



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, SAVANNAH DISTRICT
100 W. OGLETHORPE AVENUE
SAVANNAH, GEORGIA 31401-3604

March 7, 2019

Regulatory Branch

PUBLIC NOTICE
Savannah District Paperless Permitting Comment Period

On Tuesday, February 19, 2019, the U.S. Army Corps of Engineers (Corps), Savannah District, Regulatory Branch, transitioned to paperless/electronic submittals as our primary means of accepting applications for all counties in Georgia. This includes, but is not limited to: applications for Section 404 Clean Water Act and Section 10 Rivers and Harbors Act Individual Permits (Standard Permits and Letters of Permission), Pre-Construction Notifications for use of Nationwide or Regional General Permits, Aquatic Resource Delineation Reviews and Jurisdictional Determinations, and mitigation proposals (mitigation banks, in-lieu fee, permittee responsible mitigation plans). For reporting unauthorized activities in waters of the United States, you may contact the regulatory office that services your location or you can complete a Savannah District Violation Report Form and email it to the appropriate regulatory office. The form can be found at:

[https://www.sas.usace.army.mil/Portals/61/docs/regulatory/Enforcement SAS Violation Report Form.pdf](https://www.sas.usace.army.mil/Portals/61/docs/regulatory/Enforcement_SAS_Violation_Report_Form.pdf).

Please note that for larger submittals, the AMRDEC SAFE site is again available for use. Instructions for use of the SAFE site are enclosed and can also be found on our website.

SAFE website:

<https://safe.amrdec.army.mil/safe/Welcome.aspx>

Comment Period: Anyone wishing to comment on this process should submit written comments to: Commander, U.S. Army Corps of Engineers, Savannah District, Regulatory Branch, Attention: Mr. William M. Rutlin, 100 West Oglethorpe Avenue Savannah, Georgia 31401-3604, during the first six months of this process (until August 19, 2019). Comments may also be submitted electronically to William.M.Rutlin@usace.army.mil. Please refer to the Savannah District Paperless Permitting in your comments. The supporting document associated with this process is available at the following web address:

[https://www.sas.usace.army.mil/Portals/61/docs/Regulatory/Paperless%20PUBLIC%20NOTICE 01-18-2019 %20\(SFS\).pdf?ver=2019-01-18-135512-677](https://www.sas.usace.army.mil/Portals/61/docs/Regulatory/Paperless%20PUBLIC%20NOTICE%2001-18-2019%20(SFS).pdf?ver=2019-01-18-135512-677)

Information on our paperless permit application procedure can also be found on our website at the following web address:

<https://www.sas.usace.army.mil/Missions/Regulatory/Electronic-Submittal-of-Applications/>

If you have any further questions concerning this matter, please contact Mr. William Rutlin, Chief, Coastal Section at 912-652-5893, or via email at William.M.Rutlin@usace.army.mil.

Instructions for using the U.S. Army SAFE (SAFE) Upload Website

For submissions of electronic files over 40 MB to the Sacramento District, please upload attachments to the SAFE website. Below are instructions on how to use the site.

Step 1. Accessing SAFE

Using your internet browser, navigate to:

<https://safe.amrdec.army.mil/safe/Welcome.aspx>

SAFE is designed to work on Microsoft Windows and Internet Explorer for AMRDEC and its customers. Some features may not work as intended otherwise.

If you receive a warning message or script errors, try adding SAFE as a trusted site through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Security tab, pick Trusted Sites, click the Sites button, and add *.army.mil to the list of websites.

And, add SAFE to the list of sites always allowed to use cookies through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Privacy tab, click the Sites button, and add army.mil to the list of managed websites.

If you need further assistance, please email the SAFE Team at usarmy.redstone.rdecom-amrdec.mbx.safe-team@mail.mil or call 256-336-1200 for help with problems sending or receiving files.

Step 2. Sending Files

There are two options to proceed from the SAFE homepage:

- **CAC User** - Select this option if you have a valid US DoD-issued Common Access Card (CAC).
- **Non-CAC User**- Select this option if you do not have a US DoD-issued CAC (**e.g. general public**).

SAFE Home About Help

SAFE
Safe Access File Exchange

SAFE is an alternative way to send files other than email. SAFE supports file sizes up to **2GB** for **UNCLASSIFIED DATA ONLY** to include PII and FOUO.

[Click here for Getting Started Guide](#)

To begin using SAFE please click on one of the links below.

Welcome to the SAFE Web Application

CAC Users
This option is for CAC users with a computer configured for CAC use. When prompted for a certificate, select the one with "EMAIL" in the name.

[Click Here](#)

Or

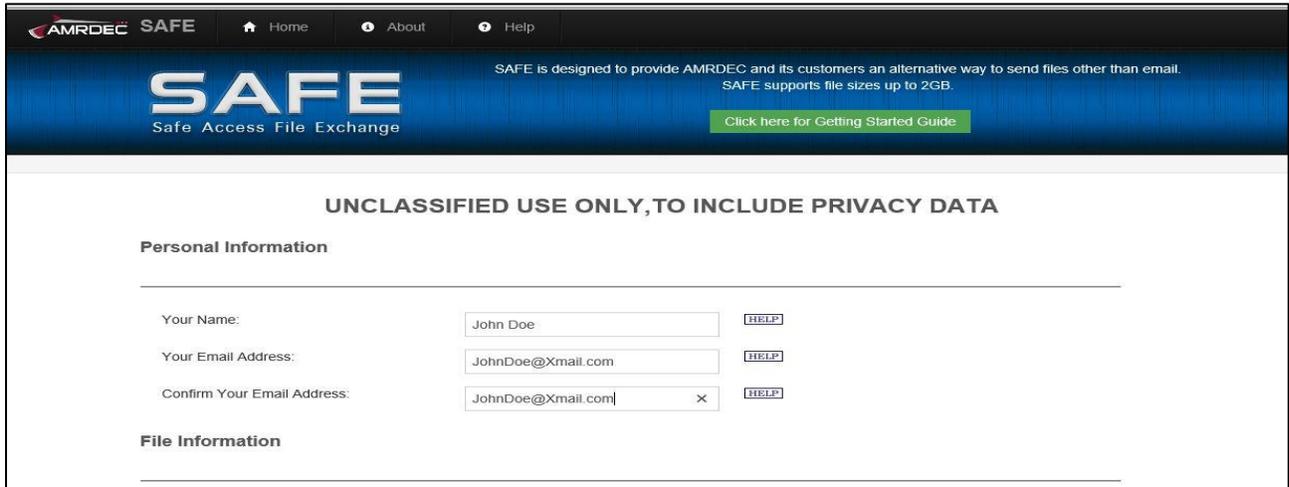
Non-CAC Users
For users **without** a CAC **OR** if your computer is **not** configured to read your CAC. Using this option will allow you to access SAFE as a **guest**.

[Click Here](#)

Step 3. Name and Email Address

After selecting one of the options above, the page will be redirected to the package upload form. Fill in all the required input fields:

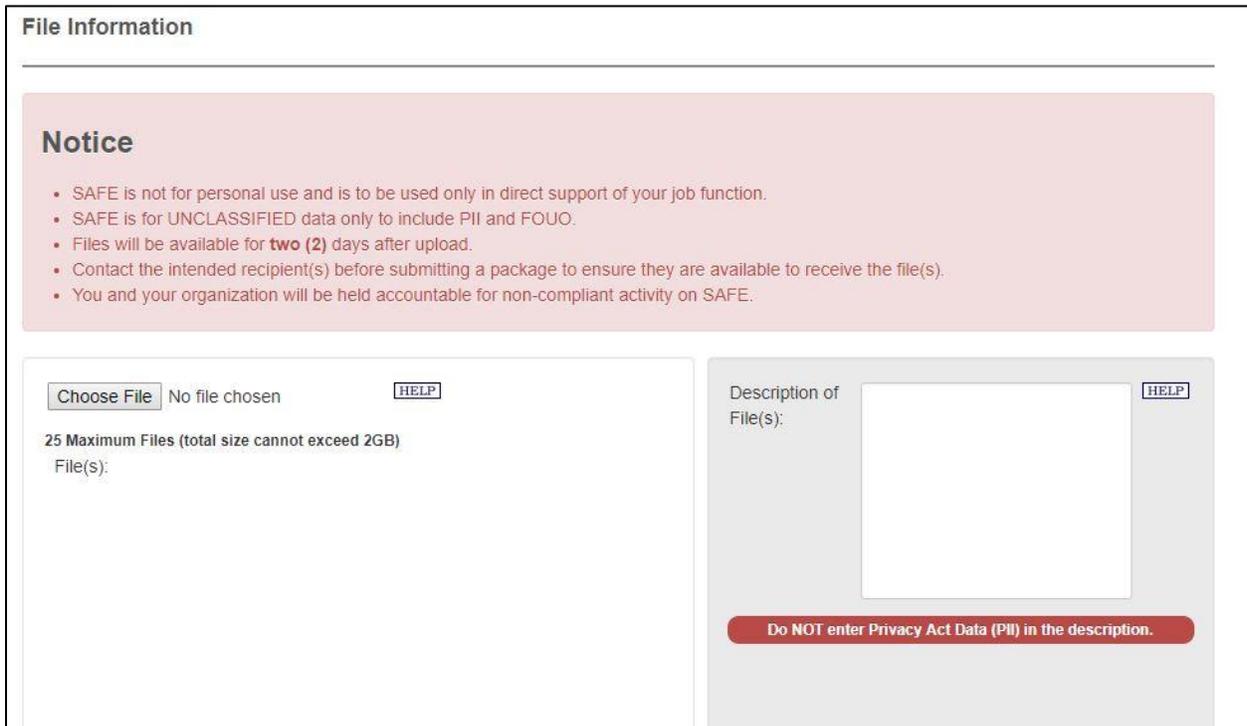
- **Your Name** - Your name;
- **Your Email address** - Your email address;
- **Confirm Your Email Address** - Re-enter your email address;



The screenshot shows the top navigation bar with 'AMRDEC SAFE' and links for 'Home', 'About', and 'Help'. Below the navigation is a blue banner with the 'SAFE' logo and the text 'Safe Access File Exchange'. A green button labeled 'Click here for Getting Started Guide' is also present. The main content area is titled 'UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA' and contains a 'Personal Information' section with three input fields: 'Your Name' (filled with 'John Doe'), 'Your Email Address' (filled with 'JohnDoe@Xmail.com'), and 'Confirm Your Email Address' (filled with 'JohnDoe@Xmail.com'). Each field has a 'HELP' button to its right. Below this is a 'File Information' section which is currently empty.

Step 4. File Information

Click the "Choose File" button to select your file(s). You may add up to 25 files per package, so long as the total file size does not exceed **2 GB**;



The screenshot shows the 'File Information' section. At the top, there is a 'Notice' box with a pink background containing a list of instructions: 'SAFE is not for personal use and is to be used only in direct support of your job function.', 'SAFE is for UNCLASSIFIED data only to include PII and FOUO.', 'Files will be available for two (2) days after upload.', 'Contact the intended recipient(s) before submitting a package to ensure they are available to receive the file(s).', and 'You and your organization will be held accountable for non-compliant activity on SAFE.' Below the notice is a 'Choose File' button with the text 'No file chosen' and a 'HELP' button. Underneath, it states '25 Maximum Files (total size cannot exceed 2GB)' and 'File(s):'. To the right is a 'Description of File(s):' section with a large text input area and a 'HELP' button. At the bottom of this section, a red banner reads 'Do NOT enter Privacy Act Data (PII) in the description.'

Step 5. Description

Enter a description of the package, including **project/site name** (if known), **Corps ID number** (if previously assigned), **type of action** (i.e. aquatic resource delineation, permit application, monitoring report, etc.), and the **County and State where the project/site is located (REQUIRED)**.

File Information

Notice

- SAFE is not for personal use and is to be used only in direct support of your job function.
- SAFE is for UNCLASSIFIED data only to include PII and FOUO.
- Files will be available for **two (2)** days after upload.
- Contact the intended recipient(s) before submitting a package to ensure they are available to receive the file(s).
- You and your organization will be held accountable for non-compliant activity on SAFE.

No file chosen

25 Maximum Files (total size cannot exceed 2GB)

File(s):

AR Delineation Report.pdf	<input type="checkbox"/> Privacy Act Data	<input type="button" value="Delete"/>	<input type="button" value="HELP"/>
PCN Submittal.pdf	<input type="checkbox"/> Privacy Act Data	<input type="button" value="Delete"/>	

Description of File(s):

Nationwide permit application for xx project in Chatham County, GA.

Do NOT enter Privacy Act Data (PII) in the description.

Step 6. Provide an email address to give access to materials

Add the desired email address(s) of the recipient(s). For new requests add the SAS Regulatory Email Box: Coastal Counties: CESAS-OP-FC@usace.army.mil, Piedmont Counties: CESAS-OP-FP@usace.army.mil, GDOT projects: CESAS-RD-GDOT-ESubmittal@usace.army.mil. For existing actions, add the email address of the Corps Project Manager assigned to your action.

Provide an email address to give access to:

Manually Enter Email Address

Email Address:

Do not send SAFE packages to group email accounts.

Recipients List:

Step 7. Notification that materials were received and downloaded

To receive a notification that your files have been received and downloaded, select the box as shown below.

Email Settings

Encrypt email message when possible [HELP](#)

Notify me when file(s) downloads are **STARTED** [HELP](#)

Notify me when file(s) downloads are **COMPLETED** [HELP](#)

NONE FOUO

Other:

Step 8. Upload documents

Once the documents are successfully uploaded, you will get a confirmation screen and instructed to verify your email address.

The files were successfully uploaded. You will receive a confirmation email shortly.

Your files cannot be downloaded by recipients until you verify your email address. Please check your email for further instructions.

Information on The Uploaded File(s)

File Name	File Size
PCN Submittal.pdf	13 MB
AR Delineation Report.pdf	11 MB
Total file size: N/A	

Step 9: Verify email address

Open your email account you entered in Step 3 and follow the directions to verify you are the sender of the information.

Once your email is verified, your files will be delivered to the recipient.

Step 10. Confirmation email that download is complete

If you selected "Notify me when download is Complete", you will receive the following email confirmation.

AMRDEC Safe Access File Exchange Pick-Up Notice

The file(s) you sent through SAFE (Package ID 13165948) were downloaded at 4/10/2018 12:56:06 PM

by: william.m.rutlin@usace.army.mil

File description: permit for xx action, Chatham County, GA.