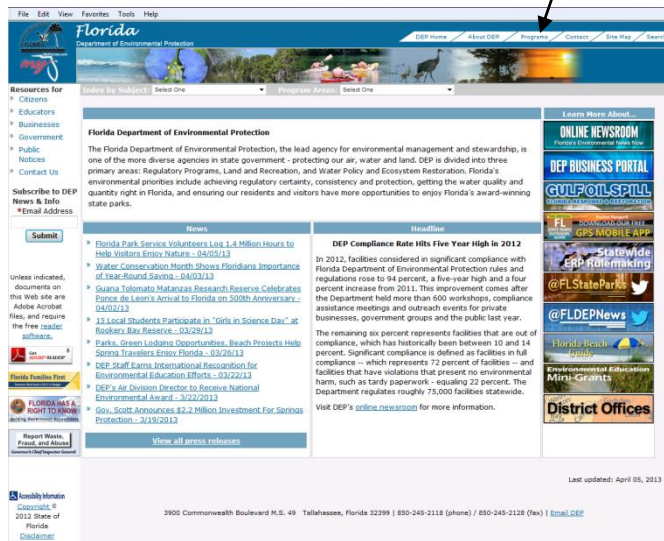# Looking up information for an Environmental Resource Permit
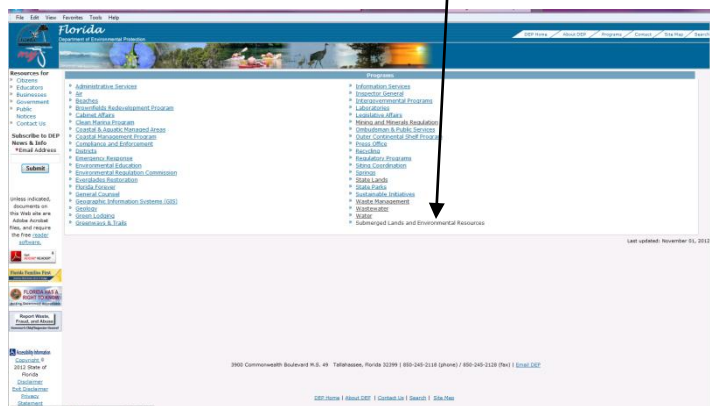
Brief Overview

1. On the internet, go to www.dep.state.fl.us and you should see this screen.

2. The upper right corner contains tabs. Click on Programs.
You should see a list of Department Programs.

3. Click on Submerged Lands and Environmental Resources and
 you should see this screen. The upper right corner contains links.

4. Click on Environmental Resource Permitting

5. You should see this screen. The upper right corner contains links.

6. Click on Oculus and you will be taken to this screen.
Log in using the "Public Oculus Login" button.
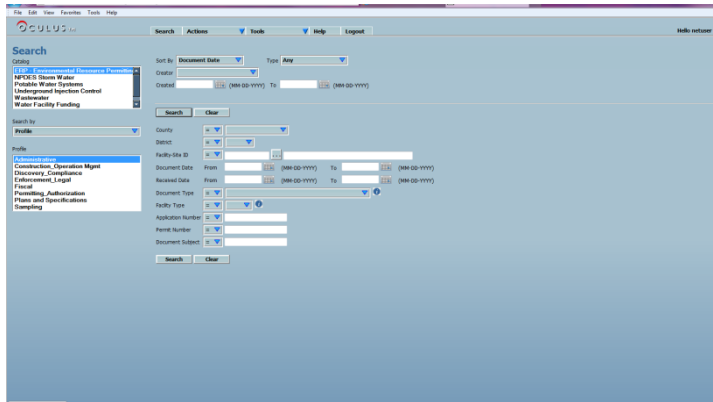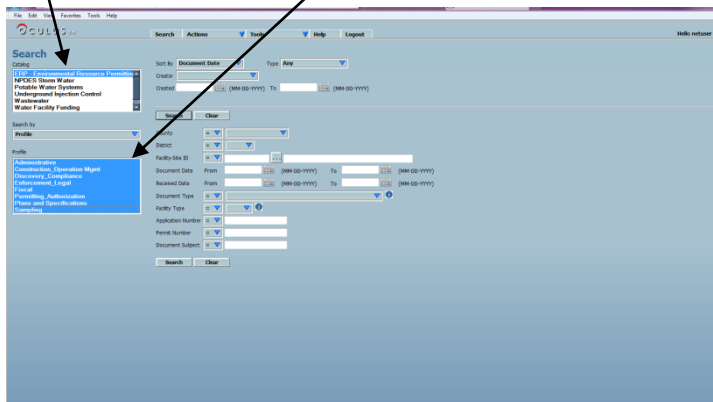
7. Once you are logged in, you will be directed to this screen.

8. The catalog may be already highlighted. If you want to see Environmental Resource Permit documents, make sure the ERP catalog is highlighted. Next, highlight all of the Profiles in order to retrieve every document (hold down shift key while highlighting with mouse).

9. Next enter a Facility-Site ID. This is the 6 digit number used in all ERP permits and compliance/enforcement cases (example: ERP Permit No.: 13-0317154-001 the 6 digits to use are 317154). Enter "ERP_######" then hit the "…" button. The county and facility name will "self-populate." The resulting screen will look like the following.

10. Click "Search" and you will be taken to this screen, which lists the documents available through Oculus for the catalog and profile that you selected. Note that there may be multiple pages of documents.

11. Select the document you wish by clicking on the far left circle. Click "Select " and you will be asked if you wish to save or open the document. You will be provided a scan of the document. You may need to have a specific type of software to view some of the documents. While we do not endorse any products, most Department staff uses "Futurix" which can be downloaded from the internet. The log-in screen and "help guide" contains further information on this topic.

Once you get comfortable, you can search the data base for other programs and other sites. In addition to the above, there are other program's documents that may be available in Oculus for your site. You may repeat your search with other catalogs. This requires that you either know the Facility-Site ID for that program or know how to search by name. You will not be allowed access to those catalogs that are marked restricted.

With practice, you will notice that there are many other functions and utilities provided by Oculus. This brief explanation is merely provided as an introduction and to assist you for the site in which you expressed interest. Finally, you are again reminded that not all records are yet scanned into Oculus. You may also wish to visit with the county agencies that have jurisdiction over the site.