

USING THE ONLINE TIER II REPORTING APPLICATION

How to use STEERS to file your report

Important! The STEERS Tier II Online Reporting is compatible with these web browsers: **Microsoft Edge, Firefox, Google Chrome.**

The use of the Internet Explorer web browser is not recommended.

This guide will take you through the following steps:

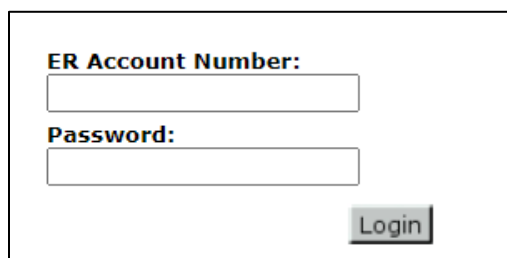
How to use STEERS to file your report.....	1
How to access the Tier II Reporting application in STEERS and select your Tier II Account.....	1
Overview of the Tier II Reporting Menu.....	5
How to add a draft report and add facilities	5
How to review and revise a draft report.....	11
Reviewing and revising facility location information in a draft report	11
Reviewing and revising chemical location information in a draft report	13
Reviewing and revising contact information in a draft report	16
Advanced Report Search.....	20

NOTES:

- The STEERS Tier II Reporting Program allows you to view and create reports.
- You have 20 minutes time allotted to work on a page. The application does not automatically save your data, you click the “**Save**” button.

How to access the Tier II Reporting application in STEERS and select your Tier II Account

1. Go to the STEERS Portal: <https://www3.tceq.texas.gov/steers/>.
2. Enter your ER Account Number & Password, then select “**login**”.
3. If you are locked out of your account or if your account needs reactivation, contact STEERS via phone (512-239-6925) or email (steers@tceq.texas.gov).



The screenshot shows a login form with the following elements:

- A label "ER Account Number:" followed by a text input field.
- A label "Password:" followed by a text input field.
- A "Login" button located below the password field.

5. The STEERS Verify Account page opens, answer question, and select **“Go”**.

6. The STEERS Login Confirmation page opens, if logins are yours, select **“Yes”**. Only select **“No”** if you did not make these logins and there is a breach in your account. You will be directed on how to lock your account and call for assistance.

STEERS Login Confirmation ID: ER001665

Welcome James Mularadelis!

The 10 most recent logins for account ER001665 are listed below. If you suspect any of these logins were not made by you, please notify the STEERS Help Line immediately at 512-239-6925 or email steerstst@tceq.texas.gov.

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

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

Were these logins made by you? Yes No

Select "Yes"

7. Select the **"Tier II Reporting (Tier II)"** link. If the link is not on your screen, then you need to add the program – see training for **"ADDING THE STEERS TIER IIREPORTING PROGRAM & COMPLETING THE STEERS Participation Agreement"**.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 14:53

Welcome to STEERS Internet Version 6.1!

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please [generate your SPA and mail it to TCEQ or sign electronically](#).

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: [Tier II Reporting \(TIERII\)](#)

OR

Select e-Permits Program Area: [Tier II Core Data \(EPR_TIERII\)](#)

Select "Tier II Reporting (TIERII)"

8. Select the Tier II Role (if applicable). This only shows up if you have signed up more than one role. Most users do not have more than one role.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

STEERS – Tier II User: ER001817

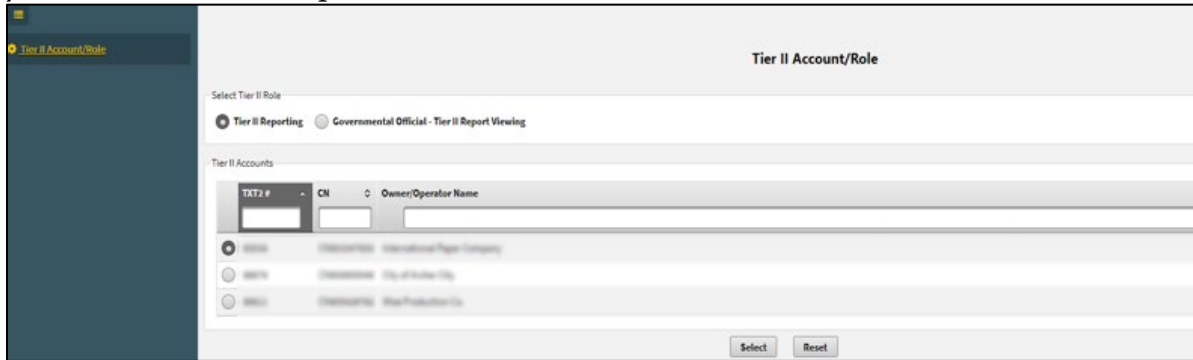
Tier II Account/Role

Select Tier II Role

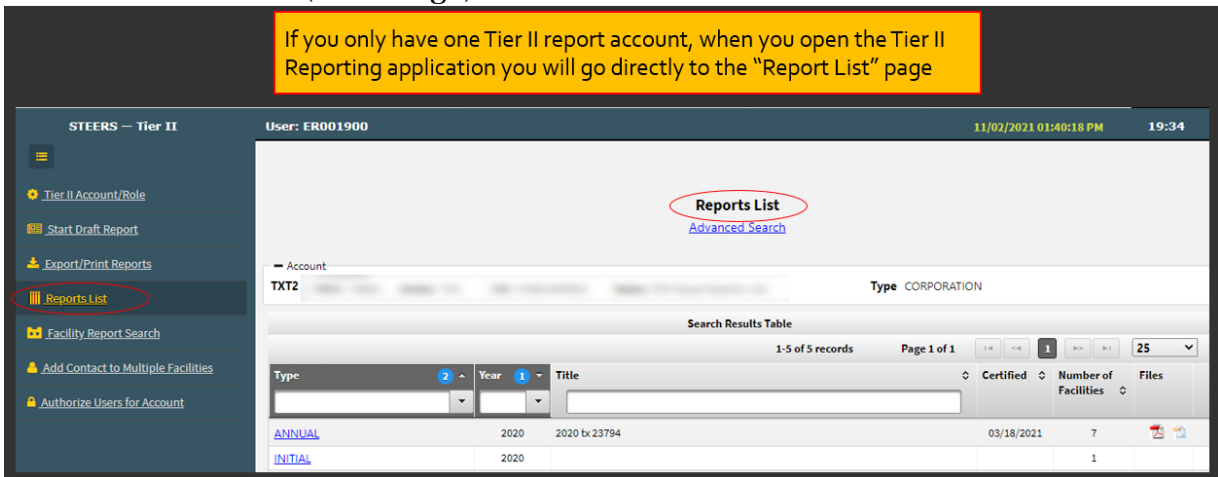
Tier II Reporting Governmental Official - Tier II Report Viewing

Select Reset

9. Select which Tier II Account you want to work on (if applicable). This only shows up if you have added multiple Tier II accounts.



10. The system will open to the Reports List Page. This page shows all the different reports that have been filed. (add image).



11. Reports List is the default opening view. Reports List allows you to see all completed reports and drafts reports in progress for your Customer Number (CN).
12. Open a report, click on the desired **blue hyperlink** under “Type”.
13. To search for a specific report, select **Advanced Search hyperlink** at the top of the page.
14. To search for a specific facility, use the “Facility Report Search” on the main menu.

Overview of the Tier II Reporting Menu

The image shows a vertical menu with seven items. Red arrows point from callout boxes to specific menu items. The callout boxes are yellow with black text and red borders. The menu items are white text on a dark blue background with icons to the left of each item.

Callout Box Description	Menu Item
Start Draft Report – used to create a new report. It is a draft until it is submitted.	Tier II Account/Role
Export/Print Reports– used for creating customer exports or reports to print.	Start Draft Report
Add Contact to <u>Mult Fac</u> – used to add contacts to multiple facilities.	Export/Print Reports
	Reports List
	Facility Report Search
	Add Contact to Multiple Facilities
	Authorize Users for Account

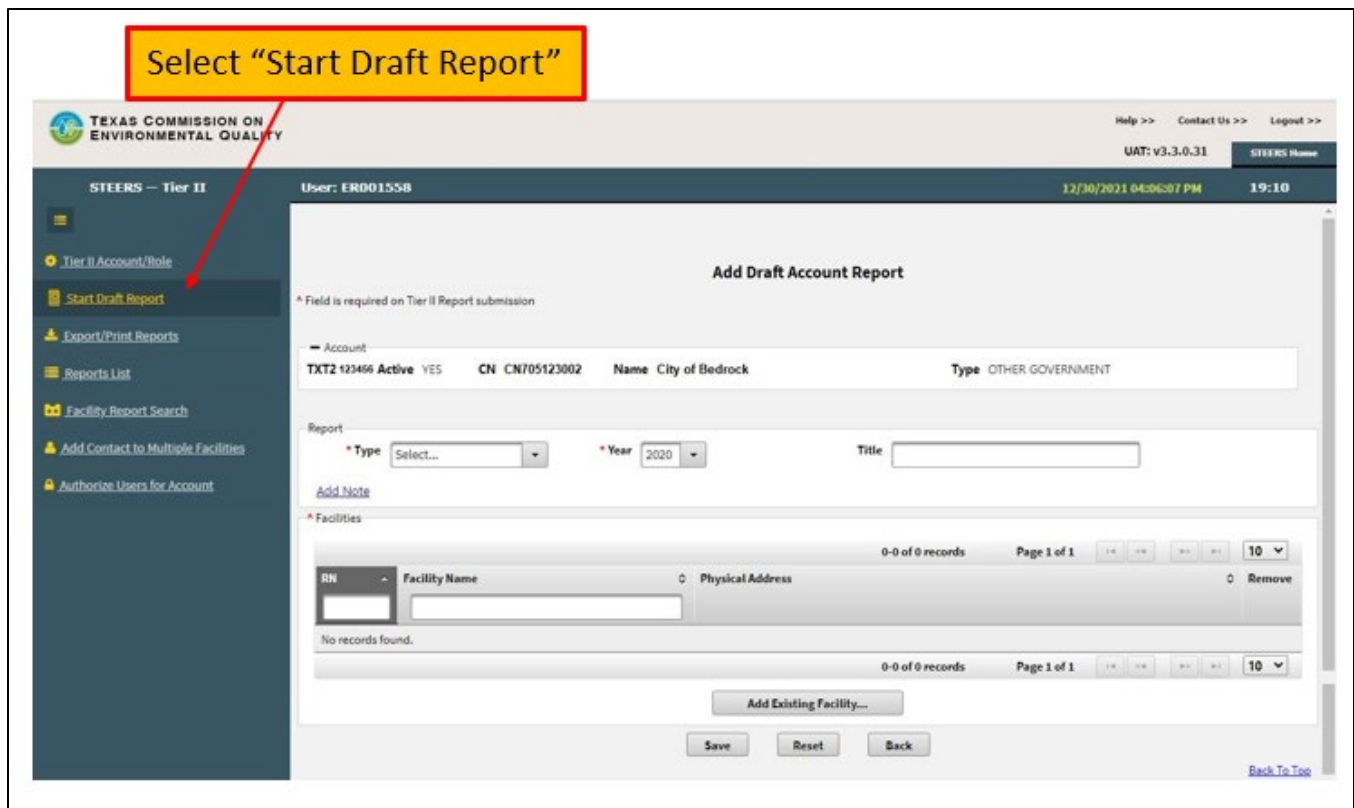
Callout boxes on the right side of the menu provide additional details:

- Select Tier II Role – used to change between different CN and Tier II Accounts.
- Reports List – used to search for reports. Can search by year, report type, etc.
- Facility Report Search – used to search for facility reports.
- Auth Users for Acct – used for those with Primary Access to authorize access for Secondary Access.

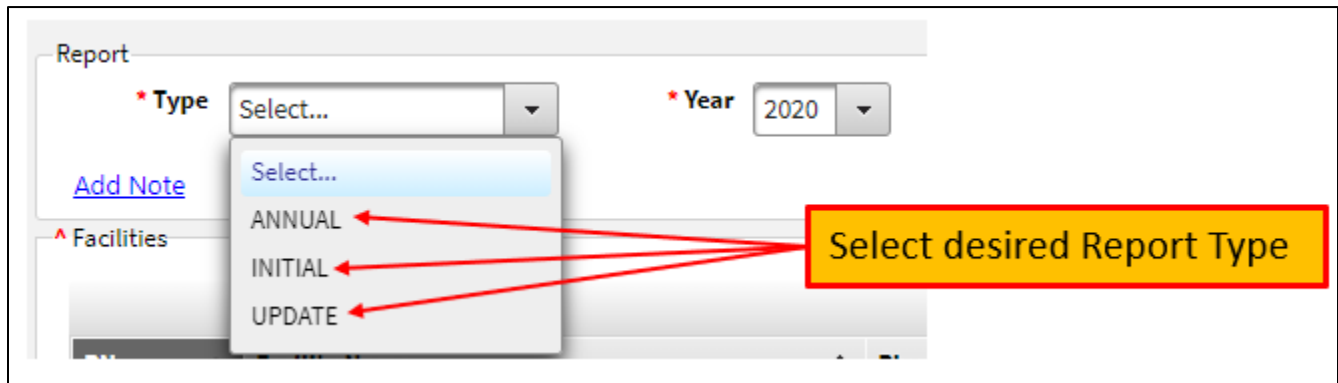
How to add a draft report and add facilities

Adding a draft report is the first step of the Tier II Reporting Process.

1. Select ***“Start Draft Report”*** from the menu on the left.
 - This will take you to the “Add Draft Account Report” page.



2. In the Report Section you will need to select the appropriate ***“Report Type”***.



- Select ***“Annual”*** if you are submitting your annual report for the previous calendar year. *Note you cannot use an annual report to submit New chemicals or new facilities after April 1st each year. In this case use an initial report.*
- Select ***“Update”*** if you are revising or updating a previously submitted report due to significant changes in your report.
- Select ***“Initial”*** if this is the first time you are filing a report for facility or if you are adding new chemicals to a facility during the reporting year – you have a new reportable chemical or if you have a new facility to report.

- New chemicals or new facilities must be reported within 90 days of meeting reporting thresholds, except for reportable amounts of ammonium nitrate which must be submitted within 72 hours.

3. To add a title to your draft report, enter a title in the ***“Title”*** text box.

The screenshot shows a 'Report' form with the following elements:

- A dropdown menu for '* Type' with 'Select...' as the current selection.
- A dropdown menu for '* Year' with '2020' as the current selection.
- A text input field for 'Title'.
- A blue link labeled 'Add Note' located below the form fields.

4. To add a note to your draft report, select ***“Add Note”***.

The screenshot shows an 'Add Note' dialog box with a large text area in the center containing the text 'Add Your Notes Here'. At the bottom of the dialog, there are 'OK' and 'Back' buttons. A status bar at the bottom right of the dialog indicates '4000 characters remaining'.

5. To add facilities to your draft report, select the ***“Add Existing Facility...”*** button.

NOTE: Your TCEQ numbers for the facility (RN), company or organization (CN) and Tier II Program number (TXT2) must be created and affiliated for the facilities to appear.

The screenshot shows a 'Facilities' pop-up window with a table structure. The table has columns for 'RN', 'Facility Name', and 'Physical Address'. The table is currently empty, displaying 'No records found.' at the top. Navigation controls at the top right show '0-0 of 0 records', 'Page 1 of 1', and a dropdown menu set to '10'. A button labeled 'Add Existing Facility...' is located at the bottom center of the window.

6. The list of Facilities pop-up appears, check the facilities you want to add to your draft report and then click on the ***“Select”*** button.

User: ER001665 04/

Account Facilities Available to be Added to a Draft Tier II Account Report

Include Inactive Facilities? Yes No

Search Results Table

(1 of 1) 25

<input type="checkbox"/>	RN	Facility Name	Physical Address	Report Type	Report Year
<input type="checkbox"/>	RN999123001	Bedrock Wastewater Treatment Plant	1313 Mockingbird Ln Bedrock TX 78745		
<input type="checkbox"/>	RN999123002	Bedrock Water Supply Plant	7 Rockbottom Pass Bedrock TX 78745		

(1 of 1) 25

Check individual box(s) for desired Facility(s)

- You can select all facilities by checking the box on top above the boxes for each facility.

Check top box to select all facilities

<input checked="" type="checkbox"/>	RN	Facility Name	Physical Address
<input checked="" type="checkbox"/>	RN999123001	Bedrock Wastewater Treatment Plant	1313 Mockingbird Ln Bedrock
<input checked="" type="checkbox"/>	RN999123002	Bedrock Water Supply Treatment Plant	7 Rockbottom Pass Bedrock

7. To save the selected facility/facilities, click on the **“Save”** button.

Select “Save”

Facilities

1-2 of 2 records Page 1 of 1 25

RN	Facility Name	Physical Address
RN999123001	Bedrock Wastewater Treatment Plant	1313 Mockingbird Lane Bedrock TX 78745
RN999123002	Bedrock Water Supply Treatment Plant	7 Rockbottom Pass Bedrock TX 78745

1-2 of 2 records Page 1 of 1 25

[Back To Top](#)

8. If you are unable to find one of your facilities to add to a draft report, there are several possible reasons why.
 - I. Your facility RN has never been affiliated to your CN/TXT2 numbers using the Tier II Core Data application. [See our “Creating & Affiliating TCEQ Numbers with the Tier II Core Data Application” guidance document for information on this step]
 - i. Note that the Activation Date for a facility will default to the date that the Tier II Core Data application was submitted. Facilities can only be added to that year’s Annual report if they were affiliated prior to April 1st.
Example: A facility RN created or affiliated after April 1st, 2023 will not show up in the list of facilities able to be added to a 2022 Annual report. An Initial report must be filed instead for this site.
 - II. Your facility RN was previously inactivated. If you need to reactivate a facility you will need to select “Yes” on the “Include Inactive Facilities” prompt.
 - III. Your facility is currently present on another draft report. Each facility RN can only be present on one draft report at a time, so check to make sure that your facility was not already added to another draft report or that it is not present on a Deficiency Correction report.
 - i. If your facility is present on a Deficiency Correction report you will need to make all necessary corrections and then submit this report prior to adding it to another report.
9. Once saved, the RN numbers have blue hyperlinks. To open each facility, you click on the **“RN” hyperlink**.
10. If any of your facilities were not listed, click on **“Transfer Facility...”** and select any facility needed. Click **“Save”** again.

STEERS - Tier II

User: ER00155B

12/30/2021 03:57:13 PM

15:35

- Tier II Account/Role
- Start Draft Report
- Export/Print Reports
- Reports List
- Facility Report Search
- Add Contact to Multiple Facilities
- Authorize Users for Account

Info: This is a draft Tier II Account Report.

Report Detail

Account: TXT2 123456 Active YES CN CN705123002 Name City of Bedrock Type OTHER GOVERNMENT

Report: Type ANNUAL Year 2020 Report Title [] Last Update 12/21/2021

Add Note

Report Attachments

File Name	Type
2020-Record-Review-2021-12-21-12-59.pdf	TIER2 REPORT REVIEW

Facilities

1-2 of 2 records Page 1 of 1

RN	Facility Name	Physical Address
RN999123001	Bedrock Wastewater Treatment Plant	1313 Mockingbird Lane Bedrock TX 78745
RN999123002	Bedrock Water Supply Treatment Plant	7 Rockbottom Pass Bedrock TX 78745

1-2 of 2 records Page 1 of 1

Select to open

Add Existing Facility ... Transfer Facility ...

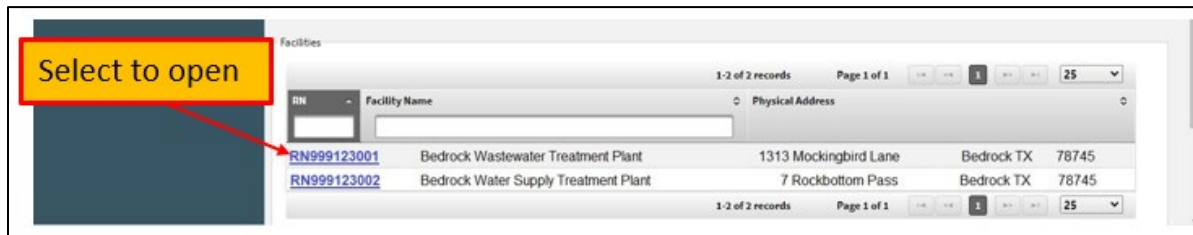
Save Reset Back

Start Submission... Review Report Data Validate Report Data Delete Draft Report...

Back To Top

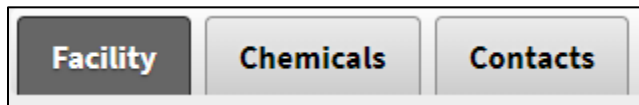
How to review and revise a draft report

1. After you have created a draft report and added facilities, open the facility you want to review and revise by clicking on the **“RN” hyperlink**.



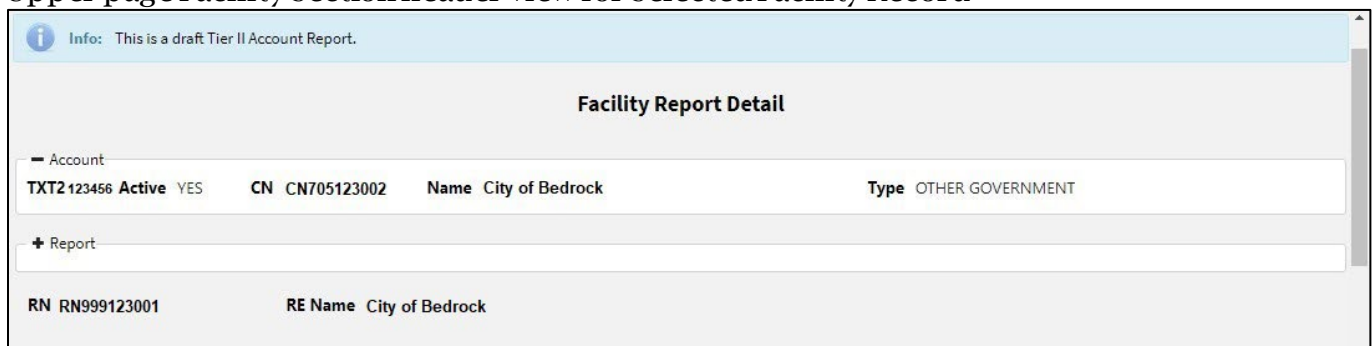
2. After opening the facility, you will want to review the three parts of the report: 1) facility, 2) chemical, and 3) contacts. The information for these parts are found under the **“Facility”**, **“Chemical”**, and the **“Contact”** tabs.

Reviewing and revising facility location information in a draft report



3. After opening the facility, select the **“Facility”** tab to review and edit the information. **Note not all information is editable. Please contact the Tier II Program if you need assistance updating information.**

Upper page Facility section header view for selected Facility Record



Main page Facility section view for selected Facility Record

Facility

Chemicals

Contacts

^ Field is required on Tier II Report submission

Facility Information Identical to Previous Submission NO

Facility

RN RN101458628 * **Facility Name** **Fee**

Department

* **Staffed** Yes No **Maximum Number of Occupants** * **AN Storage Facility** NO

* **Subject to Risk Management Plan** Yes No **Risk Management Plan #**

* **Subject to 302** Yes No

Toxic Release Inventory #

^ NAICSs

Code	Name	Delete	Add...
221310	Water Supply and Irrigation Systems	✕	

Physical Location

* **Physical Location Information Updateable** YES

^ Latitude ^ Longitude [Show Facility on Map](#) ^ County

LEPC Cochran LEPC

^ Fire Department [Texas Fire Department Directory](#)

Physical Address

Region **Street** (99 Oak St. Ste 1) **City** **State** **Zip** -

Physical Location Description

Description **Zip**

Mailing Address Same as Physical Address Yes No

Mailing Address

Region **Street or PO Box** (99 Oak St. Ste 1) **City** **State** **Zip** -

Facility Status

The date on which the facility opened or was acquired or started to store Tier II chemicals?

The date the facility was closed, sold or stopped storing Tier II Chemicals?

[Back To Top](#)

4. Enter or revise the information in the White Entry Boxes as needed. *Note the Physical location fields are not editable unless you contact the Tier II Reporting Program, for example latitude and longitude, physical address, etc.*

5. Update the Radio Button selections as needed.

6. After completing any needed revision/updates to the Facility Location information, select “*Save*”

Reviewing and revising chemical location information in a draft report

7. After opening the facility in a draft report, select the “*Chemical*” tab to review and edit the information

- If you already have chemicals listed, you can click on the hyperlinked chemical name to edit the information.
- If you need to add a chemical, click on the “*Add...*” button.

Chemical section for selected Facility Record

Click on the **Chemical Hyperlink** to view and edit the information

Select “Add...” to add a new Chemical

Added Attachment

Select “Choose File” to add an Attachment

- Select the **“Select Chemical”...Hyperlink**.

- Search for your chemical by name or CAS number and **“Search”**.

- You will find that searching for a chemical by CAS# is more accurate and focused than searching by the chemical name.
- Always refer to your supplied SDS (Safety Data Sheet) provided by your chemical supplier for information regarding your chemical.
- Select the chemical and **“Select”**.

Name	CAS #	EHS
<input type="radio"/> BLEACHING POWDER, [WITH <= 39% AVAILABLE CHLORINE]		NO
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY, WITH > 10% BUT <= 39% AVAILABLE CHLORINE]	7778-54-3	NO
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY, WITH >39% AVAILABLE CHLORINE]	7778-54-3	NO
<input type="radio"/> CHLORINATED PARAFFINS (C12, 60% CHLORINE)	108171-26-2	NO
<input type="radio"/> CHLORINATED PARAFFINS (C23, 43% CHLORINE)		NO
<input checked="" type="radio"/> CHLORINE	7782-50-5	YES
<input type="radio"/> CHLORINE CYANIDE	506-77-4	NO
<input type="radio"/> CHLORINE CYANIDE (CLCN)	506-77-4	NO

- Fill in the Physical State, Hazards, Days on Site, Chemical Ranges etc. and **“Save”**.

Chemical Details

CAS # [Select Chemical...](#) * Name Extremely Hazardous Substance NO

* Physical State
 Pure Mixture
 Solid Liquid Gas

* Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found.		No records found.	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Trade Secret Yes No All Year? * Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount
 * Range Select... lbs Actual lbs
 Average Daily Amount
 * Range Select... lbs Actual lbs

The date on which the Tier II Chemical was no longer stored at the Facility

+ Mixture Components

- Add a chemical location by selecting **“Add...”**
- Each separate location for the chemical must be entered as separate descriptive entries.

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found.					
<input type="button" value="Add..."/>					

Each precise chemical location is a separate entry

- Fill in the information and select **“OK”**.

Add Facility Chemical Location

* Location within Facility NW corner of facility

Latitude Longitude

* Container Type CYLINDER * Container Pressure GREATER THAN AMBIENT PRESSURE

* Container Temperature AMBIENT TEMPERATURE Actual Max Daily Amt at Location lbs

* Storage Location Confidential Yes No

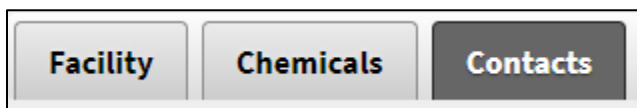
- Select **“Save”**.

Reviewing and revising contact information in a draft report

Note* all Tier II Reports need at least 4 contacts: emergency, owner/operator, Tier II Information, and Billing. If an EHS is reported, a facility emergency coordinator is required.

Contact Type	Definition
Emergency Contact	One local individual must be designated who can act as a referral if responders need assistance in responding to the Facility. Every Emergency Contact must have two phone numbers and one of those phone numbers must be identified as available 24-hours a day.
Owner/Operator	This is a person who is the owner or operator of the Facility or the contact for the Owning/Operating company.
Facility Emergency Coordinator	An individual must be designated if the Facility is subject to Emergency Planning under Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002) (EPCRA).
Tier II Contact	This is the person that should be contacted regarding information contained in the Tier II Account Report.
Billing	This is a unique Contact Type. There is only one Billing Contact for a Tier II Account. If you add or change a Billing Contact on a Facility, it applies to the Account and to all Facilities on that Account.

8. After opening the facility in a draft report, select the **“Contacts”** tab to review and edit the information.



- If you already have contacts, they will be listed below.
- To edit an existing contact, click on the hyperlinked name to open it.

Main page Contact section view for selected Facility Record:

The screenshot shows the 'Facility Contacts Report' interface. At the top, there is an info bar stating 'This is a draft Tier II Account Report.' Below this, the report details are shown: Account 'TXT2123456 Active YES', CN 'CN705123002', Name 'City of Bedrock', and Type 'OTHER GOVERNMENT'. The report ID is 'RN RN999123001' and the RE Name is 'City of Bedrock'. The 'Contacts' tab is selected, and a note indicates 'Field is required on Tier II Report submission'. A table lists three contacts: Tammy Rigdefield (OWNER OPERATOR CONTACT), John Seymore (TIER II INFORMATION CONTACT, BILLING CONTACT), and Frank Benjamin (EMERGENCY CONTACT). Below the table are 'Add...' and 'Back' buttons. Two yellow callout boxes with red arrows provide instructions: one points to the 'Contact Hyperlink' (e.g., Tammy Rigdefield) with the text 'Click on the Contact Hyperlink to view and edit the information', and another points to the 'Add...' button with the text 'Select "Add..." to add a new Contact'.

- Make the updates or delete the contact (*when deleting contacts, first "Add..." the new contact individual, then "Delete" the old contact individual*).

This screenshot shows the same 'Facility Contacts Report' interface as above. In this view, the 'Add...' button and the name 'Tammy Rigdefield' in the contact list are circled in red, indicating the steps for adding a new contact or deleting an existing one.

Facility Contact Detail

Account: [Account ID]
 Report: [Report ID]

RN RN110748878 Facility Name DOGZ NW AUSTIN

Contact Name

Prefix: [Select...]
 First Name: Middle Name:
 Last Name: Suffix: [Select...]

Organization:
 Title:

Contact Details

Type: BILLING CONTACT
 EMERGENCY CONTACT
 OWNER OPERATOR CONTACT
 TIER II INFORMATION CONTACT
 EAP/ITV EMERGENCY COORDINATOR

Address

Region: [USA] Street or PO Box (89 Oak St. Ste 1): Internal (Mail Code etc.):
 City: State: [TX] Zip:

Electronic Communications

Email:

Phone

Type	Region	Country Code +	Phone	Ext	Delete
24-HOUR	USA/CANADA	1	(111) 111-1111		<input type="checkbox"/>
CELL PHONE	USA/CANADA	1	(222) 222-2222		<input type="checkbox"/>
WORK PHONE	USA/CANADA	1	(333) 333-3333		<input type="checkbox"/>

Change the contact types by checking or unchecking the boxes

Update address and email here

Add or delete phone numbers here

Save changes

Delete the contact by selecting delete

- If you need to add contacts, select the ***"Add..."*** button

Facility Chemicals **Contacts**

* Field is required on Tier II Report submission

Contacts

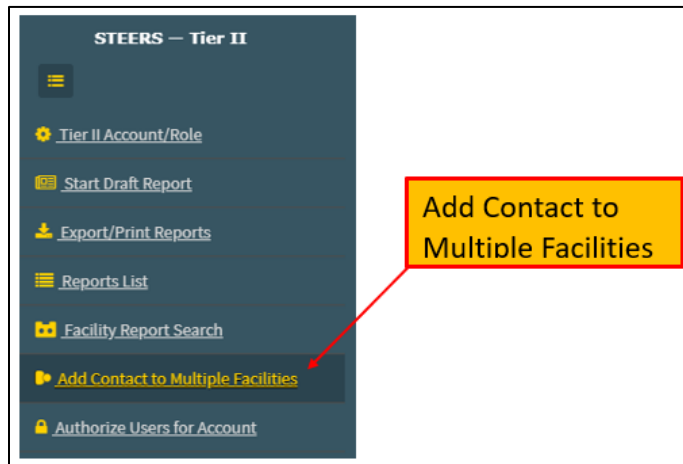
Name	Type
Tammy Rigdefield	OWNER OPERATOR CONTACT
John Seymore	TIER II INFORMATION CONTACT, BILLING CONTACT
Frank Benjamin	EMERGENCY CONTACT

- Fill in the information for the new contact and ***"Save"***

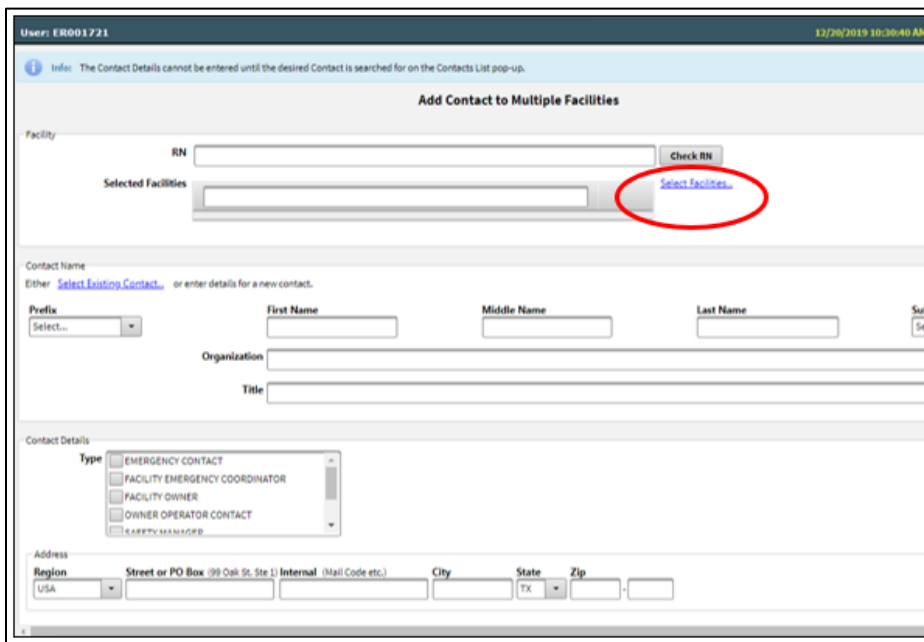
[Back To Top](#)

9. To add a Contact to Multiple Facilities

- Select ***“Add Contact to Multiple Facilities”*** from the menu.



- Click on ***“Select Facilities...Hyperlink”***.



- After adding contacts remember to save your work

10. To submit your report and pay for fees please see ***“Validating, Signing, Submitting, and Paying Fees for your Tier II Report”*** guidance

Advanced Report Search

The Advanced Report Search page appears allowing you to search for reports by various parameters.

- To see all your Tier II Reports, select **“List All”** at the top of the page

- Search for Tier II Reports by entering data into any of the fields (white boxes)
 - To search for a specific Facility Record Report, enter the RN (ex: RN123456789) and select the **“Search”** button

- To search for a report by facility name, enter the part or all of the facility name and select the **“Search”** button

- To search for a report by location, enter the facility street address and city name and select the ***“Search”*** button

Physical Address

Street Address City