

# ADDING THE STEERS TIER II REPORTING PROGRAM & COMPLETING THE STEERS Participation Agreement

This is how you add the Tier II Application to your STEERS account to create, submit, export/print, and pay for your Tier II Report

This guide will take you through the following steps:

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## Step 1 - Log into the STEERS Log Portal

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

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comments >>

TCEQ Home

**Welcome to STEERS**, the State of Texas  
Environmental Electronic Reporting System.

**Here is what you can do online in STEERS:**

**e-Permits\Registration:**

- >> Aggregate Production Operations Registration
- >> Air New Source Review Registrations
- >> CAFO General Permit
- >> Concrete Batch Plants General Permit
- >> Municipal Solid Waste Notifications
- >> Pesticide General Permit
- >> Petroleum Storage Tank (PST) Self-Certifications
- >> Storm Water General Permits (Construction & Multi-Sector)
- >> Tax Relief for Pollution Control Property
- >> Tier II Core Data

**e-Reporting:**

- >> Annual Emissions Inventory Report (AEIR)
- >> Air Emissions & Maintenance Events (AEME) Reporting
- >> Emissions Banking and Trading (EBT)
- >> Industrial & Hazardous Waste (IHW) NOR and Summaries
- >> Municipal Solid Waste (MSW) Reporting
- >> Pollution Prevention Planning (P2PLAN) Reporting
- >> Public Drinking Water (PDW)
- >> Tier II Reporting (TIERII) **NEW**
- >> Training Roster Online Submittal (TROLS)

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

This is STEERS version 6.2.

**Enter STEERS:**

**ER Account Number:**

**Password:**

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](#).

- The STEERS Verify Account page opens, answer question select “Go”

- STEERS Login Confirmation page opens, if logins are yours, select “Yes”

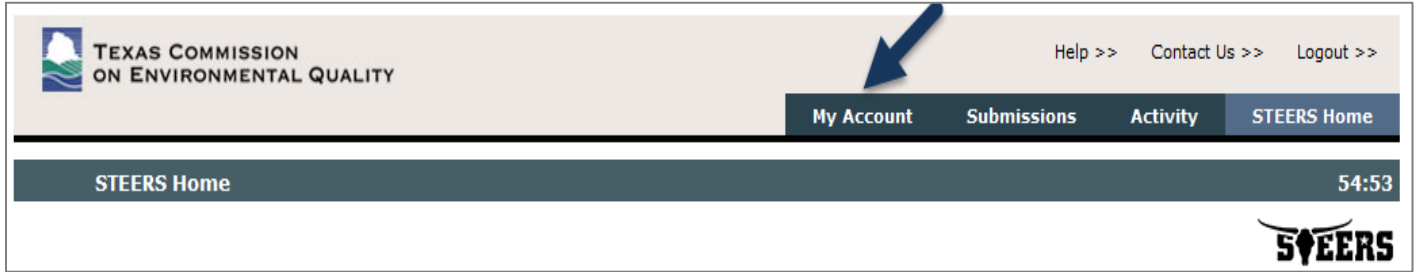
**Account ID**      **User Name**      **Date/Time**      **IP Address**

ER001665	James Mularadelis	04/23/2019 11:04:34 AM	163.234.53.231
ER001665	James Mularadelis	04/23/2019 10:07:19 AM	163.234.53.231
ER001665	James Mularadelis	04/15/2019 16:37:10 PM	163.234.53.231
ER001665	James Mularadelis	04/15/2019 14:08:06 PM	163.234.53.231
ER001665	James Mularadelis	04/15/2019 14:00:15 PM	163.234.53.231
ER001665	James Mularadelis	03/14/2019 15:37:59 PM	163.234.53.231
ER001665	James Mularadelis	01/25/2019 21:19:08 PM	173.174.54.114
ER001665	James Mularadelis	01/25/2019 20:55:25 PM	173.174.54.114
ER001665	James Mularadelis	01/25/2019 20:50:35 PM	173.174.54.114
ER001665	James Mularadelis	08/28/2018 08:13:25 AM	163.234.53.231

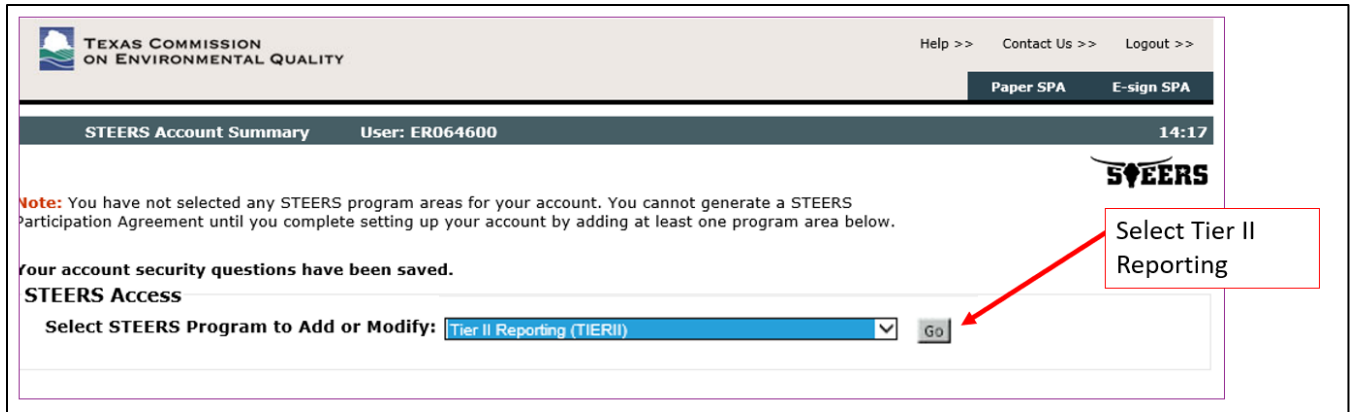
**Reminder:** This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access.

## Step 2 - Add the Tier II Reporting Program to your STEERS Account:

- Select “My Account”:

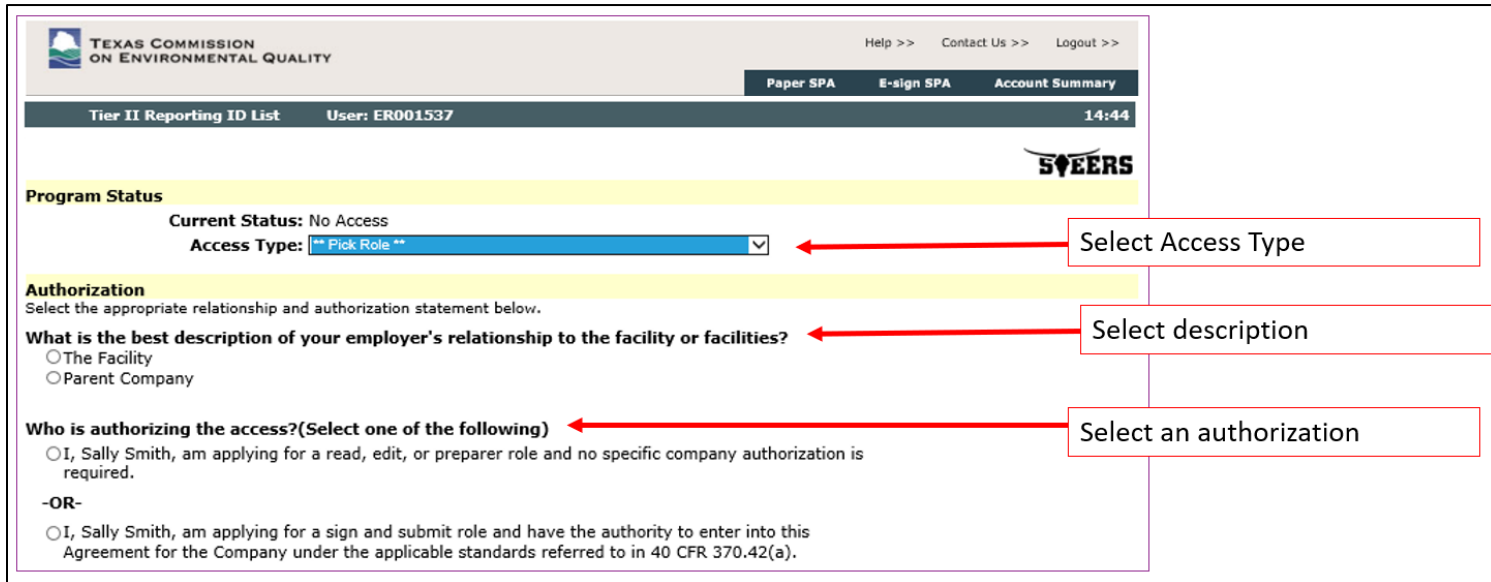


- For STEERS Program to Add or Modify, select “Tier II Reporting” from the drop-down menu and “Go”.



## Step 3 - Selecting your appropriate Tier II Reporting Program Access/Authorization levels

- Select your “access type”, “description”, “authorization”, and Tier II IDs.



- Access Type:
  - Tier II Reporting Primary – view, edit, sign, and submit and authorize representatives
    - Primary role- Has full Sign and Submit authority. All CN Accounts **must** have someone with the Primary access role.
    - This role can only be claimed for a CN by a **single STEERS account holder** at any one time.
    - This role is the only person who can grant secondary approval to Secondary and Preparer role holders.

**Important:** The above role of Primary is intended to denote the position/degree of access for Tier II Reporting activities/purposes only for the CN Account. It does not imply any level/degree of ownership nor liability as an owner. There can only be one Primary per CN Account. It does not apply to any TCEQ program outside of Tier II.
  - Tier II Secondary – view, edit, sign, and submit (must be authorized by the Primary)
    - Secondary role- As many users as necessary can hold this role. It has the same sign/submit authority as the Primary role, but must be granted access by the sole Primary role holder.
  - Tier II Reporting Preparer – view and edit only
    - Preparer role- As many users as necessary can hold this role. This role only has the ability to view and edit Tier II reports, it cannot sign/submit reports. Must be granted access by the sole Primary role holder.
  - Tier II Reporting Read Only – view only (not a valid choice)
- Description and Authorization
  - Description – select “the facility” or “parent company”
  - Authorization
  - First option is only if the “Preparer” role was selected
  - Second option is recommended

**Authorization**  
Select the appropriate relationship and authorization statement below.

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

The Facility  
 Parent Company

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

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

**-OR-**

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

Select a description

Only use this if PREPARER role was selected

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

- Tier II IDs to Add:
  - Enter in your customer number (CN), the facilities (RNs) associated with the CN will be added automatically.

- If you get an error that the IDs are not found, then you will need to use the Tier II Core Data Application to affiliate your CN, RN, and TXT2 numbers

- Confirm the addition of new Tier II Reporting IDs, select “Confirm Add”

- Your account will be on probation until you sign your SPA

## Step 4 - Sign the STEERS Participation Agreement (SPA)

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

**Account Summary**

**Account:** ER001537      **Account Status:** ACTIVE - unlocked  
**Name:** Lana D Souza      **Created:** 10/18/2016  
**Company:** TCEQ      **Activated:** 10/18/2016  
**Title:** ENVIRONMENTAL PROTECTION      **Last Renewed:** 12/10/2019  
**Email:** lana.dsouza@tceq.texas.gov  
**Phone:** 512-239-5071  
**Address:** PO BOX 13087  
AUSTIN, TX 78711 3087

**STEERS Access**

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

Current Program Area	Program	# IDs	# Probationary
<a href="#">Tier II Core Data</a>	EPR_TIERII	N/A	0
<a href="#">Tier II Government Official</a>	TIERII_GOV	N/A	0
<a href="#">Tier II Reporting</a>	TIERII	26	1

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

**Sign Electronically with Your Texas Drivers License (TDL)**

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

**First Name:**  Your first name as it appears on your TDL.  
**Last Name:**  Your last name as it appears on your TDL.  
**Company Name:**   
**Title:**   
**TDL Number:**  8 to 10-digit number  
**TDL Audit Number:**  The 11-, 16- or 20- digit number on your license.  
**SSN:**  Last 4 digits only  
**Date of Birth:**  mm/dd/yyyy

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

I, Tier2 Tester, certify that I am signing this document with my personal Texas Driver's License information.

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

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

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

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

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

If you have any questions please contact the STEERS Help Line at 512-239-6925 or by e-mail at [steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov).

- Paper SPA - Generate your SPA

The screenshot shows the STEERS web application interface. At the top, there is a navigation bar with links: Edit Account, Change Password, Security Questions, E-sign SPA, Account Summary, and STEERS Home. Below the navigation bar, the user is identified as 'User: ER001817' and the time is 14:25. The main content area has a heading 'STEERS Select SPA Type' and a sub-heading 'Generate Your SPA'. The text reads: '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.' Below this, there is a section titled 'Generate Your SPA' with the instruction: 'To generate the entire SPA, press the "Generate Your SPA" button below.' A red box highlights the 'Generate Your SPA' button, with a 'Cancel' button next to it. Below this section, there is an 'OR' separator and a section titled 'Generate SPA for a Single Authorization'. The text reads: 'All fields are required. You must enter the information the same as you did in the authorization form.' There are four input fields: 'First Name' (with a placeholder 'Authorization first name.'), 'Last Name' (with a placeholder 'Authorization last name.'), 'Company Name' (with a placeholder 'Enter one keyword.'), and 'Title' (with a placeholder 'Enter one keyword.'). At the bottom of this section are 'OK' and 'Cancel' buttons.

- Review, complete information, and mail in to address at top of page. STEERS cannot accept a faxed/emailed paper SPA, all signature blocks must contain original, ink signatures.

As an account holder, I agree

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

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

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

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

\_\_\_\_\_  
Signature of Account Holder

TESTER  
Title

Tier2 Tester  
Printed Name

TESTING INC  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
TCEQ CN  
(if known)

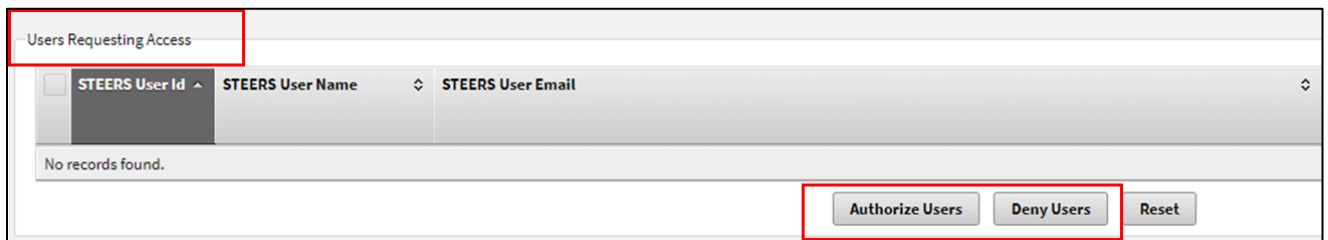
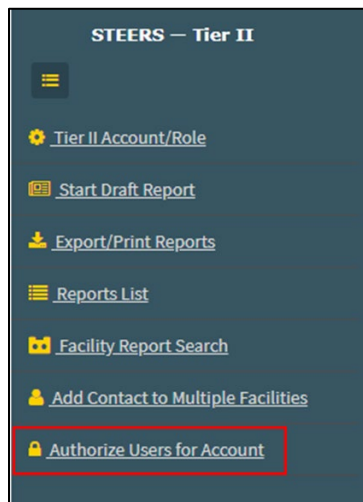
- Mail SPA to STEERS (address at top of page):
  - Mailing Address:  
TCEQ  
STEERS MC226  
PO BOX 13087  
Austin, TX 78711-3087
  - Physical Address:  
TCEQ  
STEERS MC226  
12100 Park 35 Cir  
Austin, TX 78711-3087



## Step 5 - Secondary access approval

After adding a CN in the Tier II Reporting application, you will need to wait until you have been granted secondary access approval before you can access the application.

- Primary role holders are approved by the Tier II Team at the TCEQ. Approval should be granted within a couple hours to 1 day or longer if there is already a “primary” on the account.
- Secondary and Preparer role holders must be approved by the current STEERS **Primary** account holder.
- The Primary account access holder will receive email reminders to approve secondary and preparer access roles.
- The Primary account holder authorizes other accounts by selecting “Authorize Users for Account” on the main menu in Tier II Reporting. Then select look under “Users Requesting Access” to authorize or deny user access



- If there is not someone in the Primary role, then the Secondary or Preparer authorizations for access cannot be granted for that CN Account. An email will be sent to the Secondary or Preparer to notify them that there is no Primary for the CN Account.