**Wastewater Permitting Q & A**

**Electronic Application Submittals**

**Q: Can I submit my wastewater permit application electronically, in lieu of submitting it via U.S. Postal mail?**

**A:** No.Per §30 TAC 305.48, the original hardcopy of the application must be submitted to the TCEQ via US Postal mail or by hand delivery to the TCEQ mailroom. However, in response to COVID-19, and to ensure uninterrupted and effective work, we ask that in addition to mailing the hardcopy application, to please also upload and share a copy of your application to [WQDeCopy@tceq.texas.gov](mailto:WQDeCopy@tceq.texas.gov). If you have any questions, please send an email to [WQ-ARPTeam@tceq.texas.gov](mailto:WQ-ARPTeam@tceq.texas.gov) and someone will get back to you as soon as possible.

**Q: How do I upload and share a copy of my application to** [**WQDeCopy@tceq.texas.gov**](mailto:WQDeCopy@tceq.texas.gov)**?**

**A:** Submit your application using the TCEQ secured FTP at <https://ftps.tceq.texas.gov/index.php>. For help on using FTP, visit <https://ftps.tceq.texas.gov/help/>.

**Payment of Application Processing Fee**

**Q:** **Can I remit payment of my application processing fee electronically?**

**A:** Yes. You may pay your application processing fee by visiting <https://www3.tceq.texas.gov/epay/>

**Permit Expiration**

**Q: Can I submit my wastewater permit application after the permit expiration date?**

**A:** No. Please contact the Applications Review and Processing Team, Supervisor at [Erwin.Madrid@tceq.texas.gov](mailto:Erwin.Madrid@tceq.texas.gov).

**Q:** **I’m unable to meet the 180-day requirement to submit my application. How do I proceed?**

**A:** If you’re unable to submit your application 180 days prior to the permit expiration date, please contact he Applications Review and Processing Team, Supervisor at [Erwin.Madrid@tceq.texas.gov](mailto:Erwin.Madrid@tceq.texas.gov) on or before the permit expiration date.

**Notice Publication and Public Viewing Locations**

**Q: I published the NORI in a newspaper that is now closed, due to COVID-19. Can I use a different newspaper to publish the NAPD?**

**A:** If you are unable topublish the NAPD in the same newspaper as the NORI because that newspaper has closed due to COVID-19, you can publish the NAPD in a different newspaper, so long as the 2nd newspaper meets the circulation requirements.

**Q: I published my NORI and NAPD, and put a copy of my application in the public viewing location identified in the notice; however, due to COVID-19, the public viewing location has closed. What do I do?**

**A:** If the NORI and/or NAPD have been published or mailed, and the application was made available at the location identified in the notice, but the location closes, post a sign at the closed location alerting the public of an alternate location. In addition, it is recommended that you alert the public of the new location, by posting signs at the plant site location and/or making the complete application available online.

**Q: Can I make the application available for viewing at the plant site?**

**A:** The new location may consist of any reasonable location within the county that is accessible to the public where the application can be reviewed and copied (or where extra copies are made available by the applicant for public distribution) during reasonable hours during the day. The location does not need to be a publicly owned building; however, it must be accessible to the public. Under most circumstances, the applicant’s facility is not a reasonable location; however, an applicant’s facility can be a reasonable location if there is no other location accessible to the public in the county.

**Q: I have not published the NAPD, but the public viewing location in the NORI and application, is now closed, do I need to find a new public viewing location?**

**A:** If only the NORI was published before the location closed, the NAPD should identify a new location prior to mailout of the notice and publication.

**Q: I published the NORI, but wasn’t able to put the application in the public viewing location before it closed, do I need to re-publish?**

**A:** Yes. If the NORI has been published and the location identified in the NORI closed before the application was made available at that public viewing location, then the application will need to be re-noticed with a new location.

**Q: I have not received my notice from the TCEQ, but I have been notified that the public viewing location identified in the application has closed, what do I do?**

**A:** If the NORI has not been sent to you, you must provide a new public viewing location as soon as possible. The notice will be revised to reflect the new public viewing location and sent to you for publication.

**Q:** **What if I cannot find a public viewing location that is open to the public and in the county where the facility is located?**

**A:** If you have exhausted your search for a reasonably available, publicly accessible physical viewing location in the county where the facility is/will be located, then posting the application on the internet may be the only suitable option. You must certify that you have posted the required documents online and fulfilled all notice requirements by including the direct weblink to the required documents in any subsequent notices.

**Q: Do I need to notify the TCEQ of why my notice has not been published?**  
**A:** Yes. Please contact the permit writer identified in your notice via email.

**Application Status**

**Q: Who can I contact if I have questions regarding the submittal of my application?**

**A:** You may submit your questions to the [WQ-ARPTeam@tceq.texas.gov](mailto:WQ-ARPTeam@tceq.texas.gov) and a member of the Applications Review and Processing Team will be in contact with you soon. For immediate assistance, please email the Water Quality Applications Review and Processing Team Supervisor at [Erwin.Madrid@tceq.texas.gov](mailto:Erwin.Madrid@tceq.texas.gov)

**Q: Can I check the status of my application online?**

**A:** Yes. You may check the status of your application at <https://www.tceq.texas.gov/agency/data/lookup-data/status-stormwater-wastewater.html>. Please note that we are making all efforts to get our databases updated as quickly as possible. You may contact a member of the Applications Review and Processing Team at [WQ-ARPTeam@tceq.texas.gov](mailto:WQ-ARPTeam@tceq.texas.gov) or your Administrative Reviewer directly via the email address provided in their correspondence to you (if applicable).