

To our members who submit files and plans through ESI for Minimum Submission Reviews, you may already be aware that **ESI will be moving away from ProjNet effective on October 1, 2020.**

Many ESI member jurisdictions have already moved, or are currently planning to move, to an electronic submission and review system. As such, ESI's need and use of ProjNet is changing. In discussions internally, we feel that we can serve our members effectively and cost efficiently by moving to a new system, and we appreciate your understanding and patience as we complete the migration.

As we develop a more permanent solution for web-based plan review, ESI will temporarily be moving to the cloud-based file sharing system **OneDrive**. The steps for submitting your plan for peer review are outlined below:

1. Send an e-mail to the ESI Staff Engineer that works with the jurisdiction you will submit to, notifying them you have a plan for review. Please be sure to include a scan of the completed ESI Application, and a scan of payment, if able.
 - a. For City of Alexandria submissions, contact Jerry Kitchens (jkitchens@esinova.org)
 - b. For Loudoun County or Town of Leesburg submissions, contact Gary Newlen (gnewlen@esinova.org)
 - c. Fairfax County submissions will continue to go through ProjectDox and will not utilize the OneDrive folder. Contact Sohaila Shekib (sshekib@esinova.org) for information on submitting your plan through ProjectDox.
2. The ESI Staff Engineer will create a project folder in OneDrive, then e-mail an access link for that project folder to you. The link gives you direct access to the project folder, in which you can upload project files and documents. The link can be forwarded to colleagues that also need access to the folder. Although the folder will only be accessible to those who have the direct link, by default, no password is needed to access that folder. However, you may request from the corresponding Staff Engineer that a password be assigned in situations where increased security is required.
3. Upload the plan set, a scan of the completed ESI application and payment (if not sent in the initial e-mail), the completed ESI checklist for the project, and any supporting documentation to the project folder. The files can either be dragged and dropped directly into the folder or can be uploaded through use of the "Upload" button at the top of the screen. Once the files have been uploaded, e-mail notification of the upload to the ESI Staff Engineer so they can begin plan review.
4. Once review has been completed, the ESI Staff Engineer will upload a Comment Response Form into the folder with any comments that need to be addressed, then send you an e-mail notifying you that the comments are ready for review.
5. Access the project folder and open the Comment Response Form to review and respond to the comments as appropriate. Send notification to the ESI Staff Engineer when you have finished your responses. The Staff Engineer will review your responses and either approve the response or make note that additional review and/or actions may be needed. (**Please note that **DPE** plans submitted in Loudoun County can skip this step – please contact Gary Newlen for more information.**)
6. Once all comments have been adequately addressed, the ESI Staff Engineer will send you an acceptable transmittal to be attached to the plan set when submitting to the jurisdiction. The acceptable transmittal will also be uploaded to the project folder for documentation purposes.

Should you have any questions on this process, please contact Brittany Kitchens (bkitchens@esinova.org).