Instructions for Cancellation of Aggregate Production Operations Registration

Registration number: 1
Effective Date: 1
Submission Reason: 2
Part A: Site Information 2
Part B: Applicant Contact Information 3
Part C: Responsible Party Information 4
Part D: Responsible Party Certification 5
Submission Information 6

To modify an Aggregate Production Operation (APO) registration, an applicant must comply with applicable state and local regulations. You can find the state regulations in 30 Texas Administrative Code (TAC) Chapter 342[1]. If you have your APO registration number, you can view the information associated with your registration on the APO search page[2].

Note that your APO site may require additional permits or registrations separate from this registration. This APO registration does not fulfill additional requirements for other authorizations. You are responsible for working to obtain any additional required authorizations. More information about regulated activities at APO sites[3].

Use this form to cancel an aggregate production operations registration. TCEQ will not process incomplete forms. We will return any incomplete forms to the sender for correction.

Items in bold must be filled out for all notifications. Print clearly or type.

Registration number:

- Enter the last seven digits of the 9-character APO registration number assigned to your site. Since all APO registration numbers begin with the letters "AP," the form has the letters "AP" preprinted. If you are unsure of the APO registration number, check the TCEQ Central Registry search[4], or you can find it on your registration certificate.
- The APO registration number is site specific. If the APO operations move to a new site location, the responsible party must submit a new registration form to obtain a new registration number for the site. Do not use numbers assigned to another site address.
- When filling out this form using a computer, the APO Registration Number will automatically populate on the other pages of the form.

Effective Date:

Indicate the date that cancellation went into effect. The date cannot be a future date.

---

[1] texas-sos.appianportalsgov.com/rules-and-meetings?chapter=342&interface=VIEW_TAC&part=1&title=30

[2] www2.tceq.texas.gov/apo_dpa/

[3] tceq.texas.gov/assistance/industry/aggregate-production

[4] https://www15.tceq.texas.gov/crpub/index.cfm

Submission Reason:

Check the appropriate box to indicate one of the following reasons for cancellation:

- The aggregate production activity requiring a registration has ceased.
- The planned aggregate production activity will not occur.

Part A: Site Information

This information refers to the physical location where the aggregate operations occur (where the extraction activities take place.)

1. Regulated Entity Number (RN)

For renewals and modifications, indicate the11-character Regulated Entity Number (RN) number for the site. “RN” is followed by nine digits.

For new notifications, leave the Regulated Entity Number blank unless the site has an existing RN. TCEQ will assign the site an RN as needed.

The RN is site-specific. If the company moves to a new site location, the company should submit a new notification form to obtain a new RN and APO registration for the new site. Do not use numbers assigned to another site address.

2. Site Name

Enter the name the site will be known as/by, such as a DBA. Be sure to use a fully descriptive name. (For example, ABC Company Pit 4, not Pit 4.) If a site does not have an existing RN, TCEQ will use the site name as the regulated entity name.

When this form is filled out via computer, the site name will automatically populate to the other pages of the form.

In accordance with the TCEQ Central Registry Naming Standards, a site name should not contain INC, CO, LP, etc. in the name unless it is an integral part of the site name. This standard also applies to all the following organizational endings:

- Associated
- Associates
- Association
- ASSOC
- Company
- Corporation
- CO
- CORP
- Incorporated
- INC
- LC
- LLC
- Limited Liability Company
- Limited Company
- LTD
- Limited Partnership
- Limited
- LP
- PA
- Professional Limited Liability Company
- Professional
- PLLC
- PC

Notification paperwork received with any of the above organizational endings in the facility name field may be returned for correction unless a justification is provided. To eliminate any delay in processing your notification, ensure you follow these standards. For any questions regarding standards for organizational endings, contact the TCEQ Central Registry at 512-239-5175.

Part B: Applicant Contact Information

3. First Name

Enter the first name of the individual serving as the applicant contact for the site.

4. Last Name

Enter the last name of the individual serving as the applicant contact for the site.

5. Title

Enter the title of the individual serving as the applicant contact for the site.

6. Company Name

Enter the name of the company where the individual serving as the applicant contact works.

7. Mailing Address

Enter the mailing address for the applicant. Ensure that the mailing address is deliverable per USPS at https://tools.usps.com/go/ZipLookupAction_input.

8. City

Enter the city that correlates to the mailing address provided in #13.

9. State

Enter the state that correlates to the mailing address provided in #13.

10. Zip+4

Enter the zip+4 code that correlates to the mailing address provided in #13. Ensure that the zip+4 is correct per USPS at https://tools.usps.com/go/ZipLookupAction_input.

11. Telephone

Enter the telephone number to contact the individual serving as the applicant contact.

12. Fax

Enter the fax number to contact the individual serving as the applicant contact.

13. Email

Enter the email address to contact the individual serving as the applicant contact.

Part C: Responsible Party Information

The customer (responsible party) is the individual or organization responsible for the site. The information included in this part should refer to the legal entity that is the responsible party of the aggregate production operation activities registered on this form.

14. Customer Number

Enter the 9-digit Customer Number (CN) here if TCEQ has already assigned one to the organization/individual. If the organization/individual does not have a customer number, leave this item blank. If the responsible party does not have an existing CN, TCEQ will assign a new CN. A Customer/CN may have multiple sites tied to a single CN.

15. Responsible Party Name

This name should be the complete legal name as filed with the Secretary of State's office or Comptroller of Public Accounts unless the responsible party is an individual or sole proprietor. Verify the correct legal name for the organization by searching the Secretary of State and/or Texas Comptroller Websites or by calling their help lines.

Secretary of State 512-463-5555 http://direct.sos.state.tx.us/acct/acct-login.asp

Texas Comptroller 1-800-252-1386 https://ourcpa.cpa.state.tx.us/coa/Index.html

The responsible party listed may be an individual, trust, firm, joint stock company, federal agency, corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a state, or any interstate body responsible for the overall operation and ownership of a site. Note: This is the legal entity which controls the site rather than the plant or site manager. This is usually a company or business name but may be an individual.

Responsible Party Contact Information

If this contact is the same as the applicant contact in Part B, check the box and go to Part D.

Provide the contact information for the individual who represents your site for aggregate extraction issues, often an environmental supervisor or plant manager. This individual will receive regulatory mail for this registration.

16. First Name

Enter the first name of the individual serving as the responsible party contact for the site.

17. Last Name

Enter the last name of the individual serving as the responsible party contact for the site.

18. Title

Enter the title of the individual serving as the responsible party contact for the site.

19. Company Name

Enter the name of the company where the individual serving as the responsible party contact works. Usually this is the same as #21.

20. Mailing Address

Enter the mailing address for general correspondence regarding the registration. (For example: renewal reminders, or regulatory information updates.) Ensure that the mailing address is deliverable per USPS at https://tools.usps.com/go/ZipLookupAction_input.

21. City

Enter the city that correlates to the street address provided in #31.

22. State

Enter the state that correlates to the street address provided in #31.

23. Zip+4

Enter the zip+4 code that correlates to the street address provided in #31. Ensure that the zip+4 is correct per USPS at https://tools.usps.com/go/ZipLookupAction_input.

24. Telephone

Enter the telephone number to contact the individual serving as the responsible party contact.

25. Fax

Enter the fax number to contact the individual serving as the responsible party contact.

26. Email

Enter the email address to contact the individual serving as the responsible party contact.

Part D: Responsible Party Certification

Include a signed Part F with all submissions. Your signature certifies the following:

- That the information provided in this form is complete and accurate to the best of your knowledge and that you are aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- That you understand that the registration listed on this form will be updated with the information provided on the form.
- That you have signature authority to submit this form on behalf of the entity listed as the Responsible Party in #15 and can provide documentation in proof of such authorization upon request.

Provide information for the person signing form.

Name

Enter the name of the individual who signed the forms.

Signature

We do not accept documents that have digital or stamped signatures. Cancellation forms may be duplicates of original forms.

Submission Information

We prefer that you **email the completed form to aporeg@tceq.texas.gov**. If you cannot email the form, you can send the form via postal mail or overnight service.

Mail completed form to:
Texas Commission on Environmental Quality
Registration and Reporting Section MC-134
PO Box 13087
Austin, TX 78711-3087

Use the following address for any submissions sent via overnight services:
Texas Commission on Environmental Quality
Registration and Reporting Section MC-134
12100 Park 35 Circle Bldg. D
Austin, TX 78753

For any questions about filling out this form not covered above, or for information about the Aggregate Production Operation Program, contact us at (512) 239-2628 or aporeg@tceq.texas.gov.

Individuals are entitled to request and review their personal information the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the TCEQ Public Information Section at (512) 239-3282.