



Keystone Environmental ePermitting System (KEES)

Basic Training Course for Environmental Permit Applicants

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

KEES training participants learn to:

- ▶ Create and submit applications for DEP approval
- ▶ Manage and track applications

Topics presented:

- KEES Overview
- KEES System Basics
- Getting started in KEES

Topics presented:

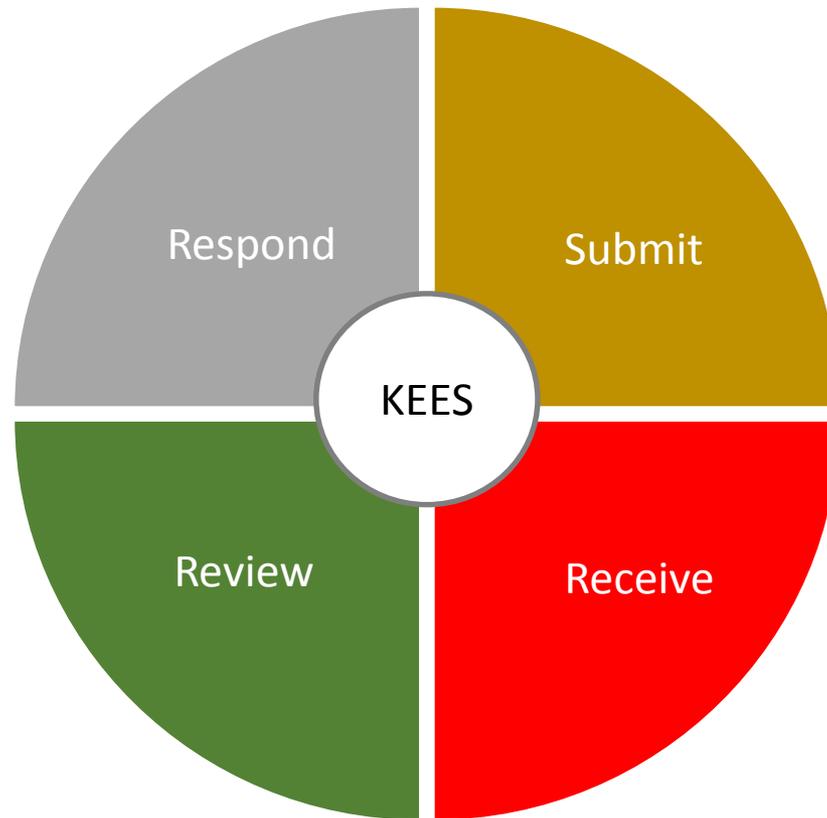
- Creating a KEES Project
- Adding an Application
- Reviewing and Submitting an Application

Topics presented:

- DEP Receipt, Review & Response
- Tracking and Managing Applications
- Administering KEES account
- Getting Help with KEES

KEES Training

Lesson 1: KEES Overview





- KEES is a new web-based application—for the preparation, review, and approval of environmental permit applications
- Applicants, Reviewers, Approvers, and Commenters use the same system
- Replaces JPA2

- Automates process workflow for application preparation, review, and approval
- Scalable for future PA new application types and user communities to use KEES
- Track and search applications for status and task assignment

In Preparation	687
Final Review	4
Ready to Submit	15
Technical Deficiency	7
Incomplete	1
Conditionally Authorized	3
In Preparation (Incomplete)	11
In Preparation (Tech Def)	9
Ready to Submit (Incomplete)	1
Ready to Submit (Tech Def)	2

- Know the status and team on an application in real time
- Keeps user community updated with significant events
- Collaborate online to complete processing
- Reduced duplication of data entry between applications

Create KEES Project				My Work Queue	Quick Links ▾	Administration ▾	Reports	Welcome Byrne Brown ▾		
KEES Project: 2271 - Group 592	Applicant: PA DOT ENGINEERING DIS...	Status: In Preparation	Event History: View Details	Permit Type: GP-11	Created by: Kees bptest2 05/12/2017	Application Number: 2279	Cycle: 0	Permit Number:	Authorization ID:	APS Number:

- Display application processing details
- Upload attachments as application support documents
- Create PDFs of applications and attachments

KEES Training

Lesson 2: KEES Basics

- Get familiar with tool bars
- Understand KEES roles
- Understand KEES Projects



[Help](#) | [Contact Us](#) | [DEP Library](#) | [GIS](#)



Keystone Environmental ePermitting System

KEES Login

User Name

Password

LOGIN

Don't have a KEES account? Register now

REGISTER

Forgot Your Password?

Contact PennDOT Help Desk - 717-783-8330

Alerts



PASPGP-5 Screening F...

04/14/2017

The PSAPGP-5 screening forms are available at the following link:
[PSAPGP-5 Screening Forms](#)



Alert with Longer Text

06/30/2017

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.

Navigation links: Create KEES Project, My Work Queue, Quick Links, Administration, Welcome Byrne Brown

Welcome to KEES

Welcome to the Keystone Environmental ePermitting System (KEES). The KEES portal provides access to the Pennsylvania Department of Environmental Protection’s water encroachment permit applications, related instructions and information. It allows for online compilation, submission and tracking of GP-11, small and standard permit applications with additional Chapter 102 and 105 permit types to be added in the future. KEES was created as a comprehensive site to provide:

- guidance in applying for environmental permits
- resources for preparing and filing online permit applications
- ability to check the status of a submitted application
- search for submitted and approved applications

Once a permit application is submitted, our primary goal is to process your permit application in an efficient and timely manner while ensuring environment protection.

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Sample Alert with longer text (from JPA):

Due to database size issues, a second archive for closed application records has been added

Use the Look Up Quick Search

Click the Search icon

The screenshot displays the KEES (Keystone Environmental ePermitting System) website interface. At the top, there are logos for Pennsylvania Department of Environmental Protection and PA.GOV, the KEES logo, and the Keystone Environmental ePermitting System logo. Navigation links include Contact, Help, and Search. A green navigation bar contains links for Create KEES Project, My Work Queue, Quick Links, Administration, and Reports, along with a user greeting: Welcome Byrne Brown.

The main content area features a 'Search' modal window. The 'Look Up' section includes a 'Search Type' dropdown menu with the following options: KEES Project ID/Name (highlighted), Application ID, DEP Permit #, Authorization ID, and APS #. An 'Enter Value:' text input field is positioned to the right of the dropdown. A green 'LOOK UP' button is located to the right of the input field. Below the input field, there are two sorting options: 'By District' and 'By Status'. A red arrow points from the search icon in the top right corner of the page to the 'Search' dropdown menu in the modal window.

View My Work Queue

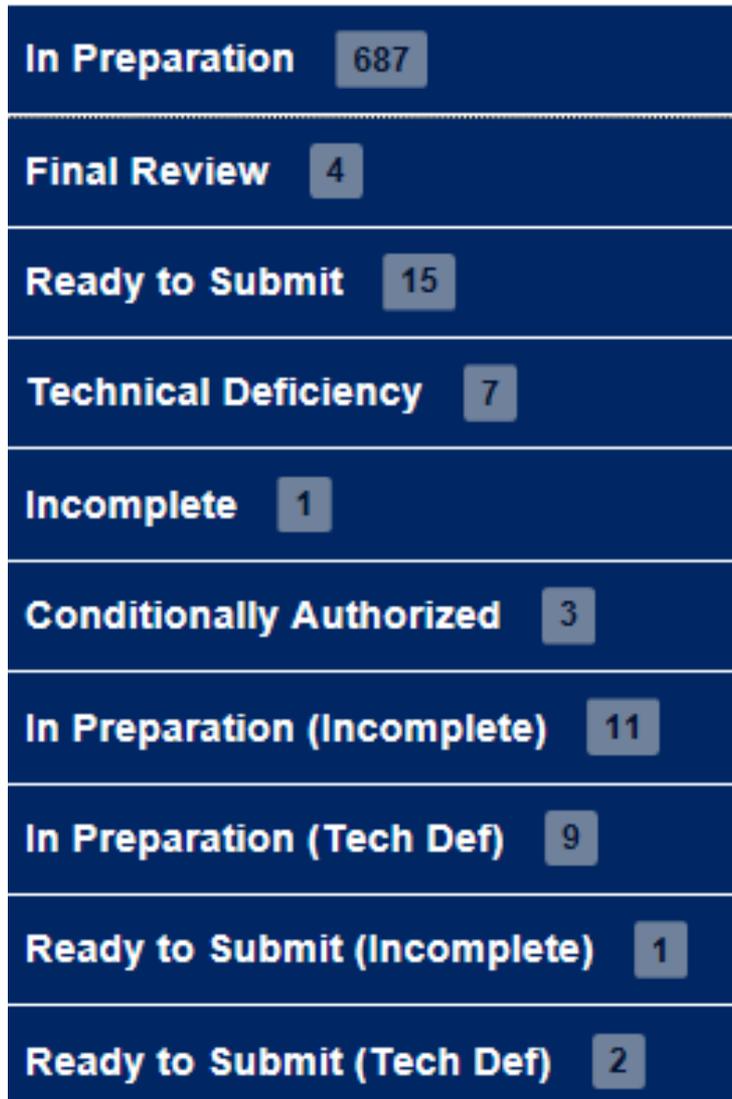
Enables users to manage and track their work assignments

Updates as applications are processed

Categorized by the status of the applications

The screenshot displays the 'My Work Queue' interface. At the top, there is a navigation bar with the following items: 'Create KEES Project', 'My Work Queue' (highlighted), 'Quick Links', 'Administration', 'Reports', and 'Welcome Byrne Brown'. Below the navigation bar, the main content area is titled 'My Work Queue'. A red arrow points to this title. The content is organized into a list of application statuses, each with a count and an 'Expand' link:

Status	Count	Action
In Preparation	513	Expand
Final Review	5	Expand
Ready to Submit	12	Expand
Technical Deficiency	3	Expand
Incomplete	1	Expand
Conditionally Authorized	3	Expand
In Preparation (Incomplete)	9	Expand
In Preparation (Tech Def)	4	Expand
Ready to Submit (Incomplete)	1	Expand
Ready to Submit (Tech Def)	3	Expand



In Preparation	687
Final Review	4
Ready to Submit	15
Technical Deficiency	7
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Conditionally Authorized	3
In Preparation (Incomplete)	11
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Ready to Submit (Incomplete)	1
Ready to Submit (Tech Def)	2

One role will differ from the application statuses listed in the queue of a user with a different role.



Create KEES Project My Work Queue Quick Links Administration Reports Welcome Byrne Brown

Welcome

Welcome to the Keystone Environment... provides access to the Pennsylvania... encroachment permit applications... compilation, submission and track... applications with additional Chapt... KEES was created as a comprehe...

- guidance in applying for enviro...
- resources for preparing and fil...
- ability to check the status of a...
- search for submitted and appro...

Once a permit application is subm... application in an efficient and time...

DEP	State Agencies	Resources	Resources (Cont'd)
DEP Home	County Conservation Districts	DCNR Scenic Rivers	Cultural Resource GIS
DEP eLibrary	PA Fish & Boat Commission Erie Tributaries	National Resources Inventory	DCED Land Use
DEP Land Use	PA Fish & Boat Commission Wilderness Trout Streams	PNHP Home	ECMS
DEP Regional Offices	PA Fish & Boat Commission Class A Wild Trout Streams	USGS Water Data	FEMA Map Service
DEP Stormwater Management	PA Fish & Boat Commission Water Trails	USFWS Wetlands	NPS Historic Place
Federal Agencies	PHMC Home	USFWS Endangered Species	PA Code Home
ACOE			PA Code Chapter 93
			PennDOT Home

Generate formatted KEES Applications status reports

Filter the reported KEES Applications by defined Application characteristics



Create KEES Project My Work Queue Quick Links Administration Reports Welcome Byrne Brown

Reports

To create a report, click on the link corresponding with the report type and format you would like to create.

Description	Actions
KEES Application Final Disposition	Create Excel Create Excel (Data Only) Create PDF
KEES Applications In-Progress & Submitted	Create Excel Create Excel (Data Only) Create PDF

Update basic contact information



Create KEES Project Work Queue Quick Links Administration Reports

Welcome John Hohenstein

Update User Account Information

Update account info instructions: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget. Fields marked with an * are required.

User ID
pdtstkees5

Employer/Organization:
SE

E-mail Address
c-kratakon@pa.gov

* Phone Number: Extension:

* Title

Full Name:
John Hohenstein

Role:
Engineering Reviewer , DEP Section Chief , Environmental Reviewer , Lead Reviewer

Account Actions

- Update Account Info
- Change Password
- Logout

User ID:
pdtstkees5

User Role(s):
Engineering Reviewer
DEP Section Chief
Environmental Reviewer
Lead Reviewer

- Know about the tool bars
- Understand KEES roles
- Understand KEES Projects

CWOPA registered state and consultant employees

Editing, Verify, QA/QC, and Submit functionality for the application and associated project

What they can do in KEES:

- Create and Update Projects
- Add/Manage/Submit applications
- Delete/Withdraw applications
- Work Queue functionality
- Respond to a Deficiency
- All PennDOT Read Only

Non-CWOPA users

Complete work for PennDOT through a registered business partner

What they can do in KEES:

Everything that PennDOT Application Preparer Role can do
EXCEPT:

- Verify QA/QC documentation
- Submit an application

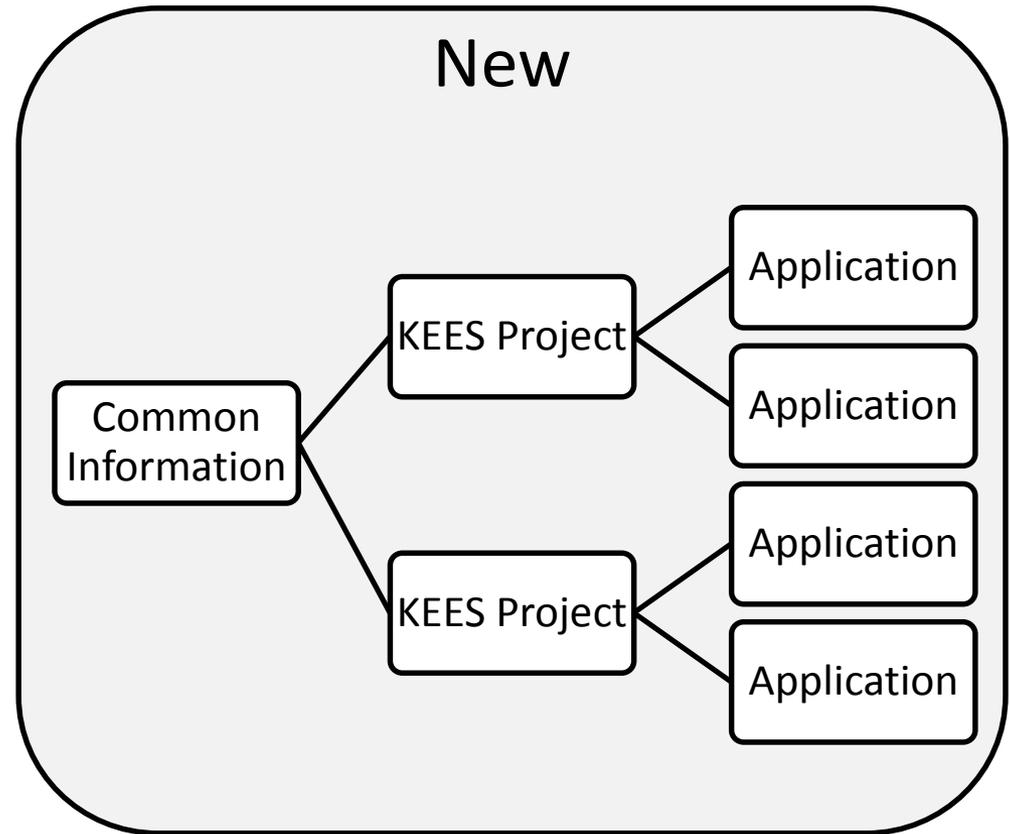
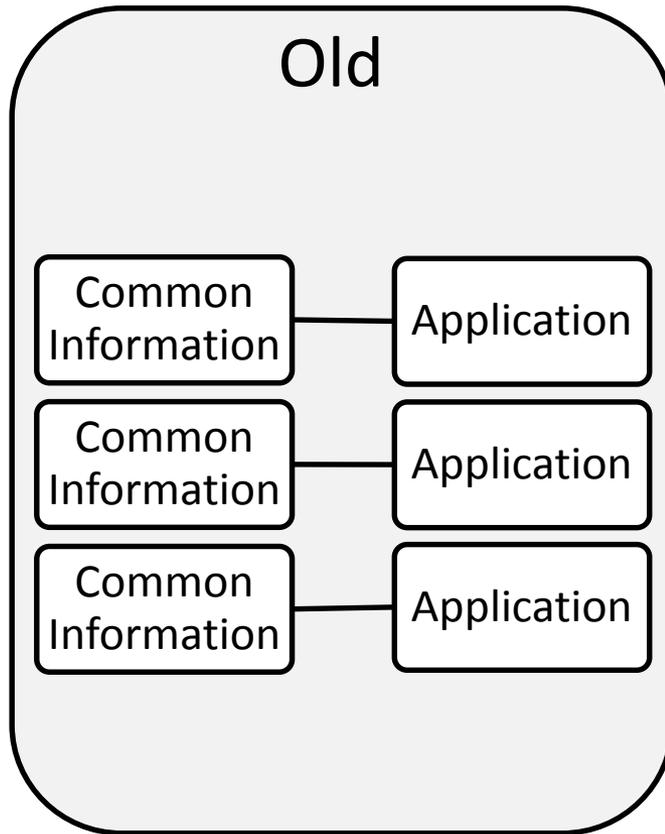
For any PennDOT read only user

What they can do in KEES:

- Search and express lookup for submitted applications
- View Project Summary
- View Application Summary
- View Event History
- View attachments
- Create PDFs
- Access Reports

- Know about the tool bars
- Understand KEES roles
- Understand KEES Projects

A KEES Project is new functionality



A KEES Project:

- Stores data about *real world* projects
- May reference multiple background projects
- Can associate multiple permit applications to a *single real world* project
- Manages data common to each application

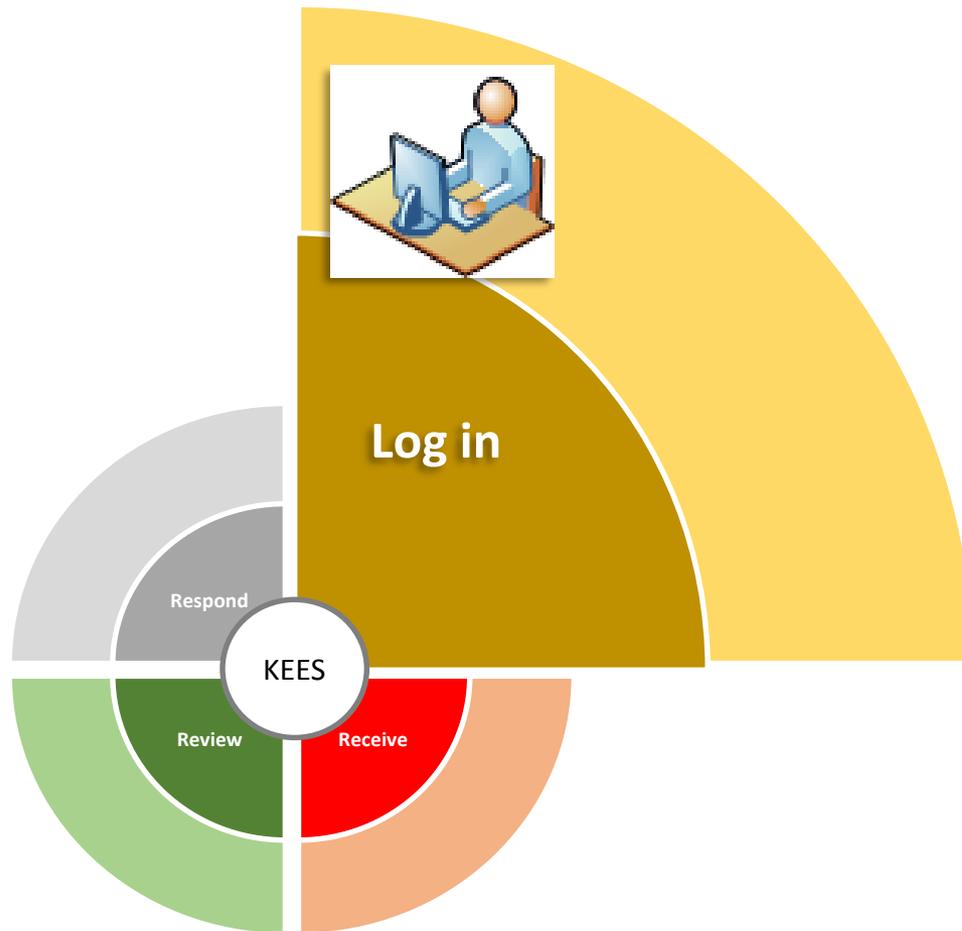
A KEES Project is:

- A prerequisite for creating an application
- A means of data entry and editing
 - KEES Project Info
 - Applicant Info
 - Point of Contact
 - Background Projects
 - GIS Information
 - Project Participants
 - GIF elements
 - PNDI

- Toolbars change after you log in to KEES
- CWOPA Applicant roles can submit applications
- Non-CWOPA Applicant roles cannot verify QA/QC or submit
- KEES Projects store common information and impose an order on subordinate applications

KEES Training

Lesson 3: Getting Started in KEES





Help | Contact Us | DEP Library | GIS



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Password

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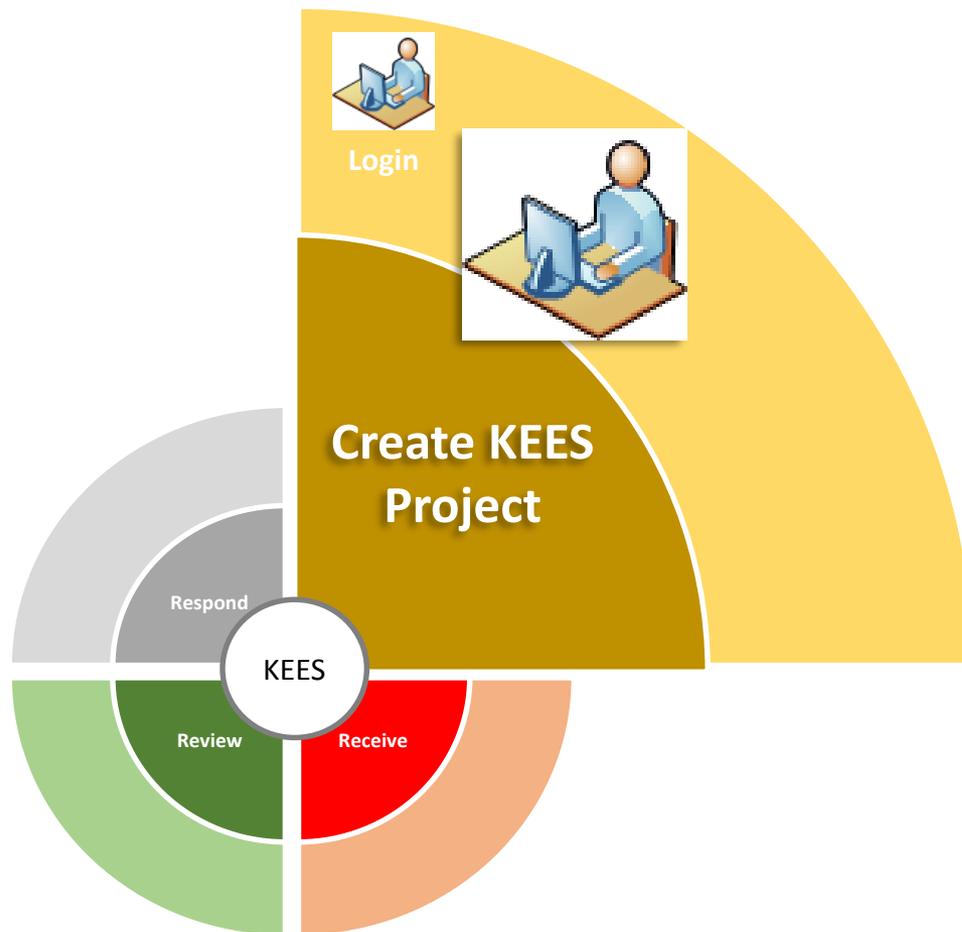
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Create KEES Project

★ Field required

Applicant Information

★ Applicant Name:

Select One

Applicant Client ID:

Organization Type:

Address:

Federal Tax ID:

Point of Contact

★ Point of Contact Name:

Select One

Title:

Telephone:

Ext:

E-mail Address:

Secondary E-mail Address:

Background Projects List

★ Project Type:

Select One

Create KEES Project

*Field required

Applicant Information

* Applicant Name:

Applicant Client ID:
62167

Organization Type:
PENNDOT

Address:
255 Elm Street
P.O. Box 398
Oil City, PA16301

Federal Tax ID:

Point of Contact

* Point of Contact Name:

▼

Select One

MPMS

SAP Notification ID

Other

Search for a Background Project

Create

* Field required

Applicant Information

* Applicant Name:

PA DOT ENGINEERING

Applicant Client ID:
62167

Address:
255 Elm Street
P.O. Box 398
Oil City, PA16301

Point of Contact

* Point of Contact Name:

Jeremiah Amsler

Title:

E-mail Address:
c-rapaleti@pa.gov

Background Projects List

* Project Type:

MPMS

* MPMS Number:

MPMS Projects for District:

01

Filter by:

County

- County
- State Route
- Project Name
- Project Status
- Project ID

Project ID#	Status	County	State Route	Project Name
107900	Programmed	Venango		Group 531
107898	Programmed	Venango		Group 592
107883	Candidate	Venango		Group 572
107882	Candidate	Crawford	89	Group 172
107879	Candidate	Warren	3007	Group 672
107878	Candidate	Mercer		1-17-GR2
107876	Candidate	Erie		1-17-GR1
107854	Programmed	Warren		Act 13 Wright Rd Bridge
107853	Candidate	Warren	127	Warren PBR 17
107843	Candidate	Erie		Corry Industrial Park

(1 of 50)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

10

SELECT PROJECT EXIT

Enter Data for Background Project Type: Other

40

This Background Project type is verified on the application level

Applicant Information

★ Applicant Name:

PA DOT ENGINEERING DISTRICT 01

Applicant Client ID:

62167

Organization Type:

PENNDOT

Address:

255 Elm Street
P.O. Box 398
Oil City, PA16301

Federal Tax ID:

Projects List

★ Project Type:

Other

Project ID:

★ Project Name:

★ Project Description:

250 characters remaining

★ County:

Select One

State Route:

Select One

-OR-

Local Road:

CREATE

Follow the prompts to create then save the new KEES Project

★ Project Type:

★ MPMS Number:

MPMS Background Project List

Project Number: 107900 Project Name: Group 5
Project Short Description:
State Route 3009 (Stone Church Rd) From Butl
Township Resurfacing

Counties

VENANGO

KEES Project Information

⚠ Are you sure you want to create this KEES project?

✓ YES ✕ NO

KEES Project Information

★ KEES Project Name

★ Project Short Description

1781 characters remaining

Click SAVE to establish the KEES Project

KEES Project Information

ADD APPLICATION

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

KEES Project Information

* KEES Project Name:

Start Date: End Date:

* Project Short Description:

1781 characters remaining

⚠ At least one Related Background Project, County, and SR/Local Road must be specified before an application can be added to this KEES project.

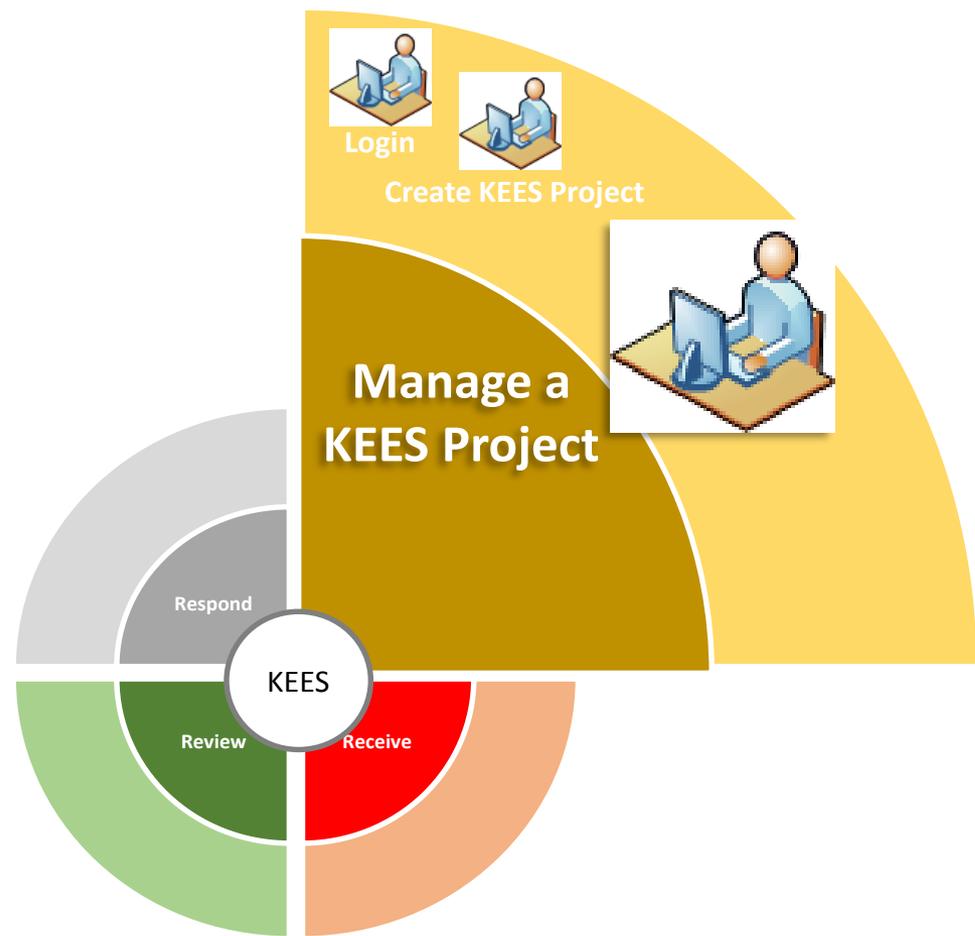
Related Background Project List

Project Number: 107900 Project Name: Group 531 Estimated Let Date: 04/06/2023
Project Short Description: State Route 3009 (Stone Church Rd) From Butler County to Emlenton Clintonville Rd in Scrubgrass Township and State Route 3001 Butler County line to State Route 208 in Irwin Township and Scrubgrass Township Resurfacing

Counties	Municipalities	State Route/Local Road
<input checked="" type="checkbox"/> Venango	<input checked="" type="checkbox"/> Scrubgrass <input checked="" type="checkbox"/> Irwin	<input checked="" type="checkbox"/> 3001 View Details <input checked="" type="checkbox"/> 3009 View Details

[Add Isolated Data](#)

CANCEL **SAVE**



Navigate to KEES Project Info Screen—Project Details

Select EDIT to see the Project Information screen

Create KEES Project My Work Queue Quick Links Administration Reports Welcome Byrne Brown

KEES Project: 2271 - Group 592	Applicant: PA DOT ENGINEERING DISTRICT 01	Created by: Kees bptest2, 2017-05-12 15:09:41.679
-----------------------------------	----------------------------------------------	------------------------------------------------------

KEES Project Details

ADD APPLICATION

EDIT

KEES Project Information

KEES Project Name:

Group 592

Start Date:

End Date:

Project Short Description:

State Route 3013 from Victory Rd to State Route 62 and State Route 3003 (Georgetown Rd) from Clintonville Rd to State Route 8. Victory and Irwin Township Resurfacing

Applicant Information

Manage a KEES Project from the Information Screen

Correct, change, or add information found in the tabbed sections

KEES Project Information

[ADD APPLICATION](#)

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

KEES Project Information

★ KEES Project Name:

Start Date: End Date:

★ Project Short Description:

1781 characters remaining

⚠ At least one Related Background Project, County, and SR/Local Road must be specified before an application can be added to this KEES project.

Related Background Project List

Project Number: 107900 Project Name: Group 531 Estimated Let Date: 04/06/2023
Project Short Description:
State Route 3009 (Stone Church Rd) From Butler County to Emlenton Clintonville Rd in Scrubgrass Township and State Route 3001 Butler County line to State Route 208 in Irwin Township and Scrubgrass Township Resurfacing

Counties	Municipalities	State Route/Local Road
<input checked="" type="checkbox"/> Venango	<input checked="" type="checkbox"/> Scrubgrass <input checked="" type="checkbox"/> Irwin	<input checked="" type="checkbox"/> 3001 View Details <input checked="" type="checkbox"/> 3009 View Details

[+ Add Isolated Data](#)

[CANCEL](#) [SAVE](#)

Add missing data for County, Municipality and road data

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

KEES Project Information

★ KEES Project Name:
Paoli Pike Trail (Segment C)

Start Date:

★ 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 before an

Related Background Project List

Project Number: 107176 Project Name: Paoli Pike Trail (Segment C) Estimated Let Date: 09/13/2018
Project Short Description: Paoli Pike Trail (Segment C) East Goshen Twp., Chester County Construction of Multi-use Trail

Counties	Municipalities	State Route/Local Road
<input checked="" type="checkbox"/> Chester	<input checked="" type="checkbox"/> East goshen	

[+ Add Isolated Data](#)

Project Number: 107176 Project Name: Paoli Pike Trail (Segment C) Estimated Let Date: 09/13/2018
Project Short Description: Paoli Pike Trail (Segment C) East Goshen Twp., Chester County Construction of Multi-use Trail

Counties	Municipalities	State Route/Local Road
<input checked="" type="checkbox"/> Chester	<input checked="" type="checkbox"/> East goshen	

[+ Add Isolated Data](#)

View information about the applicant before and after an application is created

Last chance to update Applicant Name before creating an application

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

Applicant Information Save

* Field required

Applicant Name: *

PA DOT ENGINEERING DISTRICT 02

Organization Type: PENNDOT

Applicant Client ID: 62168

Federal Tax ID:

Address Line 1: 1924 Daisy Street Ext.

Address Line 2: P.O. Box 342

City: Clearfield

State: PA

ZIP Code: 16830

KEES Project Information

ADD APPLICATION

KEES Project Info

Applicant Info

Point Of Contact

Background Projects

GIS Information

Participants

GIF

PNDI

Permit Applications

Project Summary

Add Point Of Contact

* Field required

* Point of Contact Name:

Select One

Title:

* Telephone:

Extension:

* E-mail Address:

Secondary E-mail Address:

EXIT

ADD

Point Of Contact History



Active: [Crystal Newcomer](#) 717-787-3590 , c-rapaleti@pa.gov Added to project: 04/14/2017 11:16:19 AM

Permit Coordinator



Tyler Mercer 999-988-8877 , c-hvemulap@pa.gov

View MPMS or SAP background project selected at KEES Project creation

Add background projects

KEES Project Information

KEES Project Info | Applicant Info | Point Of Contact | **Background Projects** | GIS In

MPMS Background Project List

Project Number: 107792 Project Name: MTF McKnight Rd and Siebert Rd Improvement
Project Short Description:
(Sponsor = Ross Township) Intersection improvement - adding an additional turn lane at
Road in Ross Township, Allegheny County

Counties	Municipalities	State Route/Local Road
ALLEGHENY	ROSS	4003 View Details

MPMS Projects for District: 11 Filter by: County

Project ID#	Status	County	SR/Section	Project Name
107822	Programmed	Beaver	7210	Brush Creek Bridge #2
107793	Candidate	Beaver	288	MTF Relocation of SR 288
107791	Candidate	Allegheny		MTF Eastside Shared Site Infrastructure
107790	Candidate	Allegheny		MTF Wilksburg Complete St Impl Phase 1
107789	Candidate	Allegheny		MTF Allegheny County Park Paving
107679	Candidate	Lawrence		Rambler's Rest Maintenance Site
107666	Programmed	Allegheny		Durable Pavement Marking Capital Equipment
107617	Active	Allegheny		Drilling Contract 2
107543	Candidate	Allegheny	3067	3067 - Industrial Highway
107535	Candidate	Lawrence	65	65/Ellwood Road

(1 of 50) 10

SAVE PROJECT EXIT

ADD MPMS PROJECT

Update geospatial information about the project area

Information is not automatically populated

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

GIS Information

❖ Project Latitude and Project Longitude must be specified before an application can be added to this KEES project.
★ Field required

★ Project Latitude: <input type="text" value="37.00"/>	★ Project Longitude: <input type="text" value="76.00"/>
Horizontal Accuracy Measure: <input type="text" value="Ex: 12345.123"/> <input type="button" value="Select"/>	Horizontal Reference Datum Code: <input type="text" value="Select"/>
Horizontal Collection Method Code: <input type="text" value="Address matching - digitized"/>	Reference Point Code: <input type="text" value="Select"/>
Altitude: <input type="text" value="Ex: 12345678.12"/>	Altitude Datum Name Code: <input type="text" value="Select"/>
Altitude Location Datum Collection Method Code: <input type="text" value="Select"/>	Geometric Type Code: <input type="text" value="Select"/>
Data Collection Date: <input type="text"/>	Source Map Scale Number: <input type="text" value="Ex: 12345.123"/> <input type="button" value="Select"/>

Add participants, designate Applicant roles, and email recipients

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

Manage Project Participants

- Delete

Add Participants

Organization Type: PENNDOT
Organization Name: PA DOT ENGINEER

Name Filter	Editor	Email	
<input type="text"/>			<input type="checkbox"/>
Michael Hunkele	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Rodney Fassenmyer	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Andrew Giancola	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Michael Stone	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Mitchell Fabry	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Stephen Schettler	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Christine Boyer	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Jeanette Uhl	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Jeff Kozlowski	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Kyle Barker	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Theodore Tarr	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Stephen Farrell	✓	c-rapaleti@pa.gov	<input type="checkbox"/>
Scott McMasters	✓	c-rapaleti@pa.gov	<input type="checkbox"/>

Editors

Name Filter	Organization	Email	Add to Application	Action
<input type="text"/>				
Jeremiah Anslar	PENNDOT	c-rapaleti@pa.gov	YES	
Matthew Antrilli	PENNDOT	c-rapaleti@pa.gov	YES	
Eyrne Brown	PENNDOT	c-hvemulap@pa.gov	YES	

Email Recipients

Name Filter	Organization	Email	Add to Application	Action
<input type="text"/>				
No records found.				

Questions used to assess which permits may be needed for a project

Enable DEP to track and coordinate the issuance of permits

Navigation tabs: KEES Project Info, Applicant Info, Point Of Contact, Background Projects, GIS Information, Participants, **GIF**, PNDI, Permit Applications

Project Summary

Sub-navigation tabs: **Coordination**, Additional Info

Coordinate Questions v1.0

1.0 Is this a coal mining project?

- 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? 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
- 1.4 For this coal mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters? Yes No
- 1.5 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 measured by the upstream toe of the dam at maximum storage elevation exceeding 15 feet; 3) an impounding capacity at maximum storage elevation exceeding 50 acre-feet? Yes No
- 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 this a non-coal (industrial minerals) mining project?

- 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

Enter Individual or community concerns and grant funding information

Edits can be made to this tab until the application has a final disposition

Navigation tabs: KEES Project Info, Applicant Info, Point Of Contact, Background Projects, GIS Information, Participants, **GIF**, PNDI, Permit Applications, Project Summary

Sub-navigation tabs: Coordination, **Additional Info**

Additional Project Info

1. Have 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. Is your project funded by state or federal grants? Yes No
If 'Yes', specify what aspect of the project is related to the grant and provide the grant source, contact person and grant expiration date.

Grant Source	Grant Contact Person	Grant Expiration Date	Actions	
			Edit	Delete
No records found.				

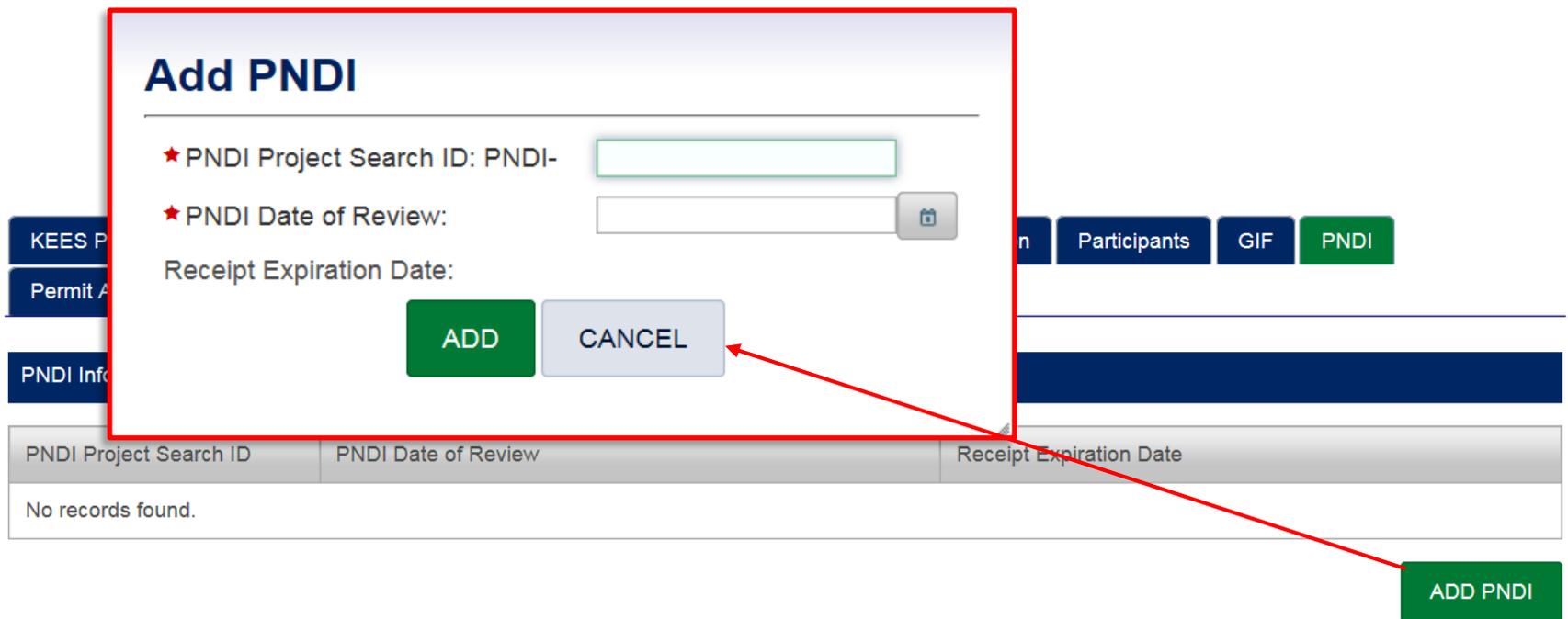
ADD

▶ Pennsylvania Natural Diversity Inventory (PNDI) Search

Enter data to identify species of special concern

Confirm that search completed

KEES alerts the application team 90 days before the PNDI Receipt expiration



Add PNDI

★ PNDI Project Search ID: PNDI-

★ PNDI Date of Review:

Receipt Expiration Date:

ADD **CANCEL**

KEES P
Permit A
PNDI Info

Participants GIF **PNDI**

PNDI Project Search ID	PNDI Date of Review	Receipt Expiration Date
No records found.		

ADD PNDI

View and access a list of applications associated to KEES Project

Filter data in the applications list

Navigation menu with buttons: KEES Project Info, Applicant Info, Point Of Contact, Background Projects, GIS Information, Participants, GIF, PNDI, Permit Applications (highlighted), Project Summary.

Permit Applications List

Application ID	Cycle	Application Type	Point of Contact	Telephone / Ext	Status	Created By
1841	0	GP-11	Crystal Newcomer	(717) 787-3590	In Preparation	Kees bptest2
2277	0	GP-8	Crystal Newcomer	(717) 787-3590	In Preparation	Kees bptest2
2121	0	GP-11	Crystal Newcomer	(717) 787-3590	In Preparation	Kees bptest2
2257	0	GP-11	Crystal Newcomer	(717) 787-3590	In Preparation	Kees bptest2
2299	0	GP-8	Crystal Newcomer	(717) 787-3590	In Preparation	Kees bptest2

Summary of all of the KEES Project data and information

Clickable links to applications associated to the KEES Project

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

KEES Project Information

KEES Project Name:

MTF McKnight Rd and Siebert Rd Improvement

Start Date:

End Date:

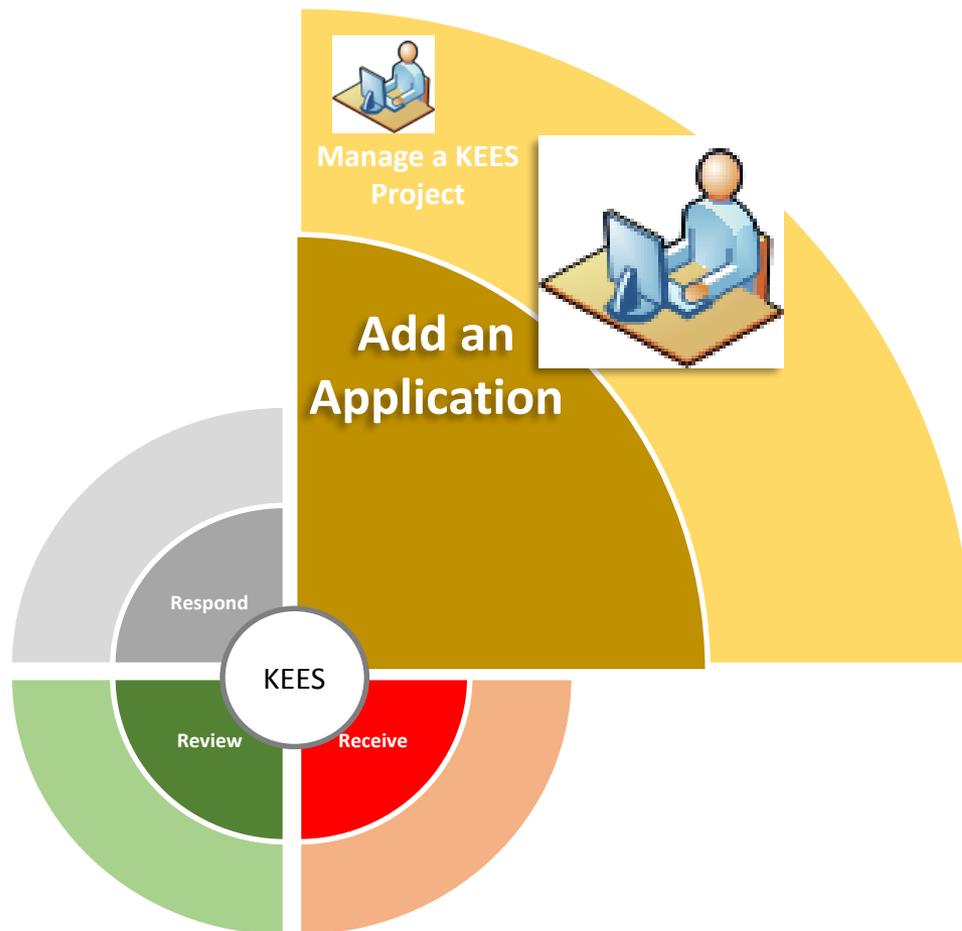
Project Short Description:

(Sponsor = Ross Township) Intersection improvement - adding an additional turn lane at McKnight Road and Siebert Road and install sidewalk. from Babcock Blvd. to McKnight Road in Ross Township, Allegheny County

- KEES supports two high-level project types: KEES Projects and Background Projects
- A KEES Project MUST be created before an application can be created
- A KEES Project reduces duplicate data entry for related applications
- Make updates to a KEES Project Information for common application data

KEES Training

Lesson 4: Add an Application



KEES Project:
2271 - Group 592

Applicant:
PA DOT ENGINEERING DISTRICT 01

Created by
Kees bptest2, 2017-05-12 15:09:41.679

KEES Project Information

ADD APPLICATION

KEES Project Info

Applicant Info

Point Of Contact

Background Projects

GIS Information

Participants

GIF

PNDI

Permit Applications

Project Summary

KEES Project Information

★ KEES Project Name:

★ KEES Project Name:

Group 592

Start Date:



End Date:



Project Short Description:

Select Permit Type and Create Application

Create KEEES Project My Work Queue Quick Links Administration Reports Welcome Byrne Brown

KEES Project: 2271 - Group 592 Applicant: PA DOT ENGINEERING DISTRICT 01 Created by Kees bptest2, 2017-05-12 15:09:41.679

KEES Project Information

ADD APPLICATION

- KEES Project Info
- Applicant Info
- Point Of Contact
- Background Projects
- GIS Information
- Participants
- GIF

Add Application

KEES Project: 2271 Group 592
Chapter: Chapter 105 - Dam Safety and Waterway Management

★ Application Type:

- GP-8
- GP-11
- GP-11 & GP-8

General Permit Registration

- Standard Application
- Small Project Application

Joint Permit Application

CREATE CANCEL

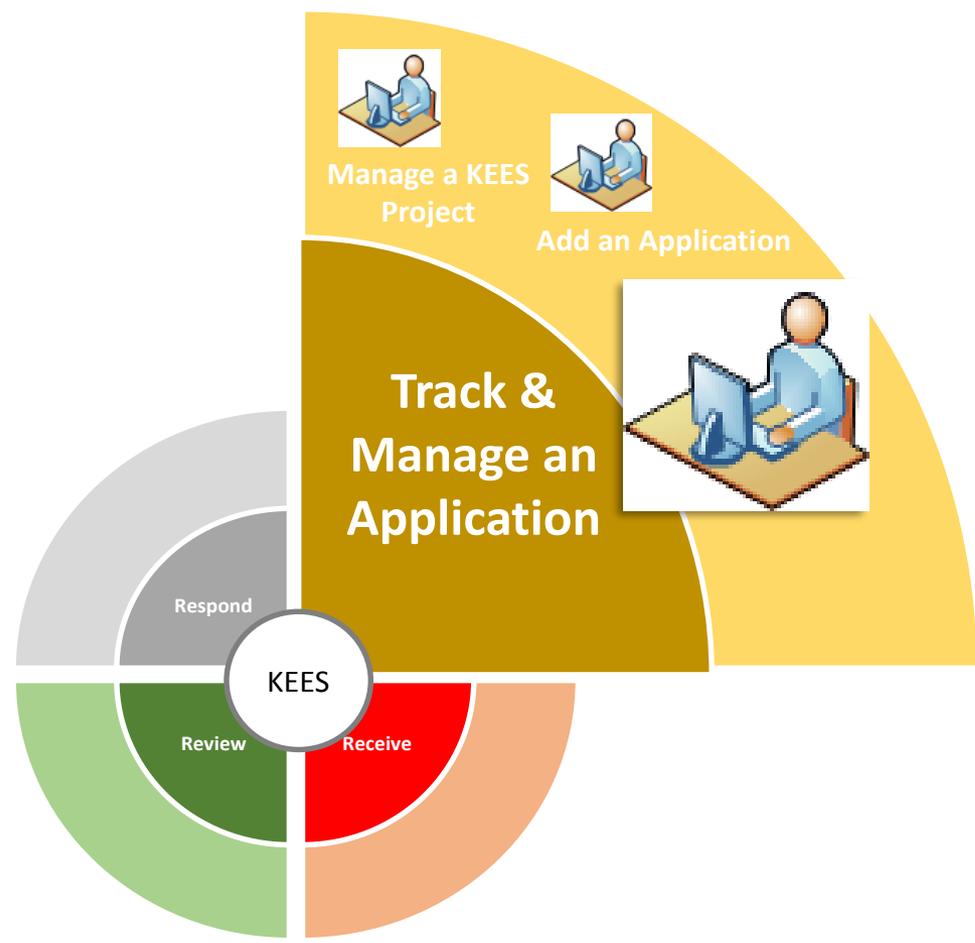
Created application details now appear

KEES Project: 2271 - Group 592	Applicant: PA DOT ENGINEERING DIS...	Status: In Preparation	Event History: View Details
Permit Type: GP-11	Created by: Kees bptest2 05/12/2017	Application Number: 2279	Cycle: 0
Permit Number:	Authorization ID:	APS Number:	

Application Details

MANAGE APPLICATION





Navigate to your Work Queue...

The screenshot shows a navigation bar with the following items: [Create KEES Project](#), [My Work Queue](#), [Quick Links](#), [Administration](#), [Reports](#), and [Welcome Byrne Brown](#). A red arrow points from the 'My Work Queue' link to the main content area.

My Work Queue

In Preparation	565	» Expand
Final Review	5	» Expand
Ready to Submit	14	» Expand
Technical Deficiency	7	» Expand
Incomplete	1	» Expand
Conditionally Authorized	3	» Expand
In Preparation (Incomplete)	10	» Expand
In Preparation (Tech Def)	6	» Expand
Ready to Submit (Incomplete)	1	» Expand
Ready to Submit (Tech Def)	2	» Expand

Sort by field

Select the link to the KEES Project or application

My Work Queue

In Preparation 565 [» Expand](#)

Final Review 5 [» Expand](#)

In Preparation 565 [» Collapse](#)

Project	Application/Permit ID	Permit Type	KEES Role	Applicant	Cycle Number	Anticipated Approval Date	Submitted Date
2224 - NJB Group 06-16-ST97	2323	Standard Application	Application Preparer	PA DOT ENGINEERING DISTRICT 06	0		
2302 - Group 592	2322	GP-8	Application Preparer	PA DOT ENGINEERING DISTRICT 01	0		
Ready to Submit (Total: 2)							» Expand

Use KEES Work Queue or Search to find an Application

Logo: Pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION PA.GOV

Logo: KEES Keystone Environmental ePermitting System

Navigation: Contact, Help, Search

Menu: Create KEES Project, My Work Queue, Quick Links, Administration, My Work Queue

My Work Queue

- In Preparation 565 > Expand
- Final Review 5 > Expand
- Ready to Submit 14 > Expand
- Technical Deficiency 7 > Expand
- Incomplete 1 > Expand

In Preparation 565

Project	Application/Permit ID	Permit Type	KEES Role	Applicant	Cycle Number	Approval Date	Submitted Date
2224 - NJB Group 06-16-ST97	2323	Standard Application	Application Preparer	PA DOT ENGINEERING DISTRICT 06	0		
2302 - Group 592	2322	GP-8	Application Preparer	PA DOT ENGINEERING DISTRICT 01	0		

Search

⊘ ID required for Lookup

Look Up

Search Type: Enter Value:

Express Search:

[By County](#) [By District](#)

[By KEES Project ID](#) [By Status](#)

Access common application functions

The screenshot shows the 'Application Details' page with a breadcrumb trail: Applicant Info > Point of Contact > Permit Type > Related Projects > GIS Info > Participants. Below this is a sub-trail: GIF > Attachments > Summary. A 'MANAGE APPLICATION' button with a wrench icon is highlighted, with a red arrow pointing to a dropdown menu titled 'MANAGE APPLICATION'. The menu contains the following options: Copy Application, Create PDF, Delete Application, and Withdraw Application.

Copy Application [X]

⚠ Are you sure you want to copy this application?

KEES Application Information [X]

⚠ Are you sure you want to permanently delete your application?

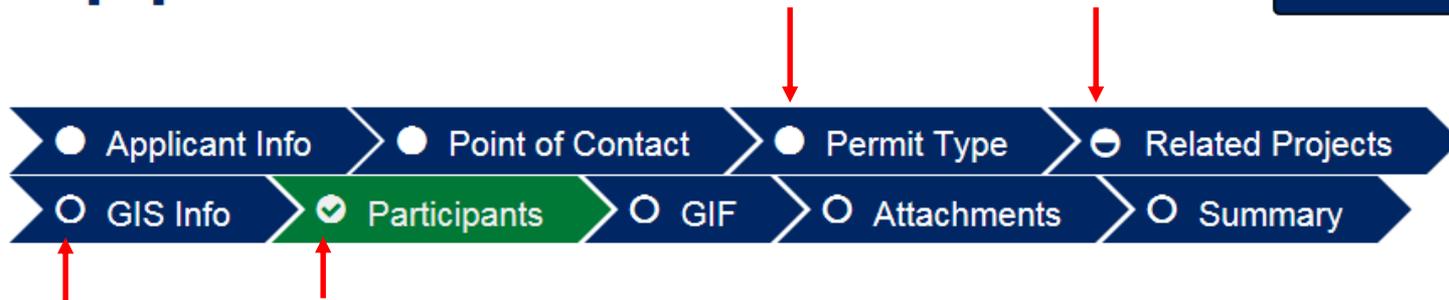
⚠ The application will be marked 'Withdrawn by Applicant' and the action cannot be reversed. Do you want to withdraw this application?

Quickly check status using Status Indicators:

- Blank circle—no data or has never been opened
- Half circle—data has been added, but required data is missing
- Full circle—all required data elements are validated by KEES
- Check mark in a full circle —an editor has verified the data grouping or document type

Application Details

MANAGE APPLICATION 



Update ACOE District Assignment



KEES Project Information

KEES Project Name:

Group 592

Start Date:

End Date:

Project Short Description:

State Route 3013 from Victory Rd to State Route 62 and State Route 3003 (Georgetown Rd) from Clintonville Rd to State Route 8. Victory and Irwin Township Resurfacing

Agency Region Assignment

[Collapse](#)

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: *

Select One

- ACOE Pittsburgh District Office
- ACOE Baltimore District Office
- ACOE Philadelphia District Office

DEP Region:



SAVE

Select a Primary County for Related Projects 70

Indicate Primary County

✦ Primary County is required before you can verify the data on the Related Projects tab

Related Projects Collapse

Included in permit application
Project Number: 107898 Project Name: Group 592 Estimated Let Date: 06/07/2018
Project Description:
State Route 3013 from Victory Rd to State Route 62 and State Route 3003 (Georgetown Rd) from Clintonville Rd to State Route 8. Victory and Irwin Township Resurfacing

County	Primary County	Municipality	State Route/Local Road
<input checked="" type="checkbox"/> Venango	<input type="radio"/> Select	<input checked="" type="checkbox"/> Irwin <input checked="" type="checkbox"/> Victory <input checked="" type="checkbox"/> Sandycreek	<input checked="" type="checkbox"/> 3013 View Details <input checked="" type="checkbox"/> 3003 View Details

Included in permit application
Project Number: 107900 Project Name: Group 531 Estimated Let Date: 04/06/2023
Project Description:
State Route 3009 (Stone Church Rd) From Butler County to Emlenton Clintonville Rd in Scrubgrass Township and State Route 3001 Butler County line to State Route 208 in Irwin Township and Scrubgrass Township Resurfacing

County	Primary County	Municipality	State Route/Local Road

RESET **SAVE**

Manage Application Participants

Choose Editors and email recipients for this application

All Editors receive email notifications

Manage Application Participants ✖ - Delete

Add Participants

Organization Type: Organization Name:

Name Filter	Editor	Email
<input type="text"/>	<input type="checkbox"/>	

No records found.

Editors

Name Filter	Organization	Email	Action
<input type="text"/>			
Jeremiah Ansler	PENNDOT	c-rapaleti@pa.	
Matthew Antrilli	PENNDOT	c-rapaleti@pa.	
Byrne Brown	PENNDOT	c-hvemulap@r	

Email Recipients

Name Filter	Organization	Email	Action
<input type="text"/>			

No records found.

➤

➤

For Standard and Small permit applications only...

Add and verify information about owners of adjoining properties to the project

The screenshot displays the Kees (Keystone Environmental ePermitting System) interface. At the top, there are logos for Pennsylvania Department of Environmental Protection and PA.GOV, along with the Kees logo and Keystone Environmental ePermitting System. Navigation links include 'Create Kees Project', 'My Work Queue', 'Quick Links', 'Administration', and 'Reports'. A user greeting 'Welcome Byrne Brown' is visible in the top right.

The main content area shows application details: 'KEES Project: 1989 - 2017 Districtwide Rumble Strip', 'Applicant: PA DOT ENGINEERING DISTRICT 03', 'Status: In Preparation', and 'Application Number: 1896'. Below this, 'Permit Type: Standard Application' and 'Created by: Kees bptest2 04/18/2017' are listed.

A modal dialog box titled 'Add Property Owner' is open in the center. It contains a form with the following fields: 'Property Owner Name', 'Property Address Line1', 'Property Address Line2', 'Property City', 'Property State', 'Property Zip', and 'Property Zip Ext'. At the bottom of the dialog are 'SAVE' and 'CANCEL' buttons. The 'SAVE' button is highlighted with a red rectangle.

In the background, the 'Application' page is partially visible, showing a breadcrumb trail: 'Applicant Info > Point of Contact > Summary'. Below the dialog, there is a section for 'Adjoining Property Owners' with a table header containing 'Name', 'Address', and 'Actions'. The table currently shows 'No records found.'

Questions to help Reviewers understand the project within in the context of existing land use plans, zoning and local government interactions



Land Use Questions

i Land Use questions apply to all municipalities and counties associated with this application. Answer the questions once and attach documentation that addresses each county and municipality associated with this application

* Is this application for an authorization on Appendix A of the Land Use Policy? (For referenced list, see Appendix A of the Land Use Policy attached to GIF instructions) Note: if "No", the application is not subject to the Land Use Policy. if "Yes", the application is subject to the policy and the Applicant should answer the additional questions.

No

Three action buttons: SAVE, RESET, and VERIFY. The VERIFY button is highlighted in green, indicating it is the primary action. All buttons are in a light gray box with a red border.

Captures information about DEP regulated facilities, activities and systems that may be affected by the project

Facilities

NOTE: Failing to click 'Ready for Submit' button in the Facility Data system will result in an 'Incomplete Subfacility' error in the eFACTS system and this application will be rejected by DEP.

[\(Click here for more information\)](#)

For problems accessing the DEP facility data, please contact DEP Helpdesk at 717-705-3768 Or

depgreenporthelpdesk@state.pa.us

Mention 'Greenport problem' when you contact DEP helpdesk

DEPGREENPORT

1. Will this project modify an existing facility, system or activity? Yes No
2. Will this project involve an existing facility, system or activity? Yes No
3. Are you done with the Facility/Subfacility data 'Ready to Submit' in Greenport? Yes No

*** If Yes to either question, check all relevant Facility Types and provide DEP Facility Identification numbers below.**

Facility Type	DEP Fac ID#	Facility Type	DEP Fac ID#
<input type="checkbox"/> Abandoned Mine Land	<input type="text"/>	<input type="checkbox"/> Air Emission Plant	<input type="text"/>
<input checked="" type="checkbox"/> Beneficial Land Use	<input type="text"/>	<input type="checkbox"/> Blasting Operation	<input type="text"/>
<input type="checkbox"/> Captive Hazardous Waste Operation	<input type="text"/>	<input type="checkbox"/> Coal Ash Beneficial Use Generator	<input type="text"/>

SAVE

KEES cannot make sure information is valid in Greenport

Facility Details Header

KEES Id* 2353 SF Details Validate System Validation Success

Facility Status: Ready for Submit Status Date: 10/03/2011 Last Update By: Gregory

Hor Accuracy: Hor Ref Datum: Geometric Type: Altitude Datum: Collection Date: Source Map Scale Number:

Sub Facilities

Seq#	Type*	Name*	County	Municipality	Latitude	Longitude
1	BRDG	SR 2079 EXISTING BRIDGE	Washington	California Borough	40 3 31.3020	-79 55 31.8576
2	BRDG	SR 2079 PROPOSED BRIDGE	Washington	California Borough	40 3 31.3020	-79 55 31.8576

Enter information about DEP regulated facilities, activities and systems that may be affected by the project

Facilities

NOTE: Failing to click 'Ready for Submit' button in the Facility Data system will result in an 'Incomplete Subfacility' error in the eFACTS system and this application will be rejected by DEP.
 (Click here for more information)
 For problems accessing the DEP facility data, please contact DEP Helpdesk at 717-705-3768 Or depgreenporthelpdesk@state.pa.us
 Mention 'Greenport problem' when you contact DEP helpdesk

DEPGREENPORT

- 1. Will this project modify an existing facility, system or activity? Yes No
- 2. Will this project involve an existing facility, system or activity? Yes No
- 3. Are you done with the Facility/Subfacility data 'Ready to Submit' in Greenport? Yes No

*** If Yes to either question, check all relevant Facility Types and provide DEP Facility Identification numbers below.**

Facility Type	DEP Fac ID#	Facility Type	DEP Fac ID#
<input type="checkbox"/> Abandoned Mine Land	<input type="text"/>	<input type="checkbox"/> Air Emission Plant	<input type="text"/>
<input checked="" type="checkbox"/> Beneficial Land Use	<input type="text"/>	<input type="checkbox"/> Blasting Operation	<input type="text"/>
<input type="checkbox"/> Captive Hazardous Waste Operation	<input type="text"/>	<input type="checkbox"/> Coal Ash Beneficial Use Generator	<input type="text"/>

SAVE

Add, update, delete and verify

Dropdowns and autofill menus and text boxes

Application Details

- Applicant Info
- Point of Contact
- Permit Type
- Relationship
- Attachments
- Summary

- ✓ Coordination
- ✓ Land Use
- Facilities
- Encroachments

Encroachments

County	Obstruction or Encroachment: Bridges, Culverts and Enclosures	Watercourse, Floodway, or Body of Water	Relationship	Actions
ADAMS	.25 MI. E. OF GETTYSBURG - 01003003001812	Acker Run	Along	 

Add Encroachments

Select County:
ADAMS

Obstruction or Encroachment: Bridges, Culverts and Enclosures:

Bridge Id:

Watercourse, Floodway, or Body of Water:

Relationship:
Select One

SAVE EXIT

APPLICATION 

GIF

Actions
Edit Delete

ADD VERIFY

View Required Support Items for the Application 78

Change the value of the Required flag from Optional to Required as needed

Attachments

You can modify which optional Document Types are required. This change will take effect for this application only.

Click on each Document Type to upload a document. Mouse over the Document Type for a description. - Required - Replace - Delete Checked Out
 Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PDF, txt, xls, xlsx, zip Maximum file size is 50 Mb

Document Type	Cycle	Ver.	File Name	Description	File Size (MB)	Uploaded	Verified
Alternative Analysis	0	1	Alternative Analysis.pdf	Alternative Analysis Descripti	.0368 MB	04/20/2017 10:50 AM Kees bptest2	
	0	1	Alternative Analysis 2.pdf	Alternative Analysis 2 Descrip	.0368 MB	04/20/2017 10:50 AM Kees bptest2	
Aquatic Resource Impacts Table							
Cultural Resource							
Engineer Seal & Certification							
Environmental Assessment	0	1	Environmental Assessment.pdf	EA Description	.0444 MB	04/20/2017 10:51 AM Kees bptest2	 Verified by Kees bptest2
Erosion and Sediment Control							
Floodplain Management							
Hydrologic & Hydraulic Analysis and Report							
Location 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							

MODIFY OPTIONAL OR REQUIRED

Select which optional Document Types should also be required for this application.

Required	Document Type
<input type="checkbox"/> NO	Meeting Minutes
<input checked="" type="checkbox"/> YES	Project Description Narrative
<input type="checkbox"/> NO	Other Documents

UPDATE TABLE CANCEL

Add all of the documents required for the permit

Upload Documents to Alternative Analysis

Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PDF, txt, xls, xlsx, zip Maximum file size is 50 Mb

+ browse	Description
+ browse	Description
+ browse	Description

UPLOAD CANCEL

- Applicant Info
- Point
- Attachments
- Summary

Attachments

You can modify which optional Document Types are required. This change will take effect for this application only.

MODIFY OPTIONAL OR REQUIRED

Click on each Document Type to upload a document. Mouse over the Document Type for a description. - Required - Replace - Edit Description - Delete

Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PDF, txt, xls, xlsx, zip Maximum file size is 50 Mb

Document Type	Cycle	Ver.	File Name	Description	File Size (MB)	Uploaded	Verified
Alternative Analysis							
PASPGP-5 Reporting Criteria Checklist							

Verify each of the attachments that have been uploaded

Attachments

You can modify which optional Document Types are required.

Click on each Document Type to upload a document. Most documents are marked as **Checked Out**.
 Description - Delete Checked Out
 Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PDF

Verify Document in Alternative Analysis

Are you sure you want to verify the document?

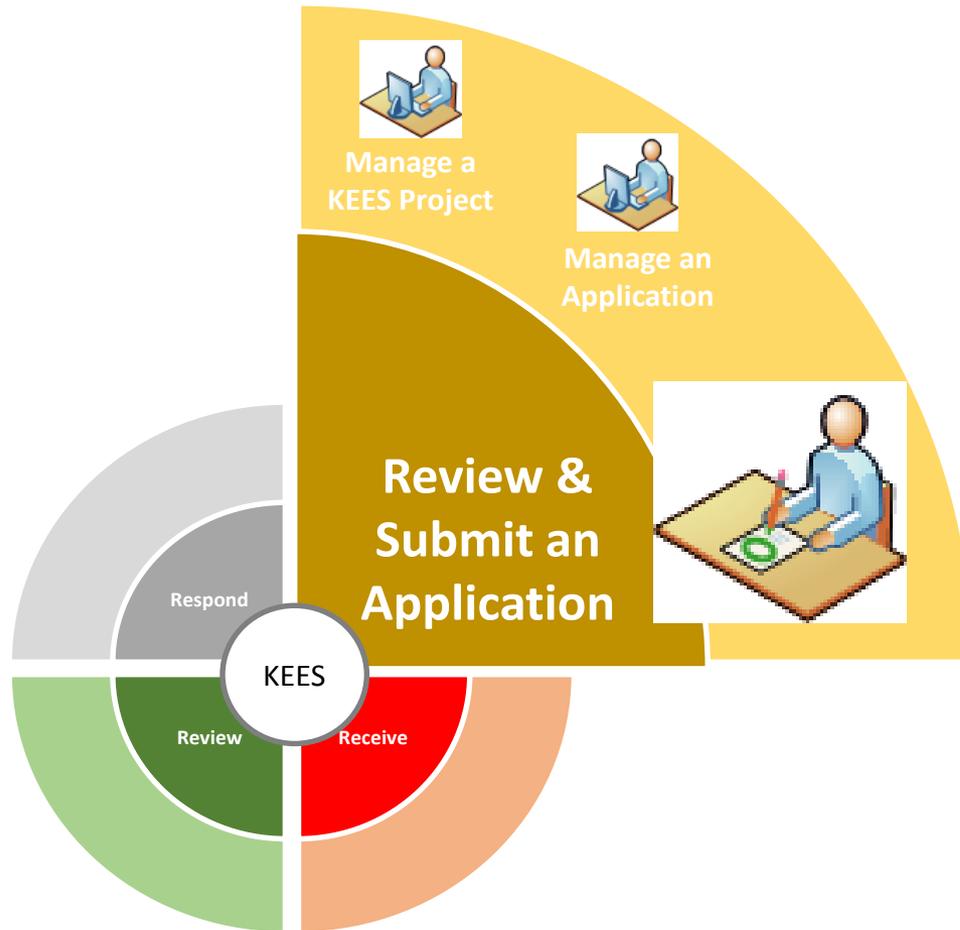
OPTIONAL OR REQUIRED

- Replace - Edit

Document Type	Cycle	Ver.	File Name	Description	Size (MB)	Uploaded	Verified
Alternative Analysis	0	1	.txt		.0 MB	05/17/2017 10:33 PM Kees bptest2	<input type="button" value="YES"/> Verified by Kees bptest2
PASPGP-5 Reporting Criteria Checklist	0	1	.txt		.0 MB	05/17/2017 10:33 PM Kees bptest2	<input type="button" value="NO"/>

KEES Training

Lesson 5: Review and Submit an Application



After all required information has been added and verified, the SUBMIT button will appear

The screenshot shows the 'Application Summary' page for a Kees project. The page includes navigation tabs for Applicant Info, Point of Contact, Permit Type, Background Projects, GIS Info, Participants, GIF, and Attachments. The 'Summary' tab is currently selected. The main content area is divided into several sections: Applicant Information, Point of Contact History, Permit Coordinator, Permit Type Information, Background Projects, and GIS Information. The 'Permit Type Information' section shows the application type as 'GP-8'. The 'Background Projects' section contains a table with project details. The 'GIS Information' section lists various codes and measures related to the project's location and data collection.

Applicant Information

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

Point Of Contact History

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

Permit Coordinator

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

Permit Type Information

Kees Project: 1107 Group 1-02-RPM
 Chapter: Chapter 105 - Dam Safety and Waterway Management

Application Type:

<input checked="" type="radio"/> GP-8	<input type="radio"/> Standard Application
<input type="radio"/> GP-11	<input type="radio"/> Small Project Application
<input type="radio"/> GP-11 & GP-8	

Background Projects

MPMS Project ID # / Name	Description	Estimated Let Date	Counties	Municipalities	State Route/Local Road	Actions
64573 Group 1-02-RPM	District 1-0 Various Counties & SRs 2002 Raised Pavement Markers (RPM) Repair	2002-05-09 00:00:00.0	VENANGO	CRANBERRY	2006	Other Location Details

GIS Information

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

Review and Submit an Application

KEES requires the attachment and verification of QA/QC documentation before an application can be submitted to DEP for review and approval

KEES Project: 1981 - Grp 111-15-7135-3	Applicant: PA DOT ENGINEERING DISTRICT 11	Status: Final Review EventHistory	Application Number: 1882
Permit Type: GP-11	Created by: Kees bptest2 04/17/2017	Cycle: Q	



QAQC

Document Type	Cycle	Ver.	File Name	Description	File Size (MB)	Uploaded	Verified
QA/QC							

Applicant Information

QA/QC section is shown when all application data is complete and verified

All editors can upload the required documentation

Application Details

Applicant Info ✓ Point of Contact ✓ Permit Type ✓
GIF ✓ Attachments ✓ Summary ○

QA/QC

Upload Documents to QA/QC

Valid file extensions: doc, docx, jpg, jpeg, JPG, pdf, PDF, txt, xls, xlsx, zip Maximum file size is 50 Mb

+ browse Description

+ browse Description

+ browse Description

UPLOAD CANCEL

Document Type	Cycle	Ver.	File Name	Description	File Size (MB)	Uploaded	Verified
QA/QC	0	1	Desert.jpg		.8068 MB	05/09/2017 Kees bptest2	

Applicant Information

Verify QA/QC and Submit Application for Review 86

Verify QA/QC to see the Submit button

Only editors with CWOPA accounts verify QA/QC and submit applications

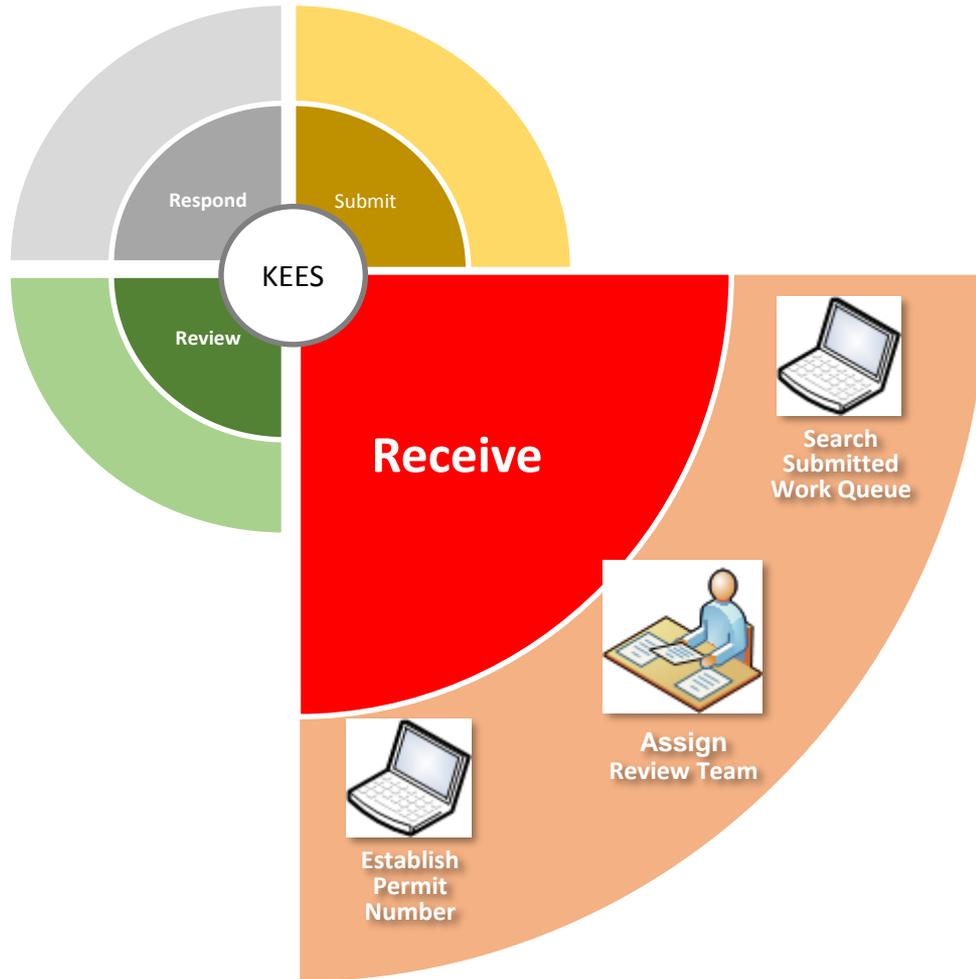
QAQC

Document Type	Cycle	Ver.	File Name	Description	File Size (MB)	Uploaded	Verified
 QA/QC	0	1	Desert.jpg		.0129 MB	05/09/2017 Kees bptest2	  Verified by Kees bptest2



KEES Training

Lesson 6: DEP Receipt, Review, & Response



Assign Review Team

Application status change

Forward application to Reviewer(s)

Set Permit Number

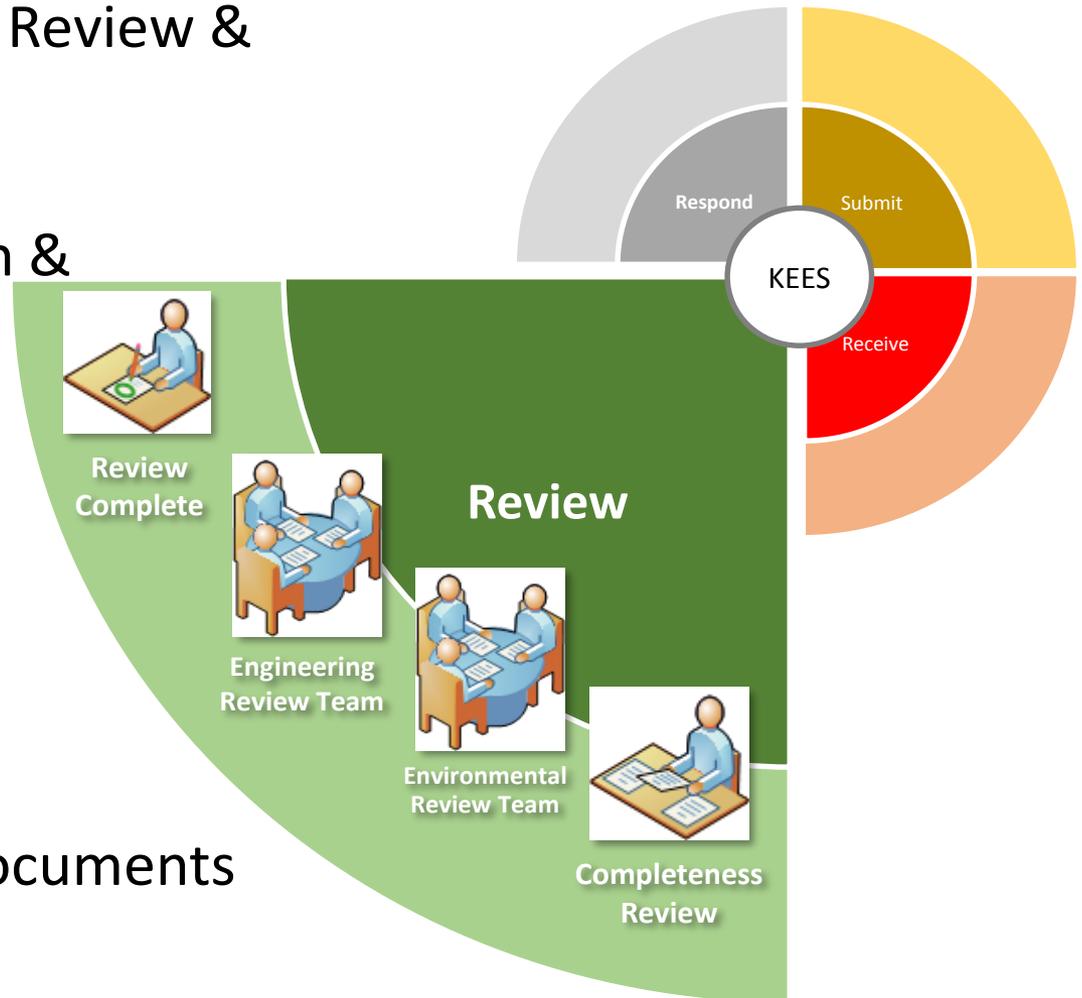
Conduct Completeness Review & Notification

Make Recommendation & Establish Conditions

Create PA Bulletin

Complete Supporting Documentation

Add Permit Issuance Documents



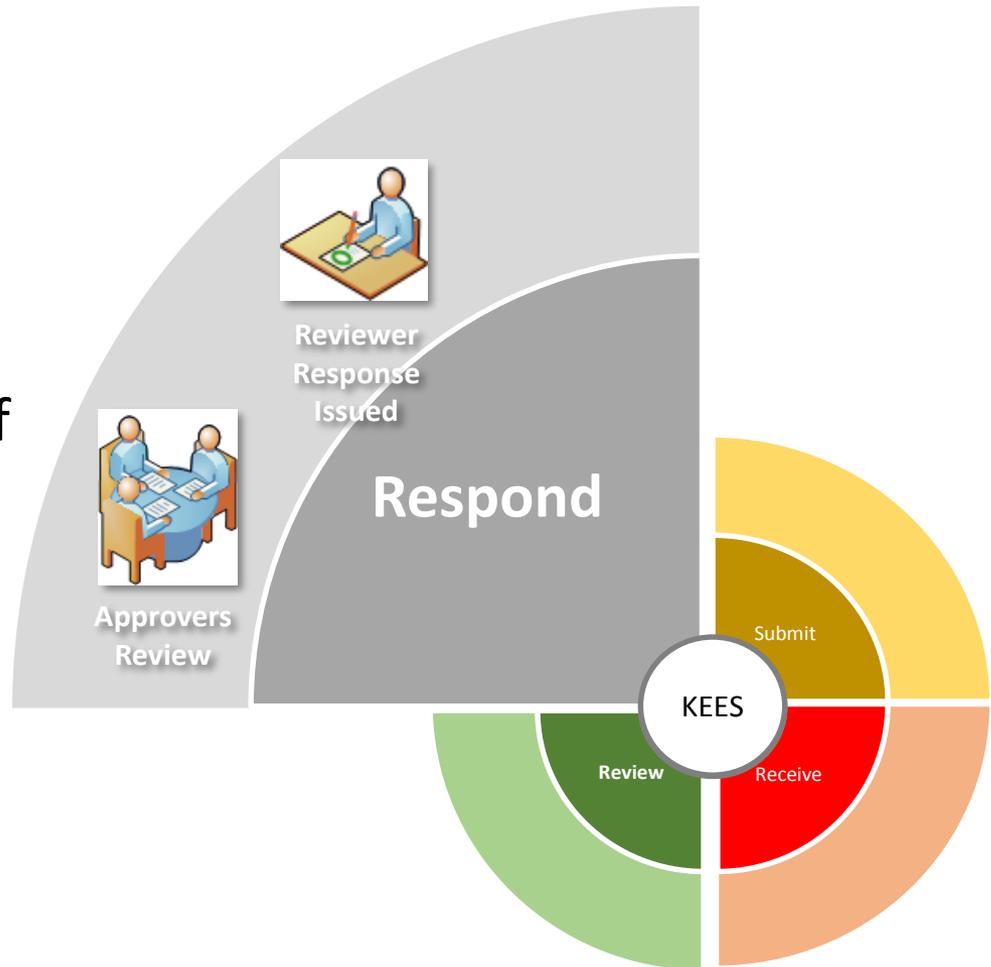
Make Recommendation

Create Permit Package

Review Supporting
Documentation-Records of
Decision

Review Permit Issuance
Docs:

- Acknowledgement of Appraisal
- Conditions
- Completion Report



KEES Training

Lesson 7: Applicant Responses

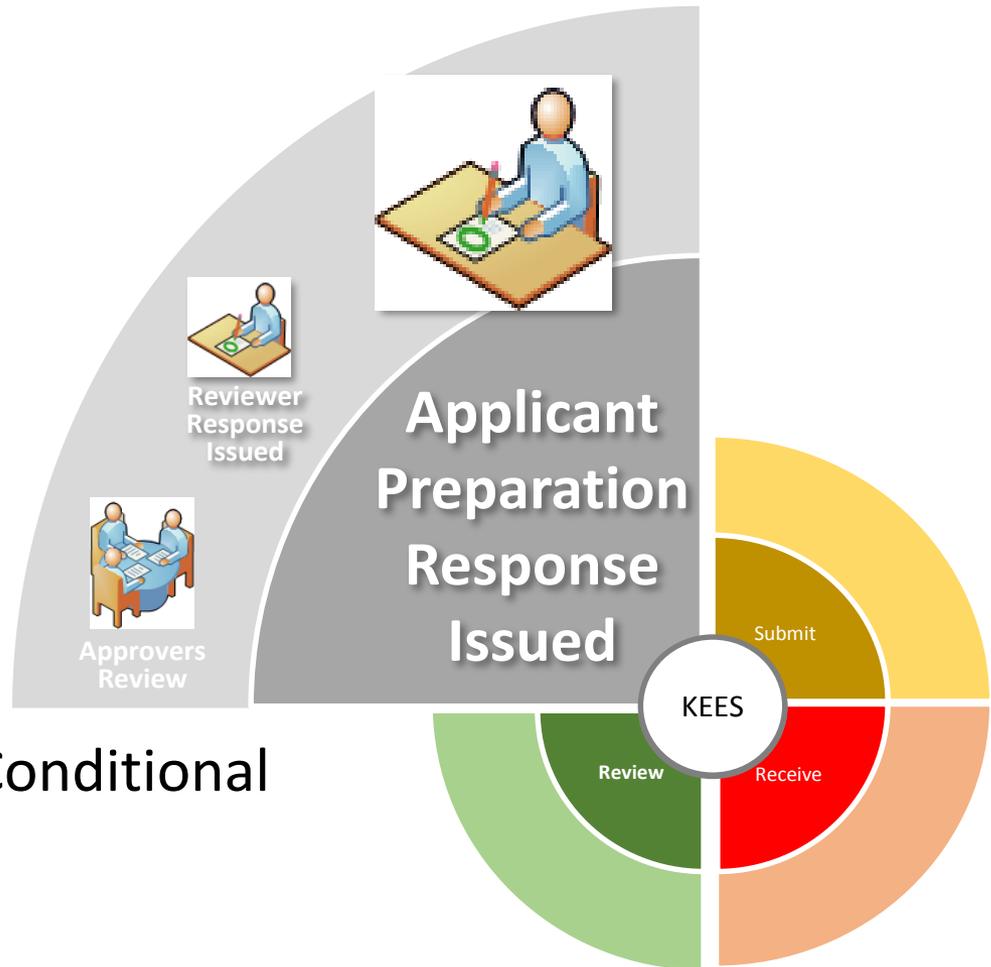
Respond to a deficiency

Resubmit the Application

Request an Extension

Withdraw

Acknowledge Appraisal of Conditional permit approval



The first time an application is submitted it is recorded as Cycle 0

Cycle Count goes up when Applicant clicks EDIT when making corrections before Resubmitting Application



Review Team returns incomplete or technically deficient applications

My Work Queue

In Preparation 584	» Expand
Final Review 4	» Expand
Ready to Submit 14	» Expand
Technical Deficiency 7	» Expand
Incomplete 1	» Collapse
Conditionally Authorized 3	» Expand
In Preparation (Incomplete) 10	» Expand

Project	Application/Permit ID	Permit Type	KEES Role	Applicant	Cycle Number	Anticipated Approval Date	Submitted Date
2170 - DEMO May 4 - West Carson Street Slide	2175 / EEGG-334455	Standard Application	Application Preparer	PA DOT ENGINEERING DISTRICT 11	0	07/06/2017	05/05/2017

View requested corrections
Correct deficiencies and re-validate
application data

Create KEES Project	My Work Queue	Quick Links	Administration	Reports
KEES Project: 2170 - DEMO May 4 - West...	Applicant: PA DOT ENGINEERING DIS...	Status: Incomplete	Event Hist View Deta	
Application Number: 2175	Cycle: 0	Permit Number: EEGG-334455	Authorizat	

DEMO May 4 - West Carson Str # EEGG-334455

- Application Details
- Review Team
- Permit Information
- Completeness Review
- Technical Review
- Correspondence

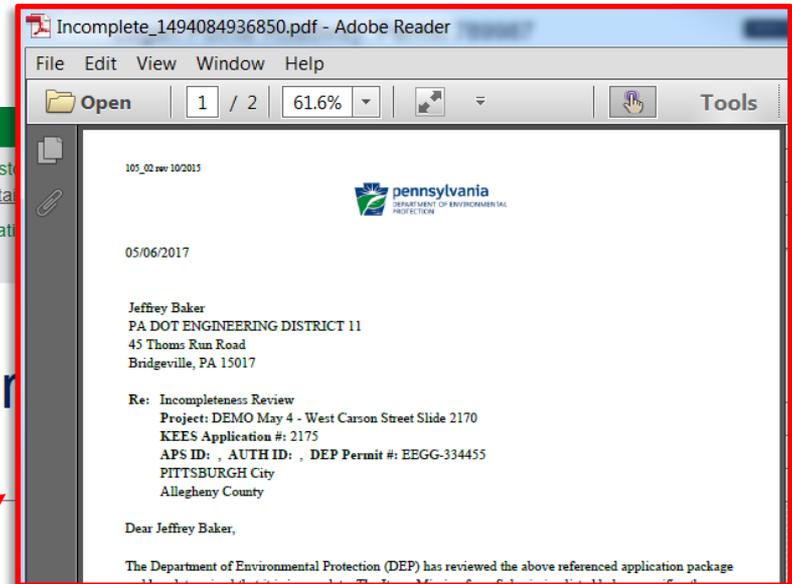
Permit Application Details Summary

⚠ This permit application has been marked as deficient
2 correction(s) have been requested. [View the Incompleteness Review Letter](#), for more details .

EDIT

Applicant Information ▼ Collapse

Applicant Name:
PA DOT ENGINEERING DISTRICT 11



49
Days Left

Next Milestone:
Admin Incomplete

Due Date:
07/06/2017

→ Workflow Cycles

Address identified deficiencies and review letter

KEES Project: 1553 - Logan Pointe Roadway Application Number: 1284 Applicant: PA DOT ENGINEERING DISTRICT 06 Created by: Kees bptest2, 2017-03-02 09:17:24.431 Status: Ready to Submit (Tech Def) [EventHistory](#)

Logan Pointe Roadway: Permit 789987

MANAGE APPLICATION

Workflow Timeline

0 Days Left

Next Milestone: **Technical Deficiency**
Due Date: 05/30/2017

Workflow Cycles

Permit Application Details Summary

Application Details
Completeness Review
Technical Review

View letter for details

If all of the necessary updates have been made and verified ([View letter for details](#)), your application should be resubmitted test.

*You must include comments in response to the deficiency before you can resubmit your application.

EDIT **SAVE LETTER**

Applicant Information > Expand
Point of Contact History > Expand
Permit Type Information > Expand
Background Projects > Expand

Resubmit within 60 days after Response letter is saved

KEES Project: 1553 - Logan Pointe Roadway Application Number: 1284 Applicant: PA DOT ENGINEERING DISTRICT 06 Created by: Kees bptest2, 2017-03-02 09:17:24.431 Status: Ready to Submit (Incomplete) [EventHistory](#)

Logan Pointe Roadway: Permit 789987

MANAGE APPLICATION

Workflow Timeline

0 Days Left

Next Milestone:

Due Date: 05/02/2017

Workflow Cycles

Permit Application Details

If all of the necessary updates have been made

*You must include comments in response to the decision letter

Here are the comments provided by the applicant:

- Here is a response.
- The GIF tab was updated with new Land Use analysis.
- Here is another response.
- The attachments were re-verified.
- Here is the third response.

Warning: 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.

CANCEL **YES, RESUBMIT APPLICATION**

EDIT **SAVE LETTER** **RESUBMIT**

Request an extension to get more time to develop a response

kees test project: Permit # 12gh

The screenshot displays a web interface for managing a permit application. On the left is a navigation menu with items: Application Details, Review Team, Permit Information, Completeness Review, Technical Review, and Correspondence. The main content area is titled 'kees test project: Permit # 12gh'. A yellow warning dialog box is overlaid, asking 'Are you sure you wanted to request an extension for this permit application?' with 'CANCEL' and 'REQUEST EXTENSION' buttons. A 'MANAGE APPLICATION' dropdown menu is open, showing options: 'Create Application PDF', 'View PDF Links', 'Withdraw Application', 'Request Extension', and 'Copy Application'. Below the dialog, the 'KEES Project Information' section shows 'KEES Project Name: kees test project'. A second yellow warning box states: 'An extension has been requested for this permit application. Do not withdraw due to inactivity.' Below this is the 'Permit Application Details Summary' section, which includes an 'Agency Region Assignment' header and instructions: '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'. At the bottom, there are labels for '★ ACOE Region:' and 'DEP Region:'.

Return documents or acknowledgements to complete permit authorization process

Correspondence

 The permit is conditionally authorized. Upload the Permittee Response Documents and acknowledge.

Decision Package

File Name

[Water Obstruction and Encroachment Permit \(WOEP\) Issuance](#)

[Water Obstruction and Encroachment Permit](#)

Permittee Response Documents

Filename	Cyc	Ver	Description	Created By	Actions
No records found.					

[+ Add Permit Response Documents](#)

Upload Documents

Valid file extensions for attachments include: doc, docx, jpg, pdf, txt, xls, xlsx.
Maximum size for attachment is 50 Mb.

Permit Response Document 1.docx

Permit Issuance Documents ▼ Collapse

Acknowledge permit conditions to return application

Correspondence

 By continuing, you are acknowledging all associated conditions and regulations associated to this permit. This includes uploading a completed and signed ACKNOWLEDGMENT OF APPRISAL OF PERMIT CONDITIONS form. A copy of this can be found in the Permit Issuance Document section.

PERMIT CONDITIONS ACKNOWLEDGED

Decision Package

[Collapse](#)

File Name	Description	Created By
Water Obstruction and Encroachment Permit (WOEP) Issuance	Cover Letter	KEES Test5 on 04/20/2017
Water Obstruction and Encroachment Permit	Permit Letter	KEES Test5 on 04/20/2017

Permittee Response Documents

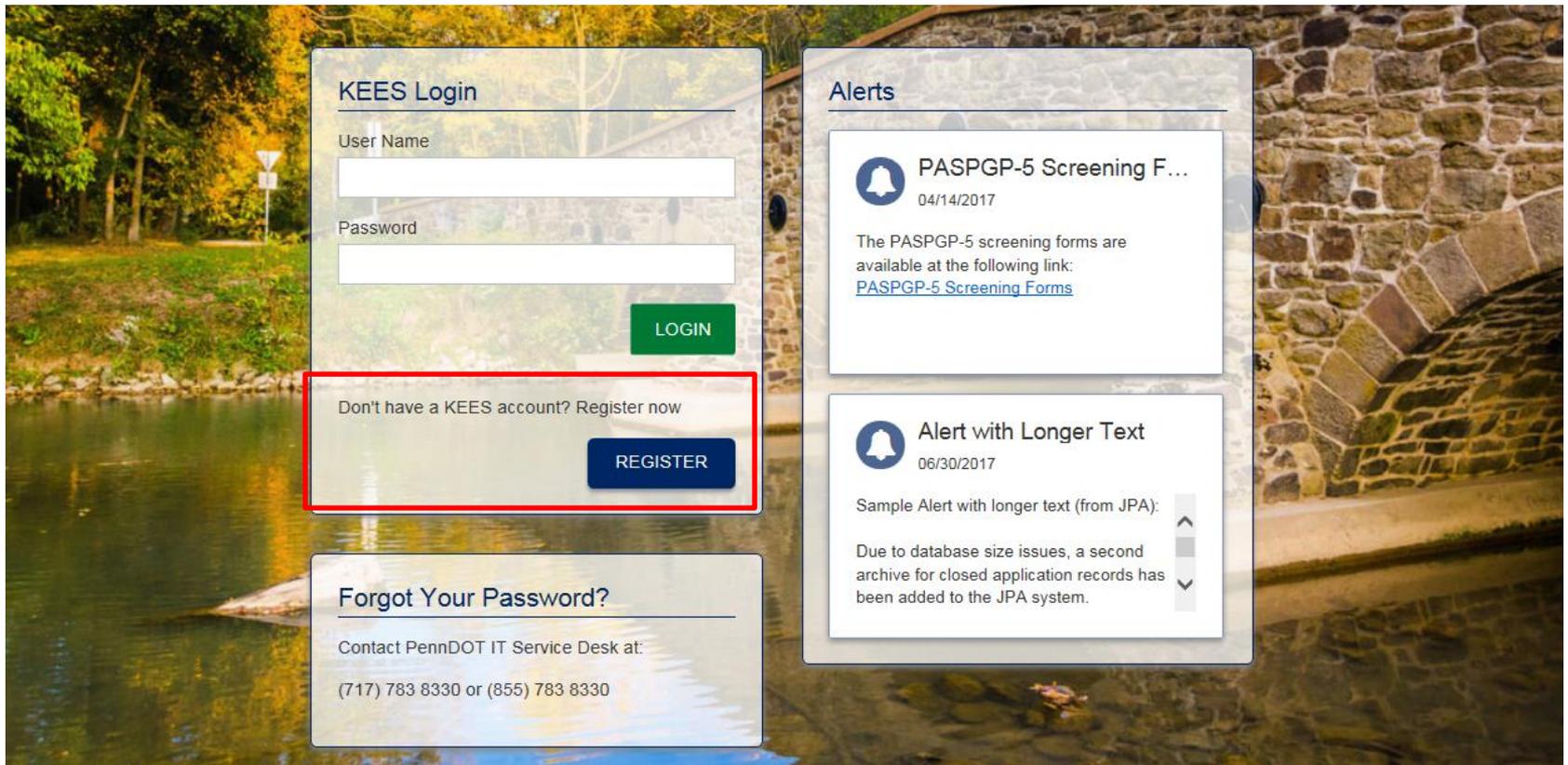
[Collapse](#)

Filename	Cvc	Ver	Description	Created By	Actions
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KEES Training

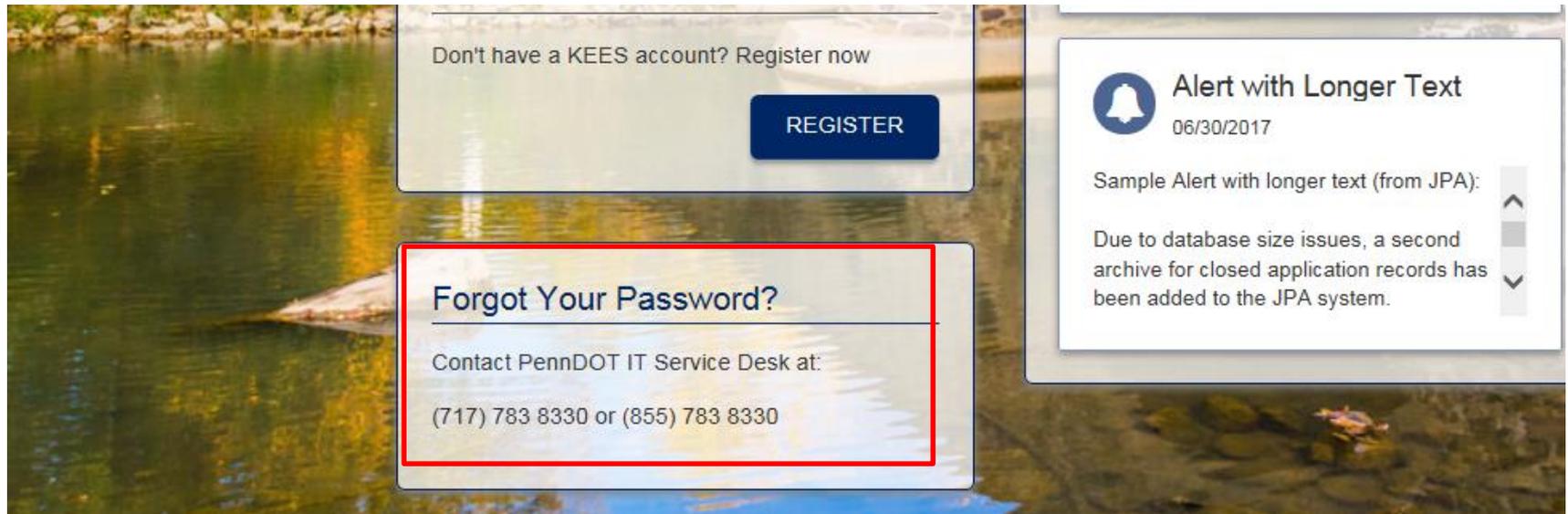
Lesson 8: Getting Help with KEES

Click REGISTER button to open the request for access form



Contact the PennDOT IT Service Desk to reset passwords or report an issue

- 855-783-8330





The Contact Icon



opens a new window to

DEP's contact website

Contact Us

This document contains information to assist new and current KEES users in efficiently addressing commonly encountered issues.

[PennDOT IT Service Desk](#)

If you encounter issues with KEES, please:

- Telephone PennDOT IT Service Desk at (717) 783-8330; or
- Create a Request for Service (RFS) ticket from your CWOPA Outlook account

[Register with KEES](#)

To establish a KEES account, please complete and submit the appropriate [User Access Request Form](#) to the appropriate Technical Service Desk (above).

[Department of Environmental Protection](#)

For any PA Department of Environmental Protection assistance, please visit [our website](#).



This slide presentation, and other helpful materials will be available—click the Help links

- FAQs
- Contacts
- Registration Forms
- User Manual
- Training Videos



