

## IPaC (Information for Planning and Consultation) Tutorial for RI Department of Transportation Projects

This document has been adapted from NH DOT for RIDOT purposes.

The USFWS Information for Planning and Conservation (IPaC) tool allow users to quickly and easily identify USFWS managed resources in project areas, such as threatened and endangered species, for transportation projects. IPaC allows the user to save time and add functionality by including the ability to create an account and save user profile settings, use a 'My Projects' page to add collaborators as 'Project partners' and to return to and modify project reviews in IPaC, and to use assisted determination keys, which streamline certain USFWS consultations.

When users create an account and add projects, they are able to save progress and return at a later date for further action. Additionally, the login capability makes it easy to obtain updated species lists and track projects and associated documents in IPaC. Also, users can save time by entering their contact information on a Profile page, which will be used to pre-populate future IPaC request forms.

The 'My Projects' page lists the projects that users have created or have been given access to by someone else. From this page, users can easily return to a project at a later date to add details or complete reviews. Users can also add other members to a project as a 'Project member' by providing the email address of the prospective member. IPaC generates and sends an email to the added 'Project member' which includes a link to the 'PROJECT HOME' page in IPaC.

A Determination Key has been developed for the Northern Long-Eared Bat (NLEB) for projects that qualify for the FHWA, FRA, FTA Programmatic Consultation for Transportation Projects. For some projects the step-by-step consultation will allow completion of the consultation process online without the need for direct contact with a USFWS Field Office. The RIDOT has been delegated the authority to consult with USFWS on behalf of FHWA. However, hired Consultants have not. Therefore, Consultants will add a representative from RIDOT's Natural Resources Unit as a 'Project partner' and enter the project details. The RIDOT Natural Resources Unit will submit the project through IPaC to USFWS. At this time, any other species that appear on the Official Species List must still be evaluated and consulted upon individually/ manually. Please contact RIDOT NRU for more details.

To create your log in, find more information and access a helpful 10 minute video on the new IPaC features visit:

<https://ecos.fws.gov/ipac/>

U.S. Fish & Wildlife Service

LOG IN

**IPaC** Information for Planning and Consultation  
Powered by ECOS - the Environmental Conservation Online System

Welcome to the new IPaC!

Video: What's new in IPaC -10m  
[See our FAQ](#)

IPaC is a project planning tool which streamlines the USFWS environmental review process

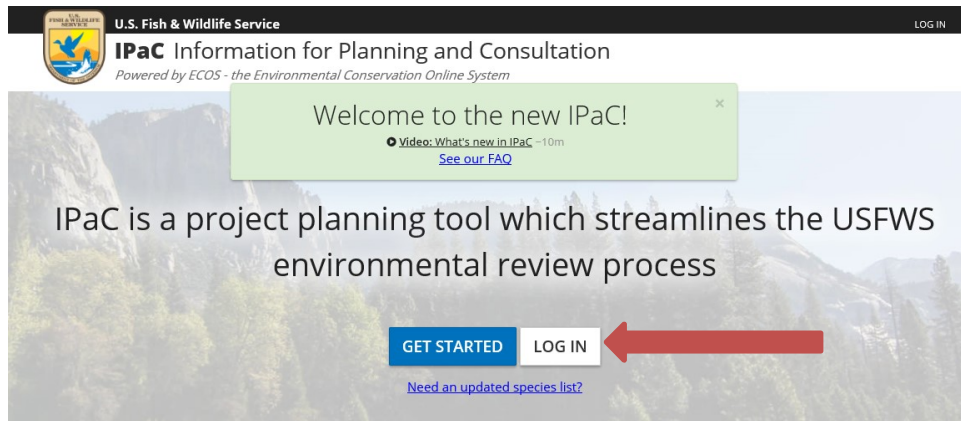
[GET STARTED](#) [LOG IN](#)

[Need an updated species list?](#)

The video 'What's new in IPaC' is a helpful place to start.

## Directions for Evaluating Projects for Federally Listed (Threatened & Endangered) Species

1. Visit the IPaC Website and Log In with your User Account: <https://ecos.fws.gov/ipac/>



2. If you have not created an account, click the 'Create an account' link and enter your information and click the 'CREATE' button. A confirmation email will be sent to your email address with a link to activate your account.

### Log in

GOOGLE LOGIN

You can use your Google or Bison profile as your IPaC account. You will need to allow IPaC to read your basic profile information.

LOG IN WITH GOOGLE LOG IN WITH BISON CONNECT

OR

IPAC LOGIN

Email

Password

[Forgot password?](#)

LOG IN [Create an account](#)

## Create account

First name

Last name

Email address

We'll send a confirmation email to verify this address.

Password

Passwords must be at least 8 characters long.

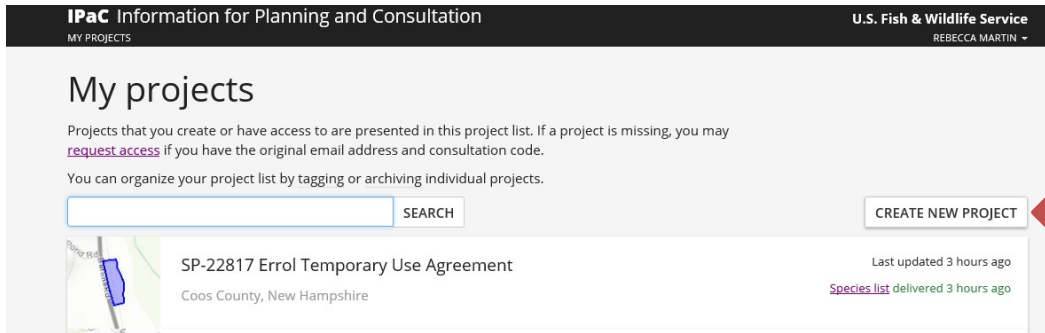
☐ Show my password

☐ I'm not a robot

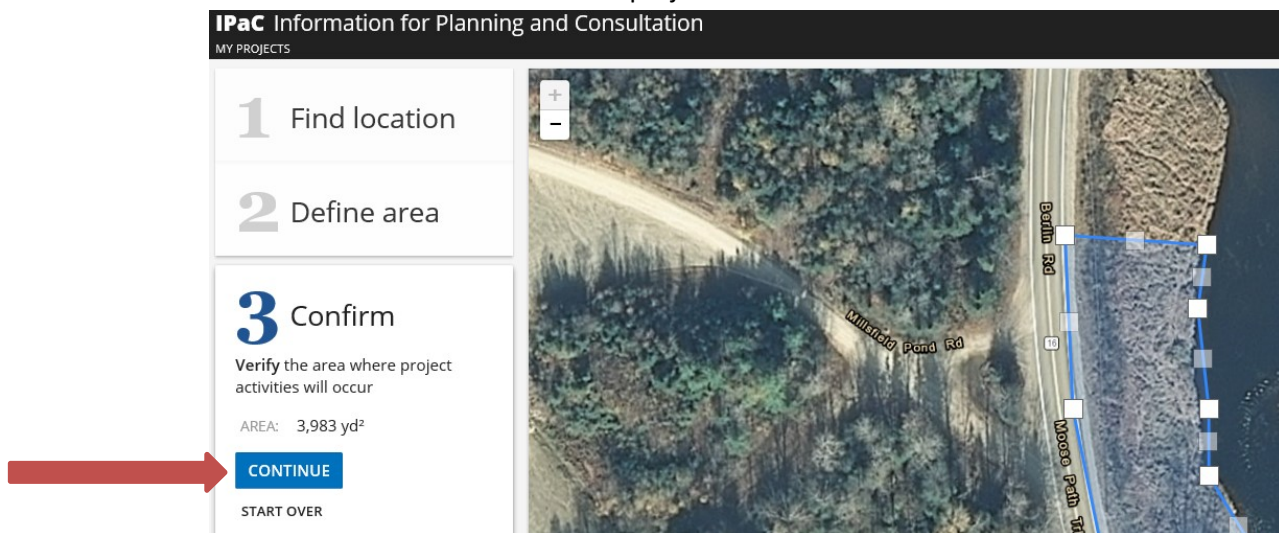
reCAPTCHA Privacy - Terms

CREATE

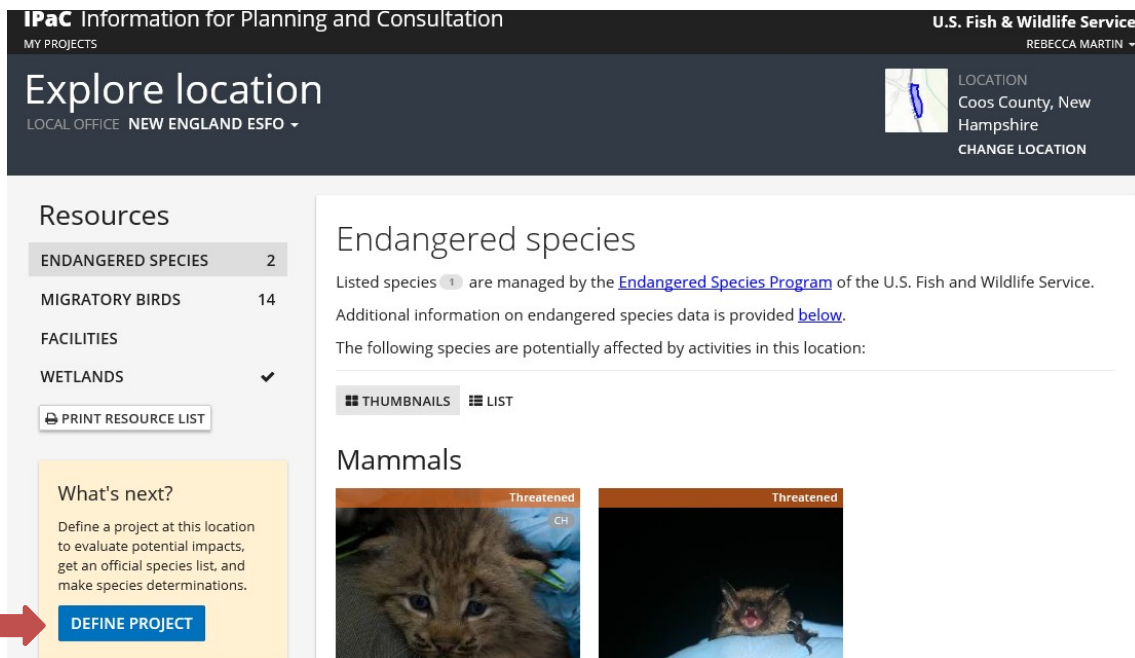
- Return to IPaC to log into your account. Once you log in, arrive at the My Projects page.
- From the My projects page select the button 'CREATE NEW PROJECT'.



- In '1. Find Location' type in the town where your project is proposed and center in on the proposed project site. On the bottom left of the screen you can toggle between views (Streets, Satellite, and Topo). Next use the tools under '2. Define area' to draw the area where project activities will occur and click the button 'CONTINUE'.



- If the project is federally funded or permitted (i.e. there is a lead Federal Agency), you will need an Official Species List, click on the button 'DEFINE PROJECT'.



7. Enter the project name and description and click the button 'SAVE'.

## Define project

Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.

Project name

SP-22817 Errol Temporary Use Agreement

Project description

Describe the location, size, scope, and timing of this project.

The proposed action involves the authorization of a Temporary Use Agreement for a portion of the State owned Controlled Access Right of Way of NH Route 16 in Errol. The Department of Transportation has received a request from the Androscoggin River Watershed Council (ARWC) to utilize a 14,000 square foot portion of the NH Route 16 Controlled Access Right of Way (CAROW) located on the easterly side of NH Route 16 in the Town of Errol. The purpose of the proposed use is for construction and operation of a car top canoe/kayak boat access to the Androscoggin River. This portion of the CAROW is currently utilized by boaters for parking and access to the Androscoggin River. ARWC has proposed to formalize and upgrade this site in order to stabilize the area of access and to direct parking and Androscoggin River access to suitable locations. The proposed work at the site includes stabilizing the existing trail down to the grass flat area adjacent to the river, construction of two or three timber stairs to the river for carry in access, and construction of a 4 foot by 4 foot informational kiosk.

OPTIONAL

 **SAVE** CANCEL

8. If the project is a FHWA project, it will most likely be reviewed using the FHWA, FRA, FTA NLEB Programmatic Consultation, click on the button 'START REVIEW'.

## SP-22817 Errol Temporary Use Agreement Coos County, New

Hampshire

PROJECT HOME

REGULATORY REVIEW

LOCAL OFFICE NEW ENGLAND ESFO

### SP-22817 Errol Temporary Use Agreement

The proposed action involves the authorization of a Temporary Use Agreement for a portion of the State owned Controlled Access Right of Way of NH Route 16 in Errol. The Department of Transportation has received a request from the Androscoggin River Watershed Council (ARWC) to utilize a 14,000 square foot portion of the NH



### What's next?

#### ENDANGERED SPECIES REVIEW

Review this project's effect on listed species pursuant to the Endangered Species Act, as part of the overall regulatory review.

**START REVIEW**

#### SPECIES LIST

Requesting an official species list is now part of IPaC's endangered species review.

REQUEST SPECIES LIST

Projects  
with FHWA  
involvement



9. Once starting the review, a description of the consultation process (required for federally funded and permitted projects) will be displayed, click the 'CONTINUE' button.

## Endangered species review

EXIT REVIEW

### Step-by-step consultation process

The endangered species review in IPaC is a streamlined, step-by-step consultation process. The steps below will prepare you for consultation with the U.S. Fish and Wildlife Service, or provide official documentation if consultation is not necessary.

**1** Request an official species list

An official species list must be requested for projects conducted, permitted, or licensed by a Federal agency. Projects unaffiliated with a Federal agency may skip this step.

**2** Evaluate determination keys

Determination keys are up-front analysis from the U.S. Fish and Wildlife Service that streamline the consultation process for common project types. Each determination key starts with a qualification interview to see if the key is appropriate for your project.

**3** Make effect determinations

For each listed species **1** in the project area, a determination must be made regarding the potential effects of this project. Species that are not covered by determination keys must be evaluated manually.

For more information about the entire consultation process, see an [overview of Section 7](#).

CONTINUE

10. For projects funded, permitted, or licensed by a Federal Agency, you will need to obtain an Official Species List- click the button 'YES, REQUEST A SPECIES LIST'.

## Endangered species review

← BACK

EXIT REVIEW

**1** Request an official species list

**2** Evaluate determination keys

**3** Make effect determinations

### Step 1: Request an official species list

An official species list is a letter from the local U.S. Fish and Wildlife Service office with information that assists in the evaluation of potential impacts of this project. It includes a list of species that should be considered under [Section 7](#) of the Endangered Species Act, a project tracking number, and other pertinent information from the local office.

### Does this project require an official species list?

Federal agencies are required to "request of the Secretary of Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action" ([Section 7](#) of the Endangered Species Act).

This requirement applies to projects that are **conducted, permitted, funded, or licensed** by any Federal agency.

YES, REQUEST A SPECIES LIST

SKIP / DOES NOT APPLY

11. If you have not previously entered your profile information, enter your contact information (this can be saved to your profile). Next, add in the project details. Under the heading 'Agency/organization type', use the drop down menus to select the appropriate lead federal agency and under the heading 'Classification' select the option that best describes the nature of the project. Click on the button 'SUBMIT OFFICIAL SPECIES LIST'.

Lead agency

The agency responsible for conducting, permitting, or licensing this action.

☐ Use my contact agency / organization above

Agency / organization type

Federal agency

Department

Department Of Transportation (DOT)

Agency

Federal Highway Administration (FHWA)

Classification

For internal reporting, help us classify the type of this project.

Transportation

I understand that I am providing this information so an official species list can be generated, based on data provided by my local U.S. Fish and Wildlife Service office for the project area that I entered.

The following authorizes the collection of the above information (5 U.S.C. 301; the Federal Records Act, 44 U.S.C. 3101; Homeland Security Act of 2002; Public Law 107-296, 6 U.S.C. 121; and Executive Order 9373) and will be maintained in accordance with the Privacy Act (5 U.S.C. 552a).

**SUBMIT OFFICIAL SPECIES LIST REQUEST**

12. Save your Species List and then click the button 'NEXT STEP: EVALUATE DETERMINATION KEYS'

## Endangered species review

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EXIT REVIEW

✓ Request an official species list

2 Evaluate determination keys

3 Make effect determinations

### Step 1: Request an official species list

An official species list is a letter from the local U.S. Fish and Wildlife Service office with information that assists in the evaluation of potential impacts of this project. It includes a list of species that should be considered under [Section 7](#) of the Endangered Species Act, a project tracking number, and other pertinent information from the local office.

✓ Request complete

This species list was delivered 2 minutes ago. Species lists are considered valid for 90 days.

An official species list has been delivered for the following office.

 [Species List: New England Ecological Services Field Office](#)

This document is also available on the [Documents](#) page.

Click on the link and save the Official Species List

**NEXT STEP: EVALUATE DETERMINATION KEYS**

REQUEST UPDATED SPECIES LIST

13. The 'FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat' will likely be the only available determination key, if the project/activity is eligible for the FHWA, FRA, FTA Range-wide Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat, click on the 'EVALUATE' button. For species other than the NLEB, coordinate with the RIDOT NRU to assist with Section 7 Consultation with USFWS.

## Endangered species review

[< BACK](#)[EXIT REVIEW](#)

✓ Request an official species list

2 Evaluate determination keys

3 Make effect determinations

### Step 2: Evaluate determination keys

The U.S. Fish and Wildlife Service has performed up-front analysis for certain project types, agencies, and species. This analysis has been compiled into *determination keys*, a simple interview process to arrive at a recommended determination for some species in your project area.

There is a determination key that may apply to your project. Each determination key starts with a qualification interview to see if the key is appropriate for your project.

- FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat

The key is intended for projects funded or authorized by FHWA, FRA, or FTA, that may affect the endangered Indiana bat and/or the threatened northern long-eared bat, which requires consultation with the USFWS under Section 7 of the ESA.

 [EVALUATE](#)[SKIP / DOES NOT APPLY](#)

14. Select the 'CHECK IF MY PROJECT QUALIFIES' button.

#### DETERMINATION KEY

### FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat

This decision key is intended for projects/activities funded or authorized by the Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), and/or Federal Transit Administration (FTA), which require consultation with the U.S. Fish and Wildlife Service (Service) under Section 7 of the Endangered Species Act (ESA) for the endangered **Indiana bat** (*Myotis sodalis*) and the threatened **Northern long-eared bat** (NLEB) (*Myotis septentrionalis*).

This decision key should only be used to verify project applicability with the Service's [revised programmatic biological opinion for transportation projects dated December 15, 2016](#). The programmatic biological opinion covers limited transportation activities that may affect either bat species, and addresses situations that are both likely and not likely to adversely affect either bat species. This decision key will assist in identifying the effect of a specific project/activity and applicability of the programmatic consultation. The programmatic biological opinion is not intended to cover all types of transportation actions. Activities outside the scope of the programmatic biological opinion, or that may affect ESA-listed species other than the Indiana bat or NLEB, or any designated critical habitat, may require additional ESA Section 7 consultation.

### Species covered by this key


This key covers the following species expected to occur in this project area:

Northern Long-eared Bat *Myotis septentrionalis*

The following species, also covered by this key, are not expected to occur in this project area:

Indiana Bat *Myotis sodalis*

For more information about this determination key, including a list of all potential questions, refer to the [detailed overview](#).

 [CHECK IF MY PROJECT QUALIFIES](#)[SKIP / DOES NOT APPLY](#)

15. Complete the Qualification interview and click the button 'SAVE AND CONTINUE' - if the project qualifies for the Determination key, the next screen will be the 'Project questionnaire'. Some projects that do qualify for the FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat may not fit easily into the IPaC Determination key. In those cases, users will receive a message instructing them to consult with the Regional USFWS. If this message is received, coordinate with RIDOT NRU to assist with Section 7 Consultation with USFWS.

## Qualification interview

The following questions will determine whether this key applies to your project and provide guidance to help you make appropriate determinations for the species covered by this key.

1. Is the project within the range of the Indiana bat<sup>[1]</sup>?

[1] See [Indiana bat species profile](#)

☒ Automatically answered

No

2. Is the project within the range of the Northern long-eared bat<sup>[1]</sup> (NLEB)?

[1] See [Northern long-eared bat species profile](#)

☒ Automatically answered

Yes

3. Which Federal Agency is the lead for the action?

☒ A) Federal Highway Administration (FHWA)

CHANGE ANSWER

4. Are *all* project activities limited to non-construction activities only? (examples of non-construction activities include: bridge/abandoned structure assessments, property inspections, planning and technical studies, property sales, property easements, and equipment purchases)

☐ Yes

☐ No

26. Will the project install new (or replace existing) **permanent** lighting?

☒ No

CHANGE ANSWER

27. General AMM 1

Will the project ensure all operators, employees, and contractors working in areas of known or presumed bat habitat are aware of all FHWA/FRA/FTA (Transportation Agencies) environmental commitments, including all applicable Avoidance and Minimization Measures?

☒ Yes

CHANGE ANSWER

EVALUATION PROGRESS

You have reached a preliminary determination of may affect - not likely to adversely affect for species covered by this determination key.

 **SAVE AND CONTINUE**

Next, we need to collect some additional project information in order to provide official documentation.



16. Complete the Project questionnaire. Once the project details have been entered, click the button 'SAVE FOR LATER' and then click the button 'EXIT REVIEW'. Please do not click the 'CONTINUE' button and do not submit a request that a letter be generated indicating that the project conforms to the Programmatic Consultation.

## Endangered species review

[< BACK](#)[EXIT REVIEW](#)

1 Request an official species list ————— 2 Evaluate determination keys ————— 3 Make effect determinations

EVALUATING: FHWA, FRA, FTA PROGRAMMATIC CONSULTATION FOR TRANSPORTATION PROJECTS AFFECTING NLEB OR INDIANA BAT

2

### Project questionnaire

Complete this project questionnaire to see your determination and generate official documentation.

Please verify:

No documented NLEB roosts or surrounding summer habitat within 150 feet of documented roosts will be impacted between June 1 and July 31.

☒ Yes

☐ No

Have you made a No Effect determination for all other species indicated on the FWS IPaC generated species list?

☒ Yes

☐ No

Have you made a May Affect determination for any other species on the FWS IPaC generated species list?

☐ Yes

☒ No

CONTINUE

Next, you can see your determination and generate a consistency letter to submit to the action agency for this project.

1

SAVE FOR LATER

17. An Endangered species review box will open, click on the button 'EXIT REVIEW'. This will bring you back to the PROJECT HOME page.

## Endangered species review

[< BACK](#)[EXIT REVIEW](#)

1 Request an official species list ————— 2 Evaluate determination keys ————— 3 Make effect determinations

### Step 2: Evaluate determination keys

The U.S. Fish and Wildlife Service has performed up-front analysis for certain project types, agencies, and species. This analysis has been compiled into *determination keys*, a simple interview process to arrive at a recommended determination for some species in your project area.

There is a determination key that may apply to your project. Each determination key starts with a qualification interview to see if the key is appropriate for your project.

FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting NLEB or Indiana Bat

The key is intended for projects funded or authorized by FHWA, FRA, or FTA, that may affect the endangered Indiana bat and/or the threatened northern long-eared bat, which requires consultation with the USFWS under Section 7 of the ESA.

RESUME EVALUATION

18. Add a representative from RIDOT NRU as a member of the project by selecting the '1 MEMBER' icon under the project area map and adding in the email address and clicking the button 'ADD MEMBER'.

The screenshot shows the project page for 'SP-22817 Errol Temporary Use Agreement' in Coos County, New Hampshire. The page includes a map of the project area, a description of the proposed action, and a sidebar with 'What's next?' and 'Local office' information. A red arrow points to the '1 MEMBER' icon located below the map.

**SP-22817 Errol Temporary Use Agreement** Coos County, New Hampshire

PROJECT HOME REGULATORY REVIEW LOCAL OFFICE NEW ENGLAND

**SP-22817 Errol Temporary Use Agreement**

The proposed action involves the authorization of a Temporary Use Agreement for a portion of the State owned Controlled Access Right of Way of NH Route 16 in Errol. The Department of Transportation has received a request from the Androscoggin River Watershed Council (ARWC) to utilize a 14,000 square foot portion of the NH

LOCATION Coos County, New Hampshire  
CREATED April 17, 2017

1 MEMBER 3 DOCUMENTS

**What's next?**

**ENDANGERED SPECIES REVIEW**  
Review this project's effect on listed species pursuant to the Endangered Species Act, as part of the overall regulatory review.  
**RESUME REVIEW**

**SPECIES LIST**  
An official species list was delivered 40 minutes ago. Species lists are considered valid for 90 days.  
**REQUEST UPDATED LIST**

**Local office**  
New England Ecological Services Field Office  
(603) 223-2541  
(603) 223-0104  
70 Commercial Street, Suite 300

## Project members

NAME	EMAIL
Rebecca Martin	rebecca.martin@dot.nh.gov

**Add project member**

**Email address**  
A link to this project will be sent to the email address provided. If the email address is not registered in IPaC, the email will include a link to create an IPaC account.

**ADD MEMBER**

19. RIDOT NRU will receive an email indicating that they have been invited to be a 'Project member'. RIDOT NRU will submit the Project to USFWS on behalf of FHWA.

There is a helpful FAQ on the bottom of the IPaC home page. If you are having issues, contact information for the ECOS help desk is available on this webpage: <https://ecos.fws.gov/ecp/help>