Notice of Intent for Wastewater Discharges from Oil and Gas Extraction under TPDES General Permit TXG310000

**IMPORTANT:**

* + Use the [INSTRUCTIONS](#INSTRUCTIONS) to fill out each question in this form.
  + The permittee is **required** to submit a separate NOI for **each individua**l discharging structure seeking coverage. Refer to the general permit for specific language in regard to this requirement.
  + Once processed, your permit authorization can be located and viewed using [TCEQ's General Permits Search](https://www2.tceq.texas.gov/wq_dpa/index.cfm)[[1]](#footnote-1) feature.

**APPLICATION FEE:**

* + You must pay the **$800** Application Fee to TCEQ for the application to be complete.
  + Payment and NOI must be mailed to separate addresses.
  + You can pay online:
    - Go to [ePAY](https://www3.tceq.texas.gov/epay/)[[2]](#footnote-2)
    - Select Fee Type: GENERAL PERMIT WASTEWATER OIL AND GAS DISCHARGE APPLICATION
  + **Provide your payment information below, for verification of payment**

Mailed Checked/Money Order Number: Click to enter text.

Name Printed on Check: Click to enter text.

Copy of check enclosed? Yes

EPAY Voucher Number: Click to enter text.

Copy of Payment Voucher enclosed? Yes

**REASON FOR APPLICATION:**

**Select the reason you are submitting this application:**

  New authorization

  Change in owner or operator for authorization no.: TXG26 Click to enter text.

  Change in owner or operator for authorization no.: TXG33 Click to enter text.

  Renewal of authorization number: TXG26 Click to enter text.

  Renewal of authorization number: TXG33 Click to enter text.

**RAILROAD COMMISSION AUTHORIZATION:**

**Indicate whether you currently hold an authorization from the Railroad Commission (RRC) and, if so, provide the permit number associated with it:**

  Yes, I currently hold an RRC authorization for this facility.

Permit number: Click to enter text.

  No, I do not currently hold an RRC authorization for this facility.

# Section 1. Owner (Applicant)

If there is more than one owner, complete Attachment A for each additional owner.

1. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN Click to enter text.
2. Provide the Legal Name of the entity (applicant) applying for this permit (The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal document forming the entity.): Click to enter text.
3. Complete and attach a Core Data Form (TCEQ-10400) for this customer.

# Section 2. Operator (Applicant)

Is the Operator the same as the Owner?

  Yes, go to Section 3)

  No, complete section below

If there is more than one operator, complete Attachment A for each additional operator.

1. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN Click to enter text.
2. Provide the Legal Name of the entity (applicant) applying for this permit (The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal document forming the entity.): Click to enter text.
3. Complete and attach a Core Data Form (TCEQ-10400) for this customer.

# Section 3. Annual Billing Contact

The applicant is responsible for paying the annual fee. The annual fee will be assessed to permits active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The applicant is responsible for terminating the permit when it is no longer needed.

Is the billing contact and contact information the same as the Owner or the Operator identified in Section 1) or Section 2) above?

  Yes, specify which applicant and go to Section 4: Click to enter text.

  No, complete section below

Prefix (Mr. Ms. or Miss): Click to enter text.

First and Last Name: Click to enter text. Suffix: Click to enter text.

Title: Click to enter text. Credentials: Click to enter text.

Phone Number: Click to enter text. Fax Number: Click to enter text.

Email: Click to enter text.

Mailing Address: Click to enter text.

City, State, and Zip Code: Click to enter text.

# Section 4. Application Contact

This is the person TCEQ will contact if additional information is needed about this application.

Is the application contact and contact information the same as the Owner or Operator identified in Section 1) or Section 2) above?

  Yes, specify which applicant and go to Section 5: Click to enter text.

  No, complete section below

Prefix (Mr. Ms. or Miss): Click to enter text.

First and Last Name: Click to enter text. Suffix: Click to enter text.

Title: Click to enter text. Credentials: Click to enter text.

Phone Number: Click to enter text. Fax Number: Click to enter text.

Email: Click to enter text.

Mailing Address: Click to enter text.

City, State, and Zip Code: Click to enter text.

# Section 5. Regulated Entity (RE) Information on Project Or Site

1. If this is an existing permitted site regulated by TCEQ, provide the Regulated Entity Number (RN) issued to this site? RN Click to enter text.
2. Name of project or site as known by the local community: Click to enter text.
3. Lease block code and number (including state tract, if applicable) assigned by Bureau of Ocean Energy Management/Bureau of Safety and Environmental Enforcement. This information is not required for onshore stripper wells.

Lease Block Code and Number: Click to enter text.

State Tract Number: Click to enter text.

# Section 6. General Characteristics

1. Is the proposed facility an onshore stripper well facility located east of the 98th meridian, a coastal facility, or a territorial seas facility?

  Stripper well facility east of the 98th meridian as defined in 40 CFR 435, Subpart F.

  Coastal facility as defined in 40 CFR 435, Subpart D.

  Territorial seas facility located within three miles of the Texas coast as defined in 40 CFR 435, Subpart A. Note: facilities beyond 3 miles are not eligible for this GP.

  None of the above. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

1. Is the proposed facility an exploratory, development, or production facility?

  Exploratory facility.

  Development facility.

  Production facility.

1. Is this an offshore facility that will transport all wastes eligible for discharge under this permit onshore for discharge into areas adjacent to water in the state (e.g., land application, evaporation, underground injection, etc.), or a stripper well facility that will dispose of all wastes via discharge into areas adjacent to water in the state?

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit and is regulated by RRC.

  No.

1. Is the proposed discharge from facilities defined in 40 CFR Part 435, Subpart C (Onshore Subcategory) or 40 CFR 435, Subpart E (Agricultural and Wildlife Use Subcategory)?

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

  No.

1. If the proposed discharge is from a stripper well facility, does it contain any of the following waste streams proposed for discharge to surface waters?

* Drilling Fluids
* Drill Cuttings
* Produced Sand
* Dewatering Effluent
* Formation Test Fluids
* Well Completion Fluids
* Hydrate Control Fluids
* Domestic Waste
* Sanitary Waste
* Contaminated Miscellaneous Discharges and Uncontaminated Miscellaneous Discharges
* Contaminated Stormwater

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

  No.

1. If the proposed discharge is from a coastal facility, does it contain any of the following waste streams proposed for discharge to surface waters?

* Drilling Fluids
* Drill Cuttings
* Produced Wastewater
* Produced Sand
* Dewatering Effluent
* Formation Test Fluids
* Well Treatment, Completion, and Workover Fluids
* Hydrate Control Fluids
* Contaminated Stormwater for inland facilities (located on land and not located in a bay, estuary, or wide tidal river where such discharges are considered deck drainage)

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

  No.

1. If the proposed discharge is from a territorial seas facility, does it contain any of the following waste streams proposed for discharge to surface waters?

* Drilling Fluids
* Drill Cuttings
* Produced Sand
* Dewatering Effluent
* Formation Test Fluids

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

  No.

1. Is the proposed discharge from a facility included under 40 CFR Part 435, Subpart A (Offshore Subcategory) located greater than three statute miles from the coastline in an area of the Gulf of Mexico that is commonly referred to as the Outer Continental Shelf?

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit. If your discharge is between 3.0 and 10.357 statute miles from the coastline, it may be authorized by TCEQ under General Permit No. WQG280000 and EPA authority under NPDES General Permit No. GMG290000. If your discharge is greater than 10.357 statute miles from the coastline, only EPA authorization under NPDES General Permit No. GMG290000 is required.

  No.

1. Is the facility a stripper well facility discharging into surface water in the state located west of the 98th meridian, tidally influenced water bodies, or marine water bodies?

  Yes. Stop! Do not submit this application form. Your discharge is not eligible for coverage under the general permit.

  No.

1. Outfall Information. For each point of discharge (aka outfall) provide the requested information. If there are more than 2 outfalls, complete Attachment B.

## Outfall Number 001

* 1. Please check all applicable waste streams that will be discharged from the proposed outfall:

  Produced Wastewater

  Well Treatment Fluids

  Workover Fluids

  Hydrate Control Fluids

  Completion Fluids

  Deck Drainage

  Domestic Waste

  Sanitary Waste

  Uncontaminated Miscellaneous Discharges

  Contaminated Miscellaneous Discharges

* 1. Is the outfall discharging to freshwater or marine water?

  Freshwater

  Marine water

* 1. Does this outfall discharge wastewater to surface waters within 10 stream miles of the pool level of Lake Buchanan, Inks Lake, Lake Marble Falls, Lake Lyndon B. Johnson, Lake Travis, or Lake Austin?

   Yes. Stop! Do not submit this application form. Wastewater cannot be discharged to surface water in these areas.

   No

* 1. What is the latitude for this outfall? Click to enter text.
  2. What is the longitude for this outfall? Click to enter text.
  3. What is the name of the first water body to receive the discharge?

Click to enter text.

* 1. What is the segment number of the classified water body that the discharge will eventually reach? Click to enter text.
  2. Provide a complete description of the discharge route from the outfall to the nearest classified segment:

Click to enter text.

## Outfall Number 002

* 1. Please check all applicable waste streams that will be discharged from the proposed outfall:

  Produced Wastewater

  Well Treatment Fluids

  Workover Fluids

  Hydrate Control Fluids

  Completion Fluids

  Deck Drainage

  Domestic Waste

  Sanitary Waste

  Uncontaminated Miscellaneous Discharges

  Contaminated Miscellaneous Discharges

* 1. Is the outfall discharging to freshwater or marine water?

  Freshwater

  Marine water

* 1. Does this outfall discharge wastewater to surface waters within 10 stream miles of the pool level of Lake Buchanan, Inks Lake, Lake Marble Falls, Lake Lyndon B. Johnson, Lake Travis, or Lake Austin?

   Yes. Stop! Do not submit this application form. Wastewater cannot be discharged to surface water in these areas.

   No

* 1. What is the latitude for this outfall? Click to enter text.
  2. What is the longitude for this outfall? Click to enter text.
  3. What is the name of the first water body to receive the discharge?

Click to enter text.

* 1. What is the segment number of the classified water body that the discharge will eventually reach? Click to enter text.
  2. Provide a complete description of the discharge route from the outfall to the nearest classified segment:

Click to enter text.

1. Edwards Aquifer Rule

Is the discharge or potential discharge within the Recharge Zone, Contributing Zone, within the Contributing Zone within the Transition Zone, or zero to ten (0 to 10) miles upstream of the Recharge Zone of the Edwards Aquifer?

  Yes, please note that a site specific authorization approved by the Executive Director under the Edwards Aquifer Protection Program (30 TAC Chapter 213) is required.

  No

1. Contact Responsible for Discharge Monitoring Reports

Provide the name and contact information for the person responsible for submitting Discharge Monitoring Reports.

Prefix (Mr. Ms. or Miss): Click to enter text.

First and Last Name: Click to enter text. Suffix: Click to enter text.

Title: Click to enter text. Credentials: Click to enter text.

Phone Number: Click to enter text. Fax Number: Click to enter text.

Email: Click to enter text.

Mailing Address: Click to enter text.

City, State, and Zip Code: Click to enter text.

# Section 7. Cooling Water Intake Structure Requirements

1. Is this a coastal facility or a territorial seas facility that will use or proposes to use water for cooling purposes?

  Yes. Proceed to item 7.b.

  No. The requirements of Appendix A of the general permit do not apply to the proposed or existing facility. Skip to section 8.

1. Is or will water used for cooling purposes be obtained from either of the following sources?
   * An active public water system; or
   * Treated effluent that would otherwise be discharged into a water of the U.S.

  Yes. The use of this water is exempted from the requirements of Appendix A of the general permit. Skip to section 8.

  No. Proceed to item 7.c

1. Do either of the following criteria apply to the existing or proposed facility:

* Threatened or endangered or otherwise protected federal, state, or tribal species, or critical habitat for these species, are present within the hydraulic zone of influence of the CWIS; or
* Migratory and/or sport or commercial species of impingement concern to the Executive Director pass through the hydraulic zone of influence of the CWIS.

  Yes. Stop! Do not submit this application form. This facility is not eligible for coverage under the general permit.

  No. Proceed to item 7.d.

1. Is the proposed facility a new oil and gas facility that meets the following criteria?
   * It is a point source that uses or proposes to use a CWIS either directly or indirectly via an independent supplier
   * It has at least one CWIS that uses at least 25 percent of the water withdrawn on an average monthly basis for cooling purposes; and
   * It has a design intake flow greater than two million gallons per day (MGD).

  Yes. Proceed to item 7.e.

  No. Skip to item 7.f.

1. Does the facility intend to comply with Track II requirements established at 40 CFR § 125.134(c)?

  Yes. Stop! Do not submit this application form. This facility is not eligible for coverage under the general permit.

  No. Proceed to item 7.f.

1. This facility is subject to the requirements under Appendix A of the general permit. Check the box to indicate while of the following apply to your facility and provide the attachment number for the application materials required to be submitted with the NOI.

  A new facility which meets all criteria under item 7.d and is:

  A fixed facility which employs or will employ sea chests. Submit information required by Section IV, paragraphs B – F under Appendix A of the general permit.

  A fixed facility *without* sea chests. Submit information required by Section IV, paragraphs B – G under Appendix A of the general permit.

  An unfixed facility. Submit information required by Section IV, paragraphs C (except C.2), D.2, E, and F under Appendix A of the general permit.

Attachment No.: Click to enter text.

  A new facility which does not meet all the criteria under item 7.d. Submit information required by Section IV, paragraphs C (except C.2, if unfixed), D.2, E, and F under Appendix A of the general permit.

Attachment No.: Click to enter text.

  An existing facility. Submit information required by Section IV, paragraphs C (except C.2, if unfixed), D.2, E, and F under Appendix A of the general permit.

Attachment No.: Click to enter text.

# Section 8. Certification

1. I certify that I have obtained a copy and understand the terms and conditions of General Permit TXG310000.

Yes

1. I certify that the activities at this site qualify for coverage under General Permit TXG310000.

Yes

1. I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.

Yes

1. I understand that permits active on September 1st of each year will be assessed an Annual Water Quality Fee.

Yes

## Owner Certification

Owner Signatory Name: Click to enter text.

Owner Signatory Title: Click to enter text.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code § 305.44to sign and submit this document and can provide documentation in proof of such authorization upon request.

Signature (use blue ink): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Operator Certification

Operator Signatory Name: Click to enter text.

Operator Signatory Title: Click to enter text.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code § 305.44 to sign and submit this document and can provide documentation in proof of such authorization upon request.

Signature (use blue ink): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment A

Co-Applicant Information and Certification

Use this page to provide information and certification if there is more than one owner or operator.

Is this co-applicant an owner or operator? Owner    Operator

1. If the co-applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN Click to enter text.
2. What is the Legal Name of the entity applying for this permit? (The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal document forming the entity.)

Click to enter text.

1. Complete and attach a Core Data Form (TCEQ-10400) for this customer.

## Co-Applicant Certification

Co-Applicant Signatory Name: Click to enter text.

Co-Applicant Signatory Title: Click to enter text.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code § 305.44to sign and submit this document and can provide documentation in proof of such authorization upon request.

Signature (use blue ink): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

**Attachment B**

**Outfall Information**

Use this page if your facility has more than 2 outfalls. For each additional outfall, provide the requested information. Number each additional outfall consecutively (003, 004, 005, etc). Make additional copies of this page as necessary.

Outfall Number: Click to enter text.

* 1. Please check all applicable waste streams that will be discharged from the proposed outfall:

  Produced Wastewater

  Well Treatment Fluids

  Workover Fluids

  Hydrate Control Fluids

  Completion Fluids

  Deck Drainage

  Domestic Waste

  Sanitary Waste

  Uncontaminated Miscellaneous Discharges

  Contaminated Miscellaneous Discharges

* 1. Is the outfall discharging to freshwater or marine water?

  Freshwater

  Marine water

* 1. Does this outfall discharge wastewater to surface waters within 10 stream miles of the pool level of Lake Buchanan, Inks Lake, Lake Marble Falls, Lake Lyndon B. Johnson, Lake Travis, or Lake Austin?

   Yes. Note: Wastewater cannot be discharged to surface water in these areas.

   No

* 1. What is the latitude for this outfall? Click to enter text.
  2. What is the longitude for this outfall? Click to enter text.
  3. What is the name of the first water body to receive the discharge?

Click to enter text.

* 1. What is the segment number of the classified water body that the discharge will eventually reach? Click to enter text.
  2. Provide a complete description of the discharge route from the outfall to the nearest classified segment:

Click to enter text.

Texas Commission on Environmental Quality

General Permit Payment Submittal Form

**Use this form to submit your Application Fee only if you are mailing your payment.**

* Complete items 1 through 5 below.
* Staple your check in the space provided at the bottom of this document.
* Do not mail this form with your NOI form.
* Do not mail this form to the same address as your NOI.

**Mail this form and your check to:**

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

P.O. Box 13088

Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

12100 Park 35 Circle

Austin, TX 78753

Fee Code: GPA General Permit: TXG310000

1. Check / Money Order No: Click to enter text.
2. Amount of Check/Money Order: Click to enter text.
3. Date of Check or Money Order: Click to enter text.
4. Name on Check or Money Order: Click to enter text.
5. NOTICE OF INFORMATION (NOI) INFORMATION

If the check is for more than one NOI, list each Project/Site (RE) Name and Physical Address exactly as provided on the NOI. DO NOT SUBMIT A COPY OF THE NOI WITH THIS FORM AS IT COULD CAUSE DUPLICATE PERMIT ENTRIES.

If more space is needed, you may attach a list.

Project/Site (RE) Name: Click to enter text.

Project/Site (RE) Physical Address: Click to enter text.

Staple Check in This Space

Instructions for Notice of Intent for Authorizations under TPDES General Permit TXG310000

# GENERAL INFORMATION

## Where to Send the NOI

**BY REGULAR U.S. MAIL:**

Texas Commission on Environmental Quality

Water Quality Division (MC-148)

P.O. Box 13087

Austin, Texas 78711-3087

**BY OVERNIGHT/EXPRESS MAIL:**

Texas Commission on Environmental Quality

Water Quality Division (MC-148)

12100 Park 35 Circle

Austin, TX 78753

## Application Fee

The application fee of $800 is required to be paid at the time the NOI is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit. Payment of the fee may be made by check or money order, payable to TCEQ, or through EPAY (electronic payment through the web).

**Mailed Payments:**

Use the attached General Permit Payment Submittal Form. The application fee is submitted to a different address than the NOI. Read the General Permit Payment Submittal Form for further instructions.

[ePAY](https://www3.tceq.texas.gov/epay/) **Electronic Payment:**

When making the payment you must select Water Quality, and then select the fee category “General Permit Wastewater Discharge Application”. You must include a copy of the payment voucher with your NOI. Your NOI will not be considered complete without the payment voucher.

## TCEQ Contact List

Application – status and form questions: 512-239-4671

Technical questions: 512-239-4671

Environmental Law Division: 512-239-0600

Records Management - obtain copies of forms: 512-239-0900

Reports from databases (as available): 512-239-DATA (3282)

Cashier’s office: 512-239-0357 or 512-239-0187

## Notice of Intent Process

When your Core Data Form and NOI is received by the program, the form will be processed as follows:

1. **Administrative Review**: Each item on the form will be reviewed for a complete response. In addition, the owner and operator’s legal names must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as receiving regular mail delivery. Do not give an overnight/express mailing address.
2. **Notice of Deficiency (NOD):** If an item is incomplete or not verifiable as indicated above, an NOD will be mailed to the owner and operator. The owner and operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.
3. **Acknowledgment of Coverage:** An Acknowledgment Certificate will be mailed to the owner and operator. This certificate acknowledges coverage under the general permit.

or

**Denial of Coverage:** If the owner and operator fail to respond to the NOD or the response is inadequate, coverage under the general permit may be denied. If coverage is denied, the owner and operator will be notified.

## General Permit (Your Permit)

Coverage under the general permit begins 48 hours after a completed NOI is postmarked for delivery to the TCEQ.

You should have a copy of your general permit when submitting your application. You may view and print your permit for which you are seeking coverage, (viewable on the [TCEQ website](https://www.tceq.texas.gov/)[[3]](#footnote-3)). Search using keyword TXG310000.

## Change in Permittee

An authorization under the general permit is not transferable. If the permittee(s) changes, the present permittee must submit a Notice of Termination (NOT) ([TCEQ Form-20985](https://www.tceq.texas.gov/search_forms.html)[[4]](#footnote-4)) and the new owner and operator must submit a Notice of Intent and a Core Data Form. The NOT and NOI must be submitted not later than 10 days prior to the change in status.

## Annual Water Quality Fee

This fee is assessed to permittees with an active authorization under the general permit on September 1 of each year. The designated billing contact will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice.

A 5% penalty will be assessed if the payment is not received by TCEQ by the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It is important for the permittees to submit an NOT when coverage under the general permit is no longer required. An NOT is effective on the postmarked date of mailing the form to TCEQ. It is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

# INSTRUCTIONS FOR FILLING OUT THE FORM

**Renewal of General Permit:** Upon issuance of the general permit, dischargers holding active authorizations under an existing NPDES general permit (TXG260000, Territorial Seas; TXG330000, Stripper Wells and Coastal Facilities), or an existing RRC authorization are required to submit an NOI to continue coverage. If a new NOI is not submitted by the deadline specified by TCEQ, existing permits under a NPDES general permit (TXG260000, Territorial Seas; TXG330000, Stripper Wells and Coastal Facilities) or RRC authorization will be considered expired on that date.

The existing permit number must be provided. If the permit number provided was terminated or denied, or was not provided, a new permit number will be issued.

**Change in Permittee(s):** Please note that authorizations under a general permit are not transferable. If the permittee(s) changes, the present permittee must submit a NOT and the new permittee must submit an NOI. The NOT and NOI must be submitted not later than 10 days prior to the change in status. If the NOI is for a different permittee, the NOI will be processed as a new permit.

## Section 1. and 2. Owner and Operator (Applicant)

If there is more than one owner or operator, complete Attachment A for each additional owner and operator.

1. **Customer Number (CN)**

TCEQ assigns each customer a number that begins with CN, followed by nine digits. This is not a permit number, registration number, or license number. If the CN is not known, locate it using [TCEQ’s Central Registry Customer Search](http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch)[[5]](#footnote-5) feature. If the applicant is not an existing TCEQ customer, leave the space for CN blank.

1. **Legal Name of Applicant**

Provide the current legal name of the applicant. The name must be provided exactly as filed with the Texas Secretary of State, or on the legal documents forming the entity as filed with the county. If filed in the county, provide a copy of the legal documents showing the legal name. Each ‘legal entity’ must apply as a co-applicant.

1. **Core Data Form**

Complete and attach a Core Data Form ([TCEQ-10400](https://www.tceq.texas.gov/search_forms.html)) for each customer.

## Section 3. Annual Billing Contact

An annual fee is assessed to each owner and operator holding active authorization under the general permit on September 1 of each year.

Provide the contact name and complete mailing address where the annual fee invoice should be mailed. [Verify the address](https://tools.usps.com/go/ZipLookupAction!input.action)[[6]](#footnote-6) on the USPS website. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the owner and operator’s representative responsible for payment of invoice.

The phone number should provide contact to the individual responsible for paying the annual fee. The fax number and e-mail address are optional and should correspond to the individual responsible for paying the annual fee.

## Section 4. Application Contact

Provide the name, title, and contact information of the person that TCEQ can contact for additional information regarding this application. The mailing address must be recognized by the US Postal Service. [Verify the address](https://tools.usps.com/go/ZipLookupAction!input.action) on the USPS website.

## Section 5. Regulated Entity (RE) Information on Project or Site

1. **Regulated Entity Reference Number (RN)**

The RN is issued by TCEQ to sites where an activity is regulated by TCEQ. This is not a permit number, registration number, or license number. Your RN can be located using [TCEQ’s Central Registry Regulated Entity Search](http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch)[[7]](#footnote-7) feature. If this regulated entity has not been assigned an RN, leave this space blank.

If the site of your business is part of a larger business site, an RN may already be assigned for the larger site. Use the RN assigned for the larger site.

If the site is found, provide the assigned RN and provide the information for the site to be authorized through this application. The site information for this authorization may vary from the larger site information.

1. **Name of the Project or Site**

Provide the name of the site or project as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity name.

1. **Lease block code and number**

Provide the lease block code and number (including state tract, if applicable) assigned by Bureau of Ocean Energy Management/Bureau of Safety and Environmental Enforcement. This information is not required for onshore stripper wells.

## Section 6. General Characteristics

a-i) Complete the question to determine if the discharge is eligible for coverage under the general permit. If the discharge is not eligible, do not submit this application form. See the requirements in the general permit for discharges that are eligible for coverage.

1. **Outfall Information**

For each outfall provide the requested information. If there are more than 2 outfalls, complete Attachment B.

1. Check the box next to all applicable waste streams that will be discharged from the proposed outfall
2. Check the box to indicate if the discharge from the proposed outfall will be to freshwater or marine water.
3. Check the box to indicate discharge from the proposed outfall will be to surface waters within 10 stream miles of the pool level of Lake Buchanan, Inks Lake, Lake Marble Falls, Lake Lyndon B. Johnson, Lake Travis, or Lake Austin.
4. Provide the latitude for the outfall. Use the [TCEQ's Location Mapper](https://www.tceq.texas.gov/gis/hb-610-viewer)[[8]](#footnote-8) (formerly the HB 610 May Viewer) to obtain the latitude and longitude.
5. Provide the longitude for the outfall. Use the [TCEQ's Location Mapper](https://www.tceq.texas.gov/gis/hb-610-viewer) (formerly the HB 610 May Viewer) to obtain the latitude and longitude.
6. Identify the first water body that the discharge will reach. This may include a drainage ditch, unnamed tributary, or a named creek, lake, or river.
7. If applicable, identify the segment number where the discharge or potential discharge will eventually reach. The segment number of the classified water body can be found using the [TCEQ's Surface Water Quality Segments Viewer](https://www.tceq.texas.gov/gis/segments-viewer)[[9]](#footnote-9).
8. Provide a complete description of the discharge route from the point of discharge to the nearest classified segment. Two examples of a discharge route are: (1) through a six-inch pipe to a county drainage ditch; thence to Apple Creek; thence to the Brazos River, or; (2) to an unnamed tributary of Joe Creek; thence to Joe Creek; thence to Quail Creek; thence to the Doe Lake. For assistance, you may call the technical staff at 512-239-4671.
9. **Edwards Aquifer Rule**

Use [TCEQ's Edwards Aquifer Map Viewer](https://www.tceq.texas.gov/gis/edwards-viewer.html)[[10]](#footnote-10) to determine if the site is located within the Recharge Zone, Contributing Zone, within the Contributing Zone within the Transition Zone of the Edwards Aquifer, or zero to 10 (0 to 10) miles upstream of the Recharge Zone of the Edwards Aquifer. A site-specific authorization approved by the Executive Director under the Edwards Aquifer Protection Program (30 Texas Administrative Code Chapter 213) is required prior to discharging.

1. **Discharge Monitoring Reports (DMRs) Contact**

Provide the name and contact information for the person responsible for submitting DMRs.

## Section 7. Cooling Water Intake Structure Requirements

Complete the questions to determine if the use of cooling water at the existing or proposed facility is subject to the requirements of Appendix A of the general permit.

If the existing or proposed coastal or territorial seas facility is subject to these requirements, submit all required materials as described in Section IV of Appendix A in the general permit and provide the attachment number in the space provided.

## Section 8. Certifications

Failure to indicate “Yes” to ALL of the certification items may result in denial of coverage under the general permit.

The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code (TAC) § 305.44.

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an application form is 30 TAC § 305.44(a), which is provided below. According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 TAC § 305.44(a), which is provided below. According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statutes under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to 30 TAC § 305.44(a) (3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality’s Environmental Law Division at 512-239-0600.

30 Texas Administrative Code § 305.44. Signatories to Applications

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

1. <https://www2.tceq.texas.gov/wq_dpa/index.cfm> [↑](#footnote-ref-1)
2. <https://www3.tceq.texas.gov/epay/> [↑](#footnote-ref-2)
3. <https://www.tceq.texas.gov/> [↑](#footnote-ref-3)
4. <https://www.tceq.texas.gov/search_forms.html> [↑](#footnote-ref-4)
5. <http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch> [↑](#footnote-ref-5)
6. <https://tools.usps.com/go/ZipLookupAction!input.action> [↑](#footnote-ref-6)
7. <http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch> [↑](#footnote-ref-7)
8. <https://www.tceq.texas.gov/gis/hb-610-viewer> [↑](#footnote-ref-8)
9. <https://www.tceq.texas.gov/gis/segments-viewer> [↑](#footnote-ref-9)
10. <https://www.tceq.texas.gov/gis/edwards-viewer.html> [↑](#footnote-ref-10)