

Announcing the Enterprise Self Service Authorization (ESSA) DEP Business Portal for ADaPT Submissions

ESSA (DEP's Business Portal) provides an efficient unified process to submit ADaPT Electronic Data Deliverables (EDDs) to the Division of Waste Management.

Please submit ADaPT EDDs through ESSA (DEP's Business Portal). Instructions have been provided in the **[Guide for ADaPT Submissions Through the DEP Business Portal](#)**. The guide includes instructional videos and step-by-step directions that will assist your transition from using the PRP FTP site to the DEP Business Portal.

Submitting ADaPT data through ESSA is considered an official submittal. When submitting data through ESSA please do **NOT** submit duplicate EDDs via email or ftp. Please submit revisions to **PRP.ADaPT@dep.state.fl.us** with an explanation for the resubmission.

The following is a list of advantages when ADaPT EDDS are submitted through the ESSA DEP Business Portal:

- a. Data is submitted to the correct program area.
- b. During submittal ESSA checks the following:
 - All required files are included in the ADaPT EDD zip file.
 - All Zip files and zip file content files are properly named.
 - No extraneous files are included.
- c. Submitted files are automatically saved in OCULUS.
- d. The sampling event is entered on the eDocument Log for tracking and accountability.
- e. Email confirmation is sent to the submitter, this email is also inserted into OCULUS.
- f. DEP has a permanent record of each ADaPT EDD submittal using ESSA, OCULUS and the eDocument Log.
- g. DEP has accurate contact information if there are issues with any submitted data.
- h. ESSA eliminates duplicate file submissions and duplicate data submissions
- i. DEP staff can efficiently answer contractor/consultant questions concerning submitted data using eDocument Log.

Updated Method to Submit ADaPT EDDs to Specific Program Areas in the Division of Waste Management

Program	Internet	Email
HW - Hazardous Waste	<u>ESSA</u>	Submit by mail to project manager
PR - Petroleum Restoration	<u>ESSA</u>	<u>PRP.ADaPT@dep.state.fl.us</u> For communication and submittal of <u>revisions</u> only; do not submit original data via email
SW - Solid Waste	<u>ESSA</u>	<u>AdaPT.EDDs.and.Reports@dep.state.fl.us</u> For communication and submittal of <u>revisions</u> only; do not submit original data via email
WC - Waste Cleanup	<u>WC FTP Site</u>	Submit by mail to project manager

Users that do not already have an FDEP Business Portal account will need to register for one. Please see registration guidelines in the **[Guide for ADaPT Submissions Through the DEP Business Portal](#)**.

If you have any questions or concerns please feel free to contact the PRP ADaPT Specialist, Katherine L Hoover at (850) 245-8961 or **Katharine.L.Hoover@FloridaDEP.gov**.