• The Drinking Water Section statewide receives approximately 54,000 Monthly Operation Reports (MORs) from Florida public water systems annually.

• Water system operators can now report the MOR (DEP Form 62-555.900(3)) for community, non-transient non-communities, and transient non-communities that treat or purchase groundwater, via the DEP Business Portal.

• A public-facing MOR will be produced and placed in Oculus
eMOR

- Go to the DEP Business Portal
  http://www.fldepportal.com/
- Choose *Submit*
• Choose Report

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

- **Termination**
  Submit a termination.
• Choose **PWS Monthly Operation Report**
• This will bring up the DEP Portal *Sign In* screen

**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**: hickerson_b

**Password**: 

I forgot my password.

If not, then register.
If you need to register a new account, clicking on the “register” link will bring up the registration page.

Follow sign-in instructions to get to the MOR Introduction screen.
Follow sign-in instructions to get to the MOR Introduction screen. Enter a descriptive report title and select Save and Go to Next Step.

Note: In order to complete this submittal, you must complete and upload Section III of the 62-555.900(3) form in pdf format. If needed, you may download this Daily Treatment Data template for completion.

Only plants currently submitting the Monthly Operation Report (MOR) for 62-555.900(3), F.A.C. will be able to use this electronic process. Plants currently submitting all other MOR forms should continue to submit their forms manually.

This system allows you to start a submission, exit at any time, and return to complete it within 60 days. 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 entered will be displayed along with any other submittals you have in process.

An example would be "Plant 123 Jan 2015 MOR".
• Select Search Method – There are 3 options
  • 1. Search by system name

Search by System Name
You are searching by System Name. This search will display all systems with your search criteria in the name. If multiple systems are found, you will have the opportunity to select the correct system and plant.

Please enter the name (or partial name) of the System: * test

Go Back to Previous Step  Search and Continue
### Authorization Process

#### Search by System Name

Please select the correct plant from the records listed below:

<table>
<thead>
<tr>
<th>Select</th>
<th>PWS Number</th>
<th>PWS Name</th>
<th>PWS City</th>
<th>Plant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4504629</td>
<td>PRATT-WHITNEY REMOTE TEST SITE</td>
<td>JUPITER</td>
<td>ON BEELINE HWY (PASS LAKEPARK)</td>
</tr>
<tr>
<td></td>
<td>3644338</td>
<td>RON'S FAUX TEST SYSTEM</td>
<td>DELAND</td>
<td>FAUX PLANT 1</td>
</tr>
<tr>
<td></td>
<td>4134422</td>
<td>SOUTH FLORIDA TESTING SERVICE</td>
<td>HIALEAH</td>
<td>SOUTH FLORIDA TESTING SERVICE</td>
</tr>
<tr>
<td></td>
<td>6295358</td>
<td>TECO TEST SITE</td>
<td>TAMPA</td>
<td>TECO TEST SITE</td>
</tr>
<tr>
<td></td>
<td>1034167</td>
<td>TEST</td>
<td>AEROPOST</td>
<td>TEST</td>
</tr>
<tr>
<td></td>
<td>5224092</td>
<td>TEST</td>
<td>LABELLE</td>
<td>PLANT</td>
</tr>
<tr>
<td></td>
<td>4134514</td>
<td>TEST FOR AIRPORT</td>
<td>TEST CITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1170910</td>
<td>TEST WATER SYSTEM</td>
<td>DKJFLDSK</td>
<td>DJJD</td>
</tr>
<tr>
<td></td>
<td>6295382</td>
<td>TESTON INSULATION/LYKES DIST</td>
<td>TAMPA</td>
<td>TESTON</td>
</tr>
<tr>
<td></td>
<td>3354913</td>
<td>XYZ TEST SYSTEM</td>
<td>COZY CORNER</td>
<td>RECREATION AREA</td>
</tr>
</tbody>
</table>

**Total Records : 22**
• Option 2: Search by plant name

You are searching by Plant Name. This search will display all plants for all systems with your search criteria in the name. If multiple plants are found, you will have the opportunity to select the correct plant.

Please enter the name (or partial name) of the Plant: Recreation

- Go Back to Previous Step
- Search and Continue
## Search by Plant Name

Please select the correct plant from the records listed below:

<table>
<thead>
<tr>
<th>Select One</th>
<th>PWS Number</th>
<th>PWS Name</th>
<th>PWS City</th>
<th>Plant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3424987</td>
<td>USDA/DOE LAKE RECREATION AREA</td>
<td>UMATILLA</td>
<td>DOE LAKE RECREATION AREA</td>
</tr>
<tr>
<td></td>
<td>4131923</td>
<td>BISC NATL PK-ELLIOTT KEY</td>
<td>HOMESTEAD</td>
<td>ELLIOTT KEY RECREATION</td>
</tr>
<tr>
<td></td>
<td>6424748</td>
<td>OCALA REGIONAL SPORTSPLEX</td>
<td>OCALA</td>
<td>FEITF RECREATION COMPLEX PLANT</td>
</tr>
<tr>
<td></td>
<td>3424244</td>
<td>FORE LAKE RECREATION CAMP</td>
<td>SILVER SPRINGS</td>
<td>FORE LAKE RECREATION AREA</td>
</tr>
<tr>
<td></td>
<td>2164468</td>
<td>HECKSCHER DR. RECREATION CENTER</td>
<td>JACKSONVILLE</td>
<td>HECKSCHER DRIVE RECREATION CTR</td>
</tr>
<tr>
<td></td>
<td>3050773</td>
<td>LONGPOINT RECREATION PARK (2 WPS)</td>
<td>MELBOURNE BEACH</td>
<td>LONGPOINT RECREATION PARK #1</td>
</tr>
<tr>
<td></td>
<td>3354985</td>
<td>MCDONALD CANAL RECREATION AREA</td>
<td>APOPKA</td>
<td>MCDONALD CANAL RECREATION AREA</td>
</tr>
<tr>
<td></td>
<td>1670531</td>
<td>PINE LOG STATE FOREST (SAND POND)</td>
<td>EBRO</td>
<td>PINE LOG RECREATION AREA</td>
</tr>
<tr>
<td></td>
<td>2010878</td>
<td>PAYNES PRAIRIE PRESERVE</td>
<td>MICANOPY</td>
<td>RECREATION AREA</td>
</tr>
</tbody>
</table>

**Total Records: 12**
Option 3: Search by PWS number:

Select Plant
Please select the correct plant from the records listed below:

<table>
<thead>
<tr>
<th>Select One</th>
<th>PWS Number</th>
<th>PWS Name</th>
<th>PWS City</th>
<th>Plant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3354913</td>
<td>XYZ TEST SYSTEM</td>
<td>COZY CORNER</td>
<td>RECREATION AREA</td>
</tr>
</tbody>
</table>

Total Records: 1
Once you have selected an individual system, you get the following system detail screen. You can update any of this information.

All fields are initially read-only, but selecting the Yes radio button at the bottom of the screen, then selecting Save and Go to Next Step, will enable the fields to be edited.
Select Reporting Periods – select the reports to be entered in this session.

The FDEP is missing a Monthly Operation Report for this plant for the following reporting period(s) over the last 12 months. Please select the reporting period(s) for which you would like to submit a MOR(s) in this session.

PWS Number: 3354913
PWS Name: XYZ TEST SYSTEM
Plant Name: RECREATION AREA

Select/Deselect

<table>
<thead>
<tr>
<th>Reporting Month and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2016</td>
</tr>
<tr>
<td>APR 2016</td>
</tr>
<tr>
<td>JUN 2016</td>
</tr>
<tr>
<td>JUL 2016</td>
</tr>
<tr>
<td>AUG 2016</td>
</tr>
<tr>
<td>SEP 2016</td>
</tr>
<tr>
<td>OCT 2016</td>
</tr>
<tr>
<td>NOV 2016</td>
</tr>
<tr>
<td>DEC 2016</td>
</tr>
<tr>
<td>JAN 2017</td>
</tr>
<tr>
<td>FEB 2017</td>
</tr>
</tbody>
</table>

Total Records: 12
The following screen shows reports ready to be entered.

**Report Numbers**

Please complete all reports listed below. If the report is incomplete, the status icon will appear as ❓. Click the icon 🆚 to complete the report. Once the report is complete, the status icon will appear as ✅.

- **PWS Number:** 3354913
- **PWS Name:** XYZ TEST SYSTEM
- **Plant Name:** RECREATION AREA

<table>
<thead>
<tr>
<th>Reporting Month and Year</th>
<th>Average Gallons Per Month</th>
<th>Maximum Gallons Per Month</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Go Back to Previous Step] [Save and Go to Next Step]
Select the pencil icon to enter editing mode for the selected MOR. Enter relevant data and select Continue. If the MOR is for the month of December, the screens for ‘Annual Polymer Use’ and ‘Annual Polymer Report’ will come up.
Fill in all operators associated with the plant and month being reported.

PWS Number: 3354913
PWS Name: XYZ TEST SYSTEM
Plant Name: RECREATION AREA

Please enter up to eight shift operators who assisted the Lead Operator in managing the plant for this reporting period.

**Entering information for: MAR 2016**

<table>
<thead>
<tr>
<th>Licensed Operator Name</th>
<th>License Class</th>
<th>License Number</th>
<th>Day(s)/Shift(s) Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Please Select--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**John Smith**

<table>
<thead>
<tr>
<th>Licensed Operator Name</th>
<th>License Class</th>
<th>License Number</th>
<th>Day(s)/Shift(s) Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>C</td>
<td>1234567</td>
<td>Monday - Friday First Shift</td>
</tr>
</tbody>
</table>
MOR data entry completed

Authorization Process

Report Numbers

Please complete all reports listed below. If the report is incomplete, the status icon will appear as 🚫. Click the icon 🆙 to complete the report. Once the report is complete, the status icon will appear as ✔.

PWS Number: 3354913
PWS Name: XYZ TEST SYSTEM
Plant Name: RECREATION AREA

<table>
<thead>
<tr>
<th>Reporting Month and Year</th>
<th>Average Gallons Per Month</th>
<th>Maximum Gallons Per Month</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2016</td>
<td>17500</td>
<td>20000</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Go Back to Previous Step  Save and Go to Next Step
Section III Document Upload

**Authorization Process**

This document upload section is specifically for the Section III (Daily Treatment Data) PDFs for each of the MORs that you will submit in this session. You will be able to upload supporting documentation in the next section.

Below, the system has populated a file description for each reporting period identified for this session. You are unable to edit these file descriptions.

On the following screen, you will be able to browse and upload the documents.

**Document Upload Description**

File Description:  

Section III for MAR 2016

[Go Back to Previous Step] [Save and Continue]
Select file to upload:

Section III Document Upload

This screen is specifically for the upload of the Section III PDF for the Daily Treatment Data found on the "Introduction" screen. Click the Browse button to search your computer for the saved PDF for each reporting period. Choose the document and select Continue below to upload the document.

The only acceptable file type is pdf. Please note that each file has a size limitation of 15MB.

Document Uploads

File Name: Section III for MAR 2016
Select file to upload: *
After uploading Section III, you have the option to upload additional supporting documentation. If you select No and Save and Go to Next Step, you will go to the Lead Operator Designation screen.
Selecting Yes brings up the following screen to upload additional documentation. Name the file(s) you intend to upload and select Save and Continue.
Select file and Continue.

**Supporting Document Upload**

Click the **Browse** button to search your computer for the saved document that you would like to upload. Choose the document and select **Continue** below to upload the document.

Acceptable file types are: doc, docx, docm, txt, jpeg, gif, bmp, png, tiff, pdf, spdf, xls, and xlsx. Please note that each file has a size limitation of 15MB.

**Document Uploads**

- **File Name:**
- **Select file to upload:**

---

**Go Back**  **Continue**
Lead Operator Designation

**Authorization Process**

**Lead Operator Designation**

- **PWS Number:** 3354913
- **PWS Name:** XYZ TEST SYSTEM
- **Plant Name:** RECREATION AREA

Please designate the Lead Operator for this plant.

- [ ] I am the Lead Operator
- [ ] I would like to route these MOR(s) to the Lead Operator for his/her review and approval.

[Go Back to Previous Step] [Save and Go to Next Step]
If person filling out the form IS the lead operator, enter license class and number to be taken to the Review Information step.

PWS Number: 3354913
PWS Name: XYZ TEST SYSTEM
Plant Name: RECREATION AREA

Please enter your license class and number.

Lead Operator License Class: *
--Please Select--

Lead Operator License Number: *

Go Back to Previous Step  Save and Go to Next Step
If the person filling the form is NOT the lead operator, enter lead operator’s e-mail address and select Save and Go to Next Step. The lead operator will receive an e-mail message to review the MOR.

**Authorization Process**

**Lead Operator Contact Information**

- **PWS Number:** 3354913
- **PWS Name:** XYZ TEST SYSTEM
- **Plant Name:** RECREATION AREA

Please enter the e-mail address for the Lead Operator who will verify and confirm the MOR data submitted in this session.

**Note:** The Lead Operator must currently be a registered ESSA user, or the system will not be able to route this submission to the e-mail address you enter below. Please be sure to enter his/her e-mail address that is registered with the FDEP Business Portal.

**Lead Operator E-mail Address:**

[Input field for e-mail address]

[Buttons: Go Back to Previous Step, Save and Go to Next Step]
Your Monthly Operation Report(s) have been submitted for electronic signature to the Lead Operator, [redacted]@dep.state.fl.us.

You can watch the status of their review and approval for the report(s) on your Work-In-Progress page.

Thank you for preparing these reports for the Lead Operator's signature.

**Note:** If you select **Revoke Your Application** below, you will not lose this submission data. The system will navigate back to the "Lead Operator Contact Information" screen, where you may enter a different Lead Operator. Also, the system will notify the current Lead Operator that you have revoked the application and that they will no longer review and approve it.

If you would like to start a new Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water please click the link to return to the **Introduction** screen.
The lead operator must click on the hyperlink to read the MOR to be submitted. The lead operator clicks the confirmation checkbox, then selects Save and Go to Next Step.
Lead Operator Signature – lead operator selects to accept or NOT accept the report, then selects Submit.
Submission Success!

Thank You!

Your Monthly Operation Report(s) for Plant RECREATION AREA for PWS ID 3354913 have been submitted to the FDEP. The Department will review your submission(s) and may elect to contact you for further information or clarification.

If you would like to start a new Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water please click the link to return to the Introduction screen.

Thank you for using the FDEP Business Portal.

We would appreciate your feedback. Please take our survey.
For any questions about using this portal, please contact

DEP IT Service Desk
(850)245-7555
ServiceDesk@dep.state.fl.us