

Form OP-CRO1 - Instructions
Certification by Responsible Official
Texas Commission on Environmental Quality

General:

Title 30 Texas Administrative Code § 122.132(e) [30 TAC § 122.132(e)] (relating to “Application and Required Information for Initial Permit Issuance, Reopening, Renewal, or General Operating Permits”) and 30 TAC § 122.165 (relating to “Certification by a Responsible Official”) require that a Responsible Official (RO), or appropriate designee, shall certify all documents submitted to the Texas Commission on Environmental Quality (TCEQ) in support of a federal operating permit (FOP), or that are required by 30 TAC Chapter 122 or by an operating permit condition(s). This Form OP-CRO1 (Certification by Responsible Official) or submittal through Title V STEERS satisfies these certification requirements in a manner consistent with 30 TAC § 122.165.

(Certification by the authorized Designated Representative (DR), or Alternate Designated Representative (ADR), apply to the Acid Rain or CSAPR Program sources only and is executed on OP-CRO1, page 2 [Certification by Designated Representative]. The DR or ADR shall certify application information for sites with one or more units subject to the Acid Rain or CSAPR Programs and shall certify application information and reports as an RO. This Form OP-CRO1, page 2, [Certification by Designated Representative] or submittal through Title V STEERS satisfies these certification requirements in a manner consistent with 30 TAC § 122.165.)

All initial issuance, revision, and renewal FOP applications, as well as all post-issuance submittals requiring certification must be accompanied by Form OP-CRO1. However, while a site operating permit (SOP) or temporary operating permit (TOP) is undergoing technical review, application updates (e.g., administrative changes, responses to a TCEQ permit application deficiency notice, or request for information) do not require a Form OP-CRO1 to be included with each submittal. This certification will be requested at the time of the Working Draft Permit review, and any required certifications must be included with the applicant’s response to the review of the Working Draft Permit. (Refer to the SOP Technical Review Fact Sheet found on the TCEQ website at:

www.tceq.texas.gov/permitting/air/titlev/site/site_experts.html for additional details.)

Likewise, updates to general operating permit (GOP) applications undergoing technical review do not require individual certification with each submittal and need only be certified prior to being granted an authorization to operate under the GOP by TCEQ.

All materials related to public notice certification must also be certified; including the original tear sheet(s), publisher’s affidavit(s), and the “Public Notice Verification Form/Air Permits.” These submittals’ dates should be included on the certification form submitted immediately following the close of the public comment period. (Specific details regarding these submittals and the certification procedure are included in the Public Notice Authorization Package sent to applicants with draft FOPs.)

The dates of each application update submittal being certified may be entered on Form OP-CRO1. (Up to eight submittal dates may be entered on each form.) Alternatively, a single Form OP-CRO1 may be used to certify a range of dates (time period). Note that the time period option may not be used if “Submittal Type” in Section III is “Other.”

If the RO authority is being delegated to a Duly Authorized Representative (DAR), a completed and signed Form OP-DEL entitled “Delegation of Responsible Official” must also be submitted for the DAR certification to be valid. Form OP-DEL need not be included in subsequent submittals unless there is a new appointment or an administrative information change regarding the DAR.

For all submittals through Title V STEERS, the Responsible Official (RO) or Duly Authorized Representative (DAR) will submit and certify the submittal without submitting a separate OP-CRO1 certification form. STEERS is the certification mechanism. Application updates can be submitted and certified through STEERS by the RO/DAR, or updates can be emailed to the assigned permit reviewer by the technical contact/consultant which will require a follow up certification with an OP-CRO1 form through STEERS or via a mailed original hard copy.

If an applicant submits updates through email, an electronic copy of Form OP-CRO1 must accompany the submittal followed by the hard copy original being mailed to the permit reviewer. If an applicant submits updates through the mail, the hard copy original must accompany the submittal being mailed to the permit reviewer. The applicant can choose to certify all updates at the end of the technical review period by mailing in the original hard copy Form OP-CRO1 or submitting the form through STEERS (with the appropriate time period selected). Submitting the form through STEERS means it must be filled out and then uploaded to STEERS. This is the only way for Title V to certify a time period through STEERS.

For an electronic copy followed by the hard copy original, this form must bear the signature of the RO, DAR, DR, or ADR and a signature date for the certification to be valid. The Signature Date, which will be used to validate signature authority of the RO, DAR, DR, or ADR, must be on or after the effective date of the RO, DAR, DR, or ADR certifying to the change. Signature stamps can be accepted in place of an original signature. Electronic signature stamps such as DocuSign will not be accepted. Photocopies and electronic submittals can be submitted, however, must be followed up with the original signed certification form.

This certification does not extend to information which is designated by TCEQ as “information for reference only.” For additional information, please refer to TCEQ guidance entitled “Responsible Official and Certifications” found on the TCEQ website at: www.tceq.texas.gov/permitting/air/titlev/ro_and_certs.html.

Information on where to submit this form can be found on the TCEQ website at: www.tceq.texas.gov/permitting/air/titlev/submittal.html.

Important: At any time after the initial permit application submittal when a new RO, DR, or ADR is appointed, or there is a change to the administrative information regarding the RO, DR, or ADR (e.g., address, phone number, title), the applicant must submit a completed Form OP-CRO2 “Change of Responsible Official Information,” as an administrative update through STEERS for notification purposes. At any time after the initial permit application submittal that a new DAR is appointed, or there is a change to the administrative information regarding the DAR, the applicant must submit a completed Form OP-DEL through STEERS for notification purposes.

Specific:

I. Identifying Information

- **RN:** Enter the Regulated Entity Number (RN) for the site if issued. This number is assigned by TCEQ as part of the central registry process. If an RN has not yet been assigned, leave this space blank. Do not enter permit numbers, project numbers, account numbers, etc. in this space. (maximum 11 characters; RNXXXXXXXXXX)
- **CN:** Enter the Customer Reference Number (CN) for the site if issued. This number is assigned by TCEQ as part of the central registry process. If a CN has not yet been assigned, leave this space blank. Do not enter permit numbers, project numbers, account numbers, etc. in this space. (maximum 11 characters; CNXXXXXXXXXX)
- **Account No.:** Enter the primary TCEQ account number (XX-XXXX-X) for the site if issued. (Some newer facilities will not have this number; in which case the space should be left blank.)
- **Permit No.:** Enter the operating permit number, if assigned (OXXXX). If this is the first submittal regarding an initial application for an SOP, a TOP, or a GOP, the permit number will be assigned upon receipt by TCEQ. In this case, enter “TBA” for “to be assigned.” The permit number will appear on all correspondence from TCEQ regarding the application.

- **Project No.:** Enter the project number that identifies this specific permitting action, if assigned (XXXXX). If this is the first submittal regarding an initial, revision, or renewal application submittal (SOP, TOP, or GOP), the project number will be assigned upon receipt by TCEQ. In this case, enter “TBA” for “to be assigned.” The project number will appear on all correspondence from TCEQ regarding the application.
- **Area Name:** Enter the area name used in the “Application Area Information” section of the most recent Form OP-1 (Site Information Summary) submitted with the application (maximum 50 characters). If there is only one permit at the site, the area name is the same as the site name.
- **Company Name:** Enter the name of the company for which the application is being submitted (maximum 50 characters). The company name on this form should be the same as the Customer Name listed in Section II of the TCEQ Core Data Form.

II. Certification Type

- Indicate the type of certification by marking the appropriate box.
 - **Responsible Official:** Select this option if certification is being made by the RO.
 - **Duly Authorized Representative:** Select this option if certification is being made by the DAR. The DAR must have been previously designated using Form OP-DEL (Delegation of Responsible Official), or a completed OP-DEL must accompany the Form OP-CRO1.

III. Submittal Type

- Indicate the type of attached submittal by entering an “X” in the box next to one of the following options:
 - **SOP/TOP Initial Permit Application:** Select this option if this certification accompanies the first submittal regarding an initial SOP or TOP application.
 - **GOP Initial Permit Application:** Select this option if this certification accompanies the first submittal regarding an initial GOP application.
 - **Permit Revision, Renewal, or Reopening:** Select this option if this certification accompanies the first submittal regarding a revision, reopening, or renewal application for an SOP, TOP, or GOP.
 - **Update to Permit Application:** Select this option if this certification addresses updates to any permit application (initial, revision, renewal) currently under review. Application updates include administrative changes, responses to deficiency notices or requests for information from the reviewer, working draft permit comments, public notice information, or other follow-up information submitted prior to issuance.
 - **Other:** Select this option if the submittal is not one of the types listed above. Identify the type of submittal in the space provided (maximum 25 characters). Examples include but are not limited to.
 - Annual Compliance Certification
 - Progress Report
 - Deviation Report
 - Monitoring Report
 - Test Report

IV. Certification of Truth, Accuracy, and Completeness

- **Certifier Name:** Print or type the name of the RO or DAR (maximum 25 characters). Note: Use the name on the driver's license associated with the STEERS account.
- **Certifier Type:** Enter the type of signature authority held by the certifier, "RO" or "DAR."
- **Documentation Dates:** Enter either a Time Period or Specific Date(s) as defined below. These dates will be used to link the Form OP-CRO1 to the documentation being certified. Do not enter signature dates. *This section must be completed. The certification is not valid without documentation date(s).* Note that all submittals containing application-related information (including by fax or email) must be certified.
- **Time Period:** Enter the start and end dates of the time period that contains all submitted application documentation (MM/DD/YYYY) that was not previously certified. This option may only be used when:

The "Submittal Type" is 'Update to Permit Application' and there are multiple uncertified submittals; or

A submittal package has multiple dates recorded in the documentation.

Note: Do not use the Time Period option if the "Submittal Type" is "Other."

- **Specific Dates:** Enter a date or date(s) (MM/DD/YYYY) for each application submittal that was not previously certified. If a submittal package has multiple dates recorded in the documentation, each date may be listed, or the overall submittal date (e.g., cover letter date) may be listed. Please do not repeat documentation dates on multiple certifications. If more than six (6) date spaces are needed, use multiple forms.
- **Signature:** A signature of the RO or DAR is required. Signature stamps can be accepted in place of an original signature. Electronic signature stamps such as DocuSign will not be accepted.
- **Signature Date:** Enter the date this form was signed by the RO or DAR (MM/DD/YYYY). The certifier must have signature authority on this date for the certification to be valid.
- **Title:** Enter the job title of the RO or DAR.

Certification by Designated Representative
For Affected Sources that are subject to the following Programs:
Acid Rain, Cross-State Air Pollution Rule (CSAPR)

Specific:

I. Identifying Information

- *Please use the same instructions for Section I Form OP-CRO1, Page 1.*

II. Certification Type

- **Indicate the type of certification by marking the appropriate box.**
 - **Designated Representative:** Select this option if this form is being used as certification by the DR.
 - **Alternate Designated Representative:** Select this option if this form is being used as certification by the ADR.

III. Requirement and Submittal Type

- Indicate the Requirement by marking the box next to the applicable option(s):
 - Acid Rain Permit
 - Cross-State Air Pollution Rule (CSAPR)
- Indicate the Submittal Type of attached by marking the box next to one of the following options:
 - Initial Permit Application
 - Permit Revision or Renewal
 - Update to Permit Application
 - Other

IV. Certification

- **Certifier Name:** Print or type the name of the DR or ADR (maximum 25 characters). Note: Use the name on the driver's license associated with the STEERS account.
- **Certifier Type:** Enter the type of signature authority held by the certifier as "DR" or "ADR."
- **Documentation Dates:** Enter either a Time Period or Specific Date(s) as defined below. These dates will be used to link the Form OP-CRO1, page 2, to the documentation being certified. Do not enter signature dates. This section must be completed. The certification is not valid without documentation date(s). Note that all submittals containing application-related information (including by fax or email) must be certified.
 - **Time Period:** Enter the start and end dates of the time period that contains all submitted application documentation (MM/DD/YYYY) that was not previously certified. This option may only be used when:
 - The "Submittal Type" is 'Update to Permit Application' and there are multiple uncertified submittals; or
 - A submittal package has multiple dates recorded in the documentation.

Note: Do not use the Time Period option if the "Submittal Type" is "Other."

- **Specific Dates:** Enter a date or date(s) (MM/DD/YYYY) for each application submittal that was not previously certified. If a submittal package has multiple dates recorded in the documentation, each date may be listed, or the overall submittal date (e.g., cover letter date) may be listed. Please do not repeat documentation dates on multiple certifications. If more than six (6) date spaces are needed, use multiple forms.
- **Signature:** A signature of the DR or ADR is required. Signature stamps can be accepted in place of an original signature. Electronic signature stamps such as DocuSign will not be accepted.
- **Signature Date:** Enter the date this form was signed by the DR or ADR (MM/DD/YYYY). The certifier must have signature authority on this date for the certification to be valid.
- **Title:** Enter the job title of the DR or ADR.

Form OP-CRO1
Certification by Responsible Official
Federal Operating Permit Program
Texas Commission on Environmental Quality

All initial issuance, revision, renewal, and reopening permit application submittals requiring certification must be addressed using this form. Updates to site operating permit (SOP) and temporary operating permit (TOP) applications, other than public notice verification materials, must be certified prior to authorization of public notice or start of public announcement. Updates to general operating permit (GOP) applications must be certified prior to receiving an authorization to operate under a GOP.

I. Identifying Information
RN:
CN:
Account No.:
Permit No.:
Project No.:
Area Name:
Company Name:
II. Certification Type <i>(Please mark appropriate box)</i>
<input type="checkbox"/> Responsible Official Representative <input type="checkbox"/> Duly Authorized Representative
III. Submittal Type <i>(Please mark appropriate box) (Only one response can be accepted per form)</i>
<input type="checkbox"/> SOP/TOP Initial Permit Application <input type="checkbox"/> Permit Revision, Renewal, or Reopening
<input type="checkbox"/> GOP Initial Permit Application <input type="checkbox"/> Update to Permit Application
<input type="checkbox"/> Other:

Form OP-CRO1
Certification by Responsible Official
Federal Operating Permit Program
Texas Commission on Environmental Quality

IV. Certification of Truth
This certification does not extend to information which is designated by TCEQ as information for reference only.
I, _____ certify that I am the _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <i>(Certifier Name printed or typed)</i> <i>(RO or DAR)</i> </div>
and that, based on information and belief formed after reasonable inquiry, the statements and information dated during the time period or on the specific date(s) below, are true, accurate, and complete: <i>Note: Enter Either a Time Period or Specific Date(s) for each certification. This section must be completed. The certification is not valid without documentation date(s).</i>
Time Period: From _____ to _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <i>(Start Date)</i> <i>(End Date)</i> </div>
Specific Dates: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <i>(Date 1)</i> <i>(Date 2)</i> <i>(Date 3)</i> <i>(Date 4)</i> </div>
_____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <i>(Date 5)</i> <i>(Date 6)</i> </div>
Signature: _____ Signature Date: _____ _____
Title: _____

Form OP-CRO1
Certification by Responsible Official
Federal Operating Permit Program
Texas Commission on Environmental Quality

All initial issuance, revision, and renewal permit application submittals requiring certification must be accompanied by this form. Updates to acid rain or CSAPR (other than public notice verification materials) must be certified prior to authorization of public notice for the draft permit.

I. Identifying Information	
RN:	
CN:	
Account No.:	
Permit No.:	
Project No.:	
Area Name:	
Company Name:	
II. Certification Type <i>(Please mark appropriate box)</i>	
<input type="checkbox"/> Designated Representative	<input type="checkbox"/> Alternated Designated Representative
III. Requirement and Submittal Type <i>(Please mark the appropriate boxes for each row)</i>	
Requirement: <input type="checkbox"/> Acid Rain Permit	<input type="checkbox"/> Cross-State Air Pollution Rule (CSAPR)
Submittal Type: <input type="checkbox"/> Initial Permit Application	<input type="checkbox"/> Update to Permit Application
<input type="checkbox"/> Permit Revision or Renewal	<input type="checkbox"/> Other:

Form OP-CRO1
Certification by Responsible Official
Federal Operating Permit Program
Texas Commission on Environmental Quality

IV. Certification of Truth

I, _____ certify that I am the _____
(Certifier Name printed or typed) *(RO or DAR)*

am authorized to make this submission on behalf of the owners and operators of the source or units for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment. The above certification is for the statements and information dated during the time period or on the specific date(s) below:
Note: Enter Either a Time Period or Specific Date(s) for each certification. This section must be completed. The certification is not valid without documentation date(s).

Time Period: From _____ to _____
(Start Date) *(End Date)*

Specific Dates: _____
(Date 1) *(Date 2)* *(Date 3)* *(Date 4)*

(Date 5) *(Date 6)*

Signature: _____ Signature Date: _____

Title: _____