

# CE Expert System Electronic Review and Approval Procedures

When a package is ready for the review and approval process, the reviewer will be notified by an email that their action is needed on a CE or BRPA package. This document is intended to help the reviewer walk through that process.

## STEP 1: EMAIL NOTIFICATION

When an editor “SUBMITS” a package, an email is generated to the appropriate person for review and concurrence/approval. Only PennDOT staff can submit a package. Table 1 shows the concurrence and approvals required based on project type.

**Table 1 - BRPA/CEE Approval Process**

|                                | BRPA               | CE Level 1a | CE Level 1b | CE Level 2 |
|--------------------------------|--------------------|-------------|-------------|------------|
| District Staff                 | Submit             | Submit      | Submit      | Submit     |
| District Environmental Manager | Mark as Applicable | Approve     | Concur      | Concur     |
| Assistant District Executive   |                    |             | Concur      | Concur     |
| District Executive             |                    |             | Approve     |            |
| HDTs                           |                    |             |             | Concur     |
| FHWA                           |                    |             |             | Approve    |

The email will include the package number and a link to the CE system. For example:

The following CE Expert System package is ready for EM Final review...

CE BRPA Scoping --- Package #10319 --- MPMS #88422  
(Allegheny County, SR 7432 / Section 000)

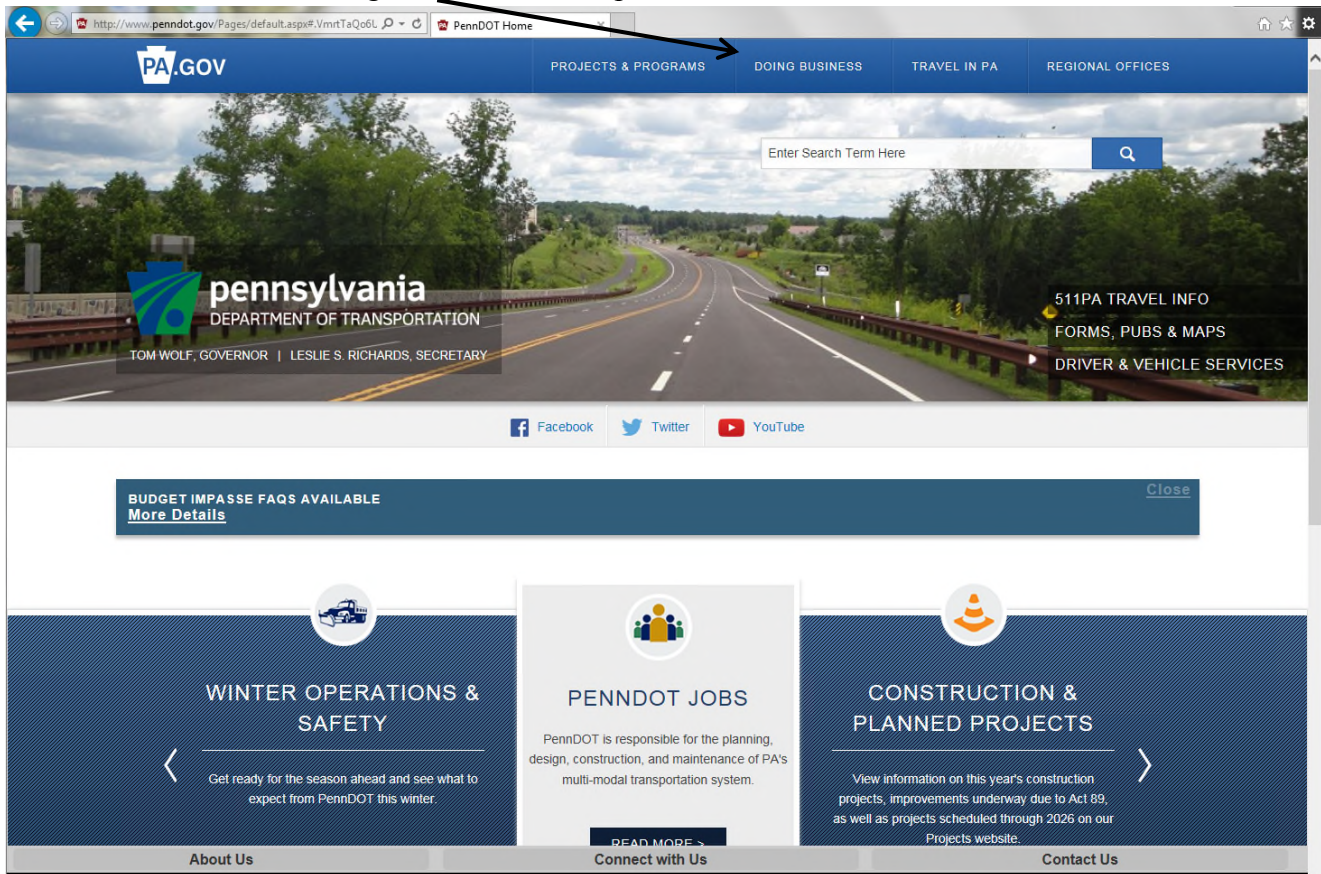
This documentation is available at...

<http://www.pdotdev2.state.pa.us/CEE/cee/main.nsf/frame.set?openpage>

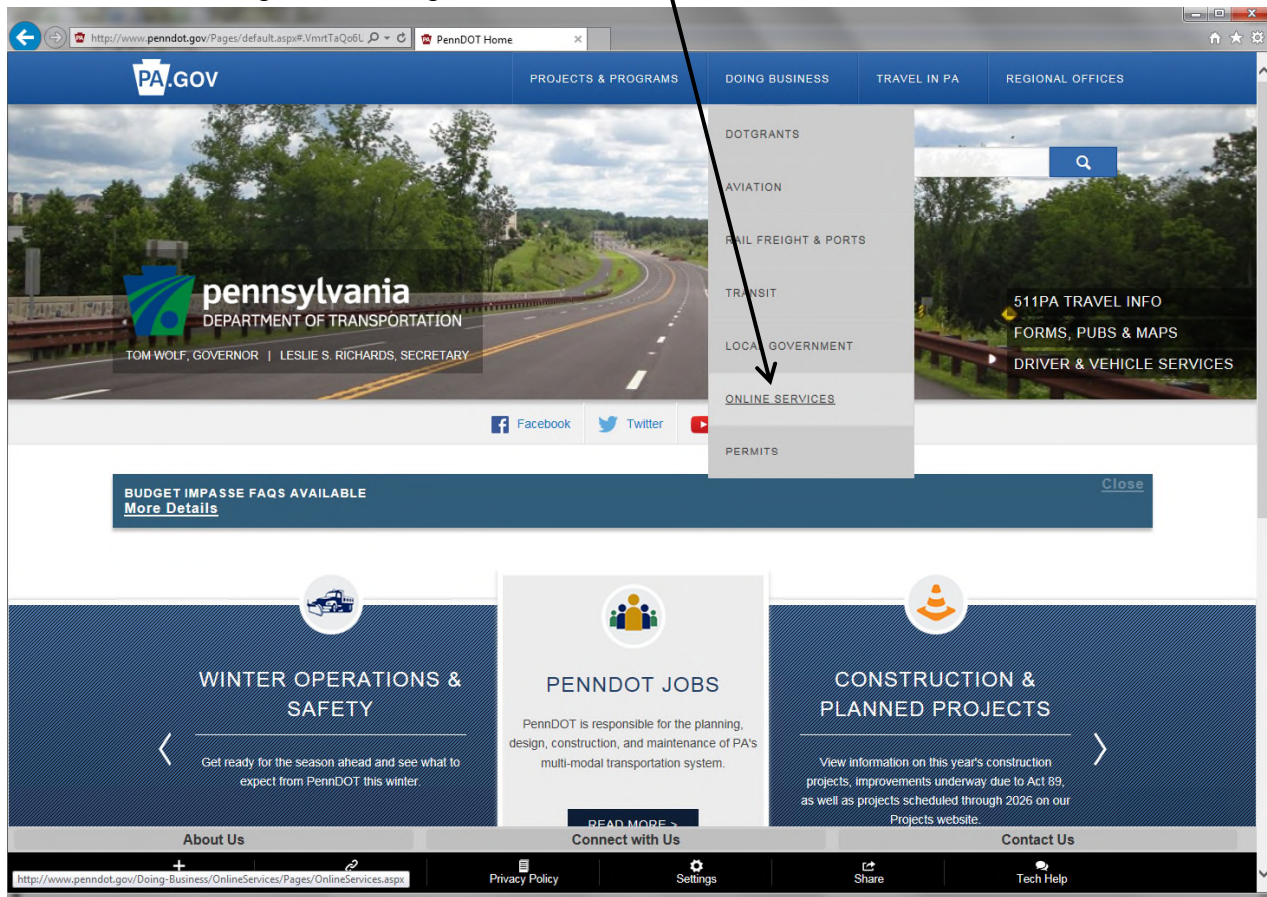
## STEP 2: ENTERING THE CE EXPERT SYSTEM

To enter the system, the reviewer can either:

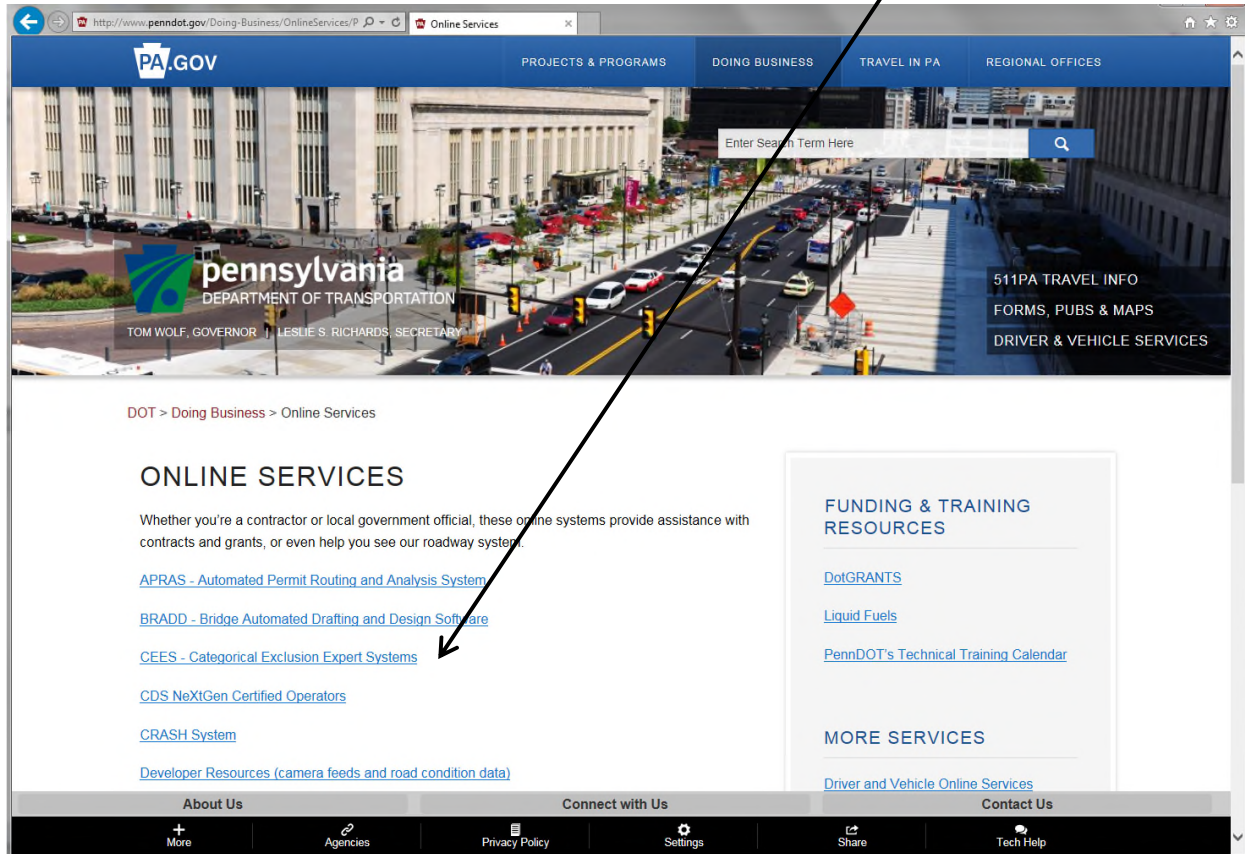
1. Click on the hypertext link in the email notification to get directly to the CE system, or....
2. Use this direct link to the CE system: <http://www.dotdom2.state.pa.us/ceea/ceeamain.nsf>
3. Enter from the general PennDOT home page by,
  - Opening web browser
  - Going to the PennDOT home page at: <http://www.penndot.gov>
  - Click on Doing Business at the top of the screen



- A drop-down list opens. Click on Online Services.



- The Online Services page opens. Click on CEES – Categorical Exclusion Expert System



All of these methods will bring the reviewer to the CE Expert System home page.

### STEP 3: LOGGING INTO THE CE SYSTEM

You must be logged into the system in order to see and review CE or BRPA packages that have not yet been approved. To log in, follow these steps:

1. In the top right part of the CE Expert System home page (this can be done at any screen within the system, or at the ECMS home page as well), click on the **Log in** button.
2. This will bring you to the ECMS security screen.
3. Type your User Name and Password and click the Login button. This is the same user name and password information you would use for the general ECMS system. (\*Note that you must have CE Expert System security approval set up prior to accessing the system. If you do not have this access, please contact your IT Coordinator).
4. The main screen appears with a **Log out** button at the top. The **Log in** button is no longer visible, and are officially logged in. Your name should appear in the yellow bar at the top, just to the left of the **Log out** button.

Browser window: <http://www.dotdom2.state.pa.us> | CE Expert System

Bureau of Office Services ... Suggested Sites Web Slice Gallery Gmail

**CE Expert System** | **CEES Home v51.0** | **Log In** | **Help**

**Search**  
 **Go**

**Packages**  
By County  
By Creator  
By Date Created  
By MPMS  
By Package  
By Project  
By SR/Sec  
By Status  
By Type  
Emergency Projects

**Approved Pkgs**  
On/After 10/25/10  
Before 10/25/10

**Links**  
CR GIS  
CSS  
DCNR  
DCNR  
Groundwater  
DCNR Heritage  
Geo  
DEP  
DEP eFACTS  
DEP Maps/GIS  
ECMS  
ECMTS Guidance  
Endanger Species  
FEMA Mapping  
FHWA  
FHWA Env Guide  
Natl Wetlands Inv  
Natural Heritage  
NPS LWCF 6(f) List  
NPS LWCF 6(f)  
Map

**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

**Categorical Exclusion Expert System**

About BP Registration FAQs Release Notes

\*Site functions best with MS Internet Explorer and a screen

Browser window: <https://www.dotdom2.state.pa.us> | dotdom2.state.pa.us

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**PENNDOT** | **PENNDOT Internet Applications**

Welcome to PENNDOT's Internet Applications. Please enter your User ID and Password.

Please note, it may take 2 - 5 minutes for new passwords to be active.

User ID:

Password:

**Login**

## STEP 4: OPENING THE PACKAGE FOR REVIEW

1. On the left hand side of the main screen, under the **Packages** Section, click **“By Package”**.
2. A list of Districts will open in the center screen. Click once on the blue triangle next to your District to expand the listing to reveal the available packages.
3. Click once on the package number, which you recorded from the email you received requesting your review. This will bring you to the introductory page of the CE, which is called the Package Document.

The top screenshot shows the CE Expert System web application. The left sidebar contains a 'Packages' section with a list of districts (District 01 to District 12). The main content area shows a list of districts with blue triangles next to them. The bottom screenshot shows the same view with a specific package selected, displaying detailed information about the package and its associated project.

| Package Number | Package Name     | Project Name            | MPMS Number                        | Created Date      | Status      |
|----------------|------------------|-------------------------|------------------------------------|-------------------|-------------|
| 19654          | CE 1b Evaluation | Valley St CO#114 Rep... | MPMS: 88953 (York 7410 / BRG)      | Created: 07/23/14 | Preparation |
| 18356          | ED BRPA Scoping  | Rippling Run Road Br... | MPMS: 91364 (York 2060 / 000)      | Created: 02/07/14 | Preparation |
| 18347          | ED BRPA Scoping  | Little Muddy Creek B... | MPMS: 78906 (Lancaster 1044 / 001) | Created: 02/07/14 | Revision    |
| 18286          | ED BRPA Scoping  | Mud Run Bridge          | MPMS: 78638 (Adams 1007 / 000)     | Created: 02/04/14 | Revision    |
| 17665          | CE 1b Evaluation | US 22 & PA39 Interse... | MPMS: 94724 (Dauphin 0022 / 053)   | Created: 12/11/13 | ADE Review  |
| 17431          | CE 1b Evaluation | Mill Cr Rd CO#187 Re... | MPMS: 88952 (York 7204 / BRG)      | Created: 10/12/13 | Preparation |
| 1/393          | CE 1b Scoping    | Bentz Mill Road CO#2... | MPMS: 91469 (York 7230 / BRG)      | Created: 10/04/13 | Preparation |
| 17028          | Scoping          | Jonestown Road Bridg... | MPMS: 92841 (Dauphin 7208 / BRG)   | Created: 07/03/13 | Preparation |
| 15434          | CE 1b Evaluation | Rohrerstown Rd Bridg... | MPMS: 89288 (Lancaster 7101 / BRG) | Created: 09/17/12 | Preparation |

## STEP 5: REVIEWING THE DOCUMENT

You are now in the package document for your CE or BRPA. The package document is the “parent” document for the CE or BRPA. Within the package document are a number of other forms relating to each section of the CE or for the BRPA there will only be the BRPA Matrix. Each of these forms is a “child” to the parent package document. From here, you can review all of the different pages in the document. To do this, you open each of the forms, and scroll through them. The different forms are listed in the **Pkg 17095 Docs** navigation bard, located on the far left side of the screen (\*Note that the number in the Pkg Docs box will match the package number for the project). Click on the blue links for each form and review them.

The screenshot shows the CE Expert System interface. The left sidebar contains a navigation menu with the following items: Search, Packages, Create New, By Check Out, By County, By Creator, By Date Created, By MPMS, By Package, By Project, By SR/Sec, By Status, By Type, Pkg 9059 Docs, Links, CR GIS, DEP, DEP eFACTS, DEP eMap, DEP Map/GIS, ECMS, ECMTS Guidance, EndangeredSpecies, and FSR1 & FPM4. The main content area displays the 'Package Document' for Package 9059. The top navigation bar includes links for Doc List, Check Out, Concur, Req Revision, Print, Print All, Create PDF, and FAQs. The main content area shows the following information: Package: 9059, District: 01, SR/Sec: 0000/000, Type: CE 1b Evaluation, Project: Mead Avenue Bridge, MPMS: 170, County: Crawford, Status: EM Review, FPN: 344. The 'Package Document' section includes a 'Related Packages' link for 9048 (Scoping - Approved 03/14/14). The 'Funding' section includes a table with columns for Federal Funding?, Federal Oversight?, and Federal Oversight Agreement (August 2012). The 'Type' section includes a form for 'Is this project being documented as an emergency project?' with radio buttons for Yes and No, and a 'List' button. The 'Projects' section is partially visible at the bottom.

Once you have reviewed all of the document sections/pages, you have two options:

1. Request revisions – refer to Step 6 below
2. Approve/concur with the package – refer to Step 7 below

## STEP 6: REQUESTING REVISIONS

To request revisions to a package:

1. Open the package document by clicking on the Pkg Doc link under the **Pkg 17095 Docs** navigation bar, located on the far left side of the screen.
2. Click the button at the top of the screen that says “**Req revision**”.
3. A new window will appear titled “**Revision Request**”. Click the text box and type in your requested revisions and comments. Be sure to be specific. This information will be saved in a separate form within the documents list so that the preparer can read the comments and make the appropriate changes. The more specific the information you provide, the easier it will be to ensure that the proper changes are made. Note that you can toggle back and forth between the package and the request revision windows, thereby allow you to add comments/revisions as you review the document (i.e. review a portion, make a comment, review another portion...).
4. The “**Save**” button can be used to save your comments while you are reviewing, ensuring that no data is lost, or allowing you to review the package over a period of time. Click the “**Close**” button to close the “**Revision Request**” window after clicking “**Save**” if you wish to exit the system and retain the requested revisions. To re-enter the request revision document (if it had been closed), click the “**EM/ADE/DE/HDTs/FHWA Req**” link under the **Pkg 17095 Docs** navigation bar. To add additional comments, click the “**Edit**” button.
5. Once your review is completed, click the “**Send**” button to submit your comments, or click the “**Abort**” button to abort the request. If you abort the request, any comments entered will be lost, and the revision request will be deleted in its entirety.
6. Note that the status of the package, as shown towards the right side of the gray title area at the top of the page says, “**On-hold**”. That indicates that revisions are needed, and the review/approval process is on-hold until those revisions are made and approved.
7. As a result of this action, the submitter will be sent an email notifying them of the “Revision Request”. That individual will be responsible for making sure the necessary revisions are made and resubmitting the document back through the review process from the beginning. *As a reviewer, you cannot make changes to the document itself.*

http://www.pdotdev2.state.pa.us CE Expert System

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### CE Expert System Package Document TEST

Log out Help

Search [ ] Go

**Packages**

- Create New
- By Check Out
- By County
- By Creator
- By Date Created
- By MPMS
- By Package
- By Project
- By SR/Sec
- By Status
- By Type

SFV Calendar

**Pkg 9059 Docs**

- Pkg Doc
- Title Page
- A: Gen
- A: Eng
- A: Rdw
- B: A-1
- B: A-2
- B: A-3
- B: A-4
- B: A-5
- B: A-6
- B: A-7
- B: B
- B: C

**Links**

- CR GIS
- DEP
- DEP eFACTS
- DEP eMap
- DEP Map/GIS
- ECMS
- ECMTS Guidance
- EndangeredSpecies
- ESRI & FEMA

| Funding       | Type             | Projects          | Editors                | Reviewers                   |
|---------------|------------------|-------------------|------------------------|-----------------------------|
| Package: 9059 | District: 01     | SR/Sec: 0000/000  | Type: CE 1b Evaluation | Project: Mead Avenue Bridge |
| MPMS: 170     | County: Crawford | Status: EM Review | FPN: 344               |                             |

**Package Document**

Related Packages: 9048 (Scoping - Approved 03/14/14)

**Funding**

Federal Funding? Yes Federal Oversight? No Federal Oversight Agreement (August 2012)

**Type**

Request Revision Button

http://www.pdotdev2.state.pa.us CE Expert System

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### CE Expert System Package Document TEST

Log out Help

Search [ ] Go

**Packages**

- Create New
- By Check Out
- By County
- By Creator
- By Date Created
- By MPMS
- By Package
- By Project
- By SR/Sec
- By Status
- By Type

SFV Calendar

**Pkg 9059 Docs**

- Pkg Doc
- EM Rq
- Title Page
- A: Gen
- A: Eng
- A: Rdw
- B: A-1
- B: A-2
- B: A-3
- B: A-4
- B: A-5
- B: A-6
- B: A-7
- B: B
- B: C

**Links**

- CR GIS
- DEP
- DEP eFACTS
- DEP eMap
- DEP Map/GIS
- ECMS
- ECMTS Guidance
- EndangeredSpecies
- ESRI & FEMA

Revision Request - Internet Explorer

http://www.pdotdev2.state.pa.us/ceea/ceeamain.NSF/DocumentList/8C0101D368CB51F885257D9400736ABA?EditDocument

Save Read Mode Send Close Abort FAQs

| Funding       | Type             | Projects          | Editors                | Reviewers                   |
|---------------|------------------|-------------------|------------------------|-----------------------------|
| Package: 9059 | District: 01     | SR/Sec: 0000/000  | Type: CE 1b Evaluation | Project: Mead Avenue Bridge |
| MPMS: 170     | County: Crawford | Status: EM Review | FPN: 344               |                             |

**Requested Revisions**

[ ]

08 09 10 11 12 13 Other List

**Projects**

New Request Revision Window

## STEP 7: CONCURRENCE/APPROVAL

If you have reviewed the package and have no comments or revisions, you will either approve the document, or concur with the package and send it on for further review. The process is very similar.

### *To Approve a Level 1a or 1b CE (PennDOT only):*

1. Open the package document by clicking on the Pkg Doc link under the **Pkg 17095 Docs** navigation bar, located on the far left side of your screen.
2. Click the “**Approve**” button at the top of the screen.
3. A small box will appear, asking if you are sure you want to approve? Click the “**Yes**” button.
4. A box that says “**Processing Request**” will appear as the request is recorded and the system is working.
5. When the system is finished, the status of the package, as shown on the right side of the gray title area at the top of the page will say “**Approved**”. The document will now be available for the public to view from the home page.
6. You may close out of the package, you have successfully completed the approval process.

The screenshot displays the CE Expert System interface. The top navigation bar includes links for **Doc List**, **Check Out**, **Approve**, **Req Revision**, **Print**, **Print All**, **Create PDF**, and **FAQs**. The **Approve** button is highlighted with a callout box labeled "Approve Button".

The main content area shows package details for Package 8712, District 01, SR/Sec 0079/A01, Type CE 1a Evaluation, Project TRAFFIC ROUTE I-79, MPMS 123, County Crawford, Status EM Review, and FPN N/A. A callout box points to the **Status: Approved** text in the package details section.

The left sidebar contains a search bar and a list of links, including **Pkg Doc**, **Title Page**, **A: Gen**, and **C**. A callout box points to the **Pkg Doc** link.

The bottom of the screen shows a **List** button and an **approved & archived** status.

***To Concur with a Level 2 CE (PennDOT only):***

1. Open the package document by clicking on the Pkg Doc link under the **Pkg 17095 Docs** navigation bar, located on the far left side of your screen.
2. Click the “**Concur**” button at the top of the screen.
3. A small box will appear, asking if you are sure you want to concur, the next reviewer will be notified? Click the “**Yes**” button.
4. A box that says “**Processing Request**” will appear as the request is recorded and the system is working.
5. When the system is finished, the status of the package, as shown on the right side of the gray title area at the top of the page will list the next reviewer. An email will be sent to the next reviewer indicating that the package is ready for their review.
6. You may close out of the package, you have successfully completed the concurrence process.

CE Expert System

Package Document TEST

User Ce Em01 Log out Help

Search

Go

Packages

Create New

By Check Out

By County

By Creator

By Date Created

By MPMS

By Package

By Project

By SR/Sec

By Status

By Type

SR/Calendar

Pkg 9059 Docs

Pkg Doc 63

EM Rq 11/18/14

Title Page

A: Gen (2)

A: Gen

A: Eng

A: Rdw

A: Strc

B: A-1

B: A-2

B: A-3

B: A-4

B: A-5

B: A-6

Links

CR GIS

DEP

DEP eFACTS

DEP eMap

DEP Map/GIS

ECMS

ECMTS Guidance

EndangeredSpecies

ESRI & FEMA

Doc List

Check Out

Concur

Req Revision

Print

Print All

Create PDF

FAQs

Funding

Type

Projects

Editors

Reviewers

Package: 9059

District: 01

SR/Sec: 0000/000

Type: CE 1b Evaluation

Project: Mead Avenue Bridge

MPMS: 170

County: Crawford

Status: EM Review

FPN: 344

Package Document

Related Packages: 9048 (Scoping - Approved 03/14/14)

Funding

Federal Funding? Yes

Federal Oversight? No

Federal Oversight Agreement (August 2012)

Type

Is this project being documented as an emergency project? ☐ Yes ☒ No

Phase: Evaluation

Classification: Categorical Exclusion (Class II)

CE Level: 1b

CE Action: ☐ 01 ☐ 02 ☒ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ Other

List

Projects

Concur Button

**To Approve a Level 2 CE (FHWA only):**

1. Open the package document by clicking on the Pkg Doc link under the **Pkg 17095 Docs** navigation bar, located on the far left side of your screen.
2. Click the **Approve** button at the top of the screen.
3. A small box will appear, asking if you are sure you want to approve? Click the **Yes** button.
4. A box that says **Processing Request** will appear as the request is recorded and the system is working.
5. When the system is finished, the status of the package, as shown on the right side of the gray title area at the top of the page will say **approved**. An email will be sent to all those who have previously reviewed and concurred with the document, as well as the preparer, indicating that the document has been approved. The document will now be available for the public to view under **Approved Pkgs**.
6. You may close out of the package, you have successfully completed the approval process.

The image consists of two screenshots of the CE Expert System web interface, illustrating the approval process for a Level 2 CE (FHWA only).

**Top Screenshot:** The interface shows the 'Package Document' page for 'TEST'. The navigation bar at the top includes buttons for 'Doc List', 'Approve', 'Req Revision', 'Print', 'Print All', 'Create PDF', and 'FAQs'. The 'Approve' button is highlighted with a red box and an arrow pointing to it from the 'Approve Button' label. The package details section shows 'Package: 9500', 'District: 01', 'SR/Sec: 0000/...', 'Type: CE 2 Evaluation', 'Project: Mercer Street', 'MPMS: 104', 'County: Crawford', 'Status: FHWA Review', and 'FPN: test'.

**Bottom Screenshot:** The interface shows the 'Package Document' page for 'TEST'. The package details section shows 'Package: 9500', 'District: 01', 'SR/Sec: 0000/...', 'Type: CE 2 Evaluation', 'Project: Mercer Street', 'MPMS: 104', 'County: Crawford', and 'Status: Approved'. The 'Status: Approved' label is highlighted with a red box and an arrow pointing to it from the 'Status: Approved' label. The 'Funding' section shows 'Federal Funding? Yes' and 'Federal Oversight? No'. The 'Type' section shows 'Is this project being documented as an emergency project?' with 'No' selected. The 'CE Level' is '2'. The 'CE Action' section shows a grid of checkboxes, with '02' selected. The 'Links' section includes links for 'CR GIS', 'DEP', 'DEP eFACTS', 'DEP eMap', 'DEP Map/GIS', 'ECMS', 'ECMTS Guidance', 'EndangeredSpecies', and 'ESRI & FEMA'.