

Pat Cazenias  
Federal Highway  
Administration

202/366-2054

[patricia.cazenas@dot.gov](mailto:patricia.cazenas@dot.gov)

Mary Gray  
Federal Highway  
Administration

360/753-9487

[mary.gray@dot.gov](mailto:mary.gray@dot.gov)

# Nationwide Rollout: ESA-FHWA Webtool

Webinar #10 (1 p.m. EST)

July 16, 2010

Conference Phone Number: [888-769-8793](tel:888-769-8793)

Participant Pass Code: [9953851](#)

URL: <http://fhwa.na3.acrobat.com/enspcoweto/>

# Today's Webinar

1. Overview and Orientation to ESA-FHWA Webtool
2. Training Site
3. Production Site
4. Webtool Resources
5. Webtool National BA Template
6. Webtool Online File Cabinets
7. Q/A
8. End about 2:30 p.m. EST



# 1. Overview and Orientation to ESA-FHWA Webtool

## *Purpose:*

- Streamline BA development process.
- Promote BA consistency (among states and projects) and facilitate collaboration.
- Track BA development activities at a national scale.

## *Features:*

- ✓ Three ESA-FHWA Areas – North, South and West.
- ✓ Resources to better understand BA development.
- ✓ Standardized Template to improve BA development.
- ✓ Online File Cabinets to improve coordination, collaboration and documentation.

## 2. Training Site

- **ESA-FHWA Webtool training site is available at <http://training.esafhwa.org>.**
- **[Note: Available as a direct link from ESA-FHWA National Launch Page at <http://esafhwa.org>.]**



# Training Site (<http://training.esafhwa.org>):

ESA FHWA - National - ESA Section 7 Consultation - Windows Internet Explorer

<http://training.esafhwa.org/> Google

ESA FHWA - National - ESA Section 7 Consultation

Enlarge Shrink Reset

National ESA FHWA Site >

U.S. Department of Transportation  
Federal Highway Administration

**ESA Section 7 Consultation**



Today is Thursday, July 15, 2010

**FHWA's Nationwide Web BA Tool**

**!!!!\*\*\*\*\* TRAINING SITE \*\*\*\*\*!!!!**

Welcome to the ESA-FHWA Training Site! Please use this site to try the ESA-FHWA Webtool. All the same functionality and content are here as are at the actual production site. This is a site for you try try to create file cabinets for your projects, to build teams, to archive projects, etc. without concern for impacting the production environment. Remember, this is a training site and not an actual production site. When you are ready to do a real project you will need to return to the actual production site. If you have questions please feel free to use the

Northern Area  
Southern Area  
Western Area  
Training Site  
What's New

## 3. Production Site

- Start with [ESA-FHWA National Launch Page](http://esafhwa.org) at <http://esafhwa.org>.

# http://esafhwa.org: (1)

ESA FHWA - National - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/

ESA FHWA - National - ESA Section 7 Consultation

Enlarge Shrink Reset No CSS

National ESA FHWA Site >

U.S. Department of Transportation  
Federal Highway Administration

**ESA Section 7 Consultation**



Today is Thursday, July 15, 2010

**FHWA's Nationwide Web BA Tool**

Welcome to the ESA-FHWA Website!

The ESA-FHWA Website is an online tool to streamline the process for preparing and submitting complete Biological Assessments (BAs) under Section 7 of the Federal Endangered Species Act for projects where the Federal Highway Administration (FHWA) is lead federal action agency.

The ESA-FHWA Website is a tool for you. It contains many resources designed to "demystify" the BA development and review process, including library, glossary and FAQ resources, a downloadable National Biological Assessment Template with context sensitive instructions, region-specific contacts and resources, and online file cabinets for BA documentation and collaboration.

To start, click on your state below and you will be redirected to the home page for the ESA-FHWA Area (Northern, Southern, or Western) where your state is located. From there you can begin by downloading the National BA template, reviewing the resources available to you, and setting up online file cabinets.

As a tool, we want to know how well the ESA-FHWA Website is working for you and how it can be improved. You can use the "Contact Us" feature located below in the footer to this page to share your thoughts or take our

Northern Area  
Southern Area  
Western Area  
Training Site  
What's New

# http://esafhwa.org: (2)

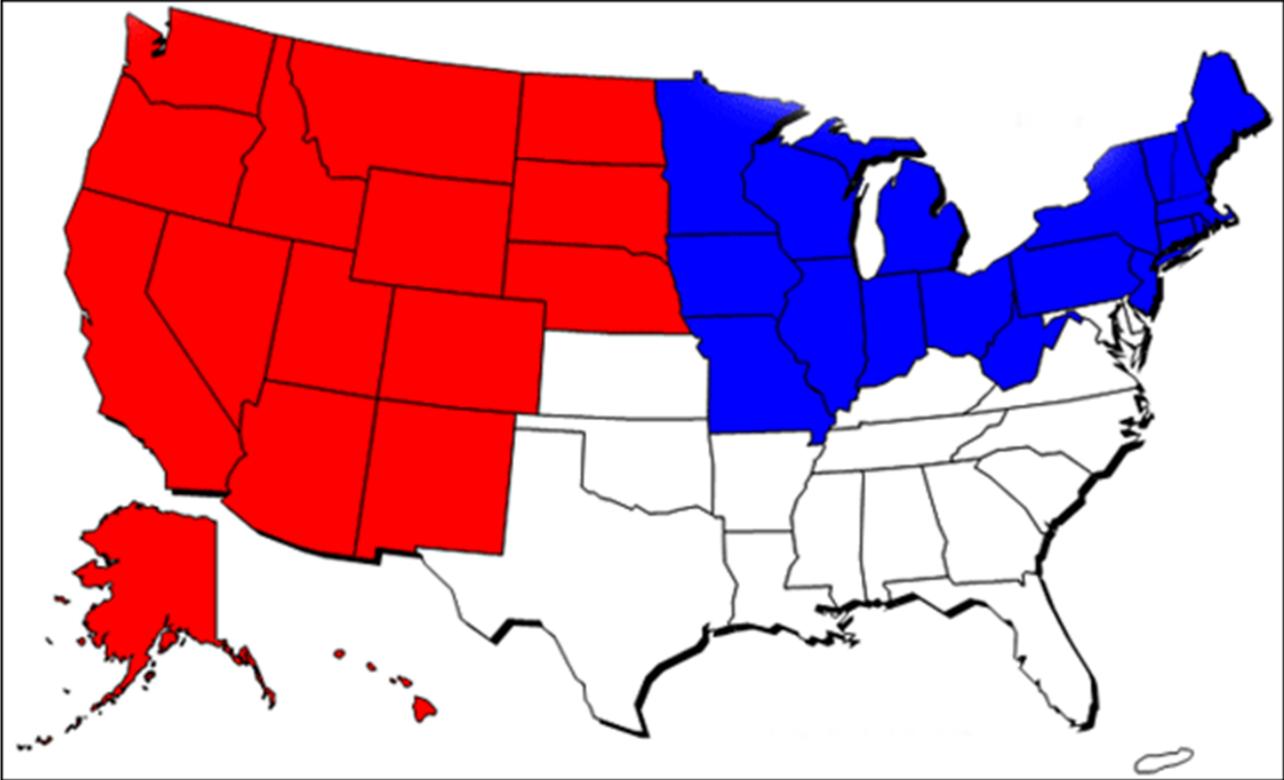
ESA FHWA - National - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/

ESA FHWA - National - ESA Section 7 Consultation

template, reviewing the resources available to you, and setting up online file cabinets.

As a tool, we want to know how well the ESA-FHWA Website is working for you and how it can be improved. You can use the "Contact Us" feature located below in the footer to this page to share your thoughts or take our survey. By knowing what you think; together we can make this the best tool that it can be.



The map shows the following color coding for states:

- Red:** Washington, Oregon, California, Nevada, Idaho, Utah, Arizona, New Mexico, Montana, Wyoming, Colorado, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Alaska, and Hawaii.
- Blue:** Minnesota, Iowa, Missouri, Arkansas, Louisiana, Wisconsin, Illinois, Indiana, Michigan, Ohio, Pennsylvania, New York, Vermont, New Hampshire, and Maine.
- White:** North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Oklahoma, Kansas, Nebraska, South Dakota, North Dakota, Minnesota, Wisconsin, Illinois, Indiana, Michigan, Ohio, Pennsylvania, New York, Vermont, New Hampshire, and Maine.

[About](#)   [Library](#)   [Glossary](#)   [Search](#)   [FAQs](#)   [Contact Us](#)   [Site Map](#)

# ESA-FHWA Area Welcome Pages: (1)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15544/default.aspx

Enlarge Shrink Reset No CSS

National ESA FHWA Site > Northern Area > Welcome

U.S. Department of Transportation  
Federal Highway Administration

ESA Section 7 Consultation

Today is Thursday, July 15, 2010

Welcome

Federal Resources

State Resources

**Northern Area** | National BA Template | Online File Cabinets

**Welcome**

Welcome to the **ESA-FHWA Northern Area**. The ESA-FHWA Northern Area includes:

- **States DOTs** for Connecticut, Illinois, Indiana, Iowa, Maine, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin.
- **USFWS Regional Offices** for the Midwest Region (3) and Northeast Region (5).
- **NOAA Fisheries Regional Offices** for the Southeast Region and Northeast Region.

**What's New**

Much is always happening in the world of ESA. Keep up with the latest by visiting the news and media rooms of USFWS and NOAA Fisheries. The links below take you to news sites and media portals within the headquarters and regional offices of both USFWS and NOAA Fisheries. Enjoy and keep informed.

# ESA-FHWA Area Welcome Pages: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15544/default.aspx

[Note – Some of the Services' regional offices provide RSS and Podcast feeds you can sign-up for. You can also shortcut the news and media sites you are most interested in to your desktop for faster access.]



**National News**

- [USFWS News](#)
- [USFWS National Listserver](#)
- [NOAA Fisheries News](#)

**Regional News**

**USFWS Region 3:**

# ESA-FHWA Area Welcome Pages: (3)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15544/default.aspx

ESA FHWA - Northern Region - ESA Section 7 Co...

**USFWS Region 3:**

- [Newsroom](#)
- [Inside the Region](#)
- [Endangered Species What's New](#)
- [USFWS Regional Listservers](#)

**USFWS Region 5:**

- [Newsroom](#)
- [Issues in Depth](#)
- [Endangered Species What's New](#)
- [USFWS Regional Listservers](#)

**NOAA Fisheries Southeast Region:**

- [Newsroom](#)

**NOAA Fisheries Northeast Region:**

- [Newsroom](#)

[About](#)   [Library](#)   [Glossary](#)   [Search](#)   [FAQs](#)   [Contact Us](#)   [Site Map](#)

# 4. Webtool Resources

- Library
- Glossary
- Search
- FAQs



# Library Resources: (1)

Today is Thursday, July 15, 2010

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15702/default.aspx

ESA FHWA - Northern Region - ESA Section 7 Co...

**Northern Area** | **National BA Template** | **Online File Cabinets**

About  
Library  
Glossary  
Search  
FAQs  
Contact Us  
Site Map

## Introduction

The following are offered as links to additional information to help you in your efforts to better understand and develop BAs under the federal Endangered Species Act. These links are intended to take you to practical references and tools that can help to "demystify" the BA process. If you have other links or other materials that you think would be good to include in this library please let us know. You can let us know of additional helpful sites or materials by using this site's **Feedback Form** located below under the "Contact Us" footer at the bottom of this page. Thank you.

## Library Contents

Look through this resource library to find information to help you through the BA writing processes. Information falls under the following sections:

1. [Key Assistance Resources](#)
2. [Role of FHWA in the Consultation Process](#)
3. [Example Biological Opinions \(BO\)](#)
4. [Laws and Regulations](#)
5. [Further Information Regarding ESA and Section 7](#)
6. [General BA Resources](#)
7. [Common BA Topics](#)
8. [ESA-FHWA News](#)
9. [National Rollout Webinars](#)

# Library Resources: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15702/default.aspx#sectionkey

ESA FHWA - Northern Region - ESA Section 7 Co...

## 1. Key Assistance Resources

The following key resources are particularly helpful for preparing accurate and effective BA documents.

-  [USFWS Environmental Conservation Online System \(ECOS\)](#)
-  [USFWS BMP Search Database](#)
-  [NOAA Fisheries Critical Habitat Maps](#)
-  [NOAA Fisheries Essential Fish Habitat Mapper](#)
-  [FHWA National BA Template](#)
-  [FHWA National BA Template Instructions](#)
-  [BA and No Effect Checklist](#)
-  [USEPA NEPAassist](#)
-  [NatureServe Explorer](#)
-  [StreamNet](#)

## 2. Role of FHWA in the Consultation Process

- [FHWA Memo Regarding Joint Agency Agreement On ESA's Formal Consultation Process](#)
- [Chart of FHWA Roles and Responsibilities](#)

# Library Resources: (3)

Environmental Conservation Online System | ECOS - Windows Internet Explorer  
http://ecos.fws.gov/ecos/indexPublic.do

U.S. Fish & Wildlife Service  
**Environmental Conservation Online System**

Welcome to ECOS! [What is ECOS?](#)

[Login to ECOS](#)

**Public Applications**

- [ECOS Home](#)
- [Conservation Plans](#)
- [Critical Habitat for Threatened & Endangered Species](#)
- [Fish Passage Decision Support System \(FPDSS\)](#)
- [Species Reports](#)
- [Refuge Contaminant Assessments](#)
- [Information, Planning, and Consultation System \(IPaC\)](#)

**Related Sites**

- [Endangered Species Home Page](#)
- [Partners for Fish and Wildlife](#)

**Success Story** [Copperbelly watersnake](#)

Office	Reynoldsburg ESFO	Status	Active
<p>The Reynoldsburg Ohio Ecological Services Field Office is developing a state-wide consultation agreement with USDA NRCS and FSA for the copperbelly watersnake and other listed species. This agreement will identify avoidance and minimization measures when implementing Farm Bill conservation program practices and will aid local NRCS and FSA offices in determining when consultation is warranted. Workshops with NRCS and FSA staff will also raise their awareness of the snakes needs in terms of protection and recovery. ... <a href="#">[Learn More]</a></p>			

**Endangered Species**

- [Listed Species Summary](#)
- [All Threatened and Endangered Animals](#)
- [All Threatened and Endangered Plants](#)
- [Reclassified Species](#)
- [Delisted Species](#)

Search for an endangered species by name

**Critical Habitat**



The Critical Habitat portal is an online service for information regarding Threatened and Endangered Species final Critical Habitat designation across the United States.

[Visit the Critical Habitat Portal](#)

# Library Resources: (4)

Environmental Conservation Online System | ECOS - Windows Internet Explorer  
http://ecos.fws.gov/ecos/indexPublic.do

Environmental Conservation Online System | ECOS

### Information, Planning, and Consultation System (IPaC)

#### Related Sites

- [Endangered Species Home Page](#)
- [Partners for Fish and Wildlife](#)
- [Coastal Program](#)
- [Division of Environmental Quality](#)
- [FWS Home Page](#)
- [FWS Office Directory](#)
- [Literature Search Services](#)

### Reclassified Species

### Delisted Species

Search for an endangered species by name

Search for endangered species by County name

### Improving Fish Passage



The Jim Woodruff Lock & Dam on the Apalachicola River, site of an FWS Fish Passage study.

- [View barriers to fish passage across the US.](#)
- [Model the removal of a barrier in your watershed](#)
- [Learn more about the problem of fish passage near you](#)
- [Search FWS fish passage barrier database](#)

### Interactive Maps



The ECOS Mapper is a tool used to visualize information related to Environmental Conservation. It allows access to a number of interactive mapping utilities, as well as Web Mapping Services (WMS).

- [Use the Fish Passage Mapper](#)
- [Learn about ECOS Map Services](#)



regarding Threatened and Endangered Species final Critical Habitat designation across the United States.

[Visit the Critical Habitat Portal](#)

[ECOS HOME](#) | [FWS Disclaimer](#) | [ECOS Disclaimer](#) | [FWS Homepage](#) | [Contact ECOS](#)

# Library Resources: (5)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15702/default.aspx#sectionexample  
ESA FHWA - Northern Region - ESA Section 7 Co...

### 3. Example Biological Opinions (BO)

**USFWS:**

- Pacific Regional Office (1)
  - o [Idaho Office](#)
  - o [Washington Field Office](#)
- Southwest Regional Office (2)
  - o [New Mexico Field Office](#)
  - o [Arizona Field Office](#)
- [Midwest Regional Office \(3\)](#)
  - o [Indiana Bat](#)
- Southeast Regional Office (4)
  - o [South Florida Office](#)
- Northeast Regional Office (5)
  - o [New England Field Office](#)
- Mountain-Prairie Regional Office (6)
- Alaska Regional Office (7)
- Pacific Southwest Regional Office (8)
  - o [Sacramento Fish and Wildlife Office](#)
  - o [Yreka Fish and Wildlife Office](#)

**NOAA Fisheries:**

- [Northwest Regional Office](#)

# Glossary Resources:

The screenshot shows a web browser window with the URL [http://esafhwa.org/site/alias\\_north/15708/default.aspx](http://esafhwa.org/site/alias_north/15708/default.aspx). The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The date displayed is "Today is Thursday, July 15, 2010". The navigation menu includes "About", "Library", "Glossary", "Search", "FAQs", "Contact Us", and "Site Map". The main content area has three tabs: "Northern Area", "National BA Template", and "Online File Cabinets". The "Glossary" page content includes an "Introduction" section, a "Glossary" section with a sub-section for "0 - 9", and definitions for "Action (50 CFR 402.02)", "Action agency", and "Action area".

Today is Thursday, July 15, 2010

**Northern Area** | **National BA Template** | **Online File Cabinets**

About  
Library  
Glossary  
Search  
FAQs  
Contact Us  
Site Map

## Introduction

This section of the ESA-FHWA Web tool provides a glossary of key terms often encountered when researching and writing Biological Assessments. In addition, the U.S. Fish and Wildlife Service also maintains a [helpful glossary of key terms](#) (click here) related to the Endangered Species Act. If there are terms you do not find here that you'd like to see added to the glossary, or terms already in the glossary that could use further clarification, please let us know (see **Feedback Form** located below under the "Contact Us" footer at the bottom of this page).

## Glossary

### 0 - 9

#### 303(d) list

Section 303(d) of the federal Clean Water Act requires States to periodically prepare a list of all surface waters in the state for which beneficial uses of the water (drinking, recreation, aquatic habitat, and industrial use) are impaired by pollutants. These are water quality limited estuaries, lakes, and streams that fall short of state surface water quality standards, and are not expected to improve within the next 2 years.

---

## A

#### Action (50 CFR 402.02)

Any activity or program of any kind authorized, funded, or carried out, in whole or in part, by federal agencies in the United States or upon the high seas. Examples include but are not limited to actions directly or indirectly causing modifications to the land, water, or air; actions intended to conserve listed species or their habitat; and the promulgation of regulations.

#### Action agency

The federal agency proposing to undertake a major construction project (action).

#### Action area

# Search Resources: (1)

The screenshot shows a web browser window with the URL [http://esafhwa.org/site/alias\\_north/15703/default.aspx](http://esafhwa.org/site/alias_north/15703/default.aspx). The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The date displayed is "Today is Thursday, July 15, 2010". The main navigation menu includes "Northern Area", "National BA Template", and "Online File Cabinets". A left sidebar contains links for "About", "Library", "Glossary", "Search", "FAQs", "Contact Us", and "Site Map". The "Search" link is highlighted. The main content area is titled "Introduction" and provides information about search tools available for BA development and processing. It lists two search capabilities: searching through project archives for past BAs and final documents, and identifying historic and current projects in the area. It also mentions that if users do not find what they need, they can consult the "Library," "Glossary," or "FAQs" sections, or the "State Resources" and "Federal Resources" pages. A link is provided to jump further down the page to the specific Search tool. Two search options are listed: "Conduct a Document Search of Project Archives" and "Conduct a Map Search of Project Archives". Below the text, there is a search form with a text input field and a "Search" button. The form is currently empty.

Today is Thursday, July 15, 2010

**Northern Area**   **National BA Template**   **Online File Cabinets**

About  
Library  
Glossary  
**Search**  
FAQs  
Contact Us  
Site Map

### Introduction

Provided below are different search tools available to help you with your BA development and BA processing needs. Through these search capabilities you can:

- Search through the project archives for past BAs and final documents to learn from, reference or use as a starting point for your BA.
- Identify historic and current projects in your area.

If you do not find what you need, you can also consult this Webtool's "Library," "Glossary" or "FAQs" sections located in the footer at the bottom of this page, or the "State Resources" and "Federal Resources" pages available through each of the three regional sites. Lastly, you can always contact us directly through the "Contact Us" feature located below in the footer at the bottom of this page.

Click on the link below to jump further down the page to the specific Search tool you wish to use.

- [Conduct a Document Search of Project Archives](#)
- [Conduct a Map Search of Project Archives](#)

### Document Search of Project Archives (to search available archives)

### Map Search of Project Archives (to search available archives)

# Search Resources: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/hidden\_pages\_search/15703/search.aspx

Map Search of Project Archives (to search available archives)

navigate  draw polygon  draw point

Map data ©2010 Europa Technolog -70.48828, 49.78126

Find 100

# FAQ Resources: (1)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15704/default.aspx

Today is Thursday, July 15, 2010

**Northern Area** | **National BA Template** | **Online File Cabinets**

About  
Library  
Glossary  
Search  
**FAQs**  
Contact Us  
Site Map

## Introduction

This section of the web site provides answers to frequently asked questions regarding ESA Section 7 consultation, the online ESA consultation web tool, the National Biological Assessment template, and more! In addition, the U.S. Fish and Wildlife Service also maintains a list of frequently asked questions you can access by clicking [here](#).

[Note: As questions by users of the ESA-FHWA Webtool are submitted through the "Contact Us" feature (located below in footer at bottom of page), they will in many cases be answered and posted as new FAQs. By doing so the knowledge base of the site will increase over time based on user demand.]

## FAQs Content

Click on any of the following FAQ categories to jump down the page to that category:

- [FAQs -- Key Terms \(ESA Section 7 Consultation\)](#)
- [FAQs -- Legal and Regulatory \(ESA Section 7 Consultation\)](#)
- [FAQs -- Process \(ESA Section 7 Consultation\)](#)
- [FAQs -- National BA Template](#)
- [FAQs -- Searching/Archiving](#)
- [FAQs -- Freedom of Information Act \(FOIA\)](#)
- [FAQs -- Personal Information](#)
- [FAQs -- Site Security](#)
- [FAQs -- Webinar #1 \(July 21, 2009\)](#)
- [FAQs -- Webinar #2 \(July 23, 2009\)](#)

# FAQ Resources: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15704/DesktopDefault.aspx?alias=north&PageID=15704

ESA FHWA - Northern Region - ESA Section 7 Co...

## FAQs -- Key Terms (ESA Section 7 Consultation)

**Q:** [A. What are "candidate species?"](#)

**Q:** [B. What are "proposed species?"](#)

**Q:** [C. What is "critical habitat?"](#)

**A:** 6/23/2009 11:11:34 AM

"Critical habitat" means the specific geographic areas essential to the conservation of a listed species. These areas may require special management considerations or protection. Critical habitat for a particular species is designated by federal regulation at the time a species is added to the List of Endangered and Threatened Wildlife and Plants. If the USFWS determines that designation of critical habitat would not be prudent for a particular species, it may elect not to designate critical habitat. For example, designation of critical habitat may not be prudent for a species that is threatened by illegal collection.

**Q:** [D. What is the difference between an "endangered species" and a "threatened species?"](#)

**Q:** [E. What is "informal consultation?"](#)

## FAQs -- Legal and Regulatory (ESA Section 7 Consultation)

**Q:** [A. What is the Endangered Species Act?](#)

**Q:** [B. Why must an action agency consult with the Services?](#)

**Q:** [C. What is the role of the Services in consultation?](#)

**Q:** [D. What is the purpose of reasonable and prudent measures and the terms and conditions that implement them?](#)

**Q:** [E. How should consultation occur for Emergencies?](#)

**Q:** [F. What are the federal agencies responsibilities when there is a non-federal representative?](#)

**Q:** [G. Is consultation required on proposed or candidate species?](#)

**Q:** [H. Is the request for a species list mandatory?](#)

**Q:** [I. Who determines the content of a Biological Assessment?](#)

**Q:** [J. How long is Formal consultation?](#)

**Q:** [K. What information is needed to initiate formal consultation?](#)

**Q:** [L. When does consultation begin?](#)

**Q:** [M. What if there is a question of the sufficiency of data?](#)

**Q:** [N. What if the Services request additional data?](#)

**Q:** [O. What are the Services responsibilities in developing the BO?](#)

**Q:** [P. When is an Incidental Take Statement provided?](#)

## 5. Webtool National BA Template

- Downloadable Word document (97 - 2003 format, .doc) provides Standardized Template for preparing BAs.
- Hotlinks and hypertext in the document provide link to Online Guidance and Instruction.

[Note: All Online Guidance and Instruction is also available in a single, integrated and downloadable .PDF document.]

# Download Template, Instructions:

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15762/default.aspx

ESA FHWA - Northern Region - ESA Section 7 Co...

## ESA Section 7 Consultation

Today is Thursday, July 15, 2010

**Northern Area** | **National BA Template** | **Online File Cabinets**

Download Template  
Process Overview  
Helpful Hints

### Introduction

The National BA Template has been developed to help BA preparers produce high quality, consistent BA documents. The BA Template provides BA preparers with a structure and format for their BAs. The BA Template also contains hot linked help text throughout the document where BA preparers can access context sensitive assistance and guidance, i.e., assistance and guidance specific and relevant to that portion of the template.

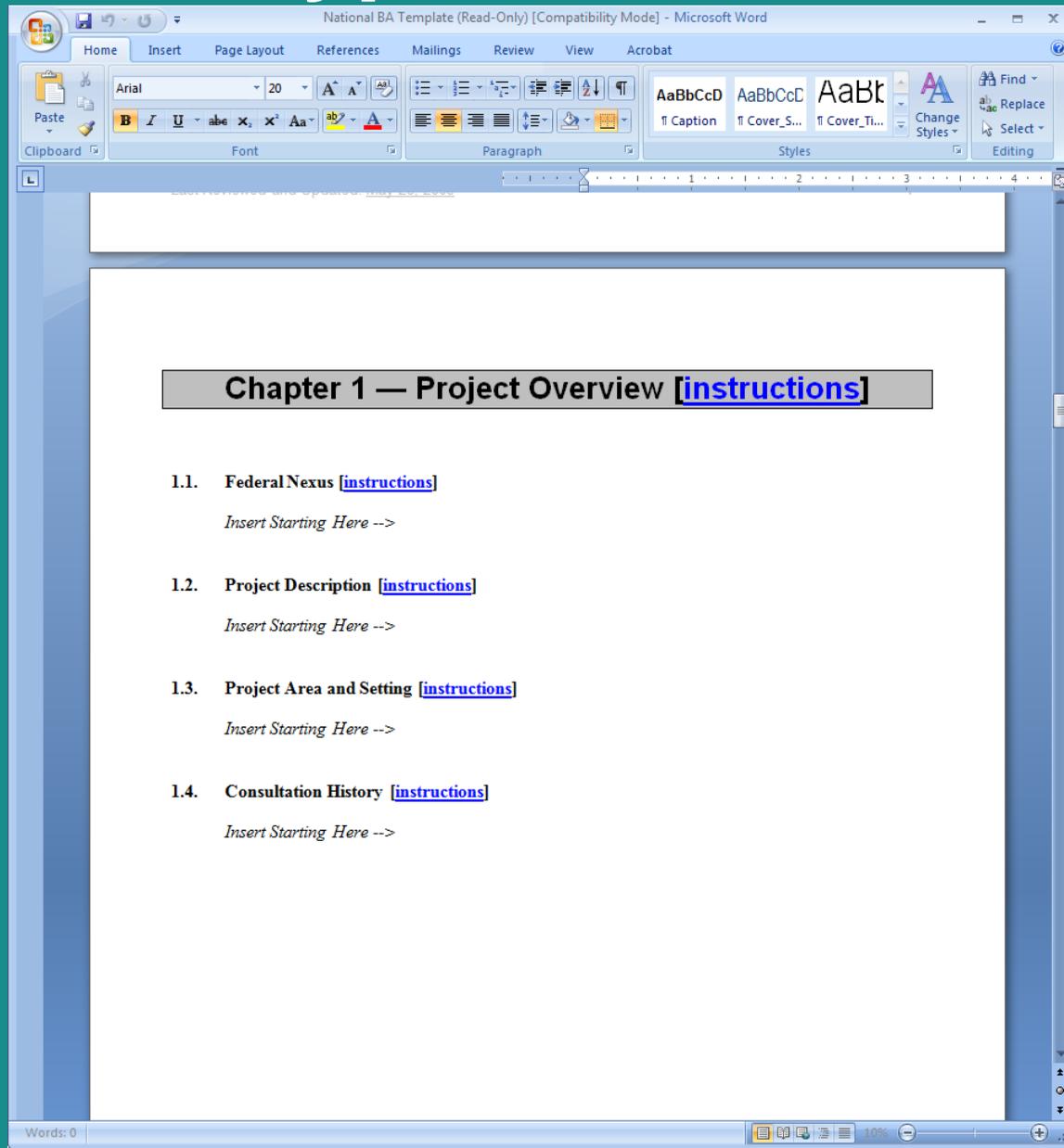
Your input regarding the National BA Template and its associated guidance is important to us. Please feel free to share your suggestions for improvement. You can offer your feedback through this site's "Contact Us" section located below in the footer to this page.

### Download National BA Template

The links below provide you with direct access to the National BA Template and National BA Template Instructions. Using these will help you to ensure you are "covering the bases" and conducting the BA development process as efficiently and practically as possible.

-  [National BA Template](#) (click to download)
-  [National BA Template Instructions](#) (click to download)

# Template w/ Hyperlink Instruction: (1)



# Template w/ Hyperlink Instruction: (2)

Help - Windows Internet Explorer  
http://instructions.esafhwa.org/DesktopModules/help.aspx?project=0&node=535

ESA FHWA - Northern Reg... Help

## FHWA ESA Section 7 Instructions

### Section

#### 1.2 Project Description

Include a brief description of the project and its history. Summarize the activities to be authorized, funded, or carried out by the federal action agency. State whether there are any interrelated projects, interdependent projects, or indirect effects. Provide a clear and complete description with any supporting graphics and pictures. Cite supporting materials and include the full references in a References chapter. If directly pertinent, the documents may be included in an appendix.

When a project has a long history and several dated documents have been prepared, whether or not they were released to the public, cite the completed documents as references if they provide relevant information that will help inform the decision. These documents represent previous work that may or may not be fully appropriate for the current BA, but may provide some relevant data. Do not include dated documents that will confuse the reviewer due to changes in project design, location, or other features. The authors of these documents should not be listed as preparers of the BA. If the project has changed significantly, do not include these historical documents if they would provide more confusion than clarity.

Documents that were not completed or dated may be considered works in progress and need not be cited. If they contribute data or substantial elements to the BA, their preparers may be considered preparers of the BA.



Contact Us



# Process Overview: (1)

The screenshot shows a web browser window with the following content:

- Browser title: ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer
- Address bar: http://esafhwa.org/site/alias\_north/national\_ba\_template\_process\_overview/15768/process\_overview.aspx
- Page header: Today is Thursday, July 15, 2010
- Navigation tabs: Northern Area, National BA Template, Online File Cabinets
- Left sidebar: Download Template, Process Overview (selected), Helpful Hints
- Main content area:
  - Overview**
  - The following provides a high-level introduction to Biological Assessments and the process for developing and using them. The purpose of this section is to provide you with a broad orientation and overview. This, along with this site's [Helpful Hints](#) (click here), [National BA Template](#) (click here) and [National BA Template Instructions](#) (click here), should provide you with the structure and assistance you need to help make your process of preparing Biological Assessments as efficient and straightforward as possible.
  - Click on the link below to jump further down the page to a category of interest.
  - [What's a BA.](#)
  - [Typical BA Content.](#)
  - [Overview of the BA Development Process.](#)
  - [Get Help.](#)
- What's a BA?**
- A BA is the document that assesses the effects of projects on threatened and endangered (listed) species and critical habitat. If such species may be present in a project area, a biological assessment (BA) is prepared for the purpose of analyzing the potential effects of the project on listed species and critical habitat. A BA is created using best available scientific and commercial data. A BA can also include measures to minimize and avoid any identified effects as well as enhancements when reasonable. Before any project can move forward to construction, FHWA must complete consultation if a transportation project has the potential of effecting listed species and critical habitat.

# Process Overview: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/national\_ba\_template\_process\_overview/15768/process\_overview.aspx#sectiontypical

ESA FHWA - Northern Region - ESA Section 7 Co...

## **Typical BA Content**

Biological Assessments include: (1) information concerning all species listed and proposed for listing under the ESA; (2) designated and proposed critical habitat that may be present in the action area of the project; and (3) the evaluation of potential effects of the project on such species and habitat. In general, the BA includes:

- Executive Summary
- Introduction
- Project description and overview
- Action area
- Occurrence of species and critical habitat in the action area
- Baseline within the action area
- Effects of proposed action on species, habitat, and critical habitats
- Cumulative effects
- Conclusions and effect determinations
- References
- Appendices (e.g., Species List from USFWS and NOAA Fisheries)

## **Overview of the BA Development Process**

### ***A. Understand the Process . . .***

- Familiarize yourself with the federal Endangered Species Act (ESA) and the ESA Section 7 consultation process.

# Helpful Hints: (1)

Today is Thursday, July 15, 2010

**Northern Area**   **National BA Template**   **Online File Cabinets**

Download Template  
Process Overview  
**Helpful Hints**

## Introduction

The following provides you with helpful hints and quick tips for developing your BA and using the ESA-FHWA Webtool. Along with this site's [Overview of the BA process](#) (click here), [National BA Template](#) (click here) and [National BA Template Instructions](#) (click here), we hope to provide you with the structure and assistance you need to make your process of preparing BAs as efficient and straightforward as possible.

## Contents

Click on any of the following BA process categories to jump down the page to that category:

1. [Draft BA](#)
2. [DOT/FHWA Review](#)
3. [Ready to Consult](#)
4. [Submit to Services](#)
5. [Concurrence or BO](#)
6. [Re-initiation](#)
7. [Archive](#)

[Get Help](#)

## 1. Draft BA

***Before you start . . .***

# Helpful Hints: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/national\_ba\_template\_helpful\_hints/15769/helpful\_hints.aspx#sectionarchive

## 7. Archive

- When a project is ready to be archived, you will need to place only those documents in the "Completed" file drawer most germane to ESA and the Section 7 effort you just completed. This will typically include: the BA; the Services BO or Letter of Concurrence; and any essential supporting documents that are substantive to your BA.
- You will need to change the Project Status from "Active" to "Archive." Remember, once you place the project in "Archive" status, the contents of the "Completed" file drawer will be searchable through the document and map search tools.
- It is also important to check your project description at this point to ensure it still is accurate, especially if it was a long Consultation process.
- Finally, it is also very important to remember to redact any site-specific or location specific information from the documents being archived at this point so as to ensure the continued protection of any listed species in the site vicinity.
- You can also click [here](#) for a downloadable Archive Tip Sheet to help you with archiving.

### Get Help

This site contains many resources and capabilities to help answer your questions about the BA process, BA development, Online file cabinets and this Web tool.

For questions about the **BA process** and **BA development**, you can . . .

- Download the [National BA Template](#) (click here).
- Download the [National BA Template Instructions](#) (click here).
- Access this site's [Process Overview](#) (click here) and [Helpful Hints](#) (click here) sections for assistance with the BA process.
- Access this site's [Library](#) (click here) [Glossary](#) (click here) and [FAQs](#) (click here) sections located below in the footer to this page.
- Review this site's [State Resources](#) (click here) and [Federal Resources](#) (click here) pages.

# Helpful Hints: (3)

Archiving Tip Sheet[1].pdf - Adobe Acrobat  
File Edit View Document Comments Forms Tools Advanced Window Help

Find

**Tip Sheet**  
**ESA-FHWA Webtool**

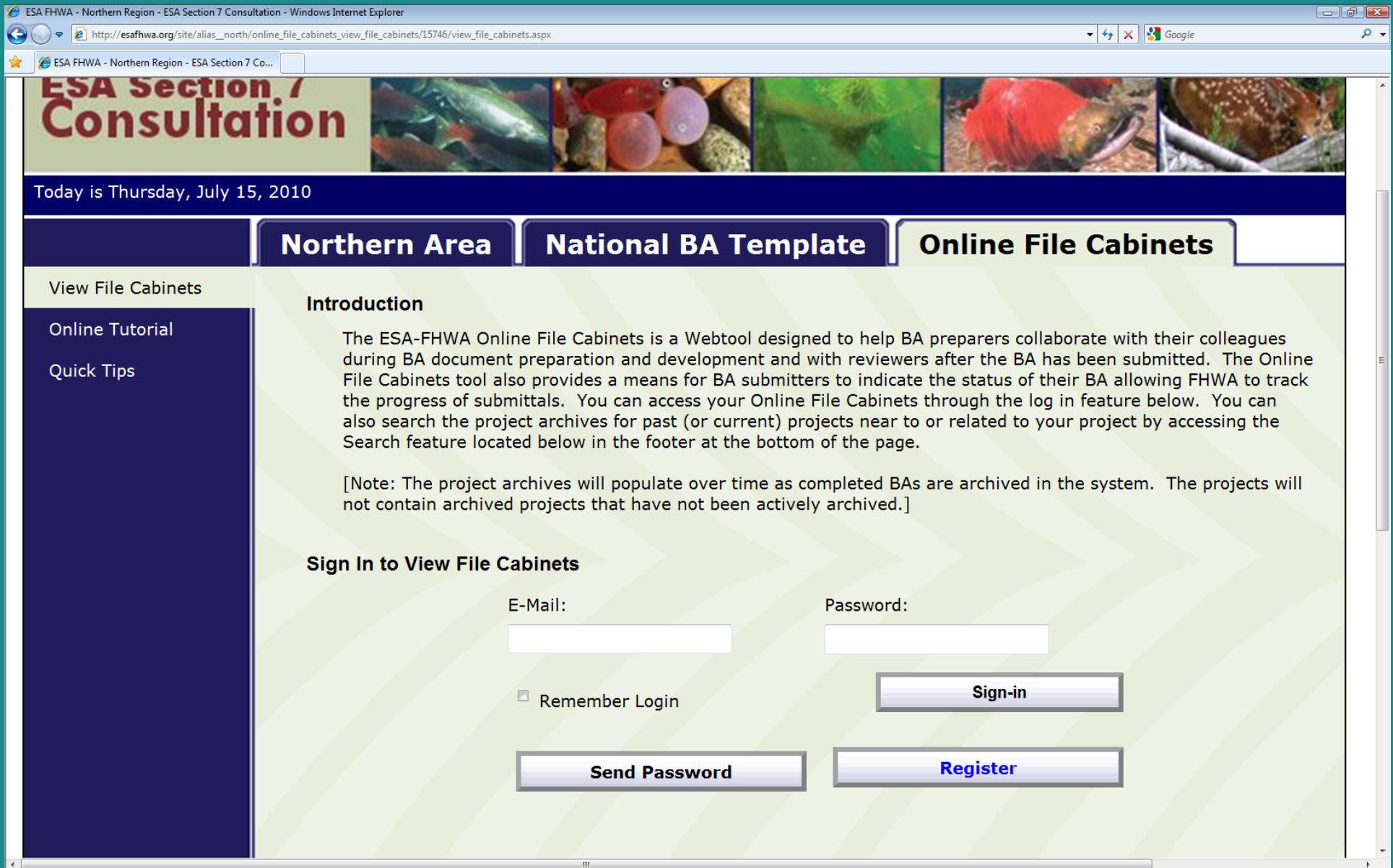
Steps to Archive Projects Completed Before National Launch of <http://esafhwa.org>

<b>Step 1:</b> <i>Sign-In</i>	<ul style="list-style-type: none"><li>▪ Sign-in to system at Online File Cabinets Tab for your region.</li></ul>
<b>Step 2:</b> <i>Add New Project</i>	<ul style="list-style-type: none"><li>▪ Click on "Add New" button to create a new project file cabinet.</li><li>▪ Follow instructions to add title, specify consultation type and state, provide description, and provide location using polygon mapping tool.</li><li>▪ Click "Finish" when done.</li></ul>
<b>Step 3:</b> <i>Upload Files</i>	<ul style="list-style-type: none"><li>▪ Enter the file cabinet room for the project you just created.</li><li>▪ Open the "Completed" file drawer.</li><li>▪ Click on "Add New" button and follow instructions to upload final BA, BO or LC, and any other key supporting information.</li><li>▪ Remember to redact any site or location specific information to ensure continued protection of listed species in the vicinity.</li></ul>
<b>Step 4:</b> <i>Change to "Archive"</i>	<ul style="list-style-type: none"><li>▪ Close the file cabinet room you were just working in.</li><li>▪ Go back to your list of projects.</li><li>▪ Click on the "Edit" button for your project.</li><li>▪ Change status from "Active" to "Archive."</li><li>▪ Click "Finish" when done.</li></ul>
<b>Step 5:</b> <i>Finish</i>	<ul style="list-style-type: none"><li>▪ Logoff the system and you are done.</li></ul>

## 6. Webtool Online File Cabinets

- Set up individual project files.
- Introduce map interface.
- Establish project teams (share and store documentation).
- Discuss “roles” (site manager, team member, reviewer).
- Introduce project e-mail and calendar.
- Archive and retrieve completed BAs, BOs and Letters of Concurrence.

# Sign-In/Register:



ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_view\_file\_cabinets/15746/view\_file\_cabinets.aspx

ESA FHWA - Northern Region - ESA Section 7 Co...

## ESA Section 7 Consultation

Today is Thursday, July 15, 2010

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets

Online Tutorial

Quick Tips

### Introduction

The ESA-FHWA Online File Cabinets is a Webtool designed to help BA preparers collaborate with their colleagues during BA document preparation and development and with reviewers after the BA has been submitted. The Online File Cabinets tool also provides a means for BA submitters to indicate the status of their BA allowing FHWA to track the progress of submittals. You can access your Online File Cabinets through the log in feature below. You can also search the project archives for past (or current) projects near to or related to your project by accessing the Search feature located below in the footer at the bottom of the page.

[Note: The project archives will populate over time as completed BAs are archived in the system. The projects will not contain archived projects that have not been actively archived.]

### Sign In to View File Cabinets

E-Mail:

Password:

Remember Login

**Sign-in**

**Send Password**      **Register**

# Register New User:

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/Register/Register.aspx?tabID=0&alias=north

ESA FHWA - Northern Region - ESA Section 7 Co...

## Profile information

Name: Mary Gray

Company (optional): FHWA

Address (optional): 711 South Capitol Way, Suite 501

City (optional): Olympia

Postal Code/Zip (optional): 98501

Country (optional): United States

Province/State (optional): Washington

Telephone (optional): 360/753-9487

Fax (optional):

Send Newsletter:

Notification on uploads?:

## Account information

E-Mail: Mary.Gray@esafhwa.org

Password: ●●●●●●

Confirm password: ●●●●●●

[Register and Sign In](#)

# Add New Project: (1)

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets

- Online Tutorial
- Quick Tips
- BA Status Report

### Introduction

The ESA-FHWA Online File Cabinets is a Webtool designed to help BA preparers collaborate with their colleagues during BA document preparation and development and with reviewers after the BA has been submitted. The Online File Cabinets tool also provides a means for BA submitters to indicate the status of their BA allowing FHWA to track the progress of submittals. You can access your Online File Cabinets through the log in feature below. You can also search the project archives for past (or current) projects near to or related to your project by accessing the Search feature located below in the footer at the bottom of the page.

[Note: The project archives will populate over time as completed BAs are archived in the system. The projects will not contain archived projects that have not been actively archived.]

### My File Cabinets

 **Add New** Add New On-line File Cabinet

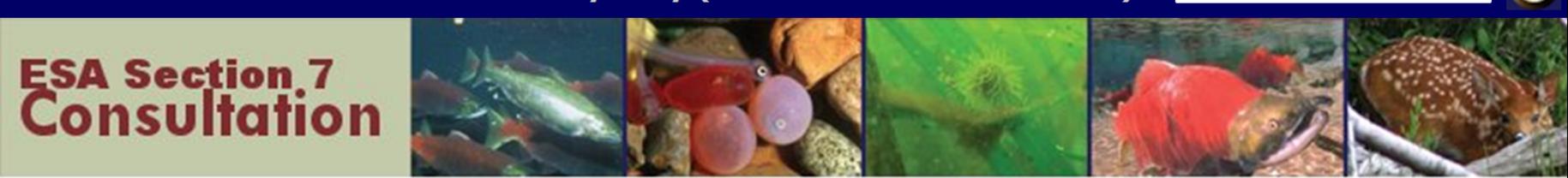
Filter by Status:

	Title ↓	Description	Status	Tracking No.
 <b>Edit</b>	<a href="#">Programmatic Biological Assessment for WSDOT Eastern Washington Regions</a>	This programmatic biological assessment (PBA) is designed to address many of the projects that will be completed in Washington State Department of Transportation's (WSDOT) North Central, South Central, and Eastern regions (regions). This PBA covers those projects that will have no effect or that are not likely to adversely affect listed species under the U.S. Fish and Wildlife Service (USFWS) jurisdiction. The PBA will also cover a limited range of projects that are likely to adversely affect bull trout,	Archived	1195

# Add New Project: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsaFhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1244&mid=26669&uid=3091

Webinar #10



Today is Thursday, July 15, 2010 [Home](#) | [Edit profile](#) | [Logoff](#) | [Site Map](#)

### N-BA Description

Please enter a title and brief description of your N-BA below, only the title is required:

Title  
Webinar #10

Consultation Type: Formal  
Status: Active

Location of Project Site  
VT

Description  
Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

Do you wish to be notified of file uploads?

# Add New Project: (3)

FWHA on-line file cabinet - Windows Internet Explorer

http://esafhwa.org/DesktopModules/EsafHwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=0&cmid=26669&uid=3091&tmp=ProjectTemplate2009

File Edit View Favorites Tools Help

FWHA on-line file cabinet

Do you wish to be notified of the updates:

navigate  draw polygon  draw point

Map data © -72.18018, 45.01142

Finish Cancel

# Add New Project: (4)

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets

- Online Tutorial
- Quick Tips
- BA Status Report

### Introduction

The ESA-FHWA Online File Cabinets is a Webtool designed to help BA preparers collaborate with their colleagues during BA document preparation and development and with reviewers after the BA has been submitted. The Online File Cabinets tool also provides a means for BA submitters to indicate the status of their BA allowing FHWA to track the progress of submittals. You can access your Online File Cabinets through the log in feature below. You can also search the project archives for past (or current) projects near to or related to your project by accessing the Search feature located below in the footer at the bottom of the page.

[Note: The project archives will populate over time as completed BAs are archived in the system. The projects will not contain archived projects that have not been actively archived.]

### My File Cabinets

 Add New

Filter by Status:

	Title ↑	Description	Status	Tracking No.
 Edit	<a href="#">Webinar #10</a>	Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).	Active	1244
 Edit	<a href="#">Programmatic Biological Assessment for WSDOT Eastern Washington Regions</a>	This programmatic biological assessment (PBA) is designed to address many of the projects that will be completed in Washington State Department of Transportation's (WSDOT) North Central, South Central, and Eastern regions (regions). This PBA covers those projects that will have no effect or that are not likely to adversely affect listed species under	Archived	1195

# File Cabinets:

**File Cabinet Home**

**Webinar #10**

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
<b>1. Draft BA</b>	Not started	0%
<b>2. Review by DOT/FHWA</b>	Not started	0%
<b>3. BA Ready for Consultation</b>	Not started	0%
<b>4. Submitted to Services</b>	Not started	0%
<b>5. Letter of Concurrence or BO Issued</b>	Not started	0%
<b>6. Re-initiation</b>	Not started	0%
<b>7. Archive</b>	Not started	0%

**Team**  
Click to Open

**Working**

**Completed**

**Inbox**

**How-To Guide**

**Calendar**

Click here for a list of team members that can access this Web site

# Add Team Members: (1)

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Team

Add New User

	Name	Role	Email	Phone
	Mary Gray (National Rollout Webinars)	SiteManager	<a href="mailto:mary.gray@esafhwa.org">mary.gray@esafhwa.org</a>	

# Add Team Members: (2)

The screenshot shows a Windows Internet Explorer browser window displaying a user profile page for Mary Gray. The page header includes the U.S. Department of Transportation Federal Highway Administration logo and the text "Welcome Mary Gray (National Rollout Webinars)!". The main heading is "Webinar #10". Below this, it says "Today is Thursday, July 15, 2010" and "Edit profile". A navigation bar contains "File Cabinet Home". The "Team" section has an "Email:" input field, a "Roles:" dropdown menu set to "Reviewer", and a checkbox labeled "Check this box if you would like to send an email message to the new user(s)". There are "Add User(s)" and "Cancel" buttons. An email selection dialog is open, showing a list of email addresses: ryan\_mcreynolds@fws.gov, sahitch@gmail.com, samcasne@comcast.net, sandra\_doran@fws.gov, and sasw@deainc.com.

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Team

Email:

Roles: Reviewer

Check this box if you would like to send an email message to the new user(s)

**Add User(s)**

**Cancel**

- ryan\_mcreynolds@fws.gov
- sahitch@gmail.com
- samcasne@comcast.net
- sandra\_doran@fws.gov
- sasw@deainc.com

# Add Team Members: (3)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18034/DesktopDefault.aspx?alias=1244&PageID=18034

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Team

	Name ↓	Role	Email	Phone
 Edit	Mary Gray (National Rollout Webinars)	SiteManager	<a href="mailto:mary.gray@esafhwa.org">mary.gray@esafhwa.org</a>	
 Edit	Scott Boettcher	TeamMember	<a href="mailto:scottb@resolution-associates.com">scottb@resolution-associates.com</a>	
 Edit	Scott Hitchcock	Reviewer	<a href="mailto:sahitch@gmail.com">sahitch@gmail.com</a>	

# Add Files: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #10

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b>1. Draft BA</b>	Not started	<input type="text" value="15%"/>
 <b>2. Review by DOT/FHWA</b>	Not started	<input type="text" value="0%"/>
 <b>3. BA Ready for Consultation</b>	Not started	<input type="text" value="0%"/>
 <b>4. Submitted to Services</b>	Not started	<input type="text" value="0%"/>
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	<input type="text" value="0%"/>
 <b>6. Re-initiation</b>	Not started	<input type="text" value="0%"/>
 <b>7. Archive</b>	Not started	<input type="text" value="0%"/>



The illustration shows a grey file cabinet with four drawers. The top drawer is labeled 'Team', the second 'Working', the third 'Completed', and the bottom 'Inbox'. On top of the cabinet is a yellow clipboard with a 'How-To Guide' and a blue calendar. A tooltip labeled 'Working' is positioned over the 'Working' drawer handle.

# Add Files: (2)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: [http://esafhwa.org/site/alias\\_1244/18035/files.aspx?tabID=0&alias=1244](http://esafhwa.org/site/alias_1244/18035/files.aspx?tabID=0&alias=1244). The browser's toolbar includes buttons for 'Enlarge', 'Shrink', 'Reset', and 'No CSS'. The page content features a dark blue header with the U.S. Department of Transportation Federal Highway Administration logo and the text 'Welcome Mary Gray (National Rollout Webinars!)'. Below this is a large 'Webinar #10' title. A dark blue bar indicates the date 'Today is Thursday, July 15, 2010' and includes an 'Edit profile' link. The main content area has a light green background with a wavy pattern and is divided into sections: 'File Cabinet Home', 'Draft BA', 'Supporting Documents', and 'Pictures'. Each section contains an 'Add New' button with a plus icon and a tooltip that says 'Add new document'. Below the 'Add New' buttons are column headers: 'Title', 'Owner', and 'Last Updated' for the 'Draft BA' section, and 'Title', 'Owner', 'Area', and 'Last Updated' for the 'Supporting Documents' section.

# Add Files: (3)

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://esafhwa.org/DesktopModules/Documents/DocumentsEdit.aspx?tabID=18035&alias=1244&mlID=30869`. The page header includes the U.S. Department of Transportation Federal Highway Administration logo and the text "Welcome Mary Gray (National Rollout Webinars)!". The main heading is "Webinar #10". Below this, it says "Today is Thursday, July 15, 2010" and provides links for "Home" and "Edit profile".

The "Document detail" section contains the following form elements:

- A horizontal line for a title or identifier.
- "File title" field with the text "DRAFT BA".
- "Category" field, currently empty.
- "File upload" field with the path `C:\Users\Scott Boettcher\Documents\Scott` and a "Browse..." button.
- A note: "Maximum upload file size is 200 MB".
- "Apply Changes" button.
- "Cancel" button.

# Add Files: (4)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18035/files.aspx?tabID=0&alias=1244

File Edit View Favorites Tools Help

Webinar #10

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

### File Cabinet Home

#### Draft BA

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Last Updated</u>
	<a href="#">DRAFT_BA</a>	mary.gray@esafhwa.org	7/15/2010

#### Supporting Documents

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	<a href="#">DRAFT Species List</a>	mary.gray@esafhwa.org		7/15/2010

#### Pictures

 Add New

 Site Vicinity 

[ 800 x 600 ]  
109640 bytes

# Completed Files: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

File Edit View Favorites Tools Help

Webinar #10

## File Cabinet Home

### Webinar #10

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Not started	<input type="text" value="100%"/>
 <b>2. Review by DOT/FHWA</b>	Not started	<input type="text" value="100%"/>
 <b>3. BA Ready for Consultation</b>	Not started	<input type="text" value="25%"/>
 <b>4. Submitted to Services</b>	Not started	<input type="text" value="0%"/>
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	<input type="text" value="0%"/>
 <b>6. Re-initiation</b>	Not started	<input type="text" value="0%"/>
 <b>7. Archive</b>	Not started	<input type="text" value="0%"/>



The illustration shows a grey file cabinet with four drawers. The top drawer is labeled 'Team', the second 'Working', the third 'Completed' with a 'Click to Open' button and a 'Completed' label below it, and the bottom drawer is labeled 'Inbox'. On top of the cabinet is a clipboard with a 'How-To Guide' and a calendar showing the month of July 2010.

# Completed Files: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18036/discussion.aspx?tabID=0&alias=1244

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Completed BA Documents

Add New Add new document

<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
--------------	--------------	-------------	---------------------

# Completed Files: (3)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18036/discussion.aspx?tabID=0&alias=1244

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Completed BA Documents

[Add New](#)

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
<a href="#">Edit</a>	 <a href="#">FINAL BA</a>	mary.gray@esafhwa.org		7/15/2010
<a href="#">Edit</a>	 <a href="#">FINAL Species List</a>	mary.gray@esafhwa.org		7/15/2010
<a href="#">Edit</a>	 <a href="#">Site Vicinity</a>	mary.gray@esafhwa.org		7/15/2010

# Project Inbox: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #10

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b><u>1. Draft BA</u></b>	Not started	<input type="text" value="100%"/>
 <b><u>2. Review by DOT/FHWA</u></b>	Not started	<input type="text" value="100%"/>
 <b><u>3. BA Ready for Consultation</u></b>	Not started	<input type="text" value="75%"/>
 <b><u>4. Submitted to Services</u></b>	Not started	<input type="text" value="0%"/>
 <b><u>5. Letter of Concurrence or BO Issued</u></b>	Not started	<input type="text" value="0%"/>
 <b><u>6. Re-initiation</u></b>	Not started	<input type="text" value="0%"/>
 <b><u>7. Archive</u></b>	Not started	<input type="text" value="0%"/>



Calendar

How-To Guide

Team

Working

Completed

Inbox

[Click here for a list of messages in this file cabinet](#)

# Project Inbox: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18037/default.aspx?tabID=0&alias=1244

Webinar #10

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010

[Edit profile](#)

**File Cabinet Home**

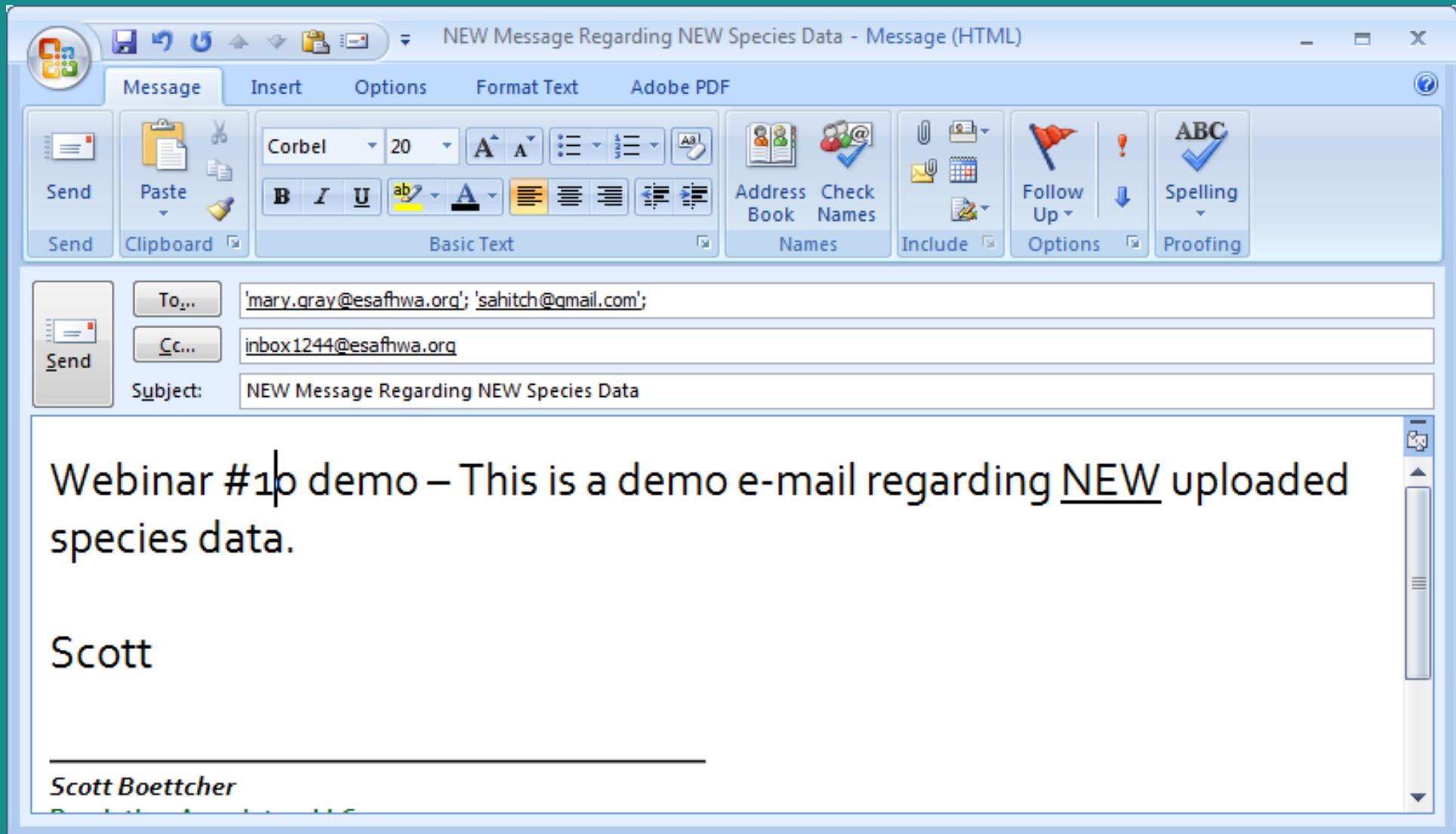
### Inbox

[inbox1244@esafhwa.org](#) messages

From	Subject	Date
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	7/15/2010 2:44:25 PM

< >

# Project Inbox: (3)



The screenshot shows an Outlook window titled "NEW Message Regarding NEW Species Data - Message (HTML)". The ribbon includes "Message", "Insert", "Options", "Format Text", and "Adobe PDF". The "Format Text" ribbon is active, showing options for font (Corbel, size 20), bold, italic, underline, text color, background color, bulleted list, numbered list, and link. Other options include "Address Book", "Check Names", "Include", "Follow Up", "Options", "Spelling", and "Proofing".

The email fields are as follows:

- To: mary.gray@esafhwa.org; 'sahitch@gmail.com';
- Cc: inbox1244@esafhwa.org
- Subject: NEW Message Regarding NEW Species Data

The main body of the email contains the following text:

Webinar #10 demo – This is a demo e-mail regarding NEW uploaded species data.

Scott

---

*Scott Boettcher*

# Project Inbox: (4)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18037/default.aspx?tabID=0&alias=1244

Webinar #10

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010

[Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1244@esafhwa.org messages

From	Subject	Date
"Scott Boettcher" <ScottB@resolution-associates.com>	NEW Message Regarding NEW Species Data	7/15/2010 5:33:02 PM
"MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	7/15/2010 2:44:25 PM

< >

# Project Inbox: (5)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: [http://esafhwa.org/site/alias\\_1244/18037/DesktopDefault.aspx?alias=1244&PageID=18037](http://esafhwa.org/site/alias_1244/18037/DesktopDefault.aspx?alias=1244&PageID=18037). The browser title is "Webinar #10". The page content includes the U.S. Department of Transportation Federal Highway Administration logo and a welcome message for Mary Gray. Below this is a "Webinar #10" header, a date "Today is Thursday, July 15, 2010", and an "Edit profile" link. A "File Cabinet Home" button is visible. The main content area shows an "Inbox" section with the text "inbox1244@esafhwa.org messages". The email details are: From: "Scott Boettcher" <ScottB@resolution-associates.com>, To: <mary.gray@esafhwa.org>, <sahitch@gmail.com>, Subject: NEW Message Regarding NEW Species Data. The email body contains the text: "Webinar #10 demo – This is a demo e-mail regarding NEW uploaded species data." and "Scott".

Webinar #10 - Windows Internet Explorer

http://esafhwa.org/site/alias\_1244/18037/DesktopDefault.aspx?alias=1244&PageID=18037

Webinar #10

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

**Webinar #10**

Today is Thursday, July 15, 2010

[Edit profile](#)

**File Cabinet Home**

**Inbox**  
inbox1244@esafhwa.org messages

From: "Scott Boettcher" <ScottB@resolution-associates.com>  
To: <mary.gray@esafhwa.org>, <sahitch@gmail.com>  
Subject: NEW Message Regarding NEW Species Data

Webinar #10 demo – This is a demo e-mail regarding NEW uploaded species data.

Scott

# Calendar: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

Webinar #10

## File Cabinet Home

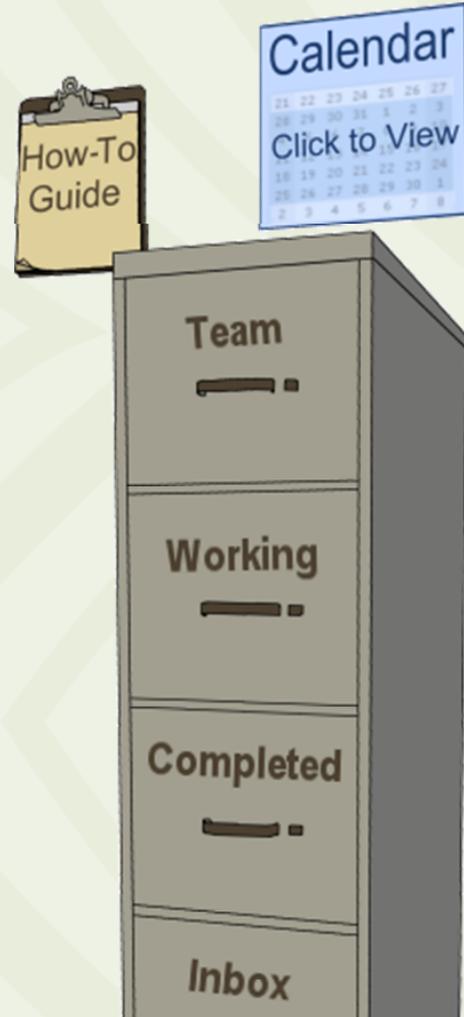
### Webinar #10

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Not started	100%
 <b>2. Review by DOT/FHWA</b>	Not started	100%
 <b>3. BA Ready for Consultation</b>	Not started	100%
 <b>4. Submitted to Services</b>	Not started	25%
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	0%
 <b>6. Re-initiation</b>	Not started	0%
 <b>7. Archive</b>	Not started	0%



The illustration shows a grey file cabinet with four drawers labeled 'Team', 'Working', 'Completed', and 'Inbox'. On top of the cabinet is a yellow clipboard with a 'How-To Guide' and a blue calendar with a 'Click to View' button. The calendar shows a grid of dates from 21 to 31.

# Calendar: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18033/calendar.aspx?tabID=0&alias=1244

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Calendar

 Add New  
Add new event...

<< **July 2010** >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Calendar: (3)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/Events/EventsEdit.aspx?tabID=18033&alias=1244&miID=30863

Webinar #10

### Event detail:

Title:

Description:   
http://esafhwa.org)"/>

Where:

When:

Start date:

Start time:  All Day Event  
 Start At

:

Expires:

# Calendar: (4)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18033/calendar.aspx?tabID=0&alias=1244

U.S. Department of Transportation  
Federal Highway Administration

## Welcome Mary Gray (National Rollout Webinars)!

### Webinar #10

Today is Thursday, July 15, 2010

[Edit profile](#)

**File Cabinet Home**

### Calendar

[Add New](#)

<< **July 2010** >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 July 16, 2010	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Edit](#) **July 16, 2010**  
*Webinar*  
10th webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>)

# How To Guide: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

Webinar #10

## File Cabinet Home

### Webinar #10

**Description:**  
Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

Step	Status	% Complete
 <b><u>1. Draft BA</u></b>	Not started	<div style="width: 100%; background-color: yellow;">100%</div>
 <b><u>2. Review by DOT/FHWA</u></b>	Not started	<div style="width: 100%; background-color: yellow;">100%</div>
 <b><u>3. BA Ready for Consultation</u></b>	Not started	<div style="width: 100%; background-color: yellow;">100%</div>
 <b><u>4. Submitted to Services</u></b>	Not started	<div style="width: 25%; background-color: blue;">25%</div>
 <b><u>5. Letter of Concurrence or BO Issued</u></b>	Not started	<div style="width: 0%; background-color: blue;">0%</div>
 <b><u>6. Re-initiation</u></b>	Not started	<div style="width: 0%; background-color: blue;">0%</div>
 <b><u>7. Archive</u></b>	Not started	<div style="width: 0%; background-color: blue;">0%</div>



The illustration shows a grey file cabinet with four drawers labeled 'Team', 'Working', 'Completed', and 'Inbox'. On top of the cabinet is a clipboard with a yellow paper that says 'How-To Guide (Click)' and a blue calendar showing the month of July 2010.

# How To Guide: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18032/howto.aspx?tabID=0&alias=1244

Webinar #10

## Contents

Click on the link below to jump further down the page to the Online Tutorial category of interest.

- 1. Introduction:**
  - o [Introduction](#)
  - o [Getting Started](#)
  - o [Accessibility](#)
  - o [Turning The Style Sheet Off](#)
  - o [Changing Text Size](#)
- 2. Logging On:**
  - o [Creating An Account](#)
  - o [Registering Online](#)
  - o [Accepting An Invitation](#)
  - o [Sign In](#)
  - o [Forgotten Password](#)
  - o [Remember Login](#)
  - o [Edit Profile \(Change Password\)](#)
- 3. File Cabinets:**
  - o [My Online File Cabinets](#)
  - o [Adding A New Online File Cabinet](#)
  - o [Editing And Deleting Existing Online File Cabinets](#)
  - o [Opening An Online File Cabinet](#)
  - o [Working In An Online File Cabinet](#)
  - o [Getting To The Online File Cabinets Home Page](#)

# How To Guide: (3)

Webinar #10 - Windows Internet Explorer

http://esafhwa.org/site/alias\_1244/18032/howto.aspx?tabID=0&alias=1244#Adding\_a\_new\_Online\_File\_Cabinet

Webinar #10

## Adding A New Online File Cabinet

- You can add a new Online File Cabinet by clicking on the *Add New* button located under the *My Online File Cabinets* heading.
- You will be guided through a series of steps. You will need to provide a title for the Online File Cabinet, select the consultation type and state the project is located in, and provide a brief project description.
- After completing the form, click the *Finish* button. A confirmation message will pop up letting you know that the information has been saved. Click the *Close* button to finish the process and return to the listing of Online File Cabinets.

## Editing And Deleting Existing Online File Cabinets

- To update the information in an Online File Cabinet, click the *Edit* button located to the right of a file cabinet.
- After clicking the *Edit* button, click the *Delete this File Cabinet* button. This action will delete the Online File Cabinet permanently. As a safety feature, the system will ask you to confirm or cancel the action.

## Opening An Online File Cabinet

- To open an Online File Cabinet, click the title of the Online File Cabinet. The file cabinet will open in a new window and you will automatically be signed in.

## Working In An Online File Cabinet

- This section of the tutorial is dedicated to the use and features of the Online File Cabinets.
- Once you have accessed an Online File Cabinet, you can view the steps and status of the BA process. You can also access this tutorial; develop and view a project calendar; view project team information; upload BA documents, pictures, and links related to your project; participate in a project discussion forum; and access e-mail related to the project.

## Getting To The Online File Cabinets Home Page

- After you have signed in, click a file cabinet to enter the Online File Cabinets home page. On the Online File Cabinets home page you can view the BA status and access the calendar, the How-To Guide, team member information, files, discussions, and e-mails.

# Project Status: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18020/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #10

**Description:**  
Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Not started	<div style="width: 100%;"><div style="background-color: yellow;">100%</div></div>
 <b>2. Review by DOT/FHWA</b>	Not started	<div style="width: 100%;"><div style="background-color: yellow;">100%</div></div>
 <b>3. BA Ready for Consultation</b>	Not started	<div style="width: 100%;"><div style="background-color: yellow;">100%</div></div>
 <b>4. Submitted to Services</b>	Not started	<div style="width: 25%;"><div style="background-color: blue;">25%</div></div>
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	<div style="width: 0%;"><div style="background-color: blue;">0%</div></div>
 <b>6. Re-initiation</b>	Not started	<div style="width: 0%;"><div style="background-color: blue;">0%</div></div>
 <b>7. Archive</b>	Not started	<div style="width: 0%;"><div style="background-color: blue;">0%</div></div>



The illustration shows a grey file cabinet with four drawers labeled 'Team', 'Working', 'Completed', and 'Inbox'. On top of the cabinet is a yellow clipboard with a 'How-To Guide' and a blue calendar showing dates from 21 to 27.

# Project Status: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsafHwa/FileCabinet2009/jsaBaTasks/jsaBaTasksEdit.aspx?tabID=0&alias=1244&ItemID=1802&mid=30842

Webinar #10

All documents have been uploaded and submitted for review by the Services.

% Complete:  %

Status:

Priority:

Assigned To:

Start Date:  

Due Date:  

# Project Status: (3)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/0/Default.aspx

Today is Thursday, July 15, 2010 [Edit profile](#)

## File Cabinet Home

### Webinar #10

**Description:**  
Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Not started	<input type="text" value="100%"/>
 <b>2. Review by DOT/FHWA</b>	Not started	<input type="text" value="100%"/>
 <b>3. BA Ready for Consultation</b>	Not started	<input type="text" value="100%"/>
 <b>4. Submitted to Services</b>	In progress	<input type="text" value="90%"/>
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	<input type="text" value="0%"/>
 <b>6. Re-initiation</b>	Not started	<input type="text" value="0%"/>
 <b>7. Archive</b>	Not started	<input type="text" value="0%"/>



# Project Status: (4)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsafHwa/FileCabinet2009/jsaBaTasks/jsaBaTasksView.aspx?tabID=0&alias=1244&ItemID=1802&mid=30842

Webinar #10

Today is Thursday, July 15, 2010

[Home](#) | [Edit profile](#)

## Step Detail

Title: 4. Submitted to Services  
Description:

All documents have been uploaded and submitted for review by the Services.

% Complete: 90  
Status: In progress  
Priority: Normal  
Assigned To: Services  
Start Date: 7/16/2010  
Due Date : 11/9/2010

**Cancel**

# Archiving Projects: (1)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/0/Default.aspx

Webinar #10

## File Cabinet Home

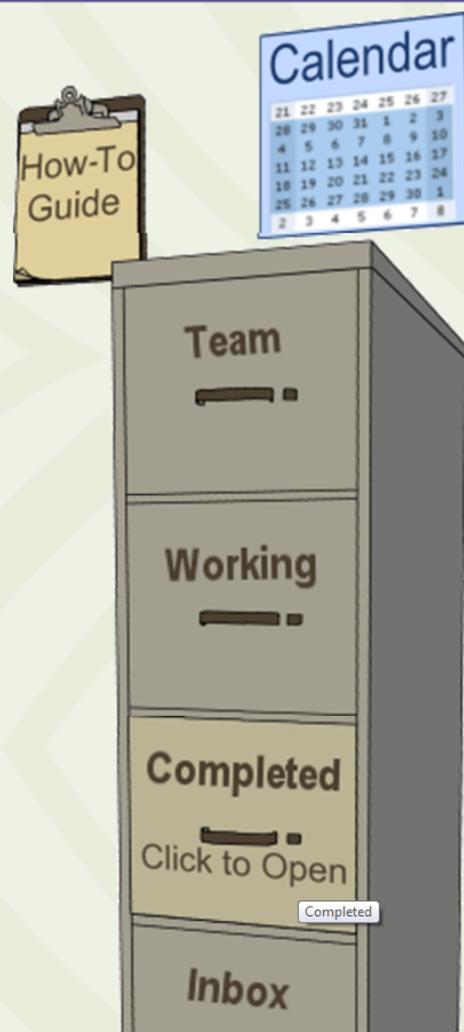
### Webinar #10

**Description:**

Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b><u>1. Draft BA</u></b>	Complete	<b>100%</b>
 <b><u>2. Review by DOT/FHWA</u></b>	Complete	<b>100%</b>
 <b><u>3. BA Ready for Consultation</u></b>	Complete	<b>100%</b>
 <b><u>4. Submitted to Services</u></b>	Complete	<b>100%</b>
 <b><u>5. Letter of Concurrence or BO Issued</u></b>	Complete	<b>100%</b>
 <b><u>6. Re-initiation</u></b>	Complete	<b>100%</b>
 <b><u>7. Archive</u></b>	Complete	<b>100%</b>



How-To Guide

Calendar

Team

Working

Completed  
Click to Open

Inbox

Completed

# Archiving Projects: (2)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1244/18036/DesktopDefault.aspx?alias=1244&PageID=18036

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #10

Today is Thursday, July 15, 2010 [Edit profile](#)

**File Cabinet Home**

### Completed BA Documents

[Add New](#)

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
<a href="#">Edit</a>	 <a href="#">FINAL BA</a>	mary.gray@esafhwa.org		7/15/2010
<a href="#">Edit</a>	 <a href="#">FINAL Species List</a>	mary.gray@esafhwa.org		7/15/2010
<a href="#">Edit</a>	 <a href="#">Letter of Concurrence</a>	mary.gray@esafhwa.org		7/15/2010
<a href="#">Edit</a>	 <a href="#">Site Vicinity</a>	mary.gray@esafhwa.org		7/15/2010

# Archiving Projects: (3)

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets

- Online Tutorial
- Quick Tips
- BA Status Report

### Introduction

The ESA-FHWA Online File Cabinets is a Webtool designed to help BA preparers collaborate with their colleagues during BA document preparation and development and with reviewers after the BA has been submitted. The Online File Cabinets tool also provides a means for BA submitters to indicate the status of their BA allowing FHWA to track the progress of submittals. You can access your Online File Cabinets through the log in feature below. You can also search the project archives for past (or current) projects near to or related to your project by accessing the Search feature located below in the footer at the bottom of the page.

[Note: The project archives will populate over time as completed BAs are archived in the system. The projects will not contain archived projects that have not been actively archived.]

### My File Cabinets

 Add New

Filter by Status:

	Title ↑	Description	Status	Tracking No.
 Edit	<a href="#">Webinar #10</a>	Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).	Active	1244
 Edit	<a href="#">Programmatic Biological Assessment for WSDOT Eastern Washington Regions</a>	This programmatic biological assessment (PBA) is designed to address many of the projects that will be completed in Washington State Department of Transportation's (WSDOT) North Central, South Central, and Eastern regions (regions). This PBA covers those projects that will have no effect or that are not likely to adversely affect listed species under the U.S. Fish and Wildlife Service (USFWS) jurisdiction. The PBA will also cover a limited range of projects that are likely to	Archived	1195

# Archiving Projects: (4)

Webinar #10 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsaFhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1244&mid=26669&uid=3091

Webinar #10

Consultation Type: Formal

Status: Active

Location of Project Site: VT

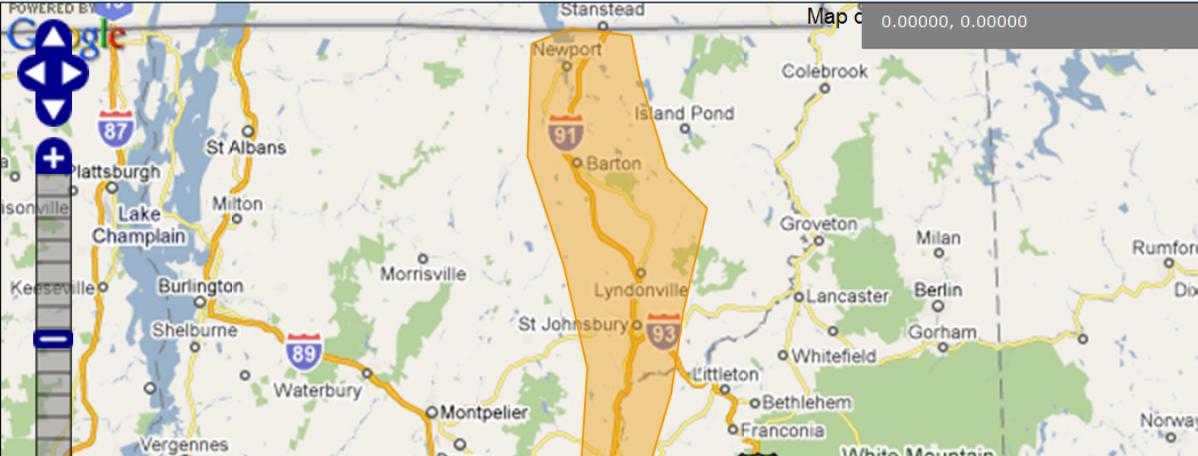
Status options: Active, Dormant, Archived

Description: Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).

Do you wish to be notified of file uploads?

Delete this File Cabinet

Navigation options:  navigate,  draw polygon,  draw point, Clear



Map showing project location in Vermont. Coordinates: 0.00000, 0.00000. The map displays a yellow polygon highlighting a region in central Vermont, including areas around Newport, Barton, Lyndonville, and St. Johnsbury. Major roads like I-89 and I-93 are visible.

# Archiving Projects: (5)

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets

Online Tutorial

Quick Tips

BA Status Report

### Introduction

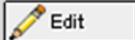
The ESA-FHWA Online File Cabinets is a Webtool designed to help BA preparers collaborate with their colleagues during BA document preparation and development and with reviewers after the BA has been submitted. The Online File Cabinets tool also provides a means for BA submitters to indicate the status of their BA allowing FHWA to track the progress of submittals. You can access your Online File Cabinets through the log in feature below. You can also search the project archives for past (or current) projects near to or related to your project by accessing the Search feature located below in the footer at the bottom of the page.

[Note: The project archives will populate over time as completed BAs are archived in the system. The projects will not contain archived projects that have not been actively archived.]

### My File Cabinets

 Add New

Filter by Status:

	Title ↑	Description	Status	Tracking No.
	<a href="#">Webinar #10</a>	Webinar #10 -- Demo of features and capabilities of ESA-FHWA Webtool (7/16/2010).	Archived	1244
	<a href="#">Programmatic Biological Assessment for WSDOT Eastern Washington Regions</a>	This programmatic biological assessment (PBA) is designed to address many of the projects that will be completed in Washington State Department of Transportation's (WSDOT) North Central, South Central, and Eastern regions (regions). This PBA covers those projects that will have no effect or that are not likely to adversely affect listed species under the U.S. Fish and Wildlife Service (USFWS) jurisdiction. The PBA will also cover a limited range of projects that are likely to adversely affect bull trout, northern spotted owl,	Archived	1195

# Archiving Projects: (6)

ESA FHWA - National - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_national/15733/default.aspx#sectionmap

ESA FHWA - National - ESA Section 7 Consultation

### Map Search of Project Archives (to search available archives)

navigate  draw polygon  draw point

The map displays the state of Vermont with various project archives highlighted in orange. A search buffer of 2,640 feet is shown around a central point near St. Johnsbury. Major roads like I-91, I-89, and I-295 are visible. The White Mountain National Forest is also labeled. The map data coordinates are -72.15820, 44.56308.

Find Buffer (ft): 2,640

[About](#) [Library](#) [Glossary](#) [Search](#) [FAQs](#) [Contact Us](#) [Site Map](#)

# Archiving Projects: (7)

Webinar #9 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/0/default.aspx

U.S. Department of Transportation  
Federal Highway Administration

## Webinar #9

Today is Wednesday, May 19, 2010

**File Cabinet Home**

### Project Summary

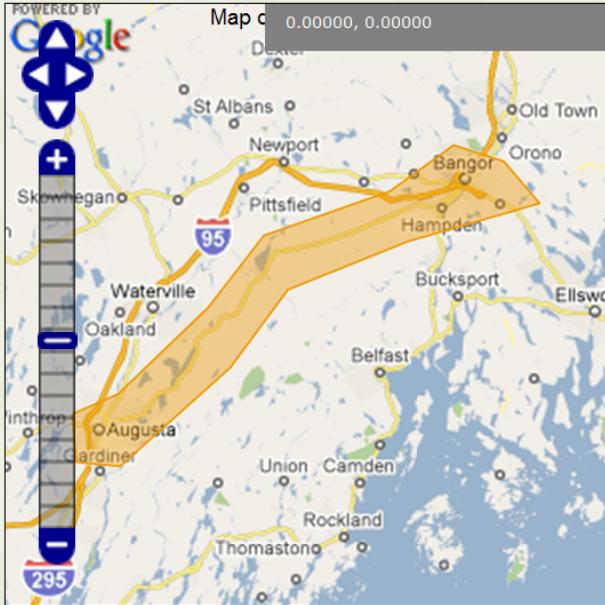
**Webinar #9**

**Description:** Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).

**Location:** ME

**Documents**

Title	Last Updated
 <a href="#">Final BA</a>	5/18/2010
 <a href="#">Final Species List</a>	5/18/2010
 <a href="#">Final Site Vicinity</a>	5/19/2010
 <a href="#">Letter of Concurrence</a>	5/19/2010



Map c 0.00000, 0.00000

The map displays a geographical area in Maine, with a project boundary highlighted in orange. The boundary starts near Bangor and extends south and west towards Waterville and Gardiner. Major roads like I-95 and I-295 are visible. The map includes a Google logo, a compass, and a zoom control.

# BA Status Report: (1)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_ba\_status\_report/16316/ba\_status\_report.aspx

File Edit View Favorites Tools Help

ESA FHWA - Northern Region - ESA Section 7 Co...

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

**ESA Section 7 Consultation**

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

**BA Status Report**

Filter by Area: North

Title	Date Submitted	Type*	State	Area**	1	2	3	4	5	6	7
Webinar #10	7/16/2010	f	VT	N	√	√	√	√	√	√	√
State Route 62, Section B01, Hunters Station Bridge Replacement over the Allegheny River, Forest County, Pennsylvania	NA	i	PA	N							
route 1	4/15/2008	p	NY	N	√	√	√	√			
Ocean State Parkway Bikeway -- Jones Island, NY	10/1/2005	i	NY	N	√	√	√	√	√		
8006.82 Route 17 Upgrade to I-86: Exits	10/24/2008	i	NY	N	√	√	√	√			

# Quick Tips: (1)

Today is Thursday, July 15, 2010 [Edit profile](#) | [Logoff](#)

**Northern Area** | **National BA Template** | **Online File Cabinets**

View File Cabinets  
Online Tutorial  
Quick Tips  
BA Status Report

### Introduction

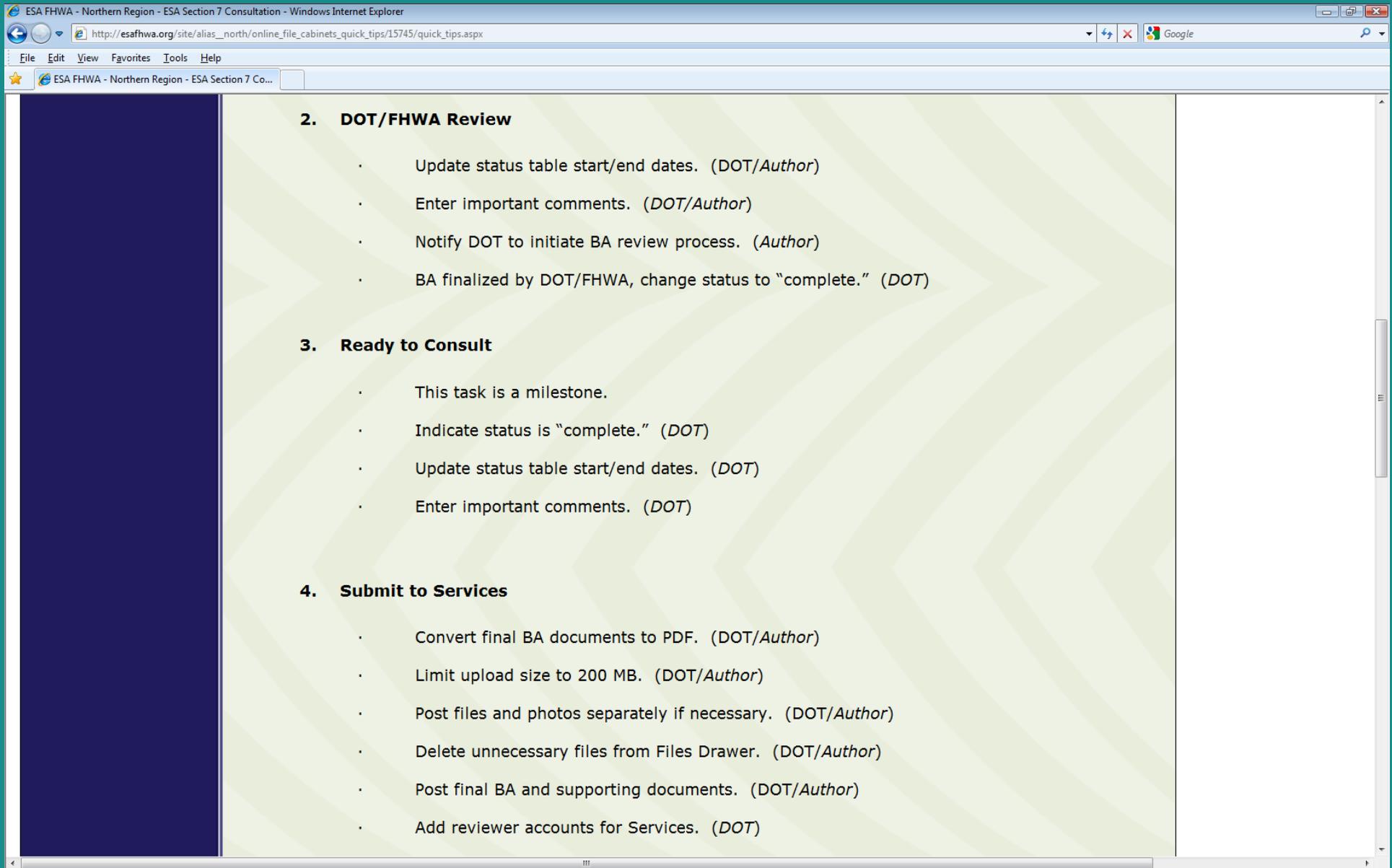
The following quick tips are provided to help you complete each of the steps for the ESA-FHWA Webtool's BA development and submittal process. Please feel free to seek clarification if a step or action is not clear. You can do so through the "Contact Us" feature located below in the footer to this page. Individual states may want to supplement this with their own state-specific process and procedures.

### Quick Tips

#### 1. Draft BA

- Create new Online File Cabinet. (*DOT Lead*)
- Create accounts for document preparation team. (*DOT/Authors*)
- Use National BA Template to create Draft BA document. (*DOT/Authors*)
- Update status table start/end dates. (*DOT/Authors*)
- Enter important comments. (*DOT/Authors*)
- Indicate Draft BA status as "in progress." (*DOT/Authors*)
- Post events on calendar to help coordinate team. (*DOT/Authors*)
- Use Files Drawer to share documents with team. (*Everyone with access*)
- Use Inbox Drawer as an administrative record. (*Everyone with access*)
- Change status to "complete" when draft is posted and DOT Lead has been notified. (*DOT/Authors*)

# Quick Tips: (2)



ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_quick\_tips/15745/quick\_tips.aspx

File Edit View Favorites Tools Help

ESA FHWA - Northern Region - ESA Section 7 Co...

## 2. DOT/FHWA Review

- Update status table start/end dates. (*DOT/Author*)
- Enter important comments. (*DOT/Author*)
- Notify DOT to initiate BA review process. (*Author*)
- BA finalized by DOT/FHWA, change status to "complete." (*DOT*)

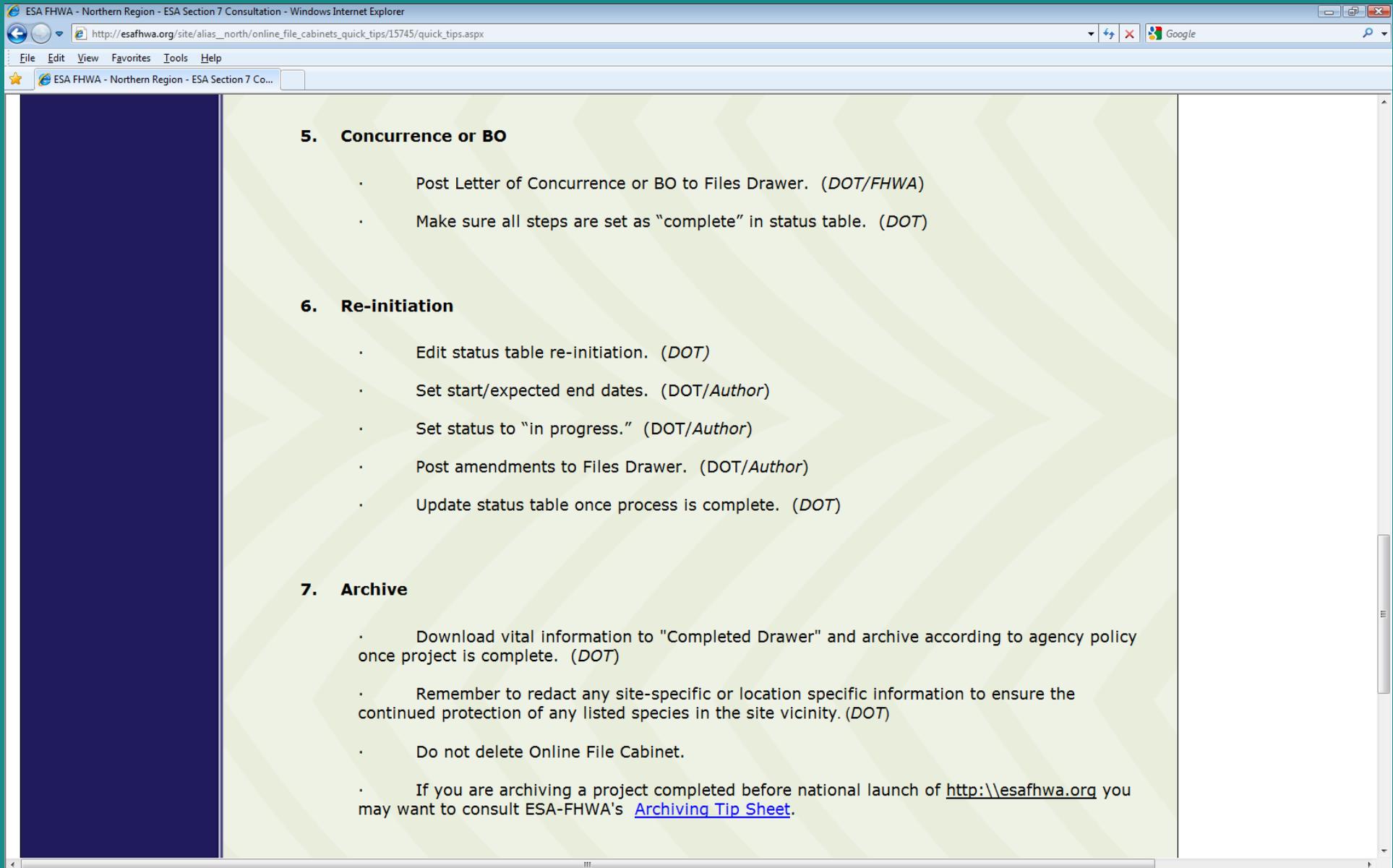
## 3. Ready to Consult

- This task is a milestone.
- Indicate status is "complete." (*DOT*)
- Update status table start/end dates. (*DOT*)
- Enter important comments. (*DOT*)

## 4. Submit to Services

- Convert final BA documents to PDF. (*DOT/Author*)
- Limit upload size to 200 MB. (*DOT/Author*)
- Post files and photos separately if necessary. (*DOT/Author*)
- Delete unnecessary files from Files Drawer. (*DOT/Author*)
- Post final BA and supporting documents. (*DOT/Author*)
- Add reviewer accounts for Services. (*DOT*)

# Quick Tips: (3)



ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_quick\_tips/15745/quick\_tips.aspx

File Edit View Favorites Tools Help

ESA FHWA - Northern Region - ESA Section 7 Co...

## 5. Concurrence or BO

- Post Letter of Concurrence or BO to Files Drawer. (DOT/FHWA)
- Make sure all steps are set as "complete" in status table. (DOT)

## 6. Re-initiation

- Edit status table re-initiation. (DOT)
- Set start/expected end dates. (DOT/Author)
- Set status to "in progress." (DOT/Author)
- Post amendments to Files Drawer. (DOT/Author)
- Update status table once process is complete. (DOT)

## 7. Archive

- Download vital information to "Completed Drawer" and archive according to agency policy once project is complete. (DOT)
- Remember to redact any site-specific or location specific information to ensure the continued protection of any listed species in the site vicinity. (DOT)
- Do not delete Online File Cabinet.
- If you are archiving a project completed before national launch of <http://esafhwa.org> you may want to consult ESA-FHWA's [Archiving Tip Sheet](#).

# Quick Tips: (4)

Archiving Tip Sheet[1].pdf - Adobe Acrobat  
File Edit View Document Comments Forms Tools Advanced Window Help

Find

**Tip Sheet**  
**ESA-FHWA Webtool**

Steps to Archive Projects Completed Before National Launch of <http://esafhwa.org>

<b>Step 1:</b> <i>Sign-In</i>	<ul style="list-style-type: none"><li>▪ Sign-in to system at Online File Cabinets Tab for your region.</li></ul>
<b>Step 2:</b> <i>Add New Project</i>	<ul style="list-style-type: none"><li>▪ Click on "Add New" button to create a new project file cabinet.</li><li>▪ Follow instructions to add title, specify consultation type and state, provide description, and provide location using polygon mapping tool.</li><li>▪ Click "Finish" when done.</li></ul>
<b>Step 3:</b> <i>Upload Files</i>	<ul style="list-style-type: none"><li>▪ Enter the file cabinet room for the project you just created.</li><li>▪ Open the "Completed" file drawer.</li><li>▪ Click on "Add New" button and follow instructions to upload final BA, BO or LC, and any other key supporting information.</li><li>▪ Remember to redact any site or location specific information to ensure continued protection of listed species in the vicinity.</li></ul>
<b>Step 4:</b> <i>Change to "Archive"</i>	<ul style="list-style-type: none"><li>▪ Close the file cabinet room you were just working in.</li><li>▪ Go back to your list of projects.</li><li>▪ Click on the "Edit" button for your project.</li><li>▪ Change status from "Active" to "Archive."</li><li>▪ Click "Finish" when done.</li></ul>
<b>Step 5:</b> <i>Finish</i>	<ul style="list-style-type: none"><li>▪ Logoff the system and you are done.</li></ul>

# 7. Q/A, Discussion



## 8. End

- Thank you!!
- Comments, questions and/or suggestions . . . .
  - Send us an e-mail → [support@esafhwa.org](mailto:support@esafhwa.org)
  - Take our survey →  
[http://www.surveymonkey.com/s.aspx?sm=olKoakSUBHlwQxYCEgRaEA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=olKoakSUBHlwQxYCEgRaEA_3d_3d)
  - Contact us directly → Mary Gray, 360/753-9487,  
[mary.gray@esafhwa.org](mailto:mary.gray@esafhwa.org)
- Webinar materials and FAQs will be posted to <http://esafhwa.org> (see “What’s New”).
- Remember the training site is a good resource for you.