Petroleum Restoration Program Guidance for Non-Program Facility Tracking in Storage Tank Contamination Monitoring (STCM)

Florida Department of Environmental Protection Division of Waste Management March 1, 2023



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### I. Logging Into STCM

- (1) Clink on the following link to download the JNLP file used to run STCM Forms: https://floridadep.gov/otis/otis/content/fdep-oracle-forms-environment-has-been-migrated-cloud.
- (2) Under Section 2.b. You have the Option between Beta and Production. Click on Production. Beta is used for testing only.
- (3) Log into STCM by entering your username and password, then oraprod in the Database field of the Log on dialog box and select Connect.



#### II. Site Manager Assignment

To Assign a new Site Manager to a Discharge:

- (1) Ensure Site Manager has an account for STCM with the appropriate User Roles. Account requests can be submitted to Waste Cleanup at <u>Waste.Operations@dep.state.fl.us</u>.
  - Cleanup Site Manager (CSM)
    - $\circ$  Associated with the correct Tank Office (NED, NWD, WCU, PCTM4, etc.)
  - Local Program Cleanup Site Manager (LPCSM)
    - Associated with the correct Local Program (PCLP5, PCLP17, etc.)

(2) Click on Cleanup tab then Cleanup Site Manager Assignment:



(3) Click on Query Icon (yellow box) or press F11 and enter the 7 digit facility # (red box) or enter a username and/or another column of query criteria utilizing the list of values. Press F12 or click the Enter Query Icon (green box) to execute the query.

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Storage Tank/Contamination Tracking	- FDEP Cleanup Site Managers 🕬 🕬 🕹 🕹 🗹 🗶
Site Managers Mass Update	
	FDEI, Cleanup Site Managers
Site Manager* Resp.*	Agency* Co Facility Cischarge Begin Date* End Date
Press <page down=""> t</page>	o perform a mass update of Site Managers.

(4) To unassign or reassign a site, Enter an End date for the current site manager. Press Tab, or the save icon or Ctrl + F6 to save the date. You will then be asked if cleanup is complete.

And and a second s						
		FDFP	Cleanun S	Site Manager	s	
FDEP Employee *	Resp. *	Co I	acility	Discharge	Begin Date *	End Date
DUNN_A	CSM	1	8500004	09/16/1988	01/09/1998	01/10/2001
DUNN_A	CSM		8500004	11/08/1989	01/09/1998	
					- <b>En</b>	ter value for : END_DATE
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A. If cleanup is complete on this discharge enter N. You will not be asked if you want to enter a new site manager because cleanup is complete. If you enter N, you will not be able to add a site manager to this discharge later.

		FDEP	Cleanup S	ite Manager	s		
FDEP Employe	e* Resp.*	Co	Facility	Discharge	Begin Date *	End Date	
DUNN_A	CSM	1	8500004	09/16/1988	01/09/1998	01/10/2001	-
DUNN_A	CSM	1	8500004	11/08/1989	01/09/1998	11/06/2001	
🦉 Req	uest New Manager I	Name 🔅			🗹	×	
						<u> </u>	
	Do you wi	sh to as	sign anothe	r Site Manager	to		
	this Facilit	ly Discha	arge? If clea	nup is complet	te		
	type "N" fo	r no;if cl	eanup is no	t complete	1		
	type i lu	ryesere	SS [ENTER]	to continue			
				8			

B. If cleanup is not complete on this discharge enter Y. A new row will automatically be inserted with the Start Date, County, Discharge Date and Facility filled in.

		FDEP	Cleanup S	Site Manager	s		
FDEP Employee *	Resp.*	Co	Facility	Discharge	Begin Date *	End Date	
DUNN_A	CSM	1	8500004	09/16/1988	01/09/1998	01/10/2001	
DUNN_A	CSM	1	8500004	11/08/1989	01/09/1998	11/06/2001	
		1	8500004	11/08/1989	11/06/2001		
	12						
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- (5) In the Site Manager / FDEP Employee column press Ctrl + L to open the list of values and select the site manager you would like to assign to the site. (If the site manager is not available, then they do not have the correct roles or are not assigned to the same office as the person assigning. Work with Waste.Operations@dep.state.fl.us to update the office affiliations or roles).
- (6) In the Responsibility Code column press Ctrl + L to open the list of values and select the correct site manager's role (CSM for Cleanup Site Manager or CLPSM for Cleanup Local Program Site Manager).
- (7) Press Ctrl + F6 to save the changes or the save icon (yellow disk icon on the far left of the toolbar).

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Site I	Managers	Mass Update								
					FDEP	Cleanup S	ite Manager	S		
		FDEP Employee *		Resp.*	Co	Facility	Discharge	Begin Date *	End Date	
		DUNN_A		CSM	1	8500004	09/16/1988	01/09/1998	01/10/2001	
		DUNN_A		CSM	1	8500004	11/08/1989	01/09/1998	11/06/2001	
		SHERIDAN_E	_	CIPC	1	8500004	11/08/1989	11/06/2001		
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#### III. Enter Mass Update of all sites from one Site Manager to another Site Manager

Sometimes site managers change jobs or leave. In that case you may also do a mass update of all records of a particular Site Manager by clicking on the Mass Update tab.

- (1) After logging in, Select Cleanup from the Toolbar then Cleanup Site Manager Assignment from the options shown.
- (2) Choose the Mass Update Tab at the top of the screen.
- (3) Place your cursor in the Site Manager to be Replaced field. Press Ctrl + L to display a list of valid site managers and select the Site Manager that is ending site management on all sites in STCM then Tab.
- (4) Enter the date responsibility ended then Tab.
- (5) In the New Site Manager Name Field Press Ctrl + L to display a list of valid site managers and select the Site Manager to be assigned on all sites ended for the previous Site Manager then Tab.
- (6) Enter the date the new site manager will start then Tab.
- (7) Place the cursor in the Responsibility Code field. Press Ctrl + L to display a list of valid codes and select the correct code.
- (8) Verify that all of the names are correct and place a "Y" in the bottom box to show that all the names are correct.
- (9) Press Enter to assign all of the sites of the old site manager to the new site manager.

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🤯 Storage Tank/Contaminati	on Tracking - FDEP Cleanup Site M	anagers ():////////////////////////////////////	99999999999999999999999999999999999999
Site Managers Mass Upd	ate		
	M	ass Update	
	Site Manager to be Replaced	SHERIDAN_E	
	Date Responsibility Ended	11/07/2001	
	New Site Manager Name	DUNN_A	
	Date Assigned as Manager	11/08/2001	ß
	Responsibility Code	CSM CLEANUP SITE MANAGER	
	Are the names correct? (Y,N) *	H	
	Type Y to accept, then press	<enter≻ th="" to="" update.<=""><th></th></enter≻>	

#### IV. Enter Reports

(1) Select Cleanup > Workorder > Tasks > Task Reports.



(2) Enter Facility # and F12 or Enter query icon.



#### (3) Select Create a record.

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					Took Don		otion					
Discharge Task Report												
Del	# W.O #	Co	Facility *	Date *	Name *	Type *	Due Date	Received	Stat	us & Date	Comment	
		16	8521738	04/23/1986	RA	FREEPROD	01/31/2023					
		16	8521738	07/20/1988	RA	FREEPROD	01/31/2023					
		16	8521738	03/27/2014	RA	FREEPROD	01/31/2023		Ī	[		
		16	8521738	06/13/1994	RA	FREEPROD	01/31/2023		Π	[		
		16	8521738	10/10/1994	RA	FREEPROD	01/31/2023		Г			
		16	8521738	10/10/1994	RA	FREEPROD	10/31/2022	10/31/2022	С	12/07/2022		
		16	8521738	07/20/1988	RA	FREEPROD	10/31/2022	10/31/2022	С	12/07/2022		1
		16	8521738	04/23/1986	RA	FREEPROD	10/31/2022	10/31/2022	С	12/07/2022		
		16	8521738	03/27/2014	RA	FREEPROD	10/31/2022	10/31/2022	С	12/07/2022	1	
		16	8521738	06/13/1994	RA	FREEPROD	10/31/2022	10/31/2022	С	12/07/2022	1	
		16	8521738	04/23/1986	RA	FREEPROD	07/29/2022	07/26/2022	С	08/25/2022		
		16	8521738	07/20/1988	RA	FREEPROD	07/29/2022	07/26/2022	С	08/25/2022	1	
		16	8521738	10/10/1994	RA	FREEPROD	07/29/2022	07/26/2022	С	08/25/2022	1	
		16	8521738	06/13/1994	RA	FREEPROD	07/29/2022	07/26/2022	С	08/25/2022		
			Tab to	"Comment".	then pres	s [Ctrl+E] to	enter Comm	ients.				
			10010			- ( <b>-</b> ) (0					PCT REPOR	π

- (4) Enter 7 digit Facility # then Tab
- (5) Click in the Discharge Date field and Ctrl + L to display a list of valid list of Discharges, select the correct discharge then Tab.

Note: A row must be created and entered for each applicable discharge.

- (6) In the Task Name field press Ctrl + L to select the Cleanup Phase from a list of values or type in a code (SA, RA, RAP, RA) then Tab. PBC is only a funding code and should not be used for projects that are not state funded. Do they have to enter Report Type?
- (7) In the Due date field enter a due date then save your changes by Pressing Ctrl + F6 or the save icon (yellow disk icon).
- (8) Once the deliverable is received, return to this screen and enter the received date and place a P under status for Pending review and save changes.
- (9) Once the deliverable is reviewed, return to this screen and click on the status field to select the correct status then tab.
- (10) In the Status Date field enter the date of the review letter and Press Ctrl + F6 or the save icon (yellow disk icon).

### V. View Closures and Send for Entry

(1) Enter 7 digit Facility # below and press F12

Eacility Discharge Task	s <u>R</u> ayr <u>C</u> odes <u>M</u> edia <u>P</u>	oll <u>C</u> omments <u>L</u>	Itilities <u>H</u> istory ReP	orts <u>H</u> elp E <u>x</u> i	t <u>W</u> indow			
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🛃 Storage Tank/Contamir	ation Tracking - Discharge In	formation				$\neq \times$		
Co / Facility*	Facility Name and Addre	ess Florida	Manager  Role    Facility Cleanup Status					
Cleanup Info	Date [ f on [							
Discharge Info	Discharge Date*	ln:	spection Date eanup Status/Date			]		
Eligibility and Application Info	Application Received Pro	Cleanup gram Lead	Det Status Le	termination etter Sent Re	edetermined?			
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(2) View Cleanup status in the below section. This will show the phase of the current work based on reports entered.

acility	Discharge	Tasks	<u>R</u> ayr <u>C</u>	⊇odes	Media	Poll	Comments	Utilities	<u>H</u> istory	Re <u>P</u> orts	Help	E <u>x</u> it (	<u>W</u> indow		C
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ᡖ Stora	ige Tank/Cor	ntaminati	on Track	ting - Dis	scharge	Inform	nation (2002)								∷ ≚×
	Co / Faci	lity*	Facilit	ty Name	and Ad	dress			Manage	er THOM	AS_VL	R	ole CLP	SM	
	16	<mark>8521738</mark>	FL EAST COAST RAILWAY - BOWDEN YARD						Facility	Cleanup	Status		ONGO		
	Facility State	us	7150 F	PHILLIPS	HWY		_		Highes	t Discharg	je Score	e		29	
	OPEN		JACK	SONVILL	.E		Flor	ida	Dischar	rge Record	d		1 Of	5	_
	Cleanup	l.	nfo Sour	се	A	AB	ANDONED TAN	IK REST	Discharge	Score			29		
	Info	L	.ead Age	ency [	LP	LO	CAL PROGRA	M	Score Effe	ctive Date		10/1	15/2015		
	ACTIVE	Require	d* R	CL	EANUP REQUI	RED	Rank 2	936 of 1	14917 0	n 05/0	02/2005				
			CAP E	xhauste	d 🗆										
	Discharge	ſ	Discharo	ie Date*	6	04/23/1986 Inspe			action Date 11/25/199				2		
	Info	c	- Combine	d With	d With			Cleanup	p Status/Date RA			03/1	10/1997		1
			Applic	ation	N	(	Cleanup			Determ	ination	_			-
	Eligibility		Receiv	ved	_ 13	Progra	m Lead	St	atus	Letter	Sent	Rede	termined	1?	
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	Info				-				-			-	-		
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#### (3) To view closure, select Task > Ra

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Storage Tank/Cor Rag	acking - Discharge Information	'≍ ×`
Co / Faci Sr(ii	cility Name and Address  Manager  THOMAS_VL  Role  CLPSM    EAST COAST RAILWAY - BOWDEN YARD  Facility Cleanup Status  ONGO	
Facility Status	Highest Discharge Score 29	
OPEN	JACKSONVILLE Florida Discharge Record 1 of 5	
Cleanup Info ACTIVE	Info Source  A  ABANDONED TANK REST  Discharge Score  29    Lead Agency  LP  LOCAL PROGRAM  Score Effective Date  10/15/2015    Cleanup Required*  R  CLEANUP REQUIRED  Rank  2936 of  14917 on  05/02/2005    CAP Exhausted  -  -  -  -  -  -	
Discharge Info	Discharge Date*      04/23/1986      Inspection Date      11/25/1992        Combined With      Cleanup Status/Date      RA      03/10/1997	
Eligibility and Application Info	Application Received Program Lead Status Letter Sent Redetermined? Program Lead Redetermined? Program Lead Program Lead Redetermined? Program Lead Program Lea	
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- (4) Completion Status is entered when Order Letters are issued.
- (5) For Closure Order Letters, the PRP should be copied on all petroleum Order Letters via ec: PRP.Orders@floridadep.gov.
- (6) PRP Site Closure Entry Specialist will review the mailbox for Orders and complete the STCM entry per the Closure Order STCM Data Entry Instructions.

#### VI. Contacts and Resources

Petroleum Restoration Program Contacts Page https://floridadep.gov/waste/petroleum-restoration/content/prp-contacts

Petroleum Cleanup Site Contact Report by Facility # https://prodapps.dep.state.fl.us/www\_stcm/reports/PrpContacts

STCM Reports Page https://prodapps.dep.state.fl.us/stcm/ Login using your DEP computer login credentials