

User Help Resources

The following materials have been prepared to assist users better understand KEES functionality and troubleshoot issues encountered while preparing and or reviewing permit applications.

Applicant Resources

- [KEES Applicant User Manual](#)
- [KEES Applicant Abbreviated User Guide](#)
- [Applicant Training Presentation](#)

Applicant Demonstration Videos

KEES Chapter 102 Training Video Subjects and Times

Three training videos have been created to provide instruction to users who prepare Chapter 102 Permits in the KEES system. The subjects covered and the times they occur within the videos are listed below.

After the videos were created, changes have been made to the KEES system. Although some items have been modified, most of the instructions remain relevant.

If the information on a screen, tab, or subtab name is needed, search this document for the name, play the appropriate video, and move the cursor of the seek/progress bar to the desired time.

The following topics are in the file named [KEES Ch102 Part1-2.mp4](#).

a. Part 1 - Getting Started in KEES.....	(0:00)
b. Creating a Project (KEES Project Info).....	(1:30)
c. Point of Contact.....	(3:00)
d. Background Projects List when creating a Project (MPMS)	(3:30)
e. Applicant info tab	(7:10)
f. Background Projects tab	(7:25)
g. GIS Information tab	(8:05)
h. Participants tab.....	(10:45)
i. GIF tab.....	(11:20)
j. Coordination subtab	(11:30)
k. Additional Info subtab	(17:00)
l. PNDI tab	(17:40)
m. Permit Applications tab.....	(18:25)
n. Project Summary tab	(18:40)
o. Add Application, CH 102	(19:00)
p. Eligibility questions for General NPDES NOI	(19:30)
q. Warning if ineligible for General NPDES and Individual permit is needed	(22:50)

The following are in the file named [KEES Ch102 Part3.mp4](#).

- a. Part 3 including, Application Details, Related Projects, General Info, Project Site Info, Applicant Info, and Permit Type Eligibility tabs (0:00)
- b. KEES Project Information (0:20)
- c. Agency Region Assignment (0:27)
- d. Related MPMS Projects..... (0:48)
- e. General Info tab – including a description of the meanings of the circles within the tabs that change from empty, to half full, to full, and to check marks (1:08)
- f. Background subtab, including Type of Ownership, NAICS Code, pre-application meeting and minutes, Quad Map, and Riparian Forest Buffers (1:50)
- g. Verify Button and resulting check mark at the subtab (5:49)
- h. Existing Permit Coordination subtab – CH 105 permits inside KEES and others outside KEES, 537 planning..... (6:40)
- i. Project Site Info tab – Site Location and Notifications subtab (8:00)
- j. Site Information banner – Site Name is different from MPMS, or CH 105 application site name (8:18)
- k. Location Details banner – for municipal notification locations..... (9:50)
- l. Notification Details – (formerly known as Act 14 letters) (11:20)
- m. Cultural Resources subtab..... (13:33)
- n. Site Area subtab..... (14:23)
- o. Earth Disturbance tab (15:47)
- p. Earth Disturbance Details subtab – Road Maintenance Area (RMA), pre- and post-construction land use tables, PPC Plan, off-site construction support activities, fill material imported to the site, karst geology, voluntary riparian buffer (16:00)
- q. GIS Information subtab..... (22:05)
- r. Applicant Info tab (22:25)
- s. Permit Type Eligibility tab – eligibility questions (22:38)
- t. End of video..... (23:30)

The following are in the file named [KEES Ch102 Part4-6.mp4](#).

- a. Part 4 including E&S Module 1 (0:00)
- b. E&S Module 1 – E&S Plan Summary (0:27)
- c. Add E&S Plan Summary, Plan Information subtab (1:08)
- d. E&S Add Receiving Water, Receiving Water Details banner (5:45)
- e. Add DP (discharge point), DP Details subtab (6:55)
- f. Impairments subtab, Chesapeake Bay, TMDL, non-discharge alternative, ABACT BMPs (8:58)
- g. Receiving Water Details verify once DP has been added (11:30)
- h. E&S Plan Summary, Soils subtab (11:50)
- i. E&S BMP Types subtab, Standard BMPs, Alternate BMPs, Details for Standard BMPs, Details for Approved Alternative BMPs..... (13:18)
- j. E&S Plan Developer subtab, Plan Preparer, E&S Plan Developer Certification (16:58)
- k. Project Summary Data subtab..... (20:07)

l. E&S Plan Attachments subtab	(20:30)
m. E&S Module 1 Hierarchy, Verify DP and Receiving Water	(21:00)
n. E&S Plan Summary, review of items not verified in the example	(22:00)
o. Part 5 including PCSM Module 2	(22:45)
p. PCSM Module 2 – PCSM Plan Summary, Plan Info subtab, Site Restoration Project	(22:55)
q. PCSM Plan Developer subtab	(25:10)
r. Project Summary Data subtab	(26:27)
s. PCSM Add Receiving Water, Receiving Water Details banner (27:00)	(27:00)
t. Stormwater Analysis – Runoff Volume banner	(28:19)
u. Stormwater Analysis – Peak Rate banner	(29:48)
v. Stormwater Analysis – Water Quality banner	(31:31)
w. Add DP (discharge point), DP Details subtab	(32:10)
x. Impairments subtab	(34:07)
y. PCSM Module 2 Hierarchy	(35:08)
z. Add BMP, BMP Details subtab, Rain Garden/Bioretenction – Bioretention with Undrdrn	(35:35)
aa. Stormwater Analysis subtab, Runoff Volume banner, Peak Rate banner	(38:44)
bb. Long-Term O&M subtab, Long-Term O&M Information banner, BOMO Stormwater Information banner	(40:35)
cc. All Tests Added	(42:40)
dd. Verify PCSM DP from BMP up through the hierarchy	(43:00)
ee. PCSM Plan Summary tab, Project Summary Data subtab	(44:27)
ff. PCSM Attachments	(44:55)
gg. Part 6 – PNDI, Compliance, Participants, Attachments, Summary	(45:28)
hh. Manage Application, Create PDF, Delete Application	(47:54)
ii. End	(48:41)
○ Find KEES Projects and Applications	
○ Use My Work Queue	
○ Create a KEES Project	
○ Manage KEES Project Information 1 - Applicant Info-Point of Contact-Background Projects	
○ Manage KEES Project Information 2-GIS-Participant-GIF-PNDI-Applications-and Summary Tabs	
○ Create an Application	
○ Manage Application Tabs-Applicant-POC-Permit Type-Related Background Projects	
○ Copy, Delete, and Withdraw an Application	
○ Manage Application Participants	
○ Complete Application GIF-Coordination	

- Complete Application GIF-Land Use
- Complete Application GIF-Facilities
- Complete Application GIF-Encroachments Data
- Complete Application GIF-Additional Information Data
- Manage Application Attachments
- Manage QA-QC Documentation and Submit an Application
- Update User Account Info
- Respond to a Deficiency
- Submit Acknowledgement of Appraisal
- Manage Cycles and Workflows for Applications
- Adding Facility Details to A KEES Application

Reviewer Resources

- [KEES Reviewer User Manual](#)
- [KEES Reviewer Abbreviated User Guide](#)
- [KEES DEP Reviewer Participant Workbook](#)
- [KEES DEP Training Presentation](#)

Reviewer Demonstration Videos

- Using Searches
- Assign a Review Team, Permit Number, and ACOE Reporting Type
- Review Application Details
- Create Application PDF
- Make Comments to an Application
- Make a Recommendation, Draft an Incompleteness Letter, and Submit for Approval
- Reject an Incompleteness Letter
- Submit a PA Bulletin

- View Application Cycle History
- Add Supporting Documents-Record of Decision and Permit Issuance
- Create a Return Application as a Technically Deficient Letter and Submit it for Approval
- Review Acknowledgement of Appraisal Documentation and Change Status to Authorized
- Complete Technical Review-Approve Authorize Permit Letter

Commenter Resources

- [KEES ACOE Commenter How-To Guide](#)
- [KEES ACOE Commenter How-To Presentation](#)
- [KEES Commenting Agency How-To Guide](#)
- [KEES Commenting Agency How-To Presentation](#)

Commenter Demonstration Videos

- [KEES ACOE Commenters Webinar](#)
- [KEES Commenting Agency Webinar](#)

Other Materials

- [FAQs](#)

Enterprise Security Solution (ESEC)

With the deployment of KEES 2.1, the PennDOT Enterprise Security Solution (ESEC) replaces paper-based KEES registration processes. In addition, PennDOT Business Partners can manage their access account for KEES and any other Commonwealth applications integrated with ESEC. Commonwealth employees and consultants with 'c-' user IDs will continue to manage their security accounts through established agency practices.

PennDOT IT Service Desk

If you are unable to resolve issues login, account management, and functional issues with the foregoing material, please contact the PennDOT IT Service Desk at (717) 783-8330 or (855) 783-8330 (toll-free).