KEES Applicant User Manual

Keystone Environmental ePermitting System (KEES)

Release 1

Version: 1.0

Work product: KEES User Manual

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Document History

Version	Date	Author	Version / Revision Description
0.1	04/26/2016	ITPDD	Draft Format, Applicant Workflow Ready for review
0.2	05/10/2017	ITPDD	Remove Reviewer and Common Functions material to those User Manual; formatting
0.3	06/5/2017	ITPDD	Includes feedback from business including additional helpful hints and clarifications
1.0	06/06/2017	ITPDD	Final version including additional section for Request User Login

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1.0 Introduction

The Keystone Environmental ePermitting System (KEES) is a collaborative effort between the Pennsylvania Department of Transportation (PennDOT) and the Department of Environmental Protection (DEP), with a goal of improving, extending, and streamlining the electronic process for obtaining environmental permits.

The purpose of KEES is to:

- Replace PennDOT's existing electronic system for the preparation of environmental permit applications - the Joint Permit Application Expert System 2 (JPA2)
- Expand on the functionality of the JPA2 system and modernize system architecture
- Automate DEP's application review and approval process
- Integrate application preparation, review and approval within a single, unified system
- Improve the interface with DEP's legacy Environment Facility Application Compliance Tracking System (e-FACTS)
- Add additional permit types to the electronic permit application process
- Allow other PA agencies (over time) to apply for environmental permits using KEES.

KEES was rolled out to users in a series of releases. The initial release in spring of 2017 gave PennDOT, ACOE and other commenting agencies the ability to create, submit, review, authorize and deny DEP permit applications for General Permit (GP)-8, GP-11, Standard and Small Project applications. The number and type of users granted access to create and submit all types of DEP permits grows with each KEES release.

This User Manual is available to KEES users to assist in interpreting and completing KEES screens. It will be updated and with each major release of new KEES functionality.

1.1 Purpose

The KEES User Manual provides the following KEES information:

- Functionality purpose and description
- Screens
- Screen field definitions
- Helpful hints

This document is updated with new KEES functionality. For additional training materials, including step by step training videos and scripts, please click the Help link on the KEES homepage found at https://www.kees.pa.gov.

This document covers the following major topics in KEES:

- Creating a KEES Project
- Managing a KEES Project
- Adding a Permit Application
- Managing a Permit Application
- Copying an Application
- Submitting an Application
- Resolving Deficiencies

1.2 Scope

Release 1 KEES functionality is in scope for this version of the KEES User Manual. Functionality to be introduced in later releases is not included.

1.3 Acronyms

Acronym	Term
ACOE	Army Corps of Engineers
BA	Business Analysis or Business Analysts
CCDs	County Conservation Districts
CRUD	Create, Read, Update, Delete
DCNR	Department of Conservation and Natural Resources
DEP	Department of Environmental Protection
E and S	Erosion and Sediment
eFACTS	Environment, Facility, Application, Compliance Tracking System
ESCP	Erosion and Sediment Control Permit
GP	General Permit
ITPDD	Bureau of Information Technology Project Development & Delivery
JPA2	Joint Permit Application Expert System 2
KEES	Keystone Environmental ePermitting System
NPDES	National Pollutant Discharge Elimination System
PEMT	Project Execution Management Team
PennDOT	Pennsylvania Department of Transportation
POC	Point of Contact
PM	Project Manager
PNDI	Pennsylvania Natural Diversity Inventory
PTC	Pennsylvania Turnpike Commission
ROD	Record of Decision
RTC	Rational Team Concert
SME	Subject Matter Expert
SOP	Standard Operating Procedures
SPGP	State Programmatic General Permit
UAT	User Acceptance Testing
WEOP	Water Obstruction and Encroachments Permitting

WO	Work Order

1.4 References

Based on a business decision, BA requirements for the KEES system are covered in the KEES Use Cases and Workflows work product. The basis for this decision was a need to this was to capture all documentation in one place, and group it by functionality. This KEES User Manual is based on the requirements documented in the Use Cases and Workflows work product.

1.5 Application Types

The following application types are currently supported in KEES:

- GP-8
- GP-11
- GP-8 and GP-11 Combination
- Standard
- Small Project
- PASPGP-5

2.0 Create a KEES Project

Purpose

The Create a KEES Project screen enables users to create a new KEES Project, which is a prerequisite for creating a permit application. The implementation of the KEES Project enables the user to link multiple permit applications to a single real-world project, and to collect and store data common to each application. It collects information about three different subject areas:

- Applicant - The entity applying for the environmental permit or permits that will be required for a project, i.e. the entity to which the environmental permits for a given project will be issued or authorized.
- Point of Contact (POC) – The user to whom questions or issues about permit applications for a project should be directed. (Note: At the application level, KEES allows users to specify different POC's for different permit applications.)
- Background Project – A record for a project in the applicant's legacy computer system from which KEES may draw data. PennDOT Background Projects are classified into the following project types:
    - MPMS
    - SAP Notification ID
    - Other

Outcomes

The creation of a KEES Project provides:

- A framework for storing data about a "real world" project that may include multiple Background projects.
- A view of a Project Summary and Permit Application List
- A means for entering and editing data about the following areas:
    - KEES Project Info
    - Applicant Info
    - Point of Contact
    - Background Projects
    - GIS Information
    - Participants
    - GIF
    - PNDI
- A means for creating and maintaining multiple permit applications for a single real-world project
- A means of storing data that is common to multiple permit applications so that it can be copied to each permit application that is added.

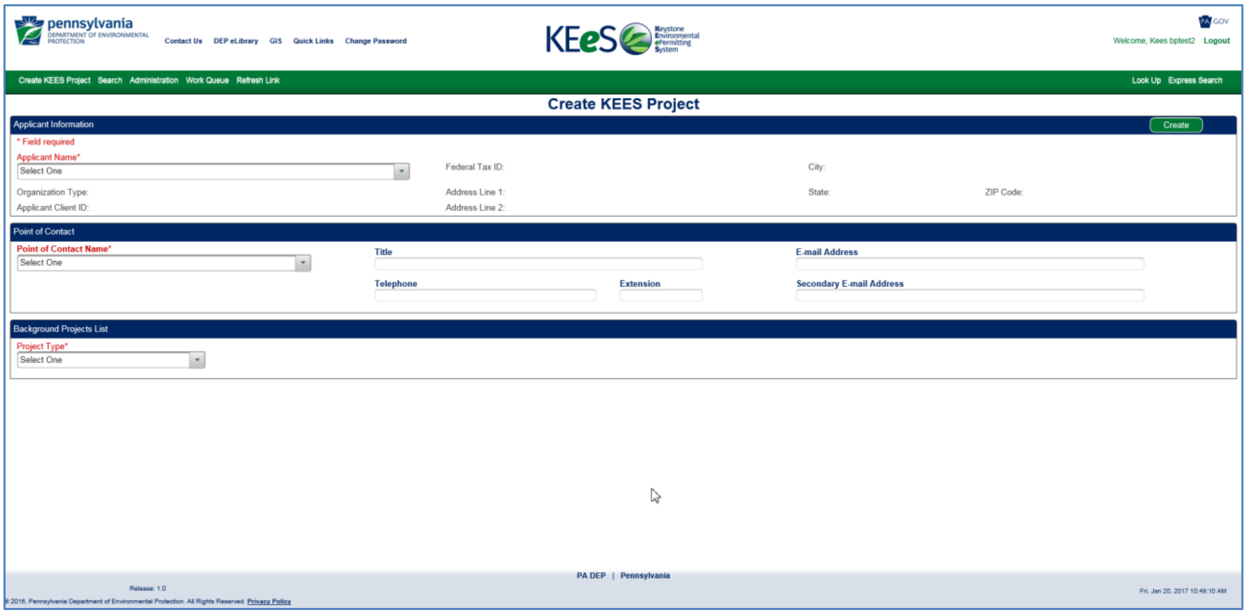


Figure 1. Create a KEES Project

Field/Link/Button Name	Description
Applicant Name	• The name of the entity applying for the permit. More formally, a person or organization that requests approval from DEP to perform a regulated activity. • Selected by the user from a list of values • Required to create a project
Applicant Client ID	• A unique ID number assigned by DEP to each organization that conducts business with DEP • Read only, populated from the KEES profile of the applicant.
Organizational Type	• A classification of the types of agencies that can create or update permit applications in KEES. • Read only, populated from the KEES profile of the applicant.
Federal Tax ID	• An identification number assigned by the federal government to entities that employ workers or pay certain types of taxes. • The Federal Tax ID is also known as the Federal Employer Identification Number or FEIN • Read only, populated from the KEES profile of the applicant
Address	• The mailing address of the applicant • Read only, populated from the KEES profile of the applicant

Field/Link/Button Name	Description
Point of Contact Name	• The name of the PennDOT POC for the project • Selected by the project creator from a list of values • Required to create a project
Title	• The Job Title of the PennDOT POC for the project • Read only, populated from the KEES profile of the POC
Telephone	• The Telephone Number of the PennDOT POC for the project • Read only, populated from the KEES profile of the POC
E-mail Address	• The E-mail Address of the PennDOT POC for the project • Read only, populated from the KEES profile of the POC
Secondary E-mail Address	• The alternate E-mail Address of the POC that may also be used to conduct business • Read only, populated from the KEES profile of the POC

Project Type	• A classification of legacy or "Background" projects which may differ for each Organization Type. (For example, DCNR project types will be different from PennDOT background projects types.)
	• Required to create a project
	• For Release 1, only the following PennDOT Project Types are supported:
	  o MPMS
	  o SAP Notification ID
	  o Other

MPMS Number	• ID Number of a project from PennDOT's MPMS system • Required if Project Type = MPMS
SAP Notification Number	• ID Number of a project from PennDOT's SAP system • Required if Project Type = SAP Notification ID
Project ID	• The ID number assigned to an Other type project • This field appears only for Other type projects
Background Project ID #	• Background Project ID # - The unique identifier assigned to a project in a legacy system (e.g. the MPMS ID Number is displayed for MPMS type Background Projects). • Applies to MPMS and SAP projects
Project Name	• The name given to a KEES project, typically imported from a legacy system, e.g. for MPMS Projects, the MPMS Project

Field/Link/Button Name	Description
	Name is initially displayed as the KEES Background Project Name • Applies to Other, MPMS, and SAP type projects • Required to create a project
Project Description	• A brief description of a project, frequently imported from a legacy system. • Applies to Other, MPMS and SAP type projects • Required to create a project
Estimated Let Date	• The estimated Let Date for contracts related to a Background Project. • Applies to MPMS and SAP
County	• The counties in which work will be performed for the Background Project. • Applies to Other, MPMS and SAP type projects • Required to create a project
Municipality	• The municipality/local government jurisdiction in which work will be performed for the Background Project. • Applies to MPMS and SAP
State Route	• The State Route number for which work will be performed for the Background Project. • Applies to Other, MPMS and SAP type projects
Local Road	• The Local Road number for which work will be performed for the Background Project. • Applies to Other, MPMS and SAP type projects

Table 1. Create a KEES Project Fields, Links and Buttons

Helpful Hints

When an MPMS type project is created, KEES does not automatically save MPMS Background Project Data to the KEES database.

After a user clicks the Create button on the Create a KEES Project screen, KEES displays a project successfully completed message. When the message disappears, the user must:

- Click the Project Info tab
- Add new counties/municipalities, if necessary
- Click Save

2.1 Search for MPMS or SAP Background Projects

Purpose

The purpose of this screen is to:

- Display a list of MPMS or SAP Background Projects that an editor can use to select a specific project to add to a KEES project
- Enable an editor to filter the list of projects returned by a search
- Enable a user to select a Background Project and add it to the KEES Project

Outcomes

The selected MPMS or SAP project information is displayed on the Create a KEES Project screen.

- The background project type can be changed
- The background project can be reselected
- For MPMS projects, the KEES Project Name and Description fields are populated with the MPMS name and description
- For SAP projects, the Description field is populated but the KEES Project Name is not

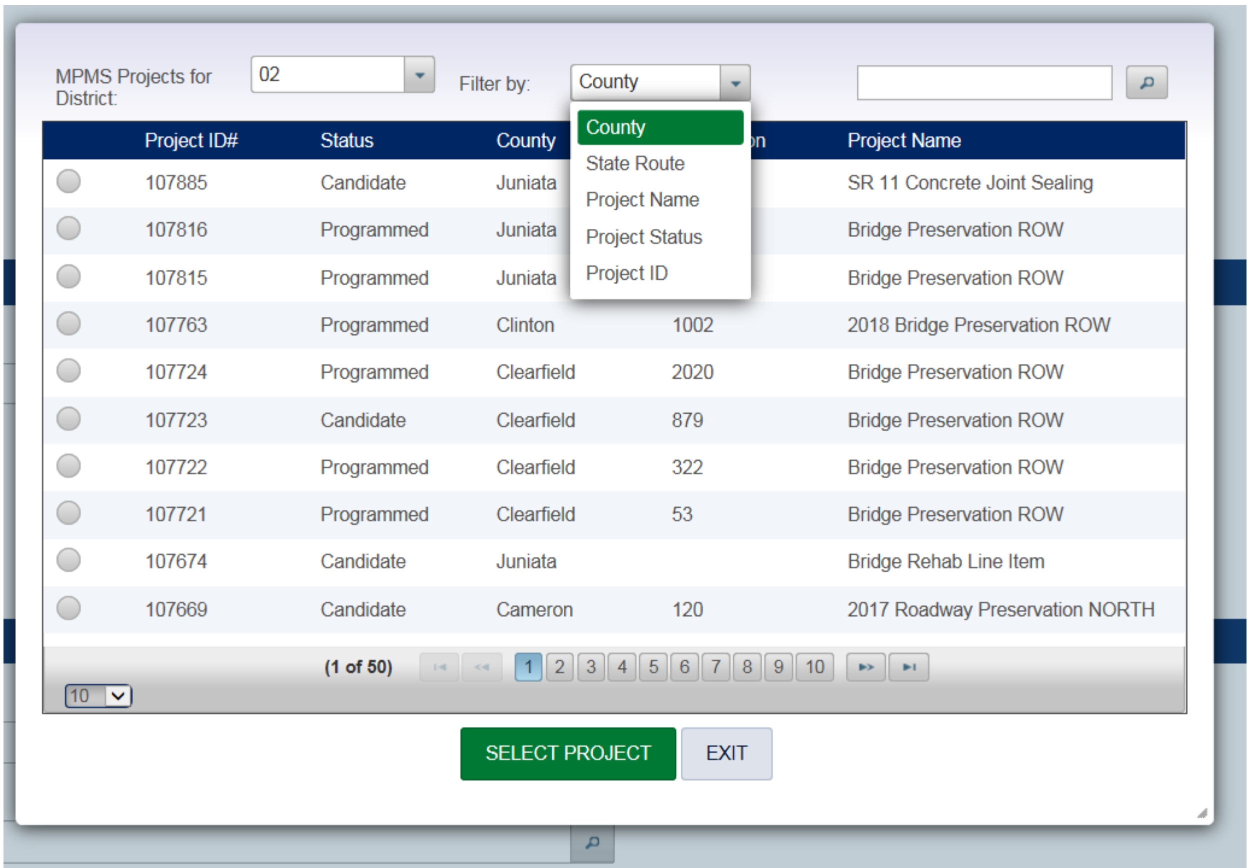


Figure 2. Background Project Search

Field/Link/Button Name	Description
Project for District	• A list of values allows users to filter the project search results by PennDOT District. • For PennDOT applications, this field defaults to the district identified as the Applicant, but a user can select a different District if necessary.
Filter By	A list of values from which a user can select criteria to filter the list of projects returned by a search.
(unnamed text box)	Allows a user to insert a text string to specify a value for the Filter By field. (For example, an entry of "Perry" in this field during a search filtered by County will return a project list containing only Perry County projects.)
Search icon	Executes the search and applies the filter selected by the user.
Radio button	• Displays a radio button for each project returned by a search. • Clicking a radio button fills it, indicating which project is selected.
Project ID#	Displays the ID# of the project in the legacy system (e.g. an MPMS number).
Status	• Displayed only for MPMS type projects. • Displays the Status of a project in the MPMS system. • Projects are displayed only if they are in one the following statuses in the MPMS: o Active o Candidate o Programmed
County	Displays the County of the project in the legacy system
SR/Section	Displays the SR/Section of the project in the legacy system
SR/Section	Displays the SR/Section of the project in the legacy system
Paging buttons	A group of buttons supporting the navigation of the list of projects. Allows for the movement to a specific page, next page, previous page, first page and last page.
Displayed rows button	Allows a user to change in the number of rows displayed on the screen.
Select Project	Associates the selected project (as designated by the populated radio button to the left of a project) to the KEES Project.
Exit	Closes the window.

Table 2. Background Project Search

For PennDOT projects, KEES supports three types of Background Projects: MPMS, SAP Notification and Other. In KEES, there are minor differences the list of fields associated with each project type (for example, MPMS projects have a Status field while SAP Notification and Other type projects do not). The next few screens specify the list of fields associate with each project type.

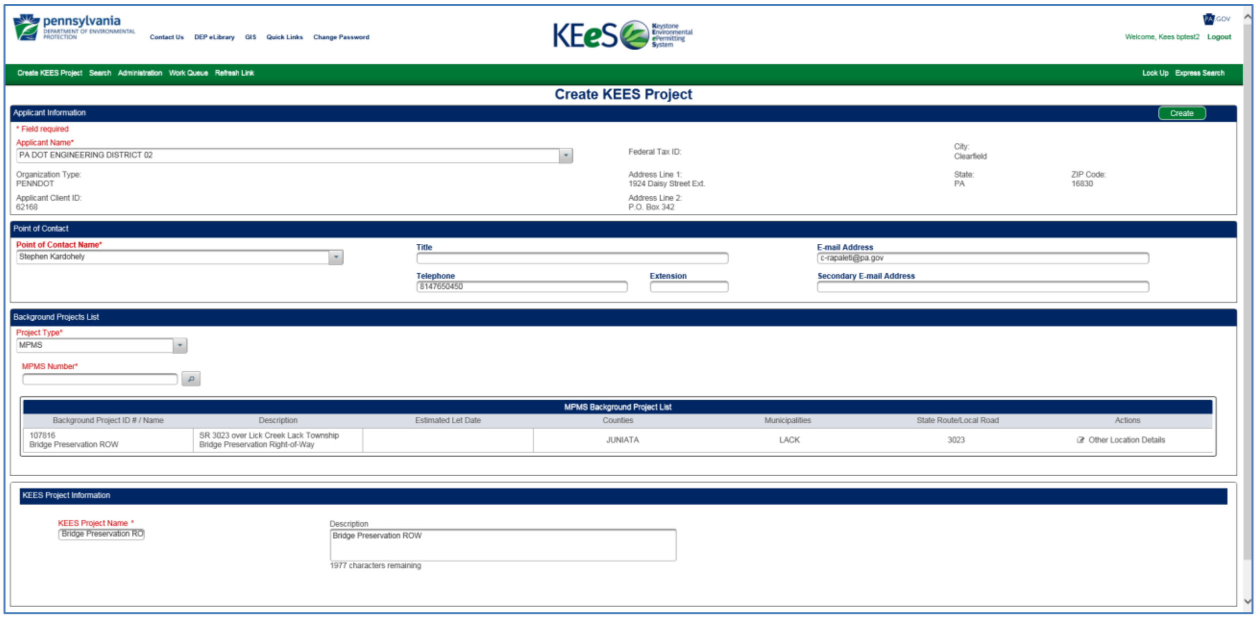


Figure 3. Create a KEES Project with MPMS Type Background Project

Field/Link/Button Name	Description
MPMS Number	Displayed after MPMS is selected as the Project Type. Users can manually enter an MPMS number, or search for an MPMS project by clicking on the search icon.
Search Icon	Executes the search associated with the filter identified by the selections made in the Filter by field and the accompanying text box
MPMS Background Project List	Displays after an MPMS project is selected from the search.
Other Location Details	A link in the MPMS Background Project List table. Displays a window listing the following for the selected MPMS project: • Segment From • Segment To • Offset From • Offset To • Section
KEES Project Name	• Auto-populated with the name of the selected MPMS project • Editable
Description	• Auto-populated with the name of the selected MPMS project • Editable

Table 3. Create a KEES Project with SAP MPMS Type Background Project

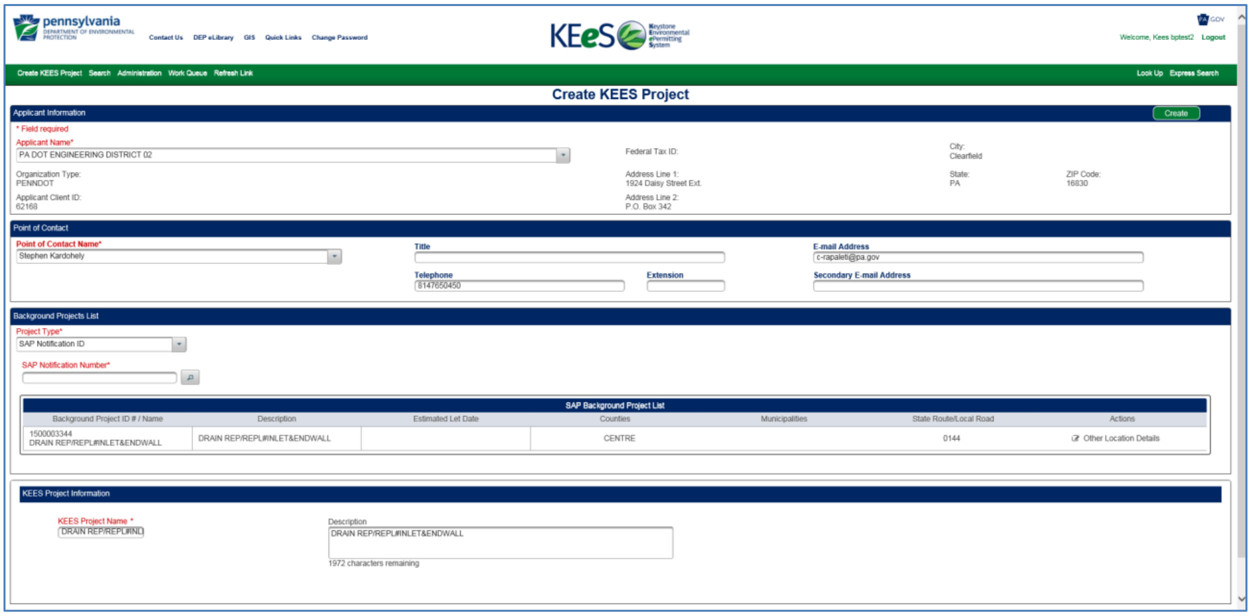


Figure 4. Create a KEES Project with SAP Notification Type Background Project

Field/Link/Button Name	Description
SAP Notification Number	• Appears after SAP is selected as the Project Type. • Users can manually enter the SAP number if known • User can click the search icon to initiate a search for a SAP Project.
Search Icon	• Initiates a search for SAP background projects. • Searches the entire list of values if SAP Number is blank • Searches for specific number if one is entered in the SAP Notification Number field.
SAP Background Project List	Displays after an SAP project is selected from the search.
Other Location Details	Clicking on this link opens a window that displays following fields for the selected project: • Segment From • Segment To • Offset From • Offset To • Section
KEES Project Name	• Auto-populated with the name of the selected SAP project • Editable
Description	• Auto-populated with a description of the selected SAP project • Editable

Table 4. Create a KEES Project with SAP Type Background Project

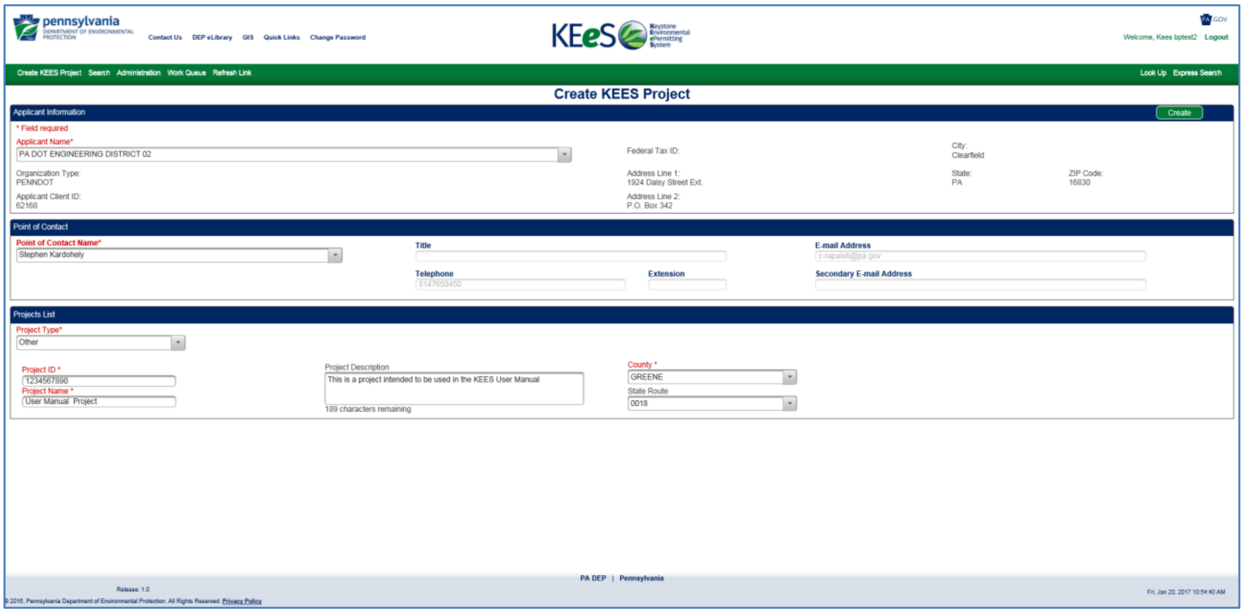


Figure 5. Create a KEES Project with an Other Type Background Project

Field/Link/Button Name	Description
Project ID	Allows a user to enter the project ID number for an Other type project.
Project Name	Allows a user to enter the name of the project.
Project Description	Allows a user to enter a description of the project
County	Displays a list of values for selecting the project's County
State Route	• Displays a list of values for selecting a State Route. • The State Route list is filtered by the value selected in the County field.

Table 5. Create a KEES Project with an Other Background Project

<u>Helpful Hints</u>

- There are three types of PennDOT Background Projects. Certain screens (or portions thereof) will be covered separately in this Section, as there are minor differences in the fields displayed for the different Background Project Types.
- The only filter type that supports a partial search is Status. All other filters require that the full value be entered. For example:
- If a user selects Project Status as a filter, and enters the text "Act", a search will return all projects with a status of Active.
- If a user selects County as a filter, and enters the text "Cumber", a search will not return any projects, even if though there are many projects in the MPMS system for Cumberland County.

3.0 Manage a KEES Project

3.1 Project Information: MPMS and SAP Background Projects

Purpose

At times, Background Project data imported into KEES from a legacy system is not complete. (For example, MPMS type projects in Candidate status may not contain data on Municipality or State Route/Local road.) Background Project data can also change over time due to adjustments in project scope. Accordingly, users need a way to add or update Background Project data in KEES. The KEES Project Information screen allows users to update Background Project data.

Outcomes

- Provides updates the KEES Project name and/or description
- Set the start date and/or end date of the KEES project
- Edit the details for the related background project.

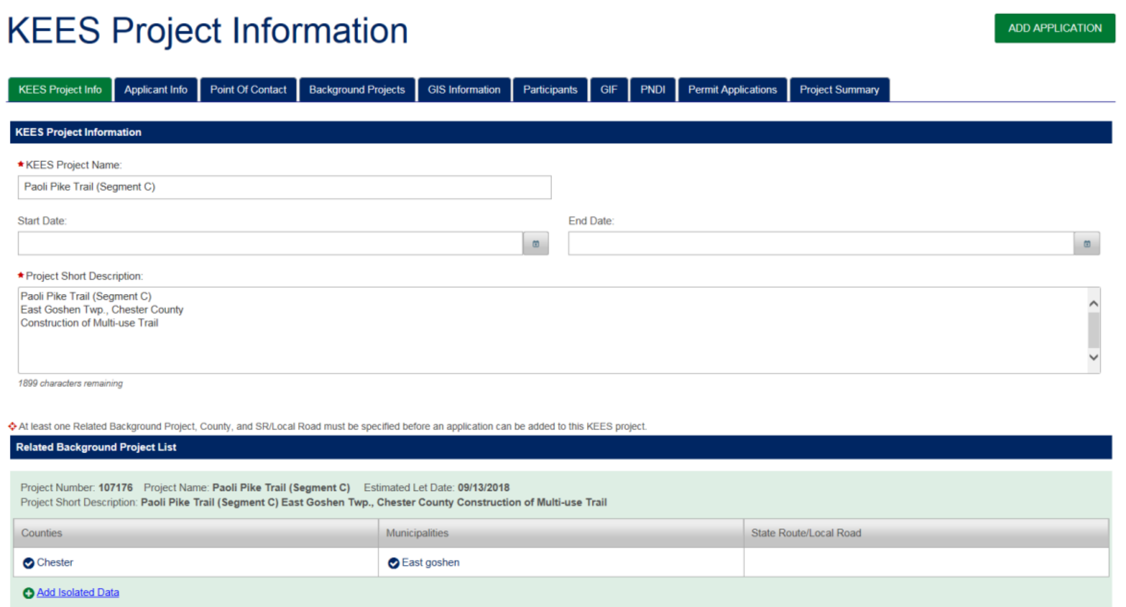


Figure 6. KEES Project Info – MPMS and SAP Background Projects

Field/Link/Button Name	Description
KEES Project Name	• Populated from the KEES Project Name field on the Create KEES Project screen. • Can be edited.
Start Date	• Displays the estimated date that work on a project will begin. • Can be manually entered or selected using the date picker icon
End date	• The estimated date that work on a project will be completed. • Can be manually entered or selected using the date picker icon

Field/Link/Button Name	Description
Description	• A brief description of a project, frequently imported from a legacy system. • Applies to MPMS and SAP type projects
Related Background Project List	Lists the details associated to the background project selected when the KEES project was created.
Other Location Details	A link within the Related Background Project List table. Displays a window listing the following for the selected MPMS project: • Segment From • Segment To • Offset From • Offset To • Section
Checkboxes within the Related Background Project List	• Allows users to associate or disassociate data elements that appear on the Background Project to the KEES Project. • These data elements include County, Municipality, and State Route/Local Road.
Add new counties/municipalities	Supports the addition of counties and municipalities to the KEES project.
Add new municipalities	Supports the addition of municipalities to the counties associated to the KEES project. Appears after additional counties are added to the KEES project.
Add new SRs and other location details	Supports the addition of state routes to the KEES project. Appears after additional counties are added to the KEES project.

Table 6. KEES Project Info – MPMS and SAP Projects Fields, Links, and Buttons

Figure 7. Project Information: Window opened by Add New Counties/Municipalities Link

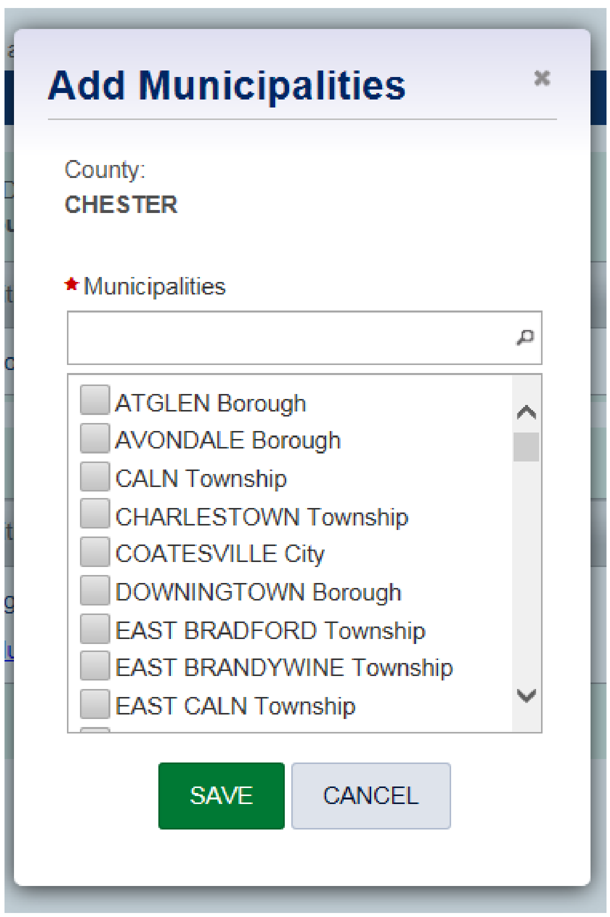


Figure 8. KEES Project Info – Window opened by Add Municipalities Link

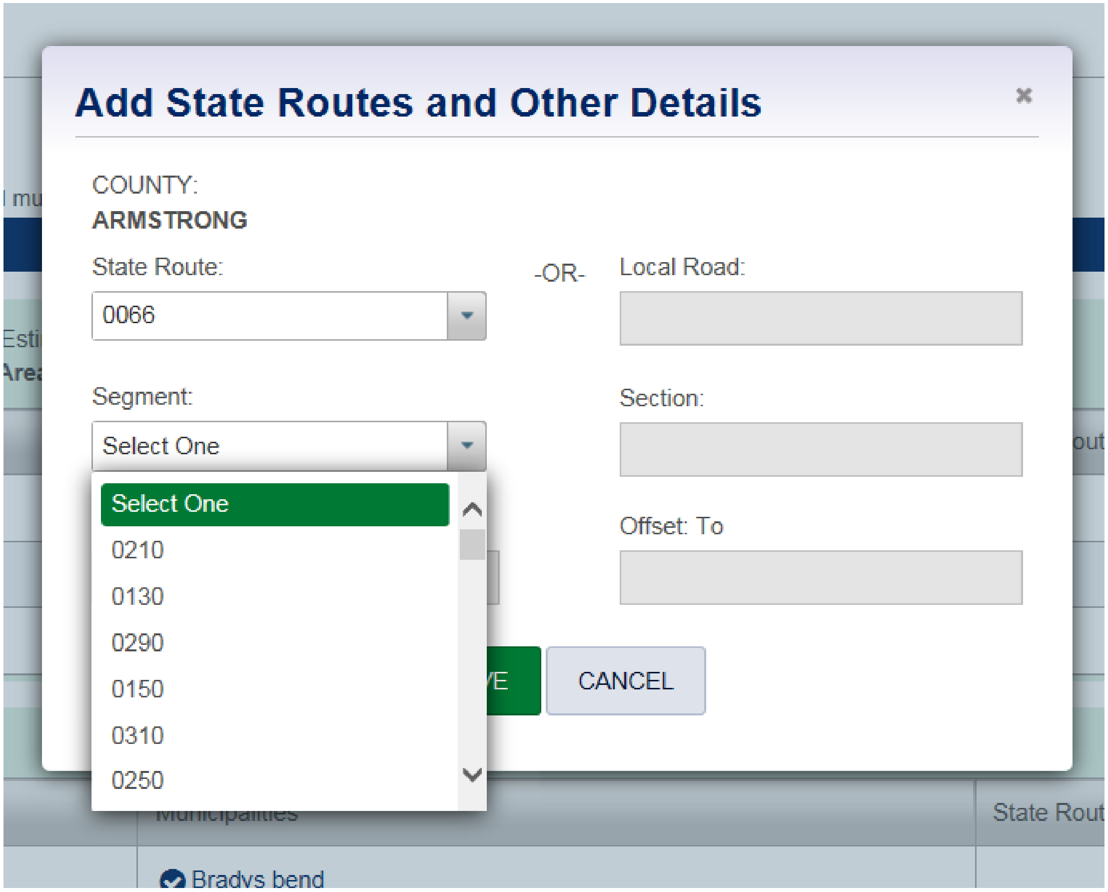


Figure 9. KEES Project Info: Window opened by Add State Route/Local Road Link

Helpful Hints

The KEES Project Information screen supports updates to two types of information:

- KEES Project Information
- Background Information

Helpful Hints for Background Project Data – MPMS and SAP

To ensure that KEES data is in sync with legacy system data, KEES does not allow users add to add data directly to a Background Project record that was imported from a legacy system. Instead, KEES uses an "Add Isolated Data" function to add County, Municipality and State Route/Local Road data to the KEES project.

Three links on the KEES Project Information allow users to add isolated data to a project.

- Add new counties/municipalities (This link allows a user to add a new county to Background Project Isolated Data, with or without an associated Municipality.)
- Add Municipalities
- Add State Route/Local Road

The links for "Add new counties/municipalities" and "Add Municipalities" invoke similar windows, with one minor difference. The county field is prepopulated for the Add Municipalities window, but is enterable for the Add new counties/municipalities window. Screen shots for these windows appear after the main KEES Project Information screen, below.

3.2 Project Information: Other Background Project

Purpose

Unlike MPMS or SAP projects, data for Other project type cannot be imported from a legacy system. Thus, all data concerning Other type background projects must be entered manually. The KEES Project information allows user to enter relevant data for Other type projects.

Outcomes

The completion of this screen allows background project data to be validates on the application level.

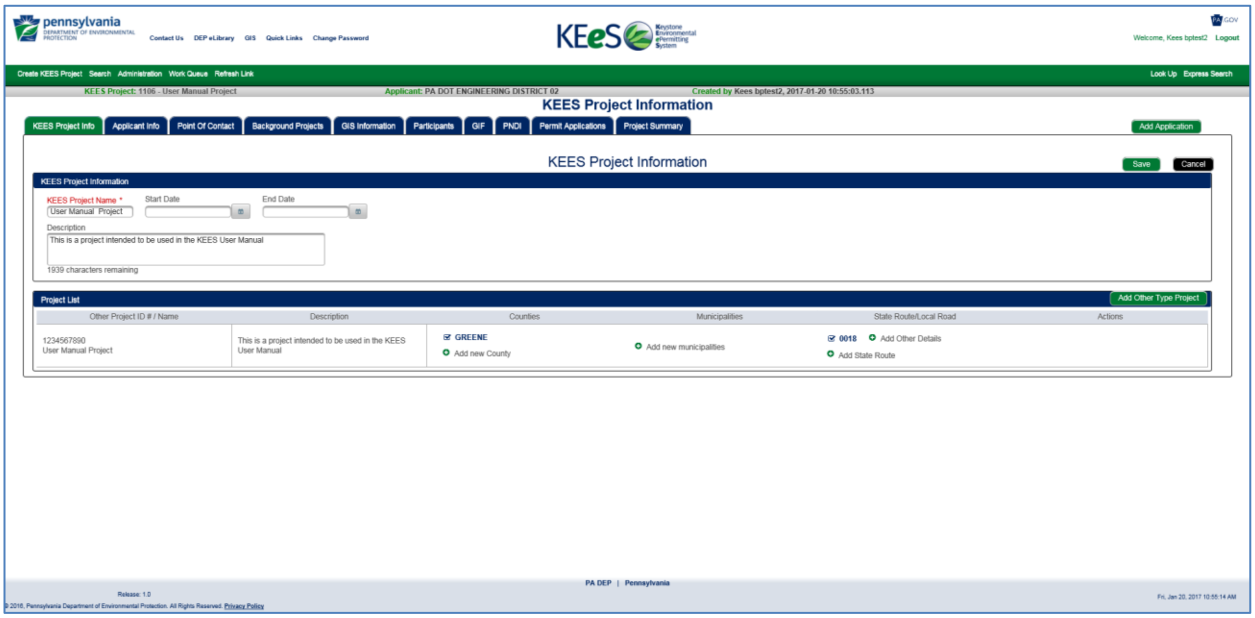


Figure 10. Project Information: Other Background Project

Field/Link/Button Name	Description
KEES Project Name	• Initially, displays the Project name populated from the KEES Project Name field on the Create KEES Project screen. • Can be edited.
State Date	• Displays the estimated date that work on the project will begin. • Can be entered manually, or by using the date picker icon to choose a date.
End date	• Displays the estimated date that work on the project will be completed. • Can be entered manually, or by using the date picker icon to choose a date.

Field/Link/Button Name	Description
Description	• A brief description of a project, frequently imported from a legacy system. • Applies to Other, MPMS and SAP type projects • Can be edited.
Project List	Displays a list of data elements for each background project associated to the KEES project.
Checkboxes within the Related Background Project List	• Allows users to associate or disassociate data elements that appear on the Background Project to the KEES Project. • These data elements include County, Municipality, and State Route/Local Road.
Add new county	Allows user to add counties to the KEES project that were not associated with a Background Project.
Add new municipalities	Allows user to add Municipalities to the KEES project that were not associated with a Background Project.
Add State Route	Allows user to add a State Route/Local Road to the KEES project that were not associated with a Background Project.

Table 7. KEES Project Information: Other Background Project Fields, Links, and Buttons

3.3 Applicant Information

Purpose

The purpose of the Application Information screen is to provide the KEES user the ability to update the applicant name prior to an application being created for a KEES project. After an application is created, this screen provides a read only view of the application information.

Outcomes

The user can:

- Change the applicant associated to a KEES project prior to an application being created
- View demographic data pertaining to the applicant associated to a KEES project prior to and after an application is created

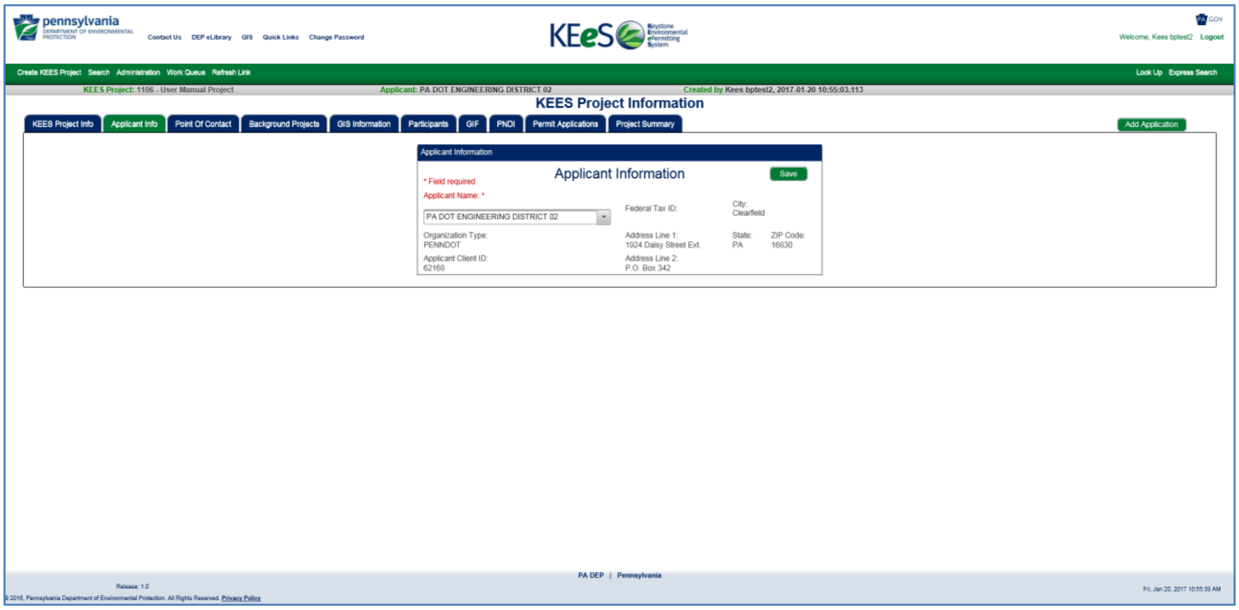


Figure 11. Applicant Info

Field/Link/Button Name	Description
Applicant Name	• The name of the entity applying for the permit. More formally, a person or organization that requests approval from DEP to perform a regulated activity. • This field can be used to change the applicant named on a permit application.
Applicant Client ID	• A unique ID number assigned by DEP to each organization that conducts business with DEP • Display only
Address	• The mailing address of the applicant • Display only
Organization Type	• A classification of the types of agencies that can create or update permit applications in KEES. • Display only
Federal Tax ID	• An identification number (aka the Federal Employer Identification Number or FEIN) assigned by the federal government to entities that employ workers or pay certain types of taxes. • Display only

Table 8. Applicant Info Fields, Links, and Buttons

3.4 Point of Contact

Purpose

The Point of Contact screen allows an editor of the KEES project to manage the KEES project point of contact.

<u>Outcomes</u>

The user can:

- Replace the existing POC for a project with a new POC
- Update a limited set of data elements about a project POC
- View historical data about all users who have held the POC role for a project

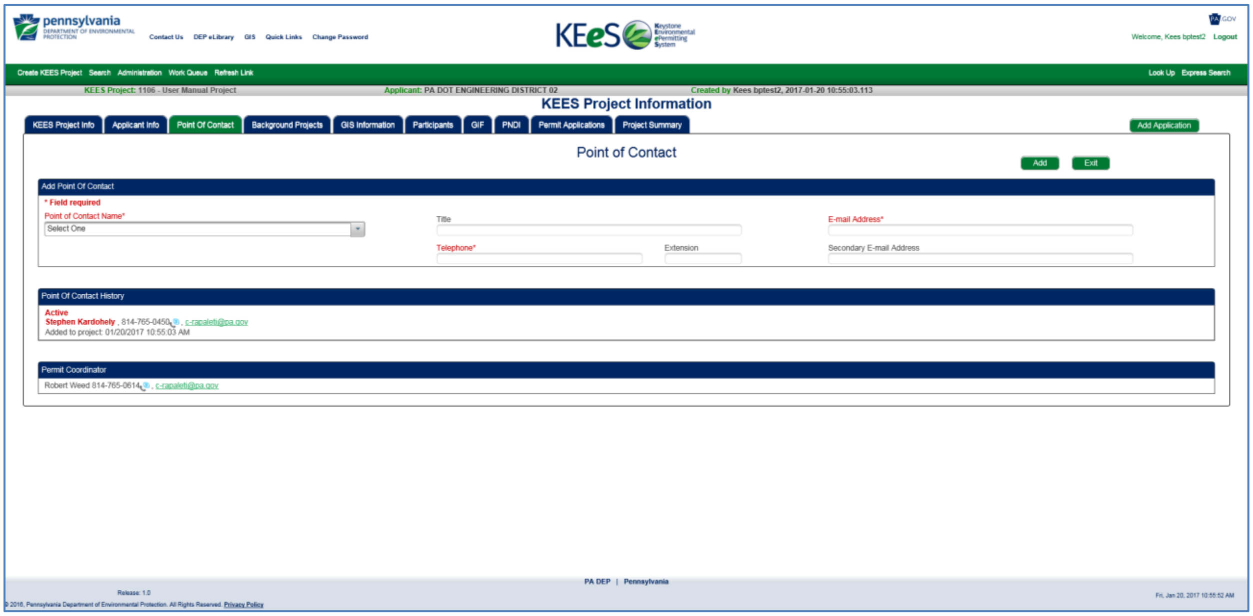


Figure 12. Point of Contact

Field/Link/Button Name	Description
Point of Contact Name	• Displays the Name of the user designated as the Point of Contact for the application • After an application is created, editors can designate a new POC from a list of values
Title	Displays the Job Title of the Point of Contact
Telephone	Displays the Telephone Number of the Point of Contact
Extension	Displays the Extension of the telephone number
E-mail Address	Displays the E-mail Address of the Point of Contact
Secondary E-mail Address	Displays the Secondary E-mail Address of the Point of Contact
Point of Contact History	Displays the Name, Telephone Number and Email Address of the existing POC, and any prior POCs.
Permit Coordinator	Displays the Name, Telephone Number and Email Address of the existing Permit Coordinator.

Table 9. Point of Contact Fields, Links, and Buttons

3.5 Background Projects

Purpose

The purpose of the Background Project screen is to display the MPMS or SAP background projects selected for the KEES project and to add additional background projects as needed. This screen is not displayed if the background project type is ‘Other’ (i.e. is not MPMS or SAP).

Outcomes

The user can:

- View the MPMS or SAP background project selected when the KEES Project was created
- Invoke a screen to add an additional Background Project of the same project type as the existing project

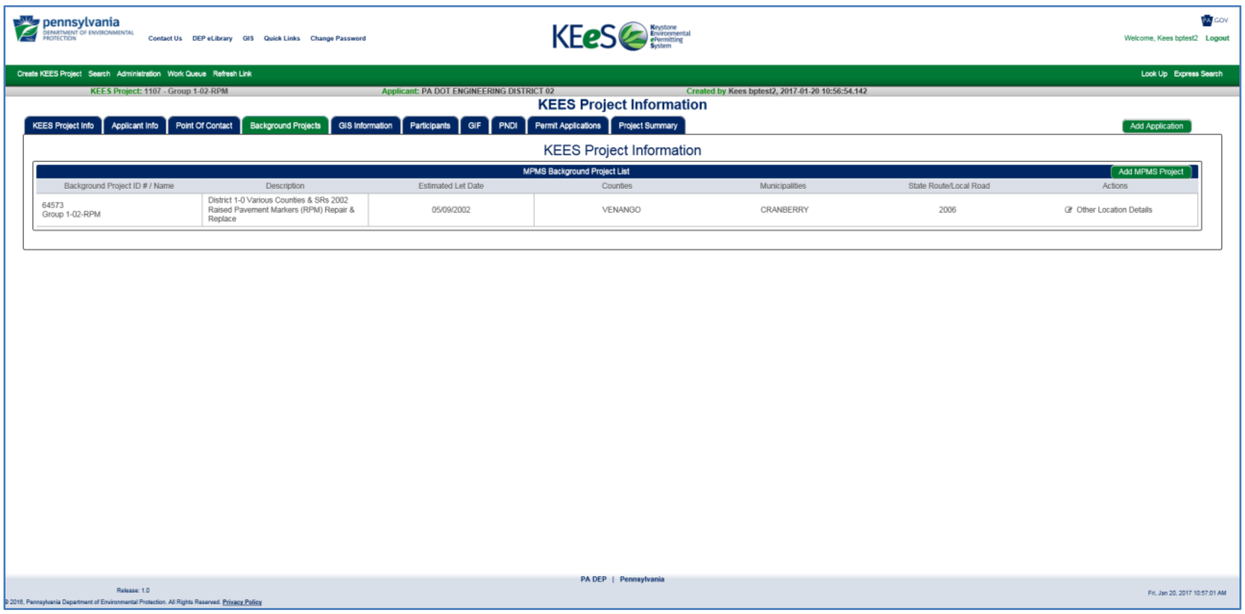


Figure 13. Background Projects

Fields of Interest	Description
Project Number	Displays the unique identifier assigned to a Background Project in a legacy system, e.g. the MPMS ID Number is displayed for MPMS type Background Projects.
Project Name	Displays the name of the project, frequently imported from a legacy system.
Project Description	Displays a brief description of a project, frequently imported from a legacy system.
Estimated Let Date	Displays the estimated Let Date for contracts related to a Background Project.
Counties	Displays the Counties associated to the Background Project
Municipalities	Displays the Municipalities associated to the Background Project

Fields of Interest	Description
State Route/Local Road	Displays each State Route/Local Road associated to the Background Project

Actions	• This link is associated with the State Route/Local Road field
	• Clicking on this field allows a user to view a pop-up window with the following data elements:
	  • Segment From
	  • Segment To
	  • Offset From
	  • Offset To
	  • Section

Add MPMS Project	Allows a user to add a new MPMS Background Project to the KEES Project

Table 10. Background Projects Fields, Links, and Buttons

Helpful Hints

This screen is display only. All updates to Background Project data must be made on the KEES Project Information Screen.

3.6 GIS Information

Purpose

The purpose of the GIS information is to enter and view geo-spatial information about the project area. This type of data can be used to associate other types of unrelated information by using location as the key index variable

Outcomes

Saving data on the GIS tab results in the following:

- The GIS information is saved to the project with the correct format (where applicable)
- GIS information can be edited.
- GIS information is displayed as read-only in any applications associated to the KEES project

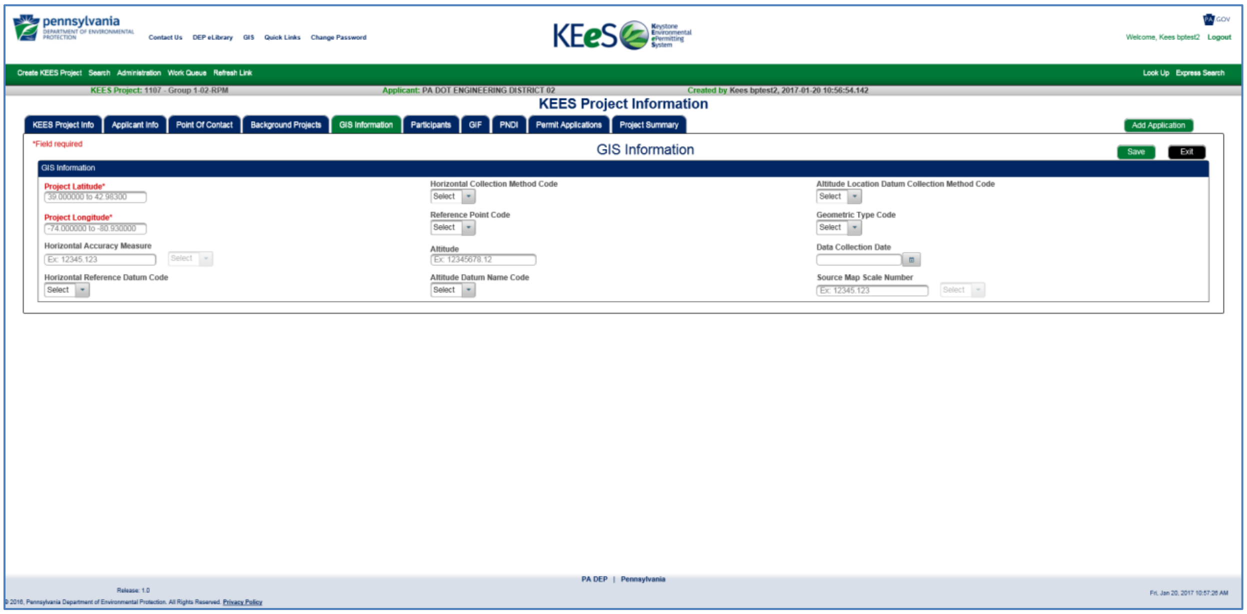


Figure 14. GIS Information

Field/Link/Button Name	Description
Project Latitude	Allows editors to enter the angular distance of a place north or south of the earth's equator, usually expressed in degrees and minutes.
Project Longitude	Allows editors to enter the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.
Horizontal Accuracy Measure	Allows editors to enter a measure of the accuracy in feet of the latitude and longitude coordinates of the project.
Horizontal Reference Datum Code	Allows editors to enter the code and description that represent the method used in determining latitude and longitude coordinates.
Horizontal Collection Method Code	Allows editors to enter the code and description that represent the reference datum used to determine the latitude and longitude coordinates for a point on the earth.
Reference Point Code	Allows editors to enter the code and description that represent the place for which geographic coordinates were established.
Altitude	Allows editors to enter the height of anything above a given planetary reference plane. For permit applications, altitude should be referenced to sea level on earth.
Altitude Datum Name Code	Allows editors to enter the identification given to the surface taken as the surface of reference from which altitudes are measured.
Altitude Location Datum Collection Method Code	Allows editors to enter the code and description that represent the method used to collect the vertical measure (i.e. the altitude) of a reference point.

Field/Link/Button Name	Description
Geometric Type Code	Allows editors to enter the code and description that represent the geometric entity represented by one point and a sequence of latitude and longitude points.
Data Collection Date	Allows editors to enter the calendar date when data were collected.
Source Map Scale Number	Allows editors to enter the number that represents the proportional distance on the ground or one unit of measure on the map or photo. An example of this type of information is 1 inch = 10 feet.

Table 11. GIS Information Fields, Links, and Buttons

Helpful Hints

The Longitude and Latitude fields of the GIS screen must be populated before an application be added.

3.7 Project Participants

Purpose

This screen allows users to add participants to a KEES Project. Participants are classified as either Editors, who can update data, or Email Recipients who can receive emails and view project data.

Outcomes

Individuals are identified or available to be identified as participants on the application, this includes:

- Identifying individuals as participants at the project-level results in the individuals being listed as participants on subsequent applications
- Identifying individuals as participants at the project-level results in the ability to add them as participants on prior applications associated to the project
- Participants receive emails related to actions taken with the project

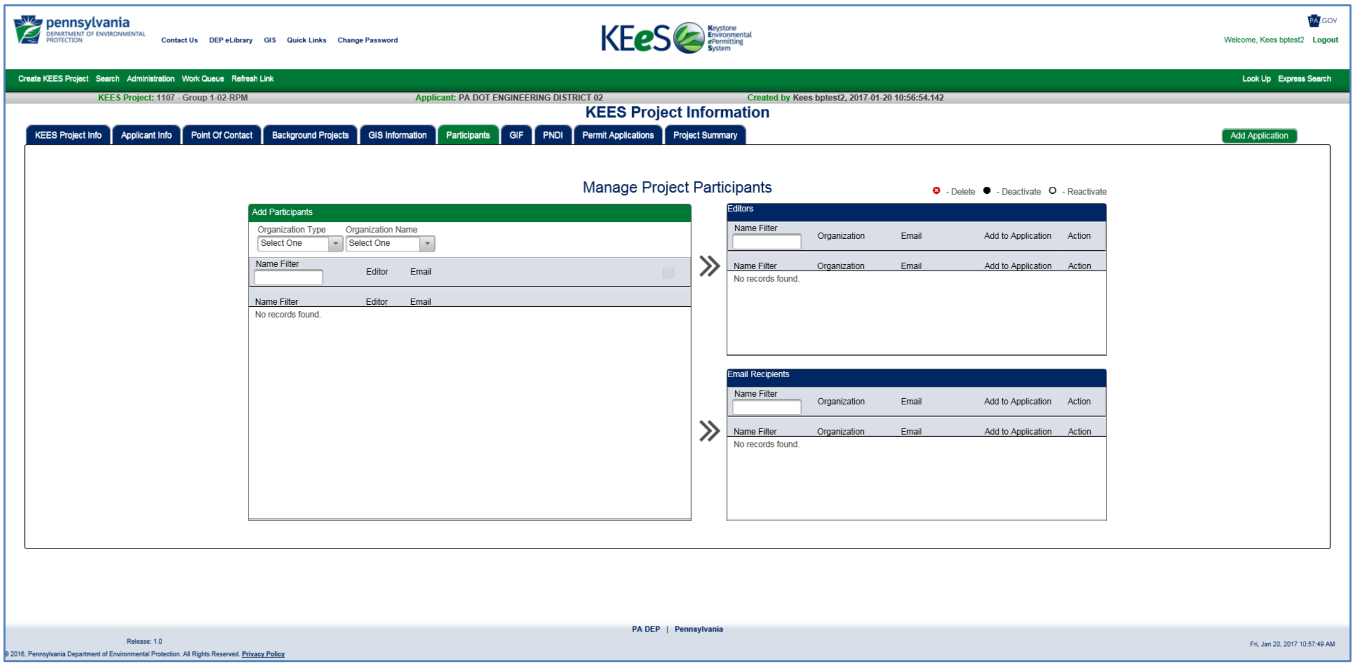


Figure 15. Participants

Field/Link/Button Name	Description
Organization Type	Allows an editor to choose an Organization type from a list of values to filter the Organizations displayed in the Organization Name field after a search.
Organization Name	Allows an editor to choose an Organization Name from a list of values to filter the users displayed in the Name field after a search.
Name Filter	Allows a user to enter all or part of a user's name to filter the results displayed on a list of values.
Editor	Indicates whether a user displayed in a list of values can be selected as an editor for a permit application. (A check-mark indicates that a user is eligible.)
Email	Displays the email address of a user displayed in a list of values.
Check Box	When a user selects an Organization Type and Organization Name on the Participants screen, KEES presents a list of all authorized users who work for the selected Organization. The check box located to the right of the Email field is used to select users to add as participants.
Arrow Indicator (>>)	An Arrow Indicator is displayed to the left of the Editors table and Email Recipients table. Clicking on the arrow indicator after participants have been selected on the Add Participants table moves the participant to either the Editor table or the Email Recipients table.
Organization	Displays the Organization Type associated with the organization that employs a user who has been added to a team, e.g. "PennDOT" for

Field/Link/Button Name	Description
	PennDOT employees, "Consult" for employees of consulting firms contracted with PennDOT.
Add to Application	Allows an editor to indicate whether a Project Level team member should be copied to an Application-level team.
Action	Allows an editor to take one of the following actions for a team member (depending on the status of the team member): • Delete • Deactivate • Reactivate

Table 12. Participants Fields, Links, and Buttons

Helpful Hints

This screen is used to add participants at the project level to the project/application preparation team. A different screen is used to add participants to a DEP review team.

Three different tables are displayed on the Manage Project Participants screen:

- Add Participants is used to select participants from a list of values and add them to the team.
- Editors allows users to view the editors assigned to the project, and to delete, deactivate or reactivate editors
- Email Recipient allows users to view the email recipients assigned to the project, and to delete email recipients

3.8 Coordination

Purpose

Many types of projects present issues beyond those addressed in the Waterways Obstructions and Encroachments program, issues involving groundwater, wastewater, mining, air quality and more. These issues may require separate DEP permits and approvals before work on a project can begin. The Coordination screen (a sub-tab of the Project Information GIF tab) presents users with a list of questions to help to determine whether a given KEES project may require permits or permissions from DEP programs other than the WEOP Program before work on a project can begin.

Outcomes

Completion of the Coordination tab will:

- Enable project managers to assess which permits may be needed for a project
- Enable DEP to track and coordinate the issuance of permits

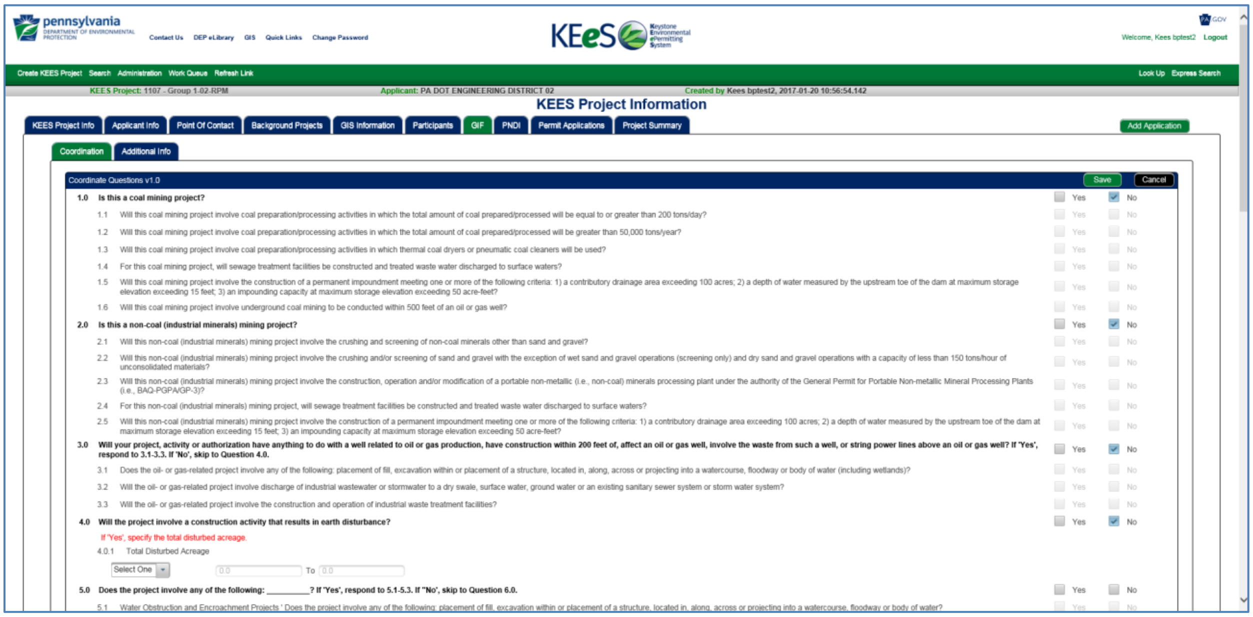


Figure 16. GIF – Coordination

Field/Link/Button Name	Description
4.0 Will the project involve a construction activity that results in earth disturbance?	• Defaulted to No for PennDOT projects • Required to validate the tab.
4.0.1 Total Disturbed Acreage - Select One	• Should be completed only if "Yes" is indicated for question 4.0. • Required if "Yes" is indicated for question 4.0.
4.0.1 Total Disturbed Acreage – (From)	• Should be completed only if "Yes" is indicated for question 4.0. • Required if "Yes" is indicated for question 4.0. • Disturbed acreage can be described as a range e.g. 2.0 to 2.5. This is the lower bound of the range.
4.0.1 Total Disturbed Acreage - To	• Should be completed only if "Yes" is indicated for question 4.0. • Required if "Yes" is indicated for question 4.0. • Disturbed acreage can be described as a range e.g. 2.0 to 2.5. This is the upper bound of the range.
5.0 Does the project involve any of the following: __________?	Required to validate the tab.
5.1 Water Obstruction and Encroachment Projects ' Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in,	• Should be completed only if "Yes" is indicated for question 5.0. • Required if "Yes" is indicated for question 5.0.

Field/Link/Button Name	Description
along, across or projecting into a watercourse, floodway or body of water?	
5.2 Wetland Impacts -- Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a wetland?	• Should be completed only if "Yes" is indicated for question 5.0. • Required if "Yes" is indicated for question 5.0.
5.3 Floodplain Projects by the Commonwealth, a Political Subdivision of the Commonwealth or a Public Utility -- Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a floodplain?	• Should be completed only if "Yes" is indicated for question 5.0. • Required if "Yes" is indicated for question 5.0.

Table 13. GIF - Coordination Fields, Links, and Buttons

Helpful Hints

Because PennDOT projects very rarely involve DEP programs other than the WEOP Program, all questions other than number 5 are defaulted to No. (Accordingly, the table below only describes field for questions 4 and 5.)

When Chapter 102 permits are added to KEES, question number 4 on earth disturbances will become more important.

3.9 Additional Project Information

Purpose

When making decisions on whether to approve or deny permit applications, DEP solicits and reviews input from interested parties in the local community. It also requires information on any grants that have been made to help finance projects. Accordingly, this screen captures information concerning:

- Any notifications made to individuals or community groups that have an interest in project-related issues
- Any grants of funds made for the project

Outcomes

The data on the Additional Project Info tab can be edited on the KEES Project. Edits made to the Additional Project Info are reflected in the application until the application has a final disposition.

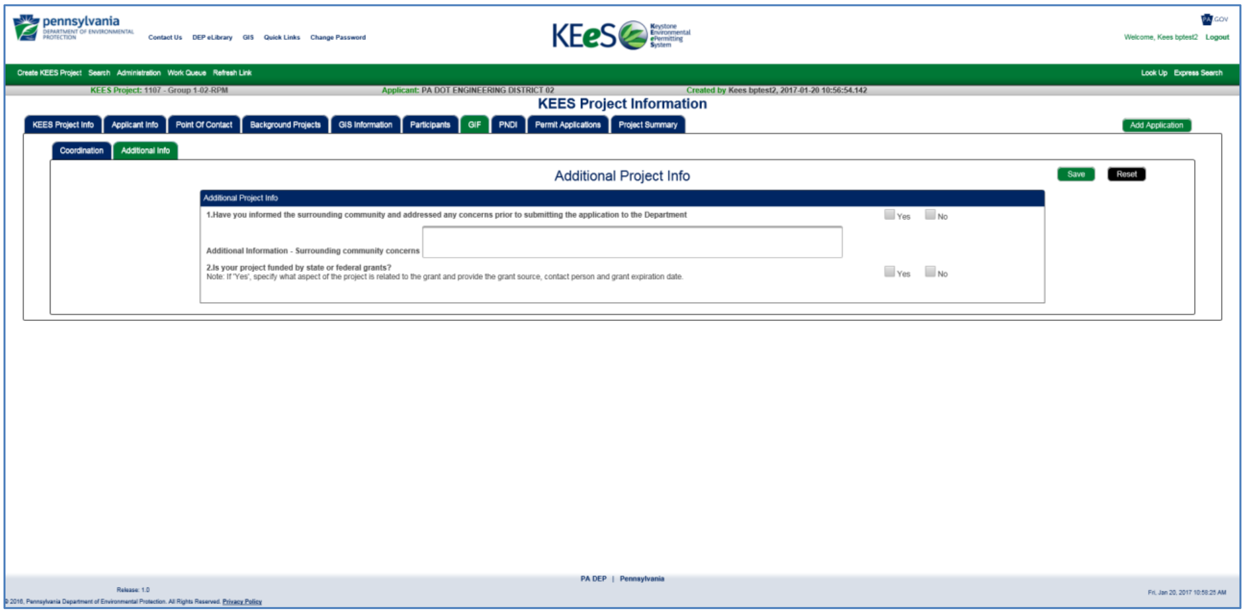


Figure 17. GIF - Additional Info

Field/Link/Button Name	Description
1. Have you informed the surrounding community and addressed any concerns prior to submitting the application to the Department?	Yes/No field
Additional Information - Surrounding community concerns	Text field allowing users to add comments regarding question 1.
2. Is your project funded by state or federal grants?	Lead question.
Grant Source	Should be entered if the answer to the lead question is Yes.
Grant Contact Person	Should be entered if the answer to the lead question is Yes.
Grant Expiration Date	Should be entered if the answer to the lead question is Yes.
Actions – Edit	Allows users to edit a grant record.
Actions – Delete	Allows users to delete a grant record.

Table 14. GIF – Additional Info Fields, Links, and Buttons

3.10 PNDI

Purpose

This screen captures data about searches in the Pennsylvania Natural Diversity Inventory (PNDI) to identify species of special concern and other resources listed under one or more of the following:

- The Endangered Species Act of 1973
- The Wild Resource Conservation Act

- The Pennsylvania Fish and Boat code
- The Pennsylvania Game and Wildlife Code

Outcomes

The data on this screen is use to:

- Confirm that a PNDI search was completed
- Compute the expiration date of a PNDI search
- Inform the users that a PNDI search record is about to expire

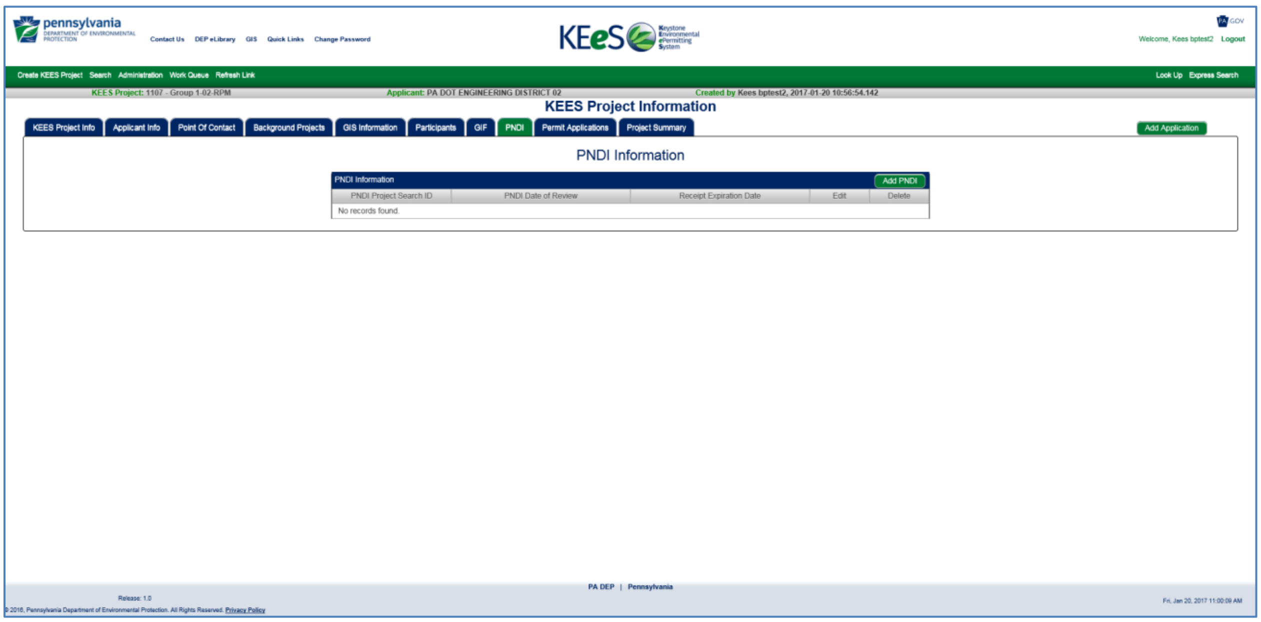


Figure 18. PNDI

Field/Link/Button Name	Description
PNDI Project Search ID	Allows users to enter the Search ID number of the PNDI search conducted by an application editor at the Pennsylvania Conservation Explorer website.
PNDI Date of Review	Allows users to enter the date of the PNDI search conducted by an application editor at the Pennsylvania Conservation Explorer website.
Receipt Expiration Date	• Displays the date that the PNDI receipt expires. • This value is derived by KEES by adding two years to the PNDI Date of Review. • Cannot be edited by a user.
Edit	Allows an editor to edit a PNDI search record.
Delete	Allows an editor to delete a PNDI search record.

Table 15. PNDI Fields, Links, and Buttons

Helpful Hints

If a PNDI Project Environmental Review Receipt indicates that there are "Potential Impacts" to protected resources within the project area, DEP requires additional information/plans regarding mitigation or avoidance of the potential impacts.

PNDI receipts are valid for two years. If a PNDI receipt expires while a permit application is still pending, a new PNDI receipt must be obtained by the applicant.

KEES uses the data entered in the PNDI to track PNDI receipts, and alerts the application team that a receipt is set to expire.

A PNDI receipt is attached at the application level under the PNDI and Threatened and Endangered document type.

3.11 Permit Application List

Purpose

The purpose of the Permit Applications tab is to display a list of applications related to the KEES project and to provide quick access to the applications through the linked application ID.

Outcomes

Summary information about each permit application related to the a KEES Project is displayed.

Users can open an application by clicking on the Application ID number in the Application ID# column of the Permit Application List.

If the link to an application is clicked, the application opens, displaying the Application Detail Summary screen in place of the KEES Project Summary screen.

The number of applications displayed can be managed by the user.

The sort order of the applications can be managed by the user.

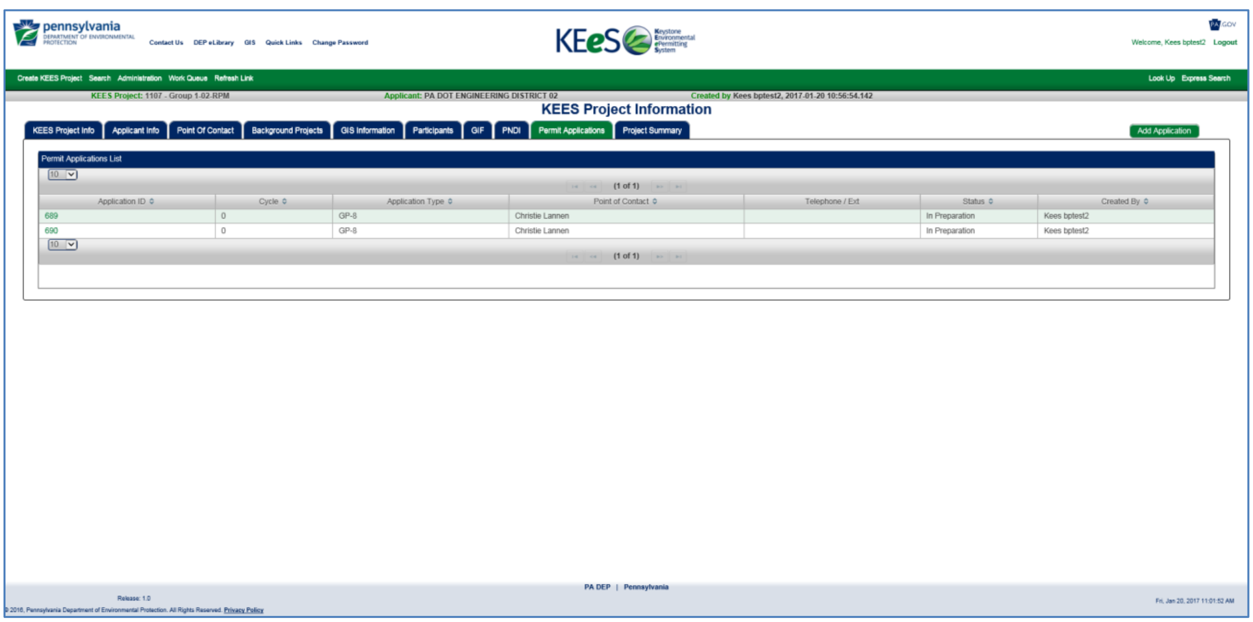


Figure 19. Permit Applications

Field/Link/Button Name	Description
Application ID	• Displays the Application ID Number for a permit application in the form of a hyperlink. • Clicking on the ID number takes the user to the Application Details screen for the selected permit application.
Cycle	Displays the Cycle number of the permit application
Application Type	Displays the type of permit being requested for the application
Point of Contact	Displays the Point of Contact for the permit application
Telephone/Ext	Displays the Telephone Number/Extension of the POC for the permit application
Status	Displays the current status of the permit application
Created By	Displays the KEES user name of the editor who created the permit application.

Table 16. Permit Applications Fields, Links, and Buttons

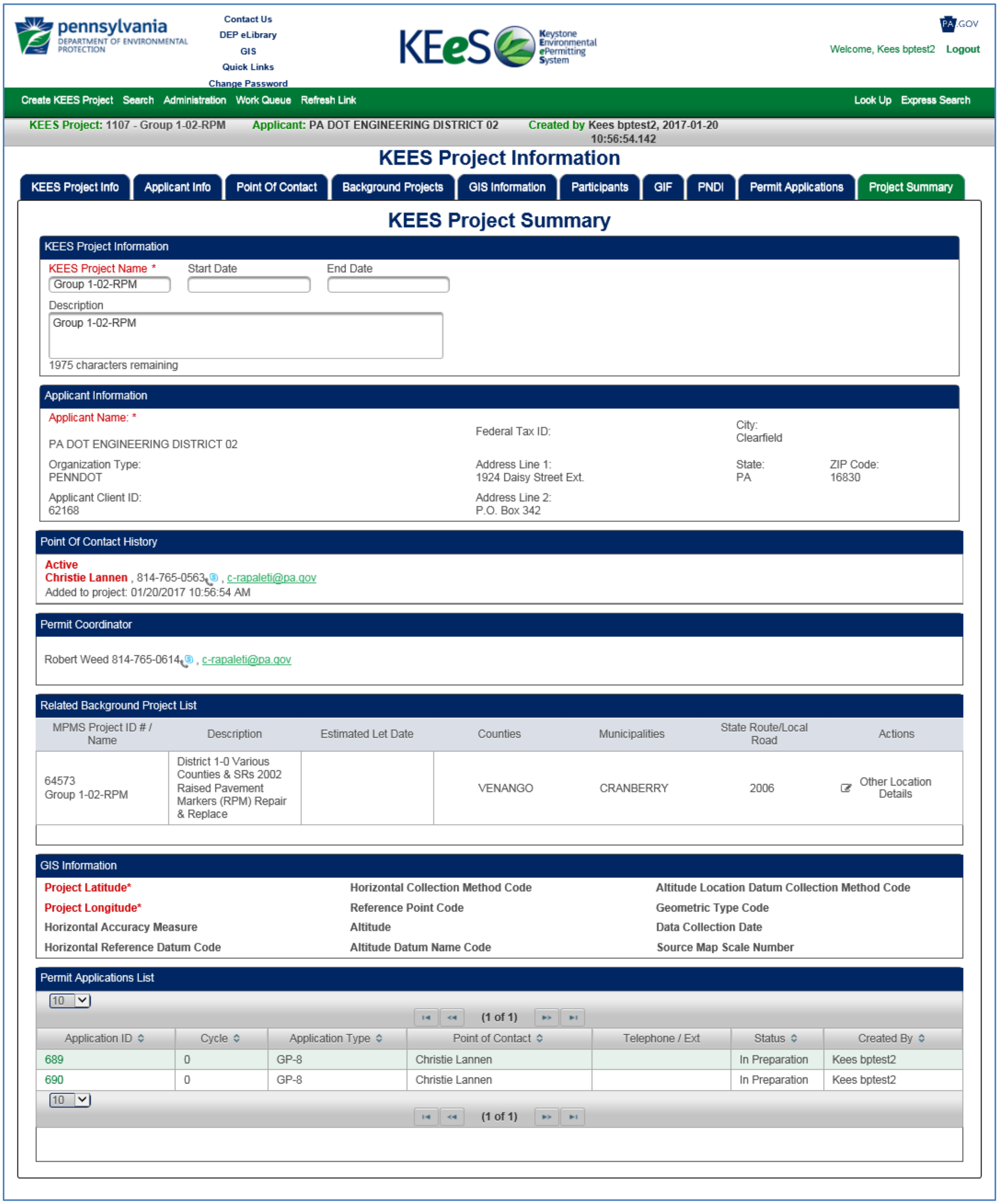
3.12 Project Summary

Purpose

The Project Summary tab displays a summary of current data for a project from a wide variety (but not all) of the KEES project tabs and fields. The tab also displays links to any application related to the KEES project.

Outcomes

If the link to an application is clicked, the application opens, displaying the Application Detail Summary screen in place of the KEES Project Summary screen.


pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION

Contact Us
DEP eLibrary
GIS
Quick Links
Change Password

KEeS Keystone Environmental ePermitting System

PA.GOV
Welcome, Kees bptest2 Logout

Create KEES Project Search Administration Work Queue Refresh Link Look Up Express Search

KEES Project: 1107 - Group 1-02-RPM Applicant: PA DOT ENGINEERING DISTRICT 02 Created by Kees bptest2, 2017-01-20 10:56:54.142

KEES Project Information

KEES Project Info | Applicant Info | Point Of Contact | Background Projects | GIS Information | Participants | GIF | PNDI | Permit Applications | Project Summary

KEES Project Summary

KEES Project Information

KEES Project Name * Group 1-02-RPM
Start Date
End Date
Description
Group 1-02-RPM
1975 characters remaining

Applicant Information

Applicant Name: *
PA DOT ENGINEERING DISTRICT 02
Organization Type:
PENNDOT
Applicant Client ID:
62168
Federal Tax ID:
Address Line 1:
1924 Daisy Street Ext.
Address Line 2:
P.O. Box 342
City:
Clearfield
State:
PA
ZIP Code:
16830

Point Of Contact History

Active
Christie Lannen , 814-765-0563 , c-rapaleti@pa.gov
Added to project: 01/20/2017 10:56:54 AM

Permit Coordinator

Robert Weed 814-765-0614 , c-rapaleti@pa.gov

Related Background Project List

MPMS Project ID # / Name	Description	Estimated Let Date	Counties	Municipalities	State Route/Local Road	Actions
64573 Group 1-02-RPM	District 1-0 Various Counties & SRs 2002 Raised Pavement Markers (RPM) Repair & Replace		VENANGO	CRANBERRY	2006	Other Location Details

GIS Information

Project Latitude*
Project Longitude*
Horizontal Accuracy Measure
Horizontal Reference Datum Code
Horizontal Collection Method Code
Reference Point Code
Altitude
Altitude Datum Name Code
Altitude Location Datum Collection Method Code
Geometric Type Code
Data Collection Date
Source Map Scale Number

Permit Applications List

10
(1 of 1)

Application ID	Cycle	Application Type	Point of Contact	Telephone / Ext	Status	Created By
689	0	GP-8	Christie Lannen		In Preparation	Kees bptest2
690	0	GP-8	Christie Lannen		In Preparation	Kees bptest2

10
(1 of 1)

Figure 20. KEES Project Summary

Field/Link/Button Name	Description
KEES Project Name	Displays the name given to a KEES project, typically imported from a legacy system, e.g. for MPMS Projects, the MPMS Project Name is initially displayed as the KEES Background Project Name.
Start Date	Displays the estimated date that work on a project will begin.
End Date	Displays the estimated date that work on a project be completed.
Description	Displays a brief description of a project, frequently imported from a legacy system.
Applicant Name	Displays the name of the entity applying for the permit. More formally, a person or organization that requests approval from DEP to perform a regulated activity.
Applicant Client ID	Displays a unique ID number assigned by DEP to each organization that conducts business with DEP
Organization Type	Displays a value from a list of the types of agencies that can create or update permit applications in KEES.
Address	Displays the mailing address of the applicant.
Federal Tax ID	Displays an identification number assigned by the federal government to entities that employ workers or pay certain types of taxes. (Also known as the Federal Employer Identification Number or FEIN).
POC (Status)	Identifies the POC that is active for a permit application.
POC Name	Displays the Name of the POC
POC Phone Number	Displays the POC Phone Number of the POC
POC Email Address	Displays the POC Email Address of the POC
Added to Project Date	Displays the date that the POC was added to the project
Last Updated Date	Displays the date that a POC record was last updated (applies to POC history for the project)
Permit Coordinator Name	Displays the Name of the Permit Coordinator
Permit Coordinator Phone Number	Displays the POC Phone Number of the Permit Coordinator
Permit Coordinator Email Address	Displays the POC Email Address of the Permit Coordinator
Project Number	Displays the unique identifier assigned to a Background Project in a legacy system, e.g. the MPMS ID Number is displayed for MPMS type Background Projects.
Project Name	Displays the name of the project, frequently imported from a legacy system.
Project Description	Displays a brief description of a project, frequently imported from a legacy system.

Field/Link/Button Name	Description
Estimated Let Date	Displays the estimated Let Date for contracts related to a Background Project.
Counties	Displays the Counties associated to the Background Project
Municipalities	Displays the Municipalities associated to the Background Project
State Route/Local Road	Displays each State Route/Local Road associated to the Background Project

View Details	• This link is associated with the State Route/Local Road field
	• Clicking on this field allows a user to view a pop-up window with the following data elements:
	  • Segment From
	  • Segment To
	  • Offset From
	  • Offset To
	  • Section

Project Latitude	Displays the angular distance of a place north or south of the earth's equator, or of a celestial object north or south of the celestial equator, usually expressed in degrees and minutes.
Project Longitude	Displays the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.
Horizontal Accuracy Measure	Displays the measure of the accuracy in feet of the latitude and longitude coordinates of the project.
Horizontal Reference Datum Code	Displays the code and description that represent the method used in determining latitude and longitude coordinates.
Horizontal Collection Method Code	Displays the code and description that represent the reference datum used to determine the latitude and longitude coordinates for a point on the earth.
Reference Point Code	Displays the code and description that represent the place for which geographic coordinates were established.
Altitude	Displays the height of anything above a given planetary reference plane. For permit applications, altitude should be referenced to sea level on earth.
Altitude Datum Name Code	Displays the identification given to the surface taken as the surface of reference from which altitudes are measured.
Altitude Location Datum Collection Method Code	Displays the code and description that represent the method used to collect the vertical measure (i.e. the altitude) of a reference point.

Field/Link/Button Name	Description
Geometric Type Code	Displays the code and description that represent the geometric entity represented by one point and a sequence of latitude and longitude points.
Data Collection Date	Displays the calendar date when data were collected.
Source Map Scale Number	Displays the number that represents the proportional distance on the ground or one unit of measure on the map or photo. An example of this type of information is 1 inch = 10 feet.

Table 17. Project Summary Fields, Links, and Buttons

4.0 Add an Application

Purpose

This screen allows editors to select the Permit Type for a new Permit Application.

Outcomes

The Background Project tab of the application is displayed.

Application data can be entered, saved, and validated

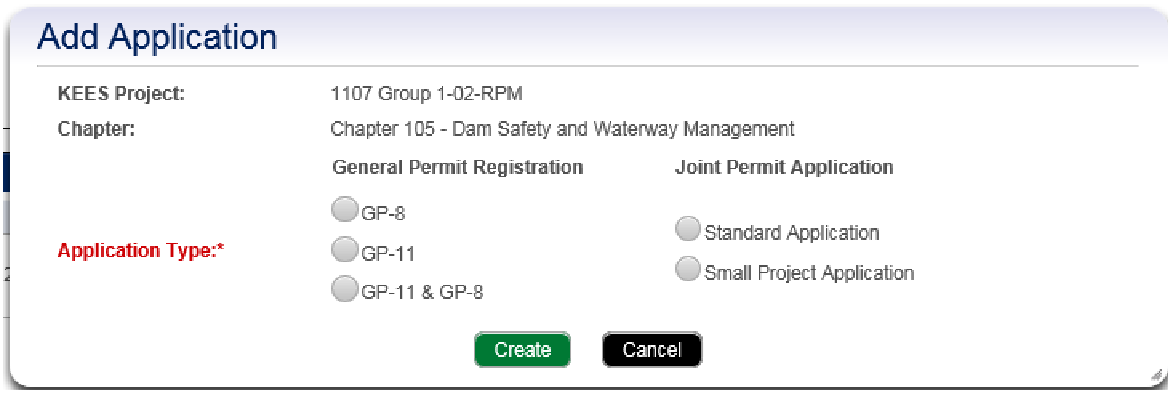


Figure 21. Add Application

Field/Link/Button Name	Description
GP- 8	Allows users to select General Permit 8 as the Application Type.
GP- 11	Allows users to select General Permit 11 as the Application Type.
GP- 8 and GP-11	Allows users to select a combination General Permit 8 and General Permit 11 as the Application Type.
Standard Application (Joint Permit)	Allows users to select Standard Application as the Application Type.
Small Project Application (Joint Permit)	Allows users to select Small Project Application as the Application Type.

Table 18. Add Application Fields, Links, and Buttons

Helpful Hints

Users can select only one Permit Type option for a permit application. For Release 1, the Permit Type may not be changed after the Application is submitted. To change the Permit Type, the Applicant must submit a new Application.

5.0 Manage an Application

Purpose

To provide screens and functionality that enable users to:

- View, update, validate and verify environmental permit applications
- Submit applications to DEP (and ACOE) for review and approval when the PennDOT Final Review process is complete

Verification versus Validation

Regarding the Validation and Verification of applications, much like the legacy JPA2 system, KEES supports a two-level process ensuring that permit applications are complete and accurate. One level of the process consists of a machine-driven validation of data, while the second level involves a user-driven verification of data.

Data Groupings

KEES automatically tracks the completion/validation status for each data grouping of a permit application to ensure that all required fields have been completed. Only the KEES system can validate data groupings and document types – editors have no role.

Verifications are added manually when an editor clicks the Verify button for a data grouping or document type. Since the verify button does not appear until KEES has marked a section as Validated, editors cannot verify a data group or document type until it has been validated by KEES. If a user later discovers additional issues for a section that has been verified, an editor can "Unverify" the section using an Unverify button.

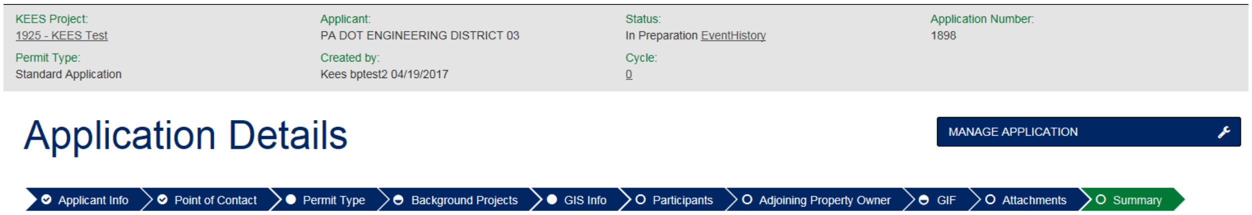
For data groupings, validations and verifications are tracked using indicators in the form of circles that appear on application-level tabs.

For application tabs:

- A blank circle indicates that either the tab does not contain data or that the tab has never been opened. (Even if data was imported from the Project Level, the circle for a tab remains blank until an editor opens the tab.)
- A "half-moon" or half full circle indicates that some data has been added to the tab, but certain required data is still missing.
- A "full-moon" or full circle indicates that all required data elements are validated by KEES.
- A check mark in a full circle indicates that an editor has validated the data grouping or document type.

In the screen print below, the tabs for:

- Applicant Info and Point of Contact have been verified by an editor
- Permit Type and GIS Info have been validated by KEES
- Background Projects and GIF have been started, but are not complete
- Participants, Adjoining Property Owner and Attachments have not been started.

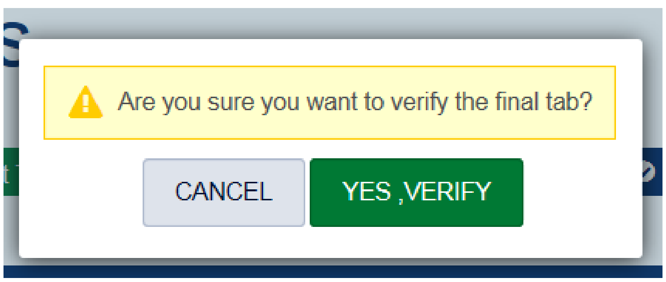


Document Types

For any given permit application, KEES has no way to determine how many documents will be required for each document type. Accordingly, KEES displays the Verify button for a document type as soon as an editor has attached at least one document for that type. By clicking the Verify button, an editor is confirming that all required documents have been added for the selected document type.

Final Verification Steps

As the application preparation process proceeds, KEES tracks which tabs have been verified and which have not. When an editor clicks the Verify button for the final unverified tab, KEES displays the confirmation message below. If the editor clicks Yes to verify, KEES activates QA/QC functionality. See the notes on the Summary screen for more information.



The Manage Application Bar

The Mange Application Bar allows users to access simple common functions related to permit applications. Depending on user privileges and the Application status, these functions may include:

- Copy Application
- Create PDF
- Delete Application
- Withdraw Application

Figure 22. Sample Manage Application Menu Options

5.1 Applicant Information

Purpose

The purpose of the Applicant Information screen is:

- Display information about an entity that is the applying for an environmental permit.
- Allows editors to verify applicant data

Outcomes

The Applicant Information screen is validated and verified.

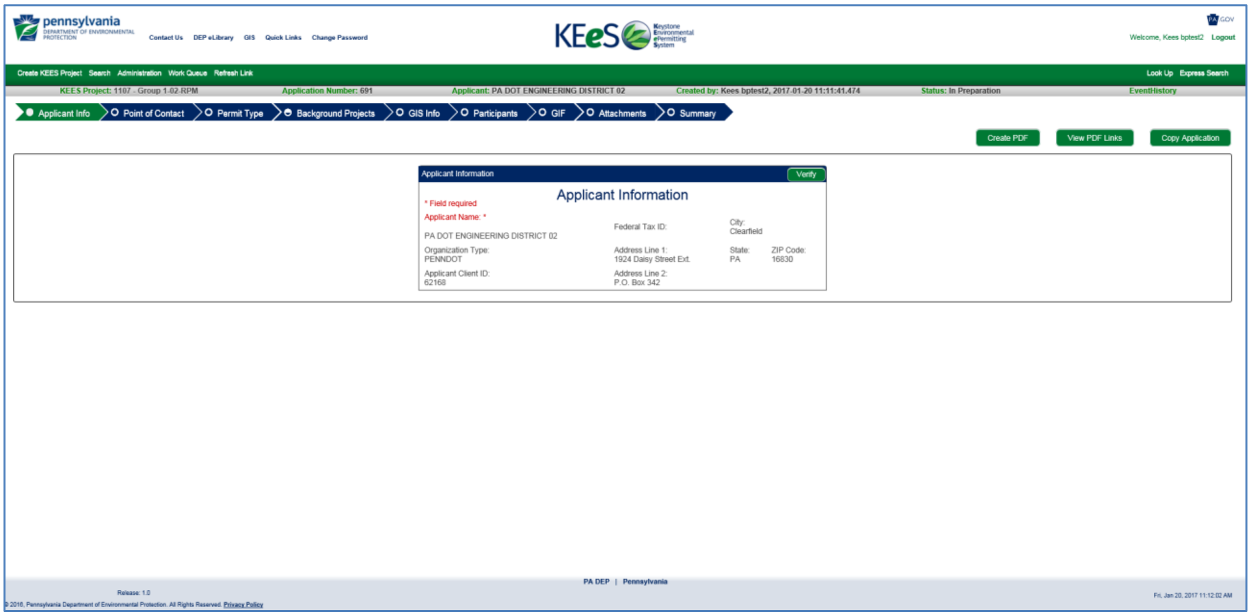


Figure 23. Applicant Information

Field/Link/Button Name	Description
Applicant Name	Displays the name of the entity that is applying for the permit.
Applicant Client ID	Displays the DEP Client ID Number for the applicant entity.
Address	Displays the mailing address of the applicant.
Organization Type	Displays a value from a classification of the types of agencies that can create or update permit applications in KEES (e.g. PennDOT, Consultant, ACOE).
Federal Tax ID	Displays the identification number assigned by the federal government to entities that employ workers or pay certain types of taxes (a.k.a. the Federal Employer Identification Number or FEIN).

Table 19. Applicant Info Fields, Links, and Buttons

Helpful Hints

The fields on this screen are display only. The data is derived from the KEES profile for the applicant entity, and cannot be changed at the application level.

5.2 Point of Contact

Purpose

The purpose of the Point of Contact screen is to:

- Replace the existing POC for an application with a new POC
- Update a limited set of data elements about an application POC
- View historical data about all users who have held the POC role for an application
- Verify the POC

Outcomes

The POC is set and verified.

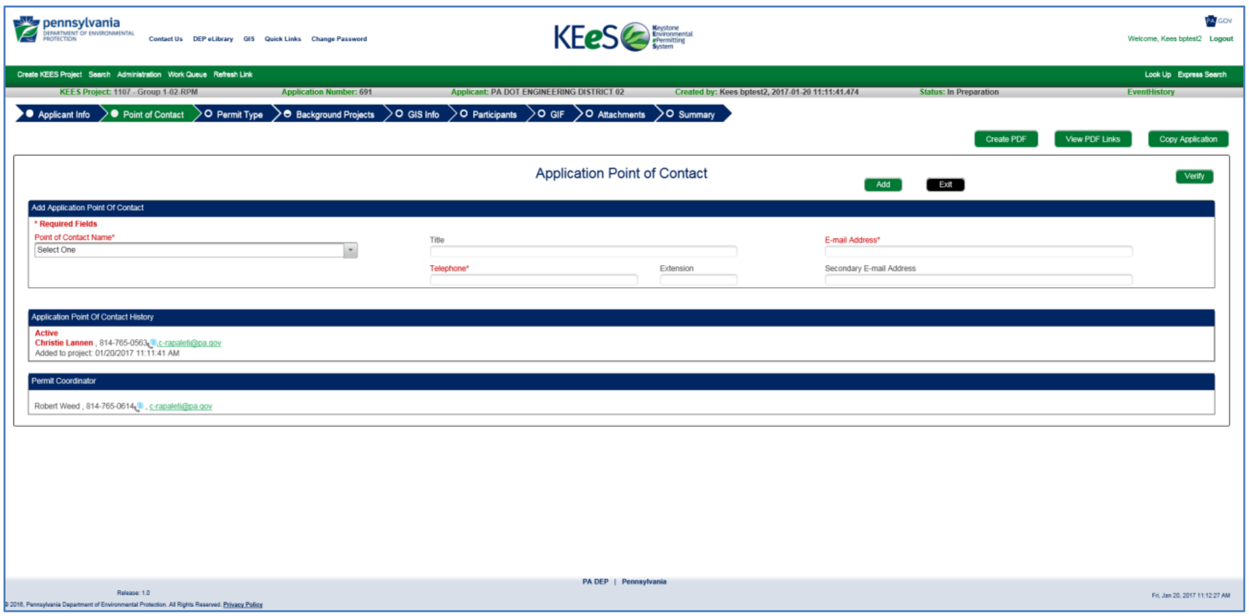


Figure 24. Point of Contact

Field/Link/Button Name	Description
*Point of Contact Name	Allows users to select a new Point of Contact for the application from a list of values.
Title	Displays the title of the Point of Contact after a POC is selected from the list of values
*Telephone	Displays the new POC's existing Phone Number when a new POC is selected
Extension	Displays the Extension of the telephone number when a new POC is selected
*E-mail Address	Displays the new POC's existing E-mail Address when a new POC is selected
Secondary E-mail Address	Displays Secondary E-mail Address of the Point of Contact when a new POC is selected

Field/Link/Button Name	Description
Point of Contact History	Displays the Name, Telephone Number and Email Address of the existing POC, and any prior POCs.
Permit Coordinator	Displays the Name, Telephone Number and Email Address of the existing Permit Coordinator.

Table 20. Point of Contact Fields, Links, and Buttons

Helpful Hints

A POC must be selected at the project level whenever a KEES Project is created. When an editor adds an application related to the project, KEES copies the project-level POC to the application level. If necessary, editors can use this screen to designate a different POC for application. Thus, in KEES, a project and an application associated to the project can have different POCs. When more than one application is associated to a KEES Project, each application could theoretically have a different POC, as well.

5.3 Permit Type

Purpose

This screen:

- Displays the permit type of an application
- Allows editors to verify the Permit Type

Outcomes

Permit Type data is validated and verified.

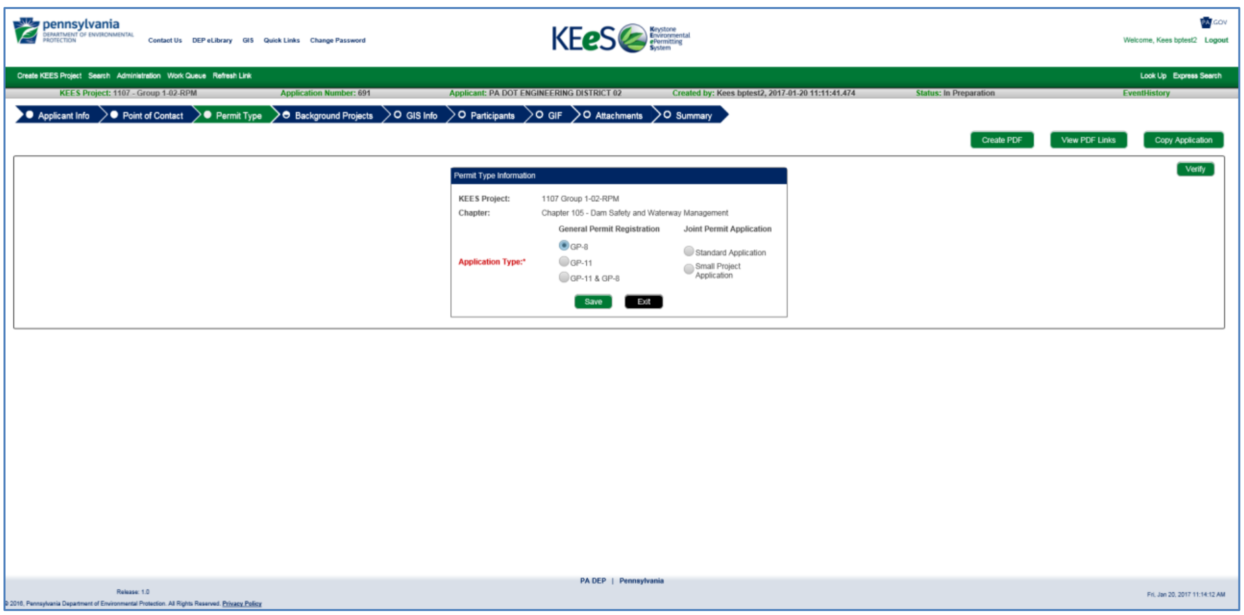


Figure 25. Permit Type

Field/Link/Button Name	Description
KEES Project	Displays the KEES Project ID# and Name

Field/Link/Button Name	Description
Chapter	Displays the Chapter of the Regulations that govern the permit application types.
Application Type	Displays the Permit Type from the following list: • GP- 8 • GP- 11 • GP- 8 and GP-11 • Standard Application (Joint Permit) • Small Project Application (Joint Permit)

Table 21. Permit Type Fields, Links, and Buttons

Helpful Hints

Apart from the Verify button, the data on this screen is display only, and cannot be updated.

5.4 Background Projects

Purpose

This screen:

- Displays data concerning Related Projects and Agency/Region assignments
- Allows users to save and verify Related Project data
- Allows user to save and verify ACOE and DEP Region data

Outcomes

Related Project data is validated and verified.

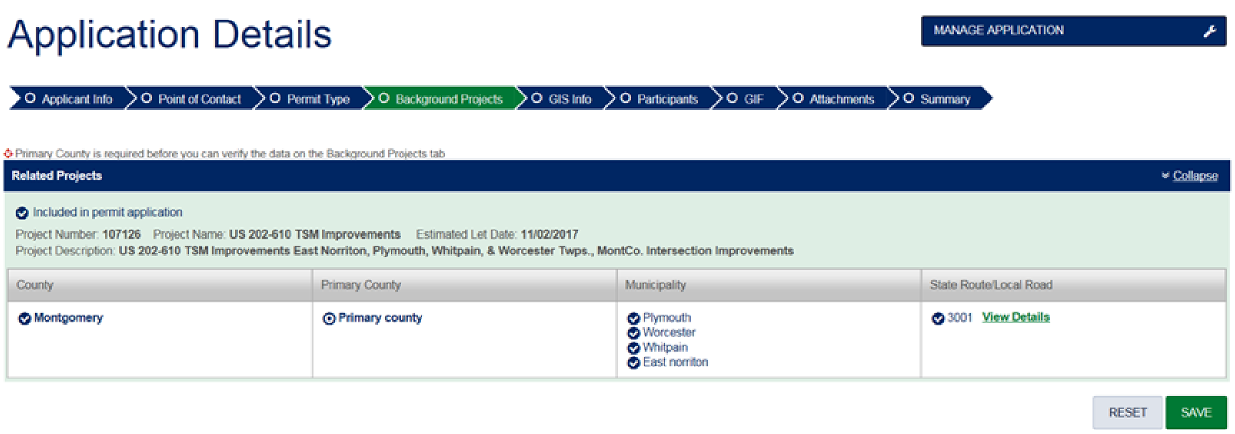


Figure 26. Background Projects before Related Project Data is Saved

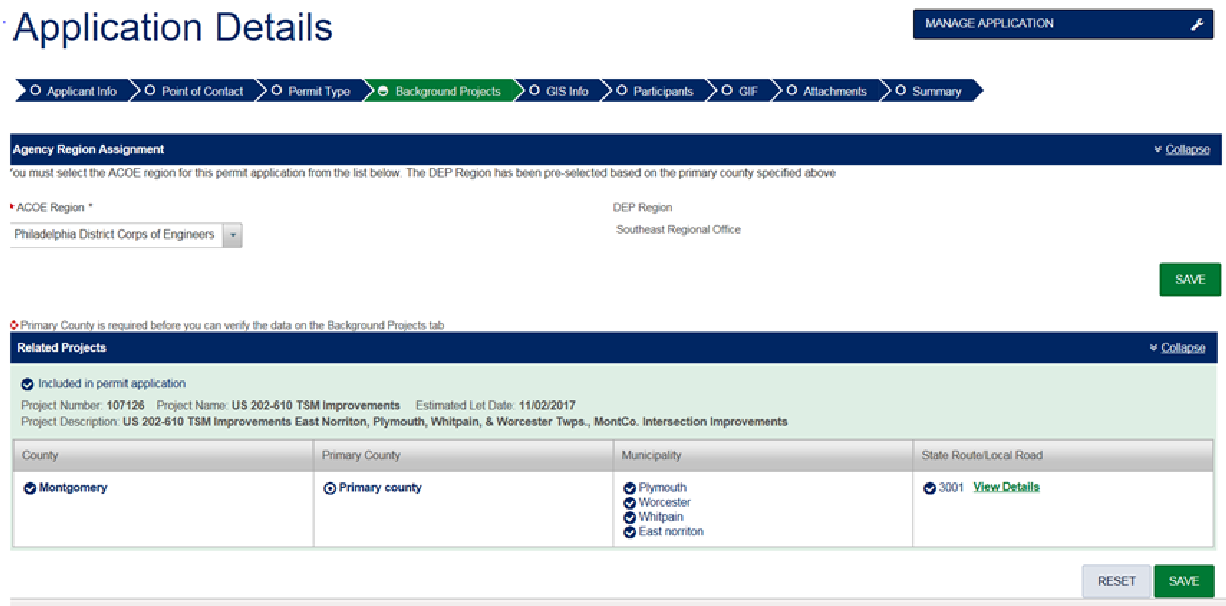
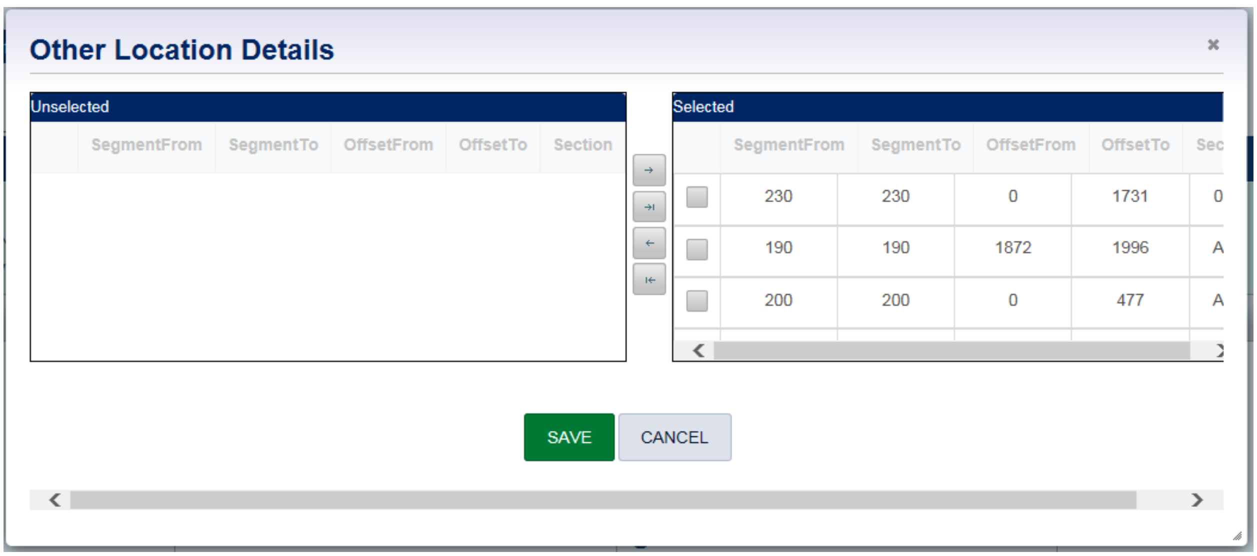


Figure 27. Background Projects after Related Project Data is Saved

Field/Link/Button Name	Description
* ACOE Region	• Displays the Army Corps of Engineers Region responsible for reviewing the permit application. • The ACOE Region is initially assigned a value by KEES based on the Primary County, but this value can be updated by users
DEP Region	Displays the DEP Region responsible for reviewing the permit application, based on the primary county of the application.
Project Number	• Displays the unique identifier assigned to a Background Project in a legacy system, e.g. the MPMS ID Number is displayed for MPMS type Background Projects. • Allows editors to select or omit a project for an application by clicking on a circle indicator
Project Name	Displays the name of the project, frequently imported from a legacy system.
Project Description	Displays a brief description of a project, frequently imported from a legacy system.
Estimated Let Date	Displays the estimated Let Date for contracts related to a Background Project.
Counties	• Displays the Counties associated with the Background Project • Allows editors to select or omit a county for an application by clicking on a circle indicator

Field/Link/Button Name	Description
Municipalities	• Displays the Municipalities associated with the Background Project • Allows editors to select or omit a municipality for an application by clicking on a circle indicator
State Route/Local Road	• Displays each State Route/Local Road associated to the Background Project • Allows editors to select or omit a State Route/Local Road for an application by clicking on a circle indicator
Actions	• This link is associated with the State Route/Local Road field • Clicking on this field allows a user to view a pop-up window with the following data elements: ○ Segment From ○ Segment To ○ Offset From ○ Offset To ○ Section

Table 22. Background Project Fields, Links, and Buttons



Helpful Hints

When a new application is created, KEES takes the editor to the application-level Project Info screen.

When only one county is listed for the related projects of the application, KEES makes that county the Primary County by default. If there is more than one county, an editor must manually designate a Primary County from a list counties.

An editor must save, Related Project data before ACOE and DEP Region data can be viewed. (Since ACOE and DEP Region data is derived from the Primary County, KEES cannot display ACOE and DEP Region data until a Primary County has been saved to the database.

The primary county may not be associated to the DEP team reviewing the application.

5.5 GIS Information

Purpose

This screen enables user to view geo-spatial information about the project area.

Outcomes

GIS Information is validated and verified.

Figure 28. GIS Information

Field/Link/Button Name	Description
Project Latitude	Displays the angular distance of a place north or south of the earth's equator, usually expressed in degrees and minutes.
Project Longitude	Displays the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.
Horizontal Accuracy Measure	Displays a measure of the accuracy in feet of the latitude and longitude coordinates of the project.
Horizontal Reference Datum Code	Displays a code and description that represent the method used in determining latitude and longitude coordinates.
Horizontal Collection Method Code	Displays a code and description that represent the reference datum used to determine the latitude and longitude coordinates for a point on the earth.
Reference Point Code	Displays a code and description that represent the place for which geographic coordinates were established.

Field/Link/Button Name	Description
Altitude	Displays the height of anything above a given planetary reference plane. (For permit applications, altitude should be referenced to sea level on earth.)
Altitude Datum Name Code	Displays the identification given to the surface taken as the surface of reference from which altitudes are measured.
Altitude Location Datum Collection Method Code	Displays the code and description that represent the method used to collect the vertical measure (i.e. the altitude) of a reference point.
Geometric Type Code	Displays the code and description that represent the geometric entity represented by one point and a sequence of latitude and longitude points.

Table 23. GIS Fields, Links, and Buttons

Helpful Hints

Once an application is submitted the GIS information cannot be edited.

5.6 Application Participants

Purpose

This screen allows users to add participants to a KEES permit application. Participants are classified as either Editors, who can update data, or Email Recipients who can receive emails and view project data.

Outcomes

An application preparation team has been defined, validated and verified.

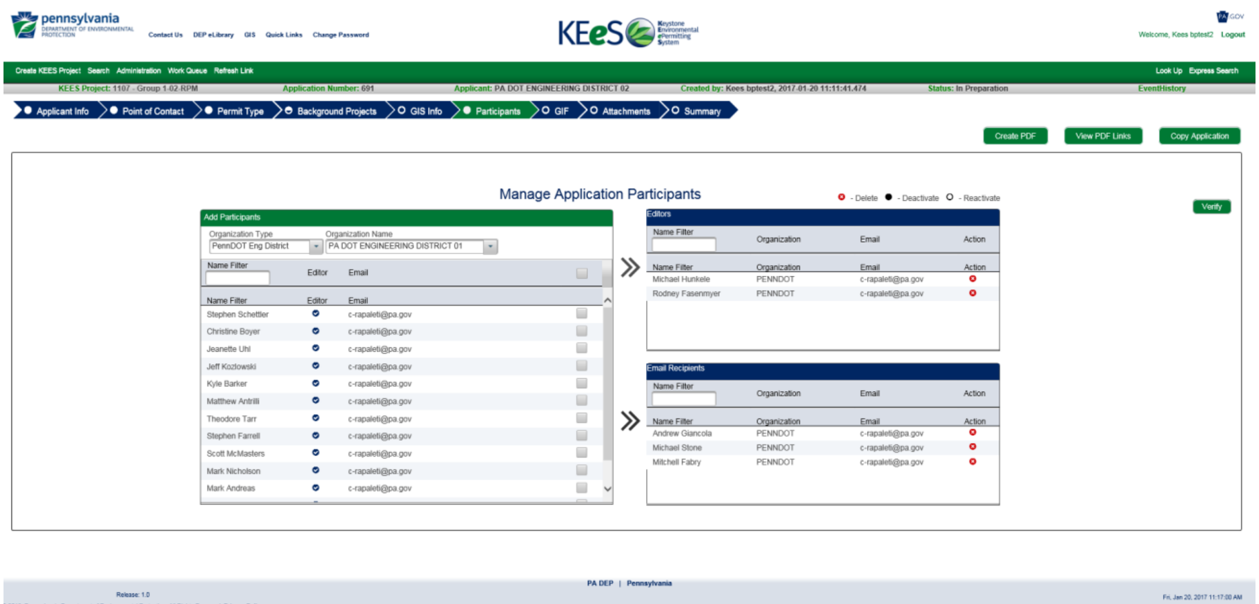


Figure 29. Participants

Field/Link/Button Name	Description
Organization Type	Allows an editor to choose an Organization type from a list of values to filter the Organizations displayed in the Organization Name field after a search.
Organization Name	Allows an editor to choose an Organization Name from a list of values to filter the users displayed in the Name field after a search.
Name Filter	Allows a user to enter all or part of a user's name to filter the results displayed on a list of values.
Editor	Indicates whether a user displayed in a list of values can be selected as an editor for a permit application. (A check-mark indicates that a user is eligible.)
Email	Displays the email address of a user displayed in a list of values.
Check Box	When a user selects an Organization Type and Organization Name on the Participants screen, KEES presents a list of all authorized users who work for the selected Organization. The check box located to the right of the Email field is used to select users to add as participants.
Arrow Indicator (>>)	An Arrow Indicator is displayed to the left of the Editors table and Email Recipients table. Clicking on the arrow indicator after participants have been selected on the Add Participants table moves the participant to either the Editor table or the Email Recipients table.
Organization	Displays the Organization Type associated with the organization that employs a user who has been added to a team, e.g. "PennDOT" for PennDOT employees, "Consult" for employees of consulting firms contracted with PennDOT.
Action	Allows an editor to take one of the following actions for a team member (depending on the status of the team member): • Delete

Table 24. Participants Fields, Links, and Buttons

Helpful Hints

This screen is used to add participants at the application level to the project/application preparation team. A different screen is used to add participants to a DEP review team.

Three different functions are displayed on the Manage Application Participants screen, including:

- Add Participants is used to select participants from a list of values and add them to the team
- Editors allows users to view the editors assigned to the application and to delete
- Email Recipients allows users to view the email recipients assigned to the application, and to delete email recipients

5.7 Adjoining Property Owners

Purpose

Joint Permit Applications require applicants to provide certain demographic information about owners of all properties that adjoin the project area. The Adjoining Property Owners tab allows applicants to enter and store and edit the names and addresses of the owners of the properties that adjoin the project area.

Outcomes

Adjoining Property Owners data has been entered, validated and verified.

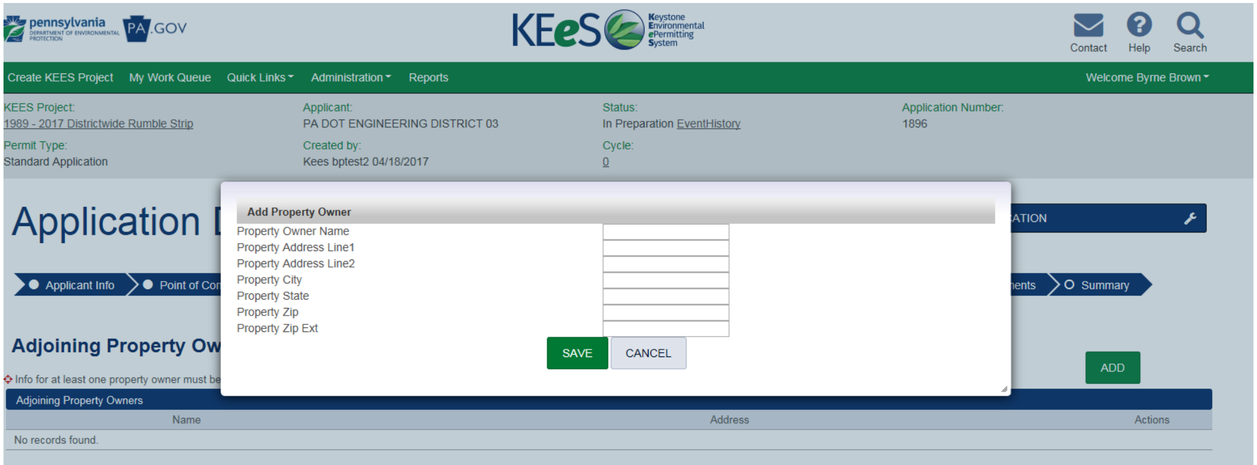


Table 25. Add Property Owner

Field/Link/Button Name	Description
Property Owner Name	Allows editors to enter the name of the owner of an Adjoining Property
Property Owner Address Line1	Allows editors to enter the Address Line1 of the Adjoining Property
Property Owner Address Line2	Allows editors to enter the Address Line2 of the Adjoining Property
Property City	Allows editors to enter the City of the Adjoining Property
Property State	Allows editors to enter the State of the Adjoining Property
Property Zip	Allows editors to enter the Zip Code of the Adjoining Property
Property Zip Extension	Allows editors to enter the Zip Code Extension of the Adjoining Property

Table 26. Add Property Owner

Helpful Hints

The Adjoining Property Owner tab is displayed when the permit type is Standard Application or Small Project Application.

The information displayed on the Adjoining Property tab is inherited by the application from the KEES project. To update the information in the application, open the KEES project, click the GIF tab and then click the Additional Info tab. Details can be found in the Additional Project Information area of the Manage KEES Project section of this document

5.8 GIF (General Information Form)

Purpose

The GIF was originally a General Information Form used to collect data that is common to different DEP permit applications; the data could be collected once and then reused. In KEES, the GIF tab links to Coordination, Land Use, Facilities, and Encroachments data entry pages.

Outcomes

The GIF tab does not invoke a GIF screen per se. Instead, clicking on the GIF tab invokes a set of sub-tabs that collect information on several unrelated subject areas.

The sub-tabs displayed under the GIF tab vary with the permit type of the application.

When the GIF tab is clicked, KEES automatically opens the screen for the first sub-tab: Coordination.

For verification purposes, KEES tracks each sub-tab separately. The overall GIF tab is marked as verified automatically when every GIF sub-tab required for the application type has been verified.

5.8.1 Coordination

Purpose

Because it is common to all permit applications associated with a KEES project, coordination data is updated and stored at the KEES project level.

Outcomes

The verification of the Coordination screen is a pre-condition for verifying the application-level GIF tab, without which a permit application cannot be verified or submitted.

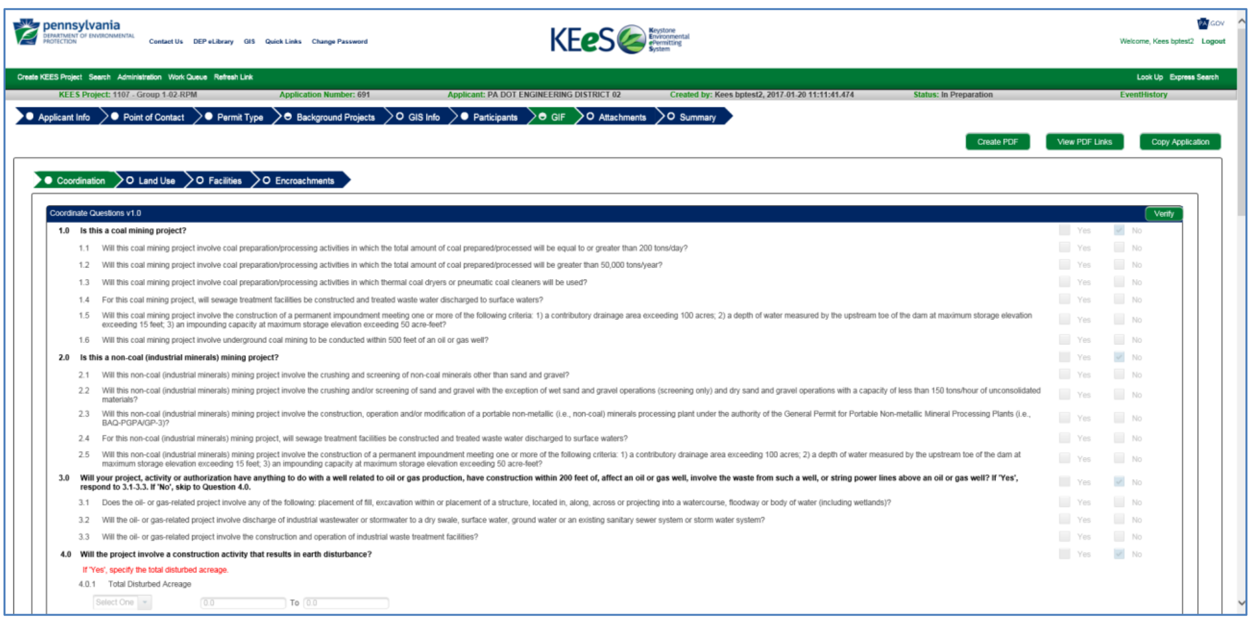


Figure 30. GIF – Coordination

Field/Link/Button Name	Description
4.0 Will the project involve a construction activity that results in earth disturbance?	Yes/No field

Field/Link/Button Name	Description
4.0.1 Total Disturbed Acreage - Select One	List of values describing a unit of measure: • Acres • Square Feet
4.0.1 Total Disturbed Acreage – (From)	Disturbed acreage can be described a range e.g. 2.0 to 2.5. This is the lower bound of the range.
4.0.1 Total Disturbed Acreage – (To)	Disturbed acreage can be described a range e.g. 2.0 to 2.5. This is the upper bound of the range.
5.0 Does the project involve any of the following: ___________?	Yes/No field
5.1 Water Obstruction and Encroachment Projects ' Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a watercourse, floodway or body of water?	Yes/No field – Answer only if "Yes" is indicated for question 5.0.
5.2 Wetland Impacts -- Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a wetland?	Yes/No field – Answer only if "Yes" is indicated for question 5.0.
5.3 Floodplain Projects by the Commonwealth, a Political Subdivision of the Commonwealth or a Public Utility -- Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a floodplain?	Yes/No field – Answer only if "Yes" is indicated for question 5.0.

Table 27. GIF - Coordination Fields, Links, and Buttons

Helpful Hints

Although Coordination information is stored at the project-level, it can be updated at any time.

Coordination information can be different between applications.

If a review of the Coordination data at the application level indicates that there are discrepancies, users must navigate to the project-level Coordination screen makes updates.

5.8.2 Land Use

Purpose

Before granting permit applications, DEP consults with county and municipal government agencies located near the project area on land use and zoning issues. This screen captures information about consultations regarding:

- Comprehensive Land Use Plans
- Zoning issues and approvals
- Municipal and County Land Use Letters

Outcomes

Accurate Land Use information can assist the Reviewer in assessing potential community impact issues.

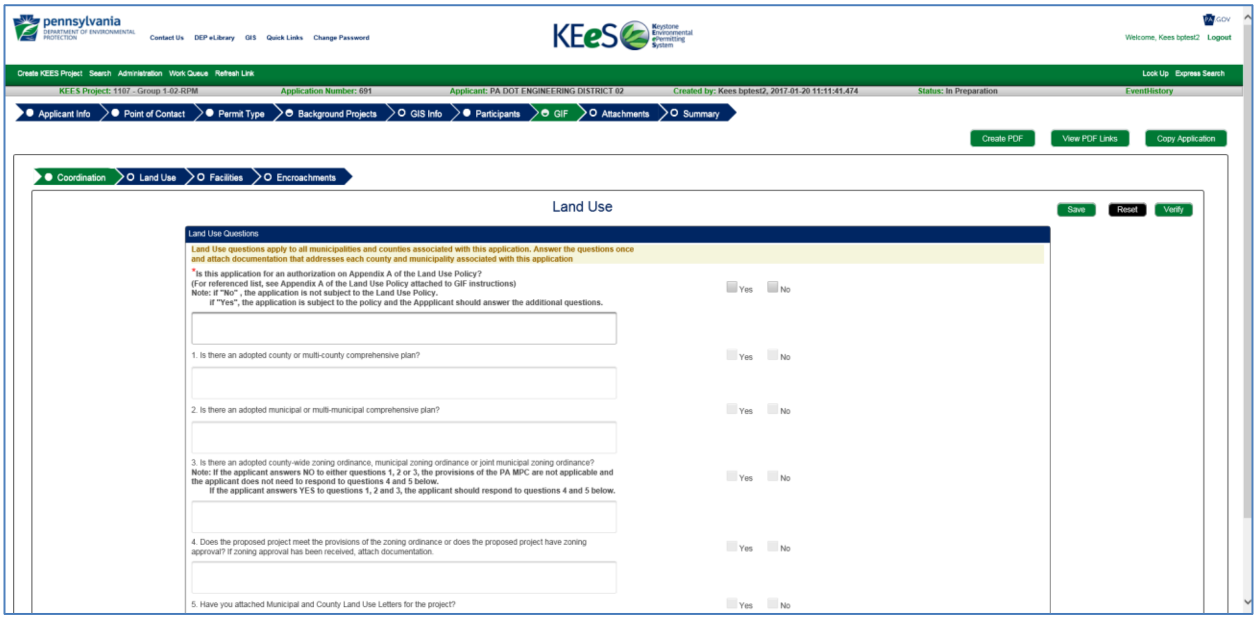


Figure 31. GIF - Land Use

Field/Link/Button Name	Description
Is this application for an authorization on Appendix A of the Land Use Policy?	• Allows users to answer a Yes/No lead question. • If the answer to the lead question is "Yes", the Applicant should answer the additional questions in the Land Use section. • Required
Additional Information	• Presents a text box where a user can add comments for a given answer. • A separate Additional Information text box is provided for each question on this screen.
1. Is there an adopted county or multi-county comprehensive plan?	Allows users to answer a Yes/No question concerning Land Use plans on the County level.
2. Is there an adopted municipal or multi-municipal comprehensive plan?	Allows users to answer a Yes/No question on the municipal or multi-municipal level.
3. Is there an adopted county-wide zoning ordinance, municipal zoning ordinance or joint municipal zoning ordinance?	Allows users to answer a Yes/No question concerning zoning on the County and municipality level.
4. Does the proposed project meet the provisions of the zoning ordinance or does the proposed project have zoning approval? If zoning approval has been received, attach documentation.	Allows users to answer a Yes/No question concerning zoning approvals.
5. Have you attached Municipal and County Land Use Letters for the project?	Allows users to answer a Yes/No question concerning Land Use Letters.

Table 28. GIF: Land Use Fields, Links, and Buttons

5.8.3 Facilities

Purpose

This screen captures information on existing facilities and activities regulated by DEP that may be modified or affected by a proposed project.

Outcomes

The identification of all existing facilities and activities that are affected by a proposed project allows DEP to ensure that project plans adequately eliminate or mitigate these adverse effects.

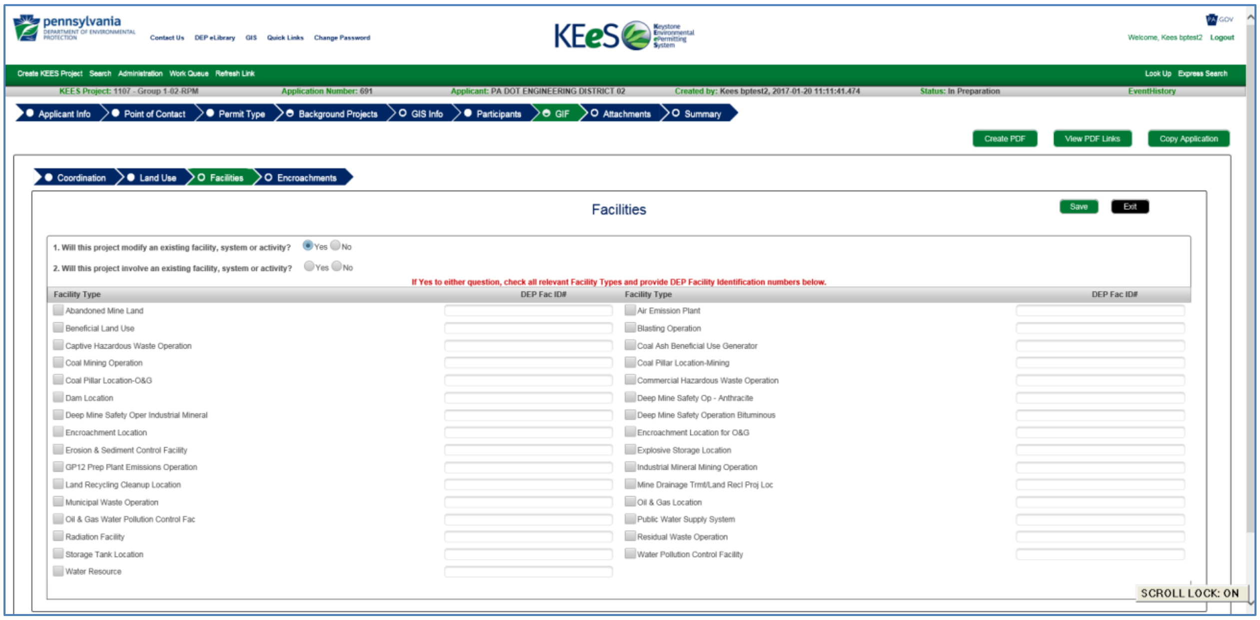


Figure 32. GIF: Facilities

Field/Link/Button Name	Description
1. Will this project modify an existing facility, system or activity?	Allows a user to indicate whether the KEES project will modify an existing facility, system or activity. Required
2. Will this project involve an existing facility, system or activity?	Allows a user to indicate whether the KEES project will involve an existing facility, system or activity that has been entered in DEP's Greenport system.
3. Are you done with the Facility/Subfacility data 'Ready to Submit' in Greenport?	Allows users to confirm that Facility/Subfacility data has been entered into DEP's Greenport system. (Failure to enter this data will cause DEP to return the application.)
Facility Type: • Abandoned Mine Land • Air Emission Plant • Beneficial Land Use • Blasting Operation	• Allows users to indicate the facility types that will be modified or involved with the KEES Project. • If the answer to question 1 or 2 in this section is Yes, at least one Facility Type must be checked.

Field/Link/Button Name	Description
• Captive Hazardous Waste Operation • Coal Ash Beneficial Use Generator • Coal Mining Operation • Coal Pillar Location-O&G • Commercial Hazardous Waste Operation • Dam Location • Deep Mine Safety Op – Anthracite • Deep Mine Safety Oper Industrial Mineral • Deep Mine Safety Operation Bituminous • Encroachment Location • Encroachment Location for O&G • Erosion & Sediment Control Facility • Explosive Storage Location • GP12 Prep Plant Emissions Operation • Industrial Mineral Mining Operation • Land Recycling Cleanup Location • Mine Drainage Trmt/Land Recl Proj Loc • Municipal Waste Operation • Oil & Gas Location • Oil & Gas Water Pollution Control Fac • Public Water Supply System • Radiation Facility • Residual Waste Operation • Storage Tank Location • Water Pollution Control Facility • Water Resource	
DEP Fac ID#: • Abandoned Mine Land • Air Emission Plant • Beneficial Land Use • Blasting Operation • Captive Hazardous Waste Operation • Coal Ash Beneficial Use Generator • Coal Mining Operation • Coal Pillar Location-O&G • Commercial Hazardous Waste Operation • Dam Location	• Allows users to enter the DEP Facility ID Number for each Facility Type that will be modified or involved with the KEES Project. • A DEP Facility ID Number must be entered for every Facility Type that is checked in this section.

Field/Link/Button Name	Description
• Deep Mine Safety Op – Anthracite • Deep Mine Safety Oper Industrial Mineral • Deep Mine Safety Operation Bituminous • Encroachment Location • Encroachment Location for O&G • Erosion & Sediment Control Facility • Explosive Storage Location • GP12 Prep Plant Emissions Operation • Industrial Mineral Mining Operation • Land Recycling Cleanup Location • Mine Drainage Trmt/Land Recl Proj Loc • Municipal Waste Operation • Oil & Gas Location • Oil & Gas Water Pollution Control Fac • Public Water Supply System • Radiation Facility • Residual Waste Operation • Storage Tank Location • Water Pollution Control Facility • Water Resource	
DEPGreenPort	A link to DEP's GreenPort application that allows users to add sub facility data to DEP systems. This hyperlink is removed once an application has been submitted.

Table 29. Facilities Fields, Links, and Buttons

5.8.4 Encroachments

Purpose

The purpose of the Encroachments tab is to add, update and delete encroachments as needed.

Outcomes

Encroachment data has been entered, validated and verified.

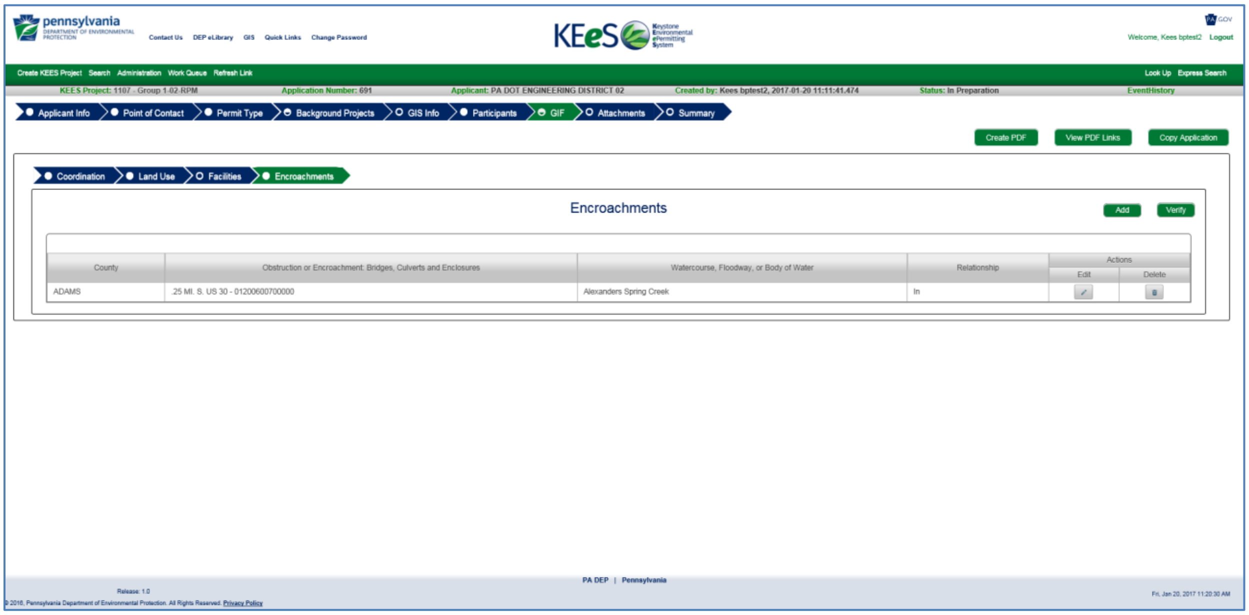


Figure 33. Encroachments

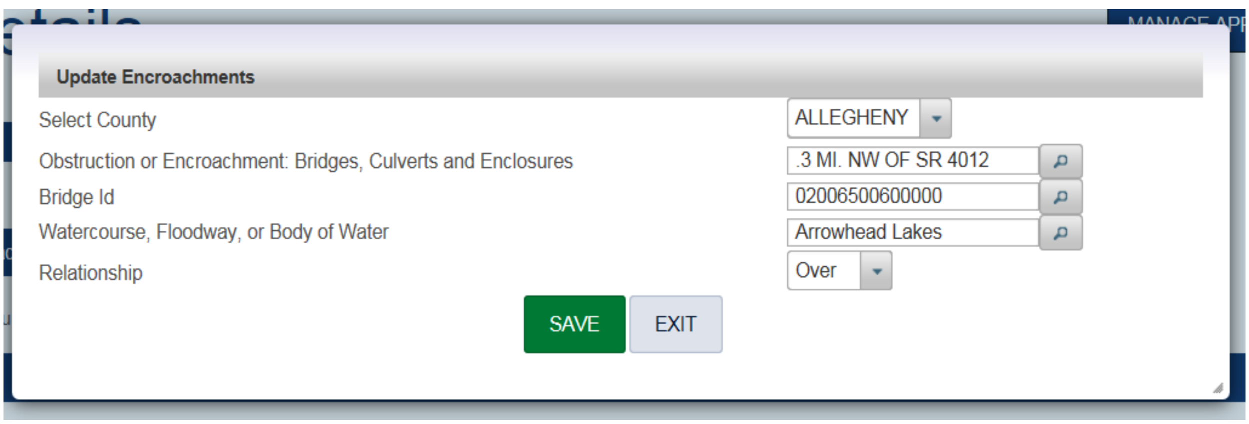


Figure 34. Update Encroachments

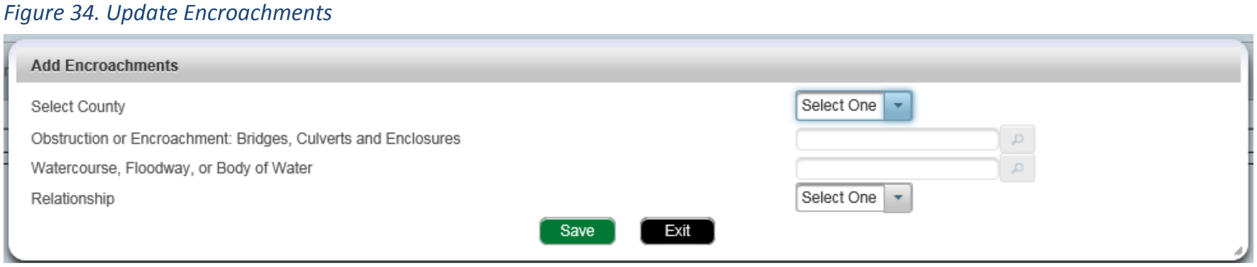


Figure 35. Add Encroachments

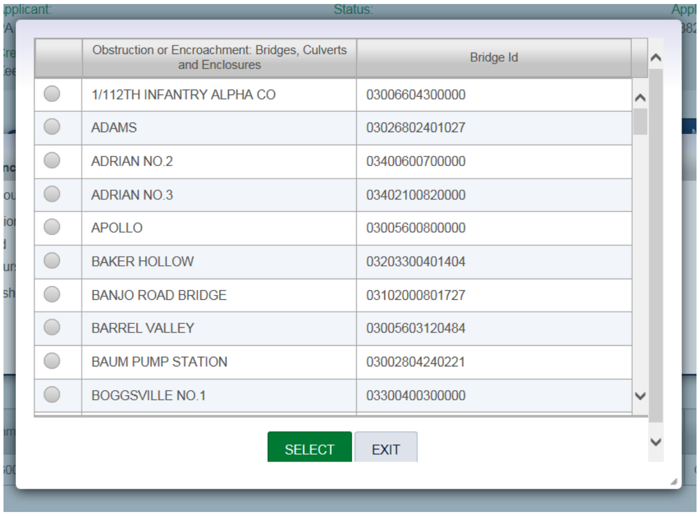


Figure 36. Encroachments – Add/Update Encroachments

Field/Link/Button Name	Business Description
County	Displays the primary county for the application.
Obstruction or Encroachment: Bridges, Culverts and Enclosures	Displays previous JPA2 groupings by the district. Allows the user to add additional obstructions/encroachments not found on the JPA2 list.
Bridge ID	Interfaces with the Bridge Maintenance System (BMS2) to search for the bridge ID and name.
Watercourse, Floodway, or Body of Water	Name of impacted body of water.
Relationship	Over, Along, Carrying, In, Across, or Under
Actions • Edit • Delete	Allows an editor to edit or delete an existing Encroachment record for an application. Choosing Edit invokes the screen Edit Encroachment screen
Add	This button allows users to add an additional encroachment record to an application.

Table 30. GIF: Encroachments Fields, Links, and Buttons

5.8.5 Additional Information

Purpose

The Additional Information tab allows editors to review and verify the additional information associated to the application.

Outcomes

Additional Information data has been added, validated and verified.

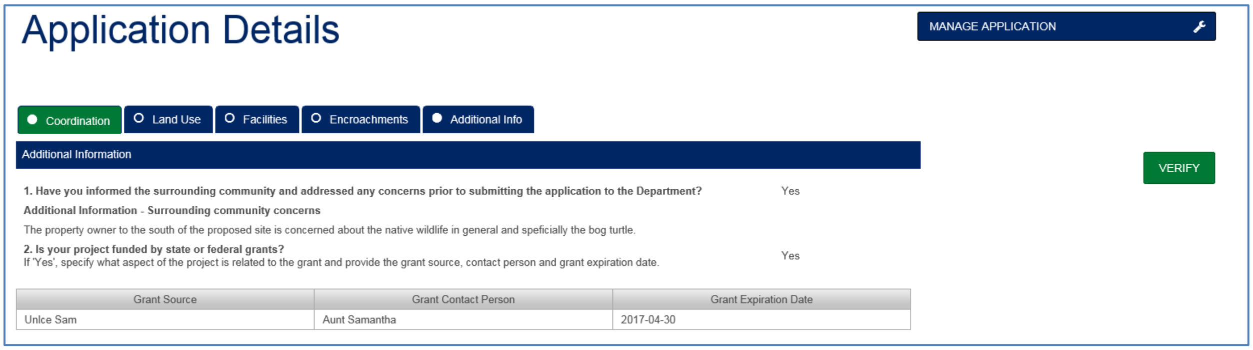


Table 31. Application Details - Coordination Tab

Helpful Hints

The Additional Information tab displays for Standard and Small application types

The information displayed on the Additional Information tab is inherited by the application from the KEES project. To update the information in the application, open the KEES project, click the GIF tab and then click the Additional Info tab. Details can be found in the Additional Project Information area of the Manage KEES Project section of this document.

5.9 Attachments

Purpose

This screen allows users to upload attachments for an application. This includes:

- Attach documents to a permit application. (Documents must be added to defined Document Types which generally correspond to specific requirements specified in the Chapter 105 of the PA Code.)
- Verify that all the documents needed to fulfill the requirements for a given document type have been attached to an application.
- Change the value of the Required flag from Optional to Required for a Document Type that is normally optional for a given Application Type.

Outcomes

Verification of the Attachments screen activates functionality to add and verify QA/QC documents on the Summary screen.

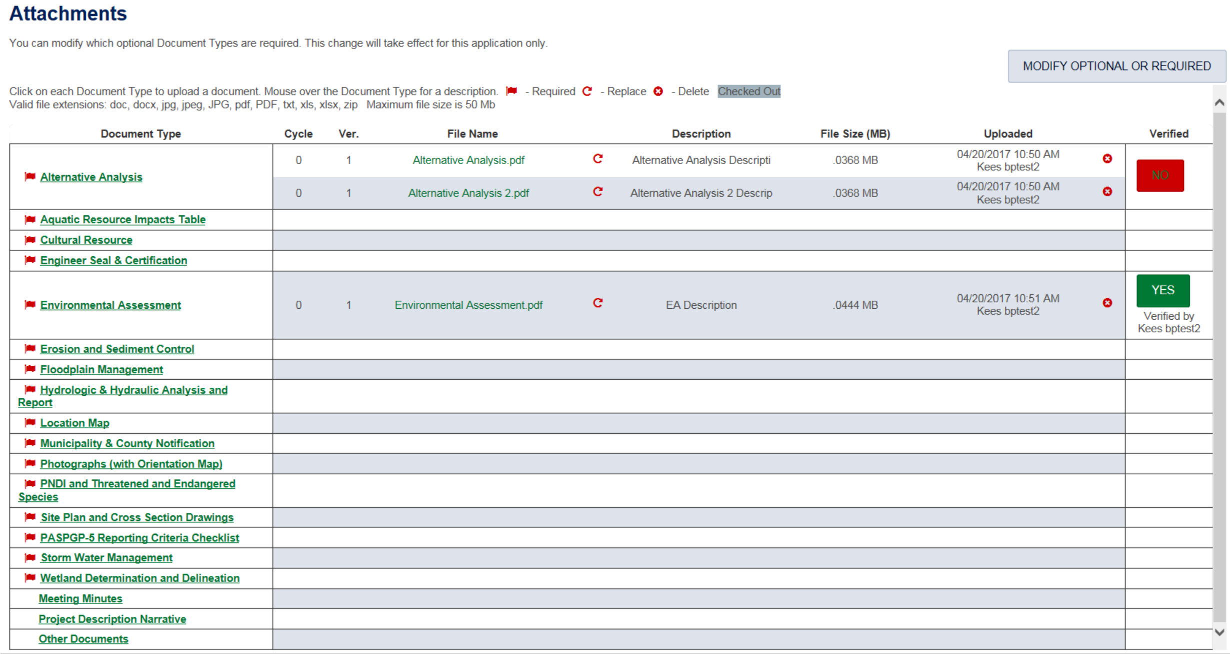


Figure 37. Attachments

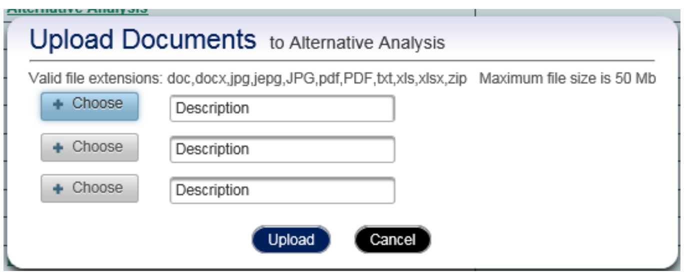


Table 32. Upload Documents

Field/Link/Button Name	Business Description
Document Type	• A description of the types of information, maps, plans, specifications, design analyses, test reports and other data specifically required for permit applications under Chapter 105, as well as additional information required by DEP to determine compliance. • Optional • Cannot be updated after a document has been attached.
Cycle	• A number indicating how many times an application has been returned to the applicant by DEP because of Administrative Incompleteness or Technical Deficiencies. • Maintained by KEES and not user editable
Checked Out	• Indicates that a document type is being worked on by another editor and that no other editor can upload, replace or delete

Field/Link/Button Name	Business Description
	documents for that document type until the document type is checked back in. • The indicator takes the form of a grey shading of a document type.
Modify Optional or Required Button	• Due to application special conditions, an editor can change a document type from Optional to Required (and vice versa) for a given application (because of some special condition in a project). • Document types marked required by KEES cannot be modified.
Version (Ver.)	• Indicates the number of times that a specific type of map, plan, specification, design analyses, test report or other document has been attached to an application. A version number greater than one indicates that a document has replaced by a revised version. • Maintained by KEES and not user editable.
File Name	• The name that a given document is stored under. • When adding a version, the user can add a file name that is the same or equal to previous versions.
Description	• A brief description of a document and its purpose used to distinguish it from the other documents listed under the same Document Type. • Optional
File Size Megabytes (MB)	Maximum size is 50 MB.
Uploaded	Displays the date and time a document was uploaded to an application, as well as the user name of the editor who uploaded it.
Verified	Indicates whether a Document Type has been verified by an editor as complete.
Required Indicator	• Indicates whether a document type is required for permit type chosen for the application. • The indicator takes the form of a red flag to the left of the name in the Document Type column.

Field/Link/Button Name	Business Description
Replace Indicator	• Allows a user to replace the current version of a document with a revised version of the same document. • The indicator takes the form of a red semi-circular arrow located between the File Name column and the Description column.
Delete	• Allows a user to delete a document that was previously added to a document type. • The indicator takes the form of a white "x" inside a red circle located to the right of the Uploaded column.
Checked Out	• Indicates that a document type is being worked on by another editor and that no other editor can upload, replace or delete documents for that document type until the document type is checked back in. • The indicator takes the form of a grey shading of a document type.
Modify Optional or Required Button	• Allows an editor to change a document type from Optional to Required for a given application (because of some special condition in a project) • Allows an editor to change a document type from Required to Optional for an application, but ONLY if the document type was previously changed from Optional to Required • Documents Types cannot be changed from Required to Optional if the document type is required at the time the application is created.

Table 33. Attachments Fields, Links, and Buttons

Modifying Document Type Requirement

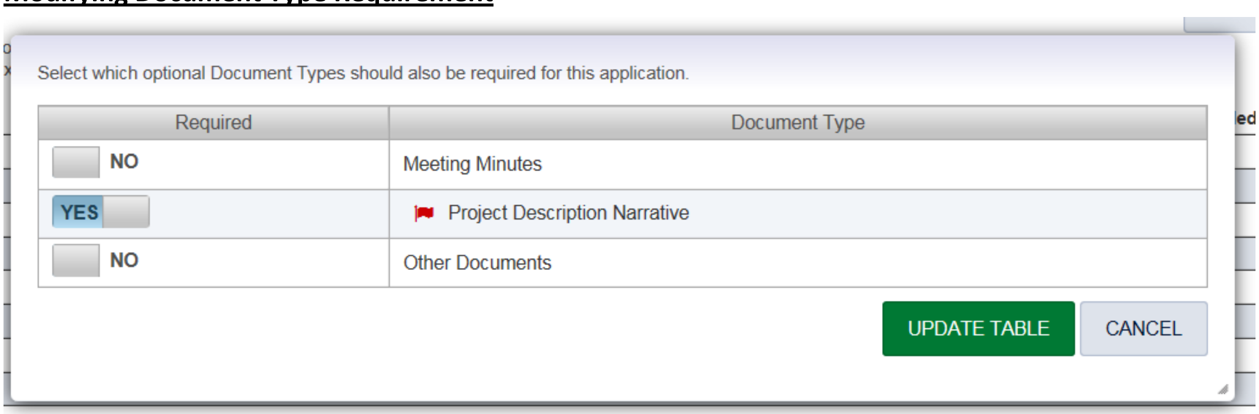


Figure 38. Modifying Document Type Requirement

Field/Link/Button Name	Description
Required	• Displays the current value of the Required Indicator, with No meaning not required and Yes meaning Required. • Clicking on the box beside the indicator changes the value of the indicator from no to yes, or back.
Document Type	• Displays a list of the Document Types that were originally Optional, based on the application type • Displays a red Required flag for Document that have been changed from Optional to Required by an editor.

Table 34. Modify Document Type Requirement

Helpful Hints

The Attachments screen has an important role in the verification and submission process.

When all required document types have been verified, a “global” Verify” button is displayed for use in verifying the Attachments screen as a whole.

The Attachments tab is not marked as verified in KEES until the global Verify button is clicked.

5.10 Application Summary

Purpose

During most of the application process, the Summary screen is a display only screen that collects and displays data from the other application-level tabs. At the end of the application process, after all other application-level tabs have been verified, the screen displays previously hidden functionality that allows users to submit the application for review and approval by DEP.

The screen below depicts the Summary screen while the application is in-process:

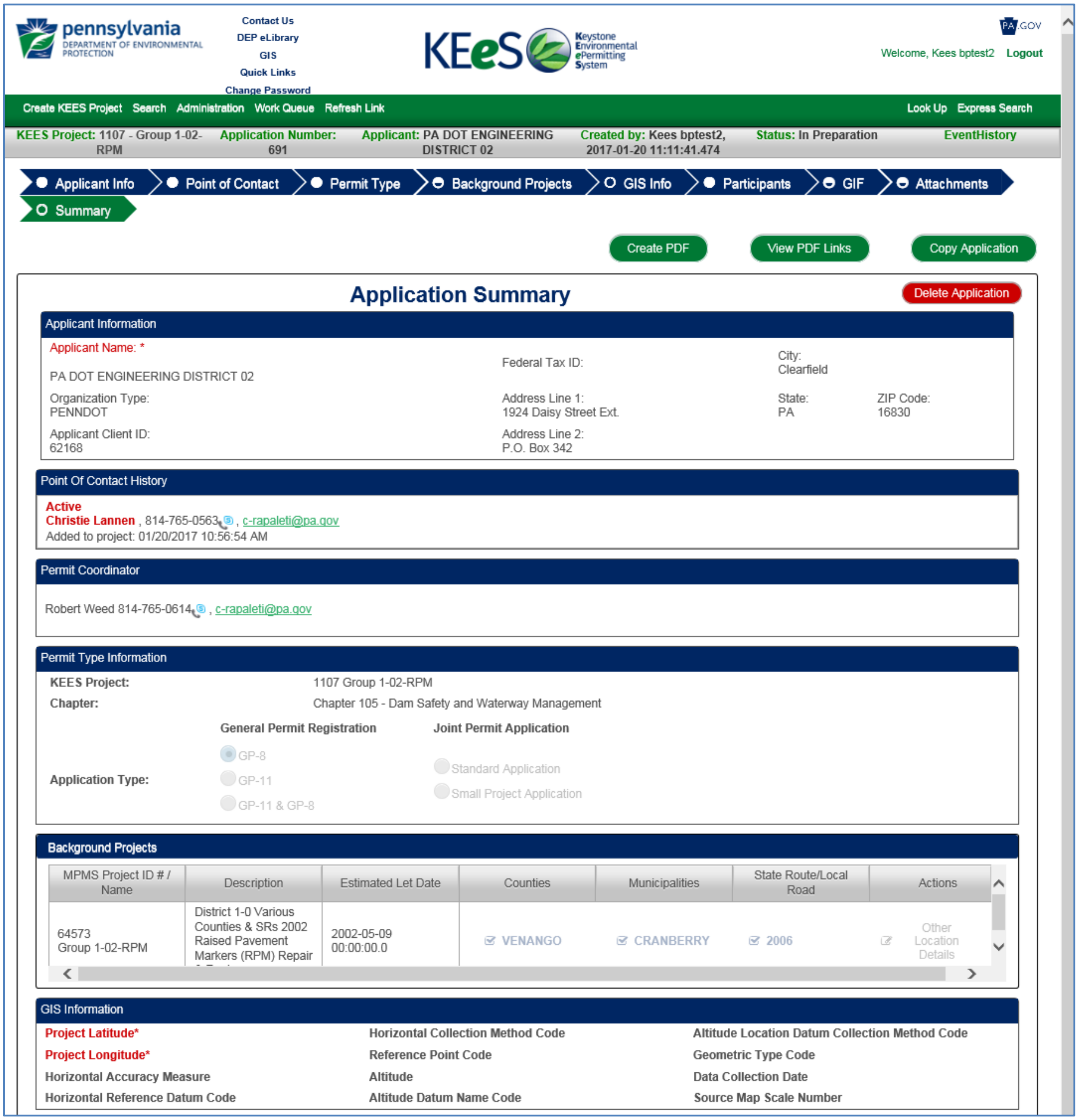


Table 35. Application Summary Screen (partial view)

Field/Link/Button Name	Description
Applicant Name	Displays the name of the entity that is applying for the permit.
Applicant Client ID	Displays the DEP Client ID Number for the applicant entity.
Address	Displays the mailing address of the applicant.

Field/Link/Button Name	Description
Organization Type	Displays a value from a classification of the types of agencies that can create or update permit applications in KEES (e.g. PennDOT, Consultant, ACOE).
Federal Tax ID	Displays the identification number assigned by the federal government to entities that employ workers or pay certain types of taxes (a.k.a. the Federal Employer Identification Number or FEIN).
Point of Contact History	Displays the Name, Telephone Number and Email Address of the existing POC, and any prior POCs.
Permit Coordinator	Displays the Name, Telephone Number and Email Address of the existing Permit Coordinator.
KEES Project	Displays the KEES Project ID# and Name
Chapter	Displays the Chapter of the Regulations that govern the permit application types.
Application Type	Displays the Permit Type from the following list: • GP- 8 • GP- 11 • GP- 8 and GP-11 • Standard Application (Joint Permit) • Small Project Application (Joint Permit)
Project Number	Displays the unique identifier assigned to a Background Project in a legacy system, e.g. the MPMS ID Number is displayed for MPMS type Background Projects.
Project Name	Displays the name of the project, frequently imported from a legacy system.
Project Description	Displays a brief description of a project, frequently imported from a legacy system.
Estimated Let Date	Displays the estimated Let Date for contracts related to a Background Project.
Counties	Displays the Counties associated with the Background Project
Municipalities	Displays the Municipalities associated with the Background Project
State Route/Local Road	Displays each State Route/Local Road associated to the Background Project
* Project Latitude	Displays the angular distance of a place north or south of the earth's equator, usually expressed in degrees and minutes.
* Project Longitude	Displays the angular distance of a place east or west of the meridian at Greenwich, England, or west of the standard meridian of a celestial object, usually expressed in degrees and minutes.

Field/Link/Button Name	Description
Horizontal Accuracy Measure	Displays a measure of the accuracy in feet of the latitude and longitude coordinates of the project.
Horizontal Reference Datum Code	Displays a code and description that represent the method used in determining latitude and longitude coordinates.
Horizontal Collection Method Code	Displays a code and description that represent the reference datum used to determine the latitude and longitude coordinates for a point on the earth.
Reference Point Code	Displays a code and description that represent the place for which geographic coordinates were established.
Altitude	Displays the height of anything above a given planetary reference plane. (For permit applications, altitude should be referenced to sea level on earth.)
Altitude Datum Name Code	Displays the identification given to the surface taken as the surface of reference from which altitudes are measured.
Altitude Location Datum Collection Method Code	Displays the code and description that represent the method used to collect the vertical measure (i.e. the altitude) of a reference point.
Geometric Type Code	Displays the code and description that represent the geometric entity represented by one point and a sequence of latitude and longitude points.
Submit	This button changes the application status to Submitted and sends it to DEP to begin the review and approval process.
Comments	Allows editors to add comment about the application for historical purposes and for DEPs consideration.

Table 36. Application Summary Fields, Links, and Buttons

6.0 PennDOT Final Review and Submission

Purpose

The PennDOT final review of a permit application is an off-line process that takes place outside of KEES. However, KEES does require the attachment and verification of QA/QC documents before an application can be submitted to DEP for review and approval.

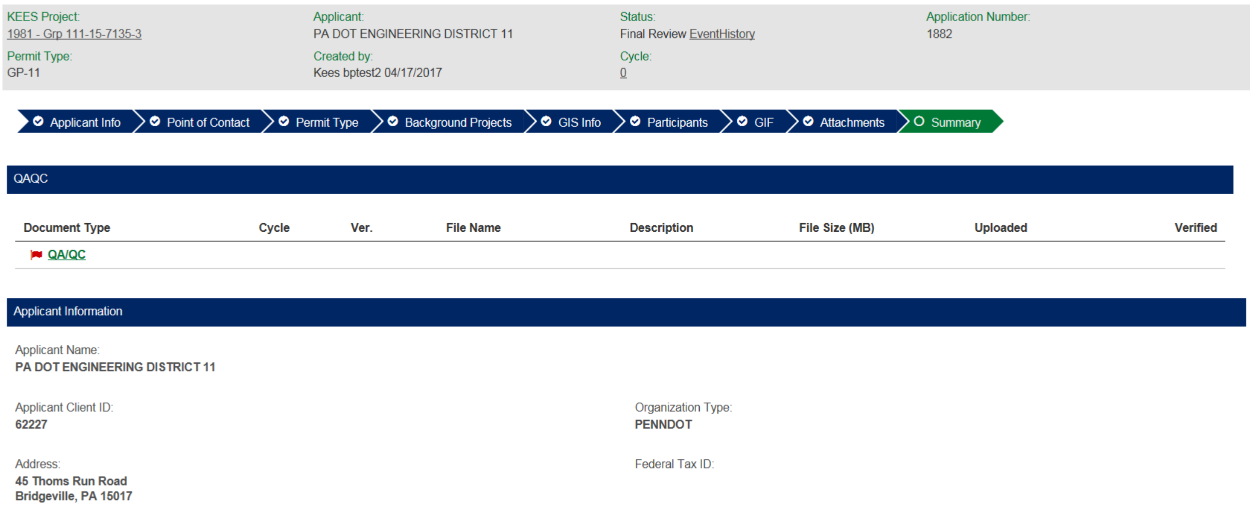


Table 37. Application Summary Screen Showing Final Review Status

Helpful Hints

Verifying the QA/QC document and submitting the application is completed by a KEES Application Preparer security role (CWOPA) with application editor privileges.

KEES does not support a dedicated screen for the Final Review and submission process. Instead, these functions are performed on the Application Summary screen.

- Each time an editor marks a screen as verified, KEES determines whether all application-level screens have been marked verified.
- When the last screen has been verified, the Summary screen displays functionality that allows users to attach and verify QA/QC documents. (The process for attaching QA/QC documents is the same as the one used on Attachment screen.)
- When all QA/QC documents have been attached and the QA/QC document type has been marked as verified, KEES displays a Submit button on the Summary Screen.
- When an editor clicks the Submit button, the application status changes to Submitted and the application is sent to DEP to begin the review and approval process.
- All application-level tabs are locked for editing purposes whenever the Submit button is displayed.
- To unlock the application tabs and update the application, an editor must click the Verified button displayed in the QA/QC section. This action will:
  - Change the status of the application to Unverified
  - Open the application for editing
  - Make the Submit button disappear.

- See the Summary screen for the design of location of Final Review and submission fields and buttons.

7.0 Manage Application Deficiencies

During the application review process, the Review Team may identify incompleteness or technical deficiencies in a submitted application. The Application is returned to the Applicant – with comments – for resolution of the deficiencies. The Applicant address the deficiencies identified by the comments Reviewer comments and resubmits the Application to the Reviewer. The processes involved in this process are very similar to those governing the original preparation of an Application.

7.1 Create an Incompleteness or Technical Deficiency Response

Purpose

When all the tabs have been Verified, KEES displays an Application Details Summary screen (below) with an embedded text editor. The text editor is prepopulated with the comments that were added by the DEP during the application review process. This allows the application to specifically address each individual comment added by DEP.

Outcomes

A deficiency response letter has been saved and stored in KEES.

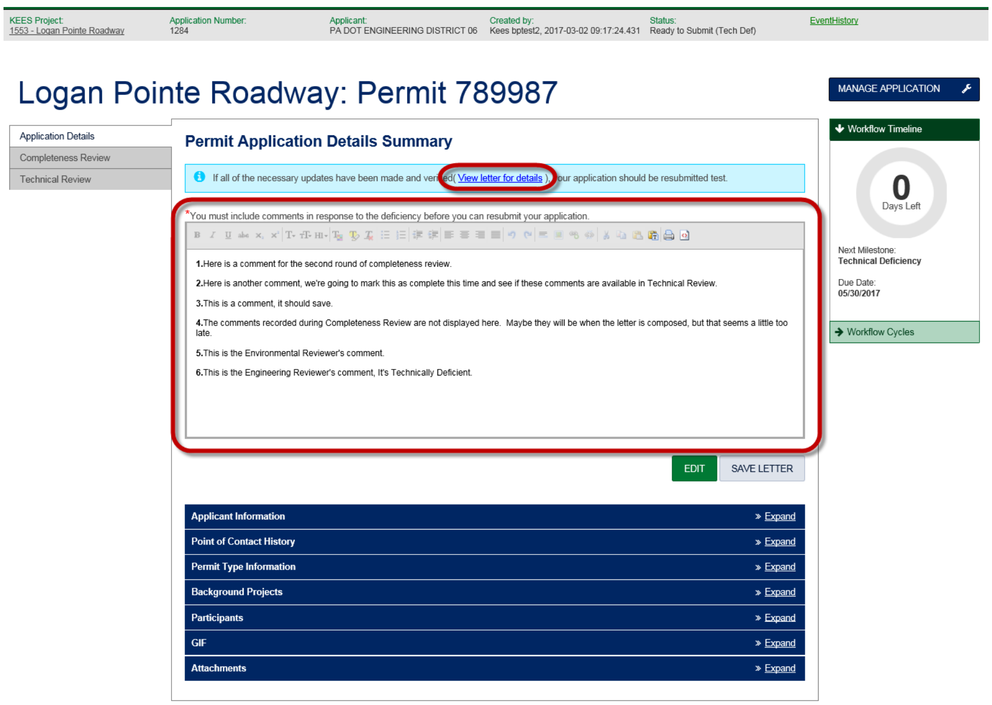


Figure 39. Permit Application Details Summary with Text Editor Open

Field/Link/Button Name	Description
View letter details	Links to the current incompleteness/deficiency letter (PDF)
Text Editor	A box containing pre-filled comments drawn from the incompleteness or deficiency letter. The editor types in individual responses to each comment from DEP.
Save	This button saves the letter but does not close the window.

Field/Link/Button Name	Description
Expand	Clicking this icon expands the tabs showing the constituent fields. Clicking the icon again compresses the tab. NOTE: section/application verification indicators are not displayed.
"Resubmit" button	This button appears only when: • The entire application has been verified • The response letter has been saved.

Table 38. Functional Fields/Buttons for Permit Application Details Summary with Text Editor

KEES displays the following confirmation message when the Save button is clicked:

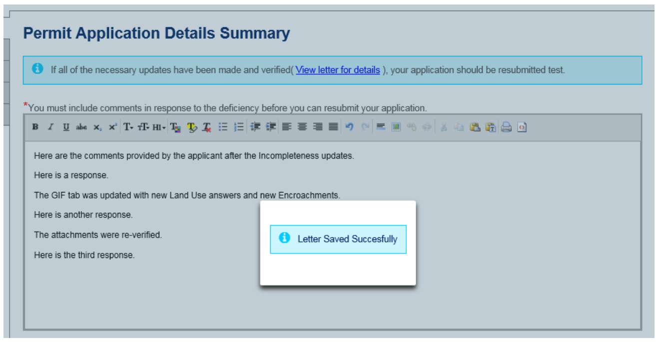


Figure 40. Letter Saved Confirmation Message

7.2 Resubmit the Application

This is the Permit Application Details Summary screen with the Resubmit button displayed:

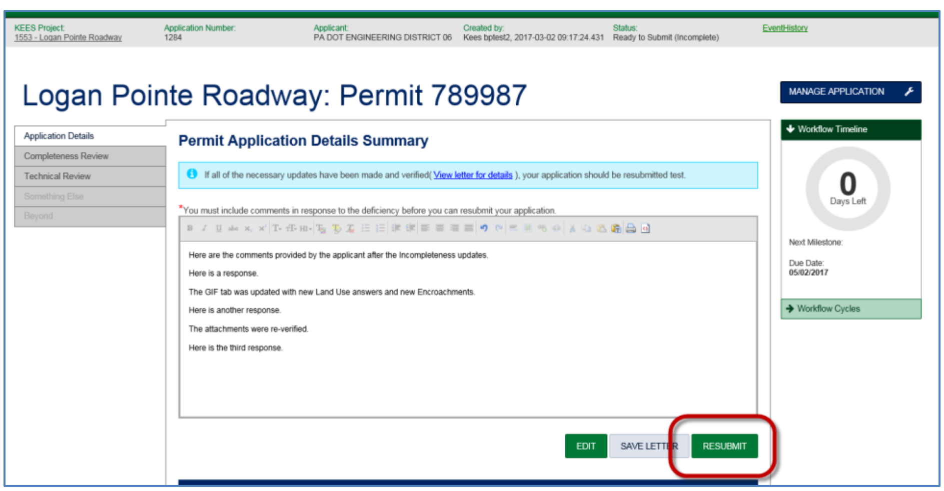


Figure 41. Permit Application Details Summary screen with the Resubmit button displayed

KEES displays the following confirmation request when the Resubmit button is clicked:

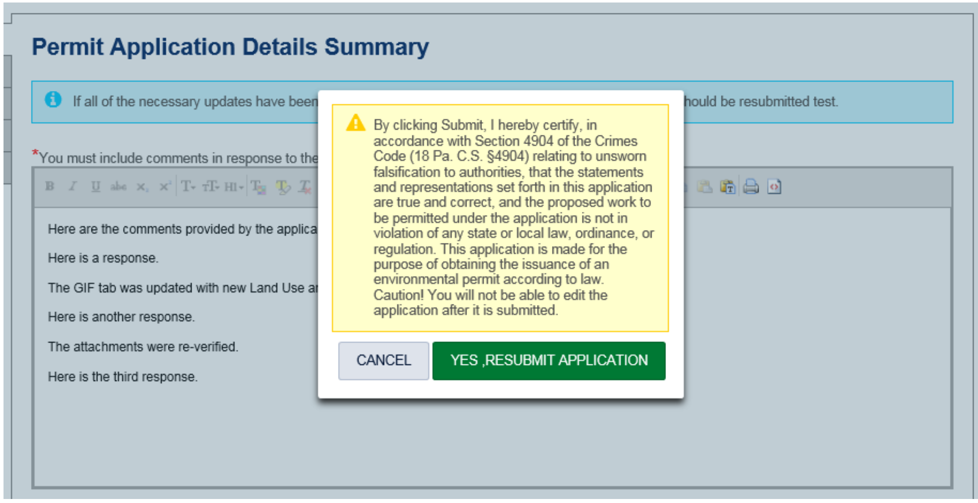


Figure 42. Resubmit Application Confirmation Window

KEES displays a confirmation message:

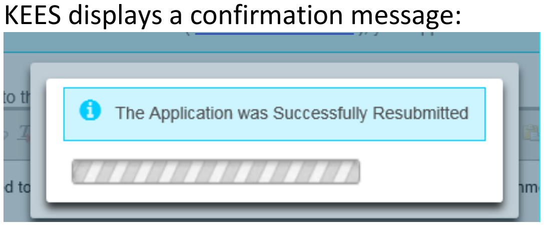


Figure 43. Confirmation that Application Was Successfully Resubmitted

7.3 Request an Extension

Purpose

If the Applicant is unable to complete the deficiency response process within the specified time limits, an extension may be requested to afford more time to complete the response. Either the Applicant or the Reviewer may cancel the extension at any time during the extension period.

Outcomes

In Release 1, a request for an extension results in a message being placed on the Application Details summary screen advising the Review of the request and directing the Review Team to not withdraw the application due to Preparer inactivity. No KEES system clocks or other workflow controllers are changed in this process. Any communication regarding the status of the extension request must be negotiated outside of KEES.

Cancellation of the extension during the period of the extension simply removes the message from the Application Details summary screen.

Figure 44. Manage Application - Request Extension

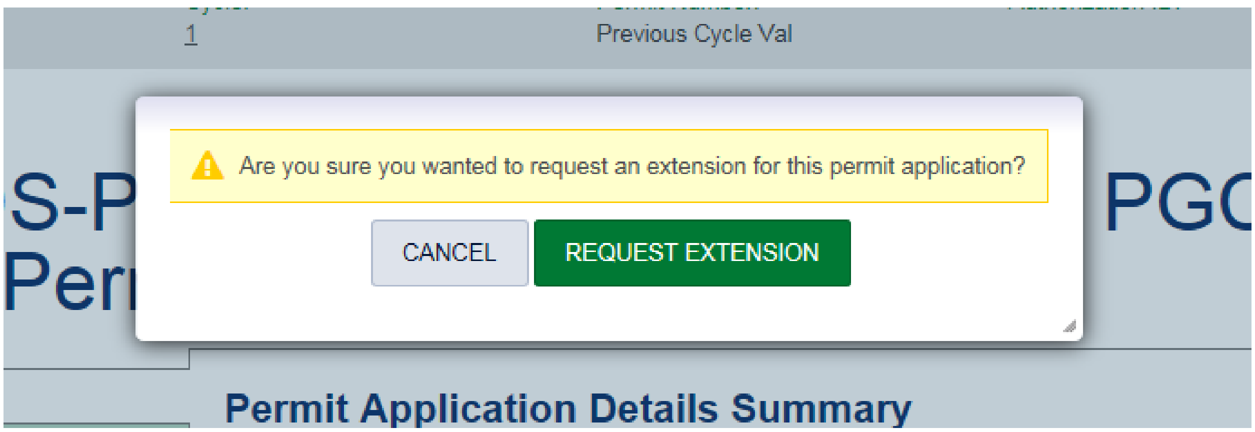


Figure 45. Extension Request Confirmation

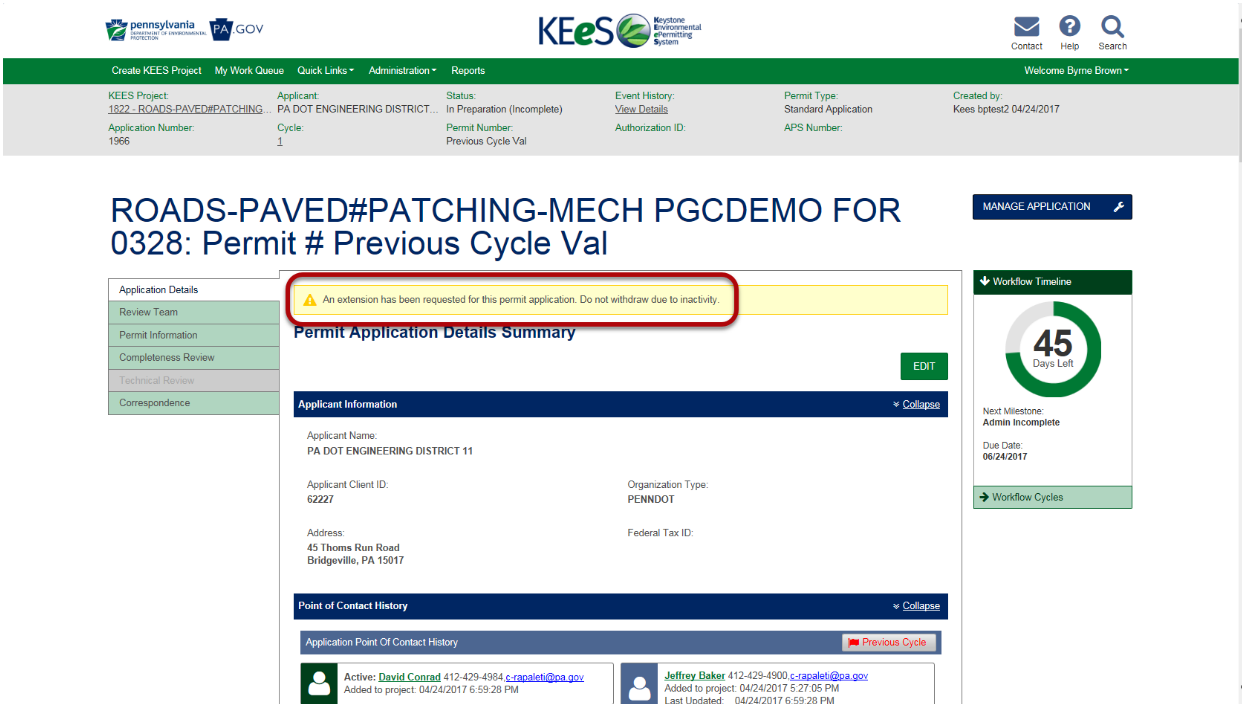


Figure 46. Extension Request Message (Application Details Screen)

Figure 47. Manage Application - Cancel Extension

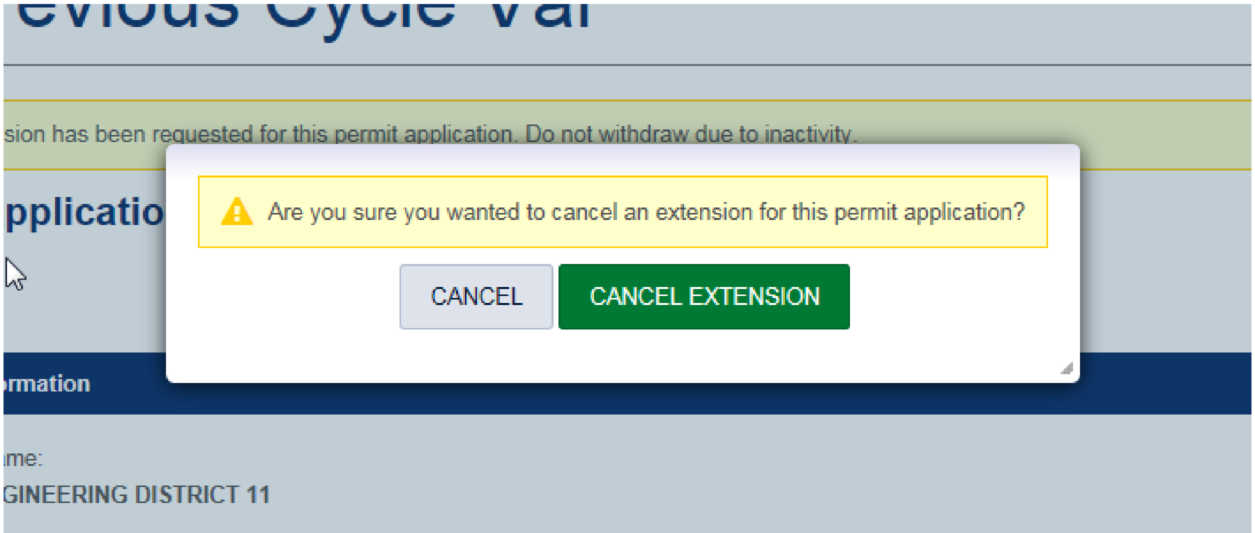


Figure 48. Permit Cancellation Confirmation

Helpful Hints

For Release 1, extension requests must be coordinated between Applicant and Reviewer *outside* KEES.

8.0 Acknowledge Apprisal

Purpose

The permitting process does not end when DEP sends a permit package to an applicant. Often, a permittee must return documents or acknowledgements of various types to complete the permit authorization process. In future releases, KEES will support multiple Permittee Response Documents including, but not limited to the:

- Acknowledgement of Apprisal
- PASPGP-5 Self Certification
- Completion Report

The only Permittee Response Document supported in Release 1 is the Acknowledgement of Apprisal. This is completed for Small and Standard applications.

Outcomes

An Acknowledgment of Apprisal of Permit Conditions document has been attached to a Permit, and the Permit has been returned to DEP for authorization.

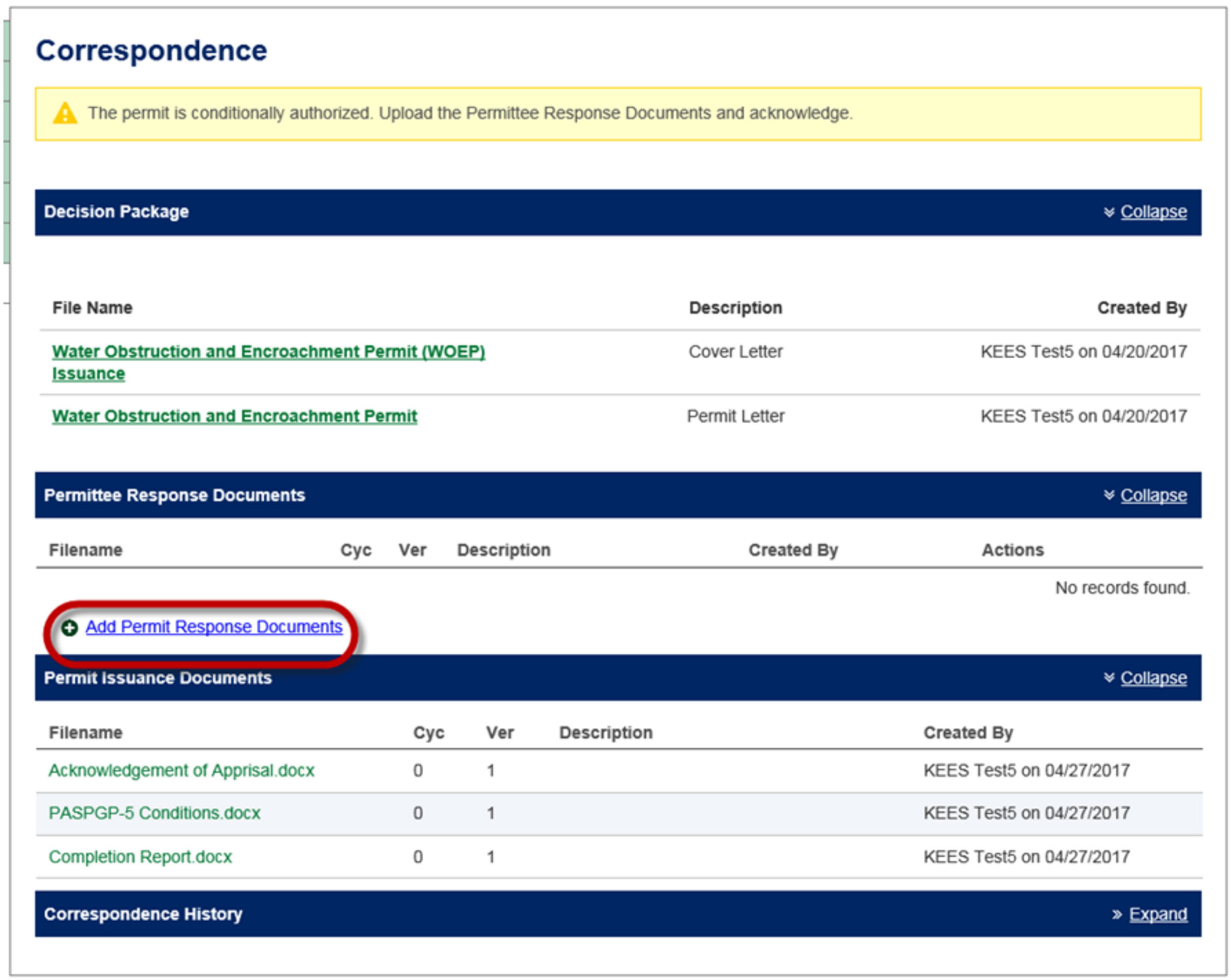


Figure 49. The Correspondence Screen

Field/Link/Button Name	Description
File Name	Displays the name of the letter or document in a form a link that can be clicked to open the file.
>> Expand	Opens a list of files applicable to a correspondence type
<< Collapse	Closes a list of files applicable to a correspondence type
Add Permit Response Documents	Opens a window for uploading document. • Uploading a permit response document mimics the process used in the Attach a Document tab. • The file name and descriptions should identify the file as an Acknowledgement of Appraisal document.
Open	Option presented by a prompt to confirm that a user wished to open a file.

Table 39. Functional Fields in the Correspondence screen

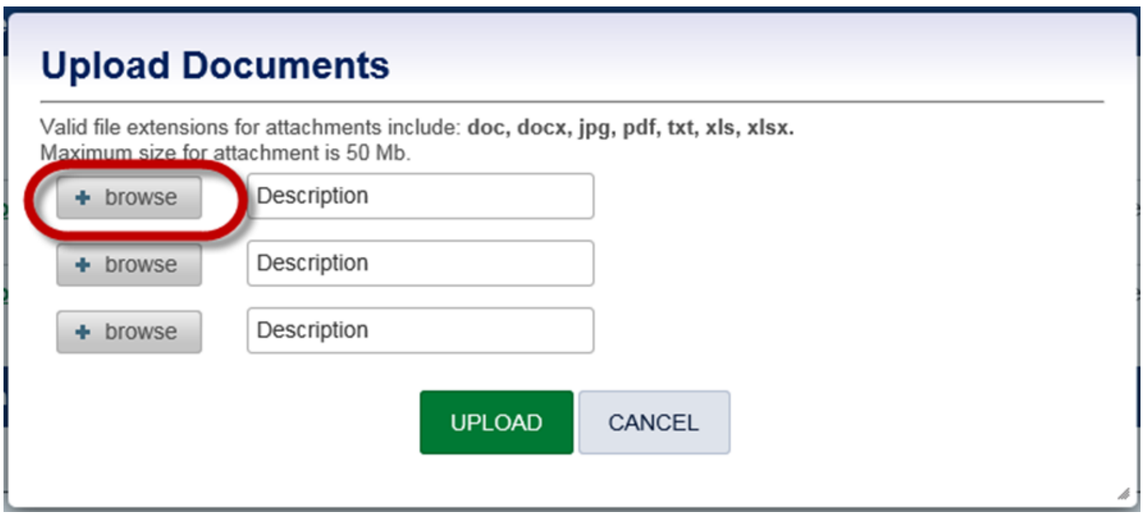


Figure 50. Window for Uploading Documents with Browse Function Highlighted

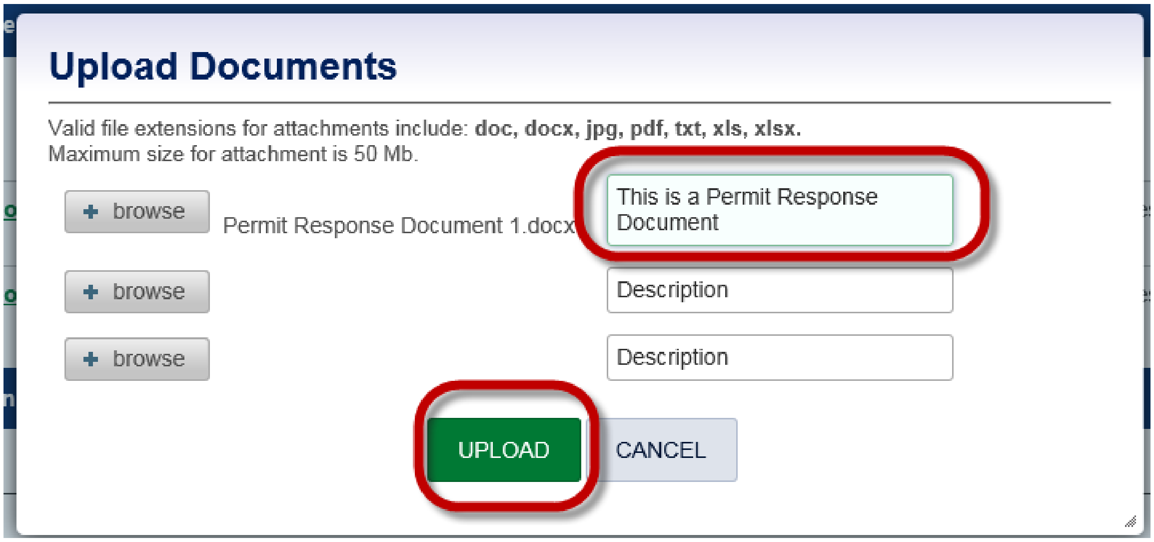


Figure 51. Window for Uploading Documents, Ready for Upload

Field/Link/Button Name	Description
Browse	Opens the user computer file directory browse window and enables the selection of a single file to be uploaded
Description	User-supplied text descriptive of the corresponding document to be uploaded
Upload	Uploads the specified files to KEES and associates them with the active Application
Cancel	Closes the Upload Documents window without uploading selected documents

Table 40. Functional Fields in the Correspondence screen

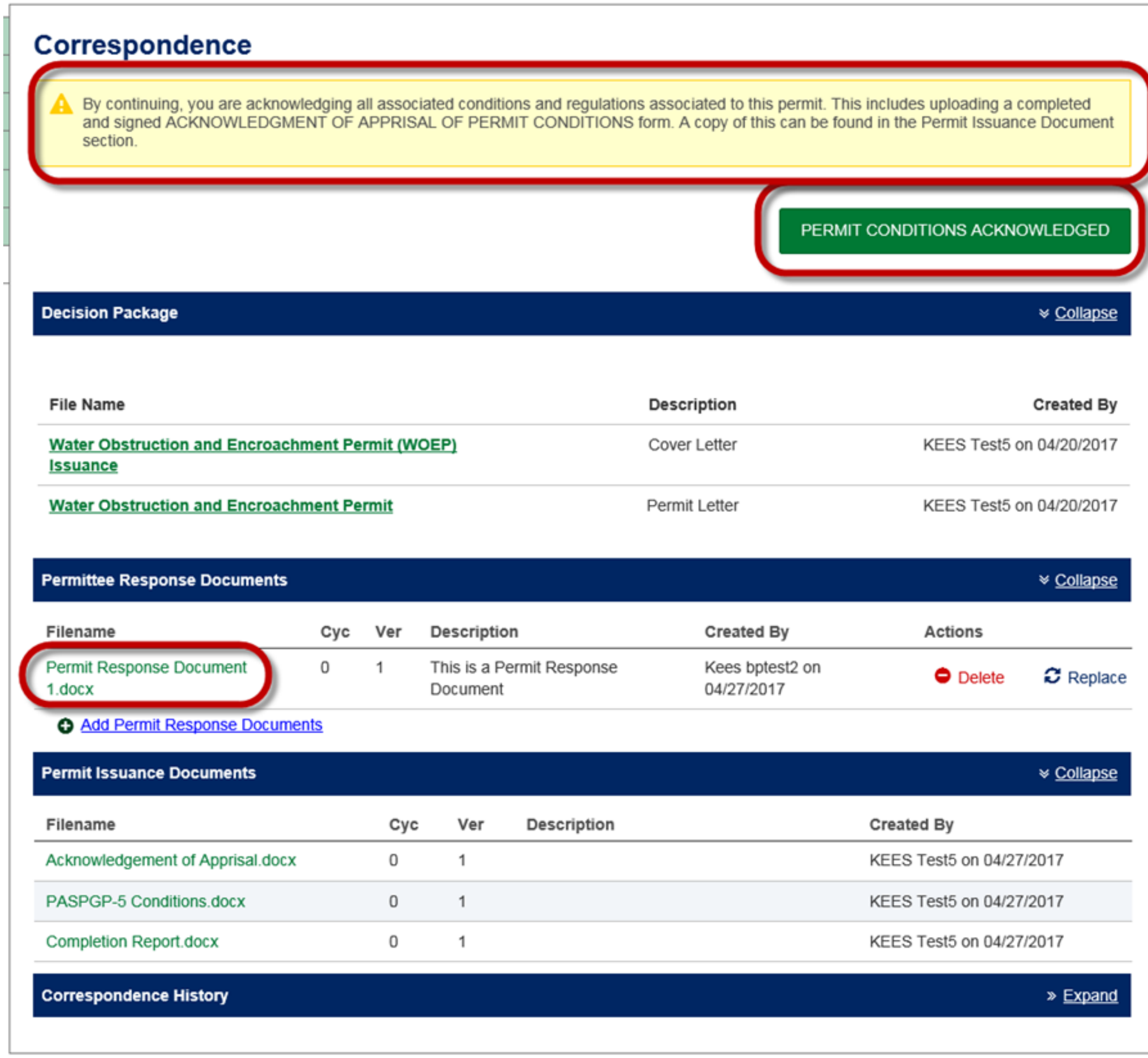


Figure 52. Correspondence Screen with Permit Conditions Acknowledged Button

Field/Link/Button Name	Description
Permit Conditions Acknowledged	Allows an editor to acknowledge that all permit response documents have been uploaded and returns the application to DEP for review.

Table 41. Correspondence Screen Added Functionality

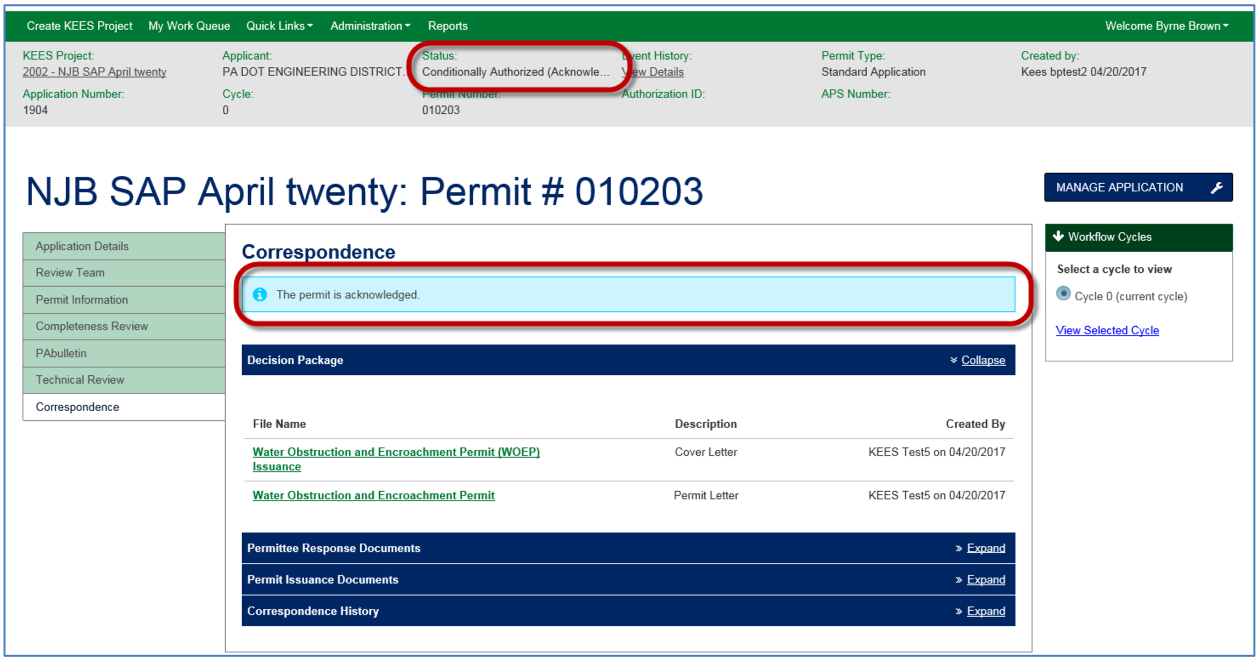


Figure 53. Correspondence Screen Showing Conditions Acknowledged

Helpful Hints

To acknowledge permit conditions during Release 1, an editor must:

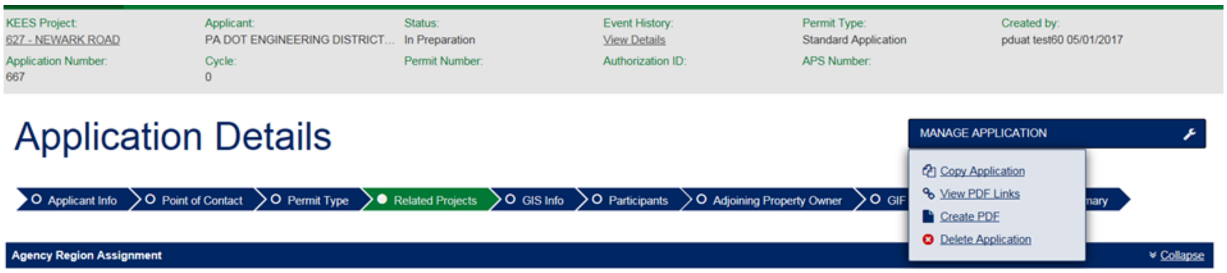
- Print a paper copy of the Acknowledgement of Apprisal document found in the Permit Issuance document section
- Manually complete the Acknowledgement of Appraisal document
- Click the Add Permit Response Document link displayed in the Add Permittee Response Documents section
- Upload the completed Acknowledgement of Appraisal document using the Upload Documents window

When at least one document has been uploaded to the Permittee Response Documents section of the Correspondence screen, the screen displays a button that, when clicked:

- Acknowledges that all permit response documents have been uploaded.
- Returns the application to DEP for review.

9.0 Copy, Delete, or Withdraw an Application

Functionality for Deleting, Withdrawing or Copying an application is accessed via the Manage Application bar, which appears on most Application-level screens.



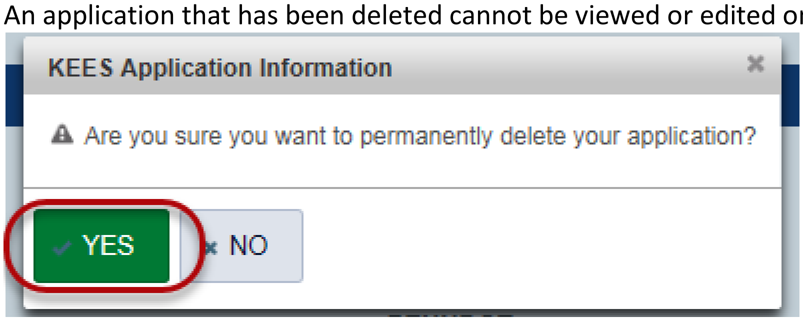
9.1 Delete an Application

Purpose

KEES allows Applicants to delete applications that have not yet been submitted to DEP. Normally, the Delete Application function should be used for duplicate applications or applications that were created in error. Applications that have been submitted to DEP for review, must be withdrawn and cannot be deleted.

Outcomes

An application that has been deleted cannot be viewed or edited on KEES screens.



Helpful Hints

To delete an application:

- Click on the Manage Application bar
- Click on the Delete Application option
- Clicks Yes on the prompt that appears bellow:

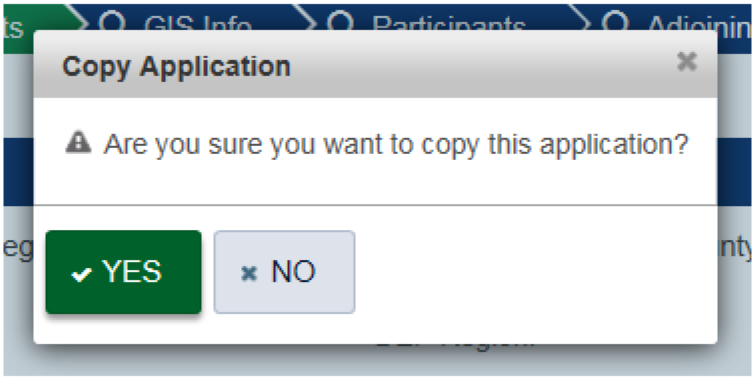
9.2 Copy an Application

Purpose

KEES allows users to copy applications that are under DEP review. Often, applications are withdrawn when projects are indefinitely delayed or canceled.

Outcomes

An application that has been withdrawn can be viewed, but not edited on KEES screens. Withdrawn applications can be copied for reused in a project is revived.



Helpful Hints

Applications can be copies throughout the application cycle. The copied information is pasted into a new application with a status of 'In Preparation' which can be edited, deleted or submitted.

To copy an application:

- Click on the Manage Application bar
- Click on the Copy Application option
- Click Yes on the prompt that appears bellow:

9.3 Withdraw an Application

Purpose

KEES allows users to withdraw applications that are under DEP review. Often, applications are withdrawn when projects are indefinitely delayed or canceled. Applications that have not yet been submitted to DEP for review, must be deleted and cannot be withdrawn.

Outcomes

An application that has been withdrawn can be viewed, but not edited on KEES screens. Withdrawn applications can be copied for reuse.

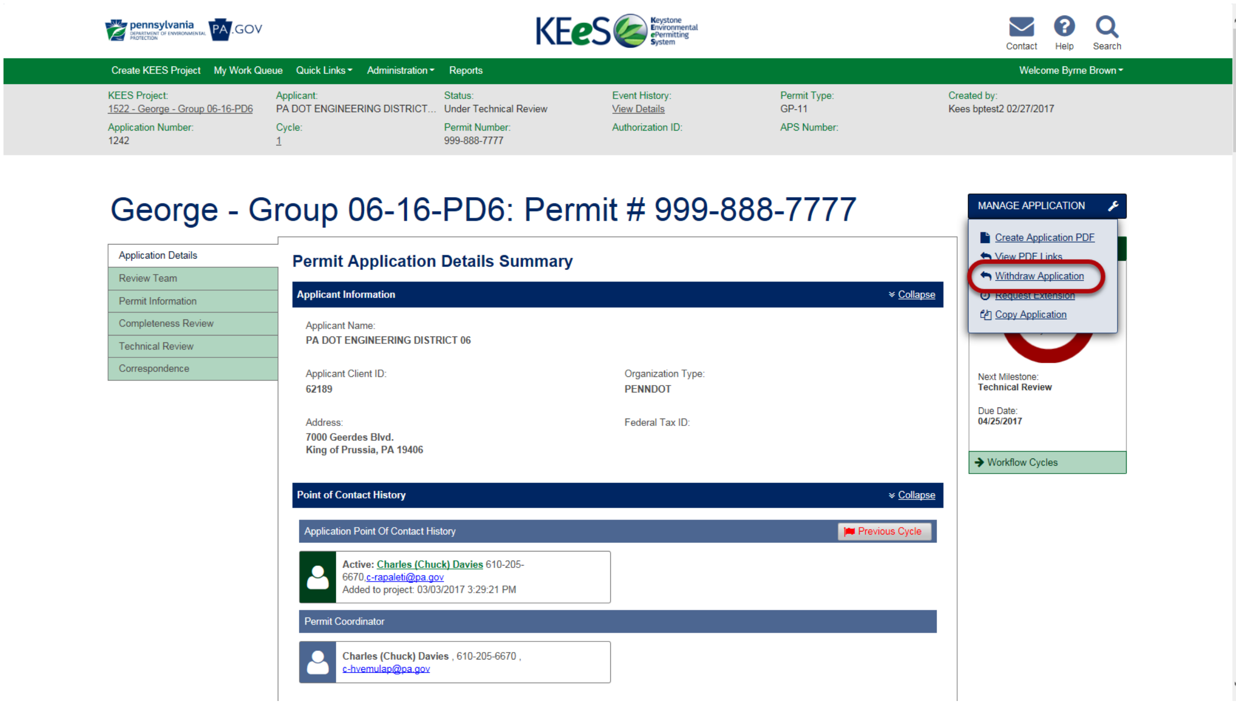


Table 42. Withdraw Application

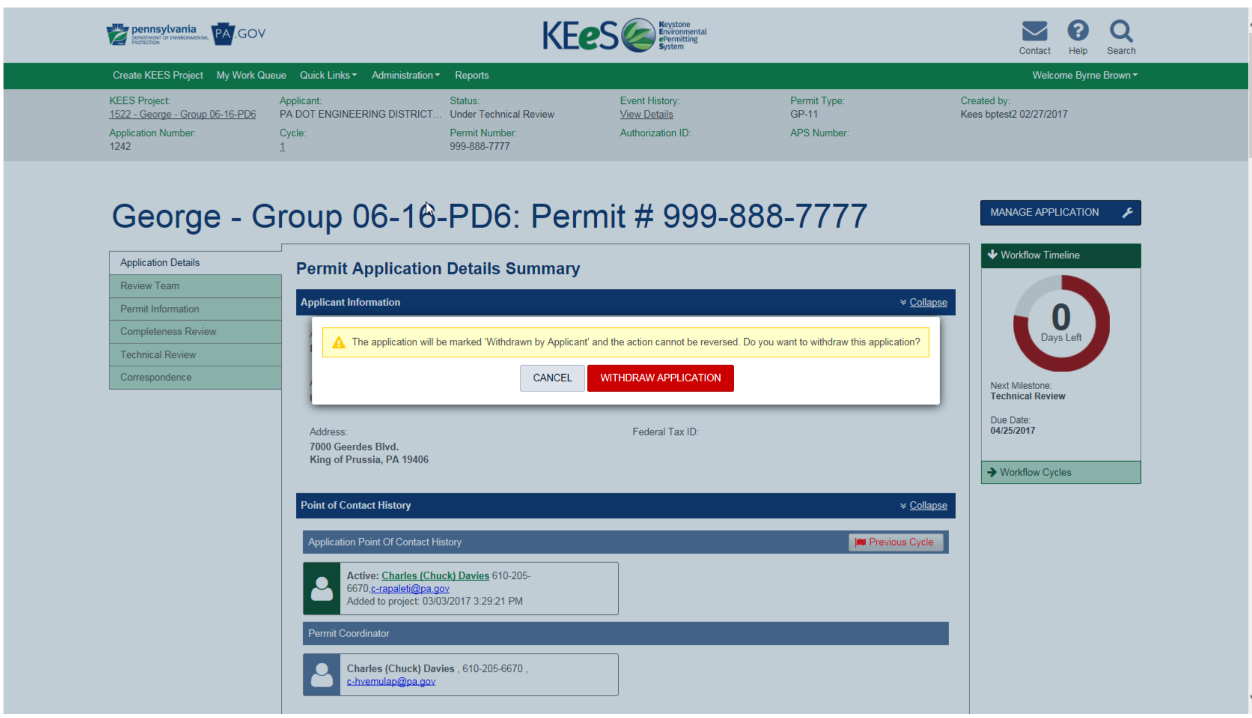


Table 43.Withdraw Application Confirmation

Field/Link/Button Name	Description
Manage Application	Drop-down list of Application manipulation options

Field/Link/Button Name	Description
Withdraw Application (in Manage Application menu)	Menu selection that invokes the Application withdrawal workflow
Withdraw Application (button)	Confirmation that results in the withdrawal of the Application
Cancel	Closes Withdraw Application confirmation window without withdrawing the Application

Table 44. Withdraw an Application

Helpful Hints

To withdraw an application:

- Click on the Manage Application bar
- Click on the Withdraw Application option
- Clicks Yes on the prompt.

10.0 KEES Common Functions

10.1 Purpose

While much of KEES functionality is specific to either the Applicant or Review teams, KEES comprises a significant number of general functions used by these groups. This functionality may be expressed in different screen presentations for a specific user, but the underlying functionality is defined by the same business rules. This KEES User Manual provides users information on this functionality.

This volume of the KEES User Manual provides information on the structure of the individual KEES common function screens, the data elements included on the screens, and the screens' purposes and functions. The KEES Training Manual provides a more comprehensive description of underlying KEES process flows.

This document covers the following major topics in KEES:

- Global Functions
- Administration
    - User Permissions
    - Support Functions
    - Other Functionality

10.2 Scope

Release 1 KEES functionality is in scope for this version of the KEES User Manual. Functionality to be introduced in later releases is not included.

10.3 Application Workflow and Cycles

The KEES application was designed to accommodate the interactive business processes of environmental permit applicants, application reviewers, and the systems with which they interface (e.g., DEP eFACTS and DEPGreenPort). The figure below provides a graphic representation of the state-driven workflow that characterizes the migration of an application from preparation through review and final disposition.

Significantly, the process flow diagram also represents the interaction between reviewer and applicant toward the remediation of application completeness and technical deficiencies. KEES preserves application history (e.g., project and application data and supporting attachments) by implementing process cycles that enable either applicant or reviewer to view the composition of an application at various times in its lifecycle. KEES initializes the cycle at zero when the applicant begins preparation of the permit application. KEES increments the cycle number each time the reviewer returns the application and the applicant responds to the incompleteness and/or technical deficiency.

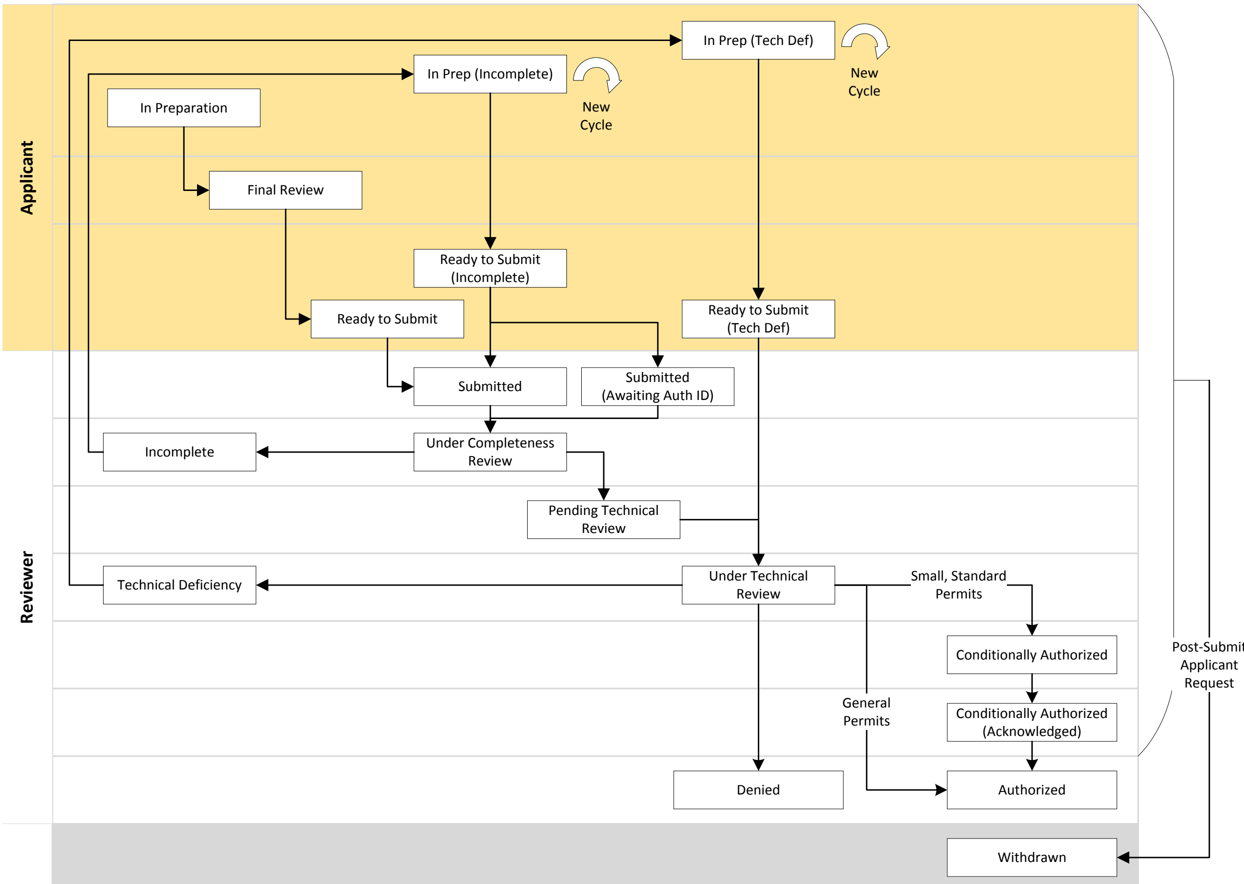


Figure 54. KEES Process Flow

10.4 Application Statuses

The following are statuses found within KEES. These statuses reflect certain business processes that occur for preparing a KEES Application, reviewing that Application, and responding to deficiencies identified by the reviewers in that Application. There are also several status values that are assigned when the Application is between preparation and review processes or in final disposition.

10.4.1 Applicant Related Statuses

The following status values characterize the KEES Application preparation and deficiency response processes in Release 1. When an Application is assigned one of these status values, its processing is under the control of the Application Preparer:

- **In Preparation:** The Application Preparer has created a new KEES Application (associated with a preexisting KEES Project) and provides the information and attachments required by the selected Application Type.
- **Final Review:** The Application Preparer has satisfied all Required Fields and Attachments (except that the QA/QC document may not have been attached). All tabs and attachments have been verified (except, possibly, the QA/QC document type and Attachments tab).

- **Ready to Submit:** All Application tabs, the QA/QC Checklist, and Attachments tab are verified. Project Information and PNDI remain editable where Coordination displays the Unverify button.
- **Incomplete:** DEP designates the Application as Incomplete and returns it to the Applicant. The Applicant may then make any needed alterations and resubmit to DEP. New prioritizations/date calculations attach to the resubmitted Application.
- **In Preparation (Incomplete):** The Application Preparer responds to an Incompleteness deficiency identified by the Reviewer. (The Applicant opened the application and clicked Edit). Searching and Reporting functionality displays this Application as Incomplete.
- **Ready to Submit (Incomplete):** A submitted application deemed Incomplete by DEP has been amended and Verified by the Applicant. Searching and Reporting functionality displays this Application as Incomplete.
- **Technical Deficiency:** DEP has identified the Application as technically deficient and returned it to the Applicant. The Application appears in the Applicant's work queue.
- **In Preparation (Tech Def):** The Application Preparer responds to a Technical Review deficiency identified by the Reviewer. (The Applicant opened the application and clicked Edit). Searching and Reporting functionality displays this Application as Technical Deficiency.
- **Ready to Submit (Tech Def):** A submitted application deemed by DEP as technically deficient has been amended and Verified by the Applicant. Searching and Reporting functionality displays this Application as Technical Deficiency.
- **Conditionally Authorized:** This Standard or Small Application has been approved by DEP and is awaiting Applicant return of the Acknowledgement of Apprisal. The Applicant can download the Permit Issuance Documents provided by DEP.

10.4.2 Reviewer Related Application Statuses

The following status values characterize the KEES Application Completeness, Technical Review, and final authorization decision processes in Release 1. When an Application is assigned one of these status values, its processing is under the control of the DEP Review Team:

- **Submitted:** Once a user with CWOPA credentials has submitted an application, KEES displays the application in "Submitted" status and starts all clocks and requirements associated to the Completeness Review. The Application appears in the DEP work queue though DEP has not started Completeness Review for the Application. A Submitted Application may not be Deleted; it may be Withdrawn.
- **Under Completeness Review:** DEP is in the process of reviewing the Application (manually, outside of KEES) and the Application no longer appears in the Applicant's work queue. If DEP approves the Application as Complete, KEES produces and sends a Completeness Letter and automatically promotes the Application into Technical Review.
- **Pending Technical Review:** The Application has been designated as Complete, but DEP has not begun the Technical Review for the application.
- **Under Technical Review:** Following a successful Completeness Review, DEP opens a Pending Technical Review Application and performs a Technical Review.
- **Conditionally Authorized (Acknowledged):** The Applicant has returned the Acknowledgement of Apprisal (for a Standard or Small Application). DEP may authorize the Application.

10.4.3 Final Disposition Statuses

- **<u>Withdrawn:</u>** The Applicant may withdraw an Application at any time following its initial submission and prior to its final disposition (Authorized, Denied, Withdrawn). DEP may withdraw and Application when it is Under Technical Review, Conditionally Authorized, or Conditionally Authorized (Acknowledge).
- **<u>Denied:</u>** The Application has passed Completeness Review and Technical Review but has not been Authorized. This is a Release 1 final status for the Application.
- **<u>Authorized:</u>** DEP has Authorized the Application, a final status. The Applicant can download and upload the Completeness Report and the PASPGP-5 Self Certification form.

10.5 Roles and Privileges Summary

The table below displays the Security Role, Designations, Business Description, and KEES functionality for Release 1.

Role	Designation	Description	Functionality
DEP Program Manager	Central Office Northwest Regional Northcentral Regional Northeast Regional Southwest Regional Southcentral Regional Southeast Regional	Complete the final review and validates that all SOP and regulations are met. Can assign any user in their region to a team.	Add DEP Reviewers, Completeness Review Workflow, Technical Review Workflow, Complete ACOE Status, Complete Bulletin Dates, Complete Permit Number, Upload DEP Documents, Work Queue, My Section Work Queue (Section Chief Only), All DEP Read Only
DEP Section Chief		Main SME for the Completeness and Technical Review. Manage the entire workflow process. Can assign any user in their region to a team.	
DEP Environmental Supervisor		Supervisor to the biologist - only involved in the Environmental Review Process.	Technical Review Workflow, Complete ACOE Status, Complete Bulletin Dates, Complete Permit Number, Upload DEP Documents, Work Queue, All DEP Read Only
DEP Reviewer		Includes Biologists or Engineers that are involved in	Technical Review Workflow, Complete ACOE Status,

Role	Designation	Description	Functionality
		compiling ROD package for the technical Review.	Complete Bulletin Dates, Complete Permit Number, Upload DEP Documents, Work Queue, All DEP Read Only
DEP Clerk		Administrative staff that assist with ancillary tasks.	Complete Bulletin Dates, Complete Permit Number, Work Queue, All DEP Read Only
DEP READONLY		For any DEP read only user.	Project Summary, Application Summary, In Process Review Screens, All Review Summaries (all comments and ROD), Searching, Printing, Reporting
PennDOT Application Preparer	Central Office Districts (1-6, 8-12)	PennDOT staff with a CWOPA account (includes state and consultant employees). Complete editing/review functionality for the application and associated project.	Create and Update Projects, Add, Manage, Submit, Delete, Withdraw Applications, Work Queue, Respond to a Deficiency All PennDOT Read Only Central Office cannot Create a KEES Project
PennDOT READONLY		For any PennDOT read only user.	Project Summary, Application Summary, Review Summaries, Searching, Printing, Reporting

Role	Designation	Description	Functionality
BP PennDOT Application Preparer	Entity Name	For Non-CWOPA users who complete work for PennDOT through a registered ECMS business partner.	Create and Update Projects, Add and Manage Applications, Respond to a deficiency, Work Queue, and All PennDOT Read Only Cannot complete the QA/QC, Submit, Delete, or Withdraw an application
BP ACOE Reviewing Office Project Manager	Philadelphia, Baltimore, Pittsburgh	U.S. Army Corp of Engineers staff that reviews applications and provides feedback to the Applicant and to DEP in conjunction with issuance of the Federal permits PASPGP-5, Individual, and Nationwide.	Project Summary, Application Summary, All Review Summaries, Searching, Printing, Reporting Downloading attachments Receive email notifications
BP ACOE Reviewing Office Chief			
BP PFBC COMMENTER	Region 1 Region 2	Pennsylvania Fish and Boat Commission (State) that reviews applications and provide feedback to DEP	Project Summary, Application Summary, All Review Summaries, Searching, Printing, Reporting Downloading attachments Receive email notifications
BP PHMC COMMENTER	N/A	Pennsylvania Historical and Museum Commission (State) that reviews applications and provide feedback to DEP	
BP PGC COMMENTER	N/A	Pennsylvania Game Commission (State) that reviews applications and provide feedback to DEP	
BP DCNR COMMENTER	Bureau of Forestry Bureau of State Parks	Department of Conservation and Natural Resources (State) that reviews applications and provide feedback to DEP	

Role	Designation	Description	Functionality
BP FWS COMMENTER	N/A	U.S. Fish and Wildlife Service (Federal) agency that reviews applications and provide feedback to DEP	
BP EPA COMMENTER	N/A	U.S. Environmental Protection Agency (Federal) reviews applications and provide feedback to DEP	

Table 45.Security Role, Designations, Business Description, and KEES Functionality

Below displays the DEP Security Roles and what functionality can be assigned for the DEP Review team.

DEP Role	DEP Privilege
Program Manager	• Approver 1 • Approver 2
Section Chief	• Lead Reviewer • Environmental Reviewer • Engineering Reviewer • Environmental Supervisor • Approver 1 • Approver 2
Environmental Supervisor	• Environmental Supervisor • Environmental Reviewer
Reviewer	• Lead Reviewer • Environmental Reviewer • Engineering Reviewer
Clerk	• Clerk

Table 46.DEP Security Roles and Review Team Functionality

10.5.1 Project Functionality Roles and Privileges Summary

The PennDOT Application Preparer and BP PennDOT Application Preparer can Create a Project.

Once a Project is created, all Project tabs are associated to the same editing functionality.

- Note: Project Summary screen captures all project information.

These users are automatically granted Editor privileges:

- Project Creator
- Project POC
- Application Permit Coordinator

Any user with these Security Roles may be granted Editor privileges:

- PennDOT Application Preparer
- BP PennDOT Application Preparer

Any user can be added to the Email Recipient Privilege.

Any user who is not a member of an org/agency listed in the Project-level participants list cannot view an application associated with that Project prior to that application's submission.

10.5.2 Application Functionality Roles and Privileges Summary

Application Summary screen captures all Application information.

These users are automatically granted Editor privileges:

- Application Creator
- Application POC
- Application Permit Coordinator

Any user with these Security Roles may be granted Editor privileges:

- PennDOT Application Preparer
- BP PennDOT Application Preparer

Any user can be added to the Email Recipient privilege.

A user who not a member of an agency listed in the application participants list cannot view the application.

The Security Roles that are automatically granted Read-Only privileges are:

- PennDOT Application Preparer
- BP PennDOT Application Preparer
- PennDOT READONLY
- DEP Program Manager
- DEP Section Chief
- DEP Environmental Supervisor
- DEP Reviewer
- DEP Clerk
- DEP READONLY
- BP ACOE Reviewing Office Project Manager
- BP ACOE Lead Office Project Manager
- BP ACOE Program Manager
- BP ACOE Reviewing Office Supervisor
- BP ACOE Reviewing Office Administrative Supervisor
- BP ACOE READONLY

10.5.3 Reviewer Functionality Roles and Privileges

Completeness Review

The following functionality occurs in the Completeness Review:

- Assigning the Review Team (Required)
- Completing the Permit Number (Required)

- Completeness Workflow (Required)
- eFACTS Updates (Required)
- ACOE Status (Required)
- Reports (Optional)

Only users with the application in work queue can complete the Completeness Review

Review Team

The following users can edit the DEP Review Team:

- Security Roles: DEP Section Chief and DEP Program Manager for any Designation (Region/Central Office)
- Privileges: Lead Reviewer and Approver 1

Any user on the DEP review team is assigned Edit privileges where:

Permit Number

Permit Number may be edited when the application is in Under Completeness review or Under Technical Review status

Generate Reports

Reports are can be generated by any user.

Technical Review

The Technical Review process supports the following functionality:

- Completing the Bulletin Date (Required)
- Editing the Review Team (Optional)
- Editing the Permit Number (Optional)
- Technical Workflow (Required)
- Upload ROD (Optional)
- Editing Permit Issuance Supporting Documents (Required for Small and Standard applications)
- Editing Permitee Response Documents (Required for Small and Standard applications)
- eFACTS Updates (Required)
- ACOE Status (Optional)
- Reports (Optional)

Only users with the application in work queue can complete the Completeness Review

ROD Documents

Any user assigned these privileges can upload a record-of-decision when the application is in his/her work queue.

- Environmental Reviewer
- Engineering Reviewer
- Environmental Supervisor
- Lead Reviewer

Permit Issuance Supporting Documents
The Lead Reviewer and Approver 1 privilege on the DEP Reviewer team can edit the Supporting Issuance Permit Documents section.

Permittee Response Documents
The Lead Reviewer and Approver 1 privilege on the DEP Reviewer team can edit the Permittee Response Documents section.

Any application editor can edit the Permittee Response Documents section.

10.5.4 ACOE Review Functionality Roles and Privileges

The following security roles are associated to ACOE review functionality:

- Reviewing Office Chief
- Reviewing Office Project Manager

10.5.5 Commenting Agency Functionality Roles and Privileges

The following security roles are associated to adding comments to an application:

- BP PFBC COMMENTER
- BP PHMC COMMENTER
- BP PGC COMMENTER
- BP DCNR COMMENTER
- BP EPA COMMENTER
- BP FWS COMMENTER

10.6 Global Functions

KEES provides several functions that are available to a wide range of users. The user may access these functions from different contexts in KEES and, often, for different purposes.

10.6.1 Create a PDF

Purpose

- An authorized KEES user may compose, create, and download a PDF of a KEES Application comprising the Application Details summary and selected attached Documents.
    - Note: If no attached Documents are selected, the PDF will comprise only the Application Details summary.
- An authorized KEES user may create and download a PDF of a KEES Application Event History.

Outcomes

- The user may download and store a PDF containing Application data and attachments.

10.6.1.1 Access PDF Functionality

Figure 55. Create a PDF

Field/Link/Button Name	Description
Event History	KEES displays a list of Application milestones in a new window.
Create PDF	KEES displays a scrollable screen of attachments that the user may include in the PDF.

Table 47. Create a PDF

10.6.1.2 Create PDF

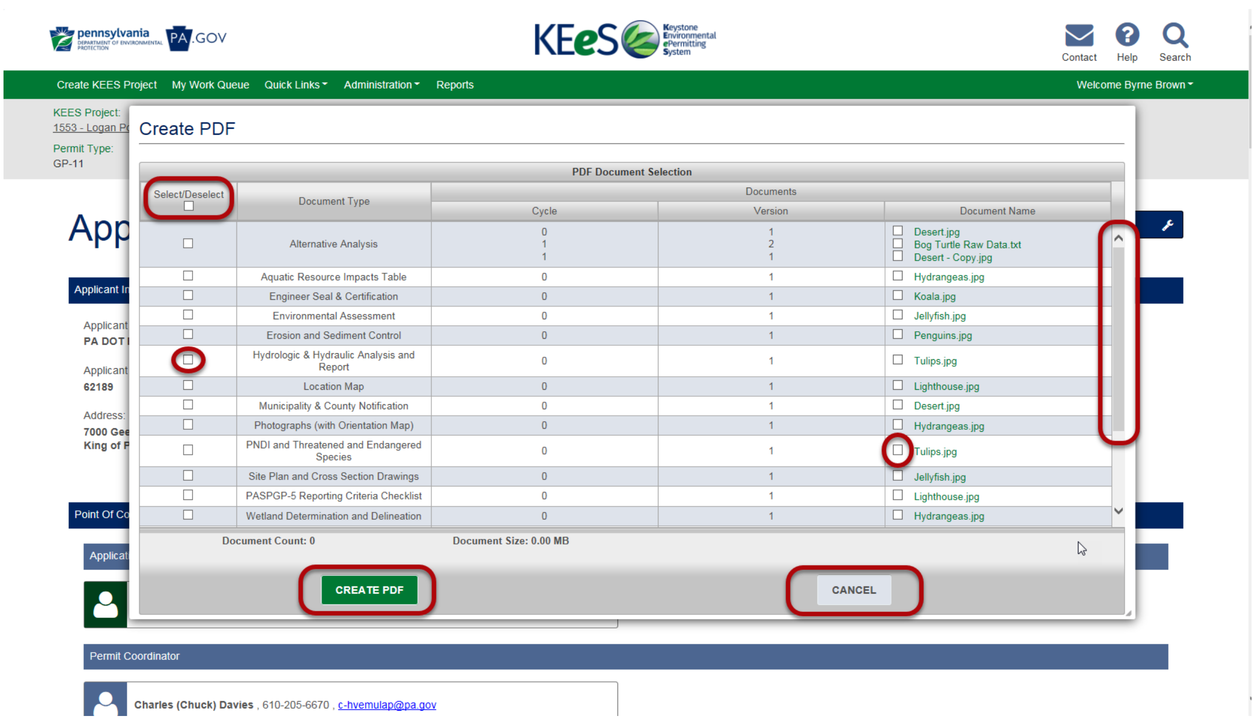


Figure 56. Create PDF Screen

Field/Link/Button Name	Description
Select/Deselect	Checking this box selects for inclusion in the PDF all Document Types and associated Documents. Unchecking this box deselects all previously selected Documents.
Document Type check boxes	Checking any of these boxes (located to the left of each Document Type) will select for inclusion in the PDF all Documents associated to that Document Type. Unchecking one of these boxes deselects any associated, selected Documents
Document check boxes	The user may select/deselect for inclusion in the PDF any single Document by checking/unchecking the box to the left of the Document Name.
Document Name	The user may view any attached Document by clicking on its name.
Document Size	Maximum size is 250MB. KEES dynamically totals the MB and displays a message when the document size is exceeded.
Create PDF	Generates a PDF comprising contents of the Application Details screen and all selected Documents.
Cancel	Exits the Create PDF window.

Table 48. Create a PDF

10.6.1.3 Create PDF: Event History

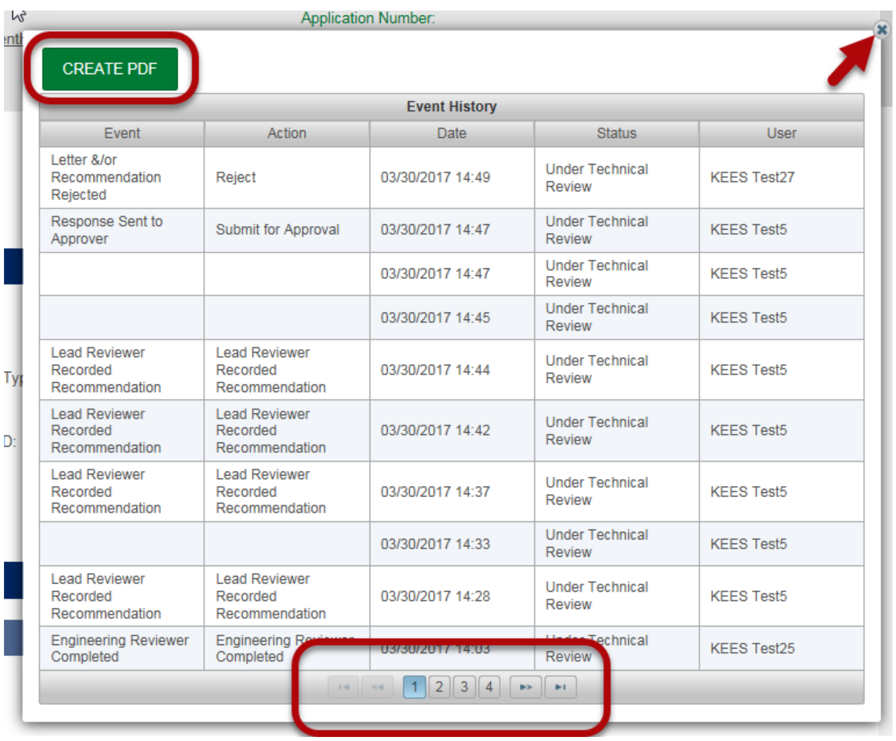


Figure 57.Event History

Field/Link/Button Name	Description
Navigation aids	The user may navigate to a specific page or scroll forward and backward through the Event History log. Located at the bottom of the Event History window.
	The user may close the Event History window.
Create PDF	KEES displays the PDF in a new window.

Table 49. Event History

10.6.2 KEES Work Queues

KEES work queues enable users with to manage and track their work assignments. They are updated dynamically as applications move through the preparation and approval process. When the status of an application changes as the result of a user action, the application may sometimes (but not always) be removed from the work queue of one or more users and inserted into the work queues of other users. For example, an application will disappear from the work queue of each member of the PennDOT application preparation team when an editor clicks the Submit button. The application will then appear in the work queue of the appropriate DEP Section Chief for the assignment of roles for the DEP review team.

Work queues are subdivided into individual “buckets” based on the status of the applications in the queue. Because the application preparation process and the application review process involve different applications statuses and different work functions, work queues are customized on a role-by-role basis. The application statuses listed in the queue of a user with one role will differ from the application statuses listed in the queue of a user with a different role.

Purpose

KEES work queues deliver to a user tasks as a function of the user’s assigned role (e.g. Application Preparer or Environmental Reviewer) and Application status. When the user successfully completes in KEES the required workflow steps, KEES removes the Application/task from the user’s work queue and delivers it to the next user in the workflow.

Outcomes

- KEES work queues enable authorized users to manage and track their work assignments.

10.6.2.1 Applicant Work Queue

Purpose

For KEES Applications to which they are assigned, work queues enable Application Preparers to view and select Applications as a function of Application status (My Work Queue)

Outcomes

A user may complete preparation tasks on Applications to which s/he is assigned.

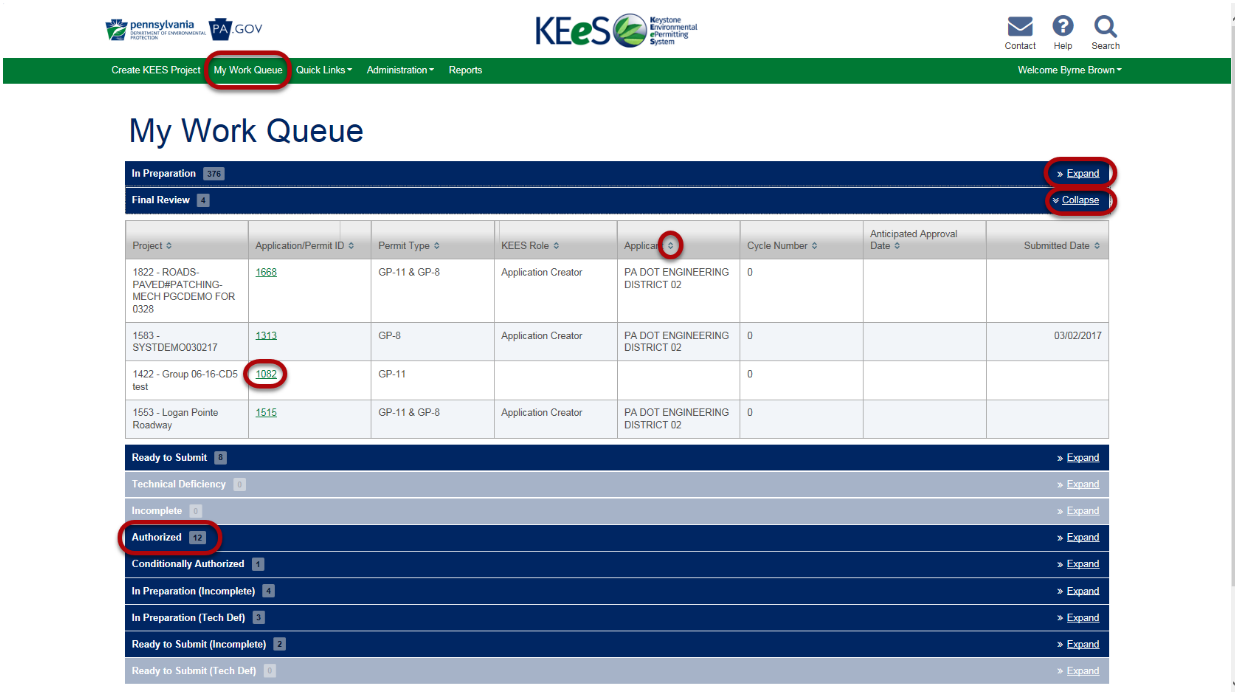
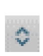


Figure 58. My Work Queue (Application Preparer)

Field/Link/Button Name	Description
My Work Queue	A link to the user's Work Queue containing those KEES Applications to which the user is assigned
Application Status (number)	A KEES Application lifecycle-oriented list of all Application status designations and the number of Applications currently in each preparation status
>>Expand	Clicking on this control displays all KEES Applications currently in the corresponding status
>>Collapse	Clicking on this control hides all KEES Applications currently in the corresponding status
	By clicking on the Application column headers, the user can sort the displayed Applications by that field. The following fields are sortable: • Project • Application/Permit ID • Permit Type • KEES Role • Applicant • Cycle Number • Anticipated Approval Date • Submitted Date

Field/Link/Button Name	Description
Project	The user may click on this field to view the corresponding Project Details screen
Application/Permit ID	The user may click on this field to view the corresponding Application Details screen

Table 50. KEES Application Preparer Work Queue Fields

10.6.2.2 Reviewer Work Queue

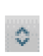
Purpose

- For KEES Applications to which they are assigned, enables Application Reviewers to view and select Applications as a function of Application status (My Work Queue)

Outcomes

- Application Reviewers may easily locate Applications to which they have been assigned and conduct the actions (as a function of Application status) required to move those Application through the Review process.

Figure 59. My Work Queue (Reviewer)

Field/Link/Button Name	Description
My Work Queue	A link to the user's Work Queue containing those KEES Applications to which the user is assigned
Application Status (number)	A KEES Application lifecycle-oriented list of all Application status designations and the number of Applications currently in each review status
>>Expand	Clicking on this control displays all KEES Applications currently in the corresponding status
>>Collapse	Clicking on this control hides all KEES Applications currently in the corresponding status
	By clicking on the Application column headers, the user can sort the displayed Applications by that field. The following fields are sortable: • Project • Application/Permit ID

Field/Link/Button Name	Description
	• Permit Type • KEES Role • Applicant • Cycle Number • Anticipated Approval Date • Submitted Date
Project	The user may click on this field to view the corresponding Project Details screen
Application/Permit ID	The user may click on this field to view the corresponding Application Details screen

Table 51. KEES Application Reviewer Work Queue Fields

10.6.2.3 Reviewer My Section Work Queue

Purpose

- For KEES Applications to which they are assigned, enables DEP Section Chiefs to view the work queues of Reviewers for those Applications (Section Work Queue)

Outcomes

- Section Chief can conduct oversight for and workload management of assigned Reviewers and Applications.

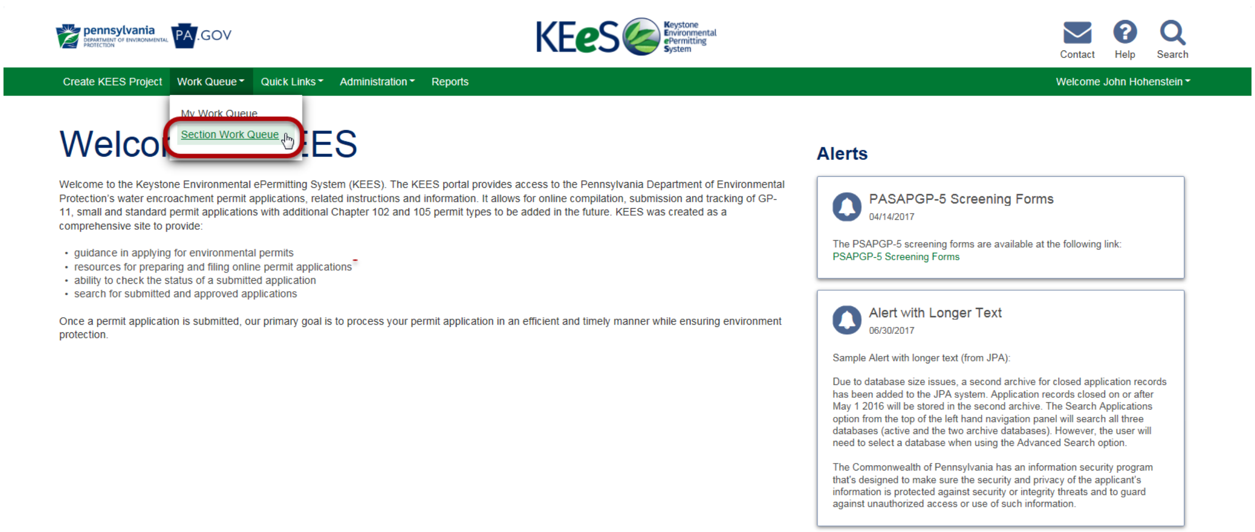


Figure 60. Section Work Queue Link

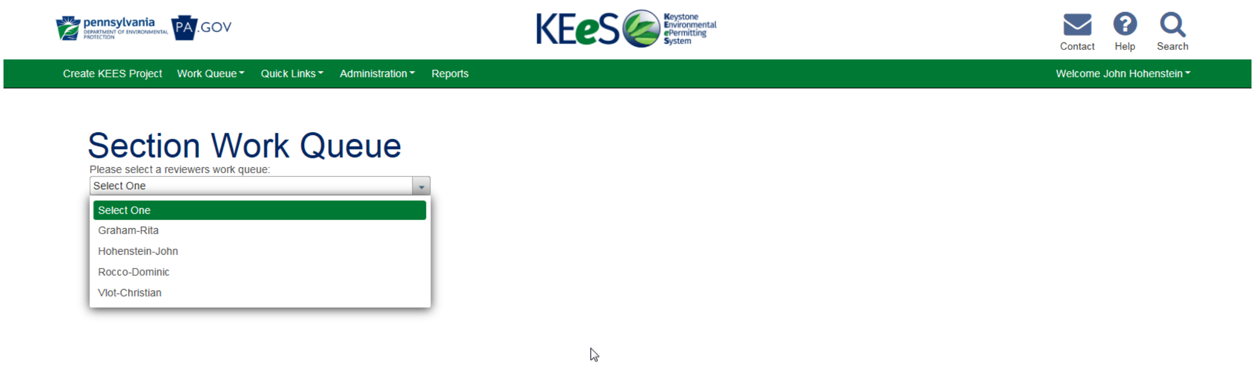


Figure 61. Section Work Queue Menu

Field/Link/Button Name	Description
Select One	By clicking on the name in the Section Work Queue Reviewers drop-down menu, the user may view that Reviewer's work queue

Table 52. Section Work Queue Menu Fields

10.6.2.4 ACOE Work Queue

Purpose

- For Complete KEES Applications assigned to their District, enables ACOE staff to view the Applications and their ACOE Status (My Work Queue)

Outcomes

- Enables ACOE staff to select an assigned Application, download Attachments and conduct an off-line review.

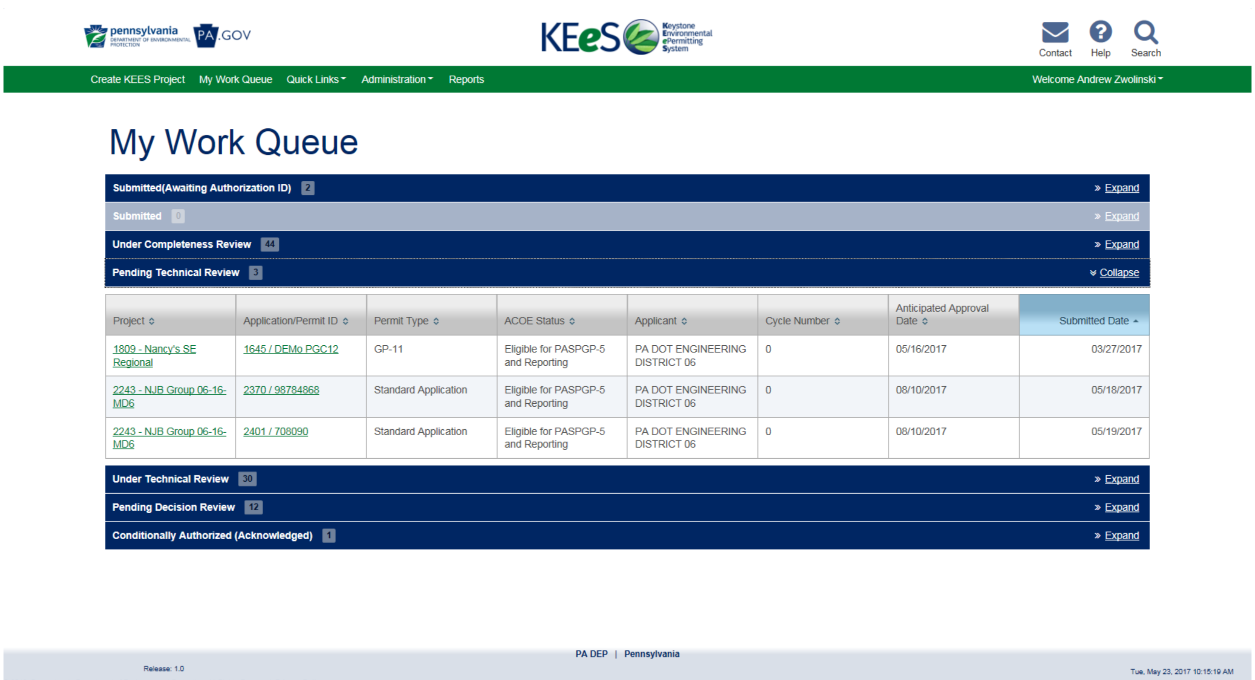


Figure 62. ACOE Work Queue

Field/Link/Button Name	Description
My Work Queue	A link to the user's Work Queue containing those KEES Applications to which the user is assigned
Application Status (number)	A KEES Application lifecycle-oriented list of all Application status designations and the number of Applications currently in each review status
>>Expand	Clicking on this control displays all KEES Applications currently in the corresponding status
>>Collapse	Clicking on this control hides all KEES Applications currently in the corresponding status
	By clicking on the Application column headers, the user can sort the displayed Applications by that field. The following fields are sortable: • Project • Application/Permit ID • Permit Type • KEES Role • Applicant • Cycle Number • Anticipated Approval Date • Submitted Date
Project	The user may click on this field to view the corresponding Project Details screen
Application/Permit ID	The user may click on this field to view the corresponding Application Details screen
Permit Type	Permit type for which the associated application is being submitted
ACOE Status	Ineligible, Eligible Non-Reporting, or Eligible Reporting
Applicant	Applicant identity (e.g., the specific PennDOT Engineering District)
Cycle Number	The current KEES application cycle number
Anticipated Approval Date	Given MOU response times, the target date for DEP approval of the application
Submitted Date	Date on which the application was submitted

Table 53. ACOE Work Queue Fields

10.6.3 Search

In addition to its various work queues, KEES provides authorized users with two project and application search functions.

10.6.3.1 Look Up (Quick Search)

Purpose

Allows registered users to find KEES projects and/or applications by:

- KEES Project ID Number/Name
- KEES Application ID Number
- DEP Permit Number
- Authorization ID Number
- APS ID Number

Outcomes

Users can find KEES Projects and/or Applications as a function of several characteristic data elements.

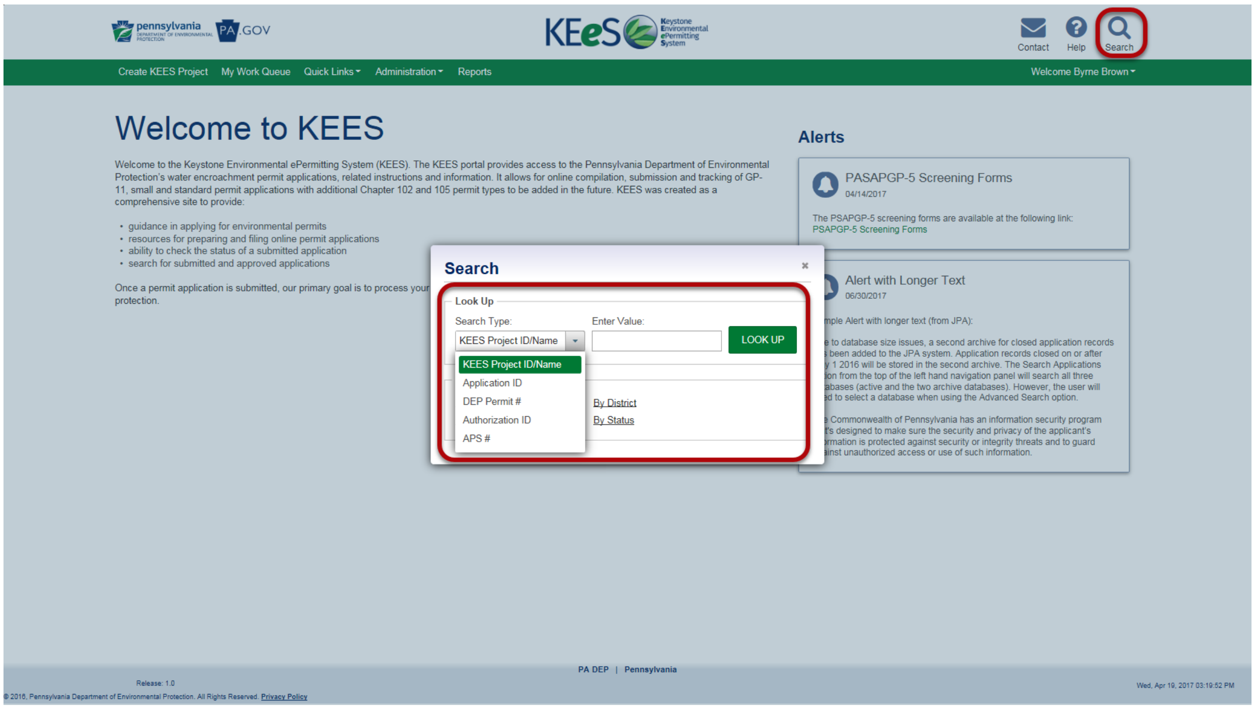


Figure 63. KEES Look Up Window

Field/Link/Button Name	Description
Search	A magnifying glass icon, which provides authorized users access to Express Search functionality
Search Type	A drop-down menu containing the look-up type options
KEES Project ID/Name	A menu option allowing users to search for KEES projects and related permit applications as a function of KEES Project ID Number or KEES Project Name.
Application ID	A menu option allowing users to search for KEES projects and related permit applications as a function of KEES Application ID Number.
DEP Permit #	A menu option allowing users to search for KEES permit applications as a function of DEP Permit Number.
Authorization ID	A menu option allowing users to search for KEES permit applications as a function of (DEP) Authorization ID Number.

Field/Link/Button Name	Description
APS #	A menu option allowing users to search for KEES permit applications as a function of (DEP) APS Number.
Enter Value	Field that contains user-entered data corresponding to the selected Search Type. The user may enter complete or partial type data. KEES will display a pop-up window containing user-selectable KEES Applications the names/numbers which contain the complete or truncated user-entered text. The user may delete the entered data without submitting.
LOOK UP	Button that will submit to the Look Up engine data entered by the user in the Enter Value field

Table 54. KEES Quick Search Functionality

Helpful Hints

Access: A user can access a project or application if any of the following is true:

- User's organization is the applicant for the project
- User has Central Office role and applicant is associated with their organization
- User has a DEP Reviewer, ACOE Reviewer, or Administrator role
- User has edit or view access to a project

10.6.3.2 Express Search

Purpose

Allows registered users to search for KEES projects and/or applications by:

- KEES Project ID
- KEES Application Status
- County
- PennDOT Engineering District

Outcomes

The authorized user can find KEES Applications:

- Associated to a specific Project ID
- In a specific status
- Located in a specific county or District

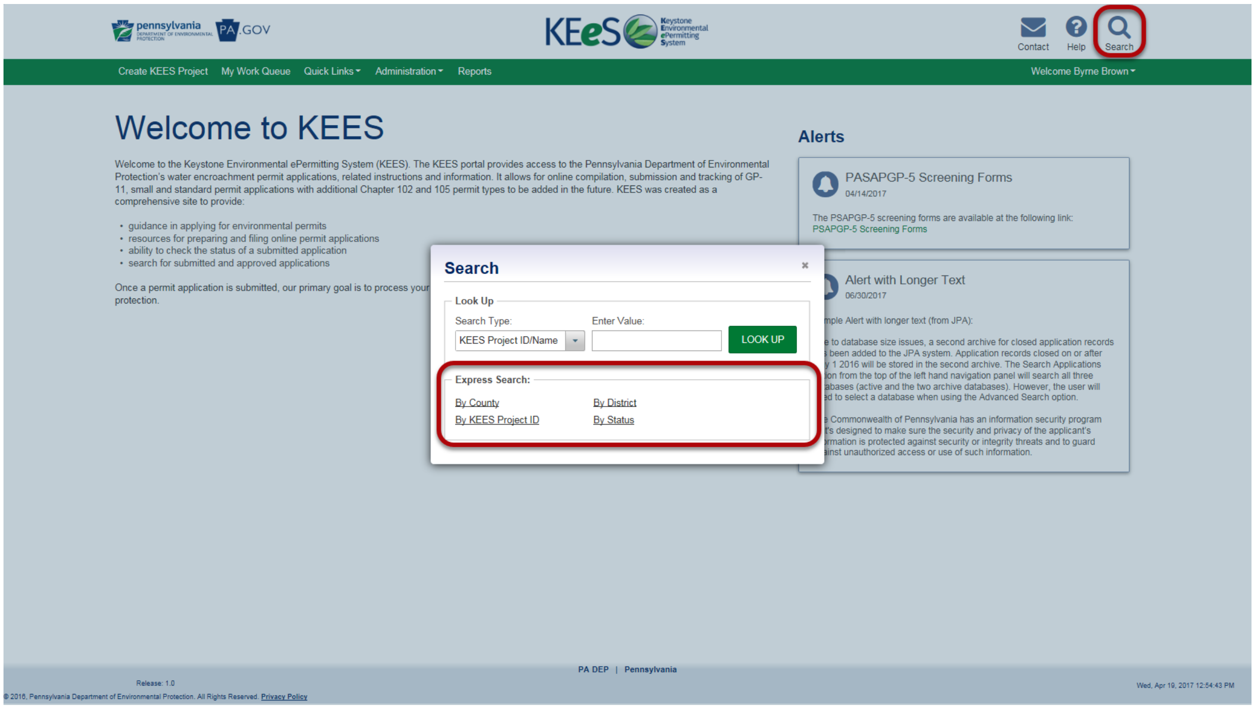


Figure 64. KEES Express Search Window

Field/Link/Button Name	Description
Search	A magnifying glass icon, which provides authorized users access to Express Search functionality
By County	A link allowing users to search for KEES projects and related permit applications as a function of county
By KEES Project ID	A link allowing users to search for KEES projects and related permit applications as a function of KEES Project ID
By District	A link allowing users to search for KEES projects and related permit applications as a function of PennDOT Engineering District
By Status	A link allowing users to search for KEES projects and related permit applications as a function of KEES Application Status

Table 55. KEES Quick Search Functionality

Helpful Hints

Express Search displays search results based on the user's security role:

- Display KEES projects and applications in any district and any status where the application was submitted at least one time. The KEES Project does not appear in the search results if it is not associated to an application that was submitted at least one time.
- Display all KEES projects and all applications in all statuses and all districts.
- If assigned to the application as a participant, the creator, the Point of Contact, or permit coordinator: Display any status for all districts. If not, display only Approved or Denied statuses for all districts.

10.6.4 Reporting

Purpose

- Allows registered and authorized users to select and generate formatted reports of KEES Applications status in the KEES permit authorization process
- Provides the user the option to filter the reported KEES Applications by defined Application characteristics

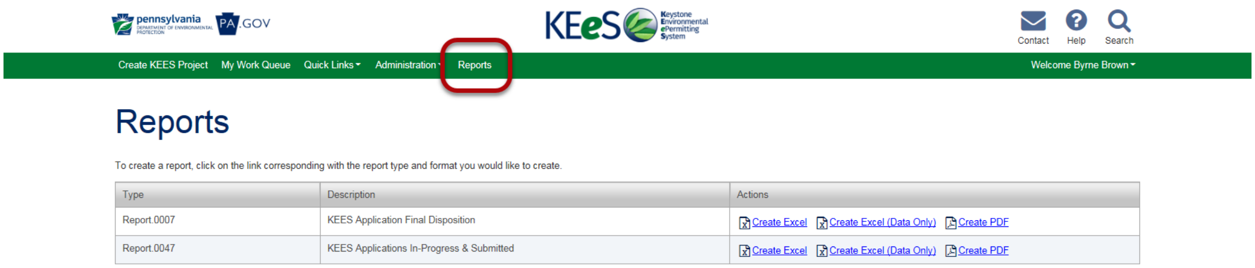


Figure 65. KEES Reports Window

Field/Link/Button Name	Description
Reports	A link on the KEES banner to the Reports screen
Type	The PennDOT report designation number
Description	A longer description of the reports' contents
Actions	User-selectable links to available report data formats. KEES will provide the user with report data in one of three formats: Excel-like tabular; comma-separated value; and PDF. Clicking on one of these links directs the user to a window that allows the user to select filter parameters and generate the report.

Table 56. KEES Quick Search Functionality

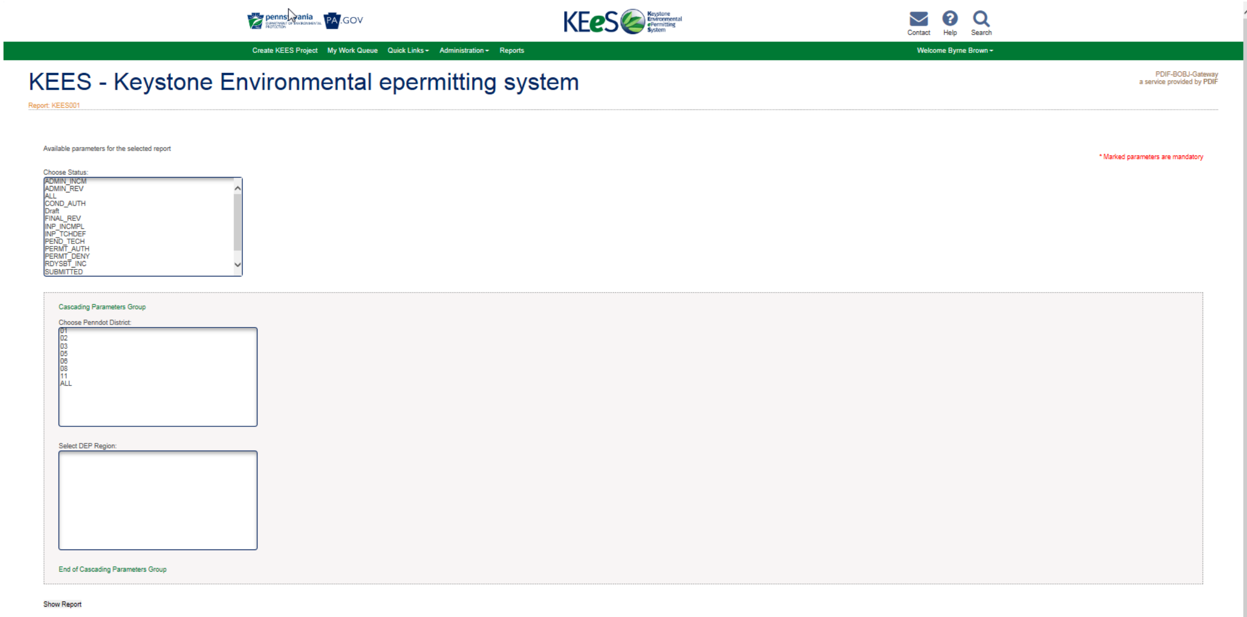


Figure 66. Report 0007 Parameter Entry Screen

Field/Link/Button Name	Description
Choose Date Range	The user must specify a date range into which the KEES Application final disposition date falls.
Choose Status	The user may choose one, many (depress the Ctrl key while selecting), or All KEES Application status designations to be included in the report.
Choose PennDOT District	The user may choose one, many (depress the Ctrl key while selecting), or All PennDOT Engineering Districts to be included in the report.
Select DEP Region	The user may select one, many (depress the Ctrl key while selecting), or All DEP Regions to be included in the report. The user may only choose from DEP Regions overlapping the previously selected PennDOT Engineering Districts.

Table 57. Report 0007 Parameters

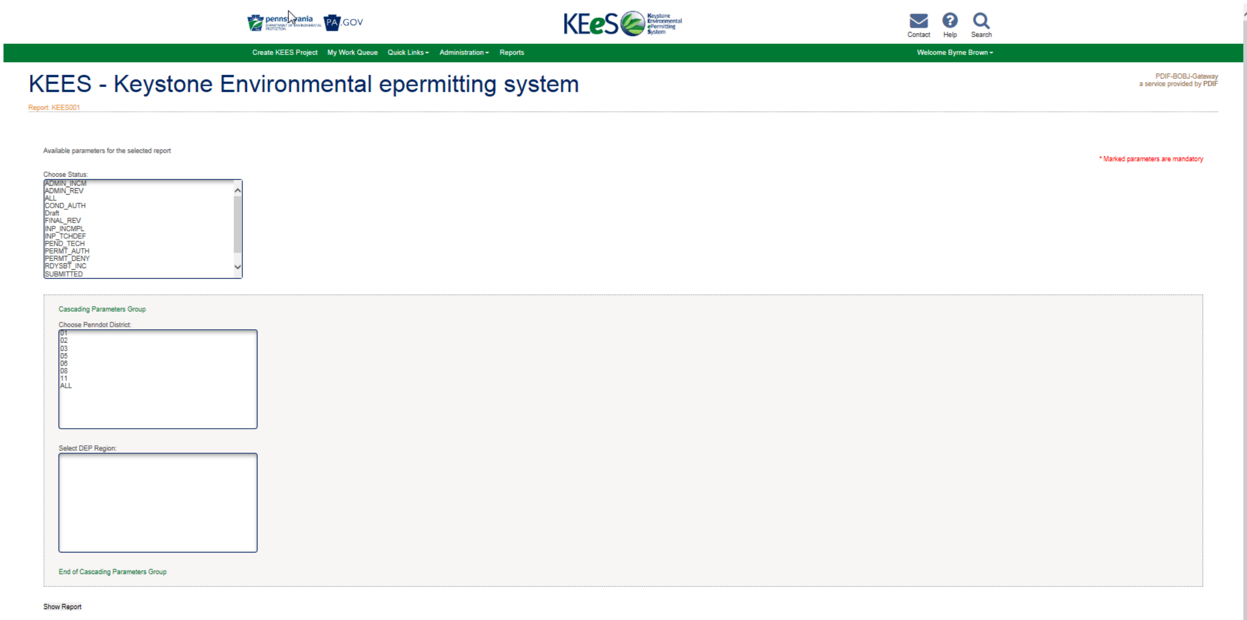


Figure 67. Report 0047 Parameter Entry Screen

Field/Link/Button Name	Description
Choose Date Range	The user must specify a date range into which the KEES Application final disposition date falls.
Choose Status	The user may choose one, many (depress the Ctrl key while selecting), or All KEES Application status designations to be included in the report.
Choose PennDOT District	The user may choose one, many (depress the Ctrl key while selecting), or All PennDOT Engineering Districts to be included in the report.
Select DEP Region	The user may select one, many (depress the Ctrl key while selecting), or All DEP Regions to be included in the report. The user may only choose from DEP Regions overlapping the previously selected PennDOT Engineering Districts.

Table 58. Report 0047 Parameters

10.6.5 Email Notifications

KEES delivers numerous Application status notifications to users as a function of Application status and user role and authorizations.

Purpose

- The user is notified of milestones or events in the KEES Application preparation, submission, and review process.
- The user will receive notifications as a function of KEES role and Application status.
- Notifications are sent both in real-time and in daily batches.

Outcomes

- The user can react respond appropriately to notifications to support the Application preparation, submission, and review process.

Email notification implemented for Release 1 are contained in an appendix to this document.

10.6.6 eFACTS Integration

While KEES is designed to replace eFACTS for the preparation, review, authorization, and management of permit application processes, various KEES milestones and events must continue to be recorded in EFACTS.

Purpose

- Provide eFACTS with the KEES process information (tasks and subtasks) necessary to keep the two systems synchronized.
- KEES receives from eFACTS a DEP Authorization ID unique to an Application. eFACTS also sends to KEES the APS ID

Outcomes

- KEES Release 1 processes will seamlessly integrate with those in eFACTS.
- DEP processes that continue to rely on eFACTS will remain intact.

KEES messages to eFACTS are contained in an appendix to this document.

10.6.7 DEPGreenport Integration

For Release 1, KEES applicants continue to enter facility details in GreenPort. KEES provides applicants with a link under the facilities tab:

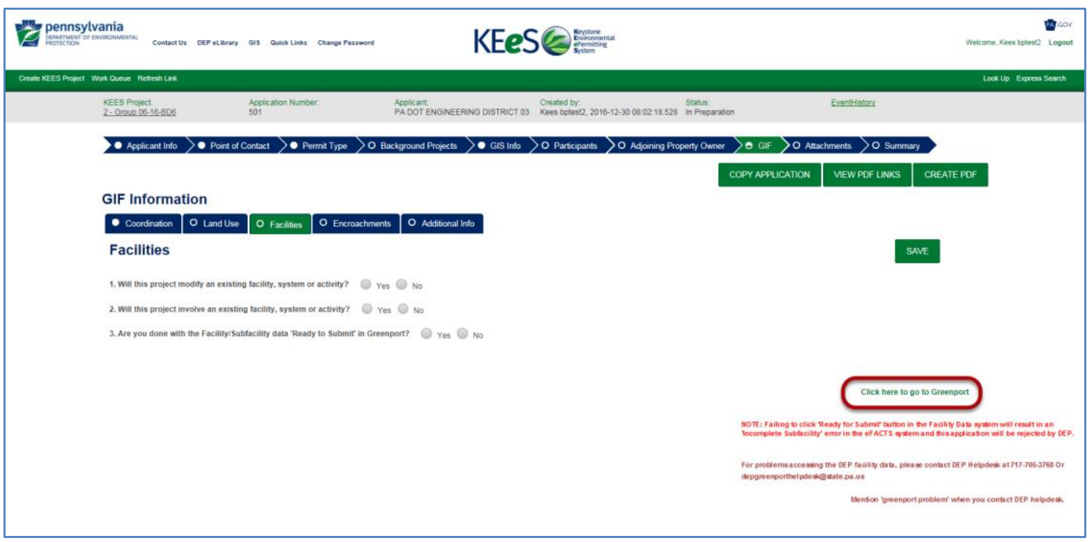


Figure 68. DEPGreenPort Link

Helpful Hints

Use the Greenport link to login and access additional DEPGreenport materials:

https://www.depgreenport.state.pa.us/

The following JPA2 link displays additional Greenport materials under help:

http://www.dotdom1.state.pa.us/JPA2/jpahome.nsf

10.7 Administration

This section contains KEES functionality that enables users to accomplish general tasks within KEES.

10.7.1 KEES Access and User Login

References: Appendix D KEES Access – Business Partner and

Purpose

Describes the process for requesting and receiving KEES security authorization which includes:

- Required/optional fields
- User ID and Password
- KEES Business Partner Access Request (See Appendix D on page 155)
- KEES PennDOT Access Request (See Appendix E on page 157)

User forms are available on the Contact Us hyperlink found on the KEES tool bar.

Outcomes

KEES displays its landing page.

The authorized KEES user not has access to the appropriate functionality. The functionality is described in the Roles and Privileges Summary.

Helpful Hints

The Contact Us link displays when the user is unable to log into the system. This includes directions for requesting a user ID and business contact information.

When a business partner logs into KEES and their password is expired or is expiring in 15 days or less, a change password screen displays. This allows the user to change their password.

For all users with CWOPA authentication, password issues are completed outside of KEES through the CWOPA password change process.

The links displayed in the landing page banner are persistent. They are replicated on KEES screens used in the application creation, review, and approval processes.

10.7.2 Log into KEES

Purpose

Allows registered KEES user the means to log into the KEES system

- Provides to-be and current KEES users with a variety of KEES system-related information
    - Contact information for password-related issues
    - KEES-related informational announcements
- Provides to-be and current KEES users with several links to helpful webpages and websites
    - Help
    - Contact Us
    - DEP Library
    - GIS
    - PA Department of Environmental Protection
    - PA.GOV

Outcomes

KEES displays its landing page. The authorized KEES user can create KEES Projects and Applications; review Applications; respond to Application deficiencies; and authorize permits based on KEES Applications. After logging in, users have access to the KEES landing page where the following is accessible:

- Work queues
- Search tools
- Reports
- User profile maintenance tools
- Quick links
- Creating a KEES Project

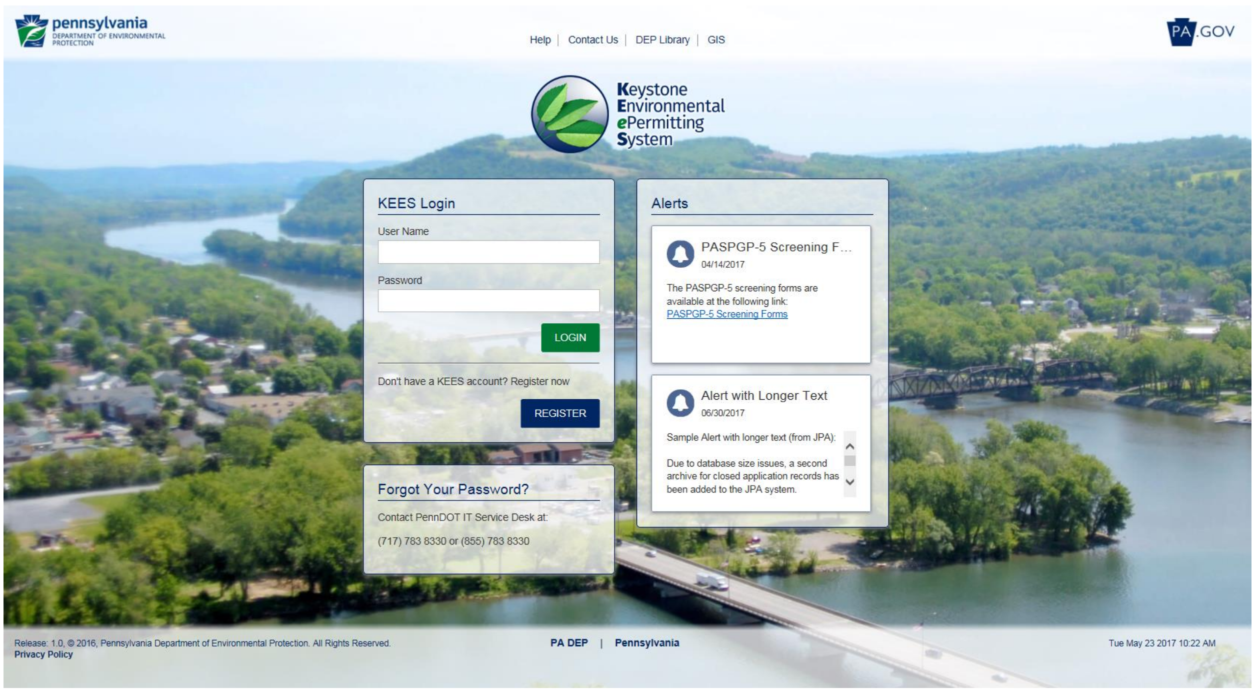


Figure 69. KEES Login Screen

Field/Link/Button Name	Description
PA DEP icon	Clicking this link (upper left-hand corner of the page banner) opens the Pennsylvania Department of Environmental Protection website homepage in a new window.
PA.GOV icon	Clicking this link (upper right-hand corner of the page banner) opens the PA.GOV website homepage in a new window.
Help	
Contact Us	Clicking this link (upper left-hand side of the page banner) opens a PDF file (in a new window) containing contact, registration, and technical support information.

Field/Link/Button Name	Description
DEP Library	Clicking this link (upper left-hand side of the page banner) opens the Pennsylvania Department of Environmental Protection eLibrary homepage in a new window.
GIS	Clicking this link (upper left-hand side of the page banner) opens the Pennsylvania Department of Transportation geographic information systems ArcGIS Web Application in a new window.
Privacy Policy	
PA DEP	Clicking this link (lower center of the page footer) opens the Pennsylvania Department of Environmental Protection website homepage in a new window.
Pennsylvania	Clicking this link (lower center of the page footer) opens the PA.GOV website homepage in a new window.
User Name	To log into the KEES system, type a KEES User ID.
Password	To log into the KEES system, type the password corresponding to the KEES User ID.
Alerts & Events	Horizontally and vertically scrollable announcement window

Table 59. KEES Login Screen

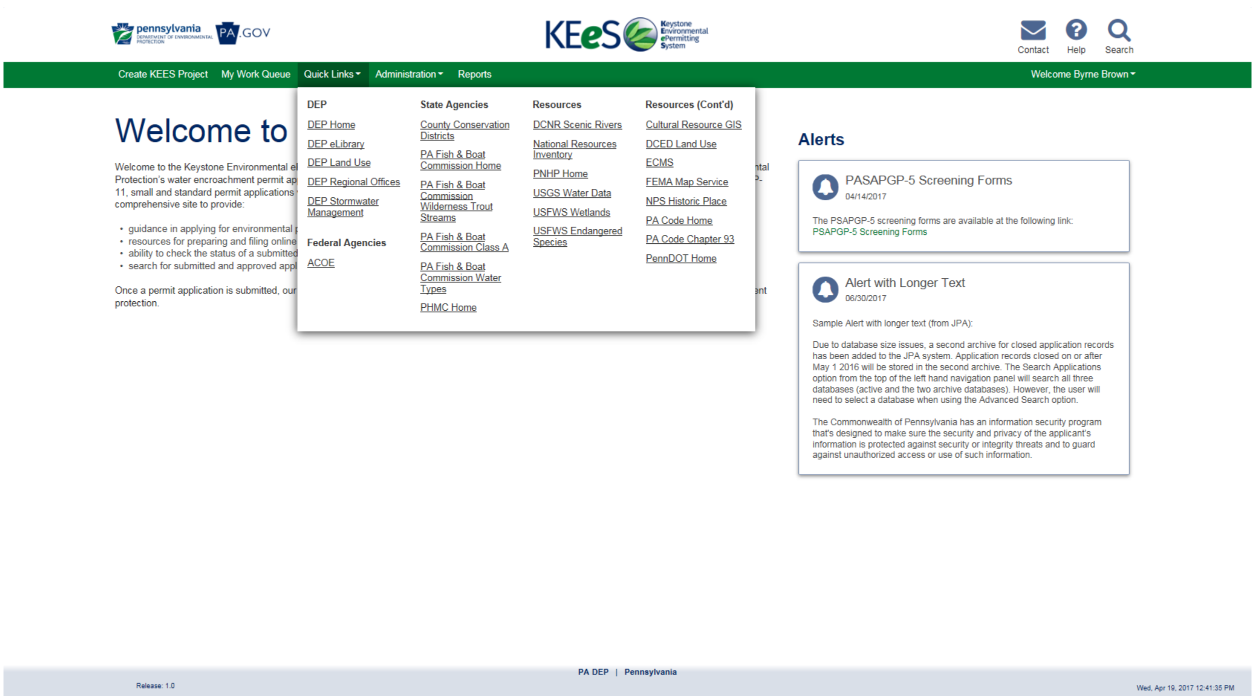


Figure 70. KEES Landing Page Displaying Quick Links Drop-Down Menu

Field/Link/Button Name	Description

Pennsylvania Department of Environmental Protection icon	A link that opens the DEP website in a new browser window
PA.GOV icon	A link that opens the PA.GOV website in a new browser window
KEES Logo	A link that returns the user to the KEES Landing page
Help	A link opens system Help
Contact Us	A link to KEES contact information
DEP Library	A link that opens DEP’s Online Library in a new browser window
GIS	A link that opens ArcGIS Web in a new browser window
Quick Links	A link to a table that contains a list of links to websites of agencies that are involved with the permitting process
Change Password	Displays information on changing a KEES password
Create KEES Project	Opens the Create KEES Project screen
Search	Opens KEES search functionality
Administration	Displays information related to KEES administration
Work Queue	Opens the user’s Work Queue
Reports	Link to available KEES *ad hoc* reports

Table 60. Landing Page Fields, Links, and Buttons

Helpful Hints

The Contact Us link displays when the user is unable to log into the system. This includes directions for requesting a user ID and business contact information.

When a business partner logs into KEES and their password is expired or is expiring in 15 days or less, a change password screen displays. This allows the user to change their password.

For all users with CWOPA authentication, password issues are completed outside of KEES through the CWOPA password change process.

The links displayed in the landing page banner are persistent. They are replicated on KEES screens used in the application creation, review, and approval processes.

10.7.3 Manage User Profile

Purpose

Enables KEES users to update the following KEES account information:

- Title
- Phone number
- Extension

Updated titles, phone numbers and extensions will be displayed throughout KEES. All other KEES user account information can only be updated by contacting the IT Service Desk

Outcomes

For Release 1, KEES provides uses only a limited capacity to update user profile information. Other such changes can be pursued through a Service Request.

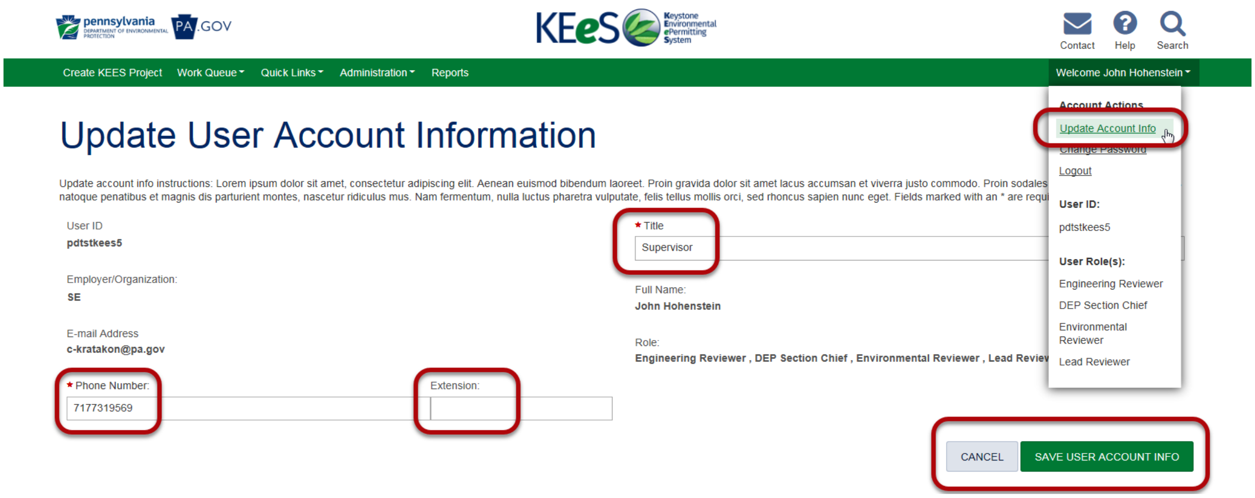


Figure 71. Update KEES User Account Information Screen

Field/Link/Button Name	Description
Update Account Info	Clicking this link in the Account Actions section of the Welcome <user> drop-down menu on the KEES banner displays the Update User Account Information screen.
Title	The user may enter a new Title.
Phone Number	The user may enter a new Phone Number.
Extension	The user may enter a new (phone number) extension.
CANCEL	The user may exit this screen; KEES will not save any user account information updates.
SAVE USER ACCOUNT INFO	The user may save updates to KEES user account information.

Table 61. Update KEES User Account Information Fields

Helpful Hints

- All other KEES user account information can only be updated by contacting the IT Service Desk
- Titles, phone numbers, and extensions are not updated on letters generated prior to the update being made.

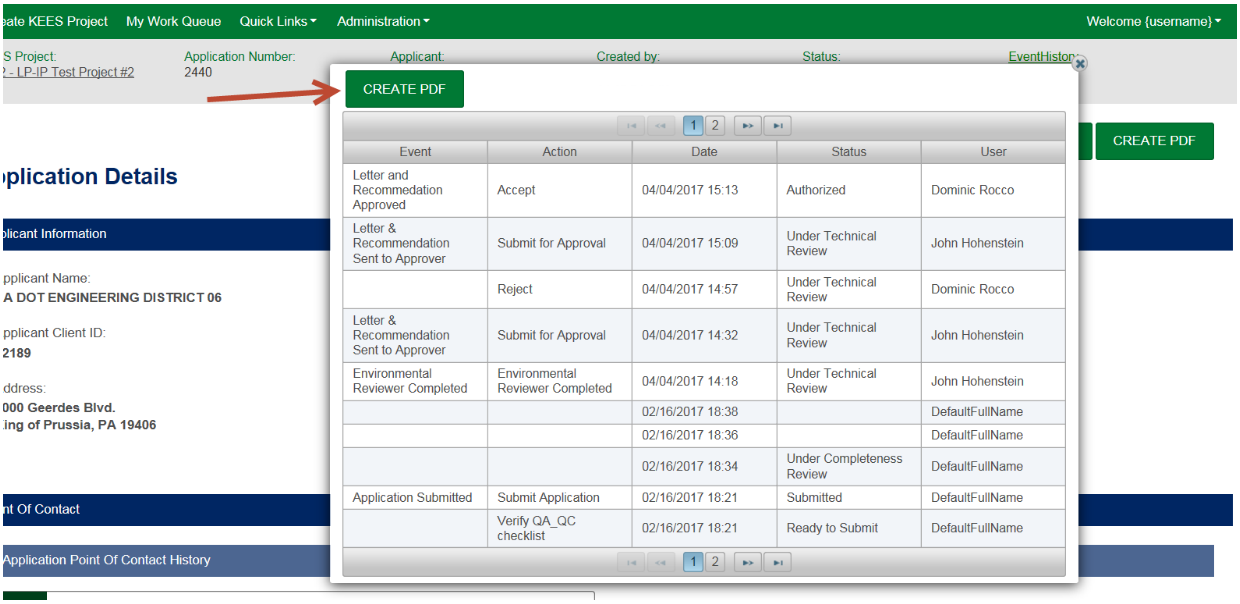
10.7.4 Event History

Purpose

This screen displays the history of certain types of events that can occur during the application preparation and approval process.

Outcomes

The Events History includes a Create PDF button. Clicking this button allows the user to create a PDF of the event history information.



Field/Link/Button Name	Description
Event	Displays a description of an event
Action	Displays the action in KEES that triggered the event
Date	Displays the date and time that the event occurred
Status	Displays the Status of application at the date and time that the even occurred.
User	Names the user who took the action that triggered the event.

10.8 KEES Functions

KEES behaves consistently in response to a prescribed set of user interactions with the system.

10.8.1 User Navigates Away from a KEES Screen Without Saving Entered Data

Purpose

- When a user fails to save entered data before navigating to another page, KEES requests user confirmation of the action.
- If the user confirms the action, any data entered on that page since the most recent user Save action will be lost.
- If the user elects *not* to leave the current page, the user must still Save any data entered since the most recent user Save action.

10.8.2 User Opens a KEES Project

Purpose

- When a user *is not* associated to a KEES Project, KEES displays the KEES Project Details summary screen in read-only mode.
- If the user *is* associated to the KEES Project, KEES will allow the user to edit the Project and/or add an Application to the Project.

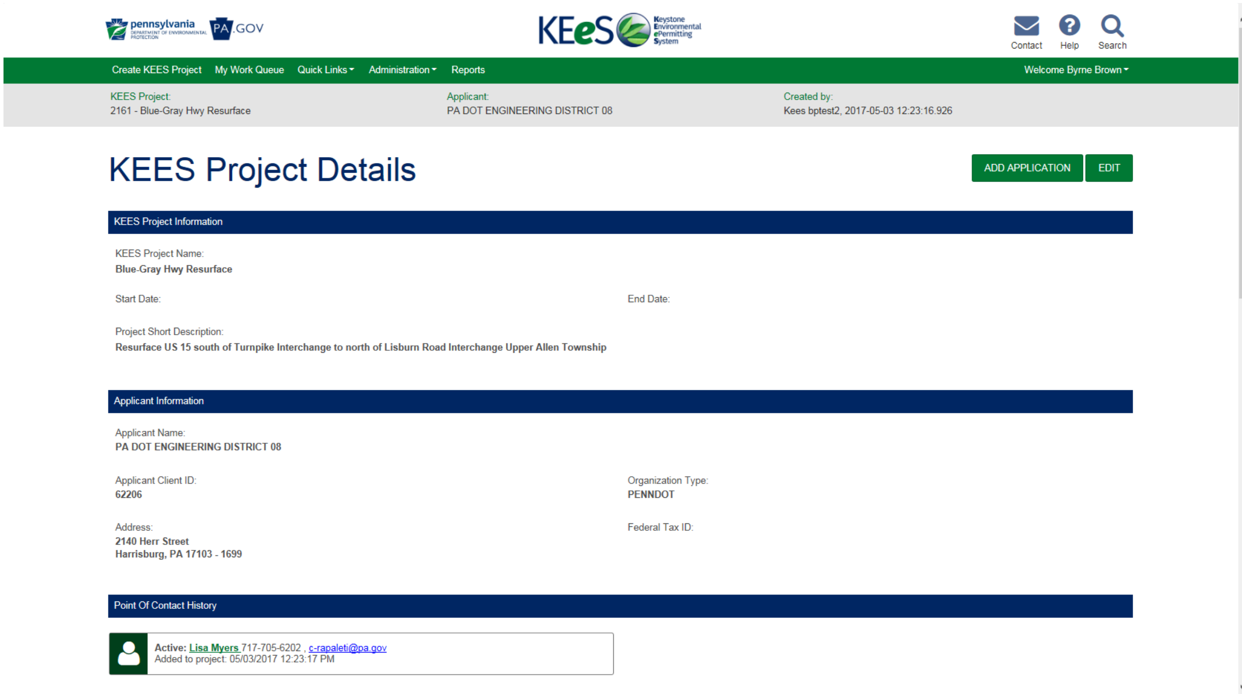


Figure 72. User Opens a KEES Project

Field/Link/Button Name	Description
Add Application	KEES allows the user to add a new application to the current Project
Edit	KEES allows the user to edit Project information

Table 62. User (Associated with Project) Opens a KEES Project

10.8.3 User Edits a KEES Project

Purpose

When a user is associated to a KEES Project and opens that Project, KEES displays the KEES Project Details summary screen and allows the user to provide/update Project information and/or add an Application to the Project.

Outcomes

The user enters the background project and GIS information required to add an Application to the Project. Prior to Application Submit, some project-level information can be added/updated. Following the initial Application Submit, KEES displays the Project Details summary screen as read-only.

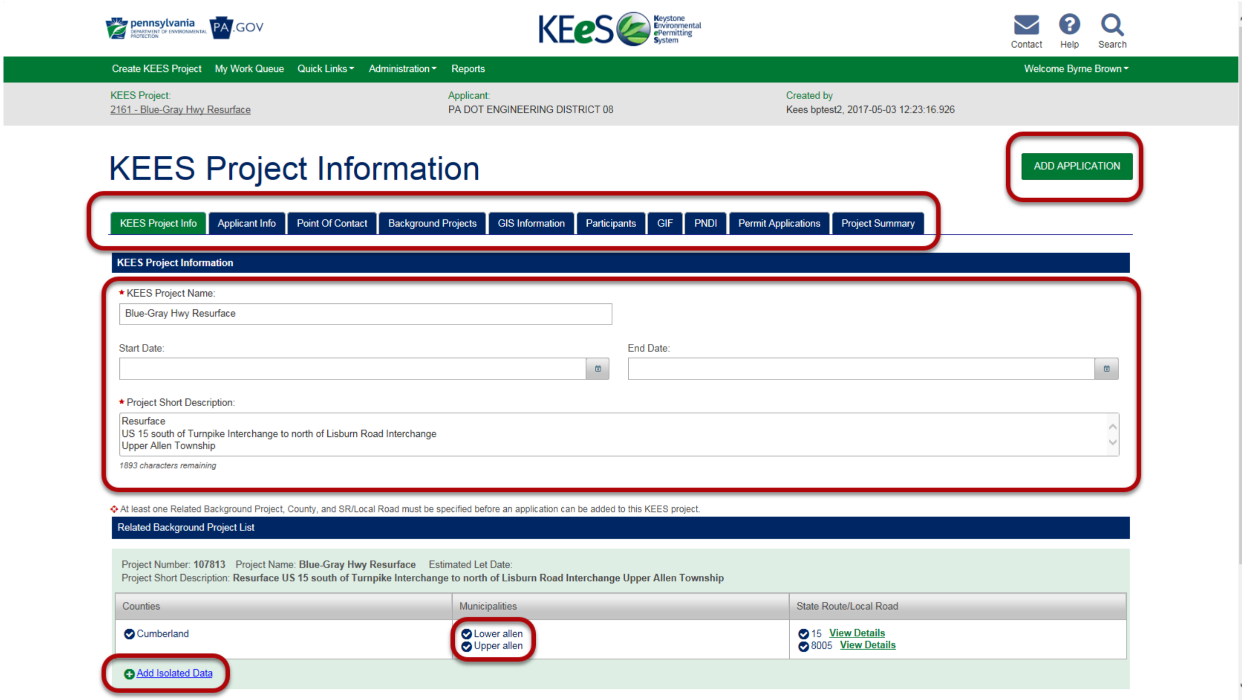
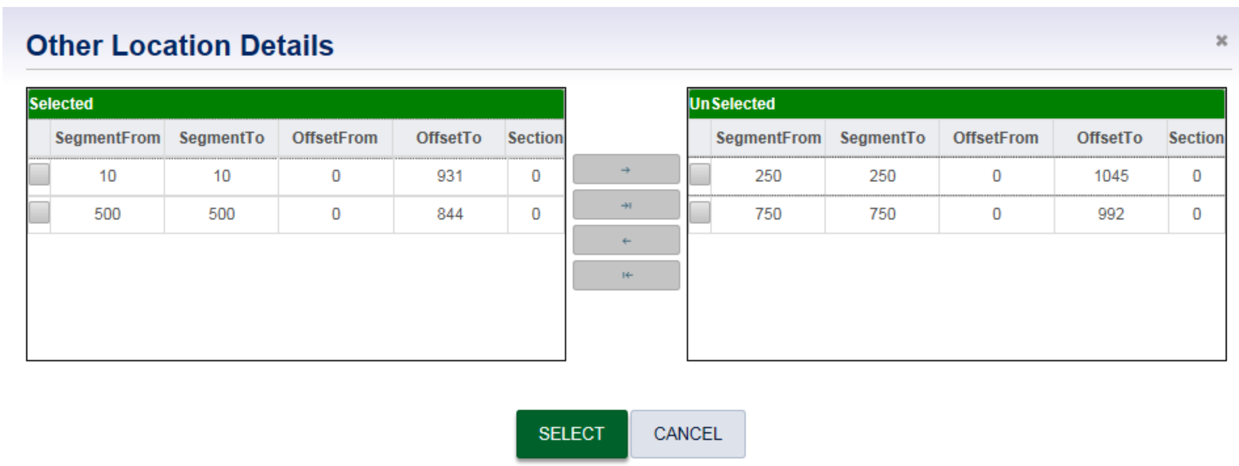


Figure 73. User Edits a KEES Project

Field/Link/Button Name	Description
KEES Project Info	KEES displays Project information as read-only.
Applicant Info	KEES displays Applicant information as read-only.
Point Of Contact	KEES allows user to provide or update the project point-of-contact.
Background Projects	KEES allows user to provide additional background projects.
GIS Information	KEES allows user to provide/update Project geodata.
Participants	KEES allows user to provide/update Project participants. These are inherited by any Application associated to the Project.
GIF	KEES allows user to complete/update the General Information Form.
PNDI	KEES allows user to attach a Pennsylvania Natural Diversity Inventory to the project.
Permit Applications	KEES displays as read-only all Applications associated to the Project.
Project Summary	KEES displays as read-only a summary of Project information.
Add Application	The user may create a new Application associated to this Project.
KEES Project Name	The user may update the Project name. Required to be populated
Start Date	The user may add/update a Project start date. Optional.
End Date	The user may add/update a Project end date. Optional.

Field/Link/Button Name	Description
Project Short Description	The user may update the Project short description. Required to be populated.
Related Background Project List	The user may select/deselect background project Counties, Municipalities, and/or State Routes/Local Roads associated to the Project. The user unchecks/checks the desired data fields. At least one background project is required to add an Application to the Project.
View Details	The user may view/update segment, offset, and section data associated to a state route or local road.
Add Isolated Data	The user may add additional counties, municipalities, and/or routes/roads not included in previously selected MPMS, SAP, or Other projects. NOTE: In subsequent screens, this link is captioned, “Add new counties/municipalities.” KEES displays a drop-down list of Counties and a pick-list of Municipalities for the selected County.
Save	KEES saves all data entered since the most recent Save action.
Cancel	KEES discards all data entered since the most recent Save action.

Table 63. User Edits a KEES Project



Field/Link/Button Name	Description
	The user may select the location detail set(s) to move between Selected and Unselected
	The user may move selected location details from Selected to Unselected.
	The user may move selected all Selected location details from Selected to Unselected.
	The user may move selected location details from Unselected to Selected.

	The user may move selected all Unselected location details from Unselected to Selected.

Figure 74. View Details: Other Location Details

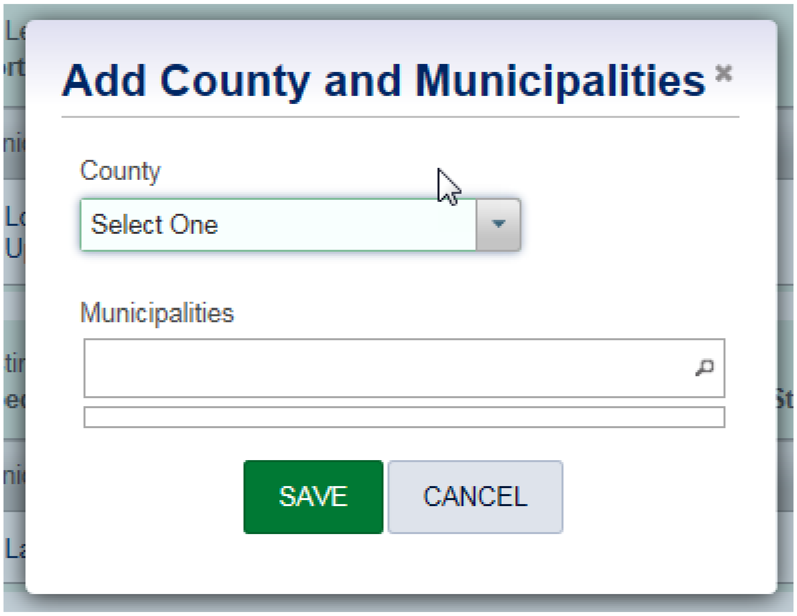
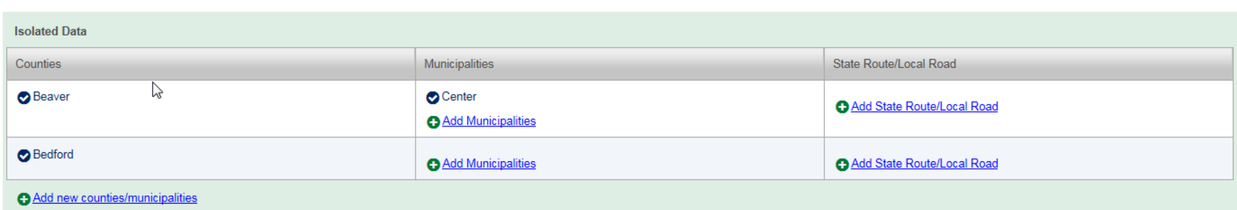


Figure 75. Isolated Data; Add new counties/municipalities

Field/Link/Button Name	Description
County	KEES displays a drop-down list of Pennsylvania counties
Municipalities	KEES displays all municipalities in the chose county
Save	KEES saves user selects and closes window.
Cancel	KEES closes window without saving user selections.

Table 64. Isolated Data; Add new counties/municipalities



Isolated Data

Counties	Municipalities	State Route/Local Road
Beaver	Center Add Municipalities	Add State Route/Local Road
Bedford	Add Municipalities	Add State Route/Local Road

Add new counties/municipalities

Figure 76. Isolated Data

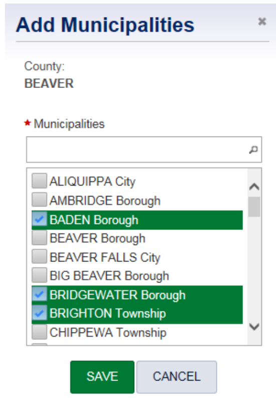


Figure 77. Add Municipalities

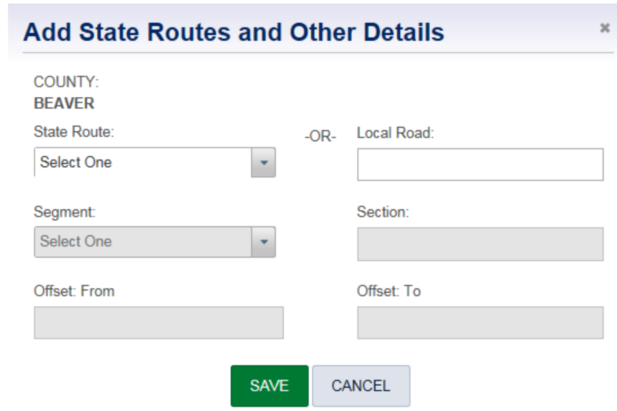


Figure 78.Add State Routes and Other Details

Field/Link/Button Name	Description
	User may deselect(uncheck)/select(check) county, municipality, and state route/local road association to the Project.
Add Municipalities	User may associate municipalities to the Project. KEES displays a pick-list of municipalities contained in the indicated county.
Add State Route/Local Road	User may associate state routes and/or local roads to the Project. KEES displays drop-down lists of state routes and segments and data entry fields for user-supplied local road and offset data.
Save	KEES saves user selects and closes window.
Cancel	KEES closes window without saving user selections.

Table 65. Isolated Data

10.8.4 User Opens a KEES Application

Purpose

Following a KEES search or executing Add Application, KEES displays the Application Details screen.

Outcomes

Prior to an Application's first submission (Application is In Preparation):

- If an Application Preparer (PennDOT or BP) associated to the KEES Application, KEES will allow the user to edit the Application
- If a PennDOT Application Preparer, KEES will allow the user to edit, Delete, or Withdraw an Application

After an Application is submitted:

- KEES displays read-only the most recently submitted Application Details summary screen.
- If the user selects a different Cycle Number, KEES displays read-only that cycle's submitted Application Details summary screen

After an Application is deemed Complete and is in Pending Technical Review or Technical Review status:

- KEES will allow ACOE and Commenting Agency users to upload comments to the most recently submitted version of the Application.

Figure 79. User Opens a KEES Application

Field/Link/Button Name	Description
Edit	KEES displays the Edit link in the Manage Application drop-down menu only when the user is associated with that KEES Application

Table 66. User Opens a KEES Application

10.8.5 User Edits a KEES Application

Purpose

KEES allows Application Preparer associated to an Application to add/update Application information.

Outcomes

Prior to an Application's first submission (status: In Preparation):

- When the user edits a KEES Application, KEES displays the KEES Application Details summary screen *and* selectable Application tabs.
- KEES defaults to the Background Projects tab/Related Projects screen.
- The user may verify data in all Application tabs (except for the Summary tab).
- Depending on authorizations and Application status, KEES provides Application Preparers link to:
    - Copy an application
    - Create a PDF
    - Delete an Application
    - Withdraw an Application

Figure 80. User Edits a KEES Application

Field/Link/Button Name	Description
<application tabs>	KEES displays selectable Application tabs. The user may Verify/Unverify data under all tabs. Data under only some tabs may be updated.
Manage Application	Depending on the user's authorizations, KEES provide the user the means to

Table 67. User Edits a KEES Application

10.8.6 User Opens a Tab for a KEES Project or Application Edited by Another User

Purpose

KEES provides the user with a warning that the selected tab is being edited by another KEES user.

Outcomes

KEES does not allow one user to update data in a tab being edited by another user, thereby maintaining Application data integrity.

Figure 81. Tab Checked Out By Another User

10.8.7 User Session Times Out; User Logs Out or Stays Logged Into KEES

Purpose

KEES provides the user with an Inactivity Warning after a period of user inactivity and gives the user the option to stay logged into or to log out of the KEES session.

Outcomes

- The user may opt to log out of KEES or to continue to work in KEES from the system state preceding the Inactivity Warning.

- If the user opts to log out of the KEES session, KEES prompts the user to log into KEES again.

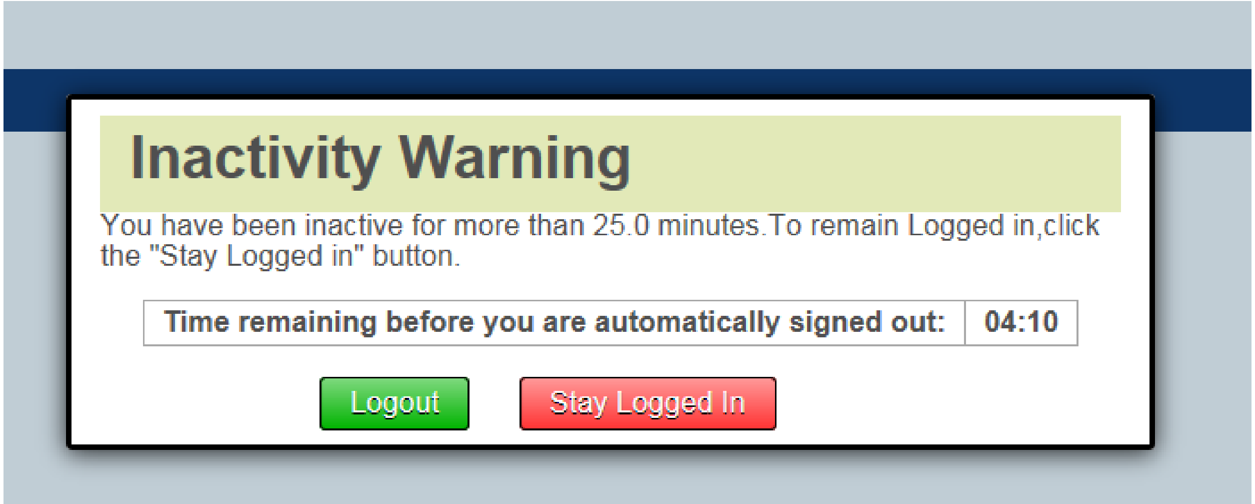


Figure 82. Inactivity Warning: User Logs Out of or Stays Logged Into KEES

Field/Link/Button Name	Description
Logout	The user has the option to log out of KEES after a period of inactivity but prior to the expiration of the grace inactivity period. After displaying a confirmation message to which the user agrees, KEES logs out the user and directs the user to a dialog box inquiring to the KEES login screen.
Stay Logged-In	The user has the option to continue working in KEES after a period of inactivity but prior to the expiration of the grace inactivity period. KEES returns the user to the system state that preceded the Inactivity Warning.

Table 68. Inactivity Warning: User Logs Out of or Stays Logged Into KEES

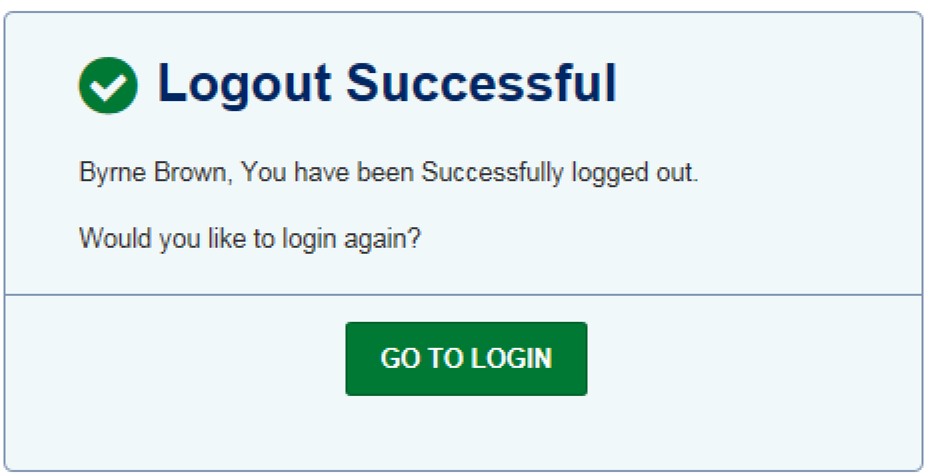


Figure 83. Logout Successful: Login Again?

Field/Link/Button Name	Description
Go to Login	Returns the user to the KEES login screen

Table 69. Logout Successful: Login Again?

10.8.8 User Session Times Out; User Does Nothing

Purpose

When a KEES session times-out, KEES executes an orderly termination of the session.

Outcomes

- *All data entered in KEES but not saved will be lost.*
- KEES displays a message giving the user an option to log back into KEES.

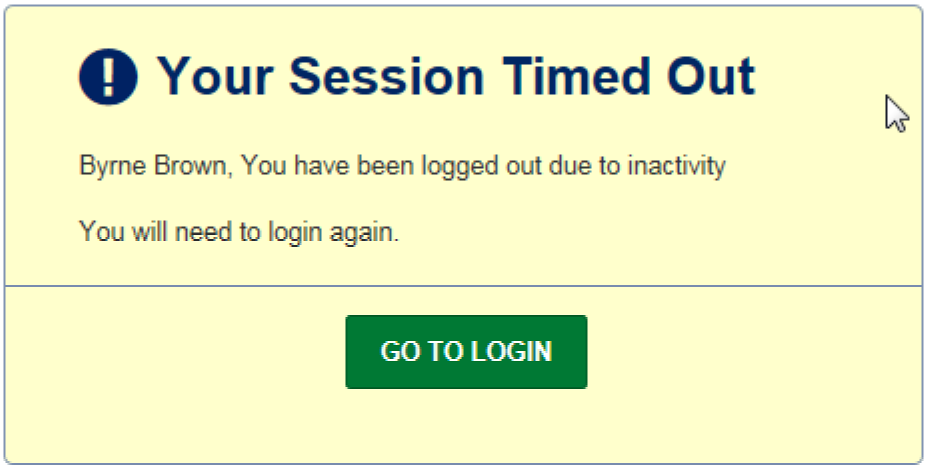


Figure 84. KEES Session Timed Out

Field/Link/Button Name	Description
Go to Login	User may establish a new KEES session

Table 70. KEES Session Times Out

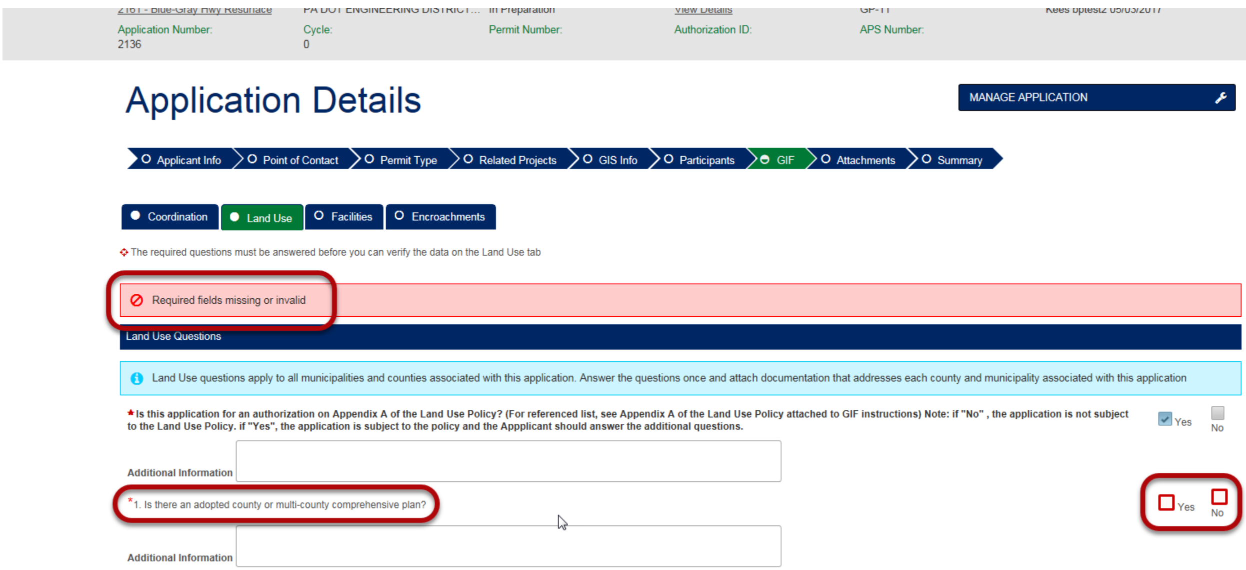
10.8.9 Required Fields Not Completed; User Takes Save Action

Purpose

When a user does not enter all required data on a KEES screen, KEES does not save the entered data, but highlights the required fields in which data was not entered.

Outcomes

- KEES ensures that the user provides the minimum required data for the completion of an Application.



10.8.10 User Saves KEES Data

Purpose

KEES does not automatically save all data entered by the user. The user often must take an action to save data entered into KEES. In these cases, KEES activates a Save button when the user enters new data into KEES.

Outcomes

- If the user fails to save data entered into KEES and navigates away from the page, KEES will confirm the user's intention. See User Navigates Away from a KEES Screen Without Saving Entered Data.
- If the user Verifies a page before saving newly entered data, KEES will first save the new data, then Verify the page.

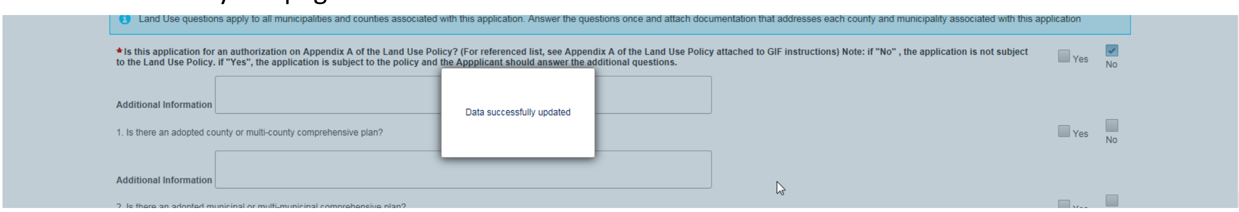


Figure 85. KEES Saves User-Entered Data

10.8.11 KEES Attachment Versioning

Purpose

The user may upload successive versions of a document to KEES. These versions may be attached in different KEES cycles.

Outcomes

KEES maintains all versions of a document attached to a Document Type. On the Attachments screen, KEES displays a version number that corresponds to the number of versions in the current and previous cycles.

- The user may delete a document version only in the cycle in which the document was attached. The user may not delete document versions attached in earlier cycles. The user may not delete an earlier version of a document without first deleting all later versions.

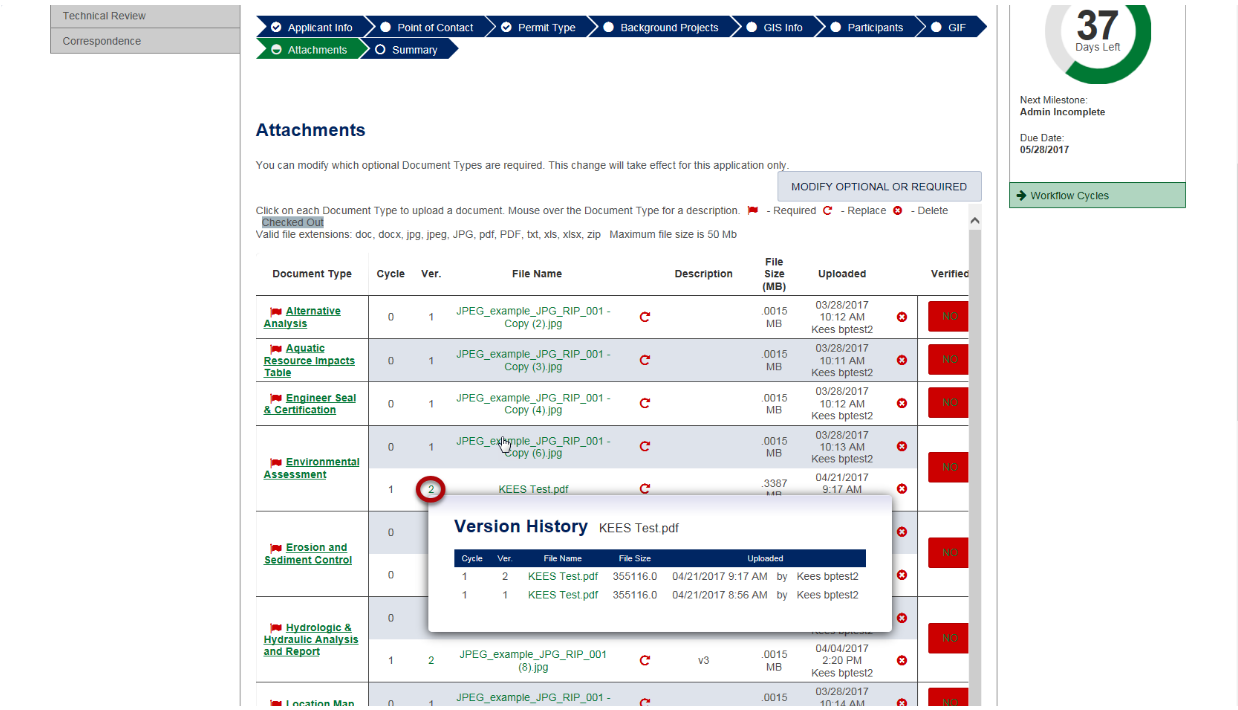


Figure 86. KEES Attachment Versioning

Field/Link/Button Name	Description
Ver(sion)	KEES displays the highest version number for a document attached to a Document Type. If the user clicks on a version number (>1), KEES displays the document Version History.
	The user may attach to a document type a new version of a document by clicking on this icon to the right of the document.
Version History	Displays all versions of a document currently attached to a Document Type in KEES and the cycles in which each document version was attached. Clicking on the filename of a document version will display the document in a new window. Clicking away from the pop-up will close it.

Table 71. KEES Attachment Versioning

10.8.12 User Verifies Document Type

Purpose

KEES requires the Application Preparer to affirm that documents attached to a Document Type in KEES are correct.

Outcomes

- KEES will not allow the user to submit an Application until all Document Types have been verified.

- If a user attaches a new document to a Verified Document Type, KEES will Unverify the Document Type. The user must re-Verify the Document Type.

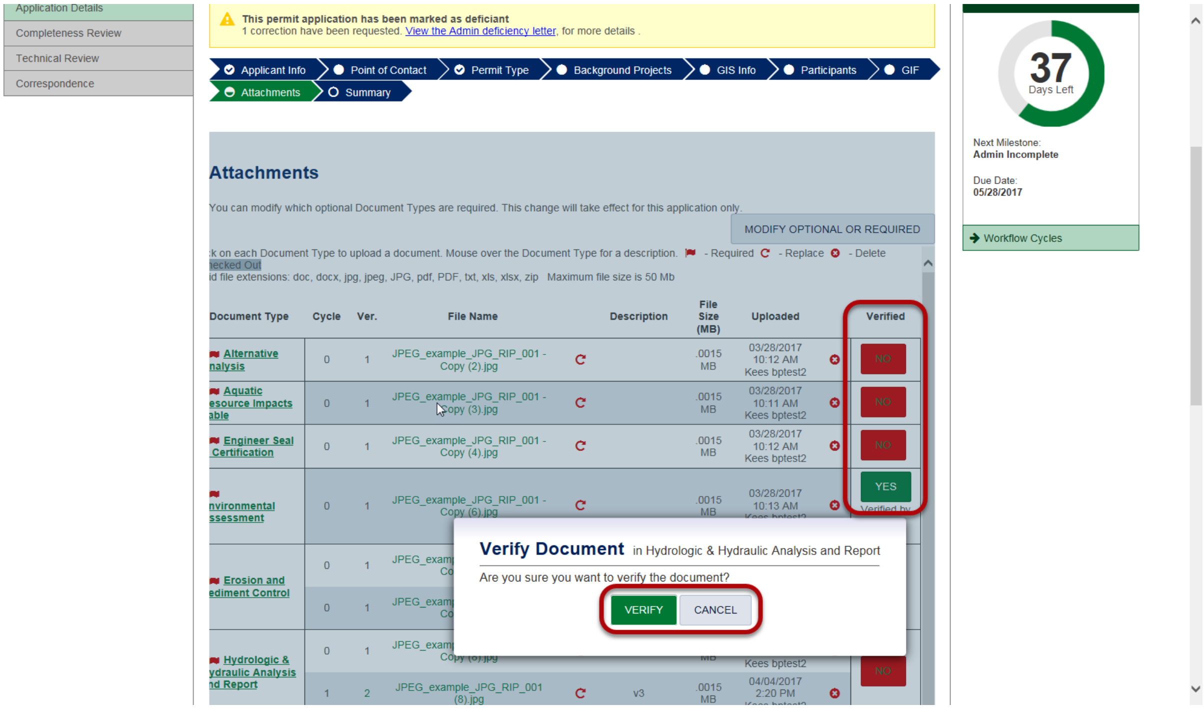


Figure 87. User Verifies Document Type

Field/Link/Button Name	Description
Verified: No	The Document Type is Unverified. The user clicks the button to Verify the Document Type.
Verified: Yes	The Document Type is Verified. The user may manually Unverify a Verified Document Type by clicking on this button.
Verify Document: Verify	The user clicks Verify to confirm that the Document Type is Verified.
Verify Document: Cancel	After having elected to Verify a Document Type, the user may decide not to do so.

Table 72. User Verifies Document Type

10.8.13 Upload Documents

Purpose

KEES provides functionality for users to upload documents to a KEES Application. In Release 1:

- Application Preparers can upload attachments in the following circumstances:
  - Supporting attachments to an In Preparation Application
  - Acknowledgement of Apprisal to a Conditionally Authorized Application
  - Completeness Report and the PASPGP-5 Self-Certification to an Authorized Application
- Application Reviewers can upload attachments in the following circumstances:
  - Permit Issuance Documents to a Conditionally Authorized Application

- Commenting Agency comment documents to Complete Application

Outcomes

Document upload functionality provides Applicant and Reviewer with a communication mode that couples supporting documents to an Application. In addition, ACOE and Commenting Agencies who have limited-to-no process in KEES can provide DEP with input into the Application Review process.

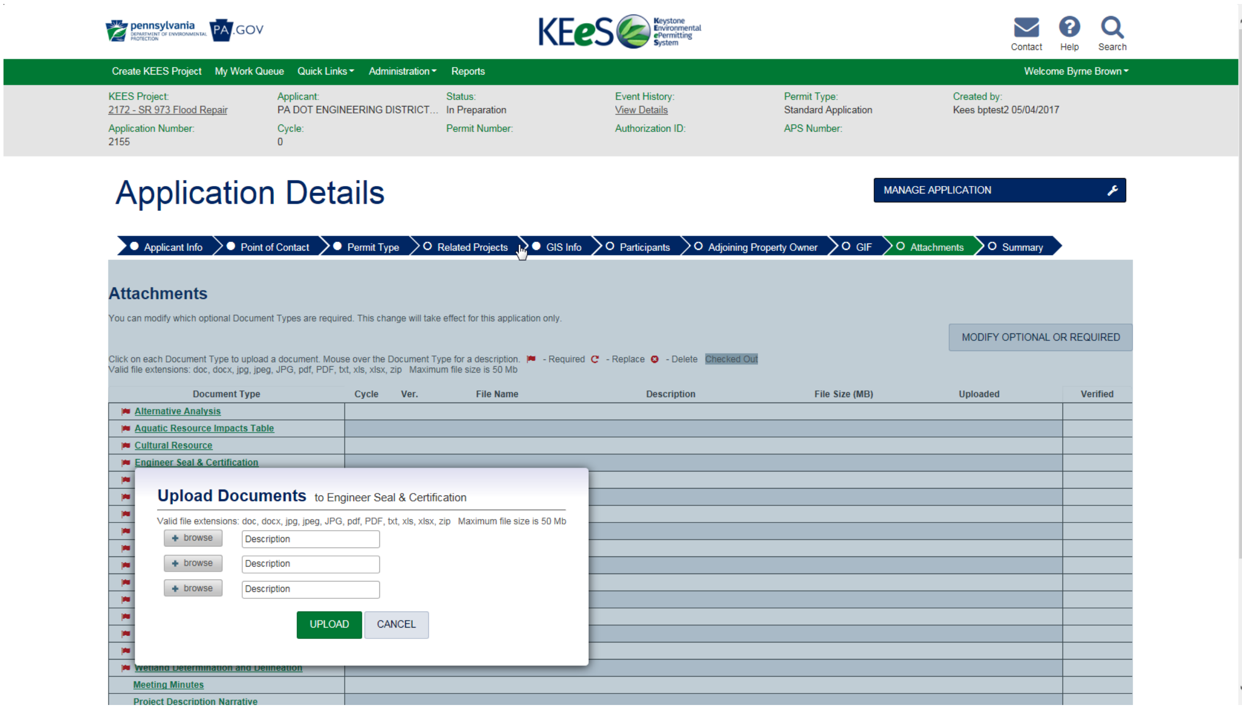


Figure 88. Application Attachment Document Upload

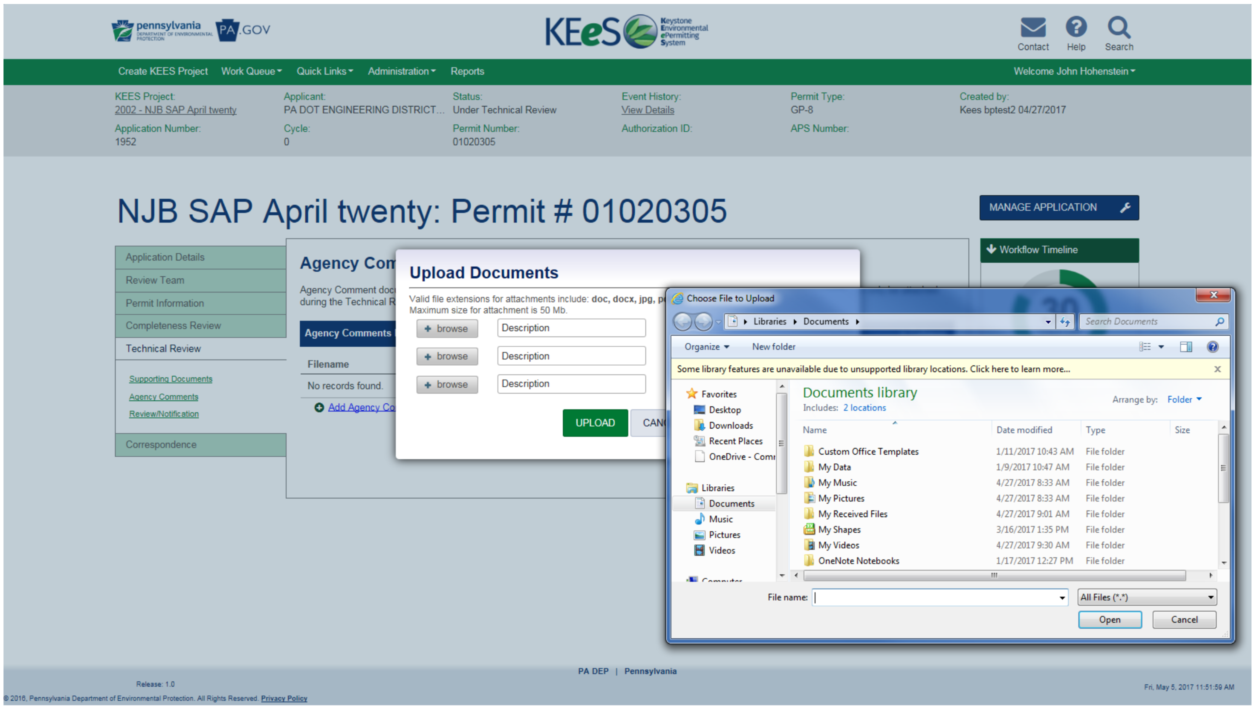


Figure 89. Commenting Agency Comment Document Upload

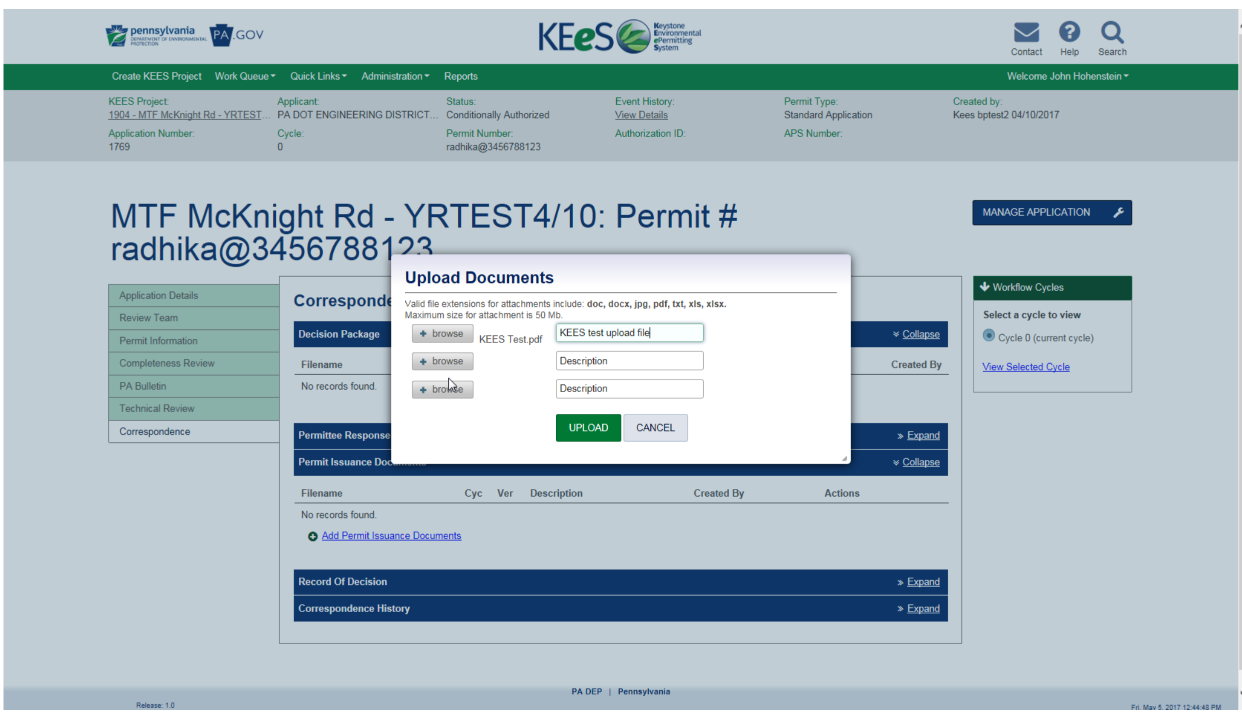


Figure 90. Permit Issuance Documents Upload

Field/Link/Button Name	Description
Browse	Opens the user computer file directory browse window and enables the selection of a single file to be uploaded

Field/Link/Button Name	Description
Description	User-supplied text descriptive of the corresponding document to be uploaded
Upload	Uploads the specified files to KEES and associates them with the active Application
Cancel	Closes the Upload Documents window without uploading selected documents

Table 73. Upload Documents

Helpful Tips

- Up to three documents at-a-time can be uploaded to KEES
- KEES provides a document Description field that enables users to add identifying information to the document

10.9 Other Functionality

10.9.1 Quick Links

Purpose

- Allows registered users to link to helpful KEES-related webpages

Figure 91. KEES Quick Links Drop-Down Menu

Field/Link/Button Name	Description
Quick Links	A link that opens a drop-down menu of helpful KEES-related webpage links

Table 74. KEES Quick Links Links

10.9.2 Contact

Purpose

- Provides both current and to-be KEES users with a PDF document containing contact information for DEP, PennDOT, and Army Corp of Engineers
- Provides to-be KEES users with information regarding how to establish a KEES account
- Provides current KEES users with Technical Service Desk contact information

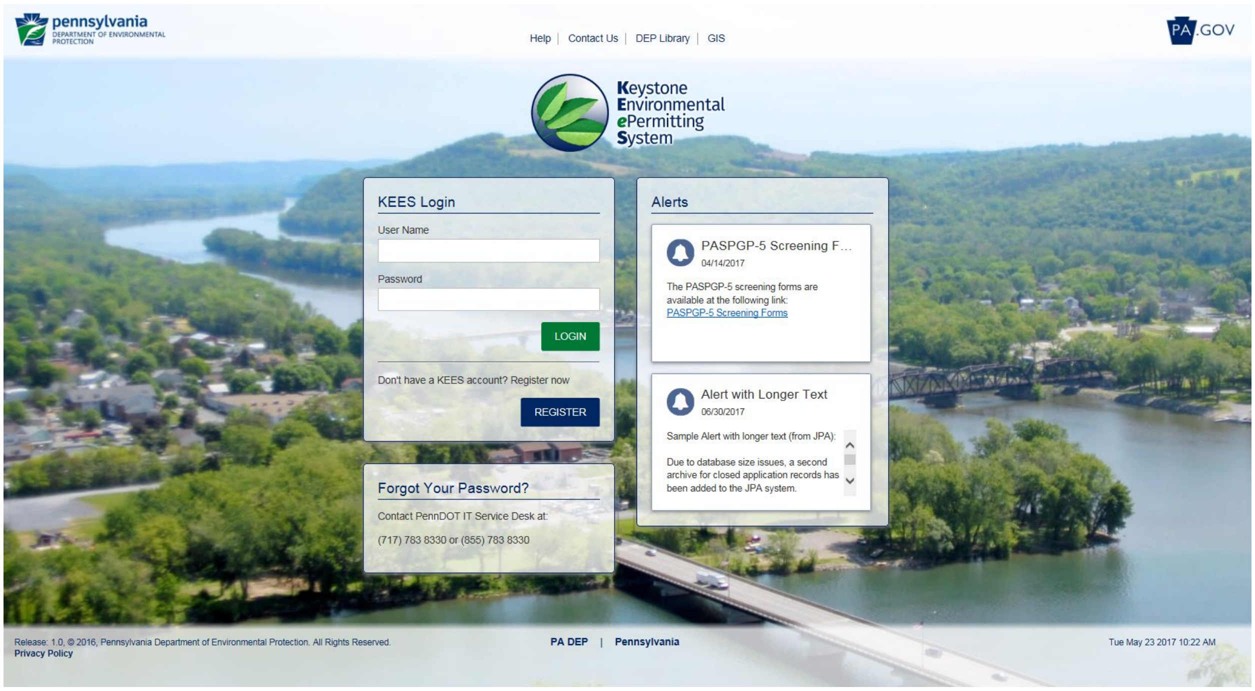


Figure 92. Contact Us: KEES Login Screen

Field/Link/Button Name	Description
Contact Us	Clicking this link on the KEES login screen banner displays a PDF Contact Us document in a new window

Table 75. Contact Us (KEES Login Screen)

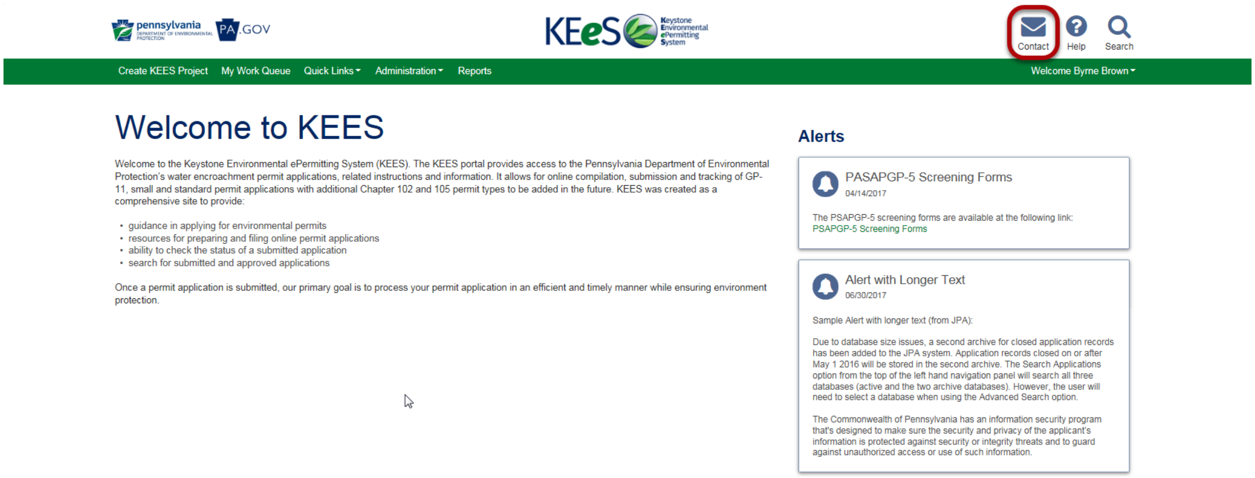


Figure 93. Contact Us (Application Preparer and Reviewer)

Field/Link/Button Name	Description
Contact Us	Clicking this envelope icon on KEES Application Preparer and Application Reviewer screen banners displays a PDF Contact Us document in a new window.

Table 76. Contact Us (KEES Login Screen)

10.9.3 Help

KEES provides authorized users with a link – available on every post-login screen – to a variety of helpful information. The PDF document contains further links to KEES documentation, training, and FAQ material.

10.9.4 Submit a Technical Service Ticket

Instructions for submitting a KEES service ticket is located at the *Contact Us* and *Help* links on the KEES homepage, landing page, and other screens.

Purpose

- Provide to the KEES user community a single point-of-contact for the reporting, assignment, and resolution of KEES technical and functional issues.
- Enable users to quickly resolve login, password, or KEES access issues.
- Provide robust documentation and reporting of KEES and KEES user community issues.

Outcomes

- KEES provides reliable and efficient treatment of user issues with KEES.
- The function and stability of KEES is enhanced for all users.
- KEES is better tailored to the needs of the user community.
- Requests for enhanced functionality are documented for potential inclusion in future releases.

The single point-of-contact for reporting KEES is the PennDOT IT Service Desk (PDITSD). Users should contact PDITSD as follows:

- Telephone at 717.783.8330; or
- RFS Ticket (PennDOT users only)

11.0 Appendix A KEES Email Notifications

Description	Recipient	Subject Line	Email Body Text
Notification informing the Participant of their role changes on the permit application team	The KEES user whose role is changed	KEES Appl <KEES Application Number>: Participant Status Change	Participant, <First Name> <Middle Initial> <Last Name> Suffix>, has been <Status> as <Participant Type> for this application. Click here to access the application.
Sent when the coordination data is modified after an application is submitted	Application Editors Creator Application POC Permit Coordinator Email Recipients	KEES Proj <Project ID>: Coordination Data Modified	Coordination data has been modified for this KEES project. To modify the Coordination data associated to Approved or In Review Applications, the application must be revised or amended. Click here to access the application.
Sent when the coordination data is modified after an application is approved	Application Editors Creator Application POC Permit Coordinator Email Recipients	KEES Proj <Project ID>: Coordination Data Modified	Coordination data has been modified for this KEES project. In order to modify the Coordination data associated to Approved or In Review Applications, the application must be revised or amended. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent when an application is withdrawn after the application is submitted	Application Editors Application Creator Application POC Permit Coordinator Email Recipients Lead Reviewer PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <KEES Application Number>: is Withdrawn: <ACOE Status>; FIPS <###>/<@@@>	This KEES Application was withdrawn by <User Name> on <withdraw date>. Click here to access the application.
Sent when the application status is Final Review.	Application POC Permit Coordinator	KEES Appl <KEES Application Number>: Final Review	This application is still in Final Review. Click here to access the application.
Reminds the user that the application can be submitted	Application POC Permit Coordinator	KEES Appl <KEES Application Number>: Ready to Submit	This application is Ready to Submit. Click here to access the application.
Sent when a predecisional comment is saved to an application	All DEP Privileges (except Clerk) ACOE Reviewing Office Project Manager PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <KEES Application Number>: Comment Added <ACOE Status>; FIPS <###>/<@@@>	A comment has been added to this application by <User Name> associated to <Agency/Region>. The comment description states <Document Description>. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent only on the initial submission of an application. (Email 63 is sent when the application is submitted after an incompleteness. Email 51 is sent when the application is submitted after a technical deficiency)	Application POC Permit Coordinator Creator Editors Email Recipients ACOE Reviewing Office Project Manager John Gibble	KEES Appl <KEES Application Number>: Successfully Submitted to DEP Status: <ACOE Status>; FIPS <###>/<@@@>	This application has been successfully submitted. There is no action needed at this time. Click here to access the application.
Sent when an application was successfully submitted	Lead Reviewer	KEES Appl <Application ID>: Process Incoming Permit Application	A Permit application has been received from <Applicant Name>. Please complete the Review team, assign a DEP permit number, and ACOE status as appropriate. Click here to access the application.
Sent to inform the lead reviewer that the Completeness Review Due Date has arrived and no decision has been issued.	DEP Program Manager (on the review team) DEP Section Chief (on the review team)	KEES Appl <KEES Application Number>: Completeness Review Overdue	Today is the last day of the recommended Completeness Review Period for this Permit Application. Please issue a Completeness Notification Letter or an Incompleteness Notification Letter. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent to inform an Approver n that completeness letter is ready for review	Approver n Note: The email is sent to Approver 2 if Approver 1 is not assigned to the application, otherwise it is sent to Approver 1. It is not sent to Approver 1 if Lead Reviewer is also assigned as Approver 1.	KEES Appl <KEES Application Number>: Review Completeness Letter Draft	A lead reviewer has recommended that a Completeness Letter be issued for this permit application. Please review the letter and application and make a recommendation. Click here to access the application.
Sent to inform an Approver 2 that completeness letter is ready for review	Approver 2	KEES Appl <KEES Application Number>: Review Completeness Letter Draft	Approver 1 has recommended that a Completeness Letter be issued for this permit application. Please review the letter and application and make a recommendation. Click here to access the application.
Sent to inform an applicant and others that a Completeness Letter has been issued	Applicant Team ACOE Reviewing Office Project Manager PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <KEES Permit Application Number>: Completeness Notification Letter Issued; Status: <ACOE Status> – FIPS <###>/<@@@>	ACOE Permit Type: <ACOE Permit Type> ACOE Status: <ACOE Status> A Completeness Notification Letter Has Been Issued for this permit application. DEP will now begin the Technical Review of this permit application. Click here to access a copy of the Completeness letter.

Description	Recipient	Subject Line	Email Body Text
Sent when an Incompleteness Letter is issued	Application POC Permit Coordinator Creator Editors Email Recipients	KEES Appl <Permit Application Number>: Incompleteness Notification Letter Received	DEP has sent an Incompleteness Notification Letter for this permit application. Please take the following actions: o Review the Incompleteness Letter o Revise the permit application by adding any missing information or documents o Compose a Response to Deficiency Letter o Resubmit the permit application to DEP Click here to access the letter.
Sent to inform a Lead Reviewer that an applicant has not responded to either an Incompleteness or a Technical Deficiency letter by the end of a response due date.	Lead Reviewer, Supervisor of Lead Reviewer	KEES Appl <KEES Permit Application Number>: No Response Received to Incompleteness/Tech Def Letter	The applicant has not responded to an Incompleteness/Technical Deficiency Notification Letter within the time allotted. The application may be withdrawn. Click here to access the application.
Sent when the decision recommendation is submitted for approval. This can be when it is initially sent for approval or after the decision recommendation is rejected, edits made and it is resubmitted.	Review Team	KEES Appl <Application ID>: Decision Recommendation Submitted for Approval	The Decision Recommendation is submitted for approval for this application on <date submitted> by <User Name>. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent when the permit is authorized	Application POC Permit Coordinator Creator Editors Email Recipients Applicant Team DEP Team ACOE Reviewing Office Project Manager PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <Application ID>: Permit Authorized – Status: <ACOE Status>; FIPS <###>/<@@@>	This permit has been Authorized. Click here to access the application. If you're applying for a General Permit, you can refer to the following link as needed for a collection of GP related documents, including the specific terms and conditions for each GP: http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-11421.
Sent when a permit application is "Conditionally Authorized"	Application POC Permit Coordinator Creator Editors Email Recipients Application POC Permit Coordinator Creator Editors Email Recipients Applicant Team DEP Team ACOE Reviewing Office Project Manager PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <Application ID>: Permit Conditionally Authorized – Status: <ACOE Status>; FIPS <###>/<@@@>	This permit has been Conditionally Authorized. Please provide DEP with a completed and signed copy of the Apprisal of Conditions letter. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent when a permit application is denied	Application POC Permit Coordinator Creator Editors Email Recipients Applicant Team ACOE Reviewing Office Project Manager DEP Review Team PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <Application ID>: Permit Denied – Status: <ACOE Status>; FIPS <###>/<@@@>	This permit has been denied. Click here to access the application.
Sent when a permit application is “Conditionally Authorized (Acknowledged)”	Review Team ACOE Reviewing Office Project Manager DEP Review Team PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <Application ID>: Permit Cond Auth (Ackn) – Status: <ACOE Status>; FIPS <###>/<@@@>	This conditional permit authorization has been acknowledged by the applicant. Click here to access the application.
Sent when the copying of an application is complete. The email is sent based on the user’s email/notification settings and when copy function completed successfully.	Applicant team	KEES Appl <Application ID>: Copy Application Request Complete	This application was created when KEES <Application ID> was copied by <User Name> on <copy date>. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent when the copy request fails. The email is sent regardless of the user's email/notification settings and when the copying of an application fails.	Applicant team	KEES Appl <Application ID>: Copy Application Request Failed	This application was copied by <User Name> on <copy date>. The copy function failed. Click here to access the application.
Sent when the user has resubmitted an application deemed technically deficient.	Review Team ACOE Reviewing Office Project Manager PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <KEES Application Number>: Response to Tech Def Submitted – Status: <ACOE Status>; FIPS <###>/<@@@>	This application has been successfully resubmitted after a technical deficiency letter was issued. The response to the deficiency letter is accessible in KEES. <Response to Tech Def Letter Name> submitted by applicant on <resubmit date> Click here to access the letter.
Sent to inform a Lead Reviewer, Engineering Reviewer and Environmental Reviewer that an application is ready for Technical Review	To: Engineering Reviewer Environmental Reviewer Technical Review Lead Reviewer	KEES Appl <Application ID>: Conduct a Technical Review	A Completeness Letter has been sent for this permit application. Please conduct a Technical Review of the permit application. Click here to access the application.
Sent to remind the review team that only three business days remain before the Technical Review Due Date	Lead Reviewer, Supervisor of Lead Reviewer	KEES Appl <Application ID>: Technical Review Due Date Warning	Three business days remain until the Technical Review due date for this Permit Application. Please issue a recommendation. Click here to access the application.

Description	Recipient	Subject Line	Email Body Text
Sent to inform an Approver Level 1 that a Review Technical Deficiency Letter is ready for review	Approver Level 1	KEES Appl <Application ID>: Review Draft of Technical Deficiency Letter	A Technical Deficiency Letter has been drafted for this permit application. Please review the letter and either issue it, or recommend revisions. Click here to access the letter.
Sent to inform the lead reviewer that a Technical Deficiency Letter has been returned for revisions	Lead Reviewer	KEES Appl <Application ID>: Technical Deficiency Letter Returned for Revision	A Technical Deficiency Letter drafted for this permit application has been returned for revision. Please make the necessary changes, taking into account any comments that may have been added by reviewers. Click here to access the letter.
Sent to inform the lead reviewer that an Incompleteness Letter has been returned for revisions	Lead Reviewer	KEES Appl <Application ID>: Incompleteness Letter Returned for Revision	An Incompleteness Letter drafted for this permit application has been returned for revision. Please make the necessary changes, taking into account any comments that may have been added by reviewers. Click here to access the letter.
Sent to inform an Approver 2 that a draft Technical Deficiency Letter is ready for review.	Approver Level 2	KEES Appl <Application ID>: Review Technical Deficiency Letter Draft	A Technical Deficiency Letter has been drafted for this permit application. Please review the letter and either issue it, or recommend revisions. Click here to access the letter.

Description	Recipient	Subject Line	Email Body Text
Sent as a reminder when a Technical Deficiency Response Elapsed Time Clock reaches 7 calendar days prior to the expiration of the Technical Deficiency Response Period Due Date	Application Creator Application POC Permit Coordinator Editors	KEES Appl <Application ID>: Tech Def Response Date Approaching	Only seven calendar days remains until the end of a deficiency response date for this permit application. Please respond to the deficiency or request an extension of time to respond. Click here to access the application.
Sent to inform an applicant that a Technical Deficiency Letter has been issued	Application POC Permit Coordinator Creator Editors Email Recipients ACOE Reviewing Office Project Manager John Gibble PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <Application ID>: Technical Deficiency Letter Received – Status: <ACOE Status>; FIPS <###>/<@@@>	DEP has issued a Technical Deficiency Notification Letter for this permit application. Please take the following actions: Review the Technical Deficiency Letter Revise the permit application by adding any missing information or documents Resubmit the permit application to DEP Click here to access the letter.
Sent when an applicant resubmits an application after an Incompleteness Letter was sent.	Lead Reviewer, Supervisor of Lead Reviewer Engineering Reviewer Environmental Reviewer ACOE Reviewing Office Project Manager	KEES Appl <Application ID> Resubmitted after Incompleteness – Status: <ACOE Status>; FIPS <###>/<@@@>	The applicant has resubmitted this permit application after receiving an Incompleteness Letter. Please review the revised application and take appropriate actions. Click here to access the application.
Sent to inform a user of a change in their role on a DEP Review Team	User whose role has changed, user who initiated the change	KEES Appl <KEES Application Number>: Review Team Participant Change	Participant, <First Name> <Middle Initial> <Last Name> <Suffix>, has been <status> as an <Participant Type> for this application. Click here to access the application.

12.0 Appendix B KEES and eFACTS Integration Requirements

Use Case	KEES Trigger	eFACTS Update
Receive an Application	Task occurs after KEES receives the Auth ID from eFACTS Note: Immediately after an applicant has successfully submitted an application in KEES (Ready to Submit to Submitted), KEES assigns the application to a DEP Regional Office based on the primary county and completes the eFACTS Submitted web service process. This includes: • KEES submitting initial Application Information • eFACTS sending AUTH ID • KEES sending Task Data Note: Task Data cannot be sent until an AUTH ID is established.	• SBTSTP_ID = 111 • Code = COMPL • Description = B/E Completeness Review • Begin Date = Submitted Date ○ Note: Standard task date is the Completeness Begin Date for Cycle 0 (Is not modified when resubmitting an Incomplete Application) • Due Date = Current Submitted Date +10 business days • End Date = N/A • CWOPA ID = Lead Reviewer
Conduct a Completeness Review	The final approver of the Completeness Review electronically signs the Completeness Review Letter Note: This is sent when the application is deemed Complete. • Send SBTSTP_ID = 106 if the application is deemed Incomplete.	• SBTSTP_ID = 89 • Code = ADL • Description = Send Administrative Completeness Ltr • Begin Date = The date the final approver electronically signed the Completeness letter • Due Date = Same as Begin Date • End Date = Same as Begin Date • CWOPA ID = Final Approver

<table>
<tr><th>Use Case</th><th>KEES Trigger</th><th>eFACTS Update</th></tr>
<tr><td>Conduct a Completeness Review</td><td>Note: KEES creates a new task in eFACTS each time the trigger is initiated (SBTSTP_ID = 89)</td><td>SBTSTP_ID = 111
Code = COMPL
Description = B/E Completeness Review
Begin Date = N/A
Due Date = N/A
End Date = The date the final approver electronically signed the Completeness letter
Note: Standard task end date only occurs once per application (when application is deemed complete)
CWOPA ID = Lead Reviewer</td></tr>
<tr><td>Conduct a Technical Review</td><td rowspan="2">The Application Status of an application changes from “Under Completeness Review” to “Pending Technical Review”

Note: Occurs in tangent with Number 2 and 3.

Note: When the application is not associated with an Environmental Reviewer, SBTSTP_ID = 17 is never created

Note: When the application is not associated with an Engineering Reviewer, SBTSTP_ID = 10 is never created

Note: KEES creates a new task in eFACTS each time the trigger is initiated.</td><td>SBTSTP_ID = 17
Code = ENR
Description = B/E Environmental Review
Begin Date = Technical Review Begin Date
Due Date = Submitted date plus 35 business days when a General Permit Application or 55 business days when a Small or Standard Application
End Date = N/A
CWOPA ID = Environmental Reviewer</td></tr>
<tr><td>Conduct a Technical Review</td><td>SBTSTP_ID = 10
Code = ER
Description = B/E Engineering Review
Begin Date = Technical Review Begin Date
Due Date = Submitted date plus 35 business days when a General Permit Application or 55 business days when a Small or Standard Application
End Date = N/A
CWOPA ID = Engineering Reviewer</td></tr>
</table>

Use Case	KEES Trigger	eFACTS Update
Conduct a Technical Review	The Application Status of an application changes from "Under Completeness Review" to "Pending Technical Review" Note: Occurs in tangent with 2, 3, 4, and 5. Note: When the application is not associated with an Environmental Supervisor, SBTSTP_ID = 101 is never created Note: KEES creates a new task in eFACTS each time the trigger is initiated. Note: When the Environmental Reviewer completes their recommendation decision and there is an Environmental Supervisor is assigned to the review team (Future Release)	• SBTSTP_ID = 101 • Code = ESR • Description = Environmental Supervisor Review • Begin Date = Technical Review Begin Date • Due Date = Submitted Date plus 35 business days when a General Permit Application or 55 business days when a Small or Standard Application • End Date = N/A • CWOPA ID = Environmental Supervisor
Conduct a Technical Review And Responding to a Deficiency	Approver 2 of the Technical Review electronically signs the Technically Deficient Cover Letter Note: If the application is never considered technically deficient, this task is never created. Note: KEES creates a new task in eFACTS each time the trigger is initiated.	• SBTSTP_ID = 106 • Code = SDN • Description = Send Deficiency Notice/Receive Response • Begin Date = The date the Approver 2 of the Technical Review electronically signs the Technically Deficient Cover Letter • Due Date = Current date plus 60 days • End Date = N/A • CWOPA ID = Section Chief(s) Security Role on the Reviewer Team

Use Case	KEES Trigger	eFACTS Update
Conduct a Technical Review And Responding to a Deficiency	Applicant Resubmits Application The applicant resubmits an application after it was deemed Incomplete.	• SBTSTP_ID = 106 • Code = SDN • Description = Send Deficiency Notice/Receive Response • Begin Date = N/A • Due Date = N/A • End Date = Date application was resubmitted by applicant • CWOPA ID = Section Chief(s) Security Role on the Reviewer Team
Conduct a Technical Review	Environmental Reviewer saves a recommendation in the Technical Review Recommendation field	• SBTSTP_ID = 17 • Code = ENR • Description = B/E Env Review • Begin Date = N/A • Due Date = N/A • End Date = Date Environmental Reviewer saves a value in the Technical Review Recommendation field CWOPA ID = Environmental Reviewer
Conduct a Technical Review	Engineering Reviewer saves a recommendation in the Technical Review Recommendation field	• SBTSTP_ID = 10 • Code = ER • Description = B/E Engineering Review • Begin Date = N/A • Due Date = N/A • End Date = Date Engineering Reviewer saves a value in the Technical Review Recommendation field • CWOPA ID = Engineering Reviewer
Conduct a Technical Review	Environmental Supervisor saves a recommendation in the Technical Review Recommendation field	• SBTSTP_ID = 101 • Code = ESR • Description = Environmental Supervisor Review • Begin Date = N/A • Due Date = N/A • End Date = Date Environmental Supervisor saves a value in the Technical Review Recommendation field CWOPA ID = Environmental Supervisor

Use Case	KEES Trigger	eFACTS Update
Conduct a Technical Review	Begins after the Lead Reviewer clicks the “Submit for Approval” button. • Note: Need to explain the process at the training two different decision points	• SBTSTP_ID = 105 • Code = DR • Description = Decision Review • Begin Date = Date lead reviewer clicks the “Submit for Approval” button o Note: Standard task date is the Technical Review Begin Date for Cycle 0 (Is not modified when resubmitting a Technically Deficient Application) • Due Date = Current Submitted Date plus 35 business days when a General Permit Application or 55 business days when a Small or Standard Application • End Date = N/A • CWOPA ID = Approver 1
Conduct a Technical Review	The approver 1 electronically signs the decision letter (the WOEP Issuance Letter, the General Permit Acknowledgement Letter, or Denial of Application Letter)	• SBTSTP_ID = 105 • Code = DR • Description = Decision Review • Begin Date = N/A • Due Date = N/A • End Date = Date approver 1 electronically signs the final decision letter • CWOPA ID = Approver 1
Conduct a Technical Review	Begins after the Approver 1 clicks the “Submit for Approval” button.	• SBTSTP_ID = 105 • Code = DR • Description = Decision Review • Begin Date = Date approver 1 clicks the “Submit for Approval” button o Note: Standard task date is the Technical Review Begin Date for Cycle 0 (Is not modified when resubmitting a Technically Deficient Application) • Due Date = Current Submitted Date plus 35 business days when a General Permit Application or 55 business days when a Small or Standard Application • End Date = N/A • CWOPA ID = Approver 2

Use Case	KEES Trigger	eFACTS Update
Conduct a Technical Review	The Approver 2 electronically signs the WOEP Issuance Letter, the General Permit Acknowledgement Letter, or the Application Denial Cover Letter)	• SBTSTP_ID = 105 • Code = DR • Description = Decision Review • Begin Date = N/A • Due Date = N/A • End Date = Date Approver 2 electronically signs the final decision letter • CWOPA ID = Approver 2
Conduct a Technical Review	The Approver 2 electronically signs the General Permit Acknowledgement Letter, Note: Task starts and ends in the same action Note: Does not occur for small or standard applications/permits	• SBTSTP_ID = 3 • Code = AL • Description = Send Acknowledgement Ltr • Begin Date = Date the approver electronically signs the decision letter • Due Date = Begin Date • End Date = Begin Date • CWOPA ID = Approver 2
Conduct a Technical Review	Approver 2 electronically signs the Application Denial Cover Letter Note: Task starts and ends in the same action	• SBTSTP_ID = 108 • Code = DENT • Description = App Technically Deficient - Denied • Begin Date = Date Approver 2 electronically signs/sends the Application Denial Cover Letter • Due Date = Begin Date • End Date = Begin Date • CWOPA ID = Approver 2 •

13.0 Appendix C KEES Document Types

Chapter 105 Permit Types with Associated Document Types

Document Types in KEES	GP 8	GP 11	GP 8 & 11	Small	Standard
Municipality & County Notification	Required	Required	Required	Required	Required
Alternative Analysis	Optional	Optional	Optional	Optional	Required
Cultural Resource	Optional	Optional	Optional	Required	Required
Engineer Seal and Certification	Optional	Optional	Optional	Optional	Optional
Environmental Assessment	Optional	Optional	Optional	Required	Required
Erosion and Sediment Control	Optional	Required	Required	Optional	Required
Stormwater Management	Optional	Optional	Optional	Optional	Optional
Floodplain Management	Optional	Optional	Optional	Optional	Optional
Hydrologic & Hydraulic Analysis and Report	Optional	Optional	Optional	Optional	Required
Location Map	Required	Required	Required	Required	Required
Photographs (with Orientation Map)	Optional	Required	Required	Required	Required
Meeting Minutes	Optional	Optional	Optional	Optional	Optional
Wetland Determination and Delineation	Required	Required	Required	Required	Required
Impact Mitigation and/or Replacement	Optional	Optional	Optional	Optional	Optional
PASPGP-5 Reporting Criteria Checklist	Required	Required	Required	Required	Required
Aquatic Resource Impacts Table	Required	Required	Required	Required	Required
Project Description Narrative	Optional	Optional	Optional	Optional	Optional
Site Plan and Cross Section Drawings	Required	Required	Required	Required	Required
PNDI and Threatened and Endangered Species	Required	Required	Required	Required	Required
Risk Assessment	Optional	Optional	Optional	Optional	Optional
Miscellaneous	Optional	Optional	Optional	Optional	Optional
QA/QC Checklist	Required	Required	Required	Required	Required

14.0 Appendix D KEES Access – Business Partner

For Department Use Only
Bureau of Office Services
400 North Street
Harrisburg, PA 17120

KEES ACCESS REQUEST – PennDOT Business Partner

APPLICATION INSTRUCTIONS

1. **Authorized User**
   - Complete and date the attached fillable PDF form.
   - Forward to Delegated Authority
2. **Delegated Authority**
   - Complete and print the form. Sign and scan to a PDF document.
   - Phone the PennDOT IT Service Desk at 717.783.8330.
   - The Service Desk representative will provide an email address to which to send the form.

When your application has been processed, new user account information will be sent to the email addresses provided on the application. Please phone the PennDOT IT Service Desk at 717.783.8330 if you have any questions.

TERMS AND CONDITIONS

All communications to and from DEP regarding the application will be transacted through KEES. The term "communication", as used in this notice, means any information, notice, authorization, disclosure, acknowledgement, question or other information sent to or received from the applicant about their application. The applicant agrees that any such communications, whether electronically or printed, will be considered "in writing", and each shall have the same binding legal significance.

The Commonwealth of Pennsylvania has an information security program that's designed to make sure the security and privacy of the applicant's information is protected against security or integrity threats and to guard against unauthorized access or use of such information.

By signing the Access Request form, the applicant agrees that:

- DEP is provided with a current email address that DEP may send electronic communications to the applicant.
- DEP will be notified of any change in the applicant's email address by contacting the KEES system administrator or KEES technical support.
- DEP is provided with true, accurate and a complete email address, contact and other information related to this disclosure.
- DEP may provide the applicant with any communications in electronic format at the email address provided.
- Any signature provided via the application site using the applicant's unique login/password combination shall be attributed to the applicant and shall have the same force and effect as a written signature.
- DEP may discontinue sending printed communications to the applicant, until the applicant withdraws their consent.

The applicant's consent to electronic communications is being provided in connection with a transaction that may be subject to the federal Electronic Signatures in Global and National Commerce Act and the laws governing the electronic process and forms under the jurisdiction of the state of Pennsylvania and that these laws apply to the fullest extent possible to validate DEP's ability to conduct business with the applicant by electronic means.

There are no additional costs for processing the applicant's documents electronically. The applicant has the right to receive any legally required communications about the application via paper copies. But if the applicant chooses to receive paper documents in a printed format, the applicant may experience delays because of U.S. mail delivery and manual processing.

The applicant may withdraw their consent to receive disclosures and communications in electronic form and to receive them in a printed format via U.S. mail by contacting the KEES system administrator or KEES technical support. There are no fees associated with the withdrawal of consent to receive communications in electronic form.

If the applicant provides an invalid email address, or an error occurs with a previously valid email address, DEP will treat that as a withdrawal of the applicant's consent to receive electronic communications about the application, and DEP will resume communications by U.S. mail

Keystone Environmental ePermitting System

For Department Use Only
Bureau of Office Services
400 North Street
Harrisburg, PA 17120

pennsylvania
DEPARTMENT OF TRANSPORTATION

KEES ACCESS REQUEST – PennDOT Business Partner

A	**Authorized User**	☐ New KEES User	☐ Update KEES User	
	Last Name:	First Name:	Middle Initial:	Suffix:
	Title:	E-Mail:		
	Phone:	Extension:		
B	**Company**			
	Legal Name:	PennDOT Business Partner ID:		
	Address Line 1:	Address Line 2:		
	Address Line 3:	Phone:	Fax:	
	City:	State:	Zip Code:	
C	**User Role Requested – To be completed by a Delegated Authority** (BP Administrator)			
	☐ **$KEESBP PennDOT Application Preparer**			
D	**REQUEST MUST BE *SIGNED* BY THE AUTHORIZED USER AND A DELEGATED AUTHORITY (BP Administrator)**			
	ATTENTION: By signing this form, the user agrees to the attached terms and conditions for KEES access.			
	Authorized User Signature:	Date:		
	Delegated Authority Signature:	Date:		
	Delegated Authority Name (printed):	Title:	FEIN:	

ATTENTION: READ THIS BEFORE SUBMITTING THE FORM FOR PROCESSING

- Keep usernames and passwords confidential to authorized users.
- Use Commonwealth systems appropriately and within standards of the acceptable use of IT resources.
- Treat information viewed or accessed in a confidential manner.
- Review the Commonwealth's Management Directive 205.34 and be in compliance with all appropriate sections.
- Report any security concerns to the PennDOT IT Service Desk at 717.783.8330.

15.0 Appendix E KEES Access Request – PennDOT

For Department Use Only
Bureau of Office Services
400 North Street
Harrisburg, PA 17120

KEES ACCESS REQUEST – Department of Transportation

APPLICATION INSTRUCTIONS

1. **Authorized User**
   - Complete and date the attached fillable PDF form.
   - Forward to Supervisor

2. **Supervisor**
   - Complete and print the form. Sign and scan to a PDF document.
   - Phone the PennDOT IT Service Desk at 717.783.8330.
   - The Service Desk representative will provide an email address to which to send the form.

When your application has been processed, new user account information will be sent to the email addresses provided on the application. Please phone the PennDOT IT Service Desk at 717.783.8330 if you have any questions.

TERMS AND CONDITIONS

All communications to and from DEP regarding the application will be transacted through KEES. The term "communication", as used in this notice, means any information, notice, authorization, disclosure, acknowledgement, question or other information sent to or received from the applicant about their application. The applicant agrees that any such communications, whether electronically or printed, will be considered "in writing", and each shall have the same binding legal significance.

The Commonwealth of Pennsylvania has an information security program that's designed to make sure the security and privacy of the applicant's information is protected against security or integrity threats and to guard against unauthorized access or use of such information.

By signing the Access Request form, the applicant agrees that:

- DEP is provided with a current email address that DEP may send electronic communications to the applicant.
- DEP will be notified of any change in the applicant's email address by contacting the KEES system administrator or KEES technical support.
- DEP is provided with true, accurate and a complete email address, contact and other information related to this disclosure.
- DEP may provide the applicant with any communications in electronic format at the email address provided.
- Any signature provided via the application site using the applicant's unique login/password combination shall be attributed to the applicant and shall have the same force and effect as a written signature.
- DEP may discontinue sending printed communications to the applicant, until the applicant withdraws their consent.

The applicant's consent to electronic communications is being provided in connection with a transaction that may be subject to the federal Electronic Signatures in Global and National Commerce Act and the laws governing the electronic process and forms under the jurisdiction of the state of Pennsylvania and that these laws apply to the fullest extent possible to validate DEP's ability to conduct business with the applicant by electronic means.

There are no additional costs for processing the applicant's documents electronically. The applicant has the right to receive any legally required communications about the application via paper copies. But if the applicant chooses to receive paper documents in a printed format, the applicant may experience delays because of U.S. mail delivery and manual processing.

The applicant may withdraw their consent to receive disclosures and communications in electronic form and to receive them in a printed format via U.S. mail by contacting the KEES system administrator or KEES technical support. There are no fees associated with the withdrawal of consent to receive communications in electronic form.

If the applicant provides an invalid email address, or an error occurs with a previously valid email address, DEP will treat that as a withdrawal of the applicant's consent to receive electronic communications about the application, and DEP will resume communications by U.S. mail.

For Department Use Only
Bureau of Office Services
400 North Street
Harrisburg, PA 17120

pennsylvania
DEPARTMENT OF TRANSPORTATION

KEES ACCESS REQUEST – Department of Transportation

A Authorized User ☐ New KEES User ☐ Update KEES User

Authorized User Last Name:	First Name:	Middle Initial:	Suffix:
Title:	E-mail:		
Phone Number:			

B Agency

Agency Name: *PA Department of Transportation*	PennDOT Engineering District	
District Address Line 1:	District Address Line 2:	
District Address Line 2:	Phone:	Fax:
City:	State:	Zip Code:

C User Role Requested (*choose only one*) – To be completed by a Supervisor

☐ $KEES PennDOT Application Preparer ☐ $KEES PennDOT Read-Only

D User Account(s)

Please check if you have an existing user account for the following PennDOT applications and put your existing USERNAME ONLY in the adjacent field:

APPLICATION	USER ID
ARP	
.Centric	
.Image	
eCAMMS	
JACIP	
PIBH	
Placard	
E-Procurement	

E REQUEST MUST BE SIGNED BY THE AUTHORIZED USER AND A SUPERVISOR

ATTENTION: By signing this form, the user agrees to the attached terms and conditions for KEES access.

Authorized User Signature:	Date:
Supervisor Signature:	Date:
Supervisor Name (printed):	

ATTENTION: READ THIS BEFORE SUBMITTING THE FORM FOR PROCESSING

- Keep usernames and passwords confidential to authorized users.
- Use Commonwealth systems appropriately and within standards of the acceptable use of IT resources.
- Treat information viewed or accessed in a confidential manner.
- Review the Commonwealth's Management Directive 205.34 and be in compliance with all appropriate sections.
- Report any security concerns to the PennDOT IT Service Desk at 717.783.8330.