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Welcome
to the new Online Activity Reporting System (OARS) program! This manual is intended to help you use OARS to submit monthly activity reports electronically instead of by mail or fax. OARS has many other features as well to assist you in managing your jurisdiction. If you find that you need help navigating through OARS, consult the table of contents (page 2) or the index at the back of this manual.

NOTE: E-mail contact help is available at: OARS@tceq.state.tx.us. Please do not use any other TCEQ e-mail address for questions relating to OARS.
Logging In

Open an internet browser and, in the address box at the top of the browser, enter the URL http://www5.tceq.state.tx.us/oars. You should come to this page:

![Login page](image_url)

Enter your first initial and last name as your contact ID (ex: jstrouse for Joe Strouse). Your password for now is newpass1 (you will be able to change it later). See the example below:

- **Contact ID:** jstrouse
- **Password:** newpass1

Type your contact ID and your password in the appropriate boxes and click **Login** to sign in to OARS.

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The OARS Home Page

After logging in, you should come to the following page:

Choose your action from the lists below.

User Tools

Monthly Activity Report

Submit a report by selecting the County.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>County</th>
<th>Status</th>
<th>Last Report</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>620146</td>
<td>MONTGOMERY</td>
<td>Due</td>
<td>6/2007</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>WALKER</td>
<td>Due</td>
<td>None Found</td>
<td></td>
</tr>
</tbody>
</table>

Profile

Update Your User Info

Search for Contacts

Local contact search

Licensed installer search

Reports

Authorized Agent Monthly Report Historical Information

To search for a report, start by selecting a Research Council number from the links below.

Historical Information For 620146

Public Report

Change of Address

Designated Representative Address

To request a change of address for a D.R., start by selecting a Research Council number from the links below.

D.R. Address For 620146

Invoice Address

To request a change of address for billing, start by selecting a Research Council number from the links below.

Invoice Address For 620146

Pay Your Invoice Online

For instructions on paying your invoice online please see the ePayTexas site.

This is the main user menu from which you can access all of OARS’s features. You may return to it at any time by clicking the OARS HOME link at the top left of the OARS site (cont’d next page).
If you do not come to the home page, but are instead prompted to enter information on the Profile page for your account, see pages 10-11 on Updating User Information. When you have entered all the requested information, the page should look like this:

You may want to document your security question and answer for your personal records. You can use the note lines below for this purpose. When you are finished entering information on this page, click Submit. You should then be taken to the main user menu as displayed on page 5.

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1 The security question will be asked when you use the forget password link.
Entering Monthly Activity Reports

**Note:** Monthly Activity Reports (MARs) **MUST BE SUBMITTED IN CHRONOLOGICAL ORDER.**

For example, if you begin using OARS at the beginning of October (when you need to turn in your September MAR), but have not turned in your MARs dating back to April, you must enter the MARs for April, May, June, July, and August, **IN THAT ORDER**, before entering the MAR for September. Once you have submitted a MAR through OARS, you will be unable to submit a MAR for any previous month, and must then resort to submitting a hard copy to the TCEQ.

The **Monthly Activity Report** section on the OARS home page shows which counties have a MAR due (in red). To electronically submit a monthly activity report, click on the name of the county for which you wish to submit a MAR. Clicking on the county name (in blue) will take you to the reporting page, as shown on page 8 (cont’d next page).

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The top of this page 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**, shows the contact information for the primary D.R. of this authorized agent.

The next section, **Permitting Activity**, is the where you should enter authorization and enforcement data for the appropriate month. You do not need to calculate the total number of authorizations to construct for this month (under **Disposal System Types**).

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

After completing the next sub-section, **Monthly Enforcement Activity**, review the Account Addresses section. If either address is incorrect, send an email to OARS@tceq.state.tx.us, or just click the appropriate **Request an Address Change** link.

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

Review the information displayed on this page, then click the **Confirm** button. YOU MUST CONFIRM THIS REPORT SUMMARY BEFORE YOUR MAR WILL BE SUBMITTED TO THE TCEQ.
Updating User Information

To update your profile—name, email address, and security information—click the Update Your User Info link under Profile at the OARS home page. You should come to the Update Your Personal Information page, which is the same as the Profile page shown on page 6 of this manual:

![Update Your Personal Information](image)

Here, you can change the personal information that is associated with your account. You can also change your password and choose a security question in case you forget that password. You should change your password from newpass1 to a personal password for security purposes, and choose a security question and answer. The answer to this security question will be used to confirm your identity in the event that you forget your password (cont’d next page).

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1 The security question will be asked when you use the forget password link.
When you are done, click **Submit**. You should get a page that summarizes your new information:

Your Personal Information Has Been Changed

**Your Personal Information is now:**

Joe
jstrouse@tceq.state.tx.us
budmydog
FPAFOOD
Pasta

You may want to document your security question and answer for your personal records. You can use the note lines below for this purpose.

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Performing a Local Contact Search

From the OARS home page, click on Local contact search, under Search for Contacts, and the Search by County screen will appear:

Click on the Select a County drop-down bar and select the appropriate county. For example, if you are in Navarro County, the screen will look like this:

Click on your highlighted county, then press Search to continue (cont’d next page).
The resulting page shows the records that match your search criterion:

Clicking on the appropriate authorized agent link will take you to the following screen, which provides detailed information on that authorized agent (in this example, Navarro County Authorized Agent):

<table>
<thead>
<tr>
<th>Authorized Agent</th>
<th>Area Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVARRo COUNTY AUTHORIZED AGENT</td>
<td>Richland Chambers Reservoir</td>
</tr>
<tr>
<td>Tarrant Regional Water District Authorized Agent</td>
<td>13000 North Freeway</td>
</tr>
<tr>
<td>ERCOT - CPS Meter/Pole</td>
<td>1100 West 3rd Ave Ste 16</td>
</tr>
</tbody>
</table>

**More Information about the Texas OSSF Program**
Performing a Licensed Installer Search

From the OARS home page, click on **Licensed installer search** in the **Search for** **Contacts** section. The screen you get should look like this:

This is the TCEQ's page for looking up licensing or registration information. It has been in use for a number of years, and is relatively easy to navigate. Simply fill out the relevant information and click **Find** to retrieve the requested information.

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Retrieving Historical Information

Under Reports you should see a link for historical information for your authorized agent (it will be bolded). Click it to look up historical information on your county(ies) of jurisdiction:

Choose your county or one of your counties of jurisdiction and set the range of dates that is relevant to your search. For example, if you want to look at reports from the year 2000, you would enter “January 2000” and “December 2000” as your Date From and Date To dates, respectively. After you click Get Report, the records that fall in your requested range will be displayed on the next page:

<table>
<thead>
<tr>
<th>Doc Number</th>
<th>Month From</th>
<th>Year From</th>
<th>Apps Prac</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>30560</td>
<td>1</td>
<td>2000</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>30561</td>
<td>1</td>
<td>2000</td>
<td>5</td>
<td></td>
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<tr>
<td>30570</td>
<td>8</td>
<td>2000</td>
<td>7</td>
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<tr>
<td>30571</td>
<td>8</td>
<td>2000</td>
<td>1</td>
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<td>30572</td>
<td>6</td>
<td>2000</td>
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<td>30573</td>
<td>6</td>
<td>2000</td>
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<td>30574</td>
<td>8</td>
<td>2000</td>
<td>10</td>
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<td>30575</td>
<td>8</td>
<td>2000</td>
<td>10</td>
<td></td>
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<tr>
<td>30576</td>
<td>9</td>
<td>2000</td>
<td>5</td>
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<td>30577</td>
<td>10</td>
<td>2000</td>
<td>8</td>
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<td>30578</td>
<td>11</td>
<td>2000</td>
<td>9</td>
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<tr>
<td>30579</td>
<td>12</td>
<td>2000</td>
<td>10</td>
<td></td>
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</tbody>
</table>
Accessing Public Reports

To access information that is also available to the public, and which may be of public interest, click the Public Report link under the Reports heading. You will come to the OSSF general information page, as shown below (cont’d next page):

![OSSF general information page]

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Clicking the last link—Access historical data for OSSF systems—will take you to the On-Site Activity Reporting System page, which allows you to retrieve information by year:

On-Site Activity Reporting System

What is OARS? OARS is an electronic on-line system for OSSF authorized agents to submit their monthly activity reports to the TCEQ. This system replaces the need for faxing or mailing these reports. OARS also gives the general public contact information for local permitting authorities.

You can log on to OARS here.

Additional OARS Information:

(Many of the files linked from this page are in Portable Data Format [PDF]. Help with PDF.)

OARS Reports
A summary of annual data is available (in PDF) as follows:

1993 1998 2003
1994 1999 2004

Other data can be requested by e-mail at: oars@tceq.state.tx.us

Making OARS work for you
More information can be downloaded (in PDF): Here

OARS User’s Manual
You can download the user’s manual (in PDF): Here

OARS Monthly Reporting Form
You can download the monthly reporting form (in PDF): Here

Who can I contact?
Email: oars@tceq.state.tx.us
OARS telephone line: 512-239-0914
Fax: 512-330-6300

Regular Mail:
On-Site Activity Reporting System, MC 178
Texas Commission on Environmental Quality
PO Box 13087
Austin, TX 78711

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Changing the Designated Representative’s Address

Under the **Change of Address** heading at the OARS home page, you will see a link to request to change the address of the designated representative. Click on it and you should come to the **Change D.R. Address** page:

You can change or update the DR address information here. When you are done, click **Submit**. The next screen will be a confirmation of the changes you have made:

**Confirmation of Changes**

The following request for address change will be sent to the OARS admin for approval:

User user has requested a change for the Designated Representative for 620146.
Changing the Invoice Address

Under the **Change of Address** heading at the OARS home page, you will see a link to request to change the invoice address (the address to which bills are sent). Click on it and you should come to the **Change Invoice Address** page:

![Change Invoice Address Form]

You can change or update the invoice address information here. When you are done, click **Submit**. The next screen will be a confirmation of the changes you have made.

![Confirmation of Changes]

The following request for address change will be sent to the OARS admin for approval:

user user has requested a change for the Invoice for 620146.

- First Name: RANDY
- Last Name: ACREMAN
- Address: PO BOX 329
- City: CONROE
- Zip Code: 77305
- Phone: (936) 588-1111
- FAX: (936) 588-1114
Paying Electronically

If you would like to pay your AA bills online, click the **ePay** link under **Pay Your Invoice Online**. You will come to the following 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.

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