# Section D: INSTITUTIONAL CONTROLS REGISTRY

FDEP staff shall ensure that information regarding property encumbered with any IC (this includes low-scored site initiative (LSSI) NFAs issued pursuant to s. 376.3071(12)(b), F.S. - for information about LSSI NFA, please contact the Petroleum Restoration Program) is entered into the FDEP’s Institutional Controls Registry (ICR) so that the controls can be audited and enforced. Delegated brownfield county sites and contracted local program county sites with ICs must also be included in the ICR. The site/project manager shall submit a copy of the recorded RC, if applicable, to the FDEP DWM, Director’s Office, and shall complete the electronic “IC Registry Data Sheet” for all ICs, whether recorded or not. (See [Attachment 25](https://floridadep.gov/waste/waste/documents/attachment-25-institutional-control-registry-data-sheet-and-instructions) for a sample of the contents of the electronic IC Registry Data Sheet; and contact OGC’s IC paralegal for assistance in completing this form). The Conditional SRCO and the referenced IC, whether a recorded RC or an alternative IC, will be scanned into OCULUS and will be a public record. Unless scanned and inserted into OCULUS, all oversized reports and exhibits referenced in an IC should be kept on file with the FDEP for as long as the IC exists and not be destroyed pursuant to any other recordkeeping guidelines. Electronic copies of any recorded instruments will be linked through OCULUS to the FDEP’s Institutional Control Registry (ICR) so that anyone seeking information about a site in the ICR will be able to see the actual recorded IC for that site.

To allow easy access by the FDEP Districts as well as contracted and delegated local governments, this registry is maintained on the FDEP’s DWM home page. The Registry web address is <https://floridadep.gov/waste/waste/content/institutional-controls-registry>. (This guidance document is located in the same place under “ICR Guidance.”) Please follow the FDEP locational data standards for GIS submittals (found at <https://floridadep.gov/otis/portfolio-management-services/documents/gis-location-data-standard>.)

Should any FDEP employee obtain information that a property with an IC has been sub-divided (as is often the case with former military properties and larger tracts), a new ICR Data Sheet should be completed indicating that the current controls now apply to multiple parcels and addresses. The new addresses/parcel numbers and other data should be provided to the DWM in the same manner as the original ICR forms. Also, when ownership of a property in the ICR changes, a new ICR data sheet should be completed reflecting that change.

*If FDEP is notified that a property with a control has been subdivided, then a new ICR sheet must be completed indicating that the controls apply to multiple parcels.*