

DDMS Pre-Authorization - DEP Business Portal

To prepare for hurricane season, use the [DEP Business Portal](#) to request pre-authorization for existing Disaster Debris Management Sites (DDMS) and to request the evaluation of new DDMS.

Select **Submit**, **Renewal** and then **Disaster Debris Management Site Pre-Authorization**. Sign in with your email and password or register to use the portal.

Create an “Application Friendly Name” and click the **Save and Go to Next Step** button.

Due to Emergency Final Orders (EFO) still in effect for several storm events, you will see the EFO Warning screen shown below. To continue the process of requesting pre-authorization for existing sites, click the “No” radio button (arrow) and then **Save and Go to Next Step**. This should bring you to the **Select Search Method** screen to begin the pre-authorization process.

Storm Name	Effective Date	Expiration Date	Affected Counties
MILTON	10/06/2024	03/31/2025	Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Columbia, Miami-Dade, Desoto, Dixie, Duval, Flagler, Gilchrist, Glades, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lafayette, Lake, Lee, Levy, Madison, Manatee, Marion, Martin, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, St. Johns, St. Lucie, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Volusia
HELENE	09/24/2024	05/15/2025	Alachua, Baker, Bay, Bradford, Brevard, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, Desoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Putnam, St. Johns, Santa Rosa, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington
DEBBY	08/02/2024	05/15/2025	Alachua, Baker, Bradford, Charlotte, Citrus, Clay, Collier, Columbia, Dixie, Duval, Franklin, Gadsden, Gilchrist, Hamilton, Hernando, Hillsborough, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Nassau, Pasco, Pinellas, Putnam, St. Johns, Sarasota, Sumter, Suwannee, Taylor, Union, Wakulla
MAY_N_FL_TORNADOES	05/11/2024	04/28/2025	Baker, Columbia, Escambia, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla
IDALIA	08/26/2023	04/06/2025	Alachua, Baker, Bradford, Brevard, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, Desoto, Dixie, Duval, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hardee, Hernando, Hillsborough, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Nassau, Orange, Osceola, Pasco, Pinellas, Polk, Putnam, St. Johns, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla
IAN	09/24/2022	04/14/2025	Alachua, Baker, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, Miami-Dade, Desoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, St. Johns, St. Lucie, Santa Rosa, Sarasota, Seminole, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington

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. Please click "Help" above for more information.

Would you like to activate one or more pre-authorized sites due to the storm event(s) listed above? : *

☐ Yes

☒ No

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

You will be given a choice on how to search for your DDMS record(s). Follow the instructions for each step in the process and refer to the **Help** and **About** tabs if you need additional guidance. You also can update any of the information for the DDMS Authorization Contact and/or the DDMS Responsible Authority.

When you reach the Select Sites to Submit screen (shown below), click the pencil icon under **Actions** to select “Yes” to **Submit for Pre-Authorization** for sites that were not pre-authorized last year. Unless this is done, the **Submit for Pre-Authorization** column will show “No” for the site (red circle), and it will not be included in the pre-authorization request. A site will also not be included in the pre-authorization request if it does not have an **On-Site Contact** (purple circle).

Lastly, sites will need to have at least one waste type identified for the **Waste Planned for Management** (highlight) to proceed. You can enter the **On-Site Contact** and the **Waste Planned for Management** by clicking the pencil icon.

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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: 106319 PUBLIC WORKS YARD 8543 QUEENS ST	Tallahassee FL 32312	Construction & Demolition Debris: N Yard Trash: Y Ash: N Mixed: N	Jon Snow (555) 555-5555 testing@test.com		
No	Not Submitted	WACS Site ID: 106320 AMERICAN PARK 8874 GALAXY AVE	Tallahassee FL 32308	Construction & Demolition Debris: Y Yard Trash: Y Ash: N Mixed: N			

Go Back to Previous Step Save and Go to Next Step

Helpful tips:

1. When performing the search for your sites, enter a minimum amount of information. For example, when searching by Responsible Authority for the city of Fort Myers, enter only “Myers” or “City” for the authority name. When searching by Authorization Contact for Jane Smith, enter only “Jane” or only “Smith” for the first name or last name, respectively. You can then select the appropriate contact from the options listed on the Search Results screen.

2. If the search results display more than one option for the same Responsible Authority or Authorization Contact, there may be an issue with the data in our system. Contact me directly to resolve this issue prior to submitting sites for pre-authorization.

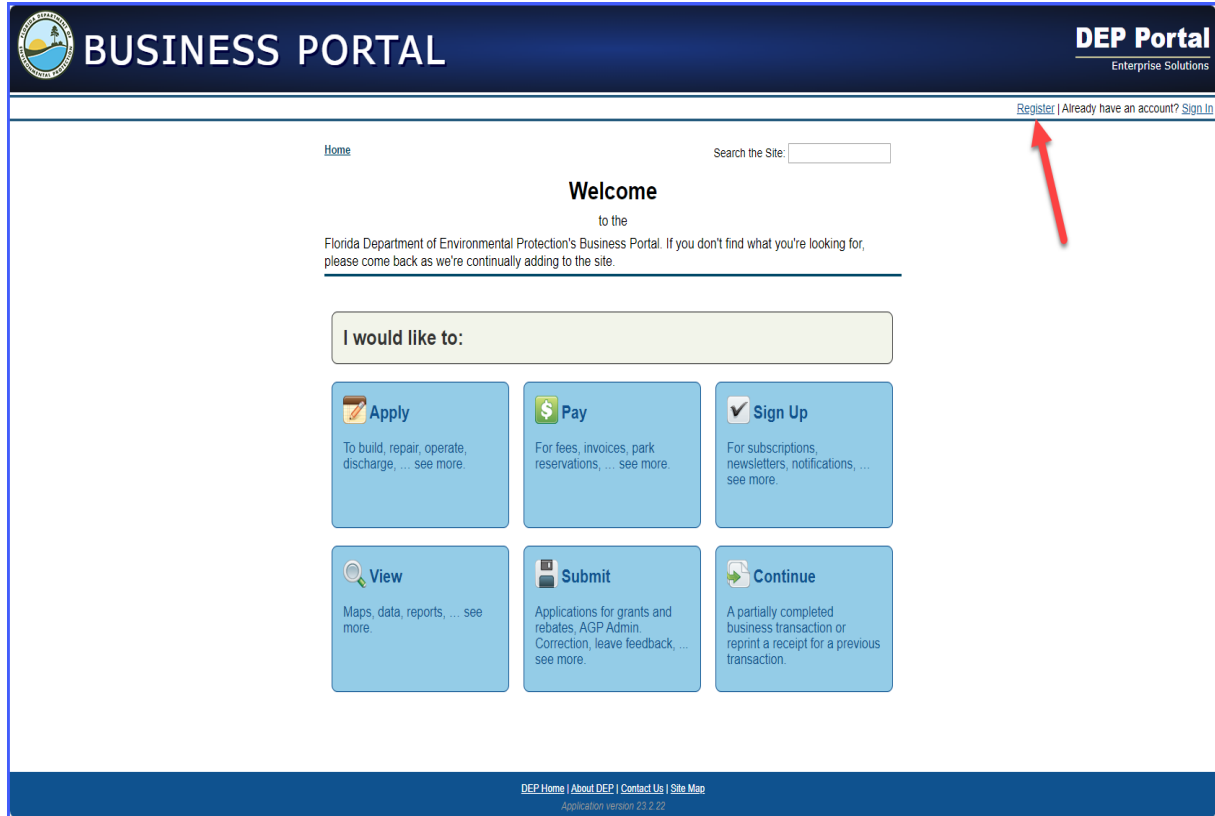
Please note: A lesson learned from previous hurricanes is the need for additional site information. For example, site maps and plans for operation are currently not available in the records for many sites. Therefore, as detailed in 7a and 7b in the [Guidance for Establishment, Operation, and Closure of Disaster Debris Management Sites](#), site maps and plans for operation are being requested for all pre-authorized sites. Following pre-authorization of your sites, this type of documentation can be submitted to the department through the [DEP Business Portal](#).

Submitting DDMS Documents to DEP

To submit these documents using the [DEP Business Portal](#), select **Submit, Supporting Documentation**, and then **Submit Notifications to DEP**. Sign in with your email and password or register to use the portal. To begin the process, please select **Division of Waste Management Solid Waste Management** as the type of permit/registration, then select **DDMS Map and Plan for Operation Submission** as the specific submittal type. You will need to have the WACS Facility ID for your site to submit the notification. Follow the instructions for each step in the process and refer to the **Help** and **About** tabs if you need additional guidance.

DEP Business Portal-New Registration

If you are not already registered with the DEP Business Portal, go to [Home | DEP Business Portal](#) and click the Register link:



Complete the required information and click the *Register* button. You will receive a verification email to confirm your identity, and then you will be able to return to [Home | DEP Business Portal](#) and sign in.