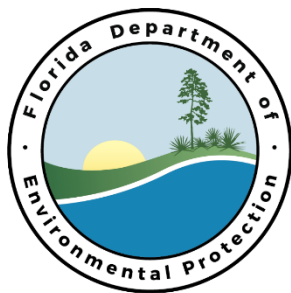




SITE MANAGER'S STCM QUICK TIPS & USER GUIDE

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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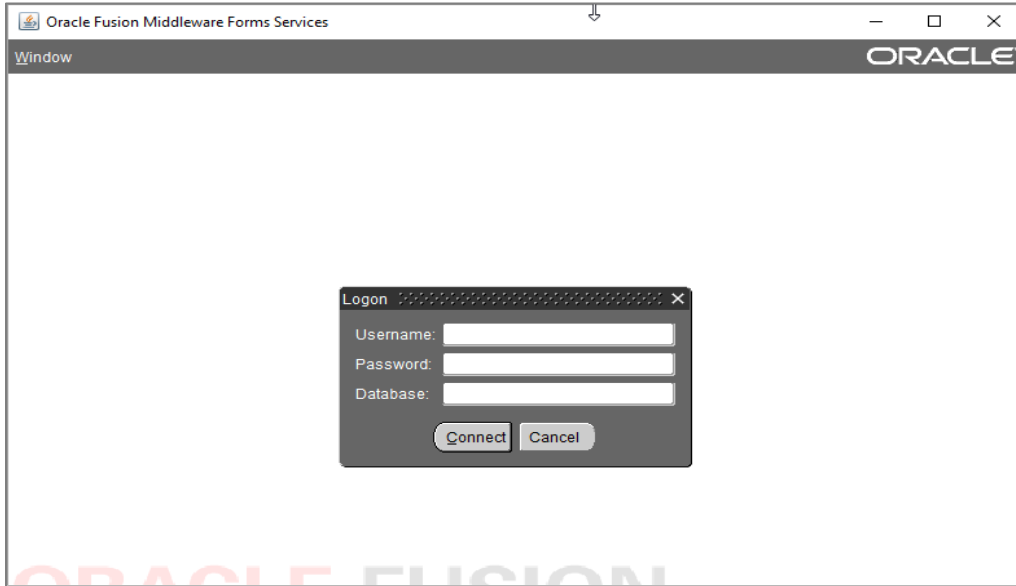
I. QUICK TIPS

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: 
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: 
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. <https://floridadep.gov/waste/petroleum-restoration/content/database-reports-site-files> 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.

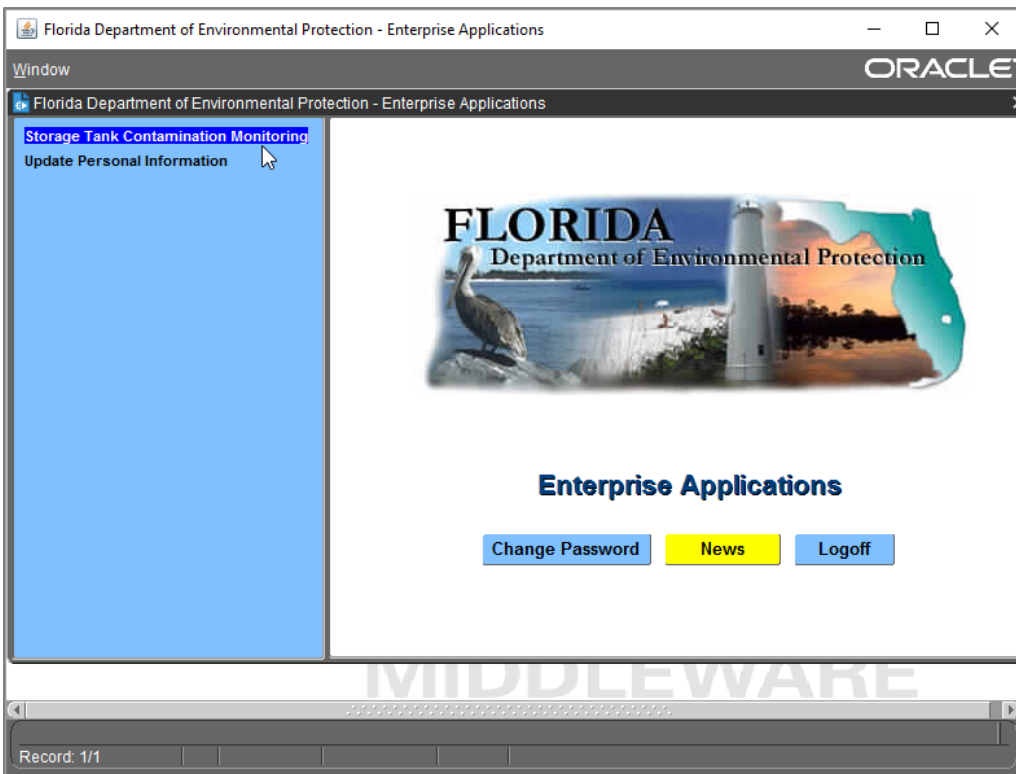


II. SEARCHING FOR A FACILITY

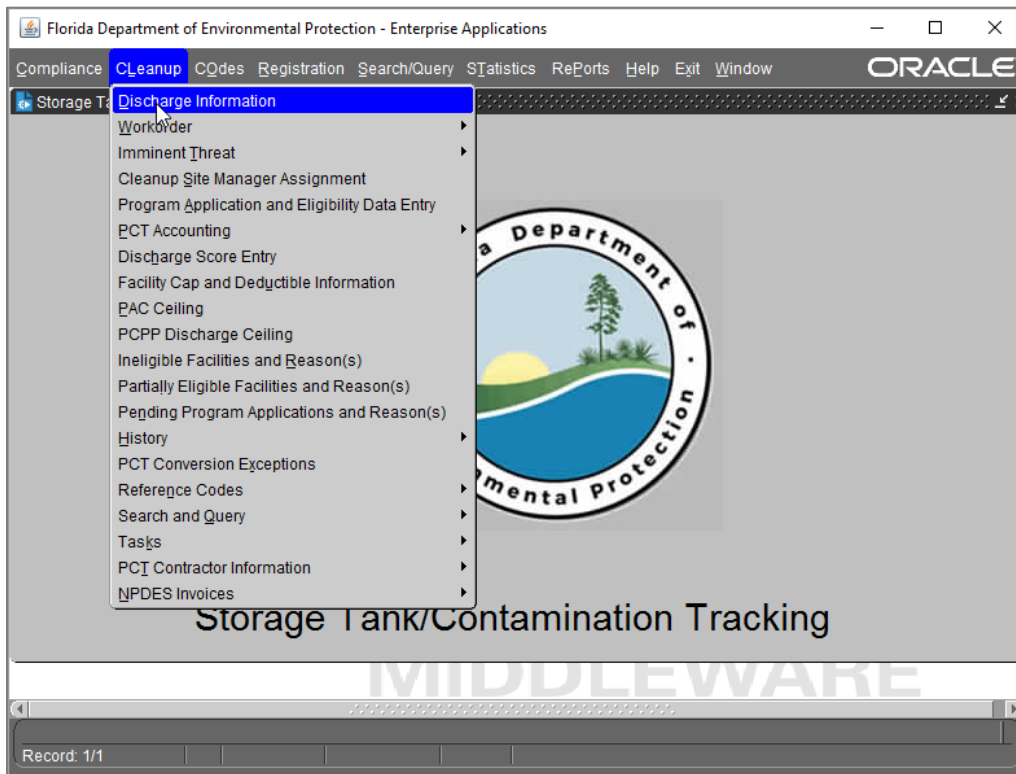
1. To log into STCM, Enter your Username and Password. Enter "ORAPROD" into the Database field and click Connect.



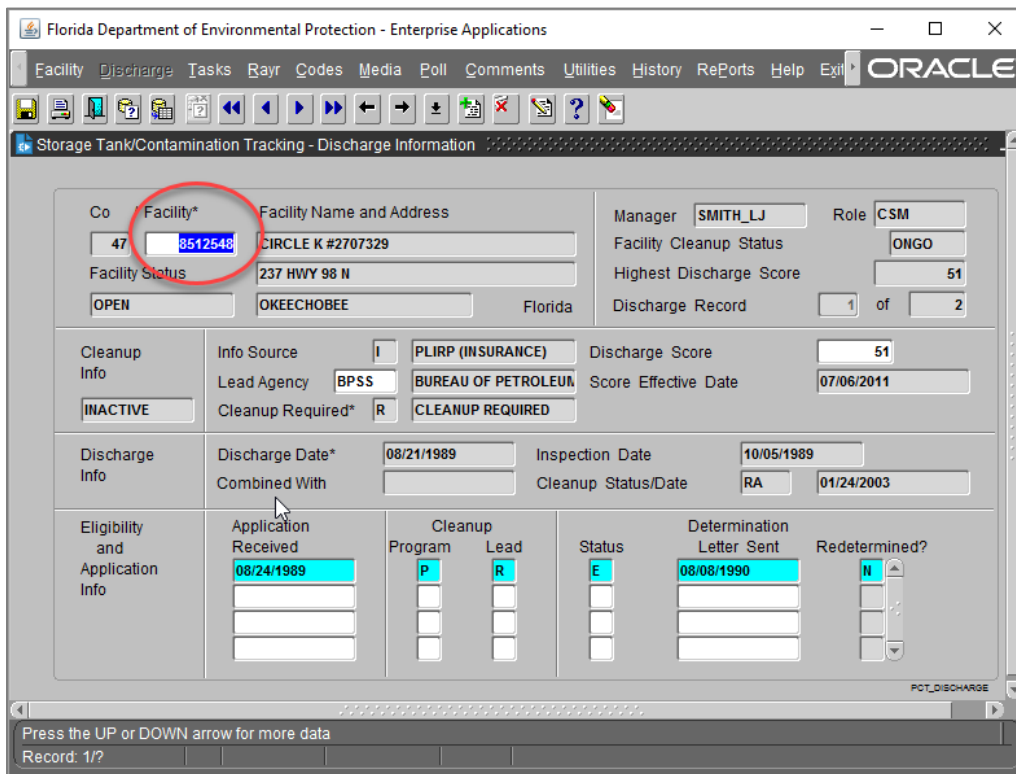
2. Select Storage Tank Contamination Monitoring. Note, you can update your personal information (email, phone, etc.) and your password at this main screen. When the News icon is yellow, there is News that has not yet been reviewed.



3. Select "Cleanup" and "Discharge Information".

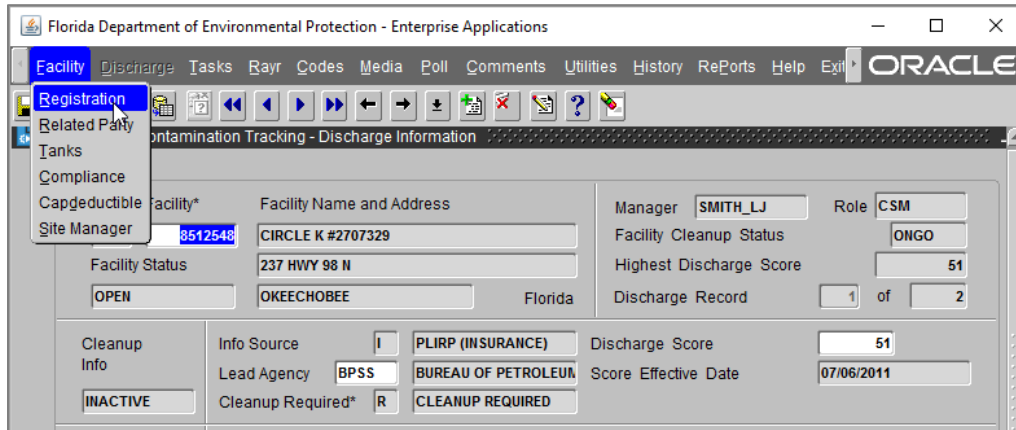


4. Enter the 7-digit facility ID and press the F12 button on your keyboard.

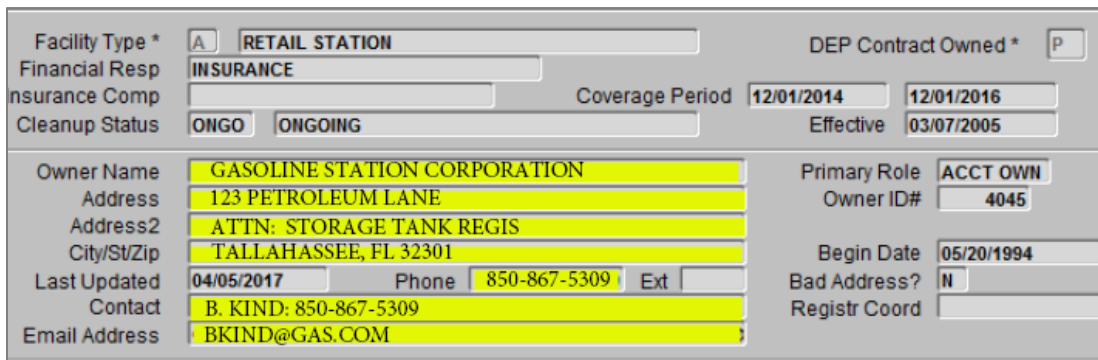


III. VERIFYING PROPERTY OWNER & RELATED PARTIES

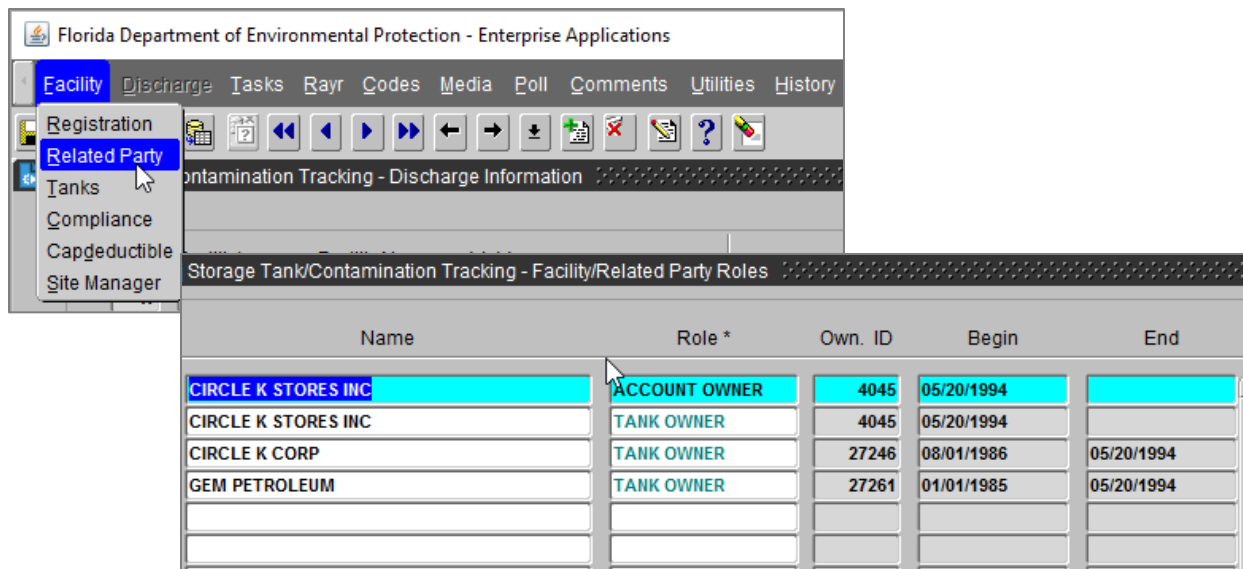
1. Select "Facility" and "Registration".



2. Verify the current owner name and contact information.



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



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

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

Facility_Detail Comments RePots Help Exit Window ORACLE

Storage Tank / Contamination Tracking - Related Party

Name: GATE PETROLEUM CO.
 Number: 29167 FEIN:
 Address: 9540 SAN JOSE BLVD

 City/ST: JACKSONVILLE FL 32217
 Phone: (904)737-7220 Ext. Bad Address
 Contact: T E BLACKWELDER
 Email Address:
 Registr Coordinator:
 Last Updated on: 03/01/1997 By: STCM

Balance Due: Overage: Time Stamp:

FAC ID *	Cty	Facility Name	Role	Begin Dt	End Dt	T	Stat
9808604	48	GATE FUEL SERVICE	RESP PTY	11/13/2006		Q	CLOS
8512944	48	PEACE 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	PRECISION TUNE	TANK OWN	12/03/1986	05/20/1994	C	CLOS

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.

The screenshot displays the 'Storage Tank/Contamination Tracking - Discharge Information' page. The top menu bar includes 'Facility', 'Discharge', 'Tasks', 'Raw', 'Codes', 'Media', 'Poll', 'Comments', 'Utilities', 'History', 'RePorts', 'Help', and 'Exit'. The toolbar contains various icons, including navigation arrows. The main form area is divided into several sections:

- Facility Information:** Co / Facility* (47 / 8512548), Facility Name and Address (CIRCLE K #2707329), Facility Status (OPEN), and Location (OKEECHOBEE, Florida).
- Manager and Role:** Manager (SMITH_LJ), Role (CSM), Facility Cleanup Status (ONGO), and Highest Discharge Score (51).
- Discharge Record:** A section showing 'Discharge Record 1 of 2', which is circled in red.
- Cleanup Info:** Info Source (PLIRP (INSURANCE)), Lead Agency (BPSS), Cleanup Required* (R), Discharge Score (51), and Score Effective Date (07/06/2011).
- Discharge Info:** Discharge Date* (08/21/1989), Inspection Date (10/05/1989), Combined With, and Cleanup Status/Date (RA, 01/24/2003).
- Eligibility and Application Info:** Application Received (08/24/1989), Cleanup Program (P), Lead (R), Status (E), Determination Letter Sent (08/08/1990), and Redetermined? (N).

Red arrows point from the text in the instructions to the navigation arrows in the toolbar and the 'Discharge Record' section in the form.

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".

Florida Department of Environmental Protection - Enterprise Applications

Facility Discharge Tasks Rayr Codes Media Poll Comments Utilities History RePorts Help Exit ORACLE

Registration
Related Party
Tanks
Compliance
Capdeductible
Site Manager

Facility* 8512548
Facility Name and Address CIRCLE K #2707329
Facility Status OPEN
237 HWY 98 N
OKEECHOBEE Florida
Manager SMITH_LJ Role CSM
Facility Cleanup Status ONGO
Highest Discharge Score 51
Discharge Record 2 of 2

Cleanup Info
Info Source D DISCHARGE NOTIFICATI
Lead Agency BPSS BUREAU OF PETROLEUM
Cleanup Required* R CLEANUP REQUIRED
Discharge Score 51
Score Effective Date 07/06/2011

Discharge Info
Discharge Date* 02/15/1994
Inspection Date 03/18/1994
Combined With
Cleanup Status/Date RA 07/21/2016

Eligibility and Application Info
Application Received 03/23/1994
Cleanup Program P Lead R Status E
Determination Letter Sent 04/08/1994
Redetermined? N

Program Cap and Deductible
Record: 2/2

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

Florida Department of Environmental Protection - Enterprise Applications

RePorts Project Help Exit Window ORACLE

Storage Tank/Contamination Tracking - Discharge Cleanup Acct. Cap, Deductible & Paid Figures

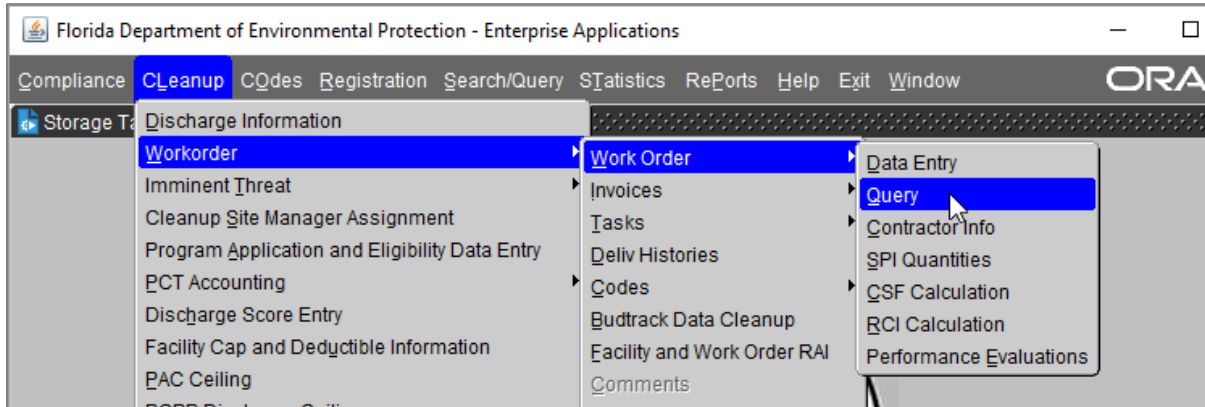
Facility Details Payment Information

Discharge Cleanup Account * Cap, Deductible & Paid Figures

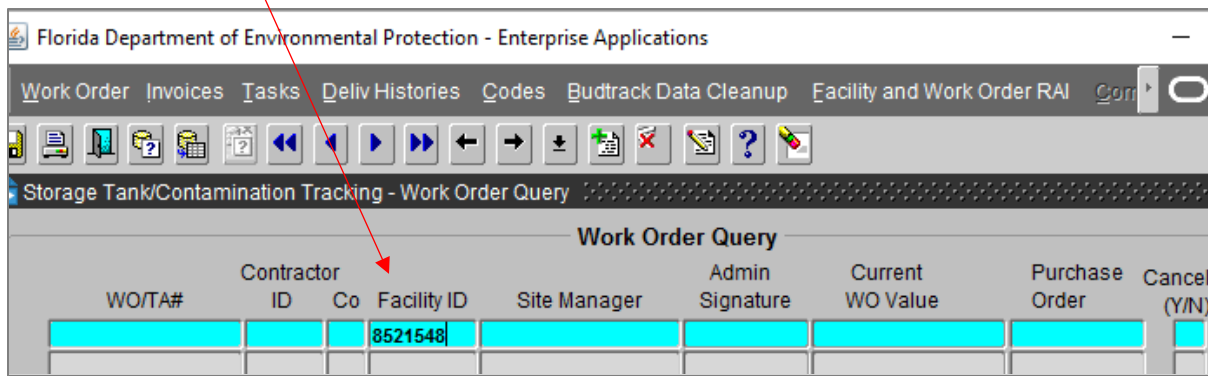
Co	Facility *	Facility Name	Discharge Date *	Adm Prg	CAP Amount	Deduct Amount	Deduct Paid
47	8512548	CIRCLE K #2707329	02/15/1994	P A	400000	500	500

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

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



2. Enter facility ID and press F12.



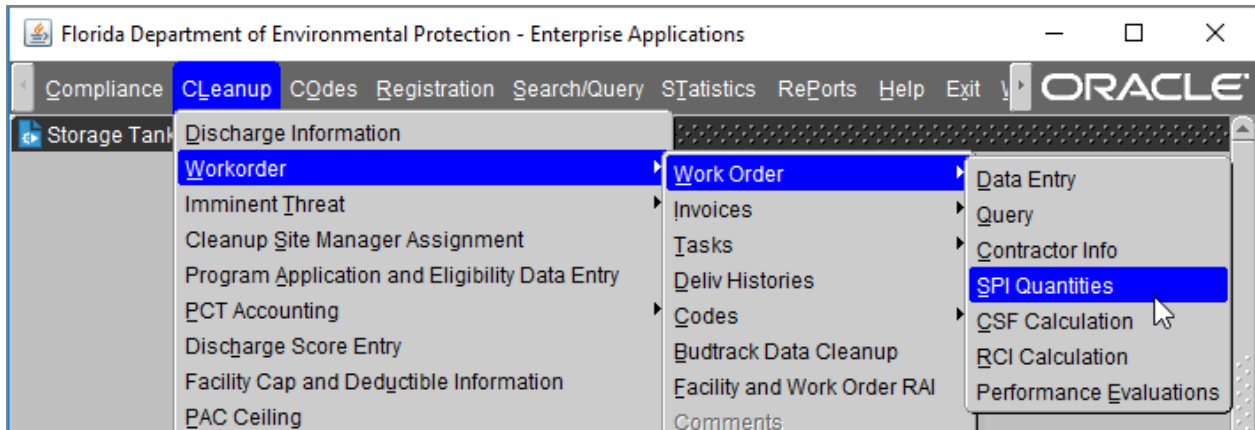
3. The results should look like this:

The screenshot shows the results of the 'Work Order Query'. The table has the following columns: WO/TA#, Contractor ID, Co, Facility ID, Site Manager, Admin Signature, Current WO Value, Purchase Order, and Cancelled WO RAI (Y/N). The first row is highlighted in cyan, and several other rows have a yellow background. A note at the bottom states: 'Double-click or press Page Down to view the work order detail. Yellow Background Indicates Site Manager Is Not Current'.

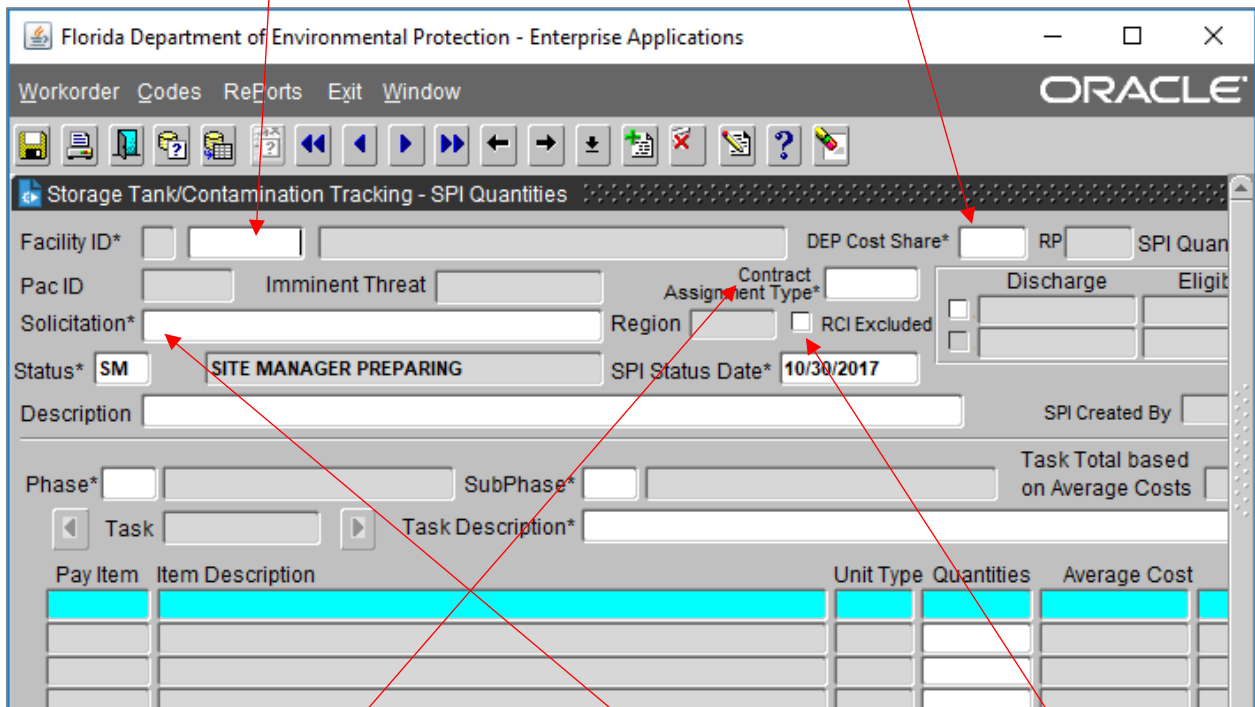
WO/TA#	Contractor ID	Co	Facility ID	Site Manager	Admin Signature	Current WO Value	Purchase Order	Cancelled WO RAI (Y/N)
2000-16-0843	00142	16	8521548	MCINTOSH_A	09/13/1999	\$2,952.61		N
2000-16-0859	00142	16	8521548	MCINTOSH_A	09/13/1999	\$4,119.50		N
2001-16-1321	00142	16	8521548	DUVAL	10/24/2000	\$2,846.11		N
2002-16-2043	00142	16	8521548	KELLEY_B	10/26/2001	\$13,860.05		N
2005-16-W08832	00142	16	8521548	BELL_P		\$0.00		Y
2006-16-W09327	00142	16	8521548	BELL_P	08/09/2005	\$25,748.60		N
2007-16-W06033	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	MALLET_T	08/24/2009	\$730.17		N
2010-16-W90799	00142	16	8521548	MALLET_T	06/21/2010	\$28,409.86		N
2011-16-W92974	00142	16	8521548	DAVID_AR	01/19/2011	\$16,076.85		N
2012-16-W0407A	00787	16	8521548	DAVID_AR	04/02/2012	\$9,802.79		N
2013-16-W4745A	00787	16	8521548	JENNINGS_LM	03/26/2013	\$15,198.31		N
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".



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



3. Select the Contract Assignment Type. Press control (Ctrl) and "L" for a list of assignment types (e.g. "SCOPE" for direct assign).
4. 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.
5. Select RCI Excluded, if appropriate: exclude for Cost Share \geq 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.

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window ORACLE

Storage Tank/Contamination Tracking - SPI Quantities

Facility ID* 04 8518933 HANDY WAY FOOD STORE #2889 DEP Cost Share* 100.00 RP .00 SPI Quan

Pac ID Imminent Threat APPROVED Contract Assignment Type* SCOPE Discharge 03/11/1985 Eligit

Solicitation* SOLICITATION 2014004C-NRAD NORTH REGION Region NRAD RCI Excluded

Status* SM SITE MANAGER PREPARING SPI Stat

Description

Phase* SubPhase* Task Total based on Average Costs

Task Task Description*

Pay Item	Item Description	Unit Type	Quantities	Average 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 APPROVED Contract Assignment Type* Discharge 03/11/1985 Eligit

Solicitation* Region RCI Excluded

Status* SM SITE MANAGER PREPARING SPI Status Date* 10/30/2017

Description

Phase* SubPhase* Task Total based on Average Costs

Choose a Cleanup Phase

Code	Description
PBC	PERFORMANCE-BASED CLEANUP
RA	REMEDIAL ACTION
SA	SITE ASSESSMENT
SR	SOURCE REMOVAL

Choices in list 4
Record: 1/1 List of Values

Phase* RA REMEDIAL ACTION SubPhase* NAM NATURAL ATTENUATION MONITORING Task Total based on Average Costs

Task 1 Task Description*

- 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.

- 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.

- 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.

Florida Department of Environmental Protection - Enterprise Applications

Workorder Codes RePorts Exit Window

Pac ID Imminent Threat APPROVED Contract Assignment Type* SCOPE Discharge Eligibility Score
Solicitation* SOLICITATION 2014004C-NRAD NORTH REGION Region NRAD RCI Excluded 03/11/1985 EDI 35
Status* SM SITE MANAGER PREPARING SPI Status Date* 10/30/2017 SPI Created By SMITH_LJ
Description DIRECT ASSIGN EXAMPLE, ATC NAME AND CONTRACTOR ID, NO CAP - EDI

Phase* RA REMEDIAL ACTION SubPhase* NAM NATURAL ATTENUATION MONITORING Task Total based on Average Costs \$331.69

Task 1 Task Description* HASP

Pay Item	Item	Unit Type	Quantities	Average Cost	Total
1.	OFFICE ACTIVITIES				
1-1.	FILE REVIEW	REWV		\$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		\$0.00	
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 C	AGREE		\$0.00	
1-6.	PROJECT SPECIFIC FINANCIAL GUARANTEE BOND (IF REQUIRED BY DEP)	REIM		\$1.00	

OTHER Items

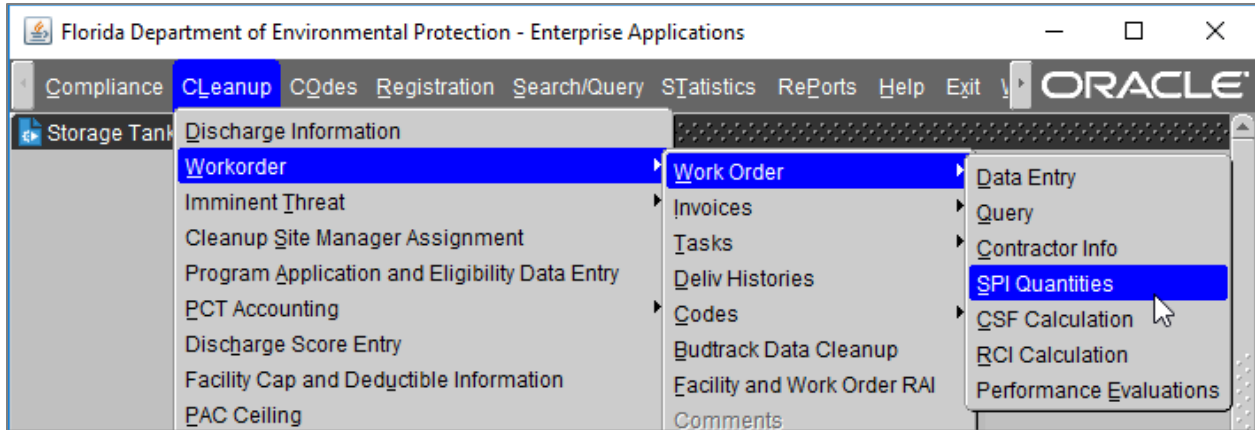
View Task Scope of Work View Entire Scope of Work

Task items for this scope of work have been committed successfully.
Record: 2/460

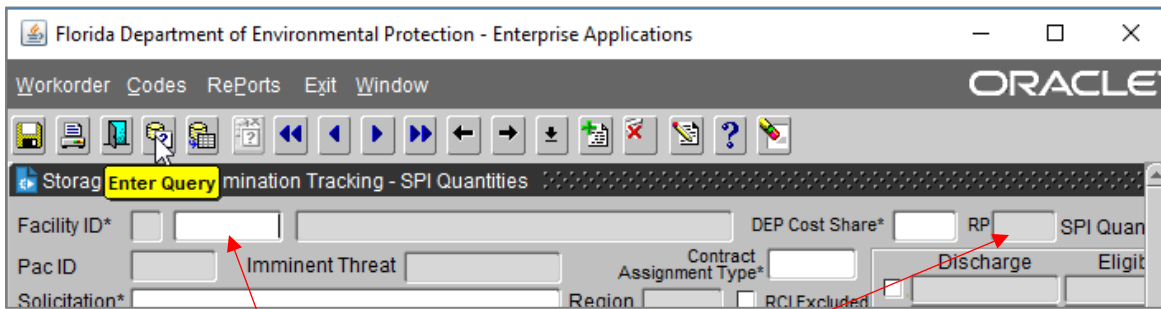
13. To view a Task or the entire SOW, select the applicable view button.

VIII. REVIEW/RETRIEVE AN EXISTING SPI QUANTITIES RECORD

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

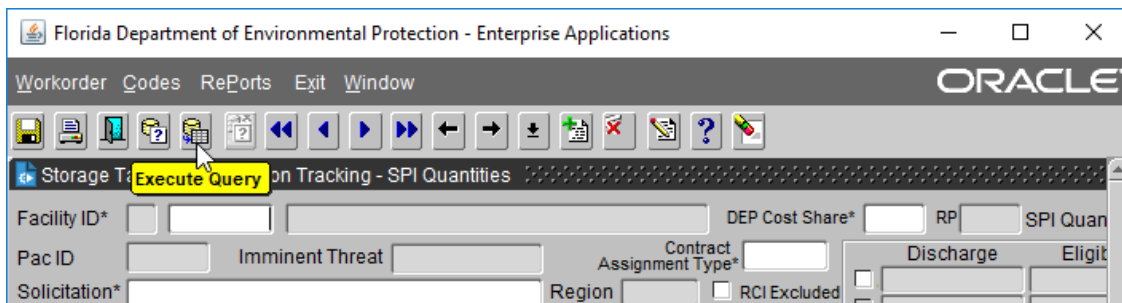


2. Select the Query button, or press F11.



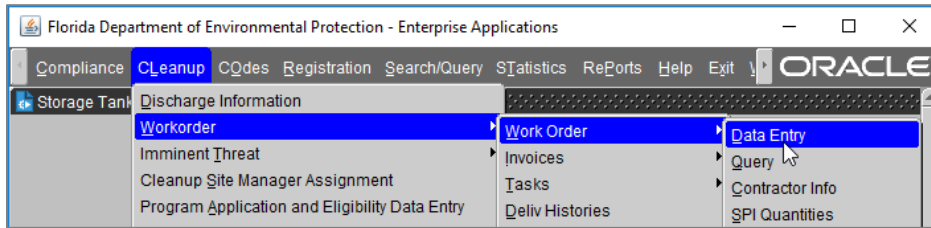
3. Enter the Facility ID or the SPI Quantities number.

4. Select the Execute Query button, or press F12.

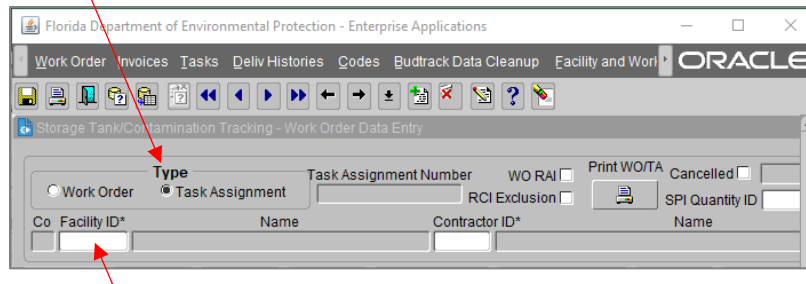


IX. CREATING A TASK ASSIGNMENT (TA)

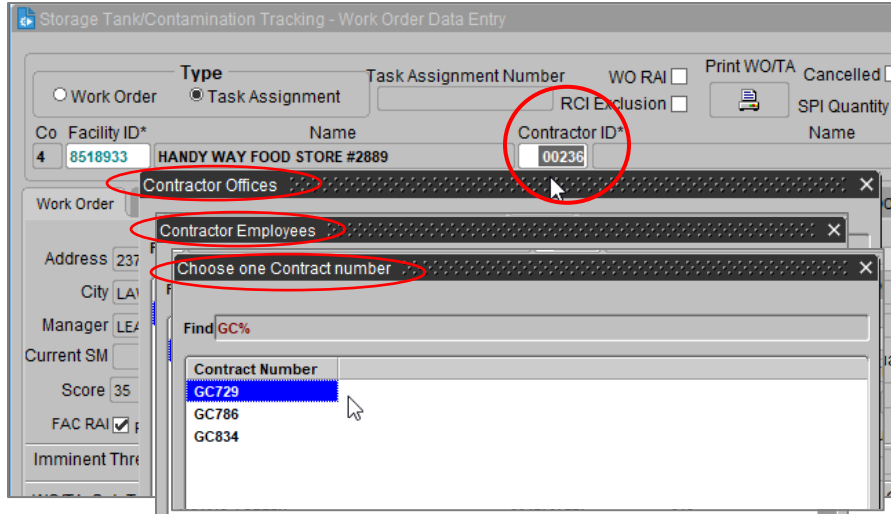
1. Select “Cleanup”, “Workorder”, “Work Order”, and “Data Entry”.



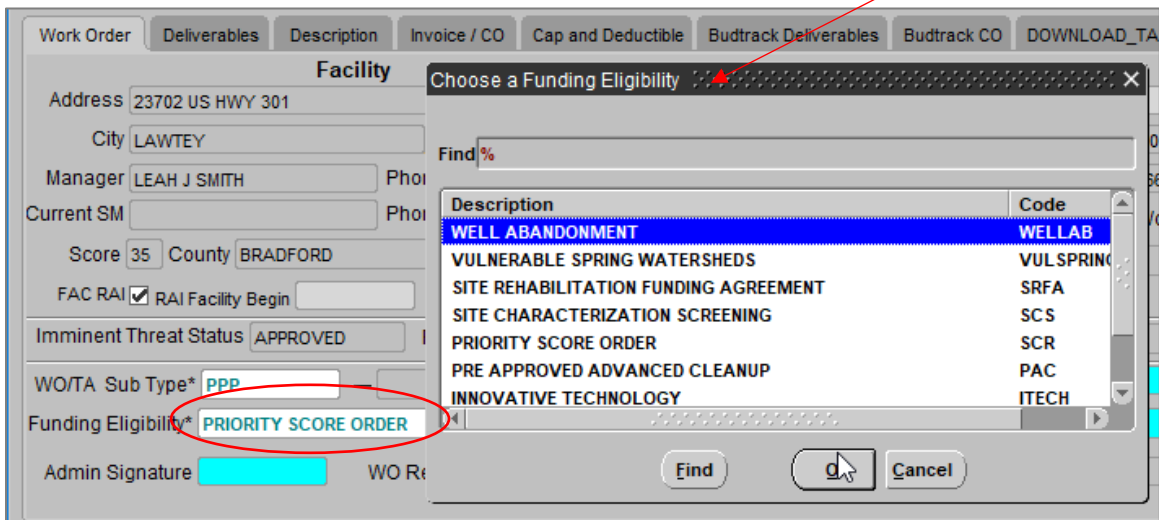
2. Select Task Assignment.



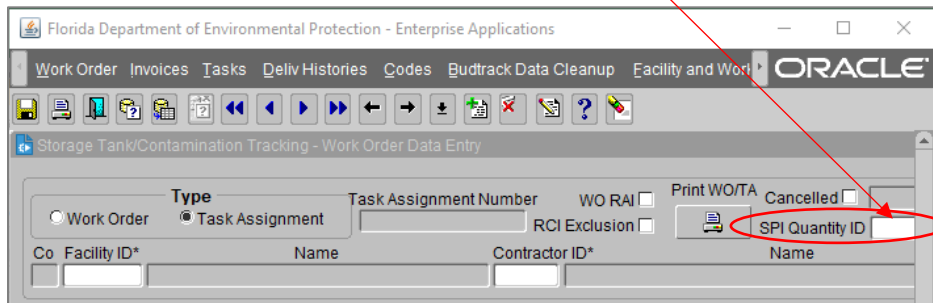
3. Enter the seven-digit Facility ID and press Tab. The Facility name, address, zip code, Site Manager, phone number, score, and County name will automatically populate. If Work Order is accidentally selected, or if the Facility ID is entered incorrectly and then saved the Work Order will have to be 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



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



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



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

PAY ITEM	DESCRIPTION	UNIT OF MEASURE	UNITS	NEGOTIATED ITEM PRICE	TOTAL EXTENDED PRICE	UNITS	UNITS
3-1.	Mobilization, Light Duty Vehicle (car or 1/2 ton truck) - ≤ 100 miles each way	Per Round Trip	1	\$ 578.64	\$ 578.64	0	0
8-1.	Monitoring Well Sampling with Water Level, ≤ 100 foot depth	Per Well	31	\$ 167.51	\$ 5,192.81	0	0
8-11	Electronic Data Deliverables (EDD)	Per Sampling Event	1	\$ 140.31	\$ 140.31	0	0

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

17. Select the Phase & SubPhase. Use control (Ctrl) "L" for a list of phases to choose from.

18. 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.

20. Enter the remaining 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.

The screenshot shows a software interface with a 'Description' tab selected. The 'Type' is set to 'Task Assignment' and the 'Work Order Number' is 'GC786-006C'. The 'Name' field contains 'HANDY WAY FOOD STORE #2889'. A text box at the bottom contains the text: 'This Task Assignment is prepared based on the accepted Scope of Work and in accordance to the Schedule of Pay Items Rate Sheet.'

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

The screenshot shows the 'Work Order' main tab selected. The 'Print WO/TA' button is highlighted with a red circle. The 'Work Order Number' is 'GC786-006C' and the 'Name' is 'HANDY WAY FOOD STORE #2889'. The 'SPI Quantity ID' is '8758'.

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

The screenshot shows a 'Forms' dialog box with the text: 'Please select one of the following options. Terms and Conditions should be printed from Template workbooks when applicable.' The 'Cover Page' button is highlighted with a red circle.

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

Print-Formatted
T

Florida Department of Environmental Protection-Division of Waste Management-Bureau of Petroleum Storage Systems

Petroleum Restoration Program Task Assignment

FDEP Contract Number: _____ FDEP Facility Id #: 04/0518933 Score: 35 Site Name: _____ Address (Street, City): _____ Contractor Name: _____ Contractor Address: _____ Contractor Representative: _____ FDEP/LP Site Manager: _____ FDEP Contract Manager: _____ Cleanup Phase: _____ Cleanup Activity: _____ Task Assignment Description: _____	Task Assignment #: _____ Category: _____ Object Code: _____ HANDY WAY FOOD STORE #2882 23702 US HWY 301, LAWTEY _____ _____ _____ _____ _____ _____ Remedial Action OPERATION AND MAINTENANCE	Cost Center #: _____ Module: _____ EO: JG Eligibility: SCR County: Bradford CID #: _____ FEID #: _____ Phone #: _____ Phone #: _____
---	--	---

All work, including change orders (COs), must be approved by the Department prior to the work being performed or the costs being incurred.
This Task Assignment is prepared based on the accepted Scope of Work and in accordance to the Schedule of Pay Items Rate Sheet.

Deliverable 1:	HEALTH AND SAFETY PLAN	Due Date 1:	Apr. 28, 2017
Deliverable 2:	ANNUAL O&M REPORT	Due Date 2:	Jun. 29, 2017
Deliverable 3:	QUARTERLY O&M REPORT	Due Date 3:	Sep. 27, 2017
Deliverable 4:	QUARTERLY O&M REPORT	Due Date 4:	Dec. 27, 2017
Deliverable 5:		Due Date 5:	
Deliverable 6:		Due Date 6:	
Final Deliverable:	QUARTERLY O&M REPORT	Final Due Date:	Mar. 28, 2018

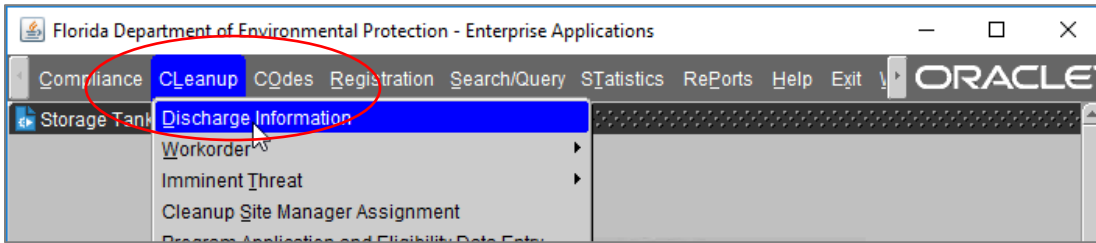
Period of Task Performance: _____ Last Signature Date: _____ To: **April 27, 2018**

Only secure content is displayed. [What's the risk?](#)
Show all content

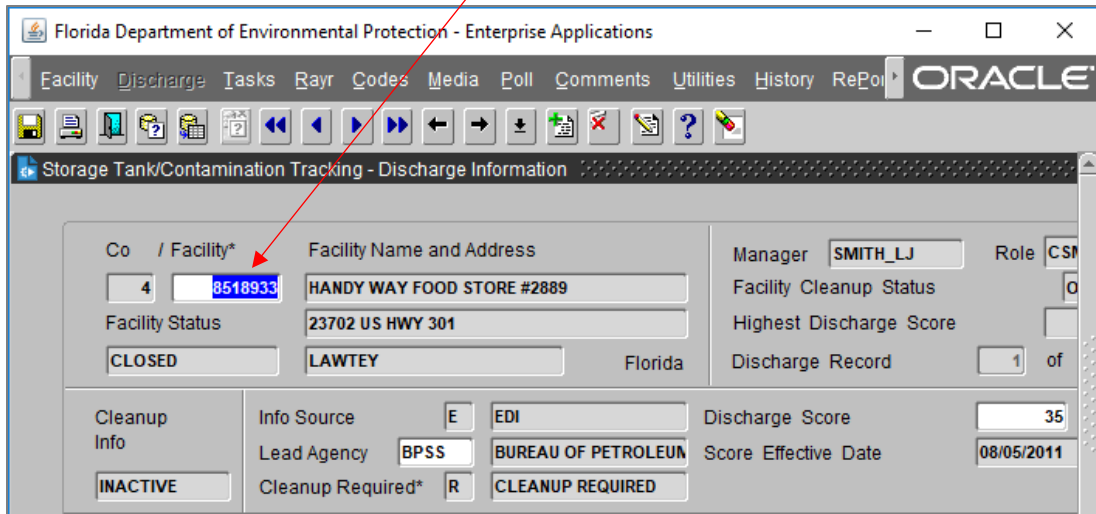
Print and hand write the priority code in the upper right-hand corner.

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

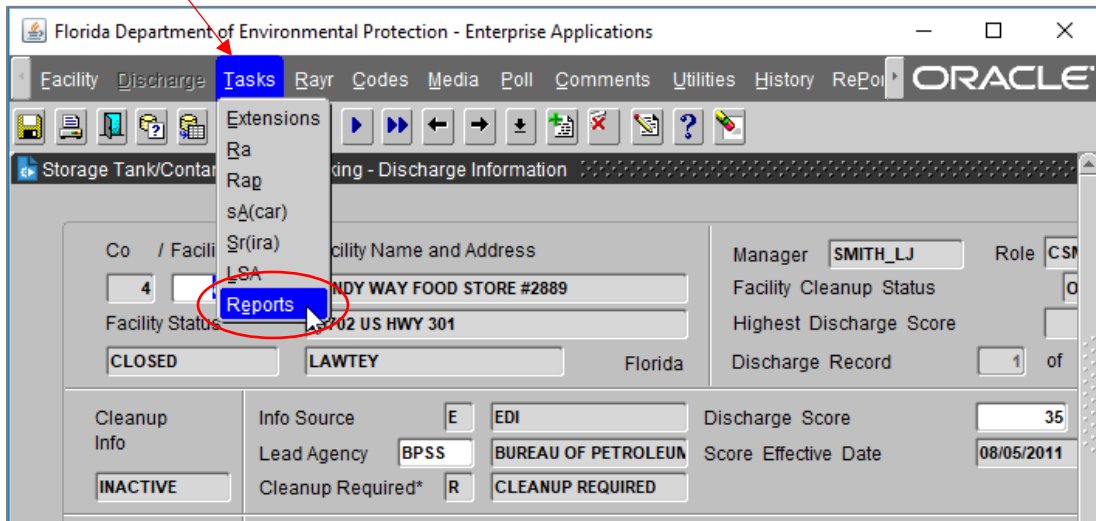
1. Select "Cleanup" and "Discharge Information".



2. Enter the Facility ID and press F12.



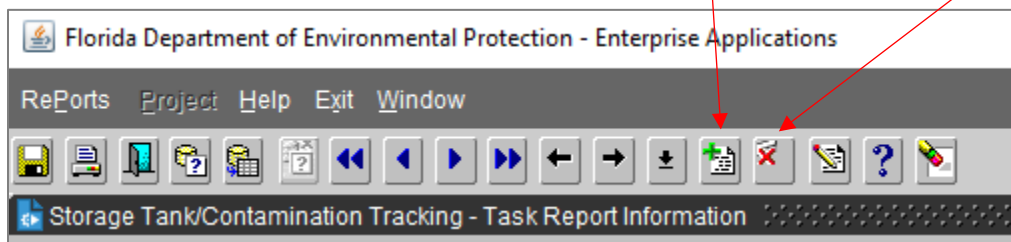
3. Select "Tasks" and "Reports".



- 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.

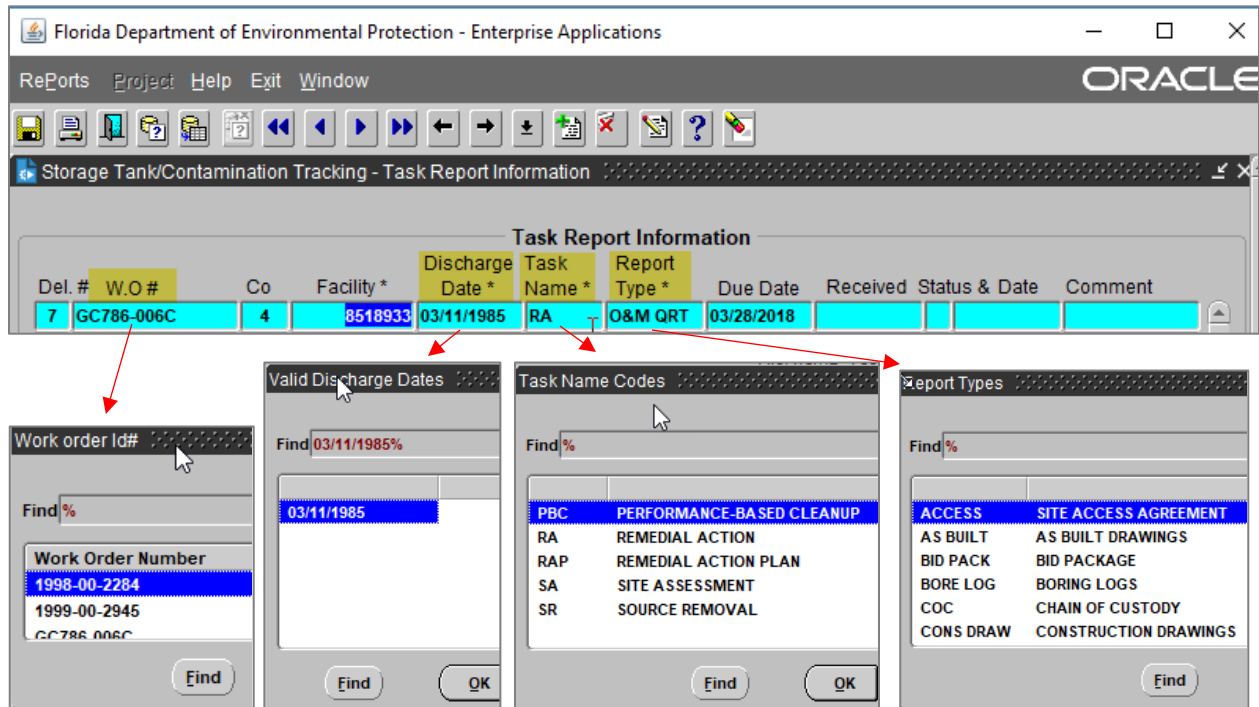
Del. #	W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Status & Date	Comment
7	GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	03/28/2018			
4	GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	12/27/2017			
3	GC786-006C	4	8518933	03/11/1985	RA	O&M QRT	09/27/2017	09/27/2017		
2	GC786-006C	4	8518933	03/11/1985	RA	O&M ANN	06/29/2017	06/29/2017	A	07/25/2017 Y6Q3 O&M
1	GC786-006C	4	8518933	03/11/1985	RA	HASP	04/28/2017	04/28/2017	A	05/09/2017 HASP
7	GC786-006B	4	8518933	03/11/1985	RA	O&M QRT	03/23/2017	03/23/2017	A	04/24/2017 Y6Q2 O&M
5	GC786-006B	4	8518933	03/11/1985	RA	O&M QRT	12/23/2016	12/23/2016	A	01/24/2017 Y6Q1 O&M
6	GC786-006B	4	8518933	03/11/1985	RA	AS BUILT	09/15/2016	09/15/2016	A	09/21/2016 AS BUILTS
4	GC786-006B	4	8518933	03/11/1985	RA	O&M ANN	09/01/2016	08/31/2016	A	09/13/2016 Y5Q4 ANNUAL C

- Tasks can be added or removed by selecting the “Create Record” or “Delete Record”.




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.

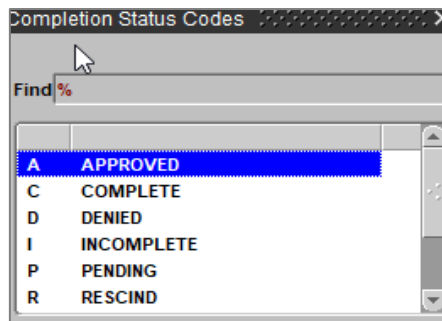
Several of the Task Report Information Columns require specific nomenclature and have lists for selecting the appropriate value. These lists can be accessed by selecting the appropriate box and pressing control (Ctrl) "L".



- 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	Status & Date	Comment
03/28/2018			
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:



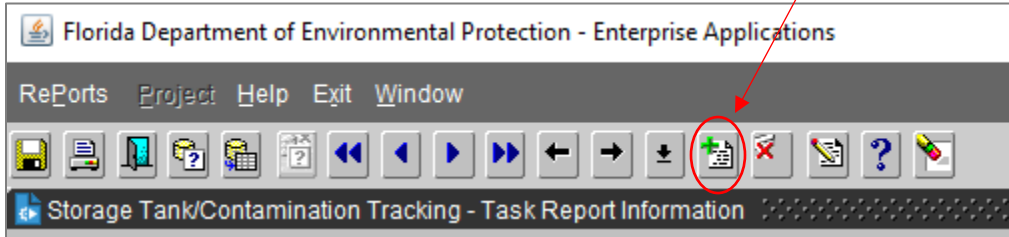
Commonly used status' include:

- "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.

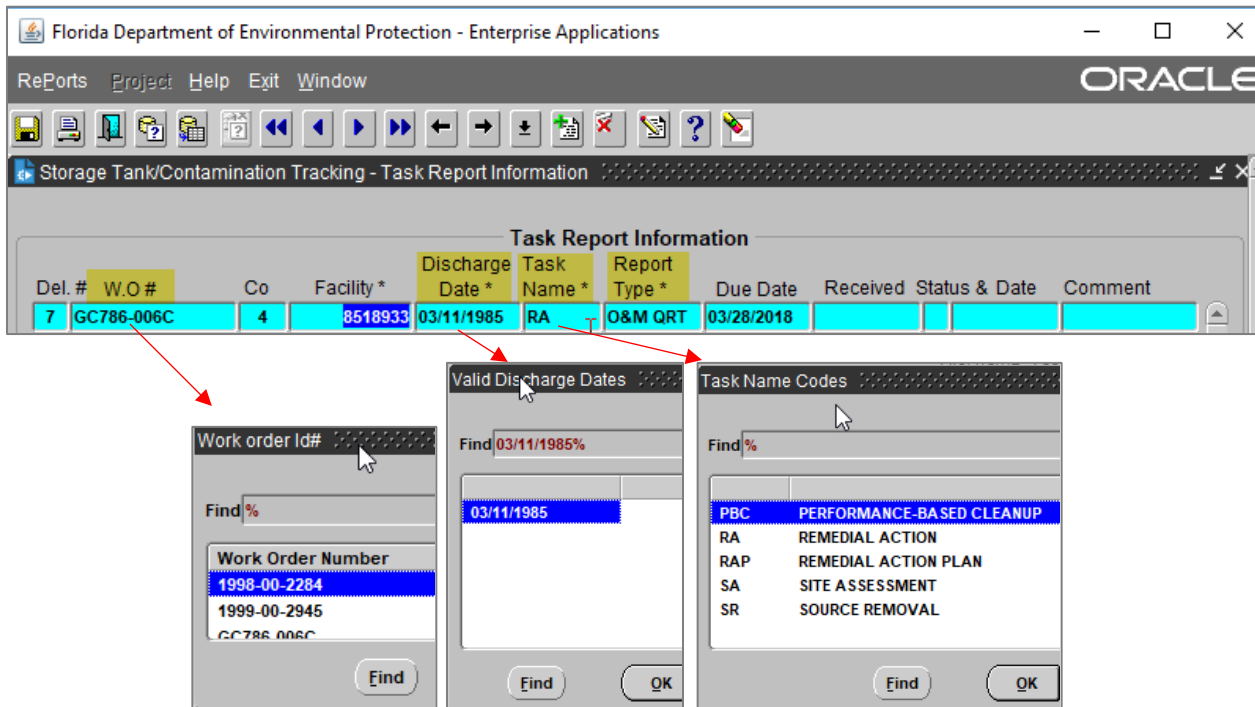
XI. ADDING RESPONSE TO COMMENTS

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".

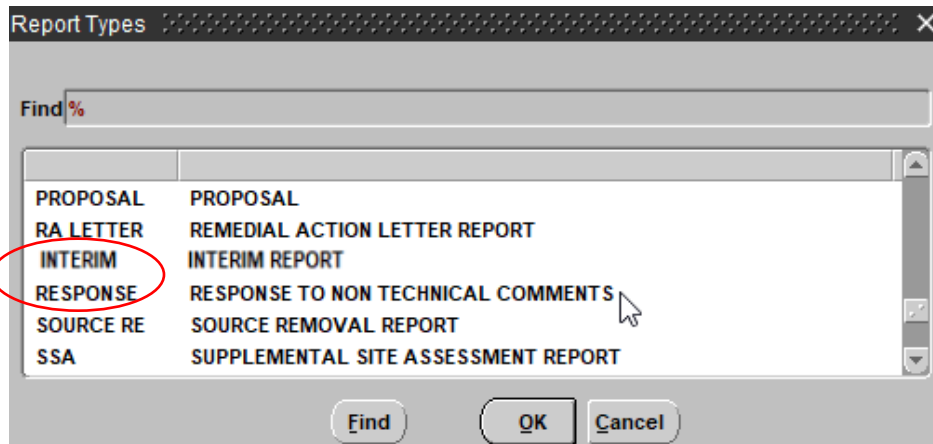


When adding a new task for response to comments, the Site Manager will be prompted to add the Facility ID, the Deliverable #, the W.O. # (the Task Assignment #), and the Discharge Date before the Task Name, Report, and Due Date can be added.

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".



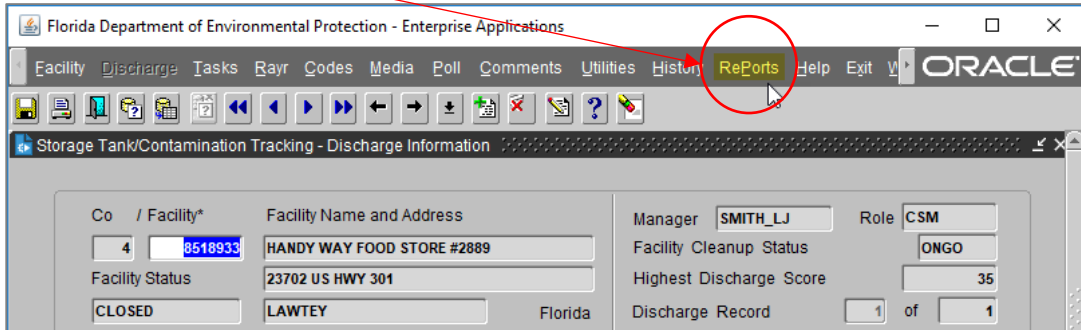
3. For the Report Type, INTERIM or REPSONSE can be selected.



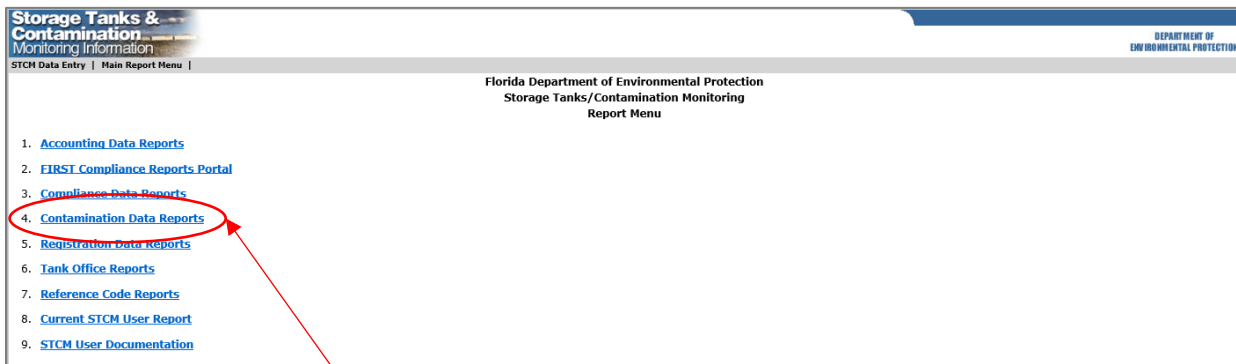
4. Site Managers should add the response to comment Due Date based on the turnaround time that they requested, and update the Received Date and Status, etc. like a regular Deliverable.

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).

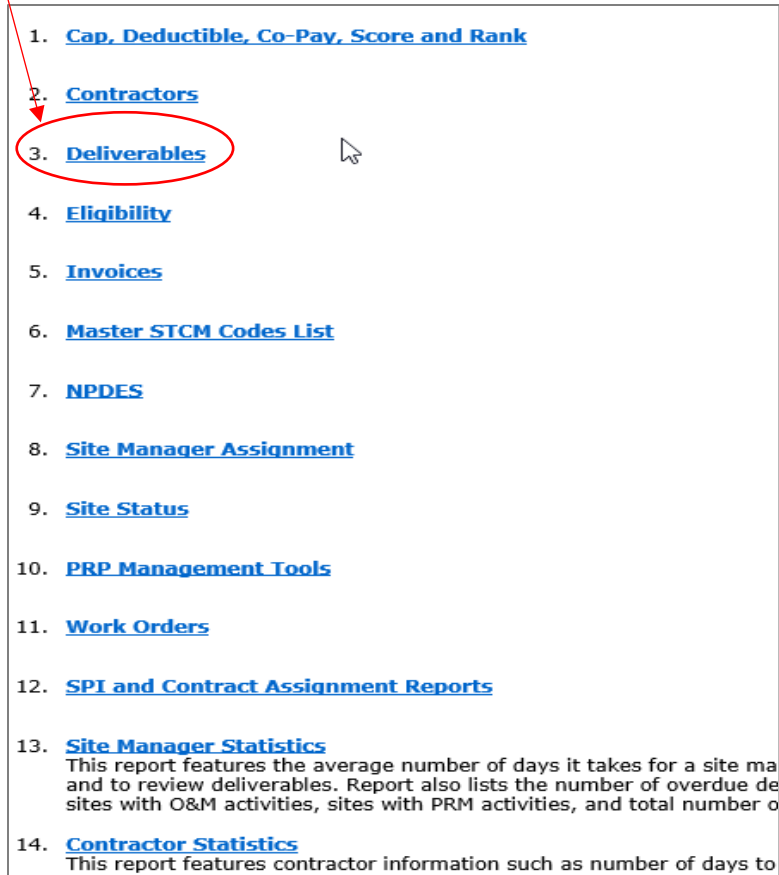


2. A new internet window will pop up with the Florida Department of Environmental Protection Storage Tanks/Contamination Monitoring Report Menu:



3. Select "Contamination Data Reports".

4. Select "Deliverables".

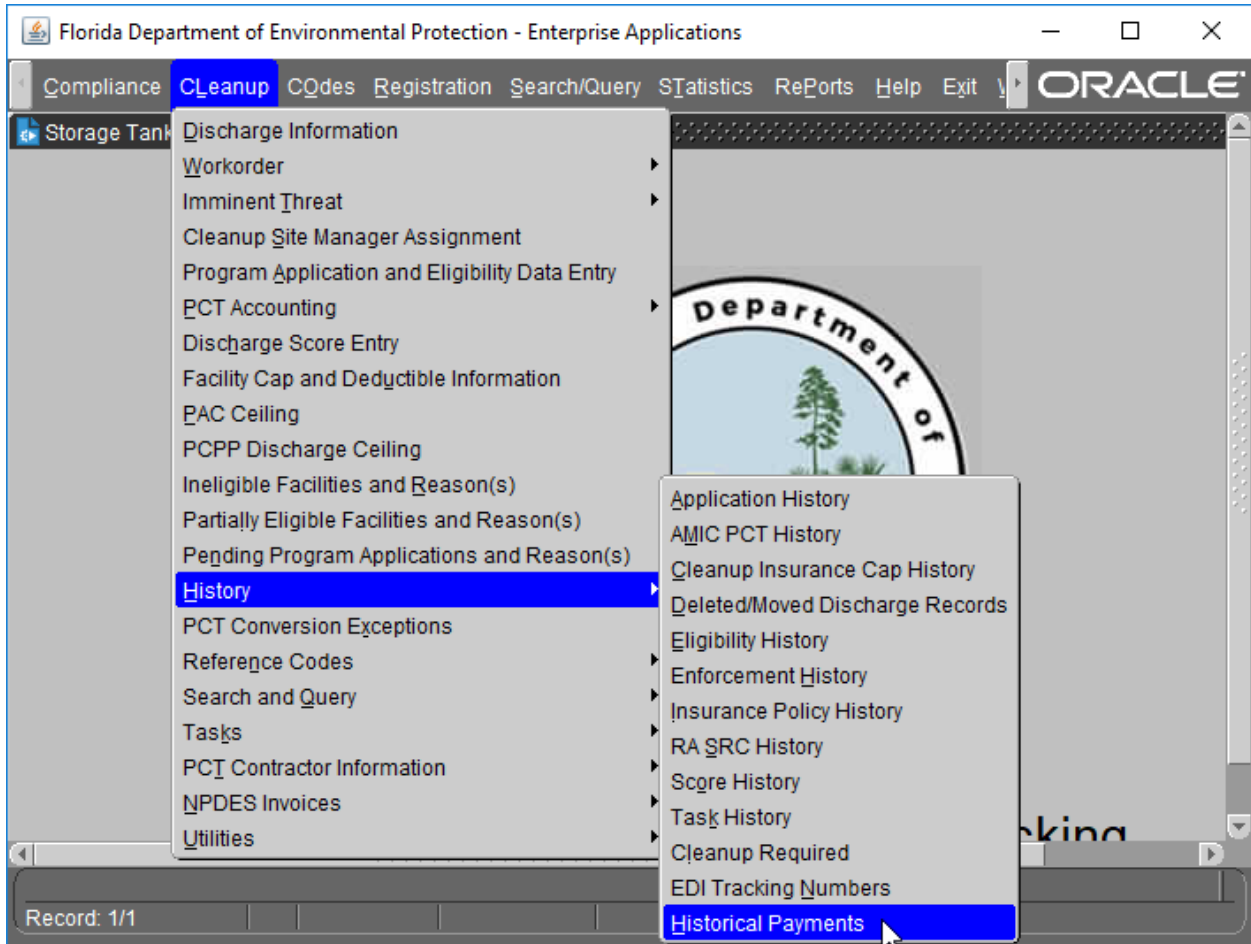
- 
- A screenshot of a menu with 14 items. The item '3. Deliverables' is circled in red. A mouse cursor is positioned over the 'Deliverables' text. A red arrow from the text above points to the 'Deliverables' item.
1. [Cap, Deductible, Co-Pay, Score and Rank](#)
 2. [Contractors](#)
 3. [Deliverables](#)
 4. [Eligibility](#)
 5. [Invoices](#)
 6. [Master STCM Codes List](#)
 7. [NPDES](#)
 8. [Site Manager Assignment](#)
 9. [Site Status](#)
 10. [PRP Management Tools](#)
 11. [Work Orders](#)
 12. [SPI and Contract Assignment Reports](#)
 13. [Site Manager Statistics](#)
This report features the average number of days it takes for a site manager to review deliverables. Report also lists the number of overdue deliverables, sites with O&M activities, sites with PRM activities, and total number of sites.
 14. [Contractor Statistics](#)
This report features contractor information such as number of days to

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.

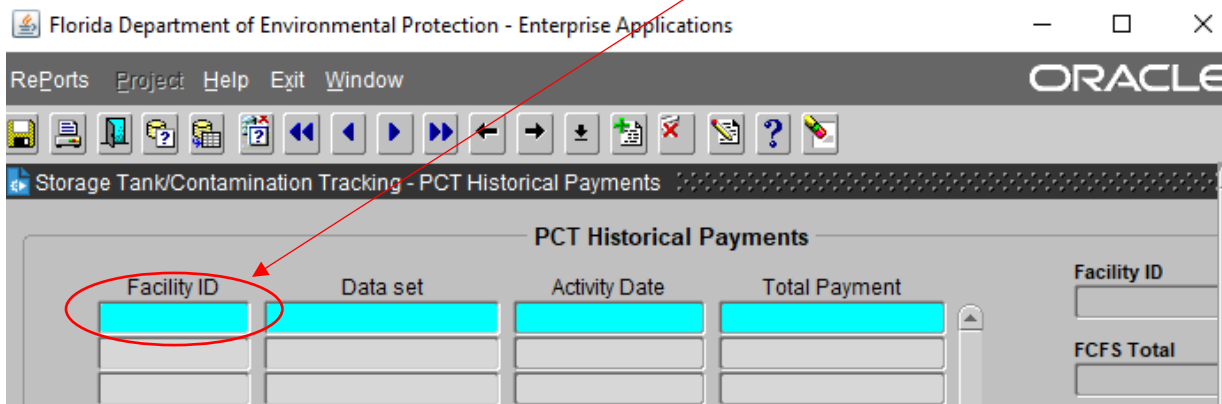
1. **Deliverables To Be Reviewed**
This report allows the user to view deliverables that have been submitted and need to be reviewed. Deliverables to be reviewed are those with a received date that do not have a status date. The results can be limited by team, site manager, district, or local program 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 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. **Exit**

XIII. ACCESSING HISTORICAL PAYMENT DATA

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



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



- The payment records for the facility should appear. Note, the data provided is for each facility ID and is not discharge specific.

The screenshot shows the Oracle Enterprise Applications interface for 'Storage Tank/Contamination Tracking - PCT Historical Payments'. The main window displays a table of historical payments for Facility ID 8518933. The table has four columns: Facility ID, Data set, Activity Date, and Total Payment. The first row is highlighted in cyan. To the right of the table is a summary panel with various totals. Below the table, there is a disclaimer text.

Facility ID	Data set	Activity Date	Total Payment
8518933	1998-00-2284	12/10/1997	\$4,295.45
8518933	1999-00-2945	07/31/1998	\$124,676.41
8518933	2000-00-3853	07/08/1999	\$29,883.84
8518933	2000-00-6073	05/01/2000	\$24,015.04
8518933	2001-93-0008	10/16/2000	\$25,536.18
8518933	2001-93-0265	11/16/2001	\$1,585.06
8518933	2002-93-0343	02/08/2002	\$183,085.39
8518933	2002-93-0462	06/19/2002	\$56,192.52
8518933	2005-93-W09017	06/24/2005	\$12,744.96
8518933	2006-93-W12931	03/29/2006	\$9,115.45
8518933	2007-93-W57439	09/14/2006	\$70,863.22
8518933	2007-93-W58117	11/15/2006	\$47,548.08

Summary Panel:

- Facility ID: 8518933
- FCFS Total: \$471,140.39
- LPSPASM Total: \$0.00
- SPASM Total: \$0.00
- NPDES Total: \$0.00
- WO/TA Total: \$1,503,052.26
- Utilities and One Time Payments: \$117,992.78
- Total Payments: \$2,092,185.43

Disclaimer text at the bottom of the screen:

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.

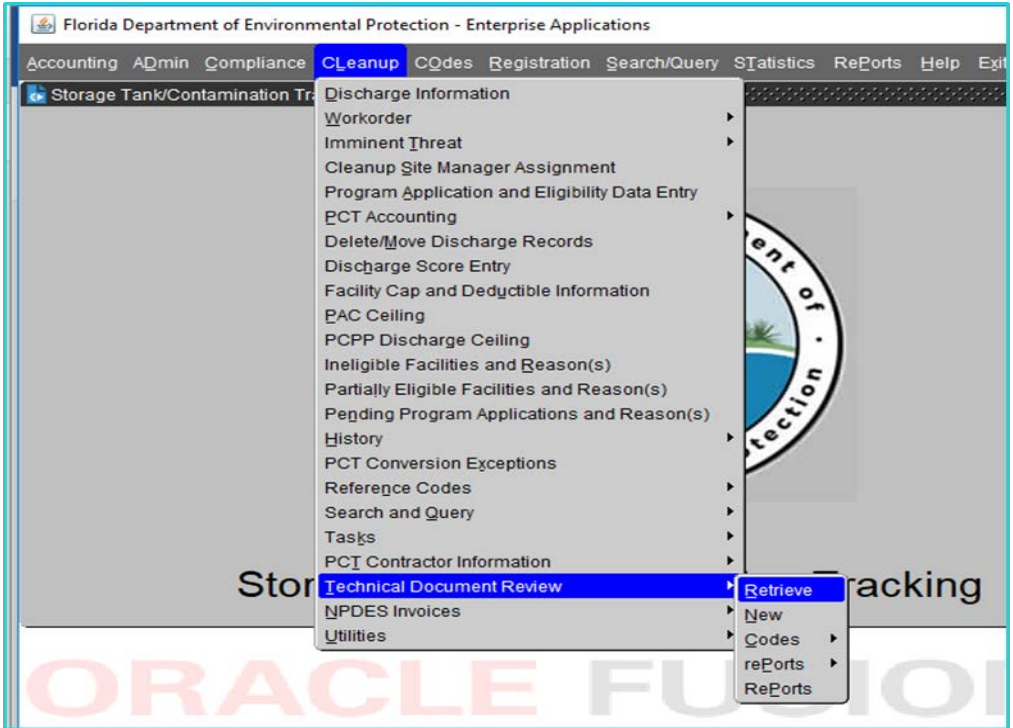
Itemized payments are show in the center of the screen. Totals for each type of costs are shown in the column to the right of the screen.

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”



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

Note: Select the record and Press PAGE DOWN or Double click to view document details.

Log Number	County	Facility ID	Doc Program Type	Report Type	Reviewer	Date Received	Contractor ID	Consultant	Review Status	Action
35284	52	8623590	N SA	GW SAMF	BLAND_M	04/03/2018	00299			
35089	52	8623590	N RA	GWS	SVEC_J	03/20/2017	00000			
8390	52	8623590	RA	STATUS-I	WEBB_M	09/06/1994		EMCON		
7106	52	8623590	RA	STATUS-I	WEBB_M	03/07/1994		EMCON		
3431	52	8623590	RA	RECORD I	WEBB_M	04/27/1992		GWL		
2623	52	8623590	RA	RAP	WEBB_M	09/16/1991		GWL		
2556	52	8623590	RA	RAP	WEBB_M	08/26/1991		GWL		
16888	52	8623590	SA	CARA	WIBMER_G	03/11/1991		GWL		L
16827	52	8623590	SA	CAR	WIBMER_G	10/11/1990		GWL		L

- For Details press the Page Down Button

Technical Document Details

Log Number: 35281
 Facility ID *: 52 8623590
 Facility Name: SPEEDWAY #6435
 Address: 3225 34TH ST N
 Address2:
 City: SAINT PETERSBURG State: FL
 Zip: 33713
 Document Type *: SA
 Report Type[List]:
 Report Type[Other]: Clear Report Type
 Report Type *: GW SAMPLING
 Program: N (Y/N) District Support: Y (Y/N)
 Date Received *: 04/03/2018
 Contractor ID *: 00299 - EARTH SYSTEMS INC.
 Review Status: -
 Action: -
 Comments:

Review Details

Reviewer *	Date Assigned *	Date Completed	Hours
BLAND_M	04/06/2018		

Note:
 A reviewer does not have to be assigned when a Technical Document record is created.
 Reviewer and Date Assigned are required when a Review Detail record is created.

- TDR Action Codes

TDR Action Codes

Action *	Description *	Discontinued Date
F	FILE	
L	LETTER	
M	MEMO	

- TDR Status Codes

TDR Review Status Codes

Review Status *	Description *	Discontinued Date
A	APPROVED	
C	COMMENTS	
D	DENIED	
F	FILE	
I	INCOMPLETE	
R	REASSIGNED	
T	CONTINUE	