

# STEERS

## Annual Waste Summary Annual Preparation File Generation Instructions

This presentation concentrates on the Annual Preparation File method.  
If you prefer the direct entry method, please see the slide presentation titled  
"AWS Direct Entry".

## Background

- The Annual Preparation File (APF) is a set of screens that allow you to enter Uniform Hazardous Waste Manifest information throughout the year for waste you generate and ship off site.
- At the end of the report year, you can quickly convert the APF into the final Annual Waste Summary and submit it to the TCEQ.

# Navigate to the STEERS Login web page.

On the TCEQ Home Page, scroll to the bottom of the screen and choose the link to "eServices, ePay, ePermits, eLicenses, eReporting".

The screenshot shows the TCEQ website interface. At the top, the browser title is "Home Page - Texas Commission on Environmental Quality - www.tceq.state.tx.us - Windows Internet Explorer". The address bar shows "http://www.tceq.state.tx.us/". The website header includes the TCEQ logo and navigation links: "About Us", "Contact Us", "Calendar", "Jobs", and "En Español". A search bar is located in the top right corner.

The main content area is divided into several sections. On the left, there is a sidebar with the following categories:

- For the Public
- For Businesses
- For Governments
- Cleanups, Remediation
- Emergency Response
- Licensing
- Permits, Registrations
- Preventing Pollution
- Recycling
- Reporting
- Rules

Below these categories is a list of links: Data, Forms, Maps, Public Notices, Publications, Records, Webcasts, and eServices: ePay, ePermits, eLicenses, eReporting. The "eServices" link is circled in red, and a red arrow points from the instruction text to it.

The main content area features a large image of a river and a waterfall. To the right of the image are three vertical buttons labeled "AIR", "LAND", and "WATER". Below the image, there are several news items:

- You Should Know About...**
  - Register Now!**  
The 2009 fair is May 12 thru 14 in Austin. This annual event is Texas' premier environmental educational forum, considered by many to be one of the best in the country.  
**Environmental TRADE FAIR and Conference**
  - TERP: New Round of Grants Open Dec. 1**  
Get money to upgrade or replace trucks or equipment.
  - More Featured Programs**
- How Do I...**
  - Make an environmental complaint
  - Sign up for e-mail updates
  - Get involved
  - Offer comments
  - Track complaints, enforcement
  - Know if I need a permit or license
  - Find the status of a permit, license
  - Check air quality in my area
- Hot Topics**
  - Rulemaking Begun for Additional TPDES Bacteria

On the right side of the page, there is a "Commissioners' Corner" section with the following links:

- Agenda Meetings and Work Sessions
- Pending Matters
- Orders Issued
- About the Commissioners
- Executive Director's Agendas
- Latest News
  - TCEQ Approves Fines Totaling \$657,752

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:19 PM".

# ePermits & Reporting.

Choose the "Reporting" button to continue to the STEERS Login page.

TCEQ Online Services - Texas Commission on Environmental Quality - www.tceq.state.tx.us

http://www.tceq.state.tx.us/e-services/

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Home | AIR | LAND | WATER | Public | Businesses | Governments

Site Navigation

- Cleanups, Remediation
- Emergency Response
- Licensing
- Permits, Registrations
- Preventing Pollution
- Recycling
- Reporting
- Rules

.....

- Data
- Forms
- Maps
- Public Notices
- Publications
- Records
- Webcasts

.....

- About Us
- Contact Us

## TCEQ Online Services

- Permits**  
Apply for storm water permits and PST self-certification.
- Reporting**  
Submit your discharge monitoring reports, annual emissions inventory, and more.
- License Renewal**  
Renew your registration, or your own occupational license if you've completed the required CEUs.
- Pay**  
Use a credit card or electronic check to pay many of your fees and assessments.  
Do NOT use ePay for occupational licenses.

Featured Items:

- Coming in June: NetDMR**  
New online system for reporting discharge monitoring data will have enhanced features. NOTE: Even if you already have a STEERS-eDMR account, you will need to sign up for a NetDMR account.

Topics Under This Category:

- e-Services**  
Print out information about online options for reporting, permitting, licensing, and registration - plus payment of fees and other assessments.
- Get Online Authorization: Storm Water Construction Activities**  
Fill out, pay for, sign, and submit your applications online -- AND receive electronic authorization in under 30 minutes!
- Get Online Authorization: Storm Water Industrial Activities (Multi Sector)**  
Fill out, pay for, sign, and submit your Multi Sector General Permit applications online -- AND receive electronic authorization in under 30 minutes!

# Reporting Online to the TCEQ.

Click on the "Report through STEERS" link.

The screenshot shows the Texas Commission on Environmental Quality (TCEQ) website. The browser window title is "Reporting Online to the TCEQ - Texas Commission on Environmental Quality - www.tceq.state.tx.us - Windows Internet Explorer". The address bar shows "http://www.tceq.state.tx.us/e-services/reporting.html". The page header includes the TCEQ logo and navigation links: Home | AIR | LAND | WATER | Public | Businesses | Governments. A search bar is located in the top right corner. The main content area is titled "Reporting Online to the TCEQ" and features a red circle around the link "Report through STEERS". A red arrow points from the text above to this link. Below the link is a list of reporting categories: Annual Emissions Inventory Report (AEIR), Air Emissions and Maintenance Events (AEEME) Reporting, Discharge Monitoring Reports (eDMR), Industrial and Hazardous Waste (IHW) NOR and Summaries, and Training Roster Online Submittal (TROLS). A "Coming soon: NetDMR" link is also present. The left sidebar contains "Site Navigation" with links to Cleanups, Remediation, Emergency Response, Licensing, Permits, Registrations, Preventing Pollution, Recycling, Reporting, and Rules. Below this is a "Data" section with links to Data, Forms, Maps, Public Notices, Publications, Records, and Webcasts. The footer includes "Site Help | Disclaimer | Web Policies | Accessibility | Helping our Customers | TCEQ Homeland Security | Contact Us" and logos for Texas Homeland Security, TRAIL, and Texas Online. The page is dated "Last Modified 5/12/09" and "©2002-2008 Texas Commission on Environmental Quality." The browser status bar at the bottom shows "https://www6.tceq.state.tx.us/steers/" and "Internet 100%".

Reporting Online to the TCEQ - Texas Commission on Environmental Quality - www.tceq.state.tx.us - Windows Internet Explorer

http://www.tceq.state.tx.us/e-services/reporting.html

Reporting Online to the TCEQ - Texas Commission on Environmental Quality

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Home | AIR | LAND | WATER | Public | Businesses | Governments

Site Navigation

- Cleanups, Remediation
- Emergency Response
- Licensing
- Permits, Registrations
- Preventing Pollution
- Recycling
- Reporting
- Rules

BACK TO: Home Page

Questions or Comments: ac@tceq.state.tx.us

## Reporting Online to the TCEQ

[Report through STEERS](#)

- Annual Emissions Inventory Report (AEIR)
- Air Emissions and Maintenance Events (AEEME) Reporting
- Discharge Monitoring Reports (eDMR)
- Industrial and Hazardous Waste (IHW) NOR and Summaries
- Training Roster Online Submittal (TROLS)

Coming soon: NetDMR

Data

Forms

Maps

Public Notices

Publications

Records

Webcasts

About Us

Contact Us

Site Help | Disclaimer | Web Policies | Accessibility | Helping our Customers | TCEQ Homeland Security | Contact Us

Texas Homeland Security

TRAIL

TEXAS ONLINE

Last Modified 5/12/09  
©2002-2008 Texas Commission on Environmental Quality.

https://www6.tceq.state.tx.us/steers/ Internet 100%

# Accessing STEERS.

-If you already have an ER Account Number and Password, enter them in the corresponding fields and click on the Login Button

-If you do not have a STEERS account, go to "I need:" and choose "to create a new account." Complete the STEERS Participation Agreement (SPA) and submit the information online. Provide your Texas Driver's License and you will receive your ER Account Number the same day through email.

**TCEQ STEERS Login - Windows Internet Explorer**

https://www6.tceq.state.tx.us/steers/

Links Tabs

File Edit View Favorites Tools Help

TCEQ STEERS Verify Ac... TCEQ STEERS Login

**THE STATE OF TEXAS ENVIRONMENTAL ELECTRONIC REPORTING SYSTEM**  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comme  
TCEQ Hon

**Welcome to STEERS**, the State of Texas Environmental Electronic Reporting System.

**Here is what you can do online in STEERS:**

**e-Permits/Registration:**

- >> Petroleum Storage Tank (PST) Self-Certifications
- >> Storm Water General Permits

**e-Reporting:**

- >> Annual Emissions Inventory Report (AEIR)
- >> Air Emissions & Maintenance Events (AEME) Reporting
- >> Discharge Monitoring Reports (eDMR)
- >> Industrial & Hazardous Waste (IHW) NOR and Summaries
- >> Training Roster Online Submittal (TROLS)

See [details of what you can do](#).

This is STEERS version 5.5. See [more about STEERS](#).

**Enter STEERS:**

ER Account Number:

Password:

Login

**I need:**

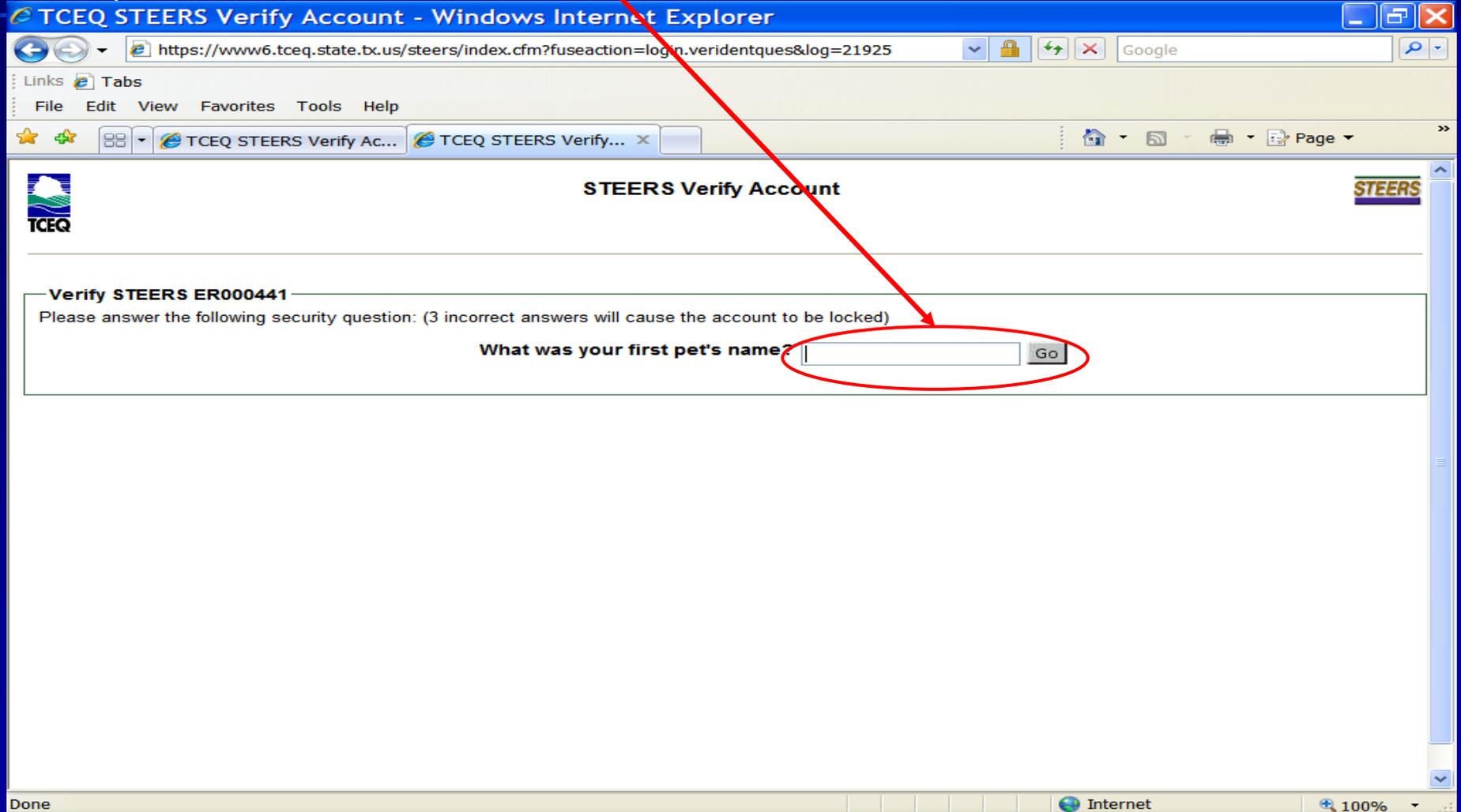
- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

**Find Out When STEERS Will Be Offline**

We do our best to ensure that STEERS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [STEERS maintenance schedule](#).

# STEERS Verify Account.

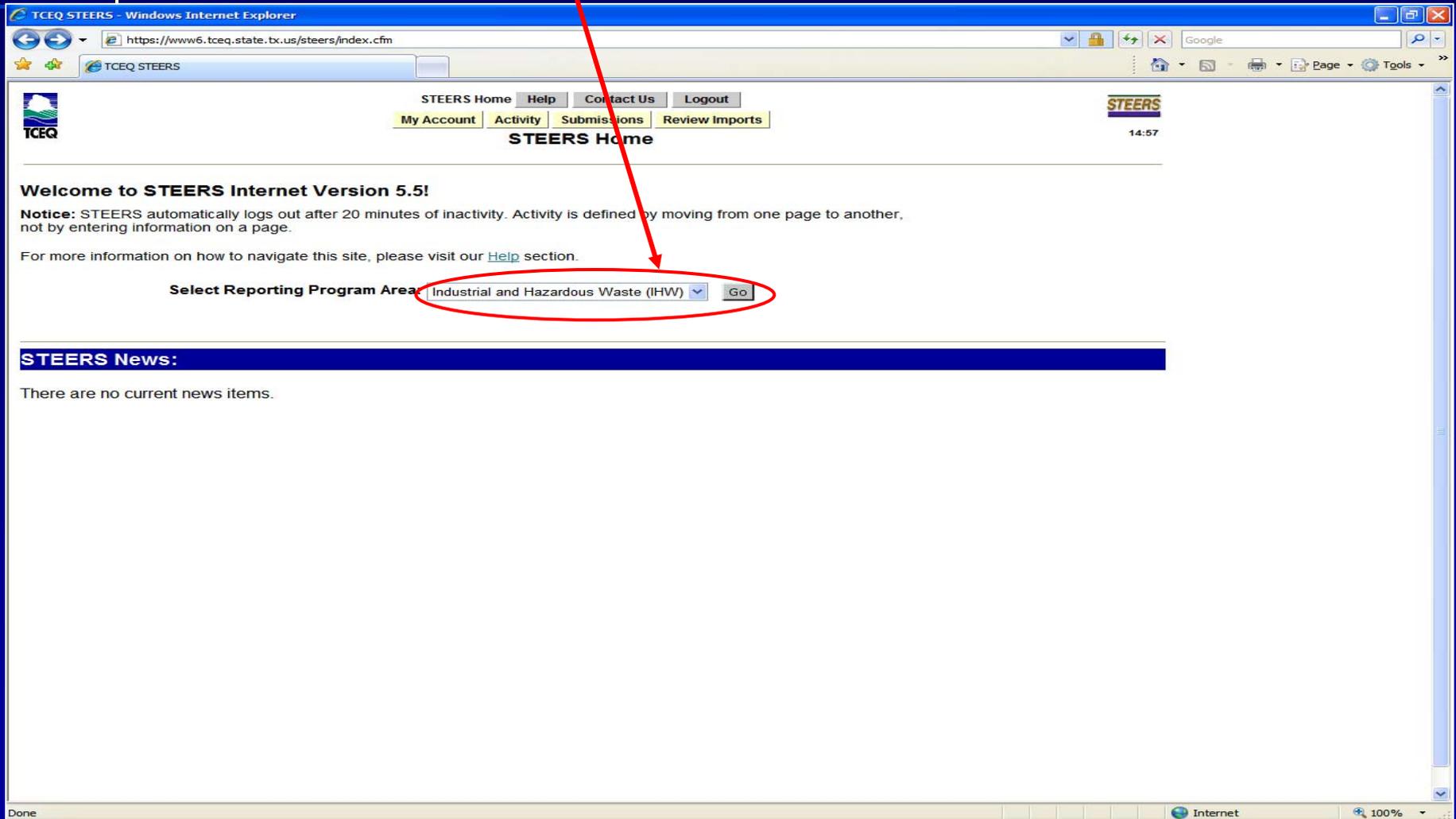
Enter the answer to security question, click "Go".



The screenshot shows a Windows Internet Explorer browser window titled "TCEQ STEERS Verify Account". The address bar displays the URL: <https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=logIn.veridentques&log=21925>. The page content includes the TCEQ logo on the left and the "STEERS" logo on the right. The main heading is "STEERS Verify Account". Below this, there is a section titled "Verify STEERS ER000441" with the instruction: "Please answer the following security question: (3 incorrect answers will cause the account to be locked)". The security question is "What was your first pet's name?". To the right of the text input field is a "Go" button. A red circle highlights the "Go" button, and a red arrow points from the text above to it.

# Select Reporting Program Area.

-Select the Industrial and Hazardous Waste (IHW) Program Area from the drop down list. Click "Go".



The screenshot shows the TCEQ STEERS website interface. At the top, there are navigation links: [STEERS Home](#), [Help](#), [Contact Us](#), and [Logout](#). Below these are [My Account](#), [Activity](#), [Submissions](#), and [Review Imports](#). The TCEQ logo is on the left, and the STEERS logo with the time 14:57 is on the right. The main heading is "STEERS Home".

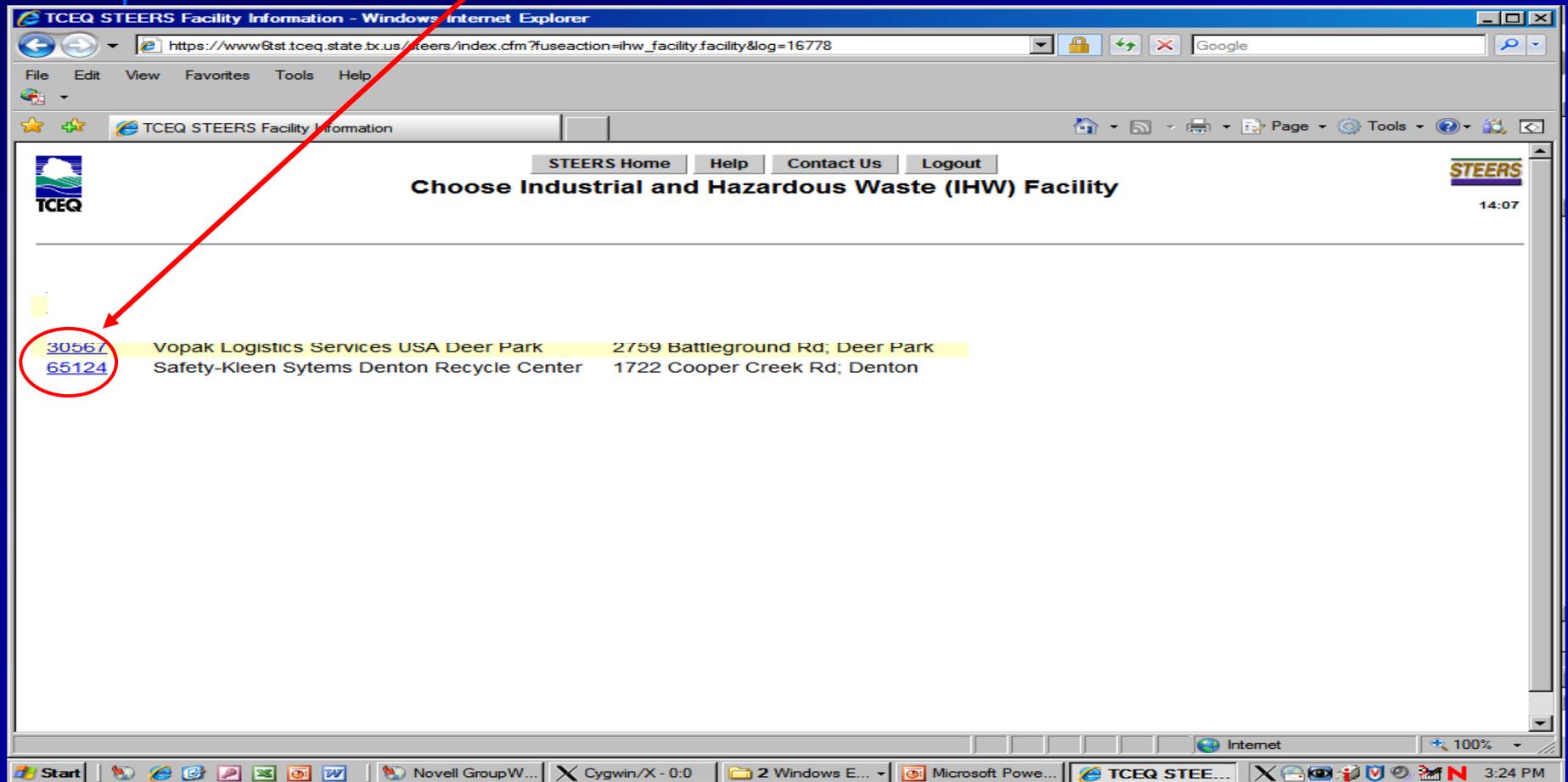
Below the heading, it says "Welcome to STEERS Internet Version 5.5!". A notice states: "Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page." Below the notice, it says "For more information on how to navigate this site, please visit our [Help](#) section."

The "Select Reporting Program Area" section features a dropdown menu with "Industrial and Hazardous Waste (IHW)" selected and a "Go" button. A red arrow points from the text above to the dropdown menu, and a red circle highlights the dropdown and the "Go" button.

At the bottom, there is a "STEERS News:" section with the text "There are no current news items."

# Select Facility.

After selecting the program area, the facilities specific to your account will be listed. Please select the facility for which you wish to submit an annual report.



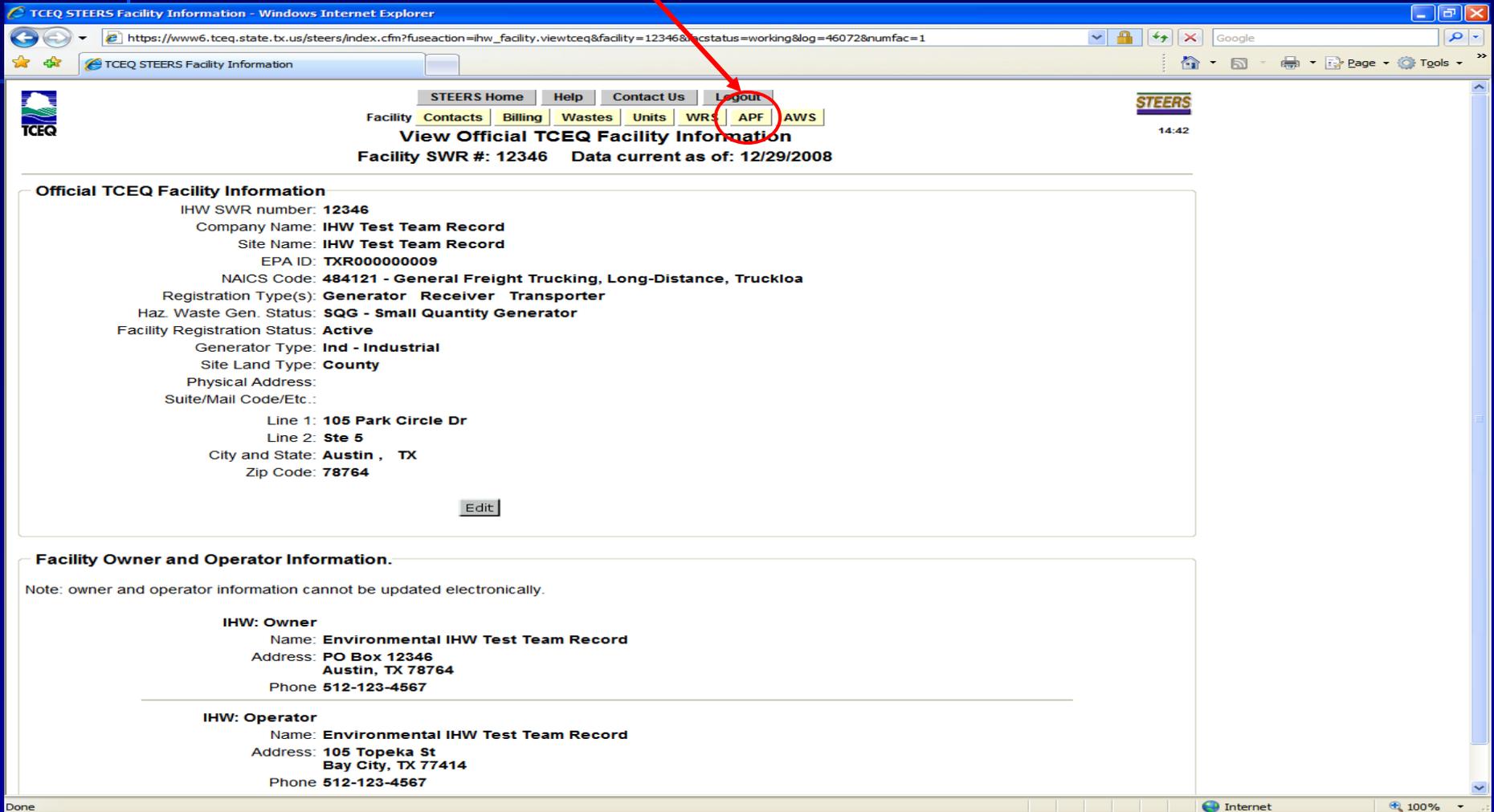
The screenshot shows a web browser window titled "TCEQ STEERS Facility Information". The address bar displays the URL: [https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\\_facility.facility&log=16778](https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw_facility.facility&log=16778). The page content includes a navigation menu with "STEERS Home", "Help", "Contact Us", and "Logout". The main heading is "Choose Industrial and Hazardous Waste (IHW) Facility". A table lists two facilities:

<a href="#">30567</a>	Vopak Logistics Services USA Deer Park	2759 Battleground Rd; Deer Park
<a href="#">65124</a>	Safety-Kleen Sysems Denton Recycle Center	1722 Cooper Creek Rd; Denton

The first row of the table is highlighted in yellow, and the first two columns of the first row are circled in red. A red arrow points from the top of the page down to the circled area. The taskbar at the bottom shows the Start button, several open applications, and the system clock at 3:24 PM.

# Annual Preparation File (APF).

To open the Annual Preparation File area of STEERS, click the "APF" button at the top of the screen.



The screenshot shows the TCEQ STEERS Facility Information website. The browser window title is "TCEQ STEERS Facility Information - Windows Internet Explorer". The address bar shows the URL: [https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW\\_facility.viewtceq&facility=12346&facstatus=working&log=46072&numfac=1](https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW_facility.viewtceq&facility=12346&facstatus=working&log=46072&numfac=1). The navigation menu includes: STEERS Home, Help, Contact Us, Logout, Facility, Contacts, Billing, Wastes, Units, WRS, **APF**, and AWS. The main heading is "View Official TCEQ Facility Information" with "Facility SWR #: 12346" and "Data current as of: 12/29/2008".

**Official TCEQ Facility Information**

IHW SWR number: **12346**  
Company Name: **IHW Test Team Record**  
Site Name: **IHW Test Team Record**  
EPA ID: **TXR000000009**  
NAICS Code: **484121 - General Freight Trucking, Long-Distance, Truckload**  
Registration Type(s): **Generator Receiver Transporter**  
Haz. Waste Gen. Status: **SQG - Small Quantity Generator**  
Facility Registration Status: **Active**  
Generator Type: **Ind - Industrial**  
Site Land Type: **County**  
Physical Address:  
Suite/Mail Code/Etc.:  
Line 1: **105 Park Circle Dr**  
Line 2: **Ste 5**  
City and State: **Austin , TX**  
Zip Code: **78764**

[Edit](#)

**Facility Owner and Operator Information.**

Note: owner and operator information cannot be updated electronically.

**IHW: Owner**  
Name: **Environmental IHW Test Team Record**  
Address: **PO Box 12346**  
**Austin, TX 78764**  
Phone: **512-123-4567**

**IHW: Operator**  
Name: **Environmental IHW Test Team Record**  
Address: **105 Topeka St**  
**Bay City, TX 77414**  
Phone: **512-123-4567**

# Add Manifest.

Choose the "Add Manifest" button.

The screenshot shows a web browser window titled "TCEQ STEERS Summary Data - Windows Internet Explorer". The address bar contains the URL: [https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\\_apf\\_apfsearch&facility=12346&log=12581&newsearch=](https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw_apf_apfsearch&facility=12346&log=12581&newsearch=). The page features a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". Below this is a secondary menu with buttons for "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Search Work Area for Waste Generation Records" with the sub-heading "Facility SWR #: 12346 Data current as of: 02/16/2009". A red arrow points to the "Add Manifest" button, which is circled in red. Other buttons include "Import File" and "Delete Month".

**Search APF Work Area**  
Select the following criteria to search the work area.

**Select Month:** All Months  
**Select Day:** All  
**Select Reporting Year:** 2009  
**Number to Display:** 10 per page

The following fields are optional, but can help narrow the number of records returned by the search.

**Manifest Number:**  
**Receiver ID:**  
**Transporter ID:**

**Search**

**Search APF Work Area for Records with Date Errors**  
Search for all records that have a missing date or a date that isn't in the year 2009, 2008, or 2007.

**Number to Display:** 10 per page

**Search**

# Add to Waste Generation Records in Work Area.

First, select the month and year for which you are entering manifest information. Choose the "Add" button to open a new data entry screen.

TCEQ STEERS Summary Data - Windows Internet Explorer

https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\_apf.selyeamo&acttyp=search&facility=12346&log=12

TCEQ STEERS Summary Data

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

**Add to Waste Generation Records**

Facility SWR #: 12346 Data current as of: 02/16/2009

Search Work Area Import File Delete Month

**Add to Waste Generation Records in Work Area**

Select the month and year to continue.

For Month: January

In Reporting Year: 2008

Add Review

Start Novell GroupW... Cygwin/X - 0:0 F:\AWS Slide ... Microsoft Powe... TCEQ STEE... 1:18 PM

# Add New Waste Generation Record.

Enter the information from your Uniform Hazardous Waste Manifest to the corresponding fields in the data entry screen. Each screen holds information for one Texas waste code.

The screenshot shows a web browser window titled "TCEQ STEERS Summary Data - Windows Internet Explorer". The address bar shows the URL "https://www6st.tceq.state.tx.us/steers/index.cfm". The page has a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". Below this is a secondary menu with buttons for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Add New Waste Generation Record" with the sub-heading "Facility SWR #: 12346 Data current as of: 02/16/2009".

The form is titled "Add New Waste Generation Record" and includes the instruction: "Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved." The form fields are as follows:

- Manifest Tracking Number: 000000001WAS
- Receiver ID: 12345
- Receiver EPA ID: TXD123456789
- Transporter ID: 12345
- Transporter EPA ID: TXD123456789
- Texas Waste Code: 0001203H
- EPA Haz. Waste Codes: D001
- Quantity: 200 Tons
- System Type Code: 141
- Date Shipped: 01/03/2008 (mm/dd/yyyy format)

At the bottom of the form are buttons for "Save", "Save and Add New", "Ditto Manifest", "Ditto Receiver", and "Cancel".

# Ditto Manifest.

The "Ditto Manifest" selection allows you to create a manifest record using the same manifest tracking number, receiver, and transporter information from the previous record. You must enter a new Texas waste code and the specific information necessary to complete the record.

The screenshot shows the TCEQ STEERS Summary Data web application. The page title is "Add New Waste Generation Record" and the facility SWR number is 12346. The form contains the following fields:

- Manifest Tracking Number: 000000001WAS
- Receiver ID: 12345
- Receiver EPA ID: TXD123456789
- Transporter ID: 12345
- Transporter EPA ID: TXD123456789
- Texas Waste Code: [Empty]
- EPA Haz. Waste Codes: [Four empty boxes]
- Quantity: [Empty] Lbs. [Dropdown]
- System Type Code: [Empty]
- Date Shipped: 01/03/2008 (mm/dd/yyyy format)

At the bottom of the form, there are five buttons: "Save", "Save and Add New", "Ditto Manifest", "Ditto Receiver", and "Cancel". The "Ditto Manifest" button is circled in red, and a red arrow points to it from the text above.

# Ditto Receiver.

The "Ditto Receiver" selection allows you to create a manifest record using the same receiver, transporter, and waste code information from the previous record. To complete the record, you must enter a new manifest number, quantity, and system type code.

The screenshot shows the TCEQ STEERS Summary Data web application. The page title is "Add New Waste Generation Record" and the facility SWR number is 12346. The data is current as of 02/16/2009. The form contains the following fields:

- Manifest Tracking Number:
- Receiver ID:
- Receiver EPA ID:
- Transporter ID:
- Transporter EPA ID:
- Texas Waste Code:
- EPA Haz. Waste Codes:
- Quantity:  Lbs.
- System Type Code:
- Date Shipped:  (mm/dd/yyyy format)

At the bottom of the form, there are four buttons: "Save", "Save and Add New", "Ditto Manifest", and "Ditto Receiver". The "Ditto Receiver" button is circled in red. Red arrows point from the "Ditto Receiver" button to the "Manifest Tracking Number", "Quantity", and "System Type Code" fields, indicating that these fields must be updated when using the "Ditto Receiver" option.

# Save and Add New.

The "Save and Add New" selection allows you to open a blank screen to enter new manifest information.

The screenshot shows a web browser window titled "TCEQ STEERS Summary Data - Windows Internet Explorer". The address bar contains the URL: [https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW\\_apf.addmanifest&id=26637&facility=12346&log=1246](https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW_apf.addmanifest&id=26637&facility=12346&log=1246). The page header includes navigation links: "STEERS Home", "Help", "Contact Us", "Logout", "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Add New Waste Generation Record" with the sub-heading "Facility SWR #: 12346 Data current as of: 02/16/2009".

The form is titled "Add New Waste Generation Record" and includes the instruction: "Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved." The form fields are:

- Manifest Tracking Number:
- Receiver ID:
- Receiver EPA ID:
- Transporter ID:
- Transporter EPA ID:
- Texas Waste Code:
- EPA Haz. Waste Codes:
- Quantity:  Lbs.
- System Type Code:
- Date Shipped:  (mm/dd/yyyy format)

At the bottom of the form, there are five buttons: "Save", "Save and Add New", "Ditto Manifest", "Ditto Receiver", and "Cancel". The "Save and Add New" button is circled in red, and a red arrow points to it from the text above.

# Save and Cancel.

Choose the "Save" button to complete the manifest information.

Then choose the "Cancel" button to close the edit screen.

The screenshot shows a web browser window titled "TCEQ STEERS Summary Data - Windows Internet Explorer". The address bar shows the URL "https://www6st.tceq.state.tx.us/steers/index.cfm". The page content includes a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". Below this is a secondary menu with "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Add New Waste Generation Record" with a sub-heading "Facility SWR #: 12346" and "Data current as of: 02/16/2009".

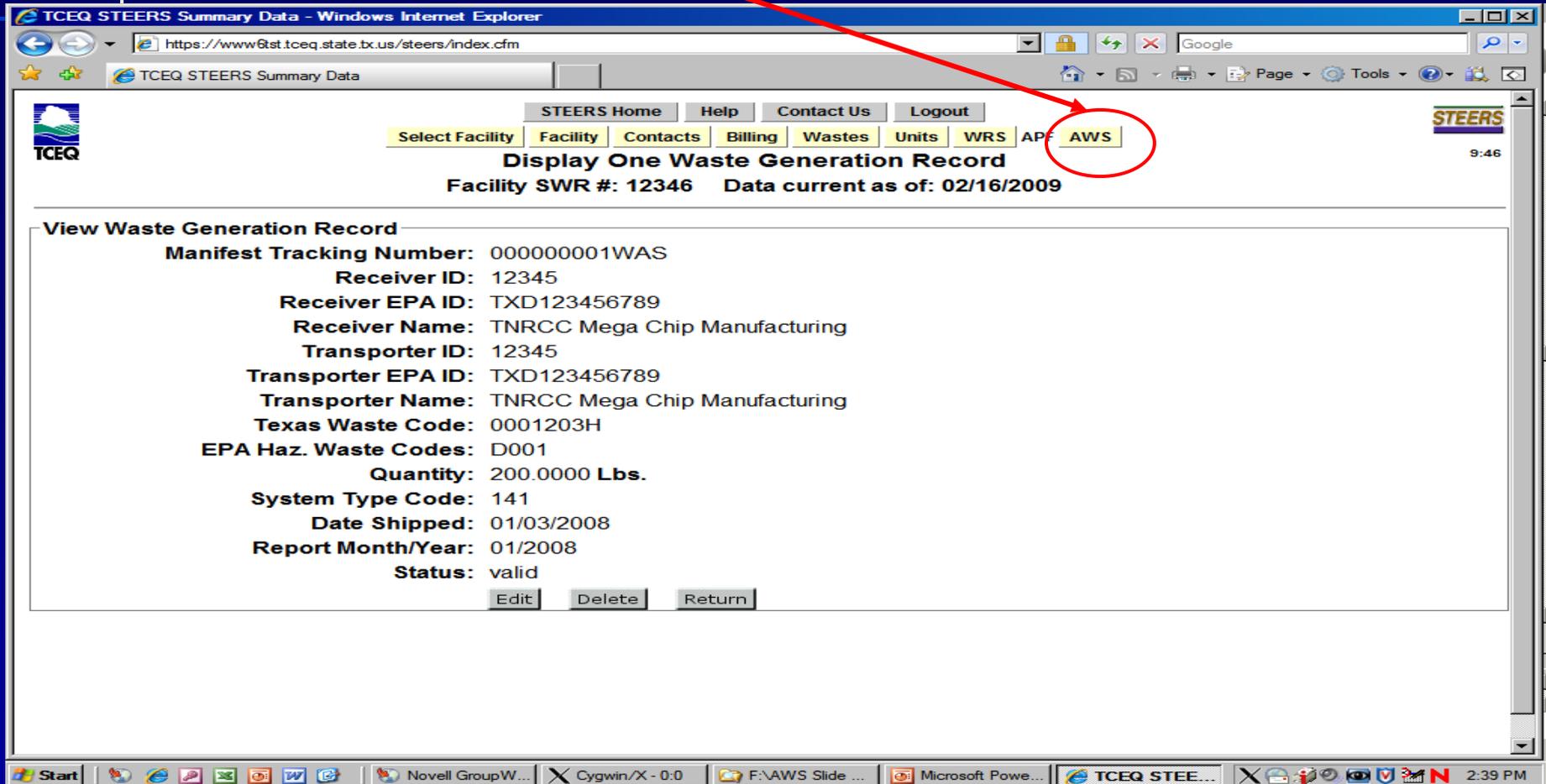
The form itself is titled "Add New Waste Generation Record" and contains the following fields:

- Manifest Tracking Number: 000000001WAS
- Receiver ID: 12345
- Receiver EPA ID: TXD123456789
- Transporter ID: 12345
- Transporter EPA ID: TXD123456789
- Texas Waste Code: 0001203H
- EPA Haz. Waste Codes: D001
- Quantity: 200 Tons
- System Type Code: 141
- Date Shipped: 01/03/2008 (mm/dd/yyyy format)

At the bottom of the form, there are five buttons: "Save", "Save and Add New", "Ditto Manifest", "Ditto Receiver", and "Cancel". A red triangle is drawn over the "Save" and "Cancel" buttons, with red circles around each button. The "Save" button is on the left and the "Cancel" button is on the right.

# View Waste Generation Record.

After you have completed entering all the manifest information for the report year, choose "AWS" at the top of this screen to create and submit the Annual Waste Summary to the TCEQ.



The screenshot shows a web browser window titled "TCEQ STEERS Summary Data - Windows Internet Explorer". The address bar displays "https://www6st.tceq.state.tx.us/steers/index.cfm". The page features a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", "Logout", "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "AP", and "AWS". The "AWS" button is circled in red, with a red arrow pointing to it from the text above. Below the navigation menu, the page displays "Display One Waste Generation Record" for "Facility SWR #: 12346" with data current as of "02/16/2009". The record details are as follows:

**View Waste Generation Record**

- Manifest Tracking Number: 000000001WAS
- Receiver ID: 12345
- Receiver EPA ID: TXD123456789
- Receiver Name: TNRCC Mega Chip Manufacturing
- Transporter ID: 12345
- Transporter EPA ID: TXD123456789
- Transporter Name: TNRCC Mega Chip Manufacturing
- Texas Waste Code: 0001203H
- EPA Haz. Waste Codes: D001
- Quantity: 200.0000 Lbs.
- System Type Code: 141
- Date Shipped: 01/03/2008
- Report Month/Year: 01/2008
- Status: valid

At the bottom of the record, there are buttons for "Edit", "Delete", and "Return".

Search Work Area.  
Select "Create New AWS" button.

TCEQ STEERS AWS Information - Windows Internet Explorer

https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=iaw\_aws&facility=12346&log=12466&newsearc

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

**Annual Waste Summary**

Facility SWR #: 12346 Data current as of: 02/16/2009

Work Area TCEQ Records TCEQ Error Records Add Waste to AWS **Create New AWS**

**Search Work Area**

Select the following criteria to search the work area.

**Select Waste Code(s):** no selection  
0001203H  
00022031  
00023101  
0003203H

**Select Receiver ID(s):** no selection  
001  
64041

**Select Reporting Year:** 2008

TCEQ Record ID:

Search

# Create New Annual Waste Summary.

Choose the report year and then choose the “Create New AWS” button.

TCEQ STEERS AWS Information - Windows Internet Explorer

https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\_awsnewaws&facility=12346&log=12466

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

STEERS 14:54

Select Year for AWS Record

Facility SWR #: 12346 Data current as of: 02/16/2009

Work Area TCEQ Records TCEQ Error Records Add Waste to AWS Create New AWS

Create New Annual Waste Summary

Select the following criteria to search the work area.

Select Reporting Year: 2008 2008 2007 2006

Create New AWS Cancel

# Create Annual Waste Summary Using Valid Annual Preparation File (APF) Data.

Choose the "Proceed" button to continue creating the AWS.

The screenshot shows a web browser window titled "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar displays "https://www6st.tceq.state.tx.us/steers/index.cfm". The page content includes a navigation menu with options like "STEERS Home", "Help", "Contact Us", and "Logout". Below this, there are tabs for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Create New Annual Waste Summary For Year 2008" with subtext "Facility SWR #: 12346 Data current as of: 02/16/2009". A section titled "Create Annual Waste Summary for 2008 Using Valid APF Data" contains the following text: "Your Annual Waste Summary for 2008 is going to be created using your valid Annual Preparation File data for this facility. Click the 'Proceed' button to continue, click 'Cancel' if you would like to cancel this action." Below the text are two buttons: "Proceed" and "Cancel". The "Proceed" button is circled in red, and a red arrow points to it from the text above. The Windows taskbar at the bottom shows the Start button and several open applications, including "Novell GroupW...", "Cygwin/X - 0:0", "F:\AWS Slide ...", and "Microsoft Powe...". The system clock shows "2:53 PM".

# Annual Waste Records in Work Area.

This screen displays the Texas waste code information entered in the APF. Information entered from manifests may not have all waste stream information needed for the annual waste summary. **Click the Texas waste number to add this additional information.**

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The section "Annual Waste Records in Work Area for Reporting Year 2008" contains two sub-sections: "Records with Errors" and "Valid Records".

**Records with Errors**

2 Waste Code Records and/or NRR records  
2 Quantity Handled Records  
1-2 of 2 Records

Texas Waste Code: [0001203H](#)  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers	Action
	P	D001	A

Texas Waste Code: [0001203H](#)  
Year: 2008

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	P	141	12345				A

Texas Waste Code: [00012191](#)  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers	Action
	P		A

Texas Waste Code: [00012191](#)  
Year: 2008

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
3890.0000	P	132	65124	TXD077603371			A

**Valid Records**

There are no valid records that match your search criteria.

# Edit Waste Code for Reporting Year.

-If waste was **not shipped off-site**, enter the Waste Management Unit number (3-digit) into the "Fac Num" field.

-If waste was **shipped off-site**, enter the receiving facility's number in the "Fac Num" field.

**Complete the Total Quantity Generated field** for each Texas waste code (waste) generated during the report year – January 1 through December 31.

\*The "Total Qty Generated" field must be entered by the customer. This field does **not** automatically calculate the amount.

**Edit Waste Code for Annual Waste Summary**  
Facility SWR #: 12346 Data current as of: 02/16/2009

**Edit Waste Code 0001203H For Reporting Year 2008**

Texas Waste Code: 0001203H

EPA Hazardous Waste Numbers: 0001

Total Qty Generated:

Units: P

Error: [Total Quantity Generated must be numeric and is required.](#)

Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved.

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments	Error?	Delete?
200.0000	P	141		12345				<input type="checkbox"/>

To add more quantity handled records, choose how many to add and click the button:

How Many: 5

# Click Save or Click Save and View Pending Records.

Repeat the process of entering until you have completed a data entry screen for each waste you generated and/or handled during the report year.

Remember to include One-time Shipment Waste codes on your AWS.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www.tceq.state.tx.us/steers/index.cfm

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units VRS APF AWS

**Add Waste Code to Annual Waste Summary**  
Facility SWR #: 12345 Data current as of: 02/16/2009

**Add Waste Code For Reporting Year 2008**

Texas Waste Code: 1258203H

EPA Hazardous Waste Numbers: D001

Total Qty Generated: 200

Units: T

Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved.

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments
200	T	061	3	12346		

To add more quantity handled records, choose how many to add and click the button

How Many: 5 ~~Save and Add More Quantity Handled~~

Save Save and View Pending Records Cancel

# Adding Texas waste codes.

Enter additional Texas waste codes to the report by choosing the "Add Waste to AWS" button.

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

### View Annual Waste Summary Records in Work Area

Facility SWR #: 12345 Data current as of: 02/16/2009

New Search TCEQ Records TCEQ Error Records **Add Waste to AWS**

#### Annual Waste Records in Work Area for Reporting Year 2008

**Records with Errors**

There are no error records that match your search criteria.

**Valid Records**

1 Waste Code Records and/or NRR records  
1 Quantity Handled Records

1-1 of 1 Records

Texas Waste Code: [1258203H](#)  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers				Action	
200.0000	T	D001				A	
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

Submit All Valid Records

# Making Changes to existing Texas Waste Codes.

- You can also make changes to previously entered Texas waste code information by clicking on the waste code link you wish to update.

The screenshot shows the TCEQ STEERS AWS Information website. The page title is "View Annual Waste Summary Records in Work Area" for Facility SWR #: 12345, with data current as of 02/16/2009. The page displays "Annual Waste Records in Work Area for Reporting Year 2008". Under the "Valid Records" section, it shows "1 Waste Code Records and/or NRR records" and "1 Quantity Handled Records". A table lists the records, with the first record circled in red: "Texas Waste Code: 1258203H, Year: 2008". Below this, a table shows details for the waste code, including TQG, UOM, EPA Haz. Waste Numbers, and Action. A second table shows details for the quantity handled, including QH, UOM, STC, Fac ID, Fac EPA ID, Comment, FE, and Action. A "Submit All Valid Records" button is visible at the bottom of the record list.

TQG	UOM	EPA Haz. Waste Numbers	Action
200.0000	T	D001	A

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

# Submitting All Valid Records

Once you complete all the AWS information, click the "Submit All Valid Records" button.

The screenshot shows a web browser window titled "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar contains the URL: [https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\\_awsfind.search&type=all&reportyear=2008&facility=](https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw_awsfind.search&type=all&reportyear=2008&facility=). The page content includes a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". Below this is a secondary menu with buttons for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "View Annual Waste Summary Records in Work Area" for "Facility SWR #: 12345" with "Data current as of: 02/16/2009". There are buttons for "New Search", "TCEQ Records", "TCEQ Error Records", and "Add Waste to AWS".

The page displays "Annual Waste Records in Work Area for Reporting Year 2008". Under "Records with Errors", it states "There are no error records that match your search criteria." Under "Valid Records", it shows "1 Waste Code Records and/or NRR records" and "1 Quantity Handled Records".

1-1 of 1 Records

Texas Waste Code: [1258203H](#)  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers					Action
200.0000	T	D001					A
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

At the bottom of the page, there is a button labeled "Submit All Valid Records" which is circled in red. A red arrow points from the text above to this button.

# Go To Confirm Submit.

Answer yes or no to the two questions about your facility's waste generation and then choose the "Go To Confirm Submit" button.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www6st.tceq.state.tx.us/steers/index.cfm

File Edit View Favorites Tools Help

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

**Hazardous Waste Generation** 14:45

Facility SWR #: 12345 Data current as of: 02/16/2009

Your records have **NOT** been submitted to the TCEQ. The questions below must be answered as part of the submission process. Answering these questions does **NOT** submit your records. After answering the questions, click the "Go To Confirm Submit" button to continue with the submission process.

Did this facility generate 1.1 tons or more of hazardous waste in any one month of the report year?  No  Yes

Did this facility generate 2.2 lbs. or more of acute hazardous waste in any one month of the report year?  No  Yes

**Go To Confirm Submit** Cancel

Start Novell GroupW... Cygwin/X - 0:0 F:\ Microsoft Powe... TCEQ STEE... 9:44 AM

# Confirm Records.

This screen displays the information which will be included in the annual summary report. To certify and submit the report, scroll to the **bottom** of the screen. (See next page for more details.)

**Confirm Records to Send to TCEQ**  
Facility SWR #: 12345    Data current as of: 02/16/2009

**Submit the Following Records for Report Year 2008**

**Hazardous Waste Questions**

Did this facility generate 1.1 tons or more of hazardous waste in any one month of the report year?    Yes

Did this facility generate 2.2 lbs. or more of acute hazardous waste in any one month of the report year?    Yes

**Valid Records**

1 Waste Code Records and/or NRR records  
1 Quantity Handled Records

1-1 of 1 Records

Texas Waste Code:            1258203H  
Year:                            2008

TQG	UOM	EPA Haz. Waste Numbers					Action
200.0000	T	D001					A
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR0000000009		3	A

**Key:**  
TQG: Total Quantity Generated  
UOM: Unit of Measure  
QH: Quantity Handled  
STC: System Type Code  
Fac ID: Facility ID  
Fac EPA ID: Facility EPA ID  
FE: Fee Exemption Code

At the bottom of the screen, enter your STEERS Password and choose the "Confirm Submit" button to send valid annual waste summary records to the TCEQ. When the records are received at the TCEQ, you will be notified with a confirmation email message.

TCEQ STEERS AWS Information - Windows Internet Explorer

https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ahw\_awspond.submitvalid&wastes=&recs=&return=edit&re

TCEQ STEERS AWS Information

Texas Waste Code: 1258203H  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers			Action		
200.0000	T	D001			A		
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

Key:  
TQG: Total Quantity Generated  
UOM: Unit of Measure  
QH: Quantity Handled  
STC: System Type Code  
Fac ID: Facility ID  
Fac EPA ID: Facility EPA ID  
FE: Fee Exemption Code

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete.

By entering my password and pressing the "Confirm Submit" button, I agree that:

1. I am Carol Gensweider.
2. I have protected my account/password and am in full compliance with the electronic signature agreement submitted to receive account ER000471.
3. I have the authority to submit this data on behalf of facility TNRCC Mega Chip Manufacturing.
4. This action constitutes an electronic signature equivalent to my written signature.
5. I am knowingly and intentionally submitting 1 annual waste summary records.

Password:  Do Not Submit Confirm Submit

Start | Novell GroupW... | Cygwin/X - 0:0 | F:\ | Microsoft Powe... | TCEQ STEE... | 9:56 AM

# Error Records.

If errors are found in the submitted report, the records with errors will be returned to your STEERS account under the "TCEQ Error Records" button. These records can be edited, validated and resubmitted.

Changes to report information submitted but not returned as errors must be done on paper using form TCEQ-0436B.

The screenshot shows a web browser window titled "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar shows the URL: [https://www.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW\\_awspeid.search&type=all&reportyear=2008&facility=](https://www.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW_awspeid.search&type=all&reportyear=2008&facility=). The page content includes a navigation menu with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". Below this is a secondary menu with buttons for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading reads "View Annual Waste Summary Records in Work Area" with "Facility SWR #: 12345" and "Data current as of: 02/16/2009". A row of buttons includes "New Search", "TCEQ Records", "TCEQ Error Records" (circled in red), and "Add Waste to AWS". The page title is "Annual Waste Records in Work Area for Reporting Year 2008". Under "Records with Errors", it states "There are no error records that match your search criteria." Under "Valid Records", it lists "1 Waste Code Records and/or NRR records" and "1 Quantity Handled Records". It shows "1-1 of 1 Records" for "Texas Waste Code: 1258203H" and "Year: 2008". A table follows with columns for TQG, UOM, EPA Haz. Waste Numbers, and Action. The table contains two rows of data. At the bottom, there is a "Submit All Valid Records" button.

Annual Waste Records in Work Area for Reporting Year 2008

Records with Errors

There are no error records that match your search criteria.

Valid Records

1 Waste Code Records and/or NRR records  
1 Quantity Handled Records

1-1 of 1 Records

Texas Waste Code: [1258203H](#)  
Year: 2008

TQG	UOM	EPA Haz. Waste Numbers	Action
200.0000	T	D001	A

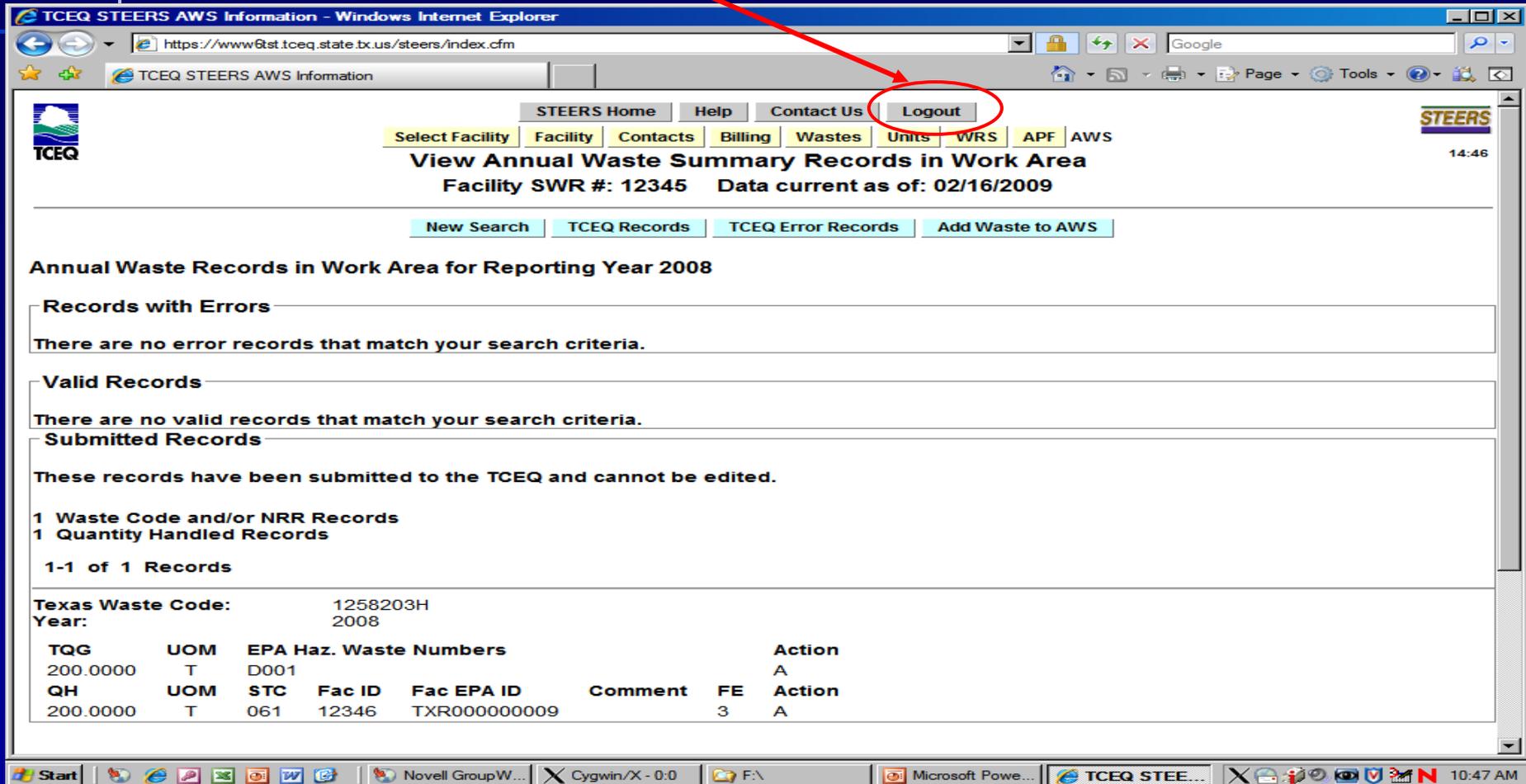
  

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

Submit All Valid Records

# Logout.

Your Annual Waste Summary is complete. You may navigate to other areas in your NOR or you may log out of STEERS.



The screenshot shows the TCEQ STEERS AWS Information website. The browser window title is "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar shows "https://www6st.tceq.state.tx.us/steers/index.cfm". The page has a navigation bar with buttons for "STEERS Home", "Help", "Contact Us", and "Logout". The "Logout" button is circled in red, with a red arrow pointing to it from the text above. Below the navigation bar are tabs for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "View Annual Waste Summary Records in Work Area" with "Facility SWR #: 12345" and "Data current as of: 02/16/2009". There are buttons for "New Search", "TCEQ Records", "TCEQ Error Records", and "Add Waste to AWS". The page content is divided into sections: "Annual Waste Records in Work Area for Reporting Year 2008", "Records with Errors" (no records found), "Valid Records" (no records found), and "Submitted Records" (records cannot be edited). Below this is a section for "1 Waste Code and/or NRR Records" and "1 Quantity Handled Records", showing "1-1 of 1 Records". A table displays search criteria: "Texas Waste Code: 1258203H" and "Year: 2008". A table lists records with columns for TQG, UOM, EPA Haz. Waste Numbers, Action, QH, UOM, STC, Fac ID, Fac EPA ID, Comment, FE, and Action.

TQG	UOM	EPA Haz. Waste Numbers	Action
200.0000	T	D001	A

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
200.0000	T	061	12346	TXR000000009		3	A

**STEERS  
Annual Waste Summary  
Data Entry Training  
END**

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