CREATING/AFFILIATING 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 <u>Customer Help Form</u>

Step 1 - Log into the STEERS Portal:

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

Password: Content of the state of Texas Environmental Electronic Reporting System. Here is what you can do online in STEERS: e-Permits/Registration: Aggregate Production Operations Registration Aggregate Production Property Aggregate Registration Aggregate Production Property Aggregate Registration Aggregate Production Property Aggregate Production Property Ag		
Concrete Batch Plants General Permit Concrete Batch Permit Concrete Batch Plants General Permit Concre	assword:	
Questions of Commission Excas Commission OF EXAS COMMISSION ONE EXCLOSIONMENTAL QUALITY Questions of Comme Outcome to STEERS, the State of Texas Environmental Electronic Reporting System. Here is what you can do online in STEERS: e-Permits Registrations > Air New Source Review Registrations > Air New Source Review Registrations > Air New Source Review Registrations > Advised Notifications > Pesticide General Permit > Concrete Batch Plants General Permit > Pesticide General Permit > Concrete Batch Plants (Construction & Multi-Sector) > Tax Relief for Pollution Control Property > Tire II Core Data Perporting > Annual Emissions Inventory Report (AEIR) > Annual Emissions Inventory Report (AEIR) > Annual Emissions Inventory Report (AEIR) > Emissions Banking and Trading (P2PLAN) Reporting > Minicipal Solid Waves (MSW) Reporting > Poliution Prevention Planning (P2PLAN) Reporting	•••••	
	Login	
Welcome to STEERS, the State of Texas Environmental Electronic Reporting System. Here is what you can do online in STEERS: e-Permits\Registration: • Aggregate Production Operations Registration • Ar New Source Review Registrations • CAFO General Permit • Petroleum Storage Tank (PST) Self-Certifications • Petroleum Storage Tank (PST) Self-Certifications • Storm Water General Permits • Petroleum Storage Tank (PST) Self-Certifications • Petroleum Storage Tank (PST) Self-Certifications • Storm Water General Permits • Petroleum Storage Tank (PST) Self-Certifications • Petroleum Storage Tank (PST) Self-Certifications • Petroleum Storage Tank (PST) Self-Certifications • Storm Water General Permits • Annual Emissions Inventory Report (AEIR) • Annual Emissions Ranking and Trading (EBT) • Pollution Prevention Planning (P2PLAN) Reporting • Pollution Drivention Planning (P2PLAN) Re		Questions or Comments
 Welcome to STEERS, the State of Texas Environmental Electronic Reporting System. Here is what you can do online in STEERS: Aggregate Production Operations Registrations Aggregate Production Operations Registrations Aggregate Production Operations Registrations A Aggregate Production Operations Registrations A Concrete Batch Plants General Permit Municipal Solid Waste Notifications Storm Water General Permits (Construction & Multi-Sector) Tax Relief for Pollution Control Property Tier II Core Data Industrial & Hazrodous Waste (HW) NOR and Summaries Municipal Solid Waste (MSW) Reporting Pollution Prevention Planning (P2PLAN) Reporting Pollutio Drinking Water (PDW) 	ON ENVIRONMENTAL QUALITY	TCEQ Hor
Weit of Texas Environmental Electronic Reporting System. Here is what you can do online in STEERS: Environmental Electronic Registration ** Aggrade Production Operations Registration ************************************	Walcome to STEEDS	Enter STEERS'
Here is what you can do online in STEERS: e-Permits\Registration:	Environmental Electronic Reporting System.	STEER
e-Permits\Registration: Aggregate Production Operations Registration Agregate Production Operations Registration Agregate Production Operations Registration A dir New Source Review Registrations CARCO General Permit Municipal Solid Waste Notifications Pesticide General Permit Municipal Solid Waste Notifications Pestroideum Storage Tank (PST) Self-Certifications Pestroideum Storage Tank (PST) Self-Certifications Notifications Ther II Core Data Annual Emissions Inventory Report (AEIR) Annual Emissions Inventory Report (AEIR) Annual Emissions Maintenance Events (AEME) Reporting Pendiution Prevention Planning (P2PLAN) Reporting Pollution Prevention Planning (P2PLAN) Reporting Publicto Drinking Water (PDW) Public Drinking Water (PDW)	Here is what you can do online in STEERS:	
 Storm Water General Permits (Construction & Multi-Sector) Tax Relief for Pollution Control Property Tier II Core Data 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 But for upgrades, security measures, and other maintenance, v must bring STEERS one one of its modules offline. We cannot prevention Planning (P2PLAN) Reporting Publition Driverention Planning (P2PLAN) Reporting Publitic Drinking Water (PDW) 	e-Permits \ Registration: >> Aggregate Production Operations Registration >> Air New Source Review Registrations >> CAFO General Permit >> Concrete Batch Plants General Permit >> Municipal Solid Waste Notifications >> Pesticide General Permit >> Petricleum Storage Tank (PST) Self-Certifications	ER Account Number: Password:
 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) Find Out When STEERS Will Be Offline We do our best to ensure that STEERS is online when you need But for upgrades, security measures, and other maintenance, we must bring STEERS or one of lits modules offline. We cannot prevention the security of the securit	 Storm Water General Permits (Construction & Multi-Sector) Tax Relief for Pollution Control Property Tier II Core Data 	I need: • my password
 Prince Stream of the control of the co	e-Reporting: >> Annual Emissions Inventory Report (AEIR) >> Air Emissions & Maintenance Events (AEME) Reporting	 to create a new account to authorize another user's account
 Pollution Prevention Planning (P2PLAN) Reporting Public Drinking Water (PDW) But for upgrades, security measures, and other maintenance, v must bring STEERS or one of its modules offline. We cannot pre 	Am Emissions & Home Trading (EBT) Trading (EBT) Industrial & Hazardous Waste (IHW) NOR and Summaries Municipal Solid Waste (MSW) Reporting	Find Out When STEERS Will Be Offline
Tier II Reporting (TIERII) (NEW) Training Roster Online Submittal (TROLS) emergency outages, but for scheduled downtimes, see our STE	Pollution Prevention Planning (P2PLAN) Reporting Public Drinking Water (PDW) Tier II Reporting (TIERII) NEW Training Roster Online Submittal (TROLS)	But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predi emergency outages, but for scheduled downtimes, see our STEER
See details of what you can do.	// fraining Roster Online Submittar (froto)	maintenance schedule.

• The STEERS Verify Account page opens, answer question, and select "Go"

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	
STEERS Verify Account	
	S†EERS
Verify STEERS ER001665	
Please answer the following security question: (3 incorrect answers will cause the account to be locked)	
What is your favorite game? Go	

• The STEERS Login Confirmation page opens, if logins are yours, select "Yes"

Were these logins made by you? Yes No

	gin commation 10. t	R001665		
				5¢EER
Welcome Ja	mes Mularadelis!			
The 10 most rec made by you, pla steersts@tceq.te	ent logins for account ER00: ease notify the STEERS Help xas.gov.	1665 are listed below. If you susp) Line immediately at 512-239-69:	ect any of these logins were not 25 or email	
Account ID	User Name	Date/Time	IP Address	
ER001665	James Mularadelis	04/23/2019 11:04:34 AM	163.234.53.231	
ER001665	James Mularadelis	04/23/2019 10:07:19 AM	163.234.53.231	
ER001665	James Mularadelis	04/15/2019 16:37:10 PM	163.234.53.231	
ER001665	James Mularadelis	04/15/2019 14:08:06 PM	163.234.53.231	
ER001665	James Mularadelis	04/15/2019 14:00:15 PM	163.234.53.231	
ER001665	James Mularadelis	03/14/2019 15:37:59 PM	163.234.53.231	
ER001665	James Mularadelis	01/25/2019 21:19:08 PM	173.174.54.114	
ER001665	James Mularadelis	01/25/2019 20:55:25 PM	173.174.54.114	
ER001665	James Mularadelis	01/25/2019 20:50:35 PM	173.174.54.114	
R001665	James Mularadelis	08/28/2018 08:13:25 AM	163.234.53.231	

Step 2 – Select the Tier II Core Data (EPR Tier II) program link to create a new application.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >:	> Contact Us	s >> Logout >>
	My Account	Submissions	Activity	STEERS Home
STEERS Home				14:53
				SFEERS
		-		
Welcome to STEERS Internet Version 6.1!				
Reminder : This account has probationary program areas and/or program area IDs areas have limited access. To get full access, a signed copy of the STEERS Participal received by the TCEQ either by mail or electronically if you have a Texas Drivers Lic SPA already, please generate your SPA and mail it to TCEQ or sign electronically.	. These probation tion Agreement (S ense. If you have	ary IDs or SPA) must be not sent in the		
Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is def to another, not by entering information on a page.	ined by moving fr	om one page		
For more information on how to navigate this site, please visit our <u>Help</u> section.				
Select Reporting Program Area: <u>Tier II Reporting (TIERII)</u>				
OR				
Select e-Permits Program Area: Tier II Core Data (EPR_TIER	<u>(II)</u>			
STEERS News:				
There are no current news items.				

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.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Help >>	Contact Us >> Activities	> Logout >> STEERS Home
Tier II Core Data			19:33
			SFEERS
Activities			
Do not use web browser back button when filling out application.			
I want to: • Fill Out a new, renewal, revision, or termination application			
Access an application by password			

- 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:

	Activities	STEERS Home
Tier II Core Data		18:55
		5¢EERS
Create Fillout Sign Pay Submit		
Select One Application Type:		
Tier II Core Data Create a Tier II Core Data Application 		
Activities 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

Application Created	This is for	other STEERS
Create Fillout Sign Pay Submit	account ho	olders to be
Application Created	able to vie This is not	w and work on. often used.
This application will appear on your "Activities" page as long as it is awaiting an action that you can perform. To track this application, you will need the follo	owing information:	
Application Reference Number: 67571 Application Password: jv2h6w		
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. Select "Next" Be sure that their STEERS Participation Agreement is consistent with the work they should do on this application. If their SPA allows then and submit applications, they will be able to sign, pay, and submit this application. 	n to sign, pay for,	
 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 and password. 	reference number	
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 <u>Set Access Rights</u> to decide whether 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 SPA. 	other account instead of their	
This application will appear in the list of applications shown on their "Activities" page.		
Cleck Next to fill out the Application Ref. No. 67571		

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

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Help >> Contact Us >> Logou Activities STEERS Ho	t >> ome
Tier II Core Data - TIER II Core I	ta di	5:12
	S♥EI	ÉRS
	Create Fillout Sign Pay Submit	
Task List for:	Ø Site Information (Regulated Entity)	
Ø Reference Number: 62631		
Section Status	Complete one of the following options	
Site Information (Regulated	Option 1: Enter the Regulated Entity number of the site for this application, if known.	
Entity) 10 D0 Customer (Applicant)	Regulated Entity Number :	
Information To Do		í I
Tier II TXT2 Number To Do	Entity).	
	Site Authorization :	
		ĺ
	Option 3: Or enter the site information to see if the site is already registered with TCEQ.	
	*Name : Spartan Oil	
	Physical Address : 1379 Parthenon Way	
	State: Texas	
	Zip: 78745	
	*County : TRAVIS	
	* Always Required	
	Activities Next	

*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

TEXAS COMMISSIC ON ENVIRONMENT	ON AL QUALITY	Help >> Contact Us >> Logout >> Activities STEERS Home
Tier II Core Data - TI	ER II Core D	ata 16:47
		Create Fillout Sign Pay Submit
Task List for:		Ø Site Information (Regulated Entity)
Ø Reference Number: 62	2623	Search Again
Section	Status	Registration Site Information
<u>Site Information (Regulated</u> Entity)	To Do	Copy RE Information
Customer (Applicant) Information	To Do	What is the name of the site to be authorized?
Tier II TXT2 Number	To Do	
		 Does the site have a physical address? Yes Physical Address Number and Street City State TX ZIP CountySelect One Latitude (N) (##.######) Longitude (W) (-###.#######) Primary SIC CodeSelect One Secondary SIC CodeSelect One Primary NAICS CodeSelect One Secondary NAICS CodeSelect One Secondary NAICS CodeSelect One Regulated Entity Site Information

• On occasion the following USPS Pop-Up Notice will appear regarding the site location information

'Site Physical Address' address provided is not recognized by the US Postal Service. Please review the address with <u>USPS.com</u> and correct if necessary. 'Regulated Entity Physical Address' address provided is not recognized by the US Postal Service. Please review the address with <u>USPS.com</u> and correct if necessary.

• You can check the USPS.com <u>link</u> 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"

Regulated Entity Site Information
Copy Site Information
What is the name of the Regulated Entity (RE)?
Spartan Oil
Item Provide the RE site have a physical address? Yes
Physical Address
* Number and Street
1379 Parthenon Way
* City Austin
* State TX
* ZIP 78745
County TRAVIS
Latitude (N) (##.######)
Ungitude (W) (-###.######)
Facility NAICS CodeSelect One
What is the primary business of this entity?
Activities Next/Sa <u>v</u> e

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

TEXAS COMMISSION	Help>>	Contact Us	>> Logout >>
		Activities	STEERS Home
Tier II Core Data - TIER II Core Data			14:06
			5¢EERS
	Create Fillout Sign Pay Submit		
Reference Number: 66352			
Done	Ocustomer (Applicant) Information		
Site Information (Regulated Entity)			
Customer (Applicant) Information	Complete one of the following options		
Tier II TXT2 Number To D	Ontion 1. If the outpower (applicant) is already a TCEO outpower than enter the CN		
	What is the applicant's Customer Number(CN)? :		
	Option 2: Enter a known authorization number already issued to the same customer (Applicant) to find the CN Authorization from Same Company :		
	Option 3: Enter the customer's (applicant's) information to see if the applicant is already a TCEQ customer		
	Customer/Ownership Type : Select One		
	Legal Name :		
	100 characters remaining.		
	State Franchise Tax ID :		
	SOS Filing Number :		
	Activities Next		

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

- Choose the appropriate option:
 - o 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

Complete one of the follow	ing options
Option 1: Choose a custor	ner that is already doing business at this site
Customer Numb	er Full Name
\bigcirc	
0	
Option 2: If the customer What is the applicant's Custo	(applicant) is already a TCEQ customer then enter the CN omer Number(CN)? : X
Ontion 3. Enter a known	authorization number already issued to the same systems (Applicant) to find the CN
Authorization from Same Co	ompany :
Option 4: Enter the custo	mer's (applicant's) information to see if the applicant is already a TCEO customer
Customer/Ownership Type :	
L and Name .	
Legai Name :	
	100 characters remaining.
Federal Tax ID :	
State Franchise Tax ID :	
SOS Filing Number :	
Ac	tivities Next

- **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"

TEXAS COMMISSION ON ENVIRONMENTAL QU	лтү	Help >>	Contact Us >> Activities S	Logout >> TEERS Home
Tier II Core Data - TIER II (re Data			16:25
				5¢EERS
	Create Fillout Sign Pay Submit			
Task List for:	Oustomer (Applicant) Information			
Ø Reference Number: 62631			Sea	rch Again
Section Stat	* How is this applicant associated with this site?			
Site Information (Regulated Entity) Do	OWNER OPERATOR			
Customer (Applicant) Information To	* Type of Customer Organization Type of Customer			
Tier II TXT2 Number To	Full legal name of the applicant:			
	egal Name			
	Prometheus Power			
	Texas SOS Filing Number			
	Federal Tax ID			
	State Franchise Tax ID			
	State Sales Tax ID			
	DUNS Number			
	Number of Employees 0-20			
	Independently Owned and Operated? Yes	•		
	* I certify that the full legal name of the entity applying for thi legally authorized to do business in Texas.	is permit h	as been provided	and is
	Yes			

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.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >>	Contact Us >>	Logout >>
			Activities S	TEERS Home
Tion II Cono Data TIED II Cono D	1			10:21
	31.0			19:31
				SFEERS
	Create Fillout Sign Pay Submit			
Customer (Applicant) Information section h	as been saved successfully. Please continue until all sections are complet	æ.		
Task List for:	Ø Tier II TXT2 Number			
Ø Reference Number: 62631				
	* 1) Do you have a Tier II TXT2 Number?Select One	•		
Section Status				
Site Information (Regulated Entity) Done				
Customer (Applicant) Information Done	<u>A</u> ctivities Nex	t/Sa <u>v</u> e		
Tier II TXT2 Number To Do				

- 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"

	Activities							
Do not I want to Or choo	Do not use web browser back button when filling out application. I want to: • Fill Out a new, renewal, revision, or termination application • Access an application by password Or choose one or more pending applications below:							
I All s The	ection: applica	s for Referen ation is now r	ce Number 626 eady to be sig	631 have been sav ned.	ed.			
1							F	Reset Filter
Select	Edit	Reference Number	App Type ≎	Regulated Entity	Site Location	Customer	Status All	Report
	ľ	62631	TIERII-N	Spartan Oil	1379 Parthenon Way	Prometheus Power	Ready to Sign	
	10 V 14 <4 (1 of 1) >> >1							
	Sign Submit Set Access Rights Delete History							

Arter the appropriate approach	on Reference Number (s) has been selected, select Sign
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Help >> Contact Us >> Logout >>
	Activities STEERS Home
Tier II Core Data - TIER II Core Data	18:51
	5¢EERS
	Activities

• After the appropriate application Reference Number(s) has been selected, select "Sign"

Or choose one or more pending applications below:								
All sections for Reference Number 62631 have been saved. The application is now ready to be signed.								
							D	looot Filtor
							R	teset Filler
Select	Edit	Reference Number	App Type ≎	Regulated Entity	Site Location	Customer	Status All	Report

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

Create Fillout Sign Pay Submit							
			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		
	62631	TIERII-N	Spartan Oil	1379 Parthenon Way	Prometheus Power		
Ø	You are signing on	behalf of the	OWNER OPERATOR- Promet	heus Power			
Please	e confirm you have rea	id and agree with	each of the statements b	elow by selecting each checkbo	ox.		
	I certify that I am author authorization upon requ	rized under 40 CFR iest.	370.42(a) to sign this docum	ent and can provide documentation	in proof of such		
By ente	ering my password and p	ressing "Apply Elec	tronic Signature" button, I a	gree that:			
1. I 2. I	am James Mularadelis, t have the authority to sig	he owner of the ST n this data on beha	EERS account ER001665. alf of the applicant named ab	ove.			
3. I p	have personally examine ersonal knowledge and/o	ed the foregoing an or inquiry of any inc	d am familiar with its conten lividual responsible for inforn	t and the content of any attachme nation contained herein, that this i	nts, and based upon my nformation is true,		
a 4. I	ccurate, and complete. further certify that I hav	e not violated any	term in my TCEQ STEERS pa	rticipation agreement and that I ha	ave no reason to believe		
th 5. I	nat the confidentiality or understand that use of n	use of my passwor ny password consti	d has been compromised at a tutes an electronic signature	any time. legally equivalent to my written si	gnature.		
6. I ai	also understand that the nd/or federal environmer	attestations of fac ntal program and m	t contained herein pertain to nust be true and complete to	the implementation, oversight and the best of my knowledge.	d enforcement of a state		
7. I m	am aware that criminal p iisleading.	penalties may be in	posed for statements or om	issions that I know or have reason	to believe are untrue or		
8.I 9.м	am knowingly and intent y signature indicates tha	ionally signing TIE It I am in agreemer	R II Core Data. nt with the information on th	is form, and authorize its submitta	l to the TCEQ.		
l under the app	stand that by entering my lication(s) identified by th	ER account passw e reference numbe	ord below and selecting the ", r(s) displayed above.	Apply Electronic Signature" button,	I am electronically signing		
	STEERS ER Account Pa	assword:					
		Activ	Apply Electronic S	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.

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		Submit Con	npleted Applications				
The application	on listed below is	complete, valid, signed	and paid for. It is now ready t	o submit.			
 If you do screen. 	o not wish to sub	mit the application listed	here, this is your last chance	to stop. To stop no	w, click	"Activities" at the	bottom of this
 If you ar 	re ready to subm	it the application listed b	elow, click "Submit" now.				
Reference Number ≎	Application Type ≎	Regulated Entity	Site Location	Customer		Status	Report
62631	TIERII-N	Spartan Oil	1379 Parthenon Way	Prometheus Power	Ready ⁻	To Submit	
After you click	"Submit":						
Do not le	ave this scree	n.Wait until processing i	s complete.	and approval docur	nonte te	your computer	or drivo
• when proc	cessing is comp	ete, use the links provid	initian Qubrait		nents to	your computer	or arrive.
		Act	Submit				
If for any re approval do	ason you leave cuments:	e this screen before p	rocessing is complete, thi	s is how to get a	copy of	f your applicati	ion and
1. Go to th	e STEERS home	e page.					
2. Click "S	ubmissions".						
3. Select o	orrect program	area.					
4. Enter yo	our STEERS acco	ount number.					
5. Click "Se	earch".						
6. From th	e list provided, f	find each authorization y	you need to document.				
7. To save	the application,	choose "Save COR" and	d click "Go" at the end of tha	t authorization row			
8. Then sa	ve your approva	I documents by choosin	g "Save NOA" and clicking "(Go".			

- View/save/print the Copy of Record and Approval Letter.
 - To view/save/print the Copy of Record (COR), click on Link to "Copy of Record"
 - To view/save/print the AL (Approval Letter), click on Link to "Approval Letter"

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								7	5 † EERS
С	ongratulat	ions!							
Ye to	ou have suc o your comp	cessfully submitted t uter.	the application listed	below. Before you	leave this page, be s	ure t	o save these	e do	cuments
	• Copy Of	Record (COR) (in	XML): This is the a	pplication as you su	bmitted it.				
	• Approvation out how	al Letter (in PDF): - and for how long -	Read the relevant re you must maintain	egulations or the ins your record.	structions for the app	licatio	on you subr	nitte	ed to find
	Reference Number ≎	Application Type	Link to Copy of Record	Link to Approval Letter	Confirmation Number				
	62631	TIERII-N			50667				
	Activities								

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.

	COMMISSIC	Help >>	Conta Activitie	ct Us >> es S	Logout >>			
Tier II Core	e Data - TII	ER II Core Data					19:52	
		https://www19tst.tceq.texas.gov/?appId=62631 - Copy of	Record - Internet Explorer	-		×	5 † EERS	
		Texas Commission or	n Environmental Quality			^		
		TIER II	Core Data					
Congratulat	ions!	Site Information (Regulated Entity)						
You have suc	cessfully	What is the name of the site to be authorized?	Spartan Oil			se o	locuments	
to your comp	uter.	Does the site have a physical address?	Yes					
Conv Of	f Record	Physical Address						
	i necora	Number and Street	1379 Parthenon Way					
 Approva 	al Letter	City	Austin			mitted t		
out now	- and for	State	TX					
		ZIP	78745					
Deferrers		County	TRAVIS					
Number 0	Applica	Latitude (N) (##.######)						
		Longitude (W) (-###.######)						
62631	TIERII-N	Primary SIC Code						
		Secondary SIC Code						
		Primary NAICS Code						
		Secondary NAICS Code						
		Regulated Entity Site Information						
		What is the Regulated Entity's Number (RN)?						
		What is the name of the Regulated Entity (RE)?	Spartan Oil					
		Does the RE site have a physical address?	Yes					
		Physical Address						
		Number and Street	1379 Parthenon Way			~		

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

james mularadelis <jamesmularadelis@msn.com> James Mularadelis</jamesmularadelis@msn.com>	
Fwd: STEERS Tier II Core Data Notice Signed	
Retention Policy TCEQ Inbox (30 days)	Expires 6/8/2018
Get Outlook for Android	
From: steersts@tceq.texas.gov	
Sent: Wednesday, May 9, 2018 9:09:23 AM	
To: JAMESMULARADELIS@MSN.COM	
Subject: STEERS Tier II Core Data Notice Signed	
This confirms the following application was signed by James Mularadelis ER001665 at 05/09/2018 09:09 AM.	
TIER II Core Data: Reference Number 62631	
This notice has been sent to each individual having access to the referenced application through their ER Account.	
This application is now ready to be submitted. The application is still considered pending until it is submitted to TCEQ.	
You may access the application which is available in your work area in STEERS https://www3tst.tceq.texas.gov/steers/.	
If you have any questions, please contact the STEERS Help Line at 512-239-6925 or by e-mail at steersts@tceq.texas.gov.	

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

james mularadelis <jamesmularadelis@msn.com> James Mularadelis Fwd: STEERS Tier II Core Data Application Submittal Retention Policy TCEQ Inbox (30 days) This item will expire in 29 days. To keep this item longer apply a different Retention Policy.</jamesmularadelis@msn.com>	Expires 6/8/2018
Get <u>Outlook for Android</u>	
From: <u>steersts@tceq.texas.gov</u> < <u>steersts@tceq.texas.gov</u> > Sent: Wednesdav. May 9. 2018 9:13:58 AM	
To: JAMESMULARADELIS@MSN.COM	
Subject: STEERS Tier II Core Data Application Submittal	
This confirms the submittal of your TIER II Core Data to the TCEQ. Your submittal was received at 05/09/2018 09:13 AM.	
The confirmation number for this submittal is 50667.	
The hash code for this submittal is E9A1A333AA18C73A9687AA57AED972EFC1497F865C8DA5B153AC882D7AA42689.	
You may access the copy of record (submitted application) and approval letter from the submit log which is available by selecting Submissions from the Home	page of STEERS <u>https://www3tst.tceq.texas.gov/steers/</u> .
If you have any questions, please contact the STEERS Help Line at 512-239-6925 or by e-mail at steersts@tceq.texas.gov.	