

MAKING OARS WORK FOR YOU

HOW DO I GET A USER ID AND PASSWORD TO ACCESS OARS?

Have the Authorized Agent's Responsible Official complete the On-Site Activity Reporting System Designee form. The Designee form must be signed by the "Responsible Official" and not the Designated Representative. The Designee form can be located at http://www.tceq.texas.gov/assets/public/compliance/compliance_support/regulatory/ossf/forms/aa_designee_form.pdf. The individual(s) designated by the Responsible Official must complete a Confidential Security Agreement form, which is located at http://www.tceq.texas.gov/assets/public/compliance/compliance_support/regulatory/ossf/forms/confidential_password_agreement.pdf.

WHO IS THE AUTHORIZED AGENT'S "RESPONSIBLE OFFICIAL"?

When the TCEQ grants Authorized Agent status to a local governmental entity, the head of that governmental entity (Judge, Mayor, etc.) is identified as the Responsible Official.

WHO SHOULD BE RESPONSIBLE FOR DATA ENTRY INTO OARS?

Ideally, the primary Designated Representative should have access to OARS and be responsible for the monthly reports. It is acceptable to designate an alternate, or back up, to assist with the data entry of the monthly reports.

HOW DO I CHANGE A DESIGNEE OR ALTERNATE DESIGNEE NAME?

Have the Authorized Agent's Responsible Official complete a new On-Site Activity Reporting System Designee form located at http://www.tceq.texas.gov/assets/public/compliance/compliance_support/regulatory/ossf/forms/aa_designee_form.pdf.

HOW DO I CHANGE THE CONTACT INFORMATION THAT DISPLAYS ON THE WEB PAGE UNDER LOCAL CONTACT SEARCH AND/OR THE MONTHLY REPORT INFORMATION IN OARS?

All contact information is actually stored in TCEQ's Central Registry. Designated Representative contact information and Billing contact information may be changed by emailing oars@tceq.texas.gov. Updating the information in Central Registry will update the information in all other locations, such as the Local Contact Search page and the monthly reports in OARS.

WHEN ARE THE MONTHLY REPORTS DUE?

Reports are due by the 10th of each month.

DO I HAVE TO REPORT IF I HAVE ISSUED ZERO AUTHORIZATIONS TO CONSTRUCT FOR THE MONTH?

Yes, please enter a separate report for each month even if you have zero activity. By submitting a report each month you will avoid any confusion during your compliance review.

HOW DO I CORRECT A REPORT THAT HAS BEEN SUBMITTED?

OARS will not currently accept corrected reports. To correct information that has been entered in error, please download and complete a Monthly Activity Report from http://www.tceq.texas.gov/assets/public/compliance/compliance_support/regulatory/ossf/forms/monthly_activity_report_form.pdf. Clearly indicate the form has been "REVISED" in the top right hand corner of the report form. Additional submittal information is provided on the report form.

WHEN WILL I GET MY INVOICE?

Invoices are mailed quarterly: February, May, August, and November. Payment is due 30 days after the invoice date.

WHAT IF I RECEIVE AN INCORRECT INVOICE?

Please call 512-239-0914 or email oars@tceq.texas.gov for assistance.

WHAT IF I PREVIOUSLY SUBMITTED CHECKS WITH MY PAPER REPORT AND DID NOT WAIT FOR AN INVOICE?

To avoid confusion during billing and compliance audits, please only submit checks with the invoice. Invoices are mailed quarterly: February, May, August, and November. Payment is due 30 days after the invoice date.

WHY DO I NO LONGER RECEIVE THE EXPLANATION OF INVOICE WITH MY BILL?

The Explanation of Invoice report is no longer available. For your convenience, the invoices have been revised and now contain the detailed monthly report information eliminating the need for additional documents.