



Process to Obtain an Authorization under a Stormwater General Permit

2025 Water Quality / Stormwater Seminar

Jeneane Toliver and Mary Huseman

TCEQ - Water Quality Division

Stormwater Permits Team

Outline

STEERS and ePermits



Creating a STEERS account



**Permit application structure
and process in ePermits**



Best Practices

TCEQ'S

State of Texas Environmental Electronic Reporting System (STEERS) and ePermits

- STEERS is a vehicle to collect data electronically.
- STEERS provides a common framework and security for multiple agency programs that enable the regulated community to submit reports, permits, and registrations electronically.
- ePermits is the online application tool to submit permit requests for various program types to TCEQ.
- TCEQ created the ePermits system to automate the process of creating and managing authorizations, registrations, and permits.
- For some transactions, TCEQ in turn reviews when needed these general permit applications and processes them accordingly.

Why was ePermits Developed?

Internally – to allow TCEQ staff to create and maintain electronic applications

- Clean and synchronized data in databases.
- Less paper applications to process.
- More time to spend on customer service to assist customers using ePermits.
- Ideal to electronically transfer permit data to EPA's ICIS database.

Externally – to allow customers to select, complete, and submit an electronic application

- Less time, effort and cost, flexibility.
- Electronic Application Fee is less than the paper application, online payment.
- Easy to fill out process, instant approvals, and share applications.

Why was ePermits Developed?

- Needed to meet requirements of the federal Electronic Reporting Rule (40 CFR Part 127)
 - All general permit applications must be submitted electronically by Dec. 21, 2025.
- Meets federal CROMERR requirements and requires users to establish an account and an electronic signature.

What Programs/Applications are in ePermits ?

Water Quality Division electronic permits/registrations

- **Construction General Permit TXR150000**
- **Multi-Sector General Permit TXR050000**
- CAFO General Permit TXG920000
- Pesticide General Permit TXG870000
- Concrete Batch General Permit TXG110000
- Hydrostatic Test Water General Permit TXG670000

Applications for various permitting needs:

- Create New Authorizations – NOIs, NECs, Low Rainfall Erosivity Waivers
- Modify Existing Authorizations – NOCs
- Renew Authorizations – NORs
- Terminate Authorizations – NOTs
- Share/Access In-Progress Authorizations
- View Application documents and submissions—including Certificates and Letters
- Delegation of Signatories to Report Form

EXTERNAL

- **Create New Authorizations - NOIs**
- **Modify Existing Authorizations – NOCs**
- **Renew Authorizations - NORs**
- **Terminate Authorizations - NOTs**

ePermitting

INTERNAL (For TCEQ purposes)

- **Review applications.**
- **Process applications.**

View Submissions

- **Share/Access In-Progress Authorizations**
- **View Application documents and submissions**
- **Certificates and Letters.**



eReporting

- **EBT**
- **IHW**
- **MSW**
- **P2PLAN**
- **PDW**
- **TIER II Govt Official**
- **TIER II Reporting**
- **TROLS**

Registrations



Welcome to STEERS

Step 1: For new users, creating a STEERS account is the first step in submitting an online permit application.

*Accounts are created for the **individual user**, and not for a facility or entity.*

- Each STEERS account must have a unique e-mail address. Duplicates checks are done for both the email address and last name.
- Applicant information like names, address, company email and phone number are asked to create a new account.
- All STEERS user accounts are renewable every 2 years. Can update if change in your personal account information or modify your program area access.

Welcome to STEERS



TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

Questions or Comments >>

TCEQ Home

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
- » Electronic Core Data Forms (ECDF)
- » Municipal Solid Waste (MSW) Notifications
- » Petroleum Storage Tank (PST) Registrations
- » Tax Relief for Pollution Control Property
- » Tires Annual Operational Status Report
- » Water Quality General & Individual Permits (SW, WW, & [more](#))
- » Water Quality Emergency Preparedness System

e-Reporting:

- » Air Emissions & Inspection Fees (AEIF)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Annual Emissions Inventory Report (AEIR)
- » 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 6.9.

Enter STEERS:

STEERS Account:

Password:

Login



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](#).



TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

New Account - Applicant Information

Applicant Information		13:20
		
Please enter the applicant's information below and press Next button to continue. All fields marked with * are required.		
Applicant Name		
First Name: *		
Middle Initial:		
Last Name: *		
Suffix:		(Name suffix if applicable.)
Company Information		
Company Name: *		(Applicant's company.)
Title: *		(Applicant's title.)
Contact Information		
Email Address: *		(Email must be unique.)
Phone Number: *		(555 123 4567 Format.)
Extension:		(Applicant's extension number.)
Country Code:		(Only non-US phone numbers.)
Mailing Address		
Address: *		(Street address or PO Box.)
Extra Line:		(Mail code or other information.)
City: *		
State:	Texas(TX)	(Required for US Address)
ZIP Code:		(Required for US Address)
Country: *	USA	
Territory:		(Required for non-US Address)
Foreign Postal:		(Required for non-US Address)
Next Clear Form Exit Application		

New Account – Add Program Type

Step 2: Select STEERS Program to Add or Modify.

Add the program of interest from the list of ePermits/Registrations or eReporting programs that STEERS houses.

- Choose *Storm Water General Permits (EPR_SW)*
- Once the security questions are set, user needs to add the program that he wishes to get an authorization for.
- The list encompasses all the agency approved ePermits applications. Choose the one that fits you.

The screenshot displays the 'STEERS Account Summary' page for a user named 'ERO'. The page is titled 'TEXAS COMMISSION ON ENVIRONMENTAL QUALITY' and includes a 'Help >>' link. The 'Edit Account' button is visible. The 'Account Summary' section lists various programs, including 'Electronic Core Data Form (EPR_ECDF)', 'Emissions Banking and Trading (EBT)', 'Historical Discharge Monitoring Report (DMR)', 'Historical PST Self Certification Renewal (PST)', 'Hydrostatic Test Water General Permit (EPR_TXG67)', 'Industrial and Hazardous Waste (IHW)', 'Municipal Solid Waste Annual/Quarterly Reporting (MSW)', 'Municipal Solid Waste Notifications (EPR_MSW)', 'Occupational Licensing Computer Based Testing (CBT)', 'Pesticide General Permit (EPR_PESTGP)', 'Petroleum Storage Tank Registrations (EPR_PST)', 'Pollution Prevention Planning (P2PLAN)', 'Public Drinking Water - Laboratories (PDWLAB)', 'Public Drinking Water - Systems (PDWSYS)', 'Stack Test Online Reporting System (EPR_STORS)', 'Stormwater General Permits (EPR_SW)', 'Tax Relief for Pollution Control Property (EPR_PROP2)', 'Texas Emissions Reduction Plan (TERP)', 'Tier II Core Data (EPR_TIERII)', and 'Tier II Emergency Management Official (TIERII_GOV)'. The 'Stormwater General Permits (EPR_SW)' option is highlighted. The 'STEERS Access' section shows a dropdown menu for 'Select STEERS Program to Add or Modify:' with the option '-- Select program to add or modify --' selected. A 'Go' button is located at the bottom right of the dropdown menu.

Access Type - Roles

- **Step 3:** Next, you will select your role and define the type of access you will have to prepare this authorization.
 - **Read Only** – view only. You will only be able to view submitted applications. You will not be able to see applications in progress.
 - **Edit** – view, create, delete, modify and pay. You cannot sign for or submit this application.
 - **Preparer** – view, create, delete, modify, pay and submit. You cannot sign for this application.
 - **Sign** – view, create, delete, modify, pay, sign and submit.
- Select the appropriate relationship and authorization statement.

Access Type - Roles

- Pick a ROLE based on your contribution towards filling this application form.
- You can have only one ROLE per program.
 - There can be more than one user for different roles for a specific program.

The screenshot displays the TCEQ STEERS system interface. At the top, the header includes the TCEQ logo, navigation links (Help >>, Contact Us >>, Logout >>), and a menu bar with options: Edit Account, Change Password, Security Questions, Paper SPA, E-sign SPA, Account Summary, and STEERS Home. Below this, a dark blue bar shows 'Storm Water General Permits Access', 'User: ER00', and the time '13:27'. The main content area is titled 'Program Status' and shows 'Current Status: No Access'. A dropdown menu for 'Access Type' is open, displaying four options: 'Storm Water Read Only - view only', 'Storm Water Edit - view, create, delete, modify, and pay', 'Storm Water Preparer - view, create, delete, modify, pay, and submit', and 'Storm Water Sign - view, create, delete, modify, pay, sign, and submit'. Below the dropdown, the 'Authorization' section asks for the user's relationship to the facility and who is authorizing the access. At the bottom, there are 'Add Access' and 'Cancel' buttons.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

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

Storm Water General Permits Access User: ER00 13:27

STEERS

Program Status

Current Status: No Access

Access Type: ** Pick Role **

- Storm Water Read Only - view only
- Storm Water Edit - view, create, delete, modify, and pay
- Storm Water Preparer - view, create, delete, modify, pay, and submit
- Storm Water Sign - view, create, delete, modify, pay, sign, and submit

Authorization

Select the appropriate relationship and

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

- ☐ My employer is the facility or applicant for the permit application(s)
- ☐ My employer is not the facility or applicant for the permit application(s)

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

- ☐ I, Radhika Aduri, am applying for a read, edit, or preparer role and am not requesting signature authority.

-OR-

- ☐ I, Radhika Aduri, am applying for a signatory role and have the authority to enter into this Agreement for the Company under the applicable signatory requirements referred to in 30 TAC 305.44.

Add Access Cancel

Options Based on Action Type

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Storm Water General Permits

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

Activities

I want to:

Fill Out

 a new, notice of change, renewal, or termination application

Access

 an application by password

Or choose one or more pending applications below:

Reset Filter

Select	Edit	Reference Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
☒		64300	CNOI	HARDT PIT	1160 COUNTY ROAD 1647	Trucking & Construction, Ltd.	Ready to Sign	

10 (1 of 1)

Sign

Pay

Submit

Set Access Rights

Delete

History

STEERS Participation Agreement (SPA)

- **Step 4:** The account is probationary and has limited access (is not yet authorized to submit a permit application) until a signed copy of the STEERS Participation Agreement has been received by the TCEQ. An electronic signature or hard-copy signature must be provided for the program “Stormwater General Permit”.
- Select the type of SPA to submit by selecting from the two options in the top right corner. – Paper SPA or E-Sign SPA.
 - E-Sign SPA
 - Submitted electronically and will activate your account immediately
 - Requires valid Class C Texas Driver License
 - OR
 - LexisNexis InstantId (nationwide)
 - Enter your identifying information, read and check both boxes, and click “E-Sign SPA”.
 - You will receive the message: “This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. You will also receive a confirmation e-mail.”
 - Paper SPA
 - By selecting "Generate Your SPA", an SPA will automatically be filled in with the information associated with your STEERs account.
 - Print out, sign, and mail the SPA the STEERS mailing address listed at the top of the printed page.

STEERS Participation Agreement (SPA)



Help >> **1** Contact Us >> **2** Logout >>
Paper SPA E-sign SPA

STEERS Account Summary User: ER00 14:59



Reminder: This account is probationary and has 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: ER00
Name:
Company: TCEQ
Title: SBLGA
Email: @gmail.com
Phone:
Address:

Account Status: **PROBATION** - unlocked
Created: 01/12/2015
Activated: N/A
Last Renewed: N/A

STEERS Access

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

Current Program Area	Program	# IDs	# Probationary
Aggregate Production Operations Registration	EPR_APO	N/A	0
CAFO General Permit	EPR_CAFO	N/A	0
Pesticide General Permit	EPR_PESTGP	N/A	0
Storm Water General Permits	EPR_SW	N/A	1

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: TCEQ

Title: SBLGA

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, , have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

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

E-Sign SPA Cancel Exit Application

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

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:

Storm Water General Permits

Access	Site Relationship	Authorized By	Status	Last Modified
Storm Water Sign	The Facility	Self	Probation	03/24/2016

Successfully Completed

STEERS Account

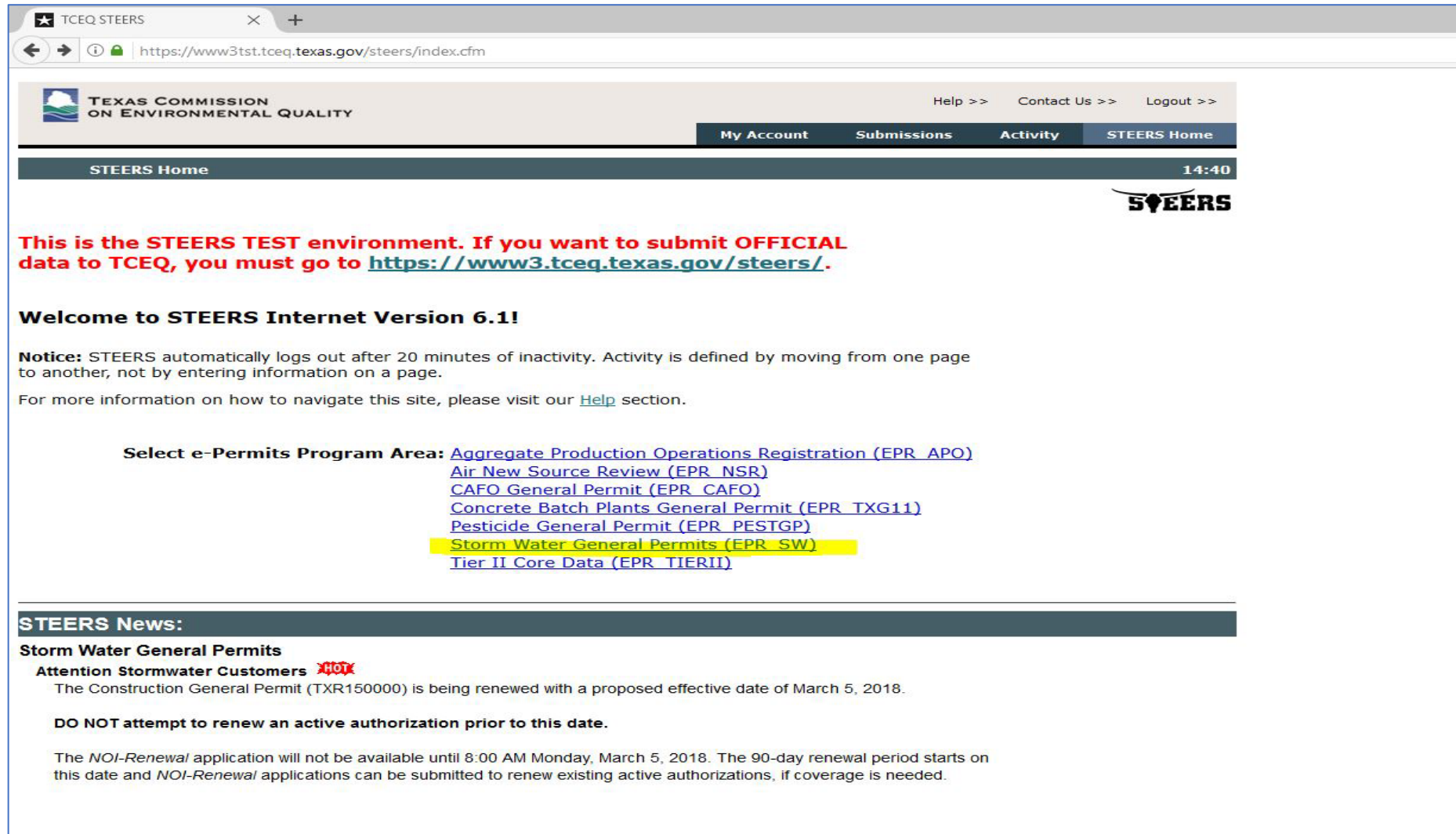
- *ER001234*
- *Added Stormwater General Permit Program*
- *Signed e-SPA*
- *Now Ready to Prepare General Permit*



Preparing a Notice of Intent

- When you log into STEERS, you will be directed to the STEERS Home page. From the home page you can navigate to the different areas of STEERS.
 - This is where you will see the newly added Program Area – Storm Water General Permits (EPR_SW).
 - To begin an application, select the program hyperlink: [Storm Water General Permits \(EPR_SW\)](#).
 - Note: If you do not see the program area, it is highly likely that you have not signed the SPA.
- Now Ready to Prepare General Permit

Preparing a Notice of Intent



The screenshot shows the TCEQ STEERS website. The browser address bar displays 'https://www3.tceq.texas.gov/steers/index.cfm'. The header includes the Texas Commission on Environmental Quality logo and navigation links: 'Help >>', 'Contact Us >>', and 'Logout >>'. Below the header is a dark navigation bar with 'STEERS Home' highlighted. A secondary bar shows 'STEERS Home' and the time '14:40'. The main content area features a red warning message about the test environment, a welcome message for version 6.1, a notice about automatic logout, and a list of e-Permits program areas. The 'Storm Water General Permits (EPR_SW)' link is highlighted in yellow. A 'STEERS News' section follows, containing information about stormwater permits and a renewal notice.

TCEQ STEERS

https://www3.tst.tceq.texas.gov/steers/index.cfm

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity **STEERS Home**

STEERS Home 14:40

STEERS

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 6.1!

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: [Aggregate Production Operations Registration \(EPR_APO\)](#)
[Air New Source Review \(EPR_NSR\)](#)
[CAFO General Permit \(EPR_CAFO\)](#)
[Concrete Batch Plants General Permit \(EPR_TXG11\)](#)
[Pesticide General Permit \(EPR_PESTGP\)](#)
[Storm Water General Permits \(EPR_SW\)](#)
[Tier II Core Data \(EPR_TIERII\)](#)

STEERS News:

Storm Water General Permits

Attention Stormwater Customers ~~ATTN~~

The Construction General Permit (TXR150000) is being renewed with a proposed effective date of March 5, 2018.

DO NOT attempt to renew an active authorization prior to this date.

The *NOI-Renewal* application will not be available until 8:00 AM Monday, March 5, 2018. The 90-day renewal period starts on this date and *NOI-Renewal* applications can be submitted to renew existing active authorizations, if coverage is needed.

Preparing a Notice of Intent (NOI)

Select Activity

https://www19tst.tceq.texas.gov/ePermitsExternal/faces/views/common/selectActivity.xhtml?log=57531&eprpgm=epr_sw

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Activities STEERS Home

Storm Water General Permits 19:55



Activities

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

I want to:

- ☐ Fill Out a new, notice of change, renewal, or termination application
- ☐ Access an application by password



Creating Application

- Choose the Storm Water General Permits (EPR_SW) at the Select your Program Type screen. This is where we select what type of permit is this going to be.
- **Construction General Permit – (CGP)** has the following available.
 - **New** – Notice of Intent application – (**CNOI**).
 - **Cancel** – Terminate an existing NOI authorization – (**CNOT**)
 - **Modify** – Notice of Change application – (**NOC**)
 - **Create** a Low Rainfall Erosivity Waiver Application – (**C-LREW**)

Creating Application

- Across the top of the screen, the application status bar will guide you through completion of the application from creation, filling the application out, signing the application, paying and finally, submitting.
- Note that until you submit the application, the agency will not receive or process it. You must pay and then return to the application to submit it before you will receive the confirmation of submission email.
- **Multi-Sector General Permit – (MSGP)** has the following available.
 - **New** – Notice of Intent application – (**INOI**).
 - **New** – No Exposure Certification application – (**INEC**)
 - **Cancel** – Terminate an existing INOI authorization – (**INOT**)
 - **Cancel** – Terminate an existing INEC authorization – (**INOT**)
 - **Modify** – Notice of Change application – (**INOI-NOC**)

Changes in Information (NOC)

- Examples of information that may be submitted on an NOC include the following:
- Change to applicant contact or billing information.
- Changes to the General Characteristics section, such as adding, removing, or changing an SIC code or industrial activity code; adding or removing industrial activities with federal effluent limitations; or changing the discharge information.
- Operator name change, provided that *only* the name has changed and that *no* transfer of ownership has occurred
- Addition, removal, or change in the location of a permitted outfall.
- Request to stop submitting monitoring results of benchmarks, numeric effluent limitations (hazardous metals), and pollutants of concern.
- Changes in facility status from active to inactive and vice versa.

Creating Application

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Storm Water General Permits

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

Create — Fillout — Sign — Pay — Submit →

Select One Application Type:

Construction General Permit

- ☒ Create a Construction Notice of Intent application (CNOI)
- ☐ Terminate an existing Construction authorization
- ☐ Create a Construction Notice of Change application (NOC)
- ☐ Create a Low Rainfall Erosivity Waiver application (C-LREW)

Multi Sector General Permit (Industrial)

- ☐ Create an Industrial Notice of Intent application (INOI)
- ☐ Terminate an existing INOI authorization
- ☐ Create an Industrial INOI Notice of Change application (INOI-NOC)

Multi Sector General Permit (No Exposure)

- ☐ Create an Industrial No Exposure Certification application (INEC)
- ☐ Terminate an existing INEC authorization
- ☐ Create an Industrial NEC Notice of Change application (INEC-NOC)

ActivitiesNext

Creating Application

- The Application is created. This will have information of the Reference Number and system generated password. User can change the password as needed.
- This information can be used to access the application at a later time or if it has to be shared between users.

The screenshot shows the 'Storm Water General Permits' section of the STEERS application. At the top, there's a navigation bar with 'Help >>', 'Contact Us >>', and 'Logout >>'. Below this, a dark bar contains 'Activities' and 'STEERS Home'. The main content area has a warning: 'Do not use web browser back button when filling out application.' A progress bar shows steps: Create (active), Fillout, Sign, Pay, and Submit. The heading 'Application Created' is centered. Below it, a message states: 'This CNOI 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:'. Two bullet points follow: 'Application Reference Number: 64014' and 'Application Password: jr8x7o'. A section titled 'About This Password' explains that the password can be changed using a 'Set Access Rights' button. Another section, 'Allowing Others Access', offers two options for sharing the application. Option 1 is to give the reference number and password. Option 2 is to use the 'Set Access Rights' button to add other users. At the bottom, a 'Next' button is available to proceed to the fill-out stage.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Activities STEERS Home

Storm Water General Permits

14:55

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

STEERS

Create Fillout Sign Pay Submit

Application Created

This CNOI 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: 64014
- Application Password: jr8x7o

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 [Next](#) to fill out the Application Ref. No. 64014

Site Information (Regulated Entity)

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Activities STEERS Home

Storm Water General Permits - Construction Notice of Intent

14:19



Create **Fillout** Sign Pay Submit →

 **Reference Number: 64300**

Site Information (Regulated Entity) To Do

Customer (Applicant) Information To Do

Application Contact To Do

CNOI General Characteristics 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 : Texas
Zip :
*County :

* Always Required



Site Information (Regulated Entity)

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Storm Water General Permits - Construction Notice of Intent

Create → Fillout → Sign → Pay → Submit →

i Any changes to the following information must be submitted to TCEQ using the TCEQ Core Data Form (TCEQ-10400). If you have any questions please contact the Storm Water General Permits Program at 512-239-3700.

 Reference Number: 64300

Site Information (Regulated Entity) To Do

Customer (Applicant) Information To Do

Application Contact To Do

CNOI General Characteristics To Do

Site Information (Regulated Entity)

PERMIT SITE INFORMATION

Copy RE Information

What is the name of the site to be authorized?

HARDT PIT

Does the site have a physical address?

Yes

Physical Address

Number and Street

1160 COUNTY ROAD

City

VINGER

State

TX

ZIP

75630

County

CASS

Latitude (N) (##.#####)

32.898

Search Again

 TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

27

Customer (Applicant Information)

Storm Water General Permits - Construction Notice of Intent

Create — **Fillout** — Sign — Pay — Submit →

Site Information (Regulated Entity) section has been saved successfully. Please continue until all sections are complete.

Reference Number: 64300

Site Information (Regulated Entity) Done

Customer (Applicant) Information To Do

Application Contact To Do

CNOI General Characteristics To Do

Customer (Applicant) Information

Complete one of the following options

Option 1: Choose a customer that is already doing business at this site

Customer Number

Full Name

☐ CN6031

TRUCKING & CONSTRUCTION LTD

Option 2: If the customer (applicant) is already a TCEQ customer then enter the CN

What is the applicant's Customer Number(CN)? :

Option 3: Enter a known authorization number already issued to the same customer (Applicant) to find the CN

Authorization from Same Company :

Option 4: Enter the customer's (applicant's) information to see if the applicant is already a TCEQ customer

Customer/Ownership Type :

Legal Name :

100 characters remaining.

Federal Tax ID :

State Franchise Tax ID :

SOS Filing Number :

Activities

Next

TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

28

Customer (Applicant Information)



- Verify the CN.
- OPTION 1 – existing CN, all this information is READ only – verify and proceed by certifying that the above information is all correct and valid.
- User need to certify by choosing YES in the drop down. If you notice any incorrect or old information, Central Registry and Program Area numbers are shown at the top for easy access. You may contact them at any time
- If you choose OPTION 3, all these data would have to be entered. And during data entry, system validates the CN statuses with SOS/CPA.

Customer (Applicant Information)

Create

Fillout

Sign

Pay

Submit

Any changes to the following information must be submitted to TCEQ using the TCEQ Core Data Form (TCEQ-10400). If you have any questions please contact the Storm Water General Permits Program at 512-239-3700.

Reference Number: 64300

Site Information (Regulated Entity)Done

Customer (Applicant) InformationTo Do

Application ContactTo Do

CNOI General CharacteristicsTo Do

Customer (Applicant) Information

Search Again

* How is this applicant associated with this site?OPERATOR

What is the applicant's Customer Number (CN)?CN60313

* Type of CustomerPARTNERSHIP

Full legal name of the applicant:

* Legal NameTrucking & Construction, Ltd.

* Texas SOS Filing Number800281112

Federal Tax ID19921

State Franchise Tax ID199214

State Sales Tax ID

Local Tax ID

DUNS Number

Number of Employees0-20

Independently Owned and Operated?YES

* I certify that the full legal name of the entity applying for this permit has been provided and is legally authorized to do business in Texas.

--Select One--



Activities Page

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Storm Water General Permits

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

Activities

I want to:

- a new, notice of change, renewal, or termination application
- an application by password

Or choose one or more pending applications below:

Reset Filter

Select	Edit	Reference Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
☒		64300	CNOI	HARDT PIT	1160 COUNTY ROAD 1647	Trucking & Construction, Ltd.	Ready to Sign	

10 (1 of 1)

Signature Page

Review this list to be sure that the statements at the bottom of this page are true for each application shown.

	Reference Number ▾	Application Type	Regulated Entity	Site Location	Customer
	64300	CNOI	HARDT PIT	1160 COUNTY ROAD	Trucking & Construction, Ltd.



You are signing on behalf of the

OPERATOR- Trucking & Construction, Ltd., CN60313

Please confirm you have read and agree with each of the statements below by selecting each checkbox.



I certify that I am authorized under 30 Texas Administrative Code Subchapter 305.44 to sign this document and can provide documentation in proof of such authorization upon request.



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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

By entering my password and pressing "Apply Electronic Signature" button, I agree that:

1. I am Radhika Aduri, the owner of the STEERS account ER001332.
2. I have the authority to sign this data on behalf of the applicant named above.
3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.
5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environmental program and must be true and complete to the best of my knowledge.
7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.
8. I am knowingly and intentionally signing Construction Notice of Intent.
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Apply Electronic Signature" button, I am electronically signing the application(s) identified by the reference number(s) displayed above.

STEERS ER Account Password:

••••••••

Activities

Apply Electronic Signature



ePay Payment

- Once the application is complete, the takes user to another TCEQ portal for payment called ePay.
- Customer has 2 options to pay, ACH or Credit Card. Either option can be used to proceed;

**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Storm Water General Permits

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

Create

Fillout

Sign

Pay

Submit

Application Fees to Pay

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
	64300	CNOI	HARDT PIT	1160 COUNTY ROAD 1	Trucking & Construction, Ltd.	\$225.00

Activities

Next



Submit Application

**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**
EPAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

Shopping CartSelect FeeSearch TransactionsReturn to STEERS

Your transaction is complete. Thank you for using TCEQ ePay.

Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

Important: This is a receipt for FEE PAYMENT ONLY. If you paid for an ePermits application, your STEERS ePermits application is NOT complete. Please return to STEERS ePermits to submit your application to TCEQ.

Transaction Information
Trace Number: 582EA000125387
Date: 05/15/2018 01:13 PM
Payment Method: CC - Authorization 000TEST123
Amount: \$225.00
ePay Actor: Radhika Aduri
Actor Email: radhika.aduri@tceq.texas.gov
IP: 163.234.157.227

Payment Contact Information
Name: Radhika
Company: Tceq
Address: Park 35 Circle, Austin, TX 78753
Phone: 512-258-8523

Cart Items
Click on the voucher number to see the voucher details.

Voucher	Fee Description	AR Number	Amount
159803	GENERAL PERMIT CONSTRUCTION STORM WATER DISCHARGE ELECTRONIC NOI APPLICATION (REF 62666)		\$225.00

Total fees for transaction: \$225.00

Return to STEERS

Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt for your records.

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
79868	INOI				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](#)

Submission Complete

**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

Storm Water General Permits

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

Create

Fillout

Sign

Pay

Authorization

Congratulations!

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

- **Copy Of Record (COR) (in XML):** This is the application as you submitted it.
- **Approval Letter (in PDF):** Read the relevant regulations or the instructions for the application you submitted.
- **Certificate (in PDF):** This is your authorization. As with the approval letter, read the relevant regulations to know - and for how long - you must maintain your record.

Reference Number ↕	Application Type	Link to Copy of Record	Link to Approval Letter	Link to Certificate	Confirmation Number
64300	CNOI				51863

Activities

noa.pdf - Mozilla Firefox

https://www19tst.tceq.texas.gov/ePermitsExternal/noa.pdf?noaTypTxt=letter&submitLogId

1 of 1

Automatic Zoom

Jon Niemann, Chairman
Emily Lindley, Commissioner
Toby Baker, Executive Director



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Protecting Texas by Reducing and Preventing Pollution

September 20, 2018

Dear Applicant:

Re: TPDES General Permit for Construction Stormwater Runoff (TXR150000)
Stormwater Notice of Intent Authorization

Your Notice of Intent application for authorization under the general permit for discharge of stormwater associated with construction activities has been received. Pursuant to authorization from the Executive Director of the Texas Commission on Environmental Quality, the Division Director of the Water Quality Division has issued the enclosed Certificate.

Please refer to the attached certificate for the identification number that was assigned to your project/site and the effective date. Please use this number to reference this project/site for future communications with the Texas Commission on Environmental Quality (TCEQ).

Authorization under the Edwards Aquifer Protection Program is required before construction can begin where the site is located within the Edwards Aquifer Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone. See <http://www.tceq.texas.gov/field/eapp/program.html> for additional information.

A Notice of Termination must be submitted when permit coverage is no longer needed. It is the responsibility

Permit Application Process Complete



Inside STEERS - Submissions

- All your submissions are stored at a repository – called Submissions.
- Customer can always search and look for their Notice of Authorizations and related documents at this location such as Copy Of Records (COR) and NOA's which is your authorization certificate and approval letter.
- Also have the option to view or save these records any time as long as STEERS account is active.

The screenshot shows the 'Submissions' page of the STEERS system. At the top, there is a navigation bar with links for 'Help >>', 'Contact Us >>', and 'Logout >>'. Below this is a secondary navigation bar with 'My Account', 'Submissions' (highlighted with a blue box), 'Activity', and 'STEERS Home'. The main header area includes 'Search Submit Log' and a clock showing '14:48'. The 'STEERS' logo is on the right. The 'Search Submissions' section is highlighted with a blue box. It contains 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.' The form includes a 'Program Area' dropdown set to 'Storm Water General Permits' with an 'Update' button. Below it is a 'Report Type' dropdown with options: 'Stormwater C-LREW', 'Stormwater CNOI', 'Stormwater CNOI Notice of Change', 'Stormwater CNOI Renewal', and 'Stormwater CNOI Termination'. There are input fields for 'ID:' (with a note '(Permit, registration, etc.)'), 'Confirmation Number:', 'Reference/Tracking Number:' (with a note 'AEME Incident or ePermits Reference'), and 'Submitted by Account:' (with a note '(ER account)'). A date range section is titled 'Narrow your search by entering a date range. This is the date the data was submitted to TCEQ.' It has 'Start Date:' and 'End Date:' fields, both with '(mm/dd/yyyy)' format hints. The 'Start Date' field is highlighted with a blue box and contains '09/20/2018'. At the bottom are 'Search' and 'Cancel' buttons.

Inside STEERS - Submissions

 TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account **Submissions** Activity STEERS Home

Search Results for Submit Log 14:55

Search Again New Search



Your Search Returned **2** Records

1-2 of 2 Records

<u>Subject</u>	<u>Submitted</u> ▲	<u>Processed</u>	<u>Conf.#</u>	<u>Account</u>	<u>Pgm Area ID</u>	<u>Ref #</u>	<u>Action</u>
Stormwater INOI Renewal	09/13/2016	09/13/2016	49123	ER001332	TXR05AA89	60122	View COR ▼ Go
Stormwater INOI Renewal	09/15/2016	09/15/2016	49124	ER001332	TXR05AB21	60124	View COR Go Save COR View NOA Save XSL

The following search criteria was entered:
Program Areas: EPR_SW
Report Types: 'STORMWATER INOI RENEWAL'
Date From: 09/13/2016
Date To: 09/16/2016

Inside STEERS - Activities

- The **ACTIVITIES** page shows all your applications in their respective statuses.
- **In-PROGRESS** – like the name says – the fill out process is in progress.
- **Ready to SIGN** – is soon after fill out is complete.
- **READY to PAY** – is soon after you sign
- **READY TO SUBMIT** – is soon after you sign, pay and then submit. This would be the end of the permit application process.
- **ARCHIVED** – these are one's that customer did not take any action on *these applications in the past where in one of the 3 statuses before but as the deadline approaches, they deemed to be archived.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Aggregate Production Operations Registration

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

Activities

I want to:

- **Fill Out** a new, modification, renewal, or cancellation application
- **Access** an application by password

Or choose one or more pending applications below:

The application 64343 is in 'Ready to Submit' status and needs to be submitted.

Select	Edit	Reference Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
☐		64347	APOREG-NEW				In Progress	
☐		64343	APOREG-NEW	TRIST	POINTA TEXAS TAKE HWY 204 WEST 4.5 MILES GATE ON RIGHT	Farrow	Ready To Submit	
☐		62652	APOREG-NEW	PIT	SE OF CR1617, 0.75 MILES W OF THE INTERSECTION OF CR1617 & CR 1648,	h Trucking & Construction, Ltd.	Ready To Pay	
☐		62649	APOREG-NEW	test	19265 N HWY 281	Materials, Inc.	Ready to Sign	
☐		62321	APOREG-NEW	MATERIALS SAN PEDRO PLANT	19265 HWY 281 N	Materials Southwest, LLC	Archived	

10 (1 of 1)

Sign Pay Refresh App Status Submit Set Access Rights Delete History

Challenges

User Characteristics

- Internet availability and customers' ability to use computers.
- Customers are expected to have some knowledge of the program areas they use.

Data Integrity

- Data is directly entered by the customer. The customer has a vested interest in entering the data correctly in the system.
- Data must meet several minimum validation standards before it can be submitted to the agency.
- Customer Validations against Secretary of State (SOS) and Comptrollers(CPA) databases.

Best Practices



- Make sure you provide valid email addresses.
- Please do not ignore Automated STEERS email messages.
- Promptly respond to requests for additional information.
- Customers have paid the application and have not submitted.
- STEERS archives the applications as part of the STEERS system maintenance.
- Check reminders during general permit renewal time.
- Check respective webpages and STEERS News items for information.
- Make sure proper statutory authorities are set while creating the account.
- Sign and Submit.

Best Practices



- When filing for an NOI, always make sure you search to for Site/Regulated entity and Customer before creating new data.
- Report to TCEQ immediately through Core Data Form, if the CN name is changed with SOS or CPA.
- During renewal time 90 days is given for the customers to renew and it is strongly suggested to renew at the earliest.
- Authorization will be set to “Expired” by TCEQ , if its not renewed during the renewal period. Pending applications are set to “Archived” status if not renewed on time, which means you can just view it.

Permit Application Cycle



Stormwater Team Contacts

Stormwater Team

 512-239-4671

 SWGP@tceq.texas.gov

Stormwater Processing Center

 512-239-3700

 SWPermit@tceq.texas.gov

Rebecca L. Villalba- Team Leader

- Benjamin Dixon
- Amrita Gabu
- Jesse Gress-Alamilla
- Sofia Martinez
- Hannah Mendez
- Leland Moore
- Mariana Rivas-Varela
- Mary Huseman, SWPC
- Jeneane Toliver, SWPC
- Carol Lee Trucksess, SWPC



Questions?