

# eTrack

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## eTrack User Guide – Analyst Portal

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March 5, 2025

Version 3.3.9

Prepared by Unisys for:



# eTrack

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## REVISION HISTORY

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VERSION	AUTHOR	DATE	DESCRIPTION
3.3.9	PIMS	3/5/2025	Added additional instructions for processing invoices.

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## 1. Introduction

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2 This User Guide describes the functionality of the NYS Department of Environmental Conservation's  
3 (DEC) eTrack application. Specifically, this document describes the version known as the Analyst Portal,  
4 developed in the project phase known as Program Increment 3 (or PI 3) and released in March 2024.

5 *Note: This version of the User Guide was created using screenshots taken from the test environment.  
6 Therefore, some test data will appear, particularly on the dashboards/grids.*

### 7 1.1 eTrack Project Description

8 The eTrack project is focused on enabling the online submission and management of environmental  
9 permit applications and will eventually replace the DEC's DART and DART Permits systems. eTrack is a  
10 critical e-business project for the DEC, improving the way DEC will conduct application tracking,  
11 application review, permit development, and permit generation, for permits regulated under the  
12 Uniform Procedures Act (UPA).

13 The primary drivers for replacing DART include the need to provide online capabilities to the regulated  
14 community; improve performance and data quality; provide electronic document storage and retrieval;  
15 and enhance support for spatial analysis. Also vital is retaining and enhancing application tracking and  
16 review functions and tools.

17 eTrack will eventually provide the ability to collect pre-application inquiries, accept permit applications  
18 online, process the applications received, and generate the UPA permits needed. The major  
19 requirement themes of the project include the need for electronic submissions, GIS capabilities,  
20 data/document management, automatic notifications, application tracking and review tools, document  
21 generation, and reporting/data inquiry capabilities. The system is being developed in phases.

### 22 1.2 Background

23 A growing number of external stakeholders seek the ability to submit applications online for all permits  
24 processed by the DEC's Division of Environmental Permits (DEP).

25 The eTrack solution provides internal value by providing DEC staff with a means to significantly reduce  
26 the data entry workload; improve application quality and accuracy; improve records management; and  
27 allow for a more cost-effective use of staff resources.

28 Currently, applications are received as hard copies via the postal service and entered in the legacy  
29 system manually. eTrack will eventually enable applicants to identify the correct permit application,  
30 complete that application, submit their applications online, and allow DEC staff to manage the review of

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31 applications received while providing real-time feedback to the applicant and other stakeholders.  
32 Workload management is enabled as well.

33 Replacing DEC's legacy DART and DART Permits systems with a modern system is a critical component of  
34 the Department's e-business strategy. The permitting programs managed by the DEP are vital tools that  
35 support DEC in meeting its core mission of environmental protection, and the DART and DART Permits  
36 systems play an integral role in those permitting programs. Replacing these central systems will not only  
37 support DEC's e-business objectives but will also allow DEC to meet other drivers such as increasing  
38 demands for greater access to data, enhancing regulatory support, and streamlining business workflows.

39 DEP is the project sponsor and the primary user of the current legacy systems, and NYS Office of  
40 Information Technology Services (ITS) maintains those legacy systems. Project materials developed to  
41 date and development efforts have been a collaboration between the DEP and ITS.

## 42 **1.3 Allowed Browsers and Technologies**

43 eTrack is being developed and tested to work with the following commercial web browsers, best viewed  
44 at a zoom level of 100%:

- 45     • Google Chrome  
46     • Microsoft Edge  
47     • Mozilla Firefox  
48     • Apple Safari

49 Please note that Microsoft Internet Explorer is not a supported browser.

50 eTrack is designed to be used with the following technologies:

- 51     • PCs and laptops  
52     • Full-sized tablets

53 eTrack screens will be available, but not optimized, for use on smartphones.

## 54 **1.4 Environments**

55 Various environments are leveraged during the development and production process for this  
56 application. The live (production) environment for the eTrack application resides at:  
57 <https://etrackanalyst.dec.ny.gov/>

58 Other environments used as part of the eTrack development and release process are:

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- 59 <https://etrackanalyst-dev.dec.ny.gov/> - Development site
- 60 <https://etrackanalyst-qa.dec.ny.gov/> - Quality Assurance (testing) site
- 61 <https://etrackanalyst-st.dec.ny.gov/> - Staging site

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## 63 2. Common Features

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- 64 **eTrack logo** – returns the user to the Analyst Dashboard.
- 65 **Bell icon** – displays alerts relevant to the user.
- 66 **Envelope icon** – displays messages relevant to the user and the screen they are viewing.
- 67 **Sortable column headers** – sorts the column alphabetically, or by date, depending on the column contents. Repeated clicks will reverse the sorting order.
- 68
- 69 **Filter icon** – filters column data according to the selection(s) made.
- 70 **Reset Filters icon** – clears the filter selections.
- 71 **Export icon** – exports the contents of a table to an Excel file.
- 72 **Next button** – automatically saves data and moves the user to the next screen.
- 73 **Close button** – closes the current screen (a confirmation pop-up will appear if data has been entered or selections have been made).
- 74
- 75 **Information icon** – indicates that hover-over text is present with information or instructions about that feature or data field.
- 76
- 77 **Navigation header** – arrows and sub-headers help the user navigate forward and backward through the application and provide “breadcrumbs” so the user can easily identify where they are in the process.
- 78
- 79 Browser back buttons are disabled in eTrack and all navigation occurs within the application.
- 80 **Help icon** – opens/downloads this User Guide.
- 81 \* - When placed beside a field label on a data entry screen, indicates a mandatory field.
- 82

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## 83    3. Glossary of Terms

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84    **Data Entry Mode** – Steps 1-5 of the eTrack application (Project Location, Applicant Information, Project  
85    Information, Supporting Documents, and Sign and Submit).

86    **Validate** – The process of reviewing, editing, and confirming that information entered during the Enter  
87    Application phase is accurate.

88    **Validate Mode** – The phase that occurs after Data Entry Mode, and includes the assigning of an Analyst.  
89    Validate Mode is indicated by a bright yellow banner across the top of the Main Navigation Screen.  
90    “Yield” icons will display besides data entry fields when information entered during Data Entry Mode  
91    differs from information stored in enterprise systems.

92    **Virtual Workspace** – A screen that becomes available only after the Permit Application is uploaded to  
93    DART, that contains a full, at-a-glance representation of key data related to the Project.

94    **Approved Polygon** – A geometric shape that is drawn to indicate the project location’s property  
95    boundary, that has previously been confirmed and approved for the project location in eFind.

96    **Unapproved Polygon** – A geometric shape that is drawn to indicate the project location’s property  
97    boundary, that has NOT been previously confirmed in eFind.

98    **Project ID** – A number assigned to a project at the completion of Step 1 in Data Entry Mode, that is used  
99    to track the permit application and the information associated with it.

100    **Results Grid** – The table(s) used throughout eTrack to display information in columns and rows.

101    **Resume** – A button on the Analyst dashboard that displays once a project has been created, enabling  
102    the Analyst to continue with the Enter Application process after pausing.

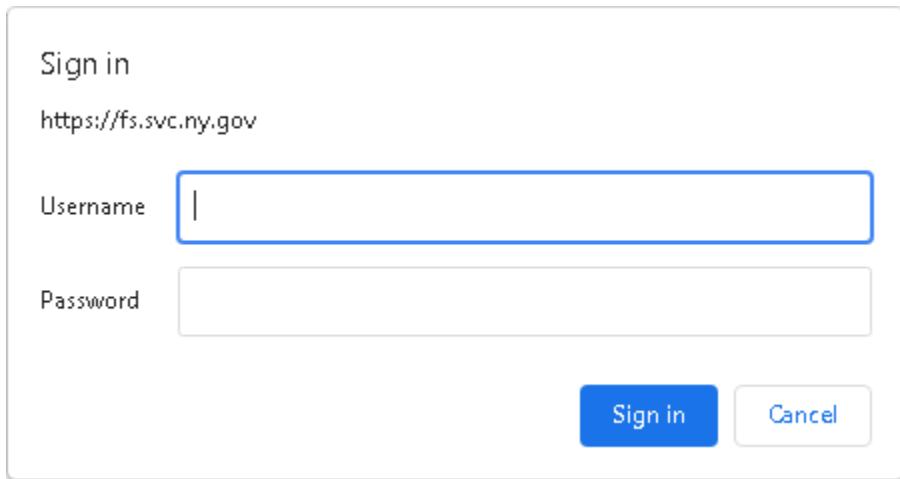
103

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## 104 4. Login

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105 The eTrack application facilitates user access by leveraging single sign-on when using the browser in the  
106 DEC environment. If the user's browser is not associated with their DEC User ID, they will be prompted  
107 to login with their domain name (or DEC email address) and password.



The image shows a screenshot of a web-based login interface. At the top left, it says "Sign in". Below that is the URL "https://fs.svc.ny.gov". There are two input fields: "Username" and "Password". The "Username" field has a blue border and contains a single vertical bar character. The "Password" field is empty. At the bottom right are two buttons: a blue "Sign in" button and a white "Cancel" button with blue text.

108

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## 110 5. Top Banner

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111 On most screens, eTrack displays a top banner which contains an identifier: ‘New York State Department  
112 of Environmental Conservation’; the eTrack Version number; the user’s domain/username; a Help icon  
113 (question mark); an Alert icon (bell); and a Message icon (envelope).

114 

115 Clicking on the username produces an option to Logout. Clicking on the question mark in the circle  
116 launches a Help function which opens this User Guide in a separate window. Clicking on the bell displays  
117 alerts relevant to the Analyst (a red indicator will inform the user of a new alert )  
118 for example, if a Project has been assigned to the Analyst for review (Validation). The alerts vanish after they are read.

119 A red dot on the envelope  will indicate that messages are waiting, for example, if a document has  
120 been assigned for review from the Virtual Workspace. Clicking on the envelope will display Mail  
121 Notifications intended for the Analyst, and a Project ID hyperlink will take the Analyst to the Virtual  
122 Workspace for that Project. The number in the red dot will reduce only after the emails are read on the  
123 Virtual Workspace (it may require a refresh of the Analyst dashboard for the new number to appear).

124

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## 125 6. Common Footer

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- 126 The page footer displays throughout eTrack with descriptive information and links. The footer appears  
127 on every independent screen on eTrack (i.e., except pop-ups).



- 128
- 129 In the lower-right corner, the role of the user is displayed. In the image above, the user is an Analyst.
- 130 Links in the footer can be updated using the Maintenance Code Table: [System Parameter / URL Configurations](#).
- 131
- 132

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## 133 7. Analyst Dashboard

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134 Upon login, the Analyst is presented with the default screen, the Analyst Dashboard. The Analyst  
135 Dashboard provides an overview of the Analyst's activity on eTrack.

136 Across the top of the Analyst Dashboard screen are the links: My Projects (default); Regional Projects,  
137 Document Management; Enter App; DIMSR; Inquiry; Search; Reports; and Maintenance. Sub-categories  
138 of each dashboard (if any) are presented in tabs running vertically on the left side of the screen. At any  
139 point in the application, clicking on the eTrack logo or the My Projects link will bring the Analyst back to  
140 the My Projects/Resume Entry screen.

141 A Search bar at the top of the My Projects and Regional Projects screens allows the user to enter search  
142 criteria to help find projects quickly and easily. The grey example text in the search bar will change  
143 according to the screen being viewed.

144

145 Information on the dashboards is displayed in columns. All dashboard columns may be sorted by clicking  
146 on the header at the top of the column. Most dashboard columns also contain filters, except for those  
147 on the "Resume" results grid. The Reset Filter icon will clear the filter selections. The Export icon will  
148 export the contents of the results grid being viewed to an Excel file.

149 Applicant Names and Facility Names will appear as blue hyperlinks if they already exist in eFind. Clicking  
150 on the link will take the user to the existing, related page in eFind. If there is no existing link in eFind, the  
151 name will appear in grey text. This feature is common across all dashboard results grids in eTrack.

### 152 7.1 My Projects

153 The My Projects link allows the Analyst to view the status of all projects in eTrack for which they have  
154 been assigned responsibility. At the left of the screen are eight tabs related to permit applications,  
155 arranged vertically. From the top down, these are: Resume Entry (default); Validate; All Active; Tasks  
156 Due; Applicant Response Due; Out for Review; Emergency Authorizations; and Suspended.

157 Tabs, when selected, will contain an indicator displaying the number of records in the grid (X). The  
158 Resume Entry tab features an icon (an exclamation mark within a red circle) to indicate that the Analyst  
159 has work that is not complete.

160 Beneath these eight tabs, separated by a black line, is a section devoted to Geographical Inquiries. These  
161 are discussed in [Section 9](#).

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New York State Department of Environmental Conservation

Version: 3.0.0 | SVCgrfehl | ⓘ ⚡ 📧

**eTRACK**

**My Projects**   Regional Projects   Document Management   Enter App   DIMSR   Inquiry   Search   Reports   Maintenance

Search in Resume Entry

Resume Entry	Project ID	EA	GP	Applicant	Facility	Address	Municipality	Recv'd Date	Export
Validate	3399			PETERSON, DANIEL, W	DANIEL PETERSON - PLYMOUTH ST/MAIN ST	PLYMOUTH STREET AND MAIN STREET, BROOKLYN, NY	BROOKLYN	01/25/2024	trashcan
All Active	3260			SHAUGHNESSY, WILLIAM	SHAUGHNESSY APARTMENTS/STORE SEPTIC	8 WEST MAIN STREET, White Creek, NY	White Creek	01/17/2024	trashcan
Tasks Due	2819			BRAENDLY FISHKILL CORP	BRAENDLY FISHKILL CORP	10 E MAIN ST, Beacon, NY	Beacon	12/18/2023	trashcan
Applicant Response Due	2844			CALHOUN, CAROL, A	Test layers	13219 Hemlock Ridge Rd, Barre, NY	Barre	12/12/2023	trashcan
Out for Review									
Emergency Authorizations									
Suspended									

162

163 The My Projects hyperlink and Resume Entry tab are highlighted when first arriving at the dashboard. If  
164 there is no data for a particular dashboard tab in the left-hand navigation, the tab for that dashboard  
165 will display with a (0) when clicked, and the statement, 'No Records Available.'

166 A vertical scroll bar on the right margin enables the user to view entries that extend below the visible  
167 results grid. A horizontal scroll bar is sometimes used as well (e.g., on the All Active results grid).

## 168 7.1.1 Resume Entry Results Grid

169 The Resume Entry results grid (visible in the section directly above) enables an Analyst to pick up where  
170 they left off with the entry of a permit application. Results grid columns from left to right are: Resume (a  
171 button); Project ID; Emergency Authorization (EA); General Permit (GP); Applicant; Facility; Address;  
172 Municipality; Received (Recv'd) Date; and Delete (trashcan icon). The column headers are all active, and  
173 will sort the columns when clicked (typically, the default sort for dashboards is for the most recent item  
174 to appear at the top). There are no filters in the column headers on the Resume Entry results grid.

175 An export icon is present in the results grid header that will export the contents of the current results  
176 grid to an Excel spreadsheet.

177 The Resume button is always enabled and will place the Analyst back on the Main Navigation screen for  
178 that project to continue where they left off.

179 Note that there cannot be both an EA and GP indicator present at the same time in eTrack (although  
180 older applications in DART do have some).

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## 181 7.1.2 Validate Results Grid

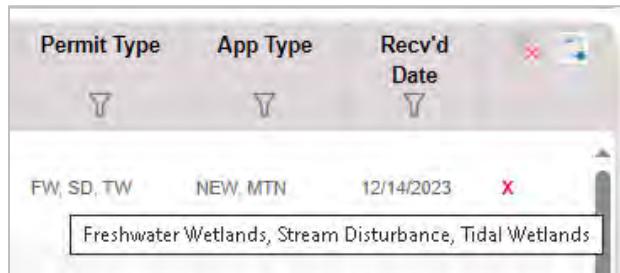
182 The Validate results grid displays projects that have been successfully submitted. These projects are now  
183 ready for validation and have been assigned to the Analyst for review. Results grid columns from left to  
184 right are: Validate (a button); Project ID; Emergency Authorization (EA); General Permit (GP); Applicant;  
185 Facility; Address; Municipality; Permit Type; App Type; and Recv'd Date. A red X appears at the far right  
186 of the row for Project Rejection (see below).

187 Projects on the Validate grid are sorted by Project ID, with the highest number at the top by default.

New York State Department of Environmental Conservation												Version: 3.0.0   SVC\grfehlin   <a href="#">?</a> <a href="#">!</a> <a href="#">✉</a>
<b>eTRACK</b> <a href="#">My Projects</a> Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance												
<input type="text"/> Search in Validate												
Resume Entry		Project ID	EA	GP	Applicant	Facility	Address	Municipality	Permit Type	App Type	Recv'd Date	X
Validate	(44)	3720	BALDWIN, BONITA,A			Test to see if GIDs created in DEV are appearing on QA map 2-15	163 Fishkill Ave, Beacon, NY	Beacon	VWW	NBW	02/15/2024	X
All Active		3719	LABRIE, LAURENCE,A		Test Validate Next to GID entry 2-15	4275 Route 9G, Red Hook, NY	Red Hook	FW	NBW	02/15/2024	X	
Tasks Due		3704	BACHER, LAWRENCE		Smoke Test 4	Main St, Beacon, NY	Beacon	FW	NBW	02/14/2024	X	
Applicant Response Due		3703	COLAO, CARMEN,A		Beacon Post Office Smoke Test 2-14	369 Main St, Beacon, NY	Beacon	GP-0-16-004	NBW	02/14/2024	X	
Out for Review		3701	Baker,Bonnie		Smoke Test 3 2- 14	75 E Market St, Rhinebeck, NY	Rhinebeck	FW	NBW	02/14/2024	X	
Emergency Authorizations					New Facility Test							
Suspended												

188

189 There can be more than one permit type for a project. A hover-over will display the permit type  
190 name(s).



191

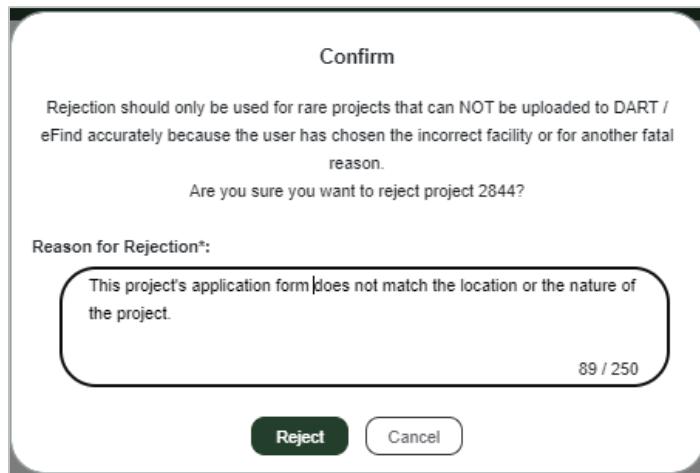
192

193 After a Project is submitted, assigned, and validated by the Analyst, and uploaded to DART, the Project  
194 will migrate to the All Active and Task Due dashboards, and will disappear from the Validate dashboard.

# eTrack

## 195 Project Rejection

- 196 In rare cases, a Project may be rejected if the application is obviously incorrect or flawed, requiring more  
197 than a minor change to the information (e.g., an application for an airport runway in the middle of a  
198 city's downtown). The Validate grid provides a method to reject such project, using the red 'X' at the  
199 right side of the dashboard.
- 200 Clicking the red 'X' will generate a pop-up with a required, 'Reason for Rejection'. Clicking Reject will  
201 remove the project from the Validate dashboard.



202

203

- 204 The project will then return to the My Projects/Resume Entry dashboard for the assigned Analyst, in red  
205 text, with a button that reads 'Rejected'. Hovering over any of the red text will display the reason for the  
206 rejection. Clicking on the Rejected button will open the Main Navigation screen for that project, so the  
207 Analyst can review.

eTRACK										
My Projects										
Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance										
Search in Resume Entry										
Resume Entry	1 (618)	Project ID	EA	GP	Applicant	Facility	Address	Municipality	Rec'd Date	
Validate		Resume 10286			BOEHMER GRAVEL PRODUCTS, INC.	BOEHMER GRAVEL PRODUCTS MACHIAS PIT	WEST OF RT 16, SOUTHWEST FROM BROADBAY CIRCLE, Machias, NY		02/28/2024	
All Active		Rejected 10223			GABRIELE, GAIL	Test of GI Validate 2-13 8 am	55 N Pearl St, Albany, NY	Albany	02/13/2024	

208

- 209 However, any changes made at this point will not be saved, and the project cannot be re-submitted. If  
210 the Analyst does click Submit, a popup will appear with the reason for the rejection and instructions  
211 directing the Analyst to delete it and create a new project.

# eTrack

## 7.1.3 All Active Results Grid

The All Active results grid enables an Analyst to see the status of all permits assigned to them that are currently active or pending. The All Active results grid has more columns than the other results grids, so depending on the user's zoom level, a horizontal scroll bar may appear at the bottom of the screen.

Headers from left to right are: Project ID; Emergency Authorization (EA); General Permit (GP); Applicant; Facility; Address; Municipality; Permit Type; App Type; Tracked ID; Batch ID; Status; Due Date; and Rec'd Date.

All Active														
Batch ID	Project ID	EA	GP	Applicant	Facility	Address	Municipality	Permit Type	App Type	Tracked ID	Batch ID	Status	Due Date	Rec'd Date
3700	LOCKNER, LARRY	Smoke Test12-14		995 Main St, Fishkill, NY	FISHKILL	UNN	NBW	3-130-00225(0001)		1011141		Completions Determination Date	02/29/2024	02/14/2024
3698	JEANTY, JEAN	Smoke Test12-14		995 Main St, Fishkill, NY	FISHKILL	FW	NBW	3-130-00225(0001)		1011140		Completions Determination Date	02/29/2024	02/14/2024
3618	GAILLER, GAIL	Text10A Enter App-3		529 Broadway, Wilmert, NY	WILMERTVLIET	FW	NBW	4-018-00054(0001)		1011131		Completions Determination Date	02/25/2024	02/05/2024
3629	LAMAGBSE, JOE	TEST10A Performance 2-1		4 Dahlion St, White Creek, NY	WHITE CREEK	FW, RZ2	NBW	5-530-00107(0001)		1011077		Completions Determination Date	02/16/2024	02/01/2024
3408	GENERAL WOODWORK G, INC.	GENERAL WOODWORK Rekare 2 made text		127 MAIN ST E, Rockland, NY	ROCKLAND	DA, FW, NL, FIO	NBW	8-2614-00241(0004)		1011054		Completions Determination Date	02/10/2024	01/26/2024

As with all results grids, the Reset Filter icon will clear the filter selections made, and the Export icon will export the current results grid data to an Excel file.

Application Types appearing in this results grid are DART Transaction Types such as NEW, MOD, MTN, REN, etc. (See [Appendix](#) for full list).

Permits are grouped by batch and are processed together. Since there are batches of permits processed simultaneously, at the time of Upload to DART, one will be chosen to be the Tracked ID. Status could be Completeness Determination Due, Final Decision Due, Permittee Response Due, Suspended Indefinitely, etc.

If the due date is in the past, the date will appear in bold red, with the most recent at the top.

## 7.1.4 Tasks Due Results Grid

The Tasks Due results grid enables the Analyst to view all tasks that are due and their current status.

Column headers from left to right are: Project ID; Emergency Authorization (EA); General Permit (GP); Facility; Address; Permit Type; Tracked ID; Status; Due Date; and Out for Review (assigned to Program Staff for review).

# eTrack

234

New York State Department of Environmental Conservation											Version: 2.0.0   SVC\grfehl   ?		
<b>eTRACK</b>		<b>My Projects</b>		Regional Projects		Document Management		Enter App		DMSR			
		<input type="text"/> Search in Tasks Due											
Resume Entry		Project ID	EA	GP	Facility	Address	Permit Type	Tracked ID	Status	Due Date	Out for Review	X	
Validate		2865	Test Step 1 New Facility through DART Upload		5594 Crane Rd, Barre, NY	ML, WQ	8-3422-00055/00002		Final Decision Due	06/10/2024			
All Active		2412	ab test 2000		52 Westerlo St, Albany, NY	FW	3-5517-00390/00001		Completeness Determination Due	12/01/2023			
Tasks Due (44)		2318	TEST directions		345 Main St, Catskill, NY	RZ2	4-1926-00343/00002		Completeness Determination Due	11/25/2023			
Applicant Response Due		2292	CURR PROPERTY		5219 COMSTOCK RD, Cicero, NY	FW	3-1313-00162/00005		Completeness Determination Due	11/24/2023			
Out for Review		2290	CARGILL INC - NUTRENA FEED DIVISION		7700 MALTAGE DRIVE, Clay, NY	FW	2-6005-00996/00003		Completeness Determination Due	11/24/2023			
Emergency Authorizations		2239	TURTLE PARK/MILL POND		6473 SWAMP RD, Byron, NY	FW	8-1830-00058/00002		Completeness Determination Due	11/21/2023			
Suspended													

235

- 236 An Analyst can request the review of the project by Program Staff from the Virtual Workspace, after the Project is Uploaded to DART. In such a case, the Out for Review column will contain an indicator (checkbox).
- 239 The Tasks Due results grid includes applications with the statuses of Completeness Determination Due, Written Comments Deadline, Hearing Decision Due, Final Decision Due, and DMSR Decision Due.
- 240 Written Comments Deadline, Hearing Decision Due, Final Decision Due, and DMSR Decision Due.
- 241 Instructional text appears just below this results grid with this information.

3281	Test Val Mode Program ID	152 Main St, Hoosick, NY	EF, FW, SD, WQ	4-3828-00181/00003	Completeness Determination Due	02/02/2024
3258	ED LEVIN, INC.	52 WEST MAIN ST., White Creek, NY	FW	5-5350-00106/00005	Completeness Determination Due	02/01/2024
Tasks Due: Completeness Determination Due, Written Comments Deadline, Hearing Decision Due, Final Decision Due, DMSR Decision Due						

242

## 243 7.1.5 Applicant Response Due Results Grid

- 244 The Applicant Response Due results grid enables the Analyst to view the status of permits that require a response from the applicant and are currently awaiting a response.
- 246 Column headers from left to right are: Project ID; Emergency Authorization (EA); General Permit (GP); Facility; Address; Permit Type; Tracked ID; Status; Due Date (related to the Status); and Out for Review.

# eTrack

Project ID	EA	GP	Facility	Address	Permit Type	Tracked ID	Status	Due Date	Out for Review
9178	GERNATT ASPHALT PRODUCTS - BEDROCK GRAVEL PIT	4353 HORTON RD:left left left, Great Valley, NY	ML	9-0444-00002/00036	Permittee Response Due	11/18/2023			
9178	GERNATT ASPHALT PRODUCTS - BEDROCK GRAVEL PIT	4353 HORTON RD:left left left, Great Valley, NY	ML	9-0444-00002/00035	Permittee Response Due	11/18/2023			
8998	GERNATT ASPHALT PRODUCTS - BEDROCK GRAVEL PIT	4353 HORTON RD:left left left, Great Valley, NY	ML	9-0444-00002/00034	Permittee Response Due	11/01/2023			

248

249 The Applicant Response Due results grid includes applications with the statuses of Incomplete for 1 Year,  
250 Incomplete, Chronically Incomplete, Permittee Response Due, Insufficient. Instructional text appears  
251 just below this results grid with this information.

*Applicant Responses: Incomplete for 1 year, Incomplete, Chronically Incomplete, Permittee Response Due, Insufficient*

252

## 7.1.6 Out for Review Results Grid

254 The Out for Review results grid displays projects that are currently assigned to program staff for review.  
255 The main task of the Program Reviewer is to review documentation uploaded into DMS for an assigned  
256 project. The Analyst can assign the documents when creating the review.

257 Column headers from left to right are: Project ID; Emergency Authorization (EA); General Permit (GP);  
258 Facility; Address; Permit Type; Tracked ID; Status; Due Date; and Reviewer.

259

# eTrack

New York State Department of Environmental Conservation Version: 3.0.0 | SVC\grfehl | ? 📡 4

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Search in Out For Review

	Project ID	EA	GP	Facility	Address	Permit Type	Tracked ID	Status	Due Date	Reviewer	Actions
Resume Entry	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	X
Validate	3700	Smoke Test 2 2-14 995 Main St,NY			WWN	3-1330-00229/00001	Completeness Determination Due	02/29/2024	BESHELLO ANTIGONA		
All Active	3618	Test QA Enter App 2-8 529 Broadway,NY			FW	4-0118-00054/00001	Completeness Determination Due	02/27/2024	BESHELLO ANTIGONA		
Tasks Due											
Applicant Response Due											
Out for Review	(2)										
Emergency Authorizations											
Suspended											

260

## 7.1.7 Emergency Authorizations Results Grid

Projects selected for an Emergency Authorization during Data Entry (in Step 3) are listed here. Projects are grouped by batch, so there can be multiple, identical, Project IDs. The Tracked ID will indicate the batch (these are the numerals following the DEC ID).

Column headers from left to right are: Project ID; Facility; Address; Permit Type; Tracked ID; Status; Due Date; and Reviewer.

New York State Department of Environmental Conservation Version: 3.0.0 | SVC\grfehl | ? 📡 18

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Search in Emergency Authorization

	Project ID	Facility	Address	Permit Type	Tracked ID	Status	Due Date	Reviewer	Actions
Resume Entry	Y	Y	Y	Y	Y	Y	Y	Y	X
Validate	8997	BRAENDLY FISHKILL CORP	10 E MAIN ST, Beacon, NY	FW, LG	3-1302-00006/00004	Final Decision Due	10/19/2023		
All Active	8938	CATSKILL YACHT CLUB PROPERTY	MAIN ST, Catskill, NY	FW, LG	4-1926-00075/00006	Final Decision Due	10/15/2023		
Tasks Due	7216	TEST for SE bugs 31 and 32 6/19 9:26 am	343/345 Delaware Ave, Bethlehem, NY	ASF, FW, LG, SW1, WQ	4-0122-00317/00002	Final Decision Due	06/21/2023	PUVOGEL JUSTIN	
Applicant Response Due	7186	BE GELL PROPERTY	EAST LAKE RD, TYRONE, NY	EF, WQ	8-4434-00035/00002	Final Decision Due	06/20/2023		
Out for Review	7158	TEST EA DEV 6/13 2:01 pm	364 Main St, Beacon, NY	CC, FW	3-1302-00072/00002	Final Decision Due	06/15/2023		
Emergency Authorizations	(5)								
Suspended									

267

## 7.1.8 Suspended Results Grid

Projects that are Suspended are listed here.

# eTrack

270 Column headers from left to right are: Project ID; Emergency Authorization (EA); General Permit (GP);  
271 Facility; Address; Permit Type; Tracked ID; Suspend Reason; Date Suspended; and Out for Review.

272

The screenshot shows the eTrack application interface. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management', 'Enter App', 'DMSR', 'Inquiry', 'Search', 'Reports', and 'Maintenance'. A search bar at the top right contains the placeholder 'Search in Suspended'. Below the navigation bar, there's a table with columns: Project ID, EA, GP, Facility, Address, Permit Type, Tracked ID, Suspend Reason, Date Suspended, and Out for Review. A tooltip is visible over the Facility column, showing details for a record: GERNATT ASPHALT PRODUCTS - BEDrock GRAVEL PIT, 4353 HORTON RD;left left left, Great Valley, NY, ML, 9-0444-00002/00002, 7-Waiting to Receive a Bond, 09/26/2023. On the left side of the main area, there are several tabs: 'Resume Entry', 'Validate', 'All Active' (which is currently selected), 'Tasks Due', 'Applicant Response Due', 'Out for Review', 'Emergency Authorizations', and 'Suspended' (which has a count of 1). The 'Suspended' tab is highlighted with a blue border.

273

## 7.2 Regional Projects Dashboard

274 NOTE: The Regional Projects All Active Dashboard will display the Analyst's region by default. All  
275 other dashboards default to 'All', including the GI All Active Inquiry dashboard.

276 The Regional Projects link displays the Regional Projects dashboard. The Regional Projects dashboard  
277 has tabs along the left-hand margin, arranged vertically. From top to bottom, these are: Unvalidated;  
278 (default); All Active; Program Review; and Disposed.

The screenshot shows the Regional Projects dashboard. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects' (which is currently selected), 'Document Management', 'Enter App', 'DMSR', 'Inquiry', 'Search', 'Reports', and 'Maintenance'. A search bar at the top right contains the placeholder 'Search in Unvalidated'. Below the navigation bar, there's a table with columns: Project ID, EA, GP, Applicant, Facility, Municipality, County, Permit Type, App Type, Recv'd Date, and Analyst. A tooltip is visible over the Analyst column, showing DENNISTON COLIN. On the left side of the main area, there are tabs: 'Unvalidated' (which has a count of 279 and is currently selected), 'All Active', 'Program Review', and 'Disposed'. The 'Unvalidated' tab is highlighted with a blue border.

280

# eTrack

## 281 *Filter By Region Dropdown*

282 When projects are submitted, they display on the Regional dashboard where the facility is located. A  
283 Filter by Region feature enables Analysts to view projects according to the respective regions in which  
284 they (the Analysts) are located (Regions 0-9). This is not applicable for Program Staff. All Analysts have  
285 access to the Regional Dashboard, defaulted to their assigned region, but are allowed to view others.

286 For Program Reviewers, the default setting for the Filter by Region feature is 'All', which designates the  
287 statewide or central office.

## 288 **7.2.1 Unvalidated Results Grid**

289 The Unvalidated results grid (see above) displays all the projects that have been successfully submitted  
290 and are awaiting Analyst review.

291 This results grid contains the following columns, from left to right: 'Assign' or 'Validate' (a button);  
292 Project ID; Emergency Authorization (EA); General Permit (GP); Applicant; Facility; Municipality; County;  
293 Permit Type; App Type; Recv'd Date; and Analyst.

294 The Unvalidated results grid displays eTrack projects that have gone through Steps 1-5 in Data Entry  
295 mode and have been successfully submitted by the Analyst. Upon submission, the project appears on  
296 this dashboard, sorted by Project ID in descending order (the highest numbers at the top).

297 The Analyst by default is UNASSIGNED. The project row will contain an 'Assign' button, which will be  
298 used to assign an Analyst to the project. When the Assign button is clicked, a pop-up is displayed  
299 allowing for the selection of person to assign, with a capability to add an Assignment Note. Once an  
300 Analyst has been assigned, the Analyst's name will appear in the designated column, and the button will  
301 transform into a Validate button, for that Analyst to begin the Validation process.

302 Once assigned, the Analyst name displays here as a hyperlink. Clicking on the name will allow for the  
303 project to re-assigned to another Analyst.

304 When an Analyst is assigned, an Alert notification will appear in the top banner of their screen, in the  
305 form of a red dot on the Bell icon. When clicked, it will display the Project ID and any Assignment Note.  
306 After viewing the Alert (and the Note, if applicable) the Alert will be removed from the list when the  
307 'New Activity' popup is closed, and the red dot will vanish.

308 *Note:* Once a Project is Validated and Uploaded to DART, the Project will migrate and display on the  
309 Tasks Due dashboard for the assigned Analyst (status will show as Completeness Determination Due or  
310 Final Decision Due) and on the All Active dashboard under Regional Projects.

# eTrack

## 7.2.2 All Active Results Grid

The All Active results grid displays all the active projects, for all regions. For staff in the central office, the default for the Filter by Region is All, with other regions 0-9 accessible through the dropdown. When the Analyst arrives at this screen, their default region is that for which they are assigned. This results grid contains the following columns from left to right: Project ID; Emergency Authorization (EA); General Permit (GP); Applicant; Facility; Municipality; County; Permit Type; App Type; Recv'd Date; Analyst; Status; and Due Date.

318

New York State Department of Environmental Conservation														Version: 3.0.0   SVC\grfehlin	?	Help	Print								
eTRACK														My Projects	Regional Projects	Document Management	Enter App	DIMSR	Inquiry	Search	Reports	Maintenance			
														Search in All Active						Filter By Region: 0					
Unvalidated	Project ID	EA	GP	Applicant	Facility	Municipality	County	Permit Type	App Type	Recv'd Date	Analyst	Status	Due Date												
All Active (277)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y				
Program Review	10326	MALAGISI, MARIANO		Test of multiple permits/batches DART status change and upload 3/1			RED HOOK	DUTCHESS	ML	NEW	03/01/2024	FEHLING R GEORGE	Completeness Determination Due												
Disposed	10326	MALAGISI, MARIANO		Test of multiple permits/batches DART status change and upload 3/1			RED HOOK	DUTCHESS	P3G	NEW	03/01/2024	FEHLING R GEORGE	Suspended Indefinitely	03/01/2024											
All Active Inquiries	10287	VARTAN JERIAN & HRANT BARDAKJIAN		H & V Collision Center	TROY	RENSSELAER	DO_SW1	NEW	02/23/2024	DENNISTON COLIN	Completeness Determination Due	03/09/2024													
Energy Projects																									

319

The All Active results grid contains eTrack projects that have been uploaded to DART, as well as active applications that have been created in DART. Applications that were created in DART do not possess a Project ID (or a Virtual Workspace) so none will be displayed.

## 7.2.3 Program Review Results Grid

The Program Review results grid displays projects that have been assigned to program staff for review via the Virtual Workspace after the project has been uploaded to DART.

This results grid contains the following columns, from left to right: Project ID; Emergency Authorization (EA); General Permit (GP); Review Due; Assigned Date; Program Staff; DEC ID; Facility; County; Permit Type; Analyst; and Status.

# eTrack

New York State Department of Environmental Conservation Version: 3.0.0 | SVC\grfehl |   

**eTRACK** My Projects **Regional Projects** Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Search in Program Review

Filter By Region: All

	Project ID	EA	GP	Review Due	Assigned Date	Program Staff	DEC ID	Facility	County	Permit Type	Analyst	Status	Actions
Unvalidated													
All Active													
Program Review (85)	10326			03/15/2024	03/01/2024	BELL J THOMAS	3-1348-00207	Test of multiple permits/batches DART status change and upload 3/1	Dutchess	ML	FEHLING R GEORGE	Suspended Indefinitely	
Disposed													
All Active Inquiries	10267			03/12/2024	02/27/2024	PURELLI SAIKIRAN	4-3817-00066	H & V Collision Center	Rensselaer	CE	DENNISTON COLIN	Completeness Determination Due	
Borough/Block/Lot	10265			03/07/2024	02/22/2024	PURELLI SAIKIRAN	3-1348-00039	RED HOOK ESTATES III	Dutchess	EF	FEHLING R GEORGE	Completeness Determination Due	

329

330 The projects may be filtered by Region.

331

## 7.2.4 Disposed Results Grid

333 This results grid displays the Projects that are Disposed.

334 Column headers from left to right, are: Project ID; Emergency Authorization (EA); General Permit (GP);  
 335 Applicant; Facility; Municipality; County; Permit Type; App Type; Effective Date; Status; and Analyst.

New York State Department of Environmental Conservation Version: 3.0.0 | SVC\grfehl |   

**eTRACK** My Projects **Regional Projects** Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Search in Disposed

Filter By Region: All

	Project ID	EA	GP	Applicant	Facility	Municipality	County	Permit Type	App Type	Effective Date	Status	Analyst	Actions
Unvalidated													
All Active													
Program Review	10326			MARIANO MALAGISI	RED HOOK	DUTCHESS	FW	NEW	03/01/2024	Issued	FEHLING R GEORGE		
Disposed (3)				GALEN LA WALL	Test of Dart Status 2-29	LEDYARD	CAYUGA	FW	NEW	03/01/2024	Issued	FEHLING R GEORGE	
All Active Inquiries	3987			JAMES LORENZO	LORENZO PROPERTY	LONG BEACH	NASSAU	EF, TW, WQ	NEW	05/13/2008	Expired	GERRINO M DARLEEN	
Borough/Block/Lot													

336

337 The Projects may be filtered by Region.

338 Note: When accessing the Virtual Workspace from the Disposed results grid, some of the Virtual  
 339 Workspace grids and features will be hidden or disabled. The Documents, Program Reviewer, Fees &  
 340 Invoices (if applicable, without links), and Add/Edit Keyword sections will still be present, as will the  
 341 information in the right sidebar. Project Notes will be combined into a .pdf available on DMS.

# eTrack

## 342   **7.3 Document Management (Link on Analyst Dashboard)**

343   The next link on the Analyst Dashboard is Document Management, which takes the user to the  
344   Document Management Service (DMS). The Document Management Service was the first phase of  
345   eTrack to be put into production (Program Increment 2 (PI 2)).

346   Additional functionality has been added since PI 2, for example, the ability to group documents by  
347   Project ID, and also to provide automatic standards for document naming, document type, and  
348   document sub-types.

349   Program Reviewers have limited access to this feature. Many documents/files are uploaded in Step 4 on  
350   the Supporting Documents screen during application entry, or on the Virtual Workspace. For an existing  
351   DEC ID, these project documents should appear in the Uploaded Documents results grid.

352   See [Section 10](#) for the full description of the Document Management Service.

## 353   **7.4 Enter App (Link on Analyst Dashboard)**

354   The next link on the Analyst Dashboard is Enter App, which takes the Analyst to the beginning of the  
355   guided, five-step process of entering a permit application received by email or regular mail. For Analysts,  
356   this link reads Enter App (for Online Submitters it will eventually appear as Apply for Permit). The same  
357   process will be used by both, whether by email/mail or online submittal.

358   The full Enter App process is described in [Section 11](#).

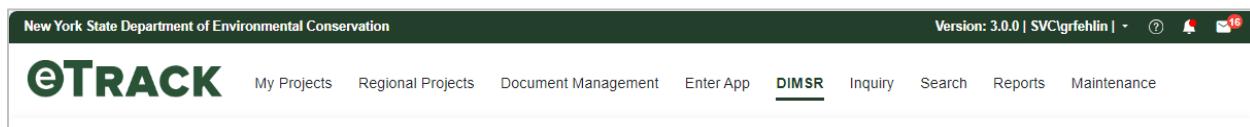
359

# eTrack

## 360 8. DIMSR

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361 To the right of the Enter App link is a link for DIMSR (Department-Initiated Modifications, Suspensions,  
362 and Revocations).

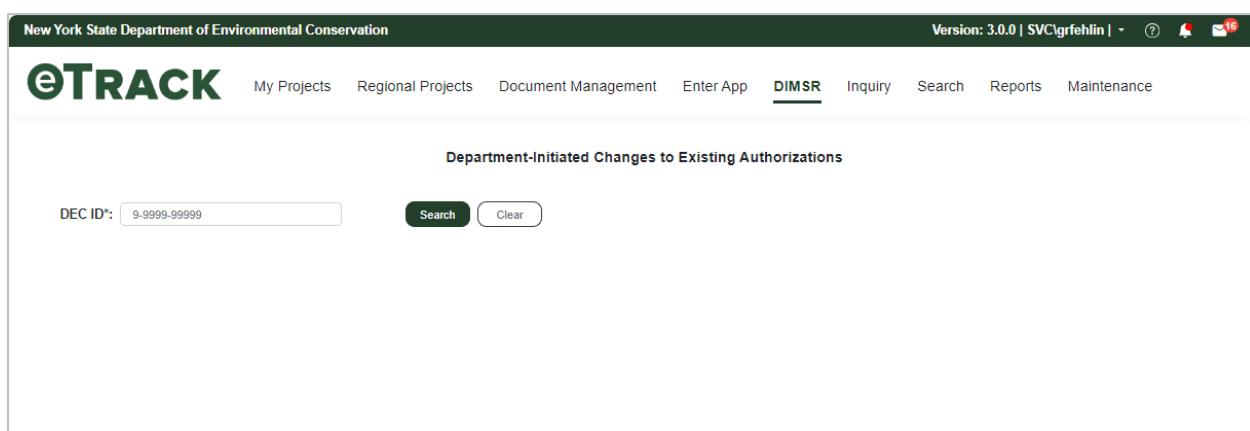


The screenshot shows the eTrack application's main navigation bar. At the top left is the "New York State Department of Environmental Conservation" logo. To its right is the "Version: 3.0.0 | SVC\grfehlin |" status bar. On the far right are icons for help, notifications (with a red '16' badge), and email. The navigation menu includes "My Projects", "Regional Projects", "Document Management", "Enter App", "DIMSR" (which is underlined to indicate it is active), "Inquiry", "Search", "Reports", and "Maintenance". The "eTRACK" logo is prominently displayed in the center-left of the header.

363  
364 On the DIMSR screen, Analysts, System Admins, and Override Admins can enter department-initiated  
365 changes to active authorizations (issued permits). These are recycled from the permit selection process  
366 and displayed by batch. After the required information has been entered, the permit can be uploaded as  
367 the transaction type selected.

### 368 8.1 DIMSR - Search by DEC ID

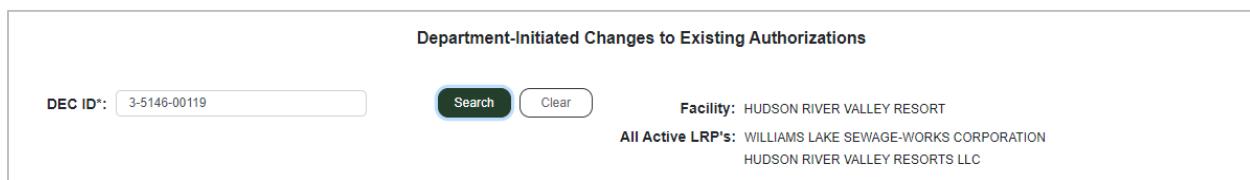
369



The screenshot shows the "Department-Initiated Changes to Existing Authorizations" search page. At the top left is the "eTRACK" logo. To its right are links for "My Projects", "Regional Projects", "Document Management", "Enter App", "DIMSR" (underlined), "Inquiry", "Search", "Reports", and "Maintenance". Below the header, there is a search form with a "DEC ID\*" input field containing "9-9999-9999", a "Search" button, and a "Clear" button. The main content area is currently empty, indicating no results have been found.

370

371 The Analyst enters the DEC ID of the facility with the permits that are being considered for a change in  
372 their transaction type and clicks Search. This action generates the appearance of the facility name, and  
373 all active LRPs.



The screenshot shows the search results for the DEC ID "3-5146-00119". The search form at the top is identical to the one in the previous screenshot. Below the search results, the facility name "HUDSON RIVER VALLEY RESORT" and the "All Active LRP's" information ("WILLIAMS LAKE SEWAGE-WORKS CORPORATION" and "HUDSON RIVER VALLEY RESORTS LLC") are displayed.

374

# eTrack

## 375 8.2 DIMSR - Selecting Transaction/Application Types

376 Beneath the Search section, the existing authorizations results grid appears with transaction/application  
377 types to select by radio button (one type per permit). These are displayed by batch and apply to all  
378 applications in the batch (the same as permit selection).

DEC ID*: <input type="text" value="3-5146-00119"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	Facility: HUDSON RIVER VALLEY RESORT																								
			All Active LRP's: WILLIAMS LAKE SEWAGE-WORKS CORPORATION HUDSON RIVER VALLEY RESORTS LLC																								
<table border="1"><tr><td><input type="radio"/> DIM</td><td><input type="radio"/> DTN</td><td><input type="radio"/> DIR</td><td><input type="radio"/> DIS</td><td>Docks, Platforms &amp; Moorings 3-5146-00119/00012</td><td>10/21/2023 Mod to condition #7, to extend deadline 30 days</td></tr><tr><td colspan="4"></td><td>Freshwater Wetlands 3-5146-00119/00009</td><td></td></tr><tr><td colspan="4"></td><td>Water Withdrawal Public 3-5146-00119/00008</td><td>10/21/2023 Mod to condition #7, to extend deadline 30 days</td></tr><tr><td colspan="4"></td><td>Water Quality Certification 3-5146-00119/00013</td><td>10/21/2023 Modification to decrease lake excavation, shift tree-clearing</td></tr></table>				<input type="radio"/> DIM	<input type="radio"/> DTN	<input type="radio"/> DIR	<input type="radio"/> DIS	Docks, Platforms & Moorings 3-5146-00119/00012	10/21/2023 Mod to condition #7, to extend deadline 30 days					Freshwater Wetlands 3-5146-00119/00009						Water Withdrawal Public 3-5146-00119/00008	10/21/2023 Mod to condition #7, to extend deadline 30 days					Water Quality Certification 3-5146-00119/00013	10/21/2023 Modification to decrease lake excavation, shift tree-clearing
<input type="radio"/> DIM	<input type="radio"/> DTN	<input type="radio"/> DIR	<input type="radio"/> DIS	Docks, Platforms & Moorings 3-5146-00119/00012	10/21/2023 Mod to condition #7, to extend deadline 30 days																						
				Freshwater Wetlands 3-5146-00119/00009																							
				Water Withdrawal Public 3-5146-00119/00008	10/21/2023 Mod to condition #7, to extend deadline 30 days																						
				Water Quality Certification 3-5146-00119/00013	10/21/2023 Modification to decrease lake excavation, shift tree-clearing																						

379

380 In the grid display, the following trans types are provided (instead of MOD, EXT, etc.):

381

- DIM – Department Initiated Modification
- DTN – DIM Treat as New
- DIR – Department Initiated Revocation
- DIS – Department Initiated Suspension

386 Pending Applications may also appear, below this section. If only Pending Applications appear for the  
387 facility, an error message will display.

Pending	Water Withdrawal Public 3-5146-00119/00008	Rec'd Date: 05/25/2023 Permit summary details goes here.
	Water Withdrawal Public 3-5146-00119/00008	

388

389 Only Active Authorizations are displayed, including SAPA extended by batch. Emergency Authorizations  
390 and General Permits will not be displayed.

# eTrack

## 391 8.3 DIMSR - Detail Section

392 After selecting the appropriate radio button(s), the Analyst completes the required fields in the section  
393 below.

Project Manager\*: [dropdown]

Notice of Intent Mailing Date\*: mm/dd/yyyy [calendar icon]

Proposed Effective Date\*: mm/dd/yyyy [calendar icon]

Description\*: [text area] 0 / 300

After Submit, upload project related documents from the Virtual Workspace.

Submit Close

394

- 395
- 396 • **Project Manager** – Selected from a dropdown; can type to narrow the results.
  - 397 • **Notice of Intent Mailing Date** – Can only select the current or a past date; this populates the  
398 “Recv’d date” in DART.
  - 399 • **Proposed Effective Date** – A default selection is presented that is 15 days after the Notice of Intent  
400 Mailing Date, but may be changed to a subsequent date.
  - 401 • **Description** – A text box for a description (300 characters)

402 Note: ‘Notice of Intent’ is mailed to permittees outside of the system but uploaded into DMS using Doc  
403 Type = Correspondence; Sub-Type = Notice of Intent.

404 Buttons are Submit and Close.

Project Manager\*: FRAIOLI MARYANN

Notice of Intent Mailing Date\*: 07/26/2023 [calendar icon]

Proposed Effective Date\*: 08/10/2023 [calendar icon]

Description\*: Test description 16 / 300

After Submit, upload project related documents from the Virtual Workspace.

Submit Close

405

## 406 8.4 DIMSR – Submit / Virtual Workspace

407 After clicking Submit, a message will appear confirming that the DIMSR has been successfully uploaded  
408 to DART. Clicking the Submit button will also generate a new batch number in DART. (Under certain  
409 circumstances, an ‘Application Add Warning’ popup will appear after clicking Submit. See next section).

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410 A Virtual Workspace page will then appear, with the Facility Name, Project ID, and Description at the  
411 top. The “main” sections (Project Notes, Documents) will be devoid of information, and the Invoice  
412 section will not display at all.

413 The sidebar, however, will populate. Reading from the top down, is the Status, DEC ID (hyperlink to  
414 eFind), Facility name, and an Add Additional Permit button. In the section below that, is the Batch  
415 number, the permit type (appended with the trans type), the tracked ID, and under Contact Info, the  
416 LRP name (hyperlink to eFind) and full address. The FOIL and Litigation Hold features are also present  
417 and functional.

The screenshot shows the eTrack Virtual Workspace interface. At the top, there's a header with the facility name "GEORGE R FEHLING" and project ID "GERNATT ASPHALT PRODUCTS - BEDROCK GRAVEL PIT Project #1172 Description". Below the header, there are three main sections: "Project Notes", "Documents", and "Program Reviewer". On the right side, there's a sidebar with sections for "Status", "Batch 1000210", "Milestones", "Contact Info", "FOIL Request", and "Litigation Hold". The "Pending Applications" and "Active Authorizations" grids are located in the center-left area. The "Pending Applications" grid has columns: Project ID, Date Rec'd, Permit Type, App Type, App Status, App ID, and Ren #. The "Active Authorizations" grid has columns: Project ID, Permit Type, App Type, App ID, Ren #, Mod #, SAPA Deadline, and SAPA Extended. Both grids show data for various applications and authorizations.

418  
419 The Analyst can upload project-related documents from the Virtual Workspace. The Pending  
420 Applications and Active Authorization results grids will be populated with the new DIMSR permit and the  
421 original permit, respectively.

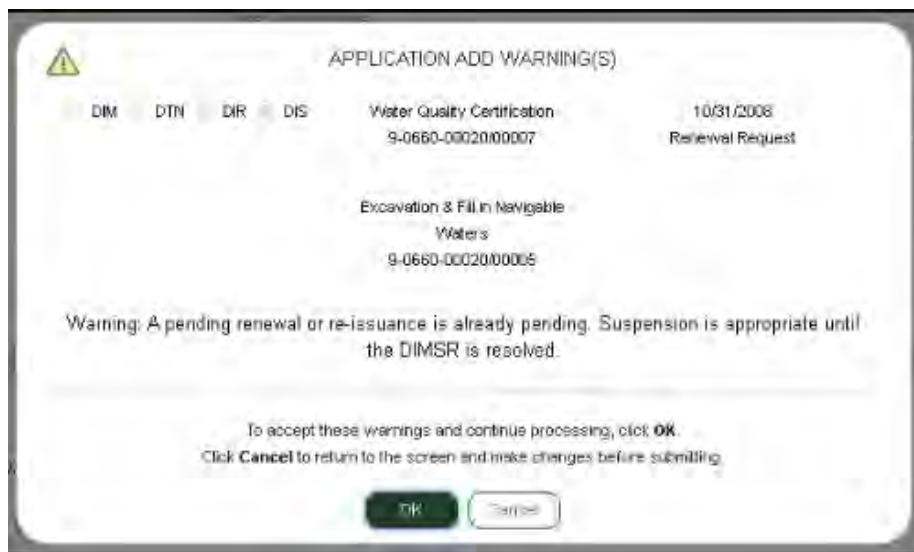
## 422 8.5 DIMSR – Submit / Application Add Warning

423 After clicking the Submit button, there are several circumstances that could generate an Application Add  
424 Warning popup, for example if a pending modification already exists.

- 425  
426 1. If an existing active application (pending application is not dispositioned) for the 15-digit  
427 application is REN/RTN/REI and the application being added is DIM/DIS/DTN/DIR, the following  
428 warning will appear:  
429 ‘Warning: A pending renewal or re-issuance is already pending. Suspension is appropriate until  
430 the DIMSR is resolved.’

# eTrack

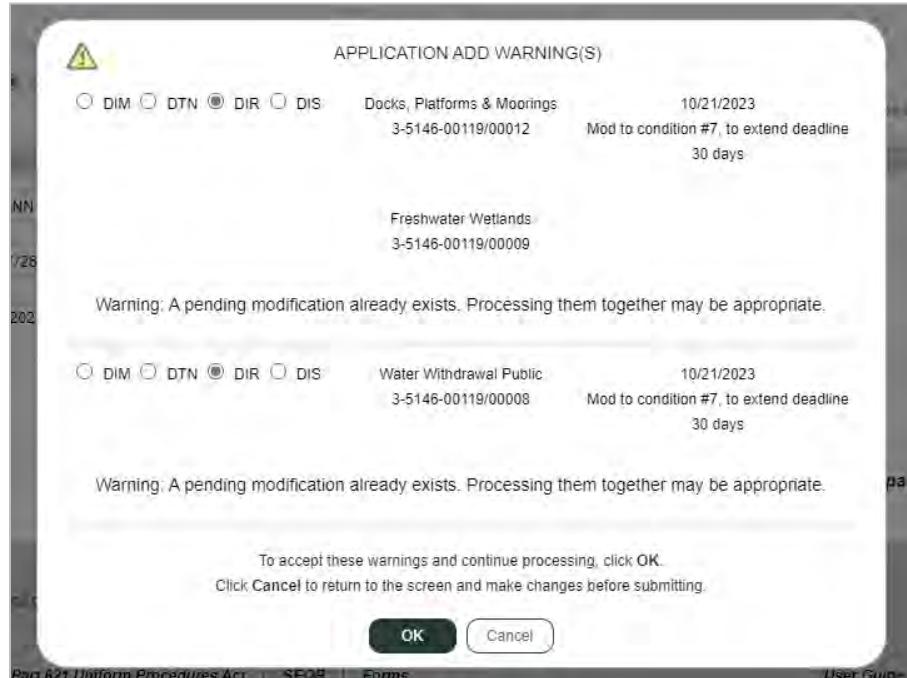
- 431  
432    2. If an existing application (pending application is not dispositioned) for the 15-digit application is  
433       MOD/AA/MTN/MNM and the application being added is a DTN/DIM, the following warning will  
434       appear:  
  
435       'Warning: A pending modification already exists. Processing them together may be appropriate.'  
436       OK  
  
437       The user is given options to change the radio button, select OK, or Cancel:



438

439

# eTrack



440

## 441 8.6 DIMSR - Appearance on Dashboards

442 The new Project ID will appear on the All Active and Applicant Response Due dashboards for the Analyst  
443 selected. The Project ID that appears on the dashboards will navigate to the Virtual Workspace.

## 444 9. Geographical Inquiries

445 eTrack enables the tracking and management of Geographical Inquiries (GIs – which have also been  
446 referred to as Spatial Inquiries). An Analyst can search for and define an Area of Interest, associate this  
447 Area of Interest with an Inquiry Type, record information relevant to the Inquiry Type and Region,  
448 upload documents, assign the GI to program staff for review, and track its status on a dedicated Virtual  
449 Workspace.

450 In Step 1 of Enter App Validate Mode, GIs can also be associated with a Project, or added to a Project's  
451 Virtual Workspace. GIs have their own map icon and will display on associated parcels during Project  
452 Location searches (using Jurisdictional Layers) and GI Location Searches.

453 Clicking the Inquiry link at the top of the eTrack screen will take the user to the Main Navigation screen  
454 for GIs, which resembles the Main Navigation for Enter App, but with only two steps.

# eTrack

The screenshot shows the eTrack application interface. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management', 'Enter App', 'DIMSR', 'Inquiry' (which is underlined), 'Search', 'Reports', and 'Maintenance'. The main content area has a dark grey header with 'Step 1' and 'Step 2'. Step 1 is titled 'Area of Interest and Inquiry Details' with the sub-instruction 'Identify the area of interest on a map'. Step 2 is titled 'Supporting Documents' with the sub-instruction 'Upload additional inquiry materials'. A 'Close' button is located in the bottom right corner of the content area.

455

## 456 **9.1 GI Step 1 – Area of Interest and Inquiry Details**

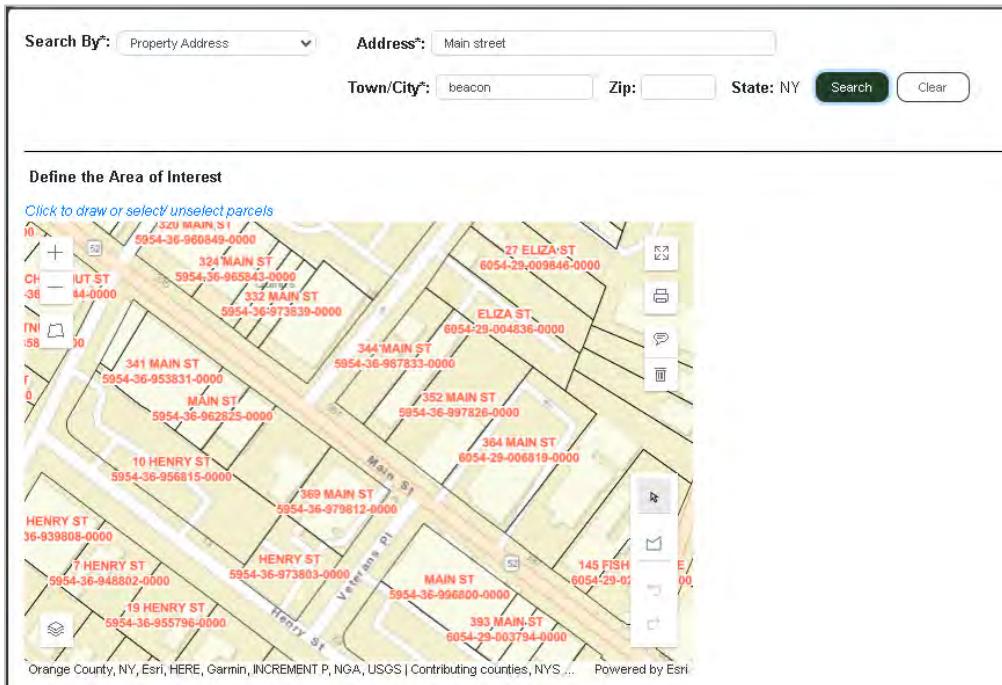
457 The search capability for GIs works the same way as it does with Step 1 searches in Data Entry mode, but  
458 with fewer options. An Analyst can search by Property Address, by Zoom (or Pan) on Map, or by Tax  
459 Parcel ID.

The screenshot shows the 'Geographical Inquiry' search interface. It features a logo at the top left, a checked checkbox for 'Geographical Inquiry', and a note below it: 'Choose how you would like to search for the area of interest below.' and 'On the map, please define the *property boundary* for this inquiry, which will help us establish any relevant NYSDEC jurisdictions.' A dropdown menu labeled 'Search By:' is open, showing options: '-- SELECT --', 'Property Address' (which is selected and highlighted in grey), 'Zoom (or Pan) on Map', and 'Tax Parcel ID'.

460

461 The search results are similar to Step 1 Enter App, however, there are no popups available with  
462 information about each parcel. Instead, the tax map numbers are displayed as an overlay on the map  
463 itself, along with the street address.

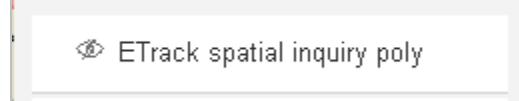
# eTrack



464

## 465 9.2 Displaying existing GIs on the Location Map

- 466 Among the map tools present on the map, is the Jurisdictional Layer button at top left , beneath the zoom in and zoom out buttons.
- 467 Clicking on this button will display a menu of layers, including a GI layer.



469

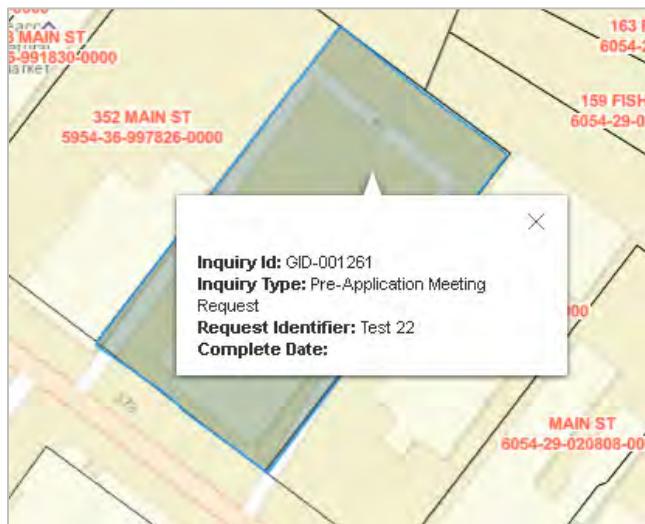
- 470 Zooming out on the map will display small triangles for any GIs in the area.

# eTrack



471

- 472 Clicking on the triangle will display information about that GI.



473

- 474 When a GI is marked Complete by the Analyst on the GI VW, the Complete date and timestamp will appear.  
475

## 476 **9.3 GI Inquiry Type Screens**

- 477 Selecting a parcel on the map will display a list of options for the Inquiry Type.

# eTrack

**Define the Area of Interest**

Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

- Permit Screenings
- Pre-Application Meeting Request
- SEQR Lead Agency Coordination Request
- Energy Projects
- Management Plan/Comprehensive Plan
- Sanitary Sewer Extension
- SERP Certification

Orange County, NY, Esri, HERE, Garmin, INCREMENT P, NGA, USGS | Contributing counties, NYS ... Powered by Esri

478

- 479 Locations in Region 2 (NYC) will display an extra option (Borough/Block/Lot Jurisdictional Determination)  
480 specific to that region.

**Search By:** Property Address **Address:** 20 Broadway

**Town/City:** New York **Zip:** **State:** NY **Search** **Clear**

**Define the Area of Interest**

Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

- Borough/Block/Lot Jurisdictional Determination
- Permit Screenings
- Pre-Application Meeting Request
- SEQR Lead Agency Coordination Request
- Energy Projects
- Management Plan/Comprehensive Plan
- Sanitary Sewer Extension
- SERP Certification

City of New York, State of New Jersey, Esri, HERE, Garmin, INCREMENT P, NGA, USGS | Contributing counties, NYS ... Powered by Esri

481

- 482 Selecting one of the radio buttons (or clicking on the label) will present the data fields specific to that  
483 Inquiry Type. As throughout eTrack, fields marked with an asterisk are mandatory. Information added  
484 will appear on the GI dashboards specific to each Inquiry Type.

## 485 **9.3.1 Borough/Block/Lot Jurisdictional Determination**

- 486 This Inquiry Type will only appear for NYC (Region 2) and is at the top of the left column of Inquiry Types.

# eTrack

**Define the Area of Interest**

Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

Borough/Block/Lot Jurisdictional Determination  
 Permit Screenings  
 Pre-Application Meeting Request  
 SEQR Lead Agency Coordination Request  
 Energy Projects  
 Management Plan/Comprehensive Plan  
 Sanitary Sewer Extension  
 SERP Certification

**Please provide inquiry details:**

Inquiry Reason:	Region:	Municipality:
Borough*: Block*: Lot*:	Street Address*:	
Requestor Name*: Last Name, First Name		
Mailing Address*:		
Street Address 1*:	Street Address 2*:	
Zip*:	State*:	Post Office / City*:
Phone Number:		Email*:

**Next** **Close**

487

488 Note: On screens with GI Mailing address fields, the user needs to use a valid street address for the zip  
489 code finder to select the correct state and post office.

## 9.3.2 Permit Screenings

491 The next option for Inquiry Type is Permit Screenings.

**Define the Area of Interest**

Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

Permit Screenings  
 Pre-Application Meeting Request  
 SEQR Lead Agency Coordination Request  
 Energy Projects  
 Management Plan/Comprehensive Plan  
 Sanitary Sewer Extension  
 SERP Certification

**Please provide inquiry details:**

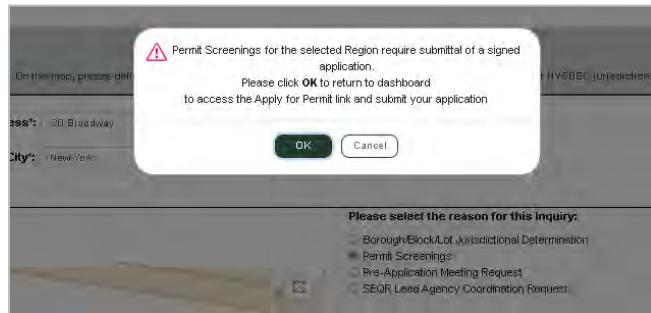
Inquiry Reason:	Region:	Municipality:
PermitScreening*	Project Description*: 0/300	
Project Name*:	Project Sponsor*: 0/300	
Questions or Comment*: 0/300		
Requestor Name*: Last Name, First Name		
Mailing Address*:		
Street Address 1*:	Street Address 2*:	
Zip*:	State*:	Post Office / City*:
Phone Number:		Email*:

**Next** **Close**

492

493 Note: If the Area of Interest (location) is in Region 1 or 2 and Permit Screenings is selected, a popup will  
494 be generated redirecting the Analyst to a different path in the process: 'Permit Screenings for the  
495 selected Region require submittal of a signed application. Please click OK to return to dashboard to  
496 access the Apply for Permit link and submit your application'.

# eTrack



497

### 498 9.3.3 Pre-Application Meeting Requests

499 The Pre-Application Meeting Requests screen presents an instructional message beneath the map:

500 *\*\*\*Note: Pre-application Meetings are not automatically granted or necessary for all requests. Once a request is submitted, NYSDEC will review to determine if a meeting is required and respond accordingly.'*

A screenshot of the 'Pre-Application Meeting Requests' form. On the left is a map of a street area with buildings and roads labeled 'Main St'. A green polygon highlights a specific area. Address labels include '201 MAIN ST (003-0014-0003-0006-000)' and '227 MAIN ST (003-0014-0003-0007-000)'. To the right of the map are several input fields:

- 'Please select the reason for this Inquiry':
  - Permit Screenings
  - Pre-Application Meeting Request
  - SEQR Lead Agency Coordination Request
- 'Please provide inquiry details':
  - 'Inquiry Reason': Pre-Application Meeting Request
  - 'Region': 1
  - 'Municipality': Saratoga
- 'Project Name\*' and 'Project Description\*' (with a 1000-character limit)
- 'Project Sponsor\*' and 'Questions or Comment\*' (with a 1000-character limit)
- 'Requestor Name\*' (Last Name, First Name)
- 'Mailing Address'
- 'Street Address 1' and 'Street Address 2'
- 'Zip' and 'State'
- 'Post Office / City'
- 'Phone Number'
- 'Email\*'

At the bottom right are 'Next' and 'Close' buttons.

502

# eTrack

## 503 9.3.4 SEQR Lead Agency Coordination Request

Define the Area of Interest  
Click to draw or select/ unselect parcels

Please select the reason for this Inquiry:

- Permit Screenings
- Pre-Application Meeting Request
- SEQR Lead Agency Coordination Request

Please provide inquiry details:

Inquiry Reason: SEQR Lead Agency Coordination Request Region: 1 Municipality: Somdapti

Project Description\*: [Text area, 0/300]

Project Name\*: [Text input]

Project Sponsor\*: [Text input]

Lead Agency Name\*: [Text input]

Lead Agency Contact\*: [Text input]

Mailing Address:

Street Address 1: [Text input]

Street Address 2: [Text input]

Zip: [Text input] State: [Text input]

Post Office / City: [Text input]

Phone Number: [Text input]

Email\*: [Text input]

**Next** **Close**

504

## 505 9.3.5 Energy Projects

Define the Area of Interest  
Click to draw or select/ unselect parcels

Please select the reason for this Inquiry:

- Permit Screenings
- Pre-Application Meeting Request
- SEQR Lead Agency Coordination Request
- Energy Projects

Please provide inquiry details:

Inquiry Reason: Energy Projects Region: 1 Municipality: Somdapti

DEP Analyst: —SELECT— Project Name: [Text input]

Project Description: [Text area, 0/300]

Developer: [Text input]

Owner: [Text input]

PSC Docket #: [Text input]

Comments: [Text area, 0/300]

**Next** **Close**

506

# eTrack

## 507 9.3.6 Management Plan/Comprehensive Plan

Define the Area of Interest  
Click to draw or select/unselect parcels

Please provide inquiry details:

Inquiry Reason:  Management Plan/Comprehensive Plan   Region: 1   Municipality: Southampton

Plan Name: \_\_\_\_\_

Plan Description: \_\_\_\_\_ 0 / 300

Questions or Comment: \_\_\_\_\_ 0 / 300

Requestor Name: \_\_\_\_\_  
Last Name, First Name

Mailing Address:

Street Address 1: \_\_\_\_\_ Street Address 2: \_\_\_\_\_

Zip: \_\_\_\_\_ State: \_\_\_\_\_ Post Office / City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Next** **Close**

508

## 509 9.3.7 Sanitary Sewer Extension

Define the Area of Interest  
Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

Permit Screenings    Energy Projects  
 Pre-Application Meeting Request    Management Plan/Comprehensive Plan  
 SEQR Lead Agency Coordination Request    Sanitary Sewer Extension  
 SERP Certification

Please provide inquiry details:

Inquiry Reason:  Sanitary Sewer Extension   Region: 1   Municipality: Southampton

Extender Name: \_\_\_\_\_ DOW Contact: \_\_\_\_\_  
Last Name, First Name

Email: \_\_\_\_\_

**Next** **Close**

510

# eTrack

## 511 9.3.8 SERP Certification

Define the Area of Interest  
Click to draw or select/unselect parcels

Please select the reason for this Inquiry:

Permit Screenings  
 Pre-Application Meeting Request  
 SEQR Lead Agency Coordination Request  
 SERP Certification

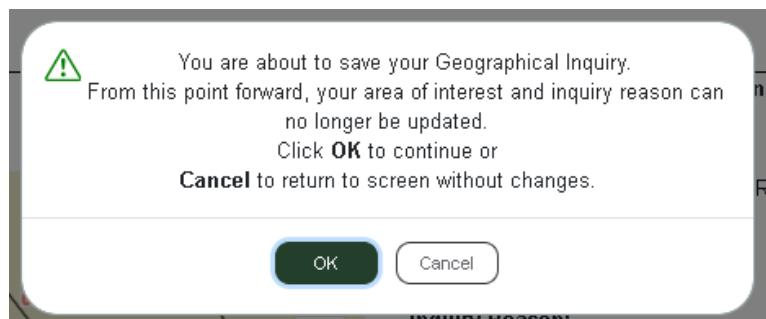
Please provide inquiry details:

Inquiry Reason:	Region:	Municipality:
SERP Certification	1	Southampton
Project Name:		
EFC Contact:	Phone Number:	
Last Name, First Name		
Email:		

Next Close

512

- 513 Once the information has been added to the data fields, the Analyst will click Next. This will generate a confirmation popup.
- 514



515

- 516 At this point, the Analyst will return to the Main Navigation screen, where Step 1 will be marked off with a checkmark, and Step 2 will be enabled.
- 517

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR **Inquiry** Search Reports Maintenance

Step 1 **Area of Interest and Inquiry Details** Identify the area of interest on a map

Step 2 **Supporting Documents** Upload additional inquiry materials

518

# eTrack

519 Note: If there are no Required documents in Step 2, a checkmark will also appear there at this point,  
520 without even opening Step 2. The Analyst can either proceed to Submit the GI at this point, or open Step  
521 2 to add any Related documents.

## 522 **9.4 GI Step 2 – Supporting Documents**

523 Similar to Step 4 in Data Entry mode, an Analyst can upload documents associated with the GI. These are  
524 organized into Required and Related document upload grids.

525 The Required grid lists the documents that are required for this GI Inquiry Type. The Related grid  
526 contains a map that was automatically generated of the GI, and an option to upload additional  
527 documents if needed.

The screenshot shows a user interface for document uploads. At the top, a message reads "Please provide the items required and/or related to this inquiry." Below this, there are two main sections: "Required Items" and "Related Items".

**Required Items:** This section has a header "Recv'd Required Items ⓘ". It contains one item: "Certification Memo" (marked with a red exclamation icon) and a "Upload" button.

**Related Items:** This section has a header "Recv'd Related Items ⓘ". It contains two items: "GI\_MAP\_INQUIRYID\_690" (marked with a green checkmark) and "Other; not listed" (marked with a blue question mark). It includes "View" and "Delete" buttons.

528  
529 The SERP Certification inquiry Type will also generate SEQR and SHPA document upload grids.  
530 Note: As with Enter App Step 4, GI Step 2 can also be 'Skipped' altogether, and the documents uploaded  
531 later on the Virtual Workspace.

## 532 **9.5 GI – Submit Inquiry**

533 When GI Step 2 is completed (or skipped), the Submit Inquiry button will appear.

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR **Inquiry** Search Reports Maintenance

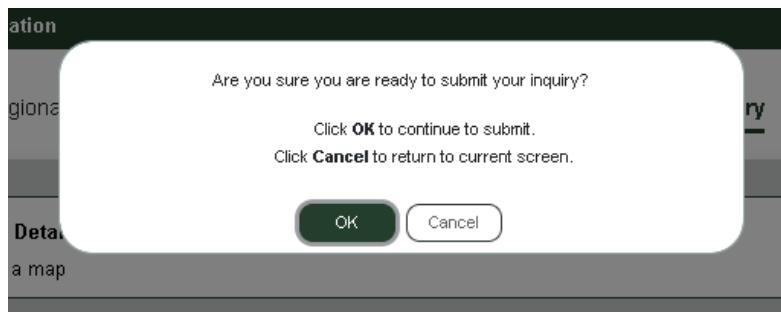
Step 1 **Area of Interest and Inquiry Details**  
Identify the area of interest on a map

Step 2 **Supporting Documents**  
Upload additional inquiry materials

SUBMIT INQUIRY Close

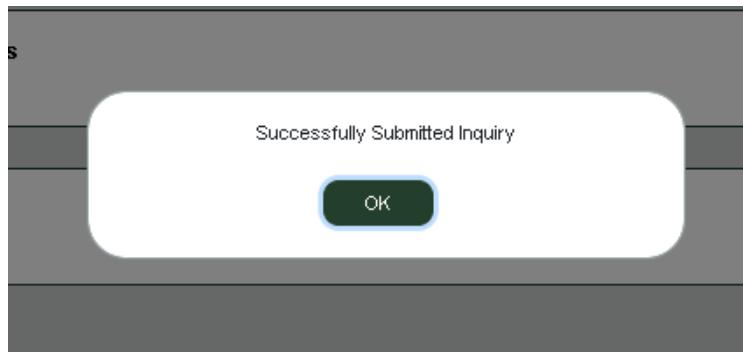
534

535 Clicking on the Submit Inquiry button will generate a confirmation popup.



536

537 Clicking OK will submit the GI and generate a popup.



538

539 At this point, the GI will appear on the Regional Dashboard in the Geographical Inquiry section, under  
540 the All Active tab. An Assign button will appear next to the GI ID, which will become a hyperlink only  
541 after the Analyst is Assigned and then views the GI via the My Projects dashboard.

542 Columns from left to right are: Requestor; Request Identifier (this was the Project Name on the Permit  
543 Screenings screen and will vary by Inquiry Type); Municipality; Inquiry Type; Recv'd Date; Analyst (at this  
544 point UNASSIGNED); Status and Date Complete (blank by default).

# eTrack

The screenshot shows the eTrack application's main interface for managing regional projects. The top navigation bar includes links for My Projects, Regional Projects (which is the active tab), Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. A search bar at the top right allows users to search across all active inquiries. Below the navigation is a table with the following data:

	GI ID	Requestor	Request Identifier	Municipality	Inquiry Type	Recv'd Date	Analyst	Status	Date Complete
Unvalidated									
All Active	<b>ASSIGN</b>	GID-001604	Requestor Last, Requestor First	Beacon Project	Beacon	Permit Screenings	03/06/2024	UNASSIGNED	Pending
Program Review			123456789A123						
Disposed			456789B123456						
All Active Inquiries (81)	<b>GID-001586</b>		789C123456789	D123456789E12					
			3456789A12345						
			6789B12345678	PN	Red Hook	Energy Projects	03/01/2024	FEHLING R GEORGE	Pending
			9C123456789D1						
			23456789F1234						

545

546 Here are the fields that populate the Requestor and Request Identifier columns, based on the Inquiry  
547 Type:

548 Requestor column:

- 549 • BBL = Requestor name
- 550 • Permit Screenings = Requestor name
- 551 • Pre-app = Requestor name
- 552 • SEQR = Lead agency name
- 553 • Energy = Developer
- 554 • Mgmt plan = Requestor name
- 555 • Sewer = DOW contact
- 556 • SERP = EFC contact

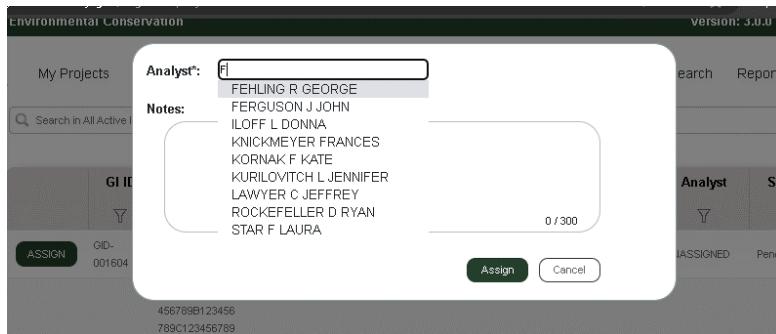
557 Request Identifier column:

- 558 • BBL = BBL
- 559 • Permit Screenings = Project Name
- 560 • Pre-app = Project Name
- 561 • SEQR = Project Name
- 562 • Energy = Project Name
- 563 • Mgmt plan = Plan name
- 564 • Sewer = Extender name
- 565 • SERP = Project name

566

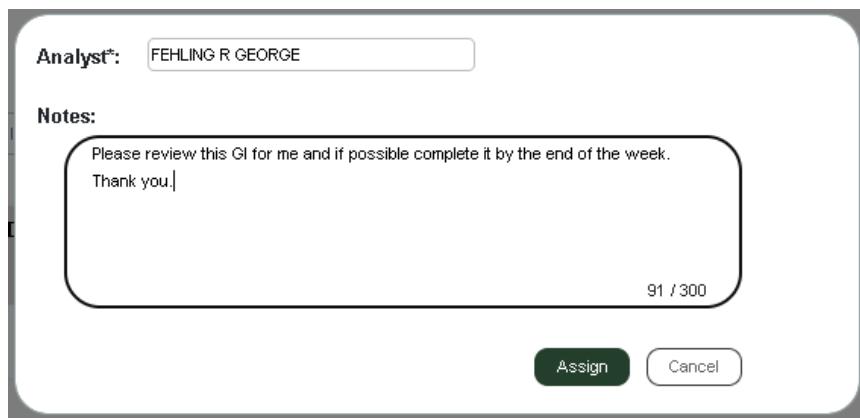
567 Continuing with the GI assignment process, clicking Assign generates the same popup as seen in Enter  
568 App:

# eTrack



569

- 570 The Analyst can be assigned and an assignment Note added if desired.



571

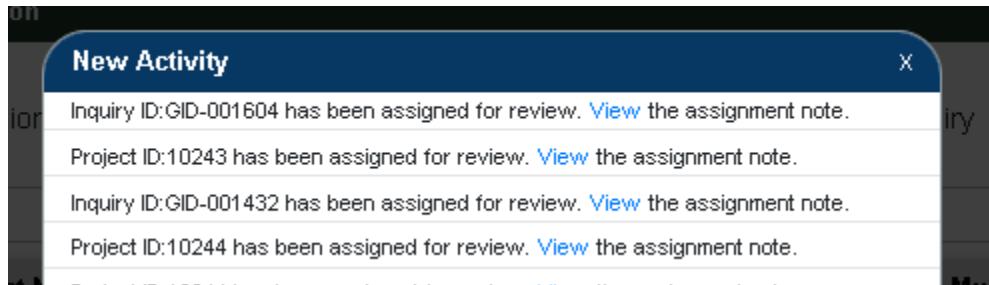
- 572 Clicking Assign will place the GI on the Analyst's dashboard grid, in the tab associated with the Inquiry  
 573 Type. Note that the GI ID has become a hyperlink, which will take the Analyst to the Virtual Workspace  
 574 for this GI.

Resume Entry	GI ID	Project Name	Requestor	Address	Municipality	Recv'd Date	
Validate	<a href="#">GID-001604</a>	Beacon Project	Requestor Last, Requestor First	20 Princeton Street, RED HOOK, NY, 12571	Beacon	03/06/2024	
All Active	<a href="#">GID-001573</a>	PN	Last First Name		Red Hook	02/29/2024	
Tasks Due	<a href="#">GID-001402</a>	test	tetst		Saratoga Springs	02/13/2024	
Applicant Response Due	<a href="#">GID-001271</a>	Project N	LF		Beacon	02/02/2024	
Out for Review	<a href="#">GID-001263</a>	Test	Test		Albany	02/02/2024	
	<a href="#">GID-001242</a>	Test	Test test	231 east 14th street, NEW YORK, NY, 10003	Catskill	02/01/2024	
Emergency Authorizations							
Suspended							
Borough/Block/Lot							
Energy Project							
Mgmt/Comp Plan							
Permit Screenings	(6)						

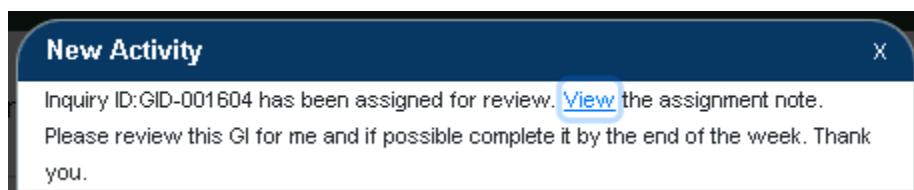
575

# eTrack

- 576 Clicking the Assign button will also generate an Alert that will appear on the Analyst's dashboard (the  
577 Bell icon at top right ). Clicking on the bell will display the Alert.



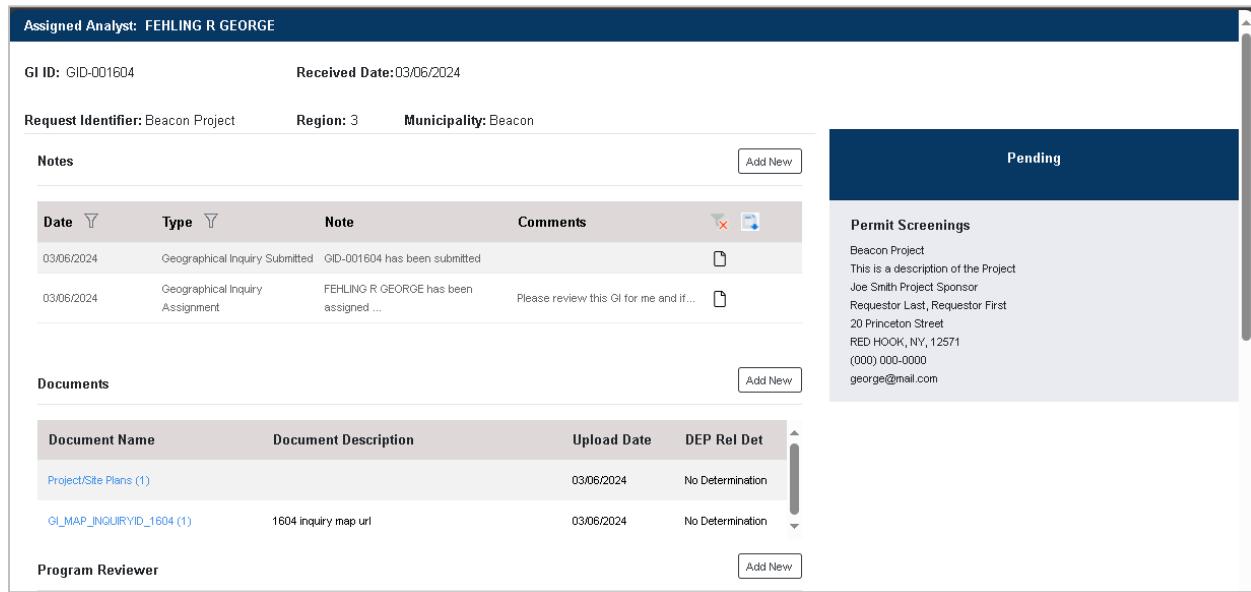
- 578
- 579 If an assignment Note was included, the View the assignment note text will appear. Click on View to see  
580 the Assignment Note.



- 581
- 582 Having viewed the Note, it will disappear from the Alert list after the New Activity popup is closed.

## 9.6 GI – Virtual Workspace

- 584 Having been assigned a GI, the Analyst will click on the hyperlinked GI ID (GID) on their dashboard. This  
585 will take them to the Virtual Workspace for this specific GI (the top half appears as follows).



The screenshot shows the Virtual Workspace interface for GI ID GID-001604. The top bar displays the assigned analyst as FEHLING R GEORGE. The main area is divided into several sections:

- Notes:** A table showing two entries:

Date	Type	Note	Comments
03/06/2024	Geographical Inquiry Submitted	GID-001604 has been submitted	<a href="#">View</a>
03/06/2024	Geographical Inquiry Assignment	FEHLING R GEORGE has been assigned ...	Please review this GI for me and if... <a href="#">View</a>
- Documents:** A table showing two documents:

Document Name	Document Description	Upload Date	DEP Rel Det
Project/Site Plans (1)		03/06/2024	No Determination
GI_MAP_INQUIRYID_1604 (1)	1604 inquiry map url	03/06/2024	No Determination
- Permit Screenings:** A section containing project details:

Beacon Project  
This is a description of the Project  
Joe Smith Project Sponsor  
Requestor Last, Requestor First  
20 Princeton Street  
RED HOOK, NY, 12571  
(000) 000-0000  
george@mail.com

586

# eTrack

587 In the top banner is the name of the Assigned Analyst. Beneath the top banner are fields for the GI ID;  
588 the Received Date; the Request Identifier; the Region; and the Municipality.

## 589 **9.6.1 GI – VW – Project Notes**

590 Beneath this is the section for Project Notes. The System Generated Notes can be edited by the Analyst  
591 by clicking on the edit icon, but not deleted (only a System Admin can delete System Generated Notes).  
592 Hovering over the text in the results grid will display the content.

Notes					Add New
Date	Type	Note	Comments		
03/06/2024	Geographical Inquiry Submitted	GID-001604 has been submitted	Notes		
03/06/2024	Geographical Inquiry Assignment	FEHLING R GEORGE has been assigned ...	FEHLING R GEORGE has been assigned to GID-001604		

593

594 The Analyst can also add a Project Note with the Add New button. There is only one kind of manually  
595 generated Note type available (GI Note).

GI Note

Date\*: 03/06/2024

Type: GI Note

Note\*: This is a manually entered GI Note.  
35 / 500

Comments: This GI is next to a landfill and an existing facility with BEC ID 0-0000-00000.  
80 / 300

596

597 This will be added to the Project Notes grid when the Save button is clicked. Manually generated notes  
598 can be edited by clicking on the edit icon, or deleted by using the trashcan icon.

03/06/2024	GI Note	This is a manually entered GI Note.	This GI is next to a landfill and a...		
------------	---------	-------------------------------------	--	--	--

## 600 **9.6.2 GI – VW – Documents**

601  
602 Beneath the Project Notes is a section for Documents. Upon first view, this will include any documents  
603 uploaded during GI Step 2, and the automatically generated GI map.

# eTrack

Documents				Add New
Document Name	Document Description	Upload Date	DEP Rel Det	
Project/Site Plans (1)		03/06/2024	No Determination	
GI_MAP_INQUIRYID_1604 (1)	1604 inquiry map url	03/06/2024	No Determination	

604

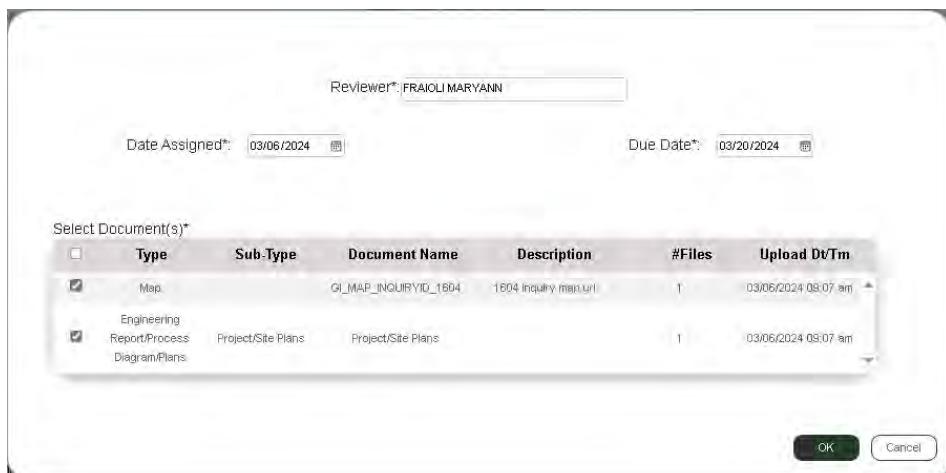
605 The Document Name hyperlink contains a numeric value indicating the number of files in the Document.

606 Documents may be uploaded using the Add New button.

607 Note: There is no link to DMS on the GI VW. Documents are available through the VW only.

### 9.6.3 GI – VW - Program Reviewer

609 Beneath the Documents section is a section for Program Reviewer. This is blank until a Program Review  
610 is assigned. Clicking on the Add New button will open a popup for assignment of this GI and/or its  
611 document for review by program staff.



612

613 Clicking OK will place the Program Reviewer information on the grid.

Program Reviewer		Add New
FRAIOLI MARYANN Project/Site Plans, GI_MAP_INQUIRYID_1604	03/06/2024 - 03/20/2024	<input type="checkbox"/> Review Complete

614

615 The Analyst will click the Review Complete button when the Program Reviewer has completed their  
616 review.

# eTrack

617 *Alerts generated for a GI PAR review*  
618 In PI 3 of the Analyst Portal, there is no messaging capability in eTrack between Analysts and PARs for  
619 GIs. However, Alerts have been enabled. When a PAR is assigned to review a GI, they will receive an  
620 Alert on their dashboard (the bell icon) similar to when an Analyst is assigned a project to review.

621 Since there is no messaging capability, correspondence should be conducted by email.

## 622 **9.6.4 Response to Submitted Geographical Inquiry**

623 Beneath the Program Reviewer section is a section that can be used to capture notes for reference  
624 purposes and mark the GI Complete (the checkbox). In a future version of eTrack, this section could be  
625 used to communicate with online submitters of permit applications.

626 For now, checking the Complete checkbox and clicking Submit will remove the GI from the Analyst's My  
627 Projects dashboard. It will remain however on the Regional Project/GI/All Active dashboard and the  
628 specific Inquiry Type dashboard.

### Response to Submitted Geographical Inquiry

GI ID: GID-001604	Received Date: 03/06/2024	
Inquiry Type: Permit Screenings	Region: 3	Municipality: Beacon
Send Response?: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Complete	Date: 03/06/2024 <input type="button" value=""/>
Response: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <span style="float: right;">0 / 500</span>		
<i>Note: The response to this Inquiry is entered here for reference purposes.</i>		
<input type="button" value="Submit"/>		

629  
630 In the blue sidebar, the GI status appears at top. Beneath that, information about the GI that was added  
631 during GI Step 1 is displayed, which will vary based on the Inquiry Type (in bold, at top) and the  
632 information that was entered on those screens.

# eTrack

**Pending**

**Permit Screenings**

Project Name: PN  
Project Description: PD  
Project Sponsor: PS  
Requestor: Requestor Last, First  
20 Princeton Street  
RED HOOK, NY, 12571  
Phone Number: (000) 000-0000

633

## 634 9.7 GI – Program Area Reviewer Dashboard and VW

- 635 When a Program Reviewer is assigned a GI for review, the GI will appear on the PAR dashboard under  
636 the Geographical Inquiry tab.

The screenshot shows the eTrack interface. At the top, there's a green header bar with the text "New York State Department of Environmental Conservation" and "Version: 3.0.0 | SVCvnxfrailo |". Below the header, the "eTRACK" logo is prominently displayed. A navigation menu includes "My Reviews", "Regional Projects", and "Document Management". A search bar labeled "Search in Geographical Inquiries" is present. The main content area has a table with columns: "Permit Applications", "GI ID", "Inquiry Type", "Requestor", "Proj Name/Address", "Municipality/County", "Analyst", and "Review Due". A "Geographical Inquiries" row is highlighted, showing details: GI ID GID-001604, Inquiry Type Permit Screenings, Requestor Requestor Last, Requestor First, Proj Name/Address Beacon Project, Municipality/County Beacon/Dutchess, Analyst FEHLING R GEORGE, and Review Due 03/20/2024.

637

- 638 The PAR will click on the GI ID hyperlink to go to the VW for the GI and to conduct their review.  
639 The PAR GI VW has a limited view compared to other VWs. The basic information is at top, and the  
640 Documents grid is present. The GI information in the blue sidebar will vary based on the specific Inquiry  
641 Type and the information that was entered during GI Step 1.

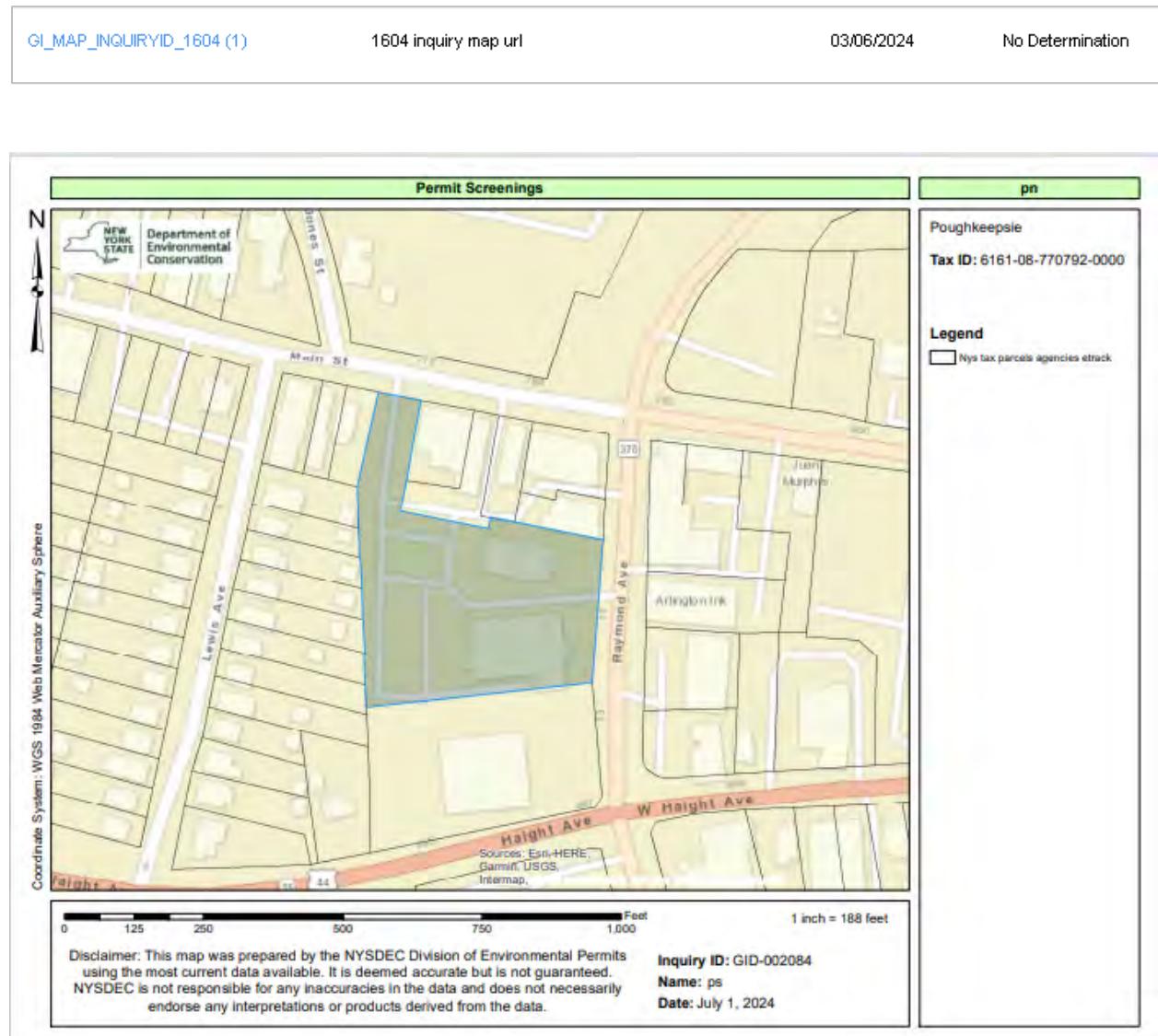
The screenshot shows the "Assigned Analyst: FEHLING R GEORGE" view for a geographical inquiry. At the top, it displays "GI ID: GID-001604" and "Received Date: 03/06/2024". Below that, "Request Identifier: Beacon Project", "Region: 3", and "Municipality: Beacon" are shown. On the left, a "Documents" section lists two items: "Project/Site Plans (1)" and "GI\_MAP\_INQUIRYID\_1604 (1)". The right side features a large "Pending" status bar. Within this bar, a "Permit Screenings" section provides detailed project information: "Beacon Project", "This is a description of the Project", "Joe Smith Project Sponsor", "Requestor Last, Requestor First", "20 Princeton Street", "RED HOOK, NY, 12571", "(000) 000-0000", and "george@mail.com".

642

# eTrack

## 643 9.8 GI – Map

644 At the completion of GI Step 1, a map is automatically generated of the GI Area of Interest with  
645 contextual information. The map can be seen during GI Step 2, the document upload process, and on  
646 the GI Virtual Workspace (Analyst and PAR).



650 Depending on the Inquiry Type, the Name fields at top and bottom will be populated with different data  
651 sources. At the top right of the map is the Project Name field, and at the bottom, below the Inquiry ID, is  
652 the Name field. At the top right, below the Project Name field, the Municipality appears, along with the  
653 Tax ID.

654 The Project Name/Name fields on the map are populated with data sources according to the Inquiry  
655 Type, as follows:

# eTrack

Top of map	
Type =GI	"name"=Request_Identifier
Type	
BBL	BBL
Permit Screen	Project Name
Pre-app	Project name
SEQR	Project name
Energy	Project name
Mgmt plan	Plan name
Sewer	Extender name
Serp	Project name

656

Bottom of map	
Type =GI	GI MAP template & correct "Entity Name"
Type	
BBL	Requestor Name
Permit Screen	Project Sponsor
Pre-app	Project Sponsor
SEQR	Project Sponsor
Energy	Developer
Mgmt plan	Requestor name
Sewer	DOW contact
Serp	EFC contact

657

## 658 10. Document Management Service (DMS)

---

659 This section describes the functionality of eTrack's Document Management Service (DMS). It explains  
660 how to search for and associate documents to a Facility; Upload Documents (a group of related files);  
661 Edit Document Metadata; and Download Documents.

# eTrack

## 662 **10.1 eTrack DMS Overview**

663 The eTrack Document Management Service (DMS) allows for the storage and retrieval of documents and  
664 files. General metadata is required to associate with the files being processed. DEC Analysts have full  
665 access to DMS. Program Area Reviewers also have access, but with less functionality (e.g., Program Area  
666 Reviewers cannot delete documents).

667 DMS allows Analysts and Program Area Reviewers to upload and download documentation for Facility  
668 Documents created in DART and eTrack Project Documents. Documentation added to DMS may be  
669 helpful for records responsive to a FOIL request, or useful as a reference to a pending application review  
670 for Program Staff, or to store documentation for current applications. By entering the DEC ID or Facility  
671 Name, the system will check if a document already exists in eTrack DMS from a prior upload.

### 672 **10.1.1 eTrack DMS - Upload**

673 Searching can be done for current or ‘formerly known as’ DEC ID/Facility Names, similar to the eFind  
674 search function.

675 Document details/metadata are required, and at least one file must be chosen for Upload. Once  
676 uploaded, the new document will appear in the ‘Uploaded Documents’ results grid, the most recent  
677 appearing at the top. Multiple files of the same file extension can be uploaded to the same Document  
678 Name. This is useful, for example, to upload multiple photos. Columns may be sorted and filtered by  
679 clicking on the headers in the top of the results grid.

680 The Document Name hyperlinks to a new screen displaying each Document/File Name which can be  
681 viewed in the browser if the file type is supported. If not, the file will be downloaded to the user  
682 workstation.

### 683 **10.1.2 eTrack DMS – Edit Document Metadata**

684 The metadata associated with a Document can be edited by clicking on the edit icon in the Uploaded  
685 Documents results grid based on permissions.

### 686 **10.1.3 eTrack DMS – Download**

687 By clicking the Download Documents button, a screen displays all Files for all Document Names that are  
688 listed in the Uploaded Documents results grid.

689 Columns may be sorted and filtered by clicking on the headers in the top of the Download Documents  
690 results grid. Checkboxes next to each Document Name/File Name allow for choosing which files to  
691 download. An ‘All’ checkbox in the results grid header area checks/unchecks all files in the list.

# eTrack

## 692 10.2 Document Management Service Main Screen

693 The user is presented with the main screen. It contains a ‘Search’ feature that facilitates a facility search  
694 by either ‘DEC ID’ or ‘Facility Name’, and an ‘Uploaded Documents’ feature that displays any documents  
695 uploaded for that facility. In eTrack, a Document is either a file or a group of files.

696 *Note:* There is a “full” DMS, as described in this section. However, many functions will happen during the  
697 Enter Application process (in Step 4) and on the Virtual Workspace.

698 In eTrack, many/most documents will be uploaded via Step 4 during application entry. Step 4 includes  
699 auto naming and doctype/sub-type, and associated documents with that Project ID.

700 Fields are set to default values when the user enters this screen for the first time.

701

The screenshot shows the eTrack Document Management Service Main Screen. At the top, there is a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management' (which is underlined), 'Enter App', 'DIMSR', 'Inquiry', 'Search', 'Reports', and 'Maintenance'. On the far right of the top bar, it says 'Version: 3.0.0 | SVC\grfehl |' followed by a user icon. Below the top bar, there is a search bar labeled 'Search By:' with radio buttons for 'DEC ID' (selected) and 'Facility Name', and dropdown options for 'Exact' and 'Fuzzy'. A text input field contains '9-9999-99999' and a 'Search' button. Below the search bar, there is a section labeled 'Uploaded Documents:' with a table. The table has columns: Type, Sub-Type, Document Name, Description, # Files, Upload Date | Time, Project ID, App ID, and DEP Rel Det. Each column has a downward arrow icon. The table is currently empty, showing 'Showing 0 to 0 of 0 documents'. At the bottom of the table, there are navigation buttons for page numbers (1, 20) and arrows.

702

## 703 10.3 Search for a Facility

### 704 10.3.1 Search by DEC ID

705 A facility may be found by searching on its current (or past) numerical DEC ID. A user selects the DEC ID  
706 radio button (the default selection). Only an ‘Exact’ DEC ID is permitted for the search (the default  
707 selection).

708 The user enters the 10 digits associated with the facility. The search field automatically formats the  
709 number to conform with the DEC ID standard (i.e., 0-0000-00000). The user clicks on the Search button

# eTrack

710 to initiate. If no match is found, an error message will display. Entering invalid characters, or fewer than  
711 10 digits, will also produce an error message.

The screenshot shows the eTrack Document Management interface. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management' (which is underlined), 'Enter App', 'DMSR', 'Inquiry', 'Search', 'Reports', and 'Maintenance'. On the far right, it shows 'Version: 3.0.0 | SVCigfehlin | ?' and some icons. Below the navigation, there's a search bar labeled 'Search By:' with two radio buttons: 'DEC ID' (selected) and 'Facility Name'. A dropdown menu 'Exact' is open above a text input field containing '7-5036-00113'. To the right of the input is a 'Search' button and a 'Clear' button. Below the search bar is a dropdown menu labeled 'Facility\*' containing the value '7-5036-00113 - RICE HERITAGE PROPERTY - ULYSSES'.

712

## 10.3.2 DEC ID Search Results

714 The facility associated with the DEC ID is selected and displayed with the metadata: 'DEC ID – Facility  
715 Name – Municipality':

This screenshot is identical to the one above, showing the eTrack Document Management search interface with the same search parameters and results.

716

717 Using a specific DEC ID will automatically display any documents associated with that facility in the  
718 'Uploaded Documents' section of the page.

719 By clicking on the 'Clear' button at any point during this process, the information entered and any  
720 results displayed will be removed, and a fresh search can begin.

721 If a facility has had a different DEC ID at some point in the past, the system will search through the  
722 history data and produce the facility's up-to-date information (including the new DEC ID).

## 10.3.3 Search by Facility Name

724 A facility may also be found by using a word (text) search. There are three options when entering text  
725 for the search: 'Contains'; 'Starts With'; and 'Exact'. A user clicks on 'Search' to initiate. If no match is  
726 found, an error message will display.

727 Allowed characters for a Facility Name search include alphanumeric, space, comma, period, hyphen,  
728 underscore, ampersand, apostrophe, round brackets, plus, and colon.

729 Hyphens ( - ) and other allowed characters must be entered exactly as written in the facility name for  
730 the desired results to appear.

# eTrack

## 731 **10.3.4 Contains**

732 This is the default selection. The search results will display every facility name in the database that  
733 contains the text entered.

The screenshot shows a search interface with the following elements:

- Search By:** Radio buttons for "DEC ID" and "Facility Name".
- Search Type:** A dropdown menu with options "Contains" (selected), "Starts With", "Exact", and "Contains".
- Search Term:** An input field containing "albany".
- Buttons:** "Search" and "Clear".

734

735 A minimum of five characters is required for this option. If searching for a facility name that may  
736 commonly be represented by fewer than five characters (e.g., YMCA), enter a space after the letters, or  
737 enter additional information about the facility name to produce the search results.

738 For a Contains search, information must be entered in the order in which it appears in the facility name.  
739 For example, if searching for 'A B C', entering 'A B' will produce a result, but entering 'A C' will not.

740 Some search terms may produce an excessive number of results. For example, entering a commonly  
741 used word such as 'Hudson.' If a search term produces more than 500 results, an error message will  
742 appear, prompting the user to further refine the search term.

## 743 **10.3.5 Starts With**

744 This displays search results that correspond to the first few characters of text entered. The user selects  
745 the desired facility from the dropdown list of results provided. A minimum of five characters is also  
746 required for this option.

## 747 **10.3.6 Exact**

748 This option will display only an exact match for the text entered.

## 749 **10.3.7 Facility Name Search Results**

750 With the text entered, a user clicks Search and chooses from the results displayed in the dropdown  
751 menu. If only one facility is returned, the result will appear instantly in the 'Facility' field. If multiple  
752 results are returned, the text '– Select –' will appear in the 'Facility' field. The user clicks on the  
753 dropdown icon to display the full list of results, and then clicks on the desired facility.

# eTrack

New York State Department of Environmental Conservation Version: 3.0.0 | SVCgfehl |   

**eTRACK** My Projects Regional Projects **Document Management** Enter App DIMSR Inquiry Search Reports Maintenance

**Search By:**

DEC ID  Facility Name Contains

Facility: 1-2620-04682 - ALBANY AVENUE SOUTH RAMP - HEMPSTEAD

**Uploaded Documents:**

Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	 
Correspondence	Applicant Response	This is a Document Name	This is the document description.	2	02/08/2023 12:49 PM			Non - Releasable	 
Beneficial Use Determination (BUD)		test1		1	01/31/2023 10:32 AM			No Determination	 
Environmental Justice		Add doc for AP test of filter duplication		1	01/31/2023 10:27 AM			No Determination	 
Payment	Invoice	Test grid		1	01/30/2023 03:25 PM			No Determination	 

754

755 If a facility has had a different Facility Name at some point in the past, the system will search through  
 756 the history data and produce the facility's up-to-date information (including its new name). Any  
 757 documents associated with the facility will display in the Uploaded Documents results grid.

758 As with the DEC ID search above, clicking on the 'Clear' button will remove all search criteria entered  
 759 and search results presented. A fresh search can begin.

## 760 10.4 Adding a Document to a Facility

761 With a Facility selected through the process above, single, or multiple documents and files may now be  
 762 added to the facility.

Facility Name Contains

ility\*: 3-5124-00170 - ALBANY POST ROAD SUBDIVISION - GARDINER

763

764 By clicking on the Add Document button, this feature will display on the page for all metadata to be  
 765 entered:

# eTrack

766

Document Details:

Access Level:  DEC Only  DEC and Applicant

Project ID:

Document Name\*:

Document Type\*:

Sub-Type:

Other:

Document Description:

Application ID: 3-5124-00170 /  (tracked record) 0/255

DEP Determination for Release:  No Determination  Releasable  Non - Releasable

767

## 10.4.1 Access Level

769 The Access Level radio buttons enable a user to choose whether the document will be available to DEC Analysts only, or to both the DEC Analysts and the Applicant. The default value is DEC Only.

## 10.4.2 Project ID

772 Each Project is automatically assigned a Project ID when it is created in eTrack, and documents uploaded in eTrack will automatically be assigned the correct Project ID. During a manual Document Upload on DMS, a Project ID field is visible at the upper-right hand corner of the detail area. Project IDs associated with the facility can be selected from a dropdown menu (blank by default), so that uploaded documents can be associated with the correct Project ID.

Document Details:

Access Level:  DEC Only  DEC and Applicant

Project ID:

Document Name\*:

Document Type\*:

Upload to DMS when coming from the Project's Virtual Workspace  
\*\* A Document Name represents one or a group of related files.

777

778 Note: The Project ID field above will be enabled only when documents are being uploaded to a facility that has at least one Project entered through eTrack.

# eTrack

## 780 **10.4.3 Document Name**

781 In eTrack, a Document can contain a single file or multiple files. This is a required field. The Document Name is limited to 100 characters and must be unique. If a DEC Analyst attempts to create a document with the same name as an existing document, the Analyst will be prompted to either replace the existing document, or to choose a different name. Allowed characters for the Document Name are alphanumeric, underscore, comma, period, forward slash, and hyphen ( \_ , . / - ).

## 786 **10.4.4 Document Type**

787 The user must select a Document Type from the dropdown menu.

The screenshot shows the 'Document Details' section of the eTrack application. It includes fields for 'Access Level' (radio buttons for 'DEC Only' and 'DEC and Applicant'), 'Project ID' (a dropdown menu), 'Document Name\*' (a text input field with a note: '\*\* A Document Name represents one or a group of related files.'), 'Document Description' (a large text area), and 'Application ID' (1-2820-04682). Below these is a 'DEP Determination for Release:' section with radio buttons for 'No Determination', 'Releasable', and 'Non - Releasable'. To the right of the 'Document Name' field is a dropdown menu labeled '-- SELECT --' which is currently open, displaying a list of document types: Beneficial Use Determination (BUD), Coastal Assessment, Correspondence, Enforcement/Violation, Engineering Report/Process Diagram/Plans, Environmental Justice, Freshwater Wetland: Supplement FW-1, Hearings, Indian Nation, Map, Other, Owner/Applicant Documentation, Payment, Permission to Inspect, Permit, Permit Application Form, Photograph(s), Program Comments, and Proof of Publication/Affidavit.

788

## 789 **10.4.5 Sub-Type**

790 Some Document Types have associated Sub-Types that the user can select. If there are Sub-Types for a particular Document Type, the user will see a prompt to '-- SELECT --' in the 'Sub-Type' field. The user should select a Sub-Type as appropriate, or leave it blank if there is not an appropriate Sub-Type.

# eTrack

793

Document Details:

Access Level:  DEC Only  DEC and Applicant

Project ID:

Document Name\*: Application Form Gardiner  
\*\* A Document Name represents one or a group of related files.

Document Type\*: Permit Application Form

Sub-Type: Solid Waste

Other:

Document Description:

Application ID: 3-5124-00170 /  (tracked record) 0/255

DEP Determination for Release:  No Determination  Releaseable  Non - Releaseable

794

795 If the user chooses a Sub-Type, but then changes their mind, and doesn't wish to choose a Sub-Type,  
796 click on – SELECT – to remove the selection.

## 797 **10.4.6 Other**

798 Among the options for Document Type is 'Other'. Users select this option if none of the Document Types  
799 match the document being uploaded. This field will be left inactive unless the 'Other' option is chosen in  
800 the Document Type dropdown, in which case it is required. The number of allowed characters in this  
801 field is 50.

## 802 **10.4.7 Document Description**

803 A user may add a description for each document. The number of allowed characters in this field is 255. A  
804 character counter will "count down" as text is entered, until the limit is reached.

## 805 **10.4.8 Application ID**

806 A five-character Application ID (numerals only) may be added for each document. This should be the  
807 Tracked Record. The full format for the Application ID is '1-1234-12345/12345' which is the DEC ID plus  
808 the unique incremented application number.

## 809 **10.4.9 DEP Determination for Release**

810 Users must select a DEP Determination for Release. 'No Determination' is the default. A reason (or  
811 reasons) will be required if Non-Releasable is chosen.

# eTrack

## DEP Determination for Release:

No Determination     Releasable     Non - Releasable

812

813 Selecting Non-Releasable will produce the following five options. One or more of these options must be  
814 selected:

## DEP Determination for Release:

No Determination     Releasable     Non - Releasable

Inter-Agency intra-Agency materials (POL 87.2.g)

Location of habitat of endangered species (POL 3-0301.2(r))

Critical Infrastructure (jeopardizing health, safety, welfare or security) (POL 87.2)

Records protected by attorney-client privilege (CPLR 4503)

Trade secrets or confidential business information (POL 82)

815

### 10.4.10 Upload File(s)

817 To upload a file or files, users may 'Browse' or 'Drag and Drop' the file(s) into the upload box. The  
818 maximum number of characters in a file name is 100. Allowed characters are alphanumeric, hyphen,  
819 underscore, space, dots (periods), and round brackets. Multiple files (of the same file type only) may be  
820 dragged and dropped into the upload box at once. There is a total (combined) file size limit of 50 MB per  
821 upload, whether it's multiple files or a single file. It is not possible to upload multiple files with the same  
822 file name, or a mix of different file extensions.

Upload File(s)\*:

Drag and drop files here  
Or

Allowed file types include: accdb, doc, docx, eml, gif, jpg, jpeg, mdb, mbox, msg, pdf, png, ppt, ppbc, rtf, tif, bt, vsd, vsdx, xls, xlsx, xml, zip (Shape files only)

Note: Files must have the same extension to upload as a group.

File(s) selected for Document Upload:

File Name	File Date	Size	Actions
-----------	-----------	------	---------

823

# eTrack

## 824    **10.4.11        Allowed File Extensions**

825    Allowed file extensions for upload are as follows: .accdb, .doc, .docx, .eml, .gif, .jpg, .jpeg, .mdb, .mbox, .msg, .pdf/a, .pdf, .png, .ppt, .pptx, .rtf, .tif, .txt, .vsd, .vsdx, .xls, .xlsx, .xml, .zip (Shape files only).

827    As noted above, files must have the same extension to upload as a group. Shape files (GIS), which can include multiple extensions, must be grouped together and uploaded as a zip file. Only Shape files should be uploaded as zipped files.

830    Allowed file extensions for inclusion in a zip file are as follows: .shp, .shx, .dbf, .prj, .sbn, .sbx, .fbn, .fbx, .ain, .aih, .ixs, .mxs, .atx, .shp.xml, .cpg, .qix.

832    Files selected for upload appear in a results grid as the final step before uploading:

File(s) selected for Document Upload\*:

File Name	File Date	Size	
Good Alpha Num 123 _().pdf	04/01/2022	258kB	
2022.04.19 permit.pdf	04/22/2022	230kB	

Upload Cancel

833

834    While multiple files may be uploaded at once, the total (combined) file size may not exceed 50MB. All files must of the same file type to upload as a group. Clicking the 'Cancel' button will remove the documents from the selection. Clicking the 'X' will delete the file from the group being uploaded.

837    Once the files are uploaded, a message will appear confirming success or failure.

838

# eTrack

New York State Department of Environmental Conservation Version: 3.0.0 | SVC\grfehlin | ⓘ ⚡

**eTRACK** My Projects Regional Projects **Document Management** Enter App DIMSR Inquiry Search Reports Maintenance

**Search By:**

DEC ID  Facility Name Contains

Facility\*: 3-5124-00170 - ALBANY POST ROAD SUBDIVISION - GARDINER

**Uploaded Documents:**

Successfully Uploaded Document

Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	Actions
Correspondence	Applicant Response	<a href="#">Letter from Jane Smith</a>	This is a response from Jane Smith.	1	03/04/2024 09:30 AM			No Determination	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 documents << < 1 > >> 20 ▾

839

840

59

# eTrack

## 841 10.5 Uploaded Documents Results Grid

- 842 Files uploaded to a facility appear in the ‘Uploaded Documents’ results grid.
- 843 Metadata for each document is presented in columns which include the previously entered information, plus other details: Type, Sub-Type, Document Name, Description, Number of Files, Upload Date and Time, Project ID, Application ID, and DEP Release Determination. There are also two icons: one for the editing of the document metadata, and a delete icon which will permanently delete the document.

Uploaded Documents:									
Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	Edit / Delete
Supplemental Application Form	Checklist	FW		1	11/06/2023 03:09 PM	2239		No Determination	 
Map		Location_Validated_PID2239	2239 project printed format of Map	1	11/06/2023 03:06 PM	2239		No Determination	 
Map		Location_Submitted_PID2239	2239 project printed format of Map	1	11/06/2023 03:04 PM	2239		No Determination	 

847

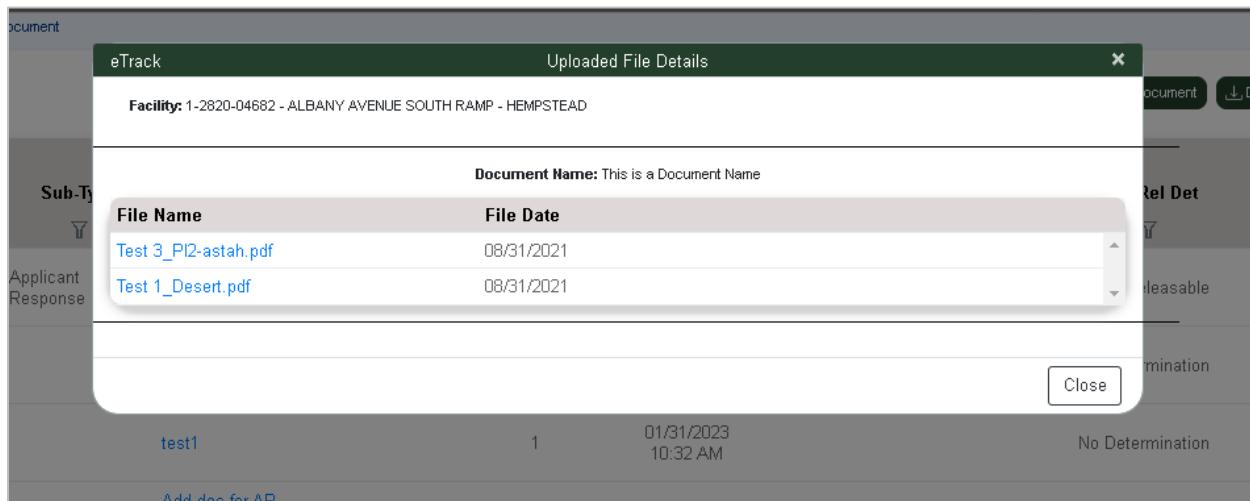
- 848 Columns may be sorted by clicking on the column headers. Columns may be filtered using the filter icons. Clicking the Clear Filter icon will delete all the filter criteria entered. Clicking on the Export Spreadsheet icon will export the contents of the results grid into an Excel file.

- 851 Documents are listed in groupings of up to 20 as the default. This value can be adjusted. Users can advance and go back through the groupings using the navigation buttons provided.

### 853 10.5.1 Viewing Document Files

- 854 To view the files that are contained within a Document, click on the Document Name in the results grid.
- 855 This opens the ‘Uploaded File Details’ pop-up.

# eTrack



856

857 The results grid displays the name of the files contained within the document, and the date the file was  
858 created (not uploaded).

859 Clicking on the name of the file will open the file for viewing within the browser, that is, if the browser  
860 being used supports this functionality. If the browser does not support viewing a specific file type, it will  
861 download the file instead to the user's workstation. However, using the Download Documents feature  
862 (described below) is the preferred method for downloading documents and their files.

863 If you encounter difficulties, check your browser settings and/or any popup blockers on your device.

## 864 10.6 Editing Document Metadata

865 By clicking on the Document icon  in the Uploaded Documents results grid, a user can edit and/or  
866 add to the metadata associated with the document. After making changes to the Document properties,  
867 click the 'Save' button to save the changes and/or additions.

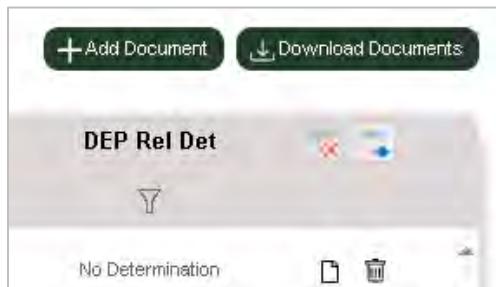
868 *Note:* It is not possible to add a file to a document once the document has been created, or to delete a  
869 file from a document after it has been uploaded. If a user needs to add or remove a file, the document  
870 must be recreated.

## 871 10.7 Download Documents

872 To download a Document, click on the Download Documents button.

873

# eTrack



874

875 The Download Documents/Files results grid appears:

Download Documents/Files								
Facility: 1-2820-04682 - ALBANY AVENUE SOUTH RAMP - HEMPSTEAD								
<input type="checkbox"/>	Doc Name	Type	Sub-Type	App ID	File Name	File Date	Access	DEP Rel Det
<input type="checkbox"/>	test2	Indian Nation			Good Alpha Num 123 _0.pdf	04/01/2022	DEC only	No Determination
<input type="checkbox"/>	This is a Document Name	Correspondence	Applicant Response		Test 1_Desert.pdf	08/31/2021	DEC only	Non - Releasable
<input type="checkbox"/>	This is a Document Name	Correspondence	Applicant Response		Test 3_PI2-astah.pdf	08/31/2021	DEC only	Non - Releasable
<input type="checkbox"/>	test1	Beneficial Use Determination (BUD)			Step 3 bugs Jan 23.docx	01/25/2023	DEC only	No Determination
<input type="checkbox"/>	Add doc for AP test of filter	Environmental Justice			Edge - phone numbers	05/06/2022	DEC only	No Determination

876

877 A user can click on the headers in the top banner to sort each column, or click on the filter fields to filter.

878 Documents can contain multiple files, and these are presented individually in rows.

879 Documents can be selected for download using the checkboxes next to each file name. Or all files may  
880 be selected at once by clicking on the box in the results grid header.

881 Click the 'Download' button to download the file(s). A message will appear indicating that the file(s)  
882 have downloaded successfully.

883 Clicking on the Close button will close the results grid and return the user to the Uploaded Documents  
884 screen for the facility.

# eTrack

## 885    **10.8 Deleting Documents**

886    Documents along with all their associated files can be permanently deleted by clicking on the trashcan  
887    icon  in the Uploaded Documents results grid. Once deleted, the document and its files cannot be  
888    recovered.

889    Documents that are under Litigation Hold cannot be deleted.

890

# eTrack

## 891 11. Enter Application (Enter App)

---

892 Clicking the ‘Enter App’ link on the Analyst Dashboard brings the Analyst to the Applicant Type Selection  
893 screen.

Application Received By: Email

Date Received\*: 12/03/2022

Who signed the application form you are entering?:  APPLICANT / OWNER  APPLICANT / NON OWNER

All projects must be classified under the [State Environmental Quality Review Act \(SEQR\)](#) to determine potential impacts to NYS natural resources.

Is this project classified under SEQR as [Type II](#)?

Yes  No  Not Sure

Next Close

894 895 The Analyst selects how the application was received (email or paper mail) via the dropdown, and then  
896 selects the date the application was received (cannot be a future date). A radio button must be selected  
897 to indicate whether the application form was signed by an APPLICANT / OWNER or APPLICANT / NON  
898 OWNER (default is APPLICANT / OWNER).

899 The Date Received selection will appear on the Analyst Dashboard. If the APPLICANT / OWNER radio  
900 button is selected, the default checkbox selection on the applicant information screen in Step 2,  
901 ‘Relationship to Property’ will display ‘Owner’. This will create both an Applicant record and Property  
902 Owner record. The Property Owner record is always read-only in this scenario. Changes made to the  
903 Applicant screen in Step 2 will follow through to the Property Owner screen automatically.

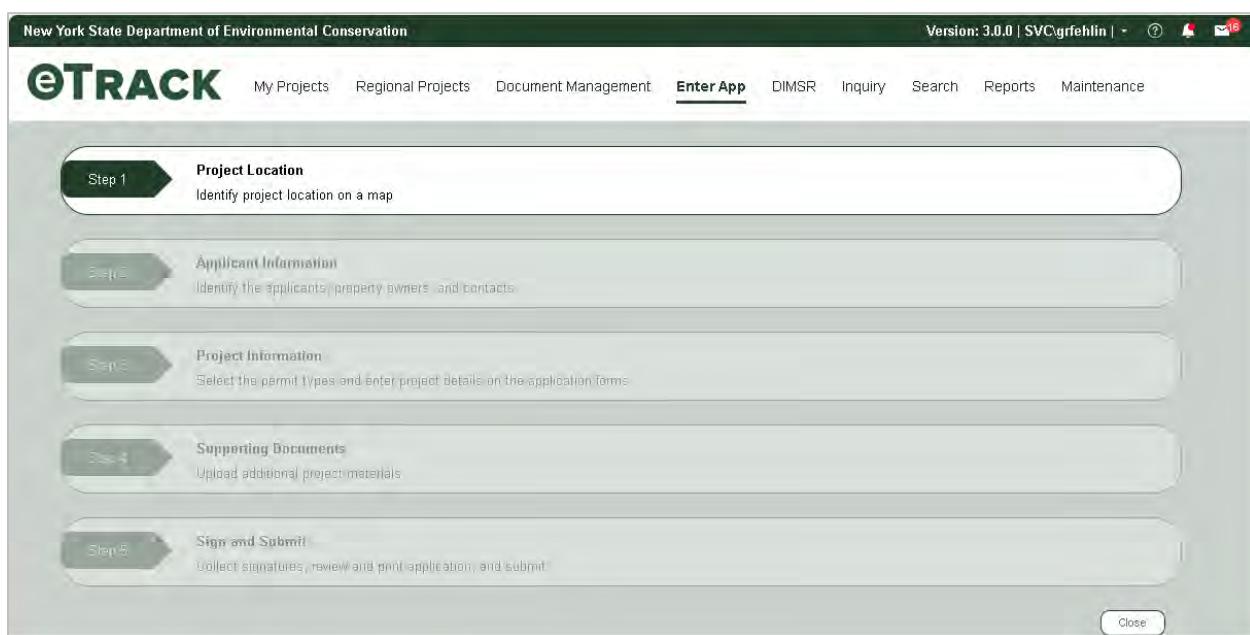
904 The next section of this pop-up reminds the Analyst that all projects must be classified under the State  
905 Environmental Quality Review Act (SEQR) and provides a link to an SEQR description on the DEC public  
906 website. The Analyst is asked whether the project is classified under SEQR as Type II and a link to a  
907 description of Type II is provided. The Analyst must select a radio button answering Yes, No, or Not Sure.  
908 If the Analyst selects No or Not Sure, additional document upload options will be provided in the  
909 Supporting Documentation section in Step 4.

910 Clicking Next takes the Analyst to the Main Navigation Screen, to begin the application entry process.

# eTrack

## 911 11.1 Main Navigation Screen

- 912 Before a Project has been created (i.e., before a Project Location has been identified) the Main  
913 Navigation Screen will appear. The Main Navigation Screen presents a defined navigation process for  
914 how data needs to be entered, displaying the five steps of the process to enter an application.
- 915 After Step 1 has been completed, and a Facility Name and Project Location are entered, the name and  
916 address will appear at the top of the Main Navigation Screen throughout Steps 1-5. Subsequent steps  
917 are disabled until the current step is completed.
- 918 Clicking the ‘Close’ button at the bottom of the screen will return the user to the Analyst Dashboard.



919

- 920 The Analyst begins by selecting Step 1, Project Location, where the Analyst will identify the project  
921 location on a map.

## 922 11.2 Project Location

- 923 In PI 3, eTrack provides a map-based user interface for Analysts to easily locate a project location, facility  
924 and/or tax parcel, using text-based searches and by geo-reference. eTrack allows project locations to be  
925 identified as one or more polygons on the map interface, using existing NYS/ DEC enterprise map layers.  
926 The appropriate layers may display or not display depending on the business use case.
- 927 Analysts can draw the project polygon and a separate work area (if needed) directly on the map using  
928 the map tools (see the next section for map tool references). A shape file representing project polygons  
929 can also be uploaded, in lieu of using the map-based interface.

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930 The system will retain the project location, and the map will be automatically created and stored with  
931 the application forms and documents as part of the submittal.

932 The system can also generate a simple jurisdictional map with resource boundaries during validation. If  
933 selected, these will be printed on a .pdf version of the map along with project information and notes.

934 These geo-spatial components maintain their reference to applications in eTrack as well as the resulting  
935 permits issued in DART. The Project Location and Facility Details are determined in Step 1 of the Enter  
936 Application process.

937 *Modifications to eFind*

938 To better reflect spatial data, modifications were made to eFind (the system that manages, roles, public,  
939 addresses and geospatial data for DEC facilities, violation locations, emission points and other site  
940 types). These changes are intended to improve the management and display of facility site records so  
941 that the area is represented by a polygon rather than a point, to better reflect the DEC's definition of a  
942 facility:

943 *A record in eFind is defined by the outer boundary of one or more under the control of the same legally  
944 responsible party (or parties). Rights of way or easements will not split the property, nor will they serve  
945 to connect properties that are separated by a distance. A single property that is jointly owned is a facility,  
946 but two adjacent properties with two separate owners are not.*

947 These changes will be a significant improvement in the quality of spatial data by:

- 948     • Decreasing the instances of duplicate facilities  
949     • Better defining the extent of a facility  
950     • Providing better mapping and data layers for regulated facilities.

951 **11.2.1 Map Tools and Polygon Symbology**

952 All Project Location search options present a map. Depending on the results of the search, the user may  
953 be asked to confirm that the parcel is correct by clicking Next, or to identify and/or update the property  
954 boundary using the map tools available on the screen.

955 Icons on the map represent tools available to help define the property boundary. Hover-over  
956 instructions above each icon help the user understand how to use each tool. Map tool availability may  
957 differ according to the screen being viewed.

958 The map tools available on the Project Location screen in Step 1 are, beginning in the upper left and  
959 moving from the top down: zoom in; zoom out; draw a distance measurement; draw or edit a work area  
960 (appears only when a polygon is displayed); and change the base (background) map. On the right-hand

# eTrack

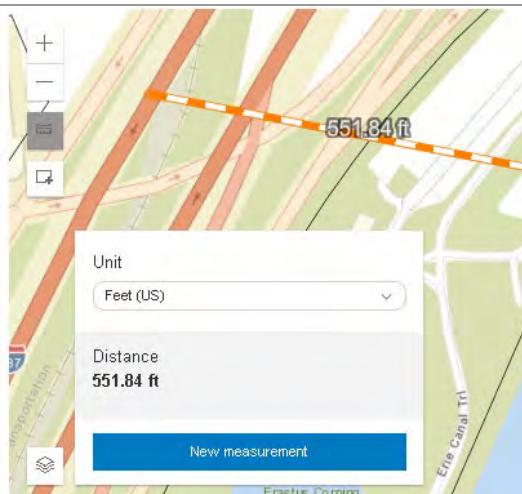
- 961 side of the screen, starting at the top and moving from top down, the tools are: expand to fill screen;  
962 select tool; draw a rectangle; undo a modification to a polygon; and re-do a modification to a polygon.



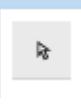
- 963
- 964 Note: The drawing tools on the map use the “click and drag” method to draw a boundary. While drawing  
965 the line, click the mouse once to establish a pivot point, and continue to drag. When finished with your  
966 drawing, double-click the mouse.

Map Tools	Description
	<b>Zoom in</b>
	<b>Zoom out</b>
	<b>Distance measurement tool:</b> Click to pick a starting point, drag the cursor, then double click. There are multiple options for measurement. Click again on the icon when done.

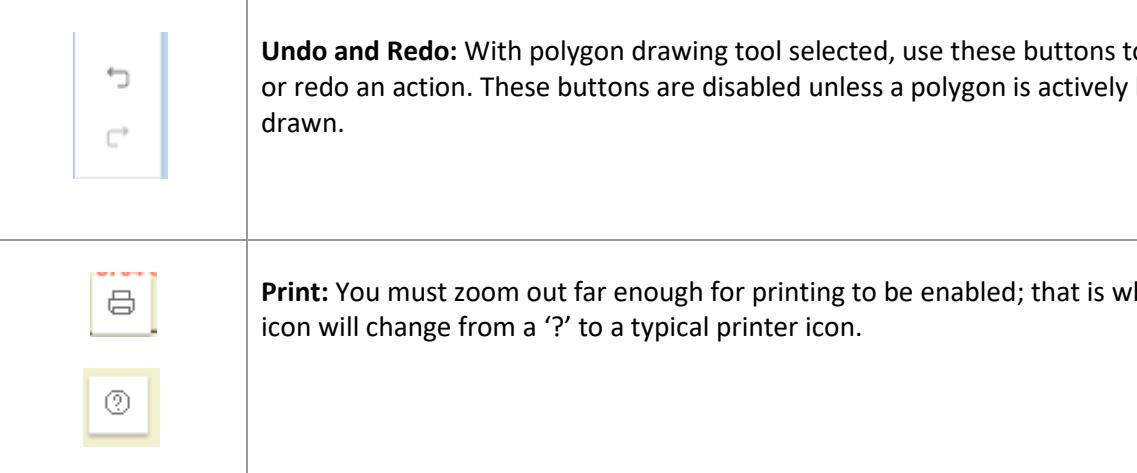
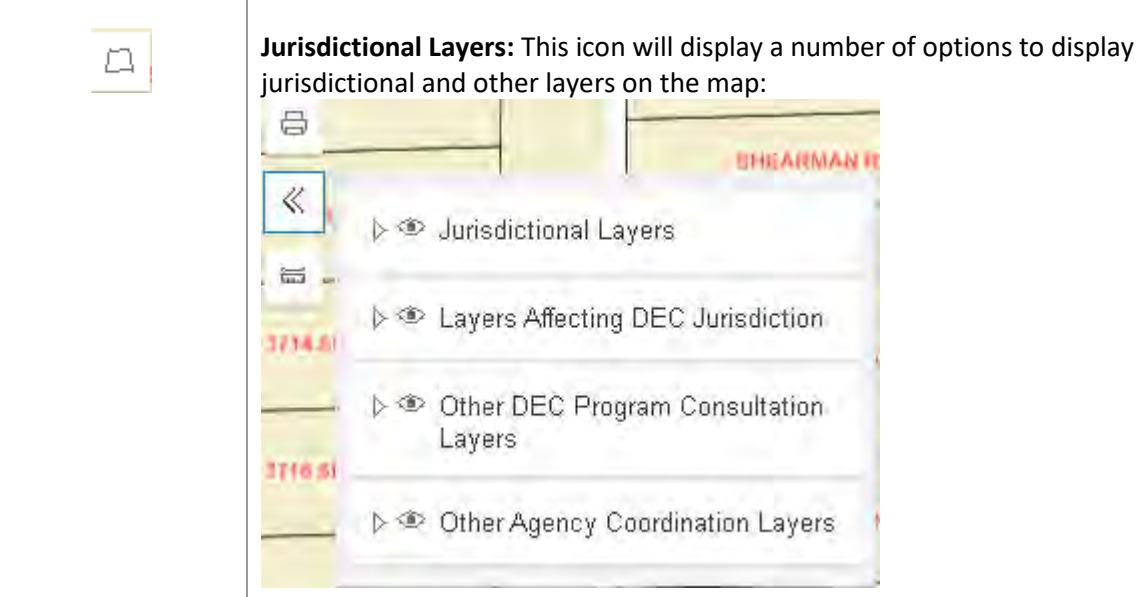
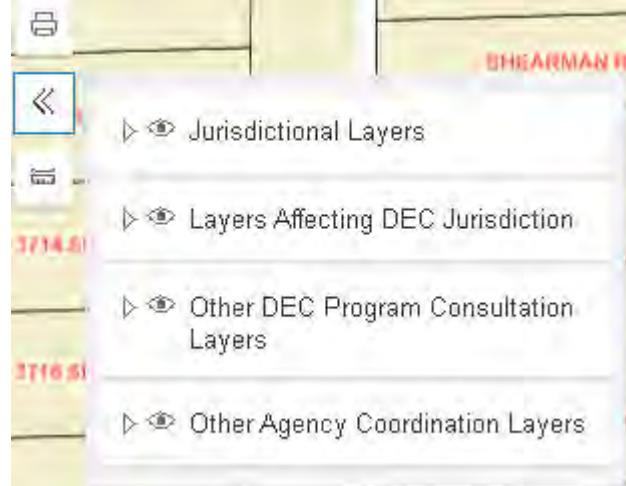
# eTrack

	
	<p><b>Work Area tool:</b> With a parcel <u>selected</u> or polygon already drawn that represents the facility boundary, click on the Work Area tool <u>and the 'draw polygon' icon</u>, then click and drag to carve out a section where the work is being performed:</p> <p><b>Define the Property Boundary</b> ⓘ</p> <p>Please pan or zoom to the project location and select the correct parcel(s) or draw to outline the property boundary. Then, if necessary, you can add a defined work area. Click <b>Next</b> below to create a new DEC Facility for this project.</p> <p><i>Click to draw ⌂ or select/unselect ⌂ parcels Then, if necessary, click ⌂+ to add, update, or remove the project work area ⌂</i></p> 
	<p><b>Change base map:</b> Offers a choice of backgrounds for the map:</p>

# eTrack

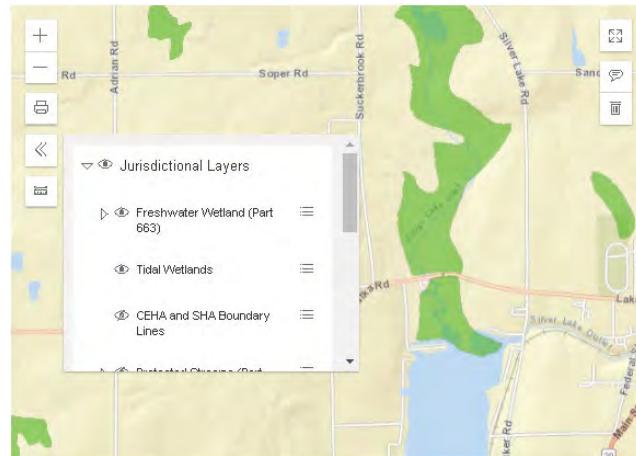
	 <p>Imagery with Labels Streets</p>
	<b>Enter fullscreen:</b> Fills entire screen. Click icon again or Esc to exit. 
	<b>Delete feature:</b> Click the trashcan to delete the selected feature.
	<b>Select feature:</b> Pointer
	<b>Draw a polygon:</b> Select icon, click to start and click on pivot points. Double click to finish.

# eTrack

	<p><b>Undo and Redo:</b> With polygon drawing tool selected, use these buttons to undo or redo an action. These buttons are disabled unless a polygon is actively being drawn.</p>
 <p><b>Print:</b> You must zoom out far enough for printing to be enabled; that is when the icon will change from a '?' to a typical printer icon.</p>	
 <p><b>Jurisdictional Layers:</b> This icon will display a number of options to display jurisdictional and other layers on the map:</p> 	

# eTrack

Clicking the arrow icon will open up each tab and display additional options.  
Clicking the eyeball icon will hide layers. Zoom out to better see the layers displayed on the map:



**Add text:** Click on this icon and place the cursor where you would like to add a note that will print on the map. Click on the label text 'Click to edit text below' to open a text window below, and enter the text in the text box.



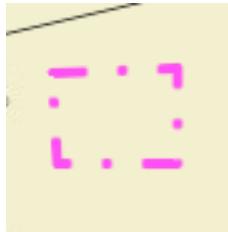
When finished with your note, click on the map (do not click Enter).

# eTrack

	 <p>These are freshwater wetlands.</p>
	<p><b>Delete text:</b> To remove the note, select the text on the map and click on this trashcan icon.</p>

967

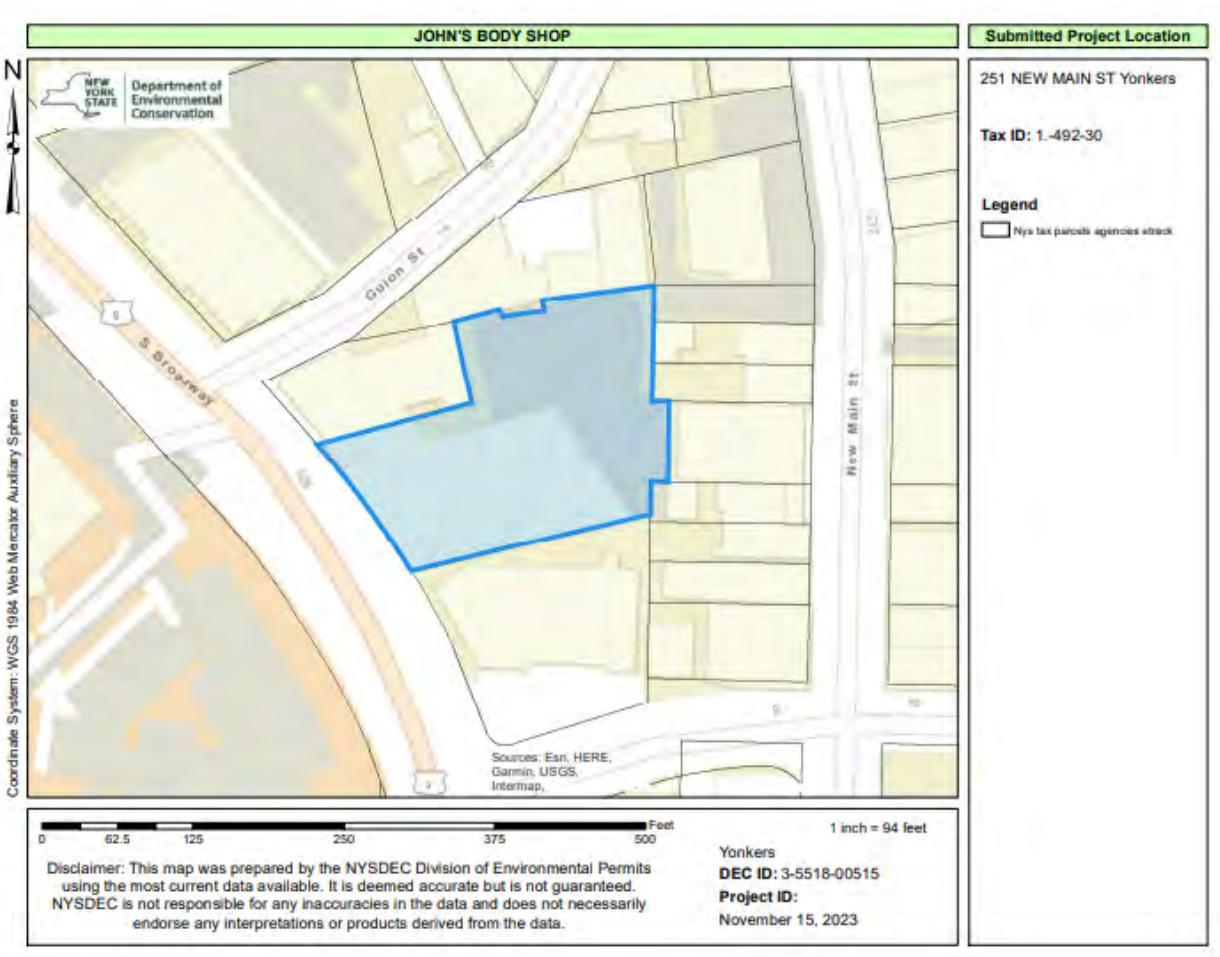
# eTrack

	Polygon Symbology
Work Area Polygon	
Selected/Drawn Polygon	
Facility Icon	 <i>Note:</i> Facility icons are created only after the Project is uploaded to DART, the facility is approved in eFind, and the data is sent to the GIS service.

968    **11.2.2 Submitted Project Location Map (Print)**

- 969    A map of the location/facility can be printed using the printer icon on the Facility Details screen of Step  
970    1, in both Data Entry Mode and Validate Mode.
- 971    In Data Entry Mode, the map will appear with the parcel selected in blue; the name of the facility as  
972    identified in Step 1 at the top; the title ‘Submitted Project Location’ at the top right; the selected  
973    address; Tax ID; legend; DEC ID (if available); and the current date.
- 974    *Note:* If you are submitting a new project within a newly created facility, the DEC ID number will be left  
975    blank, as Step 1 has not yet been completed at this point in the process, and a Project ID has not yet  
976    been assigned. (Choosing ‘Save for Later’ at the completion of Step 1 will result in the Project ID  
977    appearing on the map in Step 4).

# eTrack



978

979 This map will be automatically posted for upload in Step 4 of Data Entry Mode (Related Items grid), with  
980 the document name 'Location Submitted' followed by the Project ID.

<input type="checkbox"/> Engineering Report	<input type="button" value="Upload"/>	<input type="button" value="Already Uploaded"/>
<input checked="" type="checkbox"/> Location_Submitted_PID9357	<input type="button" value="View"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Photographs	<input type="button" value="Upload"/>	<input type="button" value="Already Uploaded"/>

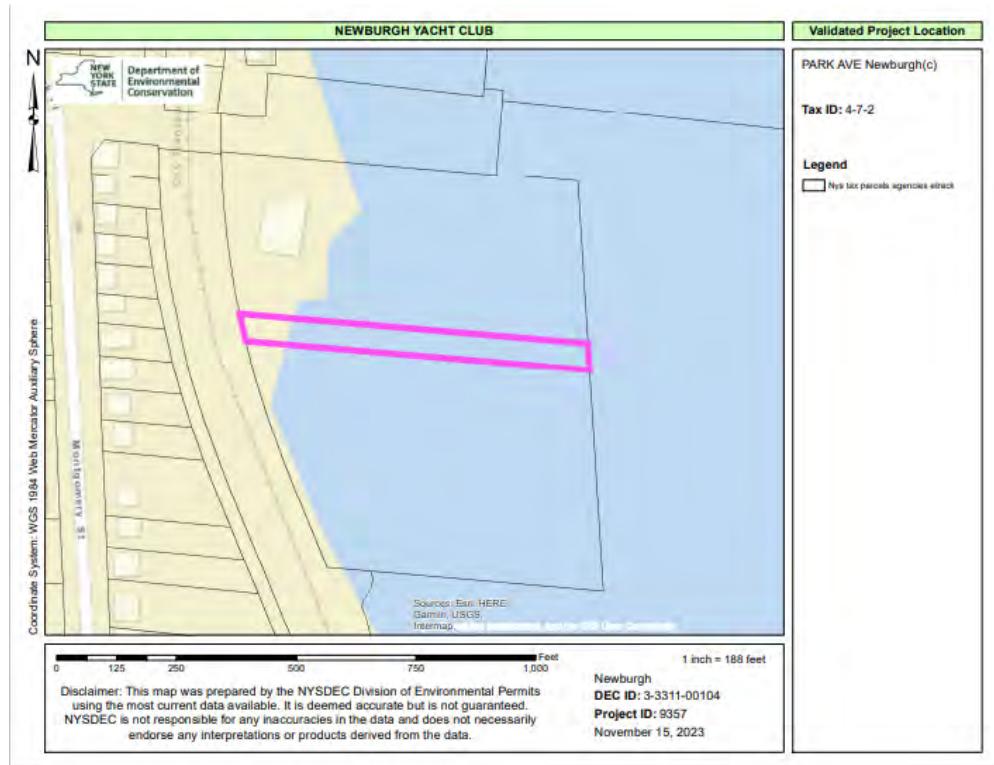
981

## 982 11.2.3 Validated Project Location Map (Print)

983 A map of the location/facility can be printed using the printer icon on the Facility Details screen of Step 1  
984 in Validate Mode as well. The Project ID will now be present.

985 *Note:* If you are submitting a new project within a newly created facility, the DEC ID number will display  
986 as NEW, as the DEC ID is assigned only after uploading to DART.

# eTrack



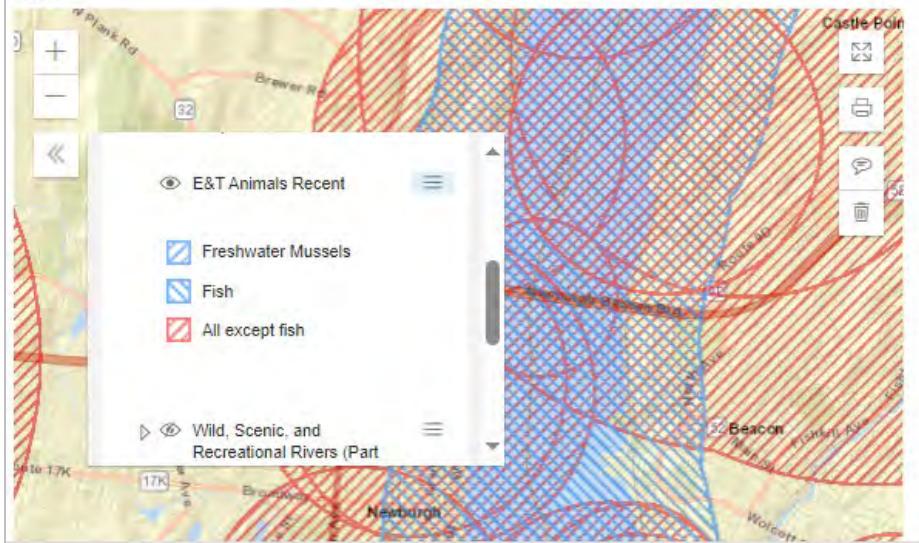
987

- 988 In Validate Mode, an option is provided to view Jurisdictional Layers over the map using the  
989 'Jurisdictional Layers' icon . Select from the options provided.  
990 Clicking the 'arrow' icon will open up each tab and display additional options. Clicking the 'eyeball' icon  
991 will hide layers. Zoom out to better see the layers displayed on the map.  
992 Note: The Jurisdictional Layers are displayed in the map's legend, and at times (i.e., if many layers are  
993 checked), the legend will extend beyond the map's view. A way to avoid cluttering the legend, uncheck  
994 the layers that did not appear on your project site. In other circumstances, this may be unavoidable.

995

# eTrack

Draft Polygon<sup>①</sup>  Either click Next to accept the applicant submitted location, choose to restore the existing eFind polygon if applicable, or make corrections to the facility boundary and/or project work area.



996

997

998 To add text to the map for printing, use the ‘Add text’ icon  . See map instructions for details.

999 The map print icon will turn into a “?” if the Analyst is zoomed-in too close. To print, zoom out until the  
1000 printer icon appears.

1001 In Validate Mode Step 4, the ‘Location Validated’ Map will appear with the ‘Location Submitted’ map on  
1002 the Related Items grid.

<input checked="" type="checkbox"/> Location_Submitted_PID9357		
<input checked="" type="checkbox"/> Location_Validated_PID9357		

1003

1004

## 1005 11.2.4 Step 1 Screen Navigation

1006 In Step 1, the sub-steps ‘Project Location’ and ‘Facility Details’ are displayed at the top of the screen,  
1007 indicating where the user is in the Enter App process. Clicking on these sub-headers will navigate the  
1008 user to the respective screen. When data has been entered and sub-steppers can be selected, these  
1009 links will display for ease of navigation. Clicking on the eTrack logo will take the Analyst back to the  
1010 Analyst Dashboard.

# eTrack



- 1011
- 1012 The < icon will return the users to the Main Navigation Screen.
- 1013 Other features of the navigation become enabled as information is entered and the user moves forward  
1014 in the process (such as the forward arrow >). The right arrow will only be available when the previous  
1015 step data has been edited and saved.

## 11.2.5 Project Location (Step 1)

- 1017
- 1018 In Step 1, the Analyst must search for and select the project location. Several options are provided to do  
1019 so, and each search method selected will produce its own unique display on the Project Location sub-  
1020 step.
- 1021 When an approved polygon exists in eFind, and a search is conducted (e.g. by DEC ID), the map will  
1022 display a facility icon and polygon. The polygon can be edited using the map tools, by first deleting and  
1023 then recreating the polygon (otherwise known as “edit by delete”).
- 1024 If an unapproved polygon exists in eFind for a facility, this represents old data for which the location is  
1025 not verified. When a search is conducted, the map will display and the facility icon will appear, but the  
1026 polygon property boundary will need to be defined and the instructions will reflect that.
- 1027 If the facility does not yet have a defined location in eFind (no coordinates), the map will zoom to the  
1028 general location, but there will be no icon, and the property boundary will need to be defined using the  
1029 map tools.
- 1030 To begin, the Analyst is asked if they want to search by a known ID for an existing DEC Facility. The  
1031 default selection for the radio button is ‘No’. The ‘Search By’ dropdown for the No selection includes  
1032 Property Address, Tax Parcel ID, Zoom (or Pan) on Map, and Upload Shapefile.

### 1033 *Search by Property Address*

1034

- 1035
- 1036 Selecting Property Address displays data entry fields for the Address, Town/City, and Zip.

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## eTRACK

Project Location Facility Details >

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By:  Address\*:

Town/City\*:  Zip:  State: NY

1037

1038 As indicated by the \* symbol, the Address and Town/City are mandatory fields. The Zip is not. Since  
1039 Analysts are searching for locations within NY State, that label cannot be changed. Enter the property  
1040 address information and click Search.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By:  Address\*: 427 Main Street

Town/City\*: Beacon  Zip:  State: NY

**Check NYSDEC Facility Records**   
We found the following facility match in our records for the entered address. If this is incorrect, choose *None of the above* to zoom to 427 Main Street: Beacon on the map. Please review the map instructions.

Address	DEC ID	Last Known Applicant
427 MAIN STREET BEACON NY 12508	3-1309-00018	BEACON SLOOP CLUB

None of the above

**Define the Property Boundary**   
Please select the correct tax parcel(s) to help update the location for this facility record.  
*Click to draw or select/ unselect parcels*

Orange County, NY, Esri, HERE, Garmin, INCREMENT P, NGA, USGS | Contributing counties, NYS Office of Information Technology Serv... Powered by Esri

1041

1042 If the property address is associated with an existing Facility, the full address, DEC ID, and Last Known  
1043 Applicant will appear in a results grid on the left side of the page. On the right side of the page, a map  
1044 will display, with a facility icon to help the Analyst find the parcel on the map.

1045 Note: Facility Icons are created after the Project is uploaded to DART, and the facility is approved in  
1046 eFind, and the data is sent to the GIS service.

1047 Selecting a parcel will illuminate it in blue, display information about it, and trigger the appearance of  
1048 the Work Area tool icon with instructions above the map.

# eTrack

**Check NYSDEC Facility Records** ⓘ

We found the following facility match in our records for the entered address. If this is incorrect, choose *None of the above* to zoom to 427 Main Street Beacon on the map. Please review the map instructions.

Address	DEC ID	Last Known Applicant
427 MAIN STREET BEACON NY 12508	3-1302-00018	BEACON SLOOP CLUB

None of the above [\\*Clear selection above to choose](#)

**Define the Property Boundary** ⓘ

Please select the correct tax parcel(s) to help update the location for this facility record.

Select to add, update, or remove the project work area.

Click to draw or select/unselect parcels

DEC ID : 3-1302-00018  
Address : 427 MAIN STREET  
BEACON NY 12508  
Municipalities : BEACON  
Counties : DUTCHESS  
Regions : 3

1 of 2

Orange County, NY; Esri, HERE, Garmin, INCREMENT P, NGA, USGS | Contributing counties, NYS Off... Powered by Esri

[Next](#) [Close](#)

1049

1050 If an exact street address isn't known, a less precise search is possible, using just the street name and  
 1051 town, for example. This will display either a results grid with known facilities around that location, or a  
 1052 map of the general area. When displaying more than five results, the results grid will display a counter at  
 1053 the bottom (which will show results on an order of five (5,10,15,20)). The Analyst can click on the radio  
 1054 button beside the desired facility or select *None of the Above*.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By\*:  Address\*:

Town/City\*:  Zip:  State: NY

**Check NYSDEC Facility Records** ⓘ

We found the following facility matches in our records with a similar address. Please select a match below or if your location is not listed, choose *None of the above* to zoom to main street beacon on the map. Please review the map instructions.

Address	DEC ID	Last Known Applicant
10 E MAIN ST BEACON NY 12508	3-1302-00006	BRAENDLY FISHKILL CORP
1 E MAIN ST BEACON NY 12508	3-1302-00008	ROBERT MCALPINE
1 E MAIN ST BEACON NY 12508	3-1302-00015	THREE STAR ANODIZING CORP
427 MAIN STREET Beacon NY 12508	3-1302-00018	BEACON SLOOP CLUB, INC.
209 EAST MAIN ST BEACON NY 12508	3-1300-00010	MILLER'S MINUTE MEN CONSTRUCTION CORP

Showing 1 to 5 of 14 facilities [<<](#) [<](#) [1](#) [2](#) [3](#) [>](#) [>>](#)

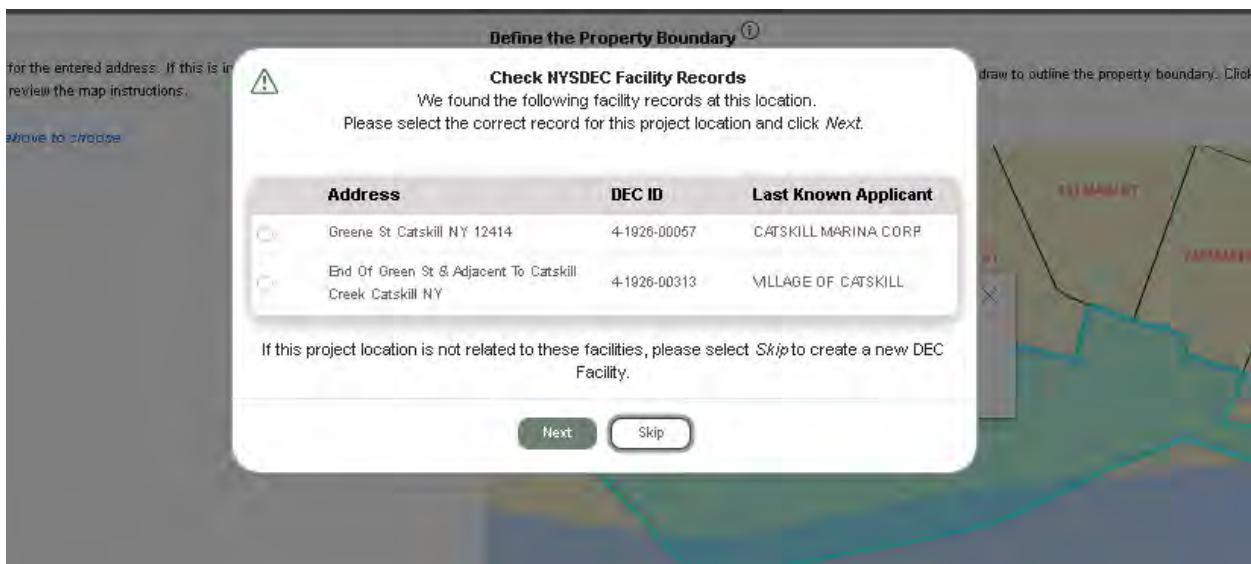
None of the above [\\*To choose 'None', first deselect any facility chosen above.](#)

1055

1056 Selecting '*None of the Above*' will display a map of the general area (the view will zoom to the geocode  
 1057 of the address entered on search). To select the '*None of the above*' checkbox, the Analyst must first  
 1058 deselect any radio button that may have been selected above. The Analyst is then directed to pan or  
 1059 zoom to the project location and select the correct parcel, or draw to outline the property boundary.

# eTrack

- 1060 Clicking Next will take the Analyst to the Facility Details screen.
- 1061 If the user selects a parcel that already has a known facility associated with it, a popup will display  
1062 prompting the user to select the correct record for the project location. If multiple facilities are found  
1063 for the location, they too will display. The user can opt to click Skip to create a new DEC Facility.



- 1064
- 1065 If Skip is selected, the user will be asked to provide an explanation for creating a new facility at the  
1066 location of an existing record (the second text field below).

- 1067
- 1068

# eTrack

1069 [Search by Tax Parcel ID](#)

1070 The next option is to search by Tax Parcel ID.

New York State Department of Environmental Conservation Version: 1.0.3 | SVC\grfehl1 | ? 📧

**eTRACK** Project Location Facility Details >

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By\*: **Tax Parcel ID** County\*: Municipality\*:

Tax Parcel ID / SBL\*: (As it appears on your tax bill, formatted)

1071

1072 The County must first be selected in the dropdown.

New York State Department of Environmental Conservation Version: 1.0.3 | SVC\grfehl1 | ? 📧

**eTRACK** Project Location Facility Details >

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By\*: Tax Parcel ID County\*: Albany Municipality\*:

Tax Parcel ID / SBL\*: (As it appears on your tax bill, formatted)

County dropdown menu (Albany selected):

- Albany
- Allegany
- Bronx
- Broome
- Cattaraugus
- Cayuga
- Chautauqua
- Chemung
- Chenango
- Clinton
- Columbia
- Cortland
- Delaware
- Dutchess**
- Erie
- Essex
- Franklin
- Fulton
- Genesee
- Greene

1073

1074 After which the municipalities within the County appear in the Municipality dropdown.

# eTrack

New York State Department of Environmental Conservation Version: 1.0.3 | SVCgrefelin | ⓘ ⚡ ⚡

**eTRACK** Project Location Facility Details >

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By: Tax Parcel ID County: Dutchess Municipality: Red Hook

Tax Parcel ID / SBL #: (As it appears on your tax bill, formatted)  Search Clear

Next Close

- 1075
- 1076 Entering the County and Municipality enables the Tax Parcel ID / SBL data field. Enter the Tax Parcel ID /  
1077 SBL number for the Project and click Search. The search will return matches from eFind if an exact match  
1078 is found.
- 1079 If an exact match is not found, the user can click the 'Yes' checkbox opt to search again for the correct  
1080 parcel. If found, the map will zoom in to that location. If not found, the map will zoom to the  
1081 municipality instead.
- Check NYSDEC Facility Records** ⓘ

We did not find any facility matches in our records. Is your search entry correct?  
 Yes, zoom to **76.26-4-17** on the map and review the map instructions.
- 1082
- 1083 Use the map tools to define/select the correct parcel and then click Next.
- 1084 [Zoom \(or Pan\) on Map / Using the Map Feature](#)
- 1085 The Zoom (or Pan) on Map feature enables the Analyst to select the property by using map tools.

# eTrack

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By\*:

Zoom to County\*:  Albany

Please pan or zoom to the correct location and select the parcel(s) or draw to outline the property boundary.

*Click to draw or select/unselect parcels*

Map showing the state of New York with county boundaries. Albany is highlighted in green. Major cities labeled include Buffalo, Rochester, Albany, and Syracuse. Roads and water bodies are also visible.

1086

1087 Select a County from the dropdown and the map will zoom to that County.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By\*:

Zoom to County\*:

Please pan or zoom to the correct location and select the parcel(s) or draw to outline the property boundary.

*Click to draw or select/unselect parcels*

Detailed map of the Albany area, New York, showing roads, rivers, and parcels. Labeled locations include Albany, Schenectady, Cohoes, Troy, West Sand Lake, and Niverville. Numerous roads are numbered, such as 10, 20, 9, 7, 22, 43, 150, 144, 32, 445, 20, 149, 116, and 109.

1088

1089 Use the map tools to define/select the parcel boundary and then click Next.

1090 [Upload a Shapefile](#)

1091 The final way to search for a facility with the No radio button selected is to Upload a Shapefile.

# eTrack

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

**Search By:**  **Choose Shapefile:**

Add Shapefile as .zip file

*Click to draw or select/unselect parcels*

1092

- 1093 The Analyst chooses a shapefile (which must contain a polygon and cannot be larger than 50MB). Once  
1094 the file is uploaded the polygon appears on the map:

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

**Search By:**  **Choose Shapefile:**

*Click to draw or select/unselect parcels*

1095

- 1096 If the uploaded shape is correct, click Next.

1097 *Search for Project Location by DEC ID*

- 1098 If the Analyst selects the 'Yes' radio button when asked if they wish to search for a location by a known  
1099 ID for an existing DEC Facility, a different selection of search criteria is presented in the dropdown,  
1100 starting with 'DEC ID'.

**eTRACK**

Choose how you would like to search for the project location below.

On the map, please define the *property boundary* for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

**Search By:**

1101

# eTrack

- 1102 Selecting the DEC ID option produces the following data entry field, into which the DEC ID can be  
1103 entered or pasted. The number is automatically formatted.

Choose how you would like to search for the project location below.  
On the map, please define the **property boundary** for this project. This will establish the location for a facility record that the NYSDEC uses for tracking applications and permits.

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By: **DEC ID**  **Search** **Clear**



1104

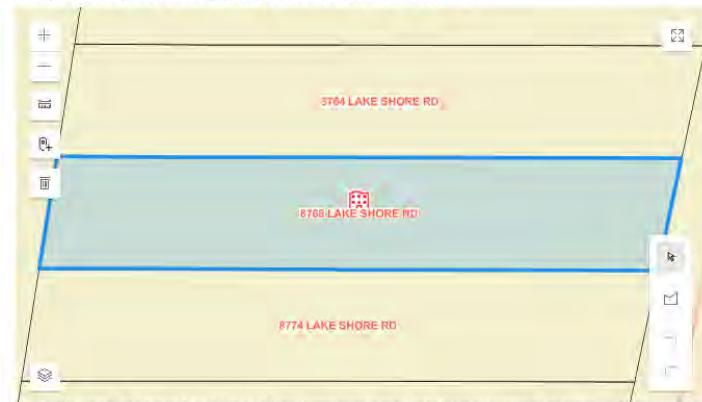
- 1105 Using a valid DEC ID, click Search. The address, DEC ID, and Last Known Applicant are presented in a  
1106 results grid, and the radio button for the single result is pre-selected.

**Check NYSDEC Facility Records** ⓘ  
We found the following facility match in our records. Please review the map instructions.

Address	DEC ID	Last Known Applicant
8768 Lake Shore Rd Evans NY 14006	9-1444-00137	CARL ULLRICH

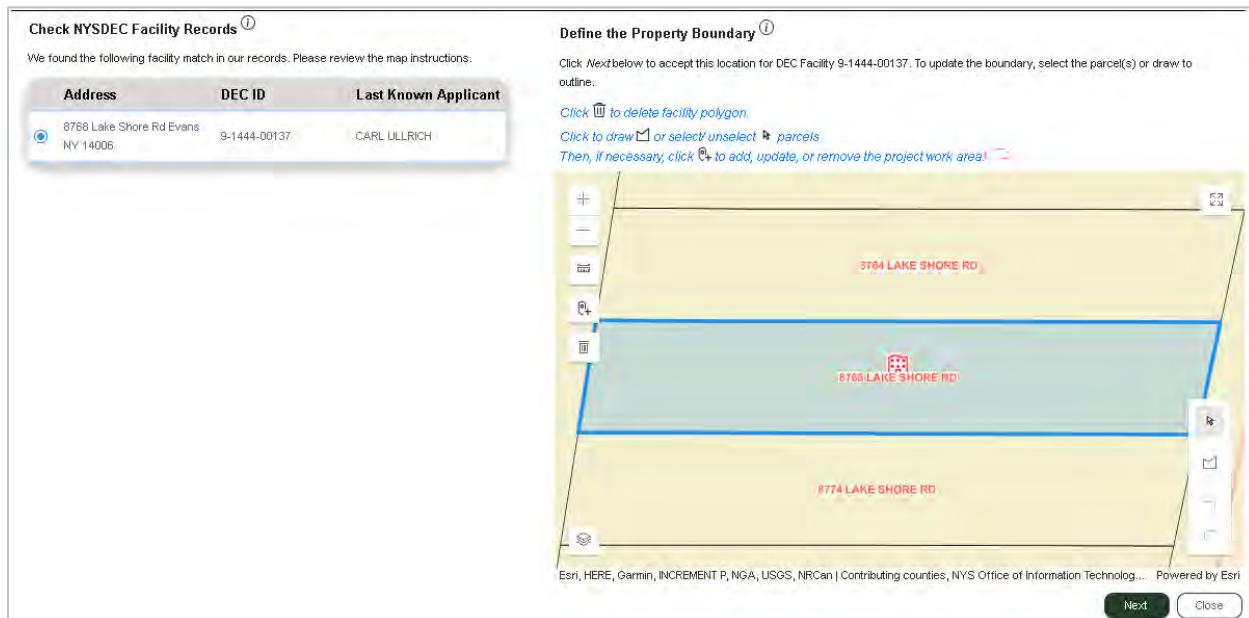
**Define the Property Boundary** ⓘ  
Click **Next** below to accept this location for DEC Facility 9-1444-00137. To update the boundary, select the parcel(s) or draw to outline.

Click to delete facility polygon.  
Click to draw or select/unselect parcels  
Then, if necessary, click to add, update, or remove the project work area!



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**Next** **Close**



1107

- 1108 As stated above, the map will display the facility icon and facility polygon when an approved polygon  
1109 exists in eFind. The polygon can be edited by deleting the existing polygon (the trashcan icon can be  
1110 used) and then using the map tools to select or draw a new polygon. If the facility does not yet have a  
1111 defined location in eFind, the map will zoom to the general location and display the facility icon. The  
1112 property boundary will need to be identified using the map tools to select a parcel or draw a boundary.
- 1113 If a recognized facility exists at the address, a red 'building' icon will appear within the parcel. Click on  
1114 the **border edge** of the red icon to display information about the facility.

# eTrack



1115

- 1116 Note: if there is an additional associated parcel, a page number icon will appear at the lower right for  
1117 navigating to that information.
- 1118 In the DEC ID search above, according to the instructional text above the map, the property boundary  
1119 has already been defined.
- 1120 To accept this location for the DEC Facility number entered, do NOT click on the map, just click Next.
- 1121 To update the boundary of an approved polygon, click on the trash can icon to delete it, then redraw the  
1122 polygon using the 'draw a polygon' tool from the right-hand map tool menu.

**Check NYSDEC Facility Records**

We found the following facility match in our records for the entered address. If this is incorrect, choose *None of the above* to zoom to 4011 chase road burdett on the map. Please review the map instructions.

Address	DEC ID	Last Known Applicant
4011 CHASE RD BURDETTE NY 14818	8-4426-00267	JAMES D YOUNG
None of the above <a href="#">Clear selection above to choose</a>		

**Define the Property Boundary**

Click Next below to accept this location for DEC Facility 8-4426-00267. To update the boundary, select the parcel(s) or draw to outline.

*Click to draw or select/unselect parcels*

1123

# eTrack

1124 In this next DEC ID search, as seen in the instructional text above the map, the property boundary needs  
1125 to be defined for a facility that already exists in eFind.

1126 Click on the parcel to select its boundary, or draw a polygon to define the property boundary. Follow the  
1127 'Define the Property Boundary' instructions above the map.

**Check NYSDEC Facility Records**

We found the following facility match in our records. Please review the map instructions.

Address	DEC ID	Last Known Applicant
Corning Preserve Albany NY	4-0101-00267	KEVIN SHUFELT

**Define the Property Boundary**

The property boundary for DEC Facility 4-0101-00267 needs to be defined. Please pan or zoom to the correct location and select the parcel(s) or draw to outline the boundary. A work area can be defined, if necessary. Click Next below to update the details for this DEC Facility.

Click to draw  or select/unselect  parcels

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Next Close

1128

1129 Click on the parcel, and additional instructional text appears above the map, along with information  
1130 about the parcel.

**Check NYSDEC Facility Records**

We found the following facility match in our records. Please review the map instructions.

Address	DEC ID	Last Known Applicant
Corning Preserve Albany NY	4-0101-00267	KEVIN SHUFELT

**Define the Property Boundary**

The property boundary for DEC Facility 4-0101-00267 needs to be defined. Please pan or zoom to the correct location and select the parcel(s) or draw to outline the boundary. Click Next below to update the details for this DEC Facility.

Select  to add, update, or remove the project work area   
Click to draw or select/unselect parcels

Tax Parcel ID: 76-26-4-17  
Parcel Address: 119 N Pearl St Albany NY  
Primary Owner: State of New York.

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Next Close

1131

1132 For both of the above options, click Next to advance to the Facility Details screen.

# eTrack

## 1133 *Search for a Project Location by SPDES ID*

1134 With the Yes radio button selected, the next option for the project location search is the SPDES ID. The  
1135 first two characters of the SPDES ID (NY) are pre-populated in the data field. The Analyst enters or  
1136 pastes the SPDES ID into the field (without duplicating the 'NY') and clicks Search.

1137 The address, DEC ID, and Last Known Applicant are presented in a results grid, and the radio button for  
1138 the single result is pre-selected. The map displays as described in the property location searches above.

The screenshot shows the eTrack application interface. On the left, a table titled 'Check NYSDEC Facility Records' lists one result: 'Address' 299 Rosevale Ave, 'DEC ID' 1-4728-00186, and 'Last Known Applicant' TOWN OF ISLIP. To the right is a map titled 'Define the Property Boundary'. The map shows a residential area with streets like HEILMAN AVE, MALL AVE, and WASHINGTON AVE. A specific property boundary is highlighted in green, and a red polygon is drawn over it. A legend on the map indicates 'Click to draw or select/ deselect parcels'. Below the map, instructions say 'Click Next below to accept this location for DEC Facility 1-4728-00186. To update the boundary, select the parcel(s) or draw to outline.' At the bottom of the map are credits: Esri, HERE, Garmin, GeoTechnologies, Inc., NOAA, USGS | Contributing counties, NYS Office of Information Technolo... Powered by Esri. Navigation buttons 'Next' and 'Close' are at the bottom right.

1139

1140 Click Next to advance to the Facility Details screen.

## 1141 *Search for a Project Location by Mined Land ID*

1142 With the Yes radio button selected, the next option for the project location search is the Mined Land ID.  
1143 Five digits representing the Mined Land ID are present in the data field and vanish when the correct  
1144 sequence of five digits for the Mined Land ID are entered. Click Search.

1145 The address, DEC ID, and Last Known Applicant are presented in a results grid, and the radio button for  
1146 the single result is pre-selected, and the map functions as described above.

1147 As with the DEC ID, even if an existing facility is recognized, the Property Boundary may still need to be  
1148 defined. Click on the appropriate parcel to select the property boundary or draw a polygon to define the  
1149 property boundary. Follow the 'Define the Property Boundary' instructions above the map.

# eTrack

Do you want to search by a known ID for an existing DEC Facility?  Yes  No

Search By: Mined Land ID 90009

**Check NYSDEC Facility Records** ①

We found the following facility match in our records. Please review the map instructions.

Address	DEC ID	Last Known Applicant
Rawson Road Cuba NY 14727	9-0456-00002	TOWN OF LYNDON

**Define the Property Boundary** ①

The property boundary for DEC Facility 9-0456-00002 needs to be defined. Please pan or zoom to the correct location and select the parcel(s) or draw to outline the boundary. Click Next below to update the details for this DEC Facility.

Draw or draw on selected/unselected parcels

1150

1151

1152 *Search for a Project Location by Solid Waste ID*

1153 With the Yes radio button selected, the next option for the project location search is the Solid Waste ID.  
1154 The Analyst enters the Solid Waste ID and clicks Search.

1155 The address, DEC ID, and Last Known Applicant are presented in a results grid, and the radio button for  
1156 the single result is pre-selected. The map functions as described above.

1157 Even if an existing parcel is recognized, the Property Boundary may still need to be defined. Click on the  
1158 appropriate parcel to select the property boundary or draw a polygon to define the property boundary.  
1159 Follow the 'Define the Property Boundary' instructions above the map.

Search By: Solid Waste ID 32K18

**Check NYSDEC Facility Records** ①

We found the following facility match in our records. Please review the map instructions.

Address	DEC ID	Last Known Applicant
4870 Packard Rd Niagara Falls NY 14304	9-2911-00035	FRONTIER FIBERS LLC

**Define the Property Boundary** ①

The property boundary for DEC Facility 9-2911-00035 needs to be defined. Please pan or zoom to the correct location and select the parcel(s) or draw to outline the boundary. Click Next below to update the details for this DEC Facility.

Click to draw or select/unselect parcels

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1160

# eTrack

1161 Click Next to advance to the Facility Details screen.

## 11.2.6 Facility Details

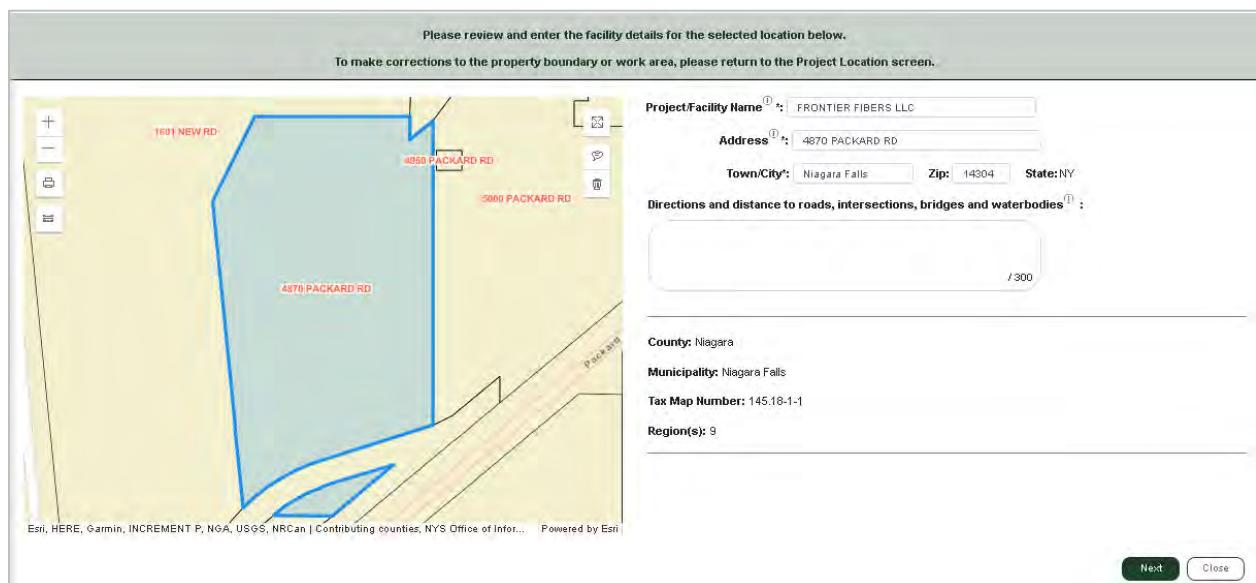
1163



1164

1165 Clicking Next on the Project Location screen for any of the above scenarios will bring the Analyst to the  
1166 Facility Details screen. This screen contains information about the facility (i.e., County, Municipality, Tax  
1167 Map Number, and Region(s)), plus data entry fields in which information about the location can be  
1168 added and/or edited.

1169 On the Facility Details screen, the display of the map and the information is reversed in comparison to  
1170 the Project Location screen, with the map appearing on the left and the information to the right.



1171

1172 Analysts are instructed to review and enter the facility details for the selected location.

1173 The data entry fields are: Project/Facility Name; Address; Town/City; Zip; and Directions. The Address,  
1174 County, Municipality, Tax Map Number, and Region(s) are pre-populated based on the location data.  
1175 There can be multiple Municipalities, Tax Map Numbers, and Regions.

1176 Informational icons beside the Project/Facility Name, Address, and Directions can be hovered over for  
1177 detailed instructions and tips.

1178 To make corrections to the property boundary, the user **must return to the Project Location** screen by  
1179 clicking on the sub-header in the navigation panel above.

1180

# eTrack

## 1181 11.2.7 Creating a Work Area

1182 As part of the permit application, the Analyst may wish to draw a distinct project work area on or near  
1183 the project polygon. The work area could indicate a precise location for the area of disturbance, or the  
1184 work being proposed, typically within the facility polygon already defined.

1185 The ‘Work Area’ drawing tool is available on the Project Location selection screen in Step 1 (Data Entry  
1186 and Validate Mode). For the tool to be visible to the user, a facility polygon must already be displayed on  
1187 the map. When there is a facility polygon on view, the system will display instructional text above the  
1188 map.

1189 Using the project work area tool, the user can draw/add a project work area, delete an existing work  
1190 area, and modify a project work area. If the user deletes the facility polygon on the map view, the  
1191 project work area will also be deleted.

1192 After the user clicks the Next button on the Project Location screen, the system will display the selected  
1193 facility polygon and the project work area on the Facility Details screen.

1194 Users are not able to alter the project facility polygon and project work area on the Facility Details  
1195 screen. If they must modify them, they need to navigate back to Project Location to make any changes.



1196

# eTrack

- 1197 To draw a work area, click on the 'Add work area(s)' icon on the upper left  , below the zoom-in and  
1198 zoom-out icons. Then, click on the 'Draw a polygon' icon  to activate the drawing tool.
- 1199 Place the cursor where the work area is be drawn and then click and drag to create the shape. Double-  
1200 click to finish and the work area will appear:



1201

- 1202 The work area can also be adjusted by clicking and dragging the dots:



1203

- 1204 Clicking off the work area will leave it appearing with a dotted purple line:



1205

- 1206 The Analyst can then move forward by clicking Next.

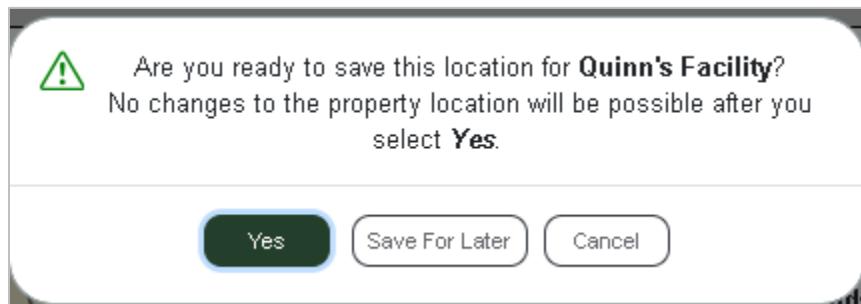
# eTrack

1207 Ultimately, there are many combinations possible for drawing a work area, with or without an approved  
1208 polygon, unapproved polygon, selecting a new facility, confirming that the facility is a duplicate, etc. The  
1209 polygon and work area will appear later in Validate Mode, where changes can be made if needed.

## 1210 **11.2.8 Step 1 Confirmation Complete Pop-up**

1211

1212 Back on the Facility Details screen, Clicking Next will generate a confirmation pop-up, asking if the  
1213 Analyst is ready to save the location. No changes to the property location will be possible after the user  
1214 clicks Yes.



1215

1216 Clicking Yes will save the selection and bring the user to the Main Navigation screen, where the facility  
1217 name and address appears at top, and Step 1 is marked completed with a checkmark and Step 2 is  
1218 enabled.

1219

1220

1221 If the Analyst comes back to Step 1 after Clicking 'Yes', they will be able to make changes to the facility  
1222 details, but not to the map itself.

# eTrack

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**eTRACK** Facility Details

Please review and update the details for the selected facility below.

DEC ID: New			
Project/Facility Name*: Main Street Facility			
Address *: 341 Main St			
Town/City*: Catskill	Zip:	State: NY	
Directions and Distance to roads, intersections, bridges and waterbodies:			
<input type="text"/> <small>/300</small>			
County: Greene			
Municipality: Catskill			
Tax Map Number: 156.78-3-17			
Regions: 4			



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1223

1224 Clicking Save For Later will save the information entered and move the user forward to the Main  
 1225 Navigation Screen, however, since the step was not completed, there will be no checkmark and Step 2  
 1226 will not be enabled. The user can come back to Step 1/Facility Details later to add or edit a Work Area or  
 1227 the Facility Details. Although the Project Location screen will not be accessible, the user can make  
 1228 changes to the Project Location using the map on the Facility Details screen in this situation alone.

DEC ID: 9-2911-00035

Project/Facility Name\*: FRONTIER FIBERS LLC

Address \*: 4870 PACKARD RD

Town/City\*: Niagara Falls Zip: 14304 State: NY

Directions and Distance to roads, intersections, bridges and waterbodies:

/300

County: Niagara

Municipality: Niagara Falls

Tax Map Number: 145.18-1-1

Regions: 9

Click to draw or select/unselect parcels  
 Then, if necessary, click to add, update, or remove the project work area!



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1229

## 11.3 Creating a New Facility

1231 To create a new facility using eTrack, begin the Enter App process using the link at the top of the Analyst  
 1232 Dashboard. In Step 1, use the 'Property Address' search to zoom into a city, town, or street, or use the  
 1233 'Zoom (or Pan) on Map' search to zoom into the location where the new facility is located.

# eTrack

1234 Select or draw the parcel using the map tools, fill in the information fields on the Facility Details screen,  
1235 and click Next. A Project ID is created at the end of Step 1 to assist with the tracking of the new facility  
1236 through data entry and validation. Once uploaded to DART at the end of Validation Mode, a DEC ID will  
1237 be created for the new facility, and a record will be created in eFind.

## 1238 **11.3.1 Statewide, Countywide, and Multi-Region facilities**

1239 In certain circumstances, a facility will extend across geographical boundaries and will display uniquely  
1240 in eTrack. For example, the facility could be a 'Statewide' pipeline project that extends from the north of  
1241 NYS to downstate, a transmission line, a highway, etc. Or it could be a Countywide or Multi-region  
1242 facility, or other facility that crosses geographical boundaries.



1243  
1244 Projects that cross multiple boundaries and include all/most counties are defined as 'Statewide'. In  
1245 these cases, the individual counties will be aggregated under the title 'STATEWIDE' on various screens  
1246 throughout eTrack.  
1247 In Data Entry Mode Step 1, all the counties will be displayed but the Municipality will be NEW YORK. The  
1248 Tax Map numbers will be collectively referred to as 'Multiple Tax Parcels'.

# eTrack

Please review and enter the facility details for the selected location below.  
To make corrections to the property boundary or work area, please return to the Project Location screen.

**Project/Facility Name**:

**Address**:

**Town/City**: NEW YORK **Zip**:  **State**: NY

**Directions and distance to roads, intersections, bridges and waterbodies**:  0 / 300

**Please provide an explanation for creating a new facility at the same location as an existing record**:  0 / 300

**County**: Delaware, Otsego, Westchester, Chautauqua, Orleans, Oswego, Herkimer, Putnam, Greene, Franklin, Allegany, Steuben, Tioga, Broome, Chenango, Kings, Suffolk, Erie, Cattaraugus, Wyoming, Genesee, Yates, Cayuga, Tompkins, Lewis, Bronx, Rockland, Schoharie, Albany, Clinton, Monroe, Schuyler, Seneca, Cortland, Wayne, Oneida, Queens, Nassau, Montgomery, Jefferson, Sullivan, New York, Ulster, Saratoga, Rensselaer, Washington, Essex, Onondaga, Madison, Orange, Dutchess, Warren, Niagara, Livingston, Ontario, Chemung, St Lawrence, Richmond, Columbia, Schenectady, Fulton, Hamilton

**Municipality**: NEW YORK

**Tax Map Number**: Multiple Tax Parcels

**Region(s)**: 1, 2, 3, 4, 5, 6, 7, 8, 9

**Next** **Close**

1249

- 1250 In Validate Mode Step 1, the Municipality, Primary Municipality and Tax Map Number identifiers will all  
1251 be aggregated.

**County**: STATEWIDE

**Municipality**: NEW YORK STATE **Primary Municipality**: NEW YORK STATE (0000)

**Tax Map Number**: Multiple Tax Parcels

**Regions**: 0

1252

- 1253 After Upload to DART, the Analyst dashboard will show the statewide category designations as well.

Project ID	EA	GP	Applicant	Facility	Municipality	County
Y	Y	Y	Y	Y	Y	Y
6083			JOHNSON, MARIE, ANNA	colin shapefile test	NEW YORK STATE	STATEWIDE

1254

- 1255 The designation will also appear on the Project Location maps.

# eTrack

1256 Statewide, Countywide, Multi-region, and other facilities that cross specific geographical boundaries are  
1257 assigned unique DEC ID number sequencing, and can be identified as such:

Statewide	0-0000-xxxx	Located in all/most counties - throughout the state. "New York (state)" entered in eFind
Multi-region	0-9999-xxxx	Located in more than one region. Multiple county codes from different regions <b>or</b> county wide codes from different regions entered in eFind)
Countywide	x-xx00-xxxx Examples: 1-2800-xxxx; 4-3600-xxxx	Located in all/most municipalities - throughout the county. Single "Countywide" code entered in eFind.
Multi-county	x-990x-xxxx Example: 4-9904-xxxx; 9-9909-xxxx	Located in more than one county (county codes <b>or</b> countywide codes entered in eFind)
Multi-municipality	x-xx99-xxxx Examples: 3-1399-xxxx; 1-2899-xxxx	Located in more than one municipality within same county (municipality SWIS codes entered in eFind)
Single municipality	x-xxxx-xxxx Example: 8-2434-00088	Located within a single municipality. Single municipality SWIS entered in eFind.

1258

1259 Note: For NYC-wide facilities, the pattern is 2-6500-xxxx. The facility spans across all five counties (60-  
1260 64), but not any other county.

## 1261 **11.4 Applicant Information (Step 2)**

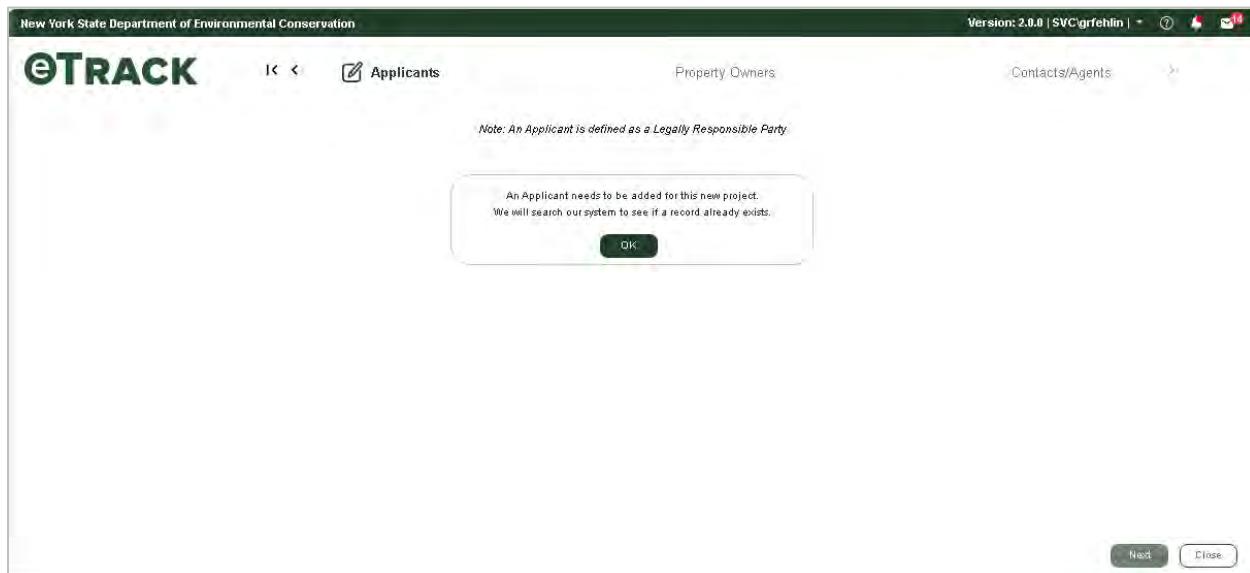
1262 In Step 2, Applicant Information, the Analyst identifies the Applicants (the Legally Responsible Party),  
1263 Property Owners, and Contacts/Agents associated with the project. At least one Applicant must be  
1264 associated with the Project. The Analyst will not be able to move forward until one has been added.

### 1265 **11.4.1 Step 2 Screen Navigation**

1266 During Step 2, three sub-steppers are present at the top of the screen: Applicants; Property Owners; and  
1267 Contacts/Agents. When data has been entered and sub-steppers can be selected, these links will display  
1268 for ease of navigation.

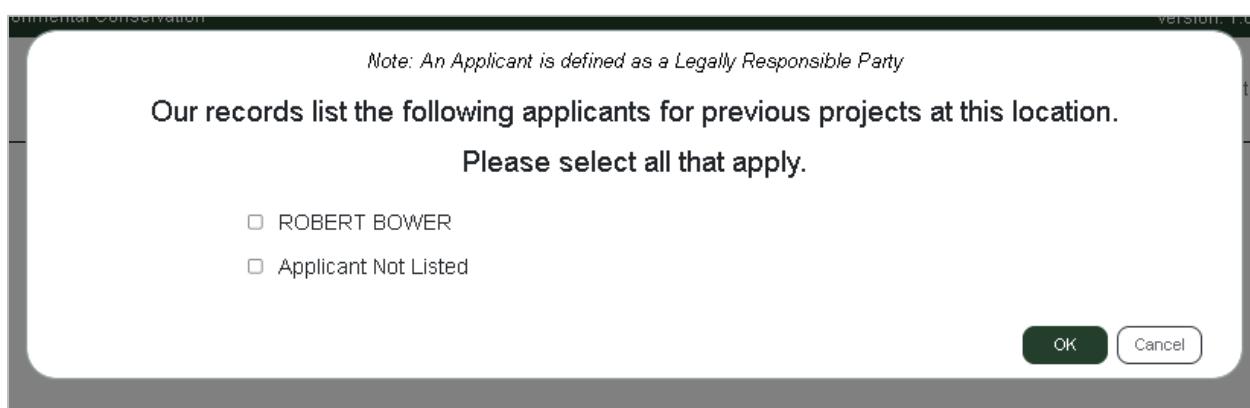
1269 Clicking on Step 2 on the Main Navigation Screen will bring the user to the Applicants screen, where the  
1270 user will be informed that an Applicant needs to be added for a new project, and that eTrack will search  
1271 eFind to see if a record already exists. The Analyst confirms this by clicking OK.

# eTrack



1272

- 1273 If a previous applicant(s) who has been associated with the chosen location already exists, the name(s)  
1274 will be displayed beside a checkbox, above a checkbox for 'Applicant Not Listed'. If the facility is new  
1275 (i.e., no previously associated applicant exists), the Public Search screen will be opened instead. If an  
1276 applicant is initially chosen for this project and then deleted, the applicant is dis-associated with this  
1277 project but remains in eFind as is.



1278

- 1279 Selecting the checkbox beside each name, and clicking OK, will present the existing public details for  
1280 each applicant. Detail screens will be presented sequentially after each applicant screen is completed.  
1281 If the Analyst chooses not to use the previous applicant(s), but add a new one instead, the old previously  
1282 associated applicants are 'ended' (removing the association). The newly created applicant is considered  
1283 'active'.  
1284 The removal of the association cannot be seen until the permit application is uploaded to DART. This is  
1285 where the end dates are placed on the name(s) previously associated but not selected. The next time an

# eTrack

- 1286 Analyst comes to this screen for a different project, they will only see the newly added applicant for selection.
- 1288 Note: This 'ending' process applies also to Property Owners and Contacts/Agents.

APPLICANT  
Please complete the form so that we can confirm, update, or add information in our system.

Applicant Type\*: Individual

First Name\*: ROBERT      Middle Name/Initial: BOWER      Last Name\*: BOWER      Suffix:

Relationship to Property\*:  Owner  Operator  Lessee (Check all that apply)

Address Type:  US Address  Non-US Address

Street Address 1\*: 1396 GREAT GULLY ROAD

Street Address 2:

Zip Code\*: 13160 State\*: NY

Post Office / City\*: UNION SPRINGS

Phone Number(s)\*: (Cell):   
(Work):  Ext:   
(Home): (315) 889-5822

Email Address:

Next Close

1289

- 1290 If the new applicant is not listed, the Analyst selects the Applicant Not Listed checkbox and clicks OK.  
1291 This will display the Applicant Search pop-up (Public Search) which will check for existing public records  
1292 in eFind. The Analyst will also be presented with this screen when a new facility is being created and  
1293 there hasn't been any person previously associated.

## 11.4.2 Applicant Search

- 1295 The user is prompted to search for an applicant using Applicant Search, before adding any new  
1296 Applicant, Property Owner, or Contact/Agent. The public search is done first to check whether the  
1297 applicant already exists in the eFind database.

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APPLICANT SEARCH

Applicant Type\*: --SELECT--

Note: An Applicant is defined as a Legally Responsible Party

1298

# eTrack

- 1299 To begin, a selection must be made from the Applicant Type dropdown. Options are, from top down:  
1300 Individual; Sole Proprietor; Incorporated Business; Trust or Association; Partnership; Federal Agency;  
1301 State Agency; Municipality or County.

The screenshot shows the 'APPLICANT SEARCH' screen. At the top, there is a note: 'Note: An Applicant is defined as a Legally Responsible Party'. Below this, there is a section titled 'Below are the' with a name listed: 'LANE H BRIGGS'. A dropdown menu is open under the heading 'Applicant Type\*'. The options in the dropdown are: --SELECT--, Individual, Sole Proprietor, Incorporated Business, Trust or Association, Partnership, Federal Agency, State Agency, and Municipality or County. There is also a link 'Add another Applicant for this project' at the bottom of the dropdown menu.

- 1302
- 1303 After choosing an option from the dropdown, the remainder of the search screen appears, with options to search.  
1304

The screenshot shows the 'APPLICANT SEARCH' screen with 'Individual' selected in the 'Applicant Type\*' dropdown. Below it, there are search fields for 'First Name\*' and 'Last Name\*', both with dropdown menus for 'Starts with', 'Contains', and 'Exact'. There are also 'Search' and 'Clear' buttons. A note at the bottom states: 'Note: An Applicant is defined as a Legally Responsible Party'.

- 1305
- 1306 The first option, Applicant Type 'Individual' presents search options for First Name and Last Name. The dropdowns provide additional search options: Starts With; Contains; and Exact. These same options are provided for Sole Proprietor. There are a minimum of two characters for each search field for the Applicant Type searches, with the exception of the Individual/Sole Proprietor Type, where the Last Name field can have an Exact search value of only one character.  
1307  
1308  
1309  
1310
- 1311 The next Applicant Type category is Incorporated Business. For this search, the user is asked to enter the Business or Organization name. The same search options are available: Starts with; Contains; and Exact.  
1312  
1313 The next two Applicant Types (Trust or Association; and Partnership) use the same search criteria.

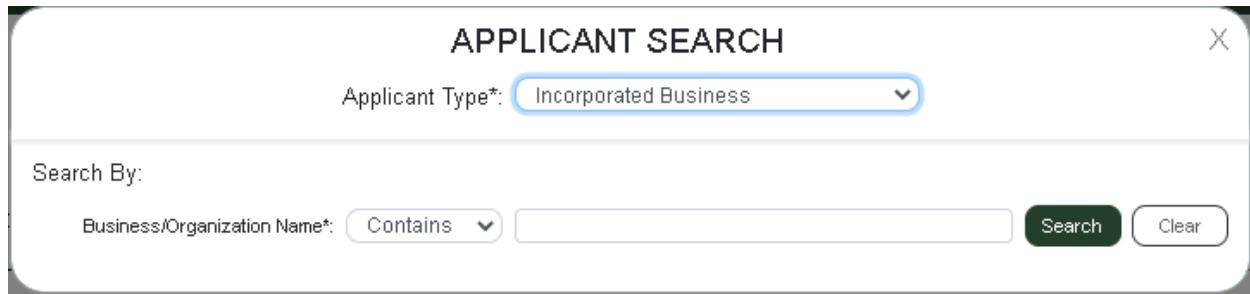
# eTrack

APPLICANT SEARCH

Applicant Type\*: Incorporated Business

Search By:

Business/Organization Name\*: Contains  Search Clear



1314

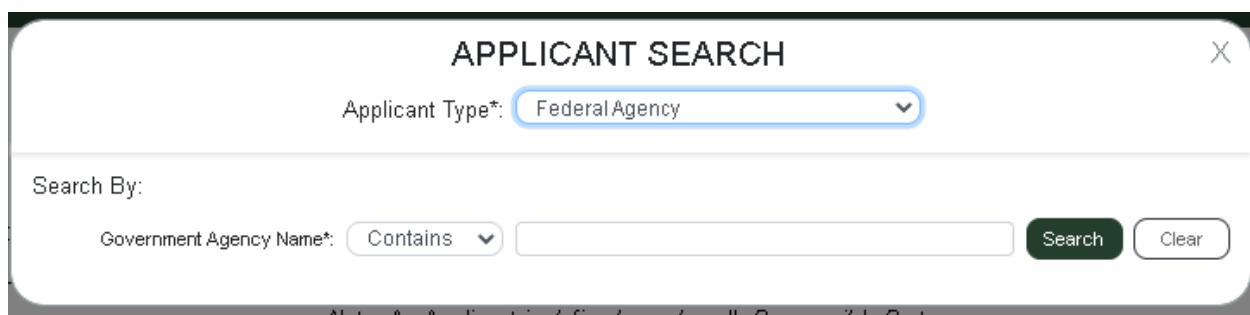
1315 The next Applicant Type is Federal Agency. For this search, the user is asked to enter the Government  
1316 Agency name. The same search options are provided. The next two Applicant Types (State Agency; and  
1317 Municipality or County) use the same search box.

APPLICANT SEARCH

Applicant Type\*: Federal Agency

Search By:

Government Agency Name\*: Contains  Search Clear



1318

## 11.4.3 Applicant Search Results

1320 Search results are presented in a list from which the correct applicant may be chosen. If none of the the  
1321 options provided are a match, the user may select 'None of the Above', which will present a blank  
1322 applicant information screen for the Analyst to manually enter the information.

APPLICANT SEARCH

Applicant Type\*: Individual

Search By:

First Name\*: Starts with  sarah

Last Name\*: Exact  smith

Search Clear

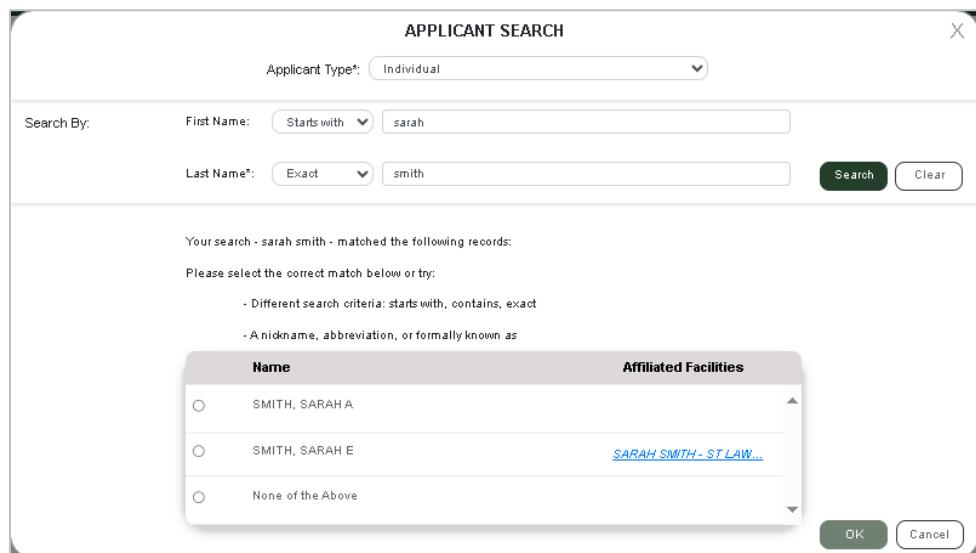
Your search - sarah smith - matched the following records:

Please select the correct match below or try:

- Different search criteria: starts with, contains, exact
- A nickname, abbreviation, or formally known as

Name	Affiliated Facilities
<input type="radio"/> SMITH, SARAH A	
<input type="radio"/> SMITH, SARAH E	<a href="#">SARAH SMITH - ST LAW...</a>
<input type="radio"/> None of the Above	

OK Cancel



1323

# eTrack

- 1324 Clicking on any Affiliated Facilities in the Individual search results (highlighted with a blue hyperlink) will  
1325 display a popup with a bulleted list of the applicant's affiliated facilities in NYS.

The screenshot shows the 'APPLICANT SEARCH' interface. At the top, 'Applicant Type\*' is set to 'Individual'. Below it, 'Search By:' includes 'First Name:' dropdown set to 'Starts with' and the value 'sarah', and 'Last Name:' dropdown set to 'Exact' and the value 'smith'. There are 'Search' and 'Clear' buttons. The main area displays a message: 'Your search - sarah smith - matched the following records: Please select the correct match below or try:'. It lists three options: 'SMITH, SARAH A', 'SMITH, SARAH E', and 'None of the Above'. The first option has a blue link 'SARAH SMITH - ST LAW...' under 'Affiliated Facilities'. A tooltip for this link shows a list of affiliated facilities: '• SARAH SMITH - ST LAWRENCE RIVER PROPERTY, 16482 CALUMET BLVD CLAYTON • Sarah's Test Facility, 11 Douglas Rd|test Bethlehem • test, 37 Douglas Rd|test Bethlehem'.

- 1326  
1327 This feature is helpful, for example, if two Sarah Smiths appear in the results; the associations can help  
1328 identify which listing is the correct one.

## 11.4.4 Applicant Information

- 1330 Whether an applicant is selected from the list of previously associated applicants, or through a public  
1331 search, an applicant information screen will appear. In each of these cases, information will pre-  
1332 populate in the fields, as available. This information may be edited, and additional information may be  
1333 entered. Fields marked with an asterisk (\*) are mandatory.

### *Individual*

- 1335 The Individual Type applicant information screen displays relevant contact information fields. Selecting  
1336 the radio button for a Non-US Address will display a variation of these fields, with additional character  
1337 allowances for international telephone numbers and postal codes, as well as a country dropdown menu.

- 1338 The Relationship to Property is a mandatory selection and the user is given the option to choose from  
1339 Owner, Operator, and Lessee, and can check all that apply. Identifying a Property Owner will be  
1340 necessary to move forward. If the applicant has already been identified as a Property Owner in the pop-  
1341 up at the very beginning of Enter Application process (Applicant Type Selection screen), that information  
1342 will be carried forward to pre-populate the Relationship to Property checkboxes, as appropriate. An  
1343 Applicant/Owner's information is stored in both the applicant and owner records.

1344

# eTrack

**APPLICANT**

Please complete the form so that we can confirm, update, or add information in our system.

Applicant Type\*:

First Name\*:  Middle Name/Initial:  Last Name\*:  Suffix:

Relationship to Property\*:  Owner  Operator  Lessee  (Check all that apply)

Address Type:  US Address  Non-US Address

Street Address 1\*:  Street Address 2:

Zip Code\*:  State\*:

Post Office / City\*:

Phone Number(s):  
(Cell):   
(Work):  Ext:   
(Home):   
Email Address:

1345

1346 *Sole Proprietor*

1347 The Sole Proprietor screen is similar to the Individual screen, however, an additional field for DBA (Doing Business As) is presented at the bottom of the screen.  
1348

Phone Number(s):  
(Cell):   
(Work):  Ext:   
(Home):   
Email Address:   
DBA:

1349

# eTrack

## 1350 *Incorporated Business / Trust or Association / Partnership*

1351 The Incorporated Business screen provides the same information and data field options as  
1352 Individual/Sole Proprietor, with additions. It is noted that the address must be a Corporate  
1353 Headquarters, and there is an 'Attention' field.

**APPLICANT**

Please complete the form so that we can confirm, update, or add information in our system.

Applicant Type\*:

Business/Organization Name\*: SHUBERT ORGANIZATION INC

Relationship to Property\*:  Owner  Operator  Lessee *(Check all that apply)*

Address Type:  US Address  Non-US Address

Street Address 1\*: 225 W 44TH ST FL 3 \*Address must reflect corporate headquarters

Street Address 2:

Zip Code\*: 10036 State\*: NY

Post Office / City\*: NEW YORK

Attention:

Phone Number(s): (Cell):   
(Work):  Ext:   
(Home):

Email Address:

1354

1355 The section at the bottom of the screen contains dropdown selections, information fields (e.g., for  
1356 Taxpayer ID) search tools, and instructions.

# eTrack

The screenshot shows a form with the following fields:

- Are you Incorporated? (dropdown menu showing "Yes")
- Taxpayer ID: 13-2751366
- State of Incorporation: NY
- NYS Corporation Search (link)
- Please verify your business\*:  VERIFIED  
 UNVERIFIED
- Next button
- Close button

1357

1358 If the Analyst clicks Yes to indicate that the applicant is Incorporated, they will be prompted to use the  
1359 NYS Corporation Search tool by clicking on the hyperlink. If the state of incorporation is NOT NY, the NYS  
1360 Corporation Search will be hidden.

1361 If the 'Are you Incorporated' dropdown is selected to Yes, the 'State of Incorporation' dropdown and the  
1362 Taxpayer ID data field will appear. If the State of 'NY' is also selected from the 'State of Incorporation'  
1363 dropdown, the NYS Corporation Search hyperlink will display a search results box in which the applicant  
1364 can select the correct business name for the applicant. This business verification helps save time during  
1365 the analyst validation process.

The screenshot shows a form with the following fields and a search results list:

- Are you Incorporated? (dropdown menu showing "Yes")
- Taxpayer ID: 13-2751366
- State of Incorporation: NY
- NYS Corporation Search (link)
- Please verify your business\*:  VERIFIED  
 UNVERIFIED
- A modal window titled "Not Listed" displays a list with one item: THE SHUBERT ORGANIZATION, INC.
- Select the verified Business Name from the retrieved list that most matches your entry.
- Next button
- Close button

1366

1367 After clicking on NYS Corporation Search, the business will either be automatically verified, causing the  
1368 VERIFIED checkbox to be filled, or if UNVERIFIED, the business listing will display. Selecting a name from  
1369 the list will change the status checkbox from UNVERIFIED to VERIFIED. Selecting a business name from  
1370 the list will also replace the name and/or punctuation that had been entered at the top of the screen. If  
1371 the correct business name is not listed, the applicant can select Not Listed, in which case the  
1372 UNVERIFIED box will be checked.

# eTrack

The screenshot shows a search results window for a business name. At the top, there are dropdown menus for 'Are you Incorporated?' (set to 'Yes') and 'State of Incorporation' (set to 'NY'). To the right, a text input field shows 'Taxpayer ID: 13-2751366'. Below these, a link 'NYS Corporation Search' is visible. A section titled 'Please verify your business\*' contains two radio buttons: 'VERIFIED' (unchecked) and 'UNVERIFIED' (checked). To the right, a scrollable list box displays the result 'THE SHUBERT ORGANIZATION, INC.' under the heading 'Not Listed'. At the bottom, a note says 'Select the verified Business Name from the retrieved list that most matches your entry.' and includes 'Next' and 'Close' buttons.

1373

- 1374 If no results appear following the NYS Corporation Search, the Analyst will be prompted to modify the  
1375 business name field above until a proper result is presented.
- 1376 If UNVERIFIED, the Analyst is also reminded that Incorporated entities must be verified in the NYS  
1377 Business and Corporate Entity Database, and that if no match is found, the Analyst must follow up with  
1378 the applicant to resolve identification. A direct link to the NYS Business and Corporate Entity Database is  
1379 provided for additional search functionality.

The screenshot shows a search results window for a business name. At the top, there are dropdown menus for 'Are you Incorporated?' (set to 'Yes') and 'State of Incorporation' (set to 'NY'). To the right, a text input field shows 'Taxpayer ID:'. Below these, a link 'NYS Corporation Search' is visible. A section titled 'Please verify your business\*' contains two radio buttons: 'VERIFIED' (unchecked) and 'UNVERIFIED' (checked). To the right, a note titled 'NYS Business and Corporate Entity Database' states: 'Incorporated entities must be verified in the NYS Business and Corporate Entity Database. If no match is found, the analyst must follow up with the applicant to resolve identification.' Below this, a warning message says: 'Warning: No Business/Organization Names have been retrieved that match your entry. Please update your Business/Organization Name and try again to verify, clicking on the NYS Corporation Search link.' At the bottom, it includes 'Next' and 'Close' buttons.

1380

- 1381 The 'Trust or Association' and 'Partnership' options provide the same screen options as 'Incorporated  
1382 Business'.
- 1383 *Federal Agency*
- 1384 The 'Federal Agency' information screen is similar to the Individual screen; however it contains the data  
1385 field, 'Attention' below the address fields.

# eTrack

APPLICANT

Please complete the form so that we can confirm, update, or add information in our system.

Applicant Type\*:

Government Agency Name\*:

Relationship to Property\*:  Owner  Operator  Lessee *(Check all that apply)*

Address Type:  US Address  Non-US Address

Street Address 1\*:

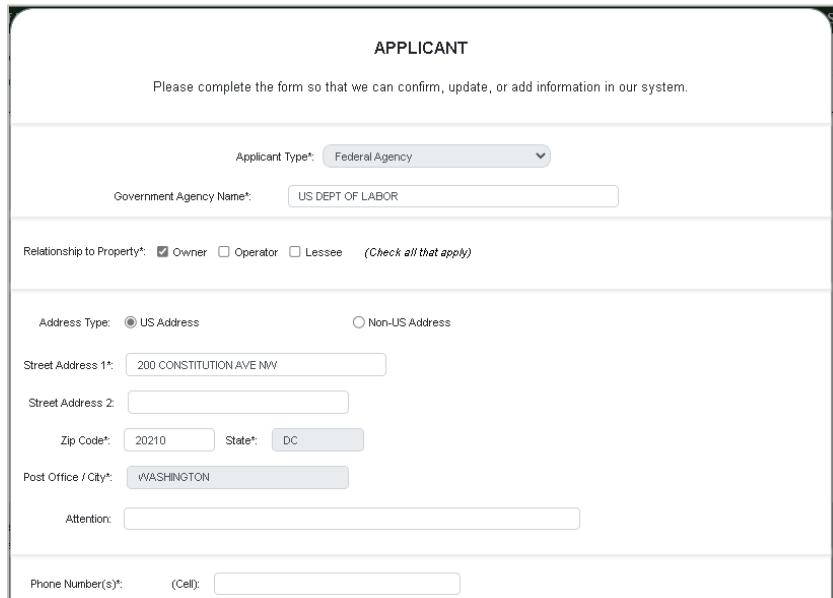
Street Address 2:

Zip Code\*:  State\*:

Post Office / City\*:

Attention:

Phone Number(s):  (Cell):



1386

1387

1388 If there are multiple names to be added to the 'Attention' field, Analysts must type a comma-separated  
1389 list.

1390 The 'State Agency' and 'County or Municipality' screens are identical to the Federal Agency information  
1391 screen.

## 11.4.5 Add Another Applicant

1393 After clicking Next on the Applicant Information screen, the applicant will be listed in a results grid, and  
1394 the user will be asked if they want to add another applicant. If the user selects yes, the process above  
1395 will repeat.

Do you want to add another Applicant?

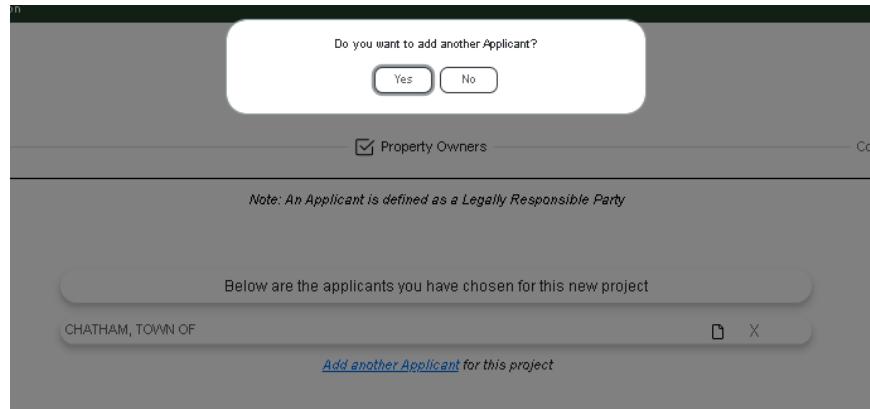
Property Owners

Note: An Applicant is defined as a Legally Responsible Party

Below are the applicants you have chosen for this new project

CHATHAM, TOWN OF

[Add another Applicant for this project](#)



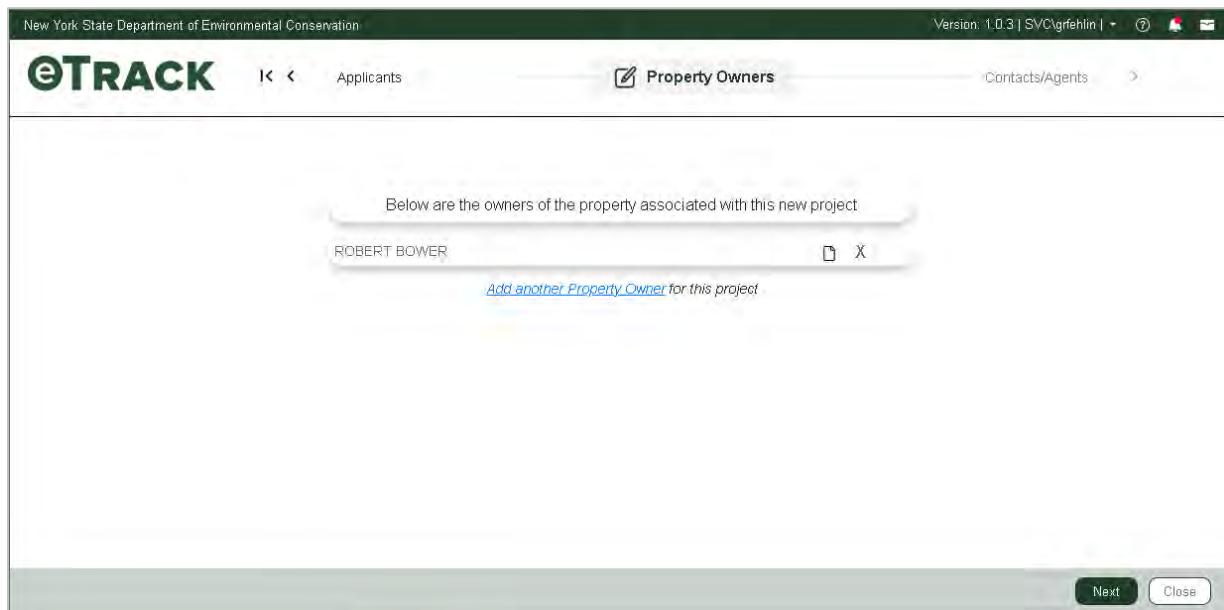
1396

1397 If the user clicks No, the system will display the list of the applicants chosen for the project on the  
1398 summary screen.

# eTrack

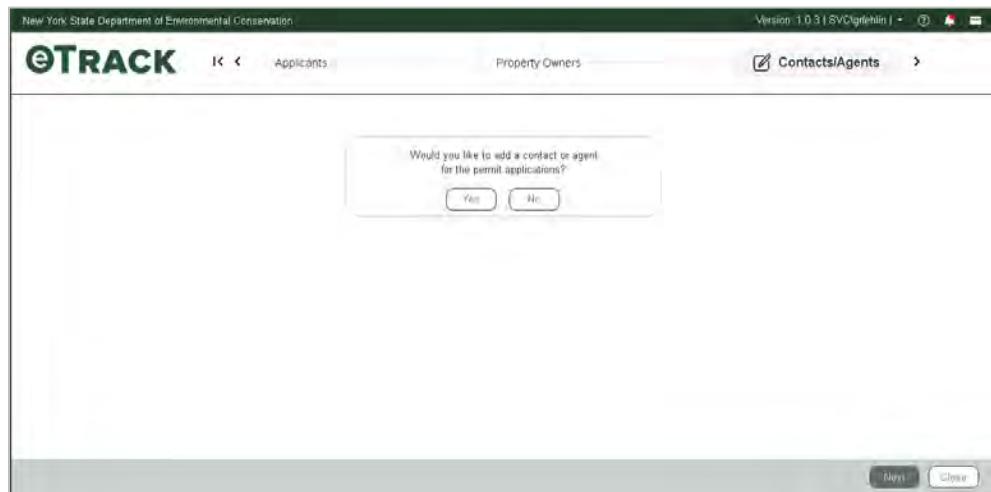
## 1399 11.4.6 Property Owners

1400 If the Owner checkbox has been selected on any previous applicant screens to identify the applicant  
1401 relationship to the property, that will fulfill the requirement for the identification of a Property Owner,  
1402 and the Property Owner sub-stepper will be checked. Clicking on the edit icon will return the user to the  
1403 applicant screen where further edits can be made if desired.



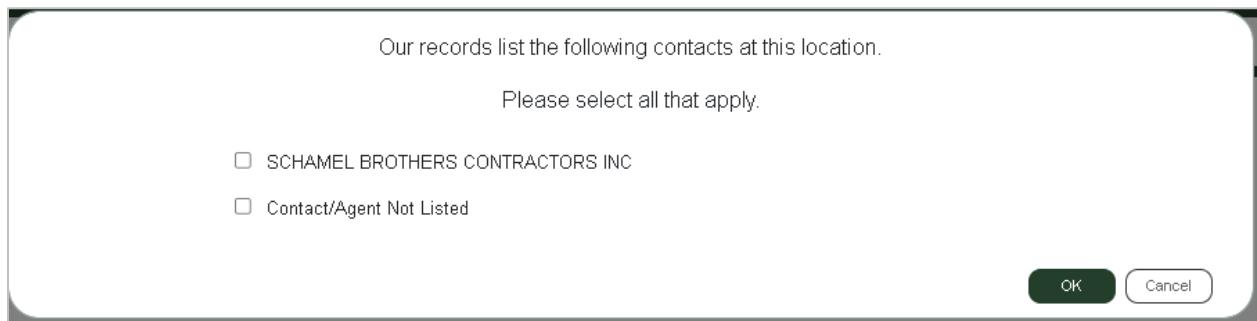
- 1404
- 1405 Clicking on the X will remove the owner from the project. If it was a newly entered name, it will be  
1406 deleted. If it was a previous association to this project location, the association will be removed from  
1407 this project and the person or entity will be added back to the possible selection list.
- 1408 When adding an applicant identified as an Applicant/Owner, the Property Owner record is automatically  
1409 created for this project, but is disabled for editing. Changes to the owner record would need to be made  
1410 by editing the applicant details in the previous sub-step, since the applicant/owner relationship has  
1411 already been established.
- 1412 The user can still choose to Add another Property Owner by clicking on the hyperlink and repeating the  
1413 process. Clicking Next will take the user to the option to add Contacts/Agents.
- 1414 **11.4.7 Contacts/Agents**
- 1415 Having identified the Applicant(s) and Property Owner(s), the Analyst is asked if they want to add any  
1416 Contacts or Agents for the project. Selecting a Contact/Agent is optional.
- 1417 Note: The Contact/Agent that is entered in eTrack is a Facility Application Contact. Other Contacts such  
1418 as Water Fee Billing Contact or Air Permit Contact are entered directly in eFind.

# eTrack



1419

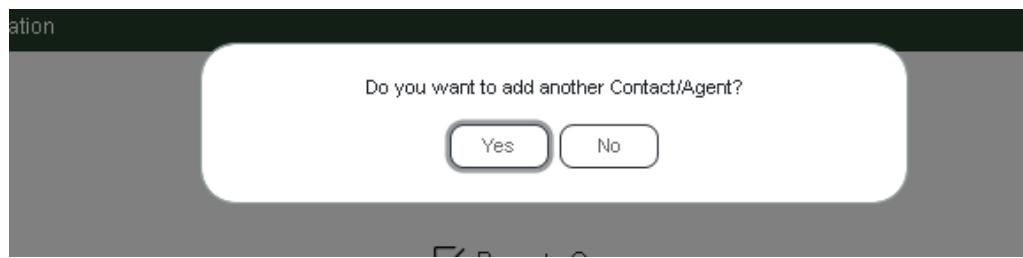
- 1420 If the user clicks Yes, any previous Contacts or Agents previously associated with the location will appear  
1421 in a pop-up:



1422

- 1423 Selecting an existing contact will bring the user to the information screen for that contact, enabling the  
1424 Analyst to make and save any changes. Clicking Next on the information screen will prompt the system  
1425 to ask if the user wants to add any additional Contacts or Agents.

- 1426 Selecting Contact/Agent Not Listed will bring the user back to the search screen.



1427

- 1428 Clicking Yes will repeat the process. Clicking No will display the list of Contacts/Agents on the summary  
1429 screen with the options to edit, delete, or add another Contact/Agent.

1430

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**eTRACK**   Applicants Property Owners  Contacts/Agents 

Below are the contact/agents you have chosen for applications for this new project

SCHAMEL BROS' CONTRACTORS, INC.  

[Add another Contact/Agent for this project](#)

1431

- 1432 Clicking Next concludes Step 2, and brings the user back to the Main Navigation screen to begin Step 3.
- 1433 Step 2 box will contain a checkmark, and Step 3 will be enabled.

1434

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**eTRACK** My Projects Regional Projects Document Management  DIMSR Inquiry Search Reports Maintenance

Quinn's Facility  
47 Bridge St  
Catskill NY

Step 1 **Project Location**  
Identify project location on a map 

Step 2 **Applicant Information**  
Identify the applicants, property owners, and contacts 

Step 3 **Project Information**  
Select the permit types and enter project details on the application forms

Step 4 **Supporting Documents**  
Upload additional project materials

Step 5 **Sign and Submit**  
Collect signatures, review and print application, and submit



1435

1436

# eTrack

## 1437 11.5 Project Information

1438 Step 3 in the Enter Application process, Project Information, is where the Analyst will select the types of  
1439 permits being requested by the Applicant and to enter information on the application forms. Clicking on  
1440 Step 3 on the Main Navigation screen takes the user to the Permit Selection screen.

### 1441 11.5.1 Step 3 Screen Navigation

1442 During Step 3, three sub-steppers are present at the top of the screen: Permit Selection; Project  
1443 Description; and Application Forms. When data has been entered and sub-steppers can be selected,  
1444 these links will display for ease of navigation.

### 1445 11.5.2 Permit Selection (New Permits)

PERMIT SELECTION

More about Environmental Permits      Do You Qualify for a General Permit?

Expand the permit categories below to add applications to this project.

To view more information about environmental permits or to see if this project qualifies for a general permit, please use the buttons above to visit the NYSDEC website.

Is this a request for an emergency authorization?

YES  NO

Waterways, Coastlines & Wetlands

Wastewater (SPDES)

Water Withdrawal

Mining of Mineral Resources

Air Facility

Waste Management

Others

OK      Cancel

1446

1447 Two buttons at the top will take the user to the NYS DEC website where they can view more information  
1448 about environmental permits ([More about Environmental Permits](#)) or see if the project qualifies for a  
1449 general permit ([Do You Qualify for a General Permit?](#)).

1450 The user is asked whether this is a request for an Emergency Authorization. Clicking the 'Yes' radio  
1451 button will eliminate General Permits from the selection process, there will be no fees, and the  
1452 Emergency Authorization timeframes will be set. Clicking 'No' will continue the usual permit process.

# eTrack

1453 In either case, the user will click on the relevant permit categories from the list and choose the permit(s)  
1454 to add. For new permits, there are seven categories that may be expanded:

- 1455 1. Waterways, Coastlands & Wetlands
- 1456 2. Wastewater (SPDES)
- 1457 3. Water Withdrawal
- 1458 4. Mining of Mineral Resources
- 1459 5. Air Facility
- 1460 6. Waste Management
- 1461 7. Others

1462 Clicking on each selection will expand it to reveal the permit types under that category as well as the  
1463 general permits available in that region within the permit category.

PERMIT SELECTION

[More about Environmental Permits](#)    [Do You Qualify for a General Permit?](#)

Expand the permit categories below to add applications to this project.

To view more information about environmental permits or to see if this project qualifies  
for a general permit, please use the buttons above to visit the NYSDEC website.

Is this a request for an emergency authorization?  
 YES  NO

**Waterways, Coastlines & Wetlands**

<input type="checkbox"/> Aquatic Pesticides	<input type="checkbox"/> General Permit 0-16-004 Breaching/Removal of Beaver Dams no more than 2 years old - expires 12/31/2025
<input type="checkbox"/> Coastal Erosion Management	<input type="checkbox"/> General Permit 0-18-003 Temp Bridges/Arch Culverts 30/4 for Logging Activities - expires 09/30/2023
<input type="checkbox"/> Dams and Impoundment Structures	<input type="checkbox"/> General Permit 0-18-004 Temp Bridges/Arch Culverts 50/8 for Logging Activities - expires 09/30/2023
<input type="checkbox"/> Docks, Moorings or Platforms	<input type="checkbox"/> General Permit 0-20-002 Stream Activities General Permit - expires 05/20/2026
<input type="checkbox"/> Excavation and Fill in Navigable Waters	<input type="checkbox"/> General Permit 0-20-004 Great Lakes Erosion Control General Permit - expires 05/07/2025
<input checked="" type="checkbox"/> Freshwater Wetlands	<input type="checkbox"/> General Permit 0-20-005 Habitat Management by NYSDEC - expires 06/30/2025
<input type="checkbox"/> Incidental Take of Endangered / Threatened Species	<input type="checkbox"/> General Permit 0-21-001 Giant Hogweed Control Program - expires 05/13/2031
<input type="checkbox"/> Stream Disturbance	
<input type="checkbox"/> Tidal Wetlands	
<input type="checkbox"/> Water Quality Certification	
<input type="checkbox"/> Wild, Scenic and Recreational Rivers	

1464

1465 The user selects the permit types from the options provided. Some permits will require additional  
1466 selections to be made (e.g. Aquatic Pesticides).

1467 Having made the selection(s) necessary by clicking the relevant checkbox(es), the user clicks Next and is  
1468 taken to the permit selection summary screen.

# eTrack

New York State Department of Environmental Conservation

Version: 2.0.0 | SVCgfehl | [?](#) [Help](#) [Email](#)

eTRACK [Permit Selection](#)

Project Description Application Forms

Project ID 728 Permit Selection Summary

You are applying for the following new permit(s):

Freshwater Wetlands

Apply for new permit application

1469

1470 Here the user can delete a selection, or apply for a new permit application, before moving forward to  
1471 the Project Description screen by clicking Next.

### 1472 **11.5.3 Project Description**

1473 Sub-step 2, Project Description screen allows the applicant to describe the project. Some information  
1474 categories appear for all project types, regardless of the permits selected, while other categories  
1475 (and/or data entry fields) will appear depending on the permits selected.

1476 At the top of the screen is a data entry field for a Project Summary, which is mandatory, and appears for  
1477 all projects. The text entered will appear later on at the top of the Virtual Workspace for this project.  
1478 Project Summary is a mandatory field.

1479 Below the Project Summary is a section for the Proposed Use, which is also a mandatory field and  
1480 appears for all projects. The Analyst chooses one of three categories, 'Public', 'Private', or 'Commercial',  
1481 using the radio buttons provided.

1482 Below this section is Construction Type, which will appear for Construction permit types only. When this  
1483 category is displayed, three Construction Type radio button selections appear ('New Construction',  
1484 'Reconstruction', and 'Other'), one of which will be a mandatory selection. Date selection fields are  
1485 available for the proposed start and end dates.

1486 The appearance of the Project Description screen will change depending on the permit types selected.  
1487 Specific data fields, radio buttons, and checkbox selections will appear according to the permit  
1488 requirements. For example, under the 'Waterways, Coastlines & Wetlands' category on the permit  
1489 selection screen, the selection of 'Freshwater Wetlands', 'Stream Disturbance' and 'Water Quality'  
1490 permit types will generate the additional fields 'Stream/Waterbody Name' and 'Wetland ID Number(s)'.

1491 For additional guidance regarding this section, please refer to DEP's In-Site for [Proposed Uses and](#)  
1492 [Project Types](#).

1493

# eTrack

New York State Department of Environmental Conservation

Version: 2.0.0 | SVCgrfelin | ① ✉ ✉ 14

**eTRACK** ◀ Permit Selection Project Description Application Forms ☰

**Project Summary\***: 0 / 300

**Proposed Use\***:  Public  
 Private  
 Commercial

**Construction Type\***:  New Construction (Installation)  
 Reconstruction (Replacement/Repair)  
 Other

**Proposed Start Date:**  mm/dd/yyyy 📅

**Estimated Completion Date:**  mm/dd/yyyy 📅

**Stream/Waterbody Name:**

**Wetland ID Number(s):**

1494

1495 Selecting the permit type, 'Dams and Impoundment Structures' will result in the display of the category,  
1496 'Designer's Estimate of Class of Hazard', with radio buttons for the respective classes (A, B, and C), and a  
1497 link to the Hazard Description for [6NYCRR Part 673](#).

**Designer's Estimate of Class Hazard\***:  
(as described in 6NYCRR Part 673)

Class 'A'       Class 'B'       Class 'C'

1498

1499 Other special categories appearing based on previous selections made in the Enter Application process  
1500 include:

- 1501 • If the applicant has been identified as a State Agency, Federal Agency, or Municipality or County,  
1502 during Step 2, the Bridge Identification Number (BIN) field will appear.
- 1503 • If Solid Waste has been selected in the Project Description, a section will appear with additional  
1504 checkboxes that will identify the solid waste facility type.

1505 Beneath the Construction section are two mandatory selections that will appear regardless of the permit  
1506 type, 'Project/Development Type' and 'Project Structure Type'.

# eTrack

<b>Project/Development Type*:</b>	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Natural Resource
	<input type="checkbox"/> Public Infrastructure	<input type="checkbox"/> Recreational	<input type="checkbox"/> Residential	<input type="checkbox"/> N/A	
<b>Project Structure Type*:</b>	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Bridge / Culvert	<input type="checkbox"/> Driveway	<input type="checkbox"/> Fencing	<input type="checkbox"/> Garage
	<input type="checkbox"/> House	<input type="checkbox"/> Pond	<input type="checkbox"/> Pool	<input type="checkbox"/> N/A	

1507

1508 Here as well, specific options may also be displayed based on selections made. For example, clicking on  
 1509 Agriculture or Industrial checkboxes in the Project/Development Type section at the bottom of the  
 1510 screen...

<b>Project/Development Type*:</b>	<input checked="" type="checkbox"/> Agricultural	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Natural Resource
	<input type="checkbox"/> Public Infrastructure	<input type="checkbox"/> Recreational	<input type="checkbox"/> Residential	<input type="checkbox"/> N/A	

1511

1512 ...will produce the option to select SIC and NAICS codes from a list and Add them:

Class of Hazard\*:  
 --SELECT--  
 0111 - WHEAT  
 0112 - RICE  
 0115 - CORN  
 0116 - SOYBEANS  
 0119 - CASH GRAINS NEC  
 0131 - COTTON  
 0132 - TOBACCO  
 0133 - SUGAR CROPS  
 0134 - IRISH POTATOES  
 0139 - FIELD CROPS EXCEPT CASH GRAINS  
 0161 - VEGETABLES AND MELONS  
 0171 - BERRY CROPS  
 0172 - GRAPES  
 0173 - TREE NUTS  
 0174 - CITRUS FRUITS  
 0175 - DECIDUOUS TREE FRUITS  
 0179 - FRUITS AND TREE NUTS NEC  
 0181 - ORNAMENTAL NURSERY PRODUCTS  
 0182 - FOOD CROPS GROWN UNDER COVER  
 es: --SELECT--      NAICS Codes: --SELECT--      Add

SIC Codes	NAICS Codes
0174 - CITRUS FRUITS	

1513

## 1514 *Project Attributes*

1515 Beneath the 'Project Structure Type' section is a separate section for 'Project Attributes', with three  
 1516 data entry sections, plus selection results grid headers for each. From top to bottom, these are XTRA ID;  
 1517 Program ID; and Special Attention Codes. All are optional.

# eTrack

**Project Attributes:**

XTRA ID	Type
XTRA ID: <input type="button" value="— Select —"/>	Type: <input type="text"/> <input type="button" value="Add"/>

Program ID Type	Program ID
Program ID Type: <input type="button" value="— Select —"/>	Program ID: <input type="text"/> <input type="button" value="Add"/>

Special Attention Codes	
Special Attention Code: <input type="button" value="— Select —"/>	<input type="button" value="Add"/>

1518

- 1519 In each dropdown field, the label -Select- appears by default. The results grid headers will be blank  
 1520 (without a grid) until data is entered in the data fields and the Add button is clicked.
- 1521 The XTRA ID dropdown presents a list of ID#s with descriptions. Information is added manually by the  
 1522 Analyst into the Type data field.

Project/Development Type:	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Natural
<input type="button" value="— Select —"/>	<input type="checkbox"/> Residential	<input type="checkbox"/> Residential	<input type="checkbox"/> N/A	<input type="checkbox"/> Fencing	<input type="checkbox"/> Garage
Project Structure Type:	<input type="checkbox"/> Invert	<input type="checkbox"/> Driveway	<input type="checkbox"/> Fencing	<input type="checkbox"/> Garage	<input type="checkbox"/> N/A
Project Attributes:	<input type="checkbox"/> Pool	<input type="checkbox"/> Pool	<input type="checkbox"/> N/A		
XTRA ID:	<input type="button" value="— Select —"/> <input type="text"/> <input type="button" value="Add"/>				

Program ID Type	Program ID
Program ID: <input type="button" value="— Select —"/>	<input type="text"/> <input type="button" value="Add"/>

1523

- 1524 Clicking the Add button will populate the grid.

# eTrack

XTRA ID	Type
22 - Canal Work Permit No	123456789

XTRA ID: — Select —      Type:  Add

1525

1526 Clicking on the Program ID Type dropdown will provide a list of Acronyms and their descriptions.

— Select —

Project Attributes:	20SG - 20SG Number (USEPA)
	AIRS - Aerometric Information Retrieval System ID (USEPA)
	BIN - Bridge Identification Number (NYSDOT)
	VCP - Brownfield Cleanup Program Number (NYSDEC)
	CBS - Chemical Bulk Storage Program Number (NYSDEC)
	CDS - Compliance Data System ID (USEPA)
	CULVE - Culvert Number (NYSDOT)
	DAM - Dam ID Number (NYSDEC)
	AIR - Division of Air Resources ID (NYSDEC)
	EAN - Environmental Audit Number (NYSDEC)
	EFC - Environmental Facilities Corp ID (EFC)
	ERP - Environmental Restoration Program Number (NYSDEC)
	FINDS - Facility Index Database System ID (USEPA)
	FERC - Federal Energy Regulatory Commission Number (FERC)
	FPSCN - Federal Information Processing Standards - City
	FPSCN - Federal Information Processing Standards - County
	FV - Freshwater Wetland ID (NYSDEC)
	MMS - Maintenance Management System ID (NYSDEC)
	MOSF - Major Oil Storage Facility Number (NYSDEC)

XTRA ID:  Add

Program ID Type:  Program ID:  Add

1527

1528 Selecting a Program ID Type from the dropdown and manually entering the Program ID will populate the  
1529 results grid. The trashcan icon can be used to remove the selection.

Program ID Type	Program ID
EAN - Environmental Audit Number (NYSDEC)	1234567890

Program ID Type: — Select —      Program ID:  Add

1530

1531 If a pre-populated grid exists in eFind under Facility Details / Env Interest tab / in the Program Identifiers  
1532 grid, the information will pre-populate here. However, eFind data cannot be deleted in eTrack and there  
1533 are NO trashcan icons beside these rows when pre-populated.

1534

1535 If the database contains a 'mask' and an error message for a specific program type, the error message  
1536 will display and indicate the correct formatting for the Program ID. If the database has an 'input mask'  
1537 (e.g. BIN, VCP, SPDES) then a prefix will appear in the Program ID field when the Type is selected.

1538 Special Attention Codes can also be selected from a dropdown and added to the results grid.

# eTrack

The screenshot shows a grid for managing program identifiers. The columns include 'XTRA ID' (with a dropdown menu), 'Program ID Type' (with a dropdown menu), 'Program ID Type' (repeated with a dropdown menu), 'Special Attention' (with a dropdown menu), and 'Special Attention' (repeated with a dropdown menu). Each row contains a list of identifiers, such as '06 - 2006 Floods' or '14 - June 2014 Storm Response'. There are 'Add' buttons at the bottom right of each column.

1539

The screenshot shows a section titled 'Special Attention Codes' containing a single item: '14 - June 2014 Storm Response'. Below this is a 'Special Attention' section with a dropdown menu labeled 'Code:' and an 'Add' button.

1540

1541 When the project is eventually uploaded to DART, XTRA IDs will be found in DART. Program ID entries  
1542 will be found on eFind, under Facility Details / Env Interest tab / in the Program Identifiers grid. Special  
1543 Attention Codes will be found in DART.

1544 *Keywords*

1545 Beneath the Project Attributes section is a section for Keywords (optional). The Analyst is reminded by  
1546 the section header to "Review and add/remove keywords to improve searching."

1547 In Data Entry Mode, this section only displays the grid "Keywords for Project," whose contents are  
1548 generated by the Permit Type selected on the previous screen. Click the checkboxes to associate specific  
1549 Categories and Keyword text with the Project.

1550 If the checkboxes are already checked, the Keywords have already been selected, but can be removed  
1551 from the project by removing the checkboxes.

1552 The Keyword Text displayed is organized by Category, and a scroll bar is present to take users further  
1553 down the list, as needed.

1554

1555

# eTrack

Review and add/remove keywords to improve searching

Keywords for Project:

Category	Keyword Text	Add/Remove
Structure Type	Dry hydrant	<input type="checkbox"/>
	Benthic mat	<input type="checkbox"/>
	Barge	<input type="checkbox"/>
	Floating Platform	<input type="checkbox"/>
	Dock/Pier	<input type="checkbox"/>

1556

1557 Once the Project Description screen information has been entered, the Analyst will click Next to move  
1558 forward.

1559 It is necessary to click the Next button to save the information that has been added to this screen.  
1560 Clicking Close will produce a warning message that the information will be lost, with the option to return  
1561 to the screen.

## 11.5.4 Application Forms

1563 In Step 3, sub-step 3, Application Forms, Analysts are provided with a list of the Application Forms  
1564 required for the Permit Types selected, and can select a Contact/Agent for each permit application. If  
1565 only one Contact/Agent was identified in Step 2, this screen will be skipped and the individual  
1566 Contact/Agent automatically assigned. If no Contact/Agents were assigned, or if only one Contact/Agent  
1567 was assigned, this screen will be skipped as well. Users select the appropriate Contact/Agent for each  
1568 permit from the dropdown box on the right of the screen.

1569 If two or more Contact/Agents were assigned, this screen will appear and the user will be prompted to  
1570 Assign a Contact/Agent to each Application Form.

# eTrack

This project requires the following application forms to be uploaded in the next step.  
Return to the Permit Selection and/or Contact/Agent screen to make any corrections needed.

Permit Modification/Extension Request  
Joint Application Form  
- Joint Application Form (JAF)

— Assign Contact/Agent —  
— Assign Contact/Agent —

Next Close

1571

1572 If a Contact/Agent identified on this screen is not selected, the user will get a pop-up asking them to  
1573 Correct the assignment or to remove the Contact. If one Contact/Agent has been selected, it is  
1574 automatically assigned to all listed Application Forms behind the scenes.

1575 *Note:* Regardless of how many Contacts/Agents have been assigned, it is possible to manually navigate  
1576 to this screen by clicking on the Application Forms link in the top navigation field.

1577 Clicking Next completes Step 3 and takes the user to the Main Navigation Screen, where Step 3 is  
1578 marked complete with a checkmark, and Step 4 is enabled.

## 1579 **11.5.5 Add a Permit (Existing Permit - Modifications, Extensions, Renewals, Transfers)**

1580 If a Project is at a Facility that has existing active permits, and there is a need to modify, extend, renew,  
1581 or transfer the permit(s), the user will be automatically presented with a permit selection screen that  
1582 includes an additional row for this purpose.

1583

### Existing Permits to Modify, Extend, Renew or Transfer

1584 Clicking on this category will expand the screen to display the existing batches for that Facility, along  
1585 with the actions that can be taken, shown as checkboxes: Extend, Modify, Transfer, and/or Renew. More  
1586 than one checkbox can be selected. The checkboxes selected will help determine the Application Type  
1587 (REN, RTN, MOD, etc.) that will be uploaded into DART.

# eTrack

## Existing Permits to Modify, Extend, Renew or Transfer

Select all that apply:

- Choose **Modify** if there are changes to the authorized activity and you also need more time for the project.
- Choose **Extend** if you are only requesting additional time without any changes to the previously authorized activity.

If you need more time than the extension date below, please apply for a **new permit** from the categories below.

Extend (10/22/2023)  Modify  Transfer

Freshwater Wetlands

10/21/2023

3-5146-00063/00009

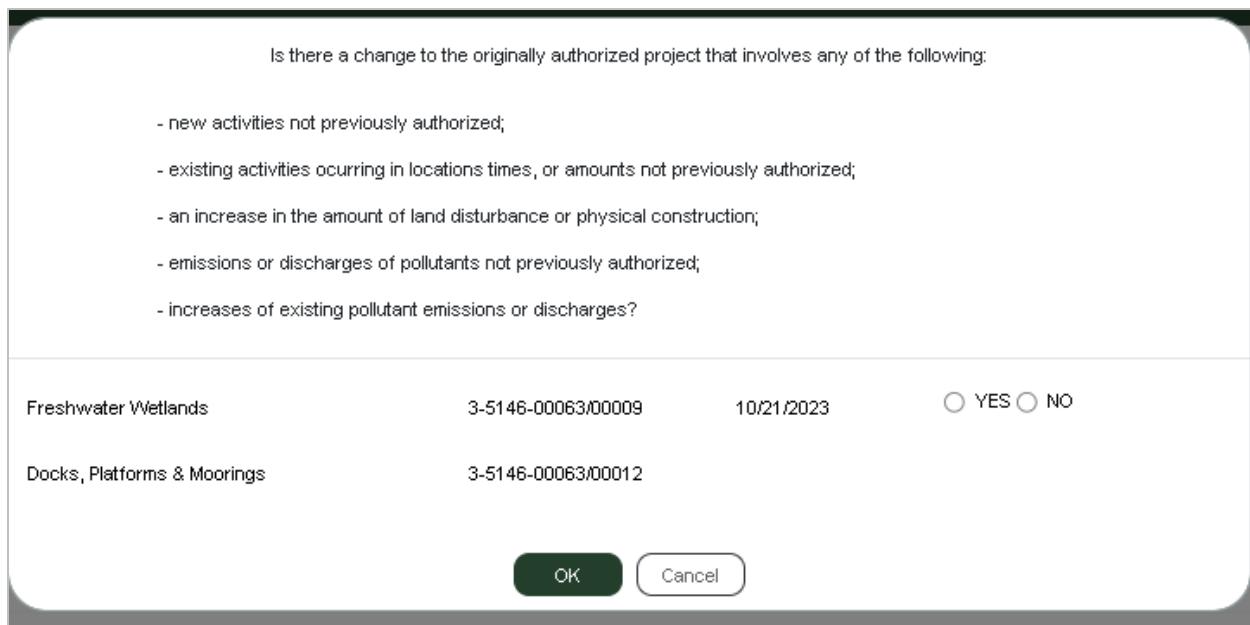
Mod to condition #7, to extend deadline 30 days

Docks, Platforms & Moorings

3-5146-00063/00012

1588

1589 Clicking on the Modify or any combination including Modify, will generate a pop-up that asks if there  
1590 was a change to the originally authorized project. The applicant will have to select Yes or No. Each  
1591 answer will determine the Application Type that gets uploaded to DART. Clicking the “Yes” radio button  
1592 indicates a Big MOD, or “No” is a Small Mod.



1593

1594 Clicking OK will bring the user to the Permit Summary screen.

# eTrack

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**eTRACK** **Permit Selection** Project Description Application Forms

You are applying to transfer the following permit(s):

Water Withdrawal - PUBLIC	3-5146-60006/00008	10/21/2023	X
Industrial SPDES Surface Discharge	3-5146-60006/00007	02/29/2024	X

You are applying to modify the following permit(s):

Fresh Water Wetlands	3-5146-60006/00009	10/21/2023	X
Docks, Moorings or Platforms	3-5146-60006/00012		

You are applying to renew/transfer the following permit(s):

Water Withdrawal - PUBLIC	3-5146-60006/00008	10/21/2023	X
---------------------------	--------------------	------------	---

You are applying to modify/transfer the following permit(s):

Excavation and Fill in Navigable Waters	3-5146-60006/00011	10/21/2023	X
Water Quality Certification	3-5146-60006/00013		

1595

1596 The only actions the user can take on this screen are to delete a permit (with the X), view and change  
 1597 the yes/no value for Modify, and apply for a new permit application. If the applicant has chosen  
 1598 "Modify" for any batch/selection (or any combination including Modify) when clicking the Modify link  
 1599 for that selection, the same pop-up will display with the chosen response of Yes or No, which can be  
 1600 changed.

Is there a change to the originally authorized project that involves any of the following:

- new activities not previously authorized;
- existing activities occurring in locations times, or amounts not previously authorized;
- an increase in the amount of land disturbance or physical construction;
- emissions or discharges of pollutants not previously authorized;
- increases of existing pollutant emissions or discharges?

Fresh Water Wetlands	3-5146-60006/00009	10/21/2023	<input checked="" type="radio"/> YES <input type="radio"/> NO
Docks, Moorings or Platforms	3-5146-60006/00012		

**OK** **Cancel**

1601

1602 If the user wants to Transfer a Pending Application, they would click on the category below the one  
 1603 above on the Permit Selection screen, if available, which provides summary information about each of  
 1604 the Pending Applications, and the instructions to call the regional office to request to transfer or  
 1605 withdraw the pending applications.

# eTrack

Pending Applications to Transfer

- Call your regional office to request to transfer or withdraw these pending applications.
- Please reference the Permit ID or Application ID in your request.

Endangered/Threatened Species (Incidental Take) 3-5522-00011/00031	Recv'd Date: 11/29/2011 Incidental take of Shortnose Sturgeon from cooling water intake
Water Withdrawal Non-public 3-5522-00011/00032	Recv'd Date: 05/23/2013 Initial ww permit application
Water Quality Certification 3-5522-00011/00034	Recv'd Date: 08/27/2017 Extend expiration date
Excavation & Fill in Navigable Waters 3-5522-00011/00033	
Excavation & Fill in Navigable Waters 3-5522-00011/00033	Recv'd Date: 07/28/2017 Extension of expiration date
Water Quality Certification 3-5522-00011/00034	

1606

1607 If a Project has both Existing and New Permits, they will be displayed on the summary screen as follows  
1608 (with 'New' always at the bottom).

1609

New York State Department of Environmental Conservation version: 2.0.0 | SVC:greenin |

## eTRACK Permit Selection

Project Description Application Forms

### Project ID 729 Permit Selection Summary

You are applying to [modify](#) / renew the following permit(s):

Water Withdrawal - PUBLIC	3-5146-00063/00008	10/21/2023	X
---------------------------	--------------------	------------	---

You are applying to [modify](#) the following permit(s):

Excavation and Fill in Navigable Waters	3-5146-00063/00011	10/21/2023	X
Freshwater Wetlands	3-5146-00063/00009		
Water Quality Certification	3-5146-00063/00013		
Incidental Take of Endangered / Threatened Species	3-5146-00063/00010		
Docks, Moorings or Platforms	3-5146-00063/00012		

You are applying for the following new permit(s):

Long Island Well
------------------

[Apply for new permit application](#)

1610

1611 Clicking Next, the Project Description screen now appears, and the process continues as described  
1612 above.

# eTrack

## 1613 11.6 Supporting Documents

1614 After completing Step 3, the Analyst is taken to the Main Navigation Screen, where Step 3 is marked  
1615 complete with a checkmark, and Step 4 is enabled.

The screenshot shows the eTRACK application interface. At the top, there's a header bar with the New York State Department of Environmental Conservation logo, the title 'eTRACK', and navigation links for 'My Projects', 'Regional Projects', 'Document Management', 'Enter App' (which is underlined), and 'DMSR'. On the right of the header are icons for user profile, help, and notifications. Below the header, the application displays the details for a project: 'FRONTIER FIBERS LLC', '4870 PACKARD RD', and 'Niagara Falls NY 14304'. The main content area is titled 'Project Location' with the sub-instruction 'Identify project location on a map'. This section has a checked checkbox icon in the top right corner. Below it is another section for 'Applicant Information' with the sub-instruction 'Identify the applicants, property owners, and contacts', also featuring a checked checkbox. A third section for 'Project Information' follows, with the sub-instruction 'Select the permit types and enter project details on the application forms', also with a checked checkbox. The fourth section, 'Supporting Documents', is highlighted with a dark grey background and contains the sub-instruction 'Upload additional project materials', accompanied by an unchecked checkbox. Finally, there's a fifth section for 'Sign and Submit' with the sub-instruction 'Collect signatures, review and print application, and submit', also with an unchecked checkbox. Each section is preceded by a numbered arrow indicating the step number: Step 1, Step 2, Step 3, Step 4, and Step 5.

1616

1617 In Step 4, the Analyst uploads Supporting Documents and additional project materials. The system  
1618 automatically presents the documentation required for each permit type selected in Step 3. The Analyst  
1619 can upload Required Items (documents and files) to DMS from this screen, as well as view uploaded  
1620 documents and files, add additional related documents and files, or refer to documents that have been  
1621 already uploaded.

# eTrack

New York State Department of Environmental Conservation Version: 2.0.0 | SVCgrfehlm | ⓘ 🔍

## eTRACK

Per 6 NYCRR Part 621, an application for Long Island Temp Dewatering - No Tanks, Dams and Impoundment Structures, Mined Land Reclamation permit(s) is not complete until the supporting documents have been received.

Upon submittal, NYSDEC staff may also determine additional information is necessary to adequately review and evaluate the application.

Please provide the items required and/or related to this project.

If an item has already been uploaded in another document, please select 'Already Uploaded' to provide a page number of the document.

Req'd	Required Items ⓘ	Reference Location
<input type="checkbox"/>	Dams Supplement D-1	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Engineering Report	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Environmental Assessment Form	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Joint Application Form	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Location Map	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Mined Land Organization Report	<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	Mined Land Reclamation Plan	<button>Upload</button> <button>Already Uploaded</button>

1622

1623 Below the Required Documents results grid is the Related Documents results grid, which contains  
1624 documents that are not mandatory but may be related to the selected permit types. Related documents  
1625 are often associated with application submittals for the permit type, but are not always required.

Req'd	Related Items ⓘ	Reference Location
<input type="checkbox"/>	BUD - Beneficial Use Determination	<button>Upload</button>
<input type="checkbox"/>	Coastal Assessment Document	<button>Upload</button>
<input type="checkbox"/>	Cover/Transmittal Letter	<button>Upload</button>
<input type="checkbox"/>	Engineering Report	<button>Upload</button>
<input type="checkbox"/>	Owner/Applicant Documentation	<button>Upload</button>
<input type="checkbox"/>	SWPPP - Stormwater Pollution Prevention Plan	<button>Upload</button>
<input type="checkbox"/>	Water Depth Demonstration	<button>Upload</button>
<input type="checkbox"/>	Other, not listed	<button>Upload</button>

1626

1627 'Other' (not listed) documents that the Analyst wishes to upload can also be uploaded in this section.  
1628 Once uploaded, documents may also be deleted in this section.

1629 Clicking on the Upload button takes the Analyst to the document upload screen.

# eTrack

Please upload all files related to: Project/Site Plans

Please check if any of these files contain confidential information

0/255

UPLOAD FILES

File(s) selected for upload (multiples allowed):

File Name	File Date	Size
-----------	-----------	------

Note: Files must have the same extension to upload as a group.

Allowed file types include: .accdb, .doc, .docx, .eml, .gif, .jpg, .jpeg, .mdb, .mbox, .msg, .pdf/a, .pdf, .png, .ppt, .pptx, .rtf, .tif, .txt, .vsd, .vsdx, .xls, .xlsx, .xml, .zip (Shape files only)

1630

- 1631 The document name is pre-populated, but can be changed / appended if necessary. If any of the files  
1632 contain confidential information, the user should check the box and select the appropriate reason(s)  
1633 from the checklist.

Please upload all files related to: Project/Site Plans

Please check if any of these files contain confidential information

Inter-Agency intra-Agency materials (POL 87.2.g)  
 Location of habitat of endangered species (POL 3-0301.2(r))  
 Critical Infrastructure (jeopardizing health, safety, welfare or security) (POL 87.2)  
 Records protected by attorney-client privilege (CPLR 4503)  
 Trade secrets or confidential business information (POL 82)

1634

- 1635 The user adds a description (character limit 255) and uploads the information. The document upload  
1636 screens in Step 4 are similar to the full Document Management upload screens, except documents  
1637 uploaded here are defaulted with a doctype and subtype as appropriate, and a suggested standard  
1638 document name. In addition, documents uploaded here are also identified by a Project ID.

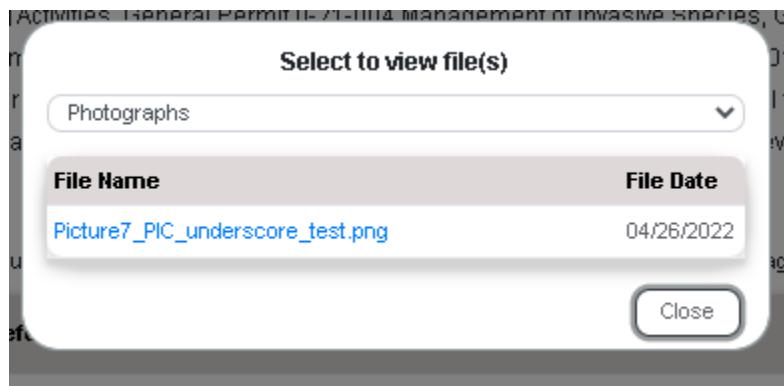
- 1639 The Recv'd checkbox indicator will be filled once the document is successfully uploaded.  
1640 Returning to the Step 4 document upload screen after a document is uploaded, additional buttons will  
1641 appear: Already Uploaded; View; Add Additional, and Delete.

# eTrack

Req'd	Required Items ⓘ	Reference Location	
<input checked="" type="checkbox"/>	Design Certification of On-Site Treatment Works-2		<button>View</button> <button>Add Additional</button> <button>Delete</button>
<input type="checkbox"/>	Engineering Report		<button>Upload</button> <button>Already Uploaded</button>
<input type="checkbox"/>	General Permit Application Form		<button>Upload</button> <button>Already Uploaded</button>
<input checked="" type="checkbox"/>	GP-015-001 Application		<button>View</button> <button>Add Additional</button> <button>Delete</button>
<input checked="" type="checkbox"/>	Location Map	App 3	<button>View</button> <button>Add Additional</button> <button>Delete</button>
<input checked="" type="checkbox"/>	Photographs		<button>View</button> <button>Add Additional</button> <button>Delete</button>
<input type="checkbox"/>	Project/Site Plans		<button>Upload</button> <button>Already Uploaded</button>

1642

1643 Clicking the View button will display the document and its files.



1644

1645 Clicking the Add Additional button will allow the user to add another document/file to a document category.  
 1646

New York State Department of Environmental Conservation Version: 1.0.3 | SVC\grehin | ⓘ

Please upload all files related to:

0/255

UPLOAD FILES

File(s) selected for upload (multiples allowed)\*:

File Name	File Date	Size

Note: Files must have the same extension to upload as a group.

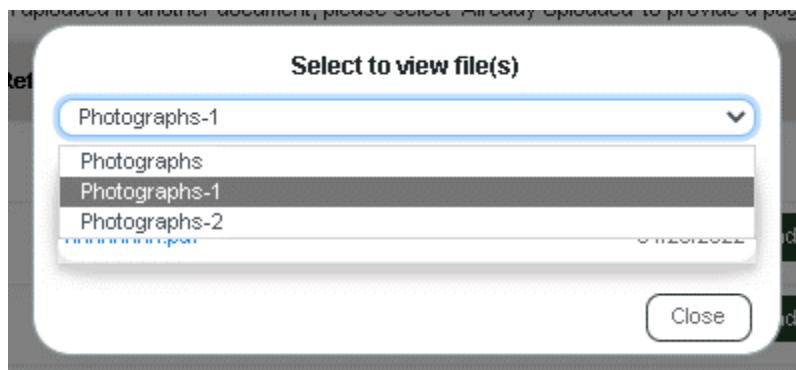
Drag and drop files here  
Or

Allowed file types include: accdb, doc, docx, eml, gif, jpg, jpeg, mdb, mbox, msg, pdf, pot, png, ppt, pptx, rtf, tif, txt, vsd, vsdx, xls, xlsx, xml, zip (Shape files only)

1647

1648 It is pre-populated with the default document name with a number appended to it (Photographs-1, Photographs-2, etc.), but it can be changed/appended if necessary.

# eTrack



1650

- 1651 If an item has already been uploaded within another document, the user can select 'Already Uploaded'  
1652 and a reference description of where the item may be found (i.e. a page number in the referenced  
1653 document).

A screenshot of a web application interface. At the top, it says "New York State Department of Environmental Conservation" and "Version: 1.0.3 | SVC0grfehl1n |". Below that, a message says "Please select the uploaded file that contains the Engineering Report and provide the page number below." A dropdown menu labeled "Reference Location\*" is set to "--SELECT--". Below it is a text input field with placeholder text "Provide the page number(s) where the Engineering Report is found in the <reference location>". In the bottom right corner of the input field, it says "0/255".

1654

- 1655 The user chooses the Reference Location from the dropdown list and then provides information  
1656 regarding where the item may be found, such as the page number(s) of the referenced document.

A screenshot of a web application interface. At the top, it says "New York State Department of Environmental Conservation" and "Version: 1.0.3 | SVC0grfehl1n |". Below that, a message says "Please select the uploaded file that contains the Engineering Report and provide the page number below." A dropdown menu labeled "Reference Location\*" is set to "GP-0-15-001 Application". Below it is a text input field with placeholder text "The Engineering Report is found on page 25 of the GP-0-15-001 Application document.". In the bottom right corner of the input field, it says "83/255".

1657

- 1658 The Reference Information appears in the results grid.

<input checked="" type="checkbox"/> Engineering Report	The Engineering Report is found on page 25 of the GP-0-15-001 Application document.	<a href="#">View</a>	<a href="#">Add Additional</a>	<a href="#">Delete</a>
--	---	----------------------	--------------------------------	------------------------

1659

- 1660 Clicking the Delete button will remove a document from DMS and restore the document to an  
1661 unreceived status in the results grid. Any documents linked to the deleted item will also restore to an  
1662 unreceived status (the Already Uploaded Reference Information will be deleted).

# eTrack

- 1663 If other documents need to be updated in addition to the Required Items, the Related section is  
1664 available for this purpose.
- 1665 Clicking on the ‘Other, not listed’ hyperlink will take the user to its own document upload screen where  
1666 details can be provided along with the upload.

Please provide a name for these files and select a type from below.  
If none apply, please choose ‘other’ and provide a description.

Name\*:

Type\*:

Select a sub-type or leave blank if none apply. \*conditional if does not equal 'Other'  
Please provide a description: \*conditional for 'Other'

Sub-Type:

Other:

Please check if any of these files contain confidential information

|  
0/255

UPLOAD FILES

Drag and drop files here  
Or

File(s) selected for upload (multiples allowed)\*:

File Name	File Date	Size
Note: Files must have the same extension to upload as a group.		

Allowed file types include .accdb, .doc, .docx, .eml, .gif, .jpg, .jpeg, .mdb, .mbox, .msg, .pdfa, .pdf, .png, .ppt, .ppsx, .rtf, .txt, .vsd, .vsdx, .xls, .xlsx, .xml, .zip (Shape files only)

- 1667
- 1668 This allows the users to upload unique documents that are not already identified in the pre-defined lists.

## 11.7 State Environmental Quality Review (SEQR) and State Historic Preservation Act (SHPA) documents

- 1669 At the beginning of the Enter Application process, on the Applicant Type Selection screen, the Analyst  
1670 was asked:

All projects must be classified under the [‘State Environmental Quality Review Act’ \(SEQR\)](#) to determine potential impacts to NYS environmental, social, and economic resources.

Is this project classified under SEQR as [Type II?](#)

Yes  No  Not Sure

- 1673
- 1674 If the answer chosen was No or Not Sure, in Step 4, document prompts related to SEQR and SHPA will  
1675 appear. These documents are not mandatory. The Analyst can choose either Upload or Already  
1676 Uploaded, and proceed as described in the previous section.

# eTrack

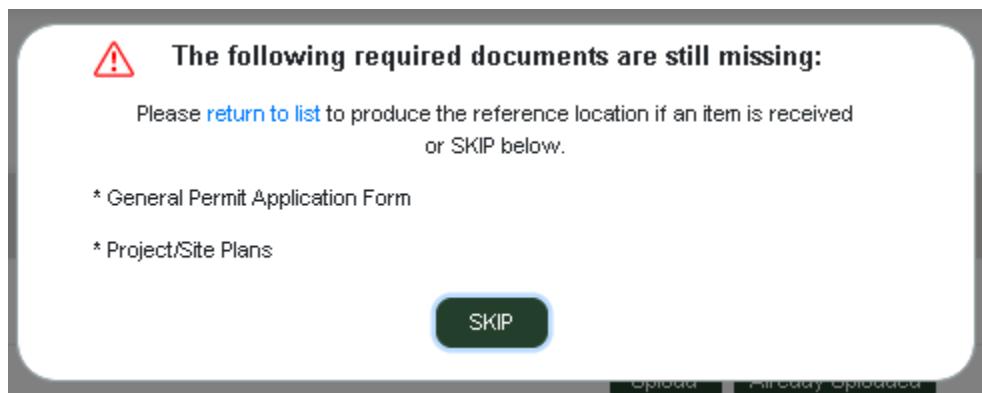
1677

Please upload any State Environmental Quality Review (SEQR) documents related to this project or select 'Already Uploaded' to provide page number of the document.

Recv'd SEQR Documents ⓘ	Reference Location	View	Add Additional	Delete
<input checked="" type="checkbox"/> Draft Environmental Impact Statement				
<input type="checkbox"/> Final Environmental Impact Statement	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Findings	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Lead Agency	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Negative Declaration	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Positive Declaration	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Scoping	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Type II	<button>Upload</button> <button>Already Uploaded</button>			
<input type="checkbox"/> Other, not listed				

1678

1679 After the documents have been uploaded, or referenced with the Already Uploaded button, the user  
1680 clicks Next to advance and return to the Main Navigation Screen. Any Required documents not uploaded  
1681 in Step 4 during data entry will be highlighted in a pop-up, and the user encouraged to return to the list  
1682 to provide any missing documents.



1683

1684 Clicking SKIP will take the user to the Main Navigation Screen. Step 4 will be marked complete with a  
1685 checkmark, and Step 5 will be enabled.

## 11.7.1 Step 4 and DMS

1687 Uploading documents in Step 4 will store them in the DMS screen for that facility.

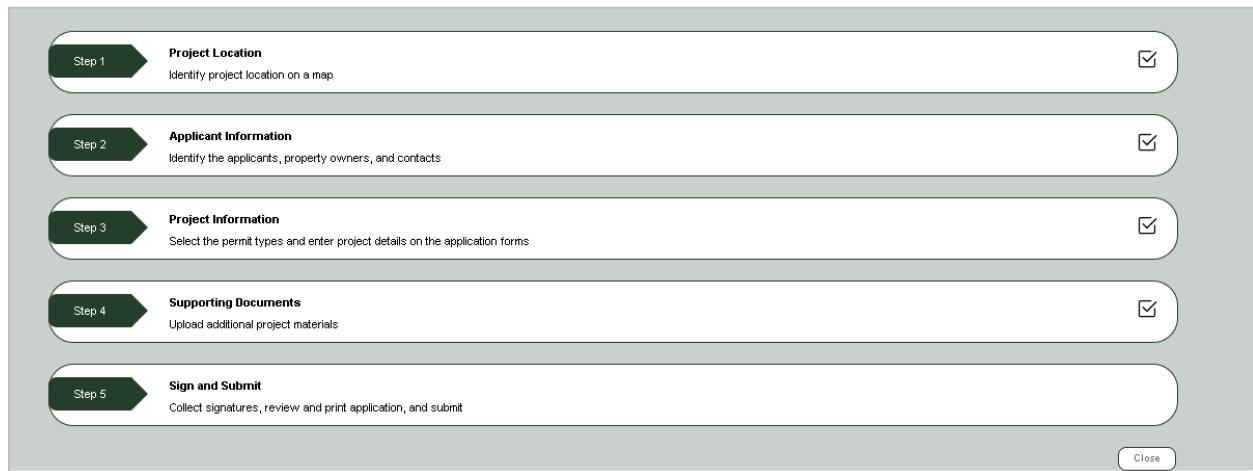
# eTrack

1688 If a user “goes back” to Step 3 and deletes a permit type, the document listing on Step 4 will be updated  
1689 accordingly. If a document in Step 4 was created by using the ‘Already Uploaded’ button to refer to the  
1690 now deleted permit/document, the document will be retained in DMS.

1691 The Project ID in DMS will appear only for projects that have been uploaded to DART.

## 1692 11.8 Sign and Submit

1693 With Step 4 complete, the Main Navigation Screen will display with Step 5 enabled.



1694

1695 Clicking Step 5, Sign and Submit, brings the Analyst to the screen where the Project will be submitted.  
1696 The analyst clicks the checkbox next to each name to verify that the applicant(s), owner(s), and  
1697 contact(s) have provided the appropriate signatures for attestations, permission to inspect, and  
1698 authorizations for the permit application(s).

1699 *Note:* This verification is not mandatory for PI 3 – Analyst Portal.

The screenshot shows a "SIGN AND SUBMIT" screen. At the top, there is a note: "Verify that the applicant(s), owner(s) and contact(s) have provided the appropriate signatures for attestations, permission to inspect, and authorizations for the permit application(s)." Below this is a table with three columns: "Recv'd", "Signatures", and "Role". The table contains two rows. In the first row, the "Signatures" column lists "CASSADAGA LAKES ASSOCIATION INC" and the "Role" column lists "Owner". In the second row, the "Signatures" column lists "LILY DALE ASSEMBLY LEASEHOLD & RESIDENT MEMBERS AS" and the "Role" column lists "Owner". There is also a link "Upload additional signature documentation as appropriate".

1700

1701 A hyperlink is also provided for the Analyst to upload additional signature documentation as  
1702 appropriate.

# eTrack

The screenshot shows the 'eTrack' application's file upload screen. At the top, there are fields for 'Name', 'Type' (with a dropdown menu showing 'SELECT...'), 'Sub-Type' (with a dropdown menu showing 'Other'), and 'Other'. Below these are checkboxes for 'Please check if any of these files contain confidential information' and a large text input field with a character count indicator '0/255'. Under the heading 'UPLOAD FILES', there is a 'Drag and drop files here' area with a small icon of an upward arrow and a 'Browse' button. To the right, a table lists 'File(s) selected for upload (multiples allowed)' with columns for 'File Name', 'File Date', and 'Size'. A note at the bottom states: 'Note: Files must have the same extension to upload as a group.'

1703

- 1704 The Analyst then clicks Next to return to the Main Navigation Screen. The Analyst clicks on the 'Submit Project' button to move forward.
- 1705

The screenshot shows the 'WILLIAMS LAKE PROJECT' application page. At the top, it displays the project address: 'Williams Lake Rd' and 'Rosendale NY 12472'. Below this, five steps are listed in a vertical sequence, each with a checked checkbox:

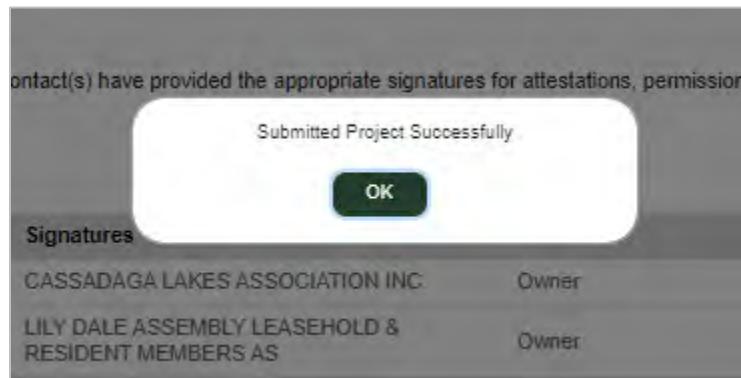
- Step 1 Project Location**: Identify project location on a map
- Step 2 Applicant Information**: Identify the applicants, property owners, and contacts
- Step 3 Project Information**: Select the permit types and enter project details on the application forms
- Step 4 Supporting Documents**: Upload additional project materials
- Step 5 Sign and Submit**: Collect signatures, review and print application, and submit

At the bottom right, there are 'SUBMIT PROJECT' and 'Close' buttons.

1706

- 1707 Submitting the project will display a confirmation pop-up, confirming that the Analyst wishes to proceed, and then another pop-up when the submission is successful.
- 1708

# eTrack



1709

- 1710 Clicking OK will return the user to the Analyst dashboard. It will also move the project from the My  
 1711 Projects listing on the Analyst dashboard and place it into the Regional Projects/Unvalidated results grid  
 1712 so that it can be assigned to an Analyst or Project Manager for Validation review prior to upload to  
 1713 DART/eFind.

The screenshot shows the eTrack interface with the "Regional Projects" tab selected. At the top, there is a search bar labeled "Search in Unvalidated" and a filter dropdown labeled "Filter By Region: All". The main area displays a table of unvalidated projects. The columns include: Project ID, EA, GP, Applicant, Facility, Municipality, County, Permit Type, App Type, Rec'd Date, and Project Mgr. Each row contains a "VALIDATE" button and some descriptive text. For example, the first row for project 9378 is associated with "ADDISON VOLUNTEER FIRE DEPARTMENT INC" and has "Albany attach test pt 2" in the notes column. The "Project Mgr" column shows names like "PUVOGEL JUSTIN", "MAHALINGAM MOORTHI", "FEHLING R GEORGE", and "FEHLING R GEORGE".

1714

## 11.9 Assigning an Analyst to Review a Project

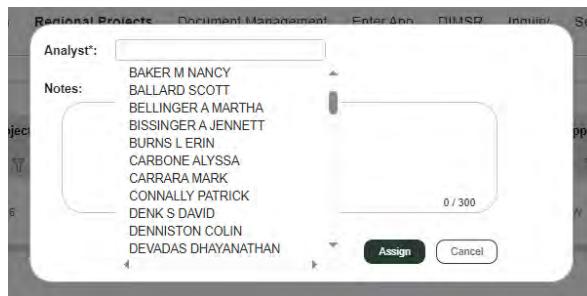
- 1715 After submitting a Project, an Analyst needs to be assigned before the project can move to the  
 1716 Validation stage. Go to the Analyst dashboard, Regional Projects, and click the Unvalidated tab on the  
 1717 left-hand side of the screen.  
 1718  
 1719 In the list, look for the project recently submitted. Click on the Assign button. The final column, Analyst,  
 1720 will read UNASSIGNED.

# eTrack

<b>ASSIGN</b>	5125	CASSADAGA LAKES ASSOCIATION INC	LILY DALE BEACH	Pomfret,Pomfre	001,GP-0-10- 003,GP-0-18- 004,GP-0-20- 002,GP-0-20- 004,GP-0-20- 005,GP-0-21- 001,GP-0-21- 002,GP-0-21-	NEW	02/21/2023	UNASSIGNED
---------------	------	--	--------------------	----------------	--	-----	------------	------------

1721

- 1722 Click on the Assign button, and a pop-up will display with a list of DEC Project Managers from which to  
1723 choose, or type in the name to select.



1724

- 1725 The Analyst is selected from the dropdown, any Notes are added, and the Assign button is clicked.  
1726 The button will now read Validate and the Analyst is assigned.

<b>VALIDATE</b>	5125	CASSADA GA LAKES ASSOCIATI ON INC	LILY DALE BEACH	Pomfret	Chautauqua	004,GP-0- 20-002,GP- 0-20- 004,GP-0- 20-005,GP- 0-21-	NEW	02/21/2023	TESTER Q JOHN
-----------------	------	--	--------------------	---------	------------	--	-----	------------	------------------

1727

- 1728 After being assigned once, a Project cannot go back to being unassigned. However, by clicking on an  
1729 existing assigned name, the Project can be re-assigned. To change the assigned Analyst, click on the  
1730 hyperlinked name in the results grid to open the selection dropdown window as above. The Notes  
1731 previously entered will no longer be present, however they will be saved on the Virtual Workspace, in  
1732 the Project Notes.

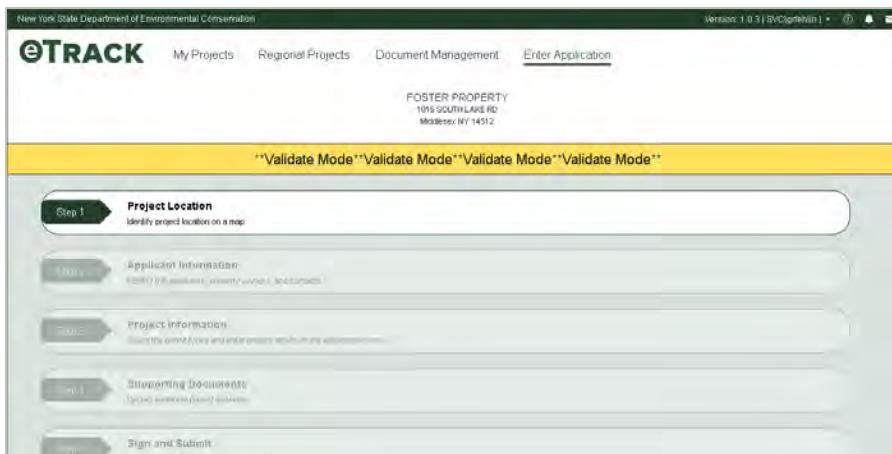
- 1733 Each time a Project is assigned/reassigned, a system-generated note is created. The Analyst receives an  
1734 Alert notification (a red dot on the bell icon in the topmost banner).  
1735 Once assigned, this Project remains on this regional dash, just as it does on the Analyst dash.  
1736 Clicking the Validate button will begin the Project Validation process.

## 11.10 Project Validation Mode

- 1738 In Project Validation Mode, the assigned Analyst will go through all the screens and data related to the  
1739 Enter Application process, and either validate that the screen/information is correct (by clicking on a

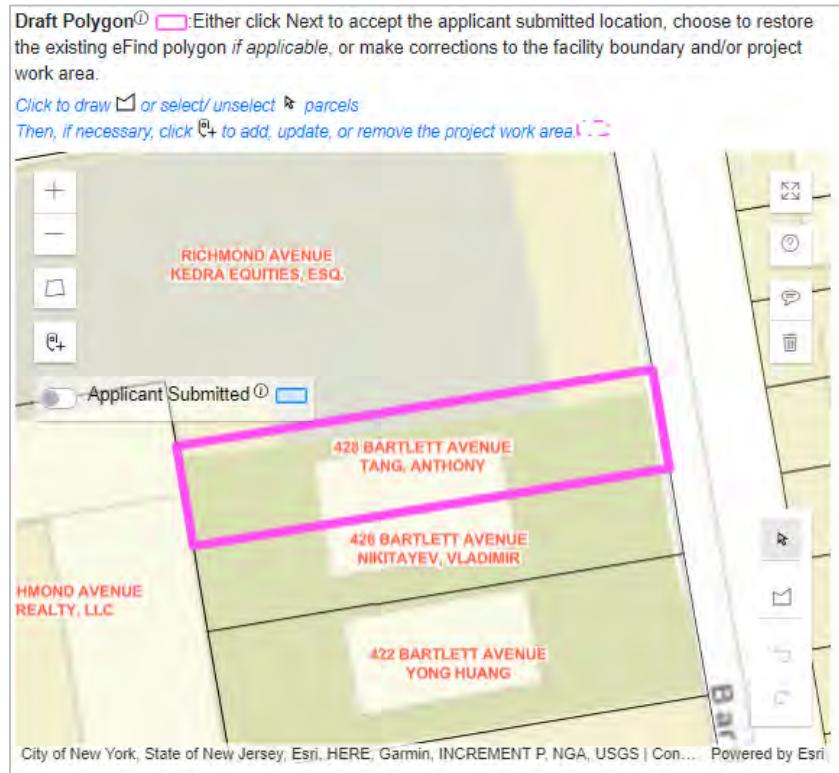
# eTrack

- 1740 Validate checkbox) or by altering/editing the information so that it is correct. Originally submitted  
1741 documents are always accessible in Validate Mode.
- 1742 In Validate Mode, nearly all the same screens will appear as they did during the data entry phase of  
1743 Enter Application, in the same order. However, a yellow banner will appear above the Main Navigation  
1744 screen reading \*Validate Mode\*, until the Validation button is clicked, when the banner will change to  
1745 \*Validated\*.
- 1746 When first clicking on the Validate button, the Main Navigation screen for that project will appear, with  
1747 the yellow \*Validate Mode\* banner and Step 1 enabled.



- 1748
- 1749 **11.10.1 Validate Mode – Step 1**
- 1750 Click on Project Location to begin validation of Step 1. Validation Mode skips the Project Location sub-  
1751 step of the data entry mode and goes right to Facility Details. An empty Validated checkbox appears at  
1752 the lower-right hand corner of the page, beside the Next and Close buttons.
- 1753 Note that the map tool icon for Jurisdictional Layers is present on the map only during Validate  
1754 Mode. Clicking on the jurisdictional layer icon will allow the Analyst to add layers to the map to view the  
1755 project location and proximate layers, annotate, print, and save.
- 1756 Instructions at the top of the screen provide the Analyst with detailed information on how to proceed.  
1757 Hovering over informational icons display detailed instructions for the respective data entry fields.
- 1758 Street addresses and property owner names are visible on the map in Validate Mode Step 1 to help  
1759 Analysts identify tax parcels, however these are “scale dependent.” Zoom in to the see the address and  
1760 property owners displayed on the map.

# eTrack



1761

1762 *Validating an Unapproved Polygon*

1763

1764 An Unapproved Polygon is a polygon location that has not yet been confirmed and approved in eFind.

1765 In this instance, a facility match that did not have an approved polygon location was selected during  
1766 data entry mode. Screen instructions at the top require that the property boundary be defined: "Review  
1767 and validate the facility details and draft polygon. If changes are made to the facility boundary, please  
1768 be sure the address is also corrected in the facility details". The property boundary will be displayed in  
1769 purple.  
1770

# eTrack

Review and validate the facility details and draft polygon.  
If changes are made to the facility boundary, please be sure the address is also corrected in the facility details.

**Validate Mode**

Accept applicant details, click to restore the eFind data, undo , or make corrections.  
Search eFind facility records to look for an existing match for this location. If a match is found, please transfer these facility details to the correct DEC ID.

DEC ID: 4-1926-00008      Find Sites (state.ny.us)

Project/Facility Name\*: CATSKILL - TEST 5/16     

Address\*: LOWER MAIN Street Suite 90     

Town/City\*: Catskill      Zip: 12414      State: NY

Directions and Distance to roads, intersections, bridges and waterbodies:

/ 100

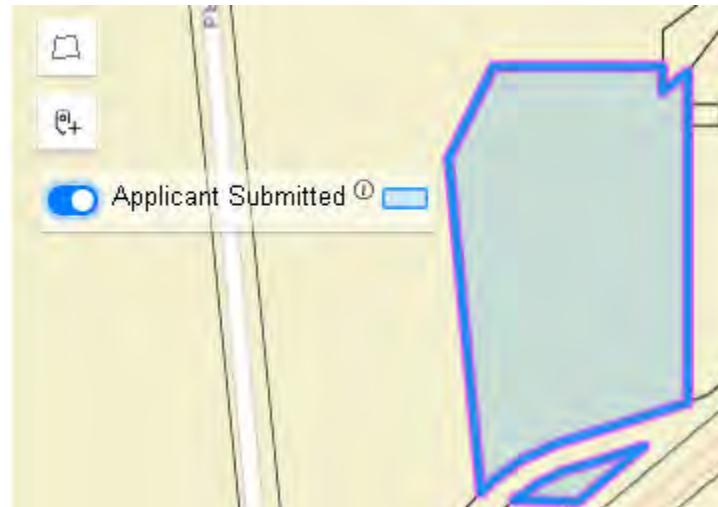
County: Greene  
Municipality: Catskill  
Tax Map Number:  
172.06-4-19, 172.06-4-36, 172.06-4-24, 172.06-4-23, 172.06-4-37, 172.06-4-44, 172.06-4-45, 172.06-4-46, 172.06-4-31, 172.06-4-27, 172.06-4-35,

Either click next to accept the applicant submitted location, choose to restore the existing eFind polygon if applicable, or make corrections to the facility boundary and/or project work area.  
Select to add, update, or remove the project work area.

Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS | Contributing counties, NYS Office of Information Technology Services, NYS Office of Information Technology Services. Powered by Esri.

1771

- If an Analyst wants to confirm the appearance of the polygon that was submitted by an Applicant, the Applicant Submitted radio button on the map can be clicked to display the submitted polygon boundary, which will appear in blue.



1775

1776

- If an existing facility was chosen during data entry, in Validation Mode, the DEC ID will appear as a hyperlink above the property address (DEC IDs for new facilities are created only after upload to DART).  
Clicking on the DEC ID in Step 1 of Validate Mode will take the user to that facility detail page in eFind.  
Analysts can also Search eFind facility records by clicking on the hyperlink next to the DEC ID.

# eTrack

1781 In Validate Mode, triangular yellow icons containing an exclamation point will appear beside a data  
1782 entry field if the data in that field was changed during the data entry process, compared to what was  
1783 originally provided by the eFind database.

DEC ID: 8-5728-00022

Project/Facility Name\*: FOSTER PROPERTY

Address \*: 1015 SOUTH LAKE RD

Town/City\*: Middlesex Zip: 14512 State: NY

1784

1785 Hovering over any of these yellow icons will display the original information from the eFind record.  
1786 Clicking on the icon will change the information back to that original eFind information. Clicking on the  
1787 icon again will restore the more recently entered data. If the Analyst changes the data and clicks  
1788 Validate, that is what gets saved/validated.

DEC ID: 8-5728-00022

Project/Facility Name\*: FOSTER PROPERTY

Address \*: 1015 SOUTH LAKE RD

Town/City\*: Middlesex Zip: 14512 State: NY

and Distance to roads, intersections, bridges and waterbodies:

1789

1790 *Validating a Work Area*

1791 A Work Area is a distinct polygon added to a map that already contains a property boundary icon. As in  
1792 Step 1 data entry mode, a Work Area can be added to and associated with the facility polygon to  
1793 indicate the specific area to be disturbed or where the proposed work will be done. As with Data Entry  
1794 Mode, click on the 'Add Work area(s)' icon, and then the 'Draw a polygon' icon. Place the cursor where  
1795 the work area will be located, and click and drag to draw.

1796 Work area polygons entered during Step 1 data entry will also be visible and may be edited on this  
1797 screen during Validate mode (the border with the dotted line). Click the Work Area icon to select the  
1798 work area for editing or deletion.

# eTrack

Accept applicant details, click to restore the eFind data, undo , or make corrections.

Search eFind facility records to look for an existing match for this location. If a match is found, please transfer these facility details to the correct DEC ID.

DEC ID:  Search eFind facility records

Project/Facility Name\*: Test wa save for later then validate

Address\*: Eliza St

Town/City\*: Beacon Zip: State: NY

Directions and Distance to roads, intersections, bridges and waterbodies:

County: Dutchess

Municipality: Beacon Primary Municipality: Beacon City (13020)

Tax Map Number: 6054-29-004836-0000

Regions: 3

1799

## 1800 *Validating an Approved Polygon*

- 1801 An Approved Polygon is an existing facility in eFind with a polygon location that has been confirmed and approved in eFind.
- 1802

Review and validate the facility details and draft polygon.  
If changes are made to the facility boundary, please be sure the address is also corrected in the facility details.

**Validate Mode** **Validate Mode** **Validate Mode** **Validate Mode**

Accept applicant details, click to restore the eFind data, undo , or make corrections.

Search eFind facility records to look for an existing match for this location. If a match is found, please transfer these facility details to the correct DEC ID.

DEC ID: 7-0558-00044 Find Sites (state.ny.us)

Project/Facility Name\*: Odell Property

Address\*: 1421 Fire Lane J

Town/City\*: Summerhill Zip: 13045 State: NY

Directions and Distance to roads, intersections, bridges and waterbodies:

County: Cayuga

Municipality: Summerhill

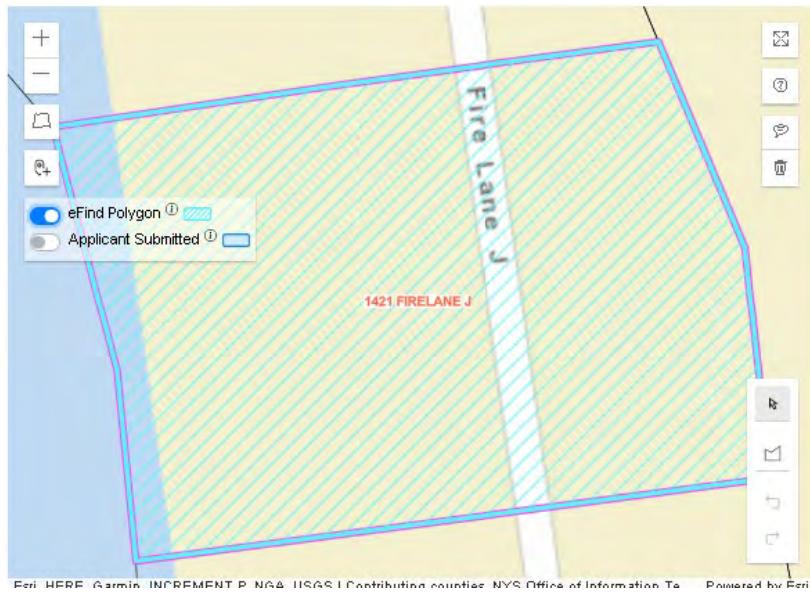
Tax Map Number: 234.00-1-21

Regions: 7

1803

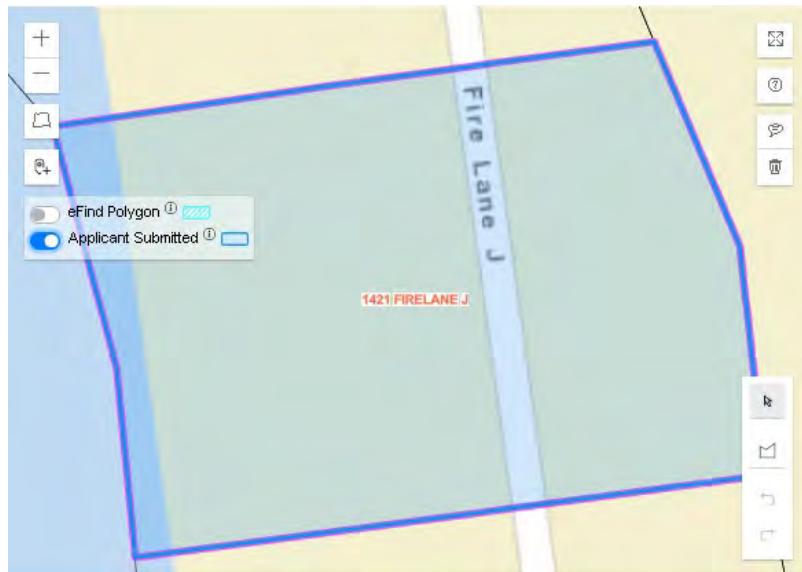
- 1804 There are two radio button selections displayed on the map, 'eFind Polygon' (the approved polygon)...

# eTrack



1805

1806 ...and the Applicant Submitted radio button:



1807

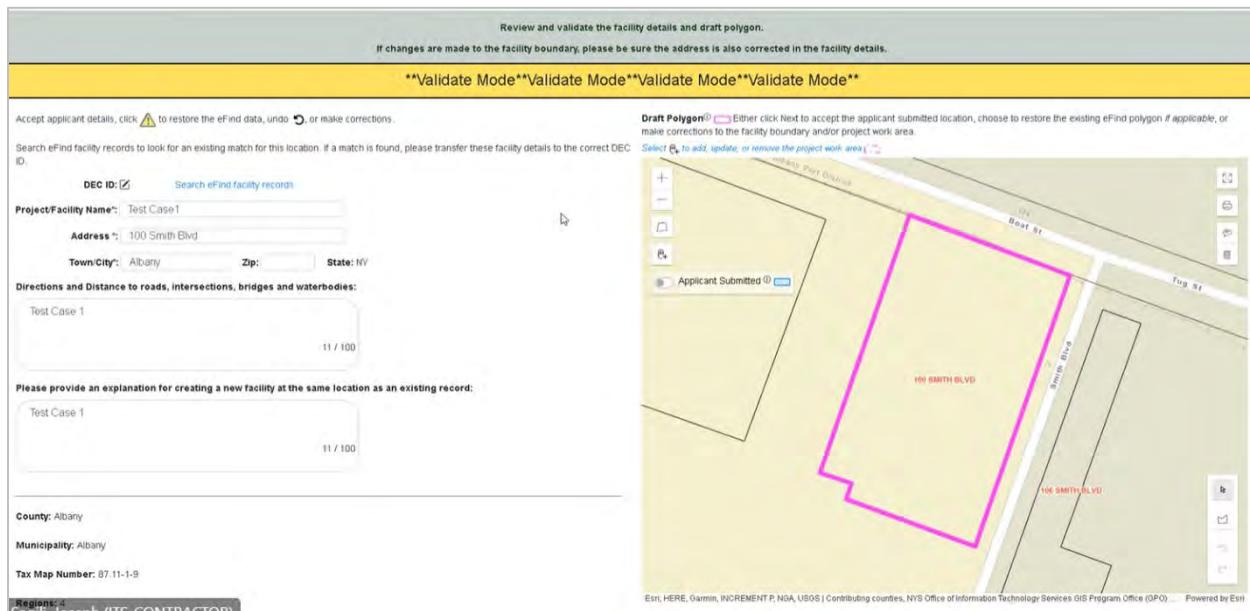
1808 This allows the analyst to compare the approved polygon in eFind for that facility, and the polygon that  
1809 was selected or drawn during data entry (applicant submitted polygon). In the scenarios displayed  
1810 above, you can see that the analyst polygon, the eFind polygon and the applicant submitted polygon  
1811 were all the same. This indicates that during data entry, the existing eFind polygon was selected to  
1812 represent the facility.

1813 Here again the Analyst can either add a Work Area or view a Work Area created in data entry mode.

# eTrack

## 1814 *Validating a New Facility*

- 1815 A New Facility is a facility that does not yet exist in eFind.
- 1816 A new facility created during data entry mode will display slightly differently in Step 1 Validate Mode than an existing facility match. To begin, there is only one radio button on the map (Applicant Submitted), and there is no eFind option.



## 1819

- 1820 More notably, instead of a DEC ID number (there isn't any, since the facility is new), an edit icon displays beside the DEC ID label, and there is a hyperlink to search eFind to ensure that a matching facility record does not exist already. If the analyst searches eFind and finds a matching, existing facility record in eFind, the edit icon provides the analyst a way to attach details from an existing facility in eFind. This is specifically for the occasions when a new facility is created in error, potentially resulting in a "duplicate" facility. Instead of starting anew and re-entering the application data, the edit icon provides an easy way for the analyst during validation to use the correct, existing eFind facility record.

## 1827

# eTrack

New York State Department of Environmental Conservation

**eTRACK** Facility Details

\*\*Validate Mode\*\* Validate Mode\*

DEC ID:

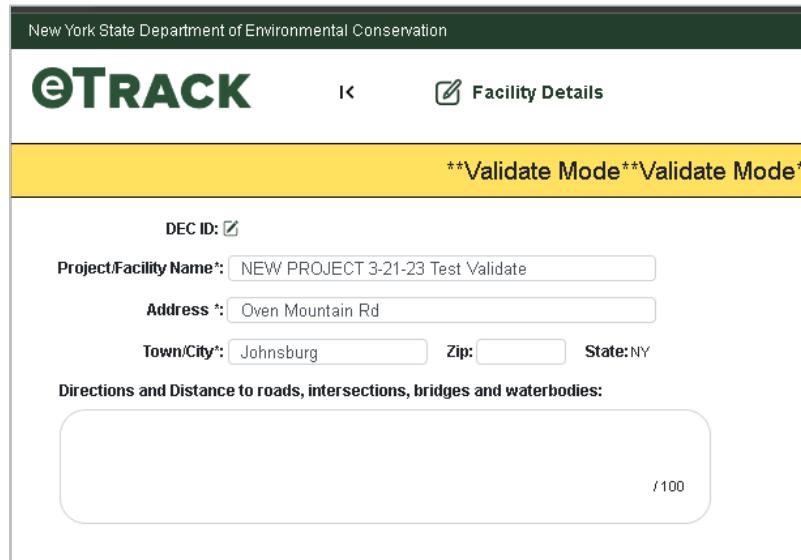
Project/Facility Name\*: NEW PROJECT 3-21-23 Test Validate

Address\*: Oven Mountain Rd

Town/City\*: Johnsburg Zip: State: NY

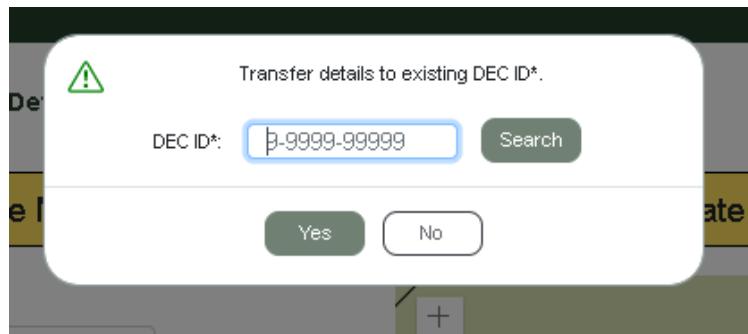
Directions and Distance to roads, intersections, bridges and waterbodies:

/100



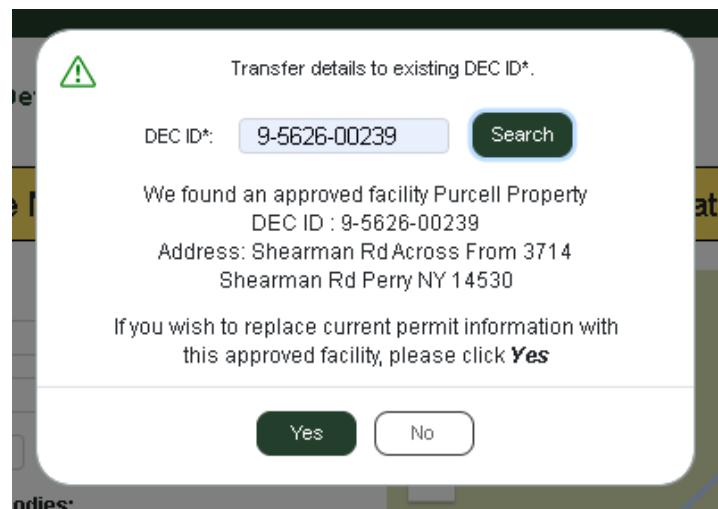
1828

1829 Clicking on the edit icon will present the following pop-up.



1830

1831 Entering the DEC ID and clicking the Search button will attach the details of an existing DEC ID to the  
1832 project being entered.



1833

# eTrack

- 1834 The existing DEC ID appears along with a series of Yield signs that represent the information entered  
1835 during data entry that does not match the facility record in eFind.

The screenshot shows the eTrack Facility Details page. At the top, it says "New York State Department of Environmental Conservation" and "eTRACK". There is a back arrow and a "Facility Details" button. Below that, a yellow banner displays "Validate Mode" twice. The main form area has fields for "DEC ID: 9-5626-00239", "Project/Facility Name\*: NEW PROJECT 3-21-23 Test Validate" (with a warning icon), "Address\*: Oven Mountain Rd" (with a warning icon), "Town/City\*: Johnsburg" (with a warning icon), "Zip:" (with a warning icon), and "State: NY". Below these fields is a section titled "Directions and Distance to roads, intersections, bridges and waterbodies:" containing a large text input field with a warning icon and a progress bar indicating "/100".

1836

1837

- 1838 For all of the scenarios above, the Analyst confirms the information is correct, and the clicks on the  
1839 Validated checkbox.

A small dialog box with a green header bar containing a checkbox labeled "Validated" and a "Next" button. Below the bar is a progress bar. To the right are "Close" and "Next" buttons.

1840

- 1841 Clicking the Validated checkbox will grey-out and disable the property address data fields, and change  
1842 the yellow banner to \*Validated\*.

# eTrack

\*\*Validated\*\*Validated\*\*Validated\*\*Validated\*\*

DEC ID: 8-5728-00022

**Project/Facility Name:** FOSTER PROPERTY !

**Address:** 1015 SOUTH LAKE RD !

**Town/City:** Middlesex ! **Zip:** 14512 ! **State:** NY

Directions and Distance to roads, intersections, bridges and waterbodies:

County: Yates  
Municipality: Middlesex  
Tax Map Number: 21.02-1-17, 21.33-1-6, 21.33-1-7,  
Regions: 8

County of Ontario, Esri, HERE, Garmin, INCREMENT P, NGA, USGS | Contributing counties, NYS Office of... Powered by Esri

**Validated** **Next** **Close**

1843

1844 Having validated this information, the user clicks Next to continue, and WILL NOT BE ABLE TO RETURN  
1845 to this Step.

**11.10.2 Changing the Property Boundary, Dimensions, or Location of a Polygon**

1847 To change the boundary of an approved polygon in Validate mode, the Analyst must “edit by delete”.  
1848 That is, the polygon needs to be deleted and re-drawn using the map tools. A polygon entered during  
1849 Step 1 Data Entry mode can be adjusted using the map tools.

1850 If a facility is a multi-town facility, and a parcel is selected in a different town than the one that initially  
1851 appeared from the DEC ID search, even if the original parcel is deleted, the previous town will still be  
1852 listed along with the new town in Facility Details. It is up to the Analyst to delete the old town if needed  
1853 from the Town/City data field.

Please review and enter the facility details for the selected location below.  
To make corrections to the property boundary or work area, please return to the Project Location screen.

**Project/Facility Name**: CFSWMA REGIONAL SOLID WASTE DISPOSAL

**Address**: 828 CO RTE 20

**Town/City**: Constable;westville Zip: 12926 State: NY

Directions and distance to roads, intersections, bridges and waterbodies:

County: Franklin  
Municipality: Westville, Constable  
Tax Map Number: 25-6-10-100  
Region(s): 5

Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS | Contributing counties, NYS Office of... Powered by Esri

**Next** **Close**

1854

# eTrack

- 1855 During Validation, the Analyst can select the Primary Municipality, or make other changes. To see other facilities that may be located nearby, use the link beside the DEC ID to Search eFind facility records.
- 1856
- 1857

Accept applicant details, click to restore the eFind data, undo , or make corrections.

Search eFind facility records to look for an existing match for this location. If a match is found, please transfer these facility details to the correct DEC ID.

DEC ID: 5-1699-0003      [Search eFind facility records](#)

Project/Facility Name\*: Test muni

Address \*: 828 CO RTE 20

Town/City\*: Constable westville Zip: 12926 State: NY

Directions and Distance to roads, intersections, bridges and waterbodies:

County: Franklin

Municipality: Westville, Constable Primary Municipality: [Westville Town \(165600\)](#)

Tax Map Number: 25-6-10.100

Regions: 5

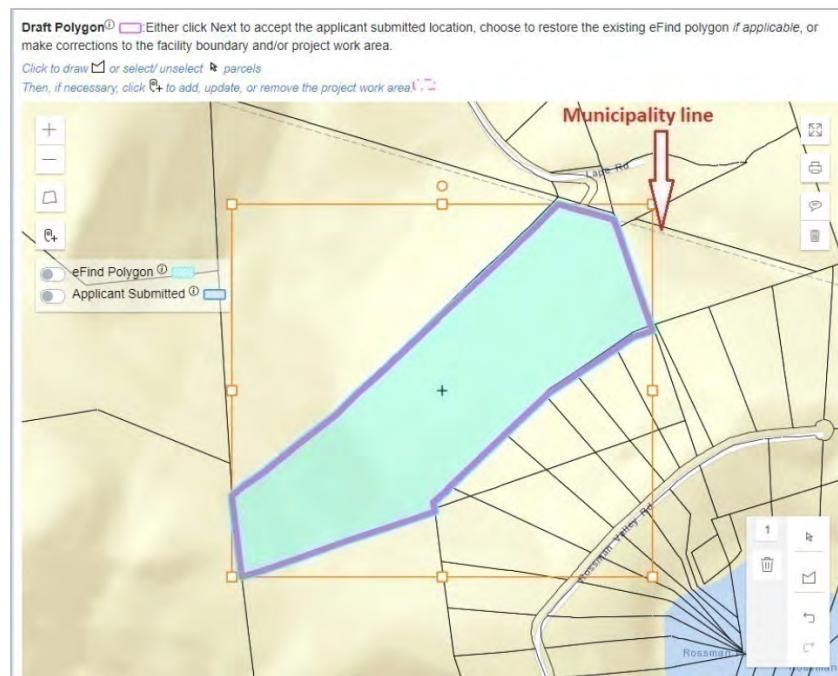
Draft Polygon<sup>①</sup> Either click Next to accept the applicant submitted location, choose to restore the existing eFind polygon if applicable, or make corrections to the facility boundary and/or project work area.

Click to draw or select/unselect parcels  
Then, if necessary, click to add, update, or remove the project work area

Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS | Contributing counties, NYS Office... Powered by Esri

1858

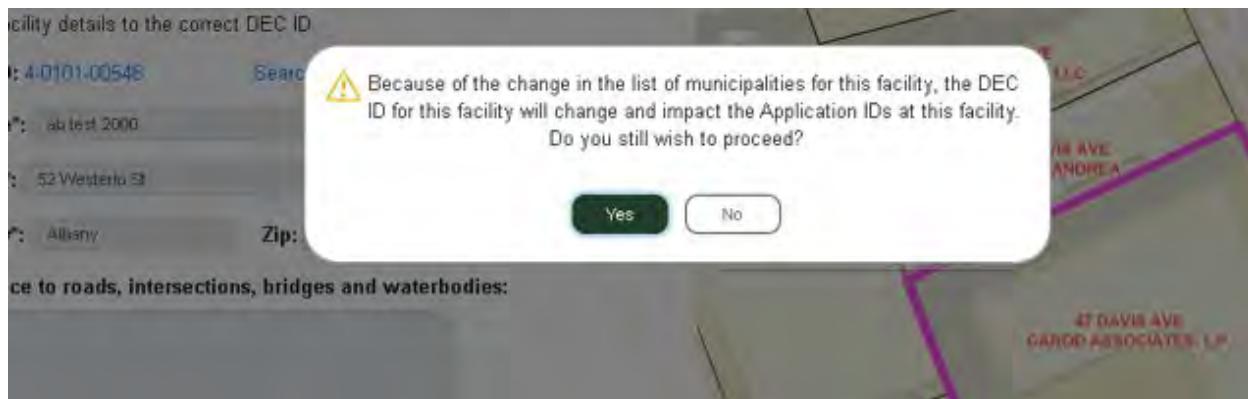
- 1859 In the case when a tax parcel crosses over municipalities, and it can overlap, giving a new DEC ID in error. In this case the parcel may need to be edited to remove the overlapping municipality if necessary.
- 1860
- 1861 For example, when a parcel polygon is on the border of two or more municipalities.



1862

# eTrack

- 1863 If a polygon is relocated to another Region, the DEC ID will be changed, since the first digit in a DEC ID  
1864 represents one of the nine Regions. A warning popup will appear when this occurs, asking whether the  
1865 Analyst wishes to proceed.



1866

- 1867 Under these circumstances, when a new project is initiated (after this project is uploaded to DART), a  
1868 search by the old DEC ID will display the new DEC ID and location.  
1869 If there are active authorizations for a facility, the pop-up will contain additional information:



1870

## 11.10.3 Associating Geographical Inquiries to a Project in Validate Mode

- 1871 At the bottom of the Step 1 Validate screen are five boxes for Geographical Inquiry IDs that the Analyst  
1872 may wish to associate to the project (optional).

Related Geographical Inquiries:	GID-	GID-	GID-	GID-	GID-
---------------------------------	------	------	------	------	------

1874

- 1875 A valid GI ID has six digits, with zeroes added at the beginning of the string to make the digit length six.  
1876 For example, GID-001604.

# eTrack

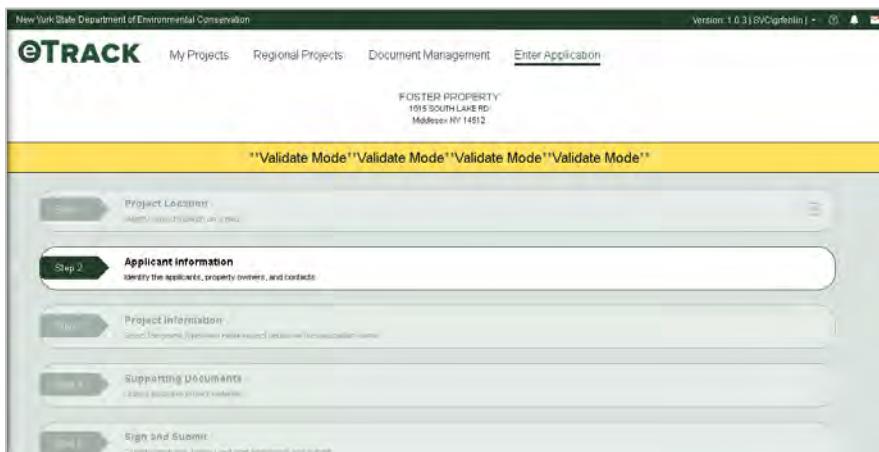
<b>Related Geographical Inquiries:</b>	GID-001604	GID-	GID-	GID-	GID-
--	------------	------	------	------	------

1877

1878 This GID will now be associated with this Project and the number will appear as a hyperlink on the  
1879 Project's VW.

1880 **11.10.4 Validate Mode – Step 2**

1881 Having completed all work in Step 1 Validate Mode, the Main Navigation screen appears with Step 2  
1882 enabled.



1883

1884 The Analyst clicks on Step 2 in Validate Mode to validate the Applicant Information.

1885 The first screen to appear is Applicant Summary. The Analyst clicks on the edit icon to the right of the  
1886 name to open the Applicant Information screen and validate the data. Click Validate on the Applicant  
1887 Information screen, click Next and then Next again to move to the next applicant or to the owner  
1888 validation.

# eTrack

New York State Department of Environmental Conservation Version: 2.0.0 | SVCgrfehl |

**eTRACK** **Applicants** Property Owners Contacts/Agents

*Note: An Applicant is defined as a Legally Responsible Party*

Below are the applicants you have chosen for this new project

LAWRENCE / SANDRA LABROZZI	<input type="checkbox"/> X
LAWRENCE J LABENSKI	<input type="checkbox"/> X

[Add another Applicant for this project](#)

Validated Next Close

1889

1890 *Note:* As Applicants are Validated, their name on the Applicant Summary screen will turn blue. If there is  
1891 more than one Applicant in the Summary, and one has been validated, that Applicant's name text color  
1892 will change to blue, but the other will not, until it too is Validated. (So, even though one has been  
1893 validated, this indicates that there are others that still need to be validated).

New York State Department of Environmental Conservation Version: 2.0.0 | SVCgrfehl |

**eTRACK** **Applicants** Property Owners Contacts/Agents

*Note: An Applicant is defined as a Legally Responsible Party*

Below are the applicants you have chosen for this new project

BOB Johnson	<input type="checkbox"/> X
LAWRENCE / SANDRA LABROZZI	<input type="checkbox"/> X
LAWRENCE J LABENSKI	<input type="checkbox"/> X

[Add another Applicant for this project](#)

1894

1895 *Note:* To Add Another Applicant in this step, the Analyst must first de-select the Validated checkbox to  
1896 access the link.

## 1897    11.10.5       Public ID

1898    The Applicant Information screen in Validate mode includes the existing, Public ID for the applicant (if  
1899 any).

# eTrack

**APPLICANT**

Please complete the form so that we can confirm, update, or add information in our system.

Applicant Type\*: Individual Public ID: [1476212](#)

First Name\*: JAMES Middle Name/Initial: Last Name\*: FOSTER Suffix:

1900

- 1901 The link will take the user to the relevant page for the applicant in eFind for comparison.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION **eFIND**

Home Sites Publics Help

**View Public Details**

FOSTER, JAMES  
Public ID: 1476212  
Type: Individual  
DOB:

Created On: 01/10/2001 9:15 AM  
Updated On: 11/04/2003 2:14 PM  
Updated By: nhbarkan

Comments  
There are no comments.

Roles Affiliated Sites AKA Names Related Publics Applications Authorizations

Legally Responsible Party

1015 S LAKE RD  
MIDDLESEX, NY 14507  
USA

Business: Fax: Home: (385) 554-6862  
Mobile: Email: Website:  
[Sites](#)

Update Date: 07/18/2019 10:03 AM  
Updated By: lkschauf

Help

1902

- 1903 If the applicant's name as entered is not recognized by eFind, when the Analyst arrives at this screen in  
1904 Validation mode, the Public ID label will have an icon beside it (NEW with an edit symbol). This also  
1905 applies to the next section Contacts/Agents.

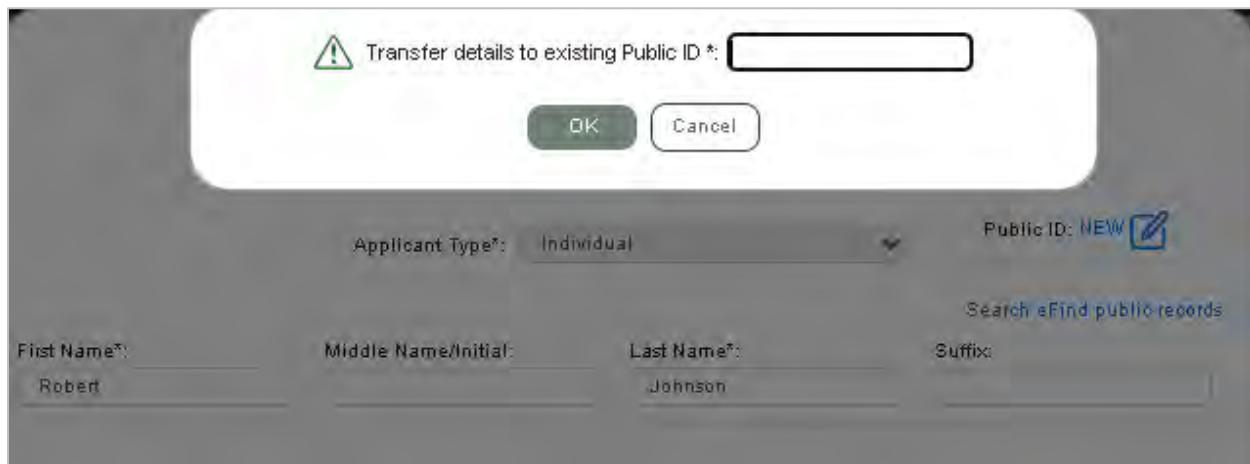
# eTrack

The screenshot shows the 'APPLICANT' section of the eTrack application. At the top, a message reads: 'Please complete the form so that we can confirm, update, or add information in our system.' Below this, there are fields for 'First Name\*', 'Middle Name/Initial\*', 'Last Name\*', and 'Suffix'. The 'First Name\*' field contains 'Robert'. To the right, there is a dropdown for 'Applicant Type\*' set to 'Individual', a 'Public ID' field showing 'NEW' with a pencil icon, and a link to 'Search eFind public records'. Below these, there is a section for 'Relationship to Property\*' with checkboxes for 'Owner', 'Operator', and 'Lessee', with 'Lessee' checked. A note says '(Check all that apply)'.

1906

1907 Clicking on the icon will display a pop-up that reads 'Transfer details to existing Public ID.'

1908

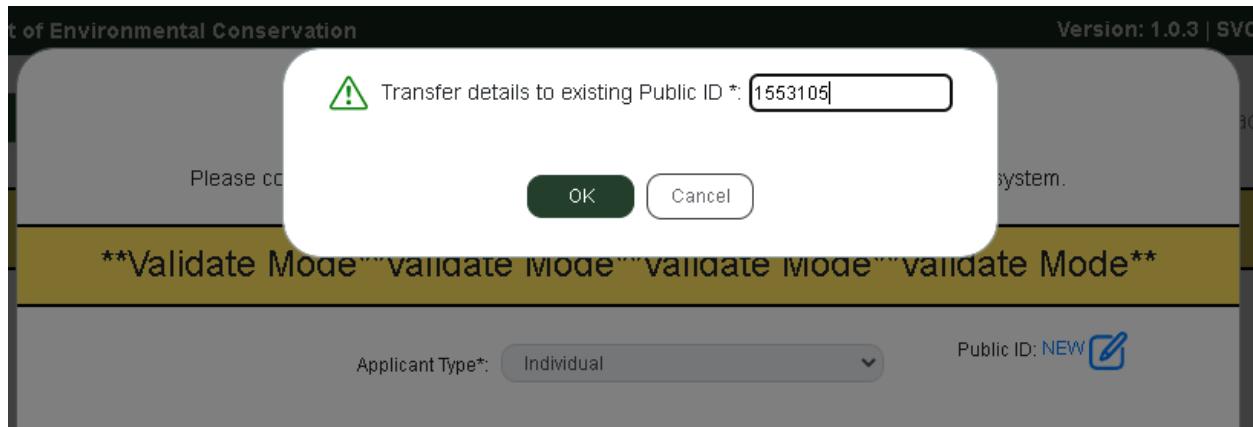


1909

1910 If the Analyst is certain that the applicant is identical to an existing, previous applicant with a Public ID in  
1911 eFind, the Analyst can enter the Public ID, and click OK.

1912

# eTrack



1913

1914 *Note:* The Analyst must click Next for the changes to take effect.

1915 Clicking Next and returning to the Applicant screen will populate the screen with the information that  
1916 exists in eFind, creating "Yield" signs that when clicked, will replace the information entered on this  
1917 screen.

A screenshot of the eTrack Applicant Information detail screen. The title is "APPLICANT" with a subtitle "Please complete the form so that we can confirm, update, or add information in our system.". It shows fields for "First Name\*", "Middle Name/Initial\*", "Last Name\*", and "Suffix". The "First Name" field contains "Robert" with a yellow warning icon. The "Last Name" field contains "Johnson". To the right, there's a "Public ID: 1553105" with a pencil icon and a link "Search eFind public records". Below these, there's a section for "Relationship to Property\*" with checkboxes for "Owner", "Operator", and "Lessee" (the last one is checked). A note "(Check all that apply)" is next to the checkboxes.

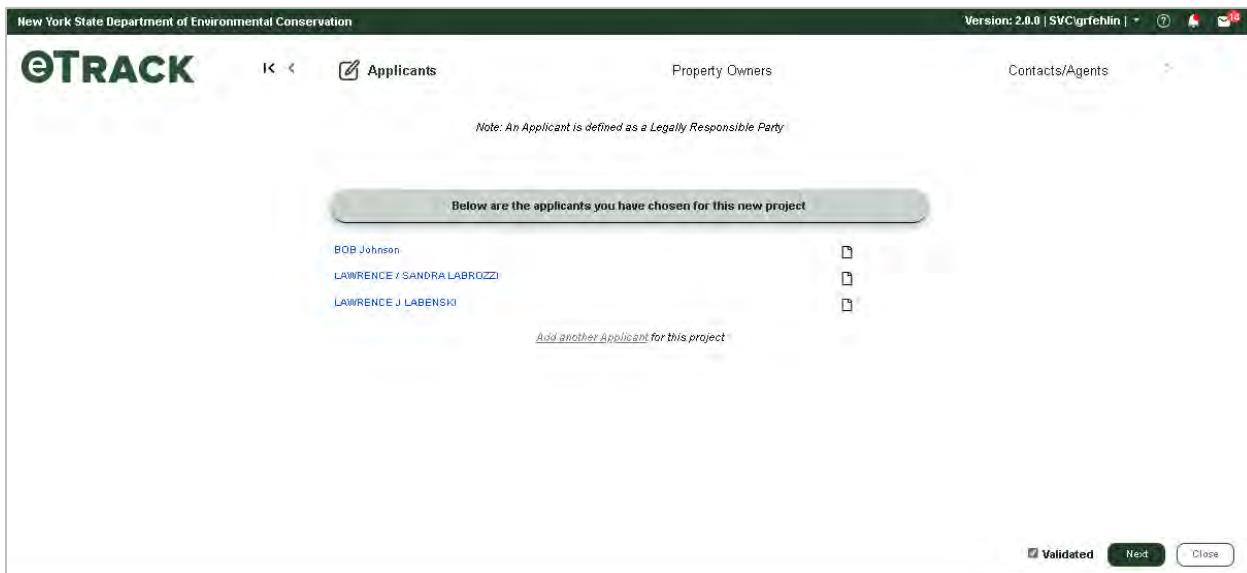
1918

1919 Clicking the Validated checkbox on the Applicant Information detail screen will grey-out and disable the  
1920 data fields and links on the page.

1921 Clicking Next will return the User to the Applicant Summary screen. The validated applicant's name will  
1922 now appear in the results grid in a bold blue font to indicate that they have been validated, and once all  
1923 applicants have been validated in this way, the Validated checkbox will be filled automatically.

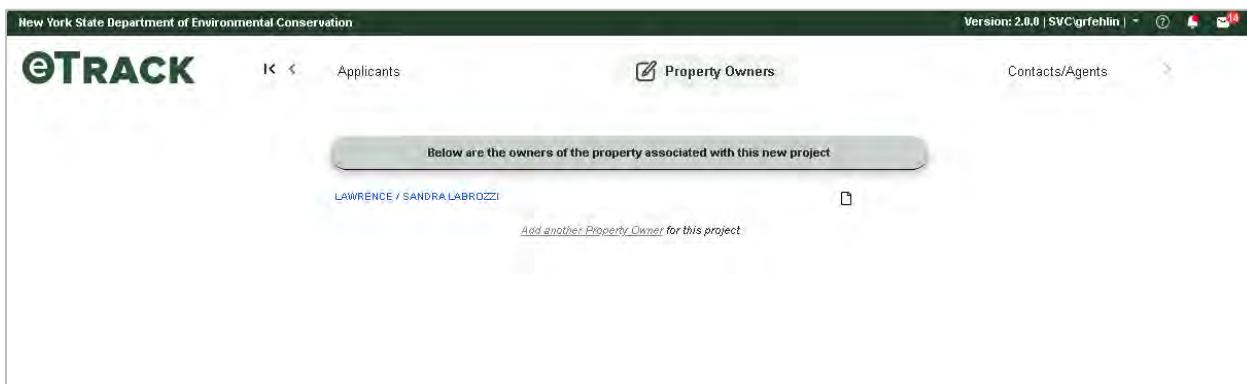
# eTrack

- 1924 During validation the 'Add Another...' links are available to add additional records, and it is also possible  
1925 to delete any listed record with the 'X'. (Note that the Validate checkbox must first be de-selected).



The screenshot shows the eTrack application interface for managing applicants. At the top, there's a header bar with the New York State Department of Environmental Conservation logo, the title 'eTRACK', and navigation links for 'Applicants', 'Property Owners', and 'Contacts/Agents'. The main content area has a note: 'Note: An Applicant is defined as a Legally Responsible Party'. Below this, a section titled 'Below are the applicants you have chosen for this new project' lists three names: 'BOB Johnson', 'LAWRENCE / SANDRA LABROZZI', and 'LAWRENCE J LABENSKI'. Each name has a small 'X' icon to its right, indicating they can be deleted. A link 'Add another Applicant for this project' is located below the list. At the bottom right of the screen are buttons for 'Validated' (with a checked checkbox), 'Next', and 'Close'.

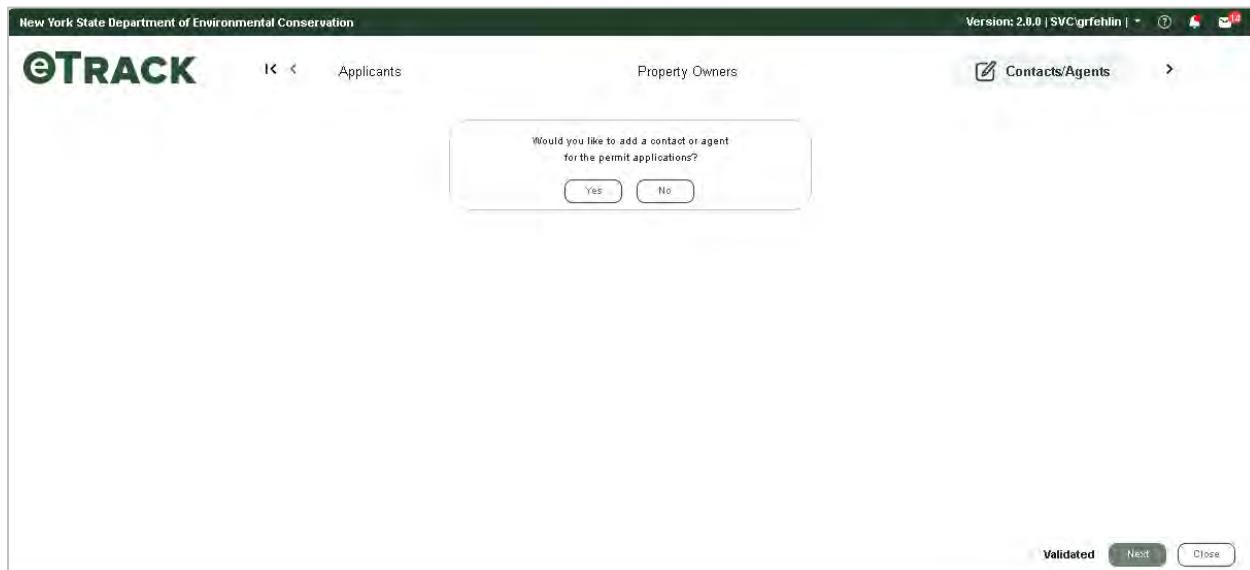
- 1926
- 1927 Clicking Next takes the user to the Property Owners Summary screen. If the Property Owner is the same  
1928 as the applicant on the previous screen, the Validation will carry forward and the checkbox will be  
1929 clicked.



The screenshot shows the eTrack application interface for managing property owners. The layout is similar to the applicants screen, with the header bar, 'eTRACK' title, and navigation links for 'Applicants', 'Property Owners', and 'Contacts/Agents'. The main content area has a note: 'Below are the owners of the property associated with this new project'. It lists one name: 'LAWRENCE / SANDRA LABROZZI'. A link 'Add another Property Owner for this project' is below the list. At the bottom right are buttons for 'Validated' (with a checked checkbox), 'Next', and 'Close'.

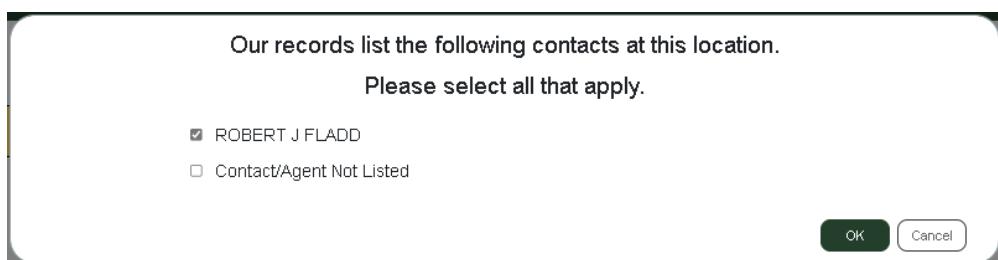
- 1930
- 1931 If a property owner has not already been validated, follow the process described above or just click the  
1932 Validated button on the summary screen.
- 1933 Clicking Next takes the user to the Contacts/Agents screen. If there are Contacts/Agents already added,  
1934 the Summary screen of Contacts/Agents will display. If not, the user will be asked if they want to add a  
1935 contact or agent. (Clicking No will move the user forward).

# eTrack



1936

- 1937 Clicking Yes will allow the user to add a Contact/Agent, who can then be Validated in the same way as  
1938 described above.



1939

- 1940 As with the Applicant screens, if the Contact/Agent is new, they can be assigned to an existing Public ID.  
1941 The user clicks Yes or No on the pop-up when asked if they want to add another Contact/Agent. The  
1942 summary screen re-appears.  
1943 Clicking Next takes the user forward to the Main Navigation screen (again, it is not possible to return to  
1944 the Validation step once complete).

# eTrack

The screenshot shows the eTrack application window. At the top, there's a header bar with the text "New York State Department of Environmental Conservation" and "Version: 1.0.3 | SV/Cgrielein". Below the header, the main menu includes "eTRACK", "My Projects", "Regional Projects", "Document Management", and "Enter Application". A sub-header displays "FOSTER PROPERTY" with the address "1015 SOUTH LAKE RD" and "Middlesex NY 14512". A yellow banner across the top of the main content area says "Validate Mode". The main content area has a grey background and features a navigation bar with arrows pointing right and left, labeled "Step 1", "Step 2", and "Step 3". Step 2 is highlighted with a green arrow and the text "Project Information: Select the permit types and enter project details on the application form". Step 3 is also visible. Below the navigation bar, there are sections for "Supporting Documents" and "Sign and Submit".

1945

## 11.10.6 Validate Mode – Step 3

Clicking Step 3 in Validate Mode takes the Analyst to the Permit Selection Summary screen. On this screen, in Validate Mode, the Analyst can either validate that the permit selection(s) is correct; edit the Request Types (Extend, Modify, and Transfer); delete the selection; or add a new permit application.

1950

The screenshot shows the "Permit Selection" screen in the eTrack application. At the top, there's a header with the "eTRACK" logo, back and forward navigation buttons, and tabs for "Permit Selection", "Project Description", and "Application Forms". A yellow banner across the top says "Validate Mode". The main content area contains three sections: 1) "You are applying to extend/transfer the following permit(s):" with two entries: "Extend (10/22/2023)" checked, "Modify" and "Transfer" checked, "Fresh Water Wetlands" permit type, "3-5146-60006/00009" permit number, and "Expires On 10/21/2023". 2) "You are applying to renew/transfer the following permit(s):" with one entry: "Modify" and "Transfer" checked, "Renew" unchecked, "Water Withdrawal - PUBLIC" permit type, "3-5146-60006/00008" permit number, and "Expires On 10/21/2023". 3) "You are applying to modify/transfer the following permit(s):" with one entry: "Modify" checked, "Renew" and "Transfer" checked, "Industrial SPDES Surface Discharge" permit type, "3-5146-60006/00007" permit number, and "Expires On 02/29/2024". Each entry has a small "X" icon to its right.

1951

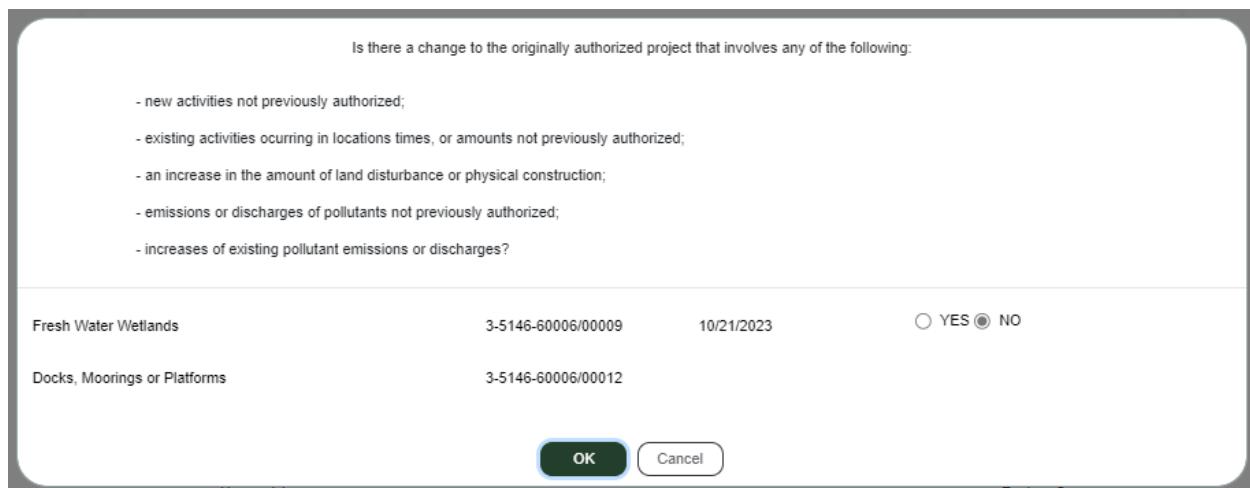
The first section at the top will always be for existing permits, if there are any. Permits are displayed by Batch. The section at the bottom of the screen is reserved for new permits, if any. Based on the existing permits for a Facility, and the selections made on the Permit Selection screen during data entry, the

# eTrack

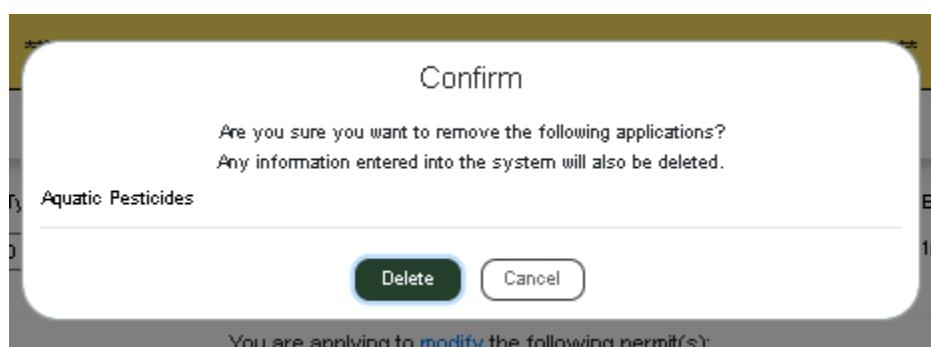
1955 permits will appear in categories according to the action being taken (as displayed in the checkboxes, for  
1956 example Renew/Transfer, Modify/Renew, etc.).

1957 Permits are displayed with their name, Application ID, and Expiration Date, and a Delete Option (X) for  
1958 each batch. The Analyst reviews the information on the screen, makes any changes, and then clicks on  
1959 the Validate checkbox and clicks Next to move forward. As with all screens, the screen becomes disabled  
1960 when Validate is checked.

1961 Clicking on the Modify link will display the pop-up, which confirms if it is a “Big MOD” (a permit  
1962 modification that involves a major change, as described in the pop-up), or a “Small MOD” (a permit  
1963 modification without major changes). Clicking the “Yes” radio button indicates a Big MOD, or “No” is a  
1964 Small Mod. The selection may be changed on this pop-up during Validation.



1965  
1966 Back on the Summary Screen, existing permit selections (by Batch) can be directly deleted by clicking on  
1967 the ‘X’. and a pop-up will confirm.



1968  
1969 A new permit can be added by clicking on the link at the bottom of the screen.  
1970 At the bottom of the screen is the Validated checkbox. Once the Validated checkbox is checked, the  
1971 screen functionality is greyed-out and disabled, except for the Next and Close buttons.

# eTrack

- 1972 Clicking Next takes the user to the Project Description sub-step, where that information can be reviewed  
 1973 and/or modified before being validated. Here, as elsewhere, the sub-steps in the top navigation bar  
 1974 assist with quick navigation and review.

1975

1976

- 1977 The Project Attributes section will also be seen here, with any selections made during data entry (or  
 1978 prepopulated from eFind) present in the results grids.

Program ID Type	Program ID
SITE	823848
DEC	8-0704-00101

1979

# eTrack

## 1980 *Keyword Validation*

- 1981 At the bottom of the Project Description screen in Validate Mode is a section for keywords, with an additional results grid that is not present during data entry.
- 1982
- 1983 The 'Keywords for Project' data entry grid is present and appears and functions the same way as in data entry mode. Keywords for Project should contain same selections made in data entry mode and function the same. When they are Validated here they will be added to the project.
- 1984
- 1985
- 1986 Beneath it is the 'Other' (Candidate Keywords) grid with a search bar and an 'Add' button. Other (Candidate) Keywords may be added here. They will appear on the Other keywords grid on the VW.
- 1987

**Review and add/remove keywords to improve searching**

**Keywords for Project:**

Category	Keyword Text	Add/Remove
Activity Type	Aquaculture	<input type="checkbox"/>
	Aquatic Pesticide Application	<input type="checkbox"/>
	Dredging	<input type="checkbox"/>
	Habitat Restoration/Enhancement	<input type="checkbox"/>
	In-Kind Replacement	<input type="checkbox"/>

'Other' Keywords:  **Add**

**Keyword Text** **Add/Remove**

Add new test-1	<input type="checkbox"/>
Adding 6-5 gf	<input type="checkbox"/>
George Other Test 2-14-2	<input type="checkbox"/>
George Other Test 2-14-3	<input type="checkbox"/>
George Other Test 2-14-4	<input type="checkbox"/>

1988

- 1989 Moving forward, clicking on the Validated checkbox greys-out and disables the screen, except for the
- 1990 Next and Close buttons.

# eTrack

## 1991 *Validate Mode – Application Forms*

1992 If more than one Contact was selected in Step 2, clicking Next will take the Analyst to Step 3, sub-step 3, Application Forms. This is where the Analyst will assign a single Contact to each application form. If a Contact is not assigned to an application form, the Analyst will see a pop-up prompting them to either correct the assignment(s) on the screen, or have the system remove the unassigned Contact.

1996 If only one Contact was selected in Step 2, clicking Next will take the Analyst to the Main Navigation Screen in Validate Mode, with Step 4 enabled. Even though the Analyst does not see the assigned Contact, the Contact will automatically be assigned to all applicable application forms.

1999

The screenshot shows the eTrack application interface. At the top, there is a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management', and 'Enter Application'. The 'Enter Application' link is underlined, indicating it is the active page. Below the navigation bar, there is a header for 'FOSTER PROPERTY' with the address '1015 SOUTH LAKE RD Middlesex NY 14512'. A yellow banner across the top of the main content area contains the text '\*\*Validate Mode\*\*'. The main content area is divided into five steps: Step 1 (Project Location), Step 2 (Applicant Information), Step 3 (Project Information), Step 4 (Supporting Documents), and Step 5 (Sign and Submit). Each step has a description and a checkbox icon at the end. Step 4 is highlighted with a green background, and Step 5 is partially visible below it.

2000

## 2001 **11.10.7      Validate Mode – Step 4**

2002 Clicking Step 4 takes the user to the screen where the supporting documents can be validated. The user will review the selected documents and confirm that all required and related items needed for the analyst to Validate are accounted for. If not, the user can add the documents as necessary.

2005 Any Required documents not yet provided will be flagged on Step 4 Validation Mode with an icon and unique text at the top.

# eTrack

2007

New York State Department of Environmental Conservation

Version: 2.0.0 | SVC\grfehlin | ? 📧

## eTRACK

Per 6 NYCRR Part 621, an application for Freshwater Wetlands permit(s) is not complete until the supporting documents have been received. Upon submittal, NYSDEC staff may also determine additional information is necessary to adequately review and evaluate the application.

The following documents are still missing. Please provide a reference location if an item has been received.  
If an item has already been uploaded in another document, please select 'Already Uploaded' to provide a page number of the document.

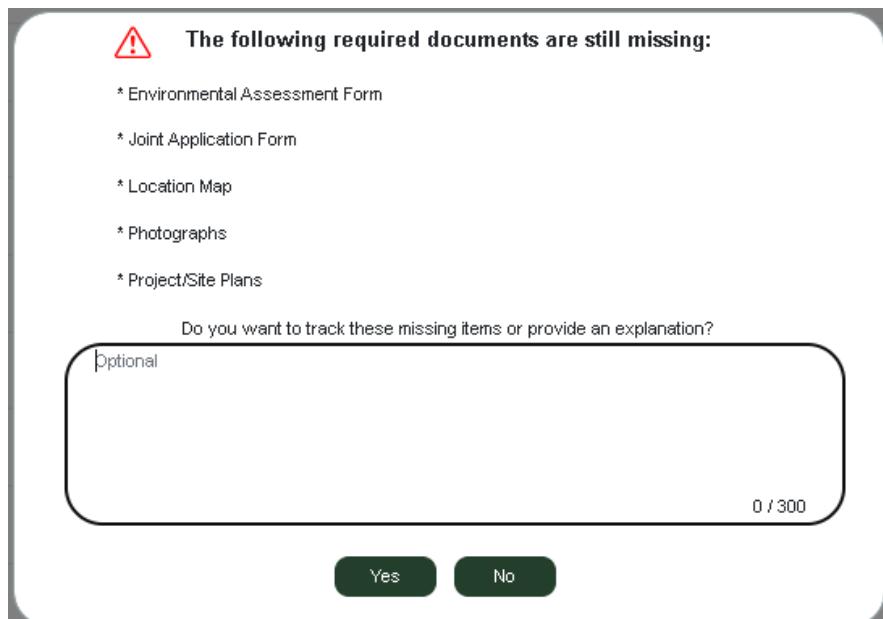
Rec'd	Required Items ⓘ	Reference Location
<input type="checkbox"/>	Environmental Assessment Form	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>
<input type="checkbox"/>	Joint Application Form	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>
<input type="checkbox"/>	Location Map	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>
<input type="checkbox"/>	Photographs	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>
<input type="checkbox"/>	Project/Site Plans	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>

Rec'd	Related Items ⓘ	Reference Location
<input type="checkbox"/>	Analysis of alternative location	<input type="button" value="Upload"/> <input type="button" value="Already Uploaded"/>

2008

2009 Note: In PI 3, it is not required that ALL documents be accounted for. However, clicking Next will  
2010 generate a pop-up to remind the Analyst that documents have not been uploaded, with an option to  
2011 track the missing the missing items or provide an explanation:



2012

2013

# eTrack

- 2014 If the Analyst does wish to track the missing item, they must enter the text before clicking 'Yes'. The note will be saved under 'Project Notes' on the Virtual Workspace. Clicking either Yes or No will move  
2015 the user forward to the Main Navigation Screen in Validate Mode where Step 5 is enabled.  
2016

The screenshot shows the eTrack application interface. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management', and 'Enter Application'. Below the navigation bar, the address 'FOSTER PROPERTY' is listed with the details '1015 SOUTH LAKE RD', 'Middlesex NY 14512'. A yellow header bar contains the text '\*\*Validate Mode\*\*'. The main area is divided into five steps: 'Step 1 Project Location', 'Step 2 Applicant Information', 'Step 3 Project Information', 'Step 4 Supporting Documents', and 'Step 5 Sign and Submit'. Step 5 is highlighted with a dark green background and a bold font. Each step has a brief description and an 'Email' icon.

2017

## 2018 11.10.8 Validate Mode – Step 5

- 2019 Clicking on Step 5 takes the user to sign and submit screen in Validate mode. The user can click the  
2020 Recv'd checkbox beside an applicant(s) name, or upload additional signature documentation before  
2021 clicking the Validated checkbox.

The screenshot shows the 'Sign and Submit' screen for Step 5. At the top, it says 'Verify that the applicant(s), owner(s) and contact(s) have provided the appropriate signatures for attestations, permission to inspect, and authorizations for the permit application(s.)'. Below this is a table with columns 'Recv'd', 'Signatures', and 'Role'. There are two rows: one for 'FRONTIER FIBERS, LLC' (Role: Applicant/Owner) with a checked 'Recv'd' box, and another for 'JOE H JONES' (Role: Contact/Agent) with an unchecked 'Recv'd' box. A note at the bottom says 'Upload additional signature documentation as appropriate'. At the bottom right, there are buttons for 'Validated' (unchecked), 'Next', and 'Close'.

2022

# eTrack

- 2023 As with the previous steps, clicking the Validated checkbox greys-out and disables the screen data and functionality, except for the Next and Close buttons.
- 2024
- 2025 Clicking Next completes the Validation process, brings the user back to the Main Navigation Screen, and
- 2026 displays the Upload to DART button.

FRONTIER FIBERS LLC  
4870 PACKARD RD  
Niagara Falls NY 14304

Validated Validated Validated Validated

Step 1 Project Location  
Identify project location on a map

Step 2 Applicant Information  
Identify the applicants, property owners, and contacts

Step 3 Project Information  
Select the permit types and enter project details on the application forms

Step 4 Supporting Documents  
Upload additional project materials

Step 5 Sign and Submit  
Collect signatures, review and print application, and submit

UPLOAD TO DART View Documents Close

2027

## 2028 11.10.9 Upload to DART

- 2029 After clicking on Upload to DART, the Analyst will be presented with a confirmation popup to confirm
- 2030 that the Analyst wishes to proceed with uploading to DART. Clicking 'Yes' takes the user forward.

- 2031 The DART Application Add pop-up will now appear. Here the Analyst will be able to Batch new Permits
- 2032 by Group, choose App Types (Transaction Types), and assign or remove the Tracked Record for each
- 2033 Batch. The Received Date is pre-populated based on the information entered at the beginning of the
- 2034 Enter App process, but can be changed.

# eTrack

Project ID 9367  
DART Application Add

Choose the tracked record(s) and update default app type(s) as appropriate

Received Date: 11/15/2023

Tracked Record	Batch Group	App Type
<input checked="" type="checkbox"/>	A	NEW Freshwater Wetlands
<input type="checkbox"/>	A	NEW Water Quality Certification

**Upload** **Cancel**

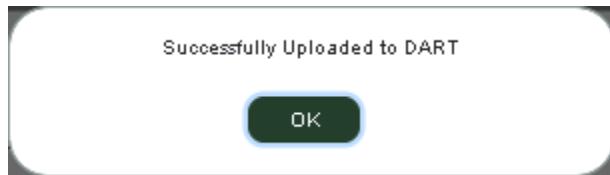
2035

2036 On the left side of the screen is a Tracked Record checkbox (the default is the first record). For existing permits, when the App Type is changed and submitted, the permit type will be regrouped. For new permits, the user can choose from up to five new groups (A-E). For new permits, the default Batch Group selection will be A.

2040 *Note:* General Permits must be uploaded to DART as individual batch groups or an error message will be generated.

2042 The Analyst clicks Upload to upload the application to DART, with the Tracked Record and Batch information displayed on this screen.

2044 A successful upload to DART will generate a confirmation message.



2045

## 12. Virtual Workspace - Analyst

2047 After uploading a Project to DART, a 'Virtual Workspace' is created specifically for that Project. The Virtual Workspace provides the Analyst with an overview of a Project and its multiple components, with the ability to view, assign reviews for program staff, upload related documents, navigate to information about the project, project location, and contact information, and more.

2051 Once a Project is uploaded to DART, the Project will move from the Validate results grid on the Analyst Dashboard, and the Unvalidated grid on the Analyst Dashboard/Regional Projects, to the All Active results grid. Clicking on the blue, hyperlinked Project ID in either, will take the Analyst to the Virtual Workspace for that specific project.

# eTrack

New York State Department of Environmental Conservation Version: 2.0.0 | SVC\grfehl |    

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR

Search in All Active												
	Project ID	EA	GP	Applicant	Facility	Address	Municipality	Permit Type	App Type	Tracked ID	Batch ID	Status
												
Resume Entry												
Validate	9367	FRONTIER FIBERS, LLC	FRONTIER FIBERS LLC	4870 PACKARD RD, Niagara Falls, NY	NIAGARA FALLS	FW, WQ	NEW	9-2911-00035/00021		1000244	Final Deci Due	
All Active (49)	9366	Fehling, R. George	TEST DEC ID ATTACHMENT with MM	428 BARTLETT AVENUE, STATEN ISLAND, NY	STATEN ISLAND (6404)	FW	NEW	2-6404-00518/00002		1000240	Completed Determination Due	
Tasks Due	9319	UPSTATE CELLULAR NETWORK	Verizon test adjacent location assign DEC ID	50 Main St, Yonkers, NY	YONKERS	FW	NEW	3-5518-00921/00001		1000235	Completed Determination Due	
Applicant Response Due			CAPUCHIN								Completed	
Out for Review											Completed	

2055

2056 The Virtual Workspace screen contains information, labels, text boxes, results grids, communication tools, and links, separated into a main work area to the left and a sidebar column to the right. It is a dynamic screen, with information changing as it is updated, both here and in DART.

2059 When first arriving at the Virtual Workspace, only some of the information will appear. The screen will “fill out” as the Project is managed through to completion.

# eTrack

2061

The screenshot shows a detailed view of a project record in the eTrack system. At the top, a blue banner displays the project name: "UNITED BRETHRENS CHURCH OF SI - MORAVIAN CEMETERY Project 11826". Below the banner, the "Project Description" section contains a single line of text: "Test". The "Project Notes" section includes a table with four rows of log entries:

Date	Type	Note	Comments
07/11/2024	Project Submitted	Project ID 11826 has been submitted.	<input type="button" value="View"/> <input type="button" value="Edit"/>
07/11/2024	Required Documents Adm. Received	Environmental Assessment Form (AAF)	<input type="button" value="View"/> <input type="button" value="Edit"/>
07/11/2024	Project Assignment	FEHLING, R GEORGE has been assigned.	<input type="button" value="View"/> <input type="button" value="Edit"/>

To the right of the notes table, a message box indicates "1000468 : Completeness Determination Due : 07/26/2024". Below the notes table, the "Documents" section lists two uploaded files:

Document Name	Document Description	Upload Date	DEP Rel Det
Project Checklist 11826	11826 project printed format of Map	07/11/2024	No Determination
Location_11826_07112024.pdf	11826 project printed format of Map	07/11/2024	No Determination

The "Program Reviewer" section shows a review entry for "PROJECT CHECKLIST" from "PHILIPPE JONATHAN". The review period is listed as "07/23/2024 - 08/06/2024" and the status is "Review Complete".

The "Fees & Invoices" section contains a link to "Add New".

On the right side of the screen, there are several informational boxes:

- DEC ID: 11826-01224**  
UNITED BRETHRENS CHURCH OF SI - MORAVIAN CEMETERY
- Add Additional Permit**
- Batch 1000468**
- Milestones**
- PMMW/2-6404-01224/00002
- Contact Info**
  - Legal Responsible Party:  
UNITED BRETHRENS CHURCH OF STATEN ISLAND  
2205 RICHMOND RD  
STATEN ISLAND, NY, 10306  
(718) 351-0136
  - Property Owner:  
UNITED BRETHRENS CHURCH OF STATEN ISLAND  
2205 RICHMOND RD  
STATEN ISLAND, NY, 10306  
(718) 351-0136
- FOIL Request**
- Litigation Hold**  
Start Date: mm/dd/yyyy  End Date: mm/dd/yyyy
- GI ID:

At the bottom right, there is a "Close" button.

2062

## 2063 12.1 VW - Assigned Project Manager Name

2064 The Assigned Analyst's name appears at the top of the screen in the blue banner. This is the name of the individual assigned via the Analyst Dashboard/Regional Projects/Unvalidated results grid.

2066

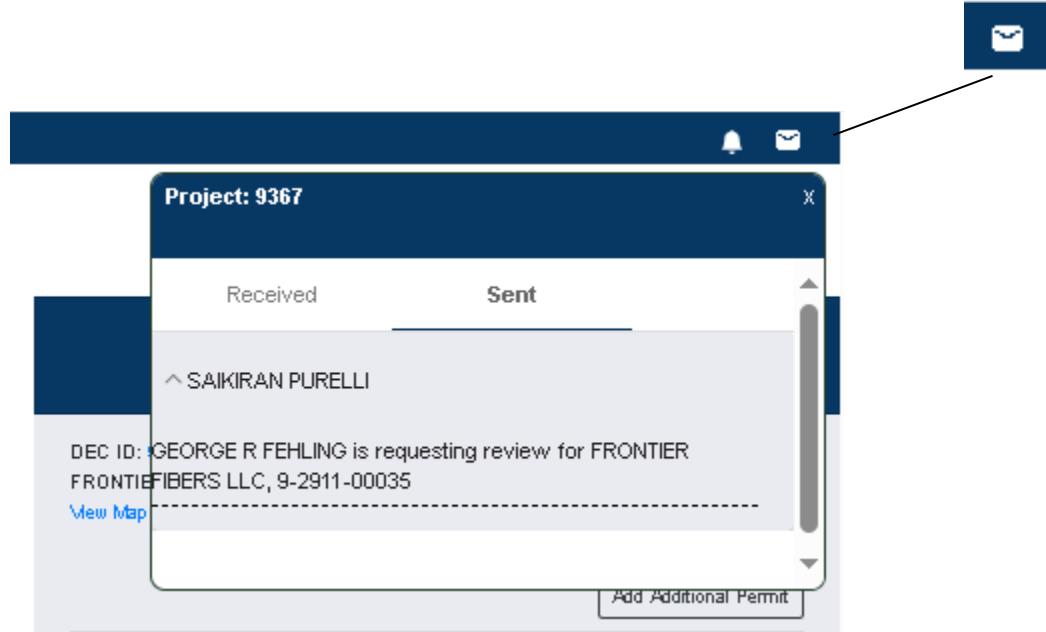


# eTrack

## 2067 12.2 Message icon

2068 Clicking on the message (envelope) icon produces the correspondence history with the Program  
2069 Reviewers assigned to this project, organized by Received and Sent. (See [Communications Flow Section](#)  
2070 [13.2](#) for more details).

2071



2072

## 2073 12.3 VW - Project Description

2074 The Project Description is located at the top of the screen, below the name of the Analyst. The title  
2075 begins with the name of the Facility, followed by the Project ID. The description is identical to what was  
2076 entered on the Project Description screen in Step 3, sub-step 2, and cannot be changed. Clicking on the  
2077 arrow beside the Facility Name will collapse or expand the description box.

▲ WILLIAMS PROPERTY Project 4764 Description

This is the project summary This is the project

2078

# eTrack

## 2079 12.4 VW - Project Notes

2080 A Project Notes results grid helps the Analyst keep track of the project and the work performed. It can  
2081 contain both System-Generated and Manually Generated Notes.

Project Notes				Add New
Date	Type	Note	Comments	Clear Filter
03/17/2023	Invoice Cancellation	tst cancel		
03/10/2023	Invoice Cancellation	test cancellation		
03/10/2023	Invoice Cancellation	cancel		
03/10/2023	Invoice Cancellation	test cancellation		
03/03/2023	Invoice Cancellation	test cancellation		
03/03/2023	Invoice Cancellation	test cancellation		

2082

2083 The Project Notes label appears at top left, an Add New button is at top right. The header contains the  
2084 following information, from left to right: Date; Type; Note; and the Date and Type columns have filters  
2085 and there is a clear filter icon at the upper right, beside an export table icon.

2086 For Analysts, the System Generated Notes have results grid an edit icon beside them but no trash can, as  
2087 an Analyst does not have the right to delete System Generated Notes (only System Admins can).  
2088 Manually Generated Notes listed have both an edit icon and a trash can.

2089 Hovering over the Note and the Comments displays the contents of each.

Project Notes				Add New
Date	Type	Note	Comments	Clear Filter
03/09/2023	Project Assignment	PUVOGEL JUSTIN has been assigned to...	Notes	
02/28/2023	Project Assignment	FEHLING R GEORGE has been assigned ...	PUVOGEL JUSTIN has been assigned to review Project ID: 5066	

2090

2091 Clicking on the edit icon displays the full note, with the type at top, the date, the note itself, the  
2092 comment box (which can be edited), and the label, 'Updated by', which reads SYSTEM if a system-  
2093 generated note, and the Analyst name if manually entered. The Analyst can enter comments in a text  
2094 field in the System Generated Note. When Comments are modified by the Analyst, the date and time of  
2095 that change is noted.

2096

# eTrack

**Project Assignment**

Date: 03/09/2023

Note: PUVOGEL JUSTIN has been assigned to review Project ID: 5066

Comments: These are the comments that are being added by me to a System-Generated Note | 0 / 300  
77 / 300

Updated By: SYSTEM

Save Cancel

2097

2098 Clicking Save will save the Note to the results grid.

## 12.4.1 VW - Pop-up - Add Project Notes

2100 Clicking the Add New button opens a pop-up where it is possible to add Project Note information. The  
2101 data fields are Date\* (calendar tool); Type\*; Note\*; Comments.

2102 Date, Type, and Note are mandatory (\*). The character limit for the Note is 500; the character limit for  
2103 Comments is 300.

2104 Clicking Cancel generates the Pending Changes pop-up. Selecting OK will close the pop-up without  
2105 saving the Note in the results grid. The Date (calendar tool) default is set to the current date. All Types in  
2106 the dropdown can be used to create a Note.

Date\*: 04/06/2023

Type\*: --SELECT--  
--SELECT--  
Project Note  
Correspondence Note  
Site Visit  
Meeting  
Phone Call  
Program Note  
Assignment Note  
Validation Note  
New Upload  
Resubmission

Note\*: 0 / 500

Comments: 0 / 300

Save Cancel

2107

2108 The Types are: Project Note; Correspondence Note; Site Visit; Meeting; Phone Call; Program Note;  
2109 Assignment Note; Validation Note; New Upload; Resubmission.

2110 All Notes entered appear in the results grid. The edit icon opens the Note for editing and clicking the  
2111 trashcan icon deletes the Note. Manually entered Notes can be deleted by the user.

2112 Only System Administrators can delete System Generated Notes.

# eTrack

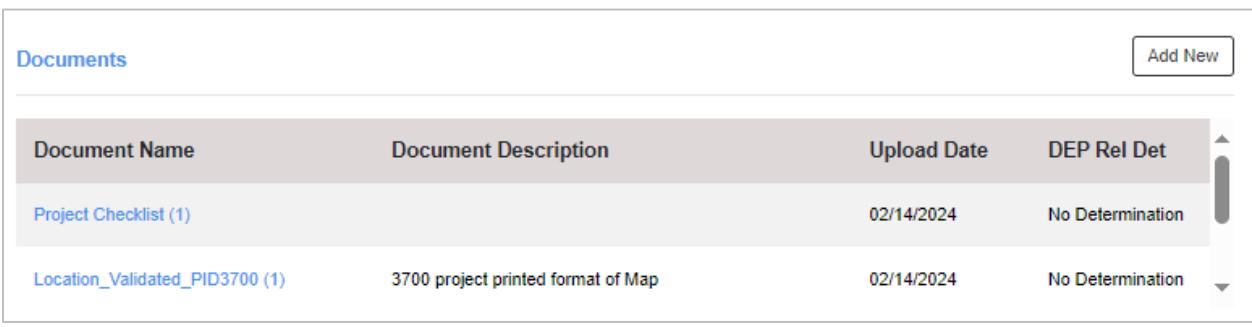
## 2113 **12.5 VW - Documents Results Grid**

2114 This section contains the previous 12 documents that have been uploaded to DMS through the eTrack  
2115 screen for this project. The files are sorted with the most recent on top; the older ones “fall off” the list.  
2116 Additional files can be uploaded from the Virtual Workspace by clicking on the Add New button.

2117

2118 

2119 Hovering over the Documents label displays the label, ‘See all Project ID XXXX documents’. Clicking on  
2120 the Documents header will launch the full DMS for that Project, where all documents associated with  
2121 the project can be viewed or downloaded.

2122 

2123

2124 The categories are, from left to right: Document Name, Document Description, Upload Date; and DEP  
Determination.

### 2125 **12.5.1 VW - Documents Results grid - Add New**

2126 Clicking the Add New button will launch the VW Document Upload screen, which is similar to the DMS  
2127 upload feature, but has the benefit of associating the upload specifically to the project.

# eTrack

The screenshot shows a form for uploading documents. At the top, it says "Please provide a name for these files and select a type from below. If none apply, please choose 'Other' and provide a description." Below this are fields for "Name" (a text input), "Type" (a dropdown menu set to "- SELECT -"), and "Sub-Type" (another dropdown menu). Under "Sub-Type", there is a "Other" option. At the bottom of the form, there are "Access Level" options ("DEC Only" is selected, while "DEC and Applicant" is unselected), an "Application ID" field containing "(tracked record)", and a "DEP Determination for Release" section where "No Determination" is selected. A progress bar at the bottom right indicates "0/255".

2128

2129 After uploading the Document and File(s), the Documents results grid will display the uploaded  
2130 Document. The name of document appears in blue. Clicking on the document name displays the Select  
2131 to View pop-up. The uploaded document should be visible in the document upload results grid for this  
2132 project in DMS.

## 2133 12.6 VW - Program Reviewer Results Grid

2134 The Program Reviewer results grid enables the Project Manager to communicate with the Program Staff  
2135 regarding the application review, and/or assign Program Staff to review a previously uploaded  
2136 Document for the project. If no Program Reviewers are yet assigned, the header label Program Reviewer  
2137 will appear to the left and an Add New button will appear to the right.

Program Reviewer

Add New

2138

2139 If a Program Reviewer has already been assigned, the results grid will appear as follows:

Program Reviewer

Add New

PURELLI SAIKRAN

03/08/2023 - 03/22/2023

Test upload in VD

Review Complete

FEHLING R GEORGE

03/14/2023 - 03/28/2023

Test upload in VD

Review Complete

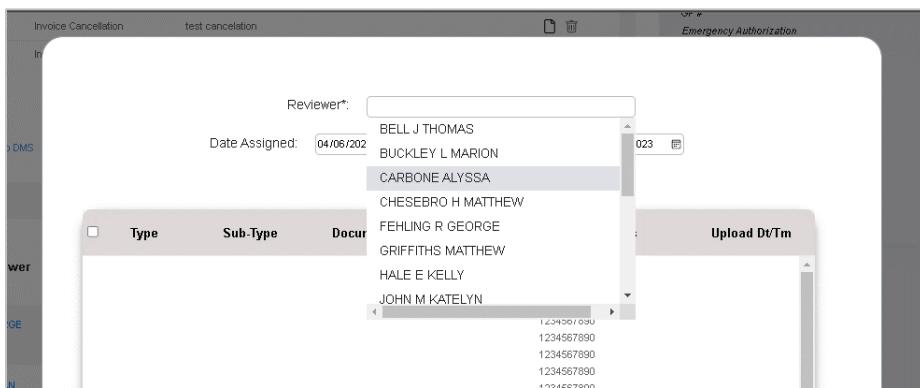
2140

# eTrack

2141 The Program Reviewer's name appears in blue. Clicking on the Name will display the correspondence  
2142 the Analyst/Project Manager has had with the Reviewer. Below the Reviewer's name is the name of the  
2143 Document(s) they were assigned to review. To the right, the Assignment Date and Due Date of the  
2144 Review appears. If the Due Date has passed, it will appear in red. A checkbox sits beside the label Review  
2145 Complete. Complete is determined by the Analyst. When marked, Review Complete, all correspondence  
2146 between the analyst and the reviewer is uploaded to DMS. (See [Communications Flow Section 13.2](#) for a  
2147 full description of Communication process between the Analyst and the Program Reviewer).

## 2148 **12.6.1 VW - Program Reviewer – Add New**

2149 Clicking the Program Reviewer Add New button will display the assignment pop-up, which will enable  
2150 the user to assign a program reviewer to specific documents. A dropdown list of available Program  
2151 Reviewers appears, in alphabetical order, last name first. Typing in the last name or first name will  
2152 present the name(s) of the Reviewer, if available, for selection.



2153  
2154 The Program Reviewer assignment pop-up contains the following assignment tools, which are all  
2155 required fields:

- 2156 • Reviewer\*: (dropdown list of names in alphabetical order, last name first)  
2157 • Date Assigned\*: (calendar tool) which defaults to the current day  
2158 • Due Date\*: (calendar tool) which defaults to 2 weeks later

2159 Below this is a results grid with the header columns from left to right: (A select-all checkbox); Type; Sub-  
2160 Type; Document Name; Description; #Files; Upload Dt/Tm). With documents already uploaded, the  
2161 information will appear in the results grid.

2162 By clicking on a checkbox beside the Document name, and clicking OK, a Program Reviewer will be  
2163 assigned and a confirmation email generated.

# eTrack

Reviewer\*: PUVOGEL JUSTIN

Date Assigned\*: 07/18/2023 Due Date\*: 08/01/2023

Select Project Document(s), optional

<input type="checkbox"/>	Type	Sub-Type	Document Name	Description	#Files	Upload Dt/Tm
<input checked="" type="checkbox"/>	SEQR	EAF	Environmental Assessment Form	NO no no	1	06/22/2023 02:32 pm
<input type="checkbox"/>	Supplemental Application Form	Checklist	SV1		1	06/29/2023 11:39 am

OK Cancel

2164

## 12.6.2 VW - Program Reviewer Assignment Email Pop-up

2165 After the Program Reviewer is assigned, the pop-up will be replaced with a message addressed to the  
 2166 Program Reviewer.

Project 10267 Program Review

To: maryann.fraioli@dec.ny.gov;  
 Cc:

Subject: Review Request: H & V Collision Center project/PID 10267/DEC ID 4-3817-00066/GEORGE R FEHLING

Send

GEORGE R FEHLING has requested that you review the application for H & V Collision Center 4-3817-00066, Project ID 10267. Please complete your review by 03/21/2024. To access the documents below, log into eTrack and click on the document name(s). Respond to this message by clicking on the envelope icon on the top right corner of your eTrack dashboard.

Documents below requested for the review:  
 1. Construction Quality Assurance and Quality Control Plan  
 2. PID\_10267\_Notes  
 3. PURELLI\_SAIKIRAN\_4191

2168

2169 In the banner at the top, is the Project Number, as follows: 'Project XXXX Program Review'. The selected  
 2170 Program Reviewer's email address is pre-populated in the 'To' field. The request appears in the Subject  
 2171 field (e.g., Review Request: H & V Collision Center project/PID 10267/DEC ID 4-3817-00066/GEORGE R  
 2172 FEHLING). An 'attach' paper-click icon enables one or more files to be attached. This attachment may be  
 2173 deleted using the 'X' beside the file name.

# eTrack

- 2174 A further summation of the request in the body of the email appears in a light-grey font, with the  
2175 deadline and the description of the request.
- 2176 The 'To', 'Cc', and 'Subject' fields can be modified. Body text can be added to the message, above the  
2177 system generated text, but the system generated text cannot be deleted.
- 2178 Note: Manually placing a space between multiple email addresses will generate an error message.  
2179 Multiple people may be copied, but there can be no space between the addresses (Outlook  
2180 automatically places spaces; eTrack does not).
- 2181 After the email is sent, the correspondence history will be available. Clicking on the Program Reviewer  
2182 name produces the correspondence history. The message can also be viewed by clicking on the  
2183 envelope icon at the top right of the screen.

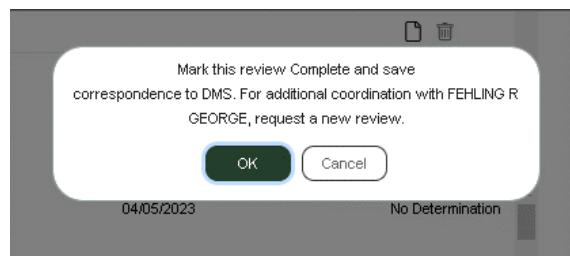
## 2184 **12.6.3 VW - Program Reviewer – Review Complete**

- 2185 After the email is sent, the Program Reviewer's name appears at left in the results grid. To the right is  
2186 the Date Assigned and the Due Date, as entered. Below the Dates is a checkbox (blank by default)  
2187 alongside a label: Review Complete.

The screenshot shows a table titled "Program Reviewer". It has columns for "Program Reviewer" (containing names like "FEHLING R GEORGE"), "Test description" (containing "Testy tester"), "Date Assigned" (containing "03/29/2023 - 04/12/2023"), and "Due Date" (containing "03/29/2023 - 04/29/2023"). Each row includes a checkbox labeled "Review Complete" and a dropdown arrow. An "Add New" button is located in the top right corner.

2188

- 2189 By clicking on the checkbox, the page greys-out and a pop-up confirmation appears which reads: 'Mark  
2190 this review Complete and save correspondence to DMS. For additional coordination with (NAME),  
2191 request a new review.'



2192

- 2193 Clicking OK, the correspondence will be uploaded to the DMS Facility with the Type: Correspondence;  
2194 Sub-Type: and Program Comments.

# eTrack

## 2195 12.7 VW - Fees & Invoices Results Grid

2196 This feature provides the Analyst with a way to select the fees that apply to permits where required and  
2197 to generate and track invoices. As of November 2023, the permit types that have fees associated with  
2198 them are: 1) Tidal Wetlands, 2) Freshwater Wetlands and 3) Liquefied Natural Gas Facilities.

2199 If one or more of the three permit types that have fees have been assigned to this project, the Fees &  
2200 Invoices section will display on the VW with the 'Add New' button, and no results grid.



2201

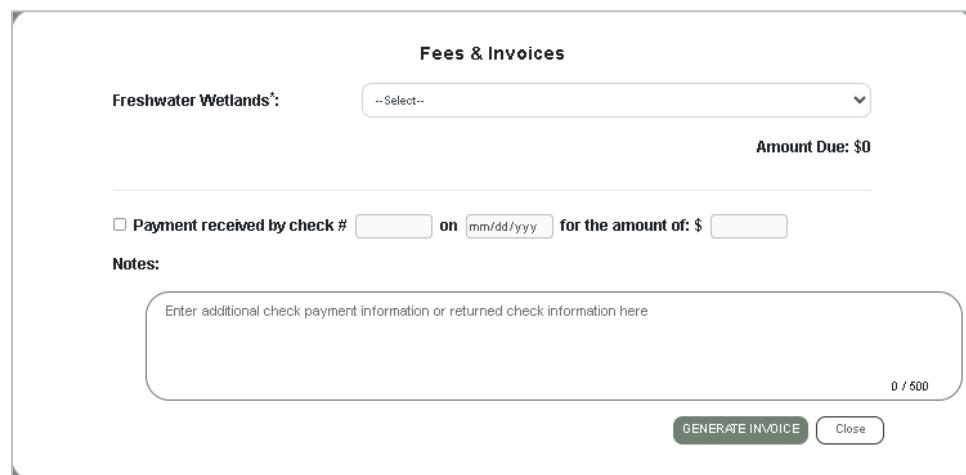
2202 A Project with no fees or invoices will not display a Fees & Invoices results grid on the Virtual  
2203 Workspace, and this section will be hidden. Emergency Authorizations and General Permits do NOT have  
2204 fees, this section will also be hidden.

2205 The Fees & Invoices header is a link that takes the user to the DEC Environmental Permits Forms and  
2206 Requirements page at [https://www.dec.ny.gov/regulatory/permits-licenses/environmental-](https://www.dec.ny.gov/regulatory/permits-licenses/environmental-permits/forms-requirements)  
2207 [permits/forms-requirements](https://www.dec.ny.gov/regulatory/permits-licenses/environmental-permits/forms-requirements)

### 2208 12.7.1 VW - Fees & Invoices - Add New Button

2209 Clicking the Add New button will open a pop-up that will enable the user to select the proper fee for the  
2210 permit types for the project and generate an invoice. The permit type(s) chosen for the Project (that  
2211 have fees associated with them) appear at the top left, next to a dropdown menu.

2212 Beneath the Permit Type and fees dropdown is a section where the Analyst can enter information about  
2213 a payment that may have been received with the application, and Notes. This section is enabled as soon  
2214 as the popup has been opened.



Fees & Invoices

Freshwater Wetlands\*:

Amount Due: \$0

Payment received by check #  on  for the amount of: \$

Notes:

Enter additional check payment information or returned check information here

0 / 500

GENERATE INVOICE Close

2215

# eTrack

- 2216 The Permit type label(s) (e.g., Freshwater Wetlands\*) is followed by dropdown with a selection of fees.  
2217 When clicked, the dropdown menu will display all fees that are associated with that permit type.

The screenshot shows a modal window titled "Fees & Invoices". At the top left, it says "Freshwater Wetlands\*:" followed by a dropdown menu with the placeholder "...Select...". A dropdown menu is open, showing several fee options:  
\$100 - CONSERVATION FUND FRESHWATER WETLANDS PERMIT MOD SECTION 24-0701  
\$300 - CONSERVATION FUND FRESHWATER WETLANDS SINGLE FAMILY RESIDENTIAL SEC 24-0701  
\$500 - CONSERVATION FUND FRESHWATER WETLANDS MULTI FAMILY DWELLING SEC 24-0701  
\$1000 - CONSERVATION FUND NEW COMM/INDUSTRIAL STRUCTURE/IMPROVEMENT  
\$100 - CONSERVATION FUND FRESHWATER WETLANDS FOR ANY OTHER PROJECTS SEC 24-0701

Below the dropdown is a checkbox labeled "Payment received by check #". To the right of the dropdown is a small input field with placeholder text "Enter payment information or returned check information here".

At the bottom of the modal, there is a note "Notes:" followed by a text area containing "Enter additional check payment information or returned check information here". On the far right, there is a character count indicator "0 / 500". At the bottom right are two buttons: "GENERATE INVOICE" (in green) and "Close".

- 2218
- 2219 The Analyst selects the appropriate fee(s). The Amount Due will auto-calculate the sum based on  
2220 selections made.

The screenshot shows a modal window titled "Fees & Invoices". At the top left, it says "Freshwater Wetlands\*:" followed by a dropdown menu with the value "\$500 - CONSERVATION FUND FRESHWATER WETLANDS MULTI FAMILY DWELLING". To the right of the dropdown, the text "Amount Due: \$500" is displayed.

- 2221
- 2222 When a value(s) is selected from the dropdown(s), the 'Generate Invoice' button will be enabled.  
2223 The Analyst will click the button to generate an Invoice.

2224

The screenshot shows a modal window with a single button labeled "GENERATE INVOICE" in white text on a dark green background. To the right of the button is a "Close" button.

- 2225
- 2226 The Invoice number is assigned and sent from FMIS at the time of Invoice generation. The Invoice  
2227 information will now appear in the Fees & Invoices results grid on the VW.  
2228 **12.7.2 VW – Fees and Invoices – Populated Results Grid**  
2229 Once an Invoice has been generated, it will appear in the Fees & Invoices results grid together with  
2230 information that can help to track it.

# eTrack

2231 From top left, moving from left to right, the labels are: Status; Due; and Invoice #. In a row beneath  
2232 these labels, again moving from left to right, are the labels: Paid; Date; and Pay Reference #.

2233

Fees & Invoices			Add New
Status: <a href="#">Payment Pending</a>	Due: \$100	Invoice #: <a href="#">4440000000239</a>	
Paid: \$0	Date: 07/24/2024	Pay Reference #:	

2234

2235 When an invoice is first generated, the Status will be listed as 'Payment Pending'. Clicking on the Status  
2236 link, will open a pop-up with the fee dropdown disabled and the Invoice number present as a hyperlink .

2237 The view below is that of a System Admin, who along with an Override Admin, has the authority to  
2238 Cancel an Invoice (providing no payment has been made and reconciled by FMIS). An Invoice cannot be  
2239 cancelled on the same day it was generated. If cancelled, it will still remain visible on eTrack – not  
2240 deleted, and the Status will read 'Cancelled'.

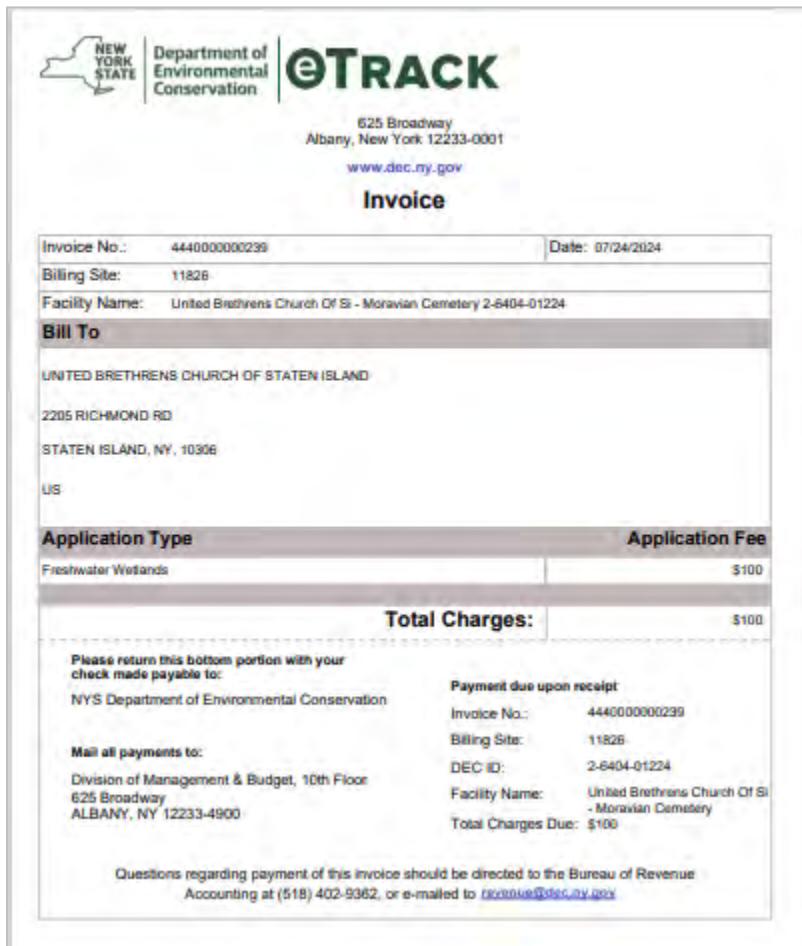
2241

Fees & Invoices		
Freshwater Wetlands*:	\$100 - CONSERVATION FUND FRESHWATER WETLANDS FOR ANY OTHER PRO.	Amount Due: \$100
Invoice #: <a href="#">4440000000239</a>		
<input type="checkbox"/> Payment received by check # <input type="text"/> on <input type="text"/> for the amount of: \$ <input type="text"/>		
Notes:	<p>The amount due for this permit is \$100 and payment is pending.</p> <p>62 / 500</p>	
Reason for Cancellation*:	<input type="text"/> <p>0 / 250</p>	
<a href="#">CANCEL INVOICE</a> <a href="#">Save</a> <a href="#">Close</a>		

2242

# eTrack

- 2243 Note: The eTrack system allows an invoice to be created without check details (if a check was provided  
2244 with the application). Once the invoice is generated, the check #, the date, or the amount, cannot be  
2245 amended as there is no invoice update between eTrack and FMIS.
- 2246 Clicking on the Invoice # link will display a pdf of the Invoice itself.
- 2247 The Invoice is stored in DMS. An eTrack Invoice appears as follows:



The image shows a scanned copy of an eTrack invoice. At the top left is the New York State logo and the Department of Environmental Conservation (DEC) logo. To the right is the eTRACK logo. Below the logos, the address 625 Broadway, Albany, New York 12233-0001 and the website www.dec.ny.gov are listed. The word "Invoice" is centered below the address. The invoice details are as follows:

Invoice No.:	4440000000239	Date:	07/24/2024
Billing Site:	11826		
Facility Name:	United Brethren Church Of Si - Moravian Cemetery 2-6404-01224		
<b>Bill To</b>			
UNITED BRETHRENS CHURCH OF STANEN ISLAND			
2205 RICHMOND RD			
STATEN ISLAND, NY, 10306			
US			
<b>Application Type</b>		<b>Application Fee</b>	
Freshwater Wetlands		\$100	
<b>Total Charges:</b>		\$100	
<b>Please return this bottom portion with your check made payable to:</b>			
NYS Department of Environmental Conservation			
<b>Mail all payments to:</b>			
Division of Management & Budget, 10th Floor 625 Broadway ALBANY, NY 12233-4900			
<b>Payment due upon receipt</b>			
Invoice No.: 4440000000239			
Billing Site: 11826			
DEC ID: 2-6404-01224			
Facility Name: United Brethren Church Of Si - Moravian Cemetery			
Total Charges Due: \$100			
Questions regarding payment of this invoice should be directed to the Bureau of Revenue Accounting at (518) 402-9362, or e-mailed to <a href="mailto:Revenue@dec.ny.gov">Revenue@dec.ny.gov</a>			

2248

- 2249 Returning to the VW, other information about the generated invoice can be seen. The amount is \$100,  
2250 as per the selection made, there is an Invoice # displayed as a hyperlink, which when clicked will display  
2251 the generated Invoice as a pdf, the Paid amount is \$0, the Date is the date the Invoice was generated,  
2252 and the Pay Reference number is blank.



The image shows a screenshot of the VW Fees & Invoices screen. At the top left is the "Fees & Invoices" button. To the right is an "Add New" button. The main area displays the following information:

Status: <a href="#">Payment Pending</a>	Due: \$100	Invoice #: <a href="#">4440000000239</a>
Paid: \$0	Date: 07/24/2024	Pay Reference #:

2253

# eTrack

2254

- 2255 The Invoice # is assigned and sent from FMIS at time of generation.
- 2256 eTrack will periodically check the status of the Invoices which is in Pending status, and if there are any  
2257 changes in the status, then the Status will be updated in eTrack and displayed to the user the next time  
2258 the VW is displayed. Status could be 'Paid' if paid, or 'Cancelled' if cancelled.

## 2259 **12.7.3 VW – Fees & Invoices - Payment Received by Check**

- 2260 Before an Invoice is generated, the Analyst can enter information about a payment received by check (if  
2261 any). A checkbox appears beside the label: 'Payment received by check #' (data field) on mm/dd/yyyy  
2262 (calendar tool) for the amount of: \$(data field). This checkbox and the check information and notes are  
2263 for the Analyst's reference only. This information is not conveyed to the Division of Fiscal Management  
2264 nor entered or tracked in any fiscal systems. If the application came by mail with a check, the payment  
2265 information can be entered, regardless of full or partial amount. Any comments can be added to the  
2266 Notes field at any time, however eTrack does not monitor or display partial payment information. So, if  
2267 an Analyst wants to keep track of a partial payment, or additional payments that come in, they would  
2268 enter the information into the Notes section (a manual process).

The screenshot shows a modal window titled 'Fees & Invoices'. At the top left is the text 'Freshwater Wetlands'. To the right is a dropdown menu showing '\$1000 - CONSERVATION FUND NEW COMM/INDUSTRIAL STRUCTURE/IMPROVEMENT'. Below this is the text 'Amount Due: \$1000'. Underneath, there is a checked checkbox labeled 'Payment received by check #' followed by a text input containing '999', a date input 'on 07/23/2024', and a note 'for the amount of: \$ 1000.00'. Below this is a 'Notes:' section containing the text 'The amount due for this permit is \$1000, and payment was received.' At the bottom right of the modal are two buttons: 'GENERATE INVOICE' and 'Close'.

2269

- 2270 If a payment was received with the application, the Analyst will check the checkbox, enter the required  
2271 check information (mandatory when the checkbox is checked) and any Notes (not mandatory). The  
2272 checkbox and payment received information is not required in cases where a physical check has not  
2273 been received with the application.
- 2274 With information about the received check entered, clicking the Generate Invoice button will add the  
2275 invoice to the results grid on the VW, at the top of the list. The status, regardless of whether full or  
2276 partial payment was received, will remain as Payment Pending until that status is changed.

# eTrack

2277 Once the Generate Invoice button is clicked, the check received information (whether filled-in or blank)  
2278 cannot be changed.

2279 *Note:* The Analyst should write the invoice number on the check received to assist the Division of Fiscal  
2280 Management reconcile the payment.

2281  
2282 *Note:* The FMIS system tracks the eTrack Project ID as the "BILLING\_SITE\_ID". In communications with  
2283 FMIS, please use the same terms for describing the Project ID.

## 2284 **12.7.4 VW – Invoices & Fees – Payment Pending**

2285 A status of Payment Pending indicates that fees apply but no payment has been made, or that full  
2286 payment has not been received (in other words, it has not been reconciled in FMIS).

2287 If a partial payment has been made, FMIS will send the amount paid back to eTrack where it will be  
2288 displayed beside the 'Paid' label.

2289

Fees & Invoices		Add New
Status: <a href="#">Payment Pending</a>	Due: \$2900	Invoice #: 4440000000116
Paid: \$100	Date: 12/08/2023	Pay Reference #: 8657

## 2290 **12.7.5 VW – Invoices & Fees – Cancelling an Invoice**

2291 Once the invoice is generated and is in Payment Pending status, and there is a special circumstance  
2292 (error in fee determination), AND if no payment has been recorded, If a System Admin or Override  
2293 Admin is given the option to Cancel the invoice. Clicking on Payment Pending, the System Admin or  
2294 Override Admin will see the same detailed popup as the Analyst will see, however with an additional  
2295 'Cancel Invoice' button and 'Reason for Cancellation' field which is a required field.

2296 *Note:* An invoice cannot be cancelled on the day the invoice was generated.

2297 After the Cancel Invoice button has been clicked, the status will change to 'Cancelled' in the results grid.  
2298 At this point, any user can click on the status and see the popup with the cancellation information.  
2299 These fields will be disabled, as no one will be able to change or delete the reason for the invoice  
2300 cancellation.

# eTrack

**Fees & Invoices**

**Freshwater Wetlands\***: \$100 - CONSERVATION FUND FRESHWATER WETLANDS PERMIT MOD SECTION 24-0

**Liquefied Natural Gas Facility\***: \$100 - LIQUEFIED NATURAL GAS PERMIT <1100 GALLONS

Amount Due: \$200

Invoice #:4440000000255

Payment received by check #  on  for the amount of: \$

Notes:

Generating invoice 11/28/2023  
29 / 500

Reason for Cancellation:

reason for cancellation test 12/6/2023  
38 / 250

**Save** **Close**

2301

- 2302 *Note:* If a check is received in the mail in error, it should be returned to the applicant and no invoice should be generated where no fee is due.
- 2304 *Note:* If a check is received in the mail and deemed an overpayment, the check should be returned to the applicant. The Department does not issue refunds.
- 2306 After cancelling the invoice, a System Generated Project Note will appear under Project Notes.

**Invoice Cancellation**

**Date:** 12/07/2023

**Note:** cancel invoice test 12/7/2023

**Reason for Cancellation:** cancel invoice test 12/7/2023

**Cancelled By:** COLIN DENNISTON

**Comments:** comment for invoice  
19 / 300

**Updated By:** cdennis on 12/07/2023 01:41 PM

**Save** **Cancel**

2307

# eTrack

## 2308 **12.7.6 VW – Invoices & Fees – Paid Status**

2309 A status of 'Paid' indicates that full payment has been made and reconciled in FMIS. FMIS will then send  
2310 to eTrack a payment reference number. The Paid amount will display and a Reference # will appear in  
2311 the results grid.

2312 Clicking on the Paid link will open the Fees and Invoices popup as read only.

2313 A System Generated Note 'Payment Received Date' will also appear on the VW under Project Notes.

The screenshot shows a modal dialog titled "Payment Received Date". It contains the following information:

- Date: 09/12/2023
- Note: Payment has been received for your permit application(s) for Project ID: 1347
- Tidal Wetlands: \$1000
- Freshwater Wetlands: \$300
- Total Amount: \$1300
- Invoice Number #: 4440000000175
- Payment Reference #: 9962
- Comments: (empty)
- Updated By: SYSTEM

At the bottom right of the dialog are "Save" and "Cancel" buttons.

2314

2315 There could be multiple payments, and therefore multiple Payment numbers.

## 2316 **12.7.7 VW – Keywords**

2317 The Keyword section on the VW is collapsed by default. Clicking the arrow will open this section.

2318 There are two grids: 'Keyword for Project' and 'Other Keywords'. These function the same as on the  
2319 Project Description screen in Step 3 of Validate Mode.

2320

# eTrack

**Add/Edit Keyword**

**Keyword for Project:**

Category	Keyword Text	Add/Remove
Structure Type	Barge	<input checked="" type="checkbox"/>
	Benthic mat	<input type="checkbox"/>
	Boardwalk	<input type="checkbox"/>
	Boat ramp/boat launch/water launch	<input type="checkbox"/>
	Boathouse	<input type="checkbox"/>

'Other' Keywords:

Keyword Text	Add/Remove
2-16 #2 Add another Other Keyword	<input type="checkbox"/>
Colin Other 3-6-2024	<input type="checkbox"/>
Colin Other 3-6-2024 2	<input type="checkbox"/>
Colin Other 3-6-2029	<input checked="" type="checkbox"/>
George Other 2-13-1	<input type="checkbox"/>

2321

2322 System Detected Keywords selected in Validate mode will be added to the bottom of the Keyword for  
2323 Project grid. 'Other' Keywords added here will appear on the Other Keywords grid in Validate Mode.

2324 The 'Other keywords' grid contains all keywords that have been entered for approved permits.

2325 **12.8 VW - Pending Applications**

2326 Header columns, from left to right, are: Project ID; Date Recv'd; Permit Type; App Type; App Status; App  
2327 ID; and Ren #.

2328 The Pending Applications information results grid references all pending applications at the facility.

**Pending Applications**

Project ID	Date Recv'd	Permit Type	App Type	App Status	App ID	Ren #
2013	10/20/2023	EF, VVQ	DIM	Permittee Response Due	9-0660-00020/00017	0

2329

# eTrack

## 2330 **12.9 VW - Active Authorizations**

2331 Header columns, from left to right, are: Project ID; Permit Type; App Type; App ID; Ren #; Mod #; SAPA  
2332 Deadline; and SAPA Extended.

2333 The Active Authorizations information results grid references all active permit authorizations at the  
2334 facility.

Active Authorizations							
Project ID	Permit Type	App Type	App ID	Ren #	Mod #	SAPA Deadline	SAPA Extended
	WQ	REN	9-0660-00020/00007	1	0	09/03/2003	Y
2335	EF	REN	9-0660-00020/00005	1	0	09/03/2003	Y

## 2336 **12.10 Virtual Workspace - Sidebar section**

2337 The Virtual Workspace sidebar column contains information, labels, results grids, and tools. Information  
2338 appears in the following order from top to bottom:

### 2339 **12.10.1 VW Sidebar - Status**

2340 Project status message displays. Information comes from DART.



2341

### 2342 **12.10.2 VW Sidebar - DEC ID (link)**

2343 The DEC ID for the Facility associated with the Project, appears below the Status section and is a  
2344 hyperlink in blue. The DEC ID should match the Facility to which the Project has been associated. The  
2345 DEC ID hyperlink responds and takes user to eFind (an additional login may be necessary). The Facility  
2346 matches the DEC ID in the Virtual Workspace.

# eTrack

DEC ID: 9-0660-00020  
DJS CAMPGROUND

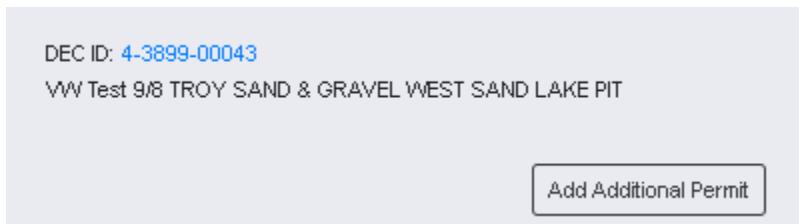
2347

## 2348 12.10.3 VW Sidebar - Facility Name

2349 Facility Name matches the Project information entered during data entry in Step 1. If the facility name  
2350 changes after submittal and validation, (i.e., change in enterprise), it will display the edited name.

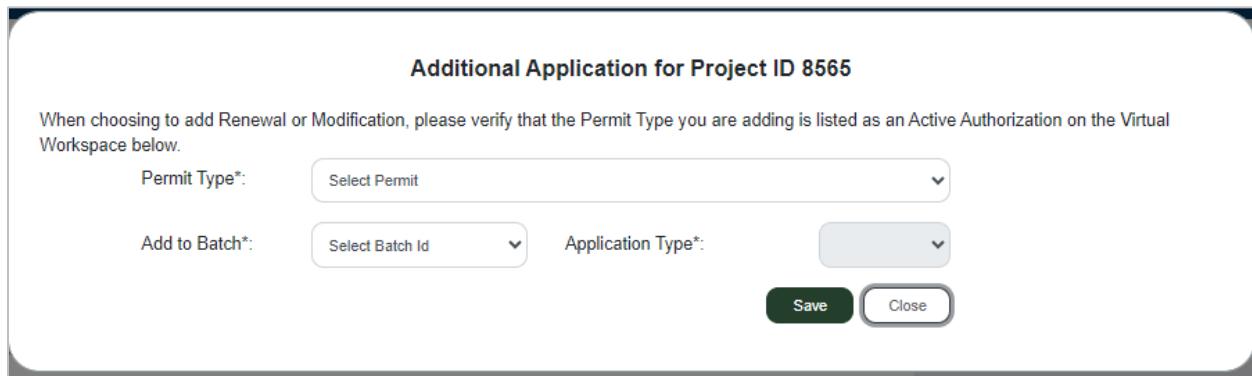
## 2351 12.10.4 Add Additional Permit

2352 In the Virtual Workspace, an Analyst or System Admin can add an additional permit to an existing  
2353 Project ID by using the Add Additional Permit button at the top of the blue sidebar. Clicking on the  
2354 button will open a popup with options for creating a new permit. Once completed, the application will  
2355 be uploaded to DART and will persist in eTrack.



2356

2357 Clicking on the Add Additional Permit button opens a popup with the Project ID in the headline:



2358  
2359

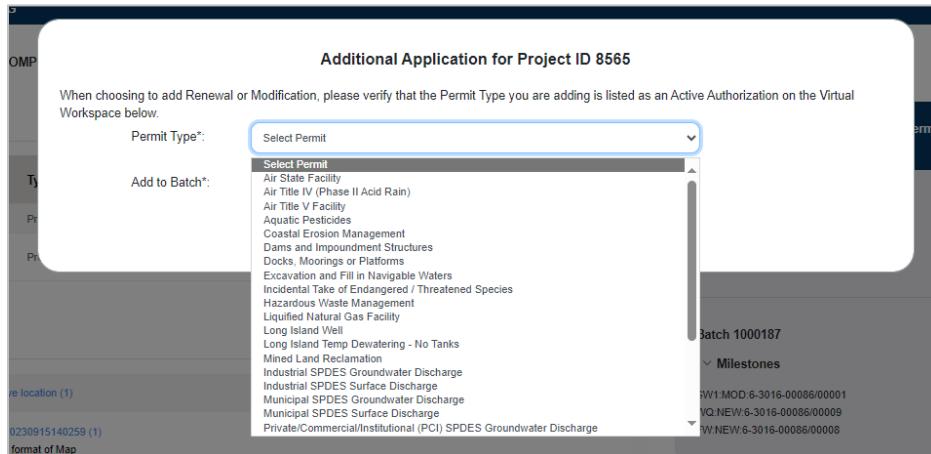
2360 The Permit Type, Add to Batch, and Application Type are all mandatory selections.

2361 The user is reminded that when choosing to add a Renewal or Modification, they should verify that the  
2362 Permit Type they wish to add is listed as an Active Authorization on the results grid on the Virtual  
2363 Workspace.

# eTrack

2364 *Select Permit Type*

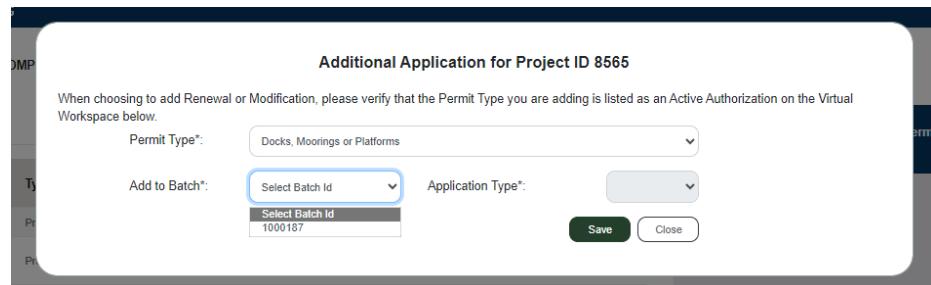
2365 Clicking the Select Permit dropdown arrow will present a list of available permit types. Permit types  
2366 already selected for the Project will not be displayed in the dropdown.



2367

2368 *Add to Batch*

2369 Clicking the Select Batch Id dropdown arrow will display the available Batch number. The additional  
2370 permit will appear underneath that specific Batch heading in the sidebar.



2371

2372 *Add Application Type*

2373 Clicking the Application Type dropdown arrow will display the list of types available. Refer to Appendix  
2374 for full list.

2375 Note that the DIMSR App Types are not available.

# eTrack

Additional Application for Project ID 8565

When choosing to add Renewal or Modification, please verify that the Permit Type you are adding is listed as an Active Authorization on the Virtual Workspace below.

Permit Type\*: Docks, Moorings or Platforms

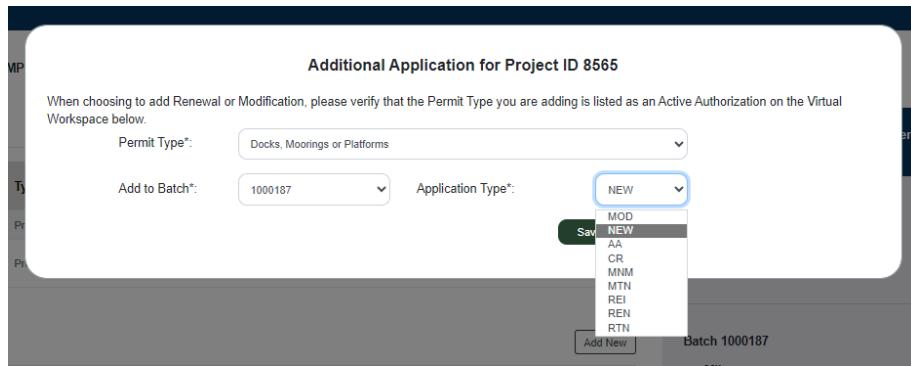
Add to Batch\*: 1000187 Application Type\*: NEW

Save

MOD  
NEW  
AA  
CR  
MNM  
MTN  
REI  
REN  
RTN

Add New

Batch 1000187



2376

2377 *Save Button*

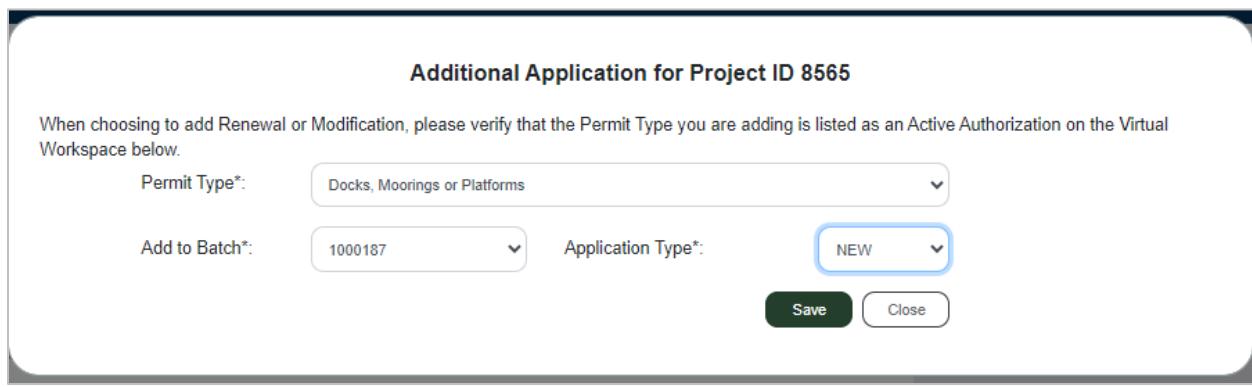
Additional Application for Project ID 8565

When choosing to add Renewal or Modification, please verify that the Permit Type you are adding is listed as an Active Authorization on the Virtual Workspace below.

Permit Type\*: Docks, Moorings or Platforms

Add to Batch\*: 1000187 Application Type\*: NEW

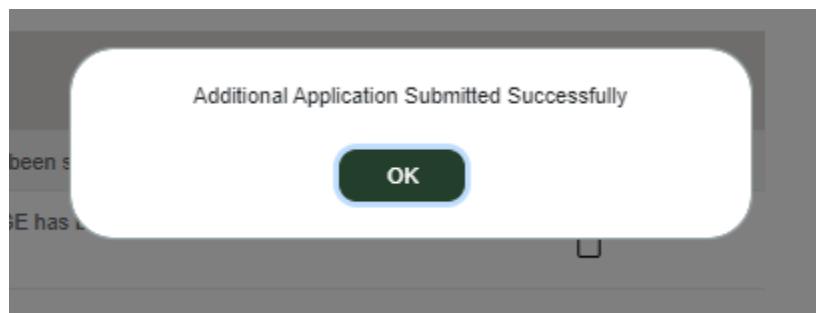
Save Close



2378

2379 With the allowable selections made, the Save button will display a confirmation message that the permit  
2380 has been successfully submitted.

2381



2382

2383 If selections have been made in the popup that are not allowed, the appropriate error messages will  
2384 display.

# eTrack

## 2385 *Sidebar Display of Added Permit*

2386 After submission (upload to DART), the additional permit added will display beneath the Batch ID, at the  
2387 top of the list, with the App Type appended to the Permit Type, and followed by the Tracked ID.

## 2388 *Appearance on Pending Applications Results Grid*

2389 Following submission, the additional permit will appear in the Pending Applications results grid  
2390 alongside the Project ID and with the other Permit Types.

Pending Applications						
Project ID	Date Rec'd	Permit Type	App Type	App Status	App ID	Ren #
8665	09/15/2023	AT4, DO, FW, SWV1, WQ	NEW	Completeness Determination Due	6-3016-00086/00011	0

2391

## 2392 **12.10.5 VW Sidebar – Batch #**

2393 Permits selected for Project appear by Batch, with Milestones and Permit information displaying below  
2394 the Batch label. The Batch Number of the Permits appears in bold above the Permit information. It is  
2395 possible for a single project to have multiple batches.

2396

Batch 1000175
▼ Milestones
P3G:NEW:4-3899-00043/00012
P2G:NEW:4-3899-00043/00011
FW:NEW:4-3899-00043/00010
WQ:NEW:4-3899-00043/00013

2397

## 2398 **12.10.6 VW Sidebar - Milestones (by Batch)**

2399 Milestones display by Batch and can be downloaded to an Excel file.

# eTrack

2400

Batch 1000294

^ Milestones

Project Received	07/24/2023
Completeness Sent	07/24/2023
ENB Publication	07/26/2023
Comment Deadline	08/25/2023

- 2401 **12.10.7 VW Sidebar - Emergency Authorization**
- 2402 An Emergency Authorization indicator will display below the Milestones and above the permit type list if  
2403 selected for the Project in Step 3.

2404

Batch 1000463

▼ Milestones

Emergency Authorization
CE:NEW:8-4530-00085/00005
RC:NEW:8-4530-00085/00004

2405 A Project for which the Emergency Authorization was NOT chosen will not display the EA indicator.

2406 **12.10.8 VW Sidebar - GP (General Permit) #**

2407 General Permit indicator present when selected. If a General Permit was selected for this Project in Step  
2408 3 of data entry mode, the GP indicator should appear in the Virtual Workspace sidebar.

2409 **12.10.9 VW Sidebar – Permit List**

2410 The permits selected for the Project appear beneath the Milestones and the EA and GP indicator labels,  
2411 if any. The order of the Permit display is: Permit Code (2-letter abbreviation); App Type (MOD, etc.);  
2412 Appl ID

2413

Batch 1000244

▼ Milestones

WQ:NEW:9-2911-00035/00021
FW:NEW:9-2911-00035/00022

# eTrack

## 2414    **12.10.10       VW Sidebar - Contact Info - LRP**

2415    The Legally Responsible Party (LRP) name and contact information should match that of data entered in  
2416    Step 2 of data entry mode (also visible on Analyst Dashboard). Clicking the hyperlinked name of the LRP  
2417    will take the user to the LRP's information in eFind (additional login may be necessary). Beneath the  
2418    name is the street address, city, state, zip code, and telephone number. Clicking the email address (if  
2419    included) opens a blank email in Outlook, with the address of the recipient pre-populated. If there is  
2420    more than one LRP, they will be displayed here.



2421

## 2422    **12.10.11       VW Sidebar - Contact Info - Property Owner**

2423    The Property Owner name and contact information should match what was entered in Step 2 of data  
2424    entry mode (also visible on Analyst Dashboard). Clicking the hyperlinked name of the Property Owner  
2425    will take the user to the Property Owner's information in eFind (an additional login may be necessary).  
2426    Clicking the email address (if any) opens a blank email in Outlook, with the address of the recipient pre-  
2427    populated.



2428  
2429

## 2430    **12.10.12       VW Sidebar - FOIL Request**

2431    Clicking on the FOIL Request checkbox enables a data field with the character "W" at the beginning. The  
2432    FOIL Request number is highly recommended. Only numbers may be entered in the data field. The Add  
2433    button will not enable until 12 numbers are entered. These are added to the W and the dash to equal 14  
2434    characters.

# eTrack

The screenshot shows a user interface for adding a FOIL Request. At the top left is a checked checkbox labeled "FOIL Request". To its right is a text input field containing "W222222-222222". To the right of the input field is a green "Add" button. Below the input field is another text input field containing "W333333-333333", with a small trash can icon to its right.

2435

2436 The data field auto-formats when the number of required characters is entered, placing a dash after the  
2437 first six numbers added. Clicking the Add button, the FOIL Request number is added to a results grid; the  
2438 data entry box becomes empty, there is a trash can beside the results grid row, and the suggestion  
2439 about adding a FOIL number reappears. Clicking Save at the bottom of the screen will generate a  
2440 confirmation pop-up. Returning to this page will display the information entered.

2441 **12.10.13 Litigation Hold**

2442 A Litigation Hold feature is situated below FOIL Request, with selections for Start Date and End Date.  
2443 Calendar tools enable the date selections. Dates may be chosen by calendar or by manual entry.  
2444 Entering an End Date that is before the Start Date will generate an error message.

2445 Entering a Start Date triggers the appearance of a 'Save' button at the bottom of the screen and enables  
2446 the End Date field.

The screenshot shows a "Litigation Hold" dialog box. It has two text input fields: "Start Date" containing "11/21/2023" and "End Date" containing "mm/dd/yyyy". At the bottom are two buttons: "Save" and "Close".

2447

2448 Clicking Save at the bottom of the VW will save the data and generate a 'Save was successful' pop-up,  
2449 and if the Start Date is the current date or earlier (and there was no End Date, or an End Date that is in  
2450 the future), a yellow Litigation Hold banner will appear at the top of the screen, with the Project ID  
2451 inside the banner. The banner will be visible when returning to this screen. Clicking the Close button  
2452 without clicking Save generates a "Pending Changes" pop-up.

2453 When saving a Litigation Hold, a banner will appear both at the top of the VW...

The screenshot shows a portion of the application interface. At the top, there is a dark header bar with the name "GEORGE R FEHLING". Below it is a white area containing a yellow banner with the text "\*\*\*\* LITIGATION HOLD \*\*\*\* PROJECT ID 6674 \*\*\*\*". The rest of the screen is mostly blank white space.

2454

# eTrack

2455 and on the DMS screen for the facility, where the Project ID will also appear in the banner.

Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det
Correspondence	Blanket Authorization	Test		1	05/23/2023 04:49 PM	6674		No Determination
Permit Application Form	Air	Air Permit Application	This is required docs automated deso	1	05/15/2023 03:33 PM	6674		No Determination
Permit Application Form	Air	Analysis of alternative location		1	05/15/2023 03:33 PM	6674		No Determination

2456 2457 In DMS, the delete (trashcan) icons will be disabled for the Project that is subject to the Litigation Hold.  
 2458 Documents that are not subject to the Litigation Hold (i.e., that belong to a different project) may be  
 2459 deleted.

2460 If more than one Litigation Hold has been applied to the project, the history will appear in a grid. When  
 2461 the End Date is entered and Save clicked, the Litigation Hold will get moved to the grid, the Start Date  
 2462 and End Dates fields will be cleared, and the End Date becomes disabled. The most current/active  
 2463 Litigation Hold Start Date will remain in the enterable field, encouraging the user to end one before  
 2464 starting another.

<b>Start Date</b>	<b>End Date</b>
11/17/2023	11/19/2023
11/17/2023	11/18/2023

2465 2466 Entering an End Date that is prior to the current date and clicking Save will end the Litigation Hold and  
 2467 the banners will also disappear from the VW and DMS.

# eTrack

2468 If a facility is related to more than one Project, and more than one Project is subject to a Litigation Hold,  
 2469 the DMS screen for the facility will display all relevant Project IDs in the top banner, with the user hovers  
 2470 over the ellipsis (three dots) after the first Project ID number.

Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	
Supplemental Application Form	Checklist	P10		1	11/21/2023 11:55 AM	9367, 9425		No Determination	
Map		Location_Validate_PID9425	9425 project printed format of Map	1	11/21/2023 11:54 AM	<input checked="" type="checkbox"/>	<input type="button" value="Search"/>	<input type="button" value="X"/>	No Determination
Map		Location_Submitted_PID9425	9425 project printed format of Map	1	11/21/2023 11:52 AM	9426	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Determination
Beneficial Use Determination (BUD)		Test document name	This is a test	1	11/20/2023 08:24 AM	9367	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Determination
Supplemental Application Form	Checklist	FW/WQ		1	11/19/2023 11:35 AM	9367		No Determination	
Map		Location_Validate_PID9367	9367 project printed format of Map	1	11/19/2023 11:19 AM	9367		No Determination	
Map		Location_Submitted_	9367 project printed	1	11/15/2023	9367		No Determination	

2471  
 2472 A Project Note will be generated when a Litigation Hold is created. Adding an end date to a Litigation  
 2473 Hold will also generate a Project Note.

## 2474 12.10.14 VW – GID List

2475 A GID added to a Project during Step 1 Validation will appear at the bottom of the sidebar, with a  
 2476 hyperlink that will take the user to the VW for that GID.

2477  
 2478 A valid GID can also be added in the field above. Begin typing the number and the GID- prefix will auto-populate.  
 2479

2480

# eTrack

2481 Clicking Add will add it to the list.

The screenshot shows a user interface for adding a GI ID. At the top, there is a text input field labeled "GI ID:" and a button labeled "Add". Below this, a list of two items is displayed: "GID-001604" and "GID-001586".

2482

## 2483 13. Communications

---

2484 eTrack has several mechanisms to notify Analysts and Program Reviewers when tasks are waiting for  
2485 their attention. For example, when an Analyst is assigned to Validate a Project, an Alert will appear  
2486 within the bell in the banner at the top of their screen and remain there until either the Alert or the  
2487 Assignment Note it contains is read.

2488 When an Analyst assigns a Program Reviewer to review a Project or Project documentation from the  
2489 Program Reviewer grid in the Virtual Workspace, an email will be sent to the Program Reviewer's  
2490 Outlook email box. From that point forward however, all communications between the Analyst and the  
2491 Program Reviewer occur within the eTrack application itself.

### 2492 13.1 Analyst Alerts

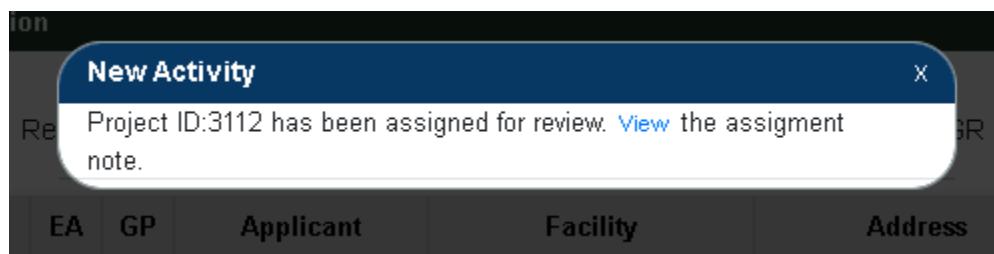
2493 When an Analyst is assigned to be a Project Manager, an alert will be generated specific to that person.  
2494 A notification (red dot) will appear within the Alert bell in the top navigation bar.



2495

2496 The individual assigned as the Project Manager clicks on the bell to display the Alert. This will display the  
2497 alert pop-up, with the header: New Activity.

2498 An alert should appear in the pop-up that reads: Project ID XXXX has been assigned for review. View  
2499 (link) the assignment note.



2500

# eTrack

- 2501 Clicking on the link opens up a second line, where the Assignment Note (if provided) can be viewed.
- 2502 Returning to the Analyst dashboard, the red dot should no longer be visible in the bell. The alert, having
- 2503 been read, is no longer visible, and the pop-up reads, No New Activity.

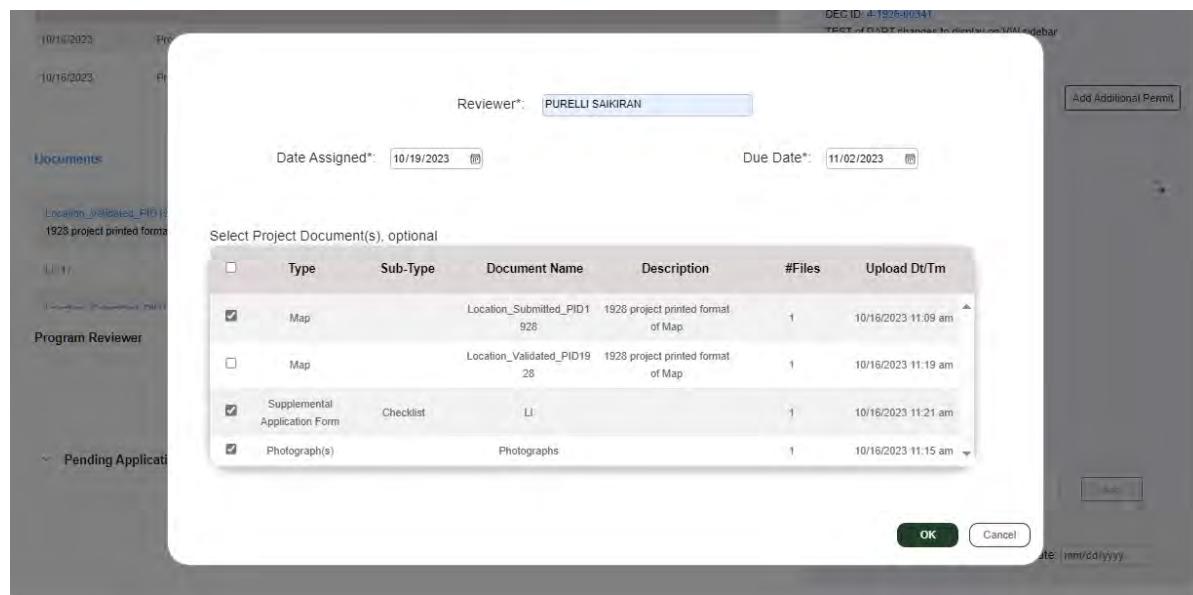


2504

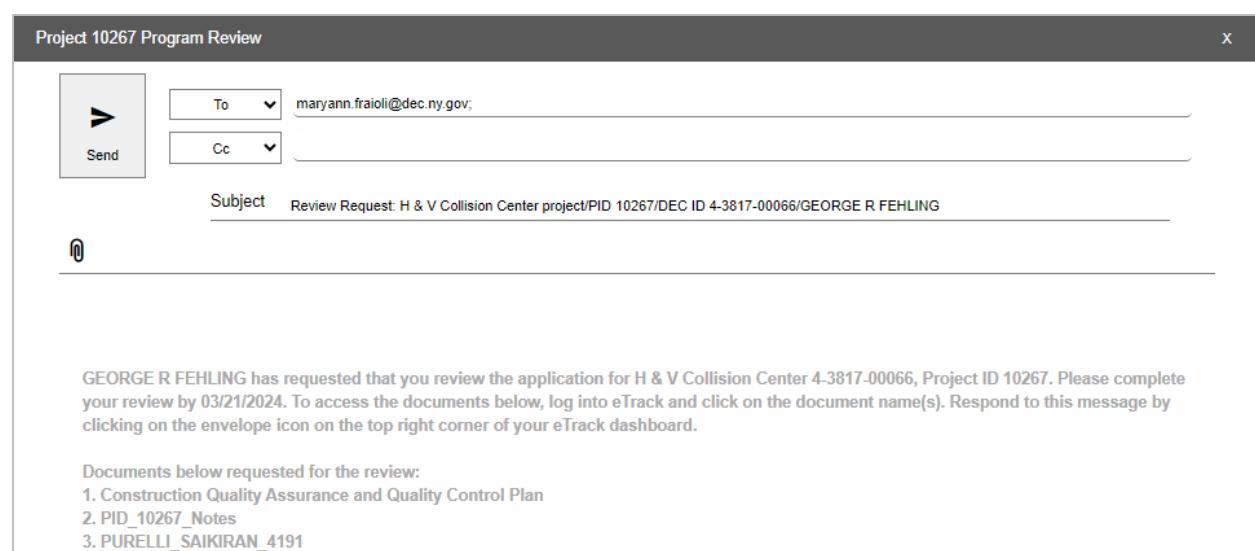
# eTrack

## 13.2 Communications Flow for Assigning a Program Reviewer and Ongoing Correspondence

To begin a Program Review, from the Analyst Virtual Workspace, the Analyst will click on the “Add New” button in the Program Reviewer section, choose a reviewer name from the dropdown list, an assignment and due date (which are pre-populated but may be changed), and select the project documents for review (selecting documents is optional).



An email message box appears, with the Program Reviewer email address and the Subject pre-populated. Documents selected (if any), appear in the body of the email, with the request date for completion.



2515

# eTrack

- 2516 After the email is sent, the Reviewer's name will appear under the Program Reviewer section of the  
 2517 Analyst VW, with the documents and dates listed.

2518

- 2519 The Program Reviewer will receive the email in MS Outlook. The documents requested for review are all  
 2520 included in one email.

- 2521 In addition to the email, the Program Reviewer will also see a red dot above the envelope icon on their  
 2522 dashboard, informing them that a message notification is waiting for them.

2523



- 2524 Clicking on the envelope will display the notification, with a link to the Program Reviewer Virtual  
 2525 Workspace (the Project ID is a hyperlink).

2526

- 2527 Note: All further correspondence between the Analyst and the Program Reviewer will occur within the  
 2528 eTrack application.

# eTrack



2529

- 2530 Clicking on the Project ID hyperlink brings the Program Reviewer to the Virtual Workspace for that  
2531 Project. Clicking on the envelope icon on the Virtual Workspace reveals that a message has been  
2532 received. A number indicator displays how many messages there are from that sender, e.g. (1).

A screenshot of the Virtual Workspace interface. It shows a list of messages under the "Received" tab. One message is highlighted, showing the recipient "GEORGE R FEHLING (1)".

2533

- 2534 Clicking on the sender's name displays the Subject of the message.

A screenshot of the Virtual Workspace interface. On the left, a detailed view of a message from "GEORGE R FEHLING (1)" is shown, including the subject "TEST of DART changes to display on VW sidebar Project 1928 Description". On the right, a smaller window titled "Project: 1928" shows a summary of the message with the subject line.

2535

2536

- 2537 Clicking on the Subject opens the message, with the documents selected for review listed.

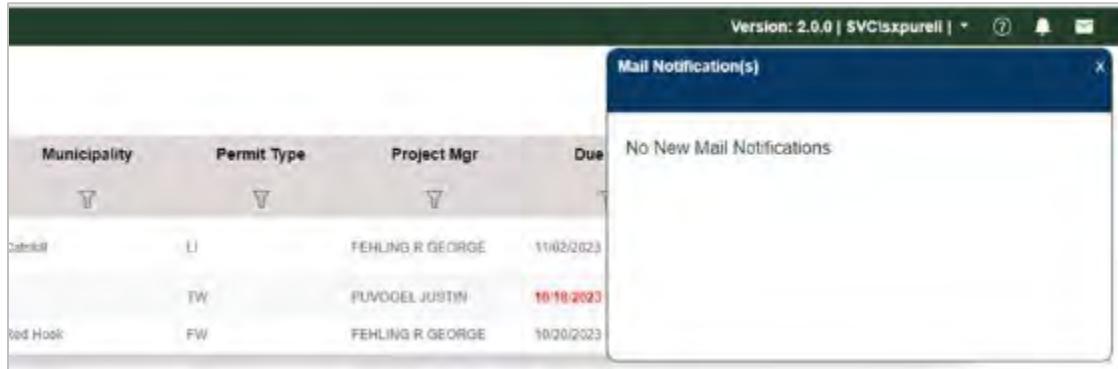
A screenshot of the message details page. The subject is "TEST of DART changes to display on VW sidebar, 4-1926-00341". Below the subject, there are sections for "Pending Applications" and "Photographs", with several items listed under each.

2538

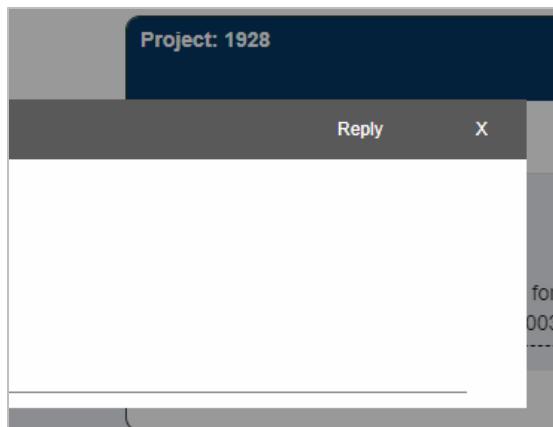
- 2539 Messages received and sent will be retained under the envelope after they are read.  
2540 *Note:* The number next to the sender's name will not decrease until the message notification has been closed and re-opened.

# eTrack

- 2542 Having read the message, when the Program Reviewer returns to their dashboard, the message  
2543 notification will have disappeared, and the red notification dot will have vanished (or the number  
2544 decreased, if there was more than one message waiting).
- 2545 The message will read “No New Mail Notifications”.



- 2546
- 2547 If the Program Reviewer wants to send a message back to the Analyst about the review request, they  
2548 can click on Reply at the top of the message they just viewed on the Virtual Workspace.



- 2549
- 2550 This will open a message, with the email addresses of both sender and recipient pre-populated.

# eTrack

GEORGE R FEHLING is requesting review for TEST of DART changes to display on VW sidebar, 4-1926-00341

From SAIKIRAN.PURELLI@dec.ny.gov  
To george.fehling@dec.ny.gov;  
Cc  
Subject GEORGE R FEHLING is requesting review for TEST of DART changes to display on VW sidebar, 4-1926-00341

Send

Could you please provide more information about this request?

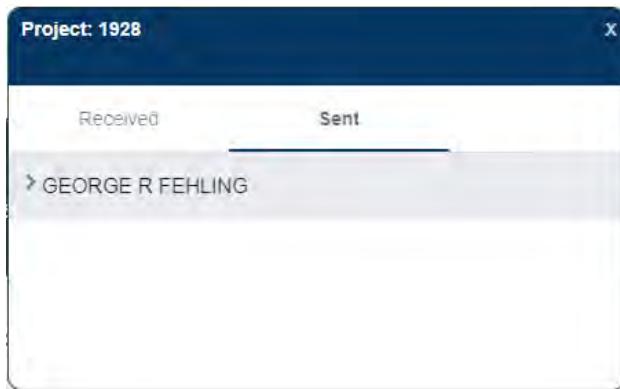
Please complete the review by 11/02/2023.

Location\_Submitted\_Pi01928  
Photographs  
Id

2551

2552 Note: To enable a Program Reviewer to attach a file to be sent to an Analyst, an Outlook message must  
2553 be generated and sent to the Analyst's Outlook email. A copy of the message will appear in the message  
2554 icon, but without the attachment.

2555 After the message is sent, clicking on the envelope again will display the Analyst's name under the Sent  
2556 category. Sent messages do not display a number next to the name.



2557

2558 Clicking on the name will reveal the Subject.



2559

# eTrack

- 2560 Clicking on the Subject will display the message that was sent.



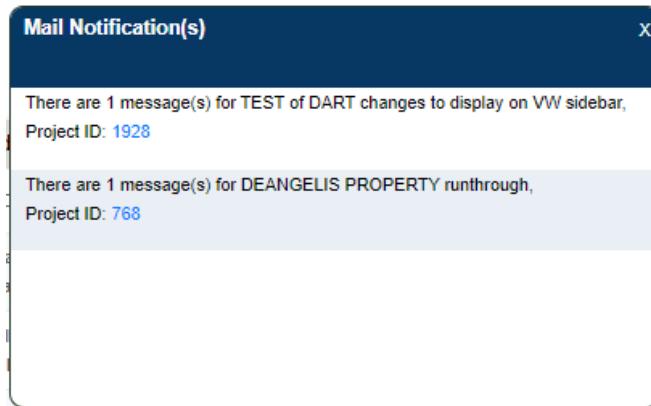
2561

- 2562 Returning to the Analyst, back on the Analyst dashboard, the Analyst will see an indicator (red dot)  
2563 informing them that a message is waiting (the total number of UNREAD messages will display).

2564



- 2565 Clicking on the envelope icon will display the message notifications awaiting attention.



2566

- 2567 The Analyst repeats the process described above to read the message from the Program Reviewer by  
2568 clicking on the Project ID hyperlink, going to the Virtual Workspace for that Project ID, clicking on the  
2569 message icon, clicking the name and the subject, and reading the message. Only after the message is  
2570 read, will the number in the red dot on the Analyst dashboard reduce (this may require a page refresh if  
2571 the Analyst returns to their dashboard right away).
- 2572 At any time, the Analyst can click on the name of the Program Reviewer on the Virtual Workspace, and  
2573 the full message history with that person will display.

# eTrack

Program Reviewer	Add New
FRAIOLI MARYANN Environmental Assessment Form, Photographs, Location_Validate_PID2865, SHPO Determination, Mined Land Organization Report, Location_Submitted_PID2865, Cover/Transmittal Letter, Mined Land Use Plan Map	12/18/2023 - 01/01/2024 <input type="checkbox"/> Review Complete

2574

Thanks

From: maryann.fraioli@dec.ny.gov  
To: george.fehling@dec.ny.gov  
Sent at: 12/18/2023 01:45 PM

i've looked at all of the documents and they appear to be ok.  
Do you have any other concerns?

---

From: maryann.fraioli@dec.ny.gov  
To: george.fehling@dec.ny.gov  
Sent at: 12/18/2023 01:38 PM

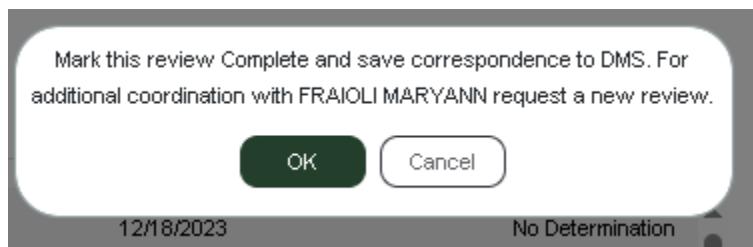
Going to have done asap

---

From: george.fehling@dec.ny.gov

2575

- 2576 When the Program Reviewer has completed their review, the Analyst will click on the Review Complete checkbox. This will generate a confirmation popup.
- 2577



2578

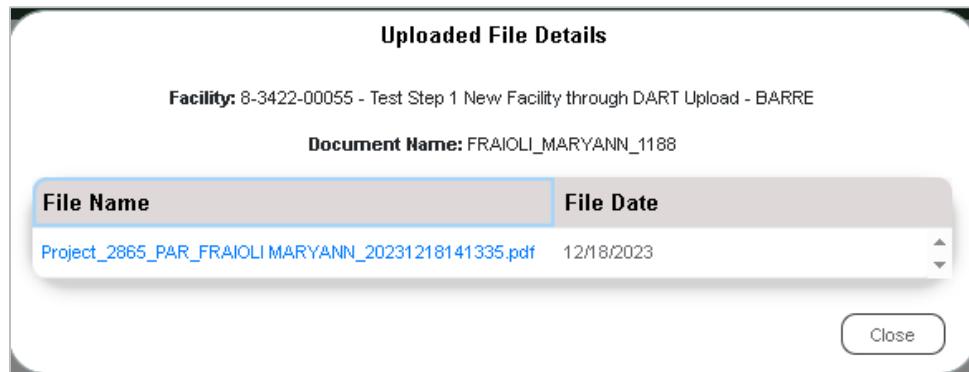
- 2579 Clicking OK will save a record of the Correspondence to the Document Management Service page for this facility, under the Correspondence/Program Comments Type and Sub Type.
- 2580

# eTrack

Uploaded Documents:										
Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	X	Download
Correspondence	Program Comments	FRAIOLI_MARYANN_1188	Review Period from : 12/18/2023 to : 01/01/2024	1	12/18/2023 02:13 PM	2865	No Determination			

2581

2582 Clicking the Document Name hyperlink will display the popup where the correspondence history file can  
2583 be downloaded or viewed.



2584

## 14. Program Area Reviewer Dashboard

2585 The Program Area Reviewer dashboard results grid displays information for that role. Rather than  
2586 arriving at the Analyst Dashboard, the Program Area Reviewer sees a more limited version of the  
2587 dashboard, with fewer options. The links at the top are My Reviews; Regional Projects; and Document  
2588 Management.  
2589

New York State Department of Environmental Conservation										
eTRACK										
<a href="#">My Reviews</a> <a href="#">Regional Projects</a> <a href="#">Document Management</a>										
<a href="#">Geographical Inquiries</a>										
Permit Applications	Project ID	Applicant	DEC ID	Facility	County	Municipality	Permit Type	Analyst	Due Date	Date Assigned
10287	VARTAN JERIAN & HRANT BARDAKJIAN	4-3817-00066	H & V Collision Center	Rensselaer	Troy	DO	DENNISTON COLIN	03/21/2024	03/07/2024	
10284	COUNTY WASTE AND RECYCLING SERVICE, INC.	4-3817-00145	COUNTY WASTE MATERIALS RECOVERY FACILITY	Rensselaer	Troy	DO	FEHLING R GEORGE	03/20/2024	03/08/2024	
10283	NEW YORK SCRAP RECYCLING CORP.	4-3817-00050	TROY OIL RECOVERY FACILITY	Rensselaer	Troy	FW	FEHLING R GEORGE	03/20/2024	03/08/2024	
8339	SUFFOLK CEMENT PRODUCTS INC	1-4730-00050	SUFFOLK CEMENT PRODUCTS PROPERTY	Suffolk	Riverhead	GP-0-15-001	PUVOGEL JUSTIN	11/23/2023	11/09/2023	
4332	HARVEY & MYRNA SOLOMON		Brickhouse			P3G	MAHALINGAM MOORTHI	06/16/2023	06/02/2023	

2590

2591 The results grid columns, from left to right, are: Project ID; Applicant; DEC ID; Facility; County;  
2592 Municipality; Permit Type; Analyst, Due Date and Date Assigned.

# eTrack

- 2593 In the Due Date column, a date that is past-due will appear in red.
- 2594 In the screen footer, the role of the Program Area Reviewer will appear at the lower right.

2595

Program Area Reviewer

## 2596 14.1 Program Reviewer Regional Projects Dashboard

- 2597 On the Regional Projects dashboard, there is only one tab: Program Review. Columns are, from left to  
2598 right: Project ID; EA; GP; Review Due; Assigned Date; Program Staff; DEC ID; Facility; County; Permit  
2599 Type; Analyst; Status. Filter by Region dropdown is disabled.

Program Review (3)												
Project ID	EA	GP	Review Due	Assigned Date	Program Staff	DEC ID	Facility	County	Permit Type	Project Mgr	Status	Filter By Region: All
9404			12/06/2023	11/22/2023	FEHLING R GEORGE	4-3824-00080	SCHULTE PROPERTY	Otsego	EF	PUVOGEL JUSTIN	Completeness Determination Due	
7696			09/07/2023	08/24/2023	FEHLING R GEORGE	9-0854-00142	WYSE PROPERTY	Chautauqua	FW	MAHALINGAM MOORTHI	Final Decision Due	
4332			03/30/2023	03/16/2023	FEHLING R GEORGE		Brickhouse		CE	MAHALINGAM MOORTHI	Final Decision Due	

2600

## 2601 15. Program Area Reviewer Virtual Workspace

- 2602 The Program Area Reviewer is presented with a different view of the Virtual Workspace than Analysts.

# eTrack

R GEORGE FEHLING

UNITED BRETHRENS CHURCH OF SI - MORAVIAN CEMETERY Project 11826

Project Description

Documents

Document Name	Document Description	Upload Date	DEP Rel Det
Project_11826_Invoice_440XXXXXX239 (1)	Project invoice report for the invoice number 440XXXXXX239	07/24/2024	No Determination
Project_11826_Invoice_440XXXXXX238 (1)	Project invoice report for the invoice number 440XXXXXX238	07/23/2024	No Determination

Review Due: 08/06/2024  
1000468 : Completeness Determination Due : 07/26/2024

Batch ID: 2-540-01224

UNITED BRETHRENS CHURCH OF SI - MORAVIAN CEMETERY

Batch 1000468

Milestones

FOIL Request

Litigation Hold

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Contact Info

Legally Responsible Party:

UNITED BRETHRENS CHURCH OF STUTEN ISLAND  
2235 RICHMOND RD  
STUTEN ISLAND, NY, 10306  
(718) 361-0106

Property Owner:

UNITED BRETHRENS CHURCH OF STUTEN ISLAND  
2235 RICHMOND RD  
STUTEN ISLAND, NY, 10306  
(718) 361-0106

GI ID:

2603

- 2604 In the top banner to the left is the name of the assigned Analyst. In the top banner to the right, is an envelope with message history for this project.
- 2605
- 2606 There is a Documents results grid, an Add/Edit Keyword grid, a Pending Applications results grid, and an Active Authorizations results grid (if populated).
- 2607
- 2608 The sidebar column, from top to bottom, is the same as that for Analyst, except the FOIL, Litigation Hold, and GI ID features are View Only.
- 2609

## 2610 16. Program Reviewer View of DMS

- 2611 Program Area Reviewers can access DMS for a project from the VW, by clicking on the Documents header. Program Area Reviewers cannot upload documents to DMS and are limited to the ability to
- 2612 Download Documents for review.
- 2613

# eTrack

The screenshot shows the eTrack Document Management interface. At the top, there's a navigation bar with links for 'My Reviews', 'Regional Projects', and 'Document Management'. Below the navigation is a search bar with fields for 'DEC ID' (radio button selected), 'Facility Name' (checkbox), 'Exact' (dropdown), and a text input field containing '4-3824-00080'. A dropdown menu below the search bar shows the selected facility: '4-3824-00080 - SCHULTE PROPERTY - CHERRY VALLEY'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search area is a section titled 'Uploaded Documents:' which contains a table grid. The grid has columns for Type, Sub-Type, Document Name, Description, # Files, Upload Date | Time, Project ID, App ID, DEP Rel Det, and actions. The data in the grid includes:

Type	Sub-Type	Document Name	Description	# Files	Upload Date   Time	Project ID	App ID	DEP Rel Det	Action
Supplemental Application Form	Checklist	CE.DA.EF		1	11/20/2023 11:54 AM	9404		No Determination	
Map		Location_Validate_PID9404	9404 project printed format of Map	1	11/20/2023 11:53 AM	9404		No Determination	
Studies and Reports	Emergency Response Plan	Emergency Response Plan		1	11/20/2023 11:52 AM	9404		No Determination	
Supplemental Application Form	Dams D-1	Dams Supplement D-1		1	11/20/2023 11:51 AM	9404		No Determination	
Engineering Report/Process Diagram/Plans	Project/Site Plans	Project/Site Plans		1	11/20/2023 11:51 AM	9404		No Determination	
Map		Location_Submitted_PID9404	9404 project printed format of Map	1	11/20/2023 11:44 AM	9404		No Determination	

2614

## 17. Search

2615 System Admins and Analysts can perform extensive, detailed searches of eTrack data using the Search feature. To enable this robust Search capability, by design, there are fewer restrictions, warnings, and error messages than exist in the rest of eTrack. Some SQL knowledge is helpful when using this feature.

2616 System Admins have additional rights when using Search than do Analysts. System Admins can view all Searches conducted, by both System Admins (Global searches) and by all Analysts, and can edit and delete all Searches in the grid.

2617 Analysts can access and run the Global searches conducted by System Admins, but cannot see the searches created by other Analysts. Analysts can only edit and delete their own searches.

2618 However, using the Save As button, searches can be amended and then saved as a new search, both by System Admins and Analysts (Analyst searches edited and saved by System Admins will continue to display the Analyst's username).

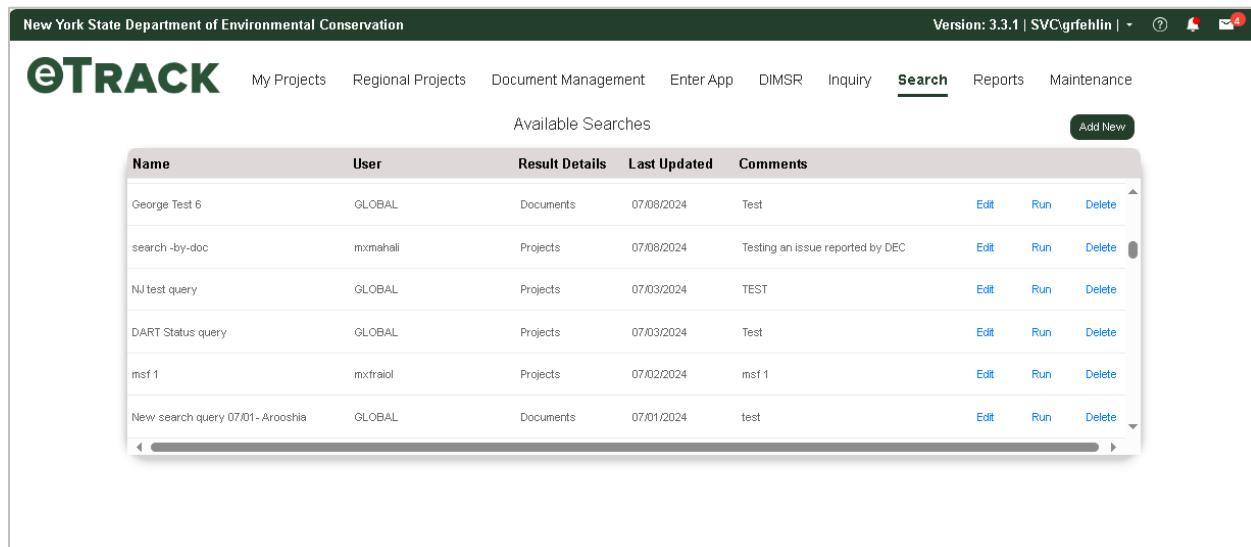
### 17.1 System Admin Use of Search

2619 As a System Admin, go to the eTrack dashboard and click the Search link at the top of the screen.

2620 A results grid appears, with the title 'Available Searches.' There is an 'Add New' button to the right, and a results grid below, displaying searches that have been conducted previously, both by System Admins and Analysts.

# eTrack

- 2632 The results grid contains columns with headers from left to right as follows: Name; User; Result Details;  
2633 Last Updated; Comments. To the right are three columns without headers that contain hyperlinks for:  
2634 Edit; Run; Delete.



The screenshot shows the eTrack application interface. At the top, there is a header bar with the text "New York State Department of Environmental Conservation" and "Version: 3.3.1 | SVCgrfehl | ? 📡 📧 4". Below the header is the eTRACK logo. The main area features a search bar with the placeholder "Available Searches" and a "Search" button. A "My Projects" button is also visible. The central part of the screen displays a table of search results:

Name	User	Result Details	Last Updated	Comments	Edit	Run	Delete
George Test 6	GLOBAL	Documents	07/08/2024	Test	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
search -by-doc	mymahali	Projects	07/08/2024	Testing an issue reported by DEC	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
NJ test query	GLOBAL	Projects	07/03/2024	TEST	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
DART Status query	GLOBAL	Projects	07/03/2024	Test	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
msf 1	mxfraiol	Projects	07/02/2024	msf 1	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
New search query 07/01- Arooshia	GLOBAL	Documents	07/01/2024	test	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>

At the bottom of the table, there are navigation arrows for scrolling through the results.

- 2635
- 2636 If there are more than six records displayed, scroll bars will be available on the right (vertical) and across  
2637 the bottom (horizontal) of the results grid.
- 2638 A System Admin can see GLOBAL searches (created by System Admins) and all searches saved by  
2639 Analysts. Clicking the Edit link will open the 'Search by' screen and enable changes to be made to the  
2640 Search before running it. Clicking the Run link will run the existing Search and display the results in a  
2641 new grid below the current view. Clicking Delete will delete the Search, after confirming that intention  
2642 on a confirmation popup.
- 2643 To create a new Search, click the Add New button. The 'Search by' screen will appear, identified by the  
2644 label, 'Search by', at the top left of the screen.

# eTrack

The screenshot shows the eTrack search interface. At the top, there's a navigation bar with links for 'My Projects', 'Regional Projects', 'Document Management', 'Enter App', 'DIMSR', 'Inquiry', 'Search' (which is underlined), 'Reports', and 'Maintenance'. The top right corner shows 'Version: 3.3.7 | SVC\grfehl |' and some icons. Below the navigation is a search bar with 'Query Name:' and a text input field. Underneath are sections for 'Result Details:', 'Search Type:', 'Data Type:', and 'Last Load Date:'. The main area contains a tree-like structure of search categories: 'APPLICATION', 'FACILITY', 'PROJECT', 'KEYWORD', 'PUBLIC', and 'DOCUMENT', each with an '+' sign to expand. Below these is a 'COMMENTS\*' section with a text input field limited to 250 characters. At the bottom right are 'Save' and 'Close' buttons.

2645

2646 At the top center is the label: 'Query Name:/\*' with a data entry field. The next row below contains the  
2647 label: 'Results Details:/\*' followed by two radio buttons: Projects (default); Documents. Further to the  
2648 right is the label: 'Search Type': followed by two checkboxes: 'Pending' and 'Disposed', both selected by  
2649 default. Next is a label: 'Data Type\*' with two radio buttons: 'Live' and 'Stored Data' (default). Next is a  
2650 label: 'Last Load Date:' (mm/dd/yyyy) followed by a time stamp. There is a Clear button at the far right  
2651 of this row.

2652 NOTE: The Stored Data selection produces much faster search results. This process of saving data to be  
2653 discoverable by the Search feature using Stored Data takes place automatically on a schedule  
2654 determined by DEC (several times a day).

2655 The center of the screen displays a series of rows with Search categories. Each row is opened by clicking  
2656 on the '+' (plus) symbol, and closed by clicking the '-' (minus) symbol. The rows from top to bottom are:  
2657 Application; Facility; Project; Keyword; Public; Document. At the bottom is a section for Comments\*  
2658 (mandatory) with a data entry field (max 250 characters).

2659 Each Search category has a dropdown with an option for 'And/Or'. Selecting 'And' (default) will filter the  
2660 Search results so that only the results that match all criteria entered are presented. Selecting 'Or' will  
2661 produce the Search results for every category selected in the same grid.

## *2662 [Search by Projects](#)*

2663 A System Admin can use the Search by Projects feature to search for Projects.

2664 As a System Admin, on the Search By screen, enter a Query Name in the text field at the top of the  
2665 screen. Click the plus sign beside one of the Search by types to conduct a search for a project.

# eTrack

New York State Department of Environmental Conservation Version: 3.3.1 | SVC:gfehlin | ① ✉ 16

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry **Search** Reports Maintenance

Search by

Result Details\*:  Projects  Documents    Search Type\*:  Pending  Disposed    Data Type\*:  Live  Stored Data    Last Load Date: 07/17/2024 12:03 Clear

APPLICATION + -

Received Date: 06/01/2024 Between 07/17/2024 mm/dd/yyyy

2666

2667 There are various options for search criteria. If dropdowns are presented, the selection in the dropdown to the left will present related options in the dropdown to the right. If the option in the left dropdown is followed by a question mark, options to answer are presented (e.g. Yes/No radio buttons). If the option requires a value to be manually entered, a text box is presented (e.g. Facility Name).

2671 Some selections will present an "Operator" dropdown. For parameters such as dates, the Operator will display options such as =, >, BETWEEN (etc.)

Result Details\*:  Projects  Documents    Search Type\*:  Pending  Disposed    Data Type\*:

APPLICATION = mm/dd/yyyy

FACILITY =

PROJECT >

KEYWORD <=

PUBLIC BETWEEN

2673

2674 For parameters using a Text Box or Dropdown selection, the Operator will display as follows:

- 2675 • IN, NOT EQUAL , and EXCLUDE PROJECT for text box inputs  
2676 • IN, NOT IN, and EXCLUDE PROJECT for dropdowns

APPLICATION IN Select

FACILITY IN

PROJECT NOT IN  
EXCLUDE PROJECT

2677

2678

# eTrack

2679 IN – will include the search criteria

2680 NOT IN / NOT EQUAL – will exclude the search criteria (BUT ONLY IF THE RESULTS CONTAIN A SINGLE  
2681 PARAMETER). For example, a search for a project with the permit FW using NOT IN, will exclude the  
2682 project from the search results. However, if there is an additional permit in that project, the project will  
2683 appear in the search results even if it does contain FW.

2684 EXCLUDE PROJECT – will exclude the selected parameter, even if there is an additional parameter (e.g.  
2685 more than the permit(s) selected).

## 2686 17.1.1 Tips for Using Search

- When searching for a project with multiple permit types, select the permit types from the dropdown in the search field to create a string separated by commas, rather than creating additional search rows.

The screenshot shows the 'APPLICATION' search interface. On the left, there are several search fields with dropdown menus: 'Permit Type' (set to 'IN'), 'FACILITY' (AND dropdown), 'PROJECT' (AND dropdown), 'KEYWORD' (AND dropdown), 'PUBLIC' (AND dropdown), and 'DOCUMENT' (AND dropdown). On the right, a dropdown menu is open under 'Permit Type', displaying the values 'ASF, AT4, ATV, CC'. The option 'CC' is highlighted with a blue selection bar. There are also '+' and '-' buttons for managing search criteria.

2690

- The user can toggle from Projects and Documents, click Save and Run, and the search parameters originally entered will be retained. This way, both Projects and Documents may be found using the same criteria, without having to re-enter the information.

2694 **Result Details\*:**  Projects  Documents

2695

- Selecting everything from a dropdown is equivalent to not including that attribute in the criteria

2696 With the Search parameter defined, and with all mandatory fields complete (including Comments) and  
2697 with correct search parameters entered, clicking Save will generate a popup that reads, 'Saved  
2698 successfully'.

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2699

2700 Clicking the Run button displays the results grid with search results at the bottom of the screen.

Results Listing by Projects (77)							
Project ID	Primary LRP	DEC ID	Facility	Address	Municipality	Recv'd Date	Permit Types
11786	LAWRENCE BACOLA	<a href="#">0-0000-01167</a>	Test county muni grid	20 Princeton Street, NEW YORK, NY, USA	NEW YORK	07/09/2024	NEW-FW;ASF,AT4,RC
11731	BAYVIEW AT MATTITUCK HOMEOWNERS ASSOCIATION, INC.	<a href="#">0-0000-01166</a>	All over state everything	All over state   All over, NEW YORK, NY, USA	NEW YORK	07/03/2024	NEW-P1S;AT4;DA;LI;L12;ML;P3G;SD
11586	NewOwnerFirst NewOwnerLast	<a href="#">3-5508-01184</a>	Upload New Facility Role	58 GRAMATAN AV, Mount Vernon, NY, USA	MT VERNON	06/25/2024	NEW-WQ,CC
11429	ANOPLATE CORPORATION	<a href="#">7-3115-00017</a>	ANOPLATE CORP	459 PULASKI ST, Syracuse, NY, 13204, USA	SYRACUSE	06/11/2024	REN-ASF;REN-ASF
11427	TENNESSEE GAS PIPELINE COMPANY, L.L.C.	<a href="#">7-3134-00022</a>	TENNESSEE GAS PIPELINE CO - COMP STA 241	3447 SENTINEL HEIGHTS RD, Lafayette, NY, 13084, USA	LAFAYETTE	06/11/2024	MTN-ATV
11244	LAKE PLACID DISPOSAL SERVICE INC	<a href="#">5-1540-00144</a>	LAKE PLACID DISPOSAL SERVICE	232 Old Military Rd, North Elba, NY, 12946, USA	NORTH ELBA	05/20/2024	NEW-AT4
11230	AMRO ZABDU	<a href="#">9-0299-00050</a>	Test upload 1	6072 Kleinbeck Rd Tet,Belfast,Friendship,NY,USA	BELFAST	05/20/2024	NEW-CC;CE
11207	BIG V SHOP RITE CORP INC	<a href="#">3-5522-00053</a>	SHOP RITE PLAZA	ALBANY POST RD ss,Cortlandt,NY,USA	CORTLANDT	05/18/2024	NEW-AT4
11206		<a href="#">5-4140-00170</a>	MCDONOUGH PROPERTY	42 SHORE AVE J,W,Malta,NY,12086,USA	MALTA	05/18/2024	NEW-ATV
...				20 SHORE AVE J,W,Malta,NY,12086,USA	MALTA	05/18/2024	NEW-ATV

2701

2702

2703 Above the grid is the title: 'Results Listing by Projects (X)' with X being the number of projects displayed.

2704 The column headers from left to right are: Project ID; Primary LRP; DEC ID; Facility; Address;

2705 Municipality; Recv'd Date; and Permit Types.

2706 Clicking the Project ID hyperlink will take the user to the Virtual Workspace for the Project. Clicking the DEC ID hyperlink will take the user to the eFind record for the facility.

## 2708 *Search by Documents*

2709 Searches conducted using the Documents option produces a results grid displaying individual Documents.

2711 The Documents results grid has column headers from left to right, as follows: Project ID; Document Name; Document Type; Sub-Type; DEC ID; Facility; Address; Municipality; Recv'd Date; Permit Types (this includes Transaction Types and Permit Types for each Batch, separated by semi-colons).

# eTrack

Results Listing by Documents (168)

Project ID	Document Name	Document Type	Sub-Type	DEC ID	Facility	Address	Municipality	Recv'd Date	Permit Types
11786	Location_Validated_PID11786	Map		0-0000-01167	Test county muni grid	20 Princeton Street, NEW YORK, NY, USA	NEW YORK	07/09/2024	NEW-FW;ASF;AT4;RC
11786	Location_Submitted_PID11786	Map		0-0000-01167	Test county muni grid	20 Princeton Street, NEW YORK, NY, USA	NEW YORK	07/09/2024	NEW-FW;ASF;AT4;RC
11786	Project Checklist	Supplemental Application Form	Checklist	0-0000-01167	Test county muni grid	20 Princeton Street, NEW YORK, NY, USA	NEW YORK	07/09/2024	NEW-FW;ASF;AT4;RC
11731	Location_Submitted_PID11731	Map		0-0000-01166	ALL over state everything	All over state  All over, NEW YORK, NY, USA	NEW YORK	07/03/2024	NEW-FW;AT4;DA;LI;L2;ML;P3G;SD
11731	Location_Validated_PID11731	Map		0-0000-01166	ALL over state everything	All over state  All over, NEW YORK, NY, USA	NEW YORK	07/03/2024	NEW-FW;P1S;AT4;DA;LI;L2;ML;P3G;SD
11731	Project Checklist	Supplemental Application Form	Checklist	0-0000-01166	ALL over state everything	All over state  All over, NEW YORK, NY, USA	NEW YORK	07/03/2024	NEW-FW;P1S;AT4;DA;LI;L2;ML;P3G;SD

2714

2715

2716 Clicking on the Document Name will open a popup so that the file(s) can be opened.

## 2717 17.2 Analyst Use of Search

2718 An Analyst can use the Search feature to find projects and documents using a robust search capability  
2719 with an extensive list of options. As noted above, some SQL knowledge is helpful, and there are fewer  
2720 restrictions in place compared to other features in eTrack.

2721 When an Analyst arrives at the Search screen, they will see the same results grid as the System Admin,  
2722 however, the searches performed by other Analysts will be hidden, and the Analyst can only delete their  
2723 own searches. Global searches (created by System Admins) will display a hyperlink reading 'View'  
2724 instead of 'Edit', since these cannot be edited by an Analyst, however an Analyst can View the Global  
2725 search and then save it using the Save As button, creating a new Search in the process. They can also  
2726 Run those searches.

2727

Available Searches							Add New
Name	User	Result Details	Last Updated	Comments	View	Run	Delete
Completeness determination due	GLOBAL	Projects	08/21/2024	TEST	<a href="#">View</a>	<a href="#">Run</a>	<a href="#">Delete</a>
Test only buttons	GLOBAL	Projects	08/20/2024	test Buttons only	<a href="#">View</a>	<a href="#">Run</a>	<a href="#">Delete</a>
maryann query	mxdfraol	Projects	08/19/2024	projects out for review	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
maryann query2	mxdfraol	Projects	08/19/2024	projects out for review	<a href="#">Edit</a>	<a href="#">Run</a>	<a href="#">Delete</a>
test Qa save and close	GLOBAL	Projects	08/19/2024	test	<a href="#">View</a>	<a href="#">Run</a>	<a href="#">Delete</a>
Test new again dixdev	GLOBAL	Projects	08/19/2024	test	<a href="#">View</a>	<a href="#">Run</a>	<a href="#">Delete</a>
Test again	GLOBAL	Projects	08/19/2024	test again	<a href="#">View</a>	<a href="#">Run</a>	<a href="#">Delete</a>

2728

2729 Analysts can only delete their own searches.

# eTrack

## 2730 18. Reports

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2731 Clicking on the 'Reports' link at the top of the eTrack screen, a System Admin will immediately see the  
2732 'eTrack Submittal Report' screen, with its tab highlighted in the left-hand column.

### 2733 18.1 eTrack Submittal Report

The screenshot shows the 'eTrack Submittal Report' page. At the top, there are dropdown menus for 'Region', 'Permit Type', and 'App Type Code'. Below these are two input fields for 'Select Submittal Date Range' with 'Run' and 'Clear' buttons. The URL in the address bar indicates the version is 3.0.0.

2734  
2735 On this screen, a System Admin can select a Date Range (mandatory), Region, Permit Type, and/or App  
2736 Type Code to view a submittal method report (applications submitted either by mail or email). Selecting  
2737 data and clicking Run generates the report results.

The screenshot shows the 'eTrack Submittal Report' page with filters applied: Region 4, Permit Type Freshwater Wetlands, and App Type Code NEW. Below the filters is a table titled 'Submittal Type' with columns for 'Submittal Type', 'Count', and '% of Total'. The table shows data for Paper (48, 100%), Email (0, 0%), and Total Submitted (48, 100%). An export icon is visible next to the table.

Submittal Type	Count	% of Total
Paper	48	100 %
Email	0	0 %
Total Submitted	48	

2738  
2739 Results are displayed by Submittal Type, Count, and % of Total. There is an export icon that will  
2740 download the results to an Excel file.

# eTrack

- 2741 Clicking the Plus (+) symbols will enable an additional layer of detail as the search can further be refined  
2742 by Permit Type and App Type Code.

**eTrack Submittal Report**

Select Submittal Date Range\*:  mm/dd/yyyy  to:  mm/dd/yyyy  Run Clear

Region:  -- Select --

Permit Type:  -- Select -- +

-- Select -- +

App Type Code:  -- Select -- +

-- Select -- +

Submittal Type	Count	% of Total
No Records Available.		

2743

- 2744 These additional dropdowns can be removed from the search using the trashcan icons.

## 18.2 Candidate Keywords Report

- 2746 Below the eTrack Submittal Report tab, a System Admin will see the 'Candidate Keywords' tab. Selecting  
2747 this tab will display the Candidate Keywords report grid. A view of all the Candidate Keywords submitted  
2748 can be seen, organized by Region.

Candidate Keywords Report													
Candidate Keywords	Candidate Keyword	Total Usage	Region 0	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	
	test for keyword 12	1	0	0	0	0	1	0	0	0	0	0	
	Test for keywords 12	1	0	0	0	0	1	0	0	0	0	0	
	George Other Test 2-14-1	1	0	0	0	1	0	0	0	0	0	0	
	New keyword test	1	0	0	0	0	0	1	0	0	0	0	
	A-shah-New	1	0	0	0	0	0	0	0	0	1	0	
	TEST 00000	1	0	0	0	0	1	0	0	0	0	0	
	Test11111	1	0	0	0	0	1	0	0	0	0	0	
	arooshiha test	2	0	0	0	0	2	0	0	0	0	0	
	arooshiha	1	0	0	0	0	1	0	0	0	0	0	
	Medium Yellow-1	1	0	0	0	0	1	0	0	0	0	0	
	New test for calendar tool	1	0	0	0	0	1	0	0	0	0	0	
	test 9999	1	0	0	0	0	1	0	0	0	0	0	

2749

# eTrack

2750 From this screen, the System Admin gets a full view of the Candidate Keywords. The grid will update  
2751 when additions are made or when a Candidate Keyword is removed on a Project's Virtual Workspace.  
2752 The report contents can be downloaded to an Excel file using the Export icon.

## 2753 **19. Maintenance**

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2754 The Maintenance screen enables users to make changes to keywords, code tables and other specific  
2755 sections of eTrack, and to generate usage reports. System Admins have more privileges and can view  
2756 and make changes to more screens than Analysts and Override Admins.

2757 A System Admin will see three tabs on the left: Keywords; Candidate Replacement; Code Tables; and  
2758 Archive/Purge. An Analyst or Override Admin will see ONLY the Archive/Purge tab.

### 2759 **19.1 Keyword Maintenance**

2760 At the top of the screen is the title, 'Keyword Maintenance'. Beneath the title is the label 'Choose  
2761 Keyword Category\*' which is a mandatory field, and the default selection is 'All'. To the right is a button,  
2762 'Add Category'.

2763 The section beneath this has the label: 'Keywords Associated with Category:', and to the right is a  
2764 button, 'Add Keyword'. Beneath this is the results grid.

# eTrack

2765

**Keyword Maintenance**

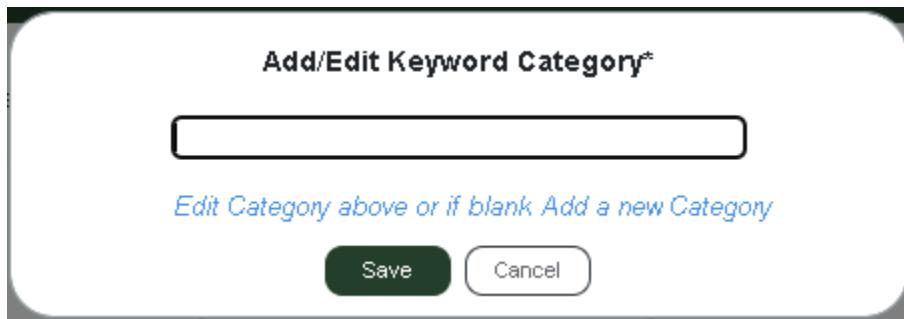
Choose Keyword Category\*:

Keywords Associated with Category:

Category	Keyword Text	Start Date	End Date	Actions
Structure Type	Barge	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Benthic mat	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Boardwalk	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Boat ramp/boat launch/water launch	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Boathouse	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Borrow Area	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Bridge/Culvert	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Combined Sewer Overflow	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	Digester	01/22/2024		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

2766

- 2767 Selecting a Category from the dropdown will display all of the Keywords associated with the Category, in  
2768 alphabetical order. Clicking the Add Category button will generate a popup where a new Category can  
2769 be entered and saved ('All' must first be selected in the dropdown). Clicking Save will add the Category  
2770 to the list that is visible in the dropdown, where it will be placed in alphabetical order.



2771

- 2772 To edit an existing Category, select the Category name from the dropdown. The Add New button will be  
2773 replaced with an Edit Category button and the value will be passed into the Category field on the popup.

# eTrack

Keyword Maintenance

Choose Keyword Category\*: Activity Type

[Edit Category](#)

[Choose ALL to add new Category](#)

2774

- 2775 When the Category is created the label above the results grid will change to include the name of the  
2776 new Category. The results grid will be blank since it is new.

Keyword Maintenance

Choose Keyword Category\*: Helicopter Pad

[Add Category\\*](#)

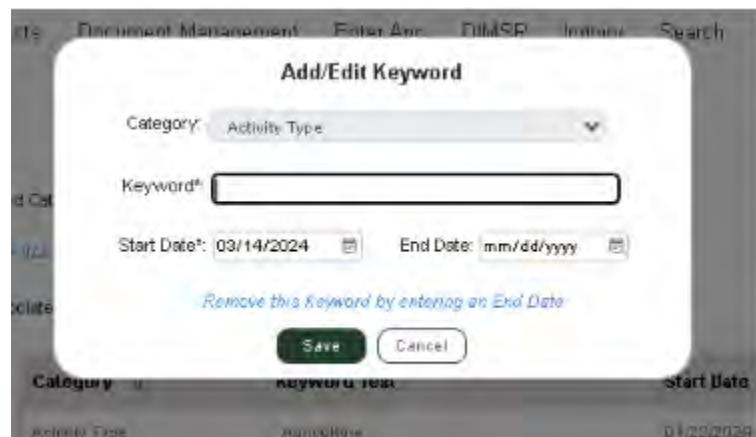
Keywords Associated with Category Helicopter Pad:

Category	Keyword Text	Start Date	End Date
No Records Available.			

2777

- 2778 To add a Keyword to the Category, click the Add Keyword button. A popup will appear, 'Add/Edit  
2779 Keyword'. The Category will display the one chosen and the field will be disabled.

2780



2781

- 2782 Add or Edit the Keyword in the Keyword data field and select a Start Date (mandatory) and an End Date  
2783 if desired. Clicking Save will add the new or revised Keyword to the results grid. The Keyword can be  
2784 removed by entering an End Date.

# eTrack

Keywords Associated with Category Helicopter Pad:

Add Keyword

Category	Keyword Text	Start Date	End Date	
Helicopter Pad	Pad Illumination	03/05/2024		

2785

2786 Keywords can be edited by clicking on the Edit icon in the right column.

2787 Beneath this section is a second grid, with the label: 'Keywords Associated with Permit Type:' and a  
2788 button, 'Add Permit Type/Keyword'. (A Category must first be selected at the top of the screen to enable  
2789 the button).

Keywords Associated with Permit Type:

Add Permit Type/Keyword

Permit Type	Keyword Text	Start Date	End Date	
No Records Available.				

2790

2791 Clicking the button will display a popup.

**Add/Edit Permit Type Keyword**

Permit Type\*:

Keyword\*:

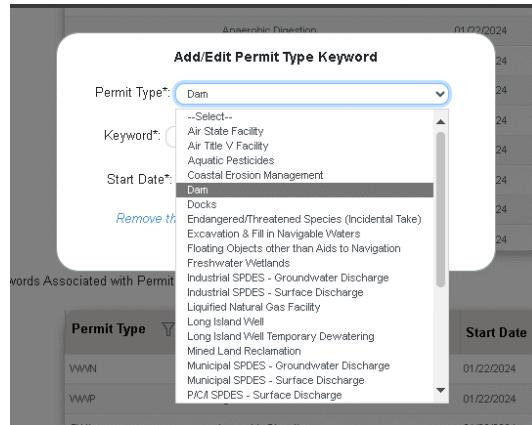
Start Date\*:  End Date:

*Remove this Permit Type/Keyword by entering an End Date*

2792

2793 In this popup, a System Admin can add or edit a Permit Type Keyword. Clicking on the Permit Type  
2794 dropdown will display the full list of Permits.

# eTrack



2795

2796 A Permit Type can now be associated with the Keyword and Category.

Permit Type	Keyword Text	Start Date	End Date
ASF	Pad Illumination	03/05/2024	<input type="checkbox"/>

2797

2798 Note: On this screen, only the columns on the 'Keywords Associated with Permit Type' grid can be  
2799 sorted.

## 2800 19.2 Candidate Keyword Replacement

2801 The second tab visible to System Admins under Maintenance is 'Candidate Replacement'. On this  
2802 screen, keywords can be replaced with other keywords.

2803 At the top of the screen is the title, 'Candidate Keyword Replacement'. The results grid contains two  
2804 columns: the first column, 'Other Keyword Text', contains keywords added by Analysts in the 'Other'  
2805 grids in Validate Mode and on the Analyst Virtual Workspace. The second column contains checkboxes,  
2806 which are unchecked by default. To the right of the grid is a 'Replace' button.

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports **Maintenance**

Keywords

**Candidate Replacement**

'Other' Keyword Text	Replace
A-shah-New	<input type="checkbox"/>
George Other Test 2-14-1	<input type="checkbox"/>
George Other Test 2-14-2	<input type="checkbox"/>
George Other Test 2-14-3	<input type="checkbox"/>
George Other Test 2-14-4	<input type="checkbox"/>
Medium Yellow-1	<input type="checkbox"/>
New keyword test	<input type="checkbox"/>

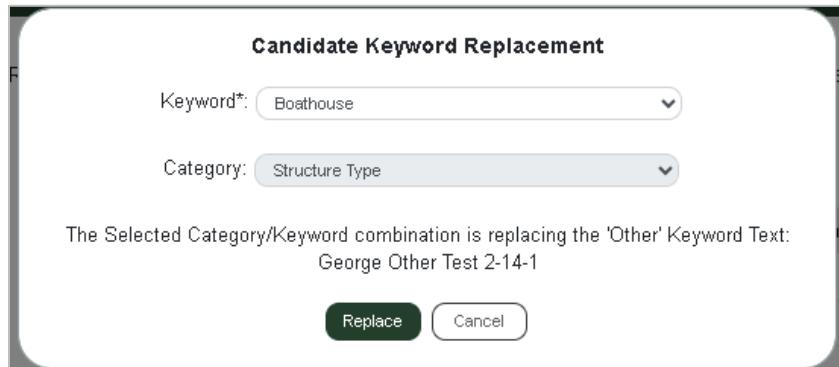
Replace

Code Tables

Archive/Purge

2807

2808 Selecting a checkbox and clicking the Replace button generates a popup with the title: 'Candidate  
2809 Keyword Replacement'. There are two dropdowns: 'Keyword' (mandatory) and 'Category', which will  
2810 change depending on the Keyword selected.



2811

2812 Clicking Replace will replace the selected 'Other Keyword Text' with the selected Category/Keyword  
2813 combination. (Going to the Virtual Workspace and observing the Other results grid in the Keyword  
2814 section will reveal that the Other Keyword added in Step 3 Validate Mode, has been removed).

2815

# eTrack

## 2816 19.3 Maintenance Code Tables

2817 The Code Tables feature can be used to change the way data is defined and displayed throughout  
2818 eTrack.

### 2819 19.3.1 Document Type

2820 Document Type parameters can be added or changed.

2821 As a System Admin on the Code Tables screen, click on Category dropdown and select Documents. The  
2822 Table Name dropdown contents from top to bottom are Document Type; Document Sub Type;  
2823 Document Title; and Document Sub Type Title.

2824 Click on the Table Name dropdown and select Document Type. The Document Type results grid appears,  
2825 with an 'Add New' button to the right of the dropdowns. Column headers from left to right are:  
2826 Document Type; Document Class Type; DEP Only; and Active. There is a final column containing edit  
2827 icons. The grid is sorted by Document Type.

The screenshot shows the eTrack maintenance interface for managing code tables. The top navigation bar includes links for My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. The Maintenance link is underlined, indicating it is the active page. Below the navigation, there are search fields for 'Keywords' and 'Category' (set to 'Documents') and a 'Table Name' dropdown set to 'Document Type'. An 'Add New' button is located to the right of the dropdown. The main content area displays a grid of document types. The columns are labeled: Candidate Replacement, Document Type, Document Class Type, DEP Only, and Active. The grid contains several rows of data, each with a checkbox in the DEP Only column and a small edit icon in the Active column. The rows include: Arooshia test for Doc type (Document Class Type: SUPPORTINGDOCUMENTS), Beneficial Use Determination (BUD) (Document Class Type: SUPPORTINGDOCUMENTS), Coastal Assessment (Document Class Type: SUPPORTINGDOCUMENTS), Correspondence (Document Class Type: CORRESPONDENCE), Enforcement/Violation (Document Class Type: SUPPORTINGDOCUMENTS), Engineering Report/Process Diagram/Plans (Document Class Type: SUPPORTINGDOCUMENTS), Environmental Justice (Document Class Type: SUPPORTINGDOCUMENTS), Hearings (Document Class Type: CORRESPONDENCE), Indian Nation (Document Class Type: SUPPORTINGDOCUMENTS), and Map (Document Class Type: SUPPORTINGDOCUMENTS).

2828

2829 Checking or unchecking the checkboxes will enable the Save button.

2830 Checking DEP Only will mean that only DEP will have access to the documents with this flag set.

2831 To add a new Document Type, click the Add New button. This generates a popup with the title, 'Add  
2832 Document Type'. There are two labels: Document Type and Document Class Type (both mandatory).  
2833 Document Type has a data entry field; Document Class Type has a dropdown with the values:  
2834 Application; Correspondence; Notices; Permit; and SupportingDocuments (one word).

# eTrack

My  
Category  
Document  
Type  
List  
SUPPORTING DOCUMENTS

Add Document Type

Document Type\*: [ ]

Document Class Type\*: --Select--

Save Cancel

2835

2836 Add a value to the Document Type field and select a Document Class Type from the dropdown, then  
2837 click Save.

2838 NOTE: Once a Class Type has been selected it cannot be changed.

2839 After clicking Save, a confirmation popup appears. Upon clicking OK, the grid will display and the added  
2840 Document Type will appear on the grid in alphabetical order, with the Active checkbox checked.

2841 To edit a Document Type, click the edit icon, make the change, and click Save.

2842 Click the Active checkbox and click Save to make a Document Type 'live' in eTrack.

2843 After making any changes, click the Active checkbox, click Save, then go to eTrack Step 4 or DMS, and  
2844 upload a document with the new or modified Type.

## 19.3.2 Document Sub Type

2846 Document Sub Type parameters can be added or changed, and the process for making changes to a  
2847 Document Sub Type is identical to the process for Document Type, described above.

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords	Category*: Documents	Table Name*: Document Sub Type	Add New	
Candidate Replacement	<b>Document Type</b>	<b>Document Sub Type</b>	DEP Only	Active
Code Tables	Correspondence	5-Day Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Permit Application Form	Air	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Permit Category Assignment	Supplemental Application Form	Air Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Studies and Reports	Alternative(s) Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Archive/Purge	Correspondence	Applicant Response	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Correspondence	Blanket Authorization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Supplemental Application Form	Certification for Public Water Supply District/Corporation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Payment	Check	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Supplemental Application Form	Checklist	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Studies and Reports	CLCPA Consistency Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Close

2848

# eTrack

2849 When adding a new Sub Type, select a Permit Type from the dropdown and then enter the new Sub  
2850 Type in the data field.

The screenshot shows a modal dialog titled 'Add Document Sub Type'. At the top right is the text 'Version: 3.3.'. The main area contains two input fields: 'Document Type\*' with a dropdown menu labeled '--Select--' and 'Document Sub Type\*' with a text input field containing '5-Day Letter'. Below these fields are two buttons: 'Save' (dark green) and 'Cancel' (light gray). The background of the dialog is white, and it is overlaid on a dark gray application window.

2851

2852

### 2853 19.3.3 Document Title

2854 A Document Title can be added or changed.

2855 On the Table Name dropdown, selecting Document Title will display a results grid with column headers  
2856 from left to right: Document Title (dropdown), and Updated Value (data entry field). There is an 'Add  
2857 New' button to the right of the Table Name dropdown.

2858 Clicking the plus and/or minus icon will add or remove additional rows.

The screenshot shows the 'Maintenance' section of the eTrack application. At the top, there are search filters: 'Keywords' (empty), 'Category\*' (set to 'Documents'), and 'Table Name\*' (set to 'Document Title'). Below these filters is a table with one row. The first column is 'Candidate Replacement' (with a dropdown menu showing 'Code Tables' as the selected value). The second column is 'Document Title' (with a dropdown menu showing '--Select--'). The third column is 'Updated Value' (with an empty text input field). To the right of the table are two buttons: a '+' sign for adding rows and a '-' sign for removing rows. At the bottom right of the table area are 'Save' and 'Close' buttons.

2859

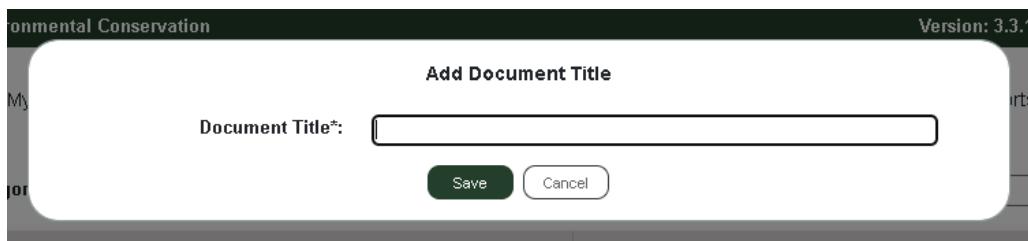
2860 To change a Document Title, select a Document Title from the dropdown, enter new text into the  
2861 'Updated Value' data field, and click Save.

2862

2863

# eTrack

- 2864 To add a new Document Title, click the Add New button. This will generate a popup with the title, 'Add  
2865 Document Title'. There is one label: Document Title (mandatory) with a data entry field.



2866

2867

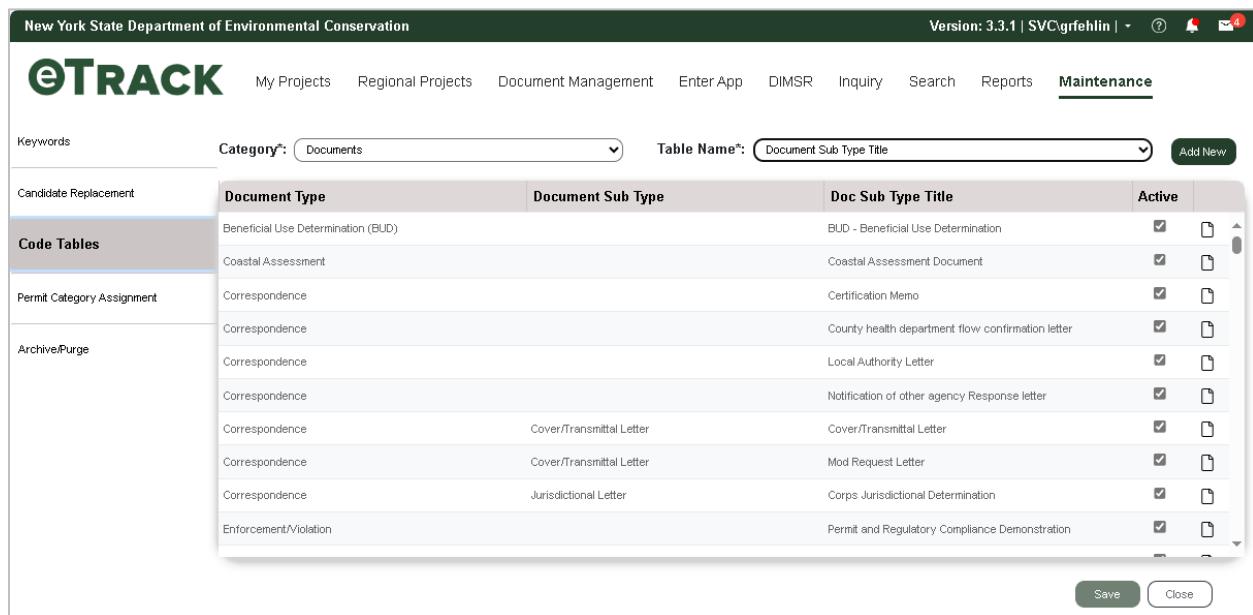
- 2868 Adding a Document Title and clicking Save will add the new Title to the Document Title dropdown,  
2869 where it will appear in alphabetical order.

- 2870 To verify the change or the additional title, go to eTrack Step 4, and observe the document titles.

#### 2871 **19.3.4 Document Sub Type Title**

2872 A Document Sub Type Title can be added or changed.

- 2873 Selecting the Document Sub Type Title displays the Document Sub Type Title results grid, with an 'Add  
2874 New' button to the right of the dropdowns. Column headers from left to right are: Document Type;  
2875 Document Sub Type; Document Sub Type Title; Active



Candidate Replacement	Document Type	Document Sub Type	Doc Sub Type Title	Active
Code Tables	Beneficial Use Determination (BUD)		BUD - Beneficial Use Determination	<input checked="" type="checkbox"/> 
	Coastal Assessment		Coastal Assessment Document	<input checked="" type="checkbox"/> 
Permit Category Assignment	Correspondence		Certification Memo	<input checked="" type="checkbox"/> 
Archive/Purge	Correspondence		County health department flow confirmation letter	<input checked="" type="checkbox"/> 
	Correspondence		Local Authority Letter	<input checked="" type="checkbox"/> 
	Correspondence		Notification of other agency Response letter	<input checked="" type="checkbox"/> 
	Correspondence	Cover/Transmittal Letter	Cover/Transmittal Letter	<input checked="" type="checkbox"/> 
	Correspondence	Cover/Transmittal Letter	Mod Request Letter	<input checked="" type="checkbox"/> 
	Correspondence	Jurisdictional Letter	Corps Jurisdictional Determination	<input checked="" type="checkbox"/> 
	Enforcement/Violation		Permit and Regulatory Compliance Demonstration	<input checked="" type="checkbox"/> 

2876

- 2877 Clicking Add New button generates a popup with the title, 'Add Document Sub Type Title'. There are  
2878 three labels with dropdowns: Document Type; Document Sub Type (NOT mandatory); and Document  
2879 Sub Type Title.

# eTrack

The screenshot shows a modal dialog titled 'Add Document Sub Type Title'. It contains three dropdown menus: 'Document Type\*' (with options like '--Select--'), 'Document Sub Type\*' (with options like '--Select--'), and 'Doc Sub Type Title\*' (with options like '--Select--'). Below the dropdowns are two buttons: 'Save' (in green) and 'Cancel'.

2880

2881

2882 After making selections and clicking Save, a confirmation popup appears. The added Document Sub Type  
2883 Title will appear in the list in alphabetical order.

2884 To verify that the change has been saved, go to eTrack Step 4 and observe the document titles.

2885

## 19.3.5 GIS

2886 GIS links can be modified and layers changed in order.

2887 In the Category dropdown, select GIS, then in the Table Name dropdown, select GIS Layers. A results  
2888 grid appears, with column headers from left to right: Layer Name; Layer URL; Updated Layer URL; Layer  
2889 Type; Order; Active.  
2890

The screenshot shows a table titled 'GIS Layers' under the 'Maintenance' tab. The table has columns: Layer Name, Layer URL, Updated Layer URL, Layer Type, Order, and Active. There are four rows of data:

Category*	GIS	Table Name*	GIS Layers	Add New		
Candidate Replacement						
Code Tables	Disadvantaged_Communities_Layers	https://services7.arcgis.com/ZR2wVM0JGwgn0bhz/arcgis/rest/services/Final_DAC_DesignatedFeatureServer	https://services7.arcgis.com/ZR2wVM0JGwgn0bhz/arcgis/rest/services/Final_DAC_DesignatedFeatureServer	FEATURE	4	<input checked="" type="checkbox"/>
Permit Category Assignment	Jurisdictional_Layers	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Jurisdictional_Layers/MapServer	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Jurisdictional_Layers/MapServer	IMAGE		<input type="checkbox"/>
Archive/Purge	Layers_Affecting_DEC_Jurisdiction	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Layers_Affecting_DEC_Jurisdiction/MapServer	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Layers_Affecting_DEC_Jurisdiction/MapServer	IMAGE	2	<input checked="" type="checkbox"/>
	Other_Agency_Coordination_Layers	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Other_Agency_Coordination_Layers/MapServer	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Other_Agency_Coordination_Layers/MapServer	IMAGE	5	<input checked="" type="checkbox"/>
	Other_DEC_Program_Consultation_Layers	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Other_DEC_Program_Consultation_Layers/MapServer	https://gisinternal-np.dec.ny.gov/arcgis/rest/services/eTrack/_dev/Other_DEC_Program_Consultation_Layers/MapServer	IMAGE	3	<input checked="" type="checkbox"/>

2891

2892 To change the Layer URL, edit the URL in the 'Updated Layer URL' column. Choose a Layer Type (Feature  
2893 or Image), select the order in which the Layer appears in the Jurisdictional Layer popup, click the Active

# eTrack

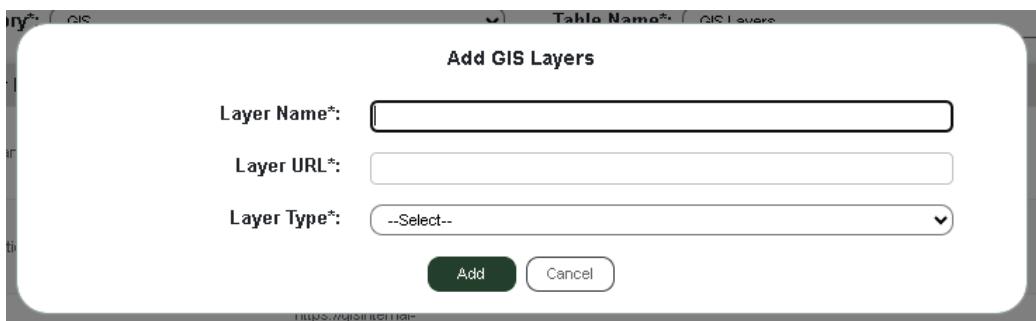
2894 checkbox, and click the Save button. The Order number is required if Active. It cannot be a duplicate.  
2895 The Order number does not have to be truly sequential.

2896 Note about Layer Types:

2897 When requesting a URL from the GIS Team, the type of layer will need to be identified.

- 2898 • A 'Feature' is type of layer where the user has a significant (large) amount data Geometry.  
2899 • An 'Image' is the traditional type where images (e.g. GIF or PNG) will be served by a server.

2900 To add a new Jurisdictional (GIS) Layer, click the Add New button. This will generate a popup with title:  
2901 Add GIS Layers. There are three labels, and all are mandatory: Layer Name; Layer URL; and Layer Type.  
2902 The first two labels have data entry fields, the third has a dropdown (Feature; Image).



The screenshot shows a modal dialog box titled "Add GIS Layers". It contains three required fields: "Layer Name\*", "Layer URL\*", and "Layer Type\*". The "Layer Name\*" field is empty. The "Layer URL\*" field is also empty. The "Layer Type\*" field is a dropdown menu with the option "--Select--" selected. Below the fields are two buttons: a dark green "Add" button and a white "Cancel" button.

2903

2904 Making selections and clicking the Add button will result in a new layer appearing in the results grid.

2905 To verify the changes, go to Step 1 Validate and click on the Jurisdictional Layer icon.

## 2906 **19.3.6 Messages**

2907 On-screen messages can be added or changed.

2908 Click on the Category dropdown and select Messages. In the Table Name dropdown, select Message  
2909 Text. A results grid appears. Column headers from left to right are: Message Code; Message Text; and  
2910 Message Type.

# eTrack

The screenshot shows the eTrack maintenance interface for managing messages. At the top, there are navigation links: My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. The Maintenance link is underlined, indicating it is the active page.

Below the navigation, there are search fields for 'Keywords' and dropdowns for 'Category\*' (set to 'Messages') and 'Table Name\*' (set to 'Message Text'). A 'Add New' button is located to the right of the table.

The main content is a table with three columns: 'Message Code', 'Message Text', and 'Message Type'. The table has several rows, each corresponding to a different message code and its description. The rows are categorized by background color:

- Candidate Replacement:** ADDR\_TYPE\_INVALID\_MSG (Address Type is Invalid.)
- Code Tables:** ADDR\_TYPE\_REQD\_MSG (Address Type is Required.)
- Permit Category Assignment:** APLCT\_TYPE\_REQD\_MSG (Applicant Type is Required.)
- Archive/Purge:**
  - APPID\_LENGTH\_MSG ((Regional)Application ID format must be 5 numbers 99999)
  - ASSIGNED\_DATE\_REQD (Date Assigned is Required.)
  - ATLEAST\_ONE\_CAND\_KEY\_SLTD (At least one candidate keyword must be selected.)
  - ATLEAST\_ONE\_PERMIT\_REQD (At least one Permit Type selection Required.)
  - ATLEAST\_ONE\_REASON\_REQD (At least one reason is Required.)
  - ATLEAST\_ONE\_SEL\_REQD (At least one selection is Required.)
  - ATLEAST\_ONE\_SEL\_REQD\_MSG (At least one selection is Required)

A 'Close' button is located at the bottom right of the table area.

2911

2912 To edit an existing message, click on the edit icon. A popup appears with the title: Edit Message Text and  
2913 three labels that correspond to the column tables. Message Code is displayed but is greyed-out and  
2914 disabled; Message Text is pre-populated and can be edited; Message Type has a dropdown with three  
2915 values: Error; Info; Warning.

The screenshot shows the 'Edit Message Text' dialog box. It contains three input fields:

- Message Code\*:** ADDR\_TYPE\_INVALID\_MSG (disabled, greyed-out)
- Message Text\*:** Address Type is Invalid. (pre-populated and editable)
- Message Type\*:** Error (dropdown menu with three options: Error, Info, Warning)

At the bottom are 'Save' and 'Cancel' buttons.

2916

2917 Clicking Save generates a confirmation popup, and the updated information appears in list, and in  
2918 eTrack itself.

2919 To add a new message, click the Add New button. This generates a popup that is similar to Edit Message  
2920 Text, but has a different title: Add Message Text. Message Code and Message Text can be added, and  
2921 Message Type is a dropdown.

# eTrack

Add Message Text

Message Code\*:

Message Text\*:

Message Type\*: --Select--

2922

2923

2924 Click Save, and the new message appears in the results grid. A software Developer must use code to  
2925 generate the message in eTrack.

## 19.3.7 Permit Category

2927 Changes can be made to Permit Types, starting with Permit Category.

2928 As a System Admin, go to the Code Tables screen and click the Category dropdown. Select Permit Type,  
2929 and in the Table Name dropdown, select Permit Category. A results grid appears with headers, from left  
2930 to right: Permit Category; Updated Value; Active (checkbox) and a plus and minus sign (to add or remove  
2931 additional rows). The Add New button will now be enabled.

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords Category\*: Permit Types Table Name\*: Permit Category Add New

Candidate Replacement Permit Category Updated Permit Category Active

Code Tables -Select--

Permit Category Assignment

Archive/Purge

2932

2933 To update a Permit Category, select the Permit Category from the dropdown, then change the value in  
2934 the Updated Permit Category dropdown. The Active checkbox will be automatically filled. Duplicate IDs  
2935 are not allowed.

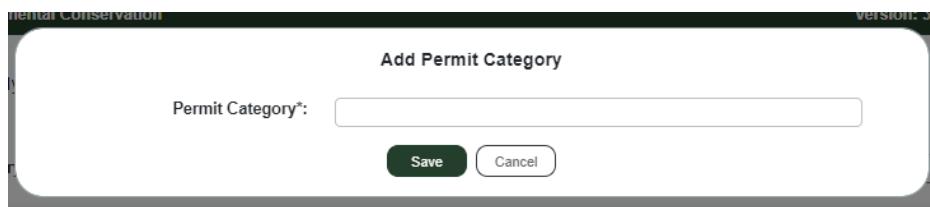
# eTrack

Permit Category	Updated Permit Category	Active
Air Facility	Air Facility	<input checked="" type="checkbox"/> + -

2936

2937 Click Save to update the Permit Category. Updating and Saving the updated value will result in the new  
2938 value appearing in the Permit Category dropdown and on Step 3, Permit Selection.

2939 To add a new Permit Category, click the Add New button. Clicking the Add New button generates a  
2940 popup: The title is 'Add New Permit Category'. The label is 'Permit Category\*' (mandatory), to the left of  
2941 a data entry field. Buttons are Save/Cancel.



2942

2943

2944 After adding a new category and clicking Save, a confirmation popup appears: 'Successfully Saved'.

2945 The added Permit Category will appear in the dropdown, in alphabetical order. The Active checkbox will  
2946 be checked.

2947 NOTE: The added Permit Category will only appear on Step 3 Permit Selection AFTER permits are  
2948 assigned to the category

2949 To remove a Permit Category from the Step 3 Permit Selection screen, de-select the Active checkbox  
2950 and click Save.

## 2951 **19.3.8 Permit Application Fees**

2952 An Invoice Fee Type can be added or edited.

2953 As a System Admin on the Code Tables screen, click on Category dropdown and select Permit Type.

2954 In the Table Name dropdown, select Permit Application Fees.

2955 Selecting Permit Application Fees displays a results grid with column headers from left to right: Permit  
2956 Type; Invoice Fee Type; Invoice Fee Description; Fee Amount. There is an Export to Excel icon to the  
2957 right. Each row has an edit icon at the end of the row. There is an Add New button above the grid to the  
2958 right.

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords Category\*: Permit Types Table Name\*: Permit Application Fees Add New

Candidate Replacement	Permit Type	Invoice Fee Type	Invoice Fee Description	Fee Amount	Active
Code Tables	FW	R793	CONSERVATION FUND FRESHWATER WETLANDS PERMIT MOD SECTION 24-0701	\$100	<input checked="" type="checkbox"/>
	FW	R794	CONSERVATION FUND FRESHWATER WETLANDS SINGLE FAMILY RESIDENTIAL SEC 24-0701	\$300	<input checked="" type="checkbox"/>
Permit Category Assignment	FW	R795	CONSERVATION FUND FRESHWATER WETLANDS MULTI FAMILY DWELLING SEC 24-0701	\$500	<input checked="" type="checkbox"/>
	FW	R796	CONSERVATION FUND NEW COMM/INDUSTRIAL STRUCTURE/IMPROVEMENT	\$1000	<input checked="" type="checkbox"/>
	FW	R797	CONSERVATION FUND FRESHWATER WETLANDS FOR ANY OTHER PROJECTS SEC 24-0701	\$100	<input checked="" type="checkbox"/>
	LG	RG91	LIQUIFIED NATURAL GAS PERMIT <1100 GALLONS	\$100	<input checked="" type="checkbox"/>
	LG	RG92	LIQUIFIED NATURAL GAS PERMIT 1100 GALLONS <= 10000 GALLONS	\$500	<input checked="" type="checkbox"/>
	LG	RG93	LIQUIFIED NATURAL GAS PERMIT 10001 GALLONS <= 70000 GALLONS	\$1000	<input checked="" type="checkbox"/>
	TW	RM28	MARINE RES ACCT TIDAL WETLANDS MINOR PROJ SEC 25-0402	\$300	<input checked="" type="checkbox"/>

2959

- 2960 Grid sorts by Permit Type, and Invoice Fee Type. All fields displayed on this screen are read-only.
- 2961 To add a new Permit Application Fee, click the Add New button. A popup will be generated with the title: Add Permit Application Fees. There are four labels, from top to bottom: Permit Type\*; Invoice Fee Type\*; Invoice Fee Description\*; Fee Amount\*.

Add Permit Application Fees

Permit Type*:	<input type="button" value="--Select--"/>
Invoice Fee Type*:	<input type="text"/>
Invoice Fee Description*:	<input type="text"/>
Fee Amount*:	\$ <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

2964

- 2965
- 2966 Permit Type has a dropdown (FW, TW, and LG only). The other three labels are beside data entry fields.
- 2967 Information can be selected and added. Clicking Save returns the user to the screen where new the Permit Application Fee will be visible in the list.
- 2969 Clicking the edit icon opens the same popup with the same labels and fields, however the title is Edit Permit Application Fees.

# eTrack

The screenshot shows a modal dialog titled 'Edit Permit Application Fees'. It contains four input fields: 'Permit Type\*' with a dropdown menu showing 'FW'; 'Invoice Fee Type\*' with a dropdown menu showing 'R793'; 'Invoice Fee Description\*' with a text input field containing 'CONSERVATION FUND FRESHWATER WETLANDS PERMIT MOD SECTION 24-0'; and 'Fee Amount\*' with a text input field containing '\$ 100'. At the bottom are two buttons: 'Save' (dark green) and 'Cancel' (light gray).

2971

2972 There are some other differences:

- 2973 • Permit Type – passed in from selection on list, disabled
  - 2974 • Invoice Fee Type – passed in from the selection on list; disabled
  - 2975 • Invoice Fee Description – passed in from the selection on list; enabled
  - 2976 • Fee Amount – passed in from the selection on list; enabled
- 2977 Changes made are saved on the results grid and visible on the eTrack VW in the Invoice section. Clicking  
2978 the Active checkbox on the results grid will enable or disable the specific fee.

### 2979 **19.3.9 Transaction Type Rules**

- 2980 Based on the eTrack application transaction types that have been selected on the screen, this table  
2981 shows the translation to DART terms.
- 2982 Selections are NEW, MOD, EXT, XFER and REN. If there were material changes from the initial project  
2983 plan, this could change a small MOD to a big MOD.
- 2984 The Supporting Document Type determines which documents are going to display on Step 4.
- 2985 MOD/EXT form is a separate standard form that is used with certain MODs or MOD combinations.
- 2986 Transaction Types can be added or edited.
- 2987 As a System Admin, go to the Code Tables screen. In the Category dropdown select Permit Types, and in  
2988 the Table Name, select Transaction Type Rules.
- 2989 A new row will appear beneath the Table name with the label 'Permit Type Grouping\*:' beside a  
2990 dropdown with permit type groupings (Operating, Construction, General Permit). To the right of the  
2991 dropdown is a 'Retrieve' button.

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords Category\*: Permit Types Table Name\*: Transaction Type Rules Add New

Candidate Replacement Permit Type Grouping\*: --Select-- Retrieve

**Code Tables**

Permit Category Assignment

2992

- 2993 With a Permit Type Grouping selected from the dropdown, click the Retrieve button. This will display all  
2994 the Permit Types associated with that grouping, alphabetically sorted by Permit Type.

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords Category\*: Permit Types Table Name\*: Transaction Type Rules Add New

Candidate Replacement Permit Type Grouping\*: Operating Retrieve

**Code Tables**

Permit Type	Selected NEW	Selected MOD	Selected EXT	Selected XFER	Selected REN	Material Change	Translated Trans Type	Support Doc Type	MOD/EXT Form	Active
ASF	<input type="checkbox"/>	MTN	MTN and XFER.	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	REN	REN and XFER.	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	RTN	REN and XFER	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	REN	REN and XFER	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	REN	REN	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	MOD	MOD and XFER	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	MOD	XFER	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	MOD	MOD	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	MTN	MTN	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
ASF	<input type="checkbox"/>	REN	REN	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

2995

- 2996 The column headers, from left to right, are as follows: Permit Type; Selected NEW; Selected MOD;  
2997 Selected EXT; Selected XFER; Selected REN; Material Change; Translated Trans Type; Support Doc Type;  
2998 MOD/EXT Form; Active. There is a column that has a Reset Filter icon at top, and edit icons down below.
- 2999 All columns contain checkboxes, except for Translated Trans Type and Support Doc Type, which will  
3000 contain transaction types such as MOD, MTN, NEW etc. There is a Save and a Close button.
- 3001 To add a new Transaction Type, click the Add New button. This will generate a popup with the header,  
3002 'Add Transaction Type Rules'.

# eTrack

The screenshot shows a dialog box titled "Add Transaction Type Rules". It contains the following fields:

- Permit Type\*:** A dropdown menu labeled "-Select-".
- Selected Trans Type(s)\*:** A row of checkboxes for transaction types: NEW (unchecked), MOD (unchecked), EXT (unchecked), XFER (unchecked), and REN (unchecked).
- DART App Type (translation)\*:** A dropdown menu labeled "-Select-".
- Supporting Doc Type(s)\*:** A dropdown menu labeled "-Select-".
- MOD/EXT Form:** A checkbox that is unchecked.
- Buttons:** "Save" and "Cancel".

3003

3004 The popup contains the following:

- 3005 • Permit Type - drop down list; default value '---Select ---'

- 3006 • Selected Trans Type – checkboxes; default unchecked (NEW, MOD, EXT, XFER, REN)

3007 At least one is required.

3008 If MOD is selected (even with another Transaction Type), this “material change” question will be both  
3009 visible and enabled. There will be Yes/No radio buttons, and both will be unselected by default. If MOD  
3010 is not selected, this will be hidden.

- 3011 • The DART App Type (translation) is a dropdown, with the default value 'Select'

- 3012 • Supporting Doc Types is a dropdown, with the default value 'Select'

- 3013 • The MOD/EXT Form is a checkbox; default unchecked

3014 Buttons are Save and Cancel. Clicking Save adds the row with the selections made.

3015 To edit a Transaction Type, click the edit icon, which will generate a similar popup to the one above.

The screenshot shows a dialog box titled "Edit Transaction Type Rules". It contains the following fields, with some values pre-filled from the previous screen:

- Permit Type\*:** A dropdown menu labeled "ASF".
- Selected Trans Type(s)\*:** A row of checkboxes for transaction types: NEW (unchecked), MOD (unchecked), EXT (unchecked), XFER (unchecked), and REN (unchecked).
- If MOD, is there a material change to the originally authorized project?** A radio button group with "YES" selected and "NO" unselected.
- DART App Type (translation)\*:** A dropdown menu labeled "MTN".
- Supporting Doc Type(s)\*:** A dropdown menu labeled "MTN and XFER".
- MOD/EXT Form:** A checkbox that is unchecked.
- Buttons:** "Save" and "Cancel".

3016

3017 The popup contains the following:

- 3018 • Permit Type – passed in from row selected; disabled

# eTrack

- 3019     • Selected Trans Type – passed in from row selected; disabled  
3020     • Material change to original project – passed in from row selected; enabled, if applicable, or else hidden  
3021  
3022     • DART App Type – passed in from row selected; enabled  
3023     • Supporting Doc Types – passed in from row selected; enabled  
3024     • MOD/EXT Form – passed in from row selected; enabled

3025 Buttons are Save and Cancel. Clicking Save returns the user to the results grid where the changes are visible.  
3026

## 3027   **19.3.10           Solid Waste Facility Types**

3028 As a System Admin on the Code Tables screen, click on Category dropdown and select Solid Waste Facilities. In the Table Name dropdown, select Solid Waste Facility Types.

3030 A results grid will appear, with column headers from left to right: SW Facility Type and SW Regulation Code. The Add New Button is enabled.  
3031

The screenshot shows the eTrack application interface. At the top, there's a navigation bar with links for My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. The Maintenance link is underlined, indicating it's the active page. Below the navigation is a search bar with 'Keywords' and dropdowns for 'Category\*' (set to 'Solid Waste Facilities') and 'Table Name\*' (set to 'Solid Waste Facility Types'). An 'Add New' button is located next to the table name dropdown. The main area displays a grid titled 'Code Tables' with two columns: 'SW Facility Type' and 'SW Regulation Code'. The data in the grid is as follows:

	SW Facility Type	SW Regulation Code
AB Testing	789	
C&D Debris Handling & Recovery	361-5	
Combustion & Thermal Treatment	362-1	
Composting & Other Organic Processing	361-3	
Household Hazardous Waste Collection	362-4	
Land Application & Associated Storage	361-2	
Landfill	363	
Mulch Processing	361-4	
Municipal Solid Waste Processing	362-2	
Navigational Dredge Material Handling & Recovery	361-9	

- 3032  
3033 To edit a Solid Waste Facility type, click the edit icon. This will generate a popup with the title: Edit Solid  
3034 Waste Facility Types. There are two labels followed by data entry fields: SW Facility Type and SW  
3035 Regulation Code, both mandatory.

# eTrack

The screenshot shows a modal dialog titled "Edit Solid Waste Facility Types". It contains two input fields: "SW Facility Type\*" with the value "C&D Debris Handling & Recovery" and "SW Regulation Code\*" with the value "361-5". At the bottom are "Save" and "Cancel" buttons.

3036

3037 Clicking Save will change the information in the results grid and in Step 3, Project Description, when a  
3038 Solid Waste permit has been selected for the project.

3039 To add a new Solid Waste Facility Type, click the Add New button. Clicking Add New button generates  
3040 popup with title: Add Solid Waste Facility Types. There are two labels followed by data entry fields: SW  
3041 Facility Type and SW Regulation Code, both mandatory.

The screenshot shows a modal dialog titled "Add Solid Waste Facility Types". It contains two input fields: "SW Facility Type\*" and "SW Regulation Code\*". At the bottom are "Save" and "Cancel" buttons.

3042

3043 Clicking Save will display the new Solid Waste Facility Type on the results grid and in Step 3 Project  
3044 Description.

## 3045 **19.3.11 Solid Waste Facility Sub Types**

3046 Solid Waste Facility Sub Types can be added or modified.

3047 As a System Admin on the Code Tables screen, click on Category dropdown and select Solid Waste  
3048 Facilities. In the Table Name dropdown, select Solid Waste Facility Sub Types.

3049 A results grid appears. Column headers from left to right are: SW Facility Type; SW Regulation; SW  
3050 Facility Sub Type; SW Sub Type Regulation. There is an edit icon to the right in each row.

# eTrack

New York State Department of Environmental Conservation Version: 3.3.1 | SVCigrfehl | ⓘ ⚡ ⓘ

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports Maintenance

Keywords	Category*:	Solid Waste Facilities	Table Name*:	Solid Waste Facility Sub Types	Add New
Candidate Replacement	SW Facility Type	SW Regulation	SW Facility Sub Type	SW Sub Type Regulation	
Code Tables	C&D Debris Handling & Recovery	361-5	George Test	0000000000	edit
	Composting & Other Organic Processing	361-3	Anaerobic Digestion	361-3.3	edit
Permit Category Assignment	Composting & Other Organic Processing	361-3	Composting	361-3.2	edit
	Composting & Other Organic Processing	361-3	Fermentation for Source-Separated Organics	361-3.4	edit
Archive/Purge	Composting & Other Organic Processing	361-3	Other Organics	361-3.6	edit
	Land Application & Associated Storage	361-2	Registered facilities.	361-2.3	edit
	Recyclables Handling & Recovery	361-1	Exempt facilities	361-1.2	edit

Close

3051

3052 To edit a SW Facility Sub Type, click the edit icon. This will generate a popup with the title: Edit Solid  
 3053 Waste Facility Sub Types. There are four labels followed by data entry fields, corresponding to the  
 3054 column headers on the screen. The SW Facility Type is greyed-out and disabled. The SW Regulation Code  
 3055 is prepopulated and cannot be changed. Only the SW Facility Sub Type and SW Sub Type Regulation  
 3056 code can be changed, and both are prepopulated.

3057 Note: The SW Sub Type Regulation Code needs to begin with the entire SW Regulation Code.

Edit Solid Waste Facility Sub Types

SW Facility Type*:	Composting & Other Organic Processing
SW Regulation Code:	361-3
SW Facility Sub Type*:	Anaerobic Digestion
SW Sub Type Regulation Code*:	361-3.3

**Save** **Cancel**

3058

3059 Click Save, and the changes made will be visible in the results grid and Step 3 Project Description for a  
 3060 project with a Solid Waste Facility Sub Type.

3061 To add a new Solid Waste Facility Sub Type, click the Add New button. This will generate a popup with  
 3062 the title: Add Solid Waste Facility Sub Types. The same labels appear as above, however the SW Facility  
 3063 Type has a dropdown from which values can be selected. The Regulation Code will appear once the Type  
 3064 is selected. The SW Facility Sub Type and SW Sub Type Regulation code have data fields where  
 3065 information can be added.

# eTrack

Add Solid Waste Facility Sub Types

SW Facility Type*:	<input type="text" value="--Select--"/>
SW Regulation Code:	<input type="text"/>
SW Facility Sub Type*:	<input type="text"/>
SW Sub Type Regulation Code*:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3066

3067 Click Save, and the new SW Facility Sub Type will appear in Step 3 Project Description, as described  
3068 above.

**19.3.12 Supporting Documents for Natural Resource GPs**

Supporting Documents for Natural Resource General Permits can be added and edited.

3071 As a System Admin, click on the Maintenance link at the top of the screen and go to the Code Tables  
3072 screen. In the Category dropdown, select Supporting Documents, and then, in the Table Name  
3073 dropdown, select Documents for Natural Resource General Permits.

3074 A results grid displays with an Add New button. Column headers from left to right are: Document Title;  
3075 NEW; MOD; EXT; MNM; MTN; REN; RTN; XFER. These are followed by an Active column with  
3076 checkboxes, and an edit icon.

3077 NOTE: At least one selection is Required for each App Trans Type.

3078

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eTRACK											Maintenance
Keywords	Category*:	Supporting Documents	Table Name*:	Documents for Natural Resource GPs	Add New						
Candidate Replacement	Document Title	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER	Active	
Code Tables	Application For Permit Transfer /Pending Application	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	<input checked="" type="checkbox"/>	
	Cover/Transmittal Letter	No	No	No	n/a	No	n/a	n/a	No	<input checked="" type="checkbox"/>	
Permit Category Assignment	EAF Part 1	Yes	No	No	No	No	No	No	No	<input type="checkbox"/>	
	Emergency Action Plan	Yes	No	No	No	No	No	No	No	<input type="checkbox"/>	
Archive/Purge	General Permit Application Form	Yes	No	No	n/a	Yes	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
	Location Map	Yes	Yes	No	n/a	Yes	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
	Photographs	Yes	No	No	n/a	No	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
	Project/Site Plans	Yes	No	No	n/a	No	n/a	n/a	n/a	<input checked="" type="checkbox"/>	

3079

# eTrack

- 3080 NOTE: Note: n/a – doesn't apply ; Yes – required ; C-Y – conditionally required ; No – not required.
- 3081 To add a new supporting document for Natural Resource General Permits, click the Add New button. A  
3082 popup will appear with the title: Add Supporting Documents for Natural Resource GPs. There is one  
3083 label with a dropdown, Document Title\*. The section below contains columns with the headers: NEW;  
3084 MOD; EXT; MNM; MTN; REN; RTN; XFER. Each column has radio buttons from top to bottom: n/a; Yes;  
3085 C-Y; No.

**Add Supporting Documents for Natural Resource GPs**

Document Title\*:

NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
<input type="radio"/> n/a							
<input type="radio"/> Yes							
<input type="radio"/> C-Y							
<input type="radio"/> No							

- 3086
- 3087 Clicking Save will put the new Document Title with the selections made on the results grid in  
3088 alphabetical order.
- 3089 When clicking the edit icon, the same popup appears as with the Add New button, however the popup  
3090 title reads Edit Supporting Documents for Natural Resource GPs and the Document Title is passed in  
3091 from selection on list.

**Edit Supporting Documents for Natural Resource GPs**

Document Title\*:

NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
<input type="radio"/> n/a	<input type="radio"/> n/a	<input type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

- 3092

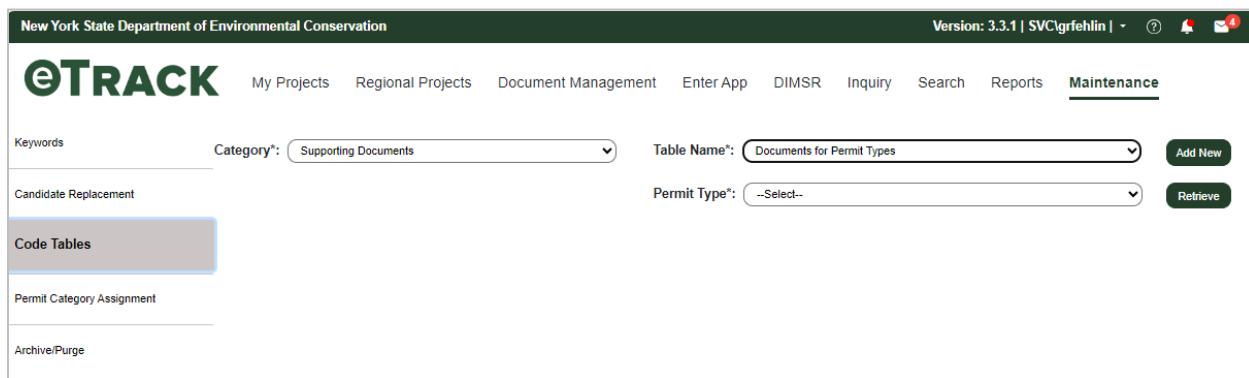
# eTrack

3093 Going to a project that has a Natural Resource GP permit selected, and going to Step 4, will either  
3094 display the required documents for it or not, depending on the Active checkbox selection.

## 3095 **19.3.13 Supporting Documents for Permit Types**

3096 Supporting Documents for Permit Types can be added and changed.

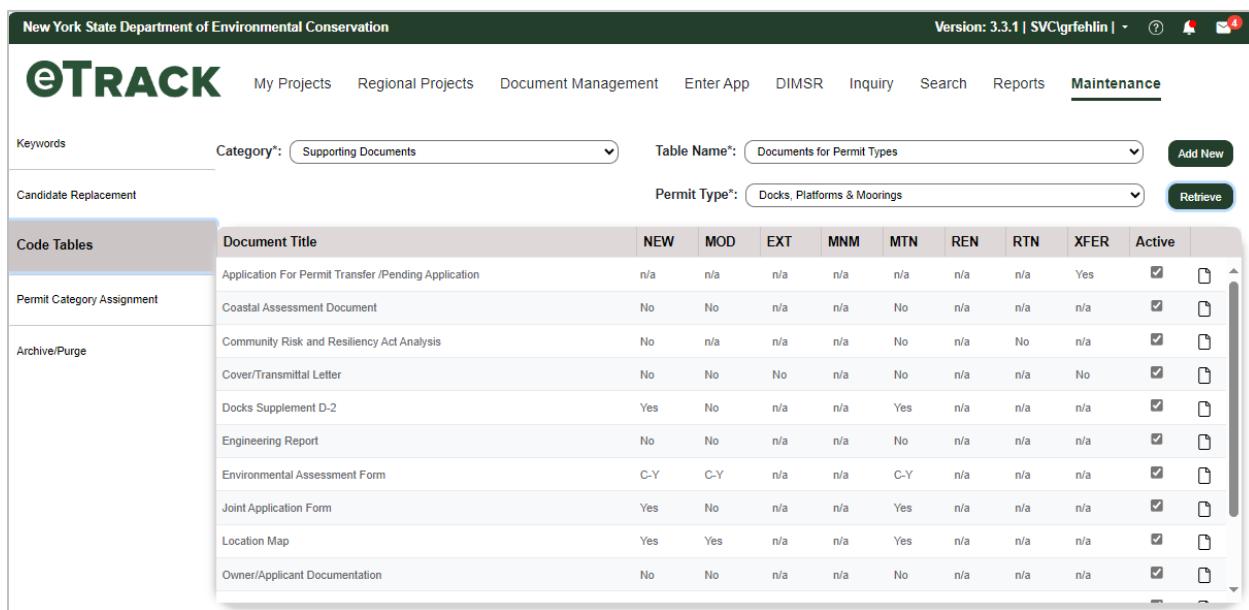
3097 As a System Admin, click on the Maintenance link at the top of the screen and go to the Code Tables  
3098 screen. In the Category dropdown, select Supporting Documents, and then, in the Table Name  
3099 dropdown, select Documents for Permit Types.



The screenshot shows the eTrack maintenance interface. At the top, there are navigation links: My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance (which is underlined). Below these are several input fields: 'Keywords' (empty), 'Category\*' (set to 'Supporting Documents'), 'Table Name\*' (set to 'Documents for Permit Types'), 'Permit Type\*' (set to '-Select-'), and buttons for 'Add New' and 'Retrieve'. On the left side, there are tabs for 'Code Tables' (which is highlighted in blue), 'Permit Category Assignment', and 'Archive/Purge'. The main area is currently empty, showing a placeholder message: 'No rows found'.

3100

3101 Select a Permit Type from the dropdown menu and click the Retrieve button. An additional row appears  
3102 with the label 'Permit Type' and a dropdown; and a Retrieve button. Column headers from left to right  
3103 are: Document Title; NEW; MOD; EXT; MNM; MTN; REN; RTN; XFER. These are followed by an Active  
3104 column with checkboxes, and an edit icon.



The screenshot shows the eTrack maintenance interface with the 'Code Tables' section selected. At the top, the same navigation links are present. The 'Category\*' field is set to 'Supporting Documents' and the 'Table Name\*' field is set to 'Documents for Permit Types'. The 'Permit Type\*' dropdown is now set to 'Docks, Platforms & Moorings' and the 'Retrieve' button is visible. The main area displays a table with the following data:

Document Title	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER	Active	Edit
Application For Permit Transfer /Pending Application	n/a	Yes	<input checked="" type="checkbox"/>							
Coastal Assessment Document	No	No	n/a	n/a	No	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Community Risk and Resiliency Act Analysis	No	n/a	n/a	n/a	No	n/a	No	n/a	<input checked="" type="checkbox"/>	
Cover/Transmittal Letter	No	No	No	n/a	No	n/a	n/a	No	<input checked="" type="checkbox"/>	
Docks Supplement D-2	Yes	No	n/a	n/a	Yes	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Engineering Report	No	No	n/a	n/a	No	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Environmental Assessment Form	C-Y	C-Y	n/a	n/a	C-Y	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Joint Application Form	Yes	No	n/a	n/a	Yes	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Location Map	Yes	Yes	n/a	n/a	Yes	n/a	n/a	n/a	<input checked="" type="checkbox"/>	
Owner/Applicant Documentation	No	No	n/a	n/a	No	n/a	n/a	n/a	<input checked="" type="checkbox"/>	

3105

# eTrack

3106 To add Supporting Documents for Permit Types, click the Add New button. A popup will appear with the  
3107 title: Add Supporting Documents for Permit Types. There are two labels with dropdowns: Permit Type\*  
3108 and Document Title\*. The section below contains columns with the headers: NEW; MOD; EXT; MNM;  
3109 MTN; REN; RTN; XFER. Each column has radio buttons from top to bottom: n/a; Yes; C-Y; No.

The screenshot shows a modal dialog titled "Add Supporting Documents for Permit Types". It contains two dropdown menus: "Permit Type\*" set to "Docks, Platforms & Moorings" and "Document Title\*" set to "Copy of Current Permit". Below these are eight columns labeled NEW, MOD, EXT, MNM, MTN, REN, RTN, and XFER, each with four radio button options: n/a, Yes, C-Y, and No. At the bottom are "Save" and "Cancel" buttons.

NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
<input type="radio"/> n/a							
<input type="radio"/> Yes							
<input type="radio"/> C-Y							
<input type="radio"/> No							

3110

3111 Clicking Save will put the new Document Title with the selections made on the results grid in  
3112 alphabetical order.

3113 To edit Supporting Documents for Permit Types, click the edit icon. The same popup will appear as with  
3114 the Add New button, however the Permit Type and Document Title are passed in from the selection on  
3115 the list.

The screenshot shows a modal dialog titled "Edit Supporting Documents for Permit Types". It contains two dropdown menus: "Permit Type\*" set to "Docks, Platforms & Moorings" and "Document Title\*" set to "Docks Supplement D-2". Below these are eight columns labeled NEW, MOD, EXT, MNM, MTN, REN, RTN, and XFER, each with four radio buttons. The radio buttons for EXT, MNM, MTN, REN, and RTN are checked. At the bottom are "Save" and "Cancel" buttons.

NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
<input type="radio"/> n/a	<input type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a
<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y
<input type="radio"/> No	<input checked="" type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

3116

3117 To enable the changes, in the results grid, change the Active value by clicking a checkbox, click Save,  
3118 then go to eTrack Step 4 and view whether the Supporting Document for a Permit Type has been added  
3119 or removed.

# eTrack

## 3120 19.3.14 Supporting Documents for SEQR

3121 Supporting Documents for SEQR can be added or changed.

3122 As a System Admin, click on the Maintenance link at the top of the screen and go to the Code Tables  
3123 screen. In the Category dropdown, select Supporting Documents, and then, in the Table Name  
3124 dropdown, select Documents for SEQR.

3125 When the selection is made in the Table Name dropdown a results grid is displayed, along with an Add  
3126 New button. Column Headers from left to right are: Document Title; NEW; MOD; EXT; MNM; MTN; REN;  
3127 RTN; XFER. These are followed by an Active column with checkboxes, and an edit icon.

The screenshot shows the eTrack maintenance interface. At the top, there's a navigation bar with links for My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance (which is underlined). Below the navigation is a search bar with 'Keywords' and dropdowns for 'Category\*' (set to 'Supporting Documents') and 'Table Name\*' (set to 'Documents for SEQR'). An 'Add New' button is also in this row. The main area is a grid table with the following columns: Document Title, NEW, MOD, EXT, MNM, MTN, REN, RTN, XFER, and Active. The grid contains several rows of document types, each with a set of radio buttons for the first seven columns and an edit icon. The rows are categorized by background color: light gray for 'Candidate Replacement', blue for 'Code Tables', white for 'Permit Category Assignment', and light gray for 'Archive/Purge'. The 'Active' column contains checkboxes, many of which are checked for the documents listed.

	Document Title	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER	Active
Candidate Replacement	Aerial Map	Yes	<input type="checkbox"/>							
Code Tables	BACT - Best Available Control Technology Demonstration	Yes	n/a	<input type="checkbox"/>						
Permit Category Assignment	Baseline Period Demonstration	n/a	No	No	No	No	n/a	n/a	n/a	<input type="checkbox"/>
Archive/Purge	Draft Environmental Impact Statement	Yes	<input checked="" type="checkbox"/>							
	Environmental Assessment Form	Yes	<input checked="" type="checkbox"/>							
	Final Environmental Impact Statement	Yes	<input checked="" type="checkbox"/>							
	Findings	Yes	<input checked="" type="checkbox"/>							
	Lead Agency	Yes	<input checked="" type="checkbox"/>							
	Negative Declaration	Yes	<input checked="" type="checkbox"/>							
	Positive Declaration	Yes	<input checked="" type="checkbox"/>							

3128

3129 To add Supporting Documents for SEQR, click the Add New button. A popup will appear with the title:  
3130 Add Supporting Documents for SEQR. There is one label (Document Title\*) with a dropdown. The section  
3131 below contains columns with the headers: NEW; MOD; EXT; MNM; MTN; REN; RTN; XFER. Each column  
3132 has radio buttons from top to bottom: n/a; Yes; C-Y; No.

# eTrack

Add Supporting Documents for SEQR

Document Title*:	--Select--							
	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
	<input type="radio"/> n/a							
	<input type="radio"/> Yes							
	<input type="radio"/> C-Y							
	<input type="radio"/> No							

**Save**    **Cancel**

3133

3134 Clicking Save will put the new Document Title with the selections made on the results grid in  
3135 alphabetical order.

3136 When clicking the edit icon, the same popup appears as with the Add New button, however the  
3137 Document Title is passed in from the selection on the list.

Edit Supporting Documents for SEQR

Document Title*:	Baseline Period Demonstration							
	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
	<input checked="" type="radio"/> n/a	<input type="radio"/> n/a	<input type="radio"/> n/a	<input type="radio"/> n/a	<input type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a	<input checked="" type="radio"/> n/a
	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y	<input type="radio"/> C-Y
	<input type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

**Save**    **Cancel**

3138

3139 Navigating to a project that has the SEQR grid displayed on Step 4, will either display the required  
3140 documents for it or not, depending on the Active checkbox selection.

## 19.3.15 Supporting Documents for Solid Waste Facilities

3142 Supporting Documents for Solid Waste Facilities can be added or edited.

3143 As a System Admin, click on the Maintenance link at the top of the screen and go to the Code Tables  
3144 screen. In the Category dropdown, select Supporting Documents, and then, in the Table Name  
3145 dropdown, select Documents for Solid Waste Facilities.

3146 When the selection is made in the Table Name dropdown, an additional row appears with two labels  
3147 and dropdowns: SW Facility Type (mandatory); SW Facility Sub Type; and a Retrieve button.

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports **Maintenance**

Keywords	Category*: Supporting Documents	Table Name*: Documents for Solid Waste Facilities	Add New
Candidate Replacement	SW Facility Type*: --Select--	SW Facility Sub Type:	Retrieve
<b>Code Tables</b>			
Permit Category Assignment			
Archive/Purge			

3148

3149 Making a selection in the dropdown(s) and clicking Retrieve displays a results grid. Column Headers from  
 3150 left to right are: Document Title; NEW; MOD; EXT; MNM; MTN; REN; RTN; XFER. These are followed by  
 3151 an Active column with checkboxes, and an edit icon.

New York State Department of Environmental Conservation Version: 3.3.1 | SVC\grfehl1 | ⓘ ⚡ ⏱

**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports **Maintenance**

Keywords	Category*: Supporting Documents	Table Name*: Documents for Solid Waste Facilities	Add New							
Candidate Replacement	SW Facility Type*: Composting & Other Organic Processing	SW Facility Sub Type*: Composting	Retrieve							
<b>Code Tables</b>	<b>Document Title</b>	NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER	Active
Permit Category Assignment	Application For Permit Transfer /Pending Application	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes	<input checked="" type="checkbox"/>
Archive/Purge	Biosolids/ Septage Information	Yes	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Climate Leadership and Community Protection Act Consistency Analysis	no	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Community Risk and Resiliency Act Analysis	no	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Compost Maturity and Distribution Plan	Yes	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Cover/Transmittal Letter	No	No	n/a	n/a	No	No	No	No	<input checked="" type="checkbox"/>
	Design and Operation Plan	Yes	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Detailed Description of waste	Yes	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Disproportionate Burden Report	no	No	n/a	n/a	No	No	No	n/a	<input checked="" type="checkbox"/>
	Environmental Assessment Form	C-Y	C-Y	n/a	n/a	C-Y	C-Y	C-Y	n/a	<input checked="" type="checkbox"/>

3152

3153 To add a new document to Supporting Documents for Solid Waste Facilities, click the Add New button. A  
 3154 popup will appear with the title: Add Supporting Documents for SW Facilities. There are three labels  
 3155 with dropdowns: SW Facility Type\*; SW Facility Sub Type; Document Title\*. The section below this  
 3156 contains columns with the headers: NEW; MOD; EXT; MNM; MTN; REN; RTN; XFER. Each column has  
 3157 radio buttons from top to bottom: n/a; Yes; C-Y; No.

# eTrack

Add Supporting Documents for Solid Waste Facilities

SW Facility Type\*: --Select--

SW Facility Sub Type: --Select--

Document Title\*: --Select--

NEW	MOD	EXT	MNM	MTN	REN	RTN	XFER
<input type="radio"/> n/a							
<input type="radio"/> Yes							
<input type="radio"/> C-Y							
<input type="radio"/> No							

**Save** **Cancel**

3158

3159 Clicking the edit icon displays the same popup as with the Add New button, however:

- SW Facility Type is passed in from selection on list; disabled
- SW Facility Sub Type is passed in from the selection on list; disabled
- Document Title is passed in from the selection on list; disabled

3163 Navigating to a project that has a SW permit selected, and going to Step 4, will either display the  
3164 required documents for SW or not, depending on the Active checkbox selection.

## 3165 **19.3.16 System Parameter**

3166 As a System Admin on the Code Tables screen, click on the Category dropdown and select System  
3167 Parameter. In the Table Name dropdown, select URL Configurations.

3168 A results grid appears. Column headers from left to right are: URL ID; URL Link; Updated URL Link.

# eTrack

The screenshot shows the eTrack maintenance interface for URL configurations. At the top, there's a navigation bar with links for My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. The Maintenance link is underlined, indicating it's the active page. Below the navigation is a search bar with 'Keywords' and dropdowns for 'Category\*' (set to 'System Parameter') and 'Table Name\*' (set to 'URL Configurations'). The main content area is a table with three columns: 'URL ID', 'URL Link', and 'Updated URL Link'. The table has several rows, each representing a different URL entry. The first row is for 'Arooshia\_test\_01' with the link 'https://arooshiatest01.com'. The second row is for 'Arooshia\_test\_02' with the link 'https://arooshiatest02.com'. The third row is for 'CONTACT\_US' with the link 'https://www.dec.ny.gov/permits/89368.html'. The fourth row is for 'DEC\_INFO\_LOCATOR' with the link 'https://dec.ny.gov/maps/interactive-maps/decinfo-locator'. The fifth row is for 'EAF\_MAPPER' with the link 'https://giservices.dec.ny.gov/eafmapper/'. The sixth row is for 'E\_FIND\_FACILITY\_SEARCH' with the link 'https://decdec.state.ny.us/efind/sites?1'. The seventh row is for 'E\_FIND\_PUBLIC\_SEARCH' with the link 'https://decdec.state.ny.us/efind/publics?2'. The eighth row is for 'FORMS' with the link 'https://www.dec.ny.gov/permits/6222.html'. The ninth row is for 'INVOICE\_FEE\_INFO' with the link 'https://www.dec.ny.gov/permits/6222.html#2023'. The tenth row is for 'MORE\_ABOUT\_PERMITS' with the link 'https://www.dec.ny.gov/permits/6222.html'. At the bottom right of the table are 'Save' and 'Close' buttons.

3169

3170 To change a URL (e.g. in the screen footer), enter the revised URL in the selected data field and click  
3171 Save. The URL Link will be updated and the link will change in eTrack.

## 3172 19.4 Archive/Purge

3173 Archive/Purge takes place in three steps, in a coordinated process that involves both a System Admin  
3174 and an Analyst. The System Admin executes a Query for candidate deletions or archival of documents,  
3175 and then notifies an Analyst to conduct a review. The Analyst performs the review, making decisions  
3176 about whether to archive, purge (delete) or do nothing to documents on an individual basis. When they  
3177 have completed the review, the Analyst notifies the System Admin, who returns to the Query screen and  
3178 concludes the process.

### 3179 19.4.1 System Admin Process for Archive/Purge – First Step

3180 To begin, as a System Admin, click on the Maintenance link at the top of the eTrack screen, then click  
3181 the Archive/Purge link. The Archive/Purge Document Management screen appears. To the left is a  
3182 Region dropdown (mandatory), with all Regions 0-9. Note that the default value for System Admins is  
3183 '0'.

3184 At the center of the page is a dropdown for Query Name\* (mandatory), with a list of the queries  
3185 available for possible archival or purge. At the right of the screen is a Run button (disabled).

# eTrack

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**eTRACK** My Projects Regional Projects Document Management Enter App DIMSR Inquiry Search Reports **Maintenance**

Keywords Archive/Purge Document Management

Candidate Replacement Region\*: 0 Query Name\*: -- Select -- Run

Code Tables

Permit Category Assignment

**Archive/Purge**

3186

3187 Clicking on the Query Name dropdown displays the available options:

Archive/Purge Document Management

Region\*: 0 Query Name\*: -- Select -- Run

-- Select --  
Candidate Deletions for Construction Permits - R0  
Candidate Deletions for Operating Permits - R0  
Candidate Archives for Construction Permits - R0  
Candidate Archives for Operating Permits - R0

3188

3189 The list appears as below. Hovering-over the items in the dropdown list (AFTER selecting) will display the  
3190 italicized text for each item:

3191 • Candidate Deletions for Construction Permits – R<selected region number>

3192       *Records Retention Query for Projects with ONLY Construction Permits Candidate Deletions*

3193

3194 • Candidate Deletions for Operating Permits - R<selected region number>

3195       *Records Retention Query containing Operating Permits Candidate (can contain construction  
3196       permits within project) Deletions*

3197

3198 • Candidate Archives for Construction Permits - R<selected region number>

3199       *Records Retention Query for ONLY Construction Permits Candidate for Archive*

3200

3201 • Candidate Archives for Operating Permits - R<selected region number>

# eTrack

3202            *Records Retention Query for Operating Permits (can contain construction permits within project) Candidate Archive*

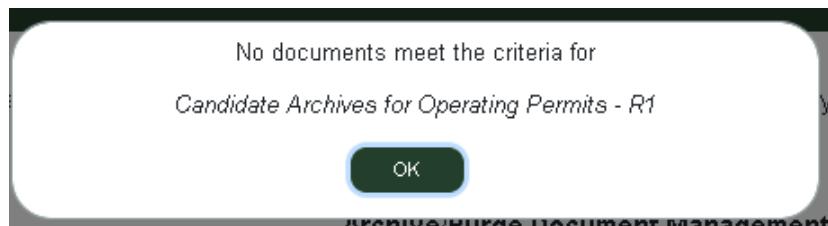
3204

3205 After selecting the Query, if there is not an existing result set, the Run button is enabled, and the System Admin runs the Query. If there IS an existing result set, it will display immediately with the Run button disabled.

Candidate Deletions for Construction Permits - Region 0								
	Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality	
	Mined Land Reclamation Plan	Engineering Report/Process Diagram/Plans	Mined Land Use Plan	10947	0-9999-00228	TESTCO INC.	Eaton	
	Mined Land Use Plan	Engineering Report/Process Diagram/Plans	Mined Land Use Plan	10947	0-9999-00228	TESTCO INC.	Eaton	
	Location Map	Map		10947	0-9999-00228	TESTCO INC.	Eaton	

3208

3209 If a Query is run, but there are no results, a popup appears that reads: 'No documents meet the criteria for (query/region)'.



3211

3212 If there are results, a popup displays: 'Please inform a designated regional analyst to review the Result Set below', followed by the Query details.

# eTrack



3214

- 3215 The popup contains an OK button. The screen will be greyed-out until the OK button is clicked.
- 3216 Above the results grid, is a title which matches the query that was run. To the right, above the results grid, is a Download Documents button (enabled).

Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality	
<a href="#">Project/Site Plans</a>	Engineering Report/Process Diagram/Plans	Project/Site Plans	<a href="#">2719</a>	<a href="#">4-3650-00206</a>	WAIT PROPERTY	Otsego	
<a href="#">Location Map</a>	Map		<a href="#">2719</a>	<a href="#">4-3650-00206</a>	WAIT PROPERTY	Otsego	
<a href="#">Location_Submitted_PID2719</a>	Map		<a href="#">2719</a>	<a href="#">4-3650-00206</a>	WAIT PROPERTY	Otsego	
<a href="#">Location_Validate_PID2719</a>	Map		<a href="#">2719</a>	<a href="#">4-3650-00206</a>	WAIT PROPERTY	Otsego	
	Permit				WAIT		

3218

- 3219 The results grid column headers display as follows from left to right: Document Name; Type; Sub-Type; Project ID; DEC ID; Facility; Municipality; (reset filter icon); (export icon). Each column header is sortable, and has filter icons that function as elsewhere in eTrack.
- 3220 In the grid, the Document Name, Project ID and DEC ID are all active hyperlinks to, respectively, the Uploaded File Details popup; DMS screen for the facility (filtered on the selected Project ID); and eFind Site Details.
- 3221
- 3222
- 3223
- 3224
- 3225 The grid data default-sorts by Project ID.
- 3226 NOTE: All documents returned in the result set, whether for an archive or a purge, cannot be deleted within DMS. The trashcan in DMS will be disabled, preventing any changes from being made during the entire review period.

# eTrack

3229 The System Admin now notifies the Analyst (by email or other manual means) that the Query is ready  
3230 for review (it is best to include the Query details in the email so the Analyst can navigate to the query).

## 3231 **19.4.2 Analyst Process to Review candidate document list for Archive/Purge – Second Step**

3232 The Analyst goes to the Maintenance link at the top of the eTrack Screen, clicks on link at left that reads  
3233 Archive/Purge, and navigates to the Result Set they have been assigned to Review.

3234 The screen appears and functions similar to the System Admin view, except the Region filter defaults to  
3235 the region that the Analyst is in, the Result Set name appears beneath the Query dropdown, and there is  
3236 a Review button to the right of the Query name (enabled).

3237 When the Review button is clicked, a results grid is displayed containing candidate documents retrieved  
3238 for the Analyst to review and action. As changes are being made (either checkbox or blue arrow), the  
3239 Review button is disabled, allowing only one person to work on the list at a time.

The screenshot shows the eTrack maintenance interface for archive/purge. At the top, there are navigation links: My Projects, Regional Projects, Document Management, Enter App, DIMSR, Inquiry, Search, Reports, and Maintenance. The Maintenance link is underlined, indicating it is active. Below this is a sub-navigation bar with 'Archive/Purge' selected. The main area is titled 'Archive/Purge Document Management'. It includes a 'Region' dropdown set to '4', a 'Query Name' dropdown set to 'Candidate Deletions for Construction Permits - R4', and a 'Result Set Name' field also set to 'Candidate Deletions for Construction Permits - R4 07242024 9:30'. A 'Review' button is located to the right of the result set name. Below these controls is a table titled 'Candidate Deletions for Construction Permits - Region 4'. The table has columns: Document Name, Type, Sub-Type, Project ID, DEC ID, Facility, Municipality, and actions (represented by icons). The data in the table is as follows:

Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality	Action
Project/Site Plans	Engineering Report/Process Diagram/Plan	Project/Site Plans	2719	4-3850-00206	WAIT PROPERTY	Otsego	
Location Map	Map		2719	4-3850-00206	WAIT PROPERTY	Otsego	
Location_Submitted_PID2719	Map		2719	4-3850-00206	WAIT PROPERTY	Otsego	
Location_Validate_PID2719	Map		2719	4-3850-00206	WAIT PROPERTY	Otsego	
Joint Application Form	Permit Application Form	Joint App	2719	4-3850-00206	WAIT PROPERTY	Otsego	

A 'Download Documents' button is located to the right of the table. The entire interface is contained within a light gray box with rounded corners.

3240

3241 NOTE: Primary Municipality is displayed in the grid when there are multi-regions.

### 3242 *Analyst Assigned to Delete*

3243 An Analyst assigned a Results Set Review for a DELETION, navigates to the Result Set, and clicks the  
3244 Review button.

# eTrack

Archive/Purge Document Management

Region\*: 4      Query Name\*: Candidate Deletions for Construction Permits - R4  
Result Set Name: Candidate Deletions for Construction Permits - R4 07242024 9:30      Review

3245

3246 Retrieved records in the list are sorted by Project ID. Grid columns sort and filter.

Region\*: 4      Query Name\*: Candidate Deletions for Construction Permits - R4  
Result Set Name: Candidate Deletions for Construction Permits - R4 07242024 9:30      Review

Candidate Deletions for Construction Permits - Region 4      [Download Documents](#)

<input type="checkbox"/> Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality				
<input checked="" type="checkbox"/> Project/Site Plans	Engineering Report/Proce ss Diagram/Plan	Project/Site Plans	2719	4-3650-00206	WAIT PROPERTY	Otsego				
<input type="checkbox"/> Location Map	Map		2719	4-3650-00206	WAIT PROPERTY	Otsego				
<input type="checkbox"/> Location_Submitted_PID2719	Map		2719	4-3650-00206	WAIT PROPERTY	Otsego				
<input type="checkbox"/> Location_Validate_PID2719	Map		2719	4-3650-00206	WAIT PROPERTY	Otsego				
<input type="checkbox"/> Joint Application Form	Permit Application Form	Joint App	2719	4-3650-00206	WAIT PROPERTY	Otsego				
<input type="checkbox"/> Photographs	Photograph(s)		2719	4-3650-00206	WAIT PROPERTY	Otsego				

3247

- Document Name - Displays the document name (hyperlinked to DMS if displayed)
- Type and Sub-Type - Displays Type and Sub-Type of document
- Project ID - Displays the Project ID associated with the document, hyperlink to DMS for the specific project, if one is displayed. (Documents listed may not have been associated with a project, and in that case, that column will be empty)
- DEC ID – DEC ID with hyperlink to eFind
- Facility Name - Displays the Facility Name
- Municipality – Displays the Primary Municipality
- Remove from List icon (circular arrow) - Immediately removes the document from the list right after being clicked. (This blue arrow just sets it aside and will show up the next time the query is run)
- Checkbox 'all' (in the header) responds (allows for action on all of the rows in the grid)

3259

# eTrack

- 3260 Label text beneath grid reads: 'Download documents to prepare for deletion, then place a checkmark to  
3261 set the documents for deletion OR Click the blue arrow to remove the document from this candidate  
3262 deletion list and to retain in DMS.'
- 3263 When an Analyst clicks on the blue 'remove' icon in a row at the right of the document grid, it indicates  
3264 that the document is not eligible for Archive/Purge and should be removed from the result set. It is  
3265 removed from the list at the time when clicked.
- 3266 A document removed from the Review grid will have the delete trashcan re-enabled in DMS.
- 3267 The Save button is visible and disabled until a change has been made. When enabled and clicked, it  
3268 saves all decisions made by the Analyst. After a Save, this result set will not change, and returning to the  
3269 same screen, the selected checkmarks will still remain on the screen.
- 3270 Checking a checkbox and clicking Save will disable the 'Remove from List' icon. Documents with disabled  
3271 Remove from List icons are not removed from the list when the header icon is clicked.
- 3272 Clicking the Review Complete checkbox generates a confirmation message and the screen becomes  
3273 disabled.
- 3274 Clicking Cancel returns the user to the screen where the Review Complete checkbox is now UNchecked  
3275 and additional changes can be made.
- 3276 Clicking OK closes the pop up and returns to the screen.
- 3277 *Analyst Assigned to Archive*
- 3278 An Analyst assigned a Results Set Review for an ARCHIVE, clicks the Review button.
- 3279 Retrieved records in the list are sorted by Project ID. Grid columns sort and filter.

# eTrack

Candidate Archives for Construction Permits - Region 4

[Download Documents](#)

<input type="checkbox"/> Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality			
<input type="checkbox"/> Location_Submitted_PID285 4	Map		2654	4-0122-00338	Test 345	Bethlehem			
<input checked="" type="checkbox"/> Location_ValidateID285 4	Map		2654	4-0122-00338	Test 345	Bethlehem			
<input type="checkbox"/> P1G	Supplemental Application Form	Checklist	2654	4-0122-00338	Test 345	Bethlehem			
<input checked="" type="checkbox"/> Location_Submitted_PID285 8	Map		2656		Test 345	Bethlehem			
<input type="checkbox"/> Location_ValidateID285 8	Map		2656		Test 345	Bethlehem			
<input checked="" type="checkbox"/> DE	Supplemental Application Form	Checklist	2656		Test 345	Bethlehem			
	Engineering Report/Proc				WAIT				

Download documents to prepare for archive, then place a checkmark to set the documents for archive  
OR  
Click the blue arrow to remove the document from this candidate archive list and to retain in DMS.

Review Complete [Save](#) [Close](#)

3280  
3281  
3282  
3283

Label text beneath grid reads: 'Download documents to prepare for archive, then place a checkmark to set the documents for archive OR Click the blue arrow to remove the document from this candidate archive list and to retain in DMS.'

3284 With all the checkboxes checked, the Analyst now clicks Save, and the blue arrows are disabled.

# eTrack

Candidate Archives for Construction Permits - Region 4

	Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality	Actions
<input checked="" type="checkbox"/>	Location_Submitted_PID265 4	Map		2854	4-0122-00338	Test 345	Bethlehem	
<input checked="" type="checkbox"/>	Location_Validate... 4	Map		2854	4-0122-00338	Test 345	Bethlehem	
<input checked="" type="checkbox"/>	P1G	Supplemental Application Form	Checklist	2854	4-0122-00338	Test 345	Bethlehem	
<input checked="" type="checkbox"/>	Location_Submitted_PID265 6	Map		2856		Test 345	Bethlehem	
<input checked="" type="checkbox"/>	Location_Validate... 6	Map		2856		Test 345	Bethlehem	
<input checked="" type="checkbox"/>	CE	Supplemental Application Form	Checklist	2858		Test 345	Bethlehem	
		Engineering Report/Proc				WAIT		

Download documents to prepare for archive, then place a checkmark to set the documents for archive.

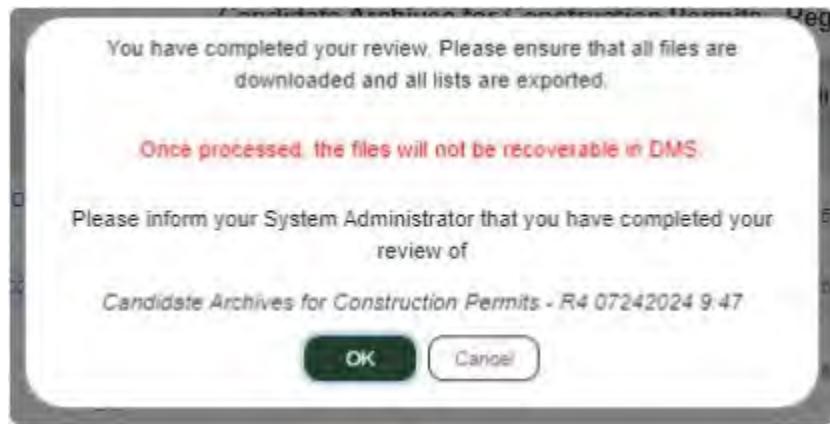
OR

Click the blue arrow to remove the document from this candidate archive list and to retain in DMS.

Review Complete Save Close

3285

3286 The Analyst clicks Review Complete, a popup is displayed, and the Analyst notifies the System Admin  
3287 (manually) that the result set is ready for final processing.



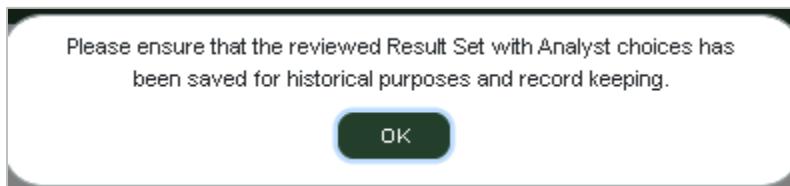
3288

### 3289 19.4.3 System Admin Completes Archive/Purge Process – Third Step

3290 For a System Admin to complete the Archive/Purge process following Analyst review of an ARCHIVE  
3291 QUERY, the System Admin returns to the Archive/Purge screen, selects the Region and the Query to  
3292 produce the Result Set Name for selection, and clicks the Retrieve button to retrieve the result set that  
3293 had been reviewed.

# eTrack

- 3294 Clicking the Retrieve button generates a popup: 'Please ensure that the reviewed Result Set with Analyst choices has been saved for historical purposes and record keeping.'



3296

- 3297 The result set will display the Documents archived manually by the Analyst. The System Admin now  
3298 deletes the documents from DMS that have been archived, or removes the document(s) from the list  
3299 using the blue arrow. Only then will the Process Complete checkbox enable.

Archive/Purge Document Management

Region\*: 4      Query Name\*: Candidate Archives for Construction Permits - R4      Run      Retrieve

Result Set Name: Candidate Archives for Construction Permits - R4 07242024 9:47

Candidate Archives for Construction Permits - Region 4      Download Documents

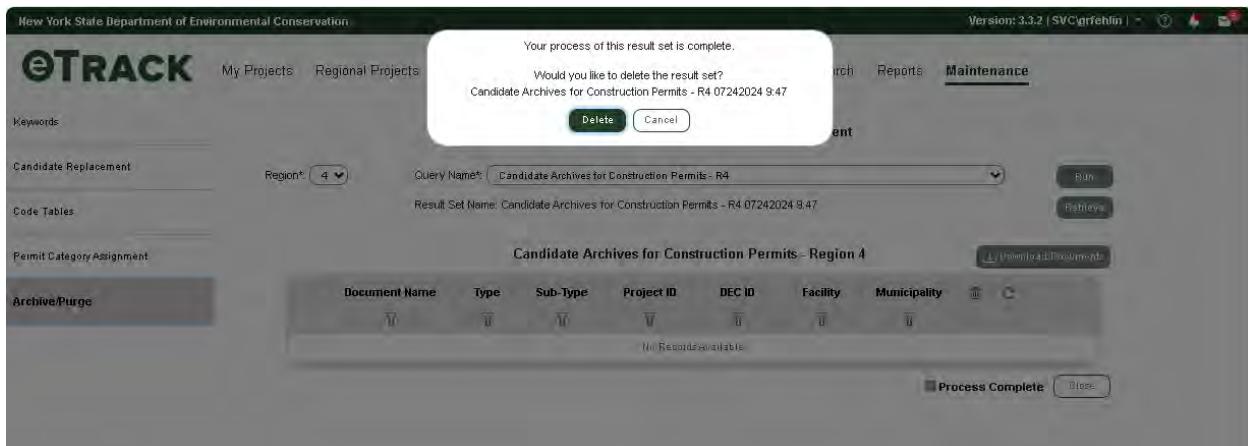
	Document Name	Type	Sub-Type	Project ID	DEC ID	Facility	Municipality			
<input checked="" type="checkbox"/>	Location_Submitted_PID2654	Map		2654	40122-00338	Test 345	Bethlehem			
<input checked="" type="checkbox"/>	Location_Validate	Map		2654	40122-00338	Test 345	Bethlehem			
<input checked="" type="checkbox"/>	P1G	Supplemental Application Form	Checklist	2654	40122-00338	Test 345	Bethlehem			
<input checked="" type="checkbox"/>	Location_Submitted_PID2656	Map		2656		Test 345	Bethlehem			
<input checked="" type="checkbox"/>	Location_Validate	Map		2656		Test 345	Bethlehem			
<input checked="" type="checkbox"/>	CE	Supplemental Application Form	Checklist	2656		Test 345	Bethlehem			

Process Complete      Close

3300

- 3301 At the bottom of the screen is a checkbox that reads, Process Complete.

# eTrack



3302

- 3303 The process for a Purge/Deletion is the same as above. The result set will display the Documents selected by the Analyst. The System Admin is only allowed to delete or remove from list. They cannot change what the Analyst has marked with the selected checkboxes.
- 3304
- 3305
- 3306 The Trashcan icon in the grid is available for deletion of one record at a time, and available in the header also to 'Delete All'. Clicking this will permanently delete the documents.
- 3307
- 3308 The checkmarks are displayed next to the Document, checked and disabled, and the 'blue arrow' icon is visible as well. In the event that a document marked for deletion may be a mistake, the System Admin has special authority to remove them from the list for further review. The arrow icon is available in header also for 'Remove All'.
- 3309
- 3310
- 3311
- 3312 Addressing all items in the grid will enable the Process Complete checkbox.
- 3313 A popup appears, and the screen is reset for further work.

## 3314 **20. System Admin Role**

---

- 3315 System Admins have the highest level of authority within eTrack, and can perform all functions of an Analyst in addition to other tasks. System Admins can:
- 3316
- 3317 • Cancel Invoices
  - 3318 • Delete System Generated Notes
  - 3319 • Enter department-initiated changes to active authorizations (issued permits): DIMSR
  - 3320 • Maintain Tables
  - 3321 • Initiate and complete the Archive/Purge process
- 3322 When the user is assigned to a System Admin role, a 'System Admin' label will appear in the eTrack footer on the lower right side.
- 3323

# eTrack

## 3324 **21. Override Admin Role**

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3325 An Override Admin has more authority than an Analyst or Program Reviewer, but not as much as a  
3326 System Admin. An Override Admin can:

- 3327     • Cancel Invoices  
3328     • Enter department-initiated changes to active authorizations (issued permits): DIMSR

3329 When the user is assigned to an Override Admin role, an 'Override Admin' label will appear in the eTrack  
3330 footer on the lower right side.

3331

# eTrack

## 3332 22. Appendix – Application Types

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3333 Application type describes under what circumstance an application is being processed, such as New or  
3334 Renewal or Modification. There are 13 application types:

3335 • AA – Administrative Amendment

3336 • CR – Conceptual Review

3337 • DIM – Department Initiated Modification

3338 • DIR – Department Initiated Revocation

3339 • DIS – Department Initiated Suspension

3340 • DTN – DIM treat as New

3341 • MNM – Minor Modification

3342 • MOD – Modification

3343 • MTN – Modification treat as New

3344 • NEW – New

3345 • REN – Renewal (operating permits only)

3346 • RTN – Renewal treat as New

3347 • REI – Reissuance (construction permits only)

3348 The basis for all of these come out of 6 NYCRR 621. For example, the use of RTN or MTN is governed by  
3349 621.11(h).

3350

# eTrack

## 3351 **23. Document Control**

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3352 This User Guide will be reviewed periodically by the DEC Project Team and updated to reflect the  
3353 potential modification and refinement of goals and deliverables as the project evolves. The updated  
3354 document will then be republished and shared with the project participants to ensure that all updates  
3355 and procedural changes are communicated and understood.