

Section 01410

TPDES REQUIREMENTS

PART 1 G E N E R A L

1.01 SECTION INCLUDES

- A. Documentation to be prepared and signed by CONTRACTOR before conducting construction operations, in accordance with the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit Number TXR 150000 issued March 5, 2008 (the Construction General Permit).
- B. Implementation, maintenance, inspection, and termination of storm water pollution prevention control measures including, but not limited to, erosion and sediment controls, storm water management plans, waste collection and disposal, off-site vehicle tracking, and other practices shown on the Drawings or specified elsewhere in this or other Specifications.
- C. Review of the Storm Water Pollution Prevention Plan (SWPPP) implementation in a meeting with the ENGINEER prior to start of construction.

1.02 DEFINITIONS

- A. Commencement of Construction Activities: The exposure of soil resulting from activities such as clearing, grading, and excavating.
- B. Large Construction Activity: Project that:
 - 1. Disturbs five acres or more, or
 - 2. Disturbs less than five acres but is part of a larger common plan of development that will disturb five acres or more of land.
- C. Small Construction Activity: Project that:
 - 1. Disturbs one or more acres but less than five acres, or
 - 2. Disturbs less than one acre but is part of a larger common plan of development that will ultimately disturb one or more acres but less than five acres.
- D. TPDES Operator:
 - 1. The person or persons who have day-to-day operational control of the construction activities, which are necessary to ensure compliance with the SWPPP for the site or other Construction General Permit conditions.

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N

3.01 SITE SPECIFIC STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

- A. Prepare a SWPPP following Part III of the Construction General Permit.
- B. Update or revise the SWPPP as needed during the construction following Part III, Section E of the Construction General Permit.
- C. Submit the SWPPP and any updates or revisions to ENGINEER for review and address comments prior to commencing, or continuing construction activities.

3.02 NOTICE OF INTENT FOR LARGE CONSTRUCTION ACTIVITY

- A. Fill out, sign, and date TCEQ Form 20022 (03/08) Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity under the TPDES Construction General Permit (TXR 150000), Attachment 1 of this Section 01410.
- B. Transmit the signed Contractor's copy of TCEQ Form 20022 (03/08), along with a \$100.00 check, made out to Texas Commission on Environmental Quality, and the completed Payment Submittal Form to ENGINEER.
- C. ENGINEER will complete a separate TCEQ Form 20022 (03/08) for City's Notice of Intent, and will submit both Notices, along with checks for application fees, to the TCEQ.
- D. Submission of the Notice of Intent form by both the City and Contractor to TCEQ is required a minimum of two days before Commencement of Construction Activities.

3.03 NOTICE OF INTENT FOR SMALL CONSTRUCTION ACTIVITY

- A. Fill out, sign, and date Construction Site Notice, Attachment 2 to TPDES General Permit TXR 150000, "Construction Site Notice", Attachment 2 of this Section 01410.
- B. Transmit the signed Construction Site Notice to ENGINEER at least seven days prior to Commencement of Construction Activity.

3.04 CERTIFICATION REQUIREMENTS

- A. Submit Contractor's name, address, and telephone number, and the names of persons or firms responsible for maintenance and inspection of erosion and sediment control measures.

- B. Conduct inspections in accordance with TCEQ requirements. Ensure persons or firms responsible for maintenance and inspection of erosion and sediment control measures read, fill out, sign, and date the Erosion Control Contractor's Certification for Inspection and Maintenance. Use the EPA NPDES Construction Inspection Form, Attachment 3 of this Section 01410.

3.05 RETENTION OF RECORDS

- A. Keep a copy of this document and the SWPPP in a readily accessible location at the construction site from Commencement of Construction Activity until submission of the Notice of Termination (NOT) for Storm Water Discharges Associated with Construction Activity under TPDES Construction General Permit (TXR 150000). Contractors with day-to-day operational control over SWPPP implementation shall have a copy of the SWPPP available at a central location, on-site, for the use of all operators and those identified as having responsibilities under the SWPPP. Upon submission of the NOT, submit all required forms and a copy of the SWPPP with all revisions to ENGINEER.

3.06 REQUIRED NOTICES

- A. Post the following notices from the effective date of the SWPPP until date of final site stabilization as defined in the Construction General Permit:
 - 1. Post the TPDES permit number for Large Construction Activity, or a signed TCEQ Construction Site Notice for Small Construction Activity. Signed copies of the City's and Contractor's NOI must also be posted.
 - 2. Post notices near the main entrance of the construction site in a prominent place for public viewing. Post name and telephone number of Contractor's local contact person, brief project description, and location of the SWPPP.
 - a. If posting near a main entrance of the construction site is not feasible due to safety concerns, coordinate posting of notice with OWNER to conform to requirements of the Construction General Permit.
 - b. If Project is a linear construction project (e.g.: road, utilities, etc.), post notice in a publicly accessible location near active construction. Move as necessary.
 - 3. Post a notice to equipment and vehicles operators, instructing them to stop, check, and clean tires of debris and mud before driving onto traffic lanes. Post at each stabilized construction exit area.
 - 4. Post a notice of waste disposal procedures in a readily visible location on site.

3.07 ON-SITE WASTE MATERIAL STORAGE

- A. On-site waste material storage shall be self-contained and shall satisfy appropriate local, state, and federal rules and regulations.
- B. Prepare list of waste material to be stored on-site. Update list as necessary to include up-to-date information. Keep a copy of updated list with the SWPPP.
- C. Prepare description of controls to reduce pollutants generated from on-site storage. Include storage practices necessary to minimize exposure of materials to storm water, and spill prevention and response measures consistent with best management practices. Keep a copy of the description with the SWPPP.

3.08 NOTICE OF TERMINATION

- A. Submit a NOT, Attachment 4 of this Section 01410, to ENGINEER within 30 days after:
 - 1. Final stabilization has been achieved on all portions of the site that are the responsibility of the Contractor; or
 - 2. Another operator has assumed control over all areas of the site that have not been stabilized; and
 - 3. All silt fences and other temporary erosion controls have either, been removed, scheduled to be removed as defined in the SWPPP, or transferred to a new operator if the new operator has sought permit coverage.
- B. ENGINEER will complete City's NOT and submit Contractor and City's notices to the TCEQ and MS4 entities.

END OF SECTION

	Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity under TPDES General Permit (TXR150000)	TCEQ Office Use Only Permit No.: TXR15 RN: CN: Ref No:												
	Sign up now for ePermits NOI at www6.tceq.state.tx.us/steers Get Instant Permit Coverage and only pay a \$225 application fee. If filing a paper NOI you can pay the application fee on line? Go to www.tceq.state.tx.us/epay Select Fee Type: GENERAL PERMIT CONSTRUCTION STORM WATER DISCHARGE NOI APPLICATION If submitting a paper NOI, coverage under the general permit starts seven (7) days after the date postmarked for delivery to TCEQ.													
Reset Form														
IMPORTANT: •Use the INSTRUCTIONS to fill out each question in this form. •Use the attached CUSTOMER CHECKLIST to make certain all you filled out all required information. •Incomplete applications WILL delay approval or result in automatic Denial .														
Renewal of General Permit Is this NOI to renew an ACTIVE permit? ☐ Yes - What is your permit number? Permit No. TXR15 _____ ☐ No - a permit number will be issued.														
Application Fee if mailing a paper NOI: You must pay the \$325 Application Fee to TCEQ for the application to be considered complete. Payment and NOI must be mailed to separate addresses. See instructions for correct mailing addresses.														
Provide your payment information below, for us to verify payment of the application fee:														
☐ Mailed:	Check/Money Order No.:	Company Name on checking account:												
☐ EPAY:	Voucher No.:	Is the Payment Voucher copy attached? ☐ Yes												
A. OPERATOR (applicant)														
1. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN _____ (Search Central Registry)														
2. What is the Legal Name of the entity (applicant) applying for this permit? <i>(The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal document forming the entity.)</i>														
3. What is the name and title of the person signing the application? <i>(The person must be an official meeting signatory requirements in TAC 305.43(a).)</i>														
Name:	Job Title:													
4. What is the Operator's (applicant) mailing address as recognized by the US Postal Service? (verify at USPS.com)														
Address:		Suite No./Bldg. No./Mail Code:												
City:	State:	ZIP Code:												
Country Mailing Information (if outside USA):		Country Code: Postal Code:												
5. Phone No.: ()		Extension:												
6. Fax No.: ()		E-mail Address:												
7. Indicate the type of Customer: <table style="width: 100%; margin-top: 10px;"> <tr> <td>☐ Individual</td> <td>☐ Sole Proprietorship-D.B.A.</td> <td>☐ Limited Partnership</td> </tr> <tr> <td>☐ Corporation</td> <td>☐ Federal Government</td> <td>☐ General Partnership</td> </tr> <tr> <td>☐ State Government</td> <td>☐ County Government</td> <td>☐ City Government</td> </tr> <tr> <td>☐ Other Government</td> <td>☐ Other (describe):</td> <td></td> </tr> </table>			☐ Individual	☐ Sole Proprietorship-D.B.A.	☐ Limited Partnership	☐ Corporation	☐ Federal Government	☐ General Partnership	☐ State Government	☐ County Government	☐ City Government	☐ Other Government	☐ Other (describe):	
☐ Individual	☐ Sole Proprietorship-D.B.A.	☐ Limited Partnership												
☐ Corporation	☐ Federal Government	☐ General Partnership												
☐ State Government	☐ County Government	☐ City Government												
☐ Other Government	☐ Other (describe):													

8. Independent Operator: ☐ Yes ☐ No (If governmental entity, subsidiary, or part of a larger corporation, check "No".)			
9. Number of Employees: ☐ 0-20; ☐ 21-100; ☐ 101-250; ☐ 251-500; or ☐ 501 or higher			
10. Customer Business Tax and Filing Numbers <i>(This item is not applicable to Individuals, Government, GP or Sole Proprietor.)</i> REQUIRED for Corporations and Limited Partnerships (Verify the entity's status and filing no. with TX SOS at 512/463-5555)			
State Franchise Tax ID Number:		Federal Tax ID:	
TX SOS Charter (filing) Number:		DUNS Number (if known):	
B. APPLICATION CONTACT			
If TCEQ needs additional information regarding this application, who should be contacted?			
1. Name:		Title:	Company:
2. Phone No.: ()		Extension:	
3. Fax No.:		E-mail Address:	
C. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE			
1. TCEQ Issued RE Reference Number (RN): RN (Search Central Registry)			
2. Name of Project or Site (the name as known by the community where this facility/project is located): (example: phase and name of subdivision or name of project that's unique to the site)			
3. Does the site have a physical address? If Yes, complete Section A for a physical address. If No, complete Section B for site location information.			
Section A: Enter the physical address for the site. (verify it with USPS.com or other delivery source)			
Street Number:		Street Name:	
City:		ZIP Code:	
Section B: Enter the site location information.			
If no physical address (Street Number & Street Name), provide a written location access description to the site: (Ex.: phase 1 of Woodland subdivision located 2 miles west from intersection of Hwy 290 & IH35 accessible on Hwy 290 South)			
City where the site is located or nearest city to site:		ZIP Code where site is located:	
4. Identify the county where the site is located:			
5. Latitude:		Longitude:	
6. What is the primary business of this entity? In your own words, briefly describe the primary business of the Regulated Entity: (Do not repeat the SIC and NAICS code)			
7. What is the mailing address for the regulated entity?			
Is the RE mailing address the same as the Operator? ☐ Yes, address is the same as Operator ☐ No, provide the address			
Street Number:		Street Name:	
City:	State:	ZIP Code:	
D. GENERAL CHARACTERISTICS			
1. Is the site located on Indian Country Lands? ☐ No ☐ Yes – If Yes, do not submit this NOI. Contact EPA, Region VI If the site is on Indian country lands, you must obtain authorization through EPA, Region VI.			
2. What is the Standard Industrial Classification (SIC) code (see instructions for common codes): (Search Osha.gov)			
Primary: _____		Secondary: _____	

3(a) What is the total number of acres disturbed? _____	
3(b) Is the project site part of a larger common plan of development or sale? ☐ Yes ☐ No	
If Yes, the total number of acres disturbed can be less than 5 acres.	
If No, the total number of acres disturbed must be 5 or more. If the total number of acres disturbed is less than 5 then the project site does not qualify for coverage through this Notice of Intent. Coverage will be denied. See the requirements in the general permit for small construction sites.	
4. Discharge Information (all information MUST be provided or the permit will be denied)	
4(a) What is the name of the water body(s) to receive the storm water runoff or potential runoff from the site? _____	
4(b) What is the segment number(s) of the classified water body(s) that the discharge or potential discharge will eventually reach? _____	
4(c) Are any of the surface water bodies receiving discharges from the construction site on the latest EPA-approved CWA 303(d) list of impaired waters?	
☐ Yes ☐ No	
If Yes, provide the name of the impaired water body(s). _____	
4(d) Is the discharge into an MS4? ☐ Yes ☐ No	
If Yes, what is the name of the MS4 Operator? _____	
Note: The general permit requires you to send a copy of the NOI to the MS4 Operator.	
4(e) Is the discharge or potential discharge within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer?	
☐ Yes ☐ No	
If the answer is Yes, please note that a copy of the agency approved Plan required by the Edwards Aquifer Rule (30 TAC Chapter 213) must be included or referenced in the Storm Water Pollution Prevention Plan.	
E. CERTIFICATION	
Check "Yes" to the certifications below. Failure to certify to all items will result in denial.	
☐ Yes	I certify that I have obtained a copy and understand the terms and conditions of the general permit (TXR150000) .
☐ Yes	I certify that the full legal name of the entity (Operator) applying for this permit has been provided and is legally authorized to do business in Texas.
☐ Yes	I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.
☐ Yes	I certify that a storm water pollution prevention plan has been developed and will be implemented prior to construction, and that is compliant with any applicable local sediment and erosion control plans, as required in the general permit TXR150000.
Operator Certification:	
I, _____	
Typed or printed name <i>(Required & must be legible)</i>	Title <i>(Required & legible)</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: _____	Date: _____
(Use blue ink)	

Did you complete everything? Use this checklist to be sure!

Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

Customer GP Notice of Intent Checklist TXR150000	
☒	This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of coverage under the permit. (See NOI Process description in the Instructions)
☐	Application Fee of \$325.00 was mailed separately to TCEQ's Cashiers's Office (separate from the NOI) or the EPAY payment voucher is attached.
☒	OPERATOR INFORMATION - Confirm each item is complete:
☒	Customer Number (CN) issued by TCEQ Central Registry
☒	Legal Name as filed to do business in Texas (Call TX SOS 512/463-5555)
☒	Name and Title of person signing the application. This person must meet signatory requirements in 30 TAC Section 305.43
☒	Operator Mailing Address is complete & verifiable with USPS. www.usps.com
☒	Phone Numbers/E-mail Address
☒	Type of Operator (Entity Type)
☒	Independent Operator
☒	Number of Employees
☒	For Corporations or Limited Partnerships – Tax ID and SOS Filing numbers are REQUIRED
	Application Contact person we can call for questions about this application.
☒	REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE - Confirm each item is complete:
☒	Regulated Entity Reference Number (RN) (if site is already regulated by TCEQ)
☒	Site/Project Name/Regulated Entity
☒	Site/Project (RE) Physical Address Please do not use a rural route or post office box for a site location
☒	Or if no physical address, the location information that includes description, zip code and city is listed.
☒	Latitude and Longitude TCEQ USGS Topographic Map Viewer or TerraServer-USA
☒	Business description
☒	Site Mailing Address (checked same as operator or complete & verifiable with USPS. www.usps.com)
☒	GENERAL CHARACTERISTICS - Confirm each item is complete:
☒	Indian Country Lands –the facility is not on Indian Country Lands
☒	Standard Industrial Classification (SIC) code www.osha.gov/oshstats/sicser.html
☒	Acres Disturbed is provided and qualifies for coverage through a NOI.
☒	Common plan of development or for sale?
☒	Discharge Information:
☒	receiving water body
☒	segment number(s) is REQUIRED
☒	water body on the latest EPA-Approved Clean Water Act 303(d) list of impaired waters
☒	MS4 Operator
☒	Edwards Aquifer Rule
☐	CERTIFICATION Certification statements have been checked indicating "Yes" Signature meets 30 Texas Administrative Code (TAC) §305.44 and is original and has been provided for the Operator.

**Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity under TPDES General Permit (TXR150000)
General Information and Instructions**

GENERAL INFORMATION

Where to Send the Notice of Intent (NOI) and other related forms:

BY REGULAR U.S. MAIL
Texas Commission on Environmental Quality
Storm Water Processing Center (MC228)
P.O. Box 13087
Austin, TX 78711-3087

BY OVERNIGHT/EXPRESS MAIL
Texas Commission on Environmental Quality
Storm Water Processing Center (MC228)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact List:

Application Processing Questions relating to the status and form requirements:	512/239-3700, 512/245-0130 or swpermit@tceq.state.tx.us
Technical Questions relating to the general permit:	512/239-4671 or swgpn@tceq.state.tx.us
Environmental Law Division:	512/239-0600
Records Management for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases (as available):	512/239-DATA (3282)
Financial Administration's Cashier's office:	512/239-0357 or 512/239-0187

Notice of Intent Process:

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

- Administrative Review:** Each item on the form will be reviewed for a complete response. In addition, the operator's legal name 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 an address receiving regular mail delivery. Never give an overnight/express mailing address.
- Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.
- Acknowledgment of Coverage:** An Acknowledgment Certificate will be mailed to the operator. This certificate acknowledges coverage under the general permit.
-or-
Denial of Coverage: If the application is too incomplete to process, or the operator fails to respond to the NOD or the response is inadequate, coverage under the general permit may be denied. If coverage is denied, the operator will be notified.

General Permit (Your Permit)

If filing the NOI through ePermits online application, coverage under the general permit begins the day the NOI is submitted to TCEQ through epermits. **Sign up now for on line NOI at <https://www6.tceq.state.tx.us/steers/>**

If mailing a paper NOI, coverage under the general permit begins **seven (7) days 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, on the TCEQ web site
http://www.tceq.state.tx.us/permitting/water_quality/stormwater/TXR15_AIR.html.

General Permit Forms

The Notice of Intent (NOI), [Notice of Termination \(NOT\)](#), and [Notice of Change \(NOC\)](#) #20391 with instructions are available in Adobe Acrobat PDF format on the TCEQ web site http://www.tceq.state.tx.us/permitting/water_quality/stormwater/TXR15_AIR.html.
Sign up now for on line Notice of Termination application at <https://www6.tceq.state.tx.us/steers/>

Change in Operator

An authorization under the general permit is not transferable. If the operator or owner of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator must submit a Notice of Intent. The NOT and NOI must be submitted not later than 10 days prior to the change in Operator status.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. **Do not send a core data form to TCEQ.**

After final acknowledgment of coverage under the general permit, the program will assign a Customer Number (CN) and Regulated Entity Number (RN). For Construction Permits, a new RN will be assigned for each Notice of Intent filed with TCEQ, since construction project sites can overlap with other Customers. The RN assigned to your construction project will not be assigned to any other TCEQ authorization.

You can find the information on the Central Registry web site at www4.tceq.state.tx.us/crpub. You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your permit number under the search field labeled "Additional ID". Capitalize all letters in the permit number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur. For General Permits, a Notice of Change form must be submitted to the program area.

Application Fees:

\$225.00 application fee if submitting the NOI through ePermits.

\$325.00 application fee if submitting a paper NOI for processing.

The application fee 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.

• **Mailed Payments:**

DO NOT mail your check with the original Notice of Intent application.

Use the attached Application Fee payment submittal form is mailing the payment. Do not include a copy of the NOI.

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

• **ePAY Electronic Payment:**

Go to www.tceq.state.tx.us/epay

Select Water Quality, then select the fee category "GENERAL PERMIT CONSTRUCTION STORM WATER DISCHARGE NOI APPLICATION".

You must include a copy of the payment voucher with your NOI. Your NOI will not be considered complete without the payment voucher.

The Annual Water Quality Fee has been consolidated into the Application Fee effective March 5, 2008. An annual fee will not be assessed and billed to operators on 9/1/2008. This does not relieve the operator of fees due for prior fiscal year assessments.

The operator will continue to receive an invoice for payment of any past due annual fee. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit was active on September 1 of the FY billed.

INSTRUCTIONS FOR FILLING OUT THE NOI FORM	
A. OPERATOR (As defined in the general permit.)	
1. TCEQ Issued <u>Customer Number</u> (CN)	TCEQ's Central Registry will assign each customer a number that begins with "CN," followed by nine digits. This is not a permit number , registration number, or license number.
- If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank. - If this customer has already been assigned this number, enter the operator's Customer Reference Number in the space provided.	
2. Legal Name	Provide the legal name of the facility operator, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal documents forming the entity, that is filed in the county where doing business. You may contact the SOS at 512/463-5555, or go to http://www.sos.state.tx.us/corp/contact.shtml for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name.
3. Name and Title of person signing the Notice of Intent application form.	Signature meets <u>30 Texas Administrative Code (TAC) §305.44</u>
4. Operator Mailing Address	Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com , for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.
5. Phone Number	This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave "Extension" blank if this customer's phone system lacks this feature.
6. Fax Number and E-mail Address	This number and E-mail address should correspond to operator's mailing address provided earlier. (Optional Information)
7. Type of Entity	Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type:
Individual	is a customer who has not established a business, but conducts an activity that needs to be regulated by the TCEQ.
Sole Proprietorship— D.B.A.	is a customer that is owned by only one person and has not been incorporated. This business may: - be under the person's name - have its own name ("doing business as," or d.b.a.) - have any number of employees
Partnership	is a customer that is established as a partnership as defined by the Texas Secretary of State's Office.
Corporation	the customer meets all of these conditions: - is a legally incorporated entity under the laws of any state or country - is recognized as a corporation by the Texas Secretary of State - has proper operating authority to operate in Texas.
Government-	Federal, state, county, or city government (as appropriate) the customer is either an agency of one of these levels of government or the governmental body itself.
Other	is Estate, Trust, etc. the customer does not fit one of the above descriptions. Enter a short description of the type of customer in the blank provided.
8. Independent Operator	Check "No" if this customer is a subsidiary, part of a larger company, or is a governmental entity. Otherwise, check "Yes."
9. Number of Employees	Check one box to show the number of employees for this customer's entire company, at all locations. This is not necessarily the number of employees at the site named in the NOI.
10. State Franchise Tax ID Number	Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If this customer is a corporation or limited liability company, enter this number here.
Federal Tax ID	All businesses, except for some small sole proprietors, individuals, or general partnerships should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens. Sole proprietors, individuals, or general partnerships do not need to provide a federal tax ID.
TX SOS Charter (filing) Number	Corporations and Limited Partnerships required to register with the Texas Secretary of State are issued a charter or filing number. You may obtain further information by calling SOS at 512/463-5555 http://www.sos.state.tx.us/corp/contact.shtml .

DUNS Number Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If this customer has one, enter it here.
B. Application Contact Provide the name, title and communication information of the person that TCEQ can contact for additional information regarding this application. If the application is missing information and there is no contact person to call, the application may be denied.
C. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE
1. <u>Regulated Entity Reference Number (RN)</u> This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. • If this Regulated Entity has not been assigned a Regulated Entity Number, leave this space blank. • If this customer has been assigned this number, enter the operator's Regulated Entity Number.
2. Site/Project Name/Regulated Entity If the site is already regulated by TCEQ, use the same name as on the existing <u>Regulated Entity Reference Number (RN)</u> . If new, provide the name of the site 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.
3. Site/Project (RE) Physical Address Section A: Enter the complete physical address of where the site is located. This must be a street number and street name for a complete physical address. This address must be validated through US Postal Service or your local police (911 service) as a valid address. Please confirm this to be a complete and valid address. In some rural areas, new addresses are being assigned to replace rural route addresses. Please do not use a rural route or post office box for a site location. Section B: If a site does not have an actual physical address that includes a street number and street name, then provide a complete written location access description, and the zip code and city where the site is located. For example: "The site is located 2 miles west from intersection of Hwy 290 & IH35, located on the southwest corner of the Hwy 290 South bound lane." This includes authorizations for construction projects such as highways and subdivision.
4. Identify the County where the site is located. If the site covers more than one county, provide the county that is most affected by the authorized activity and list the additional county(s) as secondary.
5. Latitude and Longitude Enter the latitude and longitude of the site in either degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to: TCEQ USGS Topographic Map Viewer or TerraServer-USA
6. Description of Activity Regulated In your own words, briefly describe the primary business being conducted at the site. (A description specific to what you are doing that requires this authorization - Do not repeat the SIC Code(s).)
SITE MAILING ADDRESS Provide a complete mailing address to be used by TCEQ for receiving mail at the site. In most cases, the address is the same as the operator. If so, simply place a check mark in the box. If you provide a different address, please verify the address with USPS as instructed above for the operator address.
D. GENERAL CHARACTERISTICS
1. Indian Country Lands If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. You must obtain authorization through EPA, Region VI, Dallas. Do not submit this form to TCEQ. Indian Country means (1) all land within the limits of any American Indian reservation under the jurisdiction of the U.S. government, notwithstanding the issuance of any patent, and including rights-of-way running throughout the reservation; (2) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or outside the limits of a State; and (3) all Indian allotments, the Indian titles which have not been extinguished, including rights-of-way running through the same. Indian Tribe means any Indian Tribe, band, nation, or community recognized by the Secretary of the Interior and exercising substantial governmental duties and powers.
2. Standard Industrial Classification (SIC) code Provide the SIC code that best describes the construction activity being conducted at the site. Common SIC Codes related to construction activities include: 1521 Construction of Single Family Homes; 1522 Construction of Residential Bldgs. Other than Single Family Homes; 1541 Construction of Industrial Bldgs. and Warehouses; 1542 Construction of Non-residential Bldgs. other than Industrial Bldgs. and Warehouses; 1611 Highway & Street Construction, except Highway Construction; 1622 Bridge, Tunnel, & Elevated Highway Construction; 1623 Water, Sewer, Pipeline & Communications, and Power Line Construction. For help with SIC codes, go to: www.osha.gov/oshstats/sicser.html

3. Estimated Area of Land Disturbed

- 3(a). Provide the approximate number of acres that the construction site will disturb.
3(b). Indicate if the site is part of a common plan of development or for sale.

Construction activities that disturb less than one acre, unless they are part of a larger common plan that disturbs more than one acre, do not require permit coverage.

Construction activities that disturb between one and five acres, unless they are part of a common plan that disturbs five acres or more acres, do not require submission of an NOI. Therefore, the estimated area of land disturbed should not be less than five, unless the project is part of a larger common plan that disturbs five or more acres.

"Disturb" means any clearing, grading, excavating, or other similar activities. If you have any questions about this item, please call the storm water technical staff at (512)239-4671.

4. Discharge Information

4 (a). The storm water may be discharged directly to a receiving stream or through a **MS4*** from your site. It eventually reaches a receiving water body such as a local stream or lake, possibly via a drainage ditch. You must provide the name of the water body that receives the discharge from the site (a local stream or lake).

4 (b). The classified segment number(s) is REQUIRED to get coverage. Go to the link to find the segment number of the classified water body where storm water will flow <http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wqm/viewer/viewer.html>. Call Water Quality Assessments at 512/239-4671 for further assistance. Another source for segments is: http://www.tceq.state.tx.us/comm_exec/forms_pubs/pubs/gi-316/index.html

4 (c). If any surface water body(s) receiving discharges from the construction site are on the latest EPA-approved CWA § 303(d) list of impaired waters, provide the name(s) of the water body(s).

EPA approved CWA 303d list of impaired waters can be found at: [Texas Water Quality Inventory and 303\(d\) List - Texas Commission on Environmental Quality - www.tceq.state.tx.us](http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wqm/viewer/viewer.html)

4 (d). Identify the **MS4*** Operator name if the storm water discharge is into an MS4.

***MS4 is an acronym for Municipal separate storm sewer system. MS4 is defined as a separate storm sewer system owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under state law such as a sewer district, flood control or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, that discharges to water in the state.**

For assistance, you may call the technical staff of the Water Quality Assessment & Standards Section at 512/239-4671.

4 (e). Edwards Aquifer Rule

See maps on the TCEQ website to determine if the site is located within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer at http://www.tceq.state.tx.us/compliance/field_ops/eapp/viewer.html.

If the discharge or potential discharge is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer, a site specific authorization approved by the Executive Director under the Edwards Aquifer Protection Program (30 TAC Chapter 213) is required before construction can begin.

The general permit requires the approved Contributing Zone Plan or Water Pollution Abatement Plan to be included as a part of the Storm Water Pollution Prevention Plan. The certification must be answered "Yes" for coverage under the general permit.

E. 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 §305.44](#)

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see 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 Texas Administrative Code §305.44(a)(3) (see 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 statute(s) 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 §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).

Texas Commission on Environmental Quality General Permit Payment Submittal Form \$325 for a paper Construction NOI Application Fee	
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	BY OVERNIGHT/EXPRESS MAIL
Texas Commission on Environmental Quality Financial Administration Division Cashier's Office, MC-214 P.O. Box 13088 Austin, TX 78711-3088	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: TXR150000
1. Check / Money Order No:	
2. Amount of Check/Money Order:	
3. Date of Check or Money Order:	
4. Name on Check or Money Order:	
5. 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.	
See Attached List of Sites (If more space is needed, you may attach a list.)	
Project/Site (RE) Name:	
Project/Site (RE) Physical Address:	
Staple Check In This Space	



EPA NPDES Construction Inspection Form

The following inspection is being performed in compliance with Part 3.10. of the NPDES Region 6 Storm Water Construction General Permit [68 FR 39087, July 7, 2003]. Qualified personnel (provided by the permittee or cooperatively by multiple permittees) shall inspect disturbed areas of the construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, placement and effectiveness of structural control measures, and locations where vehicles enter or exit the site. Inspections shall be performed either once every 7 days (this option not available in New Mexico per Part 9.C.1.c.) or once every 14 days and within 24 hours of the end of a storm event of 0.5 inches or greater. Where sites have been temporarily stabilized, runoff is unlikely due to winter conditions, or during seasonal arid periods in arid areas (0-10 inches of rainfall annually) and semi-arid areas (10-20 inches annually) such inspections shall be conducted at least once every month. This form is primarily intended for use with construction projects in New Mexico. Permittees on Indian Country lands in Texas, Oklahoma, Louisiana and Arkansas and some oil and gas facilities in Texas and Oklahoma may use this form if they are eligible for this permit and EPA is their NPDES permitting authority. Other facilities need to check with their NPDES authority before using this form.

If you do not know your NPDES Permit Number, contact the NOI Processing Center at 866-352-7755. This form was prepared as an example and it is not a required form for use with the permit. Alternative forms may be used if they contain all of the required information as set forth in the permit. This form and additional information regarding the NPDES Region 6 storm water program may be found on the Internet at www.epa.gov/region6/gen/w/formsw.htm. Any person with a complaint about the operation of this facility in regards to this permit should contact EPA Region 6 at (214)665-8060.

Permit Number(s) covered by this inspection (e.g., owners, developers, general contractor, builders).		
Signature and Certification in accordance with Appendix G, Section 11 of the permit.	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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. (Clean Water Act, 33 U.S.C. 1251 et seq.)	
Date of Inspection.		
Inspector Name.		
Is there a copy of the permit language with the SWPPP?	☐ Yes	☐ No
Is the inspector qualified and are the qualifications documented in the SWPPP?	☐ Yes	☐ No
Is an NPDES storm water construction sign posted at the entrance for all permittees?	☐ Yes	☐ No
You may want to use EPA Region 6 construction checklist to assure components of the SWPPP are complete. This form, the construction sign, and the checklist are available on the Region 6 NPDES Storm Water Forms and Documents web page which may be found on the internet at http://www.epa.gov/earth1r6/gen/w/formsw.htm In addition to the checklist, you should provide a narrative (see next page) on the existing Best Management Practices and Structural Controls found during each inspection. Any problems identified in an inspection should be corrected within 7 days. The inspection should cover all components of the SWPPP and all potential pollutants. While eroded soil is the primary pollutant of concern, do not forget to inspect for other pollutant sources such as fuel tanks, paints, solvents, stabilization materials, concrete hardener, batch plants, and construction debris. The inspector will need to update the SWPPP to reflect findings of the inspection. The site map should be updated after an inspection to show controls that have been added or removed, to ensure the site map is kept current in accordance with Part 3.11.A. of the permit.		

July 29, 2003

Narrative Findings of the inspection:

Observations should include any findings of Best Management Practices or controls that are not in accordance with the SWPPP. If a control is not in place or failed, observe the reason why. A control removed temporarily for work is not necessarily a violation if properly recorded in the SWPPP. If it has been removed, record why it was removed and, if applicable, when it will be reinstalled. If the control has failed, observe the conditions so a conclusion may be made as to whether the control failed for improper maintenance or improper design. The qualified inspector will know when a failed control is inadequate and should be replaced by an improved control mechanism. Qualified inspectors are to have authority to make changes to the SWPPP to assure compliance. Controls that have not been installed should be given a reason why they are not installed and/or a scheduled date for installation if they are designed for a later phase of construction. After the inspection, the SWPPP and its site map should be updated to reflect current conditions of controls and Best Management Practices at the time of the inspection. This includes removing uninstalled controls from the site map or otherwise denoting on the site map if they are no longer installed if the controls have been removed because they are no longer necessary (e.g., stabilization has been achieved in that area).

Part 3.10.G. of the permit: For each inspection required above, you must complete an inspection report. At a minimum, the inspection report must include: 1. The inspection date; 2. Names, titles, and qualifications of personnel making the inspection; 3. Weather information for the period since the last inspection (or since commencement of construction activity if the first inspection) including a best estimate of the beginning of each storm event, duration of each storm event, approximate amount of rainfall for each storm event (in inches), and whether any discharges occurred; 4. Weather information and a description of any discharges occurring at the time of the inspection; 5. Location(s) of discharges of sediment or other pollutants from the site; 6. Location(s) of BMPs that need to be maintained; 7. Location(s) of BMPs that failed to operate as designed or proved inadequate for a particular location; 8. Location(s) where additional BMPs are needed that did not exist at the time of inspection; and 9. Corrective action required including any changes to the SWPPP necessary and implementation dates.

July 29, 2003



SMALL CONSTRUCTION SITE NOTICE

FOR THE
Texas Commission on Environmental Quality (TCEQ)
Storm Water Program

TPDES GENERAL PERMIT TXR150000

The following information is posted in compliance with **Part II.E.2.** of the TCEQ General Permit Number TXR150000 for discharges of storm water runoff from small construction sites. Additional information regarding the TCEQ storm water permit program may be found on the internet at:

http://www.tceq.state.tx.us/nav/permits/wq_construction.html

Operator Name:	
Contact Name and Phone Number:	
Project Description: <i>Physical address or description of the site's location, estimated start date and projected end date, or date that disturbed soils will be stabilized</i>	
Location of Storm Water Pollution Prevention Plan:	

For Small Construction Activities Authorized Under Part II.E.2. (Obtaining Authorization to Discharge) the following certification must be completed:

I _____ (Typed or Printed Name Person Completing This Certification) certify under penalty of law that I have read and understand the eligibility requirements for claiming an authorization under Part II.E.2. of TPDES General Permit TXR150000 and agree to comply with the terms of this permit. A storm water pollution prevention plan has been developed and will be implemented prior to construction, according to permit requirements. A copy of this signed notice is supplied to the operator of the MS4 if discharges enter an MS4. I am aware there are significant penalties for providing false information or for conducting unauthorized discharges, including the possibility of fine and imprisonment for knowing violations.

Signature and Title _____ Date _____

Date Notice Removed
MS4 operator notified per Part II.F.3.

	Notice of Termination (NOT) for Authorizations under TPDES General Permit TXR150000	TCEQ Office Use Only Permit No.: RN: CN:	Reset Form												
 Sign up now for on line NOT at http://www.tceq.state.tx.us/permitting/steers/steers.html Get your NOT Confirmation letter immediately after submitting the on line NOT form.															
What is the permit number to be terminated? Processing will be delayed without the permit number. TXR15															
A. OPERATOR (applicant)															
1. What is the Customer Number (CN) issued to this entity? CN															
2. What is the full Legal Name of the current permittee? <i>This must be the current permittee of the permit to be terminated.</i>															
3. What is the applicant's mailing address as recognized by the US Postal Service ?															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Address:</td> <td colspan="2" style="border-bottom: 1px solid black;">Suite No./Bldg. No./Mail Code:</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 30%;">City:</td> <td style="border-bottom: 1px solid black; width: 20%;">State:</td> <td style="border-bottom: 1px solid black; width: 30%;">ZIP Code:</td> <td style="border-bottom: 1px solid black; width: 20%;"></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Country Mailing Information (if outside USA).</td> <td style="border-bottom: 1px solid black;">Country Code:</td> <td style="border-bottom: 1px solid black;">Postal Code:</td> </tr> </table>				Address:		Suite No./Bldg. No./Mail Code:		City:	State:	ZIP Code:		Country Mailing Information (if outside USA).		Country Code:	Postal Code:
Address:		Suite No./Bldg. No./Mail Code:													
City:	State:	ZIP Code:													
Country Mailing Information (if outside USA).		Country Code:	Postal Code:												
4. Phone No.: () Extension:															
5. Fax No.: () E-mail Address:															
B. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE															
1. What is the TCEQ Issued RE Reference Number (RN)? RN															
2. Name of Project or Site as currently permitted): (example: phase and name of subdivision or name of project that's unique to the site)															
3. Physical Address of Project or Site as currently permitted: (enter in spaces below)															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Street Number:</td> <td colspan="2" style="border-bottom: 1px solid black;">Street Name:</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 30%;">City:</td> <td style="border-bottom: 1px solid black; width: 20%;">ZIP Code:</td> <td style="border-bottom: 1px solid black; width: 30%;">County (Counties if >1):</td> <td style="border-bottom: 1px solid black; width: 20%;"></td> </tr> </table>				Street Number:		Street Name:		City:	ZIP Code:	County (Counties if >1):					
Street Number:		Street Name:													
City:	ZIP Code:	County (Counties if >1):													
4. If no physical address (Street Number & Street Name), provide the written location access description to the site:															
C. REASON FOR TERMINATION															
Check the reason for termination:															
☐ Final stabilization has been achieved on all portions of the site that are the responsibility of the Operator and all silt fences and other temporary erosion controls have either been removed, or scheduled for removal as defined in the SWP3.															
☐ Another permitted Operator has assumed control over all areas of the site that have not been finally stabilized, and temporary erosion controls that have been defined in the SWP3 have been transferred to the new Operator.															
☐ The activity is now authorized under an alternate TPDES permit.															
☐ The activity never began at this site that is regulated under the general permit.															
D. CERTIFICATION															
I, _____ Title _____ Typed or printed name															
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: _____ Date: _____ (Use blue ink)															

**Notice of Termination (NOT) for Authorizations under
TPDES General Permit TXR150000
General Information and Instructions**

GENERAL INFORMATION

Where to Send the Notice of Intent (NOI):

BY REGULAR U.S. MAIL
Texas Commission on Environmental Quality
Storm Water Processing Center (MC228)
P.O. Box 13087
Austin, TX 78711-3087

BY OVERNIGHT/EXPRESS MAIL
Texas Commission on Environmental Quality
Storm Water Processing Center (MC228)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact list:

Application Processing Questions relating to the status and form requirements:	512/239-4671
Technical Questions relating to the general permit:	512/239-4671
Environmental Law Division:	512/239-0600
Records Management for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases (as available):	512/239-DATA (3282)
Financial Administration's Cashier's office:	512/239-0357 or 512/239-0187

Notice of Termination Process:

A Notice of Termination is **effective on the date postmarked for delivery to TCEQ**.
When your NOT is received by the program, the form will be processed as follows:

- Administrative Review:** The form will be reviewed to confirm the following:
 - the permit number is provided
 - the permit is active and has been approved
 - the entity terminating the permit is the current permittee
 - the site information matches the original permit record
 - the form has the required original signature with title and date
- Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a phone call will be made to the applicant to clear the deficiency. A letter will not be sent to the permittee if unable to process the form.
- Confirmation of Termination:** A Notice of Termination Confirmation letter will be mailed to the operator.

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, on the TCEQ web site www.tceq.state.tx.us

General Permit Forms

The Notice of Intent (NOI), Notice of Termination (NOT), and Notice of Change (NOC) with instructions are available in Adobe Acrobat PDF format on the TCEQ web site www.tceq.state.tx.us.

Change in Operator

An authorization under the general permit is not transferable. If the operator or owner of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator must submit a Notice of Intent. The NOT and NOI must be submitted not later than 10 days prior to the change in Operator status.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. **Do not send a core data form to TCEQ.**

After final acknowledgment of coverage under the general permit, the program will assign a Customer Number (CN) and Regulated Entity Number (RN). For Construction Permits, a new RN will be assigned for each Notice of Intent filed with TCEQ, since construction project sites can overlap with other Customers. The RN assigned to your construction project will not be assigned to any other TCEQ authorization.

You can find the information on the Central Registry web site at www4.tceq.state.tx.us/crpub. You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your permit number under the search field labeled "Additional ID". Capitalize all letters in the permit number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur. For General Permits, a Notice of Change form must be submitted to the program area.

Annual Water Quality Fee: This fee is assessed to operators with an active authorization under the general permit on September 1 of each year. The operator 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 date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It's important for the operator to submit a **Notice of Termination (NOT)** when coverage under the general permit is no longer required. A 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.

• **Mailed Payments:**

You must return your payment with the billing coupon provided with the billing statement.

• **ePAY Electronic Payment:**

Go to www.tceq.state.tx.us/epay

You must enter your account number provided at the top portion of your billing statement. Payment methods include Mastercard, Visa, and electronic check payment (ACH). A transaction over \$500 can only be made by ACH.

INSTRUCTIONS FOR FILLING OUT THE NOT FORM

A. OPERATOR (current permittee.)

1. TCEQ Issued Customer Number (CN)

2. Legal Name of Operator

The operator must be the same entity as previously submitted on the original Notice of Intent for the permit number provided.

3. Operator Mailing Address

Provide a complete mailing address for receiving mail from the TCEQ. Update the address if different than previously submitted in the Notice of Intent or Notice of Change.

4. Phone Number, Fax Number, and E-mail Address

Provide updated contact information.

B. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE

1. Regulated Entity Reference Number (RN)

2. Site/Project Name/Regulated Entity

Provide the name of the site as previously submitted in the Notice of Intent for the permit number provided.

3. Site/Project (RE) Physical Address

Provide the physical address or location access description as previously submitted for the permit number provided.

C. REASON FOR TERMINATION

Indicate the reason for terminating the permit by checking one of the options. If the reason is not listed then provide an attachment that explains the reason for termination.

Please read your general permit carefully to determine when to terminate your permit. Permits will not be reactivated after submitting a termination form. The termination is effective on the date postmarked for delivery to TCEQ.

D. CERTIFICATIONS

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 NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see 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 Texas Administrative Code §305.44(a)(3) (see 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 statute(s) 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

§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).