The purpose of this Quick Reference Guide (QRG) is to provide guidance to project designers to navigate the DOTA Veoci® Construction Design Review process. The primary process steps covered by this QRG, and a quick link to each, include:

- Module Navigation
- Project Information (Designer)
- PBMP Variance (Designer)

- LID PBMP Infeasibility & Waiver Screening (Designer)
- PBMP Checklist (Designer)
- Project Design Submittal (Designer)

ⓘ *Please note, this is a living document and is continually updated to reflect the most current version of Veoci.®*

I. Module Navigation

1. Click on the **Main Menu** icon (displayed as ≡) and under **Rooms** enter the airport of interest in the **Search All Rooms** search bar and select the **Construction Program** room (e.g., *OGG - Construction Program*).
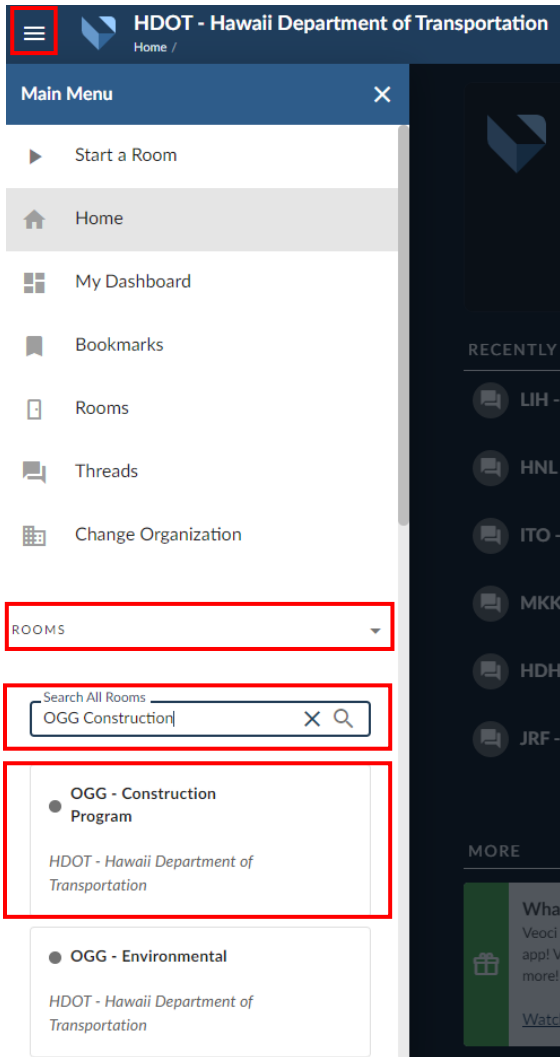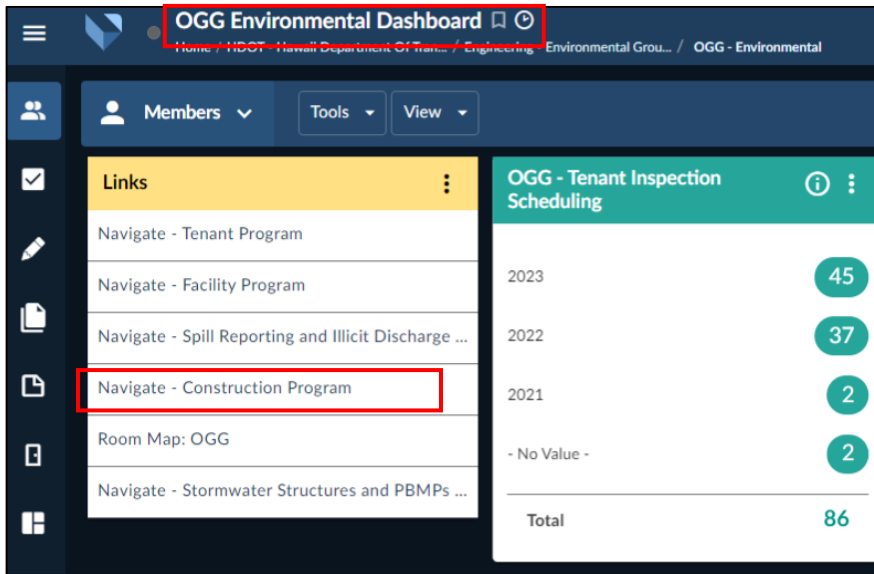
a. After previously using **Rooms**, select the **Environmental** room name under **Recently Active Rooms** on the **Home** page.
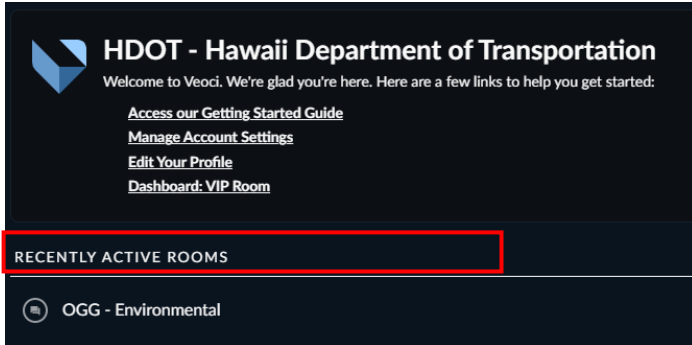
ⓘ *If a project spans multiple airports, it will be created in the **Multi Airport** room.*

Notice that in this example the room is labeled as **OGG – Environmental**; enter the **Construction Program** from the **OGG Environmental Dashboard**, as indicated below.
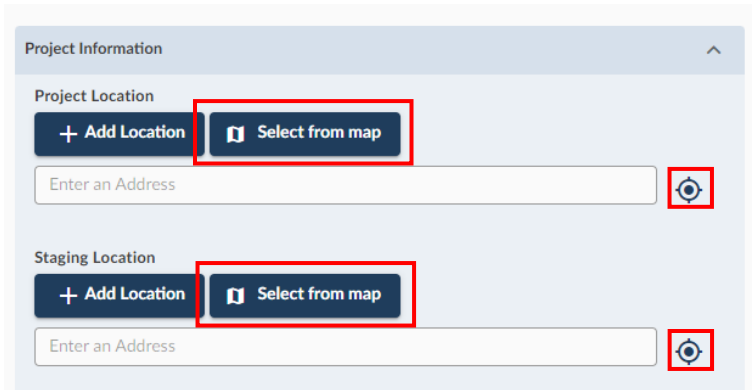

ⓘ *Upon entering the **Environmental** room of any airport, click **Navigate - Construction Program** to enter the construction program under that airport.*

II. Project Information (Designer)

ⓘ *Once the Design Reviewer launches the **Design Review** workflow, a **Design Review Workflow** link will be included in an email to the designer.*

1. Under the **Project Information** section, add the appropriate **Project Location** and **Staging Location** by entering an address in the field, clicking on **Select from map** and clicking on the location on the map, or selecting the current location symbol.

ⓘ *Multiple locations can be input for project and staging location by selecting **+Add Location**.*

a. Under the **Project Information** section, enter the remaining applicable info into the appropriate fields.

ⓘ *The **Total Disturbed Area** and **Is the project less than one (1) acre or one (1) acre or more?** fields will be automatically populated based on the previous responses.*

2. Select **Submit** to continue. Separate emails will be sent identifying the next two available steps, <u>which can be completed in parallel</u>:

a. The **PBMP Variance (Designer)** step will become available. This will start the process of determining eligibility for PBMP variances, LID PBMP infeasibility, and will eventually prompt a PBMP checklist.

b. The **Project Design Submittal (Designer)** step will also become available. This will start the process to upload project documents for review.
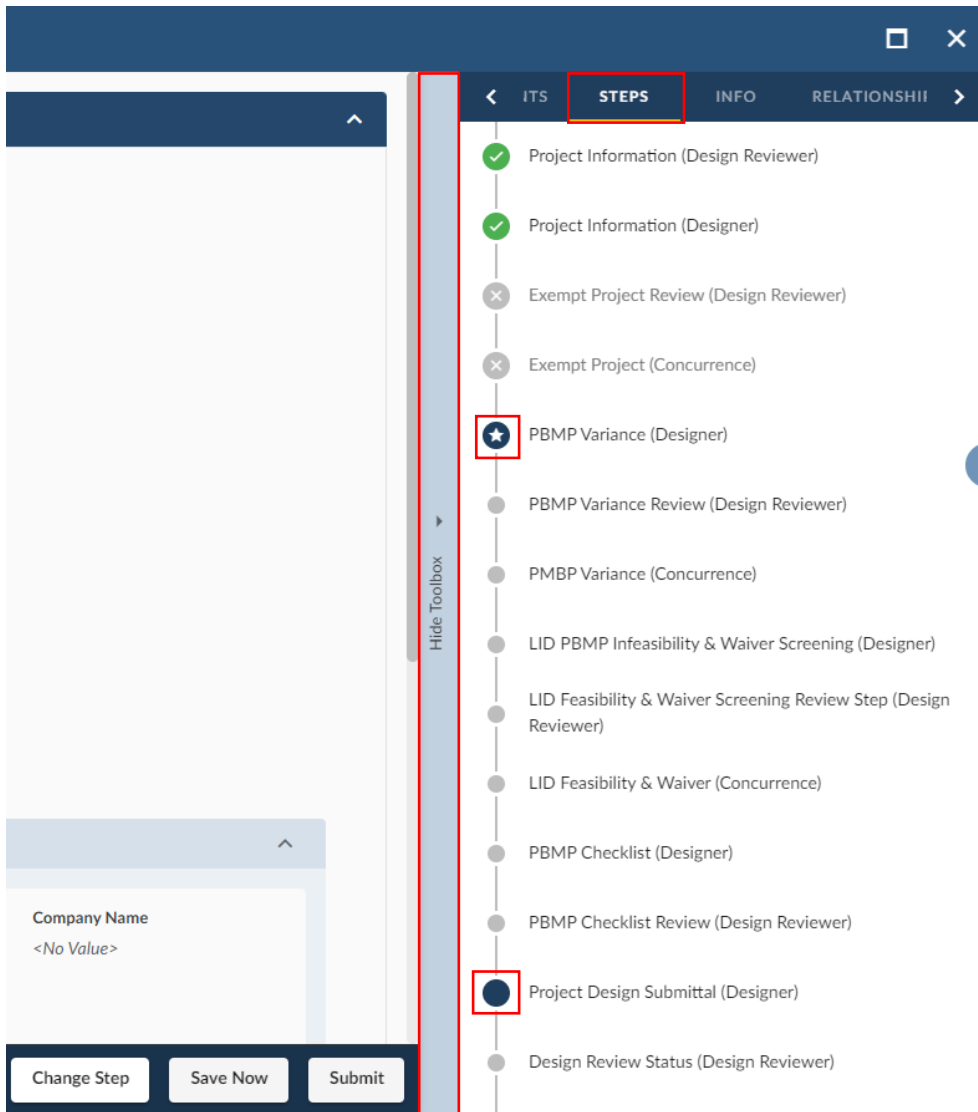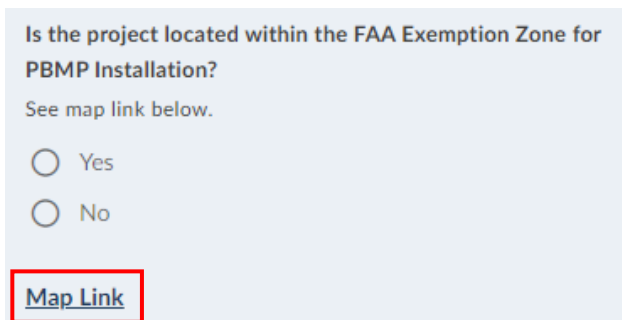
To see the steps of the workflow, select **Show Toolbox** on the far right side and select the **STEPS** tab. The current step is annotated with a star symbol and other available steps are annotated with a dark blue circle. To switch between steps, click on it in the list.

III. PBMP Variance (Designer)

ⓘ *At this point, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Feasibility & Waiver Screening Review**, or **PBMP Checklist** steps before uploading documents in the **Project Design Submittal (Designer)** step. See the **<u>Project Information (Designer)</u>** section for more information on accessing parallel steps.*

1. Answer the four questions to determine if the project is eligible for a PBMP Variance. Any **Yes** answer will trigger a PBMP Variance review by AIR-EE. If approved, the project will not require PBMPs.

   a. For the first question, follow the link to determine if the project is located within the FAA Exemption Zone for PBMP installation. Exemption zones will be highlighted in red.

   b. For the fourth question, provide an explanation if **Yes** is selected for **Other PBMP Variance**.

      ⓘ *The field **Does this project qualify for a PBMP Variance?** will be automatically populated based on the provided information.*

2. If the Project is eligible for a PBMP Variance, drawings and specifications (if applicable) are required to be submitted to verify information provided in this step. To submit more than one file, select **+ Add More**. To remove a file entry, select the **Ɵ** symbol on the left.

3. Once the appropriate files have been uploaded, select **Submit** to complete this step.

4. The request for a PBMP Variance will be reviewed by AIR-EE.

   a. If approved, an email will be sent with documentation of the PBMP Variance.

   b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Variance was not Approved (AIR-EE Only)** field.

IV. LID PBMP Infeasibility & Waiver Screening (Designer)

ⓘ *This section is only visible for projects that do not already have an approved PBMP Variance.*

ⓘ *This step is intended to evaluate the infeasibility of LID PBMPs and, if determined infeasible, provides a LID Waiver for the project.*

1. For each category, indicate if the project contains conditions that would result in infeasibility.

a. If **No** is selected for all four PBMP infeasibility categories, the project does not qualify for a LID Waiver. Select **Submit** to proceed to the PBMP Checklist step.

b. If **Yes** is selected, additional screening questions will be triggered to determine if each category is feasible or infeasible.

ⓘ *If it is unknown if a PBMP category is infeasible, select **Yes** to answer the additional feasibility screening questions.*

   i. If all questions are answered **No**, the category is feasible.

   ii. If at least one answer is **Yes**, the category is infeasible.

2. All PBMP types must be infeasible to qualify for a LID Waiver.

ⓘ *If LID is infeasible, other PBMPs are still required (see* [PBMP Manual](#)*).*

ⓘ *Evidence must be provided for each infeasibility condition claimed. When necessary, please provide relevant documentation.*

ⓘ *The **Evaluation Results** fields will be automatically populated based on the provided information.*

3. Once all categories are complete, select **Submit** to complete this step.

ⓘ *All four categories must be completed to move on.*

4. The request for an LID Waiver will be reviewed by AIR-EE:

a. If approved, an email will be sent with documentation of the waiver.

b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why LID Waiver was not Approved (AIR-EE Only)** field.

V. PBMP Checklist (Designer)

ⓘ *This section is only visible for projects that are required to implement PBMPs, including LID.*

1. If discharging to a water body, use the drop-down menu under **Receiving Water Body & State Water Body ID where applicable** to select the receiving water body. This will auto populate the pollutants of concern.

a. If the water body that the project discharges to is not in the drop-down menu, select **Other** and enter all details known in the **Other Pollutants of Concern** section.

ⓘ *If the project does not discharge stormwater to a water body, no entry is necessary.*

2. Use DOTA's PBMP Manual to select applicable PBMPs to target pollutants of concern to the maximum extent practicable and fill out all fields.

3. Opportunities to provide additional information on PBMPs will become available depending on selections made in the **PBMP Selection** checklist. <u>For example,</u> if **LC-1 Biofilter** is selected, a new field **Describe proposed LID PBMPs** will become visible.

4. At the end of the step, upload PBMP sizing calculations, O&M plan, and O&M costs.

5. Once all information is provided, select **Submit** to complete this step.

6. The PBMP Checklist will be reviewed by AIR-EE:

   a. If approved, an email will be sent with notification of the approval.

   b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. Comments will be provided at the bottom in the **Explanation for why PBMP Checklist was not Approved (AIR-EE Only)** field.

VII. Project Design Submittal (Designer)

ⓘ *Once a project has been determined non-exempt in the **Project Information (Designer)** step, the **Project Design Submittal (Designer)** step can be accessed at any time. It is not necessary to complete the **PMBP Variance, LID PBMP Infeasibility & Waiver Screening Review**, or **PBMP Checklist** steps before uploading documents in the Project Design Submittal (Designer) step. See the **Project Information (Designer)** section for more information on accessing parallel steps.*

1. Upload relevant documentation for review. Under each document type is a drop-down menu:

   a. Select **Yes** to submit documentation. Once **Yes** is selected, a new field will appear to upload files.

      i. To add additional files, select **+ Add More**. To remove a file entry, select the **ϴ** symbol on the left.

   b. Select **Not Currently Available** if the documentation is not ready. Note that all applicable items must be provided prior to final approval.

      i. It is not necessary to upload all items at once, progress can be saved and returned to. AIR-EE will not review until the Designer submits. At any point, selecting **Save Now** at the bottom of the screen will save current progress.

   c. Select **N/A** if the documentation is not relevant to the project. This option will *not* be available for all document types. If there is no **N/A** option, the item must be submitted before the Design Review is closed.

2. Once all relevant files are uploaded, select **Submit** for AIR-EE to review. At this point, new documents cannot be uploaded until the review is complete. If additional documents need to be added during the review, please email AIR-EE.

3. The submitted documents will be reviewed by AIR-EE.

   a. If approved, an email will be sent with notification of the approval.

      ⓘ *Once approved by AIR-EE, some documents may also need to be submitted to DOH or CCH. An AIR-EE Construction Program EHS will notify the Designer when it is appropriate to submit these documents to additional agencies.*

b. If comments are provided, an email will be sent to prompt the Designer to return and make corrections. The comments can be found at the bottom of the step under **Design Review Comments.**

    i. Upload new/revised documents under each category (refer to *Step 1*). If uploading a revised document that was previously submitted, select **Revision** to help with organization.

        1. Respond to each comment by selecting the **New Comment/Response** button.

        2. After drafting a response, select **Submit** on the bottom right corner. This will cause the response to populate under **Comment Responses (Designer/Design Reviewer)**.

3. To edit a response, click on the link generated under **Comment Responses (Designer/Design Reviewer)**, select **Edit** on the bottom right, make revisions, and select **Update**. This will change the response under **Comment Responses (Designer/Design Reviewer)**.
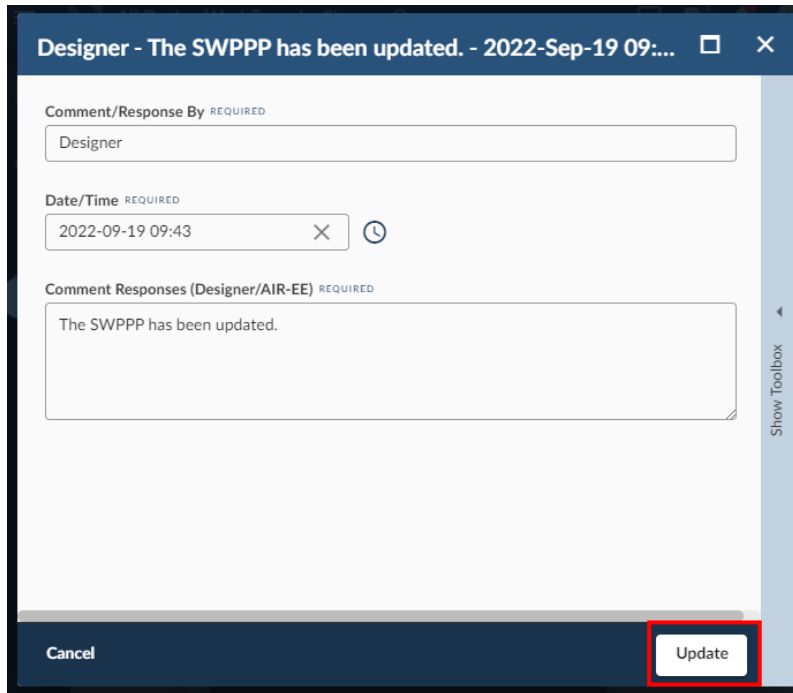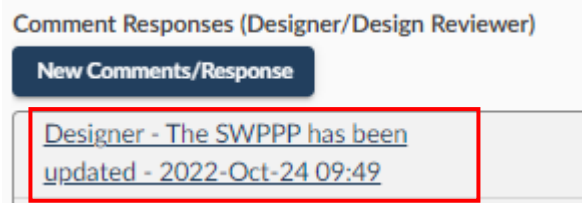
ⓘ *There may be multiple rounds of comments and responses between the Design Reviewer and the Designer. For each round, the same process can be followed.*