


# User Guide for Submitting Online Usage via SUNSS

**Warning:** Please make sure to use a laptop or desktop computer when logging into the SUNSS portal and submitting your online usage report. Your online usage report cannot be submitted using a mobile device. This includes cell phones and tablets.

1. TERP grantees can use the SUNSS portal to enter usage information online. Grantees should receive an email directing them to the SUNSS portal when a usage report is due.

Please note that the name and email entered is not validated but all confirmation emails will be sent to the email address provided. Users should enter the email address on file with the Texas Commission on Environmental Quality (TCEQ) Texas Emissions Reduction Plan (TERP) program.

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

**TCEQ Home**

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**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 next page, click the “Texas Emissions Reduction Plan (TERP)” 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 \(OLEA\)](#)

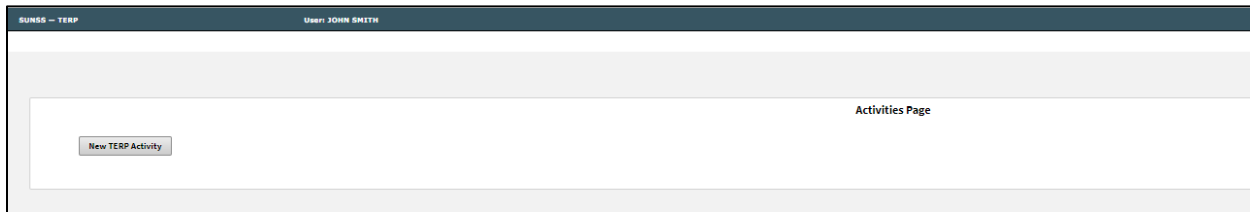
**Online Registration of Boat Sewage and Pumpout Stations**  
[Application to Certify Marine Sanitation Device \(MSD\)](#)  
[Application to Certify Pump-Out Stations \(POS\)](#)

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

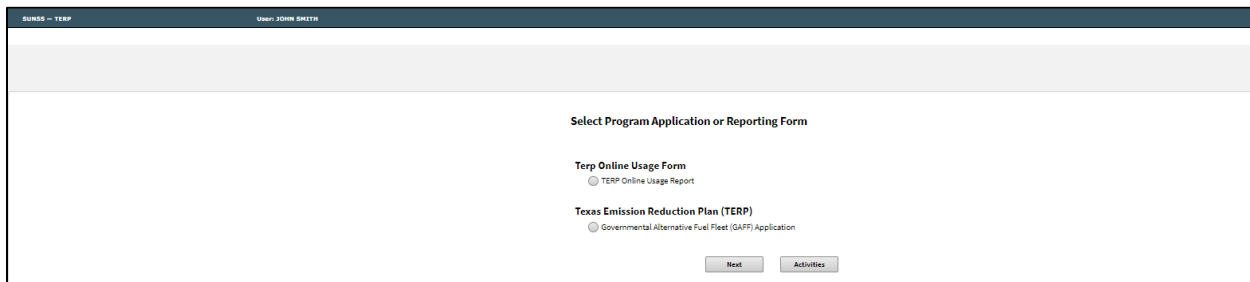
**Surface Water Rights Data**  
[Annual Water Use Reports \(WUR\)](#)

**Texas Emissions Reduction Plan**  
[Texas Emissions Reduction Plan \(TERP\)](#)

3. Click the “New TERP Activity” button.



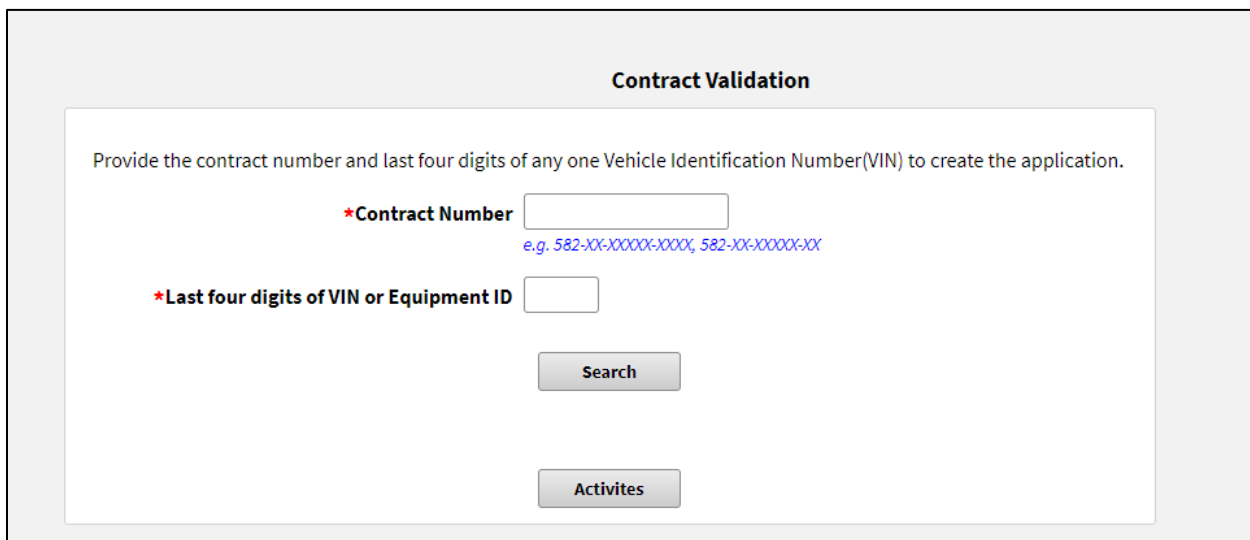
4. Select the “TERP Online Usage Report” radio button and then press the “Next” button.



5. Enter the following information:

- A valid contract ID.
- The last four digits of the grant-funded vehicle’s Vehicle Identification Number (VIN) or the last four characters of the grant-funded equipment’s Equipment ID.

Then click “Search.”



6. If the information provided is valid, SUNSS will retrieve data relevant to the contract. If not, a data validation 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-XX-XXXXX-XXXX, 582-XX-XXXXX-XX

**\*Last four digits of VIN or Equipment ID**

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**Contract Confirmation Data**

**TCEQ Contract Number** 582-

**TCEQ Contract Description** Replace 1 Non-Road Agricultural Tractor

**Performing Party**

**Contact Name**

This is the information we have on file for mailing address and electronic communication. Contact TERP program at 512-239-0578 or [TERP-Monitoring@tceq.texas.gov](mailto:TERP-Monitoring@tceq.texas.gov) if any changes need to be made.

**Mailing Address**

**Primary Phone**

**Secondary Phone**

**Fax**

**Email**

7. A screen will appear that confirms the creation of a usage report. Click the “Next” button to begin entering usage information.

User: JOHN SMITH

### 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.

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8. The Usage Information screen will appear with data that helps identify each activity. The screen also provides text fields to input usage information.

The screenshot shows the 'Usage Information 1#' screen. At the top, there is a 'Reference Number: 2021' and a 'Usage Information 1# To Do' sidebar. The main area contains a form for 'Activity #1'. The form has two columns of fields. The left column includes: 1. Activity (001), 3. Report Start Date (01/01/2023), 5. Usage Start Date (08/11/2022), 7. Usage Commitment (1900), 9. Eligible Areas (Houston/Galveston/Brazoria), 11. Status (New), 13. Odometer End Reading (input field), 15. Other Out of Area Operation (input field), 17. Total Usage for this Period (0), and 18. Description of Issue or Problem (input field). The right column includes: 2. VIN (8351), 4. Report End Date (12/31/2023), 6. Usage End Date (08/11/2029), 8. Usage Units (Hours/Year), 10. Make/Model/Year (Komatsu/PC360LC-11/2021), 12. Previous Odometer Reading (2646), 14. Corridor Mileage - Out of Area Operation (input field), and 16. Usage in Area (input field). There are also buttons for 'Update Total' and 'Number of saved Activity question set(s) : 6'.

Note: If there are more than six (6) activities that require usage reporting, SUNSS will display up to six (6) activities per page. Users can navigate between pages by using the links in the menu on the left-hand side of the screen. Activities can be collapsed by clicking the “-” button or expanded by clicking the “+” button in the top right-hand corner of the activity.

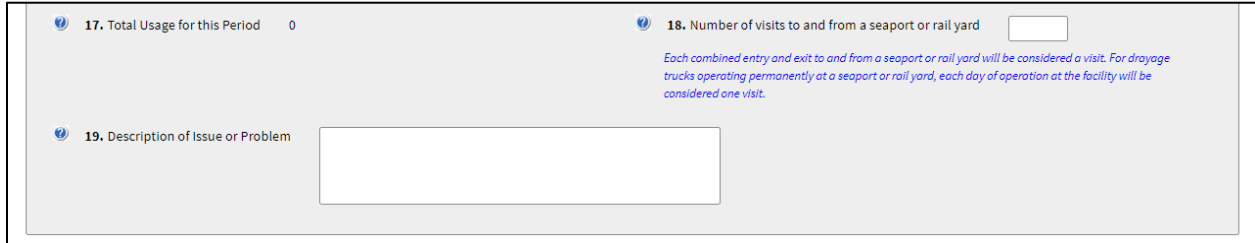
Explanations of usage entry text fields:

- **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 Emissions Reduction Incentive Grants (ERIG) or Rebate Program, enter the miles driven on designated highways and roadways outside of the eligible counties. [Map showing designated highways and roadways](#)
  - For all other programs, enter **zero (0)**.
- **Other Out of Area Operation:**
  - If your usage report is for the 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.
  - Note: The “Usage in Area” value is the result of the “Odometer End Reading” value minus the “Corridor Mileage” and “Other Out of Area Operation” values.

9. 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.
10. Depending on the program, you may be asked to answer additional questions or provide alternative usage information.

**Seaport and Rail Yard Areas Emissions Reduction Program (SPRY)**

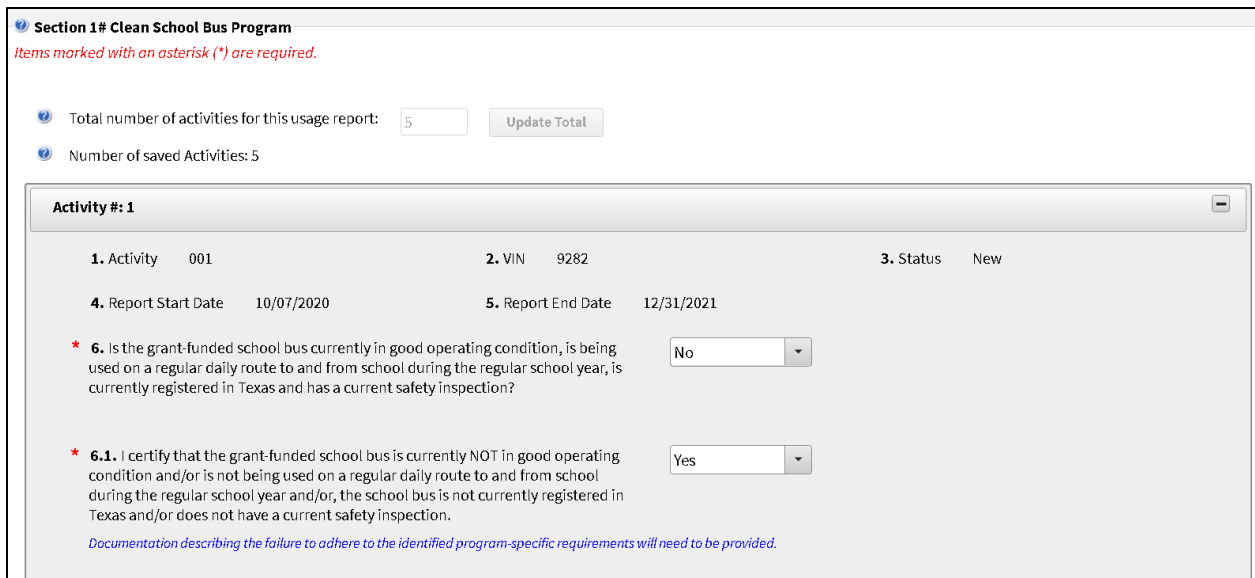
- The SPRY usage report includes an additional text field to input usage information.



- 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](#)
  - Note: Please specify in the “Description of Issue or Problem” field if the number of visits is less than 200.

**Texas Clean School Bus (TCSB) Program**

- The TCSB Program includes alternative usage reporting requirements. After clicking the “Next/Save” button on the first page, the Usage Information screen appears with the questions below. Answer each question by selecting “Yes” or “No” from the drop-down menu.



- If the answer to Question 6 is “No,” please provide documentation on the next screen.

**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,xlsm,xlsx

+ Choose..

Next/Save      Activities

### Texas Natural Gas Vehicle Grant Program (TNGVGP)

- The TNGVGP includes additional usage reporting requirements. After clicking the “Next/Save” button on the first page, the Usage Information screen appears with the questions below. Answer each question by selecting “Yes” or “No” from the drop-down menu.

**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

11. The Activities page lists all the usage reports that are available for you 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 report. You may also choose to click the “Edit” button to make changes to the report or the “Preview” button to view all usage entered for a given usage 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 checked="" type="checkbox"/>	1394	582-18-82326-0673	Rebate	Sysco Leasing, LLC	Ready to Sign	

(1 of 1)

12. The Signature Page requires you to certify the information provided in the report and type in your name. This is the final page of the usage report. Once the “Electronically Sign your Report” button is clicked, your usage report has been submitted to the TCEQ TERP program and a confirmation email will be sent to the email address provided.

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: **582-18-82326-0673**  
 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.*