

OCULUS STEP BY STEP GUIDE

<https://depedms.dep.state.fl.us/Oculus/servlet/login>


**Welcome to the Florida Department of Environmental Protection
Consolidated OCULUS System**

DEP has implemented a standardized document type naming convention. Some of the Document Type Names will be slightly different in spelling but more consistent across regulatory programs. If you have any questions regarding these changes, please contact the Service Desk at 850-245-7555 or email ServiceDesk@dep.state.fl.us as soon as possible.

Try our quick and easy web interface for finding and viewing information about sites and facilities including online documents at the [DEP Enterprise Information Portal](#). Or login to the OCULUS application below.

Section 508 Compliance
Disclaimer: The Florida Department of Environmental Protection is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act \(29 U.S.C. 794d\)](#), as amended in 1998.

Send feedback related to the accessibility of this website to the Florida Department of Environmental IT [Service Desk](#), 850-245-7555.



Oculus 5.6.2

Login ID:

Password:

☐ Remember me

Public Users please use the button below to log directly into OCULUS.

Changes in the new version of OCULUS - [DEP Users](#) : [Public Users](#)

For OCULUS support, please e-mail: ServiceDesk@dep.state.fl.us

**Welcome to the Florida DEP Consolidated OCULUS
Electronic Document Management System.**

The following programs have records in the OCULUS electronic document management system for public review:

Division of Waste Management (DWM) Hazardous Waste Solid Waste	Division of Water Resource Management(DWRM) ERP - Environmental Resource Permitting	Wastewater Water Facility Funding	Division of Air Resource Management (DARM)
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1. Open the OCULUS website
2. Click the “PUBLIC OCULUS LOGIN” button

Oculus 5.6.2

Login ID:

Password:

☐ Remember me

Public Users please use the button below to log directly into OCULUS.

Changes in the new version of OCULUS - [DEP Users](#) : [Public Users](#)

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3. This will open the search screen:

The screenshot displays the OCULUS search interface. At the top, there is a navigation bar with links for Search, Actions, Tools, Help, and Logout, along with a user greeting 'Hello netuser'. The main section is titled 'Search' and includes a 'Catalog' dropdown menu on the left. Below this, there are two columns of search filters. The left column has 'Search by' and 'Profile' dropdowns. The right column contains various filters including 'Sort By' (Document Date), 'Type' (Any), 'Creator', 'Created' (date range), 'County', 'District', 'Facility-Site ID', 'Document Date' (date range), 'Received Date' (date range), 'Document Type', 'Contractor ID', 'Inspection Type', 'Facility Type', 'Application Number', 'Permit Number', and 'Document Subject'. Each filter has a corresponding input field or dropdown menu. At the bottom of the filter section, there are 'Search' and 'Clear' buttons.

4. On this screen there are multiple options that you can search with.

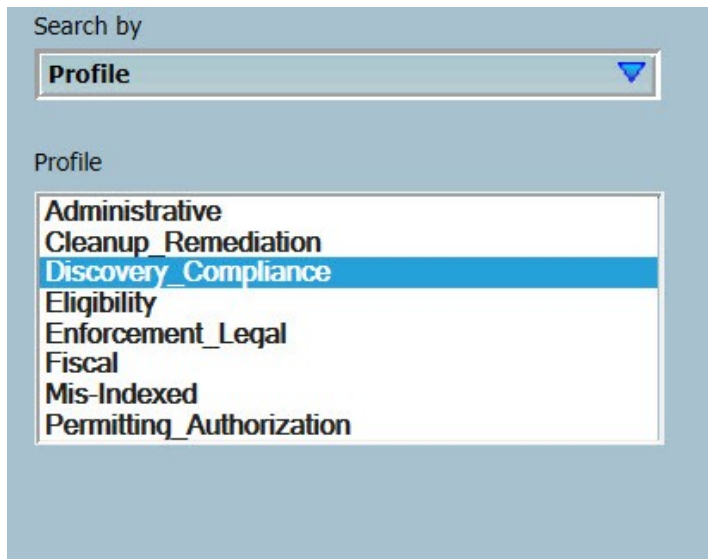
a. **Catalog** in the upper left-hand corner:

this is where you can select what department you want to search under. If you were looking for Storage Tank information, then you would scroll down until you found "Storage Tanks"

This close-up screenshot shows the 'Catalog' dropdown menu. The menu is open, displaying a list of categories: 'SCO - Siting Coordination Office', 'Solid Waste', 'State Revolving Fund', 'Storage Tanks' (which is highlighted in blue), 'Underground Injection Control', and 'Waste Cleanup'. Below the catalog list, there is a 'Search by' dropdown menu with 'Profile' selected.

- b. **Profile**, directly under catalog:

this is where you can narrow down your search even further, by selecting what types of documents you are looking for. If you wanted Compliance documents, you'd select "Discovery Compliance"



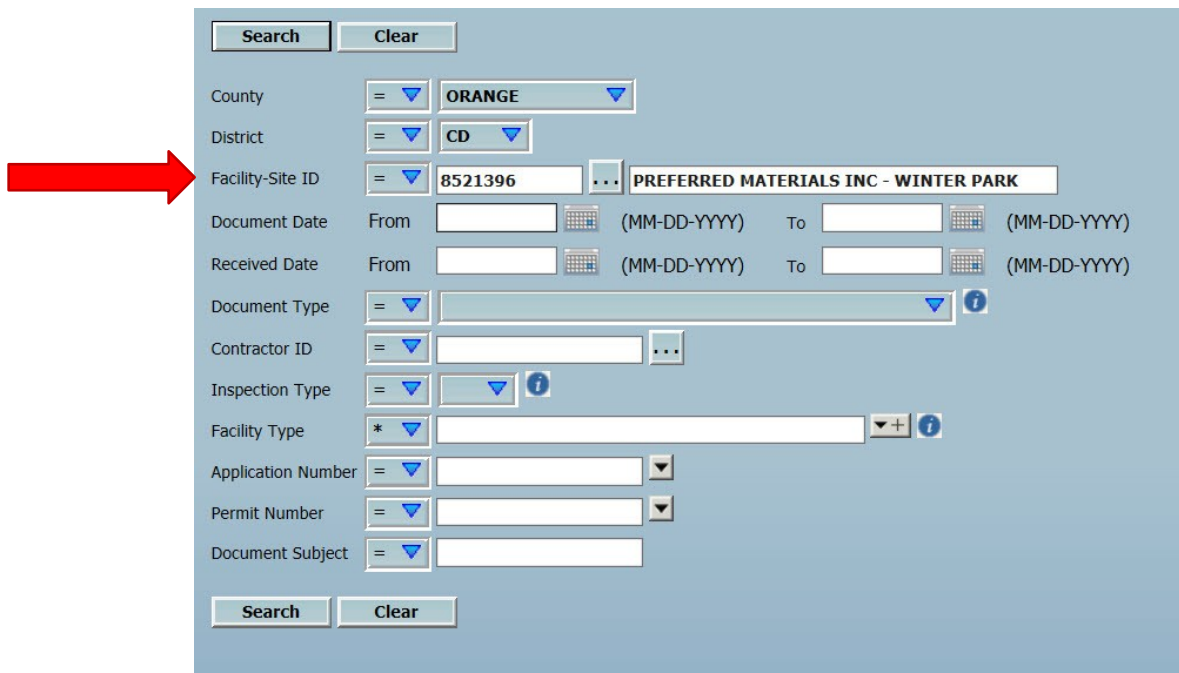
Search by

Profile

- Administrative
- Cleanup Remediation
- Discovery Compliance
- Eligibility
- Enforcement Legal
- Fiscal
- Mis-Indexed
- Permitting Authorization

Note: You can select multiple options by holding down your "control/Ctrl" key on your keyboard and clicking on multiple options. This is helpful if you aren't sure what you are looking for. You can do this under Catalog and under Profile to search for anything in our database.

- c. If you know the facility ID# for your property, you can type that in next to "Facility-Site ID". OCULUS will populate county, district, and facility name.



Search Clear

County = ORANGE

District = CD

Facility-Site ID = 8521396 ... PREFERRED MATERIALS INC - WINTER PARK

Document Date From (MM-DD-YYYY) To (MM-DD-YYYY)

Received Date From (MM-DD-YYYY) To (MM-DD-YYYY)

Document Type =

Contractor ID =

Inspection Type =

Facility Type * =

Application Number =

Permit Number =

Document Subject =

Search Clear

- d. If you don't know your Facility ID, but know the address or name, you can search for that as well. Next to "Facility-Site ID", there is a white box for typing, and then a small blue button with three dots in it. Click on that button

The screenshot shows a search interface with the following fields and controls:

- Search** and **Clear** buttons at the top.
- County**: A dropdown menu with an equals sign and a selection arrow.
- District**: A dropdown menu with an equals sign and a selection arrow.
- Facility-Site ID**: A text input field followed by a small blue button with three dots. A red arrow points to this button.
- Document Date**: "From" and "To" date pickers with calendar icons and "(MM-DD-YYYY)" format text.
- Received Date**: "From" and "To" date pickers with calendar icons and "(MM-DD-YYYY)" format text.
- Document Type**: A dropdown menu with an equals sign, a selection arrow, and an information icon.
- Contractor ID**: A text input field followed by a small blue button with three dots.
- Inspection Type**: A dropdown menu with an equals sign, a selection arrow, and an information icon.
- Facility Type**: A dropdown menu with an asterisk, a selection arrow, a plus-minus icon, and an information icon.
- Application Number**: A text input field with an equals sign and a selection arrow.
- Permit Number**: A text input field with an equals sign and a selection arrow.
- Document Subject**: A text input field with an equals sign and a selection arrow.
- Search** and **Clear** buttons at the bottom.

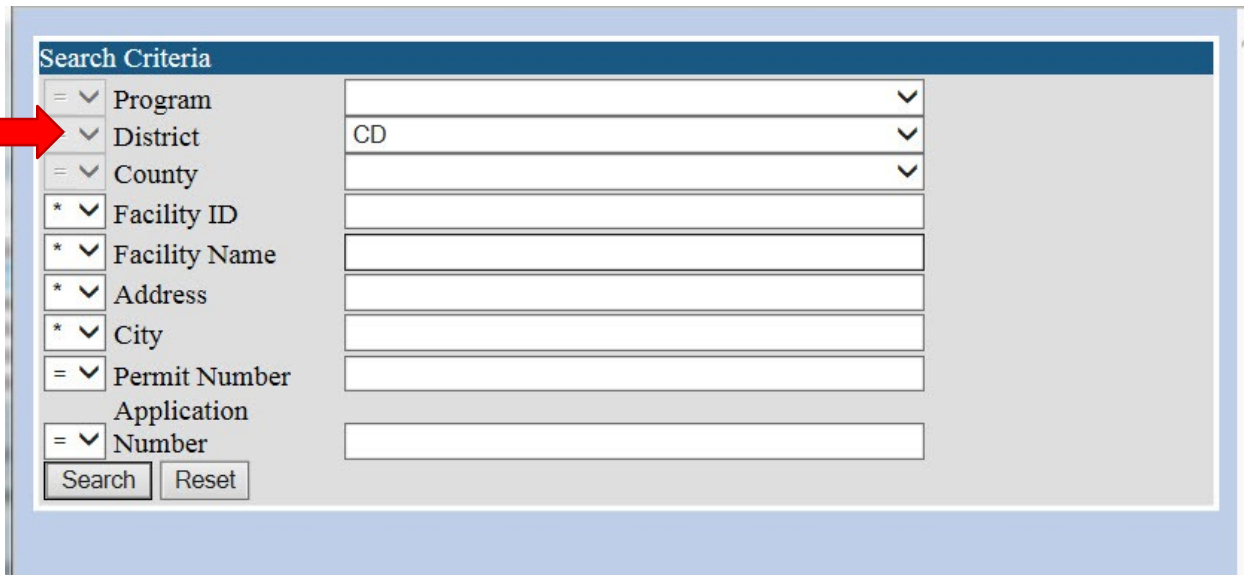
- i. This will bring up a new window with new options. You can search by ID, Name, Address, Permit Number, or Application Number

The screenshot shows a "Search Criteria" dialog box with the following options:

- Program**: A dropdown menu.
- District**: A dropdown menu.
- County**: A dropdown menu.
- Facility ID**: A text input field with a selection arrow.
- Facility Name**: A text input field with a selection arrow.
- Address**: A text input field with a selection arrow.
- City**: A text input field with a selection arrow.
- Permit Number**: A text input field with a selection arrow.
- Application Number**: A text input field with a selection arrow.
- Number**: A text input field with a selection arrow.
- Search** and **Reset** buttons at the bottom.

The dialog box is displayed over a web browser window showing the URL: https://depdms.dep.state.fl.us/?catalog=11&profile=Discovery_Compliance&CallingProperty=Facili. The browser window also shows a sidebar with navigation links like "Home", "Search", "Programs", "Facilities", "Permits", "Applications", "Compliance", "Reporting", "Help", and "Log Out".

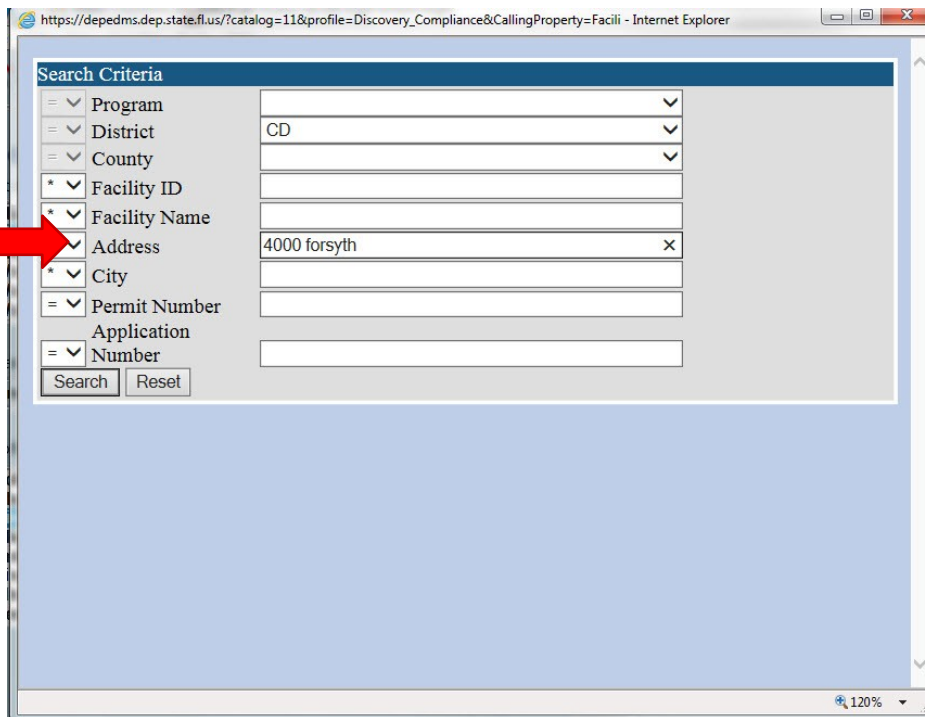
- ii. Before you enter any information, click on the drop down menu next to “District” and select “CD” for Central District.



The screenshot shows a web form titled "Search Criteria" with a blue header. The form contains several input fields, each preceded by a dropdown menu icon. A red arrow points to the "District" dropdown menu, which is currently set to "CD". The other fields are empty. The fields are: Program, District (CD), County, Facility ID, Facility Name, Address, City, Permit Number, Application, and Number. At the bottom of the form are "Search" and "Reset" buttons.

Field	Value
Program	
District	CD
County	
Facility ID	
Facility Name	
Address	
City	
Permit Number	
Application	
Number	

- iii. If you know the address of your facility, you can type that next to “Address”.



The screenshot shows the same "Search Criteria" form as before, but now the "Address" field is filled with the text "4000 forsyth". A red arrow points to the "Address" input field. The "District" field remains set to "CD". The other fields are empty. The fields are: Program, District (CD), County, Facility ID, Facility Name, Address (4000 forsyth), City, Permit Number, Application, and Number. At the bottom of the form are "Search" and "Reset" buttons.

Field	Value
Program	
District	CD
County	
Facility ID	
Facility Name	
Address	4000 forsyth
City	
Permit Number	
Application	
Number	

criteria box with the Central District and an address chosen at the same time to search by.

Screen shot of the additional search

Note: Although this is an option, address searches are best for Map Direct and DEP Information Portal. Going through one of those will find your facility much easier than using OCULUS.

- iv. If you know your facility name you can enter that next to “FacilityName”

Search Criteria

=	Program	
=	District	CD
=	County	
*	Facility ID	
*	Facility Name	Preferred Materials Inc
*	Address	
*	City	
=	Permit Number	
=	Application	
=	Number	

Search Reset

Note: Some Facility Names are multiple properties in various cities and will bring up more than just your facility

- v. Once you have typed in however you wish to search, click on the “Search” button at the bottom of the criteria.
- vi. This will bring up what facilities are associated with whatever criteria you decided to search by.

I knew the address associated with my facility. Searching by the address brings up this result:

https://depdms.dep.state.fl.us/?catalog=11&profile=Discovery_Compliance&CallingProperty=Facili - Internet Explorer

Search Criteria

Search Again

Search Results

PROGRAMID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
<input type="radio"/> AIR	AIR_0950013	WINTER PARK	WINTER PARK	ORANGE CD	4000 FORSYTH RD
<input type="radio"/> Storage Tanks	8521396	PREFERRED MATERIALS INC - WINTER PARK	WINTER PARK	ORANGE CD	4000 FORSYTH RD
<input type="radio"/> Storage Tanks	9800480	CEMEX INC - FORSYTHE RD-MIN ACID TANK	WINTER PARK	ORANGE CD	4000 FORSYTHE RD
<input type="radio"/> Wastewater	FLG110401	PREFERRED MATERIALS-GOLDENROD CONCRETE BATCH PLANT	WINTER PARK	ORANGE CD	4000 FORSYTH RD

4 result(s) returned

[Close Window](#)

Application Number =

I knew the name of my facility as "Preferred Materials Inc" and searching by that, gives these results (notice that the name brings up facilities in other cities):

Search Criteria

Search Again

Search Results

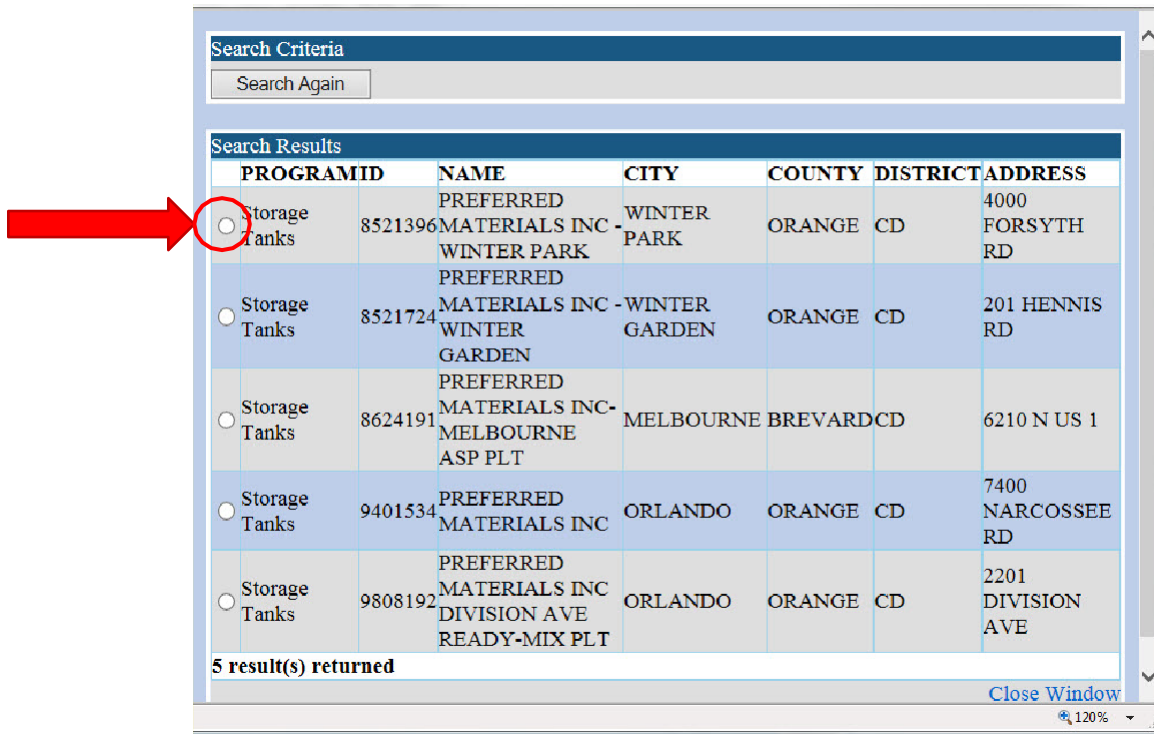
PROGRAMID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
<input type="radio"/> Storage Tanks	8521396	PREFERRED MATERIALS INC - WINTER PARK	WINTER PARK	ORANGE CD	4000 FORSYTH RD
<input type="radio"/> Storage Tanks	8521724	PREFERRED MATERIALS INC - WINTER GARDEN	WINTER GARDEN	ORANGE CD	201 HENNIS RD
<input type="radio"/> Storage Tanks	8624191	PREFERRED MATERIALS INC-MELBOURNE ASP PLT	MELBOURNE	BREVARD CD	6210 N US 1
<input type="radio"/> Storage Tanks	9401534	PREFERRED MATERIALS INC	ORLANDO	ORANGE CD	7400 NARCOSSEE RD
<input type="radio"/> Storage Tanks	9808192	PREFERRED MATERIALS INC DIVISION AVE READY-MIX PLT	ORLANDO	ORANGE CD	2201 DIVISION AVE

5 result(s) returned

[Close Window](#)

120%

- vii. Once your facility is located, click on the small circle on the left side of that row. Once selected, the window will close and OCULUS will populate the search information



Search Criteria

Search Again

Search Results

PROGRAMID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
Storage Tanks	PREFERRED MATERIALS INC - WINTER PARK	WINTER PARK	ORANGE	CD	4000 FORSYTH RD
Storage Tanks	PREFERRED MATERIALS INC - WINTER GARDEN	WINTER GARDEN	ORANGE	CD	201 HENNIS RD
Storage Tanks	PREFERRED MATERIALS INC - MELBOURNE ASP PLT	MELBOURNE	BREVARD	CD	6210 N US 1
Storage Tanks	PREFERRED MATERIALS INC	ORLANDO	ORANGE	CD	7400 NARCOSSEE RD
Storage Tanks	PREFERRED MATERIALS INC DIVISION AVE READY-MIX PLT	ORLANDO	ORANGE	CD	2201 DIVISION AVE

5 result(s) returned

Close Window

Search **Clear**

County = **ORANGE**

District = **CD**

Facility-Site ID = **8521396** ... **PREFERRED MATERIALS INC - WINTER PARK**

Document Date From (MM-DD-YYYY) To (MM-DD-YYYY)

Received Date From (MM-DD-YYYY) To (MM-DD-YYYY)

Document Type =

Contractor ID =

Inspection Type =

Facility Type *

Application Number =

Permit Number =

Document Subject =

Search **Clear**

5. Once you have information in your search bars, you can select “Search” at the bottom of the screen, which will bring up your results in a list.

OCULUS™

SearchActionsToolsHelpLogout

Hello netuser

Search Results

Storage Tanks

12 total

Result/Page

10

Refresh

Add to FavoritesExport to ExcelSend Search ResultsPrintable Hitlist

Showing Result(s) 1 to 10

Operations

View

Select

Pages: 12Next

		Preview	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Inspection Type	Facility Type	Application Number	Permit Number	Document Subject	County	District	File Size	Version	Master	Created	
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	02-22-2007	02-22-2007	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	60 KB	1.0	Y	02-23-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	11-09-2007	11-09-2007	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	68 KB	1.0	Y	11-10-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	11-17-2008	11-17-2008	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	64 KB	1.0	Y	11-17-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	12-11-2008	12-11-2008	INSPECTION RELATED	N/A	STCM FACILITY			08-0251 NO NON-COMPLIANCE ITE	ORANGE	CD	39 KB	1.0	Y	12-22-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	12-17-2008	12-17-2008	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - QA/QC FINA	ORANGE	CD	130 KB	1.0	Y	12-18-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	04-27-2010	04-27-2010	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	155 KB	1.0	Y	04-28-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	04-26-2011	04-26-2011	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	758 KB	1.0	Y	04-27-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	12-21-2011	12-21-2011	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	70 KB	1.0	Y	12-22-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	03-04-2013	03-04-2013	INSPECTION RELATED	N/A	STCM FACILITY			INSPECTION REPORT - ANNUAL COM	ORANGE	CD	71 KB	1.0	Y	03-05-20
<input type="radio"/>	<input type="checkbox"/>		<input type="checkbox"/>	Discovery_Compliance	8521396	03-04-2013	03-04-2013	NONCOMPLIANCE RELATED	N/A	STCM FACILITY			NCL	ORANGE	CD	90 KB	1.0	Y	03-05-20

6. The results are listed with document dates, types, subjects, etc. You can click on any of the blue words at the top to sort by that category
 - a. If you wanted to locate older documents, you could click on “Document Date” to sort by ascending or descending year
7. Once you’ve found a document you want to view, you can select it by clicking on the small circle on the far left of the row:

Storage Tanks
12 total

Result/Page 10 Refresh

Add

Operations View Select

		Preview	Profile	Facility-Site ID	Document Date	Received Date	Document Type	
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	02-22-2007	02-22-2007	INSPECTION RELA
<input checked="" type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	11-09-2007	11-09-2007	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	11-17-2008	11-17-2008	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	12-11-2008	12-11-2008	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	12-17-2008	12-17-2008	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	04-27-2010	04-27-2010	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	04-26-2011	04-26-2011	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	12-21-2011	12-21-2011	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	03-04-2013	03-04-2013	INSPECTION RELA
<input type="radio"/>	<input type="checkbox"/>			Discovery_Compliance	8521396	03-04-2013	03-04-2013	NONCOMPLIANCE I

8. Make sure that it says “View” next to “Operations” and click “Select”
9. You will now have the option to view or save the file.