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# Nationwide Rollout: ESA-FHWA Webtool

Webinar #5 (8 a.m. PDT)  
August 20, 2009

# 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 9:30 a.m. PDT



# 1. Overview and Orientation to ESA-FHWA Webtool

## Purpose:

- To streamline BA development process.
- To promote BA consistency (among states, projects) and facilitate collaboration.
- To track BA development activities across the nation.

## Features:

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

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, August 20, 2009

**FHWA's Nationwide Web BA Tool**

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

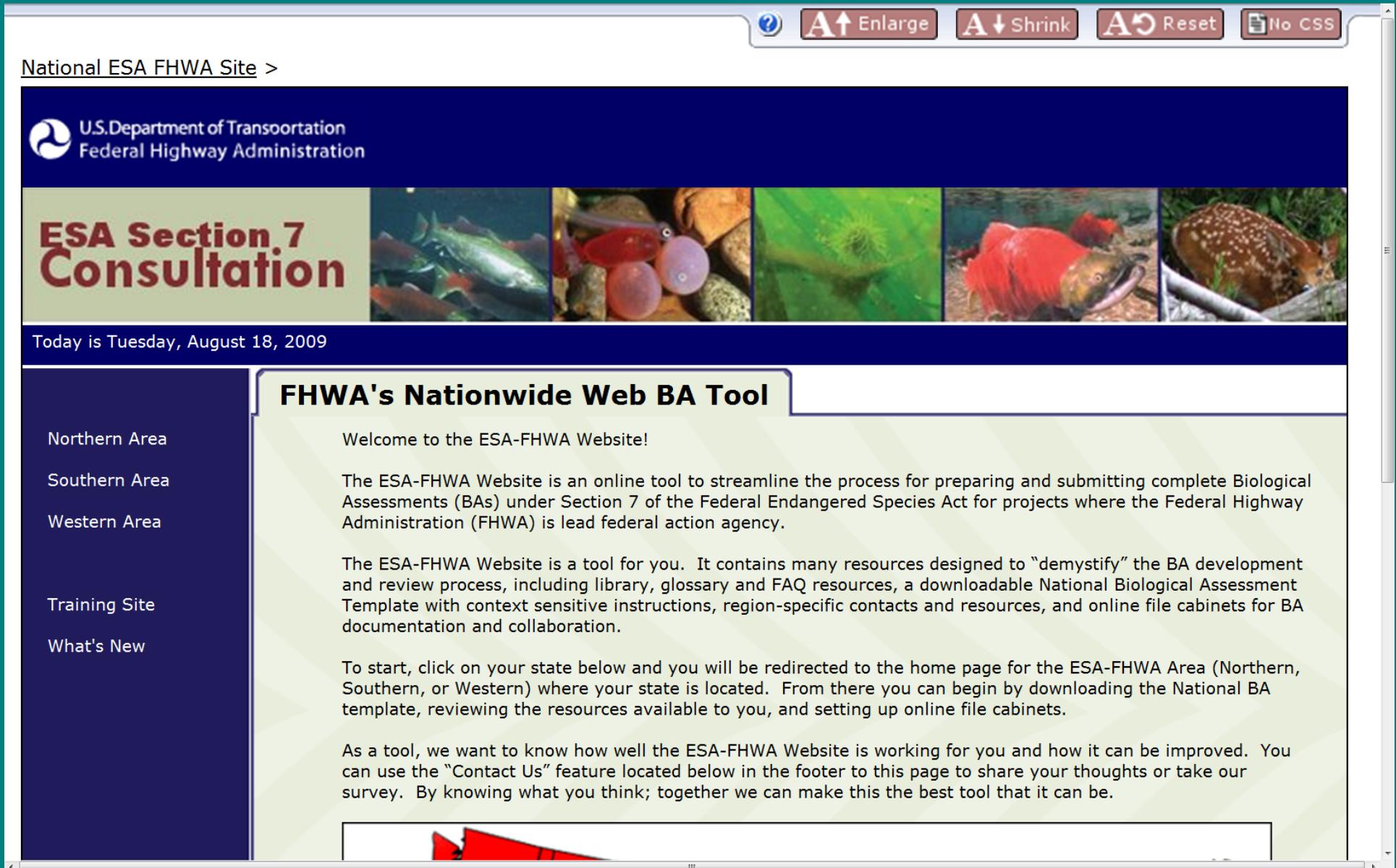
Welcome to the ESA-FHWA Training Site! Please use this site to try the ESA-FHWA Webtool. All the same functionality and content are here as are at the actual production site. This is a site for you try try to create file cabinets for your projects, to build teams, to archive projects, etc. without concern 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)



The screenshot shows a web browser window displaying the National ESA FHWA Website. The browser's address bar shows the URL. The website header includes the U.S. Department of Transportation Federal Highway Administration logo and a navigation menu with links for Northern Area, Southern Area, Western Area, Training Site, and What's New. The main content area features a banner for 'ESA Section 7 Consultation' with images of fish and a turtle. Below the banner, the date 'Today is Tuesday, August 18, 2009' is displayed. The main heading is 'FHWA's Nationwide Web BA Tool', followed by a welcome message and detailed information about the tool's purpose and resources. A survey link is also present at the bottom of the main content area.

National ESA FHWA Site >

U.S. Department of Transportation  
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**ESA Section 7 Consultation**

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**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.

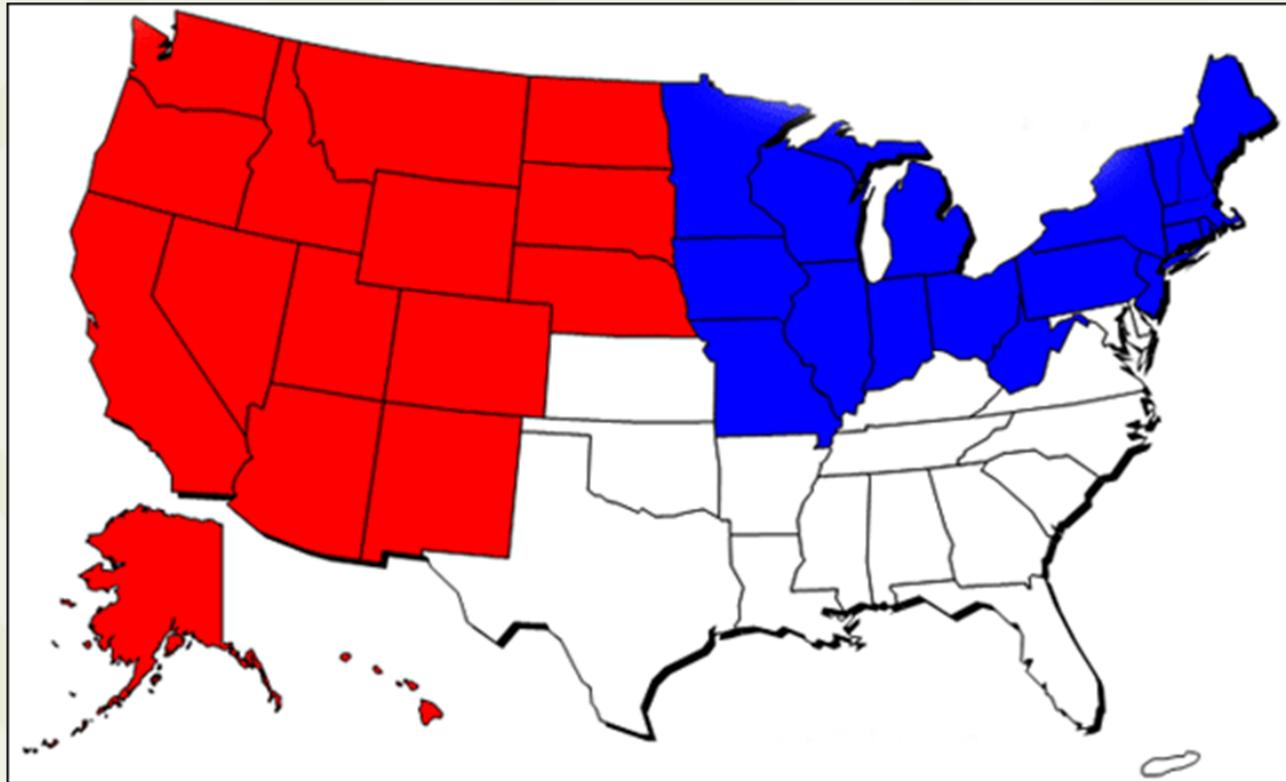
To start, click on your state below and you will be redirected to the home page for the ESA-FHWA Area (Northern, Southern, or Western) where your state is located. From there you can begin by downloading the National BA template, reviewing the resources available to you, and setting up online file cabinets.

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 survey. By knowing what you think; together we can make this the best tool that it can be.

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

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[About](#)

[Library](#)

[Glossary](#)

[Search](#)

[FAQs](#)

[Contact Us](#)

[Site Map](#)

# ESA-FHWA Area Welcome Pages: (1)

National ESA FHWA Site > Northern Area > Welcome

U.S. Department of Transportation  
Federal Highway Administration

## ESA Section 7 Consultation



Today is Tuesday, August 18, 2009

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

Welcome

Federal Resources

State Resources

### 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.

[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.]

# ESA-FHWA Area Welcome Pages: (2)

## 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.

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## National News

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

## Regional News

### **USFWS Region 3:**

- [Newsroom](#)

# ESA-FHWA Area Welcome Pages: (3)

## Regional News

### **USFWS Region 3:**

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

### **USFWS Region 5:**

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

### **NOAA Fisheries Southeast Region:**

- [Newsroom](#)

### **NOAA Fisheries Northeast Region:**

- [Newsroom](#)

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# 4. Webtool Resources

- Library
- Glossary
- Search
- FAQs



# Library Resources: (1)

National ESA FHWA Site >

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## ESA Section 7 Consultation



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### 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](#)

# Library Resources: (2)

## 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](#)
- [Formal Consultation Process](#)
- [Example Letter by the Action Agency for Request of Formal Consultation with the Services](#)

# Library Resources: (3)



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](#)

[ECOS Mapper](#)

[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](#)

[Coastal Program](#)

## Success Story [Cedar Creek](#)

**Office** Rock Island ESFO **Status** Active

In 2004/2005, the Rock Island Field Office (RIFO) partnered with the Iowa Natural Heritage Foundation to coordinate, design and build a Topeka shiner habitat restoration project along Cedar Creek in Green County, Iowa, using recovery implementation funds. The primary objective of the project was to restore a relic oxbow in the Cedar Creek floodplain to provide off-stream refugia and potential spawning habitat for the shiner. The initial project also included connecting the oxbow at bankfull height to facilitate exchange between Cedar Creek and the oxbow, creating a more natural hydrologic regime. ... [Learn More](#)

## 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)

## Species Reports

[Refuge Contaminant Assessments](#)

[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](#)

[Spatial Data Resources](#)

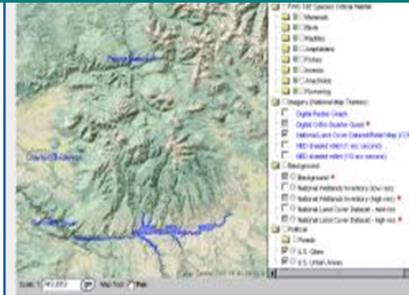
[All Threatened and Endangered Animals](#)

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[Reclassified Species](#)

[Delisted Species](#)

Search for an endangered species by name



United States.

[Visit the Critical Habitat Portal](#)

an online service for information regarding Threatened and Endangered Species final Critical Habitat designation across the

## 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 ECOS Mapper](#)

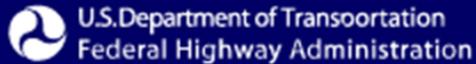
[Use the Critical Habitat Mapper](#)

[Use the Fish Passage Mapper](#)

[Learn about ECOS Map Services](#)

# Glossary Resources:

National ESA FHWA Site >



## ESA Section 7 Consultation



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### 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

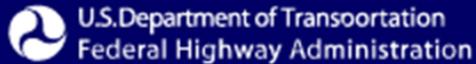
0 - 9

#### 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.

# Search Resources: (1)

National ESA FHWA Site >



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### 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.

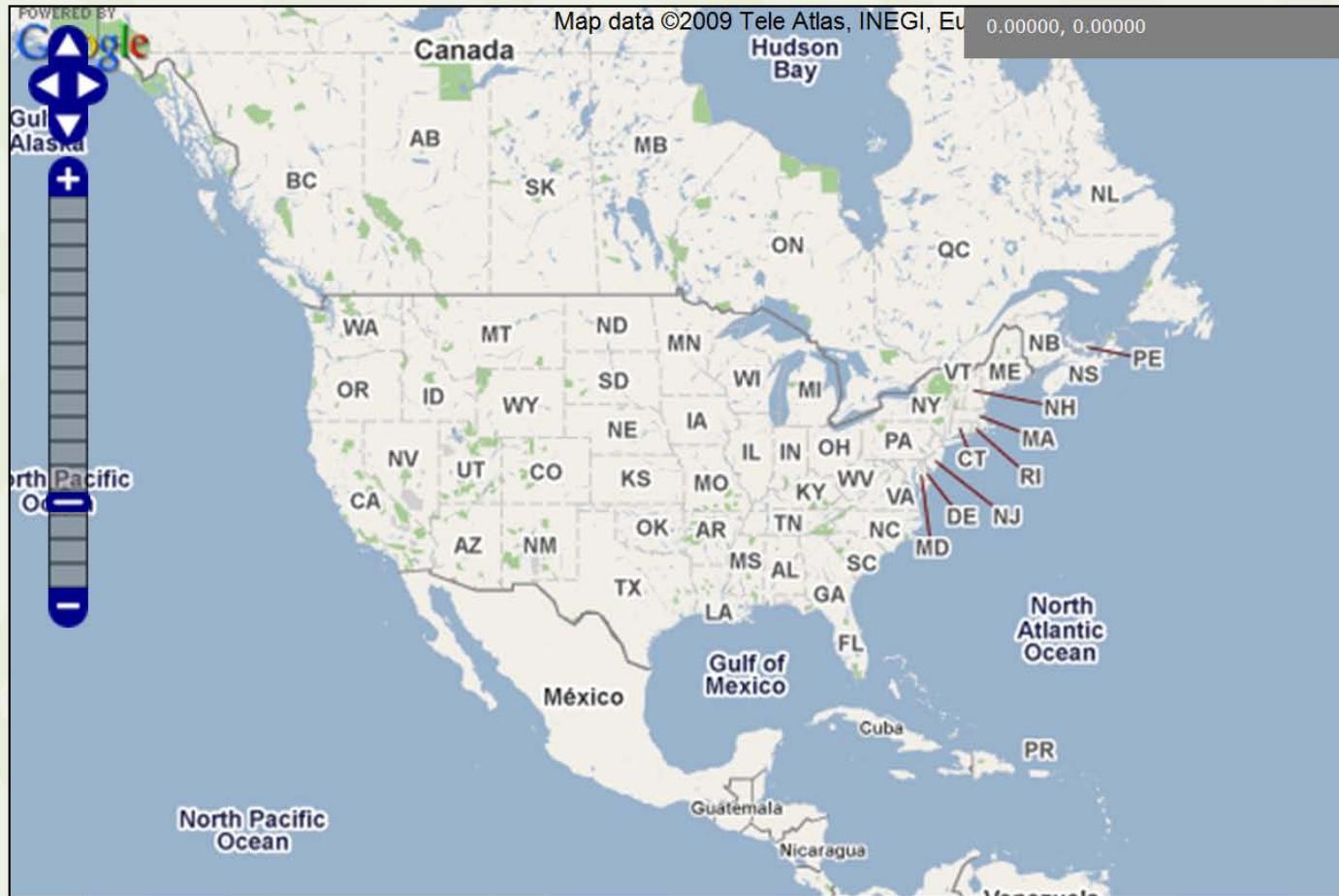
Click on the link below to jump further down the page to the specific Search tool you wish to use.

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

# Search Resources: (2)

Map Search of Project Archives (to search available archives)

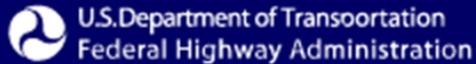
-  navigate
  -  draw polygon
  -  draw point
- 



Buffer (ft):

# FAQ Resources: (1)

National ESA FHWA Site >



## ESA Section 7 Consultation



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### 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](#)

# FAQ Resources: (2)

## 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?"](#)

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

A:

6/23/2009 11:12:04 AM

The federal Endangered Species Act (ESA) defines an "endangered species" as "any species, which is in danger of extinction throughout all or a significant portion of its range," other than certain insect pests. A "threatened species" is defined as "any species, which is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range."

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?](#)

Q: [Q. Do Incidental Take Statements always have exact numerical limits?](#)

Q: [R. What happens when the specified amount or extend of incidental take is exceeded?](#)

Q: [S. What are conservation recommendations?](#)

Q: [T. Are conservation recommendations part of the biological opinion?](#)

## 5. Webtool National BA Template

- Downloadable Word document providing Standardized Template for preparing BAs.
- Hotlinks and hypertext in the document providing link to Online Guidance and Instruction.

[Note: All online guidance and instruction is also available as a single, integrated and downloadable .PDF document.]

# Download Template, Instructions:

National ESA FHWA Site > National BA Template > Download Template

 U.S. Department of Transportation  
Federal Highway Administration

## ESA Section 7 Consultation



Today is Tuesday, August 18, 2009

**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)



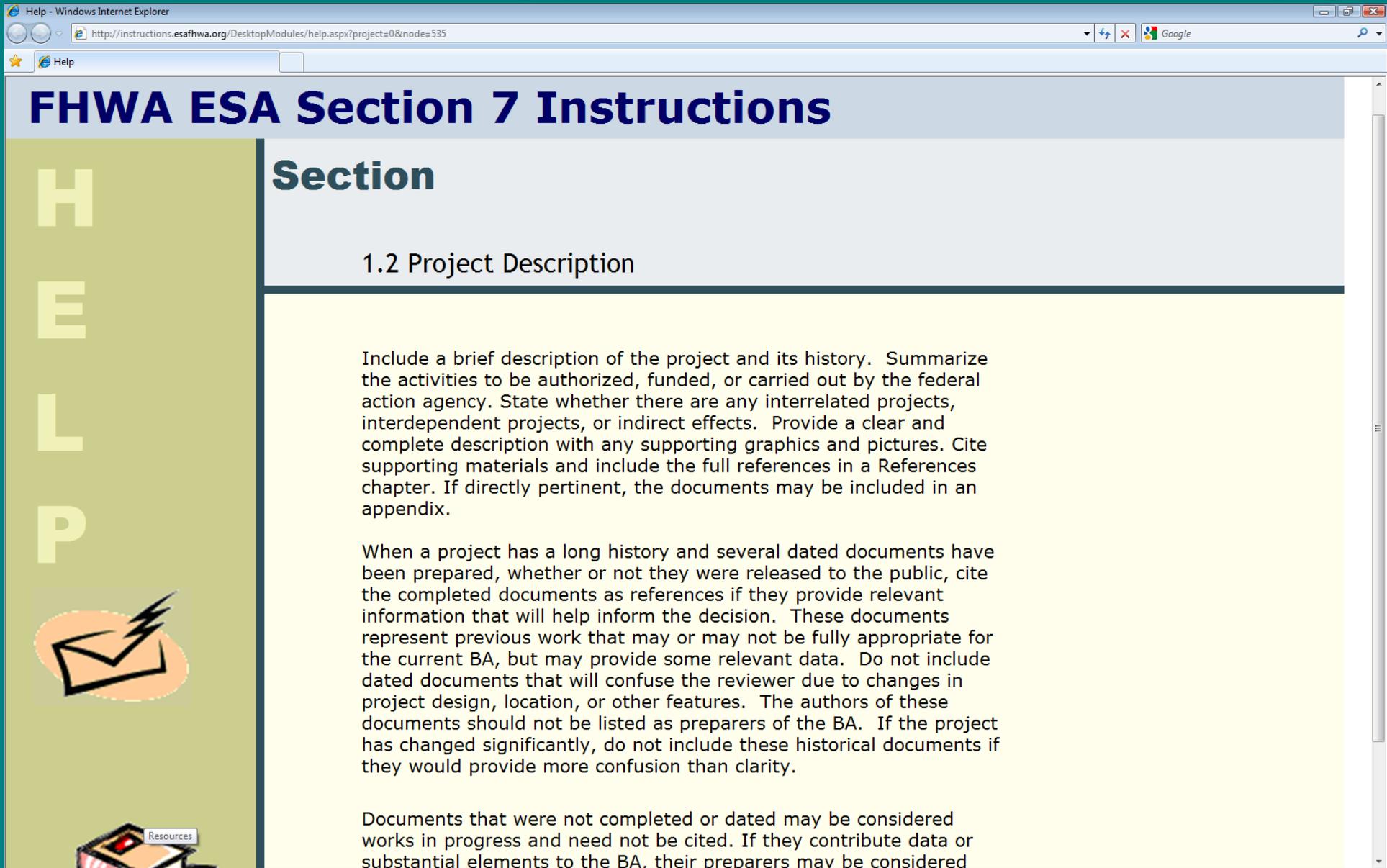
[National BA Template Instructions](#) (click to download)

# Template w/ Hyperlink Instruction: (1)

The screenshot shows a Microsoft Word window titled "National BA Template (Read-Only) [Compatibility Mode] - Microsoft Word". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, View, and Acrobat. The View ribbon is active, showing options like Ruler, Document Map, Gridlines, Thumbnails, Message Bar, Zoom (100%), One Page, Two Pages, Page Width, New Window, Arrange All, Split, View Side by Side, Synchronous Scrolling, Reset Window Position, Switch Windows, and Macros. The document content is as follows:

¶  
¶  
¶  
¶  
**Chapter 1 — Project Overview · [\[instructions\]](#)**¶  
¶  
¶  
¶  
1.1. → Federal Nexus · [\[instructions\]](#)¶  
¶  
*Insert Starting Here -->*¶  
¶  
¶  
1.2. → Project Description · [\[instructions\]](#)¶  
¶  
*Insert Starting Here -->*¶  
¶  
¶  
1.3. → Project Area and Setting · [\[instructions\]](#)¶  
¶  
*Insert Starting Here -->*¶

# Template w/ Hyperlink Instruction: (2)



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

## 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

# Process Overview: (1)

National ESA FHWA Site > National BA Template > Process Overview

U.S. Department of Transportation  
Federal Highway Administration

## ESA Section 7 Consultation



Today is Tuesday, August 18, 2009

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

Download Template  
Process Overview  
Helpful Hints

### 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?**

# Process Overview: (2)

## 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.
- Understand what Biological Assessments and Biological Opinions are.
- Consult key resources in the ESA-FHWA Library.

# Helpful Hints:

National ESA FHWA Site > National BA Template > Helpful Hints

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Federal Highway Administration

## ESA Section 7 Consultation



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**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. Webtool Online File Cabinets

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

# Sign-In:

## ESA Section 7 Consultation



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**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:

## Profile information

---

Name	<input type="text" value="Mary Gray"/>
Company (optional)	<input type="text" value="FHWA"/>
Address (optional)	<input type="text"/>
City (optional)	<input type="text" value="Olympia"/>
Postal Code/Zip (optional)	<input type="text"/>
Country (optional)	<input type="text" value="United States"/>
Province/State (optional)	<input type="text" value="Washington"/>
Telephone (optional)	<input type="text" value="360/753-9487"/>
Fax (optional)	<input type="text"/>
Send Newsletter	<input checked="" type="checkbox"/>
Notification on uploads?	<input checked="" type="checkbox"/>

## Account information

---

E-Mail	<input type="text" value="mary.gray@esafhwa.org"/>
Password	<input type="password" value="●●●●●●"/>
Confirm password	<input type="password" value="●●●●●●"/>

[Register and Sign In Now](#)

# Add New Project: (1)

National ESA FHWA Site > Online File Cabinets > View File Cabinets

U.S. Department of Transportation  
Federal Highway Administration

## Welcome Mary Gray (National Rollout Webinars)!



### ESA Section 7 Consultation

Today is Tuesday, August 18, 2009 [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

No matching projects.

# Add New Project: (2)

Today is Tuesday, August 18, 2009

[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 #5

Consultation Type

Formal

Location of Project Site

MA

Description

Demo of ESA-FHWA Webtool for Webinar #5

Do you wish to be notified of file uploads?

 navigate

 draw polygon

draw point

Clear



# Add New Project: (3)

navigate  draw polygon  draw point

Map data: -72.19666, 42.60162

# Add New Project: (4)

ESA Section 7  
Consultation



Today is Tuesday, August 18, 2009

[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



Filter by Status:

	Title ↓	Description	Status	Tracking No.
	<a href="#">Webinar #5</a>	Demo of ESA-FHWA Webtool for Webinar #5	Active	1189

Click to open the File Cabinet for this N-BA

## 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.

# File Cabinets:

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/0/Default.aspx

Webinar #5

## File Cabinet Home

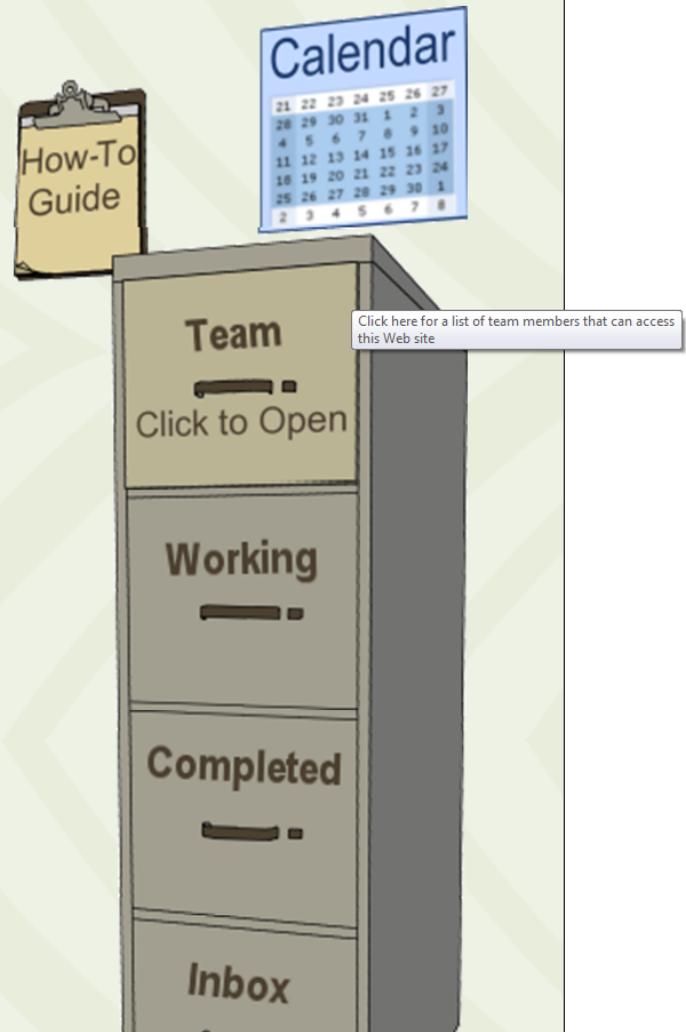
### Webinar #5

**Description:**

Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

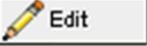
<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b>1. Draft BA</b>	Not started	0%
 <b>2. Review by DOT/FHWA</b>	Not started	0%
 <b>3. BA Ready for Consultation</b>	Not started	0%
 <b>4. Submitted to Services</b>	Not started	0%
 <b>5. Letter of Concurrence or BO Issued</b>	Not started	0%
 <b>6. Re-initiation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



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

# Add Team Members: (1)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: [http://esafhwa.org/site/alias\\_1189/17054/team.aspx?tabID=0&alias=1189](http://esafhwa.org/site/alias_1189/17054/team.aspx?tabID=0&alias=1189). The browser's toolbar includes buttons for 'Enlarge', 'Shrink', 'Reset', and 'No CSS'. The page header features the U.S. Department of Transportation Federal Highway Administration logo on the left and the text 'Welcome Mary Gray (National Rollout Webinars!)' on the right. Below the header is a large banner for 'Webinar #5'. A dark blue navigation bar contains the text 'Today is Tuesday, August 18, 2009' and a link for 'Edit profile'. A 'File Cabinet Home' button is visible on the left. The main content area is titled 'Team' and includes an 'Add New User' button with a plus icon. Below this is a table with the following data:

	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)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17054/DesktopDefault.aspx?alias=1189&PageID=17054

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #5

Today is Tuesday, August 18, 2009 [Edit profile](#)

**File Cabinet Home**

### Team

Email:

Roles:

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

**Add User(s)**

**Cancel**

- sahitch@gmail.com
- samcasne@comcast.net
- sandra\_doran@fws.gov
- schuyls@wsdot.wa.gov
- scott.boettcher@cherrycrk.com

# Add Team Members: (3)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17054/DesktopDefault.aspx?alias=1189&PageID=17054

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

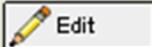
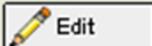
## Webinar #5

Today is Tuesday, August 18, 2009 [Edit profile](#)

**File Cabinet Home**

### Team



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

# Add Files: (1)

**File Cabinet Home**

**Webinar #5**

**Description:**

Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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

**Team**

**Working**  
Click to Open

**Completed**

**Inbox**

**How-To Guide**

**Calendar**

Working

# Add Files: (2)

The screenshot shows a Windows Internet Explorer browser window displaying a web page from the U.S. Department of Transportation Federal Highway Administration. The page is titled 'Webinar #5' and includes a navigation bar with 'File Cabinet Home' and 'Edit profile'. The main content area features three sections: 'Draft BA', 'Supporting Documents', and 'Pictures'. Each section has an 'Add New' button and a table header. The 'Draft BA' section table header includes 'Title', 'Owner', and 'Last Updated'. The 'Supporting Documents' section table header includes 'Title', 'Owner', 'Area', and 'Last Updated'. The 'Pictures' section table header is partially visible.

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #5

Today is Tuesday, August 18, 2009 [Edit profile](#)

**File Cabinet Home**

### Draft BA

Add New  
Add new document

**Title** **Owner** **Last Updated**

### Supporting Documents

Add New

**Title** **Owner** **Area** **Last Updated**

### Pictures

Add New

# Add Files: (3)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://esafhwa.org/DesktopModules/Documents/DocumentsEdit.aspx?tabID=17055&alias=1189&miID=28870>. The browser title is "Webinar #5".

The page header features the U.S. Department of Transportation Federal Highway Administration logo on the left and navigation controls (Enlarge, Shrink, Reset, No CSS) on the right. A personalized welcome message reads: "Welcome Mary Gray (National Rollout Webinars)!".

## Webinar #5

Today is Tuesday, August 18, 2009 [Home](#) | [Edit profile](#)

### Document detail

File title:

Category:

File upload:    
Maximum upload file size is 200 MB

# Add Files: (4)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17055/files.aspx?tabID=0&alias=1189

Today is Tuesday, August 18, 2009 [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	8/18/2009

### Supporting Documents

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	 <a href="#">Species List</a>	mary.gray@esafhwa.org		8/18/2009

### Pictures

 Add New

 Site Vicinity

 Edit

[ 800 x 600 ]  
109640 bytes

# Completed Files: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #5

**Description:**  
Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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



Calendar

How-To Guide

Team

Working

Completed  
Click to Open

Inbox

# Completed Files: (2)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: [http://esafhwa.org/site/alias\\_1189/17056/discussion.aspx?tabID=0&alias=1189](http://esafhwa.org/site/alias_1189/17056/discussion.aspx?tabID=0&alias=1189). 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 #5". Below this, it says "Today is Tuesday, August 18, 2009" and "Edit profile |". A navigation bar contains "File Cabinet Home". The main content area is titled "Completed BA Documents" and features an "Add New" button. Below the button is a table with the following headers: **Title**, **Owner**, **Area**, and **Last Updated**. The table body is currently empty.

# Completed Files: (3)

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #5

Today is Tuesday, August 18, 2009 [Edit profile](#)

**File Cabinet Home**

### Completed BA Documents

Add New

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
Edit	<a href="#">Final BA</a>	mary.gray@esafhwa.org		8/18/2009
Edit	<a href="#">Site Vicinity</a>	mary.gray@esafhwa.org		8/18/2009
Edit	<a href="#">Species List</a>	mary.gray@esafhwa.org		8/18/2009

# Project Inbox: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #5

**Description:**

Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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



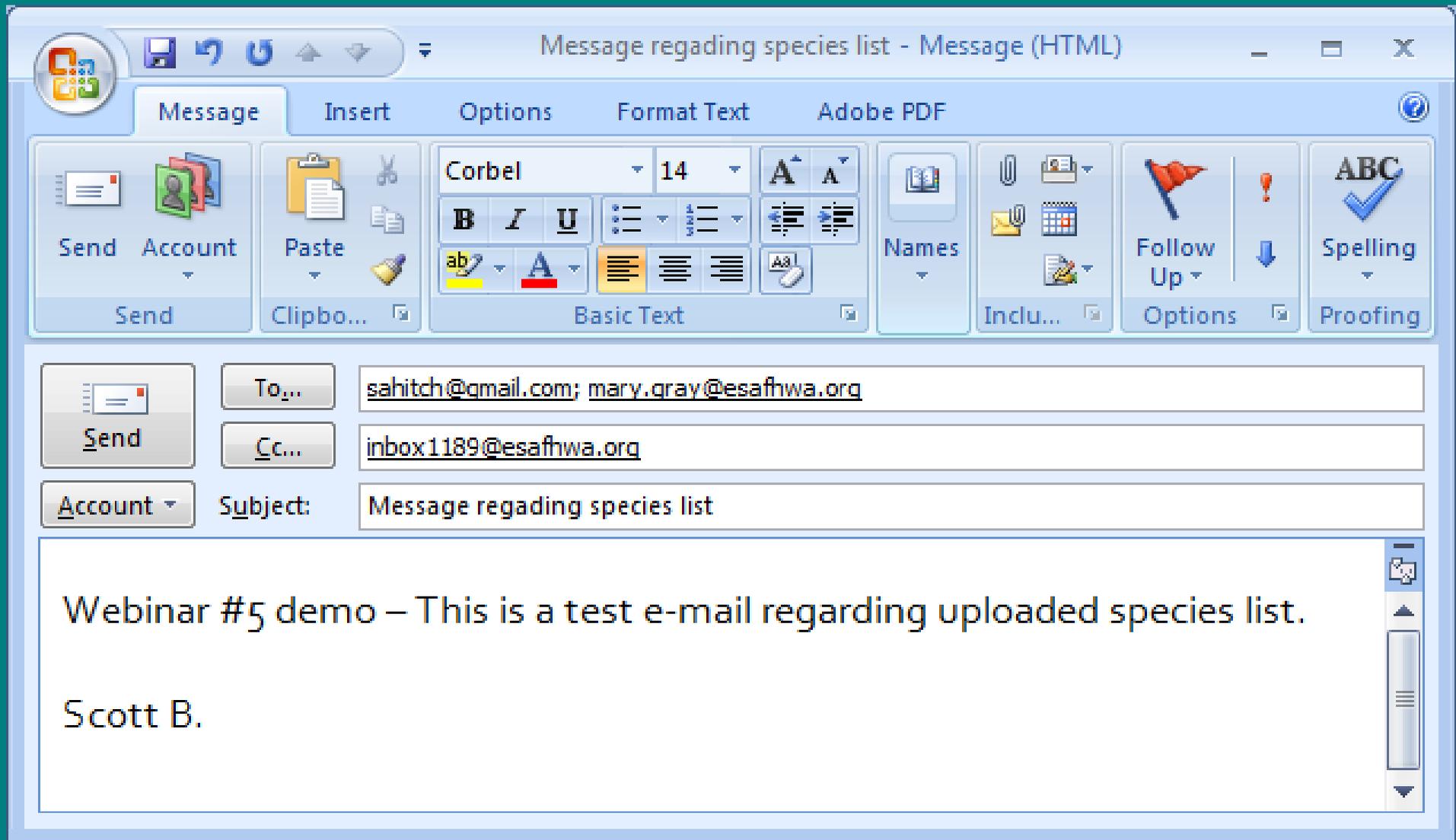
Click here for a list of messages in this file cabinet

# Project Inbox: (2)

The screenshot shows a Windows Internet Explorer browser window displaying a web portal for the U.S. Department of Transportation Federal Highway Administration. The page title is "Webinar #5" and the URL is "http://esafhwa.org/site/alias\_1189/17057/default.aspx?tabID=0&alias=1189". The page features a dark blue header with the FHWA logo and the text "Welcome Mary Gray (National Rollout Webinars)!". Below the header, the date "Today is Tuesday, August 18, 2009" is displayed, along with a link to "Edit profile". A navigation bar includes a "File Cabinet Home" button. The main content area is titled "Inbox" and shows a list of messages from "inbox1189@esafhwa.org". A single message is visible, with the following details:

From	Subject	Date
"MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	8/18/2009 1:38:04 PM

# Project Inbox: (3)



The screenshot displays an email client window with the title "Message regarding species list - Message (HTML)". The interface includes a menu bar with "Message", "Insert", "Options", "Format Text", and "Adobe PDF". Below the menu bar is a ribbon with various tools: "Send" and "Account" buttons, a "Paste" button, a font selection area (font: Corbel, size: 14), a "Names" dropdown, a "Follow Up" section with a flag icon, and a "Spelling" section with an "ABC" icon. The email header shows the "To:" field with recipients "sahitch@gmail.com; mary.gray@esafhwa.org", the "Cc:" field with "inbox1189@esafhwa.org", and the "Subject:" field with "Message regarding species list". The main body of the email contains the text "Webinar #5 demo – This is a test e-mail regarding uploaded species list." followed by "Scott B." on a new line. A vertical scrollbar is visible on the right side of the email body.

# Project Inbox: (4)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17057/default.aspx?tabID=0&alias=1189

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #5

Today is Tuesday, August 18, 2009 [Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1189@esafhwa.org messages

From	Subject	Date
 Scott Boettcher <Scott.Boettcher@cherrycrk.com>	Message regarding species list	8/18/2009 2:34:47 PM
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	8/18/2009 1:38:04 PM

< >

# Calendar: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #5

**Description:**  
Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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

Calendar  
21 22 23 24 25 26 27  
28 29 30 31 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  
1 2 3 4 5 6 7 8

Click here for a list of events

# Calendar: (2)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17053/calendar.aspx?tabID=0&alias=1189

## Calendar

 Add New

<< Add new event August 2009 >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29 • Webinar #3 (July 29, 2009) • Webinar #4 (July 29, 2009)	30	31	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	1	2	3	4	5

 Edit **Webinar #1 (July 21, 2009)**  
*Nationwide*  
First webinar as part of national rollout of <http://esafhwa.org>

 Edit **Webinar #2 (July 23, 2009)**  
*Nationwide*  
Second webinar as part of national rollout of <http://esafhwa.org>



# Calendar: (4)

Webinar #5 - Windows Internet Explorer  
 http://esafhwa.org/site/alias\_1189/17053/calendar.aspx?tabID=0&alias=1189

			29, 2009) • Webinar #4 (July 29, 2009)			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Webinar #5 (August 20, 2009)	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

 **Webinar #1 (July 21, 2009)**  
 Nationwide  
 First webinar as part of national rollout of <http://esafhwa.org>

 **Webinar #2 (July 23, 2009)**  
 Nationwide  
 Second webinar as part of national rollout of <http://esafhwa.org>

 **Webinar #3 (July 29, 2009)**  
 Nationwide  
 Third webinar as part of national rollout of <http://esafhwa.org>

 **Webinar #4 (July 29, 2009)**  
 Nationwide  
 Fourth webinar as part of national rollout of <http://esafhwa.org>

 **Webinar #5 (August 20, 2009)**  
 Nationwide  
 Fifth webinar as part of national rollout of <http://esafhwa.org>

# How To Guide: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #5

**Description:**

Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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



# How To Guide: (2)

View File Cabinets

Online Tutorial

Quick Tips

## Online Tutorial

The following Online Tutorial is designed to answer your questions about using the ESA-FHWA Webtool. It covers more of the practical "nuts and bolts" of working in and using the ESA-FHWA Webtool and in particular the collaborative Online File Cabinets. In contrast, FAQs below (located in footer at bottom of page) are intended to cover process and policy-oriented questions you may have about ESA, FOIA, privacy, etc.

[Note: If questions you may have about working in and using the ESA-FHWA Webtool are not answered here, please let us know (through the "Contact Us" feature located below in the footer to this page) so we can add to and update Online Tutorial content. By doing so we can increase the overall knowledge base of the Tutorial for the benefit of all users.]

### 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](#)

# Project Status: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #5

**Description:**  
Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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



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 labeled 'How-To Guide' and a blue calendar showing dates from 21 to 27.

# Project Status: (2)

Webinar #5 - Windows Internet Explorer

http://esafhwa.org/DesktopModules/EsaFhwa/FileCabinet2009/jsaBaTasks/jsaBaTasksEdit.aspx?tabID=17040&alias=1189&dtemID=1424&mid=28843

Webinar #5

Style Format Font Arial Size

All final documents have been uploaded for review by Services.

% Complete:  %

Status:

Priority:

Assigned To:

Start Date:  

Due Date:  

# Project Status: (3)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

Webinar #5

## File Cabinet Home

### Webinar #5

**Description:**

Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

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



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 labeled 'How-To Guide' and a blue calendar showing dates from 21 to 27.

# Project Status: (4)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsaFhwa/FileCabinet2009/jsaBaTasks/jsaBaTasksView.aspx?tabID=17040&alias=1189&ItemID=1424&mid=28843

Webinar #5

Enlarge Shrink Reset No CSS

U.S. Department of Transportation  
Federal Highway Administration

Search FHWA | Feedback

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #5

Today is Tuesday, August 18, 2009

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### Step Detail

Title: 4. Submitted to Services

Description: All final documents have been uploaded for review by Services.

% Complete: 90

Status: In progress

Priority: Normal

Assigned To: Mary Gray, Scott Boettcher

Start Date: 6/30/2009

Due Date : 9/1/2009

Cancel

# Archiving Projects: (1)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17040/file\_cabinet\_home.aspx

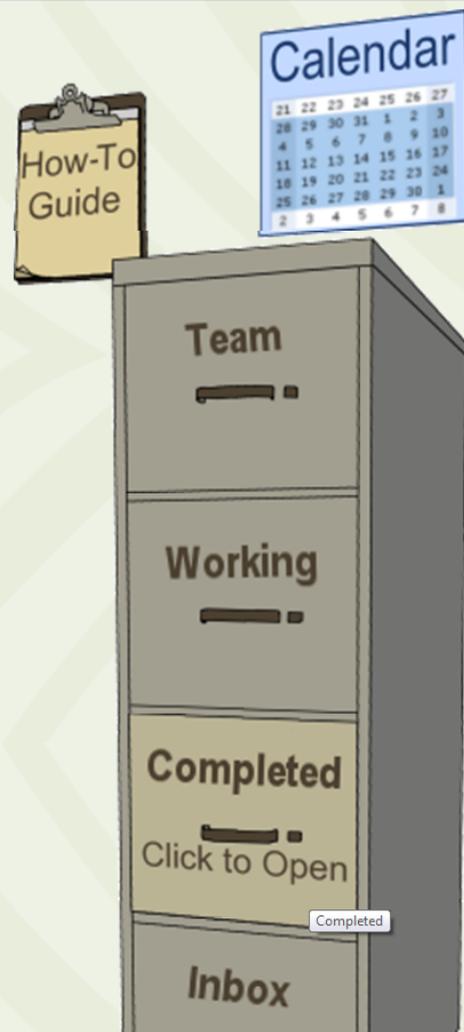
## File Cabinet Home

### Webinar #5

**Description:**  
Demo of ESA-FHWA Webtool for Webinar #5

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Complete	<input type="text" value="100%"/>
 <b>2. Review by DOT/FHWA</b>	Complete	<input type="text" value="100%"/>
 <b>3. BA Ready for Consultation</b>	Complete	<input type="text" value="100%"/>
 <b>4. Submitted to Services</b>	Complete	<input type="text" value="100%"/>
 <b>5. Letter of Concurrence or BO Issued</b>	Complete	<input type="text" value="100%"/>
 <b>6. Re-initiation</b>	Not started	<input type="text" value="0%"/>
 <b>7. Archive</b>	In progress	<input type="text" value="50%"/>



How-To Guide

Calendar

Team

Working

Completed  
Click to Open

Inbox

Completed

# Archiving Projects: (2)

Webinar #5 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1189/17056/discussion.aspx?tabID=0&alias=1189

U.S. Department of Transportation  
Federal Highway Administration

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## Webinar #5

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**File Cabinet Home**

### Completed BA Documents

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	 <a href="#">Final BA</a>	mary.gray@esafhwa.org		8/18/2009
	 <a href="#">Final BO</a>	mary.gray@esafhwa.org		8/18/2009
	 <a href="#">Site Vicinity</a>	mary.gray@esafhwa.org		8/18/2009

# Archiving Projects: (3)

## ESA Section 7 Consultation



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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



Filter by Status: All

	Title ↓	Description	Status	Tracking No.
 Edit <small>Click to edit settings for this File Cabinet</small>	<a href="#">Webinar #5</a>	Demo of ESA-FHWA Webtool for Webinar #5	Active	1189

# Archiving Projects: (4)

Title  
Webinar #5

Consultation Type  
Formal

Location of Project Site  
MA

Status  
Archived  
Active  
Dormant  
Archived

Description  
Demo of ESA-FHWA Webtool for Webinar #5

Do you wish to be notified of file uploads?

Delete this File Cabinet

navigate  draw polygon  draw point



# Archiving Projects: (5)

## ESA Section 7 Consultation



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Northern Area

National BA Template

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### My File Cabinets



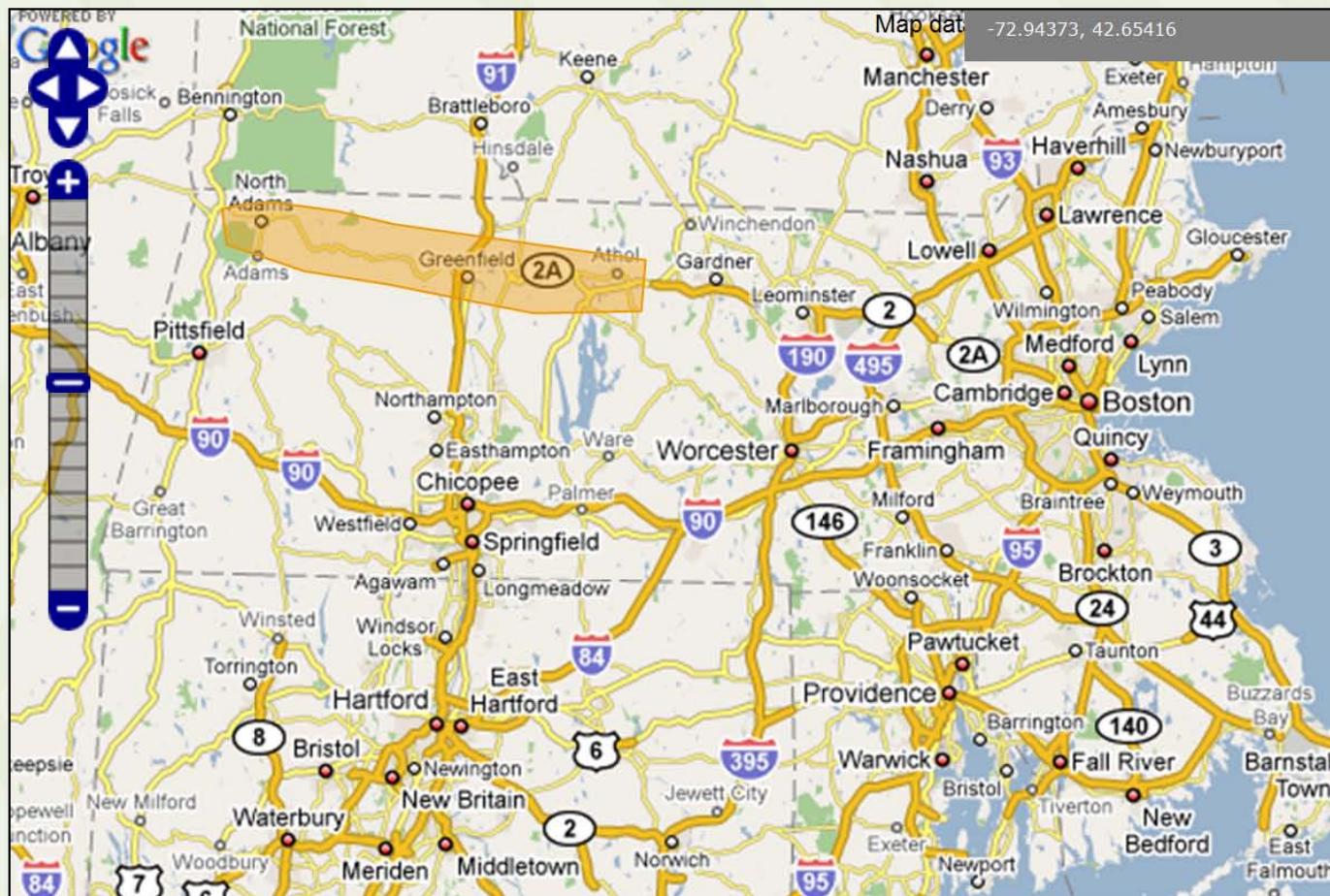
Filter by Status: All

	Title ↓	Description	Status	Tracking No.
Edit	<a href="#">Webinar #5</a>	Demo of ESA-FHWA Webtool for Webinar #5	Archived	1189

# Archiving Projects: (6)

Map Search of Project Archives (to search available archives)

 navigate   draw polygon   draw point



# Archiving Projects: (7)

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)

Search

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

Title	Description	Tracking No.
<a href="#">Webinar #5</a>	Demo of ESA-FHWA Webtool for Webinar #5	1189

Start Over

# Archiving Projects: (8)

File Cabinet Home

## Project Summary

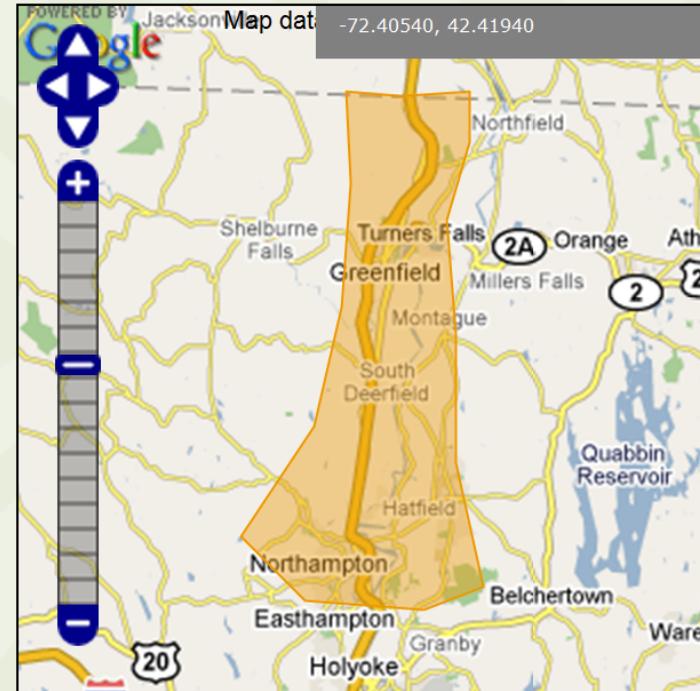
**Webinar #5**

**Description:** Demo of ESA-FHWA Webtool for Webinar #5

**Location:** MA

### Documents

Title	Last Updated
 <a href="#">Site Vicinity</a>	8/18/2009
 <a href="#">Final BA</a>	8/18/2009
 <a href="#">Final BO</a>	8/18/2009



## How to Access This Site

To access this site you must be a registered user with an account and password. If you have an account, use the form below to sign-in.

E-Mail:

Password:

Remember Login

Sign-in

# 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/DesktopDefault.aspx?alias=north&online\_file\_cabinets\_ba\_status\_report&PageID=16316

File Edit View Favorites Tools Help

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

View File Cabinets

BA Status Report

Online Tutorial

Quick Tips

BA Status Report

Filter by Region: All

Title	Date Submitted	Type*	State	Region**	1	2	3	4	5	6	7
8006.84 Rte 17 to I-86 Conversion Exit 131, Town of Monroe, Orange County	1/22/2009	i	NY	N	✓	✓	✓	187			
Ocean State Parkway Bikeway -- Jones Island, NY	10/1/2005	i	NY	N	✓	✓	✓	✓	✓		
8006.82 Route 17 Upgrade to I-86: Exits 122A to 126	10/24/2008	i	NY	N	✓	✓	✓	✓			
Fort Drum Connector	11/1/2007	f	NY	N	✓	✓	✓	✓			
Route 17 at Exit 122	2/15/2008	i	NY	N	✓	✓	✓	529			
SH 21 (0118-10-052 & 053)	2/24/2009	f	TX	S	✓	✓	✓	✓	135		
route 1	4/15/2008	p	NY	N	✓	✓	✓	✓			
SR 542: WARNICK BRIDGE 542/30 PAINTING	6/28/2008	i	WA	W	✓	✓	✓	✓	✓		

# BA Status Report: (2)

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

http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_ba\_status\_report/16316/DesktopDefault.aspx?alias=north&online\_file\_cabinets\_ba\_status\_report&PageID=16316

File Edit View Favorites Tools Help

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

BA Status Report

Filter by Region: North

Title	Date Submitted	Type*	State	Region**	1	2	3	4	5	6	7
8006.82 Route 17 Upgrade to I-86: Exits 122A to 126	10/24/2008	i	NY	N	✓	✓	✓	✓			
8006.84 Rte 17 to I-86 Conversion Exit 131, Town of Monroe, Orange County	1/22/2009	i	NY	N	✓	✓	✓	187			
8463.15 Slope Failure, Ulster County, Rosendale, NY	NA	i	NY	N	✓	27					
Fort Drum Connector	11/1/2007	f	NY	N	✓	✓	✓	✓			
Fort Drum Connector PIN 7804.26	NA	f	NY	N							
Mary Gray Webinar Demo	NA	f	IL	N	✓	✓	✓	✓	✓		
north	NA	f	NY	N							
Ocean State Parkway Bikeway -- Jones Island, NY	10/1/2005	i	NY	N	✓	✓	✓	✓	✓		
PIN 72779 Sarah's Bridge	NA	f	NY	N	✓						

Built team. Downloaded template. Started drafting.

# Quick Tips: (1)

Today is Tuesday, August 18, 2009

**Northern Area**

**National BA Template**

**Online File Cabinets**

View File Cabinets

Online Tutorial

Quick Tips

## 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*)

### 2. DOT/FHWA Review

# Quick Tips: (2)

## 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*)

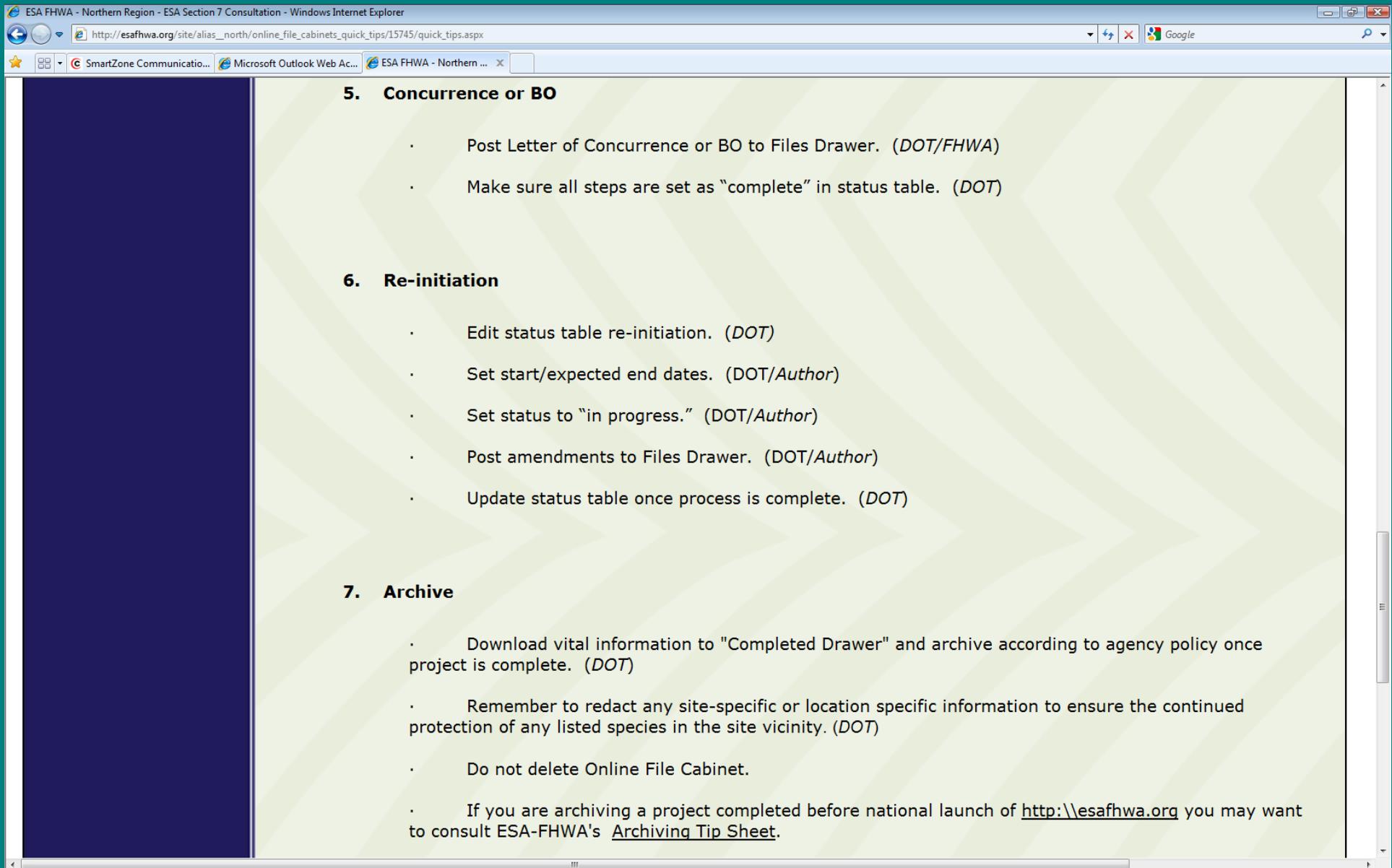
## 3. Ready to Consult

- 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*)
- Verify that reviewers have received invitation. (*DOT*)

# Quick Tips: (3)



The image is a screenshot of a web browser window. The title bar reads "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The address bar shows the URL "http://esafhwa.org/site/alias\_north/online\_file\_cabinets\_quick\_tips/15745/quick\_tips.aspx". The browser has several tabs open, including "SmartZone Communicatio...", "Microsoft Outlook Web Ac...", and "ESA FHWA - Northern ...". The main content area has a light green background with a repeating arrow pattern. It contains three numbered sections: 5. Concurrence or BO, 6. Re-initiation, and 7. Archive. Each section contains a bulleted list of instructions.

**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

**Step 1:**  
*Sign-In*

- Sign-in to system at Online File Cabinets Tab for your region.

**Step 2:**  
*Add New Project*

- Click on "Add New" button to create a new project file cabinet.
- Follow instructions to add title, specify consultation type and state, provide description, and provide location using polygon mapping tool.
- Click "Finish" when done.

**Step 3:**  
*Upload Files*

- Enter the file cabinet room for the project you just created.
- Open the "Completed" file drawer.
- Click on "Add New" button and follow instructions to upload final BA, BO or LC, and any other key supporting information.
- Remember to redact any site or location specific information to ensure continued protection of listed species in the vicinity.

**Step 4:**  
*Change to "Archive"*

- Close the file cabinet room you were just working in.
- Go back to your list of projects.
- Click on the "Edit" button for your project.
- Change status from "Active" to "Archive."
- Click "Finish" when done.

# 7. Q/A



# 8. End

- **Thank you!!**
- **Comments, questions, suggestions . . . .**
  - Send us an e-mail → [support@esafhwa.org](mailto:support@esafhwa.org)
  - Tell us through 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 will be posted to ESA-FHWA Webtool**
- **Remember the training site is a good resource for you.**