****TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

REQUEST TO CANCEL

A WATER QUALITY PERMIT OR REGISTRATION

If you have questions about completing this form please contact the Applications Review and Processing Team at 512-239-4671.

# Current Permit or Registration Information

What is the TCEQ Water Quality Permit or Registration Number? Click here to enter text.

What is the EPA I.D. Number? TX Click here to enter text.

Current Name on Permit or Registration: Click here to enter text.

What is the Customer Number (CN) for the current Permittee? CN Click here to enter text.

What is the Regulated Entity Reference Number (RN): RN Click here to enter text.

Do you have a Domestic Reclaimed Water Authorization? Yes     No

If yes, the Domestic Reclaimed Water Authorization will be cancelled at the same time.

# Reason for Cancelling

The activities authorized by the permit/registration (select all that apply):

  Never started (facility was not constructed or was not put in service)

  Terminated service on (Month/Day/Year): Click here to enter text.

  Facility is/will be dismantled

  Facility is/will be sold and relocated

  Diverted to another permitted facility

Date of diversion (Month/Day/Year): Click here to enter text.

Name of Permit/Registration Holder: Click here to enter text.

Permit/Registration Number: Click here to enter text.

  Land application site closed (Month/Day/Year): Click here to enter text.

  Other, Specify: Click here to enter text.

# Responsible Official Information

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

First and Last Name: Click here to enter text.

Organization Name: Click here to enter text.

Mailing Address: Click here to enter text.

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

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

E-mail Address: Click here to enter text.

# Delinquent Fees and Penalties

Do you owe fees or penalties to the TCEQ? Yes     No

If yes, please provide the amount past due, the type of fee or penalty, and an identifying number.

Click here to enter text.

# Certification and Signature

Responsible Official Name: Click here to enter text.

Responsible Official Title: Click here to enter text.

I certify that there are no remaining nuisance conditions or materials at the permitted/ registered site which would endanger ground or surface water quality. I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign this document and can provide documentation in proof of such authorization upon request.

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

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

# Mail completed form to:

Texas Commission on Environmental Quality

Applications Review and Processing Team (MC-148)

PO Box 13087

Austin TX 78711-3087

**INSTRUCTIONS FOR REQUEST TO CANCEL**

**A WATER QUALITY PERMIT OR REGISTRATION**

This form applies to:

* Sludge Permits and Registrations authorized under Chapter 312
* Industrial and Municipal Permits authorized under Chapter 305
* Agriculture Permits and Registrations authorized under Chapter 321
* Industrial and Municipal Reclaimed Water Authorization authorized under Chapter 210

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the Records Services - Central File Room Customer Service Center at 512- 239-2900.

# Current Permit or Registration Information

Provide your Permit or Registration Number. This number will start with WQ followed by 10 digits. The number can be found on the top right-hand corner of your issued permit.

For Texas Pollutant Discharge Elimination Permits (TPDES), provide the EPA ID number. This number will start with TX followed by 7 digits. The number can be found on the top right-hand corner of your issued permit.

Provide the current name that is on your permit or registration. This information can be found on the first page of your permit.

Provide the Customer Number (CN) issued by TCEQ to the permittee. This number will start with CN followed by 9 digits. Search TCEQ’s Central Registry to locate your customer number at: <http://www15.tceq.texas.gov/crpub/>.

Provide the Regulated Entity Reference Number (RN) issued by TCEQ to the site. This number will start with RN followed by 9 digits. Search TCEQ’s Central Registry to locate your regulated entity number at: <http://www15.tceq.texas.gov/crpub/>.

Indicate whether or not you hold a Domestic Reclaimed Water Authorization. If yes, the Domestic Reclaimed Water Authorization will be cancelled at the same time.

# Reason for Cancelling

Please indicate the reason for the cancelation of the permit/registration (select all that apply). If the applicant terminated service, please provide the date the service was terminated. If the activities at the facility are being diverted to another permitted facility, provide the date of diversion (Month/Day/Year), the Name of Permit/Registration Holder, and the Permit/Registration Number. If another reason is needed, please explain in detail.

# Responsible Official Information

Provide the full name, mailing address, phone number, fax number and e-mail of the responsible official signing the request to cancel.

# Delinquent Fees and Penalties

If a permittee/registrant has outstanding fees, the request to cancel the permit/registration will not be considered for approval by the Executive Director. For account balance information, contact the Financial Administration Division, Revenue Section, at (512) 239-0344. Permits and registrations not cancelled prior to September 1st will be assessed annual fees.

# Certification and Signature

In accordance with 30 Texas Administrative Code §305.44 relating to Signatories to Applications, all applications shall be signed as follows:

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.

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

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).