

California High-Speed Rail Authority

Information Technology



EMMA

ENVIRONMENTAL MITIGATION MANAGEMENT APPLICATION

User Manual

v2.17

June 2018



CALIFORNIA High-Speed Rail Authority

REVISION HISTORY			
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1 INTRODUCTION

The Environmental Mitigation and Management Application (EMMA) is a web based application with functional GIS integration used to document compliance with environmental and sustainability commitments during construction, operation, and maintenance of California High-Speed Rail.

The objectives of the application are to:

- Comply with legal commitments and obligations
- Increase transparency with regulatory agency staff and all stakeholders
- Document evidence of compliance
- Expedite delivery of project environmental documents and permits
- Create a repository of environmental commitments
- Track status of compliance at all locations across the project

The application is used by environmental compliance and sustainability staff to report and manage data collected in the field or created in the office. The system is needed to keep track of thousands of commitments across a large geographic area that will occur over a long duration. The system provides transparency to many different user groups who have different needs for information such as construction contractors, construction managers, program managers, regulatory agencies, and other oversight entities.

This manual includes brief discussions of the primary functionality of EMMA pages. For more detailed information on how to create records please see the training materials for each module.

1.1 New User Accounts

New users are added to EMMA by the obligant's agent-admin, who is usually an HR, office, or contract manager. Each PCM, D-B contractor or other construction contractors is required to assign an agent-admin whose responsibilities include requesting HSR user accounts from the Authority's Business Services or program level environmental compliance team. After an HSR username and password has been issued, the agent-admin registers the new EMMA user.

EMMA user types:

1. Builder user are staff engaged in construction, i.e., a DB contractor or other types of construction contractors. Builder users are divided into two types: builder-level users and builder-level agent approvers. Builder-level users can create EMMA Records, but cannot approve them. Builder-level agent approvers can create and approve EMMA Records, but must then send the record to higher-level management for final approval.

2. PCM or CM: Staff responsible for managing construction. PCM/CM staff can create or approve an EMMA Record, move the record to the next approval level, or publish the record.
3. Program-level usually an Authority, RDP, or Agency staff member, who audits EMMA Records, creates compliance reports, and provides EMMA-related training and support.

1.2 EMMA Support

All requests for technical support should be emailed to the helpdesk@hsr.ca.gov, which is staffed by technology experts who can help troubleshoot computer problems or issues related to the EMMA application. If necessary, the help desk will forward the email to an environmental compliance or sustainability staff member who can assist with training or questions related to documenting compliance in EMMA.

EMMA users must have an HSR account and be registered in the Authority directory. Individuals whose password has expired can receive assistance by contacting helpdesk@hsr.ca.gov and asking for a password reset. The help desk will issue a temporary password that can be changed to create a permanent password by following these steps (the procedure can also be used to reset a password that is about to expire):

1. Navigate to the following website:
<https://auth.hsr.ca.gov/adfs/portal/updatepassword/>
2. Type in your user id: firstname.lastname@hsr.ca.gov.
3. Type in your current or temporary password in the “Old Password” field.
4. Type in your new password and confirm it, click submit. The password should be at least 8 characters consisting of:
 - a. At least one upper-case letter
 - b. At least one Lowercase letter
 - c. At least one number
 - d. At least one special character (e.g., #, %, \$, *)

Because of increased security requirements, the HSR password expires every 90 days. You will receive an email notice prior to the password’s expiration. Use the steps above to change your password before it expires.

2 LOG-IN PAGE

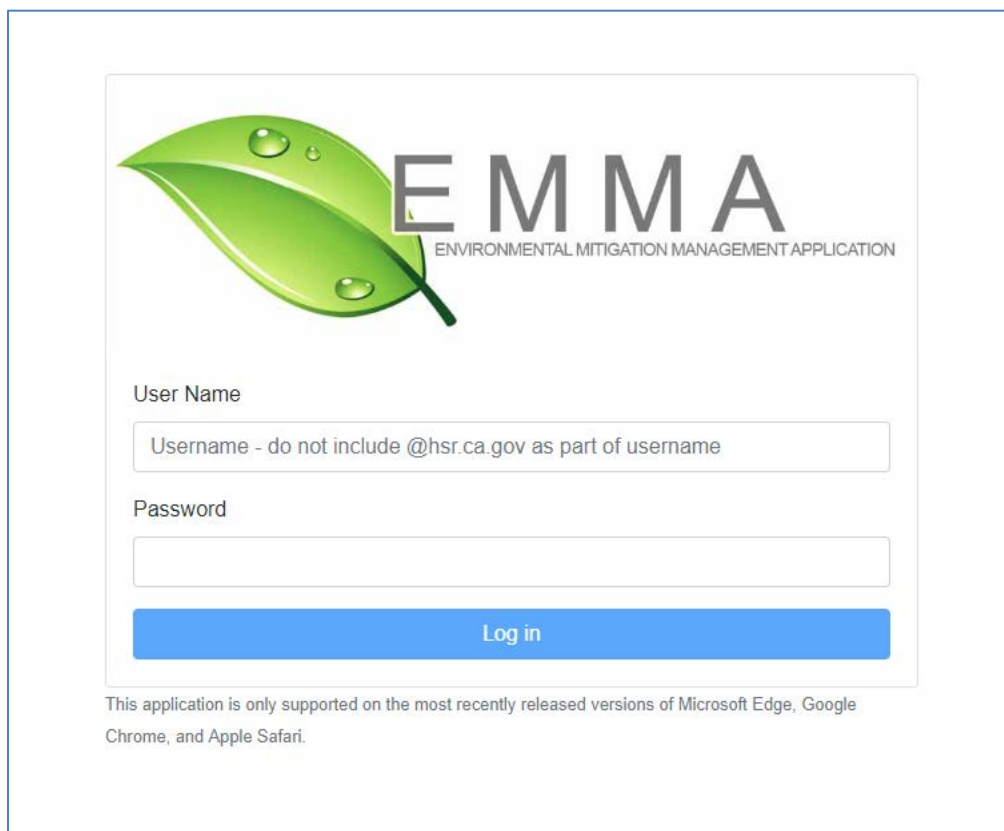
The EMMA application is accessible from a hyperlink sent to the users business email when his/her Agent Admin creates the user profile.

EMMA is supported using the most recent version of the following internet browsers:

1. Google Chrome
2. Microsoft Edge
3. Apple Safari

The log-in page allows the user to enter a HSR **User Name** and **Password** in the appropriate fields, and then click on the **Log in** button to enter the system.

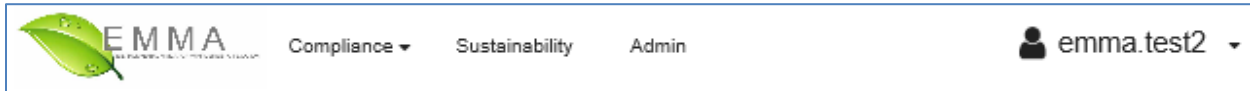
The username and password are provided to the user by HSR helpdesk after completion of required paperwork. Do not include @hsr.ca.gov when entering a username into EMMA.



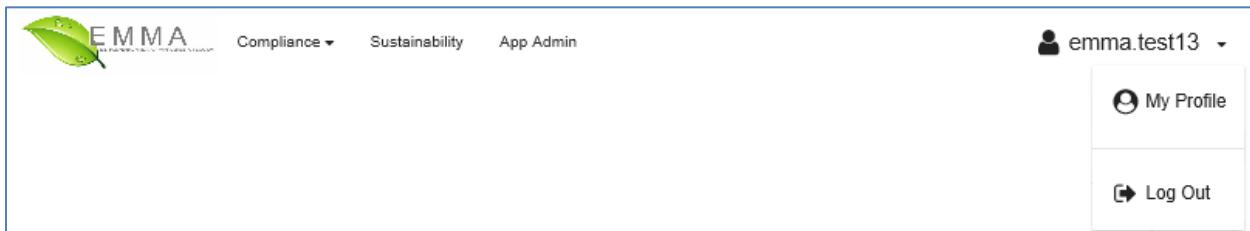
The screenshot shows the EMMA login interface. At the top left is a green leaf logo with water droplets. To its right, the text 'EMMA' is displayed in large, bold, grey letters, with 'ENVIRONMENTAL MITIGATION MANAGEMENT APPLICATION' in smaller text below it. Below the logo and title are two input fields: 'User Name' and 'Password'. The 'User Name' field contains the placeholder text 'Username - do not include @hsr.ca.gov as part of username'. Below the 'Password' field is a blue 'Log in' button. At the bottom of the page, a note states: 'This application is only supported on the most recently released versions of Microsoft Edge, Google Chrome, and Apple Safari.'

3 USER PROFILE

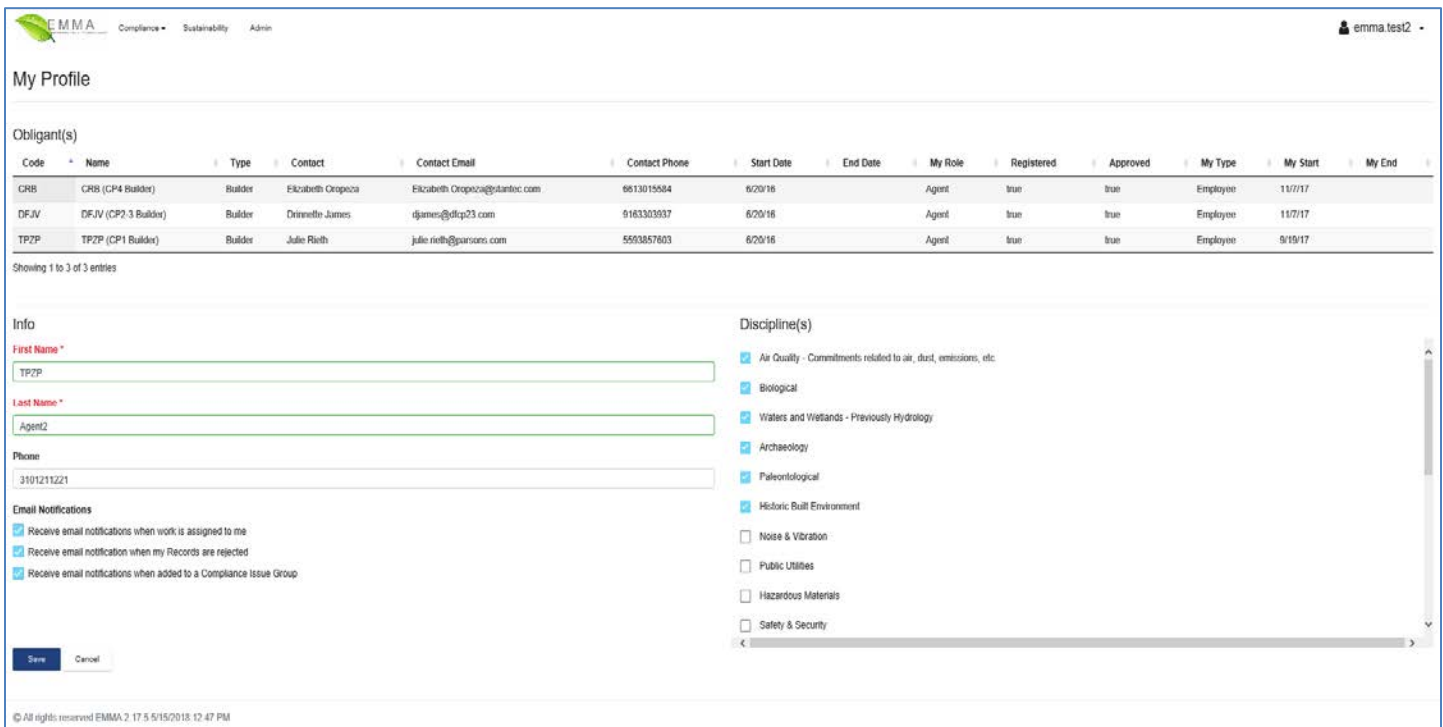
The User Profile navigation link is located on the right side of the Upper Navigation bar.



- ❖ Users can navigate to his/her User Profile by clicking on the name displayed for the logged-in user, and then select My Profile.



- Users can view information regarding their Obligant associations, user information, select desired email notifications, and disciplines available to them.



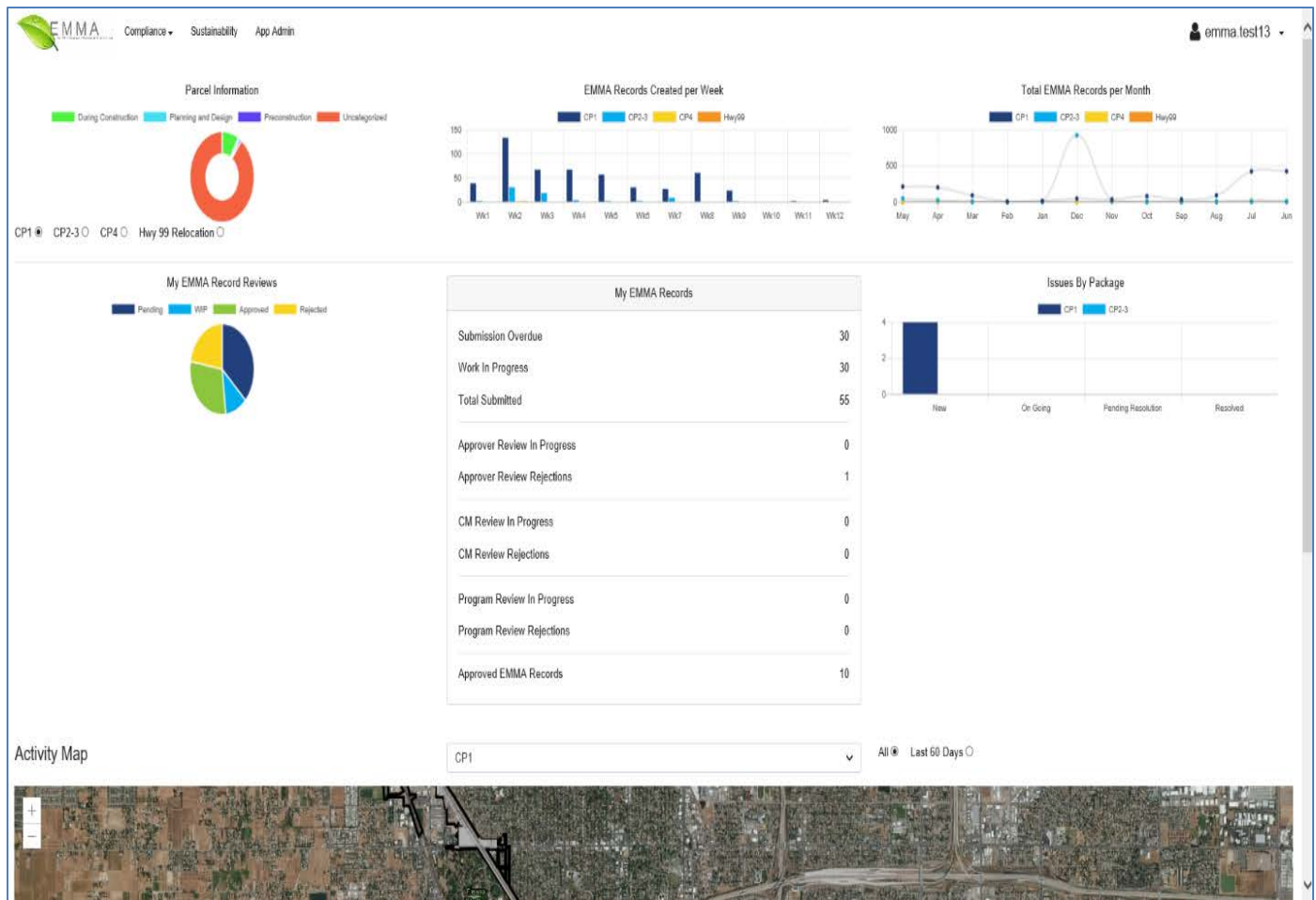
The screenshot shows the 'My Profile' page in the EMMA application. The page is divided into several sections:

- Obligant(s)**: A table listing obligants with columns for Code, Name, Type, Contact, Contact Email, Contact Phone, Start Date, End Date, My Role, Registered, Approved, My Type, My Start, and My End.
- Info**: A form with fields for First Name (TP2P), Last Name (Agent2), and Phone (3101211221).
- Email Notifications**: A section with three checkboxes for receiving email notifications when work is assigned, when records are rejected, and when added to a compliance issue group.
- Discipline(s)**: A list of disciplines with checkboxes for selection. Selected disciplines include Air Quality, Biological, Waters and Wetlands, Archaeology, Paleontological, and Historic Built Environment.

At the bottom of the page, there is a footer with the text: © All rights reserved EMMA v2.17.5.5/15/2018. 12:47 PM.

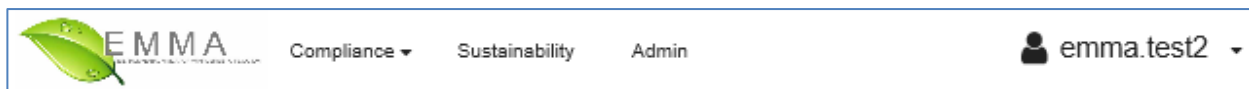
4 COMPLIANCE DASHBOARD

Once logged into EMMA, for users who have compliance permissions, the default-landing page or home page is the Compliance Dashboard. For users with only Sustainability permissions, the landing page is the Sustainability Dashboard (see below).



❖ Users can access the different modules within EMMA by clicking on the desired module application links in the Upper Navigation Bar at the top of the Compliance Dashboard.

- **Compliance**
- **Sustainability**
- **Admin**
- **User Profile**

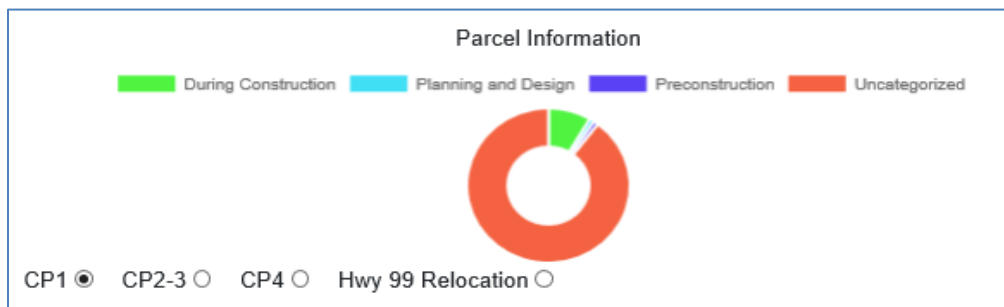


The Compliance Dashboard consists of a consolidated group of high-level graphical and table information displays related to EMMA records.

These individual displays consist of:

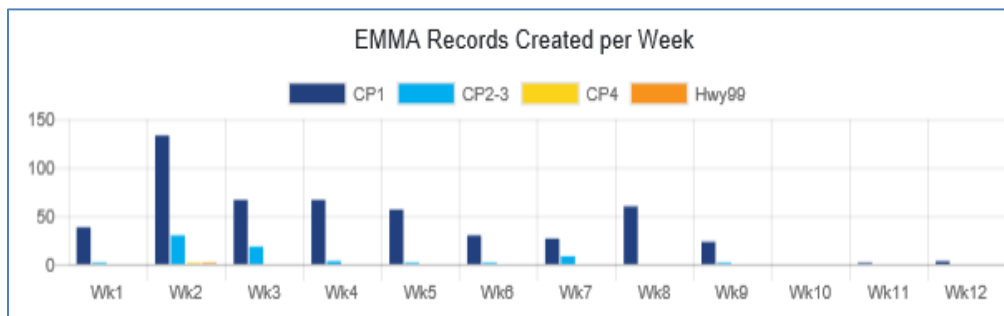
❖ **Parcel Information**

- Filter by selecting a Construction Packages. Many users only have one package available. If additional packages are needed, contact the EMMA Administrators to gain permission.



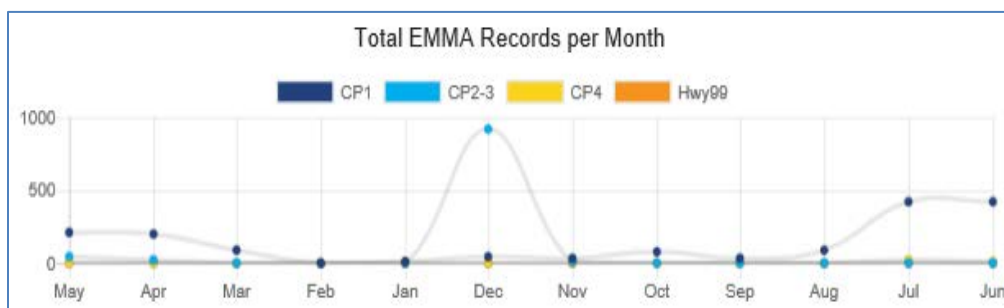
❖ **EMMA Records Created per Week**

- Click on the legend to toggle on or off different packages (if available).



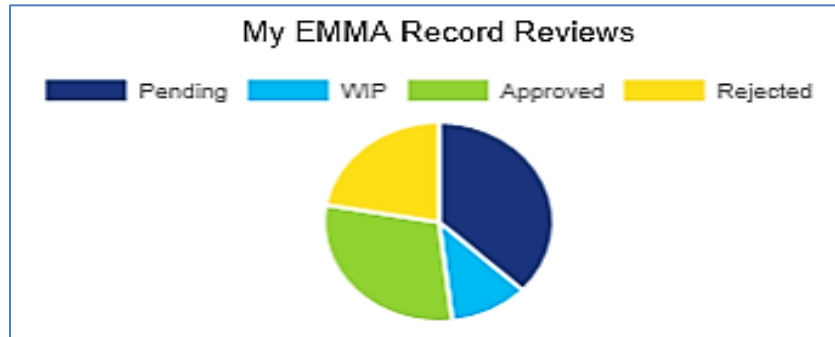
❖ **Total EMMA Records per Month**

- Click on the different CP color legends to add or remove to display graphs plots for each selected CP package.
- Click on the different points and it will display to the user to the record totals for the selected CP package graph plot.



❖ **My EMMA Record Reviews**

- Hover the cursor over each of the different status colors on the pie chart to display record review totals.



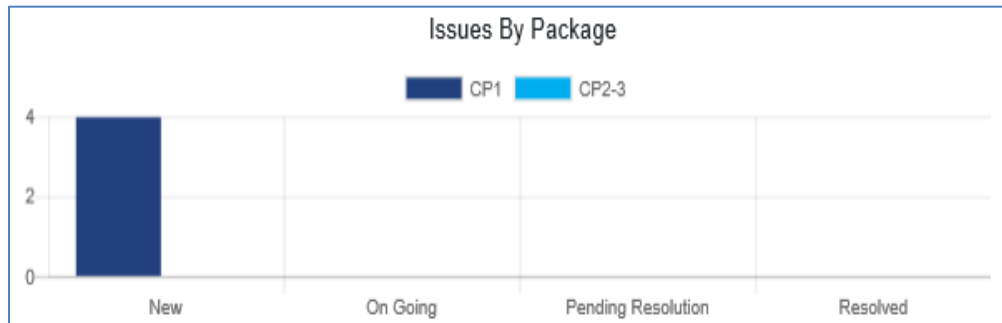
❖ **My EMMA Records**

My EMMA Records	
Submission Overdue	30
Work In Progress	30
Total Submitted	55
<hr/>	
Approver Review In Progress	0
Approver Review Rejections	1
<hr/>	
CM Review In Progress	0
CM Review Rejections	0
<hr/>	
Program Review In Progress	0
Program Review Rejections	0
<hr/>	
Approved EMMA Records	10

Displays all EMMA related record information for the user.

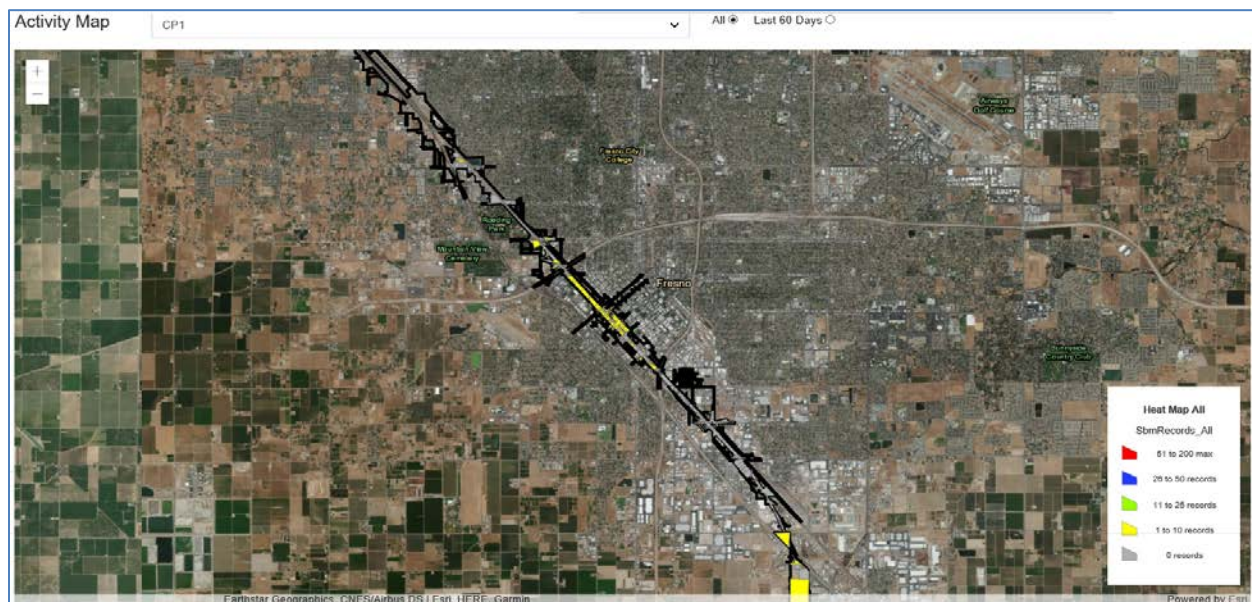
❖ **Issues By Package**

- Click on the different CP color legends to add or remove to display bar graphs for each selected CP package.
- Hover the cursor over each of the different status bars to display totals by CP package selected.



❖ **Activity Map**

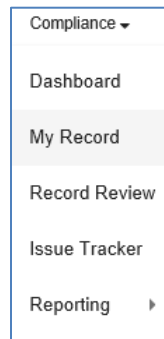
- Click on the drop down field to select the different CP packages and display range of records on the Activity Map.
- Click to display all records or filter on Last 60 Days.
- Click on the + or - icon to zoom in and out to display records on the map. Users may also click and drag to pan the map to a different location.



The legend identifies the range of records reported at each parcel.

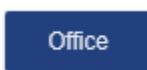

4.1 My Record Main

- ❖ To navigate to the My Record page, click on the Compliance drop down at the top of the page and select **My Record**.

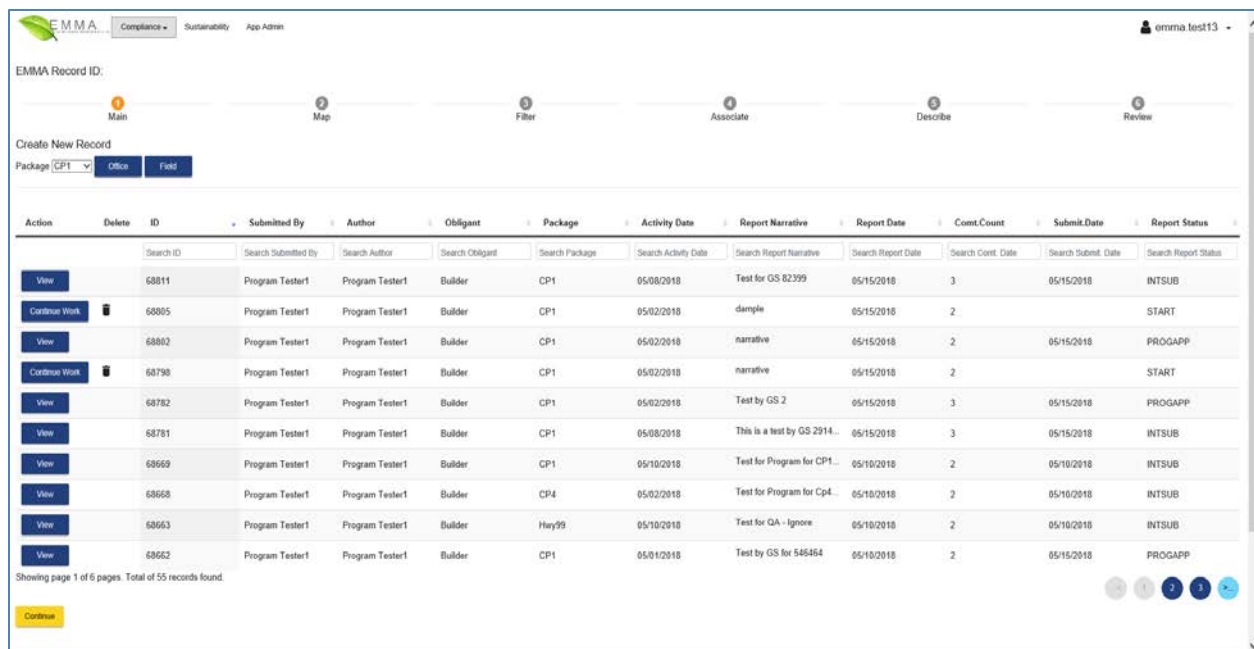


- ❖ Create New Record.

- Click the drop down to select desired package. Most users will only have one option.

- Click the  or  buttons to create new record. Office records do not involve a specific location and the activities being reported primarily occur in the office. Field records have an implementation activity that occurred at a parcel or set of parcels or other locations identifiable on a map.

- ❖ My Record page displays user created records, with options to create or edit records, navigate to a map to identify location, select commitments, associate commitments to locations, and attach evidence of compliance.



EMMA Record ID:

1 Main 2 Map 3 Filter 4 Associate 5 Describe 6 Review






Create New Record

Package **CP1** **Office** **Field**

Action	Delete	ID	Submitted By	Author	Obligor	Package	Activity Date	Report Narrative	Report Date	Cont.Count	Submit.Date	Report Status
View		68811	Program Tester1	Program Tester1	Builder	CP1	05/08/2018	Test for GS 82399	05/15/2018	3	05/15/2018	INTSUB
Continue Work		68805	Program Tester1	Program Tester1	Builder	CP1	05/02/2018	dimple	05/15/2018	2	05/15/2018	START
View		68802	Program Tester1	Program Tester1	Builder	CP1	05/02/2018	narrative	05/15/2018	2	05/15/2018	PROGAPP
Continue Work		68798	Program Tester1	Program Tester1	Builder	CP1	05/02/2018	narrative	05/15/2018	2	05/15/2018	START
View		68782	Program Tester1	Program Tester1	Builder	CP1	05/02/2018	Test by GS 2	05/15/2018	3	05/15/2018	PROGAPP
View		68781	Program Tester1	Program Tester1	Builder	CP1	05/08/2018	This is a test by GS 2914...	05/15/2018	3	05/15/2018	INTSUB
View		69569	Program Tester1	Program Tester1	Builder	CP1	05/10/2018	Test for Program for CP1...	05/10/2018	2	05/10/2018	INTSUB
View		68668	Program Tester1	Program Tester1	Builder	CP4	05/02/2018	Test for Program for Cp4...	05/10/2018	2	05/10/2018	INTSUB
View		68663	Program Tester1	Program Tester1	Builder	Hay99	05/10/2018	Test for QA - Ignore	05/10/2018	2	05/10/2018	INTSUB
View		68662	Program Tester1	Program Tester1	Builder	CP1	05/01/2018	Test by GS for 546464	05/10/2018	2	05/15/2018	PROGAPP

Showing page 1 of 6 pages. Total of 55 records found.

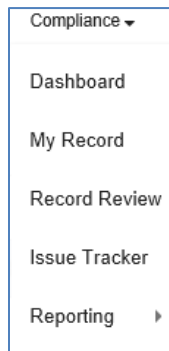
[Continue](#)

- Click the  button to continue entering record information on a record that was already started but not submitted.
- Click the  button to view records that have been submitted for internal (peer) or next level review.
- Click the  icon to delete records that have not been submitted.
- Click the  to see additional pages in the table.
- Click on the drop down to select desired package.
- Click the  button to continue to next step.
- Click into any of the column fields to filter on user entered specified information or click on the specific column label to sort available information to display on the table.

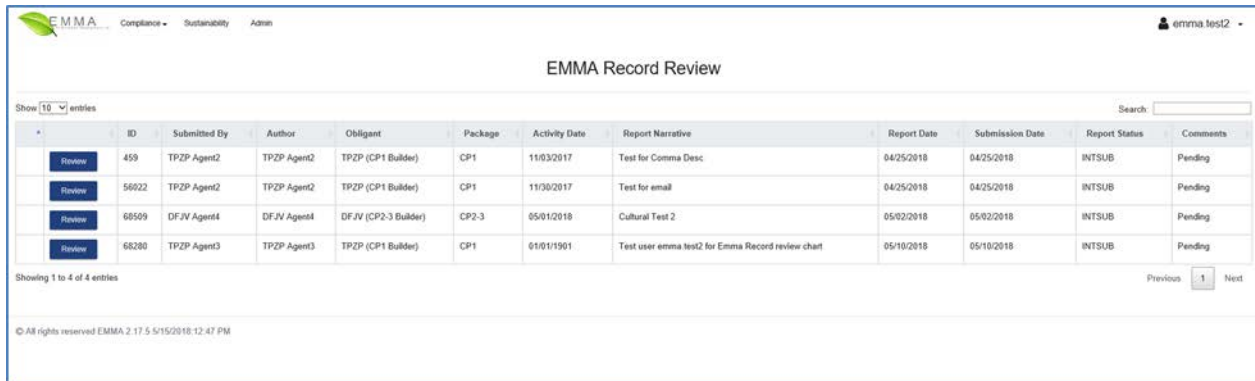
ID	Submitted By	Author	Obligant	Package	Activity Date	Report Narrative	Report Date	Comt.Count	Submit.Date	Report Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.2 Record Review


- ❖ To navigate to the Record Review page, click on the Compliance drop down at the top of the page and select **Record Review**.



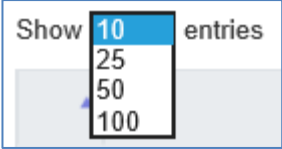
- Record Review page displays all records assigned to a user for review. From this table user can navigate to conduct review of individual records.



- Click the  button to navigate to the details of the record selected.

- Click the  field to search records by key words. This search occurs in all columns of the table.

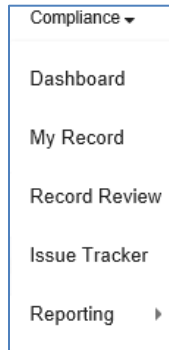
- Click the  to view additional records on the table.

- Click the page drop down  to display amount of records user desires to view on the Record Review page.
- Click on any specific column labels to sort records the display.

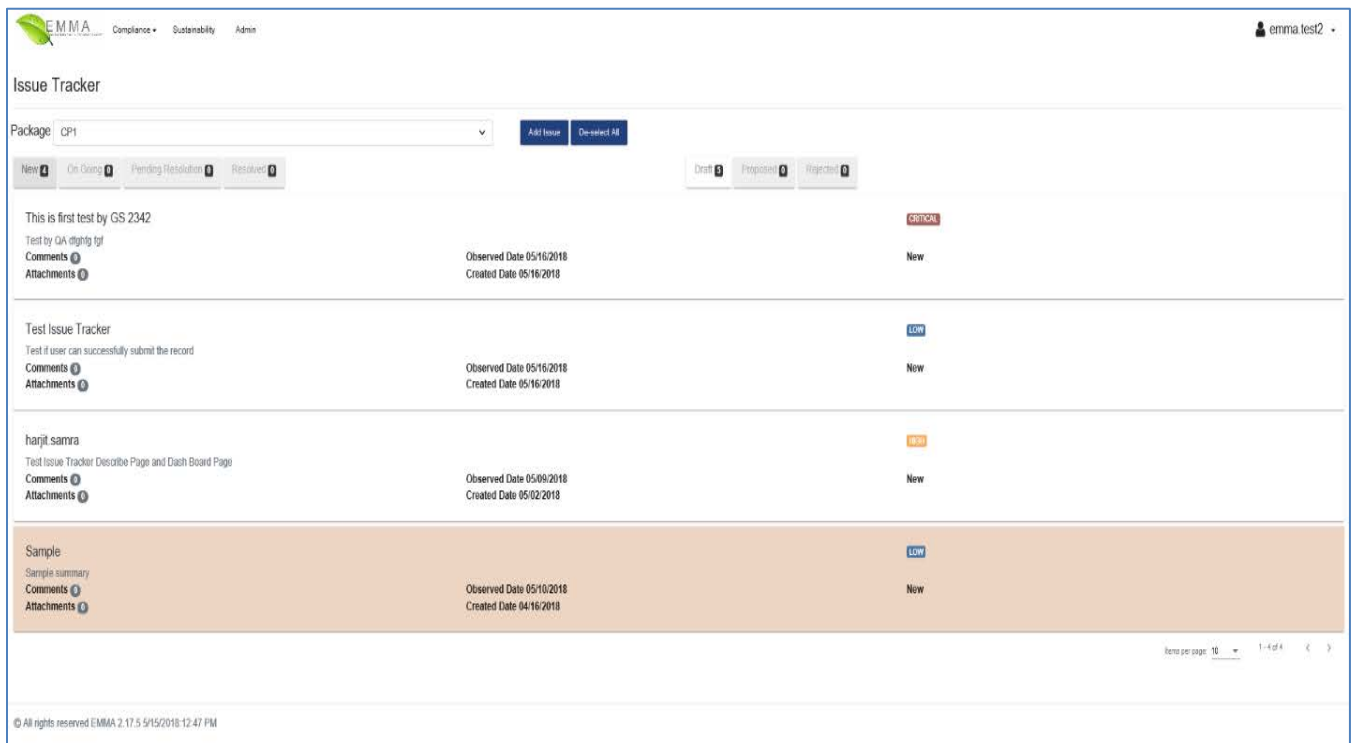
ID	Submitted By	Author	Obligant	Package	Activity Date	Report Narrative	Report Date	Submission Date	Report Status	Comments
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4.3 Issue Tracker – Under Construction

- ❖ To navigate to the Issue Tracker page, click on the Compliance drop down at the top of the page and select **Issue Tracker**.





- ❖ Issue Tracker page displays all records for the selected package. Users can open an issue to be tracked and managed by other users within the Construction Package.



The screenshot shows the EMMA Issue Tracker interface. At the top, there are navigation links for Compliance, Sustainability, and Admin. The main heading is 'Issue Tracker'. Below this, there is a 'Package' dropdown menu set to 'CP1', an 'Add Issue' button, and a 'Deleted All' button. There are also filters for 'New', 'On Going', 'Pending Resolution', 'Resolved', 'Draft', 'Proposed', and 'Rejected'. The main content area displays a list of issues with columns for title, description, observed date, created date, and status. The issues listed are:

Title	Description	Observed Date	Created Date	Status
This is first test by GS 2342	Test by QA dighy tgl	05/16/2018	05/16/2018	Critical
Test Issue Tracker	Test if user can successfully submit the record	05/16/2018	05/16/2018	Low
harjit samra	Test Issue Tracker Describe Page and Dash Board Page	05/09/2018	05/02/2018	High
Sample	Sample summary	05/10/2018	04/16/2018	Low

At the bottom right, there is a 'Items per page' dropdown set to '10' and a page indicator '1-4 of 4'. A copyright notice at the bottom left reads '© All rights reserved EMMA 2.17.5 5/15/2018:12:47 PM'.

- Click the drop down  to select desired package.
- Click the  button to add a new issue. User will be navigated to the issue tracker Main Page to add specific details.

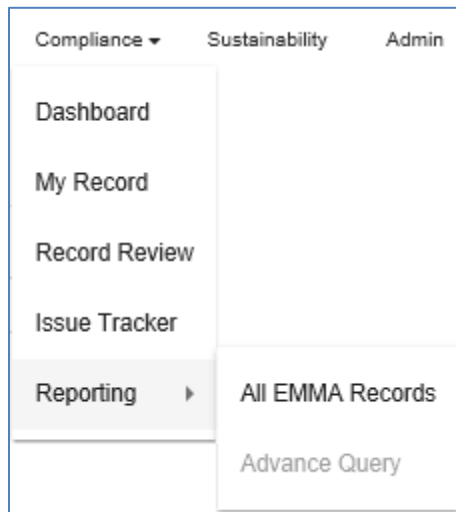
- Click the **De-select All** button to clear the displayed list of issues .
- Click on any of the filters available to display only those types on the workload.



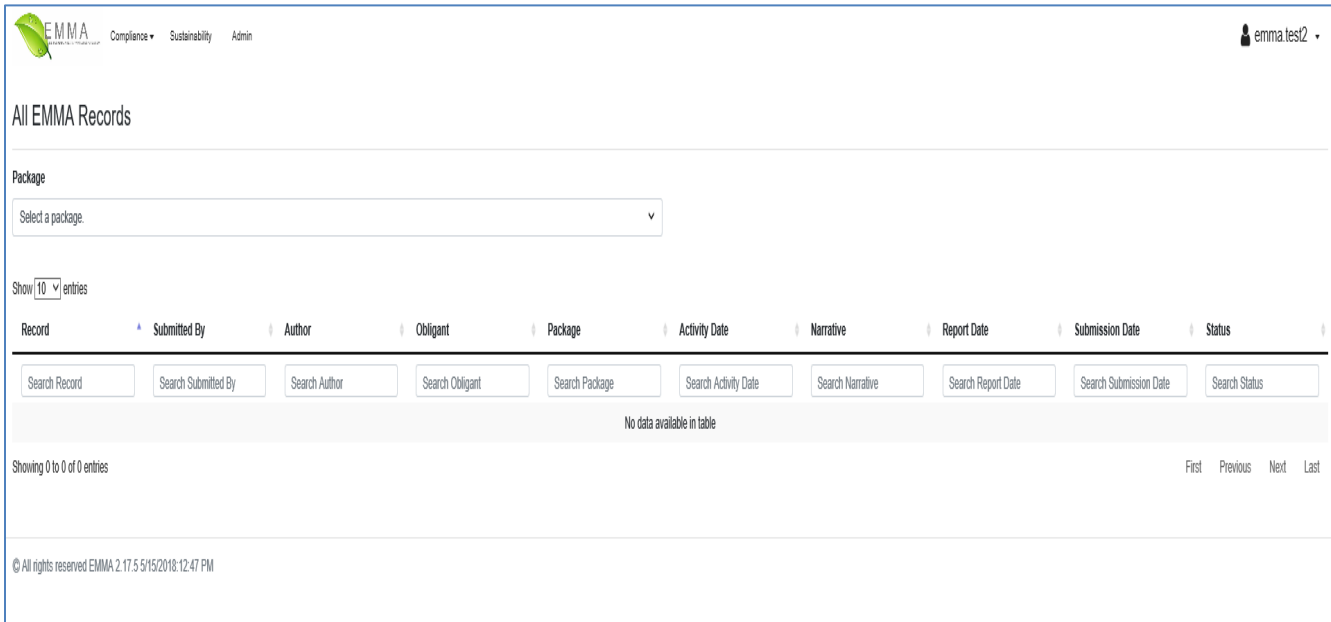
- Click the **Items per page: 10** to display amount of issues user desires to view on the Issue Tracker workload page.
- Click the **1 - 4 of 4** to page the through the list for additional issues available.


4.4 Reporting

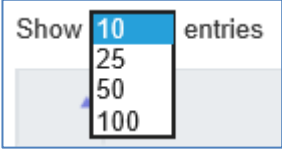
- ❖ To navigate to Reporting, click on the Compliance drop down at the top of the page and select **Reporting** followed by **All EMMA Records**.



- ❖ Reporting displays all records created for the construction package.



- Click the drop down  to select desired construction package.

- Click the page drop down  to change number of records displayed.
- Click into any of the column search fields to filter on user entered information or click on the specific column label to sort.

ID	Submitted By	Author	Obligant	Package	Activity Date	Report Narrative	Report Date	Comt.Count	Submit.Date	Report Status
<input type="text" value="Search ID"/>	<input type="text" value="Search Submitted By"/>	<input type="text" value="Search Author"/>	<input type="text" value="Search Obligant"/>	<input type="text" value="Search Package"/>	<input type="text" value="Search Activity Date"/>	<input type="text" value="Search Report Narrative"/>	<input type="text" value="Search Report Date"/>	<input type="text" value="Search Comt. Date"/>	<input type="text" value="Search Submit. Date"/>	<input type="text" value="Search Report Status"/>

5 SUSTAINABILITY DASHBOARD

- The Sustainability Dashboard includes summary sustainability data and reporting status for each construction package.

The screenshot shows the EMMA Sustainability Dashboard. On the left is a navigation sidebar with categories like 'Sustainability', 'Report Monthly', and 'Report as Needed'. The main content area is titled 'Monthly Submission Status' and includes filters for 'Select CP:' (CP1), 'Select A Year' (2018), and 'Select A Month' (March). Below these filters is a table with columns for Module, Progress, Current Status, and Last Activity. The table lists various sustainability modules such as 'Construction Equipment: On Road', 'Fuel Use', and 'Water Conservation'. To the right of the main table is a 'Review Assignments' section with a table showing assignments for CP1 across different modules and report periods.

CP	Module	Report Period	Date Received
CP1	Fuel Use	June 2016	3/26/2018
CP1	Water Conservation	April 2017	12/29/2017
CP1	Pollution Control	February 2017	12/29/2017

5.1 Monthly Submission Status

- Click the , , drop downs to select desired information to query and button to return information to display.

This screenshot provides a detailed view of the 'Monthly Submission Status' table. The table has four columns: Module, Progress, Current Status, and Last Activity. The rows represent different sustainability modules, with their progress indicated by colored circles (red for overdue, yellow for pending, green for approved) and their current status and last activity date.

Module	Progress	Current Status	Last Activity
Construction Equipment: On Road	✘	Submission Overdue	-
Construction Equipment: Off Road	✘	Submission Overdue	-
Fuel Use	○	CM Approved	4/24/2018
Water Conservation	○	Submitted For Internal Review	4/24/2018
Recycling and Waste Management	○	Submitted For Internal Review	4/24/2018
Materials Content and Sourcing	✘	Submission Overdue	-
Energy Use	○	Submitted To CM For Review	4/24/2018
Monthly Sustainability Narrative	✘	Submission Overdue	-

- Review Assignments table displays totals based on information entered for corresponding modules.

Review Assignments			
Total Assignments: 3			
All CPs			
CP	Module	Report Period	Date Received
CP1	Fuel Use	June 2016	3/26/2018
CP1	Water Conservation	April 2017	12/29/2017
CP1	Pollution Control	February 2017	12/29/2017

5.2 Report Monthly Sustainability Navigation Bar

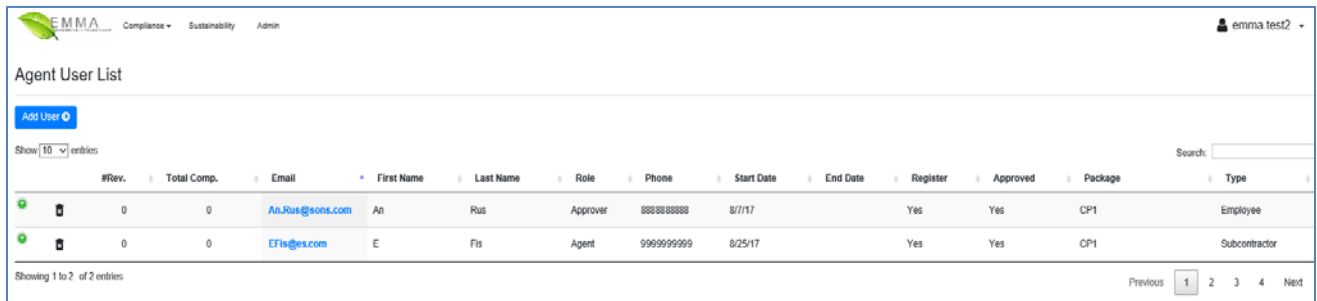
- Contains links to each of the Sustainability modules.

Report Monthly:	Construction Equipment	This link will navigate users to report on construction on/off road equipment usage.
Construction Equipment	Fuel Use	This link will navigate users to report on construction fuel consumption.
Fuel Use	Water Conservation	This link will navigate users to report on construction water consumption.
Water Conservation	Recycling and Waste Management	This link will navigate users to report on construction waste generated, along with their disposal methods.
Recycling and Waste Management	Materials Content and Sourcing	This link will navigate users to report on construction weight, cost, recycled content and delivery distance of construction materials utilized.
Materials Content and Sourcing	Energy Use	This link will navigate users to report on construction electricity consumed at facilities.
Energy Use	Monthly Sustainability Narrative	This link will navigate users to report on construction narrative which is a description of monthly sustainability performance such as trends and shifts in resource consumption.
Monthly Sustainability Narrative		

5.3 Report as Needed Sustainability Navigation Bar.

<p>Report as Needed:</p> <p>Environmental Preferred Wood</p> <p>Environmental Public Education</p> <p>Pollution Control</p> <p>Innovation</p>	<p>Enviornmental Preferred Wood</p>	<p>This link will navigate users to report on construction use of FSC-certified wood products.</p>
	<p>Environmental Public Education</p>	<p>This link will navigate users to report on construction public education activities on sustainable construction practices.</p>
	<p>Pollution Control</p>	<p>This link will navigate users to report on construction activities mitigating storm water pollution.</p>
	<p>Innovation</p>	<p>This link will navigate users to report on construction innovations implemented or developed that improved sustainability performance.</p>


6 AGENT ADMIN

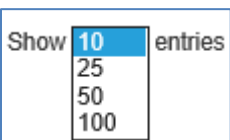



#Rev.	Total Comp.	Email	First Name	Last Name	Role	Phone	Start Date	End Date	Register	Approved	Package	Type
0	0	An.Rus@scons.com	An	Rus	Approver	8888888888	8/7/17		Yes	Yes	CP1	Employee
0	0	EFls@es.com	E	Fls	Agent	9999999999	8/25/17		Yes	Yes	CP1	Subcontractor

6.1 Agent User List


- ❖ The Agent User List displays all users within the same Obligant (company) as the logged-in user. It allows administration functions such as adding or editing users, documenting special approvals, reassigning records, and assigning packages and disciplines.


- Click on  button to add new user account to the application.

- Click on  to display amount of user accounts to view on the Agent User List page.

- Click the  field to search by key words.
- Click into any of the column labels to sort available information to display on the Agent User List.

#Rev.	Total Comp.	Email	First Name	Last Name	Role	Phone	Start Date	End Date	Register	Approved	Package	Type
-------	-------------	-------	------------	-----------	------	-------	------------	----------	----------	----------	---------	------


- Click the  to page the Agent User List workload to display additional users.

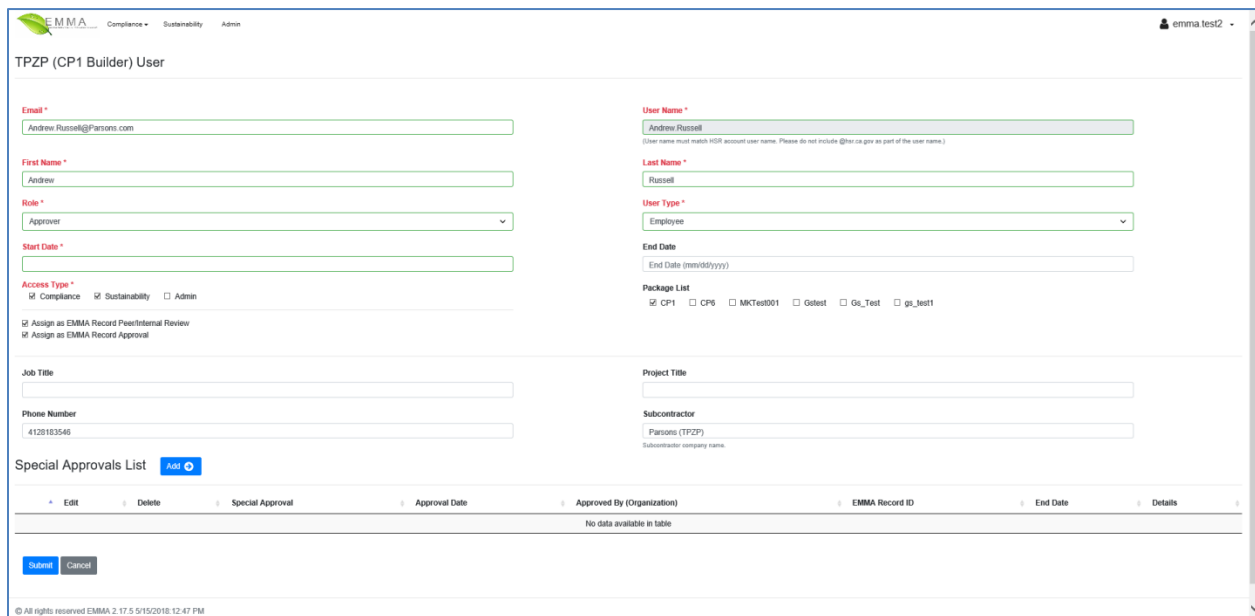
- Click  to expand and display additional information not displayed on the grid if a smaller screen size is being used. For example:

Package CP1

Type Employee

Disciplines Biological

- Click the  icon to delete a user. Only users who have not created records can be deleted.
- Click the [email address link](#) on any user listed in the table to display and edit user account settings.



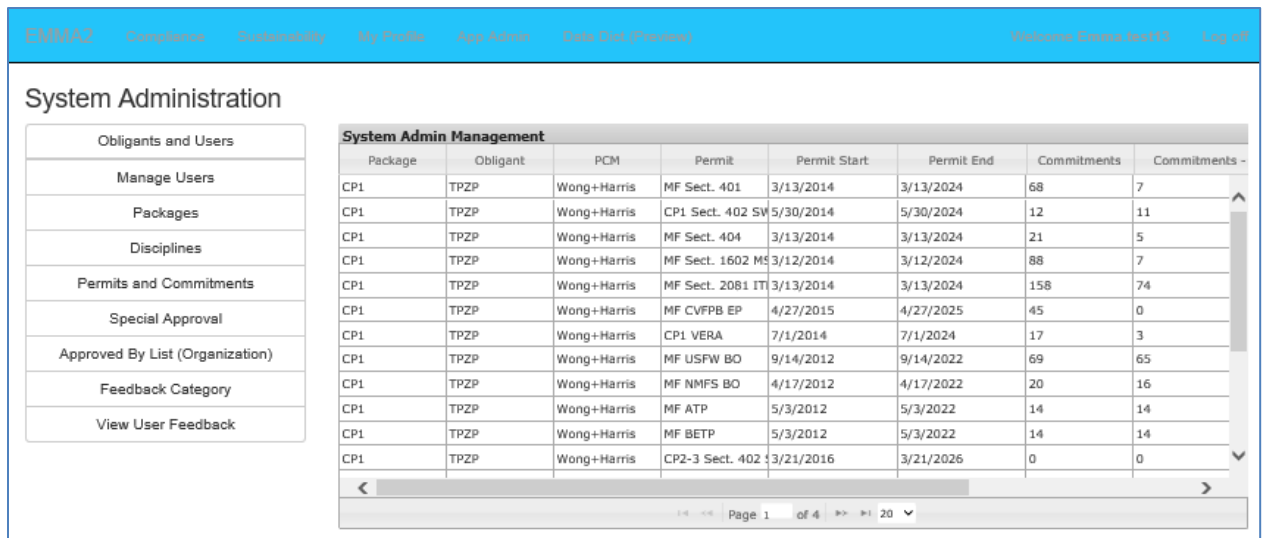
The screenshot shows the EMMA user management interface. At the top, there are navigation tabs for 'Compliance', 'Sustainability', and 'Admin'. The user profile is for 'emma.test2'. The main form is titled 'TPZP (CP1 Builder) User' and contains the following fields:

- Email ***: Andrew.Russell@Parsons.com
- First Name ***: Andrew
- Role ***: Approver
- Start Date ***: (empty)
- Access Type ***: Compliance, Sustainability, Admin
- User Name ***: Andrew.Russell (Note: User name must match HDR account user name. Please do not include @hr.ca.gov as part of the user name.)
- Last Name ***: Russell
- User Type ***: Employee
- End Date**: (empty)
- Package List**: CP1, CP6, MKTest001, Ooltest, Oe_Test, qs_test1
- Job Title**: (empty)
- Project Title**: (empty)
- Phone Number**: 4128183548
- Subcontractor**: Parsons (TPZP)

Below the form is a 'Special Approvals List' table with columns: Edit, Delete, Special Approval, Approval Date, Approved By (Organization), EMMA Record ID, End Date, and Details. The table is currently empty, showing 'No data available in table'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

7 APPLICATION ADMIN

The System or Application Administration Management page displays information in management oversight of permits and commitments and links to Application Administration tools.



Package	Obligant	PCM	Permit	Permit Start	Permit End	Commitments	Commitments -
CP1	TPZP	Wong+Harris	MF Sect. 401	3/13/2014	3/13/2024	68	7
CP1	TPZP	Wong+Harris	CP1 Sect. 402 SW	5/30/2014	5/30/2024	12	11
CP1	TPZP	Wong+Harris	MF Sect. 404	3/13/2014	3/13/2024	21	5
CP1	TPZP	Wong+Harris	MF Sect. 1602 MS	3/12/2014	3/12/2024	88	7
CP1	TPZP	Wong+Harris	MF Sect. 2081 IT	3/13/2014	3/13/2024	158	74
CP1	TPZP	Wong+Harris	MF CVFPB EP	4/27/2015	4/27/2025	45	0
CP1	TPZP	Wong+Harris	CP1 VERA	7/1/2014	7/1/2024	17	3
CP1	TPZP	Wong+Harris	MF USFW BO	9/14/2012	9/14/2022	69	65
CP1	TPZP	Wong+Harris	MF NMFS BO	4/17/2012	4/17/2022	20	16
CP1	TPZP	Wong+Harris	MF ATP	5/3/2012	5/3/2022	14	14
CP1	TPZP	Wong+Harris	MF BETP	5/3/2012	5/3/2022	14	14
CP1	TPZP	Wong+Harris	CP2-3 Sect. 402	3/21/2016	3/21/2026	0	0

- Contains links to the Application Admin tools for managing users, permits, and commitments.



System Administration

- Obligants and Users
- Manage Users
- Packages
- Disciplines
- Permits and Commitments
- Special Approval
- Approved By List (Organization)
- Feedback Category
- View User Feedback

7.1 Obligants and Users

Allows the Application Admin to create Obligants (Companies or groups of companies) or add/edit users.

7.2 Manage Users

This link will navigate to a list of all users.

7.3 Packages

Allow the Application Admin to create or edit construction packages Obligants details.

7.4 Disciplines

This link will navigate to a table of discipline categories.

7.5 Permits and Commitments

Allows the Application Admin to add/edit permits or other documents that contain environmental commitments; and where permit commitments are managed or tagged to meta-data in order to increase performance of commitment filters.

7.6 Special Approval

This link will navigate to a list of special approval types.

7.7 Approve By List (Organization)

Allow the Application Admin to manage the list of organizations that require staff to be approved.

APPENDIX A: EMMA RECORD REVIEW STATUS TYPES

Table A-1 EMMA Record Status Types and Descriptions

Report Status	Description
START/RESUBMIT	Agent has created an EMMA Record and is working on it. Report is not ready (submitted) for internal review.
INTSUB	Agent has submitted a report for internal review, but the review has not yet started.
INTREV	Internal review is in progress.
INTREJ	Internal reviewer has rejected the report. Report goes back to the author(s) for rework.
CMSUB	Internal review has approved a report for PCM/CM review. Report has been submitted for the review, but the review has not yet started.
CMREV	PCM/CM review is in progress.
CMREJ	PCM/CM has rejected the report which then goes back to the author(s) for rework.
CMAPP	PCM/CM has approved the report for a review by a program-level user(s), but the review has not yet been started.
PROGREV	Program-level review is in progress.
PROGREJ	Program-level user has rejected the report which then goes back to the author(s) for rework.
PROGAPP	Program-level user has approved the report. Workflow ends.