

# Florida Department of Environmental Protection Division of Waste Management

# 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 <a href="http://www.fldepportal.com/go">http://www.fldepportal.com/go</a>
- If possible, try not to use Internet Explorer (IE) as the browser when using the 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

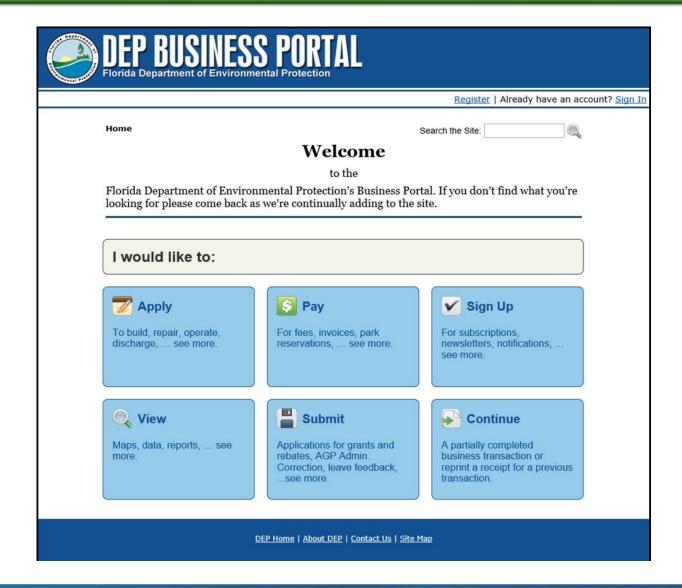


To request DDMS pre-authorization through the DEP Business Portal:

- 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

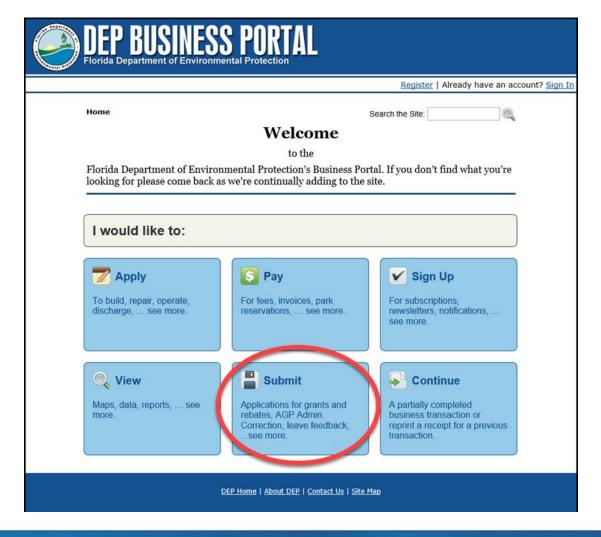
<u>Note</u>: To submit a request for review of a new DDMS, your DDMS Responsible Authority and DDMS Authorization Contact must already be assigned to at least one existing DDMS





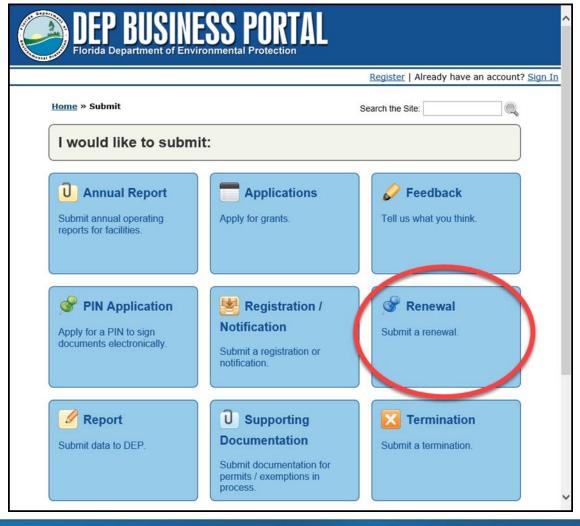


To submit existing sites for pre-authorization, click Submit



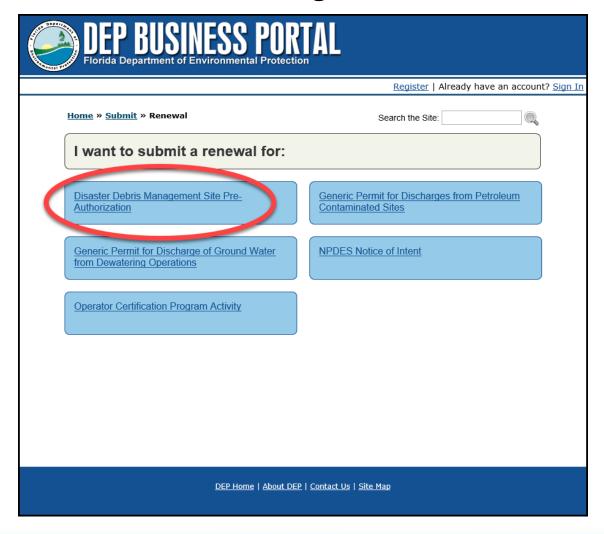


#### Click Renewal





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





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.
If not, then <u>register</u> .	Sign In



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 e-mail.  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*:  Select a Question  Register	Register	
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*:  Select a Question	<ul> <li>If you haven't rec</li> </ul>	eived your verification e-mail, then we can re-send your verification email.
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*:	E-mail Address*:	
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*:  Select a Question	First 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*:  Select a Question	Middle Name:	
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*:	Last Name*:	
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*:	Address (Line 1)*:	
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*:	Address (Line 2):	
Zip Code*:  Phone Number*:  In the event you forget your password, enter a question and answer only known to you:  Security Question*:  Select a Question  Security Answer*:	City*:	
Phone Number*:  In the event you forget your password, enter a question and answer only known to you:  Security Question*:  Security Answer*:	State*:	
In the event you forget your password, enter a question and answer only known to you:  Security Question*:  Select a Question  Security Answer*:	Zip Code*:	
Security Question*: Select a Question  Security Answer*:	Phone Number*:	
Security Answer*:	In the event you forge	t your password, enter a question and answer only known to you:
	Security Question*:	Select a Question
Register	Security Answer*:	
		Register



#### 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\*:

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Create Password



#### E-mail Verification Complete

Thanks for verifying your email address. You can now sign in.



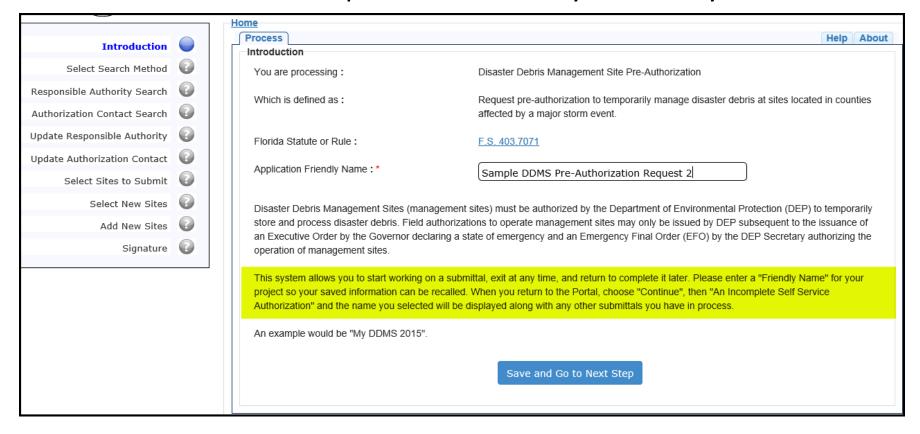
#### Apply for a PIN?

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.



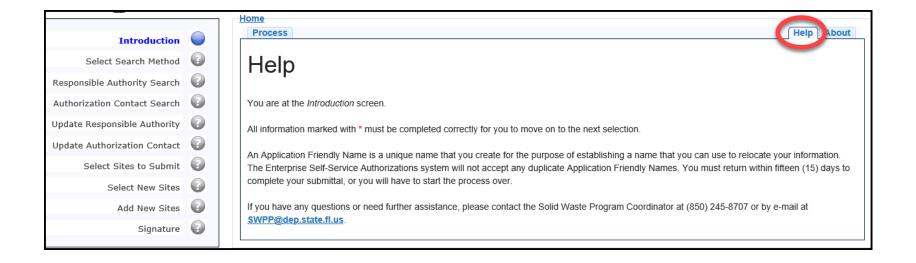
Create an Application Friendly Name, which allows you to return and complete a submittal you already started



Follow the highlighted instructions to return and complete a submission



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



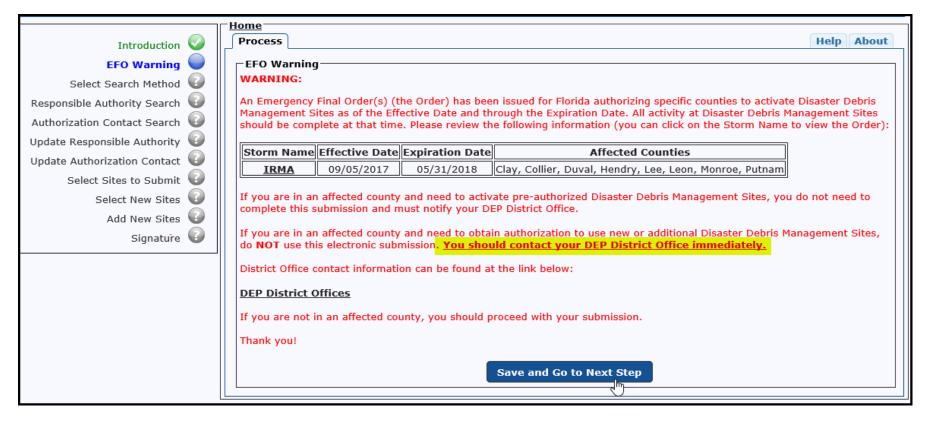


#### The **About** tab provides a link to the DDMS guidance document and contact information





#### **EFO Warning**



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

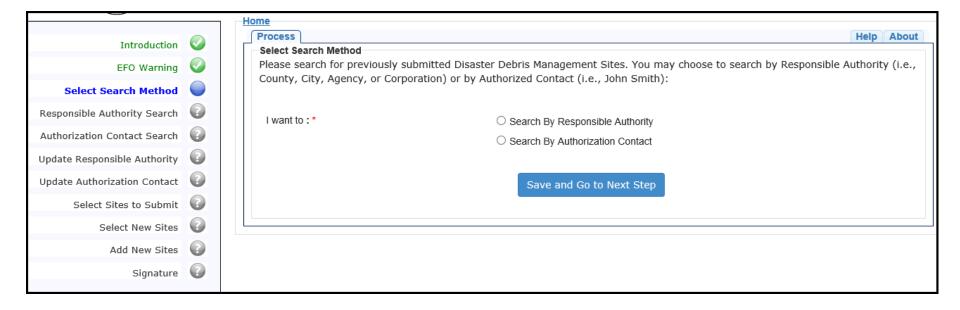


When available, click Save and Go to Next Step to continue

Save and Go to Next Step



#### Choose your Search Method



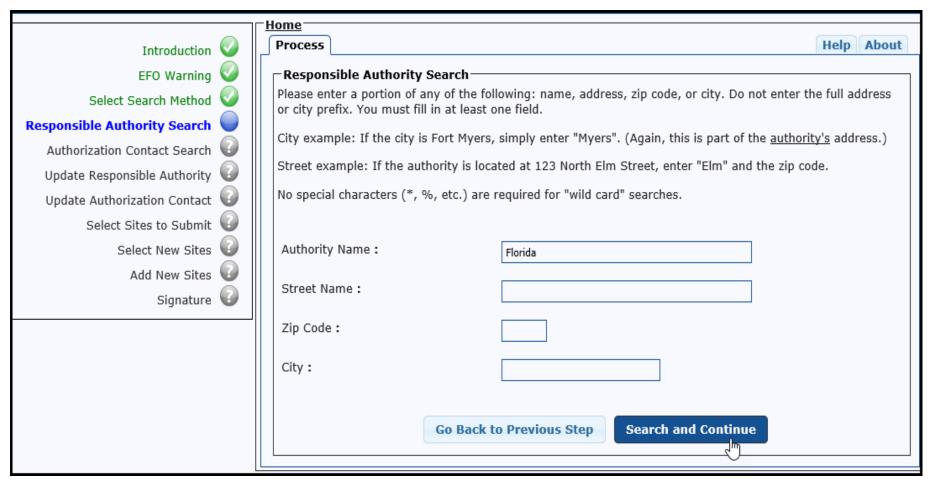


#### Search by Responsible Authority



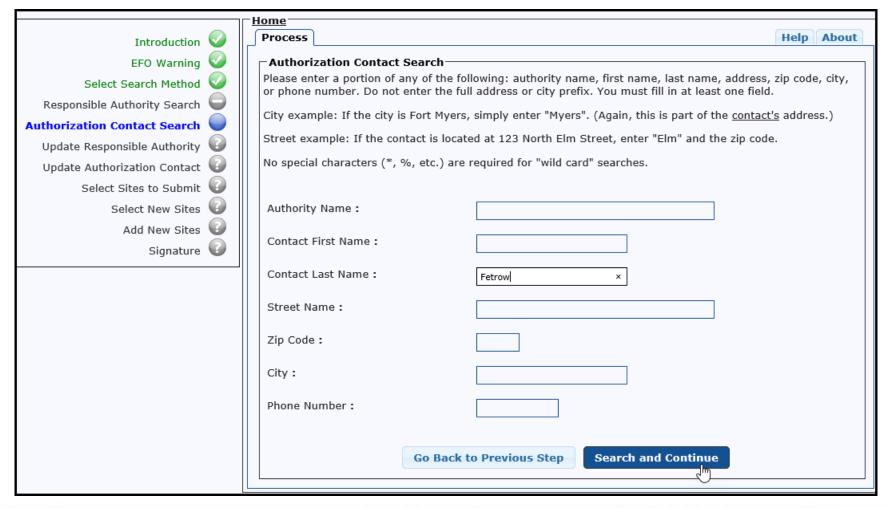


#### For a Responsible Authority search, enter a minimum amount of information into the Authority Name



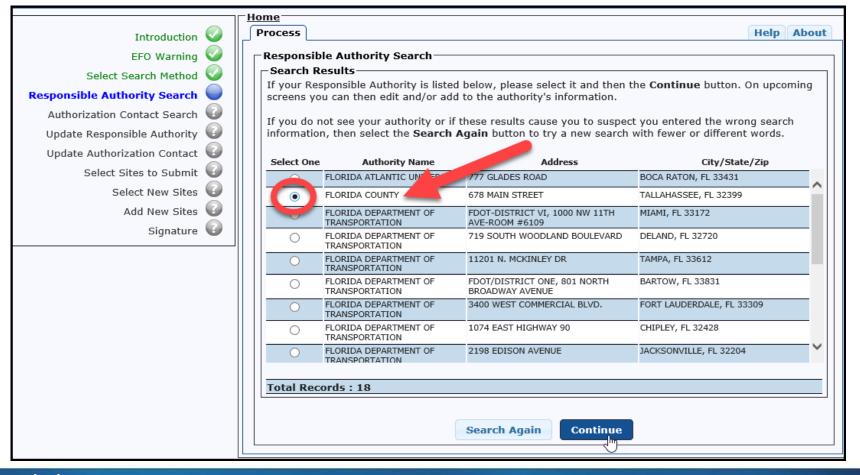


#### For an Authorization Contact search, enter a minimum amount of information in one of the fields



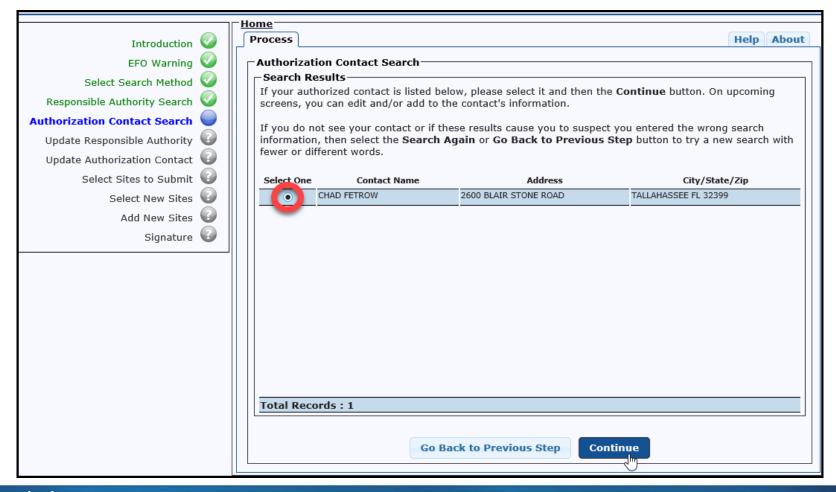


When there is more than one result from the search, select the appropriate Responsible Authority or Authorization Contact and click **Continue** 



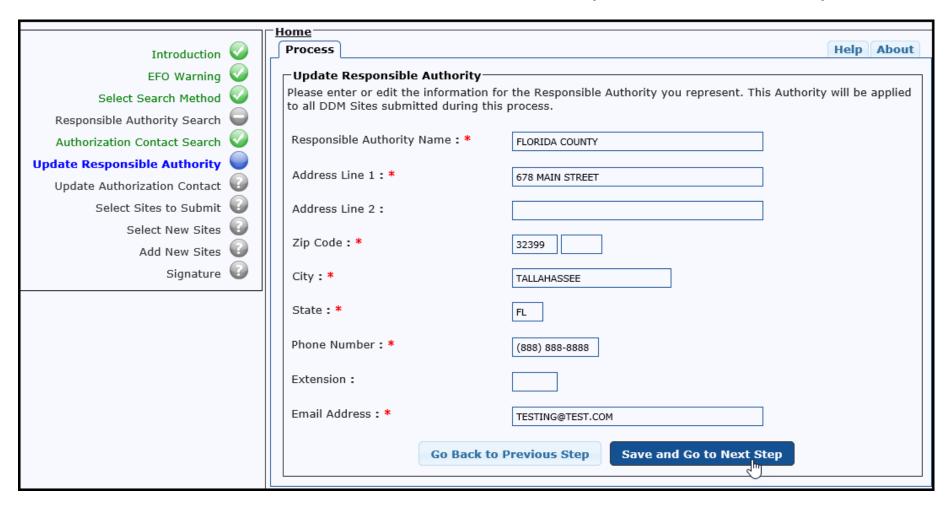


#### If you searched by Responsible Authority, select your Authorization Contact to confirm and click **Continue**



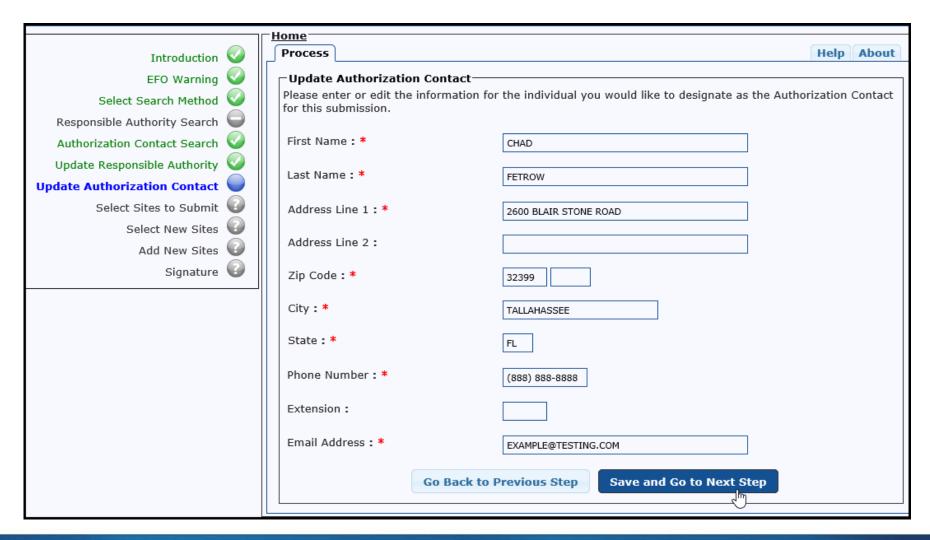


#### Enter or edit information for the Responsible Authority





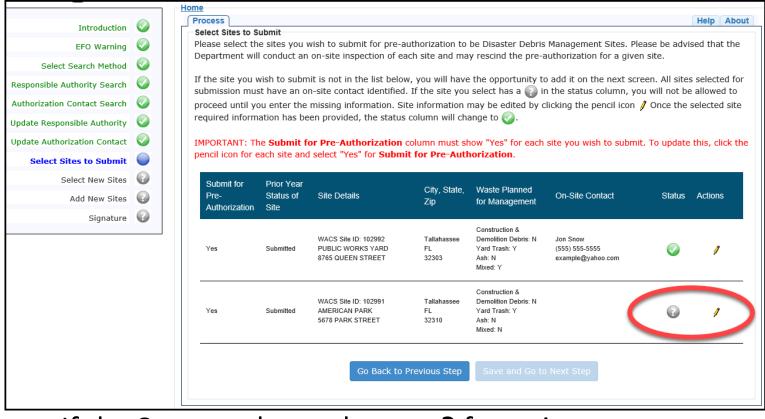
#### Enter or edit information for the Authorization Contact



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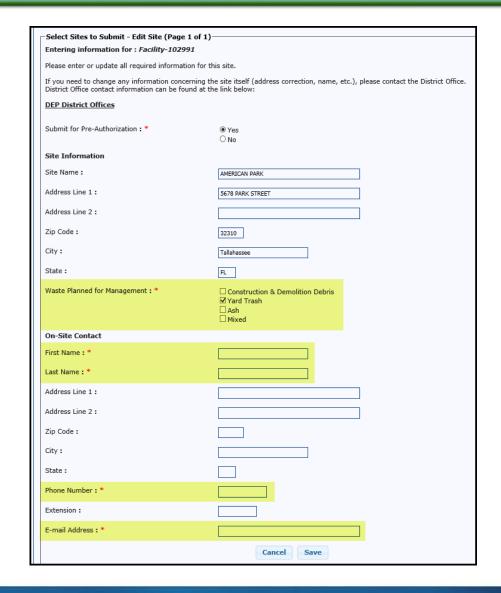
#### Select Sites to Submit



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

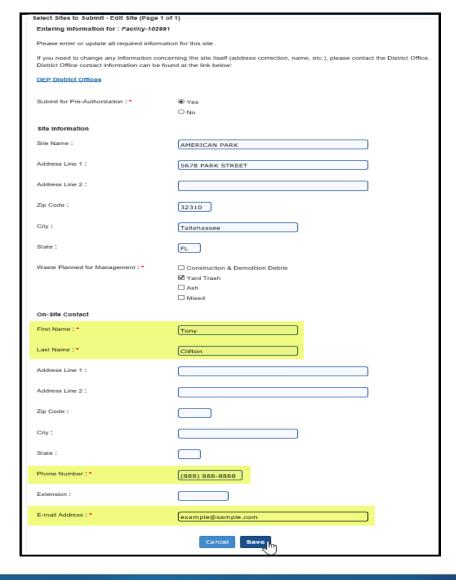


An On-Site Contact is needed to continue



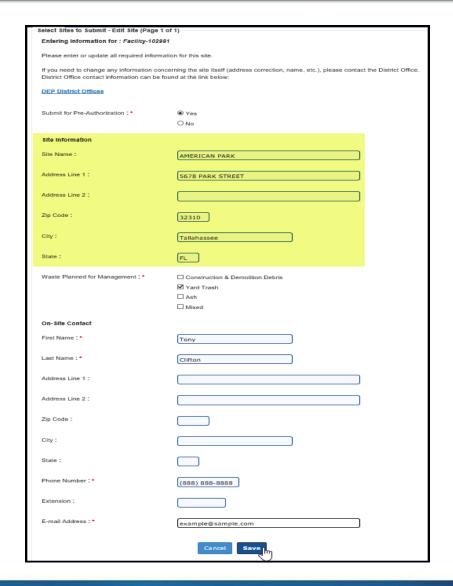


Complete all fields marked with \* for the On-Site Contact and click **Save** 



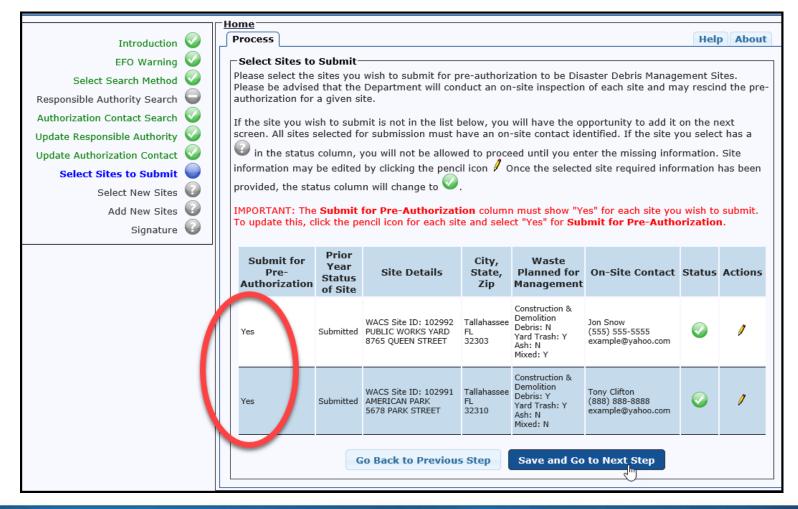


Site Information such as the Site Name and Address cannot be updated using the Portal. Contact the appropriate DEP office



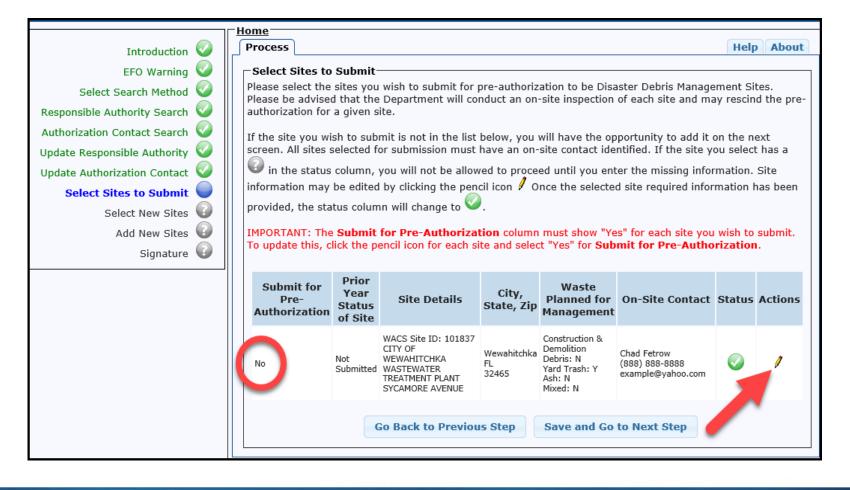


#### A site will NOT be included in the submittal unless the **Submit for Pre-Authorization** column shows "**Yes**"



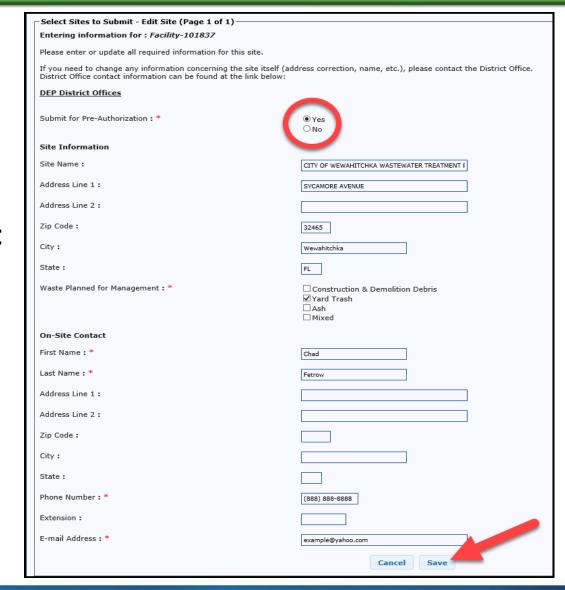


When a site shows "No" in the Submit for Pre-Authorization column, click the pencil icon under the Actions column



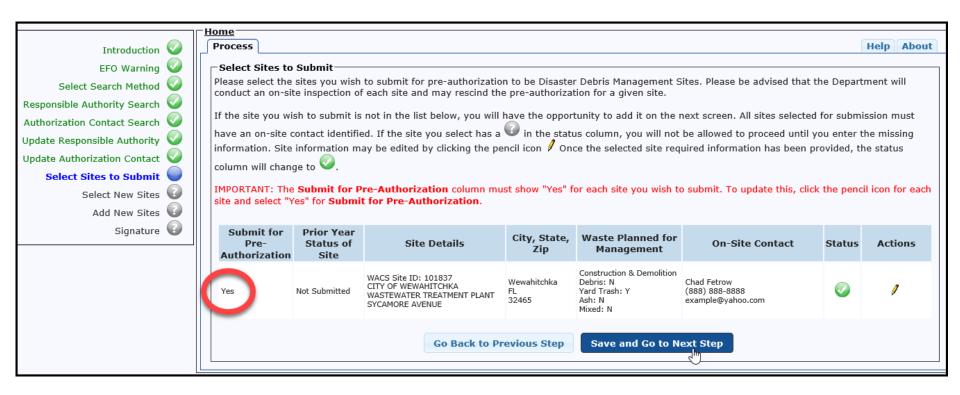


Select "Yes" for Submit for Pre-Authorization and click Save



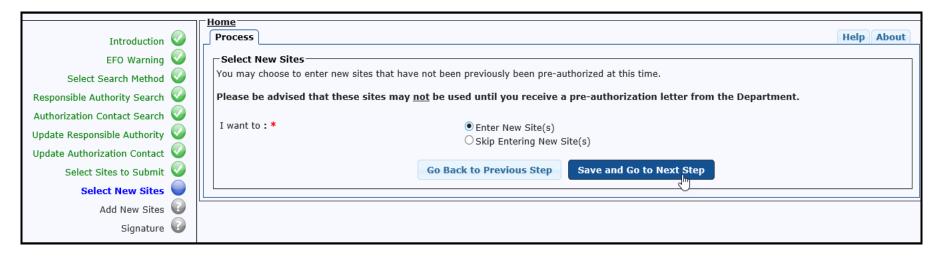


#### The **Submit for Pre-Authorization** column now shows "**Yes**" and you can continue to the next step





#### **Enter New Sites**



#### Or Skip Entering New Sites



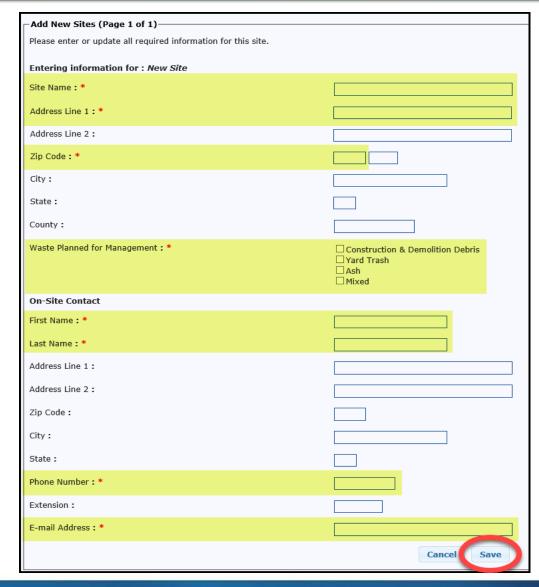


#### If you are requesting a new site, click Add New Site



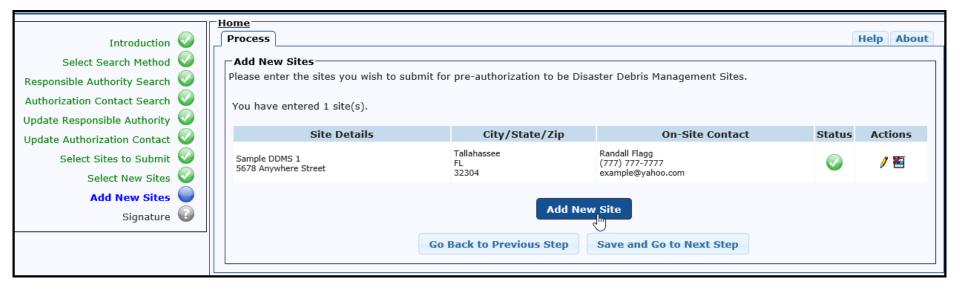


Complete all fields marked with \* and click **Save** 



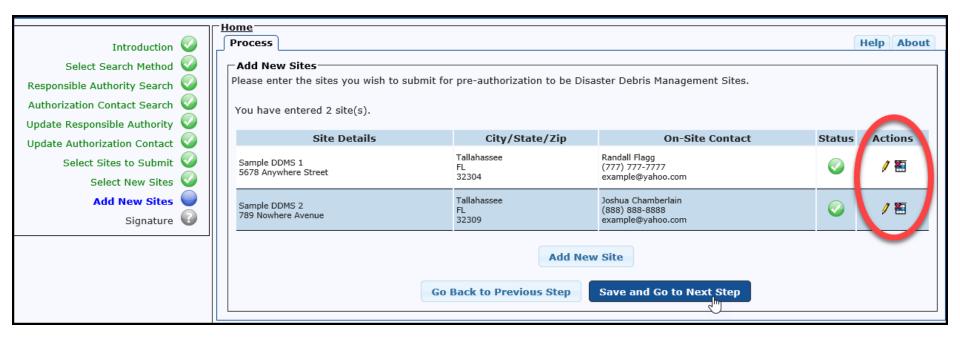


#### To add another new site, click **Add New Site** and repeat the process





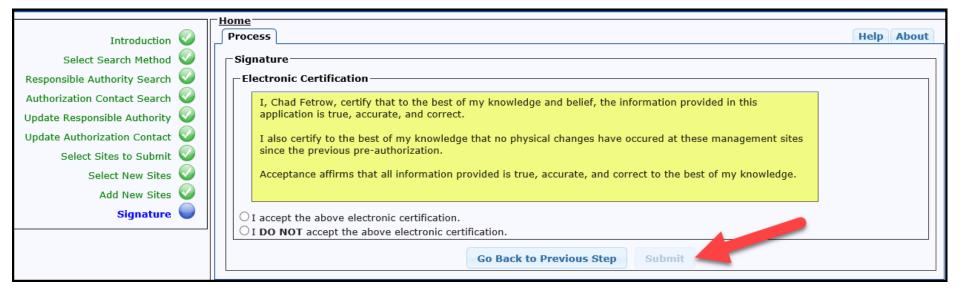
Click **Save and Go to Next Step** when you have finished adding new sites. Use the tools under **Actions** to edit the new site information or delete the new site(s):



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

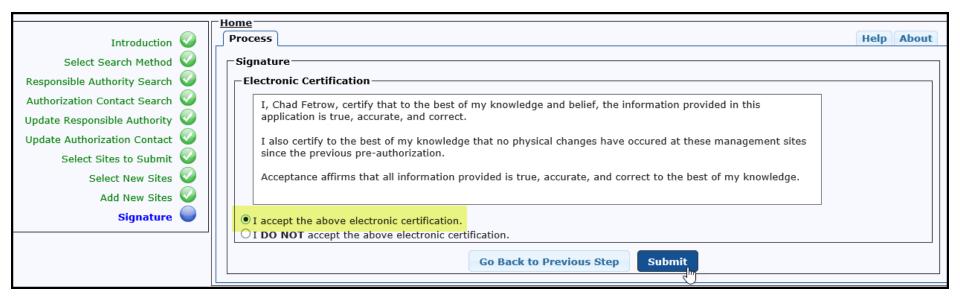


#### **Electronic Certification**





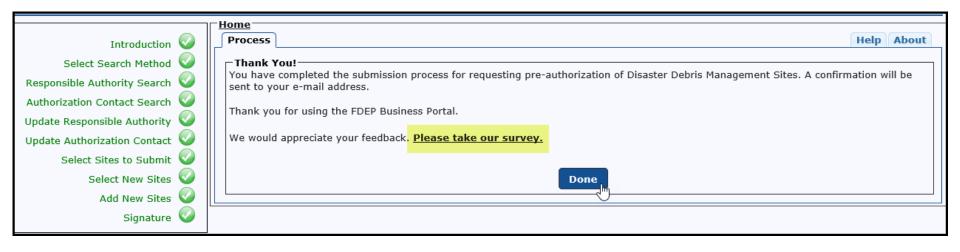
#### Select "I accept the above electronic certification" and click **Submit**:



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#### Your DDMS Pre-Authorization submittal is complete!



We appreciate your feedback!



- 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 <u>NOT</u> Pre-Authorized

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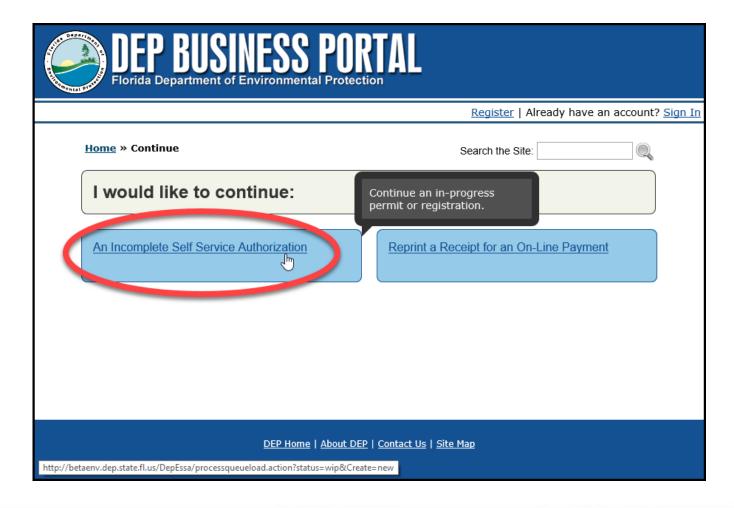


To continue with a partially completed submittal, click **Continue** from the **Welcome** screen



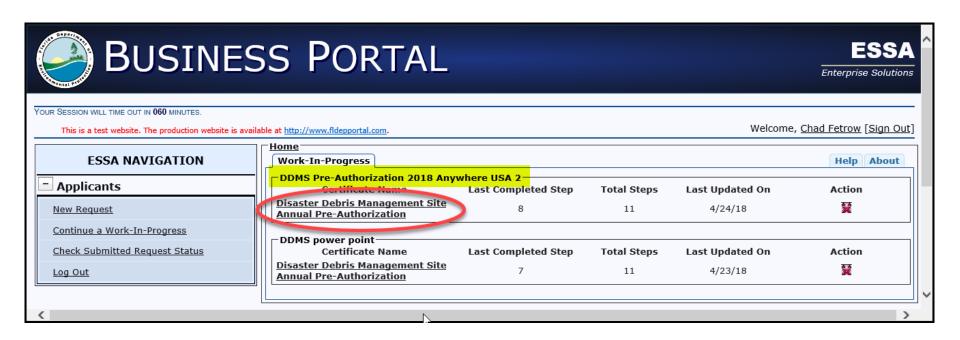


#### Click An Incomplete Self Service Authorization





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



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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



#### 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

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