

How to Add the TCEQ Lab ID in STEERS

Adding a new lab ID

This section shows how to add a new lab ID to the STEERS account that will be used for reporting in E2.

1. Log into your STEERS account.
2. Once logged in the STEERS homepage will appear.



Click My Account, located in the menu group above the timer bar, see figure 1.

Figure 1. STEERS homepage header and menu bar.

3. The STEERS Account Summary page will open, showing the STEERS Access programs for the account.
4. Click on the Public Drinking Water – Laboratories link under Current Program Area, see figure 2.

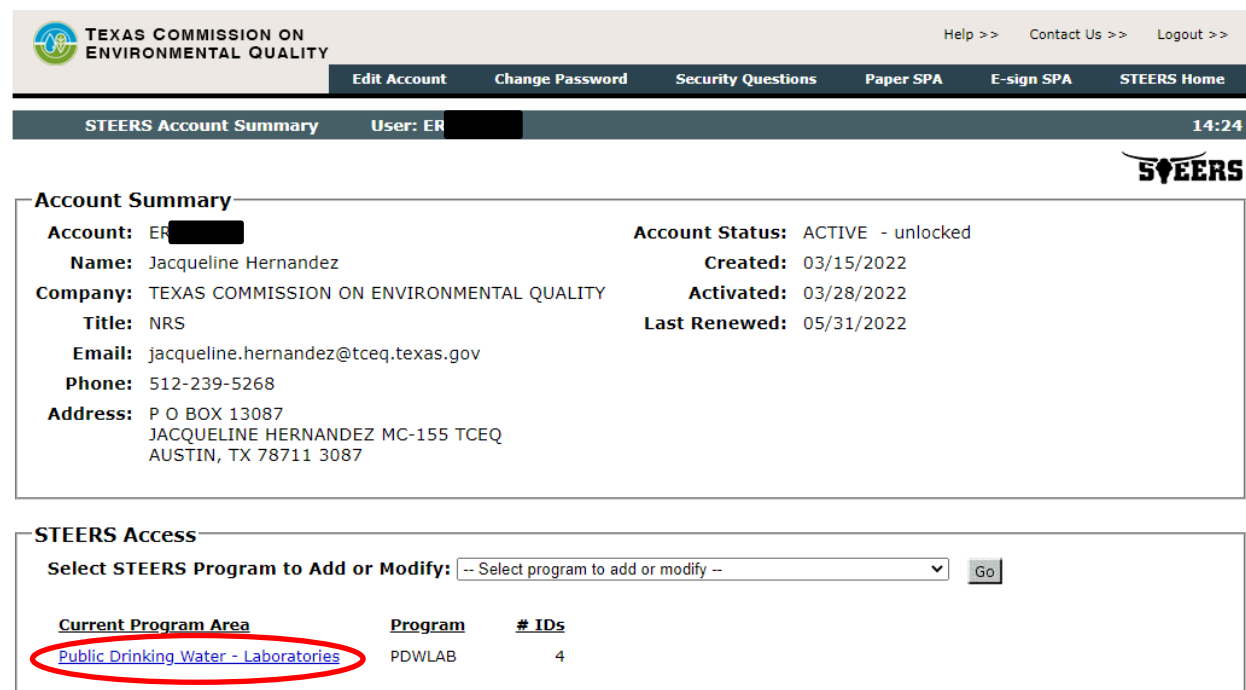


Figure 2. STEERS Account Summary and STEERS Access.

5. The Public Drinking Water – Laboratories ID List page will be displayed. The lab IDs that are registered to this account will be listed.
6. Click Add ID at the bottom, see figure 3.

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Help >> Contact Us >> Logout >>

Who Else Has Access? Modify IDs Add IDs Account Summary STEERS Home

Public Drinking Water - Laboratories ID List User: ER 14:46

STEERS

You have 4 IDs for PDWLAB

1-4 of 4 Records

ID	Name/Location	Role	Authorization	Status	Modified
48001	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704283	UPPER GUADALUPE RA	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704297	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704339	TARRANT COUNTY PH LAB	PDW Laboratories Sign and Submit	Self	active	05/31/2022

Add IDs Modify IDs Cancel

Figure 3. Public Drinking Water - Laboratories ID List page.

7. The Add New PDW Lab IDs page will be displayed, see figure 4.

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Modify IDs Display IDs Account Summary STEERS Home

Add New PDWLAB IDs User: ER 13:46

STEERS

To add IDs to the account: select a role, relationship, an authorization and either the IDs to add or an account to copy. Press Add IDs or Copy IDs to continue. Press Cancel when done.


Program Status

Access Type:

Figure 4. Add New PDWLAB IDs page header.


8. Select PDW Laboratories Sign and Submit from the Access Type drop-down menu in the Program Status section. See figure 5.
 - o NOTE: There are three Access Types but selecting the PDW Laboratories Sign and Submit will grant the most access. This access type grants view, create, delete, modify, sign, and submit.
 - o Other Access Types are: PDW Laboratories Read - view only and PDW Laboratories Edit - view, create, delete, and modify

Add New PDWLAB IDs
User: ER
7:07



To add IDs to the account: select a role, relationship, an authorization and either the IDs to add or an account to copy. Press Add IDs or Copy IDs to continue. Press Cancel when done.

Program Status


Access Type: ** Pick Role **

Authorization

Select the appropriate relationship and authorization statement below.

What is the best description of your employer's relationship to the facility or facilities?

☐ The Facility
☐ Parent Company
☐ Other

Who is authorizing the access?(Select one of the following)

☐ I, Jacqueline Hernandez, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

☐ I, Jacqueline Hernandez, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC 290.46(f)(4)(C).

☐ I, Jacqueline Hernandez, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC 290.46(f)(4)(C).

Authority: (Name of authorizing authority)
Title: (Title of authorizing authority)
Company: (Authorizing company)
Phone: (999-999-9999)

Figure 5. Program Status and Authorization sections of the Add New PDWLAB IDs page.

9. Complete the Authorization section. See figure 5.

10. Enter the TCEQ Lab ID for the lab in the PDWLAB IDs to Add section. See figure 6.

- TCEQ Lab ID is the truncated accreditation number. Starting with the letter T and the nine digits after but leaving off everything after the first dash.
- Example: Accreditation Certificate Number is T123456789-21-20, the TCEQ Lab ID is T123456789.

PDWLAB IDs to Add:
You may enter each ID or copy IDs from another STEERS account.


Enter the PDW Lab ID(s) the account needs to access.

Copy IDs from another account.
 The other account holder must be employed by the same company. An account number starts with ER and is followed by 6 numbers.

Account Number:

Figure 6. PDWLAB IDs To Add Section.

11. Click the Add IDs button at the bottom, see figure 6.
12. The Confirm Add New Public Drinking Water - Laboratories IDs will display.
13. Review the information on the page to confirm it is accurate, see figure 7.


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[Help >>](#)
[Contact Us >>](#)
[Logout >>](#)

[Modify IDs](#)
[Add IDs](#)
[Display IDs](#)
[Account Summary](#)
[STEERS Home](#)

Confirm Add New Public Drinking Water - Laboratories IDs User: ER 14:12

STEERS

You have requested to add the IDs listed below with the following access type and authorization information. If this is correct, please press [Confirm Add](#) at the bottom of the page to confirm the addition. Otherwise, press Cancel to return to the previous page.

Access and Authorization for IDs

Access Type: PDW Laboratories Sign and Submit - view, create, delete, modify, sign, and submit

Relationship: The Facility

Authorization Statement: I, Jacqueline Hernandez, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC 290.46(f)(4)(C).

IDs found to be added:

ID	Name/Loc
T104704289	NOVA BIOLOGICALS INC

Figure 7. Confirm Add New Public Drinking Water - Laboratories IDs

14. Click the Confirm Add button at the bottom, see figure 7.
15. The Public Drinking Water - Laboratories ID List will display, see figure 8.
 - a. A message in red text will be displayed: Your PDWLAB access has been updated.

- b. The new lab ID will be listed with the following items: the Status column will show probation and the Modified column will show the date the new lab ID was added.

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Help >> Contact Us >> Logout >>

Who Else Has Access? Modify IDs Add IDs **Account Summary** STEERS Home

Public Drinking Water - Laboratories ID List User: ER 14:53

STEERS

Your PDWLAB access has been updated. ←

You have 5 IDs for PDWLAB

1-5 of 5 Records

ID	Name/Location	Role	Authorization	Status	Modified
48001	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704283	UPPER GUADALUPE RA	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704289	NOVA BIOLOGICALS INC	PDW Laboratories Sign and Submit	Self	probation	06/09/2022
T104704297	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	Self	active	05/31/2022
T104704339	TARRANT COUNTY PH LAB	PDW Laboratories Sign and Submit	Self	active	05/31/2022

Add IDs Modify IDs Cancel

Figure 8. Public Drinking Water - Laboratories ID List page.

16. Click Account Summary in the top menu bar above the timer bar, see figure 8.
17. The STEERS Account Summary page will display, see figure 9
18. Under the STEERS Access section, the # Probationary column will show 1. See figure 9.

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Help >> Contact Us >> Logout >>

Edit Account Change Password Security Questions Paper SPA **E-sign SPA** STEERS Home

STEERS Account Summary User: ER 14:16

STEERS

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please do so.

Account Summary

Account: ER001987	Account Status: ACTIVE - unlocked
Name: Jacqueline Hernandez	Created: 03/15/2022
Company: TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Activated: 03/28/2022
Title: NRS	Last Renewed: 05/31/2022
Email: jacqueline.hernandez@tceq.texas.gov	
Phone: 512-239-5268	
Address: P O BOX 13087 JACQUELINE HERNANDEZ MC-155 TCEQ AUSTIN, TX 78711 3087	

STEERS Access

Select STEERS Program to Add or Modify: -- Select program to add or modify -- Go


Current Program Area	Program	# IDs	# Probationary
Public Drinking Water - Laboratories	PDWLAB	5	1

Figure 9. STEERS Account Summary page.

19. Click E-sign SPA in the top menu bar, above the timer bar, see figure 9.

20. The STEERS Participation Agreement – E-sign Account page will display, see figure 10.


21. Review the account and current lab information on the page, see figures 10.

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Help >> Contact Us >> Logout >>

Edit Account Change Password Security Questions Paper SPA Account Summary STEERS Home

STEERS Participation Agreement – E-sign Account User: ER[REDACTED] 13:50



Please review the STEERS Participation Agreement (SPA) below. If there are any updates needed, please return to the [Account Summary](#) page and make the changes. If the information is correct, please enter the information from your Texas Drivers License (TDL) in the form at the bottom of the page to sign.

Note: Signing electronically will activate your account and all program area and/or IDs for which you have direct authority to enter into the agreement. An electronic signature or hard-copy signature must still be provided for all program area and/or IDs for which you have been delegated authority to enter into the agreement.

Account Information	
Account:	ER[REDACTED]
Name:	Jacqueline Hernandez
Company:	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Title:	NRS
Email:	jacqueline.hernandez@tceq.texas.gov
Phone:	512-239-5268
Address:	P O BOX 13087 JACQUELINE HERNANDEZ MC-155 TCEQ AUSTIN, TX 78711 3087

I am applying to read, prepare, and/or sign and submit information electronically for the sites below for which I have the authority to enter into this agreement:

Public Drinking Water - Laboratories - Active Ids					
ID	Name/Loc	Access	Relationship	Authorized By	Last Modified
48001	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	The Facility	Self	05/31/2022
T104704283	UPPER GUADALUPE RA	PDW Laboratories Sign and Submit	The Facility	Self	05/31/2022
T104704297	TX DSHS LAB SVC SECTION	PDW Laboratories Sign and Submit	The Facility	Self	05/31/2022
T104704339	TARRANT COUNTY PH LAB	PDW Laboratories Sign and Submit	The Facility	Self	05/31/2022

Figure 10. STEERS Participation Agreement – E-sign Account page.

22. Review the new lab information and the agreement terms, see figure 11.

Public Drinking Water - Laboratories - Probation Ids					
ID	Name/Loc	Access	Relationship	Authorized By	Last Modified
T104704289	NOVA BIOLOGICALS INC	PDW Laboratories Sign and Submit	The Facility	Self	06/09/2022

As an account holder, I agree

1. to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
2. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
3. to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
4. and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
5. to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
6. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
7. that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
8. that data electronically signed using this Account shall also be considered to contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

Figure 11. New Lab Information and Agreement terms section.

23. Complete the required information and select the checkboxes, see figure 12.

Sign Electronically with Your Texas Drivers License (TDL)

All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

First Name: Your first name as it appears on your TDL.

Last Name: Your last name as it appears on your TDL.

Company Name:

Title:

TDL Number: 8 to 10-digit number

TDL Audit Number: The 11-, 16- or 20- digit number on your license.

SSN: Last 4 digits only

Date of Birth: mm/dd/yyyy

☐ I, Jacqueline Hernandez, have the authority to enter into this Agreement for TEXAS COMMISSION ON ENVIRONMENTAL QUALITY under the applicable standards listed below.

☐ I, Jacqueline Hernandez, certify that I am signing this document with my personal Texas Driver's License information.

**Signature verification can take several minutes.
Please do not press the E-sign button more than once.**

Signature Authority Standards:

Public Drinking Water - Laboratories (PDWLAB)
see 30 TAC 290.46(f)(4)(C)

Figure 12. Sign Electronically with Your Texas Driver's License (TDL) section.

24. Click the E-Sign SPA button at the bottom, see figure 12.

25. The STEERS Participation Agreement – E-sign Account page will display, see figure 13.

a. Print this page if a copy of the agreement is needed.

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Help >> Contact Us >> Logout >>

Edit Account Change Password Security Questions Paper SPA Account Summary **STEERS Home**

STEERS Participation Agreement - E-sign Account User: ER 14:54

STEERS

This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. Please print this page if you would like a permanent record of this submittal. You will also receive a confirmation e-mail.
Confirmation number: 17491
Hash Code: 7407BD2BC4E2547031EDB8464DB7184D461E295FA58403CC943F1DBF3F8A3A60

Figure 13. STEERS Participation Agreement – E-sign Account

26. The TCEQ Lab ID newly added will now be ready for use.

27. Click STEERS Home to return to the STEERS Homepage.

28. This is the end of the process for adding the new TCEQ Lab ID. To see the newly added TCEQ Lab ID in E2, please continue to the next section.

Selecting the TCEQ Lab ID in E2

This section is a brief preview of how to select the TCEQ Lab ID in E2 when reporting microbial data through the online entry form or .csv file uploads.

29. On the STEERS homepage, click on Public Drinking Water - Laboratories (PDWLAB) to open E2. See figure 14.



Welcome to STEERS Internet Version 6.5!

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 Program Area: [Public Drinking Water - Laboratories \(PDWLAB\)](#)

STEERS News:

There are no current news items.

Figure 14. STEERS Homepage.

30. The E2 Reporting home page will display, see figure 15.

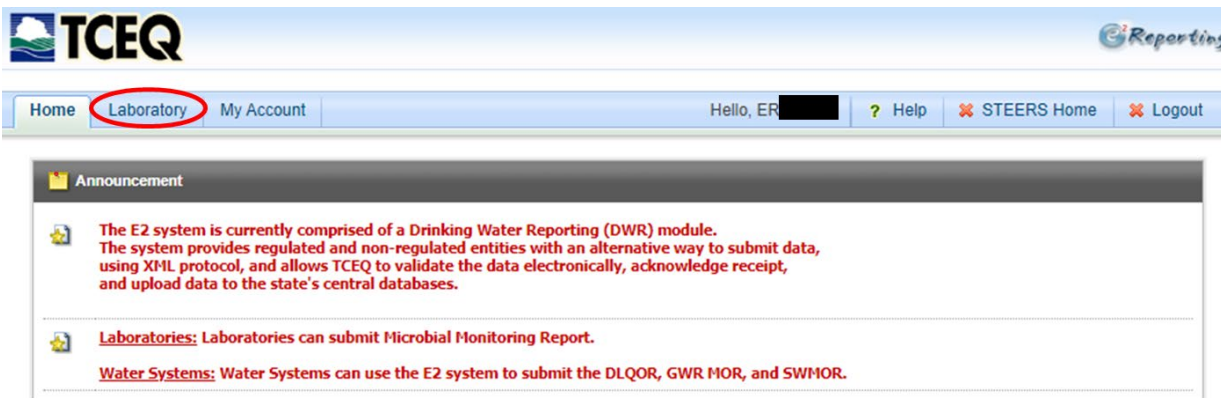


Figure 15. E2 Reporting Homepage

31. Click on Laboratory, see figure 15.

32. The Create New Reports page will display as default, see figure 16.

- If the lab submits microbial data using the online entry form, continue to step 34.
- If the lab submits microbial data by uploading a csv file, continue to step 35.

If you wish to submit a report using an online form, first select a lab using the dropdown field then, under the 'Online Entry Form' column, select the icon with a left mouse click. To download a pdf of a blank Microbial Monitoring Form, click on the icon under 'View Form.' Alternatively, select 'Upload Reports' on the side bar to upload a CSV file of sample data.

Safe Drinking Water Reports for: Select Laboratory

Form Type	View Form	Download	Online Entry Form
Microbial Monitoring Form		N/A	

Figure 16. Laboratory Create New Reports page.

33. Use the drop-down menu to select the TCEQ Lab ID to report microbial data, see figure 16.

34. On the left side menu, select Upload Reports. See figure 17.

1 Select Laboratory: TX DSHS LAB SVC SECTION

2 Select File: + Choose

3 Test File: Test

4 Enter Password:

5 Certify Your Submission:
 I certify that I am authorized under 30 Texas Administrative Code Subchapter 305. can provide documentation in proof of such authorization upon request. I certify u document and all attachments were prepared under my direction or supervision in

Figure 17. Laboratory Upload Reports page.

35. Use the drop-down menu to select the TCEQ Lab ID to report microbial data, see figure 17.

- NOTE: the new TCEQ Lab ID will only show the lab name not the actual TCEQ Lab ID number (T123456789).

36. This is the end of the guide.