

TEXAS ELECTRONIC PERMITTING SYSTEM

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Texas Commission on Environmental Quality
February 21, 2018



TPDES Stormwater General Permits

Construction
NOIs: 24,610
Waivers: 5

Industrial
NOIs: 7,421
NECs: 2,780

Municipal
Phase II
NOIs: 504
Waivers: 77



Electronic Permitting - STEERS

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.
- ▶ TCEQ in-turn “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

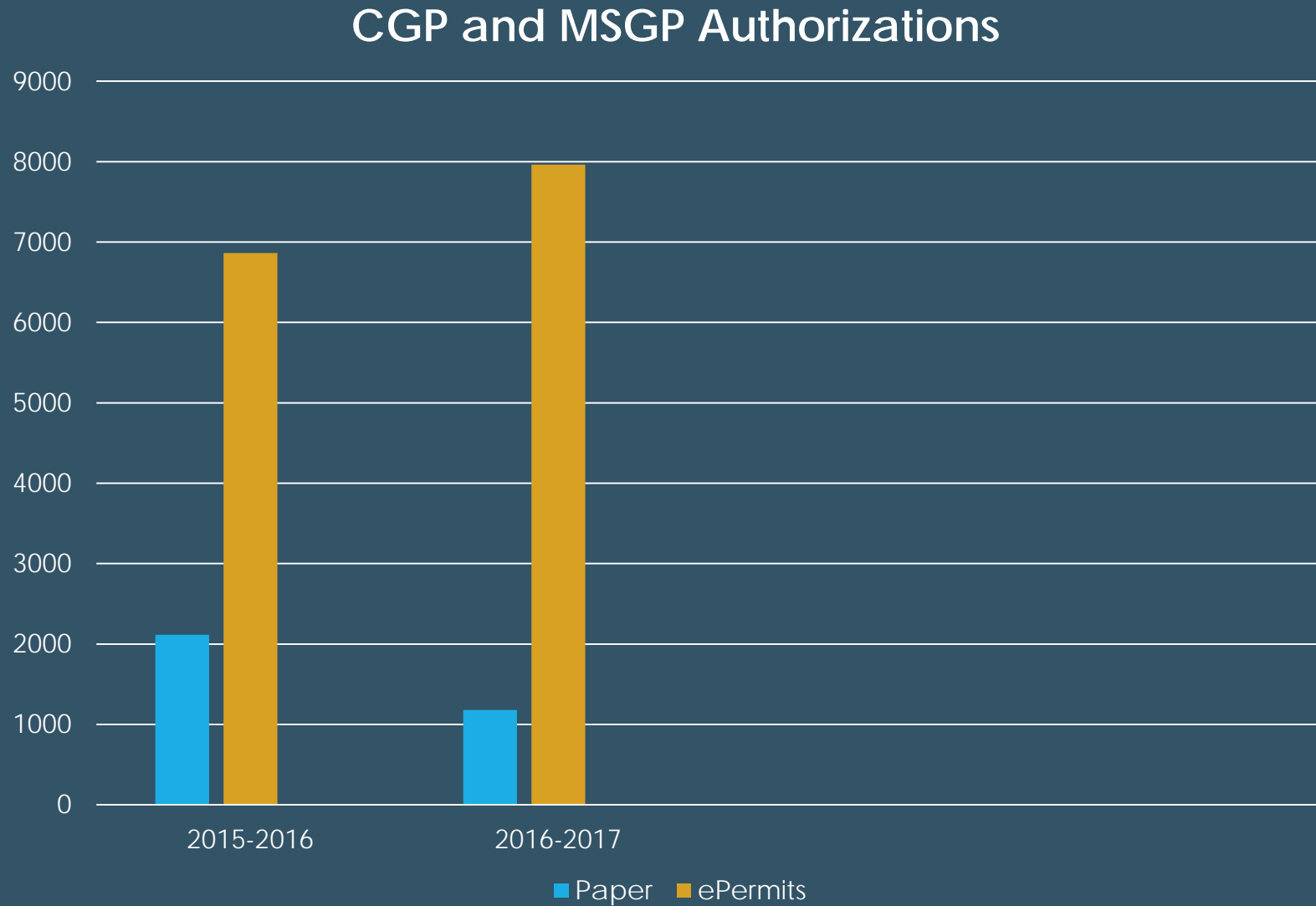


Key Features of ePermits

- ▶ 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



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 drivers 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



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ON ENVIRONMENTAL QUALITY

[Questions or Comments >>](#)

[TCEQ Home](#)

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 (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:

2

ER Account Number:

(ER + 6 digits)

Password:

[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](#).

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Add Program Type

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Paper SPA E-sign SPA

STEERS Account Summary User: ER00 14:11



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:

-- Select program to add or modify --
-- Select program to add or modify --
Aggregate Production Operations Registration (EPR_APO)
Air Emissions and Maintenance Events (AEME)
Air New Source Review (EPR_NSR)
Annual Emissions Inventory Report (AEIR)
CAFO General Permit (EPR_CAFO)
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 (PDWLAB)
Public Drinking Water - Systems (PDWSYS)
Storm Water General Permits (EPR_SW)
Training Rosters Online Submittal (TROLS)


Access to Program Type

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Edit Account Change Password Security Questions Paper SPA E-sign SPA Account Summary STEERS Home

Storm Water General Permits Access User: ER00[REDACTED] 13:27



Program Status

Current Status: No Access

Access Type:

** Pick Role **
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

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)

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Paper SPA E-sign SPA

STEERS Account Summary User: ER00 14:59



Reminder: This account is probationary and has 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 do so.

Account Summary

Account:	ER00	Account Status:	PROBATION - unlocked
Name:		Created:	01/12/2015
Company:	TCEQ	Activated:	N/A
Title:	SBLGA	Last Renewed:	N/A
Email:	@gmail.com		
Phone:			
Address:			

STEERS Access

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

Current Program Area	Program	# IDs	# Probationary
Aggregate Production Operations Registration	EPR_APO	N/A	0
CAFO General Permit	EPR_CAFO	N/A	0
Pesticide General Permit	EPR_PESTGP	N/A	0
Storm Water General Permits	EPR_SW	N/A	1



STEERS Participation Agreement (SPA)

cont'd...

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:

TCEQ

Title:

SBLGA

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

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

E-Sign SPA

Cancel


Exit Application

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

I am applying to read, prepare, and/or sign and submit information electronically for the sites below for which I have the authority to enter into this agreement:

Storm Water General Permits

Access	Site Relationship	Authorized By	Status	Last Modified
Storm Water Sign	The Facility	Self	Probation	03/24/2016




TCEQ

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


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Activities STEERS Home

Storm Water General Permits

19:50



Create → Fillout → Sign → Pay → Submit →

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)

Activities Next

Site Information

Storm Water General Permits - Industrial Notice of Intent Renewal TXR05

19:04

5EERS

CreateFilloutSignPaySubmit

The following information is on file. If any item is incorrect, stop here and call TCEQ Central Registry at 512-239-5175.

Task List for:

Reference Number: 60124

Section	Status
Site Information (Regulated Entity)	Done
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
INOI Renewal General Characteristics	To Do
Section 1 Outfalls	To Do

Site Information (Regulated Entity)

Permit Site Information

* What is the name of the site to be authorized? TRANSIT

* Does the site have a physical address? Yes

Physical Address

* Number and Street GOODNIGHT TRL

* City HOUSTON

* State TX

* ZIP 77060

* County HARRIS

* Latitude (N) (##.#####) 29.0

* Longitude (W) (-###.#####) -95.3923

* Primary SIC Code 4111

Secondary SIC Code


Primary NAICS Code

Secondary NAICS Code

Regulated Entity Site Information

ePay – Payment Types

Electronic Check (ACH)

 **TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**
ePAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

Shopping CartSelect FeeSearch Transactions

Payment Contact Information (*All fields Required)

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: (If individual, enter name.)

Street Address:

City, State, ZIP -

Phone Number: (xxx-xxx-xxxx)

Payment Type:

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Credit Card

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ePAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

Shopping CartSelect FeeSearch Transactions

Payment Contact Information (*All fields Required)

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: (If individual, enter name.)

Street Address:

City, State, ZIP -

Phone Number: (xxx-xxx-xxxx)

Payment Type:

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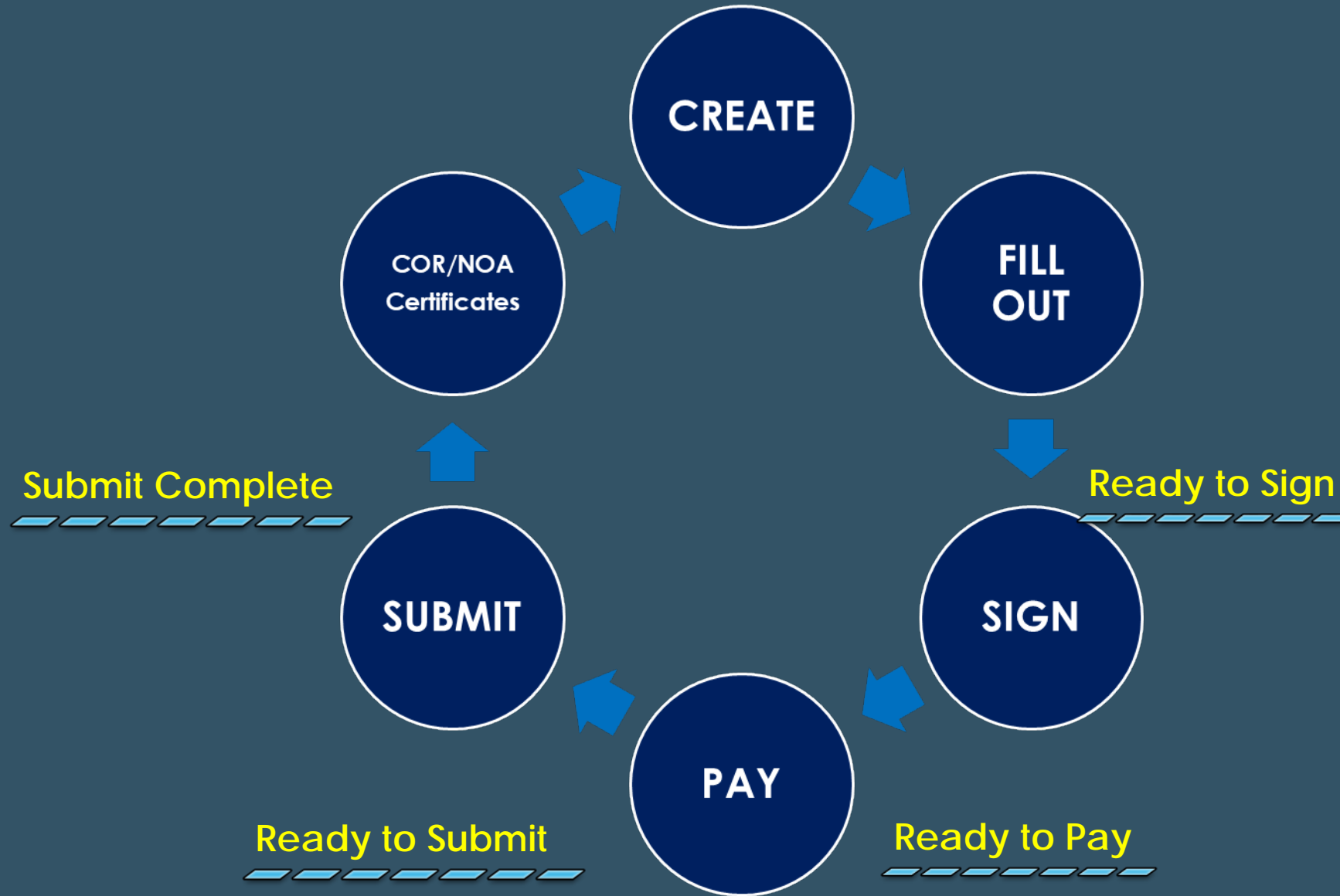
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Use a credit card or
electronic check to pay
many of your fees and
assessments.




Permit Application Cycle



Inside STEERS - Submissions

<https://www3tst.tceq.texas.gov/steers/index.cfm>


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My Account **Submissions** Activity STEERS Home

Search Results for Submit Log 14:55

Search Again New Search



Your Search Returned **2** Records

1-2 of 2 Records

Subject	Submitted ▲	Processed	Conf.#	Account	Pgm Area ID	Ref #	Action
Stormwater INOI Renewal	09/13/2016	09/13/2016	49123	ER001332	TXR05AA89	60122	<div>View COR ▼ Go</div>
Stormwater INOI Renewal	09/15/2016	09/15/2016	49124	ER001332	TXR05AB21	60124	<div>View COR Go</div> <div>Save COR</div> <div>View NOA</div> <div>Save XSL</div>


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**



Summary

Copy of Records

Access_Permit

Access Application by Reference Number and Password

Reference Number Password

Texas Commission on Environmental Quality
Construction Notice of Intent

Site Information (Regulated Entity)

What is the name of the site to be authorized?

Does the site have a physical address?

Physical Address

Number and Street

City

State

ZIP

County

Latitude (N) (### ####)

Longitude (W) (### ####)

Primary SIC Code

Notice of Intent (INOI-R) Approval Letter

Bryan W. Shaw, Ph.D., P.E., Chairman
Toby Baker, Commissioner
Zak Covar, Commissioner
Richard A. Hyde, P.E., Executive Director



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

July 29, 2015

Dear Applicant:

Re: TPDES General Permit for Construction Stormwater Runoff
Stormwater Notice of Intent Authorization

INOI- R Certificate



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Texas Pollutant Discharge Elimination System Stormwater Construction General Permit

The Notice of Intent (NOI) for the facility listed below was received on July 29, 2015. The intent to discharge stormwater associated with construction activity under the terms and conditions imposed by the Texas Pollutant Discharge Elimination System (TPDES) stormwater construction general permit TXR450000 is acknowledged. Your facility's TPDES construction stormwater general permit number is:

TXR45001686
Coverage Effective: July 29, 2015

INOI- R
TXR051234
Permit
application

ER001234



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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- Stormwater & Pretreatment Team
- Water Quality Division
- (Office) 512-239-4784
- Rebecca.villalba@tceq.texas.gov

