

State of Texas Air Reporting System (STARS) WEB Emissions Inventory (EI)

Annual Emissions Inventory Report (AEIR)

Frequently Asked Questions

STEERS and Access

1. How is the Environmental Electronic Reporting System (STEERS) accessed?
<http://www.tceq.state.tx.us/permitting/steers/steers.html>. Users must submit a STEERS participation agreement (SPA).

2. Does the company have to wait until the EI is due to submit through STEERS?
The company will have to wait until the Texas Commission on Environmental Quality (TCEQ) has extracted it and made it ready for update. This is generally just prior to the letters notifying the company of the next emissions inventory (EI) cycle being mailed. A file will say "EXTRACTED" in the status bar in the web application. The user does need to have an actual paper copy of the EI or diskette from the TCEQ. This step will ensure the previous inventory is complete and ready for update.

3. Can contractors submit an EI through STEERS for a site?
No, this is not a change from past practice. Only an authorized person from the company or site with a SPA can submit the EI to STARS. Contractors can, if authorized, update the data and enter it into the STEERS Work Area. This is analogous to the contractor completing the EI and giving it to the company to sign, certify, and mail.

4. Will the system be available for entering brand new sites?
Yes, however a valid Reference Number (RN) must be assigned and the account data must be extracted from STARS.

5. Can anybody give themselves any kind of authority they want in STEERS?
It's up to the user to select what role they want. For read or edit roles, only the user's authorization is required. If a user is requesting a sign and submit role, the user will have to indicate if someone is delegating the authority. If someone is delegating the authority, the user must enter the authority's name, title, and phone number. The authorizing authority and user must both sign the SPA for the user's access to activate. Just like the paper forms, it is up to the user to indicate what authority he/she has to sign the forms.

6. Can I change how I submit data to the TCEQ?
Yes, we are encouraging all submissions to be through the web application. Contact the Emissions Assessment Section (EAS) at 512-239-1773 and ask for assistance.

The Emissions Inventory Questionnaire (EIQ Entry) entry process is analogous to completing the paper EIQ and mailing it to the TCEQ. The Upload File process is analogous to saving an entire update file on a diskette and mailing it to the TECQ.

If data are already entered into the Work Area, either through the web screens or a file upload, but has not yet been submitted, a start-over function is available. Selecting the **Clear Work Area** button will remove all data from the Work Area and enable both **EIQ Entry** and **Upload File** buttons. A user can once again choose to enter data into the Work Area using either process.

7. Why does the system keep getting timed-out?
STEERS, for security purposes, logs out users after 20 minutes of inactivity. Any action such as sorting or moving to another page will restart the clock.

Buttons

1. Why can't the Upload File or EIQ Entry button be seen?

At the start of the process, both buttons should be visible. After any data are entered through the web-pages, the **UPLOAD File** button is removed from the navigation buttons. Or if a single file has been uploaded into the work area, the **EIQ Entry** button is removed. Neither button can be seen if the file has not yet been extracted.

2. Why can't I see the SAVE button at the bottom of the page?

This has been noted as a problem with some browsers, including Internet Explorer (IE) 6. Try scrolling the window to the right. If you are using IE6, we recommend upgrading to IE7.

3. Why can't the Roll-over button on the Edit Emissions Information page be seen?

This is an additional, optional functionality to help quicken reporting for equipment with emissions that don't change from year to year. It doesn't work if JavaScript is not enabled. Data can still be typed into the appropriate field.

E-mail

1. Why did I get an e-mail?

You are listed as an emissions inventory contact in STARS or a STEERS contact for this application.

2. Why did I get an inactivity e-mail?

If EI data have been in the work area for two weeks without being edited or submitted, an inactivity e-mail is automatically sent. To stop the e-mails, access the Work Area and submit the file if it is complete.

Data Issues

1. Why can't any data be seen?

The most likely reason is that a request for the annual EI update for that account has not been made yet. The data have not been made ready for update (not extracted yet). To enter data, the banner must say "EXTRACTED". If a letter requesting an EI update was sent and the data can not be seen, please contact the EAS helpline.

2. Why is there an error message on data that already existed in STARS?

Data checks were added after the data were initially stored into STARS to improve the quality of the data. Old data, falling outside these limits, will need to be updated. The error message will list the limits.

3. Can the data be saved for finishing later?

Yes, work-in-progress can be saved in the Work Area. The user can save the data entered, log out, and return at a later time.

4. Why did the Edit FIN Information screen tell me I had missing required data when I didn't make a change?

Existing data were imported into the new system's window functionality. Data validation requirements, built for all required information, are checked when the user selects the **SAVE** button. This required information may not have been in the existing STARS system for this FIN and because the **SAVE** button was selected, data were detected as missing.

AEIR System – New Paths or Equipment

1. Can new Facility Identification Numbers (FIN), Emissions Point Numbers (EPN), or Control Identification Numbers (CIN) be added?

Yes, for active equipment only. Select the **Add FIN**, **Add EPN**, or **Add CIN** button at the bottom of the list page for that equipment. Adding equipment with any other status will require a paper

submission for that equipment. All new equipment must be associated in a path, just like in current business practice.

2. Can FINs, EPNs, CINs, or emissions be deleted?

If any equipment or emissions records were erroneously added to the Work Area this year and have not been submitted to the TCEQ, they can be removed by selecting the **Delete** button on the equipment list page. Information previously submitted and uploaded into STARS may not be deleted by the user through this application. Similar to existing business practice, the user must contact EAS staff if any equipment or emissions are to be deleted.

3. Can new paths be created? Can paths be deleted?

Yes, new paths may be created between newly added or existing equipment. Only newly created paths can be removed from the work area prior to submitting the data to TCEQ. Select the Add Path in the drop-down in the EIQ Search Page. Delete a newly added path by clicking the **Delete** button on the Emissions list page. Deleting a path will not remove the associated equipment. If a piece of equipment was also added in error, a separate step to delete it must also be completed.

4. When attempting to create a path, why can't some equipment (FIN, EPN, or CIN) be seen on the list page?

Only equipment that has been updated and saved can be picked for association in a path. The user will need to go to the equipment list page; update and save the equipment first and then it will be displayed on the list page for creating a path.

5. Can a CIN be added to an existing path? Can it be removed?

Yes, a CIN can be added to a path by selecting the path in the Emissions list page. This page lists all paths in the inventory. Note: only newly added CINs can be deleted from the path before the data are submitted to TCEQ. If a CIN already existed in a path (if it is in STARS), the user will need to contact EAS staff to remove it.

Miscellaneous

1. How long will it take the EAS to process an account to completion using STEERS versus submitting paper account?

The process is quicker; the data entry into STARS portion of the process is removed. Technically, the account can be uploaded into STARS the day after it is received. However, business practices require initial quality review of accounts prior to uploading the data file into STARS.

Help

1. Is there a user manual for electronically updating an EI?

Yes, the *Online Annual Emissions Inventory Report User's Guide* is downloadable from <http://www.tceq.state.tx.us/implementation/air/industei/psei/psei.html>. The system also has an online user help.