

Guide for ADaPT Submissions Through the DEP Business Portal

Florida Department of Environmental Protection
Division of Waste Management

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I. Naming Convention

All ADaPT submissions performed through the DEP Business Portal (the Portal) will need to follow the **exact** naming conventions shown below for the respective program. The submission must also include each of the specified components and **only** the specified components:

Petroleum Restoration Program (PRP) Naming Convention:

<u>File</u>	<u>File Type</u>	<u>File Name</u>
EDD Zip File	.zip	FacilityID_YYYYMMDD_PRzdd.zip
LDD	.txt	FacilityID_YYYYMMDD_PRldd.txt
LDD Error Log	.txt	FacilityID_YYYYMMDD_PRldd_ErrorLog.txt
FDD	.txt	FacilityID_YYYYMMDD_PRfdd.txt
ADaPT Extract	.csv	ADAPTPRYYYYMMDDHHMMSS.CSV

Solid Waste Program (SW) Naming Convention:

<u>File</u>	<u>File Type</u>	<u>File Name</u>	<u>Required</u>
EDD Zip File	.zip	FacilityID_YYYYMMDD_SWzdd.zip	Required
LDD	.txt	FacilityID_YYYYMMDD_SWldd.txt	Required
LDD Error Log	.txt	FacilityID_YYYYMMDD_SWldd_ErrorLog.txt	Required
FDD	.txt	FacilityID_YYYYMMDD_SWfdd.txt	Required
FDD	.txt	FacilityID_YYYYMMDD_SWfdd.txt	Optional
ADaPT Export	.csv	ADAPTSWYYYYMMDDHHMMSS.CSV	Required
RAD	.txt	FacilityID_YYYYMMDD-RAD_SWLDD.txt	Optional
RAD Error Log	.txt	FacilityID_YYYYMMDD-RAD_SWLDDErrorlog.txt	Optional
RAD ADaPT Export	.csv	ADAPTSWYYYYMMDDHHMMSS.CSV	Optional

For Solid Waste submissions, your submission may or may not require the files categorized as **Optional** listed above for radio chemistry

Hazardous Waste Program (HW) Naming Convention:

<u>File</u>	<u>File Type</u>	<u>File Name</u>
EDD Zip File	.zip	FacilityID_YYYYMMDD_HWzdd.zip
LDD	.txt	FacilityID_YYYYMMDD_HWldd.txt
LDD Error Log	.txt	FacilityID_YYYYMMDD_HWldd_ErrorLog.txt
FDD	.txt	FacilityID_YYYYMMDD_HWfdd.txt
ADaPT Extract	.csv	ADAPTHWYYYYMMDDHHMMSS.CSV

IMPORTANT: .csv files will no longer be acceptable for Field EDDs. For directions on how to create a Field EDD from a Lab EDD with the correct naming convention and file type, please follow the detailed instructions on pages 65-74 of the **ADaPT User Guide**. If you need to convert a Field EDD from a .csv file to a .txt file, follow these steps:

- 1) Save the Field EDD as a .csv file in Excel
- 2) Import it into ADaPT and run the error check
- 3) Select "View Field EDD"
- 4) Select "Export" (bottom right); this will result in a .txt file

II. Submissions that will be Accepted

Below are examples of correctly formatted ADaPT submissions. If submissions are not formatted correctly, you will receive an error message explaining what is wrong with the submission. If you are unable to determine why a file will not upload, please contact the respective program area specialist.

Petroleum Restoration Program:

Name	Date modified	Type	Size
 8514057_20180611_PRfdd.txt	7/12/2018 7:35 AM	Text Document	3 KB
 8514057_20180611_PRIdd.txt	7/12/2018 7:35 AM	Text Document	22 KB
 8514057_20180611_PRIdd_ErrorLog.txt	7/12/2018 7:35 AM	Text Document	250 KB
 8514057_20180611_PRzdd.zip	7/12/2018 11:22 AM	ZipGenius Zip File	10 KB
 ADAPTPR20180615120957.csv	7/12/2018 7:35 AM	Microsoft Excel C...	12 KB

- All **PRP** ADaPT submissions should include only one Field EDD, one Lab EDD, one Lab Error Log, one ADaPT Export File, and **NO** additional files.

Solid Waste Program:

Name	Date modified	Type	Size
 41193_20180615_SWfdd.txt	7/9/2018 9:39 AM	Text Document	20 KB
 41193_20180615_SWlidd.txt	7/9/2018 11:54 AM	Text Document	885 KB
 41193_20180615_SWlidd_ErrorLog.txt	7/9/2018 11:54 AM	Text Document	1,051 KB
 41193_20180615_SWzdd.zip	7/12/2018 8:13 AM	ZipGenius Zip F...	65 KB
 41193_20180615-RAD_SWfdd.txt	7/9/2018 9:29 AM	Text Document	4 KB
 41193_20180615-RAD_SWlidd.txt	7/9/2018 9:33 AM	Text Document	5 KB
 41193_20180615-RAD_SWlidd_ErrorLo...	7/9/2018 9:33 AM	Text Document	2 KB
 ADAPTSW20180712120554.csv	7/12/2018 12:09 PM	Microsoft Excel ...	464 KB
 ADAPTSW20180712121414.csv	7/12/2018 12:14 PM	Microsoft Excel ...	8 KB

- All **SW** ADaPT submissions should include only one Field EDD, one Lab EDD, one Lab Error Log, one ADaPT Export File, and **NO** additional files

OR

- All of the files listed above with an additional Field EDD, Lab EDD, Lab Error Log, and Export File for radio chemistry

Hazardous Waste Program:

Name	Date modified	Type	Size
 ADAPTHW20180413111355.csv	4/19/2018 11:13 AM	Microsoft Excel ...	128 KB
 FLD004073177_20180403_hwfdd.txt	4/19/2018 11:13 AM	Text Document	56 KB
 FLD004073177_20180403_HWlidd.txt	4/19/2018 11:13 AM	Text Document	202 KB
 FLD004073177_20180403_HWlidd_Erro...	4/19/2018 11:13 AM	Text Document	1,831 KB
 FLD004073177_20180403_hwzdd.zip	7/12/2018 1:51 PM	ZipGenius Zip F...	59 KB

- All **HW** ADaPT submissions should include only one Field EDD, one Lab EDD, one Lab Error Log, one ADaPT Export File, and **NO** additional files.

NOTE: Solid Waste and Hazardous Waste ADaPT submissions will also require a Monitoring Report (PDF) – this will not be included in the ZIP file, but as a separate submission. Please review the ***Submitting a file through the Portal*** section of this document or view the instructional videos in section IX.

III. Submissions that will be Rejected

- (1) This file will fail upload because the Field EDD is in .csv format instead of .txt format:

Name	Date modified	Type	Size
 8501698_20180423_PRfdd.csv	5/30/2018 3:23 PM	Microsoft Excel ...	14 KB
 8501698_20180423_PRIdd.txt	5/25/2018 1:04 PM	Text Document	185 KB
 8501698_20180423_PRIdd_ErrorLog.txt	5/25/2018 1:04 PM	Text Document	660 KB
 8501698_20180423_PRzdd.zip	5/30/2018 3:28 PM	ZipGenius Zip F...	36 KB
 ADAPTPR20180530152710.csv	5/30/2018 3:27 PM	Microsoft Excel ...	132 KB

- (2) This file will fail upload because there are additional files included in the submission.
Submissions should include only files specified in the requirements outlined for each program in Section II:

Name	Date modified	Type	Size
 8520163_20180515_prfdd.txt	5/31/2018 8:54 AM	Text Document	3 KB
 8520163_20180515_prldd.txt	5/31/2018 8:54 AM	Text Document	4 KB
 8520163_20180515_prldd_ErrorLog.txt	5/31/2018 8:54 AM	Text Document	4 KB
 8520163_20180515_PRzdd.zip	5/31/2018 4:05 PM	ZipGenius Zip F...	14 KB
 ADAPTPR20180530160414.csv	5/31/2018 8:54 AM	Microsoft Excel ...	3 KB
 L994453.txt	5/31/2018 8:54 AM	Text Document	4 KB
 L994453_FDEP_Water.xls	5/31/2018 8:54 AM	Microsoft Excel ...	45 KB

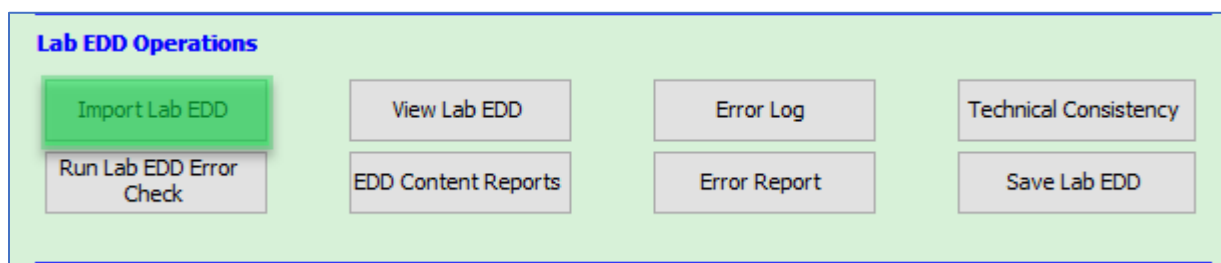
- (3) This file will fail upload because it is missing the ADaPT Export File. All submissions must include an ADaPT Export file. Solid Waste submissions may include two: one for the traditional deliverables and one for radio chemistry deliverables:

Name	Date modified	Type	Size
 8837747_20180621_PRfdd.txt	7/3/2018 8:47 AM	Text Document	15 KB
 8837747_20180621_PRlidd.txt	7/3/2018 8:47 AM	Text Document	312 KB
 8837747_20180621_PRlidd_ErrorLog.txt	7/3/2018 8:48 AM	Text Document	860 KB
 8837747_20180621_PRzdd.zip	7/3/2018 8:58 AM	ZipGenius Zip F...	36 KB

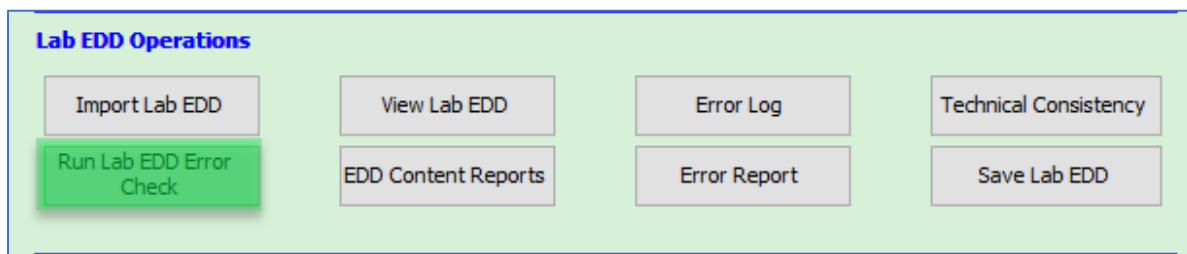
IV. Creating an ADaPT Export File

Complete the following steps to create an ADaPT Export File:

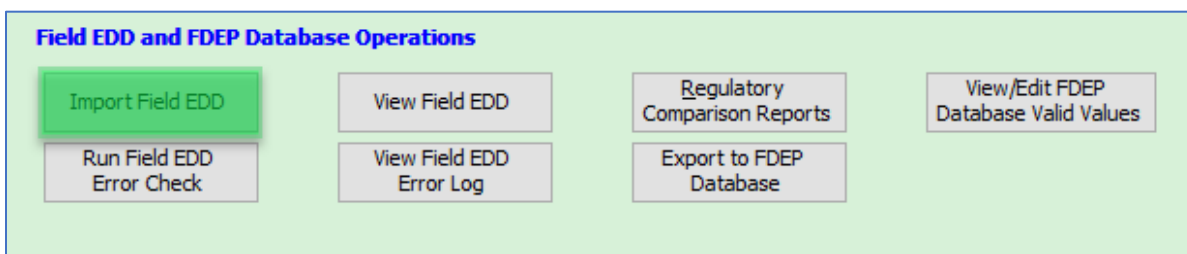
- (1) Click **Import Lab EDD** to run the Lab EDD, Lab Error Log, and Field EDD through ADaPT by uploading the Lab EDD:



- (2) Click **Run Lab EDD Error Check**:



- (3) Click **Import Field EDD** and allow the Field EDD Error Check to run:



(4) Click **Run Data Review**:

Automated Data Review Operations

Assign Field QC	Run Data Review	View/Edit Data Review Qualifiers	Save Reviewed EDD
	Data Review Reports		Import Reviewed EDD

(5) After reviewing the files, click **Export to FDEP Database**:

Field EDD and FDEP Database Operations

Import Field EDD	View Field EDD	Regulatory Comparison Reports	View/Edit FDEP Database Valid Values
Run Field EDD Error Check	View Field EDD Error Log	Export to FDEP Database	

(6) Click **Continue with DWM Database Upload**:

FDEP Database Upload File Error Log

Error Code 06 exists. Error Code 06 indicates QC parent samples in the Lab EDD not reported in the Field EDD. You may proceed with DWM Database upload if these sample(s) are not part of the project. These lab EDD sample(s) will NOT be included in the DWM upload file.

Error Code	Error Description
06	Client_Sample_ID: 'FA52237-3-FQC-2DA77' and End_Date_Collected: '03/05/2018 14:21:00' in lab EDD not reported as Testsite_Name with same Date_Sampled in Field EDD. Make sure date/time formats values match between both EDDs.
06	Client_Sample_ID: 'FA52305-1-FQC-2DA77' and End_Date_Collected: '03/05/2018 12:21:00' in lab EDD not reported as Testsite_Name with same Date_Sampled in Field EDD. Make sure date/time formats values match between both EDDs.

Record: 1 of 2 No Filter Search

Prior to exporting the FDEP Database Upload Deliverable ADaPT does a cross-check of information reported between the Lab EDD and Field EDD. It also checks for critical errors in the Lab EDD and checks if errors exist in the Field EDD.

Print Preview Errors	Continue with DWM Database Upload	Close
Show / View Error Code 10		

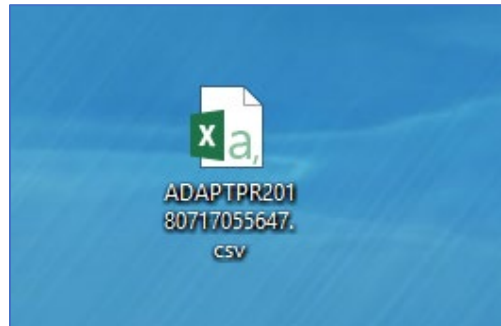
- (7) On the next screen, select **Save to disk** and be sure to choose a valid file path for where you want to save the export file; click **Export**:

The screenshot shows a dialog box titled "FDEP database file export option". The main instruction is "Select an export option, enter applicable information, and then click the Export button". Under "Select export option", there are two radio buttons: "FTP Transfer" and "Save to disk". The "Save to disk" option is selected and highlighted in green. Below this, there is a text field for the save path containing "C:\Users\harris_ba\Desktop" and a "Browse" button. Further down, there are three text input fields: "Enter Username:" with "harris_ba", "Enter Password:" (empty), and "Enter E-mail Address:" with "benny.a.harris@dep.state.fl.us". At the bottom right are "Export" and "Cancel" buttons.

- (8) Next, select **Consultant** and enter your email address in the top left field; click **Continue**:

The screenshot shows a dialog box titled "EDD Security". The main instruction is "Please enter or update your contact email address for questions concerning this submission as needed". Below this is a text field containing "benny.a.harris@dep.state.fl.us". A warning message states: "You MUST be connected to the internet with the capability to send an FTP chain of custody submission to complete this process." Another message says: "Information about this submission, including the currently selected project library name and checksum for the EDD data and project library will be transmitted to FDEP." A third message states: "No other information will be gathered or transmitted from your computer during this process." On the right, under "Select Source", there are three radio buttons: "L (Laboratory)", "C (Consultant)", and "S (Final receipt by State)". The "C (Consultant)" option is selected and highlighted in green. At the bottom left is a "Note" about library information. At the bottom right are "Cancel" and "Continue" buttons.

- (9) ADaPT will automatically name the export file and will save it to the designated location selected on the previous screen. The example was saved to my desktop and was named using the appropriate naming convention including a “PR” for the Petroleum Restoration Program area. This file should be included in the compressed zip file. Files lacking the proper export document will be rejected when submitting through the Portal.



V. Updating ADaPT

ADaPT 9.0.11 will now automatically name the Lab EDD, Lab EDD Error Log, Field EDD, and ADaPT export file using the file name elements as shown above.

ADaPT is a 32-bit application running under a 32-bit installation of MS Office. Users will need to identify if they are running **Windows 32-bit** or **Windows 64-bit**. To determine which version you are running, use the following directions:

- (1) Open **System Information** by typing “system information” into the windows search bar OR open Control Panel and select “**System**”
- (2) For both options, look under “**System Type**” for the required information

System Information:

Item	Value
OS Name	Microsoft Windows 10 Pro
Version	10.0.15063 Build 15063
Other OS Description	Not Available
OS Manufacturer	Microsoft Corporation
System Name	DWM-3BVQFX1
System Manufacturer	Dell Inc.
System Model	OptiPlex 3010
System Type	x64-based PC
System SKU	
Processor	Intel(R) Core(TM) i5-3470 CPU @ 3.20GHz, 3201 Mhz, 4 Core(s), 4 Logical Pro...

Control Panel > System:

System	
Processor:	Intel(R) Core(TM) i5-3470 CPU @ 3.20GHz 3.20 GHz
Installed memory (RAM):	4.00 GB
System type:	64-bit Operating System, x64-based processor
Pen and Touch:	No Pen or Touch Input is available for this Display

To update ADaPT, download the file for your operating system by clicking the appropriate link below and saving to your local hard drive:

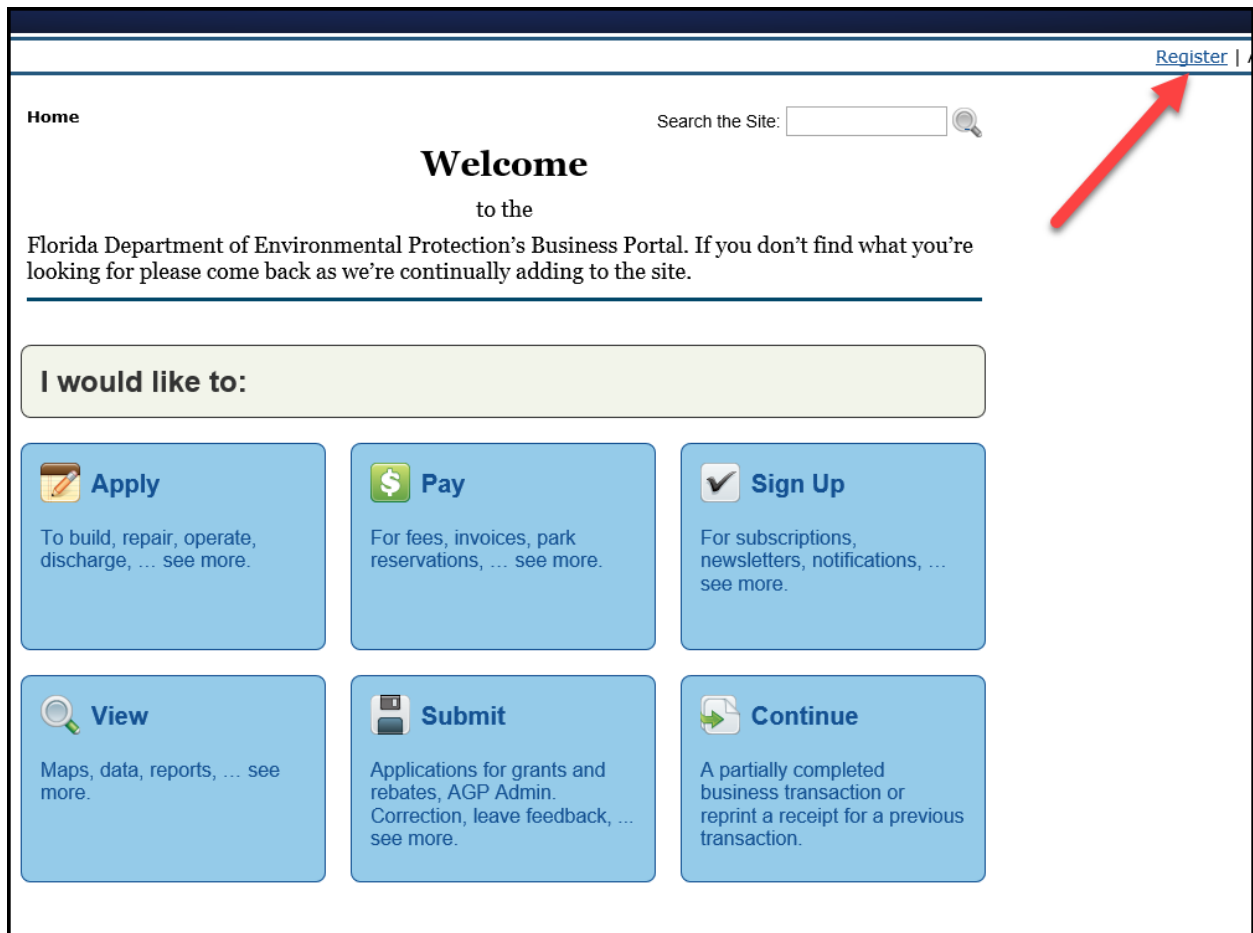
32-bit ADaPT Update OR **64-bit ADaPT Update**

Ensure that ADaPT is not running and that you have finished processing all EDDs. Navigate to the appropriate file and double click on it to execute. This program will update the ADaPTModules.accde and ADaPTTables.accdb files and overwrite the existing files.

If you update ADaPT 9.0.11 and encounter any problems, please let us know. Contact information for the ADaPT team can be found [here](#).

VI. Registering for the DEP Business Portal

- (1) Go to the [DEP Business Portal Welcome page](#) and click **Register**:



(1) Complete all fields with * and click **Register**:

Register

- If you've already registered with the DEP, then [sign in](#).
- If you haven't received your verification e-mail, then we can [re-send your verification email](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

E-mail Address*:

First Name*:

Middle Name:

Last Name*:

Address (Line 1)*:

Address (Line 2):

City*:

State*:

Zip Code*:

Phone Number*:

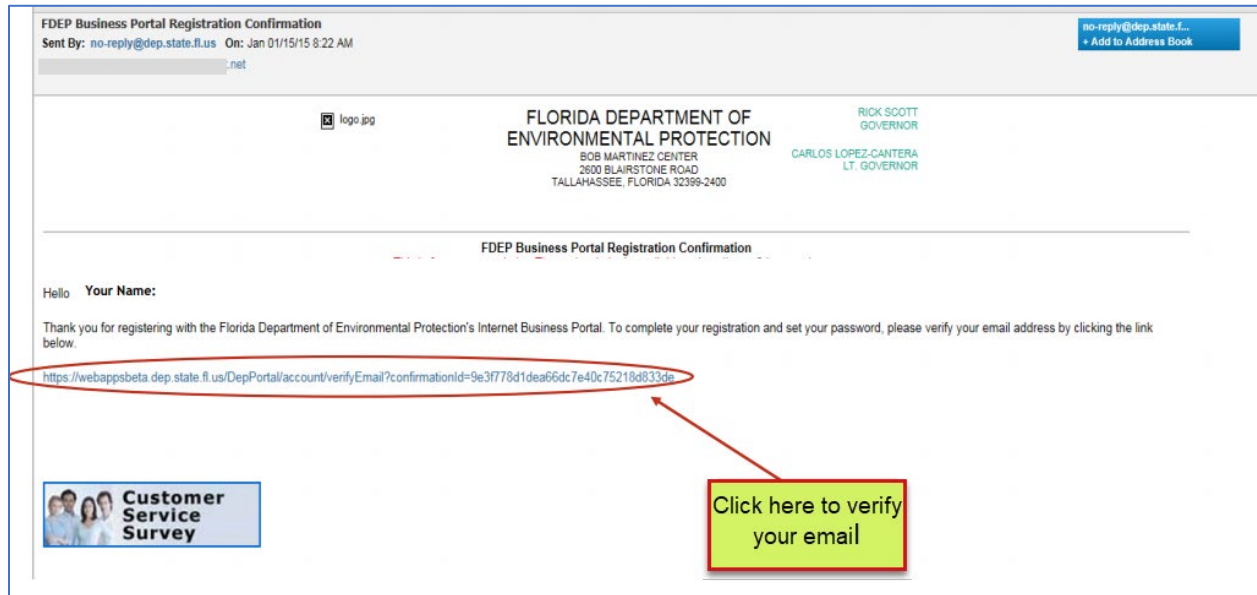
In the event you forget your password, enter a question and answer only known to you:

Security Question*:

Security Answer*:



(2) You will receive an email like the one below; click the link to verify your email:



(3) Enter your security question answer to create and confirm a new password:

[Home](#) » **Verify E-mail** Search the Site:

Verify E-mail

Congratulations! Your e-mail address has been verified. To complete your registration, please choose a password below. Passwords must be between 8 and 20 characters long and must contain at least one uppercase letter, one lowercase letter, and one number.

In what town was your first job?:

New Password*:

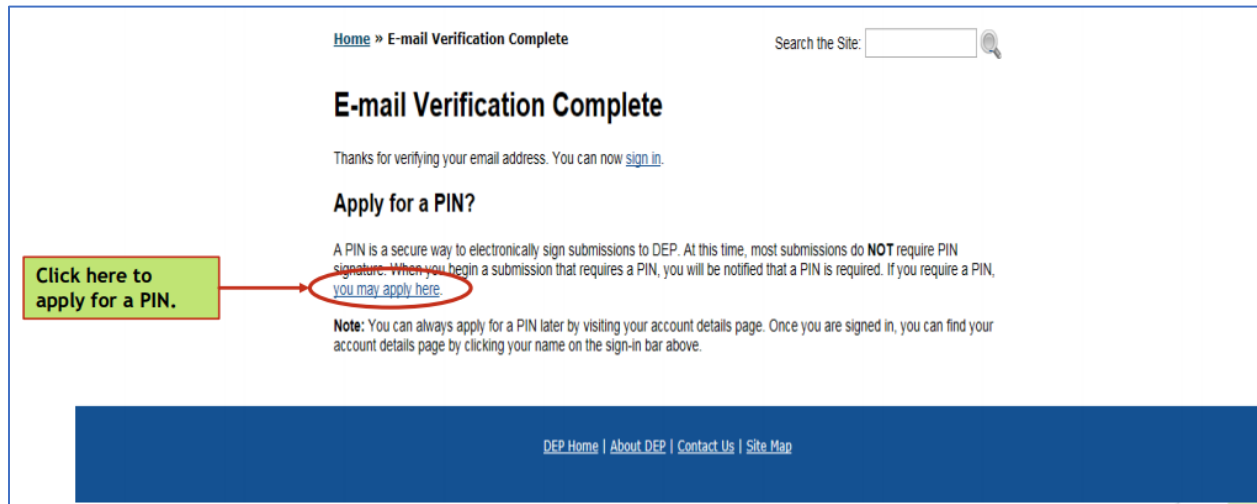
Confirm Password*:

Example of security question and answer.

Click here when you have filled in the boxes.

Fill in the boxes and click on Create Password.

- (4) You are now registered with the Portal and should receive the message below. If you require a PIN for Hazardous Waste submissions, please follow the link circled below:



VII. Registering for a PIN for Hazardous Waste

You can find instructions for registering with the DEP Business Portal and creating a PIN for Hazardous Waste submissions [here](#).

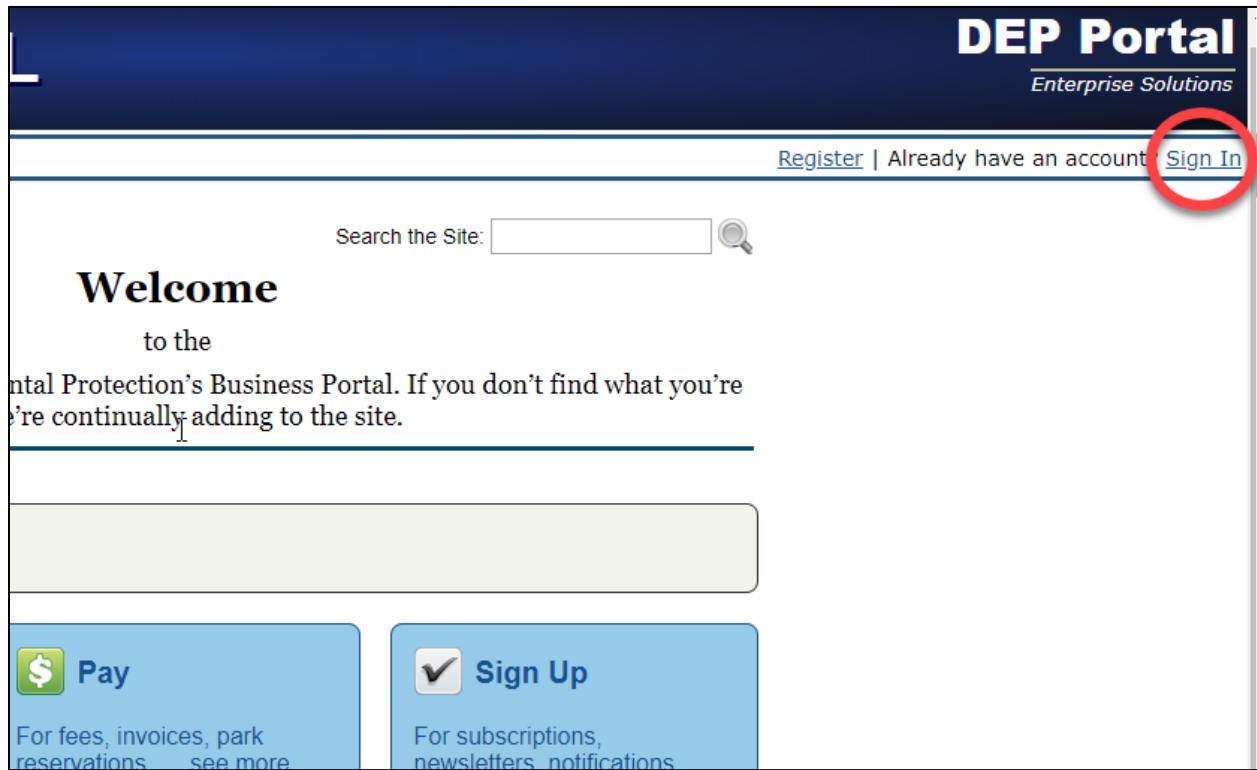
Once you have completed the paperwork required for your PIN, please mail the form to the following FDEP location:

**Florida Dept. of Environmental Protection
Attn: ESSA Processing
2600 Blair Stone Rd MS#6520
Tallahassee, FL 32399-2400**

If you have any questions, please contact the appropriate program area.

VIII. Submitting a file through the Portal

(1) Begin at the [DEP Business Portal Welcome page](#) and click **Sign In**:



(2) After signing in, click **Submit**:



BUSINESS PORTAL

DEP Portal
Enterprise Solutions

[Register](#) | Already have an account? [Sign In](#)

[Home](#)Search the Site:

Welcome

to the

Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

**Apply**

To build, repair, operate, discharge, ... see more.

**Pay**

For fees, invoices, park reservations, ... see more.

**Sign Up**

For subscriptions, newsletters, notifications, ... see more.

**View**

Maps, data, reports, ... see more.

**Submit**

Applications for grants and rebates, AGP Admin. Correction, leave feedback, ... see more.

**Continue**

A partially completed business transaction or reprint a receipt for a previous transaction.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)

(3) Then click **Report**:

The screenshot shows the DEP Business Portal interface. At the top, there is a header with the DEP logo, the text "BUSINESS PORTAL", and "DEP Portal Enterprise Solutions". Below the header, there are links for "Register" and "Sign In". The main content area is titled "Home » Submit". A search bar is located on the right. Below the search bar, there is a section titled "I would like to submit:". This section contains nine blue buttons arranged in a 3x3 grid. The buttons are: "Annual Report" (Submit annual operating reports for facilities), "Applications" (Apply for grants), "Feedback" (Tell us what you think), "PIN Application" (Apply for a PIN to sign documents electronically), "Registration / Notification" (Submit a registration or notification), "Renewal" (Submit a renewal), "Report" (Submit data to DEP), "Supporting Documentation" (Submit documentation for permits / exemptions in process), and "Termination" (Submit a termination). The "Report" button is circled in red.

DEP Portal
Enterprise Solutions

[Register](#) | Already have an account? [Sign In](#)

[Home](#) » **Submit**

Search the Site:

I would like to submit:

- Annual Report**
Submit annual operating reports for facilities.
- Applications**
Apply for grants.
- Feedback**
Tell us what you think.
- PIN Application**
Apply for a PIN to sign documents electronically.
- Registration / Notification**
Submit a registration or notification.
- Renewal**
Submit a renewal.
- Report**
Submit data to DEP.
- Supporting Documentation**
Submit documentation for permits / exemptions in process.
- Termination**
Submit a termination.

(4) Then select **Electronic Data Deliverable (EDD)**:

The screenshot displays the DEP Portal Business Portal interface. At the top, the Florida Department of Environmental Protection logo is on the left, followed by the text "BUSINESS PORTAL" in large white letters on a dark blue background. To the right, "DEP Portal" is written in white, with "Enterprise Solutions" in a smaller font below it. A navigation bar contains links for "Register" and "Already have an account? Sign In". Below this, a breadcrumb trail shows "Home » Submit » Report". A search bar labeled "Search the Site:" is positioned on the right. The main content area features a grid of blue buttons with white text, each representing a different report or data deliverable. A red circle highlights the "Electronic Data Deliverable (EDD)" button, and a mouse cursor is shown clicking it. A dark gray tooltip box with white text is overlaid on the grid, providing a definition of EDD. At the bottom, a dark blue footer contains links for "DEP Home", "About DEP", "Contact Us", and "Site Map". A URL bar at the very bottom shows the current page address.

Home » Submit » Report Search the Site:

I would like to

An Electronic Data Deliverable (EDD) is a set of files required for data validation and assessment. These EDDs include the Laboratory Data Deliverable and/or the Field Data Deliverable.

[Annual Revenue Report](#) [Construction & Demolition Debris Facility](#)

[County Solid Waste Management](#) [Electronic Data Deliverable \(EDD\)](#)

[EzDMR \(NPDES Stormwater, Industrial and Domestic Wastewater\)](#) [PWS Monthly Operation Report](#)

[Solid Waste Quantity Report](#) [Watershed Information Network Data](#)

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)

http://prodenv.dep.state.fl.us/DepEssa/coreenginestart.action?name=dwm_edd&Create=...

(5) On the *Electronic Data Deliverable (EDD) Submission Introduction* screen, click **Go to Next Step**:

[Home](#)

[Process](#)[Help](#)[About](#)

Introduction

You are processing : Electronic Data Deliverable (EDD) Submission

Which is defined as : An Electronic Data Deliverable (EDD) is for data validation of laboratory data. These EDDs include the Laboratory Data Deliverable (LDD) and/or the Field Data Deliverable (FDD), and ErrorLog text-delimited file.

Florida Statute or Rule : [Florida Administrative Code Rule 62-730.225](#)
[Florida Administrative Code Rule 62-780](#)

Please have all required files available before starting this process. Once started, you must complete this submission. You will not be able to save work in progress.

Newly issued and modified Solid Waste (SW) and Hazardous Waste (HW) permits, consent orders, other enforceable documents, and Petroleum Restoration Program (PRP) contracts require the submittal of environmental sample quality data in ADaPT Electronic Data Deliverable (EDD) format. Each program area requires a specific set of files to be submitted to DEP. This system allows you to submit the following EDD file(s) directly to DEP:

Hazardous Waste	Solid Waste
A. EDD Zip File	A. EDD Zip File
B. Monitoring Report	B. Monitoring Report

Petroleum Restoration

A. EDD Zip File

Go to Next Step

(6) Select the program area for the file you are submitting and click **Save and Go to Next Step**:

[Home](#)

[Process](#)[Help](#)[About](#)

Submission Type

Please select the program area for the file you are submitting. Required files are listed below each program area name.

I am submitting an Electronic Data Deliverable for : *

☐ **Hazardous Waste**

- EDD Zip File includes the files listed below:
 1. LDD in text (*.txt) file format
 2. LDD Error Log in text(*.txt) file format
 3. FDD in text (*.txt) file format
 4. The ADaPT extract in .csv file format
- Monitoring Report

☐ **Petroleum Restoration**

- EDD Zip File includes the files listed below:
 1. LDD in text (*.txt) file format
 2. LDD Error Log in text(*.txt) file format
 3. FDD in text (*.txt) file format
 4. The ADaPT extract in .csv file format

☐ **Solid Waste**

- EDD Zip File includes the files listed below:
 1. LDD in text (*.txt) file format
 2. LDD Error Log in text(*.txt) file format
 3. FDD in text (*.txt) file format
 4. The ADaPT extract in .csv file format
- OR
 1. LDD in text (*.txt) file format
 2. LDD Error Log in text(*.txt) file format
 3. FDD in text (*.txt) file format
 4. The ADaPT extract in .csv file format
 5. RAD in text (*.txt) file format
 6. RAD Error Log in text (*.txt) file format
- Monitoring Report

Save and Go to Next Step

(7) Enter the Facility ID associated with your submission and click **Search and Continue**:

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Process', 'Help', and 'About'. The 'Process' tab is active. Below the navigation bar, the 'Facility Information' section is displayed. It contains the instruction: 'Please enter the Petroleum Facility ID of the reporting facility below.' Below this instruction is a text input field labeled 'Enter the Petroleum Facility ID : *' with the value '8501838' entered. At the bottom of the form are two buttons: 'Go Back to Previous Step' and 'Search and Continue'. The 'Search and Continue' button is circled in red.

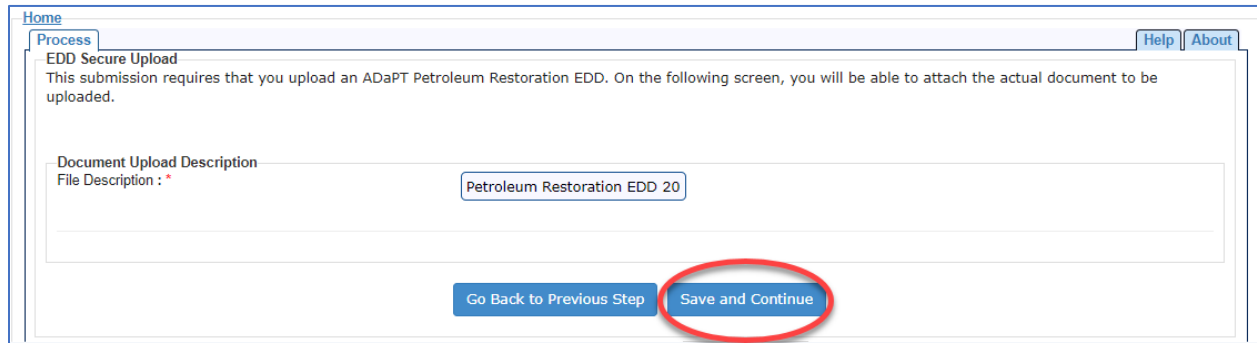
(8) All information marked with * must be completed correctly to move on to the next selection. Please note, only Petroleum Restoration Program area files will be accepted as "Revision". All other program areas should always select "New Submission":

The screenshot shows the same 'Facility Information' form as in the previous step, but now all fields are filled out. The fields and their values are: 'ID : *' (8501838), 'Facility Name : *' (MARATHON-DEERFIELD PETRO INC), 'Facility Address : *' (299 W HILLSBORO BLVD, DEERFIELD BEACH, FL), 'Date in File Name : *' (07/11/2018), 'Company Name :', 'Contact Name : *' (Benny Harris), 'Contact Phone Number : *' (850-245-8961), 'Contact Extension :' (58961), and 'Contact E-mail Address : *' (benny.a.harris@dep.state.fl.us). At the bottom, there is a question 'What type of submission is this? : *' with two radio button options: 'New Submission' (which is selected) and 'Revision'.

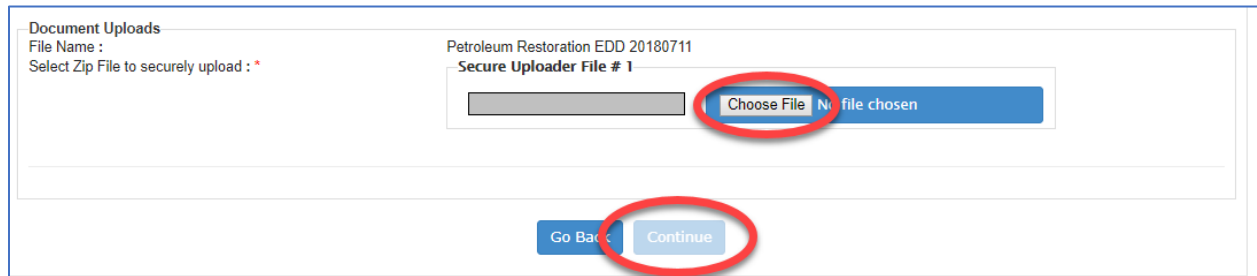
(9) If applicable, select the correct work order or select "N/A", then click **Save and Go to Next Step**:

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Process', 'Help', and 'About'. The 'Process' tab is active. Below the navigation bar, the 'Work Order Information' section is displayed. It contains the instruction: 'Please choose the work order from the dropdown below. In case if the facility does not have a work order for which an EDD needs to be reported then choose N/A (Not Applicable).' Below this instruction is a dropdown menu labeled 'Work Order or Task Assignment with Purchase Order : *' with the value 'GC845-009A#PR10255980' selected. At the bottom of the form are two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'. The 'Save and Go to Next Step' button is circled in red.

(10) On the next screen, click **Save and Continue**:



(11) Select your deliverable for upload by clicking **Choose File** and then **Continue**. If your deliverable does not conform to the specifications provided in this document, you will receive a detailed error message.



NOTE: There is an additional step for SW and HW (Monitoring report PDF upload). Please view the video tutorials for more specific guidance

If you have any problems, please communicate with one of the [ADaPT Contacts](#).

IX. How to Submit ADaPT EDDs to Specific Program Areas in the Division of Waste Management

Program	Internet	Email
HW - Hazardous Waste	Portal	Submit by mail to project manager
PR - Petroleum Restoration	Portal	PRP.ADaPT@dep.state.fl.us For communication only; do not submit EDDs via email
SW - Solid Waste	Portal	AdaPT.EDDs.and.Reports@dep.state.fl.us For communication only; do not submit EDDs via email
WC - Waste Cleanup	WC FTP Site	Submit by mail to project manager

X. Instructional Videos

[ESSA HW ADaPT EDD Submission](#)

[ESSA PRP ADaPT EDD Submission](#)

[ESSA SW ADaPT EDD Submission](#)

[Creating a Field EDD](#)

[ESSA/PIN Registration](#)

XI. Contacts and Resources

For technical assistance with ADaPT software installation or troubleshooting:

Clark Moore, Operational and Program Performance

Clark.B.Moore@floridadep.gov

(850) 245-8739

Petroleum Restoration Program:

Samantha Howe

Samantha.Howe@floridadep.gov

PRP.ADaPT@dep.state.fl.us

(850) 245-8961

Hazardous Waste Program:

Amber Igoe

Amber.Igoe@floridadep.gov

(850) 245-8783

Solid Waste Program:

Tayo Olayiwola

Tayo.Olayiwola@floridadep.gov

AdaPT.EDDs.and.Reports@dep.state.fl.us

(850) 245-8746

OR

Chad Fetrow

Chad.Fetrow@floridadep.gov

(850) 245-8785

Additional Resources

- (1) [Division of Waste Management ADaPT Page](#)
- (2) [ADaPT User Guide](#)
- (3) [ADaPT FAQ](#)
- (4) [PIN Request Directions](#)