PEPC QUICK START GUIDE

for

For Project Managers

What Does This Quick Start Guide Cover?

1. Lookup Tables
2. PEPC E-mail Notifications
3. An Overview of PEPC Steps 1 to 8

1. Lookup Tables

Even if you are not the Park PEPC Administrator, you should still be familiar with the lookup tables to know what you might need your administrator to add. Lookup tables are used to customize the dropdown lists throughout PEPC. Desired park-specific values must be added to the tables before they can be used. Lookup tables provide consistent field choices available for all of the park's projects, eliminating the need to enter this same data for every project.

Most tables already contain national data but can be augmented with park-specific data. Projects can use data from the national list **(or un-check data from the national list to de-activate)**, or select the park-specific data if it has been entered into the park's lookup table for that field.

Table 2: Park Lookup Tables

Lookup Table	Description	Required
Codes	Public comment analysis codes. Codes are assigned to comments during public comment analysis. The codes dropdown list appears on the Manage Project Codes for Entire Project (Edit) page in Step 7. You can add codes to your park's lookup table if you have particular issues that the public often raises across various projects.	
Division	The Division or office that is sponsoring the project. The Division dropdown list appears on the Basic Information (Edit) page in Step 1.	
ESF Addendum	Park-specific Environmental Screening Form (ESF) questions. Particular questions relevant to your park will appear under the ESF form in Step 4 for each project. There is a separate print form for the ESF Addendum questions.	
Funding Source	The source of funding for the project. The Funding Source list box appears on the Funding (Edit) page in Step 2-Funding.	
Historical Resources	Historical resources located within your park. The list of Historical Resources is available under the National Historic Preservation Act/CRM (Edit) page under Step 4. You can enter the location and asset, LCS, and park #s, in addition to National Register status for each resource. There is also an import from LCS utility, if you do not see this option and would like to import resources from LCS, contact the PEPC Team for assistance.	
IDT Members	Your standard IDT members can be entered here and they will populate a dropdown list under Step 3-Internal Scoping/IDT Tasks. You can always add or delete members for each individual project.	
Mitigations	Common mitigations used on park project's can be entered here and they will populate a dropdown list to choose from under Step 4-Mitigations.	
NEPA/ NHPA Specialists	The names of the NEPA and NHPA Specialists for your park. The NEPA and NHPA Specialist dropdown lists appear on the Basic Information (Edit) page in Step 1-Project Setup. **The PEPC system requires a NEPA and NHPA specialist before a project may be created. These fields are required and are maintained at the park level.**	X
Park	The Public URL, the name of the Park Superintendent, Immediate Attention Request Recipient, Unaddressed Request Recipient, Admin Record Location and Contact. The public URL appears on the Park Home page within PEPC. The name and contact information of the Park Superintendent is used by the system when sending out e-mail alerts and on print forms for signatures. The Immediate Attention Request Recipient receives an e-mail if a correspondence is flagged as immediate attention.	X

Lookup Table	Description	Required
PDQ Addendum	Specific park/unit project development questions (PDQ). These additional questions will appear as an addendum to the PDQs in Step 1 and may help to determine the scope of your project and help in filling out the ESF.	
Responsibility Type	Interdisciplinary Team (IDT) Member responsibilities. The responsibilities dropdown list appears on the Interdisciplinary Team Members (Edit) page in Step 3-Internal Scoping/IDT Tasks.	
Survey Sources	Create a standard list of sources for historical property surveys by populating the source name in the 'Survey Sources' lookup table. This list will then populate a dropdown list under Step 4 NHPA/CRM Question A.	
Traditionally Associated Peoples	Enter the names of the tribes/Traditionally Associated Peoples here, and they will display in the dropdown box in Step 4-NHPA/CRM (Edit) page.	

2. PEPC E-Mail Notification

The PEPC system will send e-mail automatically as the result of certain user interactions with the system. This feature was incorporated into PEPC to facilitate communication between IDT members and to assist with the effective management of the project as a whole.

In the table on the right, system-generated e-mails are identified by the following criteria:

- **Trigger**—The action that causes the e-mail to be sent
- **Sent To**—The person who will receive the e-mail
- **When**—The delay, if any, between the trigger and the date the e-mail is sent
- **Where**—The step within PEPC where this trigger originates

Trigger	Sent To	When	Where
Create User	Newly Created User	Immediately	Admin
Add Role	User to whom the role was given	Immediately	Admin
Reset Password	User whose password was reset	Immediately	Admin
Create Project	Project Leader, NEPA and NHPA specialist assigned to the project	Immediately	Step 1 - Project Setup
Project Description/Title Change	Project Leader, NEPA and NHPA Specialists	User can choose to send an email if the change is more than a minor edit	Step 1 -Project Setup
Target Dates are not met - not currently used	Project Leader	On target date - Message will be sent weekly!	Step 1 - Project Setup / Milestones
Adding an IDT member	IDT member	When assigned to the IDT	Step 3 - IDT
Assigning a task to an IDT member	IDT member	When a task is assigned	Step 3 - Tasks
Task due date has passed	Taskee	Once, when a task due date passes	Step 3 - Tasks
Task is completed	Project Leader, NEPA and NHPA Specialists	When a task completion date is entered	Step 3 - Tasks
Scheduling a site visit or internal meeting	IDT member	User can choose to send an e-mail	Step 3 - IDT
Cancelling a site visit or internal meeting	IDT member	Immediately	Step 3 - IDT
45 days after ROD NOA Published Date	Project Leader	45 days	Step 4 Natural-Cultural Compliance
Document Open for Review	IDT Team	A user can choose to send an e-mail	Step 5 - Document
Create Request, Immediate Attention type	Immediate Attention Request Recipient	Immediately	Step 7 -Document & Comment Analysis
Send email to IDT members for response collaboration	IDT Team	A user can choose to send an e-mail	Step 7 - Response
Close project	Project Leader, NEPA and NHPA Specialists	Immediately	Step 1 Project Setup / Milestones (coming soon) or Step 8 – Close Project

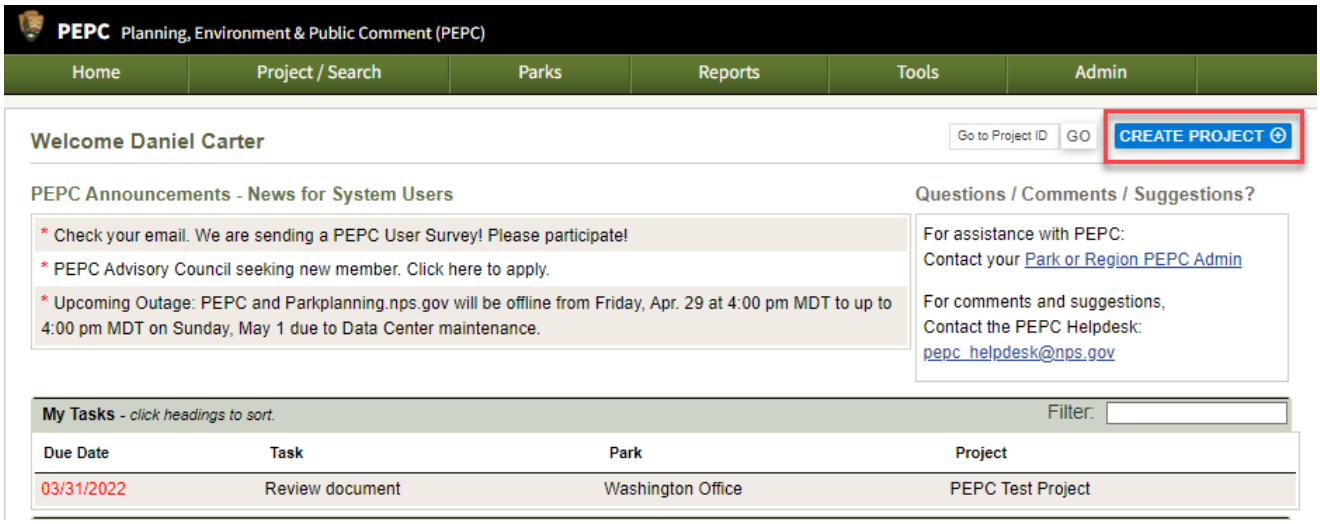
Overview of PEPC Steps 1-8

Once you select a project in PEPC, a new menu of 8 steps appears along the left side. The list presents the steps that are completed as you and your team use PEPC to complete projects at your park.

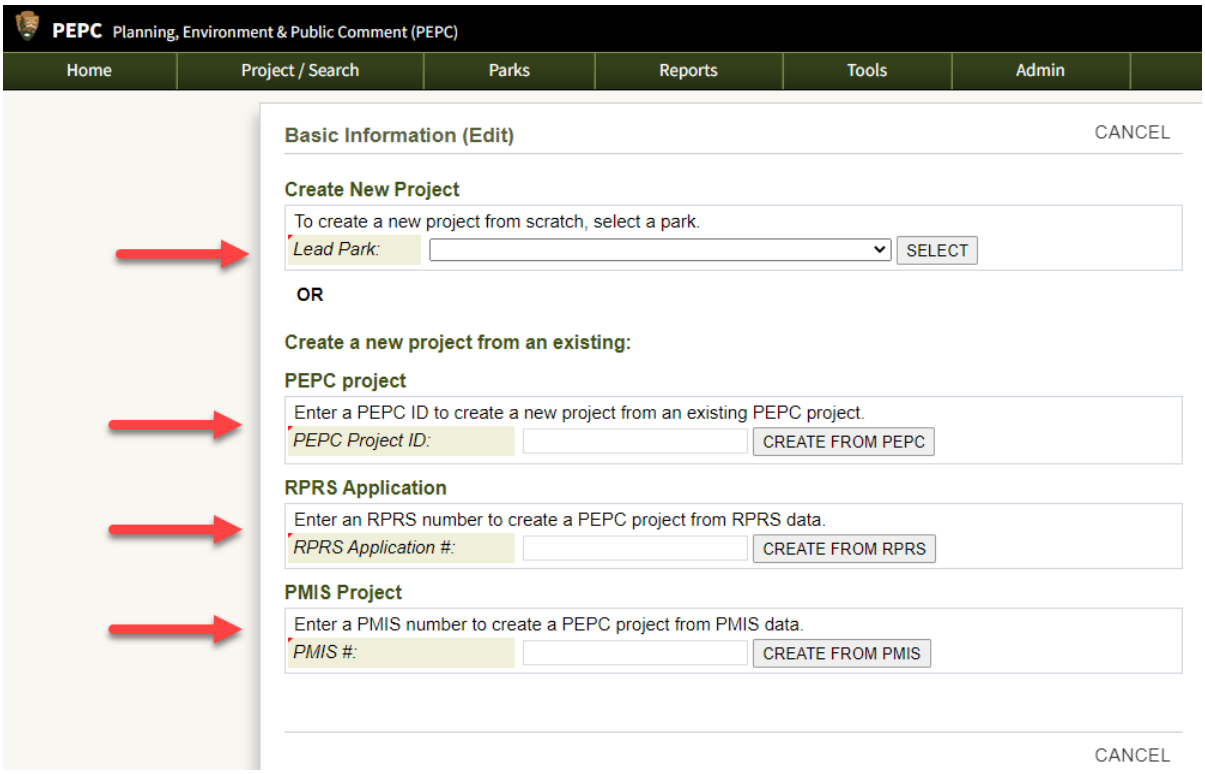
This guide will walk you through each of the 8 steps, expanding more on those steps that Project Leaders are more likely to be filling in themselves. Your park or office will need to decide who is responsible for what in PEPC. This may depend on the scope of the project, available staffing, etc.

STEP 1 - CREATING A PROJECT AND BASIC INFORMATION

1. The first step is to create a project in PEPC. To do so, from your homepage, click the blue "Create Project" button in the top right corner.

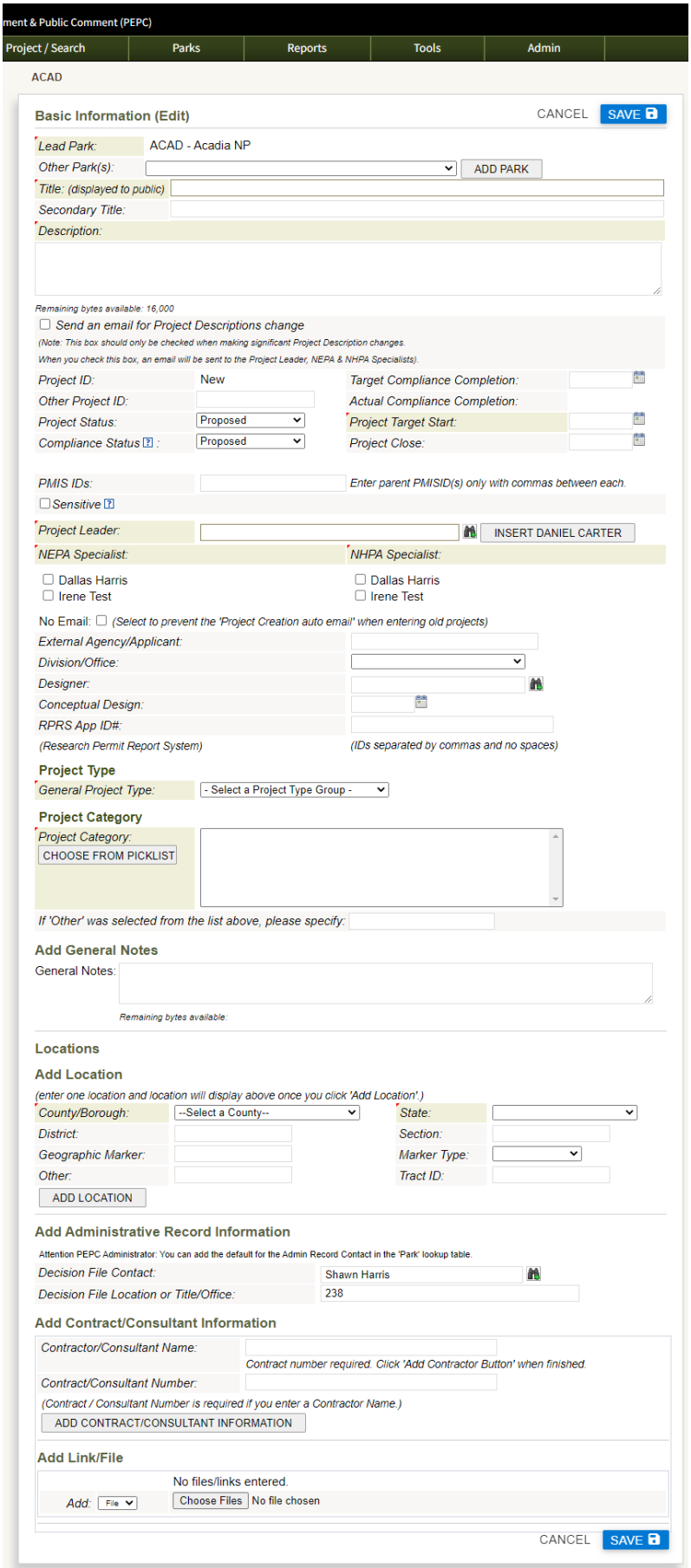


2. You have the option to create a project by clicking on the ‘**Create Project**’ button, **Create Project from RPRS App # or Create Project from existing PEPC ID** in the left navigation under Park Home. The Basic Information page for your project will open in Edit mode. There is a lot of useful information that can be tracked on this page and help with park or other reporting functions.



The Basic Information page and corresponding instructions are found on the next 3 pages.

Note: Throughout PEPC, a red asterisk (*) indicates a required field for that page. These fields must be filled in before the system will allow you to save your work.



3. You may select additional parks for the project from the '**Other Parks**' drop-down list and click the Add Park button.

4. Enter the project **Title** (*) – Your project title should be short, easy to understand, and direct. *Note: The title will be seen by the public if the project is posted!*

Enter a Secondary Title (if desired) – a more descriptive title for internal use (not displayed to the public)

5. Enter the **Project Description** (*). You can copy and paste from Microsoft Word or another program. The description should be written in complete sentences and include:

a. **Who** is proposing the project.

b. **Where** the project would be conducted – be specific!

c. **What** is proposed. Include project goals and specific information that will be useful in determining impacts/permits needed.

d. **When** it will be conducted and how long the project is anticipated to last.

6. If needed, change the **Project status** (default is proposed), 6.1 **Compliance Status** (default is proposed), and 6.2 **Funding status** (default is Unfunded). Enter the funded date if known.

7. Enter the **Project Target Start** (*) date for the project.

8. Select the **Project Leader** (*) - Use the insert button to insert your name if you are the project

leader, or use binoculars to find the name. If the name is not in the PEPC address book, they will need to be set up in the system before being added here.

9. Select the **NEPA and NHPA Specialists** (*) - These choices are added by the park or regional PEPC Administrator using Lookup Tables.

   Note: NHPA, NEPA Specialists and Project Leader will get automatically-generated emails when the project is created!

10. Check the **No Email** ☑ if entering an old project into PEPC (thus, no emails are necessary).

11. Enter the **External Agency/Applicant, Designer, Division/Office, Designer, Conceptual Design Date** as needed.

12. Enter the **RPRS** Application ID if this is a Research Proposal entered into RPRS. Once saved, you can click on this link to pull up the application data from RPRS.

13. Choose the **Project Type** (*) - If you don't see the type of project on the list, use **Other** and fill in your own. (Hint: You can browse other parks' projects to see what they are using).

14. Choose the **Project Category** (*) - Click on one or more project categories (Use Ctrl key to multi-select).

15. Add the **Location** - Be as specific as possible including: County/Borough (*), State(*), District, Section, Geographic marker, Marker Type (can be GIS Point, Milestone, Subsection, Survey marker), or other. Click **Add Location**. You can add multiple locations.

16. **Administrative Record** – Select the default administrative record information if it has been entered in your park's lookup table or enter one specific to the project.

17. **Contract/consultant information** – Enter contract information as needed. Click **Add Contract/Consultant** Information after each entry.

18. **Save** your work.

19. **Add/Link File** – Upload maps and other background information files that further describe the project. Save again.

STEP 1 (Continued)

JUSTIFICATION - The Justification page allows you to further establish why the project is important, document what could happen if the project is not completed and identify service-wide issues or guidelines that are pertinent to the specific project. This information can be copied and pasted from the PMIS Justification section, if available.

PROJECT DEVELOPMENT QUESTIONS - These questions were developed so that the project area of disturbance could be accurately quantified and unique project situations could be identified. **This information should be entered by the Project Leader**, because this person will have the most accurate knowledge about the scope of the project. Answers to these questions will help the IDT to determine the level of compliance and answer a series of resource based questions that typically are not mentioned in project descriptions and justifications.

Note: Park/unit specific project development questions can be added in the PDQ Addendum lookup table.

COOPERATING AGENCIES - This page is where a cooperating agency can be identified. NPS must annually report on projects that involved cooperating agencies and WASO generates this report from PEPC. If your project does involve a cooperating agency, please fill out the corresponding fields, including agency name, request and sunset date, status, and any appropriate notes. You can also upload your agreement document.

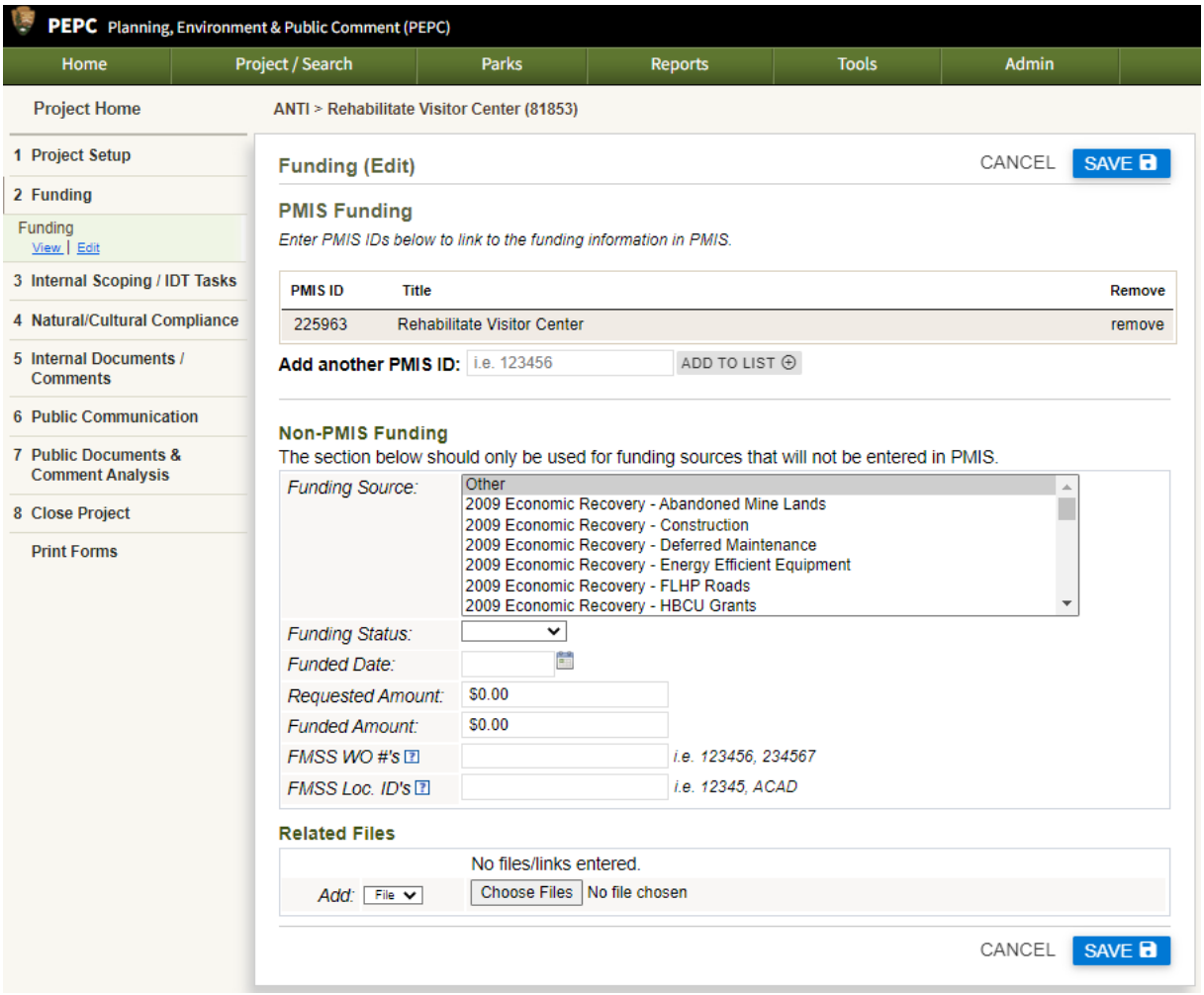
JOINT LEAD AGENCIES - This page is where a joint lead agency can be identified. While not all projects are joint projects, this is a place where those organizations can be identified.

PRINT FORMS – The following pages are available to download and print from Microsoft Word by clicking on the appropriate link. Use these forms to gather the required signatures, to share with the Project Leader, and to add to your administrative record for the project.

- Basic Information Form
- Justification Form
- Project Development Questions Form

STEP 2 – FUNDING

The Project Leader will most likely be the person responsible for filling out Step 2 for the project.



1. From the Funding **Edit** page, enter the **PMIS number**. Once saved, the PMIS number is a live link to PMIS, which is useful for project leaders and program managers to be able to view project descriptions, justifications, fund source, cost estimate, date, and authorization information, and copy and paste this information into PEPC. The PMIS link is the cornerstone that allows the PEPC program to merge financial information with the compliance process.

2. Enter **FMSS Work Order and Asset Numbers**. Once saved, as with the PMIS link, the FMSS Work Order Number is a link to pull up a view of current FMSS data.

3. Enter **Funding Status, Funding Source, Funded Date, Account Numbers,** etc. as applicable.

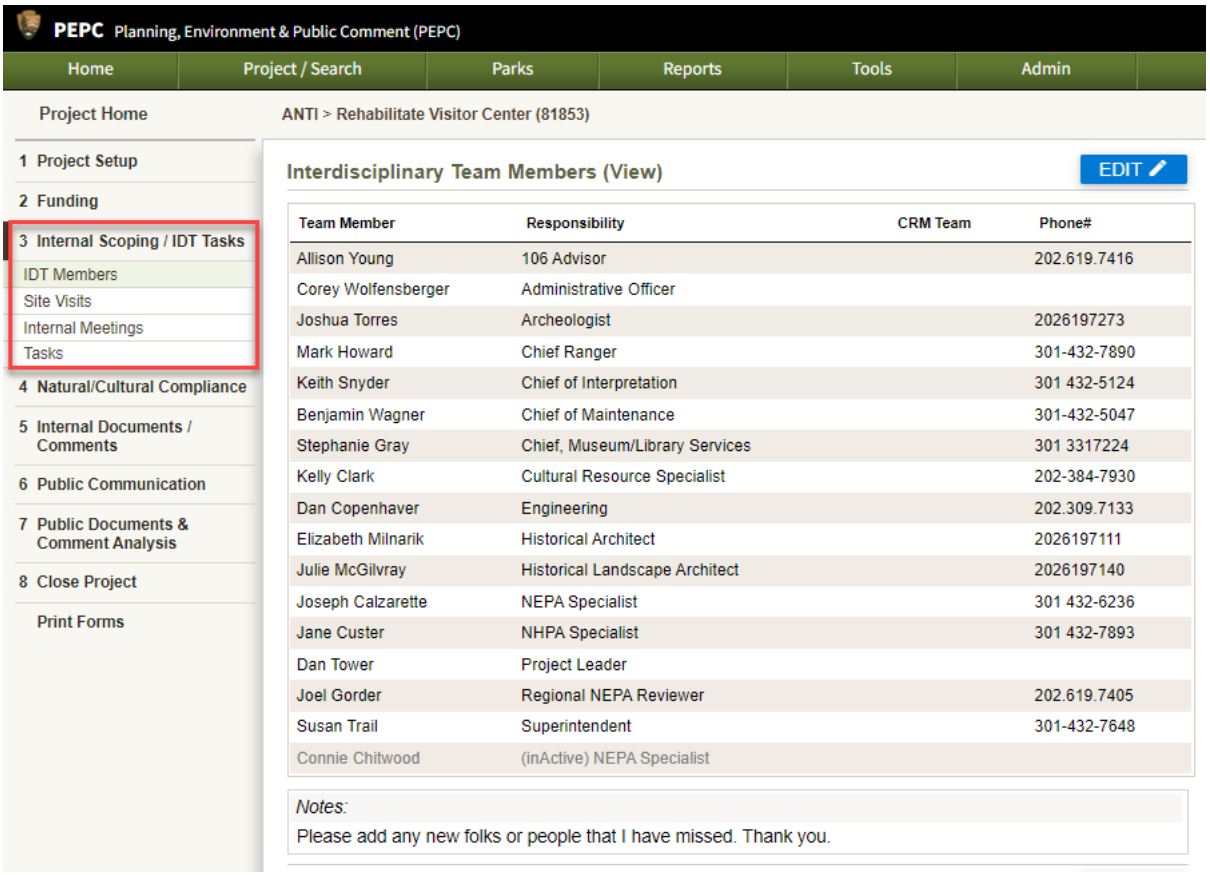
4. You can track Requested and Actual Cost Estimates on this page, and upload a Cost Estimates Spreadsheet.

5. **Save** your work.

STEP 3 – INTERNAL SCOPING/IDT TASKS

From this step, you can:

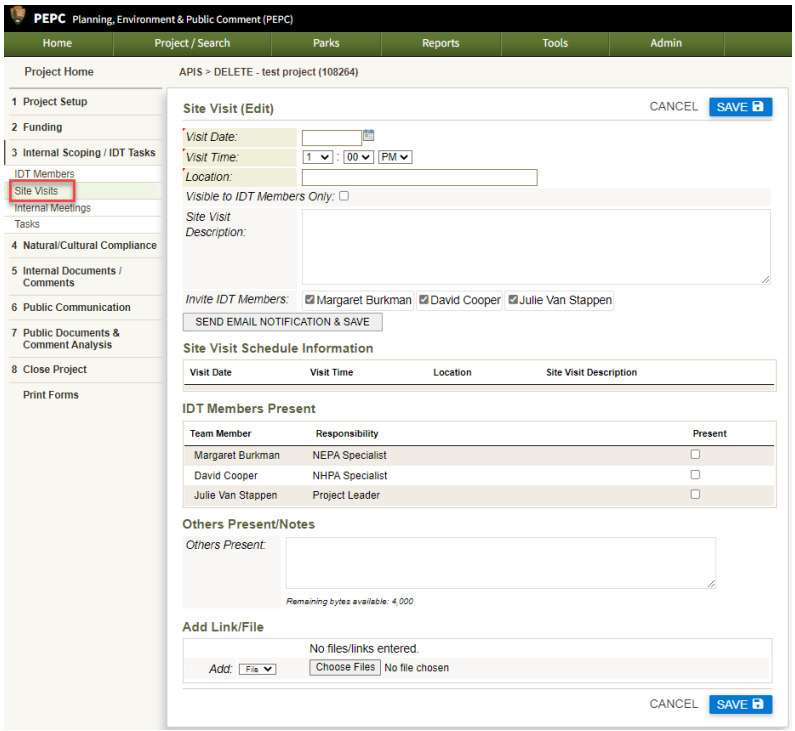
1. Identify members of your interdisciplinary team (IDT)
   - The Project Leader, NEPA Specialist, and NHPA Specialists selected under Step 1 Basic Information are automatically added to your IDT.
   - Again, the IDT for your park can be customized by your park's Administrator using the Lookup Tables.
   - You can add or delete IDT members as appropriate for your project. You can even add team members by using the PEPC address book (binoculars icon) regardless of whether they are PEPC users.
   - When team members are assigned to the IDT, they automatically receive an email.

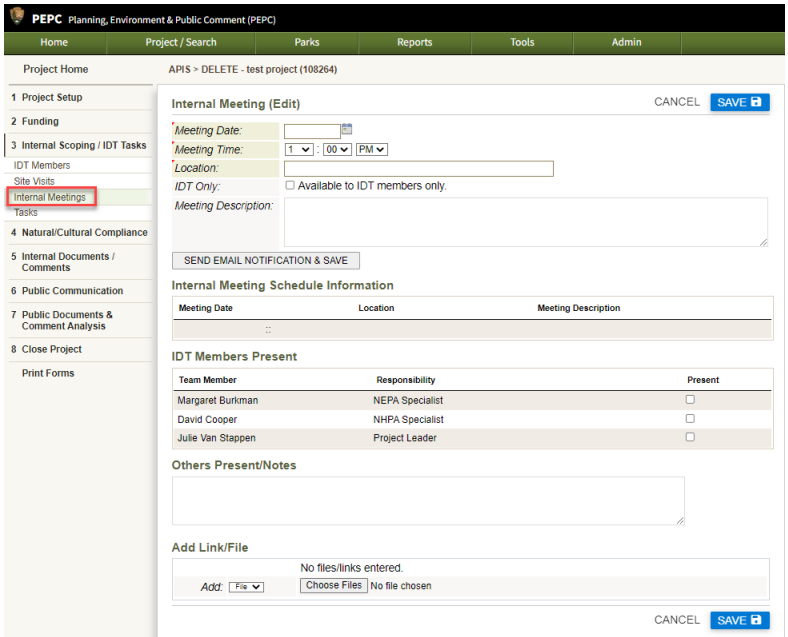


Team Member	Responsibility	CRM Team	Phone#
Allison Young	106 Advisor		202.619.7416
Corey Wolfensberger	Administrative Officer		
Joshua Torres	Archeologist		2026197273
Mark Howard	Chief Ranger		301-432-7890
Keith Snyder	Chief of Interpretation		301 432-5124
Benjamin Wagner	Chief of Maintenance		301-432-5047
Stephanie Gray	Chief, Museum/Library Services		301 3317224
Kelly Clark	Cultural Resource Specialist		202-384-7930
Dan Copenhaver	Engineering		202.309.7133
Elizabeth Milnarik	Historical Architect		2026197111
Julie McGilvray	Historical Landscape Architect		2026197140
Joseph Calzarette	NEPA Specialist		301 432-6236
Jane Custer	NHPA Specialist		301 432-7893
Dan Tower	Project Leader		
Joel Gorder	Regional NEPA Reviewer		202.619.7405
Susan Trail	Superintendent		301-432-7648
Connie Chitwood	(inActive) NEPA Specialist		

2. Schedule and document site visits and internal meetings

- When you schedule a site visit or an internal meeting you can automatically send the team an email with the time, date, and location. They will also receive an automatic email if the site visit or meeting is cancelled.
- Once the site visit or internal meeting has occurred, you can return to this step to mark which members of the IDT were present, attach or enter notes from the meeting, and attach any other supporting documents.

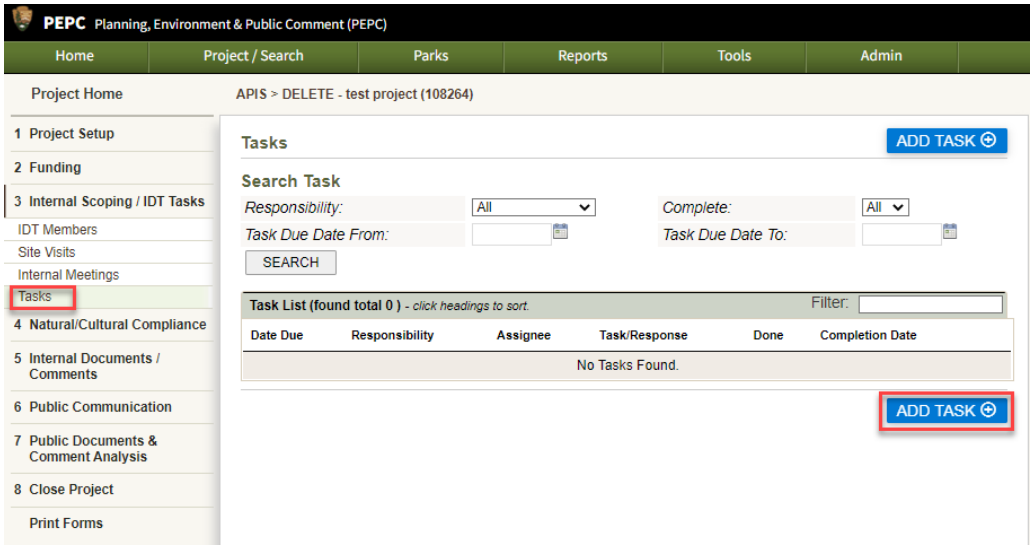




3. Assign tasks and track their progress

- You can assign a task to more than one IDT member.
- The person(s) you assigned the task to will receive an email notification from the system.

Click on **Tasks** on the left navigation under Step 3. Select the "Responsibility", Due Dates (i.e., From and To)

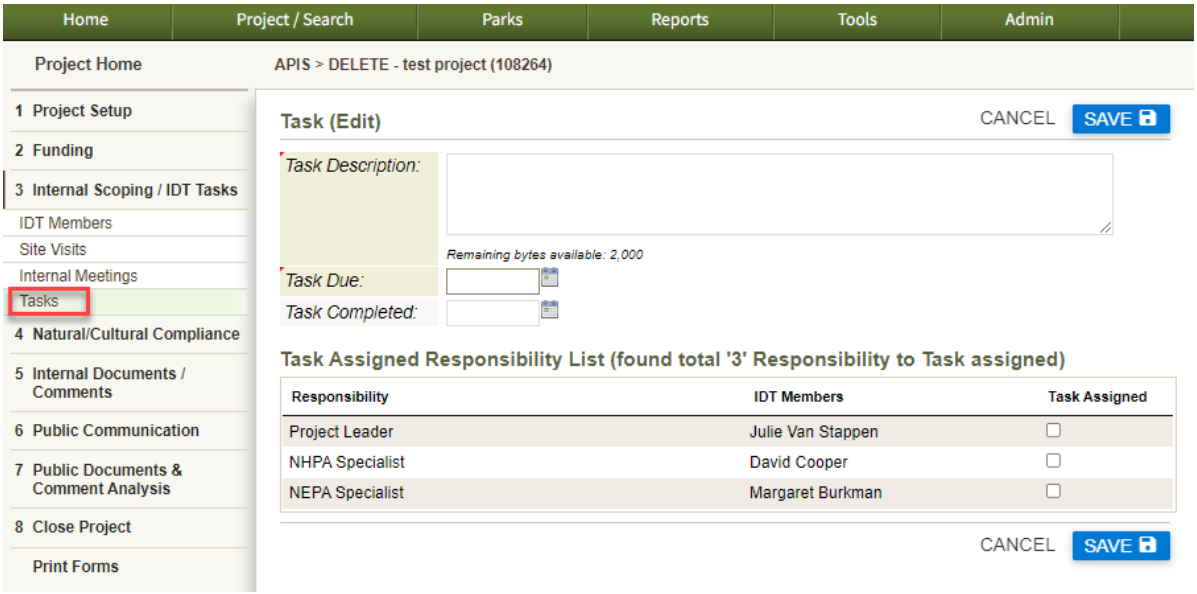


Then click the **ADD TASK** button.

Enter the task description and select to whom the task will be assigned.

Note: you can assign the task to multiple people!

If the task due date passes, the IDT members will receive one email reminder. When the task is completed, the IDT member can choose to send an email that the task has been completed. The email goes to the Project Leader, NEPA and NHPA Specialists.



STEP 4 - NATURAL/CULTURAL COMPLIANCE

This step is where you can work with the IDT/compliance specialists to:

1. Complete the Environmental Screening Form
2. Determine NEPA Type
3. Enter Mitigations
4. Evaluate for NHPA (Section 106)
5. Track NHPA/Cultural Resource Management Specialist Reviews
6. Track Other Consultations (FWS, ARPA, etc.)
7. Print forms for signature

For more information, see the *Quick Start Guide STEP 4 for Compliance Specialists* under the Tools link on the top menu of PEPC.

STEP 5 – INTERNAL DOCUMENTS

This is the step where you can:

- **Create Internal Documents**
- Post a document for **internal review** and set review periods
- **Track** Internal Comments
- **Review** Internal Comments
- **Respond** to Internal Comments
- **Report** on all Internal Comments

For more information, see the *Quick Start Guide for Internal Commenting* under the Tools link on the top menu of PEPC.

STEP 6 – PUBLIC COMMUNICATION

If this project will go out for public review (just for viewing and/or for receiving public comment), the Project Leader will need to work with the Compliance Specialist and the park's PEPC Public Information User or PEPC Administrator to publish the project to the public site of PEPC.

To post information to the public site, you must have a **Park Public Information User**, **Park Administrator**, or **Regional Administrator** role. Those with edit rights to the project (e.g., park users, specific project contractor users) can create documents and upload associated files for public review, but only the Park Public Information User, Park Administrator, or Regional Administrator can publish or **post** things to the public site.

From Step 6, you can:

- **Create the project's Public Home page**
  - You should have a superintendent's letter or an introduction to the public for the project. You can add an image to the home page.
- **Describe** the Planning Process
- Add **Meeting Notices**
- List **Related Links**
- **Create the Public Document**
  - This is the document that the public will be commenting on (comments to be analyzed under Step 7 of PEPC).
  - Electronic comments submitted by the public to PEPC are automatically populated under Step 7 of the internal PEPC site for your review.
  - Note: you can just post a document for viewing and not for comment (e.g., decision documents)

For more information, see the *Quick Start Guide for Public Communication* under the Tools link on the top menu of PEPC.

You can view current projects out for review at the public PEPC site: http://parkplanning.nps.gov/

National Park Service (PEPC) Planning, Environment & Public Comment

Find a Park | Discover History | Explore Nature | Get Involved | Working With Communities | Teachers | Kids | About Us

PEPC Home | Documents by Park | Policy/Guidance | Park Planning | Search Documents

Welcome to PEPC

Welcome to the National Park Service's **Planning, Environment and Public Comment (PEPC)** site!

The National Park Service prepares a variety of planning and environmental documents to help guide management of parks. This site provides for public involvement in the NPS planning process.

- Documents by Park - Go directly to a specific park's list of active projects
- Policy/Guidance - NPS policy, pertinent Director's orders, terminology, and more
- Park Planning - Find NPS Planning Program information, Plans and Tools
- Search Documents - Search by keyword, park, state, document status, document type, project type or NEPA type

Projects with Documents Open for Comment

To search all projects and documents, use our Search page.

Search This List:

Park	Project Title	Review Ending
Padre Island National Seashore	Replace Decommissioned Obsolete Seasonal Quarters Unit	Apr 22, 2022
Great Basin National Park	Fire Management Plan	Apr 25, 2022
Great Basin National Park	Fire Management Plan	Apr 25, 2022
Olympic National Park	Cape Alava and Sand Point Wilderness Trails Rehabilitation	Apr 26, 2022
Virgin Islands National Park	Proposed Land Exchange with Territorial Government of the Virgin Islands to Enable School Construction	Apr 27, 2022
Chattahoochee River National Recreation Area	Comprehensive Trails Management Plan	Apr 30, 2022
War in the Pacific National Historical Park	Asan Springs Water Supply Facilities - Guam Waterworks Authority Project No. W11-003-BND	Apr 30, 2022
Green Springs National Historic Landmark District	Proposed Approval of Planned Pole-Barn	May 01, 2022
Point Reyes National Seashore	Tomales Point Area Plan	May 02, 2022
Katmai National Park & Preserve	KATM Wilderness and Backcountry Management Plan	May 03, 2022
Yosemite National Park	Yosemite Big Wall Stewardship Program	May 05, 2022
Tallgrass Prairie National Preserve	Accessibility Self-Evaluation and Transition Plan	May 06, 2022
Great Smoky Mountains National Park	Proposed Smokies Fee Program Changes for 2023	May 07, 2022
Death Valley National Park	Mormon Peak Microwave Facility Plan	May 10, 2022
Everglades National Park	Gulf Coast Site Plan and Maintenance Dredging	May 13, 2022
Fredericksburg and Spotsylvania National Military Park	Proposed NPS Approval, Archeological Investigation, 2022, George Washington's Boyhood Home NHL	May 15, 2022
National Mall and Memorial Parks	Hains Point Traffic Safety Improvements	May 19, 2022
Federal Agencies - other than NPS	Deepwater Horizon NRDA Florida Trustee Implementation Group Phase V.4	May 20, 2022
Fire Island National Seashore	Fire Island NS Pre-NEPA Off Road Vehicle Driving Regulation and ORV Management Plan	May 20, 2022
Denver Service Center	Kentucky Wildlands National Heritage Area Feasibility Study	Jun 01, 2022
State, Tribal, and Local Plans & Grants	Hurricanes Harvey, Irma, and Maria Programmatic Agreement	Sep 30, 2024
State, Tribal, and Local Plans & Grants	Hurricanes Florence and Michael and Supertyphoon Yutu Programmatic Agreement	Sep 30, 2028

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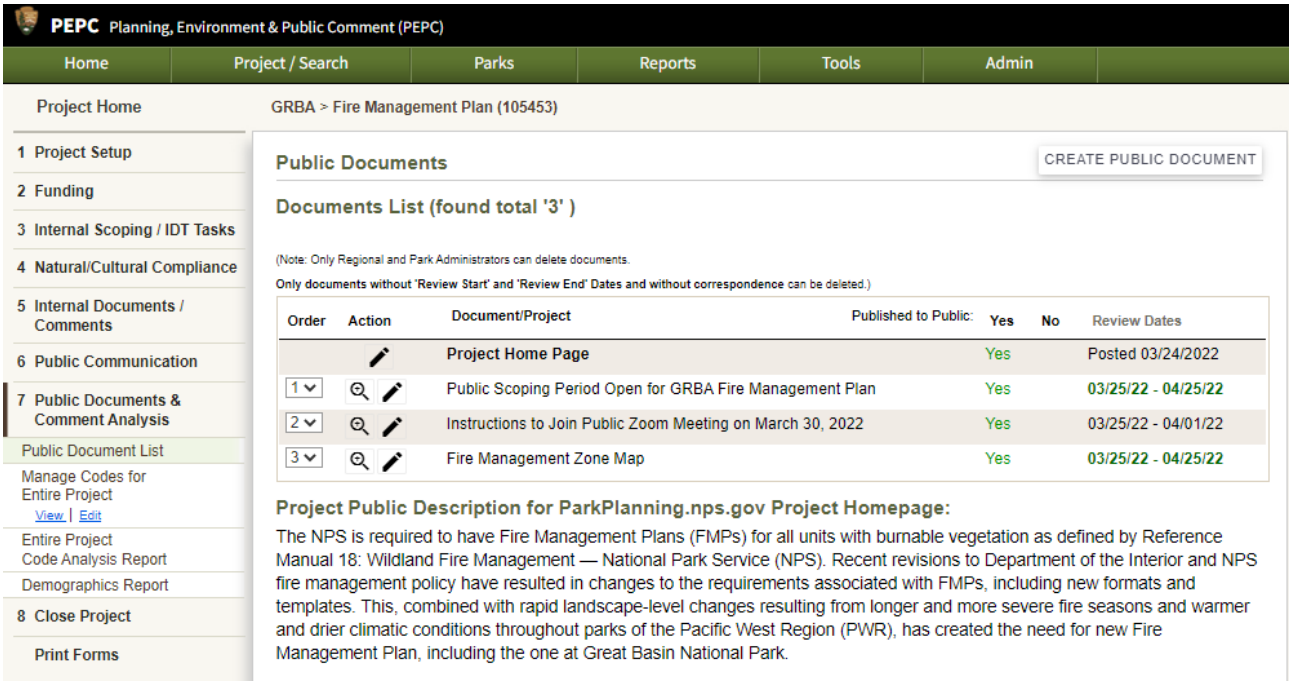
STEP 7 - PUBLIC DOCUMENTS & COMMENT ANALYSIS

This step will most likely be completed by compliance specialists. Under this step, you can:

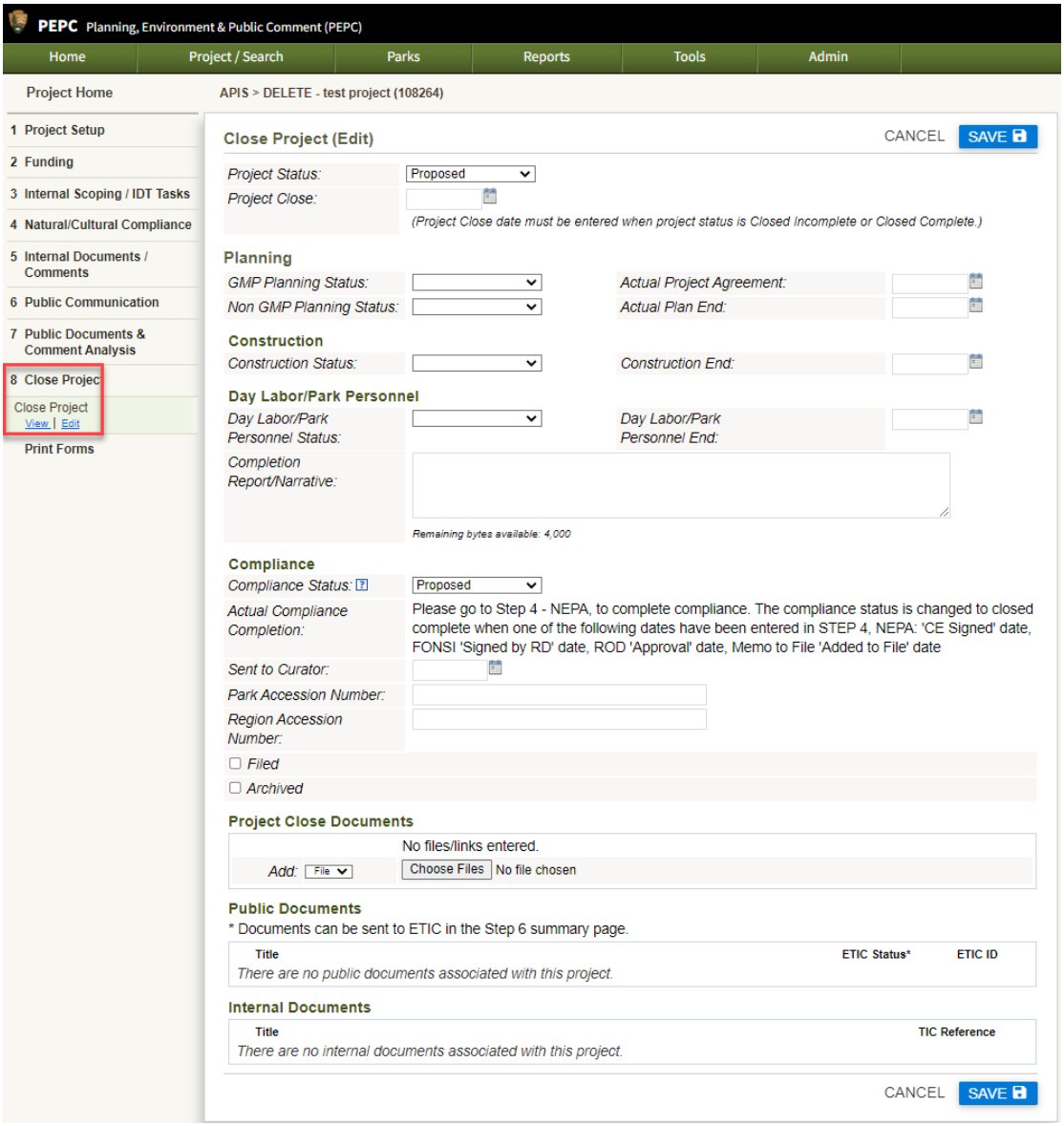
- Log Correspondence – Correspondence in PEPC are the letters, petitions, transcript text, etc. submitted by the public through any format, containing comments about your document
- Review Correspondence
- Code Comments – Comments are sorted out from the correspondence to streamline the response stage
- Develop Concern Statements – Concern statements summarize similar public comments
- Prepare Responses
- Generate public comment reports

For more information, see the *Quick Start Guide for Public Document and Comment Analysis* and *Step 7 Public Documents & Comment Analysis FAQs* under the Tools link on the top menu of PEPC. You can also review the DOI Learn online training module on *Public Comment and PEPC*.



STEP 8 – CLOSE PROJECT

After your project is complete, remember to close it. This will help keep park reports up to date.



1. Under Step 8, choose **edit** to open the close project page.
2. Change the **Project Status and Project Close** date.
3. As appropriate, enter information into the other fields, including:
   - Planning Status and Planning dates.
   - Construction Status and Dates.
   - Day Labor Status and Dates.
4. **Save** your work.
5. Closed projects can be re-opened if needed.