

Part 5 Responding to a Notice of Deficiency

If the TCEQ determines that additional information is required an e-mail will be sent to the Application Contact.

The e-mail will detail the specific issues that should be addressed in the revised application as well as a date by which your response is due.

Failure to respond in a timely manner can result in your application being closed.

The application reviewer will unlock the application fields within STEERS for which additional information is needed so you can provide the information.

To respond to a Notice of Deficiency, you will need to log in to STEERS.

From the TCEQ's homepage, www.tceq.texas.gov, scroll down to the Online Services section and click epermitting (STEERS).

The STEERS Login screen will appear. You will enter your Electronic Reporting or ER Account Number and password. Click Login to continue.

For this presentation, we will be using the internal STEERS Test environment. When you are ready to submit an application, you will use the external STEERS environment.

Once you are logged into the STEERS, click the Tax Relief for Pollution Control Property EPR_PROP2 program area.

The application that has been re-opened for revision will appear on the screen along with any others that have been re-opened and applications that you have started but not yet submitted. Those applications will have the status In Progress.

Click the Edit icon next to the reference number for the application you need to revise.

Sections with unlocked fields will have a status of To Do on the left side of the screen. Only the fields that have been unlocked can be revised.

Address the issues listed in the Notice of Deficiency e-mail in the unlocked fields. For this application, Questions 1, 2, 6.1, 10, and 12 have been unlocked.

Once you are finished addressing issues from the Notice of Deficiency in this section, click Next/Save to go to the next application section.

For this application, the reviewer requested a process flow diagram in addition to the attachment previously submitted.

This screen shows the attachments that will be submitted as part of the revised application. Once you have completed the attachment section, click Next/Save.

To sign an application, your STEERS account must be authorized to sign the application.

On the Activities page, check the box next to the application that you wish to sign and click Sign at the bottom of the screen. Only applications with the Status Ready to Sign can be signed.

Review the certification statement and check the box to confirm you have read and agree with each of the statements.

Enter your STEERS Account password and click Apply Electronic Signature. This will apply your electronic signature to the application.

Once the application has been signed, an e-mail will be sent to confirm the application has been signed.

After the application has been signed, you can either Submit the application or return to the Activities page. If the application is revised to a tier with a higher fee than the one you originally paid, you will be asked to pay the full fee for the new Tier. You can request a refund

of the original application fee by sending an email to the contact person named in the email containing the issues that need to be addressed. Requests for refunds cannot be made through STEERS.

Make your selection and click Next. For this application, we will proceed with submitting the application.

To submit an application, your STEERS account must be authorized to submit the application.

Review the information on the screen. If you are ready to submit this application, click Submit.

If the application was successfully submitted, this Congratulations! Page will be displayed.

The account holder that submits the application will receive a confirmation e-mail that contains the Tax Relief Application Number.

Make note of this number in addition to the Application Reference Number and Application Password.

These numbers are important for accessing your application in STEERS and for communicating with to TCEQ staff about your application.

The submitted application will be reviewed by Tax Relief staff. You will be notified by e-mail if additional information is required and of final action on the application.

If you have questions specifically for the Tax Relief program, please contact us. For questions regarding STEERS or your STEERS account, please contact the STEERS Help Line.