

Rulemaking Authorization e-DocLog Instructions

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Introduction

EDocLog is a Workflow Program designed to track the progress of a document as it is reviewed by a group of individuals. Use of eDocLog will enable individuals to know where a Rulemaking Authorization package is in the approval process, and let that person know how long the package has been awaiting approval.

The instructions in this manual outline the procedure to create and send a Rulemaking Authorization Package for approval for publishing a Notice of Rule Development, a Notice of Proposed Rule, and filing a Certification Package. Each of these packages are called a “document” within the eDocLog system and each has a separate workflow as outlined below:

Workflow		
Notice of Rule Development	Notice of Proposed Rule	Filing Certification Package
1. Logged (by Creator)	1. Logged (by Creator)	1. Logged (by Creator)
2. Reviewed by Program Administrator	2. Reviewed by Program Administrator	2. Reviewed by Program Attorney
3. Reviewed by Program Attorney	3. Reviewed by Program Attorney	3. Reviewed by Deputy General Counsel
4. Reviewed by Deputy Director (optional)	4. Reviewed by Deputy Director (optional)	4. Reviewed by General Counsel
5. Reviewed by Division Director	5. Reviewed by Division Director	5. Reviewed by Deputy Secretary
6. Reviewed by Deputy Secretary	6. Reviewed by Deputy Secretary	6. Reviewed by Chief of Staff
7. Approved	7. Reviewed by Chief of Staff	7. Reviewed by Secretary
8. Sent to OFFAR	8. Reviewed by Secretary	8. Approved
9. Booked into OCULUS	9. Approved	9. Return to Program Attorney for Signature by Deputy General Counsel and Filing with DOS
	10. Sent to OFFAR	10. Booked into OCULUS
	11. Booked into OCULUS	

Creator Responsibilities

The person who creates the eDocLog entry and starts routing the Rule Authorization Package will be called the “Creator.” It is the Creator’s responsibility to do the following once an eDocLog process has been created:

- Ensure the Rule Authorization Package is approved within the time limits set forth by statute, internal goals, or legislative directive.
- Ensure the documents placed in the common drive are:
 - Accurate
 - Coded and formatted properly as required by Chapter 1-1, F.A.C.
- Ensure there is only one version of each document in the Rule Authorization Package in the common drive being routed for review,
- Remove the Rule Authorization Package from the common drive once the package is approved and the appropriate documents are placed into Oculus.
- Ensure the signed Approval Memo for the Rule Authorization Packages is placed into Oculus

Logging In

Access the eDocLog at <http://webapps.dep.state.fl.us/DepDocLog>.

Use your network username (e-mail address) and password. If you do not have access please notify OTIS. You may be asked to establish security questions the first time you log in.

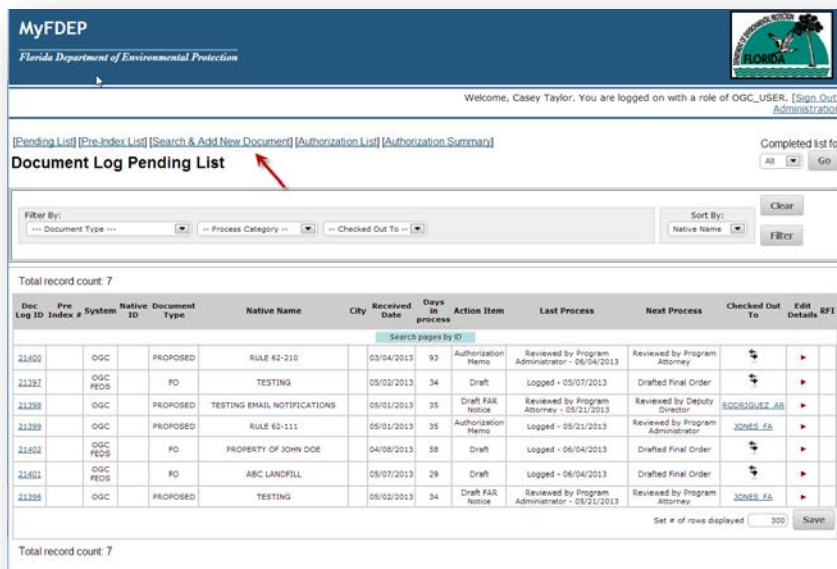
You will be taken to the *Document Log Pending List* screen and should only see document types DEVELOPMENT, PROPOSED, and CERTIFICATION. The *Pending List* acts as a dashboard or quick look at all the documents currently in process for a document type. It displays the last process completed, the next logical process and who is currently working on the document.

MyFDEP													
Florida Department of Environmental Protection													
Welcome, Casey Taylor. You are logged on with a role of ADMIN. [Sign Out] Administration													
[Pending List] [Pre-Index List] [Search & Add New Document] [Authorization List] [Authorization Summary]													
Document Log Pending List													
Filter By: Document Type Process Category Checked Out To Sort By: Native Name Clear Filter													
Total record count: 172													
Doc Log ID	Pre Index #	System	Native ID	Document Type	Native Name	City	Received Date	Days in process	Action Item	Last Process	Next Process	Checked Out To	Edit Details RFI
Search pages by ID													
21227	914927	WACS	101047	WTC	KEENE BROS INC	TAMPA	12/05/2012	175	Registration Application	Completeness Review - 02/25/2013	Data Processing	SUAREZ, E	
21245	917161	CHAZ	104995	HWD	WALMART NEIGHBORHOOD MARKET #3011	BOYNTON BEACH	12/10/2012	170	New Facility/Site	Completeness Review - 12/17/2012	Ready for Data Entry	SIMMONS, JLS	
21295		WACS	15	SOPF	STEELEFIELD ROAD LANDFILL	PANAMA CITY	03/28/2013	62	Other information Change	Logged - 03/26/2013	Notified District		
21268		WACS	15	SOPF	STEELEFIELD ROAD LANDFILL	PANAMA CITY	01/16/2013	133	Registration Application	Logged - 01/30/2013	Notified District	SUAREZ, E	
21264		WACS	15	PA-SW	STEELEFIELD ROAD LANDFILL	PANAMA CITY	01/01/2013	148	Correspondence Document	Logged - 01/30/2013	Completeness Review	TAYLOR, C	
21289	123456	WACS	15	SOPF	STEELEFIELD ROAD LANDFILL	PANAMA CITY	02/18/2013	100	Subsequent Notification	Logged - 02/28/2013	Notified District		
21211	201210	WACS	1588	GWHR-SW	PERDIDO LANDFILL	CANTONMENT	12/05/2012	175	Lab Report	RAI/ Letter sent - 12/12/2012	Inserted into OCULUS		168
21217	201210	WACS	1588	GWHR-SW	PERDIDO LANDFILL	CANTONMENT	12/12/2012	168	Lab Report	Logged - 02/05/2013	Inserted into OCULUS		

Creating an Entry

The first step in the approval process will be creating an entry in eDocLog. The eDocLog tracks all documents currently in process.

To add a new entry click **Search & Add New Document** from the *Document Log Pending List* screen.



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Welcome, Casey Taylor. You are logged on with a role of OGC_USER. [Sign Out] Administration

[Pending List] [Pre Index List] **[Search & Add New Document]** [Authorization List] [Authorization Summary]

Document Log Pending List

Filter By: Document Type Process Category Checked Out To Sort By: Native Name

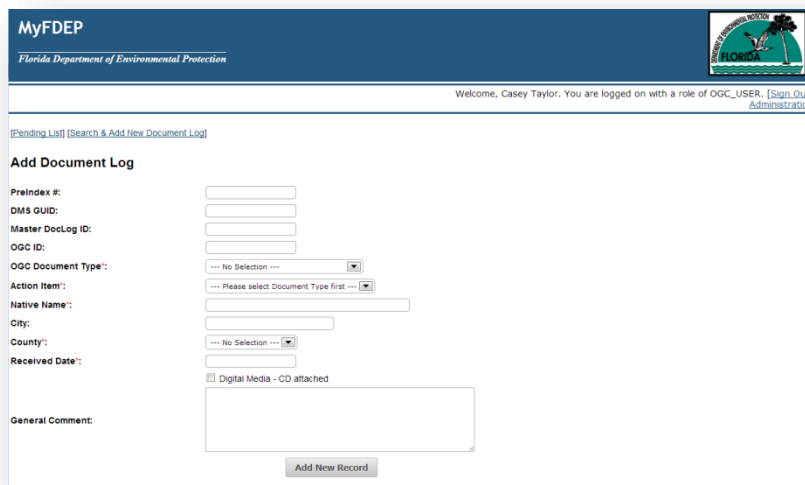
Total record count: 7

Doc Log ID	Pre Index #	System	Native ID	Document Type	Native Name	City	Received Date	Days in process	Action Item	Last Process	Next Process	Checked Out To	Edit Details	RFI
21400		OGC		PROPOSED	RULE 62-210		03/04/2013	93	Authorization Memo	Reviewed by Program Administrator - 06/04/2013	Reviewed by Program Attorney			
21397		OGC		PD	TESTING		05/02/2013	34	Draft	Logged - 05/07/2013	Drafted Final Order			
21398		OGC		PROPOSED	TESTING EMAIL NOTIFICATIONS		05/01/2013	35	Draft FAR Notice	Reviewed by Program Attorney - 05/21/2013	Reviewed by Deputy Director	SCOTTSONET AS		
21399		OGC		PROPOSED	RULE 62-111		05/01/2013	35	Authorization Memo	Logged - 05/21/2013	Reviewed by Program Administrator	JONES FA		
21402		OGC		PD	PROPERTY OF JOHN DOE		04/08/2013	58	Draft	Logged - 06/04/2013	Drafted Final Order			
21401		OGC		PD	ABC LANDFILL		05/07/2013	29	Draft	Logged - 06/04/2013	Drafted Final Order			
21396		OGC		PROPOSED	TESTING		05/02/2013	34	Draft FAR Notice	Reviewed by Program Administrator - 05/21/2013	Reviewed by Program Attorney	JONES FA		

Total record count: 7

Select the **Rule** radio button.

There are two options for adding an entry; entering an OGC Number, or creating without an OGC Number – if not known. If you know the OGC number, type the number in the Native ID field (do not include a hyphen). You will be taken to the *Add Document Log* screen (shown below).



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Welcome, Casey Taylor. You are logged on with a role of OGC_USER. [Sign Out] Administration

[Pending List] **[Search & Add New Document Log]**

Add Document Log

Preindex #:

DMS GUID:

Master DocLog ID:

OGC ID:

OGC Document Type:

Action Item:

Native Name:

City:

County:

Received Date:

☐ Digital Media - CD attached

General Comment:

If an OGC Number is entered in the Search, then most of these fields will be populated from LCT on the *Add Document Log* screen. If you did not enter an OGC number you will need to fill in the required fields for the *Add Document Log* screen. The required fields are:

- Document Type
- Action Item
- Native Name (Rule number)
- County (always use Leon Co.)
- Received Date (date entered into eDocLog)
- DMS GUID → use only if using Oculus to retrieve documents, see page 9
- General Comment Field → enter the individuals required to review this rulemaking authorization package in the same order that they should be reviewing. Use first and last names. For example:

Route to:

- PA – Joe Smith;
- Program Attorney –Bob Smith;
- Dep Director – Carol Smith;
- Director – Andrea Smith;
- DepSec – Fred Smith;
- Chief of Staff – Matt Smith;
- Secretary – Cheryl Smith;
- OFARR Liaison – Susana Smith;
- Creator – Kamie Smith

Note: Be sure to add semi-colons so they are separated in the comment box. Further, it may be helpful to indicate where the rule package documents are located in the common drive.

Click **Add New Record**, and a DocLog ID is generated on this page.

Click **Pending List** to return to the *Document Log Pending List* screen to begin the workflow process.

Uploading Your Rule Package

Once the Creator has made an eDocLog workflow, he or she will need to upload the rule package documents to either a Common Drive Folder **OR** Oculus. Below are instructions for both.

Linking an e-DocLog entry to a Common Drive Folder

More often than not, you will want to link the package being routed for approval through the common drive. This will allow you to place Word documents in the folder and allow reviewers to edit the documents as needed.

First, click the “edit details” arrow  on the eDocLog workflow in which you wish to add the documents. A link to the rulemaking common drive will already be available in the upper left hand corner when you create the workflow. You will just need to create a rulemaking folder in the common drive associated with your division. Be sure to put instructions on how to reach your rulemaking package in the workflow comment box.

When Creating a Folder on the Common Drive:

- Click on the **Click Here to View Rule Packages** link in the upper left hand corner. That will take you to the Rule Packages common drive.
- Inside the Rule Packages common drive are separate folders for each division. You will have access to your individual division.
- Create a common drive folder within your division’s common folder.
- Label the common drive folder with the number of the rule or rule chapter being routed for approval. For example
 - For Whole Chapter “62-110”
 - For one Rule “62-110.106”
 - For Multiple Rules “62-110.104 & .105 & .106”
- Place all documents necessary for review in the common drive folder.
 - Required Documents for Notice of Rule Development
 - Memo to Deputy Secretary Requesting Permission to Publish a Notice of Rule Development
 - Draft FAR Notice of Rule Development
 - OFARR Notification Form (must be in Word format)
 - Draft Coded Text of the Rule if available
 - Public comments if available
 - Required Documents for Notice of Proposed Rule
 - Memo to Secretary Requesting Permission to Publish a Notice of Proposed Rule
 - Draft FAR Notice of Proposed Rule
 - OFARR Notification Form (must be in Word format)
 - Is a SERC Required? Checklist
 - SERC (if necessary)

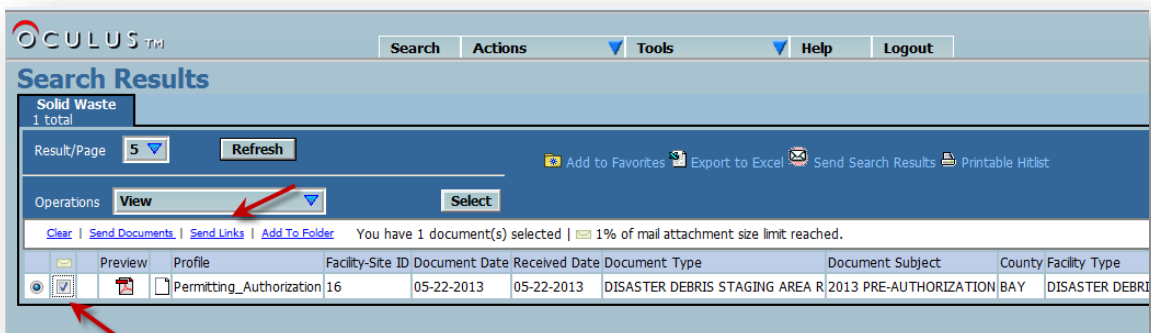
- Public comments if available
 - o Required Documents for Certification Package
 - Memo to Secretary Requesting Permission to File Certification Package
 - Coded Copy of the Rule
 - Any other necessary documents
 - Clearly label which part of the rulemaking package each file represents in the common folder.
 - All documents in the Rulemaking Approval Package should be named with the same taxonomy.
- We recommend:
- o Doc Name_ Chapter/rule number(s); for example: *Notice of Development_62-330* or *Notice of Proposed Rule_62-110.001, .050 & .400* (if more than 3 rules, name with Chapter number)
 - Notice of XXX_Chapter/rule number(s)
 - OFARR Notification_ Chapter/rule number(s)
 - SERC Checklist_ Chapter/rule number(s)
 - SERC_ Chapter/rule number(s)
 - Public Comments_ Chapter/rule number(s)
 - Numerous public comments received should be placed in a compressed folder → to compress a folder, right-click on the folder and select “send to,” then select “compressed (zipped) folder”
 - JAPC Comments_ Chapter/rule number(s)

Linking an e-DocLog entry to OCULUS

To link an e-DocLog entry to a document in OCULUS you will need to enter the GUID into the *DMS GUID* field in the screenshot below.

To find the GUID (OCULUS link), open OCULUS and locate the document.

Select the checkbox to send the link by email. Within the message is a link, including a number (example: 8.180163.1), the GUID. Copy the GUID and paste into the eDocLog field for DMS GUID.



Search
Actions
Tools
Help
Logout

Send Link

From: Casey.Taylor@dep.state.fl.us

To:

Subject:

Message:

```
http://dwmedms.dep.state.fl.us:80/Oculus/servlet/shell?
command=getEntity&[guid=8.180163.1]&
[profile=Permitting_Authorization]
```

Send Back

If an entry is on the *Document Log Pending List* you may enter the GUID by clicking on the **DocLog ID**.

Once the OCULUS document is linked to the eDocLog entry, it may be accessed through the *Document Log Pending List*, by clicking on the page icon.

Total record count: 1

Doc Log ID	Pre Index #	System	Native ID	Document Type	Native Name	City	Received Date	Days in process	Action Item	Last Process	Next Process	Checked Out To	Edit Details	RFI
21403		OGC		PROPOSED	62-111		06/03/2013	2	OFFAR Notification Form	Logged - 06/05/2013	Reviewed by Program Administrator			

Clear ID Filter
Set # of rows displayed 300 Save

Total record count: 1

Editing Workflow

Once the Creator has created an entry, the Rulemaking Approval Package may now be routed for approval. Each person in the workflow can use the following steps to review, edit, and approve the Rulemaking Approval Package:

The Creator will need to start this process.

Select a document to complete a step in the workflow.

From the *Document Log Pending List* click **Check Out To** . Select your name, click **Update**. The document is now assigned to you for review. If you are the Creator, assign the document to the first person in the approval process.

From the *Document Checkout* screen click **Pending List – this DocLog**.

To edit the workflow, click on **Edit Details**  from the *Pending List*. Notice the hyperlinked folder,  [Rule Packages](#) will take you to a network folder containing the working document.

When editing the documents in the common folder:

- The documents are usually in Word, and can be edited. **For sanity's sake we highly recommends that the draft FAR notice not be edited in track changes.**
- If you choose to edit any of the documents in the Rulemaking Package, please place a note in the comment function describing the changes made and return the Rulemaking Package to the individual who created the entry. Do not send the Rulemaking Package to the next person in the approval chain.
 - It is the Creator's responsibility to either keep or deny the edits. That person must also create a properly coded version of the documents to resend for approval.
 - Once a properly coded version of the documents are created and placed in the common folder, the Creator may either restart the approval process from the beginning or send the Rulemaking Authorization Package back to the person who made the last edit. Use your best judgment to choose which option to take.
- We recommend not placing multiple versions of the same document in the common folder. To do so creates confusion about which version is the final approved document.

Once you are done reviewing and are ready to pass the rulemaking authorization package to the next person in the workflow, you must add your process to the Workflow to indicate you are done.

On the *Pending Document Details* screen, the processes which have been completed are shown. To show you have completed your part of the review you need to "Add Process." To select the process from the dropdown menu, click **Add Process**. Select the process that applies to your role in the routing for approval. When you select the process that applies to you, it will be added to the *Pending Document Details* screen. This will indicate you have completed your part of the workflow. Users have the

opportunity to add comments, which may assist those reviewing the document. (i.e. Program Attorney edited Statement of Facts and Circumstances.)

After adding the process you just completed and adding a comment (optional), you are now ready to send the Rulemaking Authorization Package to the next person necessary for approval. Click **Document Checkout**, to assign the document to the next person in the workflow.

Welcome, Casey Taylor. You are logged on with a role of WACS_USER. [\[Sign Out\]](#) [Administration](#)

[\[Pending List\]](#) [\[Pending List - this DocLog\]](#) [\[Edit DocLog\]](#) [\[Document Checkout\]](#)

Pending Document Details

NATIVE NAME: KEENE BROS INC
DOC LOG ID: 21227 **WACS ID:** 101047
CITY: TAMPA **COUNTY:** HILLSBOROUGH

[View email records](#)
[WTC Approvals](#)

Document Types

Document Type	Primary Type	Discontinued On
WTC	Y	

Email Addresses

Affiliation-ID	Interest Type	Email	Native ID	Native Name
----------------	---------------	-------	-----------	-------------

Master Document

DocLog-ID	Preindex#	Received Date	Action Item
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Child Documents

DocLog-ID	Preindex#	Received Date	Action Item
-----------	-----------	---------------	-------------

Processes

Document Type	Process	Date	Author	Delete
WTC	Logged	12/06/2012	Simmons_JLS	
WTC	Completeness Review	02/28/2013	TAYLOR_C	

On the *Document Checkout* screen, click **Clear All**, then select the next user in the workflow process. (The order of who the next person in the review process should be found in the general comments field as instructed above in the *Creating an Entry Section*.) eDocLog will send the user assigned an automated email notifying them that the document is ready for their review. Some users in the review process may have delegates who will be completing the eDocLog workflow on their behalf. It is the responsibility of the person receiving the assignment to handle delegates.

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[Pending List](#) [Search & Add New Document Log](#)

Document Checkout

Please select up to four user names and click Update:

Document (OGC):
21400
RULE 62-210

Check-Out To:

- ☐ ACREE_S
- ☐ CASE_K
- ☐ DROPATI_S
- ☐ GALLARDO_E
- ☐ GARCIA_S
- ☐ GREGORY_W
- ☐ PALMER_M
- ☐ STEVENS_CR
- ☐ SUAREZ_E
- ☐ TAYLOR_C
- ☐ WOLFE_JG

By User: TAYLOR_C

Completing Rule Development and Proposed Rule Packages

Once the Notice of Rule Development and Notice of Proposed Rule Packages have been approved (either by the Deputy Secretary or Secretary), the package is sent to the OFARR liaison. The OFARR liaison should send the appropriate documents to OFARR. The OFARR liaison should then return the package to the Creator. **It is the Creator's responsibility to make sure the memo approved by the Deputy Secretary or Secretary is delivered to OGC to be filed in Oculus.**

Completing Certification Packages

Once the Certification Package has been approved by the Secretary, the package is sent to the Program Attorney. The Program Attorney should file the appropriate documents with the Department of State. (see Rulemaking Handbook) The Program Attorney should then notify the person who created the entry that the certification package has been filed with the Department of State. **It is the Creator's responsibility to make sure the memo approved by the Secretary is delivered to OGC to be filed in Oculus.**

Completed List

Once an eDocLog entry has completed the designated workflow process it will no longer display on the *Pending List*, instead it will automatically be moved to the *Completed List*. The program will know you have completed your process when you have added the last items in the workflow. The Completed List can be accessed from the Pending List by selecting the correct year and clicking **Go**. This will display all completed entries for a specified year.

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Welcome, Casey Taylor. You are logged on with a role of OGC_USER. [Sign Out] Administration

[Pending List] [Pre-Index List] [Search & Add New Document] [Authorization List] [Authorization Summary]

Document Log Pending List

Completed list for: All [Go]

Filter By: Document Type Process Category Checked Out To Sort By: Native Name Clear Filter

Total record count: 8

Doc Log ID	Pre-Index	System	Native ID	Document Type	Native Name	City	Received Date	Days in process	Action Item	Last Process	Next Process	Checked Out To	Edit Details	RFI
21600		OGC		PROPOSED	RULE 62-210		03/04/2013	93	Authorization Memo	Reviewed by Program Administrator - 06/04/2013	Reviewed by Program Attorney			
21397		OGC		FO	TESTING		05/02/2013	34	Draft	Returned to OGC - 06/05/2013	Booked into Oculus			
21603		OGC		PROPOSED	R2-111		06/03/2013	2	OFFER Notification Form	Logged - 06/05/2013	Reviewed by Program Administrator			
21398		OGC		PROPOSED	TESTING EMAIL NOTIFICATIONS		06/01/2013	35	Draft FAR Notice	Reviewed by Program Attorney - 05/21/2013	Reviewed by Deputy Director	RODRIGUEZ, AR		
21399		OGC		PROPOSED	RULE 62-111		05/01/2013	35	Authorization Memo	Logged - 05/21/2013	Reviewed by Program Administrator	JONES, FA		
21602		OGC		FO	PROPERTY OF JOHN DOE		04/08/2013	58	Draft	Logged - 06/04/2013	Drafted Final Order			
21601		OGC		FO	ABC LANDFILL		05/07/2013	29	Draft	Logged - 06/04/2013	Drafted Final Order			
21396		OGC		PROPOSED	TESTING		05/02/2013	34	Draft FAR Notice	Reviewed by Program Administrator - 05/21/2013	Reviewed by Program Attorney	JONES, FA		

Set # of rows displayed: 300 Save

If you have questions or need immediate assistance relating to e-DocLog, please contact: the DEP Service Desk 245-7555.