Oracle Storage Tank Contamination Monitoring
(STCM)
Petroleum Contamination Tracking
(PCT)
User's Guide

May, 2002

Version 2.0

Table of Contents

Introduction

In the fall of 2001, the Storage Tank Contamination Monitoring (STCM) application was converted from the older Oracle Forms 3.0 technology accessed through Kea! or Keaterm to the web based Oracle Forms 6i technology. This conversion offers STCM users many advantages such as point and click capability, toolbars, easier navigation through the forms, and a more Windows-like look and feel.

While the look and feel of the application is more like Windows, many of the things you're used to using STCM to do haven't changed. The forms that you're used to seeing are still there and they display the same fields. The data you're used to entering and retrieving will all still be in the same place. Only the way you execute commands and move around the application have changed.

STCM now has point and click capability, it's easier to navigate through the menus, and the toolbar offers single click accessibility to commonly used commands. Some of the keyboard shortcuts have been updated to reflect standard Windows functionality, while others remain the same. For example, you can still press F12 to execute a query, although you can also now execute a query with a single click on the toolbar.

Converting STCM to Oracle Forms 6i makes it easier for new modules to be added and for enhancements to be made to existing modules in the STCM application. We plan to start reviewing the STCM modules and making modifications to the data collection and retrieval screens that have become outdated.

This guide offers a look at what's new in the STCM application and will allow you to familiarize yourself with the new features quickly and easily. This guide only discusses the things that are different. If what you're looking for isn't covered in this guide, chances are it functions the same way it always did.

New Easy-to-Use Features

Improved Navigation Using Menus

It's easy to navigate from one form to another using the new menus. Simply use your mouse to make your menu choices. The menus can also be selected using standard Windows keystrokes.

Toolbar

The toolbar allows you to use your mouse to execute common commands that you formerly had to use keyboard shortcuts to do.

New Shortcut Keys

Standard Windows shortcut keys have been incorporated, which makes executing commands more intuitive.

Point and Click

Use your mouse to select fields, records, toolbar buttons, and menu options.

Logging Into The Application

Each time you log on to STCM, it checks to see if the software required for STCM to run is installed on your machine. This software will be installed the first time you log on. Once the software is installed, you won't have to install it again. **You will need 25 MG of free space on your hard drive and Internet Explorer 5.5 or higher installed on your machine in order to run the STCM application.**

The installation instructions are different for network users. Tallahassee and District users log into STCM via the DEP network. Some of the local program users log into STCM with a modem while other local program users log on via a broad band connection.

Logging in through the DEP network allows the software to download and install much faster than modem users. It takes a few minutes for the software to download and install over the network. It takes approximately 30 to 45 minutes for the software to download and install over a 56K modem. Therefore, it is recommended users logging in via a modem install the software from a CD instead of downloading the software from the Internet. Each local program county will be provided with a copy of the software on CD.

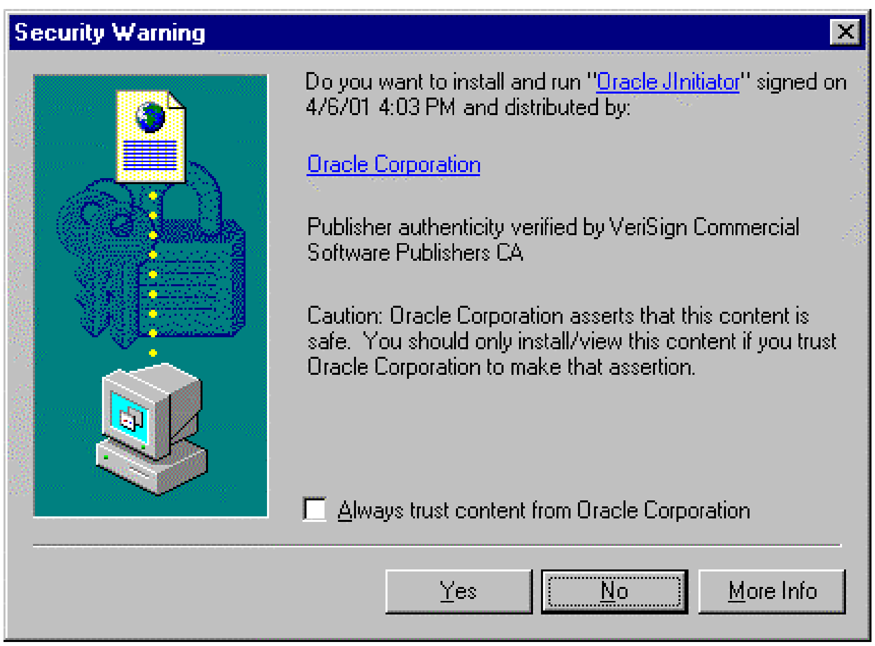
Logging In Over The Network

The software needed to run the new STCM application will be downloaded to your computer over the Internet the first time you log on.

1. Launch **Internet Explorer** and type in the following URL in the Address field. Do **not** use Netscape

   http://depapps.dep.state.fl.us:7777/

2. Click **Yes** at the prompt to download Oracle JInitiator.



3. Follow the instructions for **installing the J-Initiator Software** on page 10.

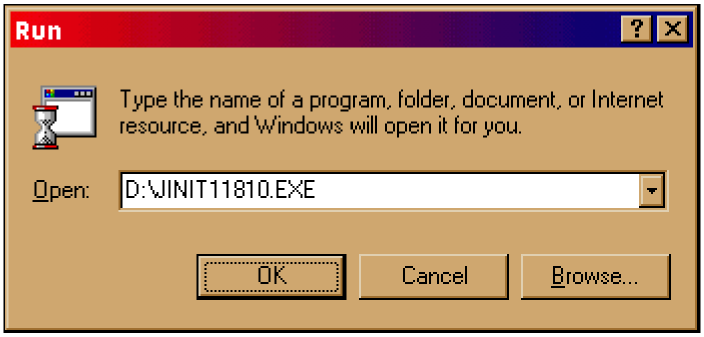
Logging In Using A Modem – Some Local Program County Users

Install the software required to run the new STCM application from the Oracle J-Initiator CD.

1. Insert the CD into the CD-ROM drive.

2. Click the **Start** button on your Windows task bar and choose the **Run** menu option.

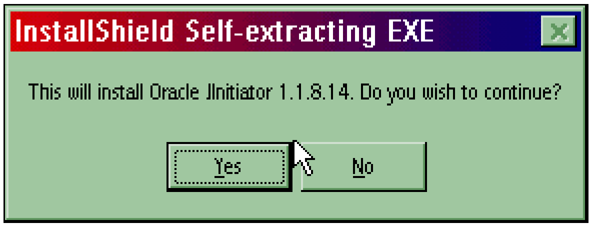
3. Use the **browse** button to navigate to your CD-ROM drive, which is usually the D:\ drive. Choose **JINIT11810.EXE** and click OK.



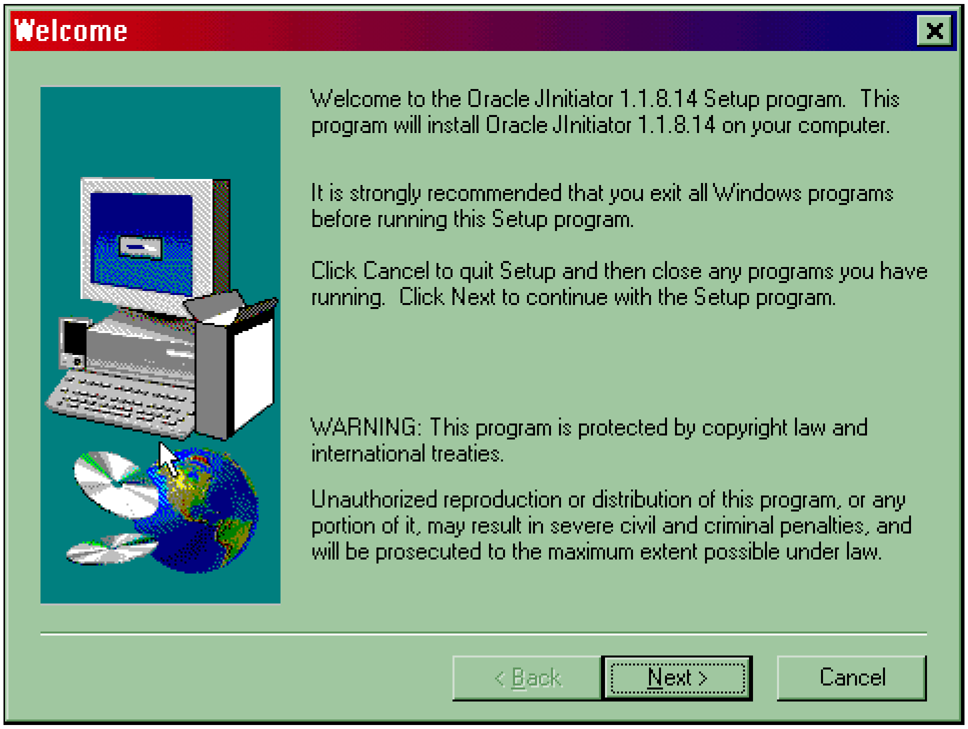
4. Follow the instructions for **installing the J-Initiator Software** on page 10.

Installing the J-Initiator Software

1. Click **Yes** to continue.



2. Close any other applications you have open and click the **Next** button to begin the installation.



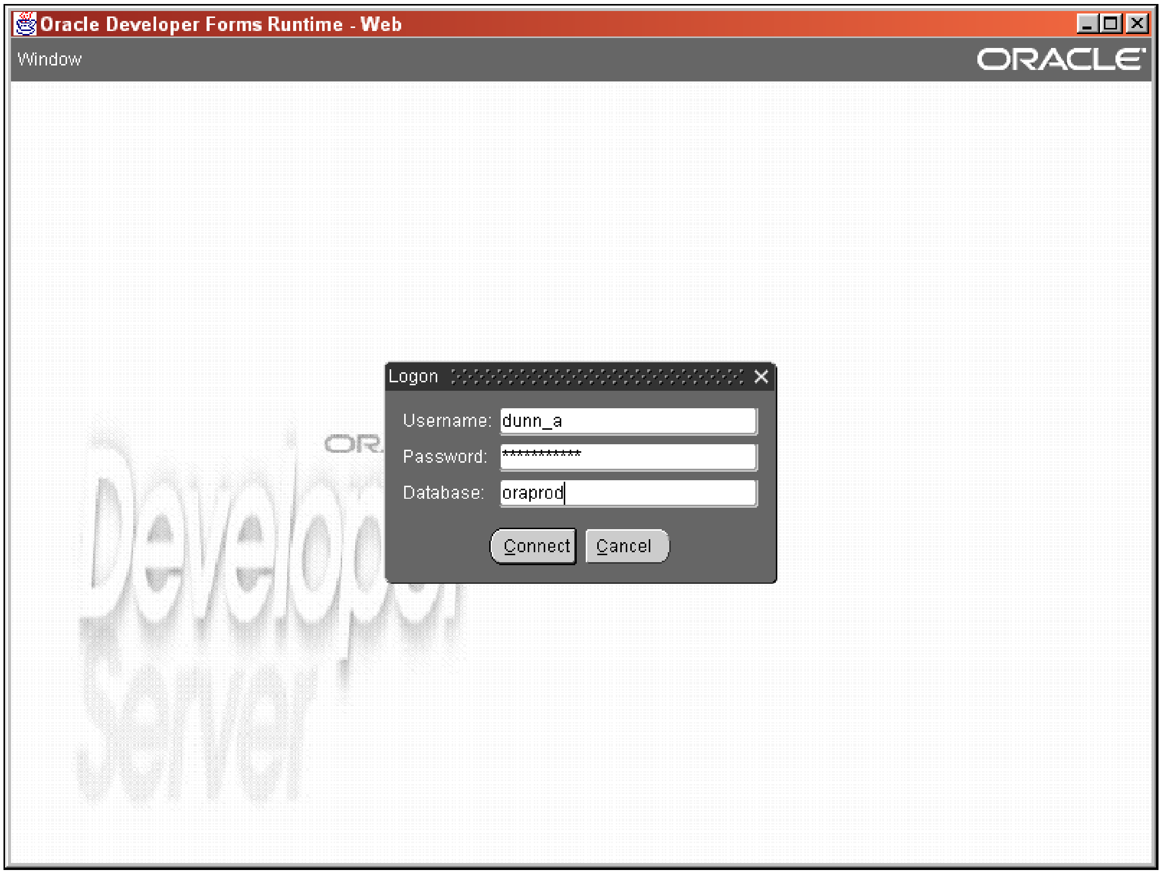
3. When the installation is complete, click the **OK** button.

4. If your browser is open, close the browser and open it again. If you are installing J-Initiator from CD, type the STCM URL into the Address field. If you are installing J-Initiator from the Internet, select it from the URL history from the drop down list on the Address field.

http://depapps.dep.state.fl.us:7777/

Logging In

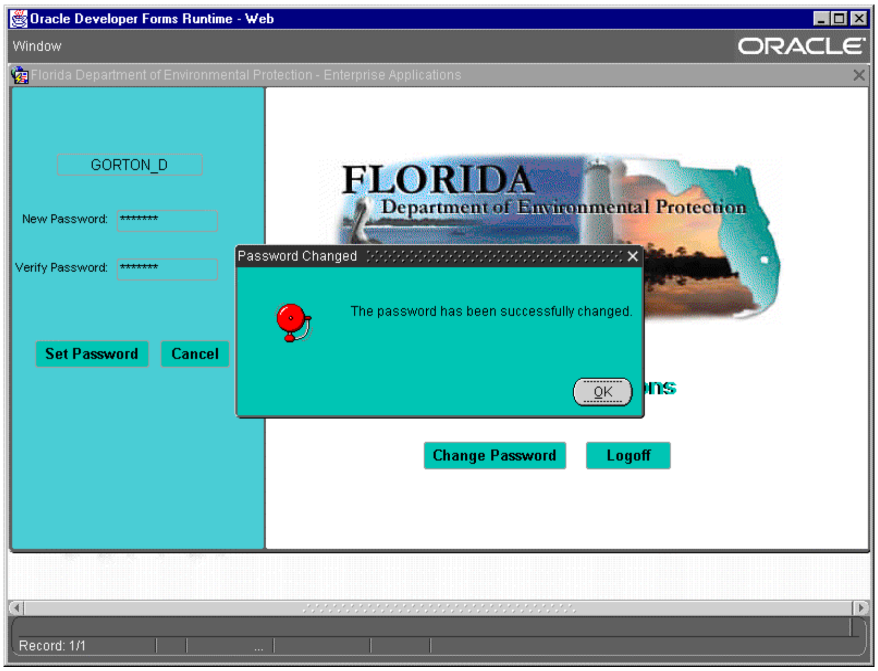
1. Now that the software has been installed, when you go to the STCM URL, you will receive a logon window. **Enter your username and password.** Enter **oraprod** in the Database field of the Logon dialog box.



Changing Your Password

The first time you log on to STCM, you will be prompted to change your password. You may use the same password you used in the Keaterm version if you choose.

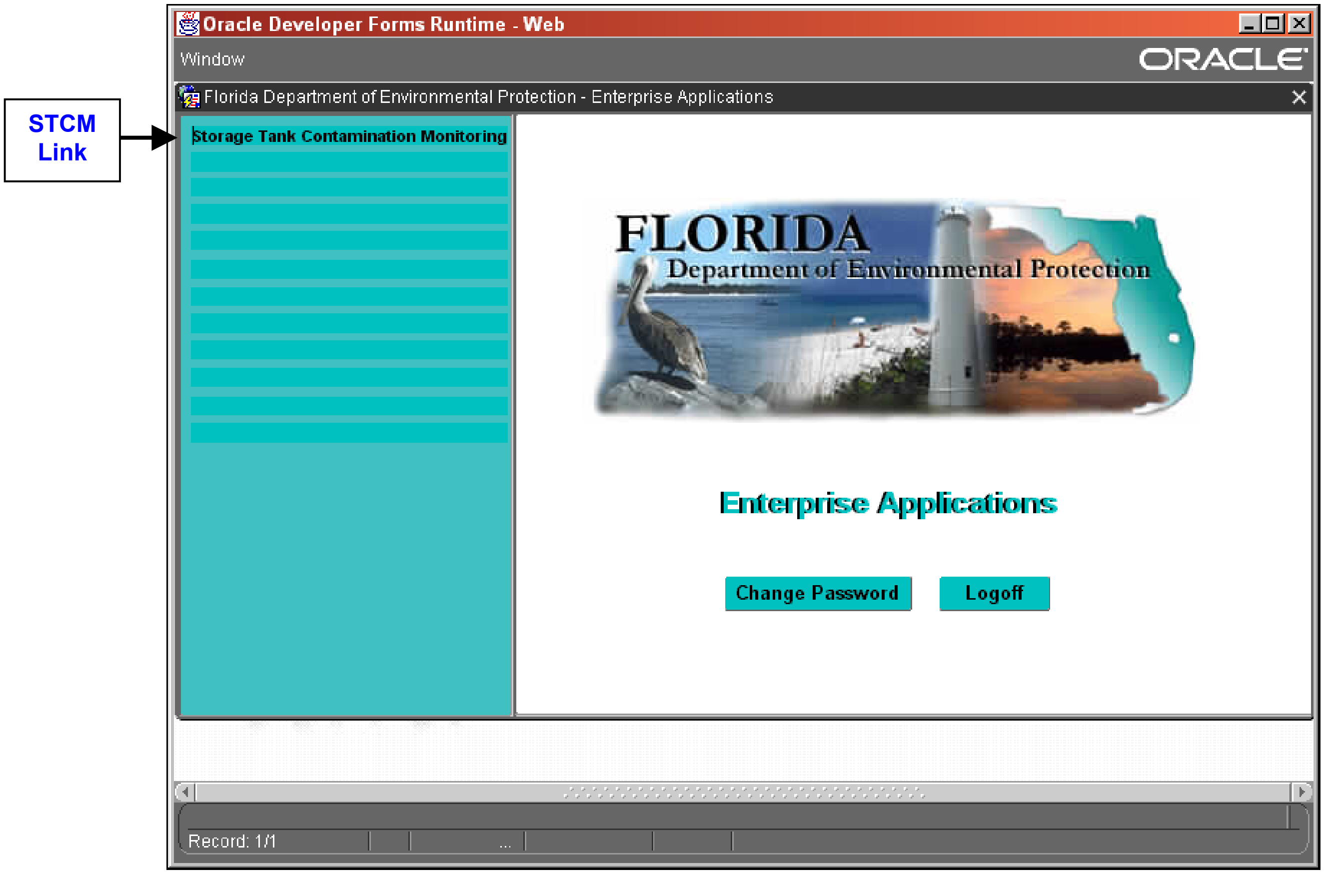
1. Click the **Change Password** button.



2. Enter your new password and click the **Set Password** button.

Accessing the STCM Menu

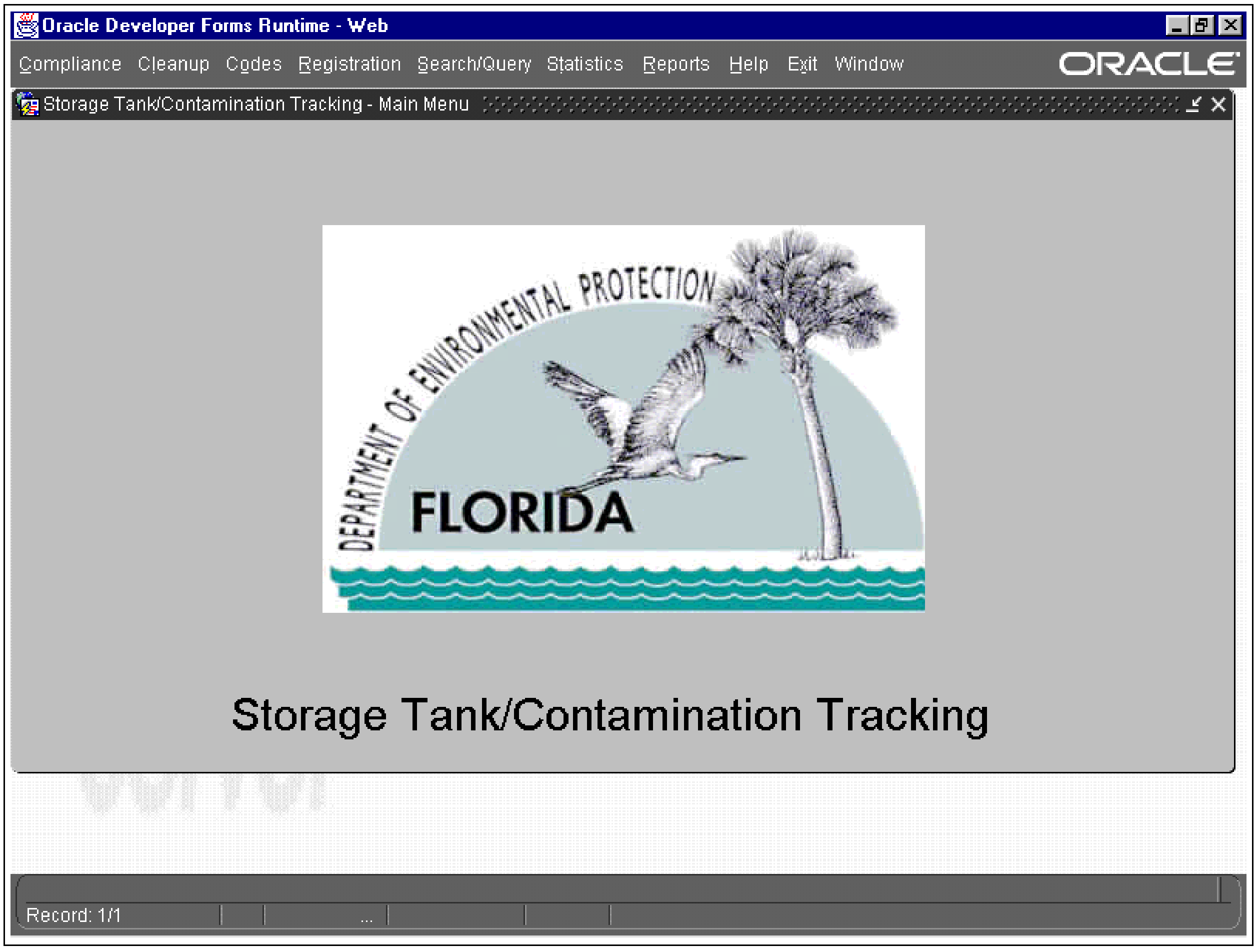
1. To access the STCM menu, click the **Storage Tank Contamination Monitoring** link on the blue bar on the left-hand side of the form.



The STCM and PCT Menus

Please follow the login instructions from the Logging Into the Application section before proceeding. After logging in, the main menu appears.

(Your menu may be different than the following figures due to your access privileges.)



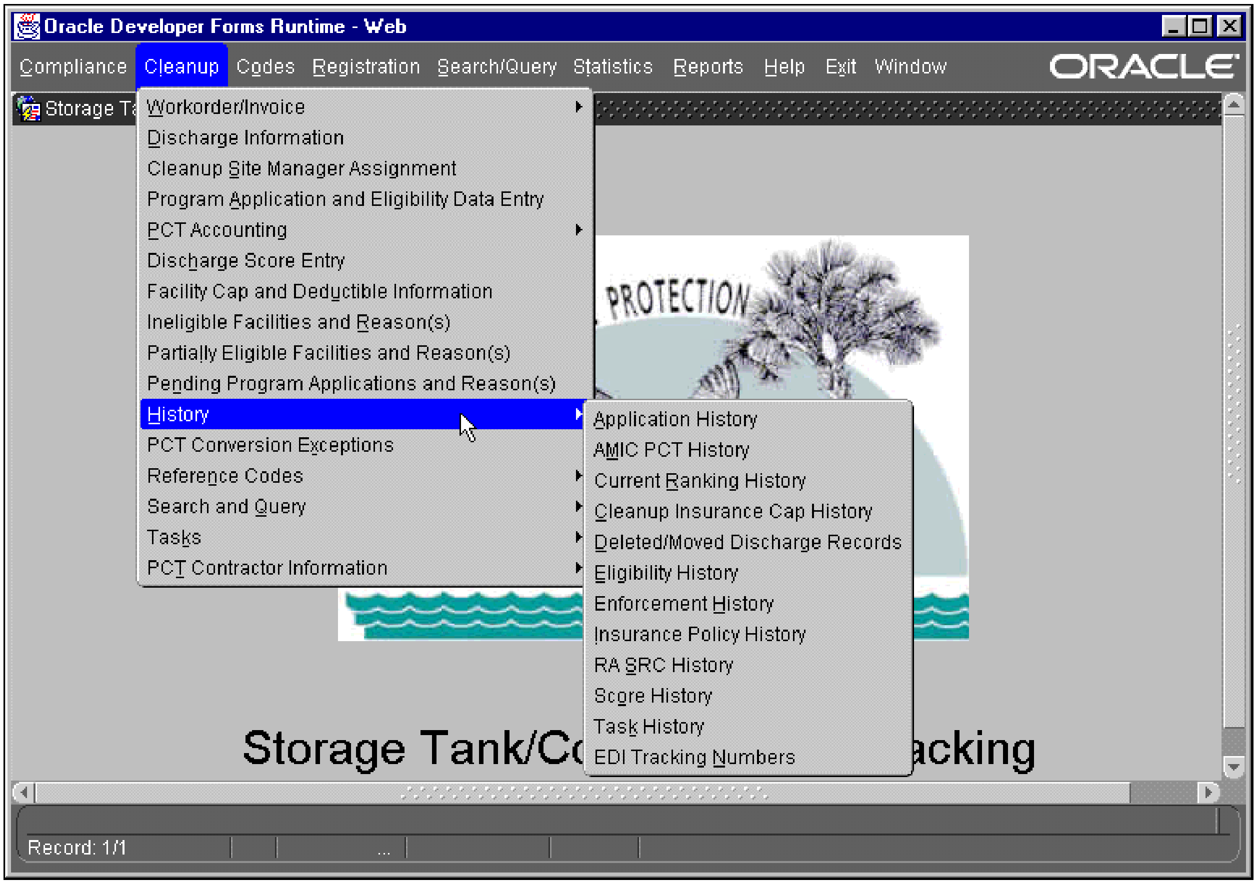
Main Menu

This is the new PCT menu. Some menu choices produce submenus, which are discussed below. All forms reached through the main menu allow for querying of data.

The following PCT menu choices produce submenus with choices:

History

Please follow the menu choices of: **Cleanup**, **History**. These forms allow access to information about when a change was made to the data, and who made the change. This history begins with the conversion of data from the AMIC PCT database.



History Menu

Reference Codes

Please follow the menu choice of: **Codes** . Codes are shortened names given to a "type" of data. Codes save space on data entry screens, allow for uniform entry of data, and sometimes can be quite frustrating (especially if you don't know what they stand for!) Most forms allow for access to the **Code Description** by pressing the **List of Values** button on the toolbar or **Ctrl + L** when you place the cursor on the field in question. All tables of codes and their descriptions used within the PCT database are found in the Reference Code menu.

Codes Menu

Search And Query

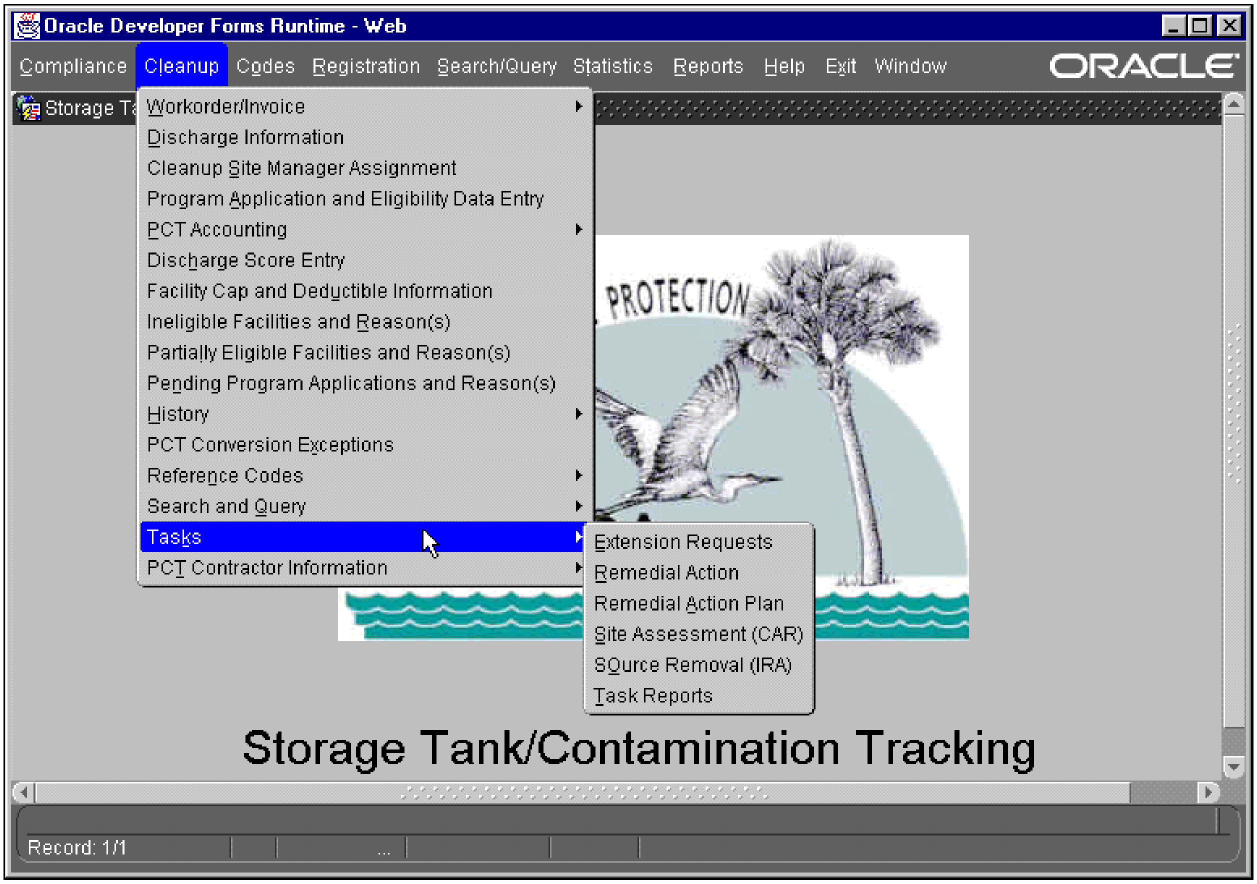
Please follow the menu choices of: **Search/Query**. The Search/Query menu consists of choices for the most queried Facility, Discharge, Eligibility, Score and Tank Data.

Search/Query Menu

Tasks

Please follow the menu choices of **Cleanup**, **Tasks**. Discharge cleanup is divided into tasks, each being a phase of the cleanup process. Task data is tracked by facility for each confirmed discharge requiring cleanup. Data may or may not be present in a task because:

1. The task is not required
2. Data entry has not been completed
3. The task phase has not yet begun


Oracle Developer Forms Runtime - Web
Compliance
Cleanup
Codes
Registration
Search/Query
Statistics
Reports
Help
Exit
Window
ORACLE
Storage T
Workorder/Invoice
Discharge Information
Cleanup Site Manager Assignment
Program Application and Eligibility Data Entry
PCT Accounting
Discharge Score Entry
Facility Cap and Deductible Information
Ineligible Facilities and Reason(s)
Partially Eligible Facilities and Reason(s)
Pending Program Applications and Reason(s)
History
PCT Conversion Exceptions
Reference Codes
Search and Query
Tasks
PCT Contractor Information
Extension Requests
Remedial Action
Remedial Action Plan
Site Assessment (CAR)
SOurce Removal (IRA)
Task Reports
PROTECTION
Storage Tank/Contamination Tracking
Record: 1/1

Tasks Menu

Glossary of Terms

Commit - to save your work

Database - a storage area for all data gathered and entered (i.e., name, address, phone number, etc.)

Delete - to remove a line of information from the database. A line is not permanently deleted until you press **Ctrl + F6** to commit.

Enter Query - to enter a screen mode used for searching for records

Execute Query - to initiate the search for records

Exit - to leave the current form

Field - a piece of information such as the project number

Insert - to add a new line of data to the database, this doesn't save your work. You must press **Ctrl + F6** to commit to save your work after entering the new line of data.

Next Field - move to the field to the right of the field that you are now on

Next Record - move to the line of data below the line that you are currently on

Previous Field - move to the left of the field that you are now on

Previous Record - move to the line of data above the line that you are currently on

Record - a line of information that belongs to a facility.

Query - to search the database for information

Update - change a field in a line of information. Your work is not saved until you press **Ctrl + F6** to commit.

Shortcut Keys

Since some of the shortcut keys have changed while others stayed the same, a comprehensive list of all of the shortcut keys along with their Keaterm equivalent are included for reference.

Command	Web Based Shortcut Keys	Keaterm Shortcut Keys
Beginning of Line	HOME	NUMLOCK, NUMLOCK, [←]
Block Menu	CTRL+B	N/A
Cancel	CTRL+F4	Keypad [-]
Clear Block	F7	CTRL+F9
Clear End of Line	Highlight selection, DELETE	NUMLOCK, NUMLOCK, DELETE
Clear Field	F5	CTRL+F7
Clear Form	F8	CTRL+F10
Clear Record	F6	CTRL+F8
Commit	CTRL+F6	CTRL+F6
Copy	CTRL+C	NUMLOCK, HOME
Count Query	CTRL+F12	Keypad [*]
Cut	CTRL+X	NUMLOCK, DELETE
Delete Character	DELETE	CTRL+D
Delete Line	DELETE	NUMLOCK, BACKSPACE
Delete Record	CTRL+D	DELETE
Display Error	SHIFT+CTRL+E	NUMLOCK, CTRL+F5
Down	[↓]	N/A
Duplicate Field	SHIFT+F5	NUMLOCK, CTRL+F1
Duplicate Record	SHIFT+F6	NUMLOCK, CTRL+F2
Edit	CTRL+E	Keypad [/]
End of Line	END	NUMLOCK, NUMLOCK, [→]
Enter Query	F11	F11 or CTRL+F1
Execute Query	F12	F12 or CTRL+F2
Exit	CTRL+F4	Keypad [-]
Find / List	Right Click, Edit, Edit, Search	HOME
First Line	N/A	NUMLOCK, NUMLOCK+[↑]
Help	CTRL+H	CTRL+F5
Insert / Replace Toggle	Highlight selection, DELETE, Replace text, Save	CTRL+A
Insert Record	CTRL+I	INSERT
Last Line	N/A	NUMLOCK, NUMLOCK+[↓]
(List) List of Values	CTRL+L	HOME
List Tab Pages	F2	N/A
Menu	Click on your choice.	CTRL+F4
Next Block	PAGEDOWN	PAGEDOWN
Next Field	TAB	TAB or ENTER
Next Primary Key	SHIFT+F7	N/A
Next Record	[↓]	[↓]
Next set of Records	SHIFT+F8	N/A
Paste	CTRL+V	NUMLOCK, INSERT

Previous Block	PAGEUP	PAGEUP
Previous Field	SHIFT+TAB	NUMLOCK, TAB
Previous Record	[↑]	[↑]
Print	CTRL+P	CTRL+[P]
Refresh	N/A	CTRL+[R]
Return	RETURN	RETURN
Scroll Down	SHIFT+PAGEDOWN	NUMLOCK, [↓]
Scroll Up	SHIFT+PAGEUP	NUMLOCK, [↑]
Select	Left click and drag cursor across selection to highlight.	END
Show Keys	CTRL+K	CTRL+K
Up	[↑]	N/A
Update Record	CTRL+U	CTRL+[A]

User Access Permissions

Each user has been given access to the database ranging from search (query) privileges to full privileges. Each category of access permissions is called a role. The following explains the categories of access privileges:

STCM_ADMIN

Allows insert, update, and delete for the Accounting, Admin, Compliance, Registration, and Codes menus.

PCT_ADMIN

PCT_ADMIN can view, insert, update, and delete any data in PCT including data files which hold codes and their descriptions, except for the following items which are view only:

a) Score - If the Discharge Cleanup Status is INC, NREQ, NFA, NFAC, or SRCR then no one can update the score.
b) Discharge Cleanup Status is read only because it is determined by a set of rules and applied by the system.
c) Facility Cleanup Status is read only because it is determined by a set of rules and applied by the system.
d) Cleanup Work Status is determined by a set of rules and applied by the system.
e) Facility Name, County, and tank information can only be updated by STCM clerks.
f) Eligibility, Program Application, and Insurance Cap and Co-Pay information can only be updated by Eligibility Clerks.
g) Invoice information can only be updated by PCT_INVOICE.

STCM_QUERY_USER

Allows read only access to most data.

STCM_INSP

Allows insert and update to the Facility Compliance forms under the Compliance menu. allows query access to the rest of forms under the Compliance menu.

STCM_CLERK

Allows insert and update to the all forms in the Accounting menu except for the forms under the Registration Processing sub-menu. Only STCM_ADMIN allows access to the forms under Registration Payment Processing under the Accounting menu.

INSURANCE_ADMIN

INSURANCE_ADMIN can view, insert, update, and delete any facility eligibility, application, and insurance cap/co-pay information. The following are view only:

a) Facility Name, County, and Tank Information
b) Code tables
c) Any discharge cleanup information
d) Any work order or invoice information

History records for applications, eligibility, insurance cap and co-pay

PCT_CLERK

PCT_CLERK can view, insert, and update information, for unrestricted facilities, from the initial discharge notification through all task phases. The following items are view only:

a) Score
b) Discharge Cleanup Status
c) Facility Cleanup Status
d) Cleanup Work Status
e) Facility Name, county, and tank information
f) Eligibility information
g) Any history records
h) Insurance Cap and Co-Pay information
i) Code tables
j) Work Order information
k) Invoice information

PCT_ACCOUNTING

Allows insert and update capability for the forms under the PCT Accounting sub-menu under the Cleanup menu.

PCT_WORK_ORDER

PCT_WORK_ORDER can view, insert, and update all of the data in the Work Order module.

PCT_INVOICE

PCT_INVOICE can view, insert, update, and delete all of the data in the Invoice module.

PCT_RANKER

PCT_RANKER can view and update scores for unrestricted facilities. The following items are view only:

a) Score - The score is read only when the Discharge Cleanup Status is INC, NREQ, NFA, NFAC, or SRCR.
b) Facility Name, county, and tank information
c) Code tables
d) Any discharge cleanup information
e) Any work order or invoice information

PCT_TDR_QUERY

Allows access to view the Technical Document Review forms, reports, and code tables.

TDR_RA_CLERK

Allows insert, update, and delete capability to the RA records in the Technical Document Review forms.

TDR_SA_CLERK

Allows insert, update, and delete capability to the SA records in the Technical Document Review forms.

PCT_SFRA_CLERK

Allows insert, update, and delete capability for SRFA records only. User cannot modify records for any other eligibility program.

PCT_NPDES_CLERK

Allows insert, update, and delete capability for NPDES Permit Fee invoice data.

ELIG_CLERK

ELIG_CLERK can view, insert and update eligibility, application, and insurance cap/co-pay information for unrestricted facilities. The following are view only:

a) Facility Name, county, and tank information
b) Code tables
c) Any discharge cleanup information
d) History records for applications, eligibility, and insurance cap/co-pay
e) Any work order or invoice information

CONTRACTOR_CLERK

Allows insert, update, and delete capability to the records in the Contractor Qualification Information form.

Querying Techniques

Searching for data within the database is known as Querying. Before you query for data, you must know where in the database to query. (i.e. You don't search for your socks in the dishwasher!) Data has been divided into the following logical categories for entry and retrieval:

1. Initial Discharge Notification
2. Application processing and Eligibility determination
3. Insurance CAP and CO-PAY information
4. Discharge information and scoring update
5. Source Removal
6. Site Assessment
7. Remedial Action Plan
8. Remedial Action
9. Remedial Action Years
10. History records

The PCT menu has been developed with easy access to data for those who wish to only query. All categories can be reached from the STCM menu. For data entry personnel, a pull-down menu has been placed at the top of most forms, which allows navigation to other categories of data.

To reach the PCT menu simply login and click on Storage Tank Contamination Monitoring. The main menu is now displayed across the top of the main screen.

Code fields (such as Eligibility Status, Information Source, Discharge Cleanup Status, Cleanup Program, and Cleanup Lead Agency) have a list of common criteria between records for easier storage in the database, to make querying easier, and for uniformity. This list is called a **List of Values**.

> Only fields that are updateable will allow you to access the list of values. Please note that you can pull down a list of values for most of these fields by pressing **Ctrl + L.**

Click on the field or press **Tab** to reach the section you wish to enter query information in. Press **Ctrl + L**. If there is a list of values available it will pop up. Select which item you want to query on by clicking on it with the mouse and hitting ok, or with the arrow keys and pressing **Return**. If there isn't a list of values you may type in the information to query on.

If you get an error message while trying to retrieve a list and you are not in Query Mode:

1) Press **F11**.

2) Click on or **Tab** to the desired field.

3) Press **Ctrl + L**.

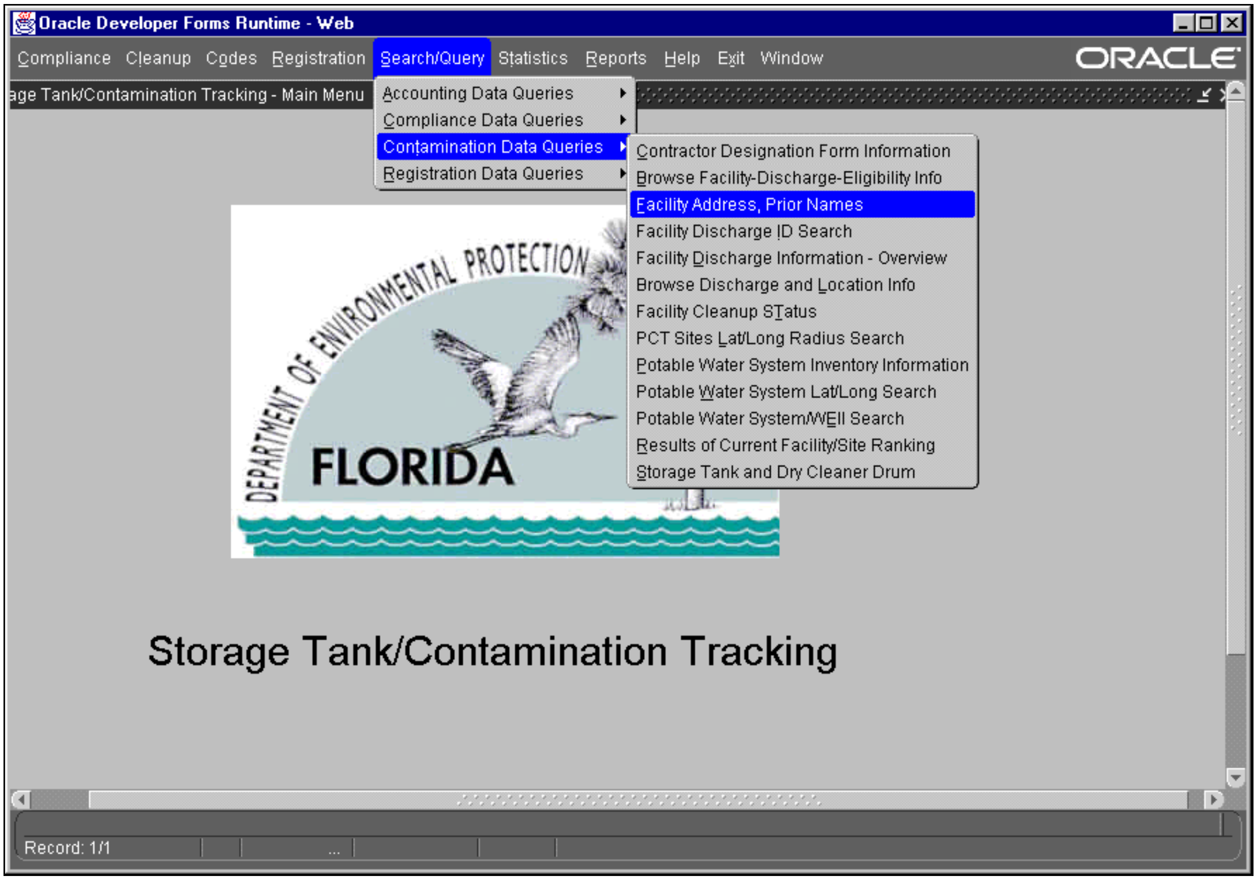
Since the most frequently searched data can be found in the Search/Query choice on the PCT menu, we will use this menu to learn basic techniques. All forms within this menu will be discussed below. The **Search/Query** menu is displayed below.

Please note that on certain fields an entire row may be highlighted in bright blue. This is to indicate the entire record you are on. Some fields may be in bright blue text. These fields are required fields.

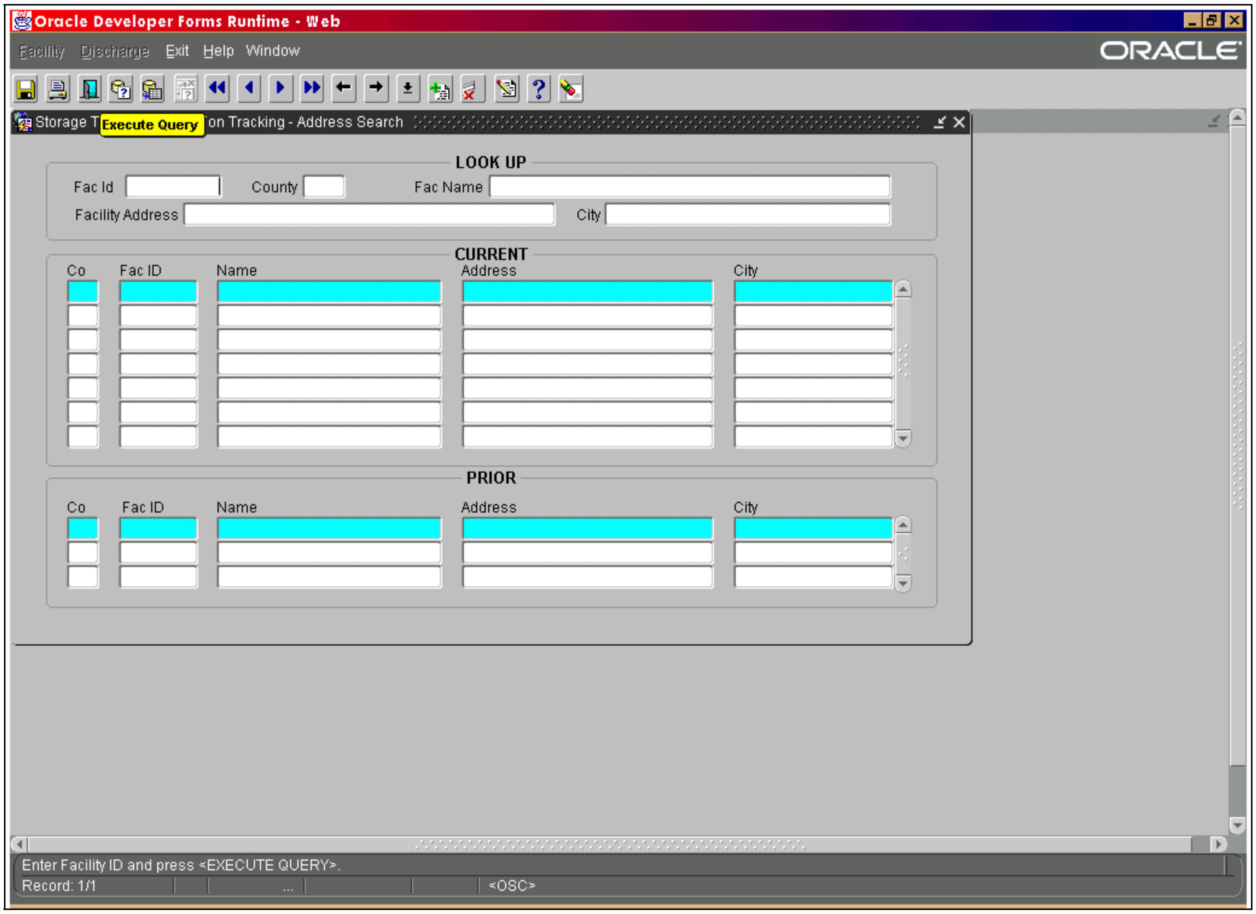
Search/Query Menu

Querying By A Single Field Of Criteria: Facility Address, Prior Name

Please follow the menu selections of: **Search/Query**, **Contamination Data Queries**, **Facility Address, Prior Name**. The Facility Lookup form is displayed below.



Contamination Data Queries Menu

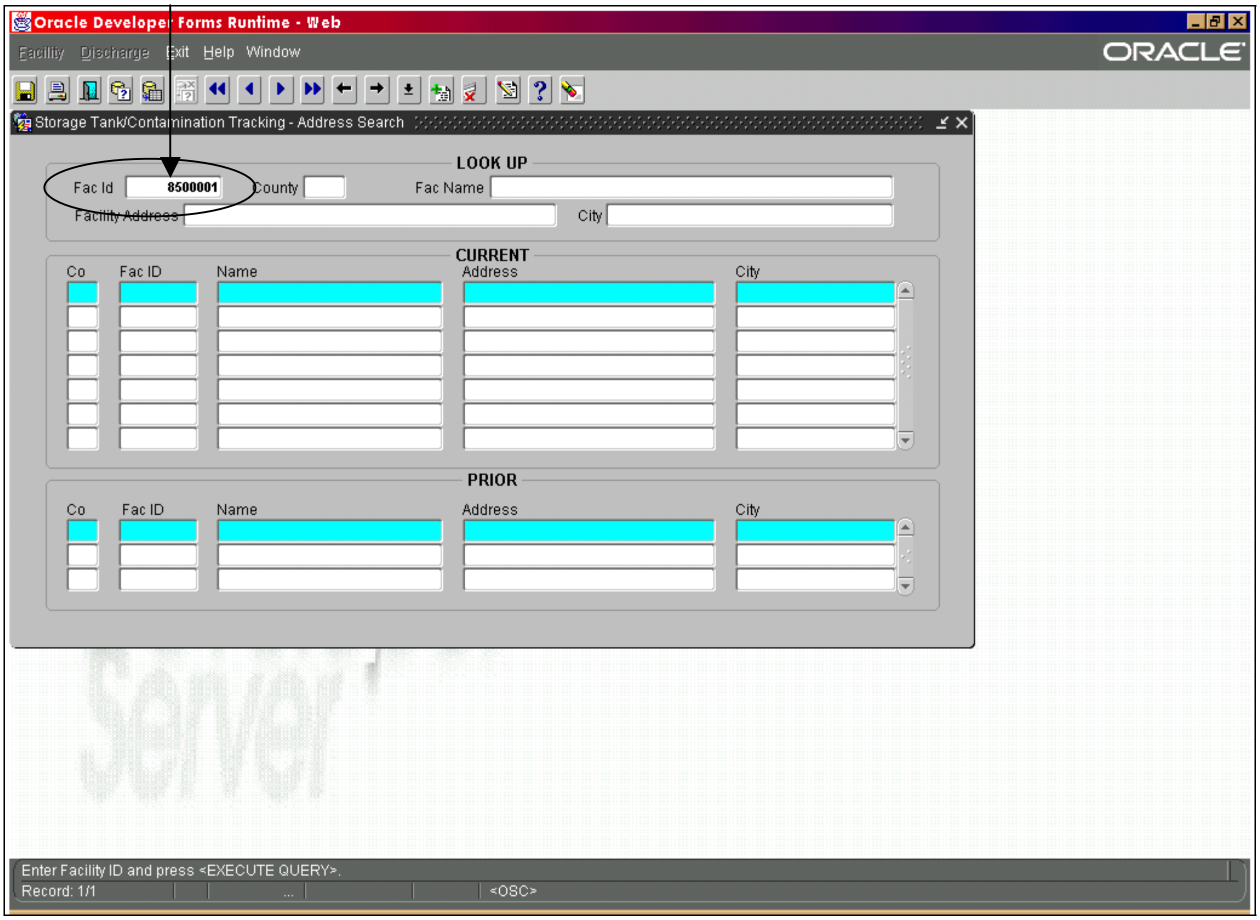


Facility Lookup Form

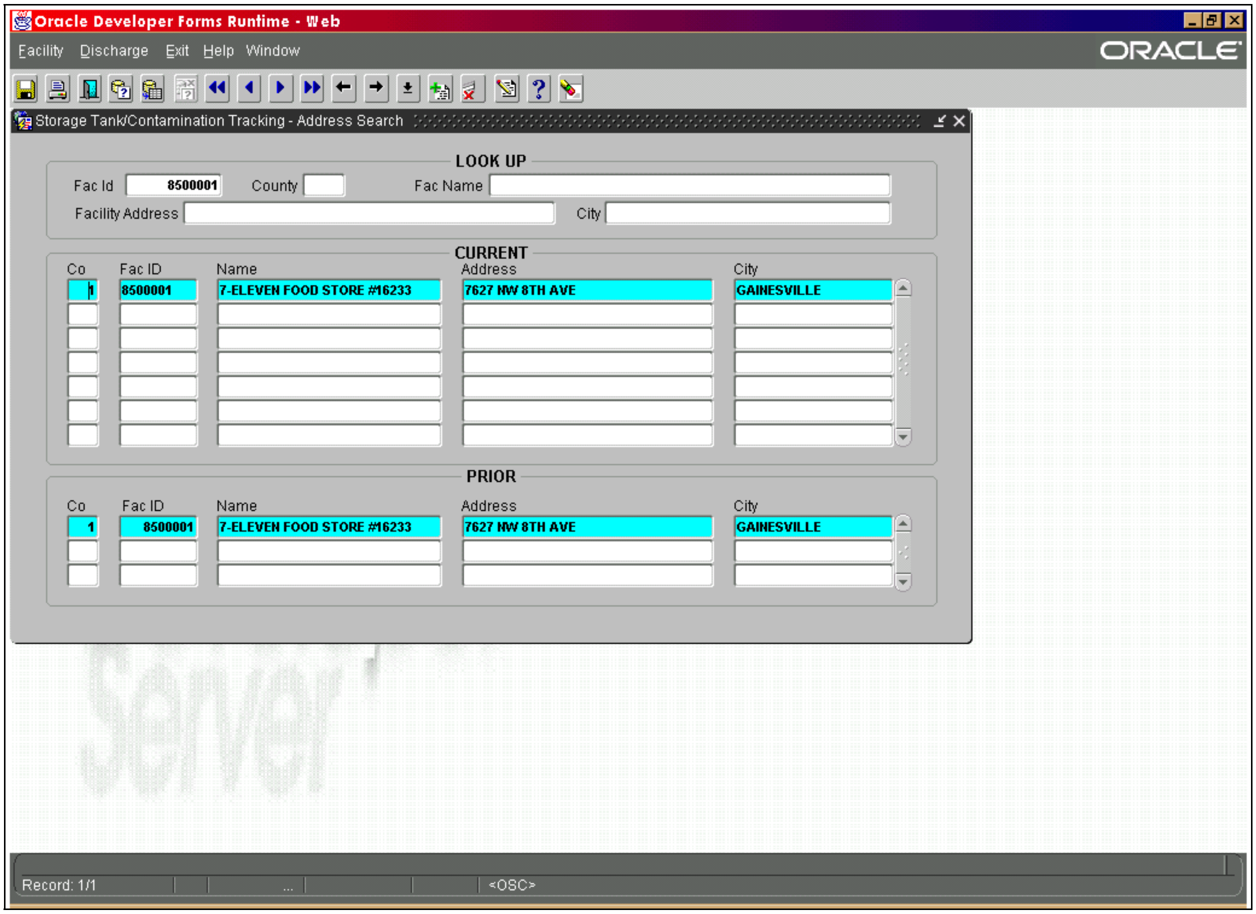
Since this form was created for query, it starts up in query mode. Notice the instructions at the bottom of the form. All forms allow for query by specific criteria. The Facility Address Look Up Form allows query by:

1) Facility ID
2) County
3) Facility Name
4) Facility Address
5) City

Facility ID - If not already there, click on the Facility ID field or press **Tab** until you are in the Facility ID field. Type in the seven digit Facility ID number (i.e. 8500001) at the top of the screen and press **F12**. Information for that facility will be displayed.

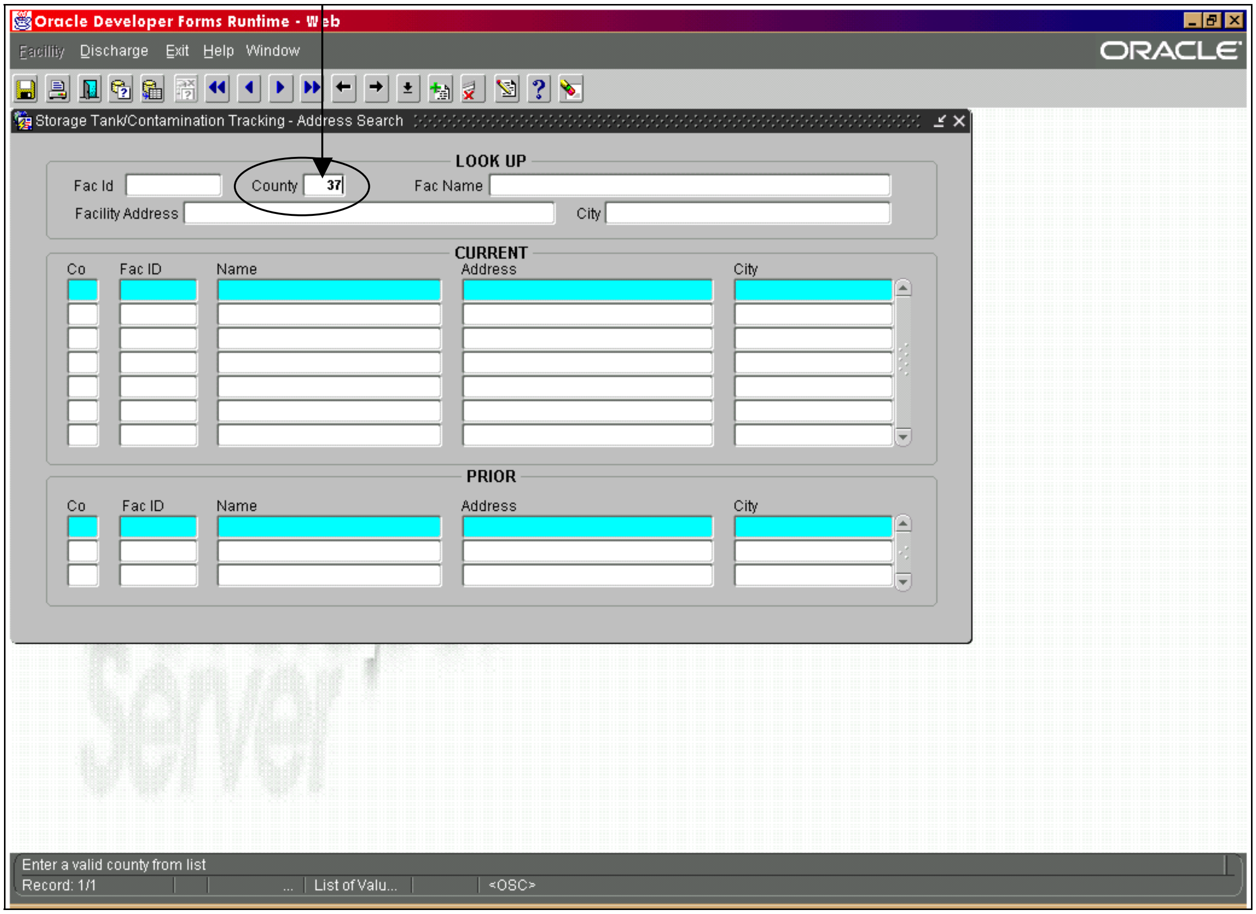


Facility ID Query

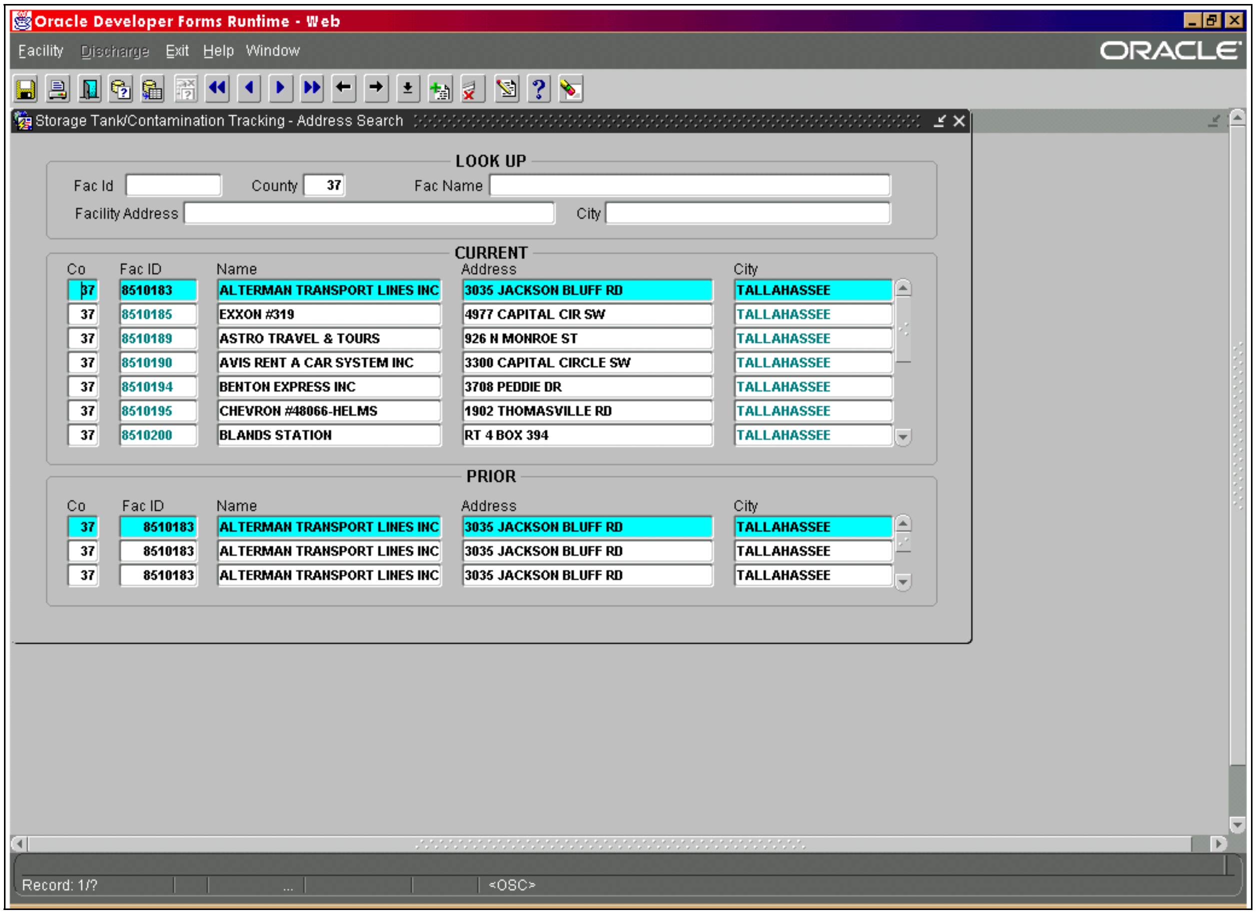


Facility ID Query Results

County - Click on the County field or press **Tab** until you are in the county field and type in the county number. Note that there is a list of values available for this field that can be displayed by pressing **Ctrl + L**. When ready, press **F12** to execute the query. All facility information for that county will be displayed.

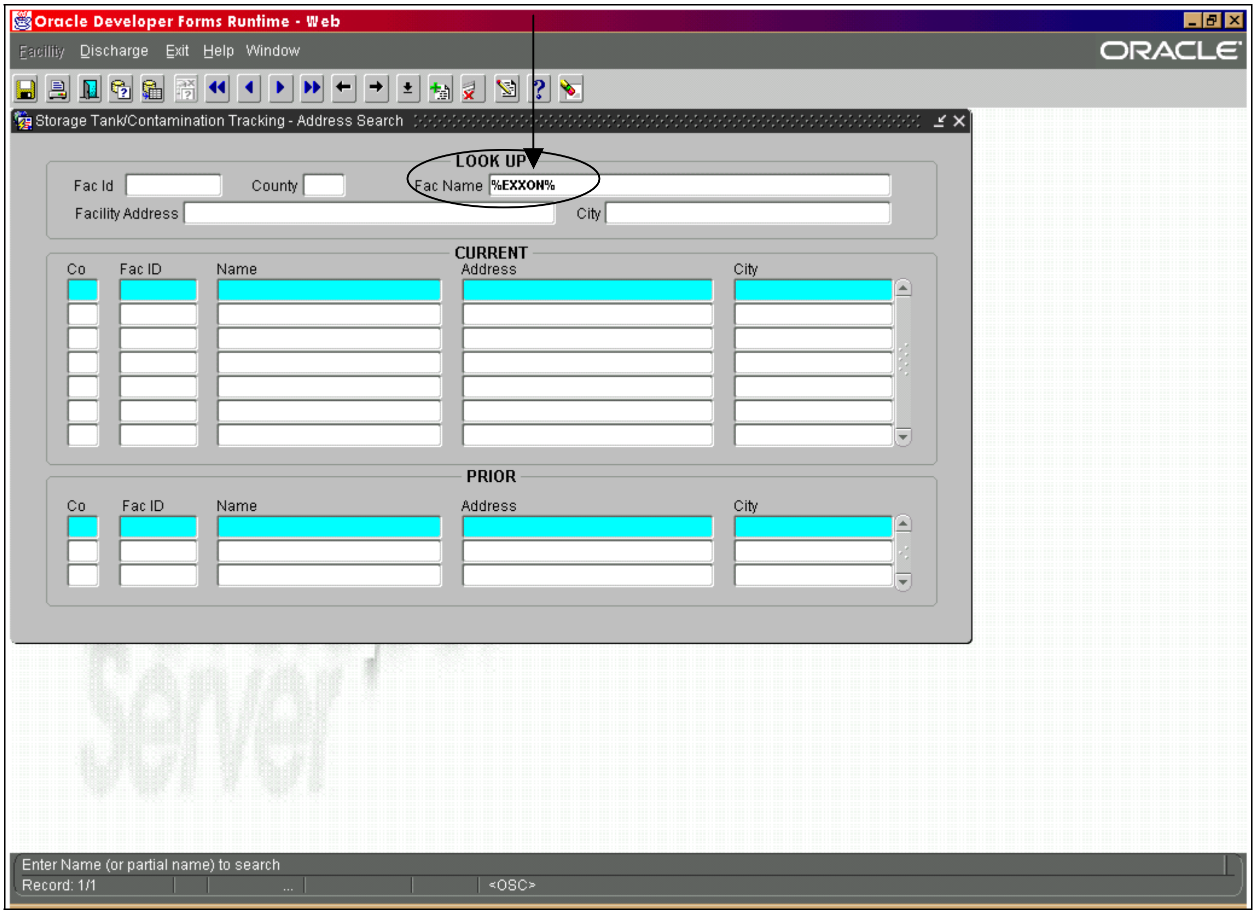


County ID Query

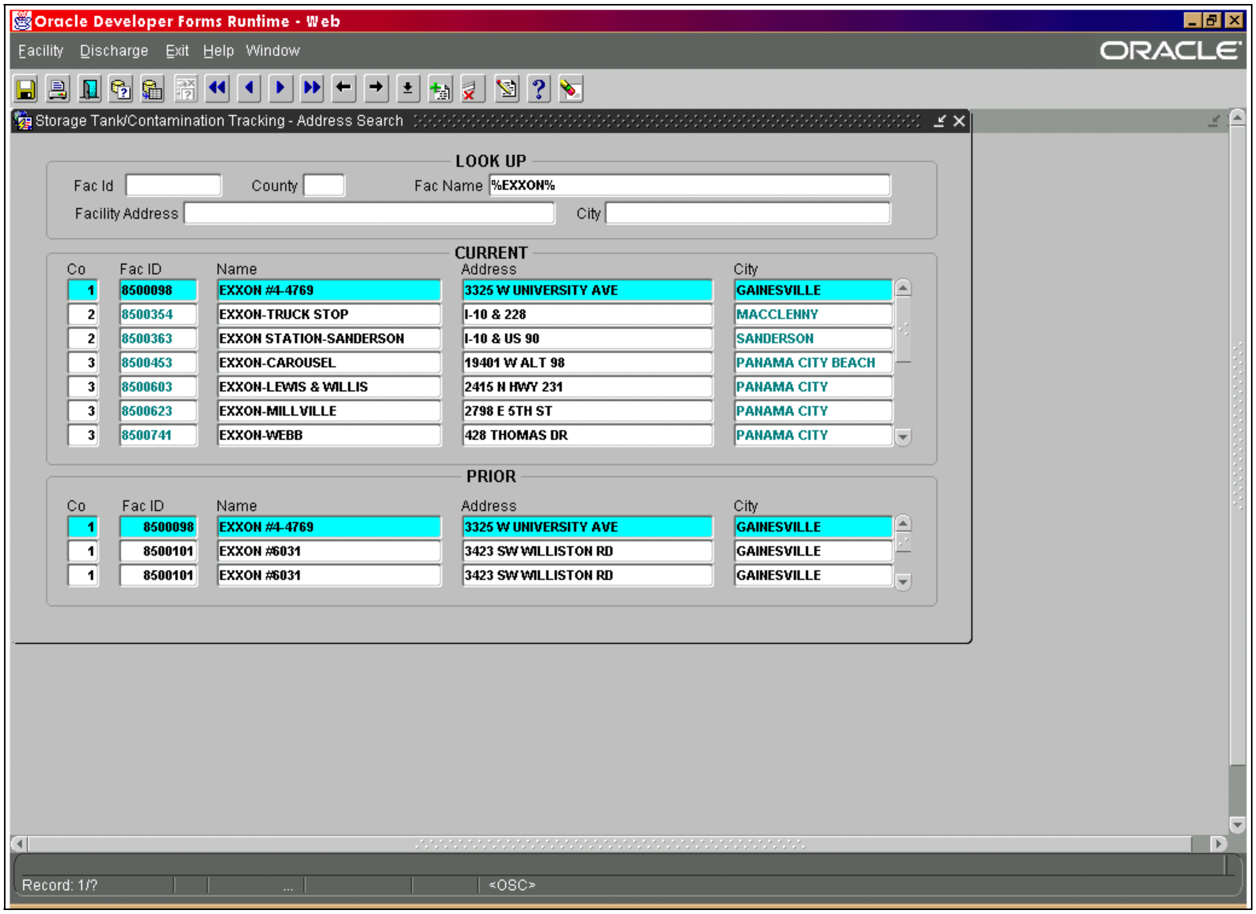


County ID Query Results

Facility Name - Click on the Facility Name Field or press **Tab** until you reach the Facility Name field. Type in the Facility name and press **F12** to execute the query. This will only return data if an exact match is found. To search for any names like the one you have, type the name beginning with a **%** and ending with a **%** (i.e. **%CULPEPPER INDUSTRIES%**) ORACLE is case sensitive. Make sure you type all words in **UPPER CASE**. This will return all records that have a facility name similar to “EXXON”.

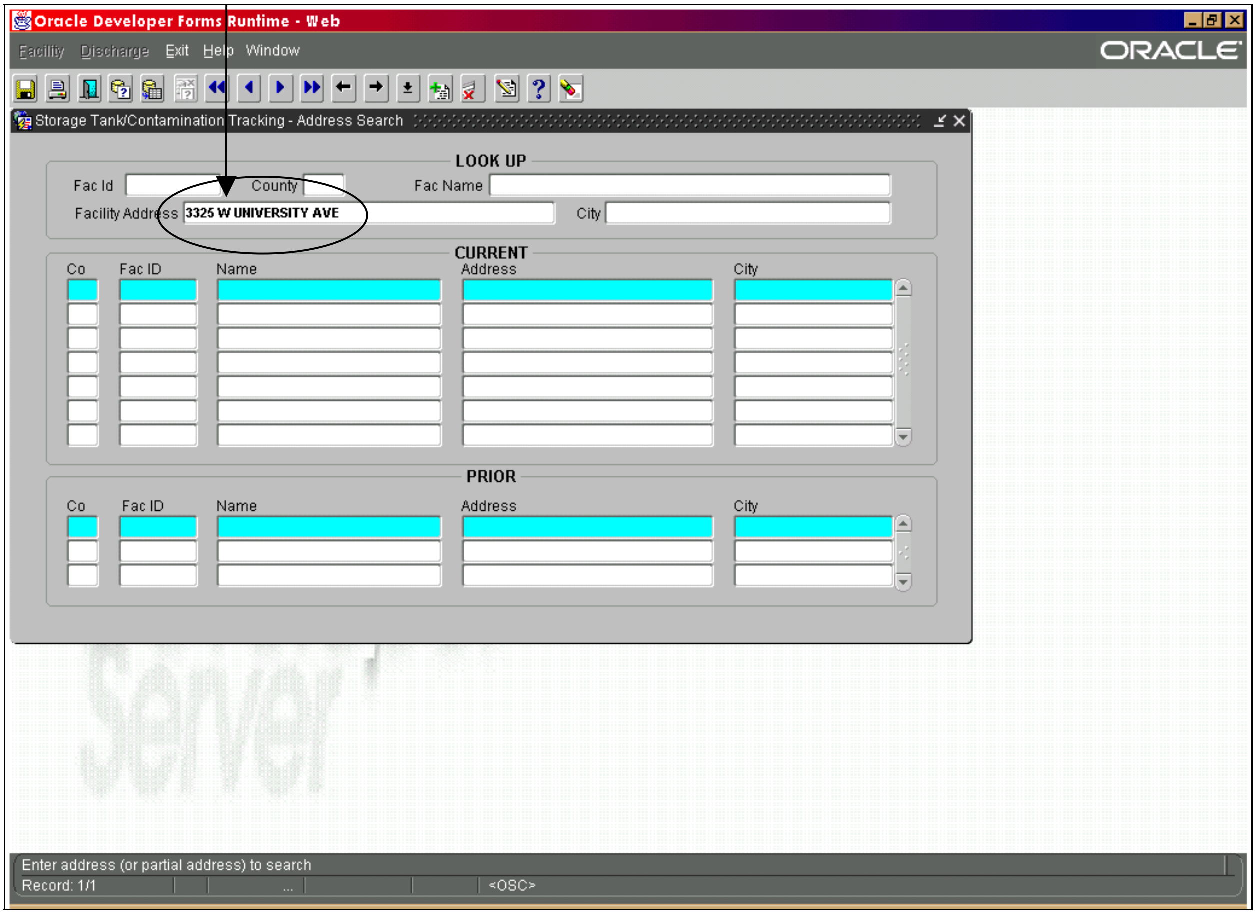


Facility Name Query

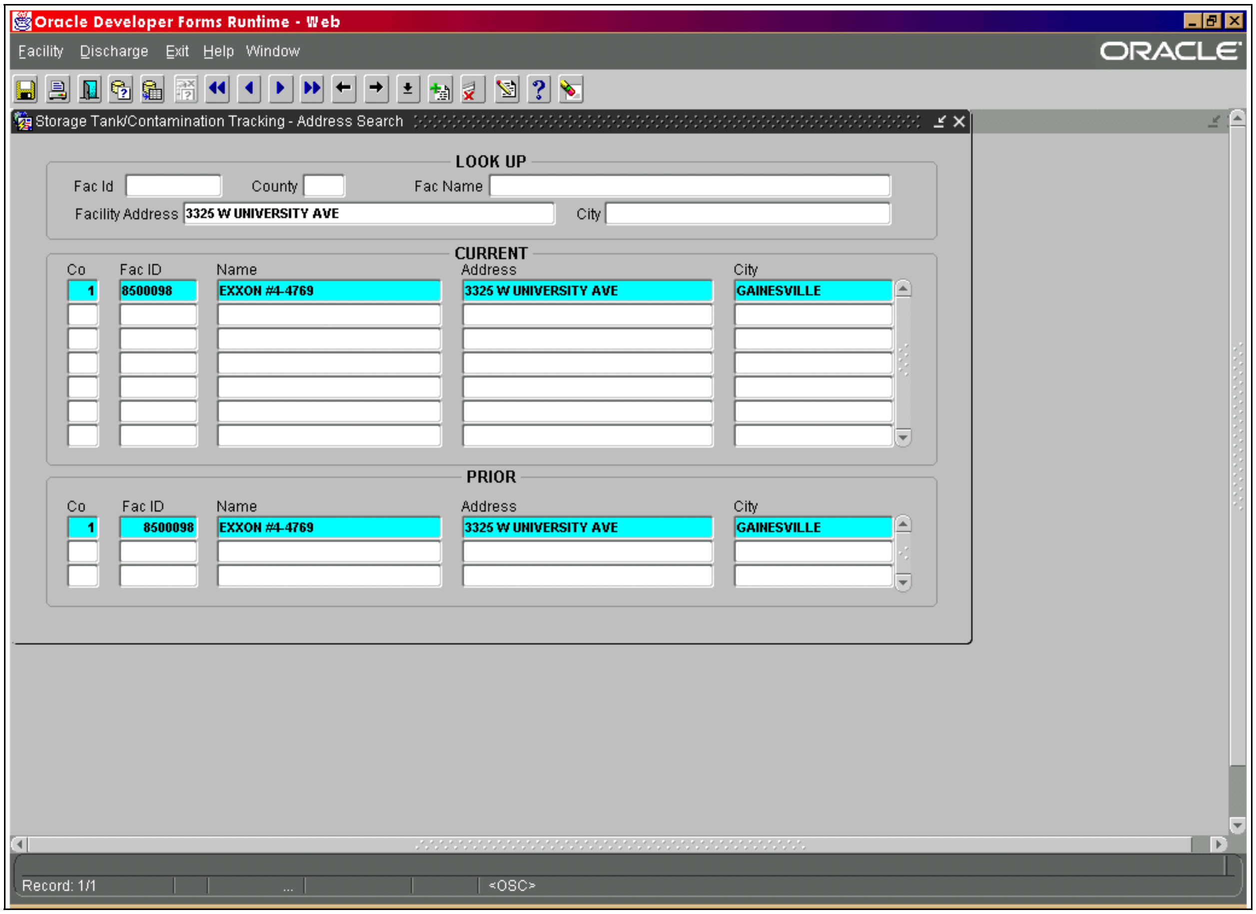


Facility Name Query Results

Facility Address - Click on the Facility Address field or press **Tab** to reach the Facility Address field and type in the facility address. Press **F12** to execute the query. Just like Facility Name, this will only return data if <u>an exact match is found</u>.

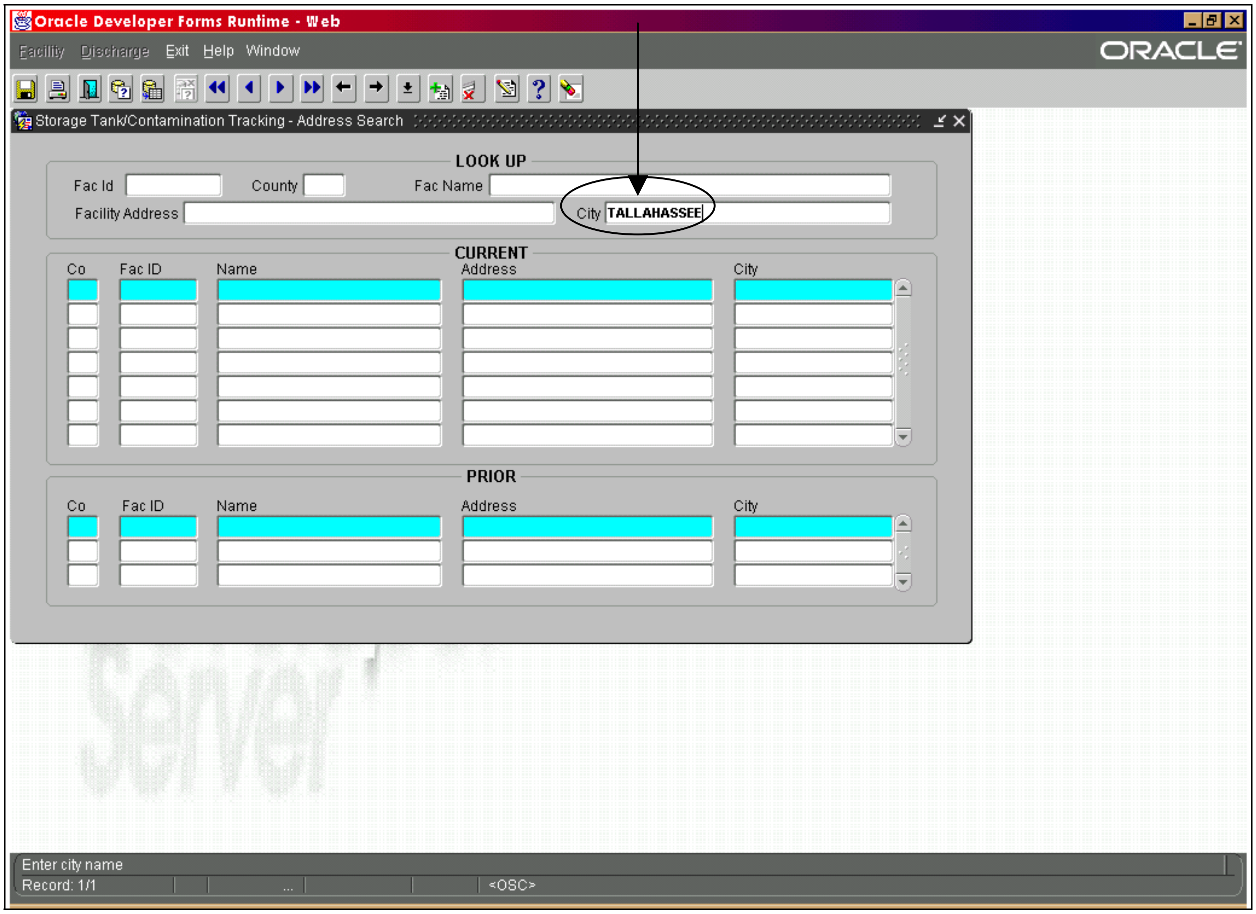


Facility Address Query

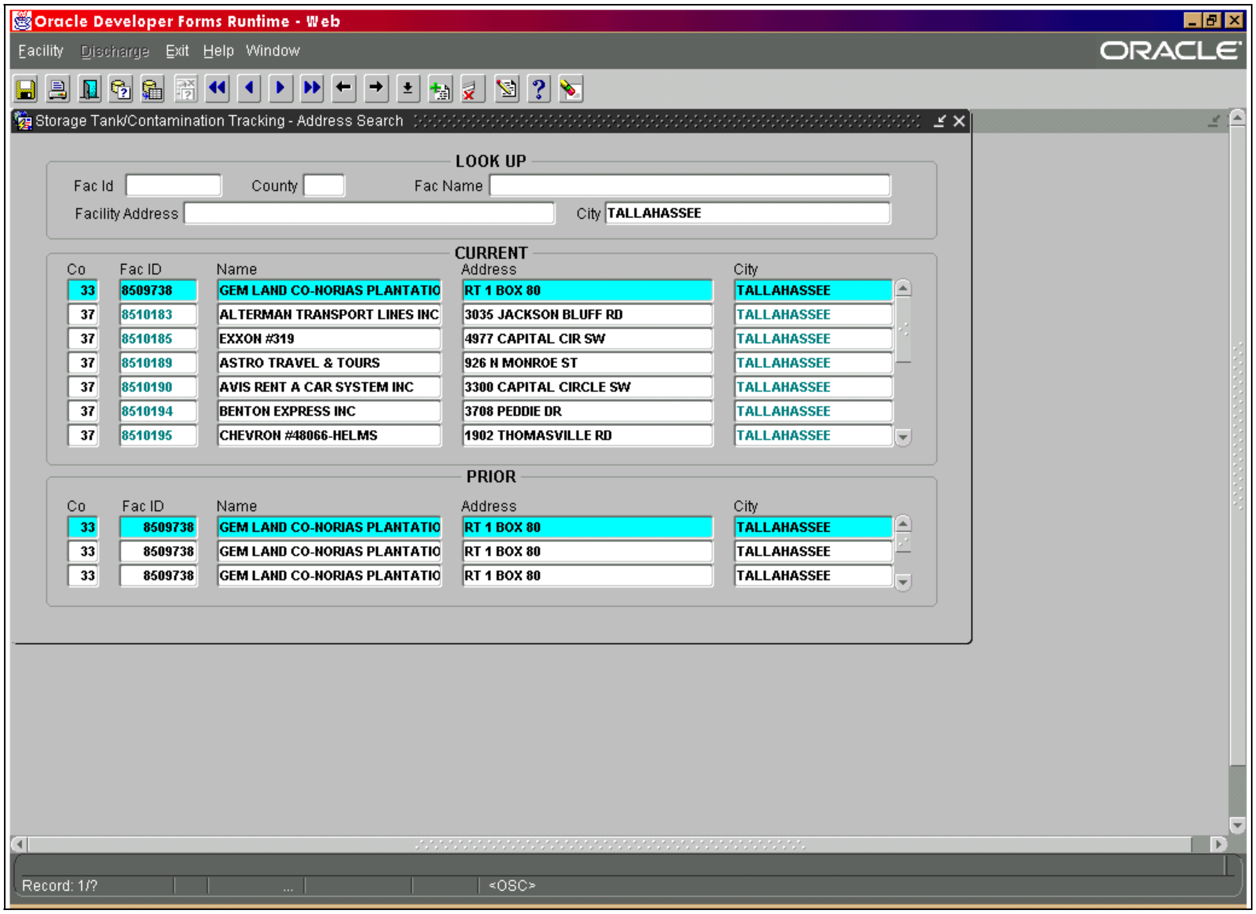


Facility Address Query Results

City - Press **Tab** to reach the City field and type in the city name. Press **F12** to execute the query. Just like Facility Name and Address, this will only return data if <u>an exact match is found</u>.


Oracle Developer Forms Runtime - Web
Facility Discharge Exit Help Window
ORACLE
Storage Tank/Contamination Tracking - Address Search
LOOK UP
Fac Id
County
Fac Name
Facility Address
City TALLAHASSEE
CURRENT
Co
Fac ID
Name
Address
City
PRIOR
Co
Fac ID
Name
Address
City
Enter city name
Record: 1/1
<OSC>

City Query



City Query Results

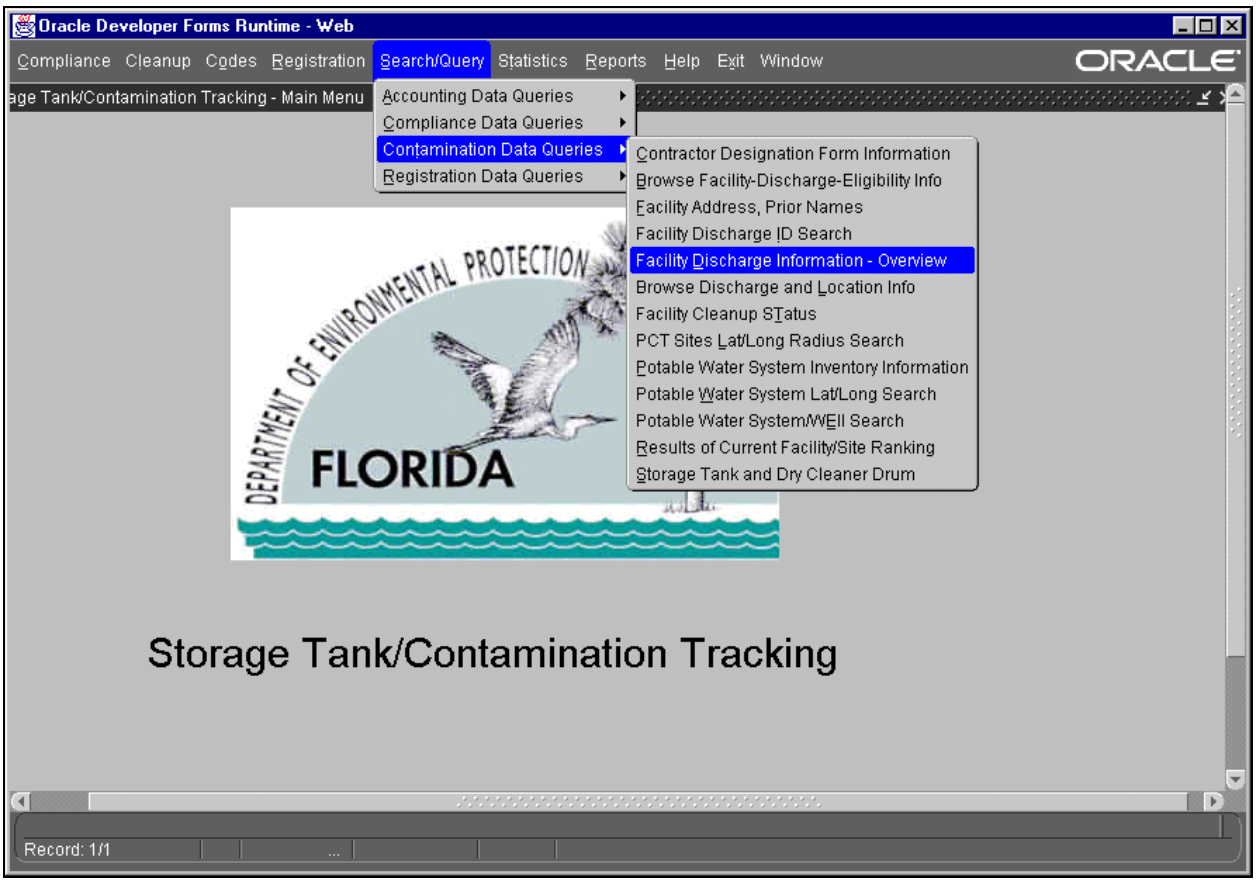
Querying by Multiple Fields of Criteria:

Facility Discharge Information - Overview

Please follow the menu selections of: **Search/Query**, **Contamination Data Queries**, **Facility Discharge Information - Overview**. Notice that this form informs you at the bottom of the screen, that you are in enter query mode.

The **Facility Discharge Information - Overview** form allows query of facilities with discharge information by:

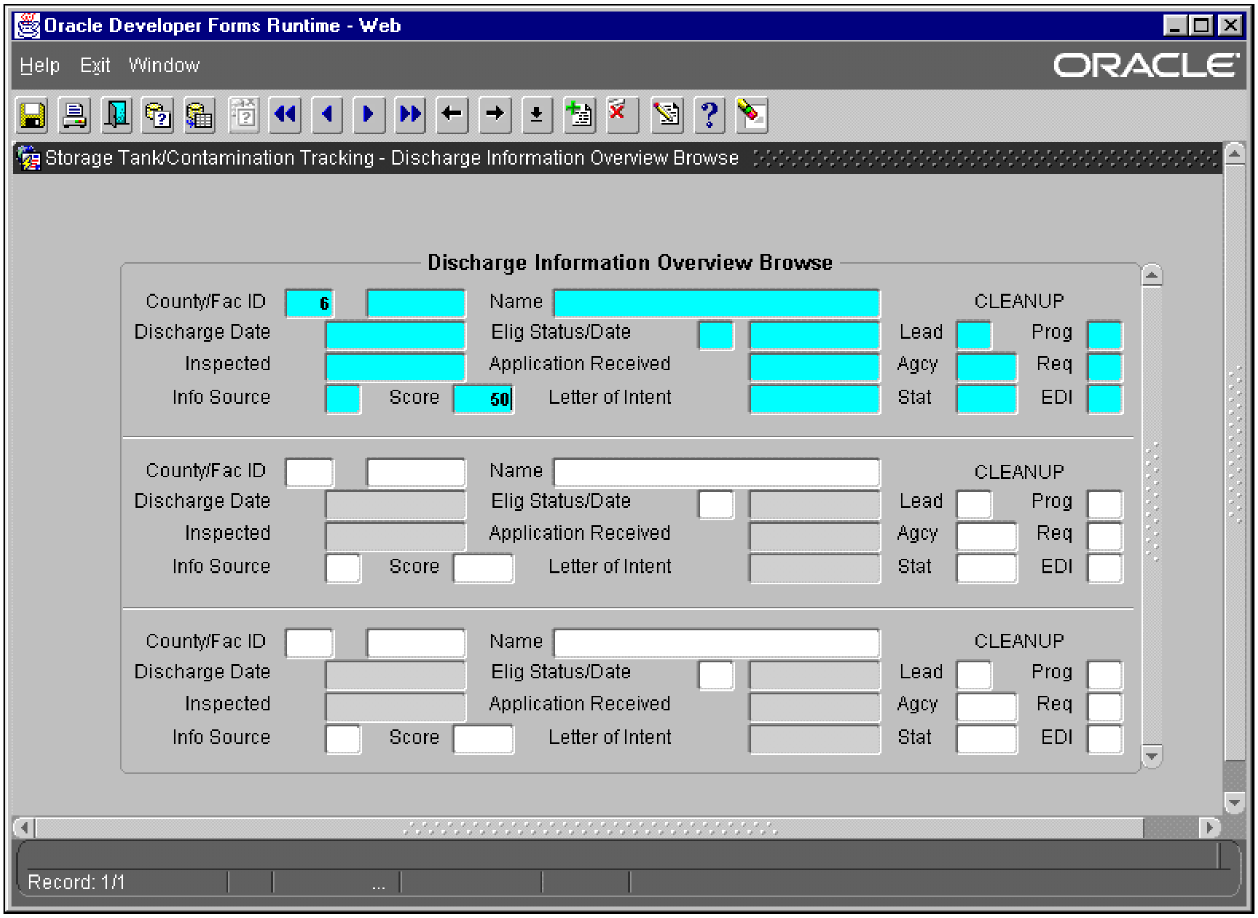
1. Score
2. Discharge Date
3. Status
4. Cleanup Program
5. Application Received Date
6. Inspection Date
7. Eligibility Date
8. Cleanup Lead Agency
9. Information Source
10. Discharge Cleanup
11. Eligibility Status



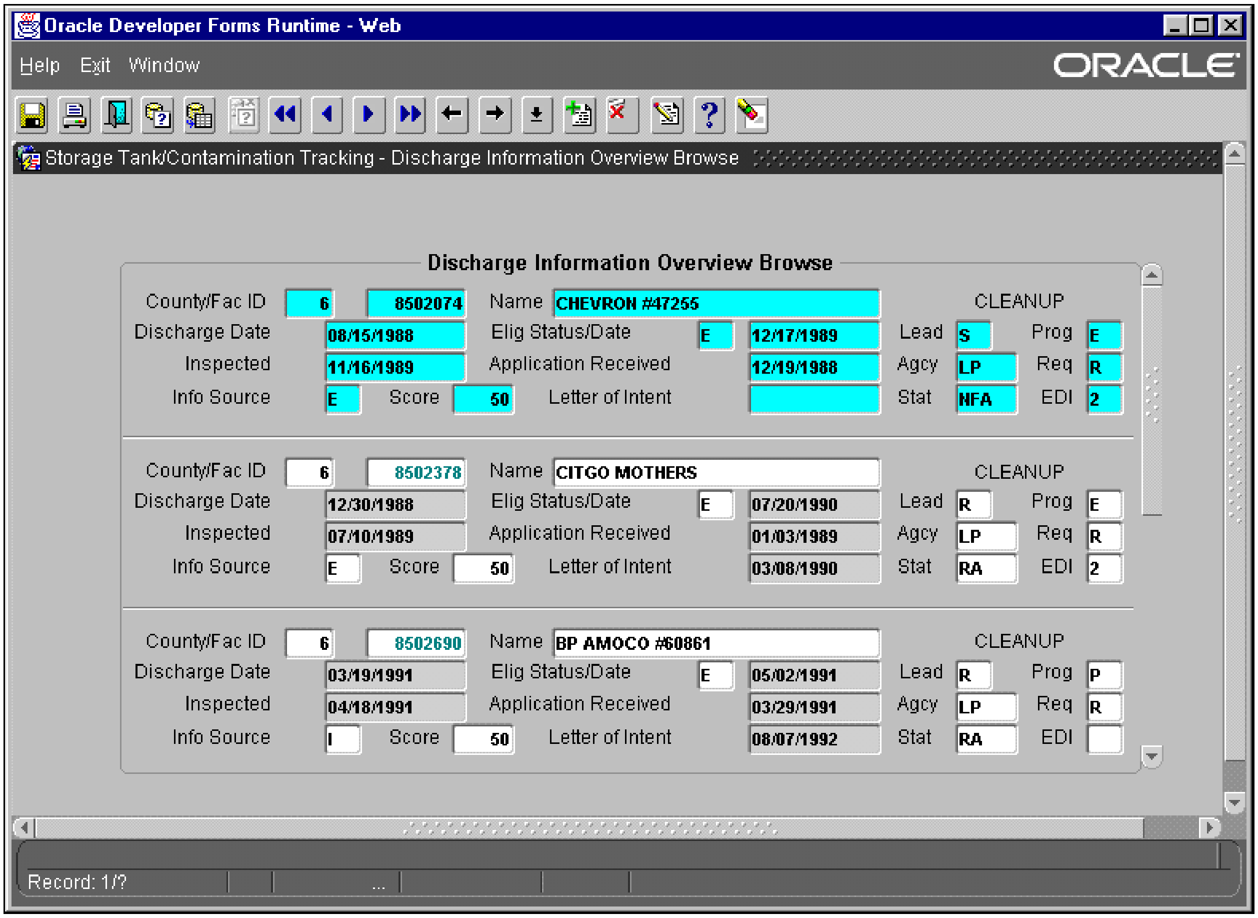
Contamination Data Queries Menu

To locate all facilities with discharges in county 6 (Broward) that have a score of 50:

1. Type **6** in the county field.
2. Then click on, or press **Tab** to reach the score field.
3. Type **50** and press **F12** to execute the query.



Multiple Fields Query

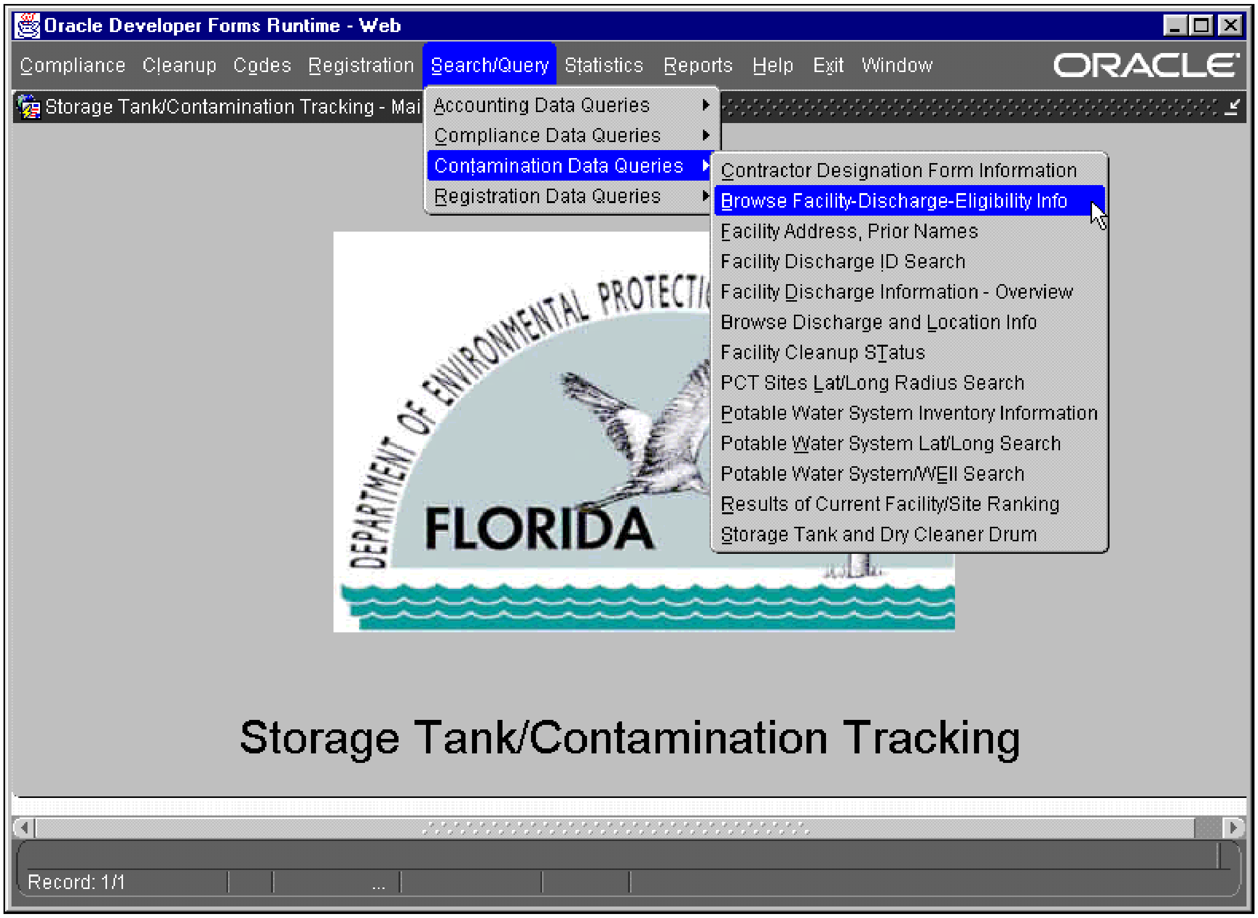


Multiple Fields Query Results

Obtaining A Count Of Records

Facility Name, District, County, Cleanup Status, Eligibility

You can obtain a count of records through querying in any form. We will use the next form on the menu to cover this topic. Please follow the menu selections of: **Search/Query**, **Contamination Data Queries, Browse Facility – Discharge – Eligibility Info**.



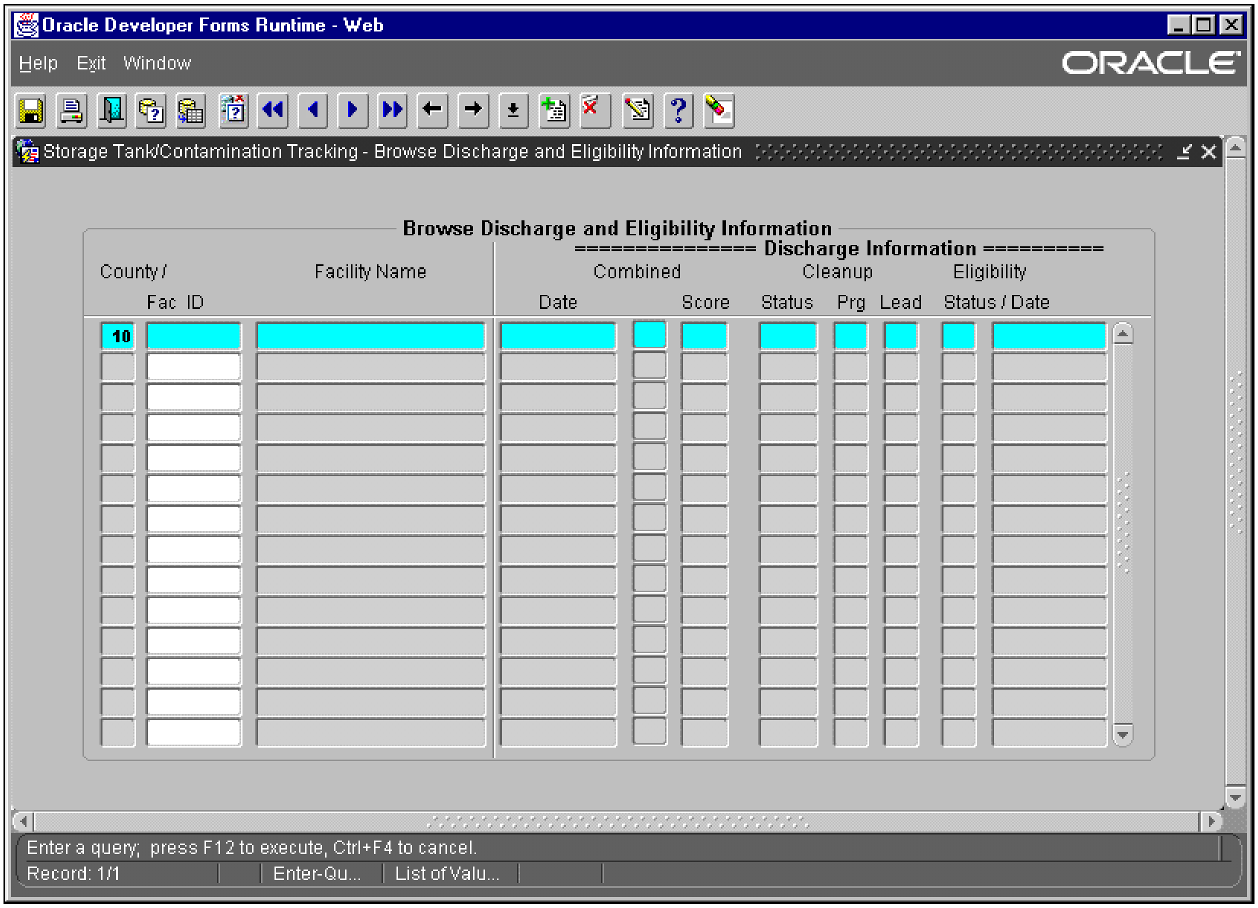
Contamination Data Queries Menu

The Browse Discharge and Eligibility Information form allows query by:

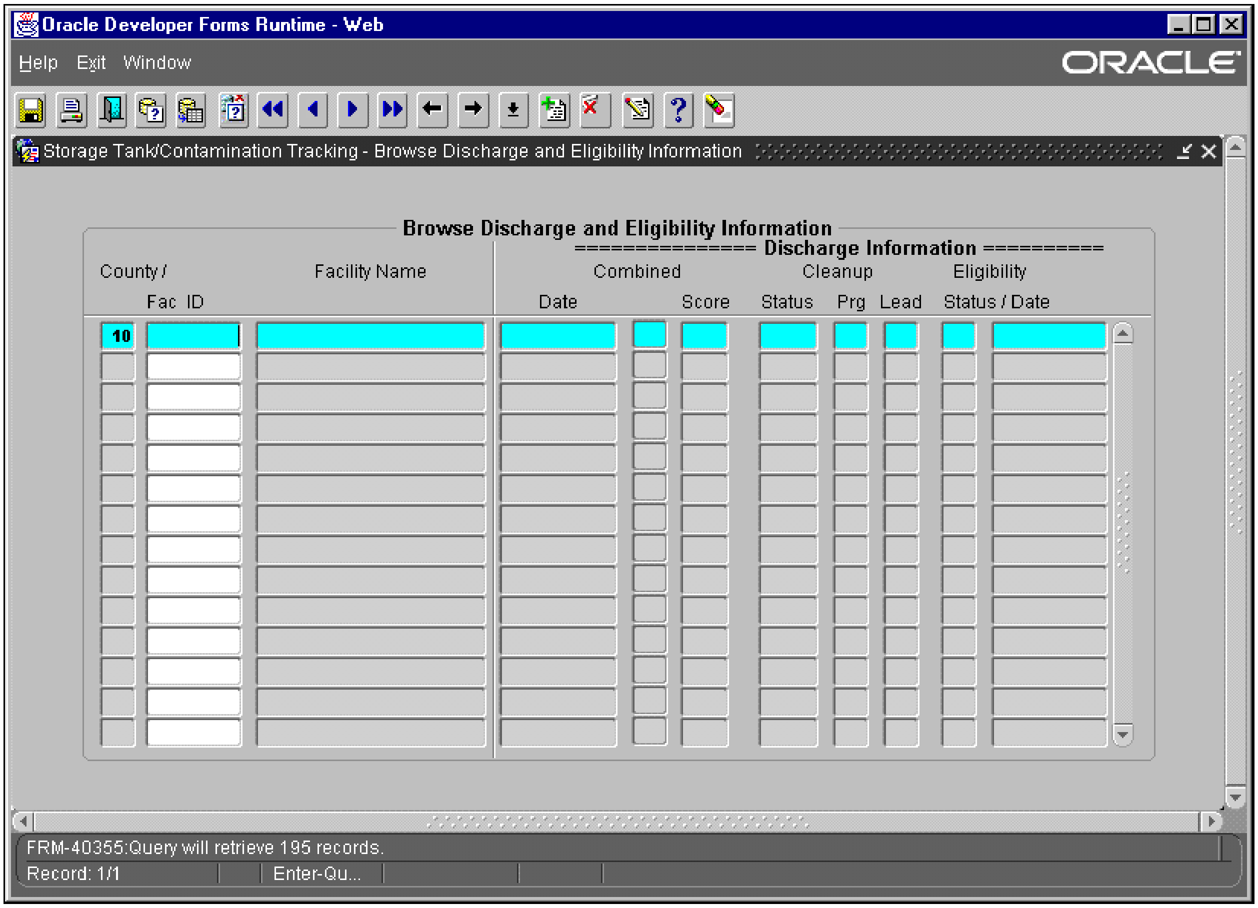
1. County
2. Score
3. Lead
4. Facility ID
5. Facility Name
6. Discharge Cleanup Status
7. Eligibility Date
8. Discharge Date
9. Cleanup Program Cleanup
10. Eligibility Status

To retrieve a count of the number of discharge records in county 10:

Click on, or **Tab** to the County field. Type **10**, then press **Ctrl + F12**. (You may also right click on the county field and it will bring up a small menu. Open the query menu and **left click** on **count hits**.) The program will then count the number of records that will be returned from your query and displays the results in the bottom left corner of the form.



Discharge and Eligibility Information – Count Query Hits



Discharge and Eligibility Information – Count Query Hits Results

You can enter criteria into multiple fields and request a count, as with any query.

Querying By Multiple Complex Criteria

Occasionally, you may want to use criteria to retrieve records that are more complex than exact values. ORACLE has provided a feature which allows the user to execute queries that are written by the user with a SQL (**S**tandard **Q**uery **L**anguage) "where" clause. This feature allows the user to take advantage of the SQL operators. Some of these include:

AND	OR
NOT	BETWEEN(between two numbers or dates)
=(equal to)	!=(not equal to)
>(greater than)	>=(greater than or equal to)
<(less than)	<=(less than or equal to)
SUBSTR(substring)	LIKE

IN (example: :A IN ('E','P') or :A IN (8503223,8503207))

The user can also compare two or more fields on the screen using this feature.

To use this feature:

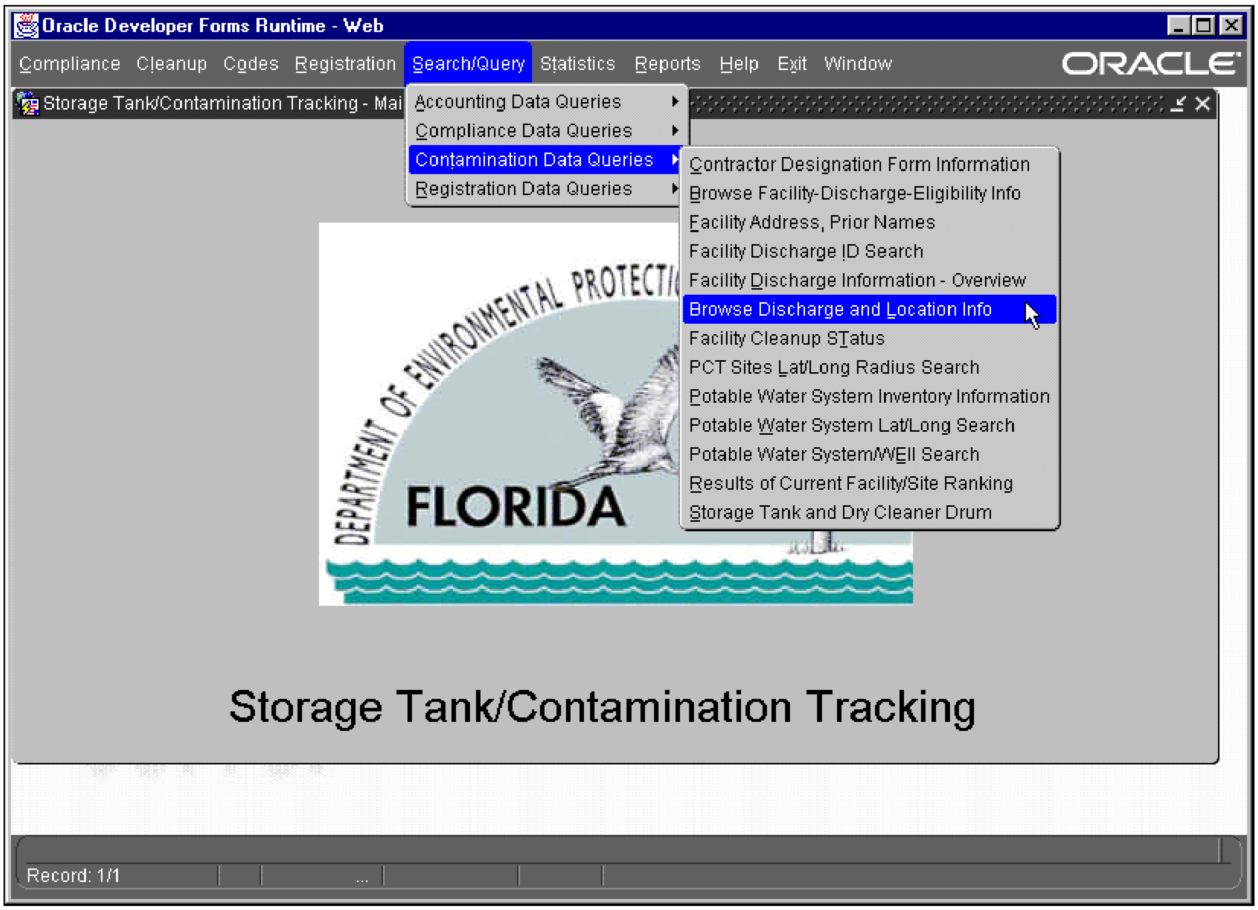
1) Press **F11**
2) Tab to the field where you would specify special criteria
3) Type a variable name

A. The variable name must start with ":"
B. The second character must be alphabetic
C. Any other characters must be alphabetic, numeric or the special characters "_","$" or "#" (i.e. :A :BILLY :YES2 :TYPE_1)

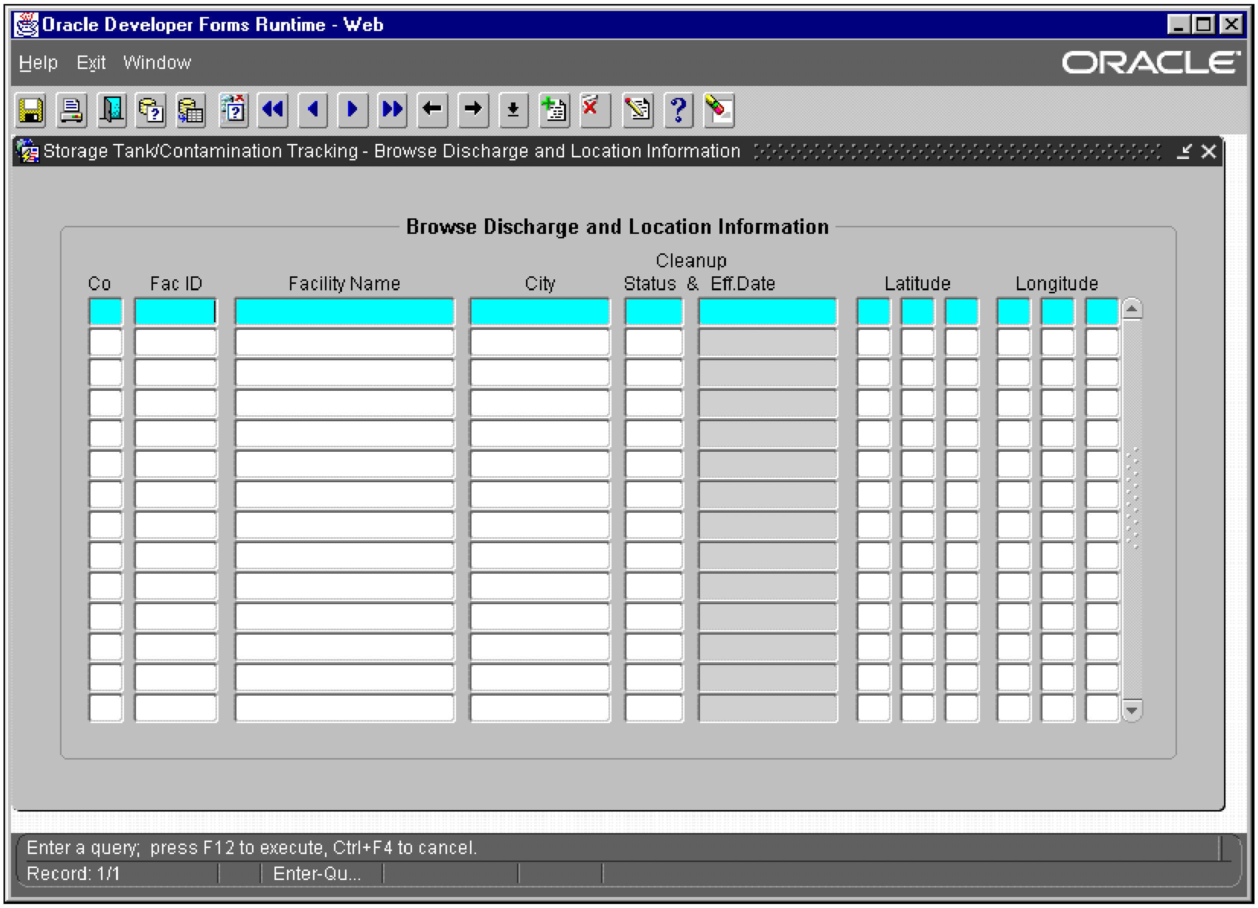
This variable name tells ORACLE SQL that for the moment that field will be called :A

4) Press **F12** to execute the query.
5) Type in the selection criteria in the box that pops up using the SQL operators listed above along with the variable names you created.
6) Click **OK**.

We will use the next form on the menu to cover this topic. Please follow the menu selections of: **Search/Query**, **Contamination Data Queries**, **Facility Discharge and Location Info**. The Facility Cleanup Status form appears.



Contamination Data Queries Menu

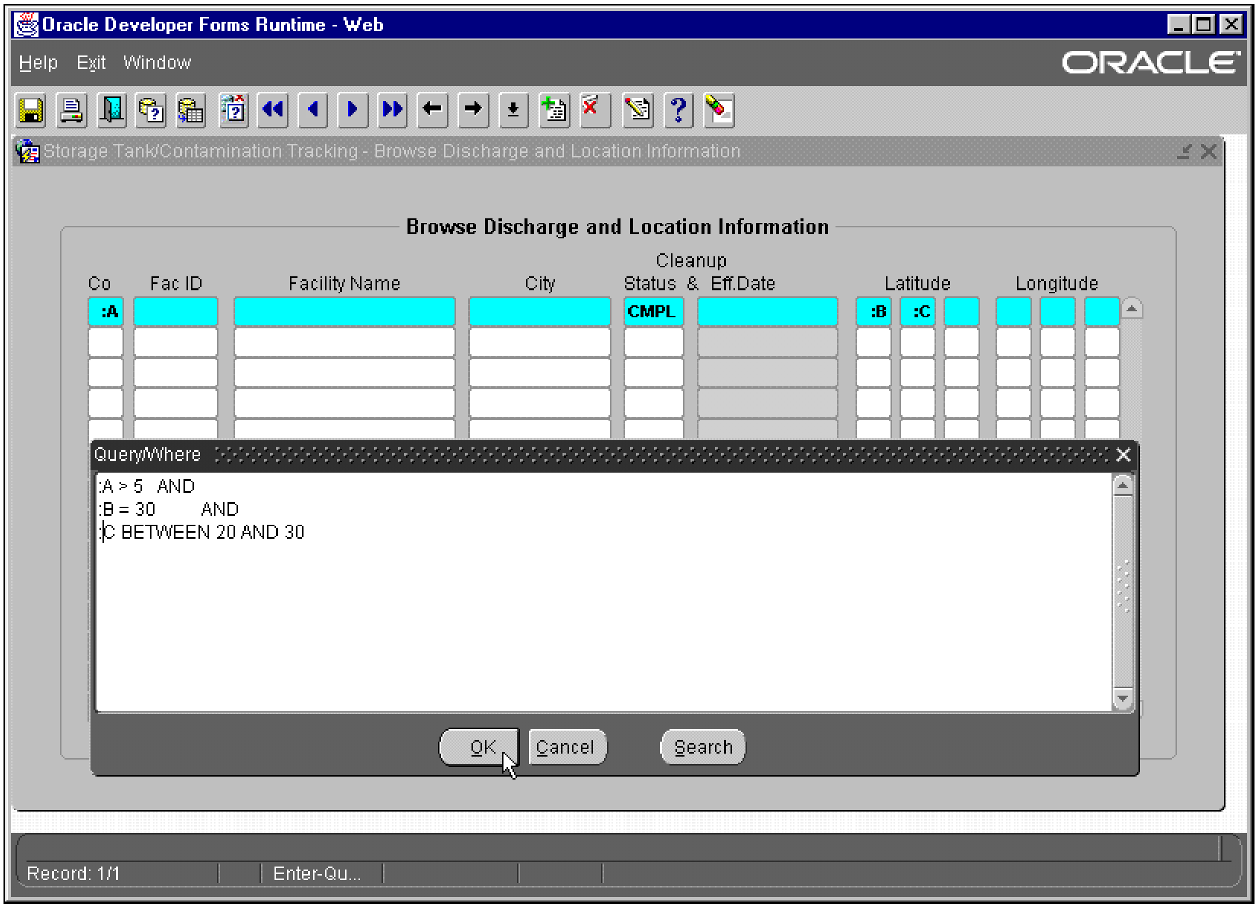


Browse Discharge and Location Information Form

To choose all Discharge records with a County number greater than **5**, a Facility Cleanup Status of **CMPL**, and a Latitude between **30:20:00** and **30:30:00**:

1) Press **F11**.
2) Type :**A** in the County field.
3) Type **CMPL** in the Facility Cleanup Status field.
4) Type :**B** in the Latitude Hour field.
5) Type :**C** in the Latitude Minute field.
6) Press **F12** to obtain the criteria entry box.

Note: To obtain a count of records when entering specific criteria, press **Ctrl + F12** INSTEAD OF pressing **F12** then continue by entering the criteria and Clicking **OK**.

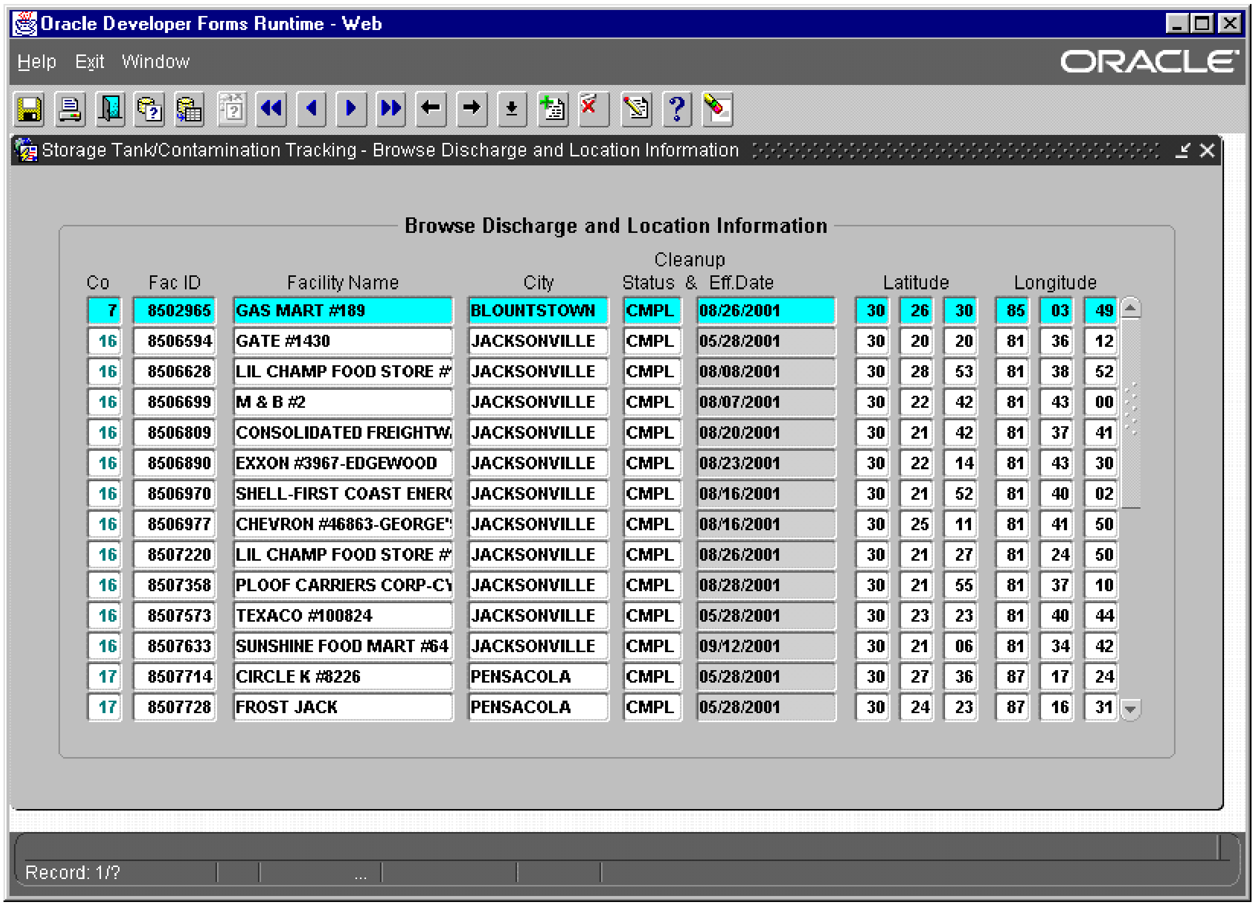


Discharge and Location Information Multiple Fields Query

7) Type:
   :A > 5 AND
   :B = 30 AND
   :C BETWEEN 20 AND 30

8) Click **OK**

9) Press **F12** to retrieve the data.

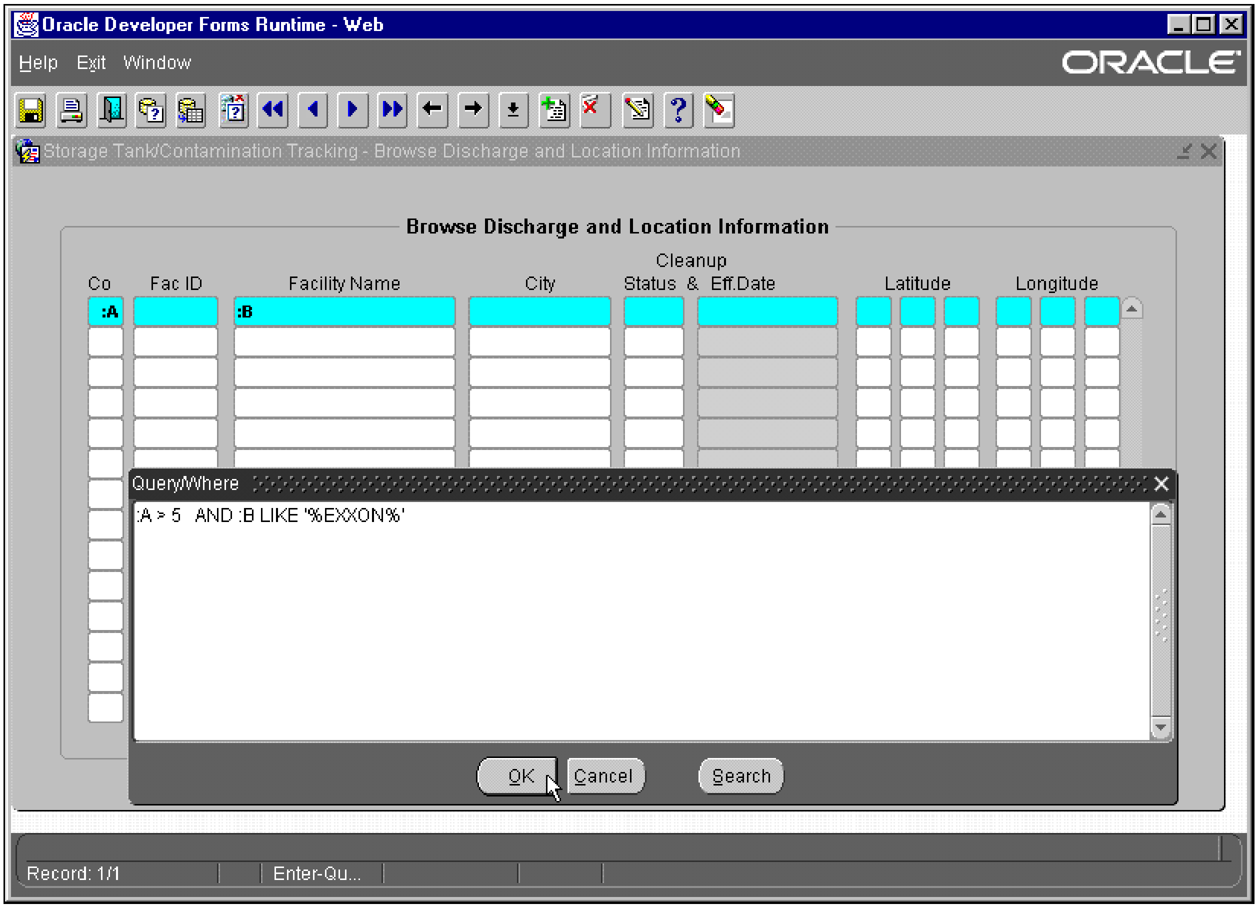


Co	Fac ID	Facility Name	City	Cleanup Status	& Eff.Date	Latitude			Longitude		
7	8502965	GAS MART #189	BLOUNTSTOWN	CMPL	08/26/2001	30	26	30	85	03	49
16	8506594	GATE #1430	JACKSONVILLE	CMPL	05/28/2001	30	20	20	81	36	12
16	8506628	LIL CHAMP FOOD STORE #	JACKSONVILLE	CMPL	08/08/2001	30	28	53	81	38	52
16	8506699	M & B #2	JACKSONVILLE	CMPL	08/07/2001	30	22	42	81	43	00
16	8506809	CONSOLIDATED FREIGHTW	JACKSONVILLE	CMPL	08/20/2001	30	21	42	81	37	41
16	8506890	EXXON #3967-EDGEWOOD	JACKSONVILLE	CMPL	08/23/2001	30	22	14	81	43	30
16	8506970	SHELL-FIRST COAST ENER	JACKSONVILLE	CMPL	08/16/2001	30	21	52	81	40	02
16	8506977	CHEVRON #46863-GEORGE'	JACKSONVILLE	CMPL	08/16/2001	30	25	11	81	41	50
16	8507220	LIL CHAMP FOOD STORE #	JACKSONVILLE	CMPL	08/26/2001	30	21	27	81	24	50
16	8507358	PLOOF CARRIERS CORP-CY	JACKSONVILLE	CMPL	08/28/2001	30	21	55	81	37	10
16	8507573	TEXACO #100824	JACKSONVILLE	CMPL	05/28/2001	30	23	23	81	40	44
16	8507633	SUNSHINE FOOD MART #64	JACKSONVILLE	CMPL	09/12/2001	30	21	06	81	34	42
17	8507714	CIRCLE K #8226	PENSACOLA	CMPL	05/28/2001	30	27	36	87	17	24
17	8507728	FROST JACK	PENSACOLA	CMPL	05/28/2001	30	24	23	87	16	31

Discharge and Location Information Multiple Fields Query Results

To work with **alphanumeric data** and **dates**, special formats must be used to retrieve data successfully. To retrieve data with a County greater than **5**, and a Facility Name like **Exxon**.

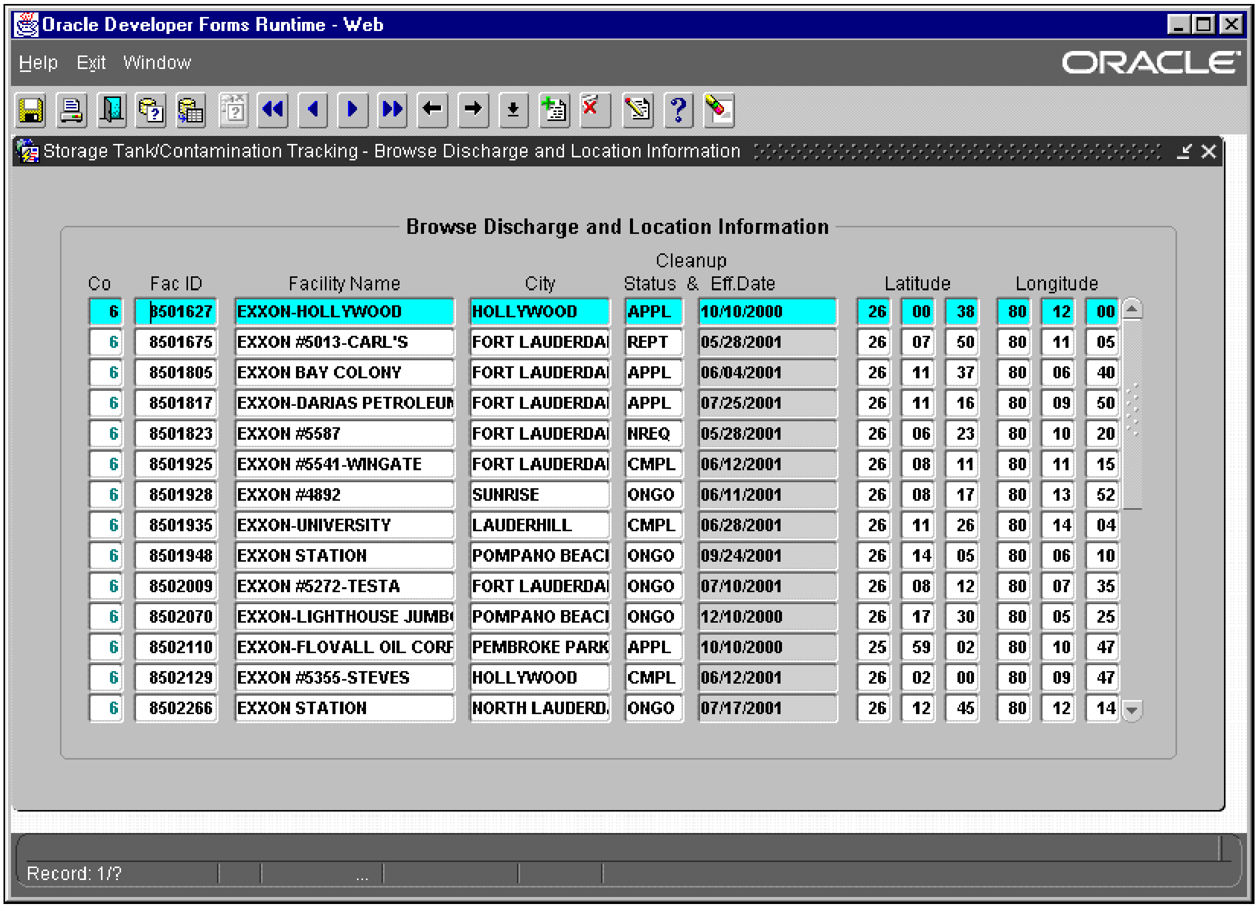
1) Type **:A** in the County field.
2) Type **:B** in the Facility Name field.
3) Press **F12**
4) Type in the SQL statement in the pop up box.
5) Click **OK**



Discharge and Location Information Multiple Fields Query

Notice that the Facility Name is in single quotes because it is alphanumeric.

6) Press **F12** to retrieve the data.



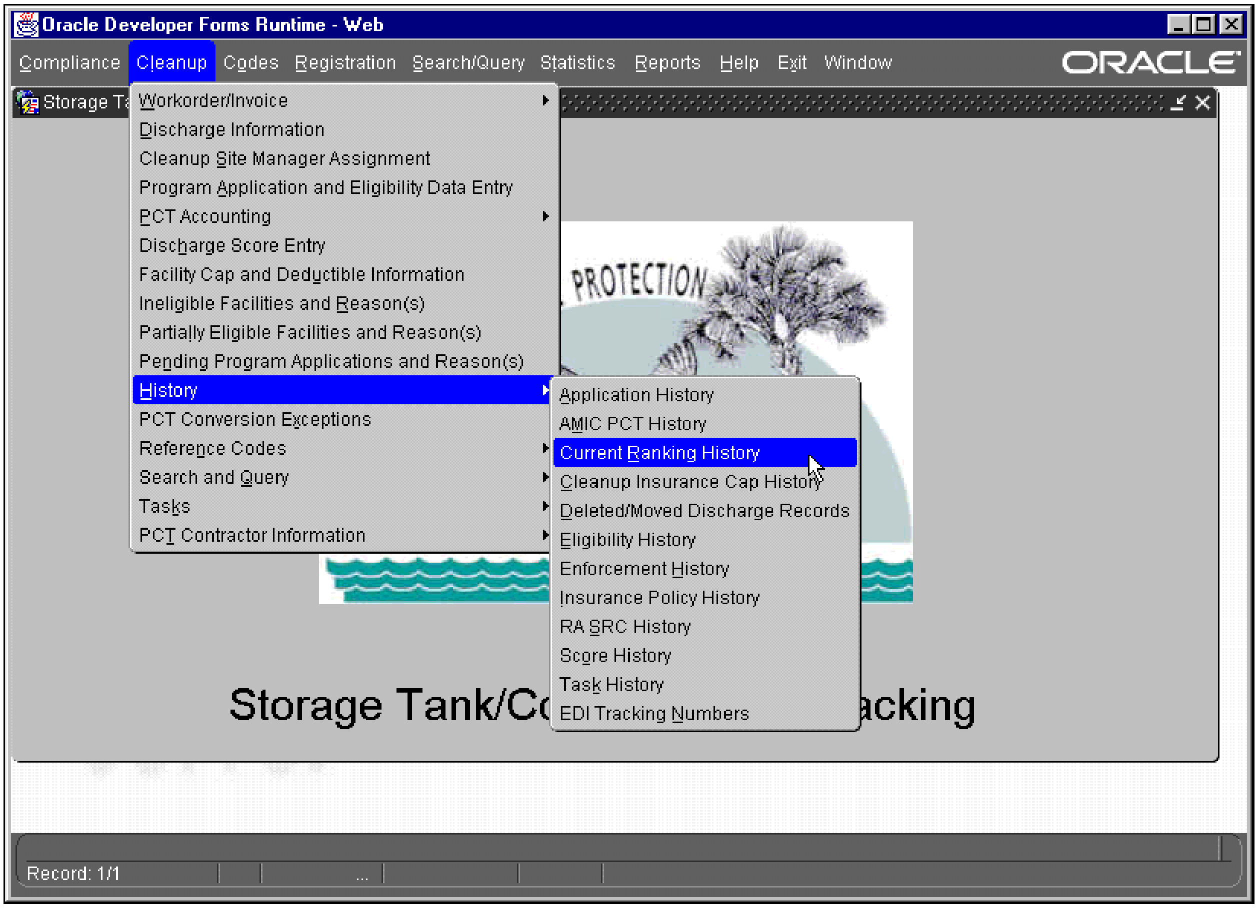
Co	Fac ID	Facility Name	City	Status	Cleanup & Eff.Date	Latitude			Longitude		
6	8501627	EXXON-HOLLYWOOD	HOLLYWOOD	APPL	10/10/2000	26	00	38	80	12	00
6	8501675	EXXON #5013-CARL'S	FORT LAUDERDAI	REPT	05/28/2001	26	07	50	80	11	05
6	8501805	EXXON BAY COLONY	FORT LAUDERDAI	APPL	06/04/2001	26	11	37	80	06	40
6	8501817	EXXON-DARIAS PETROLEUI	FORT LAUDERDAI	APPL	07/25/2001	26	11	16	80	09	50
6	8501823	EXXON #5587	FORT LAUDERDAI	NREQ	05/28/2001	26	06	23	80	10	20
6	8501925	EXXON #5541-WINGATE	FORT LAUDERDAI	CMPL	06/12/2001	26	08	11	80	11	15
6	8501928	EXXON #4892	SUNRISE	ONGO	06/11/2001	26	08	17	80	13	52
6	8501935	EXXON-UNIVERSITY	LAUDERHILL	CMPL	06/28/2001	26	11	26	80	14	04
6	8501948	EXXON STATION	POMPANO BEACI	ONGO	09/24/2001	26	14	05	80	06	10
6	8502009	EXXON #5272-TESTA	FORT LAUDERDAI	ONGO	07/10/2001	26	08	12	80	07	35
6	8502070	EXXON-LIGHTHOUSE JUMBI	POMPANO BEACI	ONGO	12/10/2000	26	17	30	80	05	25
6	8502110	EXXON-FLOVALL OIL CORF	PEMBROKE PARK	APPL	10/10/2000	25	59	02	80	10	47
6	8502129	EXXON #5355-STEVES	HOLLYWOOD	CMPL	06/12/2001	26	02	00	80	09	47
6	8502266	EXXON STATION	NORTH LAUDERD.	ONGO	07/17/2001	26	12	45	80	12	14

Discharge and Location Information Multiple Fields Query Results

Notice that as long as part of the facility name matches “Exxon” then that record is returned.

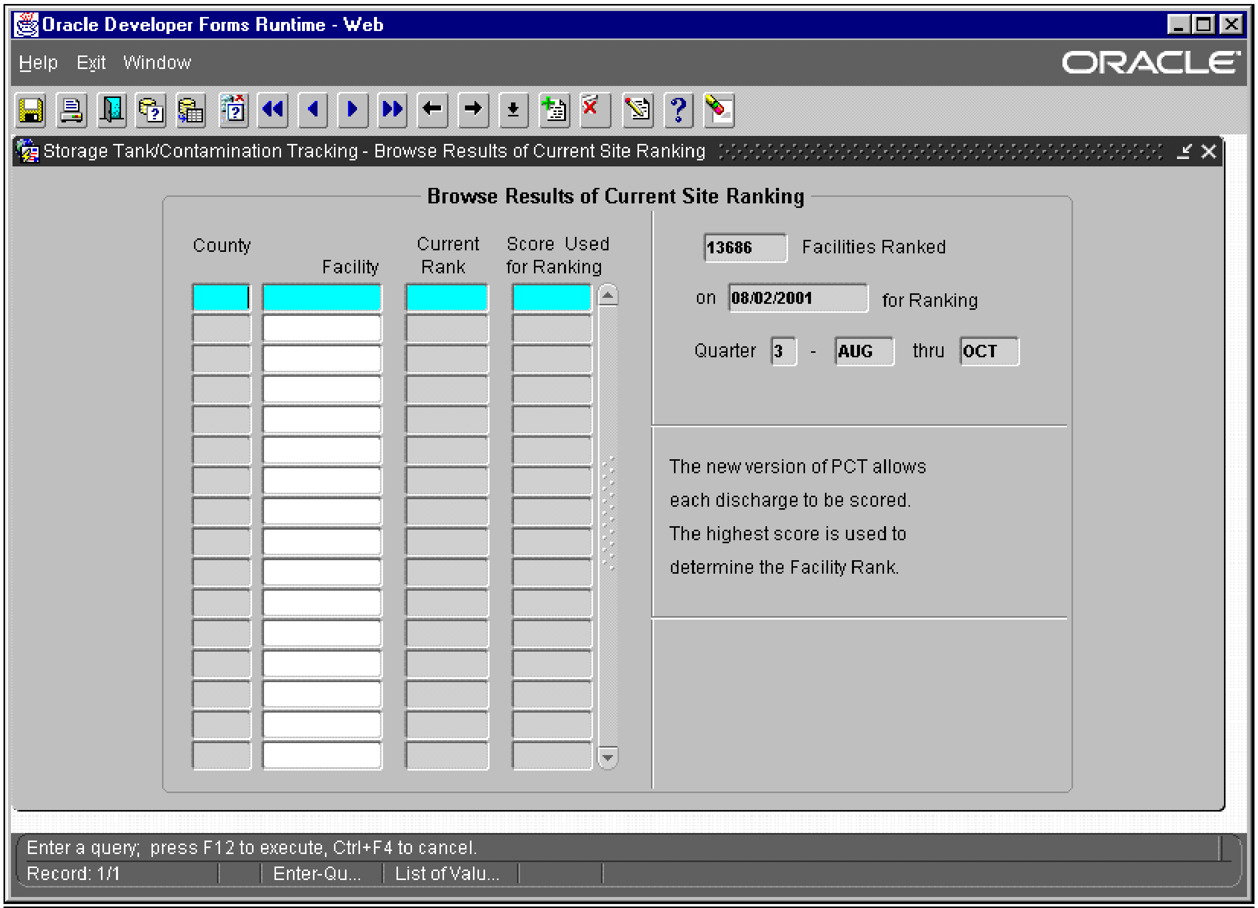
Current Facility/Site Ranking

Please follow the menu selections of: **Cleanup**, **History**, **Current Ranking History**. The Site Ranking form appears.



History Menu

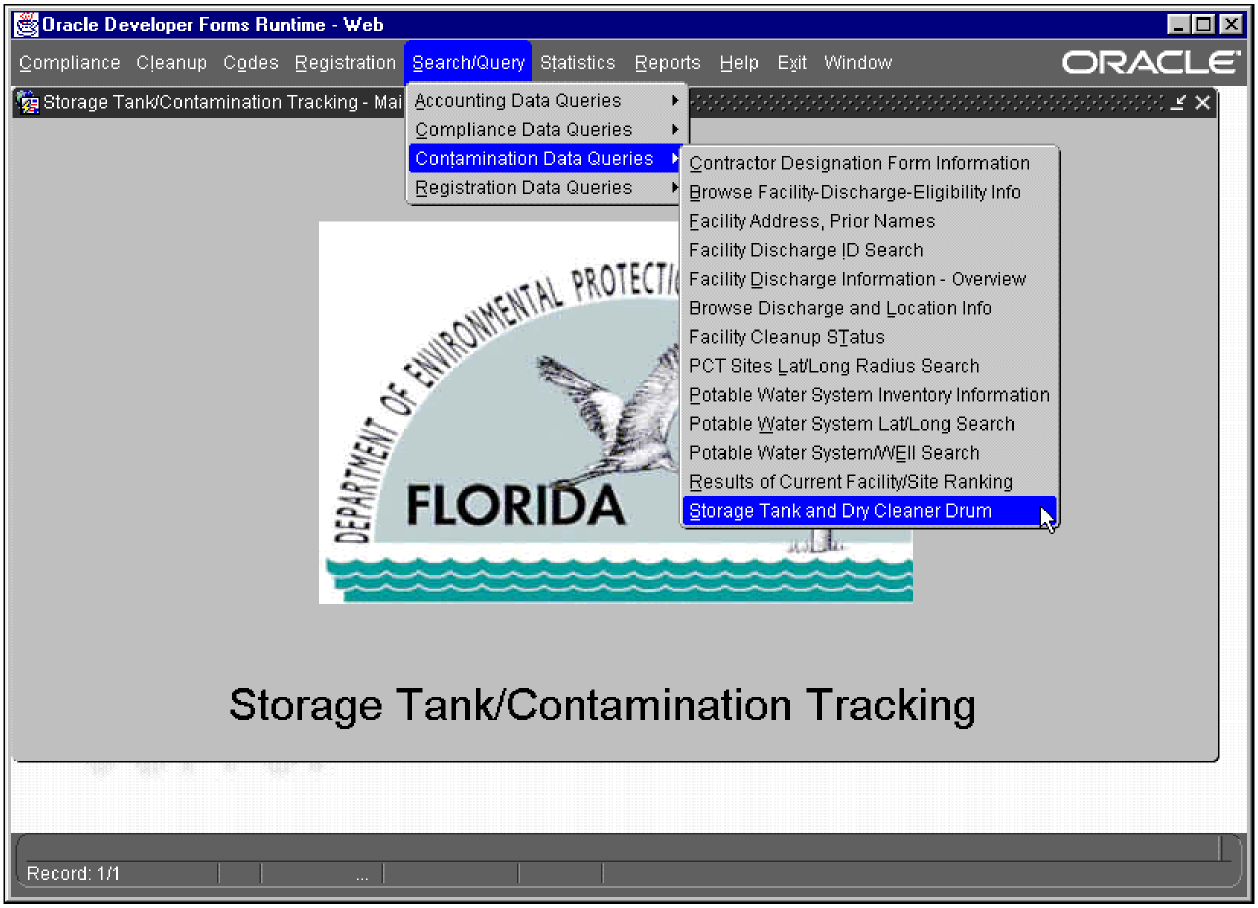
The Facility/Site Ranking form requires pressing **F11** before entering the search criteria. Facilities are listed by highest rank/lowest score.



Browse Results of Current Site Ranking Form

Storage Tank And Dry Cleaner Drum

Please follow the menu choices of: **Search and Query**, **Contamination Data Queries, Storage Tanks and Dry Cleaner Drums**.



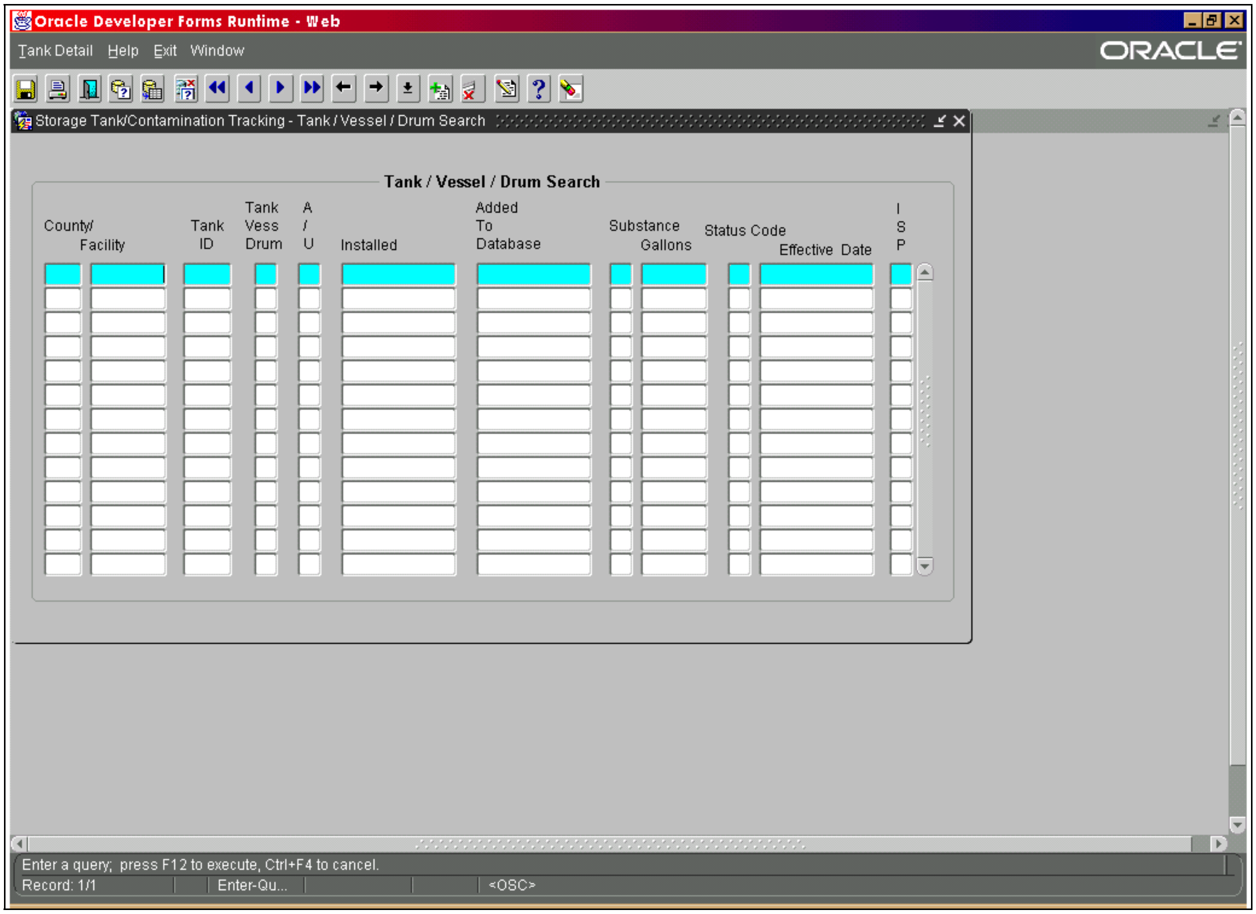
Search and Query Menu

The Storage Tank and Dry Cleaner Drum form allows query of:

1. County
2. Type of Container
3. Tank Status
4. Amount of Substance
5. Facility ID
6. Location of Container
7. Data Entry Date
8. Tank Status
9. Tank ID
10. Tank Installation Date
11. Substance
12. Inspected, Yes or No

For exact data queries of **Type of Container** and **Location of Container**, the first letter of the word is typed into the field (i.e. V = Vessel, T = Tank, D = Drum, A = Aboveground, U = Underground). These codes can be selected by pressing **Ctrl + L** while your cursor is in the appropriate field.

Please note that you can pull down a list of values for most of these fields by pressing **Ctrl + L**.

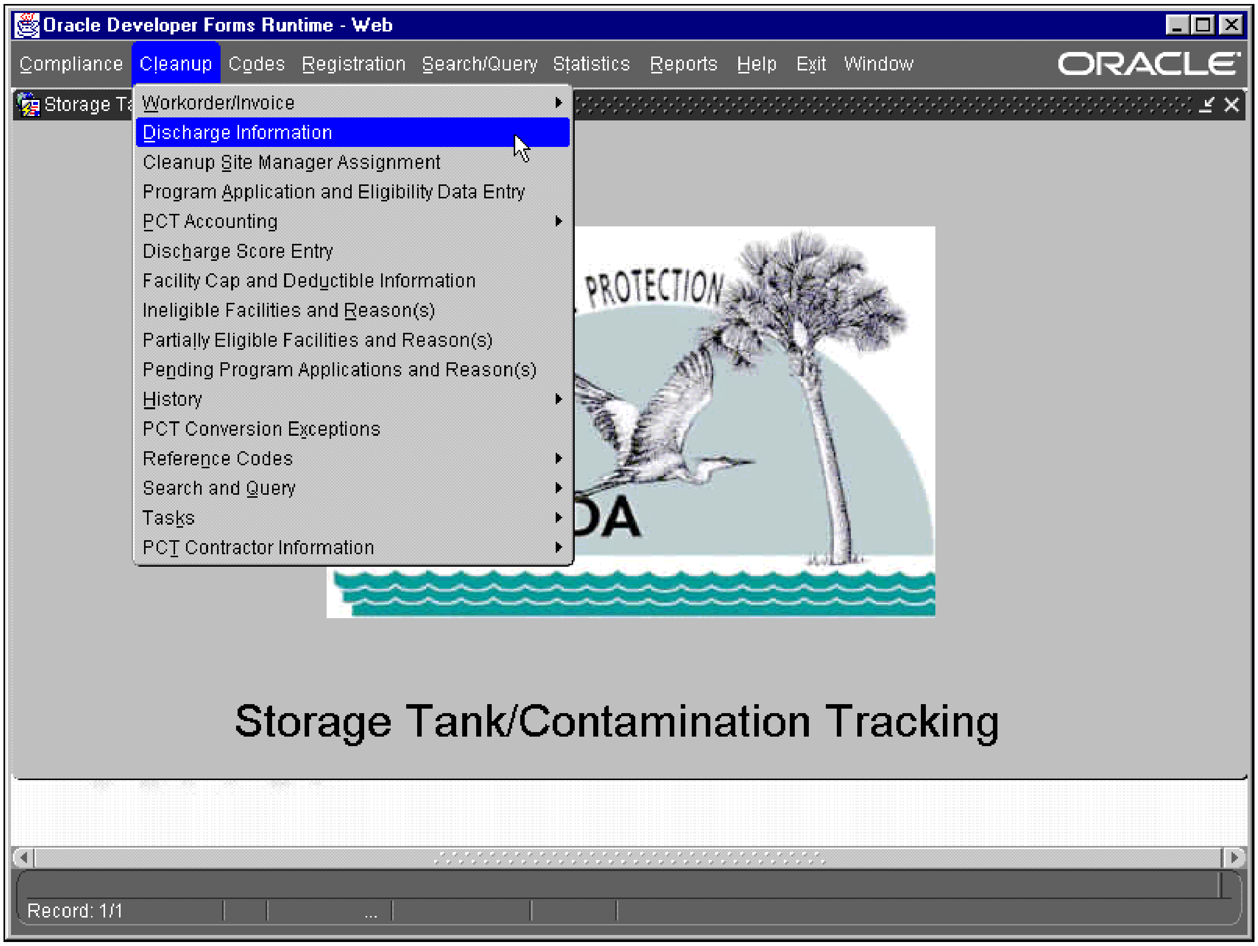


Tank / Vessel / Drum Search Form

Querying for Facility Registration, Related Party, and Tank Information

The **Discharge Information** form is the jump off point for all data entry and/or query of Facility Discharge Task information. Facility registration, related party, and tank information are available for query from the **Discharge Information** form. The Discharge Information form can be reached through the **Cleanup** menu.

Please follow the menu choices of **Cleanup**, **Discharge Information**.

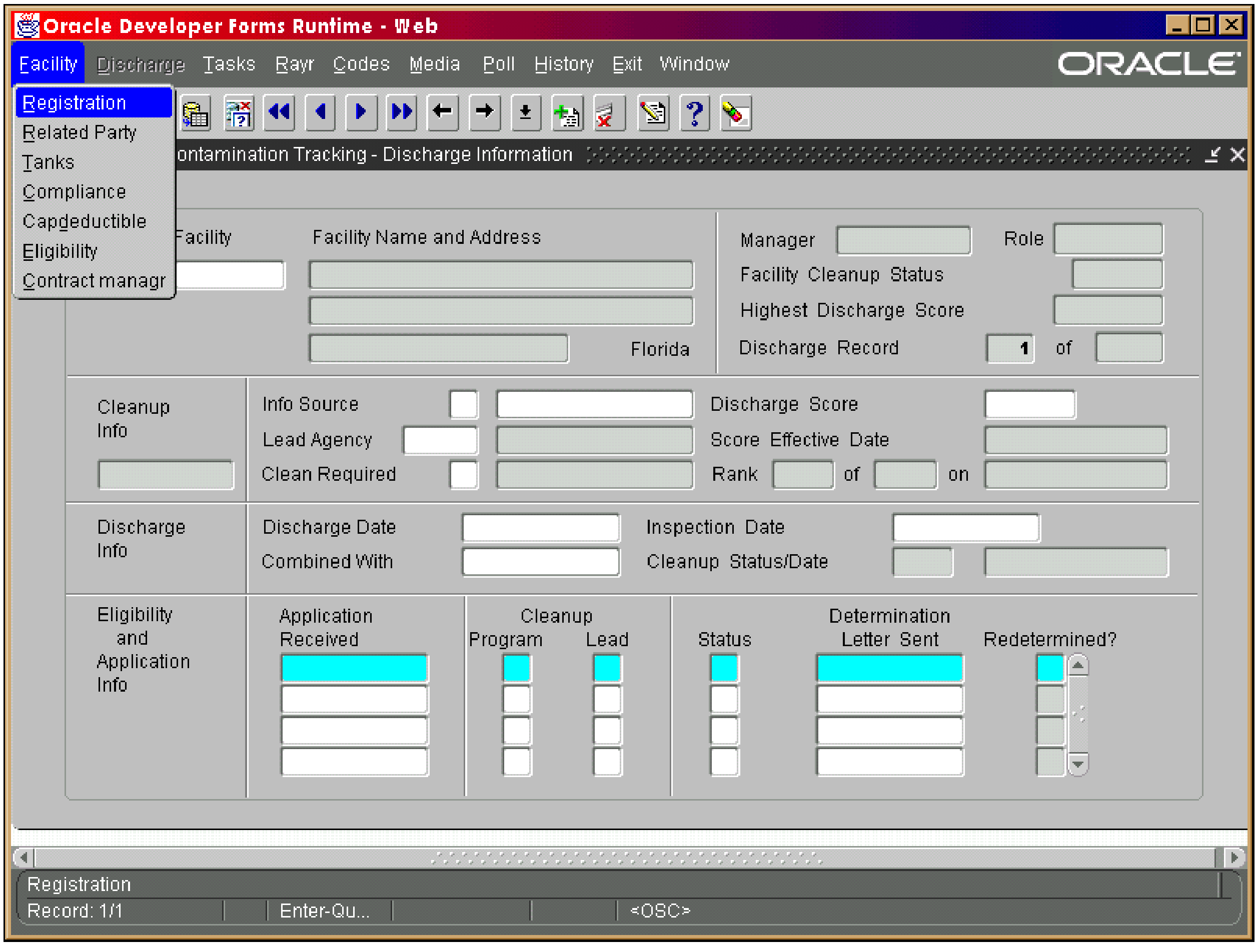


Cleanup Menu

The Discharge Information form appears in query mode. Type in a Facility ID and press **F12** to look at details (including registration, tanks, etc.) for a specific facility or press **Exit** to cancel the query.

Pressing **Exit** prevents the form from passing a specific Facility ID to any of the forms reached through the menu.

To query for Registration, Related Party, or Tank information; click on **Facility** in the menu. This will bring up a drop down menu.

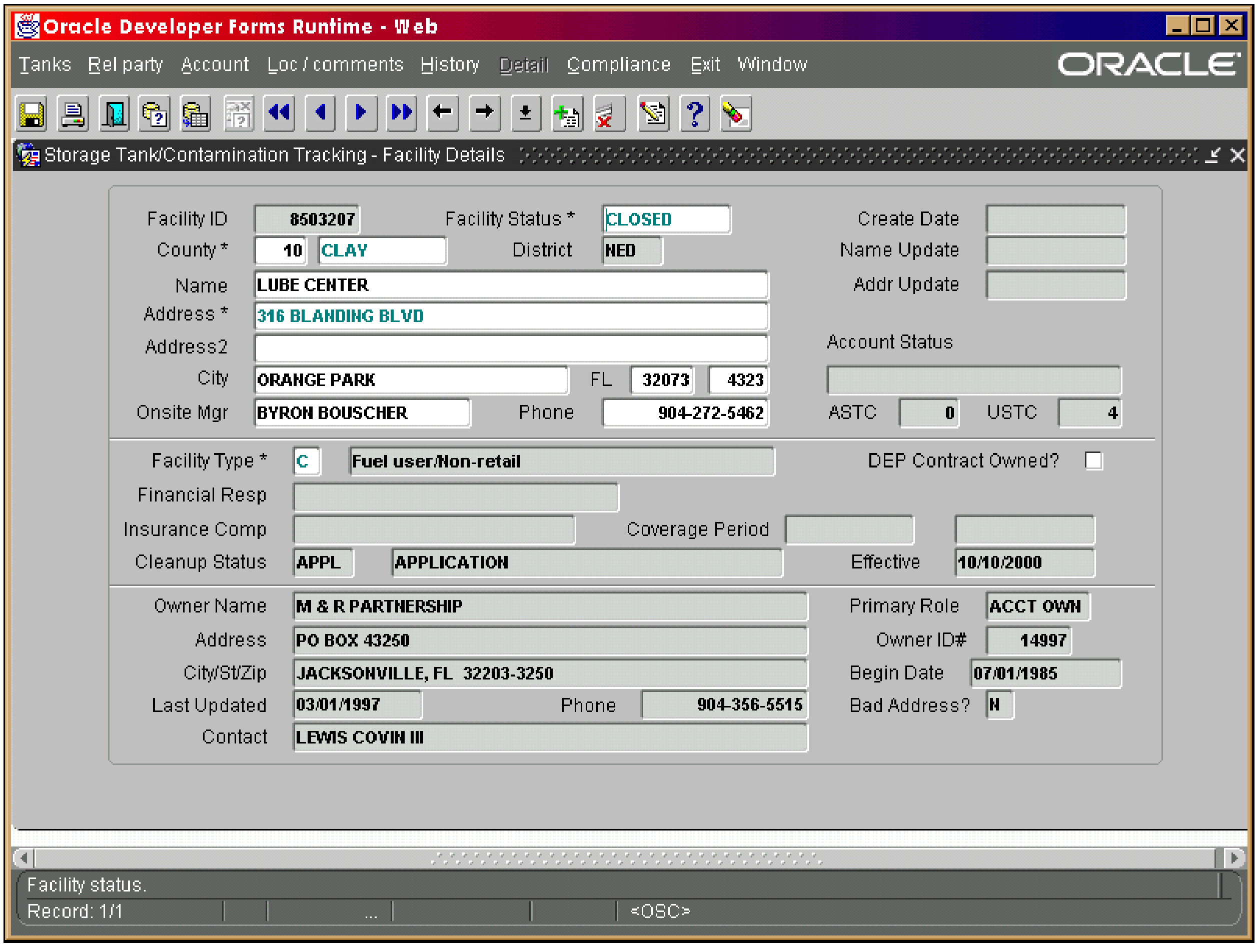


Facility Menu

Facility Registration Information

Click on **Registration** in the drop down menu. The Facility Registration form is displayed. If you pressed **Exit** while on the **Discharge Information** form or did not enter a query, the Facility Registration form is blank. You must press **F11**, type a Facility ID, and press **F12**. The Facility information is displayed.

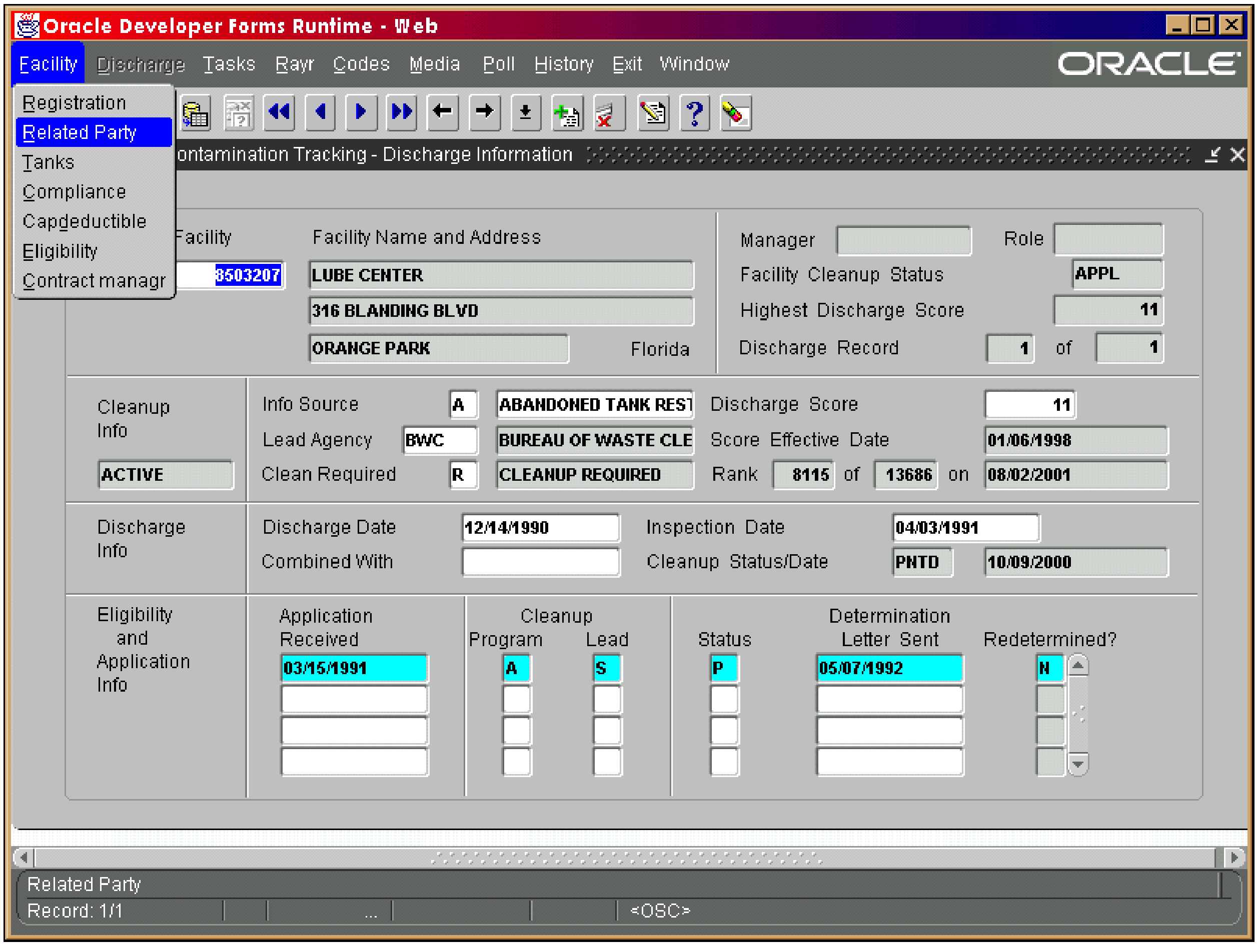
Press **Exit** to return to the Discharge Information form.



Facility Details Form

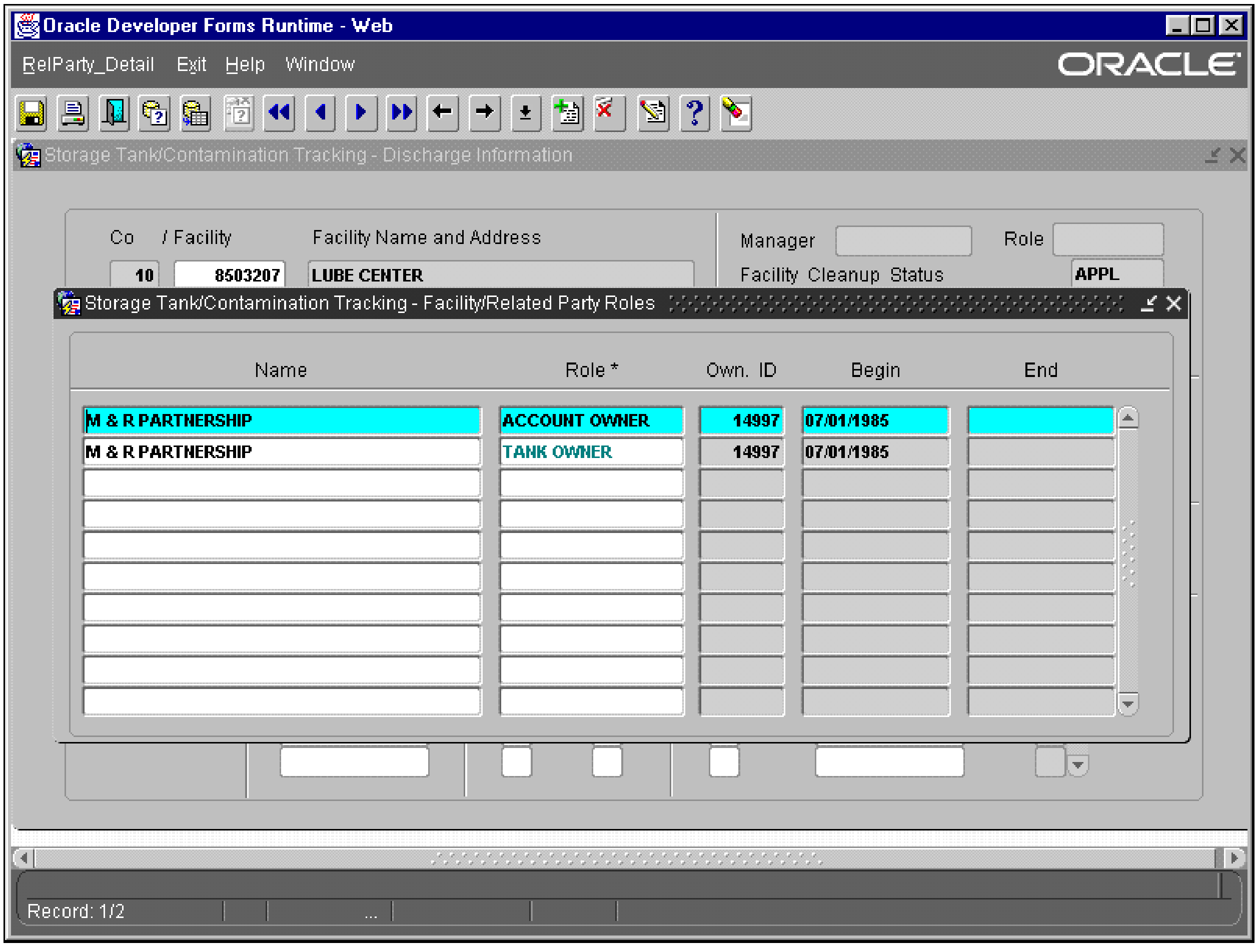
Related Party Information

To reach Related Party information, a query for a Facility ID **must be done before choosing Related Party** from the submenu. To query on the **Discharge Information** form, press **F11**, type in the Facility ID and press **F12**. When the Facility Discharge information is displayed click on the **Facility** menu. This will bring up a drop down menu.



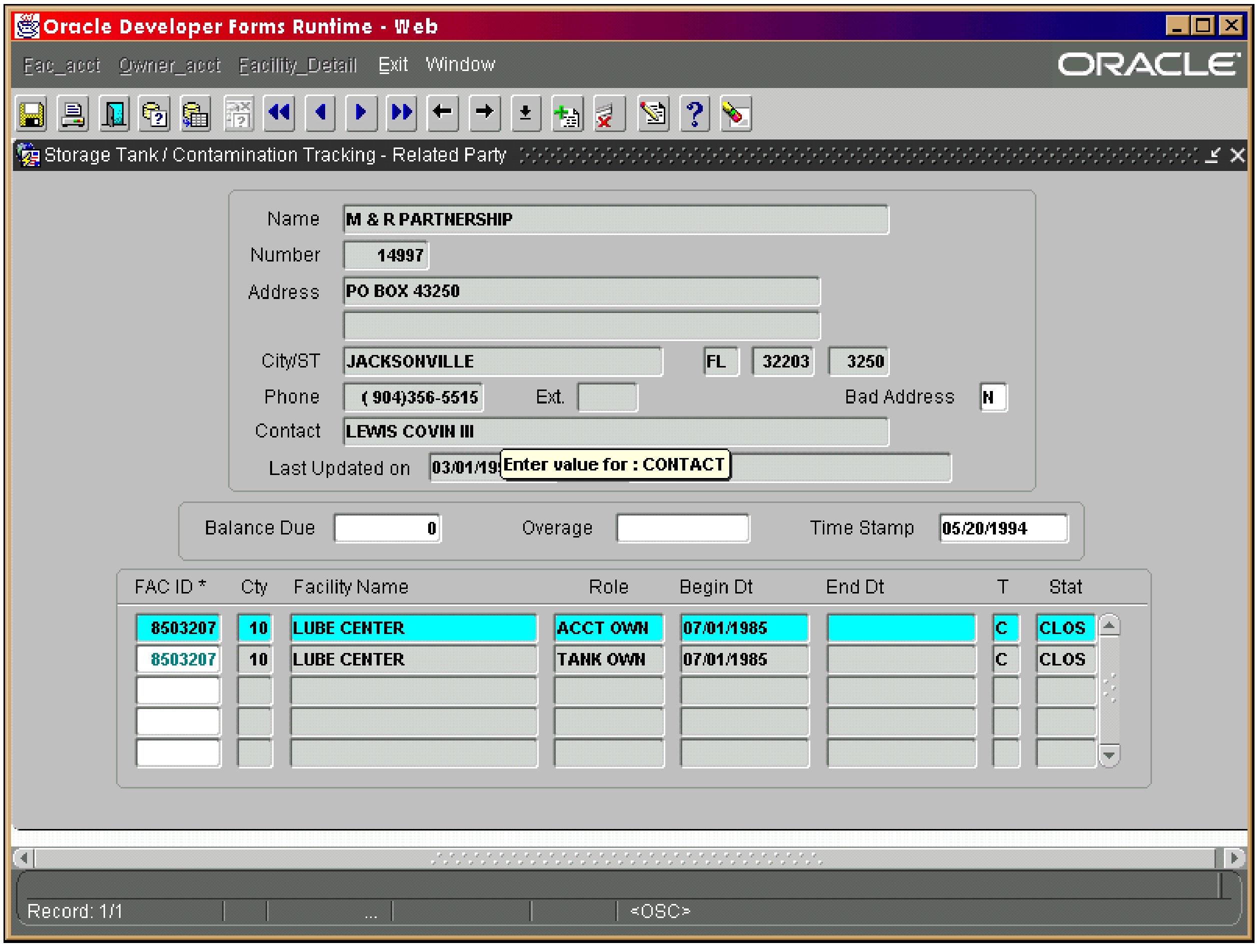
Facility Menu

Click on **Related Party** from the drop down menu and the Facility/Related Party Roles form will appear.



Facility/Related Party Roles Form

Scroll to the appropriated listing and then click on **RelParty_Detail** in the menu and the Related Party form will appear.

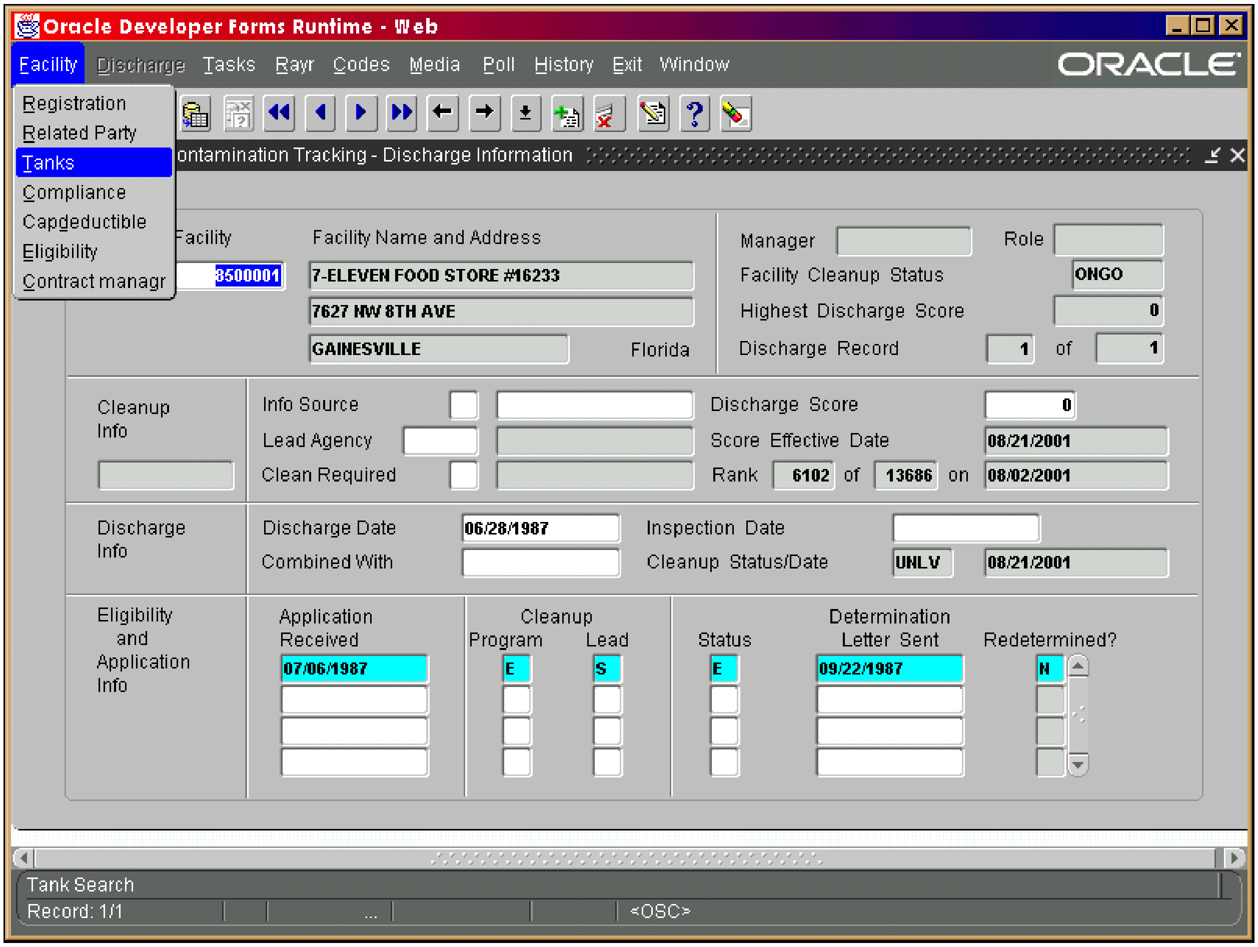


Related Party Form

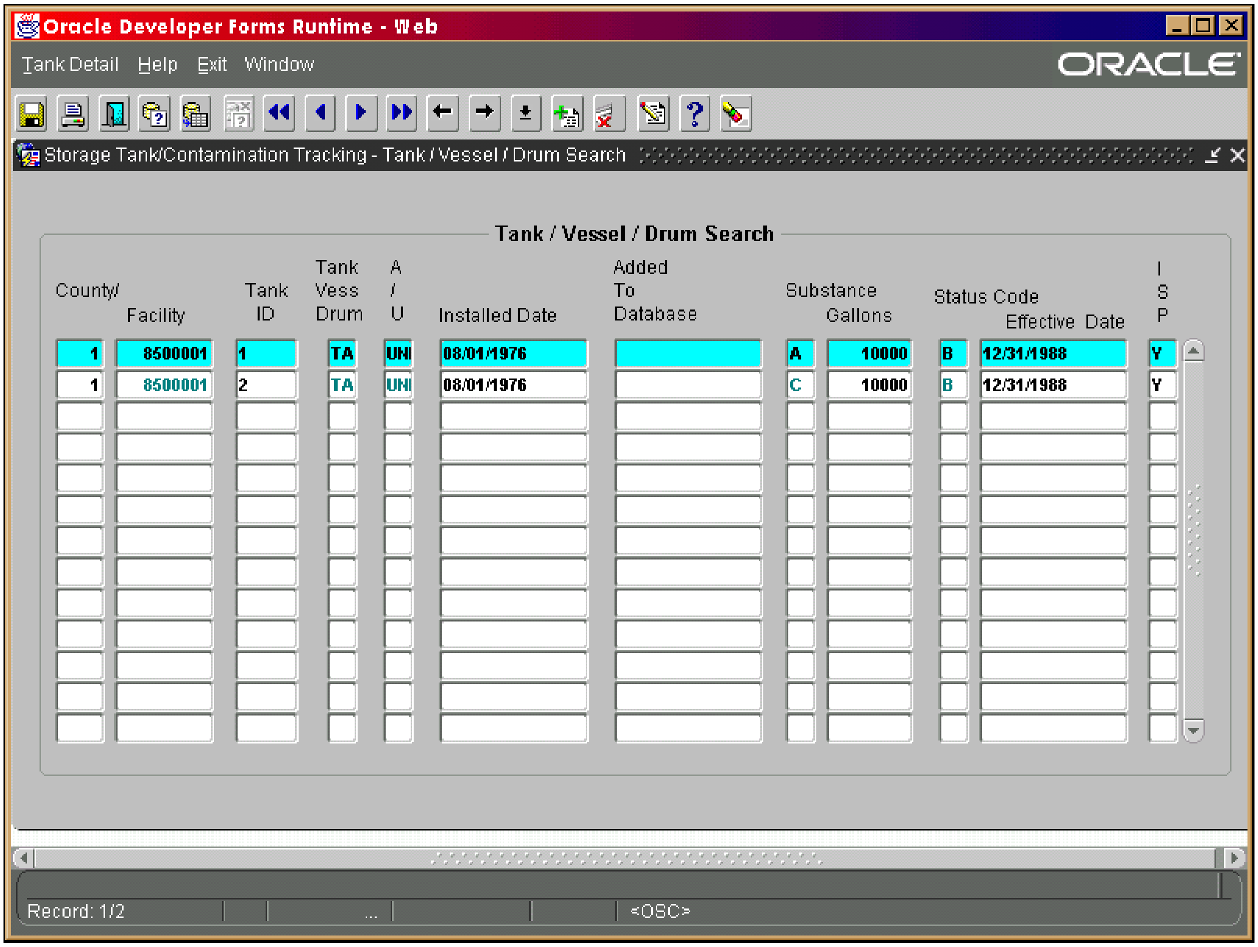
Tank Information

Tank information can be reached with or without a query for a Facility ID on the **Discharge Information** form. Click on **Tanks** from the **Facility** drop down menu. If no query was previously performed, press **F11**, type in a Facility ID and press **F12**.

Press **Exit** to return to the previous form.



Facility Menu

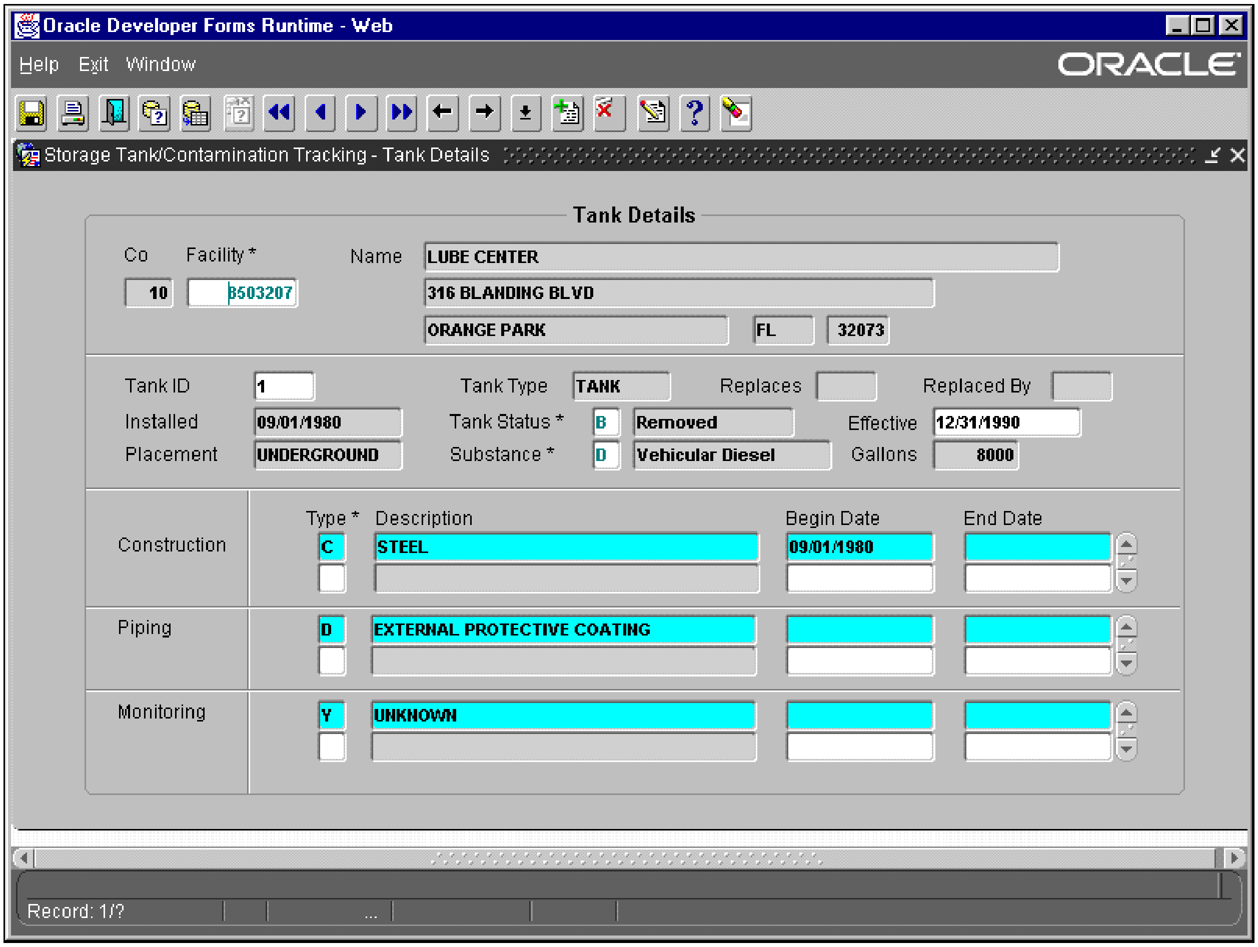


Tank /Vessel / Drum Query Results

Tank Construction, Piping, and Monitoring Information

Other tank details can be obtained by selecting **Tank Detail** from the menu bar. A query does **not** need to be performed before choosing Tank Detail.

Press **Exit** to return to the previous form.



Tank Details Form

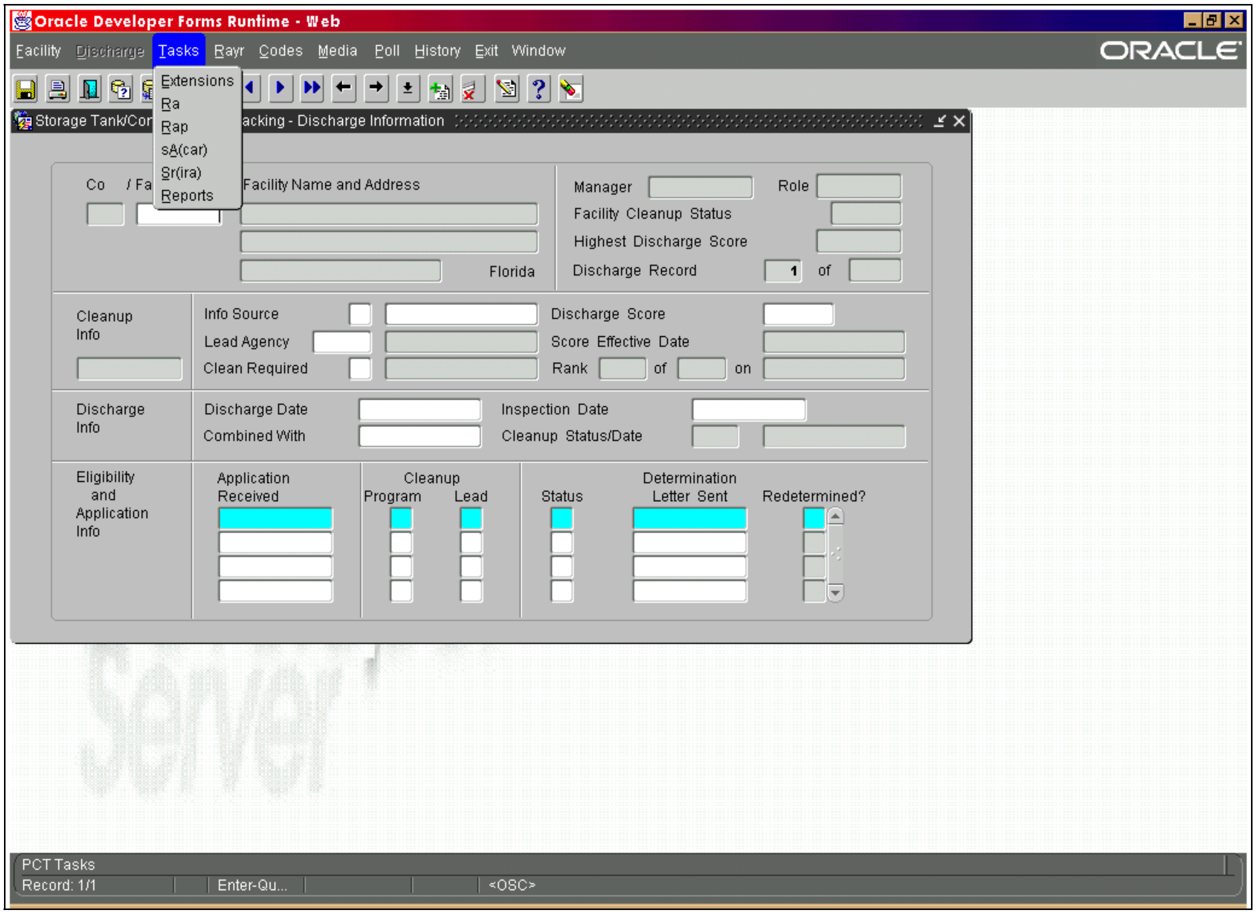
Updating Existing Data

Update means to modify an existing record of data. There are many types of data that can be updated. Listed below are some of the many possibilities:

1) Score
2) Task Reports
3) Task Time Extensions
4) Cost fields
5) Pollutant information
6) Contaminated Media
7) Insurance Cap and Co-pay
8) Ineligible Reasons

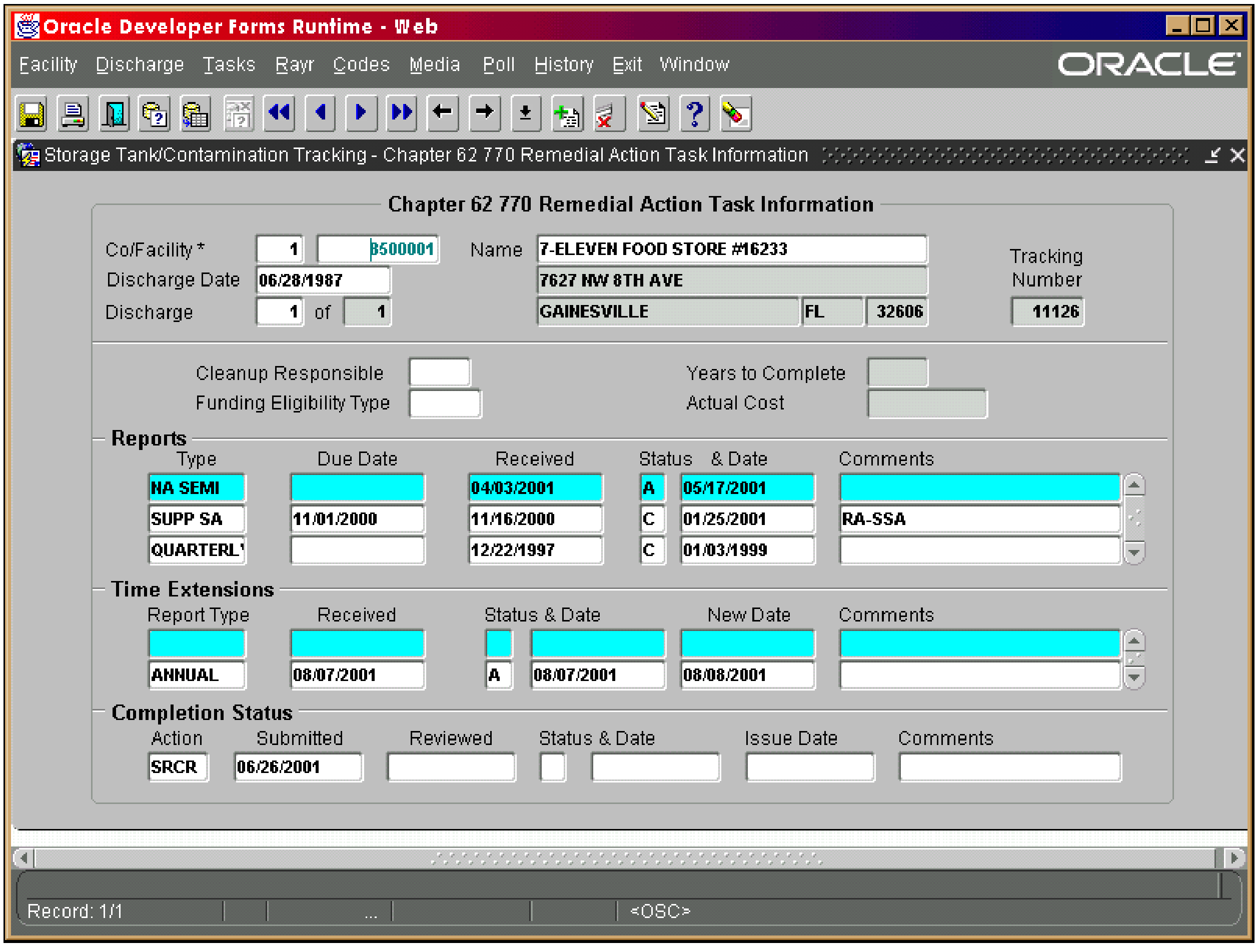
To update, a query must first be performed to retrieve the existing piece of data. There are several forms which are placed on the main PCT menu to allow quick update of just one type of data at a time. The following data can be accessed from the drop down menus (Tasks, Rayr, Codes, Media, Poll) on the **Discharge Information** Form:

1) Score	***	This can only be updated by scorers or
2) administrative personnel.		
3) Insurance Cap and Co-pay	***	This can only be updated by eligibility staff.
4) Reference Codes	***	These can only be updated by administrative
5) personnel.		
6) SR Task	***	Tasks Menu
7) SA Task	***	Tasks Menu
8) RAP Task	***	Tasks Menu
9) RA Task	***	Tasks Menu
10) Pollutants	***	Poll Menu
11) Contaminated Media	***	Media Menu



Discharge Information Form

All record updates are performed in the same manner. To access a specific record, click on the correct form from the correct drop down menu on the Discharge Information form. The requested form appears. Type in the Facility ID and press **F12**. All discharge records for that facility are displayed.



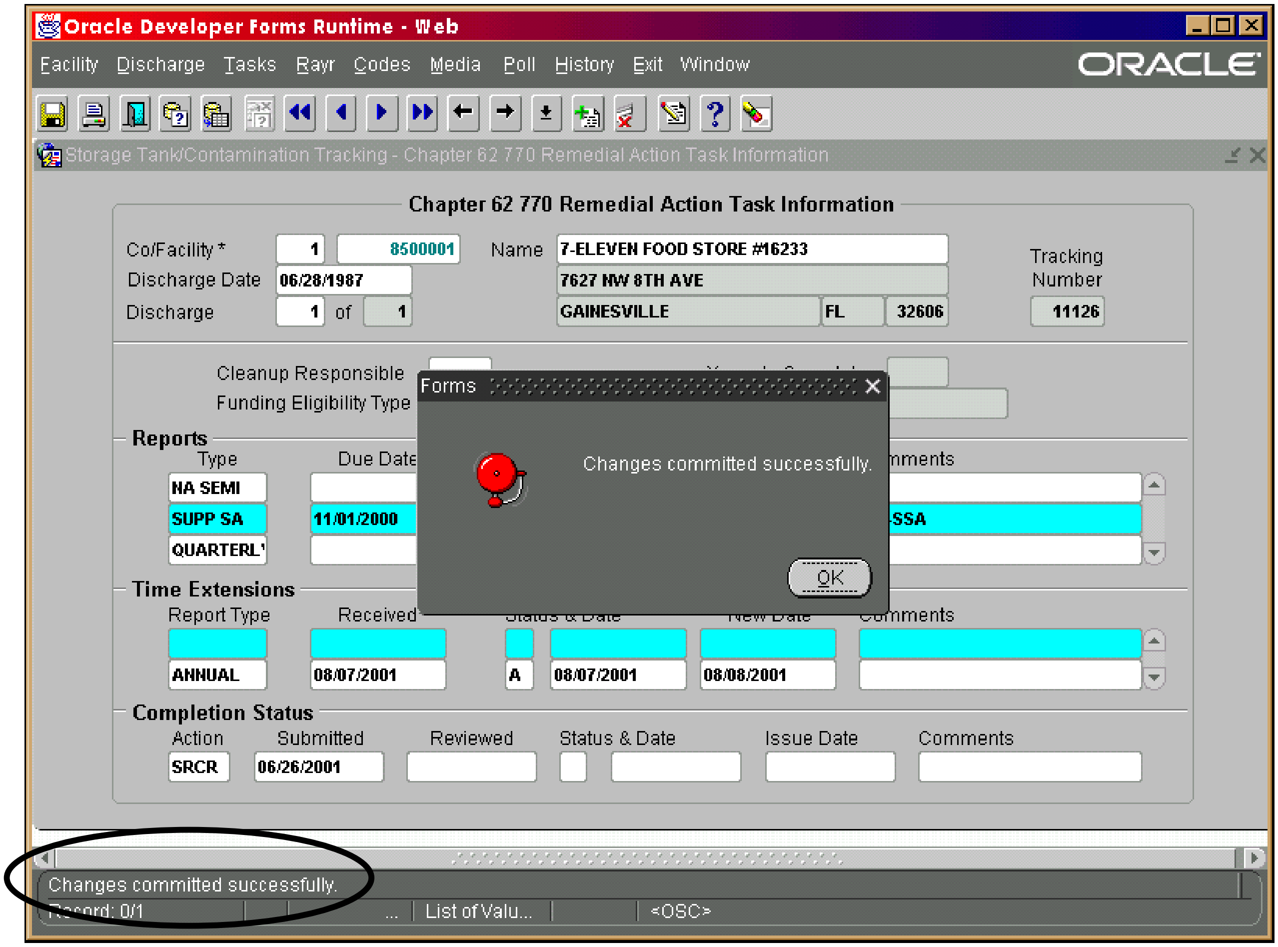
Discharge Information Query Results

To enter a new record under **Reports** or **Time Extensions:**

1) Enter a new line by pressing **Ctrl + I.**

2) Place the cursor on the correct discharge record by clicking on it or using the **Tab** to reach the field to be updated.

3) Type over the existing data (if there is any), then press **Ctrl + F6**.



Remedial Action Task Update

Notice that you will get an pop up alert that tells you if your changes were successful or not as well as a message in the status bar on the bottom of the screen.

Compliance and Enforcement Tracking - - Data Management Guidance

Compliance & Enforcement Project Management

Compliance and enforcement events that occur relevant to the Storage Tank program are stored in the DEP Compliance and Enforcement Tracking Database (COMET). The Storage Tank Program has customized access to Comet available from the Storage Tank and Contamination Monitoring (STCM) database. From the STCM main menu, select Compliance.

Inspections and other compliance - related events are called activities. An activity may have been conducted by department staff, contracted local program staff member, or it may reference a submittal of information sent by a facility owner or operator. Activities are recorded into Projects that are essentially theme-based. Valid project descriptions in the STCM Compliance Tracking module are Compliance Assurance, and Discharge Project. Most of the compliance inspection activity, and the related follow-up, that takes place at a storage tank facility will be recorded in the Compliance Assurance Project. The Discharge Project is used primarily for recording the receipt of a discharge or incident notification and all associated follow-up.

Compliance Inspections

Compliance inspections are performed to determine the owner/operator's compliance with storage tank rules for routine operating procedures, installation practices, and closure practices for both underground and aboveground storage tank systems. A list of facilities and regulated storage systems is generated **each April for every storage tank** - local program office. Unless all the regulated tanks at a facility are closed, each facility should receive an annual compliance inspected during the fiscal year that follows.

Beginning 2001-2002: the list of regulated facilities will now include all regulated mineral acid systems that were previously inspected by district staff. They are now just another regulated tank system.

Random Inspections - Performed as a regularly scheduled storage tank compliance inspection (**TCI**). This code indicates that the inspector did not have prior knowledge about the results of this particular inspection. Knowledge that the compliance inspection from last year, or any other previous year, discovered violations **does not** constitute knowledge about this year's inspection results.

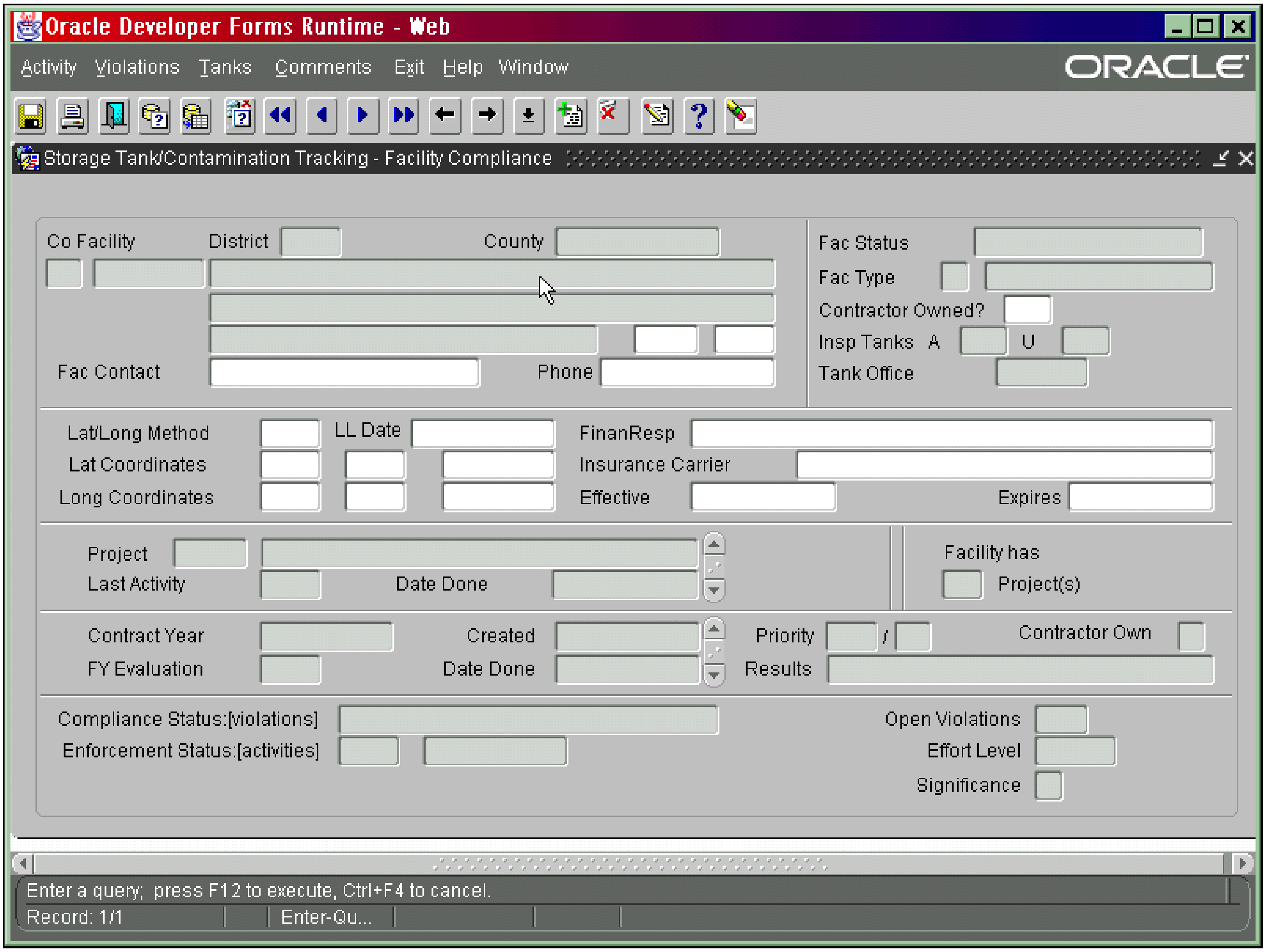
Targeted Inspections - Reinspections (**TCR**), as well as compliance inspections performed as required after the receipt of a discharge or incident notification (**TCDI**), or after a complaint (**TCPI**).

All compliance activities & associated follow-up / enforcement must be recorded in the Compliance Assurance Project.

The first compliance inspection for a facility during a fiscal year is usually performed as a regularly scheduled inspection. It is recorded as a **TCI**. If the local program office receives a discharge report form, or a complaint about the facility prior to having conducted a regularly scheduled inspection, then the inspection at the site is recorded as a **TCDI, or a TCPI.** All three count as fulfillment toward the required (contracted) number of inspections. The date the inspection is performed is recorded as the Date Done. In addition, the inspection must have an Evaluation Result stored to be counted as completed, and included in the compliance rate calculation.

Data Entry Instructions

From the STCM main menu choose **Compliance**, **Facility Compliance.** The screen displays a compilation of several types of data. Query by Facility ID number. Press tab to move the cursor to other fields for update, or press page down to move to the next block. To requery another facility ID number, press **Page Up** until the cursor is returned to the zip-code field.



Facility Compliance Form

Registration Information: On the screen above, the inspector, or the data entry operator at the local program office can update the following information: zip code, phone, contractor-owned indicator, and lat/long data. Data entry of lat/long information requires selection of the method used to determine this data. All previously stored data have been loaded as UNVR - Unverified. Change the method as appropriate. Most common are either MMAP (Manual map interpolation) or AGPS (Autonomous GPS). Press **Ctrl + L** for available types of Lat/Long methods.

Tab from lat/long to go to financial responsibility. Press **Ctrl + L** to see the valid types of financial responsibility. When Insurance is chosen, you must also enter an Insurance Carrier with effective and expiration dates. Use **Ctrl + L** to see the names of insurance carrier companies you may select from. If an insurance company is not listed, call the FR folks in the Tanks office, Tallahassee.

Project Information: The middle block displays the projects associated with the facility in alphabetic order, as well as the most recent recorded activity in that project. Press **Tab** to move to that block and tab through the list. To see a list of all projects for the facility, select **Project** from the top menu. Then select **Project Summary.** Click on the project of your choice and select **Activity** from the top menu to view that project's activity summary.

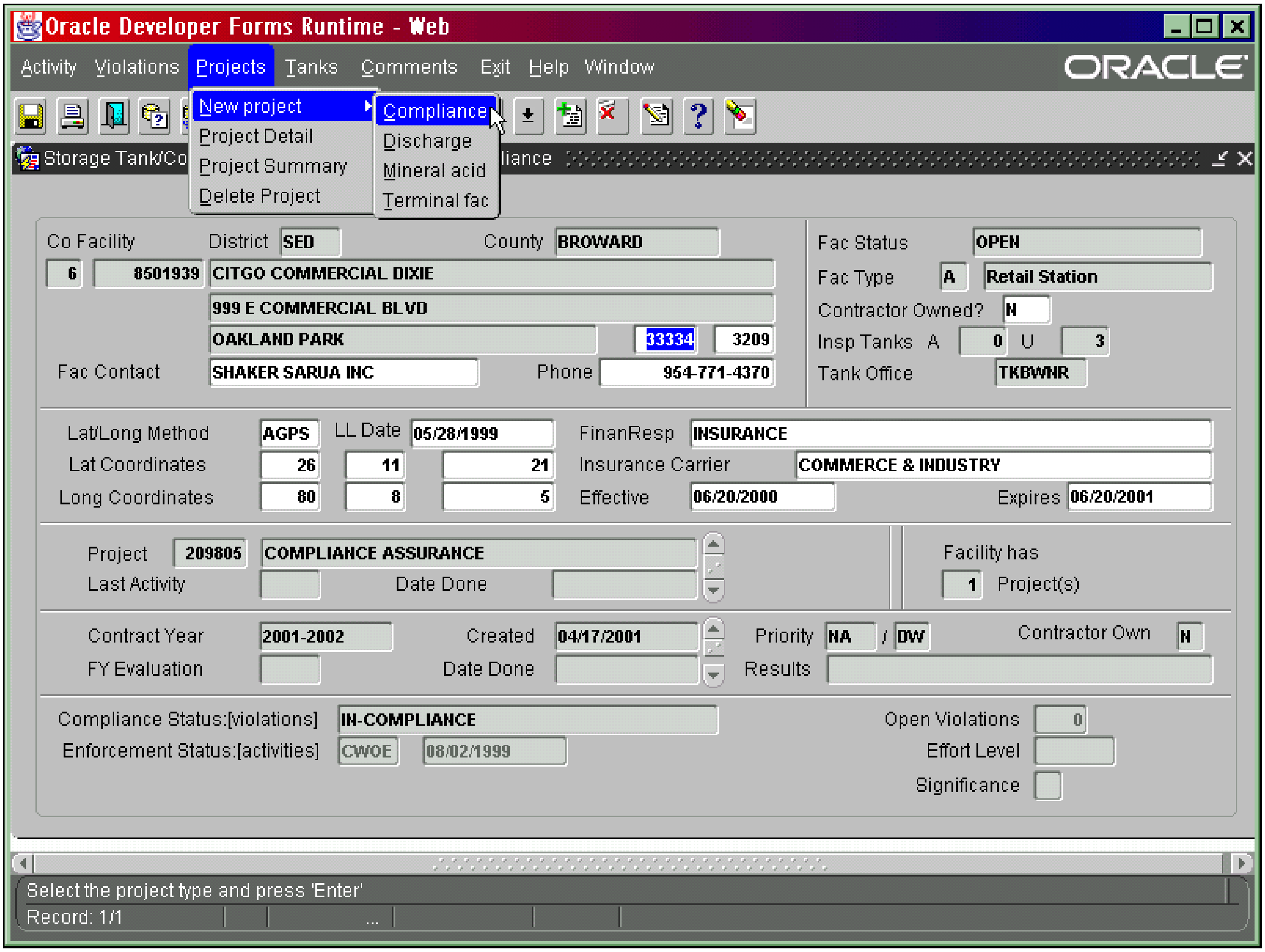
Contract Year Information: A contract year will display when the facility was part of the Compliance Verification snapshot that is generated **April 15 each year**. This program produces the list of all facilities with regulated storage tanks that require an inspection (based upon data in STCM at that time) as preparation for contract renewals for the next fiscal year. If the registration of a particular facility is completed after the snapshot is created, the field contract year will be blank. Regardless, these facilities can be inspected, and the data can be recorded, but the results of these inspections **will not** be included in the quarterly compliance reports for our program.

In the same block you will find reference to **FY Evaluation**. When the **first** annual compliance inspection is performed (the first TCI, TCDI, or TCPI), the activity code, the date and the evaluation result is stored in this fiscal year compliance record.

Current Compliance Information: The last block of information indicates the current facility compliance, based upon the presence (or absence) of violations, and upon the significance and level of effort indicated for each. Any open violation that is Sig:A makes the facility have the same result. Likewise, any open violation requiring re-inspection, again, rolls the effort level of the facility to the same level.

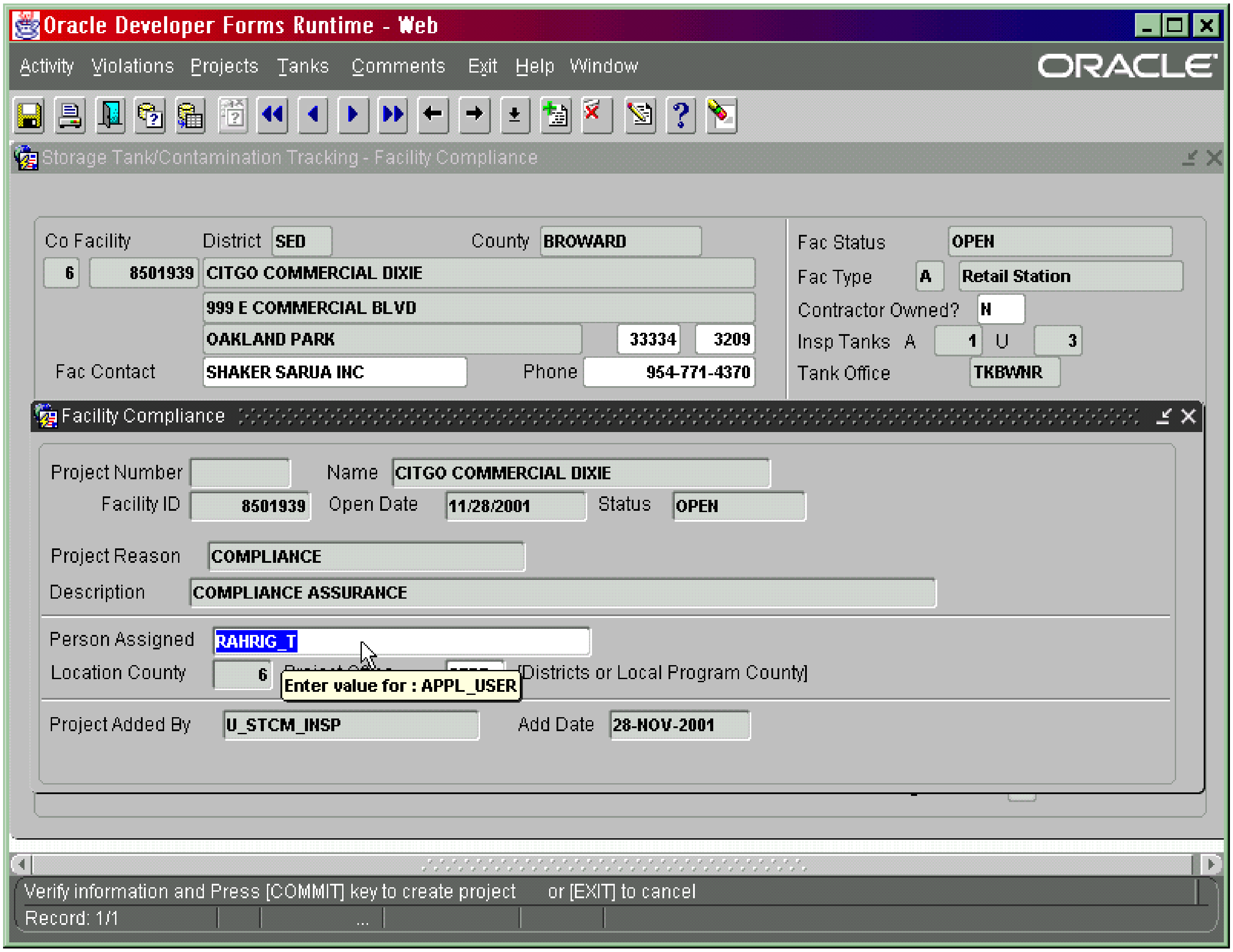
Adding a New Project

From **Facility Compliance,** select **Projects**, **New Project**, then select the appropriate project description. Add a project only if one does not yet exist for the same project type. Your selection of **Compliance** from the pick list creates a **Compliance Assurance Project**. This is the project into which all activities dated on or after July 1, 1998 should be entered.



Facility Compliance Form – New Project

The bottom portion of the screen changes (see below) so that the user can verify the information being stored for this newly created project. You'll see the project open date (date you just created this project), the person assigned (automatically chooses the district's contract supervisor), the office, and the username of the person doing the data entry.



Add New Project

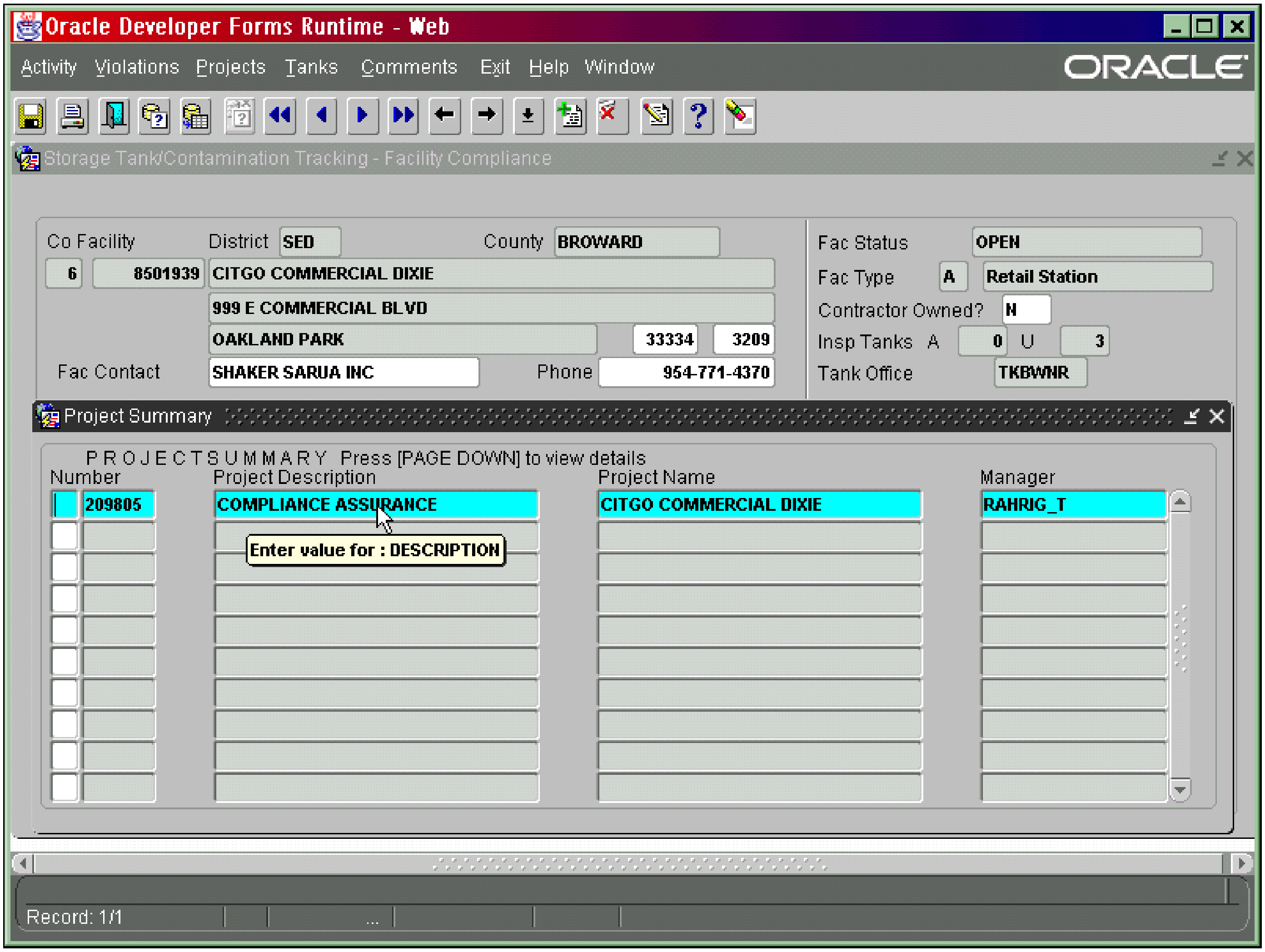
When the facility is designated contractor-owned, the project office will have the district office designation. When the facility is not designated ‘contractor-owned’, the project office will have the local program office designation.

Press **Ctrl + F6** to save. Press **Exit** to return to Facility Compliance.

All data entry of tanks programs inspections and related follow-up should be recorded in the Compliance Assurance Project. Modifications are currently in the works to allow users to view and update Enforcement Projects and Petroleum Cleanup Projects.

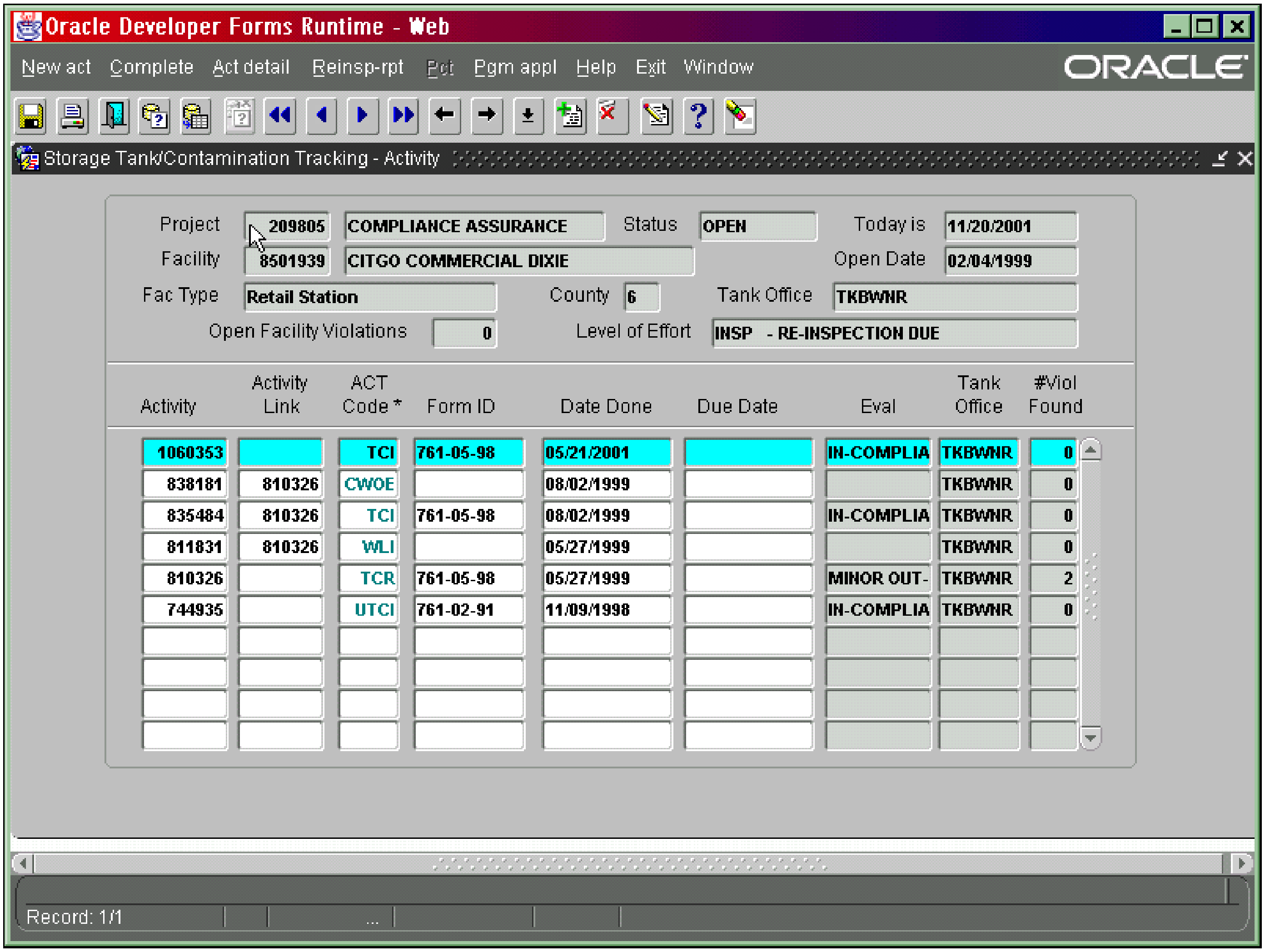
Adding Activities

From **Projects**, choose **Project Summary** to see a complete list of all projects for the facility.



Project Summary Form

Position your cursor next to the Project of your choice and select **Activity** from the top menu**.**
The Activity screen looks very much like it has. Previously stored activities are displayed in reverse order by date_done. Select **New Act** to enter a new activity. The Activity ID number will automatically fill in the first field.

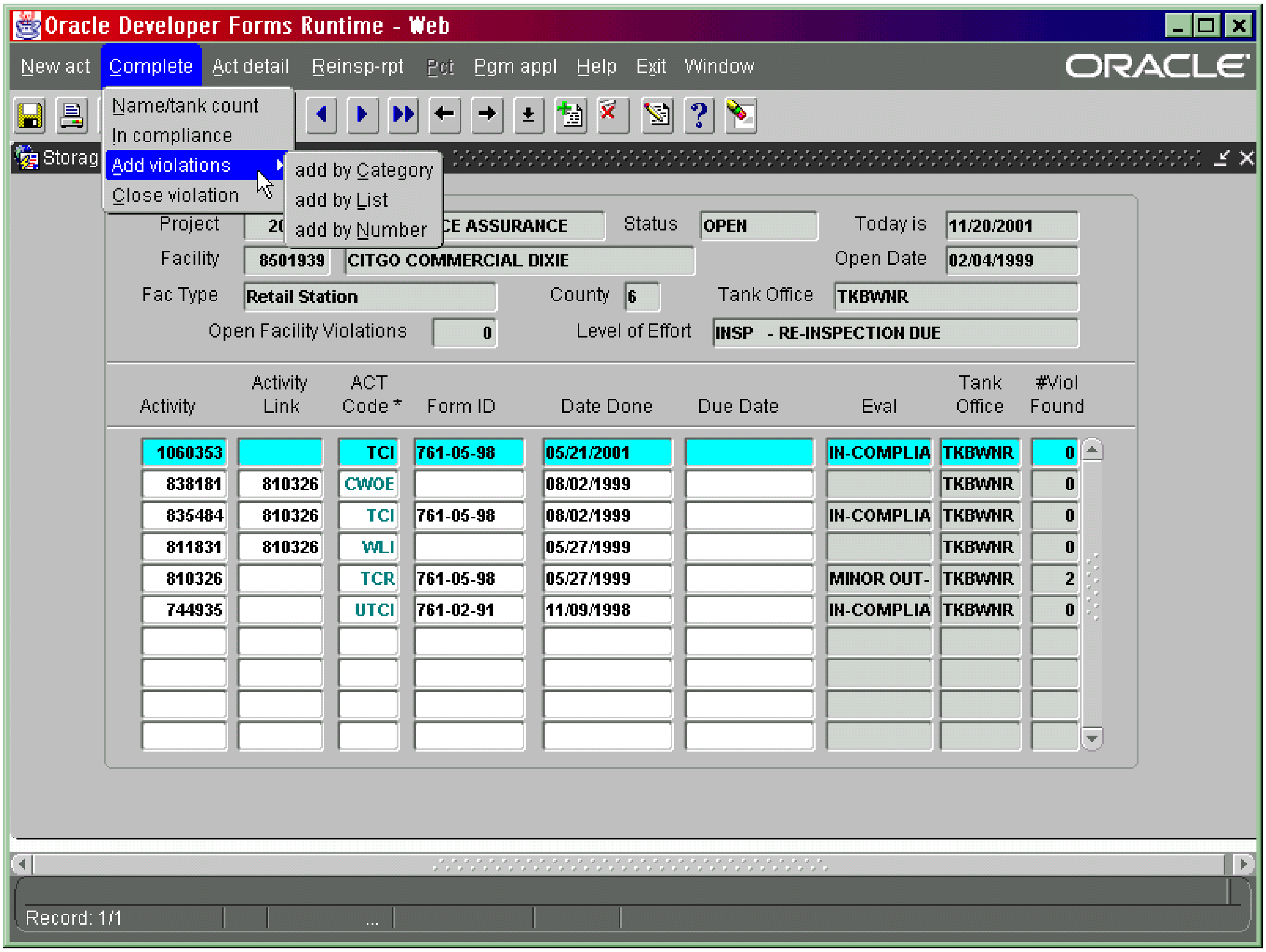


Project Activity Form

Tab to the Act Code and press **Ctrl + L** to see the available choices of Activity Codes. Tab to add the date_done or the date_due, and press **Ctrl + F6**. Dates can be entered in any format. Upon pressing **Tab**, **Enter**, or **clicking** to another field they will automatically display in the correct format. **Note** that date done cannot be greater than today's date.

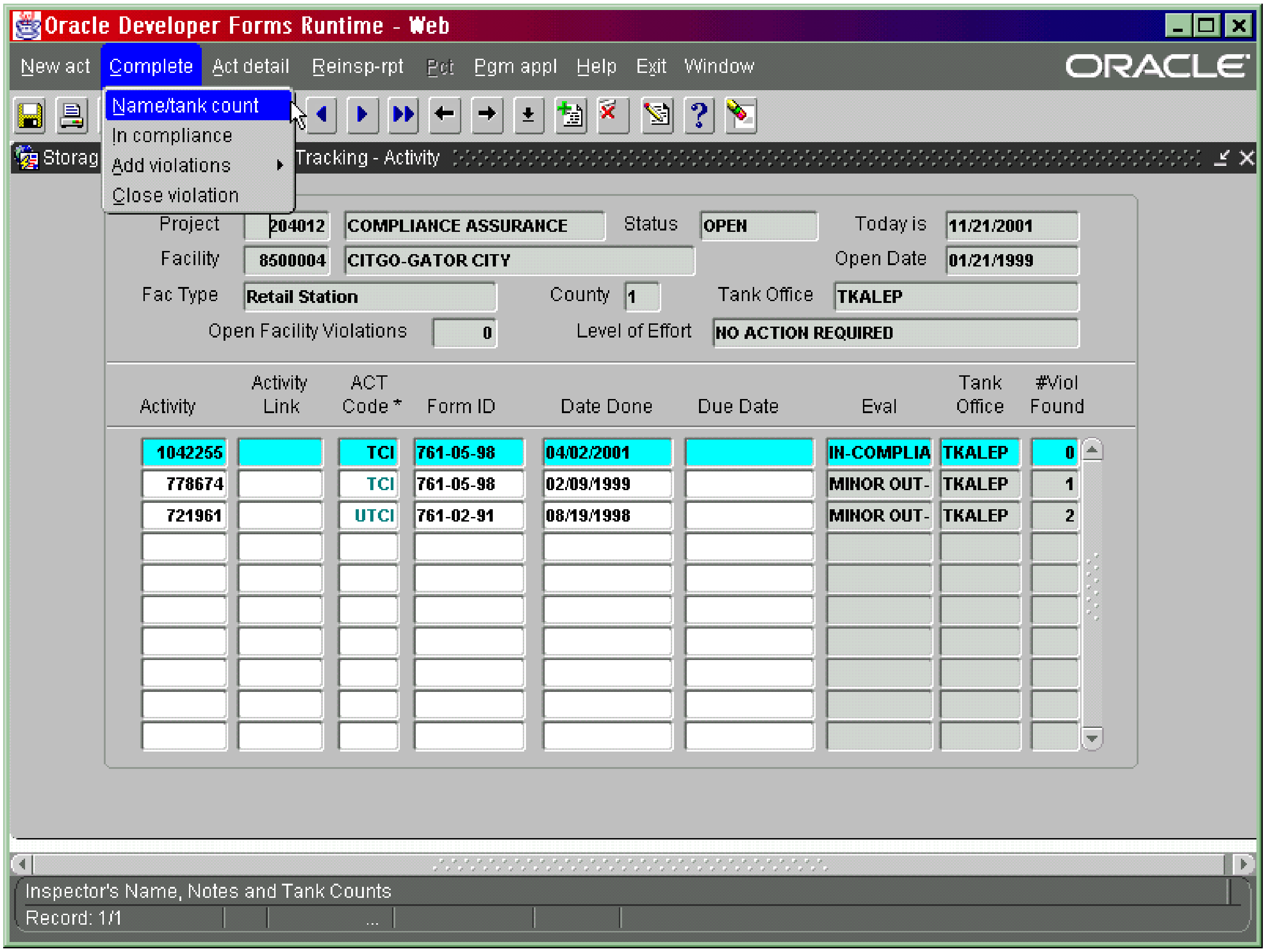
Completing Inspections

If the activity is an inspection (TCI, TCDI, TCPI, etc.), you will need to proceed with the **Complete** step to either mark it as **In Compliance** (no additional data need be entered), or to select **Add Violations,** so that the appropriate evaluation result of Minor out of compliance or Significant out of compliance can be calculated. If the activity is one by which outstanding violations have been determined corrected, you will also need to utilize **Complete** and **Resolve Violations**

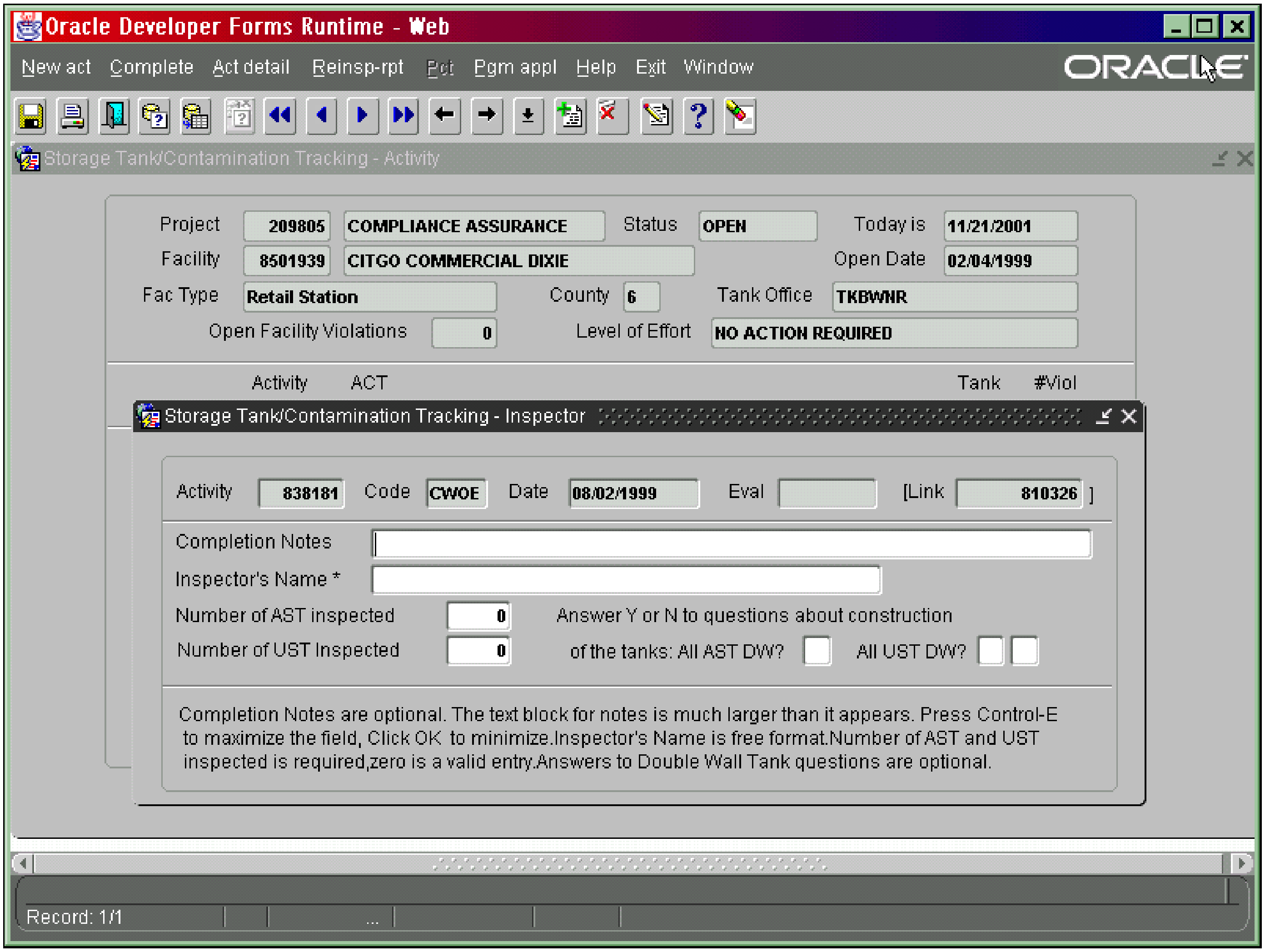


Storage Tank Contamination Tracking Activity

Make sure you select **Complete** while your cursor is positioned on the activity you just entered. From the sub-menu that displays, you must first select **Name/Tank Count** to add the name of the inspector & the number of tanks reviewed during the inspection (**required entry**).



Name/Tank Count



Name/Tank Count Form

Press **Ctrl + F6** to save your data. The system will return you to Activity, and show you a successful transaction message. Select **Complete** again to make a selection for the Evaluation Result. If the inspection is In Compliance, make that selection. The Evaluation Result will appear and you will be finished with your data entry.

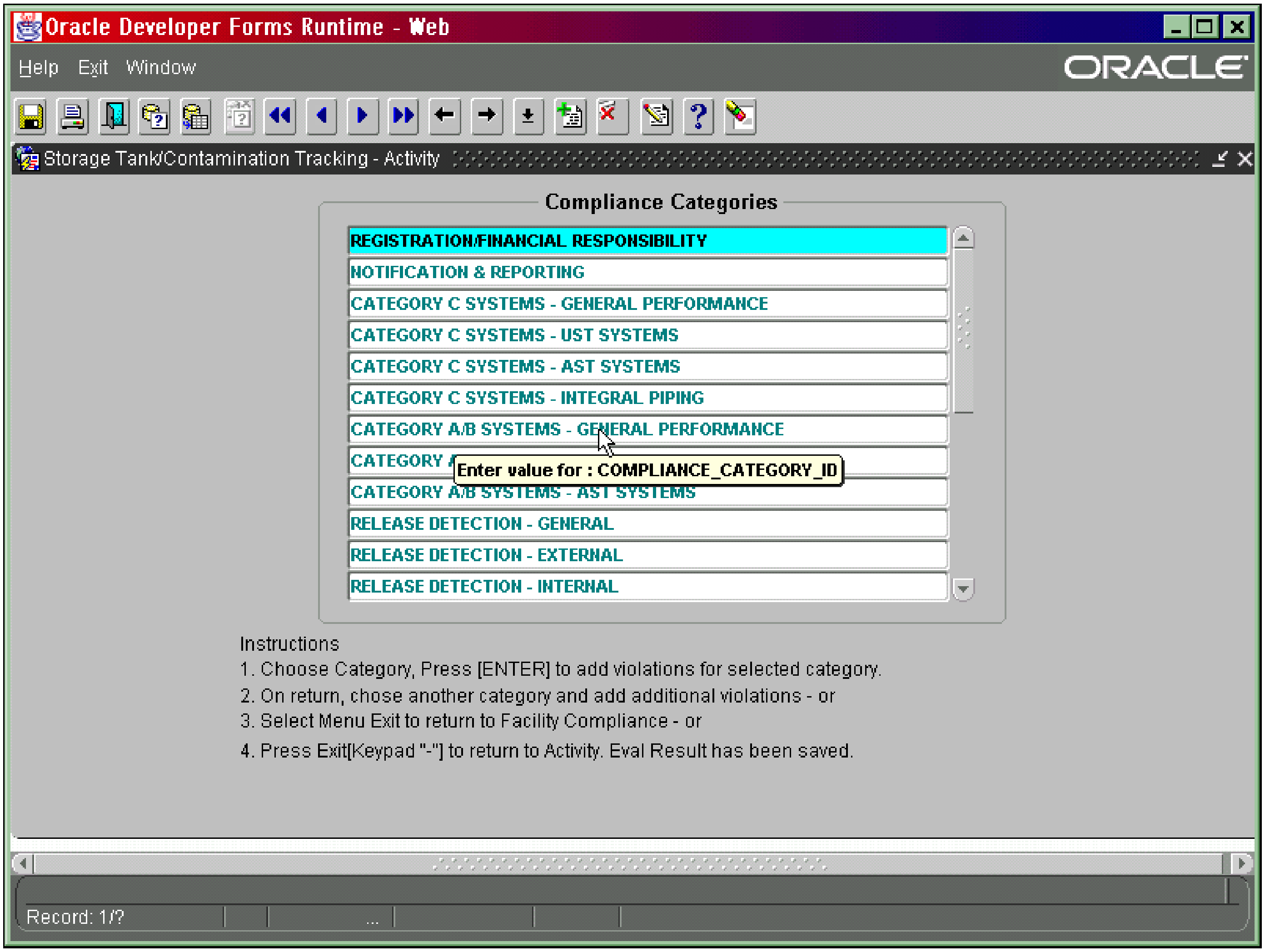
If you mark the inspection as In Compliance, but there still exists open violations, a message will display at the bottom of the screen. You are not prohibited from doing so, but the system prompts you to be aware that previous violations may need to be closed. If you mark the inspection as In Compliance in error, you can click on **Complete** again, and select **Add Violations** to correct the Evaluation Result.

Adding Violations

Violations are added to STCM Compliance Tracking only by way of a valid storage tank inspection code: TCI, TCPI, TCDI, TCR, TIN, TXI, and DPRI. As with each of the inspection questions in the prior version of Compliance Tracking, each violation is identified with a significance level of A, B, or N. 'N' is not significant or minor. 'A' is the most severe. 'B' allows follow-up by the local program. In addition, each violation is identified with a Next Effort of I, R, or N. '**I** indicates INSP: correction should be verified during a re-inspection. '**R** indicates REVIEW: correction may be verified by reviewing late submitted records, new info by phone, letter, etc. '**N**' indicates NCLI: essentially that the violation is a timing issue that cannot be fixed and inspection staff are required to send and record an NCLI.

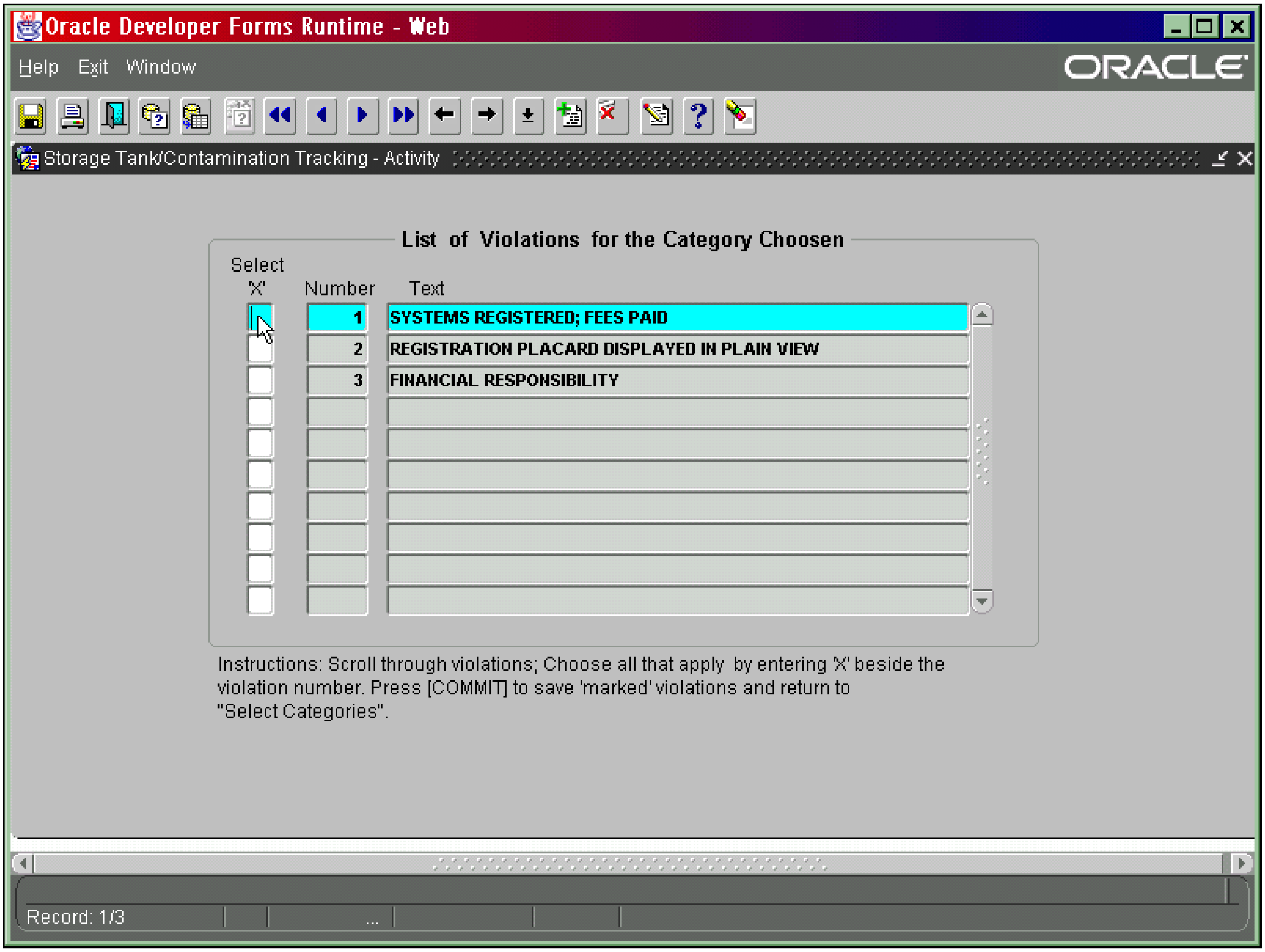
Select **Complete**, **Add Violations** from the menu bar. The user can then select to add violations by Category, by using a List (of all violations), or by entering one or more specific violation code numbers.

If you select to add by **Violation Category,** the category list will appear in the same order as it does on the Inspection Data Entry forms.



Add Violations by Category

Use your down arrow or click on the appropriate category to make your selection. With your category selection highlighted press the **Enter** key**.**



List of Violations for Chosen Category

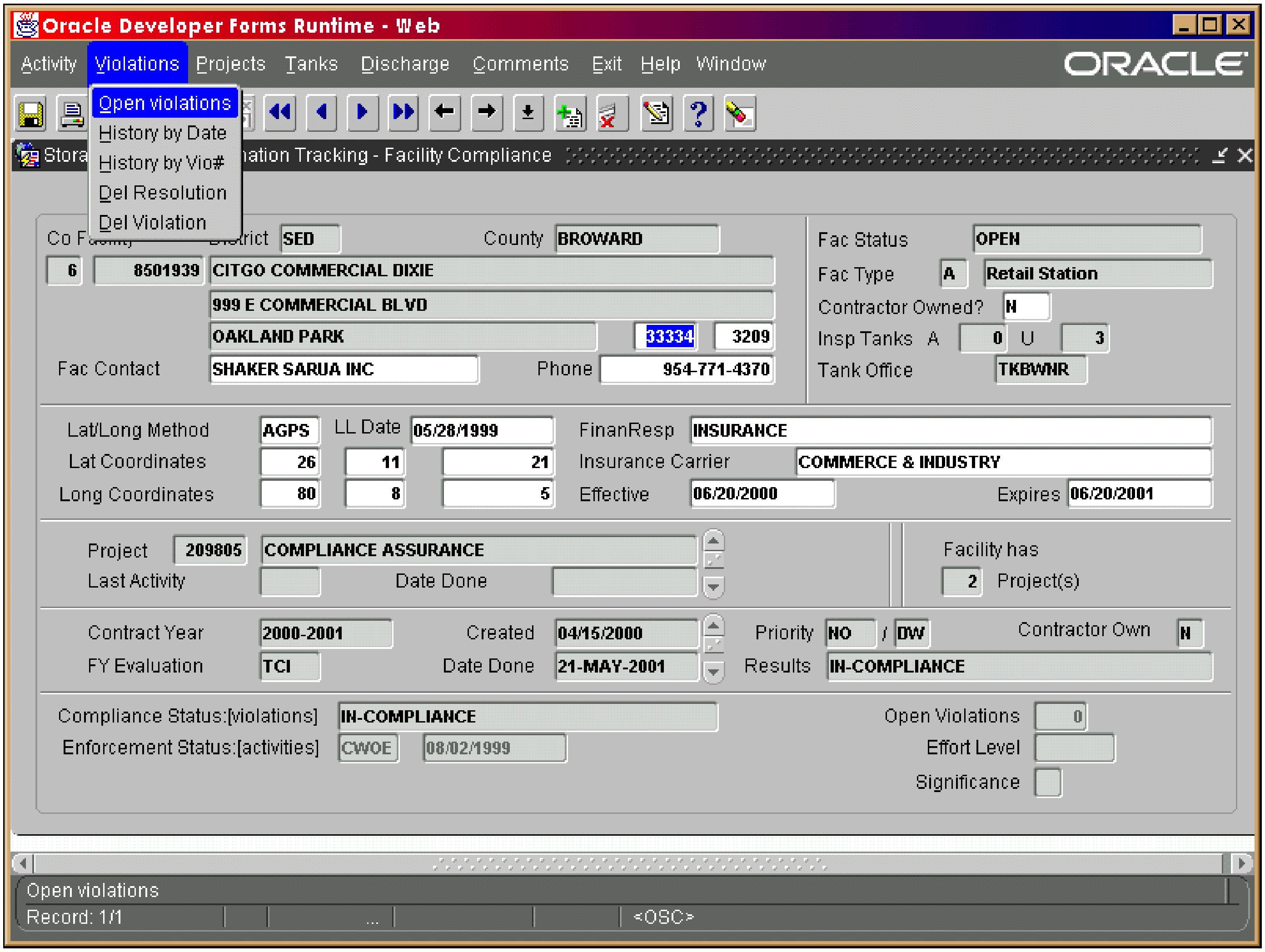
Use the **down arrow** or click on your choice for violation. Press **Ctrl + F6** to save. You will be returned to the list of Violation Categories. Repeat the process to add more violations or press **Page Down** to access the **Compute Evaluation** field. Enter Y to tell the system that data entry is complete, and press **Ctrl + F6** to commit. An evaluation result will be calculated and stored with the inspection. The system will return you to the Activity screen.

If you elect to enter violations by the list the function works the same, except the violation list displays in numerical order. If you elect to enter by specific violation number, you will have to use **Ctrl + I** as you continue to add violation codes.

Please remember to perform the **last step** and the **last commit** (**Ctrl + F6**). Inspections entered without an evaluation result cannot be counted in our program's compliance reports.

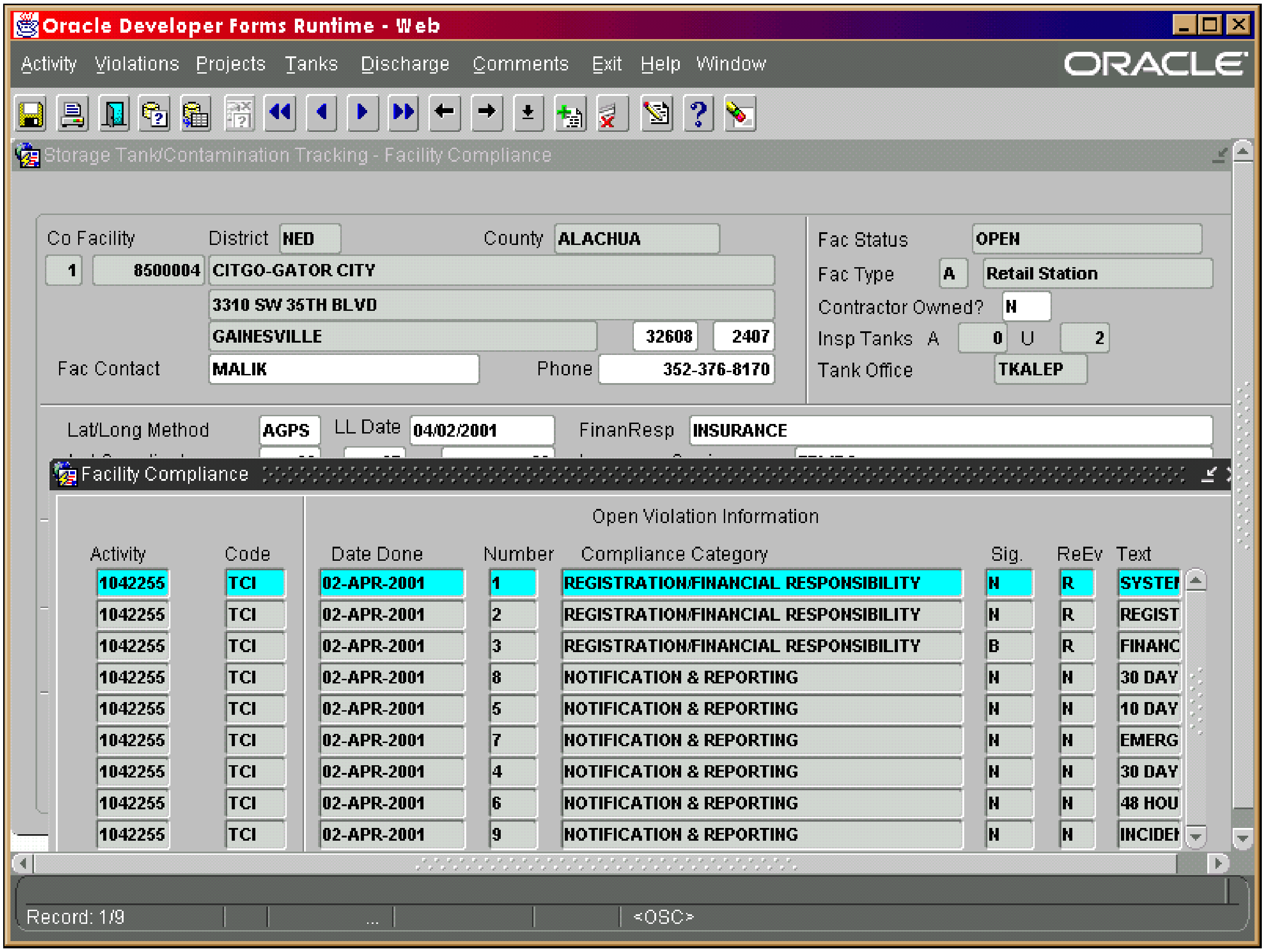
View Violations

If you would like to confirm your data entry of violations, escape back to **Facility Compliance** and select **Violations** from the top menu. Choose to see the **Open Violations**, or a complete **History by Date** or by **Violation Number**.



Open Violations

Selecting **Open Violations** will also list the interim violations created from the compliance inspection questions with a response = 2 (out of compliance); and where the inspection was the most recent activity for the previous UST or AST Project. The interim violations are identified by a **900**-series ID number.



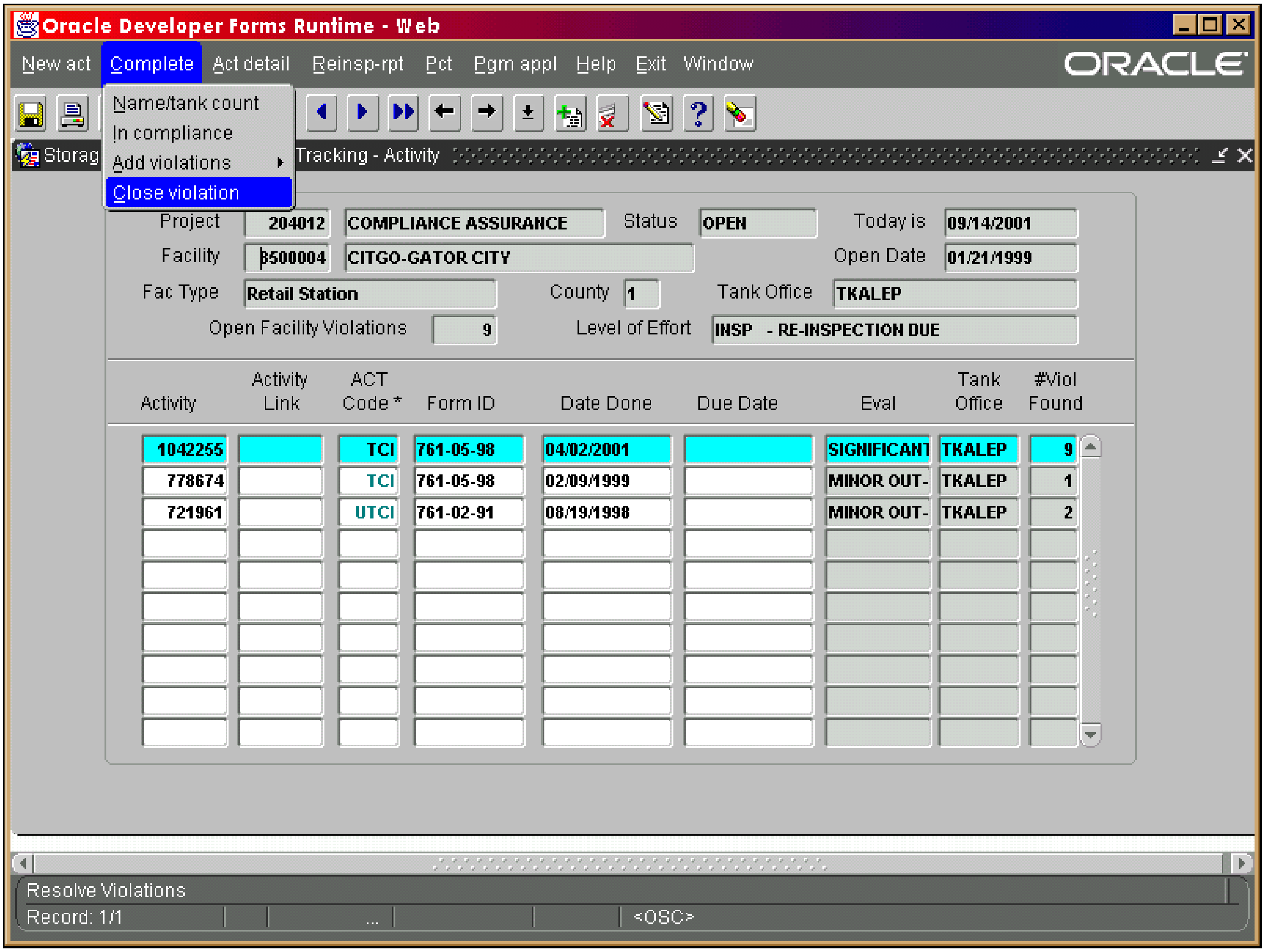
Open Violations

Resolving Violations

Outstanding violations can be resolved or closed by a follow-up re-inspection, the next year's compliance inspection, a following closure or new installation inspection, in some cases by an NCLI, in other cases by another general follow-up type of activity. The lastly is usually used by an enforcement-related activity code. Most violations will probably be resolved by the use of one of the following inspection codes: TCI, TCDI, TCPI, TCR, TIN, TXI. Closure inspections and subsequent installation inspections can close outstanding compliance violations, if that's how the inspector makes that determination.

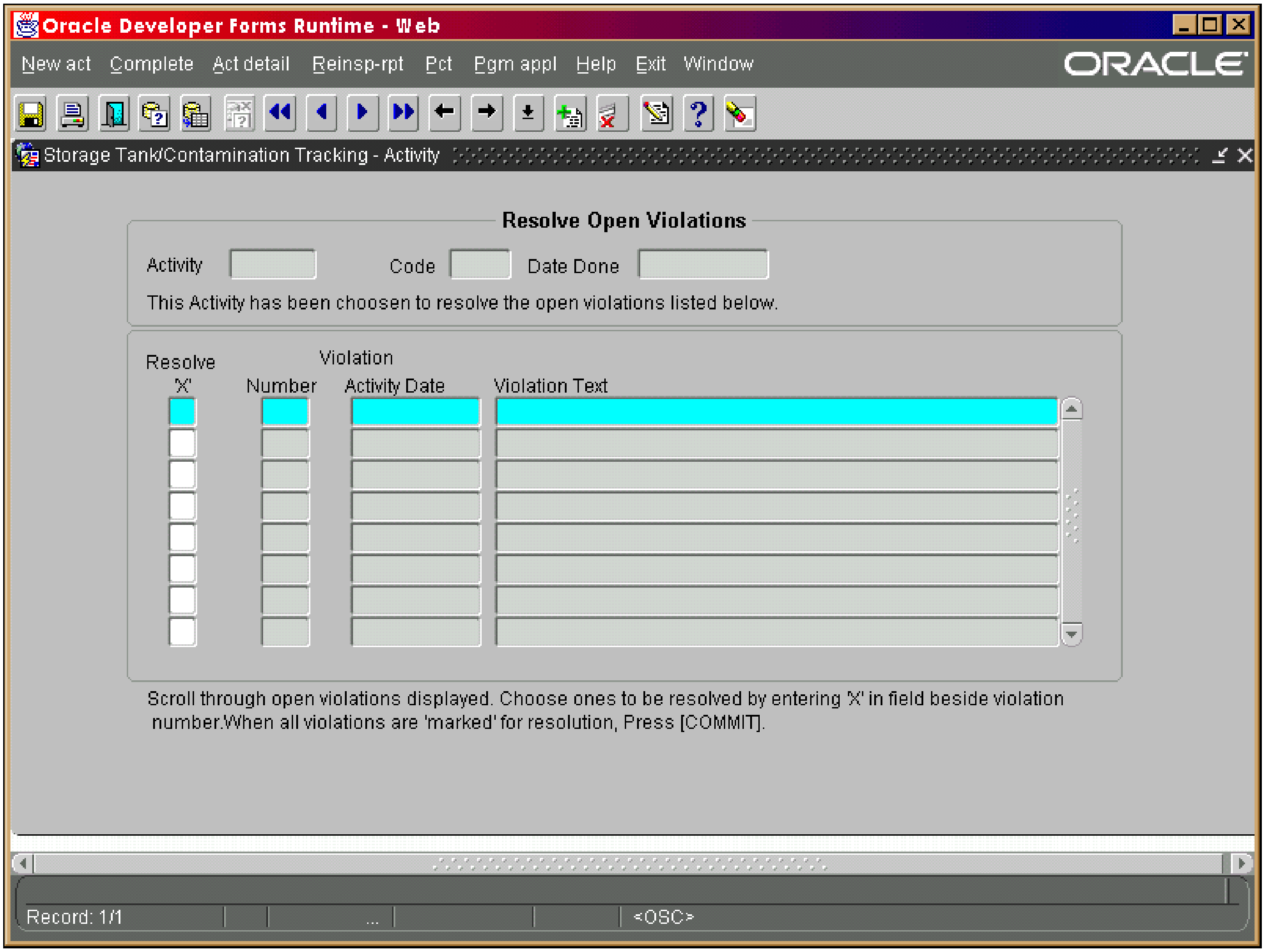
The **resolving activity** is data entered on the **Activity screen,** just as the inspection was, and with a date that is subsequent to the inspection. The follow-up activity essentially indicates the procedure or event by which the inspector came to agreement that the violation was adequately and properly corrected and/or addressed. It will not be unusual to see several violations discovered during the same inspection to be resolved in different ways. One may be a timing issue addressed (resolved) by an NCLI. Another may be determined corrected during a re-inspection. A third may go to enforcement and be subsequently resolved by a consent order (COE). The following activity codes, in addition to the inspection codes listed above, are also allowed to resolve violations: CALL, LTR, NCLI, WLI, PDNE, FR, MTG, COE, and FOI.

Select **New act**, then enter the appropriate follow-up activity with a date done, and link to the original inspection having violations. In the case below, violations are found during the inspection (the **TCI** is called the initiating activity). During the re-inspection, the violations are deemed corrected (the **TCR** closes the violations and is called the resolving activity).



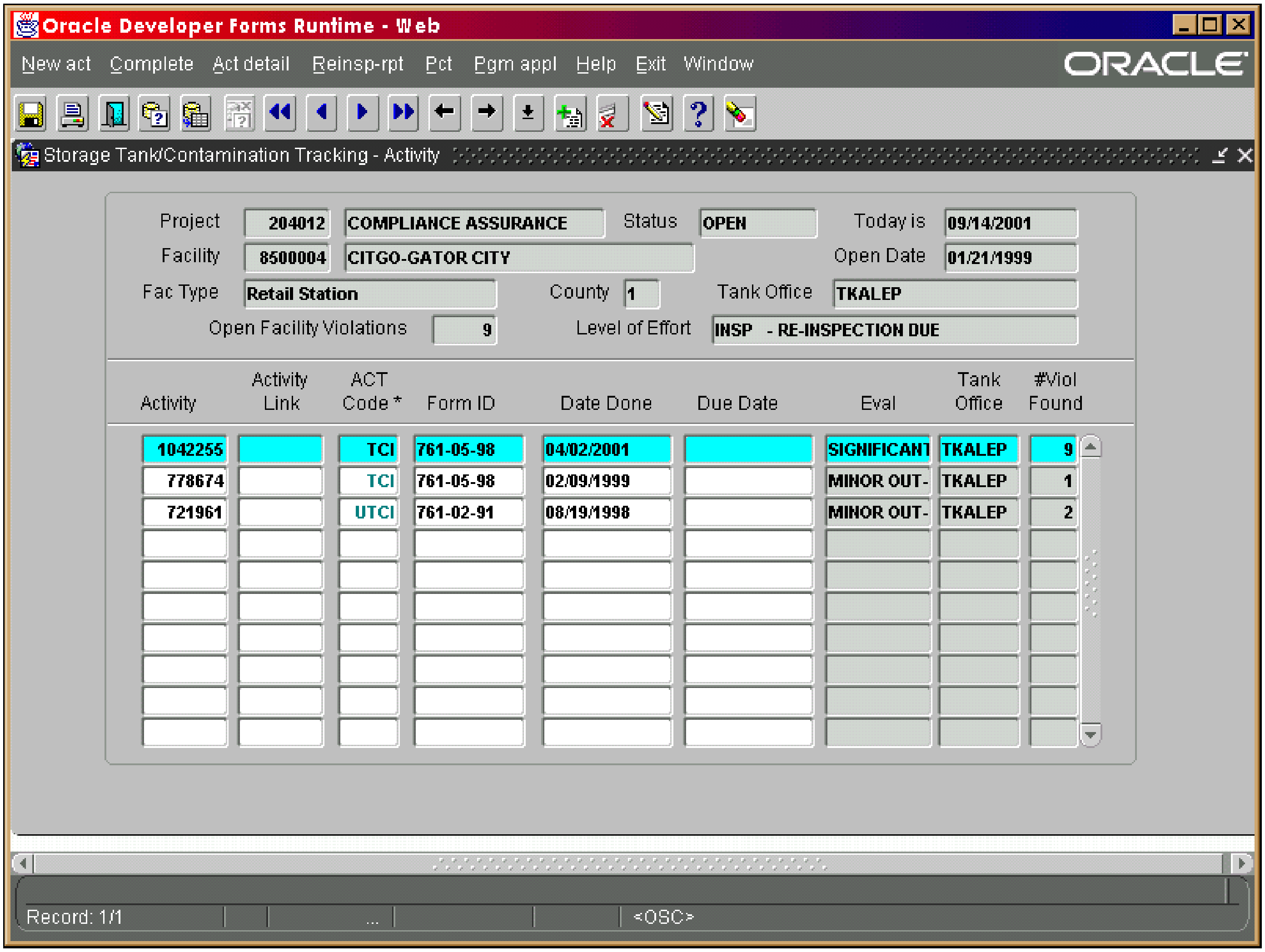
Menu - Close Violations

With your cursor positioned on the **resolving activity**, select **Complete**, and **Close Violations.** A screen will appear that displays all open violations. Following the instructions on the screen, mark with an X those that were addressed and deemed corrected by the follow-up activity just entered (the TCR, in this example).



Close Violation Form

Press **Ctrl + F6** to save your changes and you will return to the Activity screen.



Activity Screen

In the last column, **# Violations Found**, the data **does not** change after resolving violations. This number reflects the count of violations that were **originally** found during the inspection, regardless of their current status. However, the count displayed in the top block of the form, **Open Facility Violations**, has been reduced by the number you just resolved.

Note: Once all violations have been addressed and the violation count = 0, the inspector will need to data enter, when appropriate, a **final status code** of **CWOE** (indicating that all violations were corrected, and no enforcement effort was necessary), or **CFFE** (indicating that formal enforcement has been concluded. CWOE should be linked to the most recent inspection with violations. EPI should be linked to the inspection with violations, and CFFE should be linked to the EPI.

Note that an inspection can both resolve violations and discover new ones. Thus, from the same activity, you can select **Close Violations**, and mark the old ones closed, and (through **Complete** again) select **Add Violations** to record new ones.

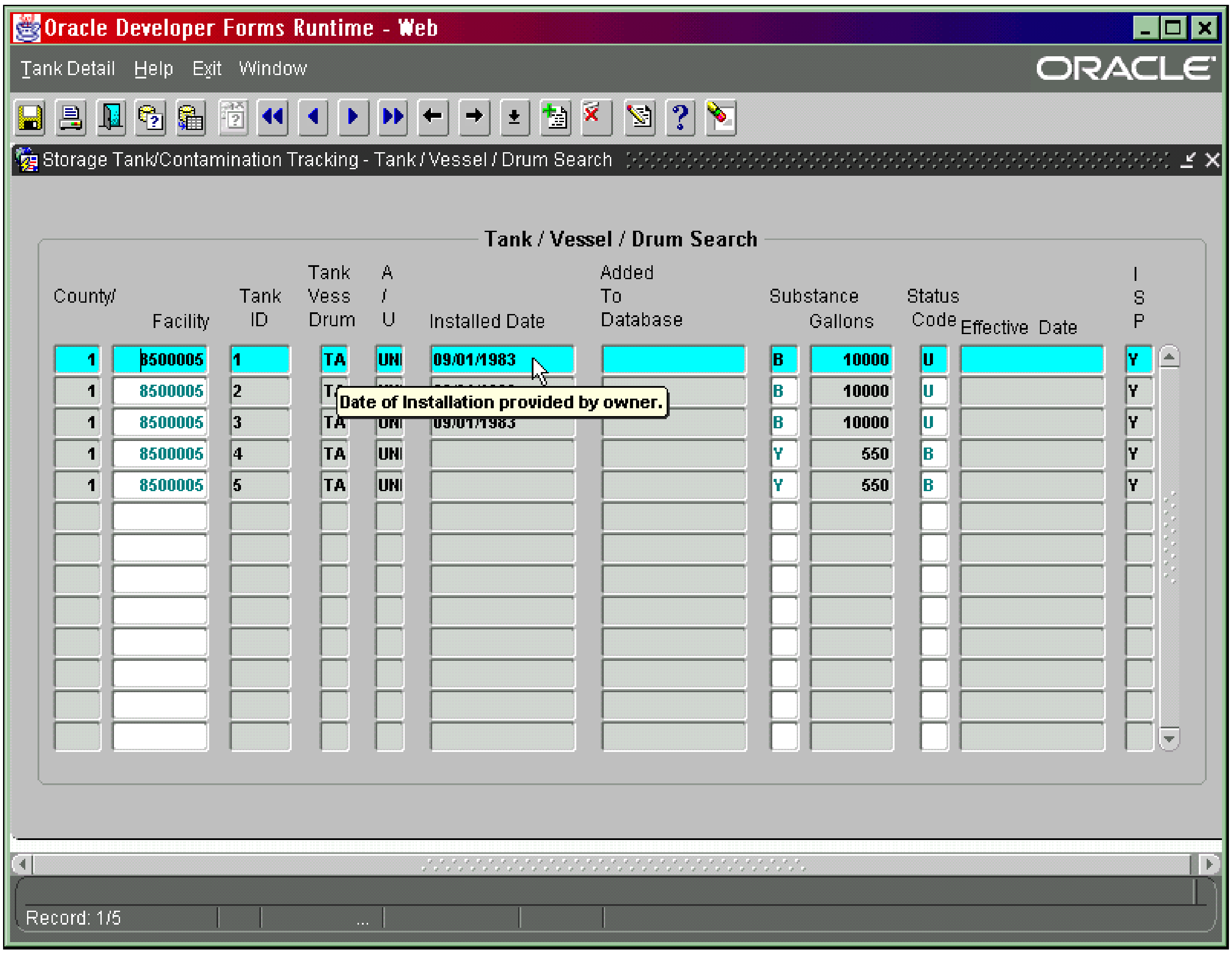
Enforcement Status

On the **Facility Compliance** screen, we created a field to display the most recent enforcement code that is present in the Compliance Assurance project. It merely provides a quick look into the status of the facility.

At a glance, a user can tell if the current fiscal year compliance inspection has been accomplished, and what the result was. Therefore, you can quickly tell if there are still outstanding violations that have not been addressed by the **Current Compliance Status**. The **Enforcment Status** will reflect the most recent of the following codes: WLI, CRDE, CRLE, EPI, COE, FOI, CWOE, CFFE. This will help the user to identify situations where an inspection was performed after the facility was designated as being in an on-going enforcement situation, or where some next enforcement step may be still pending.

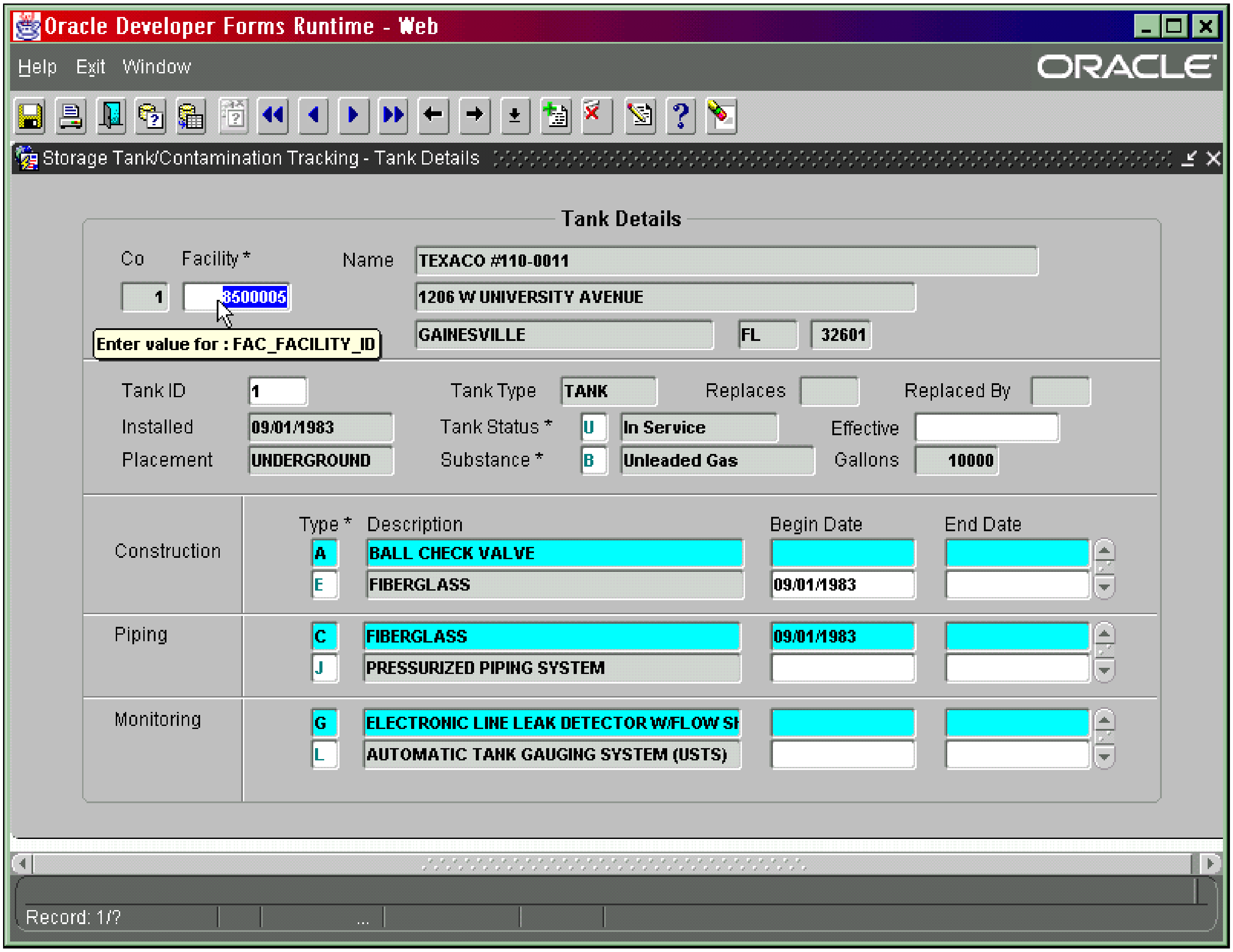
Updating Tank Attributes

Escape back to **Facility Compliance**. Select **Tanks** from the menu bar and you will see a summary listing of the tanks with the following information:



Tank Summary

Select Tank Detail to update the tank system construction attributes. Press **down arrow** to move to a different Tank ID; press **Page Down** to move to the next block (construction or piping, etc.). Press **Ctrl + I** to add a new construction code. **Tab** to the End Date to end an old code that no longer applies. Press **Ctrl + F6** to save your changes.



Tank Detail

Exit to return to Tank Summary. **Exit** again to return to Facility Compliance.

Discharge Project Management

All records of incident and/or discharge notification, discovery of a discharge during an inspection, or during a closure report review, and confirmation that the discharge does or does not require 62-770 cleanup will continue to be tracked in the Discharge Project.   Short inspections that deal only with discharge info (TDI) should be recorded in the Discharge Project. All other inspections that deal also with compliance issues and count towards completion of a compliance inspection should be recorded in the Compliance Assurance Project.

Discovery

The initial discovery of a potential release from a regulated storage tank system should be submitted by the facility owner/operator to the Department or Local Program with an **Incident Notification Form.** Record receipt of the **IRFR** in **Discharge Project,** and investigate appropriately. When a release is confirmed, a **Discharge Report Form** should be filed. Data enter **DRFR** - Discharge Report Form Received in the same project. The date of receipt of the notification is the Date Done. Investigation/confirmation should determine whether or not the environment has been affected.

When a confirmed discharge, (actual release to the environment) is discovered by the inspector during a routine compliance or closure inspection, record the event as **DDCI -** Discharge Discovered During Compliance/Closure Inspection. The date of inspection (date of discovery) is entered as the Date Done. If a Closure Inspection is not done, or does not reveal evidence of contamination, but a (later) review of the Closure Report does, record the event as **DDCR -** Discharge Discovered During Closure Report Review**.** The date of the review (date of discovery) is entered as the Date Done.

Occasionally, incidents of spill occur that are not related to storage tank systems. Trucker spills are usually reported to the Bureau of Emergency Response and may be reported to the Tanks Program. If the discharge results in contamination that will be tracked by the Petroleum Cleanup Section, then a (tankless) facility must be created, as well as a Discharge Project, and the related PCT records data entered. This type of discovery is logged as **ERNR -** Emergency Report Notification Received.

Discharge Inspections

When an inspection is conducted after the notification of a suspected or confirmed discharge, the activity should be recorded as **TDI** and logged into the Discharge Project. **If** a full compliance inspection is conducted at the same time, the inspector will record the **TCDI** in the Compliance Assurance Project, and the **TDI** in the Discharge Project.

Other pertinent follow-up to the notification or to the inspection should be recorded in the Discharge Project, as well. You will use codes such as LTR, MEET, NCLI, WLI, RRBD, CNLI, CWOE, CRDE, EPI, etc. Please link all follow-up codes to the event that is considered the discovery or the initiating point.

Cleanup Assessments

After a discovery event is recorded, it will be required of the inspector to make an assessment of the situation and report whether or not **62-770** Cleanup is required. The date of assessment is the Date Done. Use one of the following activity codes:

DCCR - Discharge Confirmed; 62-770 CU Required
DCNC - Discharge Minor; 62-770 CU Not Required ***Containment/abatement responsibilities still apply.**
DSNR - Discharge Suspected; No Release Found (to environment)
DSUC - Discharge Suspected; Unconfirmed

Subsequent to the cleanup assessment, notify the facility owner or operator of their containment/abatement/cleanup responsibilities with a **Cleanup Notification Letter**; and record as **CNLI**. The date of issue is the Date Done.

Informal Cleanup

An assessment of **DCNC** is made when there has occurred a spill or discharge to the environment that does **not** exceed Chapter **62-770** limits, and constitutes what is commonly referred to as an informal cleanup. When the owner/operator has complied with the containment/abatement responsibilities outlined in chapter 62-761, F.A.C., and this effort is approved by the inspector, the owner should be informed by letter that no further remedial action is required.

> **Do not** enter CWOE into the Discharge Project until owner/operator has fulfilled all containment/abatement/follow-up responsibilities.

Petroleum Contamination Tracking (PCT)

An assessment of **DCCR** is made when there has occurred a spill or discharge to the environment that **exceeds** Chapter **62-770** limits, and tracking of cleanup efforts and activities are required in STCM - PCT. From the Activity Screen (in Discharge Projects only), select **PCT** from the menu bar to access the STCM Petroleum Contamination Tracking module. The Discharge Notification screen will appear. Here you will enter additional information about the discharge, contaminated media, gallons lost, etc. **DO NOT** enter data into PCT that is not a confirmed discharge with 62-770 Cleanup Required.

Note that Inspection Date is a **required** entry field. This field can not be left blank. For situations where a Discharge Report Form or Emergency Response Notification has been filed for either a site without tanks or the site of a trucker spill, where there will be no storage tank inspection, record either the date of a site visit (**SV**) if one is appropriate, or the date that the notification (& any supporting soil/water analysis that documents the contamination) that was reviewed.

Local programs contracted with the Petroleum Cleanup Section will have additional data entry options and responsibilities in STCM - PCT, while compliance inspection staff contracted with Storage Tank Regulation will enter only the basic discharge information. All staff, however, will have read access to all PCT data.

Complaints & Assistance

When an inspector responds to a complaint, but no compliance inspection is performed, the activity should be recorded as a **CVAL -** Complaint Evaluation. When an inspector is requested to visit a site in order to provide compliance assistance, education regarding rules and/or operational procedures, the activity is recorded as **CASV -** Compliance Assistance Site Visit**.** When the inspector finds it necessary to conduct a complete compliance inspection, the activity shall be recorded using the complaint inspection code **TCPI**. Record these activities in the Compliance Assurance Project, and make sure that an activity evaluation is derived for each.

Discovery of Unregistered Sites

Inspection staff are required to ensure that all unregistered sites are properly registered. However, when the site is best described as a prior tank site (that is, evidence suggests that tanks were once present, but have long since been removed), then registration is only required if there is further evidence that contamination is present. At that time, it is especially important to complete a registration form with as much historical tank information as possible. It may also be appropriate to complete an inspection cover page with site information and site visit comments using the Discharge Checklist as guidance. **When** tanks no longer exist, no compliance inspection paperwork should be completed. Data entry of this event should be limited to recording a Site Visit - **SV** in the Compliance Assurance Project, with the date of the visit entered as Date Done.

Emergency Registration of New Facility ID Numbers

Occasionally, an inspector will conduct an inspection at a facility that is not registered with the department, or petroleum contamination may be discovered at a location where storage tanks existed many years ago, prior to department rules. When this occurs, and a facility ID number is needed quickly, please e-mail two of the following: Sinclair_A, McGill_A, or Cason_B with the basic facility information needed for data entry: Facility Name, Facility Address, City, and Factype. We will create a facility ID number for you.

These requests should be limited to those occasions where data entry of compliance or PCT information is held up, pending the registration. It is important that an original registration form follow these requests so that we can include tank and owner information on the STCM registration, and document the registration in the STRS files. If the facility is no longer active a form will be accepted from the inspector. It **must** provide (legible) name, signature and date. If the facility is active the form will be accepted from the owner/operator with the same name, signature, and date. Tank and owner data will **not** be entered via email for active tank sites without the submittal of a registration form.

Compliance Inspection Follow-up

In every instance where the evaluation of an inspection is out of compliance, a **Non Compliance Letter** that specifically addresses the violation(s) should be sent to the owner/operator within **10 days**. Record this event as an Activity - **NCLI** - in the appropriate compliance project(s). Enter the date the letter was mailed as the **Date Done**. Record any other follow-up information that you feel is necessary or important. Meetings, phone calls, letters all represent efforts to achieve compliance.

Timing & Minor Violations

When the violation is one of a timing nature (uncorrectable and does not require a re-inspection), that is the owner should have done XYZ, but did so late - the **Non Compliance Letter** can be used to resolve this violation. If the inspector deems it necessary for the owner/operator to acknowledge an understanding of his or her responsibility, the inspector can enter the activity **RRBD -** Response Received by Department - with a Date Due, if an actual response is expected. When the response is received enter the date of receipt in the Date Done field of RRBD. Use the RRBD to resolve the violation. This sequence of events can be completed by the data entry of **CWOE -** Compliance Without Formal Enforcement.

Repeated Minor & Significant Violations

Sometimes repeat violations (even minor ones), and/or significant violations are **not** resolved by Compliance Without Enforcement (**CWOE**) efforts. There will be times when a case should be referred directly to the District or to the Level Three Enforcement Section for action. When a referral is necessary, record the Activity **CRDE -** Case Referred for District Enforcement, or **CRLE** – Case Referred to Local Enforcement with your referral date as the Date Done.

Enforcement

When enforcement is necessary, as a result of a referral from the local program or as a result of district initiation, each district and/or Level Three enforcement program should exercise it's own procedural guidelines as to the next course of action (Warning Letter, subsequent actions). **All** enforcement follow-ups should be tracked in the same Compliance Assurance Project. Two important milestone activity codes indicate the status of the facility with regard to enforcement. **EPI** means that an Enforcement Project has been initiated and should be recorded when enforcement begins, and this code should be linked to the original inspection that is out of compliance. **CFFE** means that compliance was achieved after enforcement initiatives were implemented. The code should be recorded when facility compliance is achieved, and linked to the EPI as a means of identifying the closure of the enforcement action.

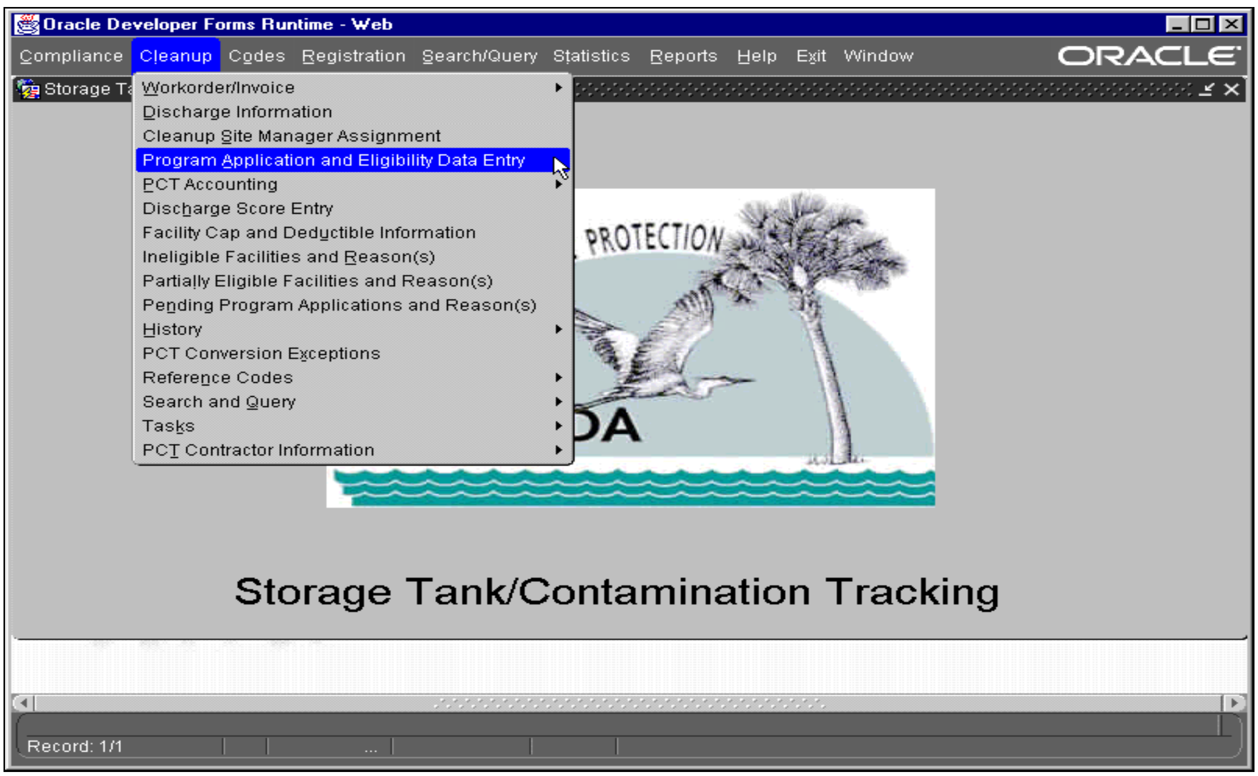
PCT Module

Cleanup Program Application/Eligibility data entry operates independently of confirmed discharge tracking. Applications may be received for a discharge in which the inspector finds no contamination or determines it to be minor - no cleanup required. An application can be given an Eligibility of Ineligible due to these as well as other reasons. An application cannot be Eligible unless there is a Confirmed Discharge. When a confirmed discharge record is created, the Application/Eligibility record will be linked to the new confirmed discharge record by the Facility ID and Discharge Date.

Each cleanup program application record is linked to one eligibility record. A new application/eligibility record is created when a facility applies for a program. A facility may apply for several cleanup programs per discharge, but there may be only one application/eligibility record for a facility per program, per discharge. Once a record has been created, all information can be updated **except for the cleanup program**.

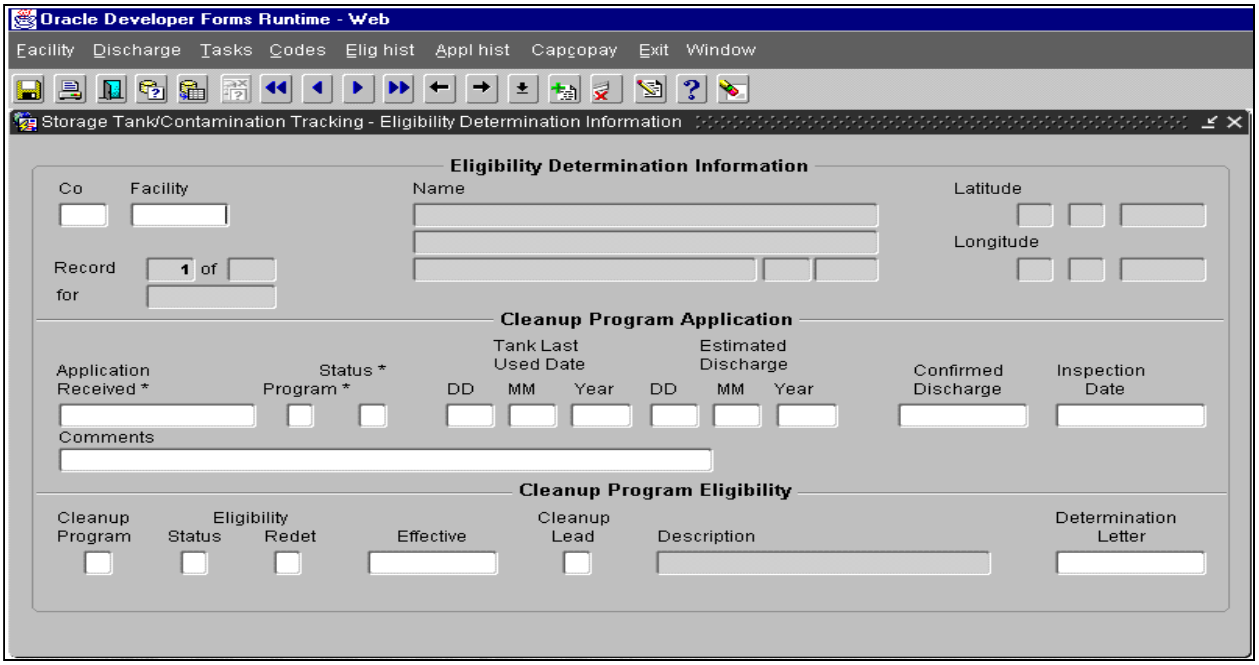
New Application/Eligibility records can be entered by Cleanup Program Eligibility staff only. New records are entered in the following way:

From the main menu click **Cleanup, Program Application Eligibility Data Entry.**



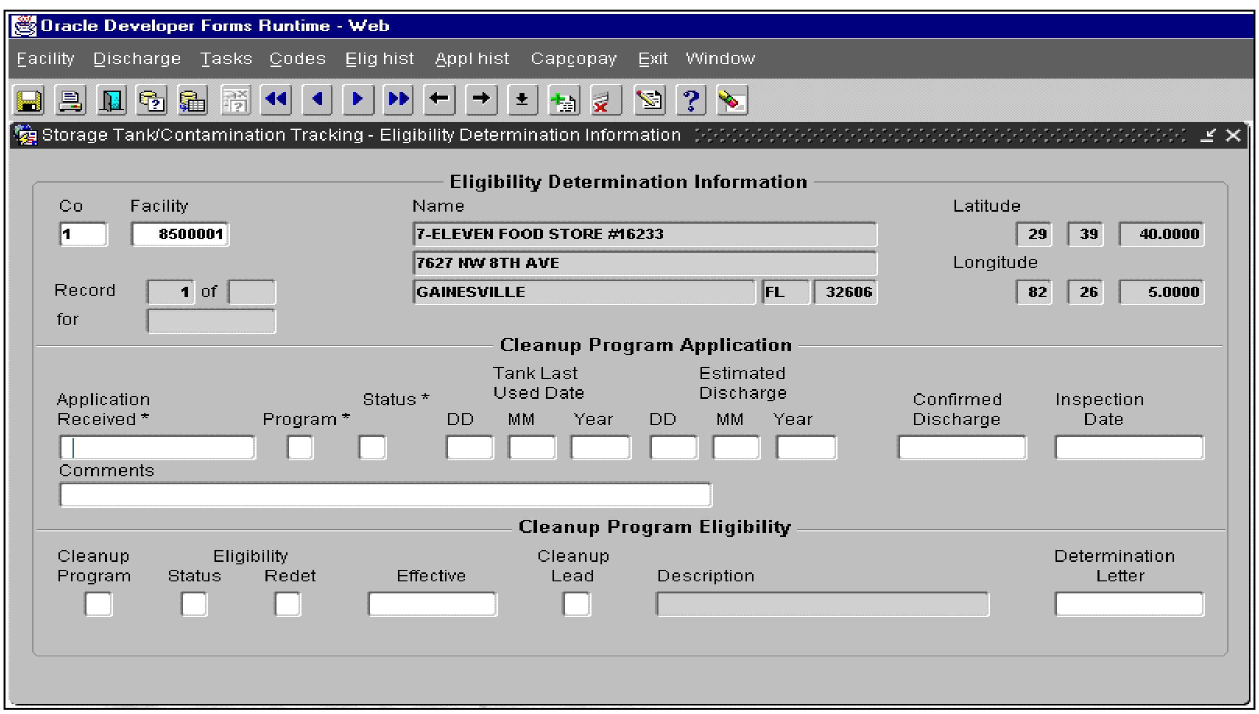
Cleanup Menu

The **Program Application/Eligibility** form appears.



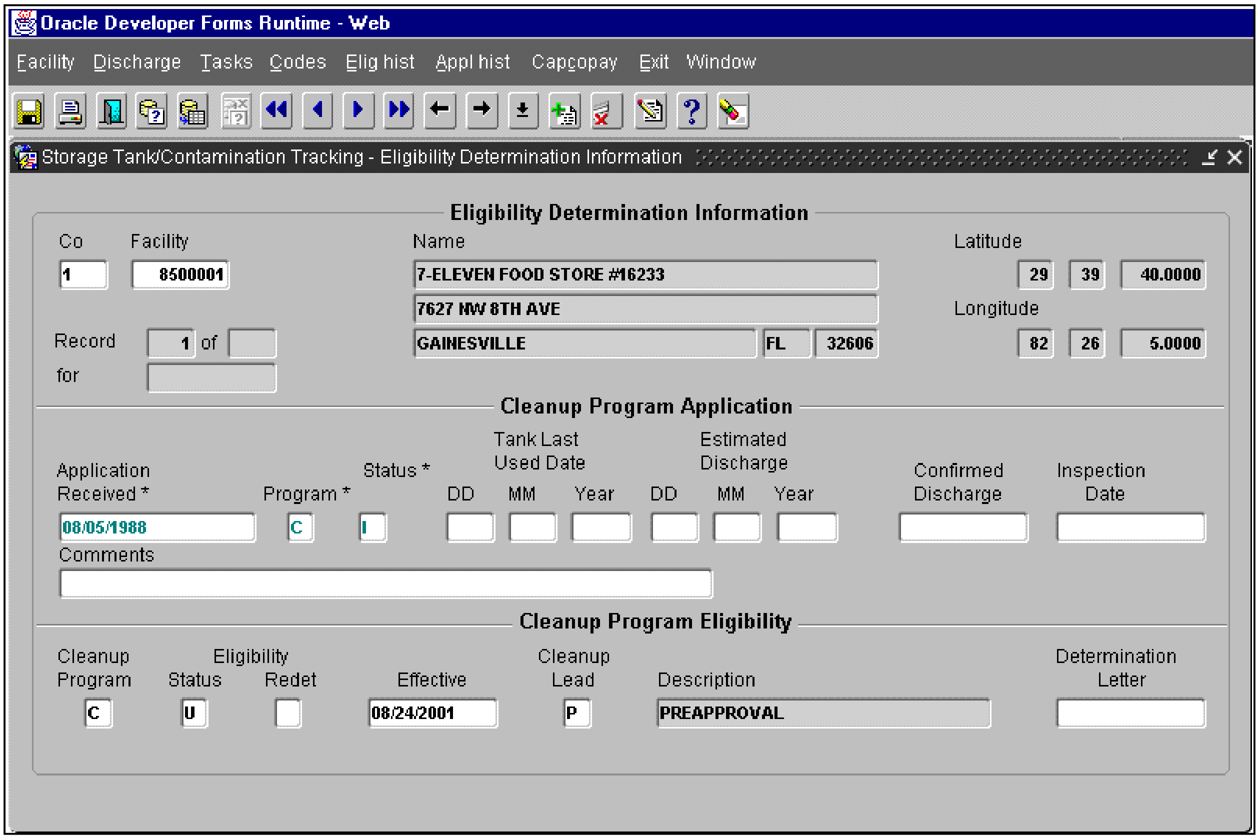
Program Application/Eligibility Form

1) The form begins in query mode. To enter a new application, you may press **Ctrl + F4**, the **Exit** button on the toolbar, or the **Cancel Query** button on the toolbar to cancel the query mode. Then enter the Facility ID and press **Tab** or move your cursor into any of the other field. The Facility name, county, and address will fill in automatically.



Program Application/Eligibility Form

2) Next, fill in the Application Received Date, Cleanup Program, Application Status (Incomplete, Complete), and any other data available. When the Cleanup Program is entered in the Application line, the Cleanup Program automatically fills in on the Eligibility line.



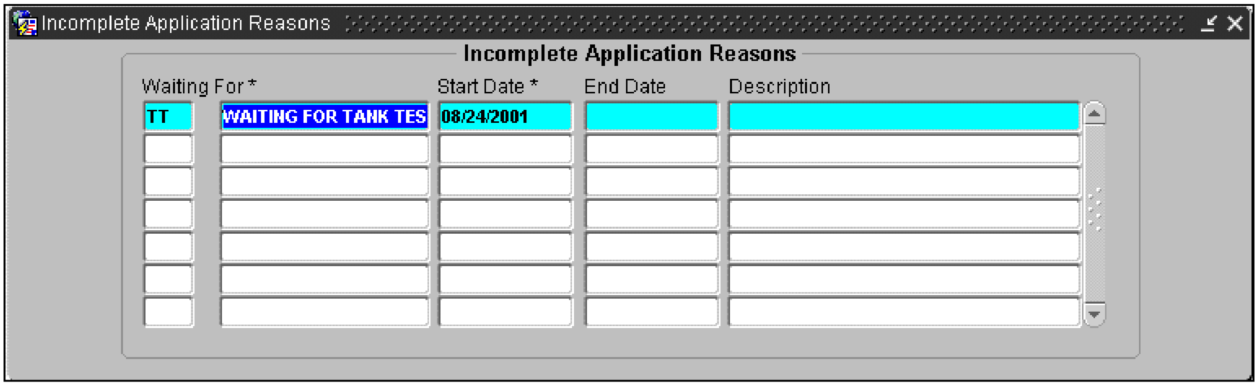
Eligibility Determination Information

3) If the Application Status is entered as I (Incomplete) and the user presses **Tab**, the Eligibility Status automatically fills in as U (Undetermined). A box pops up for entry of the Incomplete Application Reasons.

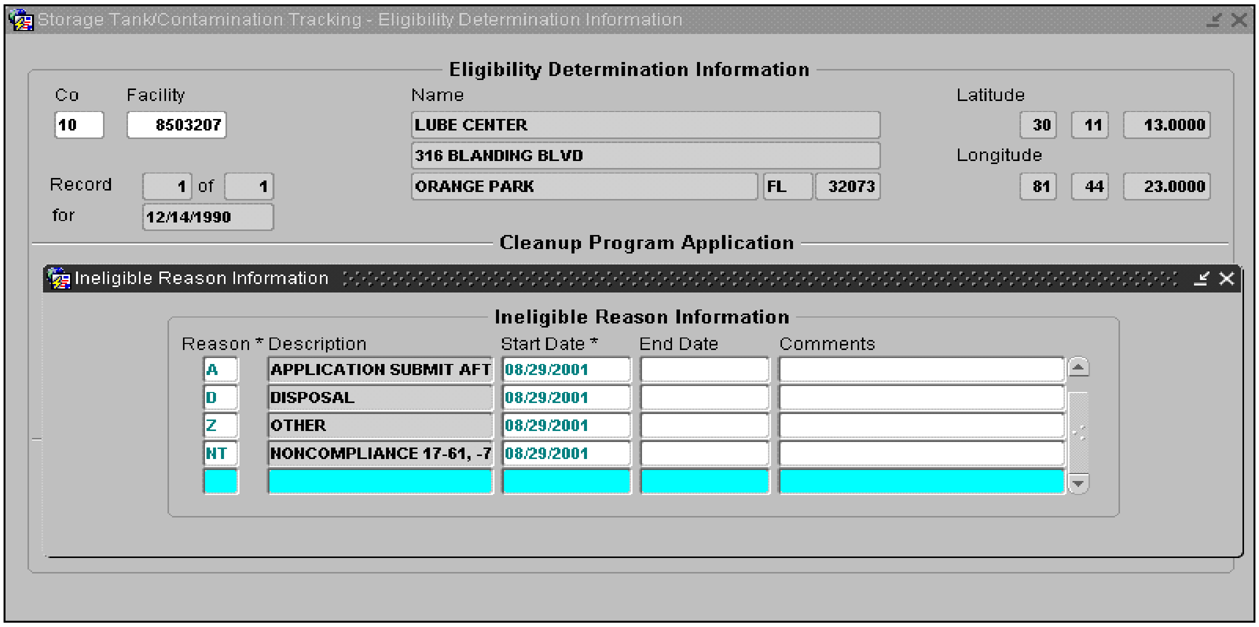
4) To enter additional reasons, press **Ctrl + I**. The cursor will move to a blank line for the next entry.

5) To return to the Application/Eligibility form, press **Tab** through the remaining fields.

6) Press **Ctrl + F6** to save the new data.

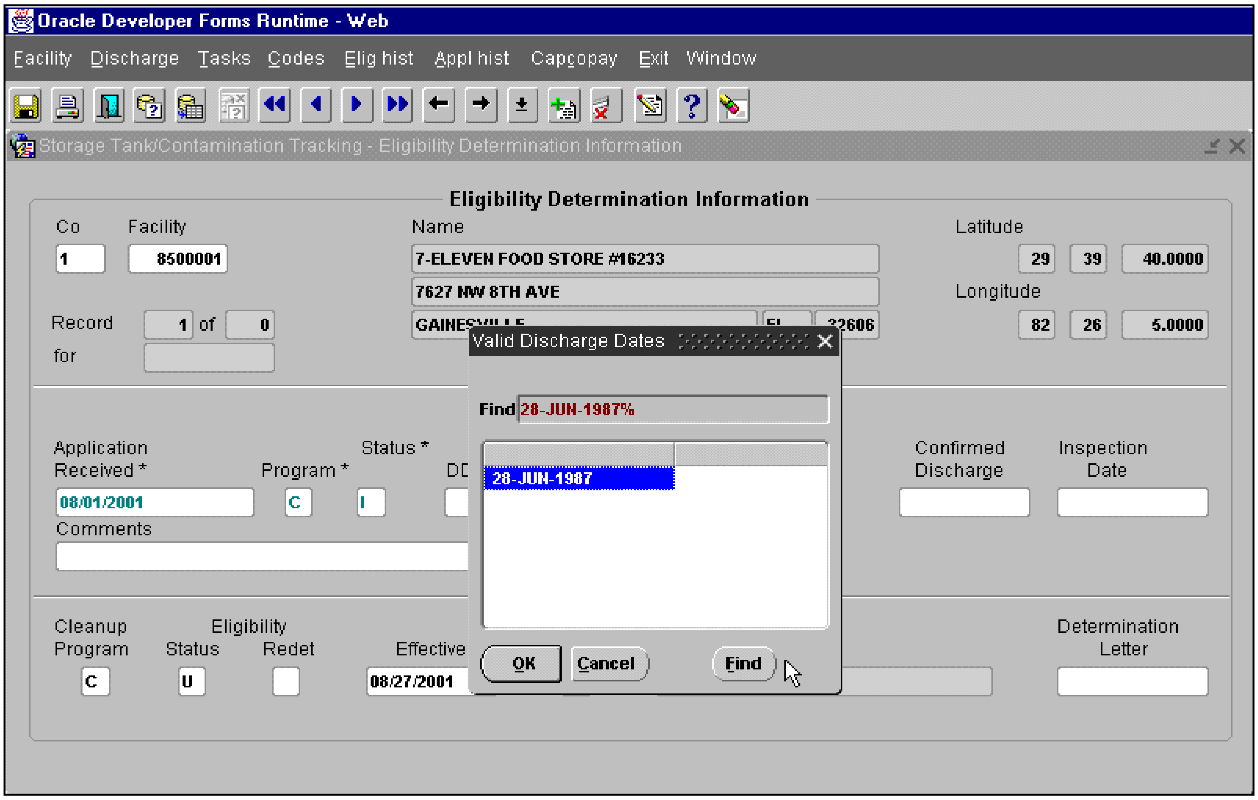


Incomplete Application Reasons



Ineligible Reason Information

7) The Confirmed Discharge Date can only be entered if it matches a discharge date in an existing Confirmed Discharge record for that Facility ID. This Confirmed Discharge Date establishes the link between the Application/Eligibility record and Confirmed Discharge record.



Valid Discharge Dates

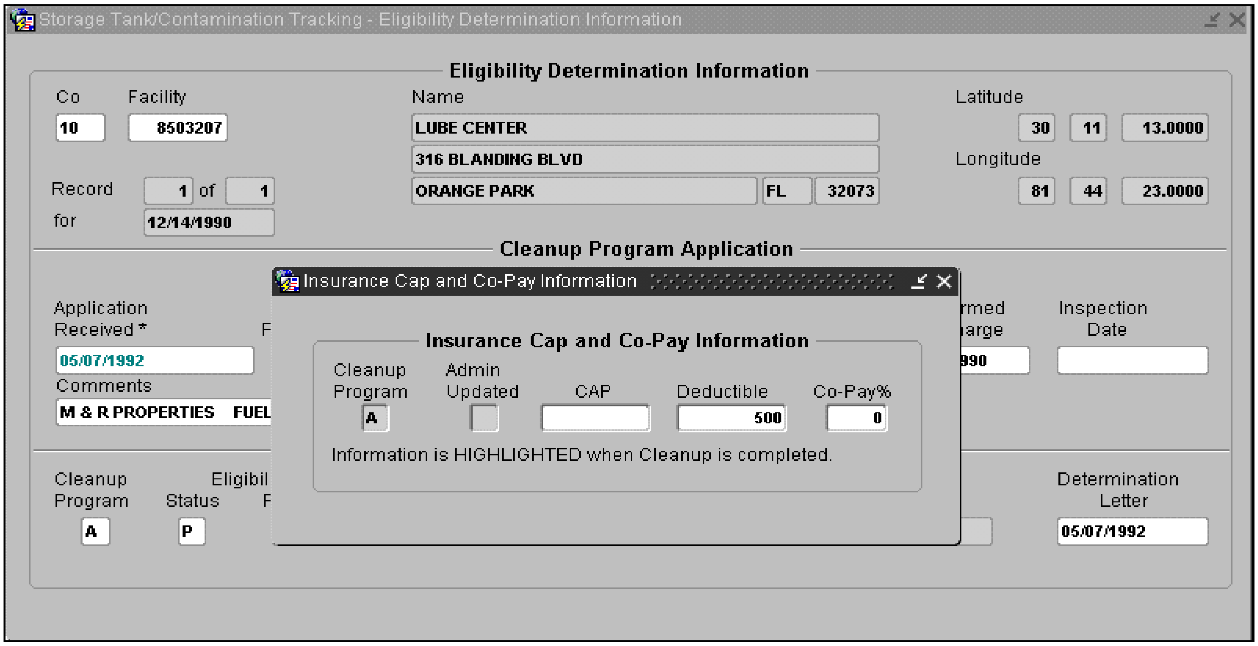
Eligibility Determination Information

1) When data entry is complete, press **Ctrl + F6** to save the new records.

2) If the application is complete (Application Status = C) and the Eligibility Status is entered as I (Ineligible), when the user presses **Tab** to move through the record, a box pops up for entry of the Ineligible Reasons.

3) To enter more than one Ineligible Reason, type the first record then press **Ctrl + I**. The cursor will move to the next line for entry.

4) To return to the Application/Eligibility form, press **Tab** through the remaining fields.



Insurance Cap and Co-pay

5) If the Application Status is C (Complete) and the Eligibility Status is entered as P (Partially Eligible) or E (Eligible), when the user presses **Tab** to move through the record, a box pops up for entry of the Insurance Cap and Deductible Information.

6) To return to the Application/Eligibility form, press **Tab** through the remaining fields.

NOTE: There is only one Insurance Cap per eligible cleanup program application.

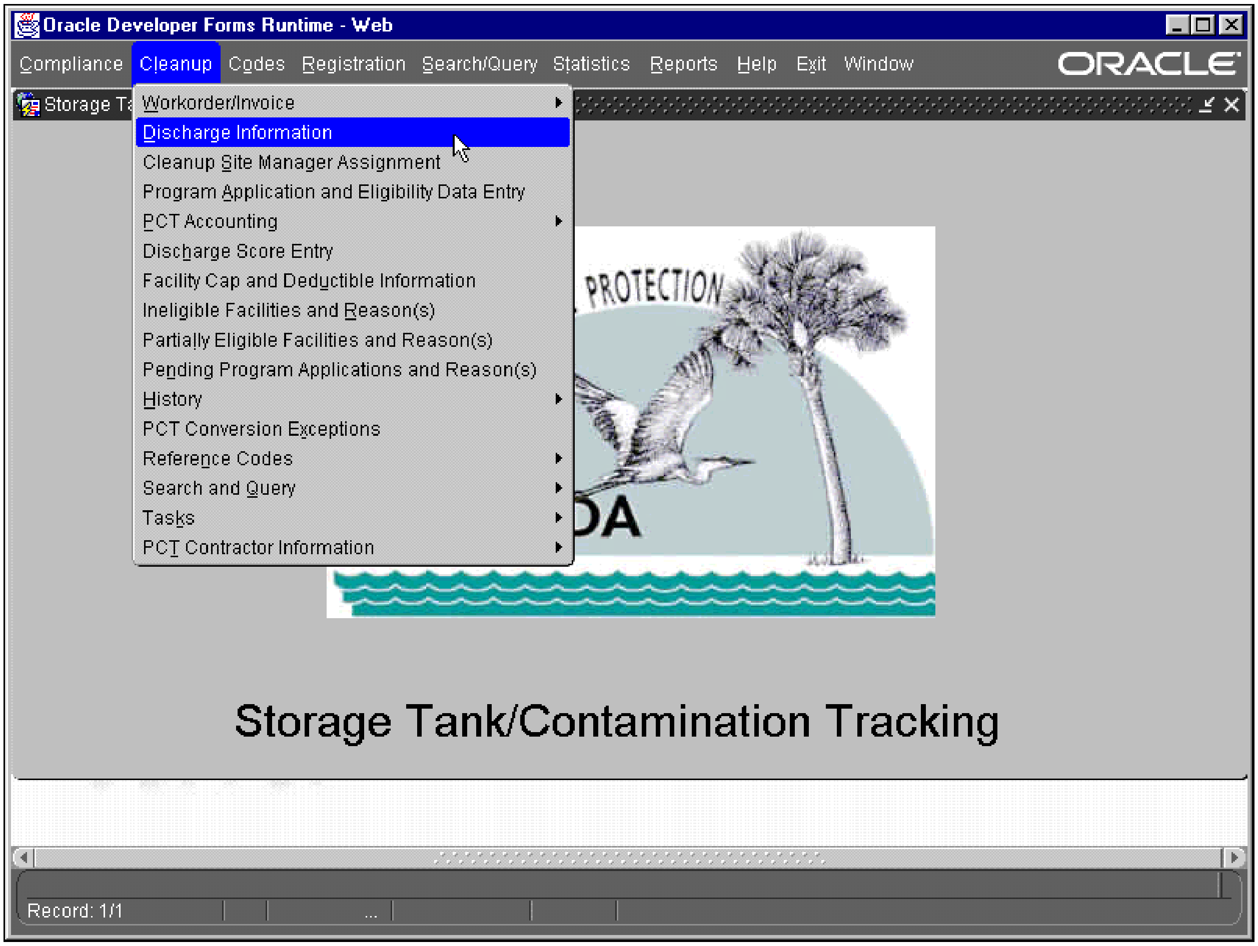
Cleanup Task Data Entry:

PCT Module

Once the Confirmed Discharge Record has been created by the STCM Inspector, the Cleanup Staff can begin entry of task level data. All Task Data Entry is done in the same manner.

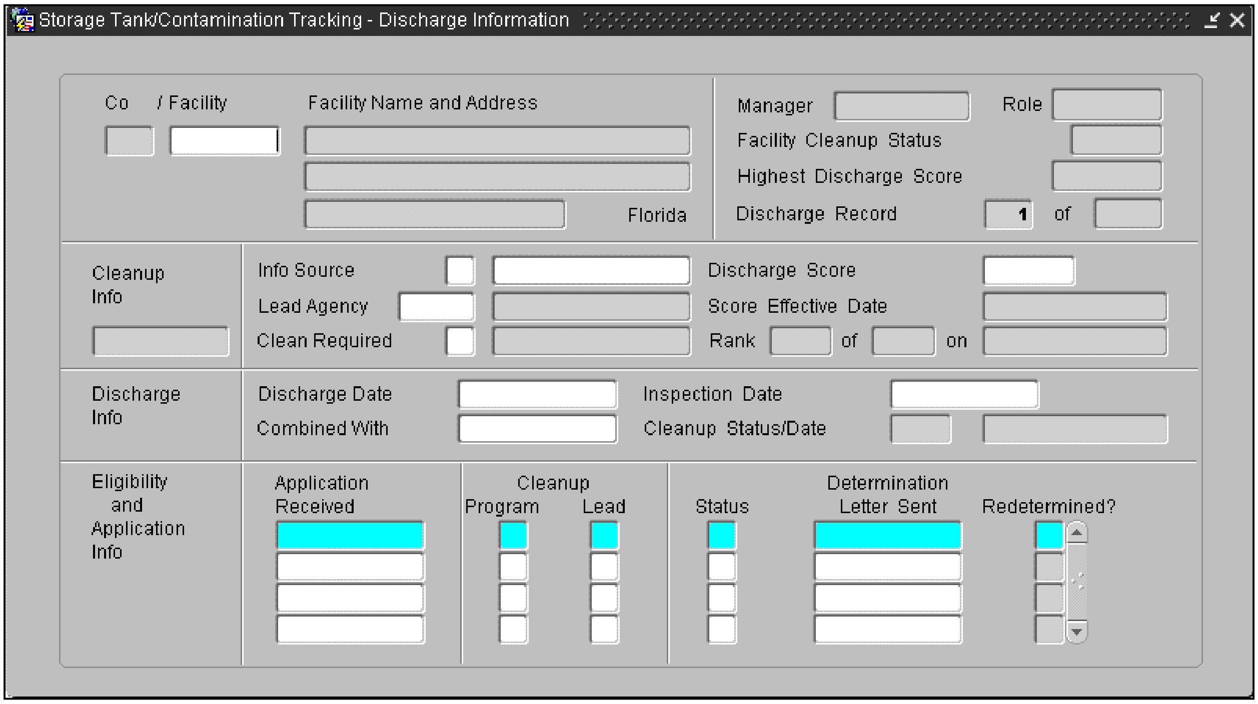
Discharge Information Form

Click on **Cleanup** from the main STCM menu and choose **Discharge Information.**



Cleanup – Discharge Information

1) The **Discharge Information** form loads and is ready for query of a Facility ID.



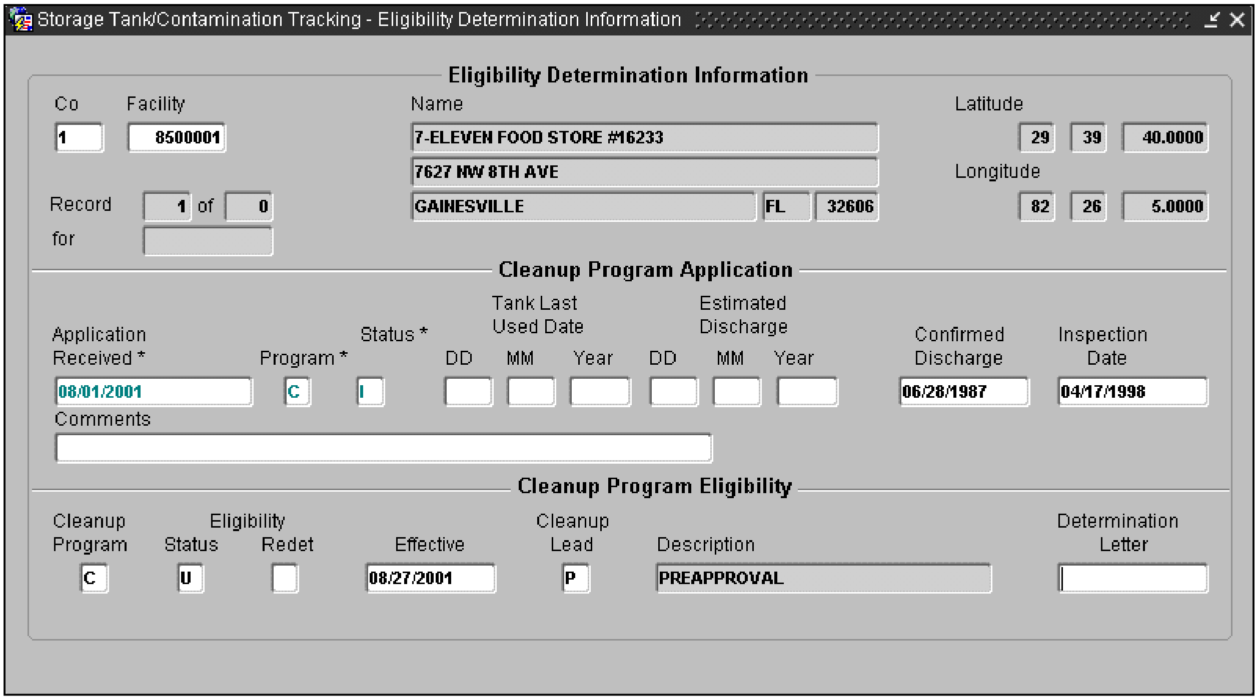
Discharge Information

2) Type in the Facility ID and press **F12** or click the **Execute Query** button.

Discharge Information

3) The requested Discharge Record Information is returned with the most recent Discharge Date listed first. The counter at the top of the form shows how many Discharge Records (i.e. Record 1 of 3) are present for the Facility ID. The Discharge information can be updated through this form. Pollutant information can be updated or new pollutants can be added.

> **NOTE:** Eligibility information can be updated only in the Program Application Data Entry form, which is available on the PCT menu and used by the Eligibility Clerks.



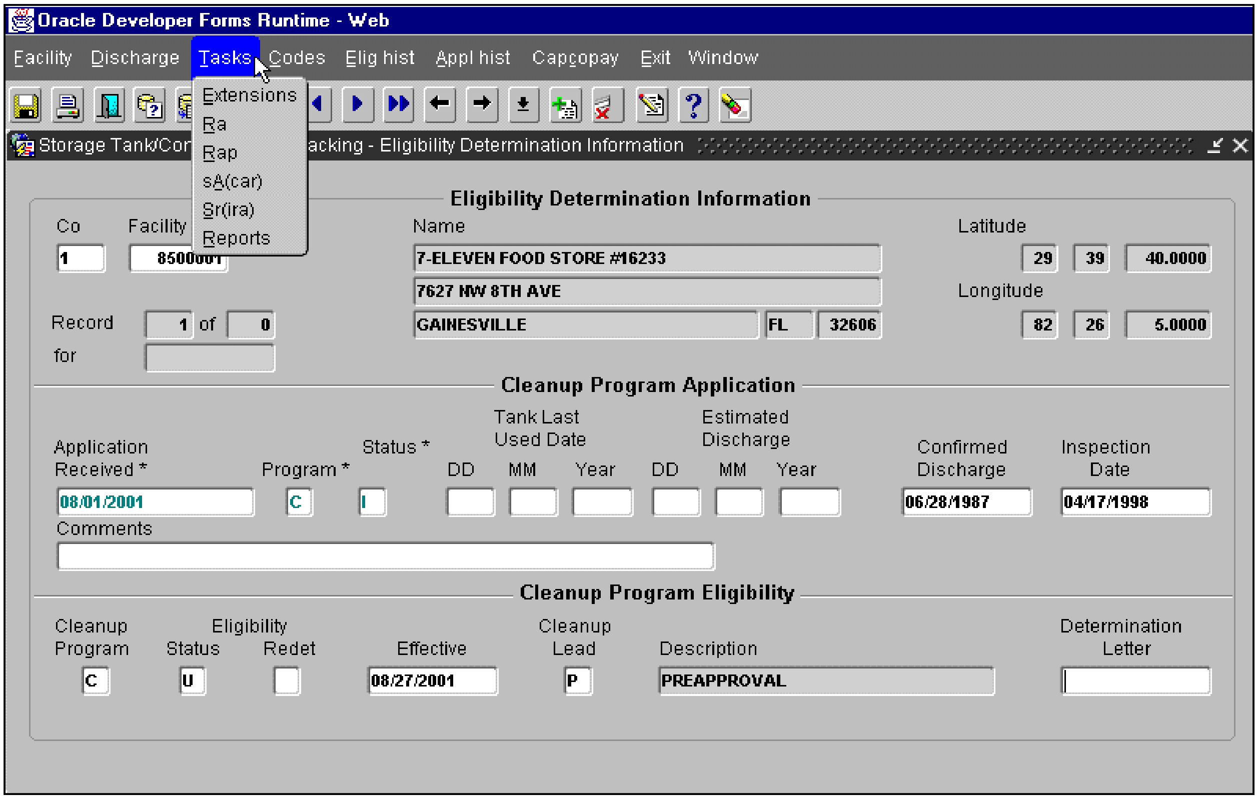
Eligibility Determination Information

Cleanup Task Data Entry Forms

All Cleanup Task forms can be reached through the pull-down menu on the Discharge Information form, and data entry into the task records is completed by filling in the missing data then pressing **Ctrl + F6** or the **Commit** button. Discussion of the four task data entry forms follows.

The Cleanup Task Records for the Discharge Record currently showing on the Discharge Information form can be accessed by clicking **Tasks** on the menu bar.

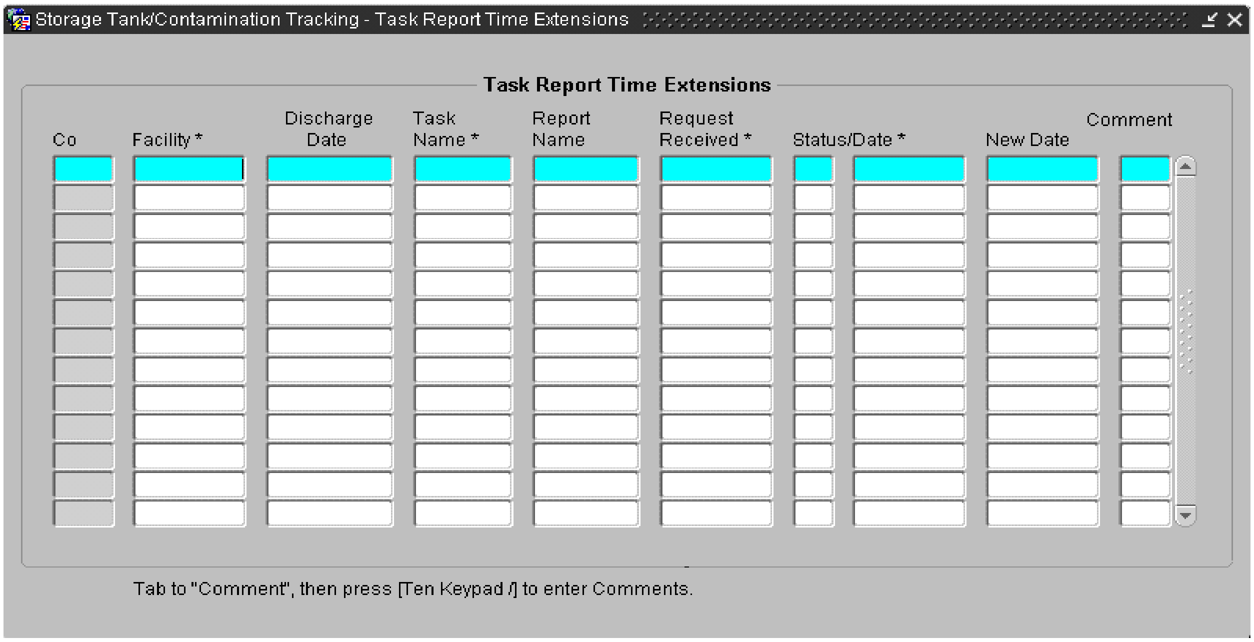
A sub-menu appears listing the different tasks. Choose a task from the menu and click it. When the form is chosen, it overlays the Discharge Information form allowing for return to the original form when the user presses **Ctrl + F4** or the **Exit** button.



Tasks

Task Extensions Form

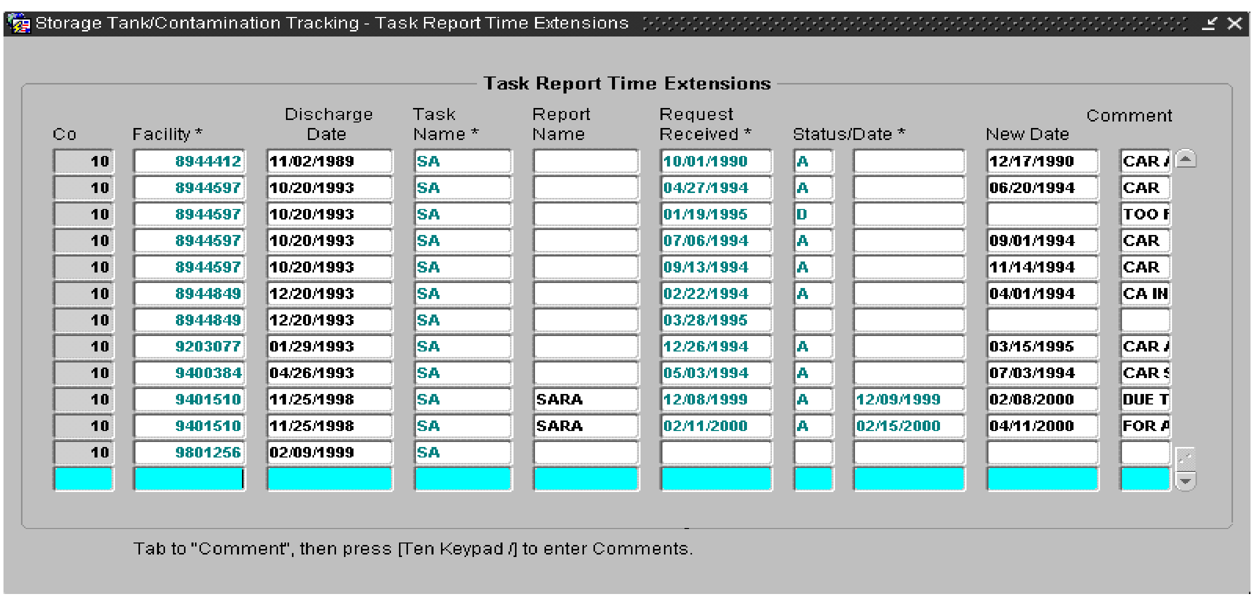
The Task Extension Form allows entry of Facility ID, Discharge Date, Task Name, Report Information, New Due Date, and Comments. Press **Tab** to move between fields to enter data, then press **Ctrl + F6** or the **Commit** button on the toolbar to save the new data.



Task Report Time Extensions

1) To enter new Report Extension data when there are existing lines of data, press **Tab** to place the cursor in the correct block of information.

2) Then press **Ctrl + I** or the **Insert into Database** button on the toolbar to obtain a blank line for data entry.

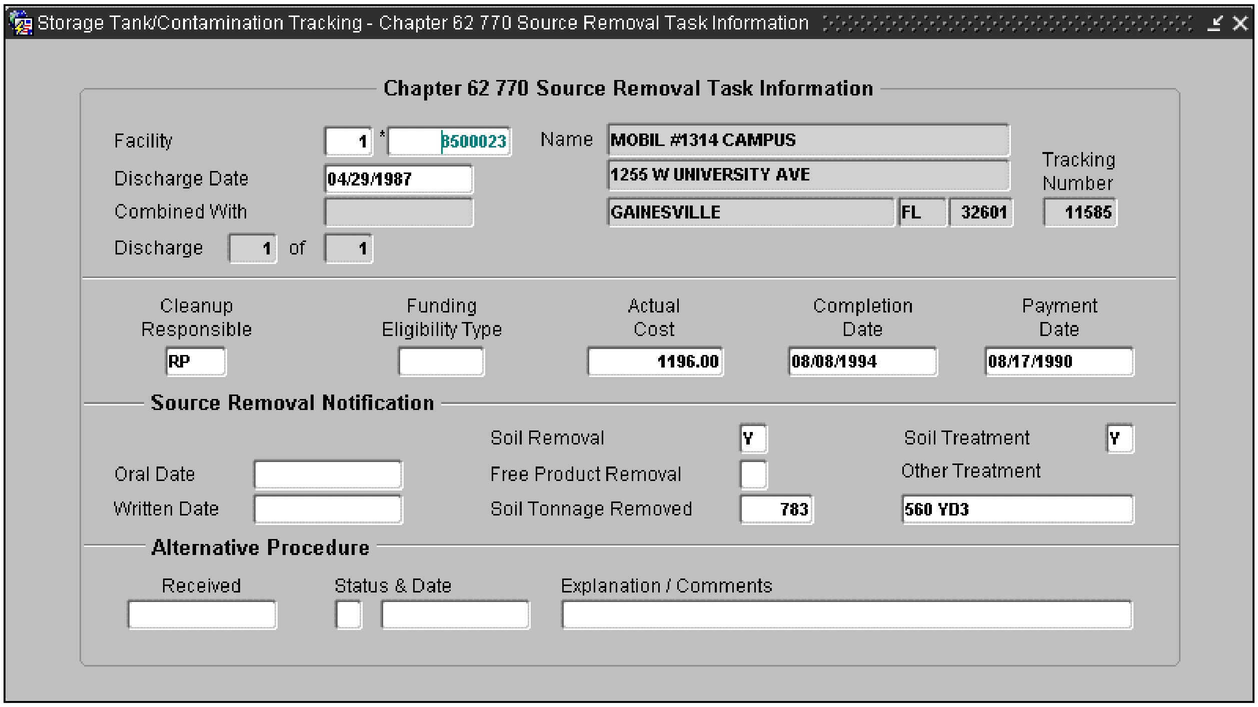


Co	Facility *	Discharge Date	Task Name *	Report Name	Request Received *	Status	Date *	New Date	Comment
10	8944412	11/02/1989	SA		10/01/1990	A		12/17/1990	CAR A
10	8944597	10/20/1993	SA		04/27/1994	A		06/20/1994	CAR
10	8944597	10/20/1993	SA		01/19/1995	D			TOO F
10	8944597	10/20/1993	SA		07/06/1994	A		09/01/1994	CAR
10	8944597	10/20/1993	SA		09/13/1994	A		11/14/1994	CAR
10	8944849	12/20/1993	SA		02/22/1994	A		04/01/1994	CA IN
10	8944849	12/20/1993	SA		03/28/1995				
10	9203077	01/29/1993	SA		12/26/1994	A		03/15/1995	CAR A
10	9400384	04/26/1993	SA		05/03/1994	A		07/03/1994	CAR S
10	9401510	11/25/1998	SA	SARA	12/08/1999	A	12/09/1999	02/08/2000	DUE T
10	9401510	11/25/1998	SA	SARA	02/11/2000	A	02/15/2000	04/11/2000	FOR A
10	9801256	02/09/1999	SA						

Task Report Time Extensions

SR Task Form

For new Discharge Records this is an optional task, only the discharge information is present because no task data has been entered.



Source Removal Task Information

1) Press **Tab** to move to a field to enter new data.

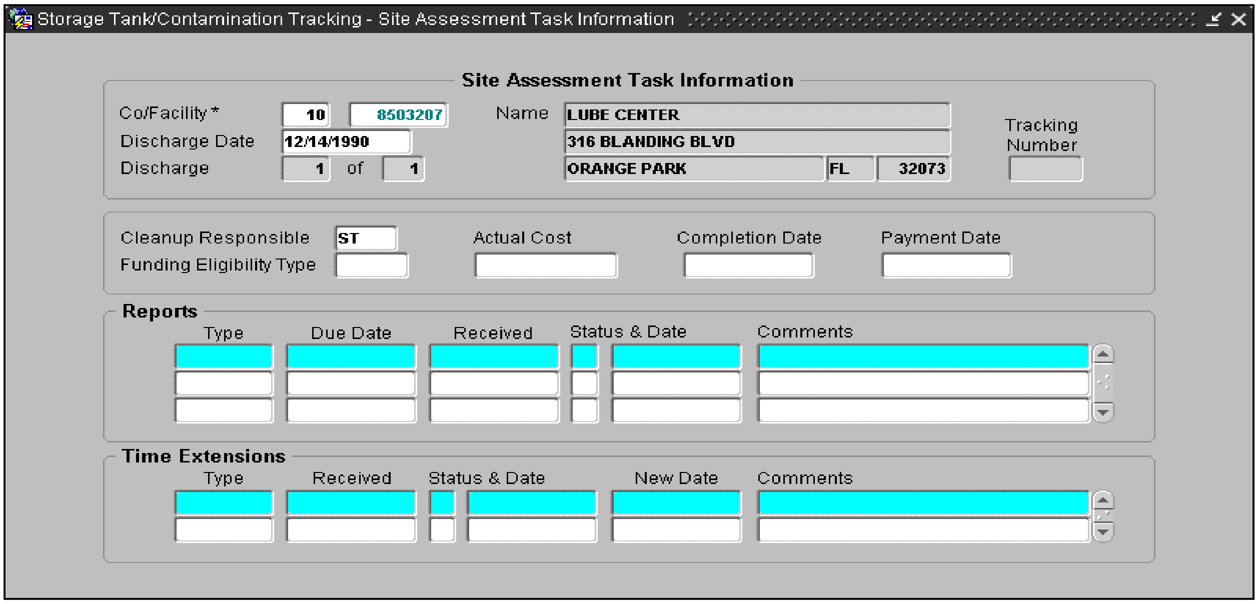
2) Then press **Ctrl + F6** or press the **Commit** button to save the new task data. Notice that a message will be displayed on the bottom of the screen to let you know the changes have been made successfully.

Changes Successful

3) Press **Ctrl + F4** or the **Exit** button on the toolbar to return to the Discharge Information form or click **Exit** on the menu bar to return to the STCM Main menu.

SA Task Form

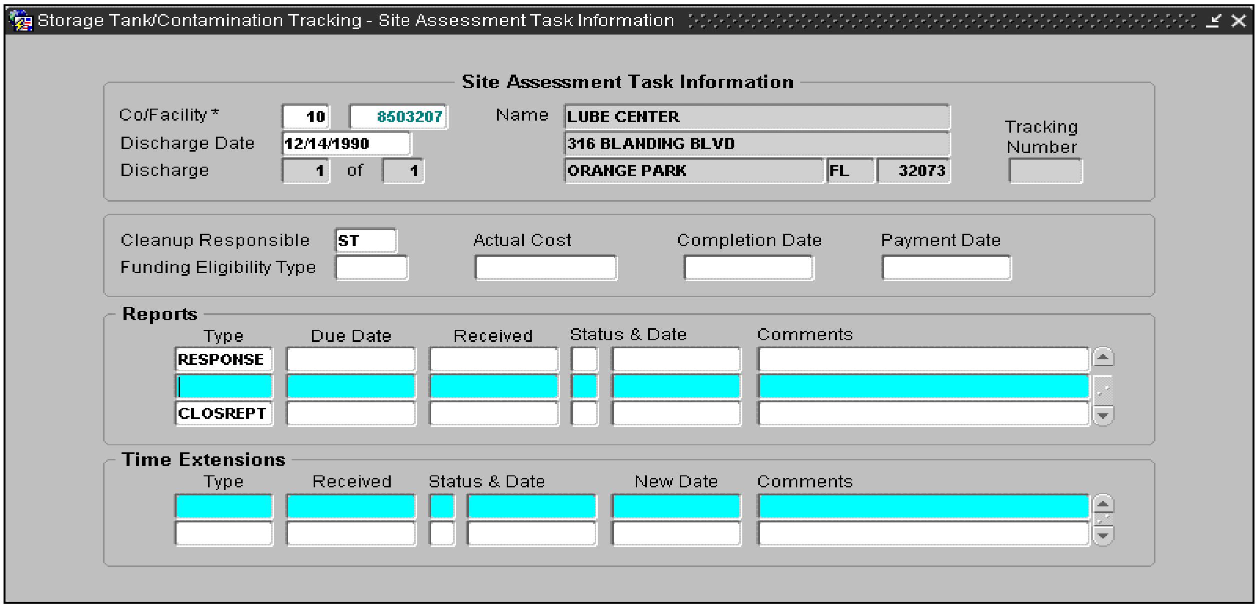
The Site Assessment Task form allows entry of Cleanup Responsible, Cost Information, Funding Eligibility Information, SA Report Details, and SA Extension Details. Press **Tab** to move between fields to enter data. Press **Ctrl + F6** or the **Commit** button on the toolbar to save the new data.



Site Assessment Task Information

1) To enter new Report or Extension data when there are existing lines of data, press **Tab** to place the cursor in the correct block of information.

2) Press **Ctrl + I** or the **Insert into Database** button on the toolbar to obtain a blank line for data entry.



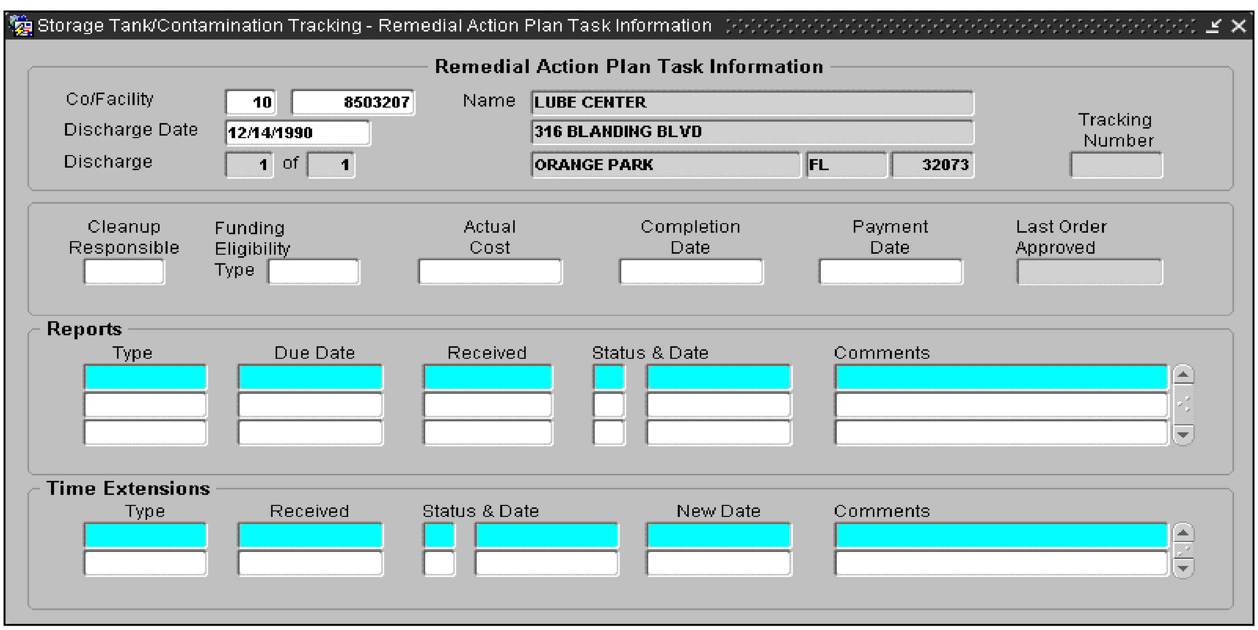
Site Assessment Task Information

RAP Task Form

The Remedial Action Plan Task form allows entry of Cleanup Responsible, Cost Information, Funding Eligibility Information, RAP Report Details, and RAP Extension Details.

1) Press **Tab** to move between fields to enter data.

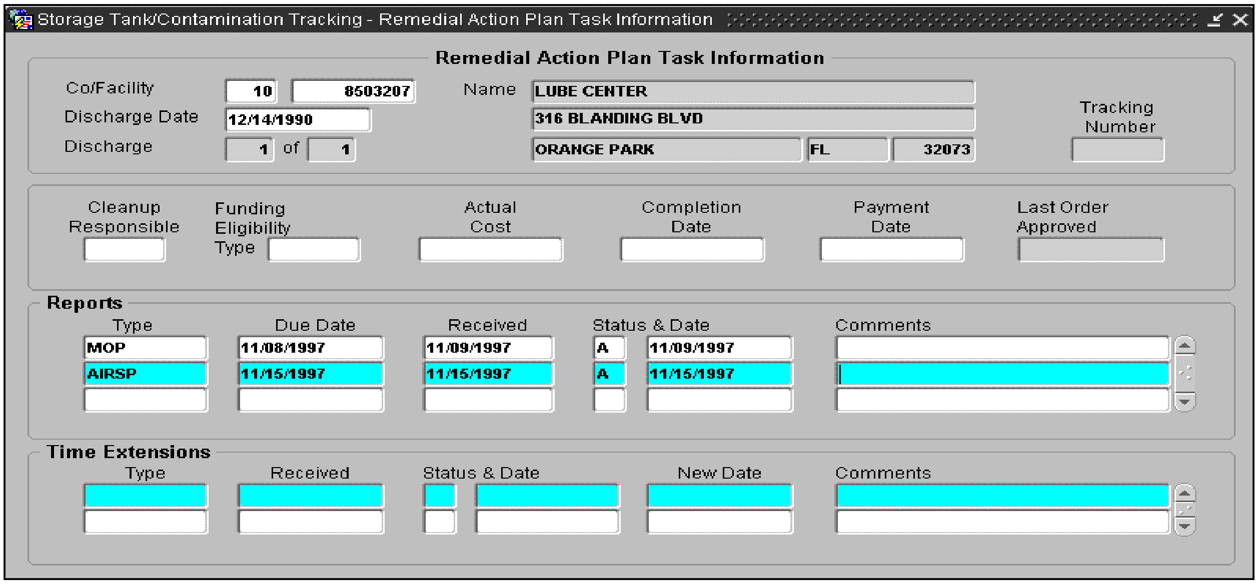
2) Press **Ctrl + F6** or the **Commit** button on the toolbar to save the new data.



Remedial Action Plan Task Information

1) To enter new Report or Extension data when there are existing lines of data, press **Tab** to place the cursor in the correct block of information.

2) Press **Ctrl + I** or the **Insert into Database** button on the toolbar to obtain a blank line for data entry.



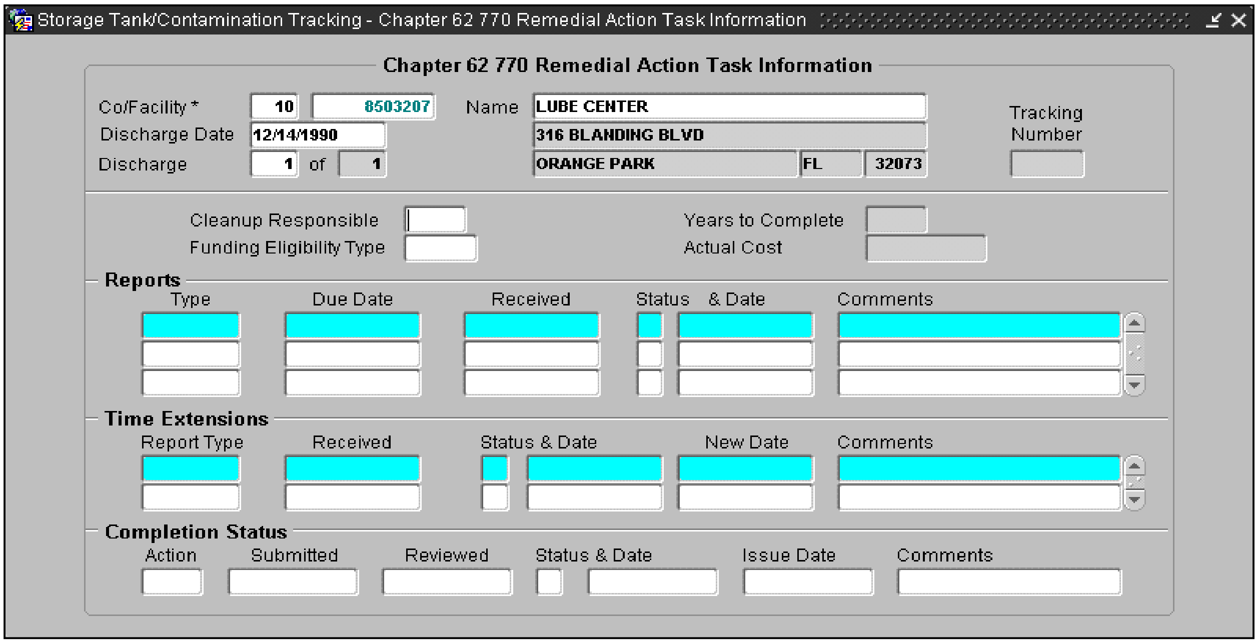
Remedial Action Plan Task Information

RA Task Form

The **Remedial Action Task** form allows entry of Cleanup Responsible, Cost Information, Funding Eligibility Information, RA Report Details, RA Extension Details, and Cleanup Completion Order Details.

1) Press **Tab** to move between fields to enter data.

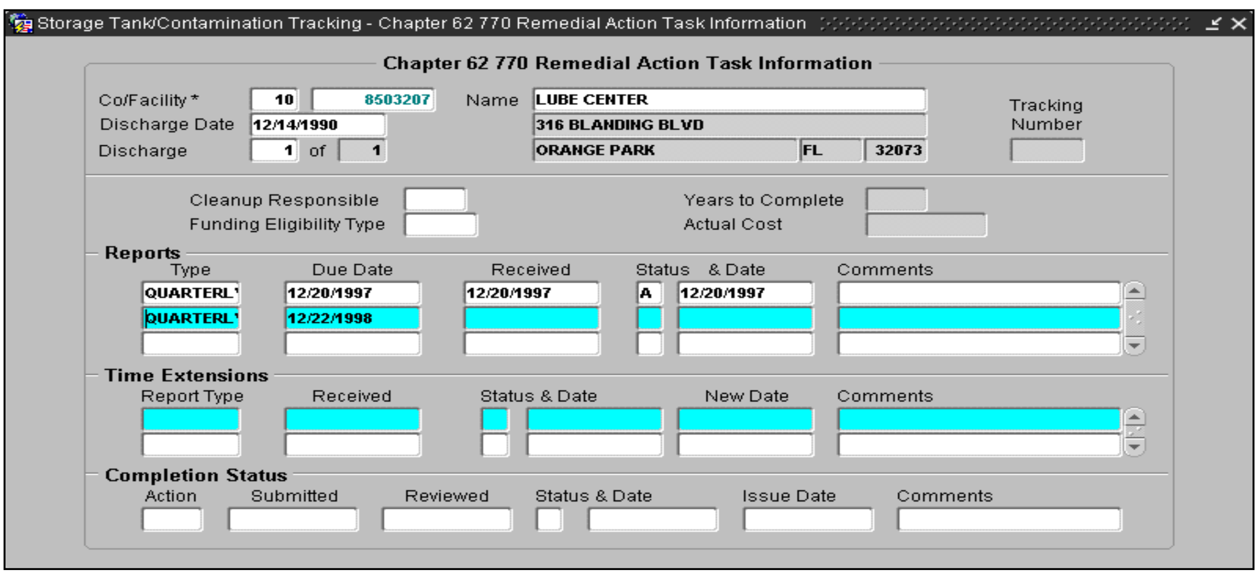
2) Press **Ctrl + F6** or the **Commit** button on the toolbar to save the new data.



Remedial Action Task Information

1) To enter new Report or Extension data when there are existing lines of data, press **Tab** to place the cursor in the correct block of information.

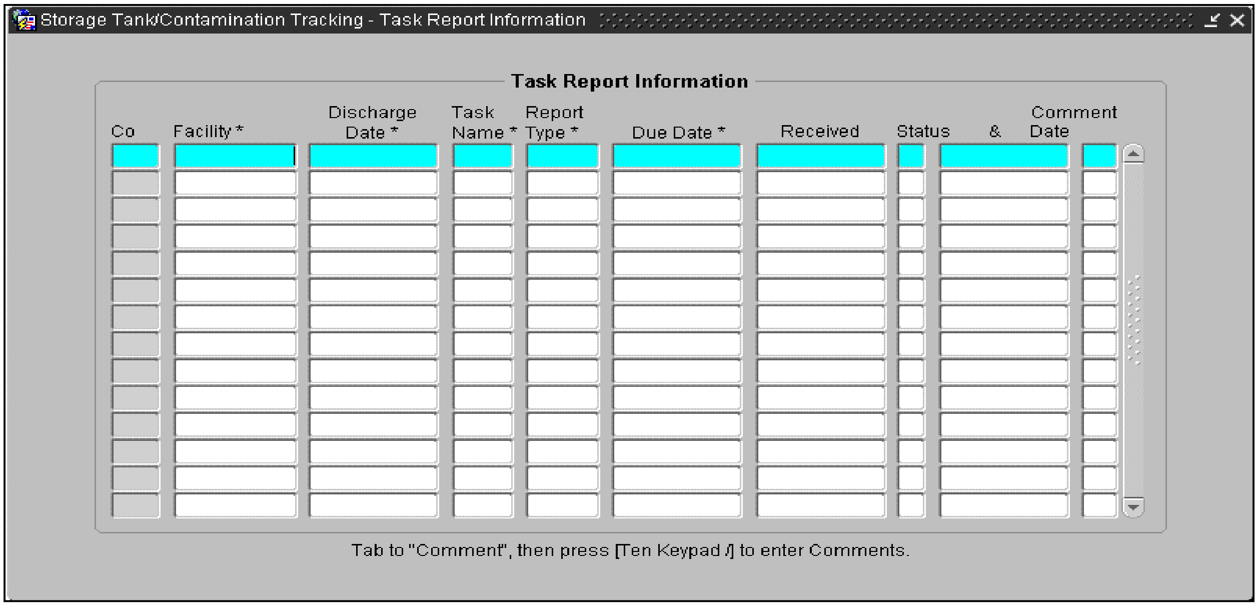
2) Press **Ctrl + I** or the **Insert into Database** button on the toolbar to obtain a blank line for data entry.



Remedial Action Task Information

Task Report Form

The **Task Extension Form** allows entry of Facility ID, Discharge Date, Task Name, Report Information, New Due Date, and Comments.

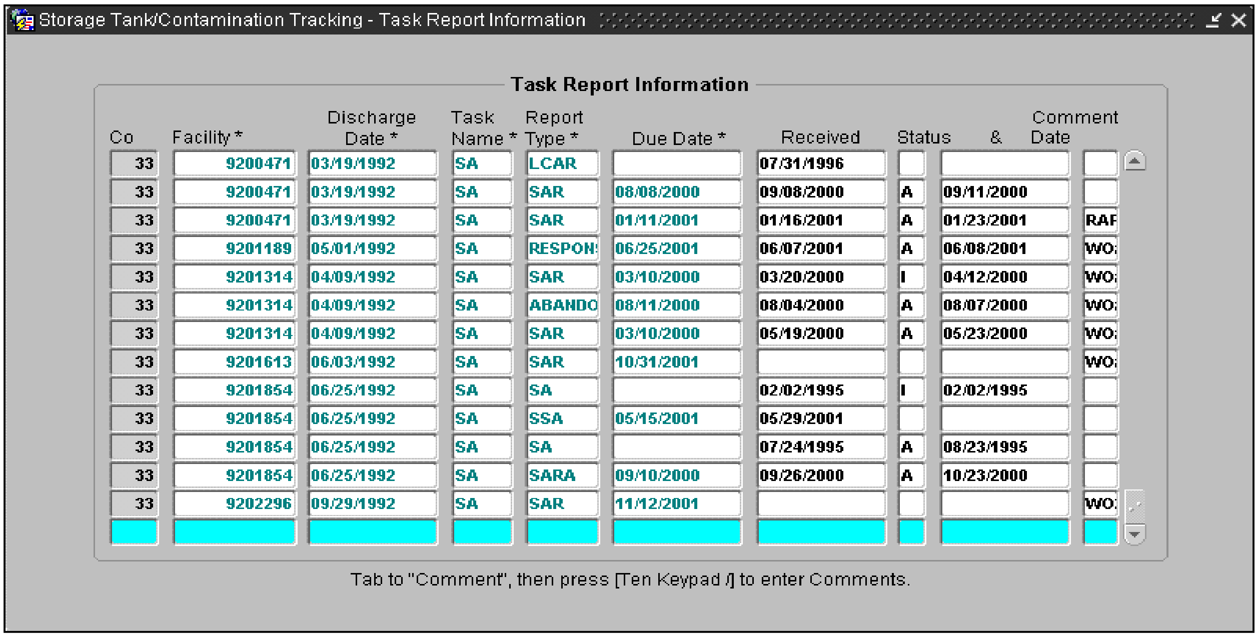


Task Report Information

1) Press Tab to move between fields to enter data. Press Ctrl + F6 or the Commit button on the toolbar to save the new data.

2) To enter new Report Extension data when there are existing lines of data, press **Tab** to place the cursor in the correct block of information

3) Press **Ctrl + I** or the **Insert into Database** button on the toolbar to obtain a blank line for data entry.



Storage Tank/Contamination Tracking - Task Report Information

Task Report Information

Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date *	Received	Status &	Date	Comment
33	9200471	03/19/1992	SA	LCAR		07/31/1996			
33	9200471	03/19/1992	SA	SAR	08/08/2000	09/08/2000	A	09/11/2000	
33	9200471	03/19/1992	SA	SAR	01/11/2001	01/16/2001	A	01/23/2001	RAF
33	9201189	05/01/1992	SA	RESPON	06/25/2001	06/07/2001	A	06/08/2001	WO:
33	9201314	04/09/1992	SA	SAR	03/10/2000	03/20/2000	I	04/12/2000	WO:
33	9201314	04/09/1992	SA	ABANDO	08/11/2000	08/04/2000	A	08/07/2000	WO:
33	9201314	04/09/1992	SA	SAR	03/10/2000	05/19/2000	A	05/23/2000	WO:
33	9201613	06/03/1992	SA	SAR	10/31/2001				WO:
33	9201854	06/25/1992	SA	SA		02/02/1995	I	02/02/1995	
33	9201854	06/25/1992	SA	SSA	05/15/2001	05/29/2001			
33	9201854	06/25/1992	SA	SA		07/24/1995	A	08/23/1995	
33	9201854	06/25/1992	SA	SARA	09/10/2000	09/26/2000	A	10/23/2000	
33	9202296	09/29/1992	SA	SAR	11/12/2001				WO:

Tab to "Comment", then press [Ten Keypad /] to enter Comments.

Task Report Information

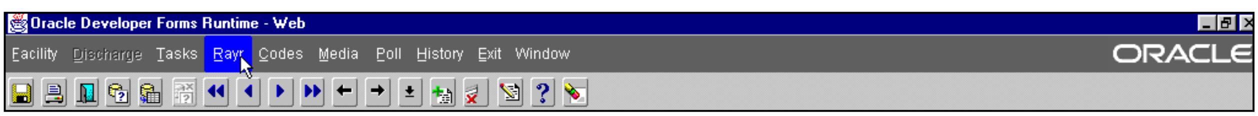
RA Year Task Form

The **RA Year Task** form, (also known as the Task Summary form) shows a summary of costs for all the tasks and allows entry of RA Year information.

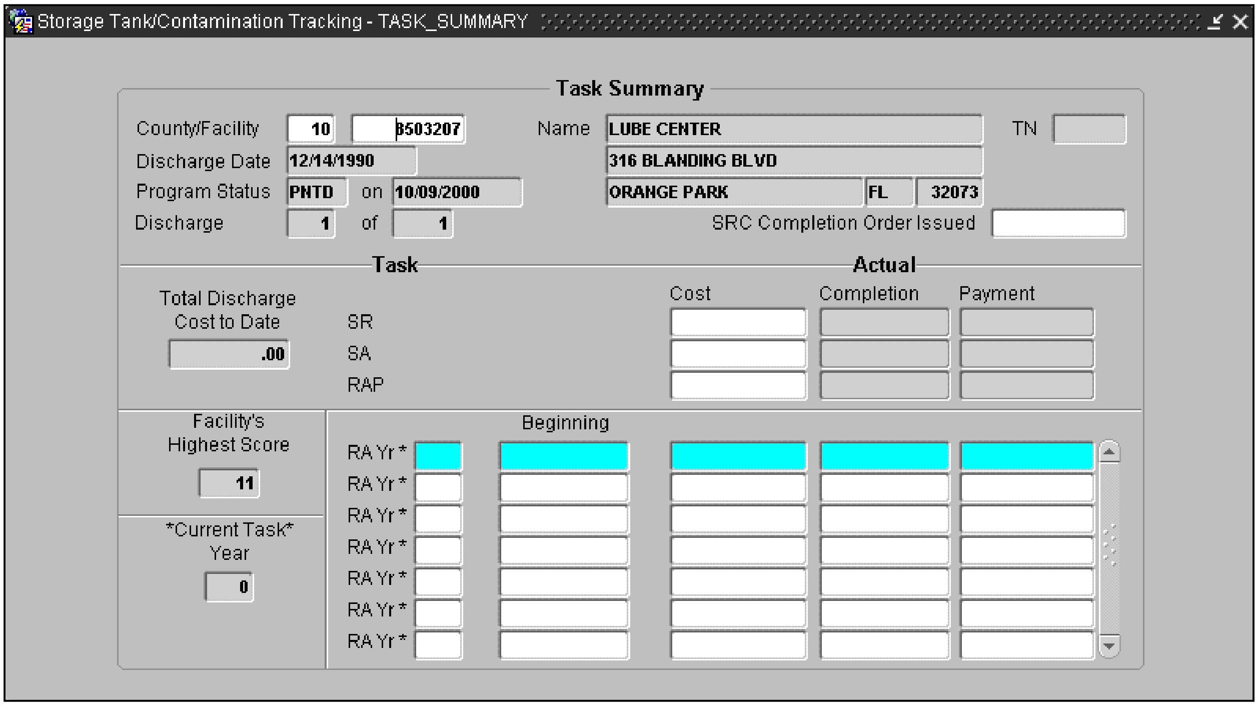
1) Choose **raYr** on the menu bar pull-down menu to access this form.

2) Press **Tab** to move between fields, entering the RA Year number and detail.

3) Press **Ctrl + F6** or the **Commit** button on the toolbar to save the new data.



Rayr Menu



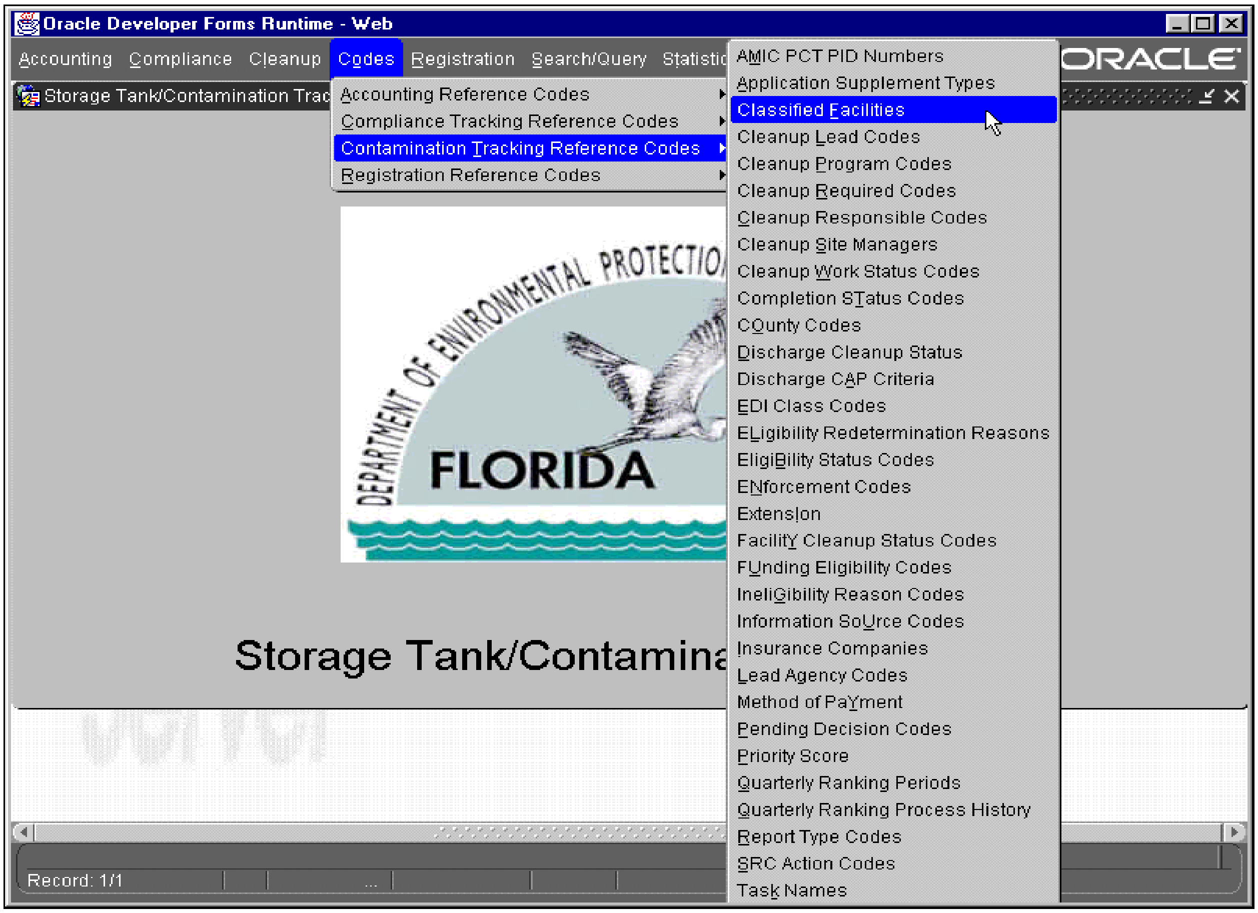
Task Summary

Working with Classified Facilities

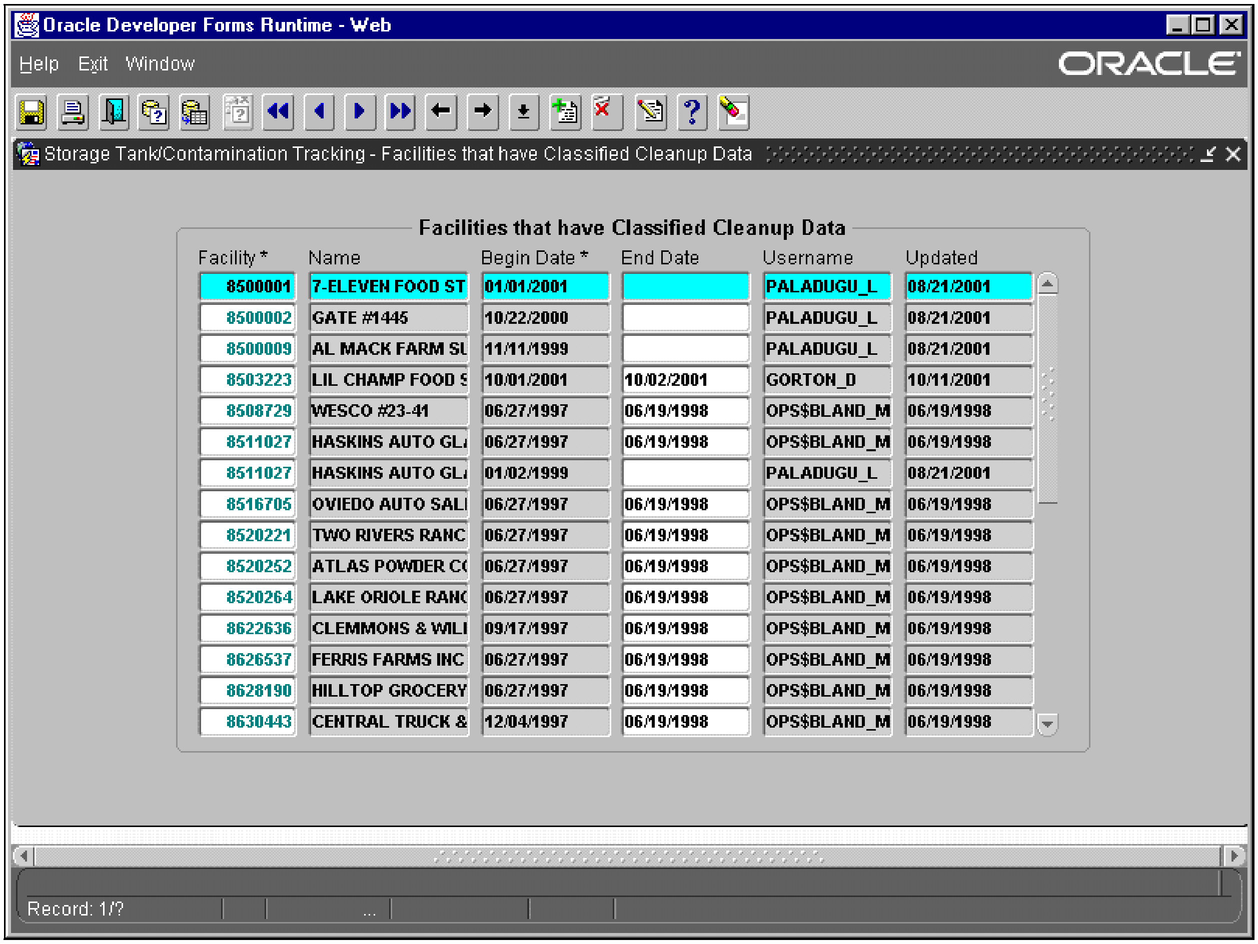
Facility information may become classified due to investigation. To allow for this possibility, several special forms have been created for the purpose of making data classified and therefore not obtainable by the public. The process for marking a facility as classified is covered within this chapter. Only administrators with the role of CLASSIFIED_ADMIN may make a facility classified and/or change any data while it is classified. Those with a role of CLASSIFIED_QUERY may view all classified data.

Marking a Facility as Classified

There are several ways to locate the form that is used to make a facility classified. From the STCM Main Menu choose **Codes, Contamination Tracking Reference Codes, Classified Facilities.**



Main Menu - Codes



Facility *	Name	Begin Date *	End Date	Username	Updated
8500001	7-ELEVEN FOOD ST	01/01/2001		PALADUGU_L	08/21/2001
8500002	GATE #1445	10/22/2000		PALADUGU_L	08/21/2001
8500009	AL MACK FARM SU	11/11/1999		PALADUGU_L	08/21/2001
8503223	LIL CHAMP FOOD S	10/01/2001	10/02/2001	GORTON_D	10/11/2001
8508729	WESCO #23-41	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8511027	HASKINS AUTO GL/	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8511027	HASKINS AUTO GL/	01/02/1999		PALADUGU_L	08/21/2001
8516705	OVIEDO AUTO SALI	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8520221	TWO RIVERS RANC	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8520252	ATLAS POWDER CO	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8520264	LAKE ORIOLE RANC	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8622636	CLEMMONS & WILI	09/17/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8626537	FERRIS FARMS INC	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8628190	HILLTOP GROCERY	06/27/1997	06/19/1998	OPS$BLAND_M	06/19/1998
8630443	CENTRAL TRUCK &	12/04/1997	06/19/1998	OPS$BLAND_M	06/19/1998

Facilities That Have Classified Cleanup Data Form

The Classified Facility form appears after it queries for the existing classified facility data.

Add a Facility ID to the List or Returning a Facility to Classified Status

1) Press **Ctrl + I**

2) Type the Facility ID, press **Tab** or click in the next field. The Facility name will fill in automatically.

3) Press **Tab** to move to, or click in the date column and type in the date that the Facility became classified.

4) Press **Ctrl + F6** to commit the changes to the database.

The Facility discharge data will be moved to a new table called PCT_DISCHARGE_UNAVAILABLE$STCM and can be viewed only by those with the role of CLASSIFIED_ADMIN or CLASSIFIED_QUERY. Parts of the discharge record can still be viewed by the public, but it is marked as UNLV. No task data can be viewed by the public.

Ending a Classified Facility

No Facility will be removed from the list for historical purposes.

To end a classified status:

1) Find the correct Facility ID and click on the **Ended Date** field.

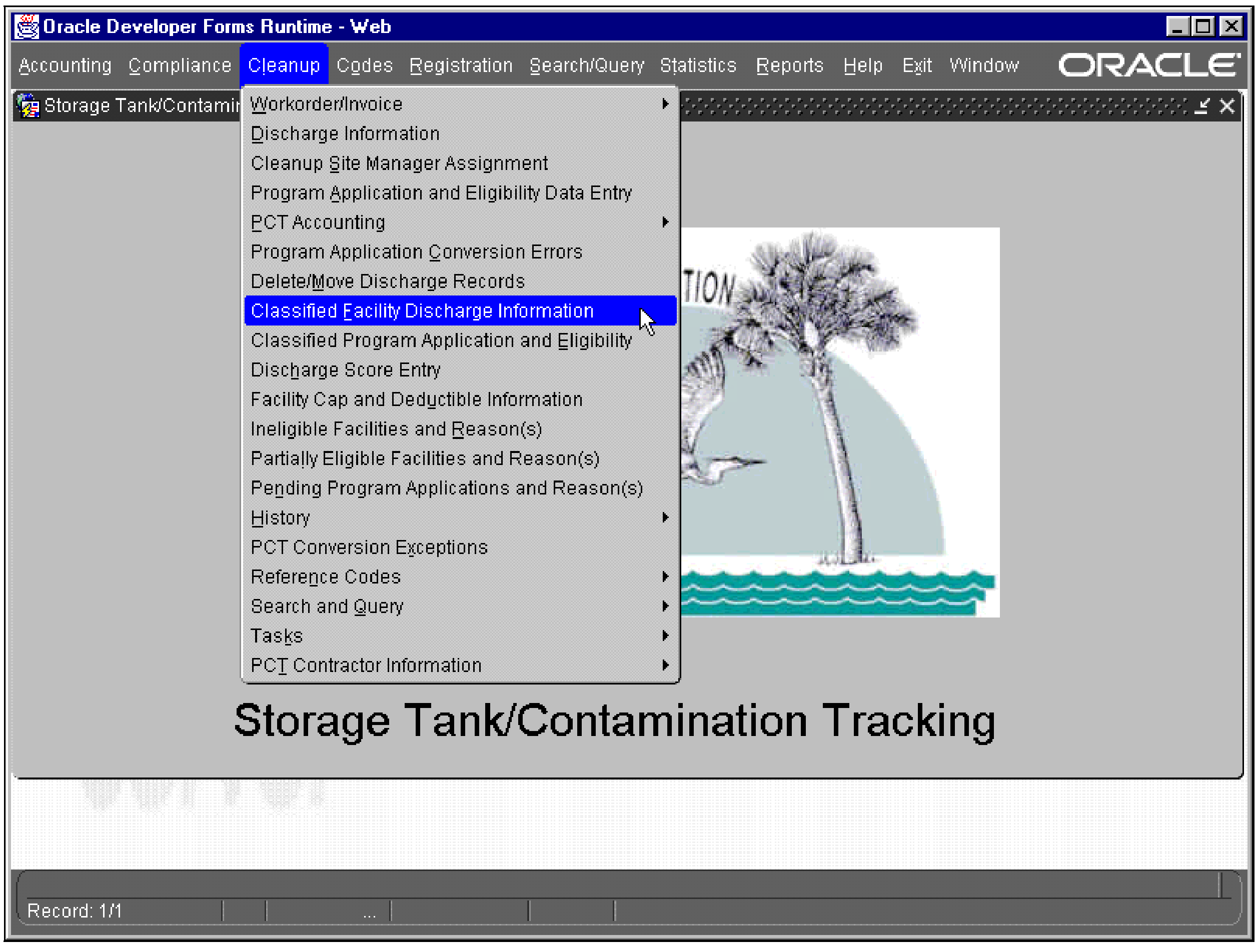
2) Type in the date that the Facility status changed.

3) Press **Ctrl + F6** to commit the changes to the database.

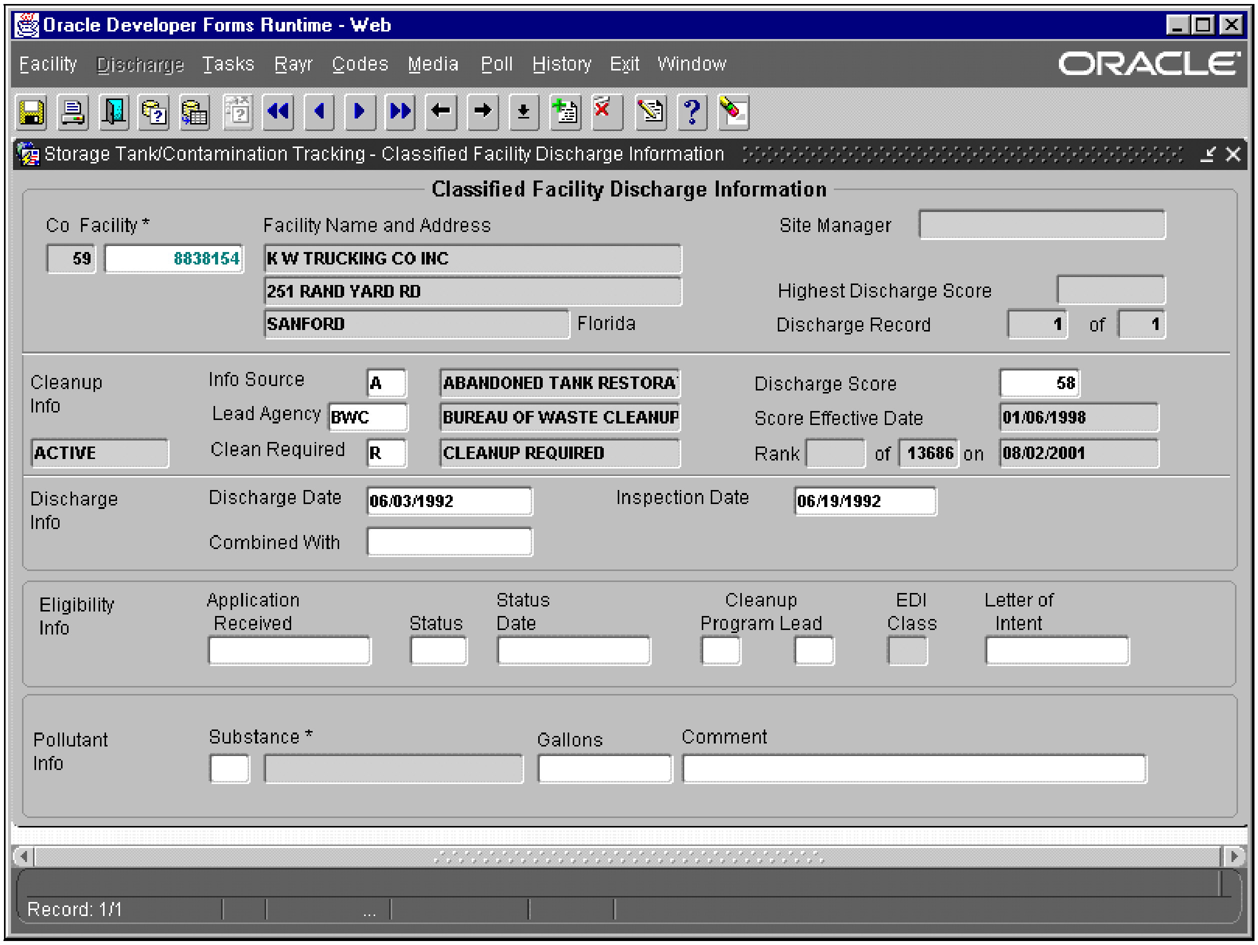
The Facility discharge data will be returned to the original PCT_DISCHARGE table and all data, including task data, can again be viewed by the public.

Viewing Classified Data

Classified data can only be viewed and/or updated through the menu choice of **Classified Facility Discharge Information** found on the **Cleanup** menu.



Main Menu - Cleanup



Classified Facility Discharge Information Form

Assigning a Site Manager to a Facility

When a discharge record is entered through the COMET system, the Site Manager name is automatically set to the name of the person who begins the cleanup process. To change the Site Manager assignment to a different name there must be several “pieces of the puzzle” in place. Some of these “pieces” are initial entries that only have to be done once. Other pieces have to be done for each Site Manager name, and the final piece is done each time a discharge record is passed from one manager to the next. Only team leaders, team coordinators, local program supervisors, and those who handle the initial steps of cleanup can modify the Site Manager name. These people are given the access role of TEAM_LEADER. The current form allows for the passing of a discharge record from one work station to another until the cleanup is completed.

The current process is as follows:

1) Discharge record entered

2) Record automatically receives the name of the person who has the responsibility of **CIPC** (Cleanup Initial Process Coordinator)

3) **CIPC** places the date in the record when he/she passes it to **CSC** (Cleanup Scoring Coordinator), then enters the person’s name

4) **CSC** places the date in the record when he/she passes it to **CCDFC** (Cleanup Contractor Designation Form Coordinator), then enters the person’s name

5) **CCDFC** places the date in the record when he/she passes it to a **CTC** (Cleanup Team Coordinator), then enters the person’s name

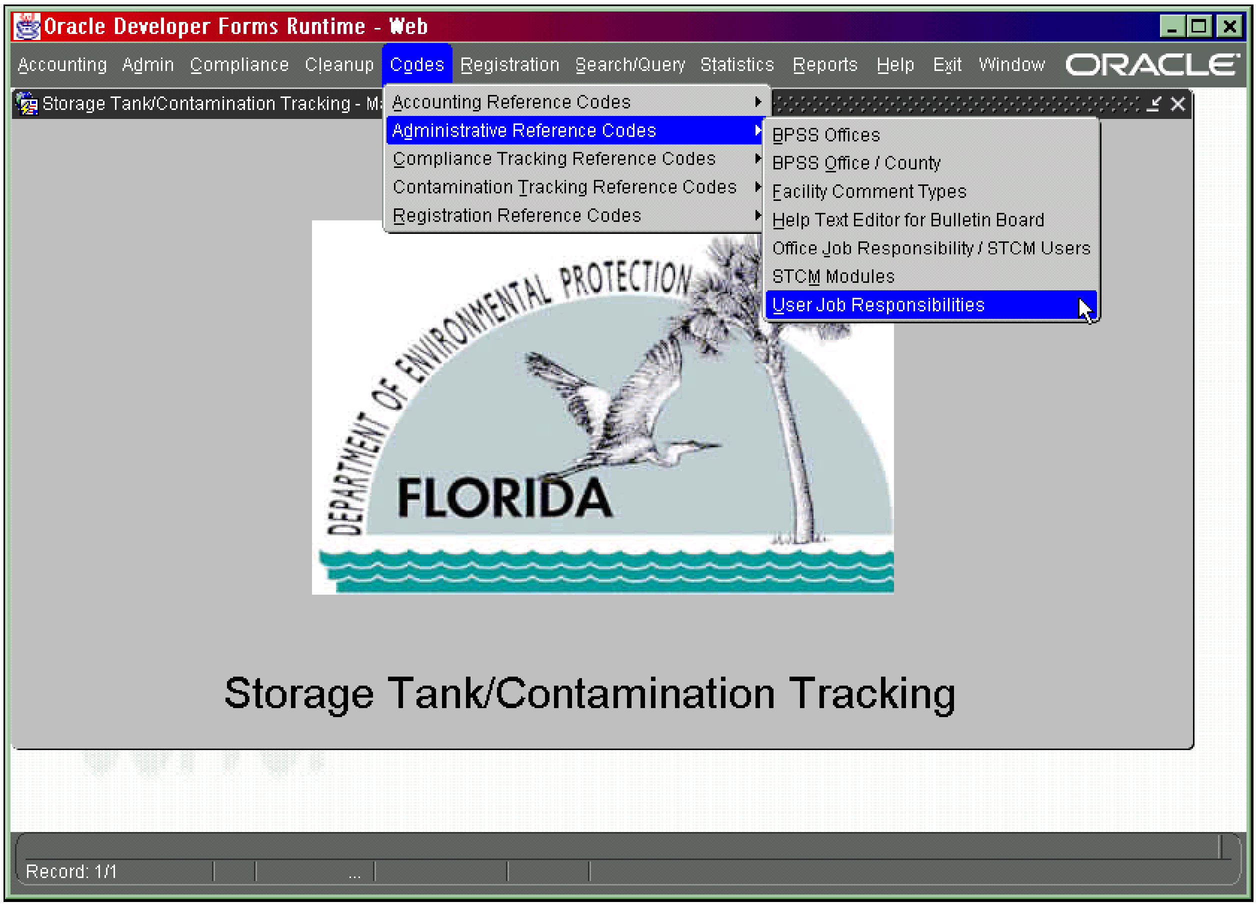
6) **CTC** places the date in the record when he/she passes it to a **CSM** (Cleanup Site Manager) or **CLPS** (Cleanup Local Program Supervisor), then enters the person’s name

7) If necessary, **CLPS** places the date in the record when he/she passes it to a **CLPSM** (Cleanup Local Program Site Manager), then enters the person’s name

Setup of the Job Responsibility Codes

The first step of the process is the entry of the Job Responsibility Codes. The initial setup of codes was performed when the Site Manager process was added to PCT. If more responsibilities are needed, they must be entered before assignments can be made.

To enter codes, from the STCM menu choose: **Codes**, **Administrative Reference Codes**, **and User Job Responsibilities**.

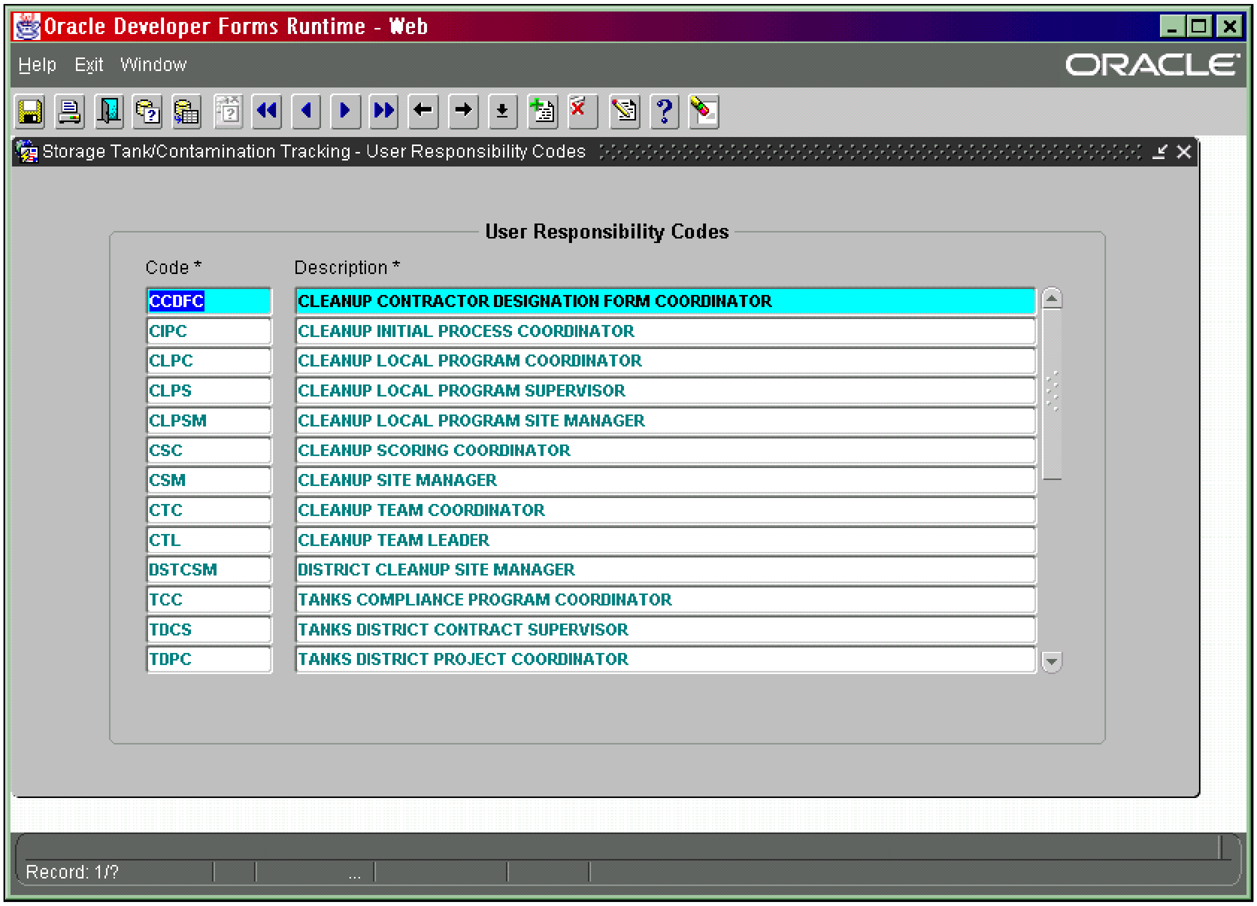


Main Menu - Codes

The current codes are automatically queried.

1) To enter a new code press **Ctrl + I** and type in the code.

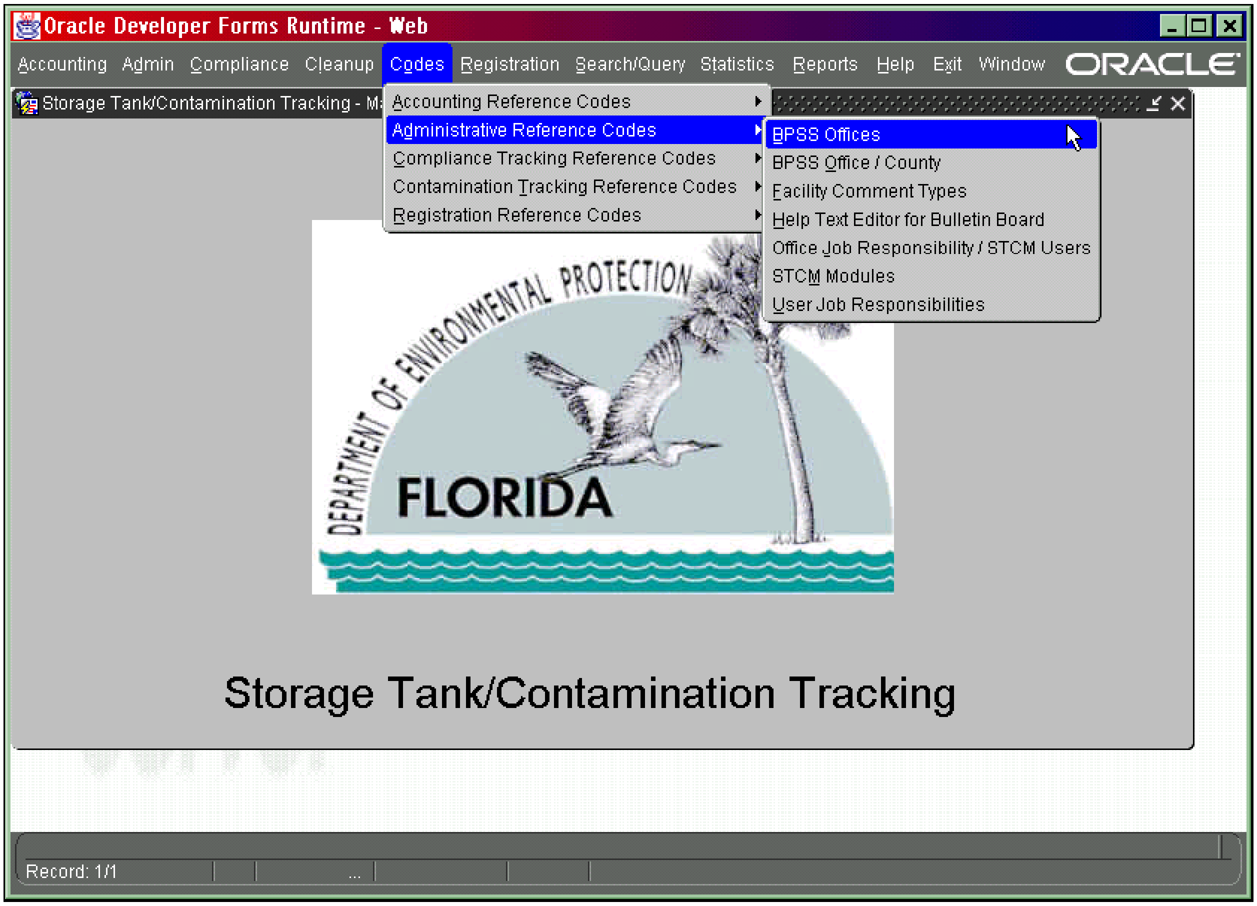
2) Press **Ctrl + F6** to commit the changes to the database. Notice that all PCT codes begin with the letter C which stands for Cleanup.



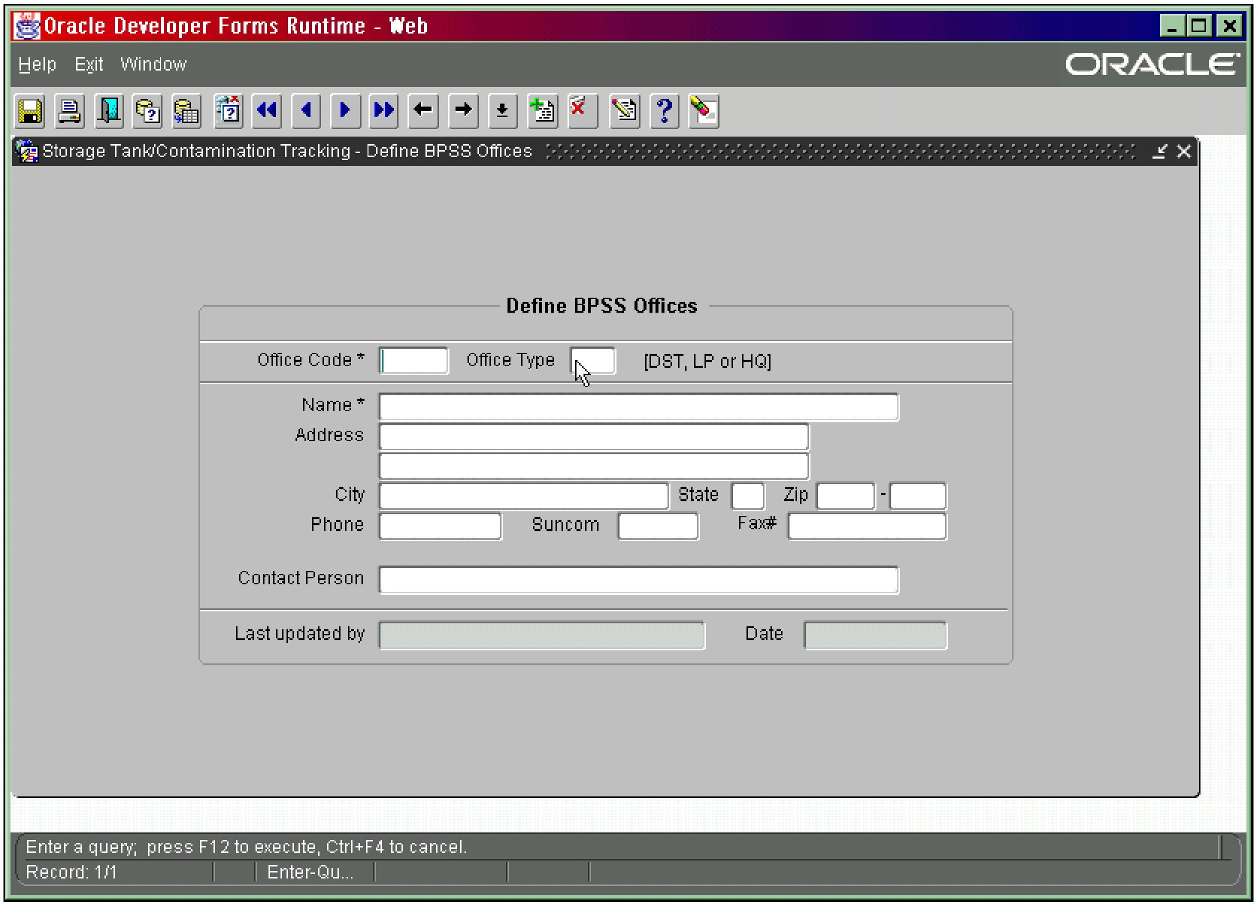
User Responsibility Codes Form

Creation of STCM PCT Office Codes

The PCT Office codes were entered during initial setup of the Site Manager process. The office code form contains office codes for both Tanks and PCT. To add a new office code, choose **BPSS Offices** from the **Administrative Reference Codes** menu and press **Return**.



Main Menu – Codes



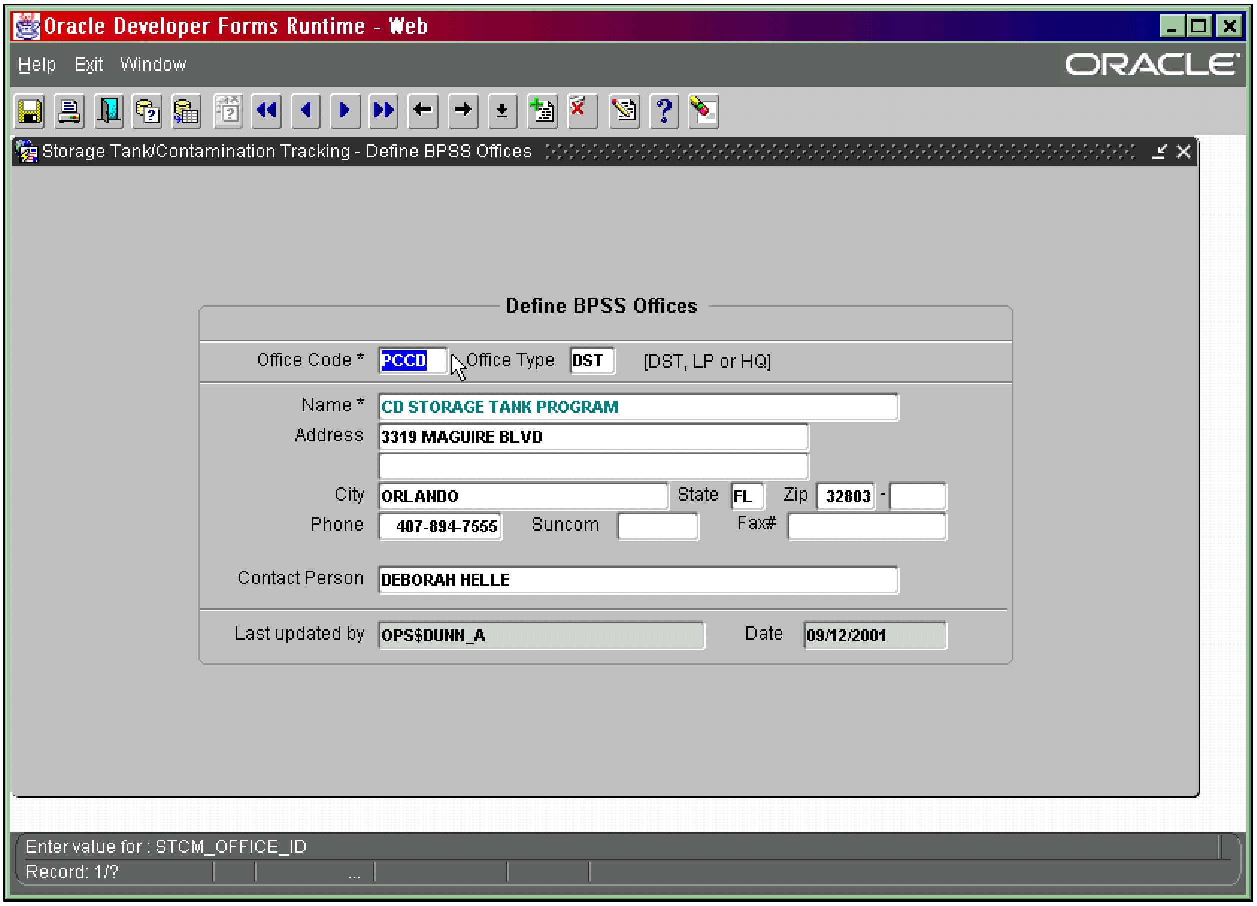
Define BPSS Offices Form

All PCT offices must begin with the letter "P".

1) Press **F11** to enter the query.

2) Type **P%**.

3) Press **F12** to execute the query.



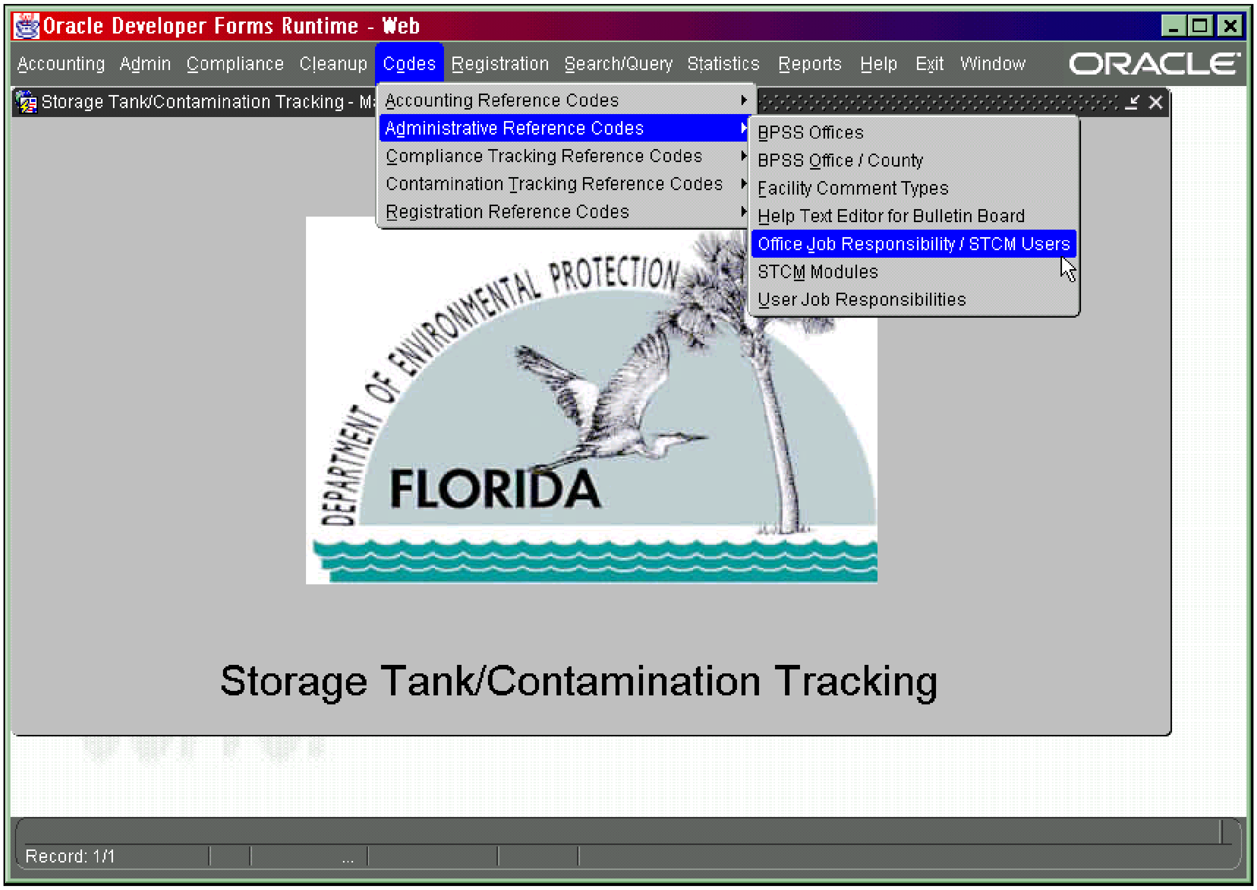
Define BPSS Offices Form

To add a new office press **Ctrl + I**, type in the requested information and press **Ctrl + F6** .

Remember that all PCT offices must begin with the letter P**.**

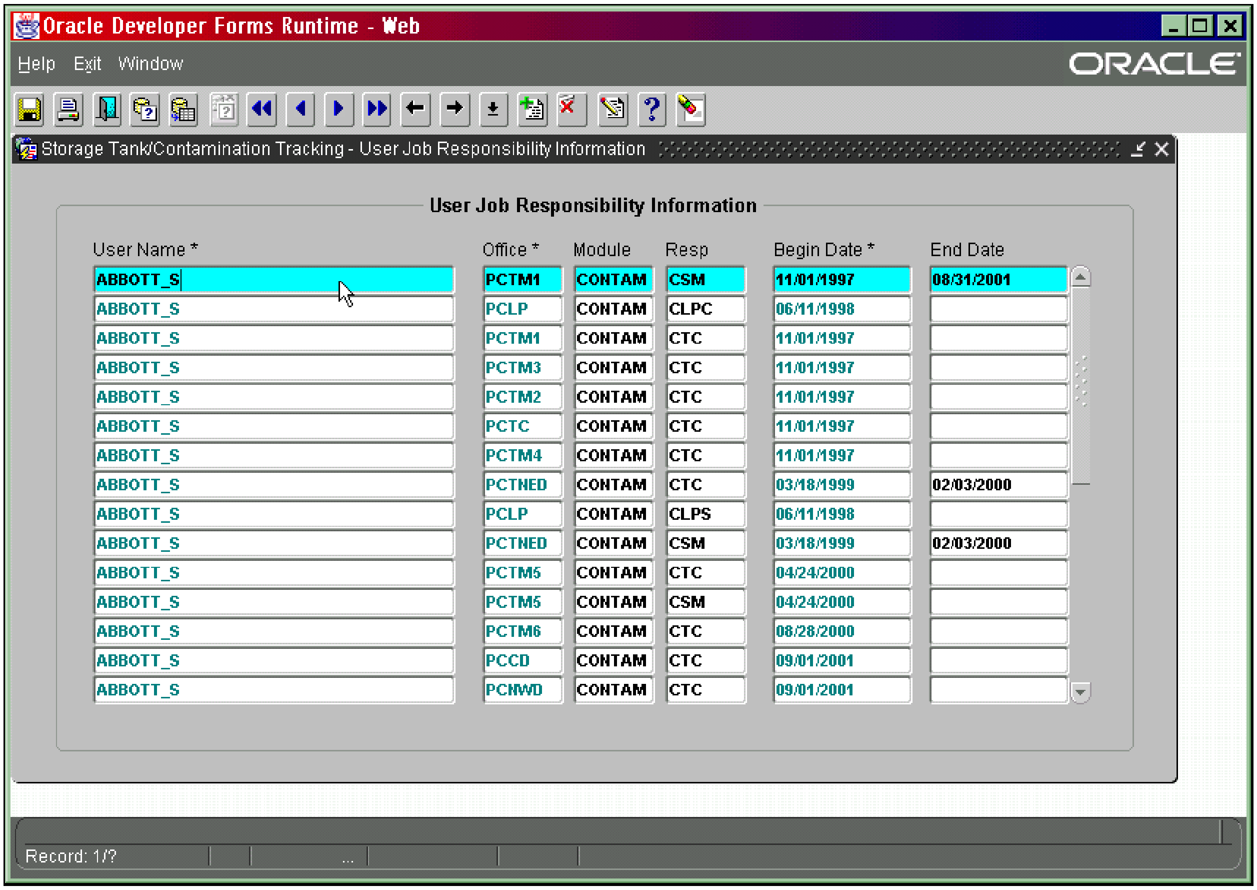
Assignment of Job Responsibilities to Users

Before a person can be assigned as Site Manager, the person's name must be linked to that job responsibility. To link names with responsibilities, **choose Administrative Reference Codes, Office Job Responsibility / STCM Users** from the **Codes** menu.



Main Menu – Office Job Responsibility / STCM Users

The **User Job Responsibility** form contains names of STCM users for both the Tanks section and PCT cleanup teams. It automatically queries for all names currently attached to user responsibilities.



Oracle Developer Forms Runtime - Web

Help Exit Window

ORACLE

Storage Tank/Contamination Tracking - User Job Responsibility Information

User Job Responsibility Information

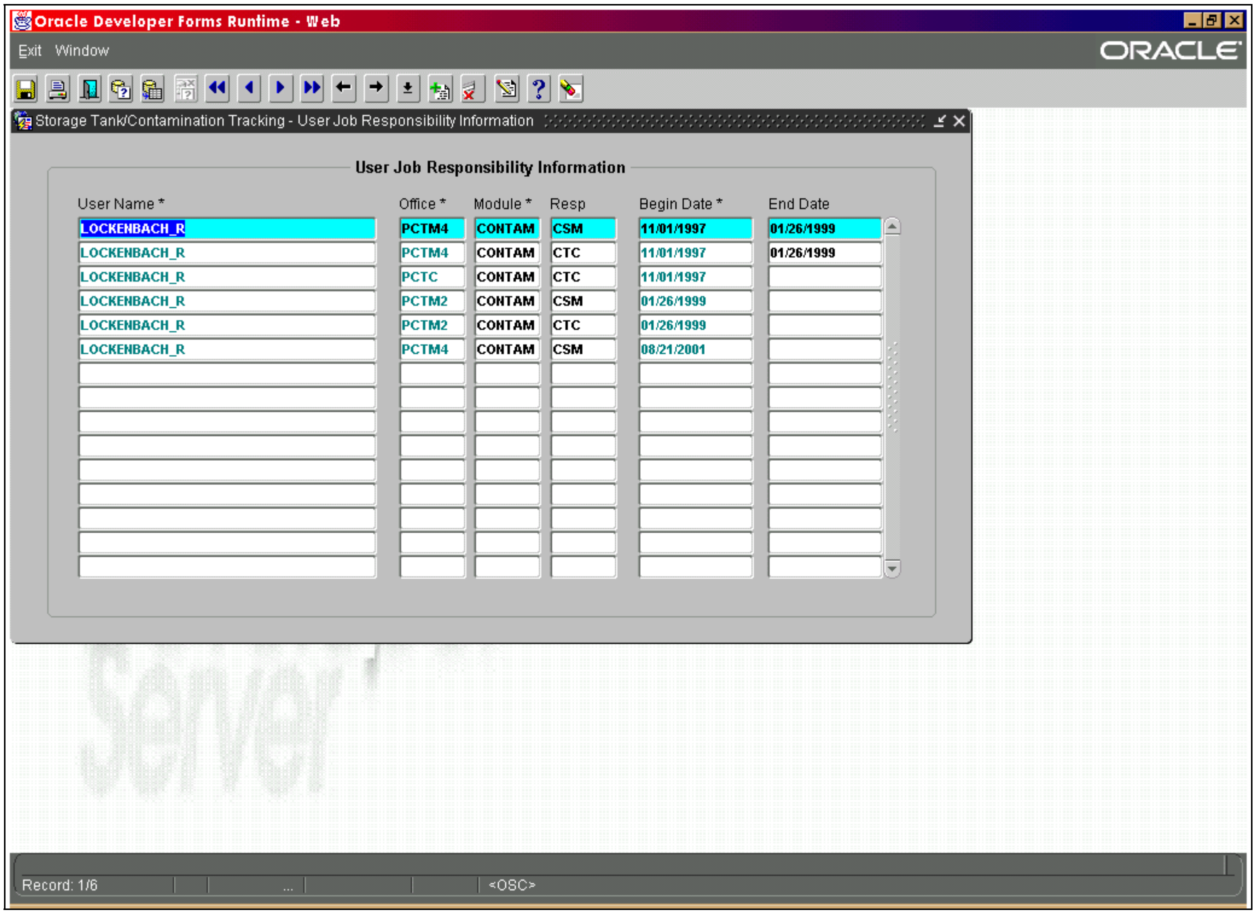
User Name *	Office *	Module	Resp	Begin Date *	End Date
ABBOTT_S	PCTM1	CONTAM	CSM	11/01/1997	08/31/2001
ABBOTT_S	PCLP	CONTAM	CLPC	06/11/1998	
ABBOTT_S	PCTM1	CONTAM	CTC	11/01/1997	
ABBOTT_S	PCTM3	CONTAM	CTC	11/01/1997	
ABBOTT_S	PCTM2	CONTAM	CTC	11/01/1997	
ABBOTT_S	PCTC	CONTAM	CTC	11/01/1997	
ABBOTT_S	PCTM4	CONTAM	CTC	11/01/1997	
ABBOTT_S	PCTNED	CONTAM	CTC	03/18/1999	02/03/2000
ABBOTT_S	PCLP	CONTAM	CLPS	06/11/1998	
ABBOTT_S	PCTNED	CONTAM	CSM	03/18/1999	02/03/2000
ABBOTT_S	PCTM5	CONTAM	CTC	04/24/2000	
ABBOTT_S	PCTM5	CONTAM	CSM	04/24/2000	
ABBOTT_S	PCTM6	CONTAM	CTC	08/28/2000	
ABBOTT_S	PCCD	CONTAM	CTC	09/01/2001	
ABBOTT_S	PCNWD	CONTAM	CTC	09/01/2001	

Record: 1/?

User Job responsibility Form

A user may have more than one responsibility in each office. You must make a separate entry for each job responsibility that is to be given to a user. A user who is only a site manager will have only one entry within his group.

A user who is a site manager and a team coordinator will have three entries; one for site manager within his group, one for team coordinator within his group, one for team coordinator as a member of the group PCTC (Petroleum Cleanup Team Coordinators). The entry for the PCTC group grants UPDATE ACCESS to the user.



User Name *	Office *	Module *	Resp	Begin Date *	End Date
LOCKENBACH_R	PCTM4	CONTAM	CSM	11/01/1997	01/26/1999
LOCKENBACH_R	PCTM4	CONTAM	CTC	11/01/1997	01/26/1999
LOCKENBACH_R	PCTC	CONTAM	CTC	11/01/1997	
LOCKENBACH_R	PCTM2	CONTAM	CSM	01/26/1999	
LOCKENBACH_R	PCTM2	CONTAM	CTC	01/26/1999	
LOCKENBACH_R	PCTM4	CONTAM	CSM	08/21/2001	

User Job Responsibility Form

A user is only listed once in the group **PCTC** (Petroleum Cleanup Team Coordinators), using the highest job responsibility that he holds.

The only job responsibilities that should be entered into the PCTC group are:

1) Team Coordinator — There can be several of these
2) Team Leader — There can be several of these
3) Cleanup Initial Process Coordinator — **There can only be one of these**
4) Cleanup Scoring Coordinator — There can be more than one of these
5) Cleanup Contractor Designation Form Coordinator — There can be more than one
6) Cleanup Local Program Supervisor — There can be more than one (user is based in the
7) local program area)
8) Cleanup Local Program Coordinator — There can be more than one (user is based in one of the teams)

New users are added by pressing **Ctrl + I** then typing in the required information. The following items are required entry:

The **User Name** is entered using the DEP e-mail format for names. Usually this is the person's Last name, then an underscore, then the first initial. i.e. **LAST_F**.

The **Office** is one of the PCT codes from the STCM Office code table. Currently the codes consist of:

PCTM1	Petroleum Cleanup Team 1
PCTM2	Petroleum Cleanup Team 2
PCTM3	Petroleum Cleanup Team 3
PCTM4	Petroleum Cleanup Team 4
PCLP	Petroleum Cleanup Local Program
PCTC	Petroleum Cleanup Team Coordinators

The **Responsibility** is chosen from the list of current user responsibility codes. All PCT job responsibility codes begin with a **C** which stands for Cleanup.

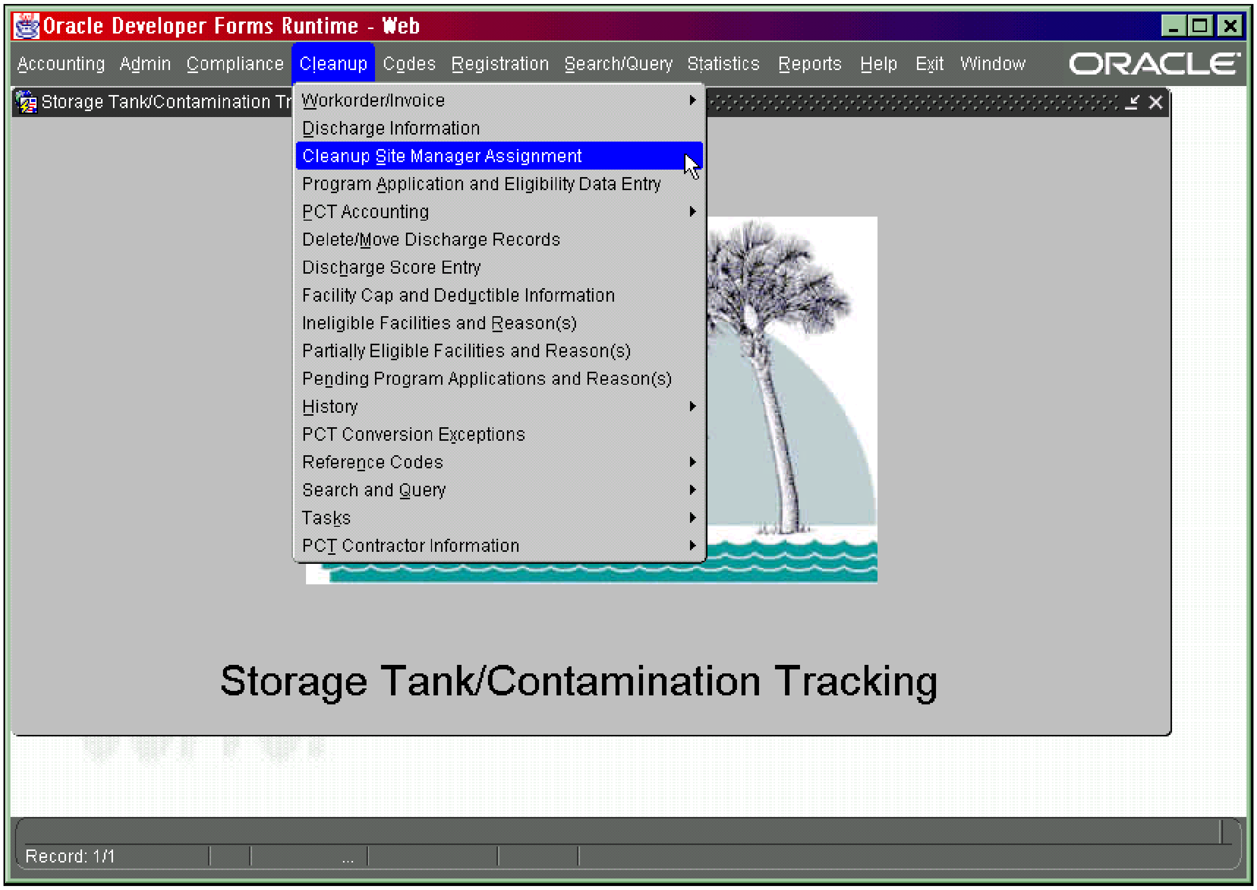
The **Module** is entered as: **CONTAM**

The final piece of information is the **Start Date**.

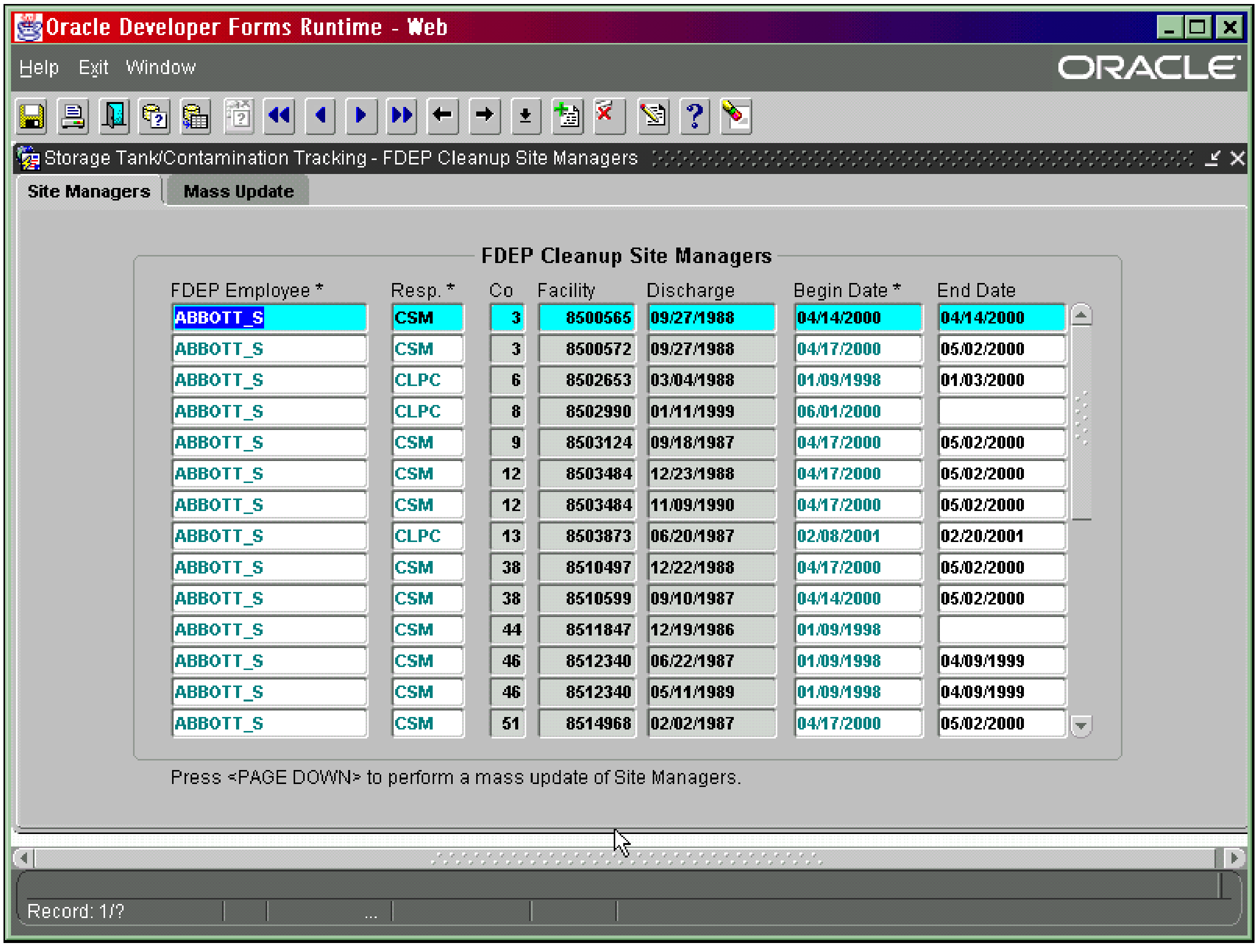
After entry is complete press **Ctrl + F6** to save the entry.

Updating the Discharge Record Site Manager Name

The final step in the process consists of updating a discharge record with the name of the user who is the current owner of the paperwork. Choose **Cleanup, Cleanup Site Manager Assignment** from the main STCM menu.



Main Menu – Cleanup Site Manager Assignment



Cleanup Site Managers Form

The form starts up in query mode.

1) Enter a user name and/or another column of query criteria utilizing the list of values.

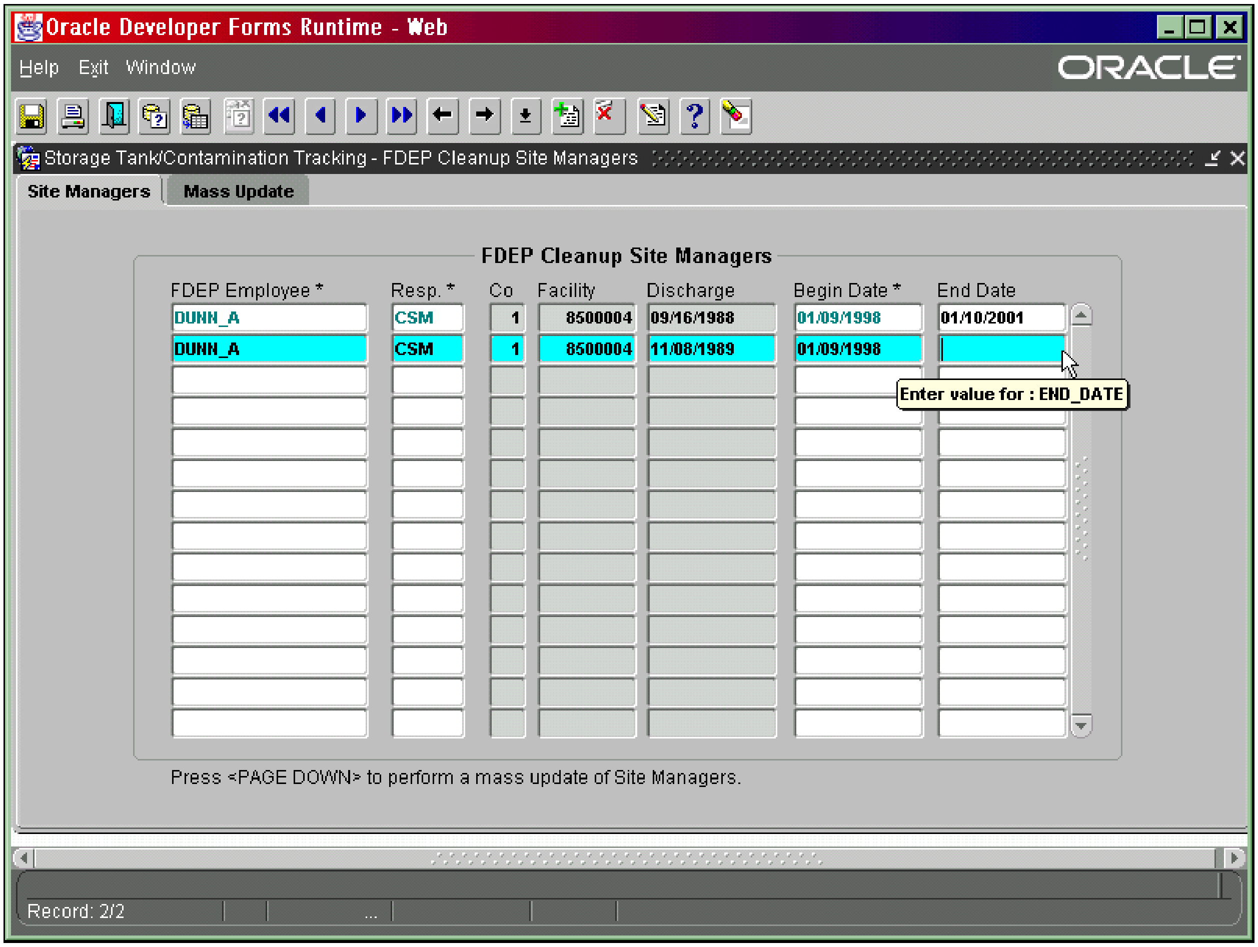
2) Press **F12** to execute the query.

Give to a Different Site Manager

1) Press **F11** to enter query mode.

2) Enter the query information to find the record that you would like to change the information for.

3) Press **F12** to perform the query.

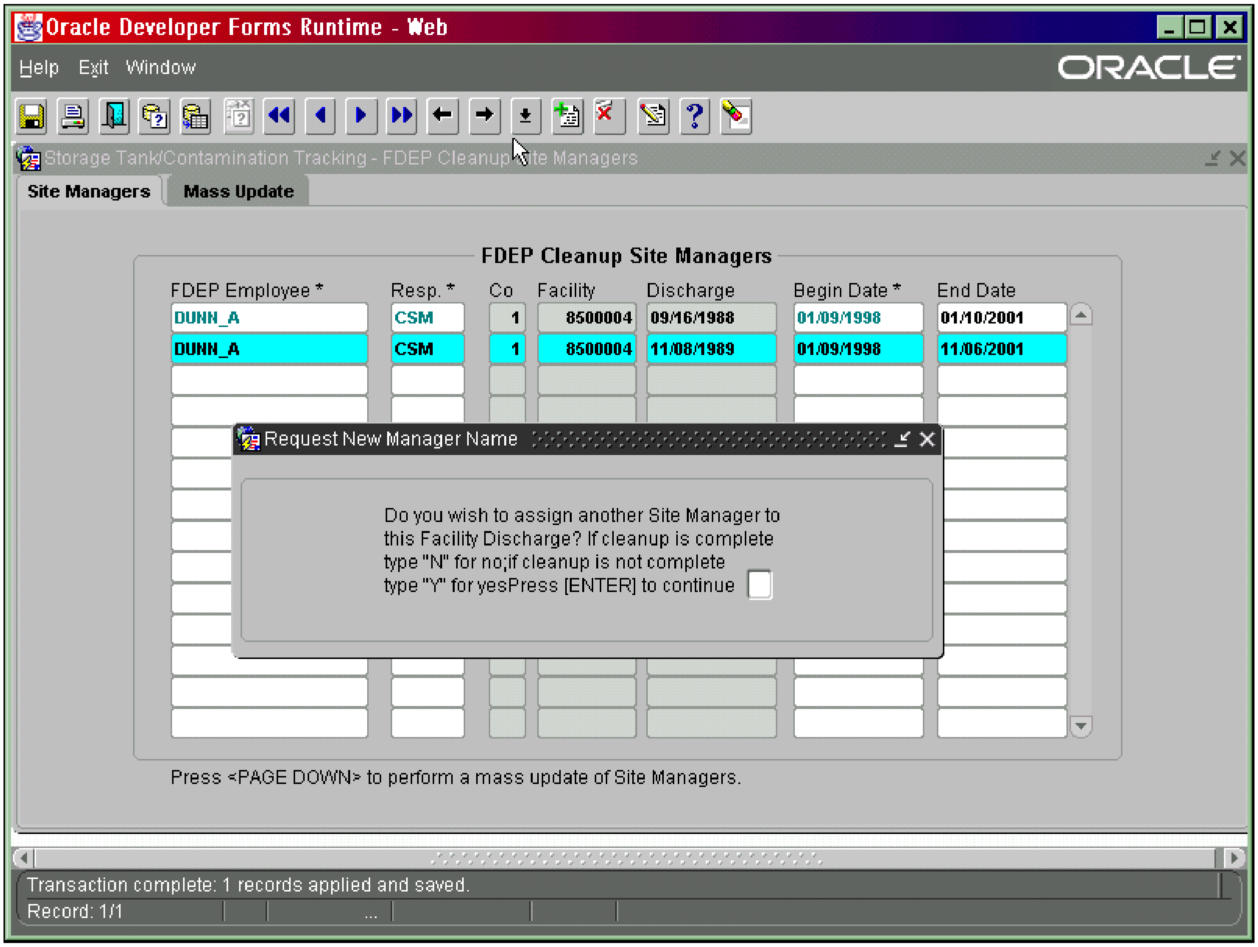


Reassigning a Site Manager

1) Enter an End date for the current site manager.

2) Press **Ctrl + F6** to save the date.

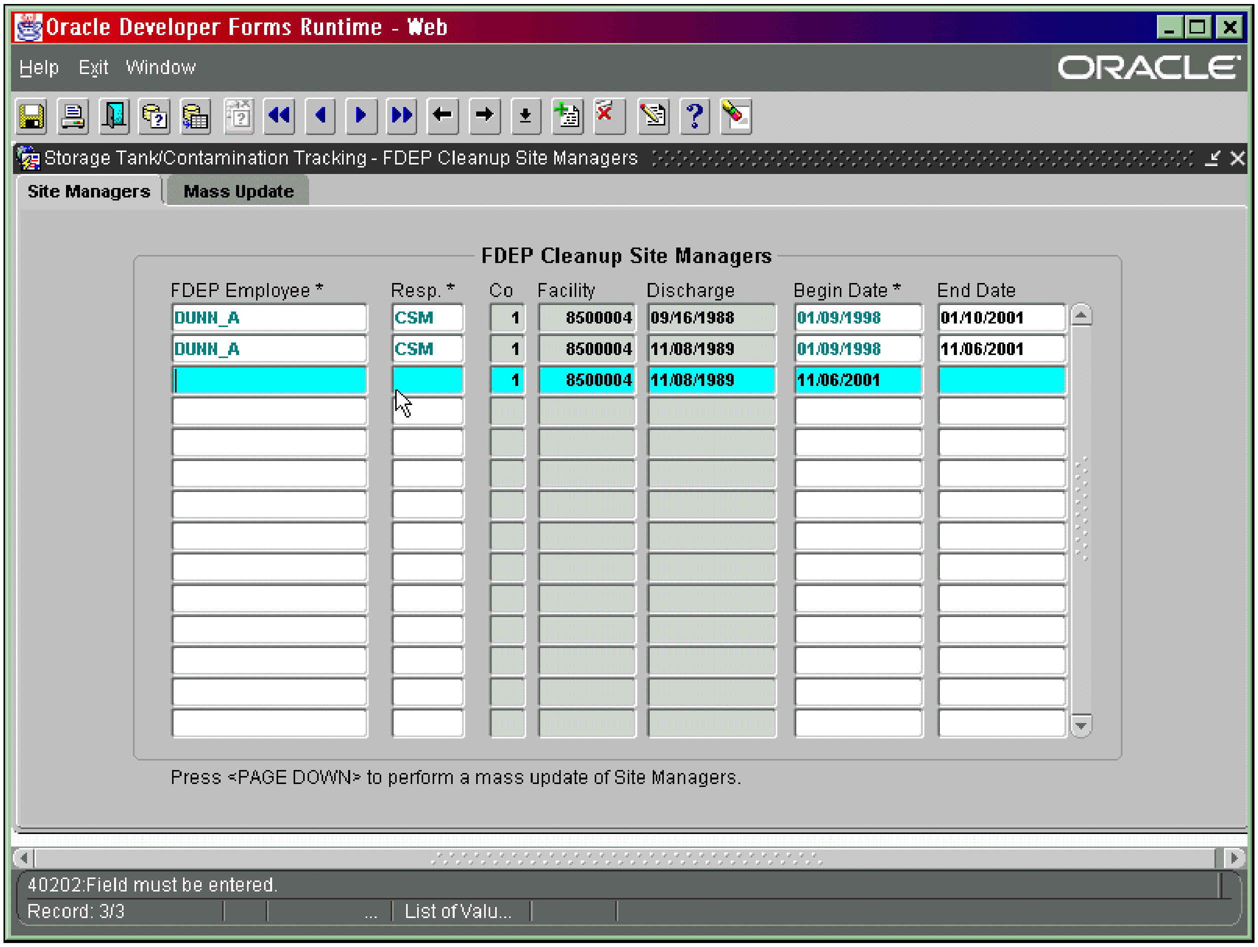
3) You will then be asked if cleanup is complete. If cleanup is not complete you must enter **Y.** You will then be prompted to enter the new site manager information.



Request New Manager Name

4) If you enter a Y to enter a new site manager a new row will automatically be inserted with the start date, County, and Facility filled in.

> **NOTE:** If you enter "N" at this prompt you will not be able to add another site manager to this site again. When you are entering information, **the site manager name can not be left blank**.

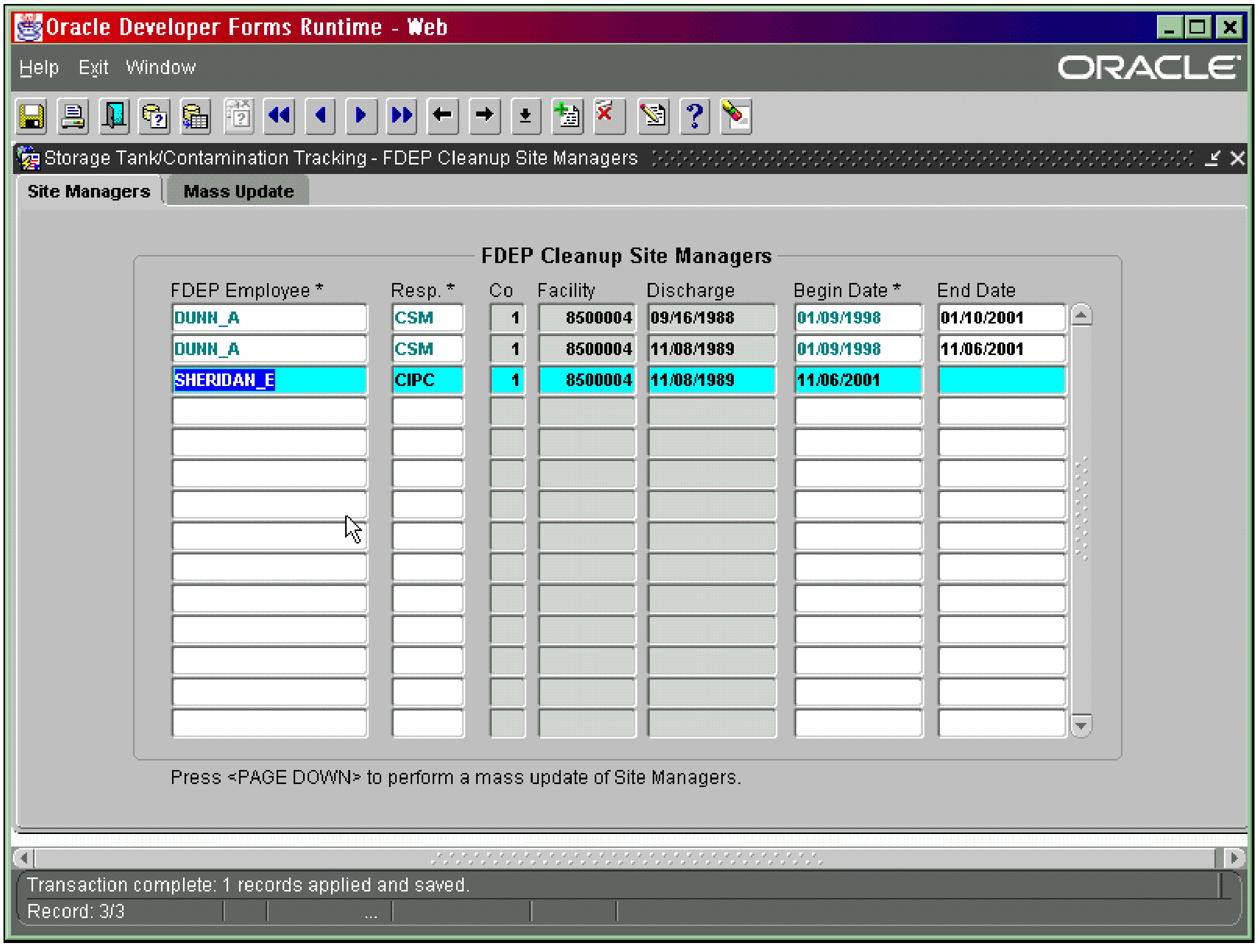


Enter a New Site Manager

5) Enter a new site manager by pressing **Ctrl + L** to open the list of values.

6) Click on the site manager you would like to assign to the site. Do the same for the Responsibility Code for the selected site manager.

7) Press **Ctrl + F6** to save the changes.

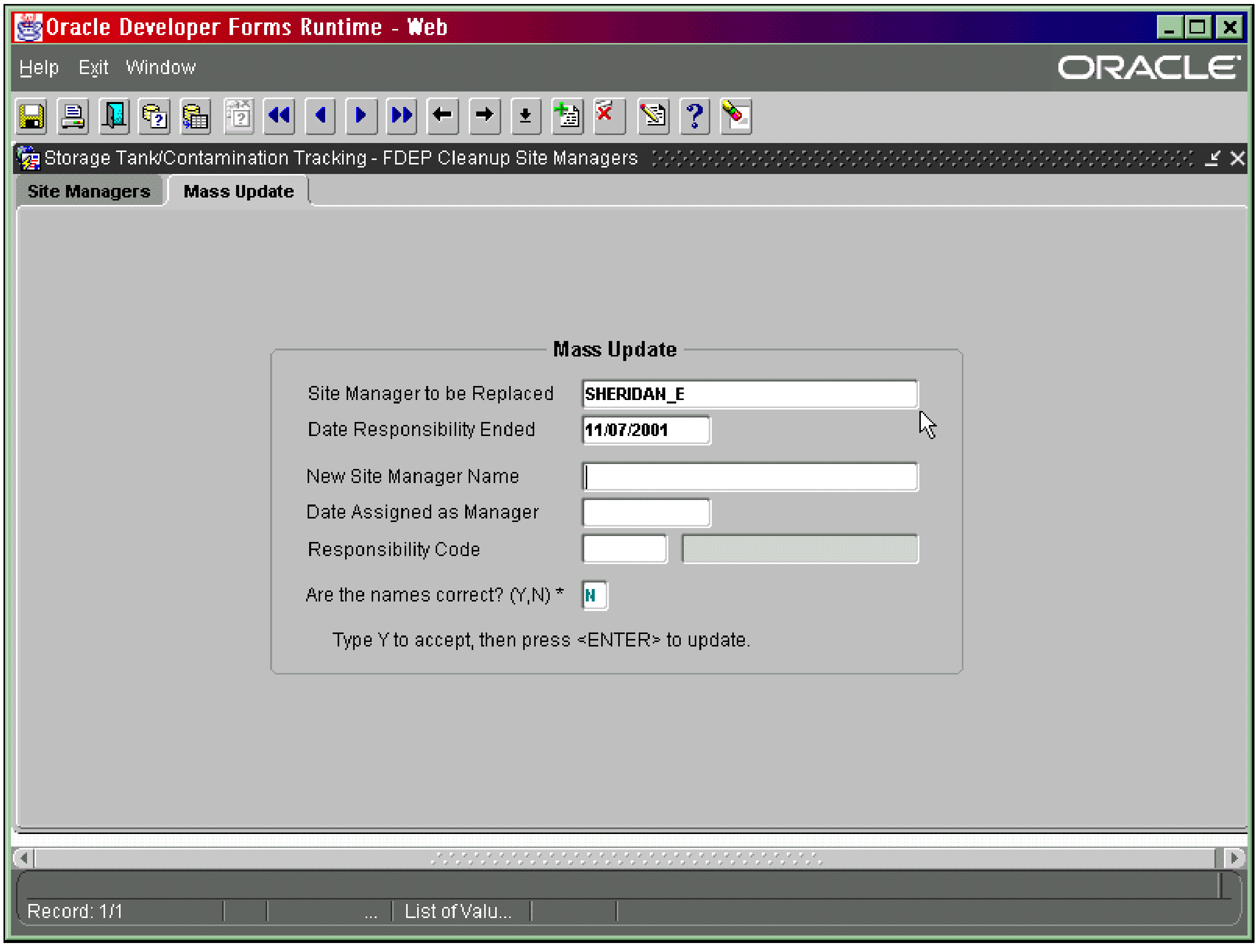


Transaction Complete

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) Enter the name of the old site manager responsible for the sites that you want to reassign to someone else.

2) Enter the date that the Site Manager is no longer responsible.



Mass Update – Old Site Manager

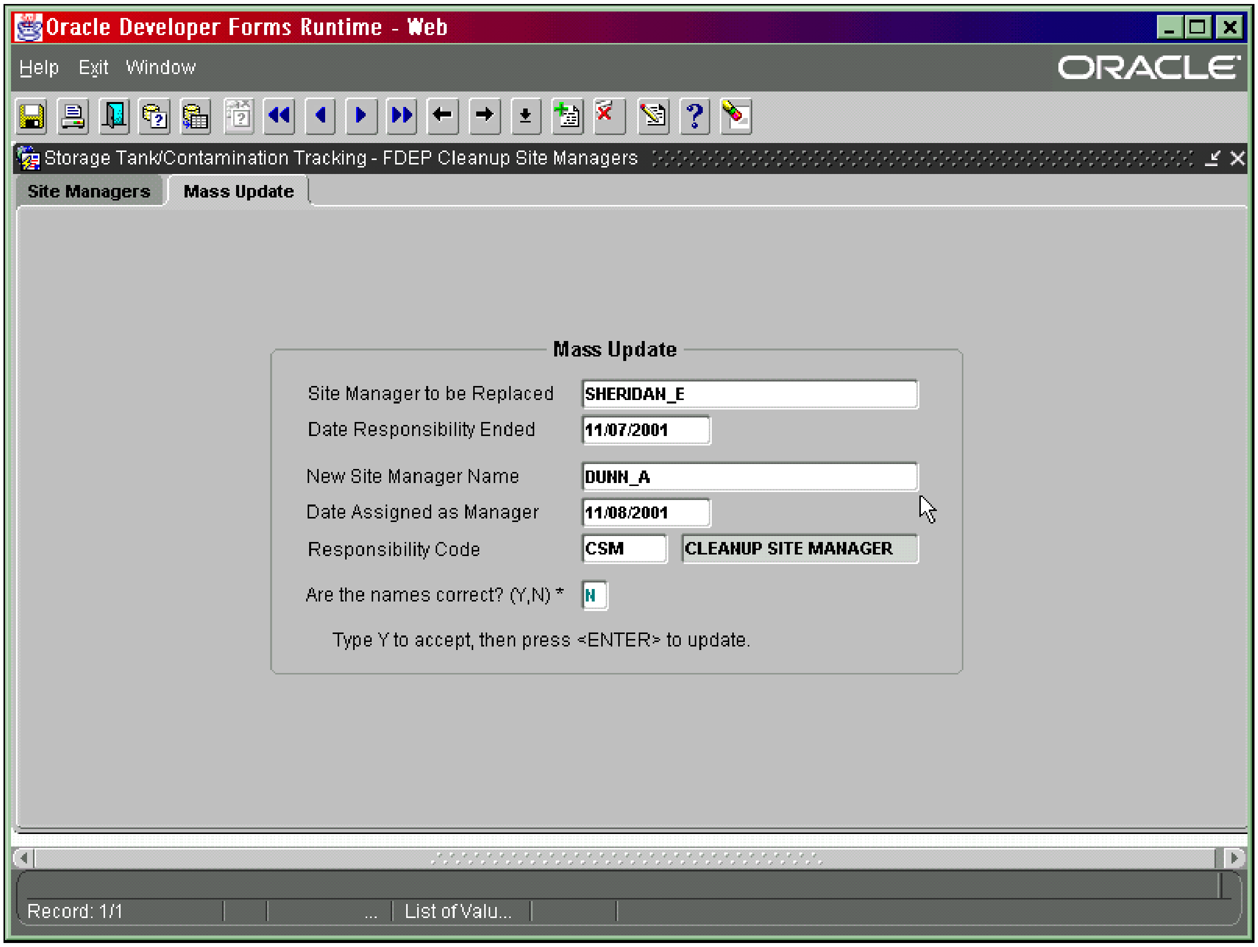
3) Place your cursor in the New Site Manager Name field. Press **Ctrl + L** to display a list of valid site managers.

4) Enter the date the new site manager will start.

5) Place the cursor in the Responsibility Code field. Press Ctrl + L to display a list of valid codes.

6) Verify that all of the names are correct and place a “Y” in the bottom box to show that all the names are correct.

7) Press **Enter** to assign all of the sites of the old site manager to the new site manager.



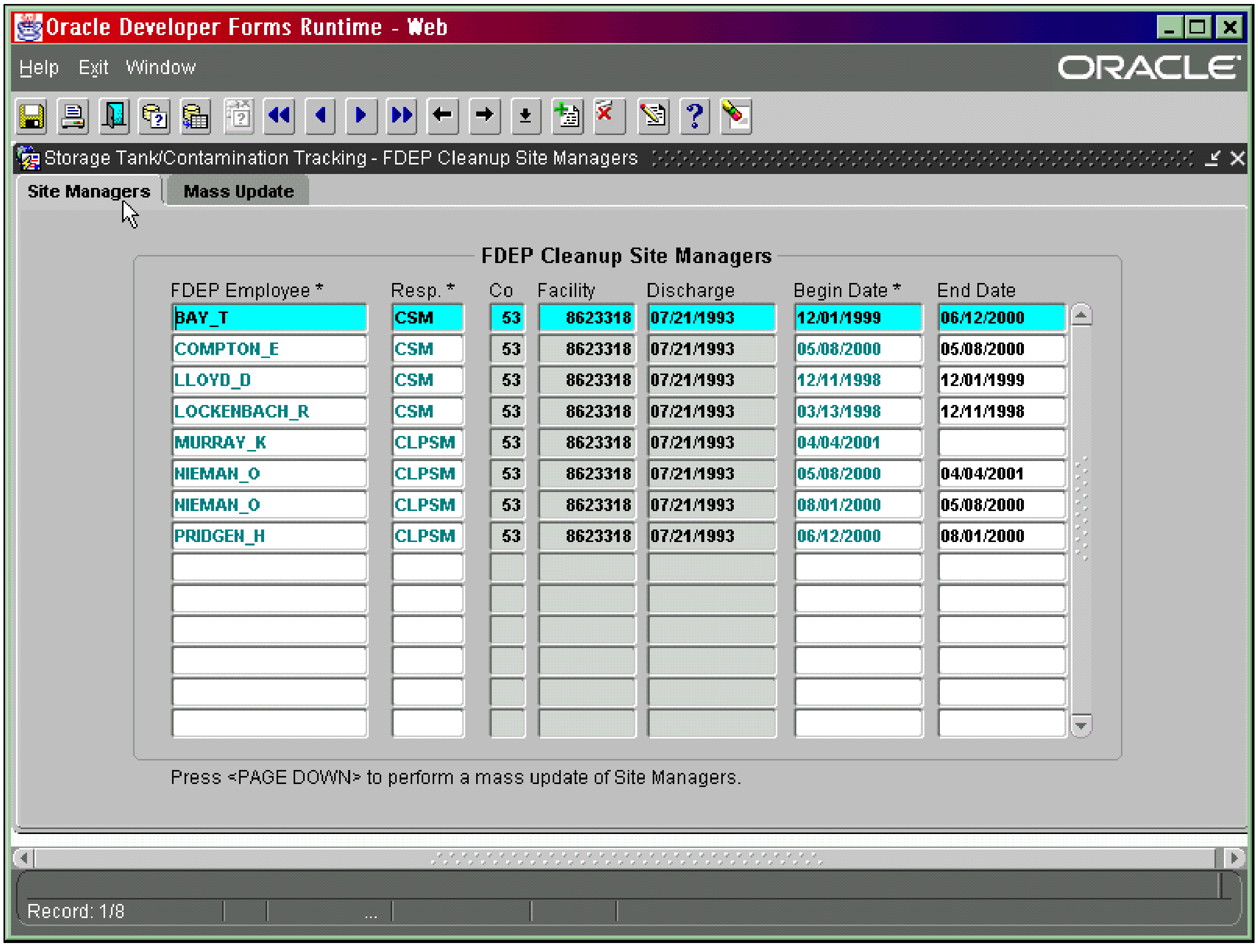
Mass Update – New Site Manager

To obtain a History for a Discharge Record

There are two ways to retrieve the site manager status. You can retrieve a history of all the people who have handled the record or you can retrieve just the most recent person. To retrieve a history of all people:

1) Press **F11** and enter the Facility ID and Discharge Date.

2) Press **F12**.



Site Manager History

To Retrieve the Current Site Manager

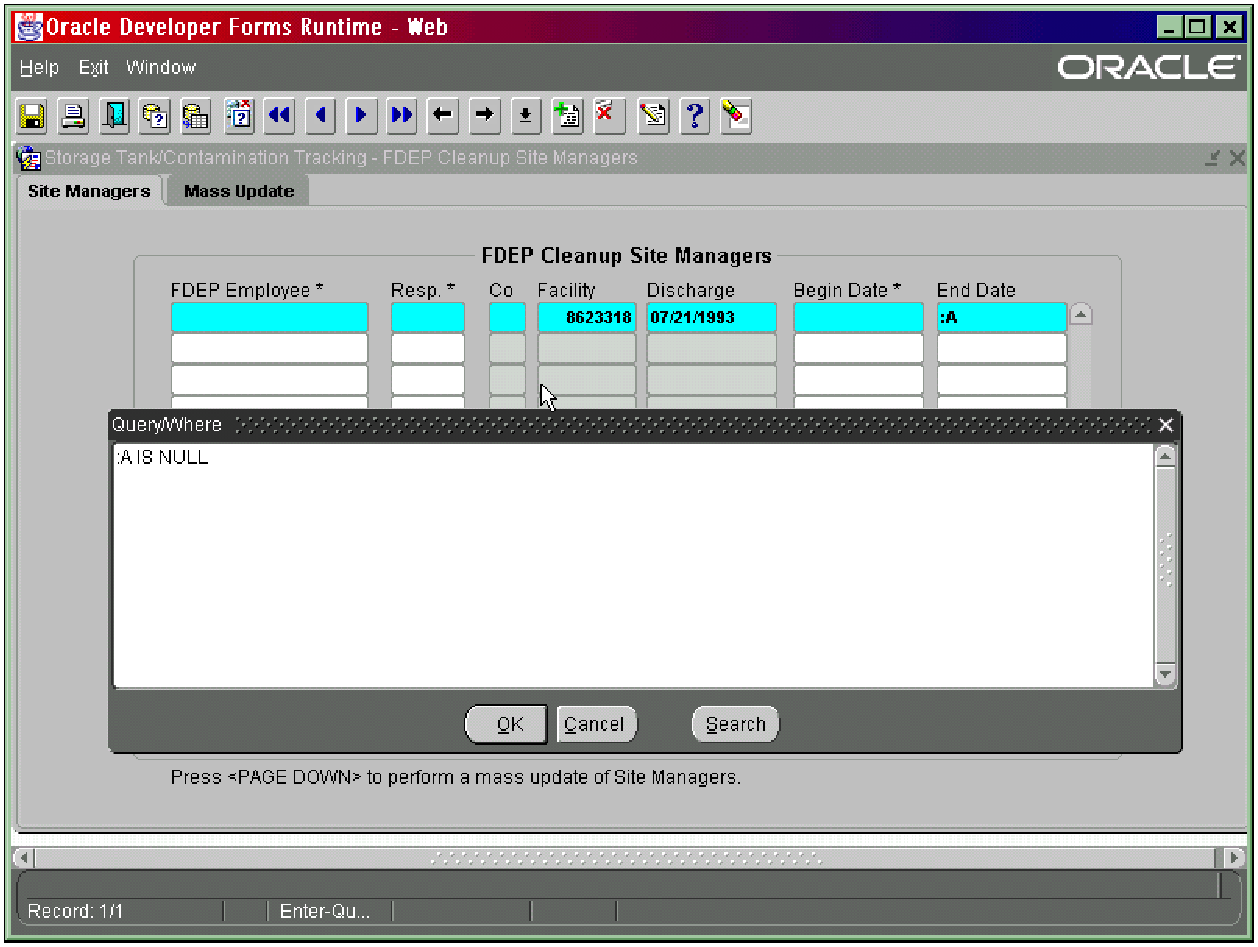
1) Press **F11**.

2) Type in the Facility ID, Discharge Date, and :A in the End Date field.

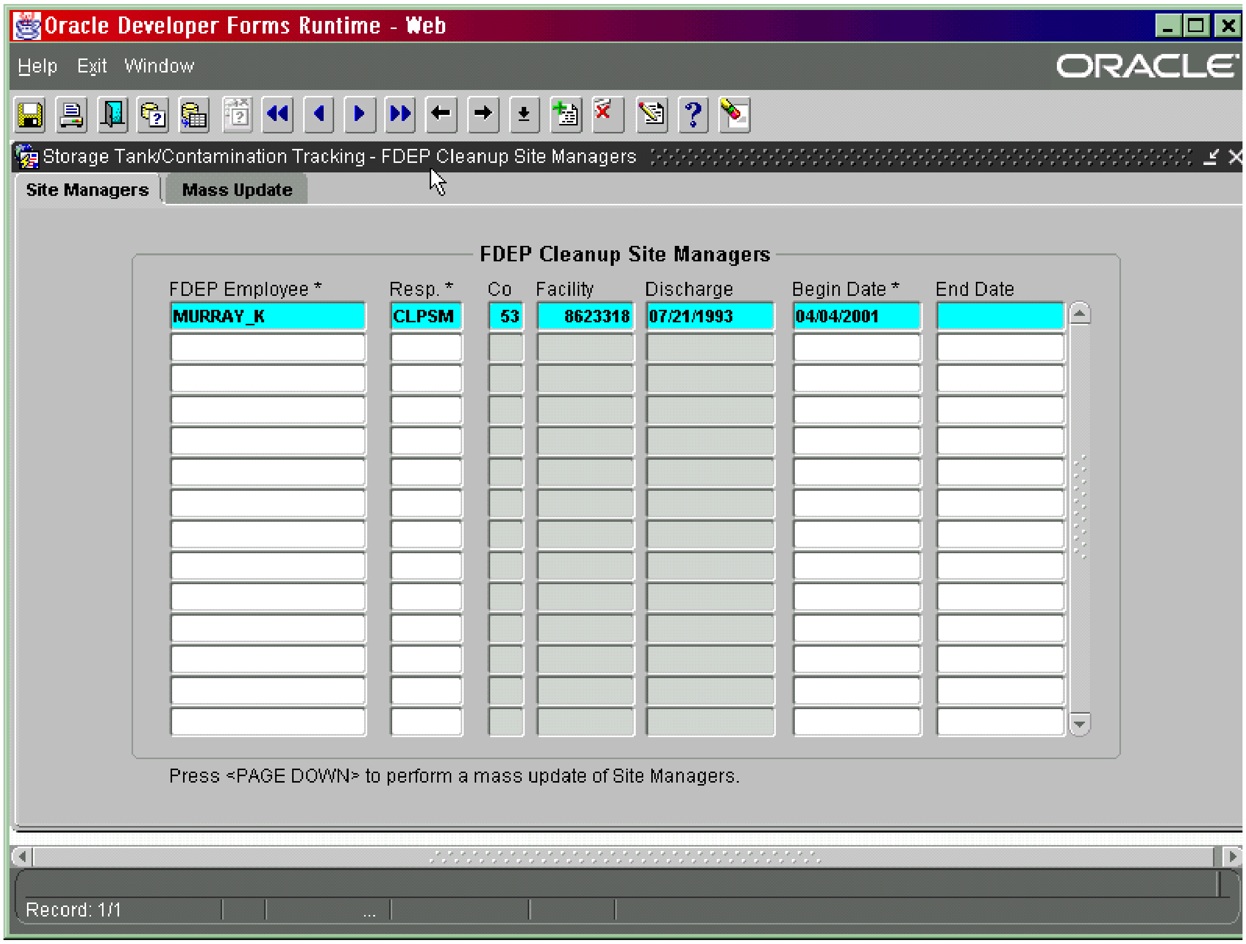
3) Press **F12**.

4) When prompted for SQL please type in **:A IS NULL**.

5) Press **OK**. This will return only the current site manager.



Current Site Manager Query

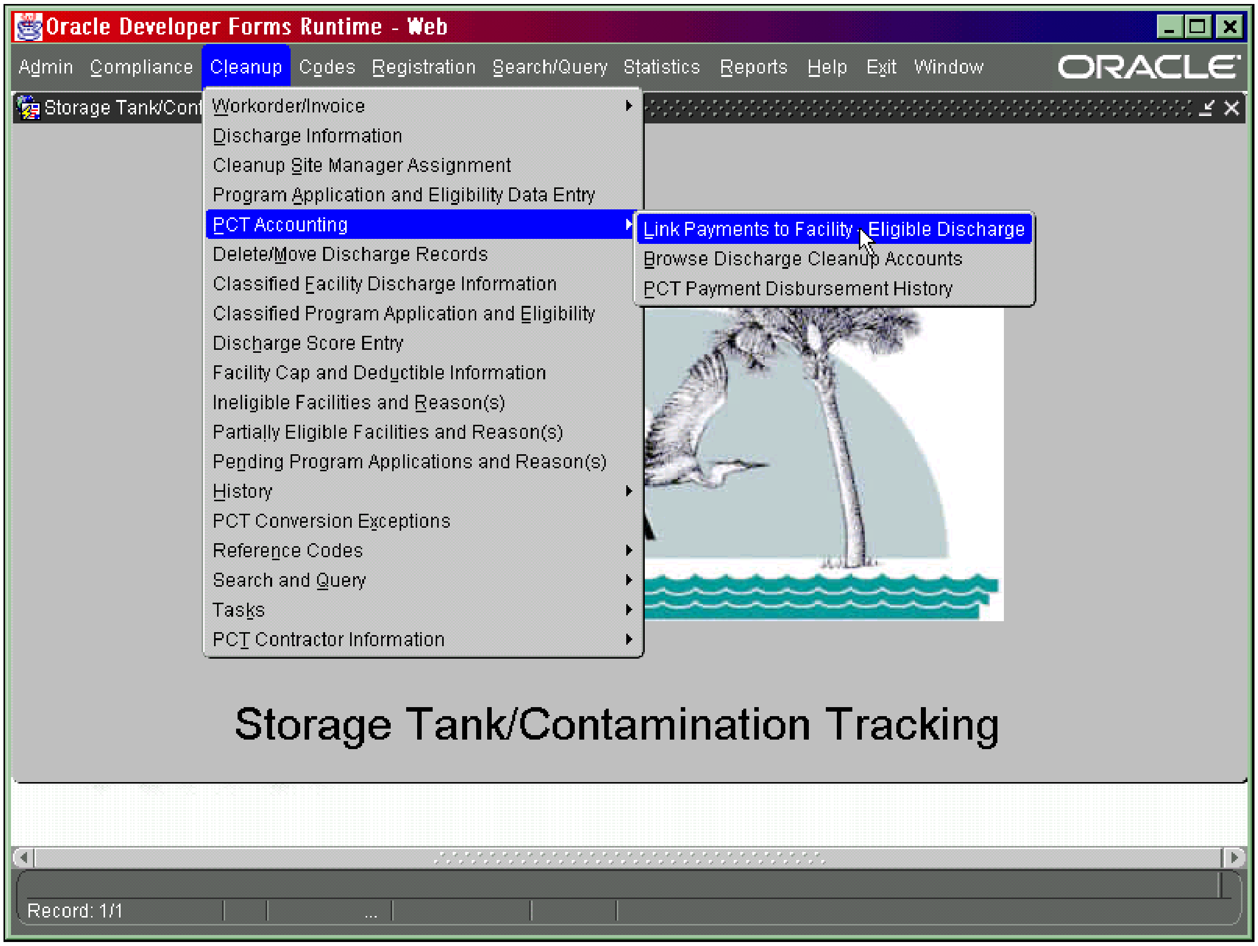


Current Site Manager Query Results

Tracking Cleanup Program Deductible Payments

Facilities with eligible and/or partially eligible discharges may have to pay a certain deductible amount before site cleanup can begin. For these facilities a Discharge Cleanup Account record must be established with the cleanup cap amount (set by DEP) and deductible amount (also set by DEP) prior to a facility getting credit for a payment. The deductible credit amount to date is calculated by summing up all payment ‘disbursements’ that have been linked to the account. The following procedures have been developed to establish a link between a facility’s discharge record and a payment, or other method of deductible satisfaction, and maintain a history of deductible payments. Only users with the role of PCT_ACCOUNTING have the ability to establish a payment disbursement to a Discharge Cleanup Account record.

From the **Cleanup** menu select **PCT Accounting, Assign Payments to Facility and Eligible Discharge.**



Main Menu – Assign payments to Facility and Eligible Discharge

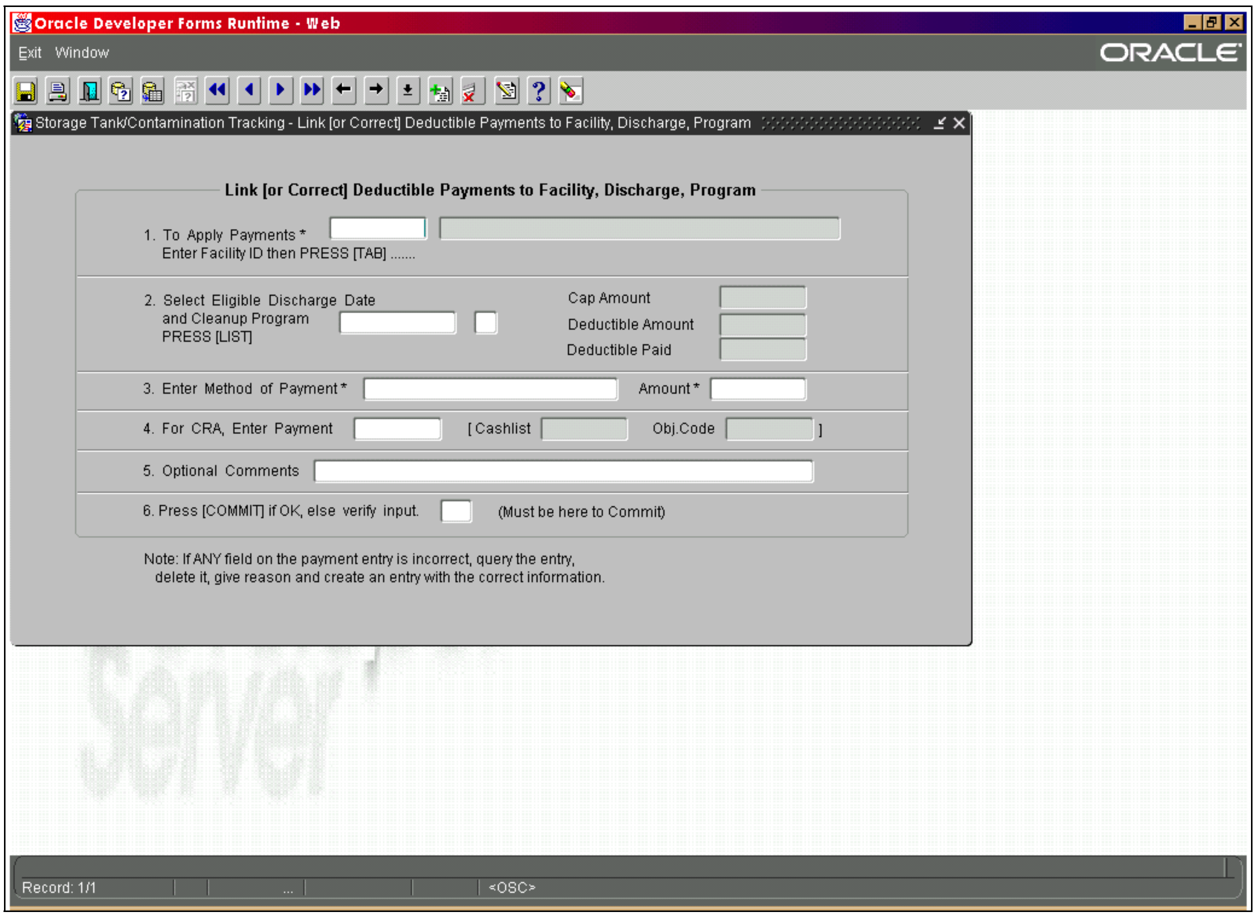
The three menu choices in PCT Accounting allow for the following:

Available to PCT_ACCOUNTING clerks only:

1. Assign Payments to Facility and Eligible Discharges - Add, update and delete payment disbursements.

Available to all users - update of data is not allowed:

2. Browse Discharge Cleanup Accounts - Query all facility cap and deductible information.
3. PCT Payment Disbursement History - Review current and historic deductible credit records



Link Deductible Payments to Facility, Discharge and Cleanup Program Form

1) Type in the Facility ID for which the payment has been received and press **Tab (NOT F12).** The screen will display the facility registration information from STCM as well as checking to make sure the facility has a Discharge Cleanup Account record.

2) The cursor will then move to the Discharge date field. Press **Ctrl + L** for a list of discharge and cleanup programs that are present for the current Facility ID. Make a selection from the list by clicking on your choice.

3) Click in, or press **Tab** to move to the **Method of Payment** field. There are four valid choices, which can be viewed by pressing **Ctrl + L**.

4) Make a selection from the list by clicking on your choice.

   a) If you choose **CRA** the cursor will move to the **Payment Number** field which must be entered from the cashlisting report. The payment number will be verified and the amount, cashlist number and object code will fill in automatically from the CRA payment record. The Cashlist Area for the payment must be 3745 or an error message will be displayed.
   b) If **Method of Payment** is not CRA, the cursor will stop on **Amount** leaving the other fields related to a CRA payment blank. Fill in the amount.

5) Click in, or press **Tab** to the last field on the screen to complete the data entry. If the information is correct, press **Ctrl + F6** to save the disbursement record.

6) Press **Ctrl + I** to add another new record.

7) If a disbursement needs correction:

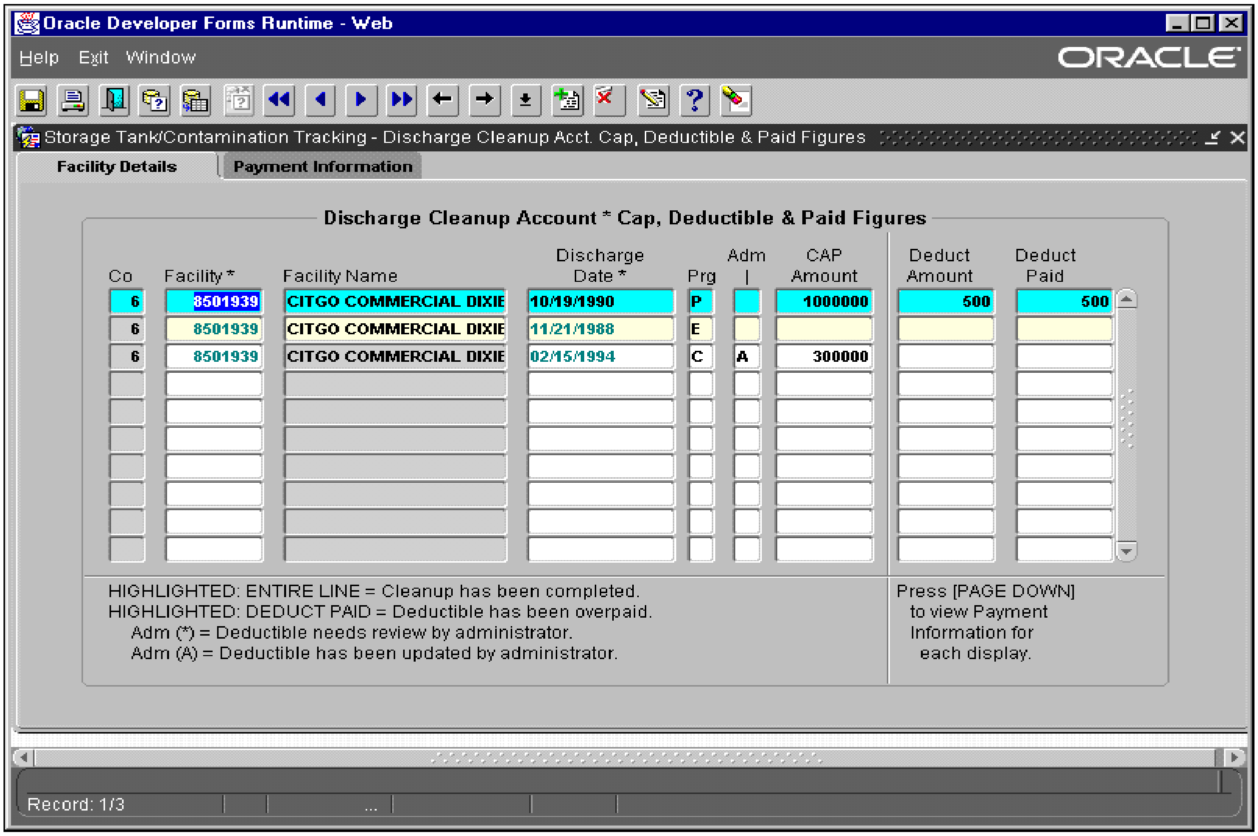
   a) Query for the specific record by pressing **F11**. Type in the information to query on and press **F12**.
   b) Correct the data then press **Tab** to the last field on the screen and press **Ctrl +F6.**

Querying for Current and Historical Data

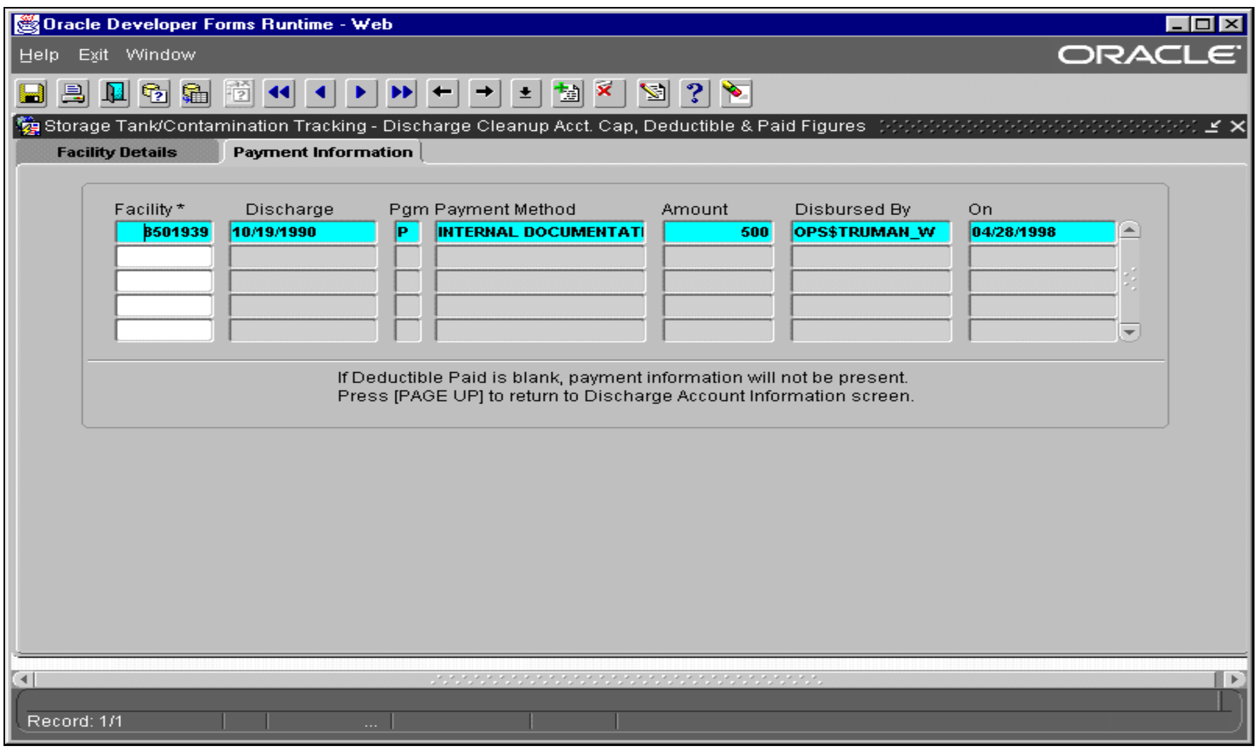
The **Browse Discharge Cleanup Account** form displays information contained in the Discharge Cleanup Account. To see payment information for a specific Facility ID and Discharge Date:

1) Type in the requested Facility ID and press **F12**.

2) Place the cursor on the data line in question and press **Page Down**.

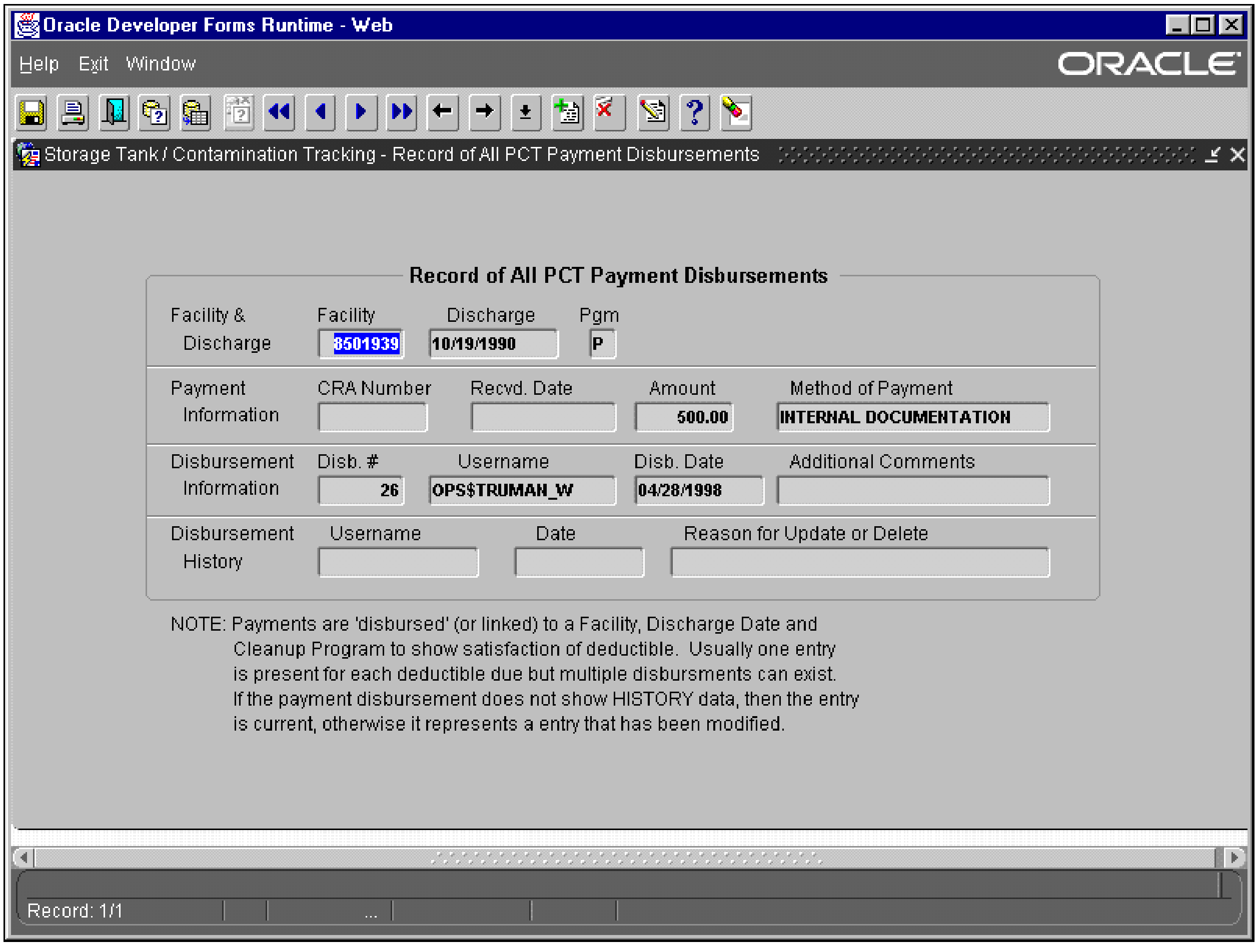


Discharge Cleanup Account * Cap, Deductible & Paid Figures Form



Payment and Disbursement Information Form

The **PCT Payment Disbursement History** form displays all payment disbursements, both current and historical. History records will have the Sent to History By / Date and Reason filled in.

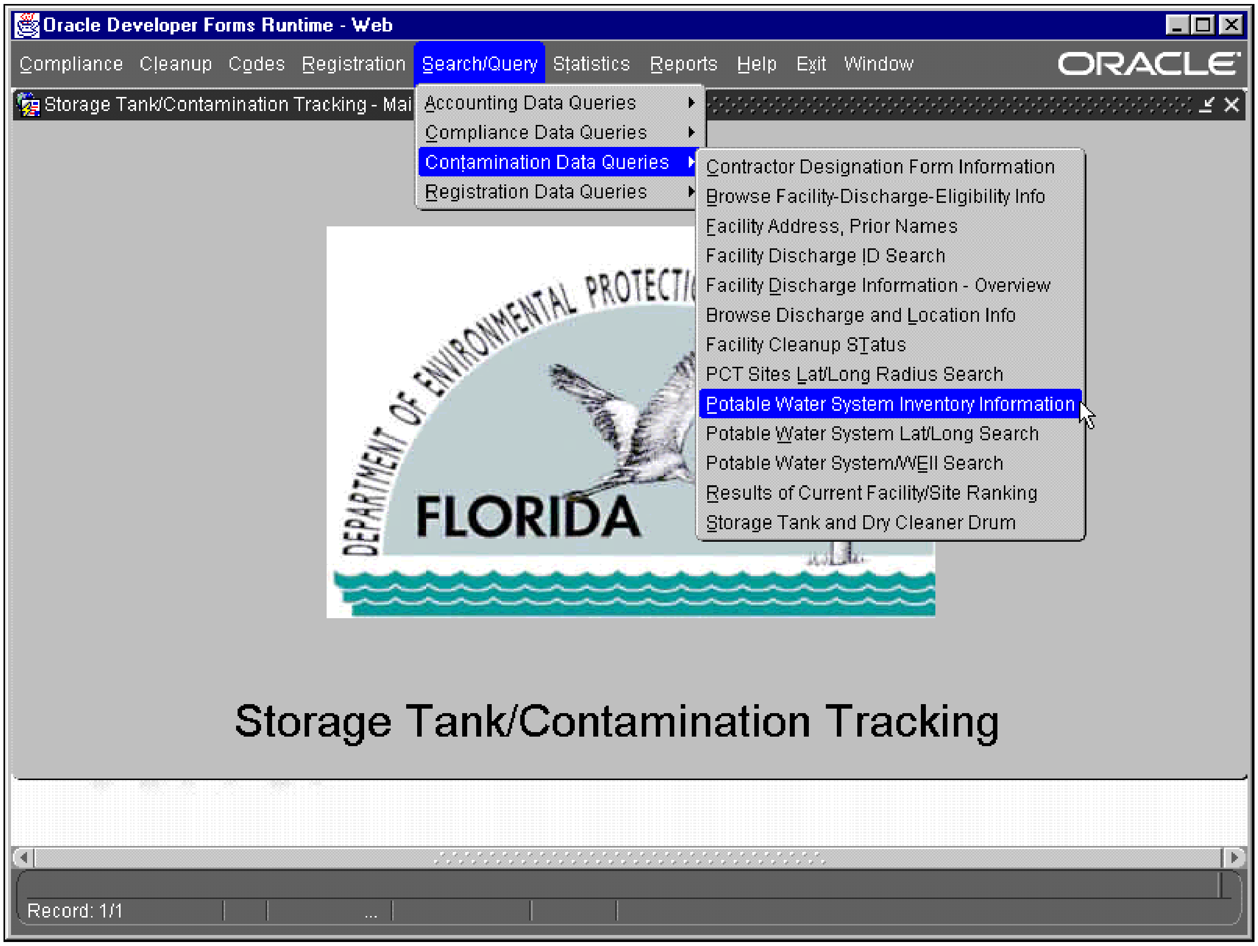


Payment and Disbursement History Form

Potable Water Well Location Search

These forms have been developed as a first step in conversion of the Amic Potable Water System (PWS). State potable water inventory, source, plant and well information is available in Oracle for search and query only at this point.

The potable water forms are found in the STCM Search/Query menu under **Contamination Data Queries, Potable Water System Inventory Information**.

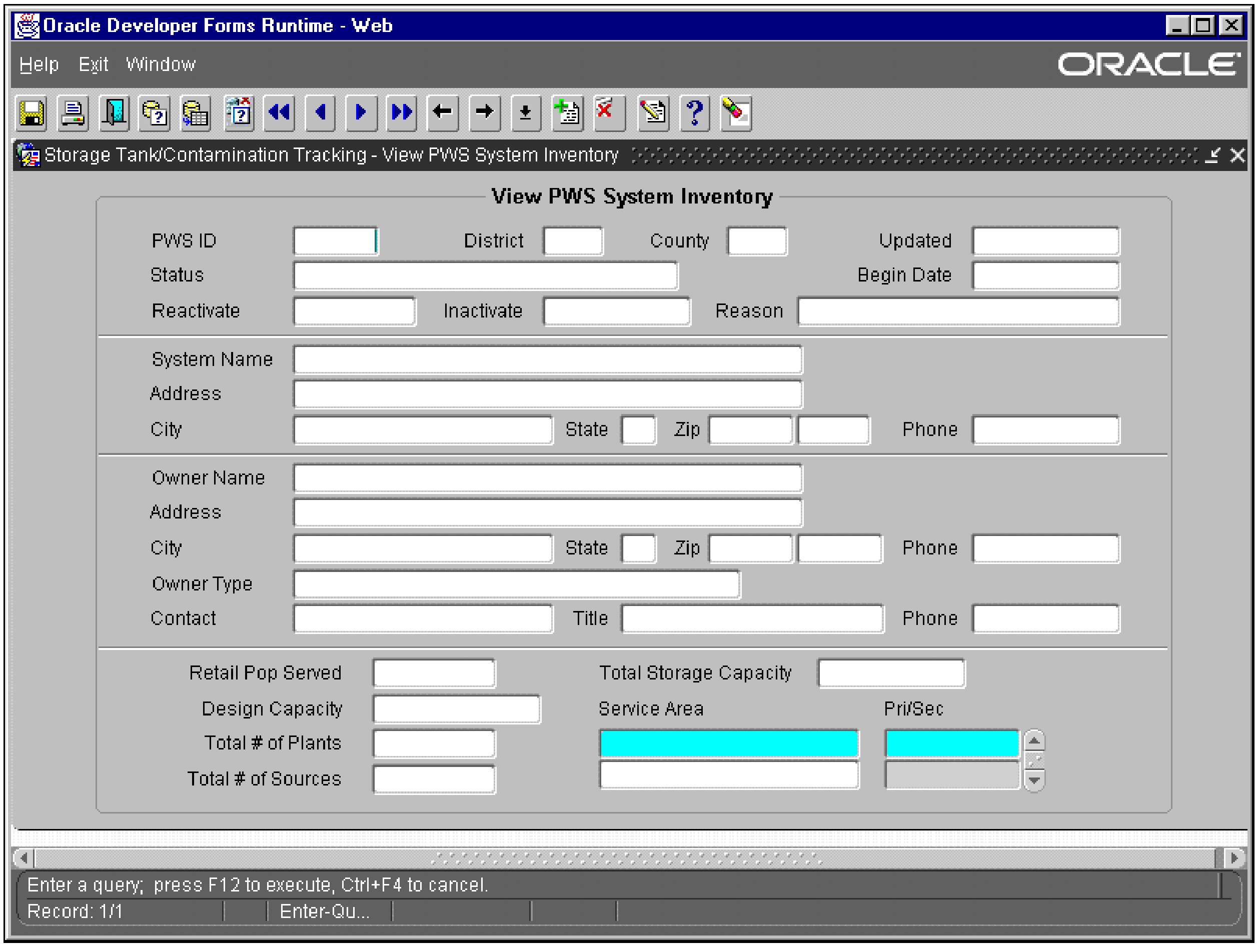


Main Menu – Potable Water Inventory Information

There are three forms for looking up potable water information. They are:

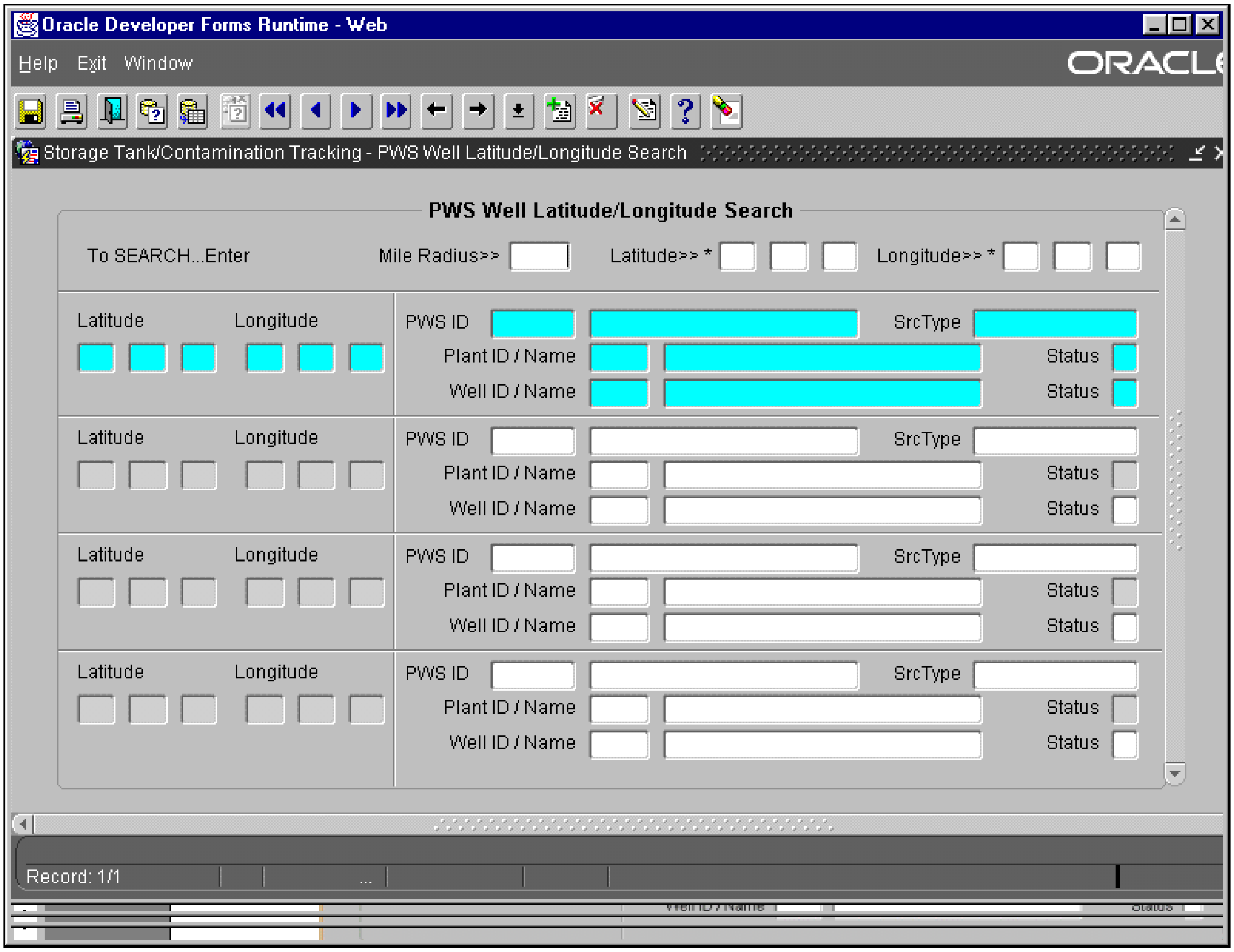
1) Potable Water System Inventory information
2) Potable Water System Lat/Long Search
3) Potable Water System Source/Well Information

The PWS Inventory Information form displays the PWS system details.



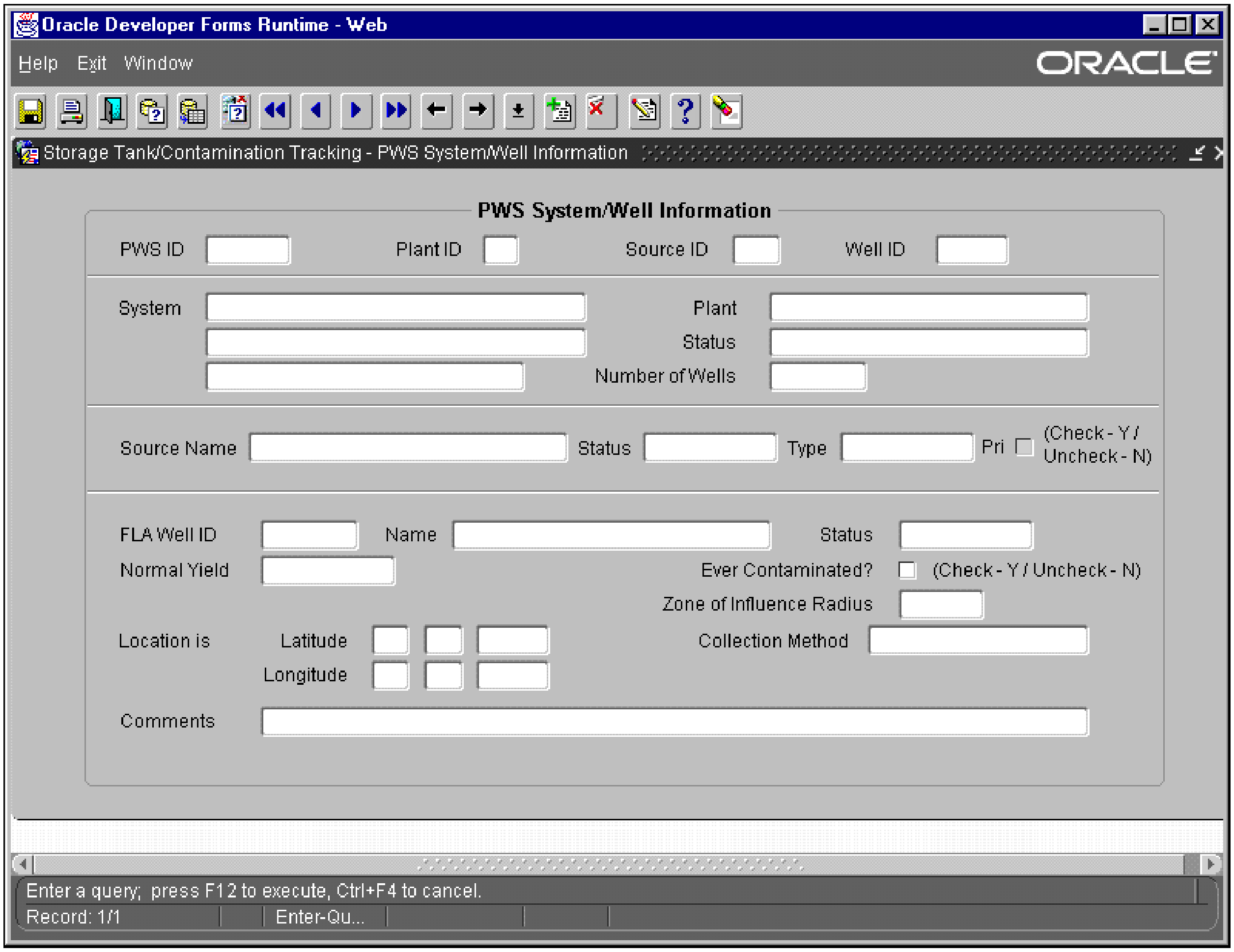
Potable Water System inventory Information

The PWS Lat/Long Search form allows for a radius search of wells within a specified distance from a single lat/long.



Potable Water Lat/Long Search

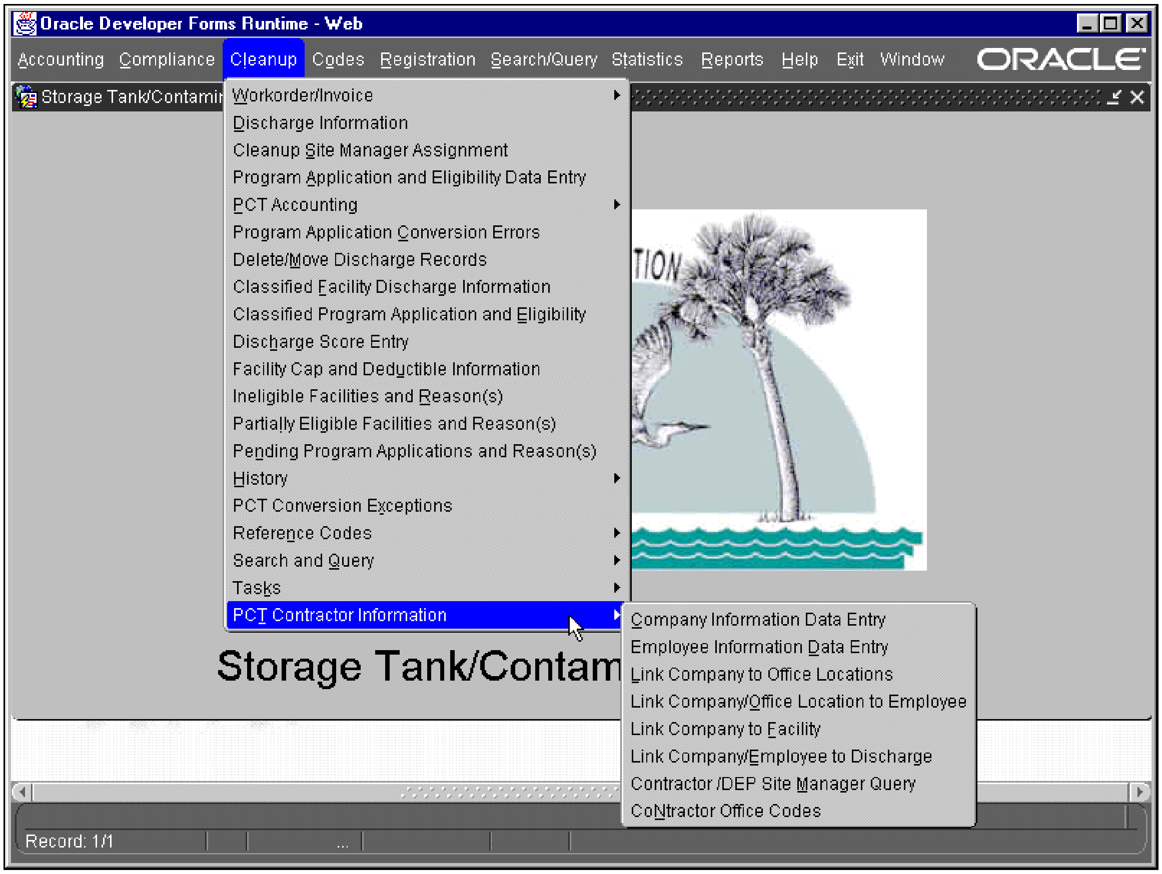
The PWS Source/Well Information form provides information on a source and the wells attached to it.



Potable Water System Source/Well Information

PCT Contractor Information

The PCT Contractor Information module is the place to go when you need any info at all about a specific contractor, their employees, and facilities they are currently cleaning up or approved to clean. It contains listings for all current contractors and their employees, as well as the ability to link them in various ways to a specific facility or discharge.

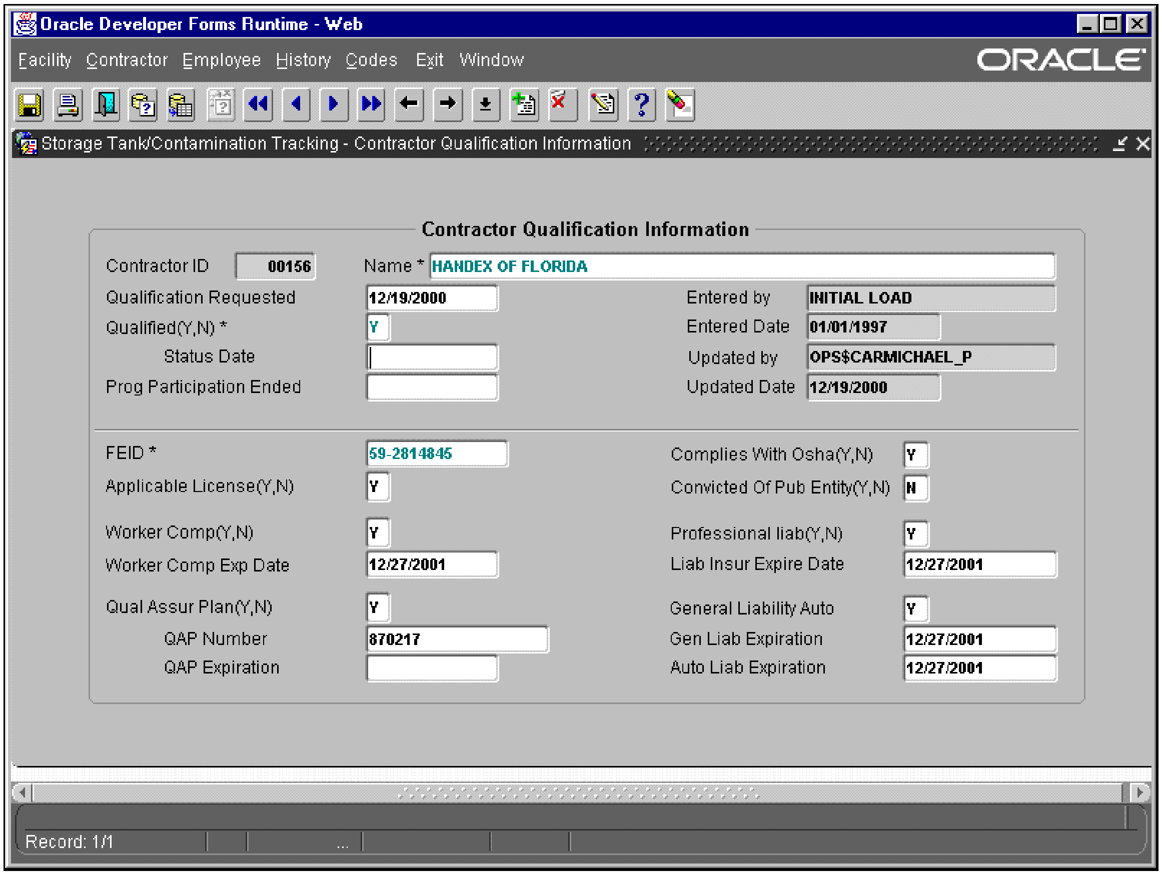


Main Menu

This module may be viewed by everyone but only those with a specific role may enter information.

Company Information Data Entry

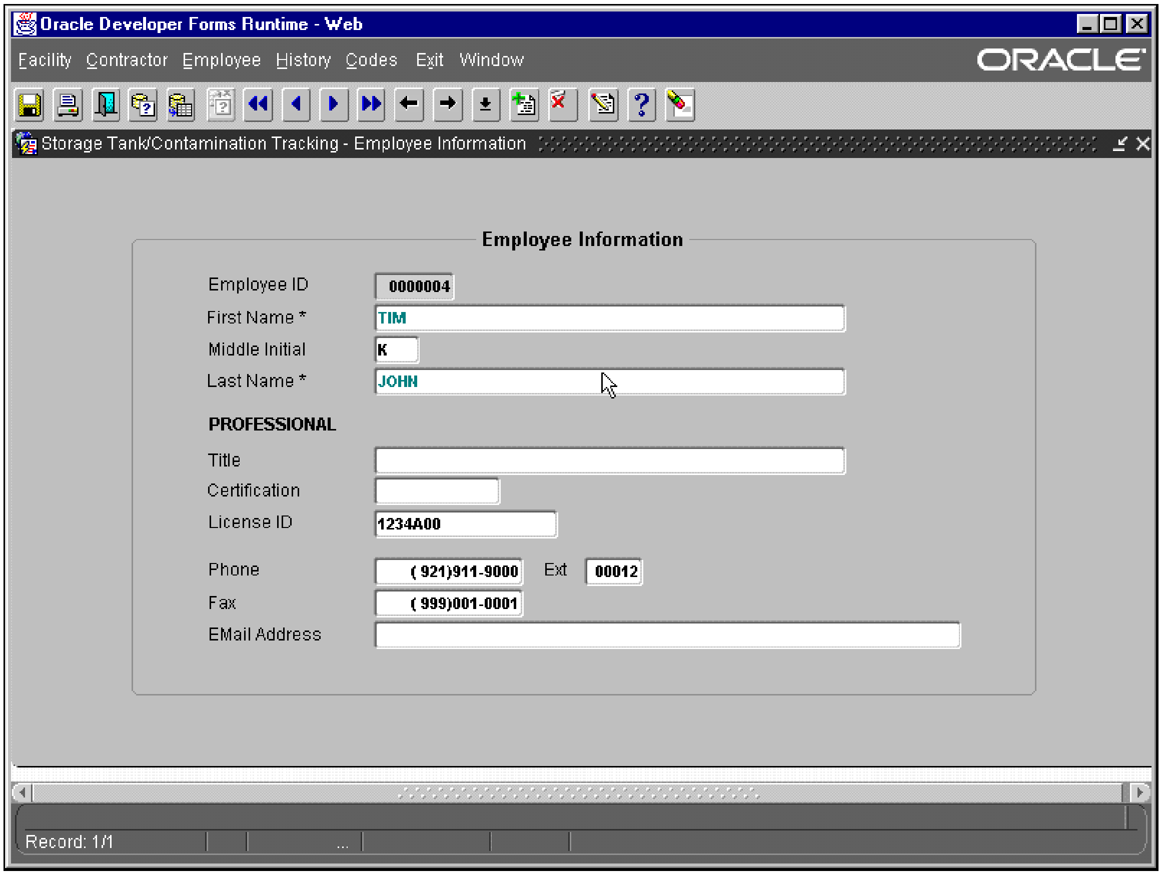
The Contractor Qualification Information form contains data indicating if a preapproval contractor is qualified to perform site cleanups. Information regarding a contractor's insurance and licenses, including expiration dates, are on this form. The Qualified Y/N box is updated automatically based on the other information on this form and is the ultimate indicator as to if a contractor is qualified to perform cleanup duties.



Contractor Qualification Information

Employee Information Data Entry

The Employee Information form contains information such as Name, Job Title, Certification, License ID, and contact information for site managers that work for the contractors. To enter a new employee from this form click the create record button or press **Ctrl + I** and enter the information. The Employee ID will be automatically generated for you when the changes are committed by pressing **Ctrl + F6**.



Employee Information

Link Company to Office Locations

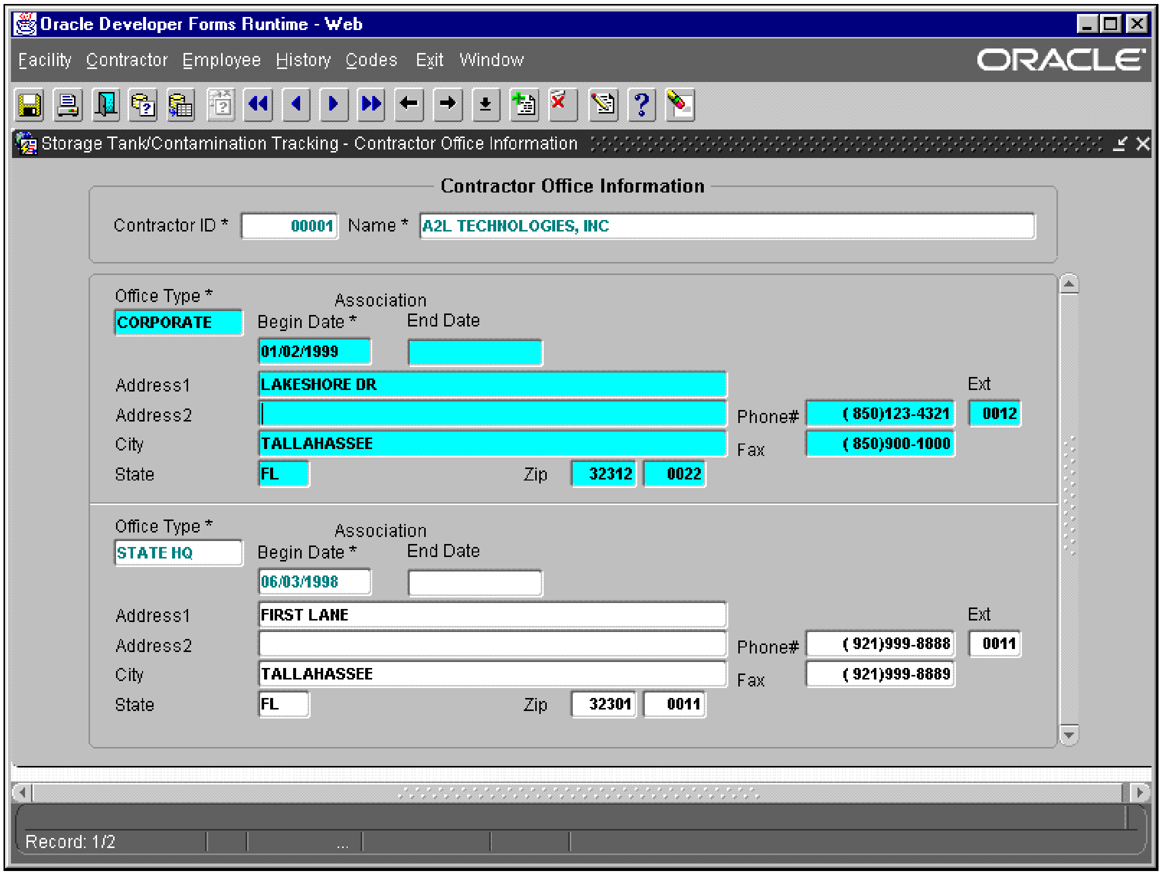
The Contractor Office Information form allows you to perform a query on a Contractor ID and get a listing of the offices associated with that contractor. There may be multiple listings that include each office owned by the Company. Included in these listings are Office Type, Mailing Address, Phone and Fax Numbers as well as Dates.

To add another office under a specific contractor, perform a query using the Contractor ID number. To do this:

1) Press **F11** to begin the enter query mode and enter the Contractor ID number

2) Press **F12**. Then highlight the record that you wish to enter your entry after, this will usually be the last record, and press **Ctrl + I**.

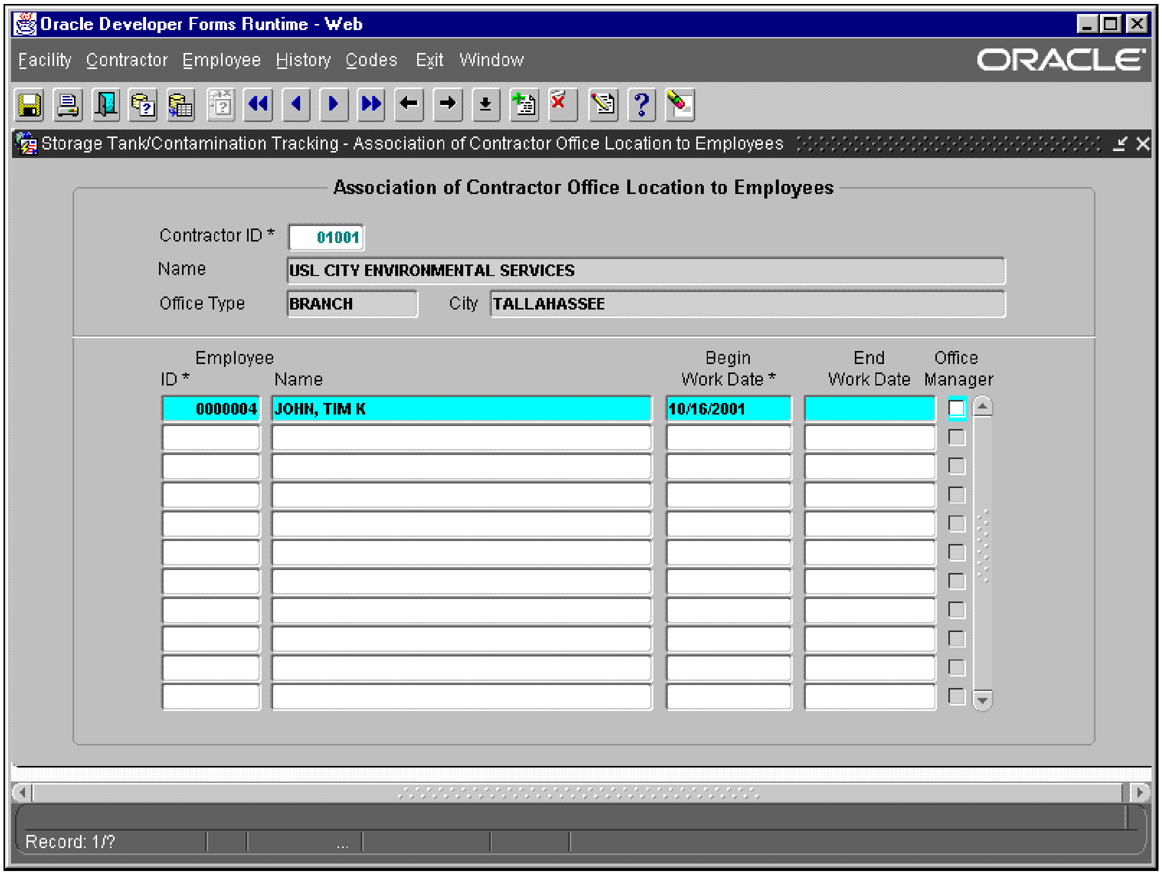
3) Once you have filled in all the information press **Ctrl + F6** to commit your changes.



Contractor Office Information

Link Company/Office Location to Employee

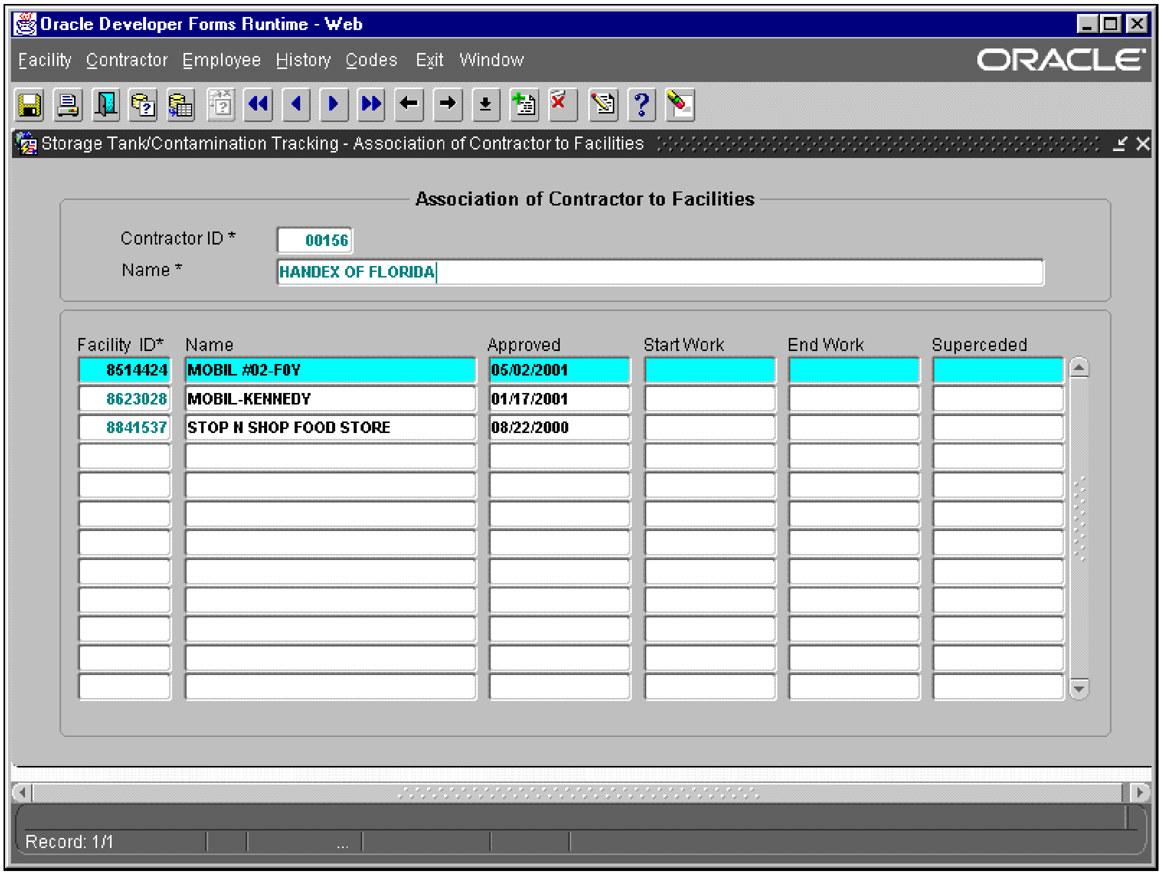
The Association of Contractor Office Location to Employees form is where you link together a contractor's employee with a specific office belonging to that contractor. The form lists the Employee ID and Name, the begin and end dates, and a check box field to specify if that employee is an Office Manager.



Association of Contractor Office Location to Employee

Link Company to Facility

The Association of Contractor to Facilities form is used to find a listing of all the facilities that a contractor has been approved to work on. The Contractor ID and Name fields can both be queried on. This form includes a listing of Facility ID, Name, Approval Date, Start Work Date, End Work Date and a Superceded Date field. The Superceded Date field refers to the date when another contractor takes over the cleanup work on that specific facility for the contractor that is currently listed.



Association of Contractor to Facilities

Link Company/Employee to Discharge

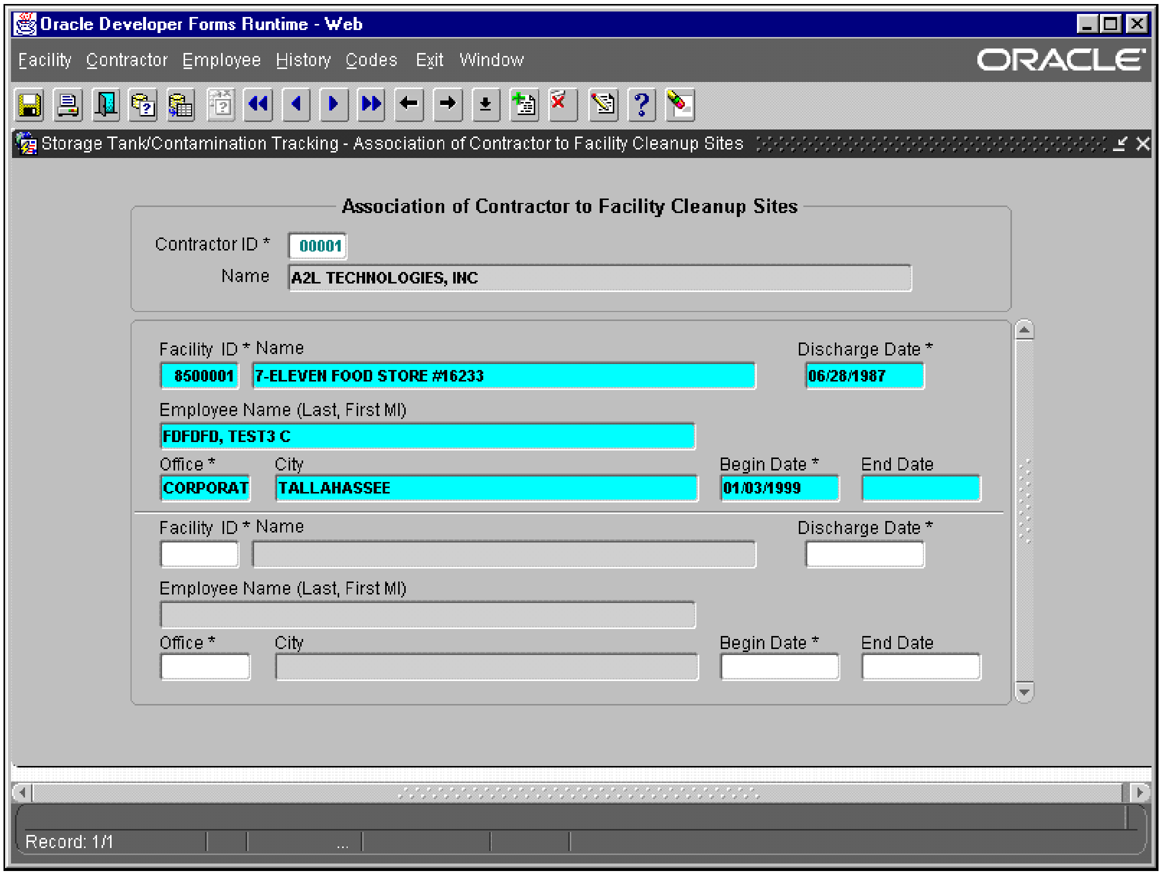
The Association of Contractor to Facility Cleanup Sites form is used to list all the specific Discharges by date at a Facility by linking them with the Contractor's Site Manager and the Contractor themselves. To perform a new query:

1) Press **F11** and enter the Contractor ID number.

2) Press **F12**.

3) Once this is done if you need to you may enter a new discharge for this contractor by pressing **Ctrl + I** to insert a new record and filling in the correct information.

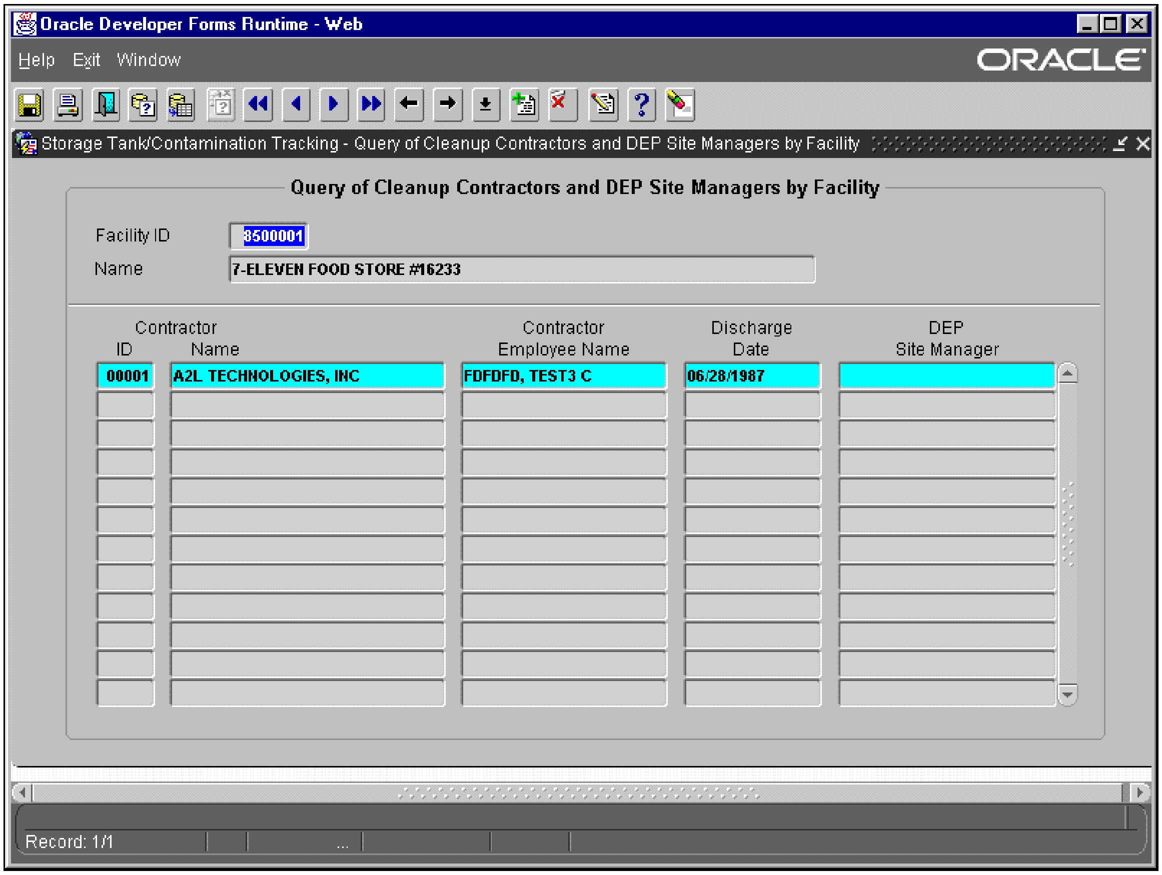
4) When you are done with this then you press **Ctrl + F6** to commit your changes.



Association of Contractor to Facility Cleanup Sites

Contractor/Dep Site Manager Query

The Query of Cleanup Contractors and DEP Site Managers by Facility allows you to perform a query on a single Facility ID. If the query is successful you will receive a listing of any contractors who are working on a discharge for that facility. These contain info on the Contractor ID, Contractor Name, Contractor Employee Name, Discharge Date, and the Name of the DEP Site Manager assigned to that site.

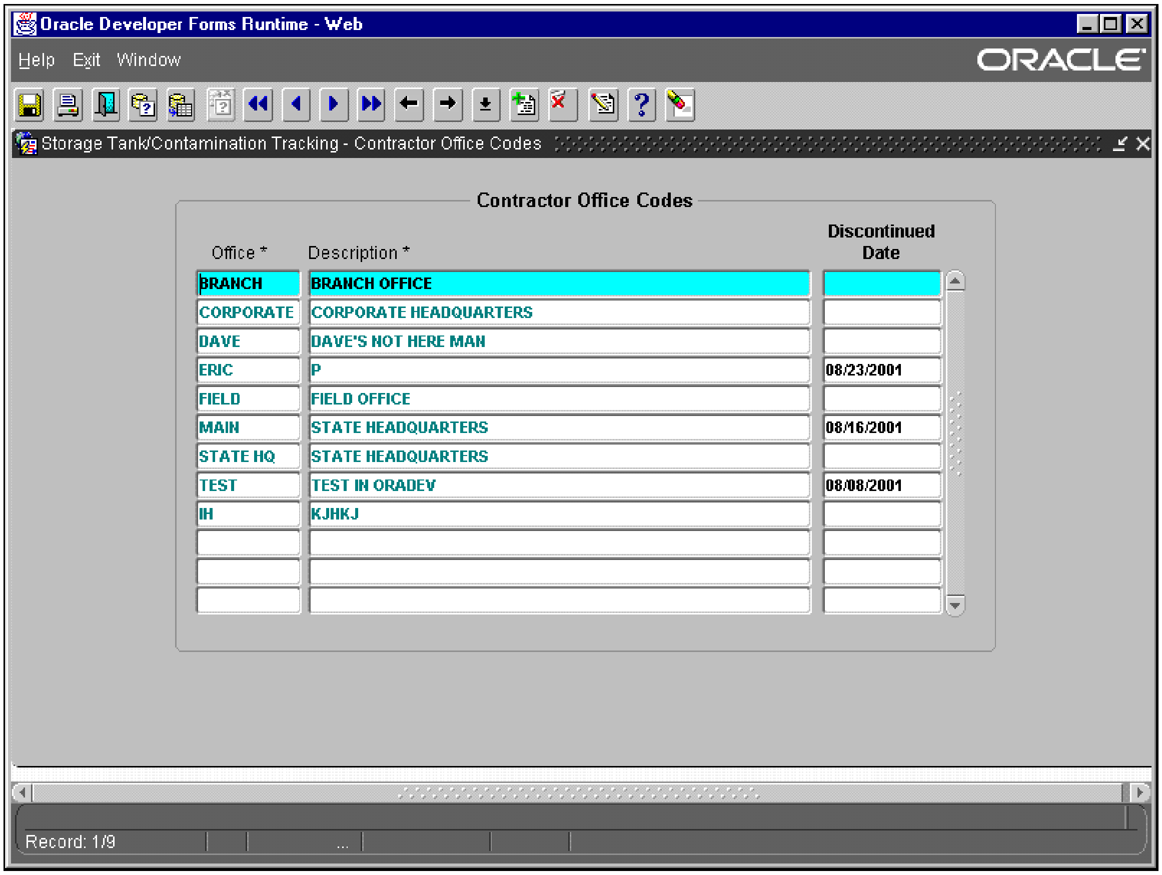


Query of Cleanup Contractors and DEP Site Managers by Facility

Contractor Office Codes

The Contractor Office Codes form is used to get a listing of all the different office types and their descriptions. A code may also be discontinued on this form by entering the appropriate date. Any code that has been discontinued will still appear in any listings where it has been entered prior to the discontinued date. However, it will not be given as a choice in a LOV listing after it has been discontinued.

NOTE: Anyone may view the Contractor Office Codes but only those with the proper role may add to the available codes or discontinue a current one.



Contractor Office Codes

Technical Review Document Module

Background

The Technical Document Review module was integrated into STCM in February of 2002. The functionality of two existing FoxPro 2.6 applications, RAP Log and Petroleum Review Tracking, was combined into a single STCM module, called Technical Document Review (TDR). RAP Log tracked the assignment and review of Remediation Action technical documents. Petroleum Review Tracking tracked the assignment and review of Site Assessment technical documents.

The TDR module gives geologists and engineers the ability to track the technical documents that have been assigned to them for review and provides managers with a tool to make work load balancing decisions. Because the TDR module allows the management of several kinds of documents, each document record has a document type that identifies that record as either a SA or RA document. The document type determines what actions a user can take with that document.

There are three STCM roles that allow access to different parts of the TDR module.

TDR_RA_CLERK – Allows insert, update, and delete of RA document records. Allows the user to view SA document records.

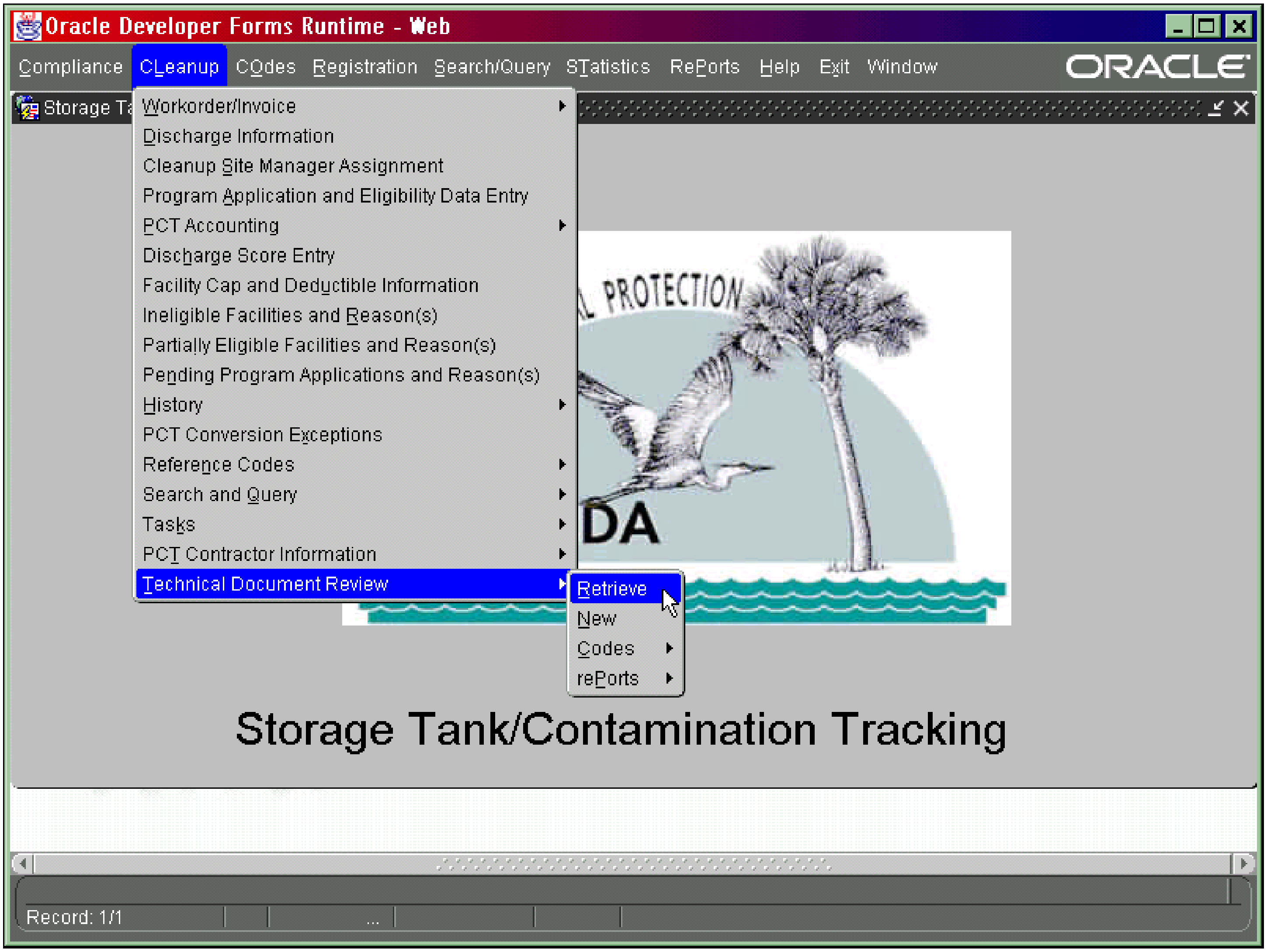
TDR_SA_CLERK – Allows insert, update, and delete of SA document records. Allows the user to view RA document records.

Special Case:
A user with both the TDR_RA_CLERK role and TDR_SA_CLERK role is able to update the document type of a TDR record.

PCT_ADMIN – Allows insert, update, and delete of RA and SA document records. Allows insert, update, and delete of TDR code tables. Allows TDR document type update.

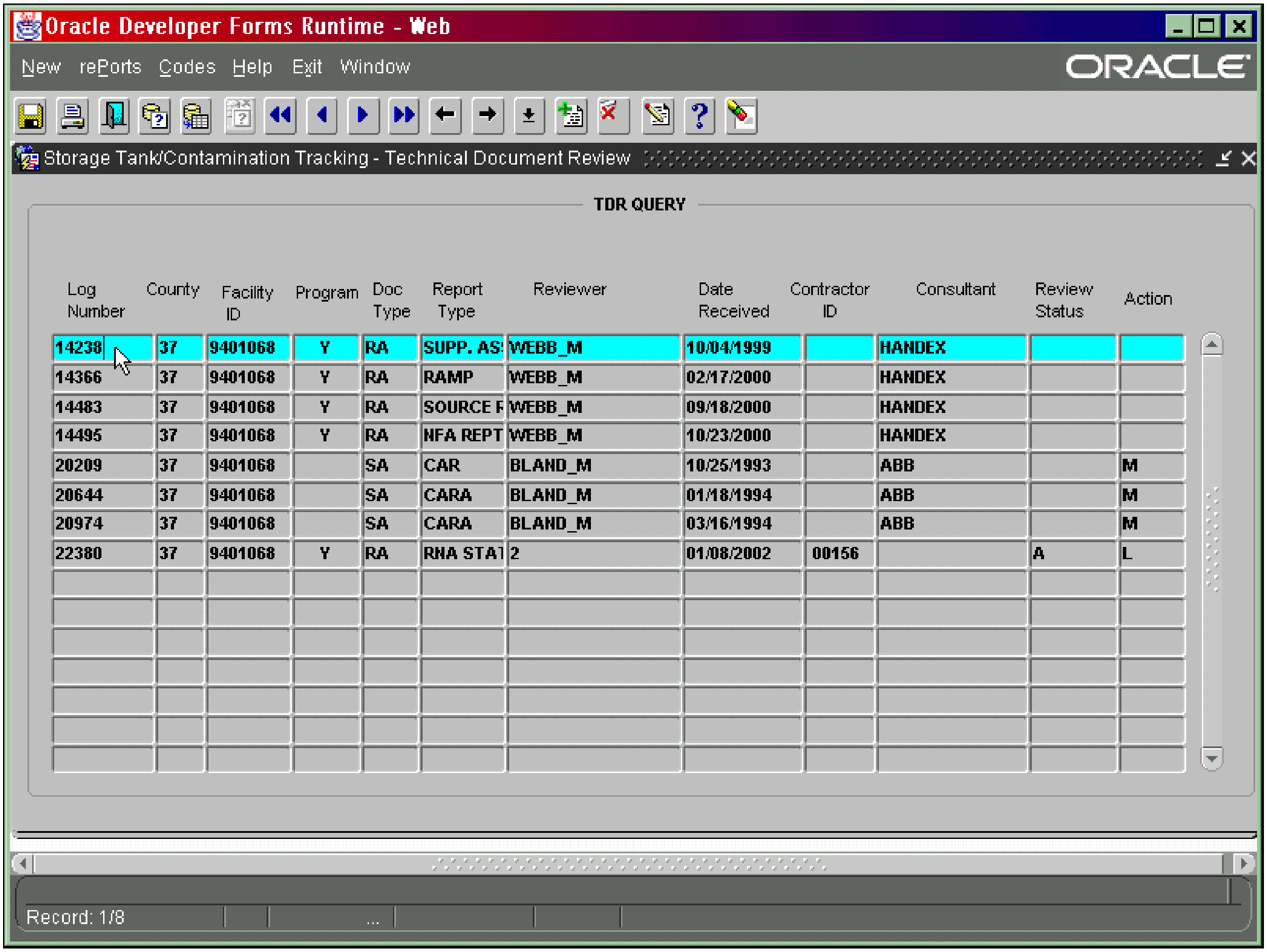
Retrieving Data

To retrieve existing documents choose **Cleanup, Technical Document Review, Retrieve** from the STCM Main Menu**.**



STCM Main Menu

Enter the information you wish to query on and press **F12**. For example, if you want to query all of the RA documents for Facility ID 9401068, start by entering 9401068 in the Facility ID field and then enter RA in the Doc Type field. Press F12 or click the Execute Query toolbar button to run the query.



Oracle Developer Forms Runtime - Web

New reports Codes Help Exit Window

Storage Tank/Contamination Tracking - Technical Document Review

TDR QUERY

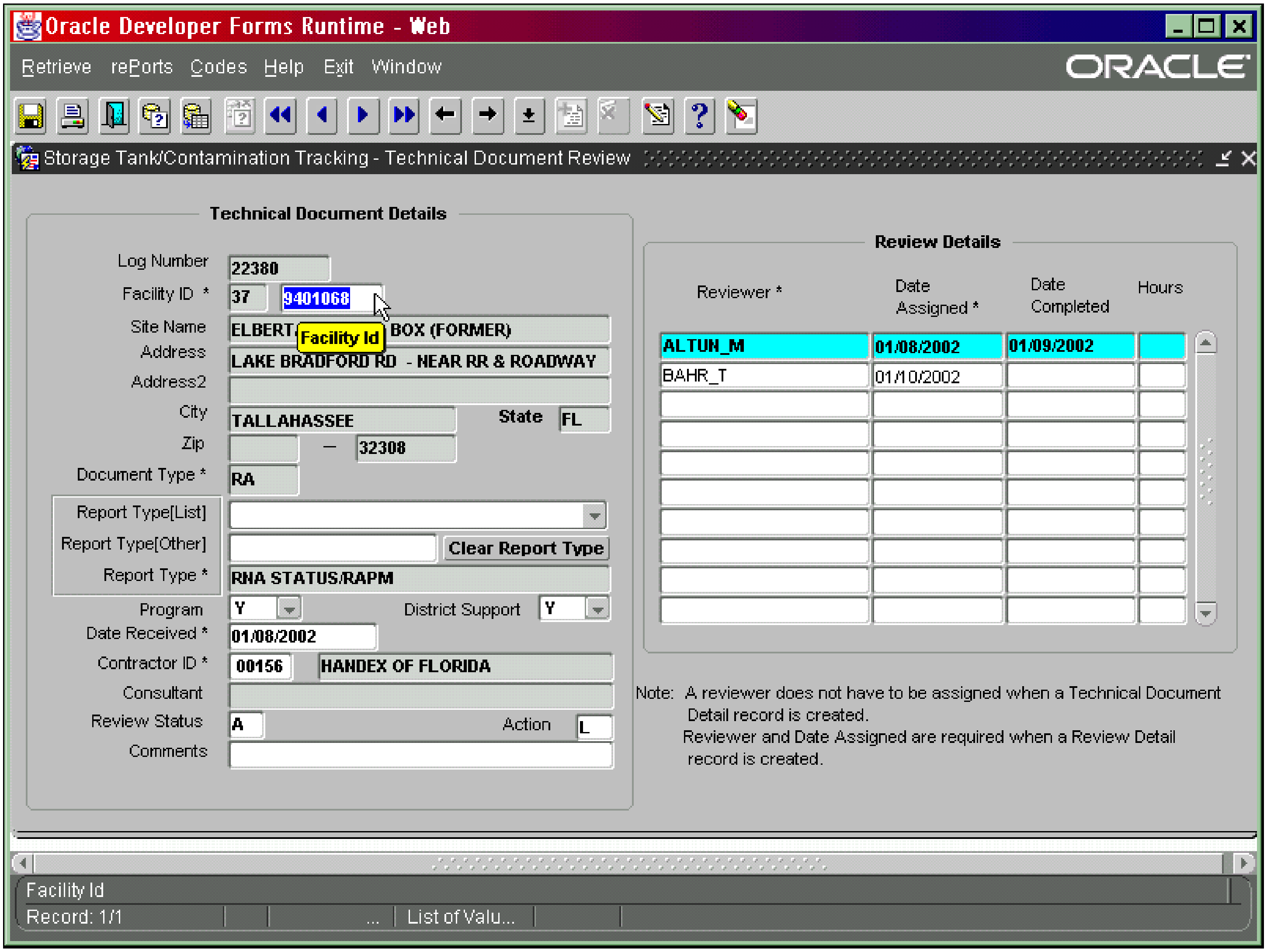
Log Number	County	Facility ID	Program	Doc Type	Report Type	Reviewer	Date Received	Contractor ID	Consultant	Review Status	Action
14238	37	9401068	Y	RA	SUPP. AS	WEBB_M	10/04/1999		HANDEX		
14366	37	9401068	Y	RA	RAMP	WEBB_M	02/17/2000		HANDEX		
14483	37	9401068	Y	RA	SOURCE F	WEBB_M	09/18/2000		HANDEX		
14495	37	9401068	Y	RA	NFA REPT	WEBB_M	10/23/2000		HANDEX		
20209	37	9401068		SA	CAR	BLAND_M	10/25/1993		ABB		M
20644	37	9401068		SA	CARA	BLAND_M	01/18/1994		ABB		M
20974	37	9401068		SA	CARA	BLAND_M	03/16/1994		ABB		M
22380	37	9401068	Y	RA	RNA STAT	2	01/08/2002	00156		A	L

Record: 1/8

Technical Document Review Query Form

To select a specific document double click on the selected record and the details for that document will appear. Alternatively, you can select the record you wish to view and press the Page Down button on your keyboard.

Updating Data



Technical Document Review Data Entry Form

You may change any field that has a white background. Fields that have gray backgrounds are read only. If you make any changes press **Ctrl + F6** to save before you exit the form.

Common fields that will be updated after being retrieved include Date Completed and Hours. The Date Completed is the date the reviewer finishes reviewing the document. The Hours field stores the number of hours the reviewer spent on the document.

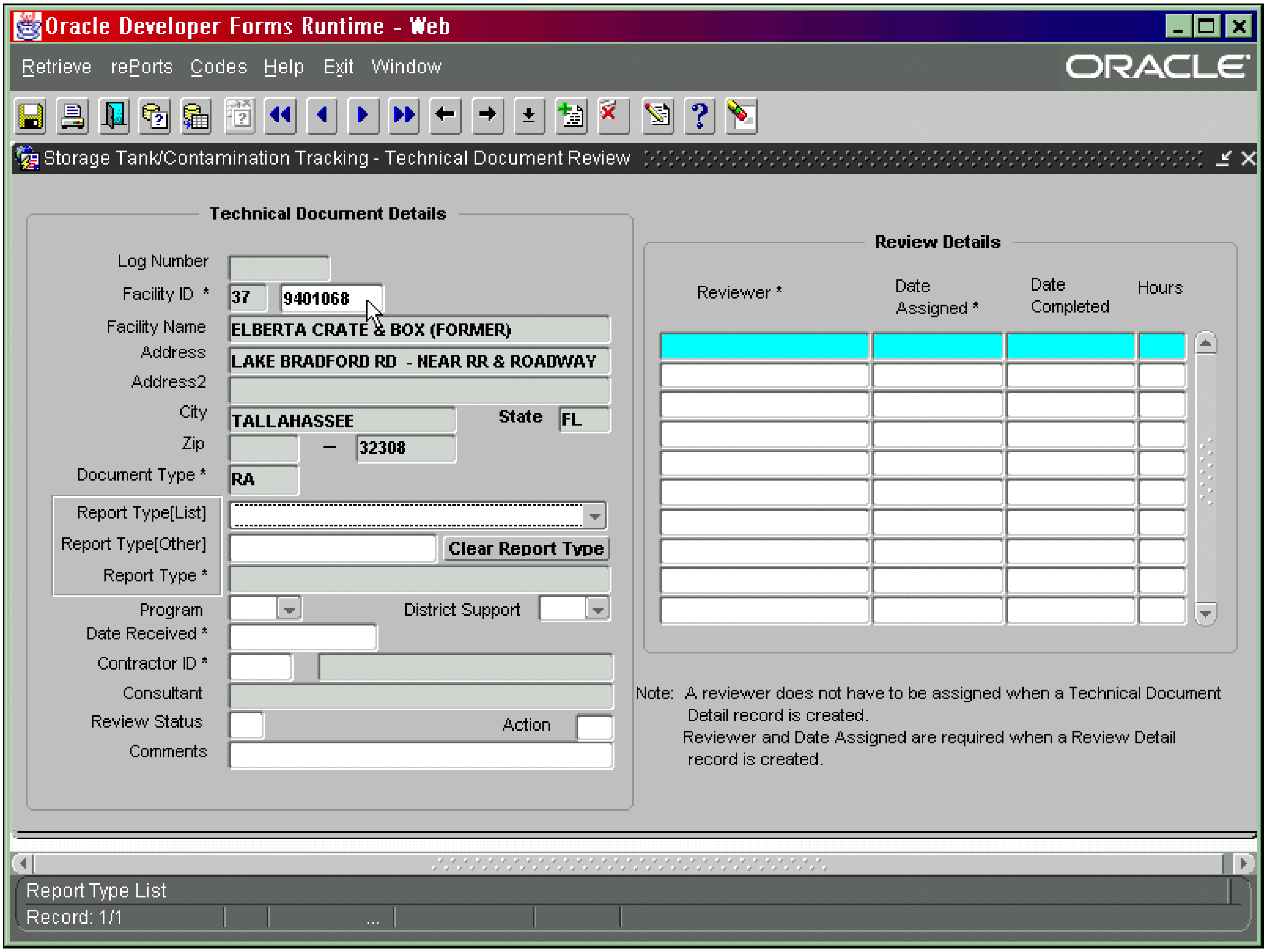
Field Definitions

Field Name	Field Definition
Log Number	Uniquely identifies each document.
Facility ID	The Facility ID the document references.
Document Type	Indicates whether the document supports the RA or SA task.
Report Type [List]	Provides all of the available report type selections. More than one report type can be selected.
Report Type [Other]	Allows free form text for report types that aren't available in the Report Type [List].
Report Type	Displays all of the report types that identify the document.
Program	Indicates if the document references a program eligible site.
District Support	Indicates if the document is being reviewed by Tallahassee staff to support a district lead site.
Date Received	The date the document was received by the Department.
Contractor ID	The contractor that prepared the document.
Consultant	The consultant abbreviation as identified by the original RAP Log or PETREVTR data. This field is read only and is available for historical purposes only.
Review Status	The status of the document review.
Action	The action taken upon completion of the document review.
Comments	Note: During the data conversion, the Review Status values in the original data were moved to the Comments field.
Reviewer	The reviewer assigned to the document.
Date Assigned	The date the reviewer was assigned to the document.
Date Completed	The date the reviewer completed the document review.
Hours	The number of hours the reviewer spent on the document.

Entering New Records

Select **Cleanup, Technical Document Review, New** from the STCM main menu or choose New from the Technical Document Review Query or Technical Document Review Data Entry form.

Document Type will be automatically populated for you when you enter the Technical Document Review Data Entry form. This value is based on the TDR role you've been assigned.



Technical Document Review Data Entry Form

Facility

When you first enter the data entry form, your cursor is in the Facility ID field. Enter the **seven-digit** Facility ID associated with the information you are entering and press **Tab**. The County ID, Facility Address, City, State, and Zip Code will be automatically populated for you.

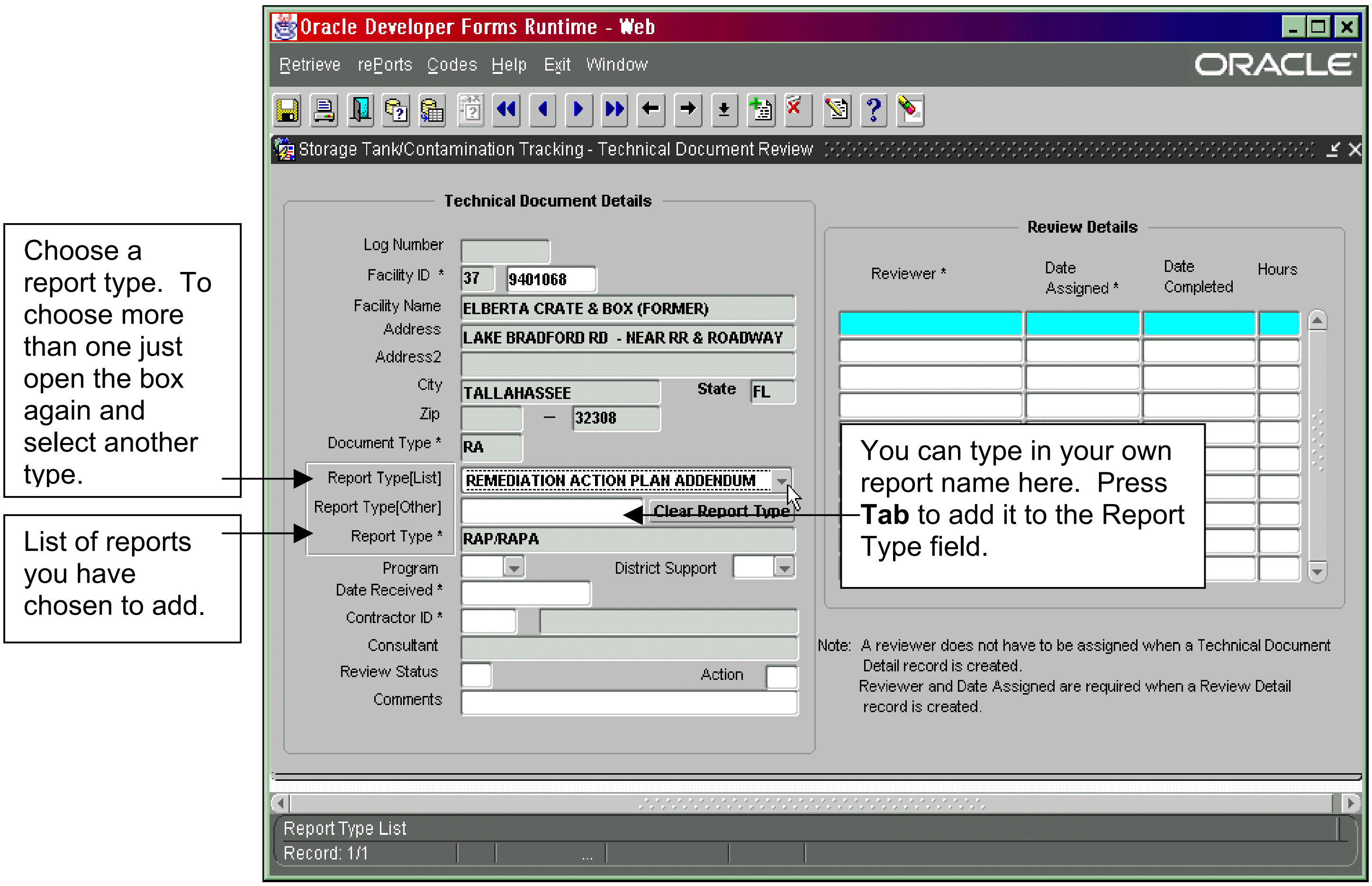
Report Type

Choose the report types that apply to this document. Click the down arrow on the Report Type [List] field. All of the report types available for the document type will be displayed. Choose a report type by selecting it from the drop down list.

To choose more than one report type keep opening the list and selecting a report. Each report name will be added to the Report Type field. Multiple report types will be separated by a /.

If you do not find your Report Type in the drop down box you may add it to the Report Type field yourself by typing it into the Report Type (Other) field and then pressing **Tab**.

To clear the Report Type field press the Clear Report Type button.



Choosing Report Types

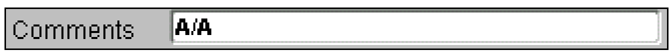
Contractor

Enter the Contractor ID that is working on the site and press **Tab**. The contractor name will fill in automatically. If you do not know which contractor submitted the document or if the Contractor ID does not apply, you can use Contractor ID 00000 – Null (No Consultant).

> If you are more comfortable searching for a Contractor based on the name, click in the Contractor Name field, which is next to the Contractor ID field. Enter the first part of the Contractor Name and press **Ctrl + L** or the List of Values toolbar button to execute the List of Values. The List of Values will display only the contractor records that begin with what you entered.

The Consultant field displays historical Consultant values for documents that were converted into the Technical Document Review module.

Comments



Enter any comments you would like to make about this report and/or action. To display the Editor window, place your cursor in the Comments field and press **Ctrl + E** on the keyboard.

Add Reviewer

Using the list of values, please select a Site Manager and press Tab. Only the site managers that have been assigned to this document type in the Reviewer Codes form will be displayed in the list of values.

Enter the date the document was assigned to the reviewer in the Date Assigned field.

> A reviewer does not have to be assigned at the time the document information is entered. The reviewer information can be assigned later. It is also possible to have more than one reviewer assigned to a document at the same time. In some cases have multiple reviewers assigned to a document at the same time is appropriate, but other times having multiple reviewers is not appropriate. Therefore be sure to add an end date for a reviewer when he/she is no longer assigned to that document.

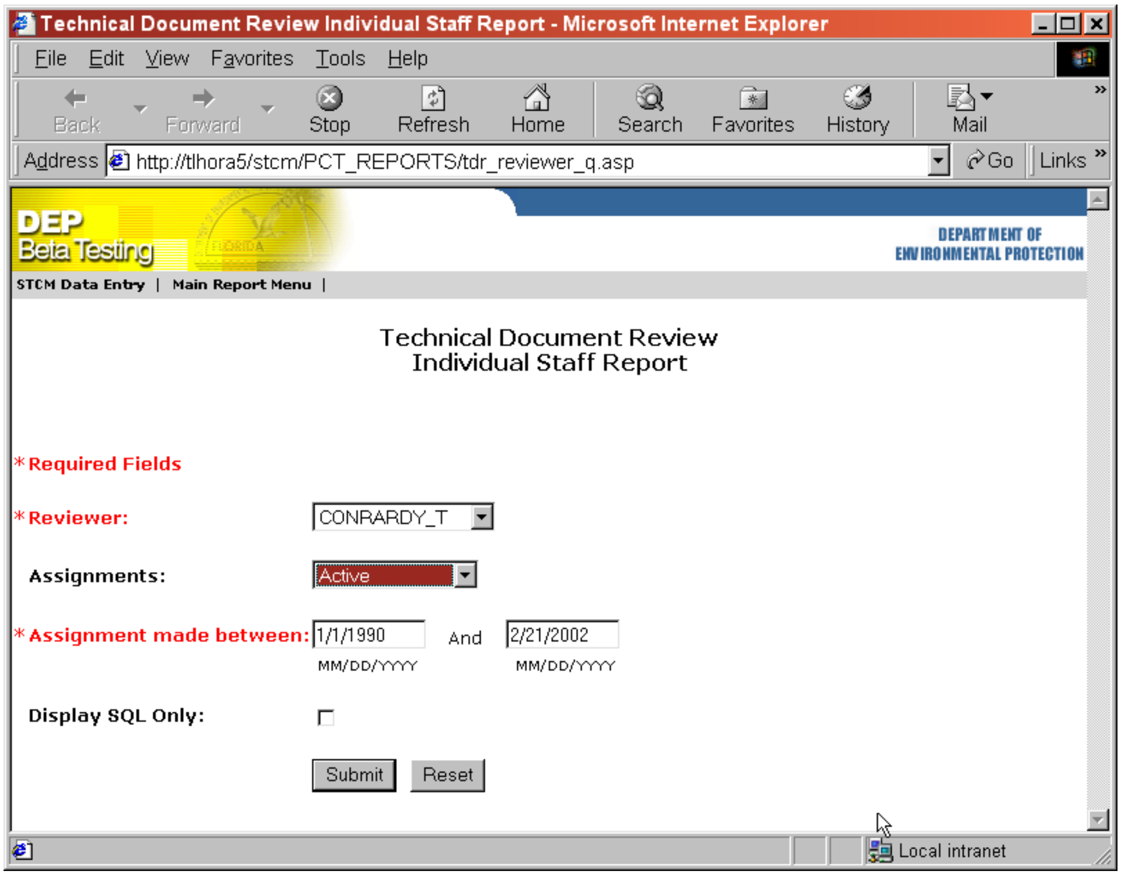
Press **Ctrl + F6** to save the new record.

Creating Your Own TDR Reports

Staff Report

The Staff Report allows you to query all documents assigned to a particular reviewer at any given time.

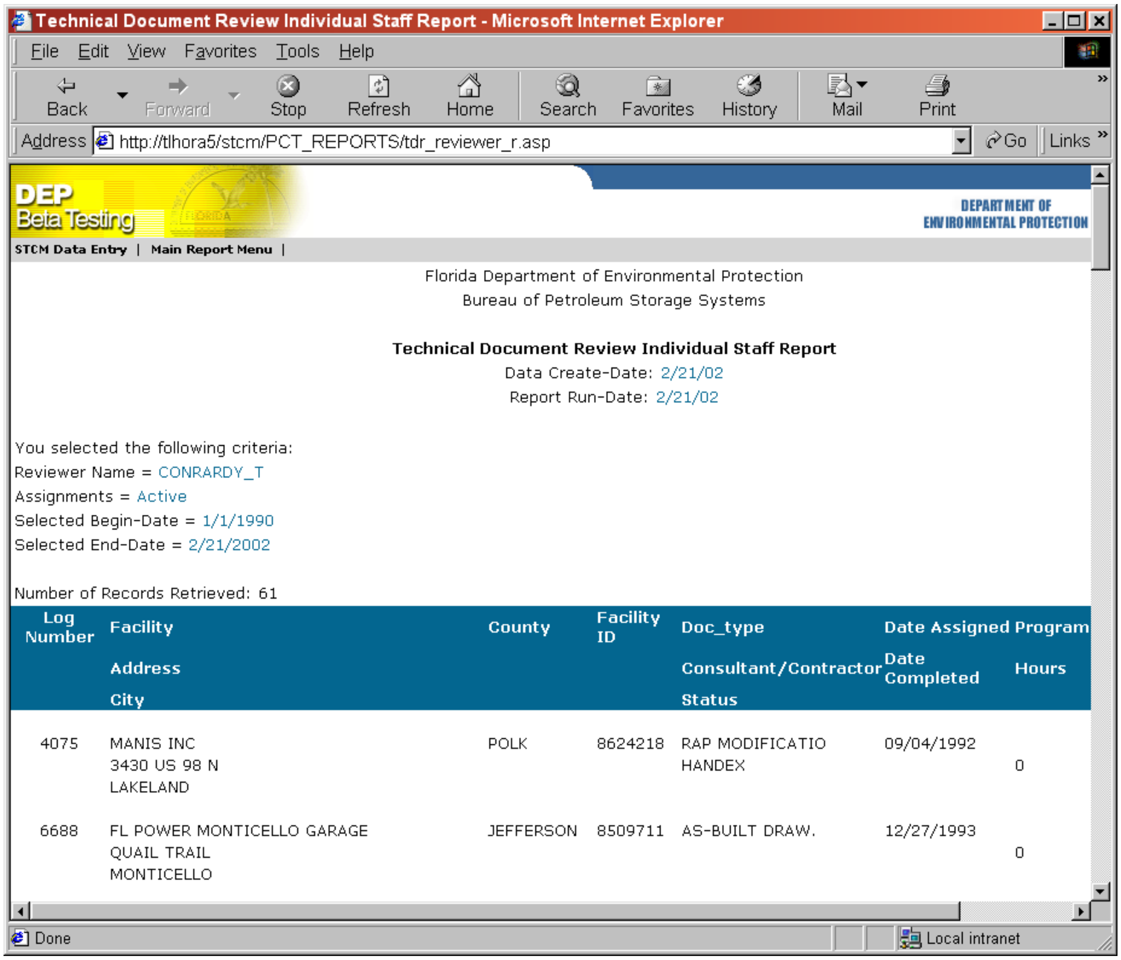
To access the staff reports from the STCM main menu, select: **Cleanup, Technical Document Review, Reports, Staff Report**.



Technical Document Review Staff Report

Select the reviewer you want to query on. Select the kind of assignments you want to see in the report. You can choose all documents that have ever been assigned to a reviewer, all active assignments, or all completed assignments. Enter the date range in which the assignment would have been made. For example, if you want to view all of the documents ever assigned to a site manager, enter 01/01/1990 through today's date. If you want to see all of the documents assigned to a reviewer in the past month, enter the first and last date of the month.

Press the **Submit** button and the report will be generated. Press the **Reset** button to clear the Staff Report query criteria and enter new data.


Technical Document Review Individual Staff Report - Microsoft Internet Explorer

http://tlhora5/stcm/PCT_REPORTS/tdr_reviewer_r.asp

DEP Beta Testing

DEPARTMENT OF ENVIRONMENTAL PROTECTION

STCM Data Entry | Main Report Menu |

Florida Department of Environmental Protection
Bureau of Petroleum Storage Systems

Technical Document Review Individual Staff Report
Data Create-Date: 2/21/02
Report Run-Date: 2/21/02

You selected the following criteria:
Reviewer Name = CONRARDY_T
Assignments = Active
Selected Begin-Date = 1/1/1990
Selected End-Date = 2/21/2002

Number of Records Retrieved: 61

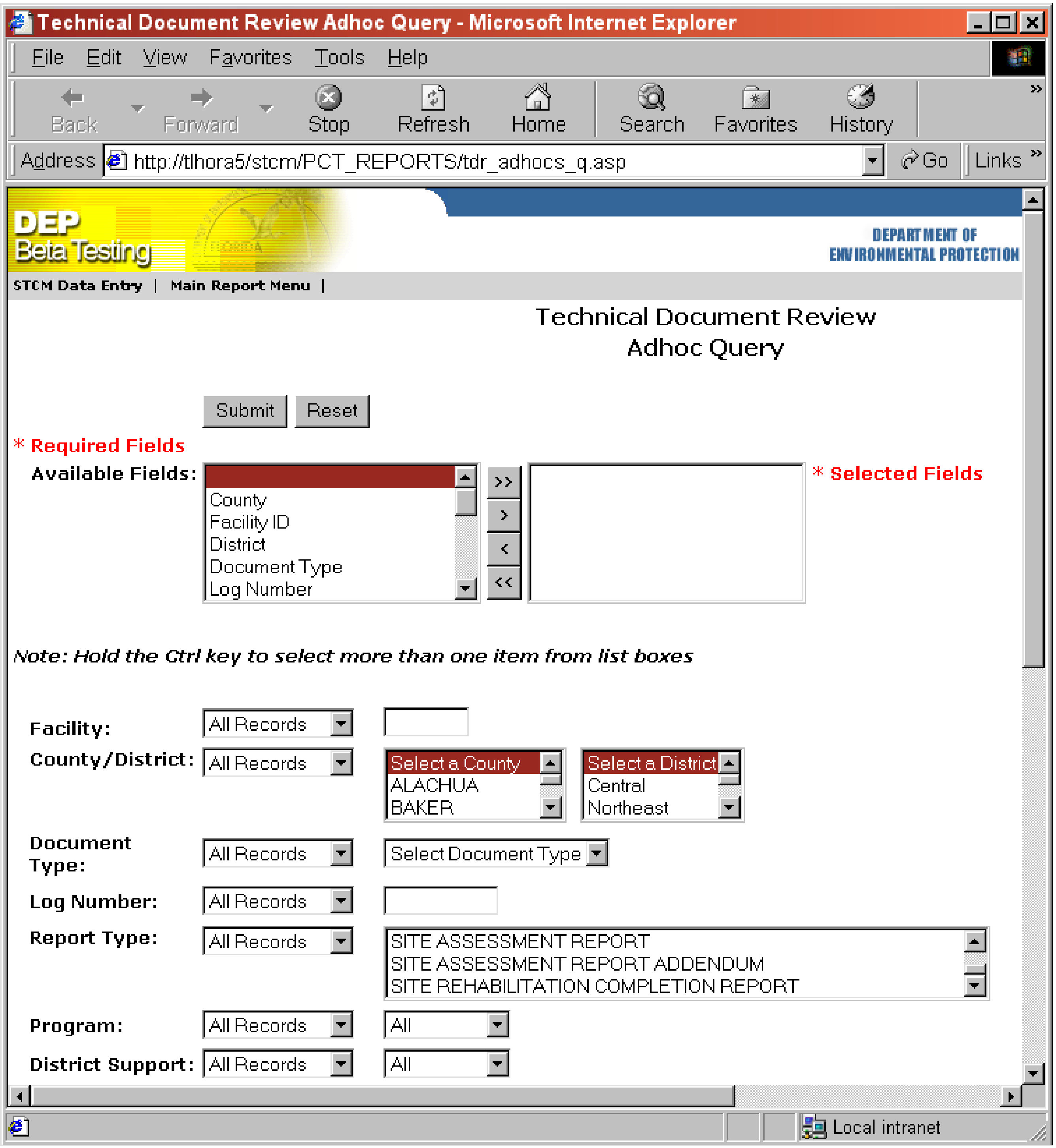
Log Number	Facility / Address / City	County	Facility ID	Doc_type / Consultant/Contractor / Status	Date Assigned / Date Completed	Program / Hours
4075	MANIS INC 3430 US 98 N LAKELAND	POLK	8624218	RAP MODIFICATIO HANDEX	09/04/1992	0
6688	FL POWER MONTICELLO GARAGE QUAIL TRAIL MONTICELLO	JEFFERSON	8509711	AS-BUILT DRAW.	12/27/1993	0

Done — Local intranet

Sample Staff Report

Ad Hoc Report

The Ad Hoc Report is a new tool that allows you to create your own report. It gives you the ability to choose the columns you want to see on the report and what the report will return. To access the Ad Hoc Report from the STCM main menu, select: **Cleanup, Technical Document Review, Reports, Ad Hoc Query**.

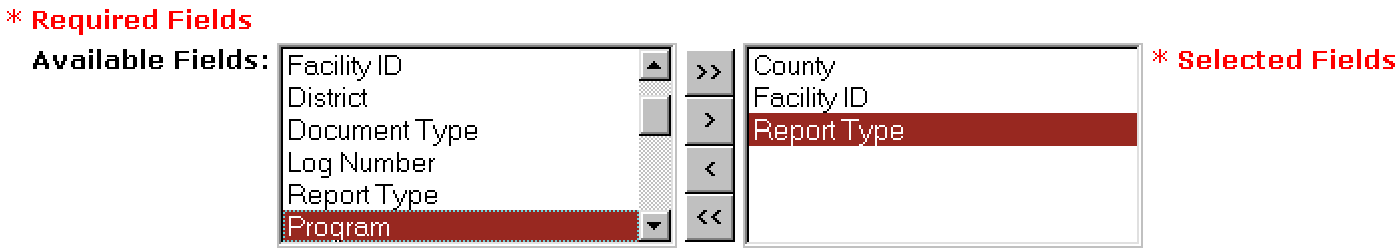


Ad Hoc Query

Add Fields to the Report

You must specify the fields you want to display in your report. The fields that can be included in your report are displayed in the Available Fields list box. The fields you have selected for your report are displayed in the Selected Fields list box.

To choose one field at a time, select the field in the Available Fields list box and either double click the field or click the **>** button. To choose all of the available fields, choose the **>>** button.



Available Fields

Comparison Operators

Before you run the report, you must decide what you want to see in the report results. Each field has a comparison operator. The comparison operator allows the flexibility to define what your report results will be. You must choose a comparison operator for each query field. Not all fields have the same comparison operators. The following is a list of the comparison operators you will see:

1) **All records** - Choose this if you do not want to specify information to query on in this field.

2) **Equal to** - Choose this operator if you want the information in the chosen field to be equal to the value entered on the query screen.

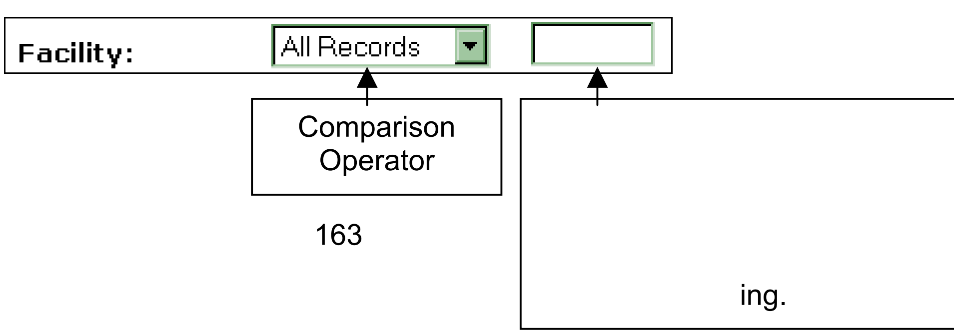
3) **In** - Choose this if you want to specify more than one value that the chosen field can be equal to, i.e. more than one reviewer name.

4) **Greater than** - Choose this if you want all records that are greater than the value entered in the chosen field.

5) **Less than** - Choose this if you want all records that are less than the value entered in the chosen field.

6) **Between** - Choose this if you want all records that have a value between the two values you entered for this field on the query screen.

7) **Like** - Choose this operator if you want all records that have information in this field that contains what you have entered for this field on the query screen.



Field Definitions

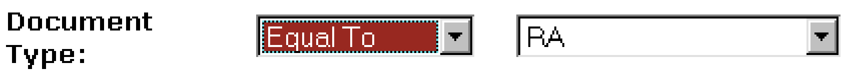
1. Facility – The Facility field allows you to search for one or more facilities. To search for a single facility, choose the Equal To comparison operator. To search for multiple facilities, choose the In comparison operator and enter the facilities with the field separated by commas with no spaces.

2. County/District – You can narrow your search by choosing a specific County or a specific District. If you choose a District, any selections you have made in the County list box will be ignored.

   To search on a single county or district, choose the Equal To comparison operator. To search for multiple counties or districts, choose the In comparison operator.

   Hold the Ctrl key to select multiple counties or districts.

3. Document Type – To search for only records of a specific document type, choose the Equal To operator and specify which document type you want to include in your search. The available choices are either RA or SA.



4. Log Number – You can search for a single log number or a range of log numbers. To search for a specific log number, choose the Equal To comparison operator and specify the log number you want to search for.

   To search for a range of log numbers, choose the Greater Than or Less Than comparison operator and specify the log number you want to search for.

   Tip: Remember that Greater Than and Less Than are exclusive operators. If you want to search for a document that falls within the range of 12345 through the last log number on file, you must select Greater Than as the comparison operator and enter 12344 as the log number value in order for log number 12345 to be included in the results.

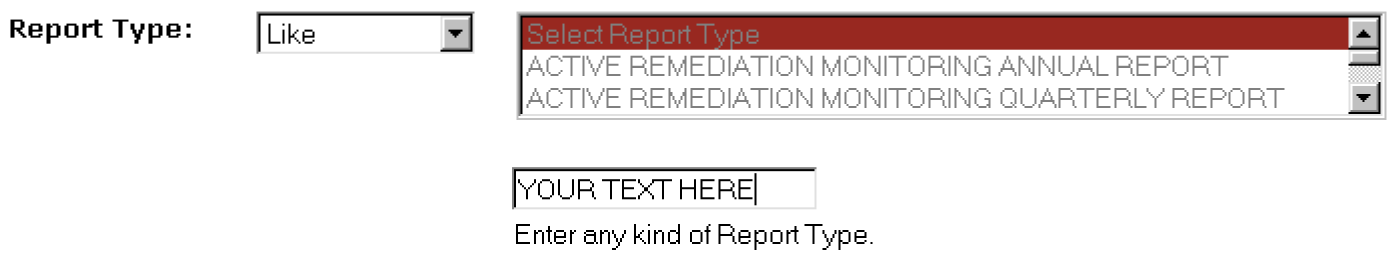
5. Report Type – You can search for documents that equal a specific value or documents that contain a specific value. The difference is significant because multiple report types can be assigned to a single document.

   If you want to search for documents that only contain a specific value, such as Remediation Action Plan, choose Equal To as the comparison operator and select Remediation Action Plan from the Report Type list box. This will return documents that have only Remediation Action Plan as the report type. If a document has both Remediation Action Plan and Pilot Study Proposal as report types, these documents will not be included in the report results.

If you want to search for documents that have Remediation Action Plan anywhere in the report type, choose Like as the comparison operator and select Remediation Action Plan as the report type. This return documents that have only Remediation Action Plan as the report type and documents that have both Remediation Action Plan and Pilot Study Proposal as the report type.

To search for multiple report types, choose Like as the comparison operator and select the report types you want to search for. Remember to hold down the Ctrl key when choosing multiple report types.

Additionally, you can search for documents that contain free form text as part of the report type. Choose Like as the comparison operator and type the text into the pop up field to the right of the Report Type list box.



6. Program – You can search for documents that are either program eligible, not program eligible, have any kind of program designation, or are blank. If you want to search for documents that are program eligible, choose Equal To as the comparison operator and Y as the program value. To search for documents that are not program eligible, choose N as the program value.

   To search for documents that have either a Y or N for program, choose NOT NULL as the program value. To search for documents that do not have a program designation, choose NULL as the program value.

7. District Support – You can search for documents that are for sites being cleaned up by the district but were reviewed by Tallahassee staff. To search for documents that were reviewed to assist a district, choose Equal To as the comparison operator and select Y as the District Support value. To search for documents that were not reviewed to assist a district, choose N as the District Support value.

   To search for documents that have either a Y or N as the district support value, choose NOT NULL. To search for documents that do not have a value for district support, choose NULL.

8. Received Date – There are several options for searching on Received Date. You can search for documents received on a specific date, greater than or less than a specific date, or within a date range.

   To search for documents received on a specific date, choose Equal To as the comparison operator and enter the date in the Received Date field. To search for documents received either greater than or less than a specific date, choose the appropriate comparison operator and enter the date in the Received Date field. Remember that the Greater Than and Less Than operators are exclusive. If choose Greater Than and enter 01/01/2002 in the Received Date, the search will return documents received after but not including 01/01/2002.

To search for documents within a date range, choose the Between comparison operator. Enter the begin date and the end date of the date range. Between is inclusive. If you enter 01/01/2002 through 01/31/2002, the search will return all of the documents received on any date including 01/01/2002 and 01/31/2002.

Tip: Documents must be in the format MM/DD/YYYY. Any other date format will result in an error.

9. Assigned Date – You can search for documents assigned on a specific date, greater than or less than a specific date, or within a date range.

   To search for documents within a date range, choose the Between comparison operator. Enter the begin date and the end date of the date range. Between is inclusive. If you enter 01/01/2002 through 01/31/2002, the search will return all of the documents assigned on any date including 01/01/2002 and 01/31/2002.

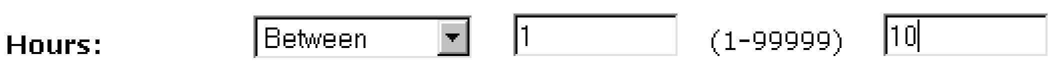
   Tip: Documents must be in the format MM/DD/YYYY. Any other date format will result in an error.

10. Completed Date – You can search for documents completed on a specific date, greater than or less than a specific date, or within a date range.

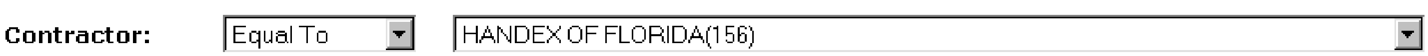
   To search for documents within a date range, choose the Between comparison operator. Enter the begin date and the end date of the date range. Between is inclusive. If you enter 01/01/2002 through 01/31/2002, the search will return all of the documents completed on any date including 01/01/2002 and 01/31/2002.

   Tip: Documents must be in the format MM/DD/YYYY. Any other date format will result in an error.

11. Hours – You can search for the amount of time taken to review a document. You can search for a specific number of hours, greater than or less than a specific number of hours, or a range of hours.

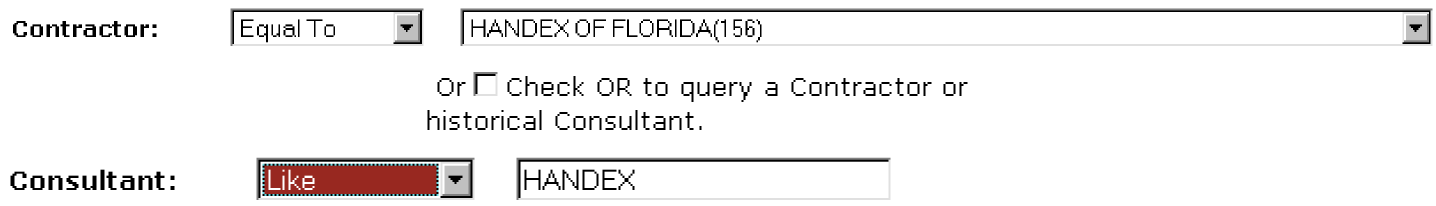


12. Contractor – You can search for all of the documents submitted by a specific contractor. Choose Equal To as the comparison operator. Select the Contractor name from the drop down list.



   Tip: Enter the first letter of the contractor name and use the down arrow to quickly scroll through the list of contractors.

Since the values used in the original data was not converted to use the Contractor IDs, a separate field stores the historical contractor data. You might want your search to span the old and new data. To do this, enter the Contractor you want to search for in the Contractor field, click the Or checkbox that is displayed to the right of the Contractor drop down box, and enter the Consultant name in the Consultant field.

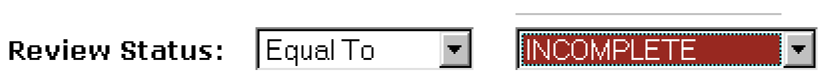


Our example will return all of the records that contains the value of “HANDEX” in the older data and all of the records that have been assigned the Contractor ID of 00156, Handex of Florida in the new data.

13. Reviewer – You can search for all of the documents that have been assigned to one or more reviewers. To search for all of the documents that have ever been assigned to a specific reviewer, choose Equal To as the comparison operator and select the reviewer name from the Reviewers list box.

    To search for all the documents that have been assigned to more than one reviewer, choose In as the comparison operator and select the names from the Reviewers list box. Remember to hold the Ctrl button as you select the reviewers.

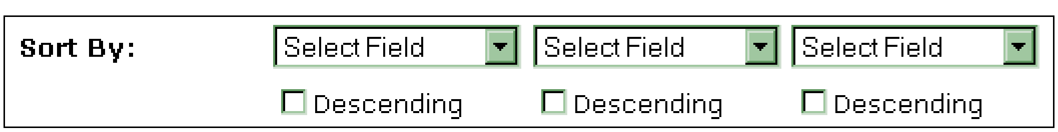
14. Review Status – You can search on all of the documents with a specific review status. Choose Equal To as the comparison operator and select the review status from the Review Status list box.



15. Action – You can search for all of the documents that have had a specific action taken. Choose Equal To as the comparison operator and select the action from the Action list box.

Sorting

You can define how the results will be sorted in the report. You can sort them by any three fields you choose. If more than one field is chosen the results will be sorted in the order they are chosen from left to right. The fields are defaulted to sort in ascending order. If you would like to sort in descending order click the check box below the field you would like to sort in descending order.



Sorting Summary

1) Select the fields you want to report to display.

2) For each field choose a comparison operator. If you do not want to query on that field then you can leave the comparison operator as is. If you change the comparison operator to anything other than all records make sure you enter data to look for in that particular field.

3) Choose the fields you want to sort your records by.

4) Press submit to retrieve your report.

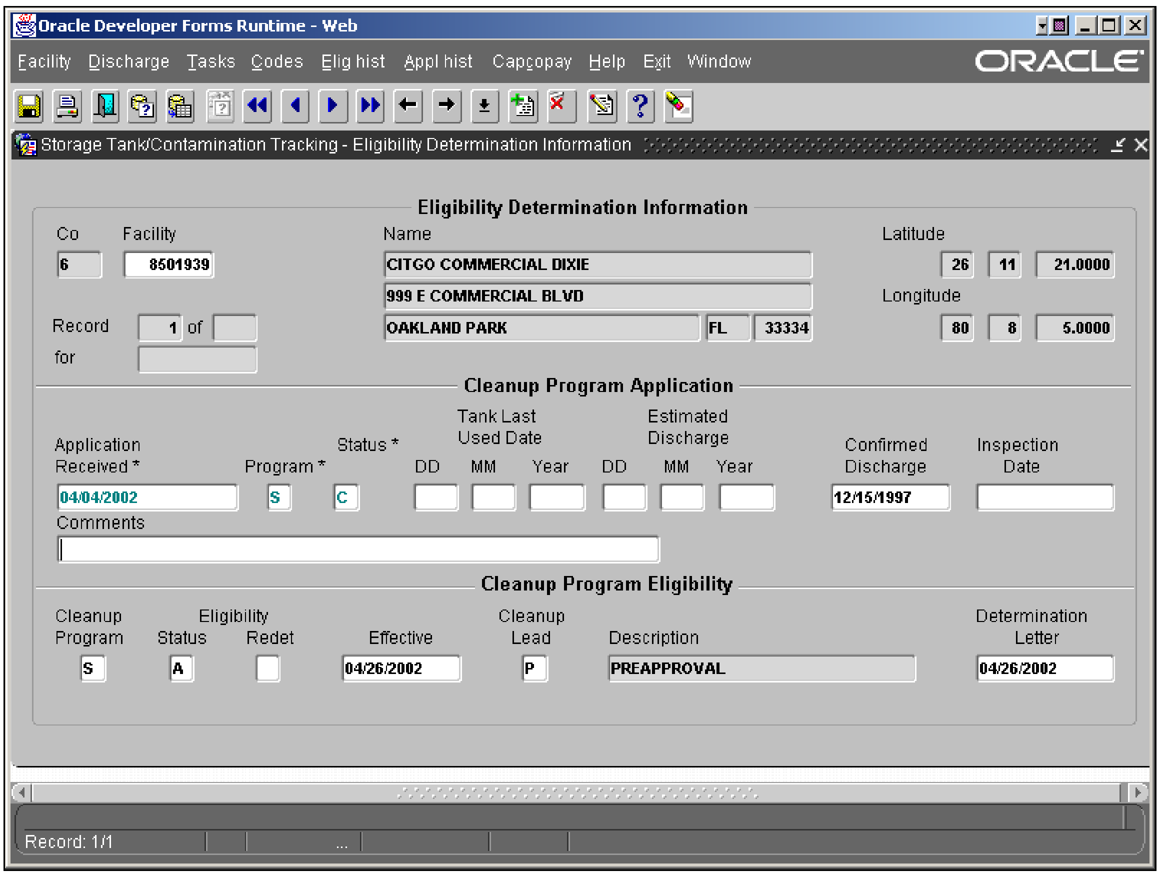
5) If you make a mistake, press the reset button. This will reset all fields and comparison operators.

SRFA Data Entry

Site Rehabilitation Funding Agreements (SRFA) are cost sharing agreements used when a site has two or more discharges with at least one discharge that is eligible for a cleanup program and at least one discharge that is not eligible for a cleanup program. This agreement states what percentage of the total cost the Florida Department of Environmental Protection will pay to have the site cleaned up and what percentage the responsible party will pay.

The user must have the PCT_SRFA_CLERK role in order to insert and update SRFA data. Users with the PCT_SRFA_CLERK role will be able to insert and update SRFA records, but will not be able to insert, update, or delete any other program eligibility records that exist in the Program Application and Eligibility Data Entry form.

Any user with the STCM_QUERY_USER role can view the SRFA data.



Eligibility Determination Information

SRFA Data Entry

1. Choose **Cleanup, Program Application and Eligibility Data Entry** from the STCM Main Menu.

2. To get into data entry mode, click the **Cancel Query** toolbar button or press Ctrl + F4.

3. Enter the **Facility ID** and press the **Tab** key. The Facility Name and Address will be populated on the form.

4. In the Cleanup Program Application block, enter the date the SRFA was received by the Department in the **Application Received** field.

5. Enter **S** in the **Program** field.

6. Enter **C** in the **Status** field.

7. Tab to the **Confirmed Discharge** field and press the LOV toolbar button or press Ctrl + L to get a list of all discharges for this facility. Choose the discharge this SRFA applies to.

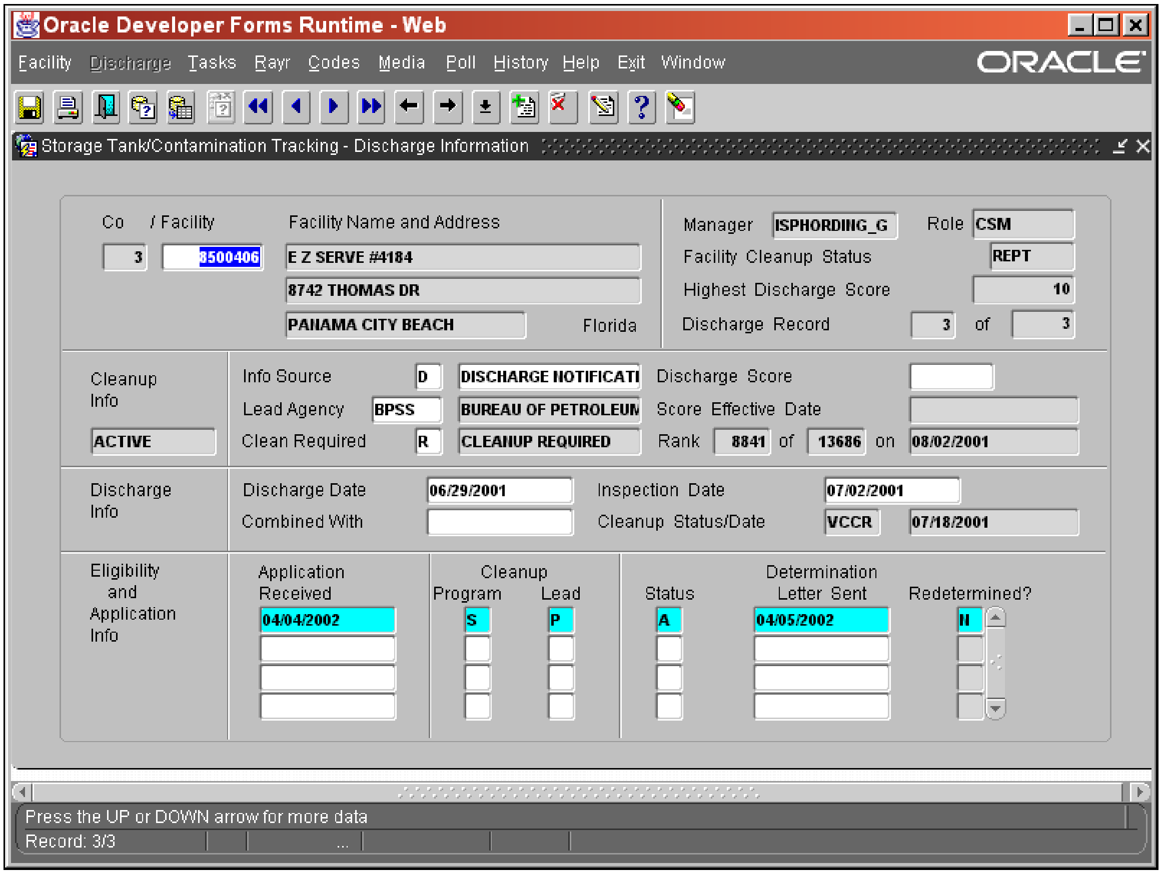
8. In the Cleanup Program Eligibility block, enter **A** in the **Status** field. As soon as you tab out of the Status field, the Effective Date is automatically populated with today's date.

9. Enter the date the SRFA is sent back to the responsible party, complete with Mike Ashey's signature, in the **Determination Letter** field.

Note: The SRFA record will not show up on the Discharge Information screen until the Determination Letter field receives a value.

10. Press the **Save** toolbar button or press Ctrl + F6 on the keyboard.

Viewing SRFA Information



Discharge Information Form

1. **Choose Cleanup, Discharge Information** from the STCM Main Menu.
2. Enter the Facility ID and press the **F12** key.
3. The SRFA information will be displayed in the Eligibility and Application Info block.

NPDES Permit Fees

The **N**ational **P**ollutant **D**ischarge **E**limination **S**ystem (NPDES) Permit Fees segment was added to STCM in May of 2002. This segment is unique in that it pulls data from 3 different databases. The permit data comes from the **Wa**stewater **F**acility **R**egistration (WAFR) database, the STCM facility data comes from the STCM database and the payment data is pulled from the **C**ash **R**eceiving **A**pplication (CRA) database.

> The WAFR and CRA databases have no direct link between them. Any payment information displayed for a NPDES permit invoice record will be a best guess. If the payment date of a NPDES CRA payment record is between the To F&A date of the NPDES invoice and the end of the calendar year, it will show up as payment information for that NPDES invoice record.

The NPDES segment allows site managers and other users to track how much money for the permit is going towards the cap amount for a STCM Facility. It may also be used to see at which stage the permitting process is and if the permit has been approved, canceled, or transferred.

There are two STCM roles that allow access to the NPDES segment:

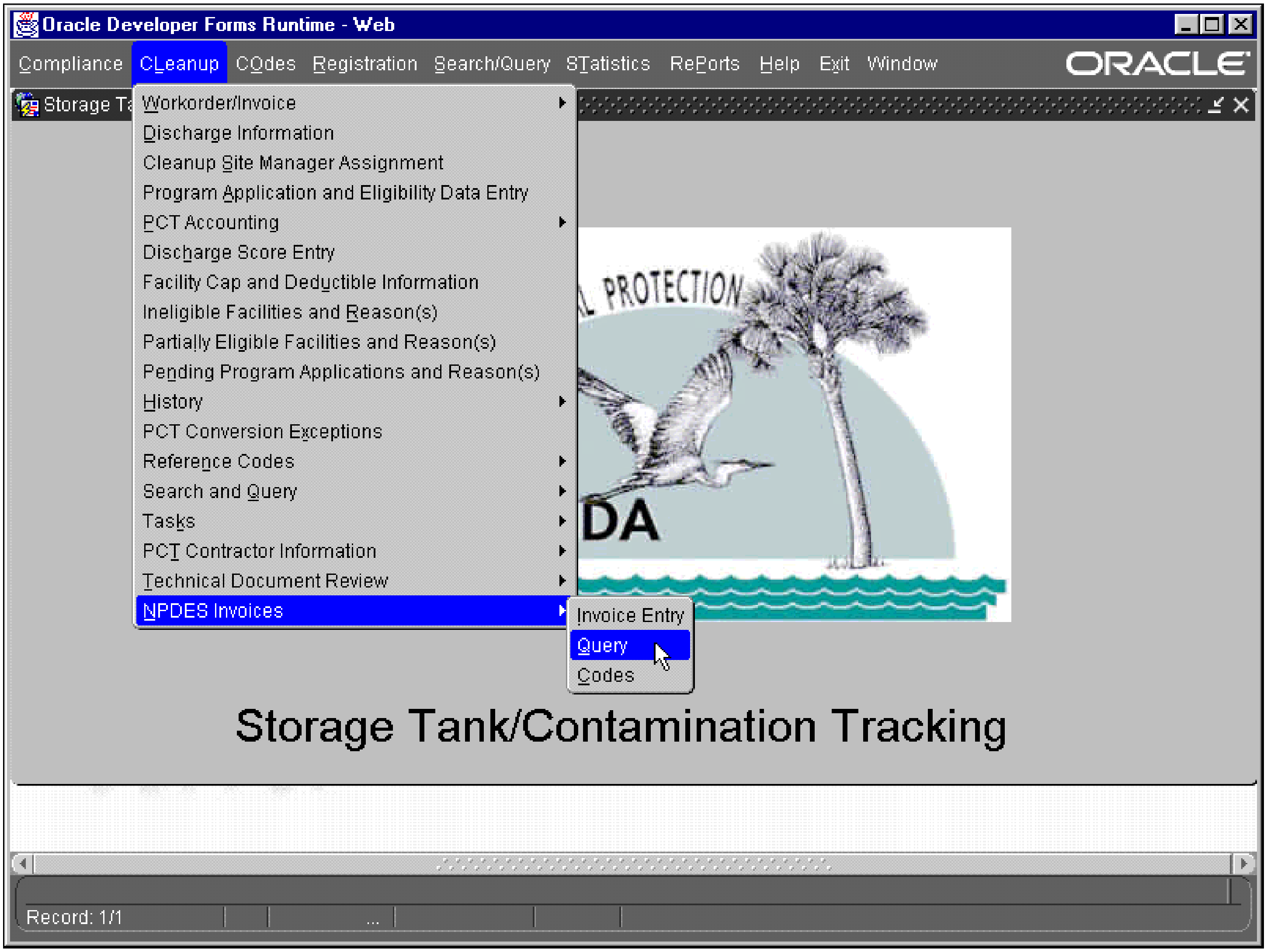
STCM_QUERY – Allows a user to perform queries and view records on any of the NPDES forms.

PCT_NPDES_CLERK – Allows a user to insert, update and delete permit information. You may also perform queries as well with this role.

Performing Queries

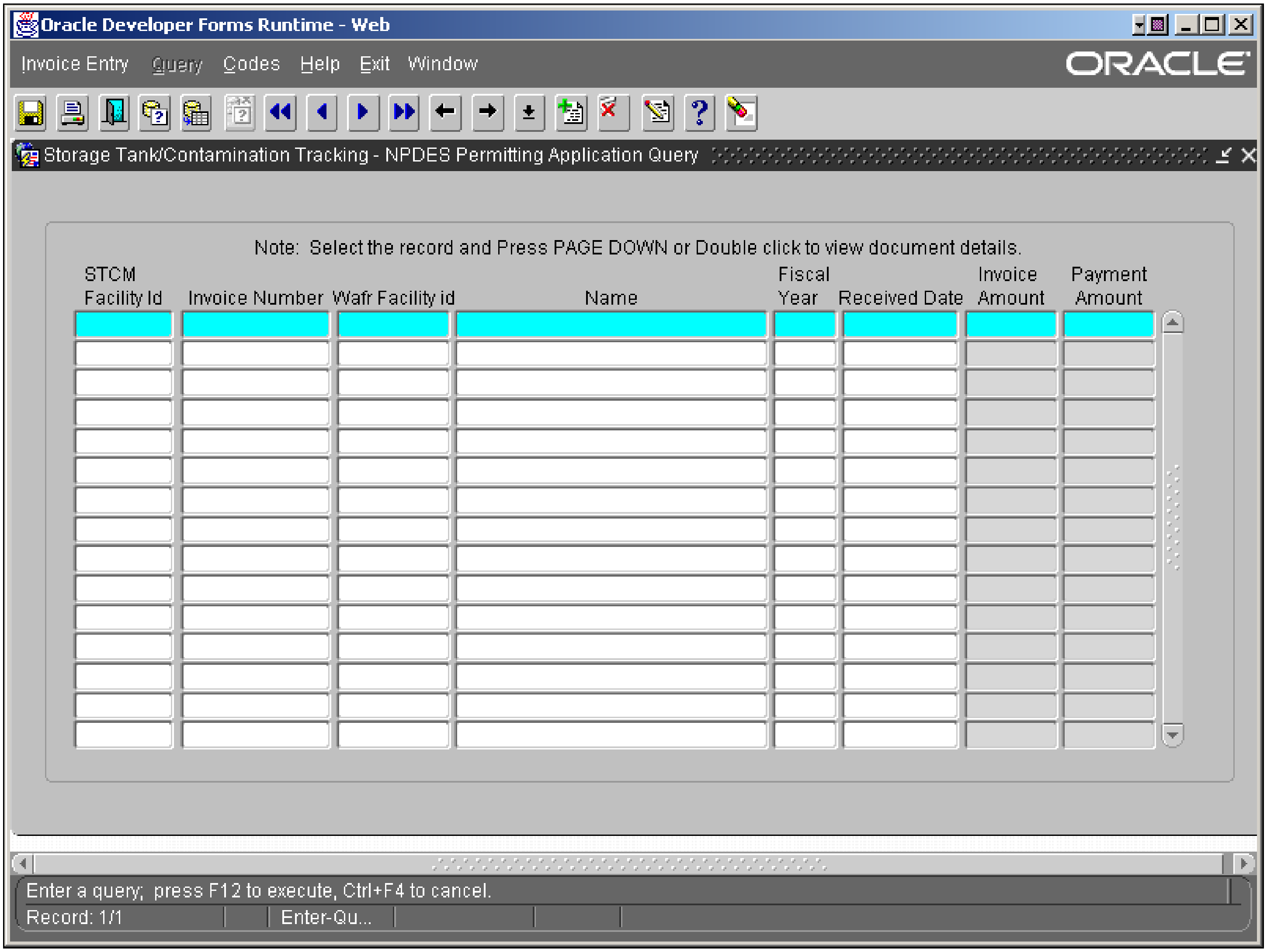
You may perform a query on either the NPDES Permitting Application Details form or the NPDES Permitting Application Query form.

They Query form allows you to perform queries based on a larger variety of different fields such as: STCM Facility ID, Invoice Number, WAFR Facility ID, WAFR Facility Name, Fiscal Year, and Received Date. To get to the query form choose **Cleanup, NPDES Invoices, Query** from the STCM main menu.



STCM Main Menu

Enter the information you wish to query on and press **F12**. For example, if you want to query on the STCM Facility ID 8500001, start by entering 8500001 in the STCM Facility ID field. Press F12 or click the Execute Query toolbar button to run the query. You may also use this procedure to perform a query on any of the other fields on the form, except for Invoice Amount and Payment Amount. You may display all the records by leaving the fields blank and pressing F12.

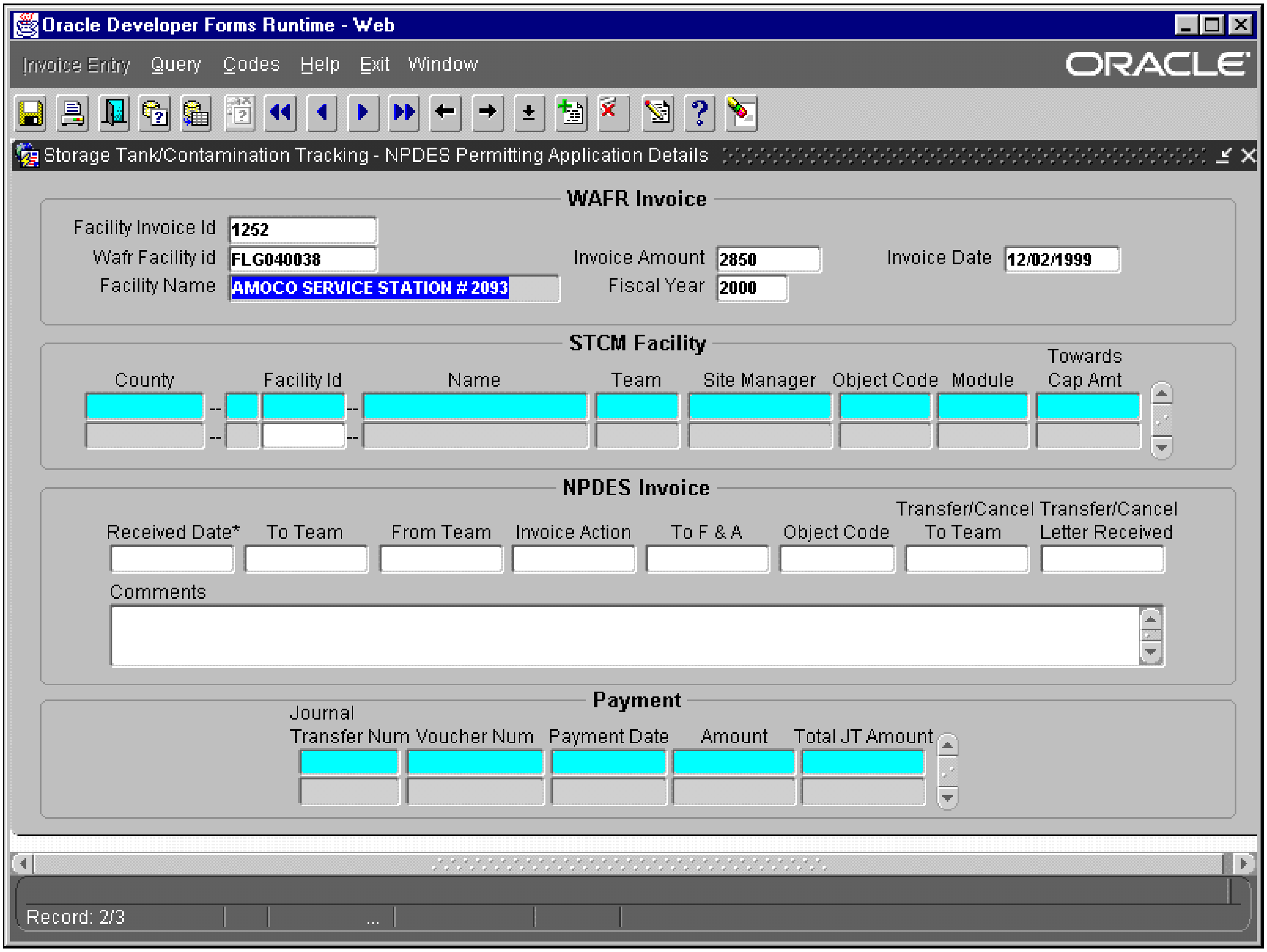


NPDES Permitting Application Query Form

Each permit may have more than one STCM Facility Id assigned to it. When there is more than one then the number of facilities is displayed in the STCM Facility Id field instead of the STCM Facility Id itself. You may use this to your advantage by dividing the Invoice Amount field by the total number of STCM Facility Ids to find out how much of the Invoice Amount is going towards that Facility's cap amount without even having to go to the NPDES Permitting Application Details form. For example, if the STCM Facility Id has a 2 in the field then there are 2 Facilities on that permit. So if the Invoice Amount is $2,850.00 you would divide $2,850.00 by 2 to get $1,425.00. $1,425.00 would be what is going towards each facility's cap amount on that permit.

To select a specific NPDES Permit double click on the selected record and the details for that document will appear. Alternatively, you can select the record you wish to view and press the Page Down button on your keyboard.

The alternative way to do a query is from the NPDES Permitting Application Details form. On this form you can only perform a query on the fields in the WAFR Invoice block. These fields are: Facility Invoice Id, WAFR Facility Id, Name, Invoice Amount, Fiscal Year, and Invoice Date. To perform a query enter your information in the correct field and press F12 or click the Execute Query toolbar button to run the query.

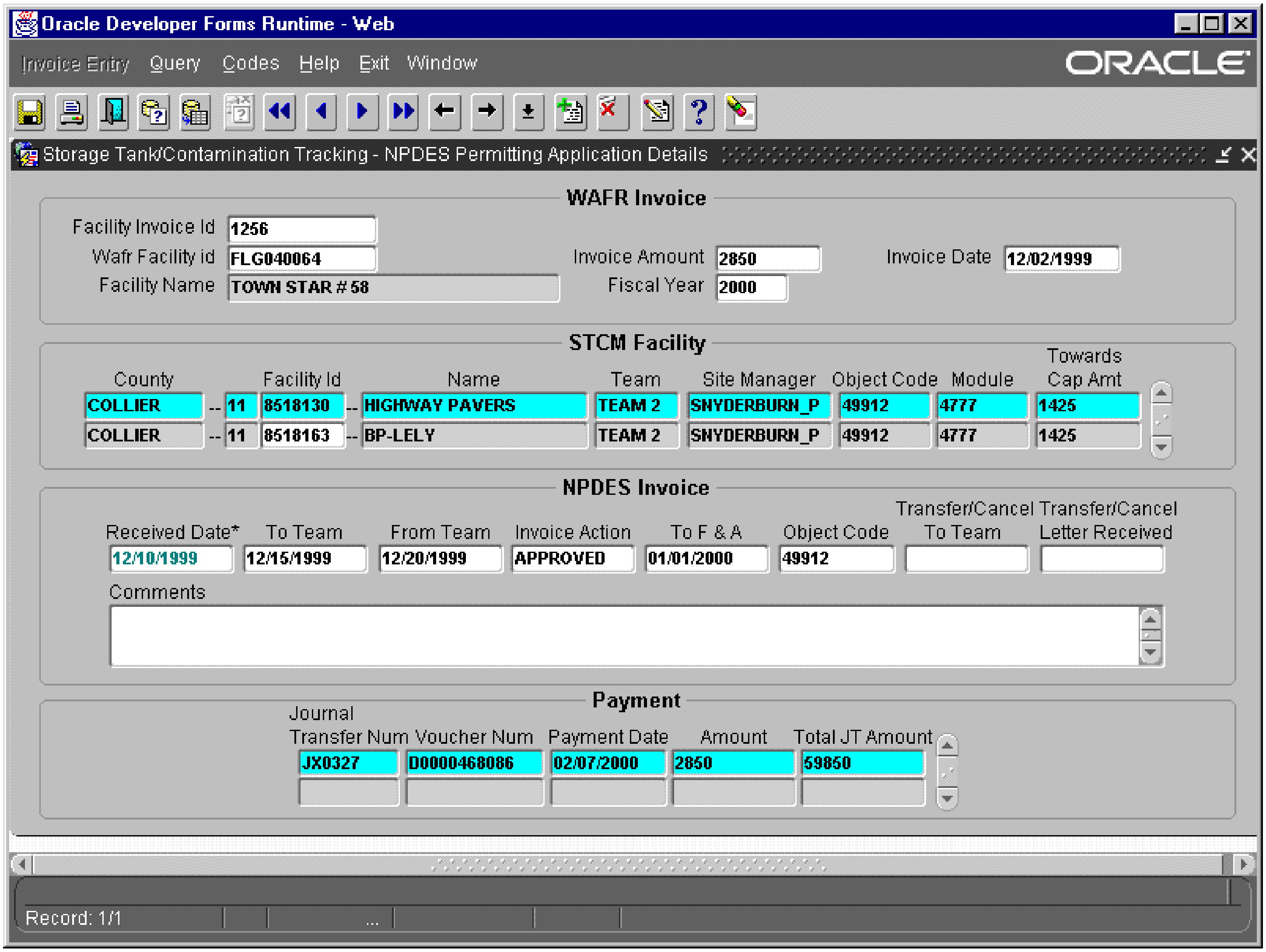


NPDES Permitting Application Details form

If more than one record is returned then your cursor must be in one of the fields within the WAFR Invoice block of the form to scroll through them. You may do this by pressing the up and down arrows on the 4 way directional keypad or by clicking on the single blue arrows on the toolbar.

Data Entry

All data entry for the NPDES segment is done through the NPDES Permitting Application Details form. To get to the data entry form choose **Cleanup, NPDES Invoices, Invoice Entry** from the STCM main menu. You may also reach this form by double clicking on a record after performing a query in the query form.



NPDES Permitting Application Details

The only fields that can be changed on the data entry form are located within the STCM Facility and NPDES Invoice blocks. The WAFR Invoice and Payment blocks cannot be changed because they are not part of the STCM database.

The NPDES Permitting Application Details form contains the following fields:

WAFR Invoice Block

Field Name	Field Definition
Facility Invoice Id	Unique Identifier given to the Invoice
WAFR Facility Id	Unique Wastewater Facility Registration number used by WRM
Facility Name	The name of the WAFR facility which received the permit invoice
Invoice Amount	Total amount of the invoice
Fiscal Year	The fiscal year in which the invoice was issued (FY = Jan 1 through Dec 31)
Invoice Date	The date in which the invoice for the permit was issued

STCM Facility Block

Field Name	Field Definition
County	Indicates which county the STCM Facility resides in
Facility Id	Consists of the 2 digit county code and 7 digit unique identifier for STCM Facilities
Name	The name of the STCM Facility
Team	Indicates the petroleum cleanup team in which the site manager for the facility is assigned
Site Manager	Indicates the Site Manager for the facility
Object Code	A number which can be referenced to describe what type of expenditure is taking place
Module	This is part of the Org Code
Towards Cap Amt.	The amount of money which goes towards the cap amount of the STCM Facility

NPDES Invoice Block

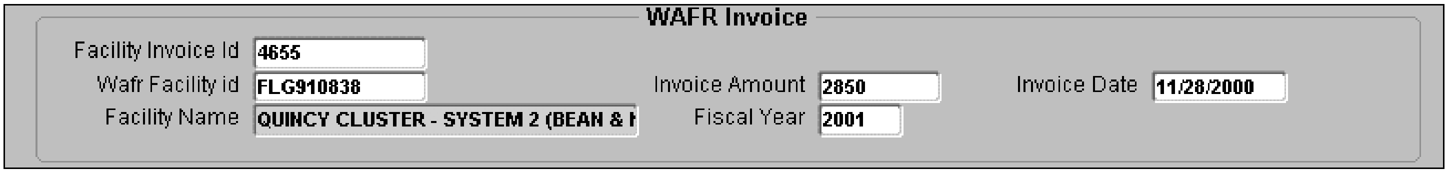
Field Name	**Field Definition**
Received Date	The date the NPDES Invoice was received by BPSS
To Team	The date the invoice was given to the team for review
From Team	The date the invoice was returned from the team
Invoice Action	Indicates which action was taken in response from the team's review. It will be one of three things: Approved, Cancelled, or Transferred
To F&A	If the Invoice is approved the date the invoice was given to Finance and Accounting
Object Code	A number which can be referenced to describe what type of expenditure is taking place
Transfer/Cancel to Team	The date the invoice was sent to the team for transfer or cancellation
Transfer/Cancel Letter Received	The date the team acknowledged that they received the transfer/cancel letter
Comments	Any additional information about the NPDES Invoice may be entered here

Payment Block

Field Name	**Field Definition**
Journal Transfer Number	The number assigned to an activity being transferred from one agency to another. It can be a receipt or expenditure and internal or an intra-department transfer.
Voucher Number	A system generated number that is related to a specific expenditure
Payment Date	The date of the payment
Amount	Indicates the total amount paid
Total JT Amount	The total amount of money transferred

WAFR Invoice

Once you have executed a query and have the correct information displayed in the WAFR Invoice block then you may enter new records into the STCM Facility and NPDES Invoice blocks. Please see the Querying section of this chapter for more info on how to perform a query and populate this section.

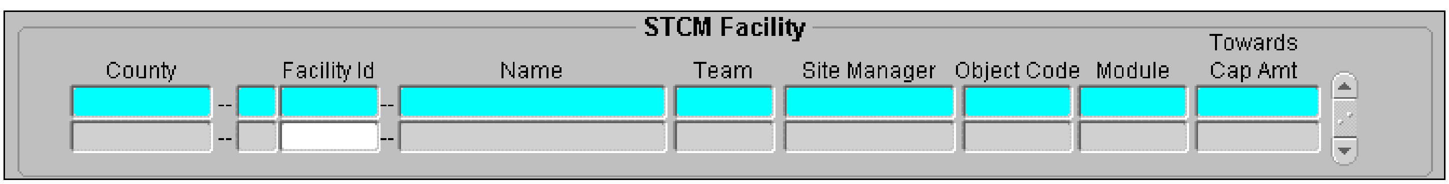


WAFR Invoice Block

STCM Facility

To add a new STCM facility to the invoice, enter the **seven-digit** Facility ID to be associated with the invoice and press **Tab**. This should fill in County, the two-digit county code, Team and Site Manager fields with the correct information. The other fields in the STCM Facility block will be populated depending on the information entered in the NPDES Invoice block. Tthe Toward Cap Amt field will always be the invoice amount divided equally by the total number of facilities if the invoice action equals approved and a Date To F&A has been assigned.(Example: If there are 2 facilities and the invoice amount is $2,850.00 then each facility's towards cap amt will be $1,425.00. $2,850.00 / 2 = $1,425.00) Otherwise, the Towards Cap Amt will always be 0.

Team 2 will always be the team associated with a facility when the Site Manager is a Local Program County site manager.



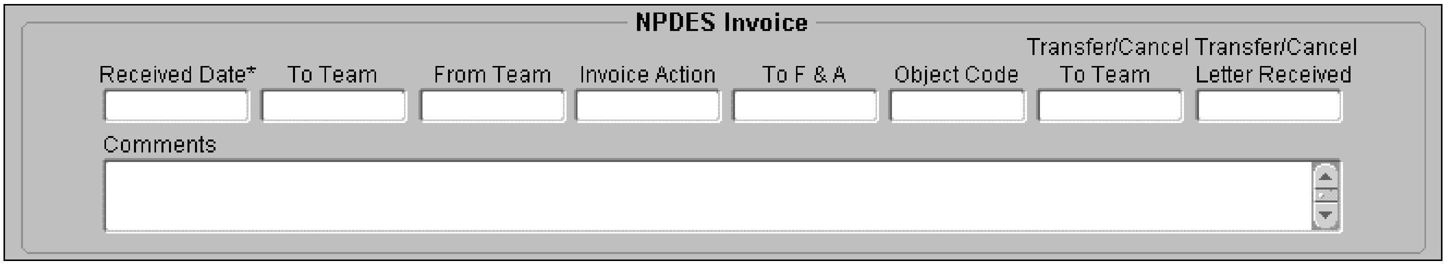
STCM Facility Block

To add a second facility, place your cursor in the next available Facility ID field and enter the seven-digit Facility ID and press **Tab**. To add a third facility, press **Ctrl + I** to insert a new facility record.

To delete a facility, place your cursor in the Facility ID field of the record to be deleted and press **Ctrl + D** or click the Delete Record toolbar button.

NPDES Invoice

The NPDES Invoice block is what ties all the other blocks together. Data in the Payment and STCM Facility blocks is dependent on information entered within this block.



NPDES Invoice Block

Received Date
The Received Date is the date the invoice was received by BPSS. It is a required field and must be filled in before a record can be saved. You may fill in the date with any of the accepted date formats or by pressing **CTRL + L** to show a calendar from which you can choose a date from. Once the field is filled in you may press **CTRL + F6** to save what you have entered so far.

To Team
The To Team field is the date in which the invoice was sent to the team indicated in the STCM Facility block for review by the site manager. This field is filled in just like all other date fields by entering an accepted date format or displaying the calendar and picking a date.

From Team
The From Team field is the date in which the team has sent back the invoice along with which action to take.

Invoice Action
The invoice action is the action that the site manager has indicated is appropriate for the invoice. The action can only be one of the three following choices:

Approved – The invoice will be paid and is sent to Finance and Accounting.

Canceled – The invoice has been cancelled and no further payments on the permit will be paid.

Transfer – The responsibility for payment of the invoice has been transferred from DEP to the responsible party and DEP will no longer pay for the permit.

To enter an invoice action either type in the action name or select the appropriate action from the List of Values you receive by pressing **CTRL + L**.

To F & A
The To F & A date is can only be entered when the Invoice Action is Approved. This is the the invoice is sent to Finance and Accounting to be paid. Once this field is filled in the Object Code will be filled in. The Object Code, Module and Toward Cap Amt in the STCM Facility block will be populated once the record is saved. You may fill in the date with any of the accepted date formats or by pressing **CTRL + L** to show a calendar from which you can choose a date from. Once the field is filled in you may press **CTRL + F6** to save.

Object Code
This object code field is automatically filled in once the To F & A field is filled in.

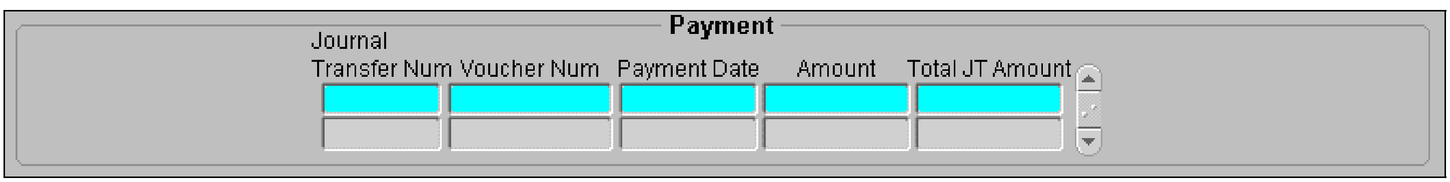
Transfer/Cancel to Team
The Transfer/Cancel to Team date is only entered if the invoice is not Approved. The invoice must be sent back to the team to confirm that the permit was cancelled or transferred to the responsible party. You may fill in the date with any of the accepted date formats or by pressing **CTRL + L** to show a calendar from which you can choose a date from. Once the field is filled in you may press **CTRL + F6** to save .

Transfer/Cancel Letter Received
The Transfer/Cancel Letter Received date is entered when a letter from the team is sent back confirming that the site manager has cancelled the permit or transferred it to the responsible party. Once the date is entered and the record saved then the Towards Cap Amt in the STCM Facility block is set to 0. You may fill in the date with any of the accepted date formats or by pressing **CTRL + L** to show a calendar from which you can choose a date from. Once the field is filled in you may press **CTRL + F6** to save .

Comments
The comments field is used for any miscellaneous notes that may be needed for the invoice.

Payment

The Payment block is read-only.No data can be entered into any of the fields within the block. It displays all NPDES Permit payments for the WAFR Facid made in the same year as the invoice fiscal year. This data has no direct link to the WAFR data and it makes the best guess as to what belongs in the payment section based on the fiscal year of the NPDES Invoice. If CRA has a NPDES payment record where the Payment Date is between the Date To F&A and the end of the calendar year, the payment information for that record will be displayed in the Payment block.



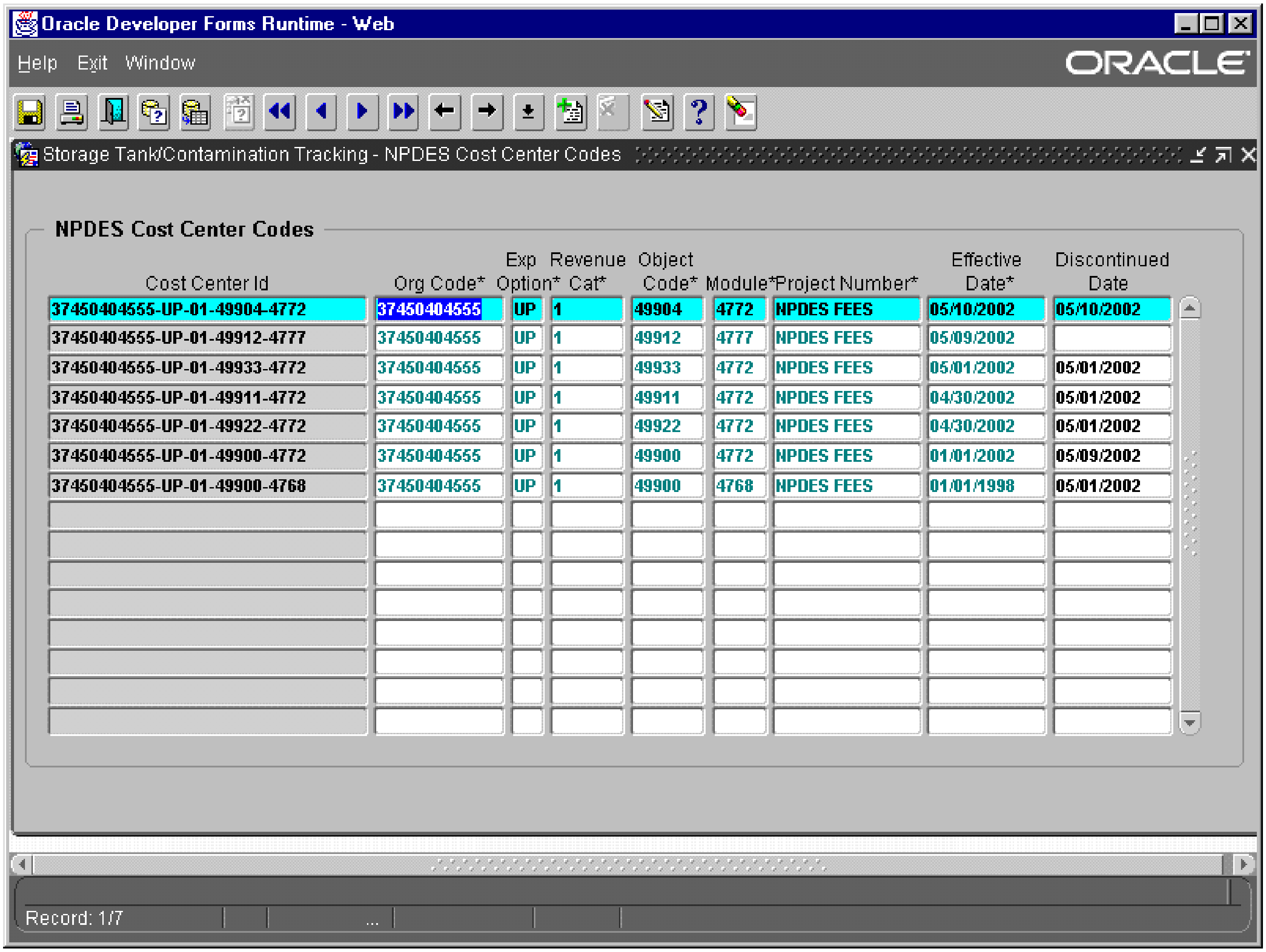
Payment Block

Deleting a NPDES Invoice Record

To delete a NPDES invoice record, place your cursor in any field in the WAFR Invoice block and press **Ctrl + D** or click the Delete Record toolbar button.

NPDES Cost Center Codes

You may get to the NPDES Cost Center Codes form by choosing **Cleanup, NPDES Invoices, Codes** from the main menu. This form displays all the previously used cost center codes as well as the one that is currently in use. Only **ONE** cost center code may be active at a time, if a new one is entered it will automatically end the previously used code. The cost center code usually changes once a year and indicates which fund is being used to pay the invoices.



Oracle Developer Forms Runtime - Web

Help Exit Window

ORACLE

Storage Tank/Contamination Tracking - NPDES Cost Center Codes

NPDES Cost Center Codes

Cost Center Id	Org Code*	Exp Option*	Revenue Cat*	Object Code*	Module*	Project Number*	Effective Date*	Discontinued Date
37450404555-UP-01-49904-4772	37450404555	UP	1	49904	4772	NPDES FEES	05/10/2002	05/10/2002
37450404555-UP-01-49912-4777	37450404555	UP	1	49912	4777	NPDES FEES	05/09/2002	
37450404555-UP-01-49933-4772	37450404555	UP	1	49933	4772	NPDES FEES	05/01/2002	05/01/2002
37450404555-UP-01-49911-4772	37450404555	UP	1	49911	4772	NPDES FEES	04/30/2002	05/01/2002
37450404555-UP-01-49922-4772	37450404555	UP	1	49922	4772	NPDES FEES	04/30/2002	05/01/2002
37450404555-UP-01-49900-4772	37450404555	UP	1	49900	4772	NPDES FEES	01/01/2002	05/09/2002
37450404555-UP-01-49900-4768	37450404555	UP	1	49900	4768	NPDES FEES	01/01/1998	05/01/2002

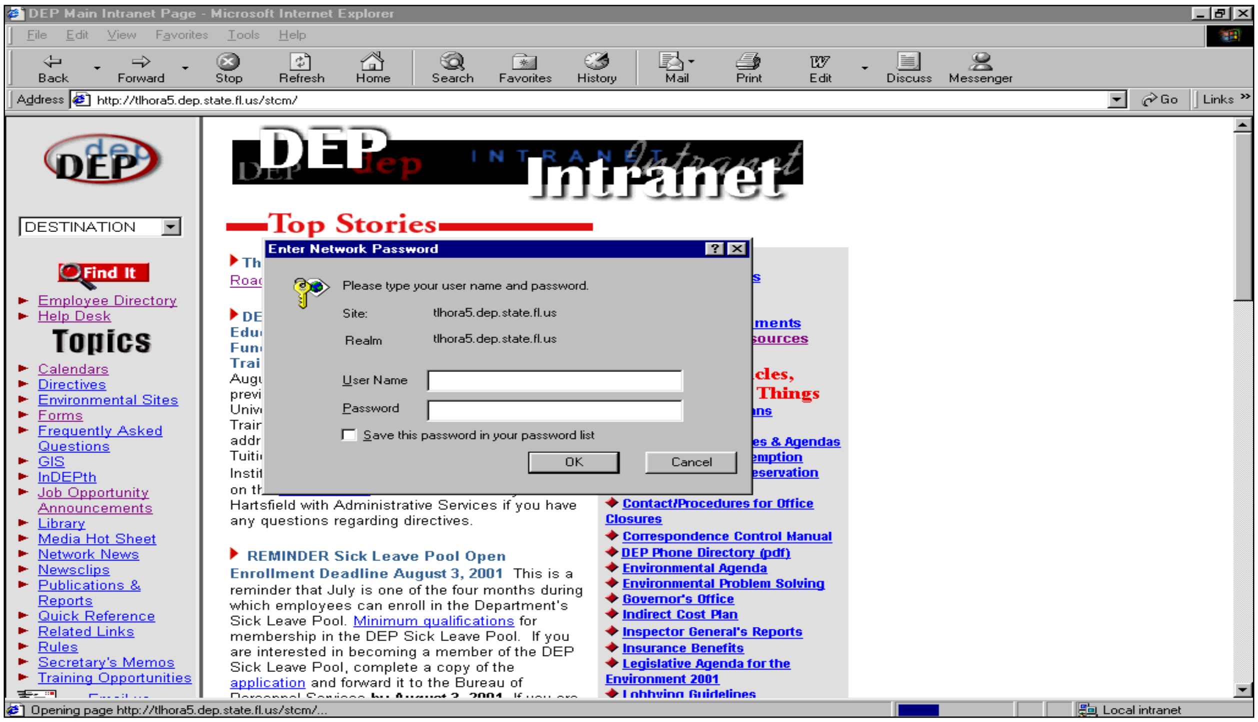
Record: 1/7

NPDES Cost Center Codes

STCM Intranet Reports

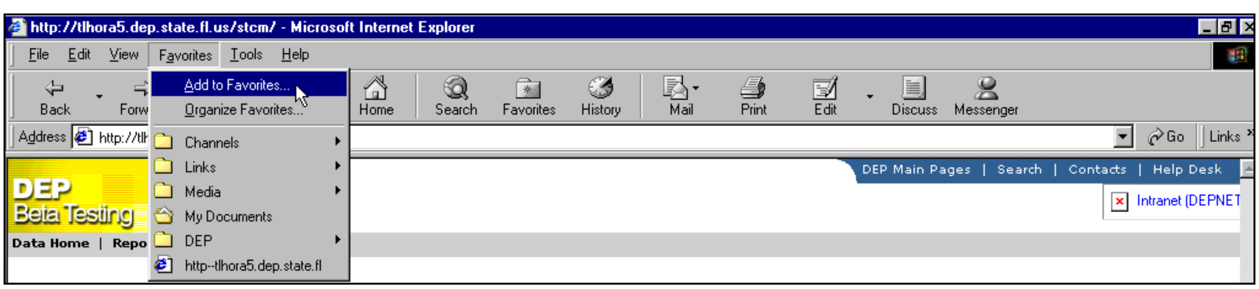
The Storage Tank and Contamination Monitoring Intranet Reports are the web based component that are almost exactly like the ones you may retrieve by using KEA!. There are a few differences such as the ability to export your reports to Excel 97 and the easy to use pull down menus. There are a total of 47 different reports available at this time with the possibility of more being added in the future.

To access the STCM Intranet reports open your web browser and enter the following URL into your address bar: **http://tlhora6.dep.state.fl.us/stcm/**. You will then need to enter your network user name and password and press OK when that is done.



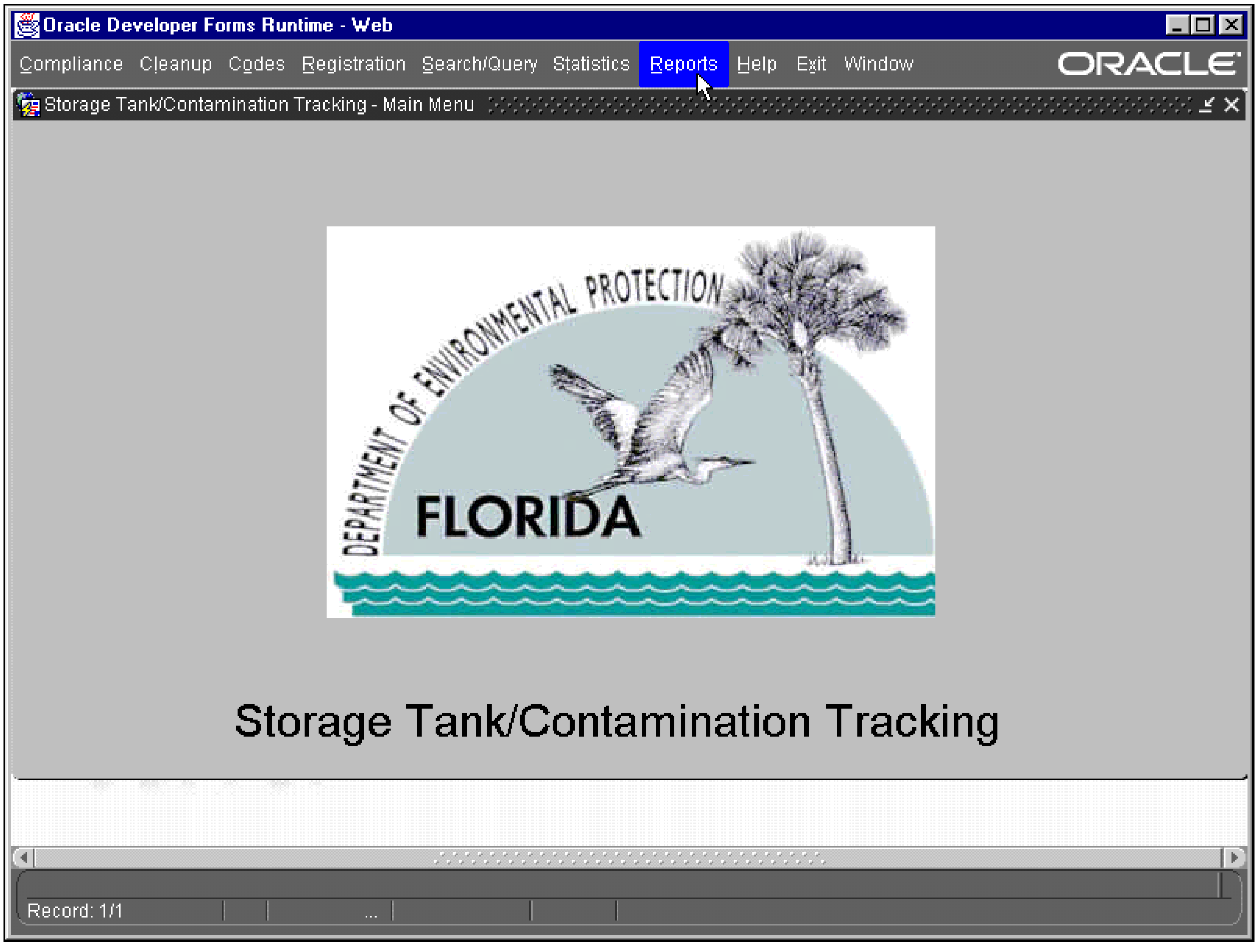
Internet reports – Logging In

Once this is done you may wish to add this site to your list of favorites for future reference by clicking on **Favorites** and then clicking the **Add to Favorites** option or by pressing **Ctrl + D**.



Add to Favorites

You can also access the STCM Intranet Reports from the **Main Menu** of the Web Based STCM by clicking on the **Reports** option.

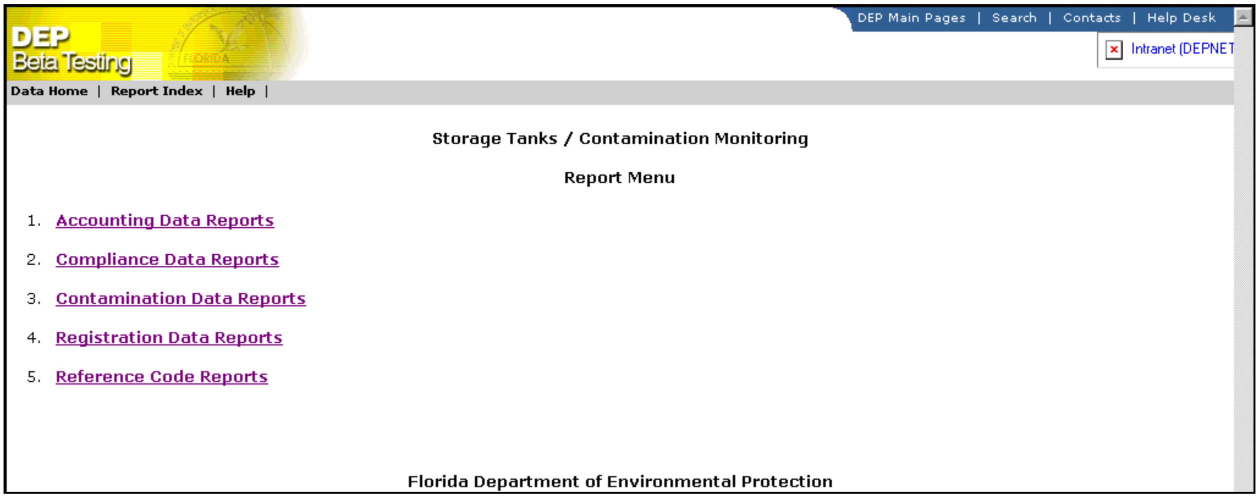


Main Menu - Reports

This will open your web browser and you will be prompted to log in as previously instructed.

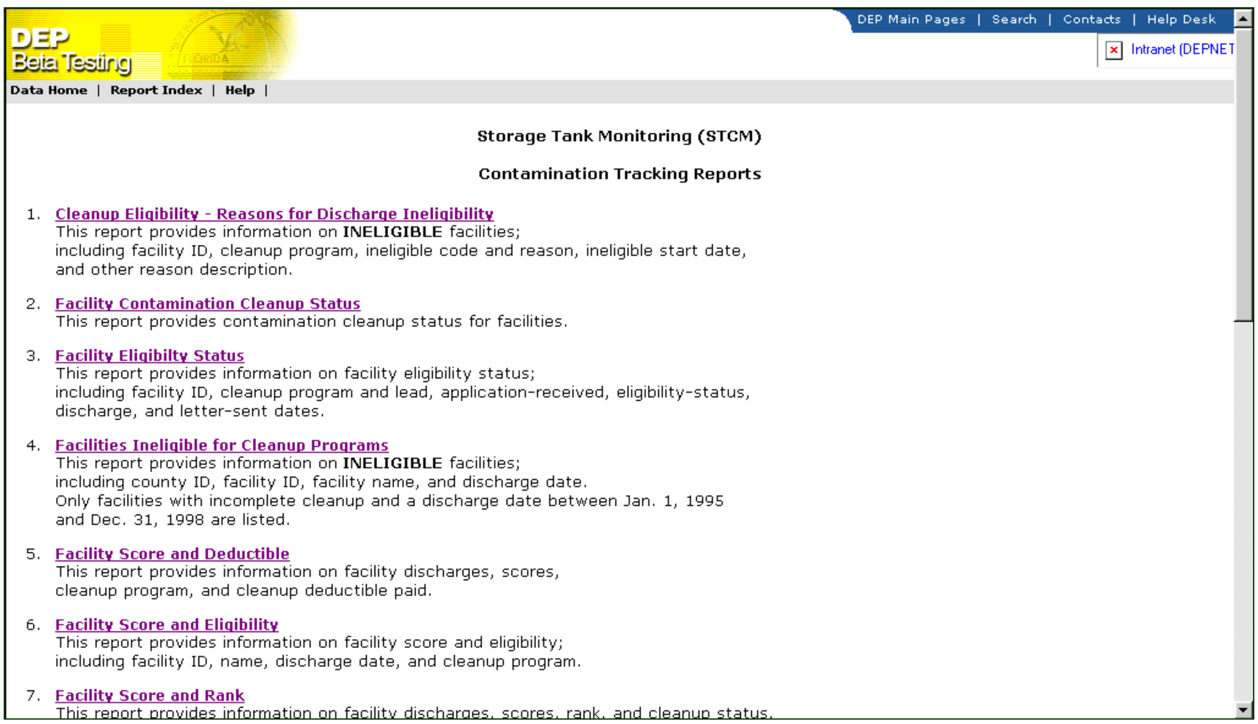
The Report Menu

Once you have logged in then the Storage Tanks / Contamination Monitoring Report Menu page will load and you may then choose which subsection of the report menu you wish to enter by clicking on the name.



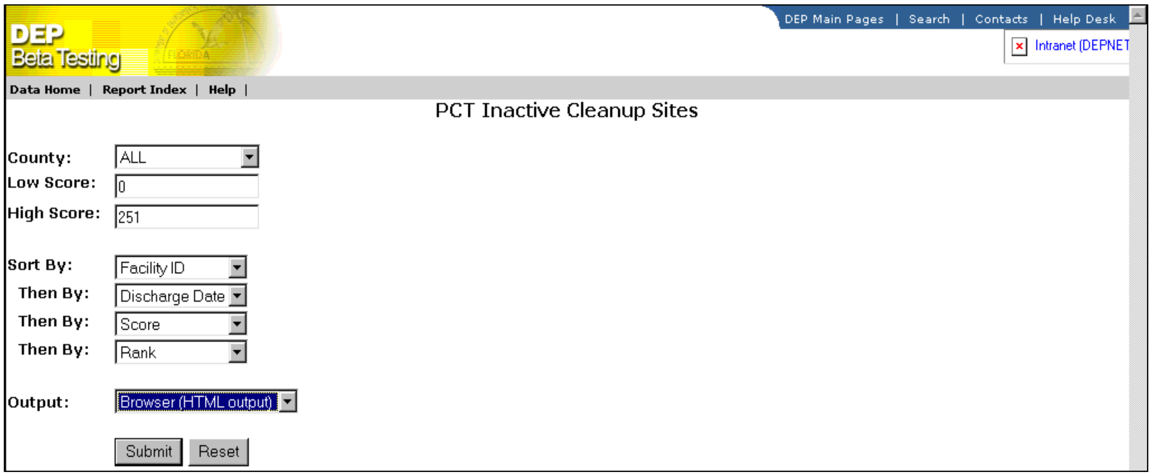
Report Menu

Once a subsection is chosen that section's report listing page will load with links to all the reports available for that section as well as a brief description of what information is included within each report.



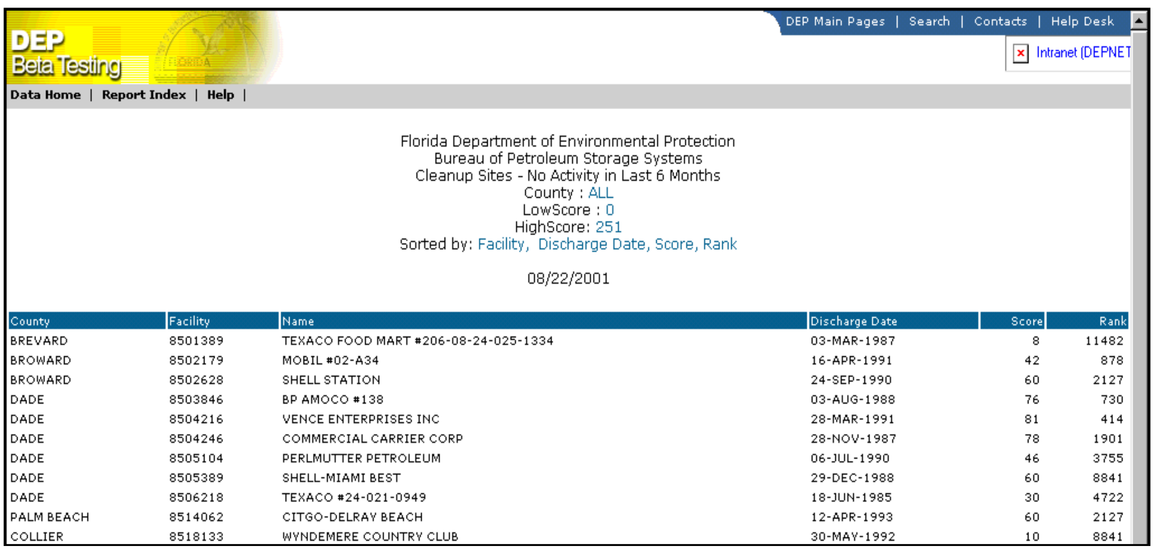
Contamination Tracking Reports

Once a report type is chosen the parameter selection screen loads and from there you select the criteria for which you want your report based on. All of the criteria screens work similarly with few differences. Any selection prefixed by a * is a **required** field and **must** be entered. Several of the parameters are used in many different forms and you can find descriptions of them either in the glossary at the end of the manual or within a specific report's description in this chapter.



Inactive Cleanup Sites

Once you have chosen your criteria, click on the **submit** button to run your report and the report will then be viewable on your screen in either your normal browser window or through an Excel plug-in. If the browser option is selected then the report will load into your browser window just as a regular webpage would.



Florida Department of Environmental Protection
Bureau of Petroleum Storage Systems
Cleanup Sites - No Activity in Last 6 Months
County : ALL
LowScore : 0
HighScore: 251
Sorted by: Facility, Discharge Date, Score, Rank

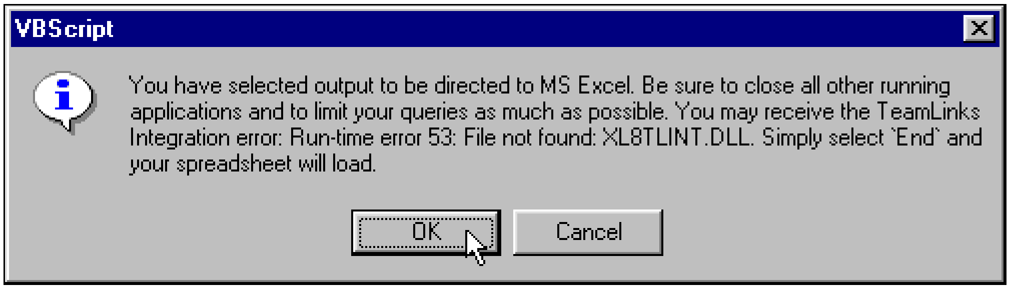
08/22/2001

County	Facility	Name	Discharge Date	Score	Rank
BREVARD	8501389	TEXACO FOOD MART #206-08-24-025-1334	03-MAR-1987	8	11482
BROWARD	8502179	MOBIL #02-A34	16-APR-1991	42	878
BROWARD	8502628	SHELL STATION	24-SEP-1990	60	2127
DADE	8503846	BP AMOCO #138	03-AUG-1988	76	730
DADE	8504216	VENCE ENTERPRISES INC	28-MAR-1991	81	414
DADE	8504246	COMMERCIAL CARRIER CORP	28-NOV-1987	78	1901
DADE	8505104	PERLMUTTER PETROLEUM	06-JUL-1990	46	3755
DADE	8505389	SHELL-MIAMI BEST	29-DEC-1988	60	8841
DADE	8506218	TEXACO #24-021-0949	18-JUN-1985	30	4722
PALM BEACH	8514062	CITGO-DELRAY BEACH	12-APR-1993	60	2127
COLLIER	8518133	WYNDEMERE COUNTRY CLUB	30-MAY-1992	10	8841

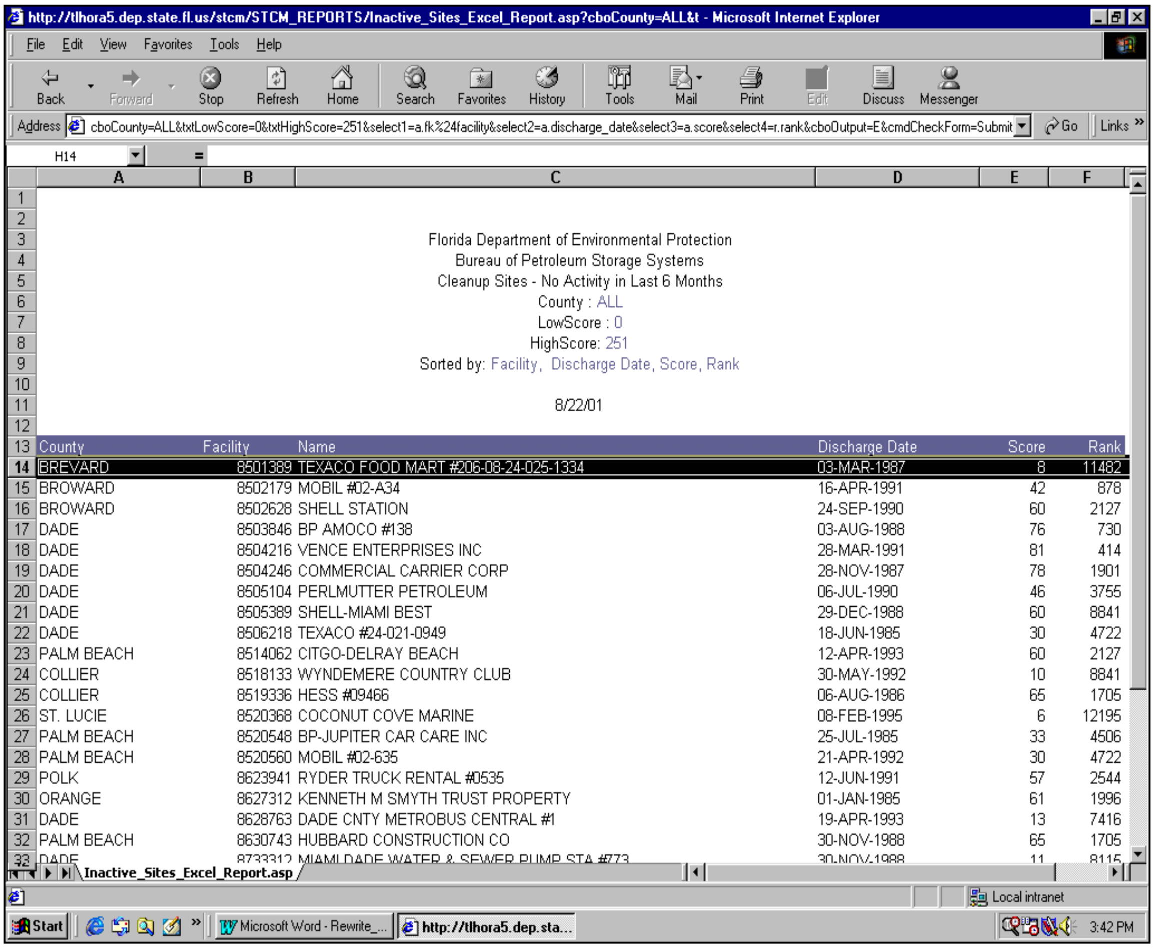
Inactive Cleanup Site Report

The Excel format will be within your browser window and will look similar to a spreadsheet within Excel. This option offers you greater flexibility as you can then save the file into an Excel spreadsheet format of your choice and use Excel to modify the report layout in any way that you see fit.

NOTE: When you run a report and select Excel 97 for the output you will get an error. Just click **OK** and the report should work fine.



Possible Error Message



County	Facility	Name	Discharge Date	Score	Rank
BREVARD	8501389	TEXACO FOOD MART #206-08-24-025-1334	03-MAR-1987	8	11482
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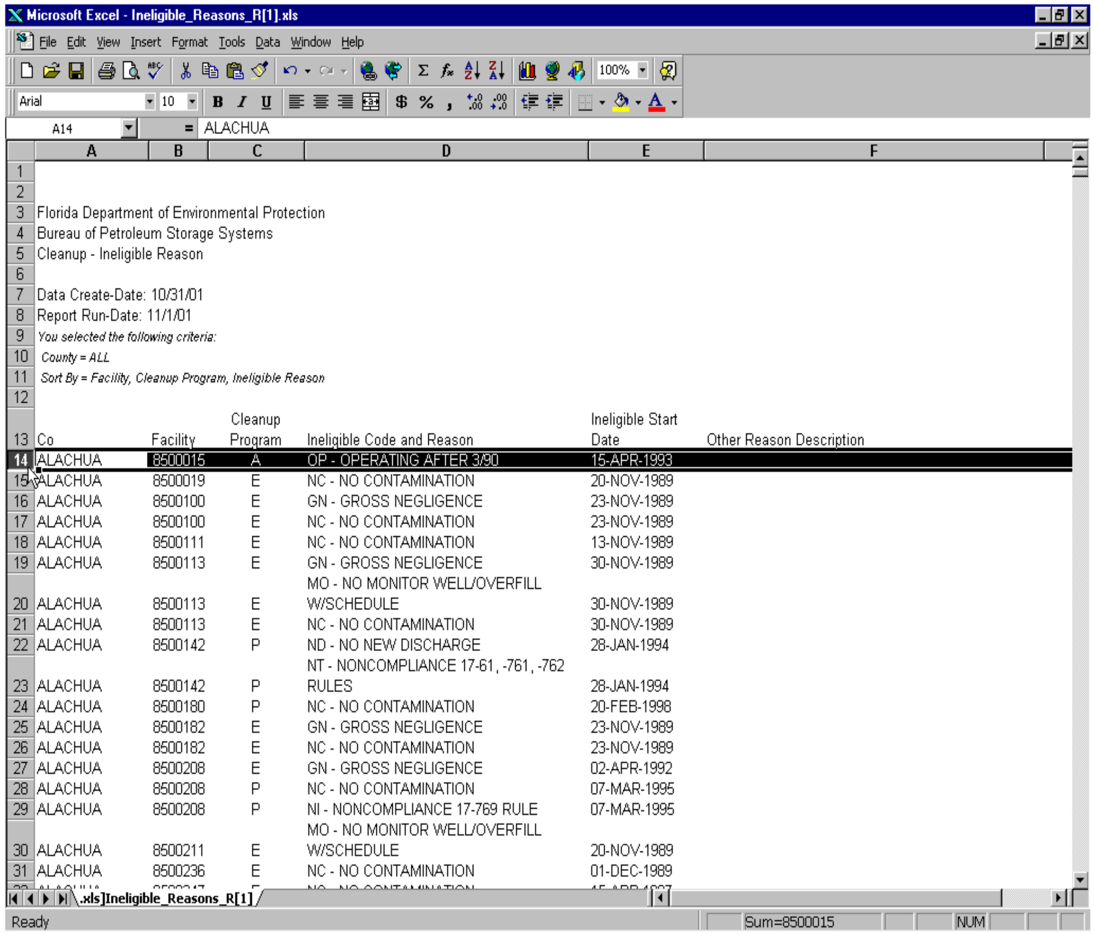
DADE	8504246	COMMERCIAL CARRIER CORP	28-NOV-1987	78	1901
DADE	8505104	PERLMUTTER PETROLEUM	06-JUL-1990	46	3755
DADE	8505389	SHELL-MIAMI BEST	29-DEC-1988	60	8841
DADE	8506218	TEXACO #24-021-0949	18-JUN-1985	30	4722
PALM BEACH	8514062	CITGO-DELRAY BEACH	12-APR-1993	60	2127
COLLIER	8518133	WYNDEMERE COUNTRY CLUB	30-MAY-1992	10	8841
COLLIER	8519336	HESS #09466	06-AUG-1986	65	1705
ST. LUCIE	8520368	COCONUT COVE MARINE	08-FEB-1995	6	12195
PALM BEACH	8520548	BP-JUPITER CAR CARE INC	25-JUL-1985	33	4506
PALM BEACH	8520560	MOBIL #02-635	21-APR-1992	30	4722
POLK	8623941	RYDER TRUCK RENTAL #0535	12-JUN-1991	57	2544
ORANGE	8627312	KENNETH M SMYTH TRUST PROPERTY	01-JAN-1985	61	1996
DADE	8628763	DADE CNTY METROBUS CENTRAL #1	19-APR-1993	13	7416
PALM BEACH	8630743	HUBBARD CONSTRUCTION CO	30-NOV-1988	65	1705
DADE	8733312	MIAMI DADE WATER & SEWER PUMP STA #773	30-NOV-1988	11	8115

Report Output in Microsoft Excel

You may also use the Excel format to keep the column headings of the report at the top of the screen while viewing and scrolling through a report. This cannot be done with the browser output is selected. To freeze your column headings you must take the following steps:

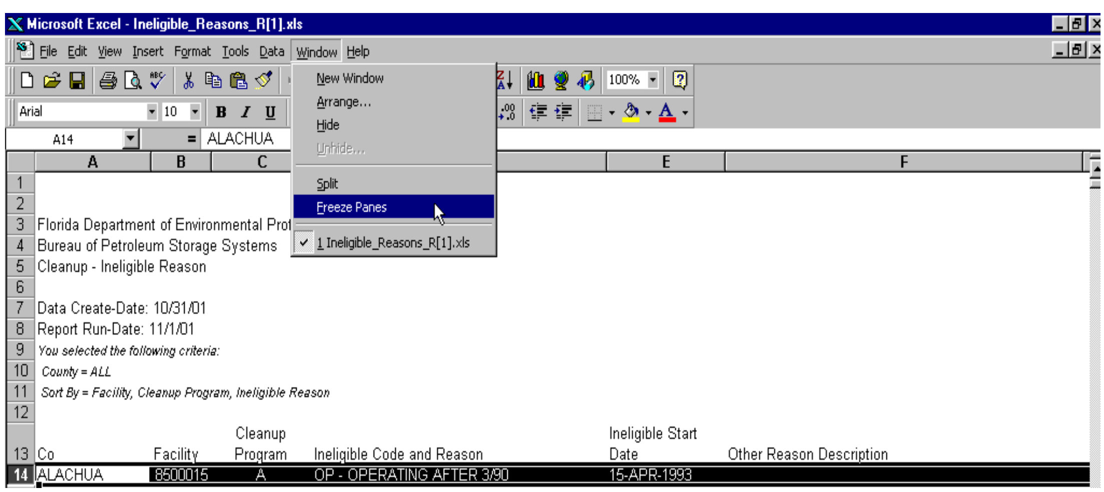
1) Go through the steps previously explained and select Excel 97 for the output format and click submit to load the report.

2) Find the row where you wish to freeze the window at and select the row below it.



Excel Window

3) On the menu bar select **Window** and then the **Freeze Panes** option.

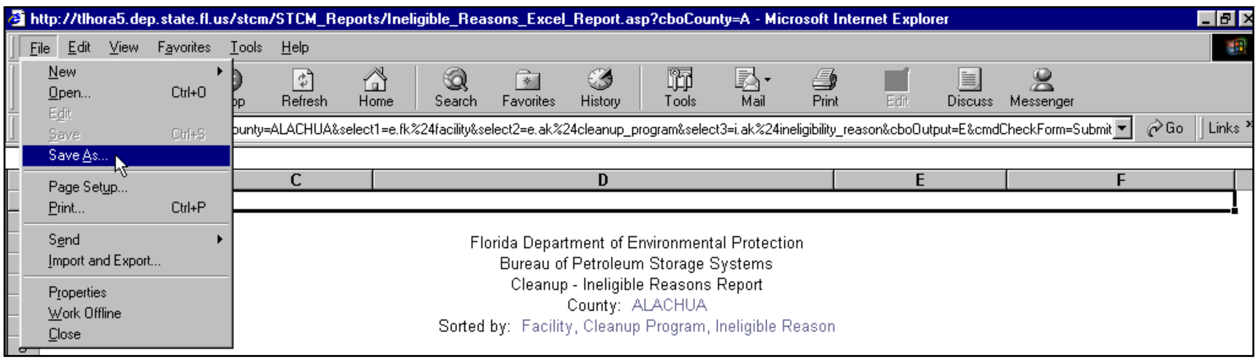


Freeze Panes

4) The top part of the screen should now be frozen and the rows below the frozen section will be the only ones to scroll.

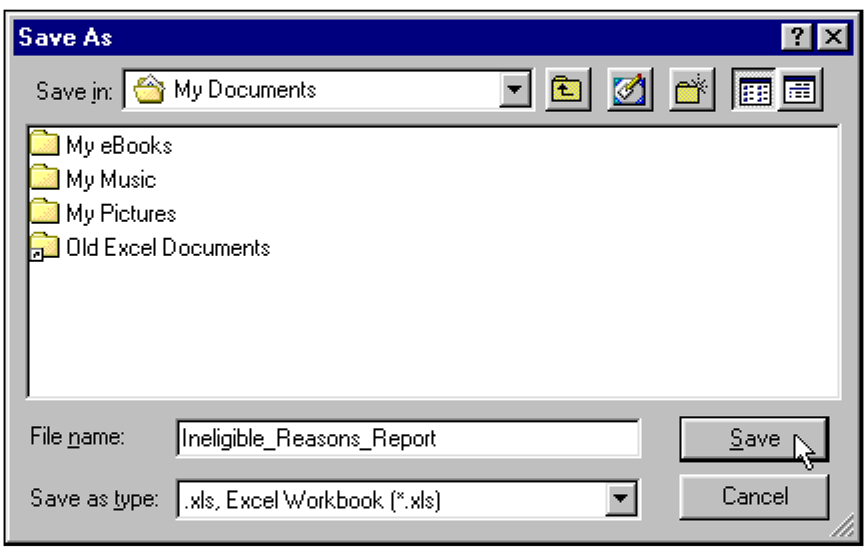
Saving Reports to a File

One of the most useful features with the web-based reports is the ability to save the reports that you output as Excel files into an excel spreadsheet. Doing this will allow you to change the layout of the data and format any report to your specifications as well as make any other changes that Excel allows you to do.



Saving Reports

1) After clicking submit and waiting for the report to load into the browser window you want to click on file from your menu at the top of your browser window and select **Save As…**



Save Form

2) Enter your **File name**

3) Select the appropriate Directory and Folder to save the file in

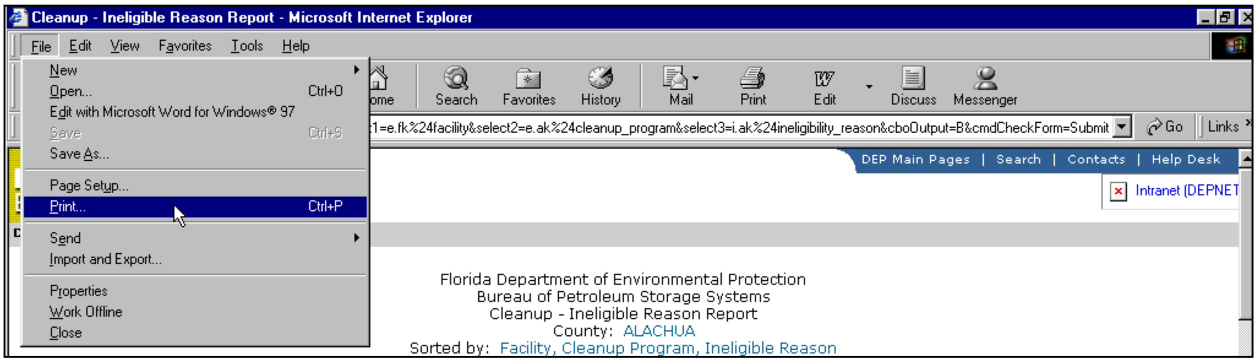
4) Select the appropriate **Save as type** which will most likely be the Excel Workbook file type

5) Click **Save**

Printing Reports

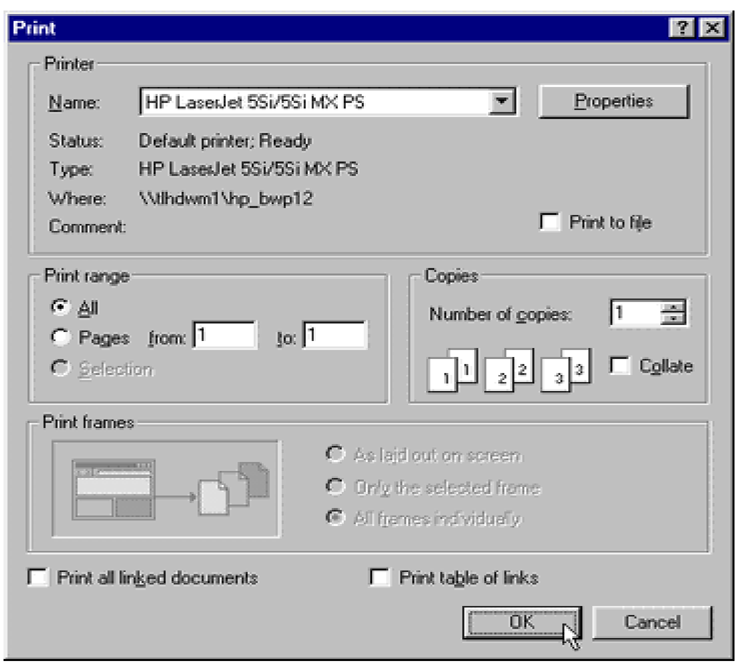
Sometimes you may wish to have a hard copy of a report to distribute to others. You can print the HTML output straight from the browser window. If you wish to print the Excel version you may wish to first save the file to your hard drive and then open it in Microsoft Excel to get proper formatting. To save your reports to file you need to:

1) After clicking submit and waiting for the report to load into the browser window you want to click on file from your menu at the top of your browser window and select **Print…** to print your report. You may also use **Print Preview** to view the layout of your report before printing. If you have saved an excel file to your hard drive and using Microsoft Excel to view it.



File Menu – Print

2) When the print box opens you may wish to check that you have the proper printer selected, the proper range of pages you wish to print, and the correct number of copies. You may also wish to change the orientation from portrait to landscape by clicking on the **Properties** button. This will help if the width of the columns is too wide to fit on one page.

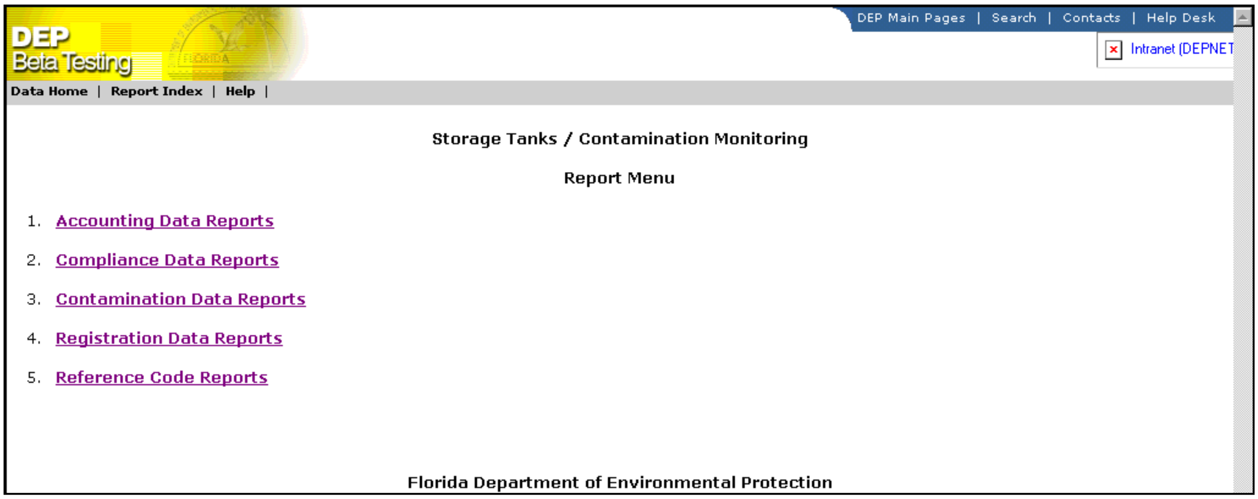


Print Form

3) Click **OK**

Report Types

From the STCM Report Menu you will see a listing of 4 report sections along with a fifth one which contains reference codes that you will find in the previous 4 reports.



STCM Report Menu

1. **Accounting Data Reports** - These reports are used to lookup payment related info
2. **Compliance Data Reports** - Contains info that pertains to the contracted Compliance verification program
3. **Contamination Data Report** - Contains info on how contaminated a site may be as well as providing information on the current status for cleaning the site
4. **Registration Data Reports** - Contains information on Facilities, Storage Tanks and the Owner
5. **Reference Code Reports** - Contains a listing of all reference codes used in the other report sections