

Oculus Search Tips

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Florida Department of Environmental Protection
Southwest District

Please note that many but not all of our documents are in OCULUS. If you require documents that are not yet in Oculus, or if you'd like to inquire whether there are documents for a Facility not yet in Oculus, please email:

swd_publicrecords@dep.state.fl.us

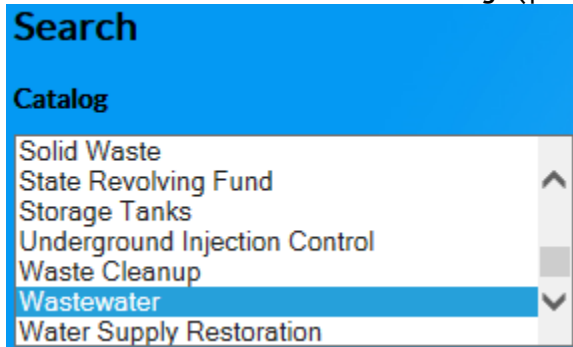
1. The link to the Department's OCULUS data base is:

<https://depdms.dep.state.fl.us/Oculus>

2. Click on this button to login.

PUBLIC OCULUS LOGIN

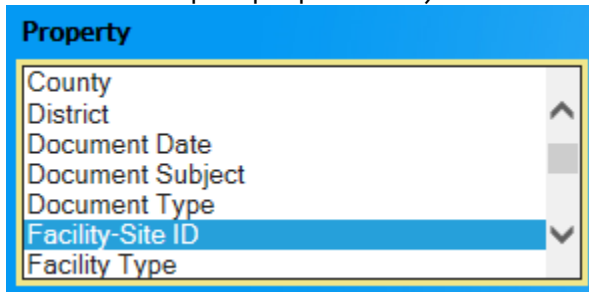
3. On the left select which *Catalog* (program) the site is in (i.e., *Wastewater*).



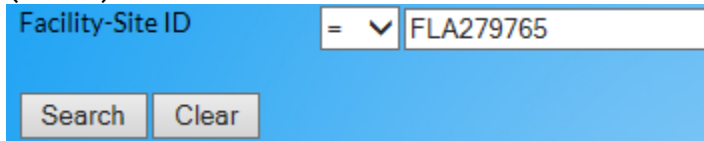
4. Under the *Search By* drop down menu, select *Property* instead of *Profile* for a simple search.



5. Under *Property* select *Facility-Site ID*. (Holding Ctrl will allow you to select multiple properties.)



6. At the center of the screen, type in the Facility ID number and click search (twice).



Facility-Site ID = ▾ FLA279765

Search Clear

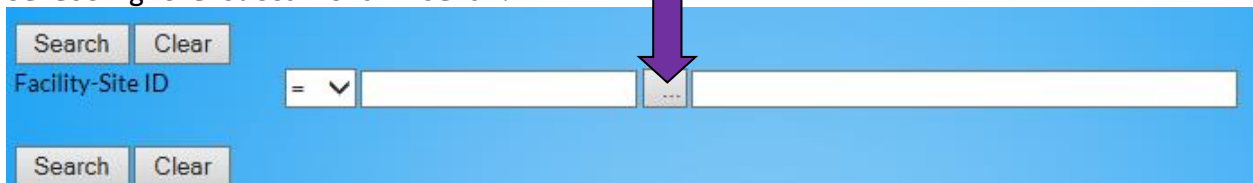
Facility-Site ID numbers vary for each Catalog/Program.

Examples: (multiple examples separated by a /)

- Air: AIR_0050014
- Beaches & Coastal Systems: BCS_-7000132
- ERP: ERP_257291 / PATS_147306
- Hazardous Waste: FL0000044016 / FLD043117522 / FLR000069591
- Mining & Minerals Regulation: MMR_FL0000761
- NPDES Storm Water: FLS000016 / FLR04E007 / FLRNEF172
- Nonpoint Source Management (No Fac. ID, use Grant #): G0024 / S0796
- OEP - Office of Ecosystem Projects: OEP_0346991
- Oil & Gas: OG_1366 / OG_1332AH / OG_RACCOON_POINT
- Potable Water Systems: 6521405
- SCO - Siting Coordination Office (No Fac ID, use Date or Description)
- Solid Waste: 95064
- State Revolving Fund (No Fac. ID, use Project Num): 89101 / 4803D / LP18041
- Storage Tanks: 9812922
- Underground Injection Control: 68887 / 101199
- Waste Cleanup: COM_71973 / COM_222232 / 529501023
- Wastewater: FL0039772 / FLA279765 / FLS267520 / FLV827991
- Water Supply Restoration (No Fac. ID, use Well ID): 350023401

* Please Note: Facility-Site ID numbers are not cross searchable between catalogs (a Solid Waste ID will not work in Hazardous Waste, even if the Facility has permits under both programs).

7. If you know the Facility name but not the number, you can look it up by selecting the button shown below.

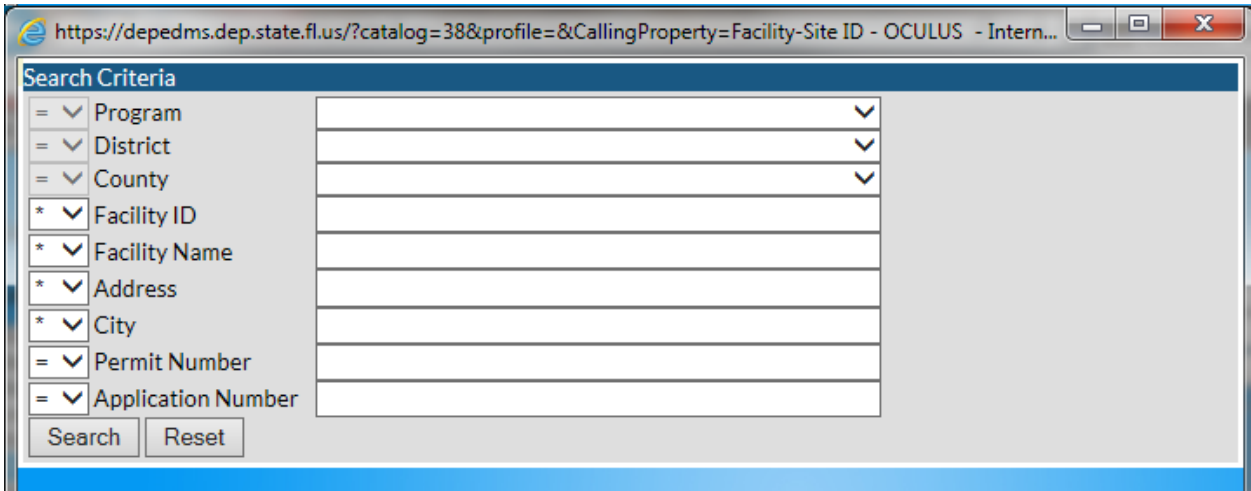


Search Clear

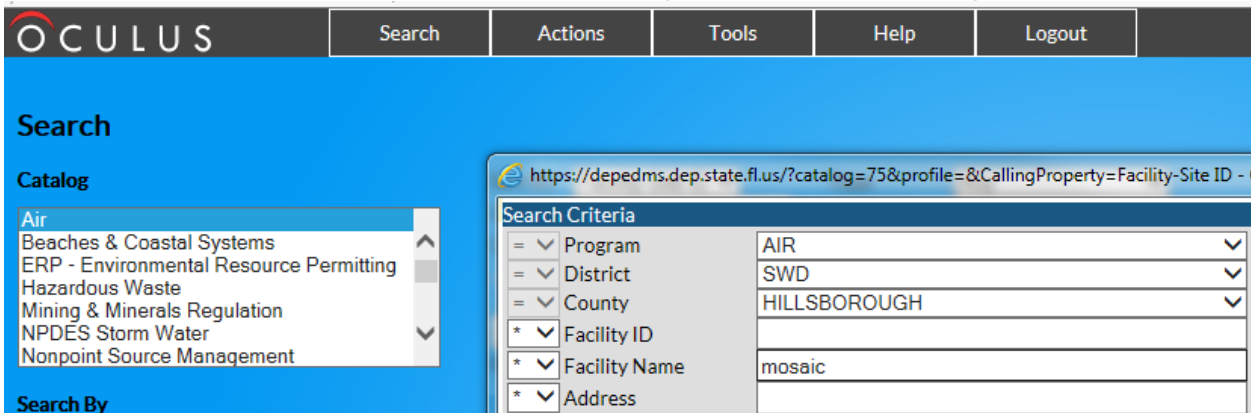
Facility-Site ID = ▾ ...

Search Clear

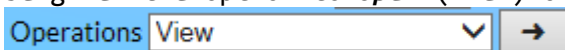
You should receive this screen (if you get a page with JavaScript close it and try again).




Make sure the **Program** you select in your **Popup Search** matches the **Catalog** on the **Main Search Page**. If these don't match you will not find any documents.




8. You can set your search for general or exact . (Example: MOSAIC will turn up everything with the word MOSAIC in the title; MOSAIC will turn up only documents simply titled MOSAIC.)
9. To put your search results in a particular order, click on the column header that you want it arranged by. (Example: to organize by date click on the column header for **Document Date**.)
10. Click the radio button on the left-hand side for the document you want to view.
11. Make sure **Operations** is set to **View** and click the arrow next to it. You will be given the option to **Open** (view) or **Save** the document.



*Please note: large documents may take a while to load. Don't view using the preview icon , it takes longer. Also, if you select **Open** but you receive an error try again, or **Save** the document.

- Some of the documents are very large and may take several minutes or more to open. If your document has been trying to open for a while you can scroll over to the **File Size** and see how large the document is.

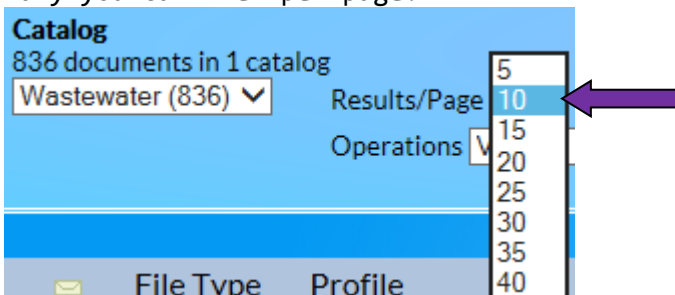
Document Subject	County	District	File Size
WASTE LOAD ALLOCATION - BANANA	POLK	SWD	211 KB
1983 COMPLIANCE ENFORCEMENT	POLK	SWD	95129 KB



Less than 1MB
= 95MB

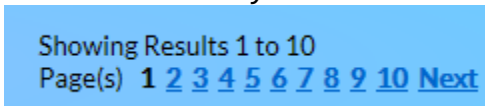
The file size is always given in KB (kilobytes). 1000KB is roughly 1MB (megabyte). 1000MB is roughly 1GB (gigabyte). **Essentially, the more digits you see the larger your file is.** 4 digits or less should not take long, 5 digits may take a minute or two. The largest file you can find would be 7 digits equivalent to 1GB. These are very rare however if you do come across one be aware that it will take a long time to open.

- There may be more than one page of results. At the top left corner, you will see how many documents your search found and a dropdown menu to select how many you can view per page.



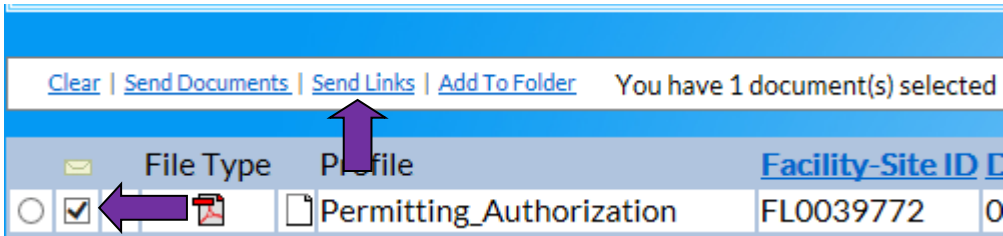
Catalog
836 documents in 1 catalog
Wastewater (836) Results/Page 10
Operations 15
20
25
30
35
40
File Type Profile

- At the top right corner of the page you will see how many pages there are for this search and you will be able to navigate through them.

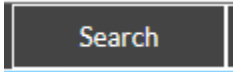


Showing Results 1 to 10
Page(s) 1 2 3 4 5 6 7 8 9 10 Next

- You can email the link to a document by selecting the square next to the document in question, then selecting **Send Links** from the small toolbar that appears. You may select more than one document at a time.



16. If at any time you wish to go back to the *Main Search Page*, select *Search*.



17. If you have trouble with a document, please contact one of the district offices or the Service Desk in Tallahassee servicedesk@dep.state.fl.us (850)245-7555.

* Please Note: some viewers experience problems with the older TIFF files. In these instances, please refer to the links on the Oculus login page.

Login ID:

Password:

Remember me

Public Users please use the button below to log directly into OCULUS.

Changes in the new version of OCULUS - DEP Users : Public Users

For OCULUS support, please e-mail: servicedesk@dep.state.fl.us

Welcome to the Florida DEP Consolidated OCULUS Electronic Document Management System.

The following programs have records in the OCULUS electronic document management system for public review:

Division of Waste Management (DWM)	Division of Water Resource Management (DWRM)	Division of Air Resource Management (DARM)
Hazardous Waste	ERP - Environmental Resource	Wastewater
Solid Waste	Permitting	Water Facility Funding
Storage Tanks (<i>Petroleum Restoration</i>)	NPDES Storm Water Potable Water Systems	Water Supply Restoration
Waste Cleanup	Underground Injection Control	Beaches & Coastal Systems
		Mining & Minerals Regulation

Help using OCULUS

We have several tools available to assist in using the OCULUS Document Management System. At any point, users can click the help menu to open the [Online help system](#). For help finding documents in OCULUS, please see the [Public Document Taxonomy](#). If you believe that you've found an error with a document, please contact servicedesk@dep.state.fl.us to report the problem.

At times Microsoft Office updates may cause users to lose the ability to "View" TIF documents in OCULUS and limit their options to 'Save' or 'Cancel' when trying to view them. If your computer is experiencing this problem, please try the steps outlined [in this document](#).

If you can open documents correctly but find black pages while viewing 'TIF' documents from OCULUS or you are having other trouble viewing documents, please [follow these instructions](#) for help installing an alternative viewer.

If you find that you cannot view or open a document type of '.MSG', '.PST', or '.OST', email formats, you may not have compatible software for these file types. Please visit [MSG viewer download page](#) to download the free Mail Viewer or visit [PST or OST viewer download page](#) to download the free Outlook Viewer for viewing these file formats outside of MS Outlook.

If you're still having trouble, please contact servicedesk@dep.state.fl.us for assistance.