

Florida Department of Environmental Protection

eMOR

Jill Farris Central District June 15, 2017











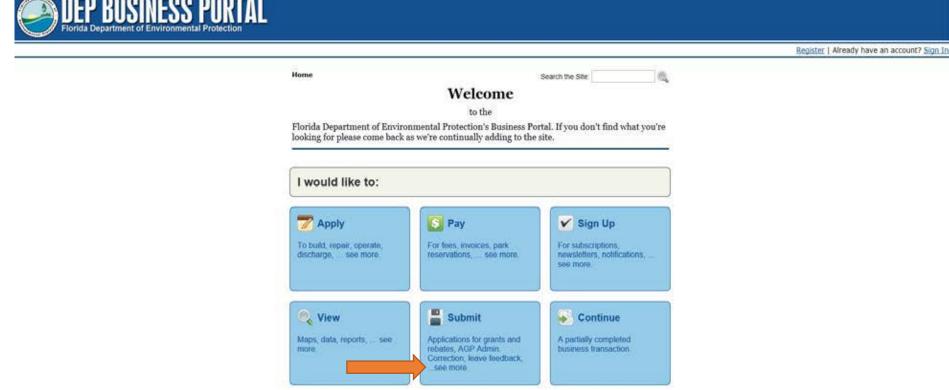


Monthly Operation Reports

- 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 (<u>DEP Form 62-555.900(3)</u>) for community, nontransient non-communities, and transient noncommunities that treat or purchase groundwater, via the DEP Business Portal.
- A public-facing MOR will be produced and placed in Oculus



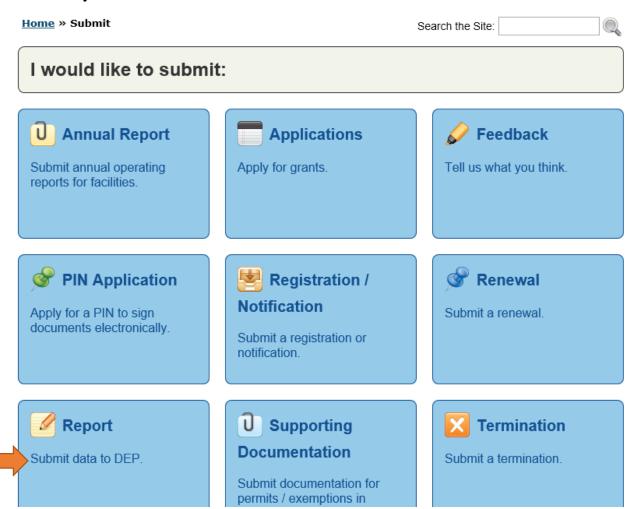
- Go to the DEP Business Portal
 Choose Submit http://www.fldepportal.com/



DEP Home | About DEP | Contact Us | Site Map



• Choose Report





Choose PWS Monthly Operation Report

<u>Home</u> » <u>Submit</u> » Report	Search the Site:
I would like to submit a repor	t for:
Annual Wetslip Revenue Report	Construction & Demolition Debris Facility Report
County Solid Waste Management	EzDMR (NPDES Stormwater, Industrial and Domestic Wastewater)
PWS Monthly Operation Report	Recycling Reporting System (Re-TRAC)
Solid Waste Quantity Report	Watershed Information Network Data



• This will bring up the DEP Portal Sign In screen

<u>Home</u> » Sign In	Search the Site:	

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*:	nickerson_b	×	
Password*:	•••••		
	I forgot my password.		
	Sign In		

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.

Home » Register

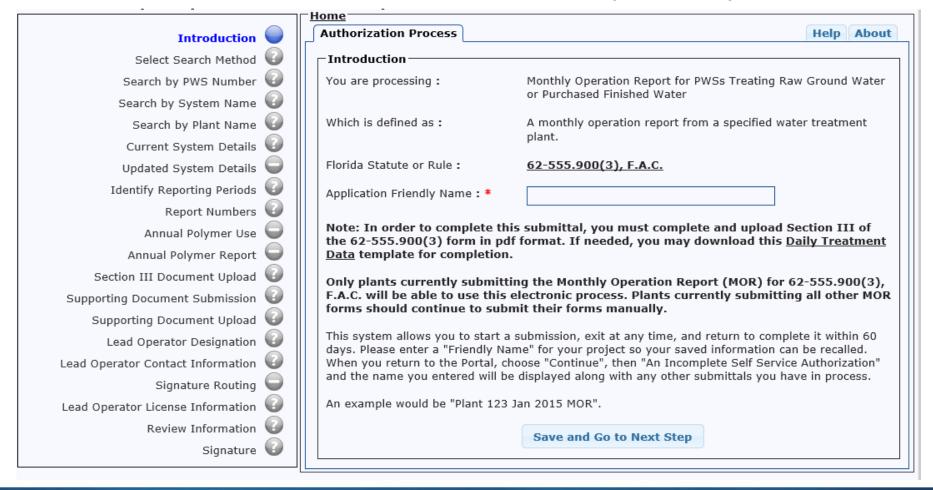
Register

- . 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-Illali Audiess .	
First Name*:	
Middle Name:	
Last Name*:	
Address (Line 1)*:	
Address (Line 2):	
City*:	
State*:	
Zip Code*:	
Phone Number*:	
In the event you forge	t your password, enter a question and answer only known to yo
Security Question*:	Select a Question
Security Answer*:	
	Register

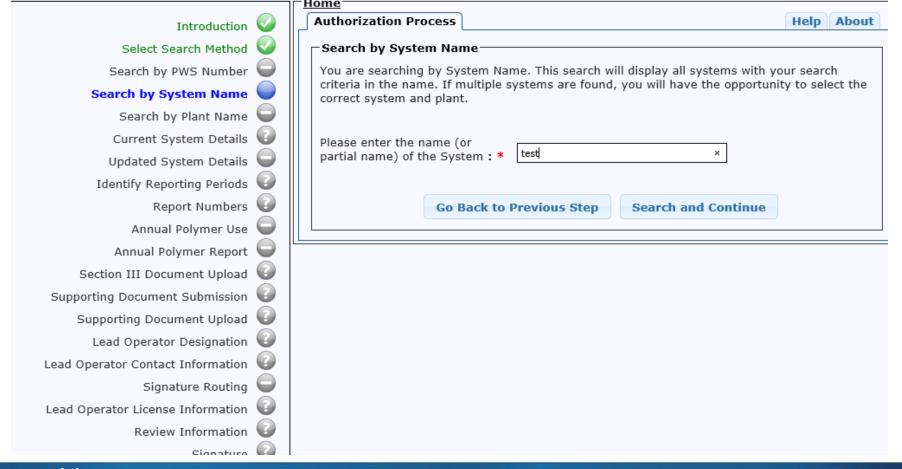


 Follow sign-in instructions to get to the MOR Introduction screen. Enter a descriptive report title.

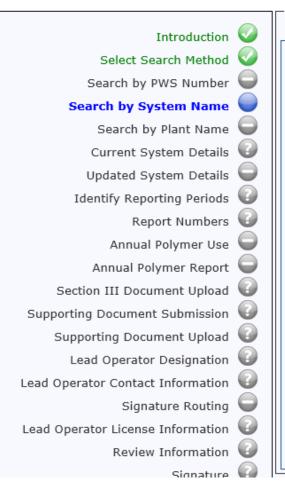


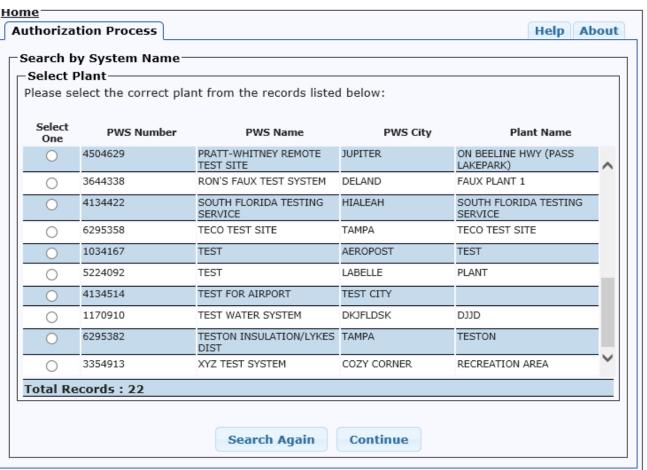


- Select Search Method There are 3 options
 - 1. Search by system name



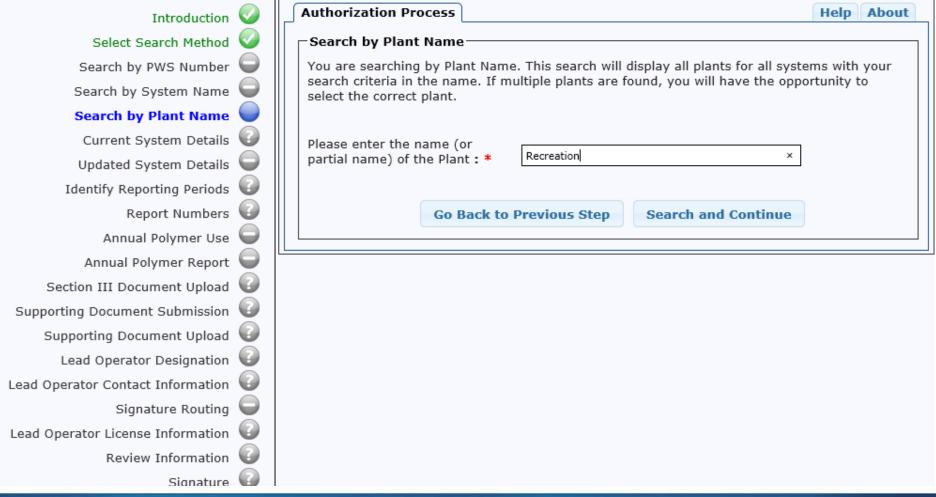




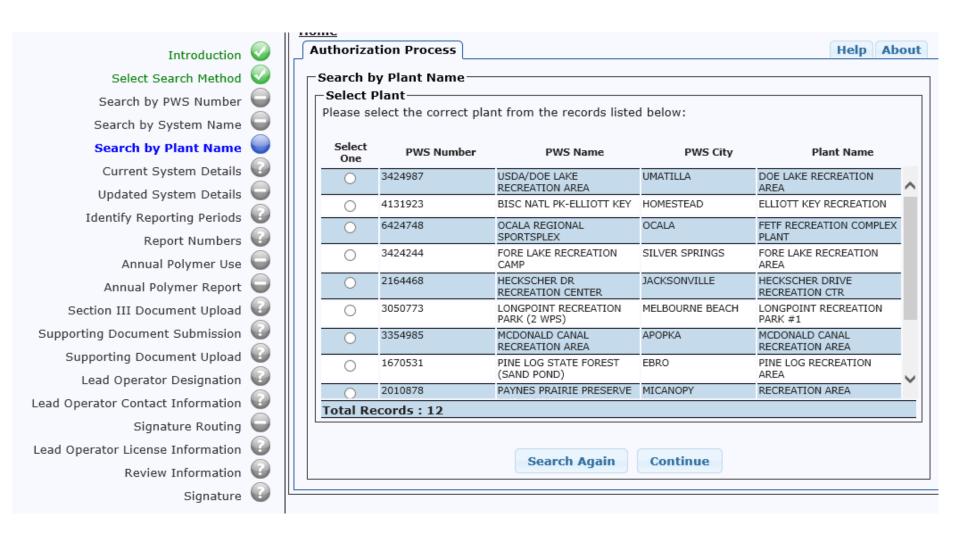




Option 2: Search by plant name

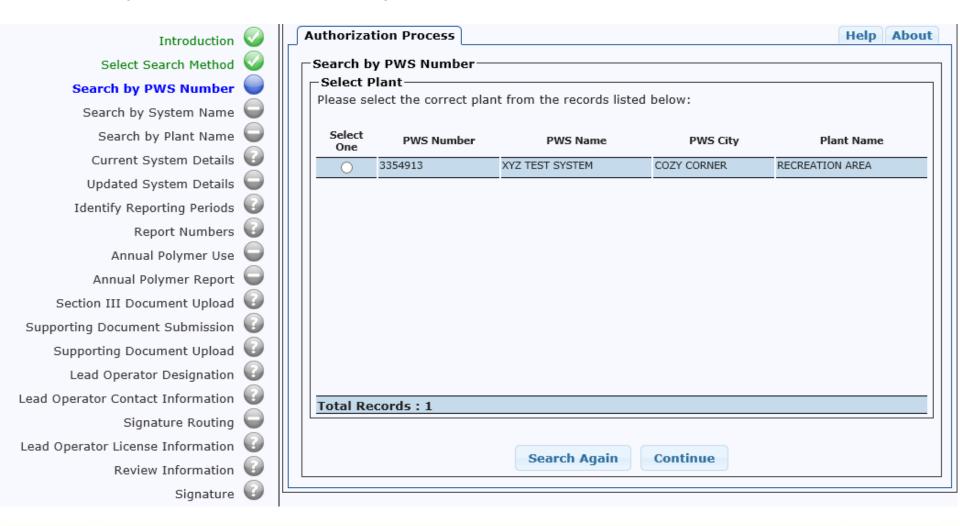








Option 3: Search by PWS number:



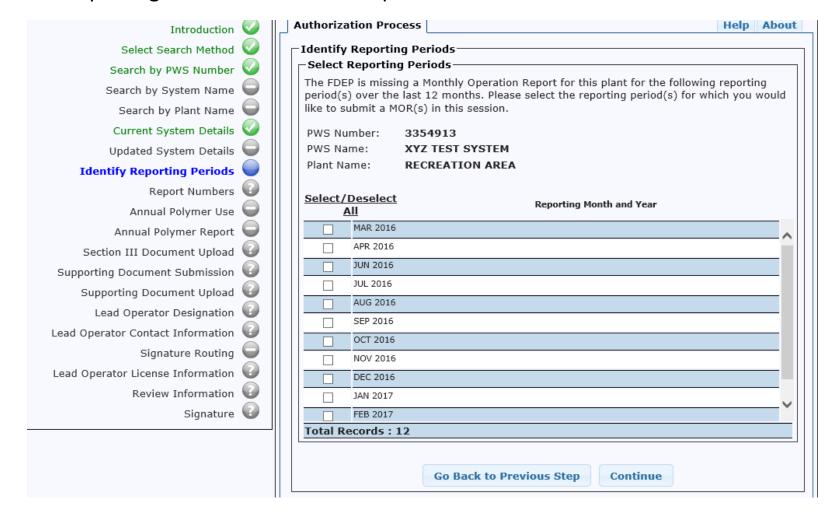


current system betans			
PWS Number:	3424987		
PWS Name:	USDA/DOE LAKE RECREATIO	N AREA	
Plant Name:	DOE LAKE RECREATION AREA	A.	
Number of service connections at the end of	f the month :	4	
Total population served at the end of the mo	onth:	25	
PWS Owner:		USDA FOREST SERVICE	
Contact Person :		KRIS CLERE	
Contact Person's Title :			
Contact Person's Telephone Number :		352-625-2520	
Contact Person's Email Address :		KDCLERE@FS.FED.US	
Contact Person's Fax Number :			
Contact Person's Address Line 1:		20220 SE 172 W ST RD	
Contact Person's Address Line 2 :			
Contact Person's Zip Code :		34488	
Contact Person's City :		SILVER SPRINGS	
Contact Person's State :		FL	
Plant Telephone Number :		352-625-2520	
Would you like to change any of this informa	ation?:*	○Yes ● No	
		Go Back to Previous Step	Save and G

- 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.

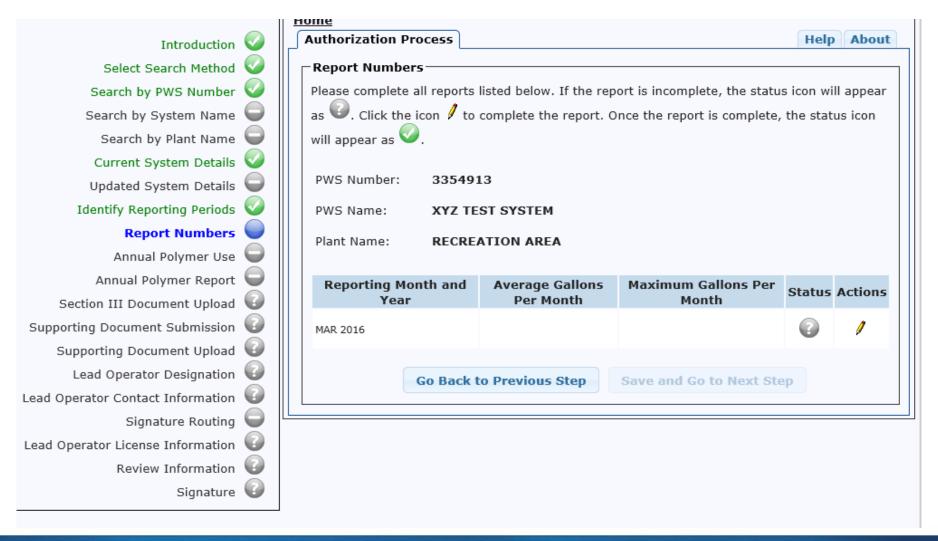


Select Reporting Periods – select the reports to be entered in this session.





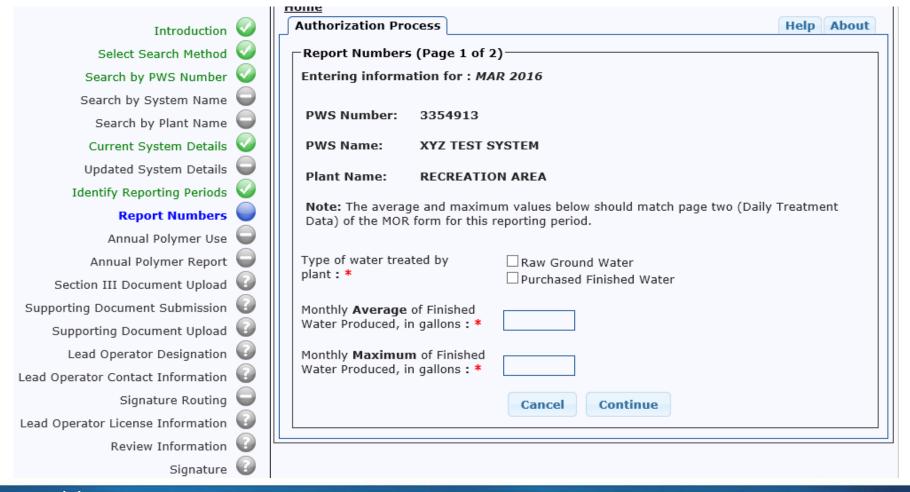
The following screen shows reports ready to be entered.



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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.



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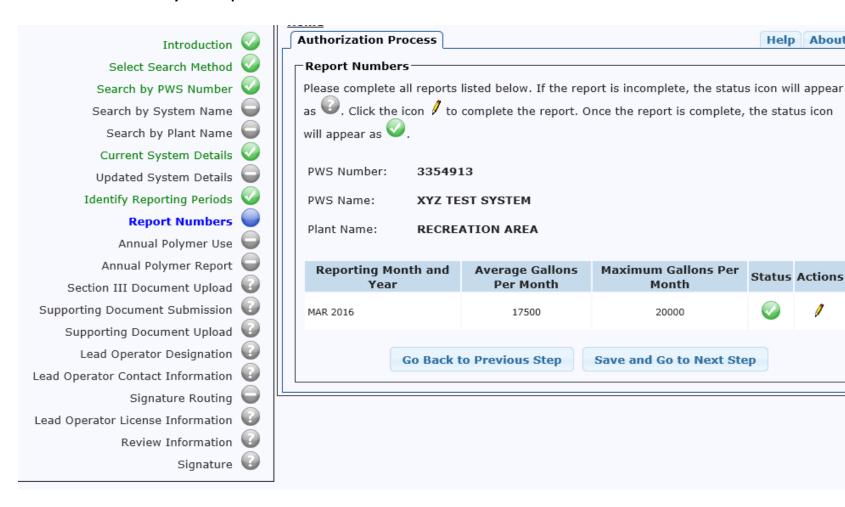
Fill in all operators associated with the plant and month being reported.

Report Numbers (Page 2 of 2)				
PWS Number:	3354913			
PWS Name:	XYZ TEST SYSTEM			
Plant Name:	RECREATION AREA			
Please enter up to eight shift operators wh	o assisted the Lead Op	perator in managing the plant for this report	ing period.	
Entering information for : MAR 2016				
Licensed Operator Na	me	License Class	License Number	Day(s)/Shift(s) Worked
		Please Select		
Save				
Licensed Operator Na	me	License Class	License Number	Day(s)/Shift(s) Worked
john smith		c	1234567	Monday - Friday First Shift
		Please Select 🔽		



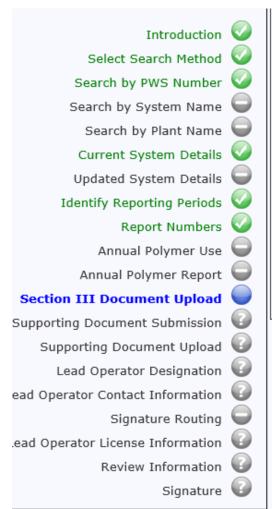
Help About

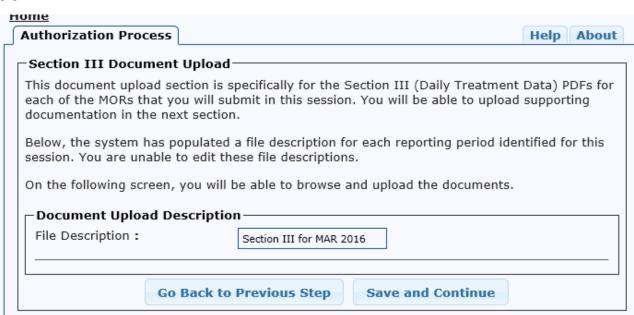
MOR data entry completed





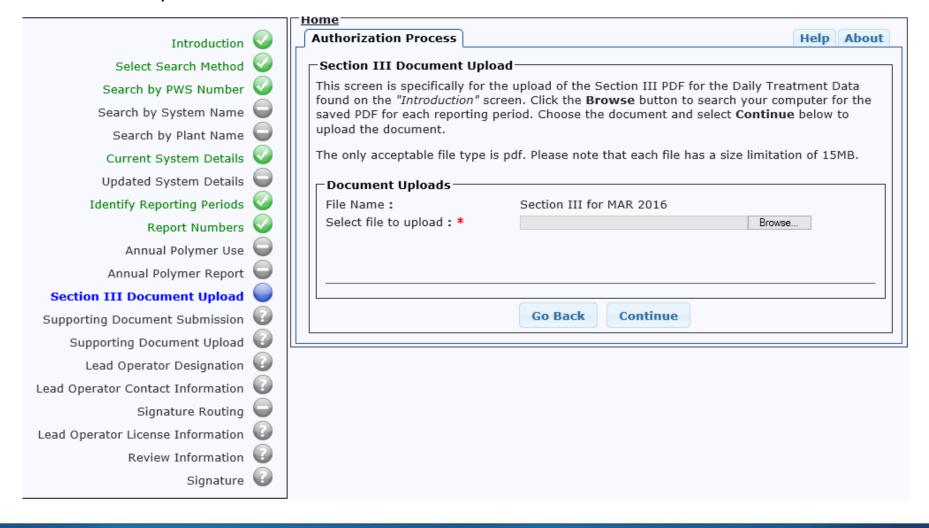
Section III Document Upload





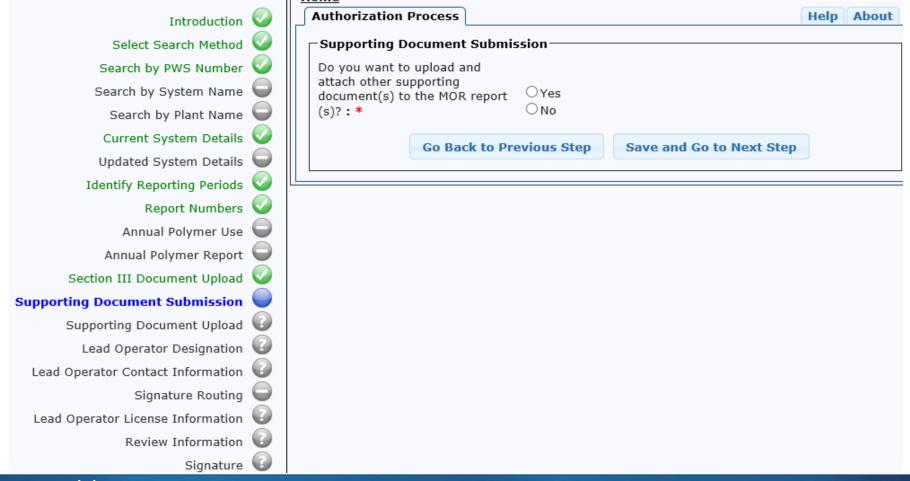


Select file to upload:



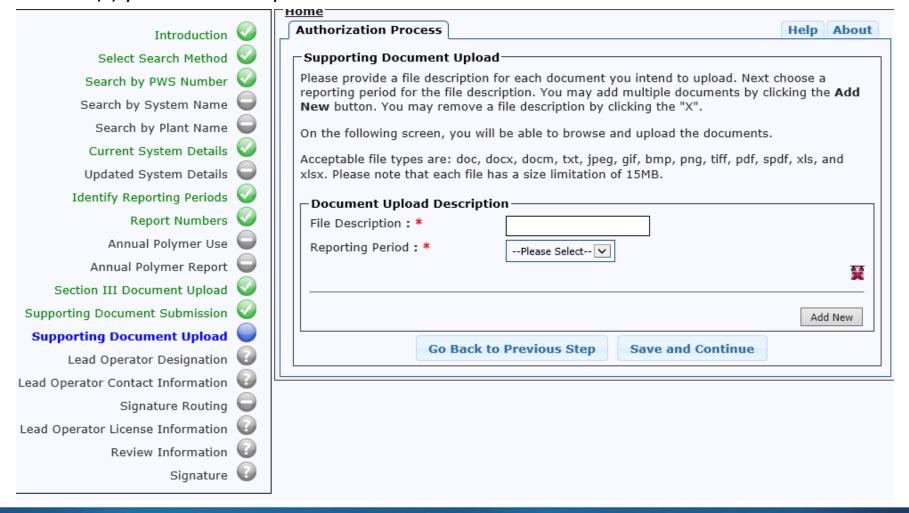


After uploading Section III, you have the option to upload additional supporting documentation. If you select No and Save and Go to Next Step, you will go to the Lead Operator Designation screen





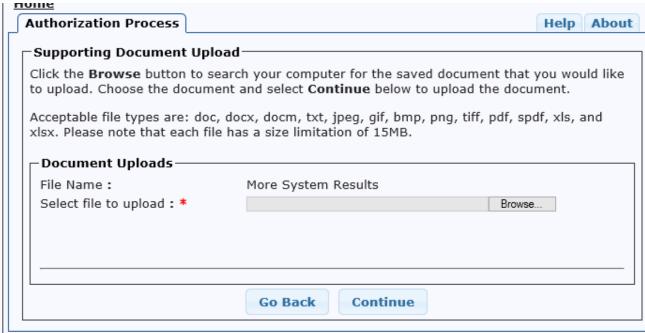
Selecting Yes brings up the following screen to upload additional documentation. Name the file(s) you intend to upload and select Save and Continue.





Select file and Continue.







Lead Operator Designation

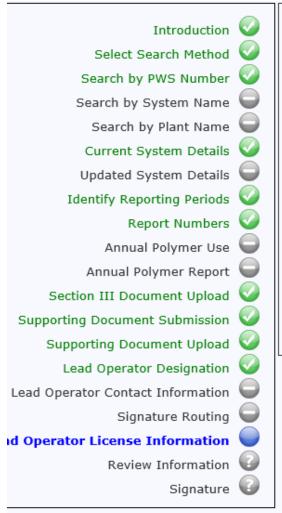


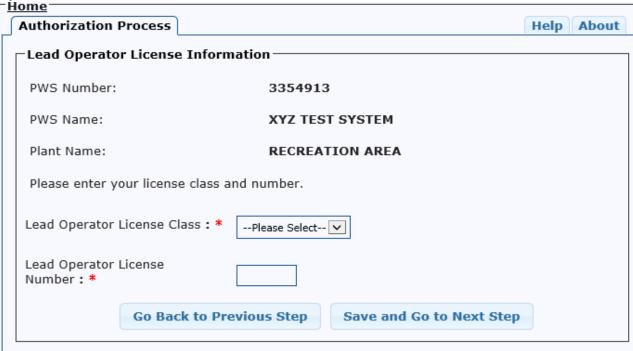
-tollie			
Authorization Process	Help About		
Lead Operator Designation	1		
PWS Number:	3354913		
PWS Name:	XYZ TEST SYSTEM		
Plant Name:	RECREATION AREA		
Please designate the Lead Operator for this plant.			
Lead Operator : *	OI am the Lead Operator OI would like to route these MOR(s) to the Lead Operator for his/her review and approval.		
Go Back to	Previous Step Save and Go to Next Step		

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If person filling out the form IS the lead operator, enter license class and number to be taken to the Review Information step.

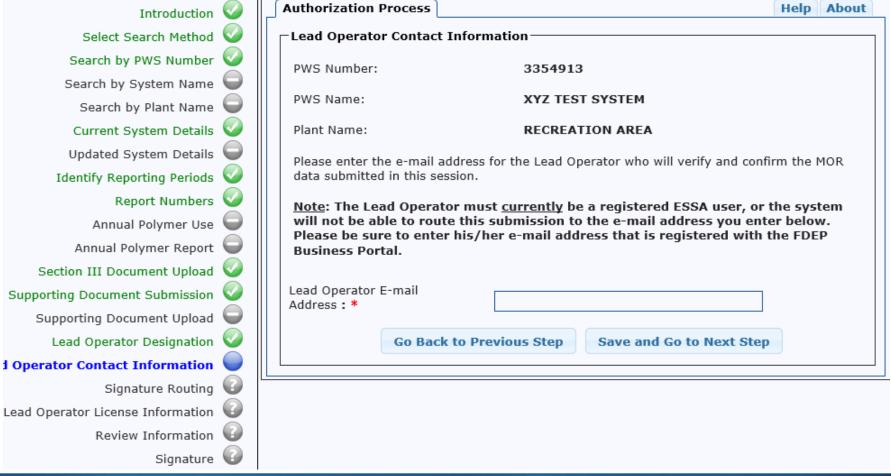




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If the person filling the form is NOT the lead operator, enter lead operator's e-mail address and select Save and Go to Next Step. The lead operator will receive an e-mail message to review the MOR.

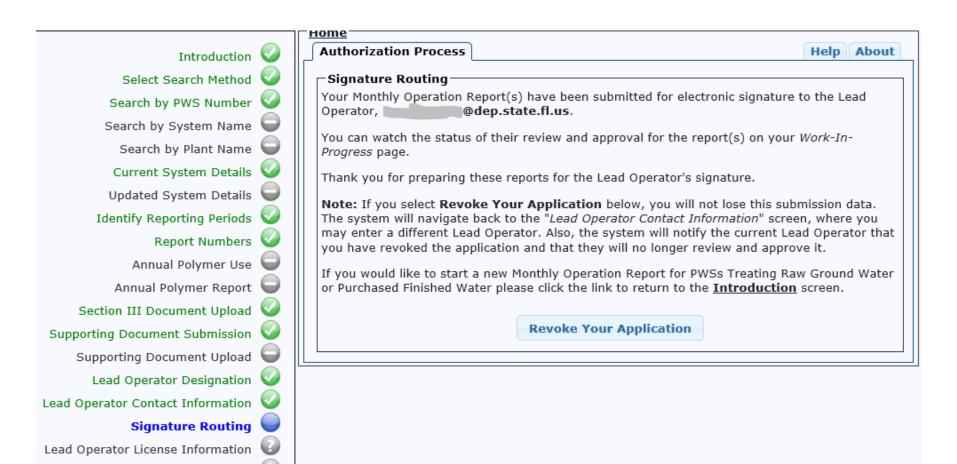




Review Information

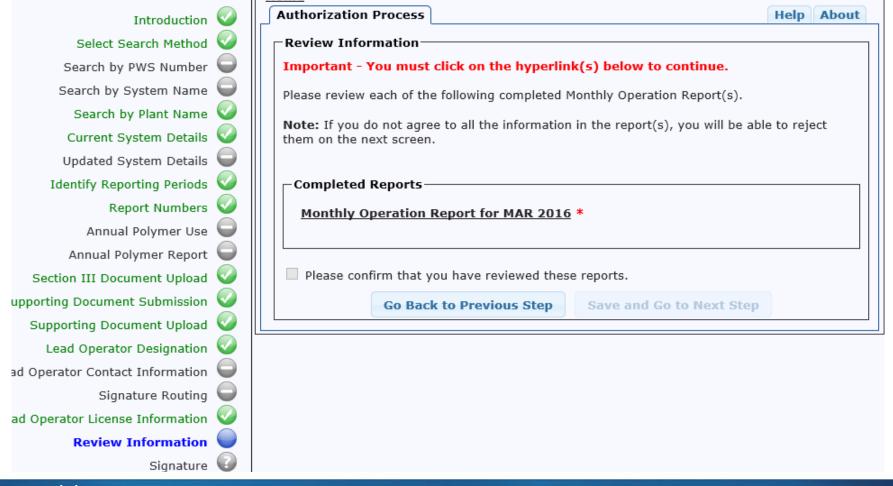
Signature

eMOR





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.





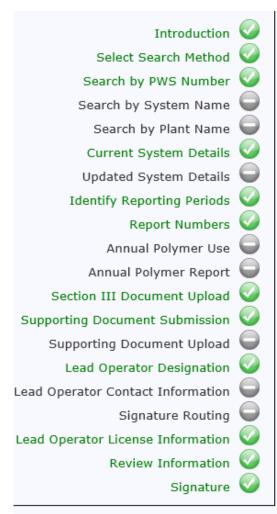
Lead Operator Signature – lead operator selects to accept or NOT accept the report, then selects Submit.

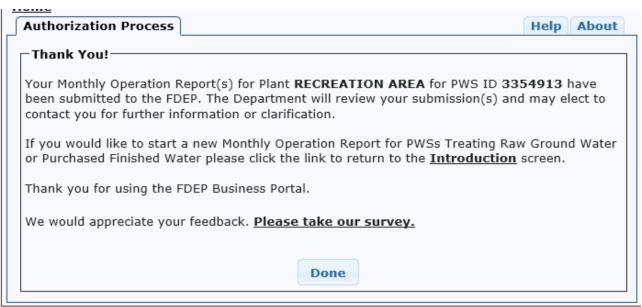


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Submission Success!





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Questions?

For any questions about using this portal, please contact

DEP IT Service Desk (850)245-7555

ServiceDesk@dep.state.fl.us