



# Air Permit

AIR PA 014

AIR PA #: BK0101D 050200

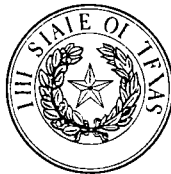
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## TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

*Protecting Texas by Reducing and Preventing Pollution*

April 1, 2002

Ms Rebecca Runyan  
Corporate Officer  
Red River Parts and Equipment Company, Inc  
P O Box 817  
New Boston, Texas 75570

Re Permit by Rule Registration Number 50200  
Auto Body Refinishing Facility  
New Boston, Gillespie County  
Account Number BK-0101-D

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APR 8 2002

TCEQ  
CENTRAL FILE ROOM

Dear Ms Runyan

This is in response to your permit by rule registration, Form PI-7, concerning the operation of the referenced facility located at I-30 West, Exit 206 North, New Boston, Gillespie County. Based upon the information you submitted, we understand that you will use coatings whose volatile organic compounds content does not exceed those prescribed in Title 30 Texas Administrative Code (30 TAC) Chapter 115.

After evaluation of the information which you have furnished, we have determined that your auto body refinishing facility satisfies the requirements of 30 TAC Section 106.436 if constructed and operated as described in your registration request. This permit by rule was authorized by the Executive Director of the Texas Natural Resource Conservation Commission (TNRCC) pursuant to 30 TAC Chapter 106.

A copy of the permit by rule in effect at the time of this registration is enclosed. You must construct, install, or modify facilities in accordance with the version of the permit by rule in effect when construction, installation, or modification actually begins (see 30 TAC § 106.4[a][5]). After completion of construction, installation, or modification, the facility shall be operated in compliance with all the applicable conditions of the claimed permit by rule and 30 TAC § 106.4.

You are reminded that regardless of whether a permit or a permit by rule is required, this facility must be in compliance with all rules and regulations of the TNRCC and of the U.S. Environmental Protection Agency at all times.

Ms Rebecca Runyan

Page 2

April 1, 2002

Re Permit by Rule Registration Number 50200

Your cooperation in this matter is appreciated. If you have any questions concerning this permit by rule registration, please call Ms Sidney Wheeler at (210) 403-4078 or write to Texas Natural Resource Conservation Commission, Office of Permitting, Remediation, and Registration, Air Permits Division (MC-162), P O Box 13087, Austin, Texas 78711-3087

Sincerely,

A handwritten signature in black ink, appearing to read "for John C. Gott". The signature is written in a cursive, flowing style.

Dana Poppa Vermillion, P E , Acting Manager  
Permit by Rule/General Operating Permits  
Air Permits Division  
Texas Natural Resource Conservation Commission

DV/SW/bw

Enclosure

cc Mr Leo Butler, Air Program Manager, Region 13 - San Antonio

Record Number 86427

## AIR PERMIT BY RULE REVIEW

Registration No 50200 Record No 86427 Account No BK-0101-D Date Rec'd 1/14/02  
Company Red River Parts and Equipment Co, Inc County Gillespie  
Contact Name Ms Rebecca Runyan, Corp Ofc Phone 903-547-2226  
Fax

### General Rules Check

- \* Project Emissions Acceptable? Yes X No
- \* PSD/Non-attainment Netting Req'd? Yes    No X
- \* Sitewide PBR Emissions Acceptable? Yes X No
- \* Limits on use of PBRs at this site? Yes    No X
- \* NSPS/NESHAPS/MACT Standards Apply? Yes    No X
- \* Compliance with all other applicable rules and regulations? Yes X No

### Overall Site / Unit Description

This facility is operating a paint booth at I-30 West, Exit 206 North, New Boston, Gillespie County

### Project Sources / Facilities, PBRs Claimed, Applicable Standards, Emissions and Control Summary:

This facility is utilizing Permit by Rule 106.436 to operate its paint booth **The applicant is subject to all paragraphs in 106.436 based on usage rates** They will be using high transfer efficiency spray equipment in an enclosed spray booth with a fan capacity of at least 10,000 cfm The overspray filter will have a particulate control efficiency of at least 90% All waste solvents and other cleaning materials will be kept in closed containers Stack height is at least 1 2 times higher than the tallest building within 200 feet of the stack There are no receptors within 250 feet of the paint booth The exhaust stream will discharge vertically without obstruction All VOC content of coatings to be used are within specified limits Usage of refinishing coatings will be within the specified limits Records of coatings purchase, MSDS, usage and hazardous waste management will be kept at the facility

Site Review required? Yes    No X

Date Approved/Disapproved:

Public Notice Required? Yes    No X

Date Completed Satisfactorily:

Emissions Savings / Reductions due to rule compliance:

NO<sub>x</sub>

CO

VOC

PM

SO<sub>2</sub>

TPY

Are all general and specific applicable rule conditions satisfied? Yes X No   

Does this registration require a 30 TAC Chapter 60 Compliance History review?

Yes   

No X

If yes, should the PBR claim be denied on the basis of the compliance history review results?

Yes   

No   

Sidney Wheeler, Reviewer Date 3/2/02

Clyde Price, Team Leader Date 03/05/02

## AIR PERMIT BY RULE REVIEW

Registration No 50200 Record No 86427 Account No BK-0101-D Date Rec'd 1/14/02  
Company Red River Parts and Equipment Co, Inc County Gillespie  
Contact Name Ms Rebecca Runyan, Corp Ofc Phone 903-547-2226  
Fax \_\_\_\_\_

### General Rules Check:

- \* Project Emissions Acceptable? Yes X No \_\_\_\_
- \* PSD/Non-attainment Netting Req'd? Yes \_\_\_\_ No X
- \* Sitewide PBR Emissions Acceptable? Yes X No \_\_\_\_
- \* Limits on use of PBRs at this site? Yes \_\_\_\_ No X
- \* NSPS/NESHAPS/MACT Standards Apply? Yes \_\_\_\_ No X
- \* Compliance with all other applicable rules and regulations? Yes X No \_\_\_\_

### Overall Site / Unit Description

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Site Review required? Yes \_\_\_\_ No X

Date Approved/Disapproved:

Public Notice Required? Yes \_\_\_\_ No X

Date Completed Satisfactorily:

Emissions Savings / Reductions due to rule compliance.

NO<sub>x</sub>

CO

VOC

PM

SO<sub>2</sub>

TPY

Are all general and specific applicable rule conditions satisfied? Yes X No \_\_\_\_

Does this registration require a 30 TAC Chapter 60 Compliance History review?

Yes \_\_\_\_

No X

If yes, should the PBR claim be denied on the basis of the compliance history review results?

Yes \_\_\_\_

No \_\_\_\_

Sidney Wheeler, Reviewer Date 3/2/02

Clyde Price, Team Leader Date 03/05/02

04/24/2002 ----- NSR PERMITS IMS- PROJECT RECORD -----

PROJECT# 86427	PERMIT# 50200	STATUS X	DISP CODE _____
RECEIVED 01/14/2002	PROJTYPE XRVW		ISSUED DATE 04/01/2002
FEE DATE	FEE AMT \$ 0	STDY1/SP 436	SUP-DISP DATE 04/01/2002

GROUP PAR

PARSTAFF1 BARTLEY, LUCY

PARSTAFF2 MARTIN, PATRICIA

GROUP SRT

TECHENGR WHEELER, SIDNEY

**ADMIN REVIEW**

A - PAR RECEIVED	01/14/2002 A - PARTRANS	01/22/2002 A - PARTRANS	01/23/2002
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ISSUED TO RED RIVER PARTS AND EQUIPMENT COMPANY INC

CUSTOMER REGISTRY ID

**PRIMARY CONTACT INFORMATION**

CONTACT TYPE RESPONSIBLE OFFICIAL

NAME MS REBECCA RUNYAN

TITLE CORPORATE OFFICER

PHONE 903-547-2226 ext

FAX -- ext

STREET PO BOX 817

CITY/STATE, ZIP NEW BOSTON, TX , 75570-

**PROJECT INFORMATION**

UNIT AUTO BODY &amp; REFINISHING SHOP

SIC 0 REGION 13 ACCOUNT BK0101D REG ENTITY ID

SITE NAME

COUNTY GILLESPIE CAPUNITS UNITTYPE

CAPACITY CITY NEW BOSTON

LOCATION I-30 WEST EXIT 206 NORTH

**PUBLIC NOTICE**

PUBLIC NOTICE REQUIRED? N PN1 ALT LANGUAGE NO PN2 ALT LANGUAGE NO

**EMISSION  
RATES****PROJECT NOTES****TECHNICAL ACTIVITY HISTORY**

PBR - REMOTE REC	01/25/2002 PBR - ASSIGNED	01/28/2002 PBR - ENGINEER REC	01/28/2002
PBR - TO TEAM LDR	03/02/2002 PBR - TO AUSTIN	03/05/2002 SUP - PROJECT ISSUED	04/01/2002

**PROJECT ATTRIBUTES****PROJECT LINK****PROJECTS/PERMITS VOIDANCE**

**REGISTRATION FORM FOR BODY REPAIR AND REFINISHING****FORM PI-7 (124)**

Send completed form to Texas Natural Resource Conservation Commission, NSR Program,  
PO Box 13087, Austin, Texas 78711-3087 Keep a copy of this form for your records

**I. COMPANY NAME**

RED RIVER PARTS & EQUIPMENT CO, INC  
(Corporation Company Firm etc)

P O Box 817  
Mailing Address New Boston, Tx 75570

Individual Authorized to Act for Applicant

Rebecca Runyan Name Title Corp Officer

Address

P O Box 817 New Boston, Tx 75570 Telephone (903) 547-2226

**II PHYSICAL LOCATION OF SHOP**

Name of Business

Red River Parts & Equip Co, Inc

Street Address

I-30 West, Exit 206 North

Nearest City

New Boston County Bowie Texas, 75570

**III. OPERATING TIME AND START OF OPERATION**

Operating Schedule

Hours/day

8

Days/week

5

Weeks/year

48

For NEW shops proposed start of operation (date)

For EXISTING shops actual start of operation (date)

1983

**IV COMPLIANCE WITH CONDITIONS OF THE STANDARD EXEMPTION**

Will the facility comply with all of the applicable requirements of Standard Exemption No 124

☒ Yes

☐ No

**V COPY TO REGIONAL OFFICE**

A copy of the registration form is being sent to the Regional Office of the TNRCC

☒ Yes

☐ No

A copy of the registration form is being sent to the local pollution control program

☐ Yes

☐ No

☒ Not required - no local program

**VI SIGNATURE**

I, \_\_\_\_\_

Name

Rebecca Runyan

Title

Corp Officer

state that I have knowledge of the facts herein set forth and that the same are true and correct to the best of my knowledge and belief I further state that to the best of my knowledge and belief the project will satisfy the conditions and limitations of the indicated exemption The facility will operate in compliance with all Regulations of the Texas Natural Resource Conservation Commission and with Federal Environmental Protection Agency Regulations governing air pollution

1/7/02

Date

Signature

Rebecca Runyan

**VII OPTIONAL**

If you have the information requested below please provide

A TNRCC Account Identification Number

B Previous Standard Exemption or Permit Number

Location

Latitude

Longitude

UTM Zone

East (meters)

North (meters)

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Air & Waste Applications

## STANDARD EXEMPTION 124 CHECKLIST

Company Name \_\_\_\_\_

Shop Location \_\_\_\_\_

1 Y ☒ N

NO

Is your facility located in one of the following counties  
Collin, Dallas, Denton, Tarrant, El Paso, Brazoria, Chambers,  
Fort Bend, Galveston, Harris, Liberty, Montgomery or Waller?

*If you answered YES, by July 31, 1994 you were required to meet  
these control requirements regardless of whether or not you  
need a standard exemption or a permit*

- a) enclosed gun washing or non-enclosed washing as described on  
page 8, questions 12c and 12d
- b) waste solvent system as described on page 8, questions 12e and 12f
- c) closed-container storage for waste solvents
- d) coating application equipment with 65% transfer efficiency or  
more (High Volume, Low Pressure guns or the equivalent)
- e) coatings that comply with VOC limits listed in question 17 of  
this checklist

*If you were operating before May 4, 1994, you have until December 31,  
1994 to meet the other requirements of Standard Exemption 124*

2 Y ☒ N

Yes

Is the most combined coating and solvent you would ever use more  
than one-half pint per hour? (section b1) Maximum combined use is  
\_\_\_\_\_ pint per hour

*If you answered YES, go to question 3*

*If you answered NO, you only need to answer questions 5, 6, 19, 20  
and 21 on this checklist. These questions are marked with a ☒ for  
your convenience. These are the only conditions you must meet. You do not  
need to send a Form PI-7 (124)*

3 Y ☒ N

Yes

Is the most combined coating and solvent you would ever use more  
than two gallons per week? (section b2) Maximum combined use is  
\_\_\_\_\_ gal per week

*If you answered YES, go to question 5*

*If you answered NO, you only need to answer questions 4, 5, 6, 11, 14,  
15, 17, 19, 20 and 21 on this checklist. These questions are marked  
with a ☒ for your convenience. These are the only conditions you  
must meet. You do not need to send a Form PI-7 (124)*

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4 Y ☒ N

Are overspray emissions vented through a filter system with a  
control efficiency of 90% or more? (section b2) Information



provided by the manufacturer or supplier of the filter material used indicates an efficiency of \_\_\_\_\_ %

- a) Will you practice good housekeeping (clean up spills right away, keep your property clean)?
- b) Will you maintain your equipment properly and according to manufacturers' instructions?
- c) Will you dispose of all waste properly (do not dump any waste on your property, into any drains, sewer systems or regular trash that goes into a landfill unless you have obtained authorization)? (section c)

Are there visible emissions from any of your autobody shop stacks, buildings or property? (section d)

If you have visible emissions, CALL 1-800-447-2827 and we can help you determine what changes may be needed before you claim an exemption or apply for a permit

Answer this question only if you are spray-coating *more* than nine square feet (one panel) (section e)

- a) Do your coating operations take place in a totally enclosed, filtered spray booth or spray area?
- b) Is the area where intake air enters the enclosed filtered spray booth or spray area less than 100 square feet? Air intake area is \_\_\_\_\_ square feet
- c) Does the spray booth or spray area have a fan flow rate capacity of 10,000 cubic feet per minute or more? (section e1) Refer to information provided by the manufacturer of the fan or booth. If shop-made equipment is used, make a sketch of your equipment with dimensions (height X length X width) and fan flow rate capacities in cubic feet per minute. Keep this sketch with your records. The fan flow rate is \_\_\_\_\_ cfm

*If you answered YES, go to question 8*

*If you answered NO, go to d*

**For spray booths, spray areas or preparation areas**  
*Make the following calculations to answer d.*

**For down draft booths and areas,**

- 1) Enter your fan flow rate \_\_\_\_\_ cubic feet/minute
- 2) Enter the length of the spray booth floor \_\_\_\_\_ feet

5 **Y** **N** ☒ ☐

**Y** **N** ☒ ☐

**Y** **N** ☒ ☐

6 **Y** **N** ☒ ☐

7 **Y** **N**

**Y** **N**

**Y** **N**

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- 3) Enter the width of the spray booth floor \_\_\_\_\_ feet  
4) Multiply 2) by 3) and enter your answer here \_\_\_\_\_  
5) Divide 1) by 4) and enter your answer here \_\_\_\_\_  
This answer is the face velocity for the down draft booths  
or areas

For side or end draft booths and areas,

- 1) Enter your fan flow rate \_\_\_\_\_ cubic feet/minute  
2) Enter the height of the spray booth from floor to  
ceiling \_\_\_\_\_ feet  
3) Enter the width of the wall opposite the fan \_\_\_\_\_ feet  
4) Multiply 2) by 3) and enter your answer here \_\_\_\_\_  
5) Divide 1) by 4) and enter your answer here \_\_\_\_\_  
This answer is the face velocity for the side or end draft booths  
and areas

Y N

d) Does the spray booth or spray area have a face velocity of at least 100 feet per minute, calculated by using the above procedure? (section e2) Refer to information provided by the manufacturer of the fan or booth. If shop-made equipment is used, make a sketch of your equipment with dimensions (height X length X width) and fan flow rate capacities in cubic feet per minute. Keep this sketch with your records.

8  
Y N

Answer this question only if you are spray-coating *less than nine square feet (one panel)* (section f)

a) Do your coating operations take place in a totally enclosed booth?

*If you answered YES, answer question 10. If you also do coating in other areas of your shop, go to b*

*If you answered NO, go to b*

Y N

b) Do your coating operations take place on or in a dedicated preparation area?

*If you answered YES, go to c*

*If you answered NO, you must make changes to your operation in order to meet the standard exemption, or apply for a permit*

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Y N

For spray booths, spray areas or preparation areas

c) Do you vent solvent vapors and particulate matter from the spraying operation through a stack to the atmosphere? (section f)

*If you answered YES, go to question f*

If you answered NO, go to d

d) Is the air from the preparation area recirculated back into the shop through a carbon adsorption system? (section f)

Y N

If you answered YES, go to e

If you answered NO to both c and d, you do not qualify for Standard Exemption 124. You must make changes to your operation in order to meet the standard exemption, or apply for a permit

e) In the carbon adsorption system, is the carbon replaced according to the manufacturer's recommendations to minimize solvent emissions? (section f2) Times per year carbon is replaced \_\_\_\_\_

Y N

If you answered YES, go to f

If you answered NO, you must make changes to your operation in order to meet the standard exemption, or apply for a permit

f) Is the preparation area ventilation system equipped with filters to control particulate emissions from paint over-spray? (section f3)

Y N

g) Is the ventilation system always operating when spraying is performed? (section f1)

Y N

**Note** There is no question 9 at this time

Do the over-spray filters or filter systems on all spray booths, spray areas and preparation areas have a control efficiency of 90% or more? (section g) Information provided by the manufacturer or supplier of the filter material indicates the control efficiency is \_\_\_\_\_ %

10 Y N

Is high-transfer efficiency spray equipment used? (section h) HVL, or High Volume, Low-Pressure guns are assumed to comply with the 65% transfer efficiency requirement. Refer to information provided by the manufacturer for each spray gun used. Type of spray gun used \_\_\_\_\_

11 Y N 

#### Cleanup operations

a) Is equipment cleanup (washing, rinsing and draining) done in a completely enclosed cleaning unit? (section i1)

If you answered YES, go to e

If you answered NO, go to b

12 Y N

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Y N

b) Is equipment cleanup (washing, rinsing and draining) done in an open cleaning unit with no lid? (section 11)

*If you answered YES, go to c*

*If you answered NO to both a and b, you must make changes to your operation in order to meet the standard exemption, or apply for a permit*

Y N

c) Does your open top cleaning unit (no lid) use a solvent with a vapor pressure less than 100 millimeters of mercury (mm Hg) (1 933 psi) at 20°C (68°F)? To determine the solvent vapor pressure, contact the supplier or the manufacturer of the solvent to get the Material Safety Data Sheet, or MSDS Refer to information provided by the manufacturer of the equipment cleaner Vapor pressure of solvent is \_\_\_\_\_ mm Hg/psi at \_\_\_\_\_ °C/°F (section 11)

Y N

d) Does your open top cleaning unit drain directly to a remote reservoir? (section 11)

Y N

e) Are all wash solvents kept in an enclosed reservoir or tank that is always covered? (section 12)

Y N

f) Are all waste solvents and other cleaning materials kept in closed containers? (section 13)

*Remember, each time your answer matches the appropriate outlined response, you should continue to the next question If your answer does not match the outlined response, you must make changes to your operation in order to qualify for the standard exemption, or apply for a permit If both answers are outlined simply give the appropriate answer for your facility and go to the next question or proceed as instructed*

13 Y N

Do you use electric heaters, or gas heaters (LP or natural gas *only*) with a rating of 5 million BTU per hour or less? This information should be found on the heater rating plate (section 1)



14 Y N

#### Stack Height Requirements

a) Is your stack height at least 1.2 times higher than the tallest building within 200 feet of your stack? (sections k1 and k2) Use the following formula to answer this question If your facility is the tallest building, use the height of your facility

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Height of tallest building within 200 feet = \_\_\_\_\_ ft x 12 = \_\_\_\_\_ ft as measured from ground level  
The stack height is \_\_\_\_\_ ft as measured from ground level

b) Measure 250 feet in any direction from the center of the stack Is the ground-level elevation within that distance LESS than the required stack height you calculated in (a)? This would be the same as measuring a circular area around the stack, with the circle having a 250 foot radius/500 foot diameter (section k3)


Y N 

Are all spray booth, spray area and preparation area stacks at least 50 feet from any residence, recreation area, church, school, child care center, or medical or dental facility? (section l) *Note Facilities using less than 2 gallons of paints and solvents per week are required to have stacks and designated preparation areas, but not required to have spray booths* Nearest building to facility is a \_\_\_\_\_ and it is \_\_\_\_\_ feet from facility

15 Y N 

You should draw a map of your property and the surrounding area to support your claim that you meet this requirement Keep this drawing with your records Include and label in the drawing highways, roads, streams, buildings, residences, businesses and public facilities like schools, hospitals and day care centers Try to draw the map to scale and show distances from your exhaust stack to the nearest building in each direction

Will the rain protection used on all exhaust stacks cause a restriction or obstruction to vertical upward airflow? (section m) For example, cone-shaped raincaps or goose neck exhausts would obstruct vertical upward air flow

16 Y N 

You should draw a sketch of the stack-head design that will be used on each exhaust stack Keep this sketch with your records

Do coatings applied in the shop meet the VOC requirements of TNRCC Regulation V, regardless of the county in which you are located? (section n) These requirements are listed below Definitions for coatings and solutions listed below are included in this packet on page 25

17 Y N 

Keep the *Material Safety Data Sheets* or other coating data sheets and mixing ratios for all paint systems and solvents you use

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Ask your paint supplier to help you with this section, or CALL US AT 1-800-447-2827

Primers or primer surfacers **50** pounds of VOC per gallon (**0.60** kg/liter) of coating, minus water and exempt solvent

Precoat **5.5** pounds of VOC per gallon (**0.66** kg/liter) of coating, minus water and exempt solvent

Pretreatment **65** pounds of VOC per gallon (**0.66** kg/liter) of coating, minus water and exempt solvent

Single-stage topcoats **5.0** pounds of VOC per gallon (**0.60** kg/liter) of coating, minus water and exempt solvent

Basecoat/clearcoat systems **50** pounds of VOC per gallon (**0.60** kg/liter) of coating, minus water and exempt solvent

Three-stage systems **52** pounds of VOC per gallon (**0.62** kg/liter) of coating, minus water and exempt solvent

Specialty coatings **70** pounds of VOC per gallon (**0.84** kg/liter) of coating, minus water and exempt solvent

Sealers **60** pounds of VOC per gallon (**0.72** kg/liter) of coating, minus water and exempt solvent

Wipe-down solutions **14** pounds of VOC per gallon (**0.17** kg/liter)

**18 Y** **N**

Will you *use* more than these amounts of any coating or solution category? (section o)

Cleanup solvents	50 gallons per month
Wipe solvents	50 gallons per month
Precoat	50 gallons per month
Pretreatment	50 gallons per month
Sealers	50 gallons per month
Primer/primer surfacer	175 gallons per month
Top coats	320 gallons per month
Specialty coatings	50 gallons per month

  **19 Y** **N**

Will the shop set up and maintain a centralized record keeping system that satisfies the following record keeping requirements of the exemption? (section p)

**You must keep these records for the last 24 months**

1) MSDS or other coating data sheets about paint and solvent systems used ~~during the previous~~ <sup>RECEIVED</sup> 24-month period or currently in use at the shop

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2) Monthly coating and solvent *purchases* It will be helpful to you to record purchases by category of coating or solvent found in question 18 of the checklist Use invoices, computer printouts from your suppliers and Material Safety Data Sheets to gather the following information on each purchase

- Date of purchase
- Description of product
- Quantity (indicate if in gallons, quarts or liters)
- Does the coating comply with TNRCC Regulation V (refer to question 17 of this checklist)?

3) If *purchase* amounts are above the monthly *use* limits for any category in question 18 of this checklist, keep records of monthly paint and solvent use A sample form is included on page 17 for your use

**In addition**

■ If you use more than 3,500 gallons of chemicals per year, you may need to keep sufficiently detailed records to allow an annual emission inventory to be submitted CALL US AT 1-800-447-2827 if you need more information

■ If you have one or more Waste Registration or Identification numbers, you need to keep waste generator records CALL US AT 1-800-447-2827 if you need to know about your waste generator status

Will the shop create a nuisance? A nuisance is any emission, including an odor or paint overspray, that adversely affects human health or welfare, animal life, vegetation or property (section q)

20 Y N ☒ ☐

If you have received any notice of violation for creating a nuisance, has it been resolved? (section q)

21 Y N ☒ ☐

*If you have not received a notice of violation, you do not need to answer this question*

*If you answered YES, continue reading*

*If you answered NO, CALL 1-800-447-2827 and we can help you determine what changes may be needed before you claim an exemption or apply for a permit*

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## NSR Permit/Registration Application Processing Checklist

### Phase 1

- ☒ Application/Permitting Request date stamped on Team received date
- ☒ Verified appropriate and current application PI form or letter
- ☒ Application Entered into IMS on Received Date, no later than Noon and PSDB the same day (see NSR guidance information for mandatory entry fields for IMS and PSDB)
  - ☒ researched site specific account number to complete entry
  - ☒ researched applications to ensure not duplicate entry (call tech staff or applicant if necessary to confirm)
  - ☒ logged new permit number in paradox permit number log (as needed) (requests for changes to issued or denied PBR's, use the same registration number)
  - ☐ PSDB entry not applicable for SB1126(SB26), Alterations (CRVN or PRVN), X Letters (XLTR), ESOC, etc
- ☐ Prepared and faxed Account Request Form (if applicable)
  - ☐ placed copy of fax confirmation and ARF in application file
  - ☐ updated IMS tracking element code to indicate date ARF sent
  - ☐ made sure the Account Number request indicates the appropriate contact for returning the number
  - ☐ updated the Account Number in IMS and PSDB
  - ☒ ARF not applicable
- ☒ Prepared file folder (Applies to all application types to ensure the complete package with Mikey stays together in transit )
- ☒ Used appropriate labels for specified for PBR, Permitting and Confidential folders
- ☒ Printed File label contains the
 

Name
County
Account Number
Registration/Permit No
- ☐ Prepared Confidential file folder
  - ☐ stamped folder with confidential stamp and cross-reference confidential materials in open file
  - ☐ prepared file label to indicate confidential documents
  - ☒ confidential file not applicable
- ☒ Point Source data base (PSDB) Permit Summary has been placed in file
  - ☐ PSDB not applicable
- ☒ Mikey has been placed in file
- ☐ Problems for Phase 2 to address as noted above Notes \_\_\_\_\_
- ☐ Multiple Project Records (Mikies) Included (Make sure each project record is updated throughout the process )  
(Account Nos starting with "9" for portable facilities usually have the multiple projects)

Phase 2 not required for

- ☐ Misc Mikey Requests (no folder required)
- ☐ Non-Registered PBR (XLtr),
- ☐ Extension of Construction, and
- ☐ Start of Operation
- ☐ Other \_\_\_\_\_

Place project in chronologic date by project type to begin phase 2, or,  
If phase 2 is not required place with outgoing projects



## Phase 2

- ☐ Prepared and faxed Site Review/Request for Comment (see processing chart)
  - ☐ placed copy of fax confirmation and SR/RFC in application file
  - ☐ made sure the SR/RFC request indicated the appropriate contact for returning the review
  - ☐ sent SR/RFC to appropriate local program if applicable
  - ☐ Entered IMS SR/RFC and local program tracking elements and date sent in IMS
  - ☒ SR/RFC not applicable
- ☒ Applicant indicated copies of application were sent to appropriate regional office and other entities as required on application
  - ☐ If no, called applicant to request copies be sent as required and document phone call on attached phone memo
- ☐ Verified original signature on application Applies only to PI-1 forms  
(Faxed PBRs are acceptable )
- ☐ Verified fee Payment and updated amount and date in IMS (see processing chart for applicability)
  - ☐ placed fee receipt in application folder
  - ☒ fee not applicable
- ☒ Verified Applicants' Legal Name as needed (using guidance document & check name on log in our team directory file named Secretary of State)
  - ☒ Spelling of applicants' legal name is correct on application
    - ☐ For Individuals, complete name of individual has been provided
    - ☒ For Companies, complete legal name as registered with SOS have been provided
    - ☒ Charter number as provided by SOS \_\_\_\_\_
    - ☒ Status confirmed as Active with SOS
    - ☐ If charter number not provided and name does not match with SOS filing
      - ☐ Called applicant to confirm correct information
      - ☐ Documented information provided by SOS on phone memo in file
  - ☐ Governmental Agency (City, County, Federal etc ) (no verification required but use consistent entry of full name in IMS and PSDB)
  - ☐ Documented confirmation from applicant of correct legal name or other information on phone memo in file

### Deficiencies with applications

- ☐ Noted phone call(s) on attached memo documenting requested information and response (put date by each call)
- ☐ Entered date of phone call in IMS using the admin deficient tracking element, then the A-telcom for additional calls
- ☐ Entered tracking element and date when applicant responds to request for information

- ☒ Public Notice not Applicable (see processing chart for applicability)

### For Amendment Applications where Public Notice is not applicable

- ☐ Prepared State Rep and Senate Letter (HB2518 requirement)

[UCC](#) [Business Organizations](#) [Trademarks](#) [Account](#) [Help/FAQs/Fees](#) [Briefcase](#) [Logout](#)**BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY**

<b>Filing Number</b>	66296100	<b>Entity Type</b>	Domestic Business Corporation
<b>Original Date of Filing</b>	July 8, 1983	<b>Entity Status</b>	In existence
<b>Formation Date</b>	N/A		
<b>Tax ID</b>	15815263866	<b>FEIN</b>	
<b>Duration</b>	Perpetual		
<b>Name</b>	RED RIVER PARTS AND EQUIPMENT COMPANY, INC		
<b>Address</b>	PO BOX 817 NEW BOSTON, TX 75570 USA		

<u>REGISTERED</u> <u>AGENT</u>	<u>FILING HISTORY</u>	<u>NAMES</u>	<u>MANAGEMENT</u>	<u>ASSUMED NAMES</u>	<u>ASSOCIATED</u> <u>ENTITIES</u>
<b>Name</b>	<b>Address</b>		<b>Inactive Date</b>		
CT CORPORATION SYSTEM	350 N ST PAUL STREET DALLAS, TX 75201 USA				

[Order](#)[Return to Search](#)**Instructions**

- To place an order for additional information about a filing press the 'Order' button

**Confirmed IMS updates and tracking elements with dates as indicated (as applicable)**

- ☐ Enter tracking element in IMS for Site Review using A-Site Review and date sent
- ☐ Enter tracking element in IMS for Request for Comment using A-RFC and date sent
- ☐ Enter Local Program Site Review/RFC using appropriate local program tracking element in IMS and date sent
- ☐ Enter Account Number (ARF) tracking element in IMS
- ☐ Entered Account number assigned by Region & Portable assigned by Team
- ☐ Admin Def date/phone calls for information or clarification - tracking element A-Admin Def Ltr Sent
- ☐ Additional phone calls date using A-TELCOM
- ☐ Enter date of response received from applicant using tracking element A-Admin Def Ltr Reply
- ☒ Verified Applicant and Contact information for accuracy
- ☒ Verified entry of applicant's legal name, to be correct spelling, in IMS & PSDB
- ☒ PAR transfer date

The following tracking elements in IMS are only required when Public notice is required

- ☐ Enter A-Comp History RFC for Compliance History request and enter date sent
- ☐ Enter A-ADMIN Comp w/Notice and admin complete date
- ☐ Enter A-Admincomp tracking element and Admin Complete date
- ☐ Entered A-PN Draft when draft public notice was faxed
- ☐ Entered A-PN Draft Approved when you receive approval of the draft from applicant

Call To _____
Call From _____
File No. _____
Applicant Name: _____
Phone number : _____