CREATING/AFILIATING YOUR TCEQ NUMBERS USING THE TIER II CORE DATA APPLICATION

This is how you use the Tier II Core Data application to create and/or affiliate TCEQ numbers for your facilities or sites, to your company or organization to your Tier II account

This guide will take you through the following steps:

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NOTES:

STEERS Tier II Core Data Program will allow you to create and/or link TCEQ numbers for the Tier II Program. The TCEQ has three types of numbers that are required to file a Tier II Report: 1) the facility or site is assigned a number by the address that is called the Regulated Entity Number (RN, e.g., RN123456789); 2) the company/organization is assigned a number that is called the Customer Number (CN, e.g., CN123456789); and the program ID number, for the Tier II Program it is called the TXT2 number (e.g., TXT2 12345). If you have reported before in the online system and do not have any new facilities, then you do not need this application.

- If the company has multiple sites (facilities) to report in Tier II, then there will need to be a separate RN (ex: RN123456789) created for each Tier II Facility Location.

- Each company/organization needs a TCEQ Customer Number (CN). The CN is usually linked to an active Texas Secretary of State Filing Number

- Every Customer CN Account (CN123456789) is assigned to only one Tier II Chemical Reporting Program ID (TXT2#123456) to use in Tier II Reporting.

- The STEERS Account is tied to the Individual, not the Company/Organization. Therefore, everyone operating on behalf of a Company/Organization must have their own individual STEERS Account.

- If you cannot locate your RN, CN, or TXT2 number you can reach the Tier II Reporting Program Staff by submitting a Customer Help Form
Step 1 - Log into the STEERS Portal:

- Go to the STEERS Portal: https://www3.tceq.texas.gov/steers/
- Enter your ER Account Number & Password, then select “login”

- The STEERS Verify Account page opens, answer question, and select “Go”

- The STEERS Login Confirmation page opens, if logins are yours, select “Yes”
Step 2 – Select the Tier II Core Data (EPR Tier II) program link to create a new application.

Welcome to STEERS Internet Version 6.1!

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 generate your SPA and mail it to TCEQ or sign electronically.

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 Reporting Program Area: Tier II Reporting (TIERII)

OR

Select e-Permits Program Area: Tier II Core Data (EPR TIERII)
Step 3 - Create a Tier II Core Data Application

- Select the “Fill Out” button to create a new application for creating or affiliating RN, CN and/or TXT2 numbers.

- The webpage advances to the Tier II Core Data Create stage page.
- Select the radio button to create a new Tier II Core Data Application, then select Next:

  The webpage advances to the Tier II Core Data Create- Application Created page
- You may want to retain the Application Reference Number (for this example 67571) and the Application Password (for this example jv2h6w).
  - Take note of both as you might need them to access the application in the future. The reference number is used obtain assistance from TCEQ, and it allows someone in a sign access role to sign and submit the application for someone in a preparer or edit access role.
• Select “Next” to fill out the application

Step 4 - Enter the Site Information to create or affiliate the Regulated Entity (RN).

• Complete one of the following options:
  1. Option 1: If the site to be added as your new Regulated Entity already has an RN (Regulated Entity Number ex: RN123456789), you will use that RN. The RN always stays with the site regardless of ownership.
  2. Option 2: If there is no RN for the site but there is a known Authorization Number for the site, you will utilize that Authorization Number for the site.
  3. Option 3: If there is neither an RN or Authorization Number, then enter the sites known Site Location Name and its correct Physical Address to search for an existing RN in the STEERS Core Data System of Records.

• Then select the “Next” button
In this example, Option 3 was employed since there is neither an RN or Authorization Number known for this site.

- Below is the first part of this site information form. Information required as marked with the Asterisk "*"
- Include the Latitude (XX.12345) and Longitude (-YY.12345) Coordinates that correspond to your Facility Location.
- If the Facility Site Location has a "Physical Address", then select "Yes" and enter the correct information.
- If you had used Option 1 or Option 2 then you can select the “Copy RE Information” to autofill the information
On occasion the following USPS Pop-Up Notice will appear regarding the site location information:

You can check the USPS.com link for the correct Physical Address information. If your Physical Address is not found as indicated by the USPS Pop-Up Notice, then remove your entry from the Physical Address entry box and put “No”.
• If the site does not have a Physical Address, select “No” from the drop-down menu. For the “Physical Location Description”, please provide driving directions to the physical location of the actual site or include the 911 address.

• **Do not** use a P.O. Box Address for the Facility Location Description or the Facility Location Physical Address.

• The Facility Site Name must **NOT** include any business type descriptors such as “Inc.” “Co” or “LLC”

• Include at least one NAICS code (primary)

• Below is the second part of this site information form that has the information required as marked with the asterisk “*”. It can be entered automatically by selecting the “Copy Site Information” button. Selecting this button auto fills the second part of the form with the information entered in the first part of the form.

• Select “Next/Save”

<table>
<thead>
<tr>
<th>Regulated Entity Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy Site Information</strong></td>
</tr>
<tr>
<td>* What is the name of the Regulated Entity (RE)?</td>
</tr>
<tr>
<td>* Does the RE site have a physical address?</td>
</tr>
<tr>
<td><strong>Physical Address</strong></td>
</tr>
<tr>
<td>* Number and Street</td>
</tr>
<tr>
<td>* City</td>
</tr>
<tr>
<td>* State</td>
</tr>
<tr>
<td>* ZIP</td>
</tr>
<tr>
<td>* County</td>
</tr>
<tr>
<td><strong>Facility NAICS Code</strong></td>
</tr>
<tr>
<td>What is the primary business of this entity?</td>
</tr>
</tbody>
</table>

| Activities | Next/Save |
Step 5 – Enter in the company information to create or affiliate the Customer Number (CN).

- Complete one of the following options:
  - Option 1: If you already have a CN, enter it here.
  - Option 2: If there is a known Authorization Number for the site, you will utilize that Authorization Number for the site to find the CN.
  - Option 3: Enter the customer information to search for the CN and or create a new CN.

- Then select the “Next” button

Or your if CNs are already associated to the RN, the Customer page may look like the below page:

- Choose the appropriate option:
  - Option 1: Choose one of the CNs provided
  - Option 2: If you already have a CN and it is not listed above, enter it here.
  - Option 3: If there is a known Authorization Number for the site, you will utilize that Authorization Number for the site to find the CN.
  - Option 4: Enter the customer information to search for the CN and or create a new CN.
• Then select the “Next” button

• **If you are creating a new CN**, the webpage advances to the Tier II Core Data Create-Fill Out page for entering in complete information on the company/organization.

• Select “Next/Save”
Step 6 - Affiliate or create your Tier II “TXT2”

The TXT2# is the Tier II Program Account Number for all facilities reported by a Company/Organization under a specific CN (Customer Number). All facilities reported in the Texas Tier II Chemical Reporting Program must be associated with a specific TXT2#.

- Select either Yes or No.
- Customer Numbers that have already been affiliated to a TXT2 number will automatically match to the relevant number.
You have now created or affiliated your RN, CN, and TXT2 numbers and they will be made available at the end of this application process in the “Approval Letter” once you complete the application by signing and submitting it.

The webpage advances to the Tier II Core Data Create- Fill Out activities stage page for completing information on the Core data process.

**Step 7 – Sign and submit your Tier II Core Data Application**

- Select the application Reference Numbers to sign by checking the box under “Select”
• After the appropriate application Reference Number(s) has been selected, select “Sign”

![Image of STEERS Tier II Core Data](image)

**Important!** You must have selected “Tier II ePermits Sign-View, Create, Delete, Modify, Sign, & Submit” in STEERS Tier II Core Data for your Access or you will not see the sign button.

- Certify the completed application(s) by:
  - On the **Signature Page** click on the I **Certify** statement
  - Enter your **STEERS ER Account Password**
  - Select **Apply Electronic Signature**
Submitting the Completed Application(s) by selecting to submit the reference number and clicking “Next”
The webpage then advances to the Tier II Core Data Submit Completed Applications page. Select “Submit” and wait for processing to complete.

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.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Application Type</th>
<th>Regulated Entity</th>
<th>Site Location</th>
<th>Customer</th>
<th>Status</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>62631</td>
<td>TIERI-N</td>
<td>Spartan Oil</td>
<td>1379 Parthenon Way</td>
<td>Prometheus Power</td>
<td>Ready To Submit</td>
<td></td>
</tr>
</tbody>
</table>

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.

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:

1. Go to the STEERS home page.
2. Click "Submissions".
3. Select correct program area.
4. Enter your STEERS account number.
5. Click "Search".
6. From the list provided, find each authorization you need to document.
7. To save the application, choose "Save COR" and click "Go" at the end of that authorization row.
8. Then save your approval documents by choosing "Save NOA" and clicking "Go".
• View/save/print the Copy of Record and Approval Letter.
  o To view/save/print the Copy of Record (COR), click on Link to “Copy of Record”
  o To view/save/print the AL (Approval Letter), click on Link to “Approval Letter”

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

• **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 to find out how - and for how long - you must maintain your record.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Application Type</th>
<th>Link to Copy of Record</th>
<th>Link to Approval Letter</th>
<th>Confirmation Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>62831</td>
<td>TIERII-N</td>
<td></td>
<td></td>
<td>50687</td>
</tr>
</tbody>
</table>
Copy of Record Example
You now have the option to view or print the Copy of Record or saving the Copy of Record as a PDF file document.
Approval Letter Example

As with the Copy of Record, you can view and print the Approval Letter or save the Approval Letter as a PDF file document. The Approval Letter will now provide you with the TXT2 Number, Customer Reference Number (CN), and Regulated Entity Number (RN) for your company/Organization and facility/facilities.
Email confirmation examples

You will get an e-mail confirmation to your e-mail account after submittal of your Tier II Core Data to the TCEQ: