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# Emissions Banking & Trading STEERS Guidance

Introduction

The State of Texas Environmental Electronic Reporting System (STEERS) is an online system that allows you to submit and maintain information pertaining to your applications, registrations and reports at the Texas Commission on Environmental Quality (TCEQ). In the STEERS Emissions Banking and Trading (EBT) Program Area, you can create and submit projects including trades, annual reports and credit generations; update your facility and contact records; and certify applicable Emissions Banking and Trading Certification of Emission Reductions Forms (EBT-CERT).

Which EBT Projects can be submitted through STEERS?

Trades	Annual Reports	Credit Generation
- MECT - HECT - EBTA (SB7) - ERC/DERC	- MECT - HECT - EBTA (SB7)	- ERC - DERC - Source Types Accepted: Point, Area, On Road, Non Road

General Tips for Using the Emissions Banking and Trading (EBT) STEERS Application:

- The EBT module is best viewed with Internet Explorer version 10.0+, a recent version of Firefox, or comparable web browser.

- Use the provided module navigation buttons. The Do Not Submit button will take you back to the home screen. Data can be lost if the browser "Back" button is used.

- When you are working on projects or facility and contact records, your work will be saved under the portfolio's Working Area. Note that projects are not submitted unless you click Submit in the working area and receive an e-mail confirmation from TCEQ. If you do not receive an e-mail confirmation, contact EBT staff to verify that your information has been received.

- This is a step-by-step guidance, however there are multiple ways to navigate through STEERS.

- STEERS Help Guidance is always accessible by clicking the link on the top right of the screen. If you need further assistance, you can contact the STEERS Helpdesk at (512) 239-6925.
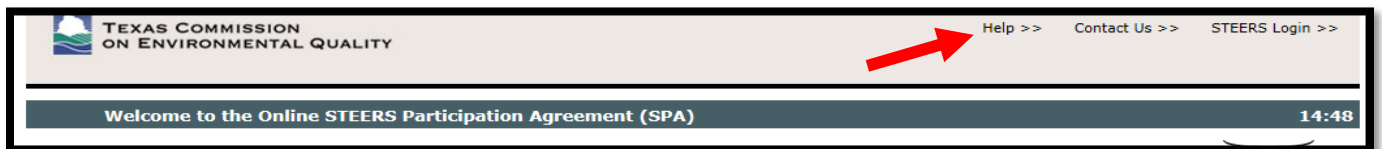
Icons in STEERS:

Hover over the 🔵 (help) button for more information on navigating through STEERS.

When you see the 📘 (book) icon, there is a dropdown list that you must select from. Click on the book icon to make a selection. You may select one or more items.
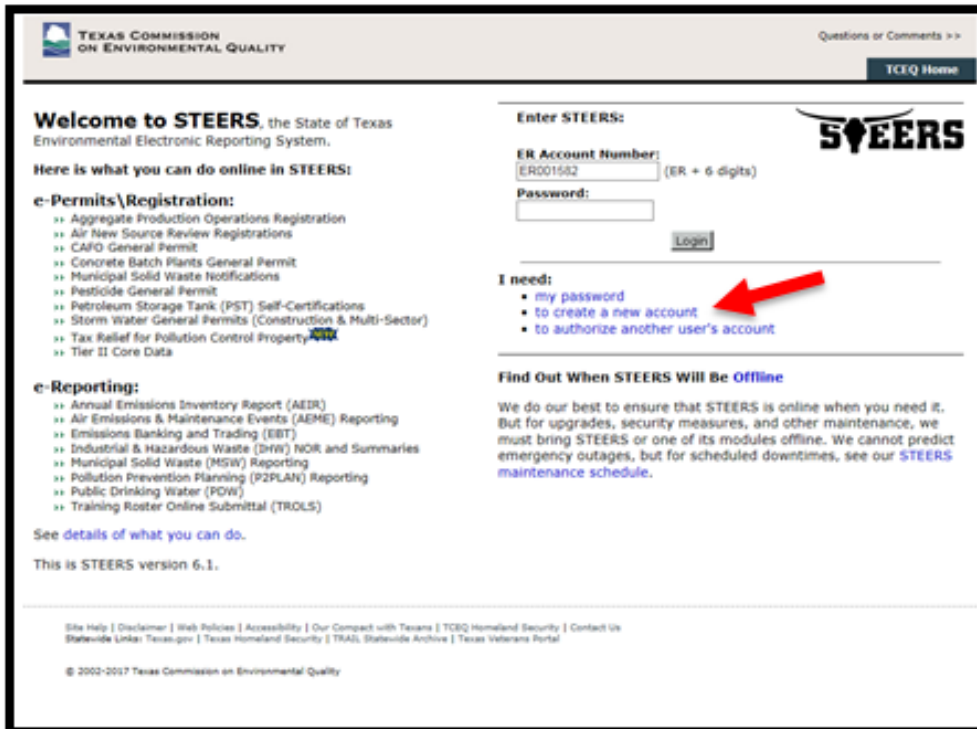
The ◆ (eraser) icon allows you to clear everything that was entered in the corresponding text box.

Creating a STEERS Account:

> Already have a STEERS account with another TCEQ program?
>
> Skip to How to Add an EBT Portfolio to your STEERS Account

1) Access STEERS at the following link: https://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

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

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >>   Contact Us >>   Logout >>

Applicant Information   14:54

STEERS

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

5) Review your information and click **Next.**

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

7) 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 in to STEERS. Take note of the ER00XXXX number, this acts as a username and you will use it to log back in to your account.
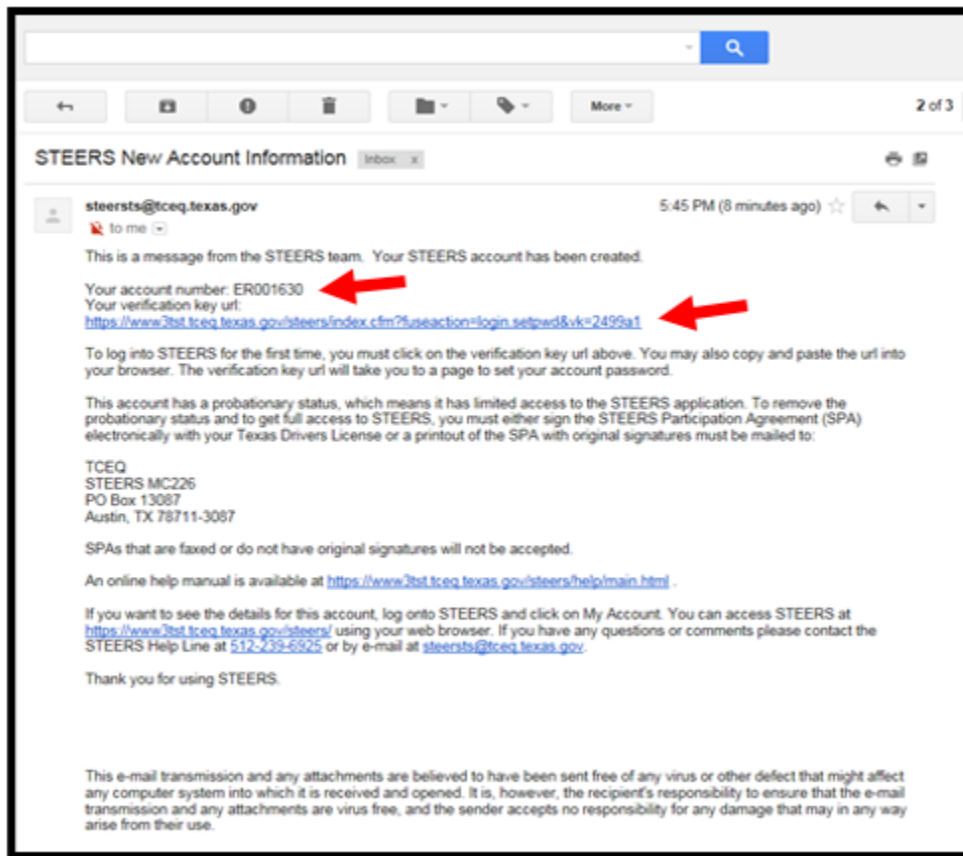
8) You'll be directed to this screen where you can create a password for your STEERS account:
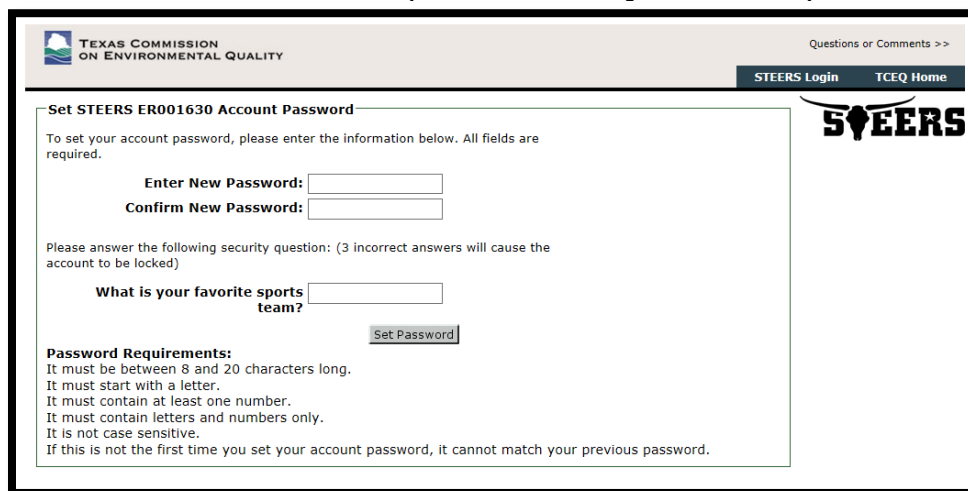
9) Next, you can choose a program to add to your account. Select "Emissions Banking and Trading (EBT)," from the dropdown menu.
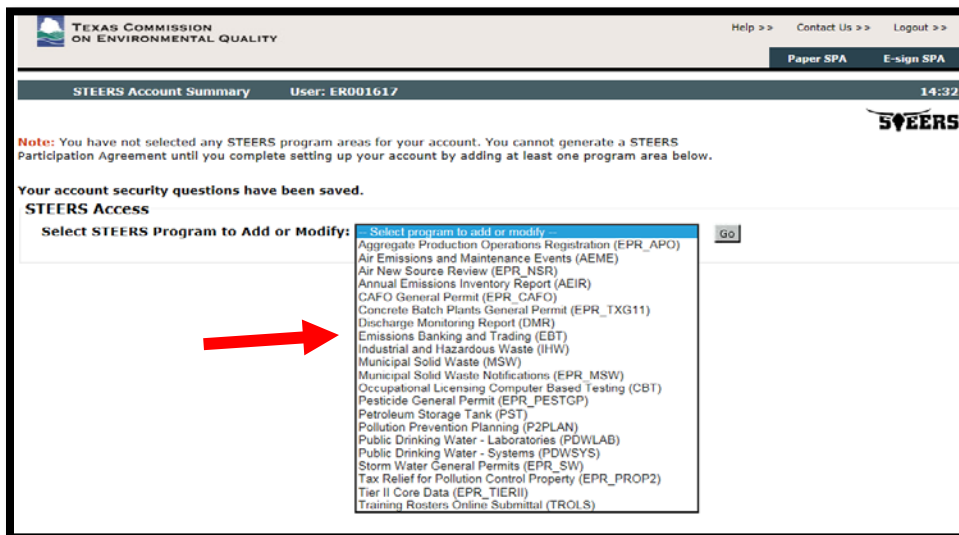
10) You will then be directed to this page where you can add a portfolio to your STEERS account:
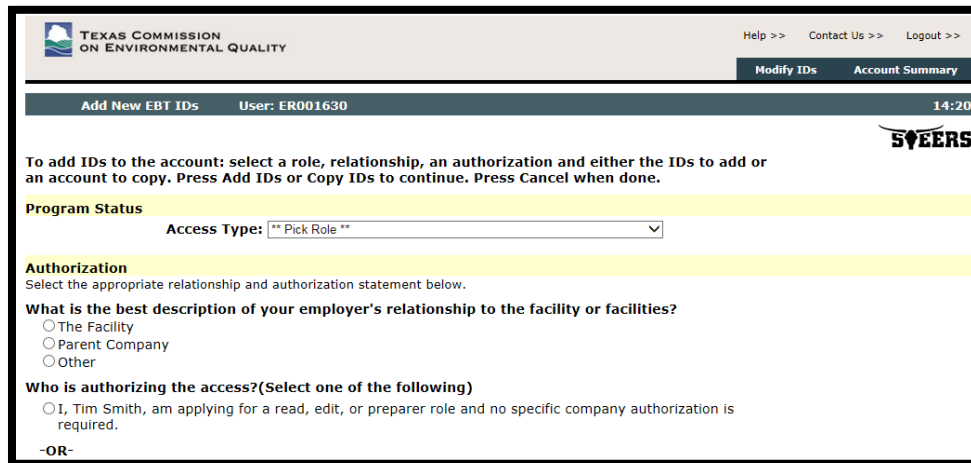
Skip to Step 6 (p11) of How to Add an EBT Portfolio to Your STEERS Account for instructions on how to complete this page.

How to Add an EBT Portfolio to Your STEERS Account:

Every site or broker that participates in the EBT program 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 for assistance.

In addition, a STEERS Electronic Reporting (ER) account number and password is required to access your STEERS account. For information on setting up an account, please see Creating a STEERS Account.

1) Log in to STEERS and navigate to the STEERS Homepage by clicking **STEERS Home** at the top right of your screen, then select **My Account**.

2) Under the STEERS Access section, select Emissions Banking and Trading (EBT) and click **Go** OR click the link to **Emissions Banking and Trading**. (They will take you to the same page)

3) Select Add IDs at the top of the page or the grey link at the bottom.

4) To add an ID, first choose your Access Type under Program Status:

- **EBT Read:** User can view the portfolio's contact, facility, and project data, but cannot add, edit, certify, or submit information to the TCEQ.

- **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 applications for submission to the TCEQ.

- **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 registered for the portfolio(s) may select this level of access. (See How to Add or Edit Contact Information for more details on adding an authorized account representative).

	Modify IDs	Account Summary

Add New EBT IDs   User: ER001623   14:44

STEERS

To add IDs to the account: select a role, relationship, an authorization and either the IDs to add or an account to copy. Press Add IDs or Copy IDs to continue. Press Cancel when done.

Program Status

Access Type: [** Pick Role ** ▼] ⬅

Authorization
Select the appropriate relationship and authorization statement below.

What is the best description of your employer's relationship to the facility or facilities?
○ The Facility
○ Parent Company
○ Other

Who is authorizing the access?(Select one of the following)
○ I, Mart Mert, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

○ I, Mart Mert, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC Chapter 101.

○ I, Mart Mert, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC Chapter 101.

Authority: [ ] (Name of authorizing authority)
Title: [ ] (Title of authorizing authority)
Company: [ ] (Authorizing company)
Phone: [ ] (999-999-9999)

EBT IDs to Add:
You may enter each ID or copy IDs from another STEERS account.

Each portfolio is identified by the letter "P" plus four digits, e.g. P1234.

[ ] [ ] [ ] [ ] [ ]

5) 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).

- 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.

6) 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 STEERS Participation Agreement (SPA). To search for portfolios, visit the TCEQ EBT Database. Alternatively, you may copy portfolios from another STEERS account by entering the STEERS account number (ER00XXXX). You and the other account holder must be employed by the same company in order for the portfolios to be copied.

7) When finished, click the **Add IDs** or **Copy IDs** button.

8) 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.

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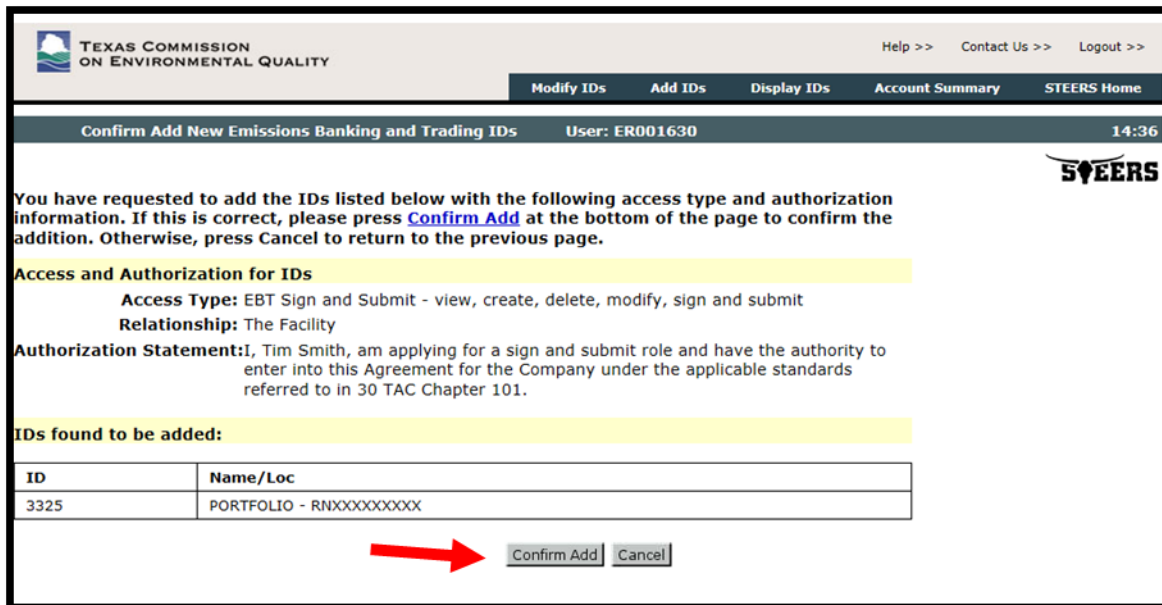
9) Once the portfolios are added, you will be directed to the Emissions Banking and Trading ID List page. All portfolios that have been added will be on probation status. To receive full access to these portfolios, you must submit a new signed STEERS Participation Agreement (SPA) to the TCEQ. (See Section: Signing your STEERS Participation Agreement)

10) 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** at the bottom of the page. Otherwise, press **Cancel** to exit.
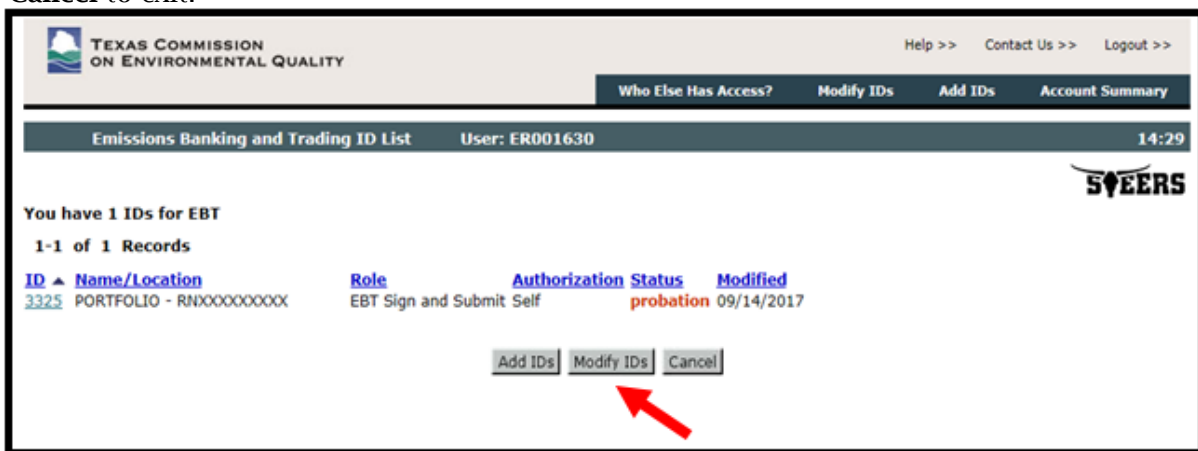
Signing your STEERS Participation Agreement:

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.

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, you will need to click My Account first. The "E-Sign SPA" and "Paper SPA" options will then appear at the top right of your screen.

Note: Whenever you add a new portfolio to your account, you will have to sign a new SPA.

To sign your SPA electronically (E-Sign):

1) Review your information and the agreement.

2) Sign the agreement electronically by filling in your information. Please note that the TCEQ will not save any of your confidential data.

3) Click E-Sign SPA and then Exit Application.

4) A confirmation e-mail will be sent to your account's e-mail address. Keep this e-mail for your records.

5) You will now be able to log in to STEERS with your account authorized.

To Sign your SPA on paper ("Paper SPA"):

1) Choose to generate an entire SPA or fill in the information for a partial SPA for a specific authorization:
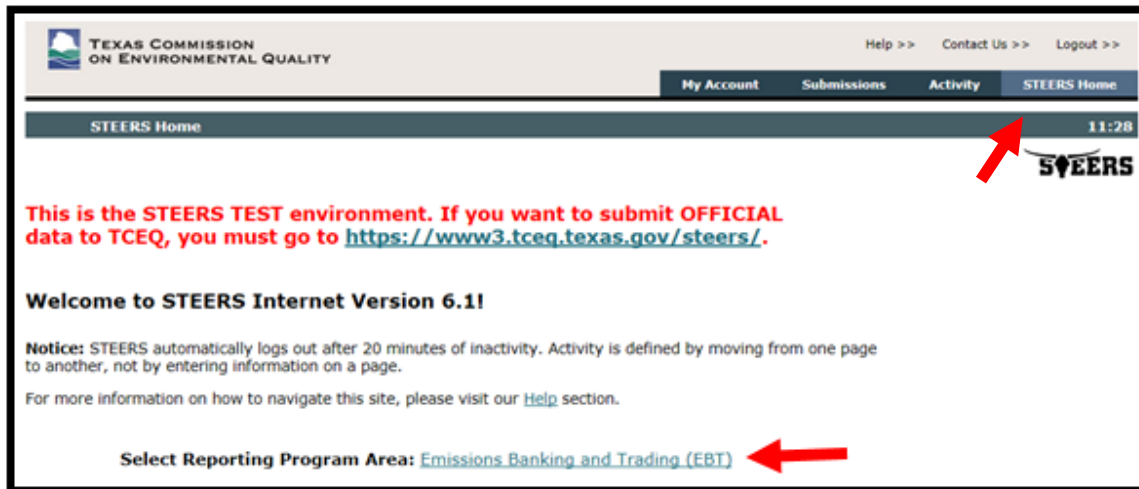
2) The SPA will be generated and can be printed, signed and mailed to the TCEQ address listed on the form. Please note, signatures must be original and in ink.

3) Once the TCEQ has reviewed and approved your SPA, a confirmation e-mail will be sent to your account's e-mail address. Keep this e-mail for your records. The review process may take 3-5 business days from the day the SPA is received.

Accessing the Emissions Banking and Trading (EBT) Program:

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:
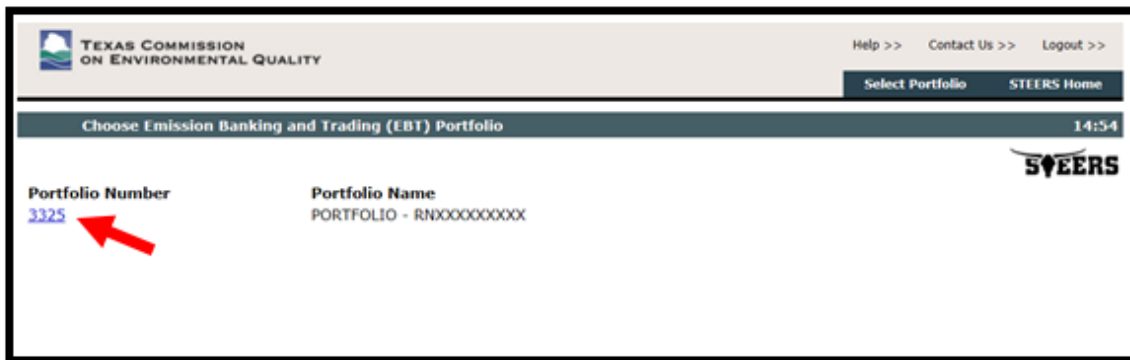
3) This will bring you to the Project Home Screen. Here you can add a new project or navigate to the TCEQ EBT Database, Facility Homepage and Contact Homepage:
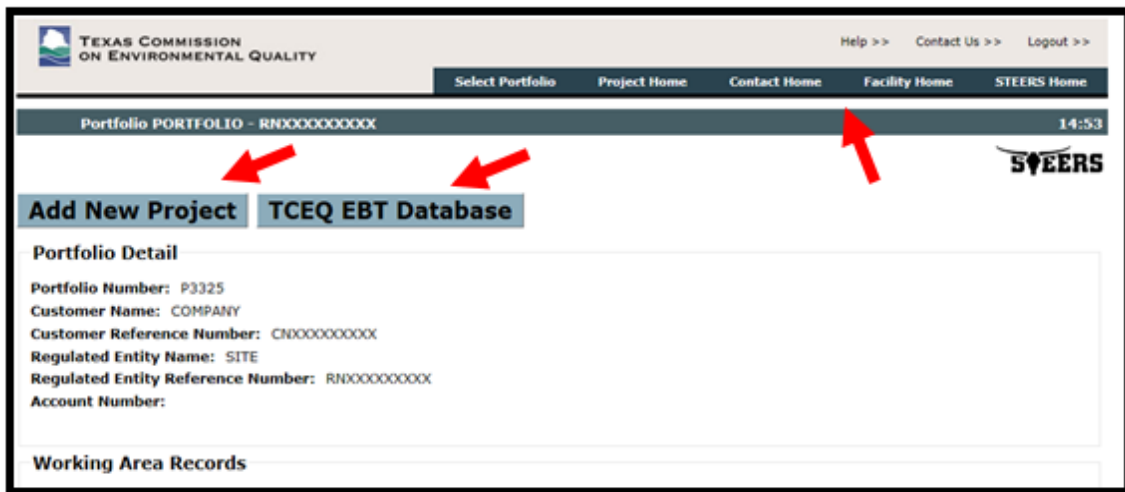
How to Add or Edit Facility Information:

> **Note:** Before submitting an annual report for the Mass Emissions Cap and Trade (MECT) or Highly Reactive Volatile Organic Compounds (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) Click Facility Home to access the Facility Homepage.
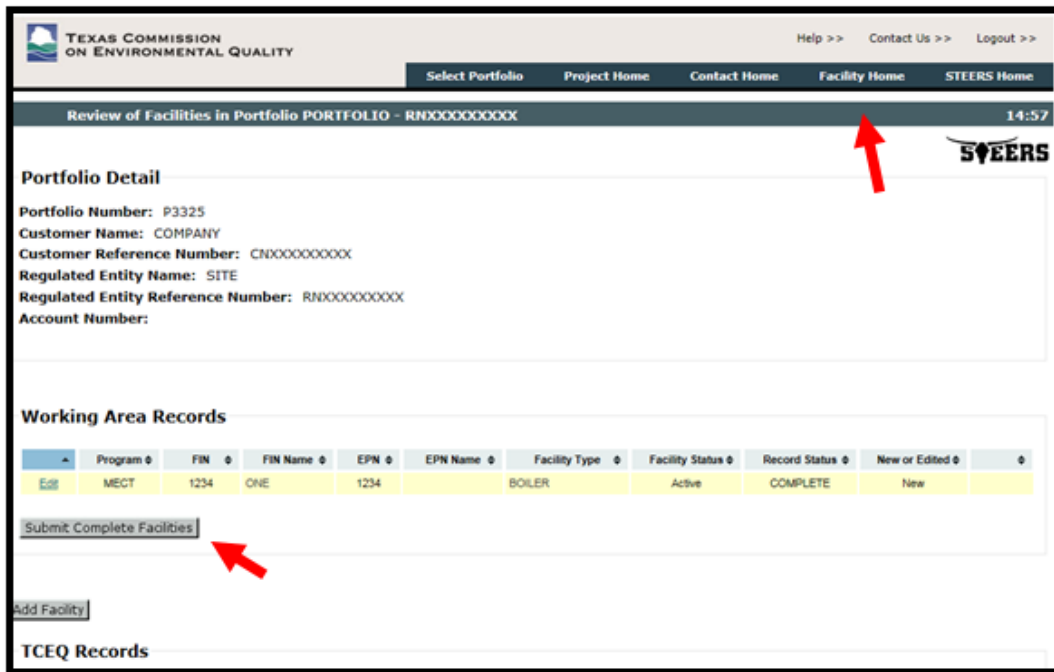
The Facility Home page will display both the Working Area Records and TCEQ Records.

- **Working Area Records:** Displays new or edited facility records that have not been submitted to the TCEQ.

- **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.

Note: 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
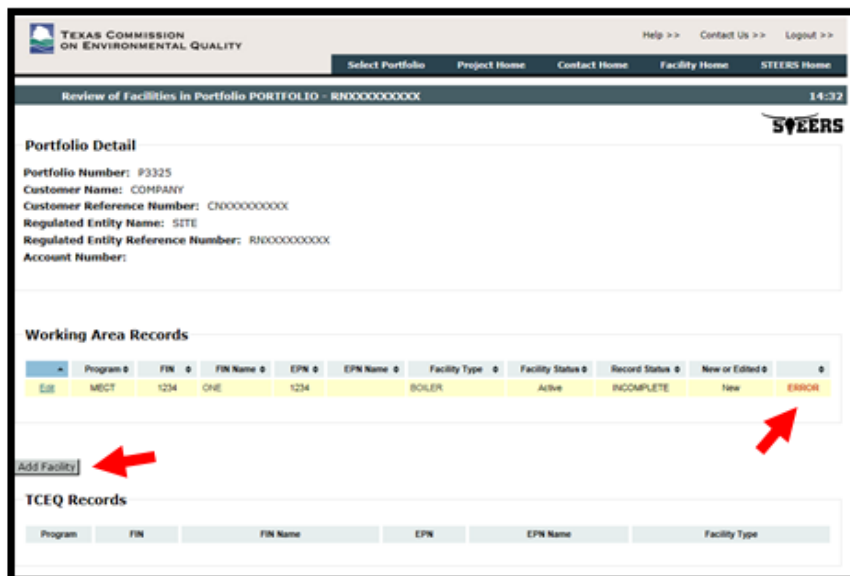
2) From the Program options list, select "Mass Emission Cap and Trade (MECT)" to add a MECT facility or "Highly Reactive Volatile Organic Compounds Cap and Trade (HECT)" to add a HECT facility. Click Go to continue or Cancel to return to the Facility Home page.

For a new MECT facility, complete the following data fields:

- **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: \ /. & ( ) #

- **Facility Type:** Select the facility type from the provided options list.

- **Fuel Type:** Select the fuel burned by the facility from the provided options list.

- **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: \ /. & ( ) #

- **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.

- **Rated Capacity:** Enter the maximum rated capacity of the facility. Entry must be numeric.

- **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: \ /. & ( ) #

- **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: \ /. & ( ) #

- **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).

- **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.

For a new HECT facility, complete the following fields:

- **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: \ /. & ( ) #

- **EPN Type:** Select the facility type from the provided options list.

- **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: \ /. & ( ) #

- **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).

- **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.

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

4) 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 in red text next to the record (see image above). Click on the record's Edit link to re-open the facility details and correct any errors.

5) 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. Press Delete to remove the facility from the Working Area Records or Cancel to return to the facility detail page.

6) 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:

7) Press the **Submit Complete Facilities** button from the Facility Home page.
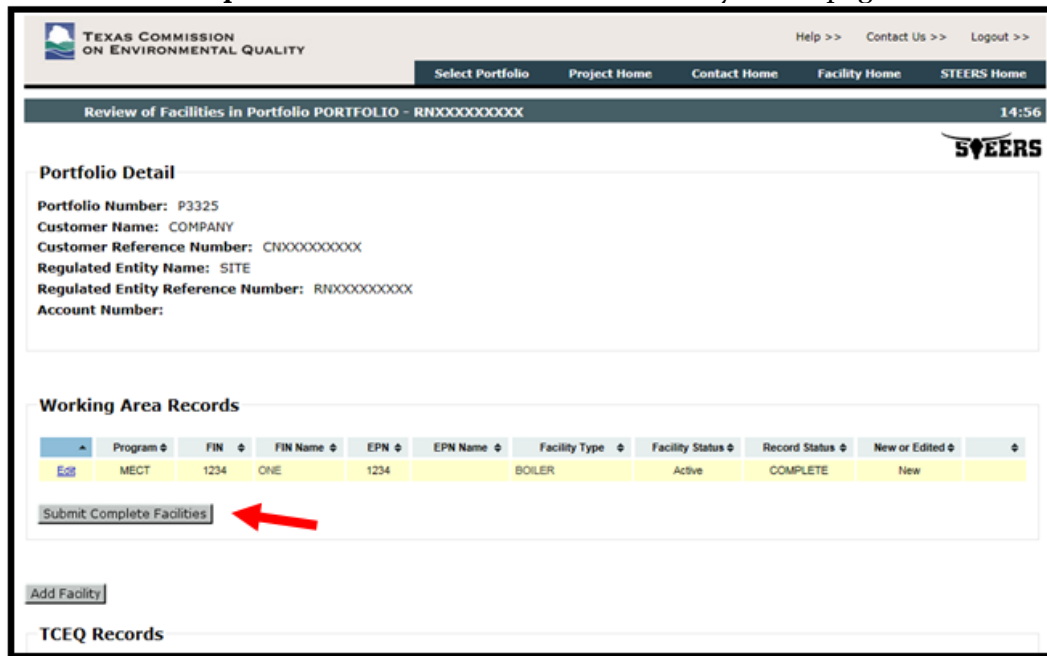
8) The system will redirect to the STEERS certification page. The page will display the facility details as well as a certification statement. Carefully read and review all information.

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

10) If you do not wish to submit, click the **Do Not Submit** button to return to the Facility Home page.
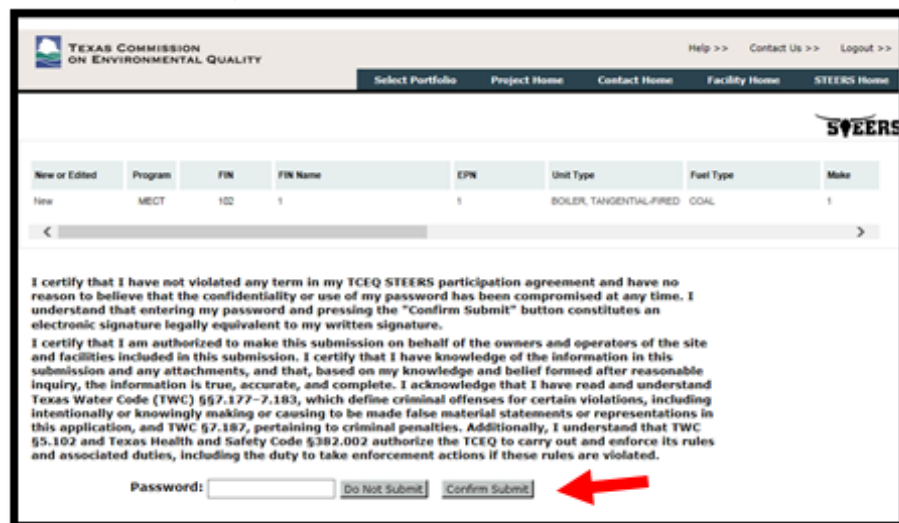
How to Edit an Existing Facility:

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

Note: 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 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 in red text next to the record on the left (see image above). Click on the record's Edit link (pictured as 1234) 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 press 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 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:

a) Press the **Submit Complete Facilities** button from the Facility Home page (see image below). 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.

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

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

How to Add or Edit Contact Information:

> **Note:** An Authorized Account Representative (AAR) must be registered to your portfolio before you can create any EBT projects. All project submissions must be completed by an AAR. Before submitting a project, you must ensure your contact information is correct and up to date.

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 Authorized Account Representative (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 TAC §122.165(c). An Authorized Account Representative Registration Form must be submitted to EBT staff to identify the authorized account representative. All official EBT-related correspondence will be sent to this individual.

- **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.

- **Technical Contact:** person(s) that the TCEQ should contact for technical questions related to applications submitted through STEERS.

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 "Accessing the EBT Program" for further instruction).

2) Select a Portfolio Number

3) Select **Contact Home** from the top of the page.
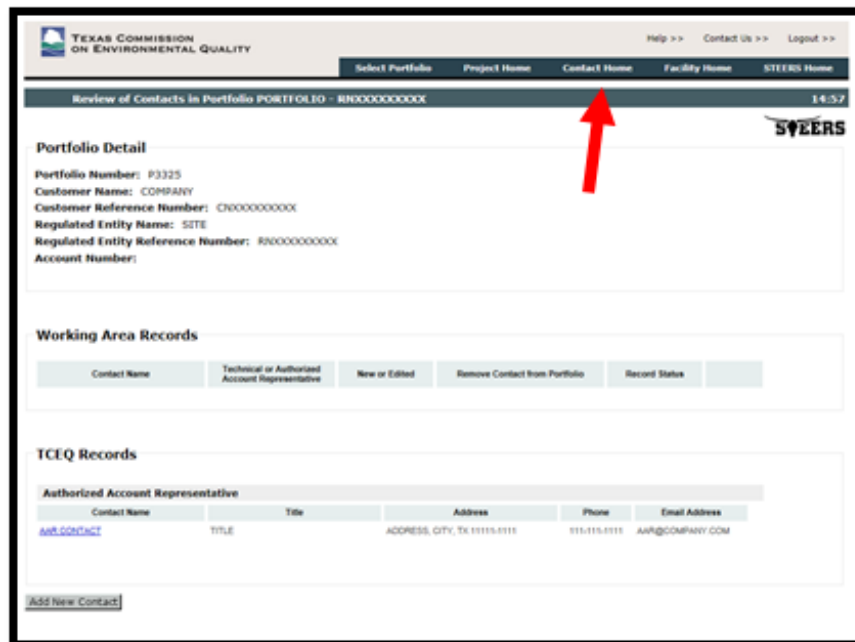
4) The Contact Home page will display both Working Area Records and TCEQ Records.

- **Working Area Records:** New or edited contact records that have not been submitted to the TCEQ.

- **TCEQ Records:** Contact records that have been submitted to the TCEQ and appear in the [TCEQ EBT Database](#).

Add or 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 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 in red text next to the record. Click on the record's Contact Name link to re-open the contact details and correct any errors.
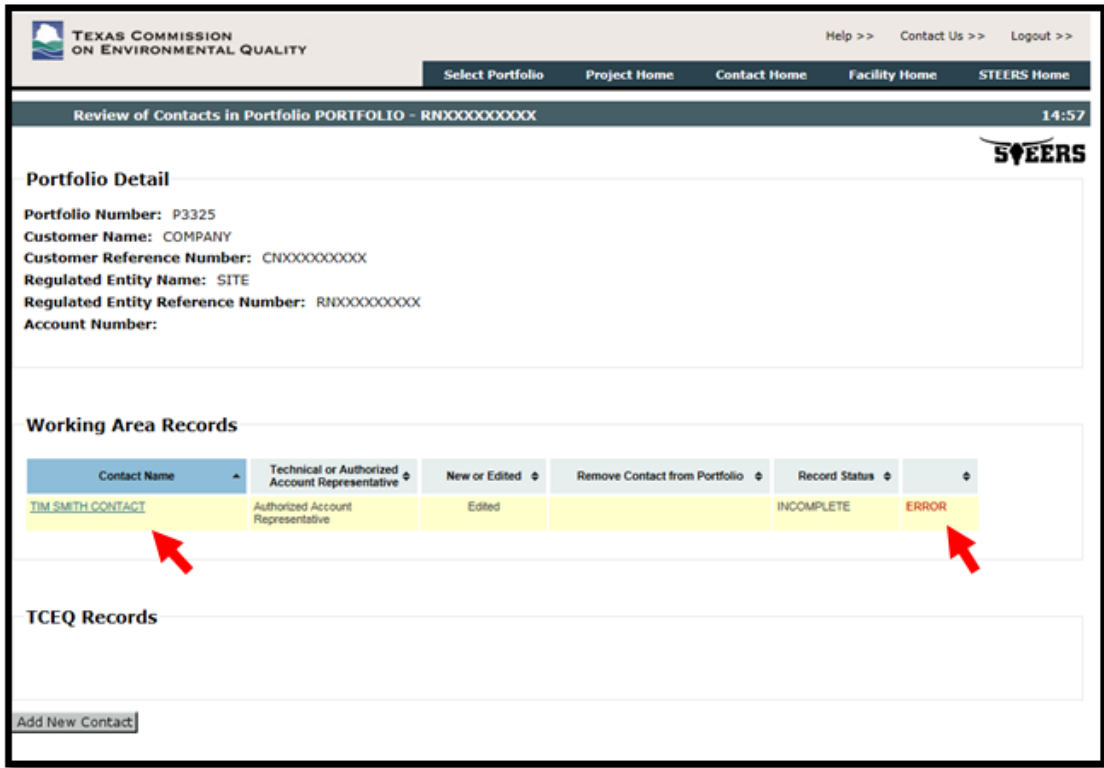
5) To remove the record from the Working Area, click on the record's Contact Name link and press the Delete from Working Area button at the bottom of the screen. You will be asked to confirm that you want to delete the record. Press Delete to remove the contact from the Working Area Records or Cancel 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:

- Press the Submit button from the Contact Home page (see image below).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.

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

- If you do not wish to submit, click the Do Not Submit button to return to the Contact Home page.
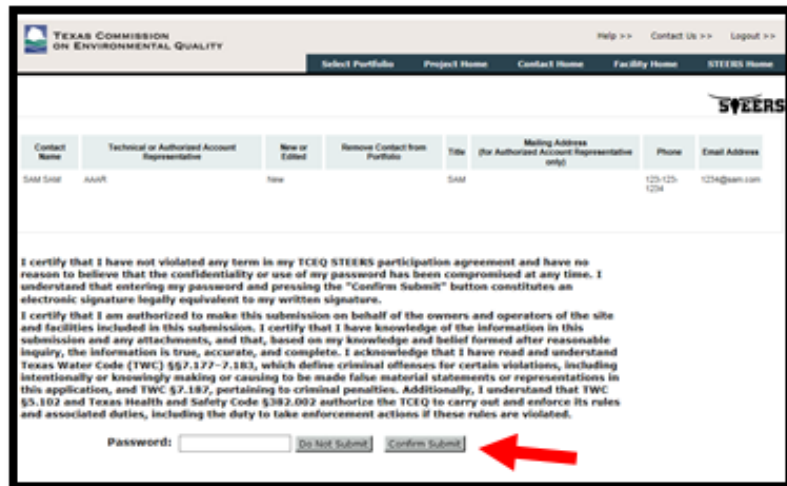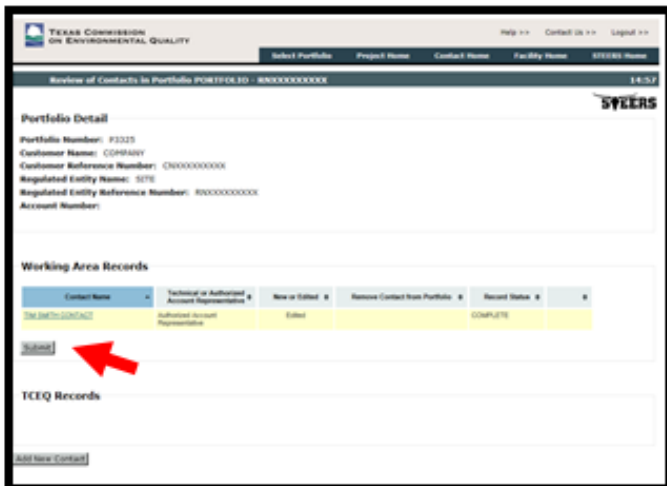
Add or Edit an Alternate AAR or a Technical Contact:

1) Click the Add New Contact button under the TCEQ Records.

2) 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.

3) 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.

4) If saved, verify that the record has been added to the Working Area Records. If the record is incomplete, the word ERROR will appear in red text 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.

5) To remove the record from the Working Area, click on the record's Contact Name link and press 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 contact from the Working Area Records or Cancel to return to the contact detail page.

6) 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.

7) If you select Edit, the system will allow you to change the contact 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 save your changes, click Cancel to exit.

8) 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 in red text next to the record. Click on the record's Contact Name link to re-open the contact details and correct any errors.

9) 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) Press the Submit button from the Contact Home page (see image below).

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.
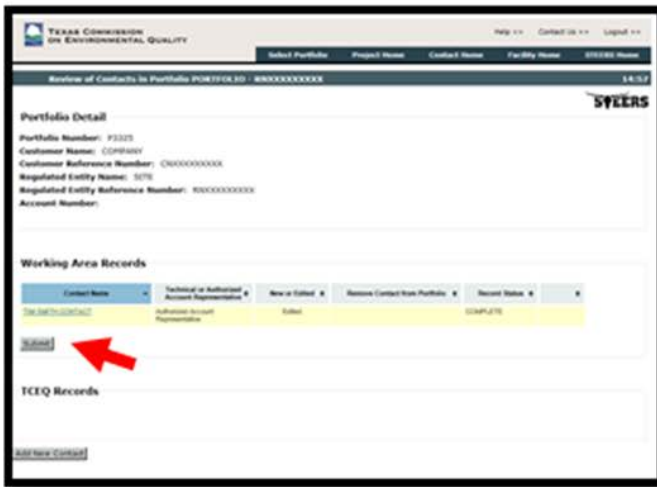
How to Create and Submit Trade Projects:

> **Note:** Before submitting a trade project, you must ensure your contact information is correct and up to date. (See How to Add or Edit Contact Information)

Users with Edit or Sign and Submit authority can create and edit applications to trade current or vintage allowances 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. Authorized users may also generate and edit applications to trade Emission Reduction Credits (ERCs) or Discrete Emission Reduction Credits (DERCs).

Trade applications are not automatically approved upon submission. All applications will be reviewed by EBT staff. A written notification of approval or denial will be issued to the authorized account representative for the seller and buyer once review has been completed.

Tips for a Successful Submission:

- Before creating your trade, check that both the Seller and Buyer have an assigned EBT portfolio. Contact EBT Staff 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. Refer to the How to Add or Edit Contact Information section for detailed information.

MECT or HECT Trades:

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

> **Note:** the system will not allow trades for a previous control period to be submitted after the January 30 deadline. You will be required to revise your trade application, or delete the application from the Working Area Records.

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

1) Select a Portfolio Number.

2) Click the Add New Project button.
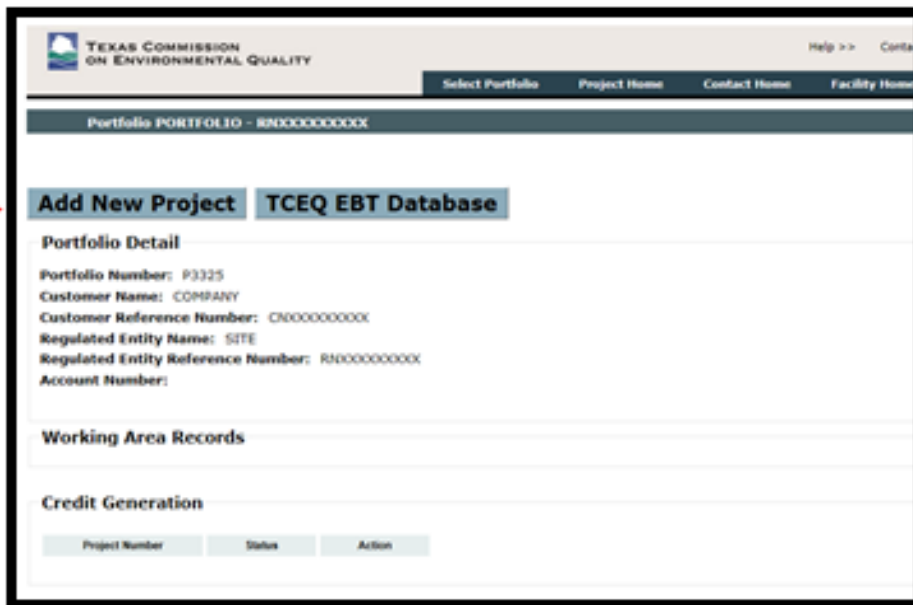
3) Under Create New Trade Project, select either MECT or HECT. Click the Create New Trade button.
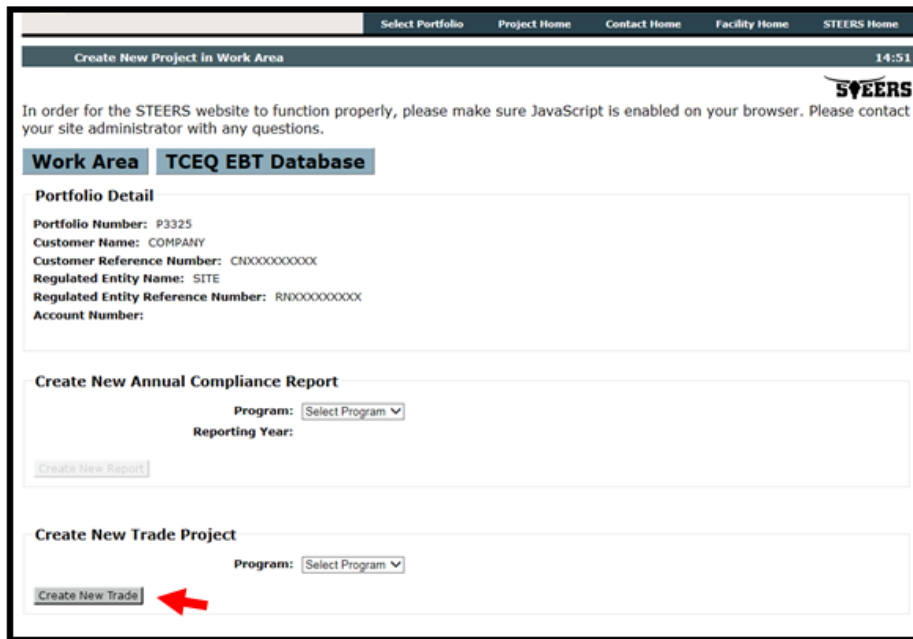
4) Under the Project Information, select the Control Period the allowances will be applied to (if more than one year is available). Note that from January 1 through January 30 of each year, you will have the option to trade allowances for either the previous or current control period. Otherwise, the system will default to the current control period.

5) Enter in the Ton Amount for the current and/or vintage allowances that will be traded. Allowances can be traded in tenths of a ton. If you are only trading for one allowance type, leave the other ton amount field blank. Do not enter zero (0) for the ton amount.

6) 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.

7) 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.

8) 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.

9) Click the Save button.

10) The system will refresh and the application screen to 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.

11) 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 by clicking Work Area before clicking Save will lose any unsaved data entered.

12) 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 in red text next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.

13) To remove the trade from the Working Area, click on the record's Reference Number link and press 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.

14) 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:

15) Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time.

16) 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.

17) Once you have certified 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.

EBTA Trades: (First, see Tips for a Successful Submission)

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.

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

Note: 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) Select a Portfolio Number

2) Click the Add New Project button.

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

4) 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.

5) 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.

6) 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 for 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.

7) 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.

8) 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.

9) Click the Save button.

10) The system will refresh and the application screen to 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.

11) 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: by clicking Work Area before clicking Save will lose any unsaved data entered.

12) 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, you see the ERROR will

appear in red text next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.

13) To remove the trade from the Working Area, click on the record's Reference Number link and press 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.

14) 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:

15) Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time.

16) 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.

17) 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.

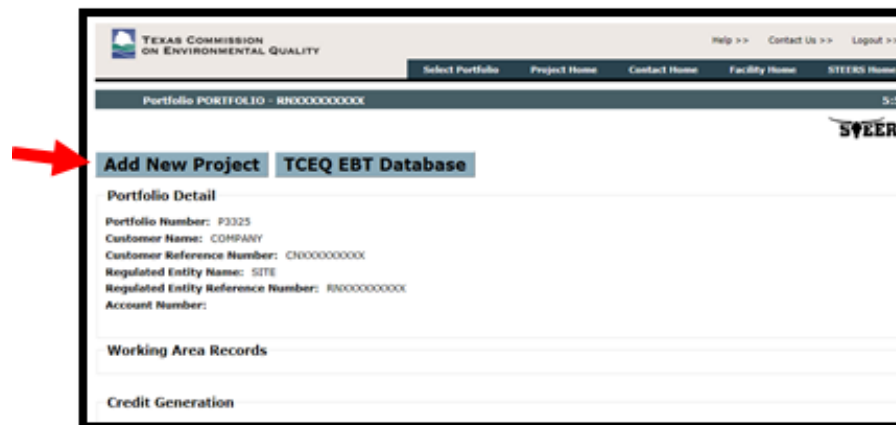18) If you do not wish to submit, click the Do Not Submit button to return to the Project Home page.

ERC or DERC Trades: (First, see Tips for a Successful Submission)

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 a Portfolio Number.

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.

6) ERC certificates are identified by a four digit certificate number, e.g., 1234

7) DERC certificates are identified by the prefix "D" plus four digits, e.g. D1234

8) The certificates will be listed in the format (certificate number - pollutant - certificate value), e.g., D1234 - NO$_x$ - 10.0

9) For an ERC certificate, the certificate expiration date (Exp Date) will be displayed.

10) 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.

11) 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).

12) 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.

13) 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.

14) Click the Save button.

15) The system will refresh and the application screen to 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.

16) 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 by clicking Work Area before clicking Save will lose any unsaved data entered.

17) 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 in red text next to the record. To correct any errors, or to edit the trade information, click on the record's Reference Number link.

18) To remove the trade from the Working Area, click on the record's Reference Number link and press 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.

19) 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:

20) Click on the Submit link next to the trade under the Working Area Records. You can only submit one trade application at a time.

21) 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.

22) 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.

23) If you do not wish to submit, click the Do Not Submit button to return to the Project Home page.

24) 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.

How to Create and Submit Annual Reports:

> **Note:** Before submitting a project, you must ensure your facility and contact information is correct and up to date. (See How to Add or Edit Facility Information and How to Add or Edit Contact Information)

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.

Annual reports are not automatically approved upon submission. All reports will be reviewed by EBT staff. A written notification of approval will be issued to the site's authorized account representative once review has been completed.

Tips for a Successful Submission:

- Before creating your report, check that all facility information is correct and up to date. Refer to the How to Add or Edit Facility Information section for detailed information.

- Before creating your report, check that information for the Authorized Account Representative and any Technical Contacts is correct and up to date. Refer to the How to Add or Edit Contact Information section for detailed information.

- 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 How to Create and Submit Trade Projects section.

- See the program guidance on the EBT webpage for more information on supporting documentation.

- Remember that MECT and HECT reports are due by March 31 of each year. EBTA reports are due by June 30 of each year.

MECT Reports:

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 a Portfolio Number.

3) Click the Add New Project button.
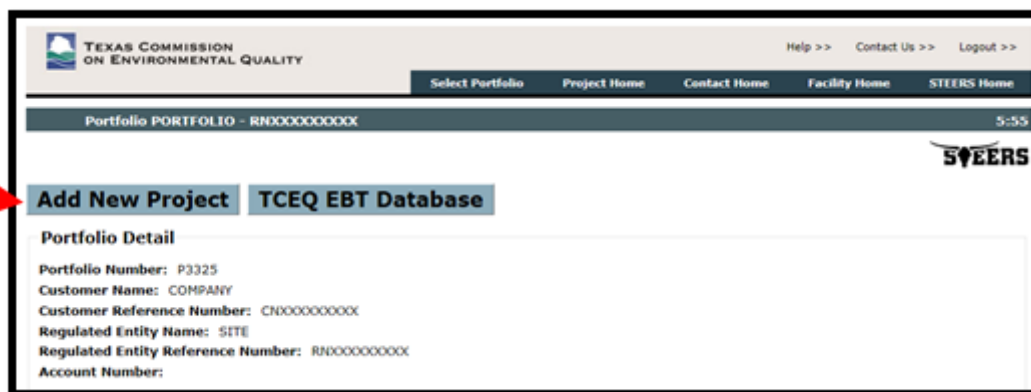
4) Under Create New Annual Compliance Report, select MECT. Click the Create New Report button.
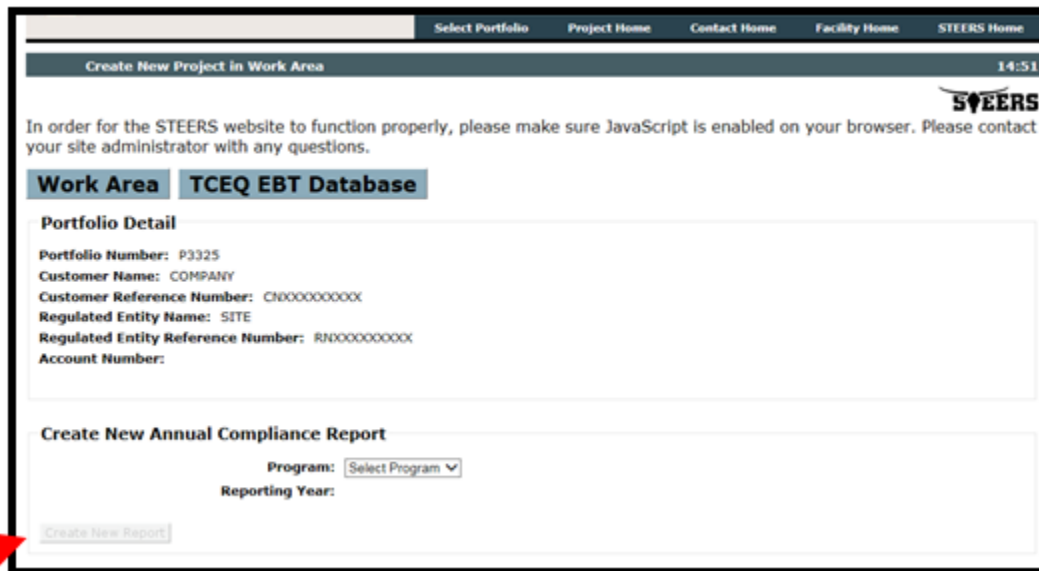
5) The system will generate the report. You must enter data for at least one facility as follows:

- **LOA:** Enter the level of activity for the facility. Value must be quantified using an appropriate monitoring protocol established in 30 TAC Chapter 117.

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

- **LOA Citation:** Select the appropriate citation for the monitoring protocol used to determine the level of activity. If you use the option listed as §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 §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.

- **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.

- **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.

- **EF Citation:** Select the appropriate citation for the monitoring or testing used to determine the emission factor. If you use the option listed as §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 §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.

- **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 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 tenth of a ton.

8) You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20 MB 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.

Note: Please **do not submit confidential information through STEERS**, confidential information will be made public when submitted thorough STEERS.

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 by 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 in red text 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 press 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 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:

13) Click on the Submit link next to the report under the Working Area Records (see image above).

14) 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.

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

16) If you do not wish to submit, click the Do Not Submit button to return to the Project Home page.
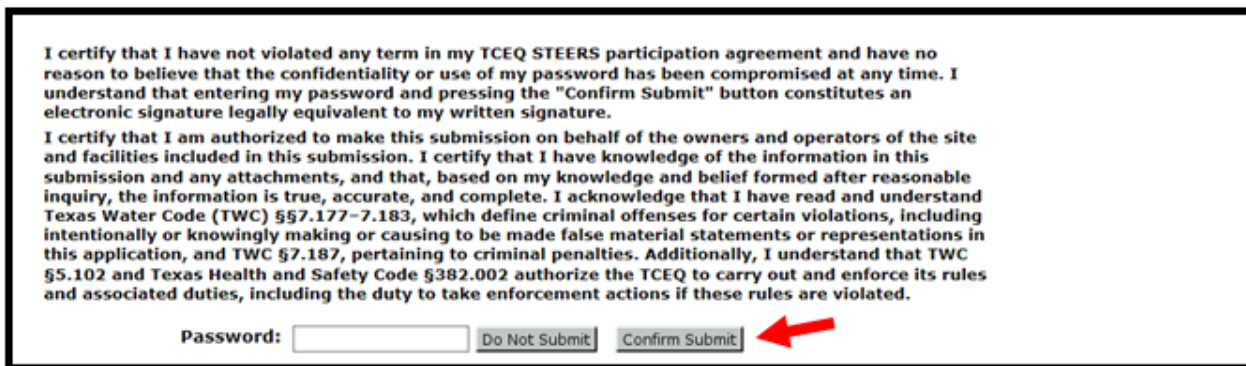
HECT Reports: (First, see Tips for a Successful Submission)

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 a Portfolio Number.

3) Click the Add New Project button.
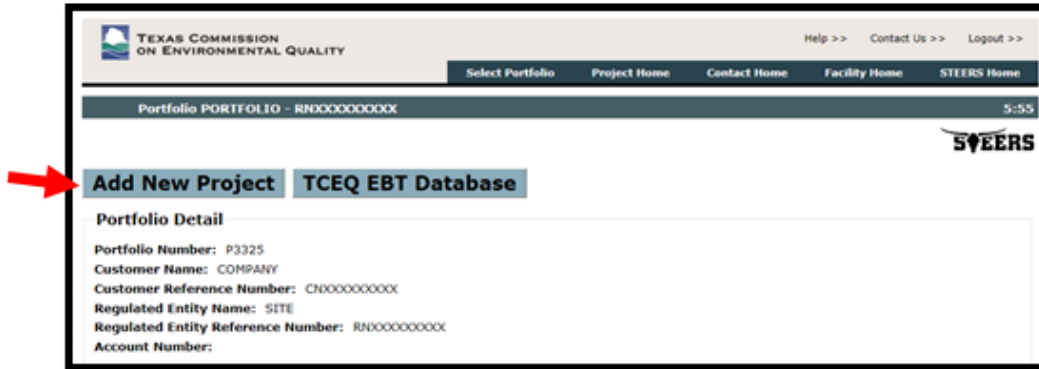
4) Under Create New Annual Compliance Report, select HECT. Click the Create New Report button.
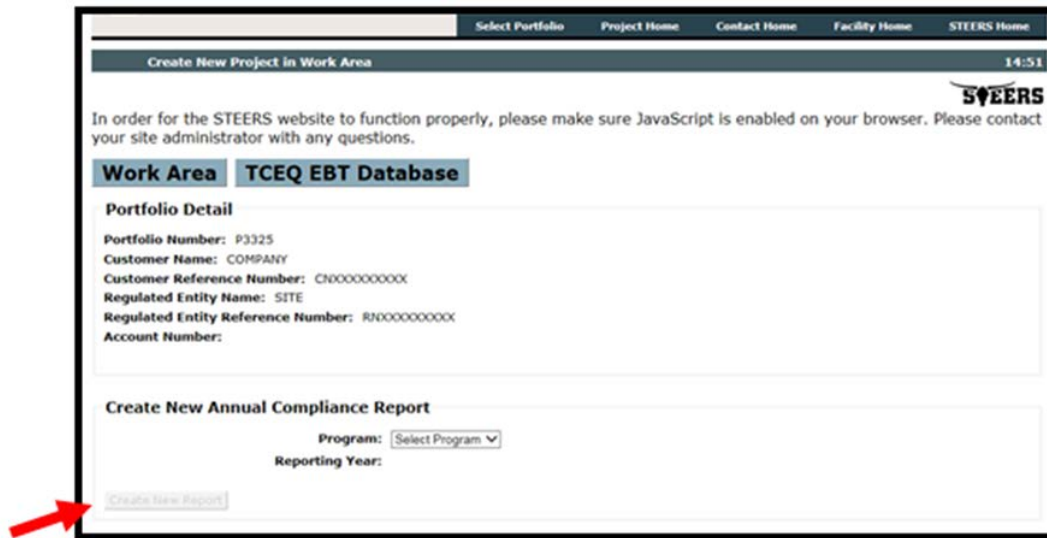
5) The system will generate the report. You must enter data for at least one facility, as follows:

- 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 §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 §101.396(c) is noncompliant with the requirements of Chapter 115. A 10% penalty will be imposed on facilities that do not comply with Chapter 115.

- 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 §101.396(c) is selected, attach justification for not using Chapter 115 monitoring and testing and justification for the method used. A 10% penalty will be imposed on facilities that do not comply with Chapter 115.

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

6) When you are finished, click the Save 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 tenth of a ton.

8) You will be prompted to attach Supporting Documentation for your report. Attachments cannot exceed 20 MB 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.

Note: Please **do not submit confidential information through STEERS**, confidential information will be made public when submitted thorough STEERS.


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 by 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 in red text 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 press 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 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:

13) Click on the Submit link next to the report under the Working Area Records (see image above).

14) 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.

15) 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.

16) If you do not wish to submit, click the Do Not Submit button to return to the Project Home page.

EBTA Reports: (First, see Tips for a Successful Submission)

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 "Accessing the EBT Program" for visual instruction).

2) Select a Portfolio Number.

3) Click the Add New Project button.
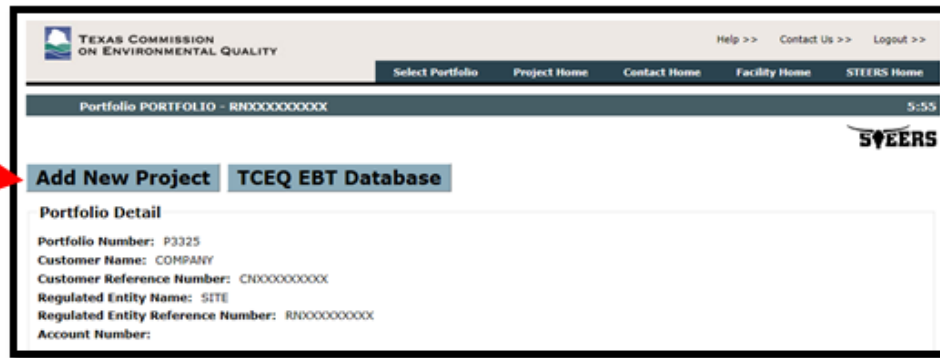
4) Under Create New Annual Compliance Report, select EBTA. Click the Create New Report button.
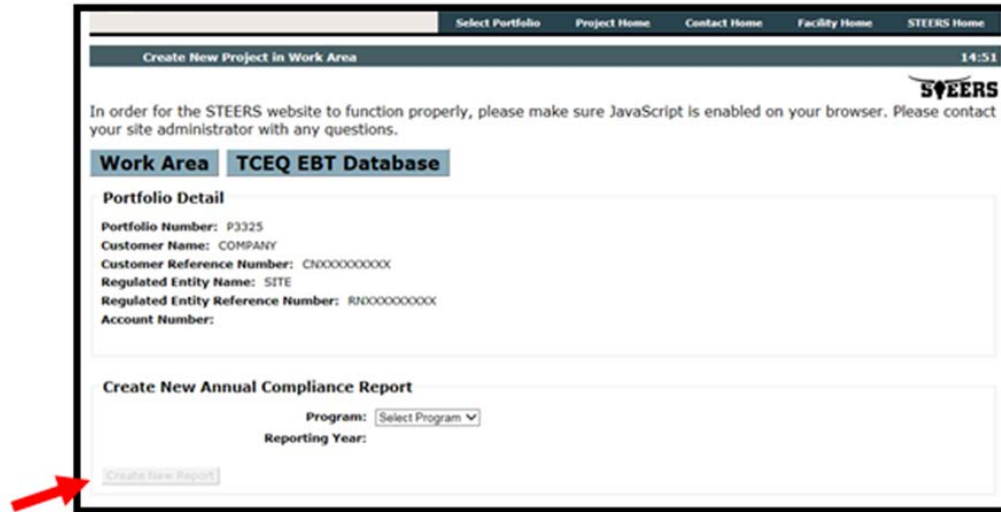
5) The system will generate the report. You must enter data for at least one facility, as follows:

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

- 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 §116.914.

6) When you are finished, click the Save 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) You will be prompted to attach Supporting Documentation for your report. 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. Attachments cannot exceed 20 MB in size.

Note: Please **do not submit confidential information through STEERS**, confidential information will be made public when submitted thorough STEERS.

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 by 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 in red text 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 press 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 detail page.

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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:

- Click on the Submit link next to the report under the Working Area Records (see image above).

- 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.

- 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.

Submitting a Credit Generation Project:

Note: Before submitting a project, you must ensure your contact information is correct and up to date. (See How to Add or Edit Contact Information)

Users with Edit or Sign and Submit authority can create and edit credit generation projects. Before creating a new project, please review the EBT Rules for credit generation. Click here to go to the rules. For questions or assistance with the rules, please contact EBT staff at 512-239-4900 or email to ebt@tceq.texas.gov.

Credit Generation Projects are not automatically approved upon submission. All projects will be reviewed by EBT staff. A written notification of approval will be issued to the site's authorized account representative (AAR) once review has been completed.

Tips for a successful submission:

- Before creating your report, check that information for the Authorized Account Representative and any Technical Contacts is correct and up to date. Refer to the How to Add or Edit Contact Information section for detailed information.

- See the program guidance on the EBT Webpage for more information on what supporting documentation to include.

1) To create a Credit Generation Project, first select create a new project from your EBT portfolio homepage (See "Accessing the EBT Program" for visual instruction).
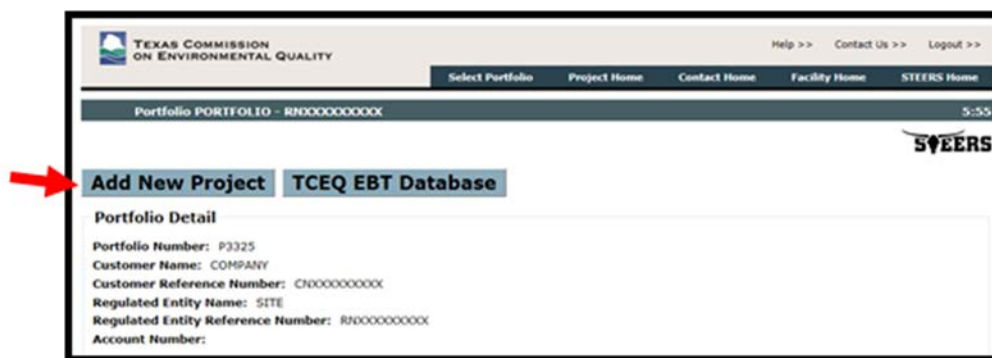
2) Next, select the credit and source type, then click Create New Project.

- **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. Click here to go to the EBT web page.

- **Source Type**:

  o **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 at 512-239-4900 or ebt@tceq.texas.gov.

- o **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.
- o **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).

3) Next, you'll need to 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.

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

5) 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.

For Facilities:

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.

- 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.

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.

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. Click here to access the Occupational Safety and Health Administration's SIC System Search.

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.

Facility Type:

Select the facility type. If the facility type is not available, select "Other" and complete the "Other Facility" data field.

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.

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.

For Mobile Sources:

Complete the fields below. When finished, click Save then Next to move to the next screen.

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.

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.

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.

Primary Standard Industrial Classification (SIC):

Enter the four digit Primary SIC code for the mobile source operations. Click here to access the Occupational Safety and Health Administration's SIC System Search.

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. Click here to access the EPA's SCC Search.

Vehicle Make and Vehicle Model:

Enter the vehicle make and vehicle model.

Model Year:

Select the vehicle model year.

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.

Engine Manufacturer:

Enter the name of the engine manufacturer.

Engine Serial Number:

Enter the serial number of the engine.

Engine Model Year:

Select the engine model year.

Engine Model:

Enter the model of the engine.

Engine Family Code:

Enter the engine family code. If the value is missing or unavailable, enter "N/A".

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.

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".

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.

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.

6) Once you've entered a source to generate potential credits from, you'll need to enter the regulations that apply to your facilities/VINs. Remember to include supporting documentation to explain how the facility/VIN either complies with, or is exempt from, each of the provided applicable regulations. **The more detailed the regulation applicability, the faster your ERC will be processed.** Click Save and Next when finished.

7) Next, 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.

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.

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 Texas Administrative Code Chapter 101, Subchapter H for source specific requirements or contact EBT staff at 512-239-4900 or ebt@tceq.texas.gov for assistance.

The reduction date should be determined as follows:

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

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.

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 EI Year and the Historical Adjusted Emissions Years.

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 EBT staff at 512-239-4900 or ebt@tceq.texas.gov .

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 EBT staff at 512-239-4900 or ebt@tceq.texas.gov .

% 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.

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.

Emissions Data - ERC Calculation:

Complete the following data fields to determine the potential ERCs that may be generated. Scroll down for DERC Calculation.

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 EBT staff at 512-239-4900 or ebt@tceq.texas.gov.

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; two consecutive years up to six to ten consecutive years immediately before the emissions reduction may be used when detailed operational records are available those years (see 30 TAC §101.303). 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, please contact EBT staff at 512-239-4900 or 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.

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 EBT staff at 512-239-4900 or ebt@tceq.texas.gov for assistance with the SIP Year.

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 Emissions Inventory (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.

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.

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 you supporting documentation.

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

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

Reason for Adjustment:

Select the reason for adjustment. If no adjustment is made, select "No Change".

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.

SIP Emissions (tons):

STEERS will automatically enter the SIP Emissions. The SIP Emissions are equal to the Adjusted Emissions value from the SIP Year.

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.

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.

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.

Emissions Data - DERC Calculation

The Potential DERCs value is based on the data entered into STEERS and is subject to change through the project review process. 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 EBT staff at 512-239-4900 or ebt@tceq.texas.gov.

Complete the following data fields to determine the Potential DERCs that may be generated.

The Potential DERCs value is based on the data entered into STEERS and is subject to change through the project review process. 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 DERC generation, contact EBT staff at 512-239-4900 or ebt@tceq.texas.gov .

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; two consecutive years up to six to ten consecutive years immediately before the emissions reduction may be used when detailed operational records are available those years (see 30 TAC §101.373). 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, please contact EBT staff at 512-239-4900 or 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.

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 staff at 512-239-4900 or ebt@tceq.texas.gov for assistance with the SIP Year.

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.

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.

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.

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 you supporting documentation. Provide detailed supporting documentation for the quantification protocol used.

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.

Reason for Adjustment
Select the reason for adjustment. If no adjustment is needed, select "No Change".

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.

Strategy Emissions Rate
Enter facility's emission rate during the DERC generation period.

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.

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

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).

Potential DERCs

Enter the Potential DERCs that could be generated. Per 30 Texas Administrative Code §101.373(c)(1), DERCs are calculated as follows:

$$DERC = [SA \times (BER - SER)]$$

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.

Emissions Data – Mobile Source Credit Calculation

Complete the following data fields to determine the potential mobile source credits (MERCs or MDERCs) that may be generated.

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.

Note that 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 staff at 512-239-4900 or ebt@tceq.texas.gov .

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; two consecutive years up to six to ten consecutive years immediately before the emissions reduction may be used when detailed operational records are available those years (see §101.374). 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, please contact EBT staff at 512-239-4900 or ebt@tceq.texas.gov for assistance.

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.

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.

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.

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.

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 you supporting documentation. Provide detailed supporting documentation for the quantification protocol used.

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.

Reason for Adjustment
Select the reason for adjustment. If no adjustment is needed, select "No Change".

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.

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.

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).

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.

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.

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.

Authorized Account Representative (AAR)
This is the person who has authorization to sign (certify) all Emissions Banking and Trading applications submitted for this portfolio.

Alternate AAR
This person may sign (certify) and submit Emissions Banking and Trading applications in place of the primary AAR.

Technical Contact
This person should have knowledge of the project and site, but often is not authorized to sign (certify) Emissions Banking and Trading applications. On some occasions the technical contact could also be the AAR or the Alternate AAR.

8) The next page will ask you to submit supporting documentation with your application. The file size can not exceed 20MB. If your supporting documentation is greater than the allowed size, first attempt to compress your documentation, 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 select a document to upload, then click Next. Guidance and tools for completing your application are available on the Emissions Banking and Trading Web page (Here for ERCs and Here for DERCs).

Note: Please **do not submit confidential information through STEERS**, confidential information will be made public when submitted thorough STEERS.

9) Next, you will be asked to submit contact information. Click Save and then Next to continue. See: How to Add and Edit Contact Information for information on adding contacts to your portfolio.

10) You may submit your project by entering your password and clicking **Confirm Submit**.

11) Additionally, you may submit your project on the Portfolio Homepage by clicking **Submit**.

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 Forms (EBT-CERT). Certification of this form is required to ensure your reduction is permanent and enforceable.

If required, the EBT-CERT will 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.

Here you can review your EBT-CERT in the text box. If you wish to amend anything, contact your 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.**

3) Review the information and certify your submission at the bottom of the screen, then click **Confirm Submit.**

Contact Us:

STEERS Help Line:

Phone: (512) 239-6925

Email: steers@tceq.texas.gov

Emissions Banking and Trading Mailing Address:

Emissions Banking and Trading Program, MC-206

Texas Commission on Environmental Quality

PO Box 13087

Austin, TX 78711-3087

Emissions Banking and Trading Phone and Email:

Phone: 512-239-4900
Email: ebt@tceq.texas.gov