



**Available NOW!**

Online Applications Submissions for Industrial and Municipal Wastewater Individual Permits (EPR\_WQIP)

# Today's Topics



Creating an account in State of Texas Environmental Electronic Reporting System (STEERS)

ePermits Water Quality Permit Program (EPR\_WQIP)

Application Submittal Steps

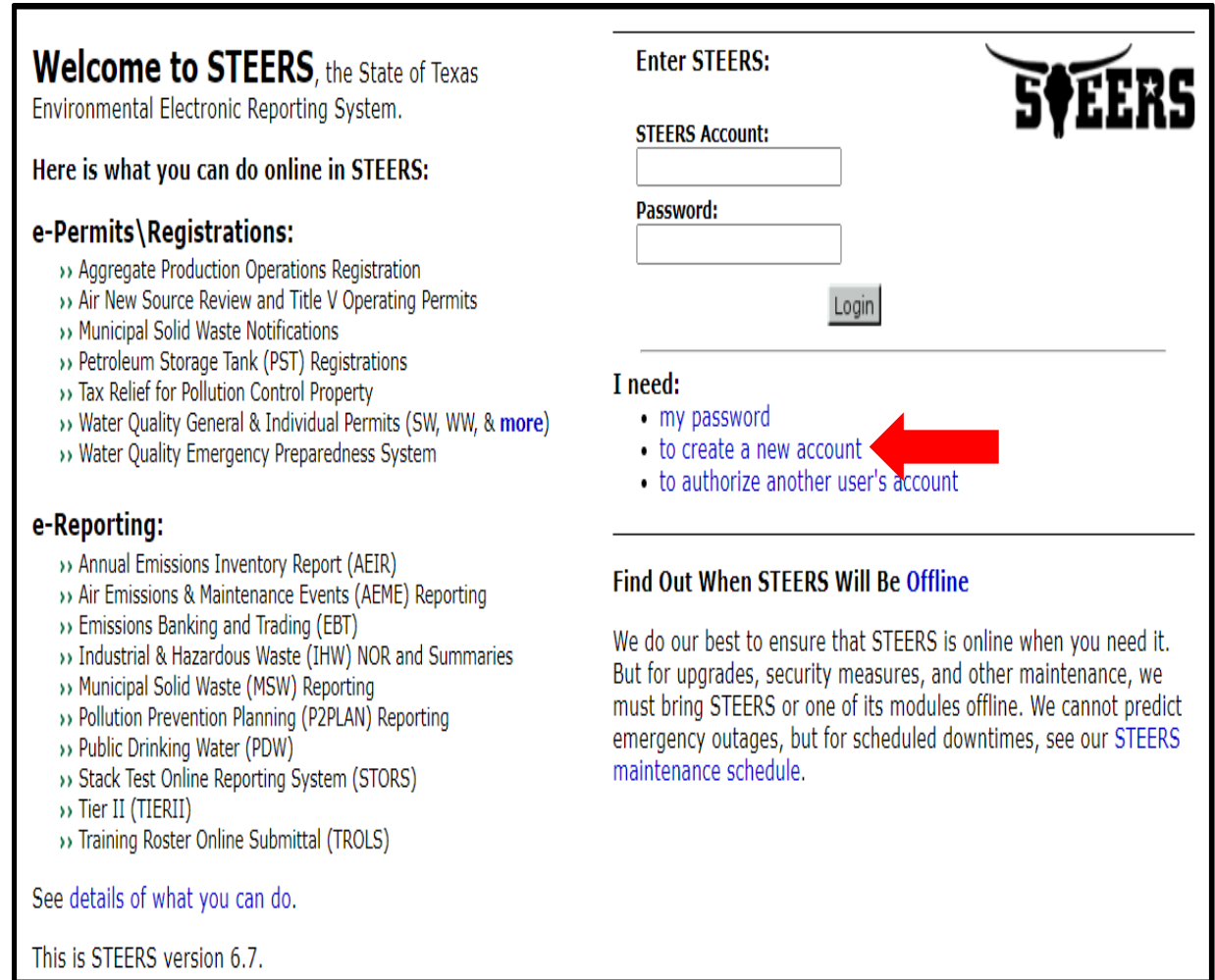
Best Practices

Q&As

# Creating a STEERS Account

1. Register an account at <https://www3.tceq.texas.gov/steers/>
2. Add the program, Water Quality Individual Permit (EPR\_WQIP)
3. Sign the STEERS Participant Agreement (SPA) using a Texas Driver's License
4. Select the program access type – read only, edit, preparer, or sign

**Note:** The account status will show **PROBATION** until you sign the SPA.



**Welcome to STEERS**, the State of Texas  
Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

**e-Permits\Registrations:**


- » Aggregate Production Operations Registration
- » Air New Source Review and Title V Operating Permits
- » Municipal Solid Waste Notifications
- » Petroleum Storage Tank (PST) Registrations
- » Tax Relief for Pollution Control Property
- » Water Quality General & Individual Permits (SW, WW, & [more](#))
- » Water Quality Emergency Preparedness System

**e-Reporting:**

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Emissions Banking and Trading (EBT)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Reporting
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Public Drinking Water (PDW)
- » Stack Test Online Reporting System (STORS)
- » Tier II (TIERII)
- » Training Roster Online Submittal (TROLS)

See [details of what you can do](#).


This is STEERS version 6.7.

Enter STEERS: 

STEERS Account:

Password:

**I need:**

- [my password](#)
- [to create a new account](#) 
- [to authorize another user's account](#)

**Find Out When STEERS Will Be Offline**

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

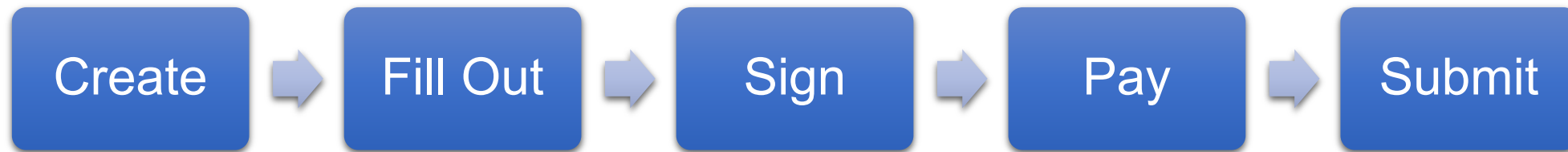
# STEERS Access Types for EPR\_WQIP

Edit	Preparer	Sign
View	View	View
Create	Create	Create
Delete	Delete	Delete
Modify	Modify	Modify
Pay	Pay	Pay
	Submit	Sign
		Submit



# EPR\_WQIP Application Process


The screenshot shows the STEERS web application interface. At the top left is the Texas Commission on Environmental Quality logo and name. On the top right are links for Help, Contact Us, and Logout. Below this is a navigation bar with 'My Account', 'Submissions', 'Activity', and 'STEERS Home'. The main content area has a 'STEERS Home' header and a clock showing '14:47'. A red warning message states: '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/>.' Below this is a 'Welcome to STEERS Internet Version 6.7!' message. A notice says: '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.' At the bottom, there is a section 'Select e-Permits Program Area:' with a dropdown menu showing 'Water Quality Individual Permits (EPR\_WQIP)' selected.



# Step 1 – Create an Application

The screenshot shows the TCEQ STEERS application interface. At the top left is the TCEQ logo and the text "TEXAS COMMISSION ON ENVIRONMENTAL QUALITY". At the top right are links for "Help >>", "Contact Us >>", and "Logout >>". Below this is a navigation bar with "Activities" and "STEERS Home" tabs. The main header area displays "Water Quality Individual Permits" on the left and "19:18" on the right. A red warning message reads: "Do not use web browser back button when filling out application." Below this is the "STEERS" logo. The main content area is titled "Select One Application Type:" and contains a section for "Individual Permit" with two radio button options: "Create a New Domestic or Industrial Individual Permit Application" and "Renew or Amend an existing Domestic or Industrial Individual Permit Authorization". At the bottom of the form are two buttons: "Activities" and "Next".

# Step 2 – Fill Out

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

**Water Quality Individual Permits - New Domestic or Industrial Individual Permit**

[Create](#) — [Fillout](#) — [Sign](#) — [Pay](#) — [Submit](#)

**Reference Number: 76140**

Site Information (Regulated Entity)	To Do
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
Technical Contact	To Do
DMR Contact	To Do
Section 1# Permit Contact	To Do
Public Notice Information	To Do
Section 1# Public Viewing Information	To Do
Owner Information	To Do
Admin General Information	To Do
Plain Language	To Do

**Site Information (Regulated Entity)**

Complete one of the following options

**Option 1:** Enter the Regulated Entity number of the site for this application, if known.

Regulated Entity Number :

**Option 2:** Or enter a known authorization number already issued for the same site (Regulated Entity).

Site Authorization :

**Option 3:** Or enter the site information to see if the site is already registered with TCEQ.

\*Name :

Physical Address :

City :

State :

Zip :

\*County :

*\* Always Required*

[Activities](#) [Next](#)

# Step 2 – Fill Out: Attachments

- Attachment requirements are specific to application type
- Variety of file types are accepted
- Domestic Attachment Examples:
  - USGS Map
  - Public Involvement Plan
  - Administrative Report 1.1
  - Affected Landowner's labels

Reference Number: 76140

Site Information (Regulated Entity)	Done
Paris T-Customer (Applicant) Information (Owner)	Done
Billing Contact	Done
Application Contact	Done
Technical Contact	Done
DMR Contact	Done
Section 1# Permit Contact	Done
Public Notice Information	Done
Section 1# Public Viewing Information	Done
Owner Information	Done
Admin General Information	Done
Plain Language	Done
Supplemental Permit Information Form	Done
Domestic Attachments	To Do

### Domestic Attachments

1. Have you clearly outlined and labeled the required information on the original full size USGS Topographic Map?  
*Refer to the help text for the required items to be included on the map.*
2. Public Involvement Plan attachment (TCEQ Form 20960)  
*Please download the form at <https://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf>, fill out and attach the filled form to this section.*  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*
3. Administrative Report 1.1  
*The Administrative Report can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10053.docx> to fill out and attach the filled form to this section. Only Administrative Report 1.1 is required for this application item.*  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*
4. I confirm that all required sections of Technical Report 1.0 are complete and will be included in the Technical Attachment.  
*The Technical Report (which includes Technical Report 1.0, Technical Report 1.1, and application worksheets) can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10054.docx> to fill out and attach the filled form to this section.*
5. Affected Landowners Map  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*



# Step 2 – Fill Out: Upload Technical Attachments

- Attached Required Technical Attachments
  - Technical Report 1.0
  - Technical Worksheets
  - Buffer zone
  - Flow Diagrams
  - Labs, etc.

Site Information (Regulated Entity)	Done
Paris T-Customer (Applicant) Information (Owner)	Done
Billing Contact	Done
Application Contact	Done
Technical Contact	Done
DMR Contact	Done
Section 1# Permit Contact	Done
Public Notice Information	Done
Section 1# Public Viewing Information	Done
Owner Information	Done
Admin General Information	Done
Plain Language	Done
Supplemental Permit Information Form	Done
Domestic Attachments	To Do

4. I confirm that all required sections of Technical Report 1.0 are complete and will be included in the Technical Attachment.  
*The Technical Report (which includes Technical Report 1.0, Technical Report 1.1, and application worksheets) can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10054.docx> to fill out and attach the filled form to this section.*

--Select One--

5. Affected Landowners Map  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*  
+ Choose..

6. Landowners Cross Reference List  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*  
+ Choose..

7. Landowner Avery Template  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*  
+ Choose..

8. Buffer Zone Map  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*  
+ Choose..

9. Flow Diagram  
*Allowed file types: txt,pdf,doc,wpd,csv,xls,xml,jpg,gif,tif,docx,xlsm,xlsx,jpeg*  
+ Choose..

# Step 3 – Sign

- Application is in “Ready to Sign” status
- Signatory meets 30 TAC 305.44 requirements
- Application is sharable with ER accounts with access type “Sign” using the “Set Access Rights” option.

**Activities**

I want to:  a new or update an existing authorization application  
 an application by password

Or choose one or more pending applications below:

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>	<input type="checkbox"/>	76140	NEW-ADM-WQIP	PARIS TEST	12100 PARK 35 CIRCLE, AUSTIN, 78753	Paris Test	Ready to Sign	

10 ▾    (1 of 1)


# Step 4 – Pay

The application needs to be in the “Ready to Pay” status.

**Note:** The application process is not done after the payment. You will need to click the “**Return to STEERS**” button after the payment confirmation screen to select and submit the application to TCEQ.

You are about to pay for this application

- If you are paying for more than one application and have changed your mind about paying any fee, use the delete button to remove the fee from the list.
- If you wish to stop without paying, you should log out or return to "Activities" now. (If you pass this screen and then cancel the process, you will have to wait two hours before trying to pay again.)

Reference Number ↕	Application Type	Regulated Entity	Site Location	Customer	Fee Amount	Report
76140	NEW-ADM-WQIP	PARIS TEST	12100 PARK 35 CIRCLE, AUSTIN, 78753	Paris Test	\$2,000.00	

[Activities](#) [Next](#)


# Step 5 – Submit


- Application in the “Ready to Submit” status
- Submitted applications along with the attachments and confirmation letters can be viewed at any time under **STEERS Home > Submissions**

**Activities**

I want to:  a new or update an existing authorization application  
 an application by password

Or choose one or more pending applications below:

 The application 76381 is in 'Ready to Submit' status and needs to be submitted.

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>		76381	NEW-ADM-WQIP	THE RESERVE	FACILITY SITE LOCATED ON BLACKSTONE AND TEAL PKWY, FRISCO, 75034	Drees Custom Homes L.P.	Ready To Submit	

10 v | < << (1 of 1) >> >>

# Method to submit Domestic and Industrial applications?

## STEERS

- New Domestic/Industrial Facility
- Renew or Amend an existing WQ Authorization

## Emailed & Mailed Signed Copy

- Cancellations
- Transfers
- Billing Updates
- Facility Updates via CDF

# Online Posting of Electronic Applications

The Sunset Bill requires TCEQ to post applications online at the time of Administrative Completeness and again at the time of Technical Completeness along with the drafted Permit.

This is in addition to TCEQ posting the NORI, PLS, NAPD, and Alternative Language where applicable.

## Page Overview

### **Pending Wastewater Permits: Information on Current Applications**

Find pending permit information and materials, including – as appropriate – public notices, summaries of applications (in plain language), technical summaries, fact sheets, and draft permits. Also find facility and owner names and county.

#### **Permit Types**

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##### **Treated Wastewater Discharge Permits (TPDES)**

Permits for facilities that dispose of treated effluent by discharge into or adjacent to waters in the state.

##### **Permits for Land Application of Treated Wastewater (TLAP)**

Permits for facilities that dispose of treated effluent by land application such as surface irrigation, evaporation, drainfields, or subsurface land application.

##### **Permits for Concentrated Animal Feeding Operations (CAFO)**

Permits for agricultural operations where animals are kept and raised in confined situations.

##### **Sewage Sludge and Biosolids Permits**

Permits to land-apply or dispose of sewage sludge or biosolids from wastewater treatment plants.

# Best Practices

- Prepare Administrative and Technical Attachments ahead of time in allowable electronic format, readily available to be uploaded into the application.
- Signatory Authority must have a valid STEERS account, planning and timing the coordination of all individual schedules will be key to success. Delegated signers must attach documentation of delegation.
- Have payment ready, ePay is fastest and preferred payment.
- Ensure permit compliance, all outstanding fees are paid, SOS information is up to date in TCEQ systems and address any permit maintenance items are completed prior to submission.

# Questions and Answers





# Who to contact for assistance?

Applications  
Review &  
Processing Team

- [WQ-ARPTeam@tceq.texas.gov](mailto:WQ-ARPTeam@tceq.texas.gov)
- 512-239-4671

STEERS Account  
Question

- [STEERS@tceq.texas.gov](mailto:STEERS@tceq.texas.gov)
- 512-239-6925