

**From:** [Susan Jablonski](mailto:Susan.Jablonski@tceq.texas.gov)  
**To:** [JVillarreal@floresvilletx.gov](mailto:JVillarreal@floresvilletx.gov)  
**Cc:** [Ramiro Garcia](mailto:Ramiro.Garcia@tceq.texas.gov); [Monica Aplin](mailto:Monica.Aplin@tceq.texas.gov); [Rosalind Stockton](mailto:Rosalind.Stockton@tceq.texas.gov); [Michelle Harris](mailto:Michelle.Harris@tceq.texas.gov); [Tracy Miller](mailto:Tracy.Miller@tceq.texas.gov); [Bryan Sinclair](mailto:Bryan.Sinclair@tceq.texas.gov); [Melissa Cordell](mailto:Melissa.Cordell@tceq.texas.gov); [Lynn Bumguardner](mailto:Lynn.Bumguardner@tceq.texas.gov)  
**Subject:** RE: Response to City of Floresville Inquiry  
**Date:** Wednesday, May 6, 2020 1:10:10 PM  
**Attachments:** [E2 DLQOR User Guide.pdf](#)

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Good afternoon, Mr. Villarreal.

On May 4, 2020, you contacted Mr. Ramiro Garcia, Jr., Deputy Director of the Texas Commission on Environmental Quality (TCEQ) Office of Compliance and Enforcement regarding reporting for the public drinking water system of the City of Floresville (the City). Please accept this response on behalf of Mr. Garcia.

The TCEQ received notice from you that the City was unable to timely submit the required DLQOR for the first quarter of 2020. It was further explained that in the beginning of March, the City shut down its city hall, preventing personnel from having access to the City's STEERS account information. Additionally, you indicated that as soon as the responsible personnel were able to get access into STEERS, the first thing done was to submit the DLQOR.

The TCEQ Office of Water is not altering the deadline for submitting the 1st quarter 2020 DLQOR. However, the TCEQ has been working with systems who are facing logistical challenges due to the current COVID-19 pandemic. We have discussed your individual circumstances with the TCEQ Office of Water. The DLQOR compliance officer will be reaching out to the City and provide specific guidance on the 1st quarter 2020 DLQOR.

In this circumstance, the impact of the pandemic and the City's history of compliance, supports suspending issuance of a violation for failing to submit the 1st quarter DLQOR by the required date. The required parameters for this allowance should be discussed directly with the DLQOR compliance officer.

Should you have additional questions for the TCEQ Office of Compliance and Enforcement, you can directly contact Ms. Lynn Bumguardner, Water Section Manager in San Antonio Region 13 at (210) 403-4050 or at [lynn.bumguardner@tceq.texas.gov](mailto:lynn.bumguardner@tceq.texas.gov).

Sincerely,

Susan Jablonski, P.E.  
Area Director for Central Texas  
Texas Commission on Environmental Quality  
(512) 239-6731

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**From:** Johnny Villarreal <[JVillarreal@floresvilletx.gov](mailto:JVillarreal@floresvilletx.gov)>  
**Sent:** Monday, May 4, 2020 8:35 AM  
**To:** Ramiro Garcia <[ramiro.garcia@tceq.texas.gov](mailto:ramiro.garcia@tceq.texas.gov)>  
**Subject:** City of Floresville

Due to covid 19 the I was not able to submit the City of Floresville first quarter DLQOR I as soon as I was able to come in the office and submit it I did sorry for the inconvenience.

# **ELECTRONIC ENVIRONMENTAL DRINKING WATER REPORTING (E2-DWR) SYSTEM**

## **WATER SYSTEMS USER GUIDE for DLQOR REPORT**

### **Texas Commission on Environmental Quality (TCEQ)**



**Version: 2.5**

**June 23, 2015**

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# 1 Introduction

## 1.1 State of Texas Environmental Electronic Reporting System (STEERS)

STEERS provides a platform to the public for on-line access to the Electronic Environmental (E2) Reporting System plus several other regulatory programming areas of the TCEQ. An individual obtains a free STEERS account with which they have on-line access to add, update, renew and modify their accounts for a number of regulatory programs. STEERS enables secure submission of electronic data which satisfies EPA CROss Media Electronic Reporting Rule (CROMERR) requirements.

Individuals that have an issue with STEERS have access to telephone or e-mail assistance from the STEERS team. The STEERS team provides telephone support to the public for help with the STEERS program only. Any issues the individual has with a regulatory program are referred to the program area for assistance. STEERS staff also has access to the Internal Data Application (IDA) to re-set passwords for users whose accounts are locked.

STEERS Contact

<b>State of Texas Environmental Electronic Reporting System (STEERS)</b>
Texas Commission on Environmental Quality (TCEQ) STEERS Help line STEERS (MC 226) E-mail: <a href="mailto:STEERS@tceq.texas.gov">STEERS@tceq.texas.gov</a> Phone: (512) 239-6925

## 1.2 Electronic Environmental Reporting and the E2 System

The Electronic Environmental (E2) Reporting System is a web-based application that allows the regulated community to electronically submit reports to the Texas Commission on Environmental Quality (TCEQ). The E2 system provides an alternative to submitting hand-written or paper-based reports that is faster, more efficient, and requires less processing for water systems and TCEQ. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionalities have been included to serve as a completely paperless reporting system.

The E2 system allows public water systems (PWS) to submit the following reports:

- Disinfectant Level Quarterly Operating Report (DLQOR)

### 1.3 Reasons for and Benefits of Electronic Reporting with E2

Electronic reporting provides the following benefits:

- Gives the user greater control over the quality of data flow
- Provides greater assurance of receipt of required regulatory reporting documents
- Reduces reporting costs by offering a streamlined reporting method using readily available computer tools
- Offers on-line availability of reports and their processing status
- Improves reported data integrity and security
- Saves the TCEQ costs by reducing, and better utilizing resources required for managing reports
- Adds to the overall effectiveness of the TCEQ program areas with faster response for data analyses, compliance assessment, and decision-making

### 1.4 E2 Contact Information

If you need help entering data, checking on your status/receipt of your data, etc, please contact the TCEQ Main Line and ask for a specific Program Coordinator.

- DLQOR Coordinator

The Program Coordinators can be reached at:

<b>DWR</b>
Program Coordinator Public Drinking Water Section (MC-155) Water Supply Division Texas Commission on Environmental Quality (TCEQ) ESubdata@tceq.texas.gov Phone: (512) 239-4691

All questions regarding login issues, technical problems, forgotten passwords, or setting up your STEERS account should be directed to the STEERS Help Line.

### 1.5 E2 System Overview

As a web-enabled system, the E2 system provides Water Systems with the following capabilities with respect to Water System Reports:

- **Ability to submit original or revised water system reports.** E2 allows water systems to either fill out the reports online or copy-and-paste reports from a water system's local data system.
- **Ability to view validation messages online.** All submissions can be validated to verify that they meet minimum criteria.

- **Ability to save partially completed reports.** If a user does not finish filling out a report in one session, he or she can save the report and resume filling it out at a later time. TCEQ will not review partially completed reports. The user must submit the report in order for the data to be processed by TCEQ.
- **Ability to view and print previously submitted reports.** All submissions made through the E2 reporting system are saved for later retrieval.
- **Ability to monitor the status of all submissions.** Users can log in to see the current processing status of all submissions (Pending, Processed, and Rejected). Users also receive an email notification of the submission status.

In essence, the E2 system serves as an electronic filing cabinet, allowing Public Water Systems (PWS) to manage their own reporting to TCEQ and monitor the status of submitted reports.

In order to provide sufficient security for all submitted information, access to the E2 system is restricted in the following ways:

- Any person who wants to have access to the E2 system must have an authorized STEERS User Account.
- Any person who wants to submit reports for a particular Water System must be granted an association with their Water System.
- In order to submit the reports online in E2, the STEERS user account must have the "PDW System Sign and Submit" role.
- Any person who wishes to certify water system reports must fill out an STEERS Participation Agreement (SPA), and submit it to the TCEQ online or via mail.

## 2 Minimum System Requirements

Water Systems must be able to access TCEQ's E2 website through the Internet. Typically, such access is available either through a dedicated connection (i.e. local area network) or a modem connection to an Internet Service Provider.

To ensure that all of the features of the E2 system are available, Water Systems must use Microsoft Internet Explorer web browser (version 7.0 or higher) or Firefox (version 10.0 or higher). The performance of the E2 system will vary based on the computer's internet connection speed, CPU, operating system, and available memory. The minimum system configuration recommendation is as follows:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- VGA or higher resolution monitor (at least 800 x 600 resolution)
- Microsoft Windows XP or higher
- 256 MB of RAM or higher
- Web Browser:
  - Designed for Microsoft Internet Explorer 9.0
  - Also works on other browsers
    - Microsoft Internet Explorer 7.0 or higher
    - Google Chrome
    - Mozilla Firefox
  - Safari web browser was not tested and will most likely not work with the E2 interface
- PDF Reader for viewing of PDF files
- Printer for printing submission in report format and/or Copy of Record
- Email account

## 3 E2-DWR System Description

This section provides a brief overview of the report submission process in E2.

### 3.1 Abbreviated eDWR Submission Process for Public Water System:

**Step 1:** Via STEERS, Water System User logs into the E2 Reporting System via the Internet with user ID, password, and an answer to a security question.

**Step 2:** Using the Water System tab → Create New Reports screen, the user selects a water system from the drop down menu to complete the following reports:

- Disinfectant Level Quarterly Operating Report (DLQOR)

**Step 3:** The user prepares Water System report in accordance with reporting requirements, as specified using any of the submission methods below:

- Step 3A: Online Data Entry for DLQOR

**Step 4:** Enter the STEERS password and certify the data entered.

**Step 5:** E2 receives the file, and issues a receipt of confirmation to the user on the screen. A separate receipt confirmation email will be automatically sent to the user. The E2 verifies that the submitted file conforms to the specific data validation rules and business requirements defined for each of the reporting forms.

**Step 6:** Valid submissions can be viewed and printed at any time.

## 4 Getting Started

### 4.1 Creating a STEERS User Profile

In order to gain access to the E2 Reporting System, a State of Texas Environmental Electronic Reporting System (STEERS) user account at <https://www3.tceq.texas.gov/steers/index.cfm> must first be created.

From the above URL, press the “to create a new account” button to create a new STEERS user account.

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
- » Municipal Solid Waste Notifications
- » Pesticide General Permit
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)

**e-Reporting:**

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Discharge Monitoring Reports (eDMR)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Quarterly Report
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Training Roster Online Submittal (TROLS)

See details of what you can do.

This is STEERS version 5.9.

Enter STEERS:

ER Account Number:  (ER + 6 digits)

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](#).

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Statewide Links | Texas.gov | Texas Homeland Security | TRAIL Statewide Archive | Texas Veterans Portal

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To create a new STEERS user account, follow the instructions and press the “Create New Account” button to begin. Pressing on the “Create New Account” button will open the Applicant Information screen.

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Help >> Contact Us >> STEERS Login >>

Welcome to the Online STEERS Participation Agreement (SPA) 14:46

**STEERS**

**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.

Create New Account Exit Application

Enter the required user information as indicated by a red asterisk. After entering the user information, scroll to the bottom of the screen and press the "Next" button.

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

**Applicant Information** 14:45

**5EERS**

Please enter the applicant's information below and press Next button to continue.  
All fields marked with \* are required.

**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)

Next Clear Form Exit Application

Please note the timer in the corner; you have 15 minutes to fill out each page before the system will automatically log you out. Make sure you have all the information required to fill out each form.

The "Review Applicant Data" page will be displayed. Press the "Next" to continue.

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

**Review Applicant Data** 14:37

**STEERS**

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:** Joe Smith  
**Company Name:** TCEQ  
**Title:** OPERATOR  
**Email Address:** USER@email.com  
**Phone Number:** 512-239-4691  
**Mailing Address:** 12100 PARK 35 CIRCLE  
 AUSTIN TX TX 78753

Previous Next Exit Application

On the "STEERS Account Security Question Update" page, select 5 security questions and provide the desired answers accordingly. Press the "Save" button to continue.

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

**STEERS Account Security Question Update** User: ER001263 14:47

**STEERS**

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 ER001263 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:** - Select a Question - **Answer 1:**

**Question 2:** - Select a Question - **Answer 2:**

**Question 3:** - Select a Question - **Answer 3:**

**Question 4:** - Select a Question - **Answer 4:**

**Question 5:** - Select a Question - **Answer 5:**

Save

Next, select the desired STEERS program for the selected user account as follows:

- Public Drinking Water - Systems (PDWSYS)

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Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA

STEERS Account Summary User: ER001263 14:17

**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: Public Drinking Water - Systems (PDWSYS) Go

Please select the applicable “Access Type”

- PDW System Read - view only
- PDW System Edit - view, create, delete, and modify
- PDW System Sign and Submit - view, create, delete, modify, sign, and submit

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Modify IDs Account Summary

Add New PDWSYS IDs User: ER001295 13:59

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: \*\*Pick Role\*\*

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

-OR-

I, Joe 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 30 TAC 290.46(f)(4)(C).

I, Joe 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 30 TAC 290.46(f)(4)(C).

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

After selecting the Access Type, you must choose an Authorization Type as well. According to 30 TAC 290.46(f)(4)(C) reports must be signed by a licensed water works operator. The applicable standards that applied to signing the paper DLQOR also apply to electronic submittals (30 TAC 19.12(c)).

There are three options for Authorization:

1. I am applying and no specific company authorization is required
  - a. If you chose Access Types "System Read" or "System Edit", you can choose this option.
  
2. I am applying for a sign and submit role and have the authority...
  - a. If you chose Access Type Sign and Submit, you can choose this option or option 3.
  
3. I am applying for a sign and submit role and am authorized by the person below...
  - a. If you chose Access Type Sign and Submit, you can choose this option or option 2.
  - b. Please enter in the information of the Authorizing Company.

Once you have determined your Access and Authorization levels, you can enter your PDW System ID. Enter the PDW System ID(s) as follows:

- Public Drinking Water - Systems (PDWSYS) → Public Water System ID
- Once "Access Type", "Authorization Type", and "PDW System ID" are selected/entered, press the "Add IDs" button to continue.
- ID must be entered in the format **TX1234567**. If you receive an error stating the ID number is not recognized or is associated with another account, make sure you have added the **TX** to your PWS ID number.
  - You can also Copy IDs from another account using the STEERS account ER number of another STEERS user.

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

**Enter the PDW System ID(s) the account needs to access.**

TX0010001					

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**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:**

On the confirmation/review page, press the “Confirm Add” button to save your selection

The screenshot shows the top navigation bar with the Texas Commission on Environmental Quality logo and links for Help, Contact Us, and Logout. Below the navigation bar are buttons for Modify IDs, Add IDs, and Account Summary. The main header indicates the user is ER001295 and the page title is 'Confirm Add New Public Drinking Water - Systems IDs'. A message states: '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](#) at the bottom of the page to confirm the addition. Otherwise, press Cancel to return to the previous page.' Below this is a section titled 'Access and Authorization for IDs' with details on Access Type, Relationship, and an Authorization Statement. A table lists 'IDs found to be added' with one entry: ID TX0010001, Name/Loc CITY OF PALESTINE. At the bottom are 'Confirm Add' and 'Cancel' buttons.

Please note that new STEERS user accounts will receive a “probation” status until the STEERS Participation Agreement (SPA) is received by the TCEQ (either by mail or electronically). Please write down or take note of your User ID (ex ER001263), this ID will be required to log into your STEERS/E2 account from now on. An email with this ID has also been sent to you.

The screenshot shows the 'Account Summary' page. The navigation bar includes 'Who Else Has Access?', 'Modify IDs', 'Add IDs', and 'Account Summary' (highlighted with a red box). The header shows 'Public Drinking Water - Systems ID List' and 'User: ER001263'. A message states: 'Your PDWSYS access has been updated. You have 1 IDs for PDWSYS. 1-1 of 1 Records'. A table lists the user's access: ID TX0010007, Name/Location DOGWOOD SPRINGS WSC PLANT 1, Role PDW Systems Sign and Submit Self, Authorization Status probation, and Modified 12/05/2014. At the bottom are 'Add IDs', 'Modify IDs', and 'Cancel' buttons.

To access the STEERS Participation Agreement (SPA), press the “Account Summary” button on the top of the page. Once the STEERS Account Summary page is opened, the options for SPA are made available as follows:

- Mail → “Paper SPA” For mailing of SPA, press the “Paper SPA” button to access STEERS Participation Agreement (SPA).
- Electronic → “E-Sign SPA” (via Texas Driver’s License). For online, electronically signed SPA, press the “e-sign SPA” button to access the STEERS Participation

Agreement – E-sign page. Use your Texas Driver's License information to electronically sign SPA online.

**Account Summary**

**Account:** ER001263      **Account Status:** **PROBATION** - unlocked  
**Name:** Joe Smith      **Created:** 12/05/2014  
**Company:** TCEQ      **Activated:** N/A  
**Title:** OPERATOR      **Last Renewed:** N/A  
**Email:** USER@email.com  
**Phone:** 512-239-4691  
**Address:** 12100 PARK 35 CIRCLE  
AUSTIN TX, TX 78753

**STEERS Access**

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

Current Program Area	Program	# IDs	# Probationary
<a href="#">Public Drinking Water - Systems</a>	PDWSYS	1	1

Click on either “Paper SPA” or “E-sign SPA”.

- To submit via mail, click the Paper SPA button. Then press the “Generate Your SPA” to create the SPA printout for the mailing to TCEQ.

 **TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

Help >> Contact Us >> Logout >>

**E-sign SPA** **Account Summary**

STEERS Select SPA Type User: ER001263 14:49



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.

-- 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.

Print (using your browser's print button), sign, and mail form to the STEERS address on the top of the form.



**TEXAS COMMISSION  
ON ENVIRONMENTAL QUALITY**

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

E-sign SPA
Account Summary

STEERS Participation Agreement - New Account
User: ER001263
December 05, 2014
14:40



To sign your STEERS Participation Agreement (SPA) electronically with a valid Class C Texas Drivers License (TDL), press E-Sign SPA above. Otherwise, please print the SPA using your browser's print button and mail it to the STEERS team. In order to meet legal requirements, STEERS cannot accept a faxed SPA and **ALL** signature blocks of the mailed SPA must contain original, ink signatures.

<b>Mail SPA to STEERS:</b>	<b>Mailing Address</b>	<b>Physical Address</b>
	TCEQ	TCEQ
	STEERS MC226	STEERS MC226
	PO BOX 13087	12100 Park 35 Cir
	Austin, TX 78711-3087	Austin, TX 78753

**Note:** We recommend you do not send the SPA via Certified Mail as it is routed through another agency and takes more time to reach STEERS staff.

Account Information	
<b>Account:</b>	ER001263
<b>Name:</b>	Joe Smith
<b>Company:</b>	TCEQ
<b>Title:</b>	OPERATOR
<b>Email:</b>	USER@email.com
<b>Phone:</b>	512-239-4691
<b>Address:</b>	12100 PARK 35 CIRCLE AUSTIN TX, TX 78753

I am applying to read, edit, prepare, and/or sign and submit information electronically for the sites below:

Public Drinking Water - Systems - Probation Ids					
ID	Name/Loc	Access	Relationship	Authorized By	Last Modified
TX0010007	DOGWOOD SPRINGS WSC PLANT 1	PDW Systems Sign and Submit	The Facility	Self	12/05/2014
<b>Hash Code: (for STEERS use only)</b>		3D1DA78CFC09755C1B90C0D01CFD2447			

- For online electronically signed SPA, press the “e-Sign SPA” button to access STEERS Participation Agreement - E-sign page. Read through the information and then scroll to the bottom of the page. Use your Texas Driver's License information to electronically sign SPA online. Be sure to check both boxes just above the e-sign button.

**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, Joe Smith, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

I, Joe 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.**

**Signature Authority Standards:**

Public Drinking Water - Systems (PDWSYS)  
see 30 TAC 290.46(f)(4)(C)

Once you have either electronically submitted or printed out your SPA, you may exit out of the application. You have now completed the creation your STEERS account. You will now be able to sign into E2 without going through this process again.

You will receive an email stating that you have created a STEERS account and prompting you to create a password for E2. Follow the steps outlined in the email to create your password. Make sure to write down your Login ID (ex. ERO01263) and Password and keep them in a secure location. You will need your Login ID and Password to access E2 and submit electronic forms.

## 5 E2-eDWR Online Data Entry Form

The online data entry forms currently available in TCEQ's E2 Reporting System are described in the section below.

- Disinfectant Level Quarterly Operating Report (DLQOR)

Please note that after **20 minutes** of inactivity, you will be signed out of E2. Make sure to regularly save your progress.

### 5.1 Online Data Entry Form for Disinfectant Level Quarterly Operating Report (DLQOR)

The data entry process flow for the “Disinfectant Level Quarterly Operating Report (DLQOR)” online data entry form is as follows. Please read through each step carefully.

**Step 1A:** Login to STEERS with a valid user account number and password

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
- » Municipal Solid Waste Notifications
- » Pesticide General Permit
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)

**e-Reporting:**

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Discharge Monitoring Reports (eDMR)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Quarterly Report
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Training Roster Online Submittal (TROLS)

See details of what you can do.

This is STEERS version 5.9.

**Enter STEERS:**

ER Account Number:  (ER + 6 digits)

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](#).

Site Help | Disclaimer | Web Policies | Accessibility | Our Compact with Texans | TCEQ Homeland Security | Contact Us  
 Statewide Links: Texas.gov | Texas Homeland Security | TRAIL Statewide Archive | Texas Veterans Portal

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**Step 1B:** Once logged into STEERS, select the Public Drinking Water Systems (PDWSYS) Program module menu option to access the E2 Reporting System

**Welcome to STEERS Internet Version 5.9!**

**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: Public Drinking Water - Systems (PDWSYS)

**STEERS News:**

There are no current news items.

**Step 2:** After E2 validates the user account via STEERS web services, the PWS User is presented with the E2 Home page. Click on the Water System tab.

**TCEQ** Reporting

Home **Water System** My Account Hello, ER001472 Help STEERS Home Logout

**Announcement**

The E2 system is currently comprised of a Drinking Water Reporting (DWR) module. The system provides regulated and non-regulated entities with an alternative way to submit data, using XML protocol, and allows TCEQ to validate the data electronically, acknowledge receipt, and upload data to the state's central databases.

**Laboratories:** Laboratories can submit Microbial Monitoring Report.

**Water Systems:** Water Systems can use the E2 system to submit the DLQOR, GWR MOR, and SWMOR.

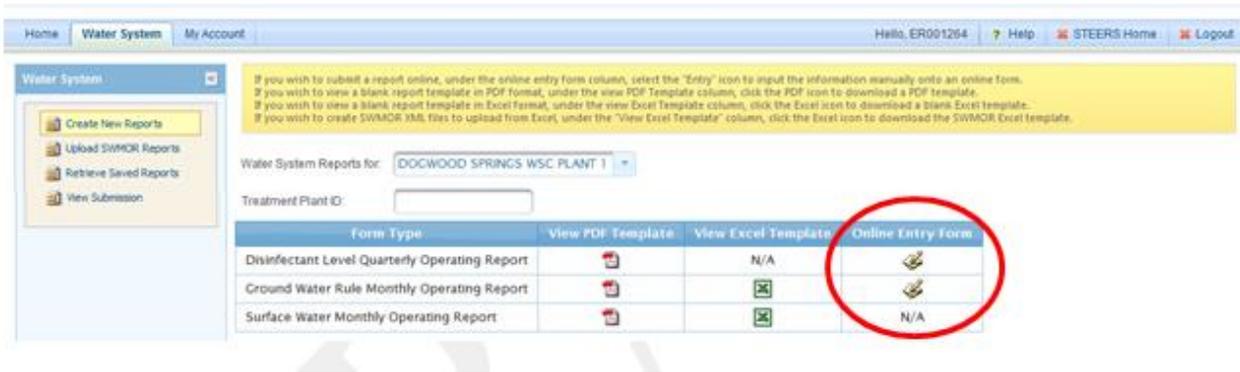
**Step 3:** For the PWS User, the Water System Reporting Module menu option is available as follows:

- Create New Reports
- Upload SWMOR Reports (This option is not yet functional. SWMORs cannot be submitted electronically at this time)
- Retrieved Saved Reports
- View Submissions



**Step 4:** From the Water System Reporting Module, press “Create New Reports” menu option.

**Step 5:** Select a Water System from the dropdown “associated” PWS list and press the “Online Data Entry” icon to begin online data entry form for Disinfectant Level Quarterly Operating Report (DLQOR).



Please note that on the “Create New Report” page for the Water System Reporting Module, the following options are also available:

- View PDF Template → present a “blank” PDF form of DLQOR. Choosing this option will not electronically submit the DLQOR. This is merely a blank PDF that can be printed out or viewed for reference.

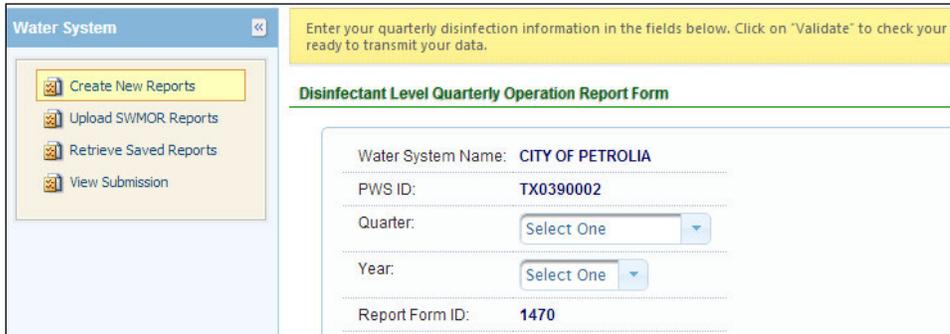
**Step 6:** Once the “Online Data Entry” link is pressed, a pop up window will be displayed as shown below. To proceed, press the “OK” button. This will open the Disinfectant Level Quarterly Operating Report (DLQOR) for the user to begin adding information.



**Step 7:** On the DLQOR Online Data Entry Form for the selected PWS (in step #5), the following info will be displayed on screen:

- Public Water System ID
- Public Water System Name

These fields are read-only and locked from editing.



Water System

Enter your quarterly disinfection information in the fields below. Click on "Validate" to check your data ready to transmit your data.

**Disinfectant Level Quarterly Operation Report Form**

Water System Name: CITY OF PETROLIA

PWS ID: TX0390002

Quarter: Select One

Year: Select One

Report Form ID: 1470

Just like on the paper form, select the Quarter, Year, and Residual Type, then fill in the DLQOR form with the required disinfectant residual information. An example online data entry form for DLQOR is shown below:

Disinfectant Level Quarterly Operation Report Form

Water System Name: **DOGWOOD SPRINGS WSC PLANT 1**  
 PWS ID: **TX0010007**  
 Quarter:   
 Year:   
 Report Form ID: **3083**

Type of Disinfectant Used in Distribution System\*:   
 \* If you used chloramines and free chlorine at any time during this quarter, select both.

**First Month of Quarter: Monthly Summary**

Month: \_\_\_\_\_ Was the PWS active this month?

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*	Number with NO residual for this month*
<input type="text"/> mg/L	<input type="text"/> readings	<input type="text"/> readings %	<input type="text"/> readings %

**Second Month of Quarter: Monthly Summary**

Month: \_\_\_\_\_ Was the PWS active this month?

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*	Number with NO residual for this month*
<input type="text"/> mg/L	<input type="text"/> readings	<input type="text"/> readings %	<input type="text"/> readings %

**Third Month of Quarter: Monthly Summary**

Month: \_\_\_\_\_ Was the PWS active this month?

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*	Number with NO residual for this month*
<input type="text"/> mg/L	<input type="text"/> readings	<input type="text"/> readings %	<input type="text"/> readings %

**Quarterly Summary and Certification**

Average of all disinfectant residuals for this quarter	Lowest residual for this quarter*	Highest residual for this quarter*
<input type="text"/> mg/L	<input type="text"/> mg/L	<input type="text"/> mg/L

License#:

License#:

Report Comments:

**Every data field on the data entry form (except “report comments”) is required for online submission.**

**Note:** At any point during the data entry the user can press the “Validate” button to check that the information entered against the QA/QC data validations defined for DLQOR. At any time the user may save the values that have been entered on the DLQOR online entry form and return at a later time by pressing the “Exit” button.

Once the user has completed adding the data and the form is complete, the “Validate and Save” button must be pressed. This checks that the data is valid and saves the record to the report.

**Step 8:** When the “Validate” or “Validate and Save” buttons are pressed, the following QA/QC data validations will run.

**On the online data entry form, the validation logic in First / Second / Third Month Summary Result is as follows**

- Year starts from 2008
- The 4 quarters are defined as follows
  - 1<sup>st</sup>: Jan/Feb/Mar → due on Apr 10
  - 2<sup>nd</sup>: Apr/May/Jun → due on Jul 10
  - 3<sup>rd</sup>: Jul/Aug/Sep → due on Oct 10
  - 4<sup>th</sup>: Oct/Nov/Dec → due on Jan 10
- “Inactive” for the selected month will disable data entry of summary result
- If disinfectant residuals is > 4.0 mg/l, system will display a warning message (but allow user to submit)
- Use one decimal point for average residual values
- Use only whole numbers for number of residual samples
- For “Active” Month, the number of residual samples should be greater than 0.
  - If 0 is entered, the system will issue a warning “Number of residuals collected is less than required by rule.”
- Number of residuals below the minimum must be between the total number of residuals collected and the number of samples with no residuals.
- Auto-calculate percent at “number below MIN” and “number with NO residual”. The calculated percent will be rounded to 1 decimal place (e.g. 25.7%).

**On the online data entry form, the validation logic in Quarterly Summary and Certification Result are as follows**

- If all quarters are “Inactive”, data entry of Quarterly Summary result will be disabled.
- Auto-calculate “weighted” Average Disinfectant and round to 2 decimal places (e.g. 2.75%)
- If the reading for "the Number with NO residual" is greater than 0 for any month in the quarter, the “Lowest” disinfectant residual for this quarter must be 0.
- If the reading for "the Number with NO residual" is 0 for any month in the quarter, the “Lowest” disinfectant residual for this quarter must be 0.
- If the reading for “the Number with NO residual” is 0 for ALL of the months in the quarter, the “Lowest” disinfectant residuals for this quarter must be greater than 0.
- The “Highest” disinfectant residual for this quarter cannot be less than any of the Average disinfectant residual values in the First / Second / Third Month.

- Type of “disinfectant used” determines the warning for the minimum allowable value for “Lowest” disinfectant residuals as follows:
  - Chlorine Free: 0.2 mg/L
  - Total & Both: 0.5 mg/L
- The warning for maximum allowable value for the “Highest” disinfectant residual is 4.0 mg/L.

Note: You may receive an error or warning message after you hit the Validate button. Please make sure all of your data is correct before you hit the submit button. Examples of the error/warning messages are shown below.

**Validation failed messages point out an inconsistency in the data that must be fixed before the DLQOR can be submitted.**

The screenshot displays a data entry form for a quarterly summary. The form is divided into sections for each month of the quarter (July, August, September) and a final section for the quarterly summary and certification. The 'Average of all disinfectant residuals for this month\*' field for July is highlighted with a red box and contains the value 7.9 mg/L. The 'Highest residual for this quarter\*' field in the quarterly summary section is also highlighted with a red box and contains the value 2.8 mg/L. Three warning messages are overlaid on the right side of the form:

- Validation Failed:** (1) Quarterly Summary Highest Residual cannot be less than the All Disinfectant Residuals value for any of the months in this quarter.
- Warning:** This data has been submitted after the due date, you may be subject to a violation.
- Warning:** (First Month) Average of All Disinfectant Residuals exceeds the maximum residual disinfectant level (MRDL) of 4.0 mg/L.

At the bottom of the form, there are buttons for 'Exit', 'Reset', 'Validate', 'Validate and Save', and 'Submit'. The 'License#' field contains the value \*WC00012815.

This error message occurred because the highest residual for the quarter cannot be less than the average of any single month. The data would need to be corrected before submittal.

**Warning messages do not prevent you from submitting the DLQOR, they merely point out potential issues/violations.**

Report Form ID: 3083

Type of Disinfectant Used in Distribution System\*: Chlorine (Free)

\* If you used chloramines and free chlorine at any time during this quarter, select both.

First Month of Quarter: Monthly Summary

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*
7.9 mg/L	31 readings	0 readings 0%

Second Month of Quarter: Monthly Summary

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*
1.5 mg/L	35 readings	0 readings 0%

Third Month of Quarter: Monthly Summary

Average of all disinfectant residuals for this month*	Number of residuals collected this month*	Number below MIN for this month*	Number with NO residual for this month*
1.7 mg/L	30 readings	0 readings 0%	0 readings 0%

Was the PWS active this month?

Quarterly Summary and Certification

Average of all disinfectant residuals for this quarter	Lowest residual for this quarter*	Highest residual for this quarter*
3.7 mg/L	0.7 mg/L	7.9 mg/L

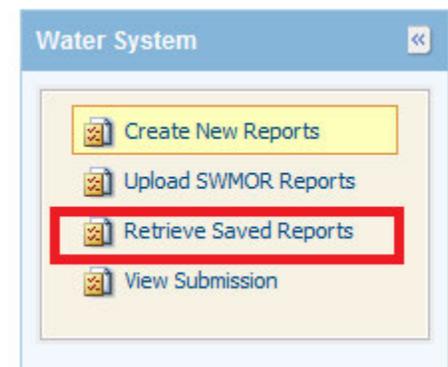
License#: WC00012815

Report Comments:

These warning messages do not indicate an error in data entry, only that the data entered may lead to a violation. No changes to the data would need to be made, and the form can be submitted as is.

If you have “Sign and Submit” access, move on to **Step 9**.

If you chose the “System Edit” access type, click the Validate and Save Button when you have finished filling out the form. You can review the forms you have saved under the “Retrieve Saved Reports” menu option.



Choose the Water System from the drop-down menu you wish to review the reports of.

This screen lists all reports that have been saved in progress but not yet submitted to TCEQ. To retrieve and edit a saved report, first select the Water System from the drop down menu. Then, to edit an existing report click on the "Edit" icon. To delete a report, click the checkbox next to the report and then click the "Delete" button.

Water System: CLAY ROAD MUD

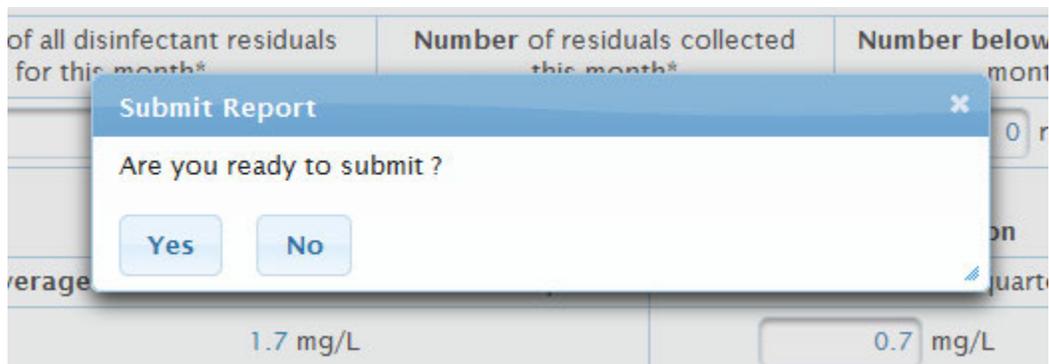
<input type="checkbox"/>	Edit	Last Updated Date	Last Updated By	Report Type	Report Form ID
<input type="checkbox"/>		2015-02-10 11:31:55.0	Joe Smith	Disinfectant Level Quarterly Operating Report	3159
<input type="checkbox"/>		2015-02-10 11:21:40.0	Joe Smith	Disinfectant Level Quarterly Operating Report	3158
<input type="checkbox"/>		2015-01-29 10:03:10.0	Joe Smith	Disinfectant Level Quarterly Operating Report	3139
<input type="checkbox"/>		2015-01-29 09:59:37.0	Joe Smith	Disinfectant Level Quarterly Operating Report	3138
<input type="checkbox"/>		2015-01-29 09:47:37.0	Joe Smith	Disinfectant Level Quarterly Operating Report	3137

The authorized Sign and Submit user can access these reports and submit them through this same menu option.

If you are entering multiple DLQORs, once you have entered the information for one report, hit Validate and Save and then click the Exit button. This will return you to the main Water System Reporting Module, choose another PWS from the drop down menu and follow the same steps (Steps 3-8) for entering the DLQOR information.

**Note: Saving reports is not the same as submitting them. You must follow the steps outlined below in order for your DLQOR to be submitted and received by TCEQ.**

**Step 9:** When a PWS user is ready to submit the data entered on the DLQOR form, press the "Submit" button. Once pressed, a pop-up window will be displayed as shown below. To proceed, press the "Yes" button. This will open the submit page.



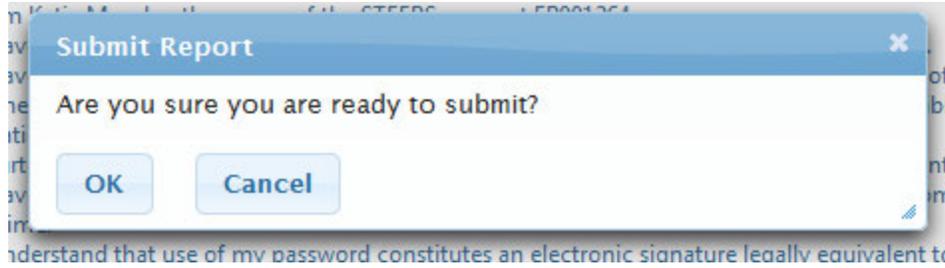
Please take steps to ensure that you do not submit multiple DLQORs for the same system. Duplicate entries can lead to errors in submittal. If you believe you have accidentally submitted the wrong information for a system, submit a corrected copy, but add a note in

the Report Comments field stating “Revised Data” or “Correct Info.” The system will automatically accept the first submitted report as the correct data, adding a note will allow us to manually find the correct duplicate.

**Step 10:** On the E2 submission page, enter your password and place a check mark on the “I Certify” checkbox to submit the Disinfectant Level Quarterly Operating Report (DLQOR) report online. Press “Submit” to submit the report.

To preview the data being submitted, please click on the Back button to access the Preview button on the online data entry form.

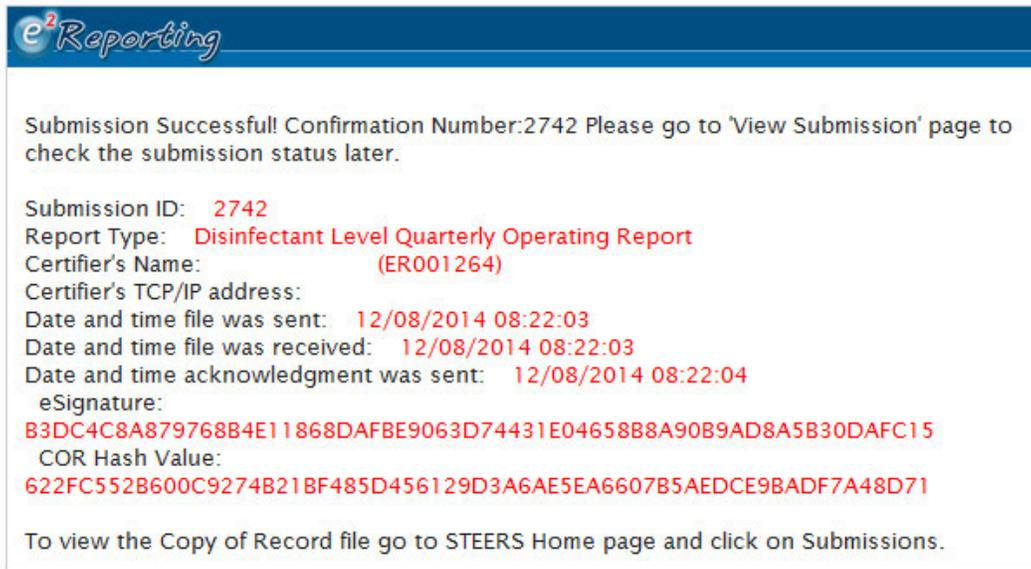
<b>1</b>	Enter Password *	<input style="width: 95%; height: 20px;" type="password" value="....."/>
<b>2</b>	Certify Your Submission	<p>Certifier: ER001264</p> <div style="border: 1px solid gray; padding: 5px; min-height: 300px;"> <p>I certify that I am authorized under 39 Texas Administrative Code Subchapter 935.14 to sign this document and can provide documentation in proof of such authorization upon request. I certify under penalty of law that the 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.</p> <ol style="list-style-type: none"> <li>1. I am the owner of the SYSTEM account ER001264.</li> <li>2. I have the authority to sign this data on behalf of the DISINFECTION OPERATIONS DEPARTMENT.</li> <li>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.</li> <li>4. I further certify that I have not violated any terms of my TCEQ SYEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.</li> <li>5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.</li> <li>6. I also understand that the provisions of TCEQ 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.</li> <li>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.</li> <li>8. I am knowingly and intentionally signing Public Drinking Water (PDW) Electronic Submittal.</li> <li>9. My signature indicates that I am in agreement with the information on this form and authorize its submission to the TCEQ.</li> </ol> </div> <p><input checked="" type="checkbox"/> I certify that the information above is true and accurate.</p>
<b>3</b>	Submit File	<input type="button" value="Submit"/> <input type="button" value="back"/>



Once the “OK” button is pressed, E2 will call STEERS to validate the following.

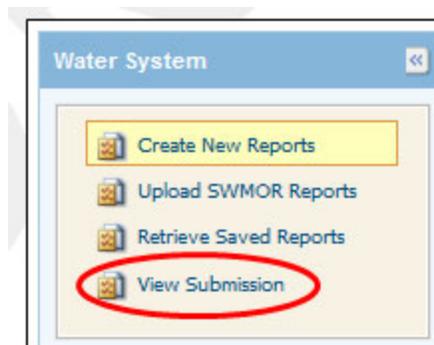
- PWS user has provided the correct password
- PWS user has the correct role to “Sign and Submit” the report online

**Step 11:** Upon successful submission, the receipt page is displayed online as shown below.

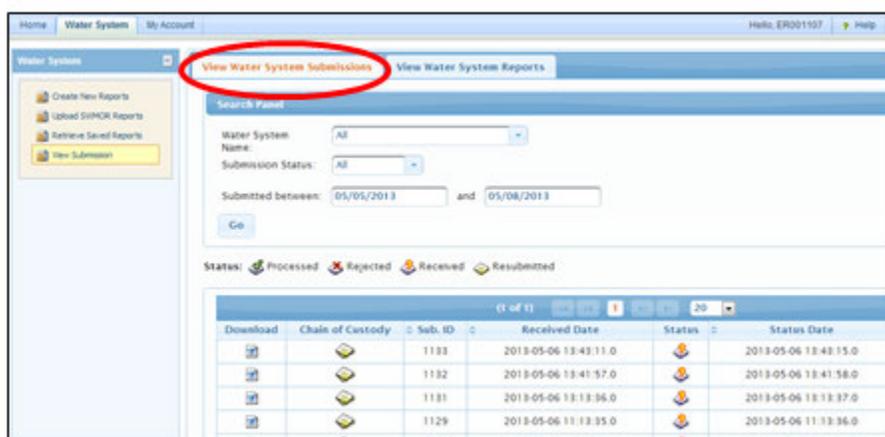


A “submission received” confirmation email will be sent to the submitter’s email address. Your report has not been successfully submitted until you receive this receipt. You may want to print the receipt page or confirmation email, as proof of submittal of the DLQOR.

**Step 12:** After the Disinfectant Level Quarterly Operating Report (DLQOR) is submitted in E2, it is available for review at any time under the “View Submission” menu option.



An example “View Submissions” page for the Water System Reports is shown below.



To find a particular submission, select/enter the desired search criteria as follows:

- Water System Name
- Submission status
- Submission date (from / to)

If you notice that the data you have submitted is wrong, or you need to revise the data, you will need to resubmit a corrected copy. Follow the steps to submit a new DLQOR, but this time you will need to add a note to the **Report Comments** section of the DLQOR form.

Add information such as “Correct Info” or “Revised data” to the Report Comments Section. If you do not add this information, we will not know which of the two reports you submitted is the correct one. This could lead to a delay in the processing of your information.

### **Step 13:** Viewing Chain of Custody

The Chain of Custody can be obtained for the selected submission by pressing on the “Chain of Custody” icon.

The screenshot shows the 'View Water System Submissions' page. The search panel includes the following filters:

- Water System Name: All
- Submission Status: All
- Submitted between: 05/05/2013 and 05/08/2013

The status legend indicates: Processed (green check), Rejected (red X), Received (orange person), and Resubmitted (yellow envelope).

Download	Chain of Custody	Sub. ID	Received Date	Status
		1133	2013-05-06 13:43:11.0	
		1132	2013-05-06 13:41:57.0	
		1131	2013-05-06 13:13:36.0	

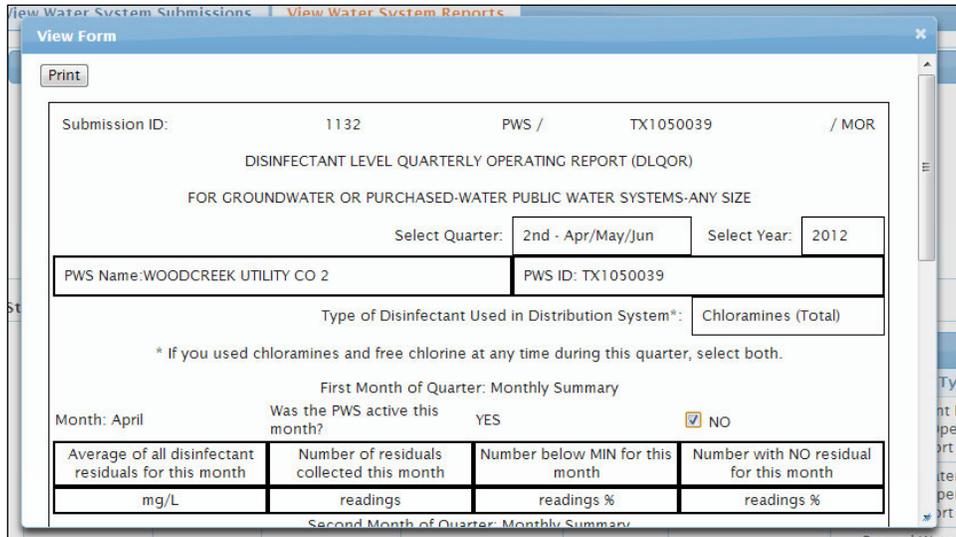
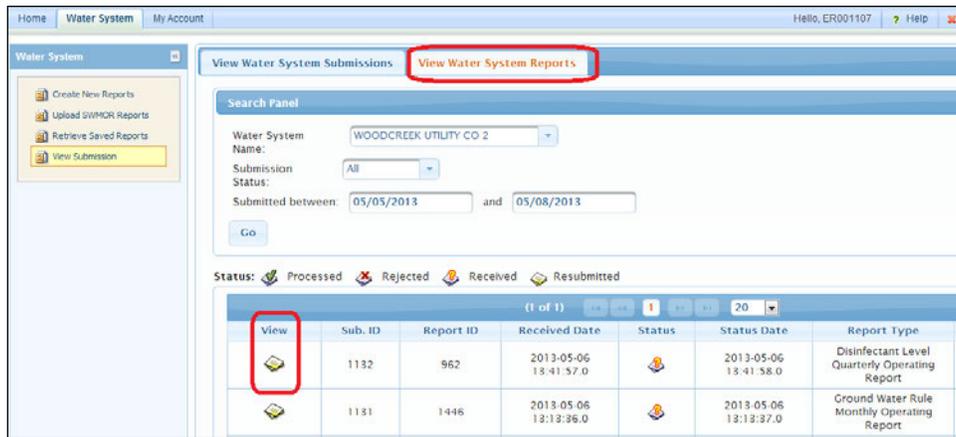
The 'Chain Of Custody' window displays the following information:

<b>Certifier's name:</b>	null null
<b>Certifier's TCP/IP address:</b>	
<b>Date and time the file was selected:</b>	2012-08-03 11:11:00.0
<b>Date and time the file was sent:</b>	2012-08-03 11:10:59.0
<b>Date and time the file was received:</b>	2012-08-03 11:10:59.0
<b>Date and time acknowledgement was sent:</b>	2012-08-03 11:11:00.0
<b>Submission ID:</b>	30
<b>CRC Check:</b>	A checksum validation performed now verified that the current file on record with the E2 system is identical to the original submission.

#### **Step 14:** Viewing / Printing the Submitted DLQOR Report

To view/print the submission in DLQOR Report Format (TCEQ FORM ID 20067), please follow the steps below:

- 1.) Press the "View Water System Reports" tab
- 2.) On the search panel, enter the desired public water system and reporting period criteria and press the "Go" button
- 3.) On the search result section, press the "View" icon for the desired record. This will open a window containing the DLQOR report displaying the submitted sample results.



You can now print a copy of the submitted DLQOR for your records.

\*Please note this page may not display properly in Firefox. If you have issues with the DLQOR form displaying properly, try to open and print the form using Google Chrome or Internet Explorer.