Emissions Banking and Trading STEERS Guidance

Prepared by
Air Permits Division

TCEQ GI-648
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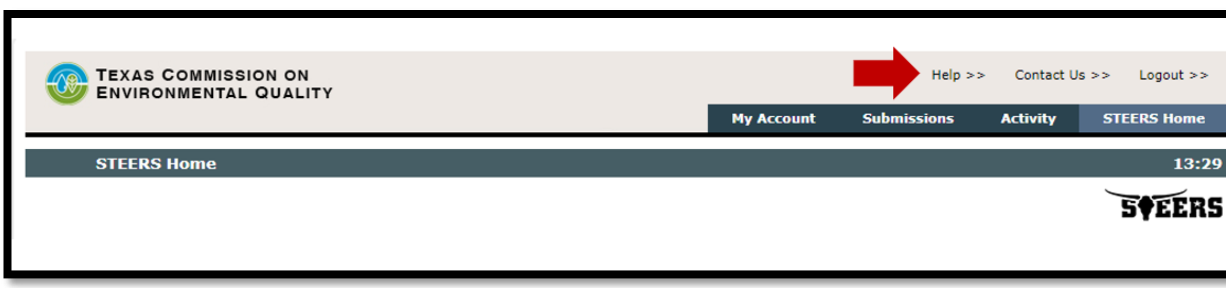
Contents

Introduction

The State of Texas Environmental Electronic Reporting System (STEERS) is an online system used by various program areas throughout the Texas Commission on Environmental Quality (TCEQ). Through the STEERS Emissions Banking and Trading (EBT) Program Area, you can create and submit forms for various EBT programs, update your facility and contact records, and certify applicable Emissions Banking and Trading Certification of Emission Reductions Forms (EBT-CERT).

General Tips for Using STEERS

- Use the provided module navigation buttons. Data can be lost if the browser "Back" button is used.
- The webpage will time out after fifteen minutes of inactivity. Once the time has run out, you will be returned to the welcome page and prompted to log in again.
- Pending projects or records will be saved to the Working Area. Items that appear under the Working Area have not been submitted to the TCEQ. Only the account's Authorized Account Representative (AAR) or Alternate AAR with Sign and Submit role to the account will have the ability to Submit. Refer to the **How to Add an EBT Portfolio to your STEERS Account** and **Contact Home: How to Register an AAR or Add or Edit Contact Information sections of this document** for additional information.
- Once a project or record has been successfully submitted, an email confirmation will be sent from STEERS. If you do not receive an email confirmation, contact the EBT Programs to confirm that you information has been received.
- General STEERS Help Guidance accessible by clicking the link on the top right of the screen. If you need further assistance, you may contact the STEERS Helpdesk at steers@tceq.texas.gov.



Icons in STEERS

1. Help Icon: 
2. Hover over the (help) button for more information on navigating through STEERS.
3. Book Icon: 
4. When you see the (book) icon, there is a dropdown list that you must select from. Click on the book icon to select. You may select one or more items.
5. Eraser Icon: 
6. The eraser icon allows you to clear everything that was entered in the corresponding text box.

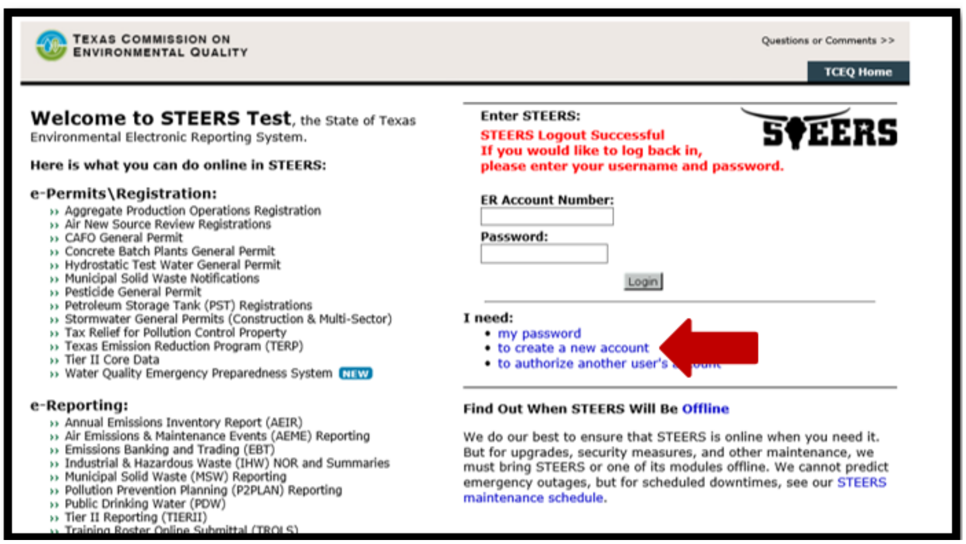
Creating a New STEERS Account

Notice: If you have an active STEERS account for another TCEQ program area, you do not need to create a new account.

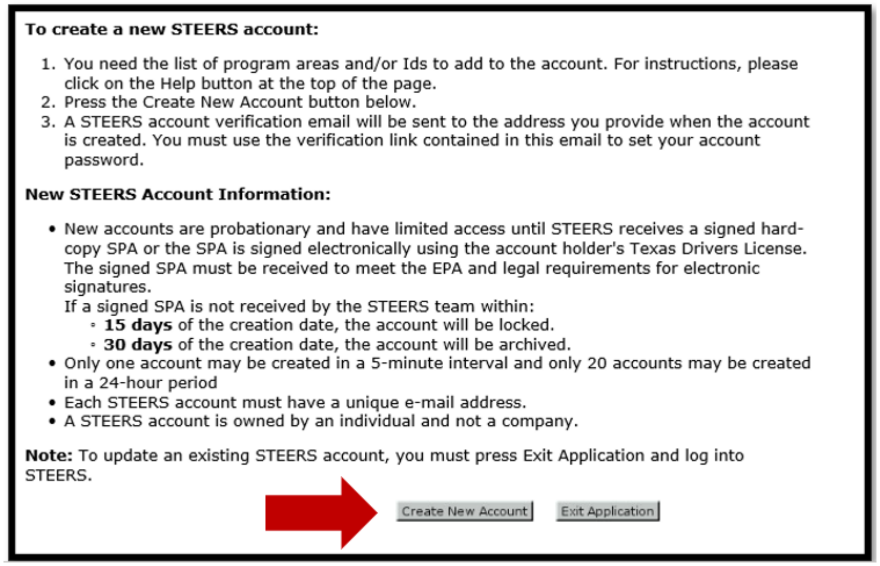
If you have an active STEERS account, proceed to the **How to Add an EBT Portfolio to your STEERS Account** section of this document to continue setting up your account for the EBT Programs.

If you are having trouble accessing your existing account, contact the STEERS helpdesk at steers@tceq.texas.gov.

1. Access STEERS at the following link: www3.tceq.texas.gov/steers/
2. Under “I need” click on the link: “to create a new account.”



3. You will be directed to a new page. Click create new account after reading all of the information.



To create a new STEERS account:

1. You need the list of program areas and/or Ids to add to the account. For instructions, please click on the Help button at the top of the page.
2. Press the Create New Account button below.
3. A STEERS account verification email will be sent to the address you provide when the account is created. You must use the verification link contained in this email to set your account password.

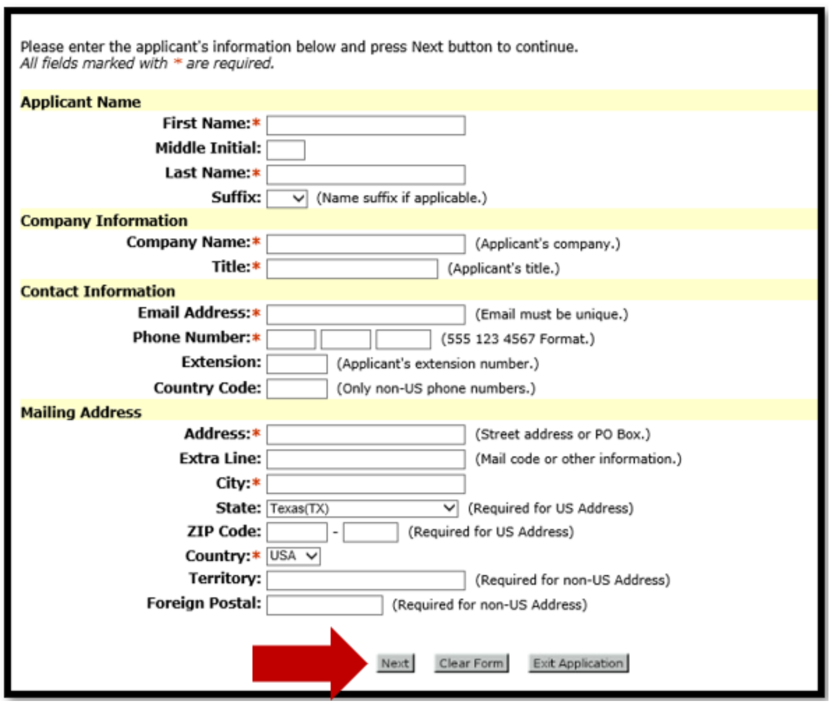
New STEERS Account Information:

- New accounts are probationary and have limited access until STEERS receives a signed hard-copy SPA or the SPA is signed electronically using the account holder's Texas Drivers License. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures.
  If a signed SPA is not received by the STEERS team within:
  - **15 days** of the creation date, the account will be locked.
  - **30 days** of the creation date, the account will be archived.
- Only one account may be created in a 5-minute interval and only 20 accounts may be created in a 24-hour period
- Each STEERS account must have a unique e-mail address.
- A STEERS account is owned by an individual and not a company.

Note: To update an existing STEERS account, you must press Exit Application and log into STEERS.

Create New Account | Exit Application

1. Enter the applicant's information: Name, Company Information, Contact Information, and Mailing Address then click Next.



Please enter the applicant's information below and press Next button to continue.
*All fields marked with * are required.*

Applicant Name
First Name:*
Middle Initial:
Last Name:*
Suffix: (Name suffix if applicable.)

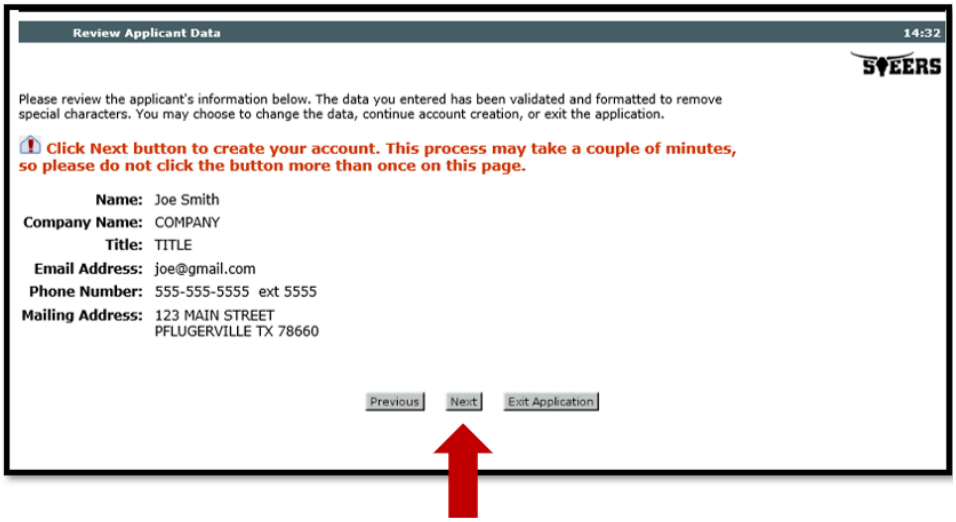
Company Information
Company Name:* (Applicant's company.)
Title:* (Applicant's title.)

Contact Information
Email Address:* (Email must be unique.)
Phone Number:* (555 123 4567 Format.)
Extension: (Applicant's extension number.)
Country Code: (Only non-US phone numbers.)

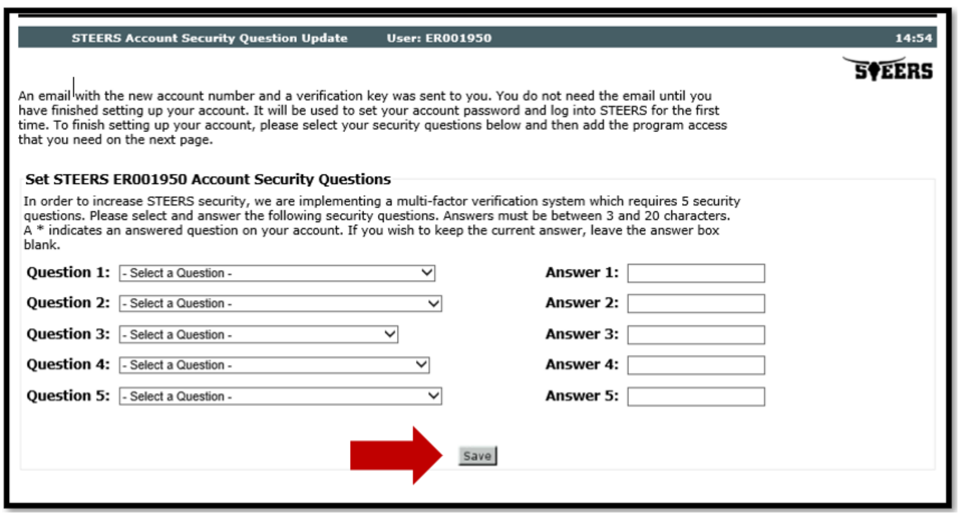
Mailing Address
Address:* (Street address or PO Box.)
Extra Line: (Mail code or other information.)
City:*
State: Texas(TX) (Required for US Address)
ZIP Code: - (Required for US Address)
Country:* USA
Territory: (Required for non-US Address)
Foreign Postal: (Required for non-US Address)

Next | Clear Form | Exit Application

2. Review your information and click Next.

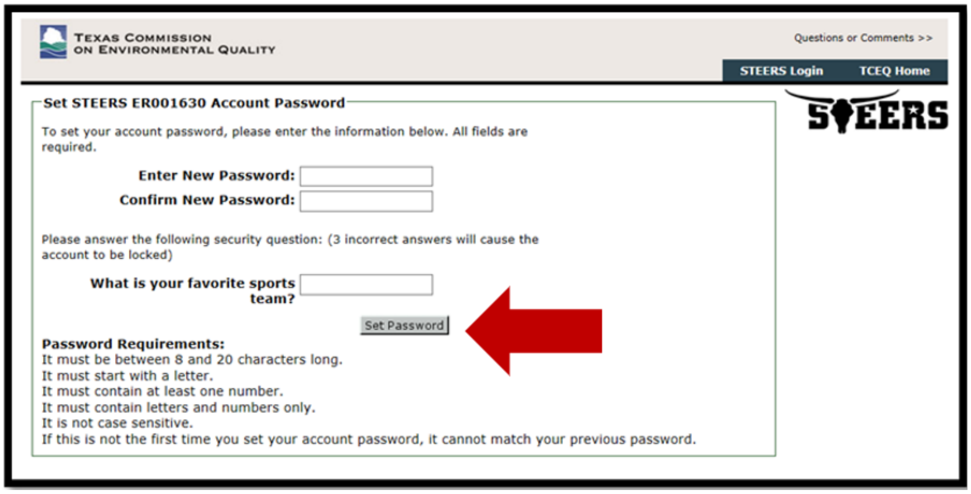


3. The next screen will ask you to set security questions for your account. Be sure to Save your answers.

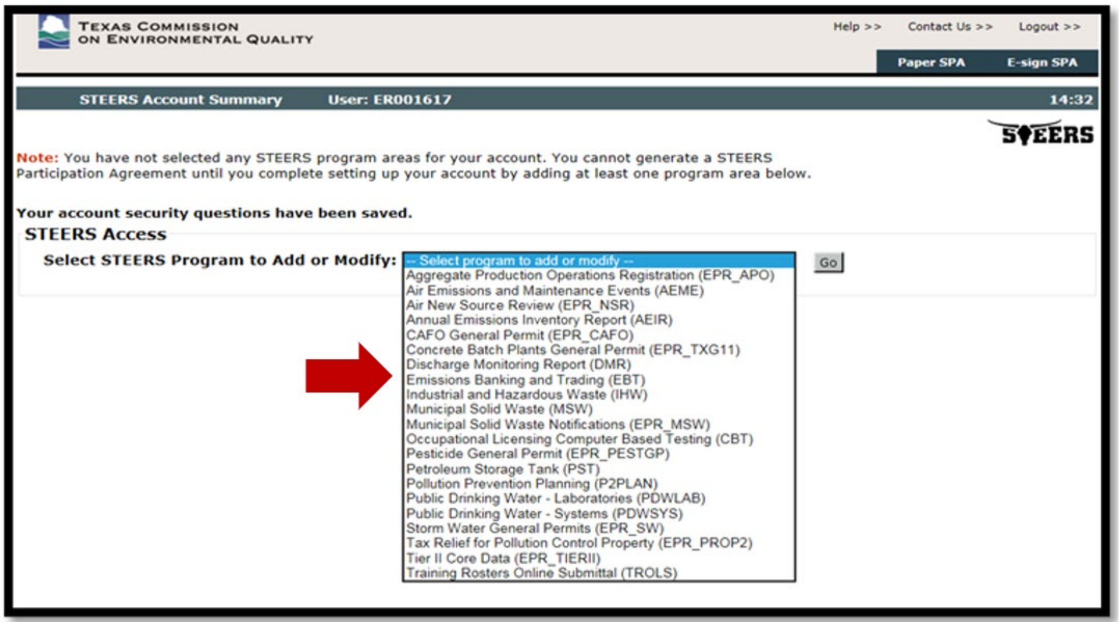


4. Your account information will be sent to the e-mail address you provided. Open your e-mail and follow the link to create a password so you can log back into STEERS. Take note of the ER00XXXX number, this acts as a username, and you will use it to log back into your account.

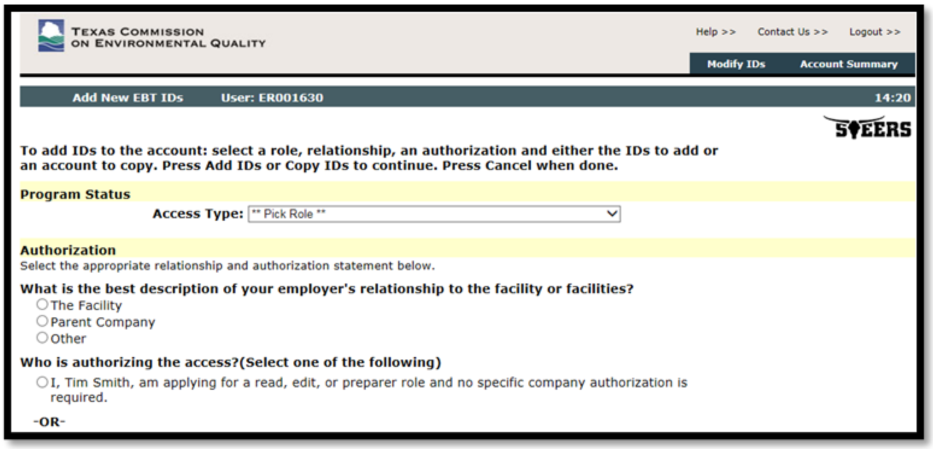
5. The “STEERS New Account” email will direct you to this screen where you can create a password for your STEERS account. Enter and confirm your password. When finished, click “Set Password.”



6. Next, you can choose a program to add to your account. Select "Emissions Banking and Trading (EBT)," from the dropdown menu.



7. You will then be directed to this page where you can add a portfolio to your STEERS account:



8. Go to the next section, **How to Add an EBT Portfolio to your STEERS Account** for instructions on how to complete this page.

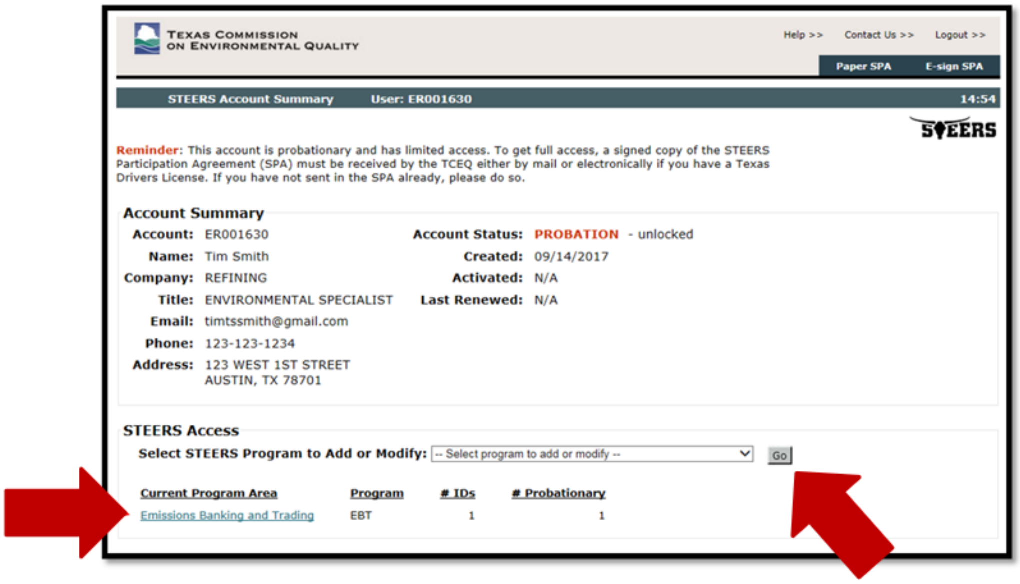
How to Add an EBT Portfolio to your STEERS Account

Every site or broker that participates in the EBT programs is assigned an EBT account (i.e., a portfolio). EBT portfolios are identified by the letter "P" plus four digits (e.g., P1234). If you do not know your portfolio number, or do not have one, contact EBT Staff at ebt@tceq.texas.gov for assistance.

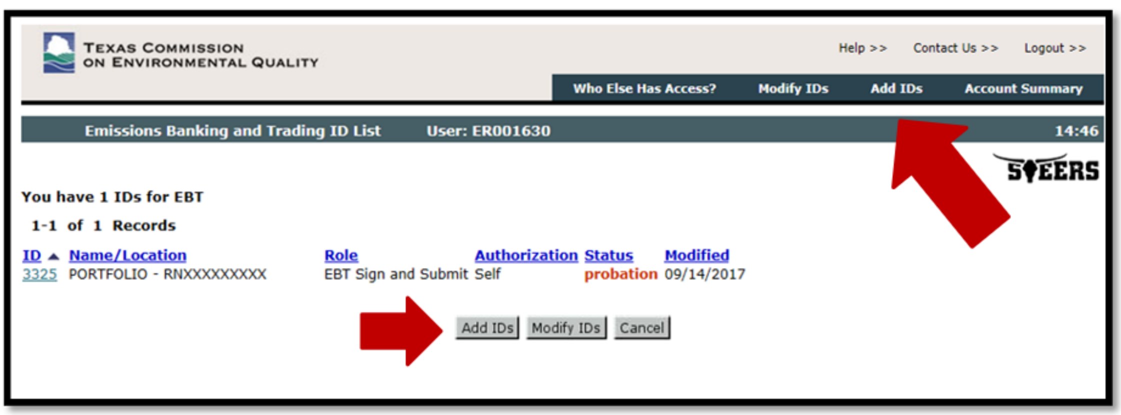
A STEERS Electronic Reporting (ER) account number and password are required to access your STEERS account. If you do not have an existing, active STEERS account please refer to the **Creating a New STEERS Account** section of this document.

Once a portfolio has been added to your STEERS Account, it will initially be listed as under probation. To gain access to the portfolio, you will need to complete a STEERS Participation Agreement (SPA). Please see the **Signing Your STEERS Participation Agreement (SPA)** section of this document for instructions on how to complete the SPA.

1. Log in to STEERS and navigate to the STEERS homepage by clicking STEERS Home at the top right of your screen.
2. Select "My Account."
3. Under the STEERS Access section, select Emissions Banking and Trading (EBT) and click the Go button or the link to Emissions Banking and Trading. (They will take you to the same page).



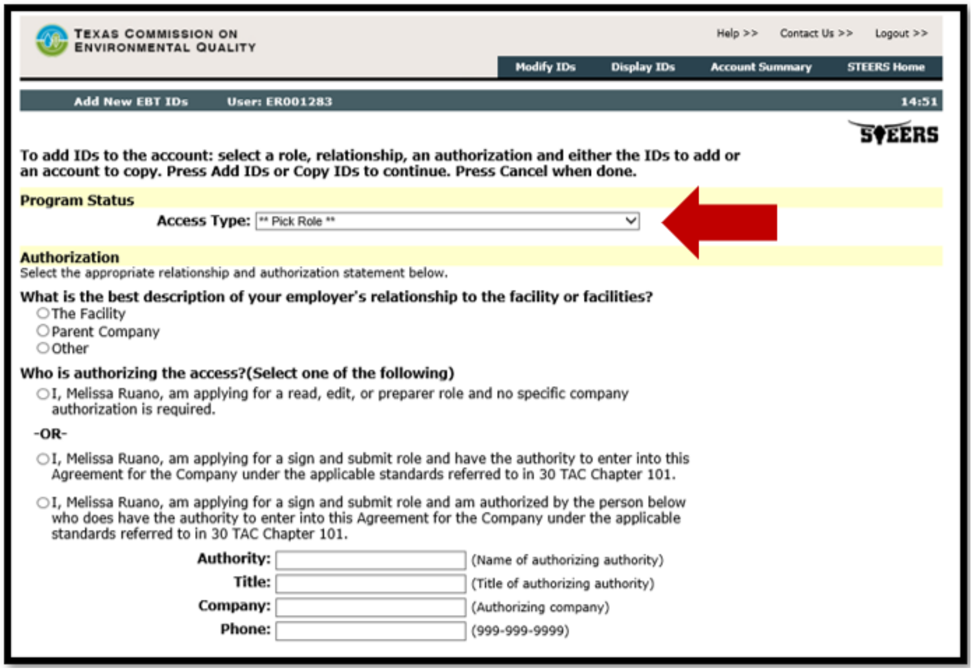
4. To add a portfolio, select Add IDs at the top of the page or click Add IDs button at the bottom.
5. If you wish to modify information for a portfolio that is already affiliated to your account, select the Modify IDs button or link. On the next screen, select the portfolio(s) that you wish to update, then click the Modify Selected IDs button.



6. Select your Access Type under Program Status:
   a. **EBT Read:** User can view the portfolio's contact, facility, and project data, but cannot add, edit, certify, or submit information to the TCEQ.
   b. **EBT Edit:** User can view, add to, and edit the portfolio's contact, facility, and project data, but cannot certify or submit data to the TCEQ. This level of access is for consultants or staff authorized by the owner/operator of the regulated entity to prepare forms for submission to the TCEQ.
   c. **EBT Sign and Submit:** User can view, add to, and edit the portfolio's contact, facility, and project data. User can also certify and make electronic submissions to the TCEQ. Only the Authorized Account Representative (AAR) registered for the portfolio(s) should select this level of access.

Selecting EBT Sign and Submit access does not automatically register you as the account's AAR.

See the **Contact Home: How to Add or Edit Contact Information** section of this document for more details on adding an AAR.



7. Under the **Authorization** section, select the best description of your relationship to the portfolio(s) that you are subscribing to (The Facility, Parent Company, or Other).

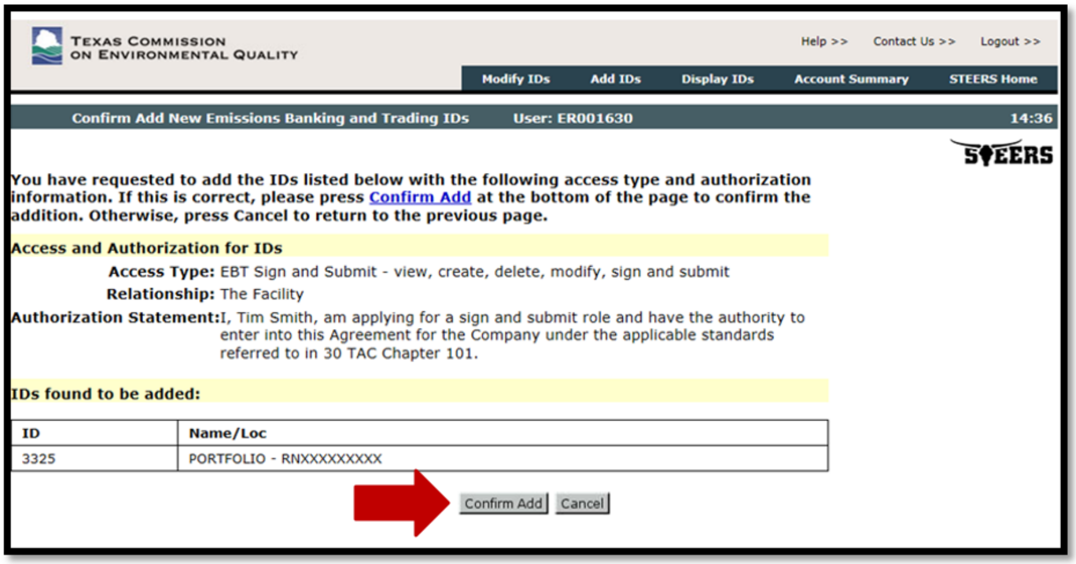
8. Under the **Who is authorizing the access?** section:
   - If you are applying for a Read or Edit access, select the first statement.
   - If you are applying for a Sign and Submit access, either you must directly have the authority to report for the site according to the program signature standards or someone with that authority must be authorizing the access. If someone else is authorizing the access, you must provide that person's name, title, company, and phone number. The authorizer must authorize your account and complete a STEERS Participation Agreement (SPA) before you have full access to your STEERS account.

9. If modifying the portfolio, click the Save Changes button at the bottom of the screen. Click Save Changes again on the next screen. The system will return you to the Modify IDs screen. If you wish to proceed to the STEERS Participation Agreement (SPA) click on the Account Summary link at the top of the page. Refer to the **Signing Your STEERS Participation Agreement (SPA)** to continue updating your account.

10. If you are adding portfolios, enter all of the portfolio number(s) that you wish to add to your account. You can add more later, but you will have to sign an additional SPA. To search for portfolios, visit the TCEQ EBT Database.[1] Alternatively, you may copy portfolios from another STEERS account by entering the STEERS account number (ER00XXXX). You and the other account holders must be employed by the same company in order for the portfolios to be copied.

[1] www2.tceq.texas.gov/airperm/index.cfm?fuseaction=ebt_dpa.start

11. When finished, click the Add IDs or Copy IDs button.
12. You will be asked to review and verify the access type, authorization, and portfolios to be added. Once you have reviewed your information, click Confirm Add to continue or cancel to return to the Add IDs page.



13. Once the portfolios are added, you will be directed to the Emissions Banking and Trading ID List page. All portfolios that have been added will be on probation status. To receive full access to these portfolios, you must submit a new signed SPA to the TCEQ. Refer to the **Signing your STEERS Participation Agreement (SPA)** section below.
14. If you would like to add more portfolios or modify access to portfolios that you are already subscribed to, click either Add IDs or Modify IDs button at the bottom of the page. Otherwise, click the Cancel button to exit.
15. A new SPA will be required for any changes made to registered portfolios or associated permissions. Refer to the **Signing Your STEERS Participation Agreement (SPA)** section of this document.

How to See Who Else Has Access to an EBT Portfolio

This section covers how to review who else may have access to your EBT Portfolio, their role in the portfolio, and if they have active or probation status.

1. Log into your STEERS account
2. From the STEERS Home, select the My Account link at the top of the page.
3. Under STEERS Access, select Emissions Banking and Trading, either from the available drop-down menu or link under Current Program Area. If you select from the drop-down menu, click the Go button to continue.
4. On the next screen, click the "Who Else Has Access?" link at the top of the page.
5. On the next screen, use the Select ID drop-down list to select the portfolio that you wish to review. Note that only portfolios that you have access to will appear in the drop-down list.
6. Once you have selected the portfolio, click the View button.
7. On the next screen, you will see a table of the STEERS Users with Access to the portfolio. The table information will include the name of the user, as listed in their STEERS account, the company that they are affiliated to, their role (EBT Read, EBT Edit or EBT Sign and Submit) and their status (active or probation).
8. To ensure that only appropriate personnel have access to the portfolio, it is recommended to review who else has access periodically. If discrepancies are found or if there are users who have either left the company or should not have access, please contact the STEERS team at steersts@tceq.texas.gov for assistance.

How to Remove an EBT Portfolio

This section covers how to remove an EBT Portfolio from your STEERS account if you no longer require access.

1. Log into your STEERS account.
2. From the STEERS Home, select the My Account link at the top of the page.
3. Under STEERS Access, select Emissions Banking and Trading, either from the available drop-down menu or link under Current Program Area. If you select from the drop-down menu, click the Go button to continue.
4. On the next screen, either click the Modify IDs button, or click on the Modify IDs link at the top of the page.
5. Under Available EBT IDs select the portfolio(s) that you would like to remove from your account. Once you have made your selections, click on the Select down arrow to move your selections under Selected EBT IDs.
6. Three new buttons will appear. To remove the portfolios, click on the Remove Selected IDs button.
7. A new screen will appear to ask for confirmation to remove the selected portfolio from your STEERS account. To confirm, click the Remove IDs button.
8. The system will return you to the Select Emissions Banking and Trading IDs to Modify or Remove screen. You may exit your STEERS account or navigate to another area of the application using the links at the top of the screen.

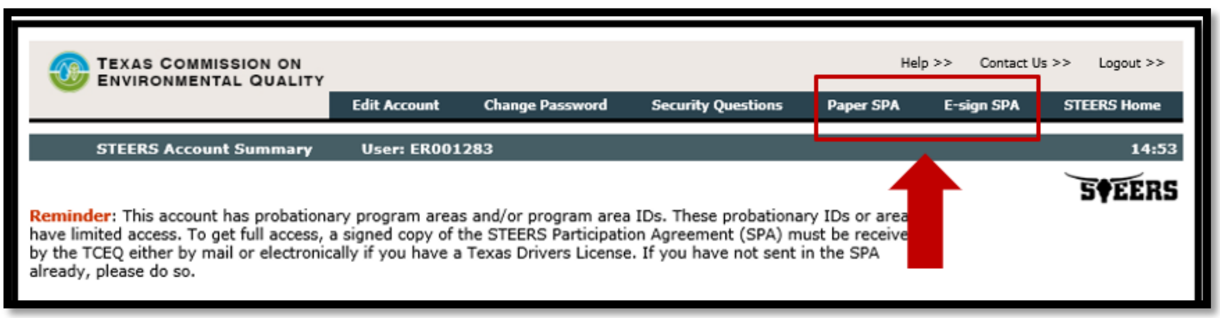
Signing Your STEERS Participation Agreement (SPA)

Before you can use your STEERS account or access your EBT portfolio(s), you need to sign a STEERS participation agreement (SPA). There are two methods for signing the SPA:

- **E-Sign SPA:** If you have a Texas Class C driver's license, this is the preferred and quickest method.
- **Paper Sign SPA:** Use this option if you do not have a Texas Class C driver's license. The SPA will need to be printed, signed, and mailed to the TCEQ. **Processing may take a several business days**. If you have any questions, contact the STEERS helpdesk at steers@tceq.texas.gov.

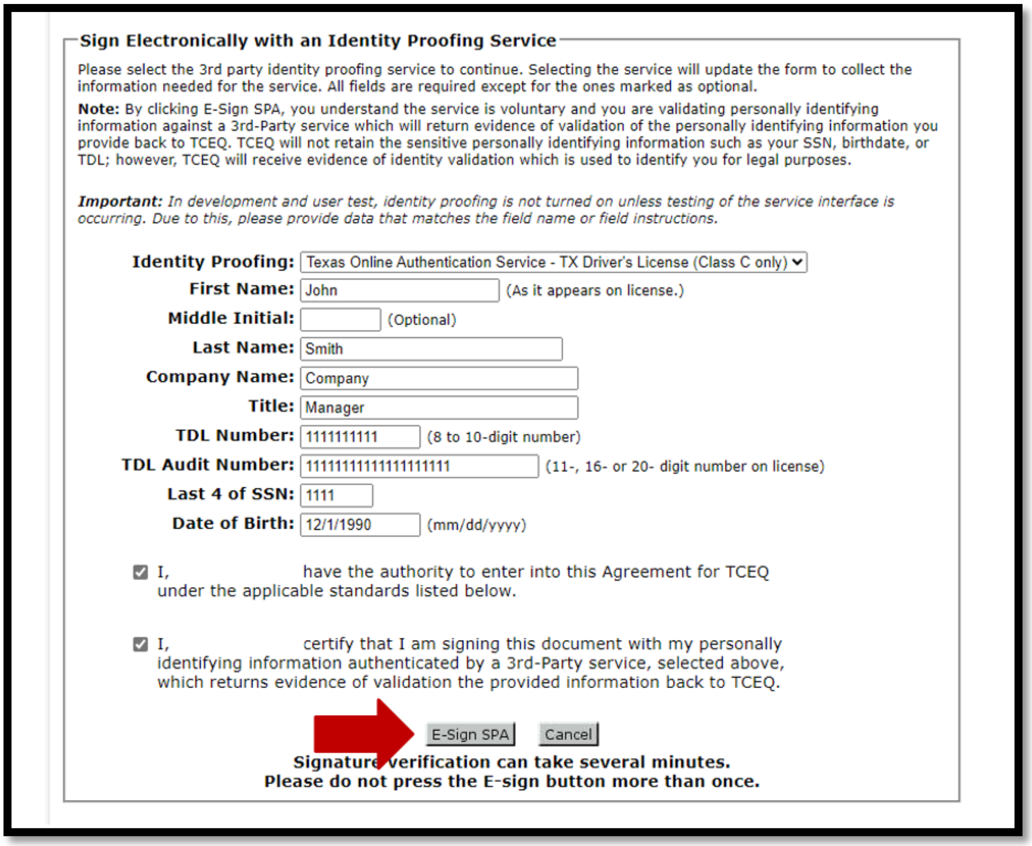
If you have just created a new account, the "E-Sign SPA" and "Paper SPA" options will be available in the top right of your screen. If you have an account, or are adding portfolios to your account, click My Account at the top of the screen. The "E-Sign SPA" and "Paper SPA" options will then appear at the top right of your screen.

Note: Whenever you add new portfolios to your account, or modifications are made, you will have to sign a new SPA. If you add multiple portfolios at once, only one SPA needs to be completed.



How to E-Sign an SPA

1. From the STEERS Home, go to My Account at the top of the page.
2. On the next screen, select E-sign SPA.
3. The system will automatically create the SPA. Scroll down the screen to review your information.
4. At the bottom of the screen, you will find a section that says, "Sign Electronically with Your Texas Driver's License (TDL)." Sign the agreement electronically by filling in your information.
5. Click E-Sign SPA.
6. Confirmation may take a few moments. Once the SPA has been confirmed, a new screen will appear. Click Exit Application at the bottom of the screen to leave STEERS or click the link at the top of the page to return to STEERS Home.
7. A confirmation email will be sent to your account's email address. Keep this email for your records.


Sign Electronically with an Identity Proofing Service

Please select the 3rd party identity proofing service to continue. Selecting the service will update the form to collect the information needed for the service. All fields are required except for the ones marked as optional.

Note: By clicking E-Sign SPA, you understand the service is voluntary and you are validating personally identifying information against a 3rd-Party service which will return evidence of validation of the personally identifying information you provide back to TCEQ. TCEQ will not retain the sensitive personally identifying information such as your SSN, birthdate, or TDL; however, TCEQ will receive evidence of identity validation which is used to identify you for legal purposes.

Important: *In development and user test, identity proofing is not turned on unless testing of the service interface is occurring. Due to this, please provide data that matches the field name or field instructions.*

Identity Proofing: Texas Online Authentication Service - TX Driver's License (Class C only)
First Name: John (As it appears on license.)
Middle Initial: (Optional)
Last Name: Smith
Company Name: Company
Title: Manager
TDL Number: 1111111111 (8 to 10-digit number)
TDL Audit Number: 11111111111111111111 (11-, 16- or 20- digit number on license)
Last 4 of SSN: 1111
Date of Birth: 12/1/1990 (mm/dd/yyyy)

I, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

I, certify that I am signing this document with my personally identifying information authenticated by a 3rd-Party service, selected above, which returns evidence of validation the provided information back to TCEQ.

E-Sign SPA Cancel

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

How to Complete a Paper SPA

1. From the STEERS Home, go to My Account at the top of the page.
2. On the next screen, select Paper SPA.
3. You will be given two options: Generate Your SPA or Generate SPA for a Single Authorization.
    a. To Generate Account SPA
        i. Click the “Generate Your SPA” button.
        ii. Use your browser print button to print the SPA. The print button is usually located on the browser toolbar and is depicted as a picture of a printer. If you do not have a printer on your browser tool bar you can click “File,” then select “Print” from the menu.
        iii. All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.
        iv. Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS Staff recommend that you do not send the form certified mail, as this mail is delivered to another state agency before TCEQ which causes delays in activating accounts.
    b. To Generate SPA for a Single Authorization
        i. Enter the required fields into the form:

Note: You must enter the name, company and title exactly as entered by the account owner.

1. First Name - Authority's first name.
2. Last Name - Authority's first name.
3. Company Name - Authority's company.
4. Title - Authority's title.

ii. Click OK to continue.

iii. If no authorizations were found, please check what you entered and try again. Otherwise, a SPA will be displayed with only the IDs listed for authority information you entered.

iv. Use your browser print button to print the SPA. The print button is usually located on the browser toolbar and is depicted as a picture of a printer. If you do not have a printer on your browser tool bar you can click "File," then select "Print" from the menu.

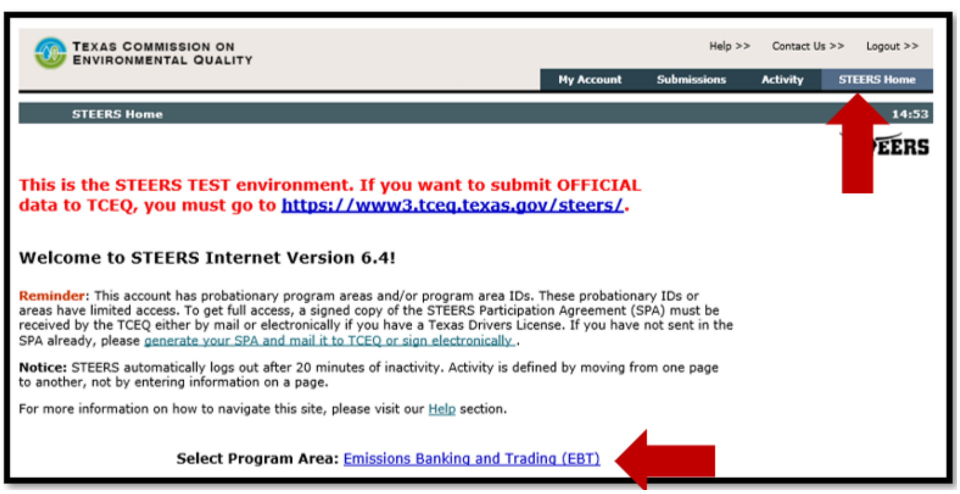
v. All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.

vi. Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS Staff recommend that you do not send the form certified mail, as this mail is delivered to another state agency before TCEQ which causes delays in activating accounts.

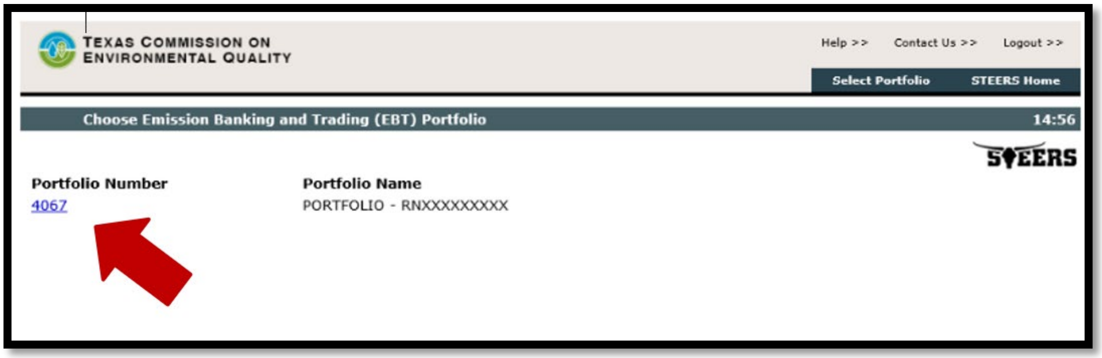
How to Access EBT Portfolios

Before you can access an EBT Portfolio, you must add it to your STEERS account and complete a STEERS Participation Agreement (SPA). Refer to the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.

1. To access the Emissions Banking and Trading page, click STEERS Home in the top right of the screen. This will take you to the main page. Then select Emissions Banking and Trading.



2. Select the ID of the Portfolio you would like to work on:



3. This will bring you to the Project Home Screen. You will have the following options:

   a. **Add New Project:** Click this button to complete form(s) for new EBT Projects (e.g., trades, annual reports, etc.). Only users with Edit or Sign and Submit access to the portfolio will see this option. Refer to the **How to Add an EBT Portfolio to your STEERS Account** section of this document for information on access types.

   b. **TCEQ EBT Database:** Click this button to open a new browser tab for the TCEQ EBT Database (also known as the Credit and Allowance Registry). This database allows program participants to view information in their EBT portfolios and track projects. This database also provides information on available credits and allowances. Contact the EBT team at ebt@tceq.texas.gov with questions about the TCEQ EBT Database.

   c. **Portfolio Detail:** Shows the Portfolio Number and customer details for the portfolio. Contact the EBT team at ebt@tceq.texas.gov if information for your portfolio requires update.

   d. **Working Area Records:** Projects that are in progress will appear under the Working Area Records. Records that appear in this area have not been submitted to the TCEQ. Only users with Sign and Submit access to the portfolio will have the option to submit under the Action section of the Working Area Records. User must also be the account's AAR or Alternate AAR to submit a project. To remove projects from the working area, click on the Reference Number for the record that you wish to remove, then click the "Delete from Working Area" button at the bottom of the project screen.

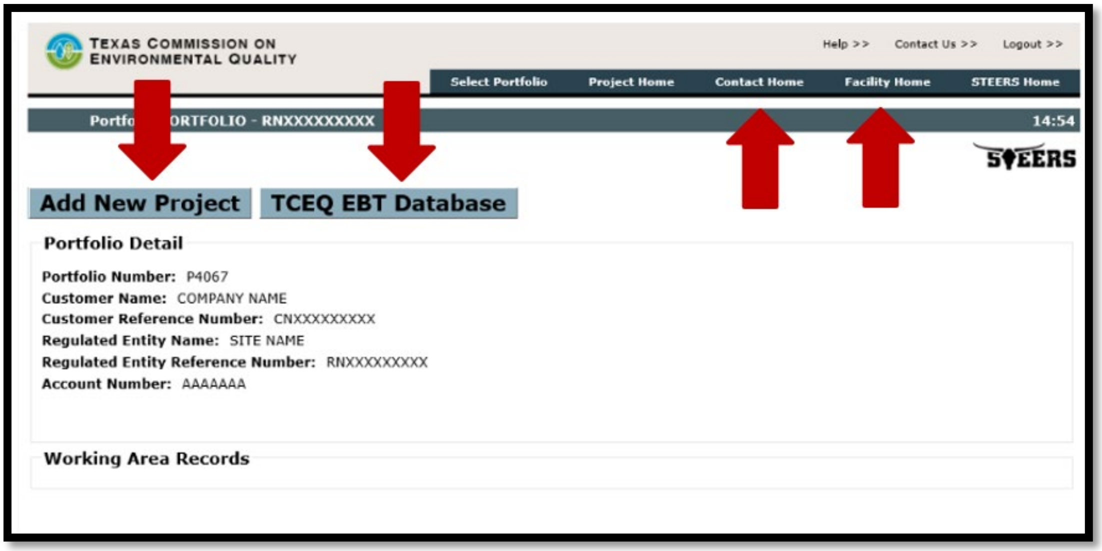
   e. **Select Portfolio:** Located at the top of the screen, this link will return you EBT portfolio page where you can select another portfolio to work on or return to the same portfolio.

   f. **Project Home:** Located at the top of the screen, this link will return you to the main Project Home screen for the portfolio.

   g. **Contact Home:** Located at the top of the screen, this link will take you to the Contact Home section of the portfolio. Here, you can add/update the portfolio's AAR, Alternate AAR, or Technical Contact information. See the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document for more information.

   h. **Facility Home:** Located at the top of the screen, this link will take you to the Facility Home section of the portfolio. Here, you can add/update facility (FIN) records if the site is subject to the MECT and/or HECT Programs. See the **Facility Home: How to Add or Edit Facility Information** section of this document for more information.

i. **STEERS Home:** Located at the top of the screen, this link will return you to the main STEERS Home page.



Contact Home: How to Register an AAR or Add or Edit Contact Information

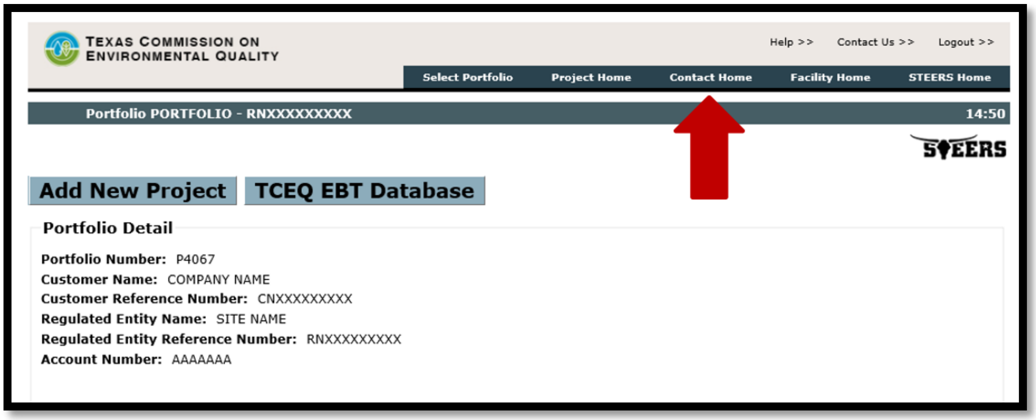
Notice: An Authorized Account Representative (AAR) must be registered to your portfolio before you can create any EBT projects. Before submitting a project, you must ensure your contact information is correct and up to date. Your STEERS Account and your Contact Record must match, including middle initial and suffix.

The EBT STEERS application allows users to add and edit information for contacts associated to the portfolio. Every EBT portfolio must have contact information for the AAR. Alternate AAR and technical contacts are optional. You must have Edit or Sign and Submit authority to make changes to a portfolio's contact information.

- **Authorized Account Representative (AAR):** person that meets or is authorized by someone that meets the responsible official qualifications in 30 Texas Administrative Code (TAC) Section 122.165(c). All official EBT-related correspondence will be sent to this individual. The AAR will require Sign and Submit access to the portfolio. Refer to the How to Add an EBT Portfolio to your STEERS Account on how to register for Sign and Submit access.
- **Alternate AAR:** Person that meets the same qualifications as the AAR and may certify (sign) an EBT application in place of the AAR. Designation of an alternate AAR is optional. Only one alternate is permitted per portfolio. The Alternate AAR will require Sign and Submit access to the portfolio. Refer to the How to Add an EBT Portfolio to your STEERS Account on how to register for Sign and Submit access.
- **Technical Contact:** Person(s) that the TCEQ should contact for technical questions related to applications submitted through STEERS. A technical contact may have Read or Edit access to the portfolio, depending on if the Technical Contact is required to prepare the application. A Technical Contact should not have Sign and Submit access. Refer to the How to Add an EBT Portfolio to your STEERS Account for information on the different access types.

Accessing the Contacts Module

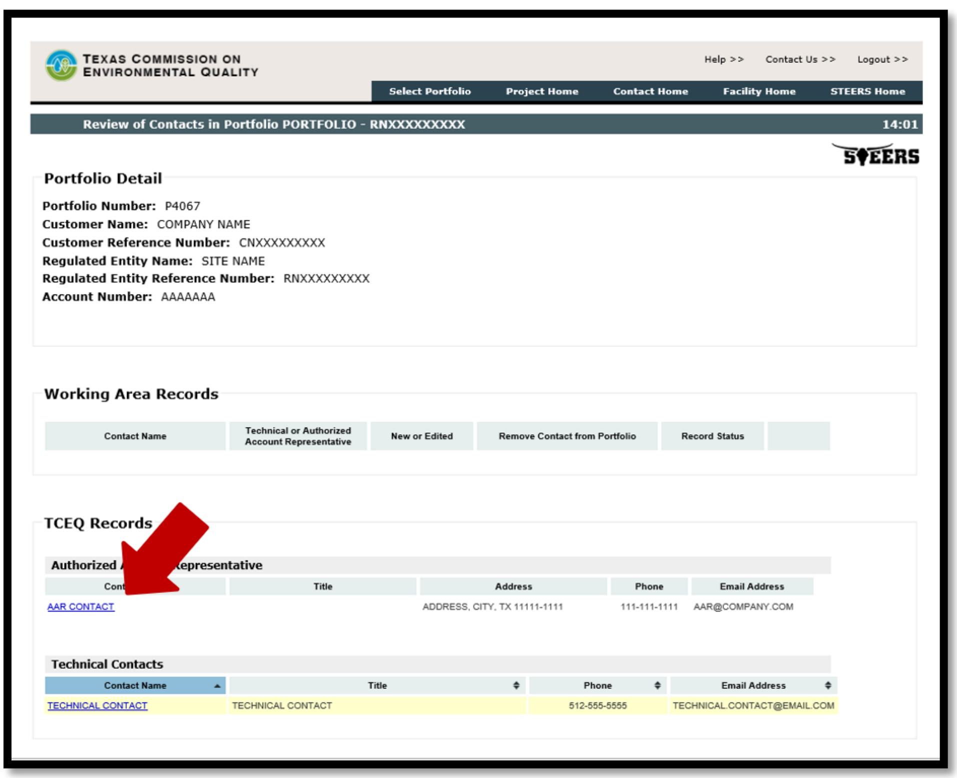
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu. Click the Go button (See the **Accessing EBT Portfolios** section for further instruction).
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Select Contact Home from the top of the page.



4. The Contact Home page will display both Working Area Records and TCEQ Records.
    a. **Working Area Records:** New or edited contact records that have not been submitted to the TCEQ.
    b. **TCEQ Records:** Contact records that have been submitted to the TCEQ and appear in the TCEQ EBT Database.

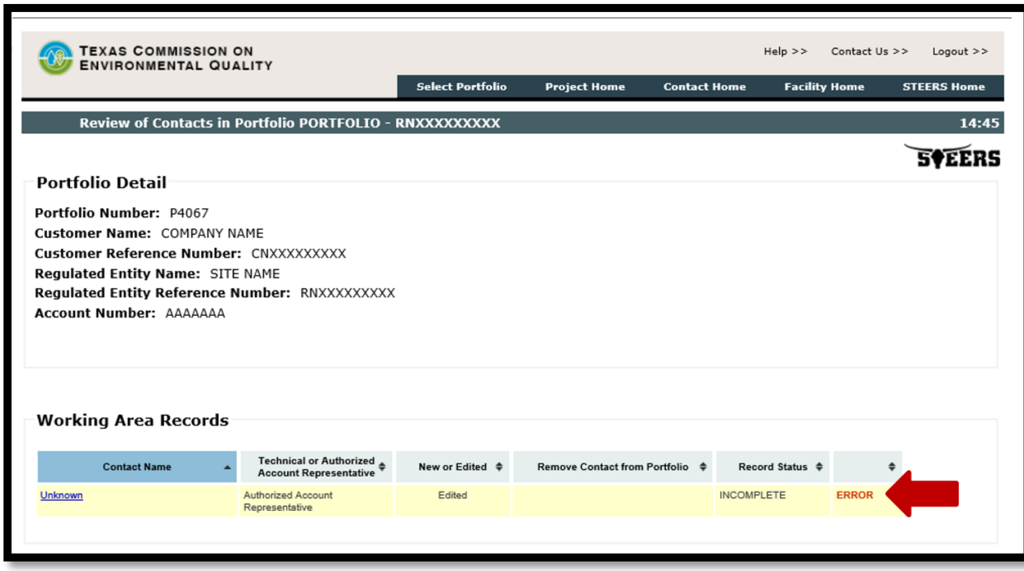
Edit the AAR

1. Under the TCEQ Records, click on the record's Contact Name link under Authorized Account Representative.

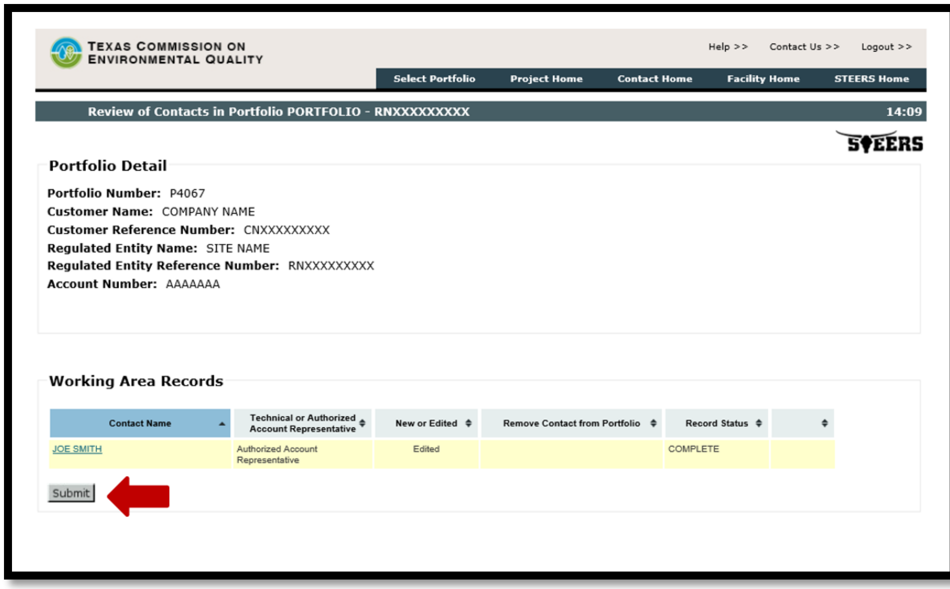


2. Review the contact information. To edit the information, click Edit. To return to the Contact Home screen, click Cancel.

3. If you select Edit, the system will allow you to change the contact's name, title, address, phone number and email. Once you have completed your edits, click the Save button. If you do not wish to save your changes, click Cancel to exit.
4. Verify that the authorized account representative record has been added to the Working Area Records. If the record is incomplete, the word **ERROR** will appear next to the record. Click on the record's Contact Name link to re-open the contact details and correct any errors.

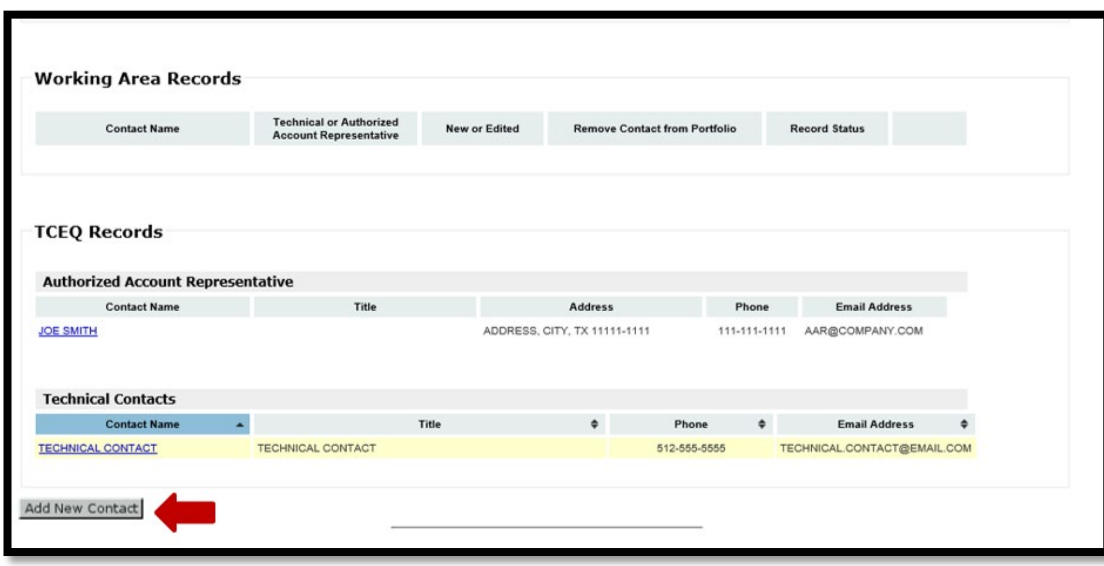


5. To remove the record from the Working Area, click on the record's Contact Name link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the contact from the Working Area Records or Cancel to return to the contact detail page.
6. Once the AAR record is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio as follows:
   a. Click the Submit button from the Contact Home page (see image below). **The Submit button will only appear if you have Sign and Submit role for the portfolio.** The system will redirect to the STEERS certification page. The page will display the contact details as well as a certification statement. Carefully read and review all information.
   b. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation will be sent by email.
   c. If you do not wish to submit, click the Do Not Submit button to return to the Contact Home page.



Add or Edit an Alternate AAR or a Technical Contact

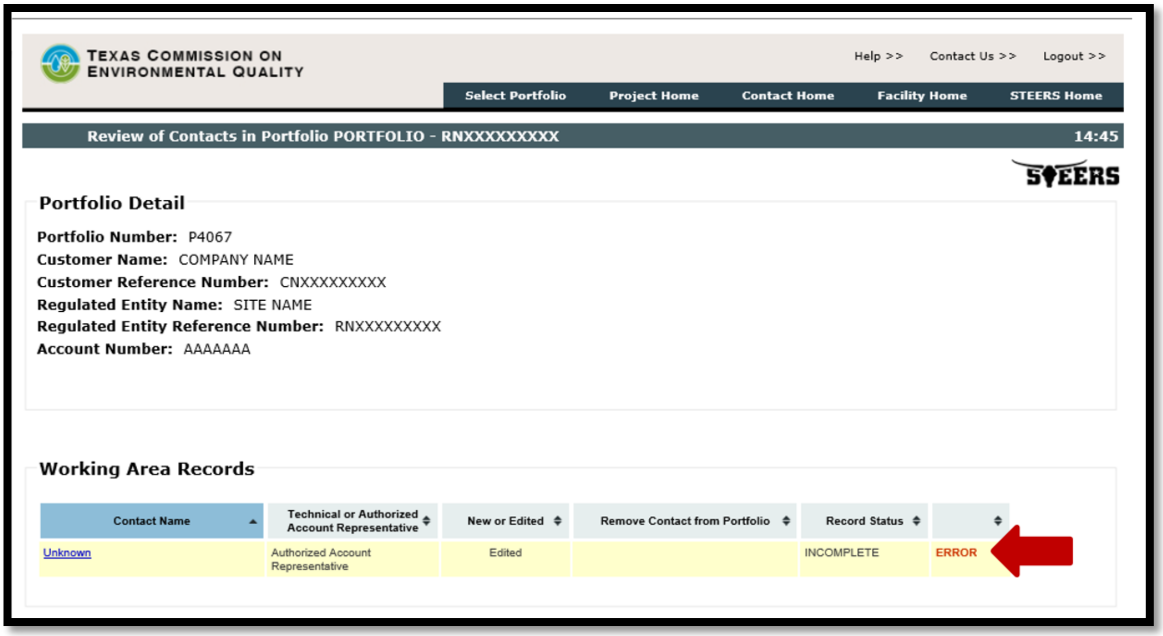
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu. Click the Go button (See the **Accessing EBT Portfolios** section for further instruction).
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Select Contact Home from the top of the page.
4. To add a new contact, click the Add New Contact button under the TCEQ Records.



5. Select the contact type (Alternate AAR or Technical Contact). Note that if your portfolio already has an Alternate AAR record, you will not be given the Alternate AAR option.

6. Enter the Alternate AAR or Technical Contact's name, title, phone number, and email. When finished click the Save button. If you do not wish to save the contact record, click Cancel to exit.

7. If saved, verify that the record has been added to the Working Area Records. If the record is incomplete, the word **ERROR** will appear next to the record (see image below). Click on the record's Contact Name link to re-open the contact details and correct any errors.



8. To remove the record from the Working Area, click on the record's Contact Name link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the contact from the Working Area Records or Cancel to return to the contact detail page.

9. To edit an existing Alternate AAR or Technical Contact, click on the record's Contact Name link. Review the contact information. To edit the information, click Edit. To return to the Contact Home screen, click Cancel.

10. If you select Edit, the system will allow you to change the contact's name, title, phone number and email. You will also have the option to remove the contact record from the portfolio. Select Yes to remove the contact, or no to retain the record in the portfolio. Once you have completed your edits, click the Save button. If you do not wish to save your changes, click Cancel to exit.

11. If saved, verify that the edited Alternate AAR or Technical Contact record has been added to the Working Area Records. If the record is incomplete, the word **ERROR** will appear next to the record. Click on the record's Contact Name link to re-open the contact details and correct any errors.

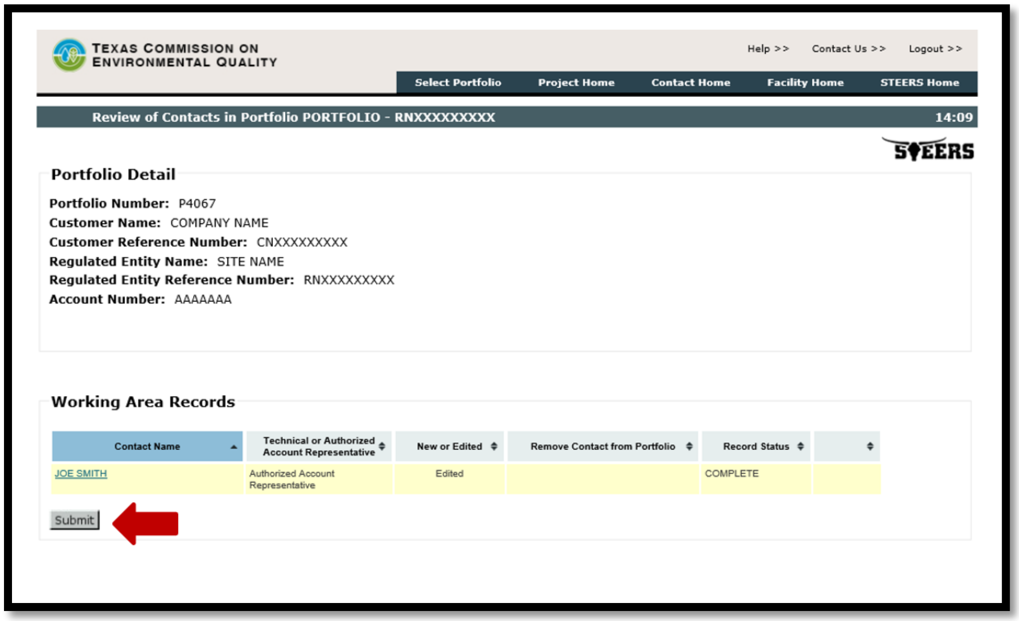
12. Once all records are complete and have no errors, the records can be submitted to the TCEQ by the authorized account representative for the portfolio as follows:

    a. Click the Submit button from the Contact Home page (see image below). **The Submit button will only appear if you have Sign and Submit role for the portfolio.**

b. The system will redirect to the STEERS certification page. The page will display the contact details as well as a certification statement. Carefully read and review all information.

c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation will be sent by email.

d. If you do not wish to submit, click the Do Not Submit button to return to the Contact Home page.



Facility Home: How to Add or Edit Facility Information

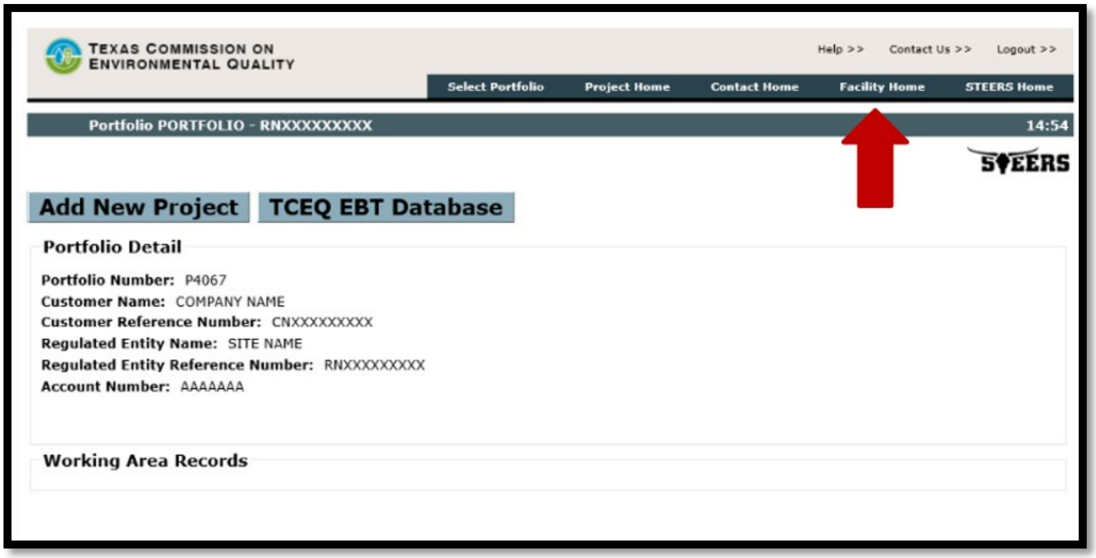
Notice: This module is to add or update facility information related to the Mass Emissions Cap and Trade (MECT) Program or the Highly Reactive Volatile Organic Compounds Cap and Trade (HECT) Program. Before submitting an annual report for the MECT or HECT Programs, you must ensure your facility information is correct and up to date.

The EBT STEERS application allows users to add and edit information for facilities (i.e., units or equipment) participating in the MECT or HECT programs. You must have Edit or Sign and Submit authority to make changes to a portfolio's facility information.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu. Click the Go button (See the **Accessing EBT Portfolios** section for further instruction).

2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.

3. Click Facility Home to access the Facility Homepage.



4. The Facility Home page will display both the Working Area Records and TCEQ Records.
   - **Working Area Records:** Displays new or edited facility records that have <u>not</u> been submitted to the TCEQ. Records that appear under the Working Area will not be updated in your report.
   - **TCEQ Records:** Displays records that have been submitted to the TCEQ and appear in the EBT database. Note that only facilities that are active (i.e., do not have an end of operation date) will appear under the TCEQ records.

   Notice: Any facilities that appear under the Working Area Records are not official records. New or edited facilities must be submitted to the TCEQ by the Authorized Account Representative (AAR) by clicking **Submit Complete Facilities** under Working Area Records.

How to Add a New Facility

1. Click the Add Facility button under the Working Area Records

2. From the Program options list, select “Mass Emission Cap and Trade (MECT)” to add a MECT facility or “Highly Reactive Volatile Organic Compounds Cap and Trade

(HECT)” to add a HECT facility. Click Go to continue or Cancel to return to the Facility Home page.

3. For a new MECT facility, complete the following data fields:
   a. **FIN, FIN Name, and EPN:** Enter the facility identification number (FIN), FIN Name, and Emission Point Number (EPN) used to identify the facility. Entries must be alphanumeric and may only contain the following special characters: \ /. & ( ) #
   b. **Facility Type:** Select the facility type from the provided options list.
   c. **Fuel Type:** Select the fuel burned by the facility from the provided options list.
   d. **Make, Model, and Serial Number:** Enter in the make, model, and serial number associated to the facility, if available. Entries must be alphanumeric and may only contain the following special characters: \ /. & ( ) #
   e. **CEMS/PEMS:** If the facility is equipped with a Continuous Emissions Monitoring System (CEMS) or a Predictive Emissions Monitoring System (PEMS), select Yes. Otherwise, select No.
   f. **Rated Capacity:** Enter the maximum rated capacity of the facility. Entry must be numeric.
   g. **Rated Capacity Units:** Enter the units for the rated capacity (e.g., MMBtu, HP). Entry must be alphanumeric may only contain the following special characters: \ /. & ( ) #
   h. **Permit Authorization:** Enter the permit number or permit by rule (PBR) number that authorizes the facility to operate. Entry must be alphanumeric and may only contain the following special characters: \ /. & ( ) #
   i. **Start of Operation Date:** Enter the date that the facility began operation. Date must be in the format of mm/dd/yyyy. Date must be less than or equal to the current system date (i.e., no future dates).
   j. **End of Operation Date (if applicable):** Enter the date that the facility permanently ended operation at the site. Date must be in the format of mm/dd/yyyy. Date must be greater than or equal to the start of operation date, but less than or equal to the current system date (i.e., no future dates). Do not enter an end date if the facility is idle or has been temporarily removed from the site.

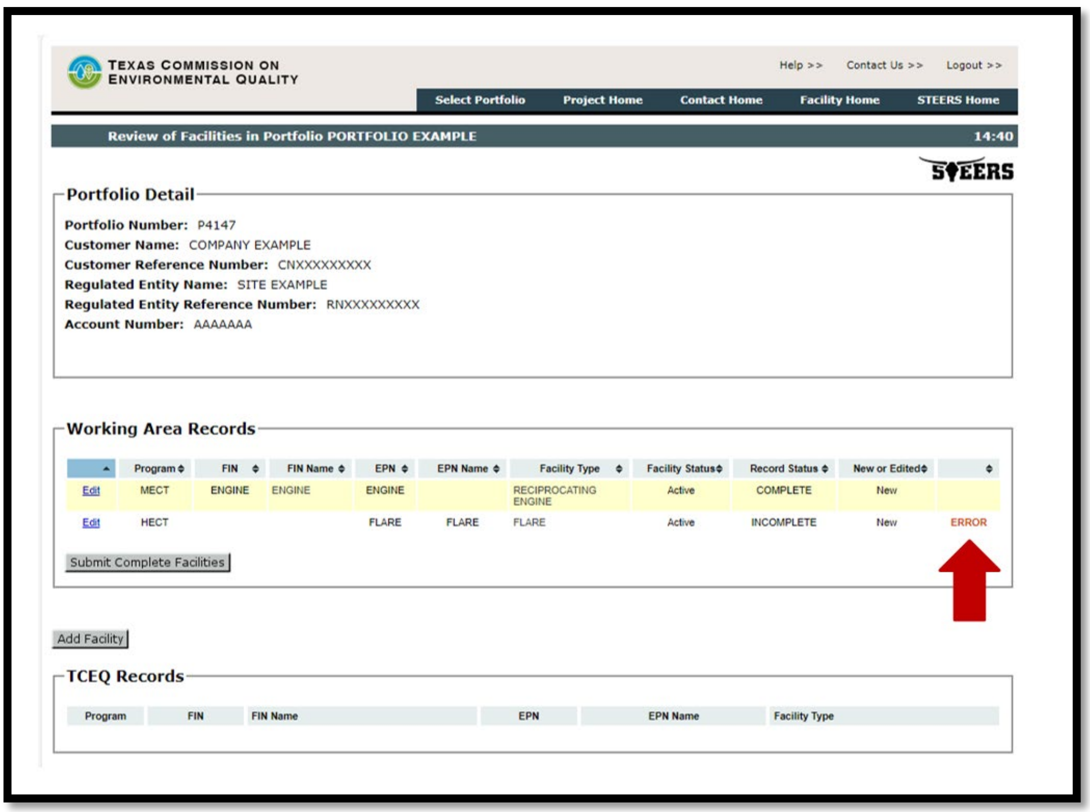
      Note: If a facility is exempt from the program and reported in error, discuss with the EBT Programs as an End of Operation Date may be appropriate in this scenario.
4. For a new HECT facility, complete the following fields:
   a. **EPN, EPN Name, FIN, and FIN Name:** Enter the Emission Point Number (EPN). EPN Name, facility identification number (FIN), and FIN Name used to identify the facility. Entries must be alphanumeric and may only contain the following special characters: \ /. & ( ) #
   b. **EPN Type:** Select the facility type from the provided options list.
   c. **Permit Authorization:** Enter the permit number or permit by rule (PBR) number that authorizes the facility to operate. Entry must be alphanumeric and may only contain the following special characters: \ /. & ( ) #

d. **Start of Operation Date:** Enter the date that the facility began operation. Date must be in the format of mm/dd/yyyy. Date must be less than or equal to the current system date (i.e., no future dates).

e. **End of Operation Date (if applicable):** Enter the date that the facility permanently ended operation at the site. Date must be in the format of mm/dd/yyyy. Date must be greater than or equal to the start of operation date, but less than or equal to the current system date (i.e., no future dates). Do not enter an end date if the facility is idle or has been temporarily removed from the site. **Note:** If a facility is exempt from the program and reported in error, discuss with the EBT team as an End of Operation Date may be appropriate in this scenario.

5. When finished, click the Save button to return to the Facility Homepage. If you do not want to save the facility record, click Cancel.

6. If saved, verify that the new facility has been added to the Working Area Records. If the record is incomplete, the word **ERROR** will appear next to the record (see image below). Click on the record's Edit link to re-open the facility details and correct any errors.

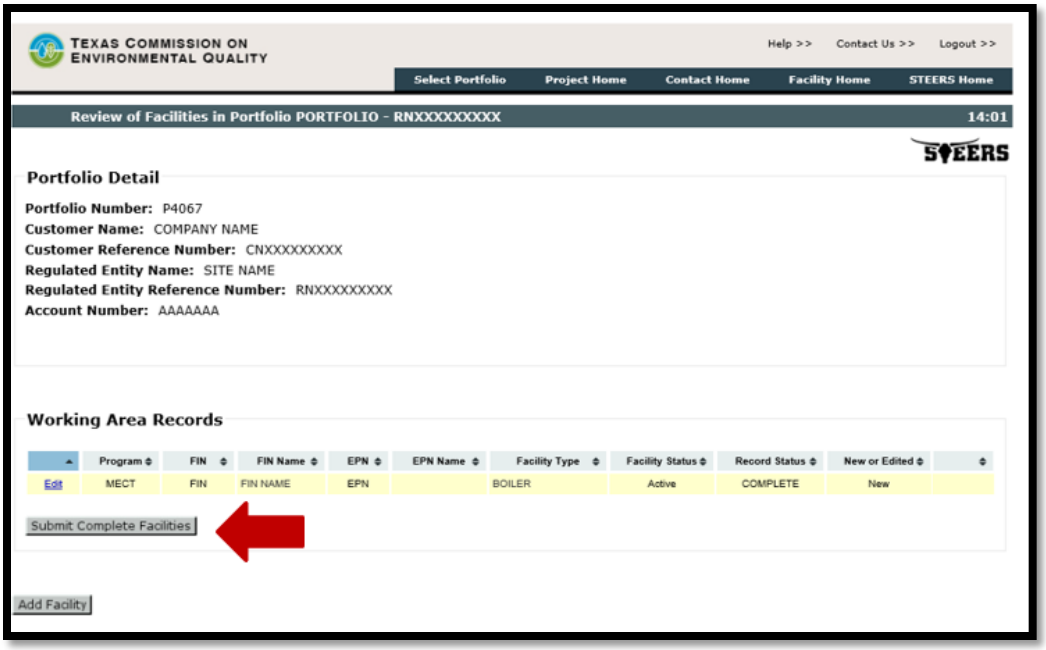


7. To remove the facility from the Working Area Records, click on the record's Edit link and then click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the facility from the Working Area Records or Cancel to return to the facility detail page.

8. You can add more new facilities to the Working Area Records by clicking the Add Facility button again. Once all records are complete and have no errors, the facilities

can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

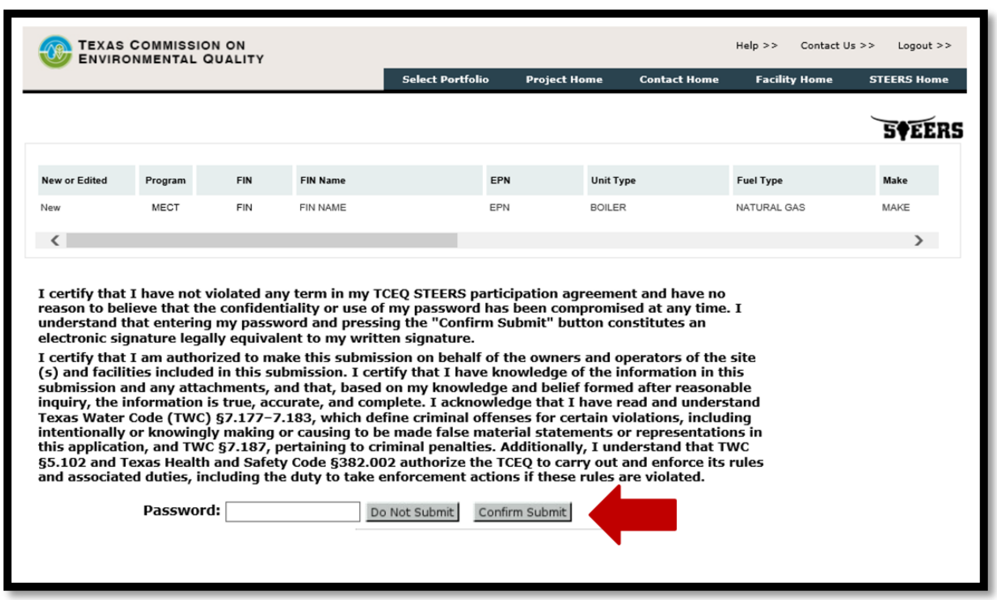
9. Click the Submit Complete Facilities button from the Facility Home page. **This button will only appear if you have Sign and Submit authority for the portfolio.**



10. The system will redirect to the STEERS certification page. The page will display the facility details as well as a certification statement. Carefully read and review all information.

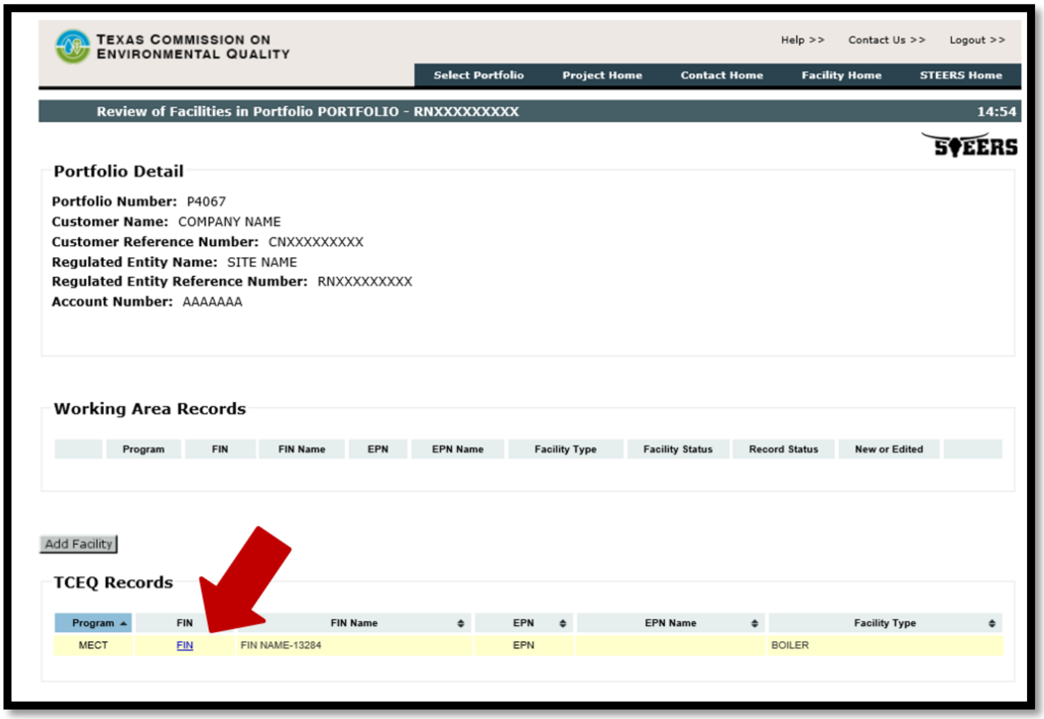
11. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation will be sent by email.

12. If you do not wish to submit, click the Do Not Submit button to return to the Facility Home page.



How to Edit an Existing Facility

1. Select the facility that you would like to edit from the TCEQ Records by clicking the FIN link.



Notice: With the exception of the "CEMS/PEMS?" indicator and "Permit Authorization" fields, all other data will be locked once a value has been submitted to the TCEQ. Contact EBT staff at ebt@tceq.texas.gov if you need to edit a locked field.

2. The system will display the Facility Detail. You can edit any open fields.
3. When finished, click the Save button to return to the Facility Home page. If you do not want to save the facility record, click Cancel.
4. If saved, verify that the facility has been added to the Working Area Records. If the record is incomplete, the word **ERROR** will appear next to the record on the left. Click on the record's Edit link to re-open the facility details and correct any errors.
5. To remove a facility from the Working Area Records, click on the record's Edit link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the facility from the Working Area Records or Cancel to return to the facility detail page.
6. You can edit additional facilities by selecting the facilities from the TCEQ Records. Once all records are complete and have no errors, the facilities can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:
7. Click the Submit Complete Facilities button from the Facility Home page. The system will redirect to the STEERS certification page. The page will display the facility details as well as a certification statement. Carefully read and review all information.
8. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation will be sent by email.

How to Prepare and Submit Projects – General Guidance

1. Before you can create or submit any EBT projects, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document**.**
2. Users with "Edit" or "Sign and Submit" role in STEERS can create and edit EBT projects; however, only a registered Authorized Account Representative (AAR) or Alternate AAR with Sign and Submit role has the authority to submit forms to the TCEQ. The AAR or Alternate AAR must have Sign and Submit access to the portfolio. Refer to the **How to Add an EBT Portfolio to your STEERS Account** and **Contact Home: How to Register an AAR or Add or Edit Contact Information** sections of this document.
3. All forms must be **Submitted** by the account's AAR or alternate AAR. Records that appear under the Working Area are not submitted. If a project is not submitted, you may be in violation of regulatory deadlines and your project could be considered non-compliant and may not be accepted.
4. A confirmation email will be sent upon successful submission of a project. If you do not receive an email, contact the EBT team at ebt@tceq.texas.gov.
5. Once processing of the project is complete, a letter and/or email notification will be sent to the contacts associated to the project to formally confirm its approval or denial.

Trade Projects

Tips for a Successful Submission

- Users with Edit or Sign and Submit authority can create and edit Credit or Allowance trade projects.
- A letter will be issued via email once the trade has been completed.
- Before creating your trade, check that both the Seller and Buyer have an assigned EBT portfolio. To request a new portfolio, complete the Portfolio Request Form[2]. Contact EBT Staff at ebt@tceq.texas.gov for assistance with assigning portfolios.
- Before creating your trade, check that the information for the Authorized Account Representative and any Technical Contacts is correct and up to date. Contact information must be up to date for both the Seller and Buyer and must match the STEERS Account Holder's Name(s), including middle initial and suffix.
  - If you are having difficulty submitting and are listed as the AAR or Alternate AAR in the portfolio's Contact Home, please compare your AAR information to the account holder information for your STEERS account.
  - To view your STEERS Account Holder Name, click on STEERS Home at the top of your screen, then select the My Account link. From My Account, select Edit Account at the top of the screen to view your information.
  - To update your AAR or Alternate AAR information to match the STEERS Account Holder Name, follow the instructions under the **Contact Home: How**

[2] www.tceq.texas.gov/downloads/air-quality/ebt/forms/20959.pdf

to Register an AAR or Add or Edit Contact Information section of this document.

- If the Buyer's portfolio does not have an AAR listed, please contact the Buyer and refer them to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document to update their portfolio information. Contact the EBT team at ebt@tceq.texas.gov if assistance is required.

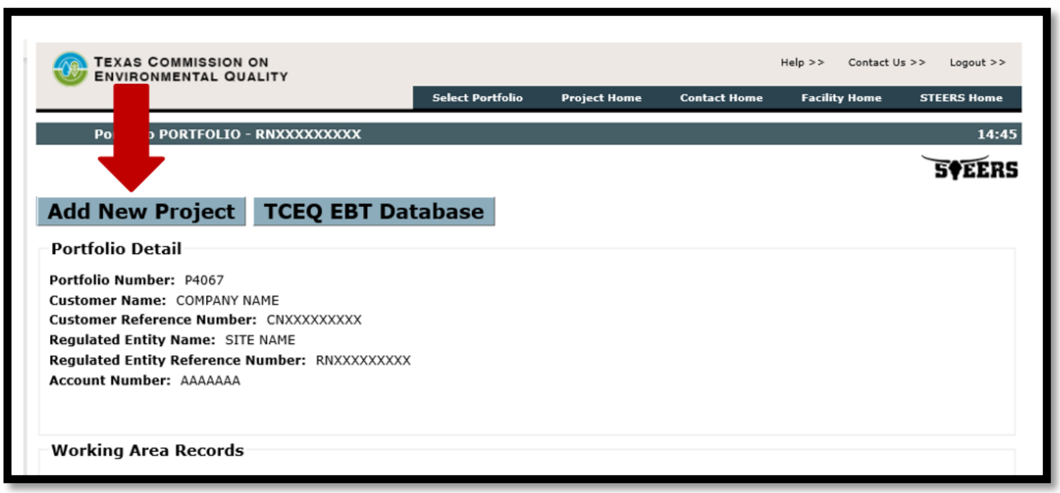
MECT or HECT Program Trades (Current/Vintage)

This section covers trades for Current and/or Vintage allowances only. For guidance on how to transfer a permanent, perpetual stream of allowances, refer to the **Permanent Allowance Transfer (Stream Trade)** section of this document.

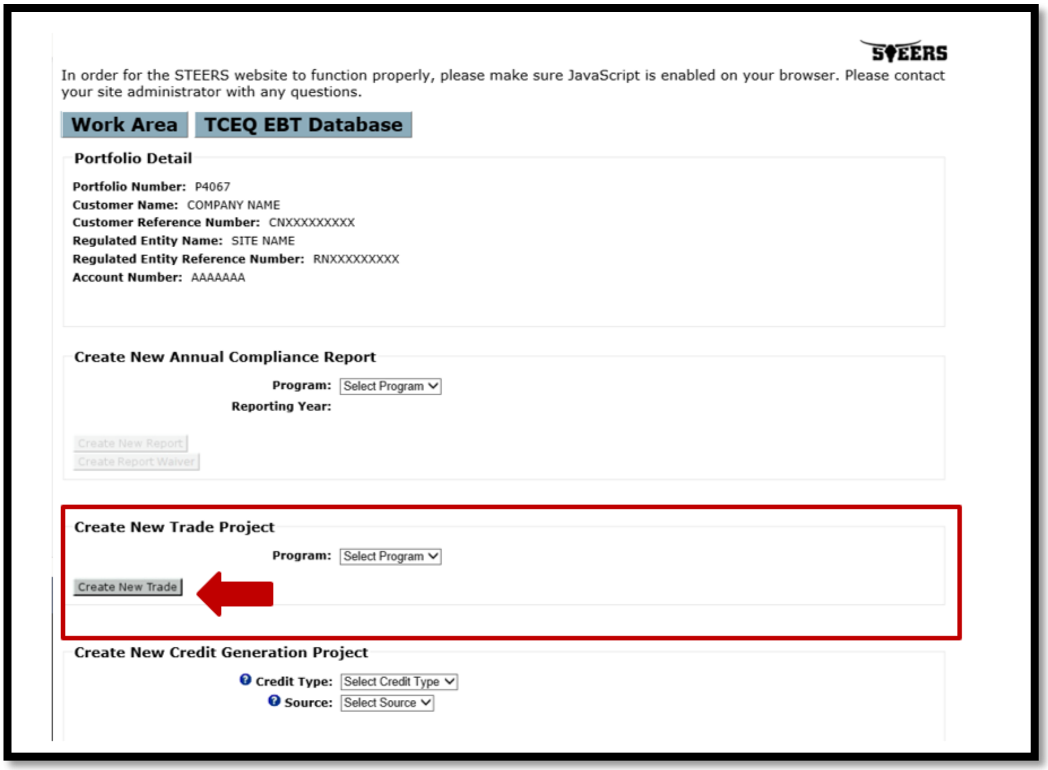
Trades for annual compliance with the MECT or HECT programs are due on or before **Jan. 30** of each year. To review your portfolio's allowance balance, visit the TCEQ EBT Database.

Notice: The system will not allow trades for a previous control period to be submitted after the Jan. 30 deadline. You will be required to revise your trade application or delete the application from the Working Area Records.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

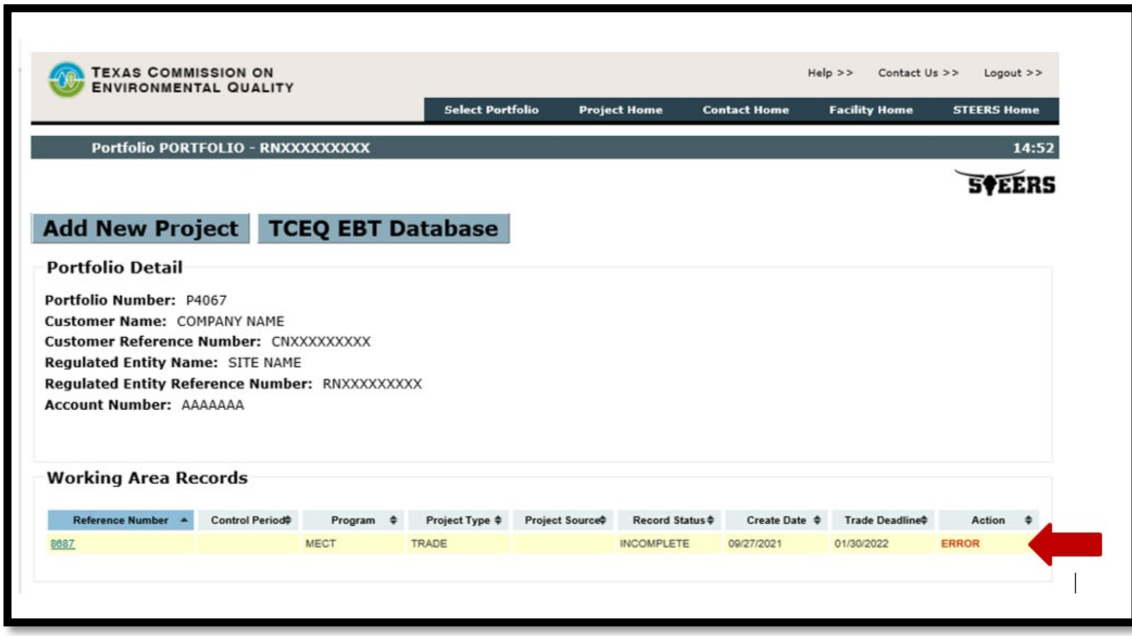


4. Scroll down the page to the Create New Trade Project section. Select either MECT or HECT. Click the Create New Trade button.



5. Under the Project Information, select the Control Period the allowances will be applied to (if more than one year is available). Note that from Jan. 1 through Jan. 30 of each year, you will have the option to trade allowances for either the previous or current control period. Otherwise, the system will default to the current control period.
   a. Enter in the Ton Amount for the current and/or vintage allowances that will be traded.
   b. Enter the Dollars/Ton value(s) for the trade. If the Dollars/Ton value is $0.00, you will be required to enter a Project Note to justify the $0.00 purchase price (e.g., trade is between sites under common ownership or control). If you are only trading for one allowance type, leave the other Dollars/Ton value blank.
6. Select or enter the Buyer’s portfolio number. Note that STEERS will populate the portfolio selection menu based on completed trades from the previous five years.
7. Enter a Project Note (up to 255 characters) to provide additional information regarding the trade. If the Dollars/Ton value is $0.00, a project note is required.
8. Click the Save button.
9. The system will refresh, and the application screen will display the remaining allowance balances for the portfolio as well as indicate any errors with the application. You will also be prompted to select a technical contact for the seller and buyer.
10. When all errors have been resolved and the technical contacts have been selected, click the Save button. If you wish to exit the trade application and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

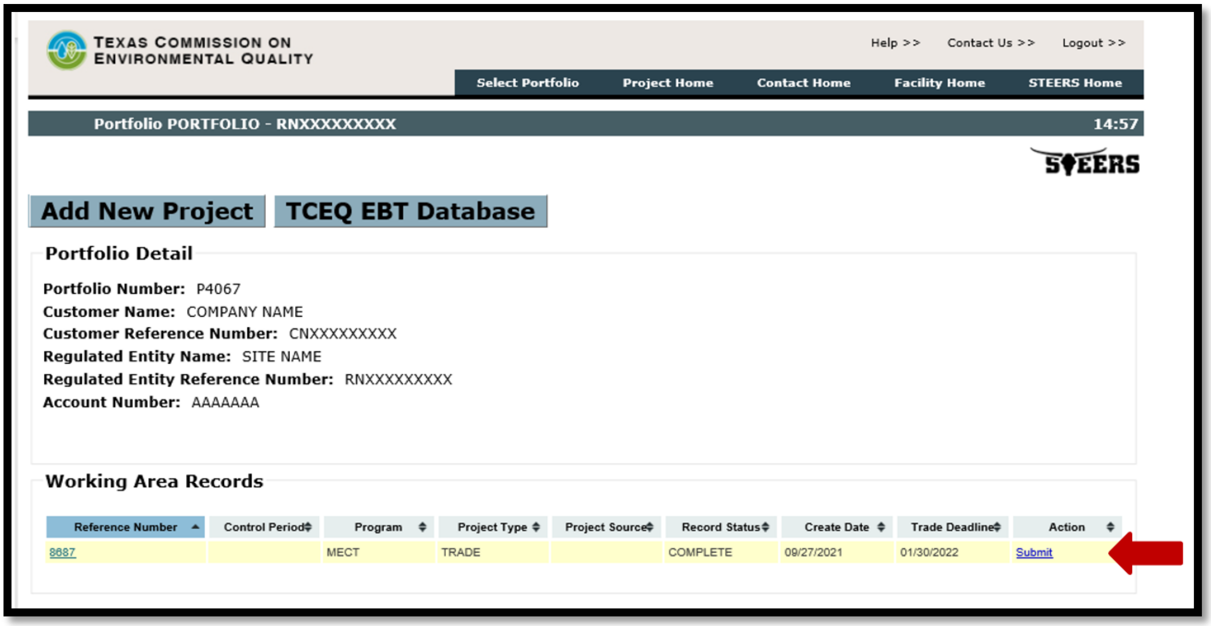
11. All saved trade applications will be assigned a Reference Number (see image below) and will be available in the Working Area Records on the Project Home page. If the trade is incomplete, the word **ERROR** will appear next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.



12. To remove the trade from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project details page.

13. Once a trade application is complete and has no errors, it can be submitted to the TCEQ by the Authorized Account Representative for the portfolio, as follows:

    a. Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time. **The Submit link will only appear if you have Sign and Submit role for the portfolio.**



b. The system will redirect to the STEERS certification page. The page will display the trade details as well as a certification statement. Carefully read and review all information.

c. Once you have reviewed the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official trade Project Number, will be sent by email. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **A trade is not official until it has been Submitted.**

d. Once a trade has been successfully submitted and processed, an email with an official approval letter will be sent to the seller and buyer contacts.

EBTA Program Trades (Current Allowances)

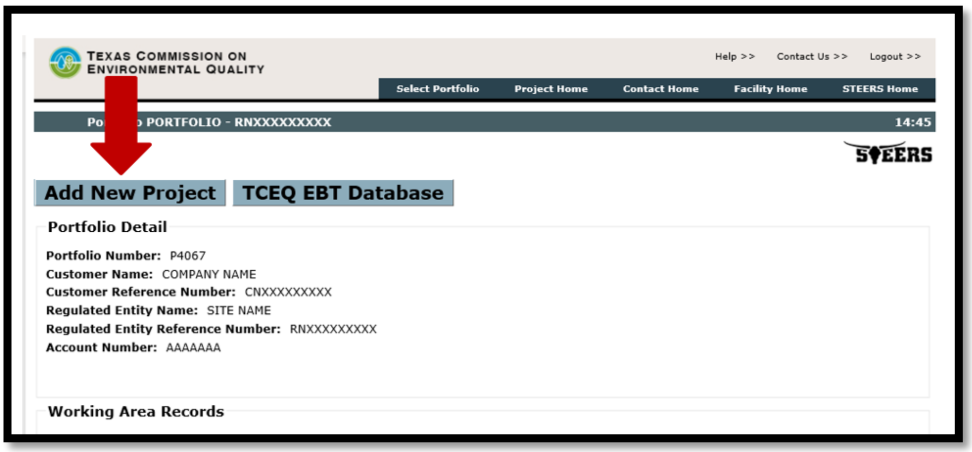
This section covers trades for Current allowances only. For guidance on how to transfer a permanent, perpetual stream of allowances, refer to the **Permanent Allowance Transfer (Stream Trade)** section of this document.

Allowances for the EBTA Program do not expire; therefore, there are no Vintage type allowances for this program.

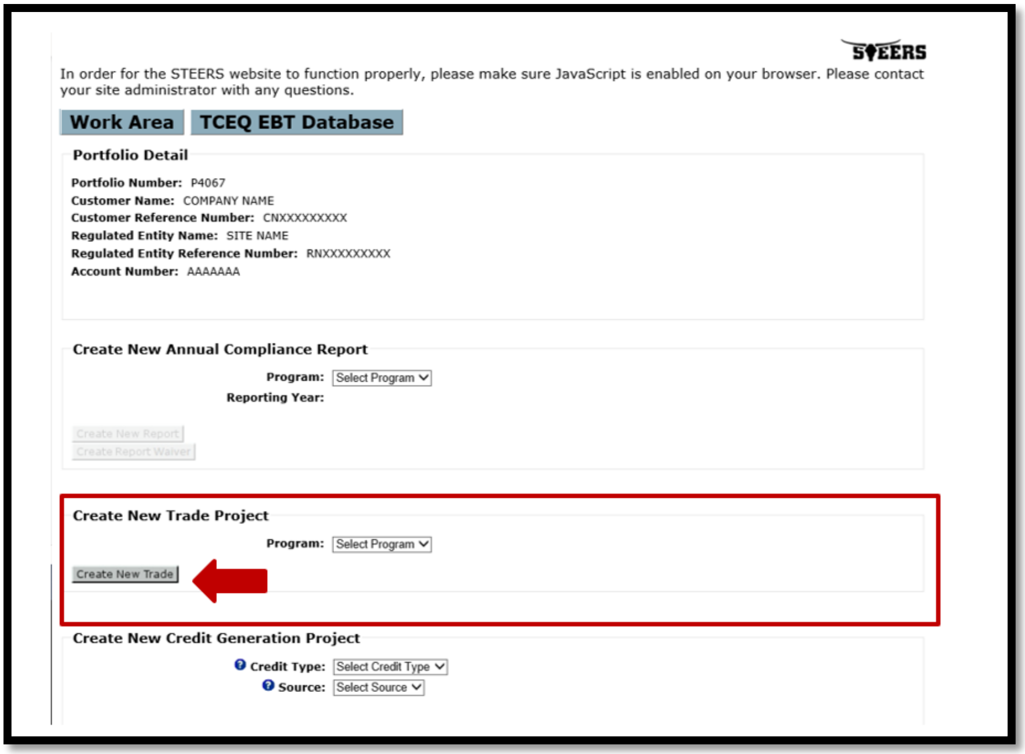
Trades for annual compliance with the EBTA Program are due on or before **June 1** of each year. To review your portfolio's allowance balance, visit the [TCEQ EBT Database].

Notice: The system will not allow trades for a previous control period to be submitted after the June 1 deadline. You will be required to revise your trade application or delete the application from the Working Area Records.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

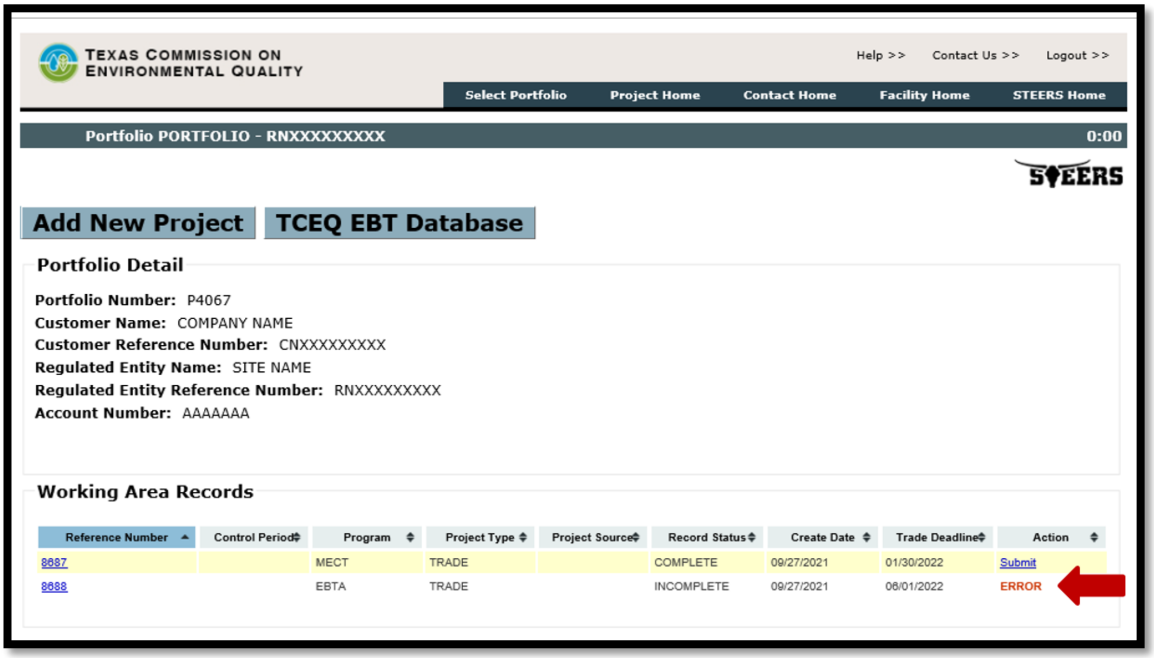


4. Under Create New Trade Project, select EBTA. Click the Create New Trade button.

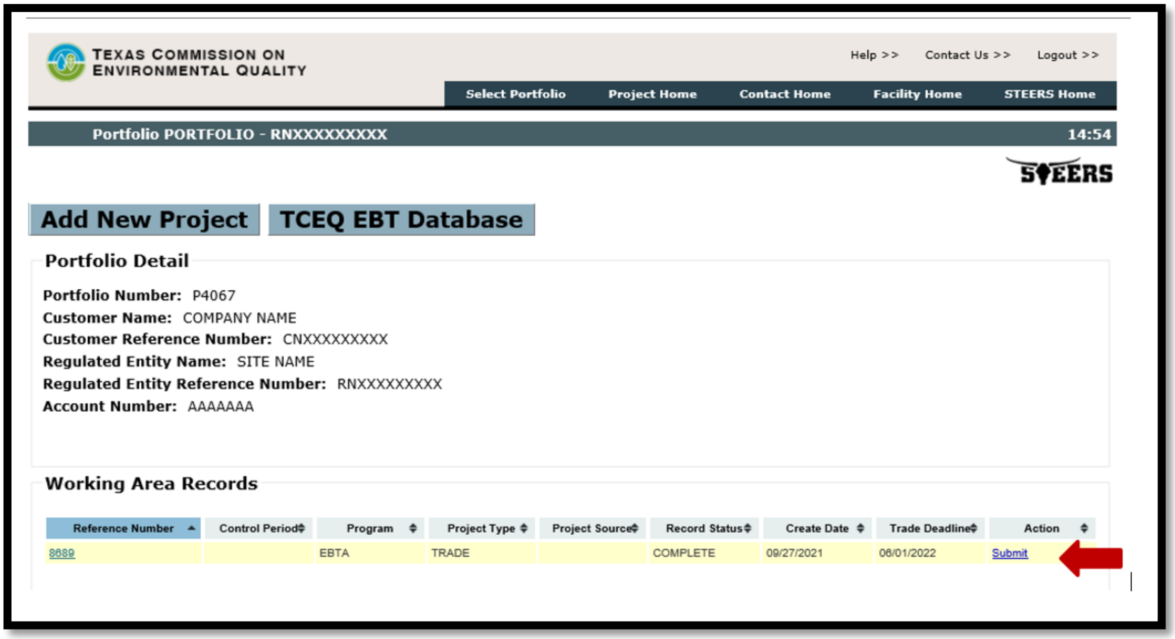


5. Under the Project Information, select the Control Period the allowances will be applied to. Note that from May 1 through June 1 of each year, you will have the option to trade allowances for either the previous or current control period. Otherwise, the system will default to the current control period.
6. Enter in the Ton Amount of nitrogen oxides (NO_X) or sulfur dioxide (SO_2) allowances that will be traded. Allowances can only be traded in whole tons. If you are only trading for one pollutant type, leave the other ton amount field blank. Do not enter zero (0) for the ton amount.
7. Enter the Dollars/Ton value(s) for the trade. If the Dollars/Ton value is $0.00, you will be required to enter a Project Note to justify the $0.00 purchase price (e.g., trade is between sites under common ownership or control). If you are only trading for one pollutant type, leave the other Dollars/Ton value blank.
8. Select or enter the Buyer's portfolio number. Note that STEERS will populate the portfolio selection menu based on completed trades from the previous five years.
9. Enter a Project Note (up to 255 characters) to provide additional information regarding the trade. If the Dollars/Ton value is $0.00, a project note is required.
10. Click the Save button.
11. The system will refresh, and the application screen will display the remaining allowance balances for the portfolio as well as indicate any errors with the application. You will also be prompted to select a technical contact for the seller and buyer.
    a. **Notice:** Traded allowances must have originated from affected facilities in the same region. If the Seller and Buyer portfolios are not affiliated to the same region, an error message will appear. Please contact the EBT team at ebt@tceq.texas.gov for assistance.

12. When all errors have been resolved and the technical contacts have been selected, click the Save button. If you wish to exit the trade application and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note: clicking Work Area before clicking Save will lose any unsaved data entered.
13. All saved trade applications will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the trade is incomplete, the word **ERROR** will appear next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.



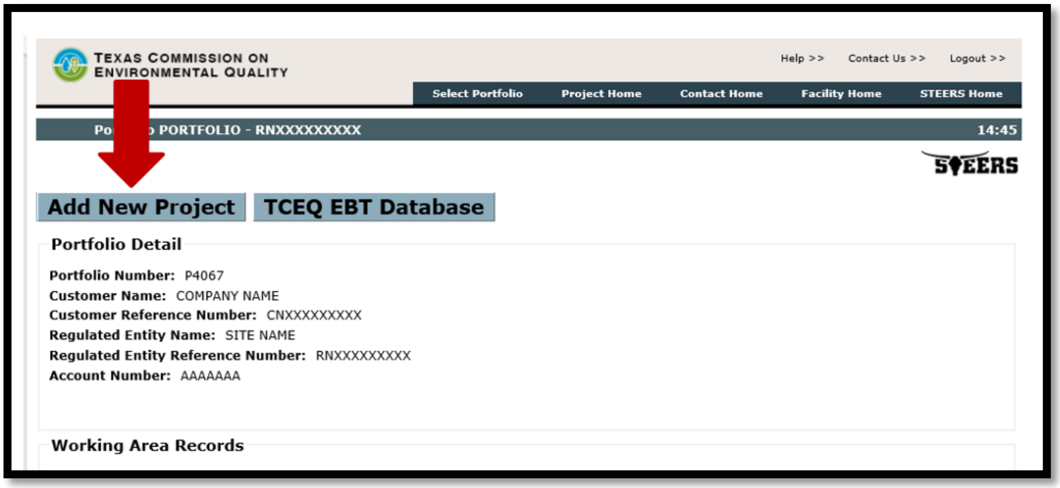
14. To remove the trade from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Press Delete to remove the trade from the Working Area Records or Cancel to return to the project details page.
15. Once a trade application is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:
16. Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time. **The Submit link will only appear if you have Sign and Submit role for the portfolio.**



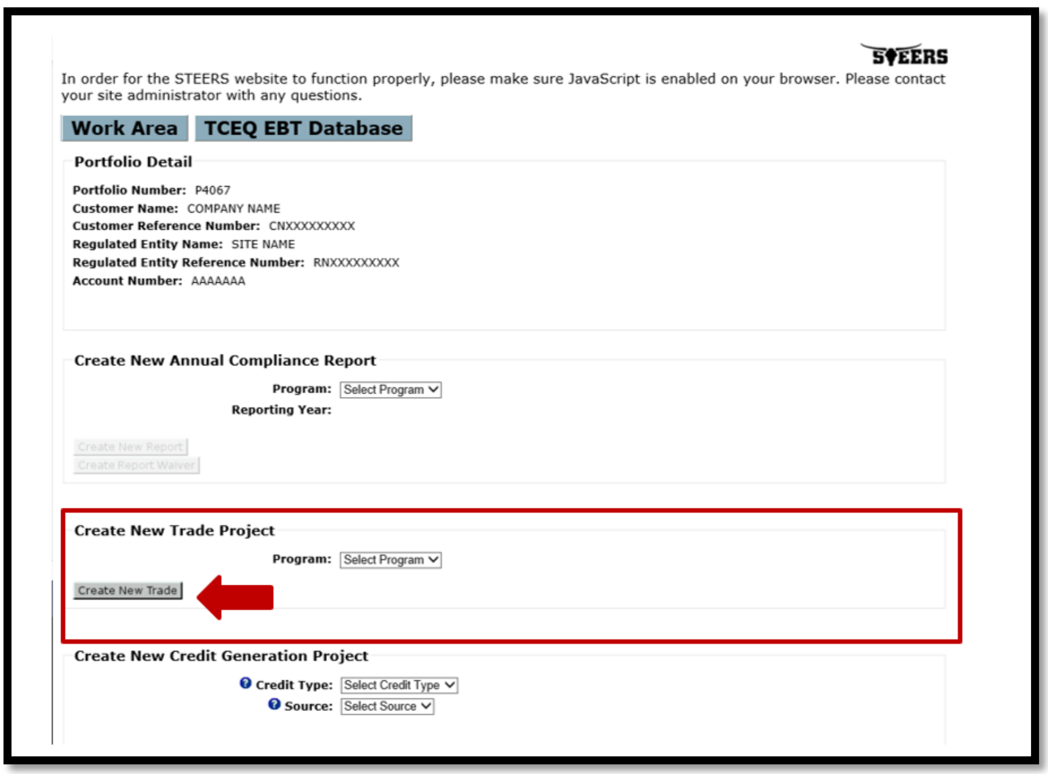
17. The system will redirect to the STEERS certification page. The page will display the trade details as well as a certification statement. Carefully read and review all information.
18. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.
19. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Trades are not official TCEQ records until they are submitted.**
20. The STEERS system will confirm that the user certifying the project is either the AAR or Alternate AAR affiliated to the seller's portfolio. The system will also verify that an AAR is provided for the Buyer portfolio.
21. Once a trade has been successfully submitted and processed, an email with an official approval letter will be sent to the seller and buyer contacts.

ERC or DERC Program Trades

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu. (See Accessing the EBT Program for visual instruction)
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create New Trade Project, select ERC or DERC. Click the Create New Trade button.



5. Under the Project Information, the system will list the available ERC or DERC certificates for the portfolio.
   a. ERC certificates are identified by a four-digit certificate number, e.g., 1234
   b. DERC certificates are identified by the prefix “D” plus four digits, e.g., D1234
6. The certificates will be listed in the format (certificate number - pollutant - certificate value), e.g., D1234 - NO_X - 10.0
7. For an ERC certificate, the certificate expiration date (Exp Date) will be displayed.

8. Enter the TPY Amount for an ERC trade or the Ton Amount for a DERC trade. Note that ERCs and DERCs can be traded in tenths of a ton.

9. Enter the Dollars/TPY for an ERC trade or the Dollars/Ton for a DERC trade. If the value is $0.00, you will be required to enter a Project Note to justify the $0.00 purchase price (e.g., trade is between sites under common ownership or control).

10. Select or enter the Buyer's portfolio number. Note that STEERS will populate the portfolio selection menu based on completed trades from the previous five years.

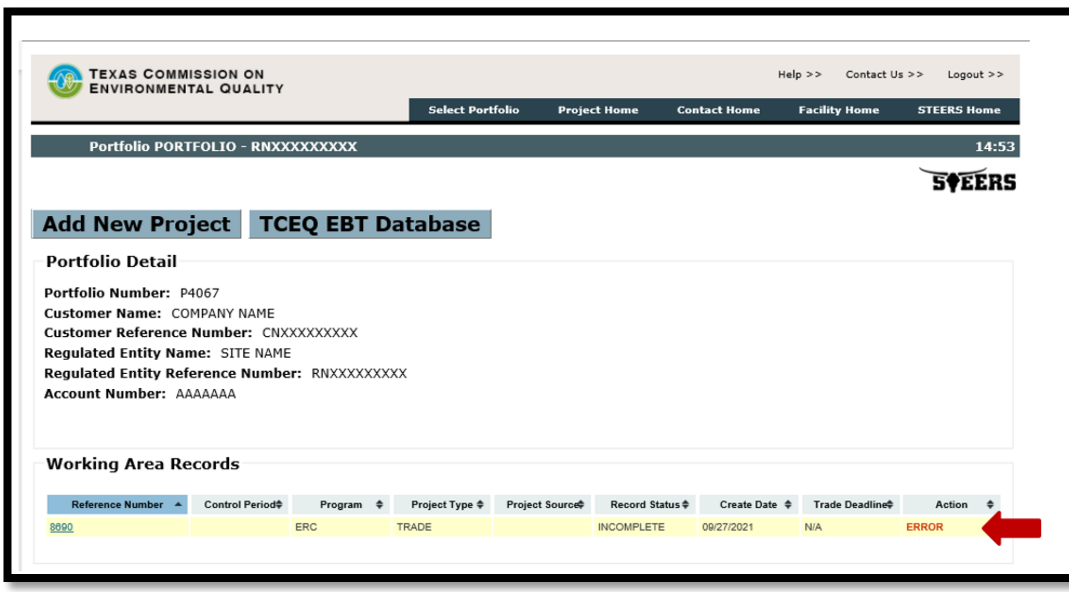
11. Enter a Project Note (up to 255 characters) to provide additional information regarding the trade. Note that if the Dollars/TPY or Dollars/Ton value is $0.00, a project note is required.

12. Click the Save button.

13. The system will refresh, and the application screen will display the remaining credits in each certificate as well as indicate any errors with the application. You will also be prompted to select a technical contact for the seller and buyer.

14. When all errors have been resolved and the Technical Contacts have been selected, click the Save button. If you wish to exit the trade application and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

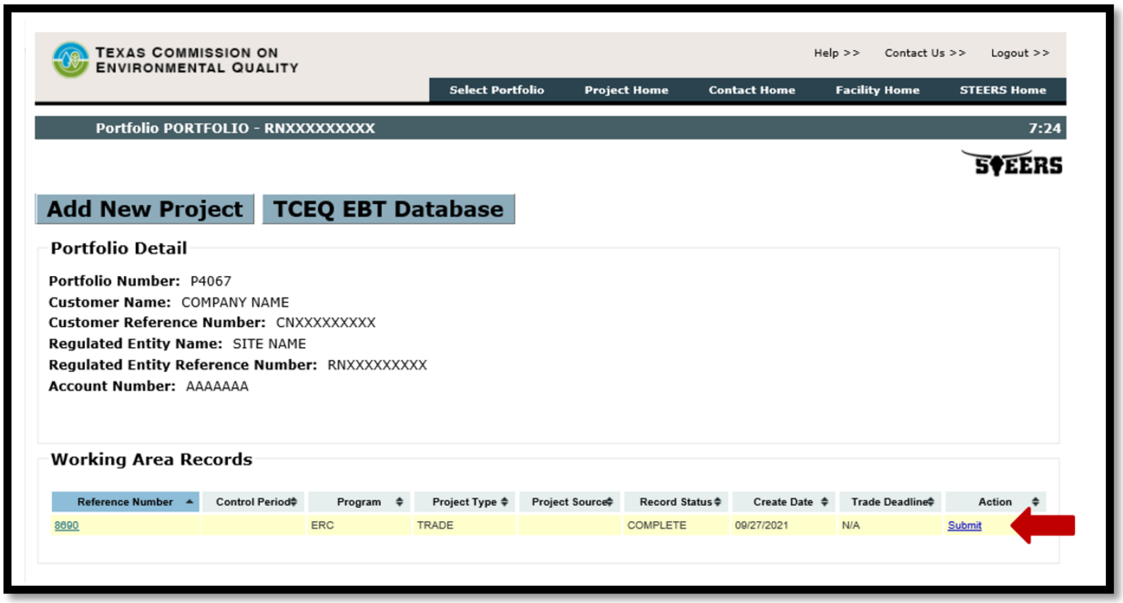
15. All saved trade applications will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the trade is incomplete, the word **ERROR** will appear next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.



16. To remove the trade from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project details page.

17. Once a trade application is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

18. Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time. **The Submit link will only appear if you have Sign and Submit role for the portfolio.**



19. The system will redirect to the STEERS certification page. The page will display the trade details as well as a certification statement. Carefully read and review all information.

20. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.

21. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Trades are not official TCEQ records until they are submitted.**

22. For an ERC trade, the system will not allow you to submit the trade if the certificate has expired. You will be required to revise your trade application or delete the application from the Working Area Records.

23. Once a trade has been successfully submitted and processed, an email with an official approval letter will be sent to the seller and buyer contacts.

Permanent Allowance Transfer (Stream Trade)

This section covers permanent allocation (stream) trades of allowances. For guidance on how to complete a single year current or vintage trade, refer to the **MECT or HECT Program Trades (Current/Vintage)** or **EBTA Program Trades (Current Allowances)** sections of this document for guidance.

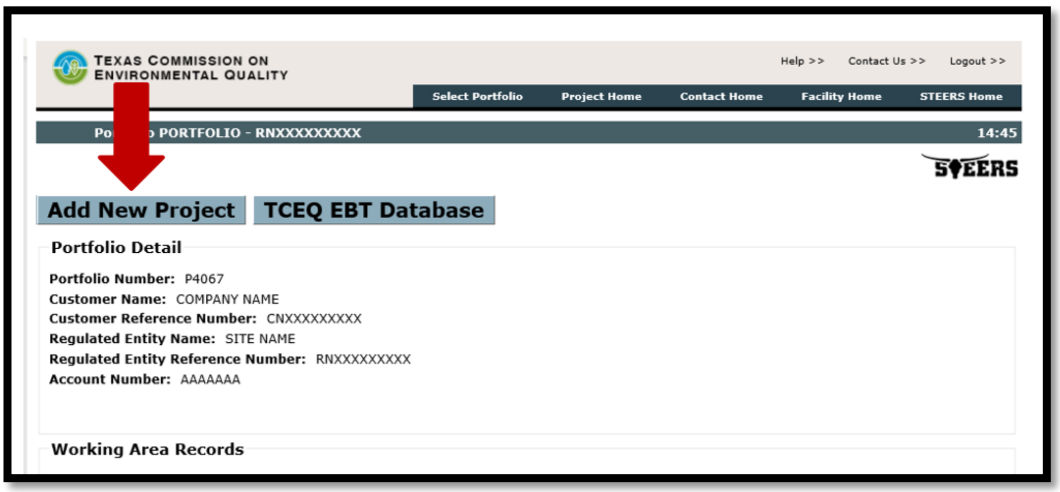
Trades for annual compliance with the MECT or HECT programs are due on or before **Jan. 30** of each year.

Trades for annual compliance with the EBTA Program are due on or before **June 1** of each year.

To review your portfolio's allowance balance, visit the TCEQ EBT Database.

Notice: The system will only allow trades for allowances from the current reporting period forward.

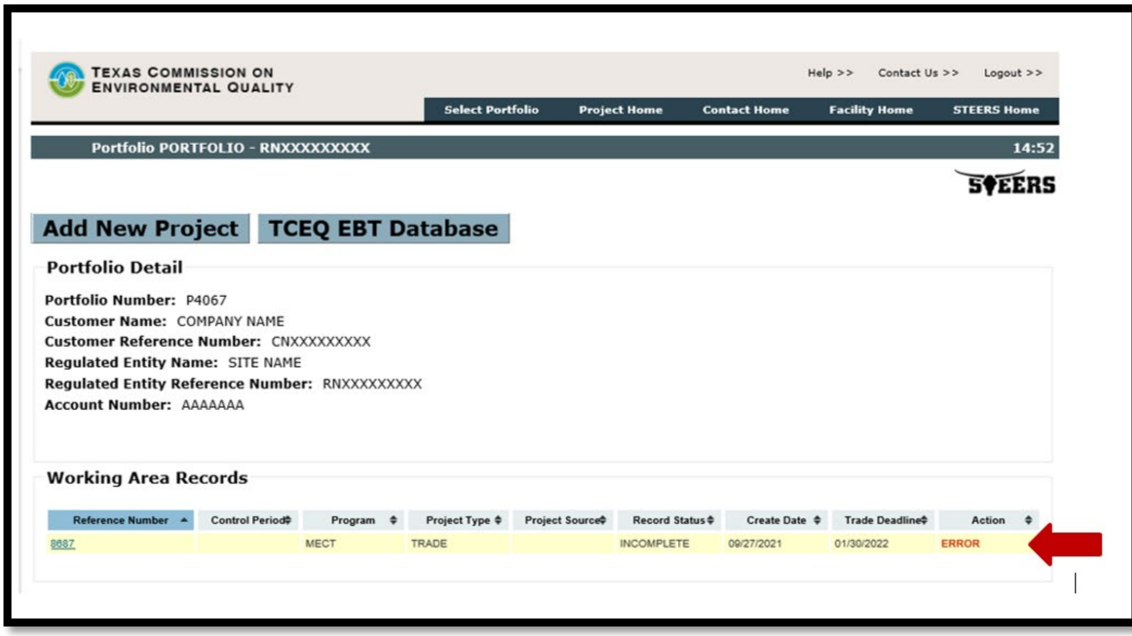
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Scroll down the page to the Create Permanent Allowance Transfer Project section.
5. Select the Program Type (MECT, HECT, or EBTA).
6. Select an effective year from a list consisting of the current and next five control periods. The system will default to the current control period. Allowances will be traded for the selected control period and each future control period.
7. Click the Create New Project button.
8. Once the project is created, STEERS will progress to the next screen.
   a. For MECT, there will be a list of FINs/EPNs present at the site, along with the amount of allowances available for each in the selected control period. Up to 70 FINs can be displayed at a time; sites with more than 70 FINs can navigate to second or third pages of FINs as necessary using the "Next" button at the bottom of the page.

   b. For HECT, the site's RN will be listed, along with the amount of allowances available in the selected control period.
   c. For EBTA the Available Amount of nitrogen oxides (NO_x) and/or sulfur dioxide (SO_2) allowances for the selected control period will appear.
9. Enter in the TPY Amount for the allowances that will be permanently traded beginning with the effective year.
   a. For the MECT and HECT Programs, allowances are allocated in traded in tenths of a ton.
      i. Note that, due to a historic system configuration, some FIN/EPN allocations for the MECT Program were inadvertently issued in hundredths of a ton and rounded to the tenth of a ton to produce the final total allocation for the site. For this reason, individual FIN/EPN allocations may require adjustment to tenths of a ton for trade purposes. For assistance, contact the EBT team at ebt@tceq.texas.gov.
   b. For the EBTA Program, allowances are allocated and traded in whole tons.
10. Enter the Dollars/Ton value(s) for the trade. If the Dollars/Ton value is $0.00, you will be required to enter a Project Note on the next screen to justify the $0.00 purchase price (e.g., trade is between sites under common ownership or control).
11. If you are not trading allowances from a listed FIN/EPN, RN, or pollutant type, leave the fields blank. Do not enter zeros into blank fields.
12. When you are finished entering the TPY amounts and Dollars/Ton amounts to be traded, click the Save button at the bottom of the page.
13. The system will refresh, and the application screen will indicate any errors with the application. Once all errors have been resolved, a Next button will appear. Click this button to proceed to the next screen.
14. Select or enter the Buyer's portfolio number. Note that STEERS will populate the portfolio selection menu based on completed trades from the previous five years.
15. Enter a Project Note (up to 255 characters) to provide additional information regarding the trade. If the Dollars/Ton value is $0.00, a project note is required.
16. Click the Save button.
17. The system will refresh, and the application screen will indicate any errors with the application. Once all errors have been resolved, a Next button will appear. Click this button to proceed to the next screen.
18. You will be prompted to select a technical contact for the seller and buyer. Once the contacts have been selected, click the Save button.
19. If you have Sign and Submit access to the portfolio, the system will display a Next button. Click this button to proceed to the Submit to TCEQ page. Note that only the portfolio's AAR or Alternate AAR may certify and submit applications to the TCEQ. To submit, carefully review the trade information and certification statement, then enter your STEERS account password and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.
20. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Trades are not official TCEQ records until they are submitted.**
21. If you do not have Sign and Submit access to the portfolio, you will not have the ability to Submit to TCEQ. From the Contact Information screen, you can return to the Work Area by clicking the button at the top of the screen. The trade will appear

under the Working Area Records. If the trade is incomplete, the word **ERROR** will appear next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.



22. Once all errors have been resolved, the Action section will either appear as blank (if you do not have Sign and Submit access) or will change to a Submit link. **Trades are not official TCEQ records until they are submitted.**

    a. Refer to the **How to Add an EBT Portfolio to your STEERS Account** and **Contact Home: How to Register an AAR or Add or Edit Contact Information** for guidance on updating portfolio access and AAR or Alternate AAR contact records.

23. To remove the trade from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project details page.

24. Once a trade has been successfully submitted and processed, an email with an official approval letter will be sent to the seller and buyer contacts.

Site Ownership Change

Tips for a Successful Submission

- Users with Edit or Sign and Submit authority can create and edit Site Ownership Change projects.
- All projects will be reviewed by EBT Staff. A letter will be issued to the site's authorized account representative once review has been completed.

How to Complete a Site Ownership Change

Notice: The purpose of this project is to update the customer reference (company) affiliated to a regulated entity (site) due to a change in ownership. A new portfolio will be created for the new owner upon approval of this project by the TCEQ. The project will need to be submitted by the previous owner of the site, not the new owner.

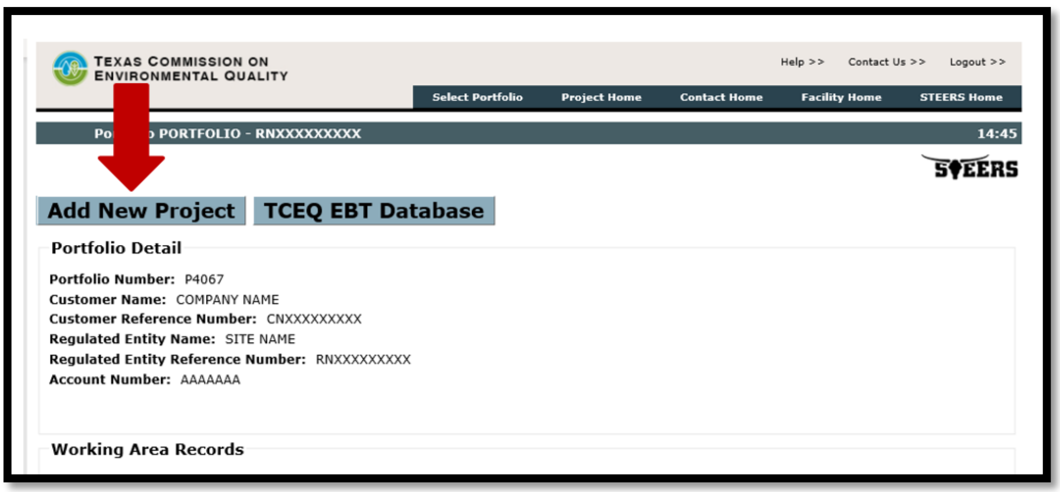
Do not use this project type if the affiliated company has undergone a legal name change. For a change in legal name, refer to the **Company Name Change** section of this document.

For this project, the following forms will also be required:

- **Portfolio Request Form:** This form is available on our EBT webpage[3] and is required in order for EBT staff to create a portfolio for the new owner. Please complete this form and attach it to STEERS Change of Ownership submission.
- **Core Data Form:** This form is required on the Central Registry webpage[4] and is required to update the site's company affiliation in the TCEQ Central Registry database. The completed form should be submitted to the Central Registry. For assistance with this form, please contact Central Registry staff at registry@tceq.texas.gov.

Before creating your project, check that the information for the site's Authorized Account Representative and any Technical Contacts is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section for detailed information.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

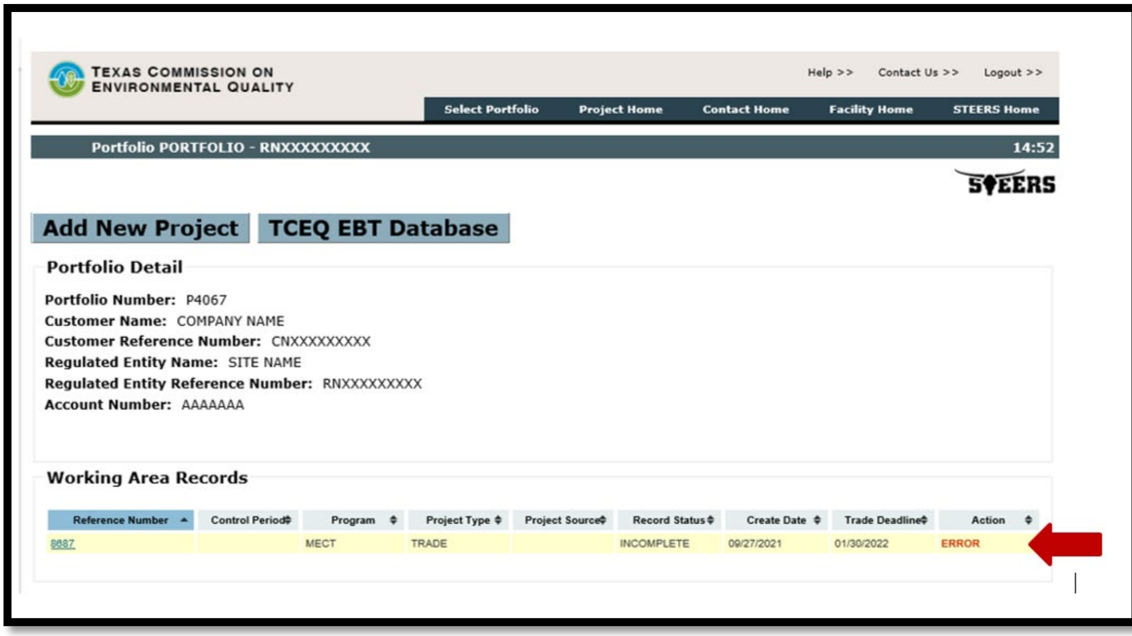


4. Scroll down the page to the Create Site Ownership Change Project section.
5. Select the Trade Type
   a. If you intend to sell only the site, select the "Site Only" option.
   b. If you intend to sell the site and any allowances or credits in the site's portfolio, select the "Site and Allowances/Credits" option.

[3] www.tceq.texas.gov/airquality/banking/banking.html
[4] www.tceq.texas.gov/permitting/central_registry

6. The system will display the current Effective Year. Click the Create New Project button.
7. Once the project is created, STEERS will progress to the next screen. If you selected the “Site and Allowances/Credits” option for the Trade Type, a confirmation message will appear. If you agree to the confirmation, click “Confirm” to continue.
8. You will be prompted to enter an optional project note; provide information about the change in Site Ownership up to 255 characters. The Save then Next buttons when finished.
9. You will be prompted to attach Supporting Documentation. Complete and attach the Portfolio Request Form, available on the Emissions Banking and Trading webpage[5]. Once the document has been attached, click Next.
10. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button.
11. If you have Sign and Submit access to the portfolio, the system will display a Next button. Click this button to proceed to the Submit to TCEQ page. Note that only the portfolio’s AAR or Alternate AAR may certify and submit applications to the TCEQ. To submit, carefully review the project information and certification statement, then enter your STEERS account password and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.
12. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Projects are not official TCEQ records until they are submitted.**
13. If you do not have Sign and Submit access to the portfolio, you will not have the ability to Submit to TCEQ. From the Contact Information screen, you can return to the Work Area by clicking the button at the top of the screen. The project will appear under the Working Area Records. If the project is incomplete, the word **ERROR** will appear next to the record. To correct any errors, or to edit the trade information, click on the record’s Reference Number link.

[5] www.tceq.texas.gov/airquality/banking/banking.html



14. Once all errors have been resolved, the Action section will either appear as blank (if you do not have Sign and Submit access) or will change to a Submit link. **Trades are not official TCEQ records until they are submitted.**
    a. Refer to the **How to Add an EBT Portfolio to your STEERS Account** and **Contact Home: How to Register an AAR or Add or Edit Contact Information** for guidance on updating portfolio access and AAR or Alternate AAR contact records.
15. To remove the project from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the project from the Working Area Records or Cancel to return to the project details page.
16. Once a project has been successfully submitted and processed, an email with the new portfolio number will be sent.

Company Name Change

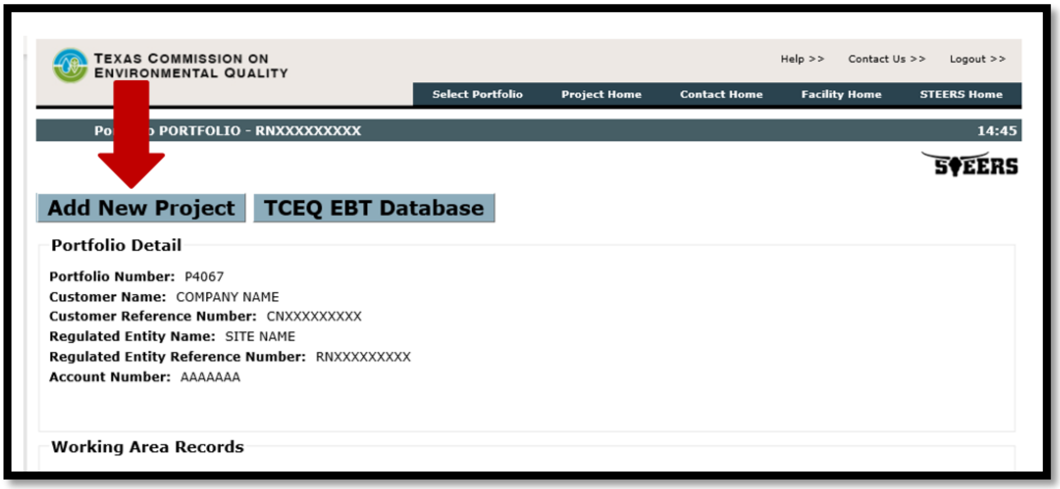
Tips for a Successful Submission

- The purpose of this application is to update a company name due to a legal name change. Do not use this application to process a change in site ownership. For changes in ownership, refer to the **Site Ownership Change** section of this document.
- Before submitting a project, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information section** of this document for guidance.
- Users with Edit or Sign and Submit authority can create and edit Company Name Change projects.
- All Company Name Change projects will be reviewed by the EBT Staff. A notice with the site's new portfolio number be sent to the site's AAR via email once the review has been completed.

- Before submitting a company name change, please confirm the following:
  - The new legal name affiliated to the company has been registered in the TCEQ Central Registry.[6] For assistance, contact the Central Registry section at registry@tceq.texas.gov.
  - The Customer Reference Number (CN) has not changed.

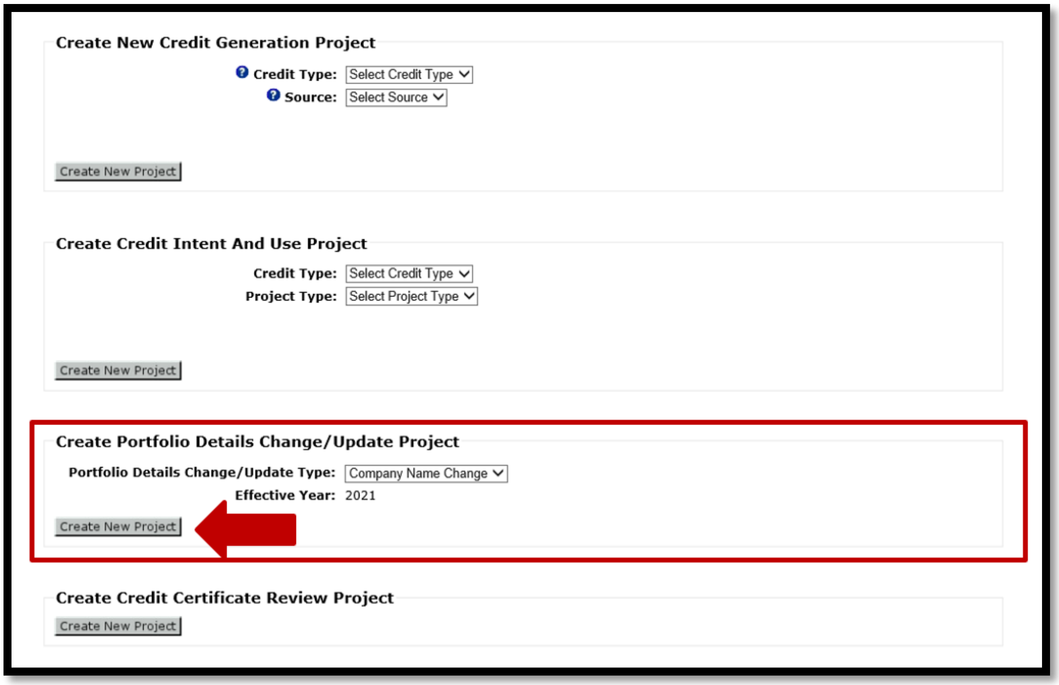
How to Complete a Company Name Change

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

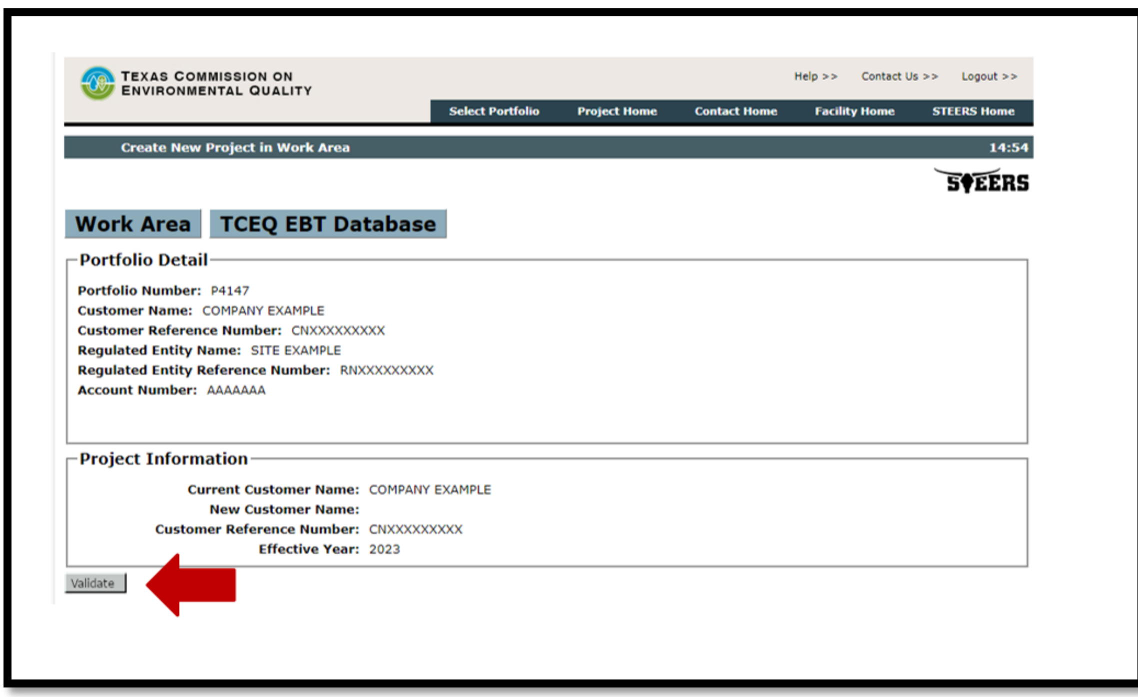


4. Scroll down to the “Create Portfolio Details Change/Update Project” section and select Company Name Change in the Portfolio Details Change/Update Type dropdown menu. The system will display the current calendar year as the Effective Year for the Company Name Change application. Click on the Create New Project button.

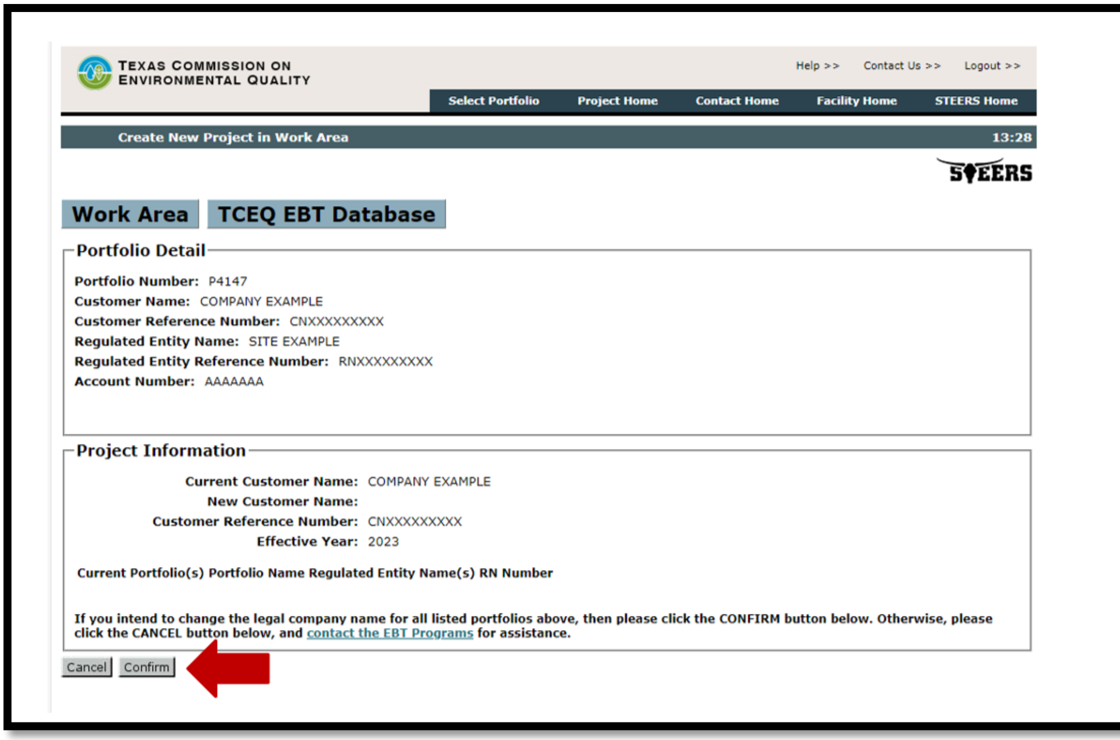
[6] www15.tceq.texas.gov/crpub/



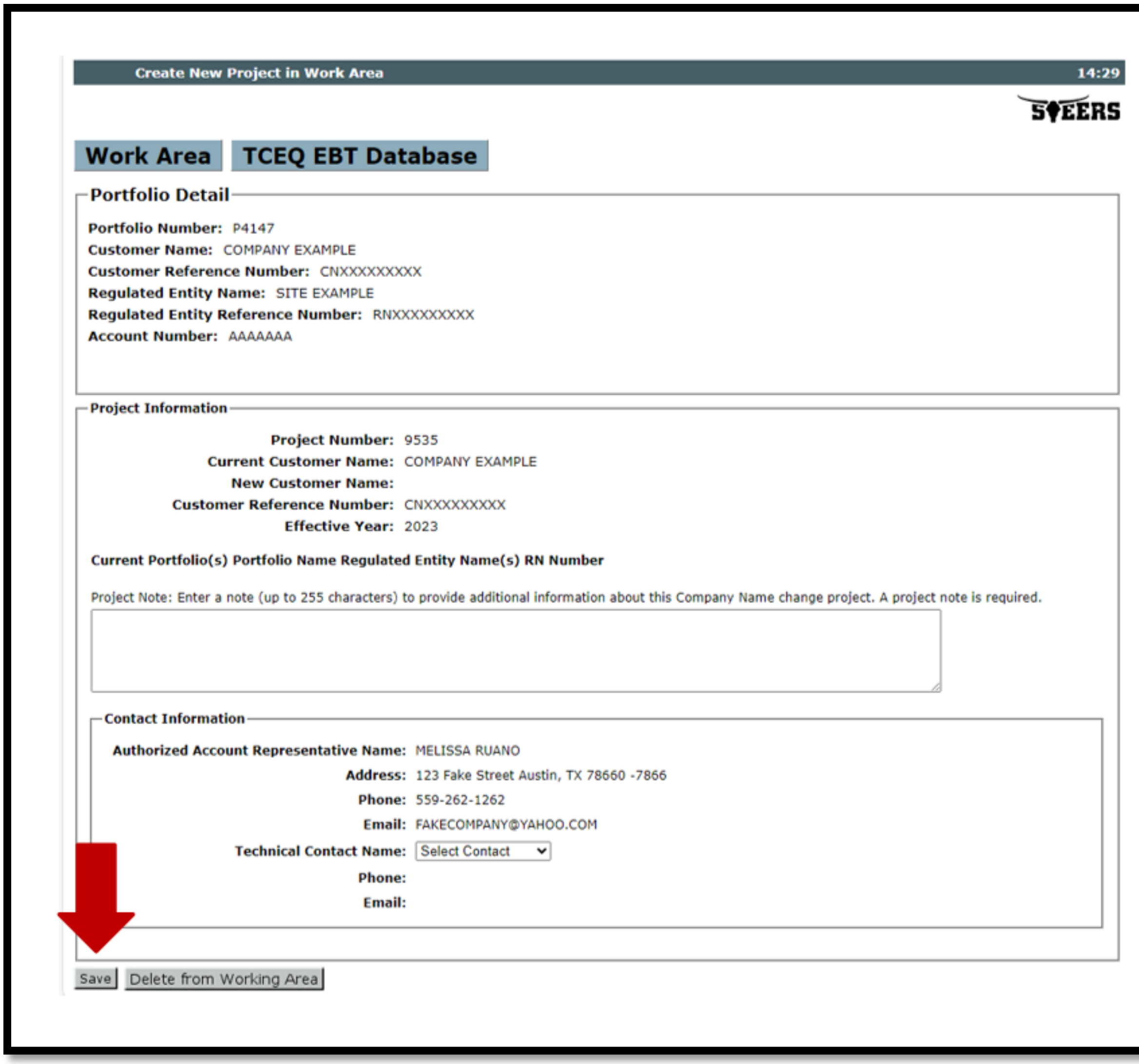
5. The system will display the Portfolio Detail and Project Information, including Current and New Customer Names. Click Validate button to confirm that the project information is correct. If the information displayed is incorrect, please stop here and contact EBT Programs at ebt@tceq.texas.gov for assistance.



6. The system will display the company name change details, including all sites and their current associated portfolio numbers as well as a certification statement. Carefully review all information. Click Confirm button to continue the application. If you click Cancel button, the system will bring you back to the Project Home page.

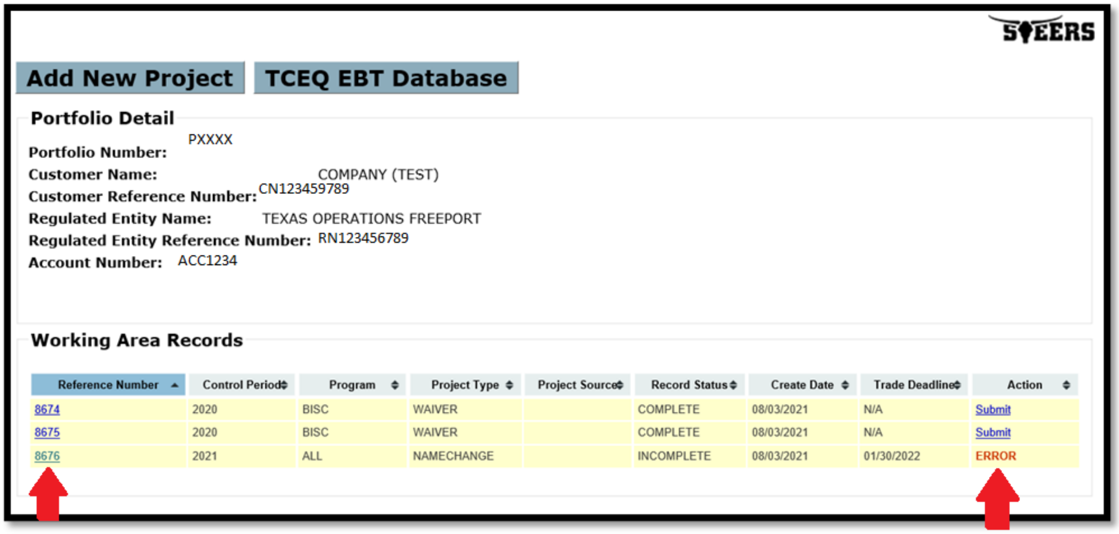


7. The system will display the Project Note field and Contact Information. You are required to provide additional information about this Company Name Change project. Enter a project note (up to 255 characters) and select a technical contact. When the project note has been entered, and the technical contact has been selected, click the Save button. The system will bring you to the Working Area Records.



8. If you wish to cancel your request, click "Delete from Working Area" button. The system will ask your confirmation. If you Click Delete button, the system will delete any data for the Company Name Change and bring you to the Working Area Records. If you click Cancel button, the system will bring you back to the Project Information page.

9. Saved Company Name Change will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the Company Name Change is incomplete, the word **ERROR** will appear under the Action column in the Working Area Records. To correct any errors, click on the record's Reference Number link, and edit or add the correct information.



Reference Number	Control Period	Program	Project Type	Project Source	Record Status	Create Date	Trade Deadline	Action
8674	2020	BISC	WAIVER		COMPLETE	08/03/2021	N/A	Submit
8675	2020	BISC	WAIVER		COMPLETE	08/03/2021	N/A	Submit
8676	2021	ALL	NAMECHANGE		INCOMPLETE	08/03/2021	01/30/2022	ERROR

10. Once a Company Name Change is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:
11. Click on the Submit link under the Action column in the Working Area Records. **This link will only be available if you have Sign and Submit role for the portfolio.**
12. The system will redirect to the STEERS certification page. The page will display the Company Name Change details as well as a certification statement. Carefully review all information.
13. Once you have read and certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.
14. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Note that records under the Working Area are not official until they are submitted.**

Annual Compliance Reports

Tips for a Successful Submission

- Before submitting a project, you must ensure your facility and contact information is correct and up to date. (See the **Facility Home: How to Add or Edit Facility Information** and **Contact Home: How to Register an AAR or Add or Edit Contact Information** sections of this document).
- You must have sufficient allowances in the site's portfolio to cover the total emissions from all affected facilities at the site during the control period. To review your portfolio's allowance balance, visit the TCEQ EBT Database. To submit an allowance trade, refer to the **Trade Projects** section of this document.
- You may incur a deficit if the allowances in the site's portfolio are insufficient to cover the total revised emissions. If a deficit is incurred, an EBT project manager will work with you to resolve it.
- Users with Edit or Sign and Submit authority can generate and edit annual compliance reports for the Mass Emissions Cap and Trade (MECT), Highly Reactive Volatile Organic Compounds Cap and Trade (HECT), or Emissions Banking and Trading of Allowances (EBTA) programs.

- All reports will be reviewed by EBT Staff. A letter will be issued to the site's authorized account representative once review has been completed.

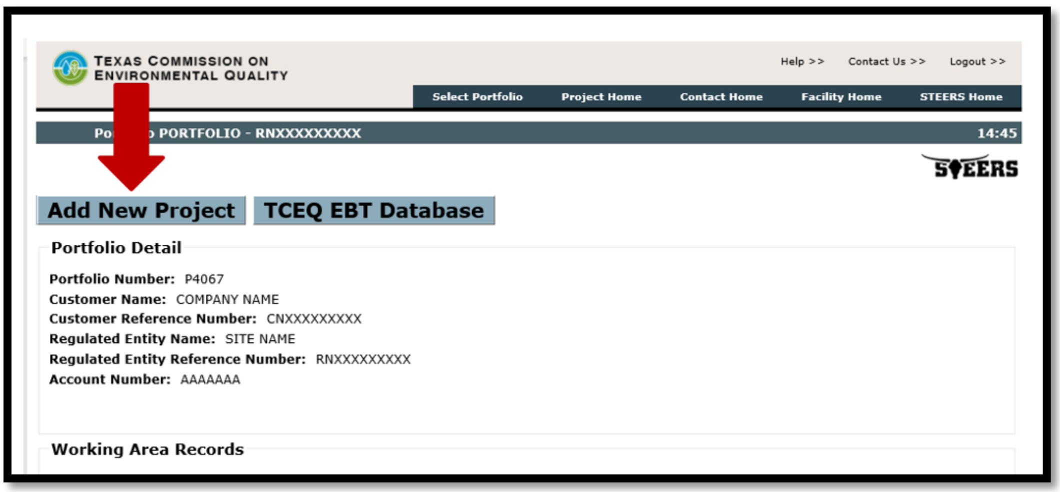
MECT Reports

Mass Emissions Cap and Trade (MECT) Program reports are due by **March 31** of each year.

You must have sufficient allowances in the site's portfolio to cover the total emissions from all affected facilities at the site during the control period. To review your portfolio's allowance balance, visit the TCEQ EBT Database. Allowance trades for compliance with the MECT Program are due by **Jan. 30** of each year. To submit an allowance trade, refer to the **Trade Projects** section of this document.

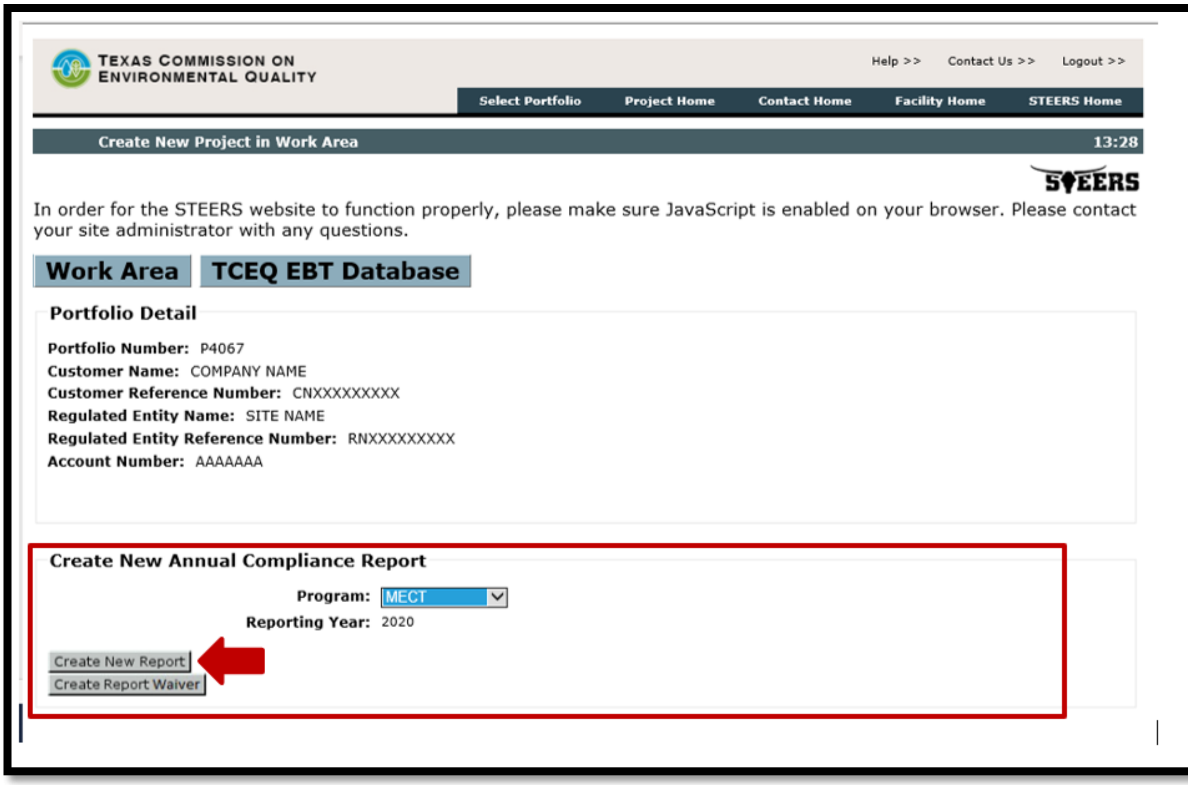
Additional guidance and tools for completing your report are available on the MECT Program webpage.[7]

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create New Annual Compliance Report, select MECT. Click the Create New Report button.

[7] www.tceq.texas.gov/airquality/banking/mass_ect_prog.html



5. The system will generate the report. You must enter data for at least one facility as follows:

   a. **LOA:** Enter the level of activity for the facility. Value must be quantified using an appropriate monitoring protocol established in Title 30, Texas Administrative Code (30 TAC), Chapter 117.

   b. **LOA Units:** Select the units for the level of activity value.

   c. **LOA Citation:** Select the appropriate citation for the monitoring protocol used to determine the level of activity. If you use the option listed as Section 101.354(b), you must also attach a detailed justification for not using the monitoring protocol required under Chapter 117 and justification for the method used. Note that use of an alternative protocol under Section 101.354(b) is noncompliant with the requirements of Chapter 117. A 10% penalty will be imposed on facilities that do not comply with Chapter 117.

   d. **EF:** Enter the emission factor for the facility. Value must be quantified using an appropriate monitoring or testing protocol established in 30 TAC Chapter 117. If a new stack test was taken during the control period, the EF should be calculated by taking the weighted average of the old and new test EFs. If the facility is equipped with a continuous emissions monitoring system (CEMS) or a predictive emissions monitoring system (PEMS), an EF value is not required.

   e. **EF Units:** Select the units for the emission factor value. If the facility is equipped with a CEMS or PEMS, the EF Units are not required.

   f. **EF Citation**: Select the appropriate citation for the monitoring or testing used to determine the emission factor. If you use the option listed as Section 101.354(b), you must also submit a detailed justification for not using monitoring or testing required under Chapter 117 and justification for the method used. Note that use of an alternative protocol under Section 101.354(b) is noncompliant with the requirements of Chapter 117. A 10% penalty will be imposed on facilities that do not comply with Chapter 117.

g. **Tons Reported:** If the facility is equipped with a CEMS or PEMS, enter the total NO_X emissions quantified for the facility. For all other facilities, the Tons Reported value will be calculated automatically based on the entered LOA and EF values.

6. When you are finished, click the Save and Next button.
7. The report screen will refresh. The system will indicate any errors with the report as well display the Total Tons reported. The total emissions will be rounded up to the nearest tenth of a ton.
8. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request. Click Add File to upload a document.

   Please visit the MECT webpage to download applicable Annual Report Checklists. These checklists will assist you to prepare and submit required supporting documentation for your annual report. We recommend that completed checklists are included with your submission. In addition, the MECT webpage contains supplemental documents that may be required for your report.

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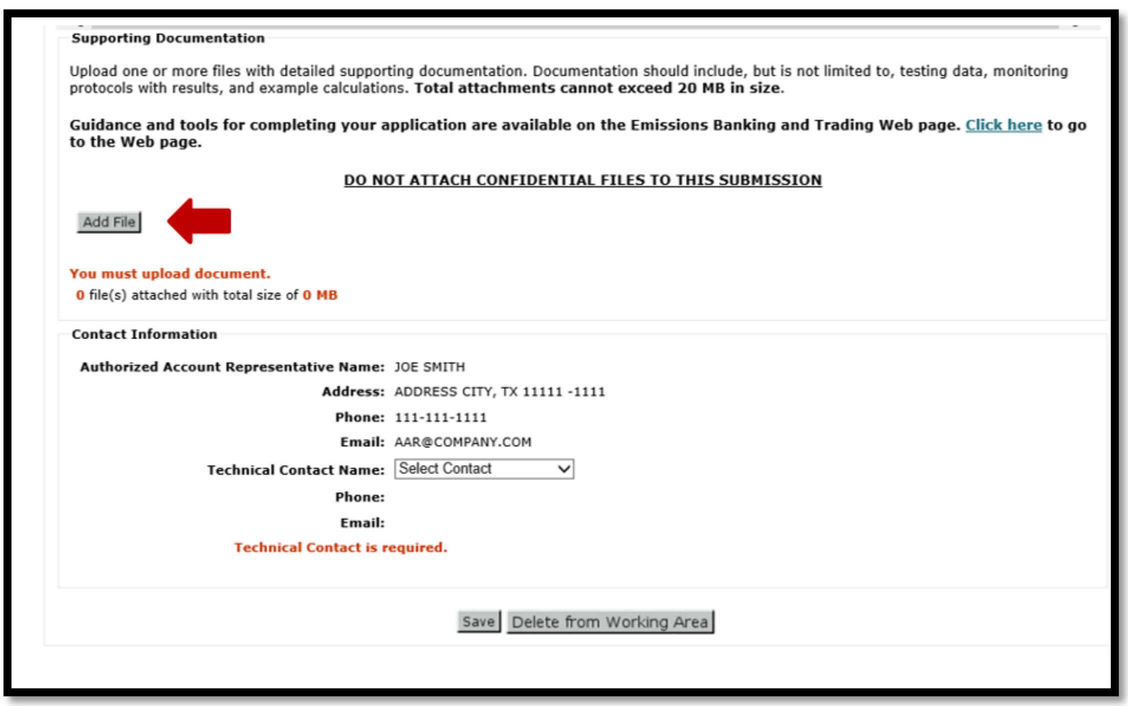


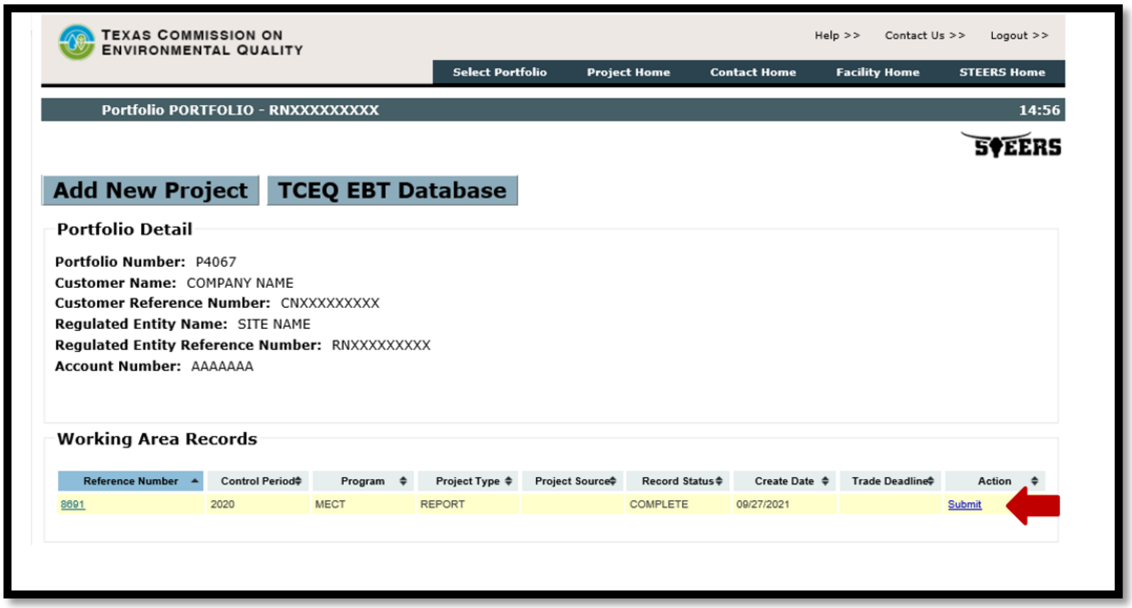
9. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact

has been selected, click the Save button at the bottom of the page. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

10. All saved reports will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report is incomplete, the word **ERROR** will appear next to the record.

11. To correct any errors, edit the report information, or add additional attachments, click on the record's Reference Number link.

12. To remove the report from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.



13. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records (see image above). **This link will only appear if you have Sign and Submit role in the portfolio.**

    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.

    d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**

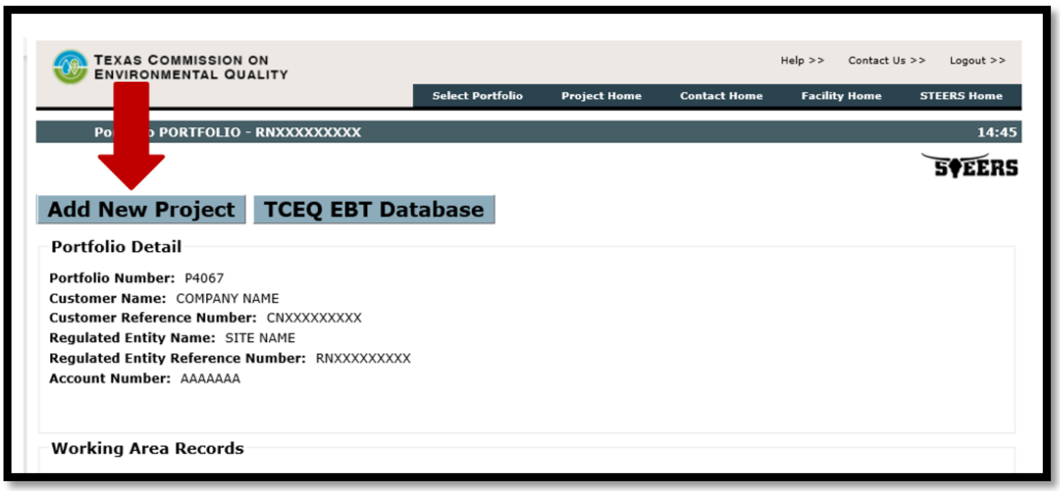
HECT Reports

Highly Reactive Volatile Organic Compound Cap and Trade (HECT) Program reports are due by March 31 of each year.

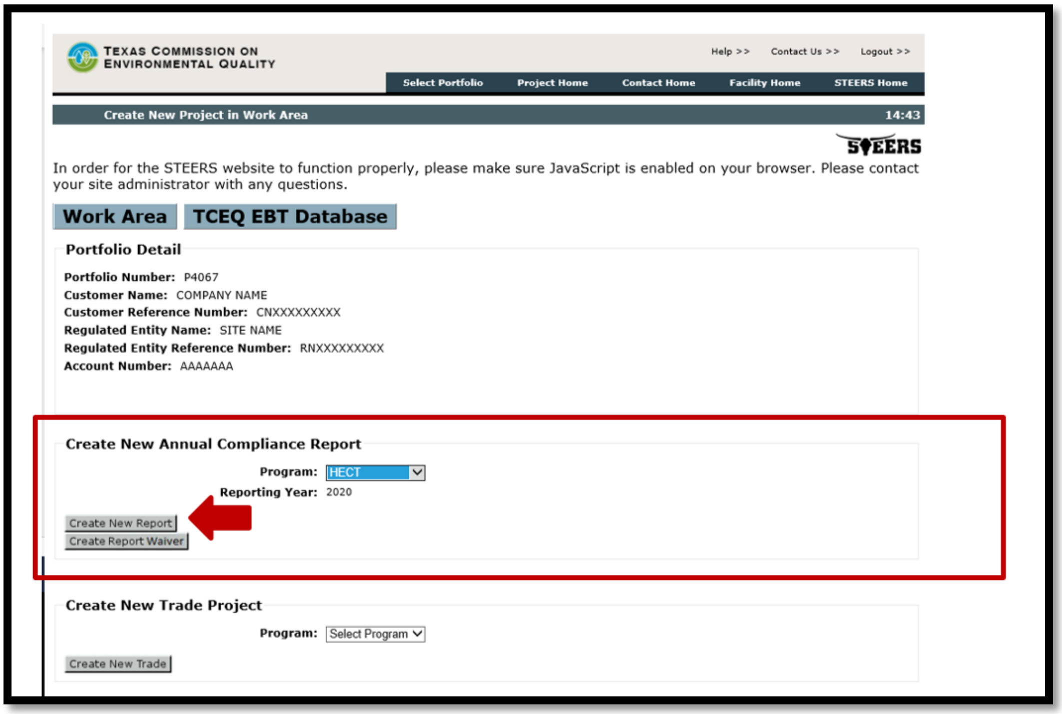
You must have sufficient allowances in the site's portfolio to cover the total emissions from all affected facilities at the site during the control period. To review your portfolio's allowance balance, visit the TCEQ EBT Database. Allowance trades for compliance with the program are due by **Jan. 30** of each year. To submit an allowance trade, refer to the **Trade Projects** section of this document.

Additional guidance and tools for completing your report are available on the HECT Program webpage.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create New Annual Compliance Report, select HECT. Click the Create New Report button.



5. The system will generate the report. You must enter data for at least one facility, as follows:

   a. **1st Rule Citation:** Select the appropriate citation for the monitoring and testing protocol used to quantify the reported HRVOC emissions. If you use the option listed as Section 101.396(c), you must also attach a detailed justification for not using monitoring or testing required under 30 TAC Chapter 115 and justification for the method used. Note that use of an alternative protocol under Section 101.396(c) may be noncompliant with the requirements of Chapter 115. A 10% penalty will be imposed on facilities that do not comply with Chapter 115 monitoring and testing protocols.

   b. **2nd Rule Citation:** For units with Facility Type Cooling Tower, select the appropriate secondary citation for the monitoring and testing protocol used to quantify the reported HRVOC emissions. If option Section 101.396(c) is selected, attach justification for not using Chapter 115 monitoring and testing and justification for the method used. Note that use of an alternative protocol under Section 101.396(c) may be noncompliant with the requirements of Chapter 115. A 10% penalty will be imposed on facilities that do not comply with Chapter 115 monitoring and testing protocols.

   c. **Tons Reported:** Enter the total HRVOC emissions quantified for the facility.

6. When you are finished, click the Save and Next button.

7. The report screen will refresh. The system will indicate any errors with the report as well display the Total Tons reported. The total emissions will be rounded up to the nearest tenth of a ton.

8. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is

greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request. Click “Add File” to upload a document.

Please visit the [HECT webpage] to download applicable Annual Report Checklists. These checklists will assist you to prepare and submit required supporting documentation for your annual report and. We recommend that completed checklists are included with your submission. In addition, the HECT webpage contains supplemental documents that may be required for your report.

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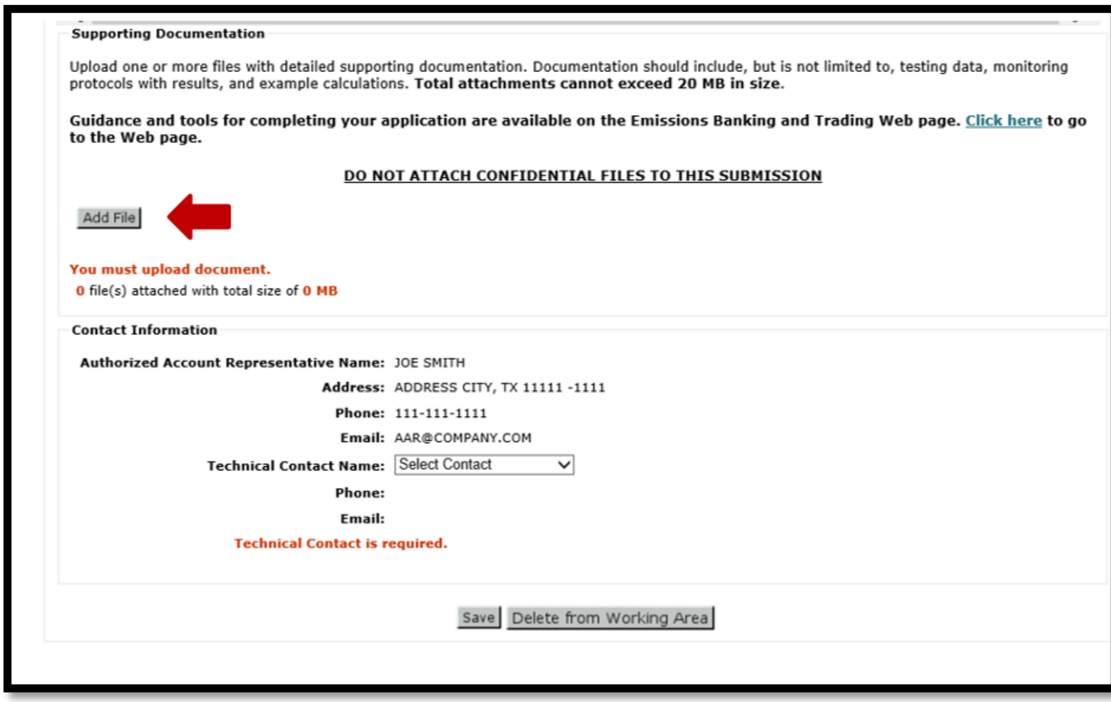


Supporting Documentation

Upload one or more files with detailed supporting documentation. Documentation should include, but is not limited to, testing data, monitoring protocols with results, and example calculations. **Total attachments cannot exceed 20 MB in size.**

Guidance and tools for completing your application are available on the Emissions Banking and Trading Web page. Click here to go to the Web page.

DO NOT ATTACH CONFIDENTIAL FILES TO THIS SUBMISSION

Add File

You must upload document.

0 file(s) attached with total size of 0 MB

Contact Information

Authorized Account Representative Name: JOE SMITH

Address: ADDRESS CITY, TX 11111 -1111

Phone: 111-111-1111

Email: AAR@COMPANY.COM

Technical Contact Name: Select Contact

Phone:

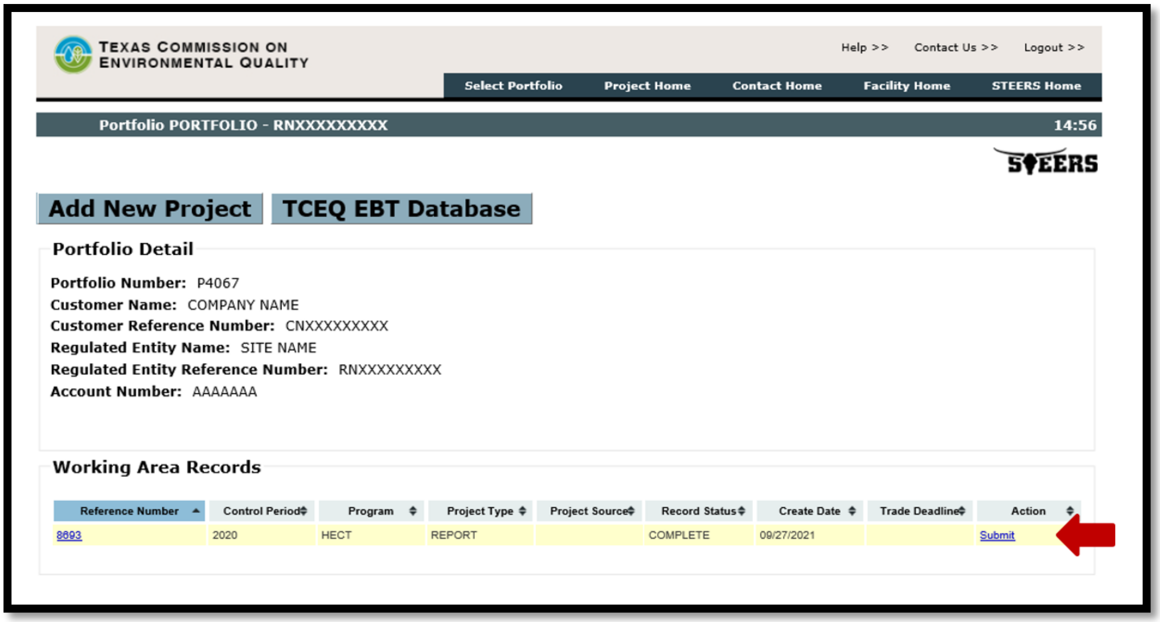
Email:

Technical Contact is required.

Save | Delete from Working Area

9. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

10. All saved reports will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report is incomplete, the word **ERROR** will appear next to the record. To correct any errors, edit the report information, or add additional attachments, click on the record’s Reference Number link.



11. To remove the report from the Working Area, click on the record’s Reference Number link and click the “Delete from Working Area” button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.

12. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records (see image above). **The Submit link will only appear if you have Sign and Submit role for the portfolio.**

    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent to you by email.

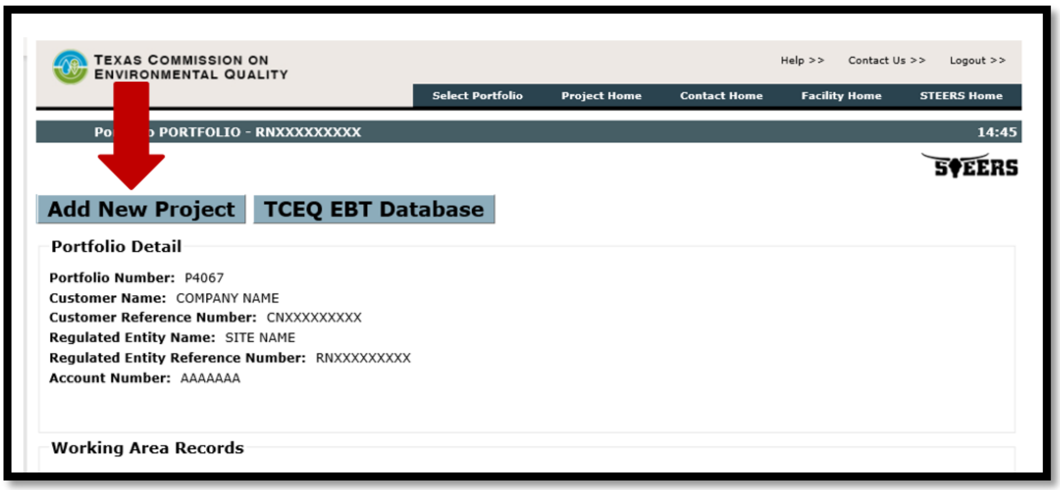
    d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**

EBTA Reports

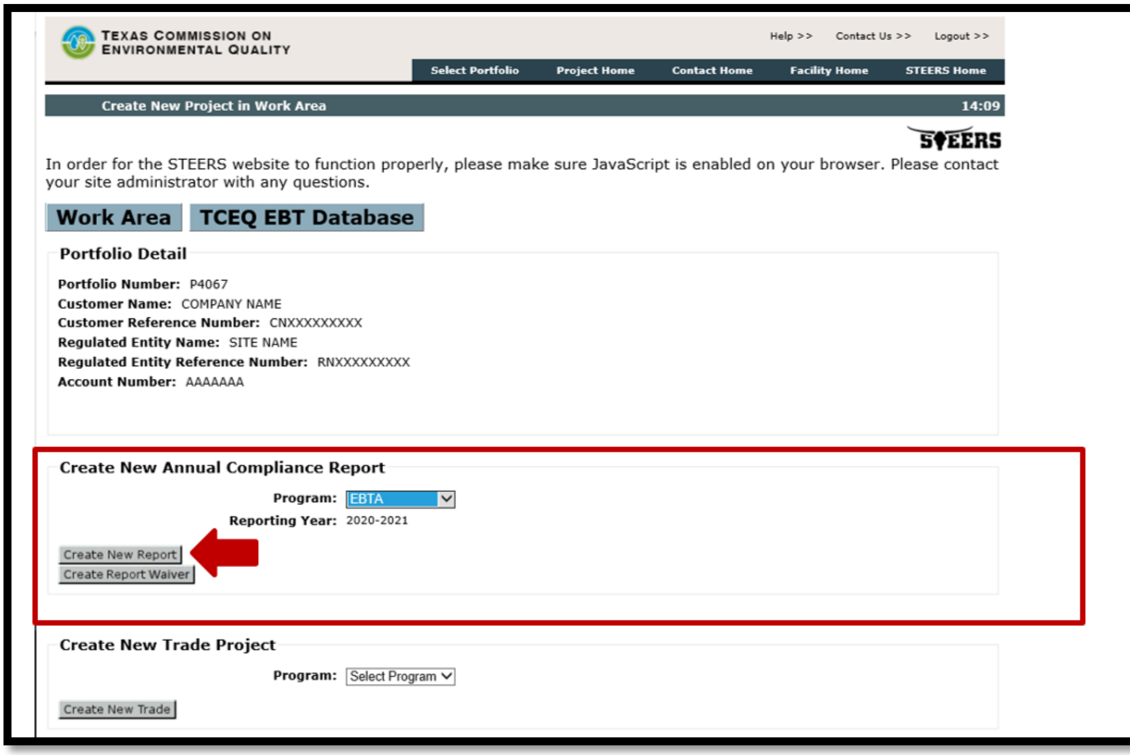
Emissions Banking and Trading of Allowances (EBTA) Program reports are due by **June 30** of each year.

You must have sufficient allowances in the site's portfolio to cover the total emissions from all affected facilities at the site during the control period. To review your portfolio's allowance balance, visit the TCEQ EBT Database. Allowance trades for compliance with the program are due by **June 1** of each year. To submit an allowance trade, refer to the **Trade Projects** section of this document.

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create New Annual Compliance Report, select EBTA. Click the Create New Report button.



5. The system will generate the report. You must enter data for at least one facility, as follows:
   a. **LOA:** Enter the level of activity based for each facility. Value must be quantified using an appropriate monitoring protocol established in 30 TAC Section 116.914.
   b. **EF:** Enter the emission factor for the facility as monitored throughout the control period. Value must be quantified using an appropriate monitoring protocol established in Section 116.914. The EF value may be entered up to 6 decimal places.
6. When you are finished, click the Save and Next button.
7. The report screen will refresh. The system will indicate any errors with the report as well display the Total NO_X and SO_2 Tons reported, as applicable. The total tons value(s) will be rounded to the whole ton.
8. Click on Work Area. The project will show Error in the Action column. Click on the project reference number to edit your EBTA Report. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.

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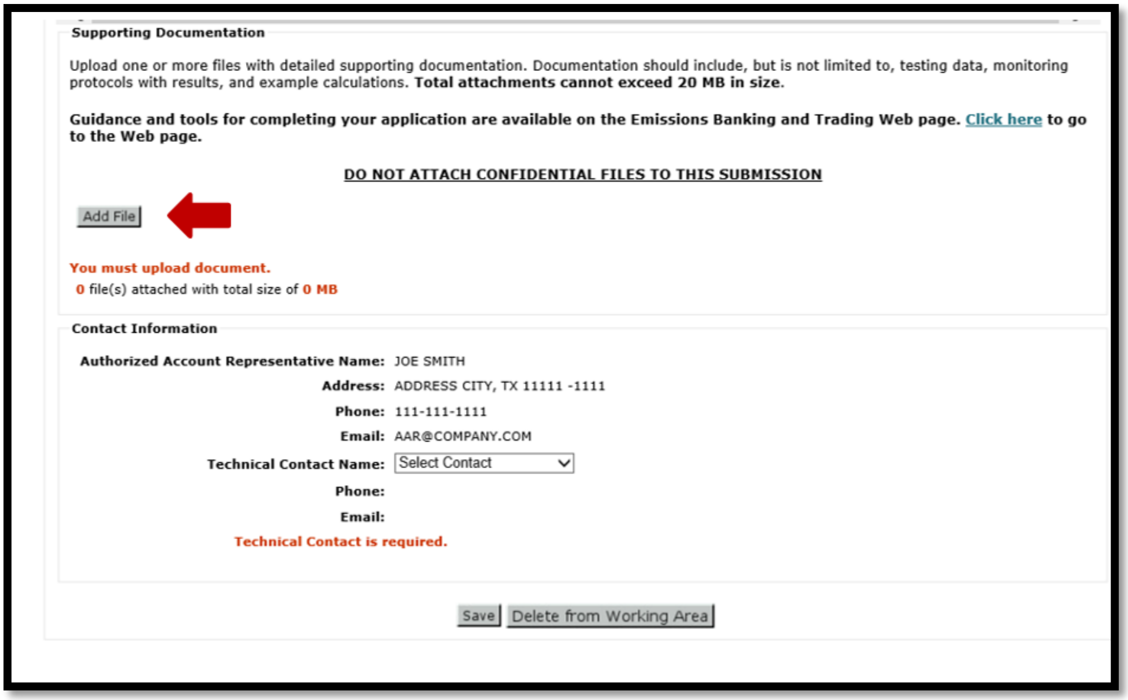


9. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

10. All saved reports will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report is incomplete, the word **ERROR** will appear next to the record. To correct any errors, edit the report information, or add additional attachments, click on the record's Reference Number link.

11. To remove the report from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.

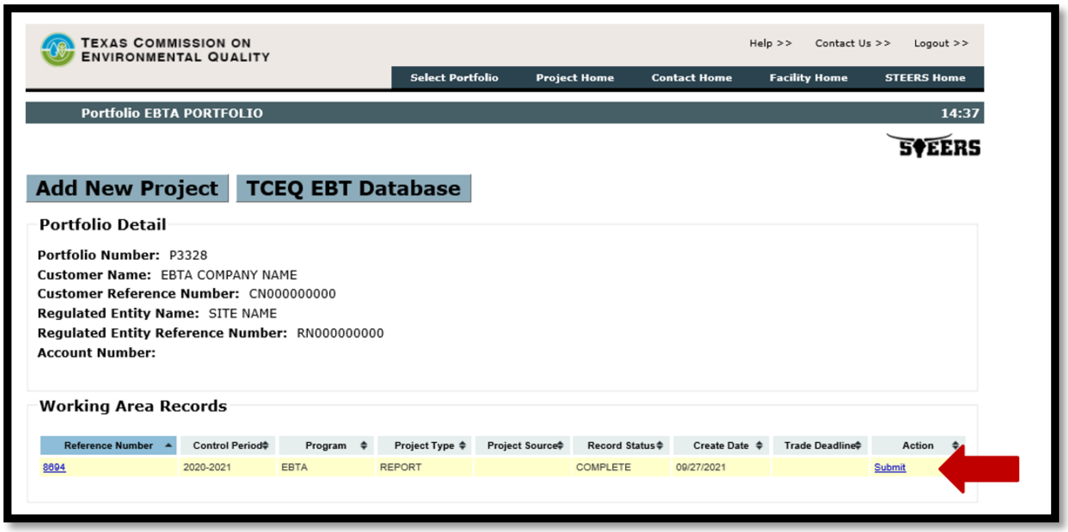
12. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records (see image below). **The Submit link will only appear if you have Sign and Submit role for the portfolio.**

    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.

d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**



Annual Compliance Report Revision

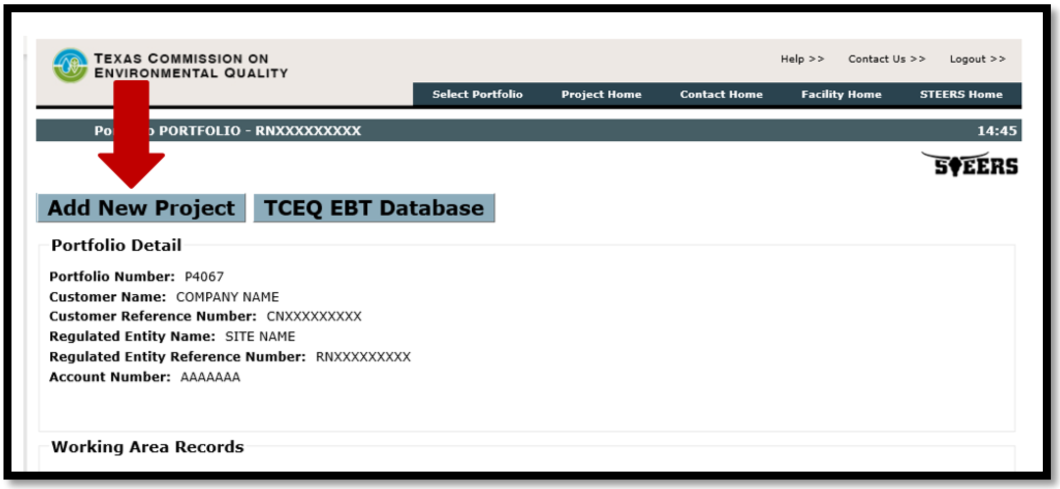
Tips for a Successful Submission

- Before submitting a project, you must ensure your facility and contact information is correct and up to date. (See the **Facility Home: How to Add or Edit Facility Information** and **Contact Home: How to Register an AAR or Add or Edit Contact Information** of this document).
- Users with Edit or Sign and Submit authority can revise annual compliance reports for the Mass Emissions Cap and Trade (MECT), Highly Reactive Volatile Organic Compounds Cap and Trade (HECT), or Emissions Banking and Trading of Allowances (EBTA) programs.
- All report revisions will be reviewed by EBT Staff. A letter will be issued to the site's authorized account representative once review has been completed.
- Annual report revisions can only be submitted to revise previously completed reports. If the report you wish to revise is not yet complete, contact the EBT team at ebt@tceq.texas.gov for assistance.
- You must have sufficient allowances in the site's portfolio to cover the total emissions from all affected facilities at the site during the control period. To review your portfolio's allowance balance, visit the TCEQ EBT Database. To submit an allowance trade, refer to **the Trade Projects** section of this document.
- You may incur a deficit if the allowances in the site's portfolio are insufficient to cover the total revised emissions. If a deficit is incurred, an EBT project manager will work with you to resolve it.

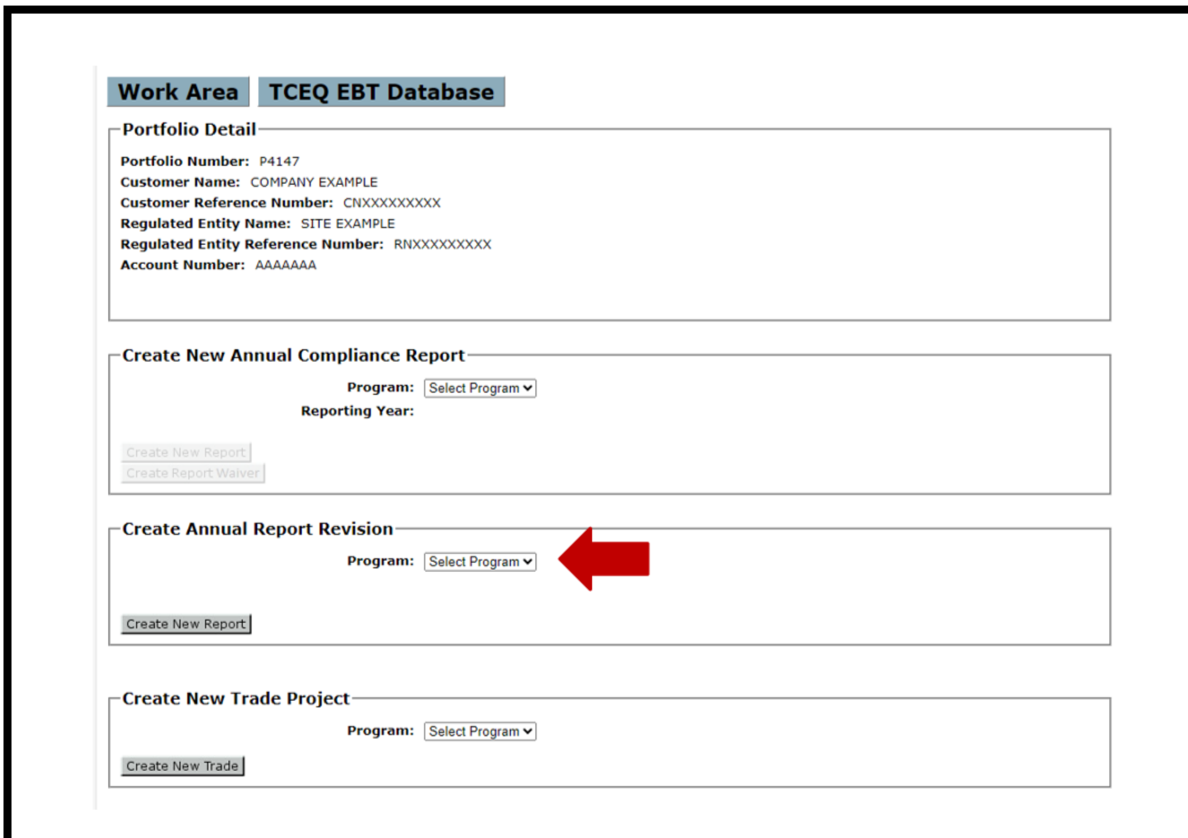
MECT Report Revision

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.

2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create Annual Report Revision, select MECT. Click the Create New Report button.



5. The system will provide a list of previous reports. Select the report you want to revise and click the Save and Next button.

6. The system will provide the list of units and emission information entered in the original report. You must revise data for at least one facility as follows:
   a. **LOA:** Enter the level of activity for the facility. Value must be quantified using an appropriate monitoring protocol established in 30 TAC Chapter 117.
   b. **LOA Units:** Select the units for the level of activity value.
   c. **LOA Citation:** Select the appropriate citation for the monitoring protocol used to determine the level of activity. If you use the option listed as Section 101.354(b), you must also attach a detailed justification for not using the monitoring protocol required under Chapter 117 and justification for the method used. Note that use of an alternative protocol under Section 101.354(b) is noncompliant with the requirements of Chapter 117. A 10% penalty will be imposed on facilities that do not comply with Chapter 117.
   d. **EF:** Enter the emission factor for the facility. Value must be quantified using an appropriate monitoring or testing protocol established in 30 TAC Chapter 117. If a new stack test was taken during the control period, the EF should be calculated by taking the weighted average of the old and new test EFs. If the facility is equipped with a continuous emissions monitoring system (CEMS) or a predictive emissions monitoring system (PEMS), an EF value is not required.
   e. **EF Units:** Select the units for the emission factor value. If the facility is equipped with a CEMS or PEMS, the EF Units are not required.
   f. **EF Citation**: Select the appropriate citation for the monitoring or testing used to determine the emission factor. If you use the option listed as Section 101.354(b), you must also submit a detailed justification for not using monitoring or testing required under Chapter 117 and justification for the method used. Note that use of an alternative protocol under Section 101.354(b) is noncompliant with the requirements of Chapter 117. A 10% penalty will be imposed on facilities that do not comply with Chapter 117.
   g. **Tons Reported:** If the facility is equipped with a CEMS or PEMS, enter the total NO_X emissions quantified for the facility. For all other facilities, the Tons Reported value will be calculated automatically based on the entered LOA and EF values.
7. When you are finished, click the Save button.
8. The report screen will refresh. The system will indicate any errors with the report as well display the Total Tons reported. The total emissions will be rounded up to the nearest tenth of a ton.
9. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request. Click Add File to upload a document.
10. Please visit the MECT webpage to download applicable Annual Report Checklists. These checklists will assist you to prepare and submit required supporting documentation for your annual report and. We recommend that completed checklists are included with your submission. In addition, the MECT webpage contains supplemental documents that may be required for your report.

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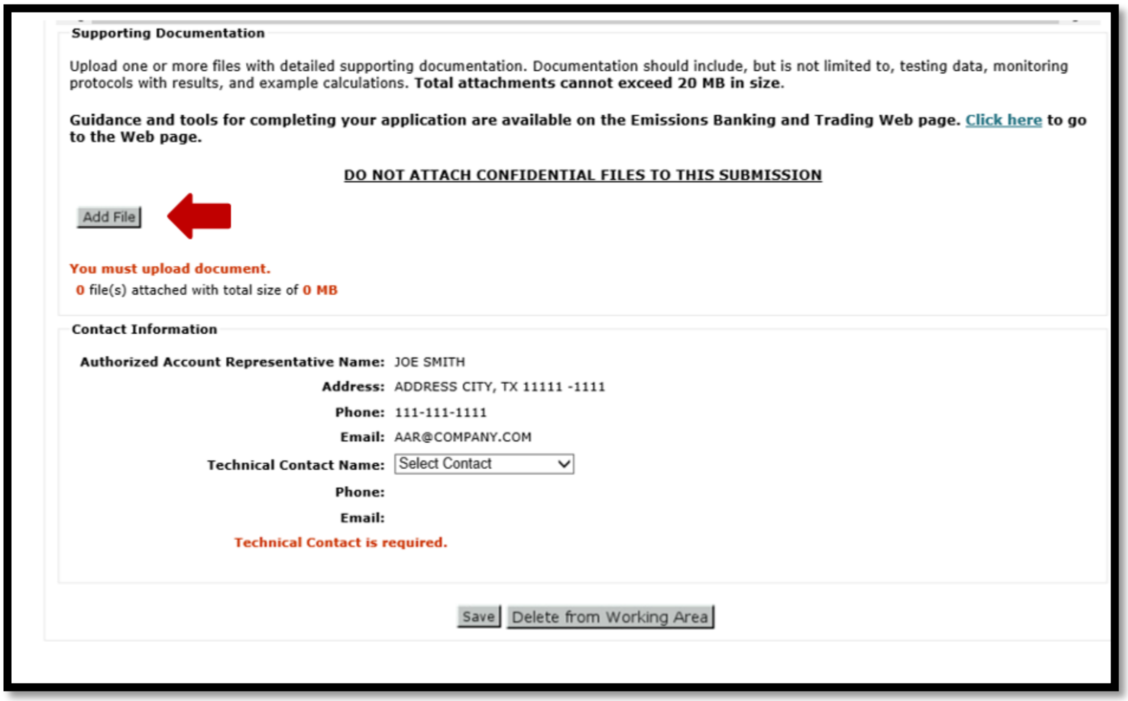

11. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button at the bottom of the page. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.
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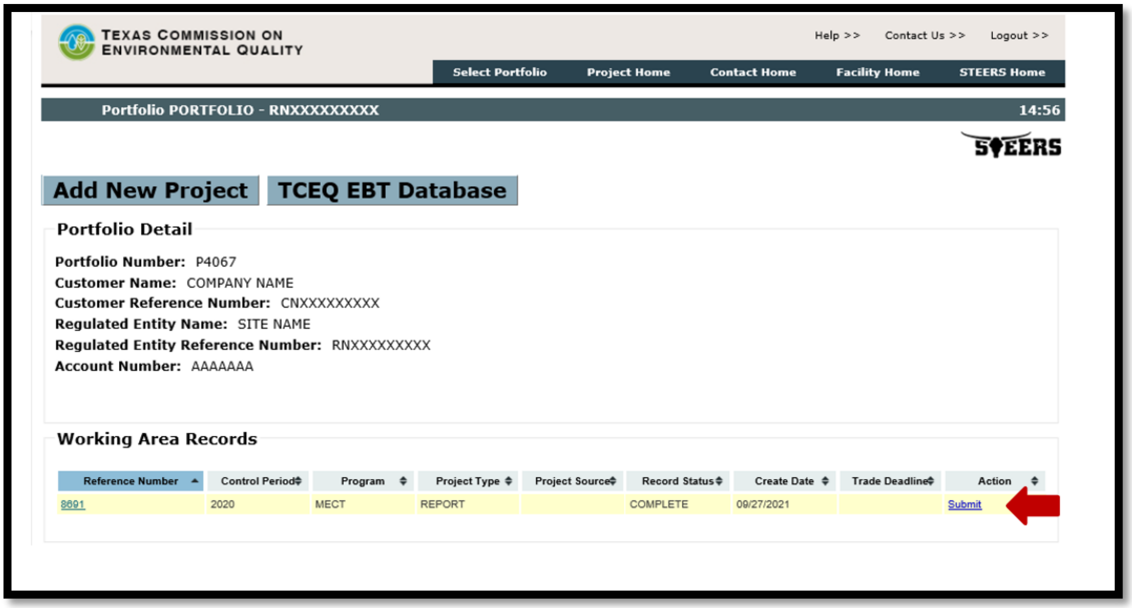
14. To remove the report from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.



15. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records (see image above). **This link will only appear if you have Sign and Submit role in the portfolio.**

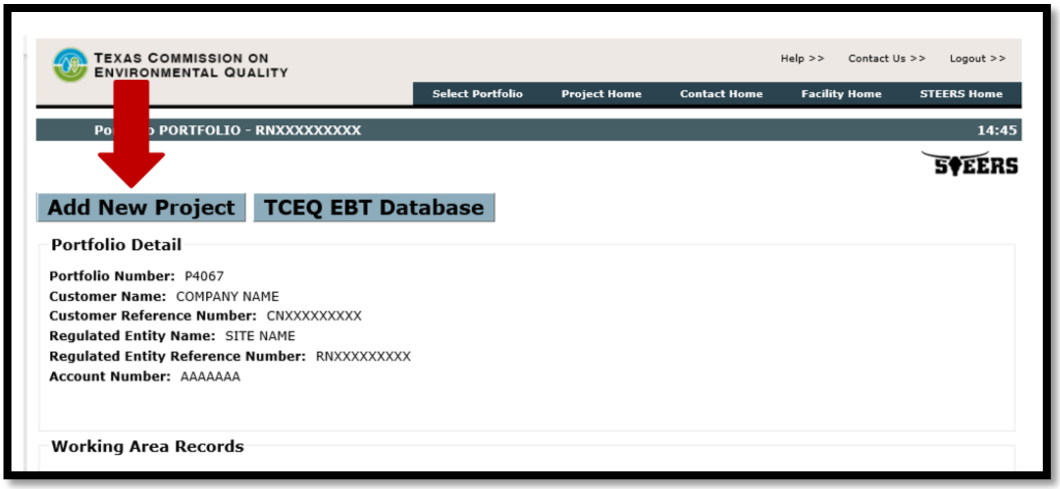
    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.

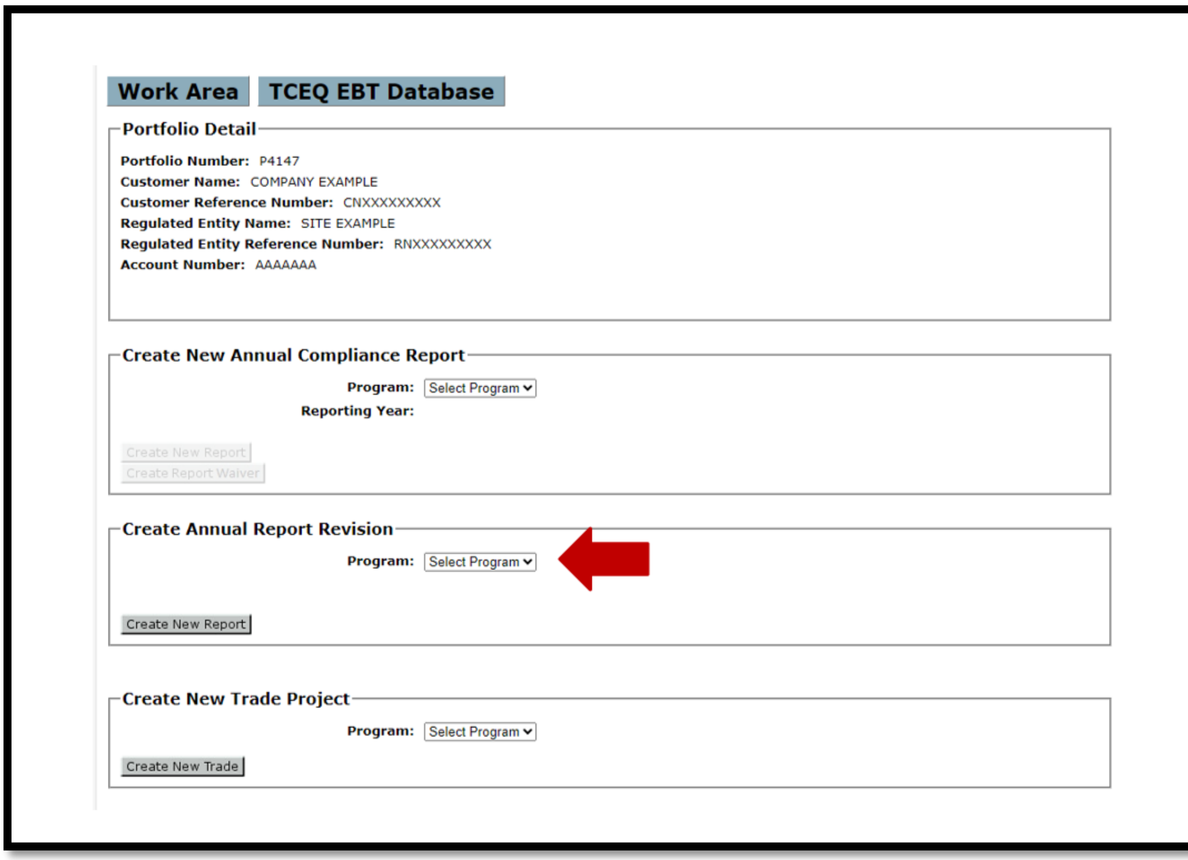
    If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**

HECT Report Revision

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create Annual Report Revision, select HECT. Click the Create New Report button.



5. The system will provide a list of previous reports. Select the report you want to revise and click the Save and Next button.

6. The system will provide the list of units and emission information entered in the original report. You must revise data for at least one facility, as follows:

    a. **1st Rule Citation:** Select the appropriate citation for the monitoring and testing protocol used to quantify the reported HRVOC emissions. If you use the option listed as Section 101.396(c), you must also attach a detailed justification for not using monitoring or testing required under 30 TAC Chapter 115 and justification for the method used. Note that use of an alternative protocol under Section 101.396(c) may be noncompliant with the requirements of Chapter 115. A 10% penalty will be imposed on facilities that do not comply with Chapter 115 monitoring and testing protocols.

b. **2nd Rule Citation:** For units with Facility Type Cooling Tower, select the appropriate secondary citation for the monitoring and testing protocol used to quantify the reported HRVOC emissions. If option Section 101.396(c) is selected, attach justification for not using Chapter 115 monitoring and testing and justification for the method used. Note that use of an alternative protocol under Section 101.396(c) may be noncompliant with the requirements of Chapter 115. A 10% penalty will be imposed on facilities that do not comply with Chapter 115 monitoring and testing protocols.

c. **Tons Reported:** Enter the total HRVOC emissions quantified for the facility.

7. The system will display the Total Tons reported. The total emissions will be rounded up to the nearest tenth of a ton.

8. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request. Click "Add File" to upload a document.

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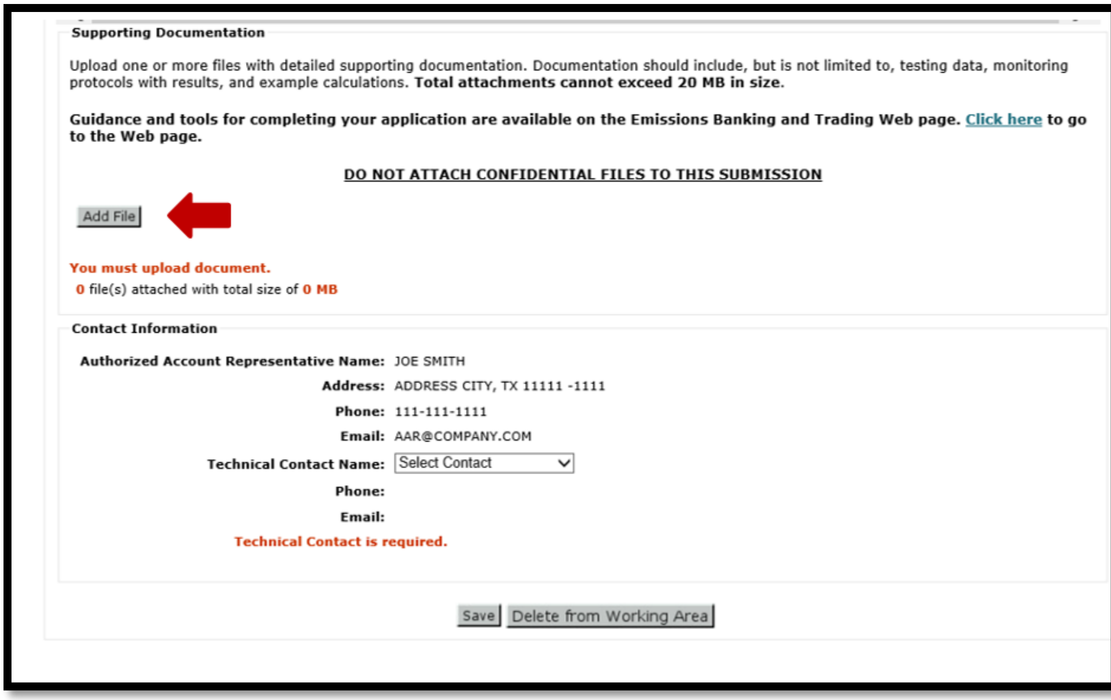

10. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

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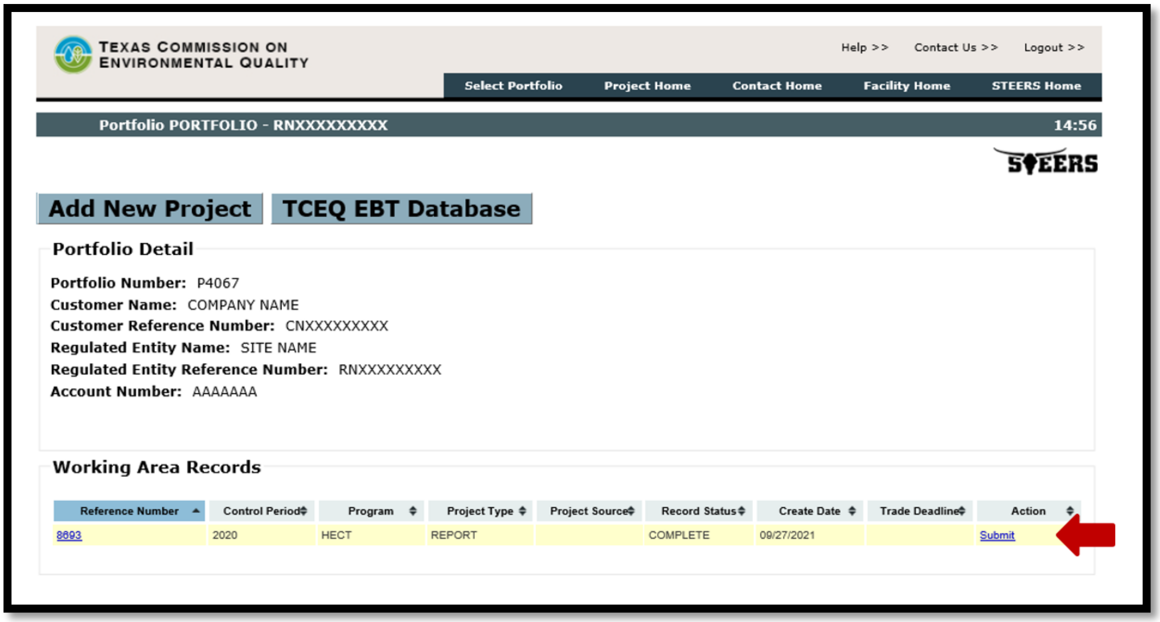


12. To remove the report from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.

13. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records (see image above). **The Submit link will only appear if you have Sign and Submit role for the portfolio.**

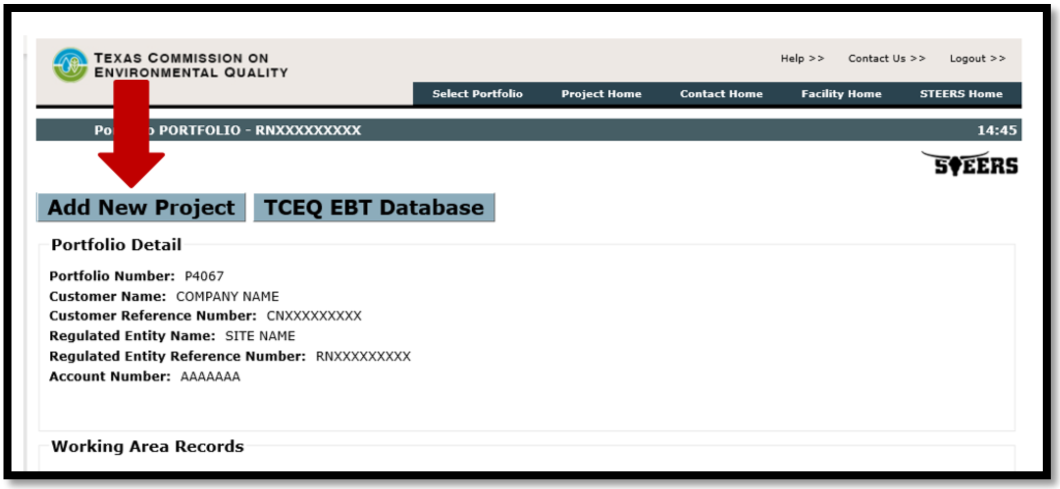
    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent to you by email.

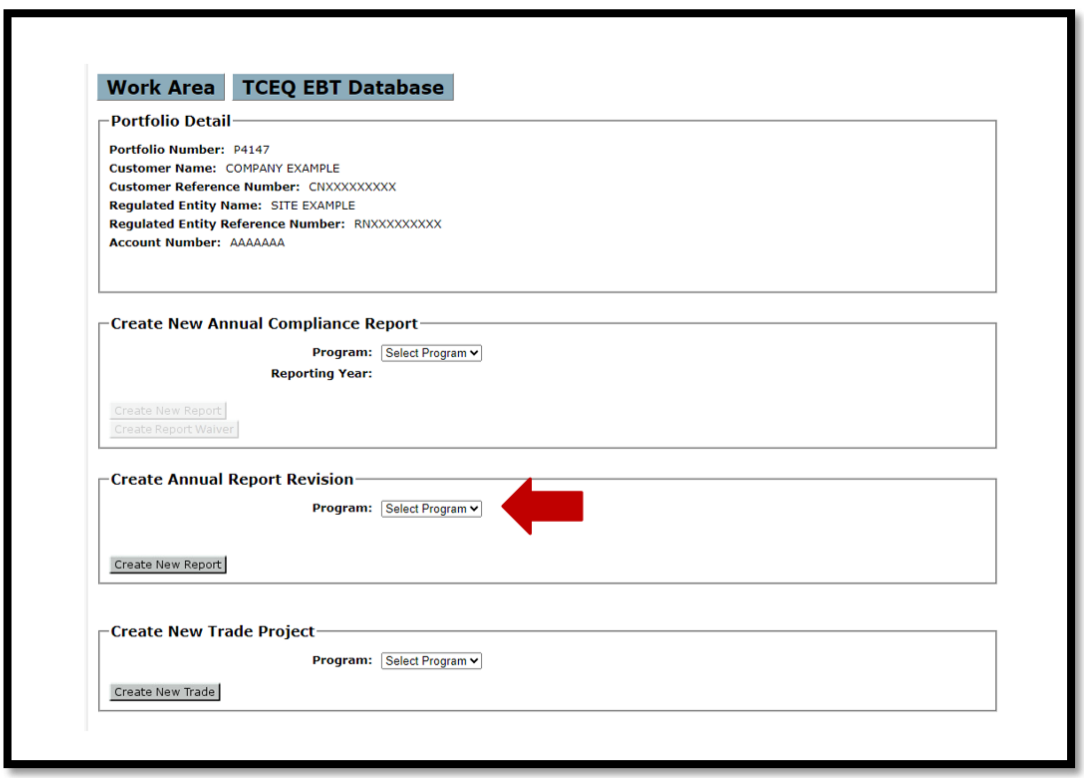
    d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**

EBTA Report Revisions

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Under Create Annual Report Revision, select EBTA. Click the Create New Report button.



5. The system will provide a list of previous reports. Select the report you want to revise and click the Save and Next button.

6. The system will provide the list of units and emission information entered in the original report. You must revise data for at least one facility, as follows:

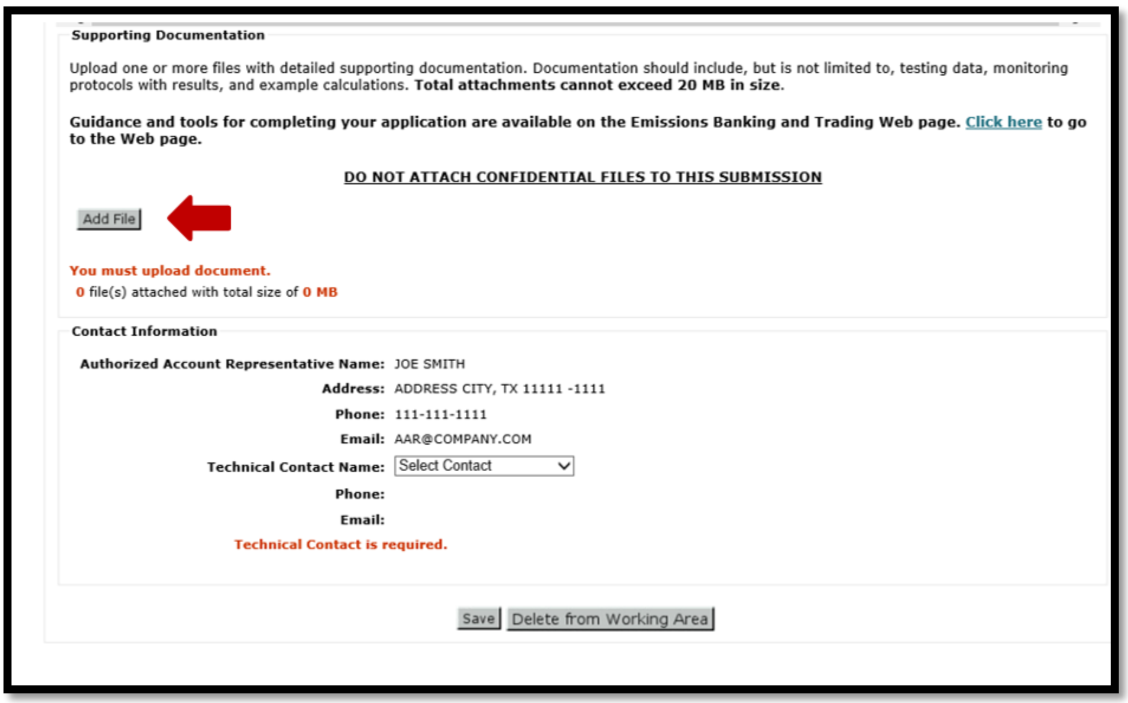
   a. **LOA:** Enter the level of activity based for each facility. Value must be quantified using an appropriate monitoring protocol established in 30 TAC Section 116.914.

   b. **EF:** Enter the emission factor for the facility as monitored throughout the control period. Value must be quantified using an appropriate monitoring protocol established in Section 116.914. The EF value may be entered up to 6 decimal places.

7. The system will display the Total NO_X and SO_2 Tons reported, as applicable. The total tons value(s) will be rounded to the whole ton.

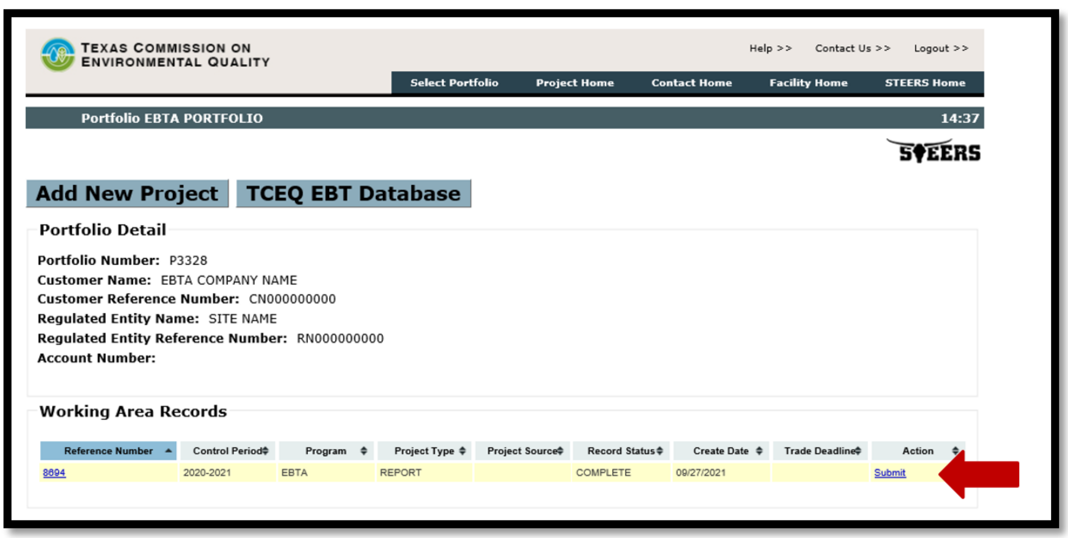
8. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.

   Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.



9. The system will prompt you to select a technical contact. When all errors have been resolved, supporting documentation has been attached, and the technical contact has been selected, click the Save button. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page. Note that clicking Work Area before clicking Save will lose any unsaved data entered.

10. All saved reports will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report is incomplete, the word **ERROR** will appear next to the record. To correct any errors, edit the report information, or add additional attachments, click on the record's Reference Number link.
11. To remove the report from the Working Area, click on the record's Reference Number link and click the "Delete from Working Area" button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.
12. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:
    a. Click on the Submit link next to the report under the Working Area Records (see image below). **The Submit link will only appear if you have Sign and Submit role for the portfolio.**
    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.
    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.
    d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**



Annual Report Waivers

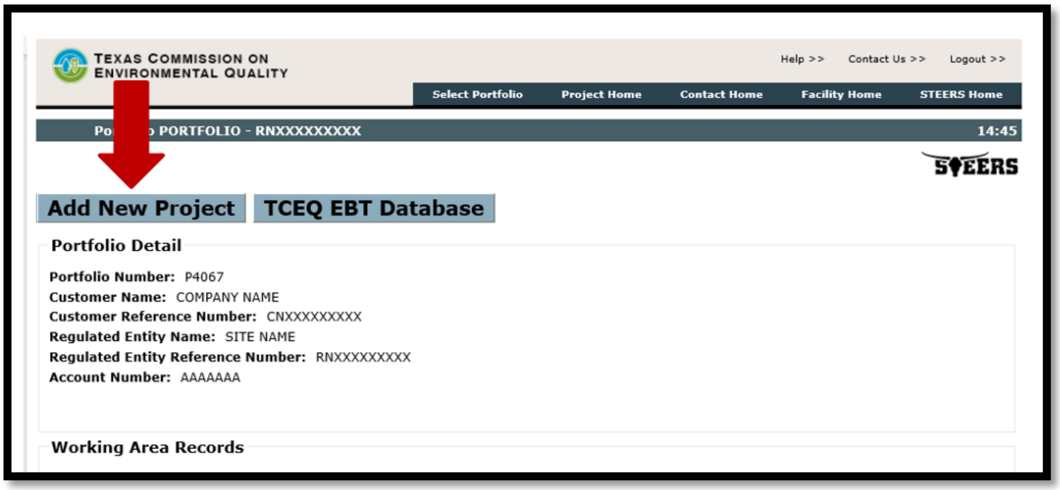
Tips for a Successful Submission

- Before submitting a project, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document.

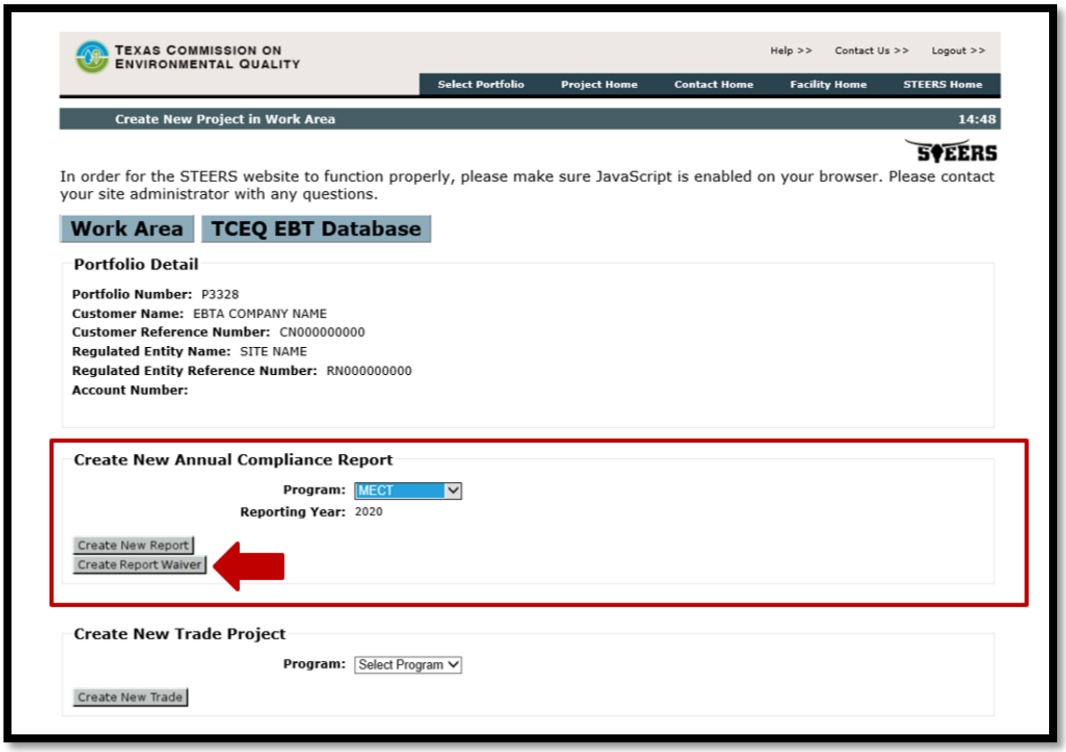
- Annual report waivers are only available for sites that meet the following requirements:
  - Site is subject to the Mass Emissions Cap and Trade (MECT), Highly Reactive Volatile Organic Compounds Cap and Trade (HECT) and/or Emissions Banking and Trading of Allowances (EBTA) Program.
  - The owner or operator of a site subject to the MECT, HECT, or EBTA program no longer has authorization to operate any affected facility.
  - The affected MECT/HECT/EBTA facilities were not operated during the current control period. Annual reports are required for any control period in which affected facilities operated. Contact the EBT team at ebt@tceq.texas.gov for guidance.
- Users with Edit or Sign and Submit authority can create and edit annual report waivers.
- All report waivers will be reviewed by EBT staff. Notification will be issued to the site's authorized account representative once the review has been completed.

How to Complete a Reporting Waiver

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

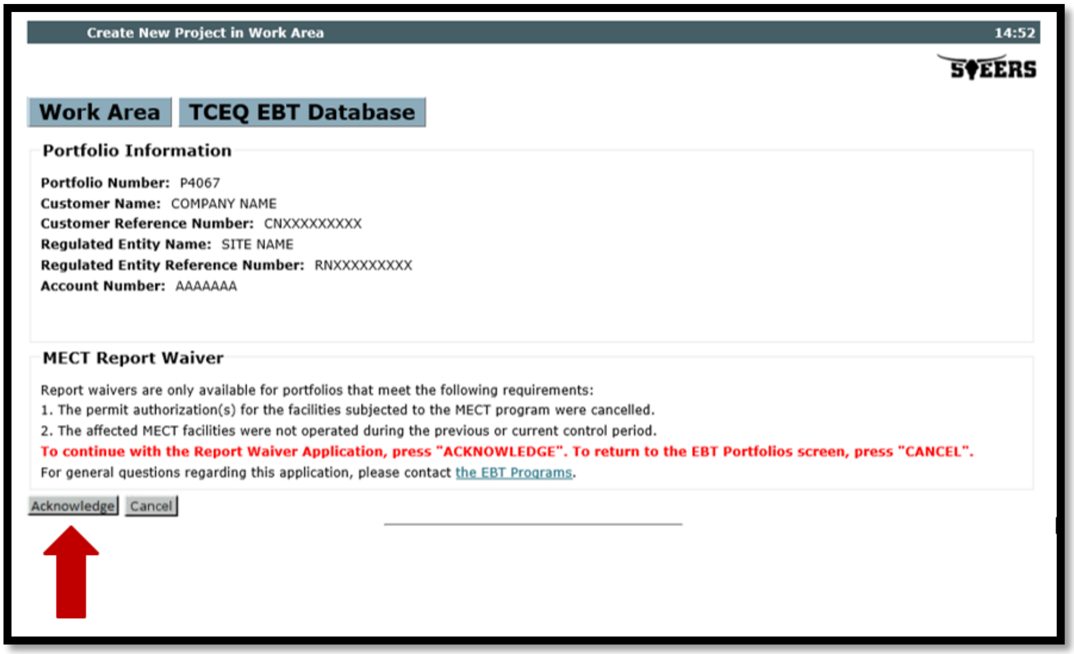


4. Under Create New Annual Compliance Report, select the applicable program from the choices of MECT, HECT, and EBTA. The system will automatically display the Reporting Year of the waiver.



5. Click the Create Report Waiver button.

6. The system will display the requirements for a portfolio that is eligible for submitting a report waiver. Click Acknowledge button to acknowledge the requirements and continue the application or click Cancel button to return to the Working Area Records page.



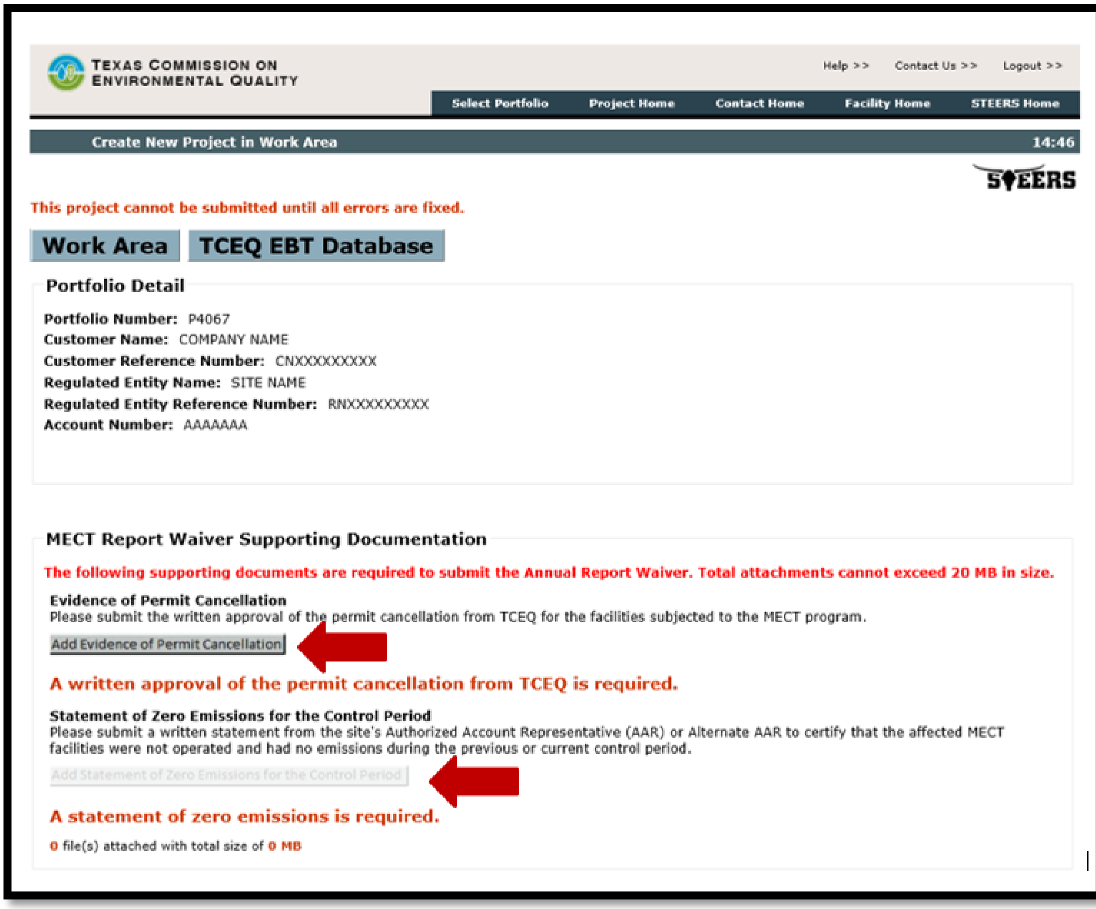
7. You will be prompted to attach Supporting Documentation for your report waiver. The following documentation will need to be attached:

   a. **Evidence of Permit Cancellation:** Click Add Evidence of Permit Cancellation button to upload the first document. Documentation may include, but is not limited to, a letter of permit cancellation from the TCEQ, an APD-CERT Copy of Record from STEERS showing that the affected permit has been cancelled, email from TCEQ confirming permit cancellation or removal of affected facilities from the permit, etc.

   b. **Statement of Zero Emissions for the Control Period:** Once the Evidence of Permit Cancellation is uploaded, the system will enable the Add Statement of Zero Emissions for the Control Period button. Please upload a written statement, either completed by or signed by the site's AAR or Alternate AAR, to certify that the affected facilities were not operated and had no emission during the current control period. To upload the document, click the Add Statement of Zero Emissions for the Control Period button.

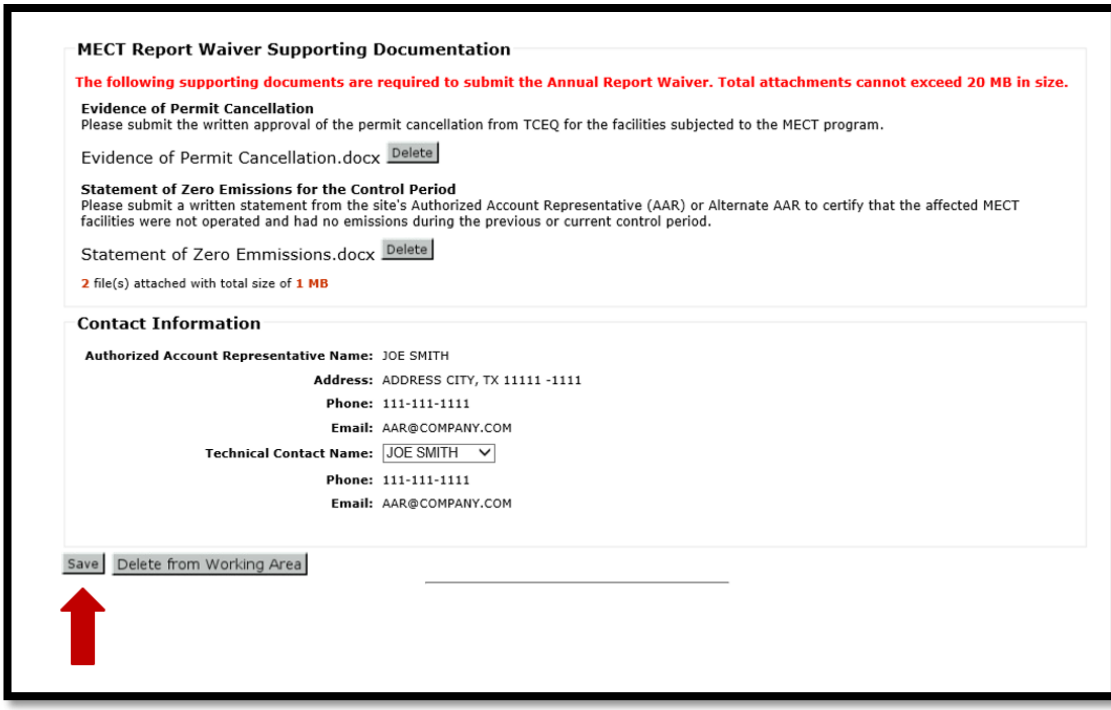
   Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.

   Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.

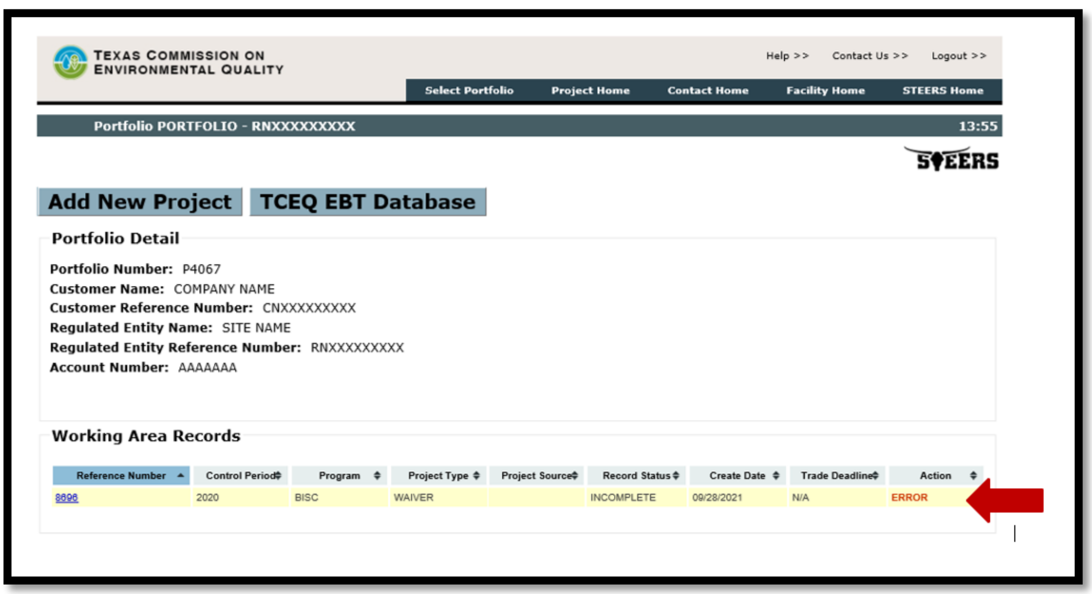


8. Once the required documents are uploaded, a Delete button will appear. You now have the option to click on the Delete button to remove any unwanted documents from your application.

9. The system will prompt you to select a technical contact. When supporting documents have been attached, and the technical contact has been selected, click the Save button. The system will bring you to the Working Area Records for submission of the Report Waiver.



10. The saved report waiver will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report waiver is incomplete, the word **ERROR** will appear under the Action column in the Working Area Records. To correct any errors, click on the record's Reference Number link, and edit the report waiver information, or add additional attachments.



11. If you do not wish to submit a waiver, click on the record's Reference Number link in the Working Area and click the "Delete from Working Area" button at the bottom of the screen. The system will ask your confirmation. If you click Delete button, the system will delete any data for the Report Waiver and bring you to the Working Area Records. If you click Cancel button, the system will bring you back to the Supporting Documentation and Technical Contact page.

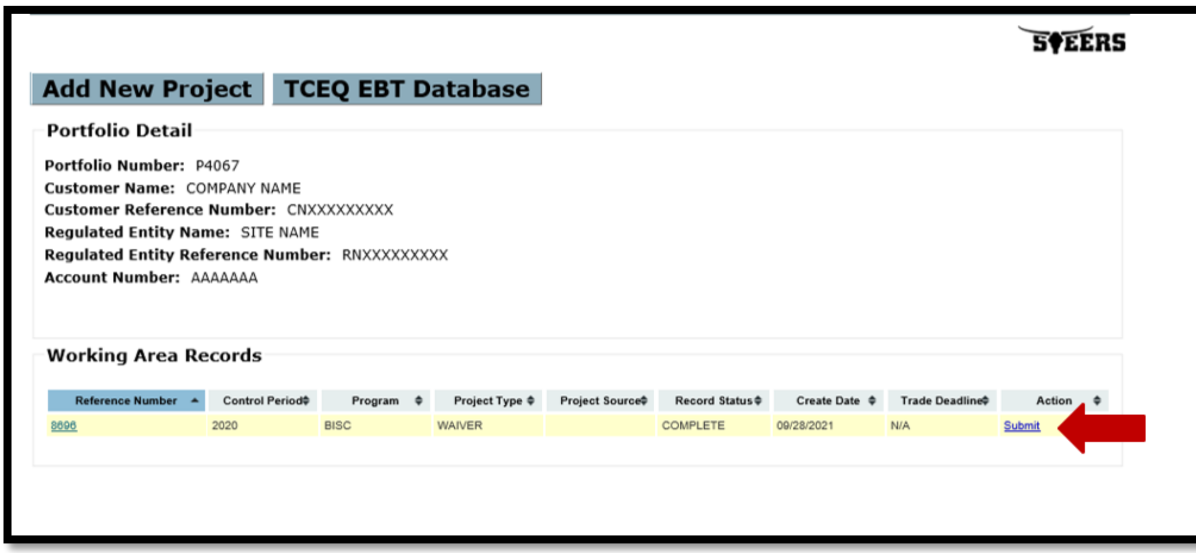
12. Once the waiver is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:

    a. Click on the Submit link next to the report under the Working Area Records. **The Submit link will only appear if you have Sign and Submit role for the portfolio.**

    b. The system will redirect to the STEERS certification page. The page will display the Report Waiver details as well as a certification statement. Carefully read and review all information.

    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.

    d. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Waivers are not considered official TCEQ records until they are submitted.**



Emission Credit (ERC) or Discrete Emission Credit (DERC) Generation

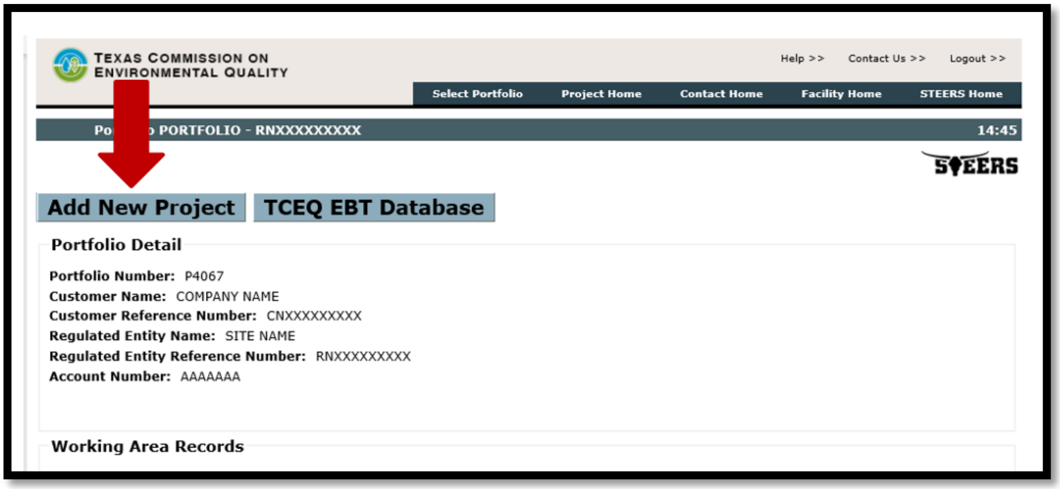
Tips for a Successful Submission

- Before submitting a project, you must ensure your contact information is correct and up to date. See the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document for guidance.
- To determine if your reduction may be eligible, review the program rules prior to preparing your application. Program rules are available, as follows:
  - ERC Program: 30 Texas Administrative Code Chapter 101, Subchapter H, Division 1[8]
  - DERC Program: 30 Texas Administrative Code Chapter 101, Subchapter H, Division 4[9]
- The EBT team offers Pre-Application Meetings for anyone who is interested in generated ERCs, DERCs, or Mobile Source Credits. To request a Pre-Application meeting with EBT, please send an email to ebt@tceq.texas.gov and include the words "Pre-Application Meeting" in the subject line.
- For Point or Area Source ERC Generations, an ERC Generation General Workbook must be attached to your application in STEERS. Applications submitted without a completed ERC Generation General Workbook may not be accepted. The workbook, as well as guidance to complete the workbook and YouTube tutorials are available on the ERC webpage.[10]
- Users with Edit or Sign and Submit authority can create and edit credit generation projects.
- All projects will be reviewed by EBT staff. A letter will be issued to the site's AAR once review has been completed.

How to Create a Credit Generation Project

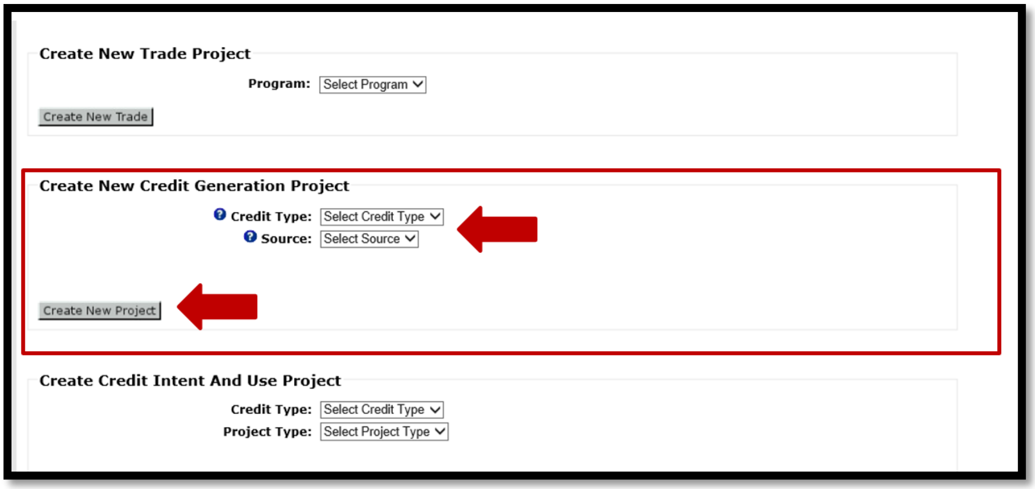
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

[8] www.tceq.texas.gov/goto/view-30tach
[9] www.tceq.texas.gov/goto/view-30tach
[10] www.tceq.texas.gov/airquality/banking/erc_program.html



4. Scroll down to the Create New Credit Generation Project section.
5. Select the credit and source type:
    a. **Credit Type:** Select either Emission Reduction Credit (ERC) or Discrete Emission Reduction Credit (DERC). Information regarding ERCs or DERCs can be found on the EBT web page.
    b. **Source Type**
        i. **Point Source:** A facility included in the agency's emissions inventory under the point source category. For ERC generation projects, only sites with facilities that were included in the point source emissions inventory during the state implementation plan (SIP) emissions year will have the "Point" source option available. If the point source option is not available for your site and you believe that you have eligible facilities, contact EBT staff[11] at ebt@tceq.texas.gov.
        ii. **Area Source:** Any facility included in the agency's emissions inventory under the area source category. Note that the shutdown of inelastic area sources will not be credited.
        iii. **Mobile Source:** A source included in the agency's emissions inventory under the mobile source category. For credit generation, select from On-Road (Mobile) or Non-Road (Mobile).

[11] www.tceq.texas.gov/airquality/banking/contacts



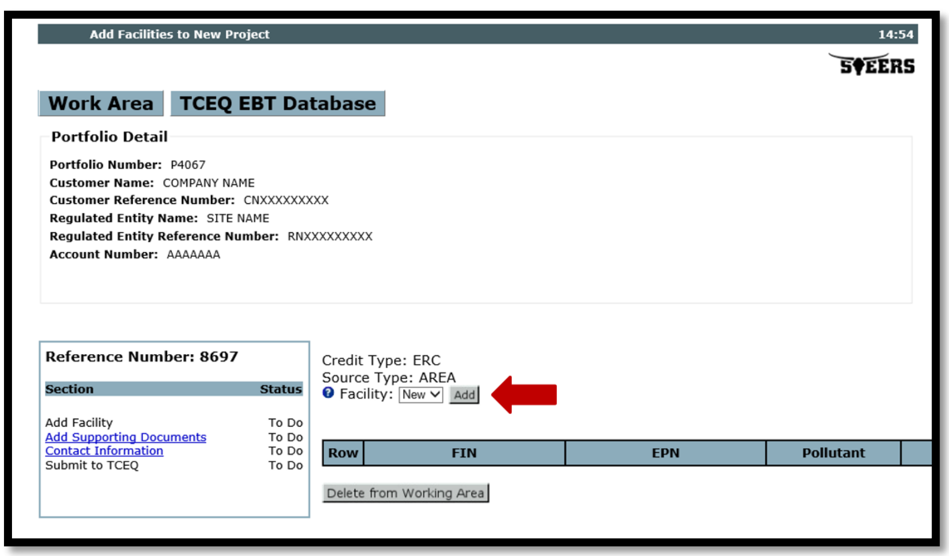
6. Click Create New Project.

How to Add Facilities or Mobile Sources

1. Add a source to generate credits from. Either select your emitting unit from the New dropdown or click the Add button to enter new facility or VIN information.

    a. To add a facility or mobile source to your credit generation project, enter in the facility information or mobile source information, then click Save.

    b. Complete the fields below when entering your new Facility/VIN or, if you selected a previously entered Facility/VIN, click the Facility/VIN link on the table to edit the following fields. When finished, click Save then Next to move to the next screen.



    c. For Facilities:

        i. **Facility Identification Number (FIN):** Enter the FIN for the facility. If the facility is listed on a registered permit, the FIN should match the one used in the registration. For ERC point sources, verify the FIN that appears is consistent with any permit authorization for the facility. If not, include an explanation for the difference in the supporting documentation submitted with the project. Note that, once the FIN is saved, any changes will result in the creation of a new FIN record.

1. For area sources, if you are grouping emission points, include the word “group” in the FIN. You must provide supporting documentation and emission calculations for each individual emission point as well as the characteristics of the emission points in order to justify the grouping.

2. **Emission Point Number (EPN):** Enter the EPN for the facility. If the facility is listed on a registered permit, the EPN should match the one used in the registration. For ERC point sources, verify the EPN that appears is consistent with any permit authorization for the facility. If not, include an explanation for the difference in the supporting documentation submitted with the project.

3. **Primary Standard Industrial Classification (SIC):** Enter the four-digit Primary SIC code for your site's industry. For ERC point sources, verify that the SIC code that appears is correct for your site’s industry. See the Occupational Safety and Health Administration’s SIC System Search[12] for more information.

4. **Pollutant:** Select the pollutant that is being reduced to generate emission credits. You cannot select the same pollutant more than once for the same facility record.

5. **Facility Type:** Select the facility type. If the facility type is not available, select “Other” and complete the “Other Facility” data field.

6. **Rated Capacity and Rated Capacity Units:** Enter the rated capacity. If the value cannot be determined, enter “N/A” for the Rated Capacity and select “N/A” for the units.

7. **Fuel Type:** Select one or more fuel types. If the fuel type is not listed, select “Other” and complete the “Other Fuel” data field. Remember to provide supporting documentation for which types and quantities of fuels are being used.

d. For Mobile Sources

i. **Vehicle Identification Number (VIN) or ID:** Enter the VIN for the facility. If the VIN is missing or unavailable, enter the name or number that is used to identify the mobile source.

ii. **Mobile Source Type:** Select the mobile source type. If the source type is not listed, select “Other” and complete the “Other Mobile Source Type” data field.

iii. **Pollutant:** Select the pollutant that is being reduced to generate emission credits. You cannot select the same pollutant more than once for the same mobile source record.

iv. **Primary Standard Industrial Classification (SIC):** Enter the four-digit Primary SIC code for the mobile source operations. See the Occupational Safety and Health Administration’s SIC System Search for more information

[12] www.osha.gov/data/sic-search

v. **Source Classification Code (SCC):** Select the SCC associated to the mobile source. This is an eight-digit EPA-developed code that identifies a specific industrial process. See the EPA's SCC Search[13] for more information.

vi. **Vehicle Make and Vehicle Model:** Enter the vehicle make and vehicle model.

Model Year: Select the vehicle model year.

vii. **Gross Vehicle Weight Rating (lbs.):** Enter the Gross Vehicle Weight Rating (GVWR), in pounds (lbs.) for the mobile source. If the value is missing or unavailable, leave this field blank. The GVWR is the weight of the vehicle plus the maximum load it is designed to carry.

viii. **Engine Manufacturer:** Enter the name of the engine manufacturer.

ix. **Engine Serial Number:** Enter the serial number of the engine.

x. **Engine Model Year:** Select the engine model year.

xi. **Engine Model:** Enter the model of the engine.

xii. **Engine Family Code:** Enter the engine family code. If the value is missing or unavailable, enter "N/A."

xiii. **Engine Displacement and Engine Displacement Units:** Enter the engine displacement value and select the appropriate units. If this information is unavailable, enter "N/A" for the engine displacement and select "N/A" for the units.

xiv. **Engine Tier**: Select the engine tier. If the tier option for your engine is not listed, select "Other" and specify in the supporting documentation. If the engine tier is unavailable for your mobile source, select "N/A."

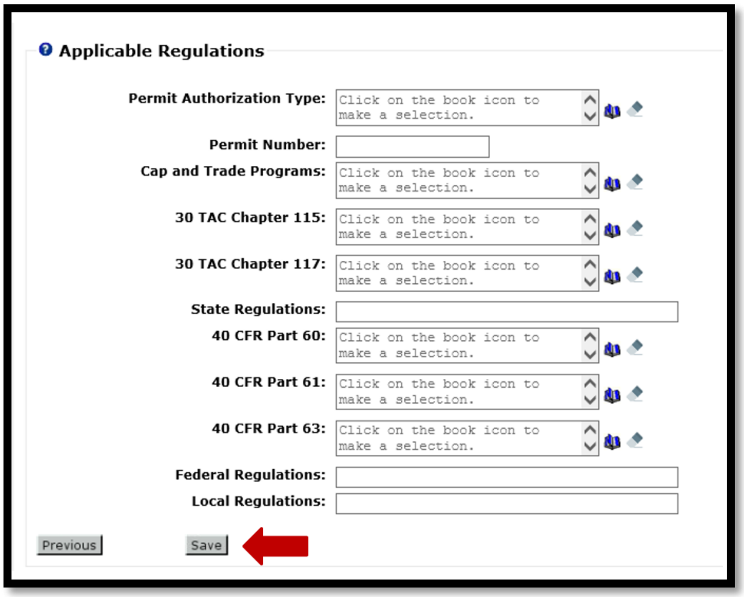
xv. **Engine Horsepower (bhp or kW):** Enter the engine output in engine brake horsepower (bhp) and/or kilowatts (kW). If the power output is not available for one or both options, you may leave this field blank.

xvi. **Fuel Type:** Select one or more fuel types. If the fuel type is not available, select "Other" and complete the "Other Fuel" data field. Remember to provide supporting documentation for which types and quantities of fuels are being used.

[13] sor-scc-api.epa.gov/sccwebservices/sccsearch/

How to Add Applicable Regulations

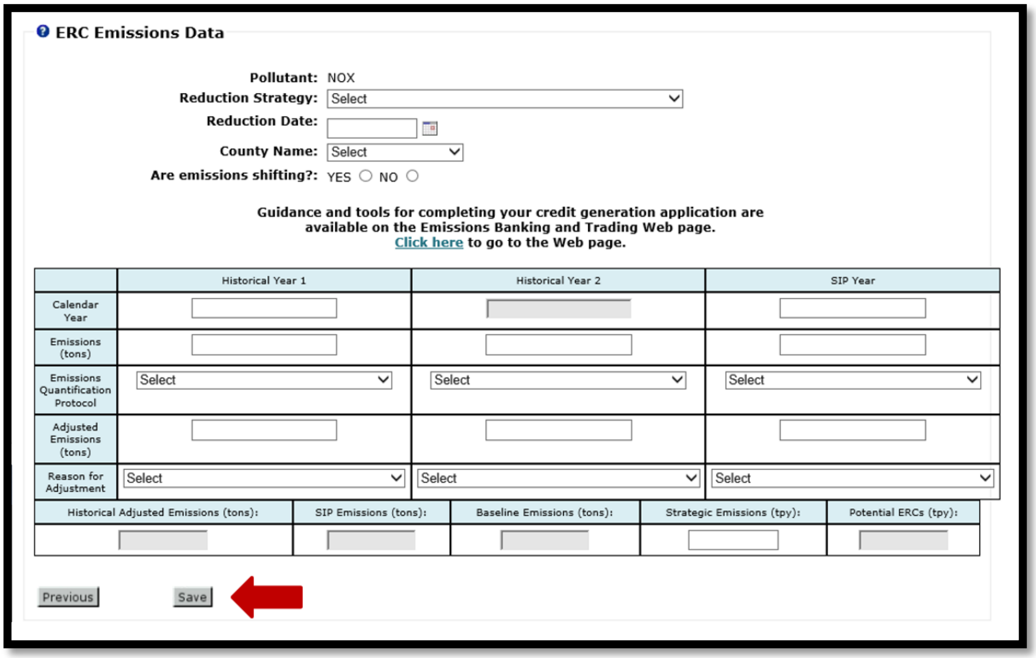
1. Once you've entered a source to generate potential credits from, you'll need to enter the regulation(s) that apply to your facilities/VINs.



2. Click on the Book Icon to open a section menu. Check all that are applicable. If nonapplicable, select Not Applicable.
3. Use the Eraser Icon to delete all entries into the field.
4. For the Permit Number, click on the box and type in the applicable permit authorization number or permit by rule (PBR) citation.
5. For the State Regulations, Federal Regulations, and Local Regulations fields, click in the box to type in your responses. If none are applicable, leave the boxes blank.
6. Click Save when finished.
7. If there is any missing information or errors, the system will display error messages. Once all errors are resolved, a Next button will appear. Click on the Next button to proceed with the application.
8. For Point and Area Source ERC Generation, the ERC Generation General Workbook must also be included with your application. The workbook includes a section pertaining to applicable regulations. The regulations in the workbook must match the regulations entered in the STEERS application. The workbook, as well as guidance and YouTube tutorial videos are available on the ERC webpage.

How to Enter Emissions Data and Calculate Potential Credits

1. After completing the applicable regulations, you'll need to enter the source's Emissions Data. Complete the fields below. When finished, click Save then Next to move to the next screen.



a. **Reduction Strategy:** Select the applicable reduction strategy. If reduction strategy is not listed, select "Other" and complete the "Other Reduction Strategy" field. Provide a detailed description of your strategy with your supporting documentation.

b. **Reduction Date (ERC or MERC Generation only):** Enter or select the reduction date for the facility. In most cases, this date will determine the facility's credit application deadline and the credit expiration date. Refer to the EBT rules under 30 TAC, Chapter 101, Subchapter H[14] for source specific requirements or contact the EBT Programs at ebt@tceq.texas.gov for assistance.

xvii. The reduction date should be determined as follows:

1. For permanent shutdowns: The last date the facility or mobile source emitted or will emit to the air shed.
2. For a control strategy: The last date that the facility operated prior to the implementation of the authorized controls.
3. For aggregated mobile sources or fugitive emissions: The earliest reduction date must be used for ALL sources in the group.

[14] www.tceq.texas.gov/goto/view-30tach

c. **Generation Period Start and End Date (DERC or MDERC Generation Only):** Enter or select the generation period start and end dates. Note that a generation period cannot exceed 12 months. Applications for DERC or MDERC generation are due no later than 90 days after the end of the generation period.

d. **County:** Select the county where the facility is located. For mobile sources, select the county in which the source primarily operates. If mobile sources are being aggregated to generate credits, use the county with the highest amount of use of the group for ALL sources and provide supporting documentation for each mobile source showing its amount of use in each county where it operated during the Emissions Inventory (EI) Year and the Historical Adjusted Emissions Years.

e. **Are emissions shifting?** Answering “Yes” means that either a vent gas stream or other pollution or waste stream is shifted to another site or the activity from the facility is shifted to another facility at the same site. Credits cannot be generated from emissions remaining after shifting has occurred, but any difference in emissions between the original and new sources may be creditable. Be sure to explain in detail the specifics of the shifting, how emissions are lowered by the change, and how the remaining emissions are enforceable. If you are not sure if your reduction strategy will result in shifting of emissions, stop here and contact the EBT Programs at ebt@tceq.texas.gov.

f. **Will the emission reduction strategy increase emissions of another criteria pollutant? (Mobile Source Generation Only):** Answering “Yes” means that the emission reduction strategy for your mobile source will increase emissions of another criteria pollutant (or precursor) for which the area is designated nonattainment. In this event, you will be required to offset the resulting increase at a 1:1 ratio. If you are not sure if your reduction strategy will increase another criteria pollutant, stop here and contact the EBT Programs at ebt@tceq.texas.gov.

g. **% Operation in Nonattainment Area (Mobile Source Generation Only):** Enter the percent of operation (activity) for the mobile source that occurs in a nonattainment area. For MERCs and MDERCs that are generated in a nonattainment area, the source must operate at least 85% within a specific nonattainment area.

h. **Nonattainment Area of Operations (Mobile Source Generation Only):** Select the nonattainment area that the source primarily operates in. If the source does not operate in a nonattainment area, select Not Applicable. Note that only MDERCs can be generated by mobile sources outside of a nonattainment area.

2. **Calculating Potential ERCs:** Complete the following data fields to determine the potential ERCs that may be generated. Scroll down for DERC Calculation.

   Notice: The Potential ERCs value is based on the data entered into STEERS and is subject to change through the project review process. Potential ERCs are not guaranteed; credits are only final upon approval and issuance by the TCEQ.

   For area source generation, discounts may be applied to the credits based on the reduction strategy and/or the use of alternate emission quantification protocols. If you have questions regarding ERC generation, contact the EBT Programs at ebt@tceq.texas.gov.

   a. **Historical Year 1 and Historical Year 2 (Calendar Year):** To generate ERCs, you must provide actual emissions for two consecutive calendar years. For point sources, the two years must be selected from the ten years immediately preceding the reduction. For area sources, the two years should be selected from the five years immediately preceding the reduction unless detailed operational records are available for more than five years. If detailed operational records are available, the lookback period may be extended to ten years immediately before the emissions reduction (see 30 TAC Section 101.303[15]). For a facility in existence less than 24 months or not having two complete calendar years of activity data, a shorter period of not less than 12 months may be considered. In this event, contact the EBT Programs at ebt@tceq.texas.gov for assistance.

In the Historical Year 1 field, enter the first year of the two-year historical period. The Historical Year 2 field will automatically populate with the next consecutive year.

b. **State Implementation Plan (SIP) Year:** For point source generation, STEERS will automatically populate the SIP Year for the facility. For area source generation, enter the year of the latest National Emissions Inventory used to develop the SIP modeling in a State Implementation Plan revision for the nonattainment area where the facility is located. Contact the EBT Programs at ebt@tceq.texas.gov for assistance with the SIP Year.

c. **Historical Year 1 and Historical Year 2 Emissions (tons):** Enter the actual emissions (in tons) of the selected pollutant that were emitted from the facility during the calendar year. If the emissions were reported to EI for one or both years and the amount was recalculated, provide supporting documentation covering the EI-reported and recalculated data, the calculations used for EI and for the recalculation, and the data used in both calculations.

d. **SIP Year Emissions (tons):** For point source generation, STEERS will automatically populate the emissions based on data reported to the TCEQ Emissions Inventory. For area source generation, enter the actual emissions of the selected pollutant that were emitted from the facility during the SIP Emissions year.

e. **Emissions Quantification Protocol:** For Historical Year 1, select the protocol that was used to quantify the emissions. Because the same protocol should have been used for all years, STEERS will automatically populate the Historical Year 2 and SIP Year protocols. If necessary, you may select different protocols; however, you must provide justification for the difference in your supporting documentation. If the protocol that was used is not listed, select “Other” and explain the protocol in your supporting documentation.

Provide detailed supporting documentation for the quantification protocol used. For VOC credit generation, provide a speciated list of the VOCs reduced.

f. **Adjusted Emissions (tons):** For each year, evaluate if the emissions need to be adjusted based on any applicable local, state, or federal requirement, including permit authorized limitations that applied in those years or thereafter. In addition, if the quantification protocol that was used for the EI reporting is outdated or no longer allowed for the facility, re-calculate the emissions using an updated protocol. If the adjusted emissions are lower than the actual or EI reported emissions, enter the adjusted value. In your supporting documentation, provide justification for any adjustments. If the adjusted emissions are higher than the actual emissions or if no adjustment is needed, re-enter the actual emissions value. Note that the lowest value for each facility

[15] www.tceq.texas.gov/goto/view-30tach

is used for calculating credits, even if actual emissions exceeded what was reported.

g. **Reason for Adjustment:** Select the reason for adjustment. If no adjustment is made, select "No Change."

h. **Historical Adjusted Emissions (tons):** STEERS will automatically calculate the Historical Adjusted Emissions value. The Historical Adjusted Emissions are equal to the average of the Adjusted Emissions (tons) from Historical Years 1 and 2.

i. **SIP Emissions (tons):** STEERS will automatically enter the SIP Emissions. The SIP Emissions are equal to the Adjusted Emissions value from the SIP Year.

j. **Baseline Emissions (tons):** STEERS will automatically calculate the Baseline Emissions. The Baseline Emissions are the lower of the Historical Adjusted Emissions or the SIP Emissions.

k. **Strategic Emissions (tpy):** The Strategic Emissions are the facility's new allowable emission limit following implementation of the emission reduction strategy. For shutdowns, enter 0.00 for the Strategic Emissions. For a control strategy, enter the new authorized emission limit following implementation of the control. If emissions were shifted, enter the authorized limit for the receiving facility.

l. **Potential ERCs (tpy):** STEERS will automatically calculate the Potential ERCs that may be certified for the facility. The value is the difference between the Baseline Emissions and Strategic Emissions, rounded to the nearest tenth of a ton per year.

3. **Calculating Potential DERCs:** The Potential DERCs value is based on the data entered into STEERS and is subject to change through the project review process.

Notice: Potential DERCs are not guaranteed; credits are only final upon approval and issuance by the TCEQ.

For area source generation, discounts may be applied to the credits based on the reduction strategy and/or the use of alternate emission quantification protocols. If you have questions regarding ERC generation, contact the EBT Programs at ebt@tceq.texas.gov.

a. **Historical Year 1 and Historical Year 2 (Calendar Year):** To generate point source DERCs in an area designated as nonattainment, you must provide emissions data for two consecutive calendar years selected from the ten consecutive years immediately before the emission reduction is achieved. To generate in an area that is designated as attainment or unclassified for the selected pollutant, the two years must include or follow the 1990 emissions inventory. For area source DERC generation, the two years should be selected from the five years immediately preceding the reduction unless detailed operational records are available for more than five years. If detailed operational records are available, the lookback period may be extended to ten years immediately before the emissions reduction (see 30 TAC Section 101.373[16]). For a facility in existence less than 24 months or not having two complete calendar years of activity data, a shorter period of not less than 12 months may be considered. In this event, contact the EBT Programs at ebt@tceq.texas.gov for assistance.

[16] www.tceq.texas.gov/goto/view-30tach

In the Historical Year 1 field, enter the first year of the two-year historical period. The Historical Year 2 field will automatically populate with the next consecutive year.

b. **SIP Year:** If your site is located in a county that is designated as nonattainment for the selected pollutant, you will be required to enter the SIP Year. For point sources, the SIP Year is the year that was most recently used to develop the projection-base year inventory for the modeling included in the attainment demonstration SIP revision for the nonattainment area of generation or the attainment inventory for a maintenance plan SIP revision. For area source generation, enter the year of the latest National Emissions Inventory used to develop the SIP modeling in a State Implementation Plan revision for the nonattainment area where the facility is located. Contact EBT Programs at ebt@tceq.texas.gov for assistance with the SIP Year.

c. **Historical Year 1 and Historical Year 2 Emissions Rate:** Enter the emissions rate used to quantify emissions of the selected pollutant that were emitted from the facility during the calendar year.

d. **SIP Year Emissions Rate:** If your site is located in a county that is designated as nonattainment for the selected pollutant, you will be required to enter the SIP Year Emissions Rate. Enter the emissions rate used to quantify emissions of the selected pollutant that was emitted from the facility during the SIP Year.

e. **Emissions Rate Units:** For Historical Year 1, select the appropriate units for the emissions rate entered. The Emissions Rate Units for Historical Year 2 and the SIP Year (if available) will automatically populate. The emissions rates should be in the same units for all years.

f. **Emissions Rate Protocol:** For Historical Year 1, select the protocol that was used to determine the emission rate. Because the same protocol should have been used for all years, STEERS will automatically populate the Historical Year 2 and SIP Year protocols (as available). If necessary, you may select different protocols; however, you must provide justification for the difference in your supporting documentation. If the protocol that was used is not listed, select “Other” and explain the protocol in your supporting documentation. Provide detailed supporting documentation for the quantification protocol used.

g. **Adjusted Emissions Rate:** For each year, evaluate if the emission rate needs to be adjusted based on any applicable local, state, or federal requirement, including permit authorized limitations. In addition, if the protocol that was used is outdated or no longer allowed for the facility, re-calculate the emissions rate using an updated protocol. If the adjusted emission rate is lower than the actual emission rate, enter the adjusted value. In your supporting documentation, provide justification for any adjustments. If the adjusted emission rate is higher than the actual emission rate or if no adjustment is needed, re-enter the actual emission rate value.

h. **Reason for Adjustment:** Select the reason for adjustment. If no adjustment is needed, select “No Change.”

i. **Baseline Emissions Rate:** Enter the Baseline Emissions Rate. The Baseline Emissions Rate is the lowest of the emission rate used in the Historical Adjusted Emissions or the SIP emissions.

j. **Strategy Emissions Rate:** Enter facility’s emission rate during the DERC generation period.

k. **Strategy Emissions Rate Units:** The Strategy Emissions Rate Units will automatically populate based on the Emissions Rate Units entered for Historical Year 1. Ensure that the Strategy Emissions Rate entered is in the correct units.

l. **Strategy Activity:** Enter the facility's level of activity during the DERC generation period.

m. **Strategy Activity Units:** Enter the units for the Strategy Activity. Check that the units entered are consistent with previously entered emission rates and emission rate units (e.g., if the emission rate is in pounds per million British thermal units (lb/MMBtu) the activity should be in MMBtu).

n. **Potential DERCs:** Enter the Potential DERCs that could be generated. Per 30 TAC Section 101.373(c)(1)[17], DERCs are calculated as follows:

DERC = [SA x (BER – SER)]

Where:

DERC = The number of DERCs generated, rounded down to the nearest tenth of a ton.

SA = Strategy activity, which is the facility's level of activity during the DERC generation period.

BER = The facility's baseline emissions rate, which is the lowest of the emission rates used in the historical adjusted emissions or the SIP emissions. SER = The facility's emissions rate during the DERC generation period.

SER = The facility's emission rate during the DERC generation period

4. **Calculating Potential Mobile Source Credits:** The MERCs or MDERCs value is based on the data entered into STEERS and is subject to change through the project review process. The MERCs or MDERCs values are not guaranteed; credits are only final upon approval and issuance by the TCEQ.

Notice: The amount of MERCs that can be issued may be adjusted by the TCEQ based on the remaining useful life of the source, annualized over 25 years. If you have questions regarding credit generation, contact EBT Programs at ebt@tceq.texas.gov for assistance.

a. **Mobile Baseline Year 1 and Mobile Baseline Year 2 (Calendar Year):** You must provide actual emissions for two consecutive calendar years. The two years should be selected from the five years immediately preceding the reduction; unless detailed operational records are available for more than five years. If detailed operational records are available, the look-back period may be extended to ten years immediately before the emissions reduction (see 30 TAC Section 101.374[18]). For a source in existence less than 24 months or not having two complete calendar years of activity data, a shorter period of not less than 12 months may be considered. In this event, contact the EBT Programs at ebt@tceq.texas.gov for assistance.

[17] www.tceq.texas.gov/goto/view-30tach
[18] www.tceq.texas.gov/goto/view-30tach

In the Mobile Baseline Year 1 field, enter the first year of the two-year historical period. The Mobile Baseline Year 2 field will automatically populate with the next consecutive year.

b. **SIP Year:** For generation in a nonattainment area, enter the latest National Emissions Inventory year used to develop the SIP modeling for the nonattainment area that the source primarily operates in. If you are generating MDERCs in an area or county designated as attainment or unclassified, leave the SIP Year blank.

c. **Mobile Baseline Year 1 and Mobile Baseline Year 2 Emissions (tons):** Enter the actual emissions (in tons) of the selected pollutant that were emitted from the source during the calendar year.

d. **SIP Year Emissions (tons):** For generation in a nonattainment area, enter the actual emissions (in tons) of the selected pollutant that were emitted from the source during the SIP year. If you are generating MDERCs in an area or county designated as attainment or unclassified, leave the SIP Year Emissions blank.

e. **Emissions Quantification Protocol:** For Mobile Baseline Year 1, select the protocol that was used to quantify the emissions. Because the same protocol should have been used for all years, STEERS will automatically populate the Mobile Baseline Year 2 and SIP Year protocols. If necessary, you may select different protocols; however, you must provide the reason for the difference in your supporting documentation. If the protocol that was used is not listed, select “Other” and explain the protocol in your supporting documentation. Provide detailed supporting documentation for the quantification protocol used.

f. **Adjusted Emissions (tons):** For each year, evaluate if the emissions need to be adjusted based on any applicable local, state, or federal requirement. In addition, if the quantification protocol that was used is outdated or no longer allowed for the facility, re-calculate the emissions using an updated protocol. If the adjusted emissions are lower than the actual emissions, enter the adjusted value. In your supporting documentation, provide justification for any adjustments. If the adjusted emissions are higher than the actual emissions or if no adjustment is needed, re-enter the actual emission rate value.

   If you are generating MDERCs in an area or county designated as attainment or unclassified, leave the SIP Year Adjusted Emissions blank.

g. **Reason for Adjustment**: Select the reason for adjustment. If no adjustment is needed, select “No Change.”

h. **Historical Adjusted Emissions (tons):** STEERS will automatically calculate the Historical Adjusted Emissions value. The historical adjusted emissions are equal to the average of the Adjusted Emissions (tons) from Mobile Baseline Years 1 and 2.

i. **SIP Emissions (tons):** STEERS will automatically enter the SIP Emissions. The SIP Emissions are equal to the Adjusted Emissions value from the SIP Year, if available.

j. **Baseline Emissions (tons):** STEERS will automatically calculate the Baseline Emissions. The Baseline Emissions are the lower of the Historical Adjusted Emissions or the SIP Emissions (if available).

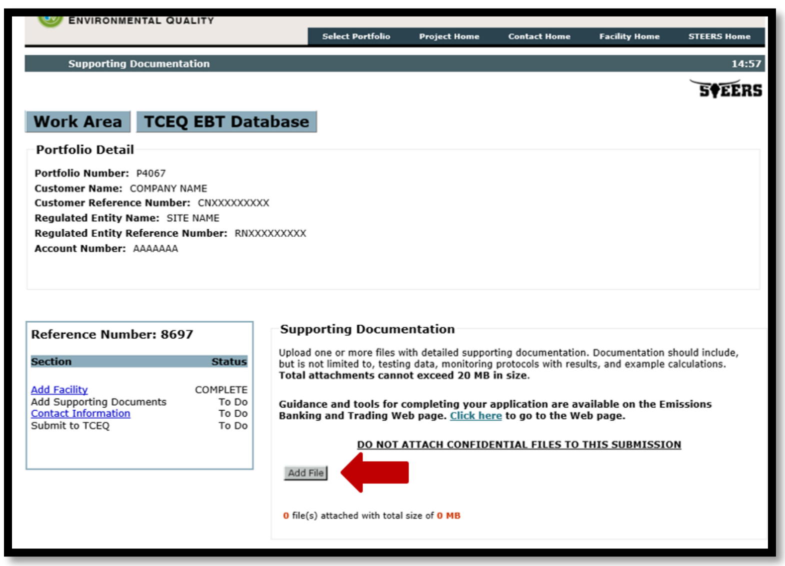
k. **Strategic Emissions (tpy):** The Strategic Emissions is the source’s new emission limit, in tons per year (tpy) following implementation of the emission reduction strategy. For shutdowns, enter 0.00 for the Strategic Emissions. For a control strategy, enter the new emission limit following implementation of the control.

l. **MERCs (tpy) or MDERCs (tons):** STEERS will automatically calculate the MERCs or MDERCs that may be certified for the facility. The value is the difference between the Baseline Emissions and Strategic Emissions.

Completing Your Application

5. Once you have completed the credit calculations for your project, click Save, then Next. From here, the system will automatically take you to the Supporting Documentation section. If you have completed adding all facilities or mobile sources to your form, proceed with adding the Supporting Documentation. If you wish to add additional facilities or mobile sources, use the Reference table on the left-hand side of the screen and click on the Add Facility or Add Mobile Source link.

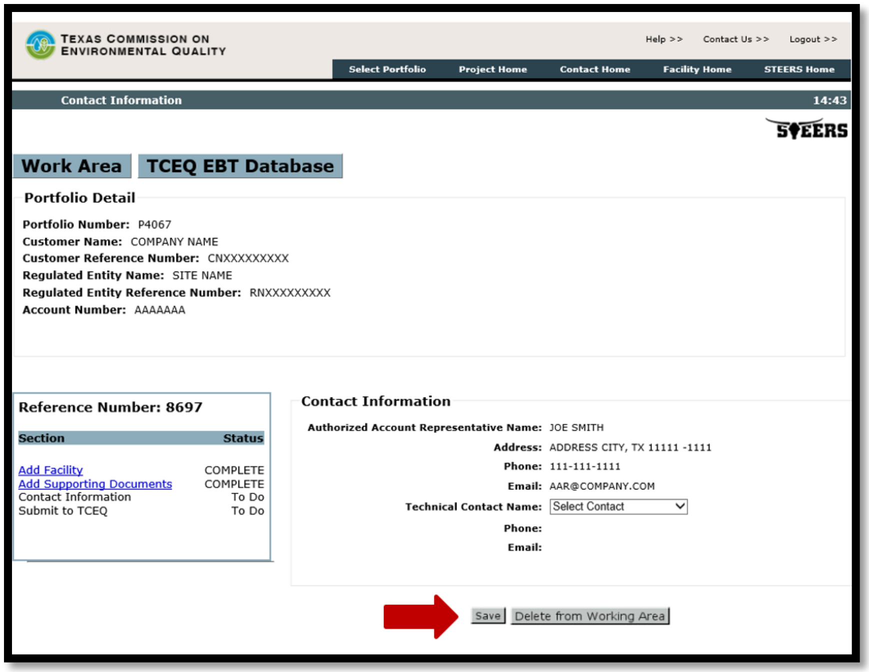
   a. Supporting Documentation: Upload one or more files with detailed supporting documentation. Documentation should include, but is not limited to, testing data, monitoring protocols with results, and example calculations. Total attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.



   Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, contact the EBT Programs at ebt@tceq.texas.gov for assistance.

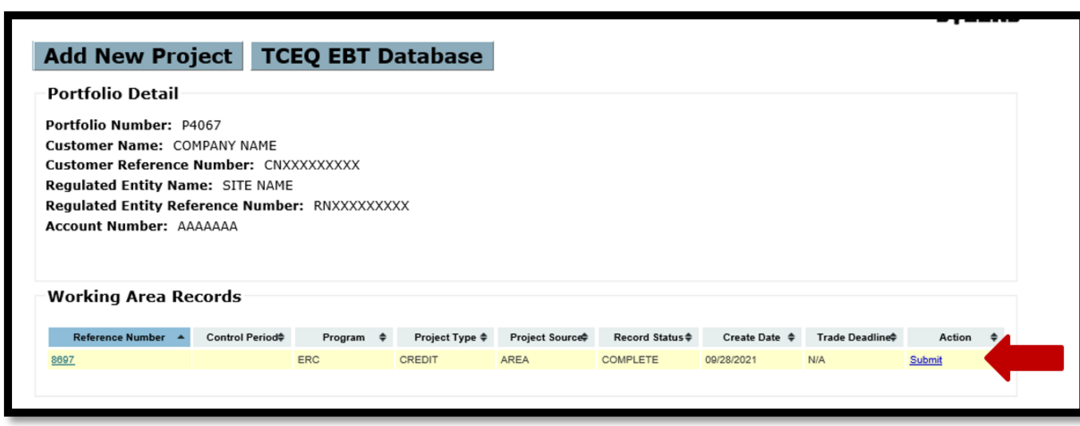
   Once all supporting documentation has been uploaded, click Next.

   b. Contact Information: Verify the portfolio's contact information and select a Technical Contact for the project. When finished, click "Save" then "Next" to move to the next screen. To add to or edit your contact information, go to the Contact Home.



c. If you have Sign and Submit Role for the portfolio, the system will take you to the Submit to TCEQ page. The account's AAR or alternate AAR with Sign and Submit role may submit the project by entering their password and clicking Confirm Submit.

d. If you are not ready to submit, click on the Project Home link at the top of the page to return to the Working Area Records. The project may be submitted from the Working Area Records at a later time. The Submit option will only appear if you have Sign and Submit role for the portfolio. **Note that records under the Working Area are not official until they are submitted.**

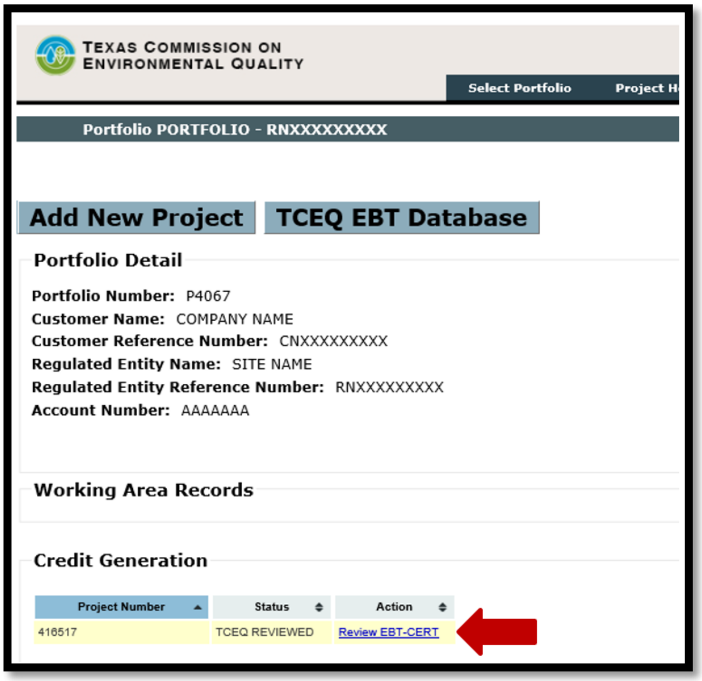


How to Verify an EBT-CERT

For some ERC generation projects, you will be required to certify an Emissions Banking and Trading Certification of Emission Reductions Form (EBT-CERT). Certification of this form is required to ensure your reduction is permanent and enforceable.

If required, the EBT-CERT will be created and sent to you by EBT staff after the credit generation project has been reviewed. The EBT-CERT will need to be approved by an AAR in STEERS. Once an EBT-CERT is approved, the EBT-CERT will become a part of the credit application and will be enforceable at the state and federal levels.

1. When an EBT-CERT is ready for approval, the AAR will be notified by e-mail. Navigate to the Project Home Screen where you can view your EBT-CERT under the Credit Generation Section. (See "Accessing the EBT Program" for visual instruction)
2. Click the Review EBT-CERT link under the Credit Generation Section.



3. Here you can review your EBT-CERT in the text box. If you wish to amend anything, contact your EBT project manager. If you agree to the conditions, the EBT-CERT will become a part of the credit application and will be enforceable at the state and federal levels.
4. Review the information and certify your submission at the bottom of the screen, then click Confirm Submit.

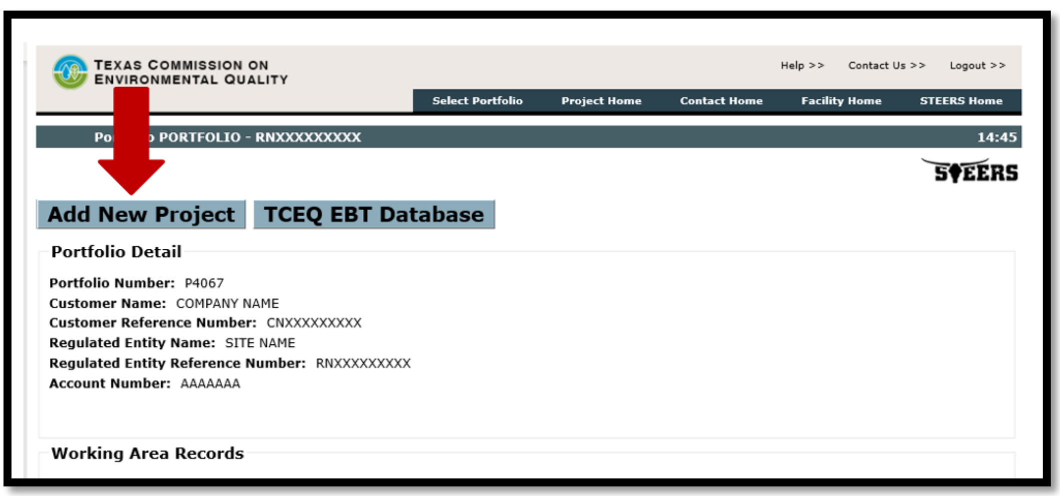
Emission Reduction Credit (ERC) Creditability Review (Re-Review)

Tips for a Successful Submission

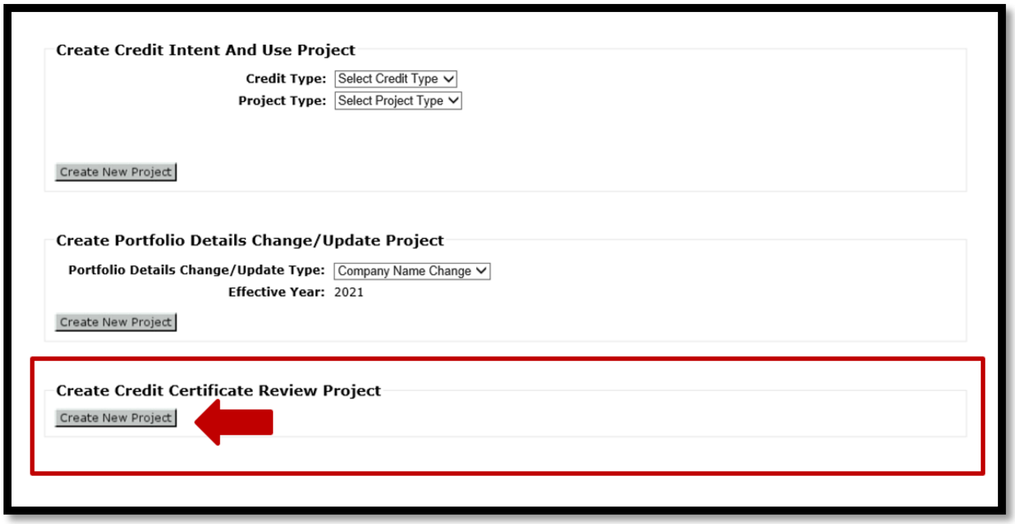
- Users with Edit or Sign and Submit authority can create, edit, submit Review of Emission Credits.
- For public applicant who is not affiliated to a regulated entity or broker:
  - A STEERS account and password are required to access the EBT STEERS. For information on setting up an account, please see **Creating a New STEERS Account**.
  - Any public applicant who does not have an EBT account at the EBT programs can also create, edit, and submit Review of Emission Credits through the default portfolio "0000." When adding the portfolio your account, enter "0000" as the ID. Do not precede the number with the letter "P." See the **How to Add an EBT Portfolio to your STEERS Account** section for guidance on adding portfolios to your account.
- All ERC Creditability requests will be reviewed by the EBT staff. A letter will be issued to the requestor once the review has been completed.

ERC Creditability Review

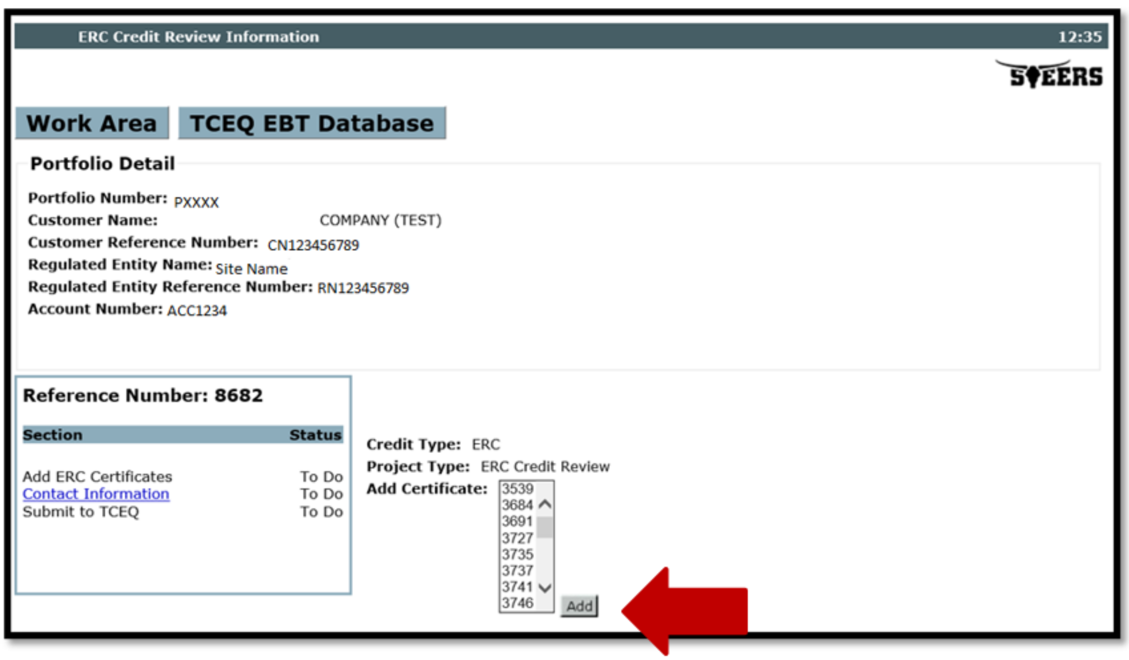
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
   a. If you are not affiliated to a regulated entity or broker, you may use portfolio number "0000" to submit your request.
3. Click the Add New Project button.



4. Scroll down to the "Create Credit Certificate Review Project" section and click Create New Project button.

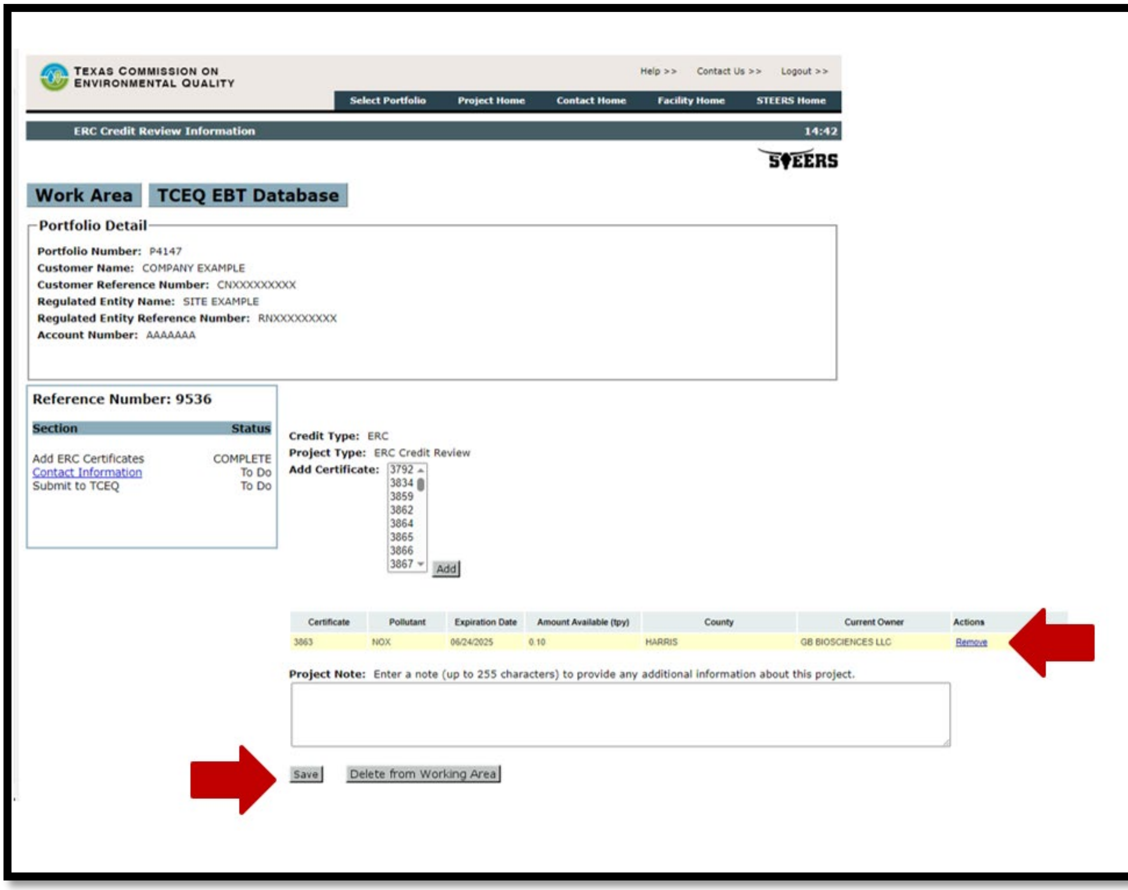


5. The system will display an ERC Credit Review Information page with an assigned Reference Number that has three Sections: Add ERC Certificates, Contact Information, and Submit to TCEQ. The system will also display a list of all available ERC certificates.



6. Select any certificate that you wish to review, then click Add button. You may repeat this process to add more certificates for review in one application.

7. The system will display detailed information of the selected certificates, such as certificate number, pollutant code, expiration date, amount available, county, and current owner. If you wish to delete the selected certificates, click the Remove links under the Action column of the certificate detail. If you wish to provide additional information for this project, click on the Project Note box and enter the information (up to 255 characters).

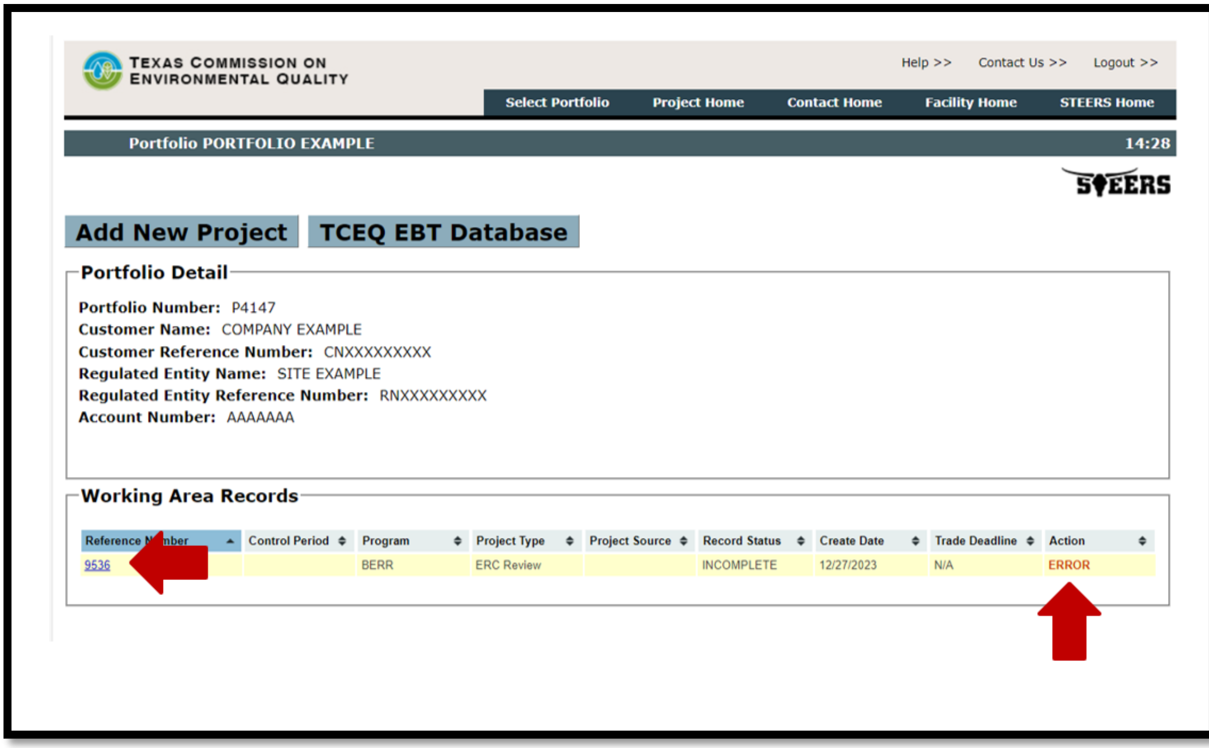


8. Click on Save button, the system will save all entered data and allow you to Select technical contact for this project.

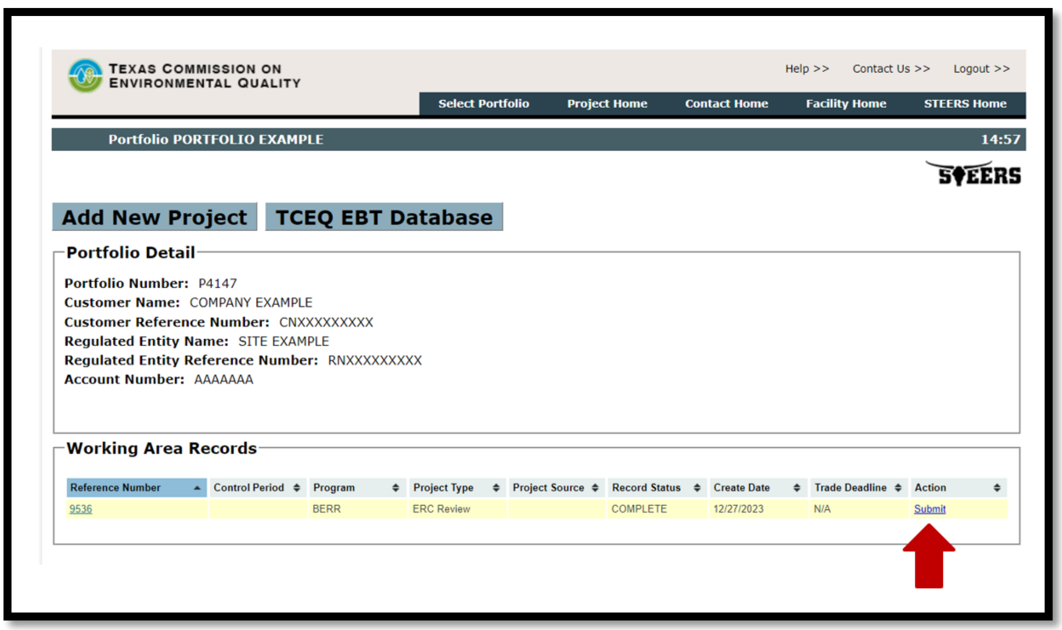
9. Click on Contact Information link under Reference Number box. The system will prompt you to select a technical contact. When the technical contact has been selected, click the Save button to save all selected data.

10. If you do not wish to complete your request, click "Delete from Working Area" button. The system will ask your confirmation. If you Click the Delete button, the system will delete any data for the Review of Emission Credits and bring you to the Working Area Records. If you click the Cancel button, the system will bring you back to the ERC Credit Review Information page.

11. If the Review of Emission Credits is incomplete, the word **ERROR** will appear under the Action column in the Working Area Records.



12. To correct any errors, click on the record's Reference Number link, and edit the information.
13. Once a Review Emission Credits is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio. Click the Next button or click the Submit to TCEQ link in the Reference Number box or click on the Submit link in the Working Area Records. **These options will only be available if you have Sign and Submit role for the portfolio.**



14. The system will redirect to the STEERS certification page. The page will display the Review of Emission Credits details as well as a certification statement. Carefully read and review all information.
15. Once you have read and certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.
16. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Note that records under the Working Area are not official until they are submitted.**

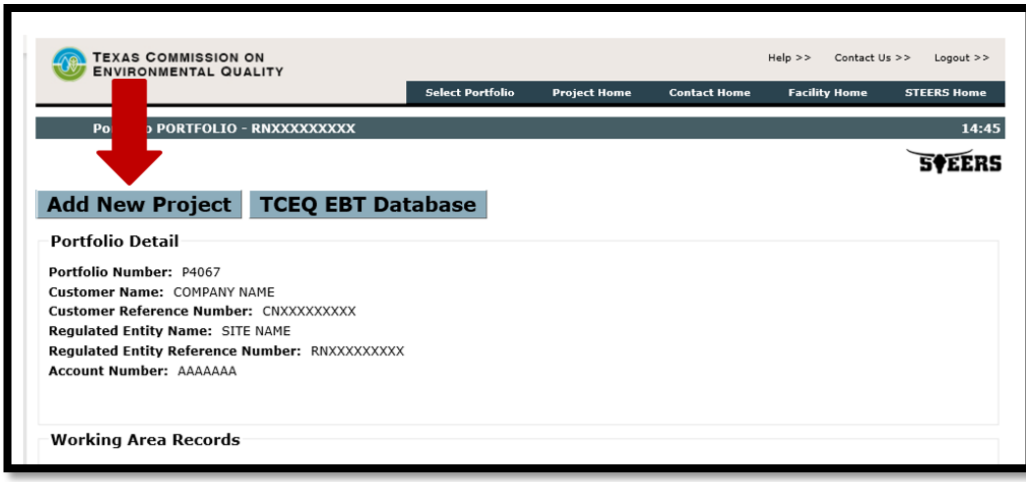
ERC or DERC Intent to Use

Tips for a Successful Submission

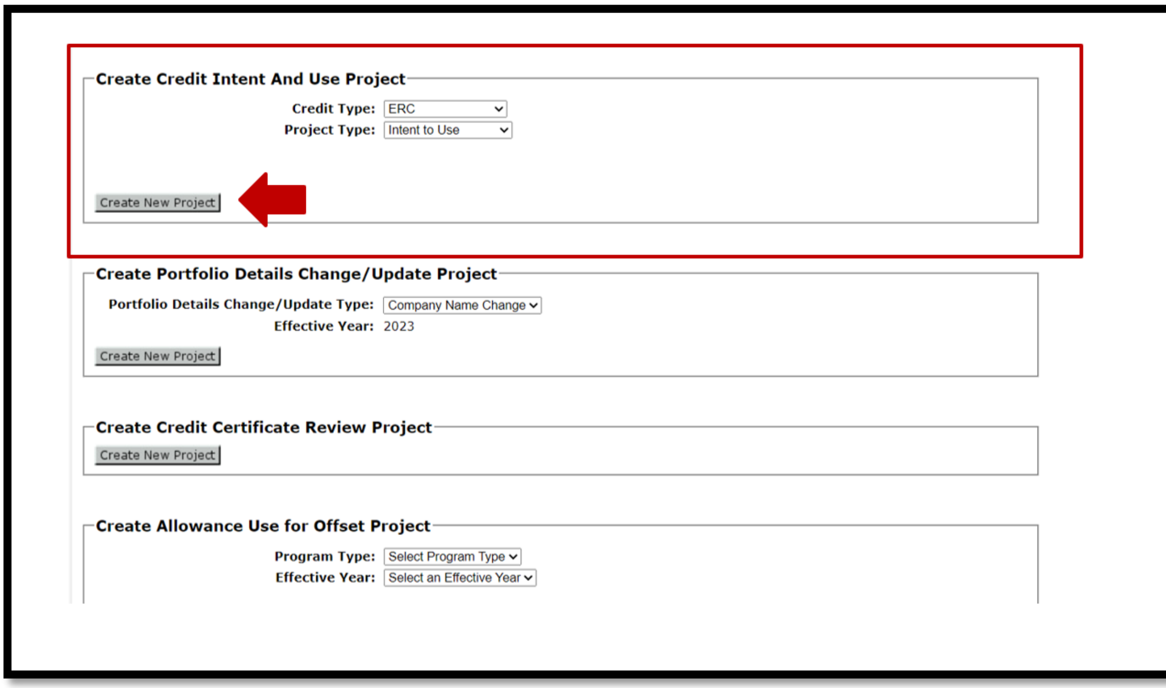
- Before submitting a project, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document for more information.
- Users with Edit or Sign and Submit authority can create and edit Intent to Use projects.
- All Intent to Use projects will be reviewed by the EBT Staff. A letter will be issued to the site's AAR once the review has been completed.
- The applicable credits must be available in the site's compliance account before the application can be created.
- The amount of applicable credits in the site's account must be equal or greater than the amount (tpy or tons) to be used.
- ERC certificates that have expired will not be accepted.
- To use DERCs, a separate DERC Use project must be submitted within 90 days after the end of the use period, except for DERCs being used for nonattainment source review (NSR) offsets. Refer to the **DERC Use** section of this document for guidance.

How to Complete an ERC Intent to Use

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.

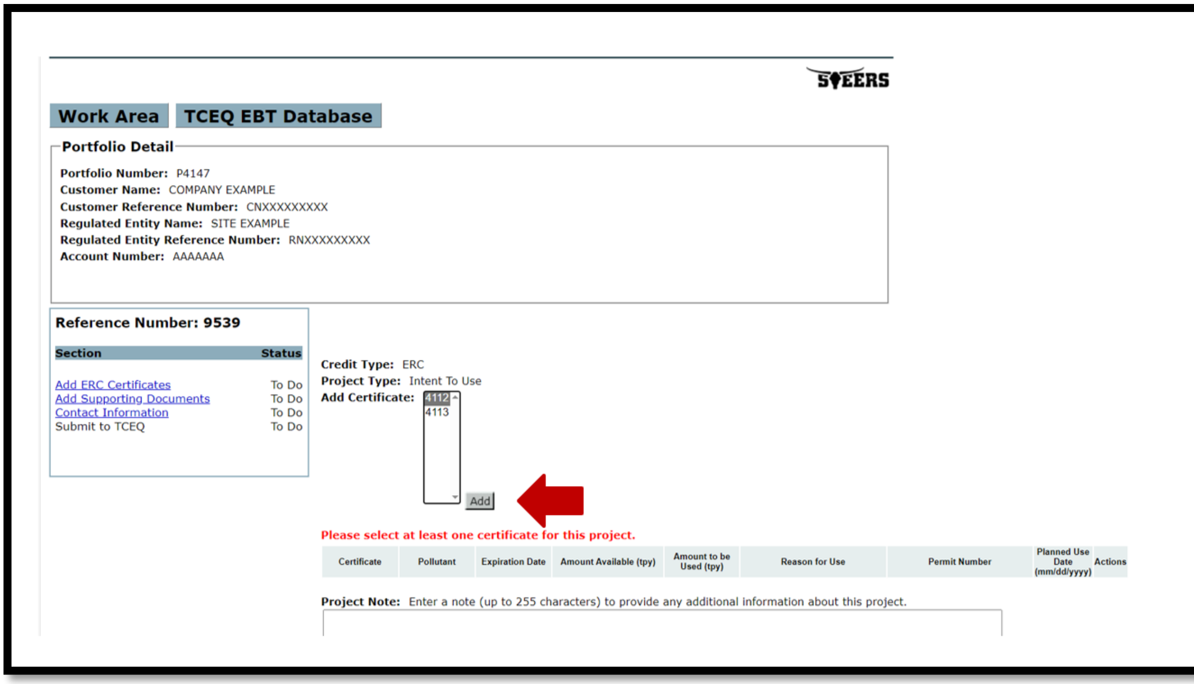


4. Scroll down to the “Create Intent and Use Project” section and select ERC for Credit Type and Intent to Use for Project Type.

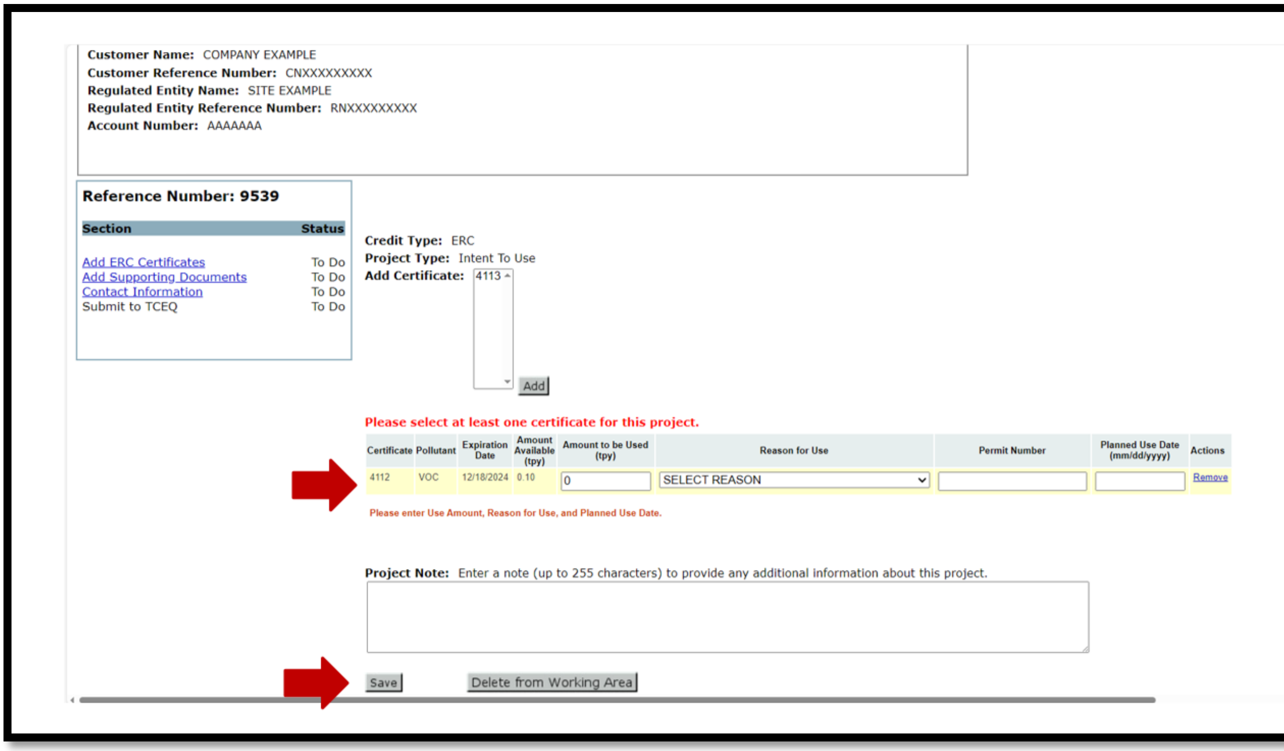


5. Click the Create New Project button.

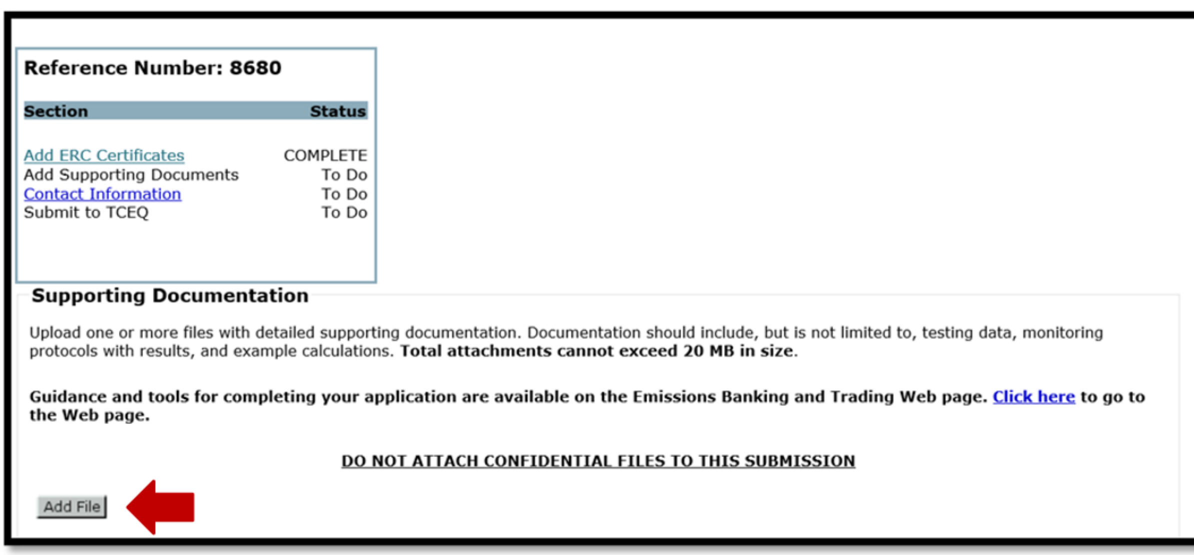
6. The system will display an assigned Reference Number with four Sections: Add ERC Certificates, Add Supporting Documentation, Contact Information, and Submit to the TCEQ. The system will also display the available ERC certificates for the portfolio.



7. Select at least one certificate that you wanted to use, then click the Add button to add the selected certificate for the ERC Intent to Use (See Image above). Once added, you can remove the selected certificate by pressing the Remove button associated with each certificate. You will be able to add many certificates as needed for the ERC Intent to Use.
8. The system will display information of the selected certificate, including the certificate number, pollutant code, expiration date, amount available. It is required to enter the Amount to Be Used, Planned Use Date, and select Reason for Use from the dropdown menu. Permit Number and Project Note are optional.
9. If you wish to cancel your application, click “Delete from Working Area” button. The system will ask your confirmation. If you Click Delete button, the system will delete any data for the ERC Intent to Use and bring you to Project Home page. If you click Cancel button, the system will bring you back to the Add ERC Certificate section page.
10. Click Save button to save the entered data, then click Next button to move to the Add Supporting Documents section.

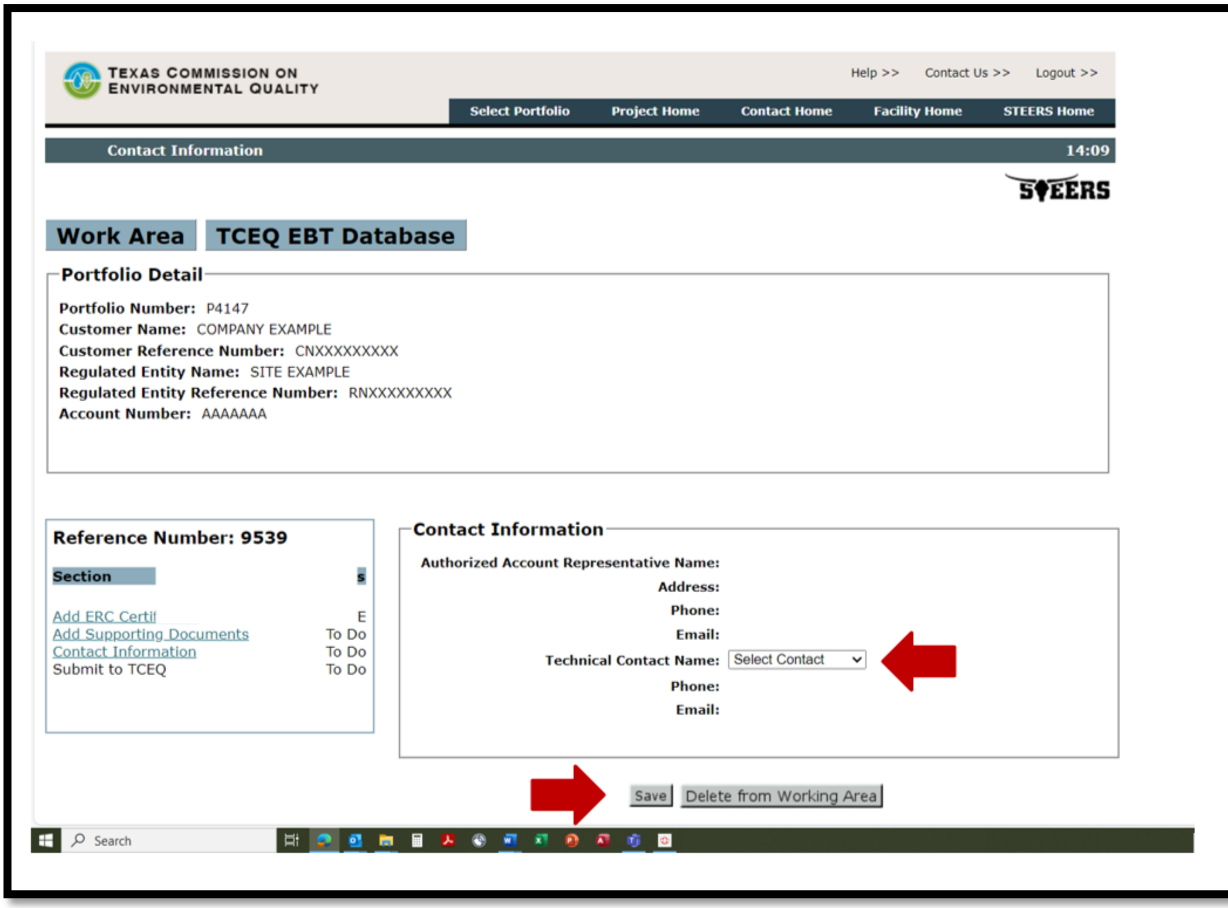


11. You will be prompted to attach Supporting Documentation for your ERC Intent to Use. Documentation should include, but is not limited to, testing data, monitoring data, protocols with results, and example calculations. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.



Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.

12. Click Add File button to upload a document. If you wish to upload a second document, click Add Another File button. Repeat the process to upload as many documents as necessary.
13. Once the required documents are uploaded, you can click on the Delete button to remove any unwanted documents from your application. The system will bring you back to the Add Supporting Documents section.
14. Click the Next button to save the entered data and move to the Contact Information section.
15. The system will prompt you to select a technical contact. When the technical contact has been selected, click the Save button. Then click the Next button.

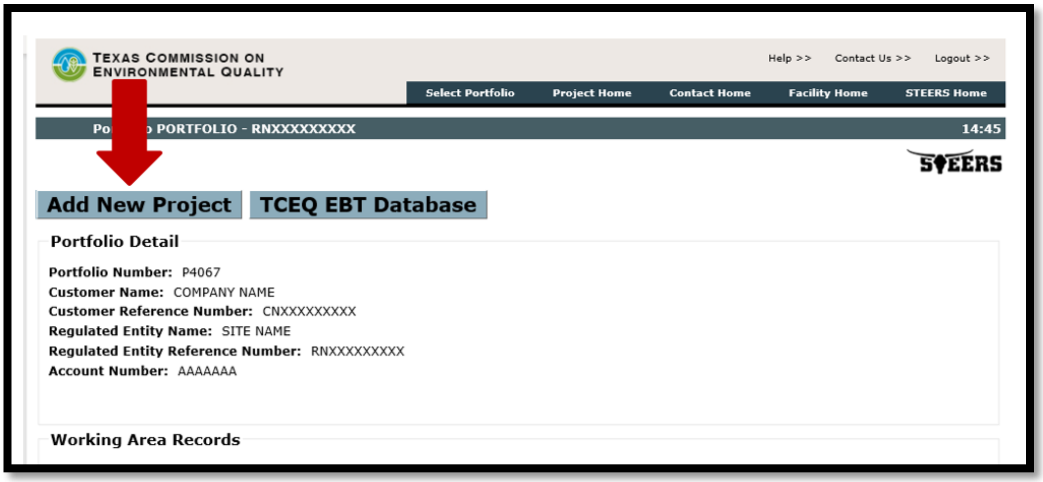


16. Click the Next button or click the Submit to TCEQ link in the Reference Number box or click on the Submit link in the Working Area Records. **These options will only be available if you have Sign and Submit role for the portfolio.**
17. The system will redirect to the STEERS certification page. The page will display the Intent to Use Emission Credits details as well as a certification statement. Carefully read and review all information.
18. Once you have read and certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.

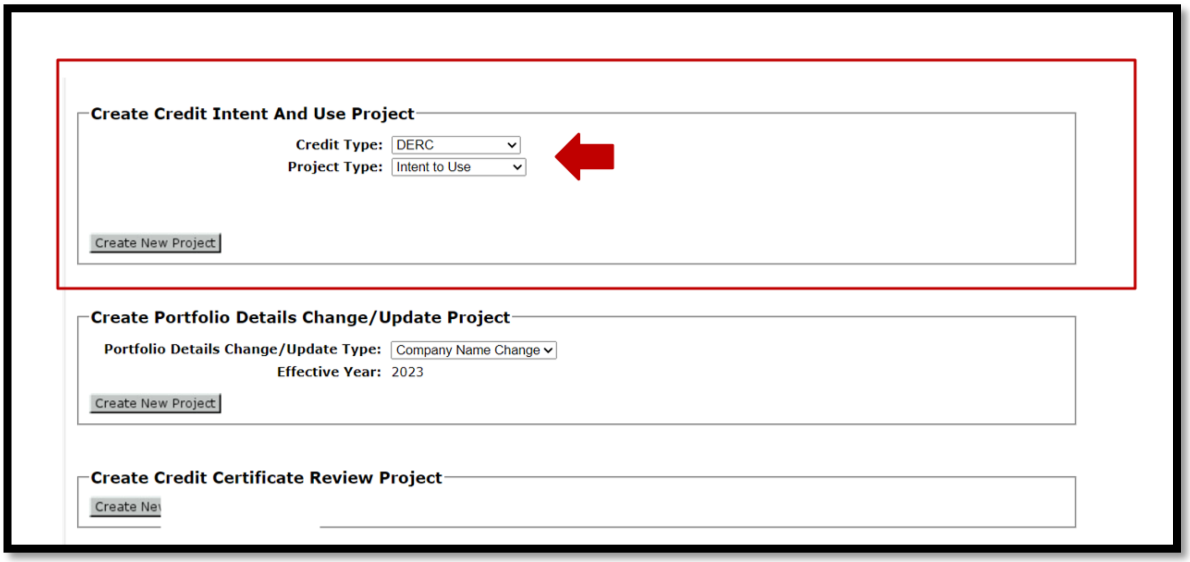
19. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Note that records under the Working Area are not official until they are submitted.**

How to Complete a DERC Intent to Use

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click Add New Project.

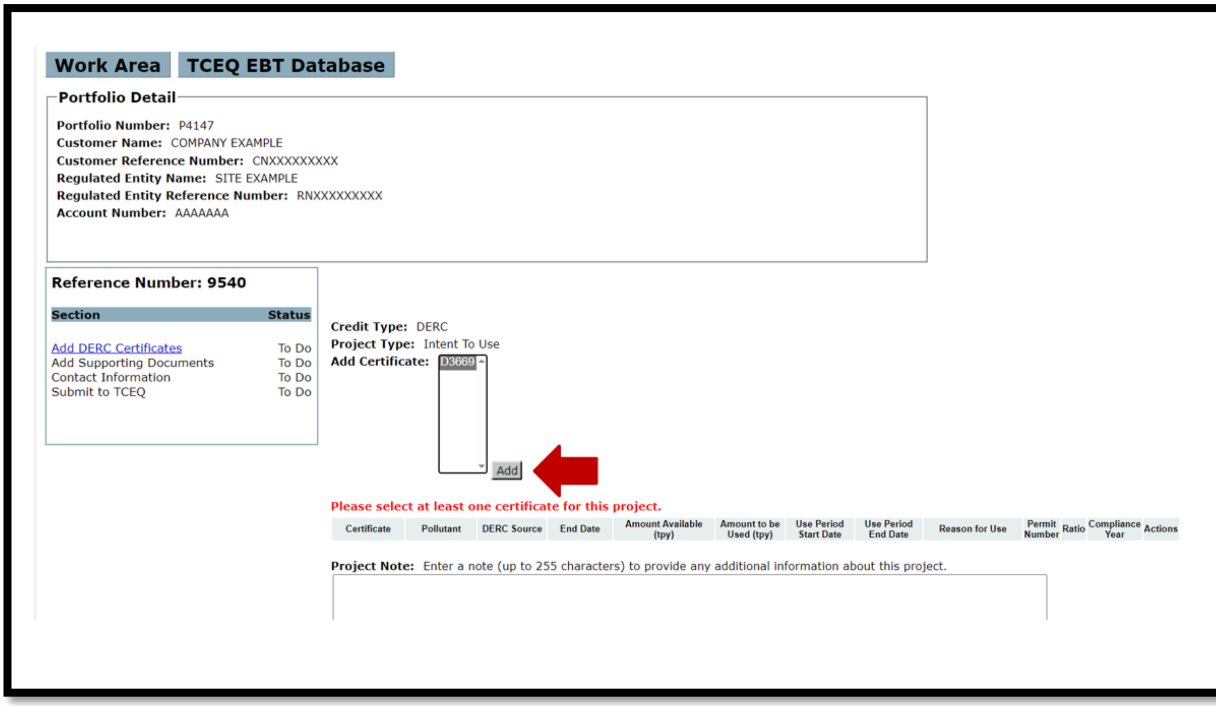


4. Scroll down to the “Create Credit Intent and Use Project” section and select DERC for Credit Type and Intent to Use for Project Type.



5. Click Create New Project.

6. The system will display an assigned Reference Number with four Sections: Add DERC Certificates, Add Supporting Documentation, Contact Information, and Submit to the TCEQ. The system will also display the available DERC certificates for the portfolio.



7. Select at least one certificate that you wanted to use, then click Add to add the selected certificate for the DERC Intent to Use (See Image above). Once added, you can remove the selected certificate by pressing the Remove button associated with each certificate. You will be able to add many certificates as needed for the DERC Intent to Use.

8. The system will display information of the selected certificate, including the certificate number, pollutant code, source type, end date, and amount available. It is required to enter the Amount to Be Used, Use Period Start and End Date, and select Reason for Use from the dropdown menu. Permit Number and Project Note are optional. Ratio and Compliance Year are required if you select "30 TAC Chapter 101, Subchapter H, Division 3" as the Reason for Use.

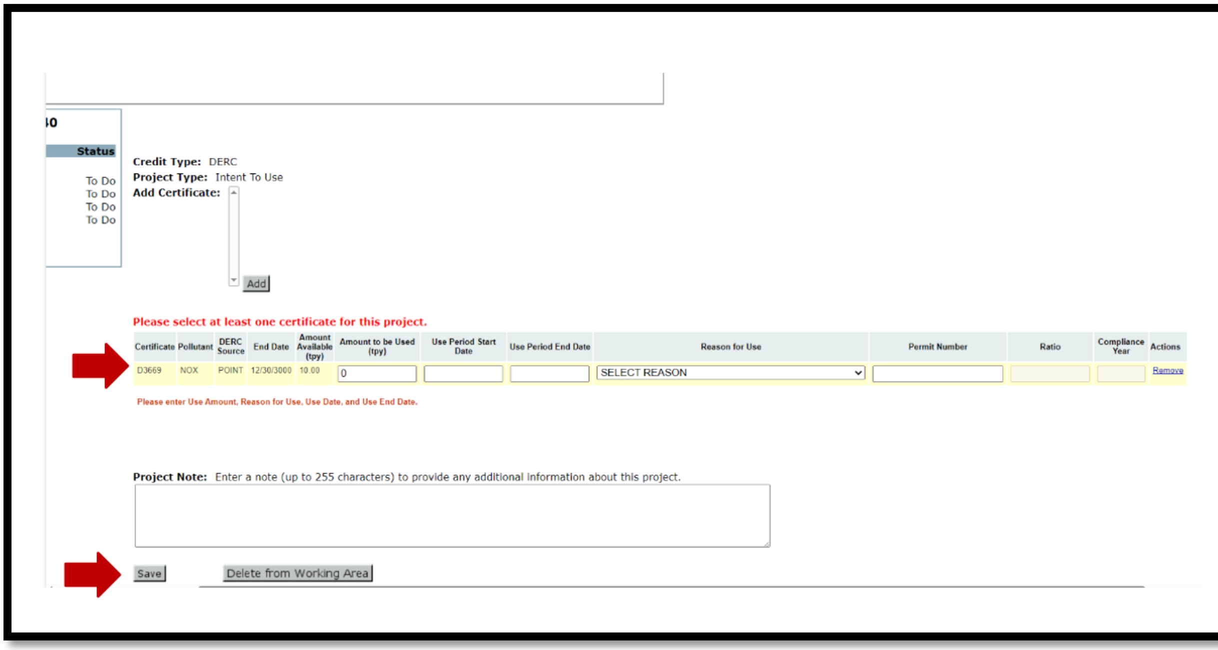
   a. Please review the regulations under 30 TAC Section 101.356[19] pertaining to the use of DERCs for MECT compliance, i.e., Reason for Use "30 TAC Chapter 101, Subchapter H, Division 3." If the ratio is 1:1, enter "1" into the ratio box. If the ratio is 10:1, enter "10" into the ratio box. DERC Intent to Use applications for MECT compliance are due by **Oct.** 1 of each year.

   b. If "NSR Offsets" is selected as the Reason for Use, the system will automatically create a DERC Use project upon submission of the DERC Intent to Use. DERC Intent to Use and DERC Use are processed simultaneously for the purposes of using DERCs to satisfy an NSR offset requirement. Contact the EBT team at ebt@tceq.texas.gov for additional information.

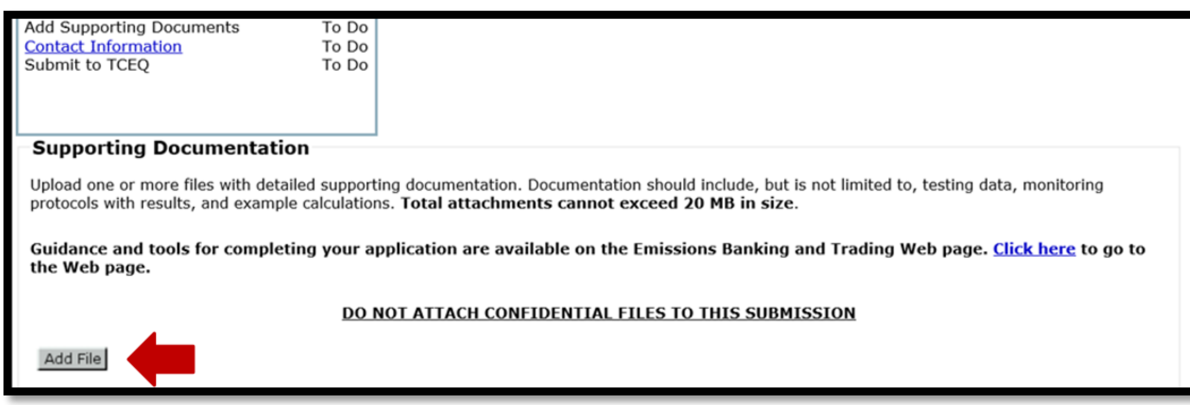
[19] www.tceq.texas.gov/goto/view-30tac

9. If you wish to cancel your application, click “Delete from Working Area.” The system will ask your confirmation. If you click Delete, the system will delete any data for the DERC Intent to Use and bring you to Project Home page. If you click Cancel, the system will bring you back to the Add DERC Certificate section page.

10. Click the Save button to save the entered data, then click Next to move to the Add Supporting Documents section.

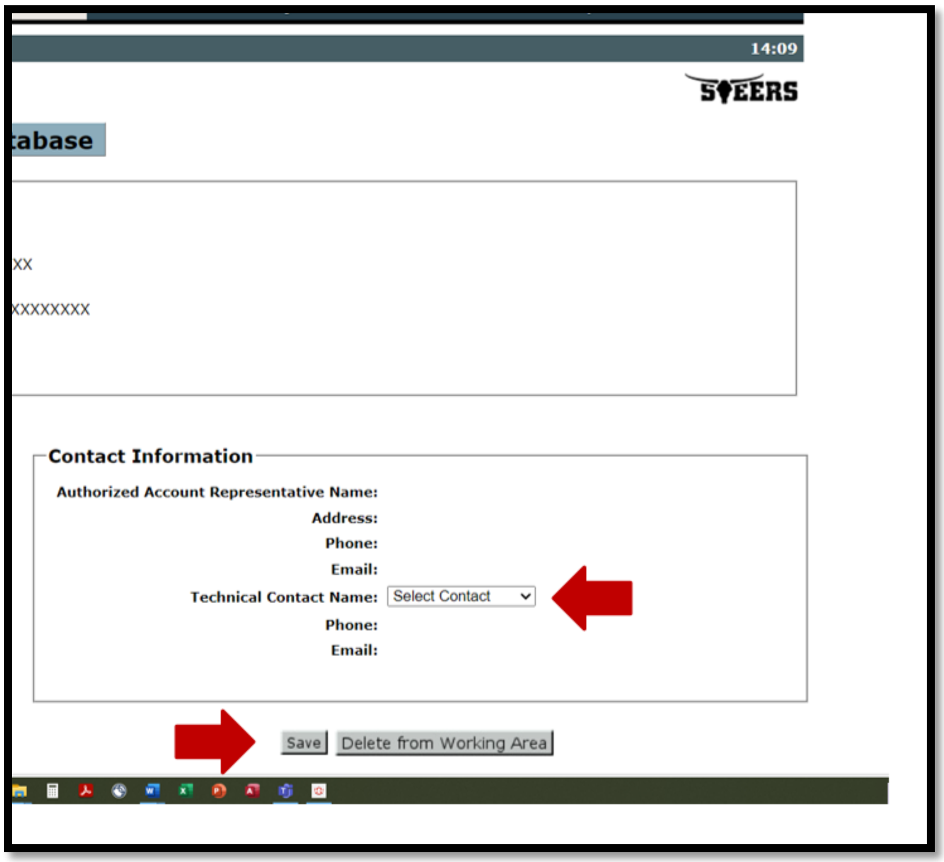


11. You will be prompted to attach Supporting Documentation for your DERC Intent to Use. Documentation should include, but is not limited to, testing data, monitoring data, protocols with results, example calculations, and permit data. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.



Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.

12. Click Add File to upload a document. If you wish to upload a second document, click Add Another File. Repeat the process to upload as many documents as necessary.
13. Once the required documents are uploaded, you can click on the Delete button to remove any unwanted documents from your application. The system will bring you back to the Add Supporting Documents section.
14. Click the Next button to save the entered data and move to the Contact Information section.
15. The system will prompt you to select a technical contact. When the technical contact has been selected, click Save.



16. Click the Next button or click the Submit to TCEQ link in the Reference Number box or click on the Submit link in the Working Area Records. **These options will only be available if you have Sign and Submit role for the portfolio.**
17. The system will redirect to the STEERS certification page. The page will display the Intent to Use Emission Credits details as well as a certification statement. Carefully read and review all information.
18. Once you have read and certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.

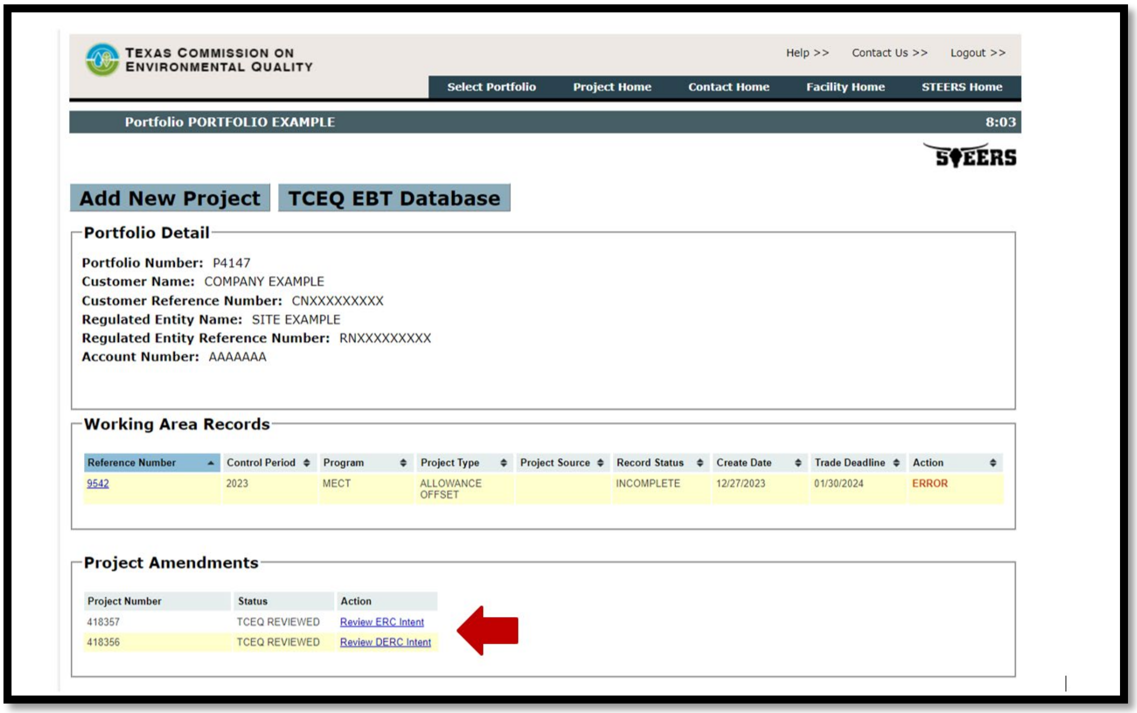
If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Note that records under the Working Area are not official until they are submitted.**

Intent to Use Project Amendments

During the review of your project, edits or amendments to your project may be required, as determined by the EBT Project Manager. If an amendment is needed, the Project Manager will submit a Project Amendment through STEERS for certification. A notification will be sent if an amendment is required.

Please follow these steps to review and certify a Project Amendment.

1. Log into STEERS
2. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
3. Select the Portfolio Number.
4. Go to the Project Amendments section. Under Action, click the link to review the ERC Intent or DERC Intent amendment.



5. A new screen will open to display the Project Information and the amendment language. If you have concerns with the amendment, contact the EBT Project Manager or the EBT team at ebt@tceq.texas.gov.
6. If you agree with the amendment, proceed to the bottom to certify. Only the portfolio's AAR or Alternate AAR with Sign and Submit access for the portfolio will be allowed to certify.

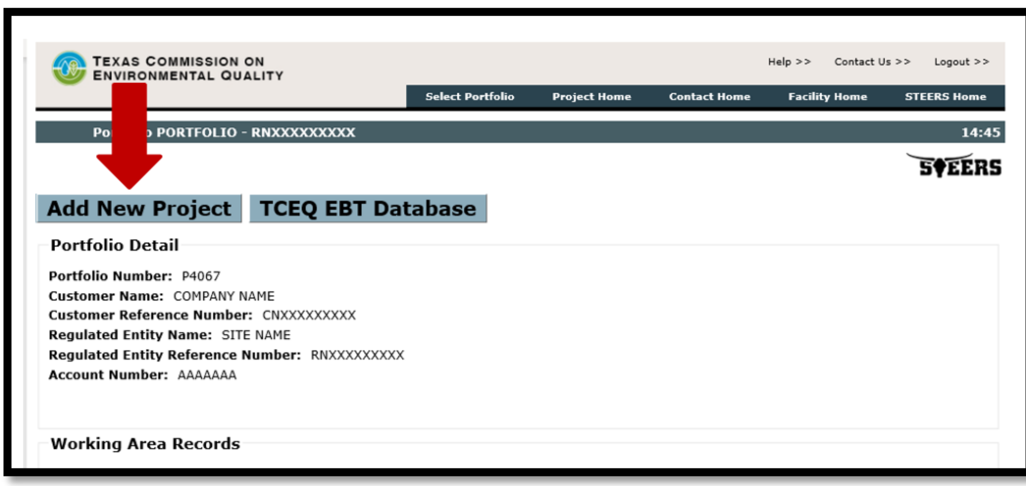
DERC Use

Tips for a Successful Submission

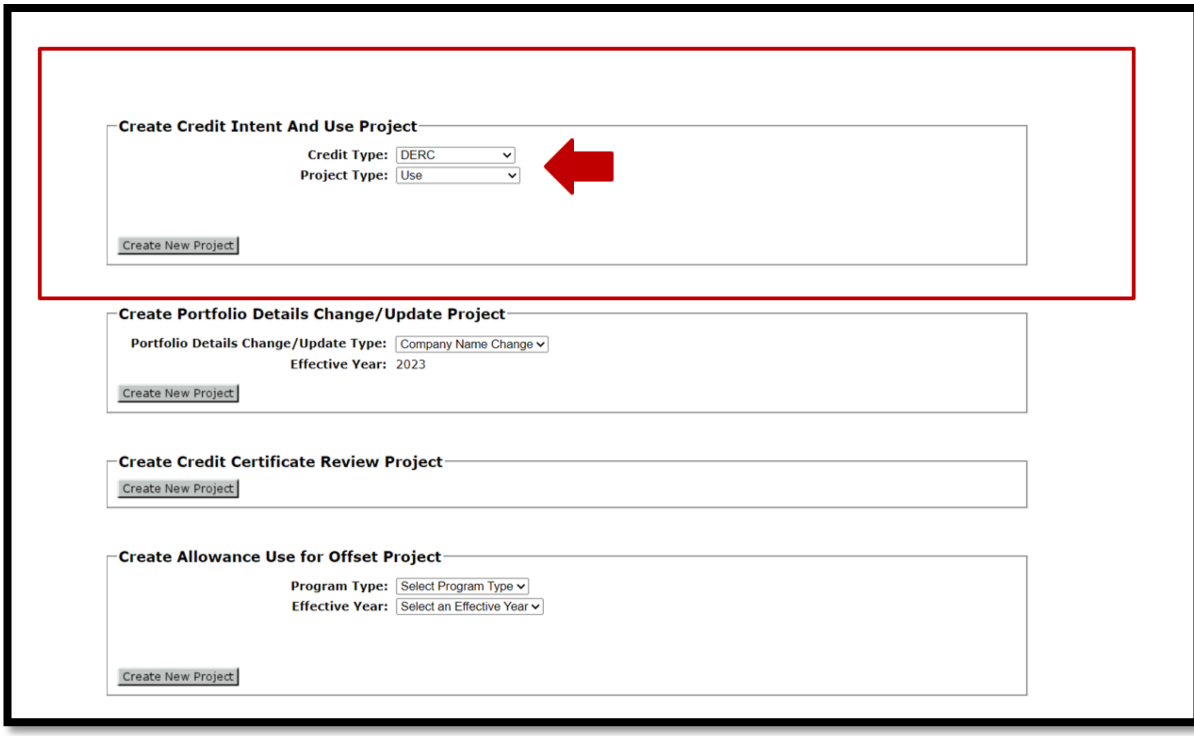
- Before submitting a project, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** section of this document for more information.
- Users with Edit or Sign and Submit authority can create and edit Use projects.
- All Use projects will be reviewed by the EBT Staff. A letter will be issued to the site's AAR once the review has been completed.

How to Complete a DERC Use

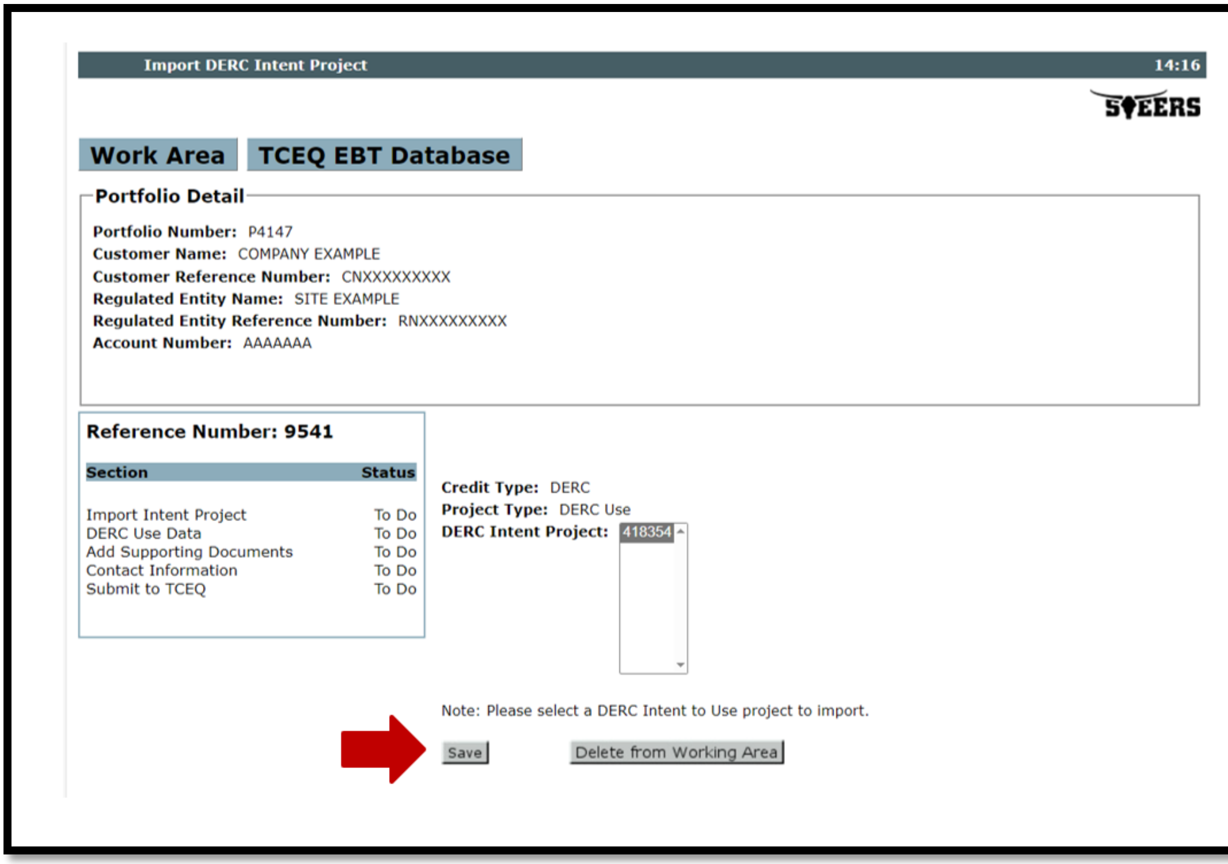
1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



4. Scroll down to the "Create Credit Intent and Use Project" section and select DERC for Credit Type and Use for Project Type.



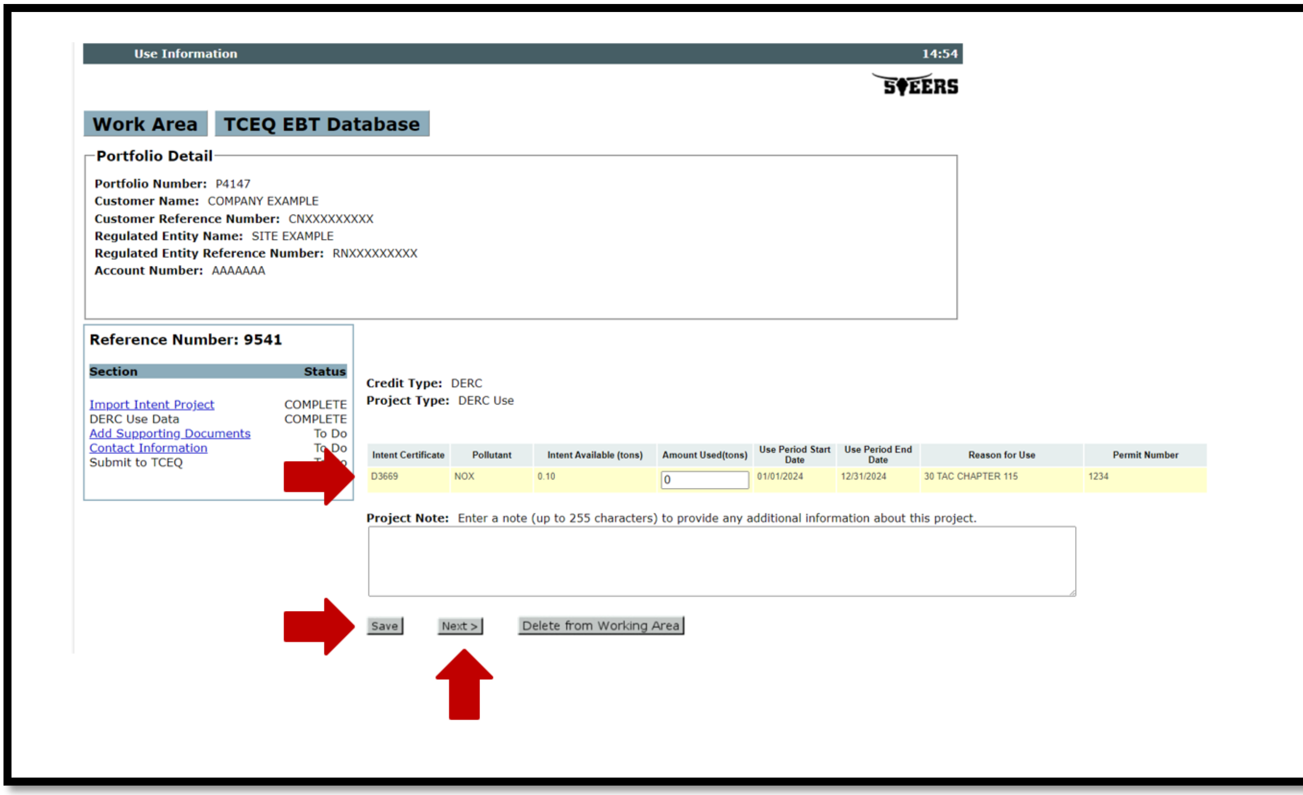
5. Click the Create New Project button.
6. The system will display an assigned Reference Number with five Sections: Import Intent Project, DERC Use Data, Add Supporting Documentation, Contact Information, and Submit to the TCEQ. The system will also display the available DERC Intent to Use projects available to be imported for the portfolio.
7. Select a DERC Intent to Use project that you want to import, then click Save to retrieve project information from that Intent to Use. You will be moved automatically to the DERC Use Data Section. If you wish to import a different DERC Intent to Use project, select the Import Intent Project link to be moved back to that section where you can change your selected project.



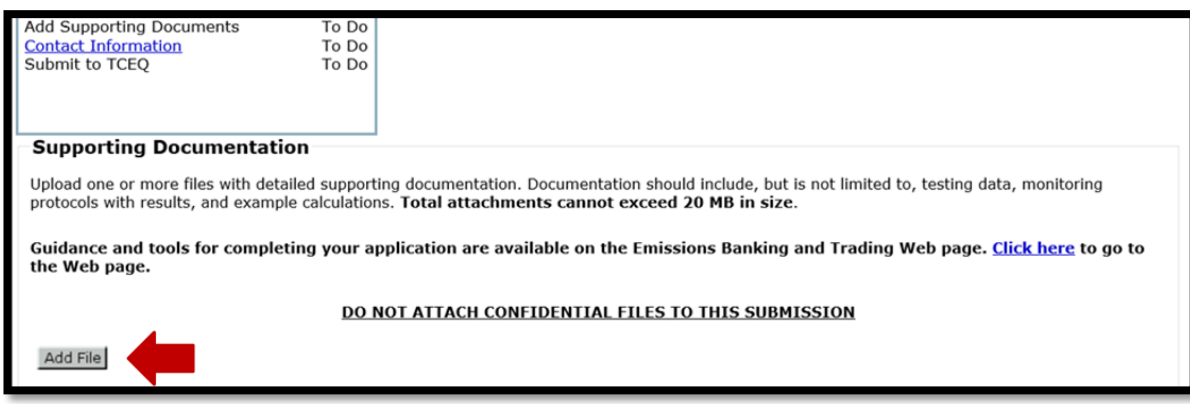
8. The system will display information from the selected Intent project, including the certificate number, pollutant code, amount available, use period start and end date, reason for use, and permit number. It is required to enter the Amount Used.

9. If you wish to cancel your application, click “Delete from Working Area” button. The system will ask your confirmation. If you click Delete button, the system will delete any data for the DERC Use and bring you to Project Home page. If you click Cancel button, the system will bring you back to the Project Home page and the unfinished project will remain in the Work Area.

10. Click Save button to save the entered data, then click Next button to move to the Add Supporting Documents section.



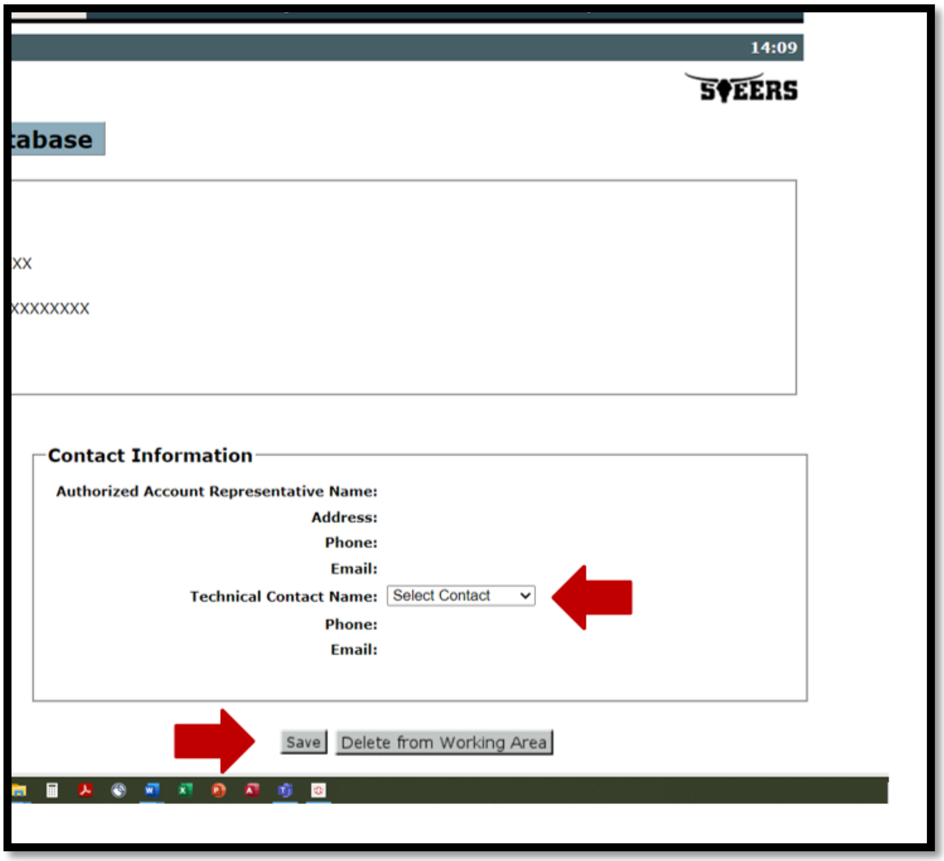
11. You will be prompted to attach Supporting Documentation for your DERC Use. Documentation should include, but is not limited to, testing data, monitoring data, protocols with results, example calculations, and permit documentation. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request.



Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.

12. Click Add File button to upload a document. If you wish to upload a second document, click Add Another File button. Repeat the process to upload as many documents as necessary.

13. Once the required documents are uploaded, you can click on the Delete button to remove any unwanted documents from your application. The system will bring you back to the Add Supporting Documents section.
14. Click the Next button to save the entered data and move to the Contact Information section.
15. The system will prompt you to select a technical contact. When the technical contact has been selected, click the Save button.



16. Click the Next button or click the Submit to TCEQ link in the Reference Number box or click on the Submit link in the Working Area Records. **These options will only be available if you have Sign and Submit role for the portfolio.**
17. The system will redirect to the STEERS certification page. The page will display the DERC Use details as well as a certification statement. Carefully read and review all information.
18. Once you have read and certified the submission, enter your STEERS password, and click the Confirm Submit button. The system will send a confirmation with the official EBT Project Number to your account's email.
19. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Note that records under the Working Area are not official until they are submitted.**

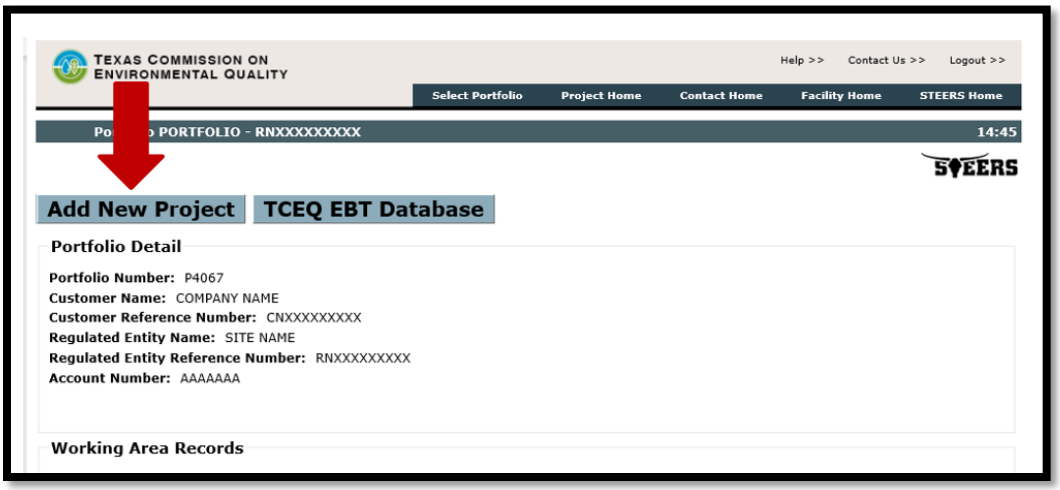
Allowance Use for Offset Project

Tips for a Successful Submission

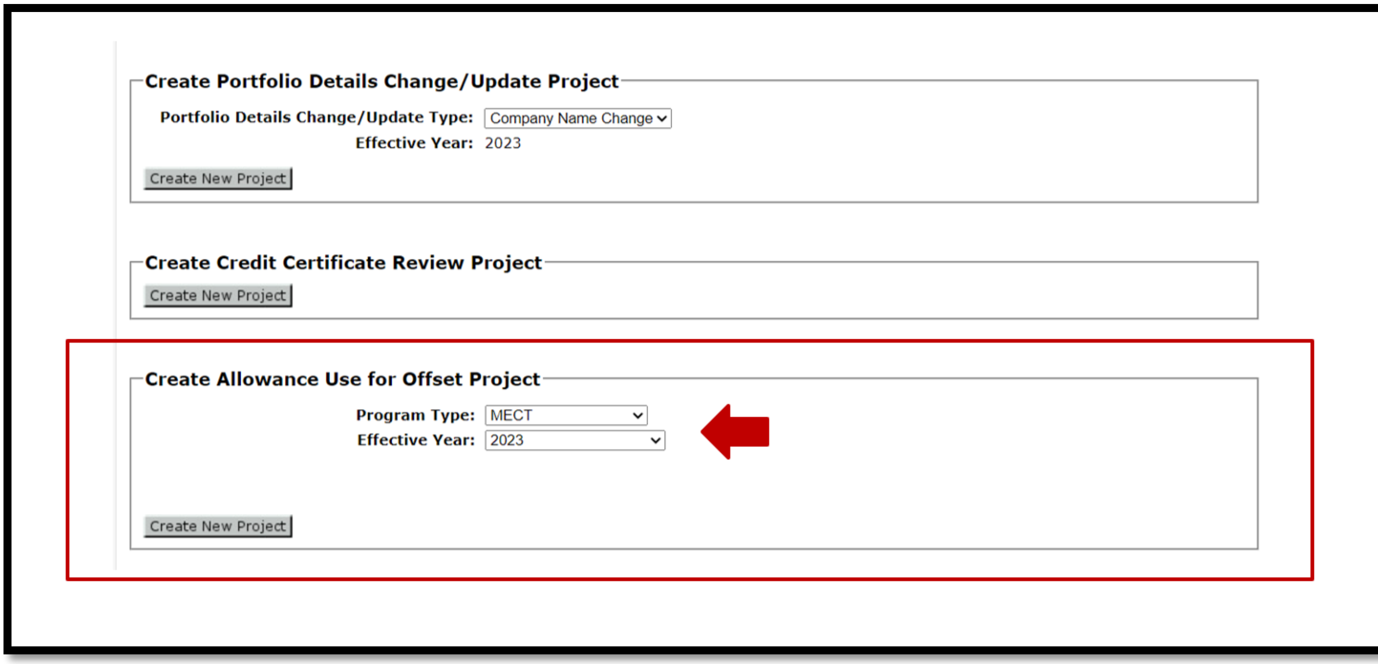
- Before submitting a project, you must ensure your contact information is correct and up to date. Refer to the **Contact Home: How to Register an AAR or Add or Edit Contact Information** for guidance.
- Users with Edit or Sign and Submit authority can create and edit Credit Certificate Review projects.
- All projects will be reviewed by EBT staff. A letter of approval will be issued to the site's AAR once review has been completed.

How to Complete an Allowance Use for Offset

1. From the STEERS Home page, select Emissions Banking and Trading (EBT) from the Select Reporting Program Area options menu.
2. Select the Portfolio Number. If you do not see the portfolio that you wish to work on, review the **How to Add an EBT Portfolio to your STEERS Account** section of this document for guidance.
3. Click the Add New Project button.



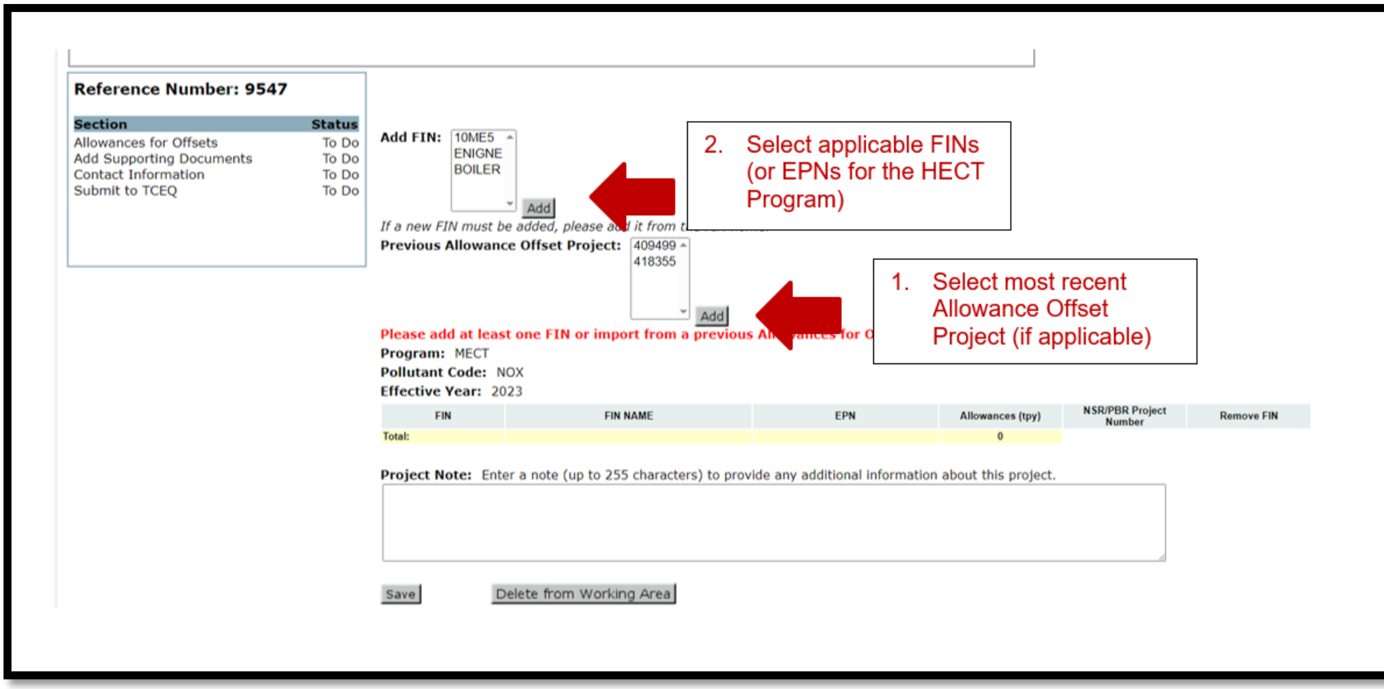
4. Under Create Allowance Use for Offset Project, select MECT or HECT as well as the applicable Effective Year. Click the Create New Project button.



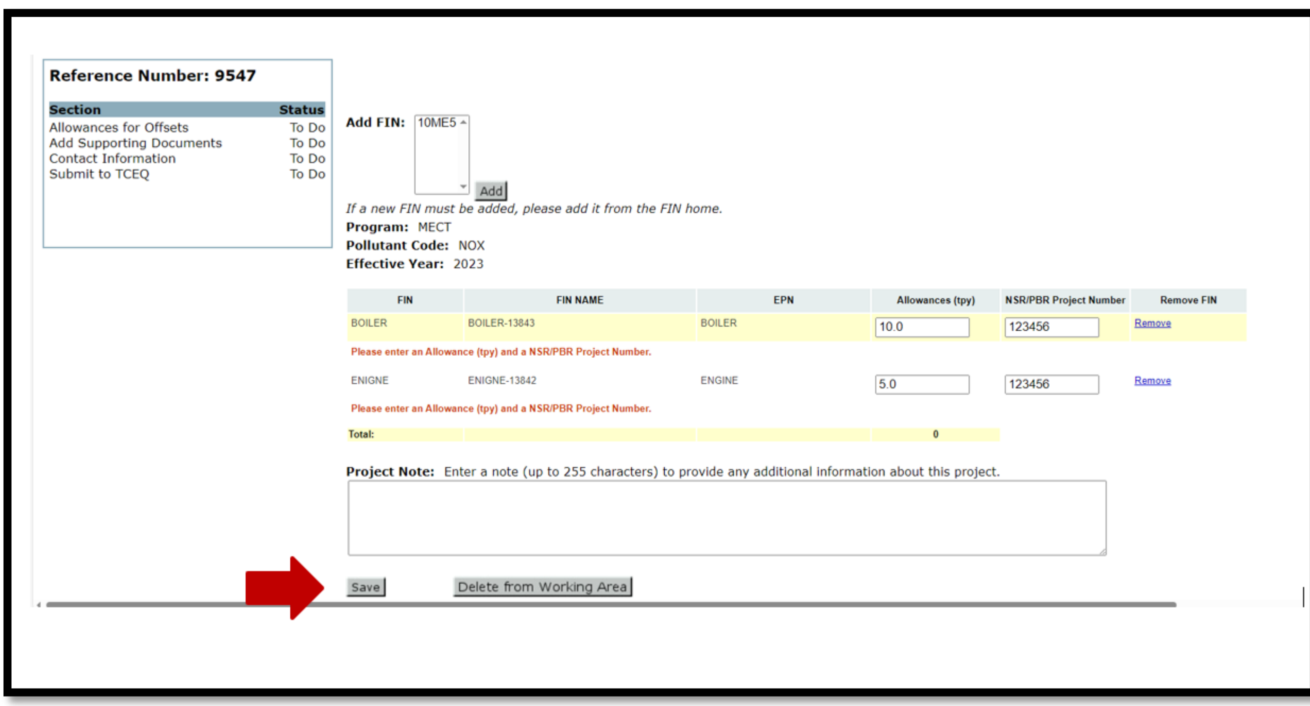
5. The system will provide a list of FINs (MECT) or EPNs (HECT) and a list of previous allowance offset projects.

   a. For the previous allowance offset projects, select the most recently completed project number from the available list. When finished selecting, click the Add button. The project will populate with the information from the previous allowance use for offsets project. If you are creating an initial project, the previous allowance offset projects section will not show any project numbers. For initial projects, you can disregard this selection item. Contact the EBT team at ebt@tceq.texas.gov if you require assistance.

   b. Select all the FIN/EPN records that will be using allowances as offsets. When finished selecting, click the Add button. If the FIN or EPN that you wish to add will be new to the program, you will need to add it to your account using the FIN Home. Please refer to the instructions under Facility Home: How to Add or Edit Facility Information for guidance.



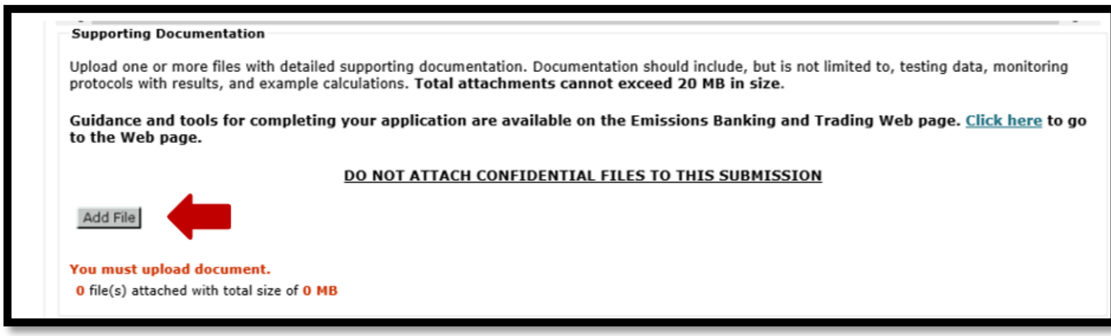
6. The system will display the selected/applicable FIN or EPN records for the project. For each FIN or EPN, enter or verify the amount of allowances to be used for offsets along with the applicable NSR/PBR Project Number. Use the Remove link to remove any FIN or EPN records that will no longer use allowances as offsets.
7. When you are finished, click the Save button.



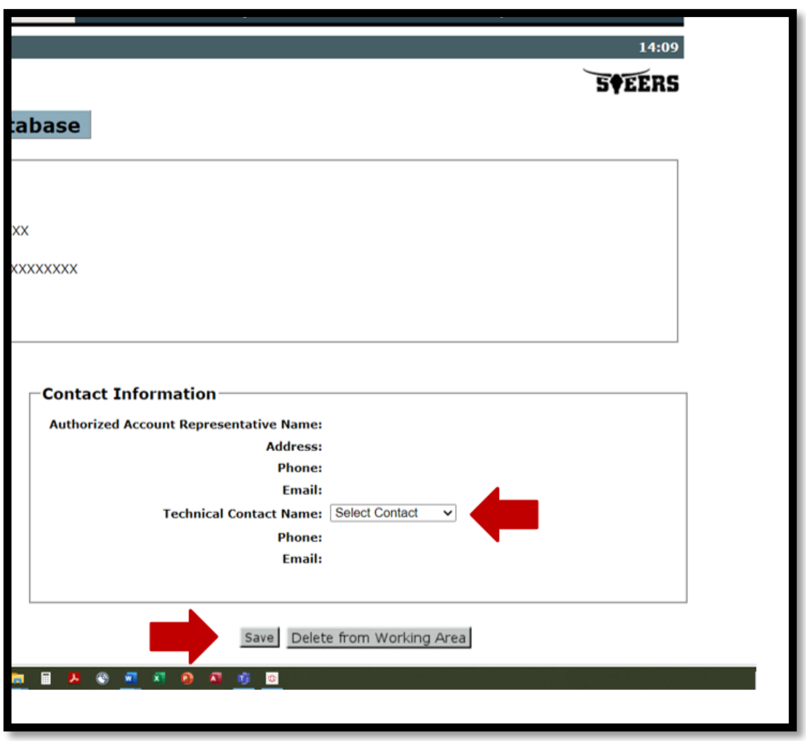
8. The screen will refresh. The system will indicate any errors with the report as well display the Total Tons reported. The total emissions will be rounded up to the nearest tenth of a ton. Click Next.

9. You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20MB in size. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, otherwise please include a note in place of the documents to inform the EBT project manager that you will provide the missing documentation upon request. Click Add File to upload a document. Click Next.

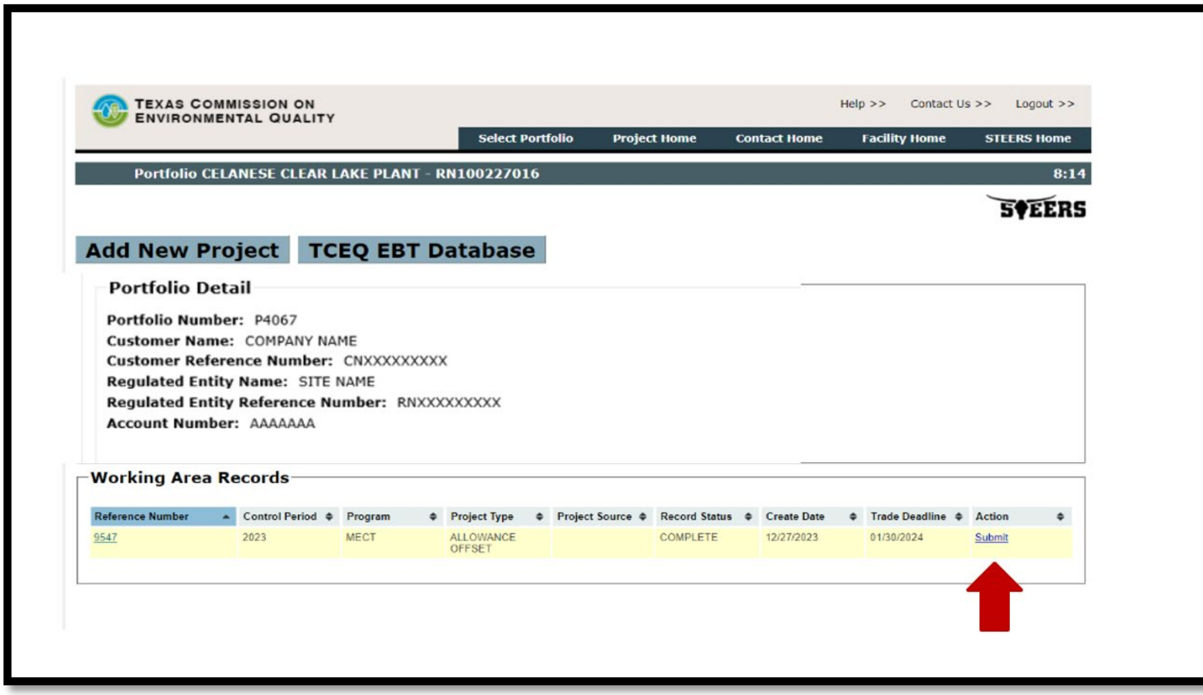
   Notice: Please do not submit confidential information through STEERS, confidential information will be made public when submitted thorough STEERS. If you believe that confidential information is needed to support your project, please contact the EBT team at ebt@tceq.texas.gov for guidance.



10. The system will prompt you to select a technical contact. When the technical contact has been selected, click the Save button at the bottom of the page. If you wish to exit the report and return at a later time, click the Work Area button at the top of the screen to return to the Project Home page.



11. All saved projects will be assigned a Reference Number and will be available in the Working Area Records on the Project Home page. If the report is incomplete, the word **ERROR** will appear next to the record.
12. To correct any errors, edit the project information, or add additional attachments, click on the record’s Reference Number link.
13. To remove the project from the Working Area, click on the record’s Reference Number link and click the “Delete from Working Area” button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Click Delete to remove the trade from the Working Area Records or Cancel to return to the project detail page.



14. Once a report is complete and has no errors, it can be submitted to the TCEQ by the authorized account representative for the portfolio, as follows:
    a. Click on the Submit link next to the report under the Working Area Records (see image above). **This link will only appear if you have Sign and Submit role in the portfolio.**
    b. The system will redirect to the STEERS certification page. The page will display the report details as well as a certification statement. Carefully read and review all information.
    c. Once you have certified the submission, enter your STEERS password, and click the Confirm Submit button. A confirmation, with the official EBT Project Number, will be sent by email.
15. If you do not wish to submit, click the Do Not Submit button to return to the Project Home page. **Reports are not considered official TCEQ records until they are submitted.**

Contact Information

Emissions Banking and Trading: ebt@tceq.texas.gov

STEERS Help: steers@tceq.texas.gov

Abbreviations

AAR: Authorized Account Representative

APD: Air Permits Division

CEMS: Continuous Emission Monitoring System

CN: Customer Reference Number

DERC: Discrete Emission Reduction Credit

DFW: Dallas-Fort Worth ozone nonattainment area

EBT: Emissions Banking and Trading Program

EBTA: Emissions Banking and Trading Allowances

EF: Emission Factor

EGF: Electric Generating Facility

EGU: Electric Generating Unit

EI: Emissions Inventory

EPA: United States Environmental Protection Agency

EPN: Emission Point Number

ERC: Emission Reduction Credit

ESAD: Emission Specifications for Attainment Demonstration

FIN: Facility Identification Number

HECT: Highly Reactive Volatile Organic Compound Emissions Cap and Trade

HGB: Houston-Galveston-Brazoria ozone nonattainment area

HRVOC: Highly Reactive Volatile Organic Compound

LOA: Level of Activity

MDERC: Mobile Discrete Emission Reduction Credit

MECT: Mass Emissions Cap and Trade

MERC: Mobile Emission Reduction Credit

NO_X: Nitrogen oxides

NNSR: Nonattainment New Source Review

NSR: New Source Review

PBR: Permit by Rule

PEMS: Predictive Emissions Monitoring System

PM_{10}: Particulate Matter with an aerodynamic diameter $\leq$10 microns

$PM_{2.5}$: Particulate Matter with an aerodynamic diameter $\leq$ 2.5 microns

RN: Regulated Entity Reference Number

SIP: State Implementation Plan

SO_2: Sulfur dioxide

SPA: STEERS Participating Agreement

STEERS: State of Texas Environmental Electronic Reporting System

TAC: Texas Administrative Code

TCEQ: Texas Commission on Environmental Quality

VOC: Volatile Organic Compounds