

## STEERS - STEP-BY-STEP:

### Create a STEERS Account

1. Access STEERS at <https://www3.tceq.texas.gov/steers/>
2. Click I need: "to create a new account"
3. Read through the welcome information screen.
4. Click "Create New Account" to start creating the new account
5. Enter the applicant's information. You must provide the applicant first and last name, company, title, phone number, email address, and a mailing address.
6. Click "Next"
  - Note: If errors are found in the applicant information, you will be returned to the form with error messages. Otherwise, a review information page will display.
7. Verify that the information is correct.
8. Click "Next"
9. Part of the account creation process is to check that the account just entered is not a duplicate of an existing or archived account. Duplicates checks are done for both the email address and last name.
  - If the email address and last name are already used by another account, you must contact STEERS for assistance.
  - If duplicates were found for the last name and an account was previously held by the applicant but has been archived, you will need to contact STEERS for assistance.
  - If duplicates were found for the last name and an account already exists for the applicant, the account holder should log into STEERS to update the account. If the email address for the account holder has changed and the account holder has forgotten the account password, you will need to contact STEERS for assistance.
  - If duplicates were found for the last name and none of the accounts were held by the applicant, press Next to create the new account or Exit Application to cancel.
10. The new probationary account will be created and an account number and verification URL will be sent to the applicant's email address. Note: The account holder will have no access to any of the reporting functionality until 5 security questions and program area(s) are added to the account.
11. Click on the given verification URL or paste into your web browser
12. Type in your ER number you received in your email
13. Create your password
14. Select and answer 5 security questions for the account. (keep note of these- one will be used each time you log in to your account once it is created)
15. Add the program area for which the account holder needs access, Select: Storm Water General Permits (EPR\_SW)
16. Under Program Status: Select "Signer" in dropdown
17. Under Authorization: Select "My employer is the facility or applicant for the permit application(s)"
18. Under Authorization select "I, \_\_\_\_\_, 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."
19. Click "Add Access"
20. The top of the screen will read in red, "Your EPR\_SW access has been updated. You can make additional changes or press Cancel to return to Account Information."
21. Click "Cancel" - this will take you to the screen that details the account being in probationary status, signing the STEERS Participation Agreement (SPA) will remove the probationary status
22. At the top of the screen Click "E-sign SPA"
  - If the account owner has a valid Class "C" Texas Drivers License (TDL), the SPA may be signed electronically. Continue on to step 23.
  - If account owner does not have a valid TDL: Generate the SPA, print it, sign it and mail it to STEERS. For detailed instructions on generating the SPA, click "paper SPA"
  - Note: If the account owner's TDL has been renewed or changed in the past 6 weeks, the TDL record may be locked and unavailable for electronic verification. In this case, you must submit a paper SPA.
23. Enter in your TDL information, check both boxes below.
24. Click "E-Sign SPA"
25. Notify Construction EcoServices that your STEERS account is set up so we can assign you access to the prepared NOI for you to sign and pay.

## RELEVANT PROVISIONS

**305.128(a)** All reports requested by permits and other information requested by the executive director shall be signed by a person described in §305.44(a) of this title (relating to Signatories to Applications) or by a duly authorized representative of that person. A person is a duly authorized representative only if:

(1) the authorization is made in writing by a person described in §305.44(a) of this title (relating to Signatories to Applications);

(2) the authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity or for environmental matters for the applicant, such as the position of plant manager, operator of a well or well field, environmental manager, or a position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

(3) the written authorization is submitted to the executive director.

(b) If an authorization under this section is no longer accurate because of a change in individuals or position, a new authorization satisfying the requirements of this section must be submitted to the executive director prior to or together with any reports, information, or applications to be signed by an authorized representative.

(c) Any person signing a report required by a permit shall make the certification set forth in §305.44(b) of this title (relating to Signatories to Applications).

**305.44(a) All applications shall be signed as follows.**

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

(b) A person signing an application shall make the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."