TEXAS ELECTRONIC PERMITTING SYSTEM

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Water Quality Division
Texas Commission on Environmental Quality
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TPDES
Stormwater General Permits

Construction
NOIs: 24,610
Waivers: 5

Industrial
NOIs: 7,421
NECs: 2,780

Municipal Phase II
NOIs: 504
Waivers: 77
TCEQ receives and processes thousands of registrations and permit applications each year.

TCEQ created the ePermits system to automate the process of creating and managing authorizations, registrations and permits.

- **STEERS** is a vehicle to collect data electronically.
- **STEERS** provides a common framework and security for multiple agency programs that enable the regulated community to submit, reports, permits, and registrations electronically.
- **STEERS** meets EPA CROMERR requirements and requires users to establish an account and an electronic signature.
STEERS - State of Texas Environmental Electronic Reporting System

Online application tool for public to be able to submit permit requests for various program types to TCEQ.

TC EQ in-tum “reviews” these general permit applications and processes them accordingly.

STEERS - e-Permits/Registrations and e-Reporting
Why Was It Developed?

- ePermits is actually two separate systems and the main reason to develop the system was two-fold:
  - Internally - it allows staff to create and maintain electronic applications (processing paper forms).
  - Externally - it allows customers to select, complete, and submit an electronic application.
- With ePermits in place, as of now:
  - TCEQ has received and processed electronically:
    - 57,843 Construction General Permit NOIs
    - 8,269 Multi-Sector General Permit NOIs (first 5 years)
  - The ePermits system allows TCEQ to process a high volume of NOIs in a timely fashion.
What Programs are in ePermits?

- ePermits was created to serve the regulated community; for customers looking for various permitting needs with a quick and easy process.
- Users can seamlessly:
  - Create New Authorizations
  - Modify Existing Authorizations
  - Renew Authorizations
  - Terminate Authorizations
  - Share/Access In-Progress Authorizations
  - View Application documents - including Certificates and Letters
Key Features of ePermits

- Strictly follows Signature Authority Standards in federal and state rules
- One time account set up and authenticated sessions
- Seamless permit application process for any program type or general permit type - New, Renew, Modify, and Terminate
- Guided Task list details each section that needs to be entered by the user
- Copy information from an existing application with minimal data entry
- Help links to complete the application in a single session
- Customer Validations and potential duplicate checks
- Efficient search functionality and filtering techniques
ePermits Usage

CGP and MSGP Authorizations

Year | Paper | ePermits
--- | --- | ---
2015-2016 | 2000 | 8000
2016-2017 | 1000 | 7000
Challenges...

- **User Characteristics**
  - Internet availability and customers’ ability to use computers.
  - Customers are expected to have some knowledge of the program areas they use.
  - STEERS Participation Agreement (SPA) – requires a valid Texas driver’s license

- **Data Integrity**
  - Data is directly entered by the customer. The customer has a vested interest in entering the data correctly in the system.
  - Data must meet several minimum validation standards before it can be submitted to the agency.
  - Customer Validations against Secretary of State and Comptrollers databases.
Challenges...

**Application specific:**
- Missing site information or incorrect site addresses.
- Customers wait until the last minute to renew their applications.
- Failure to login successfully locks the account.
- Role based access - preparer versus signatory.
Welcome to STEERS, the State of Texas Environmental Electronic Reporting System.

1. 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 (cDMR)
  - 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.

2. Enter STEERS:

   - ER Account Number: [Enter]
   - Password: [Enter]
   - ER + 5 digits
   - Login

3. 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.
Add Program Type

- Texas Commission on Environmental Quality

**STEERS Account Summary**

*User: ER00*

- 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 program to add or modify:
  - Air Emissions and Maintenance Events (EEME)
  - Aggregate Production Operations Registration (EPR_APO)
  - All New Source Review (EPR_NSRO)
  - Annual Emissions Inventory Report (AEIR)
  - CAFO General Permit (EPR_CAF0)
  - Discharge Monitoring Report (DMR)
  - Industrial and Hazardous Waste (IHW)
  - Municipal Solid Waste (MSW)
  - Municipal Solid Waste Notifications (EPR_MSW)
  - Occupational Licensing Computer Based Testing (CBT)
  - Pesticide General Permit (EPR_PESTGP)
  - Petroleum Storage Tank (PST)
  - Pollution Prevention Planning (P2PLAN)
  - Public Drinking Water - Laboratories (POWLAB)
  - Public Drinking Water - Systems (POWSYS)
  - Storm Water General Permits (EPR_SW)
  - Training Rosters Online Submit (TROLS)
Access to Program Type

Program Status

Current Status: No Access

**Access Types**

- Storm Water Read Only - view only
- Storm Water Edit - view, create, delete, modify, and pay
- Storm Water Preparer - view, create, delete, modify, pay, and submit
- Storm Water Sign - view, create, delete, modify, pay, sign, and submit

Authorization

Select the appropriate relationship and access type.

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

○ My employer is the facility or applicant for the permit application(s)
○ My employer is not the facility or applicant for the permit application(s)

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

○ I, Radhika Aduri, am applying for a read, edit, or preparer role and am not requesting signature authority.

-OR-

○ I, Radhika Aduri, am applying for a signatory role and have the authority to enter into this Agreement for the Company under the applicable signatory requirements referred to in 30 TAC 305.44.

Add Access  Cancel
STEERS Participation Agreement (SPA)

**Account Summary**
- **Account:** ER00
- **Name:**
- **Company:** TCEQ
- **Title:** SBLGA
- **Email:** @gmail.com
- **Phone:**
- **Address:**

**Account Status:** PROBATION - unlocked
- **Created:** 01/12/2015
- **Activated:** N/A
- **Last Renewed:** N/A

**STEERS Access**

<table>
<thead>
<tr>
<th>Current Program Area</th>
<th>Program</th>
<th># IDs</th>
<th># Probationary</th>
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<tbody>
<tr>
<td>Aggregate Production Operations Registration</td>
<td>EPR_APO</td>
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<tr>
<td>CACO General Permit</td>
<td>EPR_CACO</td>
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<tr>
<td>Pesticide General Permit</td>
<td>EPR_PESTGP</td>
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<td>Storm Water General Permits</td>
<td>EPR_SW</td>
<td>N/A</td>
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</tbody>
</table>
STEERS Participation Agreement (SPA) cont’d...
Successfully Completed

- STEERS Account
  - ER001234

- Added Storm Water General Permit Program

- Signed e-SPA

- Now Ready to Prepare General Permit
Prepare Application - Select Application Type

Select One Application Type:

**Construction General Permit**
- Create a Construction Notice of Intent application (CNOI)
- Terminate an existing CNOI authorization
- Create a Construction NOI Notice of Change application (CNOI-NOC)

**Multi Sector General Permit (Industrial)**
- Create an Industrial Notice of Intent application (INOI)
- Terminate an existing INOI authorization
- Renew an existing Industrial Notice of Intent application (INOI-R)
- Create an Industrial INOI Notice of Change application (INOI-NOC)

**Multi Sector General Permit (No Exposure)**
- Create an Industrial No Exposure Certification application (INEC)
- Terminate an existing INEC authorization
- Renew an existing Industrial No Exposure Certification application (INEC-R)
- Create an Industrial NEC Notice of Change application (INEC-NOC)
Site Information

Reference Number: 60124

- What is the name of the site to be authorized? TRANSIT
- Does the site have a physical address? Yes
  - Physical Address: 5000 GOODNIGHT TRL
  - City: HOUSTON
  - State: TX
  - ZIP: 77060
- County: HARRIS
- Latitude (N): 29° 38.556
- Longitude (W): -95° 33.923
- Primary SIC Code: 4111
- Secondary SIC Code
- Primary NAICS Code
- Secondary NAICS Code
- Regulated Entity Site Information
ePay – Payment Types

**Electronic Check (ACH)**

You may pay these fees by Credit Card or Electronic Funds Transfer (ACH). Please enter the payment contact information and select the payment type to continue. The payment contact would be the person TCEQ could contact if a question arises regarding this transaction.

- **Contact Name:**
- **Company Name:** TCEQ
- **City, State, ZIP:** 0
- **City, State, ZIP:** 0
- **Phone Number:**
- **Payment Type:** ACH (Electronic Funds Transfer)

**Credit Card**

You may pay these fees by Credit Card or Electronic Funds Transfer (ACH). Please enter the payment contact information and select the payment type to continue. The payment contact would be the person TCEQ could contact if a question arises regarding this transaction.

- **Contact Name:** Brian Oliver
- **Company Name:** TCEQ
- **City, State, ZIP:** Austin
- **Phone Number:** 0
- **Payment Type:** Credit Card
Permit Application Cycle

CREATE

COR/NOA Certificates

FILL OUT

READY TO SIGN

Submit Complete

READY TO SUBMIT

PAY

Ready to Pay

SUBMIT

Ready to Submit
Inside STEERS - Submissions

<table>
<thead>
<tr>
<th>Subject</th>
<th>Submitted</th>
<th>Processed</th>
<th>Conf. #</th>
<th>Account</th>
<th>Pgm Area ID</th>
<th>Ref #</th>
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<tbody>
<tr>
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<td>09/13/2016</td>
<td>49123</td>
<td>ER001332</td>
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<td>ER001332</td>
<td>TXR05AB21</td>
<td>60124</td>
<td>View COR</td>
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</tbody>
</table>

The following search criteria was entered:
Program Areas: EPR_SW
Report Types: 'STORMWATER INOI RENEWAL'
Date From: 09/13/2016
Date To: 09/16/2016
Present and Future...

- **Electronic Reporting Rule and General Permits**
  - All applications for general permits need to be submitted electronically

- **2016 Multi-Sector General Permit**
  - As of Sept. 1, 2017, requires that all applications be submitted electronically
  - To date, have only received three paper applications with a valid electronic waiver

- **2018 Construction General Permit**
  - As of Sept. 1, 2018, will require that all applications be submitted electronically

- **Stormwater Processing Center**
  - Less paper applications to process
  - More time is required on customer service to assist customers using ePermits
  - *Focusing on data cleanup*
Contact Information:

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