TCEQ REGULATORY GUIDANCE
Program Support and Environmental Assistance Division
RG-628 ● July 2022

User Manual for the On-site Activity Reporting System (OARS)

Prepared by
Technical Programs Team
Program Support Section
Program Support & Environmental Assistance Division
Texas Commission on Environmental Quality

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY • PO BOX 13087 • AUSTIN, TX 78711-3087
TCEQ is an equal opportunity employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting TCEQ at 512-239-0010, or 800-RELAY-TX (TDD), or by writing PO Box 13087, Austin TX 78711-3087. We authorize you to use or reproduce any original material contained in this publication—that is, any material we did not obtain from other sources. Please acknowledge TCEQ as your source. For more information on TCEQ publications, visit our website at: tceq.texas.gov/publications
How is our customer service? tceq.texas.gov/customersurvey

Contents

Welcome 1
Logging In 2
The User Profile Page 3
The OARS Home Page 4
Entering Monthly Activity Reports 5
Updating User Information 8
Resetting Your Password 9
Finding a Licensed Installer 10
Retrieving Historical Information 12
Paying Authorized Agent Invoices Electronically 14
Index 15

Welcome

to the On-site Activity Reporting System (OARS)! This manual will help you use OARS to submit monthly activity reports electronically instead of by mail or fax. It has many other features as well to assist you in managing your jurisdiction. If you need help navigating through OARS, consult the table of contents (page ii) or the index at the end of this manual.

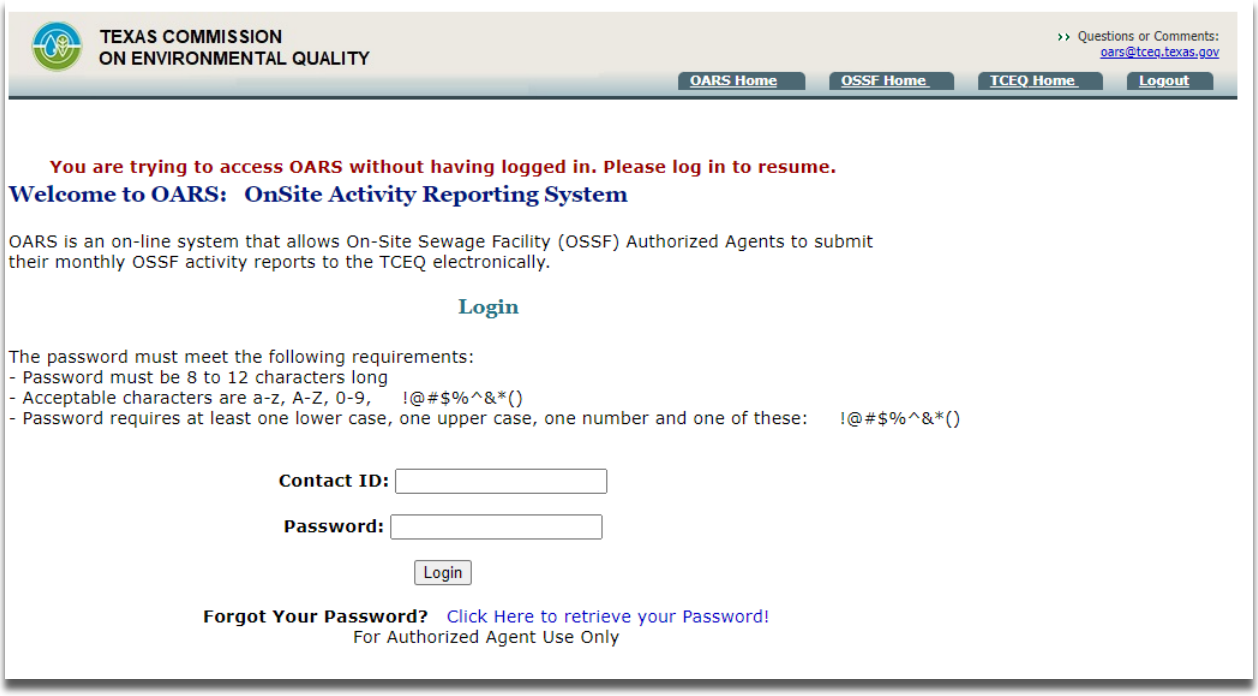
Note: Email help is available at: oars@tceq.texas.gov

Please do not use any other TCEQ email address for questions about OARS.

Logging In

Open an internet browser and, in the address box at the top, enter the URL for OARS [1]. You should come to this page:

Figure 1. OARS Login Page



Next enter the **Contact ID** that the OARS administrator emailed to you and the initial **Password** that you received in that email.
See the login example shown below:

Contact ID: LyndonJohnson
Password: H#tsUT^z4AZQ <--(Example only, this will not be your initial password)

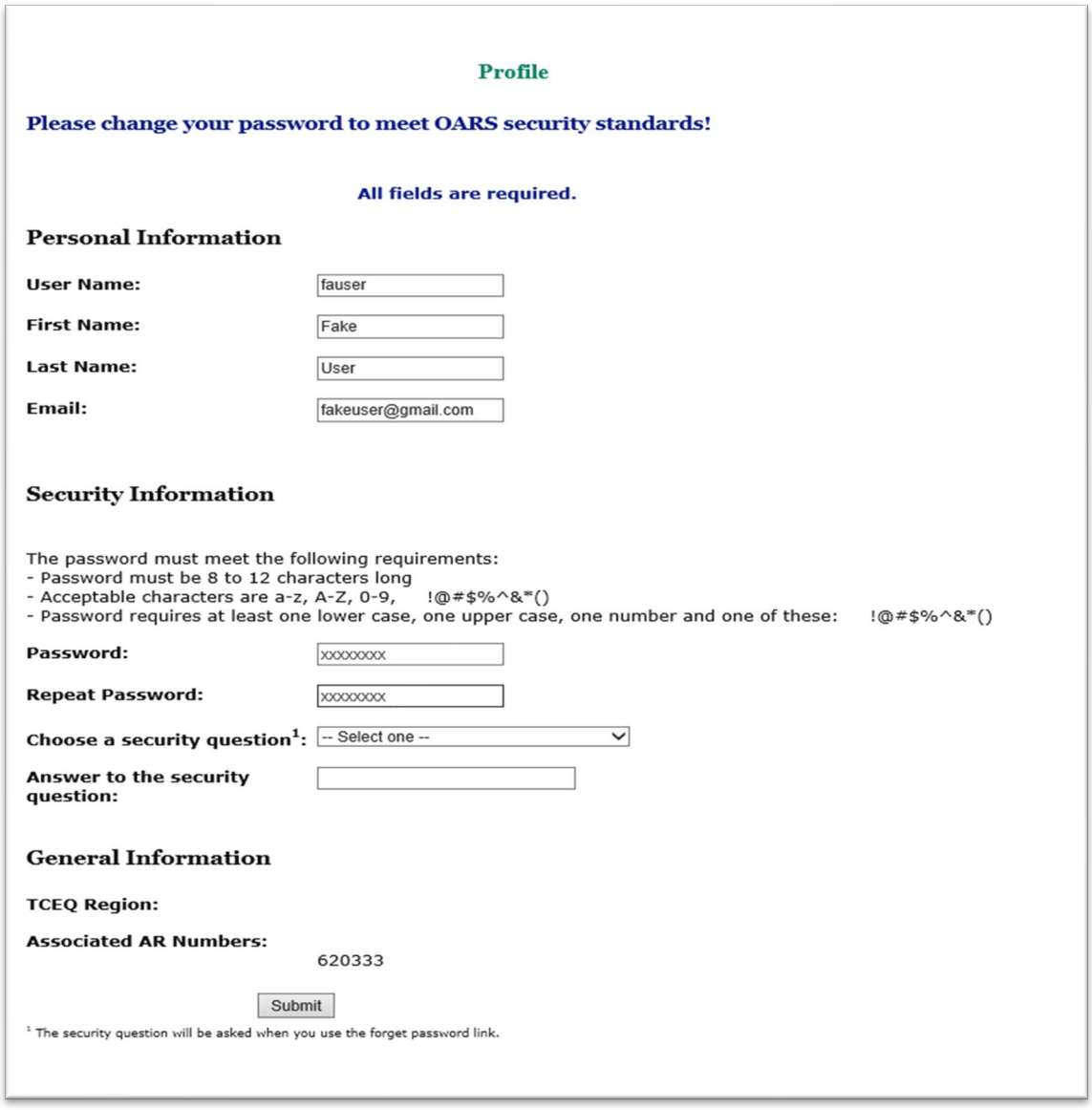
Click *Login* to sign into OARS. During your first login, the system will require you to select a new password and give you guidelines for making it a strong one.

[1] www6.tceq.texas.gov/oars/

The User Profile Page

After logging in the first time, you will come to the following user **Profile** page where you will set up your security information, including a strong password, a security question, and the answer to that security question.

Figure 2. Profile Page



You will be forced to this screen for your first login, or if you are a returning user with a weak password. But you can update your information at any time by selecting **Update Your User Info** on the home page (see **Figure 3** below and **Updating User Information** on page 8 of this manual). You

may want to document your security question and answer for your personal records on the note lines below. When you finish entering information on this page, click *Submit.*

The OARS Home Page

After entering your security information, you should come to the OARS Home Page-User Tools (Main Menu)**.** You can access all of OARS's features from this page:

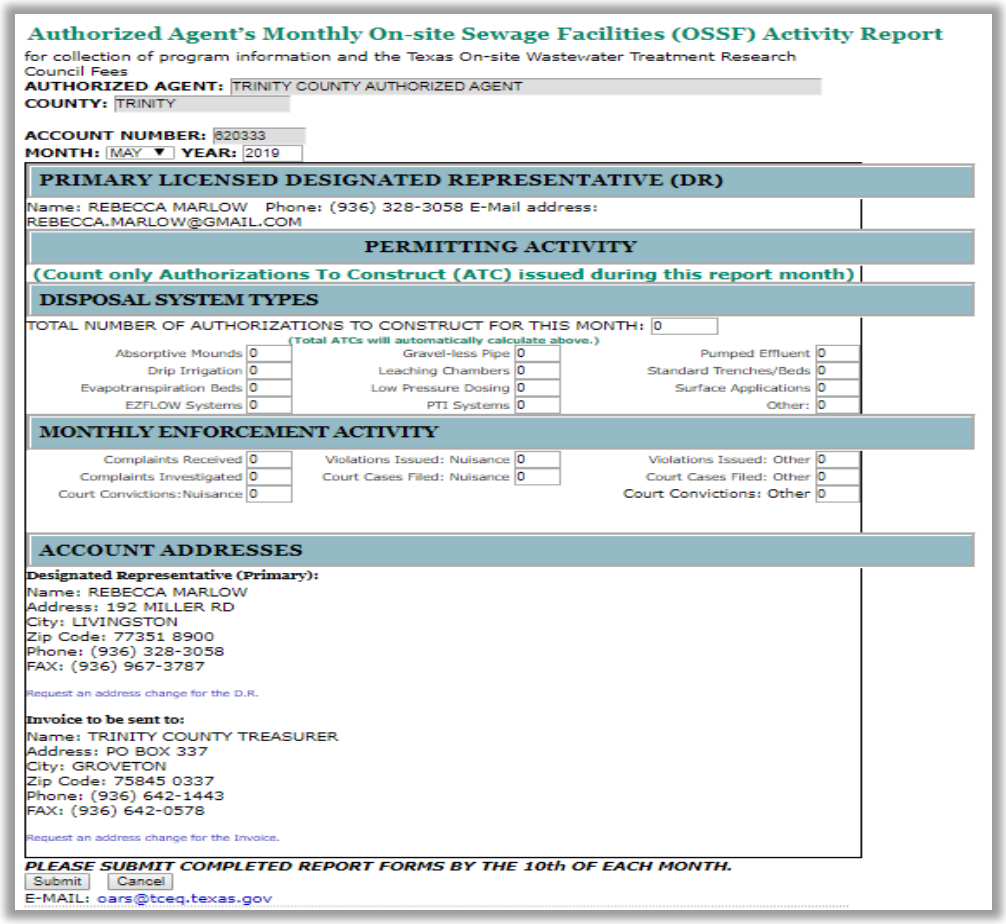
Figure 3. OARS Home Page-User Tools (Main Menu)

You may return to this page at any time by clicking the **OARS Home** tab at the top of the page.

Entering Monthly Activity Reports

The **Monthly Activity Report** (MAR) section on the home page shows which counties have a MAR due (in red). To electronically submit a monthly activity report, click on the **County** for which you wish to submit a MAR. Clicking on the county name (in blue) will take you to the **Report Summary** page (p. 7 in this manual).

Figure 4. Monthly Activity Report Page



The top of the form shows the name and account number of the authorized agent. Just below that is a drop-down list from which you should choose the correct month for the MAR you are submitting (cont'd next page).

The first section, **Primary Licensed Designated Representative (DR)**, shows the contact information for the primary DR of this authorized agent.

The next section, **Permitting Activity**, is where you should enter authorization and enforcement data for the appropriate month. You do not need to calculate the total numbers of **Authorizations to Construct issued** for this month.

As you fill in the boxes in the **Disposal System Types** sub-section, OARS will keep a running total in the box for total number of **Authorizations to Construct issued** for this month.

Following are **Disposal System Types** and the rules that govern them in Title 30, Texas Administrative Code (30 TAC), Chapter 285:

Absorptive Mounds: 30 TAC sections 285.33(b) and 285.33(d)(3)

Drip Irrigation: 285.33(c)(3)

Evapotranspiration Beds: 30 TAC sections 285.33(b) and 285.33(b)(2)

EZ-flow Systems

Gravel-less Pipe: 30 TAC section 285.33(c)(1)

Leaching Chambers: 30 TAC section 285.33(c)(2)

Low Pressure Dosing: 30 TAC section 285.33(d)(1)

PTI Systems: Use of PTI Products in the drain field

Pumped Effluent: 30 TAC section 285.33(b)(3)

Standard Trenches and Beds: 30 TAC section 285.33(b)

Surface Applications: 30 TAC section 285.33(d)(2)

After completing the next sub-section, **Monthly Enforcement Activity** (MAR), review the **Account Addresses** section. If either address is incorrect send an email to oars@tceq.texas.gov. (cont'd next page).

Finally, click *Submit*. You should come to the **Report Summary** page:

Figure 5. Report Summary Page

REPORT SUMMARY

Please review all information below for accuracy. If you find a mistake use the cancel button at the bottom of the screen to go back to the original form and make corrections. If all information is correct, use the Confirm button to transmit your report to the Agency.
AUTHORIZED AGENT: TRINITY COUNTY AUTHORIZED AGENT
ACCOUNT NUMBER: 620333 **County:** TRINITY **MONTH/YEAR:** 5/2019

PRIMARY LICENSED DESIGNATED REPRESENTATIVE (DR)

Name: REBECCA MARLOW **Phone:** 3283058 **E-Mail address:** REBECCA.MARLOW@GMAIL.COM

PERMITTING ACTIVITY		MONTHLY ENFORCEMENT ACTIVITY	
TOTAL AUTHORIZATIONS:	3	Complaints Received:	1
Absorptive Mounds:	1	Violations Issued: Nuisance:	0
Gravel-less Pipe:	0	Violations Issued: Other:	0
Pumped Effluent:	0	Complaints Investigated:	0
Drip Irrigation:	1	Court Cases Filed: Nuisance:	0
Leaching Chambers:	0	Court Cases Filed: Other:	0
Standard Trenches/Beds:	0	Court Convictions: Nuisance:	0
Evapotranspiration Beds:	0	Court Convictions: Other:	0
Low Pressure Dosing:	0		
Surface Applications:	1		
EZFLOW Systems:	0		
PTISYS Systems:	0		
Other:	0		

You may print this page after you submit the report.

I confirm that all the information above is correct, and wish to make this an official record.
Confirm

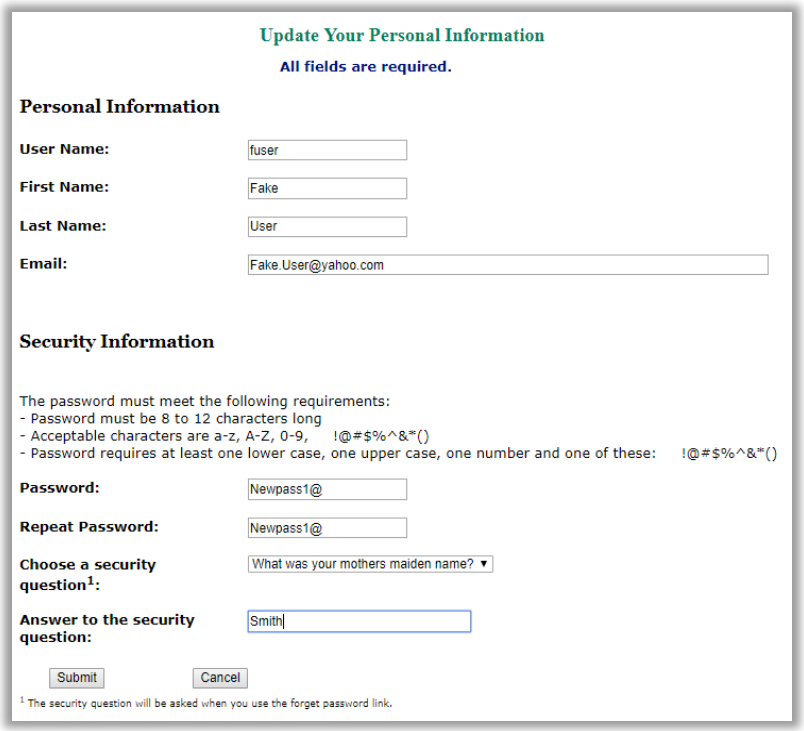
If you find a mistake, use the cancel button to go back to the original form and make corrections.
Cancel
BACK TO: OARS Home

Review the information displayed on this page, then click *Confirm*. **You must confirm this report summary before your MAR will be submitted to TCEQ.**

Updating User Information

To update your password and security information – click the **Update Your User Info** link under **Profile** at the home page. You should come to the **Update Your Personal Information** page, which contains the same fields as the **Profile** page shown in **Figure 2** on page 3 of this manual. To change your name or add a new person to the account, send an email to oars@tceq.texas and provide the account number along with the name and role of the person(s). An OARS administrator will contact you for further information.

Figure 6. Update Your Personal Information Page



Here, you can change the personal information associated with your account. You can also change your password and choose a different security question.

Resetting Your Password

Please go to the **Login** page and enter your **Contact ID**. Make sure that the **password box is cleared** then go to where it says: "Click Here to retrieve your Password." You will be emailed a temporary password. Enter your **Contact ID** and your temporary password. The next window will ask you to answer your security question. Last, you will be asked to create a new password using the password requirements.

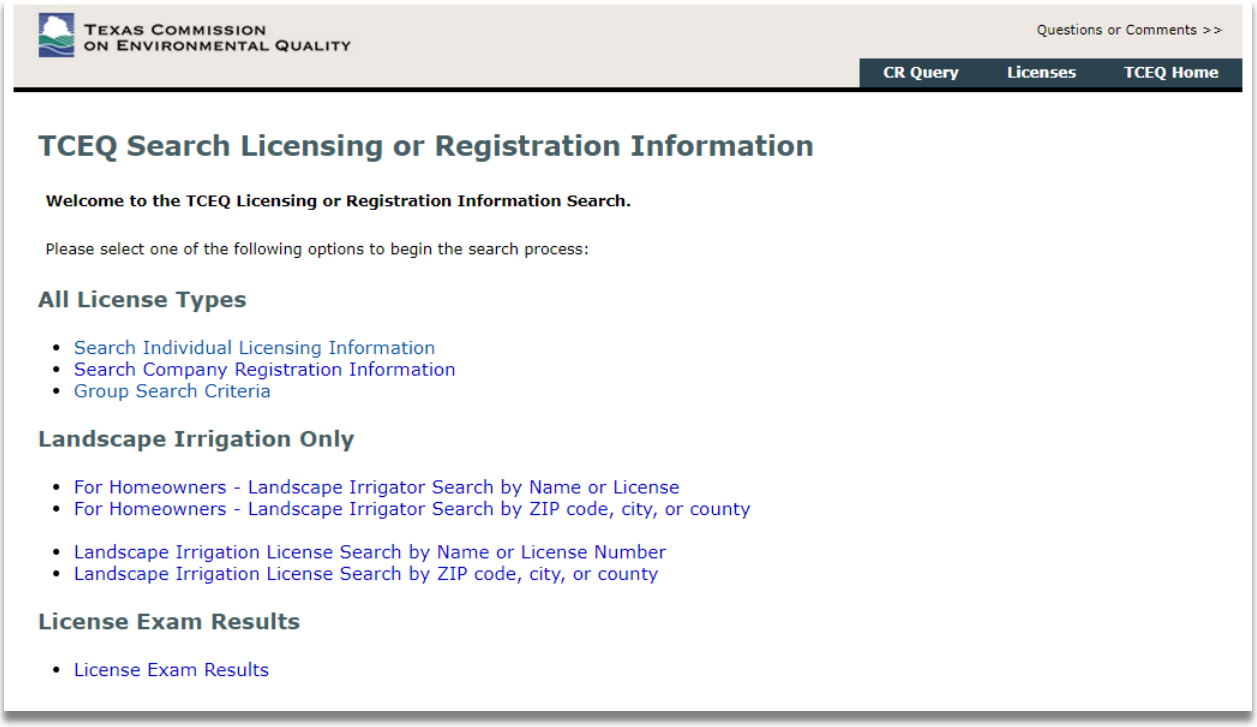
Follow the **Login** requirements shown in the **Login** page:

Figure 7. Login Page

Finding a Licensed Installer

After logging in, click the **OARS Home** tab, it will bring you to the home page. To find a licensed installer click on "Licensed Installer search" in the Search for Contacts section (See p. 4). The link will take you to the TCEQ Search Licensing or Registration Information page[2]. The screen you get should look like this:

Figure 8. TCEQ Search Licensing or Registration Information Page

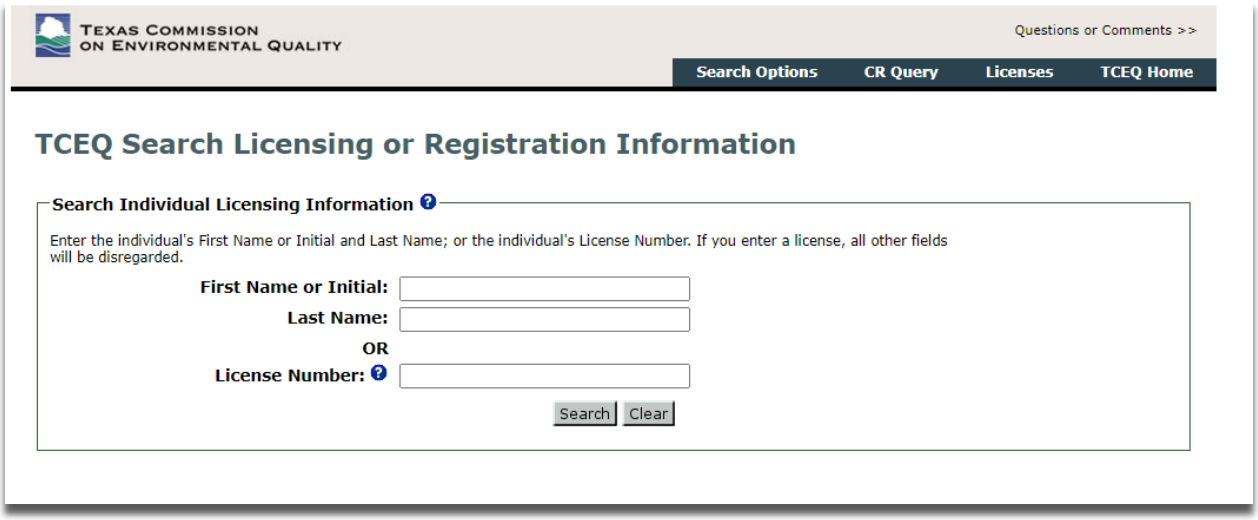


This TCEQ page has been in use for several years and is relatively easy to navigate.

[2] https://www2.tceq.texas.gov/lic_dpa/

After selecting **Search Individual Licensing Information**, you will get a screen like this:

Figure 9. Search Individual Licensing Information Page

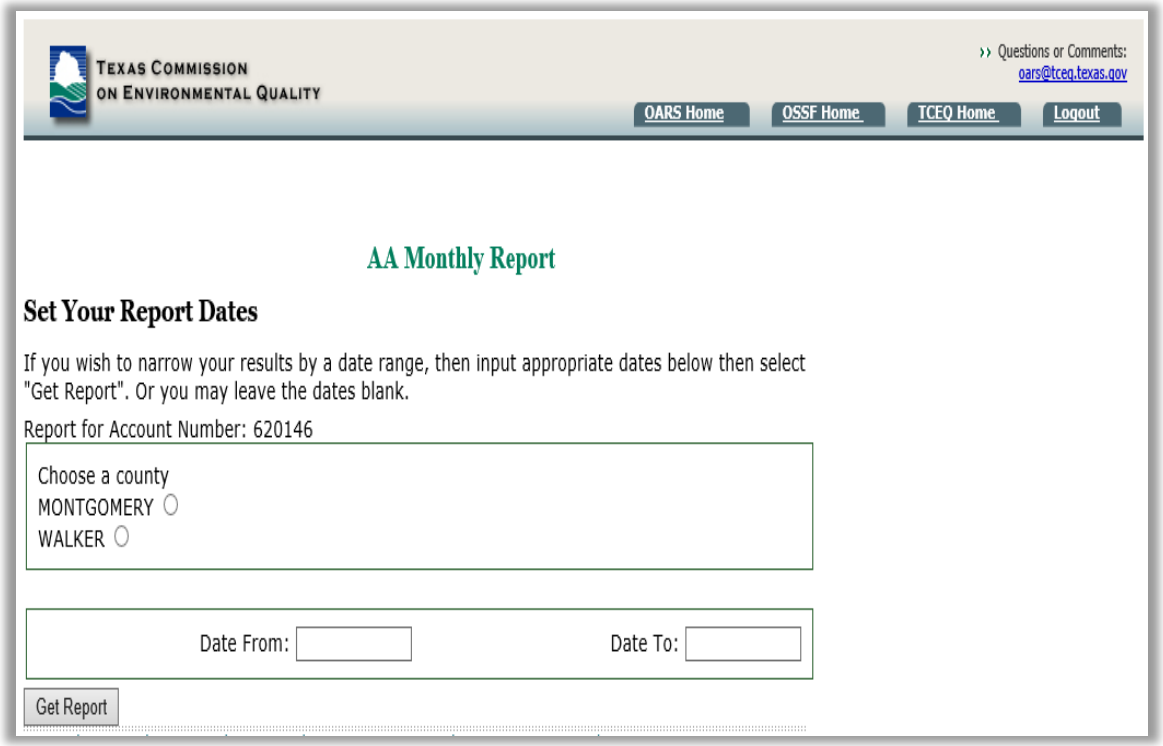


Fill out the relevant information and click *Search*.

Retrieving Historical Information

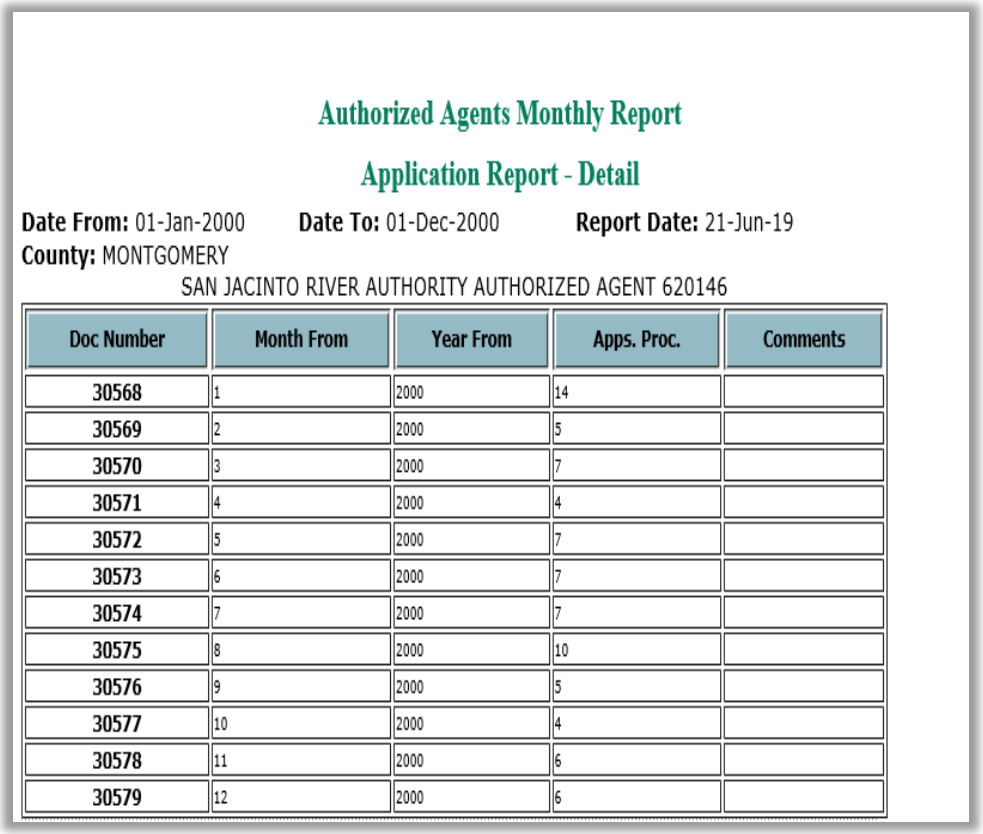
After logging in, click the **OARS Home** tab, it will bring you to the home page. Under **Reports** you should see a link for **Authorized Agent (AA) Monthly Report Historical Information**. Click it to look up reports from your county(ies) of jurisdiction. Choose a county and set the range of dates relevant to your search. For example, if you want to look at reports from the year 2000, enter "January 2000" and "December 2000" as your **Date From** and **Date To**, respectively.

Figure 10. Set Your Report Date (search) Page



After you click *Get Report*, the records that fall in your requested range will be displayed on the next page. Here's an example:

Figure 11. Authorized Agents Monthly Report - Application Report (Detail Page)



Authorized Agents Monthly Report

Application Report - Detail

Date From: 01-Jan-2000 **Date To:** 01-Dec-2000 **Report Date:** 21-Jun-19

County: MONTGOMERY

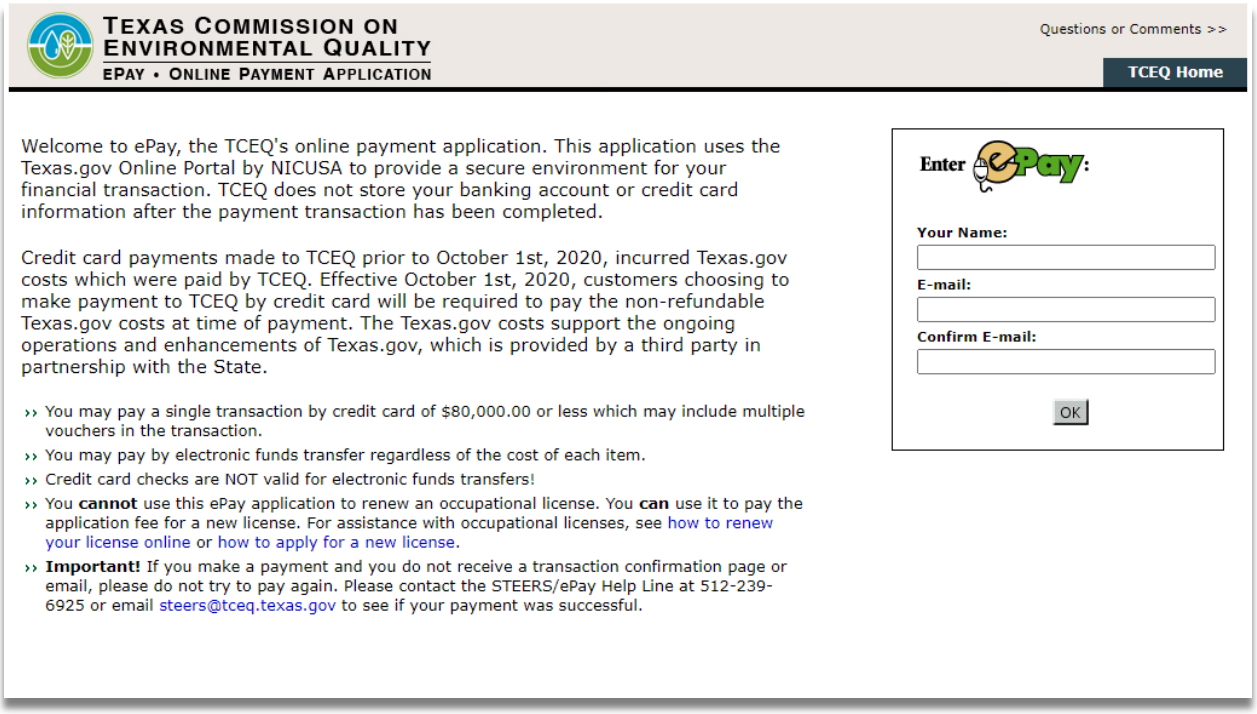
SAN JACINTO RIVER AUTHORITY AUTHORIZED AGENT 620146

Doc Number	Month From	Year From	Apps. Proc.	Comments
30568	1	2000	14	
30569	2	2000	5	
30570	3	2000	7	
30571	4	2000	4	
30572	5	2000	7	
30573	6	2000	7	
30574	7	2000	7	
30575	8	2000	10	
30576	9	2000	5	
30577	10	2000	4	
30578	11	2000	6	
30579	12	2000	6	

Paying Authorized Agent Invoices Electronically

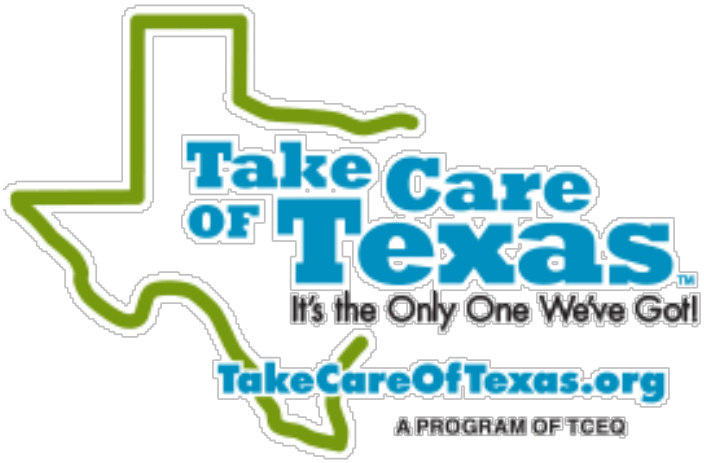
After logging in, click the **OARS Home** tab, it will bring you to the home page. To pay your AA bills online, click the ePay link[3] under **Pay Your Invoice Online**. You will come to the following page:

Figure 12. TCEQ ePay Page



If you do not have an existing ePay account, or do not know how to use ePay; Click the **Questions or Comments** link at the top right corner of this page. It will direct you to a list of appropriate phone numbers for assistance.

[3] https://www3.tceq.texas.gov/epay/

Index

Entering Monthly Activity Reports 5
Logging In 2
OARS Home Page 4
Adding New Users to an Account 8
Help Resetting a Password 9
Paying Electronically 14
Performing a Local Contact Search 11
Performing a Licensed Installer Search 10
Retrieving Historical Information 12
Security Question and Answer 8
Updating Information 8