

Annual Waste Summary Annual Preparation File Generation Instructions for STEERS

This file contains instructions for using Annual Preparation Files to compile data for an Annual Waste Summary. Click on the following link to view alternative instructions for direct entry of data for the Annual Waste Summary: [AWS Direct Entry](#).

View the [Annual Waste Summary Instructions](#) for more detailed information about how to compile the data for the Annual Waste Summary.

Background

- The Annual Preparation File (APF) tab in STEERS allows you to enter Uniform Hazardous Waste Manifest information throughout the year for waste you generate and ship off site.
- TCEQ recommends regularly entering waste manifest and on-site treatment/disposal information into the APF in order to evenly distribute work throughout the year. Doing so will prevent having to do all data entry and error correction in a rush before the March 1st deadline.
- At the end of the report year, you can use the APF data to help compile the Annual Waste Summary and submit it to the TCEQ.
- Only "Valid" Annual Preparation File data will be used to create your Annual Waste Summary.
- Once a record has been submitted to the TCEQ, it cannot be edited in STEERS. Changes to submitted records must be done on paper. Use [Form 00436](#) to submit updates to the AWS. Alternatively, you can print the "View Annual Waste Summary Records in Work Area" page and make the applicable changes on the page. Have an authorized signer sign and date somewhere on the page, and mail or fax the page to:

TCEQ

Registration and Reporting MC-129

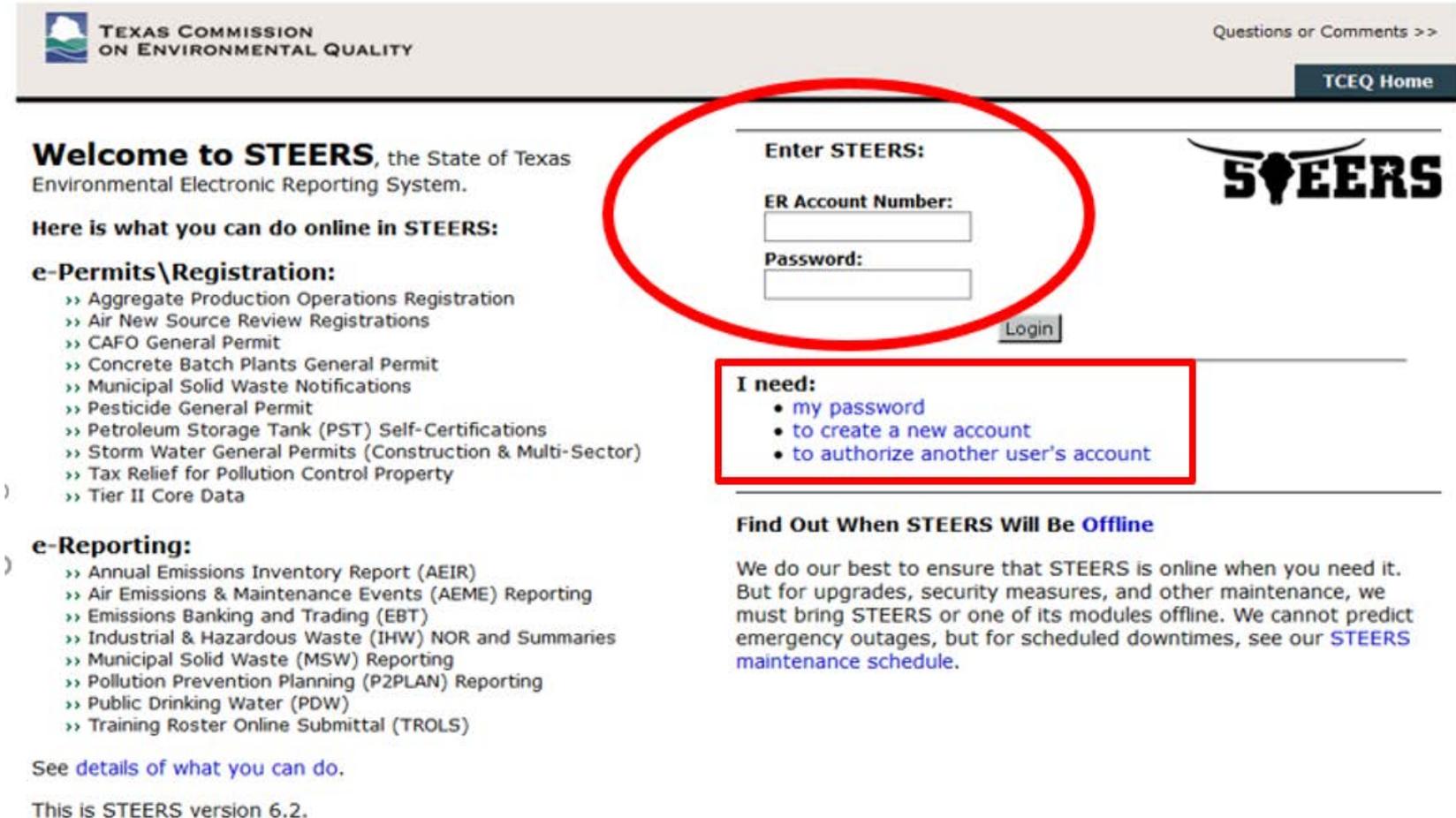
PO Box 13087

Austin, TX 78711-3087

Fax: 512-239-6410

Navigate to STEERS

Go to the STEERS login page at <https://www3.tceq.texas.gov/steers/>. If you do not have a STEERS account, go to “I need:” and choose “to create a new account.”



The screenshot shows the STEERS login page. The header includes the Texas Commission on Environmental Quality logo and a 'TCEQ Home' button. The main content area is divided into several sections. A red oval highlights the 'Enter STEERS:' login form, which includes fields for 'ER Account Number' and 'Password', and a 'Login' button. To the right of the login form is the STEERS logo. Below the login form, a red box highlights the 'I need:' section, which lists three options: 'my password', 'to create a new account', and 'to authorize another user's account'. On the left side of the page, there are sections for 'Welcome to STEERS', 'Here is what you can do online in STEERS:', 'e-Permits\Registration:', and 'e-Reporting:'. The 'e-Permits\Registration:' section lists various permit types, and the 'e-Reporting:' section lists various reporting requirements. At the bottom, there is a link to 'See details of what you can do.' and a note about the STEERS version (6.2).

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

I need:

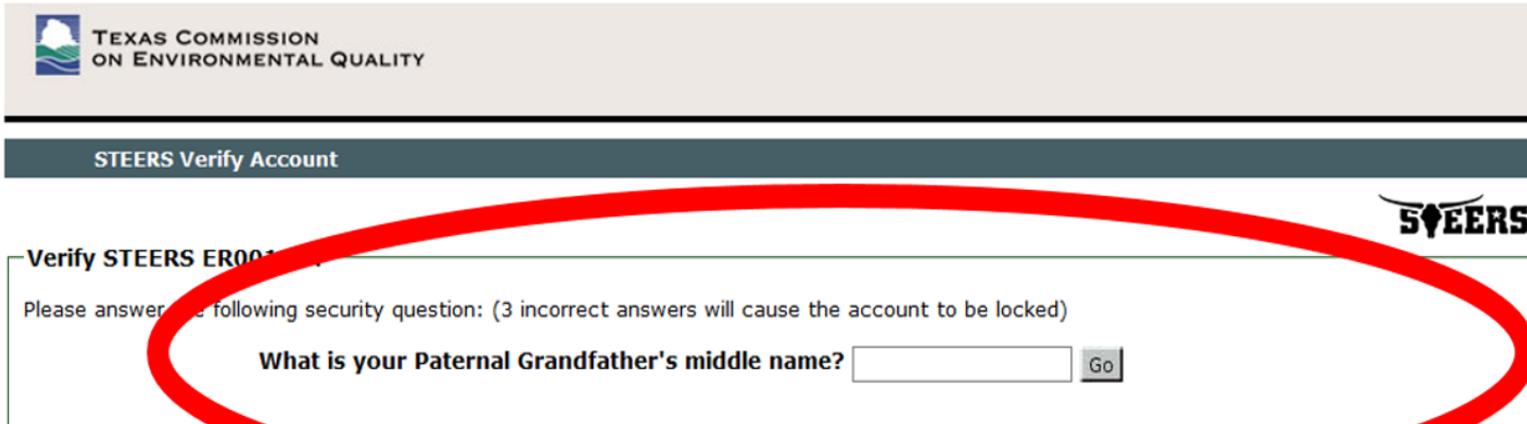
- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

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](#).

Verify Account

Answer the security question that you established when you set up your STEERS account, then click the “Go” button.



TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY

STEERS Verify Account

STEERS

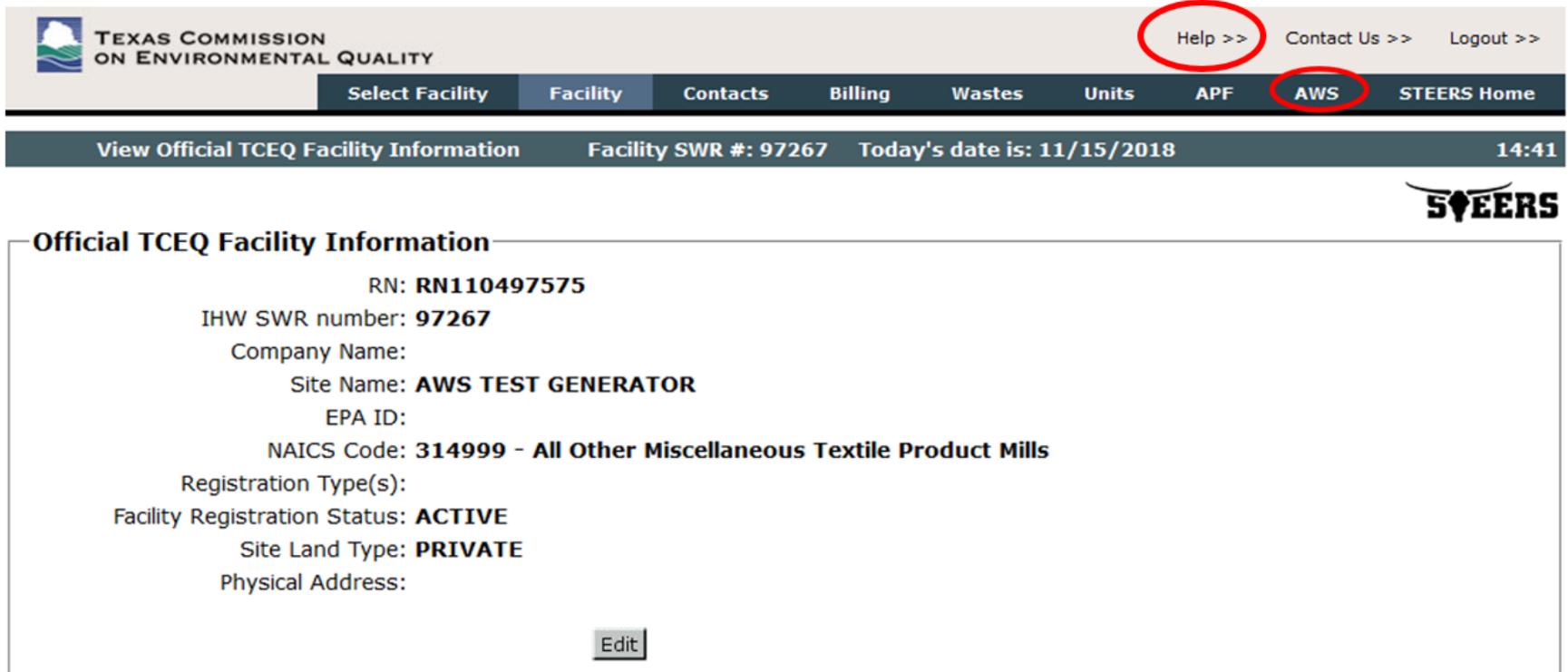
Verify STEERS ER001

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

What is your Paternal Grandfather's middle name?

Help

If you need help, click on “Help” link at the top of the screen. This will open another window of STEERS IHW Help and will list topics to choose.



The screenshot shows the top navigation bar of the STEERS IHW system. The Texas Commission on Environmental Quality logo is on the left. The navigation menu includes links for Select Facility, Facility, Contacts, Billing, Wastes, Units, APF, AWS, and STEERS Home. The 'Help >>' link is circled in red. Below the navigation bar, a status bar displays 'View Official TCEQ Facility Information', 'Facility SWR #: 97267', 'Today's date is: 11/15/2018', and '14:41'. The STEERS logo is on the right. The main content area is titled 'Official TCEQ Facility Information' and contains the following details:

RN: RN110497575
IHW SWR number: **97267**
Company Name:
Site Name: **AWS TEST GENERATOR**
EPA ID:
NAICS Code: **314999 - All Other Miscellaneous Textile Product Mills**
Registration Type(s):
Facility Registration Status: **ACTIVE**
Site Land Type: **PRIVATE**
Physical Address:

Choose IHW Program Area

Click the link for the Industrial and Hazardous Waste (IHW) Program Area.

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

[My Account](#) [Review Imports](#) [Submissions](#) [Activity](#) [STEERS Home](#)

STEERS Home 14:46



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: [Industrial and Hazardous Waste \(IHW\)](#)
[Municipal Solid Waste \(MSW\)](#)



STEERS News:

There are no current news items.

Select Facility

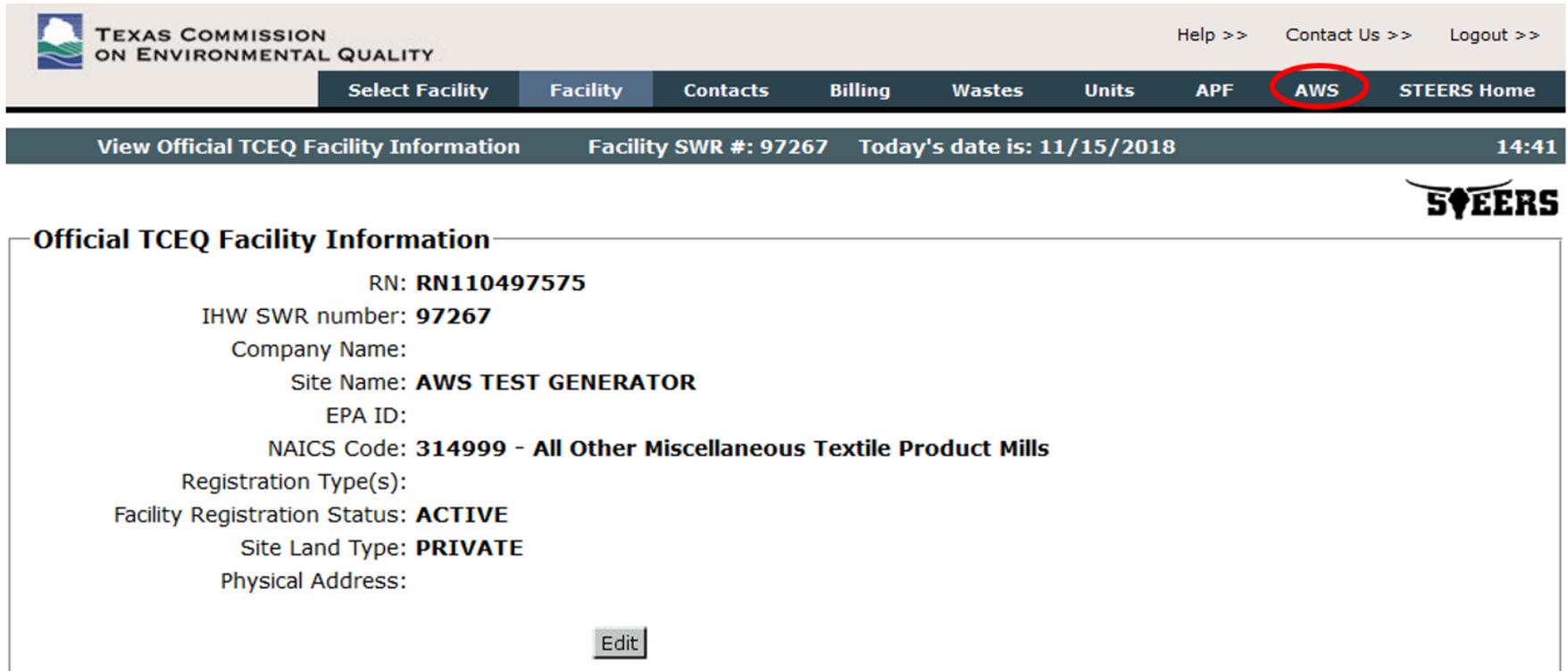
STEERS will automatically take you to the facility page if you only have one IHW facility on your account. If you have multiple sites, click the link for the SWR ID for the facility for which you are submitting an annual report.



97267 AWS TEST GENERATOR	2210 FUZZ FAIRWAY, AUSTIN

Navigate to AWS

Click the "AWS" tab at the top of the screen. The "Annual Waste Summary" screen display.



The screenshot displays the TCEQ website interface. At the top left is the TCEQ logo and name. To the right are links for Help, Contact Us, and Logout. Below this is a navigation menu with tabs for Select Facility, Facility, Contacts, Billing, Wastes, Units, APF, AWS (circled in red), and STEERS Home. A dark blue banner below the menu shows "View Official TCEQ Facility Information", "Facility SWR #: 97267", "Today's date is: 11/15/2018", and "14:41". The STEERS logo is in the top right corner. The main content area is titled "Official TCEQ Facility Information" and contains the following details:

- RN: **RN110497575**
- IHW SWR number: **97267**
- Company Name:
- Site Name: **AWS TEST GENERATOR**
- EPA ID:
- NAICS Code: **314999 - All Other Miscellaneous Textile Product Mills**
- Registration Type(s):
- Facility Registration Status: **ACTIVE**
- Site Land Type: **PRIVATE**
- Physical Address:

An "Edit" button is located at the bottom center of the information box.

Create New AWS

Click the "Create New AWS" button on the "Annual Waste Summary" screen. The "Select Year for AWS Record" screen will display.

The screenshot shows the TCEQ website interface. At the top left is the TCEQ logo and the text "TEXAS COMMISSION ON ENVIRONMENTAL QUALITY". To the right are links for "Help >>", "Contact Us >>", and "Logout >>". Below this is a navigation bar with buttons for "Select Facility", "Facility", "Contacts", "Billing", "Wastes", "Units", "APF", "AWS", and "STEERS Home". A dark blue banner below the navigation bar displays "Annual Waste Summary", "Facility SWR #: 97267", "Today's date is: 11/15/2018", and "13:52". Below the banner is another row of buttons: "TCEQ Records", "TCEQ Error Records", "Add Waste to AWS", and "Create New AWS". The "Create New AWS" button is circled in red. To the right of this row is the "STEERS" logo. Below the buttons is a section titled "Search Work Area" with the instruction "Select the following criteria to search the work area." This section contains three dropdown menus: "Select Waste Code(s)" with options "no selection", "0001003H", "00023071", "0003104H", and "0005604H"; "Select Receiver ID(s)" with options "no selection", "30040", "30271", "50052", and "50084"; and "Select Reporting Year:" with "no selection". Below these is a text input field for "TCEQ Record ID:" and a "Search" button.

Select Reporting Year

In the "Create New Annual Waste Summary" section of the screen, select the year for which you wish to report. Click the "Create New AWS" button. The "Create Annual Waste Summary for YYYY Using Valid APF Data" screen will display.

The screenshot shows the TCEQ web application interface. At the top left is the TCEQ logo and the text "TEXAS COMMISSION ON ENVIRONMENTAL QUALITY". To the right are links for "Help >>", "Contact Us >>", and "Logout >>". Below this is a navigation menu with tabs: "Select Facility" (highlighted in red), "Facility", "Contacts", "Billing", "Wastes", "Units", "APF", "AWS", and "STEERS Home". A dark blue header bar contains the text "Select Year for AWS Record", "Facility SWR #: 97267", "Today's date is: 11/15/2018", and "14:37". Below the header are several buttons: "Work Area", "TCEQ Records", "TCEQ Error Records", "Add Waste to AWS", and "Create New AWS". The "STEERS" logo is on the right. The main content area is titled "Create New Annual Waste Summary" and contains the instruction "Select the following criteria to search the work area." Below this is a "Select Reporting Year:" label followed by a dropdown menu showing "2016" with a red arrow pointing to it. At the bottom of the form are two buttons: "Create New AWS" (circled in red) and "Cancel".

Confirm Use of APF Data.

On the “Create Annual Waste Summary for YYYY Using Valid APF Data” screen, click the “Proceed” button to use the APF data to create your Annual Waste Summary.

The screenshot shows the TCEQ STEERS system interface. At the top left is the TCEQ logo and name. The top right has links for Help, Contact Us, and Logout. A navigation menu includes 'Select Facility' (highlighted in red), Facility, Contacts, Billing, Wastes, Units, APF, AWS, and STEERS Home. A status bar displays 'Create New Annual Waste Summary For Year 2016', 'Facility SWR #: 97267', 'Today's date is: 12/13/2018', and '14:07'. The STEERS logo is in the top right corner. The main content area is titled 'Create Annual Waste Summary for 2016 Using Valid APF Data' and contains the following text: 'Your Annual Waste Summary for 2016 is going to be created using your valid Annual Preparation File data for this facility. Click the "Proceed" button to continue, click "Cancel" if you would like to cancel this action.' Below the text are two buttons: 'Proceed' (circled in red) and 'Cancel'.

Verify Records and Enter TQG

The Annual Waste Summary records based on the APF data will appear in the "Records with Errors" section of the screen. STEERS cannot calculate the Total Quantity Generated for you. You will need to enter the Total Quantity Generated into the Annual Waste Summary records in order to submit the Annual Waste Summary. Click the Texas Waste Code link to go to the data entry screen.



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[Help >>](#) [Contact Us >>](#) [Logout >>](#)

Select Facility
Facility
Contacts
Billing
Wastes
Units
APF
AWS
STEERS Home

View Annual Waste Summary Records in Work Area
Facility SWR #: 97267
Today's date is: 12/13/2018
11:24

New Search
TCEQ Records
TCEQ Error Records
Add Waste to AWS



Your annual waste summary was created. You must enter the total quantity generated for each waste.

Annual Waste Records in Work Area for Reporting Year 2016

Records with Errors

9 Waste Code Records and/or NRR records
24 Quantity Handled Records

Page 1 [2 >](#) 1-5 of 9 Records

Texas Waste Code: 0001003H
Year: 2016

TQG	UOM	EPA Haz. Waste Numbers			Wst Min Cd	Wst Min Comment	Action
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
0.6325	T	141	001	TXR000084721			A
0.7725	T	040	001	TXR000084721			A

Add Required Information for Each Waste Stream

Add the following information:

- Total Quantity Generated. The units for the Total Quantity Generated will automatically be entered for you based on the APF data.
- The Waste Minimization Code and Comment for any hazardous wastes.
- Any applicable fee codes if the waste is eligible for a fee exemption.
- Any waste in storage as of 12/31 on one of the Quantity Handled lines.

Click the “Save and View Pending Records” button to go back to the "View Pending Annual Waste Summary Records" screen.

Edit Waste Code for Annual Waste Summary
Facility SWR #: 97267
Today's date is: 12/13/2018
11:16



Edit Waste Code 0001003H For Reporting Year 2016

Texas Waste Code:

EPA Hazardous Waste Numbers:

Total Qty Generated:

Units:

Waste Minimization Code: [Waste Minimization Codes](#)

Waste Minimization Comment:

Error: [Total Quantity Generated must be numeric and is required.](#)

Error: [Waste Minimization Code must be provided for a hazardous waste.](#)

Error: [Waste Minimization Comment must be provided for a hazardous waste.](#)

Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved.

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments	Error?	Delete?
<input type="text" value="0.6325"/>	<input type="text" value="T"/>	<input type="text" value="141"/>	<input type="text"/>	<input type="text" value="001"/>	<input type="text" value="TXR000084721"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text" value="0.7725"/>	<input type="text" value="T"/>	<input type="text" value="040"/>	<input type="text"/>	<input type="text" value="001"/>	<input type="text" value="TXR000084721"/>	<input type="text"/>	2	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

To add more quantity handled records, choose how many to add and click the button:

How Many:

Correct Remaining Errors

If other errors need correction, look for linked error messages either below the Waste Minimization Comment or at the bottom of the screen. Edit the record to correct the error(s). After correcting the record, click the “Save and View Pending Records” to ensure the record with errors is now in the “Valid Records” section.

There are errors associated with this record. The errors are listed below the record. Please hit the continue button to continue without correcting these errors.

Edit Waste Code 0001003H For Reporting Year 2016

Texas Waste Code: 0001003H

EPA Hazardous Waste Numbers: D002 F001 D030 F003

Total Qty Generated: 1.4050

Units: T

Waste Minimization Code: X [Waste Minimization Codes](#)

Waste Minimization Comment: NO WASTE MINIMIZATION EFFORTS WERE IMPLEMENTED FOR THIS WASTE.

Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved.

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments	Error?	Delete?
1.4050	T	141		001	TXR000084721			<input type="checkbox"/>
0.7725	T	141		001	TXR000084721		2	<input checked="" type="checkbox"/>

To add more quantity handled records, choose how many to add and click the button:

How Many: 5

There are errors associated with this record:

(2) [There is another quantity handled record with this same system type code, receiver number, and fee exemption code. You may add the different quantities together or delete the duplicate record.](#) ←

Repeat for Each Record With Errors

Repeat the correction process for each waste stream listed in the “Records with Errors” section. Click on the Texas Waste Code link to view any errors and make changes accordingly.



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[Help >>](#) [Contact Us >>](#) [Logout >>](#)

Select Facility
Facility
Contacts
Billing
Wastes
Units
APF
AWS
STEERS Home

View Annual Waste Summary Records in Work Area
Facility SWR #: 97267
Today's date is: 12/13/2018
13:15

New Search
TCEQ Records
TCEQ Error Records
Add Waste to AWS



Annual Waste Records in Work Area for Reporting Year 2016

Records with Errors

8 Waste Code Records and/or NRR records
22 Quantity Handled Records

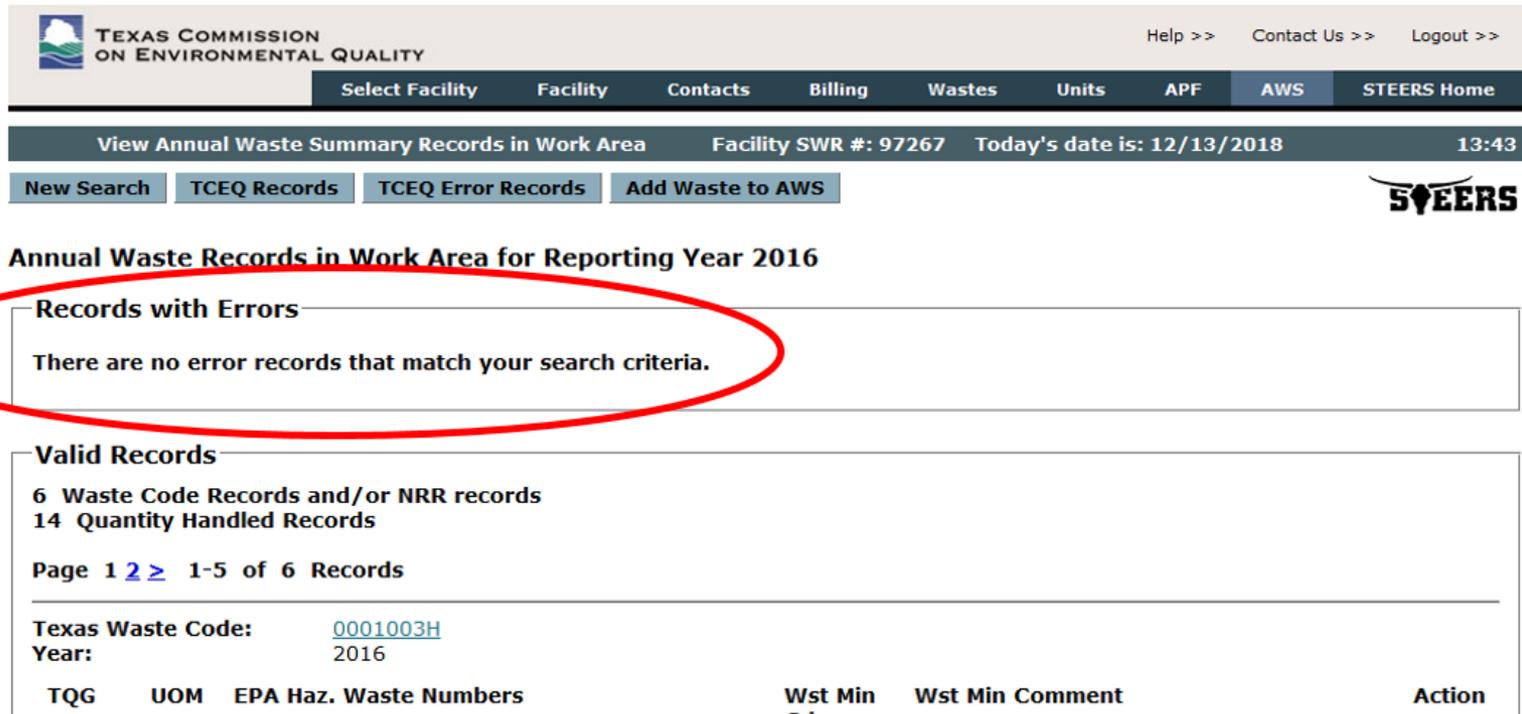
Page 1 2 ≥ 1-5 of 8 Records

Texas Waste Code: [00023071](#)
 Year: 2016

TQG	UOM	EPA Haz. Waste Numbers				Wst Min Cd	Wst Min Comment	Action
	T							A
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action	
57.1325	T	040	001	TXD008079555			A	
55.9925	T	141	001	TXD008079555			A	
339891.8900	T	081	002	TXR000084721			A	
29.9800	T	132	H2242	TXR000084627			A	

Verify Valid Records

Once you complete correcting your AWS information, make sure that all the records that you want to submit appear in the “Valid Records” section of the screen. Records in the “Records with Errors” section cannot be submitted until the errors are corrected and the record appears in the “Valid Records” section.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Select Facility Facility Contacts Billing Wastes Units APF **AWS** STEERS Home

View Annual Waste Summary Records in Work Area Facility SWR #: 97267 Today's date is: 12/13/2018 13:43

New Search TCEQ Records TCEQ Error Records Add Waste to AWS

STEERS

Annual Waste Records in Work Area for Reporting Year 2016

Records with Errors

There are no error records that match your search criteria.

Valid Records

6 Waste Code Records and/or NRR records
14 Quantity Handled Records

Page 1 [2](#) ≥ 1-5 of 6 Records

Texas Waste Code: [0001003H](#)
Year: 2016

TQG	UOM	EPA Haz. Waste Numbers	Wst Min	Wst Min Comment	Action
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Submit All Valid Records

Click the “Submit All Valid Records” button at the bottom of the “View Pending Annual Waste Summary Records” screen. If you do not see this button, you do not have the necessary STEERS role. Your account must have the “Sign and Submit” role for the facility to submit this report via STEERS.

Texas Waste Code: [00062031](#)
Year: 2016

TQG	UOM	EPA Haz. Waste Numbers				Wst Min Cd	Wst Min Comment	Action
8.2875	T						A	
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action	
8.2875	T	141	001	TXR000084721			A	

Submit All Valid Records

Large Quantity Generator Questions

A page with two questions about your hazardous waste generation will display. Choose the radio button with the correct answer to each question. Continue by clicking the "Go To Confirm Submit" button. The "Confirm Records to Send to TCEQ" screen will display.

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

Select Facility Facility Contacts Billing Wastes Units APF **AWS** STEERS Home

Hazardous Waste Generation Facility SWR #: 97267 Today's date is: 12/13/2018 13:50



Your records have **NOT** been submitted to the TCEQ. The questions below must be answered as part of the submission process. Answering these questions does **NOT** submit your records. After answering the questions, click the "Go To Confirm Submit" button to continue with the submission process.

Did this facility generate 1.1 tons or more of hazardous waste in any one month of the report year? No Yes

Did this facility generate 2.2 lbs. or more of acute hazardous waste in any one month of the report year? No Yes

Confirm Submit

On the "Confirm Records to Send to TCEQ" screen, enter your password at the bottom of the page and click the "Confirm Submit" button. Your Annual Waste Summary is NOT submitted until you click the "Confirm Submit" button.

Wst Min
Comment:

Waste Minimization Comment

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete.

By entering my password and pressing the "Confirm Submit" button, I agree that:

- 1. I am Lena Timmons, the owner of STEERS account ER001424.**
- 2. I have the authority to submit this data on behalf of facility AWS TEST GENERATOR.**
- 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 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 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 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 submitting 14 annual waste summary records.**

Password:

Do Not Submit

Confirm Submit

View Confirmation Message

Your report is NOT submitted unless a confirmation message and hash code appears on the next screen. You will also receive a confirmation e-mail from STEERS.



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

[Help >>](#) [Contact Us >>](#) [Logout >>](#)

Select Facility
Facility
Contacts
Billing
Wastes
Units
APF
AWS
STEERS Home

Submitted Waste Summary Records for Report Year 2016
Facility SWR #: 97267
Today's date is: 12/13/2018
10:59

New Search
TCEQ Records
TCEQ Error Records



Please print this page.

This page confirms your submittal to the TCEQ.

Your confirmation number is 345.

The data hash code is

BF38C624ACC43F85E020B7316E36E80F8A87844CA8D34D7309F9F7ECC59F3AB2.

You will also receive a confirmation e-mail.

Submitted Records

These records have been submitted to the TCEQ and cannot be edited.

6 Waste Code and/or NRR Records

14 Quantity Handled Records

1-6 of 6 Records

Texas Waste Code: 0001003H

Year: 2016

TQG	UOM	EPA Haz. Waste Numbers	Wst Min Cd	Wst Min Comment	Action		
1.4050	T	D002,D030,F001,F003	X	NO WASTE MINIMIZATION EFFORTS WERE IMPLEMENTED FOR THIS WASTE.	A		
QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
1.4050	T	141	001	TXR000084721			A

Contact Us

For assistance with user accounts and roles, contact STEERS help at 512-239-6925 or at steers@tceq.texas.gov.

For assistance with entering IHW data, contact the IHW Registration and Reporting Team at (512) 239-6413 or wasteval@tceq.texas.gov.