


## User Guide for Submitting Online Usage via SUNSS

1. TERP grantees are able to use the SUNSS portal to enter usage information online. Grantees should receive an email directing them to SUNSS when their usage is due.

Please note that the name and email you enter is not validated but all confirmation emails are sent to the email address that you enter on this page. We recommend entering the email that we should have on file.

 **TEXAS COMMISSION ON ENVIRONMENTAL QUALITY** Questions or Comments >>

**TCEQ Home**

---

**Welcome to TCEQ SUNSS,**  
the TCEQ Single-Use Non-CROMERR Submission System.


**Here is what you can do online in SUNSS:**

- » License Exam Registration (LEXR)
- » Occupational Licensing Electronic Applications (OLEA)
- » Online Registration of Boat Sewage and Pumpout Stations (ORBPS)
- » Regulatory Assessment Fee (RAF)
- » Surface Water Rights Data (SWRD) Annual Water Use Reports (WUR)

This is SUNSS version 1.3. See [details of what you can do](#) or log into SUNSS by entering your name and email address in the box to the right.

**Find Out When SUNSS Will Be Offline**

We do our best to ensure that SUNSS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring SUNSS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [SUNSS maintenance schedule](#).


**Enter TCEQ SUNSS:** 

**Your First and Last Name:**

**E-mail:**

**Confirm E-mail:**

2. On the following page, click the TERP Online Usage link.



**Welcome to SUNSS Internet Version 1.3!**

**Notice:** SUNSS 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 [Help](#) section.

**Available Forms**  
Select a form to complete.

**License Exam Registration**  
[Exam Registration \(LEXR-R\)](#)  
[Exam Registration Cancellation \(LEXR-C\)](#)

**Occupational Licensing Electronic Applications**  
[Occupational Licensing Electronic Applications \(OLEA\)](#)

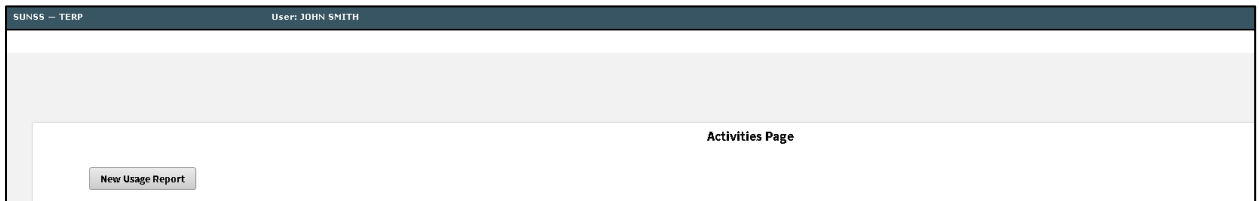
**Online Registration of Boat Sewage and Pumpout Stations**  
[Application to Certify Marine Sanitation Device \(MSD\)](#)  
[Application to Certify Pump-Out Stations \(POS\)](#)

**Regulatory Assessment Fee**  
[Regulatory Assessment Fee Report \(RAF\)](#)

**Surface Water Rights Data**  
[Annual Water Use Reports \(WUR\)](#)

**Texas Emissions Reduction Plan**  
[TERP Online Usage Report \(TERP USAGE\)](#)

3. Click the “New Usage Report” button.



4. Enter the following information:

- A valid contract ID
- The last 4 digits of the VIN for an on-road vehicle or the last 4 characters of the Equipment ID for non-road vehicle. This is for grant funded equipment under this contract number only.

Then click “Search”

A screenshot of a "Contract Validation" form. The title "Contract Validation" is centered at the top. Below the title, the text reads: "Provide the contract number and last four digits of any one Vehicle Identification Number(VIN) to create the application." There are two input fields: the first is labeled "\*Contract Number" and has a small example text below it: "e.g. 582-XX-XXXXX-XXXX, 582-XX-XXXXX-XX"; the second is labeled "\*Last four digits of VIN or Equipment ID". Below the input fields are two buttons: "Search" and "Activites".

5. If the provided information is valid, the system will retrieve other information relevant to the contract. If not, an appropriate message will be displayed. Click the “Confirm Contract” button to continue.

**Contract Validation**

Provide the contract number and last four digits of any one Vehicle Identification Number(VIN) to create the application.

\*Contract Number

e.g. 582-101-10000-10001, 582-101-10001-101

\*Last four digits of VIN or Equipment ID

**Contract Confirmation Data**

TCEQ Contract Number

TCEQ Contract Description

Performing Party

Contact Name

This is the information we have on file for mailing address and electronic communication. Contact TERP program at 512-238-0578 or TERP\_Monitoring\_Team@tceq.texas.gov if any changes need to be made.

Mailing Address

Primary Phone

Secondary Phone

Fax

Email

6. Click “Next” to begin entering usage.

**Usage Report Created**

Your **TERP Online Usage Report** application has been created and assigned **Reference Number: 1394**. Your application will appear on the Activities page as long as it is awaiting an action that you can perform. Press **Next** to continue to fillout the application.

<Back To Top>

7. In the event there are more than 5 activities, the system will display up to 5 activities per page and allow switching between pages using the links on the left menu. Activities can be collapsed by clicking the “-” button or expanded by clicking the “+” button on the top right corner of the activity. Click the “Next/Save” button at the bottom of the page to save the information entered and to navigate to the next screen. Note: After usage has been entered for all the activities, you will be redirected to the Activities page. Alternatively, you can also click the “Activities” button to go to the Activities page.

## Sample usage data entry screen:

Reference Number: 1394

Section 1# Usage Information Done

Section 1# Usage Information

Section 1# Usage Information

Total number of activities for this usage report: 1 Update Total

Number of saved Activities: 1

Activity #: 1

1. Activity 001

2. VIN 5319

3. Report Start Date 03/29/2021

4. Report End Date 12/31/2021

5. Usage Start Date 03/29/2021

6. Usage End Date 03/29/2028

7. Usage Commitment 60000

8. Usage Units Miles/Year

9. Eligible Areas San Antonio

10. Make/Model/Year International/RH613/2020

11. Status New

12. Previous Odometer Reading 0

13. Odometer End Reading

14. Corridor Mileage - Out of Area Operation   
(In Miles)

15. Other Out of Area Operation   
(In Miles)

16. Usage in Area   
(In Miles)

17. Total Usage for this Period 0.00

18. Description of Issue or Problem test issue

Next/Save Activities

## Sample usage data entry page with more than 5 activities and first activity collapsed:

Reference Number: 1492

Section 1# Usage Information To Do

Section 2# Usage Information To Do

Section 1# Usage Information

Total number of activities for this usage report: 7 Update Total

Number of saved Activities: 7

Activity #: 1

Activity #: 2

1. Activity 002

2. VIN 7476

3. Report Start Date 01/01/2020

4. Report End Date 12/31/2021

5. Usage Start Date 06/14/2017

6. Usage End Date 06/14/2024

7. Usage Commitment 60000

8. Usage Units Miles/Year

## Explanations of usage entry fields:

- **Odometer End Reading:** enter the odometer reading or meter reading as of the end date of the reporting period
- **Corridor Mileage - Out of Area Operation:**
  - If your usage report is for the ERIG or Rebate Program, enter the miles driven on designated highways and roadways outside eligible counties. [Map showing designated highways and roadways](#)
  - For all other programs, enter **zero (0)**
- **Other Out of Area Operation:**

- ERIG or Rebate Program: enter the total usage amount that occurred outside of the eligible counties, and not on designated highways and roadways, during this reporting period. The usage amount must be entered as specified in your contract (e.g., miles, hours, gallons). [Map showing eligible counties](#)
- For all other programs: enter the total usage amount that occurred outside of the eligible counties.
  - SPRY Program: [Map showing eligible counties](#)
  - TCFP and TNGVGP: [Map showing eligible counties](#)
- **Usage in Area:** enter the total usage amount that occurred inside of the eligible counties during this reporting period. The usage amount must be entered as specified in your contract (e.g., miles, hours, gallons). To view maps of the eligible counties, click on the links above.

Program-Specific Additional SPRY Question:

<p>17. Total Usage for this Period <input type="text" value="0"/></p>	<p>18. Number of visits to and from a seaport or rail yard <input type="text"/></p> <p><small>Each combined entry and exit to and from a seaport or rail yard will be considered a visit. For drayage trucks operating permanently at a seaport or rail yard, each day of operation at the facility will be considered one visit.</small></p>
<p>19. Description of Issue or Problem <input style="width: 100%;" type="text"/></p>	

Program-Specific SPRY Usage Information:

- **Number of visits to and from a seaport or rail yard:** enter the total number of days either operating at a seaport or rail yard, or when an entry and exit was made (max is one per day). [List of seaport terminals and class 1 intermodal rail yards](#)

Additional Program-Specific School Bus Screens:

**Section 1# Clean School Bus Program**  
*Items marked with an asterisk (\*) are required.*

Total number of activities for this usage report:

Number of saved Activities: 5

**Activity #: 1**

1. Activity 001	2. VIN 9282	3. Status New
4. Report Start Date 10/07/2020	5. Report End Date 12/31/2021	

\* 6. Is the grant-funded school bus currently in good operating condition, is being used on a regular daily route to and from school during the regular school year, is currently registered in Texas and has a current safety inspection?

\* 6.1. I certify that the grant-funded school bus is currently NOT in good operating condition and/or is not being used on a regular daily route to and from school during the regular school year and/or, the school bus is not currently registered in Texas and/or does not have a current safety inspection.

Documentation describing the failure to adhere to the identified program-specific requirements will need to be provided.

- In the event the answer to Question 6 is 'No', you can also upload documentation on the next page:

**Usage Attachment**

\* Upload documentation describing the failure to adhere to the identified program-specific requirements.

Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, png, docx, xlsx, xlsx

+ Choose..

File Name

1: Account does not exist.jpg

2: Asterisk message.jpg

Delete

Next/Save      Activities

Additional Program-Specific Natural Gas Screen to enter information about incentives and alternative disposition:

**Natural Gas Vehicle Program**

\* 1. Did you receive any additional tax incentives to purchase any of these pieces of equipment?  
*If yes, please contact the Monitoring Team at 512-239-0578.*

Yes

\* 2. Did you choose alternative disposition?  
*If yes, please contact the Monitoring Team at 512-239-0578.*

Yes

\* 2.1. To the best of your knowledge, is the old equipment still outside of Texas?  
*If no, please contact the Monitoring Team at 512-239-0578.*

Yes

Next/Save      Activities

- The Activities page lists all the usage reports that are available for the user to view or edit in SUNSS. Select the usage report by clicking the checkbox in the first column and then click the “Sign” button to proceed with submitting the usage. You may also choose to click the Edit button to make changes or Preview to view all usage entered for a given report.

**Activities Page**

[New Usage Report](#)

Pending Usage Report that need to be completed.  
 Note : If your Usage Report is not complete (Signed) within three weeks, the Usage Report will be deleted.

Select	Edit	Reference Number	Contract Number	Grant Type	Performing Party	Status	Preview
<input type="checkbox"/>	<input type="checkbox"/>	1394	582- [REDACTED]	Rebate	[REDACTED]	Ready to Sign	

(1 of 1) [Navigation icons] 10 [Refresh icon]

[Sign](#)
[Delete](#)

9. The Signature Page requires you to check both check boxes and type in your name. This is the final page and once the “Electronically Sign your Report” button is clicked TERP will receive your usage report and you’ll receive a confirmation email.

Signature Page

**Signature Page**

Please verify the information you provided is correct before you sign your Usage Report.

**\*\*\* All Fields are required.**

Reference Number : **1394**  
 Submitter's Name : **JOHN SMITH**  
 Contract Number : **582 [REDACTED]**  
 Usage Report Summary : [View/Print Usage Report](#)

**Affidavit :**

I affirm, as an authorized representative of the grant recipient, that the information contained in this report is, to the best of my knowledge and understanding, complete and accurate.

Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your written signature.

Submitter's Signature :  Date : 04/25/2022

*Note: Your electronic signature must be consistent with your name.*

*Note: This agency acknowledges and complies with the American with Disabilities Act. TCEQ is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services, programs, or activities.*

[Activities](#)
[Electronically Sign your Report](#)