

Additional Co-Permittees			
For additional co-permittees, use this page and attach to the NOI.			
Is this permittee an Owner or Operator:		OWNER	OPERATOR
1. What is the Customer Number (CN) issued to this entity? (Search Central Registry) 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 name and title of the person signing the application? (The person must be an official "Responsible Authority" meeting signatory requirements in 30 TAC 305.44(a).)			
3. What is the applicant's 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:
4. Phone No.:		Extension:	
5. Fax No.:		E-mail Address:	
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Notice of Termination (NOT) for Authorizations under CAFO General Permit TXG920000 General Information and Instructions

GENERAL INFORMATION

Where to Send the Notice of Termination (NOT):

BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality
Applications Review & Processing Team (MC148)
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 that the TCEQ has approved the termination.**

When your NOT is received by the program, the form will be processed as follows:

- 1. Notice of Termination Review:** The form will be reviewed to confirm the following:
 - the permit number is provided
 - the permit is active
 - the entity terminating the permit is the current permittee(s)
 - the site information matches the original permit record
 - closure certification required by Part III D of the general permit has been received, if applicable
 - the form has the required original signature(s) with title and date

Additional review based on the reason for termination will also be considered to ensure the facility qualifies for the termination.

- 2. Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a phone call will be made to the applicant to resolve the deficiency.
- 3. Confirmation of Termination:** A Notice of Termination Confirmation letter will be mailed to the permittee(s).

General Permit Forms



ePermits online application forms

Get coverage faster than mailing the paper NOI or NOT. You can:

- renew an existing permit
- terminate an existing permit
- submit a Notice of Change

Sign up at <http://www.tceq.state.tx.us/permitting/steers/steers.html>

Pay a lower application fee by filing online through ePermits.

Paper forms

The Notice of Intent (NOI) form TCEQ-20111, Notice of Termination (NOT) form TCEQ-20343, Change in Permittee (CIP) form TCEQ-20512, and Notice of Change (NOC) form TCEQ-20511 with instructions are available in Adobe Acrobat PDF format on the TCEQ web site www.tceq.state.tx.us.

Change in Permittee

If the permittee or one of the co-permittees changes, the current permittee(s) must submit a Change in Permittee (CIP), using form TCEQ-20512. The NOI and the NOT forms *are not* used to make a change in permittee. Once the CIP has been received, reviewed and determined complete, the change in permittee(s) will become effective and the same permit number will then be associated with the new permittee(s). Please note that a letter will not make a change in permittee(s) effective. The CIP must be submitted not later than 10 days prior to the change in permittee.

Do not submit a separate Notice of Termination (NOT).

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 permittee(s) to submit a **Notice of Termination (NOT)** when coverage under the general permit is no longer required. A NOT is effective on the date that the TCEQ has approved the termination. 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).

INSTRUCTIONS FOR FILLING OUT THE NOT FORM

A and B. PERMITTEE (As defined in the general permit.)

1. TCEQ Issued Customer Number (CN)

2. Legal Name of Permittee

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

3. Name and Title of person signing the Notice of Intent application form, which is referred to as the "Responsible Authority." Signature meets [30 Texas Administrative Code \(TAC\) §305.44](#). If the applicant is an individual or sole proprietor then it is the individual owner. See signatory requirements for further information by entity type.

4. Permittee 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.

5. 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

Select the reason for the termination. The termination application will be reviewed for completeness and final action of approval or denied will be determined after this review.

For a facility that is now authorized under an individual permit, the permit must be approved before the termination request can be approved. Provide the date the individual permit application was submitted to TCEQ.

Certify that it is understood the permit remains in effect until the new permittee(s) are authorized to prevent a laps in coverage.

For a facility that has been closed in accordance with Part III D (3), the closure plan must be approved before the termination can be approved. Provide the date the closure plan was submitted to TCEQ. Certify that it is understood the permit remains in effect until the closure plan is approved, to prevent a laps in coverage.

If the reason for termination is the activity authorized by the permit never began (construction of the facility never began). This will be confirmed with the TCEQ Regional office before the termination will be approved. If the CAFO activity authorized by the permit never began the answer must be yes.

If the reason for termination is that the facility is now operated as an AFO not defined or designated as a CAFO, the permit will be terminated. Certification that the CAFO is now operated as an AFO not defined or designated as a CAFO is required.

Additional Co-Permittees

See instruction for Section A.

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).