Oil and Gas Site (OGS) Historical Notification Help

Introduction

The OGS Historical Notification is designed to identify all unregistered OGS currently operating in the 15 counties of the Barnett Shale formation. The notification will also capture information regarding the air emission authorization mechanism for the different types of equipment located at the OGS.

The OGS Historical Notification applies to all existing sites in the 15 counties of the Barnett Shale that have been operating unregistered, but claimed authorization under §106.352 Permit by Rule (PBR) or Historical Standard Exemption (SE).

All existing, unregistered OGS in the 15 counties of the Barnett Shale are required to submit a notification to the commission no later than January 1, 2015. There is no fee associated with the notification process. Notifications should be submitted through the State of Texas Environmental Electronic Reporting System (STEERS) (ePermits). Please be advised that a change of ownership cannot be updated using the OGS Historical Notification application. If you need to submit a change of ownership, please follow the current paper process.

Information to Gather Before Starting a Historical Notification in STEERS (e-Permits):

- General site identifying information/core data/ contact information
    - Customer number (CNXXXXXXXXX), if one has been previously assigned
    - Regulated Entity number (RNXXXXXXXXX), if one has been previously assigned
    - Physical address or driving directions
        - If using driving directions, a city and intersection or landmark must be noted as a starting point.
    - Customer (Applicant) contact
        - The organization name (or first and last name if customer type is individual) of the contact corresponding with the CN.
        - The applicant will have to certify that the full legal name of the entity claiming the historical authorizations has been provided and is legally authorized to do business in Texas.
    - Application Contact/Responsible Official
        - The application contact is required but will be the Responsible Official (RO) contact. Organization name, Title, First and Last Name, address, and phone number are required fields. Email and fax are optional. This contact will be associated to the historical authorization.
    - Technical Contact
        - The technical contact is any person that the agency can contact with questions regarding the technical information of the application. Organization name, Title, First and Last Name, address, and phone number are required fields. Email and fax are optional.

- Applicable rules
  - o Determine which Standard Exemptions and PBRs currently authorize each OGS facility. There are various Standard Exemptions and PBRs that authorize flares, engines, turbines, and all other OGS facilities, including PBR 106.492 for flares, PBRs 106.511 and 106.512 for engines and turbines, and 106.352 for other OGS facilities.
  - o There may be multiple authorizations for each facility based on the year the authorization was claimed. Choose the rule that was in effect at the time the facility was constructed or **last modified**. Every time a modification was made, the rule that was in effect at that time must have been claimed.
  - o Selecting a more recent rule that can be met could simplify recordkeeping as it could prevent the need to keep track of different rule versions that apply to various facilities.
  - o See links below for help determining which rule(s) are appropriate to document in this notification.
    - Current Permits by Rule (PBR): www.tceq.texas.gov/permitting/air/nav/numerical_index.html

    - Outdated Standard Exemptions (SE): www.tceq.texas.gov/permitting/air/permitbyrule/historical_rules/oldselist/se_index.html

    - Outdated Permits by Rule (PBR): www.tceq.texas.gov/permitting/air/permitbyrule/historical_rules/old106list/index106.html

- Lease name submitted to the Railroad Commission (RRC).
- Well number(s) assigned by the RRC if there are well(s) co-located with the site.
- Latitude and longitude coordinates of the site.

Step-by-Step Instructions for filling out the OGS Historical Notification application:

Help can be found at the top of the page or by clicking on the question mark icon.

1. Log in to STEERS using your ER account number and password. If you are new to STEERS, follow the instructions on how to set up an account on the STEERS help page.
2. STEERS will save your ten (10) most recent logins for your account, and you will be asked to verify you made those logins. Click **Yes.**
3. Click on the **Air New Source Review (EPR_NSR)** program area.
4. On the Activities page you have two options:
   a. **Fill Out** a new, renewal, or termination application.
   b. **Access** an application already in progress by password.
   c. If this is your first time, filling out the OGS Historical Notification you should select **Fill Out**. If you need to access a pending notification application, you should select **Access**.

5. Select **OGS Historical Notification** and click the **Next** button.
6. The next screen will give you a reference number and password that you can use to track the notification application. If you want other STEERS account holders to be able to view or work on this notification application, you can give them the reference number and password.
7. Click **Next** when you are ready to fill out the notification application.
8. On the left side of the screen there is a **Task List** showing each section and its status. Once a section is complete, the status will change to "Done." Once a section's status is "Done" changes can still be made to that section.
9. To go back to a previous section, select the section name in the Task List table.
10. Questions noted with a red asterisk are required questions.

Site Information (Regulated Entity) page:
1. If the site does not have an RN associated with it, fill out the information in Option 3 and click **Next**.
   a. Fill out the site information on the next page and click **Next**.
2. If entering an RN number, enter the letters RN followed by the number.

Customer (Applicant) Information page:
1. If there is an existing CN, enter the CN beginning with the letters "CN" followed by 9 digits in **Option 2**.
2. If the site does not have a CN associated with it, fill out the customer's (applicant's) information in **Option 3**.
3. Click Next
4. Select how the applicant is associated with the site: Owner/Operator, Owner, or Operator.
5. The applicant must certify that the full legal name of the entity claiming this historical authorization has been provided and is legally authorized to do business in Texas.
6. Fill out the Responsible Authority Contact information.
7. Click Next/Save.

Responsible Official Contact page:
1. The Responsible Official (RO) contact is the person the TCEQ should contact if there are questions about this application.
2. If the RO contact is the same as entered for the Responsible Authority contact, you can copy the information using the drop down list.
3. Click Next/Save.

Technical Contact page:
1. The Technical contact is the person the TCEQ should contact if there are technical questions about this application.
2. If the technical contact is the same as entered for the Responsible Authority or Responsible Official contact you can copy the information using the drop down list.
3. Click Next/Save.

OGS Historical Notification page:
1. Information and help for each question can be found by clicking on Help or the question mark icon 🔵.
2. Questions 2, 3, and 4

a. If there are multiple PBRs and SEs that apply to the facilities, hold the control key and select each applicable PBR or SE. Click the ☐ button to move the selected PBRs and SEs to the box on the right.

b. If you need to make a change to the selected PBRs or SEs, highlight the PBR or SE that needs to be moved and click on the ☐ button.

c. Enter the lease name submitted to the RRC, and if there are well numbers co-located with the facility, enter the well numbers. Separate lease name and well numbers with a comma.

d. The site's latitude and longitude can be found by clicking on the question mark icon ❓ and using one of the provided links.

    i. Enter the latitude and longitude of the site in decimal format to six places after the decimal.

    ii. Make sure to enter a negative sign for all longitudes. For example, the location of the TCEQ Main Campus in decimal degrees is:
Latitude (North): 30.397201
Longitude (West): -97.673386

    iii. More help for determining the site's latitude and longitude can be found at the bottom of this help page.

e. Click **Next/Save** when completed.

- On the Activities page after you have completed the application you will note a small magnifying glass icon 🔍 to the left of the notification application. This tool will show you everything that you have filled out for the notification. At this time, you can still go back and correct something by clicking on the checkbox next to the reference number and clicking on "**Edit**."

If you need to stop before submitting your notification, you can access a pending notification application by logging in to STEERS and selecting the Air New Source Review program area. At the Activities page, you will have a list of pending notification applications that you can complete by clicking on the checkbox next to the reference number and clicking "Edit."

Submitting the OGS Historical Notification:

Signing the Application:

1. After completing the notification application, the status on the **Activities** page will say "**Ready to Sign**." The Responsible Official (RO) is the only person that can sign the application. If you are not the person who prepared the notification application, you will need to use the reference number and password generated when the notification application was started.

2. Click on the checkbox next to the reference number of the notification application that you wish to sign and click "**Sign**."

3. Review the signature page to ensure all the information is correct.

4. You must click on the checkbox next to the signature language stating the information in the application is true and complete and that you have the signature authority to submit this application.

5. Enter your STEERS account password and click on "**Apply Electronic Signature**."

Submitting the Application:

1. After signing the application, the status will change to "**Ready to Submit**."
2. There is no fee with this application, so there is no need to use the "**Pay**" option.
3. Click on the checkbox next to the reference number of the notification application that you wish to submit and click "**Submit**."
4. The next page will give you a chance to review the notification application before you submit it. When you are ready to submit click on the **Submit** button, do not leave the screen until you get the confirmation your application has been submitted successfully.
5. Once the application is submitted successfully, you will be able to access your Copy of Record (COR) and Notice of Approval letter (NOA).
   o **Copy of Record (COR)** - is an electronic copy of your application.
   o **Notice of Approval letter (NOA)** - is an electronic copy of your authorization letter.

After you have completed your notification application, you can access the COR and NOA by logging in to STEERS and clicking Submissions at the top of the STEERS Home page. You will be able to search for a submitted application using different search criteria.

How to obtain the latitude and longitude:

The Historical Notification asks for companies to provide the latitude and longitude in decimal degrees for the site. This information will help identify each site for registrations and safety purposes.

- **Texas Railroad Commission's Public GIS Map Viewer for Oil and Gas Wells:** gis2.rrc.texas.gov/public/startit.htm. Searchable by wellbore API number, Railroad Commission oil lease number or gas ID number, or by abstract number or survey name. It also allows you to search for a specific place. Decimal degrees are provided in North American Datum 1927 (NAD27) and North American Datum 1983 (NAD83).

- **TCEQ's USGS Topographic Map Viewer:** www.tceq.texas.gov/gis/drgview.html. Searchable by Decimal degrees are provided in North American Datum 1983 (NAD83).

- **Microsoft Research Maps:** msrmaps.com/advfind.aspx. Searchable by street address.

- **Google Earth:** www.google.com/earth/index.html. Searchable by street address or visually.

- Global positioning system (GPS)

- Satellite Imagery

- Map