RG-641:
Guide to Submitting Stack Test Notifications and Reports in STEERS

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TCEQ RG-641
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Contents

This guide is for customers who need to submit stack test notifications and reports. A State of Texas Environmental Electronic Reporting System (STEERS) account is required in order to access the e-reporting system in STEERS. This e-reporting system is referred to as the Stack Test Online Reporting System (STORS) throughout this document. This document outlines the online submittal process using STEERS STORS.

Why should I use STEERS STORS?

Using STEERS STORS for submitting stack test notifications and reports allows you to submit stack test notifications and reports electronically and gives you immediate confirmation when your submittal is received. TCEQ requires stack test notifications and reports to be submitted electronically per Title 30, Texas Administrative Code Subsection 19.10(a) [30 TAC 19.10(a)]. When you report via STORS in STEERS, you are no longer required to submit a hard copy or emailed copy to the regional office. If your permit requires you also send your report to the Air Permits Division, you are no longer required to do so, even during system outages or extenuating circumstances.

Tips for Using STEERS STORS

When using STORS, be sure to:

- Turn off any pop-up blocking features in your web browser.

- Click the question mark icon to open the help dialog box. The dialog box contains specific instructions for each field, examples, and helpful tips.

- Click the paper icon in the "Activities" screen to preview the permit application questions and a summary of the answers provided.

- Complete all required information. Fields marked with a red asterisk (*) are **required**.

Using browser navigation while in STEERS STORS will terminate your session. To prevent accidental termination of your session, which will require you to log back into STEERS, do not:

- Use your browser's forward or back buttons.

- Refresh the page to restart the page timer.

o As an option, you can click the **"Next/Save"** button on some screens to reset the timer and to continue entering data. There may be error messages that pop-up on the screen, but the timer will reset so you can continue without losing all your data.

STORS Features and Limitations:

Application: STEERS is a TCEQ platform used for submitting reports electronically but is also used for e-Permitting. The term "application" is not commonly associated with stack testing activities but is frequently observed throughout different windows in STORS and in this document. The use of "application" in STORS is a relic of the other uses for STEERS. In the context of STORS, "application" generally refers to the discrete entries of a notification or stack test report.

Attachments: You can upload attachments into both electronically reported notifications and stack test reports. The size of each document is limited to 50 megabytes (MB) per document. Each upload section is limited to 5 documents per source. Document compression for a Portable Document Format (PDF) may assist with exceptionally large documents. You may only upload, not "drag and drop" documents onto the upload feature.

Ensure your document is legible. Repeated failure to submit legible documents through STORS may result in a violation for the failure to provide records.

If you are scanning hard copy documents into a scanner prior to upload into STORS, please ensure your document has been optimized and/or is optical character recognition (OCR) readable for accessibility and/or your scanner is set to at least 300 dots per inch (DPI). 600 DPI may be needed for highly detailed documents. A hard-copy signature is not required for STORS, so scanning, which may reduce image quality, may not be necessary.

Confidentiality: You may designate your attachments as confidential upon upload. Attachments that have not been designated as confidential are made available for searching by the public through our Central File Room Online. The STEERS generated Copy of Records are not made immediately available to the public through our Central File Room Online. While a Copy of Record is not confidential, a public information

request is required before they will be made available to a requester to allow the TCEQ to review the document for potential confidential information.

Copy-Forward Functionality: You can select a previously reported stack test notification and/or stack test report, which will allow you to copy-forward most of the information to limit necessary data entry.

Cover Letter: A cover letter is not necessary when reporting stack tests and notifications. All information needed is incorporated into STORS.

EPR: The link to access STORS is labelled "Stack Test Online Reporting System (EPR_STORS)." The EPR is "e-Permits/Registrations" and is a relic of the other uses for STEERS.

Error Messages: If data is entered that cannot comply with our data standards, you will receive an error message, typically in red text and highlighted in pink. These typically result upon saving or clicking "Next" on a page. Please look for and address any errors on a page.

Excel Shell Download and Upload Feature: You have the option to download a shell Excel document, complete and reload completed data into STORS. This may be a quicker and easier way for you to complete the data in STORS, particularly if you are reporting multiple sources. Please note some of this data has preestablished fields which must be entered in exactly as indicated in the table headers. Click right in the heading fields to see the instructions for each column.

Errors encountered when uploading data will not result in an error message, but a blank for that field. You may choose to correct those blanks within the data fields within STORS or revise the Excel document and upload again. Repeated uploads will override existing data.

Fees: There are no fees associated with reporting stack tests and notifications. Any reference to payment made within the application or within this document may be disregarded.

Recordkeeping: After stack test notifications and reports have been submitted through STORS, you are still required to maintain sufficient records to demonstrate compliance with related reporting requirements and the specific conditions of your authorization.

Signature: A hard-copy or scanned signature is not required for the attachments. Signature authority is incorporated electronically as part of the STORS module.

Source-Specific Reporting: Reporting in STORS is done at the source level as opposed to the activity level. While not required, we recommend attachments are submitted specific for each source.

Stack Test Notifications: Most stack test reporting requirements include the requirement to notify the TCEQ of an upcoming stack test between 15 and 60 days prior to the activity. You may also request a pretest meeting or submit waiver requests through STORS.

Stack Test Reports: You can submit Continuous Emission Monitoring System (CEMS) and Predictive Emission Monitoring System (PEMS) certification, performance evaluation, Relative Accuracy Test Audits (RATAs), and performance specifications through STORS. You may also submit these records without a prior notification and submit waiver requests through STORS.

Text Fields/Special Characters: STEERS STORS cannot accept special characters. Please write out any special character as text. Example: Write out the word "percent" for operations or load specific waivers.

Before You Can Use STEERS for Stack Test Notifications and Reports

Our guidance, [RG-531a: A Guide to Creating an Account in STEERS E-Permitting](#)[1] provides detailed instructions on what you need to do before you can submit a notification or stack test report in STEERS. In summary you must:

1. Create Your STEERS Account

2. Add the STORS Program to your STEERS Account

The program for submitting notifications and reports through STEERS is called the "Stack Test Online Reporting System (EPR_STORS)" program. If you have not previously

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[1] www.tceq.texas.gov/downloads/assistance/publications/rg-531a.pdf

added this program, you must add that program before you can submit through STORS.

In RG-531a, go to the heading "II. How do I add programs to my STEERS account?" for detailed directions on how to add this program to your account.

3. Sign Your Modified SPA (if applicable)

If you modify the access type for your account, you will need to sign a new STEERS Participation Agreement (SPA). You will not have access to STORS until we receive a signed SPA.

In RG-531a, go to the heading "IV. How do I complete my STEERS Participation Agreement (SPA)?" for instructions on submitting your signed SPA.

How do I Submit a Notification or Report?

To complete your online notification or report process, follow the steps under each of these headings in this document:

I. How do I access STORS in STEERS?

You are ready to submit stack test notifications and reports after you have successfully created an account, added the STORS program to your STEERS account, and signed a SPA. Complete the following steps to access the STORS program and get to the different submission activities.

Step 1. Go to STEERS

Open the STEERS welcome page at: [TCEQ STEERS Login](#)[2].

Step 2. Log In to Your Account

Enter your STEERS account number and password on the STEERS welcome page, and then click the "**Login**" button. Clicking the "**Login**" button navigates you to the STEERS Verify Account screen.

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[2] www3.tceq.texas.gov/steers/

Step 3. Answer Security Question

Enter the answer you previously provided in STEERS for the security question displayed on the screen. The response is not case sensitive. Then click the "**Go**" button. Please note that three incorrect answers will lock your STEERS account. Contact the STEERS Help Line at 512-239-6925 if you accidentally lock your account.

Clicking the "**Go**" button will navigate you to the "STEERS Login Confirmation" screen.

Step 4. Verify Previous Logins

Each time you login to your account, STEERS displays previous logins to that account. Review and verify you made the listed logins by clicking the "**Yes**" button at the bottom of the screen.

If you identify a login that you did not make, contact the STEERS Help Line immediately at 512-239-6925 for assistance.

Step 5. Select the "Stack Test Online Reporting System (EPR_STORS)" Program

After you complete Step 4, STEERS navigates to the "STEERS Home" screen, as shown in Figure 1. Next to the "Select e-Permits Program Area" is a list of the programs associated to your account, displayed as hyperlinks. Click the link for the "Stack Test Online Reporting System (EPR_STORS)" program and continue to Step 6.

Figure 1. "STEERS Home" screen
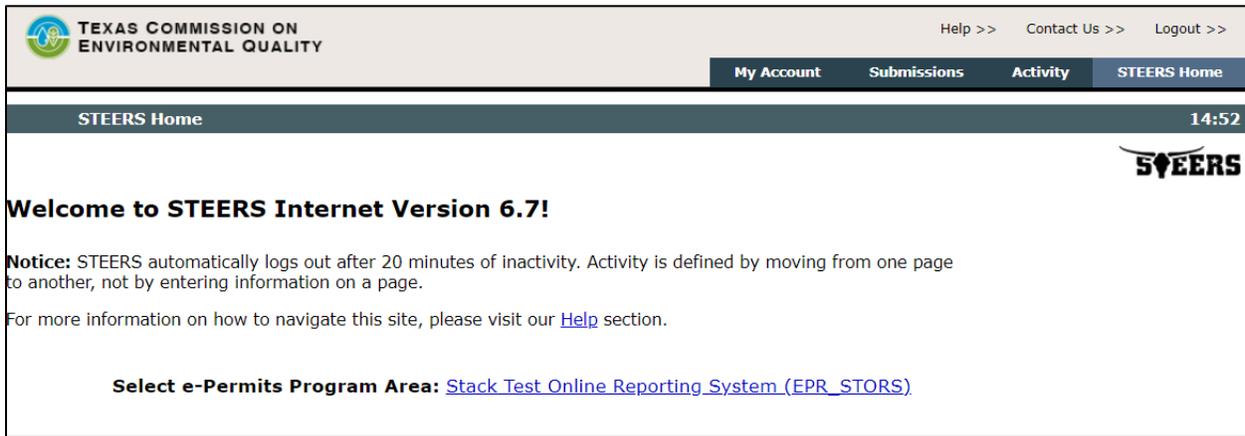
Step 6. Select the "I want to" Activity You Want to Complete

After you complete Step 5, STEERS navigates to the "Activities" screen for the STORS program. Figure 2 is a screenshot of the "Activities" screen.

On the "Activities" screen, you can select one of the options:

- **"Fill Out"** (button) a new, revision, or cancellation of a stack test notification or report – click this button to start a new notification or report, revise a previously submitted notification or report, or cancel a stack test notification.

- **"Access"** (button) a stack test notification or report – click this button to navigate to an application in progress that has already been issued a password.

Figure 2. "Activities" screen

II. How do I create a new notification?

Complete the following steps to create a new notification.

Step 1. Select Your Application Type

When you select the "**Fill Out**" button on the "Activities" screen, STORS navigates to the "Select One Application Type:" screen, as shown in Figure 3.

To create a new notification, select the radio button next the "New Notification" option and click the "**Next**" button and continue to Step 2.

Figure 3. "Select One Application Type:" screen with "New Notification" selected

Step 2. Confirm the Regulated Entity Number and Customer Number

After selecting the "**Next**" button in Step 1, the "Regulated Entity Validation" screen, as shown in Figure 4, displays the following two options:

- Option 1: Stack Test Notification ID. This system allows you to copy forward the information associated with a previously reported notification.

- Option 2: Regulated Entity Number (RN). An RN is a unique 11-digit number assigned to a regulated entity (site, project, or facility) when they apply for an authorization with the TCEQ. This number starts with RN and is followed by nine numbers (RN#########).

Figure 4. "Regulated Entity Validation" screen

You may enter an RN to proceed with creating an entirely new notification. Only active RNs can be used for data entry. A link to Central Registry[3] labelled "Forgot or don't know the RN?" is available on the screen so you can verify the RN is accurate. If a change is needed to the RN, a Core Data Form[4] must be submitted to the regional office[5] so an update can be made.

To proceed with either option above, enter the applicable information and click the "**Search**" button.

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[3] www15.tceq.texas.gov/crpub/
[4] www.tceq.texas.gov/permitting/central_registry/guidance.html
[5] www.tceq.texas.gov/agency/directory/region

- If Option 2 is selected, your browser will appear to refresh, and the "Affiliated Customers" window will display below Option 2. A dropdown list is available to select the Customer Number (CN) that is active and most closely represents the responsible party on whose behalf the notification is being submitted. A CN is the unique number assigned by the TCEQ to a person, sole proprietor, company, organization, partnership, or governmental entity doing business with the agency. This unique number starts with CN and is followed by nine numbers (CN#########).

  Only active CNs can be used for data entry. A link to Central Registry labelled "Forgot or don't know the CN?" is available so you can verify the CN is accurate. If a change is needed to the CN, a [Core Data Form](#)[6] must be submitted to the regional office so an update can be made.

  Click the "**Select**" button and scroll down to see the "Existing Permit/Registration Information" section.

- If Option 1 is selected or after selecting the CN for Option 2, the "Existing Permit/Registration Information" section with the RN and CN information from Central Registry will display which includes the name, address, location, and primary business of the RN and the Secretary of State's Filing Number, Tax IDs, Number of employees, and whether the company is independently owned and operated for the CN.

If the RN and CN are correct, click the "**Confirm RN/CN Information**" button. If the RN or CN are incorrect, please cancel the activity and either select the correct RN and CN or stop if the correct RN and/or CN is not available. If a change is needed to the RN or CN, a Core Data Form must be submitted to the regional office so an update can be made. You will not be able to change the RN or CN in the rest of the application.

Step 3. Save Your Reference Number and Password

After you complete Step 2, STORS navigates to the "Application Created" screen, as shown in Figure 5.

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[6] www.tceq.texas.gov/permitting/central_registry/guidance.html

The "Application Created" screen displays your application reference number and application password. You should keep this information for your records. You may retrieve your application reference number or reset your password under the "Activities" field. Continue to Step 4 (if applicable).

Figure 5. "Application Created" screen
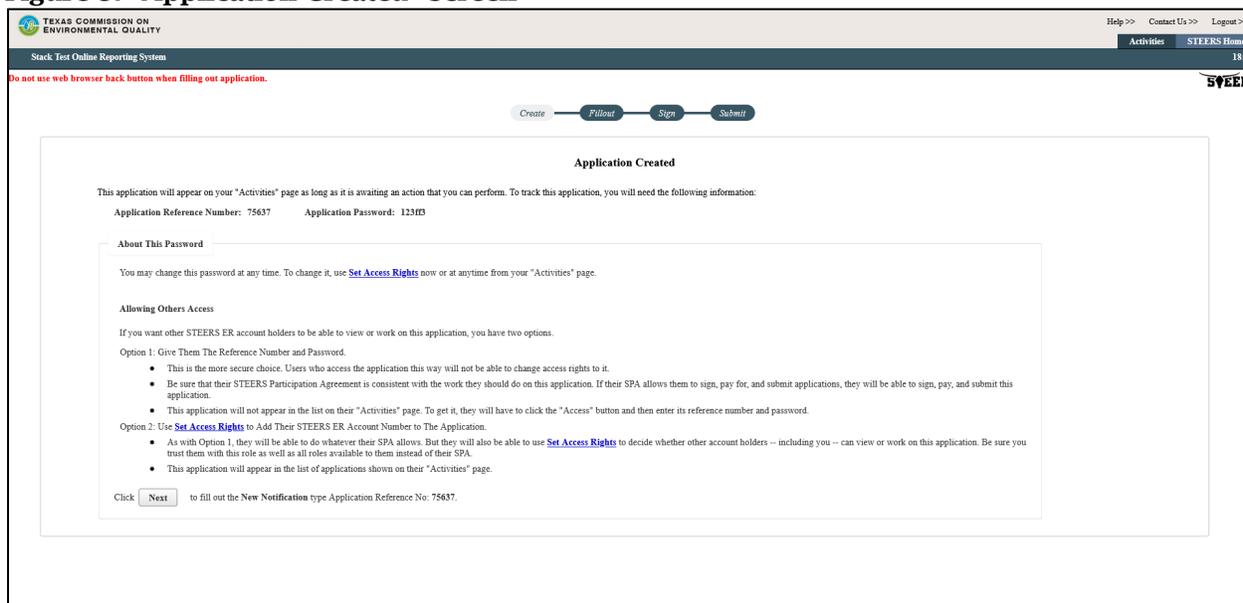
Step 4. Allow Others to Access Your Application (if applicable).

On the "Application Created" screen, you have two options for giving other STEERS Electronic Reporting (ER) account holders access to view or work on the notification you created. If you do not want to give access to anyone else, skip to Step 5.

- Option 1: Give Them the Reference Number and Password. This option is more secure, these users cannot change access rights, and the notification is not listed on their Activities page in STEERS STORS.

- Option 2: Use the "Set Access Rights" link. Clicking this link will navigate you to a new screen where you will select the notification and add your representative's STEERS account number to the notification. These users can change access rights (including your access rights). The notification will be listed on their "Activities" page in STEERS STORS. You can also see users who already have access to the selected application, remove existing ER accounts associated with the application or changes the password for the application. To return to your notification, click the **"Activities"** button at the bottom of the

screen. STEERS STORS will navigate to the "Activities" screen where you will then click the icon in the "Edit" column to begin filling out the notification.

Both options require your representatives have existing STEERS accounts. For more information on access roles, please see our publication, RG-531a: A Guide to Creating an Account in STEERS E-Permitting, and go to the "III. How do I set access in my STEERS account?" heading in that publication.

Step 5. Click the "Next" button.

Click the "**Next**" button at the bottom of the "Application Created" screen.

III. How do I complete a new notification?

You are now ready to begin entering the source information for your notification. Complete the following steps to fill out your notification.

Step 1. Stack Test Notification Source Information

After the "Application Created" screen, STORS navigates to the "Stack Test Notification Source Information – New" screen, as shown in Figure 6.

The screen displays a task list on the left sidebar that lists the sections you must complete for the notification:

- The sections listed are the Site Information (Regulated Entity), Customer Information, Stack Test Notification Source Information (one section for each two sources included), and Notification General Information.

- Each section in the task list has a status of "To Do" until you complete the section. The status for each section changes to "Done" once you complete that section.

- Sections must be completed in the order shown in the task list. You may not skip to a new section until the preceding section is done, with the exception of the Source Information sections.

Figure 6. "Stack Test Notification Source Information – New" screen

Step 2. Enter your Source Information

The screen displays the following data fields to enter your source's information. An asterisk indicates required fields.

1) The "Number of Sources" is displayed. The number defaults to one. You may add or delete the number of sources and click the **"Update Total"** button to update the number of source sections that will be needed.

2) The **"Export Template"** button is displayed on the right side of the screen. You may click on this button to export an Excel shell document that can be used to complete and upload via the **"Import Excel"** button to the right of the **"Excel Template"** button. Only valid and complete data will successfully upload, but the upload can occur multiple times and will override existing data.

3) The "Number of saved Source question sets" lets you know how many source sections have been updated. The system will display two source question sets per section. You may remove and delete source sections as needed. You must complete all source information for each source before proceeding.

4) Source Section Copy Forward Tools: There are also buttons to extract completed source sections in Excel and in PDF format. This may be used to copy-forward source sections from previously reported notifications or within the same notification. You may click on the Excel or PDF icons near the top middle of the screen to use this function.

5) Source Section(s): The following questions are provided for each source:

   a. * **"Source Name"** Enter in the name of the source.

   b. **"Emission Point Number (EPN) of the source"** – Enter in the EPN for the source, if applicable. It is required that either an EPN or a FIN is included.

   c. **"Facility Identification Number (FIN)"** – Enter in the FIN for the source, if applicable. It is required that either an EPN or a FIN is included. However, if no EPN or FIN exists, enter the Unit No. or Serial No. here.

   d. * **"Source Type"** – Select from the drop-down menu the correct source type.

   e. **"Permit or Registration Number"** – Enter in the permit number or registration number associated with the stack test requirement, if applicable.

   f. * **"Title V Permit"** – If there is a Title V Permit associated with the stack test requirement, use the drop-down menu to select "yes" or "no."

   g. **"Code of Federal Regulations"** – Use the selection tool to select and then move, via arrow buttons, the federal regulations that directly require you to conduct stack testing. Three Parts are "Available" and those that are applicable should be present on the "Selected" section before proceeding.

If you select any of these, Question(s) No. *7.1 – 7.3 will display. Select the Subpart(s) for Title 40 of the Code of Federal Regulations (CFR) Part 60, 63 and/or 75. If there are more than one, separate with a comma. If no CFR requirement applies, then you must enter the applicable State Rules or Other Rules.

h. **"State Rules"** – Enter the state rules for which you are conducting the stack test (e.g., 30 TAC 106, 30 TAC 116, 30 TAC 117), if applicable. If your permit registration is a Permit by Rule (PBR), enter 30 TAC 106. If your permit is a New Source Review (NSR) Standard Permit or Case-by-Case, enter 30 TAC 116. Ensure the format matches the examples shown. If there are more than one, separate with a comma. If no state rules apply, then you must enter the applicable Code of Federal Regulation requirement or Other Rules.

i. **"Other Rules"** – If there is any other applicable rule that applies, add it here in a format similar to the state rules examples provided. If there are more than one, separate with comma. If no state rules or Code of Federal Regulation requirements apply, then you must enter information into this section (e.g., if this was an engineering test conducted for non-compliance purposes, enter "Engineering Test").

j. * **"Are you requesting a waiver?"** – If you are requesting a waiver stack test requirement, use the drop-down menu to select "yes" or "no" if you are not.

If you select "yes," Question No. * 10.1 will display. Select the appropriate type of waiver under the "Available" options and move them to the "Selected" options via arrows. For each type of waiver selected, a subsequent required question will appear to enter the reason for requesting the waiver. The applicable waiver type(s) and reason(s) should be present on the "Selected" section before proceeding.

k. * **"Type of Stack Test"** – Select from the drop-down menu the correct type of stack test to be conducted. Options include Both, Compliance or Performance Test, or RATA.

l. * **"Testing Frequency"** – Select from the drop-down menu the frequency of stack testing. Options include Initial and Periodic.

m. * **"Planned Stack Test Start Date"** – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy. You can select a date in the past, but a violation is possible.

n. * **"Planned Stack Test End Date"** – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy. The Planned Stack Test End Date must be within seven days of the Planned Stack Test Start Date.

o. * **"Number of Days to Submit Notification"** – Select from the drop-down menu the number of days required to submit the notification before the test is conducted per the NSR permit or applicable rule(s). Options include 15, 30, 45, 60 or "Other" days. If multiple deadlines apply, pick the most restrictive timeframe. If "Other" is selected, Question No. * 15.1 will appear to enter the applicable number of days.

p. **"Additional Information"** – Use this section to include any other information you need to share with TCEQ staff. Please write out all special characters as text. Please note this field is not able to be populated in the Excel template used for upload. This field has a limit of 4,000 characters.

q. * **"Upload Test Protocol/Test Plan"** – If you are planning to upload Test Protocol/Test Plan for this Source, use the drop-down menu to select "yes" or "no" if you are not. If you select "yes," a tool to upload the Test Protocol/Test Plan will display. You should upload only one document per source/EPN/FIN/unit but if one applies to all sources, you can upload it only for one. Allowed file types include txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg.

After entering your information, click the "**Next/Save**" button and continue to Step 3.

Step 3. Enter Notification General Information

Once all source information is entered, click "**Next/Save**" button. STORS navigates to the "Stack Test Notification Source Information" screen, shown in Figure 7.

Figure 7. "Notification General Information" screen

The screen displays:

1) "Are you requesting a pretest meeting?" – If you are requesting a pretest meeting, use the drop-down menu to select "yes" or "no." If you select "yes," Question No. *1.1 will display, which is a tool to select a date for the proposed pretest meeting.

   Click on this field for the date picker feature to display. Select and click on the correct date. The date selected will display in a mm/dd/yyyy format.

2) * "Name of the company performing the Stack Test" – Enter in the name of the company performing the stack test event.

3) Click the "**Next/Save**" button.

IV. How do I sign my notification or report?

Complete the following steps to sign your application. These same steps are also used later to sign the stack test report.

If you are a third party stack testing company or a consultant, you can enter and update notifications and reports in STEERS STORS, but you **are not** authorized to sign the submittals. The application reference number and password from submittals prepared by a stack test company or consultant should be provided to the appropriate representative of the Customer to access the application and sign. The Customer must have and use their own STEERS account. You can then submit the notification or report once the Customer has signed.

Step 1. Select your Notification and Click "Sign"

After you fill out your notification or report, STORS navigates back to the "Activities" screen. Figure 8 is an image of the "Activities" screen.

On the "Activities" screen:

1) Select the application you want to sign by checking the box in the "Select" column of the corresponding row.

2) After you check the box and the application is highlighted, click the "**Sign**" button, and continue to Step 2.

Figure 8. "Activities" screen
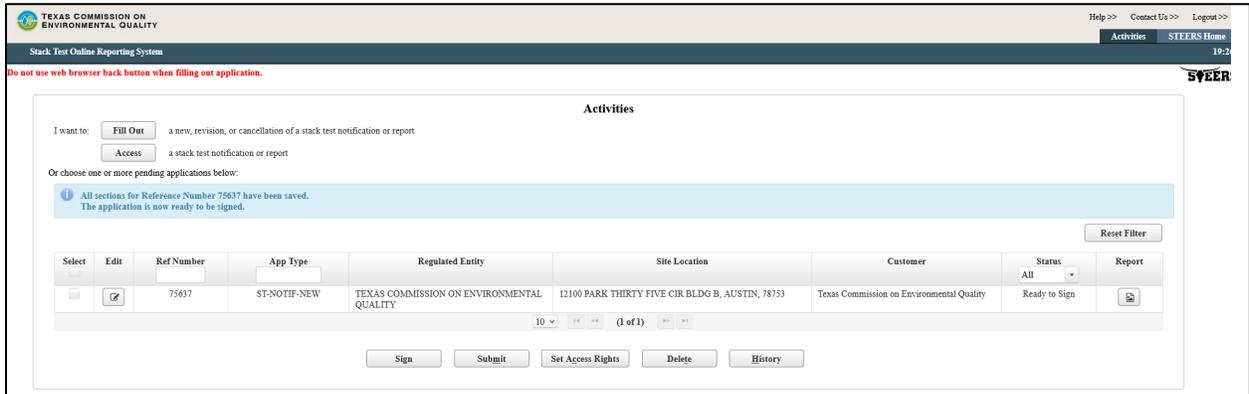
Step 2. Apply Electronic Signature

After you complete Step 1, STORS navigates to the "Signature Page." as shown in Figure 9.

Figure 9. "Signature Page" screen

Please read the certification statement included on "Signature Page" screen carefully and check the box if you agree with the statement.

You will then enter your **STEERS ER Account Password**. Enter the password for your account that you also use to log in to STEERS. Do not enter the application password or your ER account number.

Click the "Apply Electronic Signature" button to apply your signature. We will send a confirmation notice to all the email addresses with access to the application once the notification or report is signed.

V. How do I submit my notification?

You are ready to submit your notification for processing and review. Complete the following steps to submit your application. These same steps are also used later to submit the stack test report.

Step 1. Select Notification to Submit

Once you have signed the notification, STORS will navigate to a submission screen as shown on Figure 10.

Select the radio button next to "Submit reference number." Then, click the **"Next"** button.

Figure 10. "Submission" screen
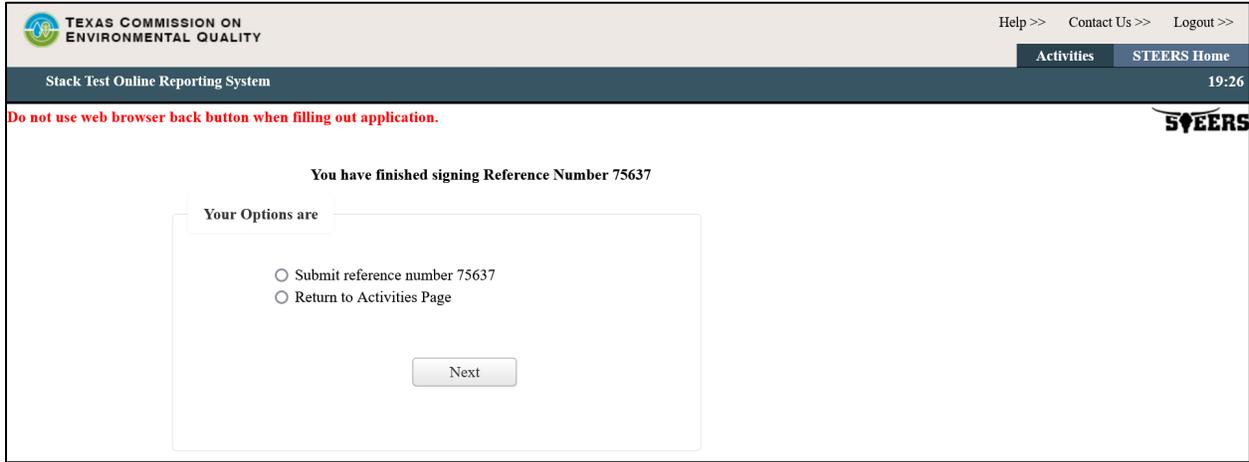
Step 2. Review and Submit your Submittals

After you complete Step 1, STORS navigates to the "Submit Completed Applications" screen as shown on Figure 11.

On this screen:

1) Review the completed application(s) displayed on the screen.

2) Click the **"Submit"** button to submit the notification(s) or stack test(s).

3) If you are not ready to submit your notification or stack test(s), click the "Activities" button to return to your activities page

4) Do not navigate away from the screen until the application has been processed.

After you complete these steps, continue to the "XII. How do I save a copy of my notification or stack test report?" section of this document.

We will send you a confirmation notice after the application is submitted. The notice will be sent to the email address you provided in STEERS. Save this email as documentation you have completed your STORS application.

Figure 11. "Submit Completed Notification" screen

VI. How do I update or reschedule an existing notification?

When you select the "**Fill Out**" button on the "Activities" screen, STORS navigates to the "Select One Application Type:" screen. The steps required to edit/modify a notification are very similar to those required to create a new stack test notification. The following instructions illustrate the differences in the procedure.

Step 1. Select Application

To edit or modify a previously reported stack test notification, select the radio button next to the "Update/Reschedule Notification" option. Click the "**Next**" button. Figure 12 is a screenshot of the "Select One Application Type:" screen with this selection.

Figure 12. "Select One Application Type:" screen with "Update/Reschedule Notification" selected

Step 2. Enter Stack Test Notification

Enter the valid Stack Test Notification Number (STN) for the notification you need to edit. A stack test notification number begins with STN and follows with 9 numbers. You cannot edit or modify a stack test notification when a stack test report has already been submitted for that notification or for which a notification has been cancelled. Click the "**Search**" button. Figure 13 is a screenshot of the "Regulated Entity Validation" screen.

Figure 13. STORS "Update Notification – Regulated Entity Validation" screen

Step 3. Confirm RN/CN

After the STN is entered, you will need to confirm the RN/CN by reviewing and then click the "**Confirm RN/CN Information**" button. If a change to the RN or CN is needed,

you will need to first cancel and then resubmit this notification. The Update/Reschedule Notification application cannot be used to change the RN or CN for a previously reported notification.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require editing. Figure 14 is a screenshot of the "Select Source" screen. Click the "**Next**" button.

Figure 14. "Select Source" screen

Step 5. Application Created

Following Step 4, the next screen displays your application reference number and application password. You should keep this information for your records. Click the "**Next**" button.

Step 6. Edit Source Information

You will be navigated to the "Stack Test Notification Source Information – Modify" screen as shown in Figure 15. You may edit most of the fields. Exceptions include Source Name, EPN or FIN, and Source Type.

If you need to reschedule a stack test, select "Yes" for Question No. * 16 "Do you need to reschedule the Stack Test?" Questions No. * 16.1: "New Planned Stack Test Start Date" and * 16.2 "New Planned Stack Test End Date" will display. Complete the date

selection. The New Planned Stack Test End Date must be within seven days of the New Planned Stack Test Start Date.

Once at least all the mandatory fields are completed (identified with an asterisk), click the "Next/Save" button.

Figure 15. "Stack Test Notification Source Information – Modify" screen

Step 7. Edit General Information

You will be navigated to the "Notification General Information" screen. You may edit all the fields. Once at least all the mandatory fields are completed (identified with an asterisk), click the "**Next/Save**" button.

Step 8. Complete application prior to sign and submit

You will be navigated to the "Activities" page. The application you just completed should show a status of "Ready to sign" as shown in Figure 16. You may then proceed to set access rights for another signee or sign and submit your notification.

Alternatively, you may also edit stack test notifications and reports that have not yet been signed and submitted. To access these pending submittals, proceed to the "Activities" page. Locate the submittal you wish to edit and click the "edit" icon next to it to proceed with changes.

Figure 16. "Activities" screen – Edit pending stack test notifications or reports

VII. How do I cancel a notification?

You may need to completely cancel a notification for a stack test that was previously scheduled.

Step 1. Select Application

To cancel a previously reported notification for a stack test, select the radio button next to the "Cancel one or more selected stack tests" option. Click the "**Next**" button. Figure 17 is a screenshot of the "Select One Application Type:" screen with this selection.

Figure 17. "Select One Application Type:" screen with "Cancel one or more scheduled Stack Tests" selected

Step 2. Enter Stack Test Notification

Enter in a valid STN number for the stack test notification you need to cancel. Click the "**Search**" button.

Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the "**Confirm RN/CN Information**" button.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require canceling. Click the "**Next**" button.

Step 5. Application Created

Following Step 4, the next screen displays your application reference number and application password. You should keep this information for your records. Click the "**Next**" button.

Step 6. Complete General Information

You will be navigated to the "Notification General Information" screen. Answer questions No. * 15 "What is the reason for cancelling the testing for this source?" and optional question No. 16 "Enter any additional information you wish to provide." You may also upload supporting documents for cancelling the test. Figure 18 is a screenshot of the questions. No other fields can be edited. Click the "**Next/Save**" button.

Figure 18: Question Nos. 15 and 16 on "Notification General Information" screen when canceling a notification:
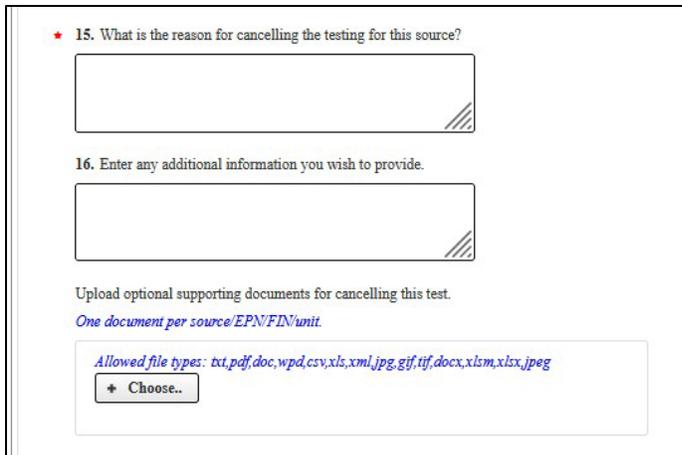
Step 7. Complete application prior to sign and submit

You will be navigated to the "Activities" page. The application you just completed should show a status of "Ready to sign." You may then proceed to set access rights for another signee or sign and submit your notification.

VIII. How do I submit a stack test report without previously submitting a notification?

You may need to submit a stack test report without a notification and some stack test activities do not require a notification.

Step 1. Select Application

To submit a stack test report without a notification, select the radio button next to the "Submit Stack Test Report without Notification" option. Click the "**Next**" button. Figure 19 is a screenshot of the "Select One Application Type:" screen with this selection. Click the "**Next**" button.

Figure 19. "Select One Application Type" screen with "Submit Stack Test Report without Notification" selected

Step 2. Complete Stack Test Report Information

Proceed with steps as you would when entering in a new stack test notification as described above in the "III. How do I complete a new notification?" section. However, instead of the "Stack Test Notification Source Information – New" screen, you will be navigated to the "Stack Test Report (No Notification) Source Information" screen. Figure 20 shows the fields that are added to this screen. They include the following:

1) "Actual Stack Test End Date" – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy.

2) "Did an Exceedance of an applicable emissions standard occur?" – Select "Yes" or "No" from the drop-down menu.

3) "Upload Stack Test Report for this Source/EPN." Refer to the "Guidance for Attachments" section of this document for instructions to upload your documents.

Figure 20: Additional Fields on "Stack Test Report (No Notification) Source Information" screen

Step 3. Complete General Information

You will be navigated to the "Report General Information" screen. Figure 21 shows this screen. You must enter the name of the company performing the Stack Test on this screen. Click the **"Next/Save"** button.

Figure 21: Report General Information for Stack Test without Notifications

Step 4. Complete application prior to sign and submit

You will be navigated to the "Activities" page. The application you just completed should show a status of "Ready to sign." You may then proceed to set access rights for another signee or sign and submit your stack test report.

IX. How do I submit a stack test report?

Most stack test reports require a prior notification. In STORS, you will not have to reenter any information that was previously provided in your notification. Follow the steps described below to submit a stack test report when a notification was previously submitted.

Step 1. Select Application

To submit a stack test report when you have previously entered the stack test notification into STORS, select the button next to the "Submit Stack Test Report" option. Click the "**Next**" button. Figure 22 is a screenshot of the "Select One Application Type:" screen with this selection.

Figure 22. "Select One Application Type" screen with "Submit Stack Test Report" selected

Step 2. Enter Stack Test Notification ID

Enter the valid Stack Test Notification ID for the applicable notification. You cannot edit or modify a stack test notification when a stack test report has already been submitted for that notification or for which a notification has been cancelled. Click the "**Search**" button.

Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the "**Confirm RN/CN Information**" button. If a change to the RN or CN is needed, you will need to first cancel and then resubmit this stack test report following the steps in Section "VIII. How do I submit a stack test report without previously submitting a notification?" and cancel the original notification following the steps in Section "VII. How do I cancel a notification?" The Update/Reschedule Notification application cannot be used to change the RN or CN for a previously reported notification.

Step 4. Select Sources

Select the applicable sources by clicking on the Select column for the sources which require a report submittal. Click the "**Next**" button.

Step 5. Application Created

Following Step 4, the next screen displays your application reference number and application password. You should keep this information for your records. Click the "**Next**" button

Step 6. Enter General Information

You will be navigated to the "Stack Test Report Source Information" screen. Figure 23 shows the fields that are editable on this screen. They include the following:

1) * 16. Type of Stack Test – Select from the drop-down menu the correct type of stack test to be conducted. Options include Both, Compliance or Performance Test, or RATA.

2) * 17. Actual Stack Test End Date – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy.

3) * 18. Did an Exceedance of an applicable emissions standard occur? – Select "Yes" or "No" from the drop-down menu.

4) * 19. Is this a resubmission? – Select "Yes" or "No" from the drop-down menu.

5) 20. Enter in any additional information you wish to provide. – Use this section to include any other information you need to share with TCEQ staff. Please write out all special characters as text (i.e., % as percent).

6) * "Upload Stack Test Report for this Source/EPN." Refer to the "Guidance for Attachments" section of this document for instructions to upload your documents.

7) Click the "**Next/Save**" button and refer to Section "IV. How do I sign my notification?" and Section "V. How do I submit my notification?" to complete your submittal.

Figure 23: Editable fields for Stack Test Report Submittal

X. How do I cancel my stack test?

The STEERS STORS system does not allow you to cancel or retract a stack test report that has already been submitted. If you need to cancel a stack test notification, the procedure can be found in Section "VII. How do I cancel a notification?" If you need to change the document or communicate a change to TCEQ, you may follow the procedure outlined in Section "IX. How do I submit a stack test report?" On the "Stack Test Report Source Information" screen, select "Yes" to the question, "Is this a resubmission?"

XI. How do I copy-forward previously submitted information?

When you have multiple entries of similar information, there are different methods to reduce the amount of field entries between sources, notifications, or reports. Even if you previously submitted the Application Type "Submit Report Without Notification," a notification was created for you and the information is retrievable.

Sources within a Single Notification: If you are entering several notifications, one after the other, you may use the "Copy Previous" feature. After entering any source's information, on the following source you may click the "**Copy Previous**" button (see Figure 24) to duplicate the last source's field entries.

Figure 24: The "Copy Previous" button is available to duplicate the last source's field entries
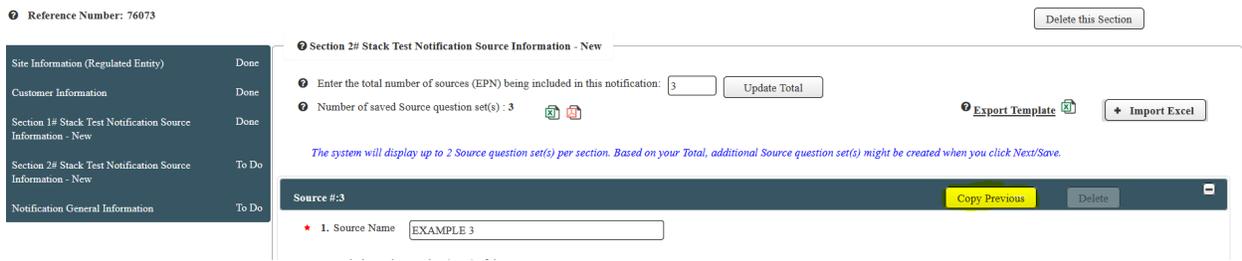
Alternatively, if you have many similar sources, you may enter in one source and export this information in an Excel document (See Figure 25).

Figure 25: Download all Data for Source in Excel Format
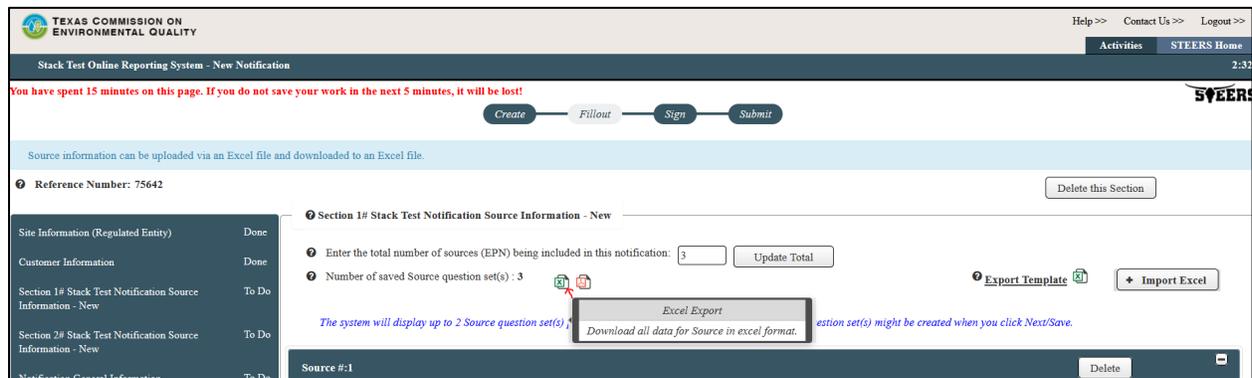
Modify the Excel document by copy and pasting the information or using auto-fill features onto multiple rows and editing the information as necessary. You may then import the completed Excel document (See Figure 26).

Figure 26: Upload all data populated in Excel
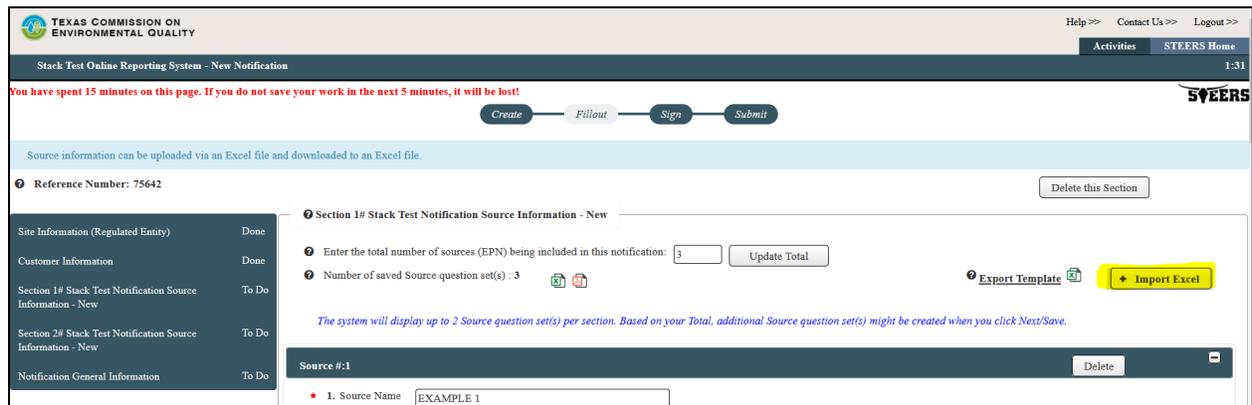
Errors encountered when uploading data will not result in an error message, but a blank for that field. You may choose to correct those blanks within the data fields

within STORS or revise the Excel document and upload again. Repeated uploads will override existing data.

Notifications with the Same RN/CN: You can retrieve previously submitted notifications by following Steps 1 and 2 of Section "II. How do I create a new notification?" and following "Option 1" of Step 2. Enter the appropriate Stack Test Notification ID and click the **"Search"** button. Most fields contain previously submitted information and all fields are editable with the new submittal.

XII. How do I save a copy of my notification or stack test report summary?

After you complete and submit your stack test report or notification, STEERS STORS navigates to a screen that confirms your application was submitted. Figure 27 is a screenshot of the confirmation page. We recommend you save a copy of your application summary.

On this screen, you can:

1) Click the document icon for your project under the "Link to Copy of Record" column to print a copy of your Copy of Record.

2) Click the document icon for your project under the "Link to Acknowledgement Letter" column to print a copy of your Acknowledgement Letter.

3) After you save your application, click the **"Activities"** button to return to the STEERS STORS "Activities" screen.

Figure 27. STEERS confirmation screen
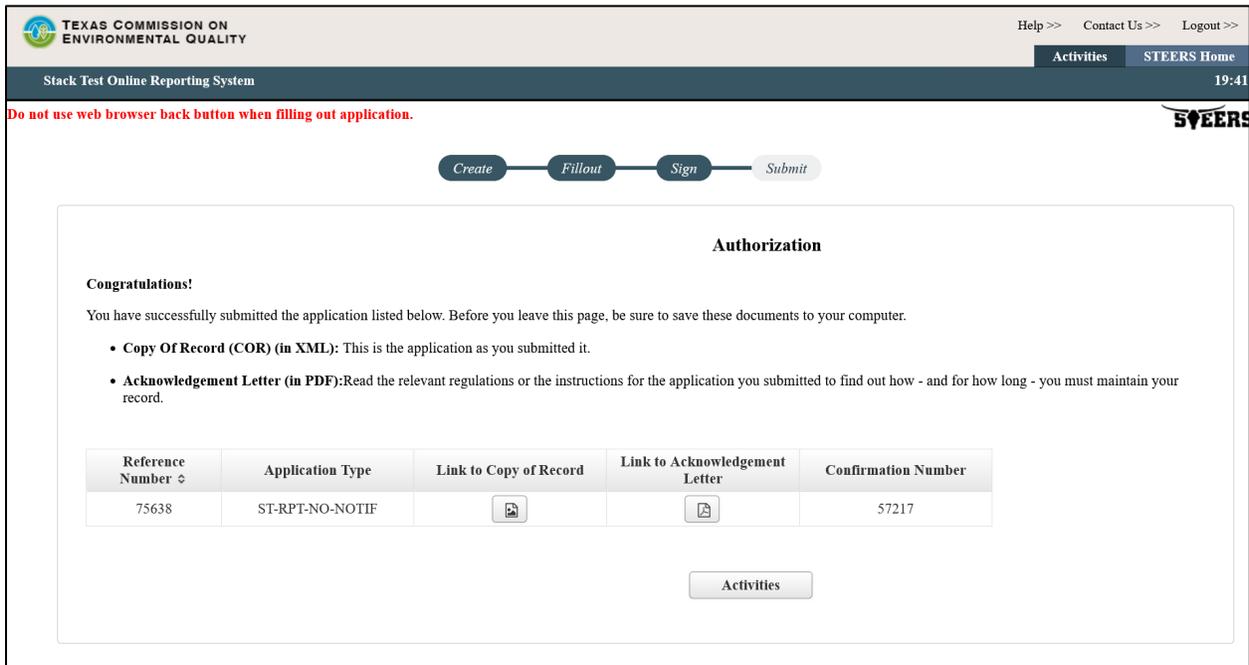
XIII. How do I find information from a previous submittal?

There are times when you may need to find your Stack Test Notification ID or Stack Test Report ID. Follow the steps described below to find information related to your previous STORS activity.

Step 1. Select Submissions

From the "STEERS Home" screen select "Submissions" from the menu on the top right, as shown in Figure 28.

Figure 28. "STEERS Home" screen
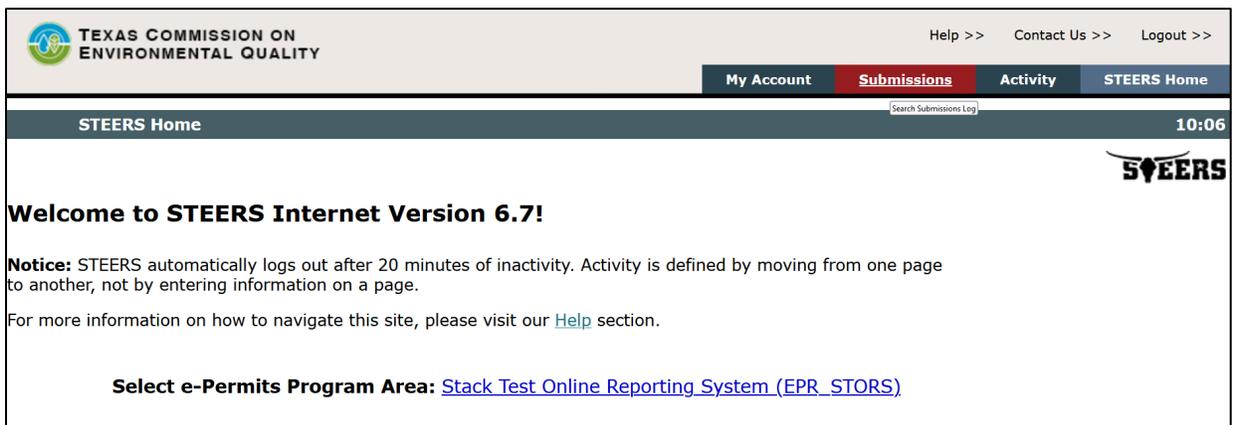
Step 2. Select Submissions

On the "Submit Search Log" screen (Figure 29), make sure "Stack Test Online Reporting System" Program Area is selected and enter the appropriate search criteria. For example, to see all your submissions related to notifications, choose "Stack Test New Notification" under Report Type, and then click the **"Search"** button.

You may narrow your search criteria with other information, such as a date range, reference number of the submittal, etc.

Figure 29. "Search Submissions" screen

Step 3. Review Search Results

The "Search Results for Submit Log" screen will display as show in Figure 30. From this window, you can view or save the Copy of Record (COR), view or save the Notice of Authorization (NOA), view attachments related to the submission, or save the submission in an Extensible Stylesheet Language (XSL) file type. The use of "authorization" in the NOA is a relic of the other uses for STEERS. For STORS, the NOA is only a confirmation of your submittal, not an authorization.

Figure 30. "Search Results for Submit Log" screen

What do I do if STEERS is not working?

If you are unable to submit your stack test notifications or reports because the system is not functioning or is not functioning correctly, you may submit your documents to your TCEQ Regional office. You are encouraged to document the reason you were unable to access STEERS, such as a screenshot of errors you encounter.

If this scenario occurs, TCEQ can accept physical copies of stack test notifications and reports or electronic copies of stack test notifications. Even if your permit requires that you also send your report to the Air Permits Division, a submittal to the regional office alone will suffice. Please see our Regional Directory[7] for mailing addresses.

Electronic copies of stack test notifications should be sent to the applicable regional office at the following e-mail addresses:

Region	Test Notification E-mail Box
Region 1 – Amarillo	R1Stack@tceq.texas.gov
Region 2 – Lubbock	R2Stack@tceq.texas.gov
Region 3 – Abilene	R3Stack@tceq.texas.gov
Region 4 – Dallas / Fort Worth	R4Stack@tceq.texas.gov
Region 5 – Tyler	R5Stack@tceq.texas.gov
Region 6 – El Paso	R6Stack@tceq.texas.gov
Region 7 – Midland	R7Stack@tceq.texas.gov
Region 8 – San Angelo	R8Stack@tceq.texas.gov
Region 9 – Waco	R9Stack@tceq.texas.gov
Region 10 – Beaumont	R10Stack@tceq.texas.gov
Region 11 – Austin	R11Stack@tceq.texas.gov
Region 12 – Houston	R12Stack@tceq.texas.gov
Region 13 – San Antonio	R13Stack@tceq.texas.gov
Region 14 – Corpus Christi	R14Stack@tceq.texas.gov
Region 15 – Harlingen	R15Stack@tceq.texas.gov
Region 16 – Laredo	R16Stack@tceq.texas.gov

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[7] www.tceq.texas.gov/agency/directory/region

Guidance for Attachments

Follow these steps to upload documents:

1) Combine all the required stack test documentation before you attach it to your submittal in STEERS STORS.

2) Separate any confidential information and mark as "Confidential" on the documents.

3) Save the nonconfidential and confidential information in two separate electronic files.

4) Click the **"+ Choose"** button to browse your files to find the file you want to upload to STEERS STORS from your computer. Repeat, as necessary.

    a. Once the file is selected, it should display in the field below the **"+ Choose"** button.

        i. Click the **"Confidential"** button to toggle between "Yes" and "No" to mark whether your file is confidential.

        ii. When your attachments are uploaded, click the **"Next/Save"** button to save your information.

The TCEQ publication [RG-578 Submitting a Complete Air Emission Test Report](#)[8] (formerly Chapter 14 of the TCEQ Sampling Procedures Manual) provides guidance on what makes a complete stack test report.

What Happens Next?

Congratulations, you have successfully submitted your stack test notification or report!

We will process and review your submittal. A member of the TCEQ staff may contact you, the responsible official, or the technical contact if they have any questions about your submission, or if they need additional information.

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[8] www.tceq.texas.gov/downloads/compliance/investigations/assistance/rg-578.pdf

More Help

If you are a representative of a small business or local government, you may contact the Small Business and Local Government Assistance (SBLGA) program with questions about creating your STEERS account or other stack testing requirements. Reach the SBLGA hotline by telephone at 800-447-2827. Use our [TexasEnivroHelp webpage](#)[9] for self-help or to find a Compliance Assistance Specialist near you.

Contact the STEERS Help Line at 512-239-6925 with questions about the status of your STEERS account.

If you need help within the STORS platform, you can contact our Program Support and Environmental Assistance Division staff at 512-239-0400 or at [STORS@tceq.texas.gov](#).

If you need technical assistance on requirements for stack testing, including rule or permit requirements or testing methods, please reach out to the applicable regional office. You may use our [Regional Directory](#)[10] for contact information.

For guidance on notifications and stack test requirements, please go to our [Emission Evaluation & Stack Testing for Air Quality webpage](#)[11].

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[9] www.tceq.texas.gov/assistance
[10] www.tceq.texas.gov/agency/directory/region
[11] www.tceq.texas.gov/compliance/investigation/air/air-stack