submitted to EPA Region VI and a copy of all reports may need to be submitted to any local air program with jurisdiction.

3. For entities that qualify as a Small Business that do not choose to report through STEERS, or when STEERS is offline, submit a hard copy via E-Mail or facsimile to the Regional Office with jurisdiction (see enclosed contact information) according to the time-period specified in 30 TAC Chapter 101. Maintenance, Start-up and Shutdown reporting is encouraged to be submitted via STEERS, but may also be submitted via E-mail or facsimile according to the time-period specified in 30 TAC Chapter 101.