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# Instructions for Form TCEQ-20397 Supplemental Environmental Project Third-Party Quarterly Report

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## 2012 Instructions

2/15/2012

This document provides instruction for completing Form TCEQ-20397 Supplemental Environmental Projects Quarterly Report Form

2012-02-16

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## Before You Begin

Please read the instructions all the way through to the end to be sure you understand how the worksheets function and what information you will need to enter.

### Who must complete the form?

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Any organization that has entered into an Agreement with TCEQ to receive Supplemental Environmental Project ("SEP") Funds where the Agreement has not been terminated by TCEQ, and where the organization has received at least one SEP contribution from a respondent in a TCEQ-related enforcement action. Instructions for submitting the form are included on the form.

If your organization has never received a SEP contribution and has no fund balance, you may submit an email stating that your organization has received no SEP contributions and has no fund balance to [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov).

### Purpose

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The Quarterly Report (QR) is a valuable tool and must be submitted by all SEP fund recipients that have previously received a SEP contribution and have a fund balance. Failure to timely submit the report may result in your organization not being eligible for future funding. The SEP QR It is used by TCEQ staff to:

- Help identify whether SEP payments have been made by Respondents (contributors) to Third Party Administrators (fund recipients);
- Help ensure that SEP funds are spent on items that are allowable under the SEP program;
- Help staff prevent over funding of some SEPs, and prevent under funding of others;
- Help determine whether funds are being spent timely (within one year of the receipt of the funds);
- To separate, report, and verify the receipt and expenditures of SEP funds from other non-SEP funds; and
- To clearly state project budgets and performance.

### Where Do I Find the SEP Quarterly Report Form?

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The form is on the SEP website at <http://www.tceq.texas.gov/legal/sep/forms.html>

## A Little About the Quarterly Report Format

### 1. How Does It Work?

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Basic information about the form: the Quarterly Report Form is in a Microsoft Excel workbook. You must have Excel in order to complete the report. The workbook contains spreadsheets (also called worksheets) that display information in columns and rows. Just as they sound, columns are aligned vertically and the column names are displayed horizontally across the top of the document and rows are aligned horizontally and are named down the page from top to bottom along the far left side of the document. Column ranges are named with a letter, beginning with A, then B, then C, and so on. Rows are numbered sequentially 1, 2, 3, etc. down the left hand side of the worksheet. The resulting intersection of a column and row is called a "cell." The first cell in an Excel worksheet is at the top left corner and is named cell A1. If you move your cursor one space to the right from cell A1 you will be in cell B1. If you move your cursor one space down from A1 you will be in cell A2. This naming system allows the users to know where they are in the worksheet at all times. It is important to understand this in order to follow the instructions below.

### 2. What's in the Report Form?

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As stated above, when you open the workbook you will see several worksheet tabs (three or four tabs depending on the type of SEP--vehicle projects will have a special report section included) near the bottom of your computer screen. The two main tabs are for accounting and reporting your SEP activities. You do not enter anything in the third INTERNAL USE ONLY-CHARTS worksheet. It is there to display accounting totals for your SEP. The worksheets are named as follows.

1. Accounting
2. Activity Detail by Quarter
3. INTERNAL USE ONLY-CHARTS (*informational only*)
4. Vehicle Report (depending on whether your project involves vehicles)

All worksheets are linked together and help summarize and report your SEP performance and financial information on a calendar year basis. The worksheets contain formulas that do this work for you. These cells have been write-protected to prevent them from working improperly.

### 3. When Are the Reports Due?

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Reports are due 45 days after the performance quarter. The schedule is on a calendar year basis from January to December. For each project that is eligible to receive funding you will only use one workbook in a calendar year. **Each year, you will need to complete a new workbook and include updated bank information.**

The *report* due dates are

1. Quarter 1 – May 15
2. Quarter 2 – August 15
3. Quarter 3 – November 15
4. Quarter 4 – February 15

The *performance quarters* are

1. Quarter 1 - January 1 through March 31

2. Quarter 2 – April 1 through June 30
3. Quarter 3 – July 1 through September 30
4. Quarter 4 – October 1 through December 31

Help message reminders have been inserted throughout the worksheets to guide you as to when and where information should be entered. For assistance with the report contact TCEQ by phone at (512) 239-2223 or by electronic mail at [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov).

#### 4. Which Records Do I Need to Zip and Password Protect?

Due to recent state and federal laws, TCEQ will require all future SEP emailed documents containing privacy data, i.e. excel spreadsheets, PDFs, scanned images of checks or other financial information, etc., be zipped and transmitted in an encrypted format in a folder containing these documents. Encryption is done by password protecting the documents. The encryption is to protect your information.

If your Quarterly Report contains no privacy data and you have no attachments you may submit the report without encryption.

## WORKSHEET 1 - Accounting

### 1. Third Party Administrator and Project Information

This worksheet tab is titled **Accounting**. Your organization name, the project name, agreement number if applicable, and a starting budget will be filled out for you by TCEQ before you begin. A portable document format (pdf) copy of your SEP Agreement will also be embedded into the Report.

Figure 1 Administrator Section

TCEQ SEP THIRD-PARTY ADMINISTRATOR QUARTERLY																																		
Performance Calendar Year <b>2012</b>																																		
<p>EMAIL REPORT TO: sepreports@tceq.texas.gov and sharon.blue@tceq.texas.gov</p> <p>Send report by email</p> <p>HELPFUL HINT: Use the Options button at top of screen to enable macros if you want to use the "Send report by email". Otherwise, send report by usual email method.</p> <p>QUESTIONS? EMAIL TO: <a href="mailto:sephelp@tceq.texas.gov">sephelp@tceq.texas.gov</a></p> <p>TIPS PAGE ON THE WEB: <a href="#">SEP Answers on the Web</a></p>	<p>Instructions: Fill in information in the yellow or green highlighted cells, complete the Accounting and Activity sections, sign and E-mail this report to sepre with a copy to sharon.blue@tceq.texas.gov by the due dates indicated in cells F26 through F29.</p> <table border="1"> <tr> <td colspan="2" style="background-color: #4F81BD; color: white; text-align: center;"><b>1. Administrator Information</b></td> <td style="background-color: #4F81BD; color: white; text-align: center;"><b>2. Bank</b></td> </tr> <tr> <td>Administrator:</td> <td>Environmental Protection Foundation</td> <td>Bar</td> </tr> <tr> <td>Project:</td> <td>Save the Lakes Project</td> <td>Last 4 digits of bank ac</td> </tr> <tr> <td>Agreement No.:</td> <td>2012-222 <small>Click icon at right to view a PDF of your SEP Agreement</small></td> <td>Carryover (Januar</td> </tr> <tr> <td>Budget:</td> <td>\$250,000</td> <td>Qtr 1 total interest</td> </tr> <tr> <td>Region if applic.:</td> <td></td> <td>Qtr 2 total interest :</td> </tr> <tr> <td>Contact Person:</td> <td></td> <td>Qtr 3 total intere</td> </tr> <tr> <td>Mailing Address:</td> <td></td> <td>Qtr 4 total interes</td> </tr> <tr> <td>City/State/Zip:</td> <td></td> <td>End bank balance (loc</td> </tr> <tr> <td>Telephone:</td> <td></td> <td></td> </tr> <tr> <td>Email:</td> <td></td> <td></td> </tr> </table> <p style="background-color: #92D050; padding: 5px;">The schedule for submitting this report to TCEQ is listed below in the REPORT DUE DATES</p>	<b>1. Administrator Information</b>		<b>2. Bank</b>	Administrator:	Environmental Protection Foundation	Bar	Project:	Save the Lakes Project	Last 4 digits of bank ac	Agreement No.:	2012-222 <small>Click icon at right to view a PDF of your SEP Agreement</small>	Carryover (Januar	Budget:	\$250,000	Qtr 1 total interest	Region if applic.:		Qtr 2 total interest :	Contact Person:		Qtr 3 total intere	Mailing Address:		Qtr 4 total interes	City/State/Zip:		End bank balance (loc	Telephone:			Email:		
<b>1. Administrator Information</b>		<b>2. Bank</b>																																
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Mailing Address:		Qtr 4 total interes																																
City/State/Zip:		End bank balance (loc																																
Telephone:																																		
Email:																																		

**What you do:** Provide your contact information in the yellow-highlighted areas. If you have difficulty entering information in this worksheet, contact TCEQ for assistance by phone at (512) 239-2223 or by electronic mail [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov).

## 2. Bank Information

The Bank Information Section is used to show the Bank name, account number, and balances for your SEP account. Refer to Figure 2 Bank Information Section below.

**Figure 2 Bank Section**

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**PARTY ADMINISTRATOR QUARTERLY REPORT**  
**Calendar Year 2012**

Activity sections, sign and E-mail this report to [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov)

<b>2. Bank Information</b>	
Bank Name:	Trustme Bank & Trust
Last 4 digits of bank account no:	1234
Carryover (January 1 bank account balance) =	\$ 6,523.00
Qtr 1 total interest accrued Jan + Feb + Mar =	\$ 5.22
Qtr 2 total interest accrued April + May + Jun =	\$ 5.68
Qtr 3 total interest accrued Jul + Aug + Sep =	\$
Qtr 4 total interest accrued Oct + Nov + Dec =	\$ -
End bank balance (locked cell cannot be changed) =	\$ 6,533.90

**HELPFUL HINT:** Leave Carryover blank if there is no carryover balance from last year. Leave interest blank if no interest was earned for the quarter. Do not delete the zeroes that are entered

**What you need.** You need your bank statement for the SEP bank account for the period ending each quarter January 1 to March 31 for Quarter 1, April 1 to June 30 for Quarter 2, etc. of the year being reported.

**What you do.** Step 1. Enter the bank name and last four digits of the bank account number in the areas highlighted in yellow as shown in the example in Figure 2 above. Step 2. Next enter the January 1 bank balance where it says "Carryover". Step 3. Enter the interest accrued in the appropriate 3-month period as shown in Figure 2 above.

## 3. Certification

You must certify the report by signing with an Electronic signature or your initials and provide a date for the certification. Refer to Figure 3 below.

**Figure 3 Certification**

TIPS PAGE ON THE WEB: [SEP Answers on the Web](#)

Email: \_\_\_\_\_

The schedule for submitting this report to TCEQ is listed below in the REPORT DUE DATES box

The performance dates for each quarter being reported are below in the PERFORMANCE DATES box

<b>3. Certification</b>				REPORT DUE DATES	PERFORMANCE DATES
2012		E-SIGN DATE	E-SIGNATURE		
E-signature	Quarter 1:	✓ 2/15/2012	X Ima Gogetter	by May 15	Q1: Activities between Jan 1 and Mar 31
E-signature	Quarter 2:	✓ 7/10/2012	X Ima Gogetter	by Aug 15	Q2: Activities between Apr 1 and June 30
E-signature	Quarter 3:		X	by Nov 15	Q3: Activities between Jul 1 and Sep 30
E-signature	Quarter 4:		X	by Feb 15	Q4: Activities between Oct 1 and Dec 31

## 4. Accounting Instructions

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**Things You Should Know.** First, all expenses must be tied to contributions from specific docket numbers from TCEQ agreed orders. Therefore, you must know the agreed order docket number where the contribution originated in order to enter an expense in the quarterly report.

Second, expense (paid) dates for each calendar year must be between January 1 and December 31 of each year. **If you don't enter an expense (paid) date you will not be credited for the expense in the report.** Carefully check your report before submitting to make sure you have entered dates accurately.

Third, because the contributions will expire one year from the date you receive them, contributions should be spent on a First In/First Out (FIFO) basis. The carryover balance from any monies in your account on January 1 of each year should be spent first. The carryover balance is listed in Section 4.A of the Accounting worksheet (refer to Figure 4 below), which is where you will begin entering expenses if you had money in the SEP account on January 1. If you did not have money in the SEP account on January 1, proceed to Section 4.B, New Contributions.

**What you need:** You need the SEP Attachment A and Agreed Order related to the contribution(s), and copies of invoices, receipts, and checks for payment of SEP expenses made between January 1 and December 31 of the report year.

**What you do: Step 1** for new contributions. Enter the agreed order (Respondent, docket number, dates, and contribution) information where indicated in the green shaded areas for all contributions received on or after January 1. If you are unsure of an Agreed Order Agenda Date and you have the TCEQ Docket No. associated with the SEP contribution, you may locate the Agenda date of the Agreed Order by accessing the following website <http://www5.tceq.state.tx.us/eenf/>. If you have a contribution received and deposited in the previous year but it was not listed on last year's report, you will need to amend last year's fourth quarter report to include that contribution.

**Step 2.** Enter expenditure information in the yellow or green highlighted cells. (NOTE: You may list invoices for the preceding year's quarter beginning October 1 of the previous year as long as the invoices were not claimed on the previous year's report). If you need more rows to enter expenses or if you have difficulty entering information in this worksheet, contact TCEQ for assistance by phone at (512) 239-2223 or by electronic mail at [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov).

**Step 3.** If you returned any SEP funds to TCEQ during the performance quarter, enter the refund information in any refund section of the Accounting worksheet.

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**NOTE: a Paid Date is required for each expense. If the Paid Date is not entered, you will not receive credit for the expense.**

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**Splitting an invoice.** To split payment of an invoice between two SEP contribution docket numbers

1. First enter the invoice information in the accounting area where the first available balance is located.
2. Then enter the amount being paid toward the invoice. The worksheet will show a balance shaded in green in the Invoice Balance column.
3. To apply the remaining Invoice Balance to a second contribution docket number, enter the invoice information again in another contribution section, but **the second time, list the Invoice Amount as \$0.** Using this method will ensure that the total invoice amounts for the calendar year are accurate and are not overstated in the summary at the bottom of the worksheet.
4. Apply the remaining payment to this second (or even a third or fourth contribution as needed, always listing the Invoice Amounts as \$0 if the Invoice Amount was listed previously.) The Invoice Balance column will show a red highlighted (negative) balance.

Fig. 4 below shows the first half of a split invoice to Sumter Environmental. Figure 5 shows the second half of the split invoice to Sumter Environmental.

Figure 4 How to Split an Invoice – Part I

4. Accounting										
4.A. Carryover Balance										
USE THIS SECTION FOR EXPENSES MADE AGAINST THE CARRYOVER BALANCE, IF ANY, THAT WAS IN THE SEP ACCOUNT ON JANUARY 1, 2012										
Instructions: First enter your January 1 bank balance in Section 2 above. Then "spend" the SEP balance on a First In/First Out (FIFO) basis below. Once all of the Carryover funds are spent, proceed to the New Contributions area to enter expenses. Please refer to Instruction Sheet for additional instructions, if needed.										
Environmental Protection Foundation Save the Lakes Project										
To begin enter your bank information in Section 2 above			\$ 6,523.00	(The carryover is your SEP bank account balance on January 1.)			Balance after Expenses and Reimbursements		\$ -	
Beginning Carryover Balance						Ending Carryover Balance				
Billing and Payments Assigned to carryover - enter docket number at far right										
Payee Name	Invoice No.	Invoice Date	Invoice Amount	Description of Item	Paid Date	Check No	Amt Expended	Balance	You must associate each payment	Enter Docket No. below
Sumter Environmental	1569	01/05/12	\$ 7,500.00	Lake cleanup supplies	01/10/12	1111	\$ 6,523.00	\$977.00	with a TCEQ	2010-1111-PST-E
			\$ -				\$ -	\$0.00	Docket number	
			\$ -				\$ -	\$0.00	in the column	
			\$ -				\$ -	\$0.00	to right. After	

Figure 5 How to Split an Invoice - Part II

4.B. New Contributions										
USE THIS SECTION FOR NEW CONTRIBUTIONS FROM RESPONDENTS AND EXPENSES AGAINST NEW CONTRIBUTIONS										
4.B. Deposits to SEP account from respondents and expenses paid to vendors from new contributions this calendar year.										
Instructions: Use all sections below to enter contributions received in this calendar year on a First In/First Out (FIFO) basis. Please refer to Instruction Sheet for additional instructions, if needed.										
NEW CONTRIBUTIONS. Enter information for each new contribution in the spaces provided below.										
Internal no. assigned to this contribution		2012-222		1		Environmental Protection Foundation		Save the Lakes Project		
NEW CONTRIBUTION:	Respondent Name	Docket No.	Agreed Order Agenda Date	Date Money Recvd	Expenditure Due Date	Ext request? Y/N	New due date		Balance from this docket	Contribution Amount
	Doorght Company	2010-1569-MLM-E	10/19/11	12/31/11	December 30, 2012				\$2,523.00	\$3,500.00
Billing and Payments Assigned to this Docket										
Payee Name	Invoice No.	Invoice Date	Invoice Amount	Description of Item	Paid Date	Check No	Amt Expended	Invoice Balance		
Sumter Environmental	1569	01/05/12	\$0.00	Lake cleanup supplies	01/10/12	1111	\$ 977.00	(\$977.00)		
								\$0.00		
								\$0.00		
								\$0.00		
								\$0.00		
								\$0.00		
			\$ -					\$977.00	(\$977.00)	

You may notice that a positive number other than zero in the Invoice Balance column will be highlighted in green and a negative amount in the Invoice Balance column will be highlighted red. This is correct if you are splitting an invoice.

**Do I have a Reimbursement or Refund?** For the purposes of the SEP Quarterly Report, TCEQ will use the term "reimbursement" for an amount that is returned to the SEP account and will use the term "refund" for an amount that is paid from your organization to TCEQ.

**Section 4.A.1. Reimbursements to the SEP Account.** If your organization received a reimbursement from a vendor or bank it must be credited back to the SEP bank account. Enter these types of reimbursements (except for accrued interest) in Section 4.A.1. of the Accounting worksheet. NOTE: Refunds from you to TCEQ will be entered in Section 4.A.2. or a subsequent REFUNDS TO TCEQ section. Do not include Refunds to TCEQ in Section 4.A.1.

**USE THIS SECTION TO ENTER RETURNS TO THE SEP ACCOUNT OR REFUNDS TO TCEQ**

4.A.1. Deposits to SEP account from vendor refunds, bank errors, etc. Enter ANY Reimbursement to the SEP account during this calendar year in this section.					
Source of money (bank transfer, refund from vendor, etc.)	Transaction or check no. for return of Funds, if applicable	Original Transaction Date	Reason for Return of Funds to SEP Account	Date \$ recvd back into SEP account	Refund Check amt.
AmeriCo	569875	10/10/11	Excess funds returned from vendor	2/4/2012	\$ 45.00

The worksheet will recognize the amount you enter as a deposit to the SEP account and will add this amount to the SEP bank account balance. Note that the \$45 refund from AmeriCo was used toward the split invoice for Sumter Co example above.

Reimbursements will also be entered automatically in the correct section of the Accounting by Quarter Summary Table. You do not need to enter any information in the Accounting by Quarter Summary Table—it self-populates. For example, notice the \$45 reimbursement entered for AmeriCo is shown in Figure 6 Accounting by Quarter Summary Table, as a Reimbursement to the SEP Account.

**Figure 6 Accounting by Quarter Summary Table**

Accounting by Quarter Summary Table		
	Increases	Decreases
Carryover	\$ 6,523.00	
Q1 Contribs	\$ 3,500.00	
Q1 Interest Accrued	\$ 5.22	
Q1 Expenses		\$ 7,500.00
Reimbursement to SEP Acct	\$ 45.00	
Q1 Refunds to TCEQ		\$ -
Q2 Contribs	\$ -	
Q2 Interest Accrued	\$ 5.68	
Q2 Expenses		\$ -

The \$45 Reimbursement is also shown in the Annual Totals table found at the bottom of the Accounting worksheet. An example from the Sample Worksheet is shown below in Figure 7 Annual Totals.

Figure 7 Annual Totals

ANNUAL TOTALS		
\$	6,523.00	Start
\$	3,500.00	Total Contributions
\$	10.90	Total Interest
\$	45.00	Total Reimbursement
\$	-	Total Refunds
\$	7,500.00	Total Expenses
\$	2,578.90	Ending Balance

The worksheet also knows to reimbursement amounts in calculating your ending balance for the quarter, as shown in cell I-17 of the Accounting worksheet for the Sample worksheet.

**Section 4.A.2. Refunds from the SEP Account to TCEQ.** If your organization returned unused or expired funds to TCEQ enter this type of refund in Section 4.A.2 of the Accounting worksheet or a subsequent REFUNDS TO TCEQ section. Do not include reimbursements from vendors or banks in Section 4.A.2; rather, include vendor or bank reimbursements in Section 4.A.1.

## WORKSHEET 2 – Activity Detail by Quarter

### SEP Activities Summaries

Activities for all four quarters will be entered in this worksheet. There is a box for each quarter where a brief summary can be written as shown in Figure 6 below.

**What you do:** Click inside the appropriate box and type brief comments about your activities for the quarter, as shown in Figure 6.

Figure 8 Activities Summary

Administrator and Project Information			
Performance Year:	2012	ACTIVITIES SUMMARY	Environmental Protection Foundation
		Save the Lakes Project	
Reminders	Quarterly reports are required even if money is not yet received. Failure to report may result in your not being eligible for future funding.		
<input checked="" type="checkbox"/>	Did you attach or mail copies of all checks, invoices, receipts, bank statements?	<input checked="" type="checkbox"/>	Need more time?
<input checked="" type="checkbox"/>	Did you attach or mail before/during/after photographs of the project?	<a href="#">Click here to request an extension of time to complete a report.</a>	
<input checked="" type="checkbox"/>	Did you transmit or mail bank statement summaries?	<a href="#">Click here to request an extension of time to complete a project.</a>	
SEP Activities Summaries			
Quarter 1 Activities	Environmental Protection Foundation	Save the Lakes Project	
During this quarter our organization conducted the following SEP activities: This quarter our organization purchased supplies for and scheduled the Save the Lake cleanup in S			

## WORKSHEET 3 – INTERNAL USE ONLY-CHARTS

**What you do:** Nothing! This page displays the information that has been entered for the project. If the administrator and budget information are not displayed in this worksheet contact TCEQ as noted above.

## WORKSHEET 4 – Quarterly Vehicle Activities

### Quarters 1–4 Vehicle Retrofit Activities

This report will only be included in your report form if your project involves retrofit or replacement of vehicles. This worksheet is used to track the number and type of retrofits and replacements performed, as shown in Figure 7 below.

**What you need:** The name of each school/organization that received reimbursement during the reporting quarter for qualified retrofits or replacements, the number and types of

retrofits or replacements represented by the reimbursement during the performance period, and the date of reimbursement. (Any dollar amounts will be reported as expenses in the Accounting worksheet.)

**What you do:** Enter the action dates, receiving entity, number of bus activities by type and comments (if applicable).

**Figure 9 Quarter 1 Detail Area for SEP-Funded Vehicle Activities**

2012 REPORTING FORM FOR SEP VEHICLE RETROFIT OR REPLACEMENT ACTIVITIES											
Environmental Protection Foundation						Save the Lakes Project					
QUARTER 1		Detail Area for SEP-Funded Vehicle Projects						Agreement			
Calendar Year		2012		Breakdown of Retrofit Activities				2012-222			
Vehicle Action Date	Reimbursement Date	Name of School or Receiving Entity	No. of Vehicles Retrofitted this Period	Diesel Partic Filters (DPF)	Diesel Oxid Catalysts (DOC)	Closed Crank Filter Syst (CCFS)	Partial Flow Thru Filter (FTF)	No. of Retrofits This Period	No. of repowers this period	No. of vehicle replaced this period	Comments
5/5/12	5/30/12	Sumter County ISD	2	0	1	1	2	4	0	0	
								0			
								0			

If you have difficulty with any section of the report contact TCEQ for assistance by phone at (512) 239-2223 or by electronic mail at either [sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov).