

**From:** [OCE](#)  
**To:** [McCartney, James Heath](#); [OCE](#)  
**Cc:** [Sharma, Rohit K](#); [Jonathan Walling](#); [Cynthia Gandee](#)  
**Subject:** RE: reports  
**Date:** Tuesday, March 31, 2020 5:12:10 PM

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Good afternoon, Mr. McCartney -

Thank you for contacting the TCEQ. During the COVID-19 pandemic, the following alternatives are acceptable to TCEQ if a customer is unable to provide an original (i.e., wet) signature required by permit/rule/statute needed for a regulatory document submittal:

- TCEQ will accept signature stamps, electronic signatures, and electronically submitted documents with a statement describing who is authorizing the electronic submission of the regulatory document. The email addresses you can use for your facility are:
  - TCEQR12AIR, TCEQR12WATER, TCEQR12WASTE, as appropriate for the required report.
- A written summary (e.g., cover letter, email narrative) explaining the COVID-19 circumstance leading to the need for this compliance flexibility must be included with the regulatory document.
- Once the COVID-19 pandemic has ended: Customers will need to resume providing hard copies with original signatures. Following the pandemic, if revisions to the previous submittal are needed to address any previous report inaccuracies, then customers must submit a revised submittal. Do not resubmit the underlying report/data already submitted during the pandemic timeframe

Feel free to contact me with questions or concerns.

Regards –

Tracy Miller

*Tracy Miller*

Special Assistant to the OCE Deputy Director  
512.239.4127 Office  
512.634.7614 Mobile

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**From:** McCartney, James Heath <[REDACTED]>  
**Sent:** Monday, March 30, 2020 9:41 PM  
**To:** OCE <OCE@tceq.texas.gov>  
**Cc:** Sharma, Rohit K <[REDACTED]>  
**Subject:** reports

To Whom It May Concern,

Is there an e-mail address at TCEQ that we can send our periodic reports and notifications required by Federal Air Rules for which TCEQ has delegation from EPA? In light of the COVID-19 situation, our employees are working remotely from home and sending correspondence via e-mail.

For example, Benzene NESHAP Subpart FF Quarterly and Total Annual Benzene reports are typically mailed to TCEQ Executive Director and the TCEQ Regional Office.

Thanks,

**Heath McCartney**

HSE Supervisor – La Porte Complex

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