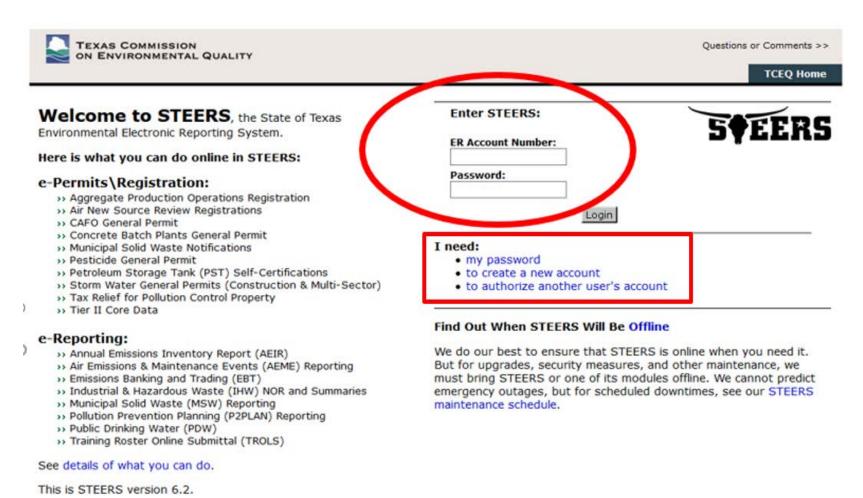# Annual Waste Summary Direct Data Entry Instructions for STEERS

This file contains instructions for directly entering data to compile an Annual Waste Summary in STEERS. Click on the following link to view alternative instructions for using Annual Preparation File data for the Annual Waste Summary: APF to AWS Entry.

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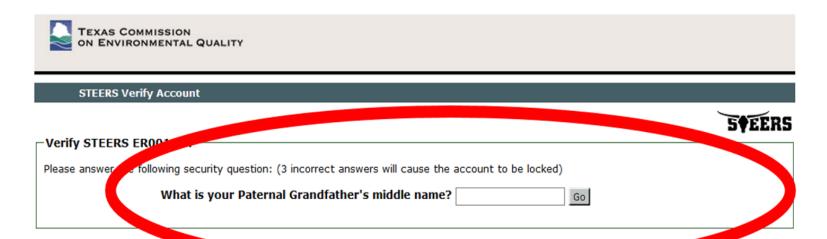
Navigate to STEERS

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."
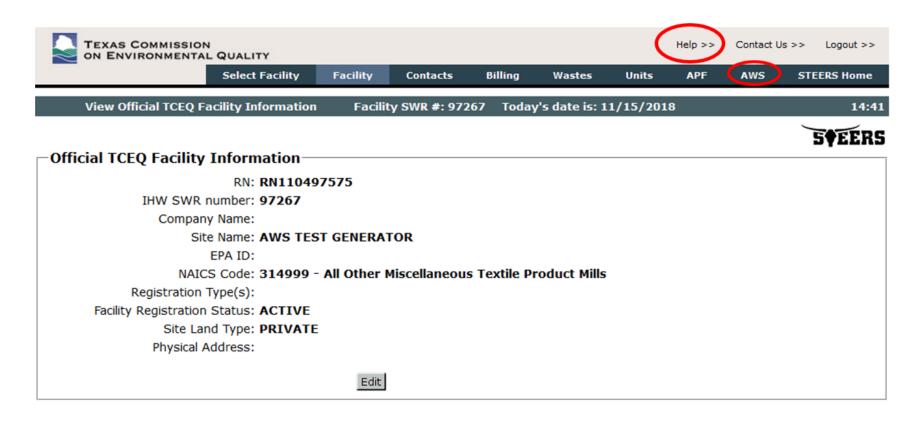
Verify Account

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.
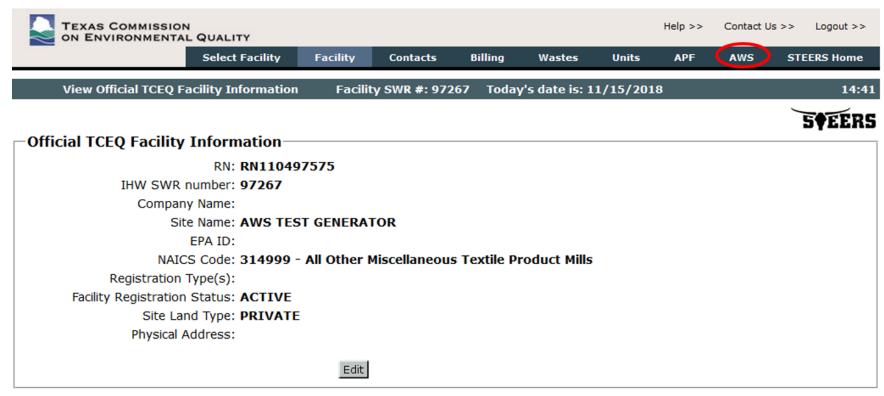
Select Facility

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.

97267   AWS TEST GENERATOR   2210 FUZZ FAIRWAY, AUSTIN
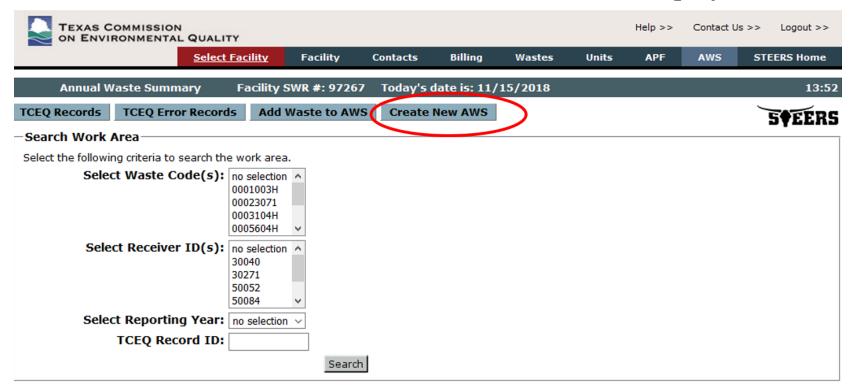
Navigate to AWS

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

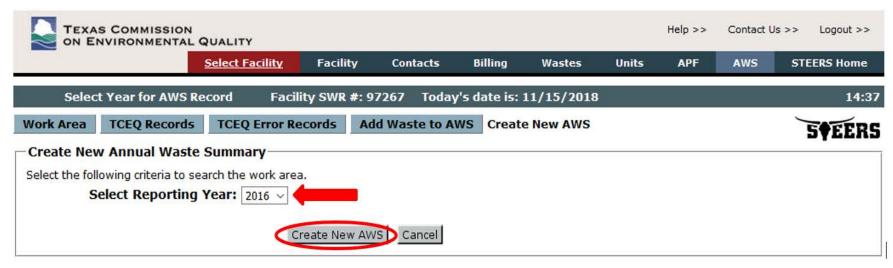# Create New AWS

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.

No Report Required Conditions

On this screen, read the conditions listed on the page to determine if your facility can submit a "No Report Required" Annual Waste Summary. If your facility meets all the conditions listed, click the "Create No Report Required" button. If not, click the "Create New AWS" button to begin direct data entry of your AWS information.

Enter the Texas Waste Code

The Texas Waste Code must have 8 characters and end in an "H" or a "1" indicating hazardous or Class 1 waste. Class 2 and Class 3 wastes are not reported on the AWS. Waste codes not listed on your Notice of Registration (NOR) will result in an error.

Enter EPA Hazardous Waste Numbers

If the waste is hazardous, at least one EPA hazardous waste number is required. If more than four codes exist, use the four codes that best describe the waste. If the waste is non-hazardous, leave these fields blank.

Enter Total Quantity Generated and Units

In the "Total Quantity Generated" field, enter the total quantity of this waste in pounds, tons, or kilograms that this facility generated during this report year. In the "Units" field, use either "P" for pounds, "K" for kilograms, or "T" for tons to indicate the unit of measurement for the quantity. Be sure the letters are capitalized. The units for the Total Quantity Generated and Quantity handled must be the same.

Any waste generated in a previous year and shipped or still on site during the report year, should NOT be included in the Total Quantity Generated. If this facility did not generate any of this waste during the report year, but managed or handled some quantity of this waste that was generated in a prior year, enter a zero ("0") in the "Total Quantity Generated" field. If you enter zero in the Total Quantity Generated field, you will need to enter the units that correspond to the units that you will use to report the Quantity Handled.

Waste Minimization Code and Comment

If the waste code is hazardous, a Waste Minimization Code and Comment are required. If the waste is non-hazardous, leave these fields blank. For a list of Waste Minimization Codes for hazardous wastes, click on the "Waste Minimization Codes" link.

Enter Quantity (Qty) Handled and Units

Enter the amount of waste that was managed or shipped. Report one Qty Handled per row for each different combination of receiving facility (Fac Num) and system type code (STC). All units must be the same for Qty Handled and Total Qty Generated. As a reminder, the Qty Handled should not list each manifest individually. It should summarize the handling for each waste code, facility, and system type code.

Enter System Type Code (STC)

Enter the system type code, also know as the Management Method Code. (View System Type Codes in STEERS Help.)

Enter Fee Code

Leave this field blank unless you are claiming an exemption from the hazardous waste generation fee as allowed in 30 Texas Administrative Code §335.323(c-e). Enter the number that corresponds to the applicable exemption.

1. Exemption for on-site treatment of waste water.

2. Exemption for expenditure of funds from the Texas Hazardous and Solid Waste Remediation Fee Fund.

3. Exemption for waste recycling. (Note that recycled Class 1 waste does not require reporting, so fee code 3 is for hazardous wastes only.)

4. Exemption for waste hard-piped to a POTW.

Waste Minimization Code: X   Waste Minimization Codes

Waste Minimization Comment: No waste minimization efforts were implemented for this waste.

Enter either the EPA ID or TCEQ ID. The corresponding ID will populate when saved.

Qty Handled	Units	STC	Fee	Fac Num	Rec's EPA ID	Comments
1000	P	141		50084	TXD046844700	
500	P	132		50052	TXD069452340	
500	P	141		50212	TXD000838896	

To add more quantity handled records, choose how many to add and click the button:

How Many: 5   Save and Add More Quantity Handled

Enter Facility Number

Enter the Receiver's Solid Waste Registration Number (5-digit) or the on-site Waste Management Unit sequence number (3-digit). If the waste was sent to an out-of-state or foreign receiver, enter the 5-digit code associated with the state or country. View the list of Out of State Generator/Receiver IDs or Foreign Generator/Receiver IDs in STEERS Help.

Enter Receiver's (Rec's) EPA ID Number

If the waste is hazardous and managed off-site, you must provide the receiver's EPA ID Number in this field. If the waste was shipped to a foreign country enter "FC" followed by the name of the country. If the waste is Class 1 and the receiver does not have an EPA ID, leave this field blank and provide the receiver's company name, city, and state in the comment field. You may abbreviate as necessary when entering the company name.

Enter Comments

If the waste is non-hazardous and the receiver does not have an EPA ID, provide the receiver's company name, city, and state in this field. Otherwise, leave the Comments field blank.

(Optional) Additional Quantity Handled Rows

If you need additional Qty Handled rows, select the number of rows from the drop-down and click the "Save and Add More Quantity Handled" button.

Save or Cancel

When you have finished entering all of the data for this waste code, click either:

- the "Save" button to open a blank screen to enter information for a different waste code, or
- the "Save and View Pending Records" button to view you work area prior to submission, or
- the "Cancel" button to cancel out of the record without saving.

Correcting Errors

If the Annual Waste Summary record has errors, STEERS will display descriptions of the errors when you click on the "Save" or "Save and View Pending Records" buttons. The error descriptions display either just below the Waste Minimization Comment or at the bottom of the screen. Correct the data and click on "Save and View Pending Records" until all errors are corrected. You can click on the "Continue" button and return to your work area to choose another waste to view or update.

Work Area

Clicking the "Save and View Pending Records" button will take you to the "View Annual Waste Summary Records in Work Area" screen. You can enter additional Texas Waste Codes to the report by clicking the "Add Waste to AWS" button. You can also change previously entered Texas Waste Code information by clicking the link for the Texas Waste Code in the Work Area.

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.

| Texas Waste Code: | 00062031 | | | | | | | | | |
| Year: | 2016 | | | | | | | | | |

TQG	UOM	EPA Haz. Waste Numbers						Wst Min Cd	Wst Min Comment	Action
8.2875	T									A

QH	UOM	STC	Fac ID	Fac EPA ID	Comment	FE	Action
8.2875	T	141	001	TXR000084721			A

Submit All Valid Records

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

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AWS Direct Entry Tips

- Class 2 and Class 3 waste should not be reported on the AWS. Entry of Class 2 or 3 wastes will result in an error in STEERS.
- Do not report recycled Class 1 waste on the AWS.
- You must report recycled hazardous waste on the AWS. To obtain an exemption from the waste generation fees for recycled hazardous waste. indicate the fee exemption (FEE) code "3" on the AWS.
- Used Oil should not be reported on the AWS. If you have a waste code with form code 206 that was not recycled as used oil, you will have to report this waste using Form 00436. Waste codes with form code 206 will result in an error in STEERS.
- Saving each waste stream as you go on the AWS does not constitute submittal of the AWS. You must confirm the submittal by entering your password.
- If you did not set up your STEERS account with the "Sign and Submit" role, you will not be able to submit the AWS. The submit buttons will not appear on the screen.
- 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

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.