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**ESA Webtool Checklist**

**BA Development and Submittal Process**

This checklist was developed to help Project Managers work through the BA development, submittal and review process using the ESA Webtool. For clarification or a more detailed description of a given step, please refer to "[How To Guide](http://www.environment.fhwa.dot.gov/ESAWebTool/Site/HowTo.aspx)" in the [Help Resources](http://www.environment.fhwa.dot.gov/ESAWebTool/Site/Gethelp.aspx) menu (<http://www.environment.fhwa.dot.gov/esawebtool>). For further clarification, questions can be submitted to [ESAWebtool@dot.gov](mailto:ESAWebtool@dot.gov).

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| --- | --- | --- |
| **Task** | **Complete**  **(Y / N)** | **Completed**  **Date/Deadline** |
| **1. Set-up** |  |  |
| Create new Online File Cabinet. |  |  |
| Invite project team to Online File Cabinet. Go to “**Team Drawer**” and “**Add a Team Member.**” Hint: Start with Team Members and an alternate Project Manager. New site users will need to “create an account” to log-in to the Online File Cabinet. |  |  |
| Add important dates or events to the calendar. |  |  |
| **2. Ongoing File Cabinet Management Activities** |  |  |
| Manage project team. “Team Members,” “Reviewers” and “Project Managers” may be added throughout the BA development, submittal and review process. |  |  |
| Update status table (percent complete and start/end dates). The information in “File Cabinet Status” will appear in the BA Status Report. |  |  |
| Save important emails as pdf files and upload to “Working” file drawer as part of the administrative record. |  |  |
| Post events on calendar to help coordinate team (meetings, due dates). |  |  |
| **3. Draft BA** |  |  |
| Use National BA Template to create Draft BA document. |  |  |
| **Task** | **Complete**  **(Y / N)** | **Completed**  **Date/Deadline** |
| Update the “*3. Draft BA*” step in the **Status Table** to “**in progress**” and indicate start/end dates and assignments. |  |  |
| Post events on **calendar** to help coordinate team (meetings, milestones). |  |  |
| Upload draft BA and other materials to “**Working**” file drawer to share documents with team (*Project Manager and Authors have access to this drawer*). |  |  |
| Change status to “**complete**” when draft is posted and ready for DOT/FHWA review. |  |  |
| **4. DOT/FHWA Review** | |  |  |
| Add DOT/FHWA Reviewers as “Team Members” (Go to “**Team Drawer**” and “**Add a Team Member**”). | |  |  |
| Update the “*2. Review by DOT/FHWA*” **Status Table** step in the status table to “**in progress**” and indicate start/end dates and assignments. | |  |  |
| Notify DOT/FHWA to initiate BA review process. | |  |  |
| Post events on **calendar** to help coordinate DOT/FHWA review (meetings, due dates). | |  |  |
| DOT/FHWA Reviewers upload comments/edits to the “**Working**” file drawer. | |  |  |
| Change the “*2. Review by DOT/FHWA*” **Status Table** step in the status table to “**complete**” when all review comments received. | |  |  |
| **5. Ready to Consult** | |  |  |
| **Task** | | **Complete**  **(Y / N)** | **Completed**  **Date/Deadline** |
| Update the “3*. BA Ready for Consultation*” step in the **Status Table** to “**in progress**” when all review comments received. | |  |  |
| Indicate start/end dates and assignments in **Status Table.** | |  |  |
| Post events on **calendar** to help coordinate incorporation of DOT/FHWA comments. | |  |  |
| Finalize BA documents, upload final files, supporting documents and photos to the “**Working**” file drawer. | |  |  |
| Change the “*3. Review by DOT/FHWA*” **Status Table** step in the status table to “**complete**” when BA document is finalized. | |  |  |
| **6. Submit to Services** | |  |  |
| Convert final BA documents to PDF. | |  |  |
| Post PDF of BA to the “**Completed**” file drawer (200 MB max file upload size). | |  |  |
| Post supporting files and photos separately to the “**Completed**” file drawer, if necessary. | |  |  |
| Delete unnecessary files from the “**Working**” file drawer. | |  |  |
| Add **Reviewers** to the project team. (Go to “**Team Drawer**” and “**Add a Team Member**”). Note: New site users will need to “create an account” to log-in the Online File Cabinet; **Reviewers** will only be able to view files in the “**Completed**” file drawer. | |  |  |
| Verify that reviewers have received the invitation to the Online File Cabinet and have successfully logged on/accessed the “**Completed**” file drawer. **Note: Only DOT or FHWA has the authority to submit the BA to the Services.** | |  |  |
| Update the “*4. Submitted to the Services*” step in the **Status Table** to “**in progress.**” | |  |  |
| Indicate start/end dates and assignments in **Status Table** (duration should be **135 days**). | |  |  |
| **Task** | | **Complete**  **(Y / N)** | **Completed**  **Date/Deadline** |
| Upload comments/edits to the “**Completed**” file drawer. | |  |  |
| Change the “*4. Submitted to the Services*” step in **Status Table** to “**complete**” when Letter of Concurrence (LC) or Biological Opinion (BO) is issued. | |  |  |
| **7. LC or BO** | |  |  |
| Post LC or BO to “**Completed**” file drawer. | |  |  |
| Change the “*5. Letter of Concurrence or BO Issued*” step in **Status Table** step to “**complete.**” | |  |  |
| **8. Re-initiation** | |  |  |
| Change the “*6. Re-Initiation*” step in the **Status Table** to “**in progress.**” | |  |  |
| Set start/expected end dates and assignments in **Status Table.** | |  |  |
| Post amendments to the “Working” file drawer. | |  |  |
| Repeat Task 4 – 7. | |  |  |
| Change the “*6. Re-Initiation*” step in **Status Table** step to “**complete**” once re-initiated consultation complete. | |  |  |
| **9. Archive** | |  |  |
| Ensure all vital information is downloaded to project archives (e.g., Final BA, BO or LC) per agency policy once project is complete. | |  |  |
| Redact any site-specific or location specific information contained in final documents saved in the “**Completed**” file drawer to ensure the continued protection of any listed species in the site vicinity. | |  |  |
| Change the “*7. Archive*” step in **Status Table** step to “**complete**” once re- initiated consultation complete. | |  |  |
| Exit the Online File Cabinet. | |  |  |
| **Task** | | **Complete**  **(Y / N)** | **Completed**  **Date/Deadline** |
| Go back to your list of projects. Click on the “**Edit**” button for your project. Change status from “**Active**” to “**Archive**” and confirm the “**Consultation Type**” (informal/formal) is correct. Click “Finish” when done. | |  |  |