



# Available NOW!

Online Applications Submissions for Industrial and Municipal  
Wastewater Individual Permits (EPR\_WQIP)

# Today's Topics



Creating an account in State of Texas Environmental Electronic Reporting System (STEERS)

ePermits Water Quality Permit Program (EPR\_WQIP)

Application Submittal Steps

Best Practices

Q&As

# Creating a STEERS Account

1. Register an account at  
<https://www3.tceq.texas.gov/steers/>
2. Add the program, Water Quality Individual Permit (EPR\_WQIP)
3. Sign the STEERS Participant Agreement (SPA) using a Texas Driver's License
4. Select the program access type – read only, edit, preparer, or sign

**Note:** The account status will show **PROBATION** until you sign the SPA.

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

Here is what you can do online in STEERS:

**e-Permits\Registrations:**

- » Aggregate Production Operations Registration
- » Air New Source Review and Title V Operating Permits
- » Municipal Solid Waste Notifications
- » Petroleum Storage Tank (PST) Registrations
- » Tax Relief for Pollution Control Property
- » Water Quality General & Individual Permits (SW, WW, & [more](#))
- » Water Quality Emergency Preparedness System

**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)
- » Stack Test Online Reporting System (STORS)
- » Tier II (TIERII)
- » Training Roster Online Submittal (TROLS)

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

This is STEERS version 6.7.

Enter STEERS:

STEERS Account:

Password:

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I need:

- [my password](#)
- [to create a new account](#) 
- [to authorize another user's account](#)

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**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](#).

# STEERS Access Types for EPR\_WQIP

## Edit

View

Create

Delete

Modify

Pay

## Preparer

View

Create

Delete

Modify

Pay

Submit

## Sign

View

Create

Delete

Modify

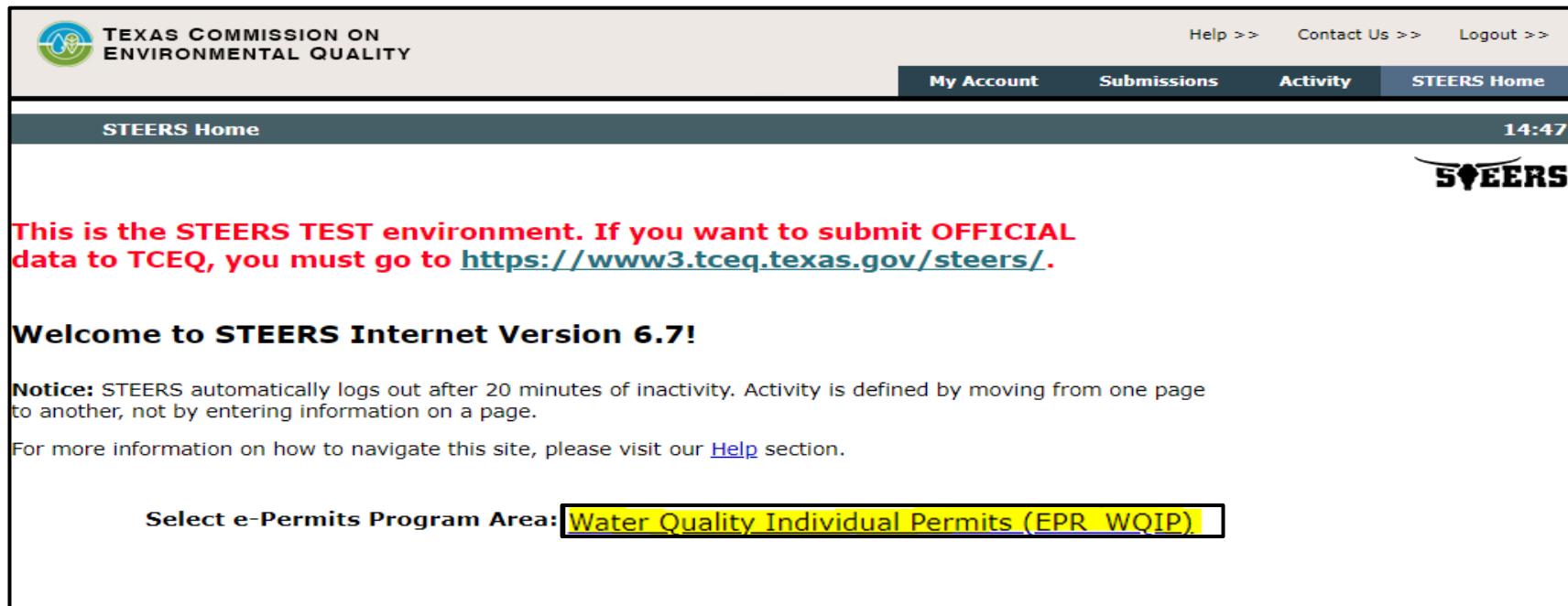
Pay

Sign

Submit



# EPR\_WQIP Application Process



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 14:47

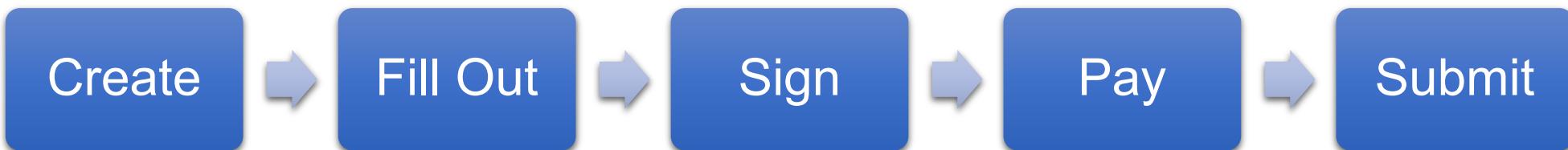
**This is the STEERS TEST environment. If you want to submit OFFICIAL data to TCEQ, you must go to <https://www3.tceq.texas.gov/steers/>.**

**Welcome to STEERS Internet Version 6.7!**

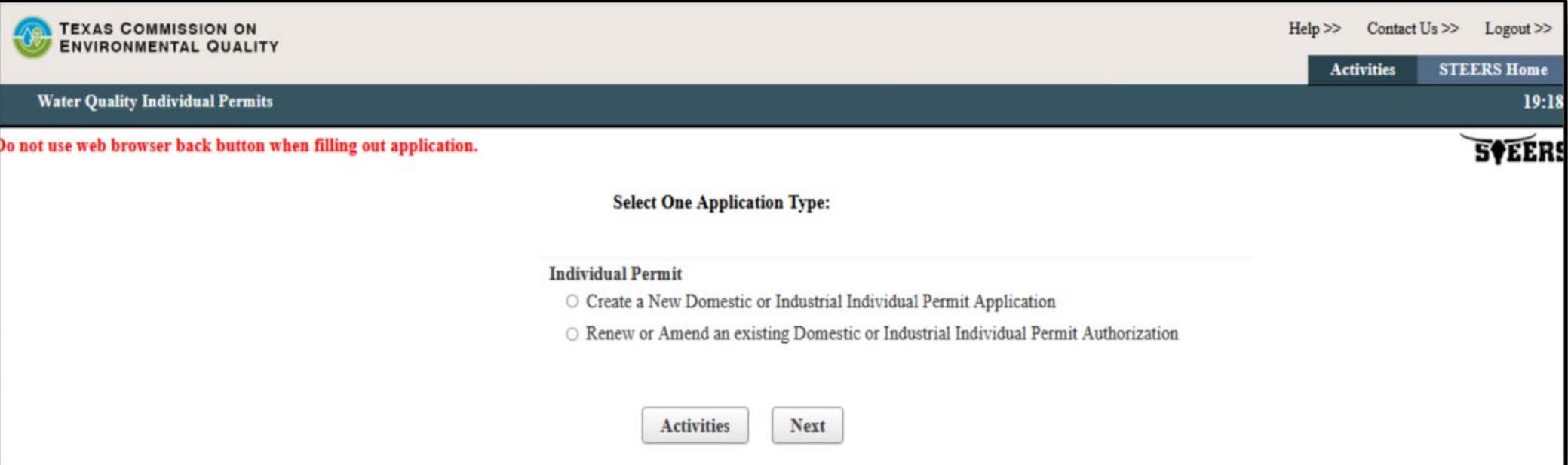
**Notice:** STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Select e-Permits Program Area: **Water Quality Individual Permits (EPR\_WQIP)**



# Step 1 – Create an Application



The screenshot shows a web-based application interface for the Texas Commission on Environmental Quality (TCEQ). The top navigation bar includes links for Help, Contact Us, Logout, Activities, and STEERS Home. The main content area is titled "Water Quality Individual Permits". A red warning message at the top states: "Do not use web browser back button when filling out application." Below this, a section titled "Select One Application Type:" contains the "Individual Permit" option. Under "Individual Permit", there are two radio button options: "Create a New Domestic or Industrial Individual Permit Application" and "Renew or Amend an existing Domestic or Industrial Individual Permit Authorization". At the bottom of the form are two buttons: "Activities" and "Next".

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Activities STEERS Home

Water Quality Individual Permits 19:18

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

STEERS

Select One Application Type:

Individual Permit

Create a New Domestic or Industrial Individual Permit Application

Renew or Amend an existing Domestic or Industrial Individual Permit Authorization

Activities Next

# Step 2 – Fill Out

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Water Quality Individual Permits - New Domestic or Industrial Individual Permit

Create → Fillout → Sign → Pay → Submit

Reference Number: 76140

Site Information (Regulated Entity)	To Do
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
Technical Contact	To Do
DMR Contact	To Do
Section 1# Permit Contact	To Do
Public Notice Information	To Do
Section 1# Public Viewing Information	To Do
Owner Information	To Do
Admin General Information	To Do
Plain Language	To Do

**Site Information (Regulated Entity)**

Complete one of the following options

Option 1: Enter the Regulated Entity number of the site for this application, if known.  
Regulated Entity Number :

Option 2: Or enter a known authorization number already issued for the same site (Regulated Entity).  
Site Authorization :

Option 3: Or enter the site information to see if the site is already registered with TCEQ.

\*Name :

Physical Address :

City :

State :

Zip :

\*County :

\* Always Required

Activities      Next



# Step 2 – Fill Out: Attachments

- Attachment requirements are specific to application type
- Variety of file types are accepted
- Domestic Attachment Examples:
  - USGS Map
  - Public Involvement Plan
  - Administrative Report 1.1
  - Affected Landowner's labels

Reference Number: 76140

Site Information (Regulated Entity)	Done
Paris T-Customer (Applicant) Information (Owner)	Done
Billing Contact	Done
Application Contact	Done
Technical Contact	Done
DMR Contact	Done
Section 1# Permit Contact	Done
Public Notice Information	Done
Section 1# Public Viewing Information	Done
Owner Information	Done
Admin General Information	Done
Plain Language	Done
Supplemental Permit Information Form	Done
Domestic Attachments	To Do

**Domestic Attachments**

1. Have you clearly outlined and labeled the required information on the original full size USGS Topographic Map?  
*Refer to the help text for the required items to be included on the map.*

--Select One--

2. Public Involvement Plan attachment (TCEQ Form 20960)  
*Please download the form at <https://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf>, fill out and attach the filled form to this section.*

Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xltx, jpeg

+ Choose..

3. Administrative Report 1.1  
*The Administrative Report can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10033.docx> to fill out and attach the filled form to this section. Only Administrative Report 1.1 is required for this application item.*

Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xltx, jpeg

+ Choose..

4. I confirm that all required sections of Technical Report 1.0 are complete and will be included in the Technical Attachment.  
*The Technical Report (which includes Technical Report 1.0, Technical Report 1.1, and application worksheets) can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10034.docx> to fill out and attach the filled form to this section.*

--Select One--

5. Affected Landowners Map

Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xltx, jpeg

+ Choose..

# Step 2 – Fill Out: Upload Technical Attachments

- Attached Required Technical Attachments
  - Technical Report 1.0
  - Technical Worksheets
  - Buffer zone
  - Flow Diagrams
  - Labs, etc.

Section	Status
Site Information (Regulated Entity)	Done
Paris T-Customer (Applicant) Information (Owner)	Done
Billing Contact	Done
Application Contact	Done
Technical Contact	Done
DMR Contact	Done
Section 1# Permit Contact	Done
Public Notice Information	Done
Section 1# Public Viewing Information	Done
Owner Information	Done
Admin General Information	Done
Plain Language	Done
Supplemental Permit Information Form	Done
Domestic Attachments	To Do

**4. I confirm that all required sections of Technical Report 1.0 are complete and will be included in the Technical Attachment.**  
*The Technical Report (which includes Technical Report 1.0, Technical Report 1.1, and application worksheets) can be download at <https://www.tceq.texas.gov/downloads/permitting/wastewater/forms-tools/10054.docx> to fill out and attach the filled form to this section.*

**5. Affected Landowners Map**  
Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg  
+ Choose...

**6. Landowners Cross Reference List**  
Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg  
+ Choose...

**7. Landowner Avery Template**  
Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg  
+ Choose...

**8. Buffer Zone Map**  
Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg  
+ Choose...

**9. Flow Diagram**  
Allowed file types: txt, pdf, doc, wpd, csv, xls, xml, jpg, gif, tif, docx, xlsm, xlsx, jpeg  
+ Choose...

# Step 3 – Sign

- Application is in “Ready to Sign” status
- Signatory meets 30 TAC 305.44 requirements
- Application is sharable with ER accounts with access type “Sign” using the “Set Access Rights” option.

**Activities**

I want to:  a new or update an existing authorization application  
 an application by password

Or choose one or more pending applications below:

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>	<input type="checkbox"/>	76140	NEW-ADM-WQIP	PARIS TEST	12100 PARK 35 CIRCLE, AUSTIN, 78753	Paris Test	All Ready to Sign	<input type="button"/>

10 (1 of 1)

# Step 4 – Pay

The application needs to be in the “Ready to Pay” status.

**Note:** The application process is not done after the payment. You will need to click the “Return to STEERS” button after the payment confirmation screen to select and submit the application to TCEQ.

You are about to pay for this application

- If you are paying for more than one application and have changed your mind about paying any fee, use the delete button to remove the fee from the list.
- If you wish to stop without paying, you should log out or return to "Activities" now. (If you pass this screen and then cancel the process, you will have to wait two hours before trying to pay again.)

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Fee Amount	Report
76140	NEW-ADM-WQIP	PARIS TEST	12100 PARK 35 CIRCLE, AUSTIN, 78753	Paris Test	\$2,000.00	

[Activities](#) [Next](#)

# Step 5 – Submit

- Application in the “Ready to Submit” status
- Submitted applications along with the attachments and confirmation letters can be viewed at any time under **STEERS Home > Submissions**

**Activities**

I want to:  a new or update an existing authorization application  
 an application by password

Or choose one or more pending applications below:

**The application 76381 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"/>		76381	NEW-ADM-WQIP	THE RESERVE	FACILITY SITE LOCATED ON BLACKSTONE AND TEAL PKWY, FRISCO, 75034	Drees Custom Homes L.P.	Ready To Submit	

10 (1 of 1)

# Method to submit Domestic and Industrial applications?

## STEERS

- New Domestic/Industrial Facility
- Renew or Amend an existing WQ Authorization

## Emailed & Mailed Signed Copy

- Cancellations
- Transfers
- Billing Updates
- Facility Updates via CDF

# Online Posting of Electronic Applications

The Sunset Bill requires TCEQ to post applications online at the time of Administrative Completeness and again at the time of Technical Completeness along with the drafted Permit.

This is in addition to TCEQ posting the NORI, PLS, NAPD, and Alternative Language where applicable.

## Page Overview

### **Pending Wastewater Permits: Information on Current Applications**

Find pending permit information and materials, including – as appropriate – public notices, summaries of applications (in plain language), technical summaries, fact sheets, and draft permits. Also find facility and owner names and county.

#### **Permit Types**

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##### **Treated Wastewater Discharge Permits (TPDES)**

Permits for facilities that dispose of treated effluent by discharge into or adjacent to waters in the state.

##### **Permits for Land Application of Treated Wastewater (TLAP)**

Permits for facilities that dispose of treated effluent by land application such as surface irrigation, evaporation, drainfields, or subsurface land application.

##### **Permits for Concentrated Animal Feeding Operations (CAFO)**

Permits for agricultural operations where animals are kept and raised in confined situations.

##### **Sewage Sludge and Biosolids Permits**

Permits to land-apply or dispose of sewage sludge or biosolids from wastewater treatment plants.

# Best Practices

- Prepare Administrative and Technical Attachments ahead of time in allowable electronic format, readily available to be uploaded into the application.
- Signatory Authority must have a valid STEERS account, planning and timing the coordination of all individual schedules will be key to success. Delegated signers must attach documentation of delegation.
- Have payment ready, ePay is fastest and preferred payment.
- Ensure permit compliance, all outstanding fees are paid, SOS information is up to date in TCEQ systems and address any permit maintenance items are completed prior to submission.

# Questions and Answers



# Who to contact for assistance?

Applications  
Review &  
Processing Team

- [WQ-ARPTeam@tceq.texas.gov](mailto:WQ-ARPTeam@tceq.texas.gov)
- 512-239-4671

STEERS Account  
Question

- [STEERS@tceq.texas.gov](mailto:STEERS@tceq.texas.gov)
- 512-239-6925