Oculus Search Tips
Developed by Cathy Rodriguez & George Smith
Florida Department of Environmental Protection
Southwest District
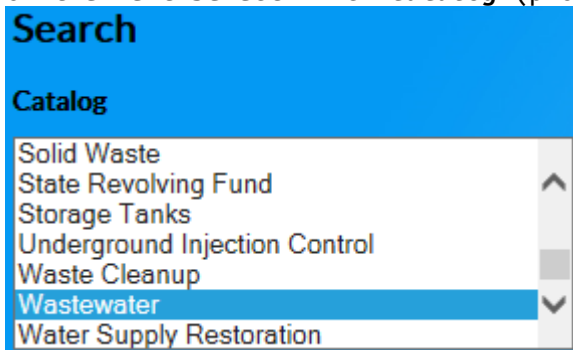
If you are unable to find the documents that you are looking for in OCULUS, please email: PublicRecordsRequests_Regulatory@dep.state.fl.us

1. The link to the Department's OCULUS data base is:
   https://depedms.dep.state.fl.us/Oculus

2. Click on this button to login. **PUBLIC OCULUS LOGIN**

3. On the left select which *Catalog* (program) the site is in (i.e., *Wastewater*).

   Search

   Catalog

   Solid Waste
   State Revolving Fund
   Storage Tanks
   Underground Injection Control
   Waste Cleanup
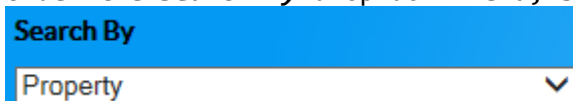   **Wastewater**
   Water Supply Restoration

4. Select your *Profile* if you are able to match it with the type of document you are looking for. Examples:
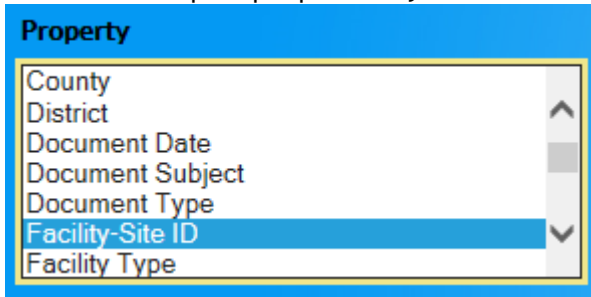
   - Permitting files will be under the *Profile*: *Permitting_Authorization*
   - Compliance inspections will be under the *Profile*: *Discovery_Compliance*
   - Consent Orders (Fines) will be under the *Profile: Enforcement_Legal*

   *In addition to adding the *Facility-Site ID* and/or *County*, you may further narrow your search results by selecting the *Document Type*.

5. If you do not know which *Profile* to use, you may do a broader search instead. Under the *Search By* drop down menu, select *Property* instead of *Profile*.

   Search By

   Property

6. Under **Property** select **Facility-Site ID**. (Holding Ctrl will allow you to select multiple properties, such as **Document Date**.)

Property

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

7. At the center of the screen, type in the Facility ID number and click search (twice).
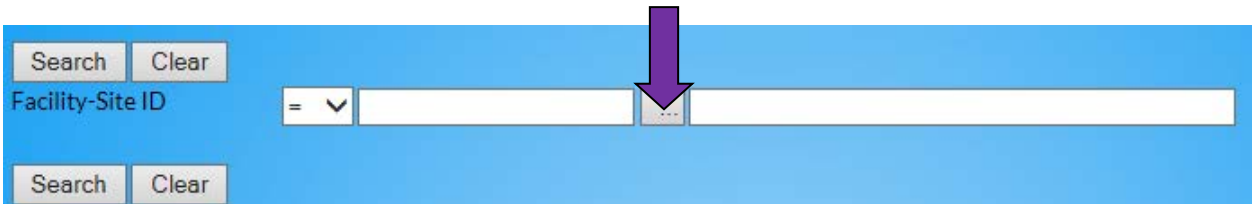
Facility-Site ID   =   FLA279765

Search   Clear

==Facility-Site ID numbers vary for each Catalog/Program.==
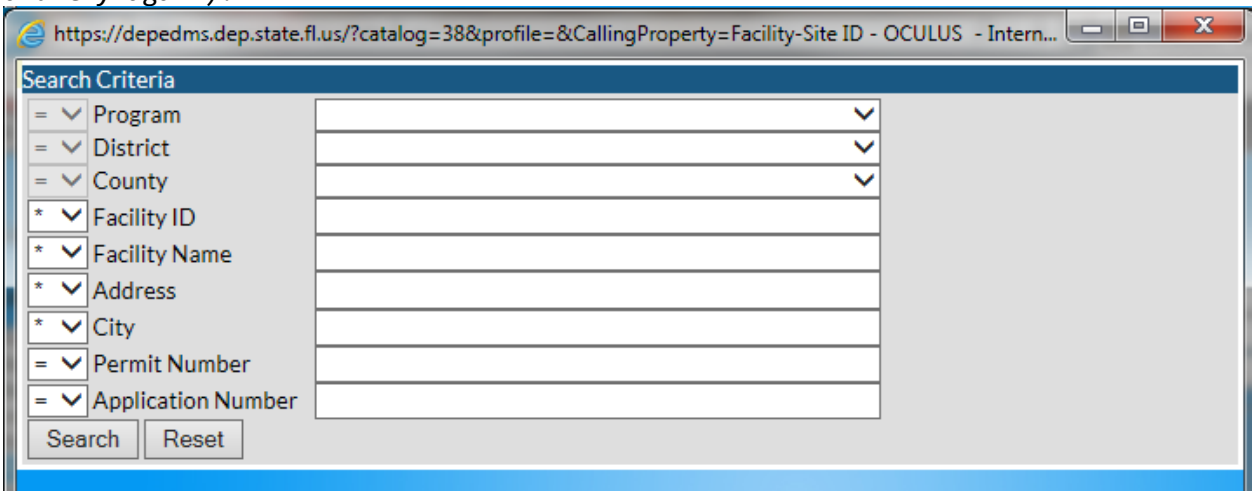
Examples: (multiple examples separated by a /)
- Air: AIR_0050014
- Asbestos (No Fac ID, use Facility City): Tampa
- Beaches & Coastal Systems: BCS_-7000132
- DSL Public Lands (No Fac ID, use Lease Number): 4753
- ERP: ERP_257291 / PATS_147306
- Hazardous Waste: FL0000044016 / FLD043117522 / FLR000069591
- Mining & Minerals Regulation: MMR_FL0000761
- NPDES Storm Water: FLS000016 / FLR04E007 / FLRNEF172
- Nonpoint Source Management (No Fac. ID, use Grant #): G0024 / S0796
- OEP – Office of Ecosystem Projects: OEP_0346991
- Oil & Gas: OG_1366 / OG_1332AH / OG_RACCOON_POINT
- Potable Water Systems: 6521405
- SCO – Siting Coordination Office (No Fac ID, use Date or Description)
- Solid Waste: 95064
- State Revolving Fund (No Fac. ID, use Project Num): 89101 / 4803D / LP18041
- Storage Tanks: 9812922
- Underground Injection Control: 68887 / 101199
- Waste Cleanup: COM_71973 / COM_222232 / 529501023
- Wastewater: FL0039772 / FLA279765 / FLS267520 / FLV827991
- Water Supply Restoration (No Fac. ID, use Well ID): 350023401
- Water and Springs Restoration Program (No Fac. ID, use Grant Number): SG033 / LP52030 / S0856 / 15DA2 / 58033

* Please Note: Facility-Site ID numbers are not cross searchable between catalogs (a Solid Waste ID will not work in Hazardous Waste, even if the Facility has permits under both programs).
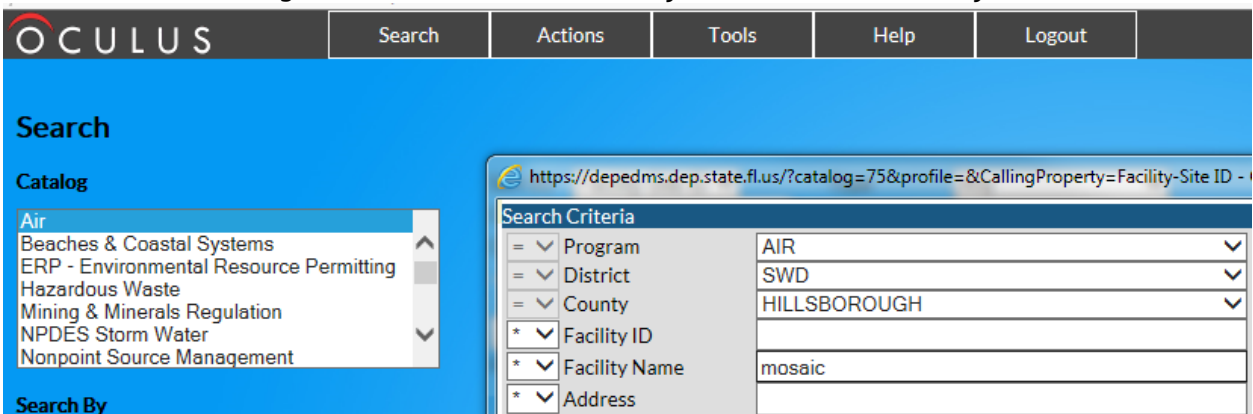
8. If you know the Facility name but not the number, you can look it up by selecting the button shown below.
(You may find this type of search easier to do in the DEP Information Portal: http://prodenv.dep.state.fl.us/DepNexus/public/searchPortal)

You should receive this screen (if you get a page with JavaScript close it and try again).

Make sure the *Program* you select in your *Popup Search* matches the *Catalog* on the *Main Search Page*. If these don't match you will not find any documents.
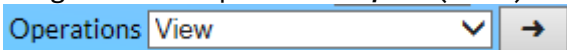
9. You can set your search for wildcard [* ∨] or exact [= ∨]. (Example: MOSAIC [* ∨] will turn up everything with the word MOSAIC in the title; MOSAIC [= ∨] will turn up only documents simply titled MOSAIC.)

10. On your main search page, you can narrow your search results by entering a date range under **Document Date**.

11. To put your search results in a particular order, click on the column header that you want it arranged by. (Example: to organize by date click on the column header for **Document Date**.)

12. Click the radio button [⊙] on the left-hand side for the document you want to view.

13. Make sure **Operations** is set to **View** and click the arrow next to it. You will be given the option to **Open** (view) or **Save** the document.

    `Operations [View          ∨] [→]`

    *Please note: large documents may take a while to load. *Don't view using the preview icon* [File Type 📄]*, it takes Longer*. Also, if you select **Open** but you receive an error try again, or **Save** the document.
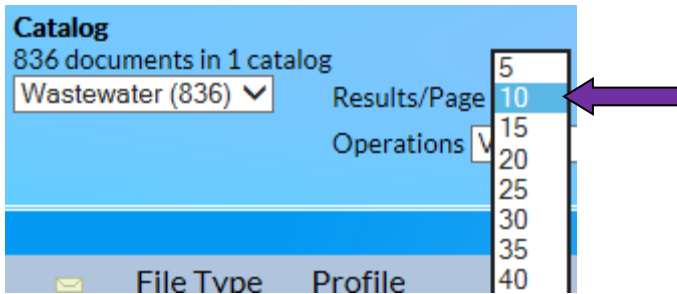
14. Some of the documents are very large and may take several minutes or more to open. If your document has been trying to open for a while you can scroll over to the **File Size** and see how large the document is.

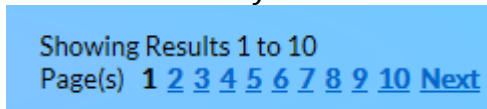 | Document Subject | County | District | File Size | |
    |---|---|---|---|---|
    | WASTE LOAD ALLOCATION - BANANA | POLK | SWD | 211 KB | Less than 1MB |
    | 1983 COMPLIANCE ENFORCEMENT | POLK | SWD | 95129 KB | = 95MB |

    The file size is always given in KB (kilobytes). 1000KB is roughly 1MB (megabyte). 1000MB is roughly 1GB (gigabyte). Essentially, the more digits you see the larger your file is. 4 digits or less should not take long, 5 digits may take a minute or two. The largest file you can find would be 7 digits equivalent to 1GB. These are very rare however if you do come across one be aware that it will take a long time to open.
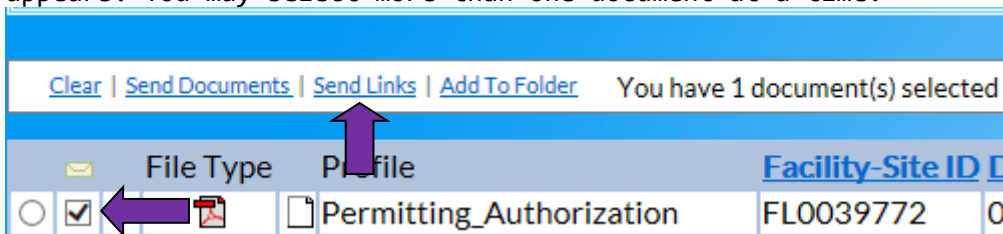
15. There may be more than one page of results. At the top left corner, you will see how many documents your search found and a dropdown menu to select how many you can view per page.

16. At the top right corner of the page you will see how many pages there are for this search and you will be able to navigate through them.

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

17. You can email the link to a document by selecting the square next to the document in question, then selecting *Send Links* from the small toolbar that appears. You may select more than one document at a time.

Clear | Send Documents | Send Links | Add To Folder   You have 1 document(s) selected

File Type	Profile	Facility-Site ID
📄	Permitting_Authorization	FL0039772	0

18. If you have trouble with a document, please contact one of the district offices or the Service Desk in Tallahassee servicedesk@dep.state.fl.us (850)245-7555.

* Please Note: some viewers experience problems with the older TIFF files. In these instances, please refer to the links on the Oculus login page.

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

**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)	Division of Water Resource Management(DWRM)		Division of Air Resource Management (DARM)
Hazardous Waste	ERP - Environmental Resource	Wastewater	
Solid Waste	Permitting	Water Facility Funding	
Storage Tanks (*Petroleum Restoration*)	NPDES Storm Water Potable Water	Water Supply Restoration	
Waste Cleanup	Systems	Beaches & Coastal Systems	
	Underground Injection Control	Mining & Minerals Regulation	

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.