



## Environmental Review

Using PA-SHARE to Consult with PA SHPO under Section 106 or Pennsylvania History Code

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### OVERVIEW

As of February 22, 2021, the PA SHPO is requesting all submissions for Environmental Review under Section 106 and the Pennsylvania History Code be made through PA-SHARE.

Benefits of PA-SHARE:

- Information is collected electronically and sent directly to PA SHPO staff to expedite review.
- History of consultation including PA SHPO response is visible to all project contacts.

Help materials and FAQs for using PA-SHARE are available online at <https://www.phmc.pa.gov/PA-SHARE/Pages/default.aspx>. Questions and problems can be directed to the Help Desk at [pashare@pa.gov](mailto:pashare@pa.gov).

### ACCESSING PA-SHARE

Access PA-SHARE at: <https://share.phmc.pa.gov/pashare/landing>.

PA-SHARE will run in any browser except for Explorer 11.

If you do not have Commonwealth of Pennsylvania (CWOPA) credentials, a PA Keystone Login account will be required for submitting projects and resources to the PA SHPO. To learn how to register for a Keystone login account and sign into PA-SHARE, review this tutorial: [Signing In and Subscribing to PA-SHARE](#).

When using a Keystone login, please choose Enterprise login PA-SHARE and sign in as a Citizen of the Commonwealth.

### NEW ER PROJECT SUBMISSIONS

A step-by-step tutorial for submitting a new Environmental Review Project is available here: [Submitting a New Environmental Review Project in PA-SHARE](#).

Please note:

- 1) The required fields are marked with a red asterisk. You will not be able to submit a project without completing this information and mapping the project.
- 2) Contacts. The primary contact will be responsible for responding to SHPO requests. Secondary contacts include others who need to receive notifications of submissions and SHPO responses, such as agency representatives.
- 3) Agencies. Include any federal or state agencies sponsoring the project. When there is both federal and state involvement, the federal agency is the primary. You can include program or internal tracking numbers specific to the agency making the submission for your tracking purposes.

*Note:* The PHMC should not be selected as the agency unless the project is being sponsored by the PHMC.

- 4) Project Location:
  - The Area of Potential Effect (APE) includes the project's physical boundaries as well as potential indirect (visual, audible, or vibrational) effects to above ground resources.



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- The Limit of Disturbance (LOD) is defined as the area of total earth disturbance for the project. This is only required for projects with ground disturbance and includes any new construction, utilities, access roads, etc.
  - You can either upload Shapefiles or sketch the APE and/or LOD.
  - Unless there is the potential for visual, vibrational, or audible effects, you can copy the APE as the LOD.
- 5) Resources within the Project Area. You are required to enter information on above ground resources in the project area that have the potential to be physically affected by the project. This includes demolitions and major exterior alterations to buildings 45 years in age or older. If a resource is listed as previously identified, you only need to update information and provide a current photograph.
- 6) Attachments are meant to supplement the information entered in PA-SHARE. Include a **single** attachment of up to 70 MBs in size containing the following type of information:
- Site plans or maps showing the proposed work;
  - Narrative description of the project, including any ground disturbance and previous land use, and any potential to impact historic resources;
  - Photographs of the project site, keyed to a site plan.

*Note:* Project submissions missing attachments will be returned as insufficient.

- 7) You can print a copy of the documentation provided at the ER Initial Submission screen **after** you finish entering the information and **before** you click on the “Submit to SHPO” button. To create a PDF of the information you have entered, click the “Export” button at the bottom right corner of the screen.

*Note:* After submitting your project to the PA SHPO, you will not have the ability to create a PDF of the data that was entered at the initial submission screen.

#### **SUPPLEMENTAL INFORMATION ON EXISTING ER PROJECTS**

To submit additional information on an existing project and that information has not been requested by the PA SHPO, such as modification of a project design, you need to be a contact on the project. As a contact on the project, you can add additional information to PA-SHARE using the Project Supplement wizard found on the Submit screen as well as receive the PA SHPO response to the submission.

When using the Project Supplement wizard, be sure to explain what is being sent and why in the Project Supplement Description.

If you are not listed as a contact on the project, you can ask someone who is a contact to add you via the Project Contact Wizard on the Submit screen or send the project name, former ER number, your name, your email address and your mailing address to Tina Webber at [twebber@pa.gov](mailto:twebber@pa.gov).

#### **SEARCHING FOR ER PROJECTS**

A step-by-step tutorial for conducting a search in PA-SHARE is available here: [Searching for Resources and Other Information in PA-SHARE](#).



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If you are searching for a project and only have the former SHPO ER number (i.e., 2009-0901-006), you will need to go to the criteria search on the left side of the screen. Under the Projects tab, enter the Legacy Project Number.

*Note:* When viewing the search results, you can only see information on those projects for which you are listed as a project contact.

### SHPO EMAILS ON ER PROJECTS

The contacts on a project will receive a series of system generated emails when information is submitted and/or the SHPO responds.

System-generated emails with the subject **PA-SHARE Environmental Review Submission Requires Additional Information to Complete Submission** are only received by the primary contact and indicate SHPO staff have returned a submission as insufficient. Comments by the PA SHPO indicates the additional information being requested. Click on the link in the email to access the submission and reference the comments in the email to provide additional information.

System-generated emails with the subject **PA-SHARE Submission Response for Environmental Review Project** are received by all project contacts. The project number and project name are also included in the subject line. A link to access the SHPO response screen is also provided.

### SHPO RESPONSE SCREEN

The PA-SHARE project response screen includes five parts:

1. The **Submission Details** includes summary information about the submission.
2. The **SHPO Responses** includes the overall review decision on the submission for both Above Ground and Archaeology resources.
3. Any comments made by SHPO staff will be found in SHPO Comments in the **External SHPO Response column**. The response comment may reference a letter found in the Attachments section of the screen.
4. **More Information**. PA SHPO reviewers may request more information to complete a review. The details of that request will appear under SHPO Requests More Information. You can respond to the SHPO request here by highlighting the request and clicking on Process.
5. **Attachments** include PA SHPO response letters and other guidance. You can download SHPO attachments by highlighting the attachment and clicking on View. All ER reviews will include a SHPO response letter as an attachment. This is the official SHPO response.

### EXTERNAL USER QUEUE

A queue is an organized list of data items (like in a grid) stored in a database that need to be retrieved and referenced by users. More information on the external user queues is found in this tutorial: [Understanding PA-SHARE's External User Queues](#).

The External User Queue is the grey box found on the left side of the Home screen. Within this box are the following:

- **My Projects:** This queue contains a list of projects organized by Open and Closed. Consultation with the SHPO is ongoing on Open projects. Consultation with the SHPO is complete on Closed projects.



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- **My Submissions:** This queue contains submission that have not yet been accepted as projects. Submissions in this queue are organized into four different types:
  - Draft submissions include those that have not yet been submitted to SHPO for review. Click on “Go To” to open the submission screen to finish a submission.
  - Insufficient Submissions are those that have been returned as incomplete.
  - Submitted are waiting for SHPO review.
  - Processed have been accepted and turned into projects or added to an existing project.
- **My Requests:** This queue includes a list of open SHPO requests for more information related to your projects. You can click on the “Go To” icon to open the SHPO Response Screen.
- **SHPO Responses:** This queue includes all SHPO responses for open and closed projects. You can click on the “Go To” icon to open the SHPO Response Screen.