



Florida Department of Environmental Protection South District

Using Oculus to Locate Public Records

October 2017





Identify Facility-Site ID Numbers First

DEP Information Portal

<http://prodenv.dep.state.fl.us/DepNexus/public/searchPortal>

The screenshot shows the DEP Information Portal search interface. It has a dark blue header with the Florida Department of Environmental Protection logo and the text "INFORMATION PORTAL". Below the header, there's a section titled "Facility and Document Search:". Under "Facility/Site Search", there are input fields for Facility/Site ID, Facility Name, Facility Address, City, Regulatory District (dropdown), and County (dropdown). There are radio buttons for "Show All", "Facilities Without Documents", and "Facilities With Documents". Below these are "Submit" and "Clear All" buttons. Under "Document Search", there are checkboxes for "Air", "Water", and "Waste", a "Document Type" dropdown (with "Taxonomy" selected), "Document Date" and "Date Received" ranges (From/To), "Document Subject", "Facility ID", and "Permit/Application Number" fields. A "Char" button is at the bottom right.

Oculus Property Lookup

<http://depedms.dep.state.fl.us/Oculus/servlet/login>

The screenshot shows the Oculus Property Lookup search interface. It has a dark blue header with the "OCULUS" logo and navigation links: Search, Actions, Tools, Help, Logout. Below the header, there's a "Search" section. On the left, there's a "Catalog" dropdown menu with options: Air, Asbestos, Beaches & Coastal Systems, ERP - Environmental Resource Permitting, Hazardous Waste, Mining & Minerals Regulation, NPDES Storm Water. Below this is a "Search By" dropdown menu with options: Profile, Discovery_Compliance, Enforcement_Legal, Permitting_Authorization. On the right, there are search filters: "Sort By" (County), "Type" (Any), "Creator", "Created" (MM-DD-YYYY), "Folder Name", "To" (MM-DD-YYYY). Below these are "Search" and "Clear" buttons. Further down, there are more filters: "County", "District", "Facility-Site ID", "Document Date" (From MM-DD-YYYY To MM-DD-YYYY), "Received Date" (From MM-DD-YYYY To MM-DD-YYYY), "Document Type", "Contractor ID", "Inspection Type", "Facility Type", "Application Number", "Permit Number", and "Document Subject". At the bottom, there are "Search" and "Clear" buttons. A "Sort Ord" list (1. Di, 2. Di, 3. Di) and a "Char" button are on the left side of the search filters.



Tips—Info Portal and Oculus Property Lookup

For best results, use the % wildcard character

Examples

| | | | |
|-------------------|----------------------|---|----------------------|
| Facility Name: | <input type="text"/> | * <input type="text"/> Address | <input type="text"/> |
| Facility Address: | 3250%metro% | * <input type="text"/> City | <input type="text"/> |
| City: | <input type="text"/> | = <input type="text"/> Permit Number | %206791% |
| | | = <input type="text"/> Application Number | <input type="text"/> |

Select the correct catalog for the Facility-Site ID number

https://depdms.dep.state.fl.us/?catalog=75&profile=&CallingProperty=Facility-Site ID - OCULUS - Internet Explorer

Search Criteria

Search Again

Search Results

| PROGRAM | ID | NAME | CITY | COUNTY | DISTRICT | ADDRESS |
|---|--------------|--------------------------------------|----------------|--------|----------|--------------------|
| <input type="radio"/> Hazardous Waste | FLD043050624 | ROBBINS MANUFACTURING COMPANY | FORT MYERS LEE | LEE | SD | 3250 METRO PKWY |
| <input type="radio"/> Hazardous Waste | SQG_163310 | RESIDENTIAL CONSTRUCTION SPECIALISTS | FORT MYERS LEE | LEE | N/A | 3250 METRO PARKWAY |
| <input type="radio"/> Hazardous Waste | SQG_56743 | ROBBINS MANUFACTURING COMPANY | FORT MYERS LEE | LEE | N/A | 3250 METRO PKWY |
| <input type="radio"/> NPDES Storm Water | FLR05F720 | ROBBINS MANUFACTURING COMPANY | FORT MYERS LEE | LEE | SD | 3250 METRO PKWY |
| <input type="radio"/> NPDES Storm Water | FLR10DS92 | GARDEN STREET SHREDDING | FORT MYERS LEE | LEE | SD | 3250 METRO PKWY |
| <input type="radio"/> Storage Tanks | 8733925 | ROBBINS MFG CO | FORT MYERS LEE | LEE | SD | 3250 METRO PKWY |
| <input type="radio"/> Waste Cleanup | BF360501001 | GARDEN STREET IRON & METAL, INC. | FORT MYERS LEE | LEE | SD | 3250 METRO PARKWAY |
| <input type="radio"/> Waste Cleanup | COM_275435 | GARDEN STREET IRON & METAL, INC. | FORT MYERS LEE | LEE | N/A | 3250 METRO PARKWAY |
| <input type="radio"/> Waste Cleanup | COM_47866 | ROBBINS MFG CO | FORT MYERS LEE | LEE | N/A | 3250 METRO PARKWAY |

9 result(s) returned

Close Window



Enter Search Criteria—Facility-Site ID

- Click a catalog
- Click a profile
Hold Ctrl to select more than one
- Enter the Facility-Site ID and press Tab to refresh the page
- Click Search (either button)

The screenshot shows the OCULUS search interface. The top navigation bar includes 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. The 'Search' section is active, displaying a list of catalogs on the left: Air, Asbestos, Beaches & Coastal Systems, ERP - Environmental Resource Permitting, Hazardous Waste, Mining & Minerals Regulation, and NPDES Storm Water. Below this is a 'Search By' dropdown set to 'Profile'. The 'Profile' list on the left includes Administrative, Cleanup_Remediation, Discovery_Compliance, DWM Historical Repository, Enforcement_Legal, Fiscal, and Permitting_Authorization. The main search area contains various filters: 'Sort By' (County), 'Type' (Any), 'Creator', 'Folder Name', 'Created' (MM-DD-YYYY), and 'To' (MM-DD-YYYY). A 'Search' button and a 'Clear' button are present. The 'Facility-Site ID' field is populated with 'FLD043050624' and 'ROBBINS MANUFACTURING COMPANY'. Other fields include 'Document Date', 'Received Date', 'Document Type', 'Contractor ID', 'Facility Type', 'Application Number', 'Permit Number', and 'Document Subject'. The 'Facility Type' field is expanded, showing a dropdown menu with a plus sign and an information icon.



View a Document

OCULUS Search Actions Tools Help Logout netuser

Search Results
Catalog
513 documents in 1 catalog
Hazardous Waste (513) Results/Page 10 Refresh Export to Excel Send Search Results
Operations View → Printable Hitlist

Showing Results 1 to 10
Page(s) 1 2 3 4 5 6 7 8 9 10 Next

| | File Type | Profile | Facility-Site ID | Document Date | Received Date | Document Type | Document Subject | |
|----------------------------------|-----------|----------------------|------------------|---------------|---------------|---------------------------------|-----------------------------------|----|
| <input checked="" type="radio"/> | | Cleanup_Remediation | FLD043050624 | 05-05-2011 | 05-05-2011 | REMEDIATION ACTION PLAN RELATED | RWS & AS FILTER LOGS TO MAY 5, | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 02-05-2010 | 02-05-2010 | REVIEW COMMENTS | DEPT COMMENTS: 2009 2ND AND 3R | LI |
| <input type="radio"/> | | Discovery_Compliance | FLD043050624 | 12-23-2005 | 12-23-2005 | REQUEST FOR ADDITIONAL INFORMA | ADD'L DOCUMENTATION NEEDED FOR LI | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 06-06-2007 | 06-07-2007 | REMEDIATION ACTION PLAN RELATED | CVR LTR W/SIGNED ATTACHMENT C | LI |
| <input type="radio"/> | | Enforcement_Legal | FLD043050624 | 01-27-2006 | 01-31-2006 | VOLUNTARY CLEANUP AGREEMENT RE | REPLY TO RFI - BF DESIGNATION | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 05-23-2007 | 05-23-2007 | REMEDIATION ACTION PLAN RELATED | BSRA | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 12-23-2009 | 12-23-2009 | SITE VISIT RELATED | RECOVERY WELL LOGS: 9/28/09 - | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 08-18-2010 | 08-18-2010 | SITE VISIT RELATED | RECOVERY WELL LOGS: 9/28/09 - | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 06-02-2005 | 06-02-2005 | MONITORING PLANS AND REPORTS R | MAP FOR CLOSURE DOCS | LI |
| <input type="radio"/> | | Cleanup_Remediation | FLD043050624 | 03-22-2005 | 03-22-2005 | SITE ASSESSMENT RELATED | MAP FOR CLOSURE DOCS | LI |

- Click the icon under File Type or
- Click Open or Save on the bottom of the screen
- Click the row of the desired document to select it
- Click the → button
- Click Open or Save on the bottom of the screen

Do you want to open or save robbininspectionRp 2.pdf from depedms.dep.state.fl.us?

Open

Save

Cancel





‘But I only have a Permit Number’

- Choose the catalog(s)
- Choose the profile(s)
- Enter partial Permit number into any one of the lowermost fields and change = to *
- Click Search (either button)

The screenshot shows the Oculus search interface. On the left, there are two dropdown menus: 'Catalog' and 'Profile'. The 'Catalog' dropdown is open, showing options like 'Solid Waste', 'State Revolving Fund', 'Storage Tanks', 'Underground Injection Control', 'Waste Cleanup', 'Wastewater', and 'Water Supply Restoration'. The 'Profile' dropdown is also open, showing options like 'Administrative', 'Cleanup_Remediation', 'Discovery_Compliance', 'Enforcement_Legal', 'Fiscal', and 'Permitting_Authorization'. On the right, there are several search filters: 'Sort By' (County), 'Type' (Any), 'Creator', 'Folder Name', 'Created' (MM-DD-YYYY), and 'To' (MM-DD-YYYY). Below these, there are two buttons: 'Search' and 'Clear'. The main search area contains several fields: 'County', 'District', 'Facility-Site ID', 'Document Date' (From MM-DD-YYYY To MM-DD-YYYY), 'Received Date' (From MM-DD-YYYY To MM-DD-YYYY), 'Document Type', 'Contractor ID', 'PSD Number', 'Permit Type', 'Facility Type', 'Application Number', 'Permit Number', and 'Document Subject'. The 'Document Subject' field is currently filled with '77017'. There are also two buttons: 'Search' and 'Clear' at the bottom of the search area.

NOTE: To use the wild card function on the main Search page in Oculus, select the * symbol beside the appropriate field. The % symbol is invalid here.



‘But I only have a Permit Number’ (continued)

OCULUS Search Actions Tools Help Logout netuser

Search Results

Catalog
51 documents in 1 catalog

Solid Waste (51) Results/Page 10 Refresh
Underground Injection Control (0)
Wastewater (0) Operations View

Export to Excel
Printable Hitlist

Send Search Results

Showing Results 1 to 10
Page(s) 1 2 3 4 5 6 Next

| File Type | Profile | Facility-Site ID | Document Date | Received Date | Document Type | Permit Type | Facility Type | Application Number | Permit Number | Document Subject | County | Distr | |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------|---------------|-------------|--------------------------------|--------------------|--------------------------|------------------|--------|--------------------------------|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 00-12-2009 | 00-12-2009 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | 0077017-004-SO: PERMIT RENEWA | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 02-09-2009 | 02-09-2009 | PERMIT ISSUED - DENIED RELATED | N/A | CLASS I LANDFILL (100) | | | APPROVAL - ADDENDUM TO OP PLAN | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 01-26-2010 | 01-27-2010 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | RESPONSE TO RAI 2 (REVISED 01/ | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 01-12-2009 | 01-12-2009 | PERMIT ISSUED - DENIED RELATED | N/A | CLASS I LANDFILL (100) | | | RAI - 0077017-004: ADDENDUM T | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 05-21-2007 | 05-25-2007 | PERMIT APPLICATION RELATED | N/A | CLASS III LANDFILL (300) | | | CONSTRUC. CERT. REPORT/PERMIT | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 09-23-2003 | 10-01-2003 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | APP FOR RENEWAL 0077017-004-SO | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 09-23-2003 | 10-01-2003 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | PERMIT RENEWAL DRWGS 0077017-0 | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 02-11-2003 | 02-12-2003 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | DRAWINGS FOR OPERATING PERMIT | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 02-11-2003 | 02-12-2003 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | REQUEST FOR MINOR MODIFICATION | CHARLOTTE SD |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permitting_Authorization | 71714 | 03-13-2003 | 03-13-2003 | PERMIT APPLICATION RELATED | N/A | CLASS I LANDFILL (100) | | | REQUEST LETTER FOR PERMIT FOR | CHARLOTTE SD |

- If multiple Catalogs are selected, choose from the dropdown list under Catalog to see the number of results for each one
- From among the desired results, take note of the Facility-Site ID that corresponds with the entered Permit number
- To be thorough, initiate a new search by the Facility-Site ID.



Searching by Property

- Choose the catalog
- Change the Search by option from Profile to Property
- Select the appropriate Property such as Document Subject
- Enter data into the field
- Click Search (either button)

The screenshot shows the OCULUS search interface. The top navigation bar includes 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. The main search area has a 'Search' section with a 'Catalog' dropdown menu (showing 'Potable Water Systems' selected) and a 'Search By' dropdown menu (showing 'Property' selected). The 'Property' dropdown menu is open, showing options like 'District', 'Document Date', 'Document Subject' (highlighted), 'Document Type', 'Facility-Site ID', 'Facility Type', and 'FLAIR Contract Number'. To the right, there are fields for 'Sort By' (Document Subject), 'Type' (Any), 'Created' (MM-DD-YYYY), 'Folder Name', and 'To' (MM-DD-YYYY). Below these are 'Search' and 'Clear' buttons. A 'Document Subject' field contains the text '* 348348-001' with a dropdown arrow, and another 'Search' and 'Clear' button is below it.

NOTE: This search method is best for when you have a Facility-Site ID for any Catalog or only a permit number for Wastewater, Potable Water or Solid Waste. For any of these type of permit numbers, choose Document Subject and change the = to *.



Links for Live Demonstration

DEP Information Portal

<http://prodenv.dep.state.fl.us/DepNexus/public/searchPortal>

Oculus Property Lookup

<http://depedms.dep.state.fl.us/Oculus/servlet/login>



Other Links

Storage Tank Inspection Cover Page

[https://fldep.dep.state.fl.us/stcm/STCM_Reports/STCM
Cover_Page_Parameter.asp](https://fldep.dep.state.fl.us/stcm/STCM_Reports/STCM_Cover_Page_Parameter.asp)



Questions

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