



Florida Department of Environmental Protection

Division of Waste Management

DDMS Pre-Authorization through the DEP Business Portal





DDMS Pre-Authorization through the DEP Business Portal

- DDMS: Disaster Debris Management Site
- EO: Executive Order (Issued by Governor)
- EFO: Emergency Final Order (Issued by DEP)
- Sign In to the DEP Business Portal via <http://www.fldepportal.com/go>
- If possible, try not to use Internet Explorer (IE) as the browser when using the Portal



DDMS Pre-Authorization through the DEP Business Portal

- DDMS pre-authorization is an annual process
- The DEP Business Portal pre-authorization process is **ONLY** for DDMS pre-authorization
- Site Information cannot be updated by submitting information through the new site request process
- All information marked with an * must be completed correctly for you to move on to the next selection



DDMS Pre-Authorization through the DEP Business Portal


To request DDMS pre-authorization through the DEP Business Portal:

- You must be registered with the Portal
- Site must have a DDMS Responsible Authority (e.g., Orange County) and a DDMS Authorization Contact assigned
- Site must have at least one previous authorization or pre-authorization
- Site must not have a “closed” status

Note: To submit a request for review of a new DDMS, your DDMS Responsible Authority and DDMS Authorization Contact must already be assigned to at least one existing DDMS



DDMS Pre-Authorization through the DEP Business Portal



DEP BUSINESS PORTAL

Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)


[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.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)

4/25/2018

5



DDMS Pre-Authorization through the DEP Business Portal

To submit existing sites for pre-authorization, click **Submit**

A screenshot of the DEP Business Portal homepage. The header features the DEP logo and the text "DEP BUSINESS PORTAL" and "Florida Department of Environmental Protection". Below the header, there are links for "Register" and "Sign In". The main content area starts with a "Welcome" message and a search bar. A section titled "I would like to:" contains six blue buttons: "Apply", "Pay", "Sign Up", "View", "Submit", and "Continue". The "Submit" button is circled in red. The footer contains links for "DEP Home", "About DEP", "Contact Us", and "Site Map".

DEP BUSINESS PORTAL
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

[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.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)



DDMS Pre-Authorization through the DEP Business Portal

Click **Renewal**

A screenshot of the DEP Business Portal website. The header features the DEP logo and the text "DEP BUSINESS PORTAL" and "Florida Department of Environmental Protection". Below the header, there are links for "Register" and "Sign In". The main content area is titled "I would like to submit:" and contains a grid of nine blue buttons. The "Renewal" button, which includes a blue circular icon with a white arrow, is circled in red. The other buttons include "Annual Report", "Applications", "Feedback", "PIN Application", "Registration / Notification", "Report", "Supporting Documentation", and "Termination".

[Home](#) » [Submit](#) Search the Site:

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.



DDMS Pre-Authorization through the DEP Business Portal

Then click **Disaster Debris Management Site Pre-Authorization**

A screenshot of the DEP Business Portal website. The header features the DEP logo and the text "DEP BUSINESS PORTAL" and "Florida Department of Environmental Protection". Below the header, there are links for "Register" and "Sign In". The main content area has a breadcrumb trail "Home » Submit » Renewal" and a search bar. A section titled "I want to submit a renewal for:" contains several blue buttons with links. The first button, "Disaster Debris Management Site Pre-Authorization", is circled in red. Other buttons include "Generic Permit for Discharges from Petroleum Contaminated Sites", "Generic Permit for Discharge of Ground Water from Dewatering Operations", "NPDES Notice of Intent", and "Operator Certification Program Activity". The footer contains links for "DEP Home", "About DEP", "Contact Us", and "Site Map".

DEP BUSINESS PORTAL
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

[Home](#) » [Submit](#) » [Renewal](#) Search the Site:

I want to submit a renewal for:

- [Disaster Debris Management Site Pre-Authorization](#)
- [Generic Permit for Discharges from Petroleum Contaminated Sites](#)
- [Generic Permit for Discharge of Ground Water from Dewatering Operations](#)
- [NPDES Notice of Intent](#)
- [Operator Certification Program Activity](#)

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)



DDMS Pre-Authorization through the DEP Business Portal

Sign In

If you've already registered with the DEP sign in below. DEP employees may use their network username to sign-in.

(e.g., wile.e.coyote@domain.com OR coyote_we)

E-mail Address*:

Password*:

[I forgot my password.](#)

Sign In

If not, then [register](#).



DDMS Pre-Authorization through the DEP Business Portal

Register

- 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](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

E-mail Address*:

First Name*:

Middle Name:

Last Name*:

Address (Line 1)*:

Address (Line 2):

City*:

State*:

Zip Code*:

Phone Number*:

In the event you forget your password, enter a question and answer only known to you:

Security Question*:



Security Answer*:

Register





DDMS Pre-Authorization through the DEP Business Portal

Thanks!

Your registration is almost complete. We have sent you an e-mail in order to verify your e-mail address. Please follow the instructions in the e-mail to verify your account.

Verify E-mail

Congratulations! Your e-mail address has been verified. To complete your registration, please choose a password below. Passwords must be between 8 and 20 characters long and must contain at least one uppercase letter, one lowercase letter, and one number.

What school did you attend for sixth grade?*

New Password*:

Confirm Password*:

Create Password



DDMS Pre-Authorization through the DEP Business Portal

E-mail Verification Complete

Thanks for verifying your email address. You can now [sign in](#).



Apply for a PIN?

A PIN is a secure way to electronically sign submissions to DEP. At this time, most submissions do **NOT** require PIN signature. When you begin a submission that requires a PIN, you will be notified that a PIN is required. If you require a PIN, [you may apply here](#).

Note: You can always apply for a PIN later by visiting your account details page. Once you are signed in, you can find your account details page by clicking your name on the sign-in bar above.



DDMS Pre-Authorization through the DEP Business Portal

Create an Application Friendly Name, which allows you to return and complete a submittal you already started

The screenshot shows a web application interface for DDMS Pre-Authorization. On the left is a sidebar menu with options: Introduction (highlighted), Select Search Method, Responsible Authority Search, Authorization Contact Search, Update Responsible Authority, Update Authorization Contact, Select Sites to Submit, Select New Sites, Add New Sites, and Signature. The main content area has tabs for Home, Process (selected), and Help/About. Under the Process tab, the 'Introduction' section contains the following text: 'You are processing : Disaster Debris Management Site Pre-Authorization', 'Which is defined as : Request pre-authorization to temporarily manage disaster debris at sites located in counties affected by a major storm event.', 'Florida Statute or Rule : [F.S. 403.7071](#)', and 'Application Friendly Name : *' followed by a text input field containing 'Sample DDMS Pre-Authorization Request 2'. Below this, a paragraph explains that disaster debris management sites must be authorized by the DEP. A yellow highlighted box contains instructions: 'This system allows you to start working on a submittal, exit at any time, and return to complete it later. Please enter a "Friendly Name" for your project so your saved information can be recalled. 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 'My DDMS 2015' is provided. A 'Save and Go to Next Step' button is at the bottom right.

Follow the highlighted instructions to return and complete a submission



DDMS Pre-Authorization through the DEP Business Portal

For each step of the process, click the **Help** tab for instructions and contact information

A screenshot of the DDMS Pre-Authorization process interface. On the left is a sidebar with a menu under the heading "Introduction". The menu items are: "Select Search Method", "Responsible Authority Search", "Authorization Contact Search", "Update Responsible Authority", "Update Authorization Contact", "Select Sites to Submit", "Select New Sites", "Add New Sites", and "Signature". Each item has a question mark icon to its right. The "Introduction" heading also has a question mark icon. The main content area has a top navigation bar with "Home" and "Process" tabs. Below these is a "Help" tab, which is circled in red. To the right of the "Help" tab is an "About" tab. The "Help" tab content includes the heading "Help", the text "You are at the *Introduction* screen.", a note that "All information marked with * must be completed correctly for you to move on to the next selection.", a paragraph explaining "An Application Friendly Name" and the 15-day completion rule, and contact information for the Solid Waste Program Coordinator at (850) 245-8707 or via email at SWPP@dep.state.fl.us.



DDMS Pre-Authorization through the DEP Business Portal

The **About** tab provides a link to the DDMS guidance document and contact information

The screenshot displays the Florida DEP Online Business Portal. On the left is a navigation menu with the following items: Introduction (highlighted with a blue circle), Select Search Method, Responsible Authority Search, Authorization Contact Search, Update Responsible Authority, Update Authorization Contact, Select Sites to Submit, Select New Sites, Add New Sites, and Signature. Each item has a question mark icon. The main content area is titled 'About' and contains the following text:

Welcome to the Florida DEP Online Business Portal!

You are requesting pre-authorization for Disaster Debris Management Sites (management sites). Management sites must be authorized by the Department of Environmental Protection (DEP) to temporarily store and process disaster debris. Field authorizations to operate management sites may only be issued by DEP subsequent to the issuance of an Executive Order by the Governor declaring a state of emergency and an Emergency Final Order (EFO) by the DEP Secretary authorizing the operation of management sites.

A guidance document has been prepared for your reference.
https://floridadep.gov/sites/default/files/DDMS_Guidance_10-04-2016.pdf

If you have any questions regarding your submission, please contact the Solid Waste Program Coordinator at (850) 245-8707 or by e-mailing us at SWPP@dep.state.fl.us.

The Florida DEP Online Business Portal is a service of the Office of Technology & Information Services.

In the top right corner of the portal, the 'About' tab is circled in red, with 'Help' and 'Home' tabs also visible.



DDMS Pre-Authorization through the DEP Business Portal

EFO Warning

Introduction ✓

EFO Warning

Select Search Method ?

Responsible Authority Search ?

Authorization Contact Search ?

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

Process

Help

About

EFO Warning

WARNING:

An Emergency Final Order(s) (the Order) has been issued for Florida authorizing specific counties to activate Disaster Debris Management Sites as of the Effective Date and through the Expiration Date. All activity at Disaster Debris Management Sites should be complete at that time. Please review the following information (you can click on the Storm Name to view the Order):

Storm Name	Effective Date	Expiration Date	Affected Counties
<u>IRMA</u>	09/05/2017	05/31/2018	Clay, Collier, Duval, Hendry, Lee, Leon, Monroe, Putnam

If you are in an affected county and need to activate pre-authorized Disaster Debris Management Sites, you do not need to complete this submission and must notify your DEP District Office.

If you are in an affected county and need to obtain authorization to use new or additional Disaster Debris Management Sites, do **NOT** use this electronic submission. **You should contact your DEP District Office immediately.**

District Office contact information can be found at the link below:

DEP District Offices

If you are not in an affected county, you should proceed with your submission.

Thank you!

Save and Go to Next Step

This process is only for DDMS pre-authorization. For authorization to operate (field authorization), contact the appropriate DEP office



DDMS Pre-Authorization through the DEP Business Portal

When available, click **Save and Go to Next Step** to continue

Save and Go to Next Step





DDMS Pre-Authorization through the DEP Business Portal

Choose your Search Method

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

[Introduction](#) ✓
[EFO Warning](#) ✓
[Select Search Method](#) ●
[Responsible Authority Search](#) ?
[Authorization Contact Search](#) ?
[Update Responsible Authority](#) ?
[Update Authorization Contact](#) ?
[Select Sites to Submit](#) ?
[Select New Sites](#) ?
[Add New Sites](#) ?
[Signature](#) ?

Select Search Method
Please search for previously submitted Disaster Debris Management Sites. You may choose to search by Responsible Authority (i.e., County, City, Agency, or Corporation) or by Authorized Contact (i.e., John Smith):

I want to : *

☐ Search By Responsible Authority
☐ Search By Authorization Contact

[Save and Go to Next Step](#)



DDMS Pre-Authorization through the DEP Business Portal

Search by Responsible Authority

Introduction ✓

EFO Warning ✓

Select Search Method

Responsible Authority Search ?

Authorization Contact Search ?

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

Process

Help

About

Select Search Method

Please search for previously submitted Disaster Debris Management Sites. You may choose to search by Responsible Authority (i.e., County, City, Agency, or Corporation) or by Authorized Contact (i.e., John Smith):

I want to : *

☒ Search By Responsible Authority

☐ Search By Authorization Contact

Save and Go to Next Step



DDMS Pre-Authorization through the DEP Business Portal

For a Responsible Authority search, enter a minimum amount of information into the Authority Name

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search

Authorization Contact Search ?

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

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Responsible Authority Search

Please enter a portion of any of the following: name, address, zip code, or city. Do not enter the full address or city prefix. You must fill in at least one field.

City example: If the city is Fort Myers, simply enter "Myers". (Again, this is part of the authority's address.)

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

No special characters (*, %, etc.) are required for "wild card" searches.

Authority Name :

Street Name :

Zip Code :

City :

Go Back to Previous Step

Search and Continue



DDMS Pre-Authorization through the DEP Business Portal

For an Authorization Contact search, enter a minimum amount of information in one of the fields

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search —

Authorization Contact Search ●

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

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Help

About

Authorization Contact Search

Please enter a portion of any of the following: authority name, first name, last name, address, zip code, city, or phone number. Do not enter the full address or city prefix. You must fill in at least one field.

City example: If the city is Fort Myers, simply enter "Myers". (Again, this is part of the contact's address.)

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

No special characters (*, %, etc.) are required for "wild card" searches.

Authority Name :

Contact First Name :

Contact Last Name :

Street Name :

Zip Code :

City :

Phone Number :

Go Back to Previous Step

Search and Continue



DDMS Pre-Authorization through the DEP Business Portal

When there is more than one result from the search, select the appropriate Responsible Authority or Authorization Contact and click **Continue**

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search

Authorization Contact Search ?

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

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Responsible Authority Search

Search Results

If your Responsible Authority is listed below, please select it and then the **Continue** button. On upcoming screens you can then edit and/or add to the authority's information.

If you do not see your authority or if these results cause you to suspect you entered the wrong search information, then select the **Search Again** button to try a new search with fewer or different words.

Select One	Authority Name	Address	City/State/Zip
<input type="radio"/>	FLORIDA ATLANTIC UNIVERSITY	777 GLADES ROAD	BOCA RATON, FL 33431
<input checked="" type="radio"/>	FLORIDA COUNTY	678 MAIN STREET	TALLAHASSEE, FL 32399
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	FDOT-DISTRICT VI, 1000 NW 11TH AVE-ROOM #6109	MIAMI, FL 33172
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	719 SOUTH WOODLAND BOULEVARD	DELAND, FL 32720
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	11201 N. MCKINLEY DR	TAMPA, FL 33612
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	FDOT/DISTRICT ONE, 801 NORTH BROADWAY AVENUE	BARTOW, FL 33831
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	3400 WEST COMMERCIAL BLVD.	FORT LAUDERDALE, FL 33309
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	1074 EAST HIGHWAY 90	CHIPLEY, FL 32428
<input type="radio"/>	FLORIDA DEPARTMENT OF TRANSPORTATION	2198 EDISON AVENUE	JACKSONVILLE, FL 32204

Total Records : 18

Search Again

Continue



DDMS Pre-Authorization through the DEP Business Portal

If you searched by Responsible Authority, select your Authorization Contact to confirm and click **Continue**

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search

Update Responsible Authority ?

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

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About

Authorization Contact Search

Search Results

If your authorized contact is listed below, please select it and then the **Continue** button. On upcoming screens, you can edit and/or add to the contact's information.

If you do not see your contact or if these results cause you to suspect you entered the wrong search information, then select the **Search Again** or **Go Back to Previous Step** button to try a new search with fewer or different words.

Select One	Contact Name	Address	City/State/Zip
<input checked="" type="radio"/>	CHAD FETROW	2600 BLAIR STONE ROAD	TALLAHASSEE FL 32399

Total Records : 1

Go Back to Previous Step

Continue



DDMS Pre-Authorization through the DEP Business Portal

Enter or edit information for the Responsible Authority

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search —

Authorization Contact Search ✓

Update Responsible Authority ●

Update Authorization Contact ?

Select Sites to Submit ?

Select New Sites ?

Add New Sites ?

Signature ?

Home

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Update Responsible Authority

Please enter or edit the information for the Responsible Authority you represent. This Authority will be applied to all DDM Sites submitted during this process.

Responsible Authority Name : *

FLORIDA COUNTY

Address Line 1 : *

678 MAIN STREET

Address Line 2 :

Zip Code : *

32399

City : *

TALLAHASSEE

State : *

FL

Phone Number : *

(888) 888-8888

Extension :

Email Address : *

TESTING@TEST.COM

Go Back to Previous Step

Save and Go to Next Step



DDMS Pre-Authorization through the DEP Business Portal

Enter or edit information for the Authorization Contact

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

[Introduction](#) ✓
[EFO Warning](#) ✓
[Select Search Method](#) ✓
[Responsible Authority Search](#) ?
[Authorization Contact Search](#) ✓
[Update Responsible Authority](#) ✓
[Update Authorization Contact](#) ?
[Select Sites to Submit](#) ?
[Select New Sites](#) ?
[Add New Sites](#) ?
[Signature](#) ?

Update Authorization Contact

Please enter or edit the information for the individual you would like to designate as the Authorization Contact for this submission.

First Name : *	<input type="text" value="CHAD"/>
Last Name : *	<input type="text" value="FETROW"/>
Address Line 1 : *	<input type="text" value="2600 BLAIR STONE ROAD"/>
Address Line 2 :	<input type="text"/>
Zip Code : *	<input type="text" value="32399"/> <input type="text"/>
City : *	<input type="text" value="TALLAHASSEE"/>
State : *	<input type="text" value="FL"/>
Phone Number : *	<input type="text" value="(888) 888-8888"/>
Extension :	<input type="text"/>
Email Address : *	<input type="text" value="EXAMPLE@TESTING.COM"/>

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



DDMS Pre-Authorization through the DEP Business Portal

Select Sites to Submit

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit

Select New Sites ?

Add New Sites ?

Signature ?

Home

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About

Select Sites to Submit

Please select the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites. Please be advised that the Department will conduct an on-site inspection of each site and may rescind the pre-authorization for a given site.

If the site you wish to submit is not in the list below, you will have the opportunity to add it on the next screen. All sites selected for submission must have an on-site contact identified. If the site you select has a ? in the status column, you will not be allowed to proceed until you enter the missing information. Site information may be edited by clicking the pencil icon ✎ Once the selected site required information has been provided, the status column will change to ✓.

IMPORTANT: The **Submit for Pre-Authorization** column must show "Yes" for each site you wish to submit. To update this, click the pencil icon for each site and select "Yes" for **Submit for Pre-Authorization**.

Submit for Pre-Authorization	Prior Year Status of Site	Site Details	City, State, Zip	Waste Planned for Management	On-Site Contact	Status	Actions
Yes	Submitted	WACS Site ID: 102992 PUBLIC WORKS YARD 8765 QUEEN STREET	Tallahassee FL 32303	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: Y	Jon Snow (555) 555-5555 example@yahoo.com	✓	✎
Yes	Submitted	WACS Site ID: 102991 AMERICAN PARK 5678 PARK STREET	Tallahassee FL 32310	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: N		?	✎

Go Back to Previous Step

Save and Go to Next Step

If the **Status** column shows a ? for a site, you cannot continue until you click the pencil icon under **Actions** and enter the required information



DDMS Pre-Authorization through the DEP Business Portal

An On-Site
Contact is needed
to continue

Select Sites to Submit - Edit Site (Page 1 of 1)

Entering information for : Facility-102991

Please enter or update all required information for this site.

If you need to change any information concerning the site itself (address correction, name, etc.), please contact the District Office. District Office contact information can be found at the link below:

DEP District Offices

Submit for Pre-Authorization : * ☒ Yes ☐ No

Site Information

Site Name : AMERICAN PARK

Address Line 1 : 5678 PARK STREET

Address Line 2 :

Zip Code : 32310

City : Tallahassee

State : FL

Waste Planned for Management : * ☐ Construction & Demolition Debris ☒ Yard Trash ☐ Ash ☐ Mixed

On-Site Contact

First Name : *

Last Name : *

Address Line 1 :

Address Line 2 :

Zip Code :

City :

State :

Phone Number : *

Extension :

E-mail Address : *

Cancel Save



DDMS Pre-Authorization through the DEP Business Portal

Complete all fields marked with * for the On-Site Contact and click **Save**

Select Sites to Submit - Edit Site (Page 1 of 1)

Entering Information for : Facility-102991

Please enter or update all required information for this site.

If you need to change any information concerning the site itself (address correction, name, etc.), please contact the District Office. District Office contact information can be found at the link below:

[DEP District Offices](#)

Submit for Pre-Authorization : *

☒ Yes
☐ No

Site Information

Site Name : AMERICAN PARK

Address Line 1 : 5678 PARK STREET

Address Line 2 :

Zip Code : 32310

City : Tallahassee

State : FL

Waste Planned for Management : *

☐ Construction & Demolition Debris
☒ Yard Trash
☐ Ash
☐ Mixed

On-Site Contact

First Name : * Tony

Last Name : * Clifton

Address Line 1 :

Address Line 2 :

Zip Code :

City :

State :

Phone Number : * (888) 888-8888

Extension :

E-mail Address : * example@sample.com



DDMS Pre-Authorization through the DEP Business Portal

Site Information such as the Site Name and Address cannot be updated using the Portal. Contact the appropriate DEP office

Select Sites to Submit - Edit Site (Page 1 of 1)

Entering information for : Facility-102991

Please enter or update all required information for this site.

If you need to change any information concerning the site itself (address correction, name, etc.), please contact the District Office. District Office contact information can be found at the link below:

[DEP District Offices](#)

Submit for Pre-Authorization : *

☒ Yes
☐ No

Site Information

Site Name : AMERICAN PARK

Address Line 1 : 5678 PARK STREET

Address Line 2 :

Zip Code : 32310

City : Tallahassee

State : FL

Waste Planned for Management : *

☐ Construction & Demolition Debris
☒ Yard Trash
☐ Ash
☐ Mixed

On-Site Contact

First Name : Tony

Last Name : Clifton

Address Line 1 :

Address Line 2 :

Zip Code :

City :

State :

Phone Number : (888) 888-8888

Extension :

E-mail Address : example@sample.com

Cancel Save



DDMS Pre-Authorization through the DEP Business Portal

A site will NOT be included in the submittal unless the **Submit for Pre-Authorization** column shows “Yes”

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit

Select New Sites

Add New Sites

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Select Sites to Submit

Please select the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites. Please be advised that the Department will conduct an on-site inspection of each site and may rescind the pre-authorization for a given site.

If the site you wish to submit is not in the list below, you will have the opportunity to add it on the next screen. All sites selected for submission must have an on-site contact identified. If the site you select has a ? in the status column, you will not be allowed to proceed until you enter the missing information. Site information may be edited by clicking the pencil icon Once the selected site required information has been provided, the status column will change to ✓.

IMPORTANT: The **Submit for Pre-Authorization** column must show "Yes" for each site you wish to submit. To update this, click the pencil icon for each site and select "Yes" for **Submit for Pre-Authorization**.

Submit for Pre-Authorization	Prior Year Status of Site	Site Details	City, State, Zip	Waste Planned for Management	On-Site Contact	Status	Actions
Yes	Submitted	WACS Site ID: 102992 PUBLIC WORKS YARD 8765 QUEEN STREET	Tallahassee FL 32303	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: Y	Jon Snow (555) 555-5555 example@yahoo.com	✓	
Yes	Submitted	WACS Site ID: 102991 AMERICAN PARK 5678 PARK STREET	Tallahassee FL 32310	Construction & Demolition Debris: Y Yard Trash: Y Ash: N Mixed: N	Tony Clifton (888) 888-8888 example@yahoo.com	✓	

Go Back to Previous Step

Save and Go to Next Step



DDMS Pre-Authorization through the DEP Business Portal

When a site shows “No” in the **Submit for Pre-Authorization** column, click the pencil icon under the **Actions** column

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit

Select New Sites ?

Add New Sites ?

Signature ?

Home

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About

Select Sites to Submit

Please select the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites. Please be advised that the Department will conduct an on-site inspection of each site and may rescind the pre-authorization for a given site.

If the site you wish to submit is not in the list below, you will have the opportunity to add it on the next screen. All sites selected for submission must have an on-site contact identified. If the site you select has a ? in the status column, you will not be allowed to proceed until you enter the missing information. Site information may be edited by clicking the pencil icon ✎ Once the selected site required information has been provided, the status column will change to ✓.

IMPORTANT: The **Submit for Pre-Authorization** column must show "Yes" for each site you wish to submit. To update this, click the pencil icon for each site and select "Yes" for **Submit for Pre-Authorization**.

Submit for Pre-Authorization	Prior Year Status of Site	Site Details	City, State, Zip	Waste Planned for Management	On-Site Contact	Status	Actions
No	Not Submitted	WACS Site ID: 101837 CITY OF WEWAHITCHKA WASTEWATER TREATMENT PLANT SYCAMORE AVENUE	Wewahitchka FL 32465	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: N	Chad Fetrow (888) 888-8888 example@yahoo.com	✓	✎

Go Back to Previous Step

Save and Go to Next Step



DDMS Pre-Authorization through the DEP Business Portal

Select “Yes” for Submit for Pre-Authorization and click Save

Select Sites to Submit - Edit Site (Page 1 of 1)

Entering information for : *Facility-101837*

Please enter or update all required information for this site.

If you need to change any information concerning the site itself (address correction, name, etc.), please contact the District Office. District Office contact information can be found at the link below:

DEP District Offices

Submit for Pre-Authorization : *

☒ Yes
☐ No

Site Information

Site Name : CITY OF WEWAHITCHKA WASTEWATER TREATMENT I

Address Line 1 : SYCAMORE AVENUE

Address Line 2 :

Zip Code : 32465

City : Wewahitchka

State : FL

Waste Planned for Management : *

☐ Construction & Demolition Debris
☒ Yard Trash
☐ Ash
☐ Mixed

On-Site Contact

First Name : * Chad

Last Name : * Fetrow

Address Line 1 :

Address Line 2 :

Zip Code :

City :

State :

Phone Number : * (888) 888-8888

Extension :

E-mail Address : * example@yahoo.com

Cancel Save



DDMS Pre-Authorization through the DEP Business Portal

The **Submit for Pre-Authorization** column now shows “**Yes**” and you can continue to the next step

Introduction ✓

EFO Warning ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit

Select New Sites ?

Add New Sites ?

Signature ?

Home

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About

Select Sites to Submit

Please select the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites. Please be advised that the Department will conduct an on-site inspection of each site and may rescind the pre-authorization for a given site.

If the site you wish to submit is not in the list below, you will have the opportunity to add it on the next screen. All sites selected for submission must have an on-site contact identified. If the site you select has a ? in the status column, you will not be allowed to proceed until you enter the missing information. Site information may be edited by clicking the pencil icon . Once the selected site required information has been provided, the status column will change to ✓.

IMPORTANT: The **Submit for Pre-Authorization** column must show "Yes" for each site you wish to submit. To update this, click the pencil icon for each site and select "Yes" for **Submit for Pre-Authorization**.

Submit for Pre-Authorization	Prior Year Status of Site	Site Details	City, State, Zip	Waste Planned for Management	On-Site Contact	Status	Actions
Yes	Not Submitted	WACS Site ID: 101837 CITY OF WEWAHITCHKA WASTEWATER TREATMENT PLANT SYCAMORE AVENUE	Wewahitchka FL 32465	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: N	Chad Fetrow (888) 888-8888 example@yahoo.com	✓	

Go Back to Previous Step

Save and Go to Next Step



DDMS Pre-Authorization through the DEP Business Portal

Enter New Sites

The screenshot shows the 'Process' tab of the DDMS Pre-Authorization portal. The left sidebar contains a list of steps: Introduction (checked), EFO Warning (checked), Select Search Method (checked), Responsible Authority Search (checked), Authorization Contact Search (checked), Update Responsible Authority (checked), Update Authorization Contact (checked), Select Sites to Submit (checked), **Select New Sites** (selected), Add New Sites (question mark), and Signature (question mark). The main content area has a 'Home' link and 'Help' and 'About' buttons. The 'Select New Sites' section includes the text: 'You may choose to enter new sites that have not been previously been pre-authorized at this time.' and 'Please be advised that these sites may not be used until you receive a pre-authorization letter from the Department.' Below this, the 'I want to : *' section has two radio buttons: 'Enter New Site(s)' (selected) and 'Skip Entering New Site(s)'. At the bottom are two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'.

Or Skip Entering New Sites

The screenshot shows the 'Process' tab of the DDMS Pre-Authorization portal. The left sidebar contains a list of steps: Introduction (checked), Select Search Method (checked), Responsible Authority Search (unchecked), Authorization Contact Search (checked), Update Responsible Authority (checked), Update Authorization Contact (checked), Select Sites to Submit (checked), **Select New Sites** (selected), Add New Sites (question mark), and Signature (question mark). The main content area has a 'Home' link and 'Help' and 'About' buttons. The 'Select New Sites' section includes the text: 'You may choose to enter new sites that have not been previously been pre-authorized at this time.' and 'Please be advised that these sites may not be used until you receive a pre-authorization letter from the Department.' Below this, the 'I want to : *' section has two radio buttons: 'Enter New Site(s)' (unchecked) and 'Skip Entering New Site(s)' (selected). At the bottom are two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'.



DDMS Pre-Authorization through the DEP Business Portal

If you are requesting a new site, click **Add New Site**

The screenshot shows the DDMS Pre-Authorization portal interface. On the left is a vertical navigation menu with the following items: Introduction (green checkmark), EFO Warning (green checkmark), Select Search Method (green checkmark), Responsible Authority Search (green checkmark), Authorization Contact Search (green checkmark), Update Responsible Authority (green checkmark), Update Authorization Contact (green checkmark), Select Sites to Submit (green checkmark), Select New Sites (green checkmark), **Add New Sites** (blue circle), and Signature (grey question mark). The main content area has a "Home" tab and a "Process" sub-tab. Under the "Process" sub-tab, there is a section titled "Add New Sites" with the text: "Please click the Add New Site button to add a new Disaster Debris Management Site." and "There are no sites currently entered by you." Below this text are three buttons: "Add New Site" (highlighted with a red arrow), "Go Back to Previous Step", and "Save and Go to Next Step". In the top right corner of the main content area, there are "Help" and "About" buttons.



DDMS Pre-Authorization through the DEP Business Portal

Complete all fields marked with * and click **Save**

Add New Sites (Page 1 of 1)

Please enter or update all required information for this site.

Entering information for : New Site

Site Name : *

Address Line 1 : *

Address Line 2 :

Zip Code : *

City :

State :

County :

Waste Planned for Management : * ☐ Construction & Demolition Debris
☐ Yard Trash
☐ Ash
☐ Mixed

On-Site Contact

First Name : *

Last Name : *

Address Line 1 :

Address Line 2 :

Zip Code :

City :

State :

Phone Number : *

Extension :

E-mail Address : *



DDMS Pre-Authorization through the DEP Business Portal

To add another new site, click **Add New Site** and repeat the process

Introduction ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit ✓

Select New Sites ✓

Add New Sites

Signature ?

Home

Process


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About

Add New Sites

Please enter the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites.

You have entered 1 site(s).

Site Details	City/State/Zip	On-Site Contact	Status	Actions
Sample DDMS 1 5678 Anywhere Street	Tallahassee FL 32304	Randall Flagg (777) 777-7777 example@yahoo.com	✓	

Add New Site

Go Back to Previous Step

Save and Go to Next Step







DDMS Pre-Authorization through the DEP Business Portal

Click **Save and Go to Next Step** when you have finished adding new sites. Use the tools under **Actions** to edit the new site information or delete the new site(s):

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

Add New Sites
Please enter the sites you wish to submit for pre-authorization to be Disaster Debris Management Sites.

You have entered 2 site(s).

Site Details	City/State/Zip	On-Site Contact	Status	Actions
Sample DDMS 1 5678 Anywhere Street	Tallahassee FL 32304	Randall Flagg (777) 777-7777 example@yahoo.com	✓	 
Sample DDMS 2 789 Nowhere Avenue	Tallahassee FL 32309	Joshua Chamberlain (888) 888-8888 example@yahoo.com	✓	 

[Add New Site](#)

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

Important: New sites are **NOT** Pre-Authorized through this process and must be reviewed by the Department



DDMS Pre-Authorization through the DEP Business Portal

Electronic Certification

Introduction ✓

Select Search Method ✓

Responsible Authority Search ✓

Authorization Contact Search ✓

Update Responsible Authority ✓

Update Authorization Contact ✓

Select Sites to Submit ✓

Select New Sites ✓

Add New Sites ✓

Signature ●

Home

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Signature

Electronic Certification

I, Chad Fetrow, certify that to the best of my knowledge and belief, the information provided in this application is true, accurate, and correct.

I also certify to the best of my knowledge that no physical changes have occurred at these management sites since the previous pre-authorization.

Acceptance affirms that all information provided is true, accurate, and correct to the best of my knowledge.

☐ I accept the above electronic certification.

☐ I **DO NOT** accept the above electronic certification.

Go Back to Previous Step

Submit



DDMS Pre-Authorization through the DEP Business Portal

Select “I accept the above electronic certification” and click **Submit**:

The screenshot shows a web application interface for the DEP Business Portal. On the left is a vertical navigation menu with links: Introduction, Select Search Method, Responsible Authority Search, Authorization Contact Search, Update Responsible Authority, Update Authorization Contact, Select Sites to Submit, Select New Sites, Add New Sites, and Signature. Each link is followed by a green checkmark icon, except for 'Signature' which has a blue circle icon. The main content area has a 'Home' link and a 'Process' tab. Below the 'Process' tab is a 'Signature' section containing an 'Electronic Certification' box. Inside this box, there is a text area with a pre-filled statement: 'I, Chad Fetrow, certify that to the best of my knowledge and belief, the information provided in this application is true, accurate, and correct. I also certify to the best of my knowledge that no physical changes have occurred at these management sites since the previous pre-authorization. Acceptance affirms that all information provided is true, accurate, and correct to the best of my knowledge.' Below the text area are two radio button options: 'I accept the above electronic certification.' (which is selected and highlighted in yellow) and 'I DO NOT accept the above electronic certification.' At the bottom right of the form are two buttons: 'Go Back to Previous Step' and 'Submit'. A mouse cursor is pointing at the 'Submit' button.

Home

Process

Help About

Signature

Electronic Certification

I, Chad Fetrow, certify that to the best of my knowledge and belief, the information provided in this application is true, accurate, and correct.

I also certify to the best of my knowledge that no physical changes have occurred at these management sites since the previous pre-authorization.

Acceptance affirms that all information provided is true, accurate, and correct to the best of my knowledge.

☒ I accept the above electronic certification.

☐ I DO NOT accept the above electronic certification.

Go Back to Previous Step Submit



DDMS Pre-Authorization through the DEP Business Portal

Your DDMS Pre-Authorization submittal is complete!

The screenshot shows a web application interface for the Florida Department of Environmental Protection (FDEP) Business Portal. On the left is a vertical navigation menu with ten items, each preceded by a green checkmark icon: Introduction, Select Search Method, Responsible Authority Search, Authorization Contact Search, Update Responsible Authority, Update Authorization Contact, Select Sites to Submit, Select New Sites, Add New Sites, and Signature. The main content area has a tabbed interface with "Home" and "Process" tabs; the "Process" tab is active. In the top right corner of the main area are "Help" and "About" links. The "Thank You!" section contains the following text: "You have completed the submission process for requesting pre-authorization of Disaster Debris Management Sites. A confirmation will be sent to your e-mail address." followed by "Thank you for using the FDEP Business Portal." and "We would appreciate your feedback. **Please take our survey.**". The survey link is highlighted in yellow. A blue "Done" button is located at the bottom right of the main content area, with a mouse cursor hovering over it.

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

Thank You!

You have completed the submission process for requesting pre-authorization of Disaster Debris Management Sites. A confirmation will be sent to your e-mail address.

Thank you for using the FDEP Business Portal.

We would appreciate your feedback. **Please take our survey.**

Done

We appreciate your feedback!



DDMS Pre-Authorization through the DEP Business Portal

- You'll receive a **Confirmation of Submission** e-mail
- E-mail will have a **Pre-Authorization for DDMS** attachment
- E-mail may also have a **Request for Pre-Authorization for DDMS** attachment listing new site(s); these sites are **NOT** Pre-Authorized



DDMS Pre-Authorization through the DEP Business Portal

To continue with a partially completed submittal, click **Continue** from the **Welcome** screen

A screenshot of the DEP Business Portal's "Welcome" page. The page has a blue header with the "DEP BUSINESS PORTAL" logo and the text "Florida Department of Environmental Protection". Below the header, there are links for "Register" and "Sign In". The main content area is titled "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." Below this, there is a section titled "I would like to:" with six buttons: "Apply", "Pay", "Sign Up", "View", "Submit", and "Continue". The "Continue" button is highlighted with a red circle. The footer contains links for "DEP Home", "About DEP", "Contact Us", and "Site Map".

DEP BUSINESS PORTAL
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

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.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)



DDMS Pre-Authorization through the DEP Business Portal

Click **An Incomplete Self Service Authorization**

DEP BUSINESS PORTAL
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

[Home](#) » [Continue](#)

Search the Site:

I would like to continue:

Continue an in-progress permit or registration.

[An Incomplete Self Service Authorization](#)

[Reprint a Receipt for an On-Line Payment](#)

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)

<http://betaenv.dep.state.fl.us/DepEssa/processqueue/load.action?status=wip&Create=new>



DDMS Pre-Authorization through the DEP Business Portal

Continue your “Work-In-Progress” by clicking the link under the appropriate Application Friendly Name you previously created

YOUR SESSION WILL TIME OUT IN 060 MINUTES.

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

Welcome, [Chad Fetrow](#) [[Sign Out](#)]

ESSA NAVIGATION

Applicants

- [New Request](#)
- [Continue a Work-In-Progress](#)
- [Check Submitted Request Status](#)
- [Log Out](#)

Home

Work-In-Progress

DDMS Pre-Authorization 2018 Anywhere USA 2

Certificate Name	Last Completed Step	Total Steps	Last Updated On	Action
Disaster Debris Management Site Annual Pre-Authorization	8	11	4/24/18	

DDMS power point

Certificate Name	Last Completed Step	Total Steps	Last Updated On	Action
Disaster Debris Management Site Annual Pre-Authorization	7	11	4/23/18	



DDMS Pre-Authorization through the DEP Business Portal

For sites located in a Delegated County program:

- Broward County
 - Amede Dimonnay: (954) 519-1443
 - adimonnay@broward.org
- Miami-Dade County
 - Patti Emad: (305) 372-6607
 - emadp@miamidade.gov
- Palm Beach County
 - Jaime Morales: (561) 837-5974
 - Epost_air_sepb@doh.state.fl.us



DDMS Pre-Authorization through the DEP Business Portal

For questions about this DEP Business Portal process:

Solid Waste Program Coordinator
Department of Environmental Protection
(850) 245-8707
SWPP@dep.state.fl.us

Chad Fetrow
Program Consultant
Department of Environmental Protection
(850) 245-8785
Chad.fetrow@dep.state.fl.us