

**Federal Operating Permit Program  
Notification of Off-Permit/Operational Flexibility Action  
Form OP-NOTIFY Instructions  
Texas Commission on Environmental Quality**

**General:**

Owners or operators of a site having a federal operating permit (FOP), in accordance with Title 30 Texas Administrative Code Chapter 122 (30 TAC Chapter 122) and making changes at the site as described in 30 TAC § 122.222 (a), (b), (d), (e), (k)(1), and (k)(3) must submit notifications of these changes according to the procedures identified in 30 TAC § 122.222(c), (f) and (k)(2) to the Environmental Protection Agency, Region 6, and the Texas Commission on Environmental Quality (TCEQ), Office of Air, Air Permits Division (APD), with copies to the appropriate TCEQ regional office. Further information regarding application requirements is contained in the TCEQ guidance document entitled "Site Operating Permit (SOP) Revision Application Guidance."

Notification should be sent to the EPA by email, unless it is absolutely necessary to send a hard copy. The EPA email address is: [R6AirPermitsTX@epa.gov](mailto:R6AirPermitsTX@epa.gov)

The TCEQ requires that a Core Data Form be submitted on all incoming registrations unless a Regulated Entity and Customer Reference Number have been issued by the TCEQ and no core data information has changed. If a Regulated Entity or Customer Reference Number has been issued, then the number must be noted on the request or applicable form. For more information regarding the Core Data Form, call (512) 239-5175 or go to the TCEQ website at, [www.tceq.texas.gov/permitting/central\\_registry/index.html](http://www.tceq.texas.gov/permitting/central_registry/index.html)

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**Company Identifying Information**

**Submittal Date:**

Enter the date the application was submitted by the applicant to the TCEQ (*MM/DD/YYYY*).

**Company Name:**

Enter the name of the company for which the application is being submitted (maximum 50 characters). The company name should be the name used to incorporate, for which a franchise tax identification number has been issued for additional information on franchise tax identification number). If a franchise tax identification number has not been issued, then enter the most identifying name for the company. The company name on this form and the TCEQ Core Data Form should match.

**Site Name:**

Enter the name of the site for which the application is being submitted (maximum 50 characters).

**Permit Number:**

Enter the operating permit number, if available (*OXXXX*).

**RO Email:**

Enter the Responsible Official (RO) electronic mail address.

**DAR Email (if notification certified by DAR):**

Enter the electronic mail address for the Duly Authorized Representative (DAR) that is certifying this notification. Leave blank if a DAR did not certify this application.

**Specific:**

**Notification Type:**

The notification type determines the procedural requirements for each change. **For each change**, select one of the following options for the notification type. Enter the code on the form.

<b>Code</b>	<b>Description</b>
OFFPMT	Off-permit change (Addition of applicable requirements to existing units OR addition of new unit(s) and applicable requirements)
OPFLEX	Operational flexibility change (Removing a unit and associated applicable requirement(s) OR modifying an existing applicable requirement resulting in a decrease in emissions)

**Date of Change:**

Enter the date the change identified in this notification will be made or becomes operational.

- For off-permit notifications, the date of change must be concurrent with the OP-Notify submission, i.e., the same date as or after the submittal date.
- For operational flexibility notifications, the date of change must be at least seven (7) days after the submittal date.

**Emission Units Affected:**

Enter the identification numbers of all emission units affected by the change.

**Authorization Type:**

For each change, select one of the following authorization types. Enter the code on the form.

<b>Code</b>	<b>Description</b>
NSRP	New Source Review Permit
REGSP	Standard Permit registration
REGPBR	Permit by Rule (PBR) registration
PBRNR	Permit by Rule - not registered

**Authorization Number:**

Enter the New Source Review (NSR) permit number, standard permit registration number, or PBR registration number. For initial registrations, if the registration number is not known, leave blank. If the PBR is not registered (PBRNR) enter the PBR number (i.e.106.183).

**Description of Change:**

Enter a description of the change including any changes in emissions, pollutants and any affected applicable requirements.

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<b>Submittal Date:</b>	
<b>Company Name:</b>	
<b>Site Name:</b>	
<b>Permit No.:</b>	
<b>RO Email:</b>	
<b>DAR Email (if notification certified by DAR):</b>	

Notification Type	Date of Change	Emission Units Affected	Authorization Type	Authorization Number	Description of Change (Include deletions/additions in amount of emissions, types of pollutants emitted, and/or applicable requirements.)