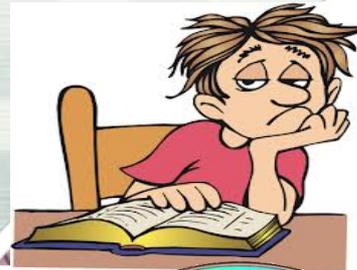


ELECTRONIC SUBMISSION OF LINEAR PROJECTS

Kristy Farmer
Galveston District
Regulatory Division
16 June 2015



US Army Corps of Engineers
BUILDING STRONG[®]

OUTLINE

- Standard Operating Procedure
- External Procedure
- Internal Procedure
- Labeling for Electronic Submissions
- Memo For Record
- Example PCN using SOP



Standard Operating Procedure (SOP) for Electronic Document Submission Process for Linear Projects Under Nationwide Permits (NWP) 12 and 14

- SOP - requirements for submitting NWP 12 and 14 applications, in electronic format, on CD-ROM, dated 25 May 2015
 - ▶ external guidance for submitting the information in electronic format
 - ▶ internal guidance to Regulatory Personnel for accepting DA permit applications



SOP General Info.

- This memorandum DOES NOT change any current procedures or regulations for evaluation of NWP 12 or 14 applications, or for hardcopy distribution and/or format requirements.
 - ▶ This SOP was developed to:
 - Provide efficiency
 - Timeliness of review
 - Reduce costs by the government – during review and in the records room



SOP – Hard Copy

- In accordance with 33 CFR 325, certain items must be provided in hard copy format, with original signatures, for compliance with applicable DA requirements.



SOP Procedure

- Attachment A: External procedure for applicants/agents to prepare an electronic document submission, on a CD-ROM, for verification of NWP's 12 or 14.
- Attachment B: Internal Corps procedure for receipt of electronic document submission.



SOP - Conclusion

- **Item 5.** from SOP: “The Corps reserves the right to determine if a NWP request, received on CD-ROM, is Federally complete.”
- If information for a NWP verification request is determined to be insufficient for a completeness determination
 - ▶ a hard copy format may be requested by a Project Manager/ Regulatory Specialist.

All review of pre-construction notification (PCN) packages will be conducted in accordance with 33 CFR 325 and 33 CFR 330, for completeness determinations, and NWP General Condition 31(d), for contents of a PCN.



Attachment A: External Procedure

- Hard Copy Information
 - ▶ Cover Letter
 - ▶ Table of Contents – Example Template
 - ▶ Applicant's transmittal letter
 - ▶ An agent authorization letter
 - ▶ Any other documents that contain original signatures



External Procedure Continued

- Files
 - ▶ An electronic version of documents - Titled “Table of Contents for Electronic Submission”
 - ▶ Create, and save, each attachments as separate files, in PDF or MS Word format.
 - ▶ File size: < or = 20 MB
 - ▶ 8.5x11 inch paper
 - ▶ archaeology surveys and report information on a separate CD-ROM.

Table of Contents for Electronic submission

Project Information CD-ROM - File Names:

1. Project description
2. Project example narrative (table)
3. Project plans of the route
4. Horizontal directional drill drawings, if applicable
5. Cross-section drawings
6. Wetland delineation
7. Threatened and Endangered Species Survey Report
8. Mitigation Plan
9. IHGM
10. Frac-out Plan or Inadvertent Discharge Plan
11. Other Information

On a separate CD-ROM, please provide all archaeology information.

File Name:

1. Cultural Resources Survey Report

Please send all bulk upload files, separately, by electronic mail.



PCNs

- All attachments for pre-construction notification (PCN) packages must be in accordance with 33 CFR 325 and 33 CFR 330 for completeness determinations and NWP General Condition 31(d) for contents of a PCN.



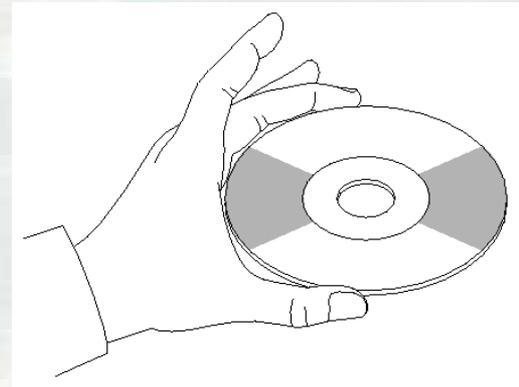
Proprietary Information

- If proprietary information is submitted to the Corps, for review, submit this information on a separate CD-ROM. Properly label the CD-ROM as proprietary information. This information may, or may not, be released for Freedom of Information Act (FOIA) requests, depending on the contents. Release of information is determined by the Corps Office of Counsel.



Attachment B: Internal Corps Procedure

- Label
- Receipt date
- Verification of contents
- Memo to record
- File management



Label

- Label CD-ROM, and cover, with the permit file number, CD-ROM title, and applicant's name. Ensure that permit file number, CD-ROM title, and applicant's name is listed on the cover sleeve or CD-ROM case. Refer to the attached example of preparation of CD-ROM and their covers.



NWP 12 and 14

Label and Receipt date

- If known, the permit application file number and applicant name
- Cover Case or Sleeve: Date, file number, and loaded PDF name, matching Table of Contents Title
- Label on CD-ROM needs the applicant's name, and matching name of Table of Contents on the CD-ROM



Verification of contents

- Table of Contents – delete unnecessary information in template
- Duplicates - duplicate information, in hard copy format, should not be included as an attachment on the CD-ROM
- All archaeology information included on a separate CD-ROM



Memo for Record

CESWG-RD-E

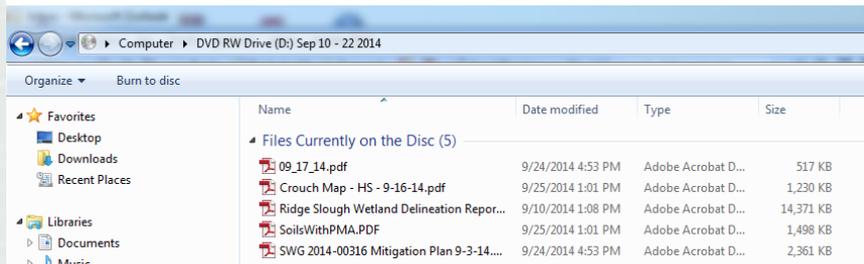
DATE

MEMORANDUM FOR RECORD FOR RECEIPT OF CD-ROM

SUBJECT: Permit Application: SWG-XXXX-XXXX, Applicant – APPLICANTNAME, LLC; Agent – AGENTNAME

The attached CD-ROM contains the CONTENTS received on RECEIPTDATE and for attachments listed in the screen shot below:

Add a screen shot of the CD-ROM contents that is opened and verified on your computer.



PMNAME
Regulatory Specialist
Project Manager



File management

- Maintain the binder clips for CD-ROMs and the corresponding MFR.
- Remove all duplicate information from the administrative record prior to sending the file to the Records Room.
- Note: The Records Room will not read the memo to the record to determine what to scan for the administrative record.



Questions!?

Contact us:

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DVIDS: www.dvidshub.net/units/USACE-GD

Twitter: www.twitter.com/usacegalveston

To assist us in improving our service to you, please complete the survey found at http://corpsmapu.usace.army.mil/cm_apex/f?p=136:4:0



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