



Emissions Banking and Trading (EBT) Electronic Applications

Melissa Ruano
Work Leader
Air Quality Division

November 2017

 **Today's Topics**

Getting Started with STEERS 

How to Update EBT Contact Information 

STEERS Projects and Examples 

Tips for Using STEERS 

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 2

STEERS – State of Texas Environmental Electronic Reporting System

Image Attributions

- Desktop created by Vectors Market from Noun Project
- Oil Derrick created by Dan Vo, US, from Noun Project
- Contact add created by Pravin Unagar, from Noun Project
- Good Idea created by Arthur Shlain, IL, from Noun Project



Getting Started with STEERS

What is STEERS?

STEERS Accounts

How to Add the EBT Program

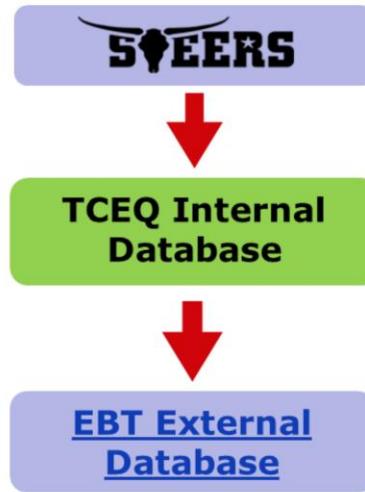
Image Attributions

- Desktop created by Vectors Market, from Noun Project



What is STEERS?

- Online system used for a variety of agency programs
- Because system is agency-wide, not all aspects are controlled by EBT
- Replaces some paper EBT applications with electronic STEERS applications
- Submitted STEERS applications are automatically available on the EBT external database



Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 4

- Other agency programs include Air Permits and Emissions Inventory
- Not all EBT applications are electronic at this time.

EBT external database (aka “Credit and Allowance Registry”)

http://www2.tceq.texas.gov/airperm/index.cfm?fuseaction=ebt_dpa.start

STEERS logo from STEERS home page, www.3.tceq.texas.gov



STEERS Accounts

Go to the [STEERS](#) Web page

Log in if you already have an account

Enter STEERS:

ER Account Number:

Password:

Login

I need:

- my password
- to create a new account
- to authorize another user's account

New Users: Follow step-by-step instructions to create your account

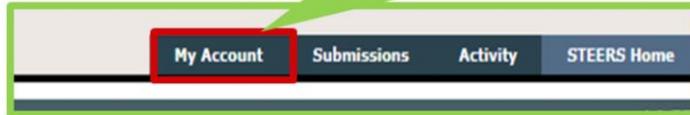
STEERS - <https://www3.tceq.texas.gov/steers/>

- Once your account has been created, the STEERS system will send you an e-mail with your account number and instructions for creating your password.



How to Add the EBT Program

Select **My Account**



Select **EBT Program**

- Once you are able to log into STEERS, you can add the EBT Program area to your account. To begin this process, select My Account (located at the top of the screen). Under STEERS Access, select the Emissions Banking and Trading (EBT) program from the drop-down menu.



How to Add the EBT Program (cont.)

Program Status

- Read Only
- Edit
- Sign and Submit

Authorization

- The Facility
- Parent Company
- Other

Add Portfolio(s)

- Enter EBT portfolio number(s)
- Example: **P1234**
- Contact [EBT Team](#) for help

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 7

EBT Contacts: <https://www.tceq.texas.gov/airquality/banking/contacts>

The next screen will require you to make several selections. The first thing that you will need to do is select the Program Status or Access Type.

- Read Only - Select this if you do not need the rights to create or submit EBT projects.
- Edit - Select this if you need to prepare, but not sign, EBT projects.
- Sign and Submit - Select this if you are authorized to sign (certify) and submit EBT applications to the TCEQ. To submit an EBT project, you must be either the site's Authorized Account Representative (AAR) or alternate AAR. I will go into this more when we discuss how to update contact information.

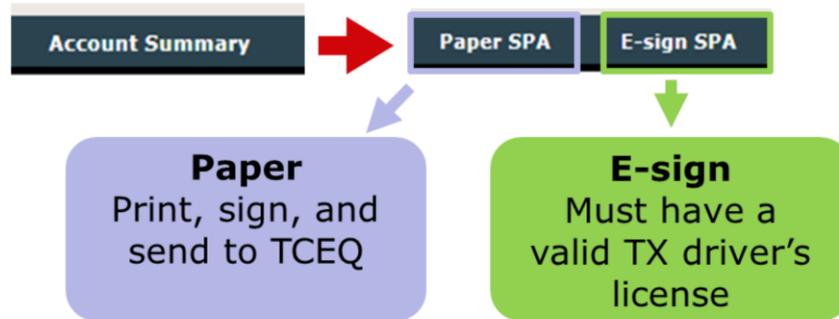
The next section will require you to select your affiliation to the facility. The options are "the facility", "parent company" or "other". You will then be required to select an authorization statement. Select the statement that best describes the access type that you are requesting and your affiliation to the facility.

Finally, you will be asked to enter the EBT portfolios that you require access to. Portfolio numbers are four digits, preceded by the letter "P" and are issued by the EBT team. If you do not have a portfolio number or are unsure of what your number is, please contact the EBT team for assistance.



STEERS Participation Agreement

Select Account Summary, then Paper or E-sign



Account will be on Probation until SPA is submitted

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 8

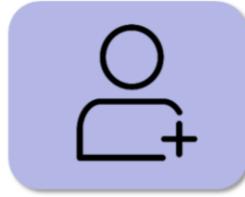
SPA = STEERS Participation Agreement

TX = Texas

The final step to adding the EBT programs to your account is to sign the SPA. To do this, click on “Account Summary” at the top of the screen, then select either Paper SPA or E-sign SPA.

- Paper SPA - Use this option if you do not have a valid Texas driver's license
- E-sign - This is the preferred option if you have a valid Texas driver's license

When the SPA is complete, a confirmation e-mail will be sent to you and to all persons that have access to the portfolio. Note that your account will be on probation status until the SPA is complete. If you are having difficulty with the SPA, contact STEERS staff.



EBT Contact Information

Types of Contacts

How to Update Contact Information

Image Attributions

- Contact add created by Pravin Unagar, from Noun Project



Types of Contacts

Authorized Account Representative (AAR)

- **Required**
- Site's RO, or person designated by RO, to certify EBT applications

Alternate AAR

- Optional
- Must meet same qualifications as AAR

Technical Contacts

- Optional
- Assists EBT staff with technical questions
- Cannot certify applications (unless also AAR or Alternate)

RO - Responsible Official



How to Update Contact Information

1

Go to **STEERS Home**

My Account

Submissions

Activity

STEERS Home



2

Select EBT Program

3

Select your Portfolio Number

4

Go to **Contact Home**

Select Portfolio

Project Home

Contact Home

Facility Home



Contact Home Example

Working Area Records

Contact Name	Technical or Authorized Account Representative	New or Edited	Remove Contact from Portfolio	Record Status
ALTERNATE AAR	AAAR	New		COMPLETE
TECHNICAL CONTACT	Technical	New		COMPLETE

Submit

Click to submit to TCEQ

TCEQ Records

Authorized Account Representative

Contact Name	Title	Address
AAR CONTACT	TITLE	ADDRESS, CITY, TX 11111-1111

Add New Contact

Click to add Contact

Make sure record is Complete

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 12

The Working Area Records displays contacts that have not been submitted to the TCEQ. Once a record has a record status of Complete, the submit button will appear. You can submit more than one contact record at a time, as long as all records have status “Complete”.

The TCEQ Records show the official contact records on-file for the portfolio. To edit a record, click on the Contact Name. To add a new record, click the Add New Contact button.



Projects and Examples

Introduction to Projects
Trades
Annual Reports
Credit Generation

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 13

Image Attributions

- Oil Derrick created by Dan Vo, US, from Noun Project



Introduction to Projects

Select your portfolio, then Add New Project



- Only complete projects can be submitted to TCEQ
- Projects are not official until they are **Submitted**
- A confirmation e-mail will be sent for each submitted project

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 14

Log-in and navigate to your site's portfolio. The system will automatically default to the Project Home screen (pictured above).

To create a new project, click on "Project Home" at the top of the screen and click the "Add New Project". On the following screen, you will be able to select the type of project(s) that you would like to create. You can return to the Project Home screen at any time by clicking on Project Home at the top of the screen.

- All projects that you create will be added to the Project Home Working Area. You can make edits to your project record as long as it's in the working area. Only records with status "Complete" can be submitted to the TCEQ.
- Project records are not official until they are submitted. Once submitted, the record will disappear from the Working Area and a confirmation e-mail will be sent to you and to everyone who has access to the portfolio. If you do not receive a confirmation e-mail, please contact the EBT team to confirm your submission.



Trade Projects

Allowance Trades	Credit Trades
MECT, HECT, and EBTA	ERCs and DERCs
Single-year current or vintage trades only	Traded by certificate
 <p style="text-align: center;"><u>Deadlines</u> MECT/HECT: January 30 EBTA: June 1</p>	<ul style="list-style-type: none"> Credits must be in your portfolio before use Be aware of ERC expiration dates

Trades must be submitted by the Seller's AAR

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 15

MECT = Mass Emissions Cap and Trade Program

HECT = Highly Reactive Volatile Organic Compounds Cap and Trade Program

EBTA = Emissions Banking and Trading Allowances

- Perpetual (stream) or future allowance trades cannot be submitted through STEERS
- The system will not allow allowance trade projects to be created or submitted from STEERS after the applicable deadlines
- Credit trade projects may be submitted at any time throughout the year, however keep in mind that:
 - Credits must be available in your portfolio before they can be used; and
 - ERCs expire if they are not used. Expired ERC certificates cannot be traded.

Allowance Trade Example

Project Information

Pollutant Code: NOX

Control Period: 2017

Trade Details:

	Ton Amount	Dollars/Ton
CURRENT	<input type="text"/>	<input type="text"/>
VINTAGE	<input type="text"/>	<input type="text"/>

Select the Buyer's portfolio number or enter the portfolio number if it is not listed:

Select Buyer Portfolio:

----- or -----

Enter Buyer Portfolio:

Project Note: Enter a note (up to 255 characters) for this trade.
If the Dollars/Ton value is \$0.00, a note is required.

Callouts:

- Select the control period** (points to Control Period dropdown)
- Enter ton and dollar amounts** (points to CURRENT and VINTAGE input fields)
- Select or enter the Buyer's portfolio #** (points to Select Buyer Portfolio dropdown and Enter Buyer Portfolio input)
- Add a project note** (points to Project Note text area)

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 16

- For most of the year, only the current control period will be available. You will only be allowed to select the prior control period between January 1 - January 30 for MECT or HECT and from May 1 through June 1 for EBTA. For example, on January 15, 2018, you will have the option to trade MECT allowances for either the prior 2017 control period or the current 2018 control period. After January 30 deadline, the 2017 control period will no longer be available.
- For MECT and HECT, allowances are traded in tenths of a ton. For EBTA, allowances are traded in whole tons. You can trade both current and vintage allowances. If you are only trading current allowances, but not vintage, you can leave the vintage fields blank and vice-versa.
- If you've traded before, the system will provide you with a drop-down list of previous buyer portfolios. Otherwise you can enter the buyer's portfolio number in the box provided.
- Project notes are required for zero-dollar trades. The note should provide the reason for the zero-dollar trade, for example, the trade is between two sites under common ownership and control.



Credit Trade Example

Project Information

Certificate Information

Trade Details:

Certificate Exp Date	Amount	Dollars/TPY
3133 - NOX - 15.0 09/01/2022	<input type="text"/>	<input type="text"/>
3134 - VOC - 12.5 09/01/2022	<input type="text"/>	<input type="text"/>

Enter the tons and dollar amount per certificate

Select the Buyer's portfolio number or enter the portfolio number if it is not listed:

Enter Buyer Portfolio:

Project Note: Enter a note (up to 255 characters) to provide any additional information about the trade.
If the Dollars/Ton value is \$0.00 a Project Note is required.

Select or enter the Buyer portfolio & add a project note

Visit the [TCEQ EBT Database](#) to review account balances and available credit certificates

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 17

- Credit trades are similar to allowance trades, except that you will trade by certificate number. Information for each certificate in your portfolio, including the pollutant type, amount available, and (for ERCs) the certificate expiration date, appear under the Trade Details.
- Credits are traded in tenths of a ton.
- Project note is required for zero dollar trades.

TCEQ EBT Database:

http://www2.tceq.texas.gov/airperm/index.cfm?fuseaction=ebt_dpa.start



Annual Reports

**MECT, HECT,
and EBTA
Programs**



**For MECT and
HECT, go to
Facility Home
first**

**MECT and HECT
reports are due
by March 31**



**EBTA reports are
due by June 30**



Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 18

- For the MECT and HECT programs, STEERS allows you to manage your facility (i.e., unit) records. These records can be accessed at any time, but it is recommended that you review your facilities and make any necessary updates prior to creating your annual report project, as I will discuss in the next slides.

Image Attributions

- Report created by unlimicon, from Noun Project

Facility Home

Contact Home **Facility Home** STEERS Home

Manage MECT or HECT facilities

Updates should be completed before creating annual report

Remember to Submit!

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 19

- New or revised facility records must be submitted to the TCEQ before they appear in your annual report. For this reason, it is recommended that you complete any facility record updates before you create your report.

Image Attributions

- Refinery created by Eucalyp from Noun Project (color change to gray, cropped)

Facility Home Example

Working Area Records

Program	FIN	FIN Name	EPN	EPN Name	Facility Type	Facility Status
MECT	BOILER	BOILER	BOILER	BOILER	BOILER	Active

Submit Complete Facilities **Click to submit to TCEQ**

Add Facility **Click to add new facility**

TCEQ Records

Program	FIN	FIN Name	EPN	EPN Name
HECT	COOLING TOWER	COOLING TOWER-11122	COOLING TOWER	COOLING TOWER
HECT	FLARE	FLARE-11121	FLARE	FLARE
HECT	VENT	VENT-11120	VENT	VENT
MECT	ENGINE	ENGINE-11118	ENGINE	ENGINE
MECT	HEATER	HEATER-11119	HEATER	HEATER

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 20

- TCEQ Records can be edited by clicking on the “FIN” link. Some of the information that will appear when you click this link includes the facility identification number (FIN), emission point number (EPN), facility type, start of operation date, and end of operation date. Note that to prevent existing records from being overwritten, only a limited number of information fields can be edited after a record has been submitted to the TCEQ. For assistance with edits, contact the EBT team.
- Facilities that have been permanently shutdown or removed from the site must be end-dated so that they no longer appear in the annual report. End dates should only be entered if the facility has permanently ceased operation at the site.



Annual Report Example

MECT Annual Compliance Report

FIN: BOILER		Fin Name: BOILER-11123				EPN:	CEMS/PEMS: No
LOA	LOA Units	LOA Citation	EF	EF Units	EF Citation	Tons Reported	
19428.000000	MMBTU	117.2035(a)(1)	0.053000	LB/MMBTU	117.340(o)	0.51	
FIN: ENGINE		Fin Name: ENGINE-11118				EPN:	CEMS/PEMS: No
LOA	LOA Units	LOA Citation	EF	EF Units	EF Citation	Tons Reported	
70241.000000	HP-HR	117.2035(a)(1)	0.098000	G/HP-HR	117.340(o)	0.01	
FIN: HEATER		Fin Name: HEATER-11119				EPN:	CEMS/PEMS: Yes
LOA	LOA Units	LOA Citation	EF	EF Units	EF Citation	Tons Reported	
68714.000000	MMBTU	117.2035(a)(1)	not applicable	SELECT UNIT	117.340(c),(f)	1.30	
TOTAL TONS						1.9	

Total tons are rounded up to the tenth of a ton for MECT and HECT

- Go to Project Home, then Add New Project to create your annual report.
- Total tons are rounded conventionally to the nearest whole ton for EBTA.
- Additional resource for completing your annual report are available of the EBT Web page at <https://www.tceq.texas.gov/airquality/banking/banking.html>



Supporting Documentation



Detailed supporting documentation is required

Examples:

- Fuel data
- Stack test reports
- Emissions calculations



Total attachments cannot exceed 20 MB in size

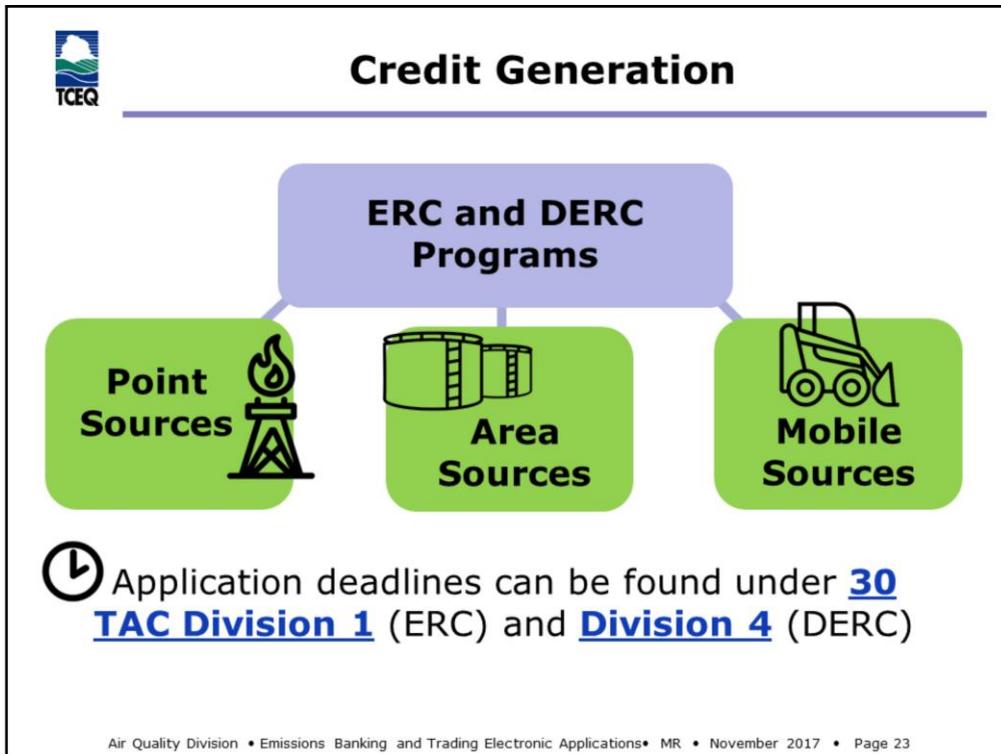


Do not attach confidential information

Please try to compress files so that they meet the 20 MB limit. If you are unable to meet the limit, please contact EBT staff to discuss alternative options.

Image Attributions

- Calculator created by Aldric Rodríguez, from Noun Project



ERC = Emission Reduction Credit

DERC = Discrete Emission Reduction Credit

TAC = Texas Administrative Code

Division 1:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=101&sch=H&div=1&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=101&sch=H&div=1&rl=Y)

Division 4:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=101&sch=H&div=4&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=101&sch=H&div=4&rl=Y)

Images Attributions

- Oil Rig created by BornSymbols, TH, from Noun Project
- Crawler created by Kokota, EE, from Noun Project
- Storage Tank created by Nikita Kozin, RU, from Noun Project



ERC Application Deadlines

General	2 years after facility/mobile source reduction date
Oil & Gas (incentive)	2 years after well is plugged
Aggregate mobile sources	2 years after earliest source reduction
⌚ Reductions between 6/1/2013 – 1/1/2015	12/31/2017
⌚ Reductions between 1/1/2015 – 1/1/2017	3 years after facility/mobile source reduction date

⌚ Limited time exceptions for area and mobile

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 24

- There have been no changes to the application deadlines for DERCs
- Limited time exceptions were added to the rule to support transition to the new rule requirements.
- The application deadline exceptions will no longer apply after December 31, 2019
- If you have any questions regarding application deadlines, please contact the EBT team.

ERC Generation Example

1 **Click to Add Facility**

Reference Number: 7925

Section	Status
Add Facility	To Do
Add Supporting Documents	To Do
Contact Information	To Do
Submit to TCEQ	To Do

Credit Type: ERC
Source Type: AREA
Facility:

Row	FIN	EPN	Pollutant
-----	-----	-----	-----------

2 **Complete the Facility Information**

FIN:

EPN:

Primary SIC Number:

Pollutant:

Facility Type:

Rated Capacity:

Rated Capacity Units:

Fuel/Material:

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 25

Step 1

- This is an example for area source. Mobile source is the same as area. For point sources ERCs, instead of adding facilities, the system will provide a drop-down list of facilities that were reported in the State of Texas Implementation Plan (SIP) year for the area that your site is located. If your facility does not appear, contact the EBT team for assistance.

Step 2

- Different fields will appear, depending if you are generating from an point or area source or a mobile source
- If you are grouping area source units as one facility, please include the word “group” in the FIN. Considerations for grouping sources include, but are not limited to, source classification codes, primary standard industrial classification code, emissions characteristics, fuel type, equipment type, emission reduction strategy, and quantification protocol.
- Book icon = you can make more than one selection



ERC Generation Example (cont.)

3 Applicable Regulations

Permit Authorization Type:	<input type="text" value="Click on the book icon to make a selection."/>
Permit Number:	<input type="text"/>
Cap and Trade Programs:	<input type="text" value="Click on the book icon to make a selection."/>
30 TAC Chapter 115:	<input type="text" value="Click on the book icon to make a selection."/>
30 TAC Chapter 117:	<input type="text" value="Click on the book icon to make a selection."/>
State Regulations:	<input type="text"/>
40 CFR Part 60:	<input type="text" value="Click on the book icon to make a selection."/>

Complete the Applicable Regulations

Enter all authorizations that may be applicable to the facility for the selected pollutant

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 26

Step 3

In this section, you must select or enter all regulations that could apply to your facility, even if your facility is currently exempt from the regulation. In your supporting documentation, explain how your facility meets the listed requirements and/or how the facility meets exemption from the regulation(s).



ERC Generation Example (cont.)

4

Pollutant: NOX
 Reduction Strategy: PERMANENT SHUTDOWN
 Reduction Date: 09/01/2017
 County Name: BRAZORIA
 Are emissions shifting?: YES NO

Credit Generation Details

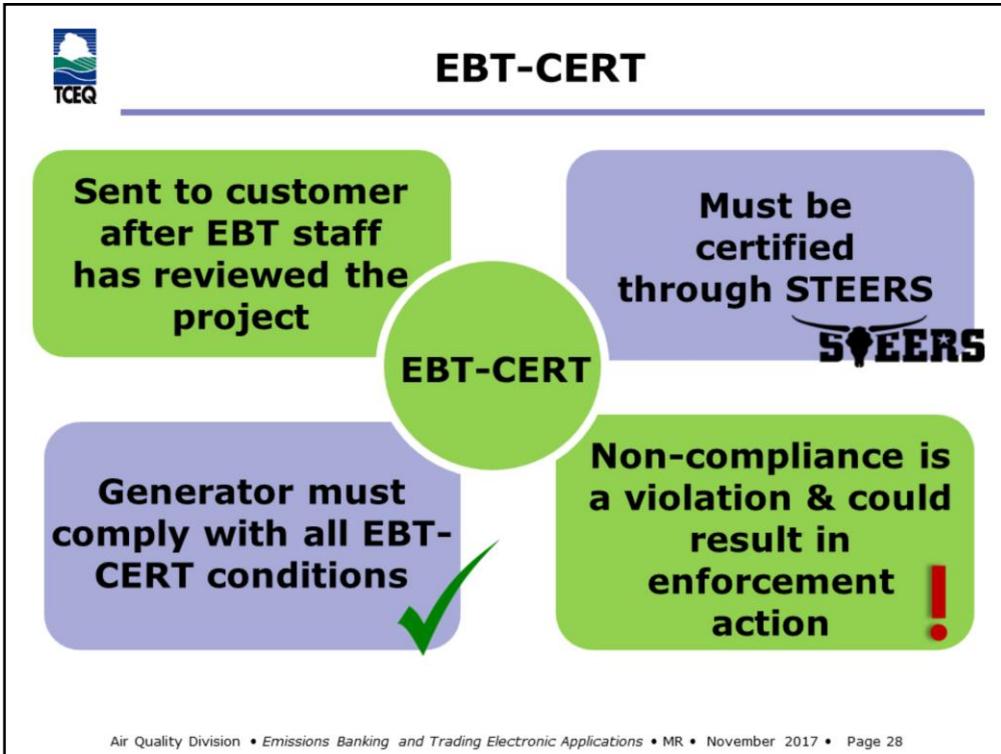
	Historical Year 1	Historical Year 2	SIP Year		
Calendar Year	2014	2015	2014		
Emissions (tons)	10.00	10.00	10.00		
Emissions Quantification Protocol	30 TAC CHAPTER 106 PROTOCOLS	30 TAC CHAPTER 106 PROTOCOLS	30 TAC CHAPTER 106 PROTOCOLS		
Adjusted Emissions (tons)	5.00	5.00	5.00		
Reason for Adjustment	AUTHORIZED LIMIT (e.g., PERMIT OR PBR)	AUTHORIZED LIMIT (e.g., PERMIT OR PBR)	AUTHORIZED LIMIT (e.g., PERMIT OR PBR)		
	Historical Adjusted Emissions (tons):	SIP Emissions (tons):	Baseline Emissions (tons):	Strategic Emissions (tpy):	Potential ERCs (tpy):
	5.00	5.00	5.00	0.00	5.0

Step 4

- You must provide detailed documentation to support how emissions were calculated for the facility. If you are grouping units, data for each individual unit must be provided to support the collective emissions values.
- For point source ERCs, the SIP year and emissions will be automatically entered.
- The system will automatically calculate the potential credits for ERC projects.
- Point and area potential ERCs are rounded conventionally to the tenth of a ton.
- Point and area potential DERCS are rounded down to the tenth of a ton.
- Due to aggregation, up to three decimal places are allowed for potential mobile source credits.
- Aggregation, mobile source useful life, and any applicable discounts, will be applied after the application has been submitted to TCEQ.

Notes on completing the project

- Each facility record will be added to screen 1 (see slide 25). You can add more facility records, or copy records if the facility is generating credits for more than one pollutant. Before the project can be submitted to the TCEQ, you must have at least one complete facility record.
- The system will prompt you to attach supporting documentation and select the project contacts before you can submit the generation to the TCEQ.



- The EBT-CERT was added in order to make emission reductions federally enforceable. Specifically, area sources are often authorized by permit-by-rule without registration and mobile sources are not issued permits; therefore there is no mechanism, such as permit special conditions to document and enforce the reductions. Point sources that do not have an enforceable mechanism, may be required to certify an EBT-CERT.
- In order to have your application approved, you may be required to certify an EBT Certification, or EBT-CERT. This will be provided to you after EBT staff have reviewed your reductions and potential credits.
- Do not certify the EBT-CERT unless you agree with the conditions. To request changes to the EBT-CERT, contact your EBT project manager.

Image Attributions

STEERS logo from STEERS home page, www.3.tceq.texas.gov



EBT-CERT Example

Select Portfolio **Project Home** Contact Home

Working Area Records

Reference Number	Control Period	Program	Project Type
7922	2016	MECT	REPORT
7924		MECT	TRADE

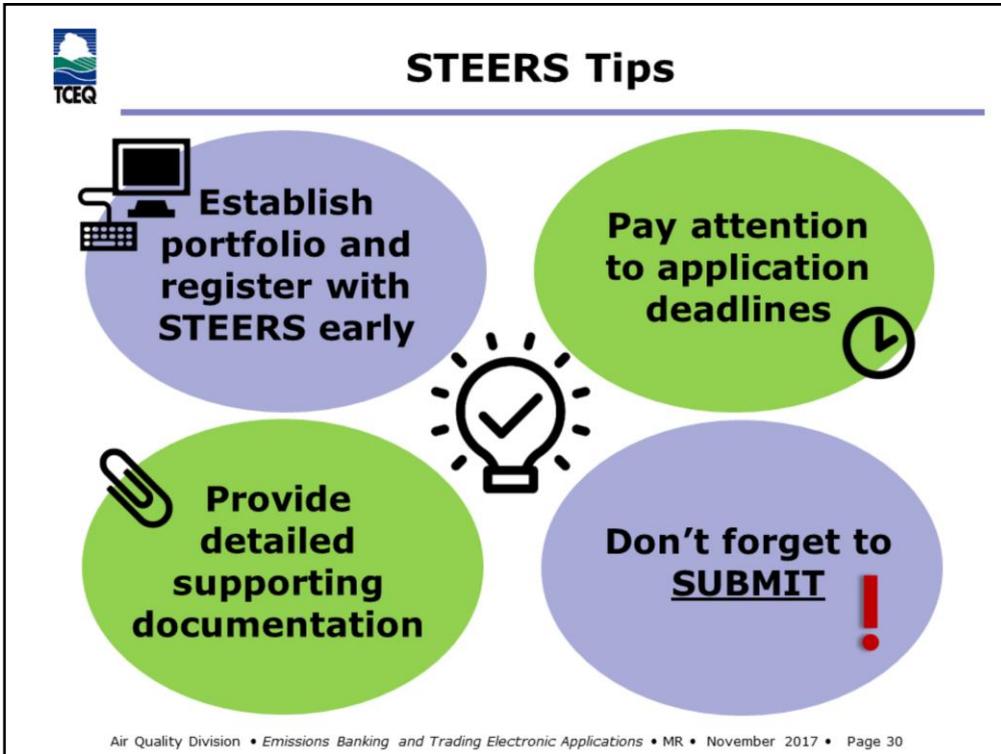
Credit Generation

Project Number	Status	Action
412251	TCEQ REVIEWED	Review EBT-CERT

E-mail will be sent when EBT-CERT is ready for review

Click to review and certify the EBT-CERT

- Once certified, the EBT-CERT will become part of the project and will be enforceable.



- Good supporting documentation will help to expedite application review.

Image Attributions

Desktop created by Vectors Market, from Noun Project

Good Idea created by Arthur Shlain, IL, from Noun Project



Questions

- **Melissa Ruano**
 - Melissa.Ruano@tceq.texas.gov
 - (512) 239-4496
 - **Molly Ellsworth**
 - Molly.Ellsworth@tceq.texas.gov
 - (512) 239-2296
-

Visit the [EBT Web page](#) for additional program guidance and application tools

[Sign up to receive e-mail updates!](#)

Select Emissions Banking and Trading (EBT) Programs under the Air Quality heading

Air Quality Division • Emissions Banking and Trading Electronic Applications • MR • November 2017 • Page 31

EBT Web page: <https://www.tceq.texas.gov/airquality/banking/banking.html>

- New STEERS guidance document

E-mail updates: <https://public.govdelivery.com/accounts/TXTCEQ/subscriber/new>