



Electronic Monthly Operation Reporting (eMOR)

DEP Northwest District



Monthly Operation Reports

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- The drinking water section statewide receives approximately 54,000 Monthly Operation Reports (MORs) from Florida public water systems annually.
- Water system operators can now report the MOR (DEP Form 62-555.900(3)) for community, non-transient non-communities, and transient non-communities that treat or purchase groundwater, via the DEP Business Portal.
- A public-facing MOR will be produced and placed in Oculus.

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850-595-8300



eMOR

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- Go to the DEP Business Portal.

fldepportal.com

- Select Submit.

Home Search the Site:

Welcome

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

I would like to:

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

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

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- Select Report.

[Home](#) » [Submit](#)

Search the Site:

I would like to submit:

 **Annual Report**

Submit annual operating reports for facilities.

 **Applications**

Apply for grants.

 **Feedback**

Tell us what you think.

 **PIN Application**

Apply for a PIN to sign documents electronically.

 **Registration / Notification**

Submit a registration or notification.

 **Renewal**

Submit a renewal.

 **Report**

Submit data to DEP.

 **Supporting Documentation**

Submit documentation for permits / exemptions in

 **Termination**

Submit a termination.



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- Select PWS Monthly Operation Report.

[Home](#) » [Submit](#) » [Report](#)

Search the Site: 


I would like to submit a report for:

[Annual Wetslip Revenue Report](#)

[Construction & Demolition Debris Facility Report](#)

[County Solid Waste Management](#)

[EzDMR \(NPDES Stormwater, Industrial and Domestic Wastewater\)](#)

 [PWS Monthly Operation Report](#)

[Recycling Reporting System \(Re-TRAC\)](#)

[Solid Waste Quantity Report](#)

[Watershed Information Network Data](#)

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- This will bring up the DEP Portal Sign In screen.

[Home](#) » [Sign In](#) Search the Site: 

Sign In

If you've already registered with the DEP sign in below. DEP employees may use their network username to sign-in.

(e.g., `wile.e.coyote@domain.com` OR `coyote_we`)

E-mail Address*:

Password*:

[I forgot my password.](#)

If not, then [register.](#)

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- If you need to register a new account, clicking on the register link will bring up the registration page.
- Follow sign in instructions to get to the MOR Introduction screen.

[Home](#) » Register

Register

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

E-mail Address*:

First Name*:

Middle Name:

Last Name*:

Address (Line 1)*:

Address (Line 2):

City*:

State*:

Zip Code*:

Phone Number*:

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

Security Question*:

Security Answer*:

Register

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eMOR

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- Follow sign in instructions to get to the MOR Introduction screen. Enter a descriptive report title.

Introduction ?

Select Search Method ?

Search by PWS Number ?

Search by System Name ?

Search by Plant Name ?

Current System Details ?

Updated System Details ?

Identify Reporting Periods ?

Report Numbers ?

Annual Polymer Use ?

Annual Polymer Report ?

Section III Document Upload ?

Supporting Document Submission ?

Supporting Document Upload ?

Lead Operator Designation ?

Lead Operator Contact Information ?

Signature Routing ?

Lead Operator License Information ?

Review Information ?

Signature ?

Home

Authorization Process Help About

Introduction

You are processing : Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water

Which is defined as : A monthly operation report from a specified water treatment plant.

Florida Statute or Rule : **62-555.900(3), F.A.C.**

Application Friendly Name : *

Note: In order to complete this submittal, you must complete and upload Section III of the 62-555.900(3) form in pdf format. If needed, you may download this [Daily Treatment Data](#) template for completion.

Only plants currently submitting the Monthly Operation Report (MOR) for 62-555.900(3), F.A.C. will be able to use this electronic process. Plants currently submitting all other MOR forms should continue to submit their forms manually.

This system allows you to start a submission, exit at any time, and return to complete it within 60 days. Please enter a "Friendly Name" for your project so your saved information can be recalled. When you return to the Portal, choose "Continue", then "An Incomplete Self Service Authorization" and the name you entered will be displayed along with any other submittals you have in process.

An example would be "Plant 123 Jan 2015 MOR".

[Save and Go to Next Step](#)

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- Select search method – there are three options.

Option 1:

- Search by system name.

The screenshot displays the eMOR web application interface. On the left is a vertical navigation menu with the following items and icons: Introduction (green checkmark), Select Search Method (green checkmark), Search by PWS Number (grey minus), **Search by System Name** (blue circle), Search by Plant Name (grey minus), Current System Details (grey question mark), Updated System Details (grey minus), Identify Reporting Periods (grey question mark), Report Numbers (grey question mark), Annual Polymer Use (grey minus), Annual Polymer Report (grey minus), Section III Document Upload (grey question mark), Supporting Document Submission (grey question mark), Supporting Document Upload (grey question mark), Lead Operator Designation (grey question mark), Lead Operator Contact Information (grey question mark), Signature Routing (grey minus), Lead Operator License Information (grey question mark), Review Information (grey question mark), and Signature (grey question mark). The main content area is titled "Home" and "Authorization Process" with "Help" and "About" buttons. It features a "Search by System Name" section with a text box containing "test" and a "Go Back to Previous Step" button. Below the text box is a "Search and Continue" button.

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Authorization Process

Search by System Name

Select Plant
Please select the correct plant from the records listed below:

Select One	PWS Number	PWS Name	PWS City	Plant Name
<input type="radio"/>	4504629	PRATT-WHITNEY REMOTE TEST SITE	JUPITER	ON BEELINE HWY (PASS LAKEPARK)
<input type="radio"/>	3644338	RON'S FAUX TEST SYSTEM	DELAND	FAUX PLANT 1
<input type="radio"/>	4134422	SOUTH FLORIDA TESTING SERVICE	HIALEAH	SOUTH FLORIDA TESTING SERVICE
<input type="radio"/>	6295358	TECO TEST SITE	TAMPA	TECO TEST SITE
<input type="radio"/>	1034167	TEST	AEROPOST	TEST
<input type="radio"/>	5224092	TEST	LABELLE	PLANT
<input type="radio"/>	4134514	TEST FOR AIRPORT	TEST CITY	
<input type="radio"/>	1170910	TEST WATER SYSTEM	DKJFLDSK	DJJD
<input type="radio"/>	6295382	TESTON INSULATION/LYKES DIST	TAMPA	TESTON
<input type="radio"/>	3354913	XYZ TEST SYSTEM	COZY CORNER	RECREATION AREA

Total Records : 22

[Search Again](#) [Continue](#)

- Introduction
- Select Search Method
- Search by PWS Number
- Search by System Name**
- Search by Plant Name
- Current System Details
- Updated System Details
- Identify Reporting Periods
- Report Numbers
- Annual Polymer Use
- Annual Polymer Report
- Section III Document Upload
- Supporting Document Submission
- Supporting Document Upload
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- Lead Operator Contact Information
- Signature Routing
- Lead Operator License Information
- Review Information
- Signature

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Option 2:

- Search by plant name.

Home

Authorization Process [Help](#) [About](#)

Search by Plant Name

You are searching by Plant Name. This search will display all plants for all systems with your search criteria in the name. If multiple plants are found, you will have the opportunity to select the correct plant.

Please enter the name (or partial name) of the Plant : *

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

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number —
- Search by System Name —
- Search by Plant Name** ●
- Current System Details ?
- Updated System Details —
- Identify Reporting Periods ?
- Report Numbers ?
- Annual Polymer Use —
- Annual Polymer Report —
- Section III Document Upload ?
- Supporting Document Submission ?
- Supporting Document Upload ?
- Lead Operator Designation ?
- Lead Operator Contact Information ?
- Signature Routing —
- Lead Operator License Information ?
- Review Information ?
- Signature ?

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- Introduction ✔
- Select Search Method ✔
- Search by PWS Number -
- Search by System Name -
- Search by Plant Name** ●
- Current System Details ?
- Updated System Details -
- Identify Reporting Periods ?
- Report Numbers ?
- Annual Polymer Use -
- Annual Polymer Report -
- Section III Document Upload ?
- Supporting Document Submission ?
- Supporting Document Upload ?
- Lead Operator Designation ?
- Lead Operator Contact Information ?
- Signature Routing -
- Lead Operator License Information ?
- Review Information ?
- Signature ?

Authorization Process
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Search by Plant Name

Select Plant

Please select the correct plant from the records listed below:

Select One	PWS Number	PWS Name	PWS City	Plant Name
<input type="radio"/>	3424987	USDA/DOE LAKE RECREATION AREA	UMATILLA	DOE LAKE RECREATION AREA
<input type="radio"/>	4131923	BISC NATL PK-ELLIOTT KEY	HOMESTEAD	ELLIOTT KEY RECREATION
<input type="radio"/>	6424748	OCALA REGIONAL SPORTSPLEX	OCALA	FETF RECREATION COMPLEX PLANT
<input type="radio"/>	3424244	FORE LAKE RECREATION CAMP	SILVER SPRINGS	FORE LAKE RECREATION AREA
<input type="radio"/>	2164468	HECKSCHER DR RECREATION CENTER	JACKSONVILLE	HECKSCHER DRIVE RECREATION CTR
<input type="radio"/>	3050773	LONGPOINT RECREATION PARK (2 WPS)	MELBOURNE BEACH	LONGPOINT RECREATION PARK #1
<input type="radio"/>	3354985	MCDONALD CANAL RECREATION AREA	APOPKA	MCDONALD CANAL RECREATION AREA
<input type="radio"/>	1670531	PINE LOG STATE FOREST (SAND POND)	EBRO	PINE LOG RECREATION AREA
<input type="radio"/>	2010878	PAYNES PRAIRIE PRESERVE	MICANOPY	RECREATION AREA

Total Records : 12

Search Again
Continue

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Option 3:

- Search by PWS number.

Introduction ✓

Select Search Method ✓

Search by PWS Number ●

Search by System Name —

Search by Plant Name —

Current System Details ?

Updated System Details —

Identify Reporting Periods ?

Report Numbers ?

Annual Polymer Use —

Annual Polymer Report —

Section III Document Upload ?

Supporting Document Submission ?

Supporting Document Upload ?

Lead Operator Designation ?

Lead Operator Contact Information ?

Signature Routing —

Lead Operator License Information ?

Review Information ?

Signature ?

Authorization Process [Help](#) [About](#)

Search by PWS Number

Select Plant

Please select the correct plant from the records listed below:

Select One	PWS Number	PWS Name	PWS City	Plant Name
<input type="radio"/>	3354913	XYZ TEST SYSTEM	COZY CORNER	RECREATION AREA

Total Records : 1

[Search Again](#) [Continue](#)

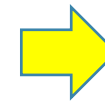
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- Once you have selected an individual system, you will see the following system detail screen.
- You can update any of this information.
- All fields are initially read-only but selecting the “**Yes**” radio button at the bottom of the screen, then selecting “**Save and Go to Next Step,**” will enable the fields to be edited.



Current System Details

PWS Number:	3424987
PWS Name:	USDA/DOE LAKE RECREATION AREA
Plant Name:	DOE LAKE RECREATION AREA
Number of service connections at the end of the month :	<input type="text" value="4"/>
Total population served at the end of the month :	<input type="text" value="25"/>
PWS Owner :	<input type="text" value="USDA FOREST SERVICE"/>
Contact Person :	<input type="text" value="KRIS CLERE"/>
Contact Person's Title :	<input type="text"/>
Contact Person's Telephone Number :	<input type="text" value="352-625-2520"/>
Contact Person's Email Address :	<input type="text" value="KDCLERE@FS.FED.US"/>
Contact Person's Fax Number :	<input type="text"/>
Contact Person's Address Line 1 :	<input type="text" value="20220 SE 172 W ST RD"/>
Contact Person's Address Line 2 :	<input type="text"/>
Contact Person's Zip Code :	<input type="text" value="34488"/>
Contact Person's City :	<input type="text" value="SILVER SPRINGS"/>
Contact Person's State :	<input type="text" value="FL"/>
Plant Telephone Number :	<input type="text" value="352-625-2520"/>
Would you like to change any of this information? : *	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

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- Select Reporting Periods – select the reports to be entered in this session.

Introduction ✓
Select Search Method ✓
Search by PWS Number ✓
Search by System Name –
Search by Plant Name –
Current System Details ✓
Updated System Details –
Identify Reporting Periods ●
Report Numbers ?
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Identify Reporting Periods

Select Reporting Periods

The FDEP is missing a Monthly Operation Report for this plant for the following reporting period(s) over the last 12 months. Please select the reporting period(s) for which you would like to submit a MOR(s) in this session.

PWS Number: **3354913**
PWS Name: **XYZ TEST SYSTEM**
Plant Name: **RECREATION AREA**

Select/Deselect

	Reporting Month and Year
<input type="checkbox"/>	MAR 2016
<input type="checkbox"/>	APR 2016
<input type="checkbox"/>	JUN 2016
<input type="checkbox"/>	JUL 2016
<input type="checkbox"/>	AUG 2016
<input type="checkbox"/>	SEP 2016
<input type="checkbox"/>	OCT 2016
<input type="checkbox"/>	NOV 2016
<input type="checkbox"/>	DEC 2016
<input type="checkbox"/>	JAN 2017
<input type="checkbox"/>	FEB 2017

Total Records : 12

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

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- The following screen shows reports ready to be entered.

[home](#) [Authorization Process](#) [Help](#) [About](#)

Report Numbers

Please complete all reports listed below. If the report is incomplete, the status icon will appear as . Click the icon to complete the report. Once the report is complete, the status icon will appear as .

PWS Number: **3354913**
PWS Name: **XYZ TEST SYSTEM**
Plant Name: **RECREATION AREA**

Reporting Month and Year	Average Gallons Per Month	Maximum Gallons Per Month	Status	Actions
MAR 2016				

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

- Introduction
- Select Search Method
- Search by PWS Number
- Search by System Name
- Search by Plant Name
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- Review Information
- Signature

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- Select the pencil icon to enter editing mode for the selected MOR.
- Enter relevant data and select “Continue.”
- If the MOR is for the month of December, the screens for “Annual Polymer Use” and “Annual Polymer Report” will come up.

Introduction ✓
Select Search Method ✓
Search by PWS Number ✓
Search by System Name —
Search by Plant Name —
Current System Details ✓
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Identify Reporting Periods ✓
Report Numbers ●
Annual Polymer Use —
Annual Polymer Report —
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Report Numbers (Page 1 of 2)

Entering information for : *MAR 2016*

PWS Number: 3354913

PWS Name: XYZ TEST SYSTEM

Plant Name: RECREATION AREA

Note: The average and maximum values below should match page two (Daily Treatment Data) of the MOR form for this reporting period.

Type of water treated by plant : *

Raw Ground Water

Purchased Finished Water

Monthly **Average** of Finished Water Produced, in gallons : *

Monthly **Maximum** of Finished Water Produced, in gallons : *

[Cancel](#) [Continue](#)

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- Fill in all operators associated with the plant and month being reported.

Report Numbers (Page 2 of 2)

PWS Number: 3354913
 PWS Name: XYZ TEST SYSTEM
 Plant Name: RECREATION AREA

Please enter up to eight shift operators who assisted the Lead Operator in managing the plant for this reporting period.

Entering information for : MAR 2016

Licensed Operator Name	License Class	License Number	Day(s)/Shift(s) Worked
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>

Save Cancel

Licensed Operator Name	License Class	License Number	Day(s)/Shift(s) Worked
john smith	C	1234567	Monday - Friday First Shift x
<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>

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- MOR data entry completed.

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Report Numbers

Please complete all reports listed below. If the report is incomplete, the status icon will appear as . Click the icon to complete the report. Once the report is complete, the status icon will appear as .

PWS Number: **3354913**
PWS Name: **XYZ TEST SYSTEM**
Plant Name: **RECREATION AREA**

Reporting Month and Year	Average Gallons Per Month	Maximum Gallons Per Month	Status	Actions
MAR 2016	17500	20000		

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

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- Select Search Method
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- Section III document upload.

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Authorization Process

Section III Document Upload

This document upload section is specifically for the Section III (Daily Treatment Data) PDFs for each of the MORs that you will submit in this session. You will be able to upload supporting documentation in the next section.

Below, the system has populated a file description for each reporting period identified for this session. You are unable to edit these file descriptions.

On the following screen, you will be able to browse and upload the documents.

Document Upload Description

File Description :

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

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name
- Search by Plant Name
- Current System Details ✓
- Updated System Details
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use
- Annual Polymer Report
- Section III Document Upload**
- Supporting Document Submission ?
- Supporting Document Upload ?
- Lead Operator Designation ?
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- Select the file to upload.

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Section III Document Upload

This screen is specifically for the upload of the Section III PDF for the Daily Treatment Data found on the "Introduction" screen. Click the **Browse** button to search your computer for the saved PDF for each reporting period. Choose the document and select **Continue** below to upload the document.

The only acceptable file type is pdf. Please note that each file has a size limitation of 15MB.

Document Uploads

File Name : Section III for MAR 2016

Select file to upload : *

Navigation Menu:

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name -
- Search by Plant Name -
- Current System Details ✓
- Updated System Details -
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use -
- Annual Polymer Report -
- Section III Document Upload** ●
- Supporting Document Submission ?
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- Lead Operator Designation ?
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- After uploading Section III, you have the option to upload additional supporting documentation.
- If you select “No” and “Save and Go to Next Step,” you will go to the Lead Operator Designation screen.

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Supporting Document Submission

Do you want to upload and attach other supporting document(s) to the MOR report (s)? : *

Yes No

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

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name —
- Search by Plant Name —
- Current System Details ✓
- Updated System Details —
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use —
- Annual Polymer Report —
- Section III Document Upload ✓
- Supporting Document Submission** ●
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- Lead Operator License Information ?
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- Signature ?

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- Selecting “Yes” brings up the following screen to upload additional documentation. Name the file(s) you intend to upload and select Save and Continue.

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Authorization Process

Supporting Document Upload

Please provide a file description for each document you intend to upload. Next choose a reporting period for the file description. You may add multiple documents by clicking the **Add New** button. You may remove a file description by clicking the "X".

On the following screen, you will be able to browse and upload the documents.

Acceptable file types are: doc, docx, docm, txt, jpeg, gif, bmp, png, tiff, pdf, spdf, xls, and xlsx. Please note that each file has a size limitation of 15MB.

Document Upload Description

File Description : *

Reporting Period : *

Navigation Menu:

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name -
- Search by Plant Name -
- Current System Details ✓
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- Identify Reporting Periods ✓
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- Annual Polymer Use -
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- Select file and then Continue.

The screenshot displays the 'Authorization Process' page in the eMOR system. On the left is a navigation menu with various options, each accompanied by a status icon (checkmark, minus, or question mark). The 'Supporting Document Upload' option is highlighted in blue. The main content area is titled 'Authorization Process' and includes 'Help' and 'About' links. It contains two sections: 'Supporting Document Upload' and 'Document Uploads'. The 'Supporting Document Upload' section provides instructions on how to use the 'Browse' button to select a file from the computer, listing acceptable file types (doc, docx, docm, txt, jpeg, gif, bmp, png, tiff, pdf, spdf, xls, and xlsx) and a 15MB size limit. The 'Document Uploads' section features a 'File Name' field, a 'More System Results' link, and a 'Select file to upload : *' label next to a file selection input field with a 'Browse...' button. At the bottom of the main content area are 'Go Back' and 'Continue' buttons.

Navigation Menu:

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number -
- Search by System Name -
- Search by Plant Name ✓
- Current System Details ✓
- Updated System Details -
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use -
- Annual Polymer Report -
- Section III Document Upload ✓
- Supporting Document Submission ✓
- Supporting Document Upload** ●
- Lead Operator Designation ?
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Supporting Document Upload

Click the **Browse** button to search your computer for the saved document that you would like to upload. Choose the document and select **Continue** below to upload the document.

Acceptable file types are: doc, docx, docm, txt, jpeg, gif, bmp, png, tiff, pdf, spdf, xls, and xlsx. Please note that each file has a size limitation of 15MB.

Document Uploads

File Name : More System Results

Select file to upload : *

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- Lead operator designation.

Authorization Process [Help](#) [About](#)

Lead Operator Designation

PWS Number: 3354913

PWS Name: XYZ TEST SYSTEM

Plant Name: RECREATION AREA

Please designate the Lead Operator for this plant.

Lead Operator : * I am the Lead Operator
 I would like to route these MOR(s) to the Lead Operator for his/her review and approval.

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

Navigation Menu:

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name —
- Search by Plant Name —
- Current System Details ✓
- Updated System Details —
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use —
- Annual Polymer Report —
- Section III Document Upload ✓
- Supporting Document Submission ✓
- Supporting Document Upload ✓
- Lead Operator Designation** ●
- Lead Operator Contact Information ?
- Signature Routing —
- Lead Operator License Information ?
- Review Information ?
- Signature ?

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- If the person filling out the form is the lead operator, enter license class and number to be taken to the Review Information step.

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Authorization Process

Lead Operator License Information

PWS Number: **3354913**

PWS Name: **XYZ TEST SYSTEM**

Plant Name: **RECREATION AREA**

Please enter your license class and number.

Lead Operator License Class : *

Lead Operator License Number : *

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

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name -
- Search by Plant Name -
- Current System Details ✓
- Updated System Details -
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use -
- Annual Polymer Report -
- Section III Document Upload ✓
- Supporting Document Submission ✓
- Supporting Document Upload ✓
- Lead Operator Designation ✓
- Lead Operator Contact Information -
- Signature Routing -
- Lead Operator License Information** ●
- Review Information ?
- Signature ?

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- If the person filling the form **is not** the lead operator, enter lead operator's email and select "Save and Go to Next Step."
- The lead operator will receive an email message to review the MOR.

The screenshot displays the eMOR web application interface. On the left is a vertical navigation menu with various options, each accompanied by a status icon (checkmark, minus, or question mark). The 'Lead Operator Contact Information' option is highlighted with a blue circle. The main content area is titled 'Authorization Process' and includes 'Help' and 'About' links. Below the title is a section for 'Lead Operator Contact Information' containing the following data:

PWS Number:	3354913
PWS Name:	XYZ TEST SYSTEM
Plant Name:	RECREATION AREA

Below the table, there is a text prompt: "Please enter the e-mail address for the Lead Operator who will verify and confirm the MOR data submitted in this session." A note follows: "Note: The Lead Operator must currently be a registered ESSA user, or the system will not be able to route this submission to the e-mail address you enter below. Please be sure to enter his/her e-mail address that is registered with the FDEP Business Portal." Below the note is a text input field for "Lead Operator E-mail Address : *". At the bottom of the form are two buttons: "Go Back to Previous Step" and "Save and Go to Next Step".

Navigation Menu:

- Introduction ✓
- Select Search Method ✓
- Search by PWS Number ✓
- Search by System Name -
- Search by Plant Name -
- Current System Details ✓
- Updated System Details -
- Identify Reporting Periods ✓
- Report Numbers ✓
- Annual Polymer Use -
- Annual Polymer Report -
- Section III Document Upload ✓
- Supporting Document Submission ✓
- Supporting Document Upload -
- Lead Operator Designation ✓
- Lead Operator Contact Information** ●
- Signature Routing ?
- Lead Operator License Information ?
- Review Information ?
- Signature ?

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- Introduction
- Select Search Method
- Search by PWS Number
- Search by System Name
- Search by Plant Name
- Current System Details
- Updated System Details
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Signature Routing

Your Monthly Operation Report(s) have been submitted for electronic signature to the Lead Operator, ██████████@dep.state.fl.us.

You can watch the status of their review and approval for the report(s) on your *Work-In-Progress* page.

Thank you for preparing these reports for the Lead Operator's signature.

Note: If you select **Revoke Your Application** below, you will not lose this submission data. The system will navigate back to the "*Lead Operator Contact Information*" screen, where you may enter a different Lead Operator. Also, the system will notify the current Lead Operator that you have revoked the application and that they will no longer review and approve it.

If you would like to start a new Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water please click the link to return to the **Introduction** screen.

[Revoke Your Application](#)

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- The lead operator must click on the hyperlink to read the MOR to be submitted.
- The lead operator has to select the confirmation checkbox, then select “Save and Go to Next Step.”

The screenshot displays the 'Authorization Process' step in the eMOR application. On the left is a navigation menu with various steps, each accompanied by a status icon (green checkmark, grey minus, or blue question mark). The 'Review Information' step is currently selected and highlighted in blue. The main content area shows a 'Review Information' section with a red warning message: 'Important - You must click on the hyperlink(s) below to continue.' Below this, it asks the user to review completed Monthly Operation Report(s) and includes a note about rejecting reports. A box lists 'Completed Reports' with one entry: 'Monthly Operation Report for MAR 2016 *'. At the bottom of this section is a checkbox for confirming review and two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'.

Step	Status
Introduction	✓
Select Search Method	✓
Search by PWS Number	⊖
Search by System Name	⊖
Search by Plant Name	✓
Current System Details	✓
Updated System Details	⊖
Identify Reporting Periods	✓
Report Numbers	✓
Annual Polymer Use	⊖
Annual Polymer Report	⊖
Section III Document Upload	✓
Supporting Document Submission	✓
Supporting Document Upload	✓
Lead Operator Designation	✓
Lead Operator Contact Information	⊖
Signature Routing	⊖
Lead Operator License Information	✓
Review Information	●
Signature	?



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- **Lead Operator Signature** – Lead operator selects to accept or not accept the report, then selects “Submit.”

The screenshot displays the 'Authorization Process' step in the eMOR application. On the left is a navigation menu with various steps, each marked with a green checkmark or a blue circle. The 'Signature' step is highlighted with a blue circle. The main content area shows the 'Signature' section, which includes a 'Terms and Conditions' box. The text in the box reads: 'Important: If you choose "I DO NOT accept..." below, the MOR data in this submittal will be erased. If you are the applicant and would like to make revisions to the application, select **Go Back to Previous Step** until you reach the screen to make the changes. If you are not the applicant, ask him/her to "revoke" the application, make the changes, and route it to you again. I, the undersigned water treatment plant operator licensed in Florida, am the lead/chief operator of the water treatment plant identified in Part I of this report. I certify that the information provided in this report is true and accurate to the best of my knowledge and belief. I certify that all drinking water treatment chemicals used at this plant conform to NSF International Standard 60 or other applicable standards referenced in subsection 62-555.320(3), F.A.C. I also certify that the following additional operations records for this plant were prepared each day that a licensed operator staffed or visited this plant during the month indicated above: (1) records of amounts of chemicals.' Below the text are two radio buttons: 'I accept the above terms and conditions.' and 'I DO NOT accept the above terms and conditions.'. At the bottom right of the form are two buttons: 'Go Back to Previous Step' and 'Submit'.

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- Successful eMOR submission!

The screenshot shows the eMOR system interface. On the left is a navigation menu with 20 items, each with a status icon (green checkmark or grey minus sign). The 'Authorization Process' tab is active, displaying a 'Thank You!' modal window. The modal contains a message about the submission of a Monthly Operation Report for Plant RECREATION AREA (PWS ID 3354913) and includes a 'Done' button.

Item	Status
Introduction	✓
Select Search Method	✓
Search by PWS Number	✓
Search by System Name	⊖
Search by Plant Name	⊖
Current System Details	✓
Updated System Details	⊖
Identify Reporting Periods	✓
Report Numbers	✓
Annual Polymer Use	⊖
Annual Polymer Report	⊖
Section III Document Upload	✓
Supporting Document Submission	✓
Supporting Document Upload	⊖
Lead Operator Designation	✓
Lead Operator Contact Information	⊖
Signature Routing	⊖
Lead Operator License Information	✓
Review Information	✓
Signature	✓

Authorization Process [Help](#) [About](#)

Thank You!

Your Monthly Operation Report(s) for Plant **RECREATION AREA** for PWS ID **3354913** have been submitted to the FDEP. The Department will review your submission(s) and may elect to contact you for further information or clarification.

If you would like to start a new Monthly Operation Report for PWSs Treating Raw Ground Water or Purchased Finished Water please click the link to return to the **Introduction** screen.

Thank you for using the FDEP Business Portal.

We would appreciate your feedback. **Please take our survey.**

[Done](#)

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Questions?

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

If you have any questions about using this portal, please contact:

DEP IT Service Desk

850-245-7555

ServiceDesk@FloridaDEP.gov

FloridaDEP.gov/Northwest

850-595-8300

