SITE MANAGER'S STCM QUICK TIPS & USER GUIDE

A Tool for Site Managers



SITE MANAGER'S STORAGE TANK CONTAMINATION MONITORING (STCM) QUICK TIPS & USER GUIDE

NOTE: This guide is meant to be a brief, supplemental guide for Site Manager use. For more advanced STCM guidance see the Oracle Storage Tank Contamination Monitoring (STCM) Petroleum Contamination Tracking (PCT) User's Guide (https://floridadep.gov/sites/default/files/oracle_stcm_guide.pdf).

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I. QUICK TIPS

- 1. Your password cannot be a "real" or definable word, and it needs to have upper case, lower case, and a number in it to meet the password requirements.
- 2. Pressing the function F12 key executes a search or acts as the enter button.
- 3. Pressing the function F11 key clears the screen content.
- 4. The door button lets you exit to the previous screen: $\mathbf{\Pi}$
- 5. Pressing the control (Ctrl) button at the same time as the "L" button will create drop down lists, where applicable, for select fields. Alternatively, this button will also expand a list of values: 1
- 6. Pressing the control (Ctrl) button at the same time as the "E" button will expand an Editor field for easier editing, or to read the entire entry when it is cut off.
- 7. The DEP STCM Reports Website can be found here:
- 8. <u>https://floridadep.gov/waste/petroleum-restoration/content/database-reports-site-files</u> The STCM Database Codes List can be downloaded here:
 - a. https://fldep.dep.state.fl.us/www_stcm/reports/Public_Code_Tables_Report_ P.asp
- 9. When on a cell that has a List of Values available, the text "List of Values" shows in the grey bar at the bottom of the STCM Screen.

Record: 2/?	List of Values	

II. SEARCHING FOR A FACILITY

1. To log into STCM, Enter your Username and Password. Enter "ORAPROD" into the Database field and click Connect.

Oracle Fusion Middleware Forms Services	Ŷ	-	×
<u>W</u> indow		O	LE.
	Logon beessessessessessesses		
	Username:		
	Password:		
	Database:		
	Cancel		
	FLICION		

2. Select Storage Tank Contamination Monitoring. Note, you can update your personal information (email, phone, etc.) and your password at this main screen. When the News icon is yellow, there is News that has not yet been reviewed.



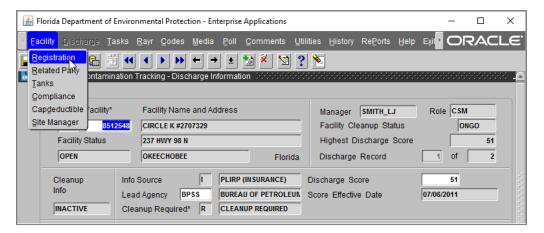
- Florida Department of Environmental Protection Enterprise Applications \times Compliance CLeanup COdes Registration Search/Query STatistics RePorts Help Exit Window ORACLE Storage Ta Discharge Information Imminent Threat Cleanup Site Manager Assignment Department Program Application and Eligibility Data Entry PCT Accounting Discharge Score Entry Facility Cap and Deductible Information PAC Ceiling PCPP Discharge Ceiling Ineligible Facilities and Reason(s) Partially Eligible Facilities and Reason(s) Pending Program Applications and Reason(s) History PCT Conversion Exceptions mental pro Reference Codes Þ Search and Query Tas<u>k</u>s PCT Contractor Information NPDES Invoices Storage Tank/Contamination Tracking l Þ Record: 1/1
- 3. Select "Cleanup" and "Discharge Information".

4. Enter the 7-digit facility ID and press the F12 button on your keyboard.

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Eacility Discharge	Tasks Rayr Codes Media Poll Comments Utilities History RePorts Help Exit ORACLE
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storage Tank/Conta	mination Tracking - Discharge Information
Facility Statu	8512548 CIRCLE K #2707329 Facility Cleanup Status ONGO s 237 HWY 98 N Highest Discharge Score 51
OPEN	OKEECHOBEE Florida Discharge Record 1 of 2
Cleanup Info	Info Source I PLIRP (INSURANCE) Discharge Score 51 Lead Agency BPSS BUREAU OF PETROLEUN Score Effective Date 07/06/2011 Cleanup Required* R CLEANUP REQUIRED Score Effective Date 07/06/2011
Discharge Info	Discharge Date* 08/21/1989 Inspection Date 10/05/1989 Combined With Cleanup Status/Date RA 01/24/2003
Eligibility and Application Info	Application Received Program Lead Status Letter Sent Redetermined?
<u> </u>	POT_DISCHARGE
Press the UP or DOW	
Record: 1/?	

III. VERIFYING PROPERTY OWNER & RELATED PARTIES

1. Select "Facility" and "Registration".



2. Verify the current owner name and contact information.

Facility Type * Financial Resp	A RETAIL STATION	DEP Contract Owned *
nsurance Comp	Coverage Period	12/01/2014 12/01/2016
Cleanup Status	ONGO ONGOING	Effective 03/07/2005
Owner Name Address Address2	GASOLINE STATION CORPORATION 123 PETROLEUM LANE ATTN: STORAGE TANK REGIS	Primary Role ACCT OWN Owner ID# 4045
City/St/Zip	TALLAHASSEE, FL 32301	Begin Date 05/20/1994
Last Updated	04/05/2017 Phone 850-867-5309 Ext	Bad Address? N
Contact	B. KIND: 850-867-5309	Registr Coord
Email Address	BKIND@GAS.COM	3

3. Related parties can be identified exiting the screen and selecting "Facility" and "Related Party".

Begin End
o 05/20/1994
5 05/20/1994
08/01/1986 05/20/1994
01/01/1985 05/20/1994

4. There is a Role for CU Responsible Party that can be added by emailing <u>tankregistration@dep.state.fl.us</u> the CU Responsible Party Name, Contact, Address and Phone Number.

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Eacility_Detail Comments RePo	nts <u>H</u> elp E <u>x</u> it <u>W</u> indow		CLE".
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🚡 Storage Tank / Contamination Tra	acking - Related Party 000000000000000000000000000000000000		×
Na	ame GATE PETROLEUM CO.		
Num	nber 29167 FEIN		
Addr	9540 SAN JOSE BLVD		
	y/ST JACKSONVILLE FL 32217		
	ione (904)737-7220 Ext. Bad Address		
	tact T E BLACKWELDER		
Email Add			
Registr Coordin			
Last Update	d on 03/01/1997 By STCM		
Balance Due	Overage Time Stamp		
FAC ID * Cty Facil	lity Name Role Begin Dt End Dt T Stat	h .	
9808604 48 GATE	E FUEL SERVICE RESP PTY 11/13/2006 Q CLOS A	-	
8512944 48 PEAC	CE FOOD STORE TANK OWN 06/23/1989 09/01/1994 A OPEN		
8519187 36 DEEP	LAGOON BOAT CLUB PF TANK OWN 07/16/1985 05/07/1986 A CLOS		
8629592 16 PREC	CISION TUNE TANK OWN 12/03/1986 05/20/1994 C CLOS		
		-	
UTAU			

IV. CHECKING FOR MULTIPLE DISCHARGES

- 1. Search for the desired facility using the facility ID and the F12 button.
- 2. Locate the "Discharge Record" section on the Discharge Information page. Note, the example below has two discharges (1 of 2).
- 3. Use the arrows at the top of the Discharge Information page to navigate between discharges.

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< Ea	cility <u>D</u> ischarge <u>T</u> a	asks <u>R</u> avr <u>C</u> odes	<u>M</u> edia <u>P</u> oll (⊇omments <u>U</u>	tilities <u>H</u> istory	RePorts Hell			L€.
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🛃 Sto	orage Tank/Contamir	nation Tracking - Disch	arge Informatior	n 2000-000					× .
	Co / Facility*	Facility Name	and Address		Manager	SMITH_LJ	Role CSM		
	47 851	2548 CIRCLE K #270	7329		Facility C	leanup Status	ON	IGO	
	Facility Status	237 HWY 98 N			Highest I	Discharge Score		51	
	OPEN	OKEECHOBEE		Florida	Discharge	e Record	1 of	2	
				,					2
	Cleanup	Info Source	I PLIRP (II	NSURANCE)	Discharge S	core	51		
	Info	Lead Agency BPS	SS BUREAU	OF PETROLEUM	Score Effecti	ve Date	07/06/2011		
	INACTIVE	Cleanup Required*	R CLEANU	P REQUIRED	j				
	Discharge	Discharge Date*	08/21/1989	Inspe	ection Date	10/05/19	89		
	Info	Combined With		Clear	nup Status/Dat	e RA	01/24/2003		
	Eligibility	Application	Clear	aun		Determination			
	and	Received	Program	Lead	Status	Letter Sent	Redetermine	d?	
	Application	08/24/1989	P	R	E	08/08/1990	N 🔼		
	Info								
l								PCT_DISCHAR	
									D
	s the UP or DOWN a				`				
Reco	ord: 1/?								—)

The first discharge date was on 08/21/1989, and is in the "P" cleanup program, or the Petroleum Liability and Restoration Insurance Program (PLRIP) cleanup program. See the STCM Database Codes list under Quick Tips for other STCM code definitions. Common Cleanup Program codes include: A for ATRP, C for PCPP, E for EDI, I for IVPSS, J for Judgement, K for SETAG (settlement agreement), L for LUST, O for Other, P for PLRIP, S for SRFA, and T for NPCO (non-program consent order).

V. VERIFYING FUNDING CAPS & DEDUCTIBLES

- 1. Search for the desired facility using the facility ID and the F12 button.
- 2. Select "Facility" and "Capdeductible".

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Eacility Discharge I	asks <u>R</u> ayr <u>C</u> odes <u>M</u> e	edia <u>P</u> oll <u>C</u>	omments <u>U</u> t	ilities <u>H</u> istory	RePorts Help		RACLE	Ξ.
Registration) → ± ±) 🕺 😒 🤋	• •				
Related Party Tanks	nation Tracking - Dischar	ge Information			•••••••••••••••••			9
Compliance								
Capdeductible Site Manager	Facility Name an	d Address		Manager	SMITH_LJ	Role CSM	Л	
Site Manager 851	2548 CIRCLE K #27073	29		Facility Cl	eanup Status	0	NGO	
Facility Status	237 HWY 98 N			Highest D	ischarge Score		51	
OPEN	OKEECHOBEE		Florida	Discharge	Record	2 of	2	
Cleanup	Info Source	D DISCHAR	GE NOTIFICATI	Discharge Sc	ore	51		
Info	Lead Agency BPSS	BUREAU	OF PETROLEUN	Score Effectiv	e Date	07/06/2011		
INACTIVE	Cleanup Required*	R CLEANUE	PREQUIRED					
Discharge	Discharge Date*	02/15/1994	Inspec	ction Date	03/18/199	14		
Info	Combined With		Clean	up Status/Date	RA	07/21/2016		
Eligibility	Application	Clean	•		Determination			
and Application	Received 03/23/1994	Program	Lead	Status	Letter Sent 4/08/1994	Redetermine	ed?	
Info	0072011004							
							PCT_DISCHARGE	ĺÐ
Program Cap and Deduc					_	_		
Record: 2/2								٦

3. Verify program eligibility, funding cap amount, and if the deductible has been paid.

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Re <u>P</u> orts <u>Project</u> <u>H</u> elp Exit <u>W</u> indow		ORACLE [.]
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ᡖ Storage Tank/Contamination Tracking - Discharge Cle	anup Acct. Cap, Deductible & Paid Figures	
Facility Details Payment Information		
Discharge Cleanup	Account * Cap. Deductible & Paid Fig	gures
Co Facility * Facility Name	Date* Prg Amount	Amount Paid
47 8512548 CIRCLE K #2707329	02/15/1994 P A 400000	500 500 🔶

VI. GENERATING A LIST OF ALL WORK ORDERS AND TASK ASSIGNMENTS

1. Select "Cleanup", "Workorder", "Work Order", and "Query".

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Compliance	CLeanup COdes Registration Search/Query	S <u>T</u> atistics Re <u>P</u> orts <u>H</u> elp E	E <u>x</u> it <u>W</u> indow	ORA		
🛃 Storage Ta	Discharge Information		<u></u>			
	<u>W</u> orkorder	Work Order	Data Entry			
	Imminent Threat	Invoices	Query			
	Cleanup Site Manager Assignment	Tasks	Contractor Info			
	Program Application and Eligibility Data Entry	Deliv Histories	SPI Quantities			
	PCT Accounting	Codes	CSF Calculation			
	Discharge Score Entry	Budtrack Data Cleanup	RCI Calculation			
	Facility Cap and Deductible Information	Eacility and Work Order RAI	Performance Evaluations			
	PAC Ceiling	Comments	N N	′		

2. Enter facility ID and press F12.

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Work Order Invoice:	s <u>T</u> asks	Deliv Histories	Codes Budtrack	Data Cleanup	Eacility and Work	Order RAI <u>C</u> or		
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Storage Tank/Conta	mination Tr	acking - Work O	rder Query (PPPPP)					
	Work Order Query							
	Contract	or 🔰		Admin	Current	Purchase	Cancel	
WO/TA#	ID	Co Facility ID	Site Manager	Signature	WO Value	Order	(Y/N)	
		8521548						
	-i			_	1	=i		

3. The results should look like this:

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torage Tank/Contamination Tracking - Work Order Query 💠 🖉 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹									
				Work Or	der Query —				
	Contract	or			Admin	Current	Purchase	Cancelled	
WO/TA#	ID	Co	Facility ID	Site Manager	Signature	WO Value	Order	(Y/N)	(Y/N)
2000-16-0843	00142	16	8521548	MCINTOSH_A	09/13/1999	\$2,952.61		N	
2000-16-0859	00142	16	8521548	MCINTOSH_A	09/13/1999	\$4,119.50		N	
2001-16-1321	00142	16	8521548	DUVAL	10/24/2000	\$2,846.11		N	
2002-16-2043	00142	16	8521548	KELLEY_B	10/26/2001	\$13,860.05		N	
2005-16-W08832	00142	16	8521548	BELL_P		\$.00		Y	
2006-16-W09327	00142	16	8521548	BELL_P	08/09/2005	\$25,748.60		N	
2007-16-W60033	00142	16	8521548	BELL_P	06/26/2007	\$16,108.26		N	
2008-16-W69358	00142	16	8521548	BELL_P	01/25/2008	\$8,718.95		N	
2010-16-W87268	00142	16	8521548	MALLETT_T	08/24/2009	\$730.17		N	N
2010-16-W90799	00142	16	8521548	MALLETT_T	06/21/2010	\$28,409.86		N	Y
2011-16-W92974	00142	16	8521548	DAVID_AR	01/19/2011	\$16,076.85		N	Y
2012-16-W0407A	00787	16	8521548	DAVID_AR	04/02/2012	\$9,802.79		N	Y
2013-16-W4745A	00787	16	8521548	JENNINGS_LM	03/26/2013	\$15,198.31		N	Y
GC794-051A	00787	16	8521548	MILINKOVIC_D	06/17/2016	\$217,500.00	AF5AC0	N	

VII. CREATING A SCHEDULE OF PAY ITEM (SPI) QUANTITIES

1. Select "Cleanup", "Workorder", "Work Order", and "SPI Quantities".

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Compliance	CLeanup COdes Registration Search/Query	STatistics RePorts Help E	M V ORACLE							
ᡖ Storage Tank	Discharge Information									
	<u>W</u> orkorder	Work Order	Data Entry							
	Imminent Threat	Invoices	Query							
	Cleanup Site Manager Assignment	Tasks	Contractor Info							
	Program Application and Eligibility Data Entry	Deliv Histories	SPI Quantities							
	PCT Accounting	Codes	CSF Calculation							
	Discharge Score Entry	Budtrack Data Cleanup	RCI Calculation							
	Facility Cap and Deductible Information	Eacility and Work Order RAI	Performance Evaluations							
	PAC Ceiling	Comments	: ا							

2. Enter the Facility ID #, Tab over. Enter the Cost Share Percentage (if no cost share DEP's Cost Share is 100%), Tab over.

	1		
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<u>W</u> orkorder <u>C</u> odes ReP	orts E <u>x</u> it <u>W</u> indow		ORACLE
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ᡖ Storage Tank/Contami	nation Tracking - SPI Quantities 🔅		20200 <mark>-</mark> 202020202020202020202020
Facility ID*		DEP Cost S	Share* RP SPI Quan
Pac ID	Imminent Threat	Contract Assignment Type*	Discharge Eligit
Solicitation*		Region 🗌 🗌 RCI Exclu	uded
Status* SM SITE M	MANAGER PREPARING	SPI Status Date* 10/30/2017	
Status* SM SITE M Description	MANAGER PREPARING	SPI Status Date* 10/30/2017	SPI Created By
Description		SPI Status Date* 10/30/2017	Task Total based
	SubPhase*	SPI Status Date* 10/30/2017	
Description		SPI Status Date* 10/30/2017	Task Total based
Description Phase*	SubPhase*		Task Total based
Description Phase*	SubPhase*		Task Total based on Average Costs
Description Phase*	SubPhase*		Task Total based on Average Costs
Description Phase*	SubPhase*		Task Total based on Average Costs
Description Phase*	SubPhase*		Task Total based on Average Costs

3. Select the Contract Assignment Type. Press control (Ctrl) and "L" for a list of assignment types (e.g. "SCOPE" for direct assign). Select the Solicitation (Region). Press control (Ctrl) and "L" for a list of regions. STCM defaults to the correct region based on the site location. Select RCI Excluded, if appropriate: exclude for Cost Share ≥ 25%, LSSI, or PBC. 6. Select the associated discharge for the scope of work (SOW). If the SOW is for more than one discharge (i.e. overlapping plumes from two different discharges), select all discharges that apply.

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<u>W</u> orkorder <u>C</u> odes RePorts Exit <u>W</u> indow		ACLE	Ξ.
😸 Storage Tank/Contamination Tracking - SPI Quantities 🗇 🖓 🖓 🖓 🖓 🕹 🖓 🖓			A
Facility ID* 04 8518933 HANDY WAY FOOD STORE #2889 DEP Cost Share* 100	0.00 RP .00	SPI Quan	
Pac ID Imminent Threat APPROVED Contract SCOPE	Discharge	Eligit	
Solicitation Solitication 2014004C-NRAD NORTH REGION Region NRAD	3/11/1985	EDI	
Status* SM SITE MANAGER PREPARING SPI Stat	ge with the so	ope of wor	k
Description	SPI Creat	ted By	
	_ Task Total		
Phase* SubPhase*	on Average	e Costs	2
Task Task Description*			
Pay Item Item Description Unit Type Quant	ities Avera	ge Cost	

- 7. Enter information into the Description Field. Press control (Ctrl) and "E" to expand the text box. Enter as much information as you think is necessary, including: Owner requests participation, instructions on assignment, if direct assigned the contractor name and contractor ID (CID) number, any funding caps or ceilings, etc. Tab over when complete.
- 8. Enter the Phase and SubPhase. Press control (Ctrl) and "L" for a list of values.

Pac ID		Imminent Threat APP	ROVED	Cont Assignment	tract Type*	Discharge	
Solicitation*	•			Region	RC/Excluded	03/11/1985	EDI
Status* SM	SITE N	IANAGER PREPARING		SPI Status Date*	10/30/2017		
Description						SPI Cr	eated By
Phase*		S	ubPhase*				tal based age Costs
Та 🚺	Choose a Cle	anup <mark>Phase</mark> (1999-199		ererere der		:::::::: : :: :)	
Pay Iter		13				/e	rage Cost
	Find %						
	Code	Description				L	
	PBC	PERFORMANCE-BAS	ED CLEANUP				
	RA	REMEDIAL ACTION					
	SA	SITE ASSESSMENT					
	SR	SOURCE REMOVAL					
Choices in	list A				_	_	
Record: 1/1		Lis	st of Values				L
							Task Total base
RA REME	DIAL ACTIO	N Sub	Phase* N/	MATURAL	ATTENUATION		on Average Cost
Task	1	Task Desc	rintion*				2
Task	•	- Hask Dest	anpuon (

9. Enter a Task Description and press Tab. This will populate the line items for the SPI. Note, these costs are regional average costs and are not ATC specific. Select the appropriate line items for each Task.

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<u>W</u> orkorder <u>C</u>	odes Re <u>P</u> orts E <u>x</u> it <u>W</u> indow				
E E 🔊	1 Image: Second state Image	P COST 51	are*	rej sei Qu	antities ID
Pac ID	Imminent Threat APPROVED Contract Assignment Type*		02/14/4		gibility Score
Solicitation*		RCI Exclude	ed		
Status* SM	SITE MANAGER PREPARING SPI Status Date* 10/30	/2017]		
Description				SPI Created By	
Phase* RA	REMEDIAL ACTION SubPhase* NAM NATURAL ATTENUA	TION MO		isk Total based Average Costs	\$.00
Took	Task Description* HASP				
Task					
Pay Item	Item Description		e Quantities	Average Cost	Total >
Pay Item	Item Description SITE HEALTH & SAFETY PLAN	SITE	e Quantities	\$302.65	Total >
Pay Item 1-2. 1-2.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN	SITE	e Quantities	\$302.65 \$290.33	Total ≥
Pay Item 1-2. 1-2. 1-2.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN	SITE SITE SITE		\$302.65 \$290.33 \$295.95	
Pay Item 1-2. 1-2. 1-2. 1-2.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO F	SITE SITE SITE SITE	e Quantities	\$302.65 \$290.33 \$295.95 \$.00	Total ≥
Pay Item 1-2. 1-2. 1-2.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN	SITE SITE SITE SITE SITE SITE		\$302.65 \$290.33 \$295.95	
Pay Item 1-2. 1-2. 1-2. 1-2.A. 1-2.A.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI	SITE SITE SITE SITE SITE SITE		\$302.65 \$290.33 \$295.95 \$.00 \$.00	
Pay Item 1-2. 1-2. 1-2. 1-2.A. 1-2.A. 1-2.A.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI	SITE SITE SITE SITE SITE SITE PACK		\$302.65 \$290.33 \$295.95 \$.00 \$.00 \$.00	
Pay Item 1-2. 1-2. 1-2. 1-2.A. 1-2.A. 1-2.A. 1-2.A. 1-3.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO	SITE SITE SITE SITE SITE SITE PACK PACK		\$302.65 \$290.33 \$295.95 \$.00 \$.00 \$.00 \$.00 \$278.45	
Pay Item 1-2. 1-2. 1-2. 1-2.A. 1-2.A. 1-2.A. 1-3. 1-3. 1-3.	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO	SITE SITE SITE SITE SITE SITE PACK PACK		\$302.65 \$290.33 \$295.95 \$.00 \$.00 \$.00 \$278.45 \$271.47	\$.00
Pay Item 1-2. 1-2. 1-2. 1-2.A. 1-2.A. 1-2.A. 1-2.A. 1-3. 1-3. 1-3. 1-3. 0THER Iteg	Item Description SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO FI NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO	SITE SITE SITE SITE SITE SITE PACK PACK		\$302.65 \$290.33 \$295.95 \$.00 \$.00 \$.00 \$278.45 \$271.47	\$.00

10. To include "Other" line items, or line items that are unique and are not included in the ATC (i.e. line items 22), select the "Other Items" button. A new section will pop up to enter other line items. Type in the appropriate pay item number. Use consecutive numbers for other items throughout the entire scope, starting with 22-1. If the same item will be entered in another task, note the number and reuse.

Solicitation	* SO		ON 201400	04C-N	IRAD NO	RTH REGION	Re	gion NRAD		Unit Type	Code	4/4086 S Distriction		<mark>זג</mark> וויינייניי		×
Status* SM	1	SITE	MANAGE	r Pre	PARING	i	SF	PI Status Date								
Description	n DIF	RECTASS	GN EXAN	IPLE,	ATC NA	AME AND CON	ITRAC	TOR ID, NO C	AP - EDI	Find %						
	ask (REMEDIAL 1 tems ass section OTHER		ien	Task I Scope	Description* of Work OTHER Ite	HASP	NATURAL A	6	REIM* REPT REVW		Description REIMBURSA PER REPOR PER REVIEV	ABLE T	Cance	D	
	F	Pay Item* 22-1	ltem EXAMPL		cription	*					I	Jnit Type* C	1.4			
	-											$\not \longrightarrow$				

11. Type in the item description. Use control (Ctrl) and "L" for a list of unit type codes.

12. To add additional tasks, the current task needs to be saved. Then select the Task next arrow.

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	odes RePorts Exit Window	/		
PacID	Imminent Threat APPROVED Contract Assignment Type*	SCOPE Di	scharge Eligibil	ity Score
Solicitation*		RCI Excluded 03/11	/1985 EDI	35
Status* SM	SITE MANAGER PREPARING SPI Status Date* 10/3	0/2017	ļ	
	IRECT ASSIGN EXAMPLE, ATC NAME AND CONTRACTOR ID, NO CAP - ED		SPI Created By SMITH	LJ
Phase* RA	REMEDIAL ACTION SubPhase* NAM NATURAL ATTENU/		ask Total based n Average Costs	\$331.69
	Item Click to navigate to next Task	Unit Type Quantities	Average Cost	Total 🔊
1-1.	FILE REVIEW	REVW	\$522.42	
1-2.	SITE HEALTH & SAFETY PLAN	SITE	\$295.95	
1-2.A.	SITE HEALTH & SAFETY PLAN FOR CONTINUED WORK AT NO COST TO F	SITE	\$.00	
1-3.	NOTICE OF DISCOVERY OF CONTAMINATION PACKAGE (INITIAL OR TPO	PACK	\$280.36	
1-4.	PERMIT FEES - ACTUAL FEE ONLY, COST TO OBTAIN PERMIT IS INCLUDE	REIM	\$1.00	
1-5.	OFF-SITE PROPERTY ACCESS AGREEMENT	AGREE	\$327.96	
1-5.A.	SITE PROPERTY ACCESS AGREEMENT FOR SOURCE PROPERTY AT NOT		\$.00	
1-6.	PROJECT SPECIFIC FINANCIAL GUARANTEE BOND (IF REQUIRED BY DEP)	REIM	\$1.00	
OTHER Ite	view View	Task Scope of Work	View Entire Scop	e of Work
Task Items fo Record: 2/46	rr this scope of work have been committed successfully.			

13. To view a Task or the entire SOW, select the applicable view button.

VIII. REVIEW/RETRIEVE AN EXISTING SPI QUANTITIES RECORD

1. Select "Cleanup", "Workorder", "Work Order", and "SPI Quantities".

🕌 Florida Depa	artment of Environmental Protection - Enterprise Ap	plications	– 🗆 X
 Compliance 	CLeanup COdes Registration Search/Query	STatistics RePorts Help E	xit V ORACLE
ᡖ Storage Tank	Discharge Information		200000000000000000
	<u>W</u> orkorder	Work Order	Data Entry
	Imminent <u>T</u> hreat	Invoices	Query
	Cleanup Site Manager Assignment	Tasks	Contractor Info
	Program Application and Eligibility Data Entry	Deliv Histories	SPI Quantities
	PCT Accounting	Codes	CSF Calculation
	Discharge Score Entry	Budtrack Data Cleanup	RCI Calculation
	Facility Cap and Deductible Information	Eacility and Work Order RAI	Performance Evaluations
	PAC Ceiling	Comments	

2. Select the Query button, or press F11.

S Florida Department of Environmental Protection - Enterprise Applications	_		×
<u>W</u> orkorder <u>C</u> odes Re <u>P</u> orts Exit <u>W</u> indow		RAC	LE.
B Storag Enter Query mination Tracking - SPI Quantities Cooled Cooled Cooled Cooled Cooled Cooled Cooled Cooled			
Facility ID* DEP Cost Share*	RP	SPI	Quan
Pac ID Imminent Threat Contract Assignment Type*	ischarge		Eligit
3. Enter the Facility ID or the SPI Quantities number.			
4. Select the Execute Query button, or press F12.			
Florida Department of Environmental Protection - Enterprise Applications	- C] >	<
Workorder Codes RePorts Exit Window	DR/		€.
😸 Storage Ta <mark>Execute Query</mark> on Tracking - SPI Quantities (2000000000000000000000000000000000000			- 8
Facility ID* DEP Cost Share* R	P	SPI Qua	in
Pac ID Imminent Threat Contract Solicitation* Region RCI Excluded	harge	Elig	it

IX. CREATING A TASK ASSIGNMENT (TA)

1. Select "Cleanup", "Workorder", "Work Order", and "Data Entry".

🕌 Florida Depa	artment of Environmental Protection - Enterprise A	ppl	lications			_		×
Compliance	CLeanup COdes Registration Search/Query	5	<u>STatistics</u> Re <u>P</u> orts	<u>H</u> elp	Exit			LE
🛃 Storage Tanl	Discharge Information		*************		<u></u> :	000000000	-0-0-0-0-0-0-	eee <mark>f</mark>
	Workorder	<u>•</u> [Work Order		١c)ata Entry		
	Imminent <u>T</u> hreat	×	Invoices			Juery 🗟		
	Cleanup Site Manager Assignment		Tasks			ontractor Ir	nfo	
	Program Application and Eligibility Data Entry		Deliv Histories		S	PI Quantitie	es	

2. Select Task Assignment.

🖆 Florida Dapartme	ent of Environmental Prote	ction - Enterprise Applications	- 🗆 X
Work Order Unvoi	ces Tasks Deliv Histori	es Godes Budtrack Data Cleanup	
🔒 🗎 🖪 😭 🖬		+ + ± 🐄 🕺 ? 🎙	
Storage Tank/Co	tamination Tracking - Wo	rk Order Data Entry	
	4		
	Туре	Task Assignment Number WO R	AI Print WO/TA Cancelled
O Work Order	Task Assignment	RCI Exclusio	on 🗆 🗦 SPI Quantity ID
Co Facility ID*	Name	Contractor ID*	Name

- 3. Enter the seven-digit Facility ID and press Tab. The Facility name, address, zip code, Site Manager, phone number, score, and County name will automatically populate. If Work Order is accidentally selected, or if the Facility ID is entered incorrectly and then saved the Work Order will have to be cancelled and a new Task Assignment must be created.
- 4. Enter the Contractor ID number (CID) (available on the SPI received from procurement) and press Tab. Pressing Tab will result in a new screen popping up with a list of Contractor Offices. Select the appropriate Contractor Office. This information should be available in the acceptance email. Similarly, once the correct office is selected, a list of Contractor Employees will pop up. Select the appropriate Contractor Employee. Once the correct employee is selected, select the correct Contract Number, also available on the SPI.
- 5. If the site manager, or office location, phone number, etc. are not present or need updating, follow the instructions in Section 4.3 (starting on page 12) of the Work Order User Manual https://floridadep.gov/sites/default/files/WorkOrder_User_Manual_April_2006.pdf

Storage Tank/C	Contamination Tracking - Wo	ork Order Data Entry		
O Work Orde	Type r ® Task Assignment	Task Assignment Number	WO RAI	Print WO/TA Cancelled
Co Facility ID* 4 8518933	Name HANDY WAY FOOD STORE #2	Contracto 2889 00236	r ID*	Name
Work Order	Contractor Offices			00000000000000000000000000000000000000
Address 237 City LAV	Choose one Contract nur	nber Statisticitietetete		
Manager LE4 Current SM	Find GC%			ia
Score 35 FAC RAI 🗹 p	GC729 GC786 GC834	2		

14. Confirm the funding eligibility is correct. Use control (Ctrl) "L" for a list of funding eligibilities.

_									
	Work Order Deliverables Description	Inv	oice / CO	Cap and Deductible	Budtrack	Deliverables	Budtrack CO	DOWNLO	AD_TA
	Facility	/	Choose a	Funding Eligibility	-				⊡ × Ì
	Address 23702 US HWY 301								
	City		Find %						- 0
	Manager LEAH J SMITH	Phoi							56
	Current SM	Pho	Descrip					Code	<u> </u>
				BANDONMENT				WELLAB	
	Score 35 County BRADFORD		VULNER	ABLE SPRING WATER	RSHEDS			VULSPRIN	4 4 8
	FAC RAI 🗹 RAI Facility Begin			HABILITATION FUNDI		MENT		SRFA	
	Imminent Threat Status APPROVED	=		ARACTERIZATION SC	CREENING			SCS	
	Imminent Inreat Status APPROVED			Y SCORE ORDER				SCR	
	WO/TA Sub Type* PPP			PROVED ADVANCED	CLEANUP			PAC	
			INNOVA	TIVE TECHNOLOGY				ITECH	
	Funding Eligibility* PRIORITY SCORE ORD	ER							
	Admin Signature W	0 R(E	nd)		<u>Cancel</u>		

15. Enter the SPI Quantities ID number and press Tab.

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Work Order Invoi	ces <u>T</u> asks <u>D</u> eliv Histories	Codes Budtrack Data Cleanup E	
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Storage Tank/Cor	tamination Tracking - Work O	rder Data Entry	^
O Work Order	Type Tas Task Assignment	k Assignment Number WO RAI RCI Exclusion	
Co Facility ID*	Name	Contractor ID*	Name

The SPI Quantities ID number is provided in Attachment B of the scope offer (as well as the CID and the Contract number).

Α	B		С		D	E	F	G	Н	J
	Facility Name:				(Contractor:	11 M 1999	and the same of the		
7-0	igit Facility ID #:				Lock	CID #:	00200	_	Retainage %:	5%
	County:	04			Cells	Contract #:	00786	FDE	P Cost Share %:	100.00%
	Region:	North		¢		SPI ID #:	0700	Total	Extended Cost:	\$ 108,644.77
Sit	e Manager Name:				_			Withou	ut Handling Fee:	\$ 108,524.77
Site	Manager Phone:	And a second sec			Hide Rows	Transiti	ion Agreement:	🔿 Yes 🛛 🔘	No	
Sit	e Manager Email:	and the second se			On/Off	ff				
0.0	e manager Eman.									
0.1		· • ·			_				Previously	
U.							PO Rate S	heet	Previously Invoiced	This
PAY		DESCRI	PTION		UNIT OF MEASURE	UNITS		heet TOTAL EXTENDED PRICE	Invoiced	This
PAY					UNIT OF	UNITS 1	NEGOTIATED	TOTAL EXTENDED PRICE	Invoiced	
PAY ITEM	Mobilization, Light	DESCRI	- ≤ 100 miles each way		UNIT OF MEASURE	UNITS 1 31	NEGOTIATED ITEM PRICE	TOTAL EXTENDED PRICE	UNITS	UNITS

16. Verify everything is correct on the "Work Order" tab and save. Select the "Deliverables" tab.

Elorida Department of Environmental Protection - Enterprise Applications
Florida Department of Environmental Protection - Enterprise Applications
Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Eacility and Work Ord
😹 Storage Tank/Contamination Tracking - Work Order Data Entry 😳 کې
Print WO/TA -
Work Order Number WO RAI
RCFEXCUSION SPI
Co Facility ID* Name Contractor ID* N
4 8518933 HANDY WAY FOOD STORE #2889
Work Order Deliverables Description Invoice / CO Cap and Deductible Budtrack Deliverables Budtrack
Phase* RA TREMEDIAL ACTION ACtivities* O&M OPERATION AND MAINTENANCE
Sub Phase* OM OPERATION AND MAINTENANCE
Task Deliverable Type* Due Date* Discharge Date*
Einal RA 08M QRT QUARTERLY 08M REPORT 03/28/2018 03/11/1985
Interim Reports 2
1 RA HASP HEALTH AND SAFETY PLAN 04/28/2017 03/11/1985
2 RA 0&M ANN ANNUAL 0&M REPORT 06/29/2017 03/11/1985 3 RA 0&M QRT QUARTERLY 0&M REPORT 09/27/2017 03/11/1985
3 RA 0&M QRT QUARTERLY 0&M REPORT 09/27/2017 03/11/1985 4 RA 0&M QRT QUARTERLY 0&M REPORT 12/27/2017 03/11/1985
Period of Service End Date: 04/27/2018 WO Amount 🚽 \$109,280.77 Retainage %* 5 ORIG. 1
Total Equipment Cost \$.00

- 17. Select the Phase & SubPhase. Use control
 (Ctrl) "L" for a list of phases to choose from.
- Select the Activities.
 Use control (Ctrl) "L" for a list of activities to choose from.
- 19. Enter the final (last)Deliverable of the SOW and its due date.
- 0. Enter the remaining
 Deliverables (up to six). Deliverables (up to six). Deliverable #7 must always be the final deliverable.* The Period of Service End Date should automatically update to 60 days past final deliverable.
- 21. Enter the WO Amount, and total equipment cost (if applicable). The WO Amount should be the cost for the entire SOW, including any quotes or 22-line item costs. The retainage percentage should automatically populate, but you should confirm that it is correct.

*Note: Additional deliverables (#8 through #99) can be added for a Task Assignment in the Task Reports screen. However, the Deliverable #7 must always be the last due date. Due dates of deliverables do not have to be in chronological order with the Deliverable #. If Deliverable #7 originally entered in STCM is no longer the final deliverable because of an additional task/deliverable added via a request for change, the original Deliverable #7 must be switched from a 7 to any other available #, and then the new final deliverable should report as Deliverable #7. There must be a Deliverable #7, and only one Deliverable #7.

22. Select the "Description" tab. Enter the appropriate description and save.

OWork Order Type	Work Order Number WO RAI	Print WO/TA Cancelled Verified
	ame Contractor ID*	Name
4 8518933 HANDY WAY FOOD STO Work Order Deliverables Description	Y Y Y	rables Budtrack CO DOWNLOAD TAB
Description		
This Task Assignment is prepared b Sheet.	based on the accepted Scope of Work and in accord	lance to the Schedule of Pay Items Rate

23. Go back to the "Work Order" main tab, save, and select the print button.

📓 Florida Department of Environmental Pro	stection - Enterprise Applications	/ –	o x
Work Order Invoices Tasks Deliv Hist	tories <u>C</u> odes <u>B</u> udtrack Data Cleanup <u>F</u> acil	lity and Work Order RAI _ Core OR	ACLE [.]
	» ← → ± 🐄 🌂 😒 ? 📎		
🛃 Storage Tank/Contamination Tracking - V	Vork Order Data Entry 1999/9999/99999999999		- 1999 - 1 9
Туре	Work Order Number WO RAI	Print WO/TA Cancelled	Verified
O Work Order Task Assignment	GC786-006C RCI Exclusion	SPI Quantity ID 8758	
Co Facility ID* Nam	e Contractor ID*	Name	
4 8518933 HANDY WAY FOOD STORE	#2889		
Work Order Deliverables Description	Invoice / CO Cap and Deductible Budtrack Delive	erables Budtrack CO DOWNLOAD_TAB	L

24. A pop will appear. Select the "Cover Page" button.



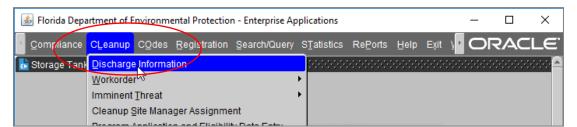
25. A new internet window will pop up. Select "Print-Formatted" and select "Show all Content".

Print-Formatted	Pe FDEP Contract Number: FDEP Facility Id #: Score: Site Name: Address (Street, City): Contractor Address: Contractor Address: Contractor Representative: FDEP/LP Site Manager: FDEP/LP Site Manager: Cleanup Activity: Task Assignment Description All work, including change orders (for	partment of Environmental Protection Division of Waste etroleum Restoration Prog Task Assignment i 04/8518933 Category: 35 Object Code: HANDY WAY FOOD STORE #2889 23702 US HWY 301, LAWTEY Remedial Action OFERATION AND MAINTENANCE COS), must be approved by the Department based on the accepted Scope of Work and in	t prior to the work being performed	nt I Center #: Ude: JG JG biblity: SCR nty: Bradford #: 0 #: ne #: ine #: ine #: ine #: ind or the costs being incurred	
	Deliverable 1: Deliverable 2: Deliverable 3: Deliverable 4: Deliverable 5: Deliverable 6: Final Deliverable 6: Final Deliverable: Period of Tech Performance	HEALTH AND SAFETY PLAN ANNUAL OSM REPORT QUARTERLY OSM REPORT QUARTERLY OSM REPORT QUARTERLY OSM REPORT L SAF Elementics Date To	Due Date 1: Due Date 2: Due Date 3: Due Date 3: Due Date 4: Due Date 5: Due Date 6: Final Due Date:	Apr. 28. 2017 Jun. 29. 2017 Sep. 27. 2017 Dec. 27. 2017 Mar. 28. 2018	
Only see	ure content is displayed. What's the risk	?			Show all content

Print and hand write the priority code in the upper right-hand corner.

X. UPDATING DELIVERABLE DUE DATES, RECEIVED DATES, AND APPROVED DATES

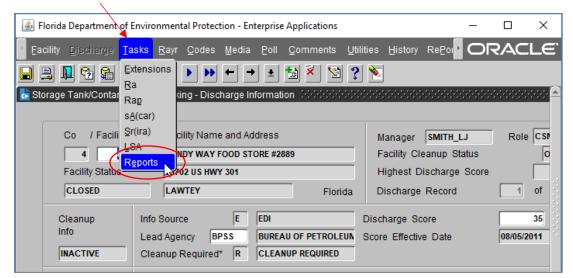
1. Select "Cleanup" and "Discharge Information".



2. Enter the Facility ID and press F12.

🕌 Florida Department of E	nvironmental Protection - Enterprise Applica	ations —	
Eacility Discharge Ta	sks <u>R</u> ayr <u>C</u> odes <u>M</u> edia <u>P</u> oll <u>C</u> omn	nents Utilities History RePor	RACLE
🔒 🔒 📭 🔁 🖀 🔨	(' 🖻 ? 	
ᡖ Storage Tank/Contamina	ation Tracking - Discharge Information 🔅		
Co / Facility*	Facility Name and Address	Manager SMITH_LJ	Role CSM
4 <mark>8518</mark>	933 HANDY WAY FOOD STORE #2889	Facility Cleanup Status	O
Facility Status	23702 US HWY 301	Highest Discharge Scor	e 📃
CLOSED	LAWTEY	Florida Discharge Record	of
Cleanup	Info Source E EDI	Discharge Score	35
INACTIVE	Lead Agency BPSS BUREAU OF PE Cleanup Required* R CLEANUP REC		08/05/2011

3. Select "Tasks" and "Reports".



4. A list of Task Deliverables will appear, automatically populated when the TA was generated. This list can be modified by the Site Manager to add new tasks or remove tasks. For example, if there were more than 7 tasks, or a new task was added after the Purchase Order was issued, or a task was removed after the Purchase Order was issued. However, the final task should always be Deliverable #7.

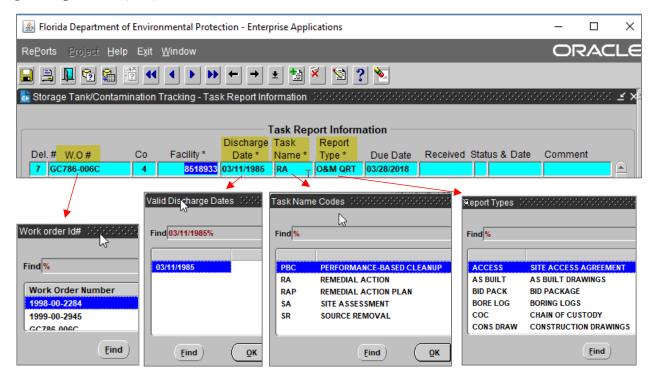
	<u></u>	Florida Department o	f Enviro	nmental Protec	tion - Enterp	orise Appli	cations				_		×
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1	s	torage Tank/Contam	ination	Tracking - Tas	k Report Info	ormation							erer 🛓
						ack Don	ort Inform	ation					
	_	<u> </u>						ation					
$\left(\right)$	D	el. # W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Stat	us & Date	Commer	nt
		7 GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	03/28/2018					
	F	GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	12/27/2017		Γ			
		3 GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	09/27/2017	09/27/2017				
		2 GC786-006C	4	8518933	03/11/1985	RA	O&M ANN	06/29/2017	06/29/2017	A	07/25/2017	Y6Q3 O&	м –
		GC786-006C	4	8518933	03/11/1985	RA	HASP	04/28/2017	04/28/2017	A	05/09/2017	HASP	
	7	7 GC786-006B	4	8518933	03/11/1985	RA	O&M QRT	03/23/2017	03/23/2017	A	04/24/2017	Y6Q2 O&	м
	1	5 GC786-006B	4	8518933	03/11/1985	RA	O&M QRT	12/23/2016	12/23/2016	A	01/24/2017	Y6Q1 O&	м
	(6 GC786-006B	4	8518933	03/11/1985	RA	AS BUILT	09/15/2016	09/15/2016	A	09/21/2016	AS BUILT	S
	4	4 GC786-006B	4		03/11/1985	RA	O&M ANN	09/01/2016	08/31/2016	A	09/13/2016	Y5Q4 AN	NUAL C
9			_							_			
1													

5. Tasks can be added or removed by selecting the "Create Record" or "Delete Record".

Florida Department of Environmental Protection - Enterprise	Applications
RePorts Project Help Exit Window	
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ᡖ Storage Tank/Contamination Tracking - Task Report Informa	tion (http://www.seconder.com

When adding tasks the Site Manager will be prompted to add the Facility ID, the Deliverable #, the W.O. # (the Task Assignment #), and the Discharge Date before the Task Name, Report, and Due Date can be added.

Several of the Task Report Information Columns require specific nomenclature and have lists for selecting the appropriate value. These lists can be accessed by selecting the appropriate box and pressing control (Ctrl) "L".



6. Site Managers need to update Deliverable Due Dates, Deliverable Received Dates, Completion Status, Deliverable Approval Date, and Comment. The Due Date should mirror the Purchase Order, or Request for Change dates. The Received Date is the date the Site Manager receives the Deliverable.

Due Date	Received	Stat	us & Date	Comment
03/28/2018		Π		
12/27/2017				
09/27/2017	09/27/2017			
06/29/2017	06/29/2017	A	07/25/2017	Y6Q3 O&M

The Status reflects the completion status of the Deliverable. Use control (Ctrl) "L", or use the 💽 button for a list of statuses:

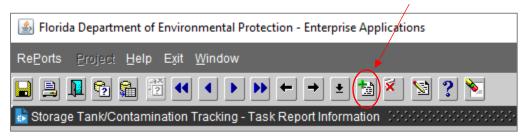
Comp	letion Status Codes	
Find	%	
A	APPROVED	
С	COMPLETE	-
D	DENIED	
1	INCOMPLETE	
P	PENDING	
R	RESCIND	

Commonly used status' include:

- "A" for approved is used when the Site Manager approves a Deliverable. "C" for complete, or "P" for pending might be used when a Deliverable is first received but has not been reviewed, but "A" should be entered when the Deliverable is approved and a Deliverable Review Approval Letter has been issued by the Site Manager.
- "W" for withdraw is used when a Task or Deliverable that was originally included in the scope of work is no longer necessary. For example, if a scope of work includes a Pilot Test, but after receiving site assessment data the Pilot Test is no longer necessary a "W" would be placed in the Pilot Test line item status. Withdraw is preferred over deleting the entire line item.
- 7. The Comments section can be used to clarify the Deliverable name, list the received date of supplemental material or date response to comments were requested and/or received. For example, these are entries a Site Manager may enter in the Comments section: "PO# 12345, Milestone #1: RAP", and "Sup Material Rec'd 01/01/2018". Press control (Ctrl) "E" to expand the editor.

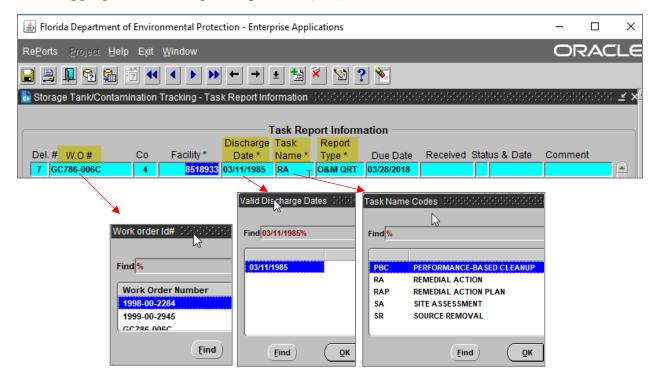
XI. ADDING RESPONSE TO COMMENTS

1. When response to comments are requested, a new task should be added to track the response to comments. Tasks can be added by selecting the "Create Record".



When adding a new task for response to comments, the Site Manager will be prompted to add the Facility ID, the Deliverable #, the W.O. # (the Task Assignment #), and the Discharge Date before the Task Name, Report, and Due Date can be added.

2. Several of the Task Report Information Columns require specific nomenclature and have lists for selecting the appropriate value. These lists can be accessed by selecting the appropriate box and pressing control (Ctrl) "L".



3. For the Report Type, INTERIM or REPSONSE can be selected.

F	Report Types 🔅		×
	Find %		
	PROPOSAL	PROPOSAL	
	RA LETTER	REMEDIAL ACTION LETTER REPORT	
$\left(\right)$	INTERIM	INTERIM REPORT	
	RESPONSE	RESPONSE TO NON TECHNICAL COMMENTS	
	SOURCE RE	SOURCE REMOVAL REPORT	
	SSA	SUPPLEMENTAL SITE ASSESSMENT REPORT	-
		Eind QK Cancel	

4. Site Managers should add the response to comment Due Date based on the turnaround time that they requested, and update the Received Date and Status, etc. like a regular Deliverable.

XII. RUNNING REPORTS: PAST DUE DELIVERABLES, DELIVERABLES DUE IN 30 DAYS

1. Select "RePorts" from the tool bar (it may be in different order on different STCM screens).

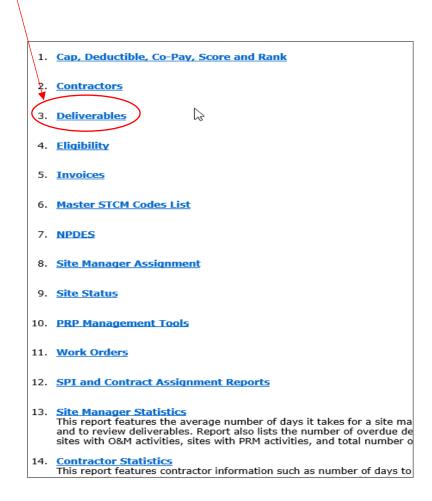
Florida Department of Environmental Protection - Enterprise Application	ations	\frown	_		×
Eacility Discharge Tasks Rayr Codes Media Poll Comm	nents <u>U</u> tilities	Histor RePorts He	elp Exit 🛂 🧲		ILE'
	🛛 😒 ? 🔌				
🚡 Storage Tank/Contamination Tracking - Discharge Information 🔅					≚ ×≏
Co / Facility* Facility Name and Address	M	anager SMITH_LJ	Role CSM		
4 8518933 HANDY WAY FOOD STORE #2889	Fa	acility Cleanup Status	ON	GO	
Facility Status 23702 US HWY 301	Hi	ighest Discharge Sco	re	35	
CLOSED LAWTEY	Florida Di	ischarge Record	1 of	1	

2. A new internet window will pop up with the Florida Department of Environmental Protection Storage Tanks/Contamination Monitoring Report Menu:

Storage Tanks &	
Contamination	DEPART MENT OF ENVIRONMENTAL PROTECTION
STCM Data Entry Main Report Menu	
Florida Department of Environmental Protection Storage Tanks/Contamination Monitoring Report Menu	
1. Accounting Data Reports	
2. FIRST Compliance Reports Portal	
3. Compliance Data Reports	
4. <u>Contamination Data Reports</u>	
5. Registration bata reports	
6. Tank Office Reports	
7. <u>Reference Code Reports</u>	
8. <u>Current STCM User Report</u>	
9. STCM User Documentation	

3. Select "Contamination Data Reports".

4. Select "Deliverables".



5. A new window will appear. This is where the Site Manager can access Deliverables to Be Reviewed, Deliverables Due Within 30 Days, Past Due Deliverables, and Work Orders and Task Assignments with Outstanding Deliverables.

1. Deliverables To Be Reviewed This report allows the user to view deliverables that have been submitted and need to be reviewed. Deliverables to be reviewed are those with a received date that do not have a status date. The results can be limited by team, site manager, district, or local program county: Tank Office ID, County, Facility ID, Received Date, Task, Report Type, Due Date, Discharge Date, Combined With, Discharge Cleanup Status, Eligibility, Score Site Manager, Site Manager End Date 2. Deliverables Due Within 30 Days This report allows the user to view deliverables due within the next 30 days. This report displays deliverables with a due date within the next 30 days that do not have a received date. The results can be limited by team, site manager, district, or local program county: Tank Office ID, County, Facility ID, Due Date, Task, Report Type, Discharge Date, Combined With, Discharge Cleanup Status, Eligibility, Score, Site Manager, Site Manager End Date 3. Past Due Deliverables This report allows the user to view deliverables that are past due. Past due 2 deliverables have a due date earlier than today and do not have a received date. The results can be limited by team, site manager, district, or local program county: Tank Office ID, County, Facility ID, Task, Report Type, Due Date, Discharge Date, Combined With, Discharge Cleanup Status, Eligibility, Site Manager, Site Manager End Date, Score. 4. Work Orders and Task Assignments with Outstanding Deliverables This report allows the user to view deliverables that are outstanding. Outstanding deliverables are those that have a completion status other than A, R, W or C. The results can be limited by fiscal year, team or site manager: Team (Tank Office), Site Manager, County ID, Facility ID, Work Order or Task Assignment Number, Fiscal Year, Task Report Type, Due Date, Status. 5. <u>Exit</u>

XIII. ACCESSING HISTORICAL PAYMENT DATA

1. After logging into STCM, select "Cleanup", "History", and "Historical Payments."

🕌 Florida Depa	irtment of Environme	ental Protection	n - Enterprise Ap	plications				_	×
Compliance	CLeanup CQdes Discharge Informat Workorder Imminent Threat Cleanup Site Mana Program Applicatio PCT Accounting Discharge Score E Facility Cap and De PAC Ceiling PCPP Discharge C Ineligible Facilities Partially Eligible Fac Pending Program / History PCT Conversion E Reference Codes Search and Query Tasks PCT Contractor Info NPDES Invoices Utilities	ger Assignme n and Eligibilit ntry eductible Inforr eiling and <u>B</u> eason(s cilities and Re Applications ar	ent ty Data Entry mation s) eason(s)	Application Application AMIC PCT Cleanup I Deleted/M Eligibility Enforcem Insurance RA SRC H Score His Task Hist Cleanup I	on History T History Insurance Moved Disc History e Policy His History story	Cap His harge R	etory		
Record: 1/1					Payments				

2. Enter the 7-digit facility ID number in the Facility ID Cell, and press F12 to execute the query.

S Florida Department of Environmental Protection - Enterprise Applications	– 🗆 X
Re <u>P</u> orts <u>Project</u> <u>H</u> elp Exit <u>W</u> indow	ORACLE
📩 Storage Tank/Contamination Tracking - PCT Historical Payments 🗆 🕬 🕬	644444444444444444444444444444444444444
PCT Historical Paymen	nts
Facility ID Data set Activity Date To	otal Payment
	FCFS Total

3. The payment records for the facility should appear. Note, the data provided is for each facility ID and is <u>not</u> discharge specific.

Itemized payments are show in the center of the screen. Totals for each type of costs are shown in the column to the right of the screen.

Note the text at the bottom of the screen. The Total Payments amount may include costs which do not apply to the CAP:

This data is available as a tool to assist in determining the total amounts spent at facility level only and associated with a particular discharge. These amounts do not exclude costs associated with Limited Source Removal Initiative in Conjunction with an Early Underground Storage Tank Upgrade (Funding Priority 2J) or Innovative Technology (Funding Priority 2W) which are not applicable to cleanup funding caps.

XIV. ACCESS TO TECHNICAL DOCUMENT REVIEW TRACKING

1. After logging into STCM, select "Cleanup", "Technical Document Review", and "Retrieve"

🚳 Florida Department of Environm	ental Protection - Enterprise Applications	
Accounting ADmin Compliance	CLeanup COdes Registration Search/Query	S <u>T</u> atistics Re <u>P</u> orts <u>H</u> elp E <u>x</u> it
Storage Tank/Contamination Tr	Workorder Imminent Threat Cleanup Site Manager Assignment Program Application and Eligibility Data Entry PCT Accounting Delete/Move Discharge Records Discharge Score Entry Facility Cap and Deductible Information PACP Discharge Ceiling Ineligible Facilities and Reason(s) Partially Eligible Facilities and Reason(s) Pending Program Applications and Reason(s) History PCT Conversion Exceptions Reference Codes Search and Query Tasks	
Stor	PCT Contractor Information Technical Document Review	Retrieve racking
0.01	NPDES Invoices	New
-		Codes
ORA	CLE FU	rePorts • RePorts

2. Pull all records for a Facility by entering the 7 digit Facility Identification Number then F12.

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		Note:	Sal	act the	record and	Press PAGE DOWN	l or Double click to	view do	cument details		
		14016.	061	coruic	record and	I TESST AGE DOM	V OF DOUDIE CITCK I	, view 00	cument details.		
Log	Count	Facility		Doc		Reviewer	Date C	ontracto	Consultant	Review	Action
Number		ID Pro	ogra	am Type			Received	ID		Status	
35281	52	8623590	N	SA	GW SAME	BLAND_M	04/03/2018	00299			
35284	52	8623590	N	SA	GW SAME	BLAND_M	03/29/2018	00299			
35089	52	8623590	N	RA	GWS	SVEC_J	03/20/2017	00000			
8390	52	8623590		RA	STATUS-	WEBB_M	09/06/1994		EMCON		
7106	52	8623590		RA	STATUS-	WEBB_M	03/07/1994		EMCON		
3431	52	8623590		RA	RECORD	WEBB_M	04/27/1992		GWL		
2623	52	8623590	1	RA	RAP	WEBB_M	09/16/1991		GWL		
2556	52	8623590	1	RA	RAP	WEBB_M	08/26/1991		GWL		
16888	52	8623590	1	SA	CARA	WIBMER_G	03/11/1991		GWL		L
16827	52	8623590	Í.	SA	CAR	WIBMER_G	10/11/1990		GWL		L

3. For Details press the Page Down Button

Retrieve New Code	es re⊵orts Re⊵orts <u>H</u> elp Exit <u>W</u> indow			ORACI	Le
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뷶 Storage Tank/Conta	mination Tracking - Technical Document Review	, 566-566-666-666-666-666-666-666-666-666	202002000000000		× .
τ.	abolical Decomposit Details				
Te	chnical Document Details		Review Details		
Log Number	35281			Date Hours	
Facility ID *	52 8623590	Reviewer*	Date Assigned *	Completed Hours	
Facility Name	SPEEDWAY #6435				
Address	3225 34TH ST N	BLAND_M	04/06/2018		-
Address2					
City	SAINT PETERSBURG State FL				
Zip	33713 -			<u> </u>	
Document Type *	SA				
Report Type[List]	·				
Report Type[Other]	Clear Report Type				
Report Type *	GW SAMPLING			<u> </u>	
Program	N (Y/N) District Support Y (Y/N)		<u> </u>		
Date Received * Contractor ID *	00299 - EARTH SYSTEMS INC.	10		, , ,	_
Consultant		Note:	is to be continued wh	an a Tashaisal Day	
Review Status	-	A reviewer does not hav Detail record is created		en a recifical Doc	uin
Action		Reviewer and Date Ass	igned are required w	hen a Review Deta	ail
Comments		record is created.			

4. TDR Action Codes

Discontinu Date

5. TDR Status Codes

Ports Bro	jact ∐elp Exit ∭indow	
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Storage Tar	nk/Contamination Tracking - Review Status Codes	
Review	Description *	Discontinued Date
A	APPROVED	
C	COMMENTS	
D	DENIED	
F	FILE	
I.	INCOMPLETE	
R	REASSIGNED	
Т	CONTINUE	