Annual Waste Summary Annual Preparation File Generation Instructions for STEERS

This file contains instructions for using Annual Preparation Files to compile data for an Annual Waste Summary. Click on the following link to view alternative instructions for direct entry of data for the Annual Waste Summary: AWS Direct Entry.

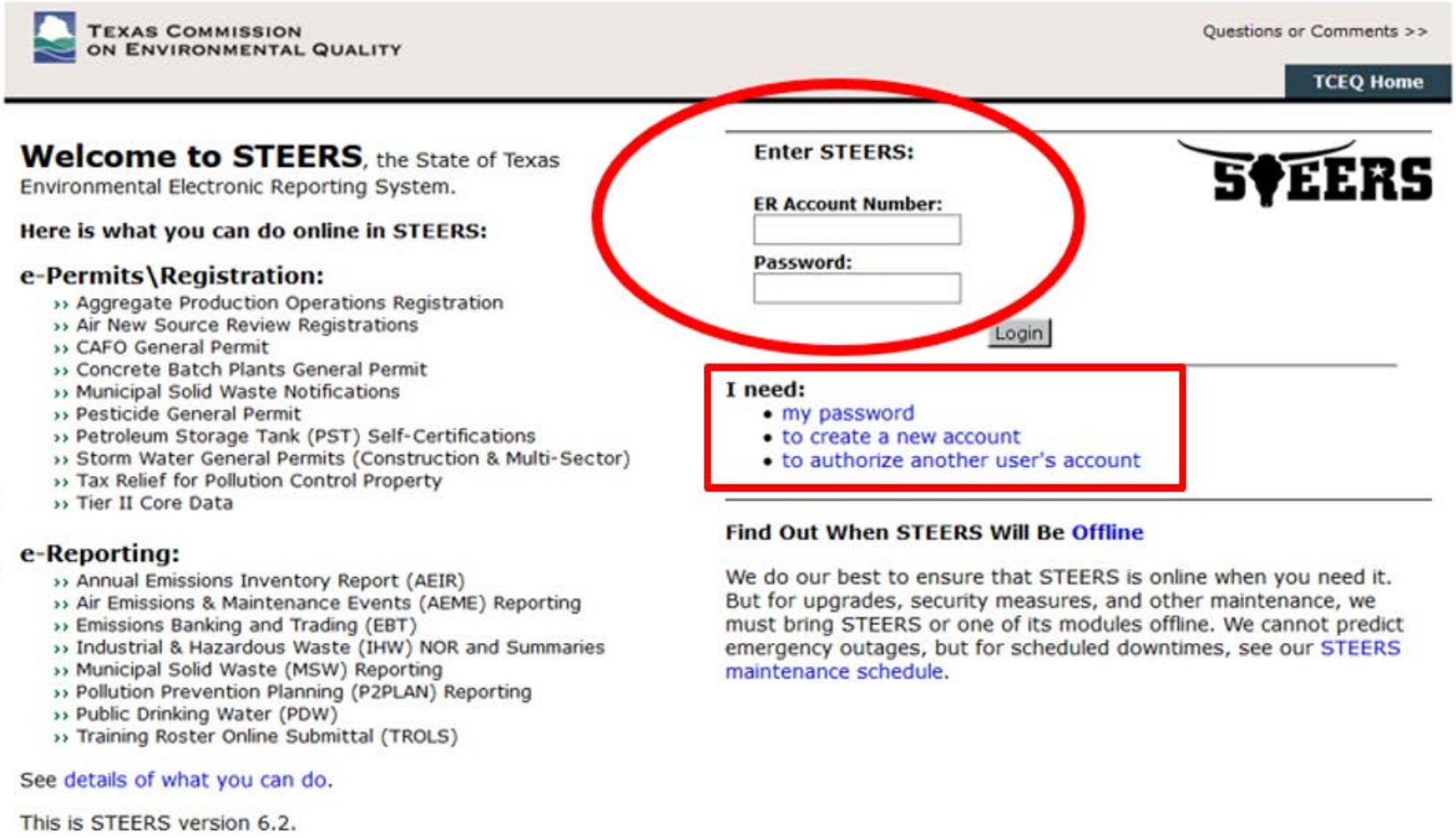
View the Annual Waste Summary Instructions for more detailed information about how to compile the data for the Annual Waste Summary.

Background

- The Annual Preparation File (APF) tab in STEERS allows you to enter Uniform Hazardous Waste Manifest information throughout the year for waste you generate and ship off site.
- TCEQ recommends regularly entering waste manifest and on-site treatment/disposal information into the APF in order to evenly distribute work throughout the year. Doing so will prevent having to do all data entry and error correction in a rush before the March 1st deadline.
- At the end of the report year, you can use the APF data to help compile the Annual Waste Summary and submit it to the TCEQ.
- Only "Valid" Annual Preparation File data will be used to create your Annual Waste Summary.
- Once a record has been submitted to the TCEQ, it cannot be edited in STEERS. Changes to submitted records must be done on paper. Use Form 00436 to submit updates to the AWS. Alternatively, you can print the " View Annual Waste Summary Records in Work Area" page and make the applicable changes on the page. Have an authorized signer sign and date somewhere on the page, and mail or fax the page to:
  TCEQ
  Registration and Reporting MC-129
  PO Box 13087
  Austin, TX 78711-3087
  Fax: 512-239-6410

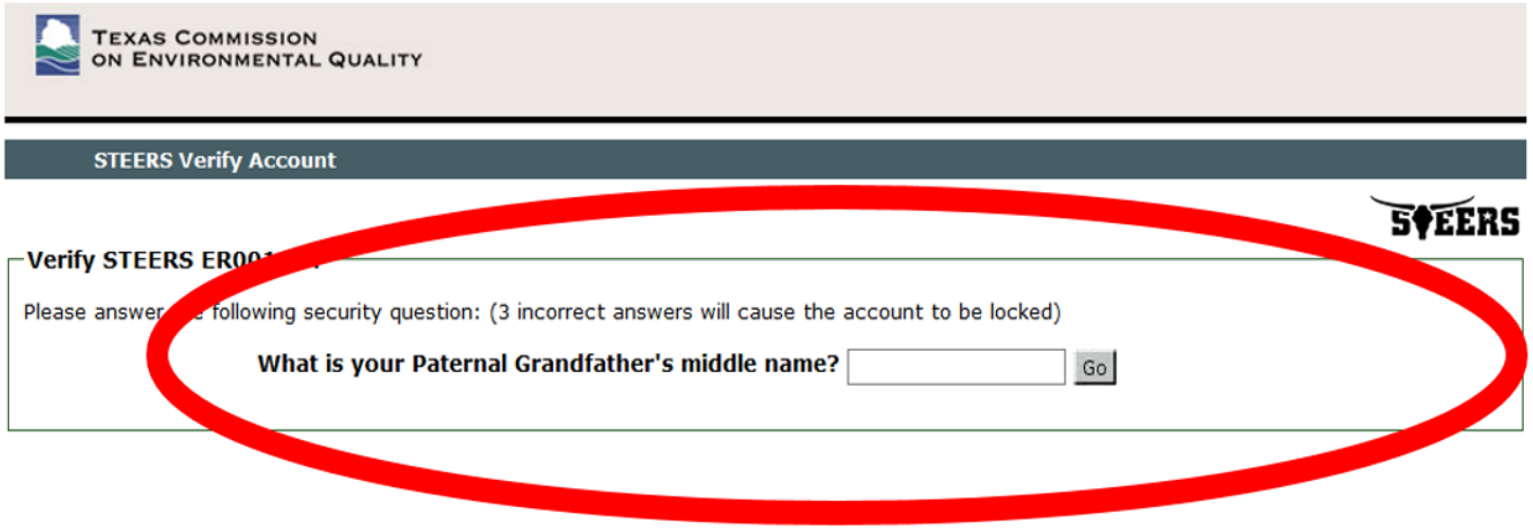
Navigate to STEERS

Go to the STEERS login page at https://www3.tceq.texas.gov/steers/. If you do not have a STEERS account, go to "I need:" and choose "to create a new account."



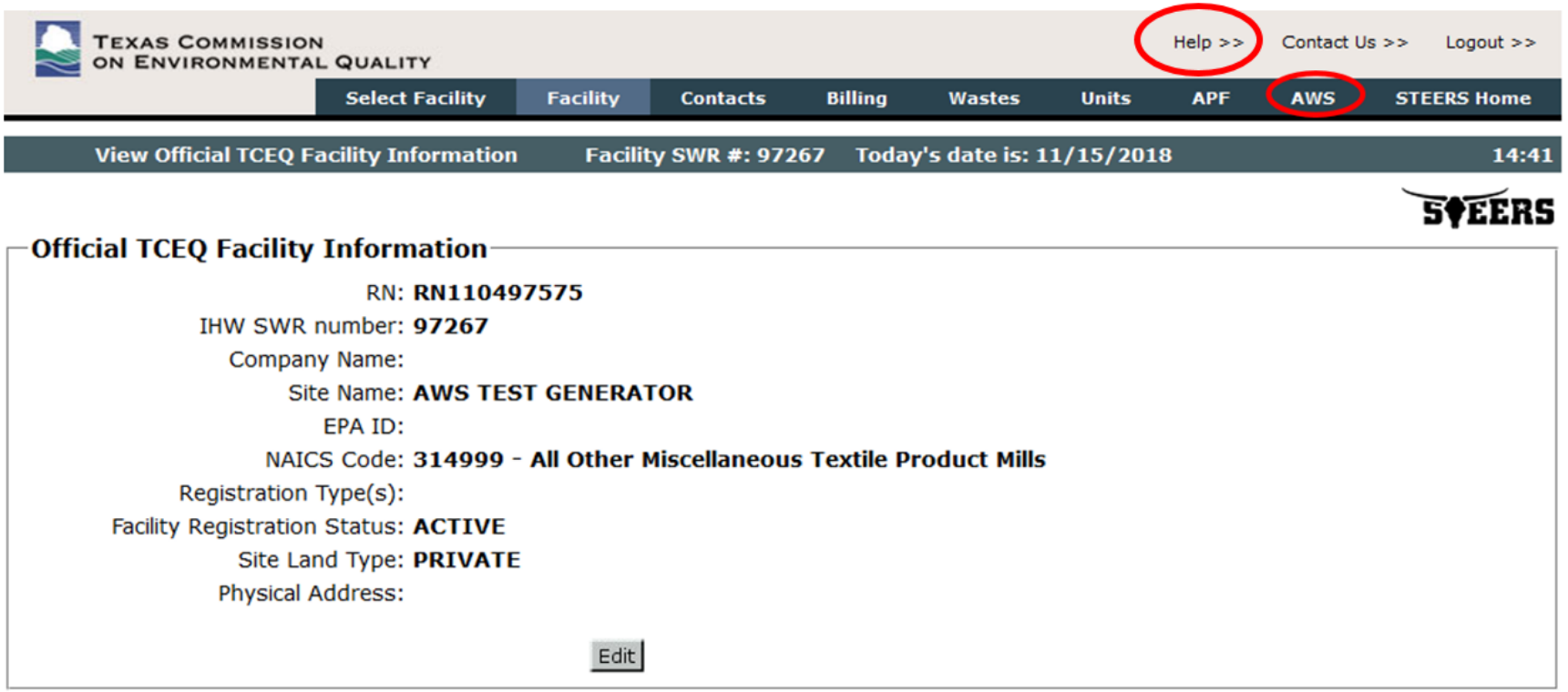
Verify Account

Answer the security question that you established when you set up your STEERS account, then click the “Go” button.



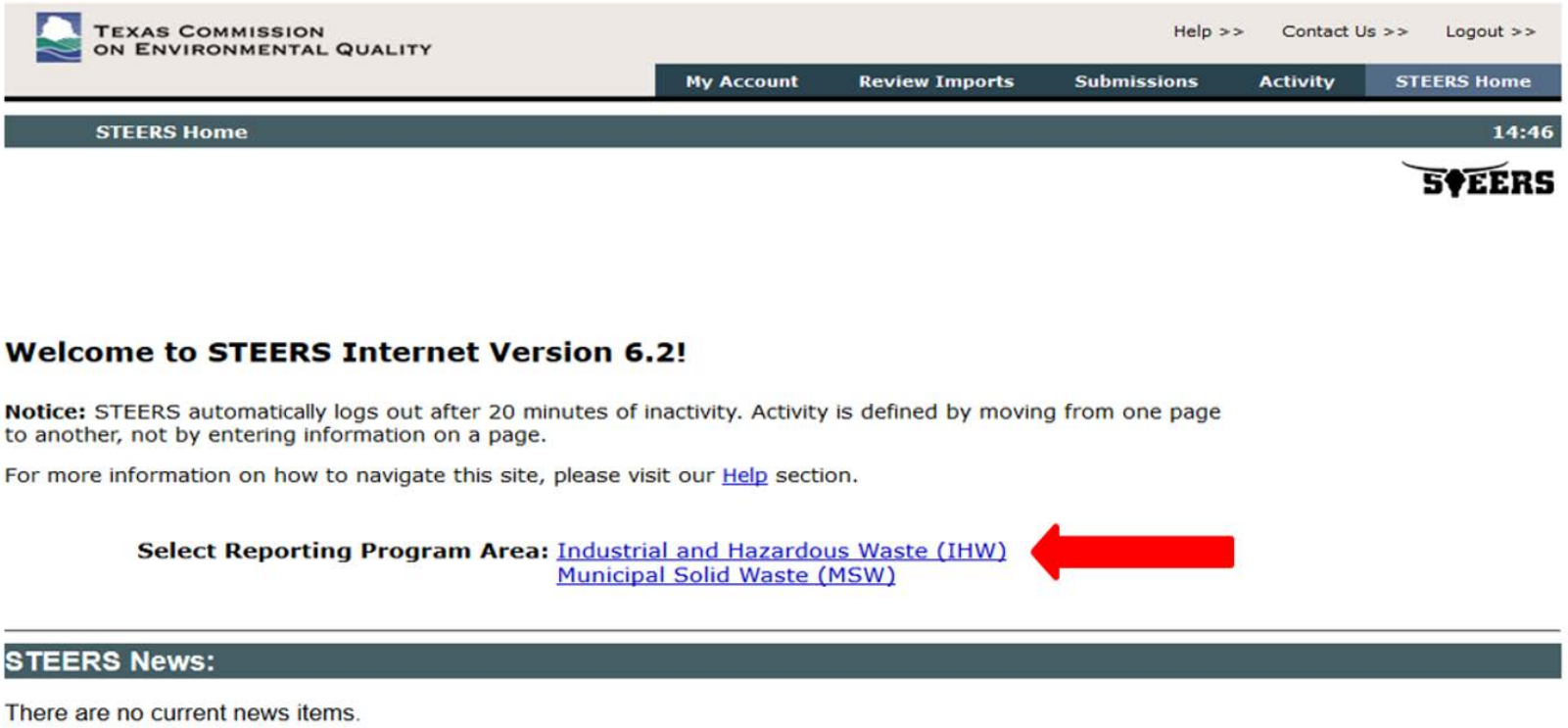
Help

If you need help, click on “Help” link at the top of the screen. This will open another window of STEERS IHW Help and will list topics to choose.



Choose IHW Program Area

Click the link for the Industrial and Hazardous Waste (IHW) Program Area.

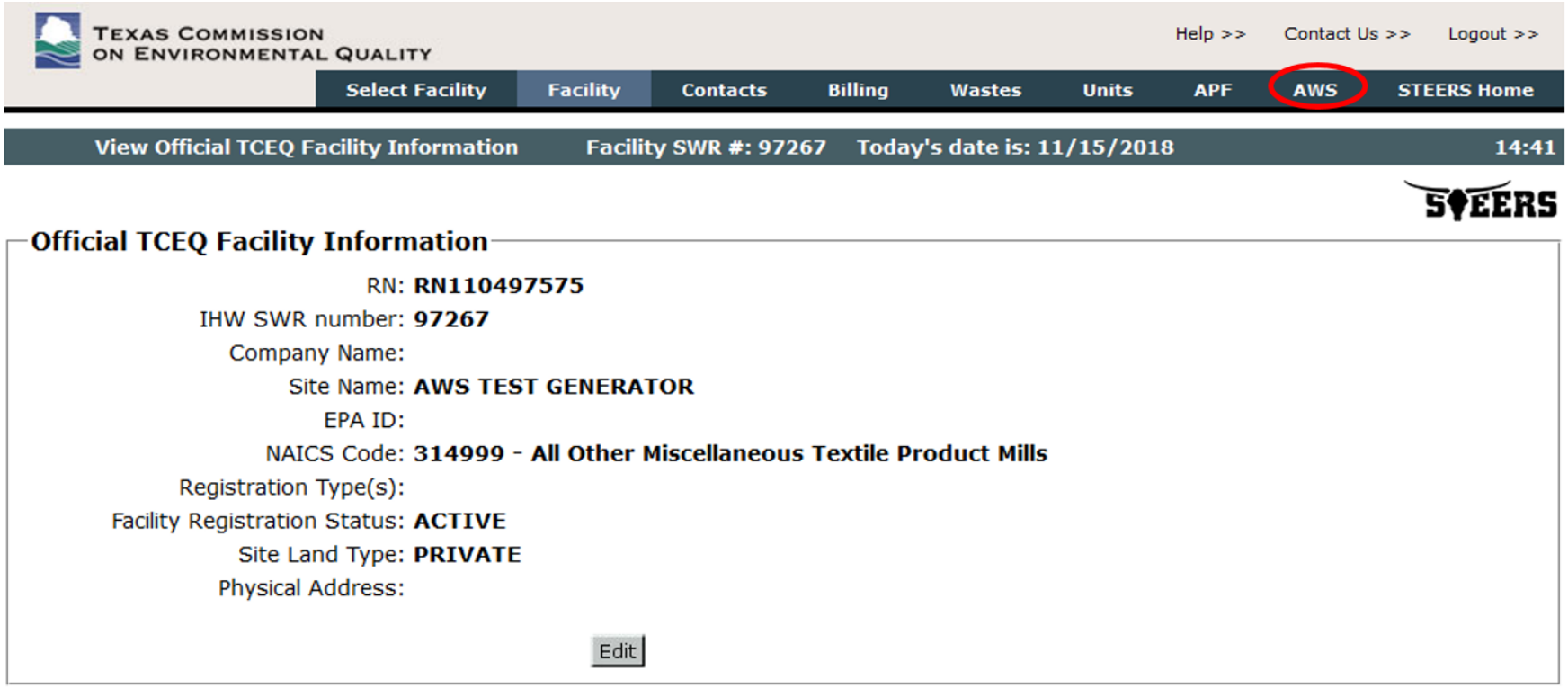


Select Facility

STEERS will automatically take you to the facility page if you only have one IHW facility on your account. If you have multiple sites, click the link for the SWR ID for the facility for which you are submitting an annual report.

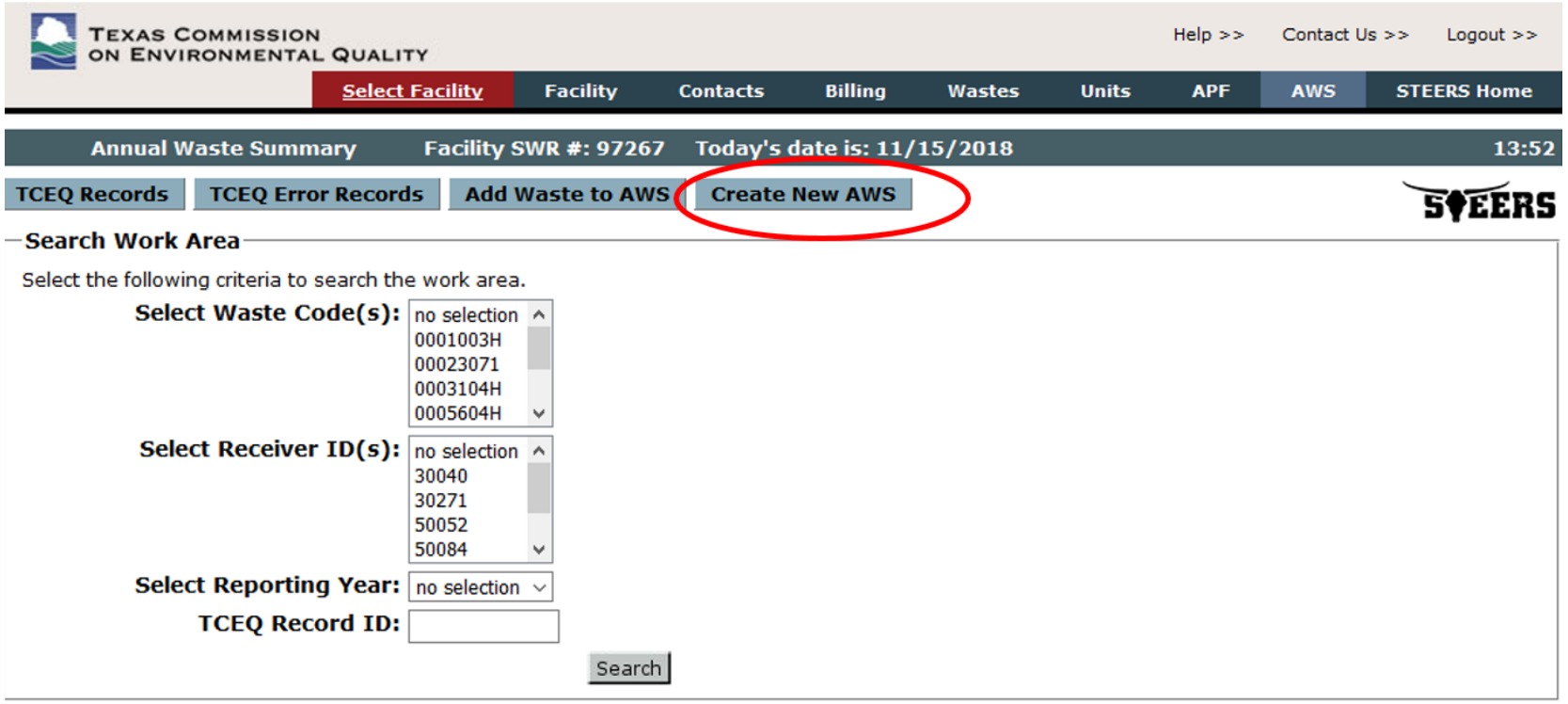
Navigate to AWS

Click the “AWS” tab at the top of the screen. The "Annual Waste Summary" screen display.



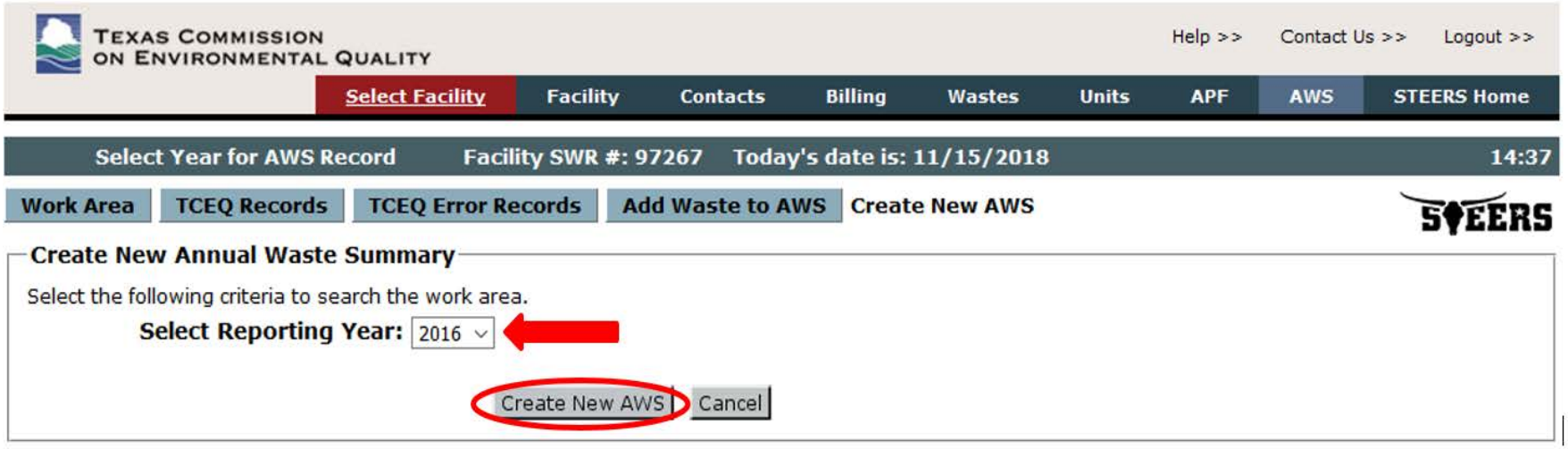
Create New AWS

Click the “Create New AWS” button on the “Annual Waste Summary” screen. The "Select Year for AWS Record" screen will display.



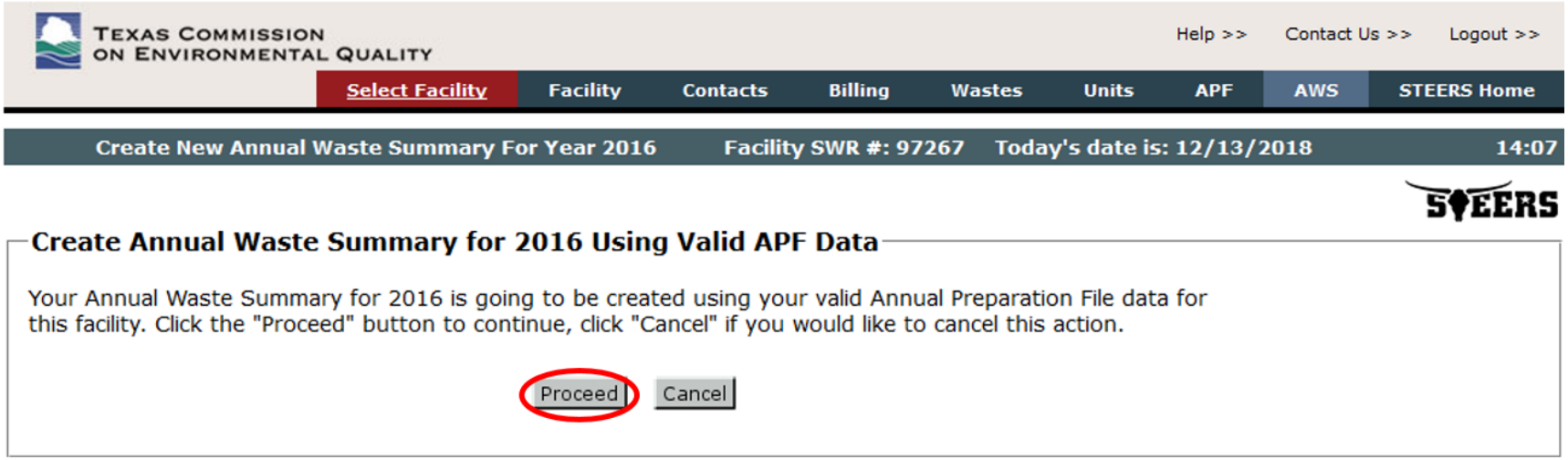
Select Reporting Year

In the "Create New Annual Waste Summary" section of the screen, select the year for which you wish to report. Click the “Create New AWS” button. The “Create Annual Waste Summary for YYYY Using Valid APF Data” screen will display.



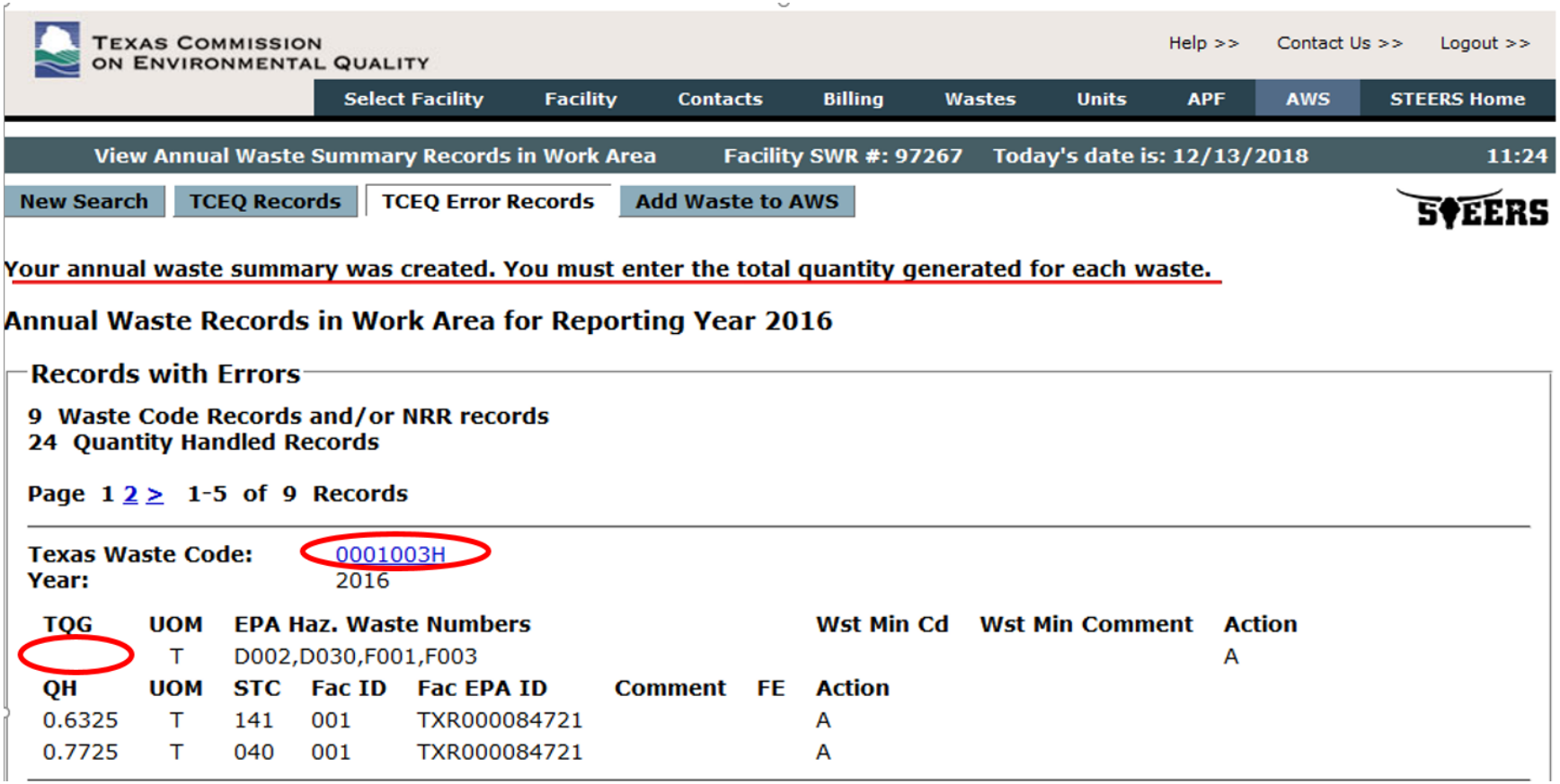
Confirm Use of APF Data.

On the “Create Annual Waste Summary for YYYY Using Valid APF Data” screen, click the “Proceed” button to use the APF data to create your Annual Waste Summary.



Verify Records and Enter TQG

The Annual Waste Summary records based on the APF data will appear in the "Records with Errors" section of the screen. STEERS cannot calculate the Total Quantity Generated for you. You will need to enter the Total Quantity Generated into the Annual Waste Summary records in order to submit the Annual Waste Summary. Click the Texas Waste Code link to go to the data entry screen.

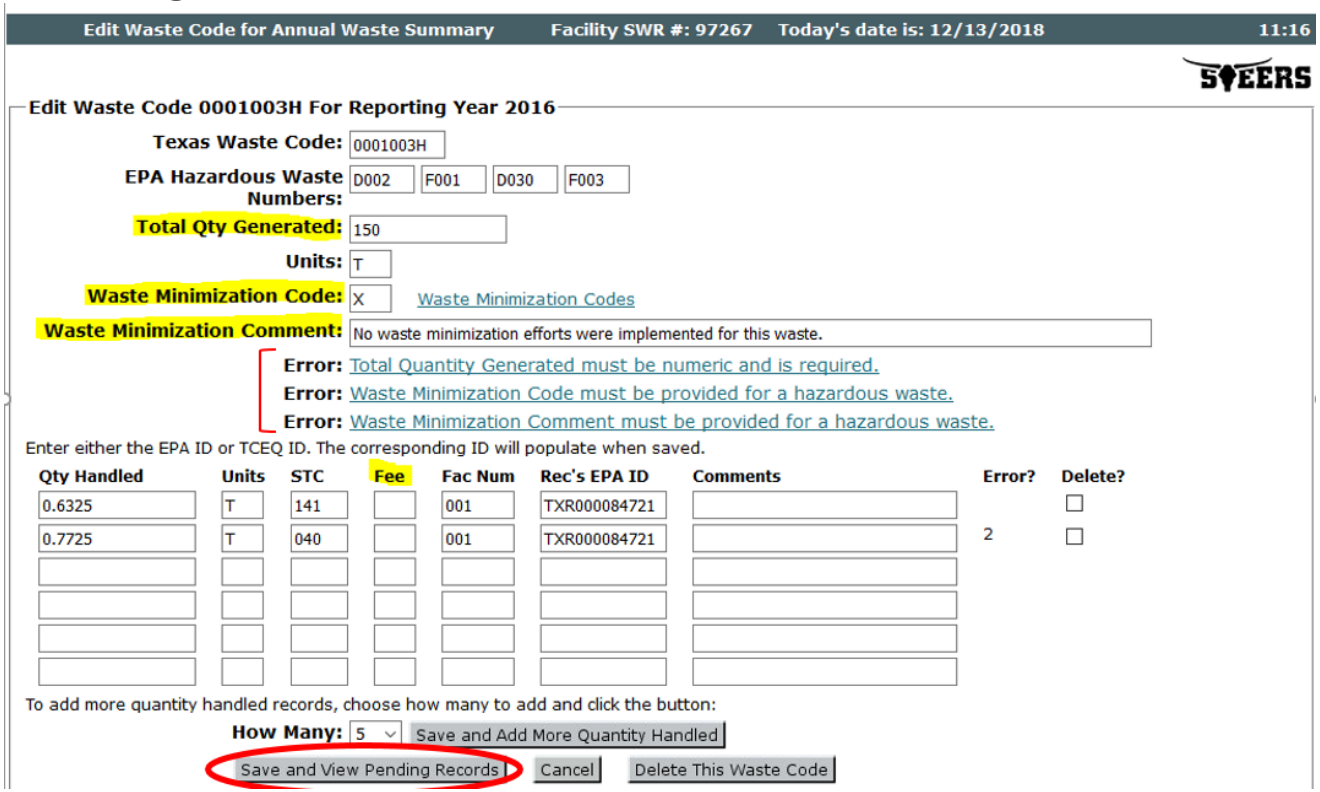


Add Required Information for Each Waste Stream

Add the following information:

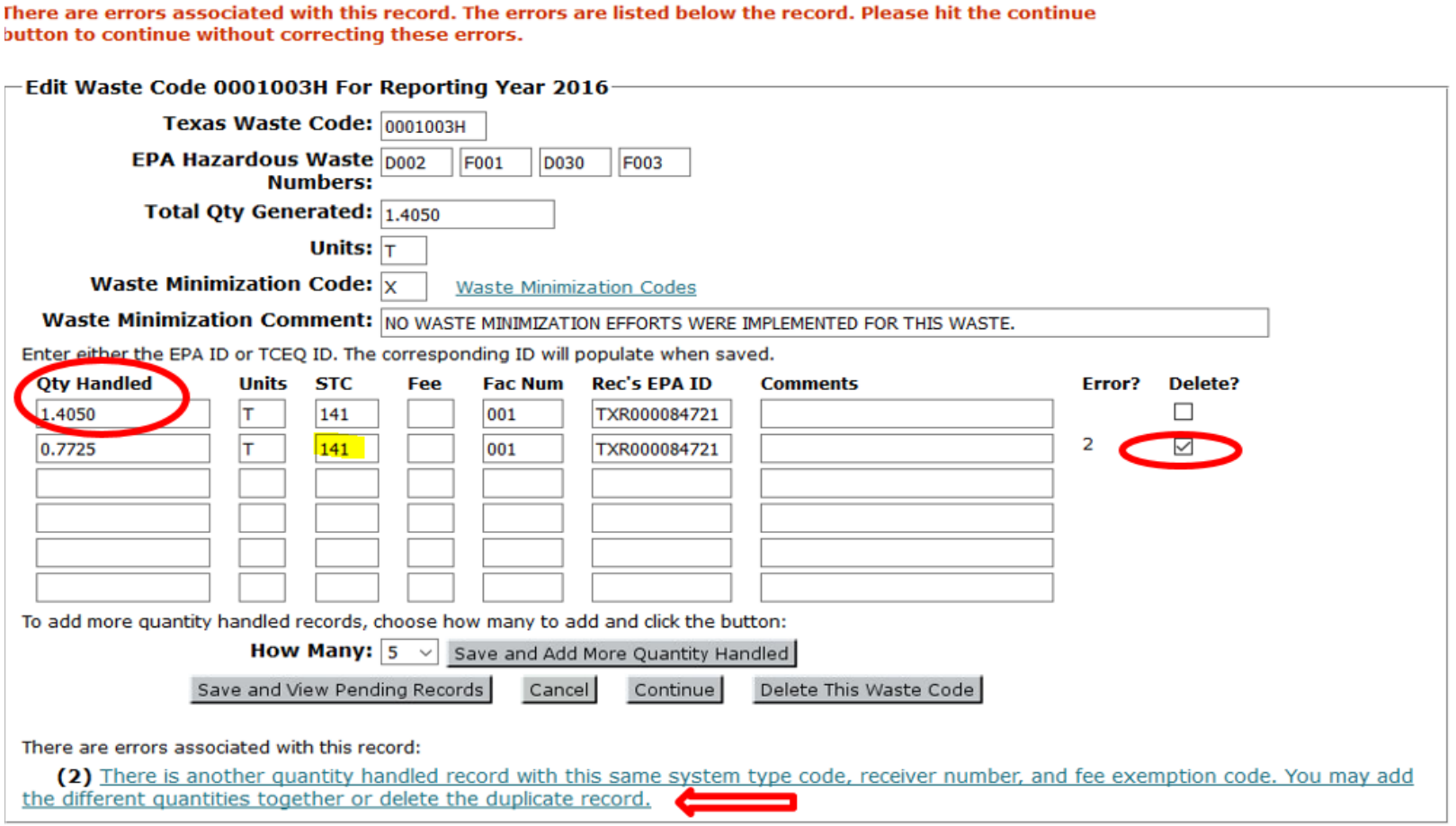
- Total Quantity Generated. The units for the Total Quantity Generated will automatically be entered for you based on the APF data.
- The Waste Minimization Code and Comment for any hazardous wastes.
- Any applicable fee codes if the waste is eligible for a fee exemption.
- Any waste in storage as of 12/31 on one of the Quantity Handled lines.

Click the “Save and View Pending Records” button to go back to the "View Pending Annual Waste Summary Records" screen.



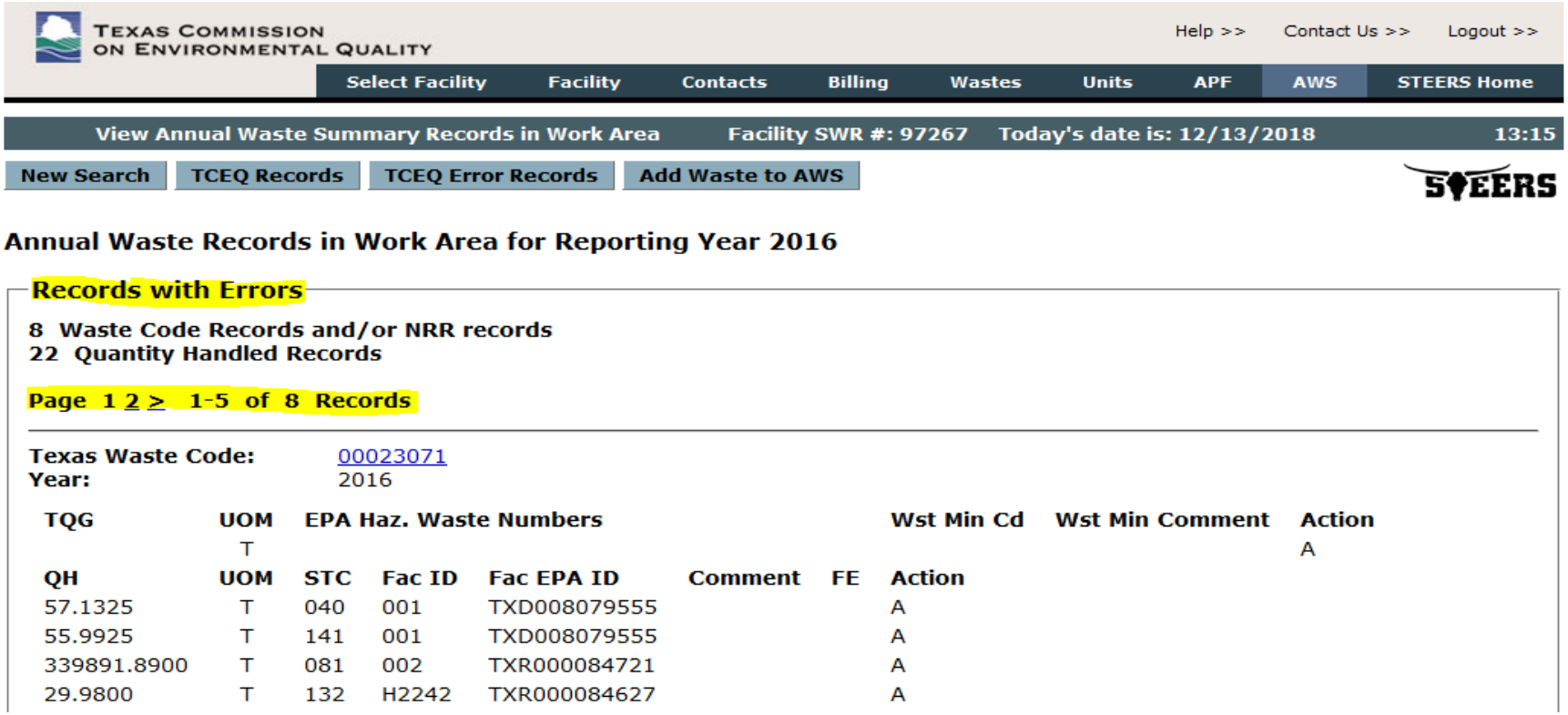
Correct Remaining Errors

If other errors need correction, look for linked error messages either below the Waste Minimization Comment or at the bottom of the screen. Edit the record to correct the error(s). After correcting the record, click the "Save and View Pending Records" to ensure the record with errors is now in the "Valid Records" section.



Repeat for Each Record With Errors

Repeat the correction process for each waste stream listed in the "Records with Errors" section. Click on the Texas Waste Code link to view any errors and make changes accordingly.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Select Facility | Facility | Contacts | Billing | Wastes | Units | APF | AWS | STEERS Home

View Annual Waste Summary Records in Work Area | Facility SWR #: 97267 | Today's date is: 12/13/2018 | 13:15

New Search | TCEQ Records | TCEQ Error Records | Add Waste to AWS

STEERS

Annual Waste Records in Work Area for Reporting Year 2016

Records with Errors

8 Waste Code Records and/or NRR records
22 Quantity Handled Records

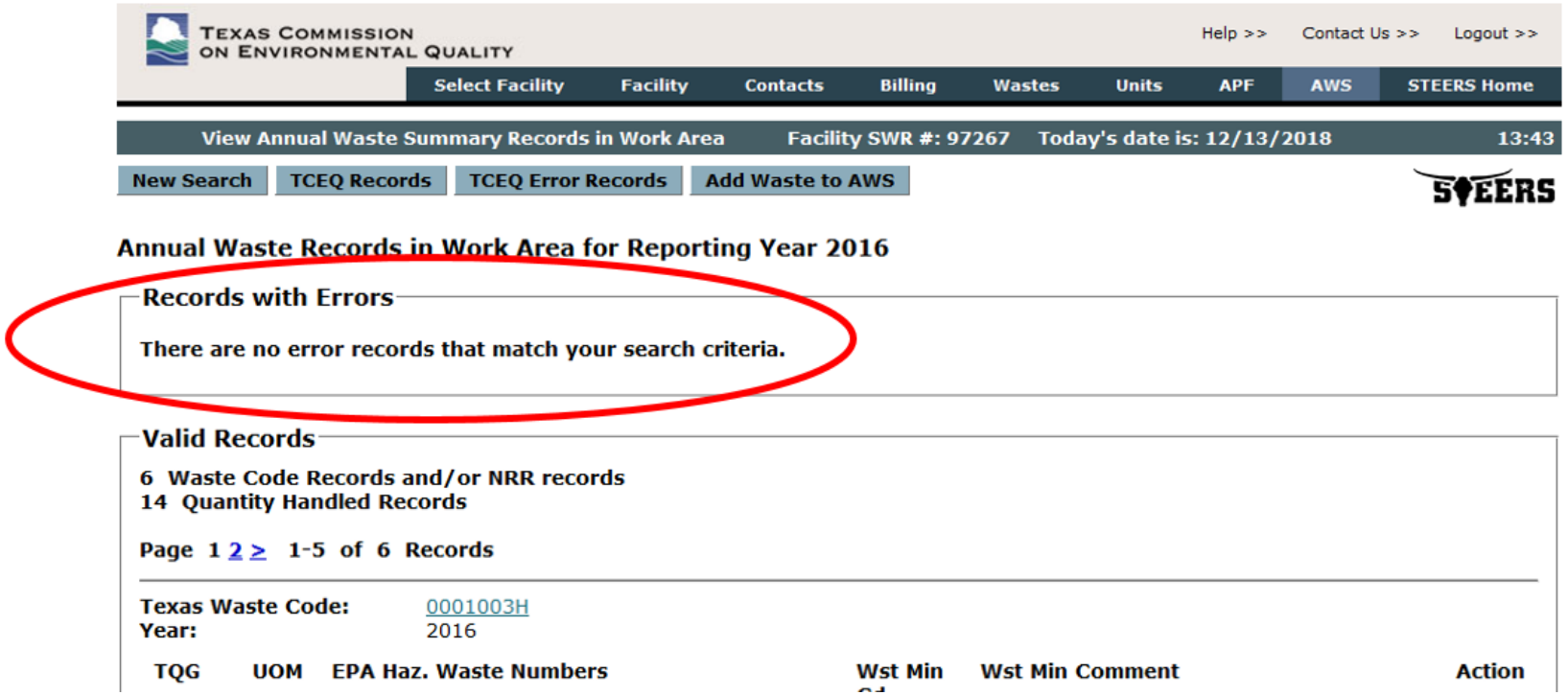
Page 1 2 > 1-5 of 8 Records

Texas Waste Code: 00023071
Year: 2016

TQG	UOM	EPA Haz. Waste Numbers					Wst Min Cd	Wst Min Comment	Action
	T								A
QH	**UOM**	**STC**	**Fac ID**	**Fac EPA ID**	**Comment**	**FE**	**Action**		
57.1325	T	040	001	TXD008079555			A		
55.9925	T	141	001	TXD008079555			A		
339891.8900	T	081	002	TXR000084721			A		
29.9800	T	132	H2242	TXR000084627			A		

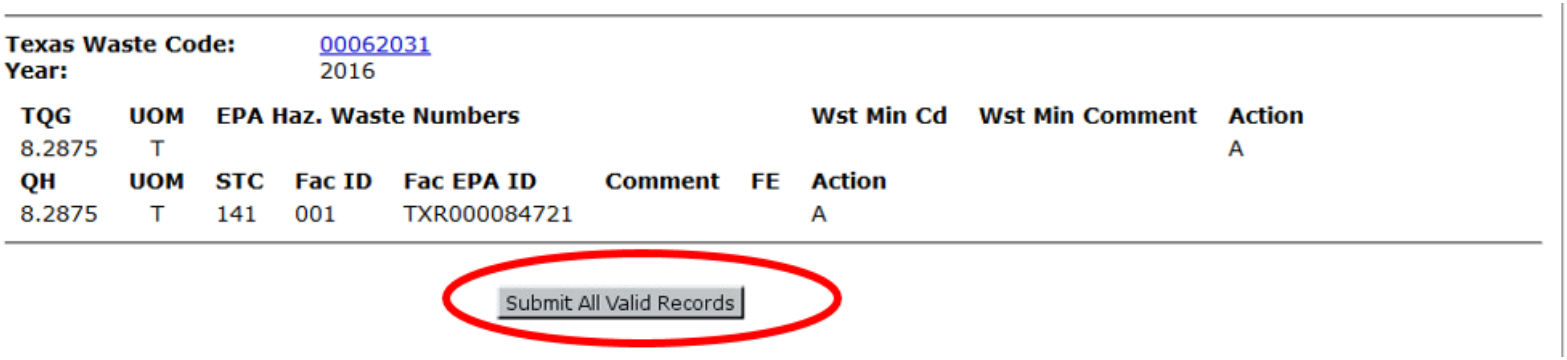
Verify Valid Records

Once you complete correcting your AWS information, make sure that all the records that you want to submit appear in the “Valid Records” section of the screen. Records in the “Records with Errors” section cannot be submitted until the errors are corrected and the record appears in the “Valid Records” section.



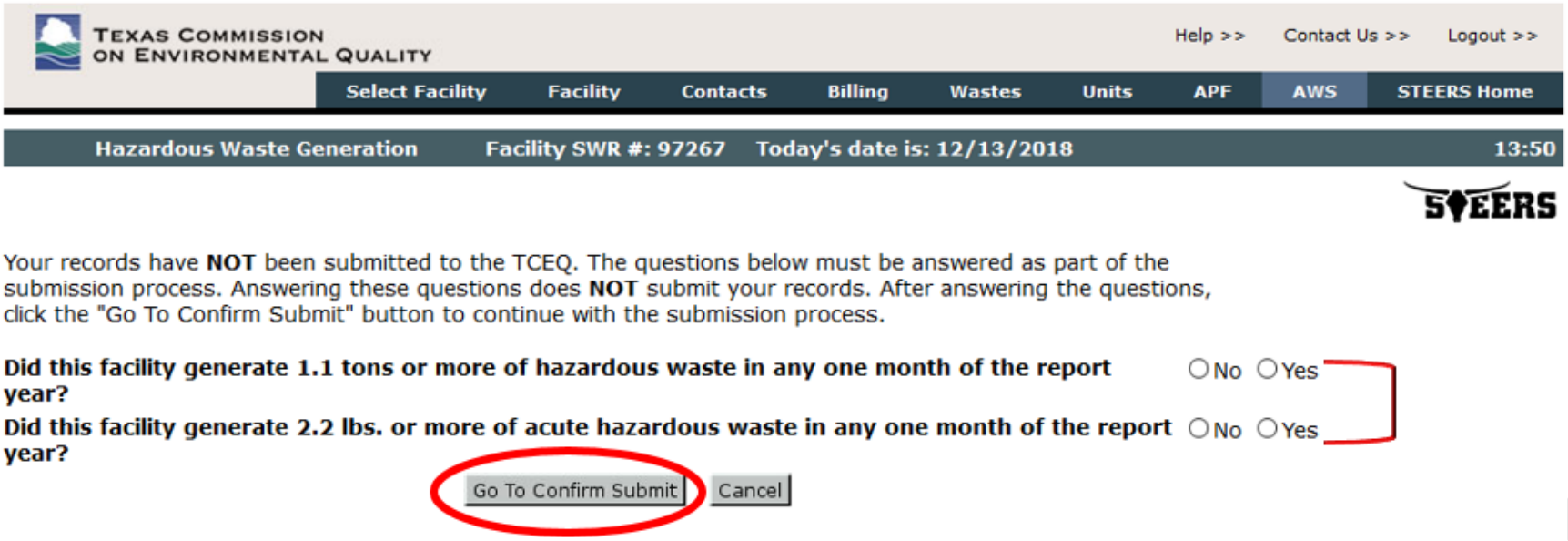
Submit All Valid Records

Click the “Submit All Valid Records” button at the bottom of the "View Pending Annual Waste Summary Records" screen. If you do not see this button, you do not have the necessary STEERS role. Your account must have the “Sign and Submit” role for the facility to submit this report via STEERS.



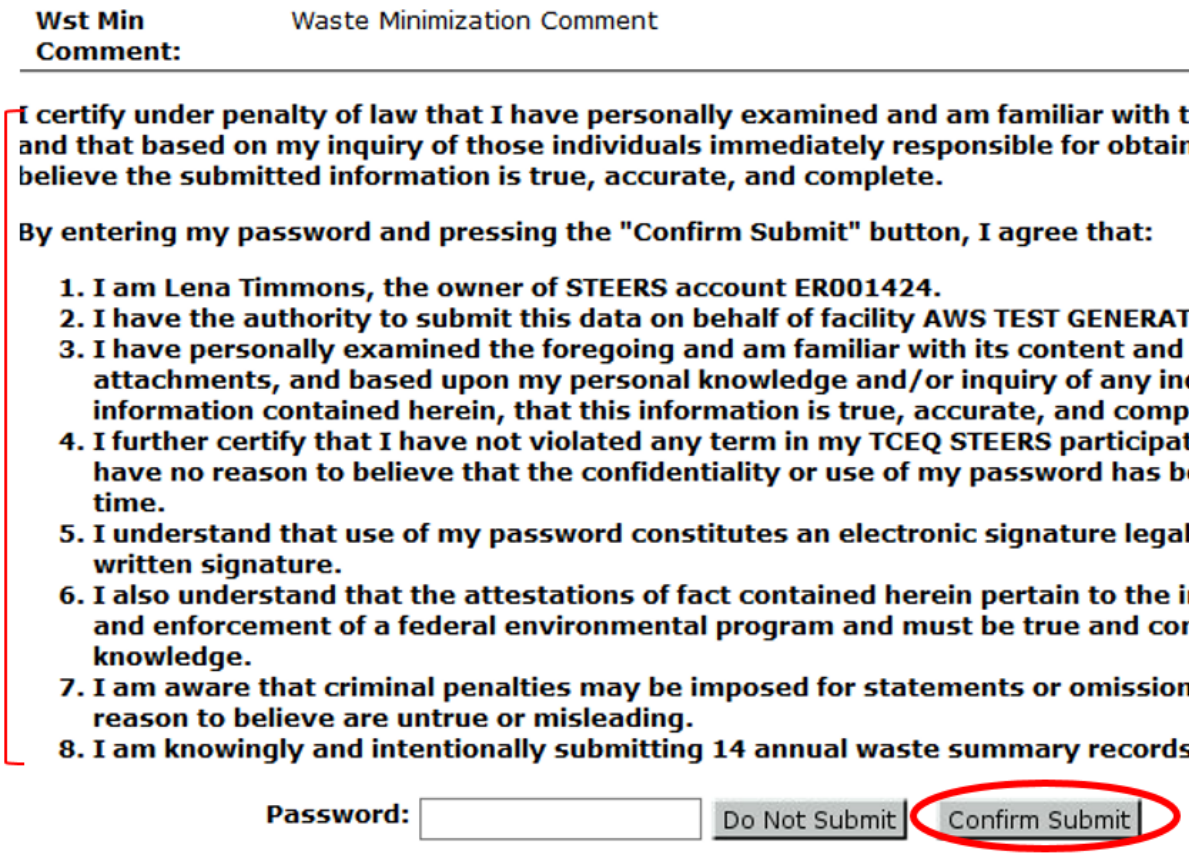
Large Quantity Generator Questions

A page with two questions about your hazardous waste generation will display. Choose the radio button with the correct answer to each question. Continue by clicking the “Go To Confirm Submit” button. The "Confirm Records to Send to TCEQ" screen will display.



Confirm Submit

On the "Confirm Records to Send to TCEQ" screen, enter your password at the bottom of the page and click the “Confirm Submit” button. Your Annual Waste Summary is NOT submitted until you click the “Confirm Submit” button.



Wst Min Comment: Waste Minimization Comment

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete.

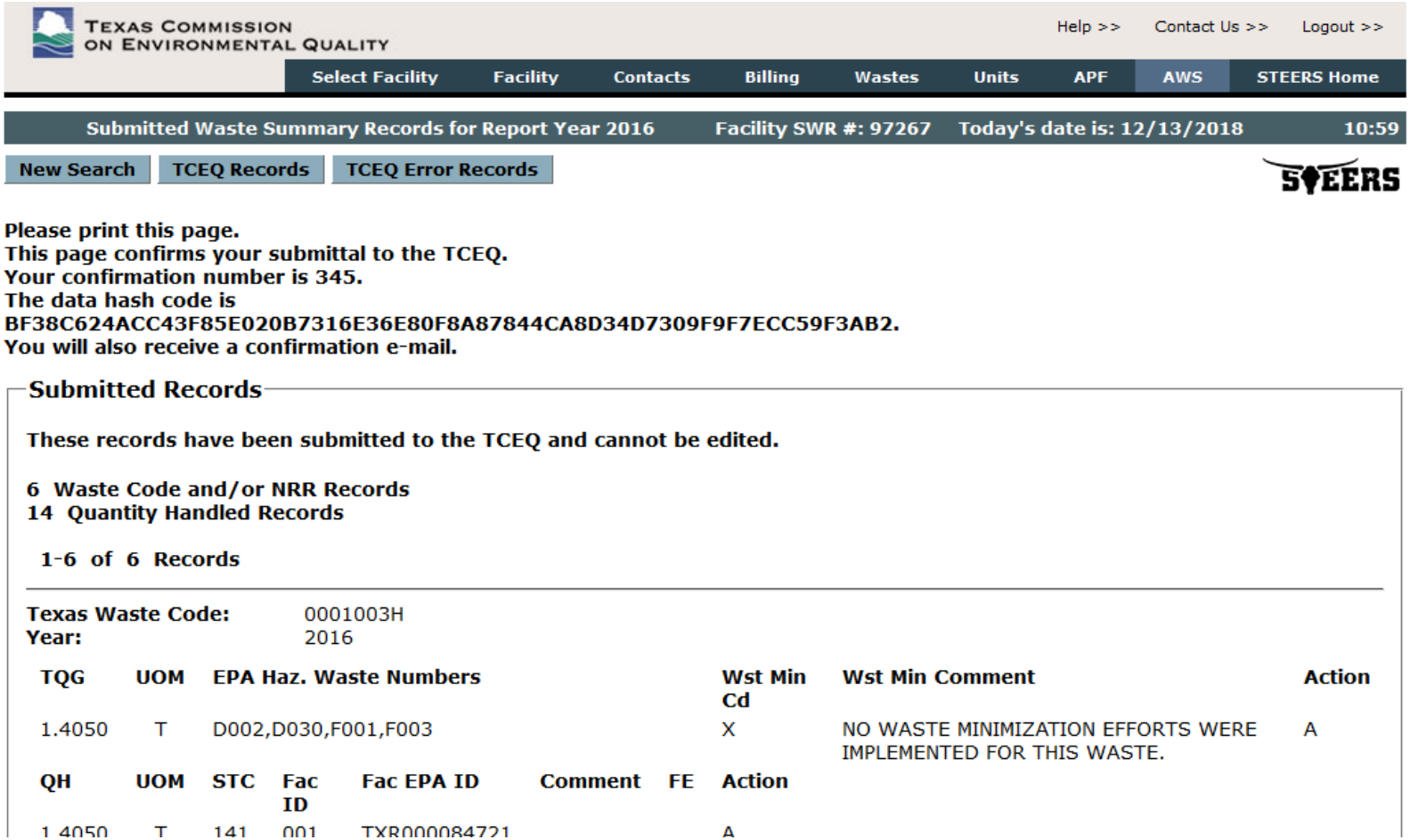
By entering my password and pressing the "Confirm Submit" button, I agree that:

1. **I am Lena Timmons, the owner of STEERS account ER001424.**
2. **I have the authority to submit this data on behalf of facility AWS TEST GENERATOR.**
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 and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, 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 confidentiality or use of my password has been compromised at any time.**
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 federal environmental program and must be true and complete to the best of my knowledge.**
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 submitting 14 annual waste summary records.**

Password: Do Not Submit Confirm Submit

View Confirmation Message

Your report is NOT submitted unless a confirmation message and hash code appears on the next screen. You will also receive a confirmation e-mail from STEERS.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Select Facility | Facility | Contacts | Billing | Wastes | Units | APF | AWS | STEERS Home

Submitted Waste Summary Records for Report Year 2016 | Facility SWR #: 97267 | Today's date is: 12/13/2018 | 10:59

New Search | TCEQ Records | TCEQ Error Records

STEERS

Please print this page.
This page confirms your submittal to the TCEQ.
Your confirmation number is 345.
The data hash code is
BF38C624ACC43F85E020B7316E36E80F8A87844CA8D34D7309F9F7ECC59F3AB2.
You will also receive a confirmation e-mail.

Submitted Records

These records have been submitted to the TCEQ and cannot be edited.

6 Waste Code and/or NRR Records
14 Quantity Handled Records

1-6 of 6 Records

Texas Waste Code: 0001003H
Year: 2016

TQG	UOM	EPA Haz. Waste Numbers	Wst Min Cd	Wst Min Comment	Action
1.4050	T	D002,D030,F001,F003	X	NO WASTE MINIMIZATION EFFORTS WERE IMPLEMENTED FOR THIS WASTE.	A

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
1.4050	T	141	001	TXR000084721			A

Contact Us

For assistance with user accounts and roles, contact STEERS help at 512-239-6925 or at steers@tceq.texas.gov.

For assistance with entering IHW data, contact the IHW Registration and Reporting Team at (512) 239-6413 or wasteval@tceq.texas.gov.