



# Homeland Security Annual Update

Water Quality Emergency Preparedness System (WQEPS)

# Presentation Outline

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Why Update Annual Homeland Security Information

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Annual Homeland Security Update Process

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Water Quality Emergency Preparedness System (WQEPS)

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Help for Using the WQEPS

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Best Management Practices (BMPs) for Natural Disasters

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Examples

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The screenshot shows the STEERS Internet Version 6.9! homepage. At the top, there is a header for the Texas Commission on Environmental Quality with navigation links for Help, Contact Us, and Logout. Below this is a dark navigation bar with links for My Account, Submissions, Activity, and STEERS Home. The main content area includes a welcome message, a reminder about account expiration on 02/07/2025, and a notice about automatic logging out after 20 minutes of inactivity. A link is provided to select the e-Permits Program Area: Water Quality Emergency Preparedness System (EPR\_WQEPS). A section for STEERS News indicates there are no current news items.

The screenshot shows the Water Quality Emergency Preparedness System application page. It features a header for the Texas Commission on Environmental Quality and a sub-header for the Water Quality Emergency Preparedness System. A red warning message states: "Do not use web browser back button when filling out application." Below this, there is a section titled "Activities" with two buttons: "Fill Out" (for a new application) and "Access" (for an application by password). A note at the bottom says "Or choose one or more pending applications below:".

# Why Update Annual Homeland Security Information?



Update EPA Response Manager (RM)



Ensure updated information available during natural disasters

Site Contacts  
Equipment



Allows for a more expeditious incident response efforts (EPA, TCEQ, other Partners in RM)



# Annual Homeland Security Update Process

The screenshot shows the user interface of the STEERS system. At the top left is the Texas Commission on Environmental Quality logo and name. To the right are links for 'Help >>', 'Contact Us >>', and 'Logout >>'. Below this is a navigation bar with 'My Account', 'Submissions', 'Activity', and 'STEERS Home'. The main content area has a 'STEERS Home' header and a clock showing '14:46'. The main text reads 'Welcome to STEERS Internet Version 6.9!' followed by a 'Reminder' about account expiration on 02/07/2025 and a 'Notice' about 20-minute inactivity. A red-bordered box highlights the text: 'Select e-Permits Program Area: [Water Quality Emergency Preparedness System \(EPR\\_WQEPS\)](#)'. At the bottom, a 'STEERS News' section states 'There are no current news items.'

## Old System

- Mailed hardcopy forms
- Emailed forms and excel spreadsheets
- Manually updated into MS Access data base

## New System

- State of Texas Electronic Environmental Reporting System (STEERS)
- Initial use with 2022 annual update
- ePermits module
  - Water Quality Emergency Preparedness System (EPR\_WQEPS)

# What is the Water Quality Emergency Preparedness System (WQEPS)?

STEERS - ePermits module

Water Quality Permit –active permitted sites only

Site personnel perform update and submit online

- STEERS Account
- Add program area access for WQEPS module (*EPR\_WQEPS*) to your STEERS account
- Sign and Submit

Facility Information and Site data populated from TCEQ Permit and Registration Information System (PARIS) database

WQEPS populated from MS Access data base

# Water Quality Emergency Preparedness System (WQEPS)

## Fill Out – Application for Annual Update

- Security Code – emailed or mailed to Annual ER Contact
- Water Quality Permit Number

## Required Information

- Site Information
- Contacts -Annual/ Primary/ Secondary
- Wastewater Facility and Collection System Information

# Water Quality Emergency Preparedness System (WQEPS)

## Wastewater Facility – Required Information

- Facility Name – Built/Not Built?
- Front Gate Latitude and Longitude
- Lift stations – Existing/New
- Back-up power
- Fuel Type
- Whether fuel is stored on site - how long it will last
- Population served
- Does the facility serve any outside communities



# Water Quality Emergency Preparedness System (WQEPS)

## Lift Station – Required Information

- Name (must be unique)
- Latitude and Longitude
- Emergency Power
- Kilowatt size, voltage, phase
- Fuel Type
- Whether fuel is stored on site - how long it will last



# Water Quality Emergency Preparedness System (WQEPS)

## Other Information Needed

- Information for any Outside Operating Companies
  - Company Name and Contact Information
- Information for any Communities Served
  - Community Name
  - Lift Stations
  - Population served

# Water Quality Emergency Preparedness System (WQEPS)

Create your STEERS ER Account : [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/)

The screenshot shows the STEERS login page. At the top, there is a navigation bar with the TCEQ logo and the text 'TEXAS COMMISSION ON ENVIRONMENTAL QUALITY'. Below this, a 'Welcome to STEERS' message is displayed. The main content area is divided into two columns. The left column lists various services available online, including 'e-Permits\Registration' and 'e-Reporting'. The right column contains a login form with fields for 'ER Account Number' and 'Password', and a 'Login' button. A red error message states: 'You must enter a valid account number and password. Please try again.' Below the login form, there is a section titled 'I need:' with three bullet points: 'my password', 'to create a new account', and 'to authorize another user's account'. A blue arrow points from the text 'Click on I need: to create a new account' to the second bullet point. At the bottom of the page, there is a link to 'See details of what you can do.'

Input all required information

Select Water Quality Emergency Preparedness System (WQEPS) as the program

Electronically sign the STEERS Participation Agreement (SPA)

# Water Quality Emergency Preparedness System (WQEPS)

**This is the STEERS TEST environment. If you want to submit OFFICIAL data to TCEQ, you must go to <https://www3.tceq.texas.gov/steers/>.**

**Welcome to STEERS Internet Version 6.5!**

**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 e-Permits Program Area: [Water Quality Emergency Preparedness System \(EPR WQEPS\)](#)

**STEERS News:**

There are no current news items.

Once logged into STEERS:

Select the WQEPS Option

Note the 20-minute inactivity log out

# Water Quality Emergency Preparedness System (WQEPS)

Do not use web browser back button when filling out application.

**Activities**

I want to: **Fill Out** a new application   
Access an application by password

Or choose one or more pending applications below:

*The application 71896 is in 'Ready to Submit' status and needs to be submitted.*

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>		72046	WQEPS-DOM-WWTF	THOUSAND TRAILS MEDINA LAKE WWTP	215 SPETTLE RD, LAKEHILLS, 78063	Mhc Tt, L.P.	In Progress	
<input type="checkbox"/>		71896	WQEPS-DOM-WWTF	KENROC PLANT	29909 FM 2978 RD, MAGNOLIA, 77354	Aqua Texas, Inc.	Ready To Submit	
<input type="checkbox"/>		71888	WQEPS-DOM-WWTF	KENROC PLANT	29909 FM 2978 RD, MAGNOLIA, 77354	Aqua Texas, Inc.	In Progress	

Sign Submit Set Access Rights Delete History

Yearly the initial task will be to Fill Out a new application

Use list shown to select an application during an ensuing session if unable to finish a complete submittal during the initial yearly session

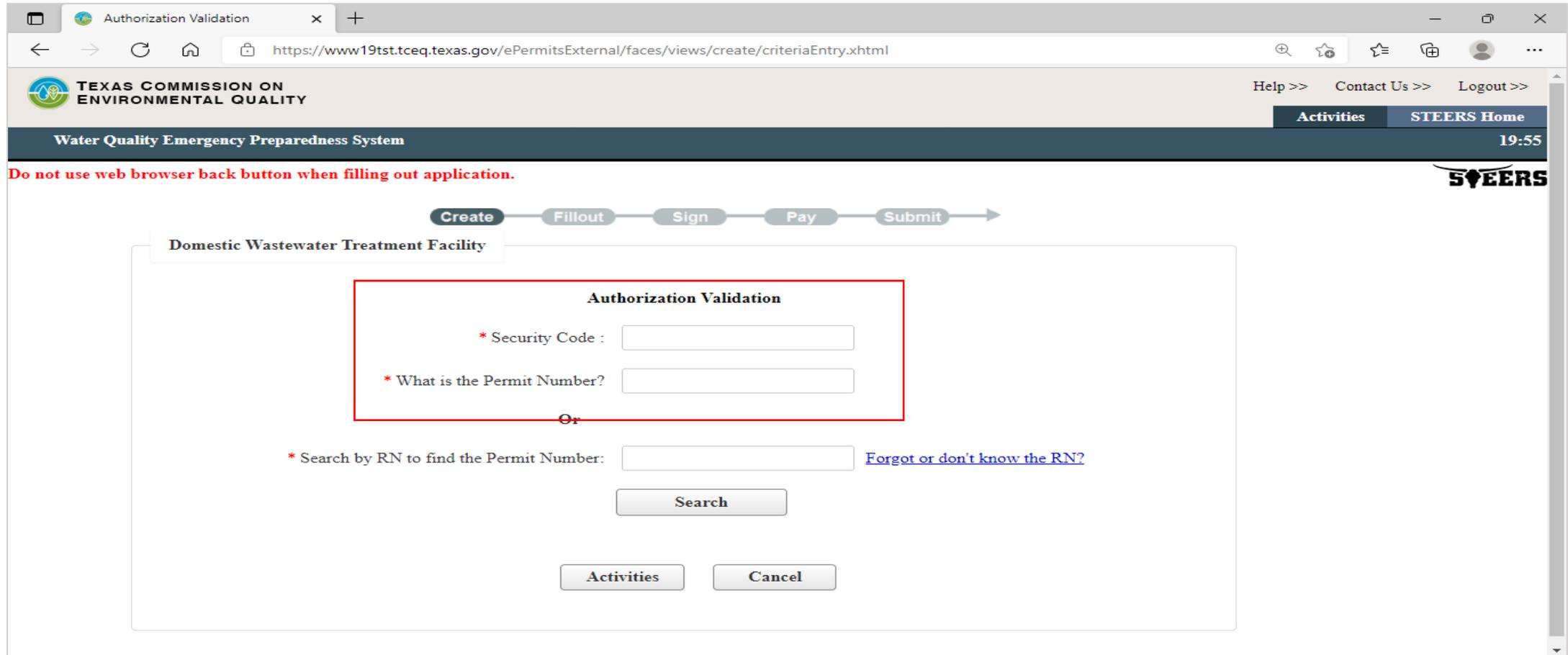
# Water Quality Emergency Preparedness System (WQEPS)

The screenshot shows a web browser window with the URL <https://www19tst.tceq.texas.gov/ePermitsExternal/faces/views/create/common/selectApplicationType.xhtml>. The page header includes the Texas Commission on Environmental Quality logo and navigation links for Help, Contact Us, and Logout. A dark blue banner at the top of the page reads "Water Quality Emergency Preparedness System" and shows the time "19:53". Below the banner, a red warning message states: "Do not use web browser back button when filling out application." A progress bar at the top of the main content area shows the steps: Create (highlighted), Fillout, Sign, Pay, and Submit. The main heading is "Select One Application Type:". Underneath, there is a section titled "WQ Emergency Preparedness" with two radio button options: "Domestic Wastewater Treatment Facility (WWTF)" and "Industrial Wastewater". At the bottom of the form area, there are two buttons: "Activities" and "Next".

Domestic wastewater treatment facility should be selected if the facility is any of the following:

- Public Domestic
- Private Domestic Wastewater
- Reverse Osmosis water treatment
- Sludge processing
- Convention Treatment plant

# Water Quality Emergency Preparedness System (WQEPS)



The screenshot shows a web browser window with the URL <https://www19tst.tceq.texas.gov/ePermitsExternal/faces/views/create/criteriaEntry.xhtml>. The page header includes the Texas Commission on Environmental Quality logo and navigation links for Help, Contact Us, and Logout. The main title is "Water Quality Emergency Preparedness System" with a timestamp of 19:55. A red warning message states: "Do not use web browser back button when filling out application." A progress bar at the top shows steps: Create (active), Fillout, Sign, Pay, and Submit. The main content area is titled "Domestic Wastewater Treatment Facility" and contains an "Authorization Validation" section. This section has a red border and includes the following fields and options:

- \* Security Code :
- \* What is the Permit Number?
- Or
- \* Search by RN to find the Permit Number:  [Forgot or don't know the RN?](#)
- 
-

# Water Quality Emergency Preparedness System (WQEPS)

The screenshot shows a web browser window with the URL <https://www19tst.tceq.texas.gov/ePermitsExternal/faces/views/fillout/filloutCommon.xhtml>. The page title is "Program area Page". The navigation bar includes "Help >>", "Contact Us >>", and "Logout >>". The main header shows "Activities" and "STEERS Home". The page title is "Domestic Wastewater Treatment Facility - WQ0014280001" and the time is "17:31". A progress bar shows "Sign", "Pay", and "Submit" steps. A sidebar menu lists the following items:

Item	Status
Site Information (Regulated Entity)	Done
Mhc Tt,-Customer (Applicant) Information (Owner)	Done
Primary Contact	Done
Secondary Contact	Done
Outside Operating Company Contact	Done
Section 1# Annual Contact	To Do
Domestic WWTF General Information	To Do

The main content area shows a form for "Section 1# Annual Contact". It includes a question mark icon and the text "Enter total number of Annual Contacts to be added:" followed by an input field containing the number "1". Below this is another question mark icon and the text "Number of saved Annual Contacts: 1". A note in blue italicized text states: "The system will display up to 1 Annual Contacts per section. Ba when you click Next/Save."

# Where can I obtain help?

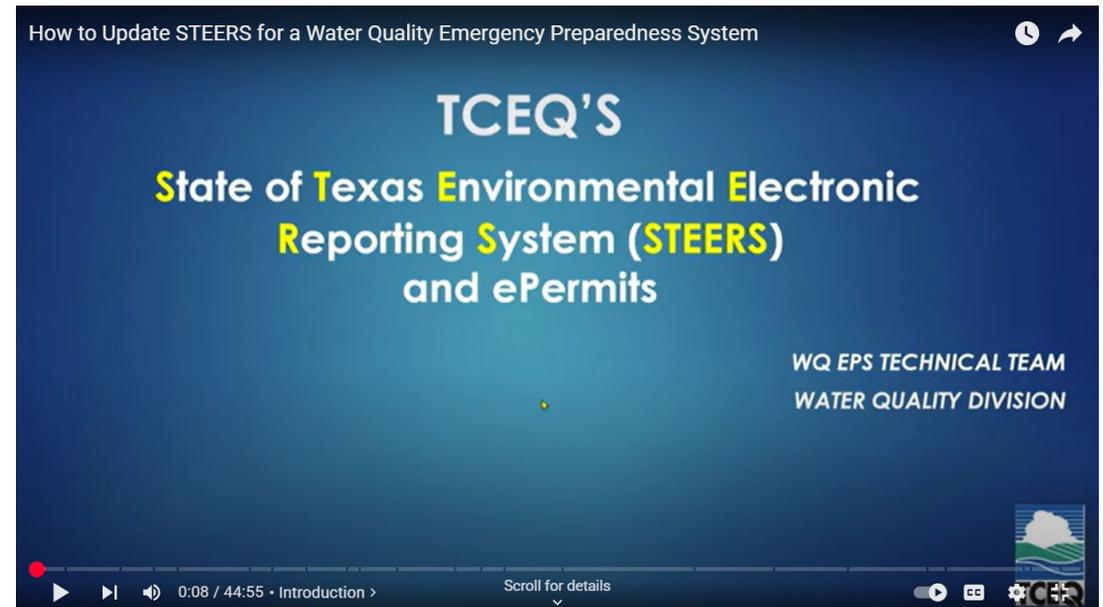


TCEQ, Water  
Quality  
Division  
512-239-  
4671

Email  
Homeland  
inbox:  
[homeland@tceq.  
texas.gov](mailto:homeland@tceq.texas.gov)

YouTube  
video

Instructions:  
step by step  
document



# Emergency Preparedness Best Management Practices

## Develop a Plan

- Assign tasks
- Assign back-ups for tasks

## Review and Update plan regularly

- Staffing changes
- Plant equipment changes
- Chemical changes

## Capacity Management Operation & Maintenance (CMOM)



# Best Management Practices continued...

- Know your site and where hazards exist - physical / chemical
- Is there a power cutoff to pull
- Generators
  - Test regularly
  - Test under load
  - If portable generator are used
    - Where are they stored?
    - Are all the generators stored together?



# Best Management Practices continued...

## The “Best” Best Management Practice

- **Practice** implementing the plan
- Address issues encountered – improve and update plan

**Practice**



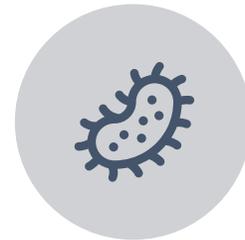
**Practice**

**Practice**

# Examples



Joe Worker has an apparent heart attack in the plant.



Massive flooding expected – what about my UV system



Is my storage in the flood plain or flood way?



Will my generators handle the load?



**Thank you!**

Maria Benitez

[Maria.Benitez@tceq.Texas.gov](mailto:Maria.Benitez@tceq.Texas.gov)

512-239-6705