



TCEQ REGULATORY GUIDANCE

Air Permits Division
RG-531c • May 2023

A Guide to Obtaining Title V Permits in STEERS ePermits

This guide is for State of Texas Environmental Electronic Reporting System (STEERS) account holders who need to apply for Title V permits using the "Air Title V Operating Permits (EPR_TV)" program in ePermits.

This document outlines the online Title V application process using ePermits.

Why must I use STEERS ePermits?

The Air Permits Division has added Title V Federal Operating Permit (FOP) project submission capabilities to the [State of Texas Environmental Electronic Reporting System \(STEERS\)](#). Beginning January 1, 2023, all FOP application submissions are required to be submitted through STEERS. For all submittals through STEERS, the Responsible Official (RO) or Duly Authorized Representative (DAR) will submit and certify the Title V project without submitting a separate OP-CRO1 certification form. 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 hard-copy.

Using ePermits for submitting Title V applications simplifies the application process, shortens review time, and gives you immediate confirmation when your submittal is accepted for review. No hard copy applications or requests will be accepted.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY • PO BOX 13087 • AUSTIN, TX 78711-3087

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Tips for using ePermits

- 1) When using ePermits, be sure to:
 - a) Turn off any pop-up blocking features in your web browser.
 - b) Click the question mark icon  to open the help dialog box. The dialog box will contain specific instructions for each field, examples, and helpful tips.
 - c) Click the paper icon  in the Activities screen to preview the permit application questions and a summary of the answers provided.
 - d) Complete all required information. Note: fields marked with a red asterisk (*) are required fields in STEERS.
- 2) Using browser navigation while in ePermits will terminate your session. To prevent accidental termination of your session, which will require you to log back into STEERS, do ***not***:
 - a) Use your browser's forward or back buttons.
 - b) Refresh the page to restart the page timer at the upper right corner of the screen. (Instead, you can click the "Next/Save" button on some screens to reset the timer and to continue entering data. There may be error messages that pop-up on the screen, but the timer will reset so you can continue without losing all of your data).

Before You Can Use STEERS for Title V Applications

A [Guide to Creating an Account in STEERS E-Permitting \(RG-531a\)](#) provides detailed instructions on what you need to do before you can create a Title V application in STEERS. In summary you must:

- 1) Create Your STEERS Account
- 2) Add the Air Title V Program to your STEERS Account
 - a) The program for submitting Title V applications through STEERS is called the "**Air Title V Operating Permits (EPR_TV)**" program. If you have not previously added this program, you must do so before you can create a Title V application.

- b) In RG-531a, go to the Section "II. How do I add programs to my STEERS account?" for detailed directions on how to add this program to your account.
- 3) Sign Your Modified SPA (if applicable)
 - a) If you modify the access type for your account, you will need to sign a new STEERS Participation Agreement (SPA). You will not have access to the EPR_TV program until we receive a signed SPA.
 - b) In RG-531a, go to the Section "IV. How do I complete my STEERS Participation Agreement (SPA)?" for instructions on submitting your signed SPA.

How do I Complete a Title V application?

Before starting a Title V application, be sure to complete the necessary Title V forms that will need to be uploaded in STEERS. For a list of potentially applicable Title V forms SOPs go to [Permitting Tools and Guidance for Site Operating Permits](#).

For GOPs go to [Permitting Tools and Guidance for General Operating Permits](#).

To complete your Title V application, follow the steps under each of these sections in this document:

- I. [How do I access the Title V program in STEERS?](#)
- II. [How do I create a new Title V STEERS application?](#)
- III. [How do I fill out my Title V application?](#)
- IV. [How do I sign my Title V application?](#)
- V. [How do I submit my Title V application?](#)
- VI. [How do I submit updates to an existing Title V application?](#)
- VII. [How do I print a copy of my Title V application summary?](#)

I. How do I access the Title V program in STEERS?

You are ready to begin your Title V application after you have successfully created a STEERS account, added the EPR_TV program to your STEERS account, and signed a SPA. Complete steps 1 through 6 under this section to access the Title V program.

Step 1. Go to STEERS

Open the [STEERS welcome page](#).

Step 2. Log In to Your Account

Enter your Electronic Reporting (ER) Account Number and password on the STEERS welcome page, and then click the "Login" button. Clicking the "Login" button navigates you to the STEERS Verify Account screen.

Step 3. Answer Security Question

Enter the answer you previously provided in STEERS for the security question displayed on the screen. Then click the "Go" button. Note: three incorrect answers will lock your STEERS account. Contact the STEERS help desk at 512-239-6925 if you accidentally lock your account.

Clicking the "Go" button will navigate you to the STEERS Login Confirmation screen.

Step 4. Verify Previous Logins

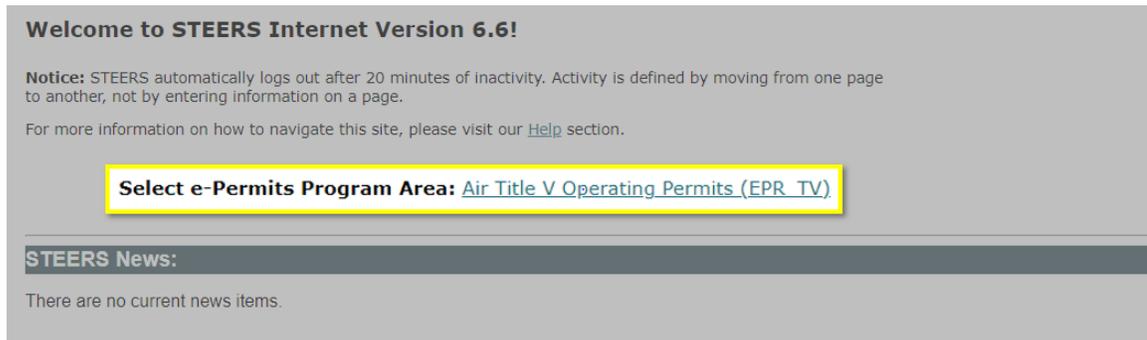
Each time you login to your account, STEERS displays previous logins to that account. Review and verify that you made the listed logins by clicking the "YES" button at the bottom of the screen.

If you identify a login that you did not make, contact the STEERS Help Line immediately at 512-239-6925 for assistance.

Step 5. Select the "Air Title V Operating Permits (EPR_TV)" Program

After you complete Step 4, STEERS navigates to the "STEERS Home" screen. Figure 1 is a screenshot of this screen, followed by a description of the screen.

Figure 1. "STEERS Home" Screen



The "STEERS Home" heading displays at the top-left of the screen. Next to the "Select e-Permits Program Area:" label at the bottom of the screen, the programs associated to your account are displayed as hyperlinks. "Air Title V Operating Permits (EPR_TV)" displays on the screenshot.

Click the link for the "Air Title V Operating Permits (EPR_TV)" program and continue to Step 6.

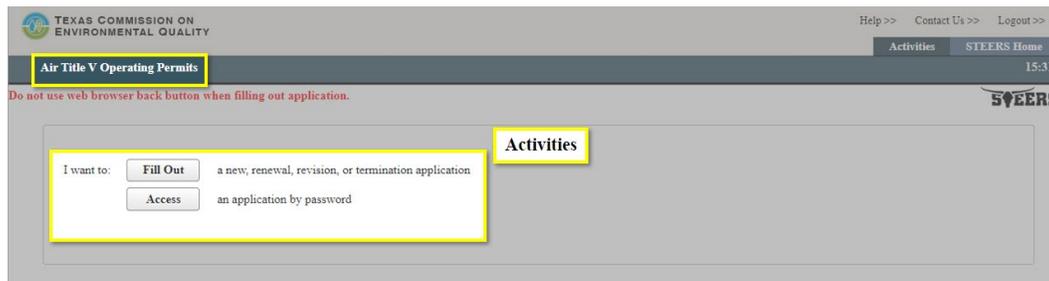
Step 6. Select the "I want to" activity you want to complete.

After you complete Step 5, STEERS navigates to the "Activities" screen for the Air Title V Operating Permits program. Figure 2 is a screenshot of the "Activities" screen, followed by a description of the screen.

Select one of the options:

- **"Fill Out"** (button) a new, renewal, revision, or termination application - click this button to start an initial issuance, renewal, revision, OP-Notify, or void request application.
- **"Access"** (button) an application by password – click this button to navigate to an application in progress that has already been issued a password.

Figure 2. "Activities" screen



After you select an option, continue to the "II. How do I create a new Title V STEERS application?" section in this document.

II. How do I create a new Title V STEERS application?

Complete steps 1 through 3 under this section to create a **new** Title V STEERS application.

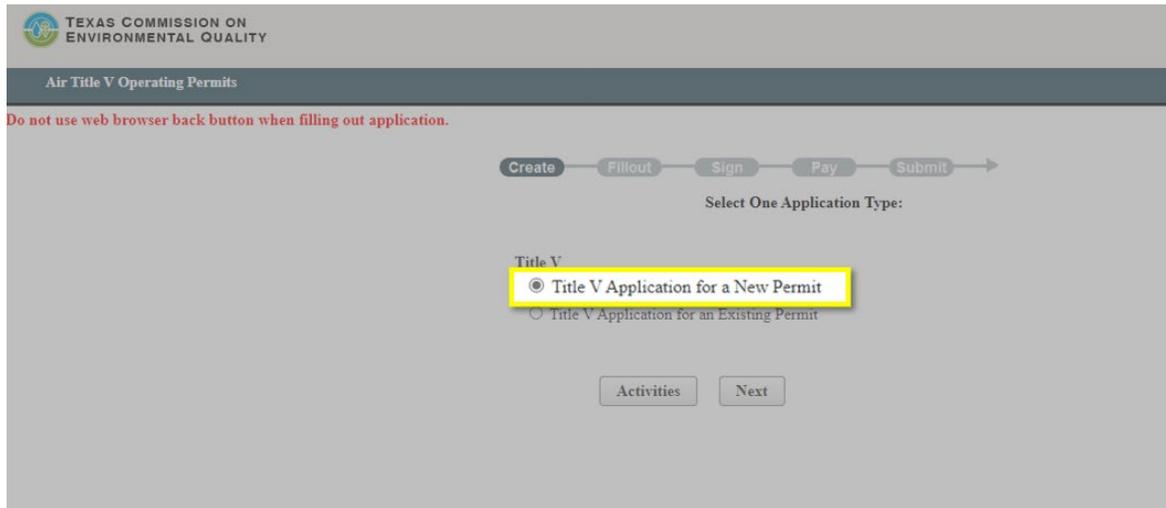
Step 1. Select your application type

Instructions on how to submit different types of applications are listed in Steps 1a and 1b below. Step 1.a covers how to submit a new application for an initial issuance Title V Permit and Step 1.b covers how to submit a new application for an existing Title V Permit.

- 1a. How do I submit a new application for an initial issuance Title V Permit?

When you select the "Fill Out" button on the "Activities" screen, STEERS navigates to the "Select One Application Type:" screen. Figure 3 is a screenshot of this screen.

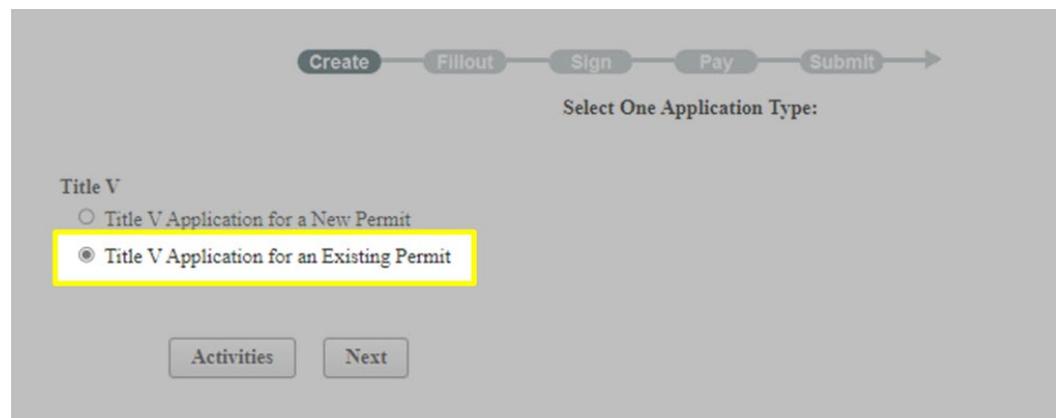
Figure 3. "Application Type" screen



Follow these steps for Figure 3:

- a) Select the button next to the "Title V Application for a New Permit" option.
 - b) Click the "Next" button and continue to Step 2.
- 1b. How do I submit a new application for an existing Title V Permit?
When you select the "Fill Out" button on the "Activities" screen, STEERS navigates to the "Select One Application Type:" screen. Figure 4 is a screenshot of this screen.

Figure 4. "Application Type" screen



Follow these steps for Figure 4:

- a) Select the button next to the "Title V Application for an Existing Permit" option.
- b) Click the "Next" button.

- c) Find your permitted site.
 - i) The following window will ask for either the Title V permit number (ex. 1234), or the RN number (ex. RN123456789). You can click the “Forgot or don’t know the RN?” link if you need help finding the RN number. Click on the Search button.

Note: If you have not submitted a timely Title V renewal application, a pop-up will ask you to contact the Air Permits Division at AIRPERM@tceq.texas.gov to discuss how to proceed.

If the Permit Number or RN is associated to a Customer Number (CN) that has delinquent fees greater than \$25.00, the applicant cannot submit an application through STEERS until the fees are paid. A notification will appear identifying the CN and delinquent fee amount. To pay the fees, press the “Pay Overdue Fees” button in ePay, otherwise press the “Activities” button to return to the “Activities” page. If you have any questions regarding the delinquent fees, please contact customer support at 512-239-0369.

For more information regarding delinquent fees, please go to the TCEQ [Delinquent Fees and Penalties](#) protocol website.

- ii) After searching for the permitted site, you will be asked to confirm the permit information. Please review the permit information provided. To confirm, click the “Confirm permit Information” button found at the bottom of the page as seen in Figure 5.

Note: If the Customer Name, Filing information, or Regulated Entity information is incorrect, stop here and contact the Air Permits Division at AIRPERM@tceq.texas.gov.

- d) After confirming the permit information, proceed to Step 2.

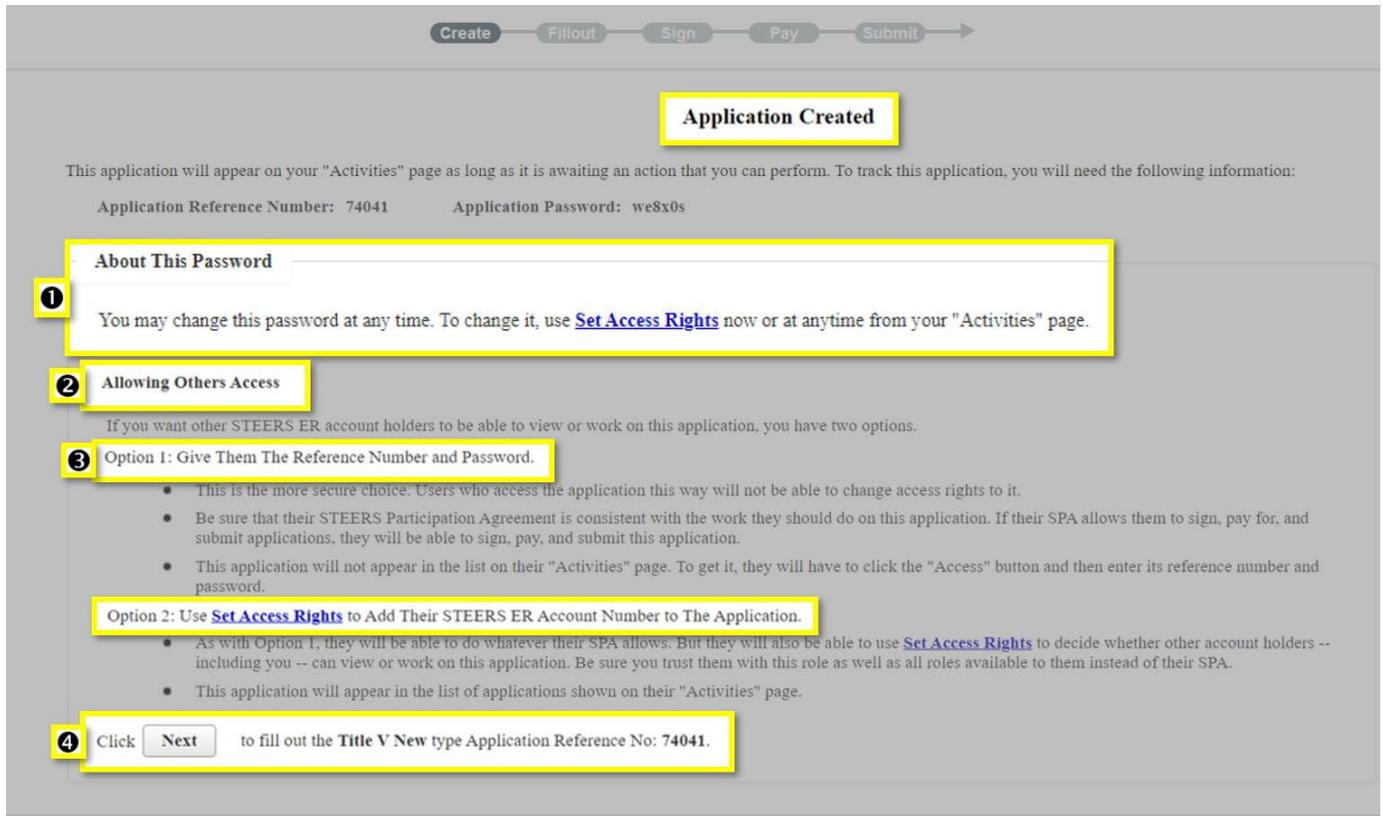
Figure 5. “Confirm permit Information” screen



Step 2. Save your reference number and password.

After you complete Step 1, STEERS navigates to the "Application Created" screen. Figure 6 is a screenshot of this screen, followed by a full description of the screen and more instructions.

Figure 6. "Application Created"



This screen has the heading "Application Created" and displays:

- 1) A listing of your:
 - a) Application reference number: [your generated reference number].
 - b) Application password: [your generated password].
- 2) "About this password" section describes how to change your password with a button to "Set Access Rights."
- 3) "Allowing Others Access" section gives you two options for allowing access to the STEERS account listed as:
 - a) Option 1: Give Them the Reference Number and Password.

- b) Option 2: Use the “Set Access Rights” (button) to Add Their STEERS ER Account Number to the Application. This option is described and includes another “Set Access Rights” button.

Note: These options are described in more detail in the step below.

- 4) “Click ‘Next’ (button) to fill out the Application Ref No. [# assigned to your application (screenshot shows: 74041)].”

Note: The “Application Created” screen displays your application reference number and application password. **Keep this information for your records and continue to Step 3 (if applicable).**

Step 3. Allow others to access your application (if applicable)

On the “Application Created” screen, you have two options for giving other STEERS ER account holders access to view or work on the application you created. If you do not want to give access to anyone else, skip to Step 4. This step can be done at any time before submitting the application.

- Option 1: Give them the application reference number and password. This option is more secure; these users cannot change access rights; and the application is not listed on their Activities page in STEERS.
- Option 2: Click the “Set Access Rights” button. Clicking this button will navigate you to a new screen where you will select the application and add your representative’s STEERS account number to the application. Then to return to your application, click the “Activities” button at the bottom of the screen. STEERS will navigate to the “Activities” screen where you will then click the icon in the “Edit” column to begin filling out the application. These users can change access rights (including your access rights). The application will be listed on their Activities page in STEERS.

Both options require that your representatives have existing STEERS accounts. For more information on access roles, please see our publication [A Guide to Creating an Account in STEERS E-Permitting \(RG-531a\)](#) and go to the “III. How do I set access in my STEERS account?” section in that publication.

After completing Step 3, continue to the “III. How do I fill out my Title V application?” section in this document.

III. How do I fill out my Title V application?

After completing Sections I and II, you are now ready to begin providing the information required to complete your Title V Application.

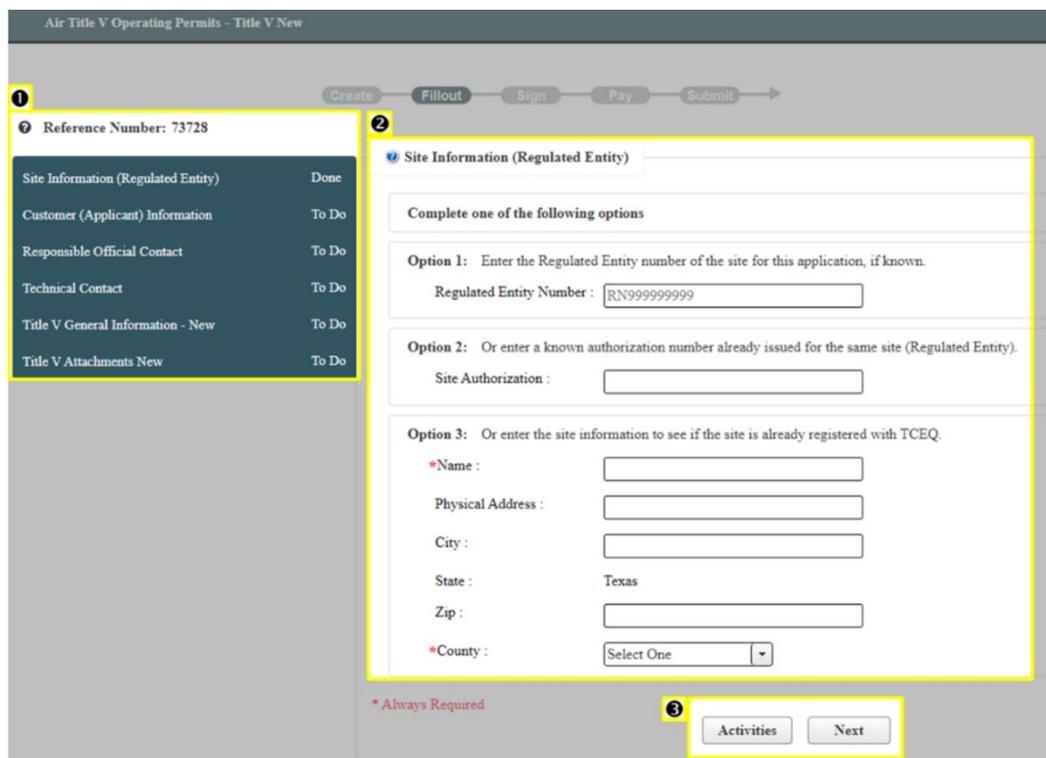
Complete steps 1 through 9 under this section to fill out your Title V permit application.

Note: Not all steps may apply based on the type of application being submitted. If you are creating a new Title V Application for an Existing Permit, start at Step 4.

Step 1. Associate the Site (Regulated Entity) to this Title V permit

After the "Application Created" screen, STEERS navigates to the "Site Information (Regulated Entity)" search screen. Figure 7 is a screenshot of this screen, followed by a full description of the screen and more detailed instructions.

Figure 7. "Site Information (Regulated Entity)" Search Screen



The screen displays:

- 1) Task List on the left-sidebar that lists:

Sections you must complete for the Title V application including: Site Information (Regulated Entity); Customer (Applicant) Information; Responsible Official Contact; Duly Authorized Representative Contact (if applicable); Technical Contact; Title V General Information – New; and Title V Attachments New.

Each section in the task list has a status of “To Do” until you complete the section. The status for each section changes to “Done” once you complete that section.

Sections must be completed in the order shown in the task list. You may not skip to a new section until the preceding section is done.

- 2) The **“Site Information”** heading is displayed on the right side of the screen, adjacent to the task list. There are three options you may select from to provide the site information; each option includes data entry fields:
 - a) **Option 1:** Enter the Regulated Entity number (RN) of the site for this application, if known. Option 1 includes a data entry field with “Regulated Entity Number” as the label.
 - i) If you are applying for a permit under an RN, enter it here.
 - ii) An RN is a unique 11-digit number assigned to a regulated entity (site) when they apply for an authorization with the TCEQ. This number starts with RN and is followed by nine numbers (RN#####).
 - iii) To find an existing RN, search the TCEQ’s [Central Registry Query](#) or call 512-239-5175.
 - b) **Option 2:** Enter a known authorization already issued for the same site (Regulated Entity). Option 2 includes a data entry field with “Site Authorization” as the label.
 - i) If you have an existing Title V FOP number for another Title V permit at the site, enter it without the leading “O” in the field labeled “Site Authorization,” which will display a list of RNs associated to the Title V FOP. Once you enter a Title V FOP number, click the “Next” button. STEERS navigates to a screen that displays a list of possible RNs.
 - ii) Select your RN from the list, and then click the “Next” button. STEERS will then navigate to the “Registration Site Information” screen.
 - iii) If you do not see your RN, click “Search Again” button at the top right of the screen, to return and enter your information in Option 3.

- c) **Option 3:** Enter the site information to see if the site is already permitted with TCEQ. Option 3 includes data entry fields for name, physical address, city, state, ZIP, and county.
- i) If you do not have any previous Title V FOP with the TCEQ, or if you are unsure of whether the site is already permitted, enter the site name, physical address, and county. Then click the "Next" button.
 - ii) STEERS will refresh to display a list of possible RNs. Select your RN if displayed or select "New RN." Then click the "Next" button.

Note: If the CN that was selected has delinquent fees greater than \$25.00, the applicant cannot submit an application through STEERS until the fees are paid. A notification will appear identifying the CN and delinquent fee amount. To pay the fees, press the "Pay Overdue Fees" button to pay the fees in ePay, otherwise press the "Activities" button to return to the "Activities" page. If you have any questions regarding the delinquent fees, please contact customer support at 512-239-0369.

For more information regarding delinquent fees, please go to the TCEQ [Delinquent Fees and Penalties](#) protocol website.

- 3) Buttons for "Activities" and "Next" are below the site information options.

Enter information into one of the three options described in Figure 7 to identify your site for this Title V permit. Once you have identified your site, click the "Next" button and continue to Step 2.

Step 2. Enter your site information.

After you complete Step 1, STEERS will refresh the "Site Information (Regulated Entity)" screen to display fields to enter more information about your site. Figure 8 are screenshots of the refreshed "Site Information (Regulated Entity)" screen, followed by a full description of the screen, and more detailed instructions.

Figure 8. Refreshed “Site Information (Regulated Entity)” screen (1st half of screen)

The screenshot shows a web application interface. On the left is a dark grey sidebar with a task list:

- Site Information (Regulated Entity) Done
- Customer (Applicant) Information To Do
- Responsible Official Contact To Do
- Technical Contact To Do
- Title V General Information - New To Do
- Title V Attachments New To Do

On the right is the main content area, titled "Site Information (Regulated Entity)". Below the title is a section header "REGISTRATION SITE INFORMATION". The form contains the following elements:

- A button labeled "Copy RE Information" (marked with a circled 2).
- A question: "What is the name of the permit area to be authorized?" with a text input field (marked with a circled 3).
- A question: "Does the site have a physical address?" with a dropdown menu set to "Yes" (marked with a circled 4).
- A sub-section titled "Physical Address" containing:
 - "Number and Street" text input field (marked with a circled 5).
 - "City" text input field.
 - "State" dropdown menu set to "TX".
 - "ZIP" text input field.
 - "County" dropdown menu set to "--Select One--".
 - "Latitude (N) (##.#####)" text input field.
 - "Longitude (W) (-###.#####)" text input field.
- "Primary SIC Code" dropdown menu set to "--Select One--" (marked with a circled 6).
- "Secondary SIC Code" dropdown menu set to "--Select One--".
- "Primary NAICS Code" dropdown menu set to "--Select One--" (marked with a circled 7).
- "Secondary NAICS Code" dropdown menu set to "--Select One--".

The first half of the screen displays:

- 1) The **“Site Information (Regulated Entity)”** heading is displayed on the right side of the screen, adjacent to the task list.
- 2) **“Copy RE Information”** (button) - To auto-populate the fields with the existing site information, click “Copy RE Information” button. Any data that has already been entered for this regulated entity will auto-populate in the remaining fields.

Note: If you choose not to auto-populate the fields with the existing information using the “Copy RE Information” button, any changes to the following information must be submitted to TCEQ using the TCEQ Core Data Form (TCEQ-10400).

- 3) **“*What is the name of the site to be authorized?”** - Enter the name of the site.
- 4) **“*Does the site have a physical address?”**
 - a) If the site has a physical address, select “Yes” from the dropdown menu and enter or select the valid address information in the fields for: “*Number and Street,” “*City;” “*State,” “*ZIP,” and “*County.” Do not provide a PO Box or directions to the site in the address box.

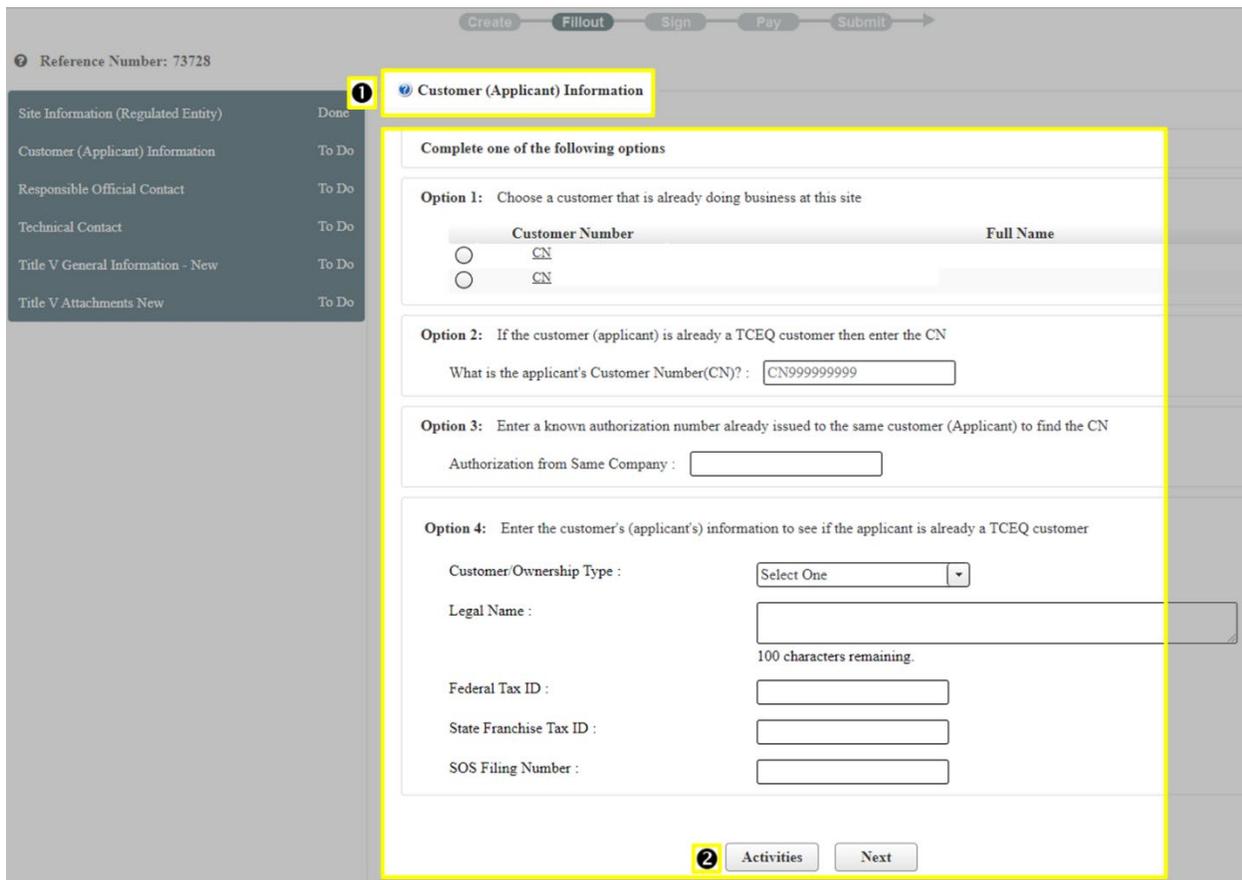
If there is not a physical address for the site, select “No” from the dropdown menu. A new field with the label “Because there is no physical address, describe how to locate this site” will appear on the screen. Describe how the TCEQ can locate this site in the field.
- 5) **“*Latitude (N) (##.#####)” and “*Longitude (W) (-##.#####)”** - Enter the latitude and longitude of the site in decimal format. The longitude must be in negative degrees (with a minus sign in front of the numeric value). You can look up the latitude and longitude for your site by clicking and following the links in the help dialog box.
- 6) **“Primary SIC Code” and “Secondary SIC Code”** - Enter the primary, and if applicable, secondary Standard Industrial Classification (SIC) code for your site. A SIC is a two-, three-, or four-digit code assigned by the Occupational Safety and Health Administration (OSHA) for specific industrial activities.
 - a) Use the look up feature on the [OSHA](#) website to find the SIC for your site.
 - b) Enter the code(s) that best describes the main business activity at your site.
- 7) **“Primary NAICS Code” and “Secondary NAICS Code”** - Enter the primary, and if applicable, secondary North American Industry Classification System (NAICS) code for your site.
 - a) A NAICS code is a two- to six-digit code used by Federal statistical agencies in classifying business establishments. Use the “NAICS Search” feature on the [U.S. Department of Commerce](#) website to find the NAICS code for your facility.
 - b) Enter the code(s) that best describes the main business activity at this regulated entity.

Enter your site information in the fields described in Figure 8, then click the “Next/Save” button, and continue to Step 3.

Step 3. Associate Customer (Applicant) information

After you complete Step 2, STEERS navigates to the “Customer (Applicant) Information” search screen. Figure 9 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions.

Figure 9. “Customer (Applicant) Information” Search Screen



The “Customer (Applicant) Information” heading is displayed on the right-hand of the screen adjacent to the task list and the screen displays:

- 1) Under the “Complete one of the following options” heading, there are four options you may select from to provide the customer information, each option includes data entry fields:
 - a) **Option 1:** Choose a customer that is already doing business at this site. If you selected an RN number that already exists in Step 1 of this section, Option 1 will list the Customer Numbers (CN) that are currently associated with that RN. Select the Customer Number (CN) to be used.

- b) **Option 2:** If the customer (applicant) is already a TCEQ customer then enter the CN. Option 2 includes a data entry field with "Customer Number (CN)" as the label.
- i) If you are applying for a permit under an existing CN, enter it here. Note: If you have ever applied for a license or authorization with TCEQ, a CN should already be assigned, and you should use that CN for your application.
 - ii) A CN is the unique number assigned by the TCEQ to a person, sole proprietor, company, organization, partnership, or governmental entity doing business with the agency. This unique number starts with CN and is followed by nine numbers (CN#####).
 - iii) To find an existing CN, search the TCEQ's [Central Registry Query](#) or call 512-239-5175. If you do not have a CN for the facility you are authorizing, one will be assigned upon completion of this application.
- c) **Option 3:** Enter a known authorization number already issued to the same customer (applicant) to find the CN. Option 3 includes a data entry field with "Authorization from Same Company" as the label.
- i) If you have an existing Title V FOP number, enter it here to find your CN.
 - ii) Once you enter a Title V FOP number, click the "Next" button. STEERS navigates to a screen that displays a list of possible CNs.
 - A) Select your CN from the list and then click the "Next" button. STEERS will then navigate to the next screen.
 - B) If you do not see your CN, click the "Search Again" button at the top-right of the screen, to return and enter your information in Option 4.
- d) **Option 4:** Enter the customer's (applicant's) information to see if the applicant is already a TCEQ customer.
- Note: If you do not have any previous Title V FOPs with the TCEQ, or if you are unsure of whether the customer is already permitted, use Option 4 to search for the customer.
- i) Select the Customer/Ownership Type from the dropdown menu.

- ii) Enter your customer (applicant) information in the data fields for:
 - A) **“Legal name”** – the applicant's legal name is the name as legally filed or recorded to form or recognize the entity. The filing or recording must be active at the time this application is filed with TCEQ. For a corporation or limited partnership, the legal name must be entered as currently filed with the Texas Secretary of State. For a general partnership, the legal name must be entered as filed with the county or Texas Secretary of State. For a dba, the legal name must be entered as First Name, Last Name, dba Name, in this exact order. For an individual, the person’s Last Name, First Name, Middle Initial, must be entered in that order with commas. For a governmental entity, the legal name of the governmental branch or agency must be provided.
 - B) **“Federal Tax ID”** – all businesses, except for some small sole proprietors, have a federal taxpayer identification number (TIN). Do not use prefixes, dashes or hyphens. Do not use a Social Security Number.
 - C) **“State Franchise Tax ID”** – corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If the customer is not a corporation or limited liability company, you can leave this field blank.
 - D) **“SOS Filing Number”** – corporations and Limited Partnerships that are required to register with the Texas Secretary of State (SOS) are issued a charter or filing number. Call SOS at 512-463-5555 or go to the [Texas Secretary of State](#) website for information about SOS requirements, your SOS charter, or SOS filing number.
- 2) Buttons for “Activities” and “Next” are below the customer information options.

Enter information into one of the four options described in Figure 9, to identify your customer information. Once you have identified your customer information, click the “Next” button, and continue to Step 4.

Note: If you choose Option 4 and enter a Customer Name and Customer/Ownership Type that matches another CN in the TCEQ system, the page will refresh to show all potential duplicate CNs. You can choose one of these CNs or choose "New Customer" at the bottom of the list. However, if the customer type is a corporation with the same SOS filing number already in the system, the New Customer option will not appear.

Confirm that the Customer (Applicant) Information is correct and then go to Step 4.

Step 4. Enter Responsible Official (RO) Contact Information

After completing Step 3, STEERS will navigate to the "Responsible Official Contact" screen to display fields to enter information about the Responsible Official (RO). The RO Contact is the person authorized to sign the application on behalf of the applicant. This person must be employed with the applicant and not by a third party, such as an environmental consulting firm hired to assist with this application.

For purposes of opening an account and submitting Title V permit applications and New Source Review (NSR) permit applications via STEERS there are significant differences in the use of the term Responsible Official (RO).

For purposes of submitting New Source Review (NSR) permits under 30 TAC Chapter 116 and Permits by Rule under 30 TAC Chapter 106, per TCEQ guidance document [RG-531b: A Guide to Obtaining Permits by Rule Authorizations in STEERS ePermits \(texas.gov\)](#), RO Contact is the person authorized to sign the application on behalf of the applicant. This person must be employed with the applicant and not by a third party, such as an environmental consulting firm hired to assist with this application. The RO can be the same as the Responsible Authority contact.

For purposes of submitting Title V permit applications via STEERS, RO [and duly authorized representative (DAR), designated representative (DR) and alternate designated representative (ADR) for acid rain permits], must meet requirements under 30 TAC Chapter 122.165(c).

Figures 10 and 11 are screenshots of this screen, followed by a full description of the screen and more detailed instructions.

Figure 10. "Responsible Official Contact" screen (1st half of screen)

The screenshot shows a web application interface. At the top left, it says 'Reference Number: 73728'. On the left side, there is a vertical task list with the following items: 'Site Information (Regulated Entity) Done', 'Customer (Applicant) Information Done', 'Responsible Official Contact To Do', 'Technical Contact To Do', 'Title V General Information - New To Do', and 'Title V Attachments New To Do'. The 'Responsible Official Contact' item is highlighted with a yellow box and a circled '1'. To the right of this task list, there is a heading 'Responsible Official Contact' with a circled '2'. Below this heading is a form titled 'Person TCEQ should contact for questions about this application:'. The form contains the following fields: 'Organization Name' (text input), 'Prefix' (dropdown menu with '--Select One--'), 'First' (text input), 'Middle' (text input), 'Last' (text input), and 'Suffix' (dropdown menu with '--Select One--').

The first half of the screen displays:

- 1) The **"Responsible Official Contact"** heading on the right side of the screen, adjacent to the task list followed by a statement asking for the "Person TCEQ should contact for questions about this application:"
- 2) **Enter your RO information in the fields for:**
 - a) **"*Organization Name"** - enter the RO contact person's actual employer.
 - b) **"*Prefix"** - select prefix for the RO.
 - c) **"*First"** - enter RO's first name.
 - d) **"Middle"** - enter RO's middle name.
 - e) **"*Last"** - enter RO's last name.
 - f) **"Suffix"** - select suffix for the RO, if applicable. Credentials are available if desired.

Figure 11. "Responsible Official Contact" screen (2nd half of screen)

The screenshot shows a web application interface. On the left is a dark sidebar with four menu items: 'Responsible Official Contact', 'Technical Contact', 'Title V General Information - New', and 'Title V Attachments New'. Each item has a 'To Do' status indicator. The main content area is a form titled 'Responsible Official Contact' with several fields:

- Title**: A text input field with a red asterisk.
- Address Selection**: A dropdown menu with the text '--Select One--' and a downward arrow.
- Mailing Address**: A section header.
- Address Type**: Two radio buttons labeled 'Domestic' (selected) and 'Foreign'.
- Mailing Address (include Suite or Bldg. here, if applicable)**: A text input field with a red asterisk.
- Routing (such as Mail Code, Dept., or Attn:)**: A text input field.
- City**: A text input field with a red asterisk.
- State**: A dropdown menu with the text '--Select One--' and a downward arrow, with a red asterisk.
- ZIP**: A text input field with a red asterisk.
- Phone (###-###-####)**: A text input field with a red asterisk.
- Extension**: A text input field.
- Alternate Phone (###-###-####)**: A text input field.
- Fax (###-###-####)**: A text input field.
- E-mail**: A text input field with a red asterisk.

 At the bottom right of the form are two buttons: 'Activities' and 'Next/Save'.

The second half of the screen displays:

- 3) **"*Title"** - enter RO's job title.
- 4) **"Enter new address or copy one from list"** – you can copy the RO's address to your project if an address has previously been associated with the RO. To copy an address: 1) View the dropdown menu, and 2) Select your RO's address from the list.
- 5) **Enter RO's contact information for:**

- a) **"Address Type"** – radio buttons for "Domestic" or "Foreign"

Complete the fields for RO's: "*Mailing Address" (include Suite or Bldg., if applicable); "Routing" (such as Mail Code, Dept., or Attn.); "*City;" "*State;" "*ZIP;" "*Phone;" "Extension;" "Alternate Phone;" "Fax;" and "*Email."

- 6) Buttons for “Activities” and “Next/Save” are listed below the data entry fields.

Enter the RO’s information in the fields described in Figures 10 and 11, then click the “Next/Save” button, and continue to Step 5. Existing permits have the option to select an existing RO contact or enter a new one.

Note: If you get an error saying that the address provided is not recognized by the US Postal Service and you are sure you have the correct address, you can click the “Next/Save” button again to bypass this error.

Step 5. Enter Duly Authorized Representative Contact information (if applicable)

The Duly Authorized Representative (DAR) is the person authorized to sign the application on behalf of the applicant if the RO is not available to sign. The RO and DAR cannot be the same person. This person must be employed with the applicant and not by a third party, such as an environmental consulting firm hired to assist with this application.

Note: this section can be deleted using the upper right button.

Figure 12. “Add Contact section” screen.

Reference Number: 73728

Section	Status
Site Information (Regulated Entity)	Done
Customer (Applicant) Information	Done
Responsible Official Contact	To Do
Technical Contact	To Do
Title V General Information - New	To Do
Title V Attachments New	To Do

Add Contact section

Would you like to add the Duly Authorized Representative Contact to the application? Yes No

Activities **Next/Save**

Skip to Step 6 if you select “No”.

After clicking “Yes”, STEERS navigates to the “Duly Authorized Representative Contact” screen to display fields to enter information about your DAR. Figures 13 and 14 are screenshots of this screen, followed by a full description of the screen, and more detailed instructions.

Figure 13. "Duly Authorized Representative Contact" screen (1st half of screen)

Reference Number: 73728

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	Done
Responsible Official Contact	Done
Duly Authorized Representative Contact	To Do
Technical Contact	To Do
Title V General Information - New	To Do
Title V Attachments New	To Do

Duly Authorized Representative Contact

Person TCEQ should contact for questions about this application

Same as another contact?

--Select One--

* Organization Name

Organization Name

* Prefix --Select One--

* First

Middle

* Last

Suffix --Select One--

- 1) The **"Duly Authorized Representative Contact"** heading is displayed on the right side of the screen, adjacent to the task list followed by a statement asking for the "Person TCEQ should contact for questions about this application:"
- 2) **"Same as another contact?"** – you can copy contact information to your project if the DAR contact for your application has previously been associated with the customer or site. To copy a DAR contact: 1) View the dropdown menu, and 2) Select your DAR from the list.
Note: the DAR cannot be the same as the RO.
- 3) **Enter your DAR contact information (if they are not listed in the dropdown menu) in the fields for:**
 - a) **"*Organization Name"** - enter the DAR contact person's actual employer.
 - b) **"*Prefix"** – select prefix for the DAR contact.
 - c) **"*First"** – enter DAR contact's first name.
 - d) **"Middle"** – enter DAR contact's middle name, if applicable.
 - e) **"*Last"** – enter DAR contact's last name.
 - f) **"Suffix"** – select suffix for the DAR contact, if applicable. Credentials are available if desired.

Figure 14. "DAR Contact" screen (2nd half of screen)

The screenshot shows the 'DAR Contact' screen. On the left is a sidebar with the following items: Site Information (Regulated Entity) - Done; Customer (Applicant) Information - Done; Responsible Official Contact - Done (with callout 4); Duly Authorized Representative Contact - To Do (with callout 5); Technical Contact - To Do; Title V General Information - New - To Do (with callout 6); Title V Attachments New - To Do. The main form area contains: CPA, CPM, CPSS dropdowns; Title input field; 'Enter new address or copy one from list' dropdown (with callout 5); 'Mailing Address' section with Address Type (Domestic/Foreign) radio buttons; Mailing Address input field; Routing input field; City, State (dropdown), Zip, Phone (with extension and alternate), and E-mail input fields; and 'Activities' and 'Next/Save' buttons (with callout 7).

The second half of the screen displays:

- 4) **"*Title"** – enter DAR contact’s job title.
- 5) **"Enter new address or copy one from list"** – you can copy the address to your project if an address has previously been associated with the DAR contact. To copy an address: 1) View the dropdown menu, and 2) Select your DAR contact’s address from the list.
- 6) **Enter DAR contact’s contact information (if it is not listed in the dropdown menu) for:**
 - a) **Address Type:** radio buttons for "Domestic" or "Foreign."
 - b) **Complete the fields for DAR contact’s: "*Mailing Address (include Suite or Bldg., if applicable);" "Routing (such as Mail Code, Dept., or Attn.);" "*City;" "*State;" "*ZIP;"**

“*Phone;” “Extension;” “Alternate Phone;” “Fax;” and “*Email.”

- 7) Buttons for “Activities” and “Next/Save” are listed below the data entry fields.

Enter the DAR contact information into STEERS as described in Figures 13 and 14, then click the “Next/Save” button to save your information and continue to Step 6.

Step 6. Enter Technical Contact information.

After you complete Step 4 (and 5, if needed), STEERS navigates to the “Technical Contact” screen to display fields to enter information about your technical contact. The Technical Contact is the person authorized to discuss the application on behalf of the applicant and the person we will contact regarding technical information supplied in the application. This person may be employed by someone other than the applicant, such as an environmental consultant who is obtaining the Title V FOP on behalf of the applicant. Your technical contact should be familiar with the Title V FOP being issued, and they should be able to answer technical questions regarding the information provided about the project.

Figures 15 and 16 are screenshots of this screen, followed by a full description of the screen, and more detailed instructions.

Figure 15. “Technical Contact” screen (1st half of screen)

Reference Number: 73728

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	Done
Responsible Official Contact	Done
Duly Authorized Representative Contact	Done
Technical Contact	To Do
Title V General Information - New	To Do
Title V Attachments New	To Do

1 Technical Contact

Person TCEQ should contact for questions about this application:

Same as another contact?

* Organization Name

* Prefix

* First

Middle

* Last

Suffix

2

3

- 1) The **“Technical Contact”** heading is displayed on the right side of the screen, adjacent to the task list followed by a statement asking for the “Person TCEQ should contact for questions about this application:”
- 2) **“Same as another contact?”** - you can copy technical contact information to your project if the technical contact for your application has previously been associated with the customer or site. To copy a technical contact: 1) View the dropdown menu, and 2) Select your technical contact from the list.
- 3) **Enter your technical contact information (if they are not listed in the dropdown menu) in the fields for:**
 - a) **“*Organization Name”** - enter the technical contact person's actual employer.
 - b) **“*Prefix”** – select prefix for the technical contact.
 - c) **“*First”** – enter the technical contact’s first name.
 - d) **“Middle”** – enter the technical contact’s middle name, if applicable.
 - e) **“*Last”** – enter the technical contact’s last name.
 - f) **“Suffix”** – select suffix for the technical contact, if applicable. Credentials are available if desired.

Figure 16. "Technical Contact" screen (2nd half of screen)

The screenshot shows the 'Technical Contact' screen. On the left is a sidebar with the following items: Site Information (Regulated Entity) - Done; Customer (Applicant) Information - Done; Responsible Official Contact - Done; Duly Authorized Representative Contact - Done; Technical Contact - To Do; Title V General Information - New - To Do; Title V Attachments New - To Do. The main form area contains the following fields and controls:

- 4** * Title: [Text Input]
- Enter new address or copy one from list:
- 5** --Select One--: [Dropdown Menu]
- 6** Mailing Address:
 - Address Type: Domestic Foreign
 - * Mailing Address (include Suite or Bldg. here, if applicable): [Text Input]
 - Routing (such as Mail Code, Dept., or Attn.): [Text Input]
 - * City: [Text Input]
 - * State: --Select One--: [Dropdown Menu]
 - * ZIP: [Text Input]
 - * Phone (###-###-####): [Text Input]
 - Extension: [Text Input]
 - Alternate Phone (###-###-####): [Text Input]
 - Fax (###-###-####): [Text Input]
 - * E-mail: [Text Input]
- 7** [Activities] [Next/Save]

The second half of the screen displays:

- 4) **"*Title"** – enter the technical contact’s job title.
- 5) **"Enter new address or copy one from list"** – you can copy the address to your project if an address has previously been associated with the technical contact. To copy an address: 1) View the dropdown menu, and 2) Select your technical contact’s address from the list.
- 6) **Enter the Technical Contact’s contact information (if it is not listed in the dropdown menu) for:**
 - a) **Address Type:** radio buttons for "Domestic" or "Foreign."
 - b) **Complete the fields for the technical contact’s: "*Mailing Address (include Suite or Bldg, if applicable);" "Routing (such as Mail Code, Dept., or Attn.);" "*City;" "*State;"**

**“*ZIP;” “*Phone;” “Extension;” “Alternate Phone;”
“Fax;” and “*Email.”**

- 7) Buttons for “Activities” and “Next/Save” are listed below the data entry fields.

Enter your technical contact information into STEERS as described in Figures 15 and 16, then click the “Next/Save” button to save your information and continue to Step 7. For new permit applications, continue to Step 7a. For existing permit applications, continue to Step 7b.

Step 7a. Enter Title V General Information – New Initial Issuance permits.

After you complete Step 6, STEERS will navigate to the “Title V General Information - New” screen. Figure 17 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions. Enter your Title V General Information into STEERS as described in Figure 17.

Figure 17. “Title V General Information - New” screen

Reference Number: 73803

- Site Information (Regulated Entity) Done
- Customer (Applicant) Information Done
- Responsible Official Contact Done
- Technical Contact Done
- Title V General Information - New To Do
- Title V Attachments New To Do

Title V General Information - New

- * 1. Permit Latitude Coordinate: Deg Min Sec
- * 2. Permit Longitude Coordinate: Deg Min Sec
- * 3. Is this submittal a new application or an update to an existing application?
- * 3.1. What type of Federal Operating Permit are you applying for?
- * 3.2. Is this submittal an abbreviated or a full application?
If this submittal is a follow-up to an abbreviated application, please change your response to the above question 3 to "Update".
- * 3.3. Is this application for a portable facility?
- * 3.4. Is the site a non-major source subject to the Federal Operating Permit Program? No
- * 3.5. Are there any permits that should be voided upon issuance of this permit application through permit conversion?
- * 3.6. Are there any permits that should be voided upon issuance of this permit application through permit consolidation?
- * 4. Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?

The **"Title V General Information – New"** heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"*Permit Latitude Coordinate:"** Verify these coordinates are correct.
- 2) **"*Permit Longitude Coordinate:"** Verify these coordinates are correct.
- 3) **"*Is this submittal a new application or an update to an existing application?"** Select "New Application". For "Update" see Section VI.
- 3.1) **"*What type of Federal Operating Permit are you applying for?"**
Select SOP for a Site Operating Permit, or GOP for a General Operating permit.
- 3.1.1) **"Is this GOP Application for an Air Curtain Incinerator?"**
This question only appears if "GOP" is selected in question 3.1. Select "Yes" if the GOP is an ACI, otherwise, select No.
- 3.2) **"*Is this submittal an abbreviated or a full application?"** Select "Abbreviated" if the submittal is an abbreviated application in accordance with § 122.130, otherwise, select "Full".

Note: If submitting an abbreviated application, the full application should be submitted as an update to an existing Title V Application as instructed in step 3 of the following section of this document: VI. How do I submit updates to an existing Title V application?
- 3.3) **"*Is this application for a portable facility?"** Select "Yes" if the application is for a portable facility, otherwise, select "No".
- 3.4) **"*Is the site a non-major source subject to the Federal Operating Program?"** Select "Yes" if the site is a non-major source subject to the FOP program (such as an air curtain incinerator or certain MSW landfills), otherwise, select "No". Based on the RN Number, this question may already be pre-filled.
- 3.5) **"*Are there any permits that should be voided upon issuance of this permit application through permit conversion?"** Select "Yes" if this application is a GOP to SOP conversion and the GOP permit needs to be voided, otherwise, select "No".
- 3.5.1) **"Select from the list of active permits on the RN which are to be converted."** This question only appears if question 3.5 is answered as "Yes". Select the permit(s) to be converted.

3.6) **“*Are there any permits that should be voided upon issuance of this permit application through permit consolidation?”** Select “Yes” if this application will consolidate one or more other Title V permits into this new permit, otherwise, select “No”.

3.6.1) **“Select from the list of active permits on the RN which are to be consolidated.”** This question only appears if question 3.6 is answered as “Yes”. Select the permit(s) to be consolidated.

4) **“*Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?”** For GOPs, select “N/A”. Select “Yes” if your application includes Acid Rain or CSAPR requirements. This will generate a separate section to include Designated Representative (DR) or Alternate Designated Representative (ADR) contact information. The process will be similar to Steps 4 and 5. Select “No” if your application does not include Acid Rain or CSAPR requirements.

Note: If both a DR and an ADR were entered in the item above, the following question will appear:

4.1) **“*Who will electronically sign the Acid Rain Program or Cross-State Air Pollution Rule portion of this application?”** Select the DR or ADR as desired.

Note: If both an RO and a DAR were entered in Steps 4 and 5, the following question will appear:

5) **“*Who will electronically sign this Title V application?”** Select the RO or DAR as desired.

After you enter your information, click the “Next/Save” button to save your information, and continue to Step 8.

Step 7b. Enter Title V General Information – Existing permits

After you complete Step 6, STEERS will navigate to the “Title V General Information - Existing” screen. Figure 18 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions. Enter your Title V General Information into STEERS as described in Figure 18.

Figure 18. "Title V General Information - Existing" screen

Reference Number: 73802

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	Done
Responsible Official Contact	Done
Technical Contact	Done
Title V General Information - Existing	To Do

Title V General Information - Existing

- ★ 1. Permit Type: SOP
- 2. Permit Latitude Coordinate: Deg Min Sec
- 3. Permit Longitude Coordinate: Deg Min Sec
- ★ 4. Is this submittal a new application or an update to an existing application?
- ★ 4.1. What type of permitting action are you applying for?
Change of Ownerships and Company Name Change requests are not processed through ePermits at this time. If such a request is needed, please contact the Air Permits Division for further guidance.
- ★ 5. Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?

The "Title V General Information – Existing" heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"*Permit Type:"** This will already be prefilled to SOP or GOP.
- 2) **"Permit Latitude":** Verify these coordinates are correct.
- 3) **"Permit Longitude Coordinates:"** Verify these coordinates are correct.
- 4) **"*Is this submittal a new application or an update to an existing application?"** Select New Application.
- 4.1) **"*What type of permitting action are you applying for?"** Select one of the following options:
 - **Administrative Action:** Use this option for projects involving changes to the Responsible Official (RO) or Duly Authorized Representative (DAR).
 - **Administrative Revision:** Use this option for projects involving an administrative revision that meet the criteria outlined in 30 TAC § 122.211, except for Change of Ownerships and Company Name change requests.
 - **Notification:** Use this option for projects involving off-permit or operational flexibility notifications. If you choose this option, skip the rest of the instructions, and go to [Appendix A. Submitting an OP-Notify](#).

- **Permit Voidance:** Use this option if you would like to void your Title V permit.
- **Renewal:** Use this option for projects involving the renewal of a Title V permit. If you have not submitted a timely Title V renewal application, a pop-up will ask you to contact the Air Permits Division at AIRPERM@tceq.texas.gov to discuss how to proceed.
- **Response to Reopening:** Use this option for projects involving a response to reopening per 30 TAC § 122.231. These permits are usually reopened due to a request by EPA or TCEQ executive director.
- **Revision Requesting Prior Approval:** Use this option for projects involving a streamlined revision where applicant agrees to not operate the change until after the revision has been issued.
- **Significant Revision:** Use this option for projects involving a significant revision, which is a revision that does not qualify as an administrative or a streamlined revision.
- **Streamlined Revision:** Use this option for projects involving a minor revision that meet the criteria outlined in 30 TAC § 112.215.

Note: If “Administrative Revision”, “Renewal”, “Response to Reopening”, “Revision Requesting Prior Approval”, “Significant Revision”, and “Streamlined Revision” are chosen, the following questions will appear:

4.1.1) **“*Are there any permits that should be voided upon issuance of this permit application through permit conversion?”** Select “Yes” if this application is a GOP to SOP conversion and the GOP permit needs to be voided, otherwise, select “No”.

4.1.1.1) **“Select from the list of active permits on the RN which are to be converted.”** This question only appears if question 4.1.1 is answered as “Yes”. Select the permit(s) to be converted.

4.1.2) **“*Are there any permits that should be voided upon issuance of this permit application through permit consolidation?”** Select “Yes” if this application will consolidate one or more other Title V permits into this new permit, otherwise, select “No”.

4.1.2.1) **“Select from the list of active permits on the RN which are to be consolidated.”** This question only appears if question 4.1.2 is answered as “Yes”. Select the permit(s) to be consolidated.

Note: If both an RO and a DAR were entered in Steps 4 and 5, the following question will appear:

5) **“*Who will electronically sign this Title V application?”** Select the RO or DAR as desired.

- 6) **“*Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?”** For GOPs, select “N/A”. Select Yes if your application includes Acid Rain or CSAPR requirements. This will generate a separate section to include Designated Representative (DR) or Alternate Designated Representative (ADR) contact information. The process will be similar to Steps 4 and 5. Otherwise, select No.

Note: If both a DR and an ADR were entered in the item above, the following question will appear:

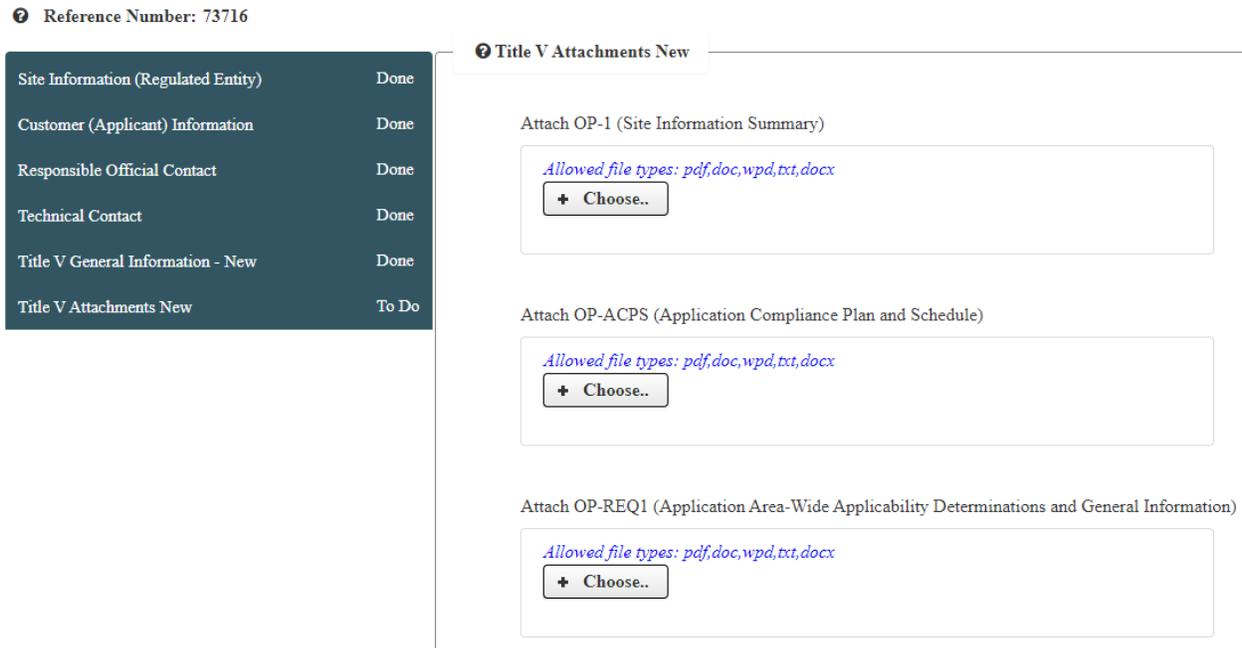
- 6.1) **“*Who will electronically sign the Acid Rain Program or Cross-State Air Pollution Rule portion of this application?”**
Select the DR or ADR as desired.

After you enter your information, click the “Next/Save” button to save your information, and continue to Step 8.

Step 8. Enter Title V Applicable Attachments

After you complete Step 7a or 7b, STEERS will navigate to the “Title V Attachments New/Existing” screen. Figure 19 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions. Enter your Title V Attachments into STEERS as described in Figure 19.

Figure 19. “Title V Attachments - New/Existing” screen



The “Title V Attachments” heading is displayed on the right side of the screen, adjacent to the task list. Buttons for “Activities” and “Next/Save” are listed below the data fields.

Fourteen attachment fields are listed under the heading. Select the “Choose” button to attach your **pre-filled Title V applicable forms (not all forms may be needed in a project)**. More than one file can be attached to each attachment field. This section contains the following attachment fields:

- 1) OP-1 (Site Information Summary)
- 2) OP-ACPS (Application Compliance Plan and Schedule)
- 3) OP-REQ1 (Application Area-Wide Applicability Determinations and General Information)
- 4) OP-REQ2 (Negative Applicable Requirement Determinations)
- 5) OP-REQ3 (Applicable Requirements Summary)
- 6) OP-PBR SUP (Permits by Rule Supplemental Table)

- 7) OP-SUM (Individual Unit Summary) or OP-SUMR (for Revisions)
- 8) OP-MON (Monitoring Requirements)
- 9) OP-UA (Unit Attribute) Forms
- 10) If applicable, OP-AR1 (Acid Rain Permit Application)
- 11) OP-CRO2 (Change of Responsible Official Information)
- 12) OP-DEL (Delegation of Responsible Official)
- 13) Any other necessary information needed to complete the permit.
- 14) An additional space to attach any other necessary information needed to complete the permit.

After you enter your information, click the “Next/Save” button to save your information, and continue to Step 9.

Step 9. Expedite the Title V application (if applicable)

After you complete Step 8, STEERS will navigate to the “Expedite Title V” screen. You have the option to expedite your Title V application if needed. If you are electing to expedite your application, add the **form APD-EXP** in the other attachments field as mentioned in Step 8. For more information in regard to expediting your Title V Permit, please go to the [General Guidance Documents for New Source Review Permitting](#) webpage and select the **Implementation of the Expedited Permitting Program** document.

Figure 20 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions.

Figure 20. “Expedite Title V” screen.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Activities STEERS Home

Air Title V Operating Permits - Title V Existing - 1087 14:28

STEERS

Create Fillout Sign Pay Submit →

Reference Number: 73795

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	Done
Responsible Official Contact	Done
Technical Contact	Done
Title V General Information - Existing	Done
Title V Attachments Existing	Done
Expedite Title V	To Do

Expedite Title V

★ 1. Per Texas Health and Safety Code, Section 382.05155, does the applicant want to expedite the processing of this application?
A response of "yes" will add a surcharge fee to the application

Yes

★ 1.1. Can the applicant demonstrate that the purpose of this application will benefit the economy of this state or an area of this state?

Yes

★ 1.2. Select the applicable expedited surcharge. --Select One--

Activities Next/Save

The "Expedite Title V" heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"Per Texas Health and Safety Code, Section 382.05155, does the applicant want to expedite the processing of this application?"**

Answering this question "Yes" will add a surcharge fee to the application associated with expediting the Title V Permit. Additionally, questions 1.1 and 1.2 will populate on the screen.

If you answer this question "No", click the "Next/Save" button to save your information, and continue to "IV. How do I sign my Title V application?" If you answer this question "Yes", continue to question 1.1 and 1.2.

- 1.1) **"Can the applicant demonstrate that the purpose of this application will benefit the economy of this state or an area of this state?"**

Title 30 Texas Administrative Code (TAC) Chapter 101, Subchapter J, allows for permits to be expedited if the applicant can demonstrate that a project will "benefit the economy of this state or an area of this state." Confirm that the purpose of the application associated with this request form will benefit the economy of this state or an area of this state by selecting "Yes" or "No".

1.2) **“Select the applicable expedited surcharge.”**

From the drop-down menu, select the appropriate expedited surcharge amount. The fee amount is determined by the type of Title V Application (GOP or SOP). A GOP is \$3,000 and a SOP is \$10,000.

After you enter your information, click the “Next/Save” button to save your information, and continue to “IV. How do I sign my Title V application?”.

IV. How do I sign my Title V application?

The following scenarios are valid regarding Title V application certification:

- 1) If an applicant submits a new project or updates to a project through STEERS, each submittal is automatically certified by using STEERS. STEERS is the certification mechanism.
- 2) If an applicant submits updates through email or mail, an electronic copy of Form OP-CRO1 must accompany the submittal followed by the hard copy original being mailed to the permit reviewer.
- 3) The applicant can elect to wait and certify all updates at the end of the technical review period by either mailing in the hard copy of Form OP-CRO1 or submitting the form through STEERS. Submitting the form through STEERS means the form would need to be filled out (with the appropriate time period selected) and then uploaded to STEERS. This is the only way for Title V to certify a time period through STEERS.
- 4) The applicant can elect to upload all email correspondence, including attachments, for the project to STEERS and submit. The submittal is automatically certified by using STEERS.

After finishing with Section III, STEERS will navigate back to the “Activities” screen as seen in Figure 21. A “Ready to Sign” message will appear in the Status column. Sign into STEERS using the RO or DAR Signer account, select the application that is ready to be signed and click on the “Sign” button at the bottom.

Figure 21. Activities screen with application ready to sign.



After clicking on the **“Sign”** button, STEERS will navigate to the **“Signature Page”** as shown in Figure 22 below. Verify the information shown in the page is correct. The **“I certify...”** checkbox will be filled out depending on how question 5 in the **“Title V General Information”** page was answered. The Responsible Official/Designated Representative will be included by default if no DAR or ADR was entered. To sign the application:

- 1) Check the “I certify” box.
- 2) Enter your STEERS ER Account password, and
- 3) Click on the “Apply Electronic Signature” button.

Figure 22. Signature Page screen

Signature Page

Review this list to be sure that the statements at the bottom of this page are true for each application shown.

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Report

You are signing on behalf of the : **OWNER OPERATOR**

Please confirm you have read and agree with each of the statements below by selecting each checkbox.

* I certify that I am the **Duty Authorized Representative** for this application and that, based on information and belief formed after reasonable inquiry, the statements and information on this form are true, accurate, and complete.

By entering my password and pressing "Apply Electronic Signature" button, I agree that:

1. I am _____, the owner of the STEERS account.
2. I have the authority to sign this data on behalf of the applicant named above.
3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.
5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environmental program and must be true and complete to the best of my knowledge.
7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.
8. I am knowingly and intentionally signing Title V
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Apply Electronic Signature" button, I am electronically signing the application(s) identified by the reference number(s) displayed above.

STEERS ER Account Password:

Note: If a new RO, DAR, DR, or ADR is signing the application or you would like to make any changes to the RO, DAR, DR, or ADR information, please submit the Form OP-CRO2 or OP-DEL to the “Title V Attachments” screen or submit an “Administrative Action” project prior to submitting any other project type.

If you have elected to Expedite the Title V application, you will be asked to pay the Expedited Surcharge fee after signing the application as seen in Figure 23. To pay the Expedited Surcharge fee, choose “Pay Reference number #####”. If you do not want to pay at this time, select “Return to Activities Page.” Please note that you will not be able to submit the Title V application until the Expedited Surcharge fee is paid.

Selecting “Pay Reference number #####” will bring you to the “Application Fees to Pay” screen. If you are paying for more than one application and have changed your mind about paying any fee, use the delete button to remove the fee from the list. If you wish to stop without paying, you should

log out or return to "Activities" now. (If you pass this screen and then cancel the process, you will have to wait two hours before trying to pay again.)

Figure 23. Pay Screen

Your Options are

Pay reference number

Return to Activities Page

Next

To pay the Expedited Surcharge fee, select "Next". This will bring you to the "Transfer to ePay" screen seen in Figure 24.

Figure 24. Transfer to ePay

Air Title V Operating Permits 17:36

Do not use web browser back button when filling out application.

STEERS

Create Fillout Sign Pay Submit

Transfer to ePay

You are about to go to ePay.

- Each application fee you selected will be listed in ePay.
- ePay will allow you to remove from your total any fees you do not wish to pay right now.
- When ready, press "Go to ePay" **once and only once**.
- **You will be taken to ePay.** (This might take a few minutes. **Do not** press "Go to ePay" again.)
- When your payment is complete in ePay, press "Return to STEERS".
- **THIS IS NOT THE LAST STEP.** After you have paid, be sure to submit your application.
- If you have a problem making a payment, log out, close browser and log back in.

Go to ePay

The "Transfer to ePay" screen lists instructions on how to go to ePay to pay the Expedited Surcharge Fee.

Note: If you do not pay at this time, you can access the "Pay Screen" from the activities page by selecting the box next to your application and clicking the "Pay" button at the bottom of the page.

After you have paid the Expedited Surcharge fee, continue to the "V. How do I submit my Title V application?" section of this document.

V. How do I submit my Title V application?

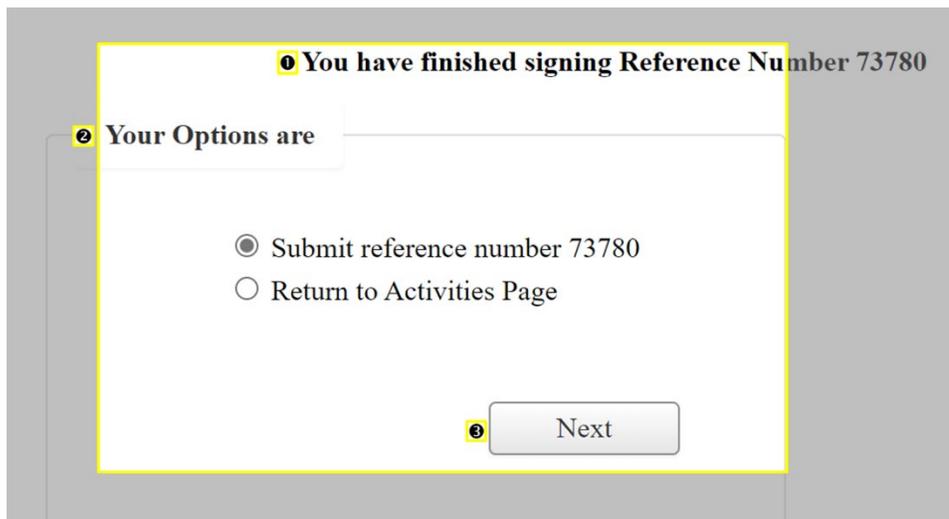
After Section IV is completed, STEERS will send you a confirmation notice that the application was signed. The notice will be sent to the email address you provided in STEERS. Save this email as documentation that you have completed your STEERS application.

You are ready to submit your Title V application for processing and review. Complete Step 1 and 2 under this section to submit your application.

Step 1. Select application to submit.

After the application is signed, STEERS will navigate to a submission screen. Figure 25 is a screenshot of the submission screen, followed by a description of the screen and more detailed instructions.

Figure 25. Submission screen



The screen displays:

- 1) "You have finished signing **Reference Number** [your selected reference number (screenshot shows: "73780)]."
- 2) "**Your Options are**" – is displayed with two radio buttons for:
 - a) "Submit **reference number** [your selected reference number (screenshot shows: "73780)]."
 - b) "**Return to Activities Page**"
- 3) "**Next**" button is listed at the bottom of the page.

**Select the radio button next to "Submit reference number."
Then, click the "Next" button and proceed to Step 2.**

Step 2. Review and submit your application.

After you complete Step 1, STEERS navigates to the “Submit Completed Applications” screen. Figure 26 is a screenshot of this screen, followed by a full description of the screen.

Figure 26. “Submit Completed Applications” screen.

1 Submit Completed Applications

The application listed below is complete, valid, signed and paid for. It is now ready to submit.

- If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click "Activities" at the bottom of this screen.
- If you are ready to submit the application listed below, click "Submit" now.

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Status	Report
2 73780					Ready To Submit	

After you click "Submit":

- **Do not leave this screen. Wait until processing is complete.**
- When processing is complete, use the links provided to save your application and approval documents to your computer or drive.

3

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

1. Go to the STEERS home page.
2. Click "Submissions".
3. Select correct program area.
4. Enter your STEERS account number.
5. Click "Search".
6. From the list provided, find each authorization you need to document.
7. To save the application, choose "Save COR" and click "Go" at the end of that authorization row.
8. Then save your approval documents by choosing "Save NOA" and clicking "Go".

The “Submit Completed Applications” heading displays at the top of the screen. Much of the text on the screen has been grayed-out due to the amount of text, but please read the screen carefully when you access STEERS. Highlighted parts of the screen include:

- 1) “The application listed below is complete, valid, signed and paid for. It is now ready to submit.”- Statement below the heading, followed by two bulleted information statements:
 - “If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click ‘Activities’ at the bottom of this screen.”
 - “If you are ready to submit the application listed below, click ‘Submit’ now.”
- 2) Table listing application(s) ready to be submitted. Table has seven columns. Number of rows corresponds to number of applications you are submitting. Some of the information in the rows has been omitted for confidentially reasons. Column headers include: Reference Number

(row in screenshot displays: "73780"), Application Type, Regulated Entity, Site Location, Customer, Status (row in screenshot displays "Ready to Submit"), Report (row in screenshot displays a document icon to click to obtain a copy of your application).

- 3) Buttons for: "Activities" and "Submit" are displayed below the table and instructions.

Note: Applicants need to continue to submit copies of all application materials to the EPA and TCEQ regional offices. The Copy of Record (COR) can be submitted in lieu of an OP-CRO1.

Follow these steps for Figure 26:

- 1) Review the completed application(s) displayed on the screen.
- 2) Click the "Submit" button to submit the application(s).
- 3) If you are not ready to submit your application, click the "Activities" button to return to your activities page and log out of STEERS.
- 4) Do not navigate away from the screen until the application has been processed.

STEERS will send you a confirmation notice that the application was submitted. The notice will be sent to the email address you provided in STEERS. Save this email as documentation that you have completed your STEERS application.

After you complete these steps, continue to "VII. How do I print a copy of my Title V application?" section of this document.

VI. How do I submit updates to an existing Title V application?

After the project has been received by TCEQ and it is assigned a Title V permit reviewer, the reviewer will send you a technical review email in which they may request updates to the application or request additional information. These updates can be uploaded through STEERS, emailed to the permit reviewer, or both.

Follow the steps for Section II and III, however, Step 7 will have the following differences (follow Step 7a for new permit applications, follow Step 7b for existing permit applications):

After you complete Section III, Step 6, STEERS will navigate to the "Title V General Information – New/Existing" screen. Figure 27 is a screenshot of this screen, followed by a full description of the screen, and more detailed instructions. Enter your Title V General Information into STEERS as described in Figure 27.

Figure 27. "Title V General Information - New (or Existing)" screen

Reference Number: 73716

- Site Information (Regulated Entity) Done
- Customer (Applicant) Information Done
- Responsible Official Contact Done
- Technical Contact Done
- Title V General Information - New Done
- Title V Attachments New To Do
- Expedite Title V To Do

Title V General Information - New

- 1. Permit Latitude Coordinate: Deg Min Sec
- 2. Permit Longitude Coordinate: Deg Min Sec
- 3. Is this submittal a new application or an update to an existing application?
- 3.1. Is this application update a follow-up to an abbreviated application?
- 3.2. Select the permit/project number for which this update should be applied.
- 4. Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?

The "Title V General Information – New (or Existing)" heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"*Permit Latitude Coordinate:"** Verify these coordinates are correct.
- 2) **"*Permit Longitude Coordinate:"** Verify these coordinates are correct.
- 3) **"*Is this submittal a new application or an update to an existing application?"** Select Update.
- 3.1) **"*Is this application update a follow-up to an abbreviated application?"** Select "Yes" if this is a follow-up to an abbreviated application, otherwise, select "No." This question only appears for new permit applications.
- 3.2) **"*Select the permit/project number for which this update should be applied"** Select the existing, ongoing project from the dropdown menu.
- 4) **"*Does this application include Acid Rain Program or Cross-State Air Pollution Rule requirements?"** For GOPs, select "N/A". Select Yes if your application includes Acid Rain or CSAPR requirements. Select No if your application does not include Acid Rain or CSAPR requirements. If answered Yes, this will generate a separate section to include Designated Representative (DR) or Alternate Designated Representative (ADR) contact information. The process will be similar to Steps 4 and 5 from Section III.

Note: If both a DR and an ADR were entered in the item above, the following question will appear:

4.1) **“*Who will electronically sign the Acid Rain Program or Cross-State Air Pollution Rule portion of this application?”**

Select the DR or ADR as desired.

Note: If both an RO and a DAR were entered in Steps 4 and 5 from Section III, the following question will appear:

5) **“*Who will electronically sign this Title V application?”** Select the RO or DAR as desired.

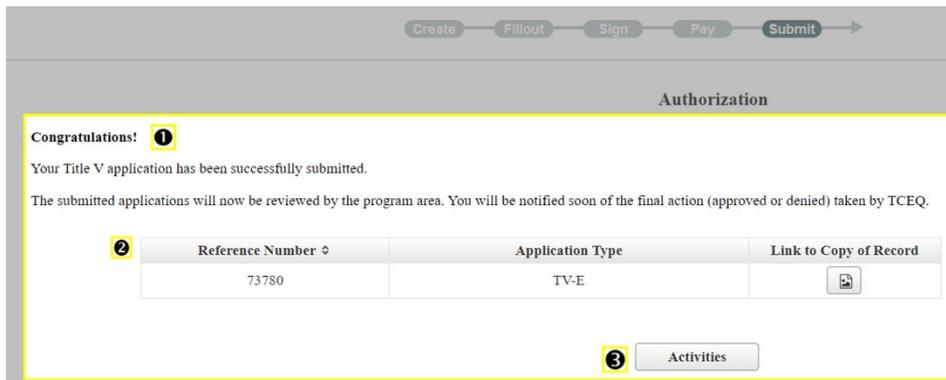
After you enter your information, click the “Next/Save” button to save your information, and continue to Section III, Step 8.

VII. How do I print a copy of my Title V application summary?

After you complete and submit your application, STEERS navigates to a screen that confirms your application was submitted. Figure 28 is a screenshot of the confirmation page, followed by a full description of the screen.

It is recommended that you print a copy of your application summary.

Figure 28. STEERS Confirmation screen



- 1) Two information statements are displayed at the top of the screen:
 - a) “Your Title V application has been successfully submitted.”
 - b) “The submitted applications will now be reviewed by the program area. You will be notified soon of the final action (approved or denied) taken by TCEQ.
- 2) Table listing application submitted. Table has three columns. Number of rows corresponds to number of applications you submitted. Header row labels:
 - a) Reference Number – subsequent rows display reference number for applications submitted.

- b) Application Type – subsequent rows display type of application.
 - c) Link to Copy of Record – subsequent rows display the status for the applications. (Screenshot shows a document icon).
- 3) An “Activities” button is displayed below the table.

Follow these steps for Figure 28:

- 1) Click the document icon for your project under the “Link to Copy of Record” column to print a copy of your application.
- 2) After you print your application, click the “Activities” button to return to the STEERS “Activities” screen.

What Happens Next?

Congratulations, you have successfully submitted your Title V application!

We will process and review your application. Air permitting staff may contact you, the responsible official, duly authorized representative, or the technical contact (as appropriate) if they have any questions about your application, or if they need additional information.

After our review, we will notify you via email to let you know if the application is approved, issued, or has deficiencies that need to be resolved.

Notice of Deficiency

If the agency receives insufficient information to review and approve the application, the permit reviewer will contact the listed technical contact, consultant, and/or company official via email or phone to discuss the missing information. Depending on the amount of information that needs to be corrected or provided, the permit reviewer will provide a deadline for receiving a response, usually 2-4 weeks.

Need more help?

Contact the STEERS Help Line at 512-239-6925 with questions about the status of your STEERS account.

For guidance on air permits and Title V requirements go to our webpages:

- [Air Operating Permits \(Title V\)](#)
- [Air Compliance Resources](#)

Appendix A. Submitting an OP-Notify.

Use this option for projects involving off-permit or operational flexibility notifications.

After you complete Step III.6, STEERS will navigate to the "Title V General Information - Existing" screen. The "Title V General Information – Existing" heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"*Permit Type:"** This will already be prefilled to SOP.
- 2) **"*Permit Latitude Coordinate:"** Verify these coordinates are correct.
- 3) **"*Permit Longitude Coordinate:"** Verify these coordinates are correct.
- 4) **"*Is this submittal a new application or an update to an existing application?"** Select "New Application".
Note: The selection of "New Application" is very important!
- 4.1) **"*What type of permitting action are you applying for?"** Select "Notification".
 - 4.1.1) **"*Does this project meet all applicable requirements of Chapter 122.222?"** Select "Yes".
 - 4.1.2) **"*How many changes are to be included as part of this notification?"** Indicate the proper response in the box.

After you enter your information, click the "Next/Save" button to save your information, and continue below.

STEERS will navigate to the "Section 1# Title V OP-NOTIFY" screen. The "Section 1# Title V OP-NOTIFY " heading is displayed on the right side of the screen, adjacent to the task list. Buttons for "Activities" and "Next/Save" are listed below the data fields.

Several questions are listed under the heading. Select your answers from the dropdown menus to answer each question:

- 1) **"*Notification Type:"** Select "OFFPMT" or "OPFLEX".
- 2) **"*Date of Change:"** Use available calendar to select 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 notification submittal date. For operational flexibility notifications, the date of change must be at least seven (7) days after the notification submittal date.

- 3) **“*Emission Units Affected:”** Enter appropriate Title V Unit ID for all emission units affected by the change.
- 4) **“*Authorization Type:”** Select the related authorization type from the drop-down list.
 - “NSRP” (New Source Review Permit): Only for notifications involving a change that triggers an alteration of the Terms and Conditions of the pre-construction authorization permit (issued pursuant to 30 TAC Chapter 116) that does not result in an increase in emissions.
 - “PBRNR” (Permit by Rule-Not Registered).
 - “REGPBR” (Permit by Rule (PBR) Registration).
 - “REGSP” (Standard Permit Registration)

Note: If “NSRP” is chosen, the following questions will appear:

- 4.1) **“*Select the applicable New Source Review (NSR) permit:”**
Select the applicable NSR permit from the dropdown list.
- 4.2) **“*Select the associated project number for the NSR permit selected above:”** The associated NSR project must have a status of "complete" in order to proceed with this notification. If the project is not listed here, please contact the Air Permits Division or complete the notification process after the NSR project has been issued.

Note: If “PBRNR” is chosen, the following question will appear:

- 4.1) **“*Enter the Permit by Rule (PBR) rule number (i.e., 106.183) for the unregistered PBR.”** Enter the PBR rule number for the unregistered PBR in the box.

Note: If “REGPBR” is chosen, the following question will appear:

- 4.1) **“*Is this change part of an annual PBR 106.261 registration submittal involving emissions of less than 5 tpy?”** Use the drop-down list to select the response. This type of off-permit notification can only involve an annual PBR 106.261 registration. If a PBR 106.262 registration is involved, select "No" as a response to this question.

Note: If “Yes” is chosen, proceed to question 5. If “No” is chosen, the following questions will appear:

- 4.1.1) **“*Select the applicable Permit by Rule (PBR) registration:”**
Select the applicable PBR registration from the dropdown list.

4.1.2) **“*Select the associated project for the PBR selected above:”**

Use the drop-down list to select the response. The associated PBR project must have a status of "complete" in order to proceed with this notification. If the PBR Registration is pending, the Op-Notify application will be kicked-out and tagged for manual review. Alternatively, you may choose to submit the Op-Notify application after the pending PBR registration has been issued.

Note: If “REGSP” is chosen, the following questions will appear:

- 4.1) **“*Select the applicable Standard Permit registration:”** Select the applicable Standard Permit from the dropdown list.
- 4.2) **“*Select the associated project for the Standard Permit selected above:”** The associated Standard Permit project must have a status of "complete" in order to proceed with this notification. If the project is not listed here, please contact the Air Permits Division or complete the notification process after the NSR project has been issued.
- 5) **“*Description of Change:”** The description must include identifying: any changes in emissions, any associated pollutants, and any affected applicable requirements.

Repeat these steps as appropriate to match the number of changes included with the notification.

After you enter your information, click the “Next/Save” button to save your information. The application is now ready to be signed. Continue with the STEERS Title V application guidance beginning at [Section IV](#) (on page 31).