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# Nationwide Rollout: ESA-FHWA Webtool

Webinar #3 (6 a.m. PDT)

Webinar #4 (9 a.m. PDT)

July 29, 2009

# Today's Webinar

1. Overview and Orientation to ESA-FHWA Webtool
2. Training Site
3. Production Site
4. Webtool Resources
5. Webtool National BA Template
6. Webtool Online File Cabinets
7. Q/A
8. End (Webinar #3 at 7:30 a.m. PDT)  
(Webinar #4 at 10:30 a.m. PDT)



# 1. Overview and Orientation to ESA-FHWA Webtool

## Purpose:

- To streamline BA development process.
- To promote BA consistency (among states, projects) and to facilitate collaboration.

## Features:

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

## 2. Training Site

- **ESA-FHWA Webtool training site is available at <http://training.esafhwa.org/>**
- **Also available as a direct link from ESA-FHWA national launch page (i.e., <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

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National ESA FHWA Site >

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**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!

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.

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

# 3. Production Site

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

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

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

http://esafhwa.org/?alias=National

ESA FHWA - National - ESA Section 7 Consultation

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National ESA FHWA Site >

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Today is Thursday, July 23, 2009

**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 FHWA region (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, or 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 Region  
Southern Region  
Western Region  
Training Site  
What's New

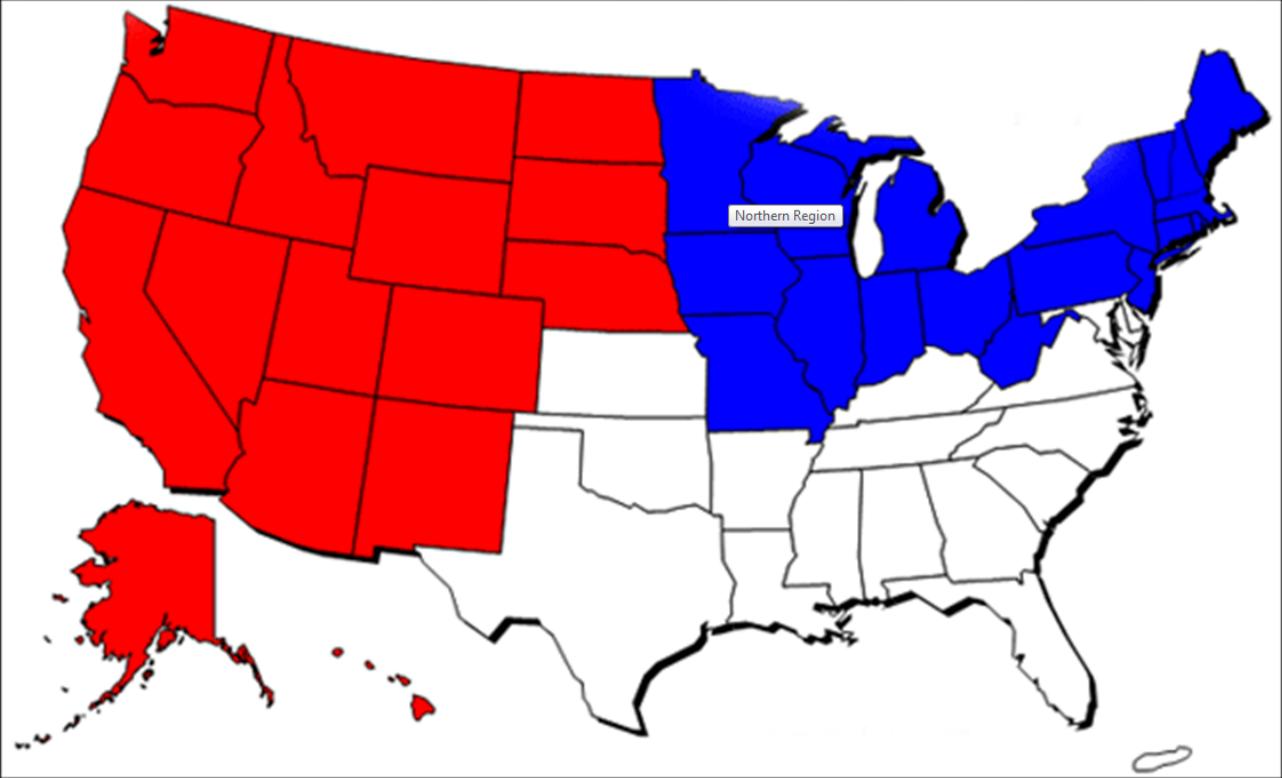
# http://esafhwa.org: (2)

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

http://esafhwa.org/?alias=National

ESA FHWA - National - ESA Section 7 Consultation

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.



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

# Regional 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

National ESA FHWA Site > Northern Region > Welcome

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Welcome Northern Region National BA Template Online File Cabinets

Welcome

Federal Resources

State Resources

**Welcome**

Welcome to the **FHWA Northern Region**. The FHWA Northern Region 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

# Regional Welcome Pages: (2)

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

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



**National News**

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

**Regional News**

**USFWS Region 3:**

- [Newsroom](#)

# Regional 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 Region 5:**

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

**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)

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

http://esafhwa.org/site/alias\_north/15702/default.aspx

Google

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National ESA FHWA Site >

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Northern Region 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

# 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](#)

## 2. Role of FHWA in the Consultation Process

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

# Library Resources: (3)

Environmental Conservation Online System | ECOS - Windows Internet Explorer  
http://ecos.fws.gov/ecos\_public/index.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](#)
- [ECOS Mapper](#)
- [Fish Passage Decision Support System \(FPDSS\)](#)
- [Species Reports](#)
- [Refuge Contaminant Assessments](#)
- [Information, Planning, and Consultation System \(IPaC\)](#)

**Related Sites**

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

**Success Story** [Copperbelly and mussels](#)

Office	Bloomington ESFO	Status	Active
<p>The Bloomington Indiana Ecological Services Field Office, together with the Michigan and Ohio ES offices, is working with the Partners for Fish and Wildlife program, TNC, NRCS, State of Indiana, the NRDA program, and others, to conserve threatened, endangered and candidate species in the Fish Creek watershed of NE Indiana. We are providing private landowners a suite of technical assistance and financial incentives to restore wetlands and bottomland forest for the benefit of the White catspaw and Clubshell mussels, copperbelly watersnake, and Indiana bat. ... <a href="#">[Learn More]</a></p>			

**Endangered Species**

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

Search for an endangered species by name

**Critical Habitat**



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

[Visit the Critical Habitat Portal](#)

# Library Resources: (4)

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

Environmental Conservation Online System | ECOS

### Assessments

Information, Planning, and Consultation System (IPaC)

### Related Sites

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

### Reclassified Species

#### Delisted Species

Search for an endangered species by 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 ECOS Mapper](#)
- [Use the Critical Habitat Mapper](#)
- [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](#)

# Glossary Resources:

ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer  
http://esafhwa.org/site/alias\_north/15708/default.aspx

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National ESA FHWA Site >

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

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**Introduction**

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

**Glossary**

**0 - 9**

**303(d) list**

Section 303(d) of the federal Clean Water Act requires States to periodically prepare a list of all surface waters in the state for which beneficial uses of the water (drinking, recreation, aquatic habitat, and

# Search Resources: (1)

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...

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### Introduction

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

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

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

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

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

# Search Resources: (2)

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

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

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

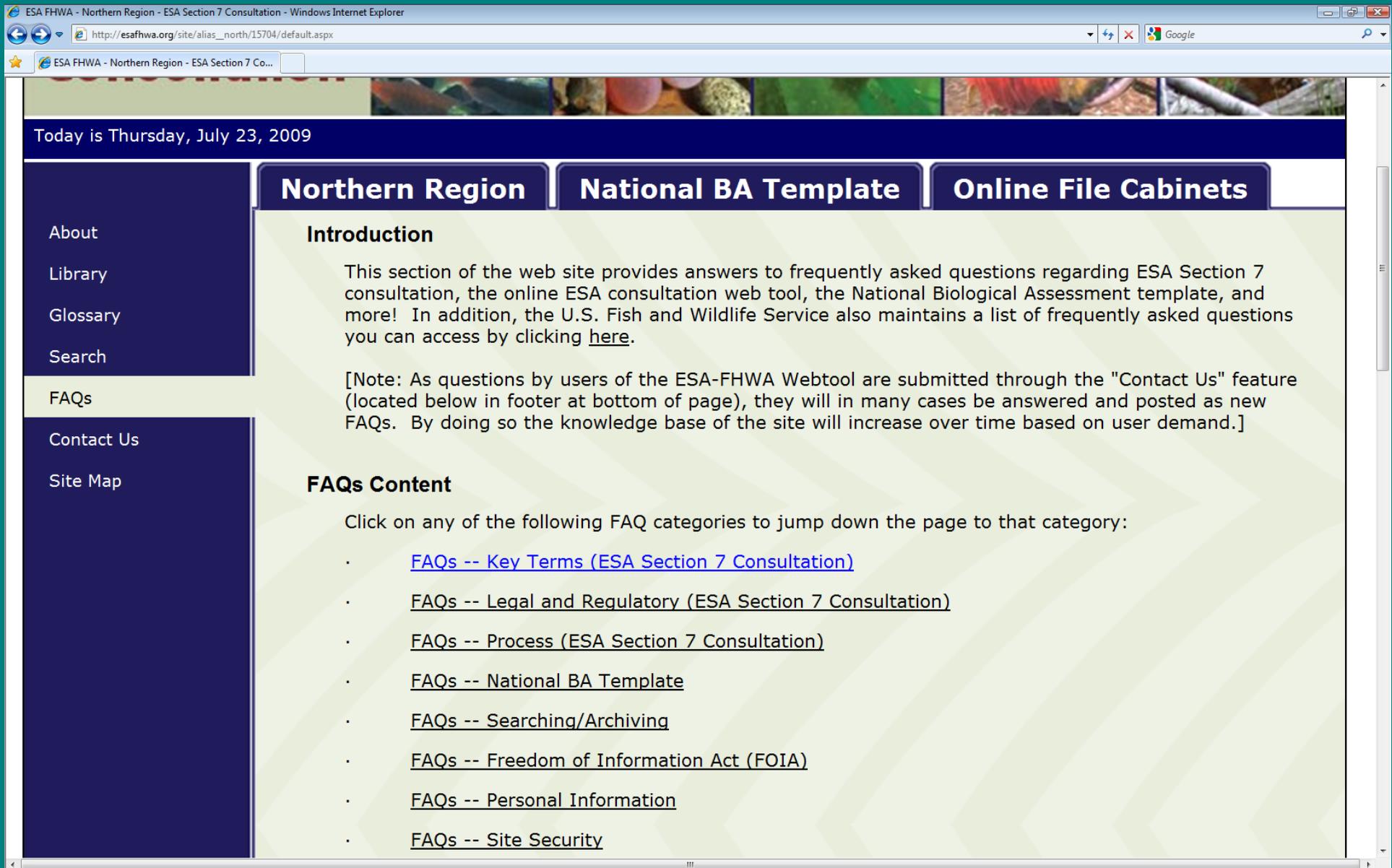
### Map Search of Project Archives

navigate  draw polygon  draw point

Map data: -100.45898, 39.97712

Find Buffer (ft): 100

# 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 content includes a date banner for Thursday, July 23, 2009, and a navigation menu with links for About, Library, Glossary, Search, FAQs, Contact Us, and Site Map. The main content area features three tabs: Northern Region, National BA Template, and Online File Cabinets. The 'Northern Region' tab is active, displaying an 'Introduction' section and a list of 'FAQs Content' categories.

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

**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](#)

# FAQ Resources: (2)

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

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?"](#)
- 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?](#)
- Q: [Q. Do Incidental Take Statements always have exact numerical limits?](#)
- Q: [R. What happens when the specified amount or extend of incidental take is exceeded?](#)
- Q: [S. What are conservation recommendations?](#)
- Q: [T. Are conservation recommendations part of the biological opinion?](#)
- Q: [U. When is Formal Consultation terminated?](#)

## 5. Webtool National BA Template

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

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

# Download Template, Instructions:

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 Region** | **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

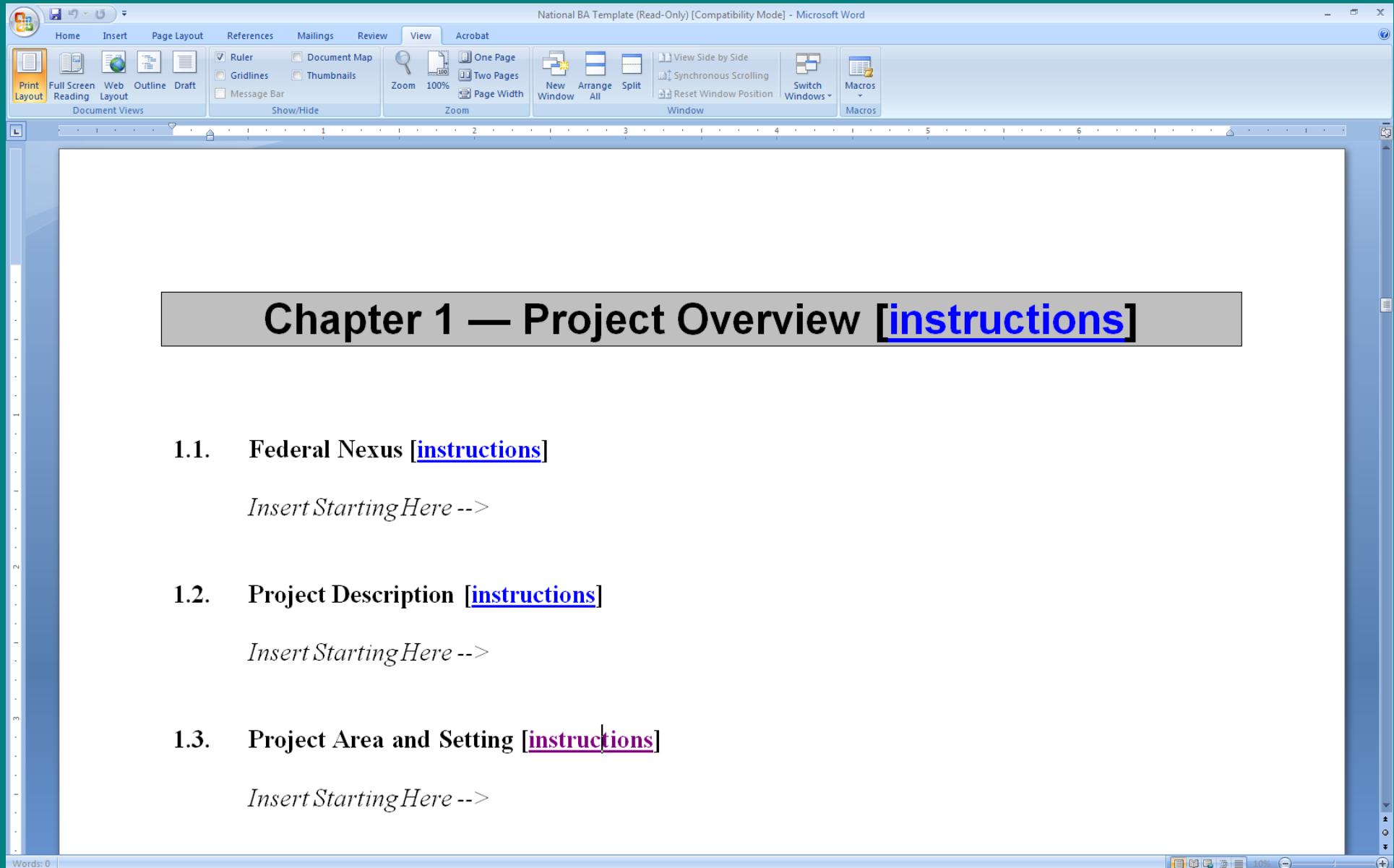
The links below provide you with direct access to the National BA Template and National BA Template Instructions. Using these will help you to ensure you are "covering the bases" and conducting the BA development process as efficiently and practically as possible.

-  [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.

# Template w/ Hyperlink Instruction: (1)



The screenshot shows a Microsoft Word window titled "National BA Template (Read-Only) [Compatibility Mode] - Microsoft Word". The ribbon is set to "View", showing options like "Ruler", "Document Map", "Gridlines", "Thumbnails", "Message Bar", "Zoom", "One Page", "Two Pages", "Page Width", "New Window", "Arrange All", "Split", "View Side by Side", "Synchronous Scrolling", "Reset Window Position", "Switch Windows", and "Macros". The main content area contains a grey box with the text "Chapter 1 — Project Overview [instructions]". Below this, there are three numbered items: "1.1. Federal Nexus [instructions]", "1.2. Project Description [instructions]", and "1.3. Project Area and Setting [instructions]". Each item has a placeholder text "Insert Starting Here -->" below it. The status bar at the bottom left shows "Words: 0" and the bottom right shows "10%".

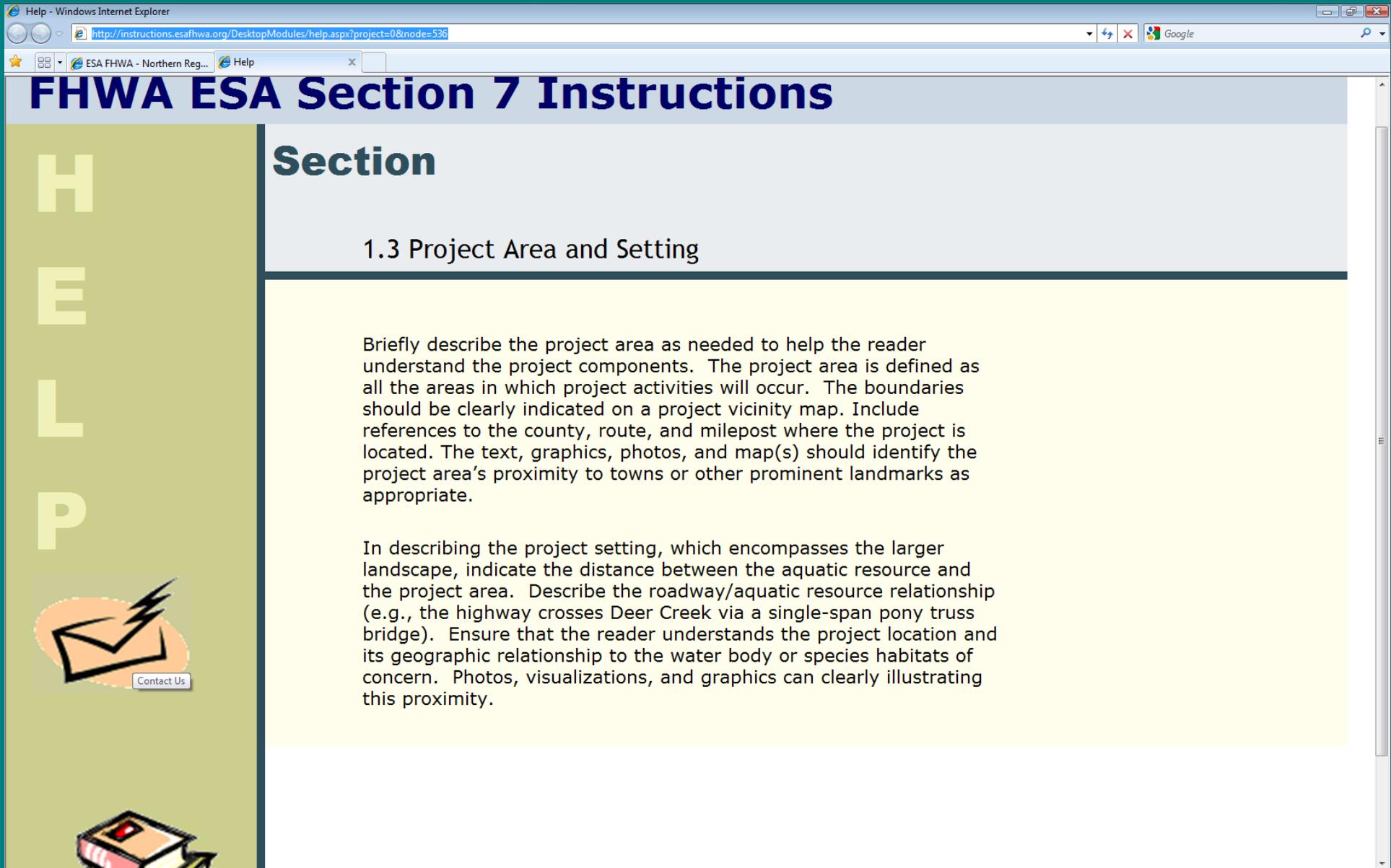
Chapter 1 — Project Overview [\[instructions\]](#)

1.1. Federal Nexus [\[instructions\]](#)  
*Insert Starting Here -->*

1.2. Project Description [\[instructions\]](#)  
*Insert Starting Here -->*

1.3. Project Area and Setting [\[instructions\]](#)  
*Insert Starting Here -->*

# Template w/ Hyperlink Instruction: (2)



Help - Windows Internet Explorer

http://instructions.esafhwa.org/DesktopModules/help.aspx?project=0&node=536

ESA FHWA - Northern Reg... Help

## FHWA ESA Section 7 Instructions

### Section

#### 1.3 Project Area and Setting

Briefly describe the project area as needed to help the reader understand the project components. The project area is defined as all the areas in which project activities will occur. The boundaries should be clearly indicated on a project vicinity map. Include references to the county, route, and milepost where the project is located. The text, graphics, photos, and map(s) should identify the project area's proximity to towns or other prominent landmarks as appropriate.

In describing the project setting, which encompasses the larger landscape, indicate the distance between the aquatic resource and the project area. Describe the roadway/aquatic resource relationship (e.g., the highway crosses Deer Creek via a single-span pony truss bridge). Ensure that the reader understands the project location and its geographic relationship to the water body or species habitats of concern. Photos, visualizations, and graphics can clearly illustrating this proximity.



# 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...  
National ESA FHWA Site > National BA Template > Process Overview

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**Northern Region** | **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:

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**Northern Region**   **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**

## 6. Webtool Online File Cabinets

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

# Sign-In:

ESA 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 Region** | **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...

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

## Account information

---

E-Mail	mary.gray@esafhwa.org
Password	●●●●●●
Confirm password	●●●●●●

**Register and Sign In Now**

# Add New Project: (1)

Today is Thursday, July 23, 2009 [Edit profile](#) | [Logoff](#)

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

View File Cabinets

- BA Status Report
- 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.]

### My File Cabinets

 Add New

Add New On-line File Cabinet

Filter by Status:

	Title ↓	Description	Status	Tracking No.
 Edit	<u>Mary Gray test</u>	This is a test for the National Rollout Webinars.	Archived	1169

### Get Help

This site contains many resources and capabilities to help answer your questions about the BA process.

# Add New Project: (2)

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

Title  
Mary Gray Webinar Demo

Consultation Type  
Formal

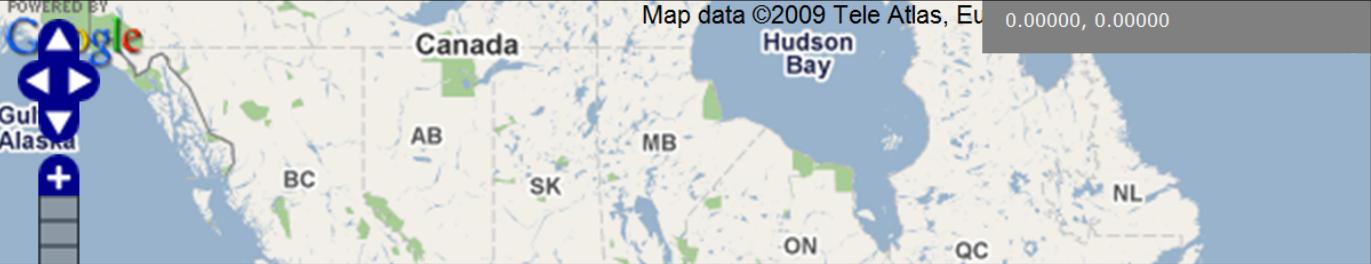
Location of Project Site  
IL

Description  
Demo of "Add Project" function.

Do you wish to be notified of file uploads?

navigate  draw polygon  draw point

Map data ©2009 Tele Atlas, EU 0.00000, 0.00000



The map shows a portion of Canada and Hudson Bay. The provinces and territories labeled are BC, AB, SK, MB, ON, QC, and NL. The map includes a navigation control on the left and a coordinate display at the top right.

# 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

Map data: -100.94238, 39.06185

Finish Cancel

Microsoft PowerPoi... FHWA on-line file c...

7:20 AM

# Add New Project: (4)

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

File Edit View Favorites Tools Help

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

## Northern Region National BA Template Online File Cabinets

View File Cabinets

- BA Status Report
- 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.]

### My File Cabinets



Filter by Status:

	Title ↓	Description	Status	Tracking No.
	<a href="#">Mary Gray test</a>	This is a test for the National Rollout Webinars.	Archived	1169
	<a href="#">Mary Gray Webinar Demo</a>	Webinar #2 Demo	Active	1176

Click to open the File Cabinet for this N-BA

### Get Help

# File Cabinets:

Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**N-BA Status:**

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

Calendar

How-To Guide

Team  
Click to Open

Working

Completed

Inbox

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

# Add Team Members: (1)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16820/DesktopDefault.aspx?alias=1176&PageID=16820

Mary Gray Webinar Demo

Enlarge Shrink Reset

 U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

**File Cabinet Home**

### Team



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

# Add Team Members: (2)

The screenshot shows a web browser window titled 'Mary Gray Webinar Demo - Windows Internet Explorer'. The address bar contains the URL: [http://esafhwa.org/site/alias\\_1176/16820/DesktopDefault.aspx?alias=1176&PageID=16820](http://esafhwa.org/site/alias_1176/16820/DesktopDefault.aspx?alias=1176&PageID=16820). The page content includes a navigation bar with 'File Cabinet Home', a main header 'Mary Gray Webinar Demo', and a sub-header 'Team'. Below the header, there is a form for adding team members with fields for 'Email:', 'Roles:' (set to 'TeamMember'), and a checkbox for sending an email. Two buttons, 'Add User(s)' and 'Cancel', are visible. A dropdown menu is open, showing a list of email addresses with checkboxes: 

- samcasne@comcast.net
- sandra\_doran@fws.gov
- schuyls@wsdot.wa.gov
- scott.boettcher@cherrycrk.co
- scott.hitchcock@dis.wa.gov

# Add Team Members: (3)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16820/DesktopDefault.aspx?alias=1176&PageID=16820

Mary Gray Webinar Demo

Enlarge Shrink Reset

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

**File Cabinet Home**

### Team



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

# Add Files: (1)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/site/alias\_1176/0/Default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

### Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**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%"/>



How-To Guide

Calendar

Team

Working Working

Click to Open

Completed

Inbox

# Add Files: (2)

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The address bar shows the URL: [http://esafhwa.org/site/alias\\_1176/16821/files.aspx?tabID=0&alias=1176](http://esafhwa.org/site/alias_1176/16821/files.aspx?tabID=0&alias=1176). The browser title is "Mary Gray Webinar Demo".

The main content area features a large header with the text "Mary Gray Webinar Demo". Below the header, a dark blue navigation bar contains the text "Today is Thursday, July 23, 2009" on the left and a link "Edit profile" on the right.

The main content area is divided into three sections, each with a green and white striped background:

- File Cabinet Home**: A dark blue button with white text.
- Draft BA**: A section header with a green plus icon and an "Add New" button below it. Below the button is a table header: **Title Owner Last Updated**.
- Supporting Documents**: A section header with a green plus icon and an "Add New" button below it. Below the button is a table header: **Title Owner Area Last Updated**.
- Pictures**: A section header with a green plus icon and an "Add New" button below it.

# Add Files: (3)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/Documents/DocumentsEdit.aspx?tabID=16821&alias=1176&mlID=28366

Mary Gray Webinar Demo

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Home](#) | [Edit profile](#)

### Document detail

---

File title

Category

---

File upload

Maximum upload file size is 200 MB

# Add Files: (4)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16821/files.aspx?tabID=0&alias=1176

Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

## File Cabinet Home

### Draft BA

 Add New

 Edit	<u>Title</u>	<u>Owner</u>	<u>Last Updated</u>
	Test	mary.gray@esafhwa.org	7/23/2009

### Supporting Documents

 Add New

 Edit	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	ESA-FHWA News	mary.gray@esafhwa.org		7/23/2009

### Pictures

 Add New

 Willapa

 Edit

[ 800 x 600 ]  
109640 bytes

# Completed Files: (1)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/site/alias\_1176/0/Default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

### Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**N-BA Status:**

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



Calendar

How-To Guide

Team

Working

Completed **Completed**

Click to Open

Inbox

# Completed Files: (2)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16822/discussion.aspx?tabID=0&alias=1176

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

[File Cabinet Home](#)

### Completed BA Documents

[Add New](#)

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

# Completed Files: (3)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16822/discussion.aspx?tabID=0&alias=1176

Mary Gray Webinar Demo

Enlarge Shrink Reset

 U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

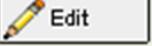
## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

**File Cabinet Home**

### Completed BA Documents



	<u>Title</u>	<u>Owner</u>	<u>Area</u>	<u>Last Updated</u>
	 <a href="#">ESA-FHWA News</a>	mary.gray@esafhwa.org		7/23/2009
	 <a href="#">Test</a>	mary.gray@esafhwa.org		7/23/2009
	 <a href="#">Willapa</a>	mary.gray@esafhwa.org		7/23/2009

# Project Inbox: (1)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/0/Default.aspx

Mary Gray Webinar Demo

**Mary Gray Webinar Demo**

**Description:**

Webinar #2 Demo

**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

Inbox

Click here for a list of messages in this file cabinet

# Project Inbox: (2)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16823/default.aspx?tabID=0&alias=1176

Mary Gray Webinar Demo

Enlarge Shrink Reset

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1176@esafhwa.org messages

From	Subject	Date
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	7/23/2009 7:21:22 AM

< >

# Project Inbox: (3)

Message regarding review criteria - Message (HTML)

Message Insert Options Format Text Adobe PDF

Send Account Paste Clipbo... Corbel 14 Basic Text Names Inclu... Follow Up Options Spelling Proofing

To... mary.gray@esafhwa.org; Hitchcock, Scott (DIS) <ScottH@DIS.WA.GOV>;

Cc... inbox1176@esafhwa.org

Account Subject: Message regarding review criteria

Test - Message regarding review criteria . . . .

Scott B.

# Project Inbox: (4)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16823/default.aspx?tabID=0&alias=1176

Mary Gray Webinar Demo

Enlarge Shrink Reset

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [Edit profile](#)

**File Cabinet Home**

### Inbox

inbox1176@esafhwa.org messages

From	Subject	Date
 Scott Boettcher <Scott.Boettcher@cherrycrk.com>	Message regarding review criteria	7/23/2009 8:05:01 AM
 "MailEnable Administrator" <Postmaster>	New E-Mail Account Notification	7/23/2009 7:21:22 AM

< >

# Calendar: (1)

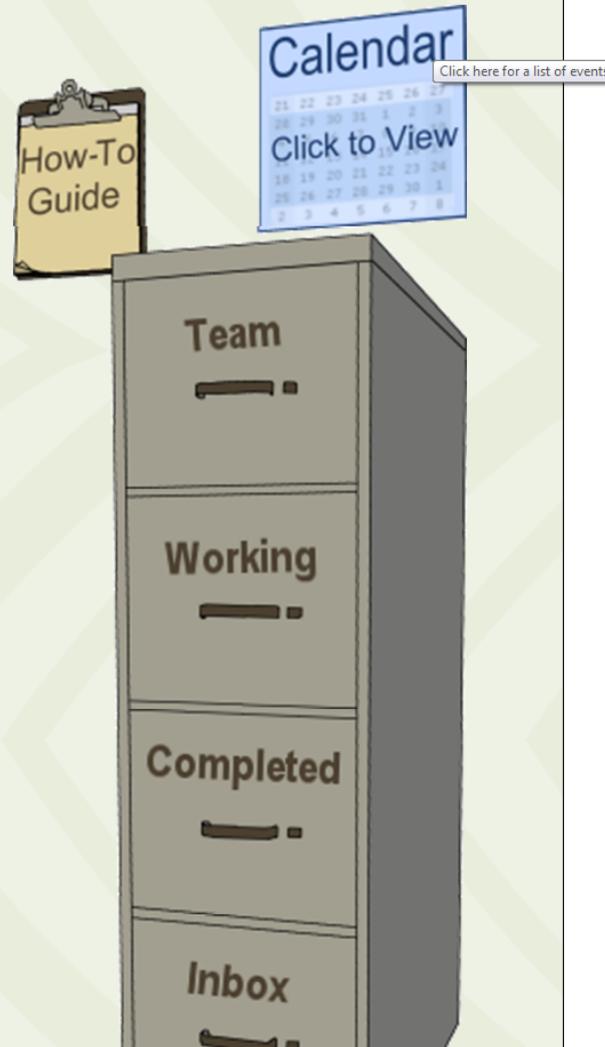
Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/0/Default.aspx

Mary Gray Webinar Demo

**Description:**  
Webinar #2 Demo

**N-BA Status:**

Step	Status	% Complete
 <b>1. Draft BA</b>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b>2. Review by DOT/FHWA</b>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b>3. BA Ready for Consultation</b>	Complete	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
 <b>4. Submitted to Services</b>	In progress	<div style="width: 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%



Calendar  
Click here for a list of events

# Calendar: (2)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16819/calendar.aspx?tabID=0&alias=1176

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

## Mary Gray Webinar Demo

Today is Tuesday, July 28, 2009 [Edit profile](#)

**File Cabinet Home**

### Calendar

 Add New

<<  July 2009 >>

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

 **Webinar #1**  
Nationwide  
Webinar #1 today for National Rollout of <http://esafhwa.org>

 **Webinar #2**  
Nationwide  
Webinar #2 today for National Rollout of <http://esafhwa.org>

# Calendar: (3)

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://esafhwa.org/DesktopModules/Events/EventsEdit.aspx?tabID=0&alias=1176&ItemID=628&mid=28360>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features a large text area with the text "Webinar #3 tomorrow for National Rollout of <http://esafhwa.org>". Below this text area is a form with the following fields and options:

- Where: Nationwide
- When: (empty field)
- Start date: 7/29/2009
- Start time:  All Day Event,  Start At
- Time selection: 6 : 00 AM
- Expires: 7/28/2009

At the bottom of the form is a button labeled "Apply Changes".

# Calendar: (4)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16819/calendar.aspx?tabID=08&alias=1176

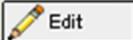
File Edit View Favorites Tools Help

Mary Gray Webinar Demo

July 2009

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

 **Webinar #1**  
*Nationwide*  
Webinar #1 today for National Rollout of <http://esafhwa.org>

 **Webinar #2**  
*Nationwide*  
Webinar #2 today for National Rollout of <http://esafhwa.org>

 **Webinar #3**  
*Nationwide*  
Webinar #3 tomorrow for National Rollout of <http://esafhwa.org>

 **Webinar #4**  
*Nationwide*  
Webinar #4 tomorrow for National Rollout of <http://esafhwa.org>

# How To Guide: (1)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/site/alias\_1176/0/Default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

## Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**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>	Complete	<b>100%</b>
 <b>4. Submitted to Services</b>	In progress	<b>25%</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 (Click)

Calendar

Click here for a list of 'How To' articles

# How To Guide: (2)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16818/howto.aspx?tabID=0&alias=1176

## Online Tutorial Content

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

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

### Contents

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

- 1. Introduction:**
  - o [Introduction](#)
  - o [Getting Started](#)
  - o [Accessibility](#)
  - o [Turning The Style Sheet Off](#)
  - o [Changing Text Size](#)
- 2. Logging On:**
  - o [Creating An Account](#)
  - o [Registering Online](#)
  - o [Accepting An Invitation](#)
  - o [Sign In](#)
  - o [Forgotten Password](#)
  - o [Remember Login](#)

# Project Status: (1)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/site/alias\_1176/0/Default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

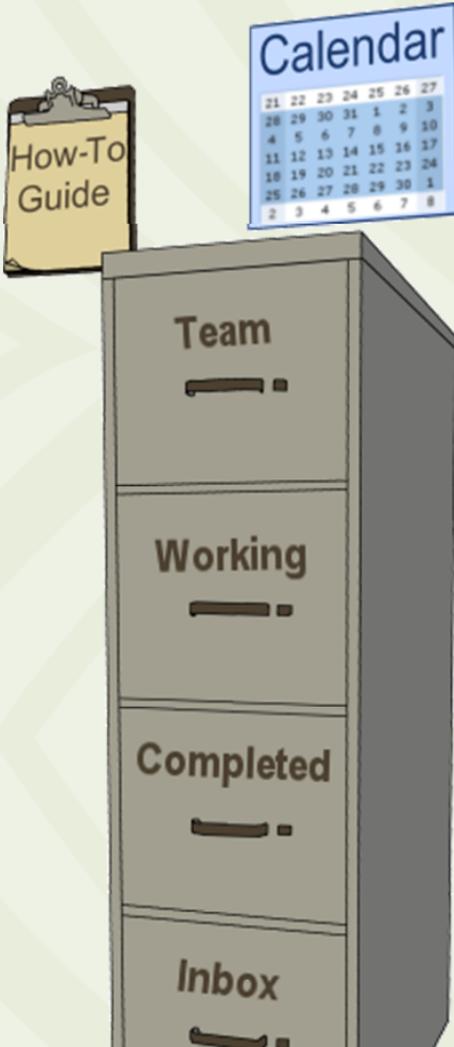
### Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**N-BA Status:**

<u>Step</u>	<u>Status</u>	<u>% Complete</u>
 <b>1. Draft BA</b>	Not started	<input type="text" value="0%"/>
 <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%"/>



Calendar

How-To Guide

Team

Working

Completed

Inbox

# Project Status: (2)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/DesktopModules/EsaFhwa/FileCabinet2009/jsaBaTasks/jsaBaTasksEdit.aspx?tabID=16806&alias=1176&itemID=1329&mid=28339

Mary Gray Webinar Demo

Style  Format  Font  Size

Built team. Downloaded template. Started drafting.

Complete:  %

Status:

Priority:

Assigned To:

Start Date:

Due Date:

**Apply Changes**

# Project Status: (3)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/0/Default.aspx

Mary Gray Webinar Demo

**Mary Gray Webinar Demo**

**Description:**

Webinar #2 Demo

**N-BA Status:**

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



The illustration shows a vertical filing 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 white sheet of paper that says 'How-To Guide' and a blue calendar showing the month of August. The calendar has dates from 1 to 31, with the 1st through 7th highlighted in blue.

# Project Status: (4)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/DesktopModules/EsafHwa/FileCabinet2009/jsaBaTasks/jsaBaTasksView.aspx?tabID=16806&alias=1176&ItemID=1329&mid=28339

Mary Gray Webinar Demo

U.S. Department of Transportation  
Federal Highway Administration

Search FHWA | Feedback

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009

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

### Step Detail

Title: 1. Draft BA  
Description: Built team. Downloaded template. Started drafting.  
% Complete: 15  
Status: In progress  
Priority: Normal  
Assigned To: Mary Gray, Scott Boettcher  
Start Date: 7/23/2009  
Due Date : 7/23/2010

Created by support@esafhwa.org on 7/18/2009 9:34:07 AM  
Modified by mary.gray@esafhwa.org on 7/23/2009 8:23:18 AM

# Archiving Projects: (1)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/site/alias\_1176/0/Default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

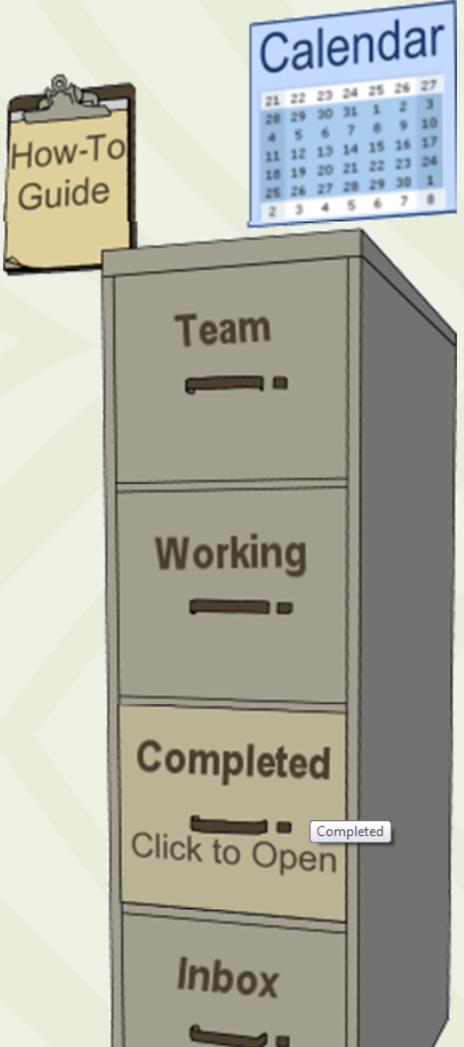
## Mary Gray Webinar Demo

**Description:**

Webinar #2 Demo

**N-BA Status:**

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



Calendar

How-To Guide

Team

Working

Completed

Click to Open

Inbox

# Archiving Projects: (2)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esafhwa.org/site/alias\_1176/16822/discussion.aspx?tabID=0&alias=1176

Mary Gray Webinar Demo

Enlarge Shrink Reset

U.S. Department of Transportation  
Federal Highway Administration

Welcome Mary Gray (National Rollout Webinars)!

## Mary Gray Webinar Demo

Today is Thursday, July 23, 2009 [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="#">ESA-FHWA News</a>	mary.gray@esafhwa.org		7/23/2009
	 <a href="#">Test</a>	mary.gray@esafhwa.org		7/23/2009
	 <a href="#">Willapa</a>	mary.gray@esafhwa.org		7/23/2009

# 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

File Edit View Favorites Tools Help

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

## Northern Region National BA Template Online File Cabinets

View File Cabinets

BA Status Report

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.]

### My File Cabinets

 Add New

Filter by Status:

	Title ↓	Description	Status	Tracking No.
	<u>Mary Gray test</u>	This is a test for the National Rollout Webinars.	Archived	1169
	<u>Mary Gray Webinar Demo</u>	Webinar #2 Demo	Active	1176

Click to edit settings for this File Cabinet

### Get Help

This site contains many resources and capabilities to help answer your questions about the BA process.

# Archiving Projects: (4)

Mary Gray Webinar Demo - Windows Internet Explorer

http://esafhwa.org/DesktopModules/EsaFhwa/Project/ProjectEdit.aspx?tabID=15746&alias=north&projectid=1176&mid=26669&uid=3091

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

Title  
Mary Gray Webinar Demo

Consultation Type  
Formal

Status  
Active  
Active  
Dormant  
Archived

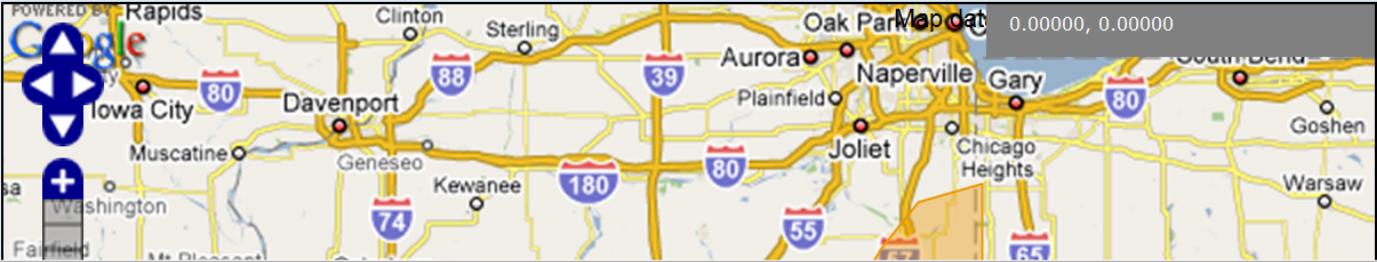
Location of Project Site  
IL

Description  
Webinar #2 Demo

Do you wish to be notified of file uploads?

Delete this File Cabinet

navigate  draw polygon  draw point Clear



Map data 0.00000, 0.00000

# 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

File Edit View Favorites Tools Help

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

Edit Profile | Logout

## Northern Region National BA Template Online File Cabinets

View File Cabinets

- BA Status Report
- 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.]

### My File Cabinets

 Add New

Filter by Status: All

	Title ↓	Description	Status	Tracking No.
 Edit	<u>Mary Gray test</u>	This is a test for the National Rollout Webinars.	Archived	1169
 Edit	<u>Mary Gray Webinar Demo</u>	Webinar #2 Demo	Archived	1176

**Get Help**

# Archiving Projects: (6)

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

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

File Edit View Favorites Tools Help

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

### Map Search of Project Archives

navigate  draw polygon  draw point

Map data: -99.31641, 27.37177

Find Buffer (ft): 1234

The image shows a screenshot of a web browser displaying a map search tool. The browser window title is "ESA FHWA - Northern Region - ESA Section 7 Consultation - Windows Internet Explorer". The address bar shows the URL "http://esafhwa.org/site/alias\_north/15703/default.aspx#sectionmap". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A search bar at the top of the page contains the text "ESA FHWA - Northern Region - ESA Section 7 Co...". The main content area features a map titled "Map Search of Project Archives". Above the map are three radio buttons for navigation: "navigate", "draw polygon" (which is selected), and "draw point". A "Clear" button is also present. The map itself is a Google Map of the United States, with a yellow polygon drawn around the Chicago area in Illinois. The map shows state boundaries, major cities, and the Gulf of Mexico. A search bar at the bottom of the map interface contains the text "Find Buffer (ft): 1234". The browser's status bar at the bottom of the window shows the date "7/29/2009".

# Archiving Projects: (7)

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

### Map Search of Project Archives

Title	Description	Tracking No.
<a href="#">Mary Gray Webinar Demo</a>	Webinar #2 Demo	1176

# Archiving Projects: (8)

Mary Gray Webinar Demo - Windows Internet Explorer  
http://esfhwa.org/site/alias\_1176/0/default.aspx

File Edit View Favorites Tools Help

Mary Gray Webinar Demo

## Project Summary

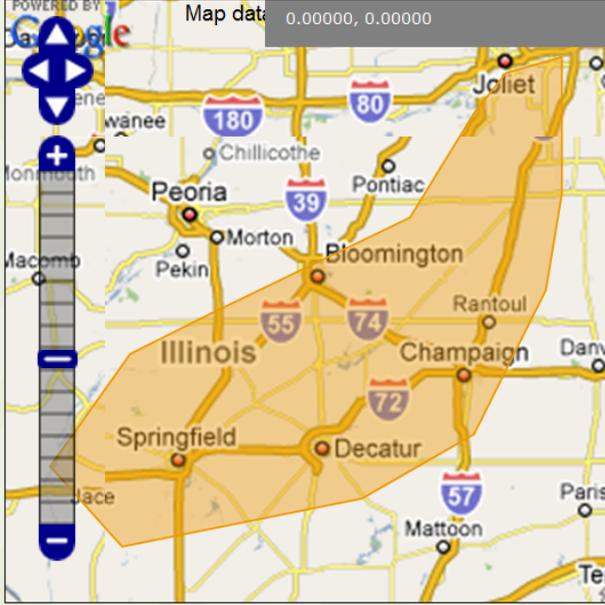
**Mary Gray Webinar Demo**

**Description:** Webinar #2 Demo

**Location:** IL

**Documents**

Title	Last Updated
 <a href="#">ESA-FHWA News</a>	7/23/2009
 <a href="#">Test</a>	7/23/2009
 <a href="#">Willapa</a>	7/23/2009



## How to Access This Site

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

E-Mail:

Password:

Remember Login

# BA Status Report: (1)

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

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

File Edit View Favorites Tools Help

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

View File Cabinets

BA Status Report

Online Tutorial

Quick Tips

BA Status Report

Filter by Region: All

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

# BA Status Report: (2)

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

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

File Edit View Favorites Tools Help

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

BA Status Report

Filter by Region: North

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

Built team. Downloaded template. Started drafting.

# Quick Tips: (1)

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

View File Cabinets  
Online Tutorial  
Quick Tips

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

## Introduction

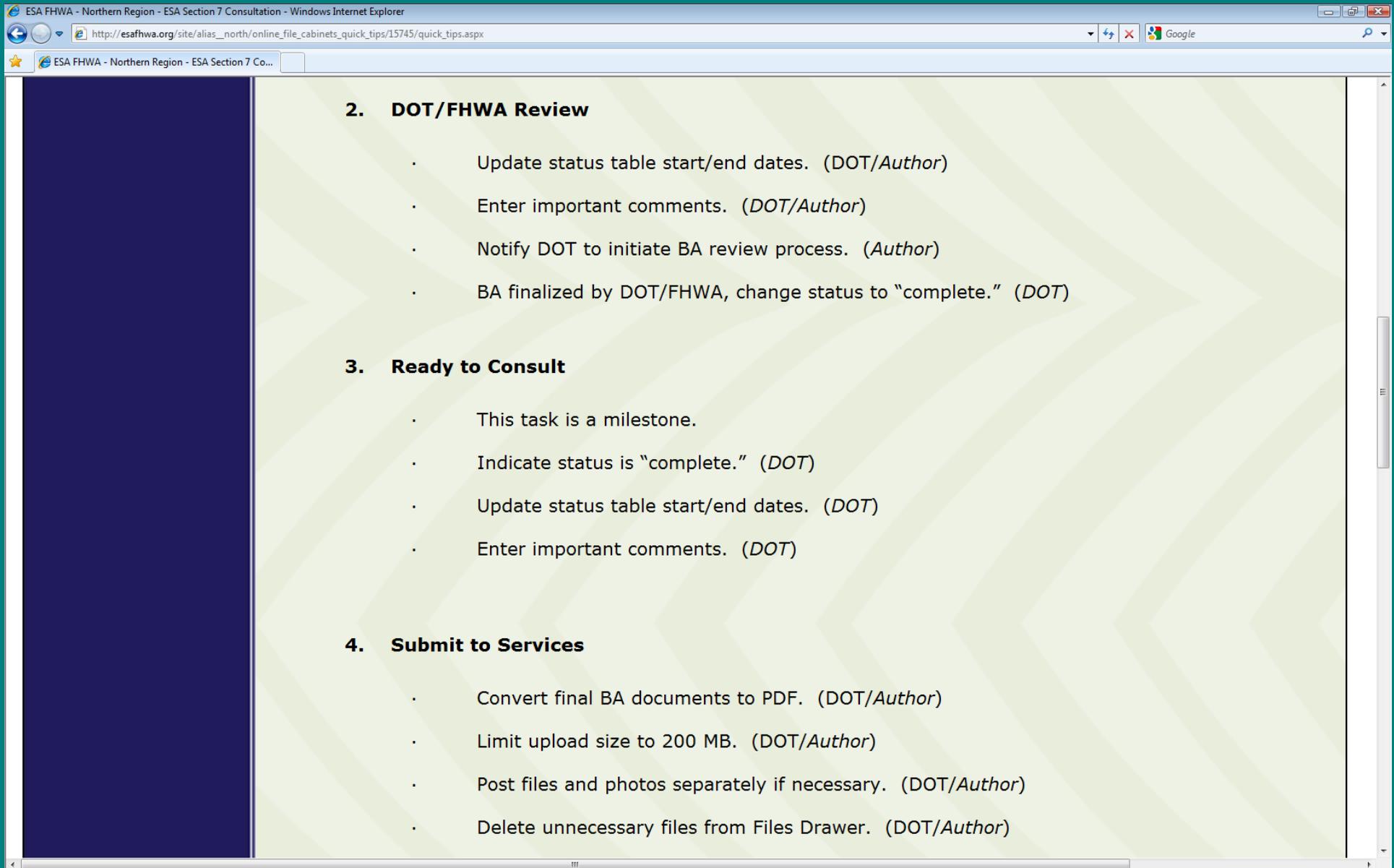
The following quick tips are provided to help you complete each of the steps for the ESA-FHWA Webtool's BA development and submittal process. Please feel free to seek clarification if a step or action is not clear. You can do so through the "Contact Us" feature located below in the footer to this page.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

# 7. Q/A



# 8. End

- **Thank you!!**
- **Comments, questions, suggestions . . . .**
  - Send us an e-mail → [support@esafhwa.org](mailto:support@esafhwa.org)
  - Tell us through our survey → [http://www.surveymonkey.com/s.aspx?sm=olKoakSUBHlwQxYCEgRaEA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=olKoakSUBHlwQxYCEgRaEA_3d_3d)
  - Contact us directly → *Mary Gray, 360/753-9487, [mary.gray@esafhwa.org](mailto:mary.gray@esafhwa.org)*
- **Webinar materials will be posted to ESA-FHWA Webtool**
- **Remember the training site is a good resource for you.**