Emissions Inventory (EI) Web Reporting

Are paper forms weighing you down?

There's got to be a better way!

Switch to online reporting with STEERS Web-EI!

Take Care of Texas

TakeCareOfTexas.org

What Is STEERS?

STEERS, or State of Texas Environmental Electronic Reporting System, is a Web reporting system created by us, the Texas Commission on Environmental Quality, or TCEQ, for your use as the owner or operator of a regulated entity. STEERS provides a secure electronic infrastructure for reporting information to us to meet reporting obligations under air, water, and waste.

What Is Web-EI?

The Annual Emissions Inventory Report, or AEIR, is a program area in STEERS for all data related to the Air Emissions Inventory, and is referred to as Web-EI. Using Web-EI reporting, you can submit the annual Emissions Inventory Questionnaire, or EIQ, online. There are two options available—you can either:

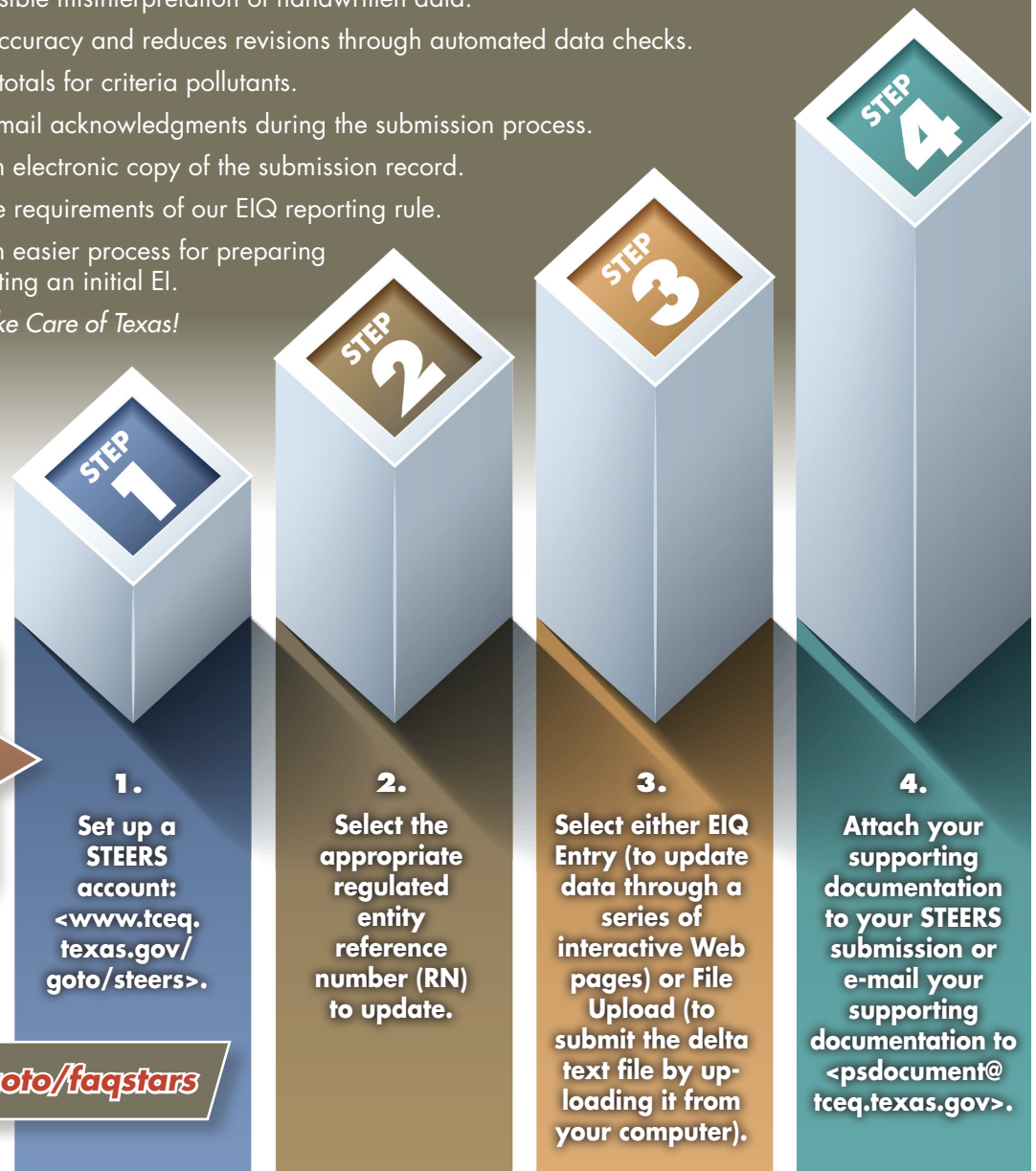- Enter the EIQ data online through the data-entry screens (EIQ Entry).

    OR

- Upload a text file that meets our file-format requirements (File Upload).

Frequently Asked Questions: **www.tceq.texas.gov/goto/faqstars**

Benefits of Web-EI Reporting

- Saves money because there are no associated printing or mailing costs.
- Promotes efficiency by allowing several people to work on the same inventory anywhere an Internet connection is available.
- Saves time getting necessary signatures—no mailing to officials is needed.
- Avoids possible misinterpretation of handwritten data.
- Improves accuracy and reduces revisions through automated data checks.
- Generates totals for criteria pollutants.
- Provides e-mail acknowledgments during the submission process.
- Provides an electronic copy of the submission record.
- Satisfies the requirements of our EIQ reporting rule.
- Provides an easier process for preparing and submitting an initial EI.

    * Helps *Take Care of Texas!*

Web-EI Reporting in Four Easy Steps

STEP 1

1. Set up a STEERS account: <www.tceq.texas.gov/goto/steers>.

STEP 2

2. Select the appropriate regulated entity reference number (RN) to update.

STEP 3

3. Select either EIQ Entry (to update data through a series of interactive Web pages) or File Upload (to submit the delta text file by uploading it from your computer).

STEP 4

4. Attach your supporting documentation to your STEERS submission or e-mail your supporting documentation to <psdocument@tceq.texas.gov>.

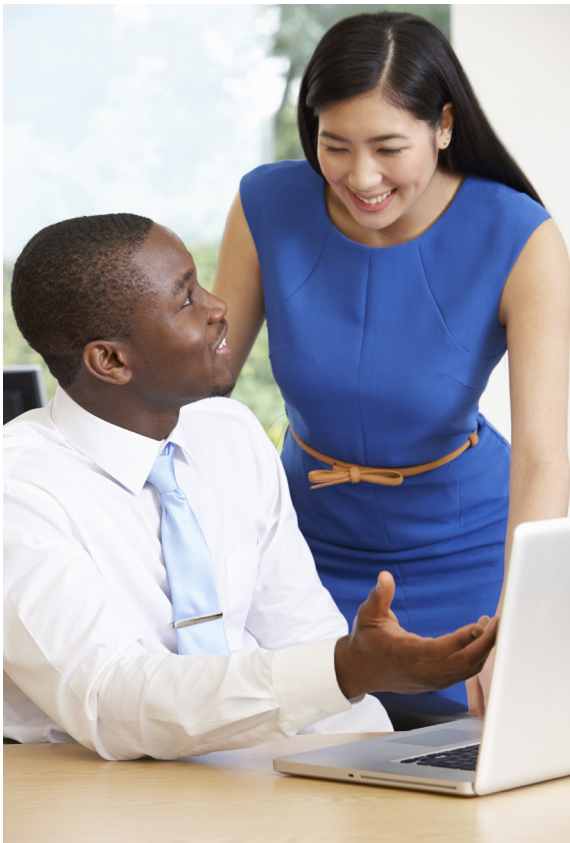## The Status of Web-EI Reporting in Texas

- Nearly 5,000 EIQs have been submitted through the Web.
- Approximately 60 percent of EIQs are submitted through the Web each year.

Customer Reviews

"It's easier to update an inventory using STEERS."

"Using STEERS saved lots of time."

"I actually did like doing the updates online."

For Additional Information

- Refer to the Emissions Inventory Web page: <www.tceq.texas.gov/goto/psei/index.html>.
- Attend an Emissions Inventory Workshop <www.tceq.texas.gov/p2/events>.

For Web-EI Questions or Assistance

- EI Help Line: 512-239-1773
- E-mail: psinvent@tceq.texas.gov

For General STEERS Assistance

- STEERS Help Line: 512-239-6925
- E-mail: steers@tceq.texas.gov

TCEQ

Texas Commission on Environmental Quality

How is our customer service?
tceq.texas.gov/customersurvey