

Petroleum Restoration Program  
Guidance for Deliverable Submissions  
Through the Business Portal

Florida Department of Environmental Protection  
Division of Waste Management

February 7, 2023



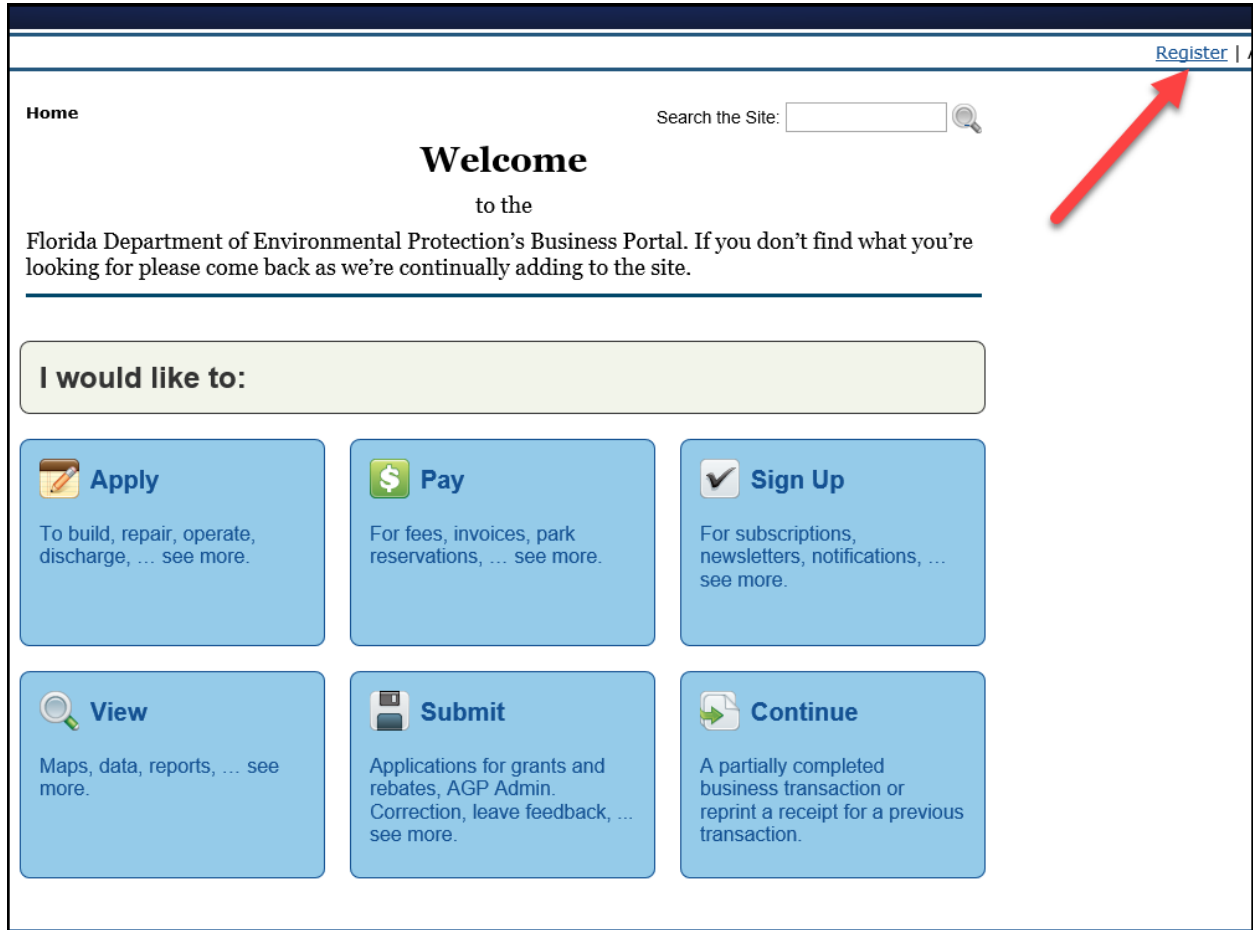
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## I. Registering for the DEP Business Portal

- (1) Go to the [DEP Business Portal Welcome page](#) and click **Register**:



The screenshot shows the DEP Business Portal Welcome page. At the top right, there is a navigation menu with a link for [Register](#). A red arrow points to this link. Below the navigation bar, the page features a search bar with the text "Search the Site:" and a magnifying glass icon. The main heading is "Welcome to the Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site." Below this is a section titled "I would like to:" which contains six blue buttons with icons and text: "Apply" (pencil icon), "Pay" (dollar sign icon), "Sign Up" (checkmark icon), "View" (magnifying glass icon), "Submit" (document icon), and "Continue" (arrow icon).

(1) Complete all fields with \* and click **Register**:

## Register

- If you've already registered with the DEP, then [sign in](#).
- If you haven't received your verification e-mail, then we can [re-send your verification email](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

**E-mail Address\*:**

**First Name\*:**

**Middle Name:**

**Last Name\*:**

**Address (Line 1)\*:**

**Address (Line 2):**

**City\*:**

**State\*:**


**Zip Code\*:**

**Phone Number\*:**

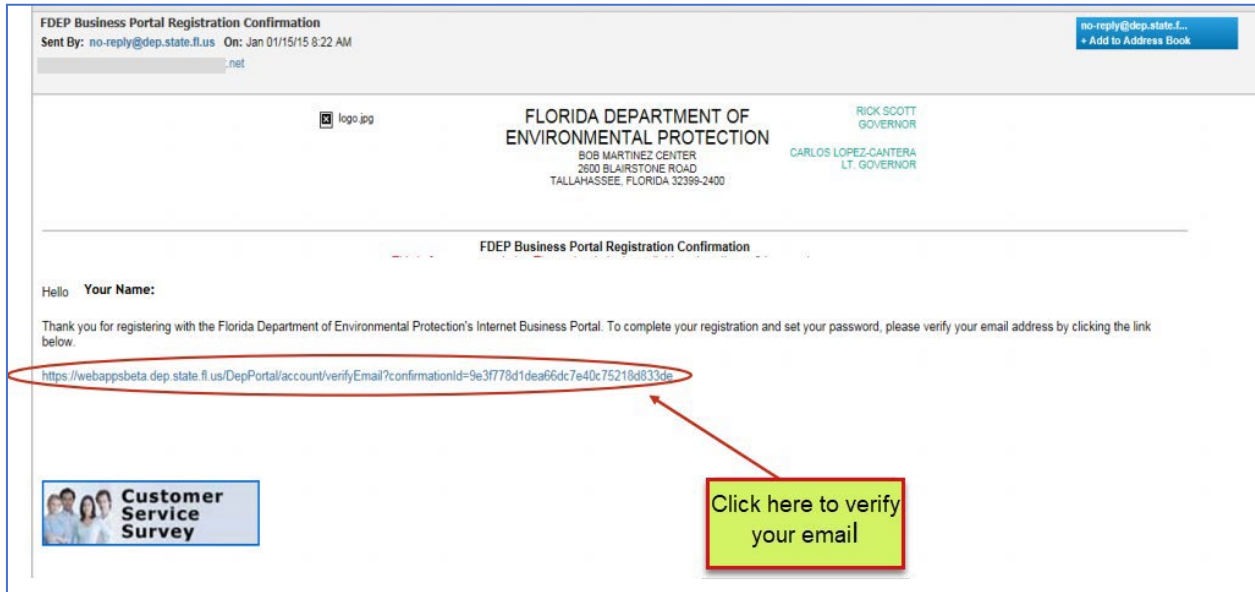
*In the event you forget your password, enter a question and answer only known to you:*

**Security Question\*:**

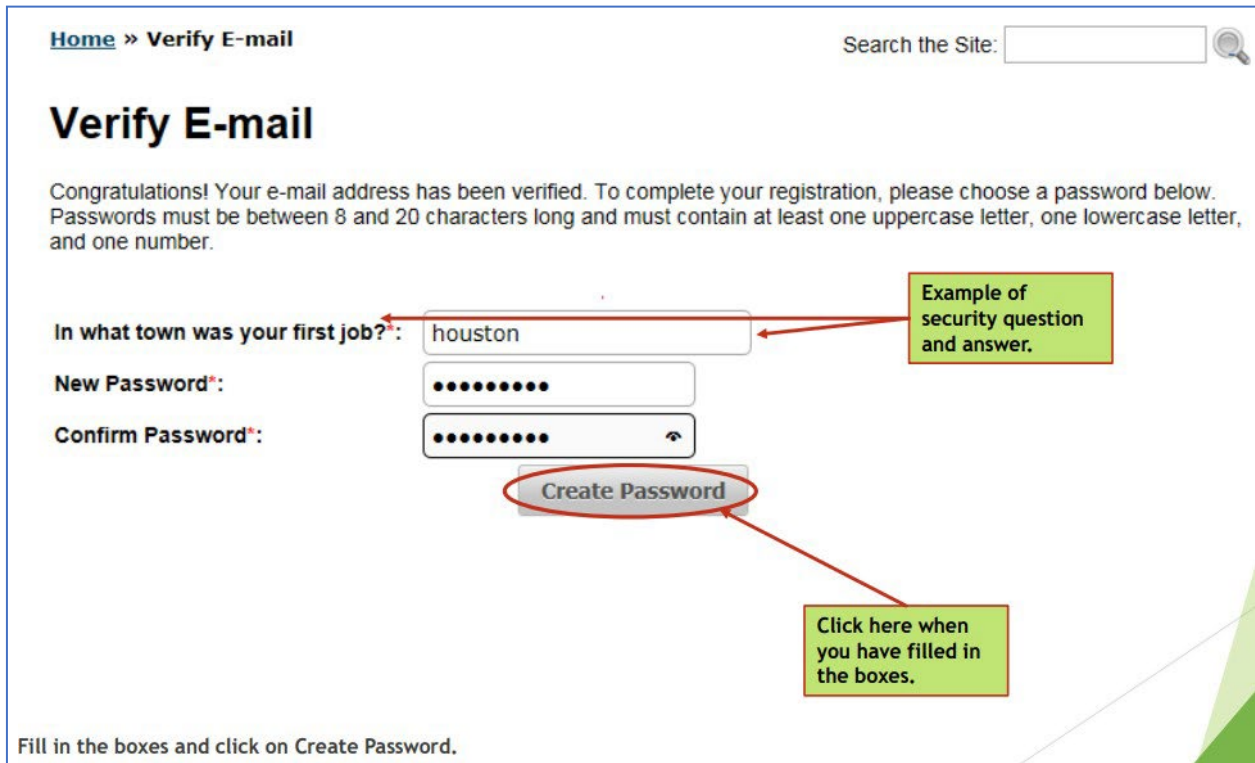
**Security Answer\*:**



(2) You will receive an email like the one below; click the link to verify your email:



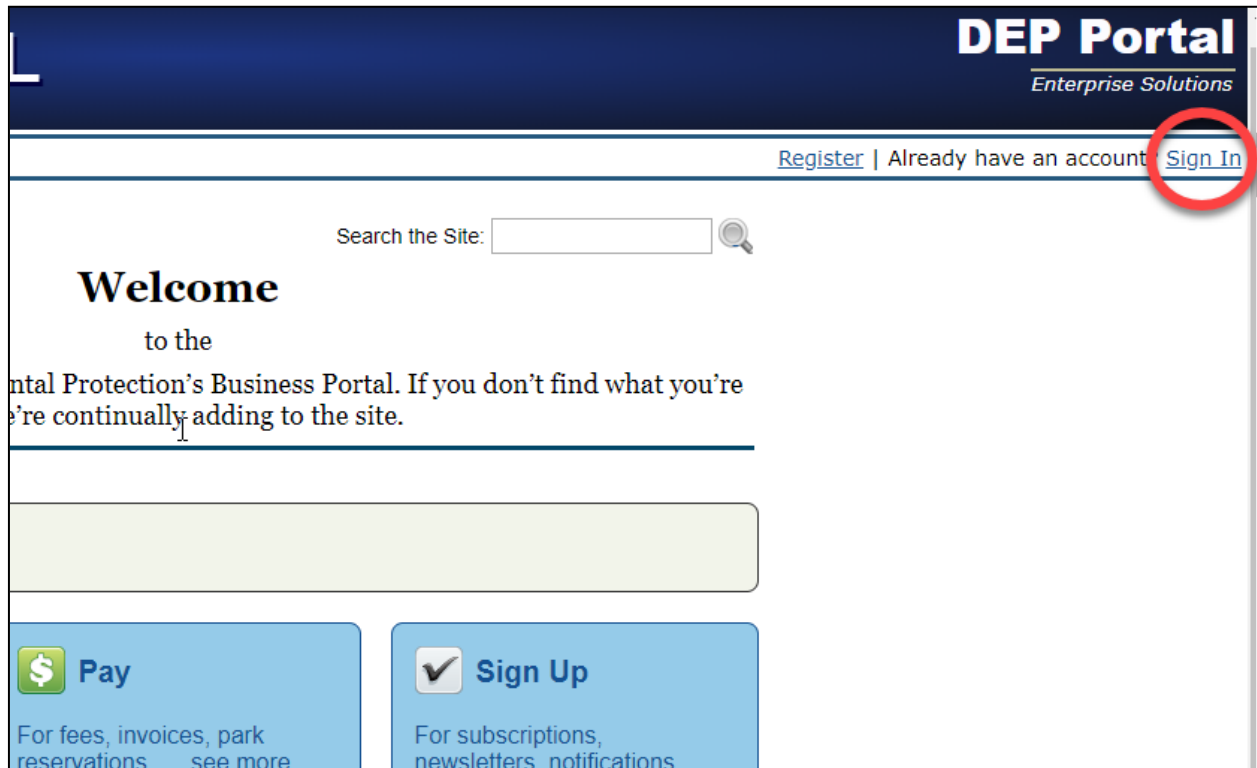
(3) Enter your security question answer to create and confirm a new password:



You are now registered with the Portal and should receive a confirmation email message.

## II. Submitting a deliverable through the Portal

(1) Begin at the [DEP Business Portal Welcome page](#) and click **Sign In**:



The screenshot shows the DEP Portal Enterprise Solutions homepage. The header includes the logo "DEP Portal" and "Enterprise Solutions". Navigation links for "Register", "Already have an account", and "Sign In" are visible, with "Sign In" circled in red. A search bar is present with the text "Search the Site:". The main content area features a "Welcome" message and a large empty box. At the bottom, there are two blue buttons: "Pay" (with a dollar sign icon) and "Sign Up" (with a checkmark icon). Below the "Pay" button, it says "For fees, invoices, park reservations... see more". Below the "Sign Up" button, it says "For subscriptions, newsletters, notifications".

(2) After signing in, click **Submit**:

The screenshot shows the homepage of the Florida Department of Environmental Protection's Business Portal. At the top left is the Florida Department of Environmental Protection logo. The main header features the text "BUSINESS PORTAL" in large white letters on a dark blue background, and "DEP Portal Enterprise Solutions" to its right. Below the header, there are links for "Register" and "Sign In". A search bar is located on the right side. The main content area starts with a "Home" link and a "Welcome" message. Below the welcome message is a section titled "I would like to:" which contains six blue buttons: "Apply", "Pay", "Sign Up", "View", "Submit", and "Continue". The "Submit" button is circled in red. At the bottom of the page is a dark blue footer with links for "DEP Home", "About DEP", "Contact Us", and "Site Map".

**Florida Department of Environmental Protection**

# BUSINESS PORTAL

DEP Portal  
Enterprise Solutions

[Register](#) | Already have an account? [Sign In](#)

Home Search the Site:

## Welcome

to the

Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

**I would like to:**

- Apply**  
To build, repair, operate, discharge, ... see more.
- Pay**  
For fees, invoices, park reservations, ... see more.
- Sign Up**  
For subscriptions, newsletters, notifications, ... see more.
- View**  
Maps, data, reports, ... see more.
- Submit**  
Applications for grants and rebates, AGP Admin. Correction, leave feedback, ... see more.
- Continue**  
A partially completed business transaction or reprint a receipt for a previous transaction.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)

(3) Then click **Report**:

The screenshot shows the DEP Business Portal interface. At the top left is the logo for the Florida Department of Environmental Protection. The main header reads "BUSINESS PORTAL" and "DEP Portal Enterprise Solutions". Navigation links include "Register" and "Sign In". A search bar is present with the text "Search the Site:". Below this is a breadcrumb trail "Home » Submit". A section titled "I would like to submit:" contains a grid of service tiles. The "Report" tile, which includes the text "Submit data to DEP.", is circled in red. Other tiles include "Annual Report", "Applications", "Feedback", "PIN Application", "Registration / Notification", "Renewal", "Supporting Documentation", and "Termination".

**Home » Submit** Search the Site:

**I would like to submit:**

- Annual Report**  
Submit annual operating reports for facilities.
- Applications**  
Apply for grants.
- Feedback**  
Tell us what you think.
- PIN Application**  
Apply for a PIN to sign documents electronically.
- Registration / Notification**  
Submit a registration or notification.
- Renewal**  
Submit a renewal.
- Report**  
Submit data to DEP.
- Supporting Documentation**  
Submit documentation for permits / exemptions in process.
- Termination**  
Submit a termination.



(4) Then select **Petroleum Cleanup Deliverable or Notification**:

**BUSINESS PORTAL** **DEP Portal**  
Enterprise Solutions

Welcome, [Jamie L. Lopez](#) [[Sign Out](#)]

[Home](#) | [Submit](#) | [Report](#) Search the Site:

### Welcome

to the  
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for,  
please come back as we're continually adding to the site.

**I would like to submit a report for:**

- [Annual Revenue Report](#)
- [Construction & Demolition Debris Facility](#)
- [County Solid Waste Management](#)
- [Domestic Wastewater Annual Reuse Report](#)
- [Electronic Data Deliverable \(EDD\)](#)
- [EzDMR \(NPDES Stormwater, Industrial and Domestic Wastewater\)](#)
- [Petroleum Cleanup Deliverable or Notification](#)
- [PWS Monthly Operation Report](#)
- [Report of a Sanitary Sewer Spill or Overflow Incident](#)
- [Solid Waste Quantity Report](#)

A Petroleum Cleanup Deliverable or Notification is supporting documentation that must be submitted by the contractor for a deliverable for state review and approval.

[https://betaenv.dep.state.fl.us/DepEssa/coreenginestart.action?name=dwm\\_prp&Create=new](https://betaenv.dep.state.fl.us/DepEssa/coreenginestart.action?name=dwm_prp&Create=new)

(5) The *Petroleum Cleanup Deliverable or Notification* screen shares requirements for submittals. Once you have reviewed and confirmed the deliverable meets the requirements, click **Go to Next Step**:

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About DEP How Do I - Divisions - Air Lands Parks & Rec Waste Water

**ESSA**  
Enterprise Solutions  
Welcome, Jamie L. Lopez [ Sign Out ]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in **060** minutes.

**Introduction**

Submission Type  
Facility Search  
Facility Information  
Contractor Information

**Introduction**

You are processing : Petroleum Cleanup Deliverable or Notification

Which is defined as : The submission of a technical report or other document for a Petroleum Cleanup Discharge.

Florida Statute or Rule : [Florida Administrative Code Rule 62-780](#)

**Please have the Facility ID and Discharge Date, in addition to all required files available before starting this process. Once started, you must complete this submission. You will not be able to save work in progress.**

All work must be performed in accordance Chapters 62-780, 62-777, and 62-160, F.A.C., all applicable FDEP and Water Management District guidance memoranda, and standard industry procedures. In addition, for program sites, the work must be performed in as described in the Agency Term Contract (ATC), specific Scope of Work (SOW) and any attachments to the SOW.

**If your file is larger than 30 MB, please contact your Site Manager for further assistance.**

Copies of all referenced guidelines are available at: <http://floridadep.gov/waste/petroleum-restoration>

Reports must be submitted using the appropriate FDEP forms found at: <http://floridadep.gov/waste/petroleum-restoration/content/procedures-guidance-documents>

All work must be conducted in accordance with PRP Standard Specification Details found at: <http://floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance>

**Go to Next Step**

Enterprise Self Service Authorizations — 3.8.167.1338  
Office of Technology and Information Services  
Site Map — For Assistance call 850-245-7555 or Contact us via email

a. State Funded Discharges

- (1) If submitting a Deliverable for State Funded Discharge select the State Funded Deliverables and click **Save and Go to Next Step**:

The screenshot displays the Florida Department of Environmental Protection (DEP) Enterprise Self-Service Authorizations (ESSA) web application. The header includes the DEP logo, navigation links (About DEP, How Do I, Divisions, Air, Lands, Parks & Rec, Waste, Water), and social media icons. The user is logged in as Jamie L. Lopez. The main content area shows a 'Submission Type' form with the following text: 'The purpose of this process is to support the Petroleum Cleanup Deliverable or Notification submissions for State Funded Deliverables and Non-Program Deliverables.' Below this, there are two radio button options: 'State Funded Deliverable' (selected) and 'Non-Program Deliverable'. A blue button labeled 'Save and Go to Next Step' is circled in red. The footer contains contact information for Enterprise Self-Service Authorizations and the Office of Technology and Information Services, along with copyright and privacy information.

(2) Enter the Last 7 Digits of the Facility ID associated with your submission and click **Search and Continue**:

Introduction ✓  
Submission Type ✓  
Facility Search ●  
Facility Information ?  
Contractor Information ?

Home | Process | Help | About

**Facility Search**

Please enter the Petroleum Facility ID (7-digits) of the reporting facility below.

This Facility ID should not include the 2-digit County Code.

For example, if your Facility ID is 018631423 enter 8631423 below.

If you do not have a Facility ID, please go to the following link for assistance and contact information with Storage Tank Facility Registration:  
<https://floridadep.gov/waste/permitting-compliance-assistance/content/storage-tank-facility-registration>

Petroleum 7-digit Facility ID : \*

[Go Back to Previous Step](#) [Search and Continue](#)

(3) If facility information is correct select **Save and Go to Next Step**. If it is not correct click return to previous step:

Florida Department of Environmental Protection | A-Z Index | Forms | News | Events | Contact Us | f | t | y | m | w | e | b | e | s | s | e | s | s | a

About DEP | How Do I | Divisions | Air | Lands | Parks & Rec | Waste | Water | ESSA Enterprise Solutions

Welcome, Jamie L. Lopez [Sign Out]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Home | Process | Help | About

**Facility Information**

Below is the information on file for this facility. To search again, please select **Go Back to Previous Step**.

**Facility Information:**

Facility ID:	8521967
Facility Name:	CIRCLE K #2721205
Facility Address:	101 BUENAVENTURA BLVD, KISSIMMEE, FL 34743

**Submitter Information:**

Submitter Name:	Jamie L. Lopez
Phone Number:	(850) 245-8925
Email Address:	Jamie.L.Lopez@dep.state.fl.us

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

(4) Verify or enter the information for the contact you would like to designate for this Petroleum Cleanup submission, edit if needed, then click **Save and Go to Next Step**:

NOTE: Additional emails can be entered on the Contractor Information screen (50 character max), if emails are valid and separated by comma.

The screenshot displays the Florida Department of Environmental Protection (DEP) website interface. At the top, the DEP logo and navigation menu are visible, including links for 'About DEP', 'How Do I', 'Divisions', 'Air', 'Lands', 'Parks & Rec', 'Waste', and 'Water'. The user is logged in as 'Jamie L. Lopez' and has 60 minutes remaining on their session. The main content area shows the 'Contractor Information' form, which is part of a multi-step process. The form contains the following data:

Field	Value
Contractor Name	AECOM TECHNICAL SERVICES, INC.
Contact Name	JENNA STILES
Contact Phone Number	(407) 463-4365
Contact Extension	
Contact E-mail Address	JENNA.STILES@AECOM.COM.TEST

At the bottom of the form, there are two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'. The 'Save and Go to Next Step' button is highlighted in blue. The footer of the page contains copyright information for 2023 and links for 'Accessibility Information', 'Disclaimer', and 'Privacy Statement'.

(5) Select the deliverable you are submitting, click **Continue**:

Florida Department of Environmental Protection

Enterprise Solutions

Welcome, Jamie L. Lopez [Sign Out]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 060 minutes.

Introduction ✓  
 Submission Type ✓  
 Facility Search ✓  
 Facility Information ✓  
 Task Assignment or Work Order Selection ✓  
 Contractor Information ✓  
 Deliverable Selection

Home Process Help About

**Deliverable Selection**

Facility ID: 8521967  
 Facility Name: CIRCLE K #2721205  
 Task Assignment #: G0729-063B  
 PO Number: B5B3E3

Please select the deliverable you are submitting.\*

Select One	Deliverable Report or Notification	Discharge Date	Due Date
<input type="radio"/>	GENERAL REMEDIAL ACTION REPORT	06/17/1987	04/15/2020
<input type="radio"/>	INTERIM REPORT	06/17/1987	11/15/2019
<input type="radio"/>	INTERIM REPORT	06/17/1987	01/15/2020
<input type="radio"/>	FIELDWORK NOTIFICATION ONLY		
<input type="radio"/>	SPI INVOICE RATE SHEET ONLY		
<input type="radio"/>	OTHER SUBMITTAL		

Go Back to Previous Step Continue

Enterprise Self Service Authorizations — 3.8.167.1338  
 Office of Technology and Information Services

**NOTE:** OTHER SUBMITTAL is for the following deliverables only:

REPORT TYPE DESCRIPTION	Document - Phase
SITE ACCESS AGREEMENT	Off-Site Access Agreement - RA
SITE ACCESS AGREEMENT	Off-Site Access Agreement - SA
HEALTH AND SAFETY PLAN	Health and Safety Plan - RA
HEALTH AND SAFETY PLAN	Health and Safety Plan - SA
Interim Deliverable for Invoicing	Interim Deliverable for Invoicing Only - RA
Interim Deliverable for Invoicing	Interim Deliverable for Invoicing Only - RAP
Interim Deliverable for Invoicing	Interim Deliverable for Invoicing Only - SA
Interim Deliverable for Invoicing	Interim Deliverable for Invoicing Only - SR
NPDES DMR	NPDES Report
STATUS REPORT	Meeting Minutes - SA
STATUS REPORT	Meeting Minutes - RA
STATUS REPORT	Pre-RAP Teleconference Meeting Notes
STATUS REPORT	Historical Summary Worksheet
STATUS REPORT	Site Summary Package - SA
STATUS REPORT	Site Summary Package RA
STATUS REPORT	Conceptual Design Summary

(6) Enter the Scope of Work Task Number identified in the PO for the Deliverable Report or Notification that you are submitting, select **Save and Go to Next Step**:

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ESSA  
Enterprise Solutions

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Your Session will time out in 058 minutes.

Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
**Deliverable Details** ●  
Site Manager Information ?  
PRP Document Upload ?  
Invoice Rate Sheet Selection ?

Home Process Help About

**Deliverable Details**

Facility ID: 8521967  
Facility Name: CIRCLE K #2721205  
Submission Type: State Funded Deliverable  
Deliverable Report: GENERAL REMEDIAL ACTION REPORT

Please enter the Scope of Work Task Number for the Deliverable Report or Notification that you are submitting.

SOW Task # : \*

Go Back to Previous Step Save and Go to Next Step

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Office of Technology and Information Services  
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(7) Contact the Site Manager if any information needs to be updated, if all information is correct, select **Save and Go to Next Step**:

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Enterprise Solutions

Welcome, Jamie L. Lopez [ Sign Out ]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 059 minutes.

Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
Deliverable Details ✓  
**Site Manager Information** ●  
PRP Document Upload ?  
Invoice Rate Sheet Selection ?

Home Process Help About

**Site Manager Information**

If any of this information needs to be updated, please contact the Site Manager below for assistance.  
If all information is correct, please select **Save and Go to Next Step**.

**Site Manager Information:**

Discharge Date	Site Manager	E-mail Address	Phone Number
08/17/1987	JAMIE LOPEZ	Jamie.L.Lopez@dep.state.fl.us	(850) 245-8925

Go Back to Previous Step Save and Go to Next Step

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(8) Enter the title of the document you are submitting below. Then select **Save and Continue**:

**NOTE:**

Document Title Examples: Y1-Q2 PARM Report; Y3-Q1 O and M Report; RAP; Field Notification; Interim SA Report; etc.

'&' text cannot be used in ESSA.

The screenshot shows the Florida Department of Environmental Protection's ESSA (Enterprise Solutions) interface. The page title is "PRP Document Upload". The form contains the following information:

- Facility ID: 8621967
- Facility Name: CIRCLE K #2721206
- Submission Type: State Funded Deliverable
- Deliverable Report: GENERAL REMEDIAL ACTION REPORT

Below this information, there is a text input field for "Document Upload Description" with the text "RA Report" entered. At the bottom of the form, there are two buttons: "Go Back to Previous Step" and "Save and Continue". The "Save and Continue" button is circled in red.

Footer information includes: Enterprise Self Service Authorizations — 3.8.167.1338, Office of Technology and Information Services, Site Map — For Assistance call 850-245-7555 or Contact us via email, © Copyright 2023 Florida Department of Environmental Protection, Accessibility Information | Disclaimer | Privacy Statement.

(9) Select **Choose File** and navigate to the location on your computer where the document has been saved. Select **Open** then select **Continue**:

The screenshot shows the Florida Department of Environmental Protection's ESSA (Enterprise Solutions) interface. The page title is "Secure Document Uploads". The form contains the following information:

- Document Subject: B5B3E3 - TASK # 2 - RA Report

Below this information, there is a text input field for "Secure Uploader File # 1" with a "Choose File" button next to it. The "Choose File" button is circled in red. Below the input field, there are two buttons: "Go Back" and "Continue".

Footer information includes: Enterprise Self Service Authorizations — 3.8.167.1338, Office of Technology and Information Services, Site Map — For Assistance call 850-245-7555 or Contact us via email, © Copyright 2023 Florida Department of Environmental Protection, Accessibility Information | Disclaimer | Privacy Statement.



(10) If the deliverable report type contractually requires the excel files, then you will be prompted to upload the excel files next. Select **Save and Continue**:

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ESSA Enterprise Solutions

Welcome, Jamie L. Lopez [ Sign Out ]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 058 minutes

Home

Process

Excel Tables Upload

Facility ID: 8521967

Facility Name: CIRCLE K #2721205

Submission Type: State Funded Deliverable

Deliverable Report: GENERAL REMEDIAL ACTION REPORT

The Document Title will preset as Excel Tables. Then select **Save and Continue**. You will upload the document on the next screen.

Document Upload Description

Document Title : \* Excel Tables

Go Back to Previous Step Save and Continue

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(11) Select **Choose File** and navigate to the location on your computer where the excel files have been saved. Select **Open** then select **Continue**:

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Your Session will time out in 058 minutes

Home

Process

Excel Tables Upload

Please upload the Excel Tables associated with the deliverable you are submitting for this report.

Examples include: Ground Water Elevation Tables, Analytical Tables, OVA Tables, etc.

When you click the **Choose File** button, you will be prompted to navigate to the location on your computer where the document has been saved.

Acceptable file types are: xls and xlsx.

Please note that each file has a size limitation of 30MB.

Secure Document Uploads

Document Subject : Excel Tables - GENERAL REMEDIAL ACTION REPORT - B5B3E3 - TASK # 2

Select File to securely upload : \*

Secure Uploader File # 1

Choose File No file chosen

Go Back Continue

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(12) If the invoice rate sheet is included in the deliverable pdf, then Select **No**. Select **Save and Go to Next Step**.

If the invoice rate sheet is a separate document, then Select **Yes**. Select **Save and Go to Next Step**:

Florida Department of Environmental Protection | A-Z Index | Forms | News | Events | Contact Us | ESSA Enterprise Solutions | Welcome, Jamie L. Lopez | Sign Out

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa> | Your Session will time out in 060 minutes.

**Invoice Rate Sheet Selection**

Facility ID: 8521967  
Facility Name: CIRCLE K #2721205  
Submission Type: State Funded Deliverable  
Task Assignment #: GCT28-063B  
PO Number: B5B3E3  
Deliverable Report: GENERAL REMEDIAL ACTION REPORT

Would you like to upload the invoice rate sheet? : \*

Yes  
 No

Go Back to Previous Step | **Save and Go to Next Step**

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(13) Select **Save and Continue**:

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This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa> | Your Session will time out in 060 minutes.

**Invoice Rate Sheet Upload**

Facility ID: 8521967  
Facility Name: CIRCLE K #2721205  
Submission Type: State Funded Deliverable  
Deliverable Report: GENERAL REMEDIAL ACTION REPORT

You are required to upload an Invoice Rate Sheet. Select the **Save and Continue** button to upload the document on the next screen.

Document Upload Description  
Document Title : \* Invoice Rate Sheet

Go Back to Previous Step | **Save and Continue**

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(14) Select **Choose File** and navigate to the location on your computer where the excel files have been saved. Select **Open** then select **Continue**:

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ESSA Enterprise Solutions

Welcome, Jamie L. Lopez [Sign Out]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 057 minutes.

Home Process Help About

### Invoice Rate Sheet Upload

If your report upload does not include the invoice rate sheet please upload here.

When you click the **Choose File** button, you will be prompted to navigate to the location on your computer where the document has been saved.

Acceptable file types are : pdf, xls and xlsx.  
Please note that each file has a size limitation of 30MB.

Secure Document Uploads

Document Subject : B5B3E3 - TASK # 2 - Invoice Rate Sheet

Select File to securely upload : \*

Secure Uploader File # 1

[Choose File] No file chosen

[Go Back] [Continue]

Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
Deliverable Details ✓  
Site Manager Information ✓  
PRP Document Upload ✓  
Excel Tables Upload ✓  
Invoice Rate Sheet Selection ✓  
**Invoice Rate Sheet Upload**  
Submission Review ?  
Signature ?

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(15) The next screen summarizes the files to be uploaded to Oculus. If correct, select **Save and Go to Next Step**:

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ESSA Enterprise Solutions

Welcome, Jamie L. Lopez [Sign Out]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 060 minutes.

Home Process Help About

### Submission Review

Listed below are all files securely uploaded for this submission. All files are verified prior to being listed here to ensure that they have not been tampered with since they were submitted. Please return to the previous screen(s) to make changes to the attached files listed below.

**Excel Tables Upload**

multi\_observer\_sample.xlsx  
442f9c3af78c272e8340cb17785a5be6f1d556d089211d1d7ba2228e380f9681

**PRP Document Upload**

Travel\_Delegation\_11\_28\_2022.pdf  
ab136396b794a3ca26ee2fe9991462a4a7139a8f46ee86f994492b22e105844

[Go Back to Previous Step] [Save and Go to Next Step]

Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
Deliverable Details ✓  
Site Manager Information ✓  
PRP Document Upload ✓  
Excel Tables Upload ✓  
Invoice Rate Sheet Selection ✓  
**Submission Review**  
Signature ?

Enterprise Self Service Authorizations — 3 8167.1338  
Office of Technology and Information Services  
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(16) The next screen includes a link that will need to be reviewed prior to accepting the signature. Once the review of the submission summary has been completed, check the accept box and select **Submit**. The submitter and ATC contract manager should receive an email of the submission summary after selecting submit:

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About DEP How Do I Divisions Air Lands Parks & Rec Waste Water

ESSA Enterprise Solutions

Welcome, Jamie L. Lopez [ Sign Out ]

This is a test website. The production website is available at <https://prodenv.dep.state.fl.us/DepEssa>

Your Session will time out in 060 minutes

Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
Deliverable Details ✓  
Site Manager Information ✓  
PRP Document Upload ✓  
Excel Tables Upload ✓  
Invoice Rate Sheet Selection ✓  
Submission Review ✓  
Signature

Home Process [ Help ] [ About ]

Signature

Petroleum Cleanup Deliverable or Notification Signature

I, Jamie L. Lopez, have reviewed my submission and do hereby certify this agreement on behalf of JENNA STILES.

[Click here to review the submission summary](#)

Acceptance affirms that all information provided is true, accurate, and correct to the best of my knowledge.

I accept the above petroleum cleanup deliverable or notification signature.

Go Back to Previous Step Submit

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(17) The final screen summarizes your report type submission and the expected turnaround time with an option to take a survey. Select **Done**:

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Introduction ✓  
Submission Type ✓  
Facility Search ✓  
Facility Information ✓  
Task Assignment or Work Order Selection ✓  
Contractor Information ✓  
Deliverable Selection ✓  
Deliverable Details ✓  
Site Manager Information ✓  
PRP Document Upload ✓  
Excel Tables Upload ✓  
Invoice Rate Sheet Selection ✓  
Submission Review ✓  
Signature ✓

Home Process [ Help ] [ About ]

Thank You

Your Petroleum Cleanup Deliverable or Notification has been submitted. The Department will review your submission and may elect to contact you for further information or clarification.

You have selected to submit the **GENERAL REMEDIAL ACTION REPORT**. Please note the department will be reviewing the information with an expected turnaround time of **30 days**.

Thank you for using the FDEP Business Portal.

E-mail confirmation will be sent to the user and site manager when the submission process has completed.

We would appreciate your feedback. [Please take our survey.](#)

Done

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b. Guidance for submitting Non-Program Discharges COMING SOON....

### **III. Contacts and Resources**

Helpful Links:

DEP ESSA Portal Home Page

<https://www.fldepportal.com/DepPortal/go/home>

Petroleum Restoration Program Contacts Page

<https://floridadep.gov/waste/petroleum-restoration/content/prp-contacts>

Petroleum Cleanup Site Contact Report by Facility #

[https://prodapps.dep.state.fl.us/www\\_stcm/reports/PrpContacts](https://prodapps.dep.state.fl.us/www_stcm/reports/PrpContacts)