Authorization for Re-Use of Domestic Reclaimed Water

This application is for the beneficial reuse of domestic reclaimed water in accordance with 30 Texas Administrative Code (TAC) Chapter 210, Subchapters A, B, C, and D.

**REASON FOR APPLICATION:**

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

[ ]   New authorization

[ ]   Amendment of reuse authorization number: R Click here to enter text.

**SOURCE OF THE RECLAIMED WATER:**

What is the permit number for the wastewater treatment plant where the reclaimed water is produced: WQ00 Click here to enter text.

What is the expiration date of the wastewater permit? Click here to enter text.

# Section 1. Producer (Applicant)

1. What is the Customer Number (CN) issued to this entity? CN Click here to enter text.
2. What is the Legal Name of the entity (applicant) applying for this authorization? (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 here to enter text.

# Section 2. Provider

Is the Provider the same as the Producer?

 [ ]   Yes, go to Section 3)

 [ ]   No, complete section below

1. What is the Customer Number (CN) issued to this entity? CN Click here to enter text.
2. What is the Legal Name of the entity (applicant) applying for this authorization? (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 here to enter text.

# Section 3. Application Contact

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

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

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

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

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

Email: Click here to enter text.

Mailing Address: Click here to enter text.

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

#  Section 4. Regulated Entity (RE) Information

For this section, provide the requested information for the wastewater treatment plant (WWTP) where the reclaimed water is produced.

1. What is the Regulated Entity Number (RN) issued to the WWTP? RN Click here to enter text.
2. What is the Site Name for the WWTP? Click here to enter text.

# Section 5. General Characteristics

1. Type of reclaimed water being used:

[ ]   Type I

[ ]   Type II

[ ]   Both

1. Identify additional treatment processes that may be needed to achieve the effluent quality.

Type I: Click here to enter text.

Type II: Click here to enter text.

1. Provide the following effluent limits in the WWTP discharge permit.
	1. Flow, in million gallons per day:

Current: Click here to enter text.

Proposed, if applicable: Click here to enter text.

* 1. Oxygen Demand. Select the appropriate limit and provide the limit value.

[ ]   BOD5

[ ]   CBOD5

Limit value, in milligrams per liter: Click here to enter text.

* 1. Bacteria. Select the appropriate limit and provide the limit value.

[ ]   *Escherichia coli*

[ ]   *Enterococci*

Limit value, in colony forming units per 100 milliliters: Click here to enter text.

# Section 6. Storage Requirements

1. Is the reclaimed water stored in a fabricated tank that is leak proof certified?

[ ]   Yes, go to Section 7

[ ]   No, complete section below

1. Are any of the reclaimed water storage or usage sites located in the Edwards Aquifer Recharge Zone?

[ ]   Yes [ ]   No

1. Are any of the reclaimed water usage sites located outside the Edwards Aquifer Recharge Zone, but within the DRASTIC Designated Areas having a pollution potential index figure of 110 or greater?

[ ]   Yes [ ]   No

1. If you answered Yes to questions b) or c), complete the following questions.
	1. Do pond construction materials meet 30 TAC §210.23(c)(1), (2), and (4)?

[ ]   Yes [ ]   No [ ]   NA

* 1. Do liners meet the requirements in 30 TAC §210.23(c)(3) or (5)?

[ ]   Yes [ ]   No [ ]   NA

* 1. Have the liners been certified according to 30 §TAC 210.23(c)(6)?

[ ]   Yes [ ]   No [ ]   NA

* 1. Do the soil embankment walls meet the requirements in 30 TAC §210.23(c)(7)?

[ ]   Yes [ ]   No [ ]   NA

* 1. If you answered No or NA to questions 1) - 4), provide an explanation.

Click here to enter text.

1. If you answered No to questions b) and c), complete the following questions.
2. Do pond construction materials meet 30 TAC §210.23(d)(1) and (2)?

[ ]   Yes [ ]   No [ ]   NA

1. Do liners meet the requirements in 30 TAC §210.23(d)(3) or (4)?

[ ]   Yes [ ]   No [ ]   NA

1. Have the liners been certified according to 30 §TAC 210.23(d)(5)?

[ ]   Yes [ ]   No [ ]   NA

1. Do the soil embankment walls meet the requirements in 30 TAC §210.23(d)(6)?

[ ]   Yes [ ]   No [ ]   NA

1. If you answered No or NA to questions 1) - 4), provide an explanation.

Click here to enter text.

# Section 7. Reclaimed Water Uses

1. Describe all potential uses of the reclaimed water at the WWTP.

Click here to enter text.

1. Describe all potential uses of the reclaimed water at other sites.

Click here to enter text.

# Section 8. Reclaimed Water Users

1. Is the producer, provider, and user the same entity?

[ ]   Yes, go to Section 9

[ ]   No, attach a copy of the contract template and complete this section.

1. Does the contract have an operation and maintenance plan as required by 30 TAC 210.4(a)(4)?

[ ]   Yes, attach a copy of the operation and maintenance plan.

[ ]   No. Do not submit this form until an operation and maintenance plan has been developed.

1. For each user, provide the following information. If there are more than two users, complete Attachment A.
	1. Name of the User: Click here to enter text.
	2. What is the contact information for this User?

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

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

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

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

Email: Click here to enter text.

Mailing Address: Click here to enter text.

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

* 1. Types of Uses (irrigation, dust suppression, cooling water, etc): Click here to enter text.
	2. Is there a contract, legal agreement, or ordinance between this user and the provider?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

* 1. Is the reclaimed water being supplied to the user on a “demand only” basis as required by 30 TAC §210.7?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

1. Name of the User: Click here to enter text.
2. What is the contact information for this User?

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

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

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

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

Email: Click here to enter text.

Mailing Address: Click here to enter text.

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

1. Types of Uses (irrigation, dust suppression, cooling water, etc): Click here to enter text.
2. Is there a contract, legal agreement, or ordinance between this user and the provider?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

1. Is the reclaimed water being supplied to the user on a “demand only” basis as required by 30 TAC §210.7?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

# Section 9. Attachments

This application must include the following attachments:

1. A completed Core Data Form (TCEQ-10400);
2. A map of the service area for the reclaimed water;
3. A map showing the location of all reclaimed water storage ponds;
4. A copy of the user contracts, if the user is a different entity than the producer and provider; and
5. A copy of the operation and maintenance plan for each contract.

#  Section 10. Producer Certification

I understand that if there is a major change in the use of reclaimed water, the producer/provider must notify the TCEQ of the change at least 45 days before the planned implementation. Examples of major changes include:

* a change in the boundary of the approved service area;
* the addition of a new user;
* a change in the intended uses; and
* a change from Type I to Type II reclaimed water or vice versa.

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.

Producer Signatory Name: Click here to enter text.

Producer Signatory Title: Click here to enter text.

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

# Section 11. Provider Certification

If the provider is a different entity than the producer, the provider must complete this section.

I understand that if there is a major change in the use of reclaimed water, the producer/provider must notify the TCEQ of the change at least 45 days before the planned implementation. Examples of major changes include:

* + a change in the boundary of the approved service area;
	+ the addition of a new user;
	+ a change in the intended uses; and
	+ a change from Type I to Type II reclaimed water or vice versa.

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.

Provider Signatory Name: Click here to enter text.

Provider Signatory Title: Click here to enter text.

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

Attachment A

Additional Users

Use this page if there are more than two users. Make additional copies as needed.

1. Name of the User: Click here to enter text.
2. What is the contact information for this User?

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

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

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

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

Email: Click here to enter text.

Mailing Address: Click here to enter text.

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

1. Types of Uses (irrigation, dust suppression, cooling water, etc): Click here to enter text.
2. Is there a contract, legal agreement, or ordinance between this user and the provider?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

1. Is the reclaimed water being supplied to the user on a “demand only” basis as required by 30 TAC §210.7?

[ ]   Yes

[ ]   No

If no, please explain: Click here to enter text.

Instructions for Domestic Reclaimed Water Re-Use Authorization

# GENERAL INFORMATION

## Where to Send the Application Form

**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

## 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)

## Application Review Process

When your application 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 producer and provider’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 receiving regular mail delivery. Do not give an overnight/express mailing address.
* **Technical Review**: The form and attachments will be reviewed to determine compliance with 30 TAC §210.
* **Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the application contact. The application contact will have 30 days to respond to the NOD. The response will be reviewed for completeness.
* **Acknowledgment of Coverage:** A reuse authorization will be mailed to the provider.

OR

* **Denial of Coverage:** If the application contact fails to respond to the NOD or the response is inadequate, authorization may be denied. If authorization is denied, the application contact will be notified.

# INSTRUCTIONS FOR FILLING OUT THE FORM

Indicate if you are requesting a new authorization or an amendment of an existing reuse authorization. If this is an amendment, please provide the reuse authorization number. The reuse authorization number will begin with the letter “R”.

Provide the permit number for the wastewater treatment plant. This number will begin with “WQ00”. If the permit number provided is not active (ie. pending, cancelled, or expired), the reuse authorization will be denied.

## Section 1. and 2. Producer and Provider (Applicant)

1. **Customer Number (CN)**

TCEQ’s Central Registry assigns each customer a number that begins with CN, followed by nine digits. This is not a permit number, registration number, or license number. The Customer Number is available at the following website: <http://www15.tceq.texas.gov/crpub/>.

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.

## Section 3. Application Contact

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application.

## Section 4. Regulated Entity (RE) Information

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

The RN is issued by TCEQ’s Central Registry to sites where an activity is regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ’s Central Registry to find the wastewater treatment plant’s assigned RN at <http://www15.tceq.texas.gov/crpub/>.

Provide the assigned RN for the wastewater treatment plant where the reclaimed water is produced.

1. **Wastewater Treatment Plant Site Name**

Provide the site name for the Wastewater Treatment Plant that generates the wastewater.

## Section 5. General Characteristics

1. **Identify the type of reclaimed water that is used.**
2. **Identify the treatment processes that may be needed to achieve the effluent quality for each type of reclaimed water used.**
3. **Provide the requested information concerning the effluent limits in the wastewater discharge permit.**

## Section 6. Storage Requirements

1. **Indicate if the reclaimed water is stored in fabricated tanks.**
2. **Indicate if the reclaimed water storage or usage sites are located in the Edwards Aquifer Recharge Zone.**
3. **Indicate if any of the reclaimed water usage sites are located outside the Edwards Aquifer Recharge Zone, but within the DRASTIC Designated Areas having a pollution potential index figure of 110 or greater.**
4. **Complete this set of questions if you answered YES to questions b or c in this section.**
5. **Complete this set of questions if you answered NO to questions b or c in this section.**

## Section 7. Reclaimed Water Uses

1. Describe all of the potential uses of the reclaimed water at the WWTP.
2. Describe all of the potential uses of the reclaimed water at other sites.

Uses include, but are not limited to, landscape irrigation, irrigation of sports complexes, golf course irrigation, dust control, fire prevention, etc.

## Section 8. Reclaimed Water Users

1. Indicate if the producer, provider, and user are the same entity. If Yes, attach the contract template and complete the questions in this section. If No, skip to section 9.
2. Indicate if the contract includes an operation and maintenance plan.
3. Provide the requested information about each user. If there are more than 2 users, complete Attachment A.

## Section 9. Attachments

Complete and attach the TCEQ Core Data Form (TCEQ-10400).

Attach a map of the service area for the reclaimed water.

Attach a map showing the location of all reclaimed water storage ponds.

Attach a copy of each user contract, if the user is a different entity than the producer and provider.

Attach a copy of the operation and maintenance plan for each contract.

## Section 10 and 11. Certifications

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 application form is 30 Texas Administrative Code §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 Texas Administrative Code §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 §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).