

Guide for Accessing a PBR Registration Incorporated by Reference into a Federal Operating Permit

Registered* Permits by Rule (PBRs) are incorporated into Federal Operating Permits (FOP) by reference. A list of applicable PBRs can be found on the New Source Review (NSR) Authorization References table in the FOP. Electronic files associated with processing/issuing PBR registrations can be obtained from the TCEQ Records Online (also called *Central File Room Online*). The following instructions assume the user has the FOP Number.

*Not all PBRs require registration, and these unregistered PBRs are not available via TCEQ Records Online.

The quickest way to find the electronic PBR documents in the TCEQ Records Online is by using the PBR registration number.

To find the PBR registration number:

- Search TCEQ Central Registry to find the RN number if only the FOP permit number is known. (see below); OR
- Search the New Source Review Database if the Regulated Entity (RN) number is known. (see page 2)

Searching the TCEQ Central Registry

- Go to the TCEQ [Central Registry](http://www15.tceq.texas.gov/crpub/) www15.tceq.texas.gov/crpub/
- Select “Program ID Search.”
- Enter the FOP permit number in the “Program ID” field. Do not enter the “0” or any leading zeros.
- Leave “ID Status” blank.
- Select “Air Operating Permits” from the “Program” drop down window.

Additional ID Search

Search by entering an ID and selecting whether to search for the full ID or use a partial match, i.e. return all IDs containing the string. You may also select a program area to narrow the search results.

Program ID: 1 (Permit, registration, or other program identifier.)

Search type: full ID partial ID

ID Status: (ID status, only used if program or ID entered.)

Program: AIR OPERATING PERMITS

Search Clear

- Select the “Search” icon.
- The results will return the Regulated Entity Information.
- Note the RN number and go to the NSR database to find the PBR registration number. See instructions below.

Searching the New Source Review (NSR) Database

New Source Review Air Permits

Step 1: Input information into one or more fields. Narrow the search by inputting data in multiple fields. The search will look for values that start with what you've input rather than an exact match.

County name:	Any County	Project Number:	
Region:	Any Region	Permit Number:	
Permit Type:	Any Type	Customer name:	
Project Type:	Any Type	CN Number:	
Account:			
Unit Rule:	None ACI ACID STORAGE, PUMPING AND DISPENSING AEROSPACE EQUIPMENT AND PARTS MANUFACTURING AIR CONDITIONING AND VENTILATION ANIMAL CARCASS INCINERATORS ANIMAL FEEDING OPERATIONS	Regulated Entity:	

Step 2: Search for completed, pending or all projects. Select the data for New Source Review (NSR). Select the order of the data results. Specify the output format.

Status: <input type="radio"/> ALL <input type="radio"/> Pending <input checked="" type="radio"/> Complete	<input type="radio"/> Date Received <input type="radio"/> Renewal Date <input type="radio"/> Date Project Complete <input checked="" type="radio"/> Not Applicable	Sort Direction: <input type="radio"/> Ascending <input checked="" type="radio"/> Descending	Program: <input type="radio"/> NSR	Order By: <input checked="" type="radio"/> Project Number <input type="radio"/> Date Received <input type="radio"/> Company name <input type="radio"/> Regulated Entity <input type="radio"/> Permit Number	Output Format: <input checked="" type="radio"/> Web Report <input type="radio"/> ASCII
Date Range(mm/dd/yyyy): from <input type="text"/> to <input type="text"/>		<input type="button" value="Search"/> <input type="button" value="Clear"/>			

- Go to the [New Source Review Database](http://www2.tceq.texas.gov/airperm/index.cfm?fuseaction=airpermits.start)
- Click on the drop down window for “Permit Type” and select “Permit by Rule.”
- Enter the “Regulated Entity” number (format: RN#####) for the site.
- Select “Status” as “Complete.”
- Optional: Enter a date range or leave as “Not Applicable.”
- Select “Descending” to view the most current PBRs at the top of the results page.
- Select the “Search” icon.
- A list of Air Permitting actions will be displayed from most recent action to the oldest action.
- In the “Rules” column on the far right of the table, locate the desired PBR from the Title V permit. Then note the registration (Permit) number on that row under the second column, “Permit Number.” Do not use the “Project Number” in the fifth column.
- Search the TCEQ Records Online to find the PBR documents. See page 3.

Searching the TCEQ Records Online

- Go to [TCEQ Records Online](https://records.tceq.texas.gov/cs/idcplg?ldcService=TCEQ_SEARCH) to begin your search. records.tceq.texas.gov/cs/idcplg?ldcService=TCEQ_SEARCH
- Select the Record Series from the drop-down menu:
 - Air / New Source Review Permit

Select one or more search criteria below, and click on Search to view results.

Record Series: Document Type: Media:

Select one or

Quick Search

- AIR / Air Emissions & Inspection Fees
- AIR / Clean Air Interstate Rule (CAIR)
- AIR / Discrete Emissions Reduction Credit (DERC)
- AIR / Emissions Banking and Trading of Allowances (EBTA)
- AIR / Emissions Reduction Credit (ERC)
- AIR / Federal Operating Permit
- AIR / HRVOC Emissions Cap and Trade (HECT)
- AIR / Mass Emissions Cap and Trade (MECT)
- AIR / New Source Review Permit
- AIR / New Source Review Permit County General
- CCO / Commission Meetings, Agenda, and Work Sessions
- CCO / Marked Agenda, Work Session, and Marked Executive Director Listings
- CFR / Central File Room Daily Metrics
- CFR / Central File Room Pull Request - Delivery
- CFR / Documentation Transmittal Form
- CFR / Microfilm Logs, Stats, QC Information, and Indexes
- CFR / Records Disposition Request Forms
- CFR / Records Inventory Worksheets (RMD103)
- CFR / Records Transmittal Forms (RMD101)
- CFR / Request for Records - Storage Centers
- FA / Contracts and Leases
- FA / Cost Recovery Documents - Federal & State Superfund
- FA / Purchase Orders
- FA / Travel Vouchers
- OCE / Air Compliance
- OCE / Air Compliance County General
- OCE / Complaints County General / Emergency Response
- OCE / Edwards Aquifer Protection Program (EDAQ)
- OCE / On-Site Sewage Facilities

AND OR

- Select the “Primary ID” for the “Search Criteria” from the drop-down menu.

Select one or more search criteria below, and click on Search to view results.

Record Series: Document Type: Media:

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

AND OR

Quick Search, enter full text to refine search, and click on Search to view results.

- Enter the PBR registration (Permit) number in the field to the right. Do not use the “project” number.
- Select the “Search” icon.

Note: Any files dated prior to 2012 may not be available electronically. Please request these files from the TCEQ Central File Room. See instructions on page 4 to access non-electronic records.

Note: Search results will return all registration numbers that contain the string of numbers that were entered. Example: searching for registration (permit) number 2345 will return registration number 2345, as well as 12345, 23456, or 222345.

Reading Search Results

To navigate through the pages of results, use the navigation links that appear above the list:



The screenshot shows a search results interface. At the top, it says "Search Results Potential items 1-20 of 479". Below this is a "Search Within" button and a search bar. To the right, there are filters for "Filter by Category", "Item Type", "Assigned Location", and "Security Group: Public". A page navigation control shows "Page 1 of 24" with a red circle around it. Below the navigation is a table with columns: Select, Content ID, Record Series, Primary ID, Secondary ID, Document Type, Title, and Begin Date. The table contains three rows of data.

Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title	Begin Date
<input type="checkbox"/>	651071	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	652951	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	651072	AIR / Federal Operating	100211903	02277	Permits	Administrative	10/7/2014

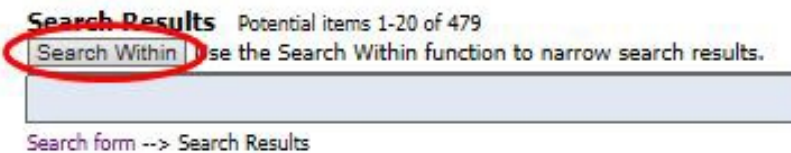
The project number will be displayed under the "Secondary ID" field. If the project number from the NSR IMS is not listed try searching for the project number using "Search Within".

Note: Project numbers displayed as a Secondary ID are only available for documents associated to permits issued after 2014.

Using the "Search Within" filter to search by project number.

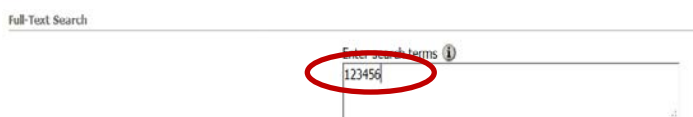
Search using the Full-Text Search.

- Click the "Search Within" button on the search results screen.



The screenshot shows the same search results interface as above. The "Search Within" button is highlighted with a red circle.

- Add the project number in the "Full Text Search".



The screenshot shows the "Full-Text Search" input field. The project number "123456" is entered and highlighted with a red circle.

Accessing all format types of TCEQ Records

These documents are available in various formats.

- **Electronic media:**
To open an electronic document, click on its "Content ID."
- **Paper or Microfilm media (non-electronic):**
Tag the item in the "Select" column, then select "Request" and fill out the form.

Select	Content ID	Record Series
<input type="checkbox"/>	1279098	AIR / Federal Operat
<input type="checkbox"/>	1392181	AIR / Federal Operat
<input checked="" type="checkbox"/>	1991027	AIR / Federal Operat

Questions

If you have questions that are specific to Air Permit searches, or if you are unable to find a specific Air document, please contact AIRPERM: airperm@tceq.texas.gov, or call (512) 239-1250 to be directed to someone who can answer your question.