# ADDING THE STEERS TIER II CORE DATA PROGRAM & COMPLETING THE STEERS Participation Agreement (SPA)

**This is how you add the Tier II Core Data Application to your STEERS account and sign the SPA in order to get or affiliate your TCEQ required numbers**

This guide will take you through the following steps:


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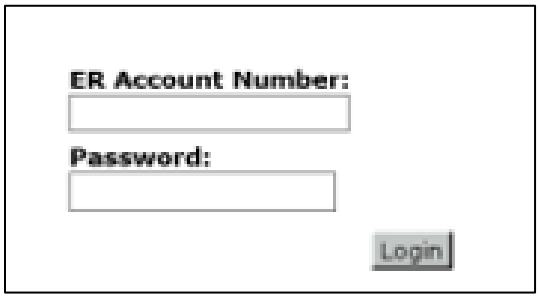
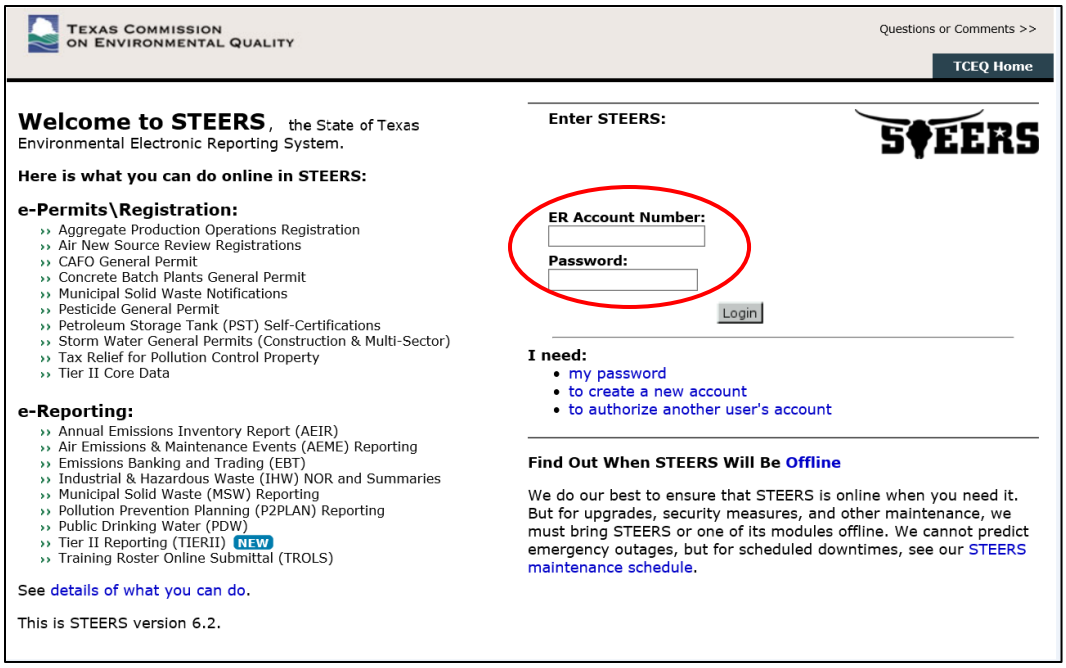
NOTES:

STEERS Tier II Core Data Program will allow you to create and/or link TCEQ numbers for the Tier II Program. The TCEQ has three types of numbers that are required to file a Tier II Report: 1) the facility or site is assigned a number by the address that is called the Regulated Entity Number (RN, e.g., RN123456789); 2) the company/organization is assigned a number that is called the Customer Number (CN, e.g., CN123456789); and the program ID number, for the Tier II Program it is called the TXT2 number (e.g., TXT2 12345). **If you have reported before in the online system and do not have any new facilities, then you do not need this application.**

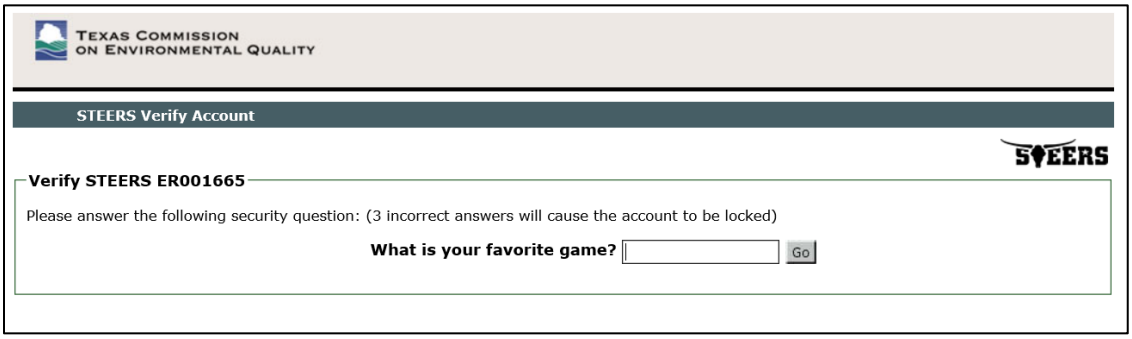
## Step 1 - Log into the STEERS Portal:

- Go to the STEERS Portal: https://www3.tceq.texas.gov/steers/
- Enter your ER Account Number & Password, then select "login"

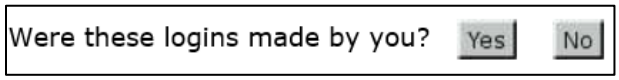


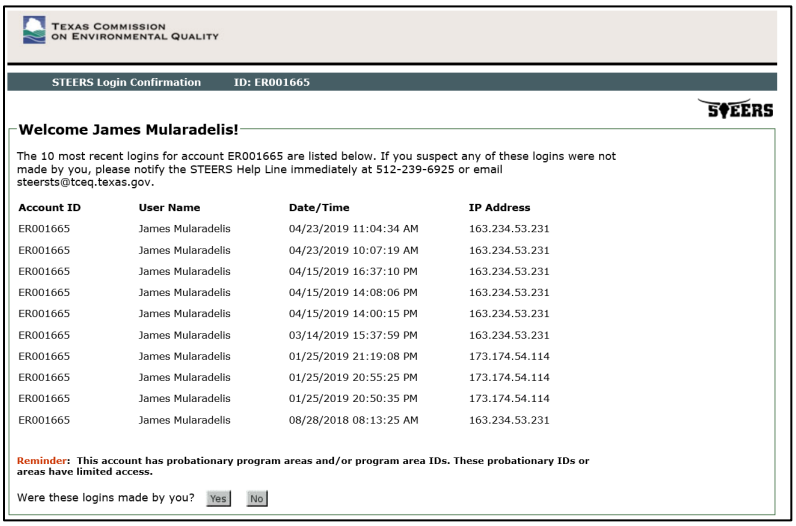



- The STEERS Verify Account page opens, answer question, and select "Go"




- The STEERS Login Confirmation page opens, if logins are yours, select "Yes"

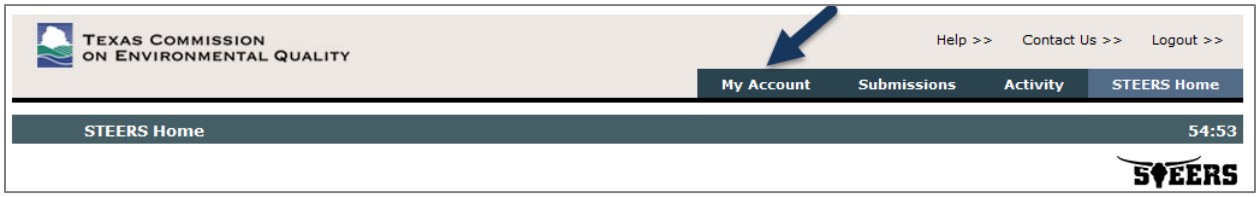


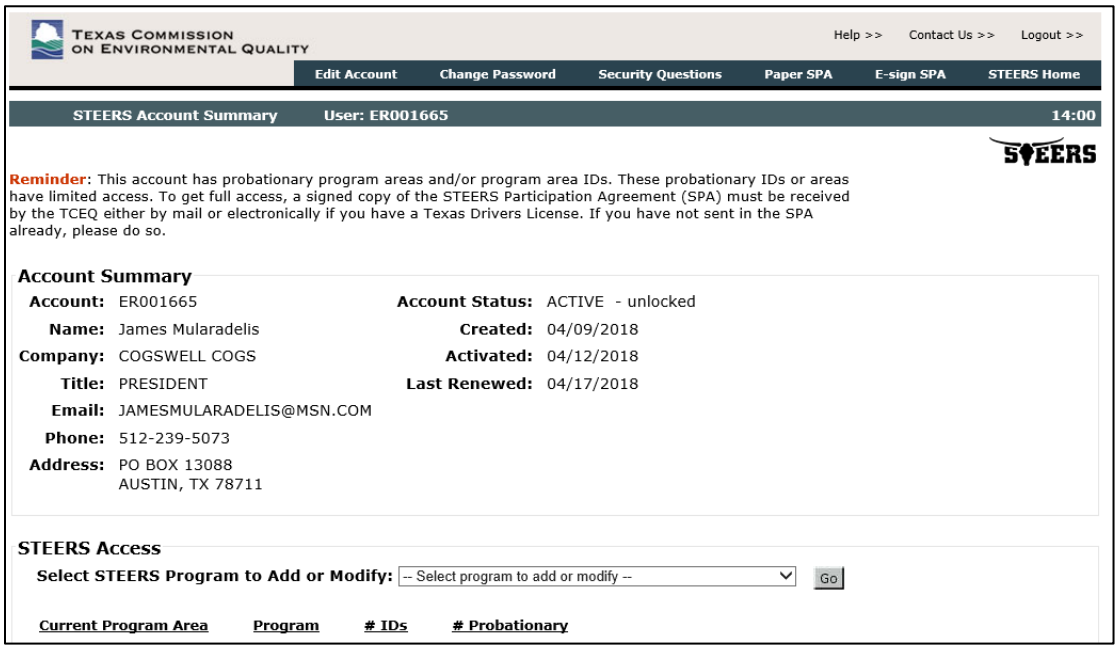

| Account ID | User Name | Date/Time | IP Address |
|---|---|---|---|
| ER001665 | James Mularadelis | 04/23/2019 11:04:34 AM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/23/2019 10:07:19 AM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 16:37:10 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 14:08:06 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 14:00:15 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 03/14/2019 15:37:59 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 01/25/2019 21:19:08 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 01/25/2019 20:55:25 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 01/25/2019 20:50:35 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 08/28/2018 08:13:25 AM | 163.234.53.231 |

## Step 2 - Add the STEERS Tier II Core Data Program (EPR_Tier II) to your STEERS Account:

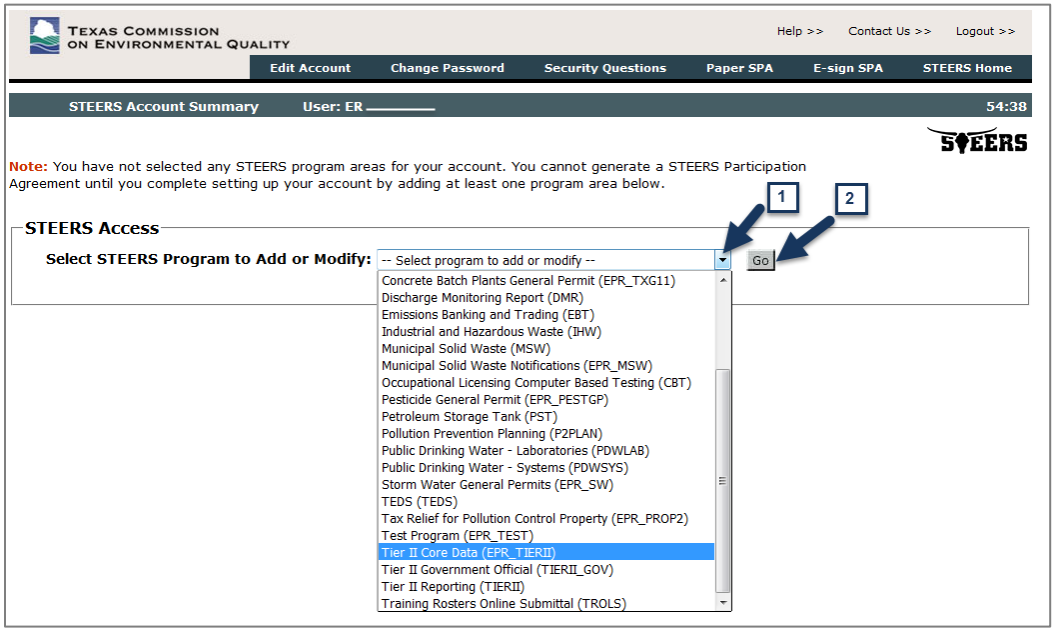
- Select "My Account"




- For STEERS Program to Add or Modify, select "Tier II Core Data (EPR Tier II)" from the drop down menu and "Go"

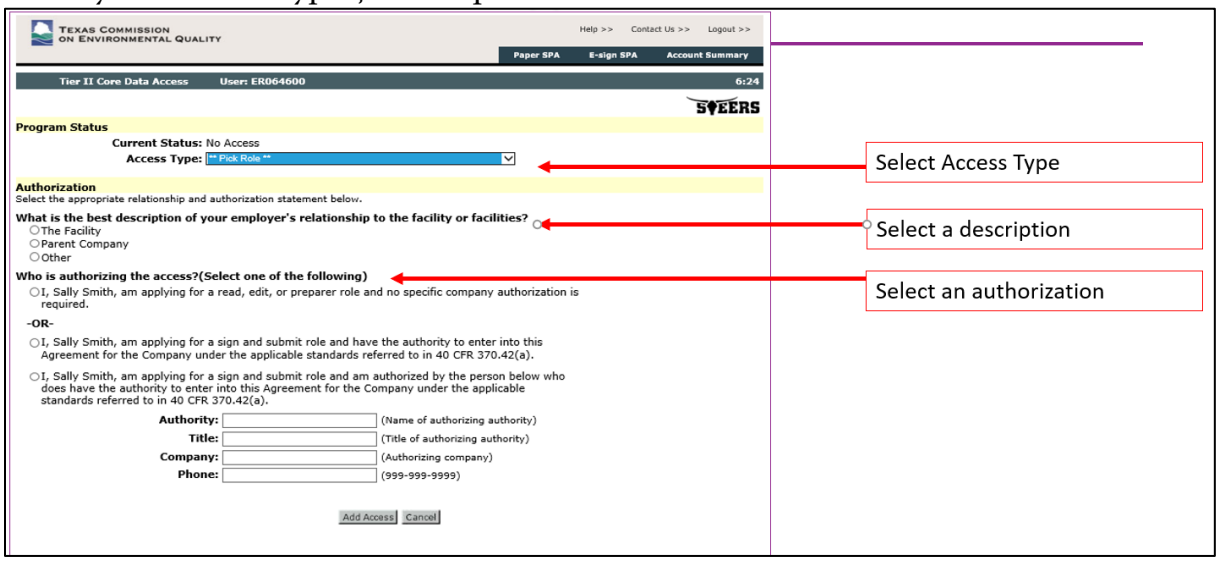


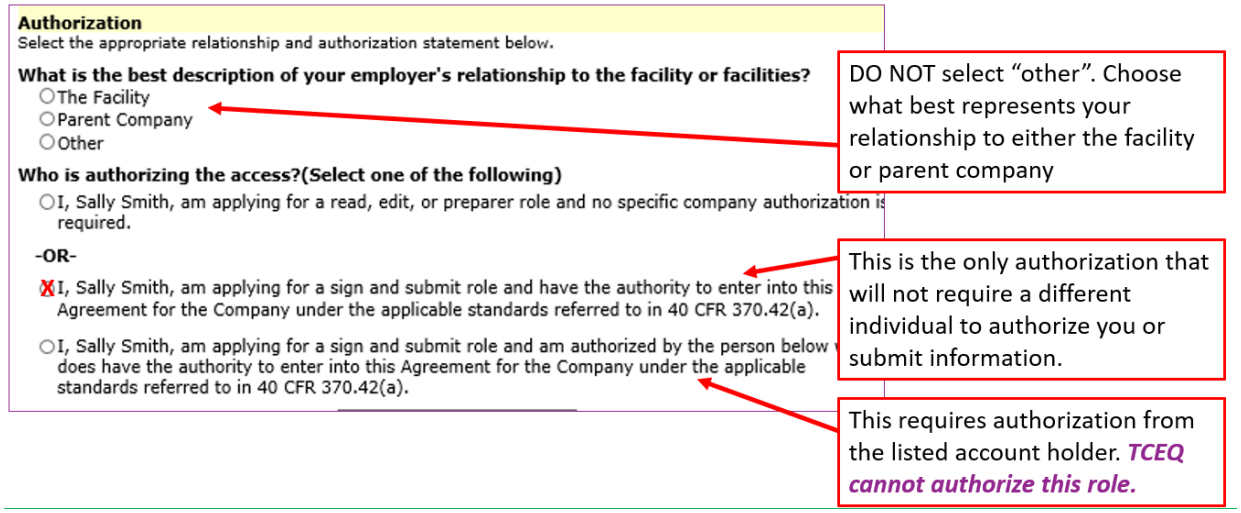

- See the drop down menu below:



## Step 3 - Selecting your appropriate Tier II Core Data Program Access/Authorization levels

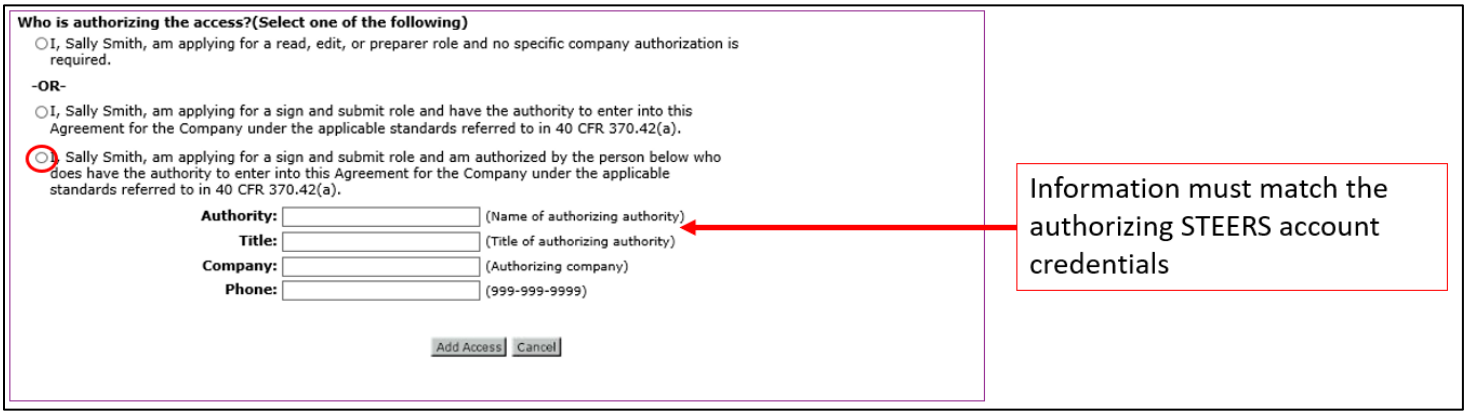
- Select your "access type", "description" and "authorization"




- Access Type
  - Tier II ePermits **Read Only** – view only
  - Tier II ePermits **Edit** – view, create, delete, modify, and pay
  - Tier II ePermits **Preparer** – view, create, delete, modify, and submit
  - Tier II ePermits **Sign** (recommended) – view, create, delete, modify, **sign**, and submit
  - The "Sign" access type is the only one that allow the information to be signed and submitted.

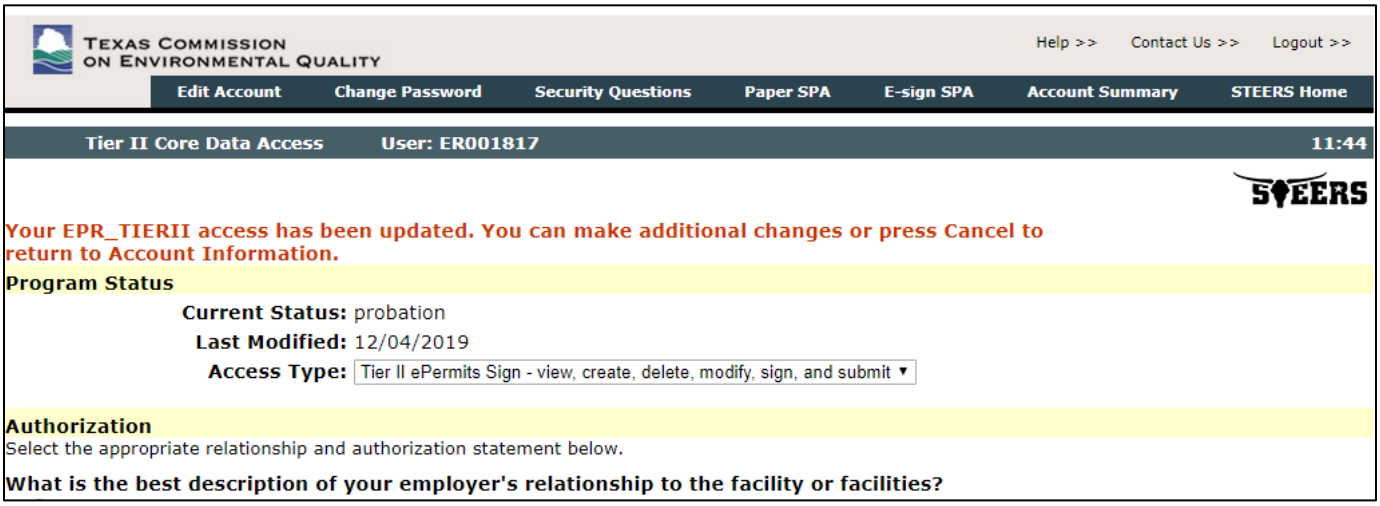
- Description and Authorization
  - Description – select “the facility” or “parent company”, do not select “other”
  - Authorization
  - Second option is recommended
  - If the third option is selected, the information must match the authorizing STEERS account credentials




- Once completed, then select “Add Access”, then you are ready to sign your SPA

## Step 4 - Sign the STEERS Participation Agreement (SPA)

- The top menu has two options to select from: “Paper SPA” or E-sign SPA”
- The electronic STEERS Participation Agreement (E-sign SPA) – can only be completed if you have a valid, current State of Texas Driver’s License. Without the use of the valid, current State of Texas Driver’s License, the Paper SPA must be used.
- The Paper-SPA must be a signed and the original mailed to TCEQ (keep a copy for records purposes). To meet legal requirements, STEERS cannot accept a faxed/emailed Paper-SPA, and ALL signature blocks of the mailed Paper-SPA must contain original, ink signatures. This process will take several days.



- E-sign SPA: review, complete information, and select “E-Sign SPA”

**Sign Electronically with Your Texas Drivers License (TDL)**

All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

**First Name:** Tier2 — Your first name as it appears on your TDL.

**Last Name:** Tester — Your last name as it appears on your TDL.

**Company Name:** TESTING INC

**Title:** TESTER

**TDL Number:** 88888888 — 8 to 10-digit number

**TDL Audit Number:** 11111111111 — The 11-, 16- or 20- digit number on your license.

**SSN:** 1111 — Last 4 digits only

**Date of Birth:** 12/12/1990 — mm/dd/yyyy

☑ I, Tier2 Tester, have the authority to enter into this Agreement for TESTING INC under the applicable standards listed below.

☑ I, Tier2 Tester, certify that I am signing this document with my personal Texas Driver's License information.

E-Sign SPA | Cancel | Exit Application

**Signature verification can take several minutes.**
**Please do not press the E-sign button more than once.**

- You will receive a confirmation email once your E-sign SPA is submitted

**From:** steersts@tceq.texas.gov <steersts@tceq.texas.gov>
**Sent:** Wednesday, May 9, 2018 3:08:44 PM
**To:** JAMESMULARADELIS@MSN.COM
**Subject:** STEERS Participation Agreement (SPA) Signed Electronically

This confirms the submittal of your signed STEERS Participation Agreement (SPA) to the TCEQ. Your submittal was received at 05/09/2018 03:08 PM.

Account: ER001665
Confirmation Number: 12506
Hash Code: 9BD2FFDC8BDF2E0CB0CA057D8CAFDC8F07F7D12281DDF352414A4C813BA0B92E

Signing electronically automatically activates your account and any program area access or IDs for which you have direct authorization.

If you have any questions please contact the STEERS Help Line at 512-239-6925 or by e-mail at steersts@tceq.texas.gov.

- Paper SPA
    - Generate your SPA

Edit Account | Change Password | Security Questions | E-sign SPA | Account Summary | STEERS Home

STEERS Select SPA Type User: ER001817 14:25

STEERS

Please select whether you want to generate the entire SPA or a partial SPA for a specific authorization. Or select E-sign above to sign your account electronically using Texas Drivers License.

**Generate Your SPA**

To generate the entire SPA, press the "Generate Your SPA" button below.

Generate Your SPA | Cancel

-- OR --

**Generate SPA for a Single Authorization**

All fields are required. You must enter the information the same as you did in the authorization form.

| | | |
|---|---|---|
| **First Name:** | | Authorization first name. |
| **Last Name:** | | Authorization last name. |
| **Company Name:** | | Enter one keyword. |
| **Title:** | | Enter one keyword. |

OK | Cancel

- Review, complete information, and mail in to address at top of page

As an account holder, I agree

1. to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
2. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
3. to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
4. and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
5. to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
6. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
7. that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
8. that data electronically signed using this Account shall also be considered to contain the following certification:

    I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

I, Tier2 Tester, have the authority to enter into this Agreement for TESTING INC under the applicable standards listed below.

| | | |
|---|---|---|
| _____ | Tier2 Tester | _____ |
| Signature of Account Holder | Printed Name | Date |
| TESTER | TESTING INC | _____ |
| Title | Company Name | TCEQ CN (if known) |

- Mail SPA to STEERS (address at top of page):
  - Mailing Address:

    TCEQ
    STEERS MC226
    PO BOX 13087
    Austin, TX 78711-3087

  - Physical Address:

    TCEQ
    STEERS MC226
    12100 Park 35 Cir
    Austin, TX 78711-3087