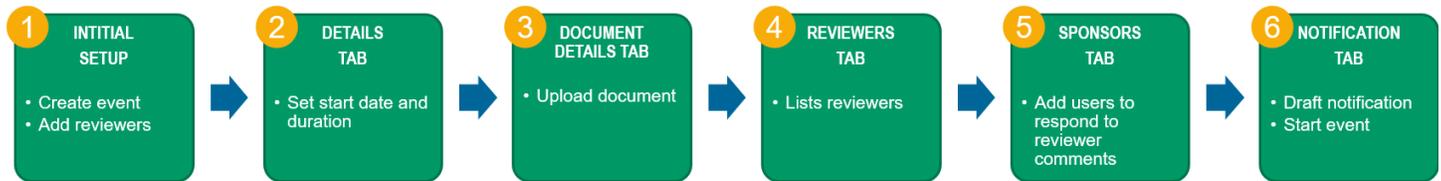


OVERVIEW

The *Document Review Module* in the Environmental Screening Tool (EST) provides the opportunity for the Office of Environmental Management (OEM) to upload and distribute Natural Resource Evaluations (NREs) which serve as Biological Assessments during the formal Endangered Species Act (ESA) consultation process for review to resource agency partners using the EST. The graphic below provides a brief overview of the steps to setup an NRE review and details on each step are provided in this document.



Begin by accessing the *Document Review Module* from the left-hand menu of the EST by clicking **Document Review** followed by **Manage Document Review Events**.

1. INITIAL SETUP

- Create new event – New
- Event Name – “Formal Section 7 ESA Consultation Initiation (insert FM#)”
- Relate the document to an Efficient Transportation Decision Making (ETDM) project
- Indicate *Primary Audience* (reviewers):
 - Event is related to ETDM project: Check ETAT, Specific Agencies, Other (let me choose agencies), and select USFWS and/or NMFS as applicable from the dropdown **OR**
 - Event is not related to ETDM project: Check ETAT, Specific Agencies, select USFWS and/or NMFS as applicable from the dropdown, and choose between Statewide or a specific District(s).
- Preview Audience* to ensure the intended recipients are selected and click *Next*.

2. DETAILS TAB

- Event Description – “Initiation of formal Section 7 consultation for (insert Project Name).”
- Update the duration to 90 days
- Do not submit – Select the *Document Details Tab* at the top of the page

3. DOCUMENT DETAILS TAB

- i) Click *Add Document* and upload the NRE from your files. Add the document name (the NRE title) and a short description.
- j) Type – Select the applicable “Natural Resource Evaluation” either *Federal* or *State*
- k) Purpose – For review and comment
- l) Line Numbers Available – No
- m) Click *Add Document*
- n) Do not submit – Select the *Reviewers Tab* at the top of the page

4. REVIEWERS TAB

- o) Agency Reviewers – Lists current reviewers for the event
- p) Edit – If needed, change the reviewers
- q) Do not add any *Agency Support Staff*
- r) Do not submit – Select the *Sponsors Tab* at the top of the page

5. SPONSORS TAB

- s) Responders – Add the Lead PDC (unless you are the event creator), backup PDC, and Office of Environmental Management (OEM) Administrators
 - Responders must be within your organization
 - Event creator is automatically a responder but not listed
- t) Do not add any *Review Confirmation Recipients*
- u) Do not submit – Select the *Notification Tab* at the top of the screen

6. NOTIFICATION TAB

The email notification takes the place of the formal review request cover letter.

- v) Additional Email Addresses – District contact
- w) Enter additional information in the *Body (Top)* text area – a sample is provided on the following page where you can copy and paste from information provided in the cover letter by the District.

SAMPLE TEXT:

The Office of Environmental Management requests initiation of formal consultation under Section 7(a)(2) of the Endangered Species Act. The attached Biological Assessment (BA) transmits the FDOT's decision document to the U.S. Fish and Wildlife Service for the placement of sand and other road-stabilizing measures along approximately 5.2 miles of shore and beach dune along Flagler Beach, Florida (Project). The FDOT determined that the Project "may affect, and is likely to adversely affect" the endangered green sea turtle (*Chelonia mydas*), the endangered leatherback sea turtle (*Dermochelys coriacea*), and the threatened Northwest Atlantic Ocean (NWA) Distinct Population Segment (DPS) of the loggerhead sea turtle (*Caretta caretta*) from approximately N. 18th Street to south of Osprey Drive (1.0 mile); and "may affect, but is not likely to adversely affect" the endangered hawksbill sea turtle (*Eretmochelys imbricata*), the endangered Kemp's ridley sea turtle (*Lepidochelys kempii*), the threatened piping plover (*Charadrius melodus*), the threatened red knot (*Calidris canutus rufa*), the threatened eastern indigo snake (*Drymarchon corais couperi*), and terrestrial loggerhead sea turtle designated critical habitat from south of South 28th Street to North 18th Street (4.2 miles); and "no effect" on the threatened West Indian manatee (*Trichechus manatus*) for the entire limits of the Project.

- x) Select *Preview* to view the notification before sending
- y) Check *Ready for Review* and *Submit* (start) the review event

Body (Bottom)

Thank you,
Brittany Ann Bianco
Project Delivery Coordinator
FDOT Office of Environmental Management
(850) 414-5217
Brittany.Bianco@devnull.flas-etat.org

x Preview Reset

Submit
 Ready for Review
Submit y

RESPOND TO DOCUMENT REVIEWS

After a formal consultation review event has ended, you may provide your response to official review comments from resource agency partners. Begin by accessing a finished event from the left-hand menu of the EST by clicking **Document Review** followed by **Respond to Document Reviews**. Click an Event Name and the **Respond to Document Reviews** page will open.

EVENT DETAILS

- a) Event Details are displayed at the top of the page
- b) Related ETDM Project(s) – If needed, click the link to open and view the *Project Details* page in a new tab

Manage Document Review Events

Event Details a

Event: Formal Section 7 ESA Consultation Initiation FM# 4317179-1-21-01
Managing Organization: FDOT Office of Environmental Management
Start Date: 10/03/2022
End Date: 10/04/2022
Description:
Initiation of formal section seven consultation for SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge.
Related Document Review Event(s): There are no other Document Review events related to this event.
Related ETDM Project(s): [#14693 - Sample Project - Formal ESA Consultations \(OEM\) - For Demonstration and/or Documentation Purposes Only](#) b

EVENT DOCUMENTS

- c) Document (PDF) – Click a document to open and view the document in a new tab

Document (PDF)	Size	Document Type	Description
Natural Resources Evaluations for FM# 4317179-1-21-01 SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge c	45 KB	Natural Resource Evaluation (Federal Projects)	Natural Resources Evaluations for FM# 4317179-1-21-01 SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge.

OFFICIAL REVIEWS

- d) Review information and comments are displayed
- e) If a reviewer attached a supporting document, click the link to open and view the document in a new tab
- f) Click Add Response, enter your response, and click Save
- g) Repeat as needed for remaining comments

Reviewer	Review Date	Global	Line	Section(s)	Page(s)	Paragraph(s)
Mark Cantrell d	10/03/2022	No	NA	3	5	2

Comments:
Integer semper, velit id euismod lacinia, arcu urna facilisis orci, non laoreet mi elit sed diam. Nullam mollis finibus est, sed rutrum erat imperdiet ut. Sed in est non mi tempus vulputate, Aenean eget nibh a arcu vulputate aliquet. Sed rutrum sed sem eu pulvinar. Sed ullamcorper nunc libero, a mattis nunc finibus maximus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Aenean punus mi, fermentum eu magna ac, maximus accumsan ex.

Reviewer Document: [CantrellMark_ReviewComments.pdf](#) e

[Add Response](#) f

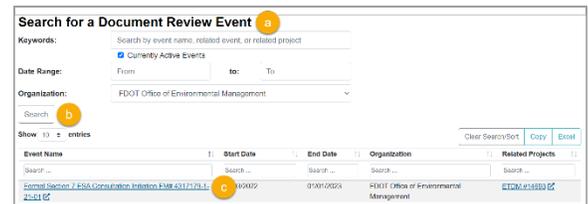
DOCUMENT REVIEWS AND RESPONSES

The *Document Reviews and Responses* report contains comments made by resource agency partners along with any responses made by OEM. Begin by accessing the report from the left-hand menu of the EST by clicking **Document Review** followed by **Document Reviews and Responses**.

SEARCH FOR A DOCUMENT REVIEW EVENT

a) Set the appropriate search criteria

- Currently Active Events (checked) – Lists only the currently active review events for the selected organization(s)
- Currently Active Events (unchecked) – Lists all review events for the selected organization(s)
- Organization – FDOT Office of Environmental Management



b) Click *Search*

c) Click an *Event Name* to open and view the report in a new tab

d) Scroll the report page to view the information

Document Reviews and Responses

Event Details

Event: Formal Section 7 ESA Consultation Initiation FM# 4317179-1-21-01
Managing Organization: FDOT Office of Environmental Management
Start Date: 08/30/2022
End Date: 09/02/2022
Description:
 Initiation of formal section seven consultation for SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge
Related Document Review Event(s): There are no other Document Review events related to this event.
Related ETDM Project(s): #14693 - [Sample Project - Formal ESA Consultations \(OEM\) - For Demonstration and/or Documentation Purposes Only](#)

Event Documents

Reference Only

Document (PDF)	Size	Document Type	Description
Natural Resources Evaluations for FM# 4317179-1-21-01 SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge	45 KB	Natural Resource Evaluation (Federal Projects)	Natural Resources Evaluations for FM# 4317179-1-21-01 SR 30 (US 98) From County Road 30A to W of Phillips Inlet Bridge.

Agency Reviewers

Show 10 entries

Organization	Name
US Fish and Wildlife Service	Ackley, Jeffrey
US Fish and Wildlife Service	Blomquist, Sean M., Supv. Fish & Wildlife Biologist
US Fish and Wildlife Service	Cantrell, Mark, Fish & Wildlife Biologist