

10. Printing, Signing, and Submitting Your MOR

After you enter all your data for the month and complete the **P.1 Summary** worksheet, you must print, sign, and date each page of your workbook and submit your MOR.

This chapter applies to all workbooks. It is important that you submit your MOR on time each month or you may incur a M/R violation. TCEQ Rules require that MORs be submitted to us by the tenth day of the month following the end of the reporting period.

10.1 Printing the Report

Immediately before printing the report, record the anticipated signature date on **P.2**, as well as the certificate number and grade of the operator who will sign it. The other pages are linked to **P.2** and the information you enter on this page will be automatically recorded on the other pages. If you don't know when the report will be signed, leave this information blank. It can be entered manually at the time of signature.

After entering the signature date and the certificate number and grade, print every page of each worksheet. To print a particular worksheet, activate the worksheet by clicking on its tab and selecting print from the File menu.

If there are one or more invalid cells in a worksheet, it may not print when you select Print. Make sure you entered all the necessary information correctly before you start printing. Refer to the appropriate section of this guidance for information to address invalid entries.

Always print the **P.1 Summary** worksheet last. Much of the data on **P.1** is based on data entered on other pages. If you make changes to other pages during the printing process, **P.1** will also change. By printing **P.1** last, you can be sure it contains the most complete and accurate summary of your results.

10.2 Signing the Report

The certified operator with responsibility for plant operations must sign the MOR documenting that the data is accurate. Use a pen or permanent marker to sign each page of the report. The signature must be handwritten. Stamped or typewritten signatures are not acceptable.

10.3 Submitting your Report

Before mailing your MOR, be sure to sign and attach all related documents as required, including FPRs, FARs, CPE Requests, and copies of PNs.

You may not submit your MOR by fax or email. We recommend that you retain proof of your submittal in the form of a certified mail receipt.

Send your completed report and related documents to:

Water Supply Division, MC-155
Attention: SWTR Coordinator
Texas Commission on Environmental Quality
PO Box 13087
Austin, TX 78711-3087

You may also submit your documents to our physical address at:

Water Supply Division, MC-155, Building F
Attn: SWTR Coordinator
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin, TX 78753