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
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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 <u>https://www.kees.pa.gov.</u>

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
ВА	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
РТС	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







KEES

WO

Work Order

1.4 References

Based on a business decision, BA requirements for the KEES system are covered in the <u>KEES Use Cases and</u> <u>Workflows</u> 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

<u>Purpose</u>

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
 - o Other

<u>Outcomes</u>

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
 - o GIF
 - o 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.







Dennsylvania Dennsylvania Dennetori of NovidonMilital Contact Us DEP eLibrary GIS Quick D	inks Change Password		KEeS			Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link						Look Up Express Search
			Create KEES Project			
Applicant Information						Create
* Field required						
Applicant Name*	*	Federal Tax ID:		City:		
Organization Type:		Address Line 1:		State:	ZIP Code:	
Applicant Client ID:		Address Line 1:		0.000.	ZIP COUR.	
Point of Contact						
Point of Contact Name*	Title			E-mail Address		
Select One				Childle Address		
	Telephone		Extension	Secondary E-mail Address		
Background Projects List						
Project Type*						
Select One ·						
			2			
			PA DEP Pennsylvania			
Release: 1.0 018, Pennsylvania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>						Fri, Jan 20, 2017 10:49:10 AM

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: MPMS SAP Notification ID 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 projectThis 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).
Project Name	 Applies to MPMS and SAP projects 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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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

	Project ID#	Status	County		Project Name
	107885	Candidate	Juniata	e Route ect Name	SR 11 Concrete Joint Sealing
	107816	Programmed	luminte.	ect Status	Bridge Preservation ROW
	107815	Programmed	Juniata Proj	ect ID	Bridge Preservation ROW
	107763	Programmed	Clinton	1002	2018 Bridge Preservation ROW
	107724	Programmed	Clearfield	2020	Bridge Preservation ROW
	107723	Candidate	Clearfield	879	Bridge Preservation ROW
	107722	Programmed	Clearfield	322	Bridge Preservation ROW
	107721	Programmed	Clearfield	53	Bridge Preservation ROW
	107674	Candidate	Juniata		Bridge Rehab Line Item
	107669	Candidate	Cameron	120	2017 Roadway Preservation NORTH
(1 of 50) ◄ << 12345678910 ► ► 10 ✓					
SELECT PROJECT EXIT					

• 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		
	• Candidate		
	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.

PRATINENT OF EVERIDAMENTAL PROTECTION ROTECTION Contact Us DEP eLibrary OIS Quick Links	ks Change Password	KEeS Evernmental			Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link					Look Up Express Search
		Create KEES Project			
Applicant Information					Create
* Field required					
Applicant Name* PA DOT ENGINEERING DISTRICT 02		 Federal Tax ID: 		City: Clearfield	
Organization Type:		Address Line 1:		State:	ZIP Code:
PENNDOT		1924 Daisy Street Ext.		PA	1683D
Applicant Client ID: 62168		Address Line 2: P.O. Box 342			
		P.07 Blak 342			
Point of Contact					
Point of Contact Name* Stephen Kardohely	Title		E-mail Address c-rapalet@pa.g	ov.	
	Telephone	Extension	Secondary E-ma		
	8147650450		Secondary E-III	II Address	
Background Projects List					
Project Type* MPMS *					
MPMS Number*					
MPMS Number					
		MPMS Background Project List			
Background Project ID # / Name Description 107816 SR 3023 over Lick Creek Laci		Counties	Municipalities	State Route/Local Road	Actions
Bridge Preservation ROW Bridge Preservation Right-of-V					
Bridge Preservation Right-on-	f-Way	JUNIATA	LACK	3023	Other Location Details
Bildis Heservation Korry Bildis Heservation Kiginion	l-Way	JUNIATA	LACK	3023	Car Other Location Details
	Way	JUNIATA	LACK	3023	La Othor Location Details
KEES Project Information	- Way	JUNIATA	LACK	3023	UP Other Location Details
KEES Project Information	-Way	ATAINUL	LACK	3023	ur Uther Location Lietains
	Description Bridge Preservation ROW	JUNIATA	LACK	3023	Le Omer Location Dealis
KEES Project Information KEES Project Name *	Description	ATABUL	LACK	3023	
KEES Project Information KEES Project Name *	Description	ATABUL	LAOK	3023	
KEES Project Information KEES Project Name *	Description Bridge Preservation ROW	ATABUL	LAOK	3023	

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 projectEditable
Description	Auto-populated with the name of the selected MPMS projectEditable







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

DRAMMENT OF DRIVIDONIUMAL DRAMMENT OF DRIVIDONIUMAL Contact Us DEP-scharary GIS Quick Links	Change Password				Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link					Look Up Express Search
		Create KEES Project			
Applicant Information					Create
* Field required					
Applicant Name*				City:	
PA DOT ENGINEERING DISTRICT 02		 Federal Tax ID: 		Clearfield	
Organization Type: PENNDOT		Address Line 1: 1924 Daisy Street Ext.		State: PA	ZIP Code: 16830
Applicant Client ID: 62168		Address Line 2: P.O. Box 342			
Point of Contact					
Point of Contact Name*	Title		E-mail Address		
Stephen Kardohely	*		c-rapalet@pa.gov		
	Telephone (8147850450	Extension	Secondary E-mail Address		
Reciproved Registre Let Project Type* GAP Notification ID * AAN Notification Number*					
		SAP Background Project List			
Background Project ID # / Name Description	Estimated Let Date	Counties	Municipalities SI	tate Route/Local Road	Actions
1500003344 DRAIN REP/REPLIFINLET&ENDWALL DRAIN REP/REPLIFINLET&END	WALL	CENTRE		0144	Other Location Details
KEES Project Information KEES Project Name * (DRAIN REPREPURING)	Description DRAIN REPREPLYING ET&ENDWALL 1972 characters remaining				

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 Offset From Offset To Section
KEES Project Name	Auto-populated with the name of the selected SAP projectEditable
Description	Auto-populated with a description of the selected SAP projectEditable

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







Pennsylvania Installation of excellonational. Contact Us DEP eLibrary GIS Quick Links of	Change Password		KE e S	Keystone Environmental efferniting System					Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link									Look Up Express Search
			Create K	EES Project					
Applicant Information									Create
* Field required									
Applicant Name* PA DOT ENGINEERING DISTRICT 02			*	Federal Tax ID:			City: Clearfield		
Organization Type:				Address Line 1:			State:	ZIP Code:	
PENNDOT				1924 Daisy Street Ext.			PA	16830	
Applicant Client ID: 62168				Address Line 2: P.O. Box 342					
Point of Contact									
Point of Contact Name*		Title				E-mail Address			
Stephen Kardohely	-					c-rapaleti@pa.gov			
		Telephone (8147650450		Extension		Secondary E-mail Address			_
Projects List Project Type*									
Other *									
Project ID *	Project Description			County *					
1234567890 Project Name *	This is a project intend	ed to be used in the KEES User Manual		GREENE State Route	*				
User Manual Project	189 characters remainin	10		0018	-				
		,							
			PADEP	Pennsylvania					
Release: 1.0			THOLE 1						Fil. Jan 20, 2017 10:54:40 AM
0 2018, Pennsylvania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>									

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

<u>Purpose</u>

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

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

- Set the start date and/or end date of the KEES project
- Edit the details for the related background project.

KEES Project Information

ADD APPLICATIC

KEES Project Information			
* KEES Project Name: Paoli Pike Trail (Segment C)			
Faoii Fike Itali (Segment C)			
Start Date:		End Date:	
	œ		0
Project Short Description:			
Paoli Pike Trail (Segment C) East Goshen Twp., Chester County			^
Construction of Multi-use Trail			
			~
1899 characters remaining			
At least one Related Background Project, County, and SR/Local Road must be specified.	ecified before an application can be added	to this KEES project.	
Related Background Project List			
Project Number: 107176 Project Name: Paoli Pike Trail (Segment C) Es	timated Let Date: 09/13/2018		
Project Short Description: Paoli Pike Trail (Segment C) East Goshen Twp.,		ti-use Trail	
Counties	Municipalities		State Route/Local Road
Chester	East goshen		

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







County			
Select One		-	
Auniainalitiaa			
<i>Aunicipalities</i>			
			م
	SAVE	CANCEL	

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

Add Municipalities	×
County: CHESTER	
* Municipalities	
	þ
ATGLEN Borough AVONDALE Borough CALN Township CHARLESTOWN Township COATESVILLE City DOWNINGTOWN Borough EAST BRADFORD Township EAST BRANDYWINE Township	~
EAST CALN Township	

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







COUNTY: ARMSTRONG		
State Route:	-OR- Local Road:	
0066	•	
Select One	Offset: To	
	∩ Offset: To	
0210		
0290		
0150	E CANCEL	
0310		

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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

DEPARTMENT OF INVERSIONMENTAL PROTECTION CONVERSIONMENTAL PROTECTION	ibrary GIS Quick Links Change Password	KE	eS & Keystone Erroromental System		Welcome, Kees bptest2 Logour
eate KEES Project Search Administration Work Queue /					Look Up Express Search
KEES Project: 1106 - User Manual Pr	roject Applicant:	PA DOT ENGINEERING DISTRICT 02 KEES P	Created by Kees bptest2, roject Information	2017-01-20 10:55:03.113	
KEES Project Info Applicant Info Point Of Co	intact Background Projects GIS Information Pa	rticipants GIF PNDI Permit Applicati	ons Project Summary		Add Application
		KEES	Project Information		Save
KEES Project Information		REEDT	roject mormation		Carter
KEES Project Name Start Date User Manual Project Description This is a project intended to be used in the KEES 1939 characters remaining	End Date				
Project List					Add Other Type Project
Other Project ID # / Name	Description	Counties	Municipalities	State Route/Local Road	Actions
1234567890 User Manual Project	This is a project intended to be used in the KEES User Manual	GREENE Add new County	• Add new municipalities	Otta Add Other Details Add State Route	
Relaze: 1.0		PA	DEP Pennsylvania		Fit, Jan 20, 2017 10:55:14
Pennsylvaria Department of Environmental Protection. All Rights Reserve	ad. Privacy Policy				PTR, 0489 400, 400 P. TM, 600, 19 P

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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







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Create KEES Project Search Administration Work Queue Rafresh Link					Look Up Express Search
KEES Project: 1106 - User Manual Project	Applicant: PA DOT ENGINEERING DISTRICT 02	2 Creat EES Project Information	ted by Kees bptest2, 2017-01-20	55:03.113	
KEES Project Info Applicant Info Point Of Contact Background Projects GIS Informati		nt Applications Project Summary	•		Add Application
	Applicant Information				
	- Piela required	Applicant Information	Save		
	Applicant Name: *	Federal Tax ID:	City: Clearfield		
	PA DOT ENGINEERING DISTRICT	02 *			
	Organization Type: PENNDOT	Address Line 1: 1924 Daisy Street Ext.	State: ZIP Code: PA 16830		
	Applicant Client ID: 62168	Address Line 2: P.O. Box 342			
		PA DEP Pennsylvania			

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 applicantDisplay 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

<u>Purpose</u>

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







Outcomes

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

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ireals KEES Project Search Administration Work Queue Refresh Link		Look Up Express Search
KEES Project: 1106 - User Manual Project	Applicant: PA DOT ENGINEERING DISTRICT 02 Created by Kees bpte KEES Project Information	est2, 2017-01-20 10:55:03.113
KEES Project Info Applicant Info Point Of Contact Background Projects GIS Inf	nation Participants GIF PNDI Permit Applications Project Summary	Add Application
	Point of Contact	
	Point of Contact	Add Exit
Add Point Of Contact		
* Field required Point of Contact Name*	Title	E-mail Address*
Select One *		e-mai Aduress
	Telephone* Extension	Secondary E-mail Address
Point Of Contact History		
Active Stephen Kardohely, 814-765-0450, (0), c-rapaleti@pa.gov		
Added to project: 01/20/2017 10:55:03 AM		
Permit Coordinator		
Robert Weed 814-765-0614		
	PA DEP Pennsylvania	
Release: 1.0 ennoylvaria Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>	······································	Fit, Jan 20, 2017 10:55:52
ensignaria Department of Environmental Protection. All rughts Maserved. <u>Privacy Policy</u>		

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

<u>Purpose</u>

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).

<u>Outcomes</u>

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

Dennsylvania DEMARTMENT OF ENVIRONMENTAL PROTECTION CONTRACTOR	DEP eLibrary GIS Quick Links Change Password					Welcome, Kees bptest2 Logout
			System			
Create KEES Project Search Administration Work KEES Project: 1107 - Group		Applicant: PA DOT ENGINEERING DISTRI	CT.02	ated by Kees bptest2, 2017-01-20 10:56:54.142		Look Up Express Search
RECEPTOPOLI FIOR - Group	p round m	Applicant FR DOT ENGINEERING DISTIL	KEES Project Informatio	n		
KEES Project Info Applicant Info Poi	int Of Contact Background Projects GIS Infor	nation Participants GIF PNDI	Permit Applications Project Summary			Add Application
			KEES Project Information	1		
		MF	MS Background Project List			Add MPMS Project
Background 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	05/09/2002	VENANGO	CRANBERRY	2006	@ Other Location Details
Release: 1.0			PA DEP Pennsylvania			Fit, Jan 20, 2017 10:57:01 AM
110, Pennsylvania Department of Environmental Protection. All Righ	Its Reserved. Privacy Policy					

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

<u>Purpose</u>

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







Pennsylvania Disattuer of Invisionalista MOTICIDIN Contact Us DEP eLibrary Of Quick Links	Change Password KEeS	a.	Welcome, Kees bptest2
KEES Project Search Administration Work Queue Refresh Link			Look Up Express
KEES Project: 1107 - Group 1-02-RPM	Applicant: PA DOT ENGINEERING DISTRICT 02 KEES Project Informat	Created by Kees bptest2, 2017-01-20 10:56:54.142	
ES Project Info Applicant Info Point Of Contact Background Pr			Add Application
to required			
GIS Information	GIS Informatio	n	Save
Project Latitude* (39.000000 to 42.98300	Horizontal Collection Method Code	Attitude Location Datum Collection Method Code	
-74.00000 to -80.930000	Reference Point Code Select *	Geometric Type Code	
Forizontal Accuracy Measure Ex: 12345.123 Select	Altitude Ex: 12345678.12	Data Collection Date	
forizontal Reference Datum Code Select +	Altitude Datum Name Code	Source Map Scale Number	
Release: 1.0	PA DEP Pennsylvania		
			Fit, Jan 20, 2017 10:

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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







Pennsylvania pennsylvania Molicitas Contact Us DEP eLibrary GIS Quick Links Change Password KEES		stone ironmental mitting tem					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 KEES Project: 1107 - Group 1.02:RPM KEES Project: 1106 Applicant: Info Pentl Of Contact Background Projects Olis Information Pantopants Oli F PNUI Pennt Application: TP			bptest2, 2017-01-	20 10:56:54.142			Add Application
Manage Proje				0.	Delete • - Deactivate •	- Reactivate	
Add Parkrepunts Organization Type Organization Name Select One Select One		Name Filter	Organization	Email	Add to Application	Action	
Name Filter Edor Email	≫	Name Filter No records found.	Organization	Email	Add to Application	Action	
No records found.							
		Email Recipients Name Filter					
			Organization	Email	Add to Application	Action	
	\gg	Name Filter No records found.	Organization	Email	Add to Application	Action	
PA DEP	ensylveri						
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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

<u>Purpose</u>

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.

<u>Outcomes</u>

Completion of the Coordination tab will:

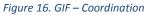
- Enable project managers to assess which permits may be needed for a project
- Enable DEP to track and coordinate the issuance of permits







Project Sean	ch Administration Work Cueue Refresh Link		Look Up E
	S 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		
roject Info	Applicant Info Point Of Contact Background Projects OIIS Information Participants OIF PNDI Permit Applications Project Summary		Add Application
Coordination			
Coordination	Accessing into		
Coordinate	s Questions v1.0		Save Cancel
1.0 Is	t this a coal mining project?	Yes	No
1.	Will this coal mining project involve coal preparation/processing activities in which the total amount of coal prepared/processed will be equal to or greater than 200 tonsiday?	Yes	No
1.	2 Will this coal mining project involve coal preparation/processing activities in which the total amount of coal prepared/processed will be greater than 50,000 tons/year?	Yes	No
1.	3 Will this coal mining project involve coal preparation/processing activities in which thermal coal dryers or pneumatic coal cleaners will be used?	Yes	No
- t	4 For this coal mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters?	Yes	No
13	5 WII this coal mining project involve the conduction of a permanent impoundment meeting one or more of the following relation of the conduction of a permanent impoundment meeting one or more of the following relativity analyses are acceeding 100 acres; 2) a depth of water measured by the upstream boo of the dam at maximum storage elevation accessing 100 acres; 2) a depth of water measured by the upstream boo of the dam at maximum storage elevation accessing 100 acres; 2) a depth of water measured by the upstream boo of the dam at maximum storage elevation accessing 100 acres; 2) a depth of water measured by the upstream boo of the dam at maximum storage elevation accessing 100 acres; 2) a depth of water measured by the upstream boo of the dam at maximum storage elevation.	Yes	No
10	6 Will this coal mining project involve underground coal mining to be conducted within 500 feet of an oil or gas wel?	Yes	No
2.0 Is	this a non-coal (industrial minerals) mining project?	Yes	No
2.	1 Will this non-coal (industrial minerals) mining project involve the crushing and screening of non-coal minerals other than sand and gravel?	Yes	No
	2 Will be non-coal industrial minnerally mining project involve the crushing and/or screening of sand and gravel with the enception of wet sand and gravel operations (screening only) and dry sand and gravel operations with a capacity of less than 150 lonshour of unconsolitable multivatives).	Yes	No
2	Will be non-coal (industrial minerals) mining project involve the construction, operation and/or modification of a portable non-netallic () e., non-coal) minerals processing plant under the authority of the General Permit for Portable Non-metallic Mineral Processing Plants (0.6, BAC-PORA/GE))?	Yes	No
	4 For this non-coal (industrial minerals) mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters?	Yes	No
2	5 Will this non-coal (industrial mineral) mining project involve the construction of a permanent impoundment meeting one or more of the following criteria: 1) a contributory drainage area exceeding 100 acres; 2) a depth of water measured by the upstream toe of the dam at maximum storage elevation exceeding 15 best; 3) an impounding capacity at maximum storage elevation exceeding 50 acres; 2) a depth of water measured by the upstream toe of the dam at	Yes	No
	All your project, activity or authorization have anything to do with a well related to oil or gas production, have construction within 200 feet of, affect an oil or gas well, involve the waste from such a well, or string power lines above an oil or gas well? If "Yes', spond to 3.1-3.3. If "No', skip to Question 4.0.	Yes	No No
3.	1 Does the oil- or gas-related 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 (including wetlands)?	Yes	No
3.	2 Will the oil- or gas-related project involve discharge of industrial wastewater or stormwater to a dry swale, surface water, ground water or an existing sanitary sever system or storm water system?	Yes	No
3.	3 Will the oil- or gas-related project involve the construction and operation of industrial waste treatment facilities?	Yes	No
4.0 W	All the project involve a construction activity that results in earth disturbance?	Yes	No
	("Yes', specify the total disturbed acreage,		



Field/Link/Button Name	Description
4.0 Will the project involve a construction activity that results in earth disturbance?	Defaulted to No for PennDOT projectsRequired 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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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 projectrelated issues
- Any grants of funds made for the project

<u>Outcomes</u>

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.







	Pennsylvania DEPARTMENT OF EXVIRCMMENTAL PROTECTION OF EXVIRCMMENTAL Contact Us DI	Packaray 03 Guida Links Change Passeers	GOV Wilcome, Kees toptest2 Logout	
KEES Project Information KEES Project Information KEES Project Information Condition Project Information Additional Project Info Additional Information - Surrounding community and addressed any concerns prior to submitting the application to the Department Ves No Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns Additional Information - Surrounding community concerns <td colsp<="" th=""><th>Create KEES Project Search Administration Work Que</th><th>a Rotesh Link</th><th>Look Up Express Search</th></td>	<th>Create KEES Project Search Administration Work Que</th> <th>a Rotesh Link</th> <th>Look Up Express Search</th>	Create KEES Project Search Administration Work Que	a Rotesh Link	Look Up Express Search
NEEB Preset Info Payes Unio Partsgants OF PARIS Partsgants Partsgantsgant Partsgantsgant <th< td=""><td>KEES Project: 1107 - Group 1-</td><td></td><td></td></th<>	KEES Project: 1107 - Group 1-			
Construintion Additional Informations Additional Project Info Additional Project Info Additional Project Info Additional Project Info Additional Informations Addition	KEES Project Info Applicant Info Point C		Add Application	
Additional Fregleck into Additional Fregleck into 1.flave you informed the surrounding community and addressed any concerns prior to submitting the application to the Department yes No Additional Information - Surrounding community concerns 2.k your project funded by state or federal grants?				
1.Slave you informed the surrounding community and addressed any concerns prior to submitting the application to the Department IV es No Additional Information - Surrounding community concerns		Additional Project Info	Save	
Additional Information - Surrounding community concerns		Additional Project Info		
2/s your project funded by state or federal grants?		1.Have you informed the surrounding community and addressed any concerns prior to submitting the application to the Department	No	
2/s your project funded by state or federal grants?		Additional Information Curroundian community concerns		
hole. If Yest, specify what angect of the project is needed to the grant and provide the grant source, contact periodic date.		2.Is your project funded by state or federal grants?	Mo	
		Note: If "Yes", specify what aspect of the project is related to the grant and provide the grant source, contact person and grant expiration date.	NO	
PA DEP Permykania		PA DEP Pennsylvania		
Base: 1 France Strength France		servet. Priner: Police	Fit, Jan 20, 2017 10:58:25 AM	

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

<u>Purpose</u>

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

Pennsylvania stramment of ENERCOMENTAL Contact Us DEP #Likrary OIS Quick Links CI	Ange Passeed KEeS	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 Project	a GIS Information Participants GIF PNDI Permit Applications Project Summary	Add Application
	PNDI Information	
	PNCI Information Add PNDI	
	PNDI Preject Search ID PNDI Date of Review Receipt Expiration Date Edit Delete	
	No records found.	
	PA DEP Pennsylvania	
Release: 1.0 9 2018, Pennoykania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>		Fri. Jan 20, 2017 11:00:09 AM
THE TON		

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







<u>Helpful Hints</u>

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 <u>PNDI and Threatened and Endangered</u> <u>document type</u>.

3.11 Permit Application List

<u>Purpose</u>

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.

<u>Outcomes</u>

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.

Project Search Administ	ration Work Ousus Ba	weeth Linder					Look Up E
	1107 - Group 1-02-RP		Applicant: PA D	OT ENGINEERING DISTRICT 02 Creat	ted by Kees bptest2, 2017-01-20 10:56:54.142		Look op E
				KEES Project Information	ı		
roject Info Applicant	Info Point Of Cont	act Background Pro	jects GIS Information Participa	ants GIF PNDI Permit Applications Project Summary			Add Applicatio
it Applications List							
¥							
Application IE	(¢	Cycle O	Application Type GP-8	e O Point of Contact O Christie Lannen	Telephone / Ext	Status © In Preparation	Created By ¢ Kees bptest2
			GP-8	Christie Lannen Christie Lannen		In Preparation	Kees bptest2 Kees bptest2
~			01.0	CONTRACTOR ADMINISTRATION		in regalization	record agreement
				14 ce (1 of 1) av at			

Figure 19. Permit Applications







Field/Link/Button Name	Description		
Application ID	• Displays the Application ID Number for a permit application ir 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

<u>Purpose</u>

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.







	GIS Quick Lin	ks	Kees keystone Environment Permitting System			Welcome, Kees bptest2 L
te KEES Project Search	Change Pass Administration Work					Look Up Express Se
ES Project: 1107 - Grou	p 1-02-RPM A	oplicant: PA DOT ENGINEER	ING DISTRICT 02 Created by	Kees bptest2, 2017-01-2 10:56:54.142	0	
		KEI	ES Project Informat			
EES Project Info Appl	licant Info Point	Of Contact Background P	rojects GIS Information Par	rticipants GIF PN	IDI Permit Applica	itions Project Summary
		KE	ES Project Summa	arv		
KEES Project Information	ı					
KEES Project Name *	Start Date	End Date				
Group 1-02-RPM Description						
Group 1-02-RPM						
1075						
1975 characters remaini	ing					
Applicant Information Applicant Name: *						
PA DOT ENGINEERING			Federal Tax ID:		City: Clearfield	
Organization Type:	001100102		Address Line 1:		State:	ZIP Code:
PENNDOT Applicant Client ID:			1924 Daisy Street Ext. Address Line 2:		PA	16830
62168			P.O. Box 342			
Active Christie Lannen , 814-70 Added to project: 01/20/2		eti@pa.gov				
Active Christie Lannen , 814-74 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06	2017 10:56:54 AM 614 (® , <u>c-rapaleti@p</u>					
Point Of Contact History Active Christie Lannen , 814-7(Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Related Background Proje MPMS Project ID # / Name	2017 10:56:54 AM 614 (® , <u>c-rapaleti@p</u>	ia.qov	e Counties	Municipalities	State Route/Local Road	Actions
Active Christie Lannen , 814-77 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Related Background Project MPMS Project ID # / Name 64573	2017 10:56:54 AM 614 t (), <u>c-rapaleti@c</u> ect List	Estimated Let Date	e Counties VENANGO	Municipalities		Actions C Other Location Details
Active Christie Lannen , 814-71 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Related Background Proje MPMS Project ID # / Name 64573 Group 1-02-RPM	2017 10:56:54 AM S14 (19), <u>c-rapaleti@c</u> set List Description District 1-0 Variou Counties & SRs 2 Raised Pavement Markers (RPM) R	Estimated Let Date			Road	- Other Location
Active Christie Lannen , 814-7/ Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Related Background Proje MPMS Project ID # / Name 64573 Group 1-02-RPM	2017 10:56:54 AM S14 (19), <u>c-rapaleti@c</u> set List Description District 1-0 Variou Counties & SRs 2 Raised Pavement Markers (RPM) R	Estimated Let Date s 002 epair		CRANBERRY	Road	C Other Location Details
Active Christie Lannen , 814-74 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Related Background Proje MPMS Project ID # / Name 64573 Group 1-02-RPM 3IS Information Project Latitude*	2017 10:56:54 AM S14 (19), <u>c-rapaleti@c</u> set List Description District 1-0 Variou Counties & SRs 2 Raised Pavement Markers (RPM) R	Estimated Let Date s 002 epair	VENANGO	CRANBERRY	Road 2006 cation Datum Collec	C Other Location Details
Active Christie Lannen , 814-74 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project ID # / Name 64573 Group 1-02-RPM GIS Information Project Latitude* Project Longitude* Horizontal Accuracy Me	2017 10:56:54 AM 2017 10:56:54 AM 2014 (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	Estimated Let Date s 002 epair Horizontal (Reference F Altitude	VENANGO Collection Method Code Point Code	CRANBERRY Altitude Lo Geometric Data Collec	Road 2006 cation Datum Collec Type Code ction Date	C Other Location Details
Active Christie Lannen , 814-77 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project 1D # / Name 64573 Group 1-02-RPM 3IS Information Project Latitude* Project Longitude* Horizontal Accuracy Me Horizontal Reference Dis	2017 10:56:54 AM 2017 10:56:54 AM 2014 (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	Estimated Let Date s 002 epair Horizontal (Reference F Altitude	VENANGO	CRANBERRY Altitude Lo Geometric Data Collec	Road 2006 cation Datum Collec Type Code	C Other Location Details
Active Christie Lannen , 814-77 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project 1D # / Name 64573 Group 1-02-RPM 3IS Information Project Latitude* Project Longitude* Horizontal Accuracy Me Horizontal Reference Dis	2017 10:56:54 AM 2017 10:56:54 AM 2014 (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	Estimated Let Date s 002 epair Horizontal (Reference F Altitude	VENANGO Collection Method Code Point Code	CRANBERRY Altitude Lo Geometric Data Collec	Road 2006 cation Datum Collec Type Code ction Date	C Other Location Details
Active Christie Lannen, 814-77 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project ID # / Name 64573 Group 1-02-RPM GIS Information Project Latitude* Project Longitude* Horizontal Accuracy Me Horizontal Accuracy Me Horizontal Reference D Permit Applications List	2017 10:56:54 AM	Estimated Let Date s 002 epair Horizontal 0 Reference F Altitude Date	VENANGO Collection Method Code Point Code turn Name Code	CRANBERRY Altitude Lo Geometric Data Collec Source Maj	Road 2006 cation Datum Collec Type Code ction Date p Scale Number	C Other Location Details
Active Christie Lannen, 814-74 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project ID # / Name 64573 Group 1-02-RPM GIS Information Project Latitude* Horizontal Accuracy Me Horizontal Reference Da Permit Applications List	2017 10:56:54 AM	Estimated Let Date s 002 epair Horizontal 0 Reference F Altitude Altitude Date Application Type \$	VENANGO Collection Method Code Point Code turn Name Code	CRANBERRY Altitude Lo Geometric Data Collec	Road 2006 ccation Datum Collec Type Code ction Date p Scale Number	Created By \$
Active Christie Lannen, 814-77 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project ID # / Name 64573 Group 1-02-RPM GIS Information Project Latitude* Project Longitude* Horizontal Accuracy Me Horizontal Accuracy Me Horizontal Reference D Permit Applications List	2017 10:56:54 AM	Estimated Let Date s 002 epair Horizontal 0 Reference F Altitude Date	VENANGO Collection Method Code Point Code turn Name Code	CRANBERRY Altitude Lo Geometric Data Collec Source Maj	Road 2006 cation Datum Collec Type Code ction Date p Scale Number	C Other Location Details
Active Christie Lannen, 814-74 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 MPMS Project ID # / Name 64573 Group 1-02-RPM GIS Information Project Latitude* Horizontal Accuracy Me Horizontal Reference Da Permit Applications List 10 \u2220 Application ID \$ 689	2017 10:56:54 AM	Estimated Let Date S 002 epair Horizontal 0 Reference F Altitude Altitude Date Application Type \$ GP-8	VENANGO Collection Method Code Point Code turn Name Code	CRANBERRY Altitude Lo Geometric Data Collec Source Maj	Road 2006 cation Datum Collec Type Code ction Date p Scale Number Status © In Preparation	Created By \$

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.







Description		
Displays the estimated Let Date for contracts related to a Background Project.		
Displays the Counties associated to the Background Project		
Displays the Municipalities associated to the Background Project		
Displays each State Route/Local Road associated to the Background Project		
 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 FromSegment To		
Offset From		
Offset To		
Section		
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.		
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.		
Displays the measure of the accuracy in feet of the latitude and longitude coordinates of the project.		
Displays the code and description that represent the method used in determining latitude and longitude coordinates.		
Displays the code and description that represent the reference datum used to determine the latitude and longitude coordinates for a point on the earth.		
Displays the code and description that represent the place for which geographic coordinates were established.		
Displays the height of anything above a given planetary reference plane. For permit applications, altitude should be referenced to sea level on earth.		
Displays the identification given to the surface taken as the surface of reference from which altitudes are measured.		
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

<u>Purpose</u>

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

KEES Project:	1107 Group 1-02-RPM		
Chapter:	Chapter 105 - Dam Safety and Wat	erway Management	
	General Permit Registration	Joint Permit Application	
	@GP-8		
Application Type:*	GP-11	Standard Application	
	GP-11 & GP-8	Small Project Application	

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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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.







KEES Project: 1925 - KEES Test Permit Type: Standard Application	Applicant: PA DOT ENGINEERING DISTRICT 03 Created by: Kees bptest2 04/19/2017	Status: In Preparation <u>EventHistory</u> Cycle: <u>Q</u>	Application Number: 1898	
Application Deta	ails		MANAGE APPLICATION	F

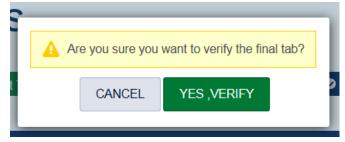
🔊 👁 Applicant Info 🏷 🛛 Point of Contact 🔪 🕒 Permit Type 🔊 Background Projects 🔪 🕒 GIS Info 🔊 O Participants 🔪 O Adjoining Property Owner 🔪 🗙 GIF 📡 O Attachments 🔪 O Summary

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

<u>Purpose</u>

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.

Pennsylvania INSTITUTO E SWIRDWIRD AL NOTICED Control UN DEP-Library OIS Quick Links Change Password	k	EeS Erronental			Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link					Look Up Express Search
KEES Project: 1107 - Group 1-02-RPM Application Number: 691	Applicant: PA DOT ENGINEERI	NG DISTRICT 02 Created b	y: Kees bptest2, 2017-01-20 11:11:41.474	Status: In Preparation	EventHistory
Applicant Info O Point of Contact O Permit Type Se Background Projects O	GIS Info O Participants O GIF	O Attachments O Summar			
	, , , , , , , , , , , , , , , , , , ,	<i>,</i>	-	Create PDF	View PDF Links Copy Application
				or call + bit	View For Camp
	Applicant Information		Verify		
	А	pplicant Information			
	* Field required Applicant Name: *				
	PA DOT ENGINEERING DISTRICT 02	Federal Tax ID:	City: Clearfield		
	Organization Type: PENNDOT	Address Line 1: 1924 Daisy Street Ext.	State: ZIP Code: PA 16830		
	Applicant Client ID:	Address Line 2:	PA 10030		
	62168	P.O. Box 342			
		PA DEP Pennsylvania			
Release: 1.0 9 2016, Pennsylvaria Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>					Fit, Jan 20, 2017 11:12:02 AM
A CALL CONTRACT OF A CALL CONTRACT OF A CALL O					

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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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.

Pennesylvania Indetent of Invitionalinial Ponticion	inks Change Password	KE e S@	Revolute Environmental Avient		Welcome, Kees bptest2 Logout
	oplication Number: 691	Applicant: PA DOT ENGINEERING DISTRICT 02	Created by: Kees bptest2, 2017-01-20 11:11:41.474	Status: In Preparation	Look Up Express Search EventHistory
► Applicant Info → Point of Contact → O Permit Type → ●	Background Projects / O Gl	IS Into /O Participants /O GIF /O Attachments	O Summary	Create PDF	View PDF Links Copy Application
Add Application Point Of Contact		Application Point	of Contact Add	Exit	Verify
* Required Fields Port of Contact Name* Select One	*	Title Telephone*	E-mail Address* Extension Secondary E-mail Ad	dress	
Application Point Of Contact History Active Christie Lannen, 814-765-0353, Casadehi@ca.acy Added to project. 0120/2017 11:11:41 AM					
Permit Coordinator Robert Weed , 814-785-0814@, <u>c-ranafets@on.cov</u>					
Release: 1.0 0.2010, Pennsylvaria Department of Environmental Protection. Al Rights Reserved. <u>Privacy Policy</u>		PA DEP Pennsy	fvania		Fit, Jan 20, 2017 11:12:27 AM

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

<u>Helpful Hints</u>

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

<u>Purpose</u>

This screen:

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

Outcomes

Permit Type data is validated and verified.

Pennsylvania prostructure of Eventoneterole. Contact Us DEP eLibrary Of S Quick Links Change Password		KE e S@	pSone morrental tem		Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link					Look Up Express Search
KEES Project: 1107 - Group 1-02-RPM Application Number: 691 Applicant Info Point of Contact Permit Type Background Projects O GIS Inf		NGINEERING DISTRICT 02	Created by: Kees bptest2, 2017-01-20 11:11:41.474	Status: In Preparation	EventHistory
	o Paricipanis		Guinnary	Create PDF	View PDF Links Copy Application
	Permit Type Information	on			Verity
	KEES Project:	1107 Group 1-02-RPM			
	Chapter:	Chapter 105 - Dam Safety and Wat			
	Application Type:*	General Permit Registration GP-8 GP-11 	Joint Permit Application Standard Application Small Project		
		GP-11 & GP-8	Application		
		Save			
Robuse 10		PA DEP Pennsylvania	•		
2018, Pannsylvania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>					Fit, Jan 20, 2017 11:14:12 AM

Figure 25. Permit Type

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







MANAGE APPLICATION

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

<u>Purpose</u>

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

<u>Outcomes</u>

Related Project data is validated and verified.

Application Details

O Applicant Info	O Point of Contact	>O Permit Type	O Background Projects	O GIS Info	> 0 Participants	> 0 GIF	> O Attachments	>0 Summary		
Primary County is requ	ired before you can verify	the data on the Backg	round Projects tab							
Related Projects										∀ <u>Coll</u> a
	26 Project Name: US		vements Estimated Let Date on, Plymouth, Whitpain, & Wo		fontCo. Intersection	n Improvem	ents			
County		Primar	y County		Municipality			State Ro	ute/Local Road	
Montgomery		⊙ Pri	mary county		 Plymouth Worcester Whitpain East norritor 	1		⊘ 3001	<u>View Details</u>	

Figure 26. Background Projects before Related Project Data is Saved



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RESET



۶

Application Details

🗘 Applicant Info 👌 Point of Contact 👌 Permit Type 🌛 Background Projects 👌 GIS Info 👌 Participants 🏷 GIF 🏷 Attachments 👌 Summary

Agency Region Assignment									
You must select the ACOE region for this permit application from the list below. The DEP Region has been pre-selected based on the primary county specified above									
ACOE Region *		DEP Region							
Philadelphia District Corps of Engineers 👻		Southeast Regional Office							
				SAVE					
Primary County is required before you can verify the data on t	the Background Projects tab								
Related Projects				¥ <u>Collapse</u>					
Included in permit application Project Number: 107126 Project Name: US 202-610 TSI Project Description: US 202-610 TSM Improvements East	M Improvements Estimated Let Date: 11/02/2017 st Norriton, Plymouth, Whitpain, & Worcester Twps., Mo	ntCo. Intersection Improvements							
County	Primary County	Municipality	State Route/Local Road						
Montgomery		Phymouth Worcester Whitpain East norriton	O 3001 View Details						
				RESET SAVE					

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

er Locatio	n Details	6		_	1	Selecte				
cted SegmentFrom	SegmentTo	OffsetFrom	OffsetTo	Section		Selecte	SegmentFrom	SegmentTo	OffsetFrom	OffsetTo
					→ →		230	230	0	1731
					÷		190	190	1872	1996
					I¢.		200	200	0	477
						<				
				SAVE	CAN	CEL				

<u>Helpful Hints</u>

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

<u>Purpose</u>

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

Outcomes

GIS Information is validated and verified.

Pennsylvania Panament Of Evolutionality Profection Control Control Us DEP eLibrary OIS Quick Links Change Password	KE e S@	Krystone Ervromental Bystem		Welcome, Kees bptest2 Logout
Create KEES Project Search Administration Work Queue Refresh Link				Look Up Express Search
KEES Project: 1107 - Group 1-02-RPM Application Number: 691	Applicant: PA DOT ENGINEERING DISTRICT 02	Created by: Kees bptest2, 2017-01-20 11:11:41.474	Status: In Preparation	EventHistory
Applicant Info > Point of Contact > Permit Type > Background Projects	GIS Info O Participants O GIF O Attachments	O Summary		
		- senarci,		
			Create PDF	View PDF Links Copy Application
GIS Information		-		
	GIS Informat	ion		
Project Latitude*	Horizontal Collection Method Code		turn Collection Method Code	
Project Longitude*	Reference Point Code	Geometric Type Cod	e	
Horizontal Accuracy Measure	Altitude	Data Collection Date		
Horizontal Reference Datum Code	Altitude Datum Name Code	Source Map Scale No	amber	
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0 2016, Pennsylvania Department of Environmental Protection. All Rights Reserved. Privacy Policy				PR. 281 20, 2017 11:14:01 PM

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

<u>Helpful Hints</u>

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.

Project Search Administration W											Look Up E
KEES Project: 1107 - Group 1-0;		plication Nu		ant: PA DOT ENGINEERING DISTR			es bptest2, 2017-01-20 1	1:11:41.474 5	Status: In Preparation	E	entHistory
cant Info > Point of Conta	act 🔎 Permit Type 🎾	Backgroun	nd Projects 🔎 O GIS Info 🔎 F	Participants > 0 GIF > 0	Attachmer	nts 🔎 Summary	•				
									Create PDF	View PDF Links	Copy /
				Manage Applicat	tion Pa	articipants		😫 - Delete 🔍 - Deactiva	te O - Reactivate		1
	Add Participants					Editors					
	Organization Type		anization Name			Name Filter	Organization	Email	Action		
	PennDOT Eng District	• PA	A DOT ENGINEERING DISTRICT 01	*							
	Name Filter	Editor	Email			Name Filter	Organization	Email	Action		
						Michael Hunkele	PENNDOT	c-rapaleti@pa.gov	•		
	Name Filter	Editor	Email		~	Rodney Fasenmyer	PENNDOT	c-rapaleti@pa.gov	0		
	Stephen Schettler	٥	c-rapaleti@pa.gov								
	Christine Boyer	۲	c-rapaleti@pa.gov								
	Jeanette Uhl	۲	c-rapaleti@pa.gov								
	Jeff Kozłowski	۲	c-rapaleti@pa.gov			Email Recipients					
	Kyle Barker	۲	c-rapaleti@pa.gov			Name Filter	Oversiteties	Freed	Latin .		
	Matthew Antrilli	۰	c-rapaleti@pa.gov				Organization	Email	Action		
	Theodore Tarr	۰	c-rapaleti@pa.gov		>>	Name Filter	Organization	Email	Action		
	Stephen Farrell	۲	c-rapaleti@pa.gov			Andrew Giancola	PENNDOT	c-rapaleti@pa.gov	•		
	Scott McMasters	۰	c-rapaleti@pa.gov			Michael Stone	PENNDOT	c-rapaleti@pa.gov	•		
	Mark Nicholson	۰	c-rapaleti@pa.gov		_	Mitchell Fabry	PENNDOT	c-rapaleti@pa.gov	•		
	Mark Andreas	•	c-rapaleti@pa.gov		~						
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b 2016, Pennsylvania Department of Environmental Protection. All Rights Reserved. Privacy Policy		

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

<u>Purpose</u>







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.

<u>Outcomes</u>

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

Pennsylvania Dipartimity of InvisionalINTAL	KE	ES E Keystone Environmental System		Contact Help Search
Create KEES Project My Work Queue	Quick Links - Administration - Reports			Welcome Byrne Brown -
KEES Project: 1989 - 2017 Districtwide Rumble Strip Permit Type: Standard Application	Applicant: PA DOT ENGINEERING DISTRICT 03 Created by: Kees bptest2 04/18/2017	Status: In Preparation <u>EventHistory</u> Cycle: ℚ	Application Number: 1896	
Application I • Applicant Info • Point of Cor Adjoining Property Ow	Add Property Owner Property Owner Name Property Address Line1 Property Address Line2 Property State Property State Property Zip Property Zip Ext	SAVE CANCEL	ents	Summary
Adjoining Property Owners		Address		Actions
No records found.				

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 <u>Additional Project Information</u> area of the Manage KEES Project section of this document







5.8 GIF (General Information Form)

<u>Purpose</u>

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.

<u>Outcomes</u>

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

<u>Purpose</u>

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

<u>Outcomes</u>

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.

ES Project	xt Search Administration Work Queue Refresh Link		Look Up Express
KEES F	S Project: 1107 - Group 1-02.RPM Application Number: 691 Applicant: PA DOT ENGINEERING DISTRICT 02 Created by: Kees bptest2, 20	017-01-20 11:11:41.474 Status: In Preparation	EventHistory
olicant Inf	Info 〉 🖲 Point of Contact 📏 🖲 Permit Type 🔪 🖯 Background Projects 刘 O. GIS Info 刘 🗣 Participants 刘 Ə. Gil F 🔪 O. Attachments 🔪 O. Summary		
		Create PDF	View PDF Links Copy Applica
Coordin	dination O Land Use O Facilities O Encroachments		
0			
	ate Questions v1.0		Verity
	Is this a coal mining project?		Yes No
	1.1 Will this coal mining project involve coal preparation/processing activities in which the total amount of coal prepared/processed will be equal to or greater than 200 tons/day?		Yes No
	1.2 Will this coal mining project involve coal preparation/processing activities in which the total amount of coal prepared/processed will be greater than 50,000 tons/year?		
	1.3 Will this coal mining project involve coal preparation/processing activities in which thermal coal dryers or pneumatic coal cleaners will be used?		
	 For this coal mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters? Will this coal mining project involve the construction of a permanent impoundment meeting one or more of the following criteria: 1) a contributory drainage area exceeding 100 acres; 2) a depth of water 	day measured by the sentreme tee of the dam of messages advance elevation	Yes No
L	1.5 viiii inst coal interling project involve une consolution of a permanent important metral one or thore or the converging metra instances and a second metral one or the converging metra exceeding into actes, a) a depin of wal exceeding 15 feet, 3 an important or capacity at maximum storage elevation exceeding 35 acre-feet?	eer measured by the upstream toe of the dam at matomum storage elevation	Yes No
1.	1.6 Will this coal mining project involve underground coal mining to be conducted within 500 feet of an oil or gas well?		Yes No
2.0 Is	Is this a non-coal (industrial minerals) mining project?		🔤 Yes 🗹 No
2.	2.1 Will this non-coal (industrial minerals) mining project involve the crushing and screening of non-coal minerals other than sand and gravel?		Yes No
2.	2.2 Will this non-coal (industrial minerals) mining project involve the crushing and/or screening of sand and gravel with the exception of wet sand and gravel operations (screening only) and dry sand and materials?	I gravel operations with a capacity of less than 150 tons/hour of unconsolidated	Yes No
2	2.3 Will this non-coal (industrial minerals) mining project involve the construction, operation and/or modification of a portable non-metallic (i.e., non-coal) minerals processing plant under the authority of t BAQ-PORVACP-37	the General Permit for Portable Non-metallic Mineral Processing Plants (i.e.,	Yes No
2	2.4 For this non-coal (industrial minerals) mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters?		Yes No
2	2.5 Will this non-coal (industrial minerals) mining project involve the construction of a permanent impoundment meeting one or more of the following criteria: 1) a contributory drainage area exceeding 10 maximum storage elevation exceeding 50 error-feet?	I0 acres; 2) a depth of water measured by the upstream toe of the dam at	Yes No
	Will your project, activity or authorization have anything to do with a well related to oil or gas production, have construction within 200 feet of, affect an oil or gas well, involve the waste from respond to 3.1.3.3. If 'No', skip to Question 4.0.	such a well, or string power lines above an oil or gas well? If 'Yes',	🛄 Yes 📝 No
3.	3.1 Does the oil- or gas-related 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 b	body of water (including wetlands)?	Yes No
3.	3.2 Will the oil- or gas-related project involve discharge of industrial wastewater or stormwater to a dry swale, surface water, ground water or an existing sanitary sever system or storm water system?		Yes No
3.	3.3 Will the oil- or gas-related project involve the construction and operation of industrial waste treatment facilities?		Yes No
40 W	Will the project involve a construction activity that results in earth disturbance?		Yes 🔽 No



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:AcresSquare 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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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.







DEPARTMENT OF ENVIRONMENTAL PROTECTION Contact Us	DEP eLibrary GIS Quick Links Change Password	KE ∉ S€	Reystone Environmental offermitting System			Welcome, Kees	s bptest2
KEES Project Search Administration Work Q							Express Se
KEES Project: 1107 - Group 1-02-RPI	M Application Number: 691	Applicant: PA DOT ENGINEERING DISTRICT 02		2, 2017-01-20 11:11:41.474	Status: In Preparation	EventHistory	
pplicant Into Point of Contact	Permit Type / Background Projects / 0 G	IS Into Ve Participants Ve GIF Ve Attachmen	mts O Summary		Create PDF	Mary POE Links	
					Create PDF	View PDF Links Copy	y Applica
Coordination O Land Use	O Facilities O Encroachments						
		Land Use				Save Reset Ver	rify
	and Use Questions						
	Land Use questions apply to all municipalities and counties a and attach documentation that addresses each county and m						
	and all add to occurrentation that addresses each county and in "Is this application for an authorization on Appendix A of the (For referenced list, see Appendix A of the Land Use Policy at Note: If "No", the application is not subject to the Land Use P If "Yes", the application is subject to the policy and the A	Land Use Policy? tached to GIF instructions) folicy.	Yes	No			
	1. Is there an adopted county or multi-county comprehensive plan	?	Yes	No			
:	2. Is there an adopted municipal or multi-municipal comprehensive	• plan?	Yes	No			
	3. Is there an adopted county-wide zoning ordinance, municipal zo Note: If the applicant answers NO to either questions 1, 2 or 3 the applicant does not need to respond to questions 4 and 5 If the applicant answers YES to questions 1, 2 and 3, the	, the provisions of the PA MPC are not applicable and below.	Yes	No			
	 Does the proposed project meet the provisions of the zoning or approval? If zoning approval has been received, attach documents 		Yes	No			
	5. Have you attached Municipal and County Land Use Letters for	ha reniant?	Yes	No			

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.
 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

<u>Purpose</u>

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

<u>Outcomes</u>

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.

S Project Search Administration Work Queue Refresh Link						Look Up Expres
KEES Project: 1107 - Group 1-02-RPM	Application Number: 691	Applicant: PA DOT ENGINEERING DISTRICT 02	Created by: Kees bptest2, 2017-01-20 11:11:41.474	Status: In Preparation	Eve	ntHistory
icant Info 🔎 Point of Contact 🔎 Permit Type	Se Background Projects >O G	IS Info				
	,			Create PDF	View PDF Links	Copy Applic
Coordination > Land Use > Facilities > O	Encroachments					
		Facilitie	S		Save	
1. Will this project modify an existing facility, system or activ	vity? 💌 Yes 🤍 No					
2. Will this project involve an existing facility, system or activ	vity? Yes No					
Facility Type	I	Yes to either question, check all relevant Facility Types and DEP Fac ID# Fac	provide DEP Facility Identification numbers below.		DEP Fac ID#	
Abandoned Mine Land			Air Emission Plant		Der The Ibn	
Beneficial Land Use						
			Blasting Operation Coal Ash Beneficial Use Generator			
Captive Hazardous Waste Operation						
Captive Hazardous Waste Operation Coal Mining Operation			Coal Ash Beneficial Use Generator			
Captive Hazardous Waste Operation Coal Mining Operation Coal Pillar Location-O&G			Coal Ash Beneficial Use Generator Coal Pillar Location-Mining			
Captive Hazardous Waste Operation Coal Mining Operation Coal Pillar Location-O&G Dam Location			Coal Ash Beneficial Use Generator Coal Pillar Location-Mining Commercial Hazardous Waste Operation			
Captive Hazardous Waste Operation Coal Mining Operation Coal Pillar Location-O&G Dami Location Deep Mine Safety Oper Industrial Mineral			Coal Ash Beneticial Use Generator Coal Pillar Location Mining Commercial Hazardous Waste Operation Deep Mine Satety Op - Anthracite			
Captive Hazardow Waste Operation Coal Mining Operation Coal Pilar Location-C&G Dam Location Geog Mine Sakity Oper Industrial Mininal Encroachment Location			Coal Ash Beneficial Use Generator Coal Pilar Location-Alming Commercial Hazandous Waste Operation Deep Mine Safety Operation Bituminous			
Capther Hazardous Waste Operation Coal Ming Operation Coal Plint Location-CAG Cam Location Deep Ming Schirt/Oper Industrial Mineral Encincealment Location Encincealment Location			Doal Adu Beneficial Use Generator Doal Pilar Location-Mining Domenical Hazandous Wastle Operation Deeps Mine Staffor (2004) Deeps Mine Staffor (2004) Encouncement Location for OAG			
Capther Hazardous Watels Operation Coal Ming Operation Coal Pillar Location-O&G Coan Incation Deep Mine Safety Oper Industrial Mineral Encircationment Location Corolon A. Sedem Coal Facility OP12 Prop Plant Emissions Operation			Doal Ash Beneficial Use Generator Doal Pilat Location-Miring Demencial Hacatows Wales Operation Deep Mine Bality Operation Bitminous Breachment Location 00.6 Spitolive Bitmage Location			
Capther Hazardous Watata Operation Cost Mireg Operation Cost Mireg Operation Cost Mire Location Deep Mire Boliety Oper Industrial Mineral Encreachmet Location Forcen & Sedement Control Facility OP12 Phys Phase Emissions Operation Lond Recyclety Costerio Location			Coal Ash Beneficial Use Generator Coal Pilat Location-Miring Commercial Hazardous Walds Operation Seep Mine Statity (C) - Arthractin Deep Mine Statity (C) - Arthractin Deep Mine Statity C) Control Mine Statistics Terceachment Location for O&G Displayed Strategic Location			
Capther Hazardou Waste Operation Coal Ming Operation Coal Piller Location-OAG Dam Location Deep Ming Safety Operation Ecologin & Sediment Coarbol Facility Crocine A. Sediment Coarbol Facility CP3: Piller piller Dimensions Operation Harding Clearang Location Harding Clearang Location			Soal Ahi Benetical Use Generator Soal Pilat Coation-Miring Deer Mini Safahy Op-Amracele Deep Mini Safahy Op-Amracele Deep Mini Safahy Operation Bluminous Encodered Experison Dipoleties Biorgan Location nauted Mining Operation Mining Theory Department			
eventical Land Use Could Mining Operation Coal Mining Operation Coal Mining Operation Coal Mining Operation Deer Ministry Core Industrial Ministral Encreactment Location Coroon & Bedmit Control Facility CPT2 Phy Fart Emissions Operation Coroon Applications Uncolor Ministry Waste Operation Ministry Waste Operation Coll & Gauss Ministry Patient			Doal Ash Beneficial Use Generator Doal Pilat Location-Miring Deep Mine Eality Op - Artifractile Deep Mine Eality Op - Artifractile Deep Mine Eality Operation Bituminous Encountered Location Andattial Mineral Mining Operation Mine Danaya TimtfLand Red Ping Loc Dil & Gua Location			

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/Li	nk/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	DH:	Allows users to enter the DEP Facility ID
•	Abandoned Mine Land	Number for each Facility Type that will be modified or involved with the KEES Project.
•	Air Emission Plant	 A DEP Facility ID Number must be entered for
•	Beneficial Land Use	every Facility Type that is checked in this
•	Blasting Operation	section.
•	Captive Hazardous Waste Operation	
•	Coal Ash Beneficial Use Generator	
•	Coal Mining Operation	
•	Coal Pillar Location-O&G	
•	Commercial Hazardous Waste Operation	
•	Dam Location	







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

<u>Purpose</u>

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

<u>Outcomes</u>

Encroachment data has been entered, validated and verified.







PENARTMENT OF ENVIRONMENTAL PROTECTION	faet Us DEP-eLibrary GIS Quick Links Change Password	KE	Si Keystone Verenting System		Welcome, I	Kees bptest2
KEES Project Search Administration KEES Project: 1107 - Group: Applicant Info • Point of Co	1.02-RPM Application Number: 691	Applicant: PA DOT ENGINEERING DIST			EventHist	
Coordination See Land L	Use O Facilities O Encroachments		roachments	Cree		Copy Applica
County	Obstruction or Encreachment: Bridges, Culverb an		Watercourse, Floodway, or Body of Wate	r Relationship	Actions	Verity
ADAMS	25 MIL 8. US 30 - 01200600700000	Ales	anders Spring Creek	In		
Release: 1.0 /varia Department of Environmental Protection	on. Al Rights Reserved. <u>Privacy Policy</u>	PAI	DEP Pennsylvania		PL.	Jan 20, 2017 1

Figure 33. Encroachments

		MANACEA
Update Encroachments		_
Select County	ALLEGHENY -	
Obstruction or Encroachment: Bridges, Culverts and Enclosures	.3 MI. NW OF SR 4012	D
Bridge Id	02006500600000	D
Watercourse, Floodway, or Body of Water	Arrowhead Lakes	D
Relationship	Over 💌	
SAVE EXIT		

Figure 34. Update Encroachments

Add Encroachments	
Select County	Select One
Obstruction or Encroachment: Bridges, Culverts and Enclosures	٩
Watercourse, Floodway, or Body of Water	٩
Relationship	Select One 🔻
Save	

Figure 35. Add Encroachments







	Obstruction or Encroachment: Bridges, Culverts and Enclosures	Bridge Id	-
	1/112TH INFANTRY ALPHA CO	03006604300000	~
	ADAMS	03026802401027	
	ADRIAN NO.2	03400600700000	
	ADRIAN NO.3	03402100820000	
	APOLLO	03005600800000	
\bigcirc	BAKER HOLLOW	03203300401404	
	BANJO ROAD BRIDGE	03102000801727	
	BARREL VALLEY	03005603120484	
	BAUM PUMP STATION	03002804240221	
	BOGGSVILLE NO.1	03300400300000	~
	SELECT	EXIT	

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

<u>Purpose</u>

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

<u>Outcomes</u>

Additional Information data has been added, validated and verified.







Application Details MANAGE APPLICATION Image: Constraints Image: C

Table 31. Application Details - Coordination Tab

<u>Helpful Hints</u>

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 <u>Additional Project Information</u> area of the Manage KEES Project section of this document.

5.9 Attachments

<u>Purpose</u>

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.







Attachments

You can modify which optional Document Types are re-	quired. This	change w	ill take effect for this application only.							
								MODIFY O	PTIONAL	OR REQUIRED
Click on each Document Type to upload a document. N Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PD				ed C - R	eplace 😮 - Delete Checked Out					
Document Type	Cycle	Ver.	File Name		Description	File Size (MB)	Uplo	aded		Verified
Alternative Analysis	0	1	Alternative Analysis.pdf	c	Alternative Analysis Descripti	.0368 MB		7 10:50 AM optest2	8	NO
	0	1	Alternative Analysis 2.pdf	e	Alternative Analysis 2 Descrip	.0368 MB	04/20/201 Kees	7 10:50 AM optest2	8	
Aquatic Resource Impacts Table										
Cultural Resource										
Engineer Seal & Certification										
Environmental Assessment	0	1	Environmental Assessment.pdf	c	EA Description	.0444 MB		7 10:51 AM optest2	0	YES Verified by Kees bptest2
Erosion and Sediment Control										
Floodplain Management										
Hydrologic & Hydraulic Analysis and Report										
Eccation Map										
Municipality & County Notification										
Photographs (with Orientation Map)										
PNDI and Threatened and Endangered Species										
Site Plan and Cross Section Drawings										
PASPGP-5 Reporting Criteria Checklist										
Storm Water Management										
Wetland Determination and Delineation										
Meeting Minutes										
Project Description Narrative										
Other Documents										Ì

Figure 37. Attachments

Upload Documents to Alternative Analysis					
Valid file extensions + Choose	: doc,docx,jpg,jepg,JPG,pdf,PDF,bt,xls,xlsx,zip Maximum file size is 50 Mb Description				
+ Choose	Description				
+ Choose	Description				
	Upload Cancel				

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

Required	Document Type
NO	Meeting Minutes
YES	Project Description Narrative
NO	Other Documents
	UPDATE TABLE CANCE





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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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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:







DEPARTMENT OF ENVIRONM PROTECTION		K	EeS	stone ronmental rmitting tem		Welcome, Kee	s bptest2 Log
te KEES Project Search / Project: 1107 - Group 1 RPM	Administration Work Queue -02- Application Numb 691	er: Applicant: PA D		eated by: Kees bptest2, 017-01-20 11:11:41.474	Status: In Prepar		Express Sean
Applicant Info	Point of Contact	Permit Type > 🗲	Background Projects	ightarrow O GIS Info $ ightarrow$ P	varticipants De c	GIF O Attach	ments
				Create PDF	View PDF Links	s Cop	y Application
		Applicatio	n Summary			Delete	Application
Applicant Information							
Applicant Name: *			Federal Tax ID:		City:		
PA DOT ENGINEERING	DISTRICT 02				Clearfield		
Organization Type: PENNDOT			Address Line 1: 1924 Daisy Stree	t Ext.	State: PA	ZIP Code: 16830	
Applicant Client ID: 62168			Address Line 2: P.O. Box 342	-	*	# #	
oint Of Contact History Active Christie Lannen , 814-7(Added to project: 01/20/2	35-0563 .@ , <u>c-rapaleti@pa.</u> 017 10:56:54 AM	gov					
oint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 ermit Coordinator Robert Weed 814-765-06		<u>qov</u>					
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information KEES Project:	017 10:56:54 AM 14 ₆ ® , <u>c-rapaleti@pa.gov</u> 1	107 Group 1-02-RPM					
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information	017 10:56:54 AM 14 . @, <u>c-rapaleti@pa.qov</u> 1 C	107 Group 1-02-RPM Shapter 105 - Dam Safety	and Waterway Manageme	nt			
Point Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Permit Type Information KEES Project:	017 10:56:54 AM 14 ₆ ® , <u>c-rapaleti@pa.gov</u> 1	107 Group 1-02-RPM Shapter 105 - Dam Safety egistration Joi	and Waterway Managemen nt Permit Application Standard Application Small Project Application	nt			
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information KEES Project: Chapter: Application Type:	017 10:56:54 AM 14.0 , <u>c-rapaleti@pa.gov</u> 1 1 C General Permit Ro GP-3 GP-1	107 Group 1-02-RPM Shapter 105 - Dam Safety egistration Joi	nt Permit Application	nt			
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information KEES Project: Chapter: Application Type:	017 10:56:54 AM 14.0 , <u>c-rapaleti@pa.gov</u> 1 1 C General Permit Ro GP-3 GP-1	107 Group 1-02-RPM Shapter 105 - Dam Safety egistration Joi	nt Permit Application	nt Municipalities	State Route/Local Road	Action	5
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information KEES Project: Chapter: Application Type: Background Projects MPMS Project ID # / Name 64573 Group 1-02-RPM	117 10:56:54 AM 14	107 Group 1-02-RPM Chapter 105 - Dam Safety egistration Joi	nt Permit Application Standard Application Small Project Application			Action	ип 5
Point Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Permit Type Information KEES Project: Chapter: Application Type: Background Projects MPMS Project ID # / Name 64573 Group 1-02-RPM	14 (************************************	107 Group 1-02-RPM chapter 105 - Dam Safety egistration Joi Estimated Let Date 2002-05-09	nt Permit Application Standard Application Small Project Application Counties	Municipalities	Road	Other C Locatio	n V
Point Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Permit Coordinator Robert Weed 814-765-06 Permit Type Information KEES Project: Chapter: Application Type: Background Projects MPMS Project ID # / Name 64573 Group 1-02-RPM C	14 (************************************	107 Group 1-02-RPM chapter 105 - Dam Safety egistration Joi Estimated Let Date 2002-05-09 00:00:00.0	At Permit Application Standard Application Small Project Application Counties Counties VENANGO	Municipalities	Road	Other Cocation Detailt	s >
Voint Of Contact History Active Christie Lannen , 814-76 Added to project: 01/20/2 Vermit Coordinator Robert Weed 814-765-06 Vermit Type Information KEES Project: Chapter: Application Type: Background Projects MPMS Project ID # / Name 64573 Group 1-02-RPM	14 (************************************	107 Group 1-02-RPM chapter 105 - Dam Safety egistration Joi Estimated Let Date 2002-05-09 00:00:00.0	At Permit Application Standard Application Small Project Application Counties Counties VENANGO ection Method Code	Municipalities	Road	Other Cocation Detailt	s >

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

<u>Purpose</u>

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.

KEES Project: <u>1981 - Grp 111-15-7135-</u> Permit Type: GP-11	3	Created by	NGINEERING DISTRICT 11 : 12 04/17/2017		Status: Final Review <u>Event</u> Cycle: <u>0</u>	History		Application Numbe 1882	r	
Applicant Info	✓ Point of Contact	✓ Permit Type	Background Projects	SIS Info	> Participants	So CIF	> Attachments	O Summary		
QAQC										
Document Type		Cycle Ver	File Name		Description		File Size (MB)	Uploaded	d Verifie	ed
Applicant Information Applicant Name:										
PA DOT ENGINEERING	G DISTRICT 11									
Applicant Client ID: 62227					Organization Ty PENNDOT	pe:				
Address: 45 Thoms Run Road Bridgeville, PA 15017					Federal Tax ID:					

<u>Helpful Hints</u>

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.





Table 37. Application Summary Screen Showing Final Review Status



• 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

<u>Purpose</u>

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.

<u>Outcomes</u>

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

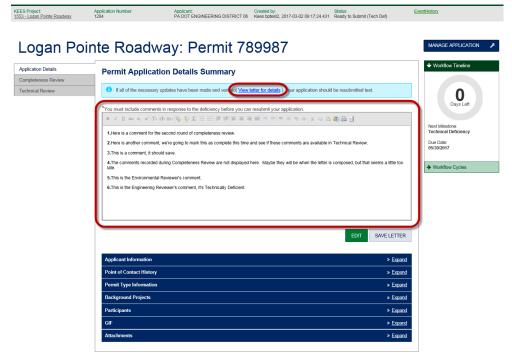


Figure 39. Permit Application Details Summary with Text Editor Open

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 verifiedThe 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:

If all of the necessary updates have been made and verified(<u>View letter for details</u>), your application should be resubmitted test.			
You must include comments in response to the	deficiency before you can resubmit your application.		
B I 🗓 alse x, x' T+ 1T+ H1+ Ta 🕵 🏌 🏒	日 注 課 課 書 書 書 書 🤊 🔍 💻 🖲 🆘 🌮 🐰 🖄 🎇 🏪 🕘		
Here are the comments provided by the applicant	it after the Incompleteness updates.		
Here is a response.			
The GIF tab was updated with new Land Use an	swers and new Encroachments.		
Here is another response.			
	1 Letter Saved Succesfully		
The attachments were re-verified.			
The attachments were re-verified. Here is the third response.			

Figure 40. Letter Saved Confirmation Message

7.2 Resubmit the Application

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

ation Details	Permit Application Details Summary
leteness Review	O If all of the necessary updates have been made and verified(<u>View letter for details</u>), your application should be resubmitted test.
thing Else Id	*You must include comments in response to the deficiency before you can resubmit your application. IP / リーム・メード・行いて行いて行っていて行って、日本・マーム・マーム・マーム・マーム・マーム・マーム・マーム・マーム・マーム・マーム
	Here are the comments provided by the applicant after the incompleteness updates. Due Date: Here is a resconse. 04022017
	The GIF tab was updated with new Land Use answers and new Encroachments.
	Here is another response. Workflow Cycles The attachments were revented. Wave the functionary of the second se
	Here is the third response.

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







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

If all of the necessary updates have been You must include comments in response to the B I I I	▲ By clicking Submit, I hereby certify, in accordance with Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to unsworn falsification to authorities, that the statements and representations set forth in this application are true and correct, and the proposed work to be permitted under the application is not in violation of any state or local law, ordinance, or regulation. This application is made for the purpose of obtaining the issuance of an environmental permit according to law. Caution You will not be able to edit the application after it is submitted.	hould be resubmitted test.
Here is the third response.	CANCEL YES, RESUBMIT APPLICATION	_

Figure 42. Resubmit Application Confirmation Window

KEES displays a confirmation message:

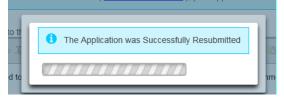


Figure 43. Confirmation that Application Was Successfully Resubmitted

7.3 Request an Extension

<u>Purpose</u>

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.

<u>Outcomes</u>

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.







Penn Branner Hotelth	INT OF EXPERIMENTAL		KE	S & Keystone Everonmental Everniting System		Contact Help Sea	L rch
KEES Pro	ject: IADS-PAVED#PATCHING	ue Quick Links • Administration • Applicant: PA DOT ENGINEERING DISTRICT Cycle: 1	Status:	Event History: <u>View Details</u> Authorization ID:	Permit Type: Standard Application APS Number:	Welcome Byme Brov Created by: Kees bptest2 04/24/2017	p*
		VED#PAT(hit # Previou		CH PGCDE I	MO FOR	MANAGE APPLICATION Create Application PDE View PDE Links Nith form Articlation	2
Review Permit I	tion Details Team Information teness Review	Permit Application	Details Summary		EDIT	Request Extension Sopp : Application	J
	al Review	Applicant Information Applicant Name: PA DOT ENGINEERING DIST	RICT 11		¥ <u>Collapse</u>	Days Left Next Milestone: Admin Incomplete	
		Applicant Client ID: 62227		Organization Type: PENNDOT		Due Date: 06/24/2017	
		Address: 45 Thoms Run Road Bridgeville, PA 15017		Federal Tax ID:		→ Workflow Cycles	
		Point of Contact History Application Point Of Contact His	story		¥ <u>Collapse</u> ₩ Previous Cycle		
		Active: David Conrac Added to project: 04/2	412-429-4984, <u>c-rapaleti@pa.gov</u>	Added to project: 04/24/29 Added to project: 04/24/2 Last Updated: 04/24/2	-4900 <u>,c-rapaleti@pa.gov</u> /2017 5:27:05 PM		
Figure 44. Man	age Applicat	Permit Coordinator	ension				
	1			Previous Cycle \	√al		
ſ							
S-P	Are	you sure you w	anted to reques	t an extension fo	or this permit app	lication?	PG

S-P Peri Permit Application Details Summary

Figure 45. Extension Request Confirmation







Pennsylvania setember of everyowarks, PA.GOV	eue Quick Links * Administration * 1	KEe	S C Knystone Environmental erfermating System		Contact Velcome Brown -
KEES Project:	Applicant: S PA DOT ENGINEERING DISTRICT In Cycle: P	tatus: Preparation (Incomplete) ermit Number: revious Cycle Val	Event History: <u>View Details</u> Authorization ID:	Permit Type: Standard Application APS Number:	Created by: Kees bptest2 04/24/2017
0328: Pern	AVED#PATC nit # Previous	s Cycle Va		EMO FOR	MANAGE APPLICATION
Review Team Permt Information Completeness Review Technical Review Correspondence	Permit Application D Applicant Information Applicant Name:				EDIT Mande Dec Date:
	PA DOT ENGINEERING DISTRIC Applicant Client ID: 62227 Address: 45 Thoms Run Road Bridgeville, PA 15017		Organization Type: PENNDOT Federal Tax ID:		06:24/2017 → Workflow Cycles
	Point of Contact History Application Point Of Contact Histor	y 2-429-4984, <u>c-rapaleti@pa.gov</u>	Jeffrey, Baker 412	Previous Cy	flapat cle
e 46 Extension Reque	Added to project: 04/24/20	017 6:59:28 PM		4/24/2017 5:27:05 PM /24/2017 6:59:28 PM	
e 46. Extension Reques	Added to project: 04/24/24	ation Details Sc KEe	Last Updated: 04		Contact Help Search
Create KEES Project: KEES Project:	Added to project: 0.424/24 Added to project: 0.424/24 St Message (Applications) Applicant: S PA DOT ENGINEERING DISTRICT IN PA DOT ENGINEERING DISTR	ation Details Sc KEe Reports	Last Updated: 04		
Create KEES Project 1922 - ROADS-PAVED#PATCHING Appleation Number: 1966	Added to project: 04/24/24 at Message (Application Applicant: PA DOT ENGINEERING DISTRICT In Cycle: P AVED#PATCC hit # Previous	Attion Details So KEE Reports HING-ME S Cycle Val	Last Uodated: 04 creen) See Protocology Levent History: <u>Mere Details</u> Authorization ID: CCH PGCD	Permit Type Standard Application APS Number:	Contact Heip Search Welcome Byrne Brown • Created by: Kees bptest2 04/24/2017 MANAGE APPLICATION P Create Application PDE Create Application PDE Mex.PDF Links
Create KEES Project My Work Qu KEES Project 1822 - ROADS-PAVED#PATCHING Application Number: 1966	Added to project: 04/24/24 Added to project: 04/24/24 Addit to project: 04/24/24 Ad	Artion Details So KECE Reports Artion Complete Preparaton (Incomplete) erret Number: revious Cycle Val HING-MEE S Cycle Val Refor this permit application. Do	Last Uodated: 04 creen) See Protocology Levent History: <u>Mere Details</u> Authorization ID: CCH PGCD	Permit Type: Standard Application APS Number:	Contact Hep Search Wolkcome Bryne Brown * Created by: Kees bptest2 04/24/2017
Completeness Review Restrict Review Restrict Review Restrict Review Review Team Review Team	Added to project: 04/24/24 at Message (Application + 1 Applicant * 8 PA DOT ENGINEERING DISTRICT In Cycle. P AVED#PATCC NOTED#PATCC Applicant Information Applicant Information Applicant Information Applicant Client ID: 6227 Address:	Attion Details So KEE Reports The Annual Complete Preparation (Incomplete) errit Number: revious Cycle Val HING-ME S Cycle Val ted for this permit application. Do etails Summary	Last Uodated: 04 creen) See Protocology Levent History: <u>Mere Details</u> Authorization ID: CCH PGCD	Permit Type: Standard Application APS Number:	Contact Heg Search Wakcone Bryne Brown Created by: Kees bytest2 04/24/2017 MANAGE APPLICATION Create Application PDE Mark Definition Cancel Extension Cancel Extension
Completeness Review Restrict Review Restrict Review Restrict Review Review Team Review Team	Added to project: 04/24/24 at Message (Application Applicant: S PA DOT ENGINEERING DISTRICT In Cycle: P AVED#PATCO Applicant Mame: PA DOT ENGINEERING DISTRIC Applicant Information Applicant Information Applicant Client ID: 6227	Artion Details So KEC Artion Details So KEC Artion Details So Kec Artion Details So Artion Details So Artion Details So HING-ME So Cycle Val HING-ME So Cycle Val ted for this permit application. Do Article So Article Article So Article Article So Article Article Ar	Last Uodated: 04 rreen) Commentation ID: CCH PGCCD CCH P	Permit Type Standard Application APS Number: EMO FOR V 24	Contact Heg Search Violacono Dyno Brown Contact Application Search Contact MONAGE APPLICATION Implication Search Implication Contact Application PDE Monage Search Search Implication Contact Application PDE Monage Search Sear

Figure 47. Manage Application - Cancel Extension







evious cycle val

sion has been required	Lested for this permit application. Do not withdraw due to inactivity.		
€	CANCEL CANCEL EXTENSION		
rmation		A	
me: GINEERING DISTI	RICT 11		

<u>Helpful Hints</u>

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





Figure 48. Permit Cancellation Confirmation



8.0 Acknowledge Apprisal

<u>Purpose</u>

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:

- <u>Acknowledgement of Apprisal</u>
- PASPGP-5 Self Certification
- <u>Completion Report</u>

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.

	thorized.	Jpload the	Permittee	Response Docur	ments and acknowledge.	
ecision Package						♦ <u>Collapse</u>
File Name					Description	Created By
Water Obstruction and Encroac Issuance	hment Pe	rmit (WOE	<u>P)</u>		Cover Letter	KEES Test5 on 04/20/2017
Water Obstruction and Encroac	hment Pe	rmit			Permit Letter	KEES Test5 on 04/20/2017
ermittee Response Documents Filename	Сус	Ver D	escriptio	n	Created By	✓ <u>Collapse</u> Actions
	ients					No records found
Add Permit Response Docum						✓ Collapse
Add Permit Response Docum ermit Issuance Documents						* <u>Conapse</u>
		Сус	Ver	Description		Created By
ermit Issuance Documents ilename	×	Cyc 0	Ver 1	Description		
ermit issuance Documents	x			Description		Created By







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

	s for attachments include: doc, d	locx, jpg, pdf, txt, xls, xlsx.	
+ browse	Description Description		
+ browse	Description		
	UPLOA	DCANCEL	
			li

Figure 50. Window for Uploading Documents with Browse Function Highlighted







Upload Documents	
Valid file extensions for attachments include: doc, docx, jpg Maximum size for attachment is 50 Mb.	g, pdf, txt, xls, xlsx.
+ browse Permit Response Document 1.docx	This is a Permit Response Document
• browse	Description
+ browse	Description
UPLOAD	CANCEL

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 t 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		es the Upload Documents window without uploading selected Iments	

Table 40. Functional Fields in the Correspondence screen







By continuing, you are acknow and signed ACKNOWLEDGM section.					ns associated to this permit. T Form. A copy of this can be for		
					PERM	AIT CONDITIONS ACKNO	WLEDGED
Decision Package							
File Name					Description		Created By
Water Obstruction and Encroact	nment Pe	ermit (WC	DEP)		Cover Letter	KEES Test5 0	n 04/20/2017
Water Obstruction and Encroact	nment Pe	ermit			Permit Letter	KEES Test5 o	n 04/20/2017
Permittee Response Documents							
Filename	Cyc	Ver	Descriptio	n	Created By	Actions	
Permit Response Document 1.docx	0	1	This is a P Document	ermit Response	Kees bptest2 on 04/27/2017	Delete	C Replac
Add Permit Response Docume	ents						
Permit Issuance Documents		Сус	Ver	Description		Created By	
						KEES Test5 on 04/27	/2017
Filename	:	0	1				
Permit Issuance Documents Filename Acknowledgement of Apprisal.docx PASPGP-5 Conditions.docx		0	1			KEES Test5 on 04/27	/2017

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







NGINEERING DISTRICT. Conditionally Authorized (Acknowle.	event History: <u>Vew Details</u>	Permit Type: Standard Application	Created by: Kees bptest2 04/20/2017
010203	Authorization ID:	APS Number:	
twopty: Dormit # 0	10202		MANAGE APPLICATION
	10203		
respondence			Select a cycle to view
The permit is acknowledged.			Cycle 0 (current cycle)
			View Selected Cycle
sion Package		¥ Co∥aps	
Name	Description	Created By	у
	Cover Letter	KEES Test5 on 04/20/2017	7
er Obstruction and Encroachment Permit	Permit Letter	KEES Test5 on 04/20/2017	7
ittee Response Documents		» Expand	d
it Issuance Documents		» Expand	d
r is u	I twenty: Permit # 0 rrespondence The permit is acknowledged. Ision Package Name ter Obstruction and Encroachment Permit (WOEP) uance ter Obstruction and Encroachment Permit hit lesuance Documents hit Issuance Documents	The permit is acknowledged. ision Package P Name Description ter Obstruction and Encroachment Permit (WOEP) Cover Letter ter Obstruction and Encroachment Permit httee Response Documents	Trespondence The permit is acknowledged. ision Package Callage Name Description Created B ter Obstruction and Encroachment Permit (WOEP) Cover Letter KEES Test5 on 04/20/201 uance ter Obstruction and Encroachment Permit Permit Letter KEES Test5 on 04/20/201 anitee Response Documents > Expan

Figure 53. Correspondence Screen Showing Conditions Acknowledged

<u>Helpful Hints</u>

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.

KEES Project: 627 - NEWARK ROAD Application Number: 667	Applicant: PA DOT ENGINEERING DISTRICT Cycle: 0	Status: In Preparation Permit Number:	Event History: <u>View Details</u> Authorization ID:	Permit Type: Standard Application APS Number:	Created by: pduat test60 05/01/2017	
Applicatio	on Details			1	MANAGE APPLICATION	¥
Applicant Info O Po	int of Contact >0 Permit Type >0	Related Projects O GIS Info	O Participants	xerty Owner > O GIF	% View PDF Links nary Create PDF Oelete Application	¥ <u>Collapse</u>

9.1 Delete an Application

<u>Purpose</u>

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.

KEES Application Information	×
Are you sure you want to permanently delete your application	tion?
YES NO	

<u>Helpful Hints</u>

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

<u>Purpose</u>

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.

ts	Copy Application	nin
ľ	Are you sure you want to copy this application?	l
eg	✓ YES × NO	nty

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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







Create KEES Project Mr Work O	eue Quick Links ▼ Administration ▼ Reports	KEES E Erstone		Contact Pelp Search Welcome Byrne Brown •	Â
KEES Project: <u>1522 - George - Group 06-16-PD6</u> Application Number: 1242	Applicant: Status: PA DOT ENGINEERING DISTRICT Under Teel Cycle: Permit Nun 1 999-888-77	nber: Authorization ID:	Permit Type: GP-11 APS Number:	Created by: Kees bptest2 02/27/2017	
George - C	Control Control History Permit Application Details Applicant Information Applicant Name: PA DOT ENGINEETING DISTRICT 06 Applicant Client ID: 62189 Address: 7000 Geordes Blvd. King of Prussia, PA 19406 Point of Contact History Application Point Of Contact History Point of Contact History Application Point Of Contact History Point Of Cont	Organization Type: PENNDOT Federal Tax ID: 10-205-	888-7777 Collapse Collapse Collapse	MANAGE APPLICATION Create Application EDE Your PDE Link Your PD	
	Charles (Chuck) Davies , 610-205 c-hvernulap@pa.goz	-6670 ,			,
Create KEES Project MEES Project 1522 - George - Group 06-16-PDG Application Number: 1222		mber: Authorization ID:	Permit Type: GP-11 APS Number:	Contact @ Peip Q Search Heip Q Search Welcome Byrne Brown * Created by: Kees bytest2 0/22/7/017	

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.







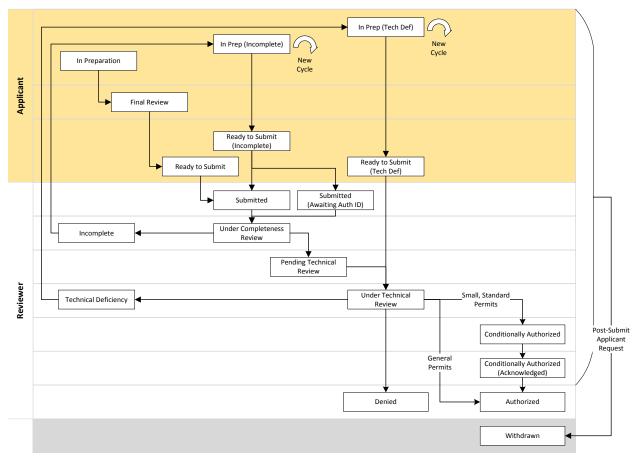


Figure 54. KEES Process Flow

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:

- <u>In Preparation</u>: 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.
- <u>Final Review</u>: 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).







- <u>**Ready to Submit:**</u> 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.
- <u>Ready to Submit (Incomplete)</u>: A submitted application deemed Incomplete by DEP has been amended and Verified by the Applicant. Searching and Reporting functionality displays this Application as Incomplete.
- **<u>Technical Deficiency</u>**: DEP has identified the Application as technically deficient and returned it to the Applicant. The Application appears in the Applicant's work queue.
- <u>In Preparation (Tech Def)</u>: 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.
- **<u>Ready to Submit (Tech Def)</u>**: 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.
- <u>Conditionally Authorized</u>: 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:

- <u>Submitted</u>: 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.
- <u>Under Completeness Review</u>: 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.
- **<u>Pending Technical Review</u>**: The Application has been designated as Complete, but DEP has not begun the Technical Review for the application.
- <u>Under Technical Review</u>: Following a successful Completeness Review, DEP opens a Pending Technical Review Application and performs a Technical Review.
- **<u>Conditionally Authorized (Acknowledged)</u>**: 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).
- **Denied:** 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	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,
DEP Section Chief	Northcentral Regional Northeast Regional Southwest Regional	Main SME for the Completeness and Technical Review. Manage the entire workflow process. Can assign any user in their region to a team.	Complete Bulletin Dates, Complete Permit Number, Upload DEP Documents, Work Queue, My Section Work Queue (Section Chief Only), All DEP Read Only
DEP Environmental Supervisor	Southcentral Regional Southeast Regional	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 BP ACOE Reviewing Office Chief	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 <u>Receive email notifications</u>
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,
BP PHMC COMMENTER	N/A	Pennsylvania Historical and Museum Commission (State) that reviews applications and provide feedback to DEP	Printing, Reporting Downloading attachments
BP PGC COMMENTER	N/A	Pennsylvania Game Commission (State) that reviews applications and provide feedback to DEP	Receive email notifications
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

<u>Purpose</u>

- 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

Pennsylvania Protection Missionweitrik	Pennsylvania Inductor Machine PA		Kees keystone Environmental ePermitting System		Contact Help Search
Create KEES Project My Work	Queue Quick Links Administration	Reports			Welcome pdtm kees131 -
KEES Project: 23 - GROUP #6-02-ST08 Application Number: 23	Applicant: PA DOT ENGINEERING DISTRICT Cycle: 0	Status: In Preparation Permit Number:	Event History: <u>View Details</u> Authorization ID:	Permit Type: GP-11 APS Number:	Created by: pdfm kees131 05/26/2017
	Application Details				IANAGE APPLICATION
Applicant Information Applicant Name: PA DOT ENGINEERING DI	STRICT 06				stranstructure 2 Leiete Application

Applicant Name: PA DOT ENGINEERING DISTRICT 06					
Applicant Client ID: 62189					
Address:					

Organization Type: PENNDOT Federal Tax ID:

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

Create KEES Project	ct My Work	Queue Quick Links • Administration •	Reports			Welcome Byrne Brown
	reate Pl	DF				
GP-11			PDF Documen	t Selection		
1	Select/Desele	Desument Trees		Documents		
		Document Type	Cycle	Version	Document Name	
App		Alternative Analysis	0 1 1	1 2 1	Desert.jpg Bog Turtle Raw Data.txt Desert - Copy.jpg	
		Aquatic Resource Impacts Table	0	1	Hydrangeas.jpg	
Applicant In		Engineer Seal & Certification	0	1	Koala.jpg	
Applicant		Environmental Assessment	0	1	Jellyfish.jpg	
PADOTI		Erosion and Sediment Control	0	1	Penguins.jpg	
Applicant		Hydrologic & Hydraulic Analysis and Report	0	1	Tulips.jpg	
62189		Location Map	0	1	Lighthouse.jpg	
		Municipality & County Notification	0	1	Desert.jpg	
Address: 7000 Gee		Photographs (with Orientation Map)	0	1	Hydrangeas.jpg	
King of P		PNDI and Threatened and Endangered Species	0	1		-
		Site Plan and Cross Section Drawings	0	1	Jellyfish.jpg	
_		PASPGP-5 Reporting Criteria Checklist	0	1	Lighthouse.jpg	
Point Of Co		Wetland Determination and Delineation	0	1	Hydrangeas.jpg	~
Applicat		Document Count: 0	Document Size: 0.00 MB			D⊋
		CREATE PDF			CANCEL	







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

CREATE PDF				
		Event History		
Event	Action	Date	Status	User
Letter &/or Recommendation Rejected	Reject	03/30/2017 14:49	Under Technical Review	KEES Test27
Response Sent to Approver	Submit for Approval	03/30/2017 14:47	Under Technical Review	KEES Test5
		03/30/2017 14:47	Under Technical Review	KEES Test5
		03/30/2017 14:45	Under Technical Review	KEES Test5
Lead Reviewer Recorded Recommendation	Lead Reviewer Recorded Recommendation	03/30/2017 14:44	Under Technical Review	KEES Test5
Lead Reviewer Recorded Recommendation	Lead Reviewer Recorded Recommendation	03/30/2017 14:42	Under Technical Review	KEES Test5
Lead Reviewer Recorded Recommendation	Lead Reviewer Recorded Recommendation	03/30/2017 14:37	Under Technical Review	KEES Test5
		03/30/2017 14:33	Under Technical Review	KEES Test5
Lead Reviewer Recorded Recommendation	Lead Reviewer Recorded Recommendation	03/30/2017 14:28	Under Technical Review	KEES Test5
Engineering Reviewer Completed	Engineering Reviewen Completed	03/30/2017 14:03	Review	KEES Test25

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.

<u>Purpose</u>

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.

<u>Outcomes</u>

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

10.6.2.1 Applicant Work Queue

<u>Purpose</u>

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)

<u>Outcomes</u>

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



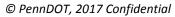




<u> </u>							
My Wor	k Queue						
In Preparation 376							» Expand
Final Review 4							× <u>Collapse</u>
Project ¢	Application/Permit ID 0	Permit Type \$	KEES Role \$	Applicat	Cycle Number \$	Anticipated Approval Date \$	Submitted Date ¢
1822 - ROADS- PAVED#PATCHING- MECH PGCDEMO FOR 0328	<u>1668</u>	GP-11 & GP-8	Application Creator	PA DOT ENGINEERING DISTRICT 02	0		
1583 - SYSTDEMO030217	1313	GP-8	Application Creator	PA DOT ENGINEERING DISTRICT 02	0		03/02/2017
1422 - Group 06-16-CD5 test	1082	GP-11			0		
1553 - Logan Pointe Roadway	1515	GP-11 & GP-8	Application Creator	PA DOT ENGINEERING DISTRICT 02	0		
Ready to Submit 8							» Expand
Technical Deficiency]						» Expand
Incomplete 0							» Expand
Authorized 1							» Expand
Conditionally Authorized	1						» Expand
In Preparation (Incomple							* Expand
In Preparation (Tech Def	Preparation (Tech Del) 5 > Expand						

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 t 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.

KEeS	Contact 9 QQ

My Work Queue

Pending Technical R	eview 🛛						» Expand
Under Technical Rev	iew 1						* <u>Collapse</u>
Project ¢	Application/Permit ID 0	Permit Type ≎	KEES Role 0	Applicant o	Cycle Numbe	Anticipated Approval Date ©	Submitted Date \$
1910 - NJB SAP	1805 / 1234560	Small Project Application	Environmental Reviewer	PA DOT ENGINEERING DISTRICT 02	1		04/19/2017
		1	1	1			

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

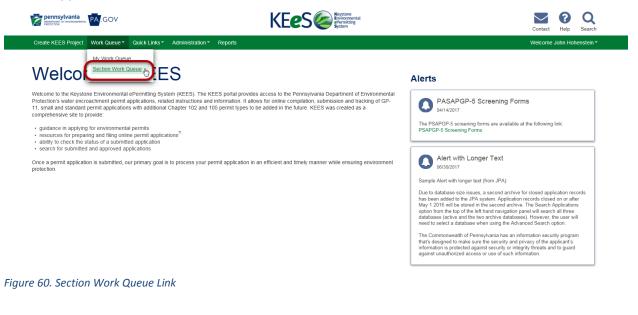
10.6.2.3 Reviewer My Section Work Queue

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.









PA.GOV





Section Work Queue

Select One	
Select One	
Graham-Rita	
Hohenstein-John	
Rocco-Dominic	
Vlot-Christian	

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

3

Table 52. Section Work Queue Menu Fields

10.6.2.4 ACOE Work Queue

<u>Purpose</u>

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

Outcomes

pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

	KEeS	Contact ? Q Help Search
Create KEES Project My Work Queue Quick Links - Adm	nistration - Reports	Welcome Andrew Zwolinski -

My Work Queue

							» Expand
Under Completeness Revi	ew 44						» Expand
Pending Technical Review	1 3						¥ <u>Collapse</u>
Project \$	Application/Permit ID \$	Permit Type \$	ACOE Status \$	Applicant ¢	Cycle Number 🗢	Anticipated Approval Date \$	Submitted Date 🔺
1809 - Nancy's SE Regional	1645 / DEMo PGC12	GP-11	Eligible for PASPGP-5 and Reporting	PA DOT ENGINEERING DISTRICT 06	0	05/16/2017	03/27/2017
2243 - NJB Group 06-16- MD6	2370 / 98784868	Standard Application	Eligible for PASPGP-5 and Reporting	PA DOT ENGINEERING DISTRICT 06	0	08/10/2017	05/18/2017
2243 - NJB Group 06-16- MD6	2401 / 708090	Standard Application	Eligible for PASPGP-5 and Reporting	PA DOT ENGINEERING DISTRICT 06	0	08/10/2017	05/19/2017
Under Technical Review	30						» Expand
Pending Decision Review	12						» Expand







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)

<u>Purpose</u>

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.

<text><text><text><list-item><list-item><list-item><list-item><list-item><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></list-item></list-item></list-item></list-item></list-item></text></text></text>		KEeS & Konstantered	Contact Help Search
<text><text><list-item><list-item><list-item><list-item><list-item><text><list-item><list-item><list-item><list-item><text></text></list-item></list-item></list-item></list-item></text></list-item></list-item></list-item></list-item></list-item></text></text>	Create KEES Project My Work Queue Quick Linl	ks ▼ Administration ▼ Reports	Welcome Byrne Brown -
0 2010, Pennyskana Department of Environmensa Protection. All Rights Reserved. Privacy Palloy	Welcome to the Keystone Environmental ePermiting S Protection's water encreachment permit applications, in 1,1 small and standard permit applications with addition comprehensive site to provide.	viser (KEES). The KEES potal provides access to the Pennsylvania Department of Environmental elated instructions and information. It allows for online compliation, submission and tracking of GP-nal Chapter 102 and 105 permit types to be added in the future. KEES was created as a list to process your ications al is to process you Search Search Dep Permit # Authorization ID Dep Permit # Authorization ID PP S #	<text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text>
	© 2016, Pennsylvania Department of Environmental Protection. All Rights Reserved. Privacy Policy		

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

<u>Purpose</u>

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







Pennsylvania Benerativ of Americana	KEES Krystone System	Contact Help Search
Create KEES Project My Work Queue Quick Links - Administ	ration - Reports	Welcome Byrne Brown -
Protection's water encreachment permit applications, "elited instruction 11, small and schardar permit applications with additional Chapter 102 comprehensive site to provide: = euclide for proparing and filing online permit applications = ability to check the status of a submitted application = earch for submitted and application is submitted, our primary goal is to process protection.	The KEES portal provides access to the Pennsylvania Department of Environmental ns and information. It allows for online complation, submission and tracking of GP- and 105 permit types to be added in the future. KEES was created as a Search **	And the second s
Release: 1.0 2016, Pennsylvania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>		Wed, Apr 10, 2017 12:54:43 PM

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

<u>Helpful Hints</u>

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

<u>Purpose</u>

- 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

Pennsylvania Anthenio i Charloweaka, PA. GOV	KEES Keventing	Contact Help Search
Create KEES Project My Work Queue Qu	ck Links - Administration Reports	Welcome Byrne Brown *
Reports	g with the report type and format you would like to create.	
Туре	Description	Actions
Report.0007	KEES Application Final Disposition	Create Excel Cata Only Create PDF
Report.0047	KEES Applications In-Progress & Submitted	Create Excel Create Excel (Data Only)

Figure 65. KEES Reports Window

Field/Link/Button Name	Description
Reports	A link on the KEES banner to the Reports screen
Туре	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







	enstania Martine Constantes	Contact Heip Search	
ϰ EES - Keystone Envir	e KEES Project My Work Queue Quick Links- Admini	Welcome Byrne Brown -	PDIF-BOBJ-Gateway a service provided by PDIF
	onmental epermit		a service provided by PLIP
Available parameters for the selected report			*Marked parameters are mandatory
Choose Status: #DMIN_INCIM ADMIN_REV ADMIN_REV			
Adam, Rev A			
PENUT AUTH PERMIT AUTH PERMIT DENY RUVSBT, INC SUBMITTED			
Cascading Parameters Group			
Choose Penndot District: 01 03 03 05 00 08 11			
06 08 11 ALL			
Select DEP Region:			
End of Cascading Parameters Group			
Show Report			

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







	Penns Aania Hourse Pressance PAR.GOV	KEeS	Contact Help Search	
KEES - Keystor Report REESCO1	Counte REES Project My Work Queek Leals - Admid ne Environmental epermit		Weldome Byrme Brown +	POIF-BOBLIGateway a service provided by PDIF
Available parameters for the seticidel report Crosse Status ROMON_TRAV COURT_RAV COURT_RAV ROMON_TRAV ROMON_				 Model parameters are mandatory
Casadrig Parameters Group Choose Periodic Datrict 12 13 13 14 14 14 14 14 14 14 14 14 14				
Salect DEP Region				

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.

<u>Outcomes</u>

• 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.

<u>Purpose</u>

- 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:

Pennsylvania Internet of involutionality. Contact Us DEP eLibrary OIS Quick Links Change Passe	word KEeS & Fristoneral System	Wetcome, Kees lightest2 Logout
Create KEES Project Work Queue Refresh Link		Look Up Express Search
KEES Project: Application Number: <u>2- Group 06-10-BD6</u> 501	Applicant: Created by: Status: PA DOT ENGINEERING DISTRICT 03 Kees bptest2, 2016-12-30 08:02:18:528 In Preparation	EventHistory
GIF Information Coordination Coordination Condition Cond	chments O Additional Info	OF GIF O Attachments O Summary OPY APPLICATION VIEW POF LINKS CREATE POF SAVE
3. Are you done with the Facility/Subfacility data 'Ready to Submit' i	n Greenport? 💮 Yes 🔘 No	Citck here to go to Greenport District Falling to citics Needy for Salarier batters in the Facility Data system will result in an Neerspitels Salabicity encrisis the eFACTS system and this spatiation will be repetided by DEFA. The problems accessing the DEF Isolity data, please contact DEP Reliades at 707-705-3780 or disgoreeporthip/des@jattle pa.os

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

<u>Purpose</u>

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

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

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

<u>Outcomes</u>

KEES displays its landing page.

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

<u>Helpful Hints</u>

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
 - o Help
 - o Contact Us
 - o DEP Library
 - o GIS
 - PA Department of Environmental Protection
 - o 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

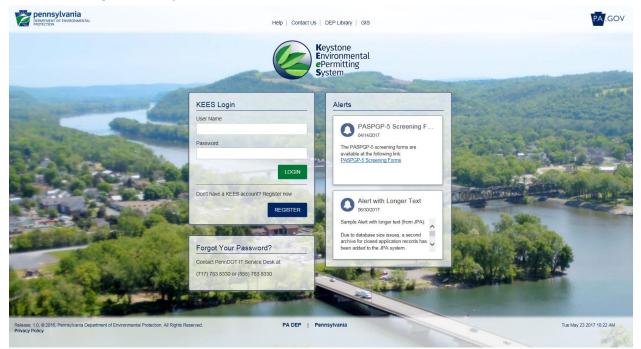


Figure 69. KEES Login Screen

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

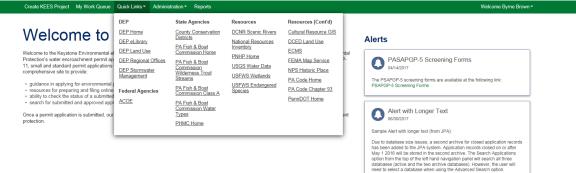
Table 59. KEES Login Screen

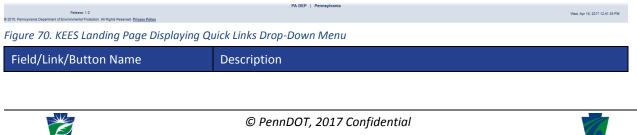
Pennsylvania Denativistr of Envisionmentus. PA.GOV





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.











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

<u>Helpful Hints</u>

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

<u>Purpose</u>

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.

	KEeS & Hydrorental System	Contact Pelp Search
Create KEES Project Work Queue - Quick Links - Administration	tion * Reports	Welcome John Hohenstein -
Update User Accoun	t Information	Line Count Actions
	tur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo co nus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus molis orci, sed rhoncus sapien nunc eget. Fields mar	
User ID pdtstkees5	★ Trile Supervisor	pdtstkees5
Employer/Organization: SE	Full Name: John Hohenstein	User Role(s): Engineering Reviewer DEP Section Chief
E-mail Address c-kratakon@pa.gov	Role: Engineering Reviewer , DEP Section Chief , Environmental R	Environmental Reviewer eviewer , Lead Reviewer
* Phone Number. 7177319569	Extension:	
		CANCEL SAVE USER ACCOUNT INFO

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.</user>		
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.

<u>Outcomes</u>

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







Project: Application Number: <u>LP-IP Test Project #2</u> 2440	Applicant:	Creat	ted by:	Status:	EventHistor	
			ia <a 1="" 2="" th="" 🕨<=""><th>14</th><th></th><th></th>	14		
	Event	Action	Date	Status	User	E PDF
olication Details	Letter and Recommedation Approved	Accept	04/04/2017 15:13	Authorized	Dominic Rocco	
icant Information	Letter & Recommendation Sent to Approver	Submit for Approval	04/04/2017 15:09	Under Technical Review	John Hohenstein	
plicant Name: DOT ENGINEERING DISTRICT 06		Reject	04/04/2017 14:57	Under Technical Review	Dominic Rocco	
plicant Client ID: 189	Letter & Recommendation Sent to Approver	Submit for Approval	04/04/2017 14:32	Under Technical Review	John Hohenstein	
dress:	Environmental Reviewer Completed	Environmental Reviewer Completed	04/04/2017 14:18	Under Technical Review	John Hohenstein	
0 Geerdes Blvd.			02/16/2017 18:38		DefaultFullName	
ng of Prussia, PA 19406			02/16/2017 18:36		DefaultFullName	
			02/16/2017 18:34	Under Completeness Review	DefaultFullName	
t Of Contact	Application Submitted	Submit Application	02/16/2017 18:21	Submitted	DefaultFullName	
Or Contact		Verify QA_QC checklist	02/16/2017 18:21	Ready to Submit	DefaultFullName	

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

<u>Purpose</u>

- 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

<u>Purpose</u>

- 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.

Pennsylvania Denamian or invisionmenter Protection	KEeS		Contact Help Search
Create KEES Project My Work Queue Quick Links *	Administration - Reports		Welcome Byrne Brown -
KEES Project: 2161 - Blue-Gray Hwy Resurface	Applicant: PA DOT ENGINEERING DISTRICT 08	Created by: Kees bptest2, 2017-05-03 12:23:16.	326
KEES Project De	tails		ADD APPLICATION EDIT
KEES Project Information			
KEES Project Name: Blue-Gray Hwy Resurface			
Start Date:	End Date:		
Project Short Description:	End Date:		
Project Short Description: Resurface US 15 south of Turnpike Interchange to no			
Project Short Description: Resurface US 15 south of Turnpike Interchange to no Applicant Information Applicant Name:			
Project Short Description: Resurface US 15 south of Turnpike Interchange to no Applicant Information Applicant Name: PA DOT ENGINEERING DISTRICT 08 Applicant Client ID:	th of Lisburn Road Interchange Upper Allen Township Organization Type:		
Project Short Description: Resurface US 15 south of Turnpike Interchange to no Applicant Information Applicant Name: PA DOT ENGINEERING DISTRICT 08 Applicant Client ID: 62206 Address: 2140 Herr Street	th of Lisburn Road Interchange Upper Allen Township Organization Type: PENNDOT		

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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.







Pennsylvania Pennetismi of Evidenmenter Profession	KEeS	8	Contact Help Search
Create KEES Project My Work Queue Quick Links	Administration Reports		Welcome Byrne Brown *
KEES Project: 2161 - Blue-Gray Hwy Resurface	Applicant: PA DOT ENGINEERING DISTRICT 08	Created by Kees bptest2, 2017-05-03 12:23:16.926	
KEES Project In	ormation		ADD APPLICATION
KEES Project Info Applicant Info Point Of Co	tact Background Projects GIS Information Participants GIF	PNDI Permit Applications Project Summary	
KEES Project Information			
* KEES Project Name:			
Blue-Gray Hwy Resurface			
Start Date:	End Date:		
	0		0
* Project Short Description:			
Resurface US 15 south of Turnpike Interchange to north of Lisbu Upper Allen Township	m Road Interchange		0
1893 characters remaining			
At least one Related Background Project, County, and SF Related Background Project List	/Local Road must be specified before an application can be added to this KEES proj	ect.	
Related Background Project List			
Project Number: 107813 Project Name: Blue-Gray Project Short Description: Resurface US 15 south of	Hwy Resurface Estimated Let Date: Turnpike Interchange to north of Lisburn Road Interchange Upper Allen T	ownship	
Counties	Municipalities	State Route/Local Road	
Cumberland	Cover allen	♦ 15 View Details ● 8005 View Details	
		-	

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

Other Location Details

Se	lected					U	nSelected				
	SegmentFrom	SegmentTo	OffsetFrom	OffsetTo	Section		SegmentFrom	SegmentTo	OffsetFrom	OffsetTo	Section
	10	10	0	931	0	→	250	250	0	1045	0
	500	500	0	844	0	+	750	750	0	992	0
						÷					
						14-					



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



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

Figure 74. View Details: Other Location Details

County	AF	
Select One	~	
Municipalities		
		, p

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						
Seaver 🔓	Center Add Municipalities	Add State Route/Local Road						
Sedford	Add Municipalities	Add State Route/Local Road						
Add new counties/municipalities								

Figure 76. Isolated Data







ounty: EAVER	COUNTY:		
	BEAVER		
lunicipalities	State Route:	-OR-	Local Road:
٩	Select One	-	
ALIQUIPPA City			
AMBRIDGE Borough BADEN Borough	Segment:		Section:
BEAVER Borough	Select One	-	
BEAVER FALLS City			
BIG BEAVER Borough BRIDGEWATER Borough	Offset: From		Offset: To
BRIGHTON Township			
CHIPPEWA Township			

Figure 77. Add Municipalities

Figure 78.Add State Routes and Other Details

Field/Link/Button Name	Description
0	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

<u>Purpose</u>

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

<u>Outcomes</u>

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.







Pennsylvania Protection of Divisionalevial PA.GOV	KE	ES E Krystone Evyronnental System		Contact Help Search
Create KEES Project My Work Queue Qui	ck Links - Administration - Reports			Welcome Byrne Brown -
KEES Project: <u>1935 - YRTEST-SYST4/14/17</u> Permit Type: GP-8	Applicant: PA DOT ENGINEERING DISTRICT 11 Created by: Kees bptest2 04/14/2017	Status: In Preparation <u>EventHistory</u> Cycle: <u>0</u>	Application Number: 1829	
Application D	etails		MANAGE APPLICATION	F
Applicant Information			C Edit	
Applicant Name: PA DOT ENGINEERING DISTRICT 11			Create PDF Delete Application	
Applicant Client ID:		Organization Type:	Mithdraw Application	

Federal Tax ID:

45 Thoms Run Road Figure 79. User Opens a KEES Application

Address

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

<u>Purpose</u>

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
 - o Create a PDF
 - Delete an Application
 - Withdraw an Application







Pennsylvania Internet of tevelowerer, PA.GOV			KEeS Ervoromental Permitting System		Contact Help Search	î
Create KEES Project My Work Que	ue Quick Links * Administration *	Reports			Welcome pdtm kees131 -	
23 - GROUP #6-02-ST08 Application Number:	Applicant: PA DOT ENGINEERING DISTRICT Cycle: 0	Status: In Preparation Permit Number:	Event History: <u>View Details</u> Authorization ID:	Permit Type: GP-11 APS Number:	Created by: pdtm kees131 05/26/2017	
Applicatior	n Details			_	MANAGE APPLICATION	

App	lication	Detai	IS	

Applicant Information		Create PDF Delete Application
Applicant Name: PA DOT ENGINEERING DISTRICT 06		
Applicant Client ID: 62189	Organization Type: PENNDOT	

Figure 80. User Edits a KEES Application

Field/Link/Button Name	Description
<application tabs=""></application>	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.

DEPARTMENT OF ENVIRONMENT	pennsylvania Robertow v monocolative Robertow v monoco							Welcome, KEES Test3 Logout				
Create KEES Project Work Queue	Refresh Link											Look Up Express Search
	KEES Project: 1571 - Test script first	Applicatio 1298	n Number:	Applicant: PA DOT ENGINEER	ING DISTRICT 02	Created by: Kees bptest2, 201	7-03-03 10:28:24.887	Status: In Preparation		EventHistory		
1	Applicant Info	Point of Contact	>• Permit Type >0	Background Projects	O GIS Info	O Participants	O Adjoining Pro	perty Owner 🔀	e gif >0 Attact	hments >0 Summary		
								COP	Y APPLICATION	VIEW PDF LINKS	CREATE PDF	
										Checked Out B	y : Kees bptest2	2
	Related Projects										¥ Collapse	
	_				Rel	ated Projects						
	Related Projec	t # Related Project Na	me Description	Estimated Let D		ounties	Primary	Municipalitie	es State Route	/Local Road Act	ions	
	No records found	d.										

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.

ou have been inactive for more than 25.0 minutes. To remain Logged in, click	ou have been inactive for more than 25.0 minutes.To remain Logged in,click ne "Stay Logged in" button.	Inactivity Warning	
	Time remaining before you are automatically signed out: 04:10	· · ·	l in,click
Time remaining before you are automatically signed out: 04:10		ne "Stay Logged in" button.	
	Ctay Logged In	Time remaining before you are automatically signed out: 0	4:10

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

Logout Successful
Byrne Brown, You have been Successfully logged out. Would you like to login again?
GO TO LOGIN

Figure 83. Logout Successful: Login Again?

Field/Link/Button Name	Description	
Go to Login	Returns the user to the KEES login screen	
	© PennDOT, 2017 Confidential	
pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION	Page 127	pennsylvania DEPARTMENT OF TRANSPORTATION



Table 69. Logout Successful: Login Again?

10.8.8 User Session Times Out; User Does Nothing

<u>Purpose</u>

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.

Your Session Timed Out	J.
Byrne Brown, You have been logged out due to inactivity You will need to login again.	- 0
GO TO LOGIN	

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

<u>Purpose</u>

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.

<u>Outcomes</u>

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







2101 - Due-Gray Hwy Resultace Application Number: 2136	PA DOT ENGINEERING DISTRICT. Cycle: 0	Permit Number:	<u>view Details</u> Authorization ID:	APS Number:	Rees optest2 upropri2	
Applicatio	n Details			MA	NAGE APPLICATION	P
O Applicant Info O Poin	t of Contact 💙 O Permit Type 📏 O	P Related Projects >O GIS Info	O Participants D GIF	O Attachments >O Summary		
Coordination Land Us The required questions must be an	Se O Facilities O Encroachmer					
Required fields missing or in	valid					
Land Use Questions Land Use questions apply to	all municipalities and counties associate	ed with this application. Answer the ques	stions once and attach documentat	ion that addresses each county and	municipality associated with this a	pplication
	ization on Appendix A of the Land Use P he application is subject to the policy an			ed to GIF instructions) Note: if "No"	, the application is not subject	Yes No
Additional Information *1. Is there an adopted county or m	ulti-county comprehensive plan?					Yes No
Additional Information		6				

10.8.10 User Saves KEES Data

<u>Purpose</u>

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.

<u>Outcomes</u>

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

Eand Use questions apply to all municipalities and counties associated v	th this application. Answer the questions once and attach documentation that addresses each county and municipality associated with	is application	
Is this application for an authorization on Appendix A of the Land Use Polition to the Land Use Policy, if "Yes", the application is subject to the policy and the policy and the policy and the policy of the	y? (For referenced list, see Appendix A of the Land Use Policy attached to GIF instructions) Note: If "No", the application is not subje a Applicant should answer the additional questions.	t 🗌 Yes	No
Additional Information 1. Is there an adopted county or multi-county comprehensive plan?	Data successfully updated	Yes	No
Additional Information	Þ		



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.

nical Review	Applicant Info		oint of Co	ntact 📏 🗢 Permit Type 🔪 🌢 Backgi	ound Projects	GIS Int	io 🔪 🔿 Particip	ants 🔪 🌢 G	
	Attachments	O Sun	nmary						Days Left
									Next Milestone: Admin Incomplete
	Attachments								Due Date: 05/28/2017
	You can modify which o	optional D	ocumen	Types are required. This change will take	effect for this applicati	_	IODIFY OPTIONA	L OR REQUIRI	=D
	Checked Out			a document. Mouse over the Document Typ JPG, pdf, PDF, txt, xls, xlsx, zip Maximun		- Requ	uired C - Replace	e 🛛 - Delete	Workflow Cycles
	Document Type	Cycle		File Name	Description	File Size (MB)	Uploaded	Verif	led
	Alternative	0	1	JPEG_example_JPG_RIP_001 - Copy (2).jpg		.0015 MB	03/28/2017 10:12 AM Kees bptest2	© N0	
	Aquatic Resource Impacts Table	0	1	JPEG_example_JPG_RIP_001 - Copy (3).jpg		.0015 MB	03/28/2017 10:11 AM Kees bptest2		
	Engineer Seal	0	1	JPEG_example_JPG_RIP_001 - Copy (4).jpg		.0015 MB	03/28/2017 10:12 AM Kees bptest2	8 N	
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	Assessment	1	2	KEES Test.pdf C		.3387	04/21/2017 9:17 AM	•	
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	Sediment Control	0		Cycle Ver. File Name File Size 1 2 KEES TesLpdf 355116. 1 1 KEES Test.pdf 355116.	0 04/21/2017 9:17			•	
	Hydrologic &	0	L				nees options	8 N	
	Hydraulic Analysis and Report	1	2	JPEG_example_JPG_RIP_001	v3	.0015 MB	04/04/2017 2:20 PM Kees bptest2	•	
	Location Man	0	1	JPEG_example_JPG_RIP_001 -		.0015	03/28/2017 10:14 AM	8 N	

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.
C	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

<u>Purpose</u>

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

<u>Outcomes</u>

• 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.

Application Details	A This permit	annlicati	on has l	been marked as deficiant						,
Completeness Review				ted. View the Admin deficiency lette	<mark>r,</mark> for more detai	IS .				ĺ
echnical Review	Applicant Info	\rightarrow	Point o	f Contact 🛛 😒 Permit Type 💙	Background		GIS Info	articipants) 🔿 GIF	37	
Correspondence	Attachments	<u> </u>	Summar		• Background				Days Left	
									Next Milestone: Admin Incomplete	
	Attachmen	ts							Due Date: 05/28/2017	
	You can modify whit	h option	al Docun	nent Types are required. This chang	ge will take effect	for this application	n only.		03/26/2017	
							MODIFY OPT	TIONAL OR REQUIRED	➔ Workflow Cycles	
	necked Out			a document. Mouse over the Docum			Required C - Repla	ace 🙁 - Delete		
	id file extensions: do	ic, docx, j	ipg, jpeg	, JPG, pdf, PDF, txt, xls, xlsx, zip N	Maximum file size					
	Document Type	Cycle	Ver.	File Name	Des	File cription Siz (ME	e Uploaded	Verified		
	Alternative nalysis	0	1	JPEG_example_JPG_RIP_001 - Copy (2).jpg	c	.001 ME		O NO		
	■ <u>Aquatic</u> esource Impacts able	0	1	JPEG_example_JPG_RIP_001 - Sopy (3).jpg	c	.001 ME		0 NO		
	Engineer Seal Certification	0	1	JPEG_example_JPG_RIP_001 - Copy (4).jpg	c	.001 ME		O NO		
	nvironmental ssessment	0	1	JPEG_example_JPG_RIP_001 - Copy (6) jpg	C	.001 ME	15 03/28/2017 10:13 AM Koss batest?	S Verified by		
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	ediment Control	0	1	JPEG_exam Co			NCEL			
	Hydrologic & ydraulic Analysis	0	1	JPEG_exam; Copy to jupy	_	ME	Kees bptest2			
	nd Report	1	2	JPEG_example_JPG_RIP_001 (8).jpg	c	v3 .001 ME		•		

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

<u>Purpose</u>

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

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







• Commenting Agency comment documents to Complete Application

<u>Outcomes</u>

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.

1/12 - SR 3/2 Flood Repair (splication Number: 50 PÅ DOT ENGINEERING DISTRICT In Preparation Vew Details Standard Application Kees bytest2 05/04/2017 Application Number: 155 Cycle: 0 Permit Number: 0 Authorization ID. APS Number: MANAGE APPLICATION Image: Cycle: 0 MANAGE APPLICATION Image: Cycle: 0 MANAGE APPLICATION Image: Cycle: 0 Image: Cycle: 0 MANAGE APPLICATION Image: Cycle: 0 Image: Cycle: 0 Image: Cycle: 0 MANAGE APPLICATION Image: Cycle: 0 Image: Cycle: 0 </th <th>PA.GOV</th> <th></th> <th>KI</th> <th>ECO Corrections System</th> <th></th> <th>Contact</th> <th>Help Search</th>	PA.GOV		KI	ECO Corrections System		Contact	Help Search
VITZ-BEGU Resear PÁ DOT ENGINEEERING DISTRICT. In Preparation Verz Datala Standard Application Kees belesi2 0504/2017 Application Number: Optimit Number: A athorization ID: APS Number: Application Number: A point of Contact	Create KEES Project My Work C	ueue Quick Links - Administration	 Reports 			Welco	ome Byrne Brown 🕶
Applicant Int Point of Contact Point o	KEES Project: 2 <u>172 - SR 973 Flood Repair</u> Application Number: 2155	PA DOT ENGINEERING DISTRICT. Cycle:	In Preparation	View Details	Standard Application		17
Attachments You can modify which optional Document Types are required. This change will take effect for this application ony. MODIFY OPTIONAL OR RECUIRED Take the extensions: doc, doc, jpg, jpg, JPG, pdf, pDF, bt, xis, xise, zip Maximum file size is 50 Mb	Applicatio	n Details			MANA	GE APPLICATION	۶
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Valid file extensions: doc, docx, jog, jog, JPG, PDF, bit, vis, xisx, zip Maximum file size is 50 Mb Image: Comparison of the compa	Click on each Document Type to uploy valid file extensions: doc, docx, jpg, jp Document Type Alternative Analysis Aquatic Resource Impacts Ta Cultural Resource	d a document. Mouse over the Document Ig, JPG, pdf, PDF, bd, xls, xlsx, zip Maxir Cycle Ver.	Type for a description. 🏓 - Req num file size is 50 Mb				
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UPLOAD CANCEL	Click on each Document Type to uplo valid file excenses.coc. docv. jop. jop. Document Type Adjustic Resource Impacts Ta Cultural Resource Engineer. Seal & Certification Upload Docul Valid file extensions: doc. + troose	d a document Mouse over the Document g, JPG, pdf, PDF, bt, xis, xis, zip Mour Cycle Ver. ate ments to Engineer Seal & Certi focx, jpg, jpeg, JPG, pdf, PDF, bd, xis, xis reption	Type for a description M - Req num file size is 50 Mb File Name	Description			
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Figure 88. Application Attachment Document Upload







KEES Project 2002-NIE SAP April twenty Application Number: Applicant: D DOT ENGINEERING DISTRICT. Status: Under Technical Review Event History: Merz Details Permit Type: GP-8 Oreated by: Review Technical Permit Number: Oreated by: CP-8 Oreated by: CP-8 Oreated by: CP-8 Oreated by:	Pennsylvania Department of Investmenter	KEes	S & Keystone Envormental Everniting System	Contact Help Search
2022. Nils SAP Anni tenting PA DO E MORINEERING DISTRICT. Under Technical Review Veru Datalia OP.8 OP.8 Kees bapeind 0.40270017 Application Number: 0 0 PRI Number: Autorization ID. APS Number: OP.8 Kees bapeind 0.40270017 NUMCE APPLICATION 0 0 0 MINICE APPLICATION MINICE APPLICATION Application Datalis Open Comments Open Comments Verside Team Verside Team Verside Team Open Comments Verside Team Versi	Create KEES Project Work Queue - Quick Links -	Administration - Reports		Welcome John Hohenstein -
Application Details Agency Comment data Review Team Agency Comment data Completeness Review Agency Comment data Technical Review Marce Comment data Succentra Documents Monow Size for attachments include: doc, docr, jpp, intervents Concepteness Review Succentra Documents Monow Size for attachments include: doc, docr, jpp, intervents Concepteness Review Succentra Documents Monow Size for attachments include: doc, docr, jpp, intervents Concepteness Review Succentra Documents Monow Size for attachments include: doc, docr, jpp, intervents Concepteness Review Succentra Documents Monow Size for attachments include: doc, docr, jpp, intervents Documents Reviewell Suttice are unavailable due to unsupported library locations. Click here to learn more Documents library fatures are unavailable due to unsupported library locations. Click here to learn more Correspondence Monow Size for attachments include: doc, docr, jpp, intervents Name Occuments Documents Name Monow Size for attachments Documents Name Monow Size for attachments Uppende Name Documents Monow Size for attachments Add Agency Common Monow Size for attachmen	2002 - NJB SAP April twenty PA DOT ENGINE Application Number: Cycle:	EERING DISTRICT Under Technical Review Permit Number:	View Details GP-8	
Permet Team Agency Comment do Maximum size for attachments include: doc, docx, jup, in Completeness Review Concertient to Upload Technical Review Agency Comment do Maximum size for attachments include: doc, docx, jup, in the browse Concertient to Upload Subortino Documents Image: Documents Image: Documents Agency Comments Image: Documents Image: Documents Agency Comment documents Image: Documents Image: Documents Image: Documents Image: Documents Image: Documents Image: Documents	Application Details Agency	(Com	1020305	
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Munic Munic Myrice	Correspondence		Image: Second Places Image: OneDrive - Comp Image: OneDrite - Comp <td>es 1/11/2017 10:43 AM File folder 1/9/2017 10:47 AM File folder 4/27/2017 8:33 AM File folder</td>	es 1/11/2017 10:43 AM File folder 1/9/2017 10:47 AM File folder 4/27/2017 8:33 AM File folder
			Jocuments Music Pictures Pictures Wy Videos	4/27/2017 9:01 AM File folder 3/16/2017 1:35 PM File folder 4/27/2017 9:30 AM File folder
File name All Files (**) Open			· Computer · ·	m All Files (*.*)
PA DEP Pennsylvania				Open

Figure 89. Commenting Agency Comment Document Upload

Contraction of Environmental PA.GOV			eS e keystone Environmental ePermiting System		Contact Help Search
Create KEES Project Work Queu	 Quick Links Administration 	on ∽ Reports			Welcome John Hohenstein -
KEES Project: 1904 - <u>MTF McKnight Rd - YRTEST</u> . Application Number: 1769	Applicant: PA DOT ENGINEERING DISTR Cycle: 0	Status: ICT Conditionally Authorized Permit Number: radhika@3456788123	Event History: <u>View Details</u> Authorization ID:	Permit Type: Standard Application APS Number:	Created by: Kees bptest2 04/10/2017
MTTF McKr radhika@3	Corresponde Decision Package Filename	bload Documents lid file extensions for attachments inclu- ucommuniszon for attachments is 50 Mb. KEES Test pdf browse KEES Test pdf browse Des		≠ <u>• Cal</u> Creat • Ex • Cal	Ad By View Selected Cycle
	Filename No records found. Add Permit Issuance	Cyc Ver Descriptic	on Created	I By Actions	—
	Record Of Decision			» <u>Ex</u>	pand
	Correspondence History			» <u>E</u> x	pand

Figure 90. Permit Issuance Documents Upload

Field/Link/Button Name	Description	
Browse	Opens the user computer file directory browse window and enables selection of a single file to be uploaded	
	© PennDOT, 2017 Confidential	
DEPARTMENT OF ENVIRONMENTAL PROTECTION	Page 133	pennsylvania DEPARTMENT OF TRANSPORTA



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

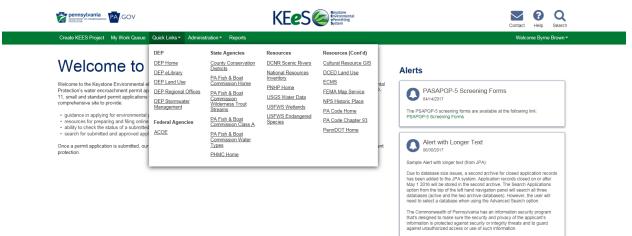
- Up to three documents at-a-time can be uploaded to KEES •
- ٠ KEES provides a document Description field that enables users to add identifying information to the document

10.9 Other Functionality

10.9.1 Quick Links

Purpose

Allows registered users to link to helpful KEES-related webpages 0



Release: 1.0 0 2016, Pennsylvania Department of Environmental Protection. All Rights Reserved. <u>Privacy Policy</u>	PA DEP Pennsylvania West Apr 19, 2017 12-41:35 PM
Figure 91. KEES Quick Links Drop-Do	own Menu
Field/Link/Button Name	Description
Quick Links	A link that opens a drop-down menu of helpful KEES-related webpage links
	·
	© PennDOT 2017 Confidential







Table 74. KEES Quick Links Links

10.9.2 Contact

<u>Purpose</u>

- 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

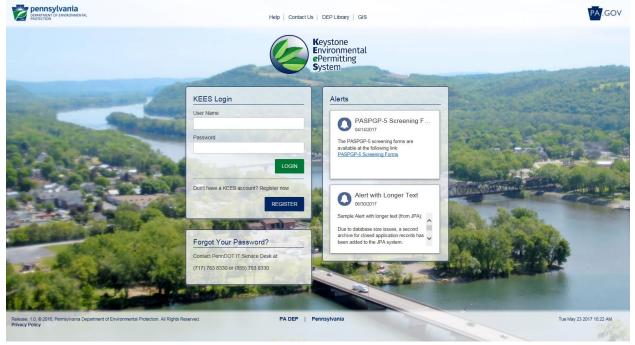


Figure 92. Contact Us: KEES Login Screen

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)







	KEeS & Konstanting	Contact Help Search
Create KEES Project My Work Queue Quick Links • Administ	ration ≁ Reports	Welcome Byrne Brown -
Welcome to KEES		Alerts
Protection's water encroachment permit applications, related instruction	The KEES portal provides access to the Penney/Junia Department of Environmental ns and information. It allows for online compilation, submission and tracking of GP- and 105 permit types to be added in the future. KEES was created as a	PASAPGP-5 Screening Forms our42017 The P8APGP-5 screening forms are available at the following link: PSAPGP-5 screening forms
 search for submitted and approved applications 	your permit application in an efficient and timely manner while ensuring environment	Alert with Longer Text
ل		Sample Alert with longer text (from JPA): Due to database size issues, a second archive for closed application records has been added to the JPA system. Application records closed on or after May 1 2016 will be stored in the second archive. The Search Applications option from the top of the left has intravigation parel will search all three need to select a database when using the Advanced Search option. The Commonwealth of Pennsylvania has an information security program that's designed to make sure the accurity and privacy of the applicant's information is protected against security on integrity theads and to pand against unableforced access or used such from the pand.

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.

<u>Purpose</u>

- 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.

<u>Outcomes</u>

- 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</kees 	Participant, <first name=""> <middle Initial> <last name=""> Suffix>, has been <status> as <participant Type> for this application. <u>Click here to access the application</u>.</participant </status></last></middle </first>
Sent when the coordination data is modified after an application is <u>submitted</u>	Application Editors Creator Application POC Permit Coordinator Email Recipients	KEES Proj <project ID>: Coordination Data Modified</project 	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. <u>Click here to access the application</u> .
Sent when the coordination data is modified after an application is <u>approved</u>	Application Editors Creator Application POC Permit Coordinator Email Recipients	KEES Proj <project ID>: Coordination Data Modified</project 	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. <u>Click here to access the application</u> .







Description	Recipient	Subject Line	Email Body Text
Sent when an application is withdrawn <u>after the</u> <u>application is</u> <u>submitted</u>	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 <###>/<@@@></acoe </kees 	This KEES Application was withdrawn by <user name=""> on <withdraw date="">. <u>Click here to access the application.</u></withdraw></user>
Sent when the application status is Final Review.	Application POC Permit Coordinator	KEES Appl <kees Application Number>: Final Review</kees 	This application is still in Final Review. <u>Click here to access the application.</u>
Reminds the user that the application can be submitted	Application POC Permit Coordinator	KEES Appl <kees Application Number>: Ready to Submit</kees 	This application is Ready to Submit. <u>Click here to access the application.</u>
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 <###>/<@@@></acoe></kees 	A comment has been added to this application by <user name=""> associated to <agency region="">. The comment description states <document description="">. <u>Click here to access the application.</u></document></agency></user>







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 <###>/<@@@></acoe </kees 	This application has been successfully submitted. There is no action needed at this time. <u>Click here to access the application.</u>
Sent when an application was successfully submitted	Lead Reviewer	KEES Appl <application id="">: Process Incoming Permit Application</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. <u>Click here to access the application</u>.</applicant>
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</kees 	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. <u>Click here to access the application</u> .







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</kees 	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. <u>Click here to access the application</u> .
Sent to inform an Approver 2 that completeness letter is ready for review	Approver 2	KEES Appl <kees Application Number>: Review Completeness Letter Draft</kees 	Approver 1 has recommended that a Completeness Letter be issued for this permit application. Please review the letter and application and make a recommendation. <u>Click here to access the application</u> .
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 </kees 	ACOE Permit Type: <acoe permit<br="">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. <u>Click here to access a copy of the</u> <u>Completeness letter.</u></acoe></acoe>







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</permit 	DEP has sent an Incompleteness Notification Letter for this permit application. Please take the following actions: Review the Incompleteness Letter Revise the permit application by adding any missing information or documents Compose a Response to Deficiency Letter 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</kees 	The applicant has not responded to an Incompleteness/Technical Deficiency Notification Letter within the time allotted. The application may be withdrawn. <u>Click here to access the application</u> .
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</application>	The Decision Recommendation is submitted for approval for this application on <date submitted=""> by <user name="">. <u>Click here to access the application</u>.</user></date>







Description	Recipient	Subject Line	Email Body Text
Description 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	Subject Line KEES Appl <application id="">: Permit Authorized – Status: <acoe Status>; FIPS <###>/<@@@></acoe </application>	Email Body Text 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.u S/dsweb/View/Collection-11421.
	DCNR COMMENTER FWS COMMENTER EPA COMMENTER		
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 <###>/<@@@></acoe></application>	This permit has been Conditionally Authorized. Please provide DEP with a completed and signed copy of the Apprisal of Conditions letter. <u>Click here to access the application</u> .







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 PGC COMMENTER FWS COMMENTER EPA COMMENTER	KEES Appl <application id="">: Permit Denied – Status: <acoe Status>; FIPS <###>/<@@@></acoe </application>	This permit has been denied. <u>Click here to access the application</u> .
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 <###>/<@@@></acoe></application>	This conditional permit authorization has been acknowledged by the applicant. <u>Click here to access the application</u> .
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</application>	This application was created when KEES <application id=""> was copied by <user name=""> on <copy date="">. <u>Click here to access the application</u>.</copy></user></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</application>	This application was copied by <user name=""> on <copy date="">. The copy function failed. <u>Click here to access the application</u>.</copy></user>
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 <###>/<@@@></acoe></kees 	This application has been successfully resubmitted after a technical deficiency letter was issued. The response to the deficiency letter is accessible in KEES. <response def="" letter<br="" tech="" to="">Name> submitted by applicant on <resubmit date=""> <u>Click here to access the letter</u>.</resubmit></response>
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</application>	A Completeness Letter has been sent for this permit application. Please conduct a Technical Review of the permit application. <u>Click here to access the application</u> .
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</application>	Three business days remain until the Technical Review due date for this Permit Application. Please issue a recommendation. <u>Click here to access the application</u> .







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</application>	A Technical Deficiency Letter has been drafted for this permit application. Please review the letter and either issue it, or recommend revisions. <u>Click here to access the letter</u> .
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</application>	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. <u>Click here to access the letter</u> .
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</application>	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. <u>Click here to access the letter</u> .
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</application>	A Technical Deficiency Letter has been drafted for this permit application. Please review the letter and either issue it, or recommend revisions. <u>Click here to access the letter</u> .







Application Creator		
Application POC Permit Coordinator Editors	KEES Appl <application id="">: Tech Def Response Date Approaching</application>	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. <u>Click here to access the application</u> .
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 <###>/<@@@></acoe </application>	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 <u>Click here to access the letter</u> .
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 <###>/<@@@></acoe </application>	The applicant has resubmitted this permit application after receiving an Incompleteness Letter. Please review the revised application and take appropriate actions. <u>Click here to access the application</u> .
User whose role has changed, user who initiated the change	KEES Appl <kees Application Number>: Review Team Participant Change</kees 	Participant, <first name=""> <middle Initial> <last name=""> <suffix>, has been <status> as an <participant Type> for this application. <u>Click here to access the application</u>.</participant </status></suffix></last></middle </first>
	Application POC Permit Coordinator Creator Editors Email Recipients ACOE Reviewing Office Project Manager John Gibble PFBC COMMENTER PHMC COMMENTER PGC COMMENTER DCNR COMMENTER EVA COMMENTER EPA COMMENTER EPA COMMENTER EPA COMMENTER EPA COMMENTER ENVI COMMENTER	EditorsKEES Appl <application id="">: Technical Deficiency Letter Received - Status: <acoe< th="">Permit Coordinator Creator EditorsKEES Appl <application id="">: Technical Deficiency Letter Received - Status: <acoe< td="">Email Recipients ACOE Reviewing Office Project Manager John Gibble PFBC COMMENTER PGC COMMENTER PGC COMMENTER PGC COMMENTER EPA COMMENTER EPA COMMENTERKEES Appl <application id=""> Resubmitted after Incompleteness - Status: <acoe </acoe Status: <acoe </acoe Sta</application></acoe<></application></acoe<></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







Use Case	KEES Trigger	eFACTS Update
Conduct a Completeness Review	 Note: KEES creates a new task in eFACTS each time the trigger is initiated (SBTSTP_ID = 89) 	 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
Conduct a Technical Review	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	 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
Conduct a Technical Review	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.	 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







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 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 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





DEPARTMENT OF TRANSPORTATION

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 disdosures 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







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





KEES ACCESS REQUEST - PennDOT Business Partner

Α	Authorized User	New KEES Use	er 🛛	Updat	te KEE	S User
	Last Name:		First Name:	Middle Initia	al:	Suffix:
	Title:		E-Mall:			
	Phone: Extension	r:				
в	Company					
	Legal Name:		PennDOT Business Partner	ID:		
	Address Line 1:		Address Line 2:			
	Address Line 3:		Phone:	- IF	ax	
	City:		State:		ZIp Cod	
	City.		State.	4		e.
С	User Role Requested – To be completed by a Delegated Authority (BP Administrator)					
<u> </u>						
	SKEESBP 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 i	to the attached ten	ms and conditions for KEES a	ICCESS.		
	Authorized User Signature:					Date:
	Delegated Authority Signature:					Date:
	Delegated Authority Name (printed):	- 1	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 					
	 Review the Commonwealth's <u>Management Directive 205.34</u> and be in compliance with all appropriate sections. 					
	 Report any security concerns to the PennD 					







15.0 Appendix E KEES Access Request – PennDOT



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pennsylvania

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.



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KEES ACCESS REQUEST - Department of Transportation

Α	Authorized User New KEES			User	User		Update KEES User		
	Authorized User Last Name:			First	Name:	Middle	e Initial:	Suffix:	
	Title:			E-mail:					
	Phone Number.								
В	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	State:		Zip Code:		
С	User Role Requested (choose only one) – To be completed by a Supervisor								
	SKEES PennDOT Application Preparer								
D	User Account(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								
Ε	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: Da						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 	 Review the Commonwealth's <u>Management Directive 205.34</u> and be in compliance with all appropriate sections. 							
	 Report any security concerns to the PennDOT IT Service Desk at 717 783 8330. 								









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