Welcome to OCULUS

What is OCULUS?

- The Florida Department of Environmental Protection's Electronic Document Management System (EDMS)

- Used by DEP to store documents.

- Accessible to the public to review permitting and compliance records.

How to Access OCULUS

Online tool can be reached at:

http://depedms.dep.state.fl.us/Oculus/servlet/login

OR:

Perform a search for "FDEP Oculus"

User Login

- **Anyone can access OCULUS through the "Public OCULUS Login" button.**

- **No login ID or password is needed.**

Welcome to the Florida Department of Environmental Protection
Electronic Document Management System (OCULUS)

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 OCULUS web 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 Protection IT Service Desk, 850-245-7555.

OCULUS 6.15
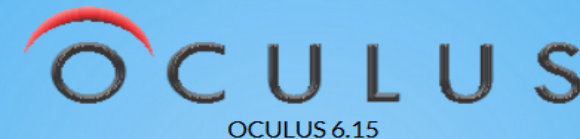
Login ID:
Password:
☐ Remember me
Login   Change Password

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

Changes in the new version of OCULUS - DEP Users : Public Users

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

Help Screen

- **Help using OCULUS is available on the main page below the Public OCULUS Login button.**

- **Viewing TIFF documents.**

- **Online help.**

- **Document taxonomy.**

- **Email address for assistance.**

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

The following programs have designated OCULUS as their official and public database for its documents and records. Unless otherwise noted or indicated, the following documents or records are public records pursuant to law and administrative rules. Please keep in mind, some documents or records are not included in this database as they are, or their contents are deemed protected under rule or statute.

Division of Waste Management (DWM)
Hazardous Waste
Solid Waste
Storage Tanks (Petroleum Restoration)
Waste Cleanup

Division of Water Resource Management (DWRM)
ERP - Environmental Resource Permitting
NPDES Storm Water
Potable Water Systems
Underground Injection Control

Wastewater
Water Facility Funding
Beaches & Coastal Systems
Mining & Minerals Regulation
Oil & Gas

Division of Air Resource Management (DARM)
Air
Asbestos
SCO - Siting Coordination Office

Division of State Lands (DSL)
DSL Public Lands

Division of Water Restoration Assistance (DWRA)
Non-Point Source Management
State Revolving Fund
Water and Springs Restoration Program
Water Supply Restoration

Office of Ecosystem Projects (OEP)
OEP - Office of Ecosystem Projects

Help using OCULUS

We have several tools available to assist in using the OCULUS Document Management System. At any point, users can click the help menu to open the Online help system. For help finding documents in OCULUS, please see the Public Document Taxonomy. If you believe that you've found an error with a document, please contact servicedesk@dep.state.fl.us to report the problem.

At times Microsoft Office updates may cause users to lose the ability to "View" TIF documents in OCULUS and limit their options to 'Save' or 'Cancel' when trying to view them. If your computer is experiencing this problem, please try the steps outlined in this document.

If you can open documents correctly but find black pages while viewing 'TIF' documents from OCULUS or you are having other trouble viewing documents, please follow these instructions for help installing an alternative viewer.

If you find that you cannot view or open a document type of '.MSG', '.PST', or '.OST', email formats, you may not have compatible software for these file types. Please visit .MSG viewer download page to download the free Mail Viewer or visit .PST or .OST viewer download page to download the free Outlook Viewer for viewing these file formats outside of MS Outlook.

If you're still having trouble, please contact servicedesk@dep.state.fl.us for assistance.

Search Screen

- **After logging in, the search screen will populate.**
- **The drop down menus on the left of the page are the *Catalog* and *Search By*. This is how you begin your search.**
  - **Select the desired program(s) under *Catalog*.**
  - **You can choose to search by either *Profile* or *Property* under the Search By field.**

Search Screen

- **The drop down search options just to the right of the catalog include a * or =.**
  - **The = will return a search with only those matching exactly what you type.**
  - **The * will return a search including everything that has what you typed.**
- **The fields with the *i* on the right side mean you can filter the search.**

Multiple Search Features

- **Users may search multiple catalogs, profiles or properties all at once or a few at a time.**

- **To select all, click on the first catalog/profile/property, hold down *Shift*, then press *End*. Select multiple by holding down the *Ctrl key* as you select individual entries.**

- **All selected items are in blue.**

Available Catalog

Catalog

Air	
Asbestos	
Beaches & Coastal Systems	
DSL Public Lands	
ERP - Environmental Resource Permitting	
Hazardous Waste	
Mining & Minerals Regulation	

- The Catalog is where the user may select the desired department programs under which to search. These include:
  - Air
  - Asbestos
  - Beaches & Coastal System
  - DSL Public Lands
  - DSL Revenues Processing Management
  - ERP - Environmental Resource Permitting
  - Hazardous Waste
  - Mining & Minerals Regulation
  - NPDES Storm Water
  - Nonpoint Source Management
  - OEP - Office of Ecosystem Projects
  - Oil & Gas

Available Catalog

Catalog

- Air
- Asbestos
- Beaches & Coastal Systems
- DSL Public Lands
- ERP - Environmental Resource Permitting
- Hazardous Waste
- Mining & Minerals Regulation
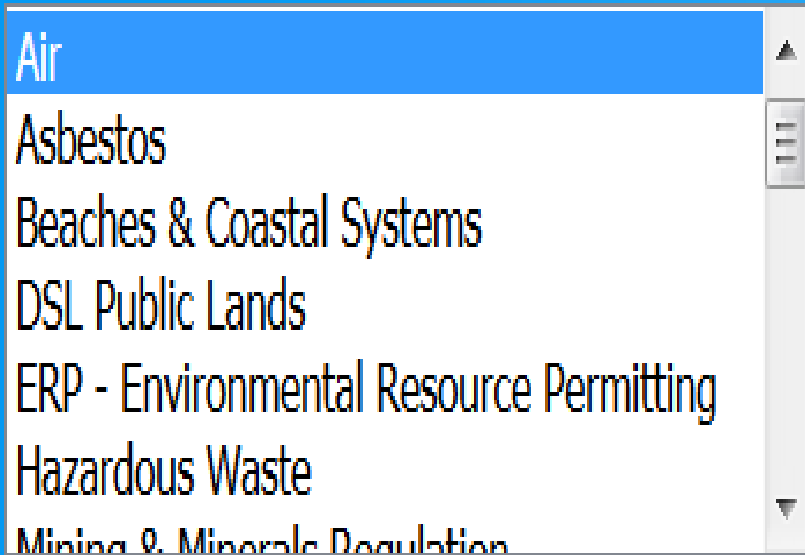
- **DEP Programs (continued):**
  - **Potable Water System**
  - **SCO – Siting Coordination Office**
  - **Solid Waste**
  - **State 404 Programs**
  - **State Revolving Fund**
  - **Storage Tanks**
  - **Underground Injection Control**
  - **Waste Cleanup**
  - **Wastewater**
  - **Water Policy**
  - **Water Supply Restoration**
  - **Water and Springs Restoration Program**

Search By Profile

- **Available profile choices are specific and vary based on the catalog selected.**

- **Useful when searching for a specific type of document.**

Search By Profile
Using Facility/Site ID#

1. Select a catalog.

2. Select the profile.

3. Enter facility/site ID # and press tab to populate the facility/site name.

4. The user may narrow the search by selecting the *i* fields drop down menu in either or all three document, permit and facility type.

5. Click Search.

Search Results
How to View a Document

- Select the desired document you want to view by either clicking on the radio button, the icon under "File Type" or the row of a document.

- Click the arrow button next to *view* in the operations drop-down menu to open and view the document in its native format.

- Most OCULUS documents are in .pdf format. Acrobat Reader is required to read the document. The free reader can be downloaded from **www.adobe.com/products/reader.html**

Search By Profile
Using Document Subject

- Search for document subject by entering the project name.

- Changing the = sign to * in the drop down menu will return results with only those matching what has been typed.

- The user may narrow the search by selecting the *i* fields in either or all three document, permit and facility Type drop down menu.

Search Results

	File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type	Facility Type	Application Number	Permit Number	Document Subject		County	District	File Size	Version
○ □	📄📄	Permitting_Authorization	3050223	11-27-2018	11-27-2018	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1021-DSGP-ADAMSON CREE		BREVARD	CD	156 KB	1.0	Y
○ □	✉📄	Permitting_Authorization	3050223	11-21-2018	11-21-2018	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1021-DSGP ADAMSON CREE		BREVARD	CD	3529 KB	1.0	Y

Search By Profile
Using Document Project Number

- Search for document subject by entering the project ID#.

- Changing the **=** sign to ***** in the drop down menu will return results with only those matching what has been typed.

- The user may narrow the search by selecting the **/** fields in either or all three document, permit and facility type drop down menu.

Search By Property

- **Available Property choices are specific and vary based on the catalog selected.**

- **Useful when document type is unknown or searching for all site-related documents.**

Search By Property

1. Select a catalog.

2. Select the property.

3. Enter the document subject name or number *(In this example, we are searching multiple properties)*.

4. By changing the **=** sign to ***** in the drop down menu, results will return only those matching a search to exactly what has been typed.

5. Click Search.

Search Results
Using Property

- **Showing all results matching what you selected in the search fields.**

- **Click on the radio button or the file type to view a document.**

- **Click the arrow button next to *view* in the operations drop-down menu to open and view the document in its native format.**

The Ellipsis Tab

By Profile

By Property

- If the location of the file or the exact site name is unknown, select the ellipsis (three dots) in the gray square tab.

- Select the catalog and search by profile or property options and click the tab which will bring up a new window.

The Ellipsis Tab

Search Screen Criteria

- **Search any program, any district, any county, any property and any profile all at once.**

- **The button options on the left include either a * or =.**

- **The = will return a search with only those matching exactly what you type in the field.**

- **The * will return a search that includes any words typed into the search field.**

The Ellipsis Tab
Facility/Site ID# Populated Search Screen

- The user may re-select a property or refresh the page by clicking the search button on the top of the page next to the logo.

- Click Search to populate results.

How to Send Search Results

Send a Document or a Link(s)

- **Click the check box between the radio button and file type for each desired document.**

- **Click either "Send Documents" or "Send Links."**

- **Check how much of the total size limit the documents would reach as e-mail attachments.**

How to Send Search Results

Send a Document

OCULUS	Search	Actions	Tools	Help	Logout

Send Document

From: *

To: *

Subject:

Message:

Attachment: RE_ Electronic Notification of receipt_BOYLSTON AVE BEACH API

Send* Back

Send a Link(s)

OCULUS	Search	Actions	Tools	Help	Logout

Send Link

From: *

To: *

Subject:

Message:

https://depedms.dep.state.fl.us:443/Oculus/servlet/shell?
command=getEntity&[guid=23.776736.1]&
[profile=Permitting_Authorization]

https://depedms.dep.state.fl.us:443/Oculus/servlet/shell?
command=getEntity&[guid=23.765816.1]&
[profile=Permitting_Authorization]

Send Back

- Fill in the "From:" with the sender's email address, the "To:" with the recipient's email address, the "Subject," and any desired text into the Message box *(if sending link(s),click enter before or after the link(s) to create space for the message).*
- Click Send.
- A link to an individual document always ends with a "]".
- You can also copy and paste links into other applications.

How to Send Search Results.
Send an Entire File

- Click "Send Search Results."

- Fill in the "From:" with the sender's email address, the "To:" with the recipient's email address, the "Subject," and any desired text into the Message box *(if sending link(s), click enter before or after the link(s) to create space for the message)*.

- Click Send.

- This link ends with a }. If it ends with a], click Back and recreate the link by clicking Send Search Results.

- You can also copy and paste links into other applications.

How to Send Search Results
Export to Excel

- **Click on column A of the file. Click View Document to view the document in OCULUS.**

OCULUS Tips

- Always clear the search before beginning.
- The user may type "today" in the date box instead of the current date.
- The broader the search the better.
- You can type in the date as mmddyyyy instead of using the calendar feature.
- If a document type within a specific profile does not appear, the wrong catalog may have been chosen.
- If OCULUS appears not to be working, give it 10 minutes and try again.
- OCULUS mass uploads are done at night which slows down OCULUS considerably.

OCULUS

- Maintained by DEP.

- Accessible via internet.

- Document management system.

- Links to every database.

- Updates instantly and nightly.

- Is required by statute.

- Can export searches.

- Over 25,000 different formats acceptable; however, to date, movies or voice records cannot go into OCULUS.

- There is a size limitation on documents going into OCULUS (250 MB). This is especially important when using the business portal for document submittal.

OCULUS
Examples of How to Use Facility/Site Numbers

- **Air facility** - ID numbers always start as AIR_0 followed by six digits 0090049
  - For Permit No. 0090049-011-AF or 0090254-001-AC
  - Search as AIR_0090049 or AIR_0090254
- **Environmental Resource Permitting (ERP)**
  - Permit No. 64-386305-001 or 0386305-001-EE
  - Search as ERP_386305
- **National Pollutant Discharge Elimination Systems (NPDES) Storm Water**
  - FLR20BX53-001-CGDL or FLR05H994-001-MSP
  - Search as FLR20BX53 or FLR05H994
- **State 404 Programs**
  - 0398428-001-SFI-32 or 0397077-001-SFG-40
  - Search as ST404_398428 or ST404_397077

OCULUS
Examples of How to Use Facility/Site Numbers

- **Wastewater :**
  - **For Industrial Waste = FLA = IW - FLA934437-002-IW9B**
    - **Search as FLA934437**
  - **For Domestic Waste = FLA/FLO = DW - FLA349739-004-DW3P/FL0172090-032-DW1P**
    - **Search as FLA349739/FL0172090**
  - **For Dewatering = FLG07 = DEW - FLG072722-002-IWF/MT**
    - **Search as FLG072722**
  - **For Petroleum = FLG9 = PES - FLG914942-001-IWPT**
    - **Search as FLG914942**
  - **For Concrete Batch Plant = FLG11 = CBP - FLG110825-003-IWCB**
    - **Search as FLG110825**

OCULUS
Examples of How to Use Permit ID Numbers

- Search in Document Subject and change the **=** to ***** from the drop down box for:
  - Wastewater Collection Systems **0384209-005-DWC/CG** search as **0384209-005**
  - Potable Water **0025192-1794-DSGP** or search as **0025192-1794**
  - Solid Waste **0161263-021-SC-01** search as **0161263-021**
  - Underground Injection Control **0345378-004-UC** search as **0345378-004**

For questions or further assistance, please contact the Central District at 407-897-4100 DEP_CD@FloridaDEP.gov