



TCEQ REGULATORY GUIDANCE

Program Support and Environmental Assistance Division

TBD#b • Revised May 18, 2023

Guide to Submitting Stack Tests and Notifications in STEERS ePermits



This guide is for State of Texas Environmental Electronic Reporting System (STEERS) account holders who need to submit Stack Tests and Notifications in ePermits. This module is referred to at the Stack Test Online Reporting System (STORS) throughout this document. This document outlines the online submittal process using ePermits.

Why should I use STEERS ePermits?

Using ePermits for submitting stack tests and notifications allows you to submit stack tests and notifications electronically and gives you immediate confirmation when your submittal is received. In the future, TCEQ will require these reports to be submitted electronically. If you report via STEERS ePermits you will no longer be required to submit a hard copy or emailed copy to the regional office. If your permit requires that you also send your report to the Air Permits Division, you will no longer have to do so once STORS is active, even during system outages or extenuating circumstances.

Tips for Using ePermits

When using ePermits, be sure to:

- Turn off any pop-up blocking features in your web browser.
- Click the question mark icon  to open the help dialog box. The dialog box will contain specific instructions for each field, examples, and helpful tips.
- Click the paper icon  in the Activities screen to preview the permit application questions and a summary of the answers provided.
- Complete all required information. Note: fields marked with a red asterisk (*) are required fields in STEERS.

Using browser navigation while in ePermits will terminate your session. To prevent accidental termination of your session, which will require you to log back in to STEERS do ***not***:

- Use your browser's forward or back buttons.
- Refresh the page to restart the page timer. (Instead, you can click the "Next/Save" button on some screens to reset the timer and to continue entering data. There may be error messages that pop-up on the screen, but the timer will reset so you can continue without losing all of your data).


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Guidance for Stack Test Reporting

If your facility requires initial or continuous demonstration of compliance for air emission standards, you may need to conduct stack testing (also referred to as source sampling, emission testing, or performance testing) on the timeline designated in your applicable state and/or federal rules.

TCEQ General Guidance and Lab Methods

- [Guidelines for Stack Sampling Facilities](#) (Formerly Chapter 2 of the TCEQ Sampling Procedures Manual) - provides guidance on necessary facility provisions for measuring the emission of significant air contaminants, for example, sampling ports on exhaust stacks and sampling platforms.
- [Contents of Air Emission Test Reports](#) (Formerly Chapter 14 of the TCEQ Sampling Procedures Manual) - provides information required by some New Source Review permits on reporting.
- [Cooling Tower Monitoring](#) (Formerly Appendix P of the TCEQ Sampling Procedures Manual) - outlines the requirements of the Air Stripping Method (Modified El Paso Method) for Determination of Volatile Organic Compound Emissions from Water Sources. This method has been cited in federal regulations to characterize emissions from cooling towers.
- [Hot Mix Asphalt Plants - Data In Lieu of Testing](#) Under certain conditions, TCEQ may allow data in lieu of testing for new and relocated hot mix asphalt plants.
- [Guidance for Determining Maximum Allowable Operating Rates for an Emission Performance Test and Requesting a Retest](#) supersedes an earlier Texas Air Control Board memo from 1980 and provides guidance on determining the Maximum Allowable Operating Rates during pretest planning activities, stack test observations, and in the review of stack test reports, and the circumstances in which retesting may be required due to a facility operating above the Maximum Allowable Operating Rate.
- [Determination of Ammonia: Phenol-Nitroprusside Method](#) provides guidance on the determination of Ammonia from a stack using TCEQ Lab Method 3, or the Phenol-Nitroprusside Method.
- [Determination of Hydrogen Sulfide in Stack Gas](#) provides guidance on the determination of Hydrogen Sulfide from within a stack using TCEQ Lab Method 17.
- [Particulate in Stack Gases](#)  - provides guidance on the determination of particulate matter from a stack using TCEQ Method 23, additionally where the

stack gas or particulate matter is not a source of Sulfur Dioxide, Sulfur Trioxide, or Sulfuric Acid.

- [Particulate \(Including ammonium Sulfate and Ammonium Sulfite\) in Stack Gases Containing Sulfur Oxides and Ammonia](#)  - provides guidance on the determination of particulate matter from a stack using TCEQ Method 24 when the stack gas contains Sulfur Oxides and Ammonia and is a modification of the U.S Environmental Protection Agency Method 8 and Method 5.v

More Testing Guidance, Methods, Rules and Laboratory Accreditation

Most facilities that conduct stack testing must meet reporting and notification requirements as established in their applicable permits and state and federal rules. The following links provide guidance that may be applicable to your operations.

- [EPA Emission Measurement Center](#) EPA Promulgated Reference Methods, Alternative Test Methods, CEMS/PEMS Performance Specifications, Quality Assurance / Quality Control Procedures (commonly referred to as Appendix F) for CEMS RATA, Cylinder Gas Audits, and Relative Accuracy Audits.
- [General Air Quality Rules for Sampling - Title 30, Texas Administrative Code \(30 TAC\), Section 101.8](#)
- [General Monitoring and Testing Requirements for Non-Attainment Areas - 30 TAC Chapter 117](#)
- [Performance Tests - Title 40, Code of Federal Regulations \(40 CFR\) Section 60.8](#)
- [Performance Testing Requirements - 40 CFR Section 63.7](#)
- [TCEQ Environmental Laboratory NELAP Accreditation](#) - For certain methods, all analytical data generated by a mobile or stationary laboratory to support compliance with an air permit must be obtained from a NELAC (National Environmental Laboratory Accreditation Conference) accredited laboratory.
- [Clean Air Act National Stack Testing Guidance](#) - EPA's guidance expands upon Compliance Monitoring Strategy and the High Priority Violation Policy, improves uniformity on how stack tests are conducted, improves coordination between EPA and state/local agencies, and enhances EPA oversight of state/local programs.

Engine Testing Resources

Below are the most common state and federal resources related to engine testing, including rules and answers to frequent questions.

- [Stationary Engines and Turbines - 30 TAC Section 106.512](#) (Permits By Rule)
- [Air Quality Standard Permit for Oil and Gas](#) (Non-Rule)
- [Performance Standards for Stationary Compression Ignition Internal Combustion Engines - 40 CFR Part 60, Subpart IIII](#)
- [Performance Standards for Stationary Spark Ignition Internal Combustion Engines - 40 CFR Part 60, Subpart JJJJ](#)
- [Standards for Stationary Reciprocating Internal Combustion Engines - 40 CFR Part 63, Subpart ZZZZ](#)
- [Method 19 - Sulfur Dioxide Removal and Particulate, Sulfur Dioxide and Nitrogen Oxides from Electric Utility Steam Generators, and FAOs](#)
- [EPA Implementation Question and Answer Document \(Subparts JJJJ, IIII, ZZZZ\)](#)

Additional EPA Resources

The EPA provides other resources with the intent to improve consistency in the information required for test plans, normal load determination, significant figure use, and defining “startup.”

- [Preparation and Review of Site-specific Emission Test Plans](#)
- [Normal Load Guidelines](#)
- [Performance Test Calculations/Significant Figures Guidelines](#)
- [Instruction Manual for Clarification of Startup in Source Categories Affected by New Sources Performance Standards](#) If a PBR requires registration, this requirement will be listed as a condition of the rule and will state that the facility shall be registered with the commission using Form PI-7.

STORS Features and Limitations:

Stack Test Notifications: Most stack test reporting requirements include the requirement to notify the TCEQ of an upcoming stack test between 15 and 60 days prior to the activity. You may also request a pre-test meeting or submit waiver requests through STORS.

Stack Test: You can submit Continuous Emission Monitoring System (CEMS) and Predictive Emission Monitoring System (PEMS) certification, performance evaluation, Relative Accuracy Test Audits (RATAs), and performance specifications through STORS. You may also submit these records without a prior notification and submit waiver requests through STORS.

Source-Specific Reporting: Reporting in STORS is done at the source level as opposed to the activity level. While not required, we recommend that attachments are submitted specific for each source.

Fees: There are no fees associated with reporting stack tests and notifications. Any reference to payment made within the application or within this document may be disregarded.

Recordkeeping: After stack tests and notifications have been submitted through STORS, you are still required to maintain sufficient records to demonstrate compliance with related reporting requirements and the specific conditions of your authorization.

Cover Letter: A cover letter is not necessary when reporting stack tests and notifications. All information needed is incorporated into STORS.

Text Fields/Special Characters: ePermits cannot accept special characters. Please write out any special character as text. Example: Write out the word "percent" for operations or load specific waivers.

Error Messages: If data is entered in that cannot comply with our data standards, you will receive an error message, typically in red text and highlighted in pink. These typically result upon saving or clicking "Next" on a page. Please look for and address any errors on a page.

Attachments: You will be able to upload attachments into both electronically reported notifications and stack test reports. The size of each document is limited to 50 MG per document. Each upload section is limited to 5 documents per source. Document compression for a PDF may assist with very large documents. You may only upload, not "drag and drop" documents onto the upload feature.

Ensure your document is legible. Repeated failure to submit legible documents through STORS may result in a violation for the failure to provide records.

If you are scanning hard copy documents into a scanner prior to upload into STORS, please ensure your document has been optimized and/or is optical character recognition (OCR) readable for accessibility and/or your scanner is set to at least 300 dots per inch (DPI). 600 DPI may be needed for highly detailed documents. A hard-copy signature is not required for STORS, so scanning, which may reduce image quality, may not be necessary.

Excel Shell Download and Upload Feature: You will be able to download a shell excel document, complete and reload completed data into STORS. This may be a quicker and easier way for you to complete the data in STORS, particularly if you are reporting multiple sources. Note that some of this data has pre-established fields which must be entered in exactly as indicated in the table headers. Click right in the heading fields to see the instructions for each column.

What if the excel contains errors: Errors encountered when uploading data will not result in an error message, but a blank for that field. You may choose to correct those blanks within the data fields within STORS or revise the excel and upload again. Repeated uploads will override existing data.

Copy-Forward Functionality: You will be able to select a previously reported stack test notification and/or stack test, which will allow you to copy-forward most of the information to limit necessary data entry.

Signature: A hard-copy or scanned signature is not required for the attachments. Signature authority is incorporated electronically as part of the STORS module.

Confidentiality: You may designate your attachments as confidential upon upload. Attachments that have not been designated as confidential will be made available for searching by the public through our [Central File Room Online](#). Copy of records are not made immediately available to the public through our [Central File Room Online](#). While a copy of record is not confidential, a [public information request](#) is required before they will be made available to a requester to allow the TCEQ to review the document for potential confidential information.

Before You Can Use STEERS for Stack Tests and Notifications

Our guidance, A Guide to Creating an Account in STEERS E-Permitting ([RG-531a](#)), available at <www.tceq.texas.gov/assets/public/comm_exec/pubs/rg/rg-531a.pdf>, provides detailed instructions on what you need to do *before* you can submit a notification or stack test in STEERS. In summary you must:

- 1. Create Your STEERS Account**
- 2. Add the Stack Test Online Reporting System Program to your STEERS Account**

The program for submitting PBR authorizations through STEERS is called the “**Online Stack Test Reporting System (_NSR)**” program. If you have not previously added this program, you must add that program before you can submit through STORS.

In [RG-531a](#), go to the heading “II. How do I add programs to my STEERS account?” for detailed directions on how to add this program to your account.

3. Sign Your Modified SPA (if applicable)

If you modify the access type for your account, you will need to sign a new Steers Participation Agreement (SPA). You will not have access to the _NSR program until we receive a signed SPA.

In [RG-531a](#), go to the heading “IV. How do I complete my STEERS Participation Agreement (SPA)?” for instructions on submitting your signed SPA.

How do I Submit a Notification?

To complete your online notification process, follow the steps under each of these headings in this document:

- I. [How do I access the STORS program in STEERS?](#)
- II. [How do I create a new notification?](#)
- III. [How do I complete a new notification?](#)
- IV. [How do I sign my notification?](#)
- VI. [How do I submit my notification?](#)
- VII. [How do I submit a stack test if I did not previously report a notification for this stack test?](#)
- VIII. [How do I save a copy of my copy of record?](#)
- IX. [How do I edit/modify my notification?](#)
- X. [How do I reschedule a notification?](#)
- XI. [How to I cancel a notification?](#)
- XII. [How do I submit a stack test?](#)
- XIII. [How do I submit a stack test if I did not previously report a notification for this stack test?](#)
- XIV. [How do I resubmit a stack test?](#)
- XV. [How do I cancel my stack test?](#)
- XVI. [How can I copy-forward previously submitted information?](#)
- XVII. [What do I do if STEERS is not working?](#)

I. How do I access STORS in STEERS?

You are ready to submit stack tests and notifications after you have successfully created an account added the STORS program to your STEERS account and signed a SPA. Complete steps 1 through 6 under this heading to access the PBR program.

Step 1. Go to STEERS

Open the STEERS welcome page at: [TCEQ STEERS Login \(texas.gov\)](#)

Step 2. Log In to Your Account

Enter your ER Account Number and password on the STEERS welcome page, and then click the “Login” button. Clicking the “Login” button navigates you to the STEERS Verify Account screen.

Step 3. Answer Security Question

Enter the answer you previously provided in STEERS for the security question displayed on the screen. Then click the “Go” button. Note: three incorrect answers will lock your STEERS account. Contact the STEERS help desk at 512-239-6925 if you accidentally lock your account.

Clicking the “Go” button will navigate you to the STEERS Login Confirmation screen.

Step 4. Verify Previous Logins

Each time you login to your account, STEERS displays previous logins to that account. Review and verify that you made the listed logins by clicking the “YES” button at the bottom of the screen.

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 the “Stack Test Online Reporting System (EPR_STORS)” Program

After you complete Step 4, STEERS navigates to the “STEERS Home” screen. Figure 1 is a screenshot of this screen, followed by a description of the screen.

Click the link for the “Stack Test Online Reporting System (EPR_STORS)” program and continue to Step 6.

Figure 1. “STEERS Home” Screen



This is the STEERS TEST environment. If you want to submit OFFICIAL data to TCEQ, you must go to <https://www3.tceq.texas.gov/steers/>.

Welcome to STEERS Internet Version 6.6!

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 [Help](#) section.

Select e-Permits Program Area: [Stack Test Online Reporting System \(EPR_STORS\)](#)

STEERS News:

Figure 1: STEERS Home Screen for STORS

The “STEERS Home” heading displays at the top-left of the screen. Next to the “Select ePermits Program Area:” label at the bottom of the screen, the programs associated to your account are displayed as hyperlinks. “Stack Test Online Reporting System (EPR_STORS)” displays on the screenshot.

Step 6. Select the “I want to” activity you want to complete

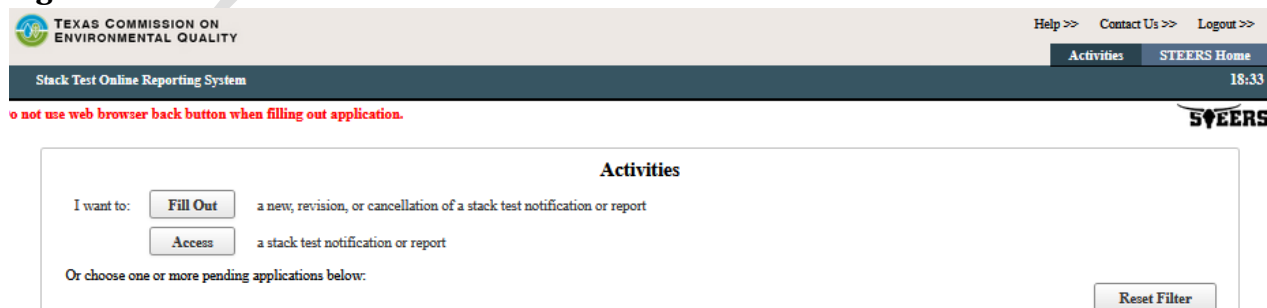
After you complete Step 5, STEERS navigates to the “Activities” screen for the STORS program. Figure 2 is a screenshot of the “Activities” screen, followed by a description of the screen.

Select one of the options:

- **“Fill Out”** (button) a new, renewal, revision, or termination application - click this button to start a new application, renewal, revision or termination application.
- **“Access”** (button) an application by password - click this button to navigate to an application in progress that has already been issued a password.

After you select an option, continue to the “II. How do I submit a notification?” section in this document.

Figure 2. “Activities” screen



The program area heading “Stack Test Online Reporting Screen” is displayed at the top-left of the screen. The page heading “Activities” is displayed in the center of the screen. Below the “Activities” heading, options for accessing a permit are listed next to the statement “I want to:”

II. How do I create a new notification?

Complete steps 1 through 4 under this heading to create a **new** notification.

Step 1. Select your application type

When you select the “Fill Out” button on the “Activities” screen, STEERS navigates to the “Select One Application Type:” screen. Figure 3 is a screenshot of this screen, followed by a full description of the screen.

Follow these steps for Figure 3:

- (a) **Select the button next to the “New Notification” option.**
- (b) **Click the “Next” button and continue to Step 2.**

Note: If you are editing, updating or rescheduling an existing notification, you can select “Update/Reschedule Notification” to enter the Stack Test Notification number.

Figure 3. “Select One Application Type:” Screen

Stack Test Online Reporting System

Do not use web browser back button when filling out application.

Select One Application Type:

Stack Test Notification

- New Notification
- Update/Reschedule Notification
- Cancel one or more scheduled Stack Tests

Stack Test Report

- Submit Stack Test Report without Notification
- Submit Stack Test Report

Activities Next

The screen displays the following two options:

- 1) Option 1: Stack Test Notification ID. This system allows you to copy forward the information associated with a previously reported notification.
- 2) Option 2: Regulated Entity Number (RN). An RN is a unique 11-digit number assigned to a regulated entity (site, project or facility) when they apply for an authorization with the TCEQ. This number starts with RN and is followed by nine numbers (RN#####).

You may add in an RN number to proceed with entry of a new notification. Only active RNs can be used for data entry. A link to [Central Registry](#) is available so

that you can verify that the RN is accurate. If a change is needed to the RN, a [Core Data Form](#) must be submitted to the [regional office](#) so that an update may be made.

Step 3. Confirm the Regulated Entity Number and Customer Number

- 1) To proceed with either option above, click the “Search” button.
- 2) The affiliated Customer window will display. Select the customer number (CN) that is active and most closely represents the responsible party for which you are reporting on behalf of. A CN is the unique number assigned by the TCEQ to a person, sole proprietor, company, organization, partnership, or governmental entity doing business with the agency. This unique number starts with CN and is followed by nine numbers (CN#####).

Only active CNs can be used for data entry. A link to [Central Registry](#) is available so that you can verify that the CN is accurate. If a change is needed to the CN, a [Core Data Form](#) must be submitted to the [regional office](#) so that an update may be made.

- 3) Click the “Select” button.
- 4) The RN and CN information from Central Registry will display which includes the name, address, location, and primary business of the RN and the Secretary of State’s Filing Number, Tax IDs, Number of employees, and whether the company is independently owned and operated for the CN.
- 5) If the RN and CN are correct, click the “Confirm RN/CN Information” button. If the RN or CN are incorrect, please cancel the activity and either select the correct RN and CN or if a change is needed to the RN or CN, a [Core Data Form](#) must be submitted to the [regional office](#) so that an update may be made. **You will not be able to change the RN or CN in the rest of the application.**
- 6) Buttons for “Activities” and “Cancel” are listed below the application types.

Step 4. Save your reference number and password

After you complete Step 1, STEERS navigates to the “Application Created” screen. Figure 4 is a screenshot of this screen, followed by a full description of the screen and more instructions.

The “Application Created” screen displays your application reference number and application password. You may keep this information for your records. You may retrieve your application reference number or reset your password under the “Activities” field. Continue to Step 4 (if applicable).

Figure 4. “Application Created” Screen

Stack Test Online Reporting System 19:47

Do not use web browser back button when filling out application.

STEERS

Create — Fillout — Sign — Submit

Application Created

This application will appear on your "Activities" page as long as it is awaiting an action that you can perform. To track this application, you will need the following information:

Application Reference Number: 74419 Application Password: hs7b9o

About This Password

You may change this password at any time. To change it, use [Set Access Rights](#) now or at anytime from your "Activities" page.

Allowing Others Access

If you want other STEERS ER account holders to be able to view or work on this application, you have two options.

Option 1: Give Them The Reference Number and Password.

- This is the more secure choice. Users who access the application this way will not be able to change access rights to it.
- Be sure that their STEERS Participation Agreement is consistent with the work they should do on this application. If their SPA allows them to sign, pay for, and submit applications, they will be able to sign, pay, and submit this application.
- This application will not appear in the list on their "Activities" page. To get it, they will have to click the "Access" button and then enter its reference number and password.

Option 2: Use [Set Access Rights](#) to Add Their STEERS ER Account Number to The Application.

- As with Option 1, they will be able to do whatever their SPA allows. But they will also be able to use [Set Access Rights](#) to decide whether other account holders -- including you -- can view or work on this application. Be sure you trust them with this role as well as all roles available to them instead of their SPA.
- This application will appear in the list of applications shown on their "Activities" page.

Click to fill out the New Notification type Application Reference No: 74419.

This screen has the heading “Application Created” and displays:

- 1) A listing of your:
 - Application reference number: [your generated reference number].
 - Application password: [your generated password].
- 2) “About this password” section describes how to change your password with a button to “Set Access Rights.”
- 3) “Allowing Others Access” section gives you two options for allowing access to the STEERS account listed as:
 - Option 1: Give Them the Reference Number and Password.
 - Option 2: Use the “Set Access Rights” (button) to Add Their STEERS ER Account Number to the Application. This option is described and includes another “Set Access Rights” button.

Note: These options are described in more detail in the step below.

Step 5. Allow others to access your application (if applicable).

On the “Application Created” screen, you have two options for giving other STEERS ER account holders access to view or work on the notification you created. If you do not want to give access to anyone else, skip to Step 4.

- **Option 1: Give them the application reference number and password.** This option is more secure; these users cannot change access rights; and the notification is *not* listed on their Activities page in STEERS.
- **Option 2: Click the “Set Access Rights” button.** Clicking this button will navigate you to a new screen where you will select the notification and add your representative’s STEERS account number to the notification. Then to return to your notification, click the “Activities” button at the bottom of the screen. STEERS will navigate to the “Activities” screen where you will then click the icon in the “Edit” column to begin filling out the notification. These users can change access rights (*including your access rights*). The notification will be listed on their Activities page in STEERS.

Both options require that your representatives have existing STEERS accounts. For more information on access roles, please see our publication A Guide to Creating an Account in STEERS E-Permitting (RG-531a) and go to the “III. How do I set access in my STEERS account?” heading in that publication.

Step 6. Click the “Next” button.

Click the “Next” button at the bottom of the “Application Created” screen.

After you select “Next,” continue to the “III. How do I fill out my PBR application?” section in this document.

III. How do I complete a new notification?

Complete steps 1 through 17 under this heading to fill out your notification.

Step 1. Stack Test Notification Source Information

After the “Application Created” screen, STEERS navigates to the “Stack Test Notification Source Information” screen. Figure 5 is a screenshot of this screen, followed by a full description of the screen and more detailed instructions.

The screen displays a task list on the left-sidebar that lists the sections you must complete for the notification:

- Includes the Site Information (Regulated Entity); Customer (Applicant) Information; Stack Test Notification Source Information (one section for each two sources included); Notification General Information.
- Each section in the task list has a status of “To Do” until you complete the section. The status for each section changes to “Done” once you complete that section.
- Sections must be completed in the order shown in the task list. You may not skip to a new section until the preceding section is done with the exception of the source sections.

Figure 5. “Stack Test Notification Source Information” Screen

Reference Number: 74419

Site Information (Regulated Entity) Done
 Customer (Applicant) Information Done
 Section 1# Stack Test Notification Source Information - New To Do
 Notification General Information To Do

Section 1# Stack Test Notification Source Information - New

Enter the total number of sources (EPN) being included in this notification: 1 Update Total
 Number of saved Source question set(s): 0 Export Template Import Excel

The system will display up to 2 Source question set(s) per section. Based on your Total, additional Source question set(s) might be created when you click Next/Save.

Source #1 Delete

1. Source Name
2. Emission Point Number (EPN) of the source
Either an EPN or a FIN is required.
3. Facility Identification Number (FIN)
Enter Unit No. or Serial No. if there is no FIN or EPN
4. Source Type
5. Enter the permit or registration number.
6. Is there a Title V permit on the EN?
7. Select the applicable Code of Federal Regulations Title(s) due to which compliance testing is required.
If not applicable, leave blank.
8. What state rules are you conducting the stack test for (e.g., 30 TAC 106, 30 TAC 116, 30 TAC 117)? If you are operating in a non-attainment county, please include 30 TAC 117.
If not applicable, leave blank. If more than one, separate with commas.
9. Is there any other applicable rule that applies?
If not applicable, leave blank.
10. Are you requesting a waiver?
11. Type of Stack Test to be conducted
12. Testing Frequency
13. Planned Stack Test Start Date
14. Planned Stack Test End Date
15. Per the NSR permit or applicable rule(s), what is the number of days required to submit the notification before the test is conducted?
If multiple deadlines: apply: pick the most restrictive time-frame.
16. Enter any additional information you wish to provide.
17. Are you planning to upload Test Protocol/Test Plan for this Source/EPN?

* Always Required

Activities Next/Save

Step 2. Enter your Source Information

Enter your source information in the fields described then click the “Next/Save” button and continue to Step 3.

The screen displays the following data fields. Note that a red asterisk indicates a required field:

- 1) The “**Number of Sources**” is displayed. The number defaults to one. You may add or delete the number of sources and click the “**Update Total**” button to update the number of source sections that will be needed.
- 2) The “**Excel Template**” heading is displayed on the right side of the screen. You may click on this button to export an excel shell document that can be used to complete and upload via the “**Import Excel**” button to the right of the “**Excel**

- Template**” button. Only valid and complete data will successfully upload, but the upload can occur multiple times and will override existing data.
- 3) The **“Number of saved Source question sets”** lets you know how many source sections have been updated. The system will display two source question sets per question. You may remove and delete source sections as needed. You must complete all source information for each source before proceeding.
 - 4) **Source Section Copy Forward Tools:** There are also buttons to extract completed source sections in excel and in PDF format. This may be used to copy-forward source sections from previously reported notifications or within the same notification.
 - 5) **Each Source Section(s):** The following questions are provided for each source:
 - 1) * **“Source Name”:** Enter in the name of the source.
 - 2) **“Emission Point Number (EPN) of the source”** - Enter in the EPN for the source, if applicable. It is required that either an EPN or a FIN is included.
 - 3) **“Facility Identification Number (FIN)”** - Enter in the FIN for the source, if applicable. It is required that either an EPN or a FIN is included; however, if no EPN or FIN exists, enter the Unit No. or Serial No. here.
 - 4) * **“Source Type”** - Select from the drop-down menu the correct source type.
 - 5) **“Permit or Registration Number”** - Enter in the permit number or registration number associated with the stack test requirement, if applicable.
 - 6) * **“Title V Permit”** - If there is a Title V Permit associated with the stack test requirement, use the drop-down menu to select “yes” or “no.”
 - 7) **“Code of Federal Regulations”** - Use the selection tool to select and move via arrows the federal regulations that directly require you to conduct stack testing. Three are “Available” and those that are applicable should be present on the “Selected” section before proceeding. If you select any of these, question(s) No. * 7.1 - 7.3 will display. Select the Subpart(s) for 40 CFR Part 60, 63 and/or 75. If there are more than one, separate with a comma.
 - 8) **“State Rules”** - Enter in the state rules are you conducting the stack test for (e.g., 30 TAC 106, 30 TAC 116, 30 TAC 117), if applicable. If you are operating in a non-attainment county, please include 30 TAC 117. Ensure that the format matches the examples shown. If there are more than one, separate with a comma.
 - 9) **“Other Rules”** - If there any other applicable rule that applies, add here in a format similar to the state rules examples provided. If there are more than one, separate with comma.
 - 10) * **“Are you requesting a waiver?”** - If you are requesting a waiver stack test requirement, use the drop-down menu to select “yes” or “no.” If you select “yes”, question No. * 10.1 will display. Select the appropriate type of waiver under the “Available” options and move them to the “Selected” options via arrows. The applicable waiver type(s) should be present on the “Selected” section before proceeding.
 - 11) * **“Type of Stack Test”** - Select from the drop-down menu the correct type of stack test to be conducted. Options include Both, Compliance or Performance Test, or RATA.

- 12) * **“Testing Frequency”** - Select from the drop-down menu the frequency of stack testing. Options include Initial and Periodic.
- 13) * **“Planned Stack Test Start Date** - Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy. You can select a date in the past, but a violation is possible.
- 14) * **“Planned Stack Test End Date** - Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy. You can select a date in the past, but a violation is possible.
- 15) * **“Number of Days to Submit Notification”** - Select from the drop-down menu the number of days required to submit the notification before the test is conducted per the NSR permit or applicable rule(s). Options include 15, 30, 45, 60 or “Other” days. If multiple deadlines apply, pick the most restrictive timeframe.
- 16) **“Additional Information”** - Use this section to include any other information you need to share with TCEQ staff. Please write out all special characters as text. Please note that this field is not able to be populated in the excel template used for upload.
- 17) * **“Upload Test Protocol/Test Plan”** - If you are planning to upload Test Protocol/Test Plan for this Source, use the drop-down menu to select “yes” or “no” if you are not. If you select “yes”, a tool to upload the Test Protocol/Test Plan will display. You should upload only one document per source/EPN/FIN/unit but if one applies to all sources, you can upload it only for one. Allowed file types include txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsx, xlsx, jpeg.

Step 3. Enter Notification General Information

Once all source information is entered, click “Next/Save” button. STEERS navigates to the “Stack Test Notification Source Information screen. Figure 6 is a screenshot of this screen, followed by a full description of the screen and more detailed instructions.

Figure 6. “Notification General Information” screen

The screen displays:

- 1) * **“Are you requesting a pre-test meeting?”** - If you are requesting a pre-test meeting, use the drop-down menu to select “yes” or “no.” If you select “yes”, question No. *1.1 will display, which is a tool to select a proposed pre-test meeting.

Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy.

- 2) * **“Name of the company performing the Stack Test”** – Enter in the name of the company that is performing the stack test event.
- 3) Click **“Next/Save.”**
- 4) Buttons for **“Activities”** and **“Next/Save”** are listed below the data entry fields.

IV. How do I sign my notification?

Complete steps 1 and 2 under this heading to sign your application.

Step 1. Select your notification and click “Sign”

After you fill-out your application, STEERS navigates back to the “Activities” screen. Figure 7 is an image of the “Activities” screen followed by a full description of the screen, and more detailed instructions on using this screen to sign your application.

Follow these steps for Figure 7:

- (a) **Select the application you want to sign by checking the box to in the “Select” column of the row of your needed application.**
- (b) **After you check the select box and the application is highlighted, click the “Sign” button and continue to Step 2.**

Figure 7. “Activities” screen

Activities

I want to: Fill Out a new, revision, or cancellation of a stack test notification or report
 Access a stack test notification or report

Or choose one or more pending applications below:

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input checked="" type="checkbox"/>		74419	ST-NOTIF-NEW	[REDACTED]	[REDACTED]	[REDACTED]	All	Ready to Sign

10 (1 of 1)

Sign Submit Set Access Rights Delete History

A new table is now displayed on the “Activities” screen that lists applications ready to be completed, signed and/or submitted. The table has nine column headers. The number of available rows below the column headers corresponds to the number of notifications or stack tests you are currently working on. The rows display information (some redacted for confidentiality reasons) submitted in the applications that relate to the column headers. Column headings include:

- a) **Select** – subsequent rows have a checkbox to select and highlight the row.
- b) **Edit** – subsequent rows have an icon box to click to edit the application.
- c) **Reference Number** – subsequent rows display the reference number(s) for available applications. (Screenshot shows “74419”).

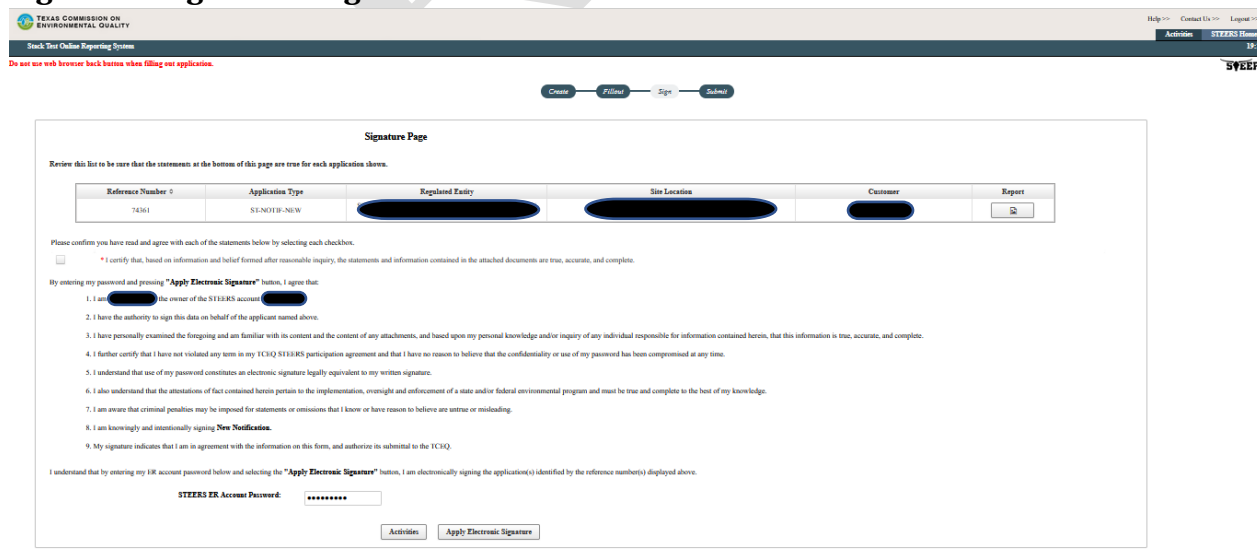
- d) **App Type**- subsequent rows display the type of application that is being completed. Options include ST-NOTIF-NEW (New notification), ST-NOTIF-MOD (Edited or rescheduled notification), ST-NOTIF-CAN (Cancelled notification), ST-RPT-NO-NOTIF (Stack test report without a previously reported notification) and ST-RPT (New stack test report submittal but can also be used to resubmit a previously reported stack test).
 - e) **Regulated Entity** – subsequent rows display the regulated entity (RN) name for the notification or stack test.
 - f) **Site Location** – subsequent rows list the site location for the notification or stack test.
 - g) **Customer** – subsequent rows display the customer for the notification or stack test.
 - h) **Status** –subsequent rows display the status for the notification or stack test. This header row includes a dropdown menu with options to sort your available applications by: All, Ready to Sign, Archived, In Progress, and Ready to Submit. In this example, the row reads “Ready to Sign.”
 - i) **Report** – subsequent rows display a document icon that you can click to obtain a copy of your application.
- 2) Buttons are arranged horizontally below the table and include: “Sign,” “Submit,” “Set Access Rights,” “Delete,” and “History.”

Step 2. Apply Electronic Signature

After you complete Step 1, STEERS navigates to the “Signature Page.” Figure 8 is a screenshot of the “Signature Page” screen, followed by a full description of the screen.

Enter information on the Signature Page as described in Figure 8.

Figure 8. “Signature Page” screen



The “Signature Page” heading is displayed at the top of the screen. Please read the screen carefully when you access STEERS. The screen includes:

- 1) **Table** – the screen displays a table listing applications that you have created. The six column headers display: Reference Number, Application Type, Regulated Entity Name, Site Location, Customer, and a Report Icon. If you have selected multiple notifications or reports, all will be displayed within this table. In this example, some information has been omitted from Figure 8 for confidentiality reasons.
- 2) **Checkbox** – a checkbox and certification statement are displayed under the table.
 - a) **Please read this statement carefully through the STEERS system. “I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in the attached documents are true, accurate, and complete”.** Please read these statements carefully in the STEERS system.
 - 3) **Only if you agree with the statement, check the box.**
- 4) “STEERS ER Account Password:” with data entry field.
 - a) **Enter your STEERS ER Account Password in this field.** (You will enter the password for your account that you also use to log in to STEERS. Do not enter the application password or your ER account number).
- 5) Buttons for “Activities” and “Apply Electronic Signature” are listed at the bottom of the screen.
 - a) **Click the “Apply Electronic Signature” button to apply your signature.** We will send a confirmation notice that the notification was signed to all the email addresses with access to the application.

VI. How do I submit my notification?

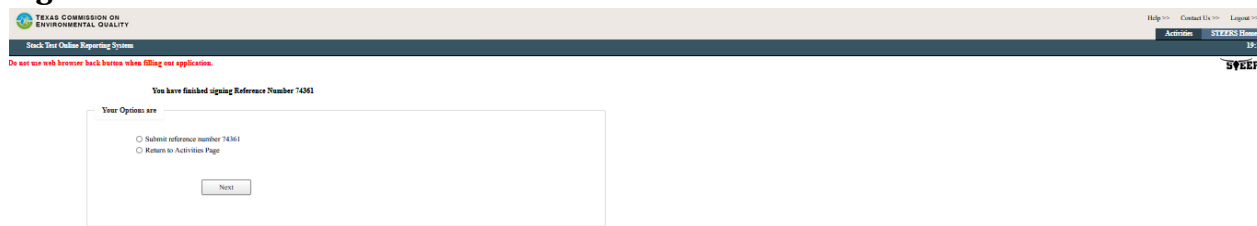
You are ready to submit your notification for processing and review. Complete Step 1 and 2 under this heading to submit your application.

Step 1. Select notification to submit

Once you have signed the notification, STEERS will navigate to a submission screen. Figure 9 is a screenshot of the submission screen, followed by a description of the screen and more detailed instructions.

Select the radio button next to “Submit reference number.” Then, click the “Next” button.

Figure 9. Submission screen



The screen displays:

- 1) “You have finished signing Reference Number 74361” [your selected reference number (screenshot shows: “74361”).]”
- 2) Your Options are:
 - a “Submit Reference Number [your selected reference number (screenshot shows: “74361”).]”
 - b “Return to Activities Page”
- 3) “Next” button is listed at the bottom of the page.

Step 2. Review and submit your submittals

After you complete Step 1, STEERS navigates to the “Submit Completed Applications” screen. Figure 11 is a screenshot of this screen, followed by a full description of the screen.

Follow these steps for Figure 11:

- (a) Review the completed application(s) displayed on the screen.
- (b) Click the “Submit” button to submit the notification(s) or stack test(s).
- (c) If you are not ready to submit your notification or stack test(s), click the “Activities” button to return to your activities page and log out of STEERS.
- (d) Do not navigate away from the screen until the application has been processed.

After you complete these steps, continue to the “VII. How do I print a copy of my notification?” section of this document.

We will send you a confirmation notice that the application was submitted. The notice will be sent to the email address you provided in STEERS. Save this email as documentation that you have completed your STEERS application.

Figure 10. “Submit Completed Notification” screen

Do not use web browser back button when filling out application.

Navigation: Create | Filter | Sign | Submit

Submit Completed Applications

The application listed below is complete, valid, signed and paid for. It is now ready to submit.

- If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click “Activities” at the bottom of this screen.
- If you are ready to submit the application listed below, click “Submit” now.

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Status	Report
74361	SUNOIH-NEW				Ready to Submit	

After you click “Submit”:

- Do not leave this screen. Wait until processing is complete.
- When processing is complete, use the links provided to save your application and approval documents to your computer or drive.

Activities Submit

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

- Go to the STEERS home page.
- Click “Submittals”.
- Select correct program area.
- Enter your STEERS account number.
- Click “Search”.
- From the list provided, find each authorization you need to document.
- To save the application, choose “Save COR” and click “Go” at the end of that authorization row.
- Then save your approval documents by choosing “Save NOA” and clicking “Go”.

Help | Contact Us | Logout

Action: STEERS Home 19:29

STEERS

The “Submit Completed Applications” heading displays at the top of the screen. Read the screen carefully when you access STEERS. The screen includes:

- 1) “The application listed below is complete, valid, signed and paid for. It is now ready to submit.”
 - “If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click ‘Activities’ at the bottom of this screen.”
 - “If you are ready to submit the application listed below, click ‘Submit’ now.”
- 2) The table lists the stack tests and notifications that are ready to be submitted. Table has seven columns. Number of rows corresponds to number of applications you are submitting. Some of the information in the rows has been omitted for confidentially reasons. Column headers include: Reference Number (row in screenshot displays: “74361”), Application Type, Regulated Entity Name, Site Location, Customer, Status (row in screenshot displays “Ready to Submit”), Report Icon.
- 3) Buttons for “Activities” and “Submit” are displayed below the table and instructions.

VII. How do I submit a stack test if I did not previously report a notification for this stack test?

You may need to submit a stack test without a notification and some stack test activities do not require a notification.

Step 1. Select Application

To submit a stack test without a notification, select the button next to the “Submit Stack Test Report without Notification” option. Click “next.” Figure 11 is a screenshot of the Select One Application Type screen with this selection. Click the “Next” button.

Figure 11. Select One Application Type screen

Step 2. Complete Stack Test Information

Proceed with steps as you would when entering in a new stack test notification. However, when you are be navigated to the Stack Test Report (No Notification) Source Information screen. Figure 12 shows the fields that are added to this screen. They include the following:

- a. * **“Actual Stack Test End Date”** – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy.
- b. * **“Did an Exceedance of an applicable emissions standard occur?”** - Select “Yes” or “No” from the drop-down menu.
- c. * **“Upload Stack Test Report for this Source/EPN.”**

Figure 12: Additional Fields on Stack Test Report (No Notification) Source Information screen

Step 3. Complete General Information

You will be navigated to the Notification General Information screen. Figure 13 shows this screen. It only includes the include the following: * **“Name of the company performing the Stack Test.”**

Figure 13: Notification General Information for Stack Test without Notifications

Step 4. Complete application prior to sign and submit

Click “Next/Save” Button. You will be navigated to the “Activities” page. The application you just completed should show a status of “Ready to sign”. You may then proceed to set access rights for another signee or sign and submit your notification.

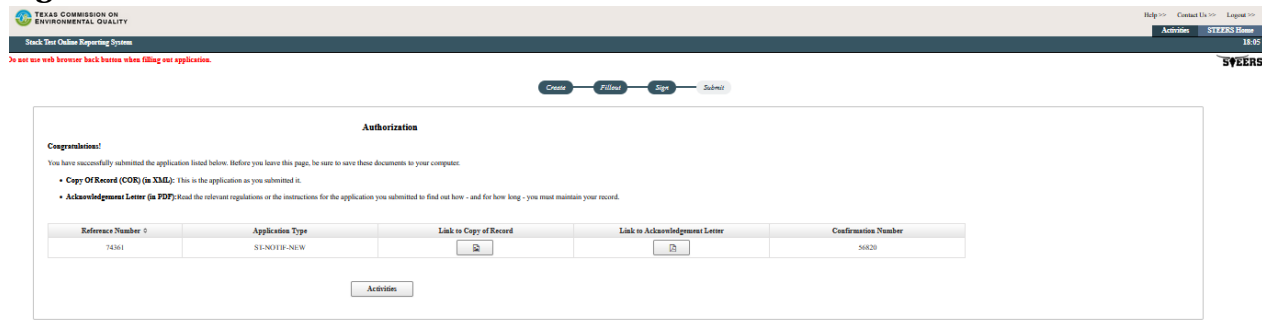
VIII. How do I save a copy of my notification or stack test summary?

After you complete and submit your stack test or notification, STEERS navigates to a screen that confirms your application was submitted. Figure 14 is a screenshot of the confirmation page, followed by a full description of the screen. We recommend that you save a copy of your application summary.

Follow these steps for Figure 14:

- (a) Click the document icon for your project under the “Link to Copy of Record” column to print a copy of your application.
- (b) After you save your application, click the “Activities” button to return to the STEERS “Activities” screen.

Figure 14. STEERS Confirmation screen



- 1) The following statements are displayed at the top of the screen:

Congratulations! You have successfully submitted the application listed below. Before you leave this page, be sure to save these documents to your computer.

- a. Copy Of Record (COR) (in XML): This is the application as you submitted it.
- b. Acknowledgement Letter (in PDF): Read the relevant regulations or the instructions for the application you submitted to find out how - and for how long - you must maintain your record.

- 2) The table lists the notifications or stack tests submitted. The table has five columns. The number of rows corresponds to number of notifications or stack tests you submitted. Header row labels:

- a. Reference Number - subsequent rows display reference number for applications submitted. (Screenshot shows “74361”).
- b. Application Type - subsequent rows display type of application.
- c. Link to Copy of Record - subsequent rows display the status for the applications. (Screenshot shows a document icon).
- d. Notice of Authorization (NOA).
- e. Confirmation Number

An “Activities” button is displayed below the table.

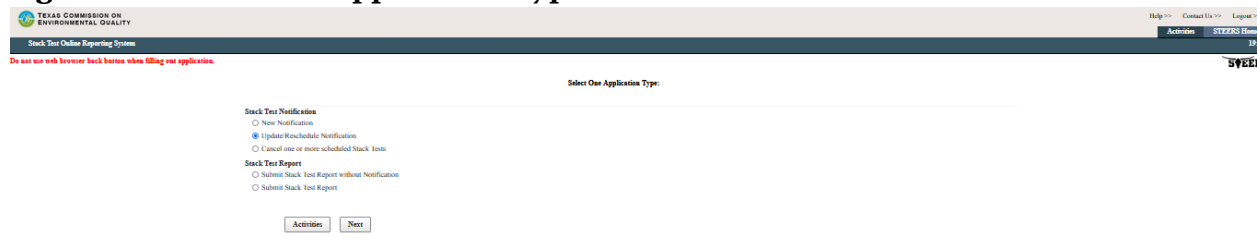
IX. How do I edit/modify my notification?

When you select the “Fill Out” button on the “Activities” screen, STEERS navigates to the “Select One Application Type:” screen. The steps required to edit/modify a notification are very similar to those required to create a new stack test notification. The following instructions illustrate the differences in the procedure.

Step 1. Select Application

To edit or modify a previously reported stack test notification, select the button next to the “Update/Reschedule Notification” option. Click “next.” Figure 15 is a screenshot of the Select One Application Type screen with this selection.

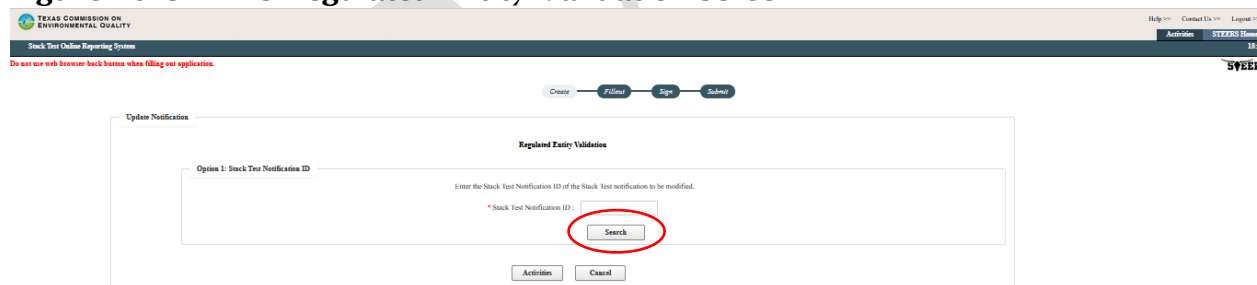
Figure 15. Select One Application Type screen



Step 2. Enter Stack Test Notification

Enter the valid Stack Test Notification Number (STN) for the notification that you need to edit. A stack test notification number begins with STN and follows with 9 numbers. You cannot edit or modify a stack test notification when a stack test has already been submitted for that notification or for which a stack test or notification has been cancelled. Click “Search.” Figure 16 is a screenshot of the Regulated Entity Validation screen.

Figure 16. STEERS Regulated Entity Validation screen



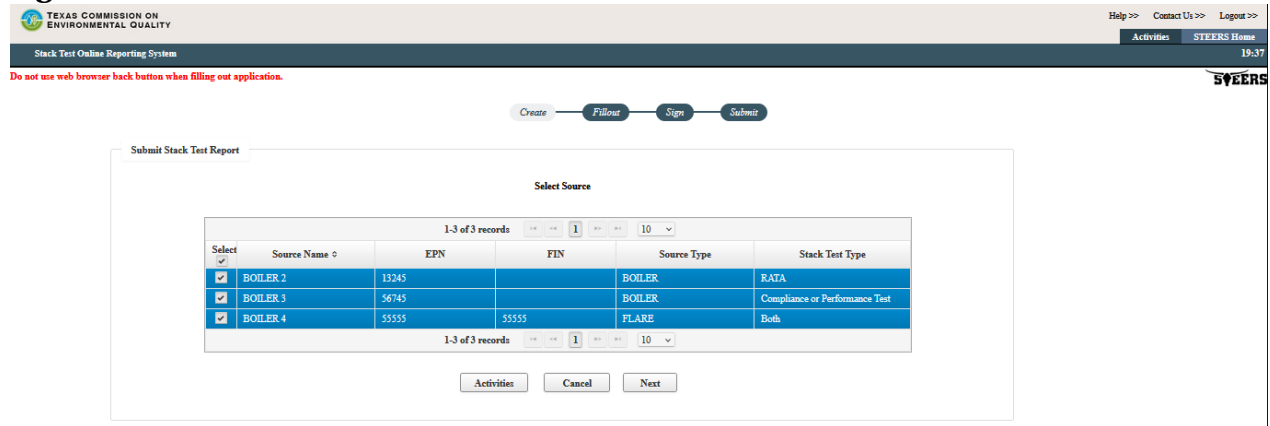
Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the “Confirm RN/CN Information” button. If a change to the RN or CN is needed, you will need to first cancel and then resubmit this notification. The Update/Reschedule Notification application cannot be used to change the RN or CN for a previously reported notification.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require editing. Figure 17 is a screenshot of the Select Source screen. Click “Next.”

Figure 17. Select Source screen



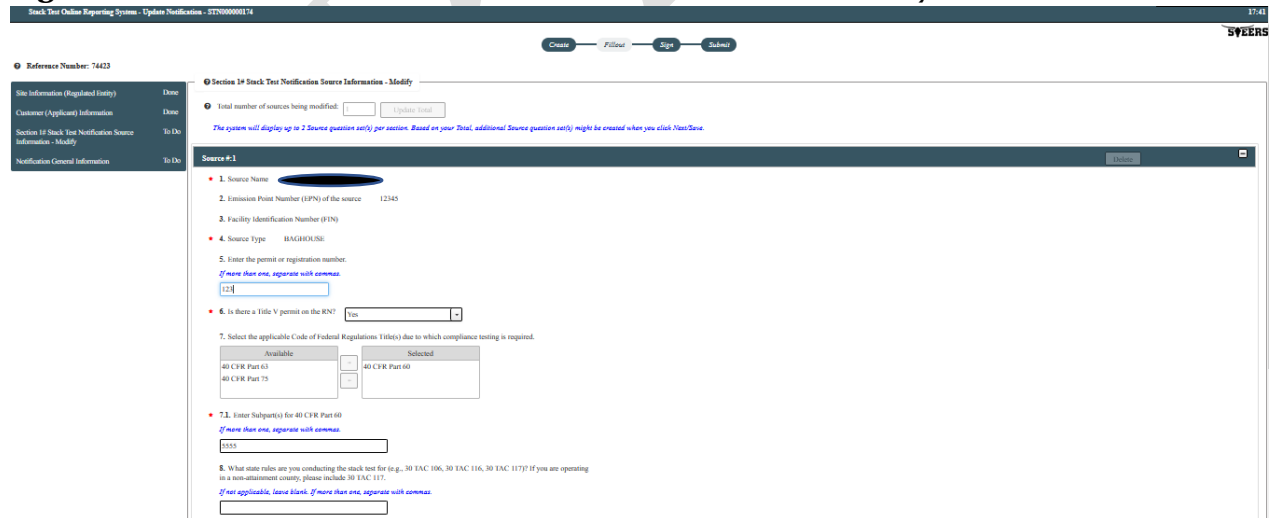
Step 5. Create application

Create a new application for this application. The screen displays your application reference number and application password. You may keep this information for your records. Click “Next.”

Step 6. Edit Source Information

You will be navigated to the Stack Test Notification Source Information screen. You may edit most of the fields. Exceptions include Source Name, EPN or FIN and Source Type. Once at least all the mandatory fields are completed (identified with an asteriks), click “Next/Save” button.

Figure 18. Stack Test Notification Source Information – Modify screen



9. Is there any other applicable rule that applies?
If not applicable, leave blank.

10. Previously requested waiver(s)

- 11. Are you requesting a waiver?
- 12. Type of Stack Test to be conducted
- 13. Testing Frequency
- 14. Planned Stack Test Start Date 04/27/2023
- 15. Planned Stack Test End Date 04/28/2023
- 16. Do you need to reschedule the Stack Test?
- 17. Per the NSR permit or applicable rule(s), what is the number of days required to submit the notification before the test is conducted?
 15 DAYS
- 18. Enter any additional information you wish to provide.
- 19. Are you planning to upload Test Protocol/Test Plan for this Source?

* Always Required

Step 7. Edit General Information

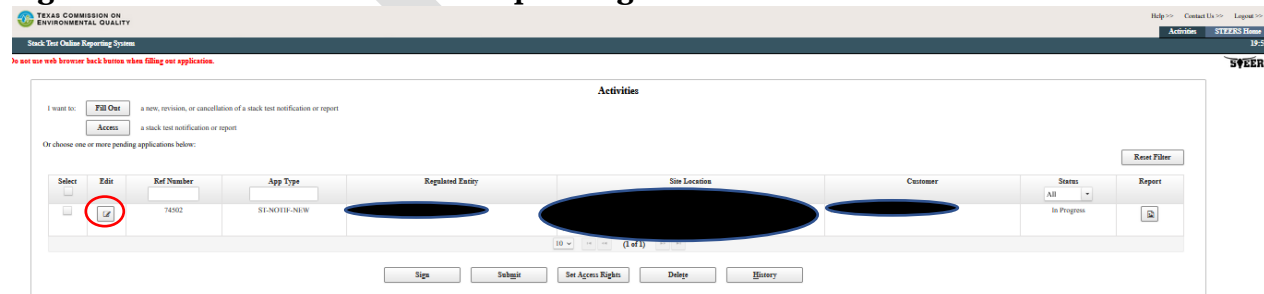
You will be navigated to the Notification General Information screen. You may edit all the fields. Once at least all the mandatory fields are completed (identified with an asteriks), click “Next/Save” button.

Step 8. Complete application prior to sign and submit

You will be navigated to the “Activities” page. The application you just completed should show a status of “Ready to sign”. You may then proceed to set access rights for another signee or sign and submit your notification.

Alternatively, you may also edit stack tests and notifications that have not yet been signed and submitted. To access these pending submittals, proceed to the “Activities” page. Locate the submittal you wish to edit and click the “edit” icon next to it to proceed with changes.

Figure 19. Activities screen – Edit pending stack test or notifications



X. How do I reschedule a stack test?

You may need to periodically reschedule a stack test. You may follow the following steps

Step 1. Select Application

To reschedule a stack test, you need to edit the previously reported stack test notification. Select the button next to the “Update/Reschedule Notification” option. Click “next.” Figure 15 is a screenshot of the Select One Application Type screen with this selection.

Step 2. Enter Stack Test Notification

Enter in a valid STN number for the stack test notification you need to reschedule. Click “Search” button.

Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the “Confirm RN/CN Information” button. The Update/Reschedule Notification application cannot be used to change the RN or CN for a previously reported notification.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require rescheduling. Figure 17 is a screenshot of the Select Source screen. Click “Next.”

Step 5. Create application

Create a new application for this application. The screen displays your application reference number and application password. You may keep this information for your records. Click “Next.”

Step 6. Edit General Information

You will be navigated to the Notification General Information screen. Select “Yes” for Question No. 16 “Do you need to reschedule the Stack Test?.” Questions No. 16.1: “New Planned Stack Test Start Date” and 16.2 “New Planned Stack Test End Date” will dynamically display. Figure 20 is a screen shot of the questions. Complete the date selection. You may also edit other fields as needed. Click “Next/Save” button.

Figure 20: Question No. 16: Do you need to reschedule the stack test?

* 16. Do you need to reschedule the Stack Test?

* 16.1. New Planned Stack Test Start Date

* 16.2. New Planned Stack Test End Date

Step 7. Edit General Information

You will be navigated to the Notification General Information screen. You may edit all the fields. Once at least all the mandatory fields are completed (identified with an asteriks), click “Next/Save” button.

Step 8. Complete application prior to sign and submit

You will be navigated to the “Activities” page. The application you just completed should show a status of “Ready to sign”. You may then proceed to set access rights for another signee or sign and submit your notification.

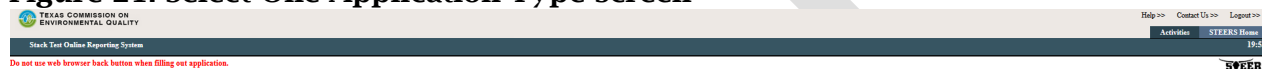
XI. How do I cancel a notification?

You may need to completely cancel a notification for a stack test that was previously scheduled.

Step 1. Select Application

To cancel a previously reported notification for a stack test, select the button next to the “Cancel one or more selected stack tests” option. Click “next.” Figure 21 is a screenshot of the Select One Application Type screen with this selection.

Figure 21. Select One Application Type screen



Step 2. Enter Stack Test Notification

Enter in a valid STN number for the stack test notification you need to cancel. Click “Search” button.

Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the “Confirm RN/CN Information” button.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require canceling. Figure 17 is a screenshot of the Select Source screen. Click “Next.”

Step 5. Create Application

Create a new application for this application. The screen displays your application reference number and application password. You may keep this information for your records. Click “Next.”

Step 6. Complete General Information

You will be navigated to the Notification General Information screen. Answer questions No. 15 “What is the reason for cancelling the testing for this source?” and optional question No. 16 “Enter any additional information you wish to provide.” You may also upload supporting documents for cancelling the test. Figure 22 is a screen shot of the questions. No other fields are editable. Click “Next/Save” button.

Figure 22: Question No. 15: What is the reason for cancelling the testing for this source?

★ 15. What is the reason for cancelling the testing for this source?

16. Enter any additional information you wish to provide.

Upload optional supporting documents for cancelling this test.
One document per source/EPN/FIN/unit.

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

+ Choose..

Step 7. Complete application prior to sign and submit

You will be navigated to the “Activities” page. The application you just completed should show a status of “Ready to sign”. You may then proceed to set access rights for another signee or sign and submit your notification.

XII. How do I submit a stack test?

Most stack tests require a prior notification. In STORS, you will not have to reenter any information that was previously provided in your notification. Follow the steps described below to submit a stack test when a notification was previously submitted.

Step 1. Select Application

To submit a stack test when you have previously reported the stack test notification, select the button next to the “Submit Stack Test Report” option. Click “next.” Figure 23 is a screenshot of the Select One Application Type screen with this selection.

Figure 23. Select One Application Type screen

The screenshot shows the 'Stack Test Notification' and 'Stack Test Report' sections of the STEERS ePermits application. The 'Stack Test Notification' section has three radio button options: 'New Notification', 'Update Reschedule Notification', and 'Cancel one or more scheduled Stack Tests'. The 'Stack Test Report' section has two radio button options: 'Submit Stack Test Report without Notification' and 'Submit Stack Test Report'. The 'Submit Stack Test Report' option is selected. Below the options are 'Activities' and 'Next' buttons. The page header includes the Texas Commission on Environmental Quality logo, the text 'Stack Test Online Reporting System', and navigation links for 'Help', 'Contact Us', and 'Logout'. A footer note states 'Do not use web browser back button when filling out application.' and the STEERS logo is in the bottom right corner.

Step 2. Enter Stack Test Notification

Enter the valid STN No. for the applicable notification. You cannot edit or modify a stack test notification when a stack test has already been submitted for that notification or for which a stack test or notification has been cancelled. Click “Search.” Figure 16 is a screenshot of the STN Validation screen.

Step 3. Confirm RN/CN

Confirm the RN/CN by reviewing and then clicking on the “Confirm RN/CN Information” button. If a change to the RN or CN is needed, you will need to first cancel and then resubmit this stack test though the without a notification procedure and also cancel the original notification. The Update/Reschedule Notification application cannot be used to change the RN or CN for a previously reported notification.

Step 4. Select Sources

Select the applicable sources by clicking on the select column for the sources which require canceling. Figure 17 is a screenshot of the Select Source screen. Click “Next.”

Step 5. Create Application

Create a new application for this application. The screen displays your application reference number and application password. You may keep this information for your records. Click “Next.”

Step 6. Enter General Information

You will be navigated to the Notification General Information screen. Figure 24 shows the fields that are editable on this screen. They include the following:

- a. * **“Type of Stack Test”** – Select from the drop-down menu the correct type of stack test to be conducted. Options include Both, Compliance or Performance Test, or RATA.
- b. * **“Actual Stack Test End Date”** – Click on this field for the date picker feature to display. Select and click on the correct date. Date selected will display in the following format mm/dd/yyyy.
- c. * **“Did an Exceedance of an applicable emissions standard occur?”** - Select “Yes” or “No” from the drop-down menu.
- d. * **“Is this a resubmission?”** - Select “Yes” or “No” from the drop-down menu.

- e. **“Enter in any additional information you wish to provide.”** - Use this section to include any other information you need to share with TCEQ staff. Please write out all special characters as text (i.e. % as percent).
- f. * **“Upload Stack Test Report for this Source/EPN.”**

Figure 24: Editable fields for Stack Test Report Submittal.

The screenshot shows a web form with the following fields:

- 16. Type of Stack Test conducted: RATA (dropdown menu)
- 17. Actual Stack Test End Date: 04/28/2023 (text input)
- 18. Did an exceedance of an applicable emissions standard occur?: No (dropdown menu)
- 19. Is this a resubmission?: No (dropdown menu)
- 20. Enter any additional information you wish to provide. (text area)
- Upload Stack Test Report for this Source/EPN? (with subtext: One document per source/EPN/FTN/unit)
- Allowed file types: txt, pdf, doc, vpd, crv, xls, xml, jpeg, gif, tif, docx, xlsx, tlsx, jpeg (with a "Choose..." button)

XIV. How do I resubmit a stack test?

You may need to resubmit a stack test report that has previously been submitted. To resubmit a stack test report, follow the same procedure for submitting a stack test. You need the STN number, not the STR number to recall the previously reported information. You can retrieve this information by searching for the “Stack Test Report” under the “Submissions” search field to retrieve the STN number used for that submission. See figure 25.

Figure 25: Search Submit Log

The screenshot shows the "Search Submit Log" interface with the following elements:

- Header: Search Submit Log (14:53)
- Logo: STEERS
- Section: Search Submissions
- Instructions: Select a program area to search and provide one or more of the additional search criteria to narrow your results. Selecting a program and pressing Update will display the reports and IDs for that particular program area.
- Program Area: Stack Test Online Reporting System (dropdown) with an Update button.
- Report Type: A dropdown menu with options: Stack Test Cancel Notification, Stack Test Modify Notification, Stack Test New Notification, Stack Test Report (circled in red), and Stack Test Report without Notification. A note says "(Press Update to refresh.)"
- ID: (text input) (Permit, registration, etc.)
- Confirmation Number: (text input)
- Reference/Tracking Number: (text input) (AEME Incident or ePermits Reference)
- Submitted by Account: (text input) (ER account)
- Instructions: Narrow your search by entering a date range. This is the date the data was submitted to TCEQ.
- Start Date: (text input) (mm/dd/yyyy)
- End Date: (text input) (mm/dd/yyyy)
- Buttons: Search and Cancel

For question No. 19 “Is this a resubmission?” select “Yes” from the drop-down menu. See figure 26. Follow the remaining procedure described for submitting a stack test.

Figure 26: Editable fields for Stack Test Report Re-Submittal

The screenshot shows a web form with the following fields and options:

- 16. Type of Stack Test conducted: RATA (dropdown menu)
- 17. Actual Stack Test End Date: 04/28/2023 (text input)
- 18. Did an exceedance of an applicable emissions standard occur?: No (dropdown menu)
- 19. Is this a resubmission?: No (dropdown menu, highlighted with a red circle)
- 20. Enter any additional information you wish to provide. (text area)
- Upload Stack Test Report for this Source/EPN? (with a "Choose..." button)

Below the upload section, it lists allowed file types: `txt pdf doc vpd csv xls xml jpeg gif tif docx xlsx jpeg`.

XV. How do I cancel my stack test?

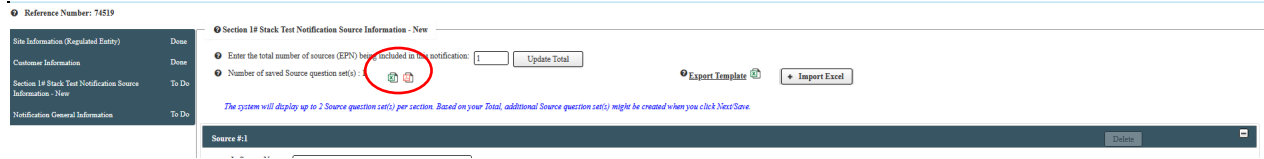
STEERS does not allow to cancel or retract a previously reported stack test report that has previously been submitted. If you need to cancel a stack test notification, the procedure can be found in section XI. If you need to change the document or communicate a change to TCEQ, you may follow the resubmit a stack test procedure outlined in section XIV.

XVI. How can I copy-forward previously submitted information?

Notifications with the Same RN/CN: You can retrieve previously submitted notifications by searching the Search Submit Log (Figure 25). Enter that STN number when you are creating a new stack test notification, stack test or stack test without notification. Most fields will contain previously submitted information and all fields will be editable with the new submittal.

Notifications with Different RN/CNs: You can retrieve previously submitted notifications by searching the Search Submit Log (Figure 25). Enter that STN number as if you are creating a new stack test notification. All fields will be editable with the new submittal except for the RN and CN. You may also, however, export a template excel which will include all previously reported source-specific information (see Figure 27), edit it and submit a new notification with a new RN/CN, using the upload feature to upload the revised source information. You may then select and remove the draft STN application that is now unnecessary at the “Activities” screen by selecting it and clicking “delete.”

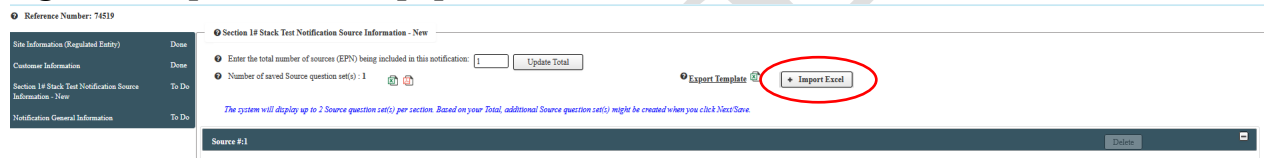
Figure 27: Download all data for source in excel format



Sources within a Single Notification: If you have many similar sources, you may enter in one source and export this information in an excel (see Figure 27). Modify the excel document by copy and pasting this information onto multiple rows and editing the information as necessary. You may then import the completed excel document (See Figure 28).

If the excel contains errors: Errors encountered when uploading data will not result in an error message, but a blank for that field. You may choose to correct those blanks within the data fields within STORS or revise the excel and upload again. Repeated uploads will override existing data.

Figure 28: Upload all data populated in excel



XVII. What do I do if STEERS is not working?

If you are unable to submit your stack tests or notification because the system is not functioning or is not functioning correctly, you may submit your documents to your TCEQ Regional office.

TCEQ can accept **physical** copies of **stack test reports** and **test notifications**. Send these to your regional office. Please see our [Regional Directory](#) for mailing addresses.

TCEQ can also accept **electronic copies of stack test notifications**. Send these to the applicable Regional office at the following e-mail addresses:

Even if your permit requires that you also send your report to the Air Permits Division, a submittal to the regional office alone will suffice.

Region	Test Notification E-mail Box
Region 1, Amarillo	R1Stack@tceq.texas.gov
Region 2, Lubbock	R2Stack@tceq.texas.gov
Region 3, Abilene	R3Stack@tceq.texas.gov
Region 4, Dallas/Fort Worth	R4Stack@tceq.texas.gov

Region 5, Tyler	R5Stack@tceq.texas.gov
Region 6, El Paso	R6Stack@tceq.texas.gov
Region 7, Midland	R7Stack@tceq.texas.gov
Region 8, San Angelo	R8Stack@tceq.texas.gov
Region 9, Waco	R9Stack@tceq.texas.gov
Region 10, Beaumont	R10Stack@tceq.texas.gov
Region 11, Austin	R11Stack@tceq.texas.gov
Region 12, Houston	R12Stack@tceq.texas.gov
Region 13, San Antonio	R13Stack@tceq.texas.gov
Region 14, Corpus Christi	R14Stack@tceq.texas.gov
Region 15, Harlingen	R15Stack@tceq.texas.gov
Region 16, Laredo	R16Stack@tceq.texas.gov

Guidance for Attachments

Follow these steps to upload documents:

- (a) Combine all the required stack test documentation before you attach it to your submittal in STEERS.
 - (b) Separate any confidential information and mark as “Confidential” on the documents.
 - (c) Save the non-confidential and confidential information in two separate electronic files.
 - (d) Click the “+ Choose” button to browse your files to find the file you want to upload to STEERS from your computer. Repeat as necessary.
 - (i.) Once the file is selected, it should display in the field below the “+ Choose” button.
- 1) Click the “Confidential” button to toggle between “Yes” and “No” to mark whether your file is confidential.
 - 2) When your attachments are uploaded, click the “Next/Save” button to save your information.

What Happens Next?

Congratulations, you have successfully submitted your notification or stack test!

We will process and review your submittal. An investigator may contact you, the responsible official, or the technical contact (as appropriate) if they have any questions about your application, or if they need additional information.

Need more help?

Contact the Small Business and Local Government Assistance (SBLGA) program with questions about creating your STEERS account or other stack testing requirements. Reach the SBLGA hotline by telephone at 800-447-2827 or online at <www.TexasEnviroHelp.org>.

Contact the STEERS Help Line at 512-239-6925 with questions about the status of your STEERS account.

For guidance on notifications and stack test requirements, please go to our webpages:

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