

Reduction of Paper Documents – Reports for Petroleum Cleanup Program

Effective August 8, 2011, all reports submitted to the BPSS for sites managed by Teams 1-6 should consist of one paper copy and one electronic copy (preferably .pdf on a CD) in an effort to reduce paper and have documents available in **OCULUS** immediately (interim deliverables and reports shall be submitted via e-mail (preferable in .pdf format) if they are not large – 8-10 MB maximum). If a document contains a professional seal, it should be either a stamp or shaded embossed seal so that the seal will be visible in **OCULUS**. Professional Land Survey electronic copies should be submitted in their original format.

Reports being submitted to the following Local Program Counties: **Alachua, Broward, Duval, Escambia, and Orange Counties** should be submitted in the same manner as described above. For sites managed by Local Programs other than those listed above, this requirement will not be in effect immediately, but this message will be amended as more Local Programs have the capability to accept electronic documents.

In addition, due to the more paperless workflow, when returning signed work orders and task assignments to BPSS, please only submit **one copy of each work order and three copies of each task assignment** in addition to the original.

If you have any questions or comments concerning the new procedures, please contact Roger W. Rook at (850) 245 - 8822 or via e-mail: Roger.Rook@dep.state.fl.us