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# Nationwide Rollout: ESA-FHWA Webtool

Webinar #8 (1 p.m. EST)

April 21, 2010

Conference Phone Number: 888/324-8019

Participant Pass Code: 9482854

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

# 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, 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/

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 Sunday, April 18, 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 "Contact Us" feature located below in the footer at the bottom of the page.

Welcome to the ESA-FHWA Website!

# 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 Sunday, April 18, 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

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

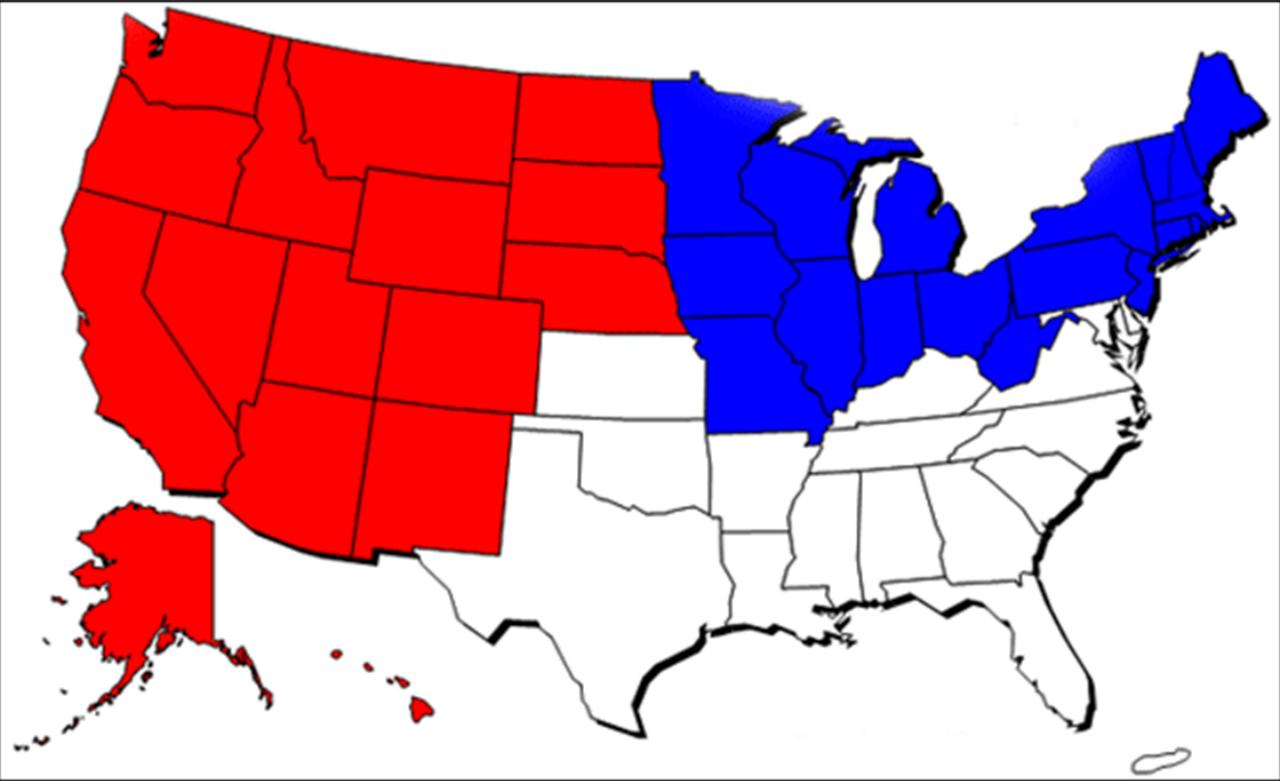
# http://esafhwa.org: (2)

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

http://esafhwa.org/

ESA FHWA - National - ESA Section 7 Consultation

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, Wyoming, Colorado, Montana, 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, New Mexico, Arizona, California, Nevada, Idaho, Utah, Wyoming, Colorado, Montana, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Alaska, and Hawaii.

[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 Sunday, April 18, 2010

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 USEWS and NOAA Fisheries. The links below take you to news sites and media portals within

# ESA-FHWA Area Welcome Pages: (2)

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.]



**National News**

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

**Regional News**

# 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

- [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)

The screenshot shows a web browser window with the URL [http://esafhwa.org/site/alias\\_north/15702/default.aspx](http://esafhwa.org/site/alias_north/15702/default.aspx). The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation". The date displayed is "Today is Sunday, April 18, 2010". The main navigation menu includes "Northern Area", "National BA Template", and "Online File Cabinets". The left sidebar contains links for "About", "Library", "Glossary", "Search", "FAQs", "Contact Us", and "Site Map". The "Library" link is highlighted. The main content area features an "Introduction" section and a "Library Contents" section with a list of nine resources.

Today is Sunday, April 18, 2010

**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

## 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

Environmental Conservation Online System | ECOS



## 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 \(IPaC\)](#)

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**Related Sites**

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

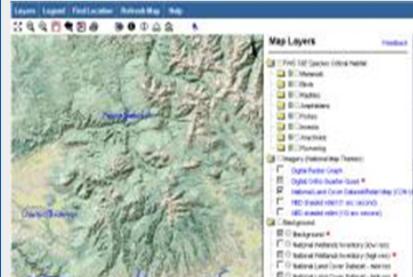
[Success Story](#)
[Farm Bill/Listed Species](#)

Office	ARD - Ecological Services	Status	Active
<p>In 2004, Service staff, along with NRCS, EPA, Forest Service, and the Wisconsin DNR, initiated a partnership to identify, plan, focus, and implement federal conservation programs in the State of Wisconsin that could benefit high priority natural resources such as listed species, migratory birds, native biological diversity, water quality, and environmental health. The initiative involves working together to identify landowners in select watersheds having high priority natural resource value lands; targeting information, education, and outreach resources at those landowners to get them qualified and enrolled in USDA's Conservation Security Program (CSP); and then focusing federal and state resources on those high priority lands enrolled in the CSP as a way to leverage resources and maximize conservation. To date, partners have identified and focused federal and state conservation efforts on over 100 landowners in two watersheds in Wisconsin for the benefit of federally listed species. ... <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](#)

**Critical Habitat**



The Critical Habitat portal is an online service for information regarding Threatened and Endangered Species final

# Library Resources: (4)

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

Environmental Conservation Online System | ECOS

**Page**

- Partners for Fish and Wildlife
- Coastal Program
- Division of Environmental Quality
- FWS Home Page
- FWS Office Directory
- Literature Search Services
- Spatial Data Resources

**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](#)

# Glossary Resources:

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

About  
Library  
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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.

# Search Resources: (1)

Today is Sunday, April 18, 2010

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

About  
Library  
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**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)



# FAQ Resources: (1)

The screenshot shows a web browser window with the URL [http://esafhwa.org/site/alias\\_north/15704/default.aspx](http://esafhwa.org/site/alias_north/15704/default.aspx). The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation". The date displayed is "Today is Sunday, April 18, 2010". The navigation menu includes "About", "Library", "Glossary", "Search", "FAQs", "Contact Us", and "Site Map". The "FAQs" link is highlighted. The main content area has three tabs: "Northern Area", "National BA Template", and "Online File Cabinets". The "Introduction" section states: "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](#)." A note follows: "[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.]" The "FAQs Content" section lists the following categories:

- [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 \(July 21, 2009\)](#)

# 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?

## 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

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**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 font is set to Arial, size 20. The paragraph style is "Caption". The styles pane shows various heading styles. The document content is as follows:

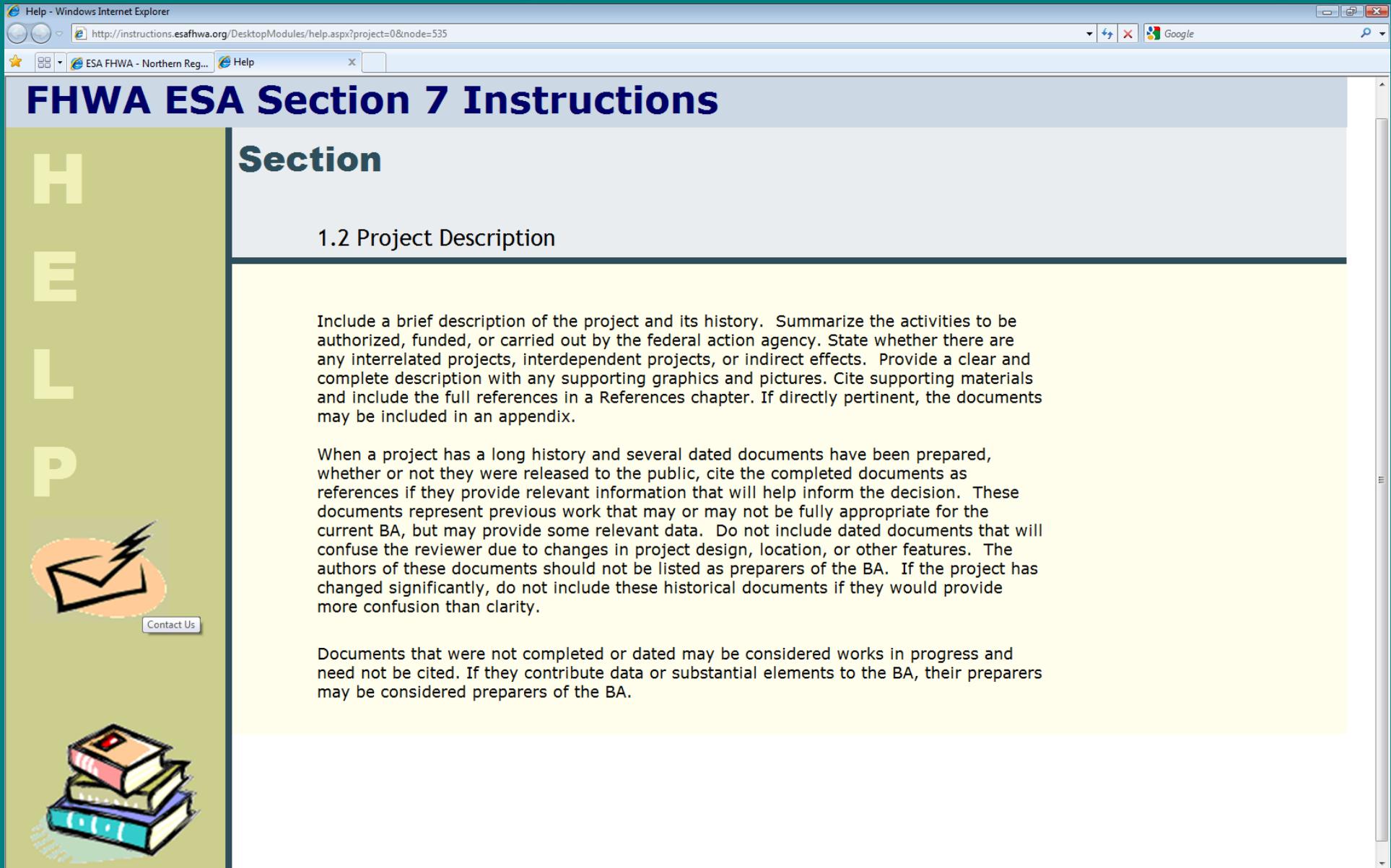
FHWA National BA Template  
Last Reviewed and Updated: [May 28, 2009](#) 4

**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 -->*
- 1.4. Consultation History [\[instructions\]](#)**  
*Insert Starting Here -->*

Words: 0

# 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.

HELP

Contact Us



# Process Overview: (1)

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

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

Enlarge Shrink Reset No CSS

National ESA FHWA Site > National BA Template > Process Overview

U.S. Department of Transportation  
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

**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.](#)

# 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 . . .***

# Helpful Hints: (1)

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

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



## ESA Section 7 Consultation

Today is Sunday, April 18, 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](#)

# 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

# Helpful Hints: (3)

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

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:

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 Sunday, April 18, 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:

Company (optional):

Address (optional):

City (optional):

Postal Code/Zip (optional):

Country (optional):

Province/State (optional):

Telephone (optional):

Fax (optional):

Send Newsletter:

Notification on uploads?:

## Account information

E-Mail:

Password:

Confirm password:

[Register and Sign In](#)

# Add New Project: (1)

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

Today is Sunday, April 18, 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: **All**

	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	Archived	1195



# Add New Project: (3)

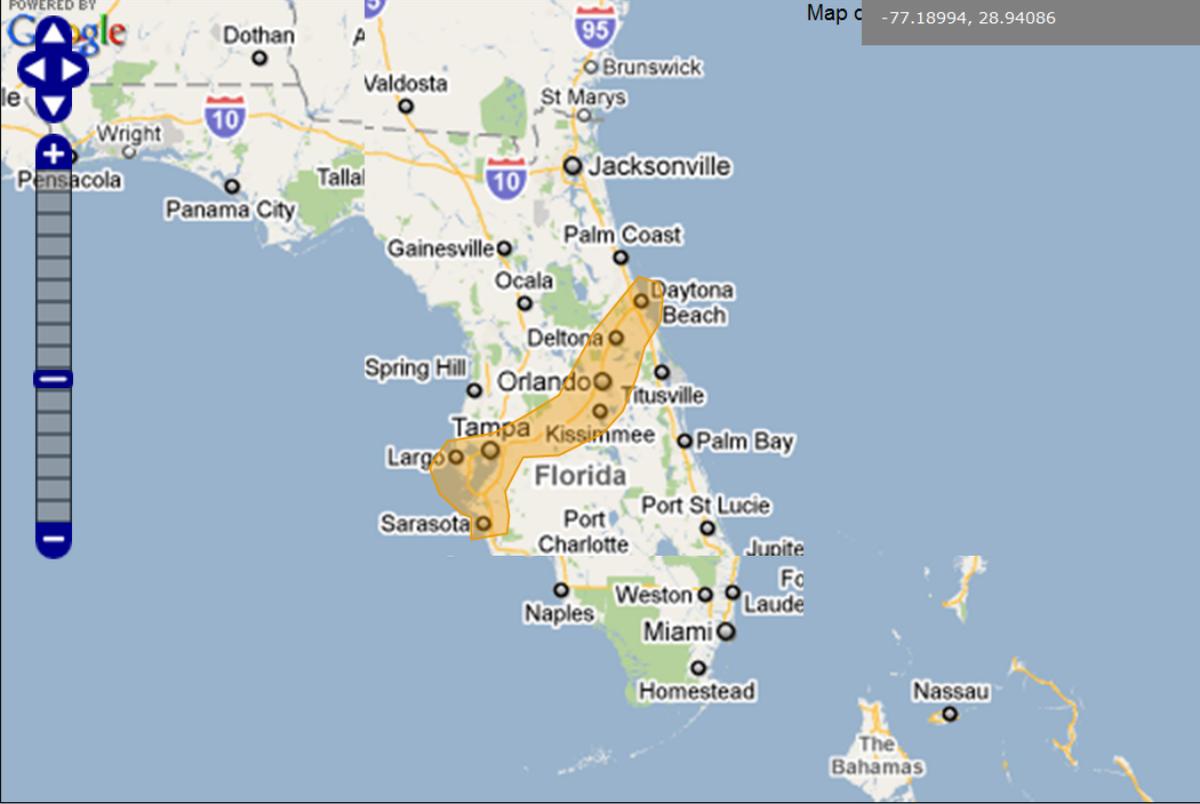
FHWA on-line file cabinet - Windows Internet Explorer

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

FHWA on-line file cabinet

navigate  draw polygon  draw point

Map coordinates: -77.18994, 28.94086



# Add New Project: (4)

Today is Sunday, April 18, 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



Filter by Status:

	Title ↑	Description	Status	Tracking No.
 Edit	<a href="#">Webinar #8</a>	Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).	Active	1220
 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	Archived	1195

# File Cabinets:

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/0/Default.aspx

## File Cabinet Home

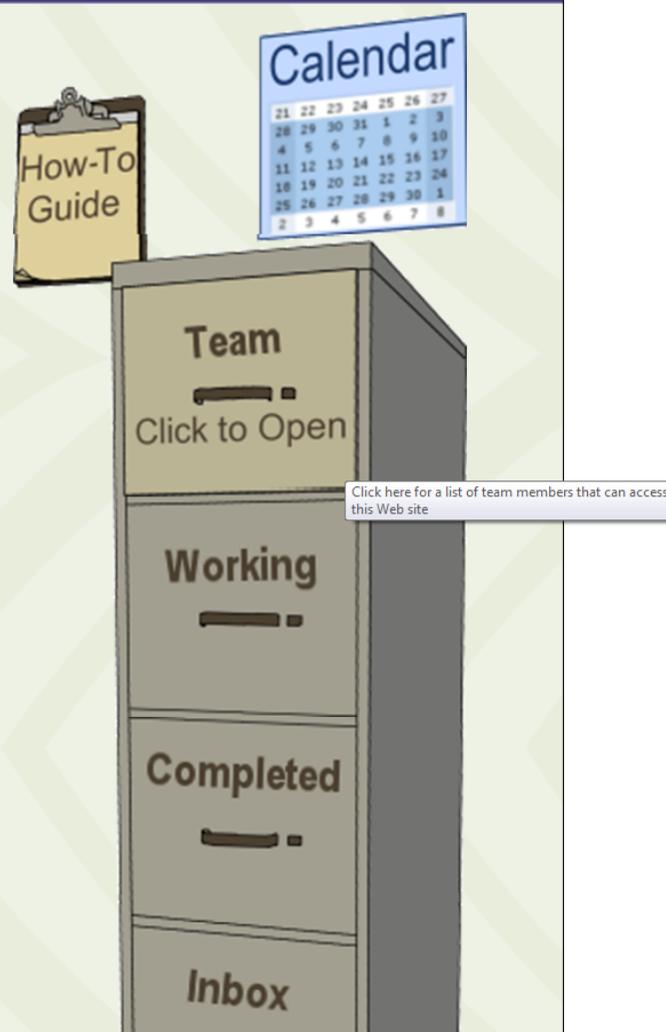
### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**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="0%"/>
 <b><u>2. Review by DOT/FHWA</u></b>	Not started	<input type="text" value="0%"/>
 <b><u>3. BA Ready for Consultation</u></b>	Not started	<input type="text" value="0%"/>
 <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%"/>



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 #8

Today is Sunday, April 18, 2010 [Edit profile](#)

**File Cabinet Home**

### Team

[Add New User](#)

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

# Add Team Members: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17612/DesktopDefault.aspx?alias=1220&PageID=17612

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 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
- sahitc@gmail.com
- samcasne@comcast.net
- sandra\_doran@fws.gov
- schuyls@wsdot.wa.gov
- scott\_boettcher@cherryva.gov

# Add Team Members: (3)

The screenshot shows a web browser window with the URL [http://esafhwa.org/site/alias\\_1220/17612/DesktopDefault.aspx?alias=1220&PageID=17612](http://esafhwa.org/site/alias_1220/17612/DesktopDefault.aspx?alias=1220&PageID=17612). The page header includes the U.S. Department of Transportation Federal Highway Administration logo and the text "Welcome Mary Gray (National Rollout Webinars)!". Below the header, the page title is "Webinar #8". The date is "Today is Sunday, April 18, 2010" and there is an "Edit profile" link. A "File Cabinet Home" button is visible. The main content area is titled "Team" and contains a table with three team members.

	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 #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

Today is Sunday, April 18, 2010 [Edit profile](#)

## File Cabinet Home

### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b>1. Draft BA</b>	In progress	<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' (with a 'Click to Open' button and a 'Working' tooltip), the third 'Completed', and the bottom one 'Inbox'. On top of the cabinet are a yellow clipboard with a 'How-To Guide' and a blue calendar for April 2010.

# Add Files: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17613/files.aspx?tabID=0&alias=1220

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 2010 [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 with the URL <http://esafhwa.org/DesktopModules/Documents/DocumentsEdit.aspx?tabID=17613&alias=1220&mlID=29999>. 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 #8". Below this, the date "Today is Sunday, April 18, 2010" and navigation links "Home" and "Edit profile" are visible. The "Document detail" section contains a form with the following fields and controls:

- File title:** A text input field containing "Draft BA".
- Category:** An empty text input field.
- File upload:** A text input field containing the file path "C:\Users\Scott Boettcher\Desktop\DRAFT I" and a "Browse..." button. Below this field, it states "Maximum upload file size is 200 MB".
- Buttons:** Two buttons at the bottom: "Apply Changes" and "Cancel".

# Add Files: (4)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17613/files.aspx?tabID=0&alias=1220

## Webinar #8

Today is Sunday, April 18, 2010 [Edit profile](#)

### File Cabinet Home

#### Draft BA

[Add New](#)

	<u>Title</u>	<u>Owner</u>	<u>Last Updated</u>
<a href="#">Edit</a>	<a href="#">Draft BA</a>	mary.gray@esafhwa.org	4/18/2010

#### Supporting Documents

[Add New](#)

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
<a href="#">Edit</a>	<a href="#">Species List</a>	mary.gray@esafhwa.org		4/18/2010

#### Pictures

[Add New](#)

 Site vicinity.

[Edit](#)

[ 800 x 600 ]  
109640 bytes

# Completed Files: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

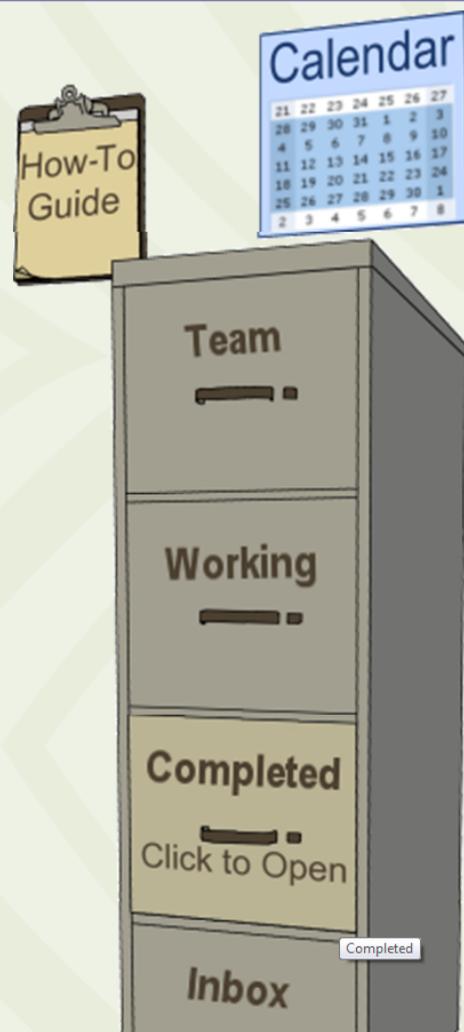
### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**N-BA Status:**

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



How-To Guide

Calendar

Team

Working

Completed  
Click to Open

Inbox

Completed

# Completed Files: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17614/discussion.aspx?tabID=0&alias=1220

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 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)

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 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="#">Draft BA</a>	mary.gray@esafhwa.org		4/18/2010
<a href="#">Edit</a>	<a href="#">Site Vicinity</a>	mary.gray@esafhwa.org		4/18/2010
<a href="#">Edit</a>	<a href="#">Species List</a>	mary.gray@esafhwa.org		4/18/2010

# Project Inbox: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

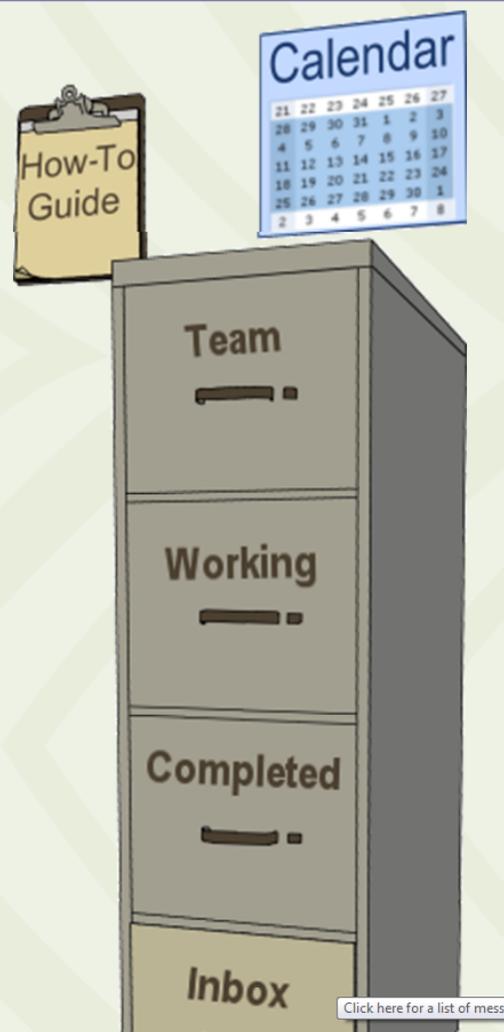
### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**N-BA Status:**

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



Calendar

How-To Guide

Team

Working

Completed

Inbox

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

# Project Inbox: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17615/default.aspx?tabID=0&alias=1220

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 2010 [Edit profile](#)

**File Cabinet Home**

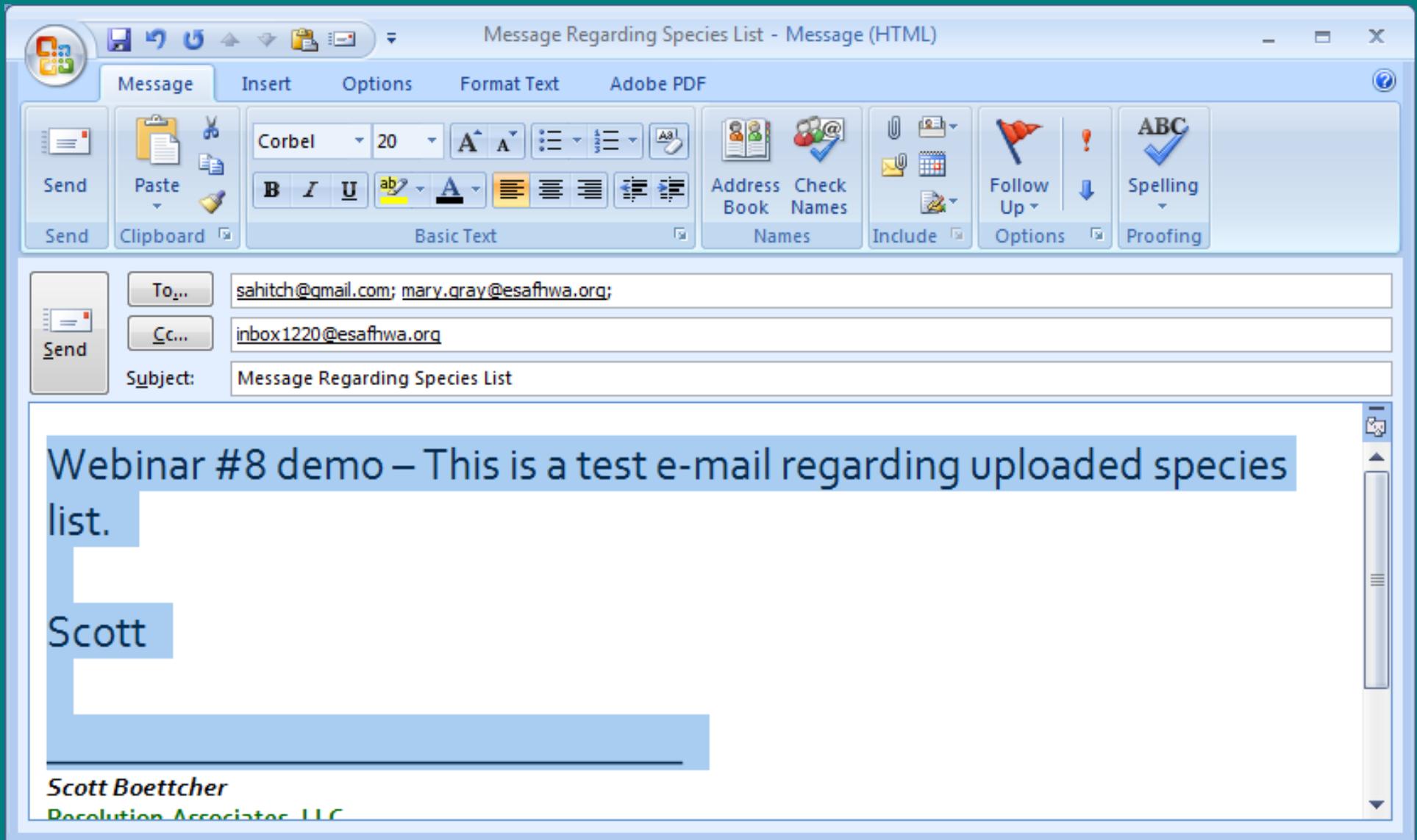
### Inbox

[inbox1220@esafhwa.org](#) messages

From	Subject	Date
 "Scott Boettcher" <ScottB@resolution-associates.com>	Message Regarding Species List	3/17/2010 2:48:20 PM
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	3/17/2010 12:42:30 PM

< >

# Project Inbox: (3)



# Project Inbox: (4)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17615/default.aspx?tabID=0&alias=1220

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 2010 [Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1220@esafhwa.org messages

From	Subject	Date
 "Scott Boettcher" <ScottB@resolution-associates.com>	Message Regarding Species List	4/18/2010 7:49:07 AM
 "Scott Boettcher" <ScottB@resolution-associates.com>	Message Regarding Species List	3/17/2010 2:48:20 PM 
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	3/17/2010 12:42:30 PM

< >

# Project Inbox: (5)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17615/DesktopDefault.aspx?alias=1220&PageID=17615

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 2010 [Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1220@esafhwa.org messages

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

Webinar #8 demo – This is a test e-mail regarding uploaded species list.

Scott

---

*Scott Boettcher*

# Calendar: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**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>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b><u>4. Submitted to Services</u></b>	In progress	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%
 <b><u>5. Letter of Concurrence or BO Issued</u></b>	Not started	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
 <b><u>6. Re-initiation</u></b>	Not started	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
 <b><u>7. Archive</u></b>	Not started	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%



# Calendar: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17611/calendar.aspx?tabID=0&alias=1220

## Calendar

 Add New  
Add new event

<< April 2010 >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	1

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

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

 Edit **July 29, 2009 (a.m.) -- Webinar #3**  
*Webinar*  
Third webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

 Edit **July 29, 2009 (p.m.) -- Webinar #4**  
*Webinar*  
Fourth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

 Edit **August 20, 2009 -- Webinar #5**

# Calendar: (3)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/Events/EventsEdit.aspx?tabID=0&alias=1220&ItemID=102&mid=29993

Webinar #8

## Webinar #8

Today is Sunday, April 18, 2010 [Home](#) | [Edit profile](#)

### Event detail:

Title:

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

Where:

When:

Start date:

Start time:  All Day Event  
 Start At

:

Expires:

# Calendar: (4)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17611/calendar.aspx?tabID=08&alias=1220

4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 April 21, 2010 -- Webinar #8	22	23	24
25	26	27	28	29	30	1

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

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

 **July 29, 2009 (a.m.) -- Webinar #3**  
*Webinar*  
Third webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

 **July 29, 2009 (p.m.) -- Webinar #4**  
*Webinar*  
Fourth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

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

 **December 10, 2009 -- Webinar #6**  
*Webinar*  
Sixth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

 **January 19, 2010 -- Webinar #7**  
*Webinar*  
Seventh webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

 **April 21, 2010 -- Webinar #8**  
*Webinar*  
Eighth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

# How To Guide: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**N-BA Status:**

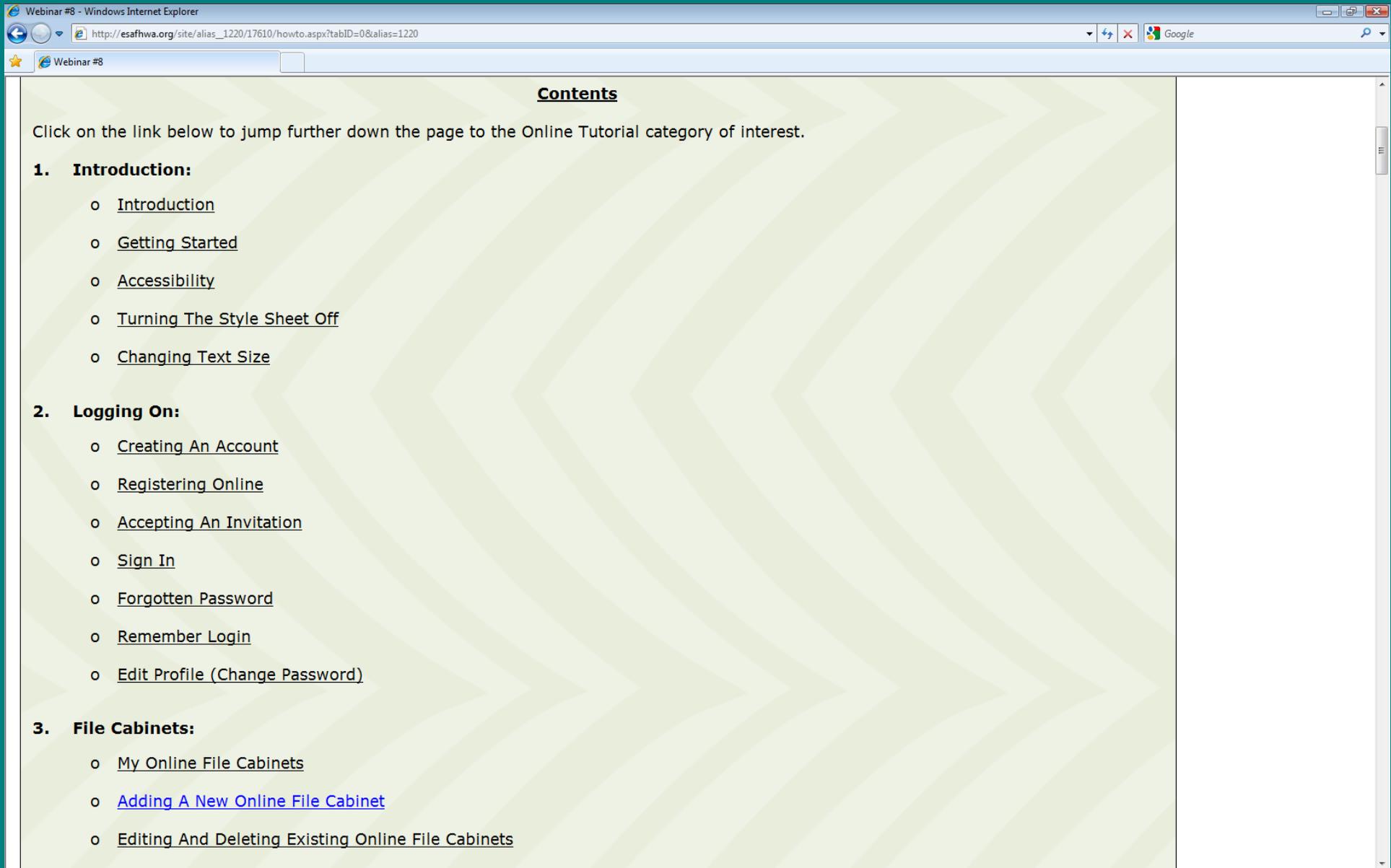
<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b>1. Draft BA</b>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b>2. Review by DOT/FHWA</b>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b>3. BA Ready for Consultation</b>	Complete	<div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



Click here for a list of 'How To' articles

Calendar

# How To Guide: (2)



Webinar #8 - Windows Internet Explorer

http://esafhwa.org/site/alias\_1220/17610/howto.aspx?tabID=0&alias=1220

Google

Webinar #8

## Contents

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

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

# Project Status: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**N-BA Status:**

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



# Project Status: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsaFhwa/FileCabinet2009/jsaBaTasks/jsaBaTasksEdit.aspx?tabID=17598&alias=1220&itemID=1641&mid=29972

Webinar #8

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

% Complete:  %

Status:

Priority:

Assigned To:

Start Date:  

Due Date:  

# Project Status: (3)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

U.S. Department of Transportation  
Federal Highway Administration

## Welcome Mary Gray (National Rollout Webinars)!

# Webinar #8

Today is Sunday, April 18, 2010 [Edit profile](#)

### File Cabinet Home

#### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**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	90%
<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

# Project Status: (4)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsafHwa/FileCabinet2009/jsaBaTasks/jsaBaTasksView.aspx?tabID=17598&alias=1220&ItemID=1641&mid=29972

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

Today is Sunday, April 18, 2010 [Home](#) | [Edit profile](#)

### Step Detail

Title: 4. Submitted to Services  
Description:

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

% Complete: 90  
Status: In progress  
Priority: Normal  
Assigned To: Mary Gray, Scott Boettcher  
Start Date: 1/1/2010  
Due Date : 6/1/2010

# Archiving Projects: (1)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17598/file\_cabinet\_home.aspx

## File Cabinet Home

### Webinar #8

**Description:**

Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**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>	Complete	<input type="text" value="100%"/>
 <b>7. Archive</b>	Not started	<input type="text" value="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 'How-To Guide' and a blue calendar showing dates from 21 to 27.

# Archiving Projects: (2)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/17614/discussion.aspx?tabID=0&alias=1220

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Webinar #8

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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="#">Edit</a>	Draft_BA	mary.gray@esafhwa.org		4/18/2010
<a href="#">Edit</a>	Site Vicinity	mary.gray@esafhwa.org		4/18/2010
<a href="#">Edit</a>	Species List	mary.gray@esafhwa.org		4/18/2010

# Archiving Projects: (3)

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

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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

 Add New

Filter by Status:

	Title ↑	Description	Status	Tracking No.
 Edit	Webinar #8	Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).	Active	1220
 Edit	<u>Programmatic Biological Assessment for WSDOT Eastern Washington Regions</u>	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	Archived	1195

# Archiving Projects: (4)

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

- Title:** Webinar #8
- Consultation Type:** Formal
- Location of Project Site:** FL
- Status:** Archived (dropdown menu is open, showing options: Archived, Active, Dormant, Archived)
- Description:** Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).
- Do you wish to be notified of file uploads?**
- Buttons:** Delete this File Cabinet, Clear
- Map:** A Google Map of Florida with a yellow polygon drawn around the Daytona Beach area. The map includes labels for cities like Gainesville, Ocala, Orlando, and Daytona Beach, as well as landmarks like Ocala National Forest and Titusville.

# Archiving Projects: (5)

Webinar #8 - 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 Sunday, April 18, 2010 [Edit profile](#) | [Logoff](#)

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

View File Cabinets

Online Tutorial

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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: All

	Title ↑	Description	Status	Tracking No.
	<a href="#">Webinar #8</a>	Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).	Archived	1220
	<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	Archived	1195

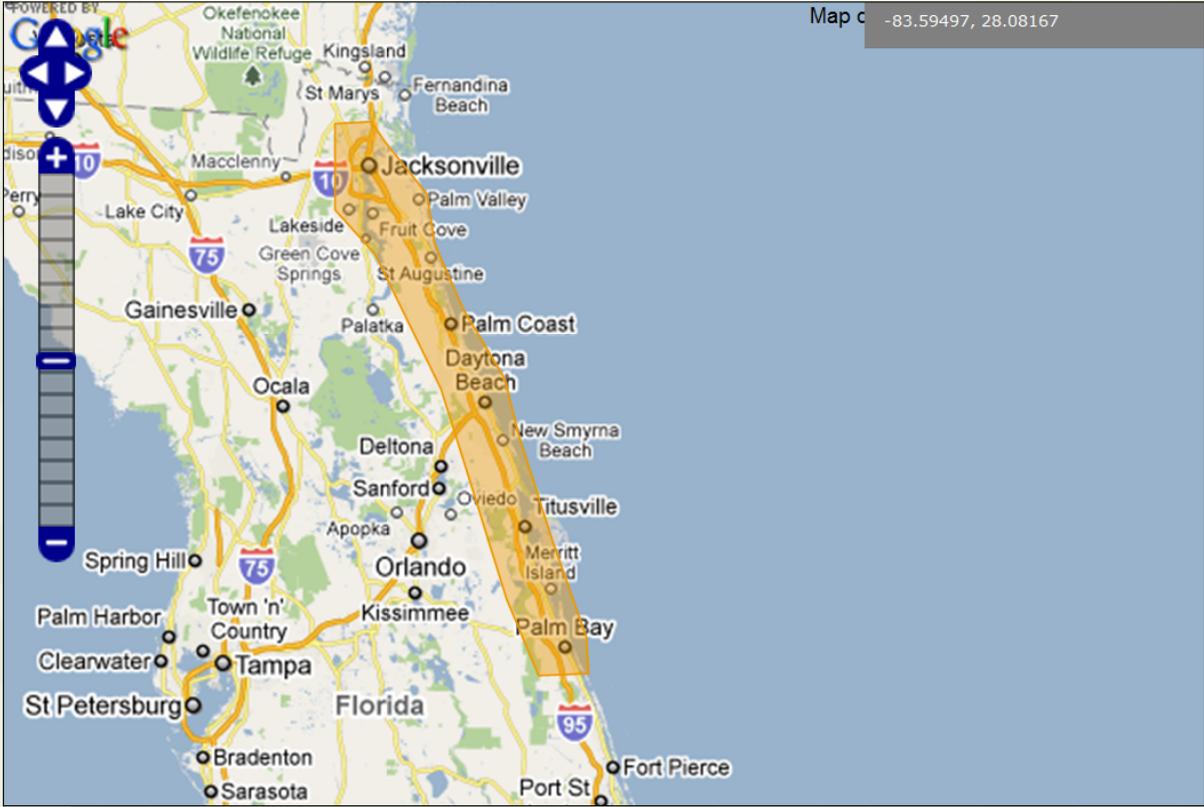
# Archiving Projects: (6)

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

http://esafhwa.org/site/alias\_north/15703/default.aspx#sectionmap

Map Search of Project Archives (to search available archives)

navigate  draw polygon  draw point



The map shows the state of Florida with major cities and highways labeled. A large orange semi-transparent polygon is drawn around the central and eastern parts of the state, representing a search buffer. The buffer is centered roughly on the Jacksonville to Orlando area. The map includes navigation controls on the left side, including a compass, a zoom-in (+) and zoom-out (-) button, and a vertical zoom slider. The text 'Map c -83.59497, 28.08167' is visible in the top right corner of the map area.

Find Buffer (ft): 2,640

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

# Archiving Projects: (7)

Today is Sunday, April 18, 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)

Title	Description	Tracking No.
<a href="#">Webinar #8</a>	Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).	1220

# Archiving Projects: (8)

Webinar #8 - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1220/0/default.aspx

U.S. Department of Transportation  
Federal Highway Administration

## Webinar #8

Today is Sunday, April 18, 2010

**File Cabinet Home**

### Project Summary

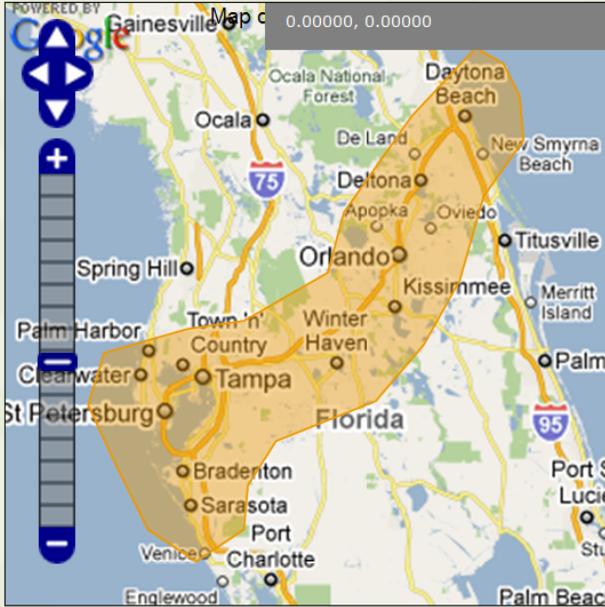
**Webinar #8**

**Description:** Webinar #8 -- Demo of features and capabilities for the ESA-FHWA Webtool (4/21/2010).

**Location:** FL

**Documents**

Title	Last Updated
 <a href="#">Draft BA</a>	4/18/2010
 <a href="#">Species List</a>	4/18/2010
 <a href="#">Site Vicinity</a>	4/18/2010



A Google Map of Florida with a yellow shaded region indicating the project area. The map includes major cities like Gainesville, Ocala, Deltona, Orlando, Kissimmee, Tampa, and St. Petersburg. Major highways 75 and 95 are also visible. The map interface includes navigation controls and a coordinate display at the top showing 0.00000, 0.00000.

# 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

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

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

**BA Status Report**

Filter by Area: All

Title ↑	Date Submitted	Type*	State	Area**	1	2	3	4	5	6	7
Willoughby Creek Bridge Scour Repair	NA	f	WA	W	√						
White River Pedestrian Trail	NA	i	WA	W							
White River Pedestrian Trail	1/29/2010	i	WA	W	√	√	√	47			
Webinar #8	1/1/2010	f	FL	S	√	√	√	√	√	√	
Test1	NA	i	MA	N	√						
Test Turtle	NA	i	CA	W							
Test File Cabinet	NA	i	MA	N							
test August 7th, 2009	NA	f	AL	S							
Test 4	NA	f	NY	N							
test	NA	f	WA	W	√	398					

Services concurred.

# 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

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

Online Tutorial

Quick Tips

BA Status Report

Filter by Area: West

Title	Date Submitted	Type*	State	Area**	1	2	3	4	5	6	7
Alamo Drive Onramp Lengthening Project	NA	f	CA	W							
aweradfaf	NA	f	WA	W							
Belfair Tahuya Bridge Replacement	NA	i	WA	W	√		√		√		√
Blue Bridge #538 Slope Stabilization	2/6/2009	f	WA	W	√	√	√	√	√		√
Bothell 527 Multiway Boulevard	NA	i	WA	W							
Bothell Crossroads	NA	i	WA	W	√	√	√		√		√
Bothell Crossroads	NA	i	WA	W							
CN 2384 NM 58 at Ponil Creek floodplain	NA	f	NM	W	677	56					
Dolarway Road Improvements	NA	i	WA	W	√	89					
Duportail Bridge Project	NA	i	WA	W	√	198					
Duportail Bridge Project - Geotechnical Drilling	8/17/2009	i	WA	W	√	√	√	√	√		√

# Quick Tips: (1)

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

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

**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*)
- 2. DOT/FHWA Review**
  - Update status table start/end dates. (*DOT/Author*)
  - Enter important comments. (*DOT/Author*)

# 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

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*)
- Verify that reviewers have received invitation. (*DOT*)
- Update status table start/end dates (135 days). (*FHWA*)
- Enter important comments. (*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

- Change status to "complete" when Letter of Concurrence or Biological Opinion is issued. (DOT)
- Only DOT or FHWA has the authority to submit the BA to the Services.

**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

**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 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 will be posted to <http://esafhwa.org> (see “What’s New”).
- Remember, the training site is a good resource for you.