

Electronic Document Submission Instructions

The Department of Environmental Protection (DEP) has implemented a paperless document submittal process that allows non-NPDES industrial wastewater forms to be submitted electronically. The steps below should be used to submit forms and associated documents to DEP electronically.

- 1) Complete all required forms using Adobe Reader. Adobe Reader 8.0 or higher must be used. We suggest that you download Adobe Reader 11, which is free, from the following website:
<http://get.adobe.com/reader/>.
- 2) If the form requires a signature, sign the form electronically by clicking on the signature field and following the step-by-step instructions.
- 3) Forms and associated documents that require a Professional Engineer's signature and seal must be electronically sealed in accordance with Rule 61G15-23, F.A.C. Below is a list of vendors that offer electronic seals:
 - a. Adobe EchoSign www.echosign.adobe.com/en/home.html
 - b. Cosign Digital Signatures www.arx.com/Cosign
 - c. DigiCert www.digicert.com
 - d. VeriSign www.verisign.com

If you do not have the capability or do not want to sign and seal forms electronically, the following options are available.

- a. Hard copies of the completed form with all required attachments and fees should be mailed to the appropriate [DEP District Office or delegated local program](#), as indicated on each form;
 - b. Forms may be submitted electronically followed up by an engineer report cover letter as described in the [Instructions for Submitting Independent Documents and Engineer Report Cover Letters](#); or
 - c. Forms may be submitted electronically that have been physically signed and sealed in accordance with Rule 61G15-23, F.A.C., as long as the seal is legible in the scanned PDF of the completed form.
- 4) Save each form with a title as follows:
 - a. For facilities that have a permit number, "**FormNumber_Form Title_Facility Permit Number**" (e.g., 62-620.910(4)_Form2CG_FL A012345), or
 - b. For new facilities that do not have a permit number, "**FormNumber_Form Title_NEW**".
 - 5) Click "Submit this form by email." and select the name of the appropriate DEP District Office where the form should be submitted. **This will open an email message with an email address that can be used to send the form.**
 - 6) Attach all required saved and named forms to the email. If your documents and/or plans are too large to send by email (greater than 20mb), they may be uploaded to DEP's external wastewater FTP Site, <ftp://ftp.dep.state.fl.us/pub/wastewater/>, using the naming conventions outlined in 4) above. Uploading these documents the same day the application is submitted is recommended.
 - 7) Label the "Subject" line of the email using the following format:
 - a. For facilities that have a permit number, "**Form Number / Form Title / Permit Number / County**", or

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- b. For new facilities that do not have a permit number, “**Form Number / Form Title / NEW / County**”.
- 8) **Include the email addresses for all associated parties in the body of the email.**
- 9) If the form requires submitting a fee, an automated email will be sent to the person submitting the form with a link to the [DEP Business Portal](#), where fees may be paid online.
- 10) If you do not want to pay fees online, please mail your check to the appropriate [DEP District Office or delegated local program](#). Mailing the permit fee the same day the application is submitted is recommended.