

ADDING THE STEERS TIER II CORE DATA PROGRAM & COMPLETING THE STEERS Participation Agreement (SPA)

This is how you add the Tier II Core Data Application to your STEERS account and sign the SPA in order to get or affiliate your TCEQ required numbers

This guide will take you through the following steps:

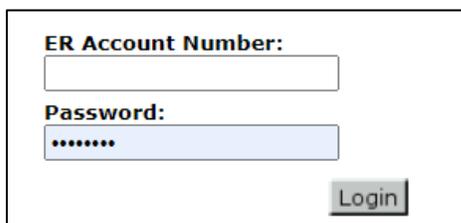
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NOTES:

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

Step 1 - Log into the STEERS Portal:

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



The screenshot shows a login form with two input fields. The first field is labeled "ER Account Number:" and is empty. The second field is labeled "Password:" and contains seven asterisks. Below the password field is a "Login" button.


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)
- >> Tier II Reporting (TIERII) **NEW**
- >> Training Roster Online Submittal (TROLS)

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

This is STEERS version 6.2.

Enter STEERS:

ER Account Number:

Password:

I need:

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

Find Out When STEERS Will Be Offline

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

- The STEERS [Verify Account](#) page opens, answer question, and select “Go”


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STEERS Verify Account

Verify STEERS ER001665

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

What is your favorite game?

- The STEERS [Login Confirmation](#) page opens, if logins are yours, select “Yes”

Were these logins made by you?


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STEERS Login Confirmation ID: ER001665

Welcome James Mularadelis!

The 10 most recent logins for account ER001665 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.

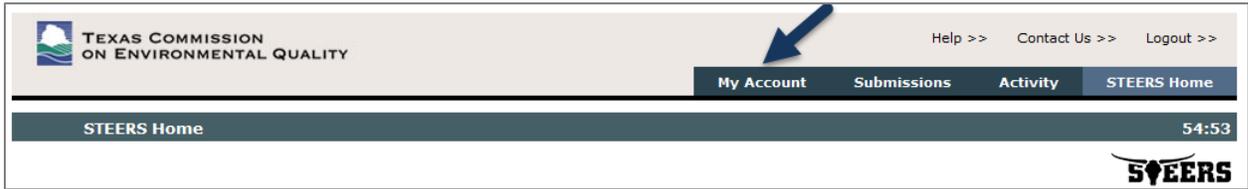
| Account ID | User Name | Date/Time | IP Address |
|------------|-------------------|------------------------|----------------|
| ER001665 | James Mularadelis | 04/23/2019 11:04:34 AM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/23/2019 10:07:19 AM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 16:37:10 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 14:08:06 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 04/15/2019 14:00:15 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 03/14/2019 15:37:59 PM | 163.234.53.231 |
| ER001665 | James Mularadelis | 01/25/2019 21:19:08 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 01/25/2019 20:55:25 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 01/25/2019 20:50:35 PM | 173.174.54.114 |
| ER001665 | James Mularadelis | 08/28/2018 08:13:25 AM | 163.234.53.231 |

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access.

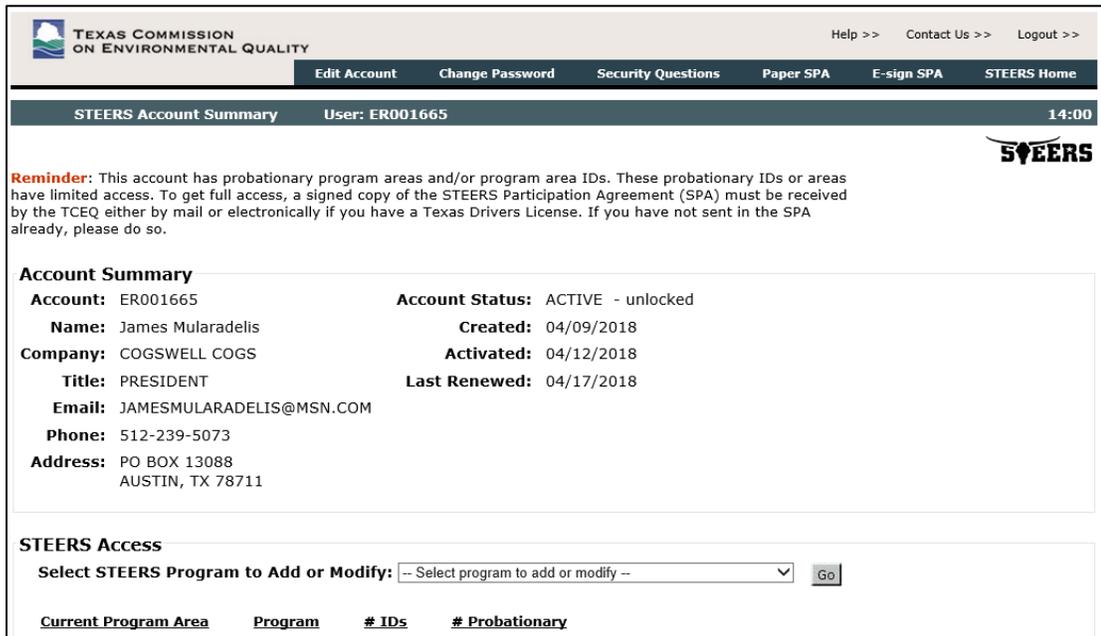
Were these logins made by you?

Step 2 - Add the STEERS Tier II Core Data Program (EPR_Tier II) to your STEERS Account:

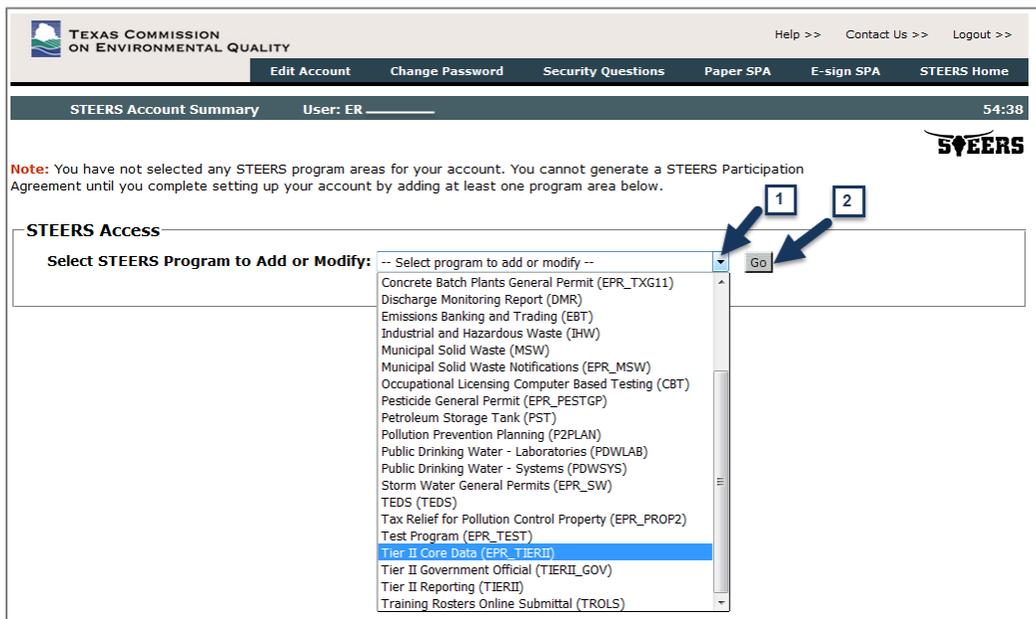
- From the STEERS Home page, Select “My Account”



- For STEERS Program to Add or Modify, select “Tier II Core Data (EPR Tier II)” from the drop down menu and “Go”



- See the drop-down menu below:



Step 3 - Selecting your appropriate Tier II Core Data Program Access/Authorization levels

- Access Type - Recommended
 - Tier II ePermits **Sign** (recommended) – this access type has all of the functionality and allows the user to view, create, delete, modify, **sign**, and submit core data online forms.

Note: The “Sign” access type is the only one that allow the information to be signed and submitted.
 - Tier II ePermits **Preparer** – this access type does not allow signing of the core data online form, it will require another person with the “Sign” access time to sign the online form before it can be submitted.
- Access Types - Not recommended due to limited functionality
 - Tier II ePermits **Read Only** – this access type is not recommended since it only allows viewing of information.
 - Tier II ePermits **Edit** – this access type is not recommended since, it does not allow signing or submitting information.

- Description and Authorization
 - Description – select “the facility” or “parent company”, do not select “other”
 - Authorization
 - Second option is recommended
 - If the third option is selected, the information must match the authorizing STEERS account credentials

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). **RECOMMENDED**

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

- Once completed, then select “Add Access”, then you are ready to sign your SPA

Step 4 - Sign the STEERS Participation Agreement (SPA)

- The top menu has two options to select from: “Paper SPA” or E-sign SPA”
- The electronic STEERS Participation Agreement (E-sign SPA) – can only be completed if you have a valid, current State of Texas Driver’s License. Without the use of the valid, current State of Texas Driver’s License, the Paper SPA must be used.
- The Paper-SPA must be a signed and the original mailed to TCEQ (keep a copy for records purposes). To meet legal requirements, STEERS cannot accept a faxed/emailed Paper-SPA, and ALL signature blocks of the mailed Paper-SPA must contain original, ink signatures. This process will take several days.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Help >> Contact Us >> Logout >>

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

Tier II Core Data Access User: ER001817 11:44

STEERS

Your EPR_TIERII access has been updated. You can make additional changes or press Cancel to return to Account Information.

Program Status

Current Status: probation

Last Modified: 12/04/2019

Access Type: Tier II ePermits Sign - view, create, delete, modify, sign, and submit ▼

Authorization

Select the appropriate relationship and authorization statement below.

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

- E-sign SPA: review, complete information, and select “E-Sign SPA”

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, Tier2 Tester, have the authority to enter into this Agreement for TESTING INC under the applicable standards listed below.

I, Tier2 Tester, 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.**

- You will receive a confirmation email once your E-sign SPA is submitted

From: steersts@tceq.texas.gov <steersts@tceq.texas.gov>
Sent: Wednesday, May 9, 2018 3:08:44 PM
To: JAMESMULARADELIS@MSN.COM
Subject: STEERS Participation Agreement (SPA) Signed Electronically

This confirms the submittal of your signed STEERS Participation Agreement (SPA) to the TCEQ. Your submittal was received at 05/09/2018 03:08 PM.

Account: ER001665
Confirmation Number: 12506
Hash Code: 9BD2FFDC8BDF2E0CB0CA057D8CAFDC8F07F7D12281DDF352414A4C813BA0B92E

Signing electronically automatically activates your account and any program area access or IDs for which you have direct authorization.

If you have any questions please contact the STEERS Help Line at 512-239-6925 or by e-mail at steersts@tceq.texas.gov.

- Paper SPA
 - Generate your SPA

| | | | | | | | | | | | | | | | | | |
|--|---------------------------------|------------------------------------|----------------------------|---------------------------------|-----------------------------|--------------------|--|---------------------------|-------------------|--|--------------------------|----------------------|--|--------------------|---------------|--|--------------------|
| Edit Account | Change Password | Security Questions | E-sign SPA | Account Summary | STEERS Home | | | | | | | | | | | | |
| STEERS Select SPA Type | | User: ER001817 | | 14:25 | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | |
| <input type="button" value="Generate Your SPA"/> <input type="button" value="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. | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 150px;">First Name:</td> <td style="border: 1px solid black; width: 200px;"></td> <td style="padding-left: 10px;">Authorization first name.</td> </tr> <tr> <td>Last Name:</td> <td style="border: 1px solid black;"></td> <td>Authorization last name.</td> </tr> <tr> <td>Company Name:</td> <td style="border: 1px solid black;"></td> <td>Enter one keyword.</td> </tr> <tr> <td>Title:</td> <td style="border: 1px solid black;"></td> <td>Enter one keyword.</td> </tr> </table> | | | | | | First Name: | | Authorization first name. | Last Name: | | Authorization last name. | Company Name: | | Enter one keyword. | Title: | | Enter one keyword. |
| First Name: | | Authorization first name. | | | | | | | | | | | | | | | |
| Last Name: | | Authorization last name. | | | | | | | | | | | | | | | |
| Company Name: | | Enter one keyword. | | | | | | | | | | | | | | | |
| Title: | | Enter one keyword. | | | | | | | | | | | | | | | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | |

- Review, complete information, and mail in to address at top of page

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, Tier2 Tester, have the authority to enter into this Agreement for TESTING INC under the applicable standards listed below.

| | | |
|-----------------------------|--------------|-----------------------|
| | Tier2 Tester | |
| Signature of Account Holder | Printed Name | Date |
| TESTER | TESTING INC | |
| Title | Company Name | TCEQ CN (if known) |

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- Mail SPA to STEERS (address at top of page):
 - Mailing Address:

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

- Physical Address:

TCEQ
STEERS MC226
12100 Park 35 Cir
Austin, TX 78711-3087