



Keystone Environmental ePermitting System (KEES)

Release 1

DEP Training

Information Technology (IT) Project Development
and Delivery
June, 2017

- Introduce KEES
- Review KEES Release 1 Functionality
- Provide an overview of KEES concepts
 - User roles and privileges
 - KEES project
 - KEES work queue
- Perform the steps needed to complete the following in KEES:
 - Review and determine the disposition of Chapter 105 applications
 - Issue permit letters
 - Issue permits
 - Run reports

KEES

- Integrates the application preparation, review, and decision processes
- Presents an easy-to-use interface for locating and opening permit applications
- Provides quick access to permit application information through easy-to-use interfaces
- Supports the electronic capture of comments and permit conditions

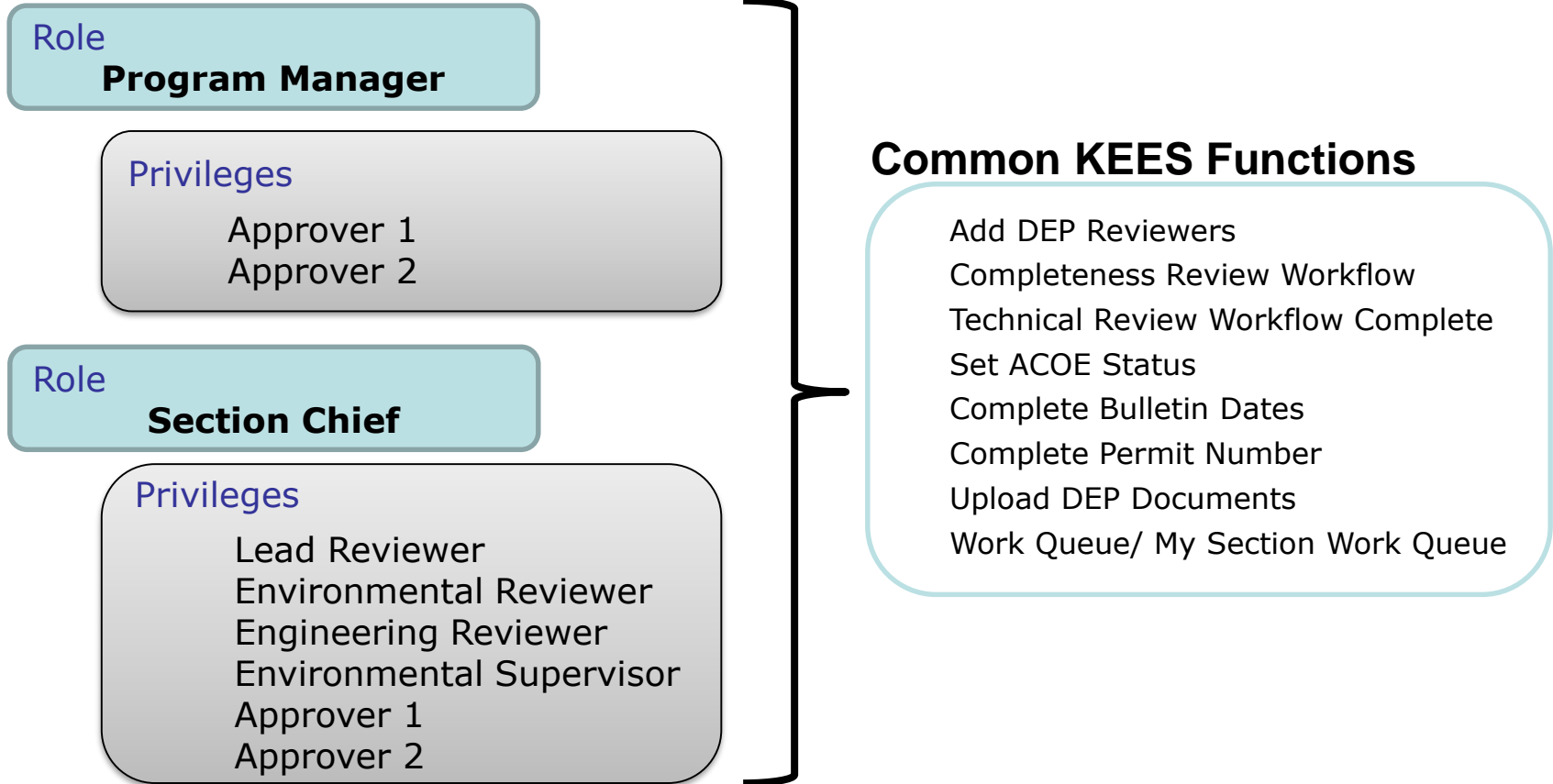
KEES

- Generates electronic versions of permit application letters and permits
- Ensures timely communication through automatic emails
- Improves the interface with DEP's legacy Environment Facility Application Compliance Tracking System (e-FACTS)
- Expands as the type of users and applications supported increases with each release

KEES Release 1 Functionality

- Review Chapter 105 permit applications
- Provide comments
- Recommend application dispositions
- Submit application decisions for internal review/approval
- Issue letters related to applications and permits
 - Completeness/Incompleteness letters
 - Technical Deficiency letters
 - Authorization letters with permits as needed
 - Denial letters

Roles and Privileges: Program Manager and Section Chief



Roles and Privileges: Program Manager and Section Chief



Common KEES Functions

- Technical Review Workflow Complete
- Set ACOE Status
- Complete Bulletin Dates
- Complete Permit Number
- Upload DEP Documents
- Work Queue

Roles and Privileges: Clerk and Read-Only

Role

Clerk

Privileges

Clerk

KEES Functions

- Complete Bulletin Dates
- Complete Permit Number
- Work Queue

Role

Read Only

Privileges

DEP read-only

KEES Functions

- Project Summary
- Application Summary
- In Process Review Screens
- All Review Summaries (all comments and ROD)
- Create PDF
- Searching
- Printing
- Reporting

KEES Project

- Created by an applicant
- Assists the applicant in creating applications by:
 - Storing and sharing global information for applications
 - Supporting the creation of multiple applications
- Viewed by DEP Review Team members as desired
 - Accessing the KEES Project is not required to review an application

- Application Statuses
 - Assigned to each KEES application
 - Reflects application progress from creation through final disposition
 - Used to organize applications in the KEES Work Queue
 - Indicates if the application is with the applicant or DEP

- Applicant Application Statuses
 - In Preparation
 - In Preparation (Incomplete)
 - In Preparation (Tech Def)
 - Final Review
 - Ready to Submit
 - Ready to Submit (Incomplete)
 - Ready to Submit (Tech Def)
 - Incomplete
 - Technical Deficiency
 - Conditionally Authorized

- DEP Application Statuses
 - Submitted (Awaiting Authorization ID)
 - Submitted
 - Under Completeness Review
 - Pending Technical Review
 - Under Technical Review
 - Pending Decision Review
 - Conditionally Authorized (Acknowledged)

- Final Application Statuses
 - Withdrawn
 - Denied
 - Authorized

- High level DEP Workflow



- High level DEP Workflow with Application Statuses



- My Work Queue
 - Displays applications needing your attention
 - Provides easy access to applications
 - Organizes applications by application status

My Work Queue

Submitted Awaiting Auth ID	0	Expand
Submitted	0	Expand
Under Completeness Review	3	Expand
Pending Technical Review	0	Expand
Under Technical Review	4	Expand
Conditionally Authorized (Acknowledged)	0	Expand
Pending Decision Review	2	Expand

- Section Work Queue
 - Presented to Program Managers and Section Chiefs

Section Work Queue

Please select a reviewers work queue:
Hohenstein-John

Submitted Awaiting Auth ID	0	> Expand
Submitted	0	> Expand
Under Completeness Review	3	> Expand
Pending Technical Review	0	> Expand
Under Technical Review	4	> Expand
Conditionally Authorized (Acknowledged)	0	> Expand
Pending Decision Review	2	> Expand

- Submit an Access Request Form
 - Available via Contact Us link on the KEES home page
 - www.kees.pa.gov
 - There is a form for each participating user group
 - DEP
 - PennDOT
 - PennDOT Business Partners
 - Commenting Agencies
 - System Administrator

- Service Desk
 - PennDOT IT Service Desk at (717) 783-8330
- Online Help
 - Available from all KEES screens

- Log In
- Work Queue
- Manage User Profiles
- Receive an Application
- Conduct a Completeness Review

Hands-on Learning

- Conduct Technical Review
 - Record comments and recommendations
 - Return to Lead Reviewer
 - Change Decision
 - Authorize Permit
- Review an application after a deficiency
- Run reports
- Search for applications
- Self-paced exercises