



TCEQ REGULATORY GUIDANCE

Waste Permits Division
RG-647 • December 2024

Municipal Solid Waste Annual Operational Status Report for Notifications of Intent – Online Form Instructions

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Reporting Requirements

In accordance with [Texas Water Code 5.587](#),¹ annual operation status reports are required for a person who holds a temporary permit or a permit with an indefinite term. Municipal solid waste facilities authorized by a Notification of Intent (NOI) are required to report the operational status to TCEQ by Dec. 31 of each year.

Online Annual Operational Status Report

The annual operational status report can be submitted online through e-Reporting using the State of Texas Environmental Electronic Reporting System (STEERS). Create a free [STEERS account](#).²

Please allow additional time for creating a STEERS account prior to the submittal of the annual operational status report. Also, if the user *creating* the report is different than the user authorized to *submit* the report, both users will need to have a STEERS account.

If you need help, please visit the TCEQ STEERS [Help](#)³ webpage. For additional assistance creating a STEERS account, please contact the STEERS help line at 512-239-6925 or send an email to steers@tceq.texas.gov.

¹ statutes.capitol.texas.gov/Docs/WA/htm/WA.5.htm#5.587

² www3.tceq.texas.gov/steers/help/spa/createacct.html

³ www3tst.tceq.texas.gov/steers/help/main.html

Submitting the MSW NOI Annual Operational Status Report through STEERS

1. After selecting the *Municipal Solid Waste Notifications (EPR_MSW)* category, you will be taken to a screen showing two possible *Activities*. Here you can either fill out a new application or access an application by password. For submitting the Annual Operational Report, you will need to select "Fill Out" option.

The screenshot shows the TCEQ logo and name at the top left. Below it is a dark blue header with the text "Municipal Solid Waste Notifications". A red warning message reads: "Do not use web browser back button when filling out application." The main content area is titled "Activities" and contains two options: "Fill Out" (highlighted in yellow) for "a new, renewal, revision, or termination application" and "Access" for "an application by password".

2. You are given two options on what application type to select. Select the "MSW NOI Annual Operational Status Report" and select "Next" to continue.

The screenshot shows the Texas Commission on Environmental Quality (TCEQ) web application interface. At the top left is the TCEQ logo and the text "TEXAS COMMISSION ON ENVIRONMENTAL QUALITY". Below this is a dark blue header with the text "Municipal Solid Waste Notifications". A red warning message reads: "Do not use web browser back button when filling out application." The main content area is titled "Select One Application Type:" and contains two sections: "Municipal Solid Waste" with a radio button option "Notice of Intent to Operate A Recycling Facility", and "Annual Operational Status Report" with a radio button option "MSW NOI Annual Operational Status Report" which is highlighted in yellow. At the bottom right are two buttons: "Activities" and "Next", with the "Next" button highlighted in yellow.

3. Search for your facility by *Option 1: AI number* or *Option 2: Regulated Entity Number (RN)*. Use only one option to "Search" for your facility. Entering numbers under both options may cause invalid search results.

Municipal Solid Waste Notifications

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

Create — **Fillout** — Sign — Submit

MSW NOI Annual Operational Status Report

Regulated Entity Validation

Option 1: AI Number

Please enter the AI Number for MSW NOI Annual Operational Status Report

* AI Number :

Search

Option 2: Regulated Entity

Please enter the Regulated Entity Number for MSW NOI Annual Operational Status Report.

* Regulated Entity(RN) Number : [Forgot or don't know the RN?](#)

Search

Activities Cancel

4. Once you have searched for your facility, the *Regulated Entity* and *Customer Number* will generate below. Should there be multiple Customer Numbers associated with your RN or AI number, you will receive an option to select a *Customer Number (CN)*. Select the "Customer Number" for the entity that will be submitting the Annual Operational Status Report and then press "Select."

Regulated Entity Validation

Option 1: AI Number

Please enter the AI Number for MSW NOI Annual Operational Status Report

* AI Number :

Option 2: Regulated Entity

Please enter the Regulated Entity Number for MSW NOI Annual Operational Status Report.

* Regulated Entity(RN) Number : [Forgot or don't know the RN?](#)

Affiliated Customers

Our records show these Customers are affiliated with . Please select a Customer Number and click 'Select' to retrieve details. Submit a [Core Data Form](#) if the correct CN is not associated to the RN.

* **Select Customer Number (CN):** [Forgot or don't know the CN?](#)

5. After selecting a *Customer Number*, a box appears below it with the *RN/CN* information for the facility and *Customer Number* you have chosen. Verify this information is accurate before proceeding. If the information does not match your facility information, please contact the MSW Permits Section for support at mswper@tceq.texas.gov or 512-239-2335. After verifying the information, select "Confirm RN/CN Information" to move on to the next step.

RN/CN information

Please confirm the Regulated Entity and Customer details based on the provided input.

Regulated Entity	Current Data
What is the Regulated Entity's Number (RN)?	[REDACTED]
What is the name of the Regulated Entity (RE)?	[REDACTED]
Physical Address	
Does the RE site have a physical address?	YES
Number and Street	[REDACTED]
City	[REDACTED]
State	TX
ZIP	[REDACTED]
County	[REDACTED]
Latitude (N) (##.#####)	
Longitude (W) (-###.#####)	
What is the primary business of this entity?	
Facility NAICS Code	
Customer information	Current Data
How is this applicant associated with this site?	MULTIPLE
Type of Customer	INDIVIDUAL
What is the applicant's Customer Number (CN)?	[REDACTED]
Prefix	
Suffix	
Legal Name	[REDACTED]
Texas SOS Filing Number	
Federal Tax ID	
State Franchise Tax ID	
State Sales Tax ID	
Local Tax ID	
DUNS Number	
Number of Employees	
Independently Owned and Operated?	

Activities
Cancel
Confirm RN/CN Information

6. The next screen shows the application was created. Your *Application Reference Number* is shown, as well as your *Application Password*. **Remember to store your application password and reference number** in a safe place should you need to reference it later or give access to other STEERS users. After you have saved your reference number and password, select "Next" to begin filling out the newly created application.

Create — **Fillout** — Sign — 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: 77913 **Application Password: mo716d**

About This Password

You may change this password at any time. To change it, use [Set Access Rights](#) now or at anytime from your "Activities" page.

Allowing Others Access

If you want other STEERS ER account holders to be able to view or work on this application, you have two options.

Option 1: Give Them The Reference Number and Password.

- This is the more secure choice. Users who access the application this way will not be able to change access rights to it.
- Be sure that their STEERS Participation Agreement is consistent with the work they should do on this application. If their SPA allows them to sign, pay for, and submit applications, they will be able to sign, pay, and submit this application.
- This application will not appear in the list on their "Activities" page. To get it, they will have to click the "Access" button and then enter its reference number and password.

Option 2: Use [Set Access Rights](#) to Add Their STEERS ER Account Number to The Application.

- As with Option 1, they will be able to do whatever their SPA allows. But they will also be able to use [Set Access Rights](#) to decide whether other account holders -- including you -- can view or work on this application. Be sure you trust them with this role as well as all roles available to them instead of their SPA.
- This application will appear in the list of applications shown on their "Activities" page.

Click Next to fill out the **MSW NOI Annual Operational Status Report** type Application Reference No: 77913.

7. Confirm the information shown is correct and select an option for "Is the Facility Operating?" Select "Next/Save" to continue.

The screenshot shows a web application interface for the "Annual Operational Status Report - multiple". At the top right, there are links for "Help >>" and "Contact Us >>". Below these are tabs for "Activities" and "ST". A progress bar at the top contains four buttons: "Create", "Fillout", "Sign", and "Submit", with "Sign" and "Submit" highlighted in dark blue. The main content area is titled "Section 1# Operational Status". It includes a form for "Total number of facilities for operational status report:" with a text input containing "1" and an "Update Total" button. Below this is "Number of saved Permit question set(s) : 1" and a blue italicized note: "The system will display up to 6 Permit question set(s) per section. Based on your Total, additional Permit question set(s) might be created when you click Next/Save." A section header "Permit #:1" is followed by a "Delete" button. The permit details are listed as follows: 1. AI Number (redacted), 2. AI Street Address/Location Description (redacted), 3. Reporting for Calendar Year (2024), and 4. Is the Facility Operating? (dropdown menu showing "--Select One--"). A red asterisk and the text "* Always Required" are positioned below the list. At the bottom of the form, there are two buttons: "Activities" and "Next/Save", with "Next/Save" highlighted in yellow.

8. You will be taken to the *Activities* page again, where your newly created application will be shown with its reference number and a status showing *Ready to Sign*. Select the application(s) you would like to sign. If you have more than one application to sign, select all that apply. Then select "Sign." You will have to individually sign each application; however, the browser will automatically load each application for you as you sign them all.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Municipal Solid Waste Notifications

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

Activities

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

Access an application by password

Or choose one or more pending applications below:

i All sections for Reference Number 77913 have been saved. The application is now ready to be signed.

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location
<input type="checkbox"/>		77913	MSW-NOI-AOS-RPT	[REDACTED]	[REDACTED]

10
<< >>
(1 of 1)
>> >>

Sign
Submit
Set Access Rights
Delete
History

9. After selecting the applications, select "Sign" to move forward in the reporting process.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Municipal Solid Waste Notifications

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

Activities

I want to: **Fill Out** a new, renewal, revision, or termination application
Access an application by password

Or choose one or more pending applications below:

i All sections for Reference Number 77913 have been saved.
The application is now ready to be signed.

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	77913	MSW-NOI-AOS-RPT	[REDACTED]	[REDACTED]

10 (1 of 1)

Sign Submit Set Access Rights Delete History

10. Next you will confirm that you are an authorized representative of the facility and are authorized to sign on behalf of the facility. Enter the STEERS password you created for your account when prompted and select "Apply Electronic Signature" to finish signing the application.

Signature Page

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

Reference Number ↕	Application Type	Regulated Entity	
77913	MSW-NOI-AOS-RPT	[REDACTED]	[REDACTED]

You are signing on behalf of the : [REDACTED]

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

* As a representative of the authorized facility, I affirm that the information contained in this report is, to the best of my knowledge

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

1. I am [REDACTED], the owner of the STEERS account [REDACTED].
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 information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe
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
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
8. I am knowingly and intentionally signing MSW NOI Annual Operational Status Report multiple.
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Apply Electronic Signature" button, I am electronically signing

STEERS ER Account Password:

11. You may now return to the activities page if you have more facilities to sign for, or you can submit the application you signed to finish the reporting process.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Municipal Solid Waste Notifications

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

You have finished signing Reference Number 77913

Your Options are

- Submit reference number 77913
- Return to Activities Page

Next

12. After choosing to submit and selecting "Next," you will be taken to the *Submit Completed Applications* page. Select "Submit" to complete the process.

Municipal Solid Waste Notifications

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

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
77913	MSW-NOI-AOS-RPT	████████████████████	████████████████████

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

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

1. Go to the STEERS home page.
2. Click "Submissions".
3. Select correct program area.
4. Enter your STEERS account number.
5. Click "Search".
6. From the list provided, find each authorization you need to document.
7. To save the application, choose "Save COR" and click "Go" at the end of that authorization row.
8. Then save your approval documents by choosing "Save NOA" and clicking "Go".

13. Your application is now submitted and processed. You may now select "Activities" to return to your activities page to fill out new or continue unfinished applications. If all applications are completed, you may logout of your STEERS account.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Municipal Solid Waste Notifications

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

Create Fillout Sign Submit

Authorization

Your application(s) have been received for submission but have not been processed yet.
Please contact the STEERS help desk at 512-239-6925 for further information.

Reference Number	Application Type	Link to Copy of Record
77913	MSW-NOI-AOS-RPT	

Activities

14. Once submitted, you should receive an email resembling the example below. This email confirms your successful submission.

STEERS MSW NOI Annual Operational Status Report application submitted

steerstst@tceq.texas.gov
To [redacted]

This confirms the submittal of your MSW NOI Annual Operational Status Report application to the TCEQ.

Your submittal was received at 08/06/2024 11:41 AM.

The confirmation number for this submittal is [redacted]

Updating a Pending Operational Status Report not Submitted to TCEQ

1. Select "Access" to go to the search page and find your application you wish to update.

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

		Activities
I want to:	<input type="button" value="Fill Out"/>	a new, renewal, revision, or termination application
	<input type="button" value="Access"/>	an application by password

2. Insert your *Reference Number* and *Password* associated with the application you are wanting to update. Once done, select "Edit." NOTE: You can also sign, submit, and delete applications on this menu as well.

N ON
QUALITY

Notifications

button when filling out application.

Access Application by Reference Number and Password

Reference Number : 78039 Password :

Edit Sign Refresh App Status Submit Delete Set Access Rights

Activities

3. Now you may edit your application and continue through the process starting at Step 7.

Annual Operational Status Report - multiple

Create — Fillout — Sign — Submit

Section 1# Operational Status

Total number of facilities for operational status report:

Number of saved Permit question set(s) : 1

The system will display up to 6 Permit question set(s) per section. Based on your Total, additional Permit question set(s) will be available.

Permit #:1

- ★ 1. AI Number
- ★ 2. AI Street Address/Location Description
- ★ 3. Reporting for Calendar Year
- ★ 4. Is the Facility Operating?

* Always Required

Contact Us

For questions about your STEERS account, please contact the STEERS help line at 512-239-6925 or send an email to steers@tceq.texas.gov.

For questions about your NOI, please contact the Municipal Solid Waste Permits section at 512-239-2335 or send an email to mwper@tceq.texas.gov.