

***Department of Environmental Protection
Division of Air Resources Management***

**Permitting Application
Documentation**

Table of Contents

GETTING STARTED.....	2
Change Password.....	3
Logging In	3
NAVIGATION.....	4
Navigational Tools	4
Button Bar	4
Keystrokes	5
Menu Options	6
The Permitting Application	7
Log DARM Permit Requests.....	8
Understanding the Form	8
Facility Block	8
Project Block	9
Related Party Block	10
Processors Block	10
How to Log a Request	11
Application Action	12
New	12
Modification	12
Renewal	12
How to Change Processors	13
Events	14
Processing an Event.....	15
Deleting events	15
Restarting events	15
Manually Inserting Events.....	16
Update the status of a manually inserted event.....	16
Deleting Manually Inserted Events	16
Payments	17
Linking payments	17
De-linking payments	17
Facility	18
Updating a facility record.....	18
Adding a New Facility.....	19
Validate Address	19
Facilities with Existing Lat/Longs.....	20
Entering a New Facility without Lat/Longs	21
Permitted EU	23
Linking an Emission Unit to a Project.....	23
Party	25
Party Address Block	25
Updating Party.....	26
Deleting Party	26
Inserting a new Party Address.....	26
Retrieving Party Address.....	26
Updating Party Address.....	26
Project.....	27
Comment	27
Transfer	28

Receiving office.....	29
Re-Link.....	30
Cases.....	31
Query DARM Permit Requests	32
Viewing Historic PATS Data	34
Special Scenarios.....	35
Time Extensions	35
Optional:.....	35
Waiver	36
Multiple Sources.....	37
Denials.....	38
Evaluation.....	38
Denial for Incompleteness	39
Withdrawn Permits	40
APPENDIX B, Glossary of Oracle Terms	41
INDEX	43

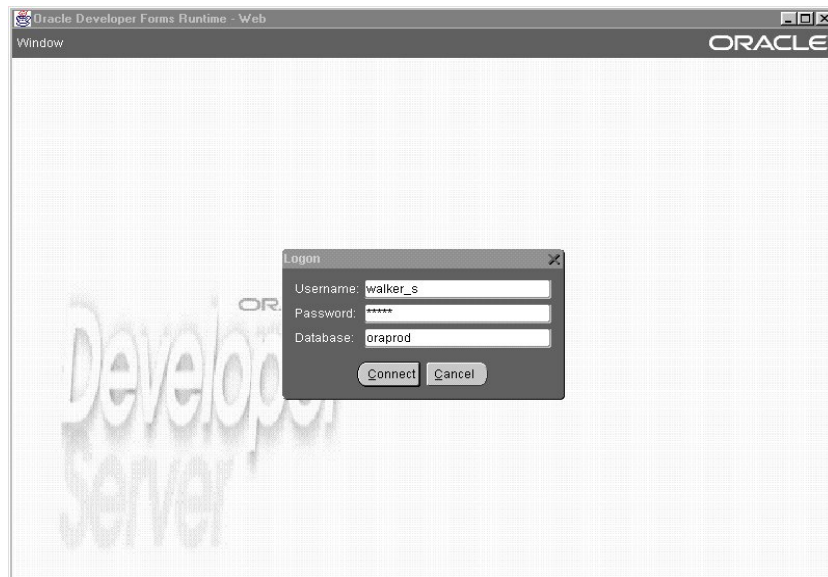
GETTING STARTED

The web based Permitting Application *is set up to search for and submit information concerning facilities affected by asbestos. Just as with other Internet web sites created by the Department of Environmental Protection, this site is best viewed using Microsoft Internet Explorer 4.0@ with service pack 2 or higher. To check whether the version is 4.0 with service pack 2 or higher click on Help which is located on the tool bar at the top of the window. Then select About Internet Explorer from the pull down menu that appears. If the version is 4.0@ with service pack 2 or higher you're set. Otherwise talk to your Network Administrator about getting this product installed.*

To be able to use the web based Permitting Application, Jinitiator must be installed on your computer. If it isn't already installed, it will be automatically installed when you go to the website. The CD Rom disk that you received earlier in the production no longer works. There have been several upgrades of Jinitiator since the release of Web Permitting.

Go to the Web Permit Tracking system online at

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



Type your usual username, your password, and in the *Database* portion of the box, type the word "oraprod". Click the Connect button. For first time users, type your username as your password, which will prompt you to immediately to change it.

Change Password

If this is the first time the user has logged into the application, it will prompt the user to change their password. Enter the password information and click on the SET PASSWORD button. *This will be your new password to get into the Permitting System only. Your Floridadep and Exosphere passwords will not change.*

The screenshot shows a web application interface for the Florida Department of Environmental Protection. The title bar reads "Florida Department of Environmental Protection - Enterprise Applications". The interface is split into two main sections. On the left, a teal sidebar contains a text input field with "WALKER_E", followed by "New Password:" and "Verify Password:" labels, each with an adjacent text input field. At the bottom of this sidebar are two buttons: "Set Password" and "Cancel". The right section features a banner image with a pelican, a lighthouse, and the text "FLORIDA Department of Environmental Protection". Below the banner, the text "Enterprise Applications" is displayed in a teal font. At the bottom right of this section are two buttons: "Change Password" and "Logoff".

Logging In

If you forget your password and log in three times, the system will boot you out.

NAVIGATION

Navigational Tools

More information is contained in the Help menu option.



Button Bar



Saves the record being entered. Same as old **Commit** or **Ctrl+F6**



Prints current page to default printer.



Exits the application.



Places the application in Query mode. Same as **F11**.



Executes the Query. Same as **F12**.



Navigates to the previous block. Same as **Page Up**.



Navigates to the previous or next record. Same as **Up** and **Down** arrow keys.



Navigates to the next block. Same as **Page Down**.



Navigates to the previous field. Same as **Numlock +Tab**.



Navigates to the next field. Same as **Tab**.



Displays a list of values for a field. Same as **Ctrl+L** key.



These buttons **Add** (the one with the +) or **Delete** (the one with the x). The keystroke **ctrl+I** inserts and **ctrl +d** deletes a record.



Expands a field to allow view of entire text. Same as **Edit** or **/** (slash) key.



Clears the data from a record. **F6** is the new keystroke.

Keystrokes

Function	Key Strokes	Function	Key
Block Menu	Ctrl+B	Function 7	Shift+Ctrl+F7
Clear Block	F7	Function 8	Shift+Ctrl+F8
Clear Field	F5	Function 9	Shift+Ctrl+F9
Clear Form	F8	Help	Ctrl+H
Clear Record	F6	Insert Record	Ctrl+I
Commit	Ctrl+F6	List of Values	Ctrl+L
Count Query	Ctrl+F12	List Tab Pages	F2
Delete Record	Ctrl+D	Next Field	Tab
Display Error	Shift+Ctrl+E	Next Block	PageDown
Down Arrow	Down Arrow	Next Primary Key	Shift+F7
Duplicate Field	Shift+F5	Next Record	Down Arrow
Duplicate Record	Shift+F6	Next Set of Records	Shift+F8
Edit	Ctrl+E	Previous Block	PageUp
Enter Query	F11	Previous Field	Shift+Tab
Execute Query	F12	Previous Record	Up Arrow
Exit	Ctrl+F4	Print	Ctrl+P
Function 0	Shift+Ctrl+F10	Return	Return
Function 1	Shift+Ctrl+F1	Scroll Down	Shift+PageDown
Function 2	Shift+Ctrl+F2	Scroll Up	Shift+PageUp
Function 3	Shift+Ctrl+F3	Show Keys	Ctrl+K
Function 4	Shift+Ctrl+F4	Up Arrow	Up Arrow
Function 5	Shift+Ctrl+F5	Update Record	Ctrl+U
Function 6	Shift+Ctrl+F6		

Note: Commonly used functions are **bold** and *italicized*.

Menu Options



Permits	This option navigates to the proJect, cOmment, Transfer, Re-Link, RPA, Cases and the exp Date History menu options.
proJect	This queries the projects of the past and present for the facility.
cOmment	This navigates to a form that will allow additional comments regarding the permit request.
Transfer	This allows a permitting office to transfer the permit request to another permitting office.
Re-link	Allows for the permit request to be associated with a different facility.
rpA	This navigates to the Regulated Program Area information to specify the program area pertinent to the permit request.
Cases	This allows for the permit processor to look up any OGC cases linked to this permit request.
exp Date History	This navigates to a list of the changes in expiration date on a permit request
Events	This menu option navigates to the form provided to process the events associated with this permit request.
Payment	This navigates to the Cash Receiving Application (CRA) link to ARMS for the purpose of linking payments to the permit request. The payment information can only be viewed by personnel with CRA access.
Facility	This navigates to the ARMS Facility information to allow maintenance of the facility information.
partY	This navigates to the Related party information for the facility.
Reports	Use this option to run reports that gives the details of a permit request and its associated events.
Help	Accesses the help functions for ARMS.
eXit	Returns to the point of entry into the ARMS database.

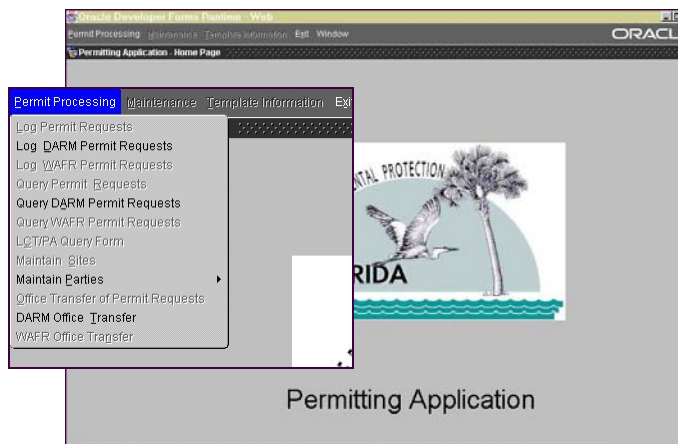
The Permitting Application

The Permitting Application (PA) provides flexible means to track permit requests processed by the Department. PA tracks existing events and schedules upcoming events for each permit request logged as it moves through the permitting process, and links the permitting project with the existing facility inventory and Compliance and Enforcement data.

To enter the application, click on the **Permitting Application** menu option to the upper left of the screen. This will navigate into the application.



The screen displayed below will allow entry into the program for entry or query of an application. Click on the **Permit Processing** menu option to view a drop down menu for menu choices.



Once you made your selection, press enter. You are able to navigate by using your mouse as well as using your tab button.

Log DARM Permit Requests

Understanding the Form

Log permit requests or update existing requests using the Permitting Application form. The information on the form has been grouped into blocks corresponding to the logical relationship between the entities they represent. A Permit request will initially be associated with a Facility record. A facility may have multiple permitting projects (pending, denied, issued, etc.) associated with it. Each permit request may have many projects associated with it and each Project in turn will have a Related Party(s) and be assigned Processor(s). Project, Related Party, and Processor information is contained within individual blocks. A description of each block is contained below.

Facility Block

The facility block displays a portion of the facility information associated with the permit request. This information is available once the facility has been selected and linked to the permit request. This information is view-only. Any updates to this information must be done through the Inventory Facility forms or through the Facility menu option.

AIRS ID

The facility's corresponding AIRS ID. *(System Generated)*

Status

The facility is Active or Inactive.

Office

This is the District or Local program office ultimately responsible for the compliance and enforcement for the facility. Each state or local program office has been assigned a code.

Site Name

Name of the location.

County

The county in which the facility is physically located.

Owner/Comp

The owner or company name of the source requesting the permit. *(e.g. Florida Power and Light is the Owner of Manatee Plant)*

Project Block

The project block describes the information related to the permit request. Once logged into ARMS, only valid processors are able to update this information. The information associated with these fields.

Project					
AIR Permit #		-		-	
Project #				CRA Reference #	
Permit Office				Agency Action	OGC ☐
Project Name			Desc		
Type/Sub/Des		/		Logged	
Received		Issued		Expires	
Fee		Fee Recd		Dele	
				Override	

Air Permit #	This field will be populated only after the permit is issued. This number consists of the AIRS ID the project number, and the type code.
Project #	This is a sequential number assigned upon creating each project for the facility.
CRA Reference #	This is the reference number related to the fee once a payment has been linked to the project through the Cash Receiving Application (CRA).
Permit Office	This displays the district or local program office responsible for processing the Permit Request.
Agency Action	This describes the status of the permit request: Deny, Exempt, Insignificant, Issue, Pending, or Withdrawn . This field is system-generated and based on the <i>Determined Agency Action</i> event during processing.
Project Name	This allows the processor to identify the permit request. (e.g. <i>Construction of Lime Silo</i>)
Desc.	This is an edit field to enter a more detailed description of the project. Press [Ctrl+E] to view the text entirely or to update the text. Press [Ctrl+E] again to close the edit window.
Type/Sub/Req	This displays the Permit Type, Permit Subtype, and Request Type . Press [Ctrl+L] to select from the list of valid Type/Subtypes. This affects the fee charged and the template used to process the events in the form.
Logged	The date the project was logged to ARMS. This is a system generated field.
Received	This is the date the request was "stamped in" as received by the Department. This is the date the application clock starts and is a mandatory field (DD-MON-YYYY).
Issued	This is the date that the permit was issued. A date will be displayed in this field upon issuance of the permit. This field can only be updated by a user with permitting supervisor access.
Expires	This is the date the permit expires. A date will be displayed in this field upon issuance of the permit in the events form. Immediately upon issuance, the log form will be retrieved with the cursor in this field. A processor may update this field ONLY immediately after events processing is complete. Otherwise, this field can only be updated by a user with permitting supervisor access.
Application Action	This field is required for the Secretary's Quarterly Report. For this purpose an action must be designated when adding a new facility. The required actions are New, Modification or Renewal.
Fee	Upon selection of the Permit Type and Permit Subtype combination (Type/Sub), this field is prefilled with the appropriate permit fee. <i>This field may be modified; however, a reason for the change must appear in the Override field.</i>
Fee Recd	This field displays the total amount received and linked to the request from the Cash Receiving Application interface.
Dele	The 20% fee amount due to DEP from a delegated authority.
Override	This field defaults to "NONE". If the Fee field is changed to a value different from the default, a reason must be given for the change. Press [Ctrl+L] to select from the list of valid override reasons.

Related Party Block

The related party block stores information on individuals and/or companies that have an association or interest in a permit request. The related party records are stored in table that allows for a particular person to be associated with multiple permitting requests. In addition, multiple related parties may be entered or selected for a permit request. The field descriptions listed below are the display only fields located on the log form. Procedures to enter, update, and view more detailed information regarding related parties will be discussed further in the sections regarding logging in a permit request and the **party** menu option.

The screenshot shows a form titled "Related Party". It contains the following fields and controls:

- Role**: A text input field.
- Begin**: A date input field.
- End**: A date input field.
- Name**: A text input field.
- Company**: A radio button followed by a text input field.
- Address**: A text input field.
- City**: A text input field.
- State**: A dropdown menu.
- Zip**: A text input field.
- Country**: A text input field.
- Phone**: A text input field.
- Fax**: A text input field.

Role	This identifies the purpose of the association of an individual or a company within the context of the permit request. <i>Applicant</i> , <i>Owner</i> , and <i>Professional Engineer</i> are some examples of roles. Press [Ctrl+L] to select from the list of roles.
Begin	This is the date that the related party began association with the facility's permit request.
End	This is the date that the related party ceased association with the facility's permit request.
Name	This field will display the individual that is associated with this role.
Company	This field displays the Company that is associated with this role.
Address	This displays the mailing address of the individual or company associated with this facility.
City	The city in which the individual or company is located.
State	The state in which the individual or company is located.
Zip	The Zip code for the address of the individual or company.
Country	The country in which the individual or company is located.
Phone	This displays the telephone number of the individual or company associated with this request.
Fax	This displays the fax number of the individual or company associated with this request.

Processors Block

This represents the processors associated with the project. To see all processors associated with a project, press the **[F11]**.

The screenshot shows a form titled "Processors". It contains the following fields and controls:

- Processor**: A text input field.
- Active/Inactive**: A radio button.
- Events**: A button.

Processor	This displays the system username of the permit engineers or other applicable personnel assigned to process this permit request. Only these users may update information regarding this permit request. However, any user with <i>Supervisory</i> access may update the record whether the username is displayed or not.
Primary Processor	A Y entered in this field indicates the processor has primary responsibility for the project, an N indicates processor that is not primary, but either involved in the project or an inactive processor.
Active Date	This is the date that the processor was assigned the project. The date defaults to the current date, but may be changed to another date.
Inactive Date	This is the date that the processor was taken off the assignment. The date defaults to the current date, but may be changed to another date.

How to Log a Request

A permit request must be logged into the system in order to track the events for the project. The steps for logging in a permit are as follows:

1. Log in a permit request by selecting Log DARM Permit Request from the Permit Processing Menu option. *ARMS relates the facility information to the permit request and for that reason it will require querying the database to determine if the facility exists.*
2. Press **[F11]** or **[Ctrl+I]** to query ARMS for a facility. A query block will be displayed to enter search criteria for the desired facility (i.e., Facility Name, County, District, etc.). Use the Basic Oracle Instructions in the beginning of the manual for instructions on how to query using wildcards.

Remember: *Due to the infinite number of ways a facility record may be entered, a less specific query will be more likely to produce the desired record!*

3. A scrollable list will be retrieved containing facilities that fall within the parameters of the search criteria. Use the **[Up]** and **[Down]** arrow keys to highlight the desired facility and press **[Enter]** to select, **[F11]** to re-query, or **[Ctrl+F4]** to enter a new facility.
4. Once a facility is selected, ARMS returns to the Permitting Log Form in the Project Block, and positions the cursor in the Project Name field. If there are no projects associated with the selected facility, enter the information into the appropriate fields. If there are projects already associated with the facility, press **[Insert]** to begin entering a new project. Once the information is entered into the Project Block, press **[Tab]** or **[PageDown]** to navigate to the Related Party block.
5. In the related party block, ARMS prompts to enter the applicant first. Acknowledge the message by pressing **[Enter]**. To prevent the addition of unnecessary related party records, ARMS provides a query block for searching the database to select an existing related party record. At the Query Block, enter the query criteria and press **[F12]**.
6. A scrollable list of related party records would be retrieved. Use the **[Up]** and **[Down]** arrow keys to highlight the desired related party and press **[Enter]**, if the desired party is listed. To get a more detailed view of the records on the list press **[Ctrl+L]** while the desired party is highlighted. If the desired party is not listed, press **[Ctrl+I]**. Enter the related party information directly to the form provided and press **[Ctrl+F6]**. To return to the log form.
7. To enter additional related party records press **[Ctrl+I]**. This clears the displayed related party block and places the cursor in the Role field. Press **[Ctrl+L]** to obtain a list of valid Roles. Use the **[Up]** and **[Down]** arrow keys to highlight the desired Role and press **[Enter]** to select. Press the Tab key to navigate to the Begin field and enter the date the individual or company began association with this facility. Tab to the Name field. A query block will be provided to query the database for existing information on the Related Party. Enter query criteria and press **[F12]**. A scrollable list of related party records would be retrieved. Follow the directions in the above paragraph to complete the entry. Repeat process for each related party record to be entered.
8. Tab to the Processor block. The cursor will be in the Processor field and the processor listed will be one of the supervisors for the district or local program. To insert additional processors, press **[Ctrl+I]** and press **[Ctrl+L]**. A list of valid processors will be provided. Select from the list of valid processors. Continue this process to add as many processors as necessary. Press **[Ctrl+F6]** to save the information to the database. Once you have committed the record, a message window will pop up confirming that you are entering the person as a primary processor. Click **[OK]**.

Application Action

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Permits Events Payment Site Facility Permitted EU Party Help Exit Window

Permitting Application - Permit Detail and Log Permit

POINT AIRS ID 0570057 STATUS A OFFICE SWH SW: HILLSBOROUGH

SITE NAME ENVIROFOCUS TECHNOLOGIES, LLC COUNTY HILLSBOROUGH

OWNER/COMPANY ENVIROFOCUS TECHNOLOGIES, LLC

Project

AIR Permit # - - - Project # 019 CRA Reference #

Permit Office SWH (OFFICE) Agency Action Exempt OGC

Project Name BLOWER AND DUCTWORK MODS Desc replace blower, change pickup points

Type/Sub/Des AC / 1B Source Emitting 100 tpy or more and not PSD or NAA \$5000 Logged 06/05/2007

Received 05/15/2007 Iss Application Action MODIFICATION

Fee 0.00 Override TITLE V

Role APPLICANT

Name TAPPER, JOHN

Address 1901 NORTH 66TH STREET

City TAMPA

Phone 651-405-2203 F:

Processor SIMS_J

Find %

Application Action

NEW

MODIFICATION

RENEWAL

Find OK Cancel

Choices in list: 3

Record: 1/1

Application Action is a required field created for the Secretary's Quarterly Report. For this purpose an action must be designated when adding a new facility. The required actions are New, Modification or Renewal.

New

Use this value in Application Action for the first time a facility is ever permitted or when entering the first project of a permit type. For air general (AG) permits, this also includes if the facility is under new ownership, since these permit types do not transfer.

(Example: first AO, AV, AC or AG. An initial PSD permit is also treated as an AC so any subsequent AC would be a modification.)

Modification

Use this value in the Application Action field when entering a request to modify an existing air construction (AC) or air operating (AO, AF) permit, or a Title V Revision. Also use "Modification" for a construction permit at existing facility after its initial AC/PSD permit. If tracking requests for extension of expiration date of a previous permit as a new project, use the Modification Application Action in this case too. Use this for any transfer of ownership, unless the request is for an Air General (AG) permit.

Renewal

Use this value in the Application Action field for subsequent applications of a permit type because of prior permit expiring. The "Renewal" application action does not apply for Air Construction (AC) Permits.

(Example: subsequent AO renewal, re-registration of GP, Title V Renewal)

How to Change Processors

Permits Events Payment Site Facility Party Help Exit Window

ORACLE

Permitting Application - Permit Detail and Log Permit

ARMS Facility

POINT AIRS ID 0570057 STATUS A OFFICE SWHI SW: HILLSBOROUGH

SITE NAME GULF COAST RECYCLING, INC. COUNTY HILLSBOROUGH

OWNER/COMPANY GULF COAST RECYCLING, INC.

Project

AIR Permit # - - Project # 021 CRA Reference #

Permit Office CD (DISTRICT) Agency Action Pending

Project Name REST SLEEP

Type/Sub/Des AC / 00 Multiple S

Received 03/20/2002

Fee 250.00

Logged 04/01/2002

OGC

Override NONE

Role APPLICANT

Name WALKER, AL

Address 4190 114TH TERRACE N.

City CLEARWATER State FL Zip 34622 Country U.S.A.

Phone 813-572-0755 Fax

Processors

Processor N Active 05/19/2003 Inactive Events

Forms

Record has been DELETED!

OK

1. Tab to the Processor block. Press **[Ctrl+D]** to delete the processor and de-link the user from the record.
2. Press **[Ctrl+L]** to see the list of valid processors and select the desired processor from the list (or just type the username of the desired processor).
3. Navigate to the Primary Processor indicator field and type a "Y". Note: If you need to change the begin date to the date the engineer was associated with the record, edit the date. Press **[Ctrl+F6]** to commit.

Events

Permitting Application - Events

Events Scheduled: 90 of 90

AIRS ID: 0090010 Site Name: YORKE DOLINER & COMPANY

Permit #: 0090010-005-AC Type/Subtype: AC / 1F Received: 27-AUG-2001

Project #: 005 Project Name: (TESTING1)

> Receive Request: Done

Event	Begin Date	Prd	Due Date	Rmn	Status	End Date
Receive Request	27-AUG-2001	1	28-AUG-2001		Done	27-AUG-2001
Fee Verification	27-AUG-2001	2	29-AUG-2001		Insufficient Fee	29-AUG-2001
Awaiting Sufficient Fee	29-AUG-2001	10	08-SEP-2001		Received	30-AUG-2001
Fee Verification	30-AUG-2001	2	01-SEP-2001		Sufficient Fee	30-AUG-2001
Completeness Review	30-AUG-2001	30	29-SEP-2001		Complete	30-AUG-2001
Determine Agency Action	30-AUG-2001	90	28-NOV-2001		Issue	30-AUG-2001
Issue Final Permit	30-AUG-2001	14	13-SEP-2001		Issued	30-AUG-2001
ISSUE PERMIT	30-AUG-2001	1	31-AUG-2001		Issued	30-AUG-2001
STOP CLOCK	30-AUG-2001	1	31-AUG-2001		Done	30-AUG-2001
ARMS Data Entry	30-AUG-2001	40	09-OCT-2001		Done	30-AUG-2001

This form tracks the events and the application clock for the permit processor. Once the status of an event is determined, ARMS will schedule the next event and date it is due. The days remaining to process the permit request are tracked in the upper right corner of the form. When the event **ISSUE PERMIT** is displayed, the permit number is determined and the form is updateable only by a permitting supervisor.

Header Field Description: This information is called from data contained on the log form.

AIRS ID	The AIRS ID number assigned to the facility.
Facility Name	The name of the facility requesting the permit.
Permit Number	This field is system-generated upon issuance of the permit. This number will be a combination of the AIRS ID the project number, and the permit type.
Permit Type/Subtype	The permit type and subtype selected on the Permit Application log form.
Project #	A sequential number assigned to each permit request by facility.
Received	This is the date that the application was received, and is entered on the log form.
Project Name	The description of the permit request is entered on the log form.

Events Processing Fields

Event	This is the name of the event. Events are defined in a template which controls how events processing works. It may be modified to accommodate rule changes, or unusual circumstances. Some events affect the application clock, while others are tracked for the convenience of the processor.
Begin Date	This is the date the event was initiated. If the event has been manually created, the user will have to populate this field. If the event was spawned by another event, then this date will depend upon how it has been defined in the template.
Prd	This is the number of days allowed to complete the event. Depending upon how it has been defined in the template, this field may or may not be modifiable. A user with supervisory access may modify this field.
Due Date	This field is calculated based on the beginning date and the processing period.
Rmn	This field displays the number of days left to complete the event. A negative number in this field indicates that completion of the event is overdue, and should be researched.
Status	This displays the current status of the event, i.e., Pending, Complete, etc.
End Date	This is the date the event was actually completed.

Processing an Event

1. **[Tab]** to the Status field. Press **[Ctrl+L]** to obtain a list of valid statuses for the event. Examples of statuses include **Pending**, **Done**, **Sufficient**, **Issue**, **Published** etc.
2. Use the **[Up]** or **[Down]** arrow keys to highlight the appropriate status. Press **[Enter]**.
3. Once the status is selected, **[Tab]** to the **End Date** field. Enter the date the event was actually complete in proper date format (DD-MON-YYYY).
4. Press **[Ctrl+F6]** to save the information to ARMS, and spawn the next event.

Deleting events

DO NOT DELETE EVENTS THAT APPEAR IN ALL CAPITAL LETTERS. THESE ARE SYSTEM EVENTS AND AFFECT THE APPLICATION CLOCK.

1. Navigate to the event to delete. Press **[Delete]**.
2. A form will appear to confirm the deletion. Press **[Ctrl+F6]** to confirm. Another form will appear and request that you type Yes to confirm once more. Type YES and press **[Ctrl+F6]**.
3. The event that spawned the deleted event will need to be restarted to continue processing. Press **[Tab]** to navigate to the **Status** field. Change the status of the event to **Pending**.
4. Press **[Tab]** again to navigate to the **End Date** field. The date will disappear.
5. Press **[Ctrl+F6]** to save changes.

Note: When deleting an event that has other events associated with it, ARMS will delete the event and all other events that were spawned from that event.

Restarting events

1. The event that spawned the deleted event will need to be restarted to continue processing. Press **[Tab]** to navigate to the **Status** field. Change the status of the event to **Pending**.
2. Press **[Tab]** again to navigate to the **End Date** field. The date will disappear. Press **[Ctrl+F6]** to save changes.

Manually Inserting Events

(Supervisory Access only)

1. Press **[Ctrl+I]** at the proper position on the Event form.
2. A prompt will appear to select whether the new event is an **Independent Event** or an **Event Associated with the Previous Event**. Use the **[Up]** and **[Down]** arrow keys to highlight the desired selection and press **[Enter]** to select.
3. A list of valid events will appear. Use the **[Up]** and **[Down]** arrow keys to highlight the desired selection and press **[Enter]**.
4. Press **[Tab]** to navigate to the **Begin Date** field. Change the begin date if different from the default date.
5. Press **[Tab]** to navigate to the **End date** field. Change the end date if it is different from the default date.
6. Press **[Tab]** to navigate to the Status field and press **[Ctrl+L]**. A list of statuses will be displayed. Choose **Pending** and press **[Ctrl+F6]**.

Update the status of a manually inserted event

1. Navigate to the Events form and use the **[Up]** and **[Down]** arrow keys to navigate to the manually inserted event.
2. **[Tab]** to the event Status. Press **[Ctrl+L]** and use the **[Up]** and **[Down]** arrow keys to navigate to the desired status.
3. **[Tab]** to the **End Date** field and enter the date the status was accomplished if it is different from the default date.
4. Press **[Ctrl+F6]** to save changes to the database.

Deleting Manually Inserted Events

DO NOT DELETE EVENTS THAT APPEAR IN ALL CAPITAL LETTERS. THESE ARE SYSTEM EVENTS AND AFFECT THE CLOCK.

1. Navigate to the event to delete. Press **[Delete]**.
2. A form will appear to confirm the deletion. Press **[Ctrl+F6]** to confirm. Another form will appear. Type YES and press **[Ctrl+F6]**.
3. The event that spawned the deleted event will need to be restarted to continue processing. Press **[Tab]** to navigate to the **Status** field. Change the status of the event to **Pending**.
4. Press **[Tab]** again to navigate to the **End Date** field. The date will disappear.
5. Press **[Ctrl+F6]** to save changes.

Note: When deleting an event that has other events associated with it, ARMS will delete the event and all events that were spawned from that event

Payments

The **Payments** menu option navigates to the link between the Cash Receiving Application (CRA) and ARMS. This information is view only for those users without access to CRA. A valid CRA user is able to link payments that are in CRA to specific permit requests, apply portions of a payment to link to a permit request, or completely de-link these payments to permit requests.

Applied	Pymnt#	Check#	Recpt#	Amount	Status	Received	Logged

Linking payments

1. From the log form press **[Menu]** and select **Payments** from the menu bar.
2. A form with a list of payments that have been placed in the payment table for the applicable district will be retrieved.
3. Use the **[Up]** and **[Down]** arrow keys to highlight the desired payment record. Once the record is highlighted, press **[Menu]** and select **Link** from the menu bar.
4. A form will appear that will ask what portion of the check to apply. The amount to apply must be less than or equal to the amount of the check. Enter the amount of the check to apply to the permit fees. Press **[Enter]**.
5. Press **[Cancel]** to return to the Log Form.

All or a portion of the payment will be applied to the project. The amount that has been applied to the project will appear on the Log Form in the Project Block in the **Realized** field.

De-linking payments

1. From the log form press **[Menu]** and select **Payments** from the menu bar.
2. A form with a list of payments that have been placed in the payment table for the applicable district will be retrieved.
3. Use the **[Up]** and **[Down]** arrow keys to highlight the linked payment record. Once the record is highlighted, press **[Menu]** and select **De-Link** from the menu bar.
4. Press **[Cancel]** to return to the Log Form.

Facility

The screenshot shows the Oracle Air Resource Management System - Facility form. The form is titled "Air Resource Management System - Facility" and includes a menu bar with options: Details, Emiss unit, perMit, Compl asssr, Pollutant, reLated party, Help, Return, exit, Window. The form contains the following fields and values:

- Office: CD, Cen: ORLANDO, County: BREVARD, AIRS ID: ARMINV01
- Owner/Comp: TRADEMARK METALS, Site: TRADEMARK METALS
- Directions: Nova Industrial Park
- Street: 490 ANSIN RD
- City: ROCKLEDGE, Zip: 32955
- UTM Zone: 17, East: 529.80, North: 3127.40, Latitude: 28 16 26.0000, Longitude: 80 41 47.0000
- Status: A ACTIVE, Maj Group SIC: 50 WHOLESALE TRADE - DURABLE GOODS
- Reloc: [dropdown], Shtdwn Dt: [dropdown], Strt Dt: [dropdown], Final Shtdwn Dt: [dropdown]
- Gov Fac: 0 NOT OWNED OR OPERATED BY A FEDERAL, STATE, OR LOCAL GOVE, HAZ Waste Generator ID: FLD
- AOR Req: Y, Ozone SIP Facility: H, Type: 17 SECONDARY METAL PRODUCTION
- Compliance Tracking: B ACTUAL AND POTENTIAL EMISSIONS BELOW ALL APPLICABLE MAJOR, Current Permit Indicator: [dropdown]
- Title V: NON TITLE V, non-HAP Class: MINOR, HAP Class: MINOR, Public Exempt: [dropdown]
- # of Emiss Units: C 0, A 1, I 6, Generator Rating: [dropdown] MW
- Comment: IRON & ALUMINUM RECLAIMING PLANT

At the bottom of the form, there is a text box for "Enter the Type of this FACILITY. (POINT or AREA)" and a "Record: 1/1" indicator.

Updating a facility record

Information regarding a facility record may be updated using the **Facility** option on the menu bar. This navigates to the Facility Inventory portion of ARMS and will allow for update of the information on this form. Update the appropriate fields and press **[Ctrl+F6]** to save changes to the database. Press **[Cancel]** to return to the permitting log form.

Adding a New Facility

ARMS require that before a facility is added, the database must be queried. Once the database has been queried and it has been determined that the facility doesn't exist, press **[Insert]** to navigate to a blank ARMS Facility form. Enter the appropriate information then click **Validate Address** button.

Validate Address

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Details Emiss unit permit Compl asssr Pollutant related party Help Return exit Window

Air Resource Management System - Facility

POINT Office * SD Site: FT MYERS County * CHARLOTTE AIRS ID: ARMINV01

Owner/Comp * TAMMY'S COMPANY Site

Directions whatever directions you have, some people repeat the street address.

Street 18500 Murdock Cir

City * PORT CHARLOTTE Zip 33948 1068 Validate Address

UTM Zone East North Latitude 27 00 34.3404 Longitude 82 08 29.9256

Status * U UNPERMITTED Maj Group SIC * 99 NONCLASSIFIABLE ESTABLISHMENTS

Reloc N Shtdwn Dt Strt Dt Final Shtdwn Dt

Gov Fac * 0 NOT OWNED OR OPERATED BY A FEDERAL, STATE, OR LOCAL GOVE HAZ Waste Generator ID: FLD

AOR Req * N Ozone SIP Facility * N Type

Compliance Tracking

Title V NON TITLE V non-HAP Class MINOR HAP Class MINOR Public Exempt N

of Emis Units C A I Generator Rating MW

Comment

Enter the Type of this FACILITY. (POINT or AREA)

Record: 1/1

The Melissa Data Service allows DEP to verify address information and return locational data when none have been provided. This happens quite often for facilities that operate under a general permit because GP registration forms do not request this data.

The implementation of this service into the ARMS Facility form is meant to assist in gathering Latitude/Longitude data for facilities, particularly new facilities, since the inclusion of Latitude/Longitude is required to enter a new ARMS facility record.

Minimum Requirements:

There are minimum requirements for using Melissa. The record must contain a zip code, and it must be valid for the county you've selected. On rare occasions, Melissa may not be able to locate the address. If this is the case, you must use an alternative method of verifying Latitude/Longitude data.

Note: You will not be able to save a record until coordinate data is entered.

Facilities with Existing Lat/Longs

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Details Emission permit Compliance Pollutant related party Help Return exit Window

AIR Resource Management System - Facility

POINT Office * NWDP NW Br: PANAMA CITY County * BAY AIRS ID ARMINV01 0050001

Owner/Comp * ARIZONA CHEMICAL COMPANY Site PANAMA CITY FACILITY

Directions 2 EVERITT AVE.

Address Verification

Address Verification using MelissaData

Current Address in ARMS		Suggested Address from Melissa	
Address:	2 EVERITT AVE.	Address:	2 S Everitt Ave
City:	PANAMA CITY	City:	Panama City
State:	FL	State:	FL
Zip:	32401	Zip:	32401 - 4989
Latitude:	30 8 40	Latitude:	30 8 42.6624
Longitude:	85 37 5	Longitude:	85 37 16.3308
		Status:	Information was coded to the ZIP+4 centroid.
		Accept Address only	Reject All

Record: 1/1

If a facility has existing Locational data, the only two options available will be to Accept Address only or Reject All. DARM prefers you use WebShape Lite to verify any existing coordinates.

Since the facility is new, the **Status** field will automatically be **U - Unpermitted** status. **(This status will be changed upon issuance of the permit request.)** After entering all pertinent information, press **[Ctrl+F6]** to save the changes to the database. Press **[Cancel]** to return to the permitting log form.

Note: When making extensive changes to the Facility information, go to the Facility option of the Main Menu, and then select Inventory from the Facility menu.

Entering a New Facility without Lat/Longs

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Details Emiss unit permit Compl asssr Pollutant related party Help Return exit Window

AIR Resource Management System - Facility

Office * MWDT MW Br: TALLAHASSEE County * LEON AIRS ID ARMINV01

Owner/Comp * COURTYARD DRY CLEANER Site COURTYARD DRY CLEANER

Directions

Street 111 S Magnolia Dr

City * TALLAHASSEE

UTM Zone East

Status * U UNPERMITTED

Reloc N Shtdwn

Gov Fac * 0 NOT OWNED

AOR Req * N

Compliance Tracking

Title V NON TITLE V non-HAP Class MINOR HAP Class MINOR Public Exempt N

of Emiss Units C A I Generator Rating MW

Comment

Enter the Type of this FACILITY. (POINT or AREA)

Record: 1/1

ALERT

Locational values are required when entering new facility. You may use Validate Address button to get the coordinate values

OK

When entering a new facility with no Locational data, you will receive the above message upon pressing the **Commit Record** button. **Note:** You will not be able to enter a new facility without this data!

When entering a new facility with no Latitude Longitude available, follow these instructions:

1. Once you have queried the facility ARMS PA and not found, press the **Insert Record** button.
2. Enter the **Category, Office, County, Owner/Company, Street, City** and **Zip**. Then click on the **Validate Address** button. The following screen will be displayed:

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Details Emiss unit permit Compl asssr Pollutant related party Help Return exit Window

AIR Resource Management System - Facility

Office * MWDT MW Br: TALLAHASSEE County * LEON AIRS ID ARMINV01

Owner/Comp * COURTYARD DRY CLEANER Site COURTYARD DRY CLEANER

Directions

Address Verification

Address Verification using MelissaData

Current Address in ARMS

Address: 111 S Magnolia Drive

City: TALLAHASSEE State: FL

Zip: 32301

Latitude: Latitude: Longitude: Longitude:

Suggested Address from Melissa

Address: 111 S Magnolia Dr

City: Tallahassee State: FL

Zip: 32301 - 2973

Latitude: 30.26 - 29.76

Longitude: 84.15 - 42.03

Status: Information was coded to the ZIP+4 centroid.

Accept All Accept Lat/Longs only Accept Address only Reject All

This screen compares the **Current Address in ARMS** and the **Suggested Address from Melissa**. It will also display the suggested Lat/Longs, and provide a **Status** to help determine the accuracy of the coordinates. Typically, with a good address the Status will read: Information was coded to the ZIP+4 Centroid. Using the Melissa Data service to collect coordinates will return Lat/Longs in the general vicinity of the facility so that you can go to WebShape Lite and verify the coordinates after the record has been saved.

3. Compare both sides carefully. Then choose from the 4 options presented:

Accept All: This will insert the coordinates from Melissa and update the address as displayed from Melissa. (If Lat/Longs already exist, the option to update Lat/longs will not be displayed. Use WebShape Lite to update existing coordinates.)

Accept Lat/Longs only: This will only insert the Lat/Longs. It will not update the address. Sometimes Melissa will "clean" the address and remove important information. This option allows you collect the lat/longs without updating the address. (If Lat/Longs already exist, the option to update Lat/longs will not be displayed. Use WebShape Lite to update existing coordinates.)

Accept Address only: This will only update the address details in ARMS with the Melissa suggestion.

Reject All: This will return to the ARMS Facility Screen without changing any data.

4. Finish entering the data for the facility, and press **Commit Record** button. Upon exiting the facility record, the permitting log form will be displayed and the PA project entry can continue as usual.

Permitted EU

Linking an Emission Unit to a Project

Permit processors are responsible for linking permitting projects to specific emissions units. This can be done by querying the projects using Query DARM Permit Requests, or by querying the projects through the **Projects** menu option from the Log form.

A list of facilities with EU's not linked to a permit and Permits with no EU's linked in the Permitting reports on Air Resource Application Home page (<http://appprod.dep.state.fl.us/arms>).

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Permits Events Payment Site Facility Permitted EU Party Help Exit Window

Permitting Application - Permit Detail and Log Permit

AIRS Facility

POINT AIRS ID 0570057 STATUS A OFFICE SWH SW: HILLSBOROUGH

SITE NAME ENVIROFOCUS TECHNOLOGIES, LLC COUNTY HILLSBOROUGH

OWNER/COMPANY ENVIROFOCUS TECHNOLOGIES, LLC

Project

AIR Permit # - - - Project # 019 CRA Reference #

Permit Office SWH (OFFICE) Agency Action Exempt OGC

Project Name BLOWER AND DUCTWORK MODS Desc replace blower, change pickup points

Type/Sub/Des AC / 1B Source Emitting 100 tpy or more and not PSD or NAA \$5000 Logged 06/05/2007

Received 05/15/2007 Issued Expires Application Action NEW

Fee 0.00 Fee Recd Dele 0.00 Override TITLE V

Related Party

Role APPLICANT Begin 06/05/2007 End

Name TAPPER, JOHN Company ENVIROFOCUS TECHNOLOGIES, LLC

Address 1901 NORTH 66TH STREET

City TAMPA State FL Zip 33619 Country U.S.A.

Phone 851-405-2283 Fax 851-454-7926

Processors

Processor SIMS_J Y Active 06/05/2007 Inactive Events

Enter Project Name.

Record: 1/1

1. Select **perMITTED EU** from the menu bar.

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Help Exit Window

Permitted Emission Units

POINT AIRS ID 0570057 Status A Owner ENVIROFOCUS TECHNOLOGIES, LLC

Office SWH County Hillsborough Name Envirofocus Technologies, Llc

Air Permit Number 0570057001AC

Current Permitted Emission Units

Emission Units currently linked to this permit. Click on "Link EUs" to link more EUs.

EU#	Status	Description
008	A	SODA ASH SILO
009	A	Facility Grounds and Miscellaneous Operations
007	I	CRUSHER OPERATION WITH BAGHOUSE

Link EUs Delink EU

Record: 1/3

2. Press **Link EUs**.

Help exit Window

ORACLE

Permitted Emission Units

POINT AIRS ID 0570057 Status A Owner ENVIROFOCUS TECHNOLOGIES, LLC
Office SWH County Hillsborough Name Envirofocus Technologies, Llc
Air Permit Number 0570057001AC

Select Permitted Emission Units

Select the desired Emission Units and click on "Link Selected EUs" below

Select Active
Select A and C
Select All

EU#	Status	Description
001	A	BLAST FURNACE EXHAUST
004	A	FURNACE TAPPING AND CHARGING
011	A	Four Refining Kettles (Process fugitive sources)
013	A	Refining Kettle exhaust stacks (products of combustion)
002	I	THREE 52 TON MELT KETTLES W/ BGHSE ONLY 2 OPERATE AT A TIME
005	I	78 TON REFINING KETTLE FIRED BY NATURAL GAS.
006	I	BGHSE CONTROLS GHARGING OF BLAST FURNACES(PT#1) SKIP HOIST B
010	I	CEMENT STORAGE SILO
012	I	CRT crusher and conveyance system
014	I	Soda Ash Silo - SO2 injection system for blast furnace

De-select All Link Selected EUs Cancel

Check to choose this EU as Permitted
Record: 1/10

3. Select individual EUs by clicking the check box beside that EU or click Select Active, Select A and C, Select All to select multiple EUs. To De-select, click checked check box beside EU or click De-Select All button.

Help exit Window

ORACLE

Permitted Emission Units

POINT AIRS ID 0570057 Status A Owner ENVIROFOCUS TECHNOLOGIES, LLC
Office SWH County Hillsborough Name Envirofocus Technologies, Llc
Air Permit Number 0570057001AC

Current Permitted Emission Units

Emission Units currently linked to this permit. Click on "Link EUs" to link more EUs.

EU#	Status	Description
001	A	BLAST FURNACE EXHAUST
004	A	FURNACE TAPPING AND CHARGING
008	A	SODA ASH SILO
009	A	Facility Grounds and Miscellaneous Operations
011	A	Four Refining Kettles (Process fugitive sources)
007	I	CRUSHER OPERATION WITH BAGHOUSE

Link EUs Delink EU

Record: 1/6

4. After all EUs have been selected, click Link Selected EUs. To De-Link EUs, select EU then click Delink EU button.

Party

Enter or view the details of the related party information on the **Related Party Detail** Form. This information is stored in a **Related Party** database. Each of the fields associated with the related party record is optional.

Party#		154869		SSN#		FEID#	
Name		TIM				BROSE	
		(first)		(middle)		(last)	
Company		YORKE DOLINER & COMPANY		Title		Noncompliant	
Voice		321-636-2781		Ext		Fax	
						Mobile	
Address		PO BOX 1659		Address Type		BUSINESS	
				Mailing Address		Y	
City		COCOA		State		FL	
Country				Zip		32923 - 1659	

Party Number	This is a system generated sequential number which is used to internally identify the Party record.
SSN	This displays the Social Security Number of the Party.
FEID Number	This is the Federal Identification number of the company.
First Name	This is the first name of the individual associated with the related party record.
Middle Name	This is the middle name or middle initial of the individual associated with the related party record.
Last Name	This is the last name of the individual associated with the related party record.
Name Suffix	This displays the suffix (i.e., Jr., Sr., P.E. etc.) of the individual associated with the related party record.
Company Name	This is the name of the business or organization of the related party.
Job Title	This is the individual's Title within the organization.
Voice	This is the Party's Phone Number.
Fax Number	This is the Party's Fax Number.
Mobile Phone #	This is the Party's Mobile Phone Number.

Party Address Block

A Related party may have one or more addresses associated with the record. ARMS will allow entry of all addresses associated with the party.

Address	This displays the mailing or street address record for the Related Party.
City	This displays the City in which the Party is located.
State	This is the state in which the Party is located. Press [Ctrl+L] for a list of valid states.
Zip	This is the Zip code for the Party's address.
Country	This is the Country in which the Party is located and defaults to USA.
Mailing Address	Mark this field with a [Y] if the address in the record is the mailing address. If this is a location address for the Party, mark the entry with an [N].

Updating Party

1. Access the party detail form by selecting **party** from the menu bar.
2. **[Tab]** to the desired fields and update information as necessary.
3. Press **[Ctrl+F6]** to save changes to the database.

Deleting Party

Pressing **[Ctrl+D]** will disassociate the party from the project. ***It will not delete the party from the ARMS database.***

Inserting a new Party Address

1. Press **[Ctrl+I]** while in the address block to create a new record (if required).
2. Enter the information associated with the address of the related party in the appropriate blocks.
3. Press **[Ctrl+F6]** to store the changes in the database. Repeat the process to add additional addresses for the related party. Close window to return to the previous screen.

Retrieving Party Address

While in the address block, press the **[Up]** or **[Down]** arrow to navigate to the previous or next address on file for the related party record.

Updating Party Address

1. Access the appropriate address.
2. Update the information associated with the address of the related party in the appropriate blocks.
3. Press **[Ctrl+F6]** to store the changes in the database.

Transfer

Transfer an existing permit request to another permitting office using the **Transfer** menu option. This transfers responsibility for a particular request by assigning the request to another office.

Event	Begin Date	Prd	Due Date	Rmn	Status	End Date
Receive Request	01-JAN-2000	1	02-JAN-2000		Done	01-JAN-2000
Office Transfer	25-SEP-2001	3	28-SEP-2001	3	Pending	
Initial Completeness Review	01-JAN-2000	60	01-MAR-2000		Incomplete	01-JAN-2000
RESET CLOCK	01-JAN-2000	1	02-JAN-2000		Done	01-JAN-2000
Awaiting Additional Information	01-JAN-2000	90	31-MAR-2000		Not Received	31-MAR-2000
Determine Agency Action	31-MAR-2000	90	29-JUN-2000	-453	Pending	

1. Navigate to the events portion of the project.
2. Create an Independent Event by pressing **[Ctrl+I]** and pressing **[Enter]**.
3. Press **[Ctrl+L]**. Highlight Office Transfer using the **[Up]** and **[Down]** arrow keys and press **[Enter]**.
4. **[Tab]** to the begin date field and enter the date the transfer process was initiated.
5. **[Tab]** to the **Status** field and select **Pending** as the status. Press **[Ctrl+F6]** to save the changes to the database.

Office Transfer

EXISTING OFFICE

Proc Office: **NWD** (NORTHWEST DISTRICT) USER Template#1191

Airs ID: **0570057** Name: **GULF COAST RECYCLING, INC.**

Project: **013** (TEST FOR TEMPLATE 1191 CHANGES) Received Date: **01-JAN-2000**

Comments:

Type/Subtype: **AV** / **01** Description: **New Title V Facility Permit Request**

TRANSFER TO

Proc Office: **CD** (CENTRAL DISTRICT)

Phone: Fax:

Processors

Processor: **U_ARMS_PA_SUPERVISOR** ☒ Active 24-AUG-2001 ☐ Inactive Events

6. Exit the Events screen by pressing **X**. Under Permits on the menu bar select **Transfer**. ARMS will retrieve a form to transfer the project to a different office.
7. The cursor will be positioned in the **Proc Office** field. Press **[Ctrl+L]** and use the **[Up]** and **[Down]** arrow keys to highlight an office code from the list of values.
8. Press **[Ctrl+F6]** to save changes and to complete the transfer. Enter **Yes** and **[Ctrl+F6]** to reconfirm transfer.

- Return to the Events processing form and use the **[Down]** arrow key to select the Office Transfer event. Change the status to **Done** and enter the date the event was completed. Press **[Ctrl+F6]** to save changes.

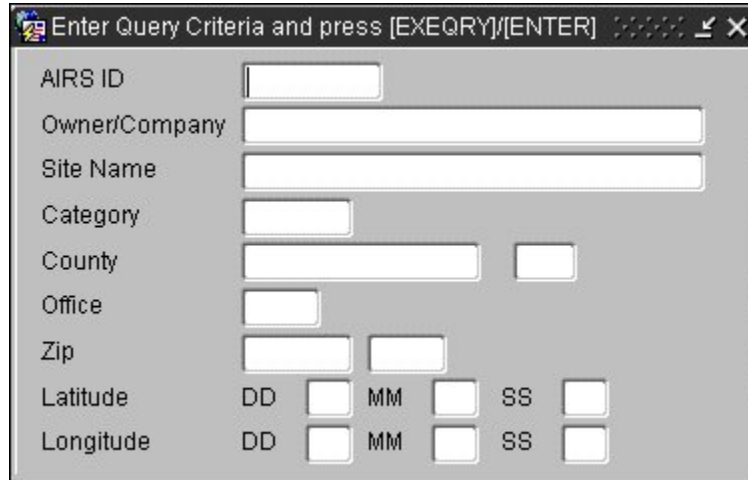
Receiving office

- The receiving office must verify the correct office by changing the processor. On the log form page **[Tab]** to the processor field. Inactivate the current processor and activate the new processor.

NOTE: Upon initiation of the office transfer, any payments associated with the project will be automatically unlinked. In order to re-link the payment, it must be in the new permitting office's cash list area.

Re-Link

To change the facility associated with a particular project, use the Re-Link menu option from the Log form menu. It will disassociate the facility currently affiliated with the project and query the database for another facility to associate the project.



Enter Query Criteria and press [EXEQRY]/[ENTER]

AIRS ID					
Owner/Company					
Site Name					
Category					
County					
Office					
Zip					
Latitude	DD		MM		SS
Longitude	DD		MM		SS

1. Access the desired project in ARMS.
2. While on the Log form, press **[Menu]** and select **Re-link** from the menu bar.
3. A query block will appear to query ARMS for another facility. Enter the selection criteria and press **[F12]**.

Note: This will change AIRS ID – Issued Projects need to be un-issued and properly reissued with a corrected permit number.

Cases

The screenshot shows the Oracle Permitting Application - OGC Case Detail form. The form is titled "OGC Case Detail" and contains the following fields:

Case Id		OGC#	Case#						
35351		971591	97-004377						
Permit	70	Program Area	AS	Origin	O	Status	I	Mode	A
County	29	District	6	Contact					
Opened	19 97	Forum Name	DOAH	Sequence#	1591				
Box#		Microfilm		Micro film Roll#		Micro film Batch#			
Admin / Civil	☐	Litigation	N	Attorney	WDB				
Future Activity	☐								
Style	GULF COAST RECYCLING, INC. V DEP								

At the bottom of the form, there is a status line that reads: "Enter the OGC Case Id. Record: 1/2".

The Office of General Counsel (OGC) Case details for permits are initiated if an administrator hearing is requested. The information most important is the Case #. This number is associated with LCT and can be used to locate a case in LCT.

To view an OGC Case, from the Permit Detail and Log Permit screen, select **Permit** on Menu Bar then **Cases**. This is a view-only form. If there are no OGC Cases on record associated with this permit request, a message will appear on the status line that indicates as such. Press **[Exit]** to return.

Query DARM Permit Requests

Query specific permit projects through the **Query DARM Permit Requests**. A query form will be retrieved to initiate a search of the ARMS database. Broad searches allow for rapid data retrieval and are much more effective than specific searches. (See the portion of ARMS dealing with Querying the Database.) Once the Query Criteria has been entered, **[F12]** or **[Ctrl+F6]** will perform the search and display a scroll list of permitting projects that meet the search parameters and the number of records retrieved.

Processor	Processor associated with the permitting project.
Permitting Office	Code of the office responsible for the permitting request.
Facility Office	Office responsible for the requesting facility's Compliance inspections.
County	The county that the facility is located.
AIRS ID	The AIRS ID of the facility.
Air Permit No	The permit number assigned to the permit request. This is only available if the permit is in ISSUED status.
Project #/Name	The project number field and the Project number field.
Agency Action	The field that displays the status of the permit request. Press [Ctrl+L] .
Agency Action Date	The date the agency action was determined.
Type/Subtype	The codes that indicate the type of permit request and the fee.
Amount Req'd	Queries against the amount on the "Fee" field in the Log Form.
Issued Date	Queries against the "Issued Date" field in the log form. Press [Ctrl+L] to see an example of operators to broaden query results.
Expiration Date	Queries against the "Expiration Date" field in the log form. Press [Ctrl+L] to see an example of operators to broaden query results.
Received Date	Queries against the "Received Date" field in the log form. Press [Ctrl+L] to see an example of operators to broaden query results.
Complete Date	Queries against the "End Date" field in the events form for the Completeness Review event. Press [Ctrl+L] to see an example of operators to broaden query results.
Remaining Days	Queries against the "Rmn" field in the events form. Press [Ctrl+L] to see an example of operators to broaden query results.

Proj# / Name	Owner/Company	Type / Sub	Received
001 / METAL SHREDDER	TRADEMARK METALS RECYCLING	AC / 1D	24-AUG-1995
002 / METAL SHREDDER INITIAL AO	TRADEMARK METALS RECYCLING	AO / 2A	18-JUL-1996
003 / AC MOD/INCREASE EMISSIONS	TRADEMARK METALS RECYCLING	AC / M1	02-SEP-1998
004 / MINOR MODIFICATION	TRADEMARK METALS RECYCLING	AC / M1	07-JUL-2000
005 / TESTING1	TRADEMARK METALS RECYCLING	AC / 1F	27-AUG-2001
006 / PROJECT NAME	TRADEMARK METALS RECYCLING	AC / 00	01-AUG-2001
/ YORKE DOLINER/AUTOMOBILE SHRED	TRADEMARK METALS RECYCLING	AO / 99	01-NOV-1985
/ YORKE DOLINER & CO/GEN #1	TRADEMARK METALS RECYCLING	AC / 99	15-APR-1986
/ YORKE DOLINER & CO/METAL SHRED	TRADEMARK METALS RECYCLING	AO / 09	08-JUL-1986
/ YORKE DOLINER/DIESEL ENG # 1 &	TRADEMARK METALS RECYCLING	AO / 09	28-JUL-1986
/ YORKE DOLINER/METAL SEPARATOR	TRADEMARK METALS RECYCLING	AO / 08	01-AUG-1986
/ YORKE DOLINER/DIESEL ENG # 3 &	TRADEMARK METALS RECYCLING	AO / TX	14-MAR-1989
/ YORKE DOLINER/AUTOMOBILE SHRED	TRADEMARK METALS RECYCLING	AO / 2A	16-NOV-1990
/ YORKE DOLINER & CO/METAL SHRED	TRADEMARK METALS RECYCLING	AO / 2B	29-AUG-1991

From this scroll list, highlight the desired facility. View more detailed information by using **[PageDown]**. This will display a summary of the information. However, if a selection cannot be made from the listing, **[PageUp]** will return to the **Query DARM Permit Request** block. The criteria may be modified and a new query performed. The options on the menu bar are as follows:

Detail	Navigates to the Permitting Log form for the highlighted facility, if the facility has a project number, or it will navigate to the old PATS data for viewing only.
Events	Navigates to the Permitting Events form for the highlighted facility
Facility	Navigates to the information for the facility associated with the permit request.
Permitted EU	Retrieves a form that allows linking of an emission unit to a permit request.
Help	Basic Help information for this form.
eXit	Returns to the point of entry into ARMS.

Viewing Historic PATS Data

View historic PATS data in ARMS using **Query DARM Permit Requests**. If it was possible to link the historic pats information to the new ARMS facility record, querying the facility record will be sufficient. If the old PATS number is available enter it into the AIR Permit # field and execute the query.

[illegible]

Historic PATS data will appear on the scroll list without a project number. To access this information, highlight the historic PATS record and select **Detail** on the Menu Bar to navigate to the more detailed information regarding the desired permit.

PAGE1

PATS History

PATS NO

TYPE/SUBTYPE

/

STATUS

ISSUED

OFFICE

COUNTY

AS OF

EXPIRES

PROCESSOR

LATITUDE DD

MM

SS

LONGITUDE DD

MM

SS

QUAD_NAME

BASIN

QUADRANT

PROJECT

APPLICANT

AGENT

Special Scenarios

There are scenarios that require special treatment in ARMS. Waivers, Time Extensions and Multiple Sources all require additional procedures should be followed in order to properly track and process the project.

Time Extensions

Note: A permit must be in **Issued** status to extend the expiration date. For permits that were logged in using the PATS system, the permit must be logged again into ARMS and processed to **Issued** using **Events**.

1. Navigate to the log form and query the desired project.
2. Navigate to the **Expiration Date** and change the expiration date to the appropriate date.
3. **[Tab]** to the **Fee** field and add the appropriate fee (if a fee is applicable) to the amount shown.
4. **[Tab]** to the **Override Reason** field and press **[Ctrl+L]**.
5. Use the **[Up]** and **[Down]** arrow keys to highlight **Time Extension** and press **[Enter]**. If the fee amount is changed under any circumstances, an override reason is required to save the information to the database.
6. Press **[Ctrl+F6]** to save the information to the database.

Optional:

To track Time Extensions in Events

1. After the **Issue Permit**, event press **[Ctrl+I]**. ARMS will navigate to the next line to insert a manual event.
 2. Press **[Ctrl+L]** to access the list of events available to manually insert. Select the **Request for Time Extension** event.
 3. **[Tab]** to the **Status** field and select **Pending** as the status for the event. Press **[Ctrl+F6]** to save the changes to the database.
 4. Once the status of the Time extension has been determined, return to the Events portion of the project and **[Tab]** to the time extension event status field.
 5. Press **[Ctrl+L]** to retrieve the list of statuses for the Time Extension Event. Select the status that applies: *Approved*, *Denied*, or *Incomplete*.
- Press **[Ctrl+F6]** to save the information to the database.

Waiver

To track a waiver of the 90 day processing period, navigate to the Events form for the project and follow the steps shown below.

Event	Begin Date	Prd	Due Date	Rmn	Status	End Date
Receive Request	09-AUG-2001	1	10-AUG-2001		Done	09-AUG-2001
Fee Verification	09-AUG-2001	2	11-AUG-2001		Sufficient Fee	11-AUG-2001
Completeness Review	09-AUG-2001	30	08-SEP-2001		Complete	09-AUG-2001
Determine Agency Action	09-AUG-2001	90	07-NOV-2001	69	Pending	

1. Process the events form to the **Determined Agency Action Event**.
2. Once the *Determined Agency Action* event has been initiated, [Tab] to the *Processing Period* field.
3. Add to the processing period the number of days requested by the waiver. This should automatically change the **Due Date** to the appropriate date.
4. Press [Ctrl+F6] to save changes to the database.

Multiple Sources

A permit request that contains multiple sources could have a varying fee amount. Follow these instructions while logging in a permit for multiple sources.

The screenshot shows a web-based form titled "Permitting Application - Permit Detail and Log Permit" for the ARMS Facility. The form is divided into several sections: Facility Information, Project Information, Related Party, and Processors. The Facility Information section includes fields for POINT, AIRS ID (0090010), STATUS (A), OFFICE (CD), CEN (ORLANDO), SITE NAME (YORKE DOLINER & COMPANY), COUNTY (BREVARD), and OWNER/COMP (TRADEMARK METALS RECYCLING). The Project Information section includes AIR Permit #, Project # (006), CRA Reference #, Permit Office (NWD (DISTRICT)), Agency Action (Pending), Project Name (PROJECT NAME), Desc, Type/Sub/Req (AC / 00), Multiple Sources per Application, Logged (30-AUG-2001), Received (01-AUG-2001), Issued, Expires, OGC, Fee (250.00), Fee Recd, Dele, and Override (MULTIPLE SOURCE). The Related Party section includes Role (APPLICANT), Begin (30-AUG-2001), End, Name (MALONE, SAM), Company (Not Available), Addr (1234 SOUTHERN ROAD), City (JACKSONVILLE), State (FL), Zip (33312), Country (U.S.A.), Phone (904-224-1234), and Fax. The Processors section includes Processor (LIVINGSTON_S), Y, Active (30-AUG-2001), Inactive, and Events.

1. In the **Type/Sub/Req** field, select the appropriate **type/subtype** code. It will contain a **00** subtype.
 2. **[Tab]** to the **Fee** field. The fee amount will be displayed as 0.00 due to the fact that a **Multiple Source Permit** request could be any fee amount. Calculate the fee and enter the information into the **Fee** field.
 3. **[Tab]** to the Override Reason field. Press **[Ctrl+L]**.
 4. Use the **[Up]** and **[Down]** arrow to highlight **Multiple Source**.
- Continue logging in the project and press **[Ctrl+F6]** to save change to the database.

Denials

Permitting Application - Events

Events Scheduled 70 of 90

AIRS ID 0090012 Site Name CAPE CANAVERAL PLANT

Permit # Type/Subtype AC / 1E Received 09-AUG-2001

Project # 001 Project Name (CONSTRUCTION OF STACK #24)

> Receive Request: Done

Event	Begin Date	Prd	Due Date	Rmn	Status	End Date
Receive Request	09-AUG-2001	1	10-AUG-2001		Done	09-AUG-2001
Fee Verification	09-AUG-2001	2	11-AUG-2001		Sufficient Fee	11-AUG-2001
Completeness Review	09-AUG-2001	30	08-SEP-2001		Complete	09-AUG-2001
Determine Agency Action	09-AUG-2001	90	07-NOV-2001		Deny	30-AUG-2001
Deny Final Permit	30-AUG-2001	14	13-SEP-2001		Denied	30-AUG-2001
DENY PERMIT	30-AUG-2001	1	31-AUG-2001		Denied	30-AUG-2001
STOP CLOCK	30-AUG-2001	1	31-AUG-2001		Done	30-AUG-2001

It is possible to track Permit Denials within ARMS events processing. Track either a denial based on evaluation of permit content or a denial based on lack of response to a incompleteness letter.

Evaluation

1. Process the application to *Determined Agency Action*. [Tab] to the **Status** field and press [Ctrl+L]. Highlight **Deny** and press [Enter].
2. [Tab] to the **End Date** field. Enter the date in appropriate date format (DD-MON-YYYY). Press [Ctrl+F6] to save changes and spawn the next event.
3. **Deny Final Permit** will be the next event spawned. Upon forwarding the **Final Denial Order**, [Tab] to the Status field and press [Ctrl+L]. Highlight **Denied** and press [Enter].

[Tab] to the **End Date** field and enter the date in appropriate date format (DD-MON-YYYY). Press [Ctrl+F6] to save changes to the database.

Denial for Incompleteness

Permitting Application - Events

Events Scheduled 90 of 90

AIRS ID: 0090012 Site Name: CAPE CANAVERAL PLANT

Permit #: Type/Subtype: AC / 00 Received: 01-AUG-2001

Project #: 003 Project Name: (INCOMPLETENESS)

> Receive Request: Done

Event	Begin Date	Prd	Due Date	Rrnn	Status	End Date
Receive Request	01-AUG-2001	1	02-AUG-2001		Done	01-AUG-2001
Fee Verification	01-AUG-2001	2	03-AUG-2001		Sufficient Fee	03-AUG-2001
Completeness Review	01-AUG-2001	30	31-AUG-2001		Incomplete	01-AUG-2001
RESET CLOCK	01-AUG-2001	1	02-AUG-2001		Done	01-AUG-2001
Awaiting Additional Information	01-AUG-2001	45	15-SEP-2001		Not Received	30-AUG-2001
Determine Agency Action	30-AUG-2001	90	28-NOV-2001		Deny	30-AUG-2001
Deny Final Permit	30-AUG-2001	14	13-SEP-2001		Denied	30-AUG-2001
DENY PERMIT	30-AUG-2001	1	31-AUG-2001		Denied	30-AUG-2001
STOP CLOCK	30-AUG-2001	1	31-AUG-2001		Done	30-AUG-2001

1. Process the application to **Completeness Review**. [Tab] to the **Status** field and press [Ctrl+L]. Highlight **Incomplete** and press [Enter]. [Tab] to the **End Date** field and enter the date in proper date format. Press [Ctrl+F6] to save changes and spawn next event.
2. The next event spawned will be **Awaiting Additional Information**. [Tab] to the **Status** field and press [Ctrl+L]. Highlight **Not Received** and press [Enter]. [Tab] to the **End Date** field and enter the date in proper date format. Press [Ctrl+F6] to save changes and spawn next event.
3. The next event spawned will be **Determined Agency Action**. [Tab] to the **Status** field and press [Ctrl+L]. Highlight **Deny** and press [Enter]. [Tab] to the **End Date** field and enter the date in proper date format. Press [Ctrl+F6] to save changes and spawn next event.

Continue processing events until the **DENY PERMIT** event is generated. This is a system event and should not be deleted, unless the events from **Determined Agency Action** is deleted and restarted.

Withdrawn Permits

Document withdrawn permit requests in ARMS by giving the request a **Withdrawn** status from **Determined Agency Action** on the events form. Assigning this status also populates the **Agency Action** field on the log form with **Withdrawn**.

Permitting Application - Events

Events Scheduled: 62 of 90

AIRS ID: 0090010 Site Name: YORKE DOLINER & COMPANY

Permit #: Type/Subtype: AC / 00 Received: 01-AUG-2001

Project #: 006 Project Name: (PROJECT NAME)

> Receive Request: Done

Event	Begin Date	Prd	Due Date	Rmn	Status	End Date
Receive Request	01-AUG-2001	1	02-AUG-2001		Done	01-AUG-2001
Fee Verification	01-AUG-2001	2	03-AUG-2001		Sufficient Fee	03-AUG-2001
Completeness Review	01-AUG-2001	30	31-AUG-2001		Complete	01-AUG-2001
Determine Agency Action	01-AUG-2001	90	30-OCT-2001		Withdrawn	30-AUG-2001
STOP CLOCK	30-AUG-2001	1	31-AUG-2001		Done	30-AUG-2001
WITHDRAWN APPLICATION	30-AUG-2001	1	31-AUG-2001		Withdrawn	30-AUG-2001

1. Process the application to **Determined Agency Action**. [Tab] to the Status field and press [Ctrl+L]. Highlight **Withdrawn** and press [Enter].
2. [Tab] to the **End Date** field. Enter the date in appropriate date format (DD-MON-YYYY). Press [Ctrl+F6] to save changes and stop the application clock.

APPENDIX B, Glossary of Oracle Terms

Block	A portion of a form containing a group of related fields. An ordinary block displays one or more records.
Column	A subdivision of a table with a column name and specific data type. A column is represented as a field on a form.
Commit	The process of storing new, changed, or deleted records.
Control key	A special key that is found on many terminals. When the control key is held down, certain keys perform different functions than they normally do.
Count	The number of records selected by the current query. Count is displayed on the status line.
Current block	The block the cursor is in.
Current Field	The fields in the current block in which data can be entered or edited. There can be only current field within a Form.
Cursor	The cursor is a blinking marker on the screen indicating the current position.
Database	The tables and files that support the program that is currently running.
Delete	To remove a record from the Form. This is not permanent until the user commits to the database.
Field	A highlighted area on a form that can display an output value or (usually) accept an input value.
Form	A set of fields and records can create a Form. The user will see a form as the current screen that appears on their monitor.
Function Key	A key on the user's keyboard that will perform certain actions when depressed. Function keys for example are the keys labeled F1, F2, F3, etc.
Insert Mode	A mode in which each character the user enters is inserted at the cursor, pushing the following characters to the right. Replace mode is the opposite in nature.
Keyboard Map	A chart for your terminal that shows its function keys and their actions.
List of Values	A list of field values that can be searched to find an appropriate value.
Message Line	A line that displays error messages and help messages to the user before and after entering data into a field. This line is located next to last on the current form.
Multi-Record Block	A block that displays more than one record at a time.

Null	Empty; describes a field that has no value. Note that a null character field is not the same as a blank field; similarly, a null numeric field is not same as a numeric field whose value is zero.
Pop-Up Window	An object that overlays an area of the current display. A pop-up window can be either a list of values, field editor, or a block.
Query	An operation that will bring up large amounts of information after the user has set requirements for the search.
Record	A set of fields that forms group of related data.
Replace Mode	A mode in which each character the user enters replaces the current character at the cursor. The insert mode is the opposite in nature.
Row	One set of fields in a table.
Scrolling	Shifting the window on the current multi-record block or list up or down resulting in records outside the window being displayed.
Search Criteria	Criteria for selecting the rows to be fetched in the course of a query.
Single-Record Block	A block that can display one record at a time.
Status Line	The status line is located at the bottom of the screen. This line indicates the current status of the Form.
Table	A named collection of related information stored in a database. A table is made up of rows and columns.

INDEX

A

Adding a New Facility · 19
Agency Action · 9
Air Permit Number · 9
Application Action · 9, 12

B

Block · 41
Button Bar · 4

C

Cases · 31
Comment · 27
Commit · 41
Control key · 41
CRA Reference Number · 9

D

Dele · 9
Deleting events · 15
De-linking payments · 17
Denials · 38

E

Entering a New Facility without Lat/Longs · 21
Events · 14

F

Facilities with Existing Lat/Longs · 20
Facility · 18

H

Historic PATS Data · 34
How to Change Processors · 13

I

IE 4 · 2
IE4 · 2

K

Keystrokes · 5

L

Linking an Emission Unit · 23
Linking payments · 17
Logging In · 3

M

Manually Inserting Events · 16
Melissa Minimum Requirements: · 19
Microsoft Internet Explorer 4.0®.
IE4 · 2
Modification · 12
Multiple Sources · 37

N

New · 12

O

Oracle Terms · 41

P

PATS Data · 34
Payments · 17
Permit Office · 9
Primary Processor · 10
Processing an Event · 15
Processor · 10
Project · 27
Project Name · 9
Project Number · 9

Q

Query DARM Permit Requests · 32

R

Re-Link · 30
Renewal · 12
Restarting events · 15

Role · 10

Type/Sub/Req · 9

S

V

Special Scenarios · 35

Validate Address · 19

T

W

Time Extensions · 35

Waiver · 36

Transfer · 28

Withdrawn Permits · 40