

# STEERS Hydrostatic Test NOI

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Small Business and Local Government Assistance

DFW Region



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



**Select One Application Type:**

**Hydrostatic Test Water General Permit**

- Create a Hydrostatic Test Water Notice of Intent application (HTW-NOI)
- Create a Hydrostatic Test Water Notice of Change application (HTW-NOC)
- Terminate an existing Hydrostatic Test Water authorization

Activities

Next



## Application Created

This application will appear on your "Activities" page as long as it is awaiting an action that you can perform. To track this application, you will need the following information:

**Application Reference Number:** 69688      **Application Password:** zx7g3m

### About This Password

You may change this password at any time. To change it, use [Set Access Rights](#) now or at anytime from your "Activities" page.

### Allowing Others Access

If you want other STEERS ER account holders to be able to view or work on this application, you have two options.

Option 1: Give Them The Reference Number and Password.

- This is the more secure choice. Users who access the application this way will not be able to change access rights to it.
- Be sure that their STEERS Participation Agreement is consistent with the work they should do on this application. If their SPA allows them to sign, pay for, and submit applications, they will be able to sign, pay, and submit this application.

- This application will not appear in the list on their "Activities" page. To get it, they will have to click the "Access" button and then enter its reference number and password.

Option 2: Use [Set Access Rights](#) to Add Their STEERS ER Account Number to The Application.

- As with Option 1, they will be able to do whatever their SPA allows. But they will also be able to use [Set Access Rights](#) to decide whether other account holders -- including you -- can view or work on this application. Be sure you trust them with this role as well as all roles available to them instead of their SPA.
- This application will appear in the list of applications shown on their "Activities" page.

Click

[Next](#)

to fill out the **Hydrostatic Test Water NOI** type Application Reference No: **69688**.

# STEERS Tips

- Anything with a red asterisk needs to be filled out to move to the next page
- On the left-hand side of the screen is a To Do List for the application
  - You must follow the order of the To Do List
- If there is incorrect or missing information, an error message will come up at the top of the screen
  - STEERS will not allow you to move to the next page until the errors are corrected
- You only have 20 minutes to work on each page
  - If you exceed 20 minutes, STEERS will log you out and the information on the current page will not be saved
- Once you hit “Next/Save” and move to the next page, STEERS saves your previous work

# Regulated Entity Information



Reference Number: 69688

Site Information (Regulated Entity)	To Do
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
DMR Contact	To Do
HTW-NOI General Characteristics	To Do
Section 1# HTW-Outfalls	To Do
HTW-Certification	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.

HTW-NOI General Characteristics

To Do

Section 1# HTW-Outfalls

To Do

HTW-Certification

To Do

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

\*Name :

Physical Address :

City :

State : Texas

Zip :

\*County :

\* Always Required

Activities

Next



Reference Number: 69688

Search Again

Site Information (Regulated Entity)	To Do
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
DMR Contact	To Do
HTW-NOI General Characteristics	To Do
Section 1# HTW-Outfalls	To Do
HTW-Certification	To Do

Site Information (Regulated Entity)

PERMIT SITE INFORMATION

Copy RE Information

\* What is the name of the site to be authorized?

\* Does the site have a physical address?

Yes

Physical Address

\* Number and Street

\* City

\* State

TX

\* ZIP

\* County

--Select One--

Site Information (Regulated Entity)	To Do
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HTW-NOI General Characteristics	To Do
Section 1# HTW-Outfalls	To Do
HTW-Certification	To Do

\* County

\* Latitude (N) (##.#####)

\* Longitude (W) (-###.#####)

Primary SIC Code

Secondary SIC Code

Primary NAICS Code

Secondary NAICS Code

**REGULATED ENTITY SITE INFORMATION**

\* What is the name of the Regulated Entity (RE)?

\* Does the RE site have a physical address?

**Physical Address**

\* Number and Street

\* City

DMR Contact

To Do

HTW-NOI General Characteristics

To Do

Section 1# HTW-Outfalls

To Do

HTW-Certification

To Do

\* State TX

\* ZIP

 \* County

 Latitude (N) (##.#####)

 Longitude (W) (-###.#####)

Facility NAICS Code

What is the primary business of this entity?

[Activities](#)

[Next/Save](#)

# Customer Information

- Customer - An Individual or Organization responsible for one or more Regulated Entities.
  - Example: owners, operators, or responsible parties of a site or an individual who holds a license
- The Customer Name and SOS/CPA filing number submitted in STEERS must match the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA) records
  - To find the customer name or SOS number contact SOS at 512-463-5555 or visit <http://direct.sos.state.tx.us/acct/acct-login.asp>
  - To find customer name or CPA number contact CPA at 1-800-252-1386 or visit <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>
  - If the Customer has not filed with SOS/CPA as a Corporation, Limited Partnership or non-profit organization, leave the SOS/CPA Filing Number field blank.

# Customer Information Continued

- Texas State Tax ID Number: Check the CPA website for a listing of your tax ID: <https://mycpa.cpa.state.tx.us/coa/Index.html>
  - If the Customer has not been issued a TX State Tax ID leave this field blank.
- Federal Tax ID: All businesses, except for some small sole proprietors and individuals, should have a federal taxpayer identification number (FEIN)
- DUNS Number: Most businesses have a DUNS (Data Universal Numbering System) Number issued by Dun and Bradstreet Corp. If you have one, enter it
- Customer Type: Check the TCEQ site below to find a definition and examples of each customer type  
<https://www.tceq.texas.gov/assets/public/permitting/centralregistry/10400-inst.pdf>

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
DMR Contact	To Do
HTW-NOI General Characteristics	To Do
Section 1# HTW-Outfalls	To Do
HTW-Certification	To Do

**Customer (Applicant) Information**

Complete one of the following options

**Option 1:** If the customer (applicant) is already a TCEQ customer then enter the CN

What is the applicant's Customer Number(CN)? :

**Option 2:** Enter a known authorization number already issued to the same customer (Applicant) to find the CN

Authorization from Same Company :

**Option 3:** Enter the customer's (applicant's) information to see if the applicant is already a TCEQ customer

Customer/Ownership Type :

Legal Name :

100 characters remaining.

Federal Tax ID :

State Franchise Tax ID :

SOS Filing Number :

Reference Number: 69688

Search Again

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
DMR Contact	To Do
HTW-NOI General Characteristics	To Do
Section 1# HTW-Outfalls	To Do
HTW-Certification	To Do

Customer (Applicant) Information

\* How is this applicant associated with this site?

\* Type of Customer

Full legal name of the applicant:

\* Legal Name

\* Texas SOS Filing Number

Federal Tax ID

State Franchise Tax ID

State Sales Tax ID

Local Tax ID

# Responsible Authority Contact



Site Information (Regulated Entity)	Done
Customer (Applicant) Information	To Do
Billing Contact	To Do
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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.

### RESPONSIBLE AUTHORITY CONTACT

Organization Name

Prefix

\* First

Middle

\* Last

Suffix

Site Information (Regulated Entity)	Done
Customer (Applicant) Information	To Do
Billing Contact	To Do
Application Contact	To Do
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Section 1# HTW-Outfalls	To Do
HTW-Certification	To Do

Credentials

Available		Selected
CCM	→	
CEA	→	
CEP	→	
CFM	←	
CHMM	←	
CIH	←	
CPA		
CSP		
DDS		

\* Title

**Responsible Authority Mailing Address**

Enter new address or copy one from list:

▼

\* Address Type  Domestic  Foreign

\* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn:)

Application Contact

To Do

DMR Contact

To Do

HTW-NOI General Characteristics

To Do

Section 1# HTW-Outfalls

To Do

HTW-Certification

To Do

\* City

\* State

\* ZIP

\* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

E-mail


[Activities](#)

[Next/Save](#)

# Billing Contact

 **Billing Contact**

---

 **Responsible contact for receiving billing statements:**

- \* Select the permittee that is responsible for payment of the annual fee.

Oil and Gas Company

Organization Name

Prefix

\* First

Middle

\* Last

Suffix

Credentials

Available	Selected
CCM CEA CEP CFM CHMM CIH CPA CSP DDS	

→  
→|  
←  
←|

Title

Enter new address or copy one from list:

**Mailing Address**

\* Address Type  Domestic  Foreign

\* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn:)

---

\* City

\* State

\* ZIP

\* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

E-mail

[Activities](#)

[Next/Save](#)

Application Contact



# STEERS Application Contact Page

Application Contact

Person TCEQ should contact for questions about this application:

Same as another contact?

\* Organization Name

Organization Name is required.

Prefix

\* First

Middle

\* Last

Suffix

Credentials

Available	Selected
CCM CEA CEP CFM CHMM CIH CPA CSP DDS	

→  
→|  
←  
←|

Title

Enter new address or copy one from list:

**Mailing Address**

\* Address Type  Domestic  Foreign

\* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn:)

---

\* City

\* State

\* ZIP

\* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

E-mail

# Discharge Monitoring Report Contact

# STEERS DMR Contact Page

BY2020



## DMR Contact

Person responsible for submitting Discharge Monitoring Report Forms:

Same as another contact?

\* Organization Name

Prefix

\* First

Middle

\* Last

Suffix

Credentials

Available	Selected
CCM CEA CEP CFM CHMM CIH CPA CSP DDS	

→  
→|  
←  
←|

Title

Enter new address or copy one from list:

**Mailing Address**

\* Address Type  Domestic  Foreign

\* Mailing Address (include Suite or Bldg. here, if applicable)

Routing (such as Mail Code, Dept., or Attn:)

---

\* City

\* State

\* ZIP

\* Phone (###-###-####)

Extension

Alternate Phone (###-###-####)

Fax (###-###-####)

E-mail

# NOI General Characteristics





**HTW-NOI General Characteristics**

\* 1. Is the proposed discharge from a crude oil or natural gas exploration, development, or production operation?

\* 2. Is the proposed discharge from an existing vessel that previously contained a petroleum substance or waste related to a petroleum substance?

\* 3. Is the project located on Indian Country Lands?

\* 4. What is the primary SIC Code?

\* 5. Is the discharge or potential discharge within the Recharge Zone, Contributing zone, within the Contributing zone within the Transition zone, or zero to ten (0 to 10) miles upstream of the Recharge Zone of the Edwards Aquifer?

[Activities](#)

[Next/Save](#)

# Outfall Information

# Outfall Information Tips

- You can add multiple outfalls
- You can find segment number of classified bodies of water by using the TCEQ Surface Water Quality Viewer
  - <https://www.tceq.texas.gov/gis/segments-viewer>



Section 1# HTW-Outfalls

Enter the total number of outfalls:


Number of saved Outfalls: 1

*System will display up to 4 Outfalls per section. Based on your Total, additional Outfalls might be created when you click Next/Save.*

Outfall #:1		Delete this Outfall
* 1. What is the outfall number?	<input type="text" value="001"/>	
* 2. Does this outfall discharge hydrostatic test water to surface waters within 10 stream miles of the pool level of Lake Buchanan, Inks Lake, Lake Marble Falls, Lake Lyndon B. Johnson, Lake Travis, or Lake Austin?	<input type="text" value="No"/>	
* 3. What is the latitude for this outfall? Latitude (N) (##.#####)	<input type="text" value="33.39386"/>	
* 4. What is the longitude for this outfall? Longitude (W) (-###.#####)	<input type="text" value="-98.2884"/>	

- \* 5. What is the name of the first water body to receive the discharge?

Lewisville Lake

-  \* 6. What is the segment number of the classified water body that the discharge will eventually reach?

0101 - Canadian River Below Lake Meredith

- \* 7. Provide a complete description of the discharge route from the first receiving water body to the nearest classified segment.

Discharge flows....

\* Always Required

Activities

Next/Save

# NOI Certification Statements



**HTW-Certification**

- \* 1. I certify that I have obtained a copy and understand the terms and conditions of the Hydrostatic Test Water General Permit (TXG670000).

Yes

- \* 2. I certify that the activities at this site qualify for coverage under the General Permit (TXG670000).

Yes

- \* 3. I understand that I must terminate this permit when it is no longer needed.

Yes

- \* 4. I understand that permits active on September 1 of each year will be assessed an Annual Water Quality fee in the amount specified in the General Permit.

Yes

[Activities](#)

[Next/Save](#)

Sign, Pay, and Submit  
Application



## Activities

I want to:  a new, renewal, revision, or termination 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"/>		69688	HTW-NOI	Oil and Gas Site No. 1	2309 GRAVEL DR	Oil and Gas Company	In Progress	

# Signing Application

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

- I certify that I am authorized under 30 Texas Administrative Code 305.44 to sign this document and can provide documentation in proof of such authorization upon request.
- 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.

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

1. I am Jennifer Amelang, the owner of the STEERS account ER001237.
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 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 state and/or 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 signing Industrial No Exposure Certification.
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) identified by the reference number(s) displayed above.

**STEERS ER Account Password:**

Activities

Apply Electronic Signature

Pay for Application

## Activities

I want to:  a new, renewal, revision, or termination 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"/>		69688	HTW-NOI	Oil and Gas Site No. 1	2309 GRAVEL DR	Oil and Gas Company	In Progress	



### You have finished signing Reference Number 62598

Your Options are

- Pay reference number 62598
- Return to Activities Page

Next



### Transfer to ePay

You are about to go to ePay.

- Each application fee you selected will be listed in ePay.
- ePay will allow you to remove from your total any fees you do not wish to pay right now.
- When ready, press "Go to ePay" **once and only once**.
- **You will be taken to ePay.** (This might take a few minutes. **Do not** press "Go to ePay" again.)
- When your payment is complete in ePay, press "Return to STEERS".
- **THIS IS NOT THE LAST STEP.** After you have paid, be sure to submit your application.
- If you have a problem making a payment, log out, close browser and log back in.

[Go to ePay](#)

# Submitting NOI

- Do not forget the final step of submitting your Notice of Intent
- STEERS will prompt you to continue until you submit your NOI after paying
- You will know you finished the process when the screen says “Congratulations”



### 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.
- **Certificate (in PDF):** This is your authorization. As with the approval letter, 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	Link to Certificate	Confirmation Number
62589	INCI				50648

Activities

Questions?