

Petroleum Restoration Program  
Guidance for Non-Program Facility Tracking in  
Storage Tank Contamination Monitoring (STCM)

Florida Department of Environmental Protection  
Division of Waste Management

March 1, 2023



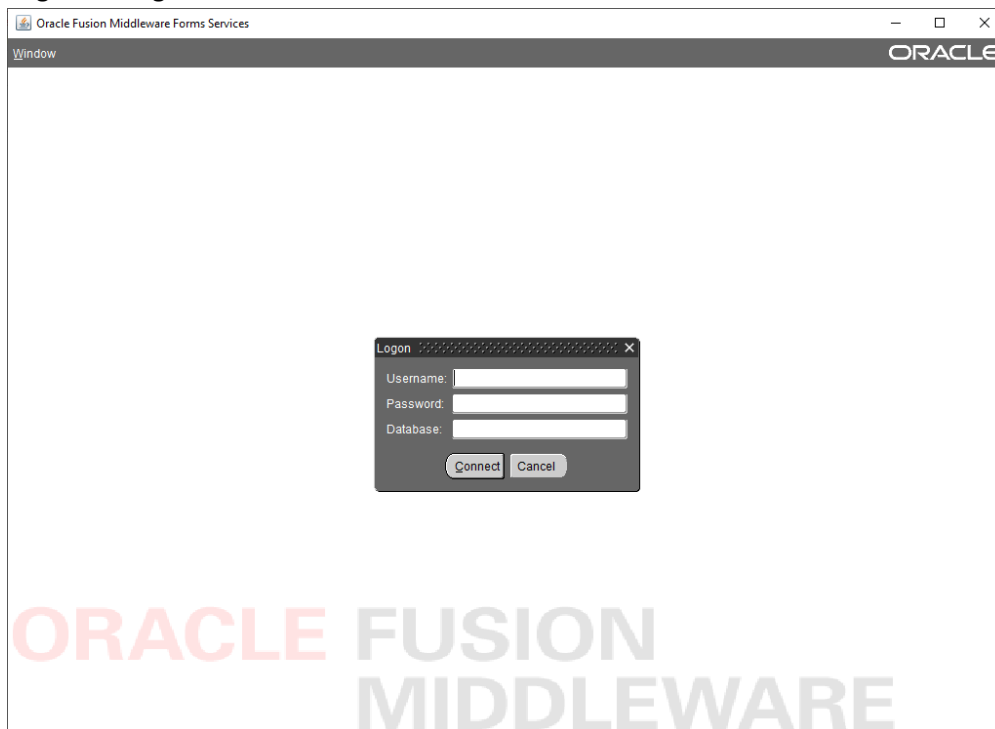
## Table of Contents

### Contents

I. Logging Into STCM.....	1
II. Site Manager Assignment.....	1
III. Enter Mass Update of all sites from one Site Manager to another Site Manager .....	5
IV. Enter Reports.....	6
V. View Closures and Send for Entry .....	8
VI. Contacts and Resources.....	9

## I. Logging Into STCM

- (1) Click on the following link to download the JNLP file used to run STCM Forms:  
<https://floridadep.gov/otis/otis/content/fdep-oracle-forms-environment-has-been-migrated-cloud>.
- (2) Under Section 2.b. You have the Option between Beta and Production. Click on Production. Beta is used for testing only.
- (3) Log into STCM by entering your username and password, then oraprod in the Database field of the Log on dialog box and select Connect.

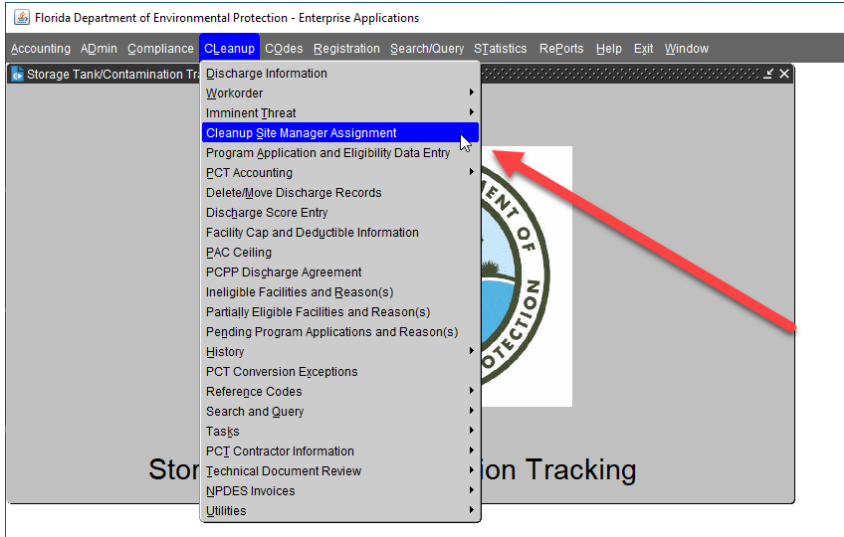


## II. Site Manager Assignment

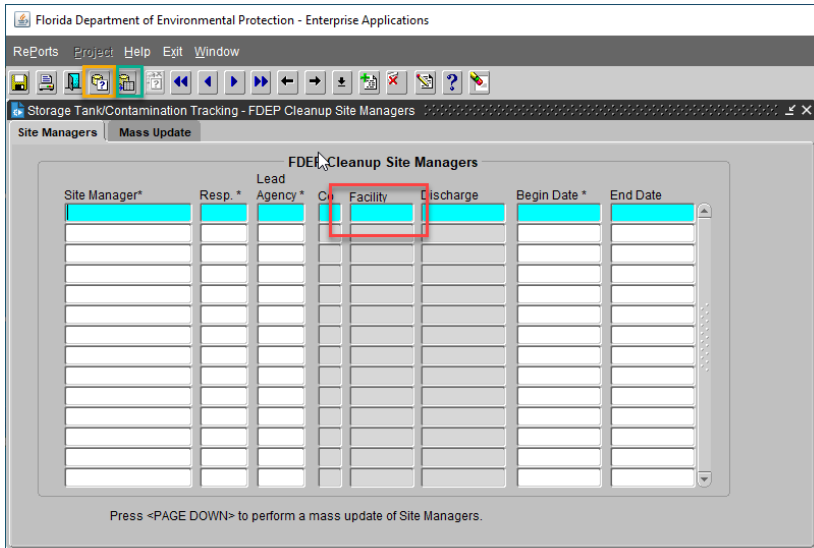
To Assign a new Site Manager to a Discharge:

- (1) Ensure Site Manager has an account for STCM with the appropriate User Roles. Account requests can be submitted to Waste Cleanup at [Waste.Operations@dep.state.fl.us](mailto:Waste.Operations@dep.state.fl.us).
  - Cleanup Site Manager (CSM)
    - Associated with the correct Tank Office (NED, NWD, WCU, PCTM4, etc.)
  - Local Program Cleanup Site Manager (LPCSM)
    - Associated with the correct Local Program (PCLP5, PCLP17, etc.)

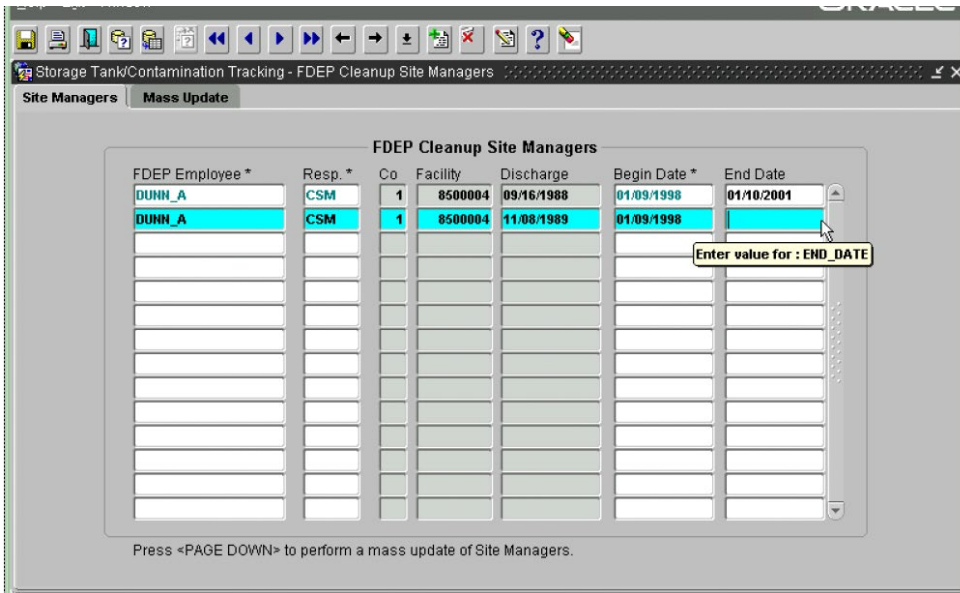
(2) Click on Cleanup tab then Cleanup Site Manager Assignment:



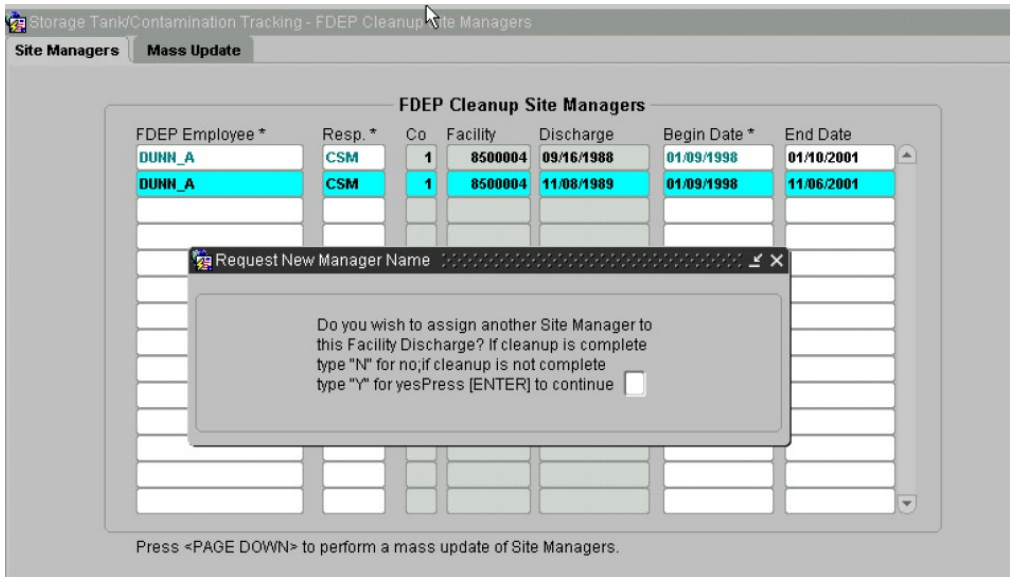
(3) Click on Query Icon (yellow box) or press F11 and enter the 7 digit facility # (red box) or enter a username and/or another column of query criteria utilizing the list of values. Press F12 or click the Enter Query Icon (green box) to execute the query.



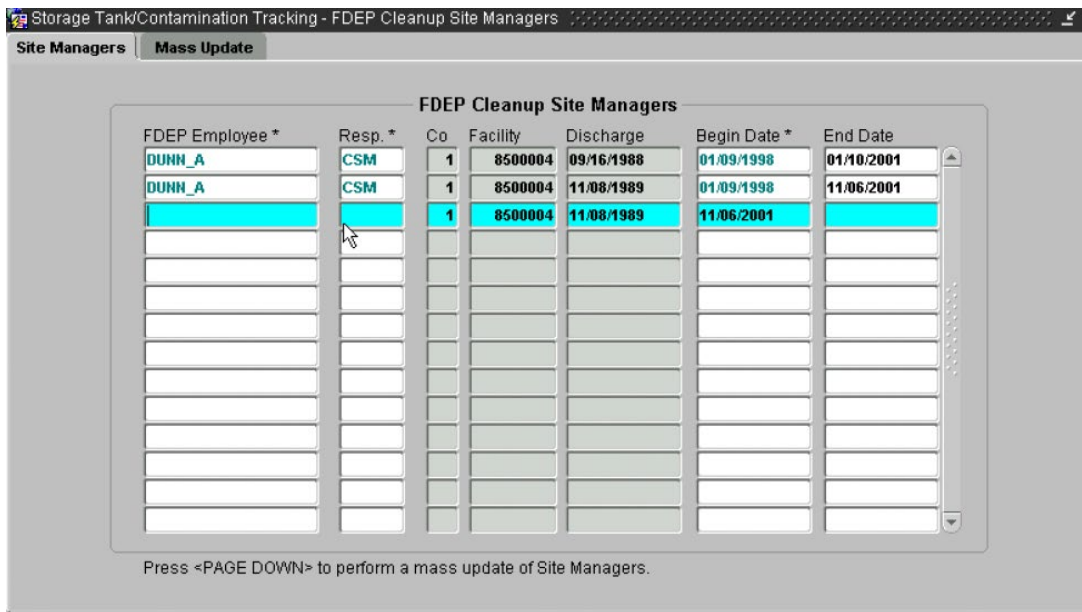
- (4) To unassign or reassign a site, Enter an End date for the current site manager. Press Tab, or the save icon or Ctrl + F6 to save the date. You will then be asked if cleanup is complete.



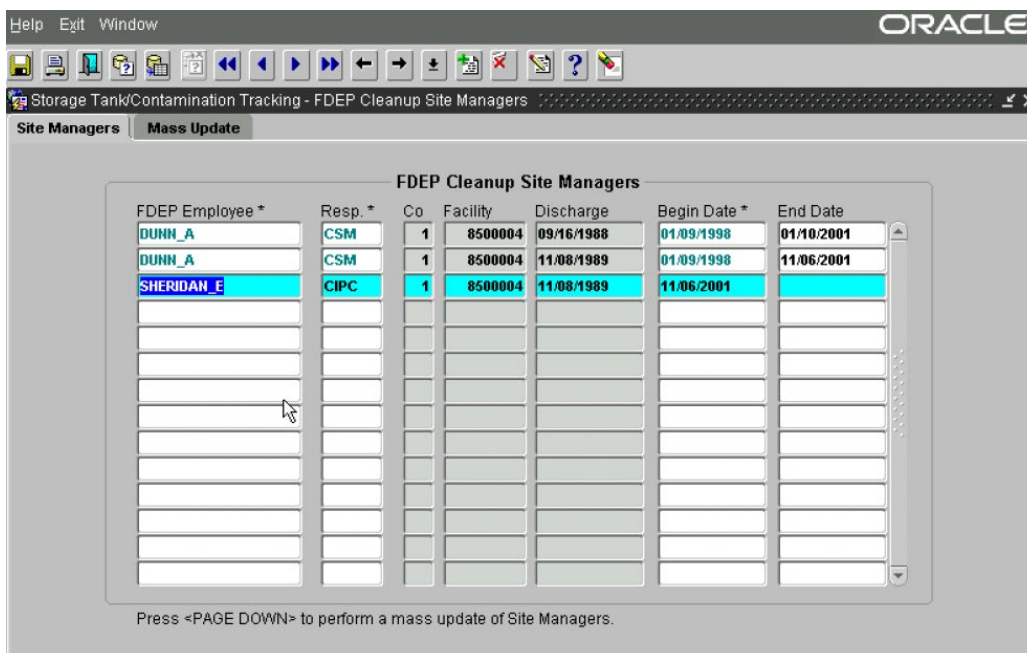
- A. If cleanup is complete on this discharge enter N. You will not be asked if you want to enter a new site manager because cleanup is complete. If you enter N, you will not be able to add a site manager to this discharge later.



- B. If cleanup is not complete on this discharge enter Y. A new row will automatically be inserted with the Start Date, County, Discharge Date and Facility filled in.



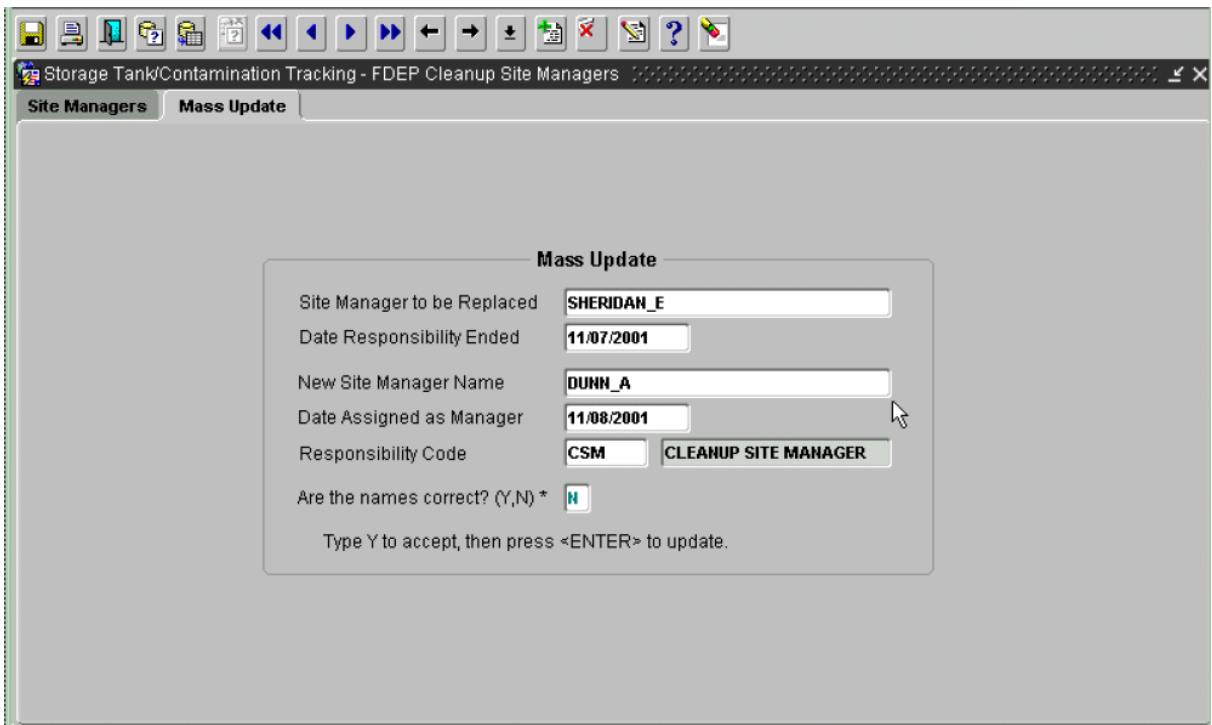
- (5) In the Site Manager / FDEP Employee column press Ctrl + L to open the list of values and select the site manager you would like to assign to the site. (If the site manager is not available, then they do not have the correct roles or are not assigned to the same office as the person assigning. Work with [Waste.Operations@dep.state.fl.us](mailto:Waste.Operations@dep.state.fl.us) to update the office affiliations or roles).
- (6) In the Responsibility Code column press Ctrl + L to open the list of values and select the correct site manager's role (CSM for Cleanup Site Manager or CLPSM for Cleanup Local Program Site Manager).
- (7) Press Ctrl + F6 to save the changes or the save icon (yellow disk icon on the far left of the toolbar).



### III. Enter Mass Update of all sites from one Site Manager to another Site Manager

Sometimes site managers change jobs or leave. In that case you may also do a mass update of all records of a particular Site Manager by clicking on the Mass Update tab.

- (1) After logging in, Select Cleanup from the Toolbar then Cleanup Site Manager Assignment from the options shown.
- (2) Choose the Mass Update Tab at the top of the screen.
- (3) Place your cursor in the Site Manager to be Replaced field. Press Ctrl + L to display a list of valid site managers and select the Site Manager that is ending site management on all sites in STCM then Tab.
- (4) Enter the date responsibility ended then Tab.
- (5) In the New Site Manager Name Field Press Ctrl + L to display a list of valid site managers and select the Site Manager to be assigned on all sites ended for the previous Site Manager then Tab.
- (6) Enter the date the new site manager will start then Tab.
- (7) Place the cursor in the Responsibility Code field. Press Ctrl + L to display a list of valid codes and select the correct code.
- (8) Verify that all of the names are correct and place a "Y" in the bottom box to show that all the names are correct.
- (9) Press Enter to assign all of the sites of the old site manager to the new site manager.



Storage Tank/Contamination Tracking - FDEP Cleanup Site Managers

Site Managers Mass Update

**Mass Update**

Site Manager to be Replaced

Date Responsibility Ended

New Site Manager Name

Date Assigned as Manager

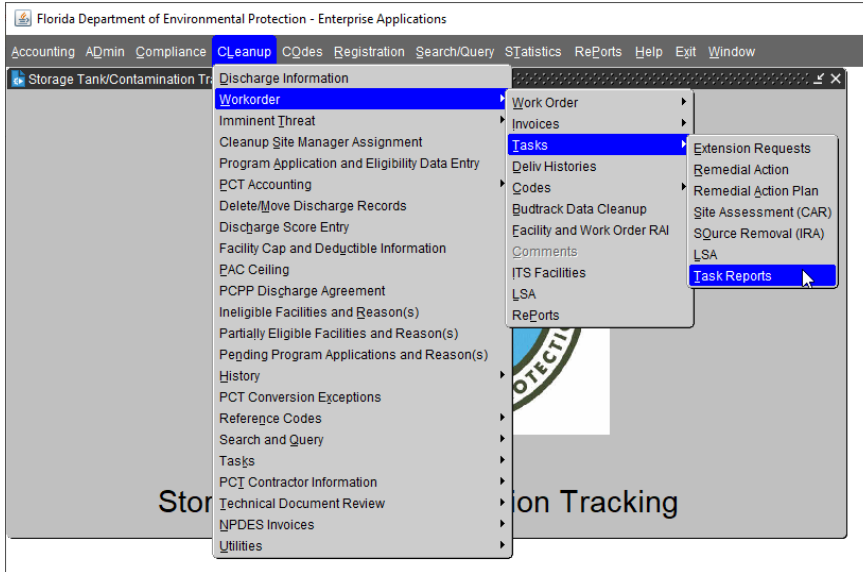
Responsibility Code

Are the names correct? (Y,N) \*

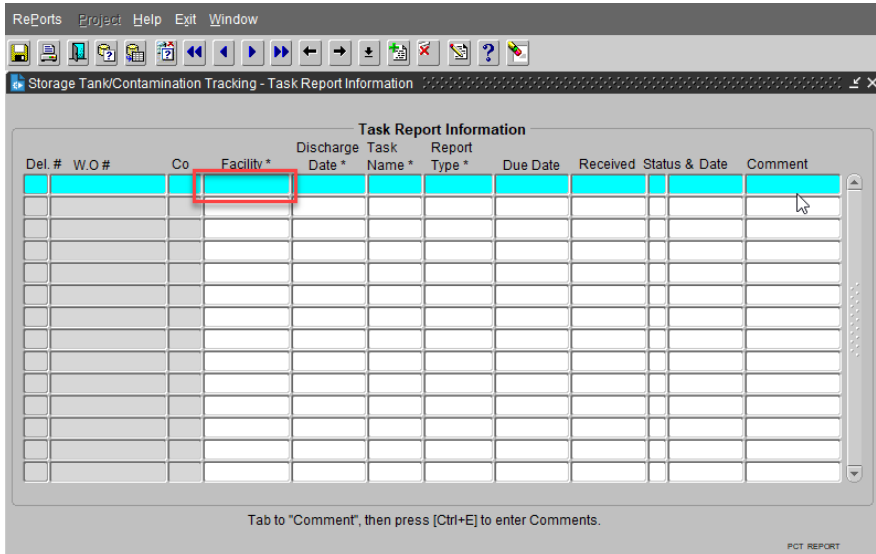
Type Y to accept, then press <ENTER> to update.

#### IV. Enter Reports

(1) Select Cleanup > Workorder > Tasks > Task Reports.

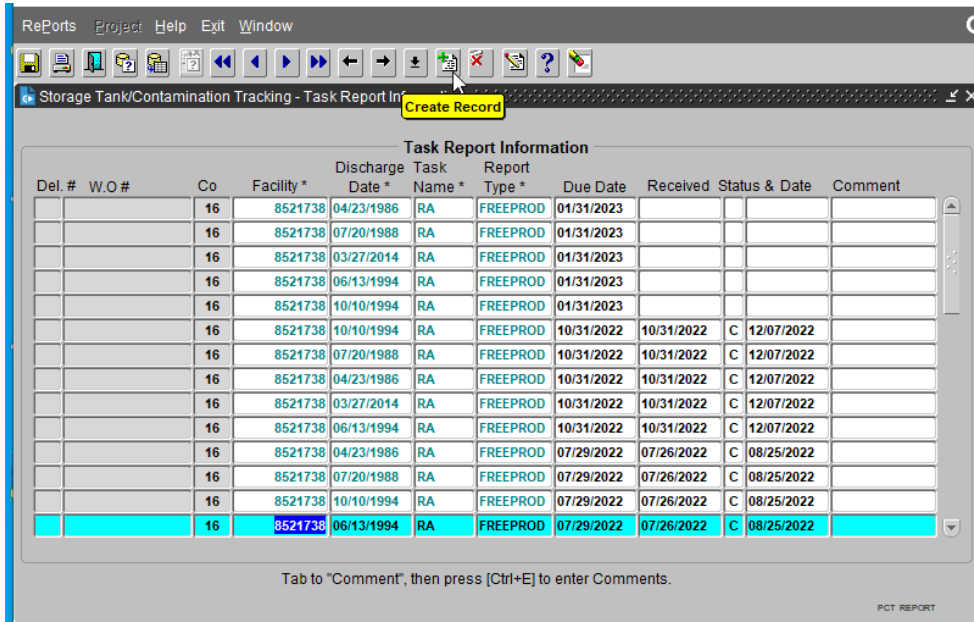


(2) Enter Facility # and F12 or Enter query icon.





- (3) Select Create a record.



- (4) Enter 7 digit Facility # then Tab
- (5) Click in the Discharge Date field and Ctrl + L to display a list of valid list of Discharges, select the correct discharge then Tab.
- Note: A row must be created and entered for each applicable discharge.
- (6) In the Task Name field press Ctrl + L to select the Cleanup Phase from a list of values or type in a code (SA, RA, RAP, RA) then Tab. PBC is only a funding code and should not be used for projects that are not state funded. Do they have to enter Report Type?
- (7) In the Due date field enter a due date then save your changes by Pressing Ctrl + F6 or the save icon (yellow disk icon).
- (8) Once the deliverable is received, return to this screen and enter the received date and place a P under status for Pending review and save changes.
- (9) Once the deliverable is reviewed, return to this screen and click on the status field to select the correct status then tab.
- (10) In the Status Date field enter the date of the review letter and Press Ctrl + F6 or the save icon (yellow disk icon).

## V. View Closures and Send for Entry

- (1) Enter 7 digit Facility # below and press F12

Storage Tank/Contamination Tracking - Discharge Information

Co / Facility\* Facility Name and Address Manager Role  
 Facility Cleanup Status  
 Facility Status Highest Discharge Score  
 Discharge Record 1 of

Cleanup Info Info Source Discharge Score  
 Lead Agency Score Effective Date  
 Cleanup Required\* Rank of on  
 CAP Exhausted

Discharge Info Discharge Date\* Inspection Date  
 Combined With Cleanup Status/Date

Eligibility and Application Info Application Received Cleanup Program Lead Status Determination Letter Sent Redetermined?

PCT DISCHARGE

- (2) View Cleanup status in the below section. This will show the phase of the current work based on reports entered.

Storage Tank/Contamination Tracking - Discharge Information

Co / Facility\* Facility Name and Address Manager THOMAS\_VL Role CLPSM  
 Facility Cleanup Status ONGO  
 Facility Status Highest Discharge Score 29  
 Discharge Record 1 of 5

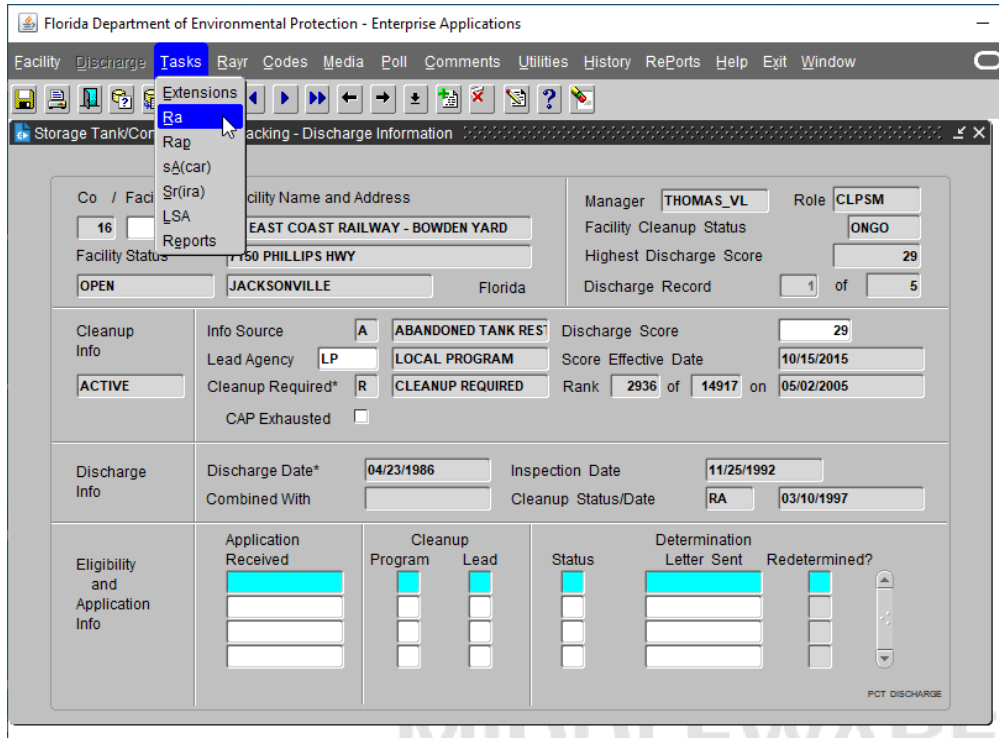
Cleanup Info Info Source A ABANDONED TANK RES Discharge Score 29  
 Lead Agency LP LOCAL PROGRAM Score Effective Date 10/15/2015  
 Cleanup Required\* R CLEANUP REQUIRED Rank 2936 of 14917 on 05/02/2005  
 CAP Exhausted

Discharge Info Discharge Date\* 04/23/1986 Inspection Date 11/25/1992  
 Combined With Cleanup Status/Date RA 03/10/1997

Eligibility and Application Info Application Received Cleanup Program Lead Status Determination Letter Sent Redetermined?

PCT DISCHARGE

- (3) To view closure, select Task > Ra



- (4) Completion Status is entered when Order Letters are issued.
- (5) For Closure Order Letters, the PRP should be copied on all petroleum Order Letters via ec: PRP.Orders@floridadep.gov.
- (6) PRP Site Closure Entry Specialist will review the mailbox for Orders and complete the STCM entry per the Closure Order STCM Data Entry Instructions.

## VI. Contacts and Resources

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)

STCM Reports Page

<https://prodapps.dep.state.fl.us/stcm/>

Login using your DEP computer login credentials