



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.**



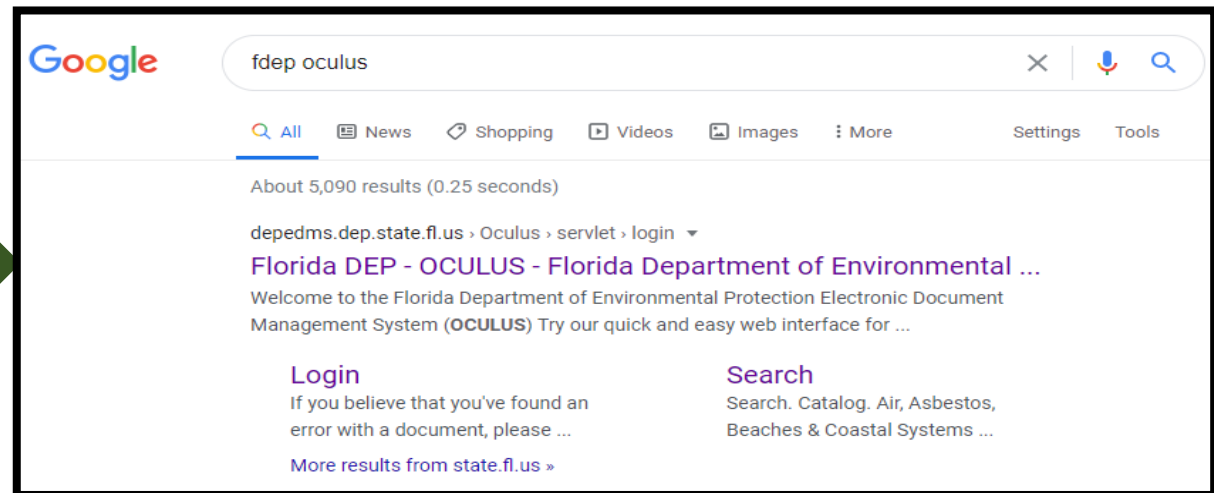
How to Access OCULUS

Online tool can be reached at:

<http://depdms.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
OCULUS 6.15

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



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.

The screenshot shows the OCULUS search interface. At the top, there is a navigation bar with 'OCULUS' on the left and 'Search', 'Actions', 'Tools', 'Help', 'Logout', and 'netuser' on the right. The main content area is titled 'Search' and features several sections:

- Catalog:** A dropdown menu with options: Air, Asbestos, Beaches & Coastal Systems, DSL Public Lands, DSL Revenue Processing Management, ERP - Environmental Resource Permitt, and Hazardous Waste.
- Search By:** A dropdown menu with options: Profile and Property.
- Profile:** A dropdown menu with options: Discovery Compliance, Enforcement_Legal, and Permitting_Authorization.
- Sort By:** A dropdown menu set to 'Document Date'.
- Type:** A dropdown menu set to 'Any'.
- Creator:** A text input field.
- Folder Name:** A text input field.
- Created:** A date range selector with 'From' and 'To' fields, both set to 'MM-DD-YYYY'.
- Search and Clear buttons:** Located below the date range selector.
- County:** A dropdown menu with an equals sign and a dropdown arrow.
- District:** A dropdown menu with an equals sign and a dropdown arrow.
- Facility-Site ID:** A text input field with an equals sign and a dropdown arrow.
- Document Date:** A date range selector with 'From' and 'To' fields, both set to 'MM-DD-YYYY'.
- Received Date:** A date range selector with 'From' and 'To' fields, both set to 'MM-DD-YYYY'.
- Document Type:** A dropdown menu with an equals sign and a dropdown arrow, and an information icon.
- Contractor ID:** A text input field with an equals sign and a dropdown arrow.
- Inspection Type:** A dropdown menu with an equals sign and a dropdown arrow, and an information icon.
- Facility Type:** A dropdown menu with an asterisk, an equals sign, and a dropdown arrow, and an information icon.
- Application Number:** A text input field with an equals sign and a dropdown arrow.
- Permit Number:** A text input field with an equals sign and a dropdown arrow.
- Document Subject:** A text input field with an equals sign and a dropdown arrow.
- Search and Clear buttons:** Located at the bottom of the form.



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.

The screenshot shows the OCULUS search interface. At the top, there is a navigation bar with 'OCULUS' and menu items: Search, Actions, Tools, Help, Logout, and a user name 'netuser'. The main area is titled 'Search' and contains several sections:

- Catalog:** A dropdown menu is open, showing options: Air, Asbestos, Beaches & Coastal Systems, DSL Public Lands, DSL Revenue Processing Management, and ERP - Environmental Resource Permitting.
- Search By:** A dropdown menu is set to 'Profile'.
- Profile:** A dropdown menu is open, showing options: Discovery_Compliance, Enforcement_Legal, and Permitting_Authorization.
- Sort By:** A dropdown menu is set to 'Document Date'.
- Type:** A dropdown menu is set to 'Any'.
- Creator:** An empty text input field.
- Folder Name:** An empty text input field.
- Created:** Two date pickers labeled 'From' and 'To', both set to 'MM-DD-YYYY'.
- Search and Clear buttons:** Located below the date pickers.
- County:** A dropdown menu with an equals sign (=) and a filter icon (i).
- District:** A dropdown menu with an equals sign (=).
- Facility-Site ID:** A text input field with an equals sign (=) and a filter icon (i).
- Document Date:** Two date pickers labeled 'From' and 'To', both set to 'MM-DD-YYYY'.
- Received Date:** Two date pickers labeled 'From' and 'To', both set to 'MM-DD-YYYY'.
- Document Type:** A dropdown menu with an equals sign (=) and a filter icon (i).
- Contractor ID:** A text input field with an equals sign (=).
- PSD Number:** A text input field with an equals sign (=).
- Permit Type:** A dropdown menu with an equals sign (=) and a filter icon (i).
- Facility Type:** A dropdown menu with an asterisk (*) and a filter icon (i).
- Application Number:** A text input field with an equals sign (=).
- Permit Number:** A text input field with an equals sign (=).
- 404 Review Office:** A dropdown menu with an equals sign (=).
- Document Subject:** A text input field with an equals sign (=).
- Search and Clear buttons:** Located at the bottom of the form.



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.

Search

Catalog

- Air
- Asbestos
- Beaches & Coastal Systems
- DSL Public Lands
- DSL Revenue Processing Management
- ERP - Environmental Resource Permitt
- Hazardous Waste

Search By

Profile

Profile

- Discovery_Compliance
- Enforcement Legal
- Permitting Authorization

Search

Catalog

- State Revoiving Fund
- Storage Tanks
- Underground Injection Control
- Waste Cleanup
- Wastewater
- Water Supply Restoration
- Water and Springs Restoration Program

Search By

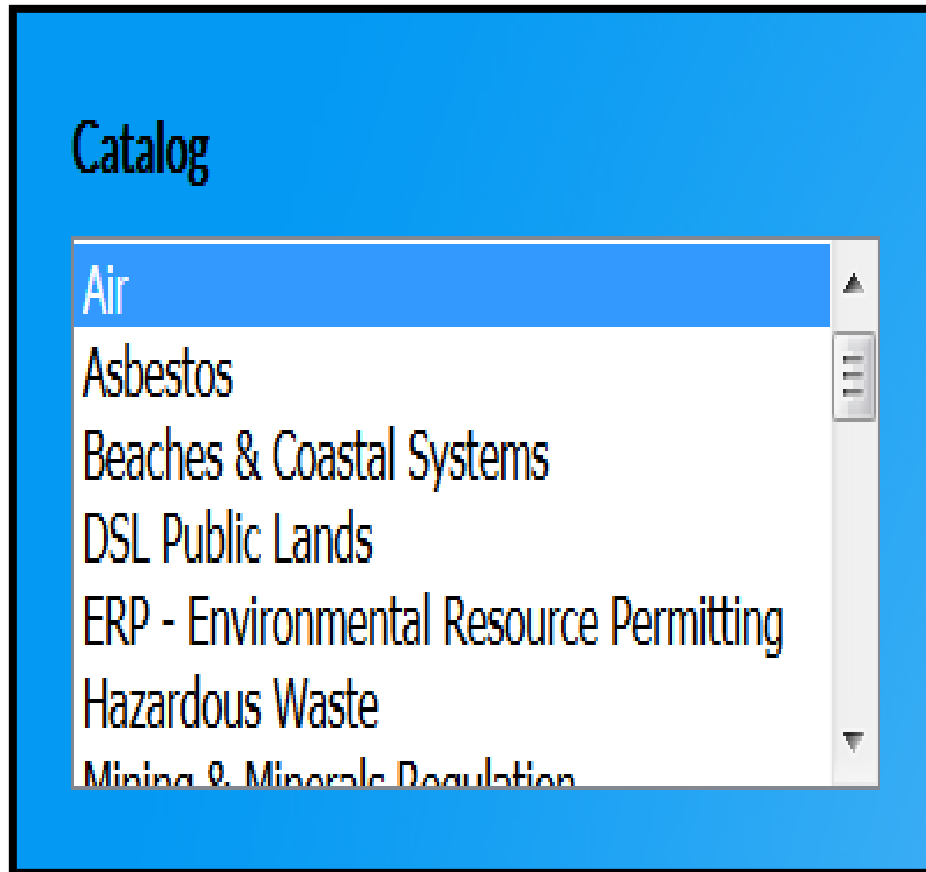
Property

Property

- County
- District
- Document Date
- Document Subject
- Document Title
- Document Type
- Drawer



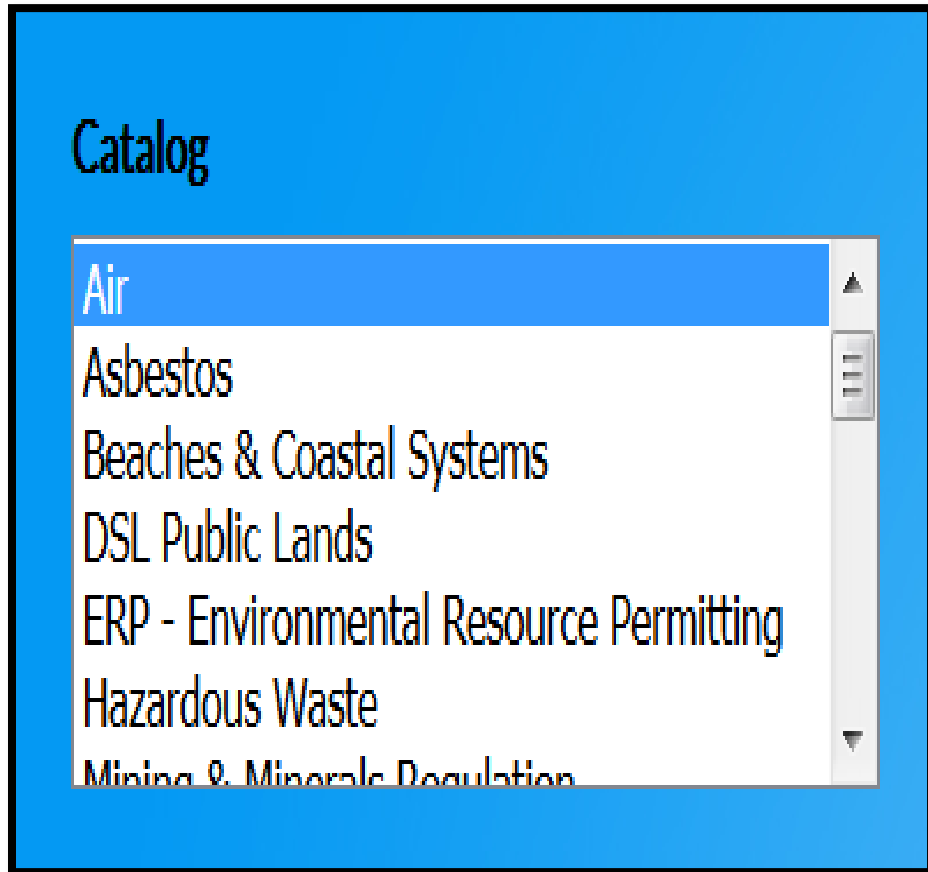
Available Catalog



- 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



- **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

Search By

Profile ▼

Profile

- Administrative
- Construction_Operation Mgmt
- Discovery_Compliance
- Enforcement_Legal
- Fiscal
- Permitting_Authorization

- 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 / fields drop down menu in either or all three document, permit and facility type.
5. Click Search.

The screenshot shows the OCULUS search interface. The top navigation bar includes 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. The main search area is titled 'Search' and contains several sections:

- Catalog:** A dropdown menu with options: ERP - Environmental Resource Permitt, Hazardous Waste, Mining & Minerals Regulation, NPDES Storm Water, Nonpoint Source Management, OEP - Office of Ecosystem Projects, and Oil & Gas.
- Search By:** A dropdown menu set to 'Profile'.
- Profile:** A dropdown menu with options: Administrative, Construction_Operation Mgmt, Discovery_Compliance, Enforcement_Legal, Fiscal, Permitting_Authorization, and Plans and Specifications.
- Sort By:** A dropdown menu set to 'Document Date'.
- Type:** A dropdown menu set to 'Any'.
- Creator:** A text input field.
- Folder Name:** A text input field.
- Created:** A date range selector with 'MM-DD-YYYY' format.
- Search:** A button highlighted with a red box, next to a 'Clear' button.
- County:** A dropdown menu set to 'VOLUSIA'.
- District:** A dropdown menu set to 'CD'.
- Facility-Site ID:** A dropdown menu set to 'ERP_386305', followed by a text input field containing 'BOYLSTON AVE BEACH APPROACH (ERP)'. This entire section is highlighted with a red box.
- Document Date:** A date range selector with 'MM-DD-YYYY' format.
- Received Date:** A date range selector with 'MM-DD-YYYY' format.
- Document Type:** A dropdown menu.
- Contractor ID:** A text input field.
- PSD Number:** A text input field.
- Permit Type:** A dropdown menu.
- Facility Type:** A dropdown menu with a '*' symbol and a '+' icon.
- Application Number:** A dropdown menu.
- Permit Number:** A dropdown menu.
- 404 Review Office:** A dropdown menu.
- Document Subject:** A text input field.
- Search:** A button highlighted with a red box, next to a 'Clear' button.



Search Results

How to View a Document

OCULUS Search Actions Tools Help Logout netuser

Search Results

Catalog
5 documents in 1 catalog

ERP - Environmental Resource Permitting (5) Results/Page 5 Refresh

Export to Excel Send Search Results
Printable Hitlist

	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	Ve
<input type="radio"/>		Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EMAIL TO COMMENT	VOLUSIA	CD	63 KB	1.0
<input checked="" type="radio"/>		Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - ERP APPLICATION	VOLUSIA	CD	85 KB	1.0
<input type="radio"/>		Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EXEMPTION REQUES	VOLUSIA	CD	1654 KB	1.0
<input type="radio"/>		Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - PLANS - BOYLSTON	VOLUSIA	CD	5803 KB	1.0
<input type="radio"/>		Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001- APPLICATION WITHD	VOLUSIA	CD	90 KB	1.0

0386305-001 - ER....pdf VOLUSIA COUNT....msg

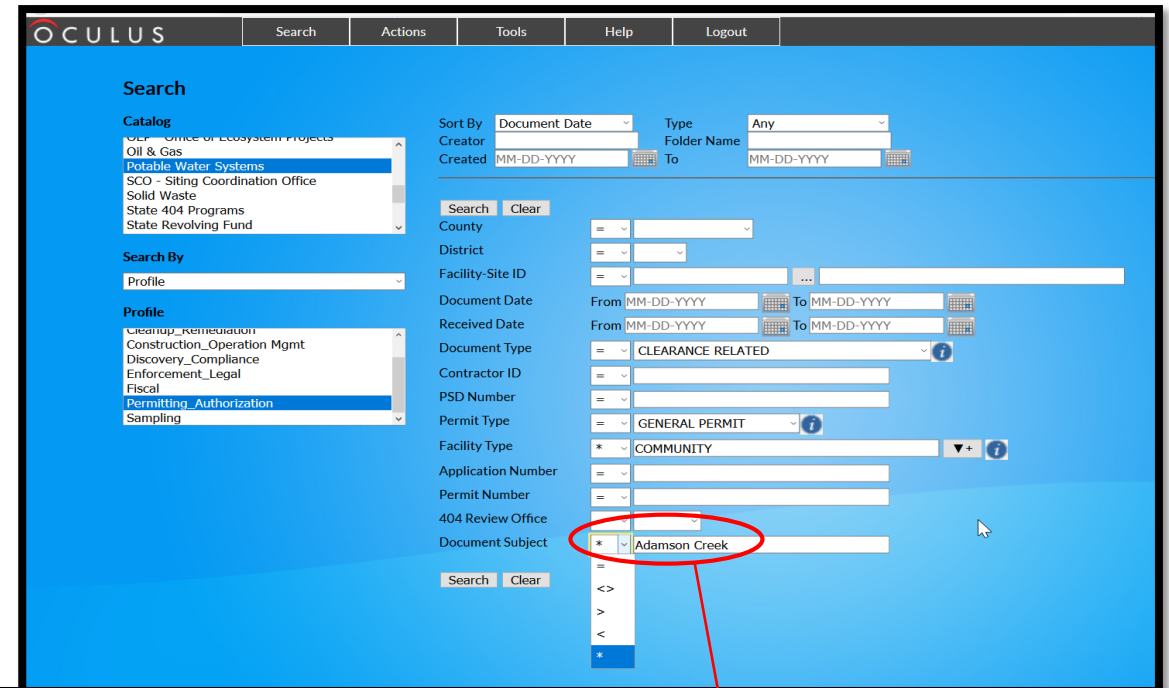
- Select the desired document you want to view by either clicking on the radio button, the icon under “File Type” or the row of a document.
- Click the arrow button next to *view* in the operations drop-down menu to open and view the document in its native format.
- Most OCULUS documents are in .pdf 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 / fields in either or all three document, permit and facility Type drop down menu.



Search Results

The screenshot shows the OCULUS search results page. The 'Search Results' section displays 2 documents in 1 catalog. The 'Catalog' dropdown is set to 'Potable Water Systems (2)'. The 'Results/Page' dropdown is set to 5. The 'View' dropdown is set to 'Operations View'. The 'Document Subject' field is set to 'Adamson Creek' and is circled in red. A red arrow points from this field to the search results table below.

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type	Facility Type	Application Number	Permit Number	Document Subject	District	File Size	Version
	Permitting_Authorization	3050223	11-27-2018	11-27-2018	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1021-DSSGP-ADAMSON CREEK	BREVARD CD	156 KB	1.0
	Permitting_Authorization	3050223	11-21-2018	11-21-2018	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1021-DSSGP-ADAMSON CREEK	BREVARD CD	3529 KB	1.0



Search By Profile

Using Document Project Number

OCULUS Search Actions Tools Help Logout

Search

Catalog
Hazardous Waste
Mining & Minerals Regulation
NPDES Storm Water
Nonpoint Source Management
OEP - Office of Ecosystem Projects
Oil & Gas
Potable Water Systems

Search By
Profile

Profile
Administrative
Cleanup_Remediation
Construction_Operation Mgmt
Discovery_Compliance
Enforcement_Legal
Fiscal
Permitting_Authorization

Sort By: Document Date Type: Any
Creator: Folder Name
Created: MM-DD-YYYY To: MM-DD-YYYY

Search Clear

County: =
District: =
Facility-Site ID: =
Document Date: From MM-DD-YYYY To MM-DD-YYYY
Received Date: From MM-DD-YYYY To MM-DD-YYYY
Document Type: = CLEARANCE RELATED
Contractor ID: =
PSD Number: =
Permit Type: = GENERAL PERMIT
Facility Type: * COMMUNITY
Application Number: =
Permit Number: =
404 Review Office: =
Document Subject: * 124889

Search Clear

OCULUS Search Actions Tools Help Logout netuser

Search Results

Catalog
335 documents in 1 catalog
Showing Results 1 to 10
Page(s) 1 2 3 4 5 6 7 8 9 10 Next

Potable Water Systems (335) Results/Page 10 Refresh Export to Excel Send Search Results
Operations View Printable Hitlist

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type	Facility Type	Application Number	Permit Number	Document Subject
Permitting_Authorization	Permitting_Authorization	3050223	02-04-2021	02-04-2021	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1041-DSGP ROCKLEDG
Permitting_Authorization	Permitting_Authorization	3050223	02-02-2021	02-02-2021	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1041-DSGP ROCKLEDG
Permitting_Authorization	Permitting_Authorization	3050223	01-14-2021	01-14-2021	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1071-DSGP-TIMPLE O
Permitting_Authorization	Permitting_Authorization	3050223	01-08-2021	01-08-2021	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1001-DSGP-SAVANNAH
Permitting_Authorization	Permitting_Authorization	3050223	01-08-2021	01-08-2021	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1001-DSGP-SAVANNAH
Permitting_Authorization	Permitting_Authorization	3050223	12-11-2020	12-11-2020	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1091-DSGP RANGE RO
Permitting_Authorization	Permitting_Authorization	3050223	12-03-2020	12-03-2020	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1071-DSGP TIMPLE IS
Permitting_Authorization	Permitting_Authorization	3050223	12-03-2020	12-03-2020	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1001-DSGP (0124889-3
Permitting_Authorization	Permitting_Authorization	3050223	11-19-2020	11-19-2020	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1077-DSGP ROCKLEDG
Permitting_Authorization	Permitting_Authorization	3050223	11-03-2020	11-03-2020	CLEARANCE RELATED	GENERAL PERMIT	COMMUNITY			0124889-1077 APPLICATION CO

- 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

Search By

Property

Property

404 Review Office
Application Number
Contractor ID
County
District
Document Date
Document Subject

- 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.

The screenshot shows the OCULUS search interface. The top navigation bar includes 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. The main search area is titled 'Search' and contains several sections:

- Catalog:** A dropdown menu with 'Air' selected. Other options include Asbestos, Beaches & Coastal Systems, DSL Public Lands, DSL Revenue Processing Management, ERP - Environmental Resource Permitting, and Hazardous Waste.
- Search By:** A dropdown menu with 'Property' selected.
- Property:** A dropdown menu with 'District' selected. Other options include County, Document Date, Document Subject, Document Type, Facility-Site ID, and Facility Type.
- Sort By:** A dropdown menu with 'District' selected.
- Creator:** A text input field.
- Created:** A date input field with the format 'MM-DD-YYYY'.
- Type:** A dropdown menu with 'Any' selected.
- Folder Name:** A text input field.
- To:** A date input field with the format 'MM-DD-YYYY'.
- Search Filters:** A section with 'Search' and 'Clear' buttons. It includes:
 - District:** A dropdown menu with '=' selected and 'CD' entered.
 - Document Subject:** A dropdown menu with '*' selected and 'Sanitary' entered.
 - Document Type:** A dropdown menu with '*' selected and 'INSPECTION RELATED' selected.



Search Results

Using Property

OCULUS Search Actions Tools Help Logout netuser

Search Results

Catalog
494 documents in 1 catalog

Potable Water Systems (494) Results/Page 10 Refresh Export to Excel Send Search Results
Operations View Printable Hitlist

Showing Results 1 to 10
Page(s) 1 2 3 4 5 6 7 8 9 10 Next

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Inspection Type	Permit Type	Facility Type	Document Subject	County	District	File Size	Version	Master
<input type="radio"/>	Discovery_Compliance	3425185	02-03-2021	02-03-2021	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	01-08-21 SANITARY SURVEY	MARION	CD	376 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3480664	01-21-2021	01-21-2021	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	01-19-21 SANITARY SURVEY	ORANGE	CD	446 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3484317	01-21-2021	01-21-2021	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	01-19-21 SANITARY SURVEY	ORANGE	CD	452 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3591286	02-18-1997	02-18-1997	INSPECTION RELATED	SANITARY SURVEY		NONTRANSIENT NONCOMMUNITY	01-30-1997 SANITARY SURVEY REP	SEMINOLE	CD	736 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3591286	02-19-1981	02-19-1981	INSPECTION RELATED	SANITARY SURVEY		NONTRANSIENT NONCOMMUNITY	02-06-1981 - SANITARY SURVEY	SEMINOLE	CD	818 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	6604831	03-01-2012	03-01-2012	INSPECTION RELATED	SANITARY SURVEY		NONTRANSIENT NONCOMMUNITY	02-2012 SANITARY SURVEY REPORT	SUMTER	CD	2687 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	6604833	03-01-2012	03-01-2012	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	02-2012 SANITARY SURVEY REPORT	SUMTER	CD	770 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3424819	04-09-2020	04-09-2020	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	03-04-2020 3424819 SALT SPRING	MARION	CD	354 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3424952	04-28-2020	04-28-2020	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	03-2-2020 3424952 FAITH BAPTIS	MARION	CD	424 KB	1.0	Y
<input type="radio"/>	Discovery_Compliance	3421503	04-28-2020	04-28-2020	INSPECTION RELATED	SANITARY SURVEY		NONCOMMUNITY	03-20-2020 COMPLIANCE LETTER S	MARION	CD	342 KB	1.0	Y

- 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

OCULUS Search Actions Tools Help Logout

Search

Catalog

- Air
- Asbestos
- Beaches & Coastal Systems
- DSL Public Lands
- DSL Revenue Processing Management
- ERP - Environmental Resource Permitt
- Hazardous Waste

Sort By: Document Date Type: Any

Creator: MM-DD-YYYY Folder Name: MM-DD-YYYY

Created: MM-DD-YYYY To: MM-DD-YYYY

Search Clear

County: =

District: =

Facility-Site ID: = **...**

Document Date: From MM-DD-YYYY To MM-DD-YYYY

Received Date: From MM-DD-YYYY To MM-DD-YYYY

Document Type: =

Contractor ID: =

PSD Number: =

Permit Type: =

Facility Type: *

Application Number: =

Permit Number: =

404 Review Office: =

Document Subject: =

Search Clear

OCULUS Search Actions Tools Help Logout

Search

Catalog

- DSL Revenue Processing Management
- ERP - Environmental Resource Permitt
- Hazardous Waste
- Mining & Minerals Regulation
- NPDES Storm Water
- Nonpoint Source Management
- OEP - Office of Ecosystem Projects

Sort By: County Type: Any

Creator: Folder Name:

Created: MM-DD-YYYY To: MM-DD-YYYY

Search Clear

County: =

District: =

Document Type: =

Facility-Site ID: = **...**

Search Clear

Property

- County
- District
- Document Date
- Document Subject
- Document Type
- Facility-Site ID
- Facility Type

- 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 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.

Search Screen

A screenshot of a web browser window titled "OCULUS PopUp Search - Mozilla Firefox". The address bar shows the URL: "https://depedms.dep.state.fl.us/Oculus/servlet/lookupUtility?catalog=23&profile=Permitting_Authorizat". The page content is titled "Search Criteria" and contains a form with several fields. Each field has a dropdown menu on the left with either an equals sign (=) or an asterisk (*). The fields and their values are: Program (ERP - Environmental Resource Permitting), District (empty), County (SEMINOLE), Facility ID (empty), Facility Name (%Lake%Howell%), Address (empty), City (empty), Permit Number (empty), and Application Number (empty). At the bottom of the form, there are two buttons: "Search" (highlighted with a red box) and "Reset".

Criteria	Value
Program	ERP - Environmental Resource Permitting
District	
County	SEMINOLE
Facility ID	
Facility Name	%Lake%Howell%
Address	
City	
Permit Number	
Application Number	



The Ellipsis Tab

Search Results

- This will bring up the facilities associated with the search criteria selected.
- Click on the radio button for the selected facility/site ID to populate it in the main search screen.
- The user has the option to search again.

Search Criteria						
<input type="button" value="Search Again"/>						
Search Results						
PROGRAM	ID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
<input type="radio"/> ERP - Environmental Resource Permitting	ERP_137257	LAKE HOWELL ARMS (ERP)	N/A	SEMINOLE	CD	N/A
<input type="radio"/> ERP - Environmental Resource Permitting	ERP_161087	LAKE HOWELL ARMS	CASSELBERRY	SEMINOLE	CD	SR 436
<input checked="" type="radio"/> ERP - Environmental Resource Permitting	ERP_209195	LAKE HOWELL ARMS CONDOMINIUM, LTD.	CASSELBERRY	SEMINOLE	CD	700 GEORGETOWN DRIVE
<input type="radio"/> ERP - Environmental Resource Permitting	ERP_364084	LAKE HOWELL SHORELINE	CASSELBERRY	SEMINOLE	CD	608 DESOTO DR
<input type="radio"/> ERP - Environmental Resource Permitting	ERP_380598	LAKE HOWELL LANE - CANAL CROSSING	MAITLAND	SEMINOLE	CD	LAKE HOWELL LANE
<input type="radio"/> ERP - Environmental Resource Permitting	ERP_393348	LAKE HOWELL CONDOMINIUM	CASSELBERRY	SEMINOLE	CD	700 GEORGETOWN DR
<input type="radio"/> ERP - Environmental Resource Permitting	PATS_105597	LAKE HOWELL CENTER	N/A	SEMINOLE	CD	N/A
<input type="radio"/> ERP - Environmental Resource Permitting	PATS_109577	LAKE HOWELL SQUARE	N/A	SEMINOLE	CD	N/A
<input type="radio"/> ERP - Environmental Resource Permitting	PATS_110690	LAKE HOWELL SQUARE	N/A	SEMINOLE	CD	N/A
<input type="radio"/> ERP - Environmental Resource Permitting	PATS_49858	LAKE HOWELL ARMS CONDOS	N/A	SEMINOLE	CD	N/A
<input type="radio"/> ERP - Environmental Resource Permitting	PATS_99131	BONAIRE DEVELOPMENT/LAKE HOWELL	N/A	SEMINOLE	CD	N/A

11 result(s) returned

[Close Window](#)



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.

Search Results

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Inspection Type	Permit Type	Facility Type	Application Number	Permit Number	Document Subject	County	District	File
Permitting_Authorization	ERP_209195	ERP_209195	05-01-2012	05-01-2012	PERMIT APPLICATION RELATED		STD GP NO CONCEPTUAL APPROVAL-	ERP	0209195002	0209195002ES	2012-05-01 LAKE_HOWELL_ARMS_59	SEMINOLE	CD	171
Permitting_Authorization	ERP_209195	ERP_209195	05-07-2012	05-07-2012	PERMIT APPLICATION RELATED		STD GP NO CONCEPTUAL APPROVAL-	ERP	0209195002	0209195002ES	2012-05-01 LAKE_HOWELL_ARMS_5	SEMINOLE	CD	91
Permitting_Authorization	ERP_209195	ERP_209195	06-27-2019	06-27-2019	PERMIT APPLICATION RELATED		ERP EXEMPTIONS-EE	ERP	0209195003		0209195-003 LAKE HOWELL ARMS S	SEMINOLE	CD	619
Permitting_Authorization	ERP_209195	ERP_209195	06-27-2019	06-27-2019	PERMIT APPLICATION RELATED		ERP EXEMPTIONS-EE	ERP	0209195003		0209195-003 LAKE HOWELL ARMS S	SEMINOLE	CD	174
Permitting_Authorization	ERP_209195	ERP_209195	06-27-2019	06-27-2019	PERMIT APPLICATION RELATED		ERP EXEMPTIONS-EE	ERP	0209195003		0209195-003 LAKE HOWELL ARMS S	SEMINOLE	CD	23
Permitting_Authorization	ERP_209195	ERP_209195	07-09-2019	07-09-2019	PERMIT APPLICATION RELATED		ERP EXEMPTIONS-EE	ERP	0209195003		0209195-003 LAKE HOWELL ARMS S	SEMINOLE	CD	54



How to Send Search Results

Send a Document or a Link(s)

The screenshot shows the OCULUS search results page. At the top, there is a navigation bar with 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. The main content area is titled 'Search Results' and shows '5 documents in 1 catalog'. Below this, there are controls for 'Results/Page' (set to 5), a 'Refresh' button, and links for 'Export to Excel', 'Send Search Results', and 'Printable Hitlist'. A table of search results is displayed below, with columns for 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, and Version. Two rows in the table are selected, indicated by checked checkboxes in the first column. Above the table, there are buttons for 'Clear', 'Send Documents', 'Send Links', and 'Add To Folder'. A status message indicates 'You have 2 document(s) selected | 1% of mail attachment size limit reached.'

	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	Ve	
<input checked="" type="checkbox"/>	✉	📄	Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - APPLICATION WITHD	VOLUSIA	CD	90 KB	1.0
<input type="checkbox"/>	📄	📄	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EXEMPTION REQUES	VOLUSIA	CD	1654 KB	1.0
<input checked="" type="checkbox"/>	📄	📄	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - ERP APPLICATION	VOLUSIA	CD	85 KB	1.0
<input type="checkbox"/>	✉	📄	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EMAIL TO COMMENT	VOLUSIA	CD	63 KB	1.0
<input type="checkbox"/>	📄	📄	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - PLANS - BOYLSTON	VOLUSIA	CD	5803 KB	1.0

- 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 AP

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

OCULUS Search Actions Tools Help Logout

Search Results

Catalog
5 documents in 1 catalog

ERP - Environmental Resource Permitting (5) Results/Page: 5 Refresh

Export to Excel Send Search Results
Printable Hitlist

Operations View

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
<input type="checkbox"/>	<input type="checkbox"/>	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
<input type="checkbox"/>	<input type="checkbox"/>	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
<input type="checkbox"/>	<input type="checkbox"/>	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
<input type="checkbox"/>	<input type="checkbox"/>	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT

OCULUS Search Actions Tools Help Logout

Send Search Results

From:

To:

Subject:

Message:

```
https://depdms.dep.state.fl.us:443/Oculus/servlet/shell?command=hitlist&[freeText=]&[folderName=]&[profile=Permitting_Authorization]&[creator=]&[entityType=any]&[createdDateTo=]&[catalog=23]&[searchBy=Profile]&[sortBy=Document+Date]&[createdDate=]&{County=_EQ_VOLUSIA}&{District=_EQ_CD}&{Facility-Site+ID=_EQ_ERP_386305}
```

Send Back

- 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

1. Click Export to Excel.
2. Download and save to view OR email as an attachment.

The screenshot shows the OCULUS web application interface. At the top, there is a navigation bar with 'Search', 'Actions', 'Tools', 'Help', and 'Logout'. Below this, the 'Search Results' section is displayed. It includes a 'Catalog' dropdown set to 'ERP - Environmental Resource Permitting (5)', a 'Results/Page' dropdown set to '5', a 'Refresh' button, and a red-bordered button labeled 'Export to Excel'. Other buttons include 'Send Search Results' and 'Printable Hitlist'. Below the controls is a table with the following columns: File Type, Profile, Facility-Site ID, Document Date, Received Date, Document Type, and Permit Type. The table contains five rows of data, all with 'Permitting_Authorization' as the profile and 'ERP_386305' as the facility-site ID.

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Permit Type
	Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT
	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPT

At the bottom of the screenshot, a file download bar shows 'OCULUSSearchDat....xlsx' with a download icon.



How to Send Search Results

Export to Excel

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

1	File Type (Click to view)	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
2	View Document (.msg)	Document	Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001- APPLICATION WITHDRAWAL	VOLUSIA	CD	90 KB
3	View Document (.msg)	Document	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EMAIL TO COMMENTING AGENT	VOLUSIA	CD	63 KB
4	View Document (.pdf)	Document	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - PLANS - BOYLSTON AVE	VOLUSIA	CD	5803 KB
5	View Document (.pdf)	Document	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - ERP APPLICATION CHECKLIST - BC	VOLUSIA	CD	85 KB
6	View Document (.pdf)	Document	Permitting_Authorization	ERP_386305	03-26-2020	03-26-2020	PERMIT APPLICATION RELATED	ERP EXEMPTIONS-EE	ERP	0386305001		0386305-001 - EXEMPTION REQUEST - BOYLSTON AVE	VOLUSIA	CD	1654 KB

OCULUS Search Actions Tools Help Logout

Search Results

Catalog
1 documents in 1 catalog

ERP - Environmental Resource Permitting (1) Results/Page 5 Refresh

Operations View →

Showing Results 1 to 1
Page(s) 1

[Export to Excel](#) [Send Search Results](#)
[Printable Hitlist](#)

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Inspection Type	Permit Type	Facility
	Permitting_Authorization	ERP_386305	04-21-2020	04-21-2020	PERMIT APPLICATION RELATED		ERP EXEMPTIONS-EE	ERP



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**



Questions or Need Additional Assistance?

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