

**AIR QUALITY DIVISION
ADMINISTRATIVE CHANGE NOTIFICATION
Request for Transfer and Administrative Amendment of Permit**

Oklahoma Dept. Of Environmental Quality
Air Quality Division
707 N Robinson, Suite 4100, P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

FACILITY INFORMATION						
Facility Name (Current)						
Operating Permit No.						
Legal Description	Section		Township		Range	
Latitude (to 3 Decimals)			Longitude (to 3 Decimals)			
UTM coordinates	Horizontal		Vertical		Zone	
Physical Address or Driving Directions						
City or Nearest Town			County		Zip	

INFORMATION UPDATE		
INFORMATION ITEM	PREVIOUS/CURRENT (Transferor)	NEW (Transferee)
Facility Name	[Listed Above]	
Company Name (Owner/Operator)		
Headquarters Mailing Address		
City		
State		
Zip		
Responsible Official (Name)		
Title		
Phone		
Fax		
Email Address		
Technical Contact (Name)		
Title		
Phone		
Fax		
Email Address		
Effective Date of Transfer/Change(s):		
Note: For a change of ownership or operational control, this date is the effective date for transfer of permit responsibility, coverage, and liability between the current and new permittee.		

TRANSFER CERTIFICATION			
This notification has been submitted as required by OAC 252:100-7-2 or OAC 252:100-8-7.2. Based on information and belief formed after reasonable inquiry, I certify that the statements and information contained in this notification are true, accurate, and complete, and that this source is operating in compliance with its current permit and all applicable control rules.			
CURRENT PERMITTEE			
Responsible Official (signature)			Date
NEW PERMITTEE			
Responsible Official (signature)			Date

Instructions for DEQ Form # 100-883

Administrative Changes

DEQ Form # 100-883 should be completed to notify AQD of an administrative change, such as a change in responsible official (and associated information), or facility or company name. Complete the Facility Information section using the facility name as listed prior to any change. [Note: DEQ Form #100-886 (Minor Source Relocation Application) must be used to request a relocation permit.] If the administrative change (e.g. company name) affects multiple facilities, enter "Multiple Facilities – See Attached List" on the first line, and include an attachment which lists the affected facilities and associated information.

Provide information for all items under the "PREVIOUS/CURRENT (Transferor)" column in the Information Update section. Under the "NEW (Transferee)" column, provide information for all items that have change, and "N/C" or "No Change" for those that have not changed. Provide the date on which change is or was effective. The form must be signed by the listed responsible official. The definition of "Responsible Official" from OAC 252:100-3 is quoted below.

AQD will send a letter acknowledging receipt of the notification. For Part 70 (major) sources, this letter, as an attachment to the listed permit, will serve as an administrative amendment to the permit, in accordance with OAC: 252:100-8-7.2(a). For minor facilities, these administrative changes do not require a new permit. No fee is associated with this request.

Change of Owner/Operator

DEQ Form # 100-883 should also be used to notify AQD of a change of owner/operator of a facility and request transfer of responsibility for an Air Quality Permit, in accordance with OAC 252:100-7-2 for minor facilities, and OAC 252:100-8-7.2 for Part 70 (major) sources. This notification will also serve as a request for an administrative amendment under OAC 252:100-8-7.2.

Complete the information blocks as instructed above for administrative changes. If the change of owner/operator affects multiple facilities, enter "Multiple Facilities – See Attached List" on the first line, and include an attachment which lists the affected facilities and associated information. List the effective date for the transfer (see note on the form). For the purposes of OAC 252:100-8-7.2(a)(1)(D), the form may serve as a written agreement between the current and new permittee. It must be signed by the responsible official listed for both of the parties. The definition of "Responsible Official," from OAC 252:100-3 is quoted below. This notification must be submitted by the transferor within 30 days of the change of ownership.

AQD will send a letter acknowledging the change of owner/operator. For Part 70 (major) sources, this letter, as an attachment to the listed permit, will serve as an administrative amendment to the permit, in accordance with OAC: 252:100-8-7.2(a). For minor facilities, a change of facility owner/operator does not require a new permit. No fee is associated with this request.

Definition of "Responsible Official" Under OAC 252:100-3:

“‘Responsible Official’ means one of the following:

- (A) For a corporation: 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 a duly authorized representative of such person if the representative is responsible for the overall production, or operating facilities applying for or subject to a permit and either:
 - (i) The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - (ii) The delegation of authority to such representatives is approved in advance by the DEQ;
- (B) For the partnership or sole proprietorship: a general partner or the proprietor, respectively;
- (C) For a municipality, state, federal, or other public agency: Either a principal executive officer or ranking elected official. For purposes of this Chapter, a principal executive officer or installation commander of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
- (D) For affected sources:
 - (i) The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and
 - (ii) The designated representative for any other purposes under this Chapter.”

[“Chapter” refers to OAC 252:100]