



Fwd: OARS Forms Setting up new contacts -AR#**-RE: OARS Reporting**

1 message

Roberto Serna <roberto.serna@hchd.org>
To: Miguel Escaname <mike.escaname@hchd.org>

Thu, Sep 24, 2020 at 9:03 AM

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----- Forwarded message -----

From: **OARS** <OARS@tceq.texas.gov>
Date: Thu, Sep 24, 2020 at 7:36 AM
Subject: OARS Forms Setting up new contacts -AR# -RE: OARS Reporting
To: Roberto Serna <roberto.serna@hchd.org>
Cc: OARS <OARS@tceq.texas.gov>, Martin Ramirez <martin.ramirez@hchd.org>

Good Roberto,

To be added to this account as a DR or invoice contact person, please complete both forms and email them back. In the return email, please indicate if you are replacing someone and if you are a new DR, Invoice Billing contact or *if you are just a contact person that will help with entering the reports.*

Once I receive both completed forms, I will send your credentials to be able to access and update the monthly activity reports (MAR) with your account

This form:

"On-site Activity Reporting System (OARS) Designee" where:
Responsible Official and of Name/title of AA this area will need to be signed by a **Judge, City Manager or a Mayor.**