

# STEERS

Annual Waste Summary  
Data Entry Instructions

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

# 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 a red circle around "eServices: ePay, ePermits, eLicenses, eReporting". A red arrow points from the text above to this link.

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 and information sections:

- 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
- Commissioners' Corner**
  - 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 clock displaying "4:19 PM".

# ePermits & Reporting.

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

The screenshot shows the TCEQ e-Services website in a Windows Internet Explorer browser. The page title is "TCEQ e-Services - Texas Commission on Environmental Quality - www.tceq.state.tx.us". The browser address bar shows "http://www.tceq.state.tx.us/e-services/". The website header includes the TCEQ logo and navigation links: Home | AIR | LAND | WATER | Public | Businesses | Governments. A search bar and "A to Z Index" / "Org Chart" links are also present. The main content area is titled "TCEQ e-Services" and features a red circle around the "eReporting" button. Below the button are sections for "Featured Items" and "Topics Under This Category".

**TCEQ e-Services**  
Current and upcoming online options for reporting, permitting, licensing, and registration -- plus payment of fees and other assessments

- ePermits**  
Apply for storm water permits and PST self-certification.
- eReporting**  
Submit your discharge monitoring reports, annual emissions inventory, and more.
- eComments**  
Submit your comments online for certain TCEQ activities.
- eLicense Renewal**  
Renew your registration, or your own occupational license if you've completed the required CEUs.
- ePay**  
Use a credit card or electronic check to pay many of your fees and assessments. Do NOT use ePay for occupational licenses.
- eFiling**  
File documents for cases under consideration at upcoming commission agenda meetings or at SOAH.

**Featured Items:**

- Online Submission of TPDES Discharge Monitoring Reports**  
Submit your TPDES discharge monitoring reports online through STEERS.

**Topics Under This Category:**

- Online Authorization of General Permits for Storm Water Discharges -- Construction Activities**  
Fill out, pay for, sign, and submit your applications online -- AND receive electronic authorization in under 30 minutes!
- Online Authorization of Multi Sector General Permits for Storm Water Discharges -- Industrial Activities**  
Fill out, pay for, sign, and submit your Multi Sector General Permit applications online -- AND receive electronic authorization in under 30 minutes!

# Log in to STEERS.

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/

Google

Links Tabs

File Edit View Favorites Tools Help

TCEQ STEERS Verify Ac... TCEQ STEERS Login

Page

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

Questions or Comme

TCEO Hor

**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](#).

Internet 100%

Answer the security question that you established in your Steers Participation Agreement, click Go.

The screenshot shows a Windows Internet Explorer browser window titled "TCEQ STEERS Verify Account". The address bar contains 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, the text reads "Verify STEERS ER000441" followed by "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?". There is an empty text input field and a "Go" button next to it. A red circle highlights the input field and the "Go" button. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

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 is a navigation bar with links for 'STEERS Home', 'Help', 'Contact Us', and 'Logout'. Below this, there are buttons for 'My Account', 'Activity', 'Submissions', and 'Review Imports'. The main heading is 'STEERS Home' with a timestamp of '14:57'. A welcome message reads 'Welcome to STEERS Internet Version 5.5!' followed by a notice: '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' dropdown menu is set to 'Industrial and Hazardous Waste (IHW)', and the 'Go' button is circled in red. A blue banner below the dropdown reads 'STEERS News:' followed by the text 'There are no current news items.'

# Select Facility.

Please select the SWR ID for the facility for which you are submitting an annual report.

The screenshot shows a Windows Internet Explorer browser window displaying the TCEQ STEERS Facility Information page. The address bar shows 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 has a navigation menu with links for 'STEERS Home', 'Help', 'Contact Us', and 'Logout'. The main heading is 'Choose Industrial and Hazardous Waste (IHW) Facility'. The TCEQ logo is on the left, and the STEERS logo is on the right. A table lists facilities, with the SWR ID '12346' circled in red.

SWR ID	Facility Name	Physical Address
<a href="#">12345</a>	TNRCC Mega Chip Manufacturing	2222 Main Street; Anywhere
<a href="#">12346</a>	IHW Test Team Record	105 Park Circle Dr; Austin

Click AWS at the top of the screen.

The screenshot shows a web browser window with 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 page features a navigation menu with tabs for Facility, Contacts, Billing, Wastes, Units, WRS, APF, and AWS. The AWS tab is circled in red. Below the navigation is the TCEQ logo and the text "View Official TCEQ Facility Information" and "Facility SWR #: 12346 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**

# Create New AWS.

Select the year for which you wish to report and then choose Create New AWS.

TCEQ STEERS AWS Information - Windows Internet Explorer

https://www6.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\_awspond.newaws&facility=12346&log=46072

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Facility Contacts Billing Wastes Units WRS APF AWS

STEERS 14:55

Select Year for AWS Record

Facility SWR #: 12346 Data current as of: 12/29/2008

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: 2007

Create New AWS Cancel

Internet 100%

# Enter the Texas Waste Code.

The Texas Waste Code must be 8 digits in length and end in an "H" or a "1" indicating hazardous or Class 1 waste. Class 2 and Class 3 wastes are not reported on the AWS.

**\*\* In order to enter a specific Texas waste code, it must be on your notice of registration.**

The screenshot shows a web browser window with the URL <https://www6.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", "Logout", "Facility", "Contacts", "Billing", "Wastes", "Units", "WRS", "APF", and "AWS". The main heading is "Add Waste Code to Annual Waste Summary" for Facility SWR #: 12346, with data current as of 12/29/2008. The time is 14:55.

The form is titled "Add Waste Code For Reporting Year 2006". It contains the following fields:

- Texas Waste Code:** A text input field, circled in red.
- EPA Hazardous Waste Numbers:** Three text input fields.
- Total Qty Generated:** A text input field.
- Units:** A text input field.

Below these fields, there is a note: "Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved." This is followed by a table with the following columns: Qty Handled, Units, STC, Fee, Fac Num, Rec's EPA ID, and Comments. The table has six rows of empty input fields.

At the bottom of the form, there is a section for adding more records: "To add more quantity handled records, choose how many to add and click the button:". It includes a "How Many:" dropdown menu set to "5" and a "Save and Add More Quantity Handled" button. Below this are three buttons: "Save", "Save and View Pending Records", and "Cancel".

# Enter EPA Hazardous Waste Numbers.

If the waste is hazardous, at least one EPA hazardous waste number is required.

If more than four codes exist, use the four codes that best describe the waste.

If the waste is non-hazardous, leave this field blank.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www6.tceq.state.tx.us/steers/index.cfm

STEERS Home Help Contact Us Logout

Facility Contacts Billing Wastes Units WRS APF AWS

**Add Waste Code to Annual Waste Summary**  
Facility SWR #: 12346 Data current as of: 12/29/2008

**Add Waste Code For Reporting Year 2006**

Texas Waste Code:

EPA Hazardous Waste Numbers:

Total Qty Generated:

Units:

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
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

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

How Many:  Save and Add More Quantity Handled

Save Save and View Pending Records Cancel

# Enter Total Quantity Generated and Units.

Using units of "P" for pounds, "K" for kilograms, or "T" for tons, enter the total quantity of this waste that this facility generated during this report year – Jan. 1 through Dec. 31. Any waste generated in a previous year and shipped or still on site during the report year, should NOT be included in the total quantity generated. If this facility did not generate any of this waste during the report year, but managed or handled some quantity of this waste, enter a zero ("0") in this field.

The screenshot shows a web browser window with the URL <https://www6.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", and "Logout". The main content area is titled "Add Waste Code to Annual Waste Summary" for Facility SWR #: 12346, with data current as of 12/29/2008. The form section is titled "Add Waste Code For Reporting Year 2006" and contains the following fields:

- Texas Waste Code:
- EPA Hazardous Waste Numbers:
- Total Qty Generated:  (circled in red)
- Units:  (circled in red)

Below these fields, there is a table with the following columns: Qty Handled, Units, STC, Fee, Fac Num, Rec's EPA ID, and Comments. The table is currently empty. At the bottom of the form, there is a section for adding more records:

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

# Enter Quantity Handled and Units.

Enter the amount of waste that was managed or shipped. Report a separate quantity handled in a new row each time the receiving facility or the system type code changes. All units must be the same for "Quantity Handled" and "Total Quantity Generated".

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www6.tceq.state.tx.us/steers/index.cfm

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Facility Contacts Billing Wastes Units WRS APF AWS

**Add Waste Code to Annual Waste Summary**  
Facility SWR #: 12346 Data current as of: 12/29/2008

14:55

**Add Waste Code For Reporting Year 2006**

Texas Waste Code:

EPA Hazardous Waste Numbers:

Total Qty Generated:

Units:

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
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

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

How Many:  Save and Add More Quantity Handled

Save Save and View Pending Records Cancel

# Enter System Type Code.

Enter the system type code. For a list of system type codes choose the "Help" button at the top of the screen.

TCEQ STEERS AWS Information - Windows Internet Explorer

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

TCEQ STEERS AWS Information

STEERS Home **Help** Contact Us Logout

Facility Contacts Billing **Wastes** Units WRS APF AWS

**Add Waste Code to Annual Waste Summary**

Facility SWR #: 12346 Data current as of: 12/29/2008

STEERS 14:55

**Add Waste Code For Reporting Year 2006**

Texas Waste Code:

EPA Hazardous Waste Numbers:

Total Qty Generated:

Units:

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
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

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

How Many: 5

**Navigating to the Help Screens:**  
On this screen choose "IHW Home". This will take you to several lists to choose from.

TCEQ STEERS IHW Help - Windows Internet Explorer

https://www6.tceq.state.tx.us/steers/help/IHW/AWS.html

File Edit View Favorites Tools Help

TCEQ STEERS AWS Informa... TCEQ STEERS IHW Help x

Help Home IHW Home Close This Window

TCEQ STEERS Help

IHW Annual Waste Summary

**Annual Waste Summary (AWS)**

- [Creating AWS from APF data](#)
- [Creating AWS from Scratch](#)
- [Updating an Existing AWS which has not been submitted to the TCEQ](#)
- [Correcting a TCEQ Error Record](#)
- [No Report Required](#)
- [Common Questions and Answers](#)
- [Field Definitions](#)

**No Report Required**

Click **AWS** at the top of the screen. The "Annual Waste IHW Summary" screen will be displayed. If you have an existing Annual Waste Summary from a previous year, you can search for it on this screen.

In the "**Work on Annual Waste Summary**" section, located at the bottom of the page, select the year for which you wish to report. Click **Create New AWS**. The "Create New Annual Waste Summary for Year (The year you selected)" screen will display. If your facility meets all of the conditions listed on the screen, a "No Report Required" Annual Waste Summary may be submitted. Click **Create No Report Required**. The "Confirm Records to Send to TCEQ" screen will display. Enter your password and click **Confirm Submit**.

The conditions for a "No Report Required" Annual Waste Summary are the following:

Done Internet 100%

Start 3 Novell ... Cygwin/X ... 2 Windo... Microsoft P... 3 Intern... Eside Tech... 5:44 PM

To view the listed information, choose the link.

[System Type Codes](#)

[Out of State Generator/Receiver IDs](#)

[Foreign Generator/Receiver IDs](#)

TCEQ STEERS IHW Help - Windows Internet Explorer

https://www6.tceq.state.tx.us/steers/help/IHW/ihwmain.html

TCEQ STEERS IHW Help

TCEQ STEERS Help

### Industrial & Hazardous Waste (IHW)

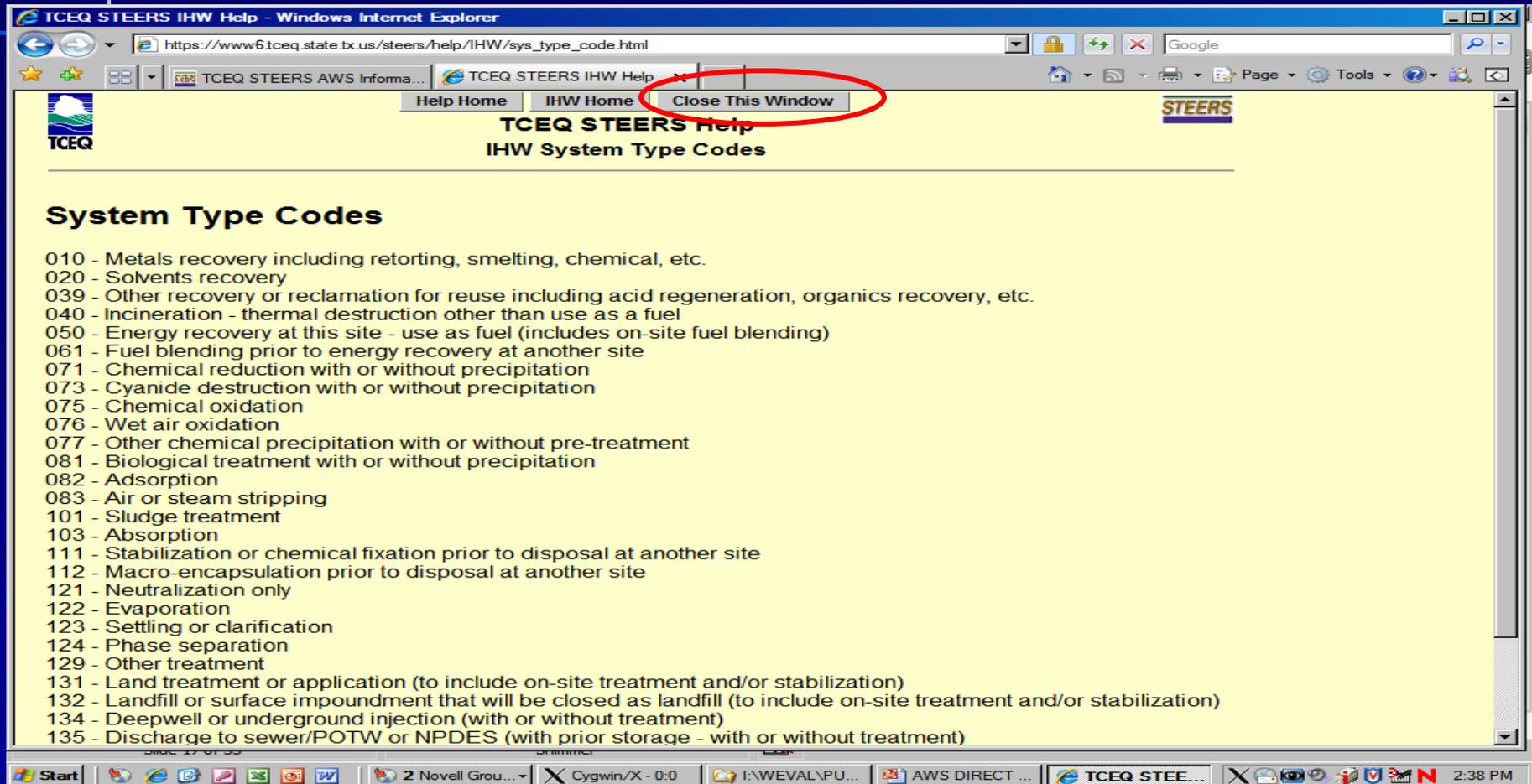
- [Notice of Registration - Facility Information](#)
- [Notice of Registration - Contact Information](#)
- [Notice of Registration - Billing Contact Information](#)
- [Notice of Registration - Waste Codes](#)
- [Notice of Registration - Waste Management Units](#)
- [Annual Preparation File \(APF\)](#)
- [Annual Waste Summary \(AWS\)](#)
- [Waste Receipt Summary \(WRS\)](#)
- [Import APF or WRS File](#)
- **Form Codes**
  - [State Form Codes](#)
  - [EPA Form Codes](#)
- [Out of State Generator/Receiver IDs](#)
- [Foreign Generator/Receiver IDs](#)
- [System Type Codes](#)
- [Source Codes](#)
- [Naics Codes](#)
- [Conversions from Volume to Weight](#)

Help Home Close This Window

Start | 2 Novell Grou... | Cygwin/X - 0.0 | I:\WEVALPU... | AWS DIRECT ... | TCEQ STEE... | 2:33 PM

# Help Screens:

To leave the help screens and return to the AWS, choose "Close This Window".



The screenshot shows a Windows Internet Explorer browser window titled "TCEQ STEERS IHW Help - Windows Internet Explorer". The address bar displays the URL "https://www6.tceq.state.tx.us/steers/help/IHW/sys\_type\_code.html". The window title bar includes buttons for "Help Home", "IHW Home", and "Close This Window", with the latter being circled in red. The main content area features the TCEQ logo on the left and the STEERS logo on the right. The page title is "TCEQ STEERS Help" and the subtitle is "IHW System Type Codes". The main heading is "System Type Codes", followed by a list of 15 system type codes with their descriptions.

**System Type Codes**

- 010 - Metals recovery including retorting, smelting, chemical, etc.
- 020 - Solvents recovery
- 039 - Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc.
- 040 - Incineration - thermal destruction other than use as a fuel
- 050 - Energy recovery at this site - use as fuel (includes on-site fuel blending)
- 061 - Fuel blending prior to energy recovery at another site
- 071 - Chemical reduction with or without precipitation
- 073 - Cyanide destruction with or without precipitation
- 075 - Chemical oxidation
- 076 - Wet air oxidation
- 077 - Other chemical precipitation with or without pre-treatment
- 081 - Biological treatment with or without precipitation
- 082 - Adsorption
- 083 - Air or steam stripping
- 101 - Sludge treatment
- 103 - Absorption
- 111 - Stabilization or chemical fixation prior to disposal at another site
- 112 - Macro-encapsulation prior to disposal at another site
- 121 - Neutralization only
- 122 - Evaporation
- 123 - Settling or clarification
- 124 - Phase separation
- 129 - Other treatment
- 131 - Land treatment or application (to include on-site treatment and/or stabilization)
- 132 - Landfill or surface impoundment that will be closed as landfill (to include on-site treatment and/or stabilization)
- 134 - Deepwell or underground injection (with or without treatment)
- 135 - Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

# Enter Fee Code.

Leave this field blank UNLESS you are claiming an exemption from the hazardous waste generation fee as allowed in 30 TAC §335.323(c), (d), or (e). Enter the number that corresponds to the applicable exemption.

Use the number 1 for an exemption for wastewater treated on site.

Use the number 2 for an exemption for expenditure of funds from the Texas Hazardous and Solid Waste Remediation Fee Fund.

Use the number 3 for an exemption for waste recycling.

The screenshot shows a web browser window with the URL <https://www6.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", and "Logout". The main content area is titled "Add Waste Code to Annual Waste Summary" and includes the facility SWR #: 12346 and data current as of: 12/29/2008. The form contains the following fields:

- Texas Waste Code:
- EPA Hazardous Waste Numbers:
- Total Qty Generated:
- Units:

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

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

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

How Many:

# Enter Facility Number.

Enter the Receiver's Solid Waste Registration Number (5-digit) or the on site Waste Management Unit sequence number (3-digit). If the waste was sent to a Texas Railroad Commission facility enter "RRCOM". If the waste was sent to an out-of-state or foreign receiver, enter the 5-digit code associated with the state or country. To see a list of "Out of State Generator/Receiver IDs" and "Foreign Generator/Receiver IDs" return to slides 15-17 for instructions on viewing the Help Screens.

The screenshot shows a web browser window with the URL <https://www6.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", and "Logout". The main content area is titled "Add Waste Code to Annual Waste Summary" and displays "Facility SWR #: 12346" and "Data current as of: 12/29/2008".

The form section is titled "Add Waste Code For Reporting Year 2006" and contains the following fields:

- Texas Waste Code:
- EPA Hazardous Waste Numbers:
- Total Qty Generated:
- Units:

Below these fields, a note states: "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
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

At the bottom of the form, there is a section for adding more records:

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

How Many:

Buttons:

## Enter Receiver's EPA ID Number.

If the waste is hazardous and managed off-site, you must provide the receiver's EPA ID Number in this field. If the waste was shipped to a foreign country enter "FC" followed by the name of the country.

If the waste is non-hazardous and the receiver does not have an EPA ID, leave this field blank and provide the receiver's company name, city, and state in the comment field. You may abbreviate as necessary when entering the company name.

The screenshot shows a web browser window with the URL <https://www6.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", and "Logout". The main content area is titled "Add Waste Code to Annual Waste Summary" and includes the following information:

- Facility SWR #: 12346
- Data current as of: 12/29/2008
- Reporting Year: 2006

The form contains several input fields:

- Texas Waste Code:
- EPA Hazardous Waste Numbers:
- Total Qty Generated:
- Units:

Below these fields is a table with the following columns: Qty Handled, Units, STC, Fee, Fac Num, Rec's EPA ID, and Comments. The "Rec's EPA ID" column is circled in red. The table has 6 rows of empty input fields.

Below the table, there is a section for adding more records:

To add more quantity handled records, choose how many to add and click the button:  
How Many:  Save and Add More Quantity Handled

At the bottom of the form, there are three buttons: Save, Save and View Pending Records, and Cancel.

# Enter Comments.

Use only one line per quantity handled. If the waste is non-hazardous and the receiver does not have an EPA ID, provide the receiver's company name, city, and state in this field. Otherwise, leave the comment field blank.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www6.tceq.state.tx.us/steers/index.cfm

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Facility Contacts Billing Wastes Units WRS APF AWS

**Add Waste Code to Annual Waste Summary**  
Facility SWR #: 12346 Data current as of: 12/29/2008

14:55

**Add Waste Code For Reporting Year 2006**

Texas Waste Code:

EPA Hazardous Waste Numbers:

Total Qty Generated:

Units:

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
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

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

How Many:

If you need more than 6 rows for Quantities Handled, Click the "Save and Add More Quantity Handled" button to increase the number of blank data entry records. You can specify 5 or 10 additional records.

**TCEQ STEERS AWS Information - Windows Internet Explorer**  
https://www0tst.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

**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

Done Internet 100%

Start Novell GroupW... Cygwin/X - 0.0 F:\ Microsoft Powe... TCEQ STEE... 9:11 AM

Choose "Save" to save this waste code information and open a blank screen to data enter information for a different waste code.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www0tst.tceq.state.tx.us/steers/index.cfm

STEERS Home Help Contact Us Logout  
Select Facility Facility Contacts Billing Wastes Units WRS 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

Choose "Save and View Pending Records" to move to your work area and choose another waste code to view or update.

TCEQ STEERS AWS Information - Windows Internet Explorer  
https://www0tst.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

**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

Done Internet 100%

Start Novell GroupW... Cygwin/X - 0.0 F:\ Microsoft Powe... TCEQ STEE... 9:11 AM

# Correcting Errors.

When you choose "Save" or "Save and View Pending Records" the system will flag associated errors before allowing you to leave the waste record. The description of the error is displayed at the bottom of the screen. You can change the data and choose "Save and View Pending Records" until all errors are corrected, or you can choose the "Continue" button and return to your work area to choose another waste to view or update.

The screenshot shows a web browser window titled "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar shows the URL: [https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\\_awspend.editwastecode&pend\\_ann\\_wst\\_sum\\_id=1](https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw_awspend.editwastecode&pend_ann_wst_sum_id=1). The page content includes a red warning message: "There are errors associated with this record. The errors are listed below the record. Please hit the continue button to continue without correcting these errors." Below this is a form titled "Edit Waste Code 1258203H For Reporting Year 2008". The form contains several input fields: "Texas Waste Code: 1258203H", "EPA Hazardous Waste Numbers: D001", "Total Qty Generated: 200.0000", and "Units: T". A table with columns "Qty Handled", "Units", "STC", "Fee", "Fac Num", "Rec's EPA ID", "Comments", "Error?", and "Delete?" is present. The first row of the table has "200.0000" in the "Qty Handled" column, "T" in "Units", and "3" in "Fee". The "STC" column for the first row is empty and circled in red, with a red arrow pointing to it. Below the table, there is a "How Many:" dropdown set to "5" and a "Save and Add More Quantity Handled" button. At the bottom, there are buttons for "Save and View Pending Records", "Cancel", "Continue", and "Delete This Waste Code". A red circle highlights the error message at the bottom: "(1) System Type Code is required."

There are errors associated with this record. The errors are listed below the record. Please hit the continue button to continue without correcting these errors.

**Edit Waste Code 1258203H For Reporting Year 2008**

Texas Waste Code: 1258203H

EPA Hazardous Waste Numbers: D001

Total Qty Generated: 200.0000

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	Error?	Delete?
200.0000	T		3	12346	TXR000000009		1	<input type="checkbox"/>

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 and View Pending Records Cancel Continue Delete This Waste Code

There are errors associated with this record:

(1) [System Type Code is required.](#)

# Work Area.

When all errors for a Texas waste code are corrected, the system will return you to the Work Area. You can enter additional Texas waste codes to the report by choosing the "Add Waste to AWS" button. You can also make changes to previously entered Texas waste code information by choosing the waste code number highlighted in blue.

The screenshot shows the TCEQ STEERS AWS Information web application. The browser title is "TCEQ STEERS AWS Information - Windows Internet Explorer". The address bar shows 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 features a navigation menu with tabs: "STEERS Home", "Help", "Contact Us", "Logout", "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. Below the heading are buttons for "New Search", "TCEQ Records", "TCEQ Error Records", and "Add Waste to AWS" (circled in red). The section "Annual Waste Records in Work Area for Reporting Year 2008" contains a "Records with Errors" section stating "There are no error records that match your search criteria." and a "Valid Records" section. The "Valid Records" section shows "1 Waste Code Records and/or NRR records" and "1 Quantity Handled Records". Under "1-1 of 1 Records", the "Texas Waste Code:" is "1258203H" (circled in red) for the year "2008". A table of records follows:

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 records section is a "Submit All Valid Records" button.

Once you complete all the AWS information and make all corrections, click Submit All Valid Records.

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\\_awspend.search&type=all&reportyear=2008&facility=](https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw_awspend.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 section "Annual Waste Records in Work Area for Reporting Year 2008" contains two sub-sections:

- 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

Summary information for the valid record:

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

A red circle highlights the "Submit All Valid Records" button at the bottom of the page.

# 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.

The screenshot shows a Windows Internet Explorer browser window displaying the TCEQ STEERS AWS Information page. The address bar shows the URL <https://www6st.tceq.state.tx.us/steers/index.cfm>. The page title is "TCEQ STEERS AWS Information". The navigation menu includes "STEERS Home", "Help", "Contact Us", and "Logout". The main content area is titled "Hazardous Waste Generation" and displays "Facility SWR #: 12345" and "Data current as of: 02/16/2009". The page contains two questions with radio button options for "No" and "Yes":

- 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

At the bottom of the form, there are two buttons: "Go To Confirm Submit" (circled in red) and "Cancel". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 9:44 AM on 2/16/2009.

# Confirm Records.

The Confirm Records to Send to TCEQ screen displays the information included in the annual summary report. Scroll to the bottom of the screen to certify and submit the records.

**TCEQ STEERS AWS Information - Windows Internet Explorer**

https://www6st.tceq.state.tx.us/steers/index.cfm?fuseaction=iHW\_awsPend.submitValid&wastes=&recs=&return=edit&re

TCEQ STEERS AWS Information

STEERS Home Help Contact Us Logout

Select Facility Facility Contacts Billing Wastes Units WRS APF AWS

**Confirm Records to Send to TCEQ**

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

13:48

**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

Start | Novell GroupW... | Cygwin/X - 0:0 | F:\ | Microsoft Powe... | TCEQ STEE... | 9:53 AM

# Confirm Submit.

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=ihw\_awspend.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

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

Changes to records that have been submitted but not returned as errors must be done on paper using form TCEQ-0436B.

TCEQ STEERS AWS Information - Windows Internet Explorer

https://www6tst.tceq.state.tx.us/steers/index.cfm?fuseaction=ihw\_awsPend\_search&type=all&reportyear=2008&facility=

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

**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	Fac ID	Fac EPA ID	Comment	FE	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

Internet 100%

Start Novell GroupW... Cygwin/X - 0:0 F:\ Microsoft Powe... TCEQ STEE... 9:40 AM

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

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

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**  
There are no valid records that match your search criteria.

**Submitted Records**  
These records have been submitted to the TCEQ and cannot be edited.

1 Waste Code 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

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