

LDEQ Facility Name Change and Ownership Change Procedures

- The table below lists every permitting area in the LDEQ that requires action when a permittee changes the name or ownership of a facility. Follow the procedures outlined below in each media for which your facility is permitted.
- The table contains links to the forms and regulations pertaining to the name/ownership change procedure. Each media is also linked to a web page which contains a telephone number that permittees may call for further information.
- If you are a small business, and would like assistance with these procedures, be sure to contact the [Small Business Assistance Program](#) at the LDEQ.
- A task force composed of LDEQ and industry personnel is currently working on consolidating these processes to better reflect the “one stop shop” principle of permitting.

NOTE: All DEQ name and ownership change documents must use the company name as it is specified with the **Louisiana Secretary of State**. To ensure that the proper name is on your form, check the Secretary of State’s [Corporations Database](#).

MEDIA	Time Constraints	Fees	Form Required	Letter Required?	Procedure	Regulatory Citation
ACCIDENT PREVENTION	Within 60 days after change	NONE	Chemical Accident Prevention Registration	YES	<ul style="list-style-type: none"> • Submit Letter and form • DEQ will not send an acknowledgement unless requested 	<ul style="list-style-type: none"> • LAC 33:III.5911.c
AIR PERMITS	Within 90 days after change	\$150 per site	<ul style="list-style-type: none"> • Change of Ownership form for name change • Change of Ownership form and 1701 Addendum to Permit Application for change of ownership 	Optional	<ul style="list-style-type: none"> • Submit form(s) and check • DEQ will return a copy of the processed Change of Ownership Form 	<ul style="list-style-type: none"> • LAC 33:III.517.G • LAC 33:I.1701
ASBESTOS	NA	NA	NA	NA	NA	NA

HAZARDOUS WASTE FACILITIES – NAME CHANGE	Within 7 days after change	NONE	Notification of Hazardous Waste Activity	NO	<ul style="list-style-type: none"> Submit form DEQ will return a copy of the processed form 	LAC 33:V.1105 A & B
HAZARDOUS WASTE PERMITTED FACILITIES -- OWNER/OPERATOR CHANGE	At least 90 days prior to change	NONE	<ul style="list-style-type: none"> Notification of Hazardous Waste Activity EPA RCRA Hazardous Waste Part A Permit Application (Form 8700-23) 1701 Addendum to Permit Application 	YES	<ul style="list-style-type: none"> Submit letter and forms DEQ will send an acknowledgement 	<ul style="list-style-type: none"> LAC 33:V.321 A & B LAC 33:V.Chapter 51, Fees
INDUSTRIAL SOLID WASTE GENERATORS	NONE	NONE	Solid Waste Notification form	NO	Submit form	
LAB ACCREDITATION	Within 30 days after change	<ul style="list-style-type: none"> None for name change or minor owner change Fee for ownership change if change is major Department determines scope of change and fee (major or minor) 	<ul style="list-style-type: none"> None for name change or minor owner change Major change - Application for Environmental Laboratory Accreditation 	YES	<ul style="list-style-type: none"> Letter for name change or minor owner change Letter and form for major changes 	LAC 33:I.5707
LEAD	NA	NA	NA	NA	NA	NA

LPDES PERMITS	<ul style="list-style-type: none"> At least 30 days prior to change, if requested as an automatic transfer No timeline for minor modifications 	<ul style="list-style-type: none"> None, if request is approved for automatic transfer 20% of annual permit fee when done as minor modification 	<ul style="list-style-type: none"> None for name change 1701 Addendum to Permit Application needed for ownership change 	YES	Submit letter according to guidance in LAC33:IX.2385.A.4	LAC 33:IX.2381-2385
NORM GENERAL LICENSES	Notify before change occurs	NONE	<ul style="list-style-type: none"> 1701 Addendum to Permit Application for facility name change Notification of a NORM Site (RPD-36) for ownership change 	YES	<ul style="list-style-type: none"> Send letter and forms DEQ will send acknowledgement for change of ownership DEQ will not send acknowledgement for simple name change unless requested 	<ul style="list-style-type: none"> LAC 33:XV.1408
RADIOACTIVE MATERIAL LICENSES AND NORM SPECIFIC LICENSES	Notify before change occurs	NONE	1701 Addendum to Permit Application	YES	<ul style="list-style-type: none"> Request an Amendment to License DEQ will issue an amended license 	<ul style="list-style-type: none"> LAC 33:XV.321.B LAC 33:XV.334
REMEDATION	NA	NA	NA	NA	NA	NA
SOLID WASTE	Notify before change occurs	<ul style="list-style-type: none"> No fee for name change Ownership change: <ul style="list-style-type: none"> Type I, IA, II, IIA-\$1320 Type III, Beneficial Use-\$330 Waste tire processors-\$100 	<ul style="list-style-type: none"> No form for name change 1701 Addendum to Permit Application and Solid Waste Notification for ownership change 	YES	<ul style="list-style-type: none"> Submit letter and forms DEQ will send an acknowledgement 	<ul style="list-style-type: none"> LAC 33:VII.517.A LAC 33:I.1701
SOLID WASTE TRANSPORTERS	NONE	NONE	NONE	YES	Submit letter -- include the Solid Waste Generator ID number	NONE

<u>UST</u>	<p>Within 30 days of change</p>	<p>NONE</p>	<ul style="list-style-type: none"> • <u>Underground Storage Tank Registration (USTREG-01)</u> • <u>UST Registration of Technical Requirements (USTREG-02)</u> 	<p>YES</p>	<ul style="list-style-type: none"> • Submit form for change in ownership • Name change can be letter only • DEQ will send a new certificate 	<ul style="list-style-type: none"> • <u>LAC 33:XI.301.A</u> • <u>LAC 33:XI.303.5.0</u>
<u>WASTE TIRE DEALERS AND TRANSPORTERS</u>	<p>Within 10 days after name change</p>	<p>NONE</p>	<p>NA</p>	<p>YES</p>	<ul style="list-style-type: none"> • Submit Letter • DEQ will send acknowledgement of change of address • No confirmation letter will be sent for name change unless requested 	<ul style="list-style-type: none"> • <u>LAC 33:VII.10519</u> for generators • <u>LAC 33:VII.10523</u> for transporters
<u>WATER QUALITY CERTIFICATIONS</u>	<p>NONE</p>	<p>NONE</p>	<p>NONE</p>	<p>YES</p>	<ul style="list-style-type: none"> • Submit letter • DEQ will issue an acknowledgement 	<p><u>LAC 33:IX.1507.G</u></p>
<u>X-RAY REGISTRATIONS</u>	<p>Notify before change occurs</p>	<ul style="list-style-type: none"> • None for name change • Fee for ownership change based on machine 	<ul style="list-style-type: none"> • <u>1701 Addendum to Permit Application</u> for facility name change • <u>Application for Registration of a Radiation Source (DR-6)</u> for ownership change 	<p>YES</p>	<ul style="list-style-type: none"> • Submit Letter and forms • DEQ will send the facility an acknowledgement • DEQ will reissue certificate to owner 	<ul style="list-style-type: none"> • <u>LAC 33:XV.209</u> for name changes • <u>LAC 33:XV.204</u> for ownership changes