



TEXAS TIER II CHEMICAL REPORTING TRAINING: INTRODUCTION & BACKGROUND

TOPICS COVERED

Introduction to the Tier II Chemical Reporting Program

Background on Tier II Reporting

State of Texas Environmental Electronic Reporting System (STEERS) information

Fee and payment information

TEXAS TIER II CHEMICAL REPORTING PROGRAM



- Texas Tier II program has existed >30 years
- Largest Tier II Program in the nation
 - Over 80,000 facilities storing reportable amounts of chemicals
- TCEQ is the state repository for Tier II reports
 - In Texas, Tier II reports are submitted using STEERS
 - TCEQ retention required for 30 years

WHAT IS A TIER II REPORT?



Because emergency responders show up to this...

- Hazardous chemical report
- Required by Federal and State laws
- Used by emergency planning and response personnel to determine risk in their communities

Bhopal, India 1984 – legislation



Beirut, Lebanon 2020

West, Texas 2013 – 2015 legislation



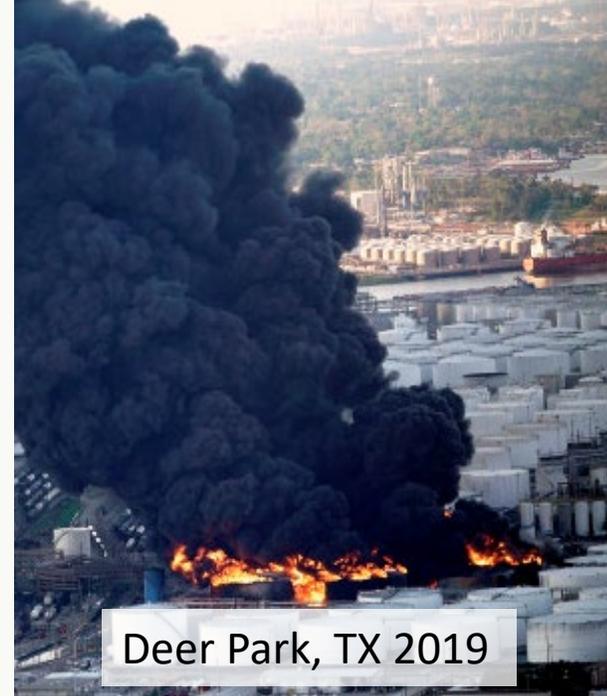
Tier II chemical disasters



West, TX 2013



Baytown, TX 2019



Deer Park, TX 2019



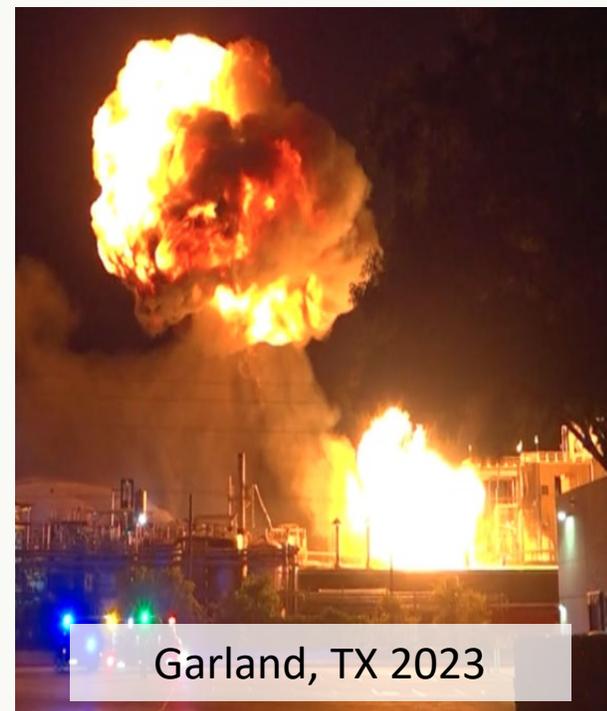
Houston, TX 2020



Channelview, TX 2021



Pasadena, TX 2023



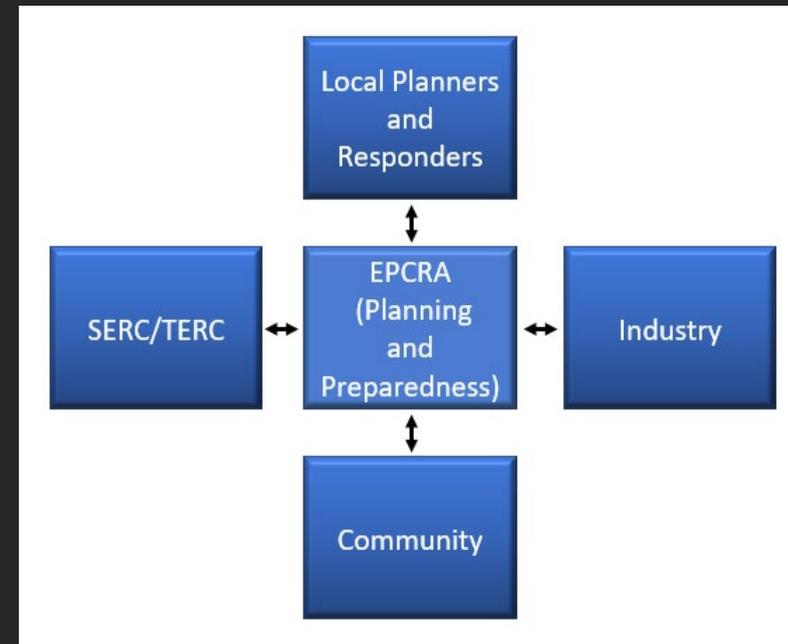
Garland, TX 2023

Recent Chemical Fires in Texas

- West, Texas
- Baytown, Texas
- Houston, Texas
- Pasadena, Texas
- Garland, Texas
- Deer Park, Texas
- Channelview, Texas

TIER II LAWS AND REGULATIONS

- Federal Laws
 - Federal Emergency Planning and Community Right-to-Know Act (EPCRA) – 1986
 - AKA Superfund Amendment Reauthorization Act (SARA) Title III
- State Laws
 - Texas Health & Safety Code Chapters 505, 506 and 507
 - Texas Disaster Act (Texas Government Code Chapter 418)
- Rules
 - 30 Texas Administrative Code Chapter 325



[laws and regulations link](#)

AMMONIUM NITRATE (AN) STORAGE FACILITY

- After West, Texas explosion in 2013
- State 2015 HB 942 - strengthen rules for storing ammonium nitrate
 - Authority to inspect facilities
 - Require storage of AN away from combustible materials
 - Moved the Tier II Program to TCEQ
 - Reporting to TCEQ with more stringent timeframes
- Rules apply to fertilizer grade ammonium nitrate
 - [**Agricultural Code Section 63.151**](#)
 - Facilities must register with the Office of the State Chemist



WHO NEEDS TO REPORT?

Sites/facilities storing hazardous chemicals at or above the reporting threshold must file a Tier II Report.

Subset of chemicals classified as an Extremely Hazardous Substance (EHS) are assigned a threshold planning quantity (TPQ).

Health Hazard  <ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity	Flame  <ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides	Exclamation Mark  <ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity (harmful)• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder  <ul style="list-style-type: none">• Gases under Pressure	Corrosion  <ul style="list-style-type: none">• Skin Corrosion/ burns• Eye Damage• Corrosive to Metals	Exploding Bomb  <ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides
Flame over Circle  <ul style="list-style-type: none">• Oxidizers	Environment *(Non Mandatory)  <ul style="list-style-type: none">• Aquatic Toxicity	Skull and Crossbones  <ul style="list-style-type: none">• Acute Toxicity (fatal or toxic)

WHAT IS A HAZARDOUS CHEMICAL?

Hazardous Chemical – 29 CFR 1910.1200(c), any chemical which is classified as a physical or health hazard, a simple asphyxiant, combustible dust, or hazard not otherwise classified.



SAFETY DATA SHEET (SDS)

What is an SDS?

Detailed hazardous chemical information prepared by the chemical manufacturer/importer.

- Describes chemical properties, health hazards, protective measures and safety precautions for handling, storing, and transporting the chemical.

SDSs are required to be presented in a consistent user-friendly, 16-section format.



WHO NEEDS AN SDS?

The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (1910.1200) and Lab Safety Standard (1910.1450) both require an SDS be readily accessible in employee work area(s) during all shifts.

Laboratories, facilities or shops that use chemicals must obtain an SDS specific to each chemical used in the workplace.



PARTS OF AN SDS



SECTION 1 IDENTIFICATION

Chemical name, recommended uses and supplier contact information.



SECTION 2 HAZARD(S) IDENTIFICATION

Hazards of the chemical and the appropriate warning information.



SECTION 3 COMPOSITION / INFORMATION OF INGREDIENTS

Ingredients contained in the products.



SECTION 4 FIRST-AID MEASURES

Hazards of the chemical and the appropriate warning information.



SECTION 5 FIRE-FIGHTING MEASURES

Recommendations for fighting a fire caused by the chemical.



SECTION 6 ACCIDENTAL RELEASE MEASURES

Appropriate response to spills, leaks or releases, including containment and cleanup practices.



SECTION 7 HANDLING AND STORAGE

Safe handling practices and conditions for safe storage of the chemical.



SECTION 8 EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure limits, engineering controls and personal protective measures to minimize worker exposure.



SECTION 9 PHYSICAL AND CHEMICAL PROPERTIES

Physical and chemical properties associated with the substance or mixture.



SECTION 10 STABILITY AND REACTIVITY

Reactivity hazards and stability information.



SECTION 11 TOXICOLOGY INFORMATION

Information regarding toxicological and health effects, or an indication that such data is unavailable.



SECTION 12 ECOLOGICAL INFORMATION

Environmental impact of the chemical if it were released in to the environment.



SECTION 13 DISPOSAL CONSIDERATIONS

Proper disposal and recycling, or reclamation and safe handling practices.



SECTION 14 TRANSPORT INFORMATION

Classification information for shipping and transporting.



SECTION 15 REGULATORY INFORMATION

Safety, health and environmental regulations specific for the product that is not indicated anywhere else on the SDS.



SECTION 16 OTHER INFORMATION

When the SDS was prepared or when the last known revision was made.

Sections of an SDS:

- Sections 1-8 provide information on the chemical, hazards, composition, emergency control measures, safe handling practices, and identification of the material.
- Sections 9-11, and 16 provide technical and scientific information
- Sections 12-15 provide ecological, disposal, transport and regulatory information

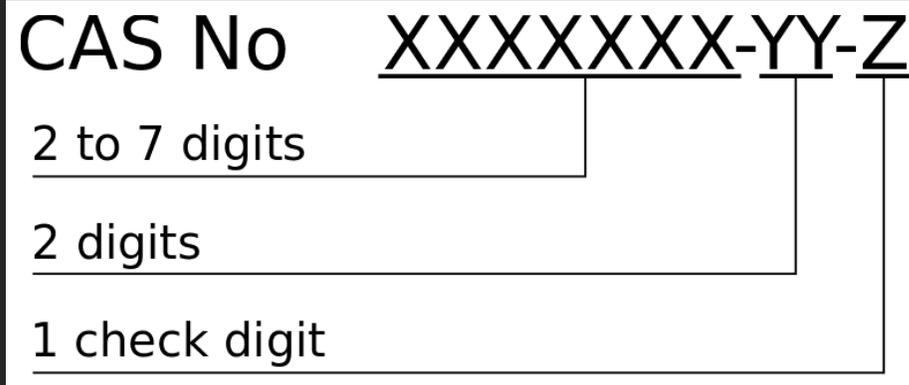
CHEMICAL ABSTRACTS SERVICE (CAS) NUMBERS

What is a CAS Registry Number?

A CAS Registry Number is used to provide a unique, unmistakable identifier for chemical substances. It is a universal standard.

- CAS numbers are a simple, consistent and reliable way of identifying chemical substances.
- Each CAS number is assigned to only one substance.
- Helpful since chemicals can be described in many ways.
 - Examples: molecular formula, shipping name, systematic name, proprietary or trade names etc.

CAS numbers
are included
on all SDS



CHEMICAL CAS NUMBERS

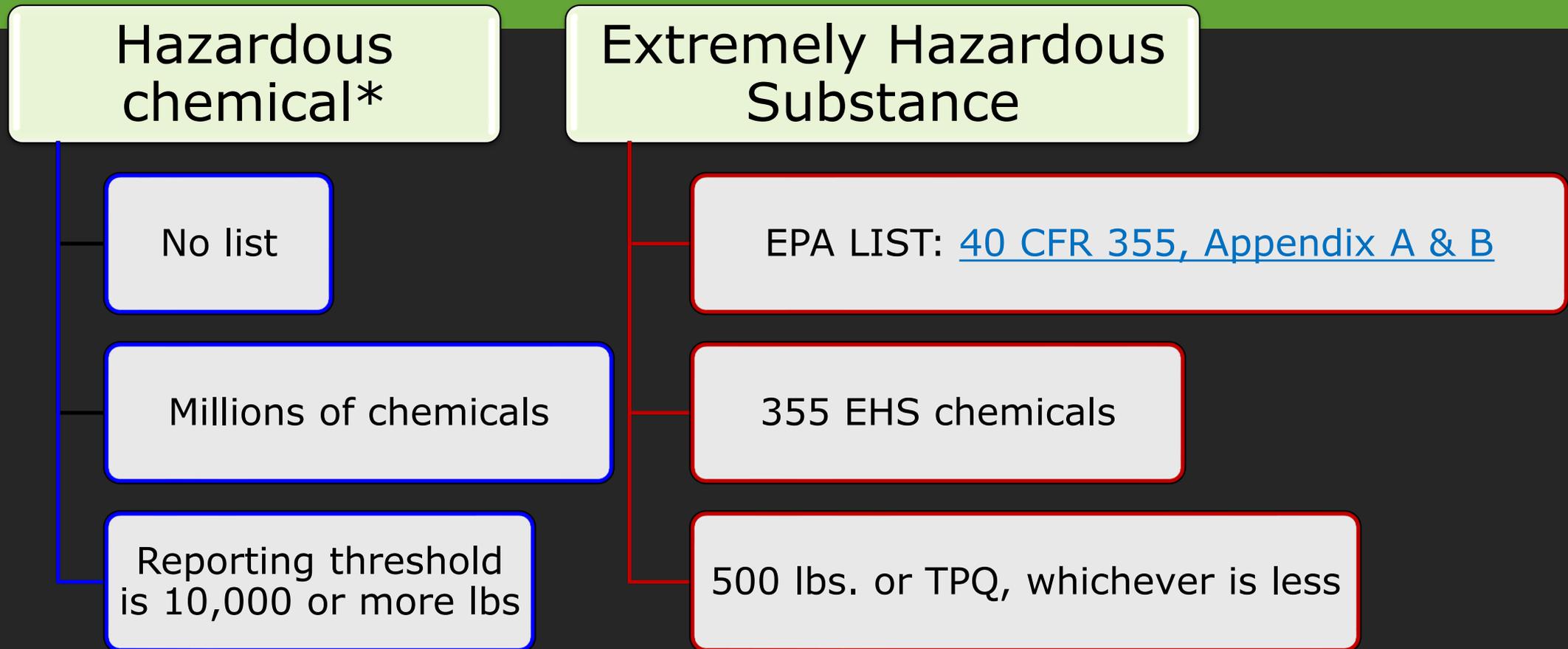
Where is the CAS number found on my SDS?

Effective June 1, 2015, OSHA requires that manufacturers and importers ship SDS's in the 16-part standardized Globally Harmonized System (GHS) format that includes CAS numbers as a required element in **Section 3**.

SECTION 3: Composition/Information on ingredients		
3.1. Substance		
Name	Product identifier	%
Chlorine (Main constituent)	(CAS No) 7782-50-5	100

[OSHA regulations for SDS](#)

HAZARDOUS CHEMICALS AND EHS



*Includes chemicals stored for recycling

EHS LISTS: APPENDIX A AND B

40 CFR 355

Appendix A and B are the same list but are organized differently.

- A – Listed in alphabetical order
- B – Listed by CAS Number

Appendix A to Part 355—The List of Extremely Hazardous Substances and Their Threshold Planning Quantities

[Alphabetical Order]

CAS No.	Chemical name	Notes	Reportable quantity* (pounds)	Threshold planning quantity (pounds)
786-19-6	Carbophenothion		500	500
57-74-9	Chlordane		1	1,000
470-90-6	Chlorfenvinfos		500	500
7782-50-5	Chlorine		10	100

TPQ – 500 lbs or TPQ, whichever is less

COMMON EHS CHEMICALS

Common EHS Chemicals – CAS Numbers

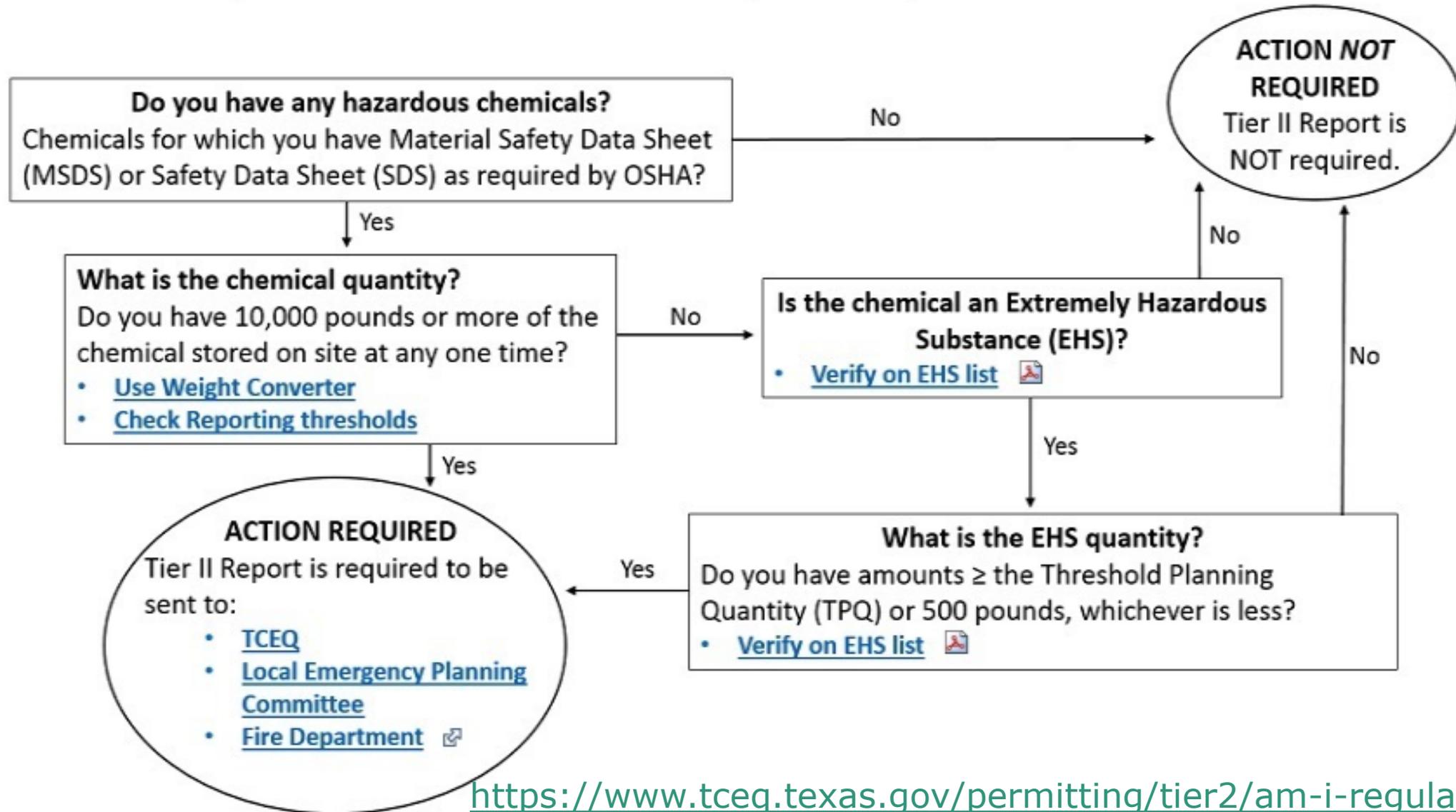
- Ammonia – CAS# 7664-41-7
- Chlorine – CAS # 7782-50-5
 - Gas under pressure
- Sulfuric acid – CAS # 7664-93-9
 - [Battery guidance](#)

NOT EHS Chemicals

- Chlorine bleach is sodium hypochlorite
 - CAS # - 7681-52-9
- Commercial ammonia is ammonium hydroxide
 - CAS #1336-21-6



Determine if you need to file a Tier II Report for your chemicals



REPORTING GAS AND DIESEL FUEL

Retail Fuel Stations – higher reporting thresholds

- Gasoline reportable at 75,000 gallons
- Diesel reportable at 100,000 gallons
- Conditions for retail fuel stations:
 - Sells to the public for motor vehicle use on land
 - Must be underground, no above ground tanks on site
 - In full compliance with UST regulations

Non-retail fuel sites - reportable at 10,000 lbs

- Gas* = ~1,600 gallons
- Diesel* = ~1,400 gallons



[Weight Converter](#)

WHAT IS NOT REPORTABLE?

- Hazardous waste – as defined by 42 US Code 6901 (Resource Conservation and Recovery Act)
- Tobacco or tobacco products
- Wood or wood products in the same form and concentration as is distributed to the general public
- Articles – manufactured item formed to specific shape/design that has end-use functions based on its shape/design does not result in exposure
- Food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment for consumer use
- Food, drugs, or cosmetics intended for personal consumption by an employee while in facility
- Hazardous Consumer Products – as defined by 15 US Code 2051

WHAT IS NOT REPORTABLE

- Any drug, as defined by the Food & Drug Administration (FDA), in solid final form for direct administration to a patient (tablets, pills)
- In Transit – pipeline, highway, railway
- Hazardous substance in sealed package and not in facility longer than 5 days (does not apply to EHS)
- Radioactive waste
- Used in a research laboratory or hospital under the direct supervision of a technically qualified individual (physician, nurse, etc.)
- Routine agricultural operations
- Fertilizer held for sale by a retailer to the ultimate consumer in finished form
- Ionizing and nonionizing radioactive material
- Does not meet threshold reporting amount

TYPES OF TIER II REPORTS

Annual	Initial	Update	Deficiency Correction (DCR)
Required every year for each facility with reportable chemicals onsite that year	Required if adding reportable chemical to facility, OR if new facility begins operation	Required if changes made to previously reported information: facility, contacts, or chemicals	Tier II staff review reports for compliance A DCR is sent when errors are found
Due: Jan.-Mar. 1 st every year	Due: 90 days* operation start date, or when new chemical added	Due: 90 days* from when you store the chemical	Due: We request deficiencies are corrected within 30 days of notice

*Ammonium nitrate facilities must report within 72 hours

TIER II ANNUAL REPORTING TIMELINE

2024

2025

2026



2024
Annual report due
Jan. 1- Mar. 1

Can create
draft Nov. 1

2025
Annual report
due
Jan. 1- Mar. 1

Federal Law requires that Annual Reports are submitted to the SERC (TCEQ), LEPC, and the local Fire Department between January 1st and March 1st of each year

INITIAL AND UPDATE REPORT TIMELINES

2024

2025

2026



- Initial and update reports can be filed anytime of the year.
- New facilities or chemicals can be added to your annual.
- If new facilities or chemicals are added after April 1st – an Initial report is required.



New chemical or facility added*



Change in reported information*

*Ammonium Nitrate – 72 hrs

TIMING YOUR ANNUAL REPORT

- We highly encourage users to submit their reports prior to the March 1st reporting deadline.
 - The Federally designated deadline cannot be changed.
- Multiple Agency programs share a similar reporting deadline which can put pressure on shared Agency resources like the STEERS team.
- Give yourself time to address potential reporting issues related to STEERS access.



WHERE TO SUBMIT A COPY OF YOUR TIER II REPORTS

Tier II Reports must be submitted to:

1. TCEQ (serves as the SERC) – the state repository for Tier II reports
 - Reports are submitted using STEERS
2. The LEPC
3. Local Fire Department



The
LEPC



[LEPC and Fire Department Lists](#)

A close-up photograph of two construction workers shaking hands. The worker on the left is wearing a blue denim shirt and a high-visibility orange and yellow safety vest. The worker on the right is wearing a dark grey long-sleeved shirt and a high-visibility orange and yellow safety vest. The background is a blurred construction site with a clear blue sky.

Get to know your LEPC friends before you need them

WHAT IS ON A TIER II REPORT?

Facility Information:

- Owner/operator info
- Facility address and Lat/Long coordinates
- North American Industry Classification System (NAICS)
- EPCRA 302 and Risk Management Program (RMP)
- TCEQ identifying numbers

Chemical Information:

- Chemical name, physical properties & health effects
- Chemical amount range, maximum & average
- Precise locations of hazardous chemicals within the facility

Contact Information:

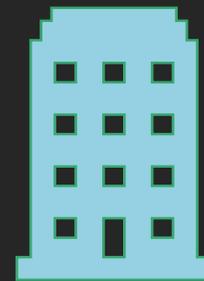
- **Required contacts:** Owner/operator, Tier II information contact, billing contact, emergency contact
- **Required contact only** if subject to EPCRA 302: Facility Emergency Coordinator

TCEQ IDENTIFYING NUMBERS

- Customer Number (CN) – assigned to the owner/operator of the facility
 - Each CN can only be affiliated with one TXT2
- Regulated Entity Number (RN) – assigned to the facility
 - Facility - all buildings, equipment, structures located on a single site or on contiguous or adjacent sites
 - RN is unique to the address or location – the RN is only for that address
- Texas Tier II (TXT2) Number – assigned to the owner/operator of the facility
 - Each TXT2 can only be affiliated with one CN

WHAT IS REPORTED: FACILITY INFO

- Facility owner/operator - CN
- Facility Name – RN
- Facility Address (includes street address or driving directions, city, county, zip code)
- Facility Lat/Long – location should match facility address
- Manned/Unmanned
- NAICS code
- Operation begin and end date

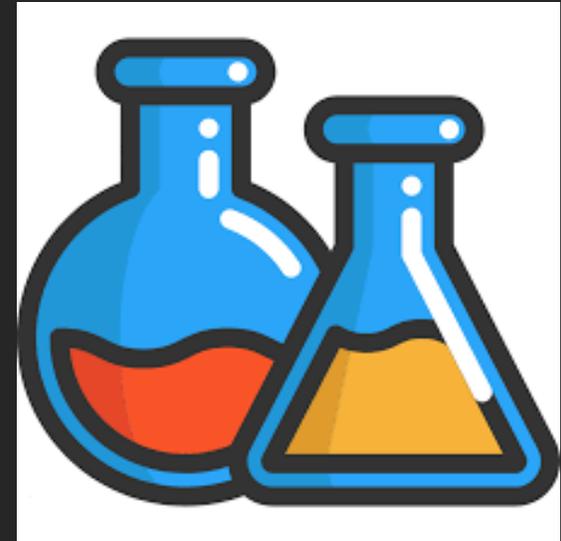


WHAT IS REPORTED: FACILITY INFO

- Is your facility subject to Emergency Planning under EPCRA 302?
 - EHS amount at its TPQ
 - Example: Chlorine TPQ = 100 lbs
 - [List of EHS chemicals and their TPQ](#)
- Is your facility subject to Risk Management Program (RMP) Section 112(r) Clean Air Act?
 - RMP list – Chlorine = 2,500 lbs threshold
 - <https://www.epa.gov/rmp>

WHAT IS REPORTED: CHEMICAL INFO

- Chemical name
- CAS number
- Chemical physical properties & health effects
 - Solid, liquid or gas
 - Mixture or pure
 - Health effects and hazards
- Chemical amount range, maximum & average
- EHS – STEERS will automatically recognize a chemical as an EHS



WHAT IS REPORTED: CHEMICAL HEALTH EFFECTS AND HAZARDS

- Use your SDS when filling out your Tier II report
- Chemical manufacturers, distributors, or importers SDSs for each hazardous chemical to users to communicate information on these hazards
- [OSHA Parts of an SDS](#)
- Section 2: Hazards identification

SAFETY DATA SHEET

Chlorine

Section 2. Hazards identification

OSHA/HCS status	: This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200).
Classification of the substance or mixture	: OXIDIZING GASES - Category 1 GASES UNDER PRESSURE - Compressed gas ACUTE TOXICITY (inhalation) - Category 2 SKIN CORROSION - Category 1 SERIOUS EYE DAMAGE - Category 1 AQUATIC HAZARD (ACUTE) - Category 1
GHS label elements	
Hazard pictograms	: 
Signal word	: Danger
Hazard statements	: May cause or intensify fire; oxidizer. Contains gas under pressure; may explode if heated. Causes severe skin burns and eye damage. Fatal if inhaled. Very toxic to aquatic life.
Precautionary statements	
General	: Read and follow all Safety Data Sheets (SDS'S) before use. Read label before use. Keep out of reach of children. If medical advice is needed, have product container or

WHAT IS REPORTED: CHEMICAL MIXTURES

- 40 CFR 370.14 provides the framework for reporting chemicals as a mixture and is accessible from our Hazardous Chemicals webpage <https://www.ecfr.gov/current/title-40/section-370.14>
- Common mixtures include lead acid batteries
 - Battery Guidance document on our website for battery reporting <https://www.tceq.texas.gov/permitting/tier2/hazardous-chemical-information>

If your mixture contains a hazardous chemical	To determine if the threshold level for that hazardous chemical is equaled or exceeded you must	If the threshold level for that hazardous chemical is exceeded then you must
------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

CHEMICAL STORAGE LOCATIONS

- The precise locations of reportable hazardous chemicals within the facility
 - Acceptable descriptions: written description, site plan with coordinating description
 - Examples covered in later training module
- The storage locations should be precise enough that emergency response personnel can easily locate the chemical.

WHAT IS REPORTED: CONTACTS

- Emergency Contact – 2 unique phone numbers
 - 1 number must be a 24-hour number, cannot be 911
 - Other number can be any different number
 - Must be a local individual
- Tier II Information Contact
- Owner/Operator Contact
- Billing Contact
- Facility Emergency Coordinator
 - If an EHS is present at its TPQ (subject to EPCRA 302)

**Phone, address, email for each contact*



TIER II REPORT FEES

- Fees for Annual and Initial reports only
 - No initial fees for public employers
- Fees are based on:
 - Type of facility – based on NAICS code
 - Manufacturer
 - Non-Manufacturer
 - Public Employer
 - Number of facilities
 - Number of chemicals
- A paper invoice is mailed to the billing contact, if invoice is not paid via e-pay



Facilities that are both manufacturing & non-manufacturing are billed at manufacturing rates

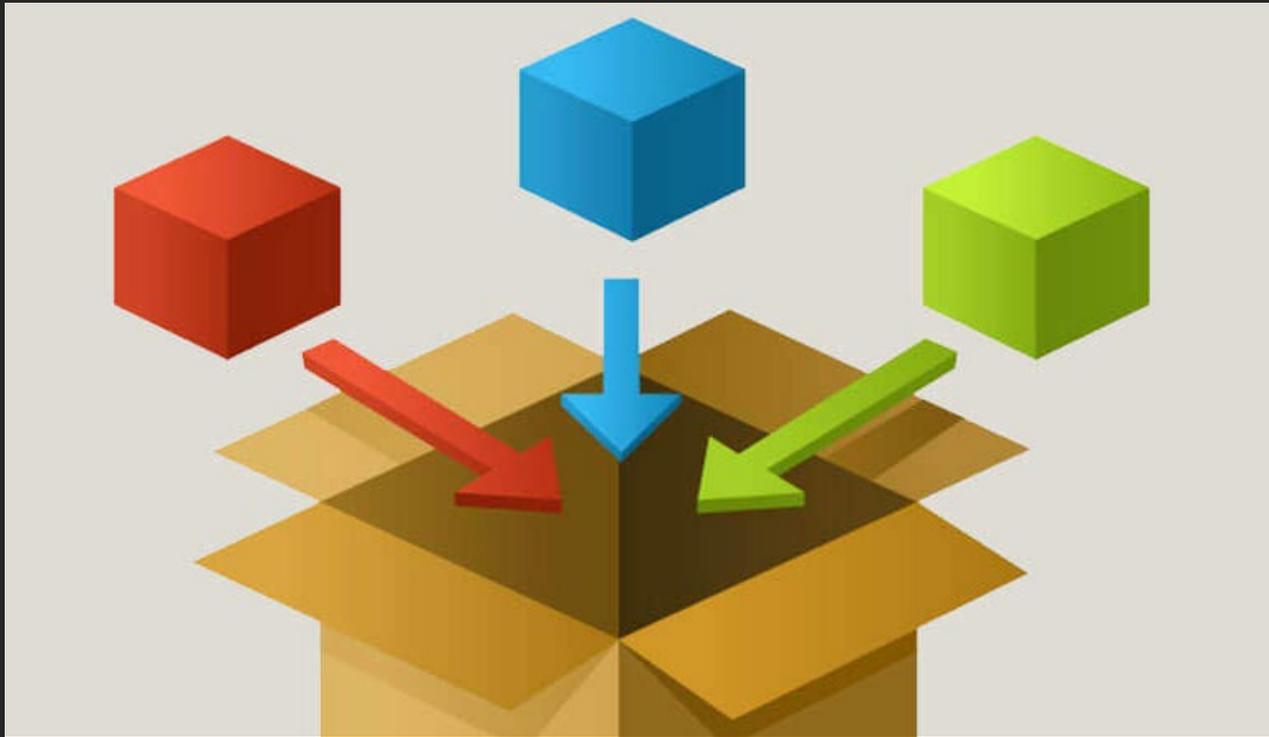
PAYMENT INFORMATION

E-Pay - TCEQ's online payment system

<https://www3.tceq.texas.gov/epay/index.cfm>

- Credit card payments have services fees (~2.25%)
- Can use ACH (electronic bank transfer) with no service fees
- Can accept payments up to \$80,000

FEE CONSOLIDATION



Fee consolidation for multiple facilities owned by one operator:

- Must have fewer than 25 chemicals
- Must be filed by single operator on the same report
- Manufacturer can consolidate 2 facilities (one payment of \$100)
- Non-Manufacturer can consolidate 3 facilities (one payment of \$50)
- Public Employer can consolidate 7 facilities (one payment of \$50)

PENALTY AND INTEREST ON DELINQUENT FEES

Tier II Fees follow [TCEQ rules](#) on billing:

- a) A penalty of 5.0% of the fee due shall be imposed on a person who fails to pay a fee required under this title when due, and, if the person fails to pay the fee within 30 days after the day on which the fee is due, an additional 5.0% penalty shall be imposed.
- b) Delinquent fees accrue interest beginning on the 61st day after their due date.
- c) The yearly interest rate on all delinquent fees required under this title is the prime rate plus one percent, as published in the Wall Street Journal on the first day of each calendar year that is not a Saturday, Sunday, or legal holiday.
- d) Penalties and/or interest under this section may be waived by the executive director for good cause.

DEFICIENCY CORRECTION REPORTS

- Tier II Staff review submitted Tier II Reports for potential compliance issues.
- If Tier II Staff determine that your report needs additional information or clarification, a Deficiency Correction Report (DCR) is created.
 - The Tier II contact listed in the report will receive an email listing any deficient items in the report.
 - Timeframe to make corrections: 30 days from deficiency correction email notification
 - To be considered in compliance, you must make requested corrections and submit the DCR.

DEFICIENCY CORRECTION REPORTS

Deficiencies are broken down into three categories:

1. Facility examples:

- Are the facility latitude and longitude coordinates accurate?
- If no street address, are driving directions provided?

2. Chemical examples:

- Is a map provided or if not, are precise chemical locations provided? Can they be used by emergency planners or response personnel?
- Are all EHS chemicals listed as EHS?

3. Contact example:

- Emergency contact must be an individual, not a company.

DEFICIENCY CORRECTION REPORTS

- Click on the blue “Deficiency Correction” draft report that was created for you to address the deficiencies.
- You must send a copy of the corrected report to your LEPC and local fire department. Deficiency Corrections do not require a fee.

The screenshot displays a web interface titled "Reports List" with a link for "Advanced Search". Below the title, account information is shown: Account ID "TXT2 104290", status "Active YES", CN "CN606236719", Name "Example Test Operator", and Type "TRUST".

The main section is a "Search Results Table" showing 1-2 of 2 records on Page 1 of 1. The table has columns for Type, Year, Title, Certified, Number of Facilities, and Files. Two records are listed:

Type	Year	Title	Certified	Number of Facilities	Files
DEFICIENCY CORRECTION - INITIAL	2023			2	
INITIAL	2023		03/14/2024	2	 

Navigation controls at the bottom of the table include "1-2 of 2 records", "Page 1 of 1", and a dropdown menu set to "25".

TIER II INVESTIGATIONS

Your facility is subject to investigation, per 30 TAC §325.4.

Compliance Inspections

- Your Tier II report should match the reportable chemicals onsite
- If you get new chemicals onsite – *Initial report is required within 90 days**
- If you have a new facility – *Initial report is required within 90 days**
- If you have updated or new information for your facility, contacts or chemicals – *Update report required within 90 days**
- Chemical storage locations should match your Tier II report – investigators should be able to easily locate chemicals

*Ammonium nitrate facilities must report within 72 hours

TIER II INVESTIGATIONS: HELPFUL TIPS

- Submit your Tier II Annual Report on time (Jan. 1 – Mar 1).
- Keep a copy of the most current report accessible on site.
- Ensure the facility information is correct.
- Ensure the chemical locations are accurate and matches what is on the report.
- Review contact information and update any contacts, if necessary.
- If new chemicals were added or a new facility opened, submit an Initial Report within 90 days.
- If existing report data changes, submit an Update Report within 90 days of the change.
- Submit a copy of each submitted Tier II report to your local fire department and LEPC.

TRAINING AGENDA

- ❖ Tier II Introduction and Background
- ❖ STEERS Account Setup
- ❖ Using the Tier II Core Data Application
- ❖ Using the Tier II Reporting Application
- ❖ Open Q&A and Live Demonstrations



STEERS ACCOUNT INFORMATION

TIER II CHEMICAL REPORTING PROGRAM TRAINING

TOPICS COVERED

STEERS account overview

How to create a STEERS account

Adding Tier II programs to your STEERS account

STEERS Participation Agreement (SPA) information

STEERS ACCOUNT INFORMATION

STEERS = State of Texas Environmental Electronic Reporting System

STEERS portal: <https://www3.tceq.texas.gov/steers/>

- STEERS accounts are **individual** accounts, not company accounts.
- STEERS accounts must be renewed every 2 years.
 - An account renewal email will be sent by STEERS
 - Please keep your STEERS account email current, so you can receive account notifications

STEERS REMINDER EMAIL EXAMPLE

From: steers@tceq.texas.gov
To: person@emailaddress.com

Sent: Thu, Oct 1, 2020 7:29 am
Subject: **STEERS Account Expiration Warning**

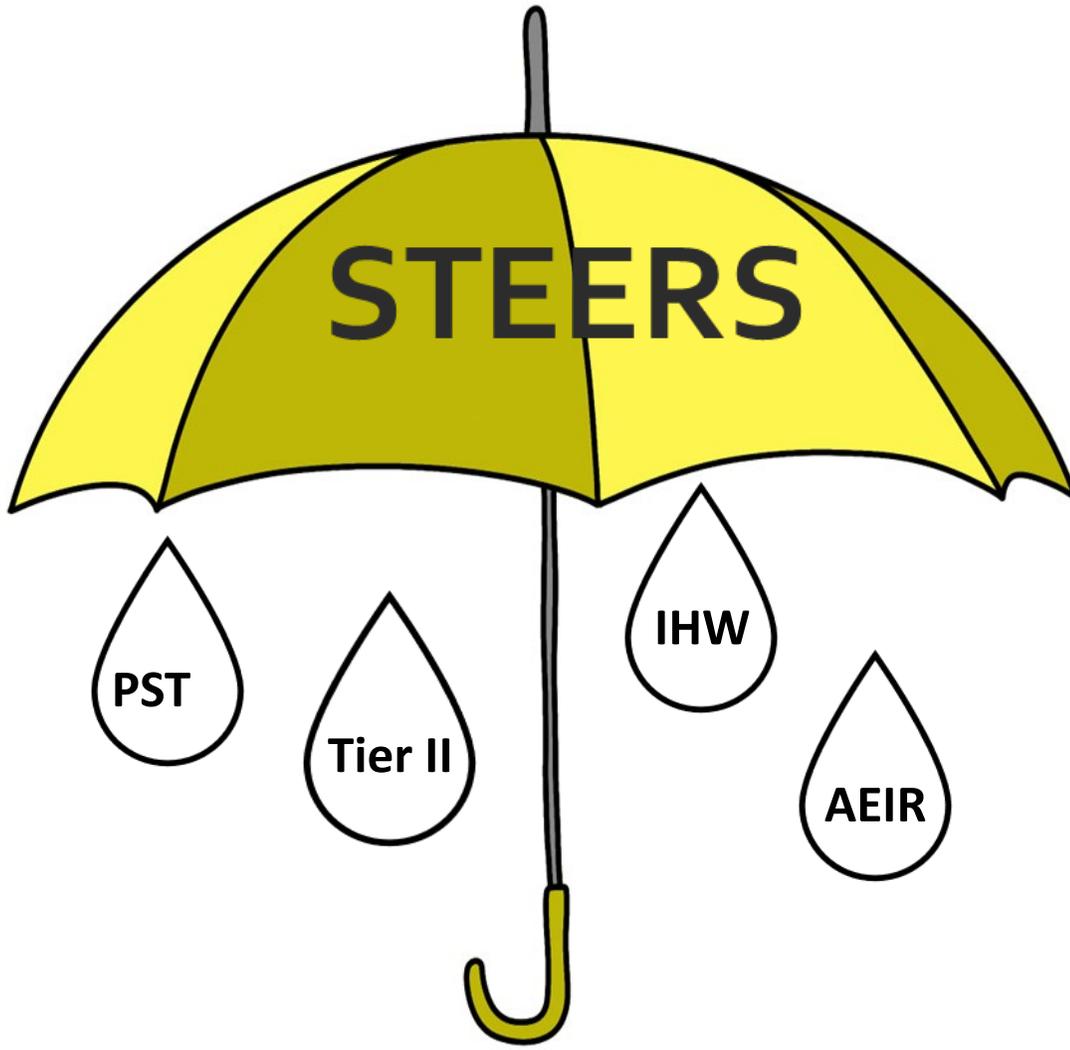
STEERS accounts must be renewed every 2 years by signing a new agreement. PLEASE NOTE: Renewing your STEERS account DOES NOT renew any permits, registrations or licensing requirements for any programs associated to your STEERS account.

Account ERXXXXXX will expire on 10/31/2020. Please complete the renewal process to avoid a disruption of STEERS service.

To print or electronically sign your STEERS Participation Agreement (SPA), log onto STEERS and select "My Account". Click "e-sign SPA" to sign your SPA using your valid Texas driver's license or "Paper SPA" to generate the SPA for ink signature. If you have an account [authorizer](#) they will need to sign the SPA as well. You can access STEERS <https://www3.tceq.texas.gov/steers/> using your web browser. If you have any questions or comments, please contact the STEERS Help Line at 512-239-6925 or by email at steers@tceq.texas.gov.

Thank you for using STEERS.

The STEERS “Umbrella”



- STEERS is a system used to access multiple electronic reporting programs within TCEQ.
- STEERS accounts are created for individual users, not companies, due to electronic signatory requirements.
- Individuals request reporting access for different program areas, for example, Tier II.

WHO SHOULD I CONTACT FOR HELP?

Contact STEERS:

- Locked/expired STEERS account
- Forgot STEERS account number, password and/or answers to security questions
- Status of mailed paper SPA (processed by STEERS)
- Did not receive verification or password reset emails

Contact Tier II:

- Assistance adding Tier II applications to your *active* STEERS account
- Questions about access roles to Tier II applications (primary vs secondary, etc)
- Assistance submitting your drafted Tier II report

STEERS CONTACT INFORMATION

STEERS Team Contact
Information:

Phone: 512-239-6925

Email: steers@tceq.texas.gov



Account locked



REPORTING QUICK STEPS FOR NEW USERS

- Create an individual STEERS account
- Complete personal account information
- Set account security questions
- Email is sent to set up password
 - Open email, set password and write it down with your Electronic Reporting (ER) number
- Add Tier II application(s) to your account
- Sign a SPA
 - Application access is probationary until SPA is signed and approved

GO TO THE STEERS WEBSITE



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\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
- >> Petroleum Storage Tank (PST) Self-Certifications
- >> Storm Water General Permits (Construction & Multi-Sector)
- >> Tax Relief for Pollution Control Property
- >> Tier II Core Data

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)
- >> Training Roster Online Submittal (TROLS)

Enter STEERS:

ER Account Number:

Password:

Login



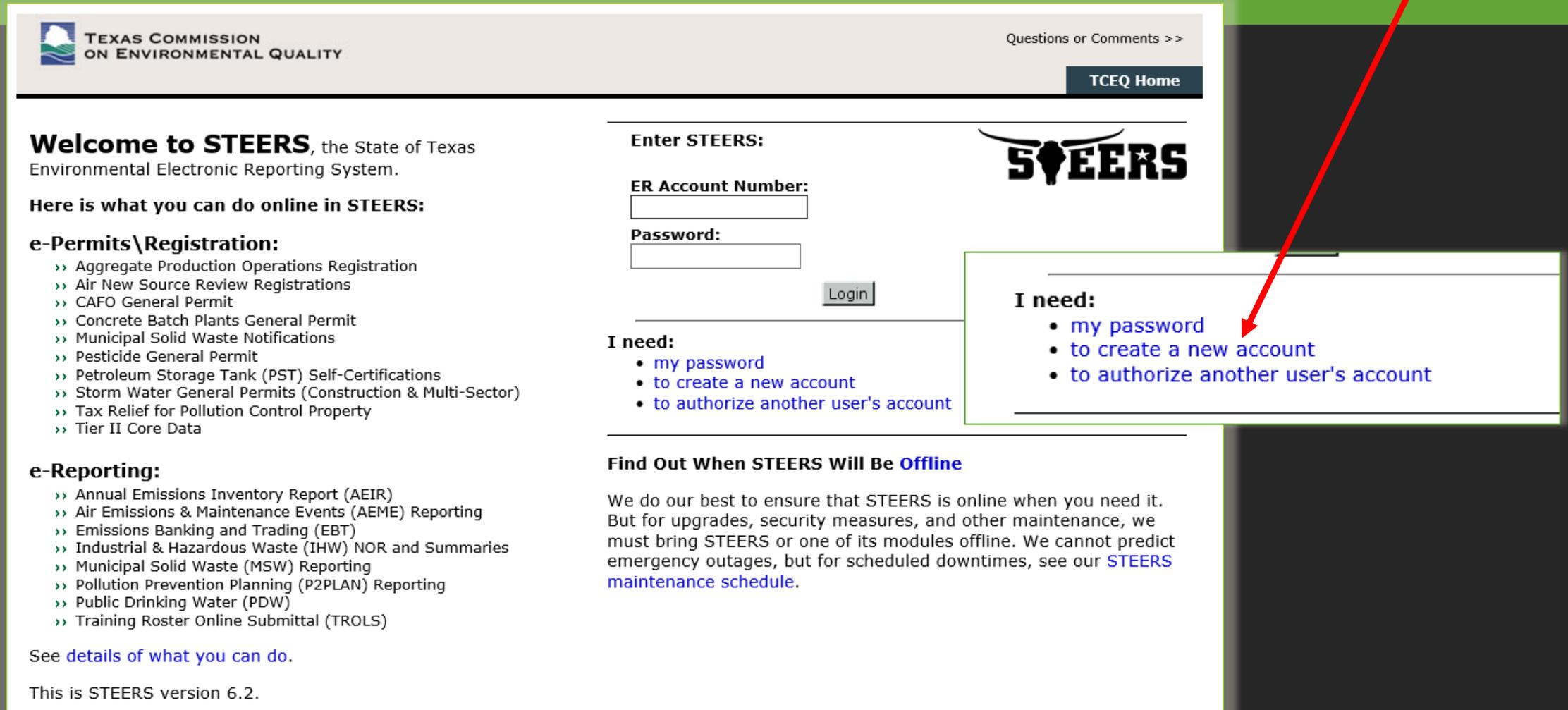
I need:

- [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](#).

CLICK "I NEED TO CREATE A NEW ACCOUNT"



The screenshot shows the STEERS website interface. At the top left is the Texas Commission on Environmental Quality logo. At the top right are links for 'Questions or Comments >>' and 'TCEQ Home'. The main heading reads 'Welcome to STEERS, the State of Texas Environmental Electronic Reporting System.' Below this is a list of services under 'e-Permits\Registration:' and 'e-Reporting:'. A login form is present with fields for 'ER Account Number' and 'Password', and a 'Login' button. To the right of the login form is the STEERS logo. A callout box on the right side of the page, titled 'I need:', contains a list of three items: 'my password', 'to create a new account', and 'to authorize another user's account'. A red arrow points from the top of the page to the first item in this list.

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\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
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)
- » Tax Relief for Pollution Control Property
- » Tier II Core Data

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)
- » Training Roster Online Submittal (TROLS)

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

This is STEERS version 6.2.

Enter STEERS:

ER Account Number:

Password:

Login

STEERS

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](#).

CLICK THE BUTTON "CREATE A NEW ACCOUNT"

Welcome to the Online STEERS Participation Agreement (SPA) 14:13



To create a new STEERS account:

1. You need the list of program areas and/or Ids to add to the account. For instructions, please click on the Help button at the top of the page.
2. Press the Create New Account button below.
3. A STEERS account verification email will be sent to the address you provide when the account is created. You must use the verification link contained in this email to set your account password.

New STEERS Account Information:

- New accounts are probationary and have limited access until STEERS receives a signed hard-copy SPA or the SPA is signed electronically using the account holder's Texas Drivers License. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures.
- If a signed SPA is not received by the STEERS team within:
 - **15 days** of the creation date, the account will be locked.
 - **30 days** of the creation date, the account will be archived.
- Only one account may be created in a 5-minute interval and only 20 accounts may be created in a 24-hour period
- Each STEERS account must have a unique e-mail address.
- A STEERS account is owned by an individual and not a company.

Note: To update an existing STEERS account, you must press Exit Application and log into STEERS.

COMPLETE INFORMATION AND CLICK NEXT

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)

* Required Field

Hint: You do not have to complete anything that is not required

CLICK "NEXT" AFTER REVIEWING DATA



TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Review Applicant Data 14:17



Please review the applicant's information below. The data you entered has been validated and formatted to remove special characters. You may choose to change the data, continue account creation, or exit the application.

 **Click Next button to create your account. This process may take a couple of minutes, so please do not click the button more than once on this page.**

Name: Sally Smith
Company Name: ENVIRO CONSULTING LLC
Title: PROJECT MANAGER
Email Address: [REDACTED]
Phone Number: 222-555-5555
Mailing Address: 12100 PARK 35 CIRCLE
AUSTIN TX 78753

STEERS CHECKS FOR DUPLICATE ACCOUNTS CLICK "NEXT"



Possible Duplicate STEERS Account Detected

13:51



The STEERS accounts listed below have similar last names as the applicant you are attempting to add. Please review the list and determine whether the applicant already has an existing account. If you have previously had a STEERS account, please contact the STEERS Help Line at 512-239-6925 or by email at steers@tceq.texas.gov for further assistance.

User Name

Company Name

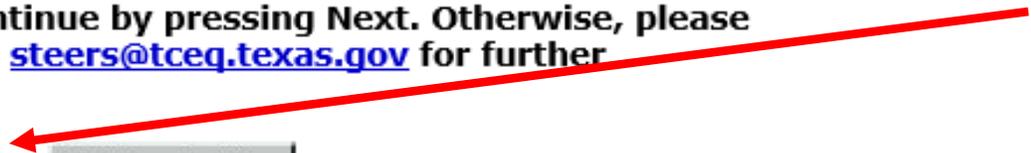
Company City

Status

If none of the possible duplicate accounts could be yours, continue by pressing Next. Otherwise, please contact the STEERS Help Line at 512-239-6925 or by email at steers@tceq.texas.gov for further assistance.

Next

Exit Application



SELECT STEERS ACCOUNT SECURITY QUESTIONS

STEERS Account Security Question Update User: ER064600 13:56



An email with the new account number and a verification key was sent to you. You do not need the email until you have finished setting up your account. It will be used to set your account password and log into STEERS for the first time. To finish setting up your account, please select your security questions below and then add the program access that you need on the next page.

Set STEERS ER064600 Account Security Questions

In order to increase STEERS security, we are implementing a multi-factor verification system which requires 5 security questions. Please select and answer the following security questions. Answers must be between 3 and 20 characters. A * indicates an answered question on your account. If you wish to keep the current answer, leave the answer box blank.

Question 1:	<input type="text" value="- Select a Question -"/>	Answer 1:	<input type="text"/>
Question 2:	<input type="text" value="- Select a Question -"/>	Answer 2:	<input type="text"/>
Question 3:	<input type="text" value="- Select a Question -"/>	Answer 3:	<input type="text"/>
Question 4:	<input type="text" value="- Select a Question -"/>	Answer 4:	<input type="text"/>
Question 5:	<input type="text" value="- Select a Question -"/>	Answer 5:	<input type="text"/>

Your user ID is your individual ER number. You will use this number to sign into STEERS.

The ER number is emailed when your account is created.

Write down your ER number.

SET YOUR STEERS PASSWORD

- The next screen prompts you to add or modify a program
- **We recommend setting your password FIRST!**

The screenshot shows the 'STEERS Account Summary' page for user 'ER001817'. The page header includes the Texas Commission on Environmental Quality logo and navigation links for 'Help >>', 'Contact Us >>', and 'Logout >>'. There are buttons for 'Paper SPA' and 'E-sign SPA'. A dark blue banner at the top of the main content area displays 'STEERS Account Summary', 'User: ER001817', and the time '13:38'. The STEERS logo is in the top right corner. A red 'Note' states: 'You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.' Below this, a message says 'Your account security questions have been saved.' The 'STEERS Access' section contains a form with the label 'Select STEERS Program to Add or Modify:', a dropdown menu with the text '-- Select program to add or modify --', and a 'Go' button.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA

STEERS Account Summary User: ER001817 13:38

Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

Your account security questions have been saved.

STEERS Access

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

SET YOUR STEERS PASSWORD: EMAIL RECEIVED WITH YOUR ACCOUNT INFORMATION



• **steerstst@tceq.texas.gov** <steerstst@tceq.texas.gov>

To: tierii_test@yahoo.com



Oct 31 at 8:43 AM



This is a message from the STEERS team. Your STEERS account has been created.

Your account number: ER001805

Your verification key url:

<https://www3tst.tceq.texas.gov/steers/index.cfm?fuseaction=login.setpwd&vk=3308a1>

Click on this link to set your password in STEERS

To log into STEERS for the first time, you must click on the verification key url above. You may also copy and paste the url into your browser. The verification key url will take you to a page to set your account password.

This account has a probationary status, which means it has limited access to the STEERS application. To remove the probationary status and to get full access to STEERS, you must either sign the STEERS Participation Agreement (SPA) electronically with your Texas Drivers License or a printout of the SPA with original signatures must be mailed to:

TCEQ
STEERS MC226
PO Box 13087
Austin, TX 78711-3087

SPAs that are faxed or do not have original signatures will not be accepted.

An online help manual is available at <https://www3tst.tceq.texas.gov/steers/help/main.html>.

If you want to see the details for this account, log onto STEERS and click on My Account. You can access STEERS at <https://www3tst.tceq.texas.gov/steers/> using your web browser. If you have any questions or comments please contact the STEERS Help Line at 512-239-6925 or by e-mail at steerstst@tceq.texas.gov.

Thank you for using STEERS.

This email contains:

- Your account number (ERXXXX) for STEERS
- Information on the SPA
- Online help manual

SET YOUR STEERS PASSWORD

Set STEERS ER001805 Account Password

To set your account password, please enter the information below. All fields are required.

Enter New Password:

Confirm New Password:

Please answer the following security question: (3 incorrect answers will cause the account to be locked)

What is a unique or special thing about your home town?

Password Requirements:

It must be between 8 and 20 characters long.

It must start with a letter.

It must contain at least one number.

It must contain letters and numbers only.

It is not case sensitive.

If this is not the first time you set your account password, it cannot match your previous password.

- Create a password and confirm it
- WRITE it down

STEERS PASSWORD IS SET



TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Account Password Set

ID: ER001805

STEERS ER001805 Account Password Set Successfully

Your account password has been set. Please press the button below to go to the STEERS Login page.

Login

STEERS HOME PAGE AFTER LOGGING IN

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity **STEERS Home**

STEERS Home 10:55

STEERS

Welcome to STEERS Internet Version 6.2!

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 [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.

You don't have access to any program areas at this time.

Reminder that your account is on probation until a STEERS Participation Agreement (SPA) is submitted and approved

REMINDER: you will not have any programs added to your STEERS account yet

IF YOU CHOOSE TO ADD OR MODIFY A PROGRAM BEFORE SETTING A PASSWORD

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA

STEERS Account Summary User: ER001805 13:22

Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

Your account security questions have been saved.

STEERS Access

Select STEERS Program to Add or Modify:

- Aggregate Production Operations Registration (EPR_APO)
- Air Emissions and Maintenance Events (AEME)
- Air New Source Review (EPR_NSR)
- Annual Emissions Inventory Report (AEIR)
- CAFO General Permit (EPR_CAFO)
- Concrete Batch Plants General Permit (EPR_TXG11)
- Discharge Monitoring Report (DMR)
- Emissions Banking and Trading (EBT)
- Industrial and Hazardous Waste (IHW)
- Municipal Solid Waste (MSW)
- Municipal Solid Waste Notifications (EPR_MSW)
- Occupational Licensing Computer Based Testing (CBT)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank (PST)
- Pollution Prevention Planning (P2PLAN)
- Public Drinking Water - Laboratories (PDWLAB)
- Public Drinking Water - Systems (PDWSYS)
- Storm Water General Permits (EPR_SW)
- Tax Relief for Pollution Control Property (EPR_PROP2)
- Tier II Core Data (EPR_TIERII)
- Tier II Government Official (TIERII_GOV)
- Tier II Reporting (TIERII)
- Training Rosters Online Submittal (TROLS)

Your user ID is your ER number. You will use this number to sign into STEERS.

Storm Water General Permits (EPR_SW)
Tax Relief for Pollution Control Property (EPR_PROP2)
Tier II Core Data (EPR_TIERII)
Tier II Government Official (TIERII_GOV)
Tier II Reporting (TIERII)
Training Rosters Online Submittal (TROLS)

YOU HAVE
CREATED YOUR
STEERS
ACCOUNT!

NEXT STEPS...

Add

Add Tier II Application(s) that you need

- Tier II Core Data Application
- Tier II Reporting Application

Sign
and
submit

Sign and submit your STEERS SPA - anytime a change is made in your STEERS account

- E-SPA
- Paper SPA

BE AWARE OF COUNTDOWN TIMER

If your STEERS session has timed out or expired, then you will need to log back in before adding or modifying a program.

The screenshot displays the top navigation bar of the STEERS web application. On the left, the Texas Commission on Environmental Quality logo and name are visible. On the right, there are links for 'Help >>', 'Contact Us >>', and 'Logout >>'. Below these links are two buttons: 'Paper SPA' and 'E-sign SPA'. A dark blue horizontal bar contains the text 'STEERS Account Summary' and 'User: ER001805'. On the far right of this bar, a red circle highlights the text '3:52', which represents the remaining session time. A red arrow points from this timer to a text box below the screenshot.

20-minute countdown timer.

LOGGING INTO STEERS AFTER ACCOUNT SETUP

- Go to STEERS webpage: <https://www3.tceq.texas.gov/steers/>
- Log in with your user ID (ER number) and password
- Verify your account by answering a security question

Enter STEERS:

STEERS Account:

Password:

 **TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

STEERS Verify Account



Verify STEERS ER001537

Please answer the following security question: (3 incorrect answers will cause the account to be locked)

What was your high school mascot?

LOGGING INTO STEERS AFTER ACCOUNT SETUP

STEERS Login Confirmation ID: ER001537



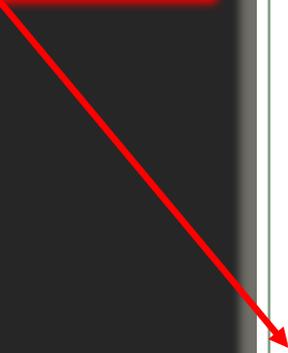
Welcome Lana D Souza!

The 10 most recent logins for account ER001537 are listed below. If you suspect any of these logins were not made by you, please notify the STEERS Help Line immediately at 512-239-6925 or email steerstst@tceq.texas.gov.

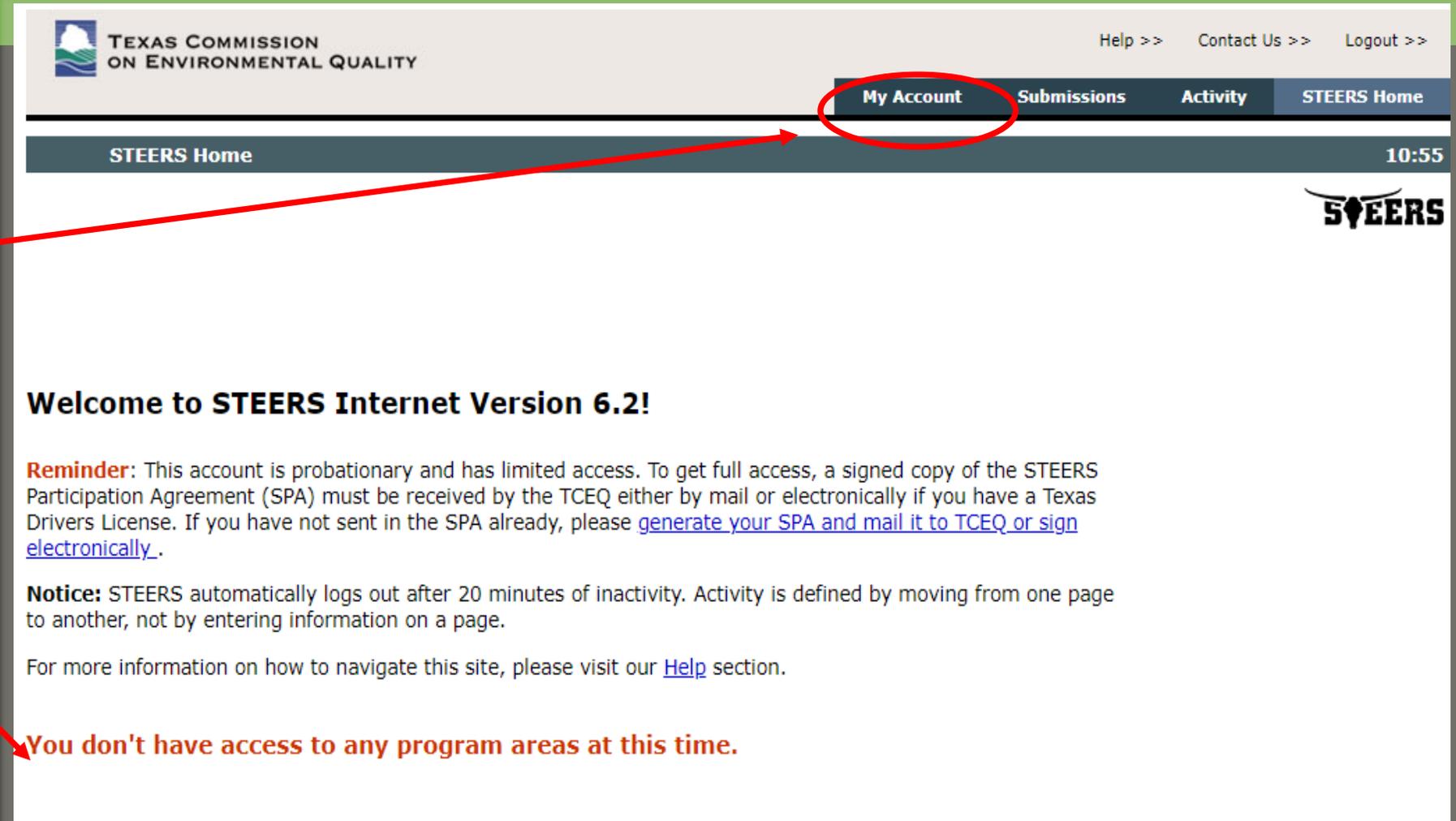
Account ID	User Name	Date/Time	IP Address
ER001537	Lana D Souza	10/29/2019 19:38:20 PM	163.234.180.45
ER001537	Lana D Souza	10/29/2019 19:34:46 PM	163.234.180.45
ER001537	Lana D Souza	10/25/2019 09:10:57 AM	163.234.53.186
ER001537	Lana D Souza	10/23/2019 15:01:46 PM	163.234.53.186
ER001537	Lana D Souza	10/07/2019 08:22:21 AM	163.234.53.186
ER001537	Lana D Souza	10/07/2019 07:54:33 AM	163.234.53.186
ER001537	Lana D Souza	10/03/2019 08:13:59 AM	163.234.53.186
ER001537	Lana D Souza	10/02/2019 16:23:09 PM	163.234.53.186
ER001537	Lana D Souza	10/02/2019 15:45:16 PM	163.234.53.186
ER001537	Lana D Souza	10/01/2019 12:53:21 PM	163.234.53.186

Were these logins made by you? Yes No

Verify your past logins



STEERS HOMEPAGE



The screenshot shows the STEERS homepage. At the top left is the Texas Commission on Environmental Quality logo. To the right are links for 'Help >>', 'Contact Us >>', and 'Logout >>'. Below this is a dark blue navigation bar with 'My Account', 'Submissions', 'Activity', and 'STEERS Home' links. The 'My Account' link is circled in red. A red arrow points from the text 'Go to "My Account" to add applications' to this link. Below the navigation bar is a dark blue header with 'STEERS Home' on the left and '10:55' on the right. The 'STEERS' logo is in the top right corner. The main content area has a heading 'Welcome to STEERS Internet Version 6.2!'. Below this is a 'Reminder' section with text about probationary access and a link to 'generate your SPA and mail it to TCEQ or sign electronically'. A 'Notice' section follows, stating that users are logged out after 20 minutes of inactivity. Below that is a link to the 'Help' section. At the bottom, a red message states: 'You don't have access to any program areas at this time.' A red arrow points from the text 'If you have existing applications added, they will be located here' to this message.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 10:55

STEERS

Welcome to STEERS Internet Version 6.2!

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 [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.

You don't have access to any program areas at this time.

- Go to "My Account" to add applications

OR

- If you have existing applications added, they will be located here

SELECT A PROGRAM TO ADD OR MODIFY



TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

[Edit Account](#) [Change Password](#) [Security Questions](#) [Paper SPA](#) [E-sign SPA](#) [STEERS Home](#)

STEERS Account Summary User: ER001817 14:29



Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

STEERS Access

Select STEERS Program to Add or Modify:

TIER II APPLICATIONS IN STEERS

1. **Tier II Core Data** – used to create or link TCEQ identification numbers

Examples:

- Need to create a new RN for a site
- Need to create a new CN or TXT2
- Need to affiliate an RN to your existing CN/TXT2

**this application may not be needed*

2. **Tier II Reporting** – use to create and submit your Tier II Report

- Application used for Tier II Reporting

**this application is required*

ACCESSING THE TIER II CORE DATA APPLICATION

ADD THE TIER II CORE DATA APPLICATION: LOG INTO STEERS

- Sign into your STEERS account
- Click "My Account"

TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 14:50

STEERS

ADD THE TIER II CORE DATA APPLICATION: SELECT APPLICATION FROM DROP DOWN MENU

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

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

STEERS Account Summary User: ER 54:38

Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

STEERS Access

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

- Concrete Batch Plants General Permit (EPR_TXG11)
- Discharge Monitoring Report (DMR)
- Emissions Banking and Trading (EBT)
- Industrial and Hazardous Waste (IHW)
- Municipal Solid Waste (MSW)
- Municipal Solid Waste Notifications (EPR_MSW)
- Occupational Licensing Computer Based Testing (CBT)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank (PST)
- Pollution Prevention Planning (P2PLAN)
- Public Drinking Water - Laboratories (PDWLAB)
- Public Drinking Water - Systems (PDWSYS)
- Storm Water General Permits (EPR_SW)
- TEDS (TEDS)
- Tax Relief for Pollution Control Property (EPR_PROP2)
- Test Program (EPR_TEST)
- Tier II Core Data (EPR_TIERII)**
- Tier II Government Official (TIERII_GOV)
- Tier II Reporting (TIERII)
- Training Rosters Online Submittal (TROLS)

Go

Select Tier II Core Data

- **Tier II Core Data** – used to create or link TCEQ Agency numbers (CN, RN, and/or TXT2).
- NOT used to submit Tier II reports.

ADD THE TIER II CORE DATA APPLICATION: AUTHORIZATION PAGE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA Account Summary

Tier II Core Data Access User: ER064600 6:24

Program Status

Current Status: No Access

Access Type:

Authorization

Select the appropriate relationship and authorization statement below.

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

- The Facility
- Parent Company
- Other

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

- I, Sally Smith, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

- I, Sally Smith, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).
- I, Sally Smith, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

Authority: (Name of authorizing authority)

Title: (Title of authorizing authority)

Company: (Authorizing company)

Phone: (999-999-9999)

Select access type

Select a description

Select an authorization

ADD THE TIER II CORE DATA APPLICATION: CHOOSE ACCESS TYPE

Available Access Types:

- Read Only – view only
 - Edit – view, create, delete, modify, and pay
 - Preparer – view, create, delete, modify, and submit
 - **Sign** – view, create, delete, modify, sign, and submit
- Please Note: Someone must have “sign” authority. All Core Data applications must be signed before submission.

Program Status

Access Type: ▼

ADD THE TIER II CORE DATA APPLICATION: AUTHORIZATIONS

Authorization

Select the appropriate relationship and authorization statement below.

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

- The Facility
- Parent Company
- Other

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

- I, Sally Smith, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

- I, Sally Smith, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

- I, Sally Smith, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

Choose what best represents your employer's relationship to the facility or parent company. Please note: the "other" option WILL require an authorization from the listed account holder.

This is the only authorization that will not require a different individual to authorize you or submit information.

SELECTING "OTHER" THIRD PARTY AUTHORIZATION

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

I, Sally Smith, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

I, Sally Smith, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

I, Sally Smith, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

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

Information must match the authorizing STEERS account credentials

PROBATIONARY TIER II CORE DATA ACCESS

- Access is probationary until a SPA is signed (covered later)
 - Any time an application is added to your STEERS account, a new SPA is required

STEERS Access

Select STEERS Program to Add or Modify:

<u>Current Program Area</u>	<u>Program</u>	<u># IDs</u>	<u># Probationary</u>
Aggregate Production Operations Registration	EPR_APO	N/A	0
Tier II Core Data	EPR_TIERII	N/A	1
Tier II Reporting	TIERII	6	0

NEXT STEPS

Add

Add the Tier II Reporting Application

Sign
and
submit

Sign and submit your STEERS SPA - anytime a change is made in your STEERS account

- E-SPA
- Paper SPA

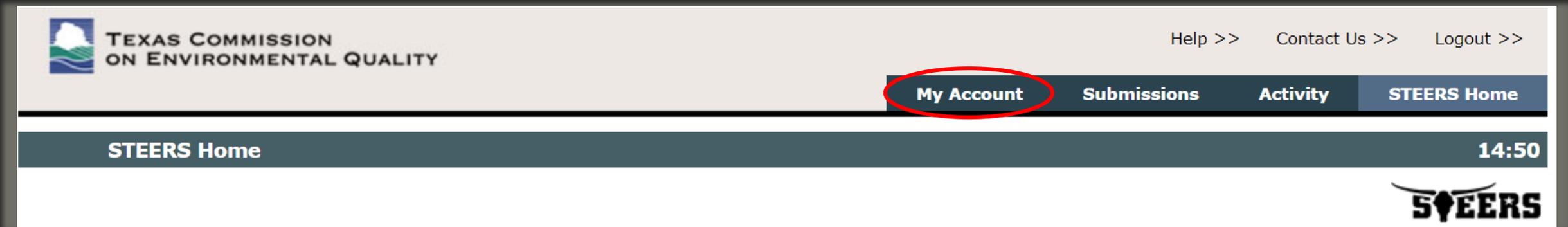
ACCESSING THE TIER II REPORTING APPLICATION

HELPFUL HINTS

- **NOTE:** Before adding the Tier II Reporting application, your facilities (RNs) must be linked or associated the customer (CN) & Tier II Account (TXT2#)
- If you reported last year and nothing has changed – proceed to Tier II Reporting
- If you have not reported before – you will need to use the Core Data Application to obtain or link your CN, RN, and TXT2 numbers
- If you have a change in ownership of a facility - you will need to use the Core Data Application to link your CN, RN, and TXT2 numbers

ADD THE TIER II REPORTING APPLICATION

- From the STEERS homepage, click on "My Account"



The screenshot shows the top navigation bar of the STEERS website. On the left is the logo for the Texas Commission on Environmental Quality. On the right are links for Help >>, Contact Us >>, and Logout >>. Below these are four navigation tabs: My Account (circled in red), Submissions, Activity, and STEERS Home. A dark blue bar below the tabs contains 'STEERS Home' on the left and '14:50' on the right. The STEERS logo is in the bottom right corner.

ADD THE TIER II REPORTING APPLICATION: SELECT TIER II REPORTING

- The Tier II Reporting application is used to create and submit Tier II reports

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA

STEERS Account Summary User: ER064600 14:17

STEERS

Note: You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

Your account security questions have been saved.

STEERS Access

Select STEERS Program to Add or Modify: Tier II Reporting (TIERII) Go

Select Tier II Reporting

ADD THE TIER II REPORTING APPLICATION: ACCESS TYPE AND AUTHORIZATION

1 - Select Access Type

2 - Select Description

3 - Select Authorization

4 - Select Tier II IDs to
add (CN numbers)

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Help >>

Modify IDs Display IDs Account St

Add New TIERII IDs User: ER002083

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

Program Status

Access Type:

Authorization
Select the appropriate relationship and authorization statement below.

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

The Facility
 Parent Company

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

I, Kristoph Force, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

I, Kristoph Force, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

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

Enter the CN (CN+9 digits) for the Tier II account.

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

TIER II REPORTING "ACCESS TYPES"

1. Read-Only – not a valid choice
2. Preparer – can create and edit report data only (no sign/submit authority)
3. Secondary – can create, edit, sign and submit reports
4. Primary – can create, edit, sign and submit reports, and is responsible for authorizing all other access types for the account

Program Status

Access Type: Tier II Reporting Primary - view, edit, sign and submit, and authorize representatives ▼

** Pick Role **

Authorization

Select the appropriate relationship and

What is the best description of y

The Facility

Tier II Reporting Read Only - view only

Tier II Reporting Preparer - view and edit

Tier II Reporting Secondary - view, edit, and sign and submit

Tier II Reporting Primary - view, edit, sign and submit, and authorize representatives

TIER II REPORTING ACCESS TYPES

Primary – there can be only **ONE** primary user per CN/TXT2.

The Primary user authorizes all other access to the account.

Sign/Submit

Secondary

Unlimited users

Sign/Submit

Preparer

Unlimited users

Create/Edit

Read-only

Not a valid choice

ADD TIER II REPORTING APPLICATION: AUTHORIZATIONS

Authorization

Select the appropriate relationship and authorization statement below.

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

- The Facility
- Parent Company

Select a description

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

- I, Sally Smith, am applying for a read, edit, or preparer role and no specific company authorization is required.

Only select this option if PREPARER role was selected

-OR-

- I, Sally Smith, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

This is the only authorization that will grant you the required access for the Primary and Secondary roles.

ADD THE TIER II REPORTING APPLICATION: ADD TIER II IDS

TIERII IDs to Add:

You may enter each ID or copy IDs from another STEERS account.

Enter the CN (CN+9 digits) for the Tier II account.

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Copy IDs from another account.

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

Account Number:

Enter in the CN number(s) for the facilities (RN) you want included in your Tier II Report and click "Add IDs"

This is used to copy IDs internally from employees within the company

ERROR: TIER II IDS TO ADD

TIERII IDs to Add:

You may enter each ID or copy IDs from another STEERS account.

Enter the CN (CN+9 digits) for the Tier II account.

! The IDs you entered were either not found or are already associated with the account.

These IDs were found to be invalid:

CN601180326.

<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Copy IDs from another account.

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

Account Number:

If you get this error, then your Customer Number (CN) does not have any Tier II facilities (RNs) associated to it.

You will need to use the Tier II Core Data application to affiliate your CN, RN and TXT2 numbers.

CLICK ON CONFIRM ADD

Confirm Add New Tier II Reporting IDs User: ER002002 14:54



Confirm Add New Tier II Reporting IDs

You have requested to add the IDs listed below with the following access type and authorization information. If this is correct, please press **Confirm Add** to confirm the addition. Otherwise, press **Cancel** to return to the previous page.

Access and Authorization for IDs

Access Type: Tier II Reporting Primary - view, edit, sign and submit, and authorize representatives

Relationship: Parent Company

Authorization Statement: I, Brittany Mcmillen, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

IDs Found to be Added

There is 1 ID selected to be added.

ID	Name/Loc
CN606236719	Example Test Operator

ADD THE TIER II REPORTING APPLICATION: PROBATIONARY ACCESS

Your TIERII access has been updated.

You have 2 IDs for TIERII

1-2 of 2 Records

<u>ID</u> ▲	<u>Name/Location</u>	<u>Role</u>	<u>Authorization</u>	<u>Status</u>	<u>Modified</u>
CN606236719	Example Test Operator	Tier II Reporting Primary	Self	active	03/11/2024
CN606236727	Tceq Test Entity	Tier II Reporting Primary	Self	probation	03/11/2024

Status is probationary until a new SPA is signed.

Add IDs Modify IDs Cancel

- Add IDs – click on this if you want to add more IDs to your account
- Modify IDs – click on this if you need to modify an ID
- Cancel – if complete, select cancel

STEERS ACCOUNT SUMMARY

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

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

STEERS Account Summary User: ER001806 14:49

STEERS

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

Account Summary

Account: ER001806 **Account Status:** ACTIVE - unlocked
Name: Joe Chill **Created:** 11/03/2019
Company: GOTHAM PEARLS CO **Activated:** 11/03/2019
Title: PERP **Last Renewed:** 11/03/2019
Email: [REDACTED]
Phone: 666-666-6666
Address: 12100 PARK 35 CIR
AUSTIN, TX 78757

STEERS Access

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

Current Program Area	Program	# IDs	# Probationary
Tier II Core Data	EPR_TIERII	N/A	0
Tier II Reporting	TIERII	2	1

Reminder that you are on probation until you submit a SPA

NEXT STEPS

Sign and submit a SPA

- A new SPA is required any time a change is made in your STEERS account
 - Electronic SPA (e-SPA)
 - Paper SPA

WHAT IS A SPA?

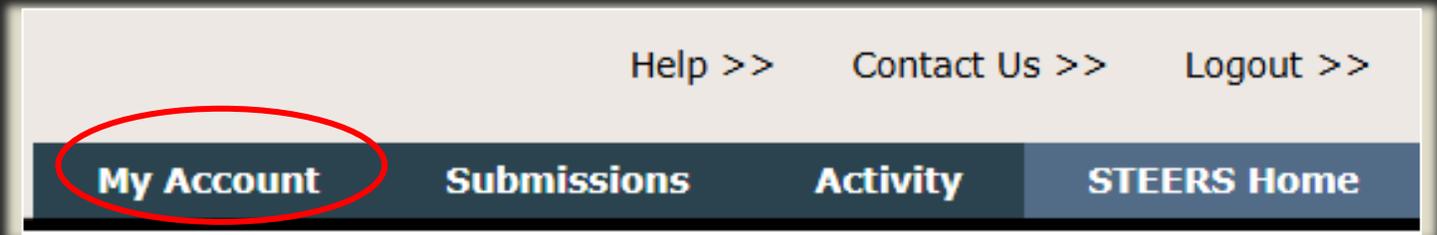
The STEERS Participation Agreement (SPA) is a signed document which removes probationary status for program areas.

The SPA is used to confirm the identity of the person requesting access.

By signing the SPA, you are confirming your signatory authority.

SIGN THE SPA (E-SPA OR PAPER)

- Navigate to the My Account tab
- Select one of the SPA options
 - Electronic SPA
 - Paper SPA



E-SPA VS. PAPER SPA

- E-SPA: You must have a valid Texas Drivers License (TDL) for this option.
 - Verifies information with TxDPS database.
 - Must use most recently issued TDL as the Audit Number will be unique to it.
 - Can only be submitted once within a 15-minute span, and results are instantaneous.
- Paper SPA: SPA must be printed, signed, and mailed in.
 - TCEQ mailing addresses listed on document.
 - Wait times dependent on mailing time and STEERS team processing time.
 - Mail in the “wet-ink” copy, not a scanned version of your signed document.

IN-STATE ELECTRONIC SIGNATURE OPTION

Sign Electronically with Your Texas Drivers License (TDL)

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

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

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

Company Name:

Title:

TDL Number: 8 to 10-digit number

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

SSN: Last 4 digits only

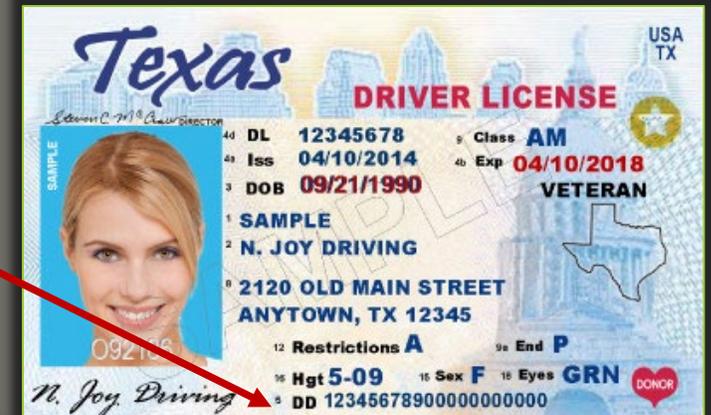
Date of Birth: mm/dd/yyyy

I, Sally Smith, have the authority to enter into this Agreement for ENVIRO CONSULTING LLC under the applicable standards listed below.

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

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

Check both boxes



PAPER SPA OPTION

- ❑ Complete the form, print, sign and date the SPA

As an account holder, I agree

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

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

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

I, Kristoph Force, have the authority to enter into this Agreement for FAKE FAKE under the applicable standards listed below.

_____ Signature of Account Holder	<u>Kristoph Force</u> Printed Name	_____ Date
<u>FAKER</u> Title	<u>FAKE FAKE</u> Company Name	_____ TCEQ CN (if known)

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

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

STEERS Select SPA Type User: ER001860 14:55

STEERS

Please select whether you want to generate the entire SPA or a partial SPA for a specific authorization. Or select E-sign above to sign your account electronically using Texas Drivers License.

Generate Your SPA

To generate the entire SPA, press the "Generate Your SPA" button below.

Generate Your SPA Cancel

-- OR --

Generate SPA for a Single Authorization

All fields are required. You must enter the information the same as you did in the authorization form.

First Name: _____ Authorization first name.

Last Name: _____ Authorization last name.

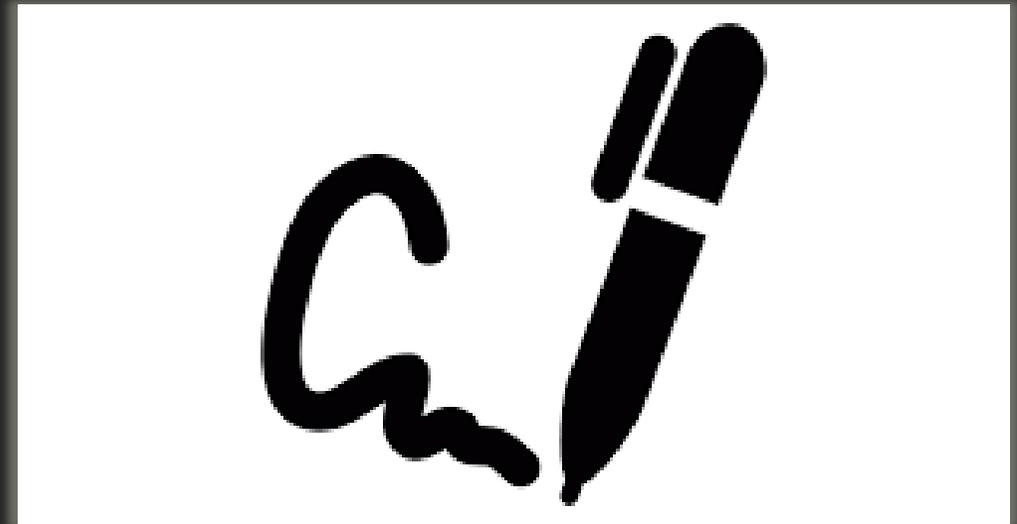
Company Name: _____ Enter one keyword.

Title: _____ Enter one keyword.

OK Cancel

SPA NOTES

- Wait to sign your SPA until you have added all applications in STEERS
- Wait to sign your SPA until you after you have added all Customer Numbers
- Any changes to your STEERS account require resigning the SPA



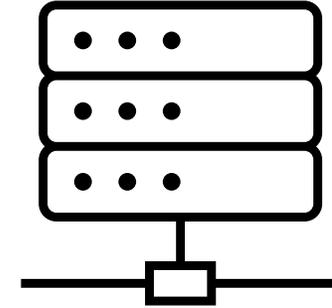
REQUESTING PRIMARY ACCESS



- Primary users for an account are approved by the Tier II Team at the TCEQ.
- Approval should be granted within one business day.
- If another individual is already listed as Primary for the account, Tier II staff may reach out to confirm the primary replacement.

REQUESTING SECONDARY OR PREPARER ACCESS

- After adding a CN to the Tier II Reporting application, Secondary and Preparer users must wait for access approval from the Primary account holder.
 - TCEQ employees cannot approve Secondary or Preparer access.
- The primary user will receive email reminders to approve these roles.
 - We recommend you also contact the Primary user for faster approval.
- If there is no primary user to approve the request, you will be sent an email notification.
 - In this case, a primary user must be added first.



USING THE TIER II CORE DATA APPLICATION

TIER II CHEMICAL REPORTING PROGRAM TRAINING

TOPICS COVERED

Revisit TCEQ Identifying Numbers

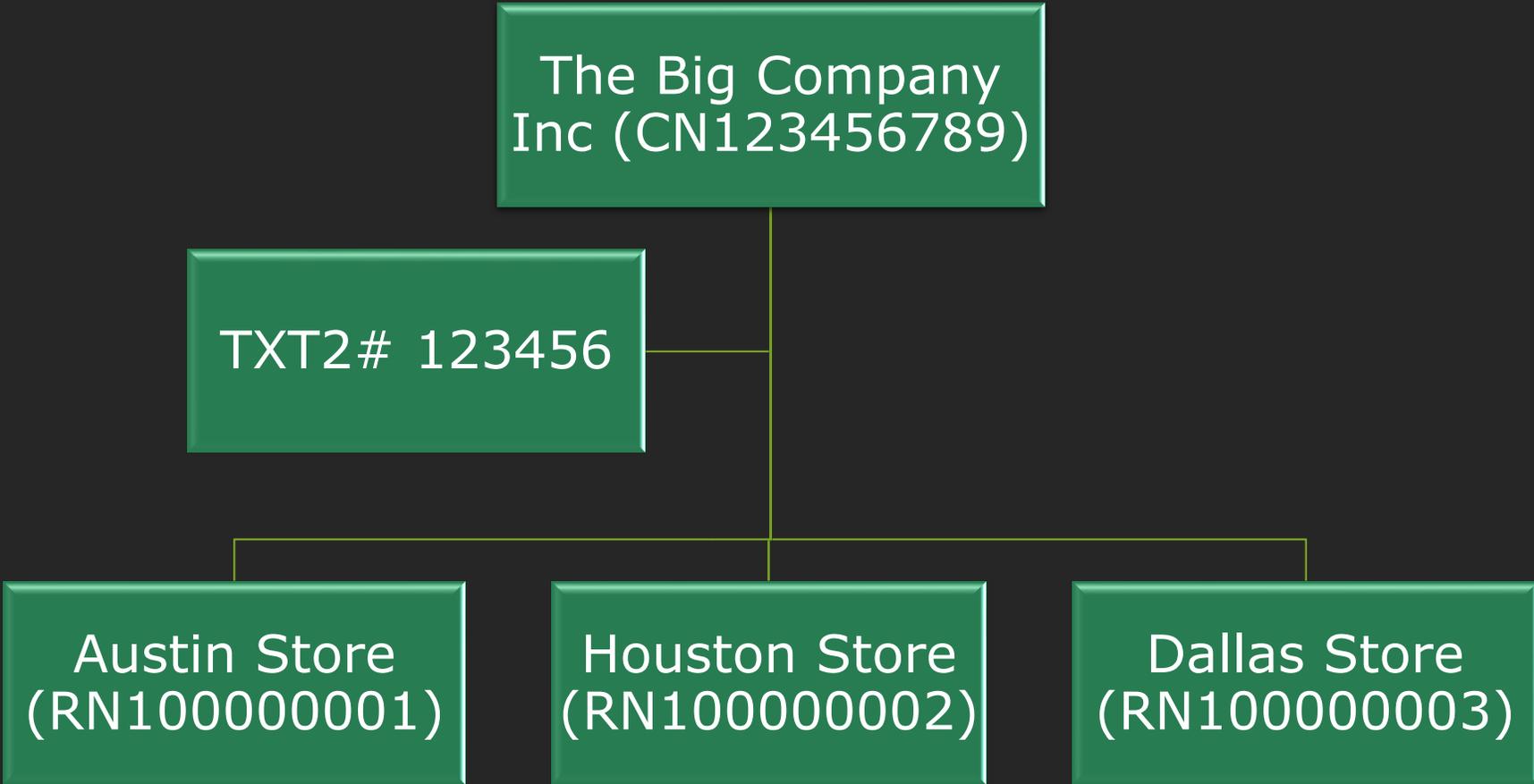
How to create CNs, RNs, and TXT2s

Steps to create and submit a Tier II Core Data application

TCEQ IDENTIFYING NUMBERS

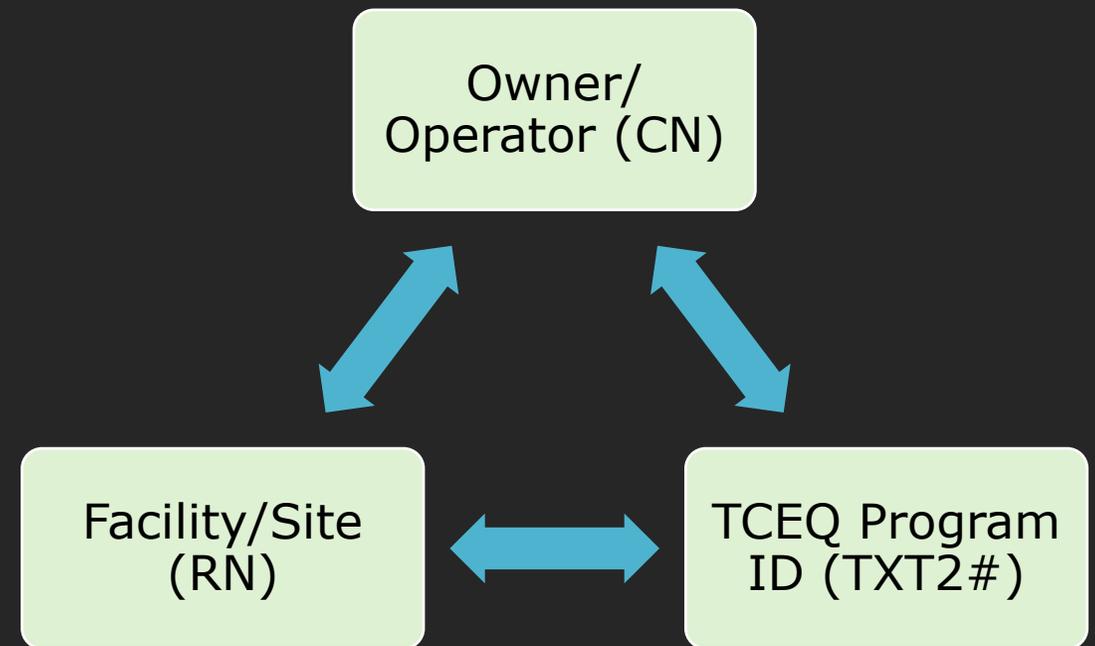
- Customer Number (CN) – assigned to the owner/operator of the facility
 - Each CN can only be affiliated with one TXT2
- Regulated Entity Number (RN) – assigned to the facility
 - Facility - all buildings, equipment, structures located on a single site or on contiguous or adjacent sites
 - RN is unique to the address or location – the RN is only for that address
- Texas Tier II (TXT2) Number – assigned to the owner/operator of the facility
 - Each TXT2 can only be affiliated with one CN

AGENCY NUMBERS VISUAL



TCEQ NUMBERS AND TIER II CORE DATA

- TCEQ numbers (CN, RN or TXT2) must be created if they do not exist.
- TCEQ numbers are linked together to connect a company, its facilities, and associated agency programs.
 - Tier II Core Data application is used to create and link TCEQ numbers.
- All TCEQ data is stored in the Central Registry Database.



CORE DATA TIPS

- If you acquire a new facility, it **may or may not** have an existing RN number.
 - If it has an existing RN number, then you would affiliate it to your CN and TXT2.
 - RN numbers correlate to an address, there should only be one RN number per address or location.
 - If you purchase or begin operating a facility that already has an RN number, use that number – **do not create a new RN number.**
- All CN, RN and TXT2 numbers will be created when you sign/certify the application
 - Notice of Approval (NOA) is created with these new numbers – save this for your records

TIER II CORE DATA APPLICATION (IN STEERS) VS CENTRAL REGISTRY CORE DATA FORM

Tier II Core Data application in STEERS

- Required to create and/or link CNs, RNs, and TXT2s for **Tier II Reporting only**

Central Registry Core Data Form (CDF)

- Used to **update** information for an existing CN or RN for other program areas
- Cannot be used to create TXT2 numbers or associate RN and CN numbers to a Tier II Account

TCEQ'S CENTRAL REGISTRY DATABASE

- TCEQ Central Registry (CR) Database: <https://www15.tceq.texas.gov/crpub/>
- Search the CR database to determine if your facility has existing agency numbers
 - Your company/facility is searchable if it is regulated by another agency program
 - If your company/facility is only associated with the Tier II Program, then it will not be found in the CR database
 - Note: Tier II Data is confidential and will not be displayed in CR**
- The Tier II Core Data application searches for duplicate RNs and CNs
- Contact the Tier II Program for issues

USING TIER II CORE DATA APPLICATION

Log back into STEERS and select the Tier II Core Data application

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >>

My Account Submissions

STEERS Home

Welcome to STEERS Internet Version 6.2!

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: [Tier II Core Data \(EPR_TIERII\)](#)

STEERS News:

There are no current news items.

If the Tier II Core Data Program is not listed here, then it has not yet been added

BEGIN A TIER II CORE DATA APPLICATION

- Select "I want to: Fill Out" button

Tier II Core Data

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

Activities

I want to: a new, renewal, revision, or termination application

an application by password

SELECT BUBBLE "CREATE APPLICATION"

Tier II Core Data

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

Create — Fillout — Sign — Pay — Submit →

Select One Application Type:

Click on bubble → Tier II Core Data
Create a Tier II Core Data Application

Select Next → Next

Activities Next

NOTES:

- The "Activities" button takes you back to start a new application
- There is no fee for Tier II Core Data

APPLICATION INFORMATION

Create — Fillout — Sign — Pay — Submit →

Application Created

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 following 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.
- 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 to fill out the Application Ref. No. 67571

This is for other STEERS account holders to be able to access and work on this application

Select "Next"

SEARCH FOR THE SITE

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 :

Select One

Activities

Next

* Always Required

Select one of the three options for RN:

- **"Option 1"** is used when you know your RN number
- **"Option 2"** is used when you know an authorization number for the RN (example permit number)
- **"Option 3"** is used when you need to create a new RN or when you are not sure if a RN exists.

- Enter the information and select next

Note: If you have an RN but cannot locate it, please contact the Tier II Staff for assistance.

CREATING A NEW RN

- REGISTRATION SITE INFORMATION
 - Ignore the "Copy RE Information" – this is only used when you are using a known RN that has information already
 - Facility/Site Name – the name should not include organizational endings (e.g. INC, CO, LP, COMPANY or COMPANIES, etc)
 - Once complete, click on "Copy Site Information" to populate the information under "REGULATED ENTITY SITE INFORMATION"

Site Information (Regulated Entity)

REGISTRATION SITE INFORMATION

* What is the name of the site to be authorized?

* Does the site have a physical address?

Physical Address

* Number and Street

* City

* State TX

* ZIP

* County

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

* Longitude (W) (-###.#####)

Primary SIC Code

Secondary SIC Code

* Primary NAICS Code

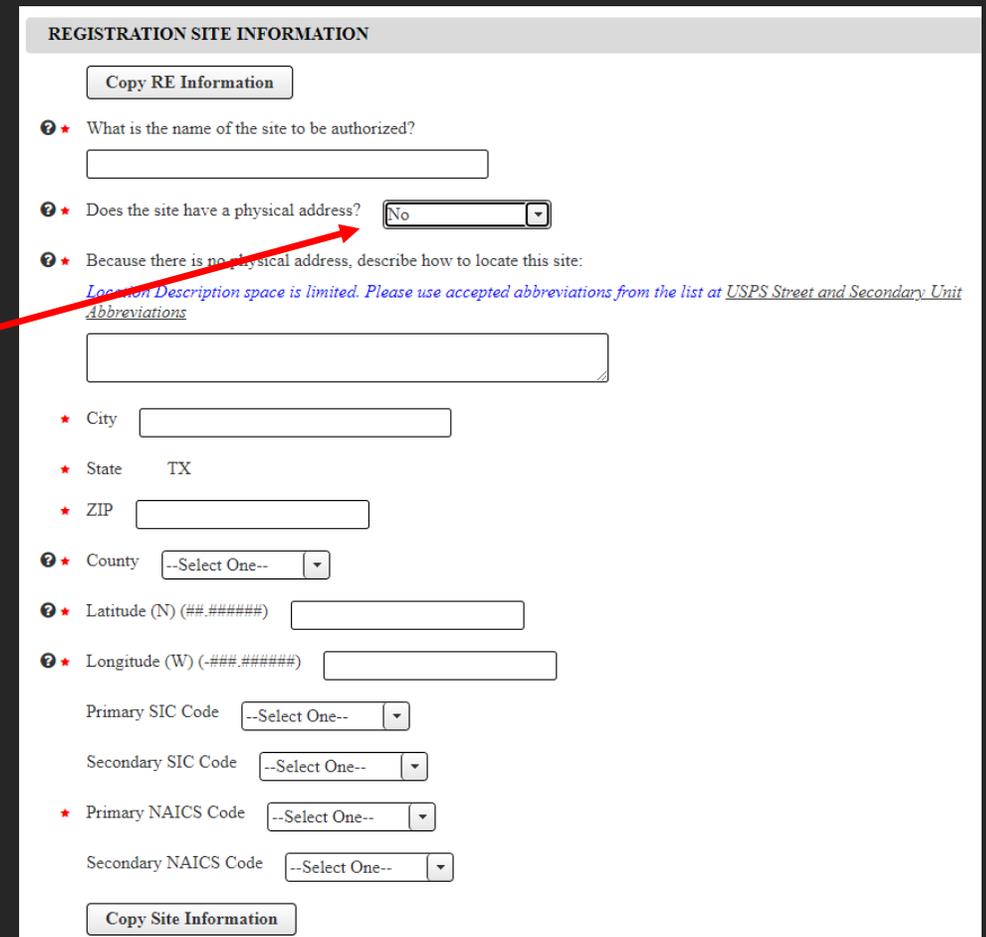
Secondary NAICS Code

REGULATED ENTITY SITE INFORMATION

PHYSICAL LOCATION DESCRIPTION (PLD)

- If a facility does not have a USPS-verified address, a PLD (Physical Location Description) is required.
- Select "No" for "Does the site have a physical address?"
 - You can then enter a PLD

[Rules on PLD requirements](#)



REGISTRATION SITE INFORMATION

Copy RE Information

What is the name of the site to be authorized?

Does the site have a physical address? No

Because there is no physical address, describe how to locate this site:
Location Description space is limited. Please use accepted abbreviations from the list at [USPS Street and Secondary Unit Abbreviations](#)

City

State TX

ZIP

County --Select One--

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

Longitude (W) (-###.#####)

Primary SIC Code --Select One--

Secondary SIC Code --Select One--

Primary NAICS Code --Select One--

Secondary NAICS Code --Select One--

Copy Site Information

PLD CONTINUED

- A physical location description should be driving directions from the nearest major intersection or town
- Please follow [TCEQ Core Data Standards!](#)

- Abbreviate both one letter and two letter directional symbols. (e.g. S for South and SW for Southwest).
- Omit spaces in two-character directional symbols (e.g. NE not N E).
- Do not abbreviate the street name when the name of a street is the same word as a directional indicator (e.g. 123 EAST ST, *not* 123 E ST).
- Do not put meaningless data in the address field or physical location description: (e.g. Unknown, N/A, Unobtainable, Not a Street Address, See Lat/Long, etc.)

LATITUDE AND LONGITUDE COORDINATES

- For latitude and longitude coordinates, use at least 4 decimal places
- To plot the latitude and longitude coordinates of your facility, you can use the [TCEQ Location Mapper](#)
 - There is a User Guide available at the link above!

REGISTRATION SITE INFORMATION

? ***** What is the name of the site to be authorized?

? ***** Does the site have a physical address?

? ***** Because there is no physical address, describe how to locate this site:
Location Description space is limited. Please use accepted abbreviations from the list at [USPS Street and Secondary Unit Abbreviations](#)

***** City

***** State TX

***** ZIP

? ***** County

? ***** Latitude (N) (##.#####)

? ***** Longitude (W) (-###.#####)

Primary SIC Code

Secondary SIC Code

***** Primary NAICS Code

Secondary NAICS Code

TCEQ LOCATION MAPPER

Click the "Location Mapper" button

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Search Site

Home Air Land Water Licenses Permits Reporting

Geographic Information Systems Home

Water Districts Map Viewer

Water Well Report Viewer

Edwards Aquifer Map Viewer

TCEQ GIS Data Hub

Home / GIS Geographic Information Systems / Location Mapper (Formerly HB610 Viewer)

Questions or Comments: gismail@tceq.texas.gov

Location Mapper (Formerly HB610 Viewer)

The Location Mapper allows you to plot a point for a facility, generate a URL, and send that URL to someone else. You can use an address or latitude and longitude to search for a location.

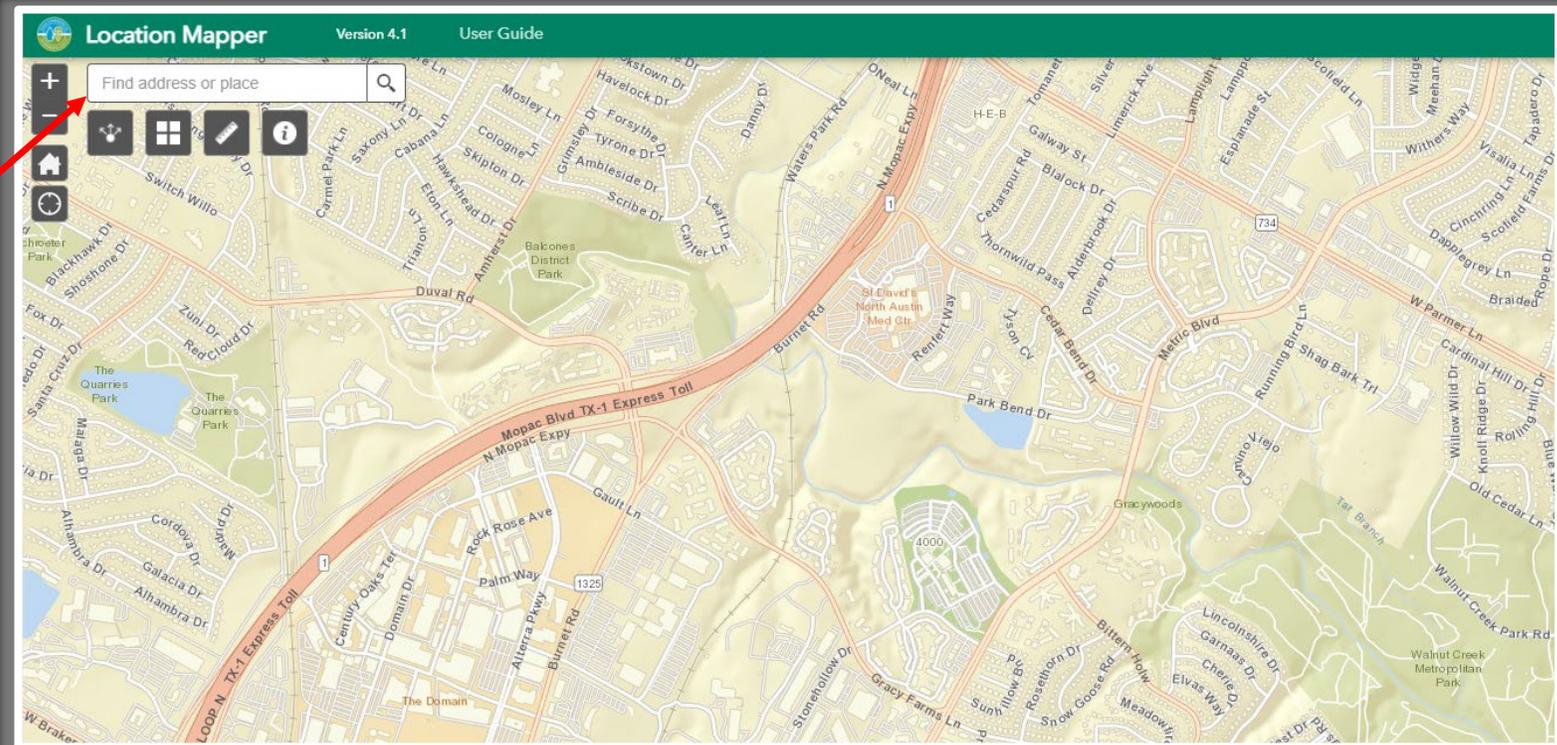
[Location Mapper](#)

While useful for anyone, TCEQ provides the mapper to fulfill House Bill 610 from the 82nd Legislative session. View bill at [House Bill 610: 82\(R\) HB 610](#)

- **User Guide** - **Read this first.** This downloadable PDF document explains how to use the tools available in the mapper.
- **Metadata** - For more details about this data and the Viewer, please visit the [Location Mapper Description](#) page in ArcGIS Online.
- **Access and Use Constraints** - This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Presently, all GIS related applications have a statewide exemption from 1 TAC 213 granted by the [Department of Info Resources](#). If you require special assistance, please consult the [Esri Software - Voluntary Product Accessibility Templates \(VPATs\)](#) for ArcGIS Online applications.
- **Contact Us** - E-mail the GIS staff at GISMMAIL@tceq.texas.gov.

How are we doing? Take our [customer satisfaction survey](#)

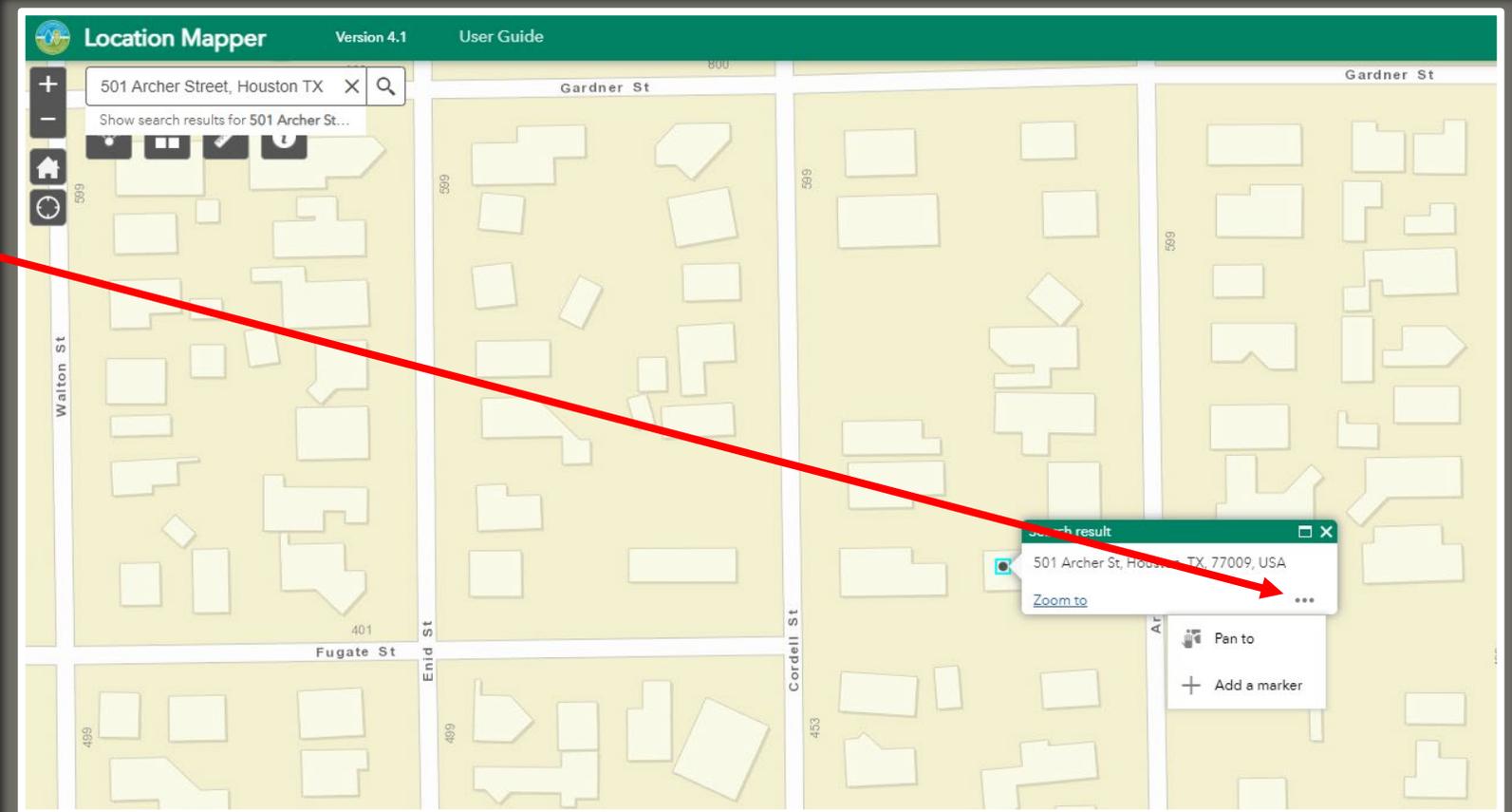
TCEQ LOCATION MAPPER



Enter the facility address and click the search button

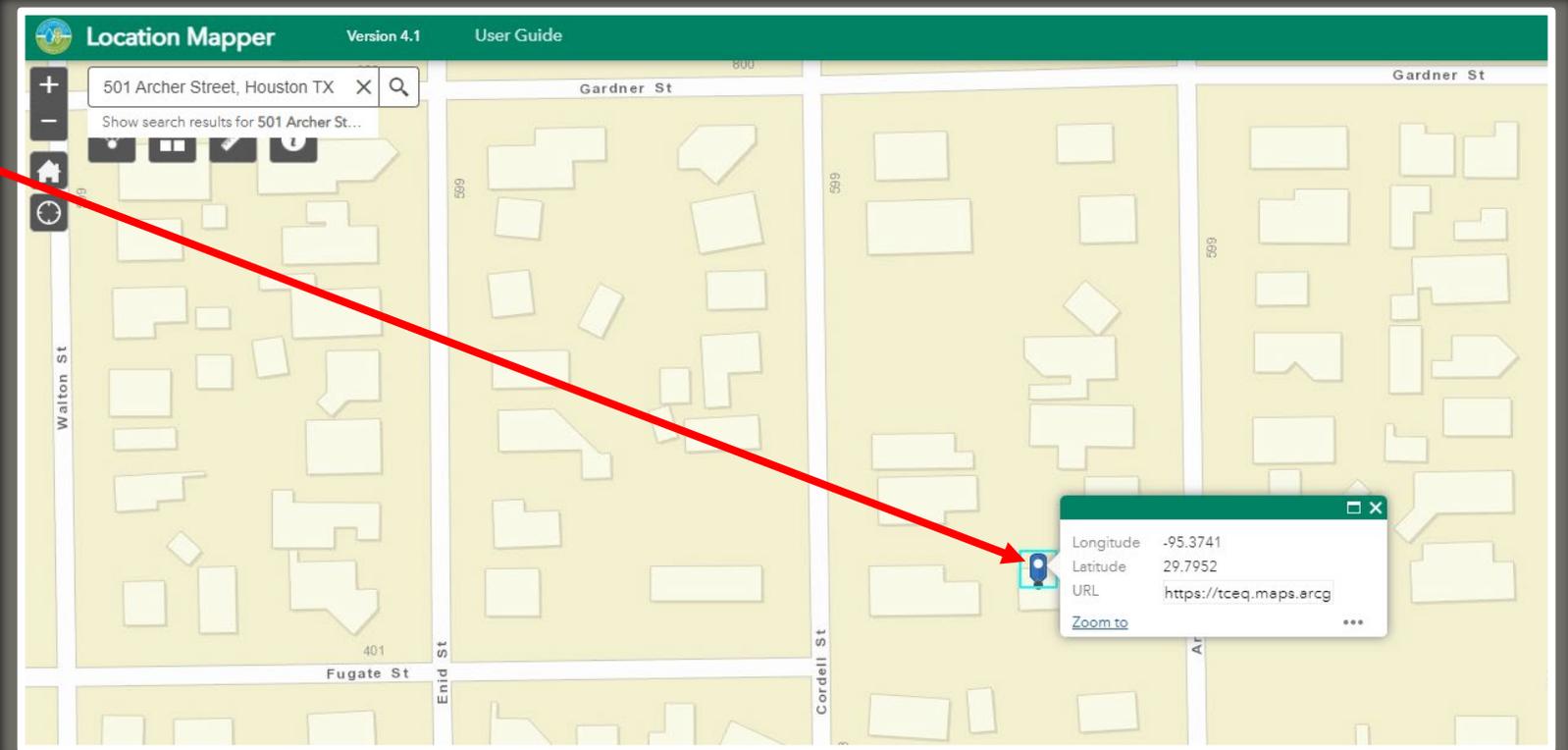
TCEQ LOCATION MAPPER

Click the three dots and “Add a marker” to determine latitude and longitude coordinates



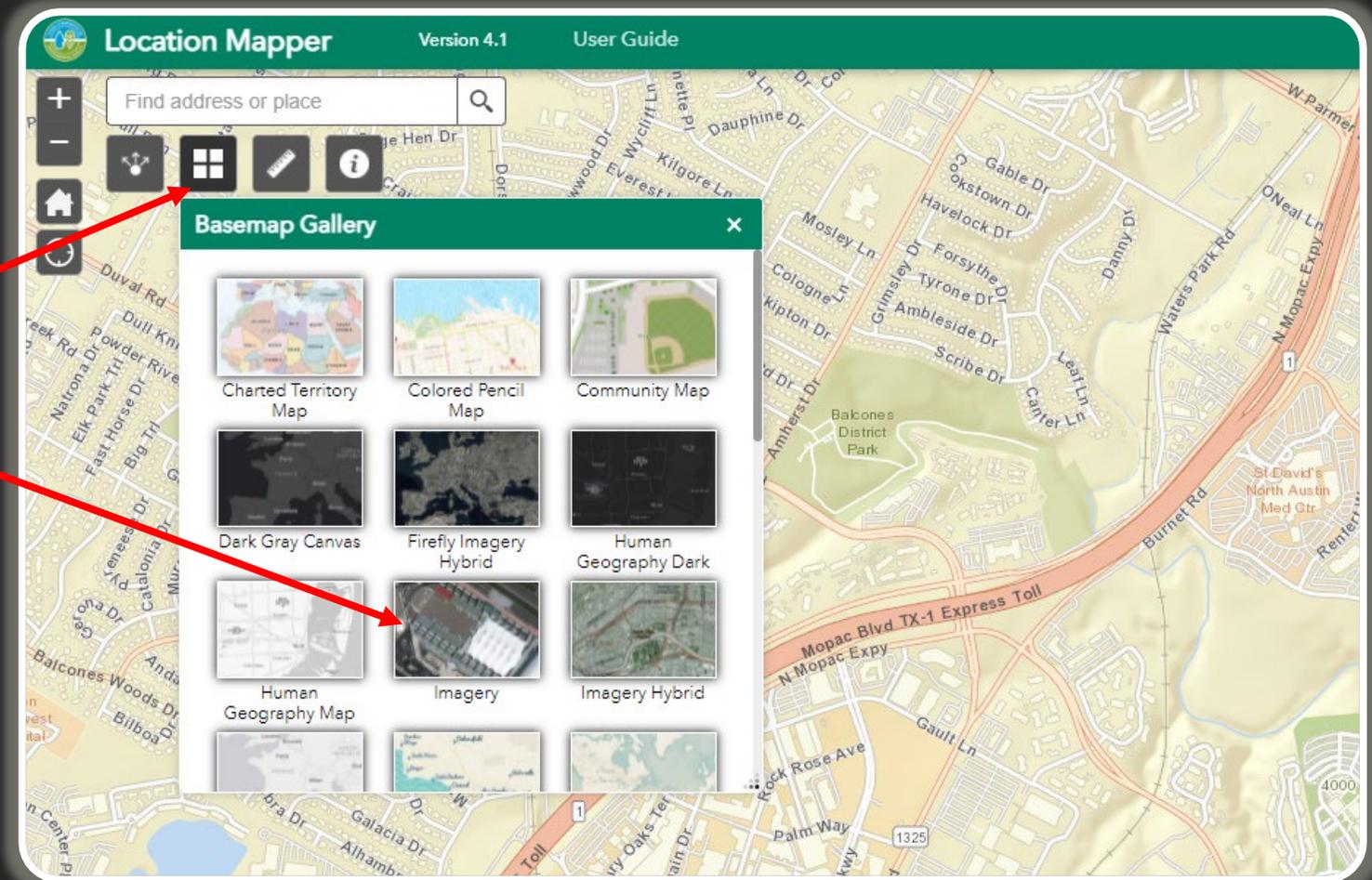
TCEQ LOCATION MAPPER

Click the marker to view the coordinates



LOCATION MAPPER GALLERY

- To view the different map layers, click here to open the Basemap Gallery
- Click on a basemap to view it



NAICS CODES

What is a NAICS Code?

- NAICS stands for North American Industry Classification System, and it is used throughout North America to classify businesses with a six-digit number based on the primary type of work the business performs.

How do I find my NAICS Code?

- Use the [NAICS Code Lookup](#)

Site Information (Regulated Entity)

REGISTRATION SITE INFORMATION

Copy RE Information

What is the name of the site to be authorized?
Cedar Park #2222

Does the site have a physical address? Yes

Physical Address

Number and Street

City

State TX

ZIP

County --Select One--

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

Longitude (W) (-###.#####)

Primary SIC Code --Select One--

Secondary SIC Code --Select One--

Primary NAICS Code --Select One--

Secondary NAICS Code --Select One--

Copy Site Information

REGULATED ENTITY SITE INFORMATION

IF USING AN EXISTING RN – COPY RE INFORMATION

Tier II Core Data - TIER II Core Data 19:08



Create — *Fillout* — *Sign* — *Submit*

Reference Number: 76254 Search Again

Site Information (Regulated Entity)	To Do
Customer (Applicant) Information	To Do
Tier II TXT2 Number	To Do

Site Information (Regulated Entity)

REGISTRATION SITE INFORMATION

Copy RE Information

What is the name of the site to be authorized?

Does the site have a physical address?

Physical Address

- Clicking this will copy the "REGULATED ENTITY SITE INFORMATION" from below into this area.
- Check the copied data and make updates, if needed.
- Then click "next" at the bottom of the page.

COPY SITE INFORMATION

REGULATED ENTITY SITE INFORMATION

? * What is the name of the Regulated Entity (RE)?

? * Does the RE site have a physical address?

Physical Address

* Number and Street

* City

* State TX

* ZIP

? * County

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

* Longitude (W) (-###.#####)

Facility NAICS Code

What is the primary business of this entity?

- Select "Copy Site Information" if you are using Option 3 (unsure if there is an existing RN)
- Complete the data with red asterisk (*)
- Click on Next/Save to go to Customer Information (CN)

- You can update the facility name for the Tier II program, if desired
 - Reminder: no organizational endings (LLC, LP, CO, etc.)

- Verify the latitude and longitude coordinates reflect the facility site location (required for Tier II)

CUSTOMER INFORMATION

Select one of the three options for CN:

- Option 1 is used when you know your CN number
- Option 2 is used when you know an authorization number for the CN (example permit number)
- Option 3 is used when you need to create a new CN or when you are not sure if a CN exists

- Enter the information and select next

Create **Fillout** Sign Pay Submit →

Customer (Applicant) Information

Complete one of the following options

Option 1: If the customer (applicant) is already a TCEQ customer then 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 :

Legal Name :

100 characters remaining.

Federal Tax ID :

State Franchise Tax ID :

SOS Filing Number :

Activities

Next

STEERS CHECKS FOR POTENTIAL DUPLICATES

Customer (Applicant) Information

Potential Customer Duplicates For

Legal Name :EXAMPLE TEST OPERATOR

If this is your company, select the provided CN

CN	Full Name	State Franchise Tax ID	SOS Filing Number
<input type="radio"/> <u>CN606236719</u>	Example Test Operator		
<input type="radio"/> New Customer			

If not a duplicate, select New Customer

Select "Next"

COMPLETE CUSTOMER INFORMATION

* 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--

Responsible Authority Contact

Organization Name City Of Happy

Prefix --Select One--

* First

Middle

* Last

Suffix --Select One--

Credentials

Available		Selected
CEA	→	
CEP	→	
CFM	→	
CHMM	→	
CIH	→	
CPA	→	
CSP	→	
DDS	→	
DEE	→	

* Title

Responsible Authority Mailing Address

Enter new address or copy one from list:

--Select One--

* Address Type Domestic Foreign

* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn:)

* City

* State TX

* ZIP

* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

* E-mail

Activities

Next/Save

top portion of page

bottom portion of page

RESPONSIBLE AUTHORITY CONTACT INFORMATION

* 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--

Responsible Authority Contact

Organization Name City Of Happy

Prefix --Select One--

* First

Middle

* Last

Complete the contact info, mailing address, and certify the responsible authority info

* 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--

Responsible Authority Contact

Organization Name City Of Happy

Prefix --Select One--

* First

Middle

* Last

Suffix --Select One--

Credentials

Available	Selected
CEA	
CEP	
CFM	
CHNDf	
CIH	
CPA	
CSP	
DDS	
DEE	

* Title

Responsible Authority Mailing Address

Enter new address or copy one from list:

--Select One--

* Address Type Domestic Foreign

* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn.)

* City

* State TX

* ZIP

* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

* E-mail

Activities Next/Save

TXT2 NUMBER

The screenshot shows a web form with a title bar that says "Tier II TXT2 Number". Below the title bar is a question: "* 1. Do you have a Tier II TXT2 Number?". To the left of the question is a dropdown menu with the text "--Select One--" and a downward arrow. Below the question and dropdown menu are two buttons: "Activities" and "Next/Save". A red arrow points from a text box on the right to the dropdown menu. Another red arrow points from a text box below to the "Next/Save" button.

Select Yes if you have a TXT2 number
Select No if you need a TXT2 number

Select "Next/Save"

NOTE:

- A CN can only have one TXT2 Number and one TXT2 Number can only have one CN
- If your CN already has a TXT2 number, it should auto populate

THE APPLICATION IS READY TO BE SIGNED

Activities

I want to:

Fill Out

a new, renewal, revision, or termination application

Access

an application by password

If you are filing multiple applications, then select "Fill Out" to create a new application that can be signed later

Or choose one or more pending applications below:

i All sections for Reference Number 76223 have been saved. The application is now ready to be signed.

Reset Filter

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>		76223	TIERII-N	FAKE TEST FACILITY	1500 Test Address Rd, Example City, 75116	EXAMPLE TEST OPERATOR	Ready to Sign	

10 (1 of 1)

To select your application to sign, check the box under select

Sign

Submit

Set Access Rights

Delete

History

Click to sign
*If you do not see the sign button, then you do not have the "Tier II ePermits Sign" role

SIGNATURE PAGE

Reference Number ↕	Application Type	Regulated Entity	Site Location	Customer	Report
76253	TIERII-N	FAKE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, 75116	Example Company	

 You are signing on behalf of the : **OWNER OPERATOR- Example Company**

Check certification box

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

*I certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

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

1. I am **Brittany Mcmillen**, the owner of the STEERS account **ER002002**.
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 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 **TIER II Core Data**.
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

Enter STEERS password

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:

Apply Electronic Signature

Activities

Apply Electronic Signature

SUBMIT THE CORE DATA APPLICATION

Tier II Core Data

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

You have finished signing Reference Number 76253

Your Options are

- Submit reference number 76253
- Return to Activities Page

Next

If creating multiple applications, this will allow you go back and create more. Then they can all be submitted at one time.

When done, select the "submit reference number" bubble, and click Next

SUBMIT THE CORE DATA APPLICATION

Notes:

- Do not use the web browser back button
- Click "submit" button once on this page and wait until processing is complete
- When processing is complete you will be on the "Authorization" page

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

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
76253	TIERII-N	FAKE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, 75116	Example Company	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](#)

CORE DATA SUBMISSION AUTHORIZED

Texas Commission on Environmental Quality
TIER II Core Data

Site Information (Regulated Entity)

What is the name of the site to be authorized?	City of Happy WWTP
Does the site have a physical address?	No
Because there is no physical address, describe how to locate this site:	At intersection of 183 and Parmer off dirt road
City	Austin
State	TX
ZIP	78753
County	TRAVIS
Latitude (N) (## #####)	
Longitude (W) (-### #####)	
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)?	City of Happy WWTP
Does the RE site have a physical address?	No
Because there is no physical address, describe how to locate this site:	At intersection of 183 and Parmer off dirt road
City	Austin
State	TX
ZIP	78753
County	TRAVIS
Latitude (N) (## #####)	

After saving approval letter below, to leave the page select Activities to fill out another application or select STEERS Home to return to STEERS

Create — Fillout — Sign

Authorization

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

Reference Number	Application Type	Link to Copy of Record	Link to Approval Letter
67571	TIERII-N		

Activities

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



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

October 31, 2019

Dear Applicant:

Re: Tier II Number Issuance
Customer: City of Happy
Contact: Mary Mary
TXT2 Number: [REDACTED]
Customer Reference Number: [REDACTED]
Regulated Entity Name: City of Happy Wwtp
Regulated Entity Number: [REDACTED]

This is an acknowledgement that you have successfully been issued a TXT2 Number, a Customer Reference Number and a Regulated Entity Number for the Tier II Reporting Program. Please be aware that this does not submit your Tier II Chemical Report. Please return to the TCEQ Tier II Reporting Program website for instructions on the submission of your Tier II Chemical Report.

NEXT STEPS

You're ready to begin your
Tier II report!



USING THE TIER II REPORTING APPLICATION

TIER II CHEMICAL REPORTING PROGRAM TRAINING

TOPICS COVERED

Tier II Reporting application overview

How to create a draft Tier II report

Step-by-step facility, chemicals and contacts walk-through

Submitting the draft report and export options

BEFORE GETTING STARTED: WEB BROWSER COMPATIBILITY

Important!

The STEERS Tier II Online Reporting application is compatible with these web browsers:

1. Firefox
 2. Google Chrome
 3. Microsoft Edge
- Internet Explorer and Safari are not compatible.

BEFORE GETTING STARTED: SCREEN SIZE HINT

- When you can't scroll down to make selection – your screen size is too large to see the window
- Click the "Control" button and the "-" button to reduce screen size

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout

UAT: v2.0.1 STEERS Ho

STEERS — Tier II User: ER001817 01/14/2020 06:45:19 AM 19:47

Chemical Search

Chemical Search

CAS # Name

Search Reset

Chemicals

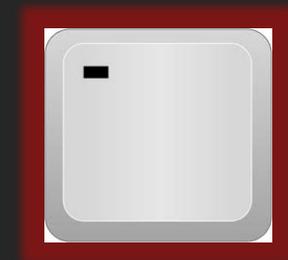
Search Results Table

(1 of 1) 25

CAS #	EHS
No records found.	

(1 of 1) 25

Select Back



ACCESSING TIER II REPORTING APPLICATION

- Log into STEERS
- Verify your account
- Confirm logins
- Select Tier II Reporting application

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 14:52

STEERS

Welcome to STEERS Internet Version 6.2!

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 \(EPR_TIERII\)](#)

STEERS News:

There are no current news items.

FILERS WITH ACCESS TO MULTIPLE TIER II ACCOUNTS

- STEERS accounts that have added access to multiple CN accounts will be redirected to your Tier II Account List. This list will include all the CNs that you have successfully added to your account
 - Reminder: if you do not see your CN, there is another secondary approval after STEERS SPA is signed and accepted
- If you only have a single CN approved on your account you will instead go to the default landing page, the *Reports List* page.

MULTIPLE TIER II ACCOUNTS: SELECT THE ACCOUNT

Example of multiple Tier II accounts. After selecting one to work in this will go to the "Report List" page

Tier II Accounts

TXT2 #	CN	Owner/Operator Name	Facilities
<input checked="" type="radio"/> 104290	CN606236719	Example Test Operator	2
<input type="radio"/> 104291	CN606236727	Tceq Test Entity	1

Select which CN you want to work on

Select

Reset

Click "Select"

[Back To Top](#)

REPORTS LIST PAGE

NEW PAGE VIEW

If you only have one Tier II report account, when you open the Tier II Reporting application you will go directly to the "Report List" page

STEERS — Tier II

- Tier II Account/Role
- Start Draft Report
- Export/Print Reports
- Reports List**
- Facility Report Search
- Add Contact to Multiple Facilities
- Authorize Users for Account
- Help

Reports List

Account: TXT2 Active YES CN Name Type CORPORATION

Draft Reports

1-2 of 2 records Page 1 of 1

Type	Year	Title	Last Update	Number of Facilities
ANNUAL	2024		11/12/2024	100
UPDATE	2023		11/12/2024	1

1-2 of 2 records Page 1 of 1

[Start New Draft Report...](#)

Submitted Reports

1-9 of 9 records Page 1 of 1

Type	Year	Title	Certified	Number of Facilities	Files
ANNUAL	2023		02/21/2024	204	
INITIAL	2022		09/20/2023	1	
ANNUAL	2022		02/22/2023	211	

REPORTS LIST PAGE

Draft Reports

Type	Year	Title	Last Update	Number of Facilities
ANNUAL UPDATE	2024		11/12/2024	100
UPDATE	2023		11/12/2024	1

Submitted Reports

Type	Year	Title	Certified	Number of Facilities	Files
ANNUAL	2023		02/21/2024	204	
INITIAL	2022		09/20/2023	1	
ANNUAL	2022		02/22/2023	211	
DEFICIENCY CORRECTION - ANNUAL	2021		03/16/2022	215	
ANNUAL	2021		02/17/2022	215	
ANNUAL	2020		02/19/2021	223	
ANNUAL	2019		02/21/2020	225	
ANNUAL	2018		02/28/2019	230	
UPDATE	2017		02/20/2018	226	

Start New Draft Report...

REPORT LIST PAGE: EXPORT FILES AVAILABLE

After you submit your report, a PDF and XML report will be automatically generated and added to this page

The screenshot displays the 'Reports List' page in the STEERS — Tier II application. The page header shows the user 'ER002002' and the date '03/14/2024 04:03:40 PM'. The left sidebar contains navigation options such as 'Tier II Account/Role', 'Start Draft Report', 'Export/Print Reports', 'Reports List', 'Facility Report Search', 'Add Contact to Multiple Facilities', 'Authorize Users for Account', and 'Help'. The main content area features a 'Reports List' section with an 'Advanced Search' link. Below this is a search results table with the following data:

Type	Year	Title	Certified	Number of Facilities	Files
INITIAL	2023			2	 

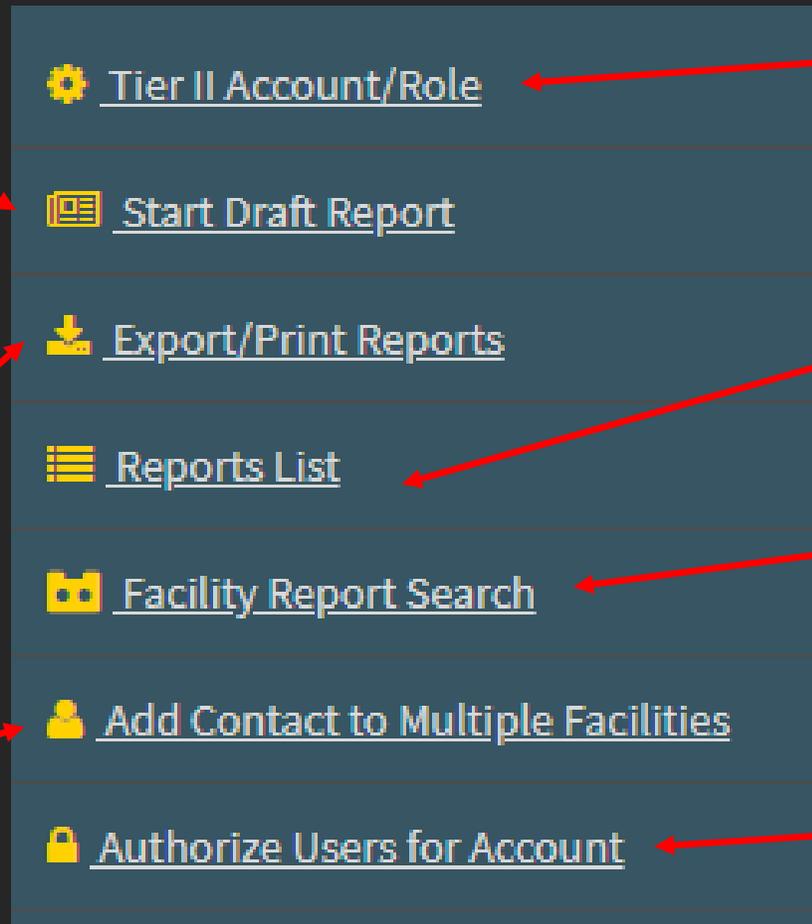
At the bottom of the page, there are buttons for 'Export Page Data', 'Export All Data', and 'Cancel'. A red circle highlights the 'Files' column of the table, which contains icons for PDF and XML reports. A red arrow points from the text above to this circle.

TIER II REPORTING MENU

Start Draft Report – used to create a new report. It is a draft until it is submitted.

Export/Print Reports – used for creating customer exports or reports to print.

Add Contact to Mult Fac – used to add contacts to multiple facilities.



Select Tier II Role – used to change between different CN and Tier II Accounts.

Reports List – used to search for reports.

Facility Report Search – used to search for facility reports.

Auth Users for Acct – used for those with Primary Access to authorize access for Secondary Access.

EXPORT/PRINT REPORTS

The screenshot displays the STEERS Tier II reporting interface. On the left is a navigation menu with the following items: Tier II Account/Role, Start Draft Report, **Export/Print Reports** (highlighted with a red box), Reports List, Facility Report Search, Add Contact to Multiple Facilities, Authorize Users for Account, and Help. The main content area shows the user's account information (User: ER002002, Account: TXT2 104290 Active YES, CN: CN606236719, Name: Example Test Operator, Type: TRUST) and a search filter for the year 2023. Below this are search filters for City, County, Zip, LEPC, and Fire Department, with Search and Reset buttons. A search results table is shown with 2 records:

RN	Facility Name	Physical Address	Title	County	Type
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116		DALLAS	INITIAL
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116		DALLAS	INITIAL

Below the table is an "Export All Data" button. A note states "Only the facility reports displayed will be exported." Below this note are three export options: "Export Facilities to XML", "Export Facilities to One PDF", and "Export Each Facility to a Separate PDF". A red box labeled "Export options" points to these three buttons. A red box labeled "Tier II Reporting menu" points to the "Export/Print Reports" menu item.

Tier II Reporting menu

Export options

[Back To Top](#)

QUICK STEPS TO FILE YOUR TIER II REPORT

NOTE: Use these steps if you filed your Tier II report last year and have minimal changes

1. Log into STEERS and select the Tier II Reporting application
2. Start a Draft Report: choose type of report and title (optional)
3. Add existing facility(s) to the draft report
4. Review facility data – clicking on blue facility RN number to review data
5. Update any facility, contact, or chemical data
6. Validate you report
7. Submit report
8. Export or print the report
9. Send copies to LEPC and local fire station (keep a current copy accessible)

START DRAFT REPORT

STEERS – Tier II User: ER002002 03/14/2024 04:17:39 PM 19:25

[Tier II Account/Role](#)

[Start Draft Report](#)

[Export/Print Reports](#)

[Reports List](#)

[Facility Report Search](#)

[Add Contact to Multiple Facilities](#)

[Authorize Users for Account](#)

[Help](#)

Add Draft Account Report

Field is required on Tier II Report submission

Account

TXT2	104290	Active	YES	CN	CN606236719	Name	Example Test Operator	Type	TRUST
------	--------	--------	-----	----	-------------	------	-----------------------	------	-------

Report

* Type * Year 2023 Title

[Add Note](#)

Facilities

RN	Facility Name

No records found.

0-0 of 0 records Page 1 of 1 10

[Back To Top](#)

The screenshot shows a web application interface for creating a draft report. It features a sidebar with navigation links, a main content area with a form, and a bottom navigation bar. Red callout boxes highlight specific elements: 'Account Information' points to the account details table; 'Report Title' points to the title input field; 'Select Report Type' points to the report type dropdown menu; and 'Choose Facilities to add' points to the 'Add Existing Facility...' button.

ADD FACILITIES TO DRAFT REPORT

- Only facilities that have been affiliated using the Tier II Core Data application will appear on this list.
- A facility can only be present on one draft report at a time.

Account Facilities Available to be Added to a Draft Tier II Account Report

Include Inactive Facilities? Yes No

Include facilities previously marked as closed

Search Results Table

1-2 of 2 records Page 1 of 1

<input type="checkbox"/>	RN	Facility Name	Physical Address	Title	Type	Year
<input type="checkbox"/>	RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116			
<input type="checkbox"/>	RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116			

Available facilities list. Select the facilities by checking the box

Select Back

1-2 of 2 records Page 1 of 1

IF YOUR FACILITY IS MISSING

- Was the facility RN affiliated to your CN and TXT2 numbers?
 - This process only needs to be completed once.
 - If you have reported this facility before then this is not the problem.
- Was the facility marked inactive on a previous report?
 - Select "Yes" on the "Include Inactive Facilities" option.
 - This works on Annual or Initial reports.
- Is the facility currently on another draft report?
 - A facility RN can only be present on one draft report at a time. You can use the Transfer Facility button to move facilities between draft reports.

SAVE THE FACILITY(S) TO DRAFT REPORT

Report

* Type * Year 2023 Title

[Add Note](#)

^ Facilities

1-2 of 2 records Page 1 of 1

RN	Facility Name	Physical Address	Remove
<input type="text"/>	<input type="text"/>		
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116	<input type="button" value="X"/>
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116	<input type="button" value="X"/>

1-2 of 2 records Page 1 of 1

REVIEWING FACILITIES IN DRAFT REPORT

- After you click Save, each facility turns blue. This means it has been added to the report and is ready to be reviewed.
- To review facility data - click on hyperlinked blue facility RN number.

[Add Note](#)

Facilities

1-2 of 2 records Page 1 of 1

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

1-2 of 2 records Page 1 of 1

[Add Existing Facility ...](#) [Transfer Facility ...](#)

TIER II REPORTING DRAFT REPORT

STEERS — Tier II User: ER002002 03/14/2024 02:42:01 PM 17:26

Account Information

Account: TXT2 104290 Active YES CN CN606236719 Name Example Test Operator Type TRUST

Optional report title

Report: Type INITIAL Year 2023 Report Title Last Update 03/14/2024

[Add Note](#)

Facilities included on draft report

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

1-2 of 2 records Page 1 of 1

REVIEW EACH FACILITY IN THE DRAFT

Access draft facility for review

Facilities

(1 of 1) 1 25

RN	Facility Name	Physical Address
RN110744869	TCEQ TEST SITE	12000 TEST RD, AUSTIN, TX, 78757
RN110745064	TCEQ EL PASO TEST	15000 TEST RD, EL PASO, TX, 79904
RN110746112	TCEQ WACO TEST SITE	1600 TEST ST, WACO, TX, 76704

(1 of 1) 1 25

Add Existing Facility ... Transfer Facility ...

Save Reset Back

Start Submission... Validate Report Data Delete Draft

<Back To Top>

Draft Report Options

Add additional facilities to draft report

Transfer facilities between draft reports

- Click on the hyperlink to review the facility
- Facilities **must** be reviewed individually by clicking on the hyperlink

FACILITY REPORT DETAIL PAGE: FACILITY TAB

STEERS — Tier II

User: ER002002

03/14/2024 02:47:49 PM

19:46



[Tier II Account/Role](#)

[Start Draft Report](#)

[Export/Print Reports](#)

[Reports List](#)

[Facility Report Search](#)

[Add Contact to Multiple Facilities](#)

[Authorize Users for Account](#)

[Help](#)

i Info: This is a draft Tier II Account Report.

Facility Report Detail

Account

TXT2 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator **Type** TRUST

Report

RN RN111928677 **RE Name** FAKE TEST FACILITY

Facility

Chemicals

Contacts

^ Field is required on Tier II Report submission

Facility Information Identical to Previous Submission NO

Sections of the Tier II Report

- Click on each section to view it and update it as needed

FACILITY LOCATION INFORMATION

Physical Location

* Physical Location Information Updateable YES

Latitude 32.65836 Longitude -96.918704 [Show Facility on Map](#) County DALLAS

LEPC Dallas LEPC

[Texas Fire Department Directory](#)

Street (99 Oak St. Ste 1) City State Zip

1500 TEST ADDRESS RD EXAMPLE CITY TX 75116

Description

Description Zip

Mailing Address Same as Physical Address Yes No

Adjust Lat/Long and address.

- Note this information may be locked – if locked, contact the Tier II Program for assistance.

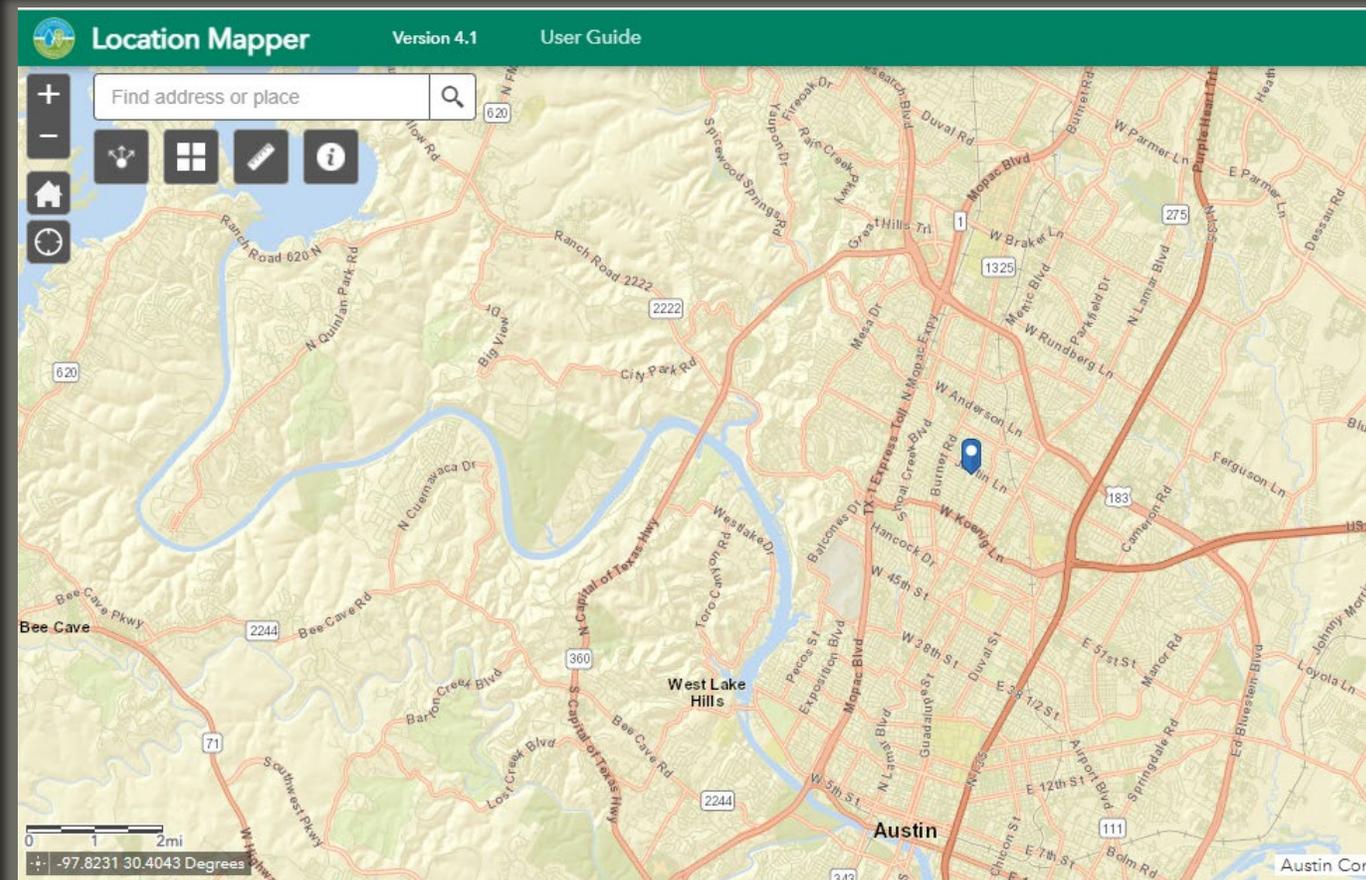
Open a map to plot entered coordinates.

FACILITY INFORMATION: VERIFY LATITUDE AND LONGITUDE

Verify that the Lat/Long Coordinates entered match up with the entrance to your facility.

Provided Lat/Long is used to determine the facility's relevant LEPC.

- LEPC and entered County info must match.



NEED HELP FINDING YOUR LOCAL FIRE DEPARTMENT?

- Click the “Texas Fire Department Directory” link in the Report to open Texas FireConnect.

Physical Location

* Physical Location Information Updateable YES

^ Latitude ^ Longitude [Show Facility on Map](#) ^ County

LEPC Tarrant LEPC

^ Fire Department [Texas Fire Department Directory](#)

- Then, click “Search All Fire Departments”

TEXAS A&M FOREST SERVICE TEXAS FIRECONNECT

HOME SEARCH ALL FIRE DEPARTMENTS EXPLORE ASSISTANCE PROGRAMS

SIGN IN REGISTER

Welcome to the Texas FireConnect Portal

FireConnect provides a comprehensive directory of Texas Fire Departments for the public and all Texas fire service agencies in response to Texas House Bill No. 1915 (Swinford, 80R-2007).

The portal also offers an incident reporting system for fire departments to submit wildland fire incident reports to increase statewide situational awareness and add the cost of suppression for each department to the statewide FEMA threshold.

SEARCH ALL FIRE DEPARTMENTS

TEXAS FIRECONNECT

- Search by county or fire department
- To find substations, first search the name of the Fire Department, and then click the folder icon.

SEARCH FIRE DEPARTMENTS

Fire Department: ESD Name: County: Type:

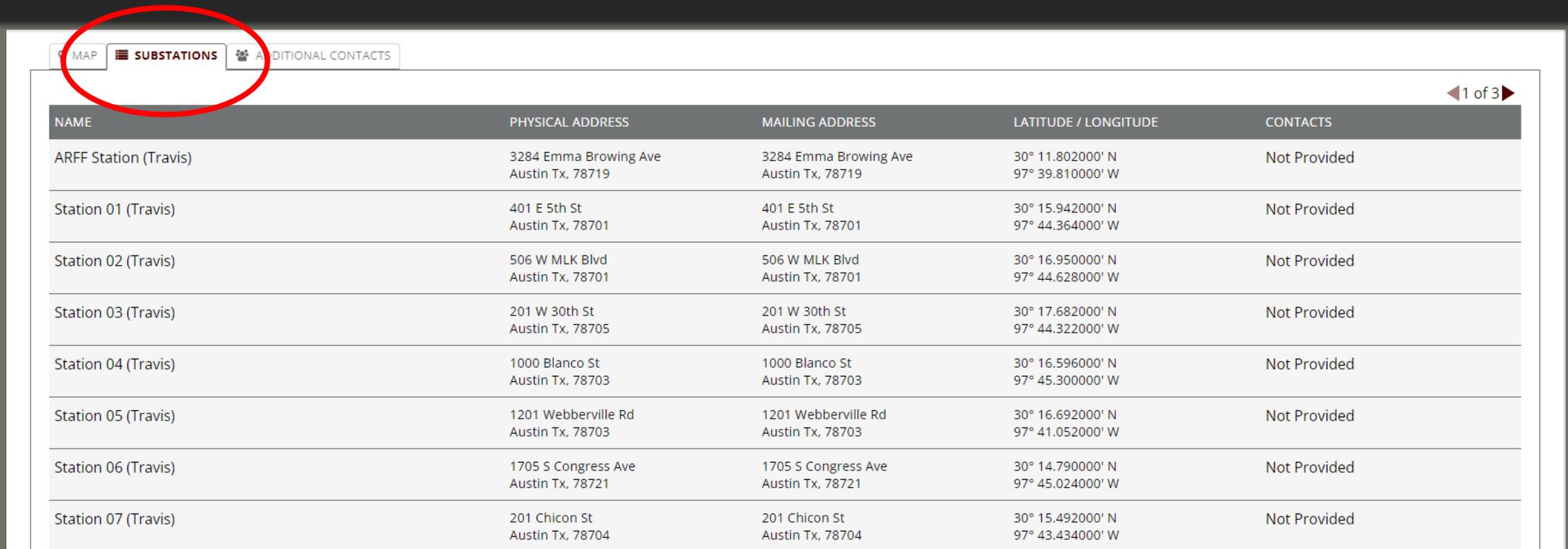
[RESET](#) 1 Fire Departments

[DOWNLOAD XLS](#)

NAME	ESD	COUNTY	TYPE	FIRE CHIEF
 Austin Fire Dept.	N/A	Travis	Career	Joel G. Baker

TEXAS FIRECONNECT

- After clicking the folder icon, scroll down and click the "Substations" tab
- This will display the substations of a particular fire department



MAP SUBSTATIONS ADDITIONAL CONTACTS

◀ 1 of 3 ▶

NAME	PHYSICAL ADDRESS	MAILING ADDRESS	LATITUDE / LONGITUDE	CONTACTS
ARFF Station (Travis)	3284 Emma Browing Ave Austin Tx, 78719	3284 Emma Browing Ave Austin Tx, 78719	30° 11.802000' N 97° 39.810000' W	Not Provided
Station 01 (Travis)	401 E 5th St Austin Tx, 78701	401 E 5th St Austin Tx, 78701	30° 15.942000' N 97° 44.364000' W	Not Provided
Station 02 (Travis)	506 W MLK Blvd Austin Tx, 78701	506 W MLK Blvd Austin Tx, 78701	30° 16.950000' N 97° 44.628000' W	Not Provided
Station 03 (Travis)	201 W 30th St Austin Tx, 78705	201 W 30th St Austin Tx, 78705	30° 17.682000' N 97° 44.322000' W	Not Provided
Station 04 (Travis)	1000 Blanco St Austin Tx, 78703	1000 Blanco St Austin Tx, 78703	30° 16.596000' N 97° 45.300000' W	Not Provided
Station 05 (Travis)	1201 Webberville Rd Austin Tx, 78703	1201 Webberville Rd Austin Tx, 78703	30° 16.692000' N 97° 41.052000' W	Not Provided
Station 06 (Travis)	1705 S Congress Ave Austin Tx, 78721	1705 S Congress Ave Austin Tx, 78721	30° 14.790000' N 97° 45.024000' W	Not Provided
Station 07 (Travis)	201 Chicon St Austin Tx, 78704	201 Chicon St Austin Tx, 78704	30° 15.492000' N 97° 43.434000' W	Not Provided

FACILITY STATUS

- On the “Facility” tab you will find information on when the facility was first active for Tier II reporting purposes.
- You can mark the date you sold the facility or were no longer required to report it.

The first time a report is submitted for a facility you can modify the Activation Date.

Facility Status

The date on which the facility opened or was acquired or started to store Tier II chemicals?

The date the facility was closed, sold or stopped storing Tier II Chemicals?

Put the date sold in the Expiration Date

CLOSED/SOLD/INACTIVE FACILITIES

- Must provide the reason that you are Inactivating the Facility.
- Inactivated facilities can be reactivated with an Initial report if needed.

The screenshot displays a web form for managing facility information. The form is divided into several sections:

- Mailing Address:** Includes fields for Region (USA), Street or PO Box (99 Oak St. Ste 1), City, State, and Zip.
- Facility Status:** A dropdown menu is open, showing options: "Select...", "FACILITY NO LONGER REQUIRED TO REPORT CHEMICAL", "FACILITY WAS NEVER REQUIRED TO REPORT", "OTHER", and "FACILITY SOLD OR DECOMMISSIONED".
- * Inactive Reason:** A dropdown menu is open, showing options: "Select..." and "FACILITY SOLD OR DECOMMISSIONED".
- Storage Dates:** Two date fields are visible: "to store Tier II chemicals?" (11/01/2021) and "storing Tier II Chemicals?" (11/05/2021).
- Buttons:** Save, Reset, Back, and Delete.

THE IMPORTANCE OF INACTIVATING FACILITIES

- Indicates the entity is no longer responsible for reporting on the facility
- Signals the facility is inactive to the SERC/LEPC/Fire Department for emergency planning purposes
- Prevents TCEQ from expecting future reports/ensures compliance
- Helpful for Tier II staff that review reports
- Ensures current and accurate data

FACILITY DETAIL PAGE: CHEMICAL INFORMATION

STEERS — Tier II User: ER001900 11/08/2021 02:32:19 PM 14:40

+ Account

+ Report

RN [REDACTED] RE Name [REDACTED]

Facility **Chemicals** Contacts

^ Field is required on Tier II Report submission

^ Chemicals

Name	CAS #	EHS
PROPANE	74-98-6	YES *

1-1 of 1 records Page 1 of 1 1 25

1-1 of 1 records Page 1 of 1 1 25

Attachments

+ Choose File

Add...

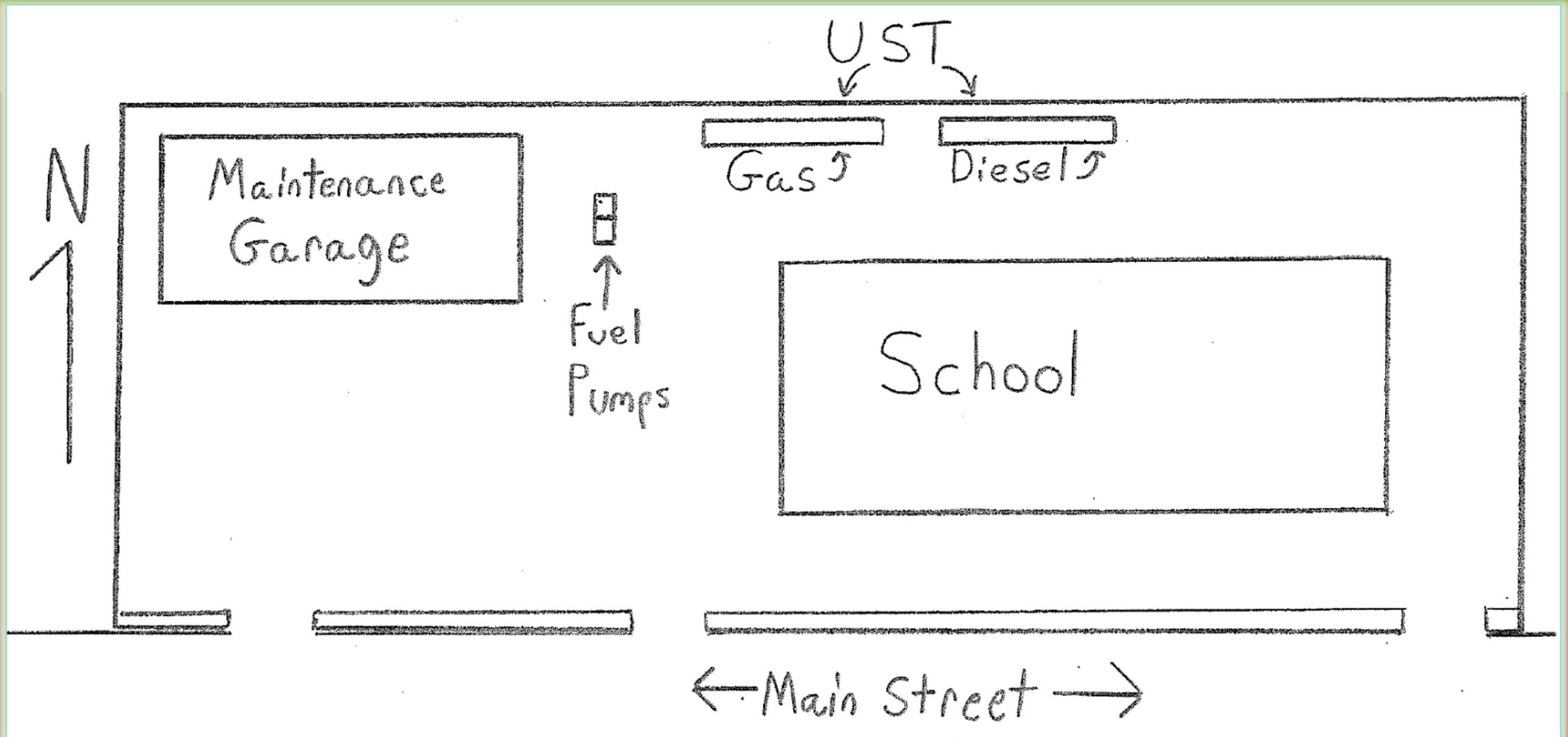
YES * = Indicates that the Facility Chemical has one or more EHS Constituent Chemicals.

Chemicals on draft report

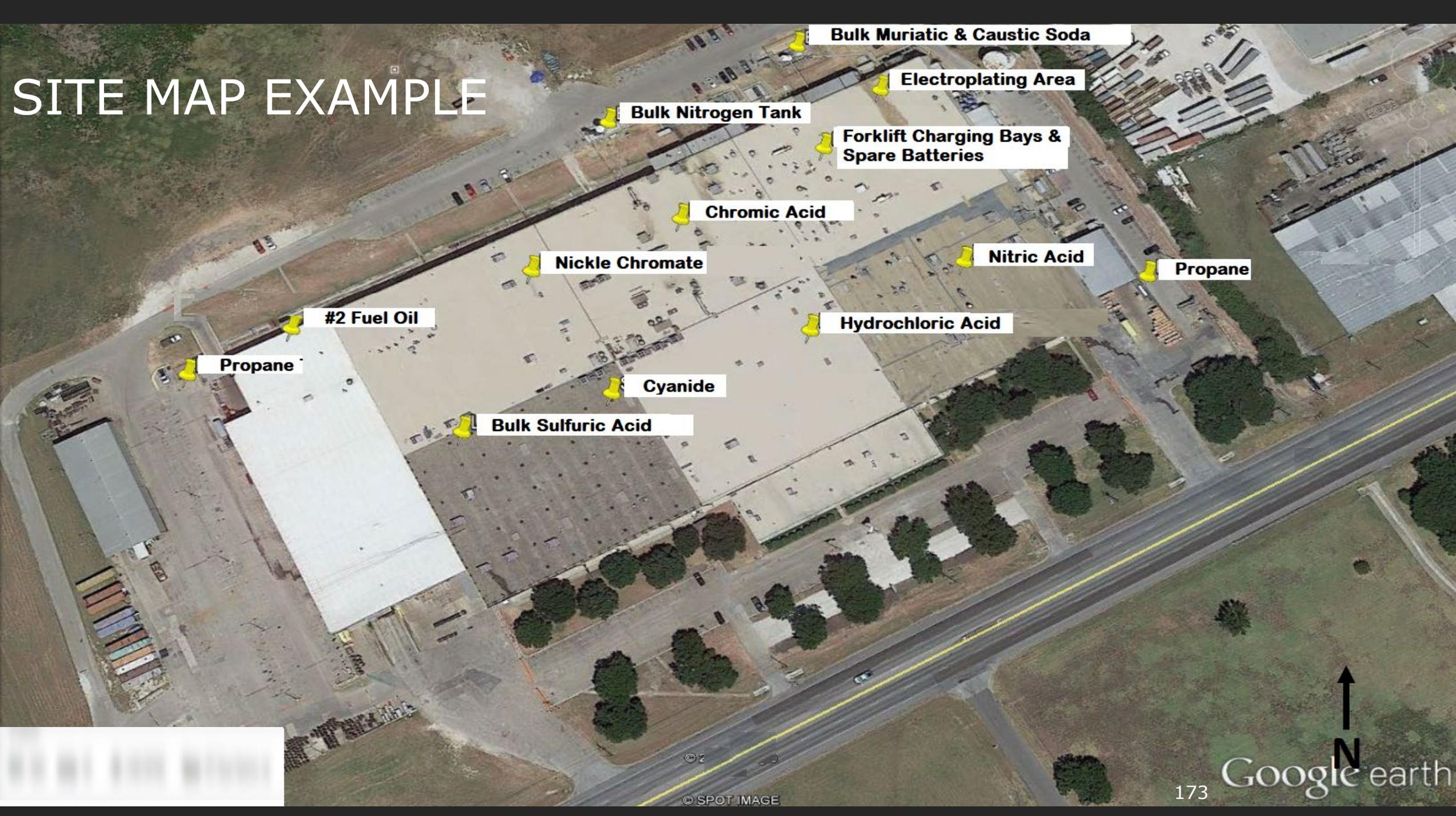
Add site maps in the attachment section

Add new chemical

SITE MAP EXAMPLE



SITE MAP EXAMPLE



Bulk Muriatic & Caustic Soda

Electroplating Area

Bulk Nitrogen Tank

Forklift Charging Bays & Spare Batteries

Chromic Acid

Nitric Acid

Propane

Nickle Chromate

Hydrochloric Acid

#2 Fuel Oil

Propane

Cyanide

Bulk Sulfuric Acid



Google earth

173

© SPOT IMAGE

SELECT CHEMICALS TO ADD TO DRAFT

Add Facility Chemical

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Field is required on Tier II Report submission

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Select Chemical...](#)

Physical State: Pure Mixture

Solid Liquid Gas

Health Effects

Type	Remove
No records found with given criteria	

Add...

Hazards

Type	Remove
No records found with given criteria	

Add...

Hazard not Otherwise Classified

Trade Secret Yes No

Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount

Range Select... lbs Actual lbs

Average Daily Amount

Range Select... lbs Actual lbs

Remove Chemical from Report

Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					

Add...

Save Reset Back

Search for chemicals

Extremely Hazardous Substance

CHEMICAL SEARCH

Search by either the CAS # (found on SDS), or chemical name.

CAS Number is the recommended search option, as it provides the most accurate search results.

The screenshot displays a web-based 'Chemical Search' interface. At the top, there are two input fields: 'CAS #' and 'Name', both highlighted with a yellow rectangular border. Below these fields are 'Search' and 'Reset' buttons. The main content area is titled 'Chemicals' and contains a 'Search Results Table'. The table header includes 'CAS #' and 'EHS'. The table body shows 'No records found.' Below the table, there are 'Select...' and 'Back' buttons. A red arrow points from the 'Back' button to a text box on the right.

Clicking on Back will allow you to generate a blank chemical record. Only use this if your chemical's CAS number cannot be located.

ADD A FACILITY CHEMICAL: SELECT ACCURATE CHEMICAL

Chemical Search

Chemical Search

CAS # Name

Chemicals

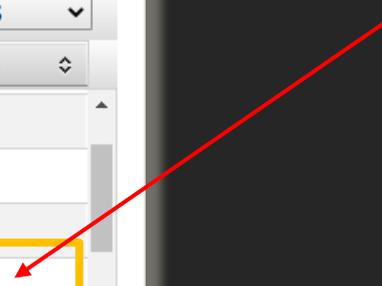
Search Results Table

1-25 of 62 records Page 1 of 3

Name	CAS #	EHS
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY, WITH >39% AVAILABLE CHLORINE]	7778-54-3	NO
<input type="radio"/> CHLORINATED PARAFFINS (C12, 60% CHLORINE)	108171-26-2	NO
<input type="radio"/> CHLORINATED PARAFFINS (C23, 43% CHLORINE)		NO
<input checked="" type="radio"/> CHLORINE	7782-50-5	YES
<input type="radio"/> CHLORINE, LIQUIFIED GAS	7782-50-5	YES
<input type="radio"/> CHLORINE CYANIDE	506-77-4	NO
<input type="radio"/> CHLORINE CYANIDE (CLCN)	506-77-4	NO
<input type="radio"/> CHLORINE DIOXIDE	10040-91-1	NO

1-25 of 62 records Page 1 of 3

Ensure that an EHS chemical record is selected with YES marked in the EHS column.



CHEMICAL SEARCH: CAS NUMBER VS. CHEMICAL NAME

Chemical Search

Chemical Search

CAS #

Name

Chemicals

Search Results Table

1-25 of 62 records

Name
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY
<input type="radio"/> CHLORINATED PARAFFINS (C12, 60% CHL
<input type="radio"/> CHLORINATED PARAFFINS (C23, 43% CHL
<input checked="" type="radio"/> CHLORINE
<input type="radio"/> CHLORINE, LIQUIFIED GAS
<input type="radio"/> CHLORINE CYANIDE
<input type="radio"/> CHLORINE CYANIDE (CLCN)
<input type="radio"/> CHLORINE DIOXIDE

1-25 of 62 records

Chemical Search

Chemical Search

CAS #

Chemicals

Search Results Table

1-9 of 9 records Page 1 of 1

Name	CAS #	EHS
<input type="radio"/> BERTHOLITE	7782-50-5	YES
<input checked="" type="radio"/> CHLORINE	7782-50-5	YES
<input type="radio"/> CHLORINE, LIQUIFIED GAS	7782-50-5	YES
<input type="radio"/> CHLORINE GAS	7782-50-5	YES
<input type="radio"/> CHLORINE MOL.	7782-50-5	YES
<input type="radio"/> CHLORINE MOLECULE (CL2)	7782-50-5	YES
<input type="radio"/> DIATOMIC CHLORINE	7782-50-5	YES
<input type="radio"/> DICHLORINE	7782-50-5	YES

1-9 of 9 records Page 1 of 1

CAS# search – found on SDS

Multiple chlorine options – which is correct?

- 4 different CAS#
- Some EHS, some not
- 62 records

One chemical can have multiple names.

- All EHS
- 9 records

FACILITY CHEMICAL DETAILS

Add Facility Chemical

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Field is required on Tier II Report submission

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Select Chemical...](#) Name Extremely Hazardous Substance NO

Physical State: Pure Mixture
 Solid Liquid Gas

Hazards: **Health Effects** **Hazards**
Type Remove Type Remove
No records found with given criteria No records found with given criteria
Add... Add...
 Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site

Actual Max Amt in Largest Container lbs

Maximum Daily Amount: Range lbs Actual lbs
Average Daily Amount: Range lbs Actual lbs

Remove Chemical from Report

Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Loc (lbs)
No records found with given criteria				

Add...

Each chemical requires chemical quantity and storage location information to be provided.

Actual Max Amt in Largest Container lbs

Recommend entering "actual max amount," as it used for planning and response to spills.

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Add Facility Chemical

Hint: use your SDS to complete chemical information

Field is required on Tier II Report submission

+ Account

+ Report

RN RN110744869 Facility Name TCEQ TEST SITE

Complete physical state section

Chemical Information Identical to Previous Submission

Chemical Details

CAS # [Select Chemical...](#) Name

Extremely Hazardous Substance NO

* Physical State

Pure Mixture

Solid Liquid Gas

* Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found with given criteria		No records found with given criteria	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Health effects & physical hazards as found on SDS.

Trade Secret Yes No Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount: Range Select... lbs Actual lbs
Average Daily Amount: Range Select... lbs Actual lbs

Stored quantity amounts in lbs.

Constituent chemicals if dealing with a mixture that easily separates.

+ Remove Chemical from Report

+ Mixture Components

Locations

Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria			

Add chemical storage location

HEALTH EFFECTS AND PHYSICAL HAZARDS

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Add Facility Chemical

Field is required on Tier II Report submission

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Select Chemical...](#) Name

Physical State

Pure Mixture

Solid Liquid Gas

Hazards

Health Effects	Hazards
Type	Type
No records found with given criteria	No records found with given criteria
<input type="button" value="Add..."/>	<input type="button" value="Add..."/>

Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount Range lbs Actual lbs Average Daily Amount Range lbs Actual lbs

Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					
<input type="button" value="Add..."/>					

*** Hazards**

Health Effects	Hazards
Type	Type
No records found.	No records found.
<input type="button" value="Add..."/>	<input type="button" value="Add..."/>

Hazard not Otherwise Classified

Click on Add to expand the health effects and hazards options.

HEALTH EFFECTS AND PHYSICAL HAZARDS

Click the boxes next to the health effect or hazard and select "OK"

Add Facility Chemical Health Effect

<input type="checkbox"/>	Health Effect
<input type="checkbox"/>	ACUTE TOXICITY
<input type="checkbox"/>	ASPIRATION HAZARD
<input type="checkbox"/>	CARCINOGENICITY
<input type="checkbox"/>	GERM CELL MUTAGENICITY
<input type="checkbox"/>	REPRODUCTIVE TOXICITY
<input type="checkbox"/>	RESPIRATORY OR SKIN SENSITIZATION
<input type="checkbox"/>	SERIOUS EYE DAMAGE OR EYE IRRITATION
<input type="checkbox"/>	SIMPLE ASPHYXIANT
<input type="checkbox"/>	SKIN CORROSION OR IRRITATION
<input type="checkbox"/>	SPECIFIC TARGET ORGAN TOXICITY

Add Facility Chemical Hazard

<input type="checkbox"/>	Hazard
<input type="checkbox"/>	COMBUSTIBLE DUST
<input type="checkbox"/>	CORROSIVE TO METAL
<input type="checkbox"/>	EXPLOSIVE
<input type="checkbox"/>	FLAMMABLE
<input type="checkbox"/>	IN CONTACT WITH WATER EMITS FLAMMABLE GAS
<input type="checkbox"/>	ORGANIC PEROXIDE
<input type="checkbox"/>	OXIDIZER
<input type="checkbox"/>	PYROPHORIC
<input type="checkbox"/>	PYRPHORIC GAS
<input type="checkbox"/>	SELF-HEATING
<input type="checkbox"/>	SELF-REACTIVE

CHEMICAL STORAGE LOCATIONS

Click the "Add..." button to input storage locations.

Add Facility Chemical

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Field is required on Tier II Report submission

Account: [Field]
Report: [Field]

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Field] [Select Chemical...](#) Name [Field]

Physical State: Pure Mixture
 Solid Liquid Gas

Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found with given criteria		No records found with given criteria	
Add...		Add...	

Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site [Field] Actual Max Amt in Largest Container [Field] lbs

Maximum Daily Amount: Range [Field] lbs Actual [Field] lbs
Average Daily Amount: Range [Field] lbs Actual [Field] lbs

[Remove Chemical from Report](#)

Mixture Components

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					
Add...					

Buttons: Save, Reset, Back

CHEMICAL LOCATION DESCRIPTIONS

Chemical location descriptions should allow someone unfamiliar with the facility to find the referenced chemicals.

Add Facility Chemical Location

* Location within Facility

Latitude Longitude

* Container Type * Container Pressure

* Container Temperature Actual Max Daily Amt at Location lbs

* Storage Location Confidential Yes No

OK Reset Back

* Container Type
* Container Temperature
* Storage Location Confidential

Select...
Select...
ABOVE GROUND TANK
BAG
BATTERY
BELOW GROUND TANK
BOX
CAN
CARBOY
CYLINDER

Red asterisk "*" denotes a required field.

- Click on arrows for the drop- down menus for:
 - Container Type
 - Container Pressure
 - Container Temperature

WHAT IS REPORTED: CHEMICAL LOCATION DESCRIPTIONS

Acceptable Location Description

- Concise description that allows someone unfamiliar with the facility to have an idea of where the material is kept.
- A reference point that corresponds to a clearly labeled part of an attached site map.

Deficient Location Description

- Vague description that does not give first responders a clear idea of where on-site the material is kept.
 - Examples: "In warehouse", "on-site", "in production area".
- Only Lat/Long data in situations where this data is not useful.
 - Lat/Long point in a busy facility.

FACILITY DETAIL PAGE: CONTACTS

The screenshot displays the 'Facility Detail' page for a draft Tier II Account Report. The page includes a sidebar with navigation options: Tier II Account, Facility Search, Report Search, Add Draft Report, Add Contact to Mult Fac, and Auth Users for Acct. The main content area shows the facility information: RN RN110744869 and Facility Name TCEQ TEST SITE. Below this, there are tabs for Facility, Chemicals, and Contacts. The Contacts tab is active, showing a table with columns for Name and Type. The table is currently empty, displaying the message 'No records found with given criteria'. A red box highlights the 'Add a contact' button, with an arrow pointing to it from the text 'Add a contact'.

Info: This is a draft Tier II Account Report.

Facility Detail

+ Account

+ Report

RN RN110744869 Facility Name TCEQ TEST SITE

Facility Chemicals **Contacts**

^ Field is required on Tier II Report submission

^ Contacts

Name	Type
No records found with given criteria	

Add... **Add a contact** Back

ADD FACILITY CONTACT

Info: The Contact Details cannot be entered until the desired Contact is searched for on the Contacts List pop-up.

Add Facility Contact

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Contact Name
Either [Select Existing Contact...](#) or enter details for a new contact.

Prefix: Select...
First Name:
Middle Name:
Last Name:
Suffix: Select...
Organization:
Title:

Role:
BILLING CONTACT
EMERGENCY CONTACT
FACILITY EMERGENCY COORDINATOR
FACILITY OWNER
OWNER/OPERATOR CONTACT

Address
Region: USA Street or PO Box (99 Oak St. Ste 1) Internal (Mail Code etc.) City State: TX Zip

Electronic Communications
Email:

Phone

Type	Region	Country Code +	Phone	Ext	Remove
No records found with given criteria					

Add...

Search for an existing contact.

Create a new contact.

ADD FACILITY CONTACT: EXISTING CONTACTS LIST

Contacts List

(1 of 1) 1 25

	Last Name	First Name	Middle Name	Organization	Physical Address
<input type="radio"/>	Chill	Joe		TCEQ TEST ENTITY	15000 TEST RD, AUSTIN, TX 78757
<input type="radio"/>	Doe	John			12000 TEST RD, AUSTIN, TX 78757

(1 of 1) 1 25

Select Back

Existing contact records shown here

REQUIRED CONTACT INFORMATION

Contact Name

[Select Existing Contact...](#)

Prefix

First Name

Organization

Title

Contact Details

Type

- BILLING CONTACT
- EMERGENCY CONTACT
- FACILITY EMERGENCY COORDINATOR
- FACILITY OWNER
- OWNER OPERATOR CONTACT

Address

Region Street or PO Box (99 Oak St. Ste 1) Internal (Mail Code etc.) City State Zip

Electronic Communications

Email

Phone

Type	Region	Country Code +	Phone	Ext	Remove
No records found with given criteria					

Contact Roles

Required Contact Roles:

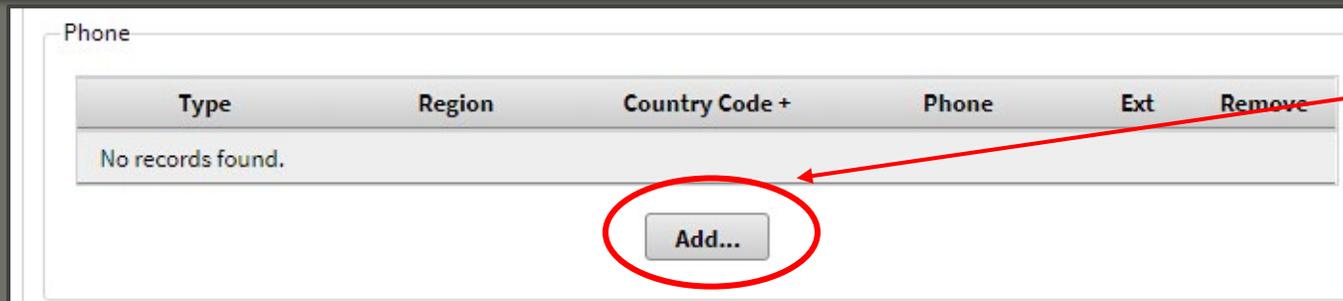
- Owner/Operator
- T2 Info contact
- Billing contact
- Emergency contact
 - 24-hour number
 - 2nd different number
- Facility Emergency Coordinator (if EHS at or above TPQ- Subject to 302)

Note: Emergency and Facility Emergency Coordinator contacts require two unique phone numbers

BILLING CONTACT

- The billing contact must be the same contact for all facilities on a draft report.
 - Adding a Billing Contact to a facility will automatically add that person to all facilities present on the draft report.
- The billing contact address is where any paper invoices will be mailed.
- Note: Federal facilities are not required to list this contact type as they are not billed for submission.

ADD OR REMOVE CONTACTS/PHONE NUMBERS: HELPFUL HINTS

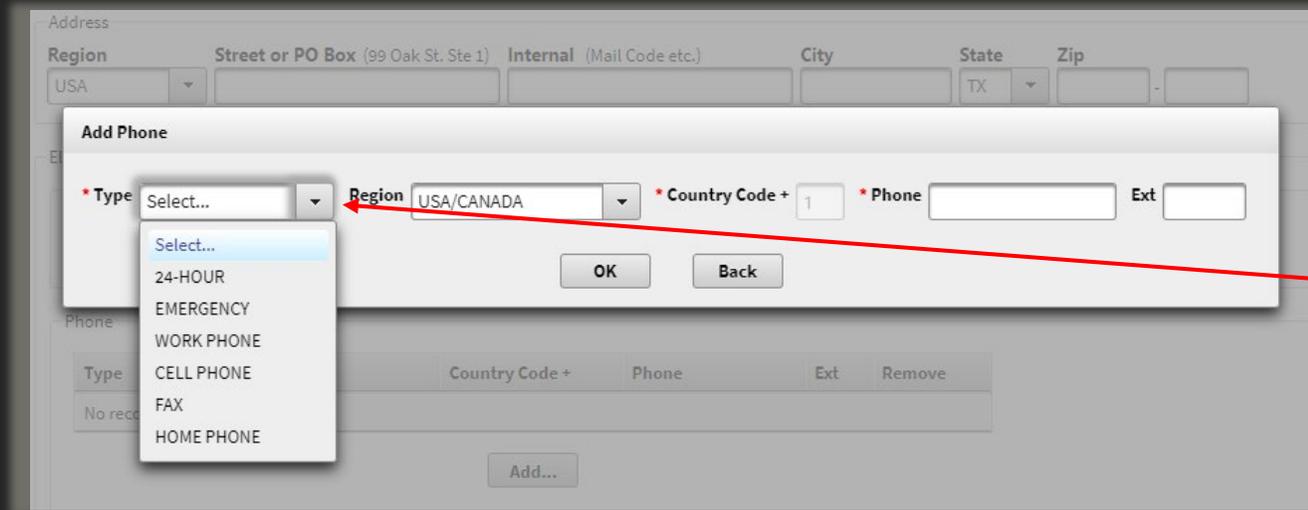


Phone

Type	Region	Country Code +	Phone	Ext	Remove
No records found.					

Add...

- Add any new phone numbers before deleting old phone numbers
- Contact information can be changed in an Update report



Address

Region: USA | Street or PO Box: (99 Oak St. Ste 1) | Internal: (Mail Code etc.) | City: | State: TX | Zip: -

Add Phone

* Type: Select... (dropdown menu open)

Region: USA/CANADA | * Country Code +: 1 | * Phone: | Ext:

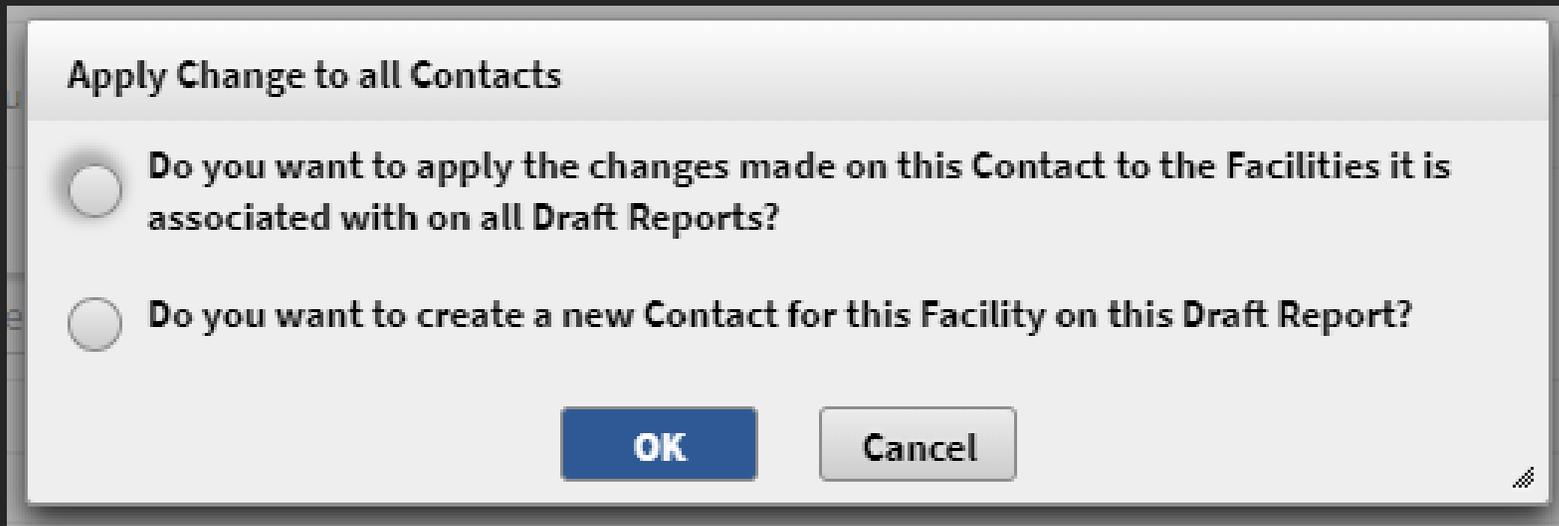
OK | Back

Phone table (No records found) and Add... button visible in the background.

- Choose phone type by clicking on the drop down

MAKE CHANGES TO EXISTING CONTACT

- If changing an existing contact record, you will be asked if you want to apply the changes to all instances of that contact.
- Applying changes will update the contact on every facility the contact record is associated with.



Apply Change to all Contacts

Do you want to apply the changes made on this Contact to the Facilities it is associated with on all Draft Reports?

Do you want to create a new Contact for this Facility on this Draft Report?

OK **Cancel**

ADD CONTACT TO MULTIPLE FACILITIES

STEERS — Tier II User: ER001900 11/08/2021 09:44:53 AM 19:41

Add Contact to Multiple Facilities

Facility RN

Selected Facilities

Contact Name
Either [Select Existing Contact...](#) or enter details for a new contact.

Prefix

First Name

Middle Name

Organization

Title

Select Facilities button allows you to choose which draft facility reports you will add the contact to.

ADD CONTACT TO MULTIPLE FACILITIES

Facilities must be present on a draft report to appear in the Add Contact to Multiple Facilities function.

Account Facilities That Can Have a Contact Added to Them

Search Results Table

1-3 of 3 records Page 1 of 1

<input type="checkbox"/>	RN	Facility Name	Physical Address	Title	Type	Year
<input type="checkbox"/>					UPDATE	2020
<input type="checkbox"/>					INITIAL	2020
<input type="checkbox"/>					INITIAL	2020

1-3 of 3 records Page 1 of 1

Select Back

VALIDATE YOUR REPORT

Validating the report is recommended and is completed prior to report submission. The validation will check for errors in your report which are easily verified by the system.

[Add Note](#)

Facilities

1-2 of 2 records Page 1 of 1

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

1-2 of 2 records Page 1 of 1

[Add Existing Facility ...](#) [Transfer Facility ...](#)

[Save](#) [Reset](#) [Back](#)

[Start Submission...](#) [Review Report Data](#) [Validate Report Data](#) [Delete Draft Report...](#)

[Back To Top](#)

REPORT VALIDATION ERRORS

If errors are found:

You will get a banner notification and a "Report Submittal Error Log"

This screenshot shows a web interface with a red error banner at the top: "This Tier II Account Report has errors. Please click the Report Submittal Error Log attachment to view the errors." Below the banner is an info message: "Info: This is a draft Tier II Account Report." The main content is titled "Report Detail" and contains a form with the following fields:

Account	
TXT2 104290 Active YES	CN CN606236719 Name Example Test Operator Type TRUST

Report	
Type INITIAL	Year 2023 Report Title <input type="text"/>

Below the form is a link "Add Note" and a section titled "Report Attachments" with the following table:

File Name	Type
104290-Report-Submittal-Error-Log-2024-03-14.pdf	TIER II SUBMITTAL ERROR LOG

If no errors are found:

You will receive an "all clear" banner at the top of the page indicating the validation passed

This screenshot shows a web interface with a light blue success banner at the top: "Validation passed with no errors." Below the banner is an info message: "Info: This is a draft Tier II Account Report."

SUBMIT THE DRAFT REPORT

Once the report passes validation, you are ready to submit.

The screenshot shows a web application interface for submitting a draft report. The interface is divided into a sidebar on the left and a main content area on the right.

Sidebar (Left):

- Tier II Account/Role
- Start Draft Report
- Export/Print Reports
- Reports List
- Facility Report Search
- Add Contact to Multiple Facilities
- Authorize Users for Account
- Help

Main Content Area (Right):

At the top, there are fields for **Type** (INITIAL), **Year** (2023), **Report Title** (empty), and **Last Update** (03/14/2024). Below these is an **Add Note** link.

The **Facilities** section contains a table with two records. The table has columns for **RN**, **Facility Name**, and **Physical Address**. The records are:

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

Below the table are two buttons: **Add Existing Facility ...** and **Transfer Facility ...**.

At the bottom of the main content area, there are five buttons: **Save**, **Reset**, **Back**, **Start Submission...** (highlighted with a red box), **Review Report Data**, **Validate Report Data**, and **Delete Draft Report...**.

Footer (Bottom Right): [Back To Top](#)

ENTER CERTIFICATION DETAILS

- Check the certification box.
- Certification details at bottom of page. Password is your STEERS password.
- Note: Submission times can vary depending on the size of the report.

[Review Report Data](#)

You are signing on behalf of the Owner/Operator listed above.

Please confirm you have read and agree with the statement below by selecting the checkbox.

I certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

Certification Details

Date 12/14/2020 *** Title**

*** Signature** *** Password**

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the submission of data to TCEQ will begin automatically.

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the submission of data to TCEQ will begin automatically.

CONFIRMATION OF SUBMITTAL

Confirmation Of Submittal

Your Tier II report has been successfully received by TCEQ

Confirmation Number: 7135
Hash Code: E13DC55E6EA958D8654787F9991D1CE49029C5A299C92A22889C2E94226E12C9
Date and Time Received: 11/03/2019 03:22 PM

- Select Tier II Role
- Facility Search
- Report Search
- Add Draft Report
- Add Contact to Mult Fac
- Auth Users for Acct

1 of 3 Automatic Zoom

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



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

11/03/2019

Tceq Test Entity
Joe Chill
15000 TEST RD
AUSTIN, TX 78757

Re: Confirmation of Tier II Chemical Inventory Report Submittal for Tceq Test Entity

Dear Joe Chill;

This letter and enclosure provide confirmation of Tier II Chemical Inventory Report submittal to the State Emergency Response Commission associated with the customer referenced above. The first page of the enclosure will provide an overall summary of the submission and includes filing fee payment information. All subsequent pages will provide details for each Tier II Chemical Inventory Report submitted for each Regulated Entity.

CONFIRMATION OF SUBMITTAL

- The Confirmation of Submittal document serves as proof that the Tier II report was submitted.
- It includes a summary of any submission fees.
- Payments are due 30 days from the invoice date
 - Waiting for the paper invoice could cause late fees
- Pay Now link in STEERS after report is submitted
 - Takes you directly to the e-pay webpage

Fee Details

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II PUBLIC EMPLOYER	\$50.00	N/A	\$50.00	\$0.00	\$50.00

[Pay Now...](#) [Cancel](#)

**Tier II Chemical Inventory Reporting
Submission Notification**

Statement for Submission: 03/11/2024

Customer Information

Customer Number (CN): CN606236552
TXT2 Number: 104287
Organization Name: The Chocolate Barr
Tier II Billing Contact: Pressur cooker
220 HAZELNUT CRUNCH DR
SAN MARCOS, TX 78666
(512) 897-6534
cpressur@gmail.com

Accounts
Receivable (AR)
Number

Invoice
Number

Tier II Reporting Fee

Category	AR Number	Invoice #	Total
TxHSC Chapter 505	0653324M	T2M0016385	\$100.00

Total Report Fee:	\$100.00
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Invoices are generated at the end of the month reported. The payment due date is 30 days from the invoice date. Failure to pay by the due date will result in late fees and interest charges and may result in return or denial of applications for licenses, permits, registrations, and certifications. Your check, certified check or money order should be made payable to the **Texas Commission on Environmental Quality**. Please include your account number (AR Number listed above) on your check to ensure the payment is properly credited.

Please mail checks or money orders to:
Texas Commission on Environmental Quality
P.O. Box 13088 - MC214
Austin, TX 78711-3088

You may also pay this account in full by credit card or electronic check (ACH) using the following internet address: <https://www.tceq.texas.gov/epay/>

Mailing address
and e-pay link for
making payments

REPORT EXPORT OPTIONS

- Reports List page has Files column for submitted reports.
- Report Detail page of submitted report has links to download report.
- Export/Print Reports page generates custom export jobs by searching for specific facilities or locations.
- Submitted facility reports can be exported as either a PDF or XML file.

REPORT DETAIL PAGE - DOWNLOAD REPORT

STEERS — Tier II

User: ER002002

03/25/2024 02:53:26 PM

17:26



[Tier II Account/Role](#)

[Start Draft Report](#)

[Export/Print Reports](#)

[Reports List](#)

[Facility Report Search](#)

[Add Contact to Multiple Facilities](#)

[Authorize Users for Account](#)

[Help](#)

Info: This Tier II Account Report has been submitted, no changes can be made to it.

Report Detail

Account

TXT2 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator

Report

Type ANNUAL **Year** 2023 **Report Title**

Certification Details

Date 03/25/2024 **Title** Submitter **Signature** ER002002

Fee Details

Total Fee \$50.00 **Confirmation of Submittal** [104290-Tier-II-Report-Confirmation-of-Submittal-2023-Example-Test-Operator.pdf](#)

Report Files

[Download XML File](#)

[Download PDF File](#)

- Smaller reports take less time to create files to download.
- Larger reports take longer times to process, and an email will be sent when complete (within 24 hours).

CREATE CUSTOM EXPORTS

STEERS – Tier II User: ER002002 03/25/2024 02:57:48 PM 18:42

Export and Print Reports

Account: TXT2 104290 Active YES Type: TRUST

all searches 2023

Search by RN
Search by Location

Search Results Total records 2

RN	Facility Name	Physical Address	Title	County	Type
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116		DALLAS	ANNUAL
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116		DALLAS	ANNUAL

Export All Data

Only the facility reports displayed will be exported.

Export Facilities to XML
Export Facilities to One PDF
Export Each Facility to a Separate PDF

Back To Top

Expand to search by RN or by location

Results listed here

Select export format

DOWNLOAD CUSTOM REPORTS

Report exports appear after refreshing the page and can be accessed for 5 days.

STEERS — Tier II User: ER002002 03/14/2024 03:53:55 PM

Export and Print Reports

Files Produced in the Last 5 Days

Date/Time Created ¹	Created By	File Name ²
03/14/2024 03:53 PM	ER002002	104290-2023-20240314-155309-PDF.zip

Account

TXT2 104290 Active YES	CN CN606236719	Name Example Test Operator	Type TRUST
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Year for all searches 2023

Search by RN

REMINDER

Tier II Reports must be submitted to:

1. TCEQ (serves as the SERC) – the state repository for Tier II reports
 - Reports are submitted using STEERS
2. The LEPC
3. Local Fire Department



The
LEPC



[LEPC and Fire Department Lists](#)

COMMON REPORTING SCENARIOS: MY COMPANY HAS NEVER REPORTED BEFORE

- Get STEERS account if needed
- Add Tier II Core Data and sign SPA
 - Create/affiliate you TCEQ numbers (RN, CN & TXT2 numbers)
 - Sign and submit
- Add Tier II Reporting and sign SPA
 - Add facility, chemical, and contact data
- Validate and submit report
- Print Report – Export as PDF or XML file
- Keep a copy of the report on site and send a copy to the LEPC and local fire department

COMMON REPORTING SCENARIOS: I REPORTED LAST YEAR – SAME FACILITIES

- Log in to your STEERS account
- Open Tier II Reporting
 - Add a draft report and then add facilities to the report
 - *Review and update facility, chemical, and contact data for each facility*
- Validate and submit report
- Print Report - Export as PDF or XML file
- Keep a copy of the report on site and send a copy to the LEPC and local fire department
- Pay the filing fee

COMMON REPORTING SCENARIOS: I REPORTED LAST YEAR & ADDED A NEW FACILITY

- Log in to STEERS account.
- New facilities must be affiliated to your TCEQ numbers (RN, CN & TXT2 numbers) using the Tier II Core Data application.
- Add a draft report and then add facilities to the report.
- Review and update facility, chemical, and contact data for each facility
- Validate, submit and print report
- Keep a copy of the report on site and send a copy to the LEPC and local fire department
- Pay the filing fee

COMMON REPORTING SCENARIOS: I SOLD A FACILITY LAST YEAR

- To file your report – add a draft report
- Add existing facilities
- Select the facility that was sold
- On the “facility” tab – enter the date you sold the facility

Facility Chemicals Contacts

▲ Field is required on Tier II Report submission

Facility Information Identical to Previous Submission Y

Facility

Facility Status

The date on which the facility opened or was acquired or started to store Tier II chemicals? 09/13/2020

The date the facility was closed, sold or stopped storing Tier II Chemicals?



**KEEP CURRENT
AND
CARRY ON**

Keep Tier II information up-to-date and have the most recent Tier II report at your facility

“A facility operator shall maintain... a copy of the facility’s most recently submitted Tier II Report until such time as the facility operator is required to submit another Tier II Report”

ONLINE TIER II RESOURCES

Tier II Information:

- Homepage: <https://www.tceq.texas.gov/permitting/tier2/tier-2-chemical-reporting>
- Extremely Hazardous Substance list: [40 CFR 355](#)
- Statutes and Rules: [laws and regulations link](#)

[Tier II Online Reporting Help:](#)

Training documents, training videos and webinars available on our website!

Tier II Training Guides

These documents provide step-by-step directions for navigating the online Tier II reporting process in Texas.

-  [Setting Up Your Individual STEERS Account](#)
-  [Adding Access to the Tier II Core Data Application](#)
-  [Creating & Affiliating TCEQ Numbers with the Tier II Core Data Application](#)
-  [Adding Access to the Tier II Reporting Application](#)
-  [Using the Tier II Reporting Application](#)
-  [Validating & Submitting Tier II Reports](#)
-  [Printing and Exporting Tier II Reports](#)

Tier II Training Videos

Follow along with these videos for a full walk-through of submitting a Tier II report through STEERS.

1. ***Creating a STEERS Account*** : This video will walk you through the process of creating your personal STEERS account.
2. ***Accessing Tier II Applications*** : This video will walk you through the process of adding the Tier II Core Data and Tier II Reporting applications in STEERS.
3. ***Tier II Core Data Application*** : This video will walk you through creating and submitting a Tier II Core Data application.
4. ***Tier II Reporting Application*** : This video includes creating and submitting a Tier II report in the Tier II Reporting application.
5. ***Accessing Submitted Tier II Reports***  : This video will walk you through accessing copies of your submitted Tier II reports.

2022 Annual Reporting Period Training Class Videos.

1. ***Introduction to the Tier II Reporting Program***  : This video is a recording of the first presentation for the annual training classes given to prepare for the 2023 Annual Tier II Reporting period.
2. ***Tier II STEERS Applications***  : This video is a recording of the second, third, and fourth presentations for the annual training classes given to prepare for the 2023 Annual Tier II Reporting Period.
 - ***Getting a STEERS Account, Tier II Applications and Signing Your SPA*** 
 - ***Using the Core Data Application*** 
 - ***Navigating the Tier II Reporting Application*** 
3. ***Tier II Refresher Training***  : This video is a recording of the Tier II Refresher training. It is recommended for users that have reported in the past and are only interested in updates to the program rules and Tier II Reporting application

Training Videos

Training Webinars

- Presented by Tier II staff
- Comprehensive and Refresher training

HOW TO GET EMAILS FROM TIER II

- Go to the agency homepage: <https://www.tceq.texas.gov/>
- Scroll down to “Get Involved/Customer Services”
- Click on “Get email or text updates of your choice of topics”
- This will allow you to request emails from any program area of choice
- The bottom of emails have instructions on how to update your subscriptions

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [User Profile Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, visit the [Subscriber Help Center](#).

Get Involved / Customer Services

-  Get email or text updates of your choice of topics
-  Take our customer satisfaction survey
-  Take our poll: pick your favorite cost-saving ideas
-  Report suspected fraud, waste, or abuse in TCEQ operations
-  Learn about nondiscrimination in TCEQ processes
-  Make an environmental complaint.



HELP

SUPPORT

ADVICE

GUIDANCE

TIER II PROGRAM CONTACT INFORMATION

Main Phone Line:

512-239-5060

800-452-2791 (in Texas only)

Online Help Form: [Tier II Help Form](#)

The [Tier II Help Form](#) is the **fastest** way to receive assistance from Tier II Staff

It is found on all webpages of the Tier II Reporting Program website



Get Tier II Assistance

HOT The new [Tier II Help Form](#) is the **fastest** way to receive assistance from Tier II Staff.

Thank you for attending the training today!

A copy of the training slides will be emailed.

Please click the link in the chat to complete a training survey.

We appreciate all feedback.

