

Department of the Interior

Office of the Chief Information Officer

## **User Manual**

### **BIA NEPA Tracking Database**

July 2025

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# 1 Introduction

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The Branch of Environmental and Cultural Resources Management (BECRM) in the Bureau of Indian Affairs (BIA) is responsible for tracking NEPA Actions – and overseeing and coordinating Bureau's compliance with National Environmental Policy Act (NEPA).

This web-based application will permit the BIA to identify NEPA projects and track them. The flexibility, defined forms and the distributed nature of this system will enhance consistency and management oversight of NEPA projects.

## 1 Application Features

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The application features of the **NEPA Tracking Database** are as follows:

- The system allows for a public facing website for scoping and final document posting.
- The system allows authorized users to access the internal **NEPA Database** module via a web browser.
- The internal system does not require username and password for entry. System will login the authorized users automatically using their credentials. The system provides on-line user registration. The system encrypts all application data transferred between web pages using Secure Socket Layer (SSL).
- The system allows for Roles:
  - Admin (Dr. Howerton, Martha, Curtis Foust)
  - Regional Environment Scientist (RES)
  - Reviewer (e.g. RD, cultural resources, endangered species etc.)
- The system allows for any user to select a project in their region based upon the Project Name. Selecting the project will display all information/data on that project. This page/report will be printable.
- The system can handle over 40k project entries (with attachments etc.), with an ability to add more space.
- The system allows for upload of historical projects/data into the system via excel.
- The system provides a Home Page that has tutorial information/video on the system (BIA will create the video).
- The system provides audit trails. For each project, history shows who did what and when (e.g. approvals etc.).

## 2 Regions

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RES Regions are as follows

- \*A00-01 Great Plains Region NEPA Coordinator
- \*B00-01 Southern Plains Region NEPA Coordinator

- \*C50-01 Rocky Mountain Region NEPA Coordinator
- \*E00-01 Alaska Region NEPA Coordinator
- \*F50-01 Midwest Region NEPA Coordinator
- \*G00-01 Eastern Oklahoma Region NEPA Coordinator
- \*H50-01 Western Region NEPA Coordinator
- \*J50-01 Pacific Region NEPA Coordinator
- \*M00-01 Southwest Region NEPA Coordinator
- \*N00-01 Navajo Region NEPA Coordinator
- \*P00-01 Northwest Region NEPA Coordinator
- \*S50-01 Eastern Region NEPA Coordinator

### 3 User Access

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To access the BIA NEPA Tracker System the user must have access to the internet. Once on-line, the user inputs the BIA NEPA Tracker System Universal Resource Locator (URL) <https://bianepatracker2.doi.gov> into the browser to access the application. System will login the authorized users automatically using their credentials. Additionally, all transmissions between the user and the system use additional security layers that protect the information from third party tampering.

### 4 User Guide

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This portion of the BIA NEPA Tracker System User Guide will walk you through all the features of the system including how to:

- Register and login to the application;
- Create, edit, route, and review NEPA Projects;
- Approve or Reject;
- Generate, view and print reports; and
- If you are a System Administrator (Sys Admin), you can learn how to administer this application.

Specifically, this guide will help you complete the required fields as well as help you understand the processes employed in the BIA NEPA Tracker System. You should be familiar with web-based applications and know how to use a web browser. Upon entry to the website, the HOME page will be displayed (the opening URL is: <https://bianepatracker2.doi.gov>). The HOME page is informative only. To enter the system, click on the LOGIN tab.

## 4.1 Before Login

The user can navigate before login as follows:

### 4.1.1 Home

Home page provides a description of the **NEPA Tracking Database** and display a Notice of Monitoring of Department of the Interior Information Systems.

### 4.1.2 Contact Us

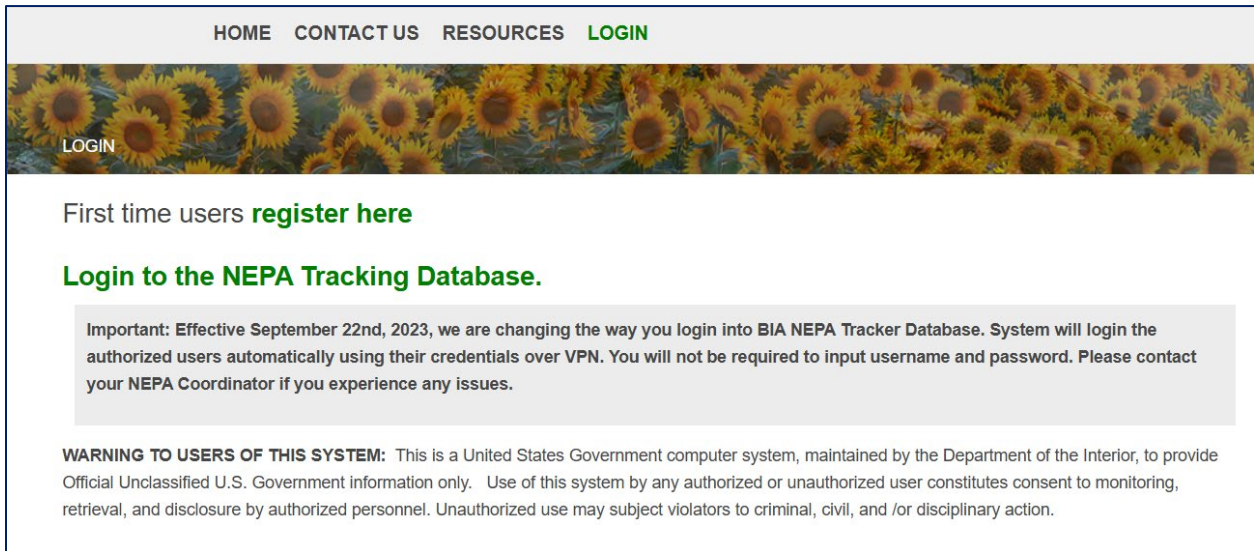
Contact Us page provide contact information for functional and technical issues.

### 4.1.3 Resources

Resources page provides information on how to use the **NEPA Tracking Database**. It also lists the other resources.

#### 4.1.4 Login Screen

After clicking the LOGIN tab, click on “Login to the NEPA Tracking Database”. If you are a first time user, please click on the Register Here link and follow the instructions.



The screenshot shows the login interface for the NEPA Tracking Database. At the top is a navigation bar with links: HOME, CONTACT US, RESOURCES, and LOGIN (highlighted in green). Below the navigation bar is a banner image of sunflowers with the word "LOGIN" in the top left corner. The main content area has the text "First time users [register here](#)" in green. Below this is a green heading "Login to the NEPA Tracking Database." followed by a grey box containing an important announcement about a login change effective September 22nd, 2023. At the bottom is a "WARNING TO USERS OF THIS SYSTEM" section.

HOME CONTACT US RESOURCES **LOGIN**

LOGIN

First time users [register here](#)

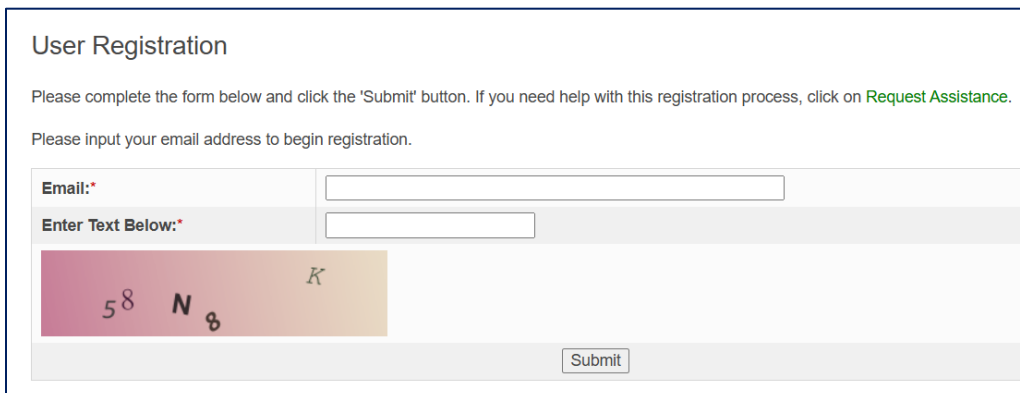
**Login to the NEPA Tracking Database.**

Important: Effective September 22nd, 2023, we are changing the way you login into BIA NEPA Tracker Database. System will login the authorized users automatically using their credentials over VPN. You will not be required to input username and password. Please contact your NEPA Coordinator if you experience any issues.

**WARNING TO USERS OF THIS SYSTEM:** This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. Unauthorized use may subject violators to criminal, civil, and /or disciplinary action.

#### 4.2 User Registration

If you are a first-time user, please click on the Register Here link from the LOGIN page. The user registration form will be displayed with all required fields. System will ask you to input your email address.



The screenshot shows the "User Registration" form. It includes instructions to complete the form and click the 'Submit' button, with a link to "Request Assistance". Below the instructions is a prompt to input an email address. The form has two input fields: "Email:\*" and "Enter Text Below:\*". Below these fields is a CAPTCHA image showing the text "58 N 8 K". At the bottom right is a "Submit" button.

User Registration

Please complete the form below and click the 'Submit' button. If you need help with this registration process, click on [Request Assistance](#).

Please input your email address to begin registration.

Email:\*

Enter Text Below:\*

58 N 8 K

Submit

If the email address is not already registered, system will proceed with the registration.



Select your region and agency from the drop-down list. System will automatically fill the first name, last name and email address. System will also assign the username. Click on the Submit button.

## User Registration

Please complete the form below and click the 'Submit' button. If you need help with this registration process, click on [Request Assistance](#). Note:

New registrants will be given Basic User access. To change your access level, please contact the [System Administrator](#). Please, note that all required fields are marked with an asterisk (\*).

Region:	<input type="text" value="Select Region"/>
Agency:	<input type="text" value="(Select Agency)"/>
First Name:*	Katherine
Last Name:*	Tran
Email:*	KATHERINE_TRAN@IOS.DOI.GOV
Phone Number:*	<input type="text"/>
Desired Username:*	katran@ios.doi.gov
Enter Text Below:*	<input type="text"/>
<div>4 3 Q S</div>	
<input type="button" value="Submit"/>	

Once the registration is complete, the user will receive an email confirming receipt of their registration request. However, the user will not be able to login until the registration is approved by the NEPA Coordinator or Super Administrator. Once the registration is approved, the user will again receive an email notifying of their access approval and user can login at that time.

## 4.3 After Login – NEPA Tracking System

The authorized users can navigate after logon as follows:

This module will be divided in the following sub-modules.

1. New Action
2. Search/Edit Projects
3. System Administration (Admin) Features
4. Review/Approval
5. Reports

### 4.3.1 New Action

To create a new Action, click the NEW ACTION tab and complete the fields listed. All fields marked \* are required. Please, note that you must create a new action before you will be able to access the 'Optional Information', 'Add Notes', 'Attach Documents', 'Summary', 'History', and 'Print' options.

#### 4.3.1.1 General Information

**Project Name:** This is any name used to identify the project.

**Project Description:** A brief description of the project.

**Record ID:** This is an optional field and is provided for Regions who use their own codes to track projects. NEPA Tracker also automatically creates a unique code, but this Field provides the flexibility to Regions to use their own coding system.

**Property Description:** A brief description of the property.

**Action Contact Name, Phone and Email:** These optional fields allow for the listing and contact information of any person who may be able to provide information on the action under consideration.

**Region:** The drop-down list requires identification of the appropriate Region where the action is occurring

**Agency:** Once the appropriate Region is checked, a list of agencies for that Region is automatically populated and the appropriate agency must be selected.

**Program:** The dropdown list for the appropriate Program initiating the NEPA action.

**Infrastructure Category:** The dropdown list for the appropriate Infrastructure Category.

**Contractor Assistance Required:** Checkbox if contractor assistance is required.

Tribes Requesting Contractor Assistance: Checkbox if tribes are requesting contractor assistance.

Date Request Received: This can be either date at which a NEPA document was received, or the date at which the NEPA Tracker was activated.

NEPA Complete: This is simple a Yes or No dropdown. Clicking “Yes” will open a box that will require entry of a date at which it was completed.

Add a New Action

General Information

To add a new action, fill in the following form with the proper information then click on the 'Add Action' button. All fields marked \* are required.

Project Name: *	<input type="text"/>
Project Description:	<input type="text"/>
Record ID:	<input type="text"/>
Property Description:	<input type="text"/>
Action Contact Name:	<input type="text" value="Renu"/>
Action Contact Phone:	<input type="text"/>
Action Contact Email:	<input type="text"/>
Region: *	<div>(Select Region) ▾</div>
Agency	<div>(Select Agency) ▾</div>
Program: *	<div>(Select Program) ▾</div>
Infrastructure Category:	<div>(Select Infrastructure Category) ▾</div>
Contractor Assistance Required:	<input type="checkbox"/>
Tribes Requesting Contractor Assistance:	<input type="checkbox"/>
Date Request Received: *	<input type="text"/> <div>28</div>
NEPA Complete: *	<div>Select ▾</div>
Proponent:	<input type="text"/>
Endangered Species Act Consultation Required:*	<div>Select ▾</div>
Section 106 NHPA Consultation Required: *	<div>Select ▾</div>
Level of NEPA Review: *	<div>Select ▾</div>
Environmental Document:*	<div>Select ▾</div>
Agency Cooperation:*	<div>Select ▾</div>
Mitigation Needed: *	<div>Select ▾</div>
Adapting to other federal agency:	<div>Select ▾</div>
<div>Add Action</div>	

**Proponent:** This optional field allows the identification of who is proposing the action. It could be a company, Tribe, or individual.

**Endangered Species Act Consultation Required:** This is a Yes or No dropdown and must be answered. By answering Yes, three other boxes automatically open that require the entry of information if the consultation is initiated and completed and when it was completed:

**Section 106 NHPA Required:** This field requires the same types of entries as the Endangered Species above.

**Level of NEPA Review:** Four options are offered: "Pending", "CatX/CEER", "DNA", "EA", "EIS", "Mandatory", "Previously Completed", or "Not Applicable".

**Environmental Document:** These options are offered: "Pending", "CEER Checklist", "FONSI", "ROD", "Update P1 ESA/CIP", "Land Transaction Screen", "Environmental Review Statement", "Plugging DNA", "Workover DNA" or "Initial Phase I Environmental Site Assessment".

**Agency Cooperation:** A drop down menu allows for the answers "No", "Lead" or "Cooperator". For CEERs the answer will most always be "No". Generally cooperating agencies are involved in the preparation of EAs or EISs, and for Tracking NEPA actions the BIA will usually be the "lead". If other agencies (or Tribes) are cooperators, they should be listed here.

**Mitigation Needed:** This is also a drop down. If "Yes" is the answer, separate box will open asking for the program required to complete the mitigation and the date the mitigation was completed.

**Adapting to other federal agency:** This is also a drop down. If "Yes" is the answer, separate box will open asking for the Agency name and Agency adaptation date.

Once all information has been entered. Click on "Add Action" and new action will be saved. Status of the action will be set to "Draft". Based on the option selected in "Level of NEPA Review", user will be directed to the next page. If it is a CatX/CEER, it will display CEER information. If it is EIS, it will display EIS information. If it is DNA, it will display DNA information. Project Name and the Record ID will be displayed on all the pages. User can access all the other tabs from the left navigation.

#### 4.3.1.2 CEER Information

When “CatX/CEER” is entered as the Level of NEPA Review, CEER Information will list all the BIA and DOI CEs that are available. Select the most appropriate CE on the list. If uncertain, a full listing and descriptions of the categorical exclusions can be found in the documents listed on the Resources tab, or the NEPA Coordinator can provide guidance. Once all information has been entered. Click on “Save.”

» General Information

» CEER Information

» Optional Information

» Attach Documents

» Add Notes

» Forward Action to NEPA Coordinator

» Summary

» Print Summary

» Print Final CEER

» History

### Edit CEER Information

**Project Name:** Test 1  
**Record ID:** 111

To edit action, fill in the following form with the proper information then click on the 'save' button. All fields marked \* are required.

CE:\*

☐ 516 DM 10.5.A Operation, Maintenance, & Replacement of Facilities

☒ 516 DM 10.5.B Transfer of Federal Facilities.

☐ 516 DM 10.5.C Human Resources Programs.

☐ 516 DM 10.5.D Actions Relating to Trust Resources.

☐ 516 DM 10.5.E.1 Self-Determination contracts & grants.

☐ 516 DM 10.5.E.2 Self-Governance compacts.

☐ 516 DM 10.5.F.1 ROW inside or amend ROW.

☐ 516 DM 10.5.F.2 Service line agreements.

☐ 516 DM 10.5.F.3 Renewal, assignment, conversion of ROW.

☐ 516 DM 10.5.G.1 Permits for geologic mapping.

☐ 516 DM 10.5.G.2 Unitization agreements.

☐ 516 DM 10.5.G.3 Mineral lease adjustments.

☐ 516 DM 10.5.G.4 Royalty determinations.

☐ 516 DM 10.5.H.1 Free-use cutting (< 2,500 feet board).

☐ 516 DM 10.5.H.2 Cutting permits (<\$5,000).

☐ 516 DM 10.5.H.3 Paid timber cutting permits (<\$25,000).

☐ 516 DM 10.5.H.4 Annual logging plans.

☐ 516 DM 10.5.H.5 Fire Management Planning.

☐ 516 DM 10.5.H.6 Emergency forest and range rehab. (<10,000 acres)

☐ 516 DM 10.5.H.7 Forest stand improvement (<2000 acres)

☐ 516 DM 10.5.H.8 Skid trail and logging roads.

☐ 516 DM 10.5.H.9 Prescribed burning plan (<2000 acres).

☐ 516 DM 10.5.H.10 Forestation projects (<2000 acres).

☐ 516 DM 10.5.I Land conveyance and other transfers.

☐ 516 DM 10.5.J Reservation Proclamations.

#### 4.3.1.3 EIS Information

When “EIS” is entered as the Level of NEPA Review, EIS Information will display the following fields:

EIS Status: Drop-down list of “NOI”, “NOA Draft”, “NOA Final”, “Notice of Cancellation”.

NOI Date: Date NOI was created.













NOI Draft Date: Draft date of NOI.

NOI Final Date: Final date of NOI.

Notice of Cancellation Date

POC Information: Name, Phone number and Email of POC.

SES Information: Name, Phone number and Email of SES.

<ul style="list-style-type: none"><li>» General Information</li><li>» <b>EIS Information</b></li><li>» Optional Information</li><li>» Attach Documents</li><li>» Add Notes</li><li>» Forward Action to NEPA Coordinator</li><li>» Summary</li><li>» Print Summary</li><li>» History</li></ul>	<h3>Edit EIS Information</h3> <p>Project Name: Renu Test Record ID:</p> <p>To edit action, fill in the following form with the proper information then click on the 'save' button. All fields marked * are required.</p> <table><tr><td>EIS Status:*</td><td><input type="text" value="NOI"/></td></tr><tr><td>NOI Date:</td><td><input type="text"/> </td></tr><tr><td>NOA Draft Date:</td><td><input type="text"/> </td></tr><tr><td>NOA Final Date:</td><td><input type="text"/> </td></tr><tr><td>Notice of Cancellation Date:</td><td><input type="text"/> </td></tr><tr><td>POC Information:</td><td><table><tr><td>Name:</td><td><input type="text"/></td></tr><tr><td>Phone:</td><td><input type="text"/></td></tr><tr><td>Email:</td><td><input type="text"/></td></tr></table></td></tr><tr><td>SES Information:</td><td><table><tr><td>Name:</td><td><input type="text"/></td></tr><tr><td>Phone:</td><td><input type="text"/></td></tr><tr><td>Email:</td><td><input type="text"/></td></tr></table></td></tr></table> <p><input type="button" value="SAVE"/></p>	EIS Status:*	<input type="text" value="NOI"/>	NOI Date:	<input type="text"/> 	NOA Draft Date:	<input type="text"/> 	NOA Final Date:	<input type="text"/> 	Notice of Cancellation Date:	<input type="text"/> 	POC Information:	<table><tr><td>Name:</td><td><input type="text"/></td></tr><tr><td>Phone:</td><td><input type="text"/></td></tr><tr><td>Email:</td><td><input type="text"/></td></tr></table>	Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>	SES Information:	<table><tr><td>Name:</td><td><input type="text"/></td></tr><tr><td>Phone:</td><td><input type="text"/></td></tr><tr><td>Email:</td><td><input type="text"/></td></tr></table>	Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>
EIS Status:*	<input type="text" value="NOI"/>																										
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Name:	<input type="text"/>																										
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Email:	<input type="text"/>																										

#### 4.3.1.4 DNA Information

When “DNA” is entered as the Level of NEPA Review and Environmental Document is “Plugging DNA”, DNA Information will display the following fields:

» General Information

» DNA Information

» Optional Information

» Attach Documents

» Add Notes

» Forward Action to NEPA Coordinator

» Summary

» Print Summary

» Print Final DNA

» History

### Edit DNA Information

Project Name: test copy function

Record ID:

To edit action, fill in the following form with the proper information then click on the 'save' button. All fields marked \* are required.

Lessee:	<input type="text"/>
Permit Number:	<input type="text"/>
Well Number:	<input type="text"/>
Lease Name:	<input type="text"/>

Identify applicable National Environmental Policy Act (NEPA) documents and other related documents that cover the proposed action.

	YES	NO
Are the plugging operations a feature of, or essentially similar to, the Proposed Action fully analyzed in the existing NEPA document(s) listed above?	<input type="radio"/>	<input type="radio"/>
Will the plugging operations occur within the same analysis area (Osage County) described in the existing NEPA document(s)?	<input type="radio"/>	<input type="radio"/>
Is the analysis contained in the existing NEPA document(s) still considered valid? (This requires that no new significant circumstances or information related to environmental concerns of the proposed action or its effects have arisen since the NEPA document(s) were prepared).	<input type="radio"/>	<input type="radio"/>
Are the direct, indirect, and cumulative effects that would result from the plugging operations similar (both quantitatively and qualitatively) to those analyzed in the existing NEPA document(s)?	<input type="radio"/>	<input type="radio"/>
Are the public involvement and interagency review associated with existing NEPA document(s) adequate for the plugging operations?	<input type="radio"/>	<input type="radio"/>
National Historic Preservation Act Review: Review of the project determined that the proposed action will not affect properties listed or eligible for listing in the National Register of Historic Places?	<input type="radio"/>	<input type="radio"/>
Endangered Species Act Review: Review of the project determined that the proposed action will not affect a species listed, or proposed to be listed as endangered or threatened? (See attached Species Conclusion Table for effects determinations).	<input type="radio"/>	<input type="radio"/>

SAVE

When “DNA” is entered as the Level of NEPA Review and Environmental Document is “Workover DNA”, DNA Information will display the following fields:

» General Information

» DNA Information

» Optional Information

» Attach Documents

» Add Notes

» Forward Action to NEPA  
Coordinator

» Summary

» Print Summary

» Print Final DNA

» History

## Edit DNA Information

Project Name: test copy function

Record ID:

To edit action, fill in the following form with the proper information then click on the 'save' button. All fields marked \* are required.

Lessee:	<input type="text"/>
Permit Number:	<input type="text"/>
Well Number:	<input type="text"/>
Lease Name:	<input type="text"/>

Identify applicable National Environmental Policy Act (NEPA) documents and other related documents that cover the proposed action.

	YES	NO
Are the workover operations a feature of, or essentially similar to, the Proposed Action fully analyzed in the existing NEPA document(s) listed above?	<input type="radio"/>	<input type="radio"/>
Will the workover operations occur within the same analysis area (Osage County) described in the existing NEPA document(s)?	<input type="radio"/>	<input type="radio"/>
Is the analysis contained in the existing NEPA document(s) still considered valid? (This requires that no new significant circumstances or information related to environmental concerns of the proposed action or its effects have arisen since the NEPA document(s) were prepared).	<input type="radio"/>	<input type="radio"/>
Are the direct, indirect, and cumulative effects that would result from the workover operations similar (both quantitatively and qualitatively) to those analyzed in the existing NEPA document(s)?	<input type="radio"/>	<input type="radio"/>
Are the public involvement and interagency review associated with existing NEPA document(s) adequate for the workover operations?	<input type="radio"/>	<input type="radio"/>
National Historic Preservation Act Review: Review of the project determined that the proposed action will not affect properties listed or eligible for listing in the National Register of Historic Places?	<input type="radio"/>	<input type="radio"/>
Endangered Species Act Review: Review of the project determined that the proposed action will not affect a species listed, or proposed to be listed as endangered or threatened? (See attached Species Conclusion Table for effects determinations).	<input type="radio"/>	<input type="radio"/>

SAVE



## Optional Information

Some BIA Regions track a variety of other information, and these fields are included to allow Regions to customize NEPA Tracker to fit their requirements.


- Applicant Type - dropdown
- Section/Township/Range
- City
- County
- State - dropdown
- Acreage Affected
- Latitude
- Longitude
- Environmental Site Assessment - Phase 1, Phase2
- Environmental Site Assessment Name
- Environmental Site Assessment Date
- Public Input
- Comments if Public Input is Yes
- Buildings
- Ground Disturbance
- Tribe/Alaska Village
- Land Ownership
- Environmental Hours
- Cultural Hours
- Keywords

- » General Information
- » DNA Information
- » Optional Information
- » Attach Documents
- » Add Notes
- » Forward Action to NEPA Coordinator
- » Summary
- » Print Summary
- » Print Final DNA
- » History

## Edit Optional Information

Project Name: test copy function  
Record ID:

To edit action, fill in the following form with the proper information then click on the 'save' button.

Applicant Type:	Local Government ▼
Section/Township/Range:	<input type="text"/>
City:	<input type="text"/>
County:	<input type="text"/>
State:	Iowa ▼
Acreage Affected:	<input type="text"/>
Latitude:	<input type="text"/>
Longitude:	<input type="text"/>
Environmental Site Assessment:	<input checked="" type="checkbox"/> Phase I <input checked="" type="checkbox"/> Phase II
Environmental Site Assessment Name:	<input type="text"/>
Environmental Site Assessment Date:	<input type="text"/> 
Public Input:	Select ▼
Comments if Public Input is Yes:	<input type="text"/>
Buildings:	<input type="checkbox"/>
Ground Disturbance:	<input type="checkbox"/>
Tribes/Alaska Village:	<div> Search Tribe: <input type="text"/> <div> <div>Bay Mills Indian Community, Michigan</div> <div>Bear River Band of the Rohnerville Rancheria, California</div> <div>Beaver Village</div> <div>Berry Creek Rancheria of Maidu Indians of California</div> <div>Big Lagoon Rancheria, California</div> <div>Big Pine Band of Owens Valley Paiute Shoshone Indians of the Big Pine Reservation, California</div> <div>Big Sandy Rancheria of Mono Indians of California</div> <div>Big Valley Band of Pomo Indians of the Big Valley Rancheria, California</div> <div>Birch Creek Tribe</div> <div>Blackfoot Tribe of the Blackfoot Indian Reservation of Montana</div> </div> </div>
Land Ownership:	<div> Select <div> <div>Alaska Native Allotment ▲</div> <div>Allotted Trust ▼</div> <div>Fee</div> </div> </div>
Environmental Hours:	<input type="text"/>
Cultural Hours:	<input type="text"/>
Keywords:	<div> <div>Select Keywords</div> <div> <div>Broadband ▲</div> <div>Broadcasting</div> <div>Cable</div> <div>Network</div> <div>Telegraph</div> <div>Telephone</div> <div>Tower</div> <div>Underground ▼</div> </div> </div>

## Attach Documents

Under this sub section, users can add multiple documents for the action. Supporting documents should include any relevant information that facilitates the NEPA Coordinator review of the Action.

For each document, user will enter the following information:

- **Type of Document:** User will be able to select from the drop-down list of Briefing Paper, Notices of Intent, Environmental Assessments, Findings of No Significant Impacts, Environmental Impact Statements, MOAs and MOUs, Project Timeline, Waiver, Phase 1, Phase II and Records of Decisions
- **Description**
- **Category:** Public or Not Public. Documents marked as public will be available for public view.
- **Attachment**

System will display all the documents related to the action at the bottom of the page. System will capture the date of document attached and name of user who attached the document. User will be able to edit / delete the document attached by him/her. Documents attached by the other users will be only read-only.

» General Information  
 » Optional Information  
 » **Attach Documents**  
 » Add Notes  
 » Forward Action to NEPA Coordinator  
 » Summary  
 » Print Summary  
 » History

### Attachments

**Project Name:** Test on 9/24  
**Record ID:**

To add attachment, fill in the following form with the proper information then click on the 'save' button. All fields marked \* are required.

**Note:** Only JPG, JPEG, GIF, EXCEL, WORD, PDF, and PPT files can be attached.

**Document Type:\***  
 If Other:  
 Description:

Select  
  
  
  
 Public ☐ Not Public ☒  
 Please note that the Public attachments can be viewed publicly by users without login. Be careful when selecting the Public option.  
 Browse... No file selected.  
 Note: Only JPG, JPEG, GIF, EXCEL, WORD, PDF, and PPT files can be attached.

SAVE

Existing Attachments

Document Type	Description	Category	File	Date	Attached by	Edit	Delete
---------------	-------------	----------	------	------	-------------	------	--------

#### 4.3.1.5 Add Notes

Under this sub section, users can add multiple notes for the action.

System will display all the notes related to the project at the bottom of the page. System will capture the date of note and name of user. User will be able to edit / delete the note attached by him/her. Notes attached by the other users will be only read-only.

» General Information

» CEER Information

» Optional Information

» Attach Documents

» Add Notes

» Forward Action to NEPA Coordinator

» Summary

» Print Summary

» Print Final CEER

» History

## Notes

Project Name: Test on July 8th  
Record ID: 1111

To add note, fill in the following form with the proper information then click on the 'save' button. All fields marked \* are required.

Notes:

SAVE

Existing Notes

Notes	Date	Created by	Delete
Demo on Monday	07/08/19	Renu Chaudhry	Delete

#### 4.3.1.6 Summary

The Summary page displays all the information related to the project.

#### 4.3.1.7 Print Summary

The Print Summary page displays all the information related to the project and user can print it for his records.

## Summary

Project Name: test copy function

Record ID:

### General Information

NEPA Tracker ID:	64571				
Project Description:					
Property Description:					
Action Contact Name:					
Action Contact Phone:					
Action Contact Email:					
Region:	Southern Plains				
Agency					
Program:	Forestry/Fire				
Infrastructure Category:	BIP				
Contractor Assistance Required:	Yes				
Tribes Requesting Contractor Assistance:	Yes				
Date Request Received:	07/10/2025				
NEPA Complete:	No				
Proponent:					
Endangered Species Act Consultation Required:	No				
Section 106 NHPA Consultation Required:	No				
Level of NEPA Review:	DNA				
Environmental Document:	Workover DNA				
Agency Cooperation:	Lead <table><tr><td>Cooperating Agencies:</td><td>test</td></tr><tr><td>Number with Cooperator:</td><td>4</td></tr></table>	Cooperating Agencies:	test	Number with Cooperator:	4
Cooperating Agencies:	test				
Number with Cooperator:	4				
Mitigation Needed:	No				
Adapting to other federal agency:	No				

#### CEER Information

516 DM 10.5.B Transfer of Federal Facilities.

Was a CEER submitted by another entity?	No
1. This action would have significant impacts on public health or safety.	No
2. This action would have significant impacts on: natural resources and unique geographical features as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild and scenic rivers; national natural landmarks; sole or prime drinking water aquifers; prime farmlands wetlands; floodplains; national monuments; migratory birds; and other ecologically significant areas.	No
3. This action would have highly controversial environmental effects or unresolved conflicts concerning alternate uses of available resources.	No
4. This action would have highly uncertain environmental effects or involve unique or unknown environmental risk.	No
5. This action will establish a precedent for future actions.	No
6. This actions is related to other actions with individually insignificant but cumulatively significant environmental effects.	No
7. This action will have significant impacts on properties listed or eligible for listing in the National Register of Historic Places.	No
8. This action will have significant impacts on a species listed or proposed to be listed as endangered or threatened, or Critical Habitat of these.	No
9. This action threatens to violate federal, state, local, or tribal law or requirements imposed for protection of the environment.	No
10. This action will have disproportionately high and adverse effect on low income or minority populations.	No
11. This action will limit access to, and ceremonial use of, Indian sacred sites on federal lands, by Indian religious practitioners, and/or adversely affect the physical integrity of such sites.	No
12. This action will contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or may promote the introduction, growth, or expansion of the range of such species.	No

#### Optional Information

<b>Applicant Type:</b>	Local Government
<b>Section/Township/Range:</b>	
<b>City:</b>	
<b>County:</b>	
<b>State:</b>	IA
<b>Acreage Affected:</b>	
<b>Latitude:</b>	
<b>Longitude:</b>	
<b>Environmental Site Assessment:</b>	Phase II
<b>Environmental Site Assessment Name:</b>	
<b>Environmental Site Assessment Date:</b>	
<b>Public Input:</b>	
<b>Comments if Public Input is Yes:</b>	
<b>Buildings:</b>	
<b>Ground Disturbance:</b>	
<b>Tribe/Alaska Village:</b>	Akiak Native Community Agdaagux Tribe of King Cove
<b>Land Ownership:</b>	
<b>Environmental Hours:</b>	
<b>Cultural Hours:</b>	
<b>Keywords:</b>	Broadband, Underground,

Attachments

Document Type	Description	Category	File	Date	Attached by
---------------	-------------	----------	------	------	-------------

Notes

Notes	Date	Created by
-------	------	------------

Approvals

Approval	Approved by / Date	Comments
Submitted By	Renu Chaudhry 05/30/19	---
NEPA Coordinator	NEPA Coordinator	Assigned
Environmental Specialist Approval	Renu Chaudhry 05/30/19	Approved Approved...
Regional Wildlife Biologist Approval	Renu Chaudhry 05/30/19	Approved Approved...
Regional Archaeologist Approval	Renu Chaudhry 05/30/19	Approved Approved...
Environmental Professional (Phase 1) Approval	Renu Chaudhry 05/30/19	Approved Approved...
Responsible Official Approval	Renu Chaudhry 05/30/19	Approved Approved...

#### 4.3.1.8 History

The history page keeps a log of all the actions related to the project.

History		
Project Name: Test 1		
Record ID: 111		
Date Craeted	Action	Action by
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the NEPA Coordinator. Approved....	Renu Chaudhry
05/30/2019	Project Approved. Updated Status to 'Approved'	Renu Chaudhry
05/30/2019	Project Approved. New Status 'Approved' Added	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the Responsible Official. Approved....	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been sent for the Responsible Official review. Please review this project..	Renu Chaudhry
05/30/2019	Project Sent to Responsible Official. Updated Status to 'Pending Final Approval'.	Renu Chaudhry
05/30/2019	Project Sent to Responsible Official. New Status 'Pending Final Approval' Added	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the Phase 1. Approved....	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the Archeologist. Approved....	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the Wildlife Biologist. Approved....	Renu Chaudhry
05/30/2019	Email Notification sent to <a href="mailto:renu_chaudhry@ios.doi.gov">renu_chaudhry@ios.doi.gov</a> . NEPA Action - 'Test 1' has been approved by the Environment Specialist. Approved....	Renu Chaudhry



#### 4.3.1.9 Forward Action to the NEPA Coordinator

Once all information has been entered. Click on “Forward Action to the NEPA Coordinator” in the left navigation. The action will be saved and an automated email message will be sent to the appropriate NEPA Coordinator, who will review the Action. Status of the action will be set to “In Process”. (NOTE: Once an action has been forwarded, it can no longer be edited by the submitter.)

<ul style="list-style-type: none"><li>» General Information</li><li>» Optional Information</li><li>» Attach Documents</li><li>» Add Notes</li><li>» Forward Action to NEPA Coordinator</li><li>» Summary</li><li>» Print Summary</li><li>» History</li></ul>	<h3>Forward Action to NEPA Coordinator</h3> <p><b>Project Name:</b> Test on 6/11 <b>Record ID:</b> 111</p> <p>If all the edits are complete, check the box to forward the action to the Region's NEPA Coordinator and then click on the 'save' button.</p> <div><input checked="" type="checkbox"/> Check the box to forward the action to the Region's NEPA Coordinator.</div> <div>SAVE</div>
--	---

### 4.3.2 Search/Edit

Based on the user role, user can pick a project from the list and can edit the information. User can select from the following search criteria:

- Project Name
- Region
- Agency
- Program
- Level of NEPA Review
- Tribe
- Status
- Submitter
- Record ID
- ID

Based on the criteria system will display the list of projects. User can click on the project name and edit the information as needed. User can click on the Project Title and Date Request Received headers to sort the records. User can click on Copy button to create a new record.

#### Search NEPA Documents

You may enter any combination from the available selection criteria to locate existing projects. To obtain the matching list of records, click on the SEARCH button below.

Project Name:	<input type="text"/>	Region:	<input type="text" value="(Select Region)"/>
Agency:	<input type="text" value="(Select Agency)"/>		
Program:	<input type="text" value="(Select Program)"/>	Level of NEPA Review:	<input type="text" value="Select"/>
Tribe:	<input type="text" value="(Select Tribe)"/>		
Status:	<input type="text" value="(Select Status)"/>	Submitter: (first name or last name)	<input type="text"/>
Record ID:	<input type="text"/>	ID:	<input type="text"/>

Search

#### Search Results (44 Records)

Click on the **Project Name** to edit information. Click on the **Project Title** and **Date Request Received** headers to sort the data.

Selected Criteria:  
Project Name: test

Lines 1 to 44 of 44

ID	Project Title	Record ID	Region	Agency	Program	Level of NEPA Review	Date Request Received	Submitted by	Status	Copy Project	Options
64571	<a href="#">test_copy_function</a>		Southern Plains		Forestry/Fire	DNA	07/10/2025	Renu Chaudhry	Draft	Copy	Options
64572	<a href="#">test_copy_function2</a>		Southern Plains		Forestry/Fire	DNA	07/10/2025	Renu Chaudhry	Draft	Copy	Options
63721	<a href="#">Test Realty Catex</a>		Western		Real Estate Services	CatX/CEER	05/08/2025	Tobiah Mogawero	Approved	Copy	Options

### 4.3.3 Review/Approval

Base on the user role, user will be able to review/approve the actions.

#### 4.3.3.1 NEPA Coordinator Review

NEPA Coordinator can see all the actions in his region that have been forwarded by the Submitter and are not Approved yet. NEPA Coordinator can review the action by clicking on the project title.

### Review NEPA Documents

NEPA Tracker NEPA Coordinator Review

Lines 1 to 3 of 3

Click on the Project Title to see the summary of the Action. Click on "Send Back to Submitter" for any changes. Click on "Assign Approvers" to assign approvers.

1st Sort by

1st Order

2nd Sort by

2nd Order

Submit

Date Request Received ▾

Desc ▾

Date Request Received ▾

Desc ▾

ID	Project Title	Notes	Agency	Program	Level of NEPA Review	Date Request Received	Status	Contact POC	Send Back to Submitter	Assign Approvers	Approve Manually
36872	<a href="#">SEWTEWT</a>	yrurt jrtfrjfrj <a href="#">More</a>	F53-02 Minnesota Agency	Facilities	EA	12/18/2019	Pending Recommendations		<a href="#">INCOMPLETE: Send Back to Submitter</a>	<a href="#">Assign Responsible Official</a>	<a href="#">Approve Manually</a>
36712	<a href="#">Test-9/20</a>		F53-02 Minnesota Agency	Facilities	EA	09/03/2019	In Process		<a href="#">INCOMPLETE: Send Back to Submitter</a>	<a href="#">Assign Approvers</a>	<a href="#">Approve Manually</a>

If the coordinator needs more information from the Submitter, he can send it back to the Submitter by clicking on the "INCOMPLETE: Send Back to Submitter". Coordinator can enter his message and click on Save. Submitter will get an email notification and Status will be changed to "Draft".

### Review NEPA Documents - Send back to the Submitter

Please input your questions/comments and click on Send back to the Submitter.

Project Name: Test on July 29  
Record ID: 222

This project has been Sent back for additional changes.

Send back to the Submitter

Coordinator can assign approvers by clicking on “Assign Approvers” link. Coordinator can assign Environmental Specialist, Regional Wildlife Biologist, Regional Archeologist and Environmental Professional (Phase 1) reviewers. Depending on the action, Coordinator can assign all, some or none of the reviewers. Status will be changed to “Pending Recommendations”. Reviewers will get the email notifications.

### Review NEPA Documents - Assign Approvers

**Project Name:** Test on July 29  
**Record ID:** 222

Please select the applicable approvers, input your message and click on "Assign Approvers".

Environmental Specialist	<div>Select</div>
Regional Wildlife Biologist	<div>Select</div>
Regional Archeologist	<div>Select</div>
Environmental Professional (Phase 1)	<div>Select</div>

Message:

Please review this project.

Assign Approvers

NEPA Coordinator can also Approve the action by clicking on the “Approve Manually” link. This function will bypass all the approvals and status will be changed to “Approved”.

### Review NEPA Documents - Manually Approve Action

Please input your comments and click on the Approve button to approve the project.

**Project Name:** Test 4  
**Record ID:**

Date Approved: \*

07/10/2025

28

Approved...

Approve

#### 4.3.3.2 Environmental Specialist Review

Environmental Specialist Reviewer can see all the actions in his region that have been assigned to him by the NEPA coordinator. User can email Submitter directly to get any information. If the user rejects the request, he can also send it back to the NEPA Coordinator by clicking on the "Send back to the Coordinator". NEPA coordinator will get the email notification. If the user approves the request, he can click on the Approve button. NEPA Coordinator will be notified. For the CEER actions, reviewer will respond to the question: "Was a CEER submitted by another entity?" When answering Yes to this question, user will need to attach a document. If user selects "No" to this question, a separate menu will open an automated checklist. Each of the 12 questions for exceptional circumstances will then need to be answered.

Environmental Specialist Review								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to NEPA Coordinator" for any changes. Click on "Email Submitter" to email submitter for any additional information. Click on "Approve" to approve the action and provide comments.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to NEPA Coordinator	Email Submitter	Approve/Reject
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Recommendations	<a href="#">Send Back to NEPA Coordinator</a>	<a href="#">Email Submitter</a>	<a href="#">Approve</a>

#### Review NEPA Documents - Approve Action

Please input your comments and click on the Approve button to approve the project.

Project Name: Test on July 29

Record ID: 222

Was a CEER submitted by another entity? (If yes, attach document or link)

Evaluation of Extraordinary Circumstances (43 CFR 46.215)	
(A "Yes" to any of the exceptions will require that an environmental assessment be prepared)	
1. This action would have significant impacts on public health or safety.	<input type="text" value="No"/>
2. This action would have significant impacts on: natural resources and unique geographical features as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild and scenic rivers; national natural landmarks; sole or prime drinking water aquifers; prime farmlands wetlands; floodplains; national monuments; migratory birds; and other ecologically significant areas.	<input type="text" value="No"/>
3. This action would have highly controversial environmental effects or unresolved conflicts concerning alternate uses of available resources.	<input type="text" value="No"/>
4. This action would have highly uncertain environmental effects or involve unique or unknown environmental risk.	<input type="text" value="No"/>
5. This action will establish a precedent for future actions.	<input type="text" value="No"/>
6. This actions is related to other actions with individually insignificant but cumulatively significant environmental effects.	<input type="text" value="No"/>
7. This action will have significant impacts on properties listed or eligible for listing in the National Register of Historic Places.	<input type="text" value="No"/>
8. This action will have significant impacts on a species listed or proposed to be listed as endangered or threatened, or Critical Habitat of these.	<input type="text" value="No"/>
9. This action threatens to violate federal, state, local, or tribal law or requirements imposed for protection of the environment.	<input type="text" value="No"/>
10. This action will have disproportionately high and adverse effect on low income or minority populations.	<input type="text" value="No"/>
11. This action will limit access to, and ceremonial use of, Indian sacred sites on federal lands, by Indian religious practitioners, and/or adversely affect the physical integrity of such sites.	<input type="text" value="No"/>
12. This action will contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or may promote the introduction, growth, or expansion of the range of such species.	<input type="text" value="No"/>

Approved...

Approve

#### 4.3.3.3 Regional Wildlife Biologist Review

Regional Wildlife Biologist Reviewer can see all the actions in his region that have been assigned to him by the NEPA coordinator. User can email Submitter directly to get any information. If the user rejects the request, he can also send it back to the NEPA Coordinator by clicking on the "Send back to the Coordinator". NEPA coordinator will get the email notification. If the user approves the request, he can click on the Approve button. NEPA Coordinator will be notified.

NEPA Tracker Regional Wildlife Biologist								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to NEPA Coordinator" for any changes. Click on "Email Submitter" to email submitter for any additional information. Click on "Approve" to approve the action and provide comments.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to NEPA Coordinator	Email Submitter	Approve/Reject
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Recommendations	<a href="#">Send Back to NEPA Coordinator</a>	<a href="#">Email Submitter</a>	<a href="#">Approve</a>

### Review NEPA Documents - Approve Action

Please input your comments and click on the Approve button to approve the project.

Project Name: Test on July 29  
Record ID: 222

Approved...

Approve

#### 4.3.3.4 Regional Archeologist Review

Regional Archeologist Reviewer can see all the actions in his region that have been assigned to him by the NEPA coordinator. User can email Submitter directly to get any information. If the user rejects the request, he can also send it back to the NEPA Coordinator by clicking on the "Send back to the Coordinator". NEPA coordinator will get the email notification. If the user approves the request, he can click on the Approve button. NEPA Coordinator will be notified.

NEPA Tracker Regional Archeologist								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to NEPA Coordinator" for any changes. Click on "Email Submitter" to email submitter for any additional information. Click on "Approve" to approve the action and provide comments.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to NEPA Coordinator	Email Submitter	Approve/Reject
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Recommendations	<a href="#">Send Back to NEPA Coordinator</a>	<a href="#">Email Submitter</a>	<a href="#">Approve</a>

#### Review NEPA Documents - Approve Action

Please input your comments and click on the Approve button to approve the project.

Project Name: Test on July 29

Record ID: 222

Approved...
<input type="button" value="Approve"/>

#### 4.3.3.5 Environmental Professional (Phase 1) Review

Environmental Professional (Phase 1) Reviewer can see all the actions in his region that have been assigned to him by the NEPA coordinator. User can email Submitter directly to get any information. If the user rejects the request, he can also send it back to the NEPA Coordinator by clicking on the “Send back to the Coordinator”. NEPA coordinator will get the email notification. If the user approves the request, he can click on the Approve button. NEPA Coordinator will be notified.

NEPA Tracker Environmental Professional (Phase 1)								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to NEPA Coordinator" for any changes. Click on "Email Submitter" to email submitter for any additional information. Click on "Approve" to approve the action and provide comments.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to NEPA Coordinator	Email Submitter	Approve/Reject
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Recommendations	<a href="#">Send Back to NEPA Coordinator</a>	<a href="#">Email Submitter</a>	<a href="#">Approve</a>

### Review NEPA Documents - Approve Action

Please input your comments and click on the Approve button to approve the project.

Project Name: Test on July 29  
Record ID: 222

Approved...

Approve



#### 4.3.3.6 2<sup>nd</sup> NEPA Coordinator Review

Once all the assigned reviewers have reviewed the action, Coordinator can now assign Responsible Official by clicking on the “Assign Responsible Official” link. Coordinator can assign none, single or multiple Responsible Officials. Status will be changed to “Pending Final Approval”. Responsible Official/s will be notified.

NEPA Tracker NEPA Coordinator Review								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to Submitter" for any changes. Click on "Assign Approvers" to assign approvers.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to Submitter	Assign Approvers	Approve Manually
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Recommendations	<a href="#">Send Back to Submitter</a>	<a href="#">Assign Responsible Official</a>	<a href="#">Approve Manually</a>

### Review NEPA Documents - Assign Responsible Official

Project Name: Test on July 29  
Record ID: 222

Please select the Responsible Official, input your message and click on "Save".

Responsible Official	<div>Select Scott Doig Renu Chaudhry</div>
Message:	<div>Please review this project.</div>
<div>Assign Responsible Official</div>	

#### 4.3.3.7 Responsible Official Review

Responsible Official Review can see all the actions in his region that have been assigned to him by the NEPA coordinator. User can email Submitter directly to get any information. If the user rejects the request, he can also send it back to the NEPA Coordinator by clicking on the "Send back to the Coordinator". NEPA coordinator will get the email notification. If the user approves the request, he can click on the Approve button. NEPA Coordinator will be notified.

NEPA Tracker Responsible Official Review							
Lines 1 to 1 of 1							
Click on the Project Title to see the summary of the Action. Click on "Send Back to NEPA Coordinator" for any changes. Click on "Approve" to approve the action and provide comments.							
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to NEPA Coordinator	Approve/Reject
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Final Approval	<a href="#">Send Back to NEPA Coordinator</a>	<a href="#">Approve</a>

### Review NEPA Documents - Approve Action

Please input your comments and click on the Approve button to approve the project.

Project Name: Test on July 29  
Record ID: 222

Attach Documents

Approved...

Approve

#### 4.3.3.8 3rd NEPA Coordinator Review

Once all the Responsible Official has approved the action, Coordinator can now email the Submitter by clicking on the “Email Submitter” link. Status will be changed to “Approved”. Submitter will be notified.

NEPA Tracker NEPA Coordinator Review								
Lines 1 to 1 of 1								
Click on the Project Title to see the summary of the Action. Click on "Send Back to Submitter" for any changes. Click on "Assign Approvers" to assign approvers.								
Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Send Back to Submitter	Assign Approvers	Approve Manually
<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Pending Final Approval	<a href="#">Send Back to Submitter</a>	Approved by Responsible Official. <a href="#">Email Submitter</a>	<a href="#">Approve Manually</a>

#### 4.3.3.9 Change Approvers

After assigning the approvers, if for any reason, Approvers need to be changed, NEPA Coordinator can click on Change Approvers as shown in the screen below.

Review NEPA Documents											
NEPA Tracker NEPA Coordinator Review											
Lines 1 to 2 of 2											
Click on the Project Title to see the summary of the Action. Click on "Send Back to Submitter" for any changes. Click on "Assign Approvers" to assign approvers.											
1st Sort by		1st Order		2nd Sort by		2nd Order					
Date Request Received		Desc		Date Request Received		Desc		Submit			
ID	Project Title	Notes	Agency	Program	Level of NEPA Review	Date Request Received	Status	Contact POC	Send Back to Submitter	Assign Approvers	Approve Manually
36712	<a href="#">Test-9/20</a>		F53-02 Minnesota Agency	Facilities	EA	09/03/2019	Pending Recommendations		<a href="#">INCOMPLETE: Send Back to Submitter</a>	Approvers Assigned <a href="#">Change Approvers</a>	<a href="#">Approve Manually</a>

#### 4.3.3.10 Change Responsible Official

After assigning the Responsible Official, if for any reason, Responsible Official needs to be changed, NEPA Coordinator can click on Change Responsible Official as shown in the screen below.

1st Sort by		1st Order		2nd Sort by		2nd Order					
Date Request Received ▾		Desc ▾		Date Request Received ▾		Desc ▾		Submit			
ID	Project Title	Notes	Agency	Program	Level of NEPA Review	Date Request Received	Status	Contact POC	Send Back to Submitter	Assign Approvers	Approve Manually
36712	<a href="#">Test-9/20</a>		F53-02 Minnesota Agency	Facilities	EA	09/03/2019	Pending Recommendations		<a href="#">INCOMPLETE: Send Back to Submitter</a>	Approvers Assigned <a href="#">Change Approvers</a>	<a href="#">Approve Manually</a>
149	<a href="#">Land Sales</a>	hgjk	F53-02 Minnesota Agency	Real Estate Services	CatX/CEER	09/25/2012	Pending Final Approval	<a href="#">Contact POC</a>	<a href="#">INCOMPLETE: Send Back to Submitter</a>	Responsible Official Assigned <a href="#">Change Responsible Official</a>	<a href="#">Approve Manually</a>

## 4.3.4 System Administration (Admin) Features

The following system administration (admin) features are available.

### 4.3.4.1 Manage Programs

This utility can be used to manage the reference table used for the programs. User can add/update the programs.

### Manage Programs

Please use the search form to narrow down the listing below.

Program:

[Add New Program](#)

Click on the Program to update the information.

Lines 1 to 12 of 12	
Program	Delete
<a href="#">Facilities</a>	<input type="button" value="Delete"/>
<a href="#">Fee to Trust Consortium</a>	<input type="button" value="Delete"/>
<a href="#">Forestry/Fire</a>	<input type="button" value="Delete"/>
<a href="#">Housing</a>	<input type="button" value="Delete"/>
<a href="#">Irrigation/Dams/Water</a>	<input type="button" value="Delete"/>
<a href="#">Lands</a>	<input type="button" value="Delete"/>
<a href="#">Minerals/Oil/Gas</a>	<input type="button" value="Delete"/>
<a href="#">Natural Resources</a>	<input type="button" value="Delete"/>
<a href="#">Other</a>	<input type="button" value="Delete"/>
<a href="#">Real Estate Services</a>	<input type="button" value="Delete"/>
<a href="#">Transportation/Roads</a>	<input type="button" value="Delete"/>
<a href="#">Trust Reform</a>	<input type="button" value="Delete"/>

#### 4.3.4.2 Manage Regions

This utility can be used to manage the reference table used for the regions. User can add/update the regions.

### Manage Regions

Please use the search form to narrow down the listing below.

Region:

[Add New Region](#)

Click on the region to update the information.

Lines 1 to 17 of 17	
Region	Active
<a href="#">test</a>	No
<a href="#">Alaska</a>	Yes
<a href="#">Central Office</a>	Yes
<a href="#">Eastern</a>	Yes
<a href="#">Eastern OK</a>	Yes
<a href="#">Great Plains</a>	Yes
<a href="#">Midwest</a>	Yes
<a href="#">Navajo</a>	Yes
<a href="#">Northwest</a>	Yes
<a href="#">Pacific</a>	Yes
<a href="#">Southwest</a>	Yes
<a href="#">Southern Plains</a>	Yes
<a href="#">Rocky Mountain</a>	Yes
<a href="#">Western</a>	Yes
<a href="#">OFMC</a>	Yes
<a href="#">BIE</a>	Yes
<a href="#">OJS</a>	Yes

#### 4.3.4.3 Manage Agencies

This utility can be used to manage the reference table used for the agencies. User can add/update the agencies.

### Manage Agencies

Please use the search form to narrow down the listing below.

Agency:

[Add New Agency](#)

Click on the agency to update the information.

Lines 1 to 50 of 92 ►		
Agency	Region	Active
<a href="#">Test</a>	Navajo	No
<a href="#">test2</a>	Southern Plains	No
<a href="#">A01-01 Cheyenne River Agency</a>	Great Plains	Yes
<a href="#">A04-01 Fort Berthold Agency</a>	Great Plains	Yes
<a href="#">A05-01 Fort Totten Agency</a>	Great Plains	Yes
<a href="#">A06-01 Pine Ridge Agency</a>	Great Plains	Yes
<a href="#">A07-01 Rosebud Agency</a>	Great Plains	Yes
<a href="#">A08-01 Yankton Agency</a>	Great Plains	Yes
<a href="#">A09-01 Sisseton Agency</a>	Great Plains	Yes
<a href="#">A10-01 Standing Rock Agency</a>	Great Plains	Yes
<a href="#">A11-01 Turtle Mountain Agency</a>	Great Plains	Yes
<a href="#">A13-01 Winnebago Agency</a>	Great Plains	Yes
<a href="#">A14-01 Crow Creek Agency</a>	Great Plains	Yes
<a href="#">A15-01 Lower Brule Agency</a>	Great Plains	Yes
<a href="#">B04-01 Horton Agency</a>	Southern Plains	Yes
<a href="#">B05-01 Concho Agency</a>	Southern Plains	Yes

#### 4.3.4.4 Manage Document Types

This utility can be used to manage the reference table used for the document types. User can add/update the document types.

### Manage Document Types

Please use the search form to narrow down the listing below.

Document Type:

[Add New Document Type](#)

Click on the document type to update the information.

Lines 1 to 12 of 12	
Document Type	Delete
<a href="#">Briefing Paper</a>	<input type="button" value="Delete"/>
<a href="#">Environmental Assessments</a>	<input type="button" value="Delete"/>
<a href="#">Environmental Impact Statements</a>	<input type="button" value="Delete"/>
<a href="#">Finding of No Significant Impact (FONSI)</a>	<input type="button" value="Delete"/>
<a href="#">MOA/MOUs</a>	<input type="button" value="Delete"/>
<a href="#">Notices of Intent</a>	<input type="button" value="Delete"/>
<a href="#">Project Timeline</a>	<input type="button" value="Delete"/>
<a href="#">Record of Decision (ROD)</a>	<input type="button" value="Delete"/>
<a href="#">Waiver</a>	<input type="button" value="Delete"/>
<a href="#">Other</a>	<input type="button" value="Delete"/>
<a href="#">Phase I Report</a>	<input type="button" value="Delete"/>
<a href="#">Phase II Report</a>	<input type="button" value="Delete"/>



#### 4.3.4.5 Manage Tribes

This utility can be used to manage the reference table used for the tribes. User can add/update the tribes.

### Manage Tribes

Please use the search form to narrow down the listing below.

Tribe:

[Add New Tribe](#)

Click on the tribe to update the information.

Lines 1 to 50 of 569 ▶	
Tribe	Delete
<a href="#">Native Village of Goodnews Bay</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Hamilton</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Hooper Bay</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kanatak</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Karluk</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kiana</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kipnuk</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kivalina</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kluti Kaah (aka Copper Center)</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kobuk</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kongiganak</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kotzebue</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Koyuk</a>	<input type="button" value="Delete"/>
<a href="#">Native Village of Kwigillingok</a>	<input type="button" value="Delete"/>

#### 4.3.4.6 Manage CE List

This utility can be used to manage the CatX/CEER list. User can add/update the list.

### Manage CE Lists

Please use the search form to narrow down the listing below.

CE:

[Add New CE](#)

Click on the CE to update the information.

Lines 1 to 50 of 63 ▶		
CE Title	Description	Delete
<a href="#">43 CFR 46.210.k Hazardous fuels reduction (See text for limitations)</a>	43 CFR 46.210 (k). Hazardous fuels reduction activities using prescribed fire not to exceed 4,500 acres, and mechanical methods for crushing, piling, thinning, pruning, cutting, chipping, mulching, and mowing, not to exceed 1,000 acres. Such activities: (1) Shall be limited to areas - (i) In wildland-urban interface; and (ii) Condition Classes 2 or 3 in Fire Regime Groups I, II, or III, outside the wildland-urban interface; (2) Shall be identified through a collaborative framework as described in "A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Comprehensive Strategy Implementation Plan;" (3) Shall be conducted consistent with agency and Departmental procedures and applicable land and resource management plans; (4) Shall not be conducted in wilderness areas or impair the suitability of wilderness study areas for preservation as wilderness; and (5) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and may include the sale of vegetative material if the primary purpose of the activity is hazardous fuels reduction. (Refer to the ESM Series for additional, required guidance.)	<input type="button" value="Delete"/>
<a href="#">43 CFR 46.210.l Post-fire rehabilitation (See text for limitations.)</a>	43 CFR 46.210 (l). Post-fire rehabilitation activities not to exceed 4,200 acres (such as tree planting, fence replacement, habitat restoration, heritage site restoration, repair of roads and trails, and repair of damage to minor facilities such as campgrounds) to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire. Such activities must comply with the following (Refer to ESM Series for additional required guidance.): (1) Shall be conducted consistent with bureau and Departmental procedures and applicable land and resource management plans; (2) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and (3) Shall be completed within three years following a wildland fire.	<input type="button" value="Delete"/>
<a href="#">516 DM 10.5.M.7 Single family homesites.</a>	Approvals of leases, easements or funds for single family homesites and associated improvements, including, but not limited to, construction of homes, outbuildings, access roads, and utility lines, which encompass five acres or less of contiguous lands, provided that such sites and associated improvements do not adversely affect any tribal cultural resources or historic properties and are in compliance with applicable Federal and tribal laws. Home construction may include up to four dwelling units, whether in a single building or up to four separate buildings.	<input type="button" value="Delete"/>

#### 4.3.4.7 Manage User Information

Authorized users will be able to manage all the information about the users. By default, only active users are displayed. To see the list of all users, user should select the “All users” option. Authorized users will be able to assign the applicable role to the user. Coordinators can deactivate the users by checking No for the Active field. They can unlock the user by checking the No for the Is Locked field. They can Approve the user by checking the Yes for the Approve field.

### Manage Users

Please use the search form to narrow down the listing below.

User Name:

Active Users: ☒ All Users: ☐

Click on the user name to update the information.

Lines 1 to 50 of 78 ▶				
User Name	Region	Role	Approve	Active User
<a href="#">Alexis St. John</a> (alexis.stjohn@indianaffairs.gov)	Navajo	NEPA Tracker Submitter	Approved	Yes
<a href="#">Arvada Wolfin</a> (Arvada.Wolfin@indianaffairs.gov)	Pacific	NEPA Tracker Submitter	Approved	Yes
<a href="#">Bernadine Saldana</a> (Bernadine.Saldana@indianaffairs.gov)	Pacific	NEPA Tracker Responsible Official NEPA Tracker Submitter	Approved	Yes

## Update User

Use the form below to update User.

Name:	Alexis St. John
Login User Name:	alexis.stjohn@indianaffairs.gov
Phone Number:	916-978-6059
Email Address:	alexis.stjohn@bia.gov
Region:	Navajo
Agency:	N32-01 Shiprock Agency
Additional Region:	Select Region
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Locked:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Approved:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Role:	<input type="checkbox"/> Read-Only <input type="checkbox"/> NEPA Midwest Forestry/Fire Coordinator <input checked="" type="checkbox"/> NEPA Tracker Submitter <input type="checkbox"/> NEPA Tracker Environmental Professional (Phase 1) <input type="checkbox"/> NEPA Tracker Regional Archeologist <input type="checkbox"/> NEPA Tracker Regional Wildlife Biologist <input type="checkbox"/> NEPA Tracker Environmental Specialist <input type="checkbox"/> NEPA Tracker NEPA Coordinator <input type="checkbox"/> NEPA Tracker Responsible Official <input type="checkbox"/> NEPA Tracker Admin

Update User

If a user moves to a different region, NEPA Tracker Admin can change the user's region by selecting from the Region dropdown. If a user needs access to more than one region, NEPA Tracker Admin can assign the Additional region by selecting from the Additional Region dropdown.

#### 4.3.4.8 Manage Keywords

This utility can be used to manage the Keywords. User can add/update the list.

### Manage Keywords

Please use the search form to narrow down the listing below.

Keyword:

[Add New Keyword](#)

Lines 1 to 8 of 8	
Keyword	Delete
Broadband	<input type="button" value="DELETE"/>
Broadcasting	<input type="button" value="DELETE"/>
Cable	<input type="button" value="DELETE"/>
Network	<input type="button" value="DELETE"/>
Telegraph	<input type="button" value="DELETE"/>
Telephone	<input type="button" value="DELETE"/>
Tower	<input type="button" value="DELETE"/>
Underground	<input type="button" value="DELETE"/>

#### 4.3.4.9 Create Email Listing

This listing can be used to create a list of the users in your region with a specific role. There is an option to create the listing for All users in the region.

### Email Users

You may enter any combination from the available selection criteria to locate existing projects. To obtain the matching list of records, click on the SEARCH button below.

<b>Region:</b>	Midwest
<b>User Role:</b>	<div><div>Select</div><div>All Users</div><div>NEPA Midwest Forestry/Fire Coordinator</div><div>NEPA Tracker Submitter</div><div>NEPA Tracker Environmental Professional (Phase 1)</div><div>NEPA Tracker Regional Archeologist</div><div>NEPA Tracker Regional Wildlife Biologist</div></div>

Search

Reset

### Create Email Listing

**Search Results** (11 Records) You can copy and paste this list in your email editor and send message to all the users in the list.

renu\_chaudhry@ibc.doi.gov; eric.oliphant@BIA.GOV; esther.johnson@bia.gov; martin.lorenzo@bia.gov; rchaudhry@nbc.gov; renu\_chaudhry@nbc.gov; rchaudhry@ios.doi.gov; renu\_chaudhry@ios.doi.gov; scott.doig@bia.gov; timothy.guyah@bia.gov; william.kurtz@bia.gov;

NEPA Coordinators can copy and paste this list in the email editor and send message to all the users in the list.

#### 4.3.4.10 Re-assign Coordinator

This utility can be used to re-assign Coordinators. This page lists all the Coordinators who have Projects reviewed by them in “In Process” status. The re-assigning should be done before the Coordinator leaves the region.

### Reassign Coordinators

Please follow the steps below to reassign coordinator.

- Select a Coordinator from the "Select Coordinator" box.
- Only select the projects that need to be reassigned under the Coordinator selected.
- Select another coordinator from the "Reassign To" box.
- Click on Submit.
- System will reassign only the selected cases.

Select Coordinator	Reassign To
<input type="radio"/> NEPA Coordinator <input type="checkbox"/> Project: Test on 9/30 <input type="checkbox"/> Project: Test on JAn 23	<input type="radio"/> NEPA Coordinator
<input type="radio"/> Renu Chaudhry <input type="checkbox"/> Project: Land Sales <input type="checkbox"/> Project: Test-9/20	<input type="radio"/> Renu Chaudhry
<input type="radio"/> Renu Chaudhry	<input type="radio"/> Renu Chaudhry

Reassign

### 4.3.5 Un-Approve Projects

This page displays the list of all the projects Approved by the NEPA Coordinator. To Un-approve a project, user should click on the Un-Approve button. Project will be un-approved and will go in Draft status.

Un-Approve NEPA Projects							
Lines 1 to 6 of 6							
Click on the Project Title to see the summary of the Action. Click on "Un-Approve" for any changes.							
ID	Project Title	Agency	Program	Level of NEPA Review	Date Request Received	Status	Un-Approve
103	<a href="#">County Road 2</a>		Real Estate Services	EA	09/13/2012	Approved	Un-Approve
123	<a href="#">Residential Lease, Anisha Woods</a>	F55-01 Great Lakes Agency	Real Estate Services	EA	05/22/2012	Approved	Un-Approve
36872	<a href="#">SEWTEWT</a>	F53-02 Minnesota Agency	Facilities	EA	12/18/2019	Approved	Un-Approve
36852	<a href="#">Test</a>	F52-01 Red Lake Agency	Other	CatX/CEER	01/01/2020	Approved	Un-Approve
36892	<a href="#">Test 1 on 2/27</a>	F53-02 Minnesota Agency	Other	EIS	02/04/2020	Approved	Un-Approve
36512	<a href="#">Test on July 29</a>	F53-02 Minnesota Agency	Forestry/Fire	CatX/CEER	07/01/2019	Approved	Un-Approve



## 4.3.6 Reports

The **NEPA Tracking Database** module has the following reports.

### 4.3.6.1 Custom Report

In this report, user can specify the selection criteria he wants to use for the report. Based on the criteria selected, report will display all the information about the project. User can download the report in EXCEL.

### 4.3.6.2 Time to Completion

This report shows the number of actions completed in <=30 days, 31-60 days, 61-90 days and more than 90 days. These numbers are grouped by CatX/CEER, EIS, EA and Pending. User can click on the numbers to see the list of actions.

### 4.3.6.3 Number of Actions by Region and Year

This report shows the number of actions by region and year. User can click on the numbers to see the list of actions.

### 4.3.6.4 Number of Actions by Category

This report shows the number of actions by region, category and year. User can click on the numbers to see the list of actions.

### 4.3.6.5 Number of Actions by CatX

This report shows the number of actions by each CatX. User can click on the numbers to see the list of actions.

### 4.3.6.6 Reviewers Pending Requests Report

This report shows the list of all the reviewers that have a pending action on any of the projects.

### 4.3.6.7 Cancelled Projects Report

This report shows the number of actions that have been cancelled.

### 4.3.6.8 EA/EIS Cost Report

This report shows the cost information for the EA/EIS actions.

### 4.3.6.9 Approval Report

In this report, user can specify the selection criteria he wants to use for the report. Based on the criteria selected, report will display the Approval status of the projects.

### 4.3.6.10 Performance Report

In this report, user can specify the selection criteria he wants to use for the report. Based on the criteria selected, report will display the status.

## 5 User Roles

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### 5.1 Read-Only

This user will be able to run the reports. User won't be able to add or edit any projects.

### 5.2 NEPA Tracker Submitter

This user will be able to add a new project and edit any existing projects submitted by them until they are forwarded to the NEPA Coordinator.

### 5.3 Environmental Professional Reviewer (Phase 1)

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects until they are approved. They will be able to review/approve those projects that need approval by Environmental Professional Reviewer.

### 5.4 Regional Archeologist Reviewer

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects until they are approved. They will be able to review/approve those projects that need approval by Regional Archeologist Reviewer.

### 5.5 Regional Wildlife Biologist Reviewer

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects until they are approved. They will be able to review/approve those projects that need approval by Regional Wildlife Biologist Reviewer.

### 5.6 Agency Environmental Specialist Reviewer

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects until they are approved. They will be able to review/approve those projects that need approval by Agency Environmental Specialist Reviewer.

### 5.7 NEPA Coordinator Reviewer

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects. They can also delete an action if needed. This user will assign reviewers and responsible official. This user will be able to manage all the users in his region.

## 5.8 Responsible Official Reviewer

This user will be able to manage all the projects in his region. This user will be able to add a new project and edit any existing projects until they are approved. They will be able to review/approve those projects that need approval by by Responsible Official Reviewer.

## 5.9 NEPA Documents Database Super Admin

This user will be able to access all the projects for all the regions. User will be able to manage users and all the reference tables.