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Nationwide Rollout: ESA-FHWA Webtool

Webinar #9 (1 p.m. EST)

May 20, 2010

Conference Phone Number: 888/324-7020

Participant Pass Code: 4153507

URL: <http://fhwa.na3.acrobat.com/fhwaesasection7>

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

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/site/alias_national/0/default.aspx

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 Tuesday, May 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 thoughts or take our

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

http://esafhwa.org: (2)

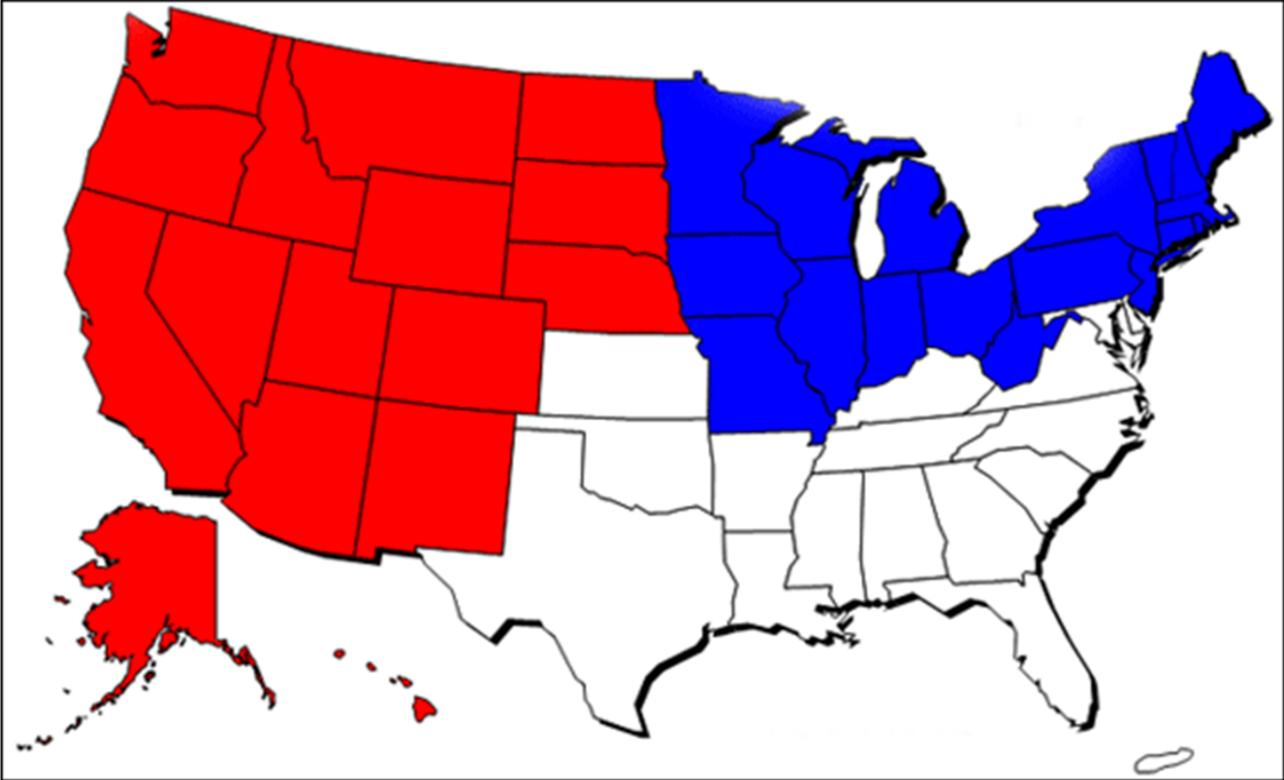
ESA FHWA - National - ESA Section 7 Consultation - Windows Internet Explorer

http://esafhwa.org/site/alias_national/0/default.aspx

ESA FHWA - National - ESA Section 7 Consultation

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

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



The map shows the following color coding for states:

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

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

ESA-FHWA Area Welcome Pages: (1)

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

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

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 Tuesday, May 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 USFWS and NOAA Fisheries. The links below take you to news sites and media portals within the headquarters and regional offices of both USFWS and NOAA Fisheries. Enjoy and keep informed.

ESA-FHWA Area Welcome Pages: (2)

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

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

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



National News

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

Regional News

USFWS Region 3:

ESA-FHWA Area Welcome Pages: (3)

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

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

USFWS Region 5:

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

NOAA Fisheries Southeast Region:

- [Newsroom](#)

NOAA Fisheries Northeast Region:

- [Newsroom](#)

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

4. Webtool Resources

- Library
- Glossary
- Search
- FAQs



Library Resources: (1)

Today is Tuesday, May 18, 2010

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

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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](#)
5. [Further Information Regarding ESA and Section 7](#)
6. [General BA Resources](#)
7. [Common BA Topics](#)
8. [ESA-FHWA News](#)
9. [National Rollout Webinars](#)

Library Resources: (2)

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

http://esafhwa.org/site/alias_north/15702/default.aspx#sectionkey

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

1. Key Assistance Resources

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

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

2. Role of FHWA in the Consultation Process

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

Library Resources: (3)

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

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

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

[Login to ECOS](#)

Public Applications

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

Related Sites

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

Success Story [Copperbelly watersnake](#)

Office	Status
Reynoldsburg ESFO	Active

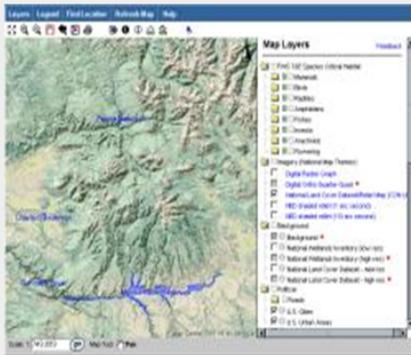
The Reynoldsburg Ohio Ecological Services Field Office is developing a state-wide consultation agreement with USDA NRCS and FSA for the copperbelly watersnake and other listed species. This agreement will identify avoidance and minimization measures when implementing Farm Bill conservation program practices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

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)

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

Environmental Conservation Online System | ECOS

Information, Planning, and Consultation System (IPaC)

Related Sites

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

Reclassified Species

Delisted Species

Search for an endangered species by name

Search for endangered species by County name

Improving Fish Passage



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

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

Interactive Maps



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

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

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

[Visit the Critical Habitat Portal](#)

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

Library Resources: (5)

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

3. Example Biological Opinions (BO)

USFWS:

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

NOAA Fisheries:

- [Northwest Regional Office](#)

Glossary Resources:

The screenshot shows a web browser window with the URL http://esafhwa.org/site/alias_north/15708/default.aspx. The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The date displayed is "Today is Tuesday, May 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 "Glossary" link is highlighted. The main content area is titled "Introduction" and contains the following text: "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).

The "Glossary" section is titled "Glossary" and includes a sub-section for "0 - 9". Under "0 - 9", there is a sub-section for "303(d) list" with the following text: "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."

Below the "303(d) list" section, there is a horizontal line. Underneath the line, there is a sub-section for "A". Under "A", there are three entries: "Action (50 CFR 402.02)", "Action agency", and "Action area".

Action (50 CFR 402.02)
Any activity or program of any kind authorized, funded, or carried out, in whole or in part, by federal agencies in the United States or upon the high seas. Examples include but are not limited to actions directly or indirectly causing modifications to the land, water, or air; actions intended to conserve listed species or their habitat; and the promulgation of regulations.

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

Action area

Search Resources: (1)

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Northern Area | National BA Template | Online File Cabinets

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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](#)

Document Search of Project Archives (to search available archives)

Map Search of Project Archives (to search available archives)

Search Resources: (2)

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

http://esafhwa.org/site/alias_north/hidden_pages_search/15703/search.aspx

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

Map Search of Project Archives (to search available archives)

navigate draw polygon draw point

Map data ©2010 Europa Technolog -70.48828, 49.78126

Find 100

Rh
Connec
New J
Delawa
Maryland

FAQ Resources: (1)

The screenshot shows a web browser window with the URL http://esafhwa.org/site/alias_north/15704/default.aspx. The page title is "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The date displayed is "Today is Tuesday, May 18, 2010". The main navigation bar includes "Northern Area", "National BA Template", and "Online File Cabinets". A left sidebar contains links for "About", "Library", "Glossary", "Search", "FAQs", "Contact Us", and "Site Map". The "FAQs" link is highlighted. The main content area features an "Introduction" section, a "FAQs Content" section with a list of categories, and a note about user-submitted questions.

Today is Tuesday, May 18, 2010

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

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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](#)
- [FAQs -- Searching/Archiving](#)
- [FAQs -- Freedom of Information Act \(FOIA\)](#)
- [FAQs -- Personal Information](#)
- [FAQs -- Site Security](#)
- [FAQs -- Webinar #1 \(July 21, 2009\)](#)
- [FAQs -- Webinar #2 \(July 23, 2009\)](#)

FAQ Resources: (2)

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

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

FAQs -- Key Terms (ESA Section 7 Consultation)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Webtool National BA Template

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

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

Download Template, Instructions:

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

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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.

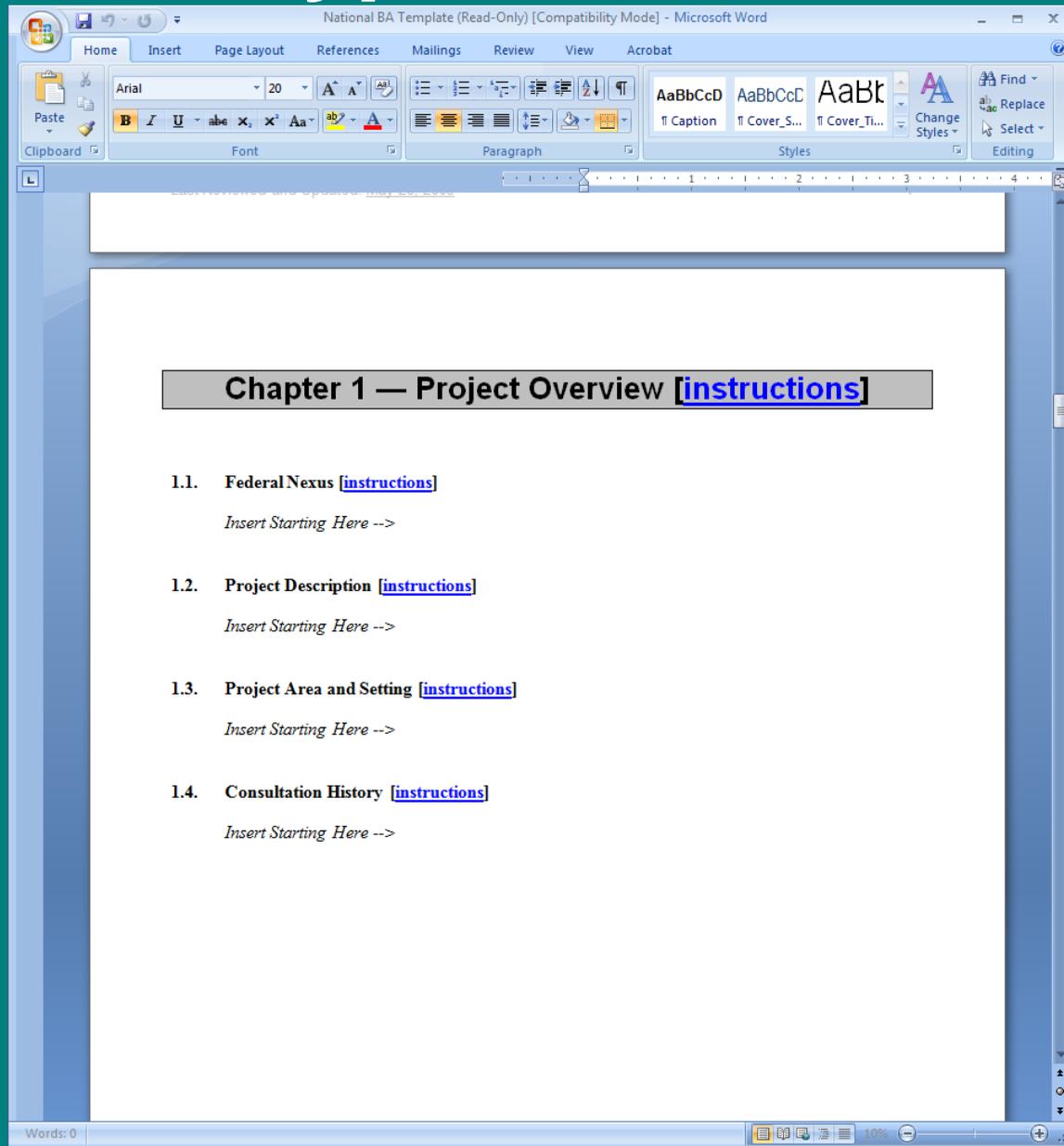
-  [National BA Template](#) (click to download)
-  [National BA Template Instructions](#) (click to download)

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 . . .

Template w/ Hyperlink Instruction: (1)



Template w/ Hyperlink Instruction: (2)

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

ESA FHWA - Northern Reg... Help

FHWA ESA Section 7 Instructions

Section

1.2 Project Description

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

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

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

Process Overview: (1)

Today is Tuesday, May 18, 2010

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?

A BA is the document that assesses the effects of projects on threatened and endangered (listed) species and critical habitat. If such species may be present in a project area, a biological assessment (BA) is prepared for the purpose of analyzing the potential effects of the project on listed species and critical habitat. A BA is created using best available scientific and commercial data. A BA can also include measures to minimize and avoid any identified effects as well as enhancements when reasonable. Before any project can move forward to construction, FHWA must complete consultation if a transportation project has the potential of effecting listed species and critical habitat.

Typical BA Content

Process Overview: (2)

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

http://esafhwa.org/site/alias_north/national_ba_template_process_overview/15768/process_overview.aspx#sectiontypical

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

Typical BA Content

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

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

Overview of the BA Development Process

A. Understand the Process . . .

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

Helpful Hints: (1)

Today is Tuesday, May 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](#)

[Get Help](#)

1. Draft BA

Before you start . . .

Gain an understanding of the project by obtaining information regarding its location and any associate

Helpful Hints: (2)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer
http://esafhwa.org/site/alias_north/national_ba_template_helpful_hints/15769/helpful_hints.aspx#sectionarchive

7. Archive

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

Get Help

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

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

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

Helpful Hints: (3)

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

Find

Tip Sheet
ESA-FHWA Webtool

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

Step 1: <i>Sign-In</i>	<ul style="list-style-type: none">▪ Sign-in to system at Online File Cabinets Tab for your region.
Step 2: <i>Add New Project</i>	<ul style="list-style-type: none">▪ 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: <i>Upload Files</i>	<ul style="list-style-type: none">▪ 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: <i>Change to "Archive"</i>	<ul style="list-style-type: none">▪ 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.
Step 5: <i>Finish</i>	<ul style="list-style-type: none">▪ Logoff the system and you are done.

6. Webtool Online File Cabinets

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

Sign-In/Register:

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer
http://esafhwa.org/site/alias_north/online_file_cabinets_view_file_cabinets/15746/view_file_cabinets.aspx

ESA Section 7 Consultation

Today is Tuesday, May 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

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)

Today is Tuesday, May 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.
	Programmatic Biological Assessment for WSDOT Eastern Washington Regions	This programmatic biological assessment (PBA) is designed to address many of the projects that will be completed in Washington State Department of Transportation's (WSDOT) North Central, South Central, and Eastern regions (regions). This PBA covers those projects that will have no effect or that are not likely to adversely affect listed species under the U.S. Fish and Wildlife Service (USFWS) jurisdiction. The PBA will also cover a limited range of projects that are likely to adversely affect bull trout, northern spotted owl habitat, marbled murrelet	Archived	1195

Add New Project: (2)

Webinar #8 - Windows Internet Explorer
http://esafhwa.org/DesktopModules/Esafhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1220&mid=26669&uid=3091

Today is Tuesday, May 18, 2010 [Home](#) | [Edit profile](#) | [Logoff](#) | [Site Map](#)

N-BA Description

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

Title
Webinar #9

Consultation Type: Formal
Status: Active

Location of Project Site
ME

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

Do you wish to be notified of file uploads?

Delete this File Cabinet

navigate draw polygon draw point

Map data ©2010 Europa Technologies, Google, INEGI, L
-71.63086, 45.21300



Add New Project: (3)

Webinar #8 - Windows Internet Explorer

http://esafhwa.org/DesktopModules/EsaFhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1220&mid=26669&uid=3091

Webinar #8

navigate draw polygon draw point Clear

Map coordinates: -68.35144, 43.58039

Finish Cancel

United States Department of Transportation - Federal Highway Administration

Add New Project: (4)

Today is Tuesday, May 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](#)

Filter by Status: All

	Title ↑	Description	Status	Tracking No.
 Edit	Webinar #9	Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).	Active	1220
 Edit	Programmatic Biological Assessment for WSDOT Eastern Washington Regions	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 Conservation Act (USFWS).	Archived	1195

File Cabinets:

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/0/default.aspx

File Cabinet Home

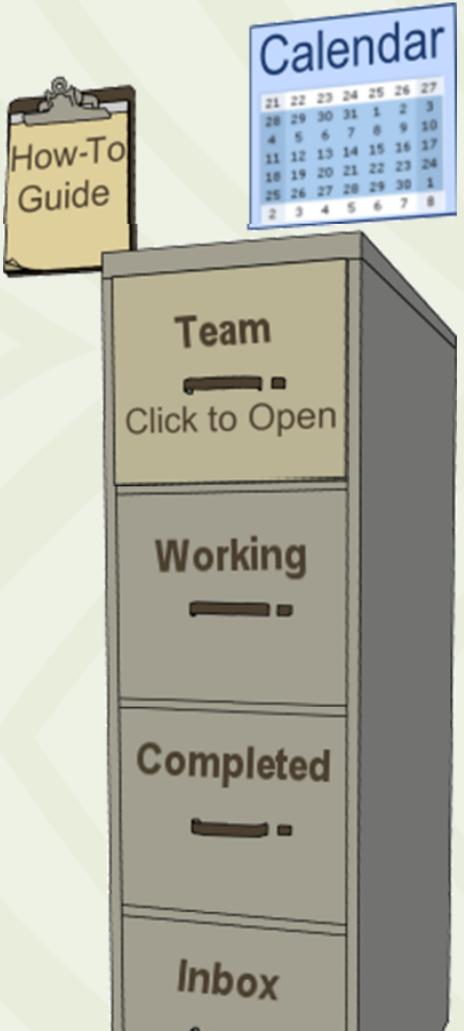
Webinar #9

Description:

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

N-BA Status:

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <u>1. Draft BA</u>	Not started	<input type="text" value="0%"/>
 <u>2. Review by DOT/FHWA</u>	Not started	<input type="text" value="0%"/>
 <u>3. BA Ready for Consultation</u>	Not started	<input type="text" value="0%"/>
 <u>4. Submitted to Services</u>	Not started	<input type="text" value="0%"/>
 <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%"/>



The illustration shows a grey file cabinet with four drawers. The top drawer is labeled 'Team' and has a 'Click to Open' button. The second drawer is labeled 'Working', the third 'Completed', and the fourth 'Inbox'. On top of the cabinet is a yellow clipboard with a 'How-To Guide' and a blue calendar for the month of May 2010.

Add Team Members: (1)

U.S. Department of Transportation
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

Webinar #9

Today is Tuesday, May 18, 2010 [Edit profile](#)

File Cabinet Home

Team

Add New User

	Name	Role	Email	Phone
	Mary Gray (National Rollout Webinars)	SiteManager	mary.gray@esafhwa.org	

Add Team Members: (2)

The screenshot shows a web browser window titled 'Webinar #9 - Windows Internet Explorer'. The address bar contains the URL: http://esafhwa.org/site/alias_1220/17612/DesktopDefault.aspx?alias=1220&PageID=17612. The browser toolbar includes 'Enlarge', 'Shrink', 'Reset', and 'No CSS' buttons.

The page header features the U.S. Department of Transportation Federal Highway Administration logo and the text 'Welcome Mary Gray (National Rollout Webinars)!'. Below this is a large heading 'Webinar #9' and a sub-header 'Today is Tuesday, May 18, 2010' with an 'Edit profile' link.

The main content area is titled 'File Cabinet Home' and contains a 'Team' section. In this section, there is an 'Email:' input field, a 'Roles:' dropdown menu set to 'Reviewer', and a checkbox labeled 'Check this box if you would like to send an email message to the new user(s)'. Below these are two buttons: 'Add User(s)' and 'Cancel'.

An open dropdown menu is positioned over the 'Add User(s)' button, displaying a list of email addresses with checkboxes next to them:

- ryan_mcreynolds@fws.gov
- sahitch@gmail.com
- samcasne@comcast.net
- sandra_doran@fws.gov
- sasw@deainc.com

Add Team Members: (3)

Webinar #9 - 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 #9

Today is Tuesday, May 18, 2010 [Edit profile](#)

File Cabinet Home

Team

	Name ↓	Role	Email	Phone
 Edit	Mary Gray (National Rollout Webinars)	SiteManager	mary.gray@esafhwa.org	
 Edit	Scott Boettcher	TeamMember	scottb@resolution-associates.com	
 Edit	Scott Hitchcock	Reviewer	sahitch@gmail.com	

Add Files: (1)

File Cabinet Home

Webinar #9

Description:

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

N-BA Status:

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
<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%

How-To Guide

Calendar

Team

Working
Click to Open

Completed

Inbox

Add Files: (2)

Webinar #9 - 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 #9

Today is Tuesday, May 18, 2010 [Edit profile](#)

File Cabinet Home

Draft BA

[Add New](#)

[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=17613&alias=1220&mlID=29999>. The browser title is "Webinar #9".

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

Webinar #9

Today is Tuesday, May 18, 2010 [Home](#) | [Edit profile](#)

Document detail

File title:

Category:

File upload:
Maximum upload file size is 200 MB

Add Files: (4)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17613/files.aspx?tabID=0&alias=1220

Webinar #9

Today is Tuesday, May 18, 2010 [Edit profile](#)

File Cabinet Home

Draft BA

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Last Updated</u>
	 DRAFT BA	mary.gray@esafhwa.org	5/18/2010

Supporting Documents

 Add New

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	 DRAFT Species List	mary.gray@esafhwa.org		5/18/2010

Pictures

 Add New

 Site Vicinity



[800 x 600]
109640 bytes

Completed Files: (1)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17598/file_cabinet_home.aspx

File Cabinet Home

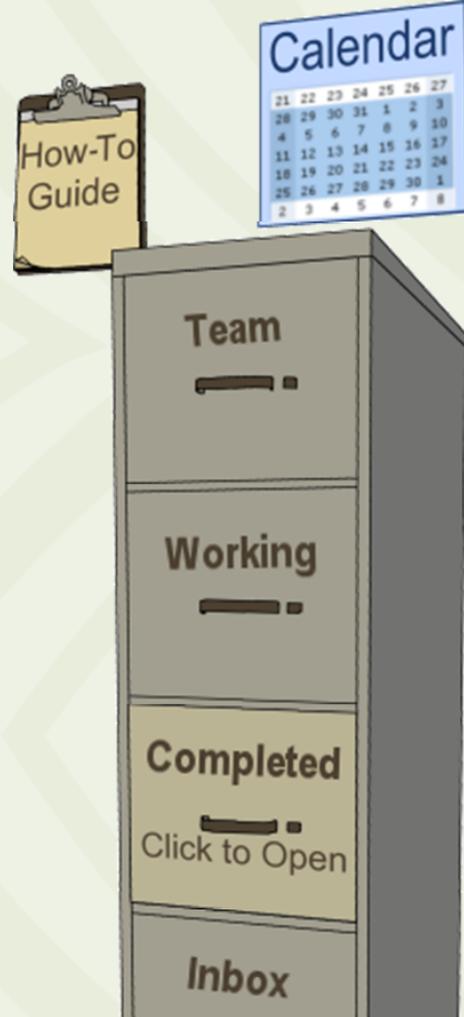
Webinar #9

Description:

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

N-BA Status:

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



The illustration shows a grey file cabinet with four drawers. The top drawer is labeled 'Team', the second 'Working', the third 'Completed' with a small handle and the text 'Click to Open', and the bottom drawer 'Inbox'. On top of the cabinet are a yellow clipboard with a 'How-To Guide' and a blue calendar showing dates from 21 to 27.

Completed Files: (2)

Webinar #9 - 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 #9

Today is Tuesday, May 18, 2010 [Edit profile](#)

File Cabinet Home

Completed BA Documents

Add New

Title Owner Area Last Updated

Completed Files: (3)

The screenshot shows a web browser window with the address bar containing the URL: http://esafhwa.org/site/alias_1220/17614/discussion.aspx?tabID=0&alias=1220. The browser title is 'Webinar #9'. The page content includes the U.S. Department of Transportation Federal Highway Administration logo and a welcome message for Mary Gray. Below this is a section titled 'Webinar #9' with the date 'Today is Tuesday, May 18, 2010' and an 'Edit profile' link. A 'File Cabinet Home' button is visible. The main content area is titled 'Completed BA Documents' and features an 'Add New' button and a table of documents.

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	 Final_BA	mary.gray@esafhwa.org		5/18/2010
	 Final_Species_List	mary.gray@esafhwa.org		5/18/2010
	 Site_Vicinity	mary.gray@esafhwa.org		5/18/2010

Project Inbox: (1)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/0/Default.aspx

Webinar #9

File Cabinet Home

Webinar #9

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

N-BA Status:

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



The illustration shows a grey file cabinet with four drawers. The drawers are labeled from top to bottom: 'Team', 'Working', 'Completed', and 'Inbox'. On top of the cabinet, there is a clipboard with a yellow paper labeled 'How-To Guide' and a blue calendar showing the month of May 2010.

Project Inbox: (2)

Webinar #9 - 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 #9

Today is Wednesday, May 19, 2010

[Edit profile](#)

File Cabinet Home

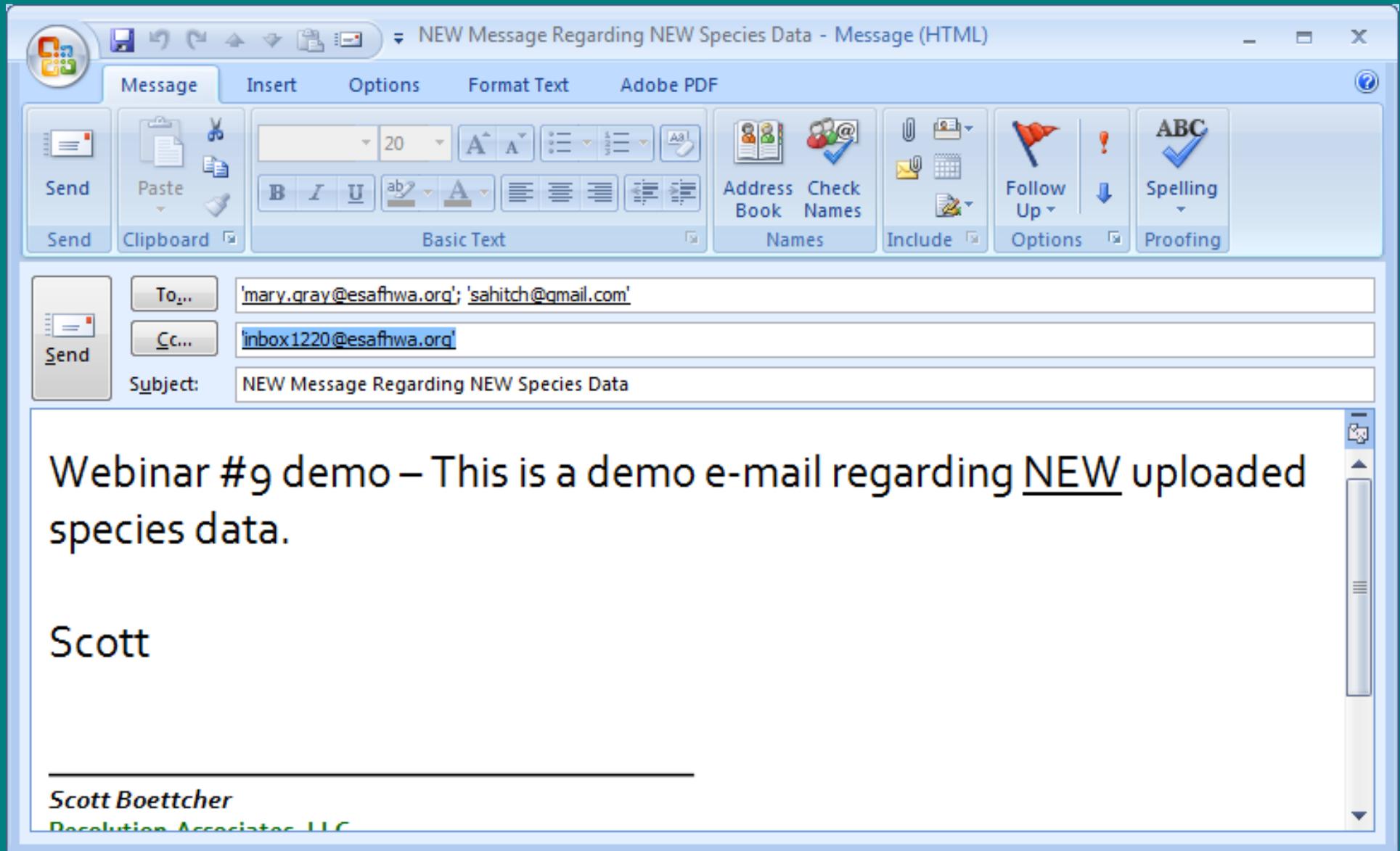
Inbox

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: (3)



Project Inbox: (4)

Webinar #9 - 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 #9

Today is Wednesday, May 19, 2010

[Edit profile](#)

File Cabinet Home

Inbox

inbox1220@esafhwa.org messages

From	Subject	Date
"Scott Boettcher" <ScottB@resolution-associates.com>	NEW Message Regarding NEW Species Data	5/19/2010 4:02:48 AM
"Scott Boettcher" <ScottB@resolution-associates.com>	NEW Message Regarding NEW Species Data	5/19/2010 3:59:36 AM
"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)

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 #9" and includes a navigation menu with "File Cabinet Home" selected. The main content area shows an email in the inbox from Scott Boettcher to Mary Gray and Sahitch, with the subject "NEW Message Regarding NEW Species Data". The email body contains the text: "Webinar #9 demo – This is a demo e-mail regarding NEW uploaded species data." and "Scott".

Webinar #9 - 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 #9

Today is Wednesday, May 19, 2010

[Edit profile](#)

File Cabinet Home

Inbox

inbox1220@esafhwa.org messages

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

Webinar #9 demo – This is a demo e-mail regarding NEW uploaded species data.

Scott

Calendar: (1)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17598/file_cabinet_home.aspx

File Cabinet Home

Webinar #9

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

N-BA Status:

Step	Status	% Complete
 1. Draft BA	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 2. Review by DOT/FHWA	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 3. BA Ready for Consultation	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 4. Submitted to Services	In progress	<div style="width: 100%;"><div style="width: 25%;"></div></div> 25%
 5. Letter of Concurrence or BO Issued	Not started	<div style="width: 100%;"><div style="width: 0%;"></div></div> 0%
 6. Re-initiation	Not started	<div style="width: 100%;"><div style="width: 0%;"></div></div> 0%
 7. Archive	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 'How-To Guide' and a blue calendar with the text 'Click to View'.

Calendar: (2)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17611/calendar.aspx?tabID=0&alias=1220

Calendar

 Add New

<< Add new event... **May 2010** >>

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

 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**
Webinar
Fifth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

Calendar: (3)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/DesktopModules/Events/EventsEdit.aspx?tabID=17611&alias=1220&miID=29993

Webinar #9

Event detail:

Title:

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

Where:

When:

Start date:

Start time: All Day Event
 Start At

:

Expires:

Calendar: (4)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17611/calendar.aspx?tabID=0&alias=1220

Webinar #9

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

 **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>).

 **May 20, 2010 -- Webinar #9**
Webinar
Ninth webinar as part of national rollout of ESA-FHWA Webtool (<http://esafhwa.org>).

How To Guide: (1)

File Cabinet Home

Webinar #9

Description:

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

N-BA Status:

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

How-To Guide (Click)

Calendar

Team

Working

Completed

Inbox

How To Guide: (2)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17610/howto.aspx?tabID=0&alias=1220

Webinar #9

Contents

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

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

How To Guide: (3)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: http://esafhwa.org/site/alias_1220/17610/howto.aspx?tabID=0&alias=1220#Adding_a_new_Online_File_Cabinet. The browser title is "Webinar #9". The main content area has a light green background with a wavy pattern and contains the following text:

Adding A New Online File Cabinet

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

Editing And Deleting Existing Online File Cabinets

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

Opening An Online File Cabinet

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

Working In An Online File Cabinet

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

Getting To The Online File Cabinets Home Page

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

Project Status: (1)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17598/file_cabinet_home.aspx

File Cabinet Home

Webinar #9

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

N-BA Status:

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



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

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 #9 - 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 #9

Today is Wednesday, May 19, 2010

[Edit profile](#)

File Cabinet Home

Webinar #9

Description:

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

N-BA Status:

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

How-To Guide

Calendar

Team

Working

Project Status: (4)

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://esafhwa.org/DesktopModules/EsafHwa/FileCabinet2009/jsaBaTasks/jsaBaTasksView.aspx?tabID=17598&alias=1220&ItemID=1641&mid=29972>. The browser title is "Webinar #9". The page content includes the U.S. Department of Transportation Federal Highway Administration logo and navigation links for "Search FHWA" and "Feedback". A personalized welcome message reads "Welcome Mary Gray (National Rollout Webinars)!". The main heading is "Webinar #9", with a sub-heading "Step Detail". The current step is "4. Submitted to Services". The description states: "All final documents have been uploaded and submitted for review by the Services." Below this, project details are listed: "% Complete: 90", "Status: In progress", "Priority: Normal", "Assigned To: Mary Gray, Scott Boettcher", and "Start Date: 1/1/2010".

U.S. Department of Transportation
Federal Highway Administration

Search FHWA | Feedback

Welcome Mary Gray (National Rollout Webinars)!

Webinar #9

Today is Wednesday, May 19, 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:

Archiving Projects: (1)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17598/file_cabinet_home.aspx

Webinar #9

File Cabinet Home

Webinar #9

Description:

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

N-BA Status:

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



The illustration shows a grey file cabinet with four drawers. The drawers are labeled from top to bottom: 'Team', 'Working', 'Completed', and 'Inbox'. On top of the cabinet, there is a yellow clipboard with a 'How-To Guide' and a blue calendar showing dates from 21 to 27. The 'Completed' drawer has a small black bar and the text 'Click to Open' below it.

Archiving Projects: (2)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/17614/DesktopDefault.aspx?alias=1220&PageID=17614

U.S. Department of Transportation
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

Webinar #9

Today is Wednesday, May 19, 2010

[Edit profile](#)

File Cabinet Home

Completed BA Documents

[Add New](#)

	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
Edit	 Final BA	mary.gray@esafhwa.org		5/18/2010
Edit	 Final Species List	mary.gray@esafhwa.org		5/18/2010
Edit	 Final Site Vicinity	mary.gray@esafhwa.org		5/19/2010
Edit	 Letter of Concurrence	mary.gray@esafhwa.org		5/19/2010

Archiving Projects: (3)

Today is Wednesday, May 19, 2010

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

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

View File Cabinets

- Online Tutorial
- Quick Tips
- BA Status Report

Introduction

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

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

My File Cabinets

Add New

Filter by Status:

	Title ↑	Description	Status	Tracking No.
Edit <small>Click to edit settings for this File Cabinet</small>	Webinar #9	Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).	Active	1220
Edit	Programmatic Biological Assessment for WSDOT Eastern Washington Region	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	Archived	1195

Archiving Projects: (4)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/DesktopModules/EsaFhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1220&mid=26669&uid=3091

Webinar #9

Title
Webinar #9

Consultation Type
Formal

Status
Active

Location of Project Site
ME

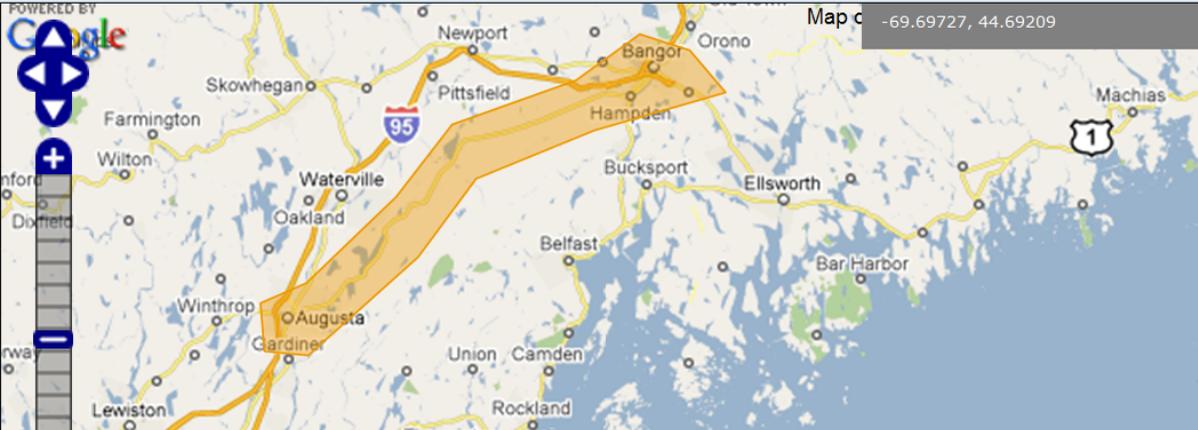
Description
Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).

Do you wish to be notified of file uploads?

Delete this File Cabinet

navigate draw polygon draw point

Map c -69.69727, 44.69209

A Google Map of Maine with an orange polygon highlighting a project area. The map shows major roads like I-95 and US-1, and various towns including Bangor, Waterville, and Augusta. A coordinate box in the top right of the map displays the coordinates -69.69727, 44.69209.

Archiving Projects: (5)

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 Wednesday, May 19, 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.
	Webinar #9	Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).	Archived	1220
	Programmatic Biological Assessment for WSDOT Eastern Washington Regions	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: (6)

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

http://esafhwa.org/site/alias_north/15703/default.aspx#sectionmap

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

Map Search of Project Archives (to search available archives)

navigate draw polygon draw point

Map c -70.67505, 43.84641

Find Buffer (ft): 2,640

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

Archiving Projects: (7)

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer
http://esafhwa.org/site/alias_north/15703/DesktopDefault.aspx?alias=north&PageID=15703

Search

- FAQs
- Contact Us
- Site Map

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.
2009 Biological Assessment of Various Maine Department of Transportation Projects	2009 batch informal consultation of bridge and culvert rehabilitation and replacement projects in located in towns of Mayfield Twp.; Garland; Waldoboro; Amherst; Canaan; Lincoln; Monroe; Brooks; Ellsworth; Auburn; Old Town; South Thomaston; Lisbon; Orlan; Searsmont; Topsham; Carmel; Sedgwick-Deer Isle; Brunswick-Gardiner; and Lisbon-Sabattus.	1213
Webinar #9	Webinar #9 -- Demo of features and capabilities for the ESA-FHWA Webtool (5/20/2010).	1220

Archiving Projects: (8)

Webinar #9 - Windows Internet Explorer
http://esafhwa.org/site/alias_1220/0/default.aspx

U.S. Department of Transportation
Federal Highway Administration

Webinar #9

Today is Wednesday, May 19, 2010

File Cabinet Home

Project Summary

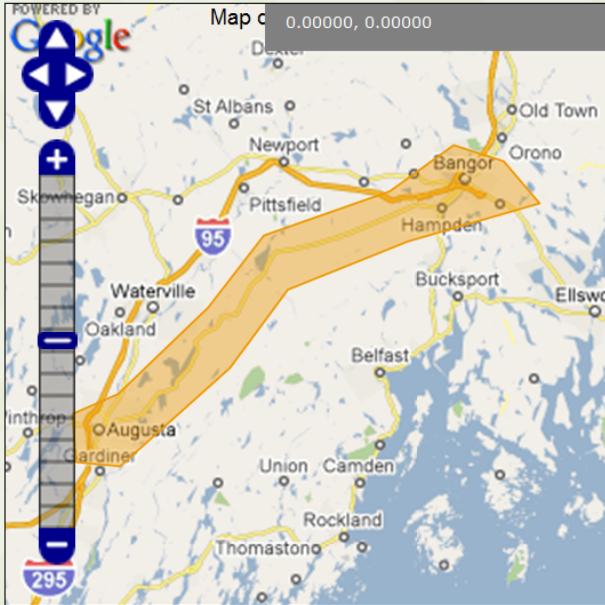
Webinar #9

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

Location: ME

Documents

Title	Last Updated
 Final BA	5/18/2010
 Final Species List	5/18/2010
 Final Site Vicinity	5/19/2010
 Letter of Concurrence	5/19/2010



Map powered by Google. The map shows a project area in central Maine, highlighted in orange. Key locations include Bangor, Orono, Pittsfield, and Bucksport. Major roads like I-95 and I-295 are visible. The map includes a compass and zoom controls.

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	4/28/2010	f	WA	W	√	√	√	√			
White River Pedestrian Trail	NA	i	WA	W							
White River Pedestrian Trail	1/29/2010	i	WA	W	√	√	√	110			
Webinar #9	1/1/2010	f	ME	N	√	√	√	√	√	√	
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	√	161					

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...

View File Cabinets

Online Tutorial

Quick Tips

BA Status Report

Northern Area
National BA Template
Online File Cabinets

BA Status Report

Filter by Area: North

Title ↓	Date Submitted	Type*	State	Area**	1	2	3	4	5	6	7
2009 Biological Assessment of Various Maine Department of Transportation Projects	NA	i	ME	N							
2009 Formal Section 7 Batch Consultation with USFWS	NA	f	ME	N							✓
2010 Formal Section 7 Batch Consultation with FWS	NA	f	ME	N							
8006.82 Route 17 Upgrade to I-86: Exits 122A to 126	10/24/2008	i	NY	N	✓	✓	✓	✓			
8177.41 Route 209 over Neversink River	9/21/2009	i	NY	N	✓	✓	240	240			
8463.15 Slope Failure, Ulster County, Rosendale, NY	7/1/2009	i	NY	N	✓	✓	✓	322			
Fort Drum Connector	11/1/2007	f	NY	N	✓	✓	✓	✓			
Fort Drum Connector PIN 7804.26	NA	f	NY	N							
north	NA	f	NY	N							

Quick Tips: (1)

The screenshot shows a web browser window with the URL http://esafhwa.org/site/alias_north/online_file_cabinets_quick_tips/15745/quick_tips.aspx. The page header includes the date "Today is Tuesday, May 18, 2010" and links for "Edit profile" and "Logoff". The main navigation bar has three tabs: "Northern Area", "National BA Template", and "Online File Cabinets". A left sidebar contains links for "View File Cabinets", "Online Tutorial", "Quick Tips", and "BA Status Report". The "Quick Tips" section is active, displaying an "Introduction" paragraph and a list of tips under the heading "1. Draft BA".

Today is Tuesday, May 18, 2010 [Edit profile](#) | [Logoff](#)

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

View File Cabinets
Online Tutorial
Quick Tips
BA Status Report

Introduction

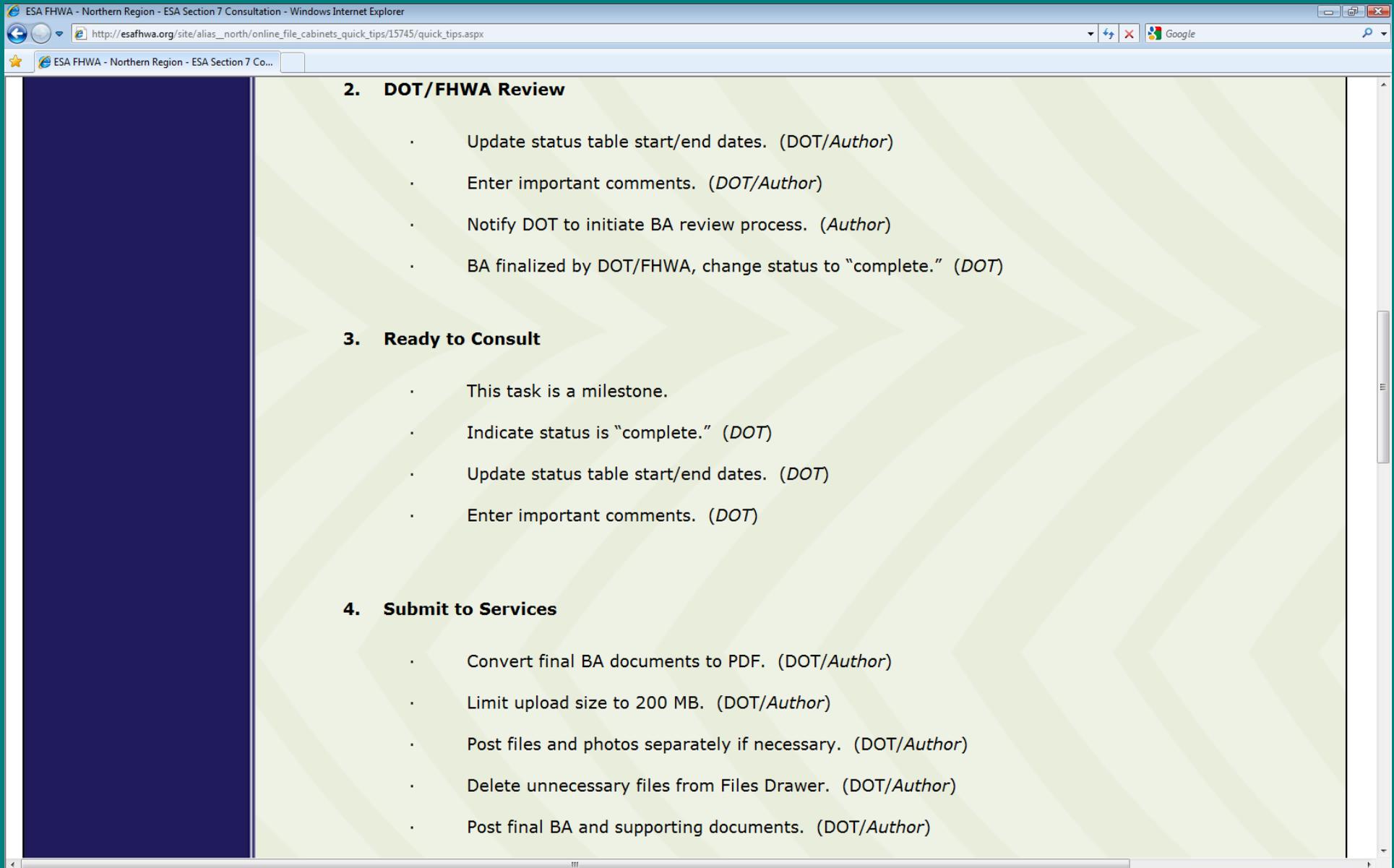
The following quick tips are provided to help you complete each of the steps for the ESA-FHWA Webtool's BA development and submittal process. Please feel free to seek clarification if a step or action is not clear. You can do so through the "Contact Us" feature located below in the footer to this page.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

Quick Tips

1. Draft BA

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

Quick Tips: (2)



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

http://esafhwa.org/site/alias_north/online_file_cabinets_quick_tips/15745/quick_tips.aspx

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*)

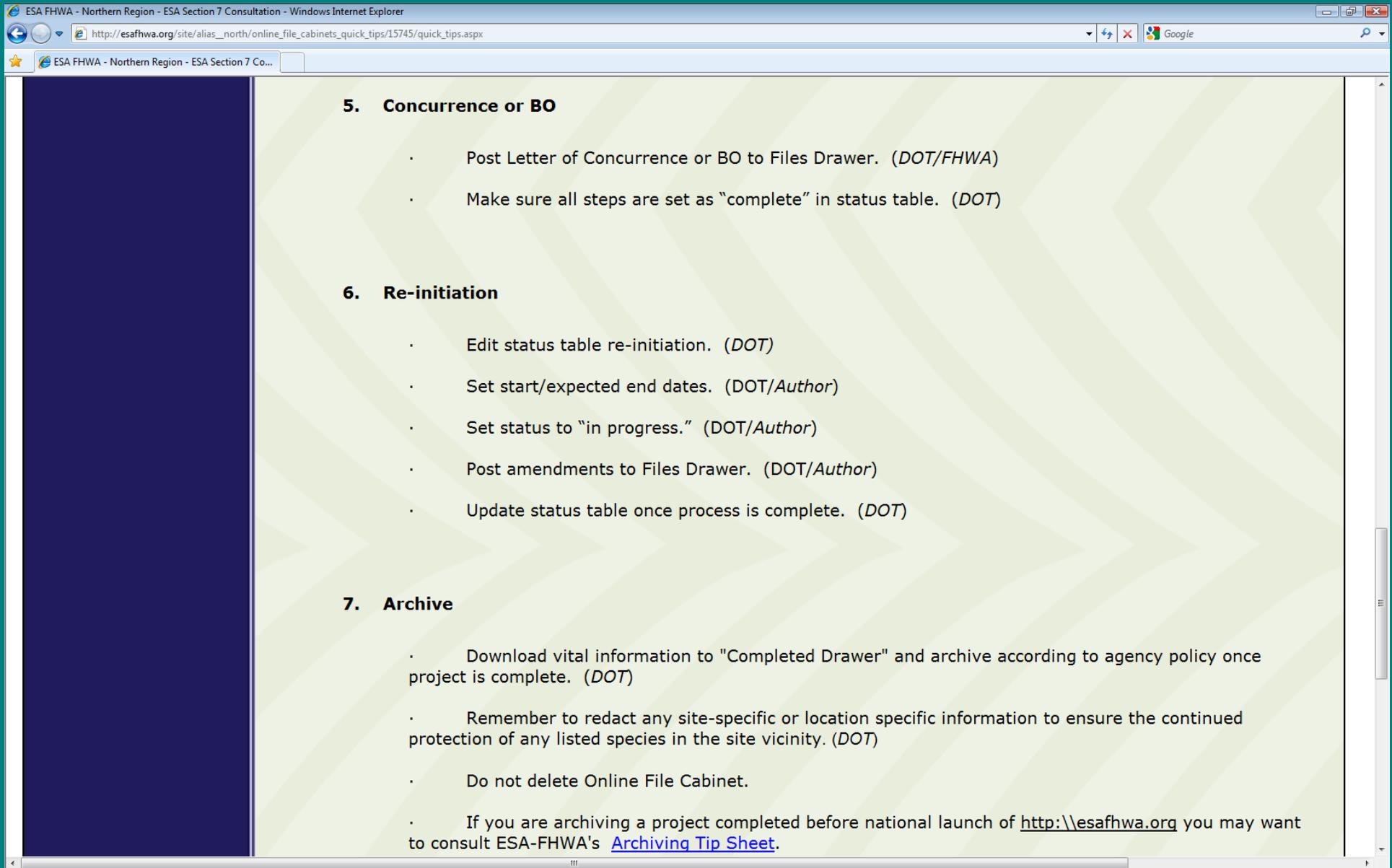
3. Ready to Consult

- 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*)

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

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

5. Concurrence or BO

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

6. Re-initiation

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

7. Archive

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

Quick Tips: (4)

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

Find

Tip Sheet
ESA-FHWA Webtool

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

Step 1: <i>Sign-In</i>	<ul style="list-style-type: none">▪ Sign-in to system at Online File Cabinets Tab for your region.
Step 2: <i>Add New Project</i>	<ul style="list-style-type: none">▪ 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: <i>Upload Files</i>	<ul style="list-style-type: none">▪ 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: <i>Change to "Archive"</i>	<ul style="list-style-type: none">▪ 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.
Step 5: <i>Finish</i>	<ul style="list-style-type: none">▪ Logoff the system and you are done.

7. Q/A, Discussion



8. End

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