



# MEMORANDUM

**TO:** District Engineers **DATE:** December 23, 2004

**FROM:** James M. Bass *James M. Bass*  
Dianna F. Noble, P.E.

**SUBJECT:** TCEQ Storm Water Permit Notice's of Intent and Fee Payment

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Effective January 1, 2005, the Texas Commission on Environmental Quality (TCEQ) application for General Storm Water Permit Notices of Intent (NOI) will be submitted and paid through their State of Texas Environmental Electronic Reporting System (STEERS). General instructions for using STEERS can be found at the following website:

<http://www.tnrcc.state.tx.us/permitting/waterperm/wwperm/construct.html#steers>

The Environmental Affairs Division (ENV) will be responsible for providing instructions to the District Environmental Coordinators (EC) on the use of this system. It will be the responsibility of each district to request a procurement card from their respective Procurement Card coordinator for the payment of the associated \$100 fee.

The following outlines the online application and payment plan:

## **Online Application and Payment Plan:**

- Districts will assign a staff member the responsibility, usually the EC, for submitting the NOI's and processing the online fee payments. The district's responsible person will be instructed on the STEERS online application process by the ENV.
- Each District will issue a TxDOT procurement card to be used solely for the payment of that district's TCEQ storm water permitting fees. Bank One will forward a monthly bill to the district responsible person for reconciliation and verification of charges. The district responsible person will forward the appropriate payment documentation to his/her District Accounting Office for further payment processing. Each transaction on this account will be issued to TCEQ and will be approximately \$100 (no other transactions shall be applied to these procurement card accounts).

- Annual inspection fee renewals will be processed according to existing accounting procedures (APS 014) by the Finance Division using the existing interagency payment procedures.

**Benefits of the recommended process are:**

- Eliminate/reduce the number of NOI's returned to TxDOT by TCEQ due to insufficient information.
- Using the STEERS system will reduce paperwork and processing time significantly by allowing the electronic submittal of NOI's to TCEQ. Upon electronic submittal, a permit is immediately issued versus waiting days, weeks or even months for a permit under the current process. This will reduce potential permit violations for not having a permit on the job site.

cc: Amadeo Saenz, Jr., P.E.  
Thomas Bohuslav, P.E.  
Zane L. Webb, P.E.  
Scott D. Burford  
District EC's and DEQC's