

### TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ON-SITE SEWAGE FACILITIES (OSSF)

# **Online Activity Report System (OARS)**

## **User Manual**

Last updated August 22, 2007



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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: <u>OARS@tceq.state.tx.us</u> 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 <u>http://www5.tceq.state.tx.us/oars</u>. You should come to this page:

	SITE SEARCH:         please enter sear         Go         SUBJECT INDEX         > Air > Waster > Waste
TCER TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Agency Organization Map
BACKTO: OARS HOME	Questions or Comments: <u>OARS@tceq.state.tx.us</u> Log Out
Login	
For Guest access use "guest" as both Contact ID and Password	
Contact ID:	
Password:	
Login	
Forgot Your Password? <u>Click Here to retrieve</u> For Authorized Agent Use Only	your Password!
Web Policies         Disclaimer         Site Help         Compact with Texans         TCEQ Homeland Security           Rules, Policy & Legislation         Permits, Licenses & Registrations         Compliance, Enforcement & Cleanup           Drinking Water & Water Availability         Recording         Environmental Quality         Assistance, Education & P           Recycling         Contracts, Funding & Fees         About TCEQ         Contract Us         Calendar           About TCEQ         Contract Us         Calendar         Forms & Publications         Employment           Last Modified 7/20/06         02002-2005 Texas Commission on Environmental Quality.         Toxas         Toxas	15 articipation   Pollution Prevention &

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.

Notes:\_\_\_\_\_

### The OARS Home Page

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

	Sale -		SITE SEARCH:
	NVIDONMENT		<u>Air</u> <u>Water</u> <u>Waste</u> <u>Air</u> <u>Water</u> <u>Waste</u> <u>Search TCEQ Data</u>
	NVIKONMENI	AL QUALITI	Agency Organization Map     Questions or Comments:
CARS HOME			OARS@tceq.state.tx.us Log Out
	0.	ARS	
Choose your action from the lists be	elow.		
User Tools			
Monthly Activity Report			
Submit a report by sele	ecting the Co	unty.	
Account Number County Status	Last Report	Account Balance	
620146	- /	-\$200.00	
MONTGOMERY Due	5/2007 Napa Faund		
MALKER Due	None Found		
Profile			
Jpdate Your User Info			
Search for Contacts			
_ocal contact search			
Licensed installer search			
Reports			
Authorized Agent Monthly Repo	ort Historic	al Information	
To search for a report, start by selec	cting a Resear	rch Council number	from the links below.
Historical Information For: 62014	<u>6</u>		
Public Report			
Change of Address			
Designated Representative Add	lress		
To request a change of address for a links below.	a D.R., start l	by selecting a Rese	arch Council number from the
D.R. Address For: 620146			
Invoice Address			
To request a change of address for b below.	billing, start b	by selecting a Resea	arch Council number from the link
Invoice Address For: 620146			
Pay Your Invoice Online			
For instructions on paying you invioc	ce online pleas	se see the <u>ePay<sup>Exa</sup></u>	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:

SITE SEARCH:
please enter sean Go
SUBJECT INDEX > Air > Water > Warte
TCEQ TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
OARS HOME     '' Questions or Comments:     OARS@tcea.state.tx.us     Loa Out
Profile
All fields are required.
Personal Information
User Name: JSTROUSE
First Name: Joe
Last Name: Strouse
Email: jstrouse@tceq.state.tx.t
Security Information
Password:
Repeat Password:
Choose a security question <sup>1</sup> :   What is your pets name?
Answer to the security <sub>Bud</sub>
General Information
TCEQ Region:
Associated AR Numbers:
Submit

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.



### **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).

Notes:\_\_\_\_\_



TEXAS COMMISSION ON E TEXAS COMMISSION ON E TEXAS COMMISSION ON E TEXAS COMMISSION ON E TEXAS COMMISSION ON E	NVIRONMENTAL QUALITY y On-site Sewage Facilitie and the Texas On-site Wastewa	SITE SEARCH: please enter sean Go SUBJECT INDEX > Air> Water > Waste > Search TCEO Data > Agency Organization Map ** Questions or Comments: OARS@tceq.state.tx.us Log Out s (OSSF) Activity Report ter Treatment Research Council
AUTHORIZED AGENT: SAN JACINT COUNTY: MONTGOMERY	O RIVER AUTHORITY AUTHORIZED A	AGENT
MONTH: YEAR: 2007		
PRIMARY LICENSED DESIG	GNATED REPRESENTATIV	E (DR)
Name: RANDY ACREMAN Phone: (9	36) 588-1111 E-Mail address:	
]	PERMITTING ACTIVITY	
(Count only Authorizations	Fo Construct (ATC) issued	during this report month)
DISPOSAL SYSTEM TYPES		
TOTAL NUMBER OF AUTHORIZATION (Tota Absorptive Mounds 0 Drip Irrigation 0 Evapotranspiration Beds 0 EZFLOW Systems 0 MONITLE X ENEOD CEMENT A	NS TO CONSTRUCT FOR THIS MO I ATCs will automatically calculate above. Gravel-less Pipe 0 Leaching Chambers 0 Low Pressure Dosing 0 PTI Systems 0	NTH: 0 Pumped Effluent 0 Standard Trenches/Beds 0 Surface Applications 0 Other: 0
MONTHLY ENFORCEMENT A		
Complaints Received 0 Complaints Investigated 0 Court Convictions:Nuisance 0	Violations Issued: Nuisance 0 Court Cases Filed: Nuisance 0	Violations Issued: Other 0 Court Cases Filed: Other 0 Court Convictions: Other 0
ACCOUNT ADDRESSES		
Designated Representative (Primary Name: RANDY ACREMAN Address: PO BOX 329 City: CONROE Zip Code: 77305 0329 Phone: (936) 588-1111 FAX: (936) 588-1114 Request an address change for the D.R. Invoice to be sent to: Name: RANDY ACREMAN Address: PO BOX 329 City: CONROE Zip Code: 77305 0329 Phone: (936) 588-1111 FAX: (936) 588-1114 Request an address change for the Invoice.		
Submit Cancel E-MAIL: install@tceq.state.tx.us		

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 <u>OARS@tccq.state.tx.us</u>, or just click the appropriate **Request an Address Change** link.

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



Confirm Cancel

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:

	site search: please enter sear Go
	SUBJECT INDEX
	> <u>Air</u> > <u>Water</u> > <u>Waste</u>
TCER TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	> Search TCEQ Data > Agency Organization Map
BACK TO: DARS HOME	Questions or Comments: <u>OARS@tceq.state.tx.us</u> Log Out
Update Your Personal Information	
All fields are required.	
Personal Information	
First Name: Joe	
Last Name: Strouse	
Email: jstrouse@tceq.state.tx.t	
Security Information	
Password:	
Repeat Password:	
Security question <sup>1</sup> : What is your favorite food?	
Answer to the security Pasta	
Cancel Submit	
$^{1}$ The security question will be asked when you use the forget password link.	

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).

Notes:\_\_\_\_\_

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When you are done, click **Submit**. You should get a page that summarizes your new information:



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

Notes:\_\_\_\_



### 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:

TCER TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	SITE SEARCH: please enter seari Go SUBJECT INDEX > Air > Water > Waste > Saarch TCEO Data > Agency Organization Map
BACKIDE OARS HOME	OARS@tceq.state.tx.us Log Out
Search by County	
Find a Local Contact	
Select the county where the property with a septic system is located:	
County Select a County  Search Clear Form	_

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:

	P Halles		SITE SEARCH:
	All Hannes		SUBJECT INDEX > Air > Water > Waste
TCEQ TEXAS COMMISSIO	N ON ENVIRONMENT	AL QUALITY	> Search TCEQ Data > Agency Organization Map
BACK TO: OARS HOME			Puestions or Comments: <u>OARS@tceq.state.tx.us</u> Log Out
	Search	by County	
	Find a Lo	ocal Contact	
Select the county where the p	property with a septi-	ic system is located:	
County Web Policies   Disclaimer   Site Help   Rules, Policy & Legislation   Permits, Lic Drinking Water & Water Availability   Peer Recycling   Contracts, Funding & Fees About TCE   Contracts, Funding & Fees About TCE   Contract Js   Calendar   Employment   Open Records Reguests   Last Modified 7/20/06 @2002-2005 Texas Commission on Env Photo of Lake Livingston courtesy of Texas	Select a County	Form Homeland Sacurity Hance, Enforcement & Cleanups (1 Assistance, Education & Parti ind) field Security Toxas	cipation   Pollution Prevention &

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:

	SITE SEARCH:
	please enter seari Go
	SUBJECT INDEX > <u>Air</u> > <u>Water</u> > <u>Waste</u>
TCEQ TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	> <u>Search TCEQ Data</u> > <u>Agency Organization Map</u>
BACK 10: OARS HOME	Questions or Comments: <u>OARS@tceq.state.tx.us</u>
OSSF Contacts Search Results	Log Out
3 record(s) in this database matched your query.	
Many Caprob Repute	

#### View Search Results

If more than one record appears below, then a city or special district has been approved within the county you are searching. To determine which one to contact, follow the instructions of the first question you answer yes to:

- Do you live in a subdivision that contains property within 2000' of a lake or river? Find the name
- of the lake under the area served column. If the lake is not listed, contact the county.
  Do you live within the limits of a city? Find the name of the city under the Authorized Agent column. If the city is not listed, contact the county.
- Do you live in the county? Find the name of the county under the Authorized Agent column.

#### Search Results

Authorized Agent	Area Served
NAVARRO COUNTY AUTHORIZED AGENT	
TARRANT REGIONAL WATER DISTRICT AUTHORIZED AGENT RICHLAND CHAMBERS RESERVOIR	
REGION 04 - DFW METROPLEX	
Return to top of page	
More Information about the Texas OSSF Program	

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):

	IMISSION ON ENVIRONMENTAL QU	LUTY	SITE SEARCH: please enter sear Go SUBJECT INDEX > Air > Water > Waste > Search TCEO Data > Agenco Organization Map > Oursoite or Comments: OARS@toeq.state.tr.us
	OSSF Contacts Sea	rch Details	
Authorized Agent	NAVARRO COUNTY AUTHORIZED AGENT		
Permit Office Location	618 N MAIN ST CORSICANA, TX, 75110 - 3028		
Web Address	Not Found		
Area Served	Not Found		
Mailing Address	300 WEST 3RD AVE STE 16 CORSICANA, TX, 75110 -		
Primary Contact	STANLEY YOUNG		
Primary Contact Phone	(903) 874-4549		
Primary Contact Email	Not Found		
Office Hours	M-F 8am-5pm		
Fax	(903) 874-4562		
Status	Current		
Research Council Fee Account Number	620148		

### 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.

Notes:

### **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:

	SITE SEARCH: please enter sean Go SUBJECT INDEX > Air > Water > Waste > Search TCEO Data			
BACKTO: OARS HOME	<ul> <li>Agency Organization Map</li> <li>Questions or Comments: <u>OARS@tceg.state.tx.us</u> <u>Log Out</u> </li> </ul>			
AA Monthly Report				
Set Your Report Dates				
If you wish to narrow your results by a date range, then input appropriate dates below then select "Get Report". Or you may leave the dates blank.				
Report for Account Number: 620146				
Choose a county MONTGOMERY C WALKER C				

	Date From: Date To:	
	GetReport	
(	hoose your county or one of your counties of jurisdiction and set the range o	of

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:



### **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):



Notes:



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:



Notes:

### 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:

	SITE SEARCH:
	please enter sean Go
	SUBJECT INDEX <u>Air</u> > Water > Waste
TCEQ TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	> <u>Search TCEQ Data</u> > <u>Agency Organization Map</u>
BACKTO: OARS HOME	Questions or Comments: <u>OARS@tceg.state.tx.us</u> Log Out
Change D. R. Address	
Request Change	
Your address <b>must</b> be in the official USPS Standardized Address Fo <u>Format</u> (opens a new window)	ormat. <u>Get Standardized Address</u>
First Name: RANDY	
Last Name: ACREMAN	
Address: PO BOX 329	
City: CONROE	
Zip Code: 77305 - 0329	
Phone: (936) 588-1111	
FAX: (936) 588-1114	
EMAIL:	
Submit	

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.

First Name: RANDY Last Name: ACREMAN Address: PO BOX 329 City: CONROE Zip Code: 77305 Plus 4: 0329 Phone: (936) 588-1111 FAX: (936) 588-1114 EMAIL:

### **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:

	SITE SEARCH:
	SUBJECT INDEX
TCEQ TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	Search TCEQ Data     Agency Organization Map
BACKTON DARS HOME	** Questions or Comments: OARS@tceq.state.tx.us Log Out
Change Invoice Address	
Request Change	
Your address <b>must</b> be in the official USPS Standardized Address Format. <u>Get Standardized Address Format (</u> opens a new window)	
First Name: RANDY	
Last Name: ACREMAN	
Address: PO BOX 329	
City: CONROE	
Zip Code: 77305 - 0329	
Phone: (936) 588-1111	
FAX: (936) 588-1114	
EMAIL;	

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.

$\sim$	States and a second second second	SITE SEARCH: please enter sear	Go
$\sim$	A CONTRACTOR OF AN A CONTRACTOR OF	SUBJECT INDEX > <u>Air</u> > <u>Water</u> > <u>)</u>	<u>Vaste</u>
TCEQ	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	> <u>Search TCEQ Data</u> > <u>Agency Organizatio</u>	n Map
BACK TO: OA	RS HOME	** Questions or Com OARS@tceq.stat	ments: : <u>e.tx.us</u> Log Out
USER USE	R		

#### **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 Plus 4: 0329 Phone: (936) 588-1111 FAX: (936) 588-1114 EMAIL:

### **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:

💛 TCEQ ePay - Mozilla Firefox	
<u>Eile E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	۵ ۱
The second seco	🙆 🔻 🕨 🤇 🖓
Image: State	A second sec
🖾 Find: 🖉 Next 🎓 Previous 📄 Highlight all 🔲 Match case	
Done	www6.tceq.state.tx.us

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.

Notes:\_\_\_\_\_

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