

## **Chapter 102 ePermit System**

### **Frequently Asked Questions (FAQ)**

**March 12, 2021**

**Version 1.0**

#### **Background**

The following questions were posed by participants of the Chapter 102 ePermit training webinars held on January 21, 2021, as well as received by the Department of Environmental Protection's (DEP's) Bureau of Clean Water (BCW) via email immediately following. BCW's response follows each question. This FAQ document will be updated with additional questions and answers over time.

Nothing in this document affects regulatory requirements. The interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the interpretations in this document the weight or deference. This document provides a framework within which DEP and delegated county conservation districts (CCDs) will exercise administrative discretion in the future. DEP reserves the discretion to deviate from the interpretations in this document if circumstances warrant.

#### **GENERAL**

##### **FAQ #1: Where do I create my online account?**

Create a DEP [GreenPort](#) account online. There is a [GreenPort User Guide](#) to assist you. After completing this, you can register with multiple DEP applications/program areas, including the Chapter 102 ePermit System.

##### **FAQ #2: How do I register my GreenPort account and what are the different account registration types for the Chapter 102 ePermit System?**

An applicant must first register as an Electronic Filing Administrator (EFA). Consultants and other users, including employees of the applicant who are not authorized to sign and submit applications, may register as an Operator/Preparer ("Operator"). An Operator can work for multiple EFAs; however, the Operator must be given permission from an EFA to prepare work in the ePermit System for that EFA. See the sections below and the detailed step-by-step user

guides on the [Chapter 102 e-Permit System Webpage](#) on how to register as an EFA (i.e., applicant) or Operator (e.g., consultant).

### **FAQ #3: What is an Electronic Filing Administrator (EFA)?**

The EFA(s) is the applicant or a person who can sign on behalf of the applicant. Details on who can sign a PAG-02 Notice of Intent (NOI) can be found in the [PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities Notice of Intent Instructions](#), under ‘NOI-Certification for PAG-02 Applicants’ on page 21. The EFA is responsible for managing submissions, responses, and access to electronic NOIs or applications. EFAs grant and remove access to other Operators (consultants, users, employees, etc.).

### **FAQ #4: What is an Operator?**

An Operator is an individual who is authorized to prepare ePermit applications on behalf of an EFA. This includes employees of organizations and consultants working for applicants. This use of the term “Operator” in the ePermit System context should not be confused with the same term defined at 25 Pa. Code § 102.1.

### **FAQ #5: Can I register for e-Permitting on behalf of someone else?**

No. Your DEP [GreenPort](#) accounts are for you as an individual and are not allowed to be shared. When you register for the Chapter 102 ePermit System, you are registering as yourself, not someone else. The signatures you provide represent your official electronic signature. You are not allowed to share your GreenPort account or register in the ePermit System under someone else’s name or register on behalf of an organization to which you don’t belong.

### **FAQ #6: I am an employee/member of an organization that wants to submit an NOI for coverage under the PAG-02. Can I be the EFA?**

If you are a member who could ordinarily sign on behalf of, or have delegated signature authority for the organization, and are authorized to sign applications for submission to DEP, then YES. *You must upload a copy of signature authority documentation when you register as the EFA.* Specific instructions on signature authority can be found in the [PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities Notice of Intent Instructions](#) under ‘NOI-Certification for PAG-02 Applicants’ on page 21. If you do not have this signature authority, you can still work on ePermit applications as an Operator in cooperation with your organization’s EFA. Follow the [Operator User Guide](#) and registration process.

**FAQ #7: When do you expect electronic submissions will be required?**

At this time DEP is not requiring the use of the ePermit System for Chapter 102 submissions. Electronic submissions through the ePermit System are currently voluntary. DEP will announce if and when Chapter 102 submissions will be required through the ePermit System. Please check [DEP's Construction Stormwater](#) webpage for Chapter 102 ePermit updates.

**FAQ #8: Will this interface work appropriately in Microsoft Edge? Internet Explorer is being phased out.**

The DEP ePermit System has been developed to be supported by the latest version of Internet Explorer and Google Chrome. Other internet browsers can access the DEP ePermit System although not guaranteed to work or display properly.

**Electronic Filing Administrator / Applicant**

**FAQ #9: How do I register as an Electronic Filing Administrator?**

After creating your [GreenPort](#) account, you must log in and request access to the Chapter 102 ePermit System. The basic steps are outlined in the [Getting Started Summary](#). Follow the step-by-step instructions and screenshots in the [EFA User Guide](#). Also, review the [Chapter 102 e-Permit System Webpage](#) for other helpful information.

**FAQ #10: What do I need in order to register as an Electronic Filing Administrator?**

If you are an individual, you will need basic information about yourself (name, contact info, etc.). If you are registering for an organization, you need authority to sign and submit permit applications to DEP. This is the same authority that is required for the applicant to sign for a paper PAG-02 Notice of Intent (NOI). You must provide signed documents to upload, per the [PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities Notice of Intent Instructions](#), under 'NOI-Certification for PAG-02 Applicants' on page 21 for delegation of authority to submit permit applications. Also, follow the steps in the [EFA User Guide](#).

**FAQ #11: What do I need to submit for documentation of my delegation of signature and submission authority?**

A letter or form signed by the appropriate entities identified in the [PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities Notice of Intent Instructions](#), under 'NOI-Certification for PAG-02 Applicants' on page 21, granting authorization for you to sign on behalf of the entity and submit permit applications to DEP. This

is to delegate employees or members of an organization, which is the applicant, not to delegate consultants.

**FAQ #12: Can there be more than one EFA per applicant.**

Yes. An organization can have more than one EFA.

**FAQ #13: How do I register as a “Consultant for Individual” for those individuals who do not have a computer or those who do not use computers?**

BCW is evaluating this option for registering. Currently BCW is not accepting this method. If you have a client that does not have a computer or use computers, you can still submit via paper.

**FAQ #14: How do I approve users (employees, consultants, etc.) to work for me within e-Permitting?**

Approving Operators is a two-step process. You must approve them both in GreenPort and in the ePermit System. The process is explained in detail in the [EFA User Guide](#). Since GreenPort is used to access the ePermit System and many other DEP online applications, you need to approve Operators in GreenPort first. Then, after waiting 24 hours for the system to update and the Operator approval to be available within the ePermit System, you must log back into GreenPort and navigate to the ePermit System to approve the Operator.

**FAQ #15: If an EFA grants a consultant the master preparer role, does that give them access to permits that may have been created by another consultant?**

Yes. If an Operator has the master preparer role, they can see any application for that EFA/applicant. If an Operator has the preparer role, they can only see the applications that the EFA gives them permission to access.

**FAQ #16: Can the EFA grant access to two consultants/individuals for one project?**

Yes.

**FAQ #17: Does this mean that homeowners with a one-time project will need to go through the EFA process in order to submit in the 102 ePermit system?**

Yes.

**FAQ #18: Can a consultant set up the new EFA account for the applicant? Many applicants need help with this process or would simply like their consultant to handle for them.**

Consultants can assist applicants with registering for an EFA account, but the applicant needs to be the one who electronically signs. A consultant should consider walking their client through this process in person or through a virtual application (e.g., Skype) in which you can screen share. The registration process only needs to be done one time and initially takes about 5-10 minutes.

**FAQ #19: If you set up a separate LLC for each project, does a separate EFA need to be created for each project?**

Yes, because each LLC is a separate entity.

**FAQ #20: Is it possible for a consultant or other user to print out the registration page and have the EFA sign it and then scan it in and submit to DEP?**

No, the EFA registration process is entirely electronic.

**FAQ #21: Approximately how long does it take to register an EFA?**

It is anticipated to take 5-10 minutes.

**FAQ #22: What is the timeframe for review of the new client registration to be approved?**

The client registration needs to be approved by DEP. DEP will be checking these daily, so it is anticipated that it will generally take 1-2 business days.

**FAQ #23: How are changes in an EFA handled? For example, on federal projects you may have a change in personnel assigned to the project.**

An organization may have more than one EFA. New personnel can create a GreenPort account and become an EFA for an organization. The old account can be removed.

**FAQ #24: Our clients often use different entities as applicants for their different properties. Will there be a way to address that or will they have to create a different EFA for each property/permit application?**

If a different entity will be the applicant, then that applicant must be registered as an EFA.

**FAQ #25: Will there be separate and specific training for EFAs?**

There is training for EFAs on the [Chapter 102 e-Permit System Webpage](#), including instructional videos and step-by-step instructions and screenshots in the [EFA User Guide](#).

**FAQ #26: I have previously submitted a Chapter 105 permit using the GreenPort system. As part of the account set up, the EFA had to wait overnight for the system update to finish the account setup. Is this still the case for the system?**

Yes.

**FAQ #27: How does the EFA work if the project has co-applicants? Does one take the lead on registering?**

Yes. One of the entities will have to decide which entity will register as the EFA, and this entity will be entered as the applicant in DEP's eFACTS. The entity who will not be the EFA must be identified as a Co-Applicant in the Client Information Module.

**FAQ #28: Who can potential applicants, whether companies or municipalities, contact for one-on-one assistance with registering as a GreenPort user and becoming an EFA?**

DEP is not providing one-on-one assistance for users to register for the system. As mentioned above, there is training for EFAs on the [Chapter 102 ePermit System Webpage](#), including an instructional video and step-by-step instructions and screenshots in the [EFA User Guide](#). If there are questions after viewing those resources, there are contacts identified on the [Chapter 102 ePermit System Webpage](#).

**FAQ #29: If a client would require a Chapter 102 permit and Chapter 105 permit, does it matter if they sign up as an EFA through the old EFA registration forms or through this 'New Client Registration' in the ePermit system?**

Each individual/organization must register for a GreenPort account and then enroll as an EFA in both Chapter 105 and Chapter 102 ePermit Systems separately. All Chapter 102 ePermit EFA enrollments are electronic.

**FAQ #30: Does the owner/developer (EFA) give access to a consulting company or an individual in that company?**

The EFA must grant access to the individual users (Operators). A company is not an Operator.

## **Operators (i.e., Consultants and Non-EFA Employees of the Applicant)**

### **FAQ #31: How do I register to work with an EFA?**

After creating your [GreenPort](#) account, you will need to obtain the Access ID from the EFA so you may request access to ePermit System to prepare applications on the EFA's behalf. The basic steps are outlined in the [Getting Started Summary](#). Follow the step-by-step instructions and screenshots in the [Operator User Guide](#). Also review the [Chapter 102 ePermit System Webpage](#) for other helpful information.

### **FAQ #32: Can I report/submit data for multiple EFAs?**

Yes, you can, if you have the EFA's Access ID and have been authorized by that EFA to submit data to the ePermit System on that EFA's behalf.

### **FAQ #33: The EFA told me that they approved my access, but when I click to 'Launch' e-Permitting I get an invalid credentials error?**

If you have the e-Permitting Launch button in GreenPort but cannot access the ePermit System, it is most likely that the EFA has only completed the first of two steps in the user approval process for you. This occurs when the EFA approves an Operator within GreenPort but does not approve the Operator within the ePermit System. To gain access, it is recommended that you reach out to the EFA regarding this issue. See FAQ #14 above.

### **FAQ #34: Is the consultant able to prepare, or even see, any aspect of an ePermit submission before the EFA is registered and grants access?**

The consultant cannot start to prepare an application/NOI for an applicant until the applicant has registered as an EFA is in the system and grants them access.

### **FAQ #35: Do you recommend that a consultant company has one GreenPort account or individual accounts for each individual within the Company?**

DEP [GreenPort](#) accounts are for individuals and are not allowed to be shared.

### **FAQ #36: Can the EFA (Applicant) assign access to the Consulting company as a whole?**

No. The EFA must grant access to individual users (Operators).

**FAQ #37: Can multiple users work on the same permit simultaneously? Or can you only have one person in the permit at a time?**

Multiple Operators can be working on the same permit application simultaneously.

**FAQ #38: As a consultant do we need a separate GreenPort account for each client?**

No, you may have multiple clients (EFAs) associated with your GreenPort account.

**FAQ #39: Is that permission granted to our company for every project for an applicant or do we need to file a permission access for every project we file?**

It depends on the role the EFA assigns you. If you are assigned the “master preparer” role, you can access any application/NOI and create new applications/NOIs for that EFA. If you are assigned as the “preparer” role, you will only have access to the applications/NOIs the EFA specifically gives you permission to.

**FAQ #40: Some of our clients don't even use email, how do we get them to go through this process?**

Paper submissions are still acceptable at this time.

**FAQ #41: If we print out the webpage of the client information page and get the client signature on it, can we use that “Consultant for Individual” option even if they aren't in the same room?**

No.

**FAQ #42: When a client registers as an EFA, and gives me access, will my user account auto-update to now provide that company (EFA) as a drop-down option to file permits for them?**

Yes.

**FAQ # 43: Can a consultant apply for registration for ePermit before they have a specific EFA and role?**

Yes, a consultant can register for a GreenPort account at any time. However, work on ePermit applications cannot begin until that consultant has been given access and assigned a role by an EFA.

**FAQ # 44: If the Consultant is already registered on GreenPort for Chapter 105 ePermit system, do they need separate registration for Chapter 102 ePermit system?**

No. If a user already has a GreenPort account, they would simply need to enroll in ePermitting for the “Clean Water” Program to access the Chapter 102 ePermit System.

**FAQ # 45: What happens when a consultant changes jobs, do they need to create a new GreenPort account or would you edit your contact info in your existing account?**

The GreenPort accounts are related to the email address; so, if you will be using a different email address, you will need to create a new account.

**FAQ # 46: If a consultant needs to create another GreenPort Account will DEP flag that person for having multiple accounts with the same P.E. info, etc.?**

No.

**FAQ # 47: I have previously created a Pa Keystone login account and a Pennsylvania Enterprise Portal account. Are either of those the same as GreenPort?**

These systems are different from GreenPort.

**FAQ # 48: Can an application have multiple master preparers?**

Yes. Additionally, an EFA can have multiple master preparers that can work on multiple applications.

**FAQ # 49: If multiple Master Preparers can see all permits, could other master preparers alter competing consultant's permits?**

Yes, it is possible that if there are multiple ePermit applications being prepared and the EFA granted access to master preparers from different companies, those master preparers can access applications they were not intended to. If the EFA has concerns with this they may approve the preparer role instead of the master preparer role.

**FAQ # 50: Can a preparer role start a new permit?**

Yes.

**FAQ # 51: Can a regular Preparer hit submit and pay?**

Yes. However, DEP expects that the EFA's signature will be provided.

**FAQ # 52: In the situation where multiple people in our company are becoming preparers, does the EFA need to go through and approve each one individually?**

Yes, the EFA will have to grant access to each user.

**FAQ # 53: Is my Clean Water Academy account associated with GreenPort?**

No.

**FAQ # 54: I have a Keystone ID and a GreenPort ID. What will happen with these two accounts? Will they be merged?**

[Use this link](#) for information on GreenPort and the transition to Keystone Login.

[Use this link](#) for information on Keystone login.

**FAQ # 55: Is your DEP GreenPort account associated with your company (consultant firm) or just you as an individual?**

Your GreenPort is associated to you as an individual.

**FAQ # 56: Does a consultant company need to set up an EFA in order to manage and assign engineers working in the ePermit system?**

A consulting company should only register as an EFA if they will be assisting the applicant and serving as the EFA (see FAQ #40 above) or if the consulting company will be the actual applicant. An individual of the company, rather than the company itself, would need to sign up to be an EFA.

**FAQ # 57: Can a master preparer grant access to staff to be preparers?**

No. Only an EFA can grant access.

**FAQ # 58: Does the EFA have to enroll in ePermitting for 'Clean Water' before the consultant can link to them for Clean Water Permitting?**

Yes.

**FAQ # 59: Is it possible for the consultant company to revoke access for any employees who leave/are terminated rather than having to bother clients?**

No. The EFA would have to revoke access to users.

**FAQ # 60: Do the EFAs need to understand what types of permits they are going to need? Or if they grant someone Master Preparer access, can that master preparer identify and add different permits, i.e., chapter 105 and chapter 102?**

A master preparer can create and submit NOIs/applications in the ePermit System. However, the applicant/EFA must certify the information, whether it is through the electronic certification or by the paper certification which can be uploaded to the Compliance History and Certification Module in the Chapter 102 ePermit System. If the applicant/EFA has not electronically signed the NOI/application or if an upload of the applicant's certification has not been uploaded, the reviewing agency will consider it a deficiency.

**FAQ # 61: It's been mentioned that LEGALLY, DEP needs to know who has access and is working on different projects. Intuitively, this responsibility/liability would lie with the engineering consulting firm, so why is there no consultant company power?**

DEP does not need to know who the various individuals are who prepare an application. DEP does need to ensure that the individual signing the application has proper signatory authority under state and federal law.

**FAQ # 62: Why does this new program put so much onus on the Applicant (EFA) who often times is not as familiar with the permitting process as opposed to the consultants? What is the thinking behind this new permitting method?**

The same responsibilities for the applicant/EFA apply whether an application is submitted electronically or on paper, i.e., the applicant must certify the submission to government authorities. The primary difference between the ePermit System and paper applications is that the applicant does not need to provide permission for individuals to help prepare a paper application. DEP will consider providing additional flexibility with respect to managing Operators for a possible future enhancement to the ePermit System.

**FAQ # 63: How is the professional integrity of the project maintained if the EFA can change consultants in the middle of the permit. A new consultant should not be allowed to change our work.**

That is an area for each consultant to discuss with their client.

**FAQ # 64: Can EFA grant access for multiple persons from a consulting firm?**

Yes.

**FAQ # 65: It can be really difficult to get clients to make accounts and go through this processes that they don't really know about, and it may be easier for them to just hand over to their consulting firm. Would the DEP ever consider a paper form of EFA access that we could submit in lieu of the client doing the whole account setup and inviting and all the granular set up? Developers won't struggle, but small clients doing a one-off project are really going to have difficulty going through this process.**

The registration process for the EFA is paperless. DEP is always interested in user feedback and will consider this idea moving forward.

**FAQ # 66: Do I have to create two GreenPort accounts for myself? One as a consultant to help EFAs, and one as an EFA to assist an individual who doesn't have a computer?**

No. Additionally, BCW is not accepting the “Consultant for Individual” EFA option at this time.

**FAQ # 67: When you say consultant for individual, does this also apply to consultant for an organization?**

Yes.

**FAQ # 68: Is there an appropriate option we can choose for Clients who simply do not want to be bothered with the ePermit system and want us to handle everything for them?**

There is an option in the EFA registration for the situation where a client does not have access to a computer. However, BCW is not accepting this option at this time. As a result, such clients should submit their NOI/application on paper.

**FAQ # 69: Would it not be simpler to have a company provide an authorization to the consultant to submit on their behalf? PennDOT does a similar process where they have the applicant execute an authorization for agent form to allow the consultant to fill out the documentation and submit it on their behalf.**

The ePermit System is different from PennDOT's KEES, and there are different legal requirements.

**FAQ # 70: If I am a consultant doing the work, does the EFA have to get into the document and e-sign or do we print out the signature pages, have the EFA sign them and then we upload those signature sheets.**

The Compliance History and Certification Module has the option in the Certification section for the EFA to 1) electronically sign or 2) the applicant to sign a paper certification which is then uploaded.

**FAQ # 72: Can you register as an EFA for one project and a consultant for a different project since the clients can be different?**

Yes and you will still have just one Greenport account. When you go into the ePermit System on your Dashboard at the top left you will see a dropdown to select which client you want to do work for. When working with Client A (if you are an EFA), then you will have capabilities as an EFA; when working with Client B (if you are a consultant), then you would have either the preparer or master preparer role.

**FAQ # 73: For GreenPort account setup, is the address information for the organization or my home address?**

That is the user's discretion.

**FAQ # 74: Are there any limitations to being a Preparer vs a Master Preparer if the applicant only has one active application?**

Directly, no. However, with a preparer role, a user will have to be given access to any new/future applications/NOIs in the ePermit System for that EFA.

**FAQ # 75: Can you please provide sample organization charts to clear up EFA, consultants, users, etc. and who give permissions to whom?**

There is information provided in the [EFA User Guide](#) and on the [Chapter 102 ePermit System Webpage](#). The EFA is the only person who can grant access to their applications/NOIs.

**FAQ # 76: On GreenPort Application enrollment please consider adding a category for small consulting firms that work for individuals. Or change the last option to include a category that reads something like "I am consultant working for an individual who does**

**not wish to enroll as EFA because this is the only permit they will ever need." Or something like that...**

DEP will consider this for a future revision to the EFA registration for Chapter 102 ePermit System.

**FAQ # 77: What is the difference between preparer and master preparer?**

A master preparer can create new applications/NOIs and have access to all application/NOIs in the ePermit System for the EFA. A master preparer does not have to be given access to individual applications/NOIs.

A preparer only has access to those applications/NOIs specifically given to them by the EFA.

**FAQ # 78: What is the purpose of having a difference between a Master Preparer and a Preparer within a company if the EFA has to give individual access anyways? It seems the Master/Preparer function should allow EFAs to just grant company access and then the company can control who is able to submit.**

A company does not have a GreenPort account, only an individual has a GreenPort account. A master preparer and preparer cannot grant access to others for an EFA; only an EFA can grant access. If an applicant (EFA) only utilizes one consultant company to prepare their submissions, then the master preparer role would be appropriate for those working at that consulting firm. However, if an applicant (EFA) utilizes different consultants for different projects, then it would be appropriate to assign those consultants with the preparer role.

The EFA must decide for themselves which role they will assign to a user.

**FAQ # 79: Would a Preparer or Master Preparer need authorizations for each module/correction notification?**

No. Once a preparer or master preparer is given access, they have access to applications (including correction notices) for all of the EFA's applications (for master preparer) or to the specific application/NOI authorized by the EFA (for preparer).

**FAQ # 80: Does an EFA have to grant new access to consultants in order to respond to a correction notice?**

No. Once given access, master preparers have access to all EFA applications/NOIs and preparers have access to the specific application/NOI authorized by the EFA. However, if a new consultant needs to be brought on to address the correction notice, then they will need to be given access to that application/NOI (if not already done so).

**FAQ # 81: Can you do each permit differently? For example, can we be an EFA for one project/client and then a consultant for a different project/client.**

Yes. A user can be given different types of roles for different EFAs. For example, EFA 1 can give User A the master preparer role, while EFA 2 can give User A the preparer role for one of their applications/NOIs.

**FAQ # 82: If an individual at a consultant company is the only person working on an application and that individual leaves the consultant company, how do others at the consultant company resume work on the application?**

The EFA would need to grant someone else access to their application in the ePermit System.

**FAQ # 83: Can a consultant be automatically allowed to access numerous clients, or does he need to register each new client?**

A user only needs to register for GreenPort and enroll in ePermitting for Clean Water once. A user may have access to multiple EFAs. However, each EFA must grant access and assign a role to the user (e.g., consultant).

**FAQ # 84: Is this system set up to handle a situation in which an applicant/EFA drops a consultant during the permitting process, and wants to retain a different consultant to complete the permitting process? Or a situation in which a consultant prepares an amendment to a permit originally prepared by a different consultant?**

Yes. The EFA would need to grant access to the new consultant.

**FAQ # 85: So an EFA has to grant access to the consultant and every support staff of that consultant who needs to work on the project? Is there a way to reverse this granting access, so the consultant has the authority to allow additional access to other members?**

Only the EFA can grant access to their applications/NOIs. However, every support staff at a consulting company does not need to be given access to the ePermit System. For example, a drafting technician may not need to be given access, as they can produce a drawing file in PDF format and provide that to the project engineer who can upload it to the ePermit System.

**FAQ # 86: Is there a limit to how many employees from the same consulting firm can be registered?**

No.

## **102 ePermit System & Process**

**FAQ # 87: Does the review window only start then after the CCDs review fees or after the website collects?**

The 15 business days allotted for the reviewing office's Completeness Review does not begin until after the Preliminary Processing, Prioritization and Assignment step has been completed, which includes receiving the appropriate fee(s).

**FAQ # 88: Is there a maximum size for attachments?**

Yes, it is 2 GB for each file. DEP recommends limiting single files to 1.5 GB. If a single file is exceeds 2 GB, it will need to be broken into multiple files.

**FAQ # 89: Will we receive a stamped electronic copy of the plans?**

No. If permit coverage is approved, the approval letter will identify the date identified on the plans. Consultants and/or applicants need to ensure that they update all plans with the same date when revisions are made.

**FAQ # 90: Does this process eliminate the need to provide additional paper copies to the County Conservation Districts (CCDs)? They usually ask for multiple copies.**

Yes. However, CCDs may request a paper copy of plan drawings under certain conditions such as large, complex projects.

**FAQ # 91: For the required documentation being on-site, since an electronic version is acceptable, could this be in the form of a QR Code for the WQS to scan and be able to view all the required documentation when performing a site inspection?**

No, a QR Code to a website would not satisfy the condition of the Chapter 102 permits to have a plan on-site and available. The approved plans must be able to be accessed by the permittee, co-permittee, and/or operator when requested by DEP or the CCD.

**FAQ # 92: Do the application renewals apply to all renewals or only to applications processed through the ePermit system?**

At this time there is no capability to process renewal applications through ePermit, regardless of whether the original permit was issued on paper or through ePermit. Future releases are planned for the Chapter 102 ePermit System that may include the capability for submission of renewal NOIs/applications (please refer to the [Chapter 102 ePermit Webpage](#) for future announcements).

**FAQ # 93: Will the current NOI instructions be applicable to the ePermitting?**

The current PAG-02 NOI instructions contain information that is applicable to PAG-02 NOIs generally. The [Chapter 102 ePermit User Guide](#) contains information specifically for completing a submission in the ePermit System. The information in the NOI instructions and user guide is similar but the user guide provides information specific to ePermit.

**FAQ # 94: Is there a time limit for how long the permits stay in the system?**

No.

**FAQ # 95: Do the email notifications provide the project name rather than having to log into the ePermit system for each email notification?**

No. The email notifications will require the recipient to log into the ePermit System. We anticipate more information will be provided in email notifications in future updates.

**FAQ # 96: Currently, the checklist requires a copy of the NOI to be mailed to the regional office, will this still be a requirement for the online permitting?**

No.

**FAQ # 97: Are the previous submissions (versions) locked so that new documents uploaded to address corrections filed under a new version?**

Yes. The ePermit System logs and retains previous versions of submitted information. At any time, you can go to "Version 1" and see the answers and attachments which were available at that time; and similarly you can go to "Version 2" to see what answers and attachments existed at that time.

**FAQ # 98: Can preparers submit projects for the EFA or is that something only available to the EFA and a master preparer?**

The EFA, master preparer, and preparer are all able to pay and submit applications. However, only the EFA (applicant) can certify the submission. If the EFA does not certify the submission DEP/CCD will consider it a deficiency.

**FAQ # 99: Can the EFA pay the fee and click submit?**

Yes.

**FAQ # 100: Can you schedule a pre-application meeting through GreenPort?**

No. These should still be scheduled by contacting the appropriate DEP/CCD office using the [Chapter 102 Pre-Application Meeting Request Form](#).

**FAQ # 101: Will consultants have the Correction Required and Approved, etc. tabs, or will only the EFA have this?**

All tabs will be visible to the EFA and master preparer as long as there is information to present in that tab. For example, if the EFA does not have any corrections required, then that tab will not be displayed.

The preparer, even if they only have access to certain modules, will see the tabs as described above, except only for the applications/NOIs for which they have been granted access by the EFA.

**FAQ # 102: Does ePermitting still allow for pre-application meetings to discuss what permits/modules and what information must be submitted to be considered complete?**

Yes, Pre-Application Meetings can still be held. However, the scheduling of such meetings is not done through the ePermit System (see above).

**FAQ # 103: Will any documents need sent out by mail or can everything be handled using ePermit?**

If a submission is made through the ePermit System, only the County Conservation District Service Fee, a County Conservation District application, and the Base Administrative Filing Fee (if paid to the CCD) will be submitted by mail, as applicable. Also, DEP/CCD may request printed copies of plans under certain conditions such as large, complex projects.

**FAQ # 104: Are the CCD application forms included in this process?**

The CCD application forms must still be sent to the CCD, as directed by the CCD, as applicable.

**FAQ # 105: Will municipalities and municipal engineers be notified of a new electronic submission of a permit within a given municipality?**

Yes. Municipalities will receive email notifications throughout the ePermit process, based upon the municipal email provided by the applicant/consultant.

**FAQ # 106: How will notice of terminations (NOTs) be handled with the ePermitting system?**

At this time, NOTs will still be handled as paper documents.

**FAQ # 107: Will we still need to submit a hard copy of the NOI with original signatures?**

No. However, if the applicant chooses to not sign the certification electronically, a form will have to be filled out, signed and uploaded into the ePermit System.

**FAQ # 108: If a permit was submitted via paper and has a major modification, will the permit need to go back through paper format, or will it be able to be submitted through Greenport?**

Currently, if a permit was issued “on paper,” any amendment to or renewal of that permit will be done on paper (i.e., not through the ePermit System).

**FAQ # 109: Will counties and municipalities have access to upload the notice forms?**

No. The applicant/consultant will be required to upload the received signed notification forms or proof of receipt.

**FAQ # 110: Are the conservation districts going to continue reviewing the general permits? Will DEP also review them now?**

The role of the CCDs in reviewing submissions in the ePermit System has not changed from their role in paper submissions and reviews. DEP will process the submissions for PAG-02 NOIs in Beaver, Forest and Philadelphia Counties and for projects spanning three (3) or more counties.

**FAQ # 111: Do completed forms such as Permittee Transfer and NOT get uploaded to the ePermit system?**

No. These forms will still be submitted in paper format.

**FAQ # 112: Are revisions/comments from reviewers accessible "during" the review period? If they make comments on the E&S Module during the first week of the review, can a consultant see those comments before the review period is over?**

No. All deficiencies will be provided at a single time after the appropriate review has been completed.

**FAQ # 113: Does the completeness review simply become a check to make sure all materials are submitted? Some conservation districts tend to include comments in the admin. review that lean toward technical issues.**

The Permit Review Process (as outlined in the [PRP/PDG Policy](#)) has not changed as a result of the release of the ePermit System. A Completeness Review will still be performed to ensure that the submission is complete and technically adequate. While technical deficiencies are not identified until the Technical Review, it may be necessary to provide additional information to be considered "technically adequate" in order for a submission to be deemed complete.

**FAQ # 114: Do you anticipate faster review times and/or changes to the Permit Decision Guarantee since this will be streamlining the process and creating efficiencies? How much faster?**

Chapter 102 ePermitting should help streamline the processing of applications/NOIs for DEP and the CCDs primarily as a result of streamlined correspondence and administrative processes, although we do not know how much faster decisions will be made.

**FAQ # 116: When are the permit numbers generated?**

A Permit Application ID will be generated upon an initial successful submission in the ePermit System.

**FAQ # 117: Can you withdraw an application if necessary?**

Yes. If an application/NOI is desired to be withdrawn by the applicant, they must request a correction notice be sent. Then from the Correction Required tab, the EFA, master preparer or preparer can withdraw the application/NOI.

**FAQ # 119: I see that the reviewer is listed in ePermit. Is there a link for the EFA/Operator to get the contact information for the reviewer?**

The Lead Reviewer's email will be identified in the correction notice.

**FAQ # 120: Who all receives notification on the applications/NOIs? Will both the EFA and consultant?**

Yes, the EFA and consultant will receive email notifications.

**FAQ # 121: After submitting, does the system generate and display the date by which a review will be received?**

When an application/NOI is submitted (i.e., the application/NOI moves to the "Submitted" tab on the Dashboard) through the ePermit System it is considered received. The system does not generate the date by which a completeness review anticipated to be done at this time.

**FAQ # 122: Is there a resubmission fee?**

There is no resubmission fee charged by DEP through the ePermit System. However, in accordance with 25 Pa. Code § 102.6(b)(3), a County Conservation District may charge a resubmission fee as part of their fee schedule.

**FAQ # 123: Are correspondence/notification emails documented in ePermitting?**

Yes. Any notification sent through the ePermit System is retained and visible in the "Notifications" tab for an application/NOI.

**FAQ # 124: Does the ePermit system eliminate the need to upload E&S reports and PCSM reports?**

The modules in the ePermit System will function just like paper Modules 1 and 2 in that the information provided with the ePermit modules and the plan drawings will serve as the E&S and PCSM Plans. A separate E&S and/or PCSM Plan report is not required to be uploaded.

**FAQ # 125: Are changes to applications time stamped/user stamped?**

Yes. The ePermit System keeps track internally of all of the changes made by a user. However, these are not publicly available.

**FAQ # 126: Can you consider a contact reviewer request on the ePermitting system so that is documented when a consultant/owner reaches out to the reviewer? In the world of COVID-19, it sometimes takes weeks for a reviewer to get back to the consultant, even with simple questions. It wouldn't take weeks to reopen a module.**

DEP will consider this for a future enhancement.

**FAQ # 127: How do you contact reviewer? Via email or through ePermitting system?**

You will need to contact the Lead Reviewer by email or telephone. The ePermit System does not have a contact the Lead Reviewer function.

**FAQ # 128: What is a PDG strike?**

A PDG Strike is a DEP eFACTS term, which signifies that an application/NOI has been deemed to officially have a completeness or technical deficiency. If a PDG Strike occurs, the application/NOI will most likely have the Permit Decision Guarantee (PDG) voided, in accordance with the [PRP/PDG Policy](#) (if the PDG was applicable to the application/NOI).

**FAQ # 129: When do you find out who the reviewer is for your project?**

The Lead Reviewer is identified when an application is submitted through the ePermit System. However, the ePermit System will always automatically assign the Lead Reviewer as the CCD Manager or DEP Section Chief, who will then reassign it to the Application Manager (i.e., the Lead Reviewer). The Lead Reviewer is always visible from the application/NOI's Overview page.

**FAQ # 130: If project information has changed between an initial submission and a corrections notification (for example, earth disturbance has changed from 1.50 acres to 1.52 acres), how do we unlock other modules that we need to change if the reviewer did not unlock them? Do we contact the reviewer at PADEP and request that other modules be unlocked?**

The modules in the ePermit System can only be unlocked by the CCD or DEP. If a module needs to be unlocked to account for the revisions due to the identified deficiencies, you should contact the Lead Reviewer as identified in the correction notice information.

**FAQ # 131: Will we have to explicitly state each item that needs to be unlocked if there are further revisions needed beyond the corrections?**

You will need to identify the specific modules that need to be unlocked. However, once an application/NOI has been accepted as complete, any substantive project or design changes to that application/NOI (except for those changes resulting from technical deficiencies or information/input taken through public comment or hearings) made by the applicant may require a new application/NOI package to be submitted.

**FAQ # 132: After requesting a module be unlocked is there a timeframe that we can anticipate that module will be unlocked by the reviewer?**

The module will be unlocked as quickly as possible.

**FAQ # 133: Will consultants continue to receive phone calls or emails from Conservation Districts to correct minor deficiencies in order for permits to be processed quicker and more efficiently?**

The identification of deficiencies will be handled by the ePermit System. The system does have the functionality to address “minor” deficiencies; however, CCD and DEP staff are not prohibited from contacting applicants and consultants outside of the ePermit System.

**FAQ # 134: Does an actual correction have to be made in order to submit a response to a correction notice? Or can you provide justification and not correct?**

The ePermit System will require the applicant/consultant to identify that the correction has been addressed and to provide a response to that correction. In order for the resubmission to occur, the applicant/consultant must open the unlocked modules; however, the information in the modules does not have to be changed. This will allow the applicant/consultant to submit information in the response to identify how they do not believe the identified item is an actual deficiency to the application/NOI. The reviewer will get a breakdown of the information that has changed from version to version in the ePermit System.

**FAQ # 135: Will we be able to download a copy of our Correction List and responses when complete?**

Yes.

**FAQ # 136: Where would you load the revisions that must be addressed per the correction notice?**

The revisions are made and uploaded to the applicable module in the ePermit System.

**FAQ # 137: What would constitute a major deficiency vs. a minor one?**

A minor deficiency is a deficiency that the reviewer believes can be corrected in one or two business days, at the discretion of the Application Manager (i.e., Lead Reviewer).

**FAQ # 138: Is there a maximum number of PDG strikes you can have?**

No. However, only one correction notice (for non-minor deficiencies) will be given during the Technical Review before triggering the Elevated Review process.

**FAQ # 139: How many PDG strikes does one get until the PDG time guidelines are null and void?**

One, in accordance with the [PRP/PDG Policy](#).

**FAQ # 140: Does this system send automated inactivity emails when an application is dormant or unsubmitted?**

No.

**FAQ # 141: Can a CCD or DEP see modules in process?**

No. If the applicant/consultant desires to discuss information “on screen” in the ePermit System before submission, they will need to meet face-to-face where the applicant/consultant can log into the ePermit System or meet virtually using an application which allows for sharing of screen content (e.g., Skype).

**Modules**

**FAQ # 142: How do you approach submitting a plan as a "restoration plan" when no PCSM BMPs are needed?**

A restoration plan will always have at least “restoration” as the PCSM BMP.

**FAQ # 143: Though it is no longer required for DEP, PCSM and E&S Narratives are still written since many municipalities still require these narratives. Will there be a place in the application where we can attach misc. documents like these to make things clearer for the reviewer?**

Yes. General documents can be attached to the application/NOI and each module will allow the user to attach general documents.

**FAQ # 144: How do you add a co-applicant after the NPDES Permit is approved?**

A co-applicant cannot be added after an NPDES permit has been issued or coverage approved under a general permit. However, a co-permittee can be added after such action by submitting the [Co-Permittee Acknowledgement Form for Chapter 102 Permits](#) to the appropriate office.

**FAQ # 145: Does a Pennsylvania EIT (engineer in training) count as a professional license when completing the section asking for a professional license number?**

In the Consultant Information Module, only licensed professional engineers, geologist and land surveyors should enter a license number.

In the E&S and PCSM/SR Modules, the Plan Preparer may identify their license information if they are a Licensed Professional (as identified in 25 Pa. Code § 102.1). An EIT is not a licensed professional.

**FAQ # 147: So a professional engineer doesn't need to certify the ePermitting submission?**

Correct. A licensed professional is not required to certify the submission made through the ePermit System. An EFA must certify the submission.

**FAQ # 148: If a Managed Released Concept (MRC) BMP is used, will the MRC BMP Design Summary sheet need to be uploaded?**

Yes.

**FAQ # 149: It seems that comments often snowball into several items that need changed as a result of the comment. Why not just unlock all modules so the reviewer does not have to be bothered with phone calls requesting modules to be unlocked?**

Unlocking only the necessary modules will streamline the review of response submissions.

**FAQ # 150: I'm a preparer/master preparer for an EFA. I complete the drawings and uploads in the ePermitting system, but I am not a PE. We have a PE that reviews and seals the drawing, but is not a preparer for the EFA. Can I type in the PE's name and PE number in the certification section or will the PE need to obtain a GreenPort Login and be assigned as a preparer?**

That decision needs to be made by the professional engineer.

**FAQ # 151: Previously a PHMC clearance letter/coordination letter was only for Individual Permits with 10 acres or more of disturbance. As seeing this is in the e-permitting Cultural Resource Notice module have the requirements changed or is it still only for Individual permits?**

Since the PA History Code Policy became effective in March 16, 2002, any project which may affect Historic Resources on the National Register of Historic Places must coordinate with PHMC, regardless of size or type of permit. The ePermit System allows for this condition to be verified prior to submission of a PAG-02 NOI. In the future DEP anticipates that paper-based NOIs/applications for Chapter 102 permits will also be updated to reflect the need for PHMC coordination.

**FAQ # 152: If we fill out the application in the ePermitting system does that mean we don't need to submit the modules and NOI as attachments?**

Correct. The paper NOI and modules are not required to be attached to the ePermit System submission. The electronic certification by the EFA or the paper certification to be uploaded to the ePermit System will serve as the proper signature by the applicant.

**FAQ # 153: If your project qualifies as a restoration plan, will you still need to complete the PCSM modules?**

Yes, if the project is site restoration, the PCSM/SR Module is still required to be completed, similar to the paper-based NOI/application. Some information in this module does not need to be completed for such projects.

**FAQ # 154: For the PCSM/SR Module, will Module 2 be required to be uploaded? Do you need to upload drainage reports or is the information provided sufficient?**

You will not be required to upload paper Module 2. However, you will need to upload any supporting calculations, including the DEP PCSM Spreadsheet (as applicable).

**FAQ # 155: Does the certification signature need to be the EFA?**

The electronic certification needs to be completed by the EFA or the paper certification executed by the EFA/applicant needs to be uploaded to the ePermit System to serve as the proper signature by the applicant.

**FAQ # 156: Is there an option to download the completed application/modules after submission?**

Yes.

**FAQ # 157: Will these electronic modules replace the reports, or should be considered more of a checklist for the E&S/PCSM report?**

Just like paper Modules 1 and 2, the E&S and PCSM/SR Modules in the ePermit System negate the need to provide a separate E&S and PCSM Plan report/narrative. However, supporting calculations are still required to be uploaded to the appropriate module in the ePermit System.

**FAQ # 158: Is there a separate training video available for the PCSM spreadsheet?**

Yes. See [BCW's E&S Resources webpage](#) for a link to DEP PCSM Spreadsheet training.

**FAQ # 159: Should the DEP PCSM Spreadsheet be uploaded in excel format or PDF?**

Excel is preferred (and may be required in the future).

**FAQ # 160: How do you indicate if you have multiple registrations (i.e. PE and CPESC)?**

There is sufficient room to identify and provide multiple registrations if necessary.

**FAQ # 161: We typically will have a formal PCSM report with all hydraulic calculations as well as an E&S report as separate documents. Will those reports still be required as uploaded documents?**

The calculations are required to be uploaded. However, you are not required to upload the entire report. You may upload it if you believe it will assist the reviewer.

**FAQ # 162: If the soil limitations are on the plans. Can we just reference those?**

Yes. However, do not forget that discussion is required as to how the E&S and PCSM Plans were designed to address any soils limitations.

**FAQ # 163: Can you add in a new BMP without filling out its location, then go back later once you're certain of the sheet number?**

Yes, as long as the information is properly saved.

**FAQ # 164: What prevents a consultant from checking yes that the municipal/county notification was returned when it was not, if it is not required to be uploaded?**

The county and municipal notification forms are required to be uploaded. If they are not returned signed by the entity, then proof of receipt is required to be uploaded. If these items are not properly identified in the ePermit System or properly uploaded a correction notice will be sent and the applicant may experience a delay in the processing of their application/NOI.

**FAQ # 165: What if the County is the applicant and we didn't need to submit notification to them?**

When this is the case (same with if the municipality is the applicant), the user will have to upload a PDF for the notification form which identifies that the applicant is the county/municipality and the notification form is not required.

**FAQ # 166: Will an electronic submission be approved without the operator information completed?**

Yes, it is an optional module. If operator information is not entered up front, a co-permittee acknowledgement form would need to be submitted after permit issuance/coverage approval for any operators.

**FAQ # 167: Are all fields on these pages required and, if so, will the program block you from proceeding if required fields are not complete?**

There are required fields, which are identified with an asterisk (“\*”). You can move around to different modules after completing the Permit Eligibility module. All required fields must be completed before submission.

**FAQ # 168: Can this information be filled out partially and saved to come back to later?**

Yes.

**FAQ # 169: If some of the information for the site information needs to be changed, will it automatically change the populated sections in the permit?**

There is only a limited amount of information that is shared between modules or within a module. For example, the Site Location information in the Site Information Module will auto-populate the County and Municipal Notifications Module lines. Additionally, in the Project Information Module, if a Discharge Point is entered for During Construction, that same information will carry over to the After Construction section (if it is the same Discharge Point).

## **Printing**

**FAQ # 173: Can the application/NOI be printed out before being submitted for QA/QC and printed after being submitted?**

Yes, the application/NOI can be printed at any time. There is no “Print” button in the ePermit System which will automatically print all of the information out or create a PDF. To print, you can print from the browser or copy and paste the information into another document or use a screen image capturing program. In order to print all the information from the modules, you can click on the “View all Modules” button on the dashboard and it will generate one long page with all of the module information. In order to print all of the attachments, you can also click on the “All Attachments” tab and click “download all” at the bottom to generate PDFs with all of the attachments, which you can merge and/or print.

**FAQ # 174: Does applicant have the ability to print exactly what was submitted?**

Yes, see above.

**FAQ # 176: Can the correction list be printed on paper in list format to help with editing and can the whole correction notice be printed?**

Yes. You can click on ‘Download Correction Notices’ and print the generated PDF.

**FAQ # 178: Is it possible to print out all parts of the application in a format similar to the existing PAG-02 paperwork? or will we need to go into each section and print the screen to PDF?**

The whole application can be printed but it will not look like the PAG-02 NOI.

**FAQ # 179: When you print the ‘View all Modules’ screen to PDF, does the document print out as separate modules or one long PDF?**

It prints out as one long PDF with the modules one after another.

## **Payments/Fees**

**FAQ # 180: Are the fees automatically calculated and paid through the ePermit system?**

The Base Administrative Filing Fee and Disturbed Acreage Fee are calculated automatically. CCD-specific fees are not. Only the Disturbed Acreage Fee is paid through the ePermit System, unless DEP will process the application/NOI, in which case the applicant will submit the Base Administrative Filing Fee through the ePermit System

**FAQ # 181: Do you have to pay fees through ePermit if you choose to file online?**

Yes, at a minimum the Disturbed Acreage Fee must be paid online if submit through the ePermit System.

**FAQ # 182: Can you please tell people who make checks out to the CCDs to make sure they place on the check a reference name so that there is no confusion as to where they belong?**

When applicants or consultants mail checks to CCDs, they should include the Permit Application ID, as provided by the ePermit System, and/or the Project Name in the reference line that will help identify the project that the checks are associated with.

**FAQ # 183: Can we mail in checks under a separate cover even if we use the ePermitting system or are we required to submit payment electronically?**

Any fee required to be paid through the ePermit System must be paid through the ePermit System.

**FAQ # 184: How is the fee charged? Is the EFA having an account to charge or does the consultant pay that fee at the time of submitting?**

The fee can be paid either by a credit card or TeleCheck. The system does not ask whose payment information it is.

**FAQ # 185: For payment, is there an option to choose if the EFA is not required to pay the Chapter 102 fees (e.g., PennDOT)?**

The ePermit System will not charge fee-exempt entities the Chapter 102 permitting fees. At this time, DEP, EPA, the Pennsylvania Turnpike Commission, the Pennsylvania Fish and Boat Commission, the Department of Conservation and Natural Resources, and the Pennsylvania Department of Transportation (PennDOT) are agencies that exempt from fees under 25 Pa. Code § 102.6(b)(4). If an entity believes that they are exempt from fees and the ePermit System is requiring a fee to be paid, the applicant/consultant should contact the Bureau of Clean Water for assistance.

**FAQ # 186: How does the system know the conservation districts received their fees?**

The ePermit System will not track this information such that it is available to applicants or consultants. CCD staff are however asked to record information for their own tracking during their review in the ePermit system.

**FAQ # 187: You would have to possess a high credit line to pay some of these fees via credit card. Is there another payment option?**

Yes. The fees collected by the ePermit System can be paid by TeleCheck.

**FAQ # 188: If we make the Client cut checks for the fees, would we then have them add their credit card information?**

How the fees collected by the ePermit System will be paid is up to the applicant and their consultant. Fees can be paid via credit card or TeleCheck.

**FAQ # 189: The county conservation districts will get all submission materials through ePermitting system, so we the applicant just send a lone check to them?**

Yes, but they need to receive their fees separately. Please ensure there is some reference to the application in ePermit on the check that is sent. Additionally, many CCDs have an application form which will also need to be provided.

**FAQ # 190: The payment can get pricy. Must the consultant entering the permit pay those fees via their company credit card or is this something that can be bypassed and the EFA pay those fees either by credit card or by check?**

The consultant is not the only user that can pay the required fees through the ePermit System. The EFA (applicant) can also pay the fees; however, in order to do so they will need to click the “Pay and Submit” button. If the EFA so desires, they can provide the appropriate payment information to their consultant who can enter the information for the EFA.

**FAQ # 191: When paying fees through ePermitting system can you use a credit card?**

Yes. Visa, MasterCard and Discover are accepted; however, American Express is not accepted.

**FAQ # 192: Is there a processing or convenience charge when paying fees electronically?**

There is no processing or convenience fee charged to the applicant/consultant.

**FAQ # 193: If there is a payment glitch, will the submission date still be the date submitted or the date payment is received/processed?**

The date received will be the date that the payment was accepted and the application/NOI moved into the Submitted tab on the user’s Dashboard.

**FAQ # 194: Some Districts do charge additional fees for re-reviews. How will that be handled with the ePermitting system?**

The additional CCD fee will be identified in the correction notice through the ePermit System. However, that additional CCD fee will have to be paid directly to the CCD (i.e., not through the ePermit System).

**FAQ # 195: Will receipt of the submission fee be provided once paid?**

Yes, Payeezy, the payment system, requires you enter an email address when you submit payment. An email is then sent to that email address provided confirming payment.

**FAQ # 196: Could we get check(s) from the client to scan in and upload for you to deposit? Rather than have them hit the submit button and pay that way.**

No. The ePermit System is not set-up for this kind of payment.

**FAQ # 197: How are checks submitted?**

Checks should be mailed to the CCD for any fees required to be paid to them. A traditional paper check is not submitted or collected through the ePermit System or by DEP for submissions made in the ePermit System.

**FAQ # 198: Should checks be mailed into DEP as well?**

No. If a submission is made through the ePermit System, DEP will no longer collect its Disturbed Acreage Fees and Base Administrative Filing Fees (if applicable) via paper check.

**FAQ # 199: Would it be possible to submit all the permit fees to the Conservation District as we do now? That would be much more convenient.**

No.

**Other**

**FAQ #200: Is PennDOT utilizing the 102 ePermit system?**

No. PennDOT is the only EFA that will not use the ePermit System to submit Chapter 102 applications/NOIs. PennDOT and DEP have a unique agreement to use their respective systems and have them communicate. The current plan is that PennDOT will prepare and submit applications/NOIs through the Keystone Environmental ePermitting System (KEES) and DEP will review their submissions within the Chapter 102 ePermit System.

**FAQ # 201: Will applications for the PA Turnpike Commission (PTC) be run through the ePermit system or be incorporated into KEES?**

PTC will submit Chapter 102 NOIs/applications through the ePermit System rather than KEES.

**FAQ # 202: What is the difference between ePermitting and KEES?**

KEES is a DEP permitting system housed and maintained by PennDOT, and the ePermit System is DEP's electronic permitting portal for all programs.

**FAQ # 203: Is ePermitting the only way to electronically submit a Chapter 102 GP NOI? Can the submission be made using the OnBase platform as I have done for some other DEP permit applications (non-Chapter 102 permit applications)?**

CCDs cannot access OnBase. The ePermit System is the only electronic permit submission system for Chapter 102 permits when CCDs are involved in the review. It is possible that OnBase may be used for projects in Forest, Beaver, and Philadelphia counties (check with the appropriate DEP regional office).

**FAQ # 204: Is the power point presentation and training going to be available to download?**

Yes, please refer to the [Chapter 102 e-Permit System Webpage](#) for the training and other helpful information.

**FAQ # 205: ePermit won't be used for Joint Permits at this time, correct?**

Joint permits are Chapter 105 permits, not Chapter 102 permits. Inquiries as to the availability of Chapter 105 permits within its ePermitting system should be directed to the Bureau of Waterways Engineering and Wetlands.

**FAQ # 206: Are there any specific areas in the system where you have seen problems/kinks that are still being worked out?**

Yes, there have been a few “bugs” that have been identified and corrected upon rollout, and as with any system, there is always room for improvement. DEP welcomes input from the regulated community on how to improve the Chapter 102 ePermit System. Please submit any such input to [RA-EPCHAPTER102@pa.gov](mailto:RA-EPCHAPTER102@pa.gov).

**FAQ # 207: Will old NPDES permits have to be terminated by the new ePermitting system or is it grandfathered and the old rules apply?**

The “grandfathering” provisions of 25 Pa. Code § 102.8(a) are not affected by the release of the ePermit System. As of right now, Notice of Terminations will not be accepted or processed through the ePermit System. If a permit approved through the ePermit System needs to be terminated, the process will be through the paper Notice of Termination form.

**FAQ # 208: Should ePermitting be used to obtain an Erosion and Sediment Control Permit?**

At this time, no. The ePermit System is only available for PAG-02 new and amendment submissions. DEP is working on future builds for the ePermit System which would incorporate the ESCGP-3 and the individual E&S Permit.

**FAQ # 209: Do you know if email systems have a tendency to file notification emails under spam?**

Depending on the recipient's email settings, notifications from the ePermit System could get caught by a spam filter. It is recommended to regularly check your spam folders or to add the ePermit System's domain to your email's white list.

**FAQ # 210: What email addresses can be trusted to be from the DEP ePermit system?**

All notification e-mails will be from [depgreenporthelpdesk@state.pa.us](mailto:depgreenporthelpdesk@state.pa.us). The recipient should employ best measures to assure that the email is valid and is not a phishing email. If in doubt about the validity of an email regarding ePermitting, the recipient can log into the ePermit System through the normal URL (i.e., not by clicking the link in the email).

**FAQ # 211: Will this be simple for an EFA (applicant) that regularly has many NPDES permits open at one time to manage with different consultants?**

Yes, DEP believes so with some experience.

**FAQ # 212: I go by Q. John Public, PE, PLS. I noticed that when you set up your sample GreenPort account this morning, it asked for your first and last name. How should I handle my name when I setup my account?**

That is up to the user to decide.

**FAQ # 213: Will permit checklist items still be available within eLibrary once the permitting process goes fully electronic? As consultants, we use these checklists to help guide us to develop proposals to complete permits.**

DEP cannot determine what will/will not be available in the future. However, there are no current plans to remove the PAG-02 information from eLibrary.

**FAQ # 214: For permit renewals, when that time comes to pass, will the ePermit process include this separate option? Also, will a Permit originally done on paper be able to renew via ePermit?**

DEP is currently building PAG-02 renewals into the ePermit system for permit coverage obtained originally through the ePermit System. DEP is currently considering whether or not the ePermit System will be modified in the future to allow for the renewal of PAG-02 coverage when the original coverage was granted on paper.

## Version History

<b>Date</b>	<b>Version</b>	<b>Revision Reason</b>
03/12/2021	1.0	Original