STEERS Air Fees Reporting Instructions

Instructions for submitting Air Emissions and Inspection Fee basis information online through the State of Texas Electronic Emissions Reporting System (STEERS).

For additional STEERS reporting information:

Creating a user account in STEERS E-Permitting: A Guide to Creating an Account in STEERS E-Permitting (RG-531a)

A guide to obtaining Permits by Rule Authorizations in STEERS E-Permits: A Guide to Obtaining Permits by Rule Authorizations in STEERS ePermits (RG-531b)

Step 1. Access the STEERS portal.

- 1. Open the STEERS welcome page at https://www3.tceq.texas.gov/steers/
- 2. On the homepage, you will see options to either log in or create a new account
 - a. If a STEERS account already exists for a different program area, no need to create a new account. Use same log in information to report to the Air Fees program. Otherwise, create a new account with the STEERS portal.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Questions or Comments >> TCEQ Home
Welcome to STEERS, the State of Texas	
Here is what you can do online in STEERS:	STEERS Account:
e-Permits \ Registrations: >> Aggregate Production Operations Registration >> Air New Source Review and Title V Operating Permits >> Electronic Core Data Forms (ECDF) (TEW) >> Municipal Solid Waste (MSW) Notifications >> Petroleum Storage Tank (PST) Registrations >> Tax Relief for Pollution Control Property >> Tires Annual Operational Status Report >> Water Quality General & Individual Permits (SW, WW, & more) >> Water Quality Emergency Preparedness System	Password: Login I need: • my password • to create a new account • to authorize another user's account
e-Reporting:	Find Out When STEERS Will Be Offline
 Air Emissions & Inspection Fees (AEIF) Air Emissions & Maintenance Events (AEME) Reporting Annual Emissions Inventory Report (AEIR) Emissions Banking and Trading (EBT) Industrial & Hazardous Waste (IHW) NOR and Summaries Municipal Solid Waste (MSW) Reporting Pollution Prevention Planning (P2PLAN) Reporting Pollution Drivent Water (PDW) Stack Test Online Reporting System (STORS) 	We do our best to ensure that STEERS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our STEERS maintenance schedule.

>> Tier II (TIERII) >> Training Roster Online Submittal (TROLS) See details of what you can do.

This is STEERS version 6.8.

Step 2. Creating a New Account.

1. Click on "to create a new account."



Create New Account Exit Application

3. Follow the prompts to enter your contact information — Click "Next"

*First Name:	
Middle Initial:	
*Last Name:	
Suffix:	✓ (Name suffix if applicable.)
Company Information	
*Company Name:	(Applicant's company.)
*Title:	(Applicant's title.)
Contact Information	
*Empil Address	(Fault south to unliver.)
*Email Address:	(cmail 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 V
Territory:	(Required for non-US Address)

You will receive an email to verify your account. It will include an **account number that you use in the "STEERS Account" field and a verification key URL.

- The URL will allow you to create your password
- 4. Choose security questions ——> Click "Save"

–Set STEERS ER	stions		
In order to increase STEERS security, we are implement questions. Please select and answer the following secu- indicates an answered question on your account. If you	nting a multi-factor verificat rity questions. Answers mu u wish to keep the current a	ion system which requires 5 security st be between 3 and 20 characters. A * inswer, leave the answer box blank.	
Question 1: - Select a Question -	~	Answer 1:	
Question 2: - Select a Question -	~	Answer 2:	
Question 3: - Select a Question -	~	Answer 3:	
Question 4: - Select a Question -	~	Answer 4:	
Question 5: - Select a Question -	~	Answer 5:	
	Save		

Step 3. Answer Security Question.

- 1. Enter the answer you previously provided in STEERS for the security question displayed on the screen.
- 2. Click the **"Go"** button.

STEERS Verify Account	
	S†EERS
Verify STEERS ER	_
Please answer the following security question: (3 incorrect answers will cause the account to be locked)	
What is your favorite type of music?	

**Five incorrect answers will lock your STEERS account for 24 hours.

Step 4. Verify Previous Logins.

Each time you login to your account, STEERS displays previous logins.

STEERS Lo	gin Confirmation ID		
-Welcome Da	nielle Lopez!		
The 6 most recer made by you, ple steersts@tceq.te	nt logins for account E ease notify the STEERS He xas.gov.	are listed below. If you suspe lp Line immediately at 512-239-69	ct any of these logins w 25 or email
Account ID	User Name	Date/Time	IP Address
	Danielle Lopez	11/12/2024 16:48:12 PM	
1	Danielle Lopez	11/12/2024 16:07:51 PM	
1	Danielle Lopez	11/12/2024 10:46:15 AM	
(Danielle Lopez	11/07/2024 15:11:35 PM	
1	Danielle Lopez	10/15/2024 09:51:25 AM	
1	Danielle Lopez	10/14/2024 14:53:06 PM	
Reminder: This a Were these login:	ccount is probationary and s made by you? Yes	has limited access. No	

Verify that you made the listed logins — Click the "YES" button

 If you identify a login that you did not make, contact the STEERS Help Line immediately at 512-239-6925 for assistance.

Step 5. Select Air Emissions and Inspection Fees Program and associate IDs to the program area.

Note: The associated ID is the **regulated entity reference number (RN)** for the site.

After logging in, you will be taken to the **Program Selection** screen.

1. Select "My Account" from the top tab menu.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >>	Contact Us	>> Logout >>
	My Account	Submissions	Activity	STEERS Home
STEERS Home				3:42
				SFEERS
Welcome to STEERS Internet Version 6.8!				
Reminder : This account has probationary program areas and/or program area ID areas have limited access. To get full access, a signed copy of the STEERS Particip, received by the TCEQ either by mail or electronically if you have a Texas Drivers Li SPA already, please generate your SPA and mail it to TCEQ or sign electronically.	s. These probation ation Agreement (S cense. If you have	ary IDs or SPA) must be not sent in the		
Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is de to another, not by entering information on a page.	fined by moving fr	om one page		
For more information on how to navigate this site, please visit our \underline{Help} section.				
Select Program Area: Air Emissions and Inspecti	on Fees (AEIF)			

2. Select Air Emissions and Inspection Fees (AEIF) from the **STEERS Access** drop down and click **"Go"**. Note – after IDs (RNs) are added, you will see AEIF listed under Current Program Area.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	,			Hel	p >> Contact U	s >> Logout >>
	Edit Account	Change Password	Security Questions	Paper SPA	E-sign SPA	STEERS Home
STEERS Account Summary	User: ER					12:28
						SFEERS

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically. If you have not sent in the SPA already, please do so.

CTEEDE Accore

-Account S	ummary		
Account:	ER	Account Status:	ACTIVE - unlocked
Name:	Mark A Chambers	Created:	10/11/2024
Company:	TCEQ	Activated:	10/11/2024
Title:	PROGRAM SPECIALIST	Last Renewed:	10/11/2024
Email:	mark.chambers@tceq.texas.gov		
Phone:	512-239-1773 , foreign code: 1		
Address:	123 Not Real St.		
	AUSTIN, TX 78753		

Select STEERS Program to Add or Modify: Air Emissions and Inspection Fees (AEIF)								
Current Program Area Air Emissions and Inspection Fees	<u>Program</u> AEIF	<u># IDs</u> 4	<u># Probationary</u> 3					

3. This will bring you to your IDs (RNs) on record. If you want to add one/more IDs (RNs), click on "Add IDs". Note – if this is your first time using STEERS AEIF, there will be **no** existing IDs (RNs).

	COMMISSION ON				Help >>	Contact Us >>	Logout >>
		Who Else Has Access?	Modify IDs	Add IDs	Account Su	mmary S	STEERS Home
Air Emis	sions and Inspection Fees ID List	User: ER					14:39
You have 4 IDs f	for AEIF						5 † EERS
ID ▲ RN100211507	Name/Location CAPITOL AGGREGATES CEMENT PLA 11551 NACOGDOCHES RD, SAN AN	NT AEIF S	Sign MARK TCEQ	rization CHAMBERS	<u>Status</u> probat	ion 01/	<u>dified</u> 07/2025
<u>RN100239037</u>	FRIENDSWOOD NO 4-BOOSTER COI STATION Harris County - FROM THE INTX OF 2351 TRAVEL NE ON FM 2351 FOR 3 UNNAMED RD TURN L NW & TRAVEL	1PRESSOR AEIF 5 FM 518 & FM 3.16 MI TO .0.24	Sign Self		active	01/	07/2025
<u>RN100808609</u>	CENTEX MATERIALS Travis County - HWY 71 2 MI W OF I	AEIF S HWY 620	Sign Self		probat	ion 01/	07/2025
<u>RN102174380</u>	CANAL PLANT San Patricio County - PORTABLE SU MI S OF INTX OF FM 2725 & FM 106	AEIF S NRAY ROAD, 1/4 9	Sign Self		probat	ion 11/	07/2024
		Add IDs Modify ID	s Cancel				

- 4. This will bring you to the page below where you have the option to list other IDs under "Add New AEIF IDs."
- 5. Before you add the IDs (RNs), you must select an access type, relationship, and

authorization to add the accounts. Access type is described below:

- AEIF Read Only View data in the AEIF system but cannot update or submit.
- AEIF Edit Edit data on screen or upload delta files but cannot certify and submit.
- AEIF Submit Same as Edit but can certify and submit data. Users selecting Submit access will need to certify they have the authority or have been given the authority to submit data by an appropriately authorized person. This is a self-certifying process, and it is the responsibility of the user to select the proper access and specify the proper authorization.

dd IDs to the account: select a role,	relationship, an authorization and	either the IDs to add or an account to copy.
s Add IDs or Copy IDs to continue.	. Press Cancel when done.	
ogram Status		
Access Type: /	AEIF Sign - view, create, delete, modi	fy, sign, and submit ✓
thorization	** Pick Role **	
ect the appropriate relationship and	AEIF Read Only - view only	
hat is the best description of	AEIF Edit - view, create, delete, and r	nodify pr facilities?
 The Facility Parent Company Other 	AEIF Sign - view, create, delete, mod	lfy, sign, and submit
ho is authorizing the access?(Select one of the following	
 I, Danielle Lopez, am applying authorization is required. 	for a read, edit, or preparer ro	ble and no specific company
-OR-		
I, Danielle Lopez, am applying this Agreement for the Compa- and 101.27(b).	for a sign and submit role and ny under the applicable standa	have the authority to enter into rds referred to in 30 TAC 101.24(b)
 I, Danielle Lopez, am applying below who does have the auth applicable standards referred t 	for a sign and submit role and ority to enter into this Agreem to in 30 TAC 101.24(b) and 10:	am authorized by the person ent for the Company under the 1.27(b) .
Authority	y:	(Name of authorizing authority)
Title	e:	(Title of authorizing authority)
Company	y:	(Authorizing company)
Phone	e:	(999-999-9999)
IF IDs to Add		
may enter each ID or copy IDs from	m another STEERS account.	
nter AEIF IDs		
nter the air IDs the account needs to egulated Entity reference number (R e site RN number in the <u>TCEQ Centr</u>	b access.You may enter either an the second sec	Air Account number (without the hyphen) or a ount number and it is not found, try searching for
RN100239037		
RN100211507		
RN100808609		
RN100808609		

- Since you will need to submit a STEERS Participation Agreement (See Step 6) every time an ID (RN) is added, it is more efficient to add multiple RNs at the same time.
- 6. After you select the access type for each account, you may type in each ID (RN) or copy IDs (RNs) from another account.

**If there is no information in connection with the RN, contact the air fees program so the account can be configured.

Step 6. Submitting the STEERS Participation Agreement (SPA)

This document is used to certify that users understand and agree to all rules and requirements of STEERS. This must be done and submitted by:

- **New STEERS accounts** -
- Existing STEERS accounts when adding or updating new RNs (IDs) -
- 1. If the account needs to submit an SPA, click on "My Account" on the top of the page.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >>	Contact U	s >> Logout >>
	My Account	Submissions	Activity	STEERS Home
SIEERS Home				14:55

- 2. Choose if you want to sign a paper SPA or electronically sign.
 - If the user has a valid Texas driver's license, the option to electronically sign the SPA may be used.
 - If the user does not have a valid Texas driver's license, click the Paper SPA button, then click the Generate Your SPA button. Follow the onscreen instructions for completing and submitting the paper SPA.
 - Once the STEERS account is taken off probation, the user will have access to all of the requested functions.

	S COMMISSION ON RONMENTAL QUALITY			Help >>	Contact Us >> Logout >>
-		Edit Account Change Passv	word Security Questions	Paper SPA E-	sign SPA STEERS Home
STEE	RS Account Summary	User: ER			14:46
					SEERS
-Account S	Summary				
Account:	ER	Account Status:	ACTIVE - unlocked		
Name:	Danielle Lopez	Created:	10/14/2024		
Company:	TCEQ	Activated:	01/09/2025		
Title:	NRS	Last Renewed:	01/09/2025		
Email:	danielle.lopez@tceq.te	exas.gov			
Phone:	512-239-1451				

Phone: 512-239-1451 _____

** The e-signature tends be approved more quickly.

3. For paper SPA:

Click on "Generate SPA" or fill out the bottom for a partial SPA.

TEXAS COMMISSION	DN ALITY				Help >>	Contact Us >:	> Logout >>
-	Edit Account	Change Password	Security Questions	E-sign SPA	Account S	ummary	STEERS Home
STEERS Select SPA Ty	pe User: E	R					14:17
							5¢EER!
ease select whether you want to	generate the en	tire SPA or a partial S	PA for a specific authoriz	ation. Or select E	E-sign		•
oove to sign your account electro	onically with an io	dentity proofing servic	e.				
Generate Your SPA							
To generate the entire SPA, pres	s the "Generate	Your SPA" button belo	ow.				
		Generate	Your SPA Cancel				
- OR							
Generate SPA for a Single	Authorizatio	n					
All fields are required. You must	enter the inform	nation the same as you	u did in the authorizatior	form.			

First Name:		(Authorization first name.)
Last Name:		(Authorization last name.)
Company Name:		(Enter at least one keyword.)
Title:		(Enter at least one keyword.)
	ОК	Cancel

- 4. For e-sign SPA:
 Fill out the information below that represents your account.
 Once the information is entered, click "E-sign SPA."

Sign Electronically	with an	Identity	Proofing	Service
---------------------	---------	----------	----------	---------

Please select the 3rd party form to collect the informa as optional.	identity proofing service to continue. Selecting the service will update the tion needed for the service. All fields are required except for the ones marked
Note: By clicking E-Sign S identifying information aga personally identifying infor identifying information suc identity validation which is	² A, you understand the service is voluntary and you are validating personally inst a 3rd-Party service which will return evidence of validation of the mation you provide back to TCEQ. UTCEQ will not retain the sensitive personally h as your SSN, birthdate, or TDL; however, TCEQ will receive evidence of used to identify you for legal purposes.
<i>Important:</i> In developme interface is occurring. Due	nt and user test, identity proofing is not turned on unless testing of the service to this, please provide data that matches the field name or field instructions.
Identity Proofing:	Please select an identity proofing service V
First Name:	Danielle
Middle Initial:	(Optional)
Last Name:	Lopez
Company Name:	TCEQ
Title:	NRS
 I, Danielle Lopez, under the applica I, Danielle Lopez, identificing inform 	have the authority to enter into this Agreement for TCEQ ble standards listed below. , certify that I am signing this document with my personally
which returns evi	dence of validation the provided information back to TCEQ.
	E-Sign SPA Cancel
Plea	Signature verification can take several minutes. ase do not press the E-sign button more than once.

5. You will see the following page once you are confirmed:

requirements until I have taken action to submit the data. I certify that

I, Danielle Lopez, have the authority to enter into this	Agreement for TCEQ under the applicable stand	dards listed below.
I, Danielle Lopez, certify that I am signing this docume	nt with my personally identifying information a	uthenticated by a
3rd-Party service, LexisNexis InstantId, which returns	evidence of validation the provided information	back to TCEQ.
582 TEST ER	DANIELLE LOPEZ Printed Name	<u>01/09/2025</u> Date
<u>NRS</u>	<u>TCEQ</u>	TCEQ CN
Title	Company Name	(if known)

Step 7. Completing the Air Emissions/Inspection Fees Information.

- 1. To report emissions and/or inspection fee information, go back to the STEERS home screen.
 - a. Click on "Air Emissions and Inspection Fees."

Welcome to STEERS Internet Version 6.8!

Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our <u>Help</u> section.

Select Program Area: <u>Air Emissions and Inspection Fees (AEIF)</u>

2. Click on the RN which you would like to report fee basis information

Select RN				-
There are 7 reco	rds. Please s	elect one to continue.		
RN 🔺	Account	Site Name	Organization Name	<u>Status</u>
RN100211507	BG0045E	PORTLAND CEMENT	CAPITOL AGGREGATES INC	SUBMITTED
RN100239037	HG4389A	FRIENDSWOOD B C STATION	DENBURY ONSHORE LLC	SUBMITTED
RN100808609	916576L	CENTEX MATERIALS BUDA	CENTEX MATERIALS LLC	WORKING
<u>RN100856301</u>	DB0522M	GARLAND PLANT	KRAFT HEINZ FOODS COMPANY	NOT AVAILABLE
<u>RN102174380</u>	916641C	INGLESI	ALAMO CONCRETE PRODUCTS COMPANY	CREATED

-

NOTE: In the Air Emissions and Inspection Fee form, the term "account" refers to an RN (site), not a STEERS account. The section "Account Information on File" lists the information that the program currently has on file for the RN (site).

3. Click on **"Start**" to begin.

TEXAS COMMISSION ON		Help >> Contact Us >> Logout >>	
		AEIF Home RN List STEERS Home	
Air Emissions and Inspection Fees (AEIF) Home	Account: RN101010101/BF1234X	Today's Date: 09/21/2023 20:0	
		STEER	
Account Information on File			
RN/Account: RN101010101/BF1234X	County: BELL		
CN: CN612345678	Billing Contact: JOHN	DOE	
Company: REAL PLASTICS CORP Fiscal Year: 2025	Mailing Address: 1234	REAL STREET OAK_TX 76503-6110	
Report Status: CREATED	Phone: 555-	555-5555	
	Email: JOHN	.DOE@REALPLASTICS.COM	
Air Emissions and Inspection Fee Report—			
Start he AIR EMISSIONS/INSPECTION Fe er 30 Texas Administrative Code (T	E BASIS REPORT for Fiscal Yea AC) §101.24(b) and 101.27(b), t	r (FY) 2024 (9/1/2023 - 8/31/2024) this form is due June 2, 2023.	

If changes need to be made to any of the information listed on "Account Information on File", please update the information in the designated area by clicking the update button.

	Account: RN101010101/BF1234X 20:00
	STERS
-Account Information on File	2007-1028202
RN/Account: RN101010101/BF1234X Site Name: CENTRAL TEXAS FACILITY #4 CN: CN612345678 Company: REAL PUASTICS CORP Fiscal Year: 2025 Report Status: CREATED	County: BELL SIC: 3083 Billing Contact: JOHN DOE Mailing Address: 1234 REAL STREET POST OAK, TX 76503-6110 Phone: 555-5555 Email: JOHN.DOE@REALPLASTICS.COM
Account Information	
Please complete the questions below. Press Next to co exit the form. • indicates a required field	ntinue, Previous to return the last page, or Cancel to
-Site/Company Information	
*Do you need to update your site name or owne	r name? 😧 NO 🗸 Update
-Billing Contact Information	
*Do you need to update your billing contact?	NO V Update
Ctatus of Assount	
-Status of Account	

If necessary, update the billing contact information for your account. Reminder, this email and address is where technical correspondence with the air fee program **and** invoices will be sent.

- Ining	nuot mormut	
-Billing Contact Information-		
*Do you need to update your b	illing contact? 2 YES V Update	
*First Name:	JOHN	
Middle Name:		
*Last Name:	DOE	
Title:		
*Address Type:	Domestic O Foreign	
*Mailing Address:	1234 REAL STREET	(include Suite or Bldg here, if applicable)
Routing:		(such as Mail Code, Dpt, Attn: or C/O)
*City:	POST OAK	
*State:	TEXAS V	
*ZIP Code:	76503 6110	
*Phone:	555-555-5555 (###-####)	

Step 8. Submitting your site's (account's) status.

In this section you will enter the "Account Information" that will let TCEQ know the status of the site (RN or account) for the reported fiscal year.

1. Select the most accurate site status for the reported fiscal year. **Note: in this section of STEERS, the RN or site status is referred to as "account" status.**

Site Status Dropdown

Please complete the questions t the form.	below. Press Next to continue, Previ	rious to return the last page, or Cancel to exit
 indicates a required field 		
-Site/Company Informa	tion	
*Do you need to update y	our site name or owner name?	Vpdate
-Billing Contact Informa	tion	
Do you need to update y	our billing contact? 🛿 🛚 🗸 🛛	Update
-Status of Account		
•What is the status of you	ur account? 2 -Select a Status	Update
	ACTIVE	
	SHUTDOWN	Cancel
	DOES NOT QUALIFY	
Corpon Notor: Dicking a room	onse to a ques solo	en to refresh with subquestions. Update gives another op

- <u>Active</u>: Site will be operational/active for any portion of this fiscal year.
- Idle: Site will be idle for the entirety of this fiscal year
- **Sold***: If an ownership transfer has occurred and new ownership will be in effect during the reporting fiscal year.
- **<u>Permanently shut down*</u>**: This site will not operate in any county in Texas and the site was *not sold*.
- <u>Merged</u>: This site was merged into another site by the Air Permits Division and the merger will be in effect during the reporting fiscal year.
- <u>Does not qualify (DNQ) for either inspection or emissions fees</u>: This site does not have an applicable standard industrial classification (SIC) code or SIC tier letter and the site is not operating under Title V conditions regardless of permit authorizations.
- <u>Not Built</u>: This site is under construction and will not be operating during this fiscal year
- 2. If the status of the site is **Sold**:
 - New owner information is **required** to continue. It is the **previous** owner's responsibility to provide new owner information.
 - In order for the new owner information to be reflected on the invoice, the new company must submit a Core Data Form to Air Permits Division and Central Registry to officially have the name changed in the TCEQ systems. STEERS has a portal available to use for air permits and central registry.

*Information required: Date of sale, purchasing company's name, mailing address, contact person, phone number, email address, and new RN number (if applicable). Provide a new RN number only if the Air Permit Division issued a new RN number. Typically, when an ownership transfer occurs, the RN number remains the same. However, sometimes the Air Permits Division issues a new RN number.

-Account Intori	and in a	
Please complete the the form.	juestions below. Press Next to continue, Previous to return the last page, or Cancel to exit field	
-Site/Company *Do you need to	Information- update your site name or owner name? @ NO v <u>Update</u>	
-Billing Contact *Do you need to	Informationupdateupdate	
-Status of Accou *What is the sta	ntus of your account? @ SOLD V Update *Sold Date: (mm/dd/yyyy)	

- **3.** If the status of the site is **Shutdown**:
 - **Information required:** Date of shut down and the cancelled/voided air permit numbers corresponding to the site.
 - If the Air Permits Division have not cancelled or voided the air permit(s) for the site, provide an explanation why the site needs to be shut down without the permits being cancelled/voided. The program area will review the explanation and contact you with any questions.
 - For permit status: https://www.tceq.texas.gov/permitting/air/nav/air_status_permits.html
 - *Note:* Portable sites may shut down **temporarily** to move to another location to operate. If this is the case for your portable site, select another option from the drop-down menu. "Shutdown" should NOT be selected because the site does not meet the definition of a permanently shut down facility.

-Account Inforn	nation	
Please complete the o the form.	juestions below. Press Next to continue, Previous to return the last page, or Cancel to exit	
 indicates a required 	field	
-Site/Company	Information	
*Do you need to	update your site name or owner name? 2 NO 🗸 Update	
-Billing Contact	Information	
*Do you need to	update your billing contact? 🛿 NO 👻 Update	
-Status of Accou	nt	
*What is the stat	us of your account? I SHUTDOWN V Update	
-what is the stat	us of your account?	

- 4. If the status of the site is Merged:
 - ٠
 - **Information required**: Date of merger and the RN numbers affected. If the merger has not been approved by the Air Permits Division, then the site cannot ٠ be merged within our program area.
 - Check Central Registry to see if the merger has been processed: <u>https://www15.tceq.texas.gov/crpub/</u> •

Account Information	
Please complete the questions below. Press Next to continue, Previous to return th the form.	he last page, or Cancel to exit
 indicates a required field 	
-Site/Company Information	
*Do you need to update your site name or owner name? 2 YES Y und	ate
-Rilling Contact Information	ute
*Do you need to update your billing contact? 🔮 NO 👻 Update	-
-Status of Account	
*What is the status of your account? @ MERGED V Update	
*Merged Date: (mm/dd/yyyy)	
*Merged Date: (mm/dd/yyyy)	

Step 9. Submitting Inspection Fee Basis Information.

1. Use the **"Select a SIC"** drop down box to enter your SIC code and, if applicable, tier letter. If several SICs can apply to the RN, select the SIC with the highest fee rate.

Assount Information on File	SVEERS
RN/Account: RN100215631/BF0110G Site Name: TEMPLE NORTH LAMINATE FACILITY CN: CN604165332 Company: WILSONART LLC Fiscal Year: 2024 Report Status: CREATED	County: BELL SIC: 3083 Billing Contact: JOHN DOE Mailing Address: PO BOX 6110 TEMPLE, TX 76503-6110 Phone: 555-5555 Email: JOHN, DOE@WIL SONART.COM
Inspection Fee Basis Information	
Please provide the SIC category that has the highest base ins continue, Previous to return the last page, or Cancel to exit	pection fee per 30 TAC §101.24(f). Press Next to the form.
For a complete listing of SIC codes, tiers with associated capa inspection fees, visit our fees web page: <u>http://www.tceq.texa</u>	city/throughput, and the current fee rate for as.gov/airguality/point-source-ei/air-fees.html.
If the site will not operate during the reporting FY, or does no	t have an applicable SIC Code, enter N/A. If N/A,

Step 10. Submitting the Air Emissions Fee Information.

- 1. If the site is **not** operating under Title V conditions for the reporting fiscal year, then the answer is "**No**".
- 2. If the site **is** operating under Title V conditions <u>regardless of permit authorizations</u> for the reporting fiscal year, then the answer is **"Yes"**.



If the answer is **"Yes"**, review the definitions below and report site-level annual emissions for each regulate pollutant or group of pollutants in the table below to establish the emissions fee basis. Report the site's emissions using <u>either</u> allowable emissions rates or actual emissions.

a. Allowable emissions rates: Emissions limits specified in an enforceable document such as a permit, certified registration of emissions, or Commission Order (hereafter referred to as enforceable emissions limits) that are in effect during the fiscal year that a fee is due. This is also referred to as the site's potential-to-emit emissions.

• If a site did not submit a verifiable annual point source emissions inventory, then report allowable emission rates on the emissions table.

b. Routine: Report actual calendar year (CY) emissions associated with planned activities, including routine operations, and authorized maintenance, startup, and shutdown activities, that occurred during the most recent full calendar year.

If the site submitted a complete and verifiable emissions inventory (EI) for the applicable CY, then report all emissions for the last full CY in the "Actual" section below. Note: If submitting an EI, emissions reported in the table below should be within 5 tons of the emissions reported on the EI. Any discrepancies between the EI and fee emissions will need to be rectified prior to the submission of the fee basis form.

- If the site <u>does not</u> have enforceable emissions limits establishing allowable levels for regulated pollutants and the site is <u>not required</u> to submit an EI, then the site's routine, SMSS, and EE emissions emitted during CY must be used to calculate the fee basis and should be reported in the **"Actual"** section below.
 - Submit actual production, throughput, or measurement records along with the complete documentation of the calculation methods.

c. Scheduled Maintenance, Startup, and Shutdown (SMSS): Report actual emissions from all SMSS activities as defined in 30 TAC §101.1 that are **not** authorized by a permit and that occurred during the most recent full calendar year.

• Note: Authorized MSS should be included with routine emissions, and SMSS should NOT be included with routine emissions.

d. Emissions Events (EE): Report actual emissions from all EE as defined in 30 TAC §101.1 that occurred during the most recent full calendar year.

Emissions Fee Basis Information: Reporting Permit Allowables or Actual Emissions

Regulated Ballytants (Indiates all	Allowable		ACTUAL EN	MISSIONS FOR CALE	NDAR YEAR	'Calendar
regulated pollutants (includes all regulated pollutants on site)	Emissions Rates (Tons per Year)	Γ	Routine (Tons per Year)	SMSS (Tons per Year)	EE (Tons per Year)	the last full
Volatile organic compounds (VOC)		Γ				preceding the
Carbon monoxide (CO)						the fiscal
Nitrogen oxides (NO ₄)						year.
Sulfur dioxide (SO ₂)						
Particulate matter (PM) total		Γ				
Other:		Γ				
Other:						
Other:		Γ				
Other.		T				
		-				
			Add New Sa	ve		
		N	Previous	Cancel		

IMPORTANT

Please note the following:

• Report <u>either</u> allowable <u>or</u> actual emissions. Reporting both permit allowable and actual emissions will result in the site being assessed a fee for the **combined total of both types of emissions**.

Emissions Reporting Summary					
Allowable Emissions:	Routine Emissions:				
PTE thresholds during the fiscal year that a fee is due. +	Last full calendar year of actual emissions of all regulated pollutants from all individual emissions points				
Emissions from all SMSS that are not authorized by a permit.	or process units at the site. +				
	Emissions from all SMSS that are				
Emissions from all releases due to EEs.	not authorized by a permit. +				
	Emissions from all releases due to EEs.				

- Under no circumstances may the emissions on the fee basis form be less than the actual emissions at the site.
- A complete and verifiable annual point source emissions inventory must be submitted to establish the emissions fee basis using actual emissions.
- The reported emissions in the emissions inventory should match the actual emissions reported on the fee form.

Step 11. Submitting comments and attachments.

- 1. Provide any comments and supporting documentation that will assist in processing and invoicing the site (RN) accurately.
- 2. Use this section to upload any supporting documents.
 - a. Select **"Choose File**" (next to "File to Upload") to upload supporting documents such as the maximum allowable emissions rates table from the site's air permit.
 - b. Click "Upload File".

-Comments and Attachments-					
Please provide any comments and supplementary documentation and/or emissions calculations below. Press Next to continue, Previous to return the last page, or Cancel to exit the form.					
-Comments					
Please provide any comments/explanations about the site that will assist in processing and invoicing the account accurately. Press Save when complete. • Indicates a required field					
*Comments:0					
(2000-character limit)					
-Attachments					
There are 0 attachments.					
Add Attachment- Attachments are not required. If not attaching documents, press the Next button to continue. When attaching documents, browse and select a file, then press the Upload File button to upload the supplementary documentation and/or emissions calculations.					
Your must select a file and press the Upload File button to attach a file. Multiple files can be attached but must be attached one at a time. Allowed file types include PDFs, Word documents, Excel spreadsheets, and text files. The file cannot exceed 30 MB.					
*File to Upload: Choose File No file chosen					
*Does the file contain information considered confidential? NO 🗸					
Upload File					

**It will appear under the attachments section of the page at the end if uploading was successful.

Step 12. Review the site (RN) information.

1. Review the site (RN) information before you **submit** the fee basis form. Ensure all data is accurate.

-Comments a	and Attachments	
-Comments-		
Comments:		
-Attachment	s	
There are 0 a	issociated attachments.	

AEIF Fee Basis Form Sign and Submit	Account: RN1	Account: RN101010101/BF1234X Today's Date: 9/21/2023		21/2023			
Account Information on F RN/Account: RN10101010/B Site Name: CENTRAL TEXAS CN: CN612345678 Company: REAL PLASTICS C	F1234X FACILITY #4 ORP	County: BEL SIC: 308 Billing Contact: JOH Mailing Address: 1234	L 3 N DOE \$ REAL STREET				
Fiscal Year: 2025 Report Status: CREATED	ом						
-Account Information							
-Site/Company Information Do you need to update your site name or owner name? NO							
-Billing Contact Information							
Do you need to update your b	illing contact? NO						
-Status of Account							
What is the status of your acc	ount? ACTIVE						
Inspection Fee Basis Inform	ation						
SIC category that has the highe	est base inspection fee: N/A						
Emissions Fee Basis Informa	tion						
Is the site required to obtain/p	ossess a Title V permit? YES						
-Emissions							
Regulated Pollutants	Allowable Emissions Pates		ACTUAL EMISSIONS				
(Includes all regulated pollutants on site)	(Tons per Year)	Routine (Tons per Year)	SMSS (Tons per Year)	EE (Tons per Year)			
Volatile organic compounds (VOC)		15.2304	3.0179	5.9320			
Carbon monoxide (CO)		16.8937	0	0			
Nitrogen oxides (NOx)		20.3972	5.9880	0			
Sulfur dioxide (SO2)		0.3403	0	0			
Particulate matter (PM) total		4.3307	0	1.0981			
Edit							
Comments and Attachments							
-Comments-							
Comments: This is a comment. T	Comments: This is a comment. This is a comment.						
-Attachments-							
There is 1 associated attachment.							
File Name	File Hash		Confidential \	/iew			
FILE_NAME.PDF A1E5F8FB94752	4079CB7D260D968DC940D9882A661	75AA1EB0A25427560921	08 NO 😺	View			
Edit							

Step 13. Complete the certification statement.

- 1. Please certify that the reported fee basis information is accurate by entering your password and confirm the submittal.
- 2. Input your password and click the "Confirm Submit" button.



Step 14. Save the form for your records.

- 1. Towards the end of the process, you will see a text stating to print the page.
 - a. Save this page and keep for your records. This confirms the submission to TCEQ and the information submitted.

AEIF Fee Basis Form Submission Confirmation	Account: RN100239037/HG4389A	14:00
		SFEERS
Please print this page for your records. This page confirms your submittal to the TCEQ. The submission confirmation number is 107. The security data hash code is 1E57C7BFCDB9EC79E9C80F10CE690067C9ABC2BC9A You will also receive a confirmation e-mail.	68050448A25F9DA78191A9.	
Account Information on File		
RN/Account: RN100239037/HG4389A Site Name: FRIENDSWOOD B C STATION CN: CN602946782 Company: DENBURY ONSHORE LLC Fiscal Year: 2025	County: HARRIS SIC: 3084 Billing Contact: Mailing Address: 5851 LEGACY CIR STE 1200 PLANO, TX 75024-5966	
Report Status: SUBMITTED	Phone: Email:	
Account Information		
-Site/Company Information-		
Do you need to update your site name or owner na	me? NO	
-Billing Contact Information-		
Do you need to update your billing contact? NO		
-Status of Account		
What is the status of your account? ACTIVE		
Inspection Fee Basis Information		
SIC category that has the highest base inspection fe	ee: 3273	
Emissions Fee Basis Information		
Is the site required to obtain/possess a Title V perm	nit? NO	

I certify that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the submitted information is true, accurate and complete. By entering my password and pressing the Confirm Submit button, I agree that:
1. I am Mark A Chambers, the owner of STEERS account ER
2. I have the authority to submit this data on behalf of CN602946782, DENBURY ONSHORE LLC.
3. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.
 I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
5. I am knowingly and intentionally submitting the Air Emissions/Inspection Fee Basis Form for the stated fiscal year per 30 Texas Administrative Code (TAC) §101.24(b) and/or §101.27(b). I have personally examined the foregoing and am familiar with its content and the content of any attachments.
6. I certify that the information reported in this Air Emissions/Inspection Fee Basis Form is true, accurate, and fully represents to the best of my knowledge the regulated entity's operations and, for a regulated entity subject to 30 TAC §101.27, the actual emissions that occurred during the applicable calendar year.
I am aware that enforcement action may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.
8. I certify that the reported fee basis emissions are not less than the actual emissions that occurred at the site per 30 TAC §101.27(f)(1). If the reported emissions on this Air Emissions/Inspection Fee Basis Form are less than the actual emissions in the applicable TCEQ emissions inventory (EI), I understand that TCEQ will use the EI emissions as the basis for the applicable air emissions fee.
This document was signed by Mark A Chambers, ER , on 11/20/2024 08:11 AM.
Cancel

2. Once a form has been submitted, the status for the site will change to "View".



3. By clicking on **"View**" you will be able to review the submitted fee basis information. After submitting the form, no changes can be made in STEERS. Contact the air fees programs if changes need to be made to the reported information.

	,	telp >>	Contact Us >:	Logout >>
		AET	Home :	STEERS Home
AEIF Fee Basis Form Submission Confirmation Account: F	N100239037/HG4389A			6:34
				50EERS
				540010
This report was submitted to the TCEQ on 11/20/2024 08:11 Al The submission confirmation number is 107.				
The security data hash code is 1E57C7BFCDB9EC79E9C80F10CE690067C9ABC2BC9A68050448	A25F9DA78191A9.			
-Account Information on File-				
RN/Account: RN100239037/HG4389A	County: HARRIS			
Site Name: FRIENDSWOOD B C STATION	SIC: 1311C			
COMPANY: DENBURY ONSHORE LLC	Mailing Address: 5851 LEGACY (IR STE	1200	
Fiscal Year: 2025	PLANO, TX 750	24-5966		
Report Status: SUBMITTED	Phone: Email:			
A				
-Site/Company Information				
Site/ company information				
Do you need to update your site name or owner name? NO				
-Billing Contact Information				
Do you need to update your billing contact? NO				
-Status of Account				
What is the status of your account? ACTIVE				
mat is the status of your account. Serve				
-Inspection Fee Basis Information-				
SIC category that has the highest base inspection fee: 3273				
Emissions Fee Basis Information				
Is the site required to obtain/possess a Title V permit? NO				
Comments and Attachments				
-Comments-				
Comments:				
-Attachments				
There are 0 associated attachments.				

-Certification-

I certify that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the submitted information is true, accurate and complete. By entering my password and pressing the Confirm Submit button, I agree that: 1. I am Mark A Chambers, the owner of STEERS account ER 2. I have the authority to submit this data on behalf of CN602946782, DENBURY ONSHORE LLC. 3. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time. 4. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature. 5. I am knowingly and intentionally submitting the Air Emissions/Inspection Fee Basis Form for the stated fiscal year per 30 Texas Administrative Code (TAC) §101.24(b) and/or §101.27(b). I have personally examined the foregoing and am familiar with its content and the content of any attachments. 6. I certify that the information reported in this Air Emissions/Inspection Fee Basis Form is true, accurate, and fully represents to the best of my knowledge the regulated entity's operations and, for a regulated entity subject to 30 TAC §101.27, the actual emissions that occurred during the applicable calendar year. 7. I am aware that enforcement action may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading. 8. I certify that the reported fee basis emissions are not less than the actual emissions that occurred at the site per 30 TAC §101.27(f)(1). If the reported emissions on this Air Emissions/Inspection Fee Basis Form are less than the actual emissions in the applicable TCEQ emissions inventory (EI), I understand that TCEQ will use the EI emissions as the basis for the applicable air emissions fee.

This document was signed by Mark A Chambers, ER on 11/20/2024 08:11 AM.

Cancel

Step 15. Another way of viewing or retrieving the fee form for your records.

STEERS stores the fee basis information reported for a site (RN) in a report called a copy of record. To retrieve a copy of record (COR) for a particular site go back to the **"STEERS Home"** and select the program area **"Air Emissions and Inspection Fees (AEIF)"**.



4. **Select** the "**View COR**" for the fee submittal that you would like to view.

• If the company submitted attachments with their submittal, the attachments can also be viewed and obtained from this window by selecting an option from the drop-down menu.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY				Help >>	Contact Us	>> Logout >>	
				My Account	Submissions	Activity	STEERS Home
Search Results for	Submit Log						14:47
Search Again New Sea	irch						STEERS
Your Search Returned 2 Re	ecords						
1-2 of 2 Records							
Subject	Submitted *	Processed	Conf.#	Account	Pgm Area ID	Action	
AEIF Fee Basis Form	11/20/2024	11/20/2024	107	ER	RN100239037	View COR	Go
AEIF Fee Basis Form	11/12/2024	11/12/2024	106	ER	RN100211507	View COR	Go

The following search criteria was entered: Program Areas: AEIF

AEIF Fee Basis Form Submission Confirmation

RN\Account: RN100239037/HG4389A Submitted: 11/20/2024 Confirmation # 107

Account Information on File	
RN/Account: RN100239037/HG4389A Site Name: FRIENDSWOOD B C STATION CN: CN602946782	County: HARRIS SIC: 3084 Billing Contact:
Company: DENBURY ONSHORE LLC	Mailing Address: 5851 LEGACY CIR STE 1200
Report Status: CREATED	Phone:
	Email:
Account Information	
-Site/Company Information	
Do you need to update your site name or owner name? NO	
-Status of Account	
Do you need to update your site name or owner name? ACTIVE	
∟ ┌─Inspection Fee Basis Information────────────────────────────────────	
SIC category that has the highest base inspection fee: 3273	
Emissions Fee Basis Information-	
Is the site required to obtain/possess a Title V permit? NO	
Comments and Attachments	
Comments	
Comments:	
l	
Certification	
I certify that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the submitted information is true, accurate and complete.	
By entering my password and pressing the Confirm Submit button, I agree that:	
1. I am Mark A Chambers, the owner of STEERS account ER	
2. I have the authority to submit this data on behalf of CN602946782, DENBURY ONSHORE LLC.	
I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.	
 I understand that use of my password constitutes an electronic signature legally equivalent to my written signature. 	
5. I am knowingly and intentionally submitting the Air Emissions/Inspection Fee Basis Form for the stated fiscal year per 30 Texas Administrative Code (TAC)	
6. I certify that the information reported in this Air Emissions/Inspection Fee Basis Form is true, accurate, and fully represents to the best of my knowledge the	
regulated entity's operations and, for a regulated entity subject to 30 TAC §101.27, the actual emissions that occurred during the applicable calendar year.	
 I am aware that enforcement action may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading. I certify that the reported fee basis emissions are not less than the actual emissions that occurred at the site per 30 TAC §101.27(f)(1). If the reported emissions on this Air Emissions/Inspection Fee Basis Form are less than the actual emissions in the applicable TCEQ emissions inventory (EI), I understand that TCEQ will use the EI emissions as the basis for the applicable air emissions fee. 	
This document was signed by Mark A Chambers. Signature Hash: 5142C20E9BBDD4C457E8B935FBA03DD109FBF7554092A43A2181FB0282C34B80	
Additional Information	
The following is additional information contained in your Copy of Record	d:
Submission IP Address:	
Submission Date and Time: 11/20/2024 08:11 AM	
SIEEKS VERSION: 6,83 Submission Confirmation Number: 107	
Submission Data Hash Code: 1E57C7BFCDB9EC79E9C80F10CE690067C9ABC2BC9A68050448A25F9DA78191A9	
L	