

DEP BUSINESS PORTAL SANITARY SEWER OVERFLOW REPORTING TOOL

This document is designed to guide wastewater facilities through reporting Sanitary Sewer Overflows to the Florida Department of Environmental Protection through the DEP Business Portal.



Florida Department of Environmental Protection
Division of Water Resource Management, Water Compliance and Enforcement Program

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Introduction

Wastewater incidents, including Sanitary Sewer Overflows (SSO), can pose a threat to the environment and public health. Immediate and accurate reporting of these spills is essential to minimizing this impact. When a wastewater facility, or a collection system owned by a wastewater facility, experiences a spill of 1,000 gallons or greater, they are required to report it as soon as practical, but no later than 24 hours after discovery, to the Florida Department of Environmental Protection (DEP) through a toll-free, 24-hour hotline known as the State Watch Office (800-320-0519). Citizens are also encouraged to report any suspected wastewater incidents to the toll-free number. Please note that a utility which experiences a spill less than 1,000 gallons is only required to report such an incident to DEP by notifying their appropriate District Office.

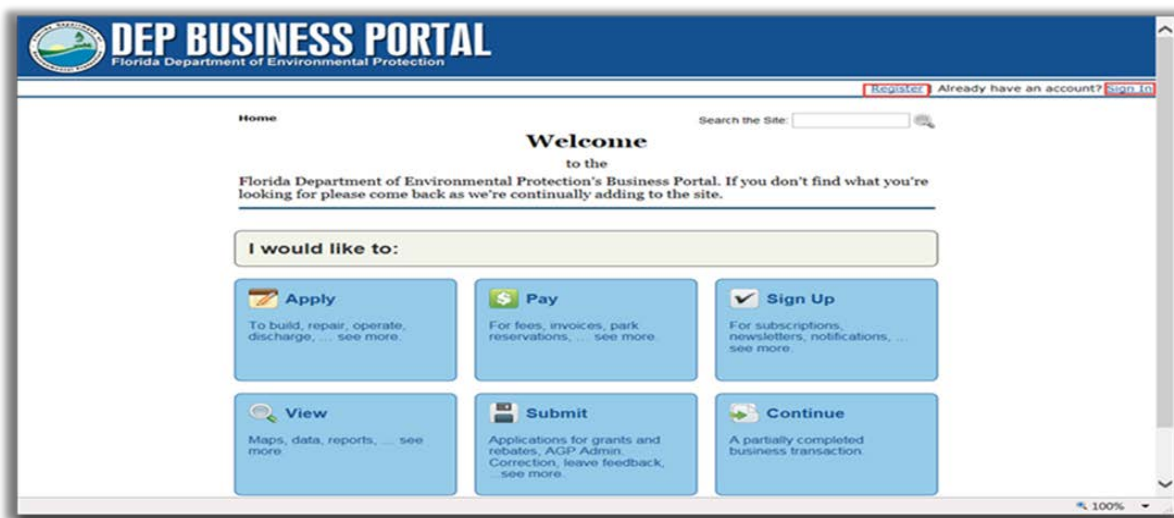
To streamline this data reporting, DEP has created an SSO Reporting Tool available through the DEP [Business Portal](#).

The process outlined below does not replace the required call to the State Watch Office, but *does* allow the facility to simultaneously submit a Public Notice of Pollution. It also notifies the appropriate DEP District Office of the spill through an automated email. It will also automatically notify the appropriate County Health Department if the overflow occurs within one mile of a healthy beaches monitoring location.

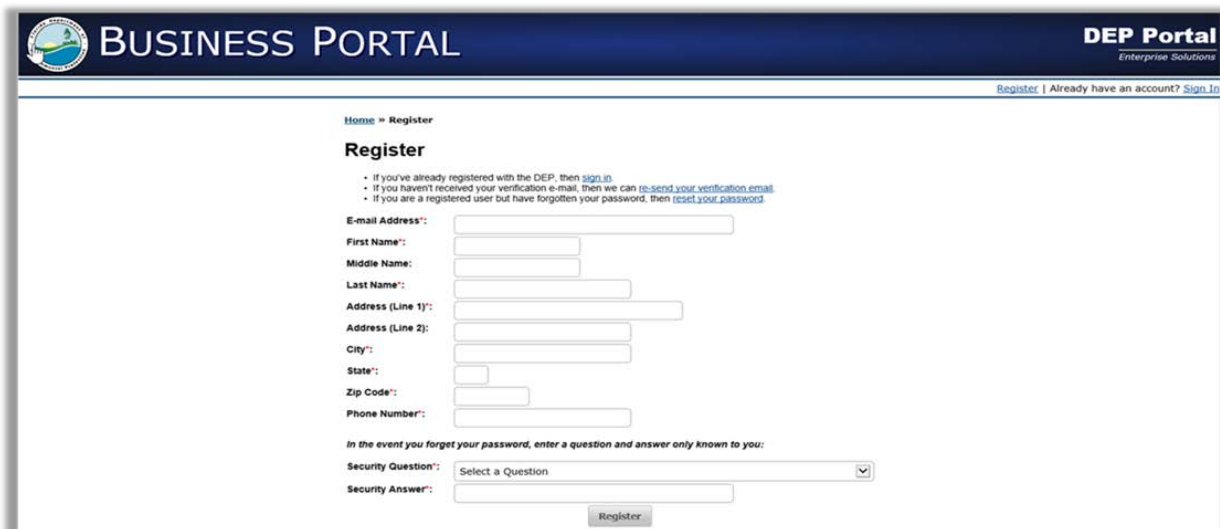
In order to submit an SSO report/PNP report, the user must be registered and have a PIN through the DEP Business Portal. Some wastewater facilities may already have an employee registered for this if the facility submits DMRs using EzDMR. If not, the Registration Process for the DEP Business Portal is outlined below.

Registration Process

- Go to the DEP Business Portal: <http://www.fldepportal.com/go/>
- Click on “Register” to establish an account



Complete the Registration Form:

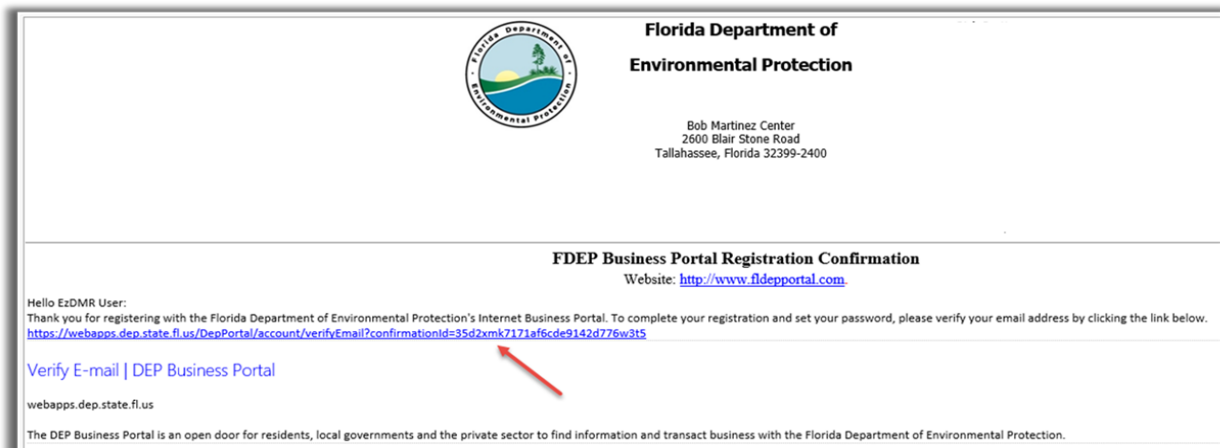


The screenshot shows the 'BUSINESS PORTAL' header with the DEP logo on the left and 'DEP Portal Enterprise Solutions' on the right. A navigation bar at the top right contains links for 'Register' and 'Already have an account? Sign In'. The main content area is titled 'Register' and includes a 'Home » Register' breadcrumb. Below the title, there are three bullet points: 'If you've already registered with the DEP, then [sign in](#).', 'If you haven't received your verification e-mail, then we can [re-send your verification email](#).', and 'If you are a registered user but have forgotten your password, then [reset your password](#).' The registration form consists of several text input fields: 'E-mail Address:', 'First Name:', 'Middle Name:', 'Last Name:', 'Address (Line 1):', 'Address (Line 2):', 'City:', 'State:', 'Zip Code:', and 'Phone Number:'. Below these fields is a section for a security question: 'In the event you forget your password, enter a question and answer only known to you:'. This section includes a 'Security Question:' dropdown menu with a checkmark icon and a 'Security Answer:' text input field. A 'Register' button is located at the bottom right of the form.

Once the Registration Form is completed in the Business Portal, an email will be sent to the user. Follow these instructions to obtain a PIN:

- Click on the link in the email (see screenshot below) to complete registration
- Download the Electronic Subscriber Agreement PDF form
- Print the form and complete it
- Have the form notarized
- Mail the hardcopy form to the Department's ESA Processing group

The PIN will provide the ability to sign electronically within the Business Portal.



The screenshot shows an email confirmation from the Florida Department of Environmental Protection. At the top left is the FDEP logo, and at the top right is the department's name and address: 'Florida Department of Environmental Protection', 'Bob Martinez Center', '2600 Blair Stone Road', 'Tallahassee, Florida 32399-2400'. The main body of the email is titled 'FDEP Business Portal Registration Confirmation' and includes the website 'http://www.fdepportal.com'. Below this, it says 'Hello EzDMR User:' and 'Thank you for registering with the Florida Department of Environmental Protection's Internet Business Portal. To complete your registration and set your password, please verify your email address by clicking the link below.' A blue hyperlink is provided: 'https://webapps.dep.state.fl.us/DepPortal/account/verifyEmail?confirmationId=35d2xmk7171af6cde9142d776w315'. A red arrow points to this link. Below the link is the text 'Verify E-mail | DEP Business Portal' and the URL 'webapps.dep.state.fl.us'. At the bottom, a footer states: 'The DEP Business Portal is an open door for residents, local governments and the private sector to find information and transact business with the Florida Department of Environmental Protection.'

Navigating to the Submission Screen

Use the navigation tools below to access the screens needed to submit a report:

[Home](#)

Search the Site:



Welcome

to the

Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:



Apply

To build, repair, operate, discharge, ... see more.



Pay

For fees, invoices, park reservations, ... see more.



Sign Up

For subscriptions, newsletters, notifications, ... see more.



View

Maps, data, reports, ... see more.



Submit

Applications for grants and rebates, AGP Admin. Correction, leave feedback, ... see more.



Continue

A partially completed business transaction or reprint a receipt for a previous transaction.



I would like to submit:



Annual Report

Submit annual operating reports for facilities.



Applications

Apply for grants.



Feedback

Tell us what you think.



PIN Application

Apply for a PIN to sign documents electronically.



Registration / Notification

Submit a registration or notification.



Renewal

Submit a renewal.



Report

Submit data to DEP.



Supporting Documentation

Submit documentation for permits / exemptions in process.



Termination

Submit a termination.



I would like to submit a registration for:

[Air Compliance Test Notifications](#)

[Air General Permit](#)

[Air General Permit \(AGP\) Facility Relocation Notification](#)

[Drycleaner Owner Updates](#)

[Notice of Demolition or Asbestos Renovation](#)

[Perchloroethylene Dry Cleaner General Permit](#)

[Report of a Sanitary Sewer Spill or Overflow Incident](#)

[Request for Clearance to Place Permitted PWS Components into Operation](#)

[Storage Tank Registration](#)

[Submit Notifications to DEP](#)



Submitting a Sanitary Sewer Spill or Overflow Incident

[Home](#)

[Process](#)

[Help](#)

[About](#)

Introduction

Warning: This process requires an electronic signature. You will need to be approved for a PIN before completing this process. Please click [Apply for PIN](#) to initiate your PIN request.

You are processing :

Report of a Sanitary Sewer Spill or Overflow Incident (Spill Incident)

Which is defined as :

Any unauthorized release or spill of Domestic or Industrial wastewater to surface or ground waters of the state from collection/transmission systems or due to abnormal events

Florida Statute or Rule :

[62-620.610, F.A.C.](#)
[62-604.550, F.A.C.](#)
[Section 403.077 F.S.](#)

Application Friendly Name : *

Please enter a "Friendly Name" for your project that will be displayed in the event that you need to stop and continue later.

If you need to access an incomplete submission, when you return to the Portal, choose "Continue", then "An Incomplete Self Service Authorization" and the name you selected will be displayed along with any other submittals you have in process.

An example would be "Spill Incident 8-20-2016" or "Update to Spill Incident 8-20-2016".

If you are updating a previously reported Incident, you must use a new Application Friendly Name. You will be given the opportunity to search for and find your Incident later in the process.

This system should be used only by personnel affiliated with or employed by a wastewater facility or collection system.

Please note that this submission offers the opportunity to also submit your Public Notice of Pollution (PNP).

[Save and Go to Next Step](#)

Enter an Application Friendly Name in the space shown above. If updating a previously reported incident, a *new* Application Friendly Name must be used. The DEP Business Portal will not accept any duplicate names. There will be an opportunity to find the previously reported incident later in the process. It is recommended that the Application Friendly Name contain the facility ID and date of the incident being reported.

Please note that a report must be completed within 15 days or it will be voided, and a new report must be filed. Emails will be sent to the Incident Reporter (the user submitting the report) during this timeframe as a reminder to complete the report.

[Home](#)

[Process](#) [Help](#) [About](#)


Report Type

Please select the choice that best fits your situation : *

- ☐ I would like to report a new Spill Incident, and have NOT submitted a Public Notice of Pollution
- ☐ I would like to report a new Spill Incident, but have already submitted a Public Notice of Pollution
- ☐ I would like to update a previously reported Spill Incident

[Save and Go to Next Step](#)

The above screen shows the options for the type of report. Selecting the first option will allow the user to submit both a new Spill Incident and the required Public Notice of Pollution (PNP) at the same time. If either of the other options are selected, the user will be required to provide the DEP Incident Number assigned to their previous spill or PNP submission. The DEP Incident Number is always found in the email received from DEP and appears as below:

	FLORIDA DEPARTMENT OF Environmental Protection Bob Martinez Center 2600 Blair Stone Road Tallahassee, Florida 32399-2400	Ron DeSantis Governor Jeanette Nuñez Lt. Governor Noah Valenstein Secretary
--	--	---

Receipt for Submission

This is from a test website. The real website is available at <http://www.fldeportal.com>.

Sanitary Sewer Overflow Reporting

Thank you for submitting a Report of a Sanitary Sewer Spill or Overflow Incident in accordance with 62-620.610 and/or 62-604.550, F.A.C. You have indicated that this is the final closeout report for this incident.

Your DEP Incident ID is **15574**. Please use this ID during any future correspondence with the Department concerning this incident.

Type of Notice: Initial Report
Date of Notice: 07/26/2019

Choose the last option if the Spill Incident needs to be updated or completed. Instructions can be found under the "Update Incident" section.

Facility Search

Choose the correct selection below:

[Home](#)

[Process](#)[Help](#)[About](#)

Facility Type

This spill was from a : *

☐ Permitted Wastewater Facility or Collection System Owned by a Permitted Facility

☐ Privately-Owned Collection or Transmission System for **Domestic Wastewater**

☐ Privately-Owned Collection or Transmission System for **Industrial Wastewater**

If you are unsure of the selection you need to make, please contact your local District Office which can be found [here](#).

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

Once Facility Type has been chosen, the facility can be found using the search screen below:

[Home](#)

[Process](#)[Help](#)[About](#)

Facility Search

Please enter any of the following: Facility ID, name of the facility, the name of the street the facility is located on, the zip code of the facility, or the city name.

You must fill in at least one field.

Facility ID is an exact search. An example of a Facility ID is **FLUP12345** or **FLSS54321**.

For all other terms, no special characters (*, %, etc.) are required for "wild card" searches.

Do not enter the full address or city prefix.

City example: If the city is Fort Myers, simply enter "Myers".

Street example: If the authority is located at 123 North Elm Street, enter "Elm" and the zip code.

Facility ID :

Facility Name :

Street Name :

Zip Code :

City :

[Go Back to Previous Step](#) [Search and Continue](#)

Search Criteria

At least one field should be populated for the Facility Search. The Facility ID field is an exact search. The Facility ID must be entered without the dash or final three numbers. An example of a Facility ID is: FLA012345.

For all other terms, no special characters (*, %, etc.) are required for "wild card" searches.

Do not enter the full address or city prefix.

City example: If the city is Fort Myers, simply enter "Myers."

Street example: If the authority is located at 123 North Elm Street, enter "Elm" and the zip code.

Search Results

Select the facility from the list provided. If a new search is needed, select **Search Again** to be directed to the *Facility Search* screen. If the facility is not in the list, it is possible to select, "I need to create a new facility" and **Continue** to enter the necessary information for the facility. Please note that adding a new facility does NOT constitute a request for or issuance of a DEP permit for this facility.

Home

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Facility Search-WAFR-Search Results

Please select your facility below. If you do not see your facility/permittee, you may need to **Search Again** and change your search terms.

Select One	Facility Name	Facility Address	City/State/Zip	Permittee
<input checked="" type="radio"/>	Facility Name 1	Address 1	City, State Zip	Permittee 1
<input type="radio"/>	Facility Name 2	Address 1	City, State Zip	Permittee 2
<input type="radio"/>	Facility Name 3	Address 1	City, State Zip	Permittee 3

Total Records: 3

[Search Again](#) [Continue](#)

Introduction ✓
Report Type ✓
Search for Incident —
Update Incident —
Facility Type ✓
Facility Search ●
Reporting Party Information ?
Incident Address ?
Incident Location ?
Incident Information ?
Incident Contact ?
Incident Cleanup ?
Incident Notification ?
Incident Migration —
Waterbody Information —
Supporting Documentation —
Review Information ?
Signature ?

Creating New Facility for Report

If the facility cannot be found, or there is not a facility ID associated with the spill, there is an option to create a new facility to be used for the purposes of reporting the spill. This process does NOT constitute a request for or issuance of a DEP permit for this facility. On the screen below, choose the radio button to select “I need to create a new facility.”

[Home](#)

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Facility Search
Select Facility
Please select your facility below. If you do not see your facility you may need to **Search Again** and change your search terms or you may select "[I need to create a new facility](#)" and **Continue** to enter your facility information. Please note that this process does NOT constitute a request for or issuance of a DEP Permit for this facility.

Select One	Facility Name	Facility Address	City/State/Zip
<input type="radio"/>	I need to create a new facility		

Total Records : 1

The next screen will collect information about the facility before moving on to the next step, Facility Location.

Facility Location

Use the mapping tools to identify the location of the incident:

[Home](#)[Process](#)[Help](#)[About](#)

Facility Location

Zoom To

30.44142300° x
-84.28535400°

No Results Found.

Use mapping tools to identify the location of the incident or abnormal event.

- Please note that the location returned may not accurately reflect the exact incident address and may need to be moved.
- Select the location of the incident, then click 'Continue'.
- You will have the option to confirm the location on the next screen.

[Go Back to Previous Step](#)[Continue](#)

Map Navigator:



The map navigator located in the bottom right corner of the map allows you to move around the map. Hovering over any tool in the navigator will provide a tool tip describing the icon.

Panning — You can pan around on the map by clicking the four directional arrows. Alternatively, you can click on the map and drag with your left mouse button.

Zooming — You can zoom in or out on the map by clicking the blue plus or minus icons at the bottom of the navigator.

Map Scale — The current map scale is displayed at the bottom of the map (e.g., 1:2500). Zooming in or out on the map will change the map scale. Additionally, you can adjust the map scale by moving the vertical slider on the right side of the navigator.

Reporting Party Information

On this screen, enter the reporting party's information:

[Home](#)

[Process](#) [Help](#) [About](#)

Reporting Party Information

Please enter or update the name and contact information for the person reporting this incident.

Full Name : *

Title : *

Phone : *

E-Mail : *

I am the : *

☐ Operator of the Facility/Installation

☐ Owner of the Facility/Installation

☐ Other

If Other, please enter :

Go Back to Previous Step

Save and Go to Next Step

Incident Address and Incident Location

On the next few screens, enter the address and location of the incident. Once again, the location will be chosen using the mapping tools and confirmed on the following page. This location information should reflect the location of the spill incident. The screen below requires the zip code, city and state:

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: 'Introduction' (green checkmark), 'Report Type' (green checkmark), 'Search for Incident' (minus icon), 'Update Incident' (minus icon), 'Facility Type' (green checkmark), 'Facility Search' (green checkmark), 'Reporting Party Information' (green checkmark), 'Incident Address' (blue circle, currently selected), 'Incident Location' (question mark), 'Incident Information' (question mark), 'Incident Contact' (question mark), 'Incident Cleanup' (question mark), 'Incident Notification' (question mark), 'Incident Migration' (minus icon), 'Waterbody Information' (minus icon), 'Supporting Documentation' (minus icon), 'Review Information' (question mark), and 'Signature' (question mark). The main content area is titled 'Home' and 'Authorization Process' (with 'Help' and 'About' links). The 'Incident Address' section contains the instruction: 'Please enter or update location of the incident. You must enter information into either "Address Line 1" or "Directions or nearest cross-street".' Below this are input fields for 'Address Line 1:', 'Address Line 2:', 'Directions or nearest cross-street:', 'Zip Code: *', 'City: *', and 'State: *'. At the bottom are two buttons: 'Go Back to Previous Step' and 'Save and Go To Next Step'.

Navigation Item	Status
Introduction	Completed (Green Checkmark)
Report Type	Completed (Green Checkmark)
Search for Incident	Not Completed (Minus Icon)
Update Incident	Not Completed (Minus Icon)
Facility Type	Completed (Green Checkmark)
Facility Search	Completed (Green Checkmark)
Reporting Party Information	Completed (Green Checkmark)
Incident Address	Active (Blue Circle)
Incident Location	Not Completed (Question Mark)
Incident Information	Not Completed (Question Mark)
Incident Contact	Not Completed (Question Mark)
Incident Cleanup	Not Completed (Question Mark)
Incident Notification	Not Completed (Question Mark)
Incident Migration	Not Completed (Minus Icon)
Waterbody Information	Not Completed (Minus Icon)
Supporting Documentation	Not Completed (Minus Icon)
Review Information	Not Completed (Question Mark)
Signature	Not Completed (Question Mark)

Incident Address Form Fields:

- Address Line 1:
- Address Line 2:
- Directions or nearest cross-street:
- Zip Code: *
- City: *
- State: *

[Go Back to Previous Step](#) [Save and Go To Next Step](#)

The location of the incident should be chosen on the map. If a full address was entered on the previous screen, the map should be at approximately that address. If directions or cross-street information was entered, the map will be at the center of the zip code you entered.

The Identify popup displays information about the selected area on the map.

Introduction ✓

Report Type ✓

Search for Incident —

Update Incident —

Facility Type ✓

Facility Search ✓

Reporting Party Information ✓

Incident Address ✓

Incident Location ●

Incident Information ?

Incident Contact ?

Incident Cleanup ?

Incident Notification ?

Incident Migration —

Waterbody Information —

Supporting Documentation —

Review Information ?

Signature ?


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Incident Location (1/2)



Use mapping tools to identify the location of the incident or abnormal event.

- Please note that the location returned may not accurately reflect the exact incident address and may need to be moved.
- Select the location of the incident, then click 'Continue'.
- You will have the option to confirm the location on the next screen.

Go Back to Previous Step

Continue

Incident Information

This screen will ask for specific details concerning the incident, including date, time, cause, characteristics, and other detailed information. Please fill in as accurately as possible. It will be possible to update this information later if needed. This information should reflect what was reported to the State Watch Office.

Introduction ✓

Report Type ✓

Search for Incident —

Update Incident —

Facility Type ✓

Facility Search ✓

Reporting Party Information ✓

Incident Address ✓

Incident Location ✓

Incident Information ●

Incident Contact ?

Incident Cleanup ?

Incident Notification ?

Incident Migration —

Waterbody Information —

Supporting Documentation —

Review Information ?

Signature ?

Home

Authorization Process Help About

Incident Information

Please provide or update the following information for this Incident:

DEP Incident ID:

Incident Name: *

Incident Start Date: *

Incident Start Time (Hours):

Incident Start Time (Minutes):

Description of Incident: *

Wastewater Characteristics: *

Cause: *

Is the Incident On-Going?: * ☐ Yes ☐ No

If Yes, please update this report when the Incident has stopped.

Incident End Date:

Incident End Time (Hours):

Incident End Time (Minutes):

The Spill Volume is: * ☐ Known ☐ Unknown

Spill Volume, if known (in gallons):

Volume Recovered (in gallons): *

Did this incident result in the discharge of wastewater into surface waters of the State?: * ☐ Yes ☐ No ☐ Unknown

Has the impact of the incident migrated outside the property boundaries of where the initial spill occurred?: * ☐ Yes ☐ No

I would like to upload supporting documentation as part of my report: * ☐ Yes ☐ No

Go Back to Previous Step

Save and Go to Next Step

Incident Cleanup

This screen asks for specific details of the incident cleanup. Clean-up Status must be chosen – is the incident clean-up Complete, In Progress, None Started, None Needed, or Planned? What clean up actions have been taken to date?

[Home](#)

[Process](#)[Help](#)[About](#)

Incident Cleanup

Clean-up Status : *

--Please Select--

Clean-up Actions :

☐ Vacuumed/pump truck

☐ Applied disinfectant

☐ Applied lime

☐ Applied HTH/chlorine

☐ Applied absorbents

☐ Washed down area

☐ Water samples taken

☐ Raked and disposed of debris

☐ Signs posted

☐ Other

If other, please specify :

Go Back to Previous Step

Save and Go to Next Step

Incident Notification

This screen allows the user to add their State Watch Office report number and to report a PNP. The SWO Report Number can be found on the Incident report received from the SWO:

Florida Division of Emergency Management State Watch Office Incident Report

Map

Main Information

Report #: 2019-6591

Status: Closed

Assigned To: DEP / James Mullin

Reported to SWO on: 11/23/2019 12:05 ET

Severity: Local Incident

Choosing to create a PNP at this stage will prevent the need to submit one separately. Be sure to choose Yes on the screen below to submit a PNP. The PNP will be created automatically from the information provided. A submitted PNP can be found at this website: <https://floridadep.gov/pollutionnotice>

Process

HelpAbout

Incident Notification

If you have already notified the State Watch Office, please enter the full ID of the Incident (YYYY-####). Please do not enter dash (-).

SWO Report Number :

It does not appear that you have submitted a Public Notice of Pollution to DEP. You can submit one using the information you have already entered. To do this, please select Yes for the question below.
NOTE: If you select "Yes", please do NOT submit or e-mail a Public Notice of Pollution form to DEP as that will result in duplicate records being created and duplicate notifications being sent.

Would you like to submit a Public Notice of Pollution for this Incident? : * ☐ Yes ☐ No

Are you submitting your final five-day report with this submission? : * ☐ Yes ☐ No

If yes, you can either provide the complete final report by updating your Incident Report or you may choose to upload a copy of the final report.

If you have notified any other person(s) or agency (ies), please list them here :

Go Back to Previous Step

Save and Go to Next Step

Waterbody Information

On this screen, any receiving surface waterbodies can be identified. The receiving waterbody is any surface waterbody, such as a lake, river or stream, into which the spill has discharged. Please identify them on this screen by clicking “Add New Receiving Waterbody” here:

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home' on the left and 'Help' and 'About' on the right. Below this is a 'Process' tab. The main content area is titled 'Waterbody Information'. It contains the following text: 'Please identify any possible receiving surface waterbodies. To add a new waterbody, please click **Add New Waterbody**. To remove an existing waterbody, please click the **Red X**.' Below this text, it says 'You haven't entered any Receiving Waterbodies.' There are three buttons: 'Add New Receiving Waterbody' (a blue button), 'Go Back to Previous Step' (a blue button), and 'Save and Go to Next Step' (a light blue button).

On the next screen, choose the appropriate receiving waterbodies.

Supporting Documentation

If “Yes” was previously chosen on the Incident Information screen for the question, “I would like to upload supporting documentation as part of my report,” the Supporting Documentation screen will appear. If there is no supporting documentation to be added, this can be removed by navigating back to the Incident Information screen and selecting “No.” If there is supporting documentation to be added, it can be added by entering a brief file description, saving, and then using the Browse function to add the file:

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home' on the left and 'Help' and 'About' on the right. Below this is a 'Process' tab. The main content area is titled 'Supporting Documentation'. It contains the following text: 'When you click the **Browse** button you will be prompted to navigate to the location on your computer where the relevant file has been saved. Please select the document from your computer, and then the load process will begin when you click on the **Continue** button below.' Below this text, it says 'Acceptable file types are: doc, docx, jpeg, jpg, gif, bmp, pdf, png, tiff, xls and.xlsx. Please note that each file has a size limitation of 5MB.' There is a section titled 'Upload Supporting Documentation' with a 'File Description :' label. Below this, there is a 'Select File : *' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field, there is a 'Supporting Docs' label and a text input field. At the bottom, there are two buttons: 'Go Back' (a blue button) and 'Continue' (a blue button).

If needed, the file can also be removed, using the Red X circled below:

Home

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Supporting Documentation

When you click the **Browse** button you will be prompted to navigate to the location on your computer where the relevant file has been saved. Please select the document from your computer, and then the load process will begin when you click on the **Continue** button below.


Acceptable file types are: doc, docx, jpeg, jpg, gif, bmp, pdf, png, tiff, xls and.xlsx. Please note that each file has a size limitation of 5MB.

Upload Supporting Documentation

File Description : Supporting Docs

Select File : *

[AKHAVEIN_K_11-25-2019-13-08-48.pdf](#)



Go Back Continue

Review Information

Before the report can be submitted, the Incident Report should be reviewed. This Incident Report will be emailed to the email address provided for the Incident Reporter. To view the document, click “View Incident Report” below. Next, click the box to confirm that the information is correct:

Home

Process

Help About

Review Information

You must review the information that you are submitting before proceeding. Your report is not complete until you see the Thank you! Screen.

Report of a Sanitary Sewer Spill or Overflow Incident

[View Incident Report *](#)

Click View Incident Report to review your information. A copy of this document will be e-mailed to you upon completion of the process.

☐ Please confirm that all information on your report is correct to the best of your knowledge at this time.

Go Back to Previous Step Save and Go to Next Step

Signature

Now the Incident Reporter will electronically sign the report by clicking the button stating that the reporter agrees with the electronic report. The next screen, as shown below, shows that the report has been submitted. The Incident Reporter will then receive an email from the Business Portal, which includes the DEP Incident number that will be needed to update or complete the report.

The screenshot shows a web interface with a navigation bar at the top containing links for 'Home', 'Process', 'Help', and 'About'. The 'Process' tab is active. The main content area has a heading 'Thank You!' followed by the text: 'You have completed the submission process for reporting a Sanitary Sewer Spill or Overflow Incident.' Below this, it says 'Thank you for using the DEP Business Portal. We would appreciate your feedback. [Please take our survey.](#)' At the bottom center of the content area is a blue button labeled 'Done'.

Updating an Incident

If the two last options on the screen below are chosen, the user will have the ability to update a previously reported Spill Incident or PNP:

The screenshot shows a web interface with a navigation bar at the top containing links for 'Home', 'Process', 'Help', and 'About'. The 'Process' tab is active. The main content area has a heading 'Report Type' followed by the text: 'Please select the choice that best fits your situation : *'. Below this text are three radio button options:
1. ☐ I would like to report a new Spill Incident, and have NOT submitted a Public Notice of Pollution
2. ☐ I would like to report a new Spill Incident, but have already submitted a Public Notice of Pollution
3. ☐ I would like to update a previously reported Spill Incident
At the bottom center of the content area is a blue button labeled 'Save and Go to Next Step'.

The following screen will appear where the DEP Incident number from the DEP email should be entered:

Introduction ✓

Report Type ✓

Search for Incident

Update Incident ?

Facility Type —

Facility Search ?

Reporting Party Information ?

Incident Address ?

Incident Location ?

Incident Information ?

Incident Contact ?

Incident Cleanup ?

Incident Notification ?

Incident Migration —

Waterbody Information —

Supporting Documentation —

Review Information ?

Signature ?

Home

Authorization Process

HelpAbout

Search for Incident

Please enter the DEP Incident ID to search for your record. If you have submitted a Public Notice of Pollution, this is the same ID you received for that Notice.

Please note that this is not the same as State Watch Office Report Number.

If you cannot locate your Incident, please contact [NAME].

DEP Incident ID: *

Go Back to Previous Step

Search and Continue

Once the DEP Incident ID has been entered, if it matches with an Incident ID in the system, the following screen will appear:

[Home](#) [Process](#) [Help](#) [About](#)

Update Incident
You have selected the following incident to update. If this is not correct, please select **Go Back to Previous Step**.

Spill Incident Information (SSO)

SSO Incident Name :
SSO Incident Date : 06/26/2019
SSO Incident Address 1 :
SSO Incident Address 2 :
SSO Incident City : Winter Haven
SSO Incident State : FL
SSO Incident Zip Code : 33881
SSO Facility ID :
SSO Facility Name :

PNP Incident Information

PNP Incident Name :
PNP Incident Date : 06/26/2019 09:00
PNP Location :
PNP Facility Name :
Reported By : Erica Peck

Please note that this Spill Incident Report will **NOT** update your Public Notice of Pollution. To update your Notice, please go to the [Public Notice of Pollution website](https://floridadep.gov/pollutionnotice) (<https://floridadep.gov/pollutionnotice>) after completing this process.

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

After clicking **Save and Go to Next Step**, several screens will appear that allow for editing and updating. The user may revise or update the information on the screens as needed.

Contact List

DEP District Offices

Northwest: 850-595-8300
Northeast: 904-256-1700
Central: 407-897-4100
Southwest: 813-470-5700
Southeast: 561-681-6600
South: 239-344-5600

Division of Water Resource Management

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