Introduction to STEERS e-Permits for Petroleum Storage Tank Registrations

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PST & DC Registration Team

Benefits to Using e-Permits

- Simplifies the application process.

- Shortens review time.

- Allows for the renewal of delivery certificates for multiple facilities at one time.

- Allows for the addition of financial assurance documentation instead of waiting for the PST Registration Team to enter manually.

- Allows applicant access to update contact, billing, owner & operator information.

- Provides faster turnaround time for approval.

- Contractors who submit NOCs electronically can immediately access and print the acknowledgement letter.

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What Can I Submit via STEERS?

- Notices of Construction for new and existing facilities

- Updates to owner/operator information and billing information for existing registrations

- Registration for new tanks for existing facilties

- Renewals/self certifications for multiple facilities at the same time

Creating an Account in STEERS

- Go to www3.tceq.texas.gov/steers/
- Click the link "to create a new account" under the "I need" heading
- If you need assistance or help, please contact STEERS Help Desk 512-239-6925 or steers@tceq.texas.gov.

Steps to Create New Account Continued

- Click on "Create New Account" button at the bottom of the screen.

- Fill out the required fields.

- Click the "Next" button.

- STEERS will notify you if a possible duplicate account exists.

- The account you create belongs to you as an individual. Do not share your account information.

- Once completed, you will receive an email with your account number and a verification key URL to set your password.

Adding the PST Program Area

- For existing STEERS accounts, go to the "My Account" tab.
- For new accounts, you will add a program as part of setting up your account.
- Under STEERS Access, click the drop-down menu

- Select "Petroleum Storage Tank Registrations (EPR_PST)"
- Click the "Go" button
  Please note that the old program is a Read Only Option and has been renamed to "Historical PST Self Certification Renewal (PST)

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How to Add Access to Your Account

- Once you have added the program, you will need to set up your access type.

- There are 4 access types:
  - PST Read Only
  - PST Edit
  - PST Preparer
  - PST Sign

STEERS Participation Agreement (SPA)

- Your account status is "probation" until you submit an SPA.

- You will need to submit either a paper SPA or an E-sign SPA.

- For an E-sign SPA, you must have a valid Texas ID or driver's license.

- If you do not have a valid Texas ID, you will need to complete and mail a paper SPA.

If you need assistance or help, please contact STEERS Help Desk 512-239-6925 or steers@tceq.texas.gov

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Accessing the Application Process

Congratulations, you are now ready to use the e-Permits system!

Once you have setup your password, login into STEERS. Click on the program area on the STEERS home page in your account.

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: Petroleum Storage Tank Registrations (EPR_PST)

If you need assistance or help, please contact STEERS Help Desk 512-239-6925 or steers@tceq.texas.gov

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Starting or Accessing an Application

- Click on "Fill Out" for a new, renewal, revision, or termination application.

- If you already started an application and need to make any edits, click "Access" for the application you wish to update.

I want to: **Fill Out**   a new, renewal, revision, or termination application

              Access   an application by password

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Renewing a Delivery Certificate

Create — Fillout — Sign — Pay — Submit

Select One Application Type:

- Select Self-Certification for multiple facilities.

- Choosing this option will renew all sites with the same Owner ID at once. Even if you only have one facility. **This is the quickest way to renew.**

- Click the "Next" button.

Self-Certification for multiple facilities
- ○ Self-Certification for multiple facilities

Underground Storage Tanks
- ○ UST Initial Registration
- ○ UST Update Registration

Owner Operator Change
- ○ Change Customer
- ○ Update Customer
- ○ Add Operator

Notice of Construction
- ○ Notice of Construction for a New Facility
- ○ Notice of Construction for an Existing Facility

Aboveground Storage Tanks
- ○ AST Initial Registration
- ○ AST Update Registration

[Activities] [Next]

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Confirming the Owner ID and Facility Information

- Enter your Owner ID number and click the "Search" button. This number can be found on your current delivery certificate.

- Confirm Customer Information by making sure this matches your company.

- Click the "Confirm CN Information" button.

Customer Validation

Please provide the Owner ID for Self-Certification renewal.

Owner ID : [REDACTED]   Search

Below is the customer associated to the provided Owner ID. Please verify that it is the correct CN.

Customer Information Fields	Existing Customer Data
Customer number	[REDACTED]
Customer legal name	[REDACTED] Services, Inc.
Type of Customer	CORPORATION
Federal Tax ID	[REDACTED]
State Franchise Tax ID	
State Sales Tax ID	
Local Tax ID	
Texas SOS Filing Number	[REDACTED]
DUNS Number	
Independently Owned and Operated	YES
Number of Employees	[REDACTED]

Activities   Cancel   Confirm CN Information

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Confirming Information for Facilities

- The next screen lists every facility eligible for renewal tied to your Owner ID.
- Review the information for each facility.
- Click the "Next" button.

Facility Name	Regulated Entity Number	Regulated Entity Name	Physical Location
EL PASO BEHAVIORAL HEALTH SYSTEM	███████	UNIVERSITY BEHAVIORAL HEALTH OF EL PASO	1900 DENVER AVE, EL PASO, TX, 79902
UNIVERSITY BEHAVIORAL HEALTH OF DENTON	███████	UNIVERSITY BEHAVIORAL HEALTH OF DENTON	2026 W UNIVERSITY DR, DENTON, TX, 76201
NORTHWEST TEXAS HEALTHCARE SYSTEM	███████	NORTHWEST TEXAS HEALTHCARE SYSTEM	1501 S COULTER ST, AMARILLO, TX, 79106
TEXOMA BEHAVIORAL HEALTH CENTER	███████	BEHAVIORAL HEALTH CENTER	2601 N CORNERSTONE DR, SHERMAN, TX, 75092
HICKORY TRAIL HOSPITAL	███████	HICKORY TRAIL HOSPITAL	2000 OLD HICKORY TRL, DESOTO, TX, 75115

1-5 of 5 records |◀ ◀◀ **1** ▶▶ ▶| 10 ▾

[Activities] [Cancel] [Next]

Beginning of Application

- On the next screen, confirm the customer information again.

- Click the "Next/Save" button.

Adding Financial Assurance

- Enter the financial assurance for the facility and tanks.
- The coverage period of the policy **must** cover at least 1 year and no more than 2 years.

? Financial Assurance

★ 1. Does the facility meet Financial Assurance (FA) for 1st party corrective action?

Financial Assurance is required for Petroleum USTs only. Federal and State entities are exempt.

--Select One-- ▼

★ 2. Does the facility meet Financial Assurance (FA) for 3rd party bodily injury/property damage liability?

--Select One-- ▼

★ 3. Identify the Financial Assurance Mechanism   --Select One-- ▼

★ 4. Name of Issuer   --Select One-- ▼

5. Phone Number of Issuer

6. Phone Extension

7. Policy or Mechanism Number

★ 8. Coverage Period Begin Date

★ 9. Coverage Period End Date

★ 10. Coverage Amount per Occurrence   --Select One-- ▼

★ 11. Coverage Amount - Annual Aggregate   --Select One-- ▼

12. Is the Insurance Premium pre-paid for the entire year?   --Select One-- ▼

[Activities]   [Next/Save]

Verifying Tank Information

- Verify that all sites have the correct tank information.
- Click the "Next/Save" button.

Section 1# Facilities for Self-Certification

Enter total facilities for Self Certification: [5] [Update Total]

Number of saved Facilities: **5**

The system will display up to 30 Facilities per section. Based on your Total, additional Facilities might be created when you click Next/Save.

Facility #:1 [Delete]

- ★ 1. Facility Number ▬
- ★ 2. Tanks and compartments for self-certification   1-A

Facility #:2 [Delete]

- ★ 1. Facility Number ▬
- ★ 2. Tanks and compartments for self-certification   1-A

Facility #:3 [Delete]

- ★ 1. Facility Number ▬
- ★ 2. Tanks and compartments for self-certification   1-A , 2-A

Facility #:4 [Delete]

- ★ 1. Facility Number ▬
- ★ 2. Tanks and compartments for self-certification   1-A

Facility #:5 [Delete]

- ★ 1. Facility Number ▬

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Certifying the Application

- Answer the questions stating that the facilities are all following TCEQ rules.

- If you fail to answer all four questions or if you answer "No" to any question, the facilities will not be certified.

- Fill out the first and last name of the certifier, the title, role and answer the final question.

- Click the "Next/Save" button.

❷ Self-Certification for Multiple Facilities

Delivery of regulated substances into regulated USTs is prohibited by state law unless a valid, current Delivery Certificate is available and/or displayed at the UST facility.

★ 1. For regulated UST systems at the facilities included in the application, is the registration information filed with the TCEQ pursuant to 334.7 of TCEQ rules (including information in this filing) complete, accurate, & up-to-date?

--Select One--

★ 2. For regulated UST systems at the facilities included in the application, have all facility fees billed to date to the current owner been paid in full (I.e., annual fees plus all late fees, penalties, and interest)?

Does not apply to common carrier railroads.

--Select One--

★ 3. For regulated UST systems at the facilities included in the application, does financial assurance coverage meet TCEQ requirements, as described in Chapter 37 Subchapter I of TCEQ rules, for first-party corrective action, third-party bodily-injury, and third-party property damage in the event of a petroleum release from these UST systems?

--Select One--

★ 4. For regulated UST systems at the facilities included in the application, are all in compliance with technical standards, as described in TCEQ rules in 334.49 (relating to Corrosion Protection), 334.50 (relating to Release Detection), 334.51 (relating to Spill and Overfill Prevention and Control) and 334.43 (relating to Variances and Alternative Procedures) if a written variance to all or part of the requirements of the previous three sections has been granted by the TCEQ?

--Select One--

★ 5. Name of the Certifier

★ 6. Title of the Certifier

★ 7. Role of the Certifier   --Select One--

★ 8. I certify that the UST systems at the facilities and included in the application are in compliance.

--Select One--

Activities   Next/Save

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Adding Insurance & A/B Operator Certificate

- On the next screen, upload your financial assurance documents and your A/B operator certificate.
- You can add multiple files on this page.
- Click the "Next/Save" button.

❓ UST Attachment

Financial Assurance

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

[**+ Choose..**]

[**Activities**]   [**Next/Save**]

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Ready to Sign

- Once your application has the "Ready to Sign" status, you will check mark the box under "Select."
- Click "Sign".

Signing the Application

- On the signature page, check the confirmation box next to the statement.
- Enter your STEERS account password and click "Apply Electronic Signature."

Signature Page

Review this list to be sure that the statements at the bottom of this page are true for each application shown.

Reference Number ⇕	Application Type	Regulated Entity	Site Loca
67996	PST-NOC-E	SHELL 7549	1959 N STEMM

You are signing on behalf of the :   OWNER OPERATOR-▮▮▮▮▮▮▮▮▮▮

Please confirm you have read and agree with each of the statements below by selecting each checkbox.

☐   * The signature below indicates to the best of my knowledge that the information submitted is true and complete, and that I have signature authority to :

By entering my password and pressing **"Apply Electronic Signature"** button, I agree that:

1. I am ▮▮▮▮▮▮▮, the owner of the STEERS account ▮▮▮▮▮

2. I have the authority to sign this data on behalf of the applicant named above.

3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge a and complete.

4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidential

5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.

6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environm

7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.

8. I am knowingly and intentionally signing **Notice of Construction-Existing Facility 9809.**

9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the **"Apply Electronic Signature"** button, I am electronically signing the application(s) ide

STEERS ER Account Password:

[   ]

Activities   Apply Electronic Signature

How to Submit the Application

- After signing, it's time to submit the application.
- Check the box next to the application.
- Click the "Next" button.

You have finished signing Reference Number 72072

Your Options are

○ Submit reference number 72072

○ Return to Activities Page

Next

Submitting the Application Continued

- Click the "Submit" button to submit the application.
- Stay on this screen until the submittal has gone through.

Submit Completed Applications

The application listed below is complete, valid, signed and paid for. It is now ready to submit.

- If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click **"Activities"** at the bottom of this screen.

- If you are ready to submit the application listed below, click **"Submit"** now.

	Reference Number ⇕	Application Type ⇕	Regulated Entity	Site Location	Customer	Status	Report
	72072	PST-SELF-CERT	Multiple	Multiple	▇▇▇▇▇	Ready To Submit	🖼

After you click **"Submit"**:

- **Do not leave this screen. Wait until processing is complete.**

- When processing is complete, use the links provided to save your application and approval documents to your computer or drive.

> Activities   Submit

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

1. Go to the STEERS home page.

2. Click **"Submissions"**.

3. Select correct program area.

4. Enter your STEERS account number.

5. Click **"Search"**.

6. From the list provided, find each authorization you need to document.

7. To save the application, choose **"Save COR"** and click **"Go"** at the end of that authorization row.

8. Then save your approval documents by choosing **"Save NOA"** and clicking **"Go"**.

Submittal Confirmation

- Your submittal is now complete.
- Save or download a copy of record for your files.
- Reminder: You must keep your copy of record for 5 years as proof that you submitted your renewal.

Authorization

Congratulations!

Your Petroleum Storage Tank application has been successfully submitted.

The submitted applications will now be reviewed by the program area. You will be notified soon of the final action (approved or denied) taken by TCEQ.

Reference Number ⇕	Application Type	Link to Copy of Record
72072	PST-SELF-CERT	🖹

Activities

Notice of Construction Applications

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How to Submit a Notice of Construction

- There are two types of Notice of Construction applications.
- **New Facility** means you don't have a PST registration or Facility ID for the site yet. You might have a Regulated Entity Number (RN) associated with the site.
- **Existing Facility** means you already have a PST registration with a facility ID for the site. Use the "Existing Facility" option for repairs, improvements, removals, etc.

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Notice of Construction for an Existing Facility

- Choose Notice of Construction for an Existing Facility
- Click "Next."

Authorization Validation

- Enter the Facility Number.

- If you do not know the Facility Number, enter the RN to find the associated Facility Number.

- If you forgot or don't know the RN, click the link and it will open Central Registry so you may search for it.

- Click "Search" once you have entered the Facility or RN.

Authorization Validation

* What is the Facility Number?

Or

* Search by RN to find the Facility Number: Forgot or don't know the RN?

Search

Activities   Cancel

Confirmation of Registration Information

- Once you have found the facility, STEERS will display the information for the owner on the registration. Make sure that this information matches the owner you are entering the Notice of Construction for.

- If the owner for the NOC doesn't match, you **must** submit an ownership change either through STEERS or by a paper form (0724 UST/0695 AST) before submitting the Notice of Construction. Do not submit an NOC for the wrong owner.

You have requested to update Registration number **9809**. The information we have on record for this registration is shown below. Review this information carefully. If any item is incorrect, stop here and call Program Area for further assistance..

- To confirm that this is the registration to be updated, click "Confirm registration Information".
- If this is not the correct registration, click "Cancel" to select a different registration number.

Existing Permit/Registration information

How is this applicant associated with this site?	OWNER OPERATOR
Type of Customer	CORPORATION
What is the applicant's Customer Number (CN)?	CN█████████
Legal Name	██████████
Texas SOS Filing Number	████████
Federal Tax ID	
State Franchise Tax ID	███████
State Sales Tax ID	
Local Tax ID	
DUNS Number	
Number of Employees	
Independently Owned and Operated?	
I certify that the full legal name of the entity applying for this permit has been provided and is legally authorized to do business in Texas.	
Organization Name	██████████
First	████
Middle	
Last	███
Title	

Registration Information Continued

- If the Owner information matches and the rest of the information is correct, click "Confirm registration Information."

State	TX
ZIP	75207
County	DALLAS
Latitude (N) (##.######)	
Longitude (W) (-###.######)	
Primary SIC Code	
Secondary SIC Code	
Primary NAICS Code	
Secondary NAICS Code	
REGULATED ENTITY INFORMATION	
What is the Regulated Entity's Number (RN)?	RN ▉▉▉▉
What is the name of the Regulated Entity (RE)?	SHELL 7549
Physical Address	
Does the RE site have a physical address?	YES
Number and Street	▉▉▉▉▉▉▉▉
City	DALLAS
State	TX
ZIP	75207
County	DALLAS
Latitude (N) (##.######)	
Longitude (W) (-###.######)	
What is the primary business of this entity?	RETAIL

Activities   Cancel   **Confirm registration Information**

Customer Information

- Verify the information is correct for the customer.

- Select "Yes" to certify that the full legal name of the entity applying for the permit has been provided and is legally authorized to do business in Texas.

- If everything looks good, click "Next/Save."

Notice of Construction – General Properties

- Choose the type of update you would like to make to the existing facility. Select all that apply.

- After you make your selection, click on the arrow button to add it to the "selected" side.

Jamuna –Customer (Applicant) Information (Owner Operator) section has been saved successfully. Please continue until all sections are complete.

Reference Number: 67996

Facility Information (Regulated Entity)	Done
Jamuna –Customer (Applicant) Information (Owner Operator)	Done
NOC General Properties - Existing	To Do

NOC General Properties - Existing

* 1. Select the type(s) of updates you'd like to make to the existing facility. (Select all that apply)

Available
- AST Installation (>1100 gallons)
- UST Improvement
- UST Installation
- UST Permanent Removal
- UST Repair
- UST Return to Service
- UST Stage 1
- UST Switching to substance with > 10% ethanol

Selected

* 2. What is the scheduled date for the proposed construction or action (MM/DD/YYYY)?

* 3. Are you requesting a 30-day waiver?   --Select One--

[Activities]   [Next/Save]

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Notice of Construction – Permanent Removal

- For example, if you choose "Permanent Removal", STEERS will prompt you to select the tank(s) for that update.

- Select the applicable tank(s) for each action and click the arrow button to select them.

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Contractor/Consultant Information

- Answer the questions regarding the contractor/consultant.

- Add the proposed construction or action date in the format MM/DD/YYYY

- If the construction date is less than 30 days from this application, you will need a 30-day waiver and you should select "yes." If the construction date is more than 30 days from the application, you do not need a 30-day waiver and you should select "no."

- Once you have entered in all the required information, click "Next/Save."

* **1.3.** Will the contractor information be provided with the application?   --Select One-- ▼

* **1.4.** Will the consultant information be provided with the application?   --Select One-- ▼

* **2.** What is the scheduled date for the proposed construction or action (MM/DD/YYYY)?

[📅]

* **3.** Are you requesting a 30-day waiver?   --Select One-- ▼

[Activities]   [Next/Save]

Contractor Information

- Enter the contractor's CP/CRP Registration number and hit the "Tab" button. This will automatically populate some or all the required information.

- Fill in any missing required information denoted by a red asterisk.

- If you know the installer information, enter the UST installer number.

- Click "Next/Save."

Contractor Information

1. Enter the UST Contractor registration number :
   Hit the Tab button after entering a CP/CRP Registration number.

   CRP █████████

* 2. Company Name : PETROLEUM SOLUTIONS INC

* 3. Representative First Name : Bob

4. Middle Name :

* 5. Last Name : Smith

Mailing Address

* 6. Address Type : ● Domestic ○ Foreign

* 6.1. Mailing Address (include Suite or Bldg. here, if applicable) :
  ████████████

6.2. Routing :

* 6.3. City : ████████

* 6.4. State : TX

* 6.5. Zip : ████████

* 7. Phone : 512-555-5555

8. Extension : 0

9. Fax :

* 10. E-Mail : ████████████████████

11. Enter the UST Installer (UST On-Site Supervisor A&B) license number
Can be prefixed by ILP or US

Activities   Next/Save

Consultant Information

- If the consultant information is the same as the contractor information, select "Contractor Information". STEERS will import the information from the previous page.

- Enter all required information denoted by a red asterisk if not already filled out.

- Click "Next/Save."

Sign the Application

- To begin the signature process for the application, check the box under "Select."
- Click "Sign".

Apply Signature

- On the signature page, check the confirmation box next to the statement.
- Enter your STEERS account password and click "Apply Electronic Signature."

Signature Page

Review this list to be sure that the statements at the bottom of this page are true for each application shown.

Reference Number ⬦	Application Type	Regulated Entity	Site Loca
67996	PST-NOC-E	████████	████████

❓ **You are signing on behalf of the :**   OWNER OPERATOR-████████

Please confirm you have read and agree with each of the statements below by selecting each checkbox.

☐   * The signature below indicates to the best of my knowledge that the information submitted is true and complete, and that I have signature authority to :

By entering my password and pressing **"Apply Electronic Signature"** button, I agree that:

1. I am ████████ the owner of the STEERS account ████████

2. I have the authority to sign this data on behalf of the applicant named above.

3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge an and complete.

4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidential

5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.

6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environn

7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.

8. I am knowingly and intentionally signing **Notice of Construction-Existing Facility 9809.**

9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the **"Apply Electronic Signature"** button, I am electronically signing the application(s) ide

STEERS ER Account Password: [_____]

[Activities]   [Apply Electronic Signature]

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Submit the Application

- After signing, it's time to submit the application.
- Check the box next to the application.
- Click the "Next" button.

You have finished signing Reference Number 67996

Your Options are

◉ Submit reference number 67996
◯ Return to Activities Page

Next

TEXAS COMMISSION ON
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Submitting Continued

- Click the "Submit" button to submit the application.
- Stay on this screen until the submittal has gone through.

Submit Completed Applications

The application listed below is complete, valid, signed and paid for. It is now ready to submit.

- If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click **"Activities"** at the bottom of this screen.

- If you are ready to submit the application listed below, click **"Submit"** now.

Reference Number ⇕	Application Type ⇕	Regulated Entity	Site Location
67996	PST-NOC-E	███████	███████

After you click **"Submit"**:

- **Do not leave this screen. Wait until processing is complete.**

- When processing is complete, use the links provided to save your application and approval documents to your computer or drive.

[Activities] [Submit]

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

1. Go to the STEERS home page.

2. Click **"Submissions"**.

3. Select correct program area.

4. Enter your STEERS account number.

5. Click **"Search"**.

6. From the list provided, find each authorization you need to document.

7. To save the application, choose **"Save COR"** and click **"Go"** at the end of that authorization row.

8. Then save your approval documents by choosing **"Save NOA"** and clicking **"Go"**.

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Completed Application

- You have now completed the Notice of Construction.
- Click on the "Link to Approval Letter" to immediately access the acknowledgement letter.

Authorization

Congratulations!

You have successfully submitted the application listed below. Before you leave this page, be sure to save these documents to your computer.

- **Copy Of Record (COR) (in XML):** This is the application as you submitted it.

- **Approval Letter (in PDF):** Read the relevant regulations or the instructions for the application you submitted to find out how - and for how long - you must maintain your record.

Reference Number ⇕	Application Type	Link to Copy of Record	Link to Approval Letter	Confirmation Number
67996	PST-NOC-E	🖹	🖹	54082

Activities

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Frequently Asked Questions

- **I can't access the application page or my account, what am I doing wrong?**
  - Make sure you are accessing the correct version of STEERS, the old one (Historical PST Self Certification Renewal (PST)) will only allow you to read and not edit. Make sure you are in the EPR_PST Petroleum Storage Tank Registrations
- **My account status still shows probationary. How do I fix this?**
  - Submit either the paper SPA or the E-sign SPA to change your account status to active.
- **I filled out the application and it says Ready to Sign, but I do not see the Sign button on my screen?**
  - Only users with the "PST Sign" role under "Program status" can sign and submit the application. You will need to update your access.
- **Will I receive anything confirming that my application was submitted?**
  - You will receive an email confirming your application was submitted. You will also receive an email once the application has been approved or denied due to missing information.
- **How long do applications take to be reviewed and approved?**
  - The approval process takes between 3 - 7 business days. Notice of Constructions do not require review or approval.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Frequently Asked Questions Continued

- **I noticed that the owner information is incorrect for the facility I am trying to submit a Notice of Construction for. How do I fix this?**
    - You will need to or have the owner submit an ownership change application either via STEERS or on the paper form (0724) for USTs and (0695) for ASTs before you can proceed with the Notice of Construction.

- **I don't see where to add my facilities to my account. How do I do that?**
    - The new e-Permits system does not require you to add all the facilities you are responsible for. The self-certification application only requires your owner ID when you start an application in PST e-Permits, which will pull all active sites eligible for renewal.

- **I received an error when trying to create an application for my facility that states that my CN (Customer Number) does not have a valid SOS Filing Number? What do I need to do?**
    - The CN number does not have a valid Secretary of State Tax Filing number. Contact Secretary of State to fix this issue before submitting an application.

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We will now open the floor for questions

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Contact Information

Any questions or need assistance with your facilities?

Please contact:

Courtney Yantis

512-239-2160

PSTReg@tceq.texas.gov

If you need assistance or help with your STEERS account?

Please contact:

STEERS Help Desk

512-239-6925

steers@tceq.texas.gov

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