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MEMORANDUM

TO:	Distribution
RECOMMENDED BY:	Ali Logmanni, Manager
	GIS and Engineering Technology Section
REVIEWED BY:	Robin Bowie, Director
	Office of Environmental Services
APPROVED BY:	Paul L. Shank, PE, C.M., Chief Engineer
DATE:	December 19, 2018
SUBJECT:	Design Standards Supplement
	DS1-18-004, AIRPortal ADM Standards for the Office of Environmental Services Consultants

Effective immediately, the following modification shall be made to the MAA 2018 Design Standards Manual:

Volume 1: Chapter 5, AIRPortal

Insert New Section 5.5, ADM Standards for the Office of Environmental Services Consultants

The Office of Environmental Services consultants are required to submit all FINAL documents to MDOT MAA via the AIRPortal Document Manager (ADM) application for archiving and retrieval by AIRPortal users. Documents must be submitted to ADM as soon as the final version of the document is published. Documents must be submitted in PDF format. Consultants may also submit files in other file formats in addition to PDF. All fee proposals submitted to the Office of Environmental Services must include a statement that the consultant will comply with this requirement.

Consultants listed herein are required to distribute this design standard to their respective staff and subconsultants.

If you believe the attached design standards conflict with any other codes or regulations, or if you should have any questions regarding this matter, please contact the Director, Office of Environmental Services at (410)859-7103.

Design Standards Supplement

DST-18-004, ADM Standards for the Office of Environmental Services Consultants Page 2

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5.5 ADM Standards for Office of Environmental Services Consultants

5.5.1 Introduction

The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Office of Environmental Services requires consultants to submit final project documents to MDOT MAA via the AIRPortal Document Manager (ADM) application.

ADM is a light weight, downloadable, Windows-based desktop application that allows consultants to directly submit electronic deliverables to MDOT MAA for archiving in AIRPortal prior to the closeout of a project. The purpose of ADM is to streamline the archiving process and to ensure those documents meet archiving standards.

Final documents must be uploaded in PDF format. Consultants may submit files in other file formats in addition to PDF. Once environmental files have been submitted and approved by the MDOT MAA archivist, they are stored in a database and are accessible by reference in one or more Environmental Documents libraries found in AIRPortal. A file is assigned a database reference for a library based on its attributes (i.e. library, category, and/or topic). Below is a chart of those attributes.

Office	Library Name in AIRPortal	Category	Торіс
	Environmental Services Documents	Various	Various
Environmental	Stormustor Institutional Management	Various	Stormwater Institutional
Services	Stormwater institutional Management	various	Management (IMP)
	Noise Documents	Noise	Various

5.5.2 System Requirements

To use ADM on a Windows PC, users must have at least the following:

- Windows 7 SP1 or higher
- .NET Framework 4.5 (Install will download it from Microsoft if target PC does not already have it installed)
- 1 GHz processor
- 1 GB RAM
- 100 MB of disk space
- Internet connectivity

For users of Internet Explorer, ensure that compatibility mode is turned off. To do this, go to Tools > Compatibility View Settings. Uncheck the box next to Display intranet sites in Compatibility View.

Change Compatibility View Settings	
Add this website:	
	Add
Websites you've added to Compatibility View:	
	Remove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the <u>Internet Explorer</u> (privacy statement
	Close

5.5.3 Accessing AIRPortal Document Manager

ADM software is available at the following AIRPortal location: AIRPortal>AIRPortal Document Manager (ADM). An AIRPortal login is required to access the ADM software. Additional permissions are required to use the software. To request permission to use ADM, the consultant project manager should contact the AIRPortal Administrator (<u>airportal@bwiairport.com</u>).



5.5.3.1 Downloading AIRPortal Document Manager

When you click on the ADM module, you will be redirected to the download site. When you click the Launch ADM link, the software will download and install on the target PC. If the target PC does not have .NET framework 4.5, the framework will download with the ADM software.



5.5.3.2 Installing AIRPortal Document Manager

Once you have downloaded the AIRPortal Document Manager, click Install and follow the installation steps.

Publisher cannot be verified.	· 63
Are you sure you want to install this application?	
Name:	
AirPortal Document Manager	
From (Hover over the string below to see the ful public.airportal.maa.maryland.gov	II domain):
Publisher:	
Publisher: Unknown Publisher	
Publisher: Unknown Publisher	Install Don't Install

After you have clicked the Install button you will see the application being installed.

Installi	ng AirPortal Document Manager
duri	ing the installation.
st.	Name: AirPortal Document Manager
	From: maa-dweb-01
	Downloading: 14.4 MB of 15.1 MB

When the installation is complete, the AIRPortal Document Manager application will open. To close this window, click the Exit button at the bottom of the Login window.



5.5.3.3 Opening AIRPortal Document Manager

Once ADM is installed, the application will be available through Start Button > All Programs > MAA > AIRPortal Document Manager.



The application will automatically check for updates each time it is launched. Users are encouraged to install any updates to the software as they are available to ensure maximum functionality. To accept the application update, click OK.



5.5.3.4 Logging Into AIRPortal Document Manager

To log in to the AIRPortal Document Manager (ADM), enter your AIRPortal Username and Password in the ADM Login window. Click Login.

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	Uphiad allby for drawing and reports for the Office Construction	Damaras Passort		withing the time Office of a placements	*
	Environmental Doc Optial ality for the Office Overonmental Services & Name stocomers.	i inge	Get	mitruction Documents	•

Once logged in, the user will come to a landing page where they can choose between Engineering Records, Planning Documents, and Environmental Documents. Permission to access these upload tools is dependent on the consultant. If a consultant does not have permissions to upload environmental documents, the Environmental Documents button will be grayed out. Click on the Environmental Documents button.



If an environmental consultant receives the error message below after clicking on the Environmental Documents button, they should send an email to <u>Airportal@bwiairport.com</u>.

	×
You are not properly configured as a consultant. Please contact the system adminstrator to address this issue.	
ОК	

5.5.4 Environmental File Guidelines

5.5.4.1 File Contents

Environmental files submitted to MDOT MAA via ADM are the final version of a file that has been reviewed and approved by the MDOT MAA Office of Environmental Services. Before uploading an environmental file in ADM, please make sure to check for the following:

- It is the final version of the file
- The first page of the file contains the title and publication date of the document (where applicable)
- No pages are missing
- No pages are duplicated
- If the file has been scanned, the scan is good enough quality for a user to be able to read it on screen and read a printed copy

5.5.4.2 File Naming

Environmental files that will be uploaded into AIRPortal via ADM must have a suitable name. The guidelines below should be followed when naming files:

- The file name should match the name of the document, with some minor exceptions
 - The file name must be less than 247 characters
 - o If the airport name is included in the title, it does not have to be spelled out
- Since all documents are final documents, the word "Final" should not be included in the title
- If the file contains sensitive security information (SSI), it should have _SSI appended to the file name

5.5.5 Overview of Environmental Documents Home Window

When the user first enters ADM for Environmental Documents, they see the following screen.

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pot Select Report	• •	Uplied film: Subset File	
Documents associated with a contract	0		
Const Searchese			
Tale See Tes	24.4	No Documents Uploaded	
San Tanan San San Tan			
never Date \$123,2018	- 0+ v	Drag documents into this window or click the Add Files to Queue button below.	
naturi (AT		Select the asport and enter the document information at the list. Click Apply to Selected Files to apply the information to selected documents.	
Heaver (Second Georgesy Content Second Train (Second S	• •	To further edit the document information individually, select an individual document and modify its details at the left.	
on: Select Tunt.		Click Submit to add Nes to the Library	
ge to add keywords, separated by a co	**	Take thes to Galilla	

Upload Area with Instructions / Data Grid

File Attribute Pane

The Environmental Documents ADM interface allows the user to upload files or view submitted files that have not yet been approved. Once a user adds a file to the queue for uploading, the instructions are replaced with a data grid that lists the files in the queue.

5.5.6 Add Files to Upload Queue and Define Attributes

All files to be uploaded must have attribute information. The file attributes can be set before or after adding files to the queue. Attributes include:

Airport: A required field, the user can choose from BWI Airport, Martin State Airport, Both, or Other.

Documents associated with a contract: Some environmental documents are not associated with a contract. If the document to be uploaded is associated with a contract, the user must check this box. Doing so will make the Contract, Task, and Sub-Task dropdowns active.

Contract: A required field, the user will choose the contract that the file(s) they are uploading are related to. The user will only be able to view contracts for which their firm is the prime.

Task: A required field, the user will choose the task that the file(s) they are uploading are related to. The user will only be able to view tasks for which their firm is the prime.

Sub-Task: The user can choose a sub-task that the file(s) they are uploading are related to. The user will only be able to view sub-tasks for which their firm is the prime. Not all tasks have a sub-task.

Document Date: A required field, the user will enter the effective date of the file(s) to be uploaded. This should be the date as it appears in the document being submitted.

Consultant: This field is populated by the system and is based on the credentials of the user uploading the file.

Category: A required field, the user can choose among a number of values including Administration, Airport Layout Plans, Airside, Landside, Master Plan, Other, Real Estate, Regional, and Terminal. Categories serve as keywords and facilitate searches in the AIRPortal document library for Environmental Documents.

Document Group Year: This field is not required for any environmental documents and is therefore disabled.

Topic: A required field, the user can choose among a number of values. Users can start typing a topic name to jump down the list. Topics serve as keywords and facilitate searches in the AIRPortal document library for Environmental Services.

Keywords: The user can enter other keywords, separated by a comma, that will help users to find the file in the AIRPortal document library for Environmental Services. This field can be left blank. Users should not duplicate category or topic values.

5.5.6.1 Define File Attributes Before Adding Files to the Queue

The user can begin the process by entering the required file attributes. Required fields are marked with an asterisk. In the example below, the document to be uploaded is associated with a contract.

	* Indicates Required Fields
Airport: BWI Air	port 🔹 *
Documents asso	ciated with a contract?
Contract:	MAA-AE-12-004 •
Task:	3503 *
Sub-Task:	Select Sub-Task 🔹
Document Date:	7/31/2018 *
Consultant: JM	IT 🔹
Category: No	bise ▼ *
Document Group Ye	ar: Select Year 💌 *
Topic:	uarterly Noise Reports 🔹 *
Keywords:	
Type to add keywor	ds, separated by a comma
Clear	Apply to Selected Files

After entering the required file attributes, the user will click on Add Files to Queue or drag and drop one or more files from their desktop into the ADM Upload Files window.

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Z Decuments)	accorded with a contract?				
Contract	MAA.AE.12.004	•			
Task:	3803	• •		No Documents Uploaded	
Sub-Task.	Select Sub-Task	•			1
locument Date	7/31/2018	D		Drag documents into this window or click the Add Files to Queue button below	
onsularit.	ШТ			Select the airport and enter the document information at the left. Click Apply to Selected Files to apply the information to selected documents.	
aleginy Incident Grou	Those	•		3 To further edit the document information individually, select an individual document and modify its details at the left.	
opic	Quarterly Noise Reports				
leywords:				Click Submit to add files to the Library	
Type to add key	words, separated by a comma				
Contract	Construction	-			

When the user adds a file to the queue, it is assigned the attributes that were entered beforehand.

Select All Remove Selected					Total file	count: 1
File Name	Category	Contract	Task	Subtask	Date	Status
Quarterly Noise Report June 2018 pdf	Noise	MAA-AE-12-004	3503		7/31/2018	New

The user can modify the attribute information of the file by clicking the checkbox next to the file, updating the attribute information in the file attribute pane, and then clicking Apply to Selected Files at the bottom of the file attribute pane.

IrPortal Docum	ent Manager - JMT -	Version 3.1.0	26						
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V Documents a	mociated with a contra	±7	12	Select M Remove Selected				Total file	court 1
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Task	3903			R Justery Nose Report June 2018 pdf	Noise	MAA AE 12 064	3903	7/31/2018	hiew
Sub-Tank	Salard Sub-Task		12						
Document Date:	6/29/2018		1						
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Andrew Grief	Year: Select	Year C. C.] e -						
opic:	Quarterly Noise Report		1.						
leywords:									
Type to add key	words, separated by a c	onna							
_	_			1					
Ocar	Apply to	Selected Fi	00	Add Fires to Queue					Submit

The user will be asked to confirm that they want to update the selected files with the new attribute information. The user can proceed with the update by clicking OK or canceling the update by clicking Cancel.

DM	
All selected files will be updated wish to continue?	with the selected attributes. Are you sure you
	OK Cancel

After the user clicks OK, they will receive a message that the update was successful.

ADM	8
1 files were su	ccessfully updated.
	OK

5.5.6.2 Define File Attributes After Adding Files to the Queue

A user can add files to the queue for upload by clicking on Add Files to Queue or dragging and dropping files from their desktop into the ADM Upload Files window. Clicking Add Files to Queue will open a window where users can navigate to the location of the files on their desktop or on a shared drive.



After the user has added one or more files to the queue, they will check the box next to the applicable files, define the file attributes, and click Apply to Selected Files.

	* Indicates Required	Felds	Report Property and a second se						
ipot BWI	Arport	• •	Upload Files Submitted Files						
Documents a	seociated with a contract?		Descent.Al Remain your Schleichtert					Total file	court 4
2.04			Fie Name	Category	Contract	Taak	Subtask	Date	Satur
Contract	MAA-AE-12-004		Custofy Noise Report December 2017 pdf					\$/23/2018	New
Task:	3500		Quaterly Noter Report June 2018 pdf			_		5/23/2018	New
Sub-Tank:	Select Scit-Task		Custely Noise Report March 2013 pdf			_		9/23/2018	New .
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scurrent Date:	6/25/2018	8							
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The user will be asked to confirm that they want to update the selected files with the attribute information. The user can proceed with the update by clicking OK or canceling the update by clicking Cancel.



After the user clicks OK, they will receive a message that the update was successful, and the data grid will reflect the changes made.

ADM	X
4 files were succ	essfully updated.
	ОК

5.5.7 Clear Attribute Information

If at any time, the user wants to clear the attribute information that is visible in the file attribute pane, they can click on the Clear button.

and the second se	ri Aipon		report.	piece railpoir	•
Documents	associated with a contract?		Documents	s associated with a contr	act?
Contract:	MAA-AE-12-004	•	Contract.	Select Contract	-
Task:	3500	• •	Task:	Select Task	*
Sub-Task:	Select Sub-Task	•	Sub-Task	Select Sub-Task	*
	0.00.0010			0.00.0010	
Document Date	6/29/2018	•	Document Date	e: 9/23/2018	
Document Date	6/29/2018	•	Document Date	e: 9/23/2018	•
Document Date Consultant:	6/29/2018	•	Consultant: Category:	e: 9/23/2018	•
Document Date Consultant: Category: Document Group	JMT Noise p Year: Select Year	· ·	Consultant: Category: Document Grou	e: 9/23/2018 JMT Select Category up Year: Select	v tYear v
Document Date Consultant: Category: Document Group Topic:	JMT Noise p Year: Select Year Quarterly Noise Reports	· ·	Consultant: Category: Document Grow Topic:	e: 9/23/2018 JMT Select Category up Year Select Select Topic	V TYear V

After clearing the file attribute pane, the user can enter new information and apply it to selected files in the data grid. The document date will default to today's date.

5.5.8 Remove a File

Files can be removed from the upload queue by checking the box next to the document and clicking Remove Selected.

Main Meni	I Helevortal	Docume	nt Manager Environmental Documents		Lo	aged in a	es remitier	2 Mintown (Consulta
	* Indicates Requi	and Fields :							
epot BW	Arpot	• •	Upload Files Submitted Files						
2 Documenta a	seccisied with a contract?	ine o	Devlet A					Total file	court 4
Contract	MAA-46-12-004		File Name	Category	Contract	Table	SUDAMA	Date E Os Ditas	Statut
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Tank:	3500		Cuately Noise Report Ame 2018 pdf	tione	MAA-AE-12-004	3500		6/23/2018	(Sector
S.A.Test	Constant in	-	Quatery Noise Report March 2018.pdf	Noise	MAA-AE-12-004	3500		6/29/2018	New
- A - C - C - C - C - C - C - C - C - C	Derect Out-1998		THE CONTRACT OF A DECEMBER OF	44.5.5	144 B 4T 43 604	2020		8.00.0548	(and)

The user will be prompted to confirm that they want to proceed and permanently delete the files marked for deletion. Clicking OK will delete the files. Clicking Cancel will cancel the action.



After clicking OK, the user will get a message notifying them of the successful removal of the files. The data grid will be emptied if all files have been selected for removal.

ADM	X
4 files were succe	ssfully removed.
	ОК

5.5.9 Submit a File

Once the user has put all the files into the queue that they want to submit and defined the attributes for the files, they will submit the files by clicking Submit. If the user has not populated all the required fields, they will get an error message when they try to submit.

Note: If the user closes ADM before clicking on the Submit button, the files that have been queued will be removed. The user will have to reload the files into the queue the next time they launch ADM.

	* Indeates Haquined	rieda	The second second second						
port: BW	// Avport	• •	Uplood Hee Submitted Files						
Documente a	associated with a contract?		Develop At Remove Selected					Total file	court: 4
			File Name	Calegory	Contract	Task.	Subtank	Date	Satus
Contract	MAA.45.12-004		Cuarterly Noise Report December 2017.pdf	Noise	MAA AE 12-004	3500		6/29/2018	Nev
Task:	3500	•	Quartery Noise Report June 2018 pdf	Noise	MAA-AE-12-004	3500		6/23/2018	New
Sub-Task	Select Sull-Task		Cuarterly Nose Report March 2018 pdf	Noise	MAA.AE-12-004	3500		6/29/2018	New
			Quaterly Noise Report September 2017.pdf	Noise	MAA-AE-12-004	3600		6/25/2018	New
edart.	LMT								
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nsultant Ingony consent Conse pec yworde	AMT. None Year Solect Year Quarterly None Placots								

The user will be asked to confirm that they want to continue and upload all files in the data grid. They will click OK to continue or Cancel to cancel.

DM		
Files are about to be uploa	ded. Are you sure you wish	to continue?

The Status field will show the current state of the file upload. Statuses include:

- New: Status of a file that has not yet been uploaded
- Validating: Status of a file that is in the process of being validated for upload
- Uploading: Status of a file whose upload is in progress
- Uploaded: Status of a file that has been successfully uploaded

Main Mer	in infortal [Docume	nt Manager Environmental Documents	1	Lo	oged in a	e nulles	El un com	Consultan
Apot BM	// Arpot		Upload Files Submitted Files						
V Documenta	associated with a contract?		Dentes A Receipter 2000-00					Total file	court 4
-			Fie Name	Category	Contract	Task	5.0tek	Date	Ratio
Contract	MAA-4E-12-004		2017 pdf	None	MAA AE 12:004	3500		6/29/2018	Uploaded
Task:	3530		Quatety Noise Report Aire 2018 pdf	Noise	MAA-AE-12-006	3500		6/29/2018	Validating
Sub-Task.	Salart Sub-Task		Quarterly Nose Report March 2018.pdf	Noise	MAA-AE-12-004	3500		6/29/2018	New
	. Account of the second second		2 Quarterly Nose Report September 2017 pdf	Nose	MAA-AE-12-004	3500		5/29/2018	New
koument Date	6/23/2018	G							
Document Date	6/29/2018								
Consultant Consultant	6/29/2018 [JMT Roose								
Consultant Consultant Colongory Discurrent Consu	6/25/2018 [JMT [Rose [Yes: 5elsct Year	•							
Consultant Consultant Calegory Discussest Consultant	6-25-2018 AMT Proce Charlest Your Counterly Noise Reports	•							
locument Date Drisultant Sategory Nocument Group Topic: Teywords	6-25-2018 AMT Fisiene Year Counterly Noise Reports	•							
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Consultant Date Consultant Category Decement Cons Topes: Keywords	AMT AMT Role Yes Select Yes Quartely Rose Reports words, separated by a comma	•							

Once a file is submitted, it cannot be removed or edited by the consultant unless the file is rejected by the MDOT MAA Archivist.

When the upload process is complete, the user will get a pop-up message letting them know how many files were uploaded successfully and how many failed. If all the files uploaded successfully, the data grid will be empty.

port: BWI Apport	a second comparison of	18725	[man and [man and]				
			Upload Hes				
Documents associat	ed with a contract?		Deminit Al Marrie ve Saladina				Total file count: 4
Contract Md	A-46-12-004		Fie Nore	Category	Contract	Task Sublask	Date Status
Task: 35	30						
Sub-Task Se	aut Sub-Task	-					
constances and							
current Date:	6/23/2018	(0+ ×	ADM				
			1000 C				
			4 files were successfully uploaded.				
			a mesimity.				
THL trafuen		•	06				
ingory Noise	6	• •	La	<u> </u>			
net (inc) Yes:	Select Year		1.0				
in Durk	A. None Descrip	-					
Marce Marce	ny neuron negocia.	100					

5.5.10 Submitted Files Tab

Once a user submits one or more files and before those files are approved, they are visible to the consultant in the Submitted Files tab.

Total file cour Status	nt 4 Action
Satur Submitted	Action
Submitted	
Submitted	
	_
Submitted	-
Submitted	_

Users can see rejected files in this tab by checking the box next to Show Rejected Files. When a file is rejected by the MDOT MAA Archivist, an email is sent to the user from <u>MAA-ADM-NoReply@bwiairport.com</u> with an explanation of why the file was rejected.

Portal Docume	ent Manager - JMT - Versi	on 3.1.0.26							
Main Men	h H ortal	Docume	nt Manager Environmental Do	cuments			Logged in all remitie	2eintoon(Consultant
	* Indicates Require	el Fields							
ipot: EVII	Apot		Abined Res Submitted Res						
	I REAL PROVIDENT		🧭 Show Rejec	ted Files				Total file	count: 5
			File Name	Category	Contract	Task	Subtask Date	Satur	Action
Contract	MAA-XE/12:004		Guarterly Noise Report December 2017 pdf	Noise			12/25/201	7 Reacted	Bender
Task:	1500		Quarterly None Report September 2017.pdf	Noise	MAA-AE-12-004	3500	6/29/2018	Submitted	
			Quarterly Noise Report March 2018.pdf	Noise	MAA-AE-12-004	3500	6/29/2018	Subnitted	
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Approved files will be accessible to AIRPortal users in the appropriate Environmental Documents library.

5.5.11 Resubmit a Rejected File

It is possible that a file submitted to MDOT MAA via ADM could be rejected. If a file is rejected, an email will be sent to the consultant that submitted it from <u>MAA-ADM-NoReply@bwiairport.com</u> with a reason for why the file was rejected.

A user can resubmit a rejected file by logging into ADM for Environmental Documents, going to the Submitted Files tab, and clicking on the Resubmit link. This will launch a window where the user can navigate to the replacement file and upload it. When the file upload is successful, they will get a message saying that the file has been successfully replaced. The replacement file will be assigned the same attributes as the original file.

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A resubmitted file will be given a status of Resubmitted in the data grid.

Show Rejected Files						Total file co	unt: 5
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Quarterly Noise Report March 2018.pdf	Noise	MAA-AE-12-004	3500		6/29/2018	Submitted	
Quarterly Noise Report June 2018 .pdf	Noise	MAA-AE-12-004	3500		6/29/2018	Submitted	
Quarterly Noise Report December 2017.pdf	Noise	MAA-AE-12-004	3500		6/29/2018	Submitted	

Once all files that a consultant has submitted have been approved, the Submitted Files tab will be empty. Approved files will be accessible to AIRPortal users in the appropriate Environmental Documents library.

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5.5.12 AIRPortal Document Manager Support

Sarah Munroe Michael Baker smunroe@bwiairport.com 410-859-7933 Onsite at MDOT MAA