

# NEPA Document Database

## Form Instructions

Go to the Planning Update form on the Web Services page and click on **Insert Planning Document**.

<http://stg.or.blm.gov/webservices/planning.php>

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**Glossary**

Definitions for words or functions used in web development or coding to help you create pages that are dynamic and informative. [\[more\]](#)

**NEPA/Planning Document Update Form**

### NEPA / Planning Document Update Process

[Insert Planning Document](#)

To complete the NEPA document submission process, enter all fields on the form and upload your planning document.

- Files must all be a PDF
- File size cannot exceed 20 MB
- File names should not exceed 15 characters.

One confirmation screen will be provided before inserting the fields into the database, please verify your data entry. Once the document has been added, you can view the results on the OSO Staging Server [planning page](#).

For a detailed description of the planning form data entry form, view a brief [user guide](#) (doc file).

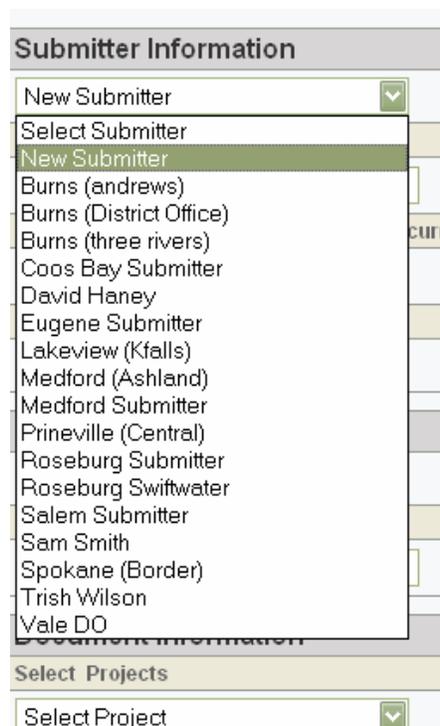
The NEPA/Planning Document Update Form should open (see the following graphic).

| NEPA/Planning Document Update Form   |   |
|--|---|
| <b>Document Update Data Entry Step 1</b>   |   |
| <b>Submitter Information</b>   |   |
| Select Submitter <input type="text"/>  |   |
| Submitter name:  | Submitter phone number:                   |
| <input type="text"/>   | <input type="text"/>                      |
| Enter the date of document submission (current) or original publish date (historic). |   |
| <input type="text"/>   | <input type="text"/>                      |
| Select District Office   | Select Resource Area                      |
| Select District <input type="text"/>   | Select Resource Area <input type="text"/> |
| <b>Contact Information</b>   |   |
| Select Contact <input type="text"/>  |   |
| Contact Name:  | Contact Phone Number                      |
| <input type="text"/>   | <input type="text"/>                      |
| Contact Email: (Optional) <input type="checkbox"/> <a href="#">?</a>                 |   |
| <b>Document Information</b>  |   |
| Select Project/Activity Plan   |   |
| Select Project/Activity Plan <input type="text"/>                                    |   |
| <input type="text"/>   |   |
| Project/Activity Plan Status   | Project/Activity Plan Types               |
| Select Project/Activity Plan Status <input type="text"/>                             | Cultural                                  |
| Document Type  | Fire/Fuels                                |
| Select Doc Type <input type="text"/>   | Lands/Realty                              |
| NEPA Log Number  | Minerals                                  |
| <input type="text"/>   | Other                                     |
|  | Range/Wild Horses                         |
|  | Recreation                                |
|  | Riparian/Aquatic/Fisheries                |
| Upload File (Only upload PDFs, add proper <b>metadata</b> and keep file name short)  |   |
| <input type="text"/>   | <input type="button" value="Browse..."/>  |
| Enter Document Summary   |   |
| <input type="text"/>   |   |
| <input type="button" value="Reset Form"/>  | <input type="button" value="Submit"/>     |

## Step # 1: Data Entry

### **Submitter Information**

1. If your name does not yet appear in the **Select Submitter** drop-down menu, choose New Submitter and then input your name (Submitter Name) and phone number. (Once a name has been added and successfully submitted through to the Confirmation process, in the future it will appear in the drop-down menu.) Please note that the submitter name and number will not appear anywhere on the website; this is for internal use only.



The screenshot shows a web form titled "Submitter Information". At the top, there is a dropdown menu with "New Submitter" selected. Below this, there is a list of submitters: "Select Submitter", "New Submitter", "Burns (andrews)", "Burns (District Office)", "Burns (three rivers)", "Coos Bay Submitter", "David Haney", "Eugene Submitter", "Lakeview (Kfalls)", "Medford (Ashland)", "Medford Submitter", "Prineville (Central)", "Roseburg Submitter", "Roseburg Swiftwater", "Salem Submitter", "Sam Smith", "Spokane (Border)", "Trish Wilson", and "Vale DO". Below the list, there is a "Select Projects" section with a dropdown menu labeled "Select Project".

*\*Please remember that once a New Submitter name has been entered into the database and confirmed, it will appear next time in the Select Submitter drop-down menu. It should not be added again; instead select it from the choices in the drop-down menu.*

2. Enter the date of document submission (current) or original publish date (historic). This should be the publish date of the planning document for historic documents. If it is a current document, then use that day's date.

3. Next, select the District Office from the drop-down menu. After you've chosen a District Office, you will be able to select the Resource Area at the right if applicable.

**Note: The submitter District Office and Resource Area determine where the document will be placed on the website and what district/RA is displayed for that district.**

To facilitate multiple resource areas for one submitter, simply create additional submitter accounts w/ the specific RA designated for each account.

- i.e. **Jane Doe ( Butte Falls)** - Medford – Butte Falls  
**Jane Doe ( Ashland)** - Medford – Ashland  
**Jane Doe (Glendale)** - Medford – Glendale

This way, each time you submit a document that needs to be placed in a specific RA, you already have that account created.

The image shows a screenshot of a web form titled "Submitter Information". The form contains several fields: a dropdown menu for "New Submitter", a text input for "Submitter name:" containing "Jane Doe", a date input for "Enter the date of document submission (current)" containing "3-15-2007" with a calendar icon, and a dropdown menu for "Select District Office". The "Select District Office" dropdown is open, showing a list of options: "Select District", "Burns", "Coos Bay", "Eugene", "Lakeview", "Medford" (highlighted), "Prineville", "Roseburg", "Salem", "Spokane", "State Office", "Vale", and "Select Project".

## Contact Information

Either select an existing contact from the drop-down menu or enter new information by selecting New Contact.

**Note: The name and number entered into these two fields will appear on the public website as the contact for this NEPA document.**

Choosing a District Office from the drop-down menu will automatically place the phone number for that District into the Contact Phone Number field.

## Document Information

1. Once submitter and contact information has been entered, the form will then list projects for that district. Select a project from the drop-down menu, or choose New Project to add another.
2. Select the Project Status from the drop-down menu. Choices include: In Litigation, Planning Completed, Planning in Progress, Postponed, Project Implementation Complete, and Project Under Completion.

The screenshot shows a form titled "Document Information". It contains two main sections: "Select Projects" and "Project Status".

The "Select Projects" section has a dropdown menu with the text "Select Project" and a downward arrow. Below the dropdown, the text "Seneca Right-of-Way Road Constructi" is visible, likely representing a selected project.

The "Project Status" section has a dropdown menu with the text "In Litigation" and a downward arrow. The dropdown menu is open, showing the following options: "Select Project Status", "In Litigation", "Planning Completed", "Planning in Progress", "Postponed", "Project Implementation Complete", and "Project Under Implementation". The "In Litigation" option is highlighted.

3. Designate at least one Program Area. Multiples can be selected by holding the CTRL key.

Program Areas

- Fire/Fuels
- Minerals
- Other
- Range/Wild Horses
- Recreation
- Timber - Partial Cut/Comm Thinning
- Timber - Regeneration Harvest
- Vegetation/Weeds

4. Select Document Type from the drop-down menu and then enter the NEPA log number.

Document Type

Environmental Assessment

Select Doc Type

- Categorical Exclusion
- Decision Rational
- Decision Record
- Determination of NEPA Adequacy
- Environmental Assessment
- Environmental Impact Study
- Finding on No Significant Impact
- Record of Decision

Document Type

Environmental Assessment

NEPA Log Number

123456

5. For EAs and EISs, public review date fields will appear. If the document is historic, select the Historic NEPA document checkbox, as these fields are not required.

Historic NEPA Document  ?

Public Review Start Date

Public Review End Date

6. For Records of Decision, Decision Rationales, and Decision Records, public protest dates will appear. The same applies here: If this is an historic document, select the checkbox to bypass this data entry. All other document types do not require any dates.

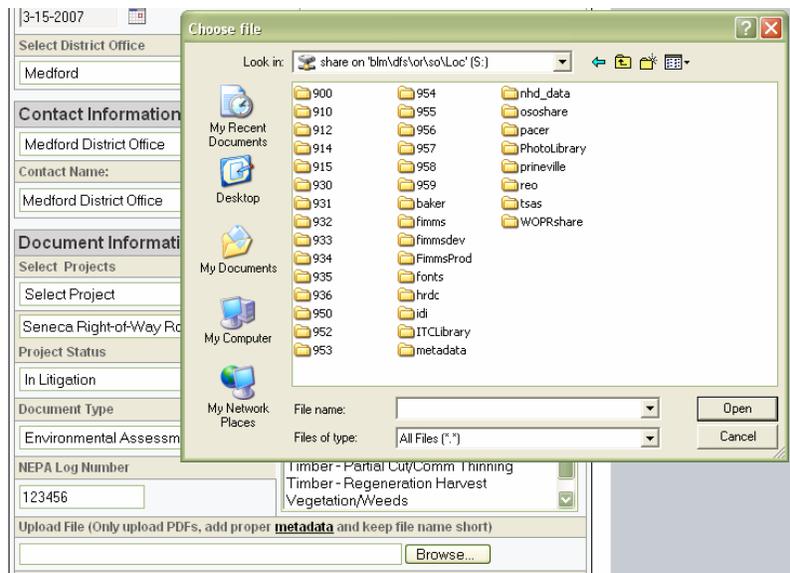
Historic NEPA Document  ?

Protesting Start Date

Protesting End Date

Upload File (Only upload PDFs, add proper metadata and keep file name short)

7. Click the Browse button to choose a document for upload. The document must be a PDF and should be under 60MB.



8. Enter the document summary into the text field. (Browse previously submitted documents at <http://stg.or.blm.gov/or/plans/nepa-search.php> to see how this information will appear.)

**Planning Project Details:**  
**Project:** Seneca Right-of-Way Road Construction Project  
**Project Status:** In Litigation  
**Office Location:** Medford  
**Resource Area:** Glendale  
**NEPA #:** 123456 [Environmental Assessment](#)

*Document Publish Date: 03/19/2007*  
*Summary: Contains information about the Seneca ROW project.*  
*Public Review Start Date : 03/19/2007*  
*Public Review End Date : 03/30/2007*  
*Contact Information: Medford District Office*  
*Contact Phone: (541) 618-2200*  
*Program Areas: Fire/Fuels, Other*



9. When you have finished filling out the form, click Submit. Please note that *no empty fields will be allowed.*



Reset Form Submit

## Step #2: Confirmation

All content is displayed for confirmation purposes. Please review it for accuracy and either cancel and start over (Restart Data Entry) or press Confirm and Update DB.

| Data Entry Confirmation Step 2   |  |
|--|--|
| <b>Document Submitter Information</b>                                    |  |
| Submitter name:  | Submitter phone number:                        |
| Jane Doe   | 503-808-1234                                   |
| Date of document submission.   |  |
| 3-15-2007  |  |
| District Office  | Resource Area                                  |
| Medford  | Glendale                                       |
| <b>Document Contact Information</b>                                      |  |
| Contact Name:  | Contact Phone Number                           |
| Medford District Office  | (541) 618-2200                                 |
| <b>Document Information</b>  |  |
| Project Name   |  |
| Seneca Right-of-Way Road Construction Project                            |  |
| NEPA Log Number  | Program Area                                   |
| 123456   | Fire/Fuels, Other                              |
| Document Type  | Project Status                                 |
| Environmental Assessment   | In Litigation                                  |
| Public Review Start Date<br>(Format: mm/dd/yyyy)                         | Public Review End Date<br>(Format: mm/dd/yyyy) |
| 3-16-2007  | 3-30-2007                                      |
| Filename:  | View Planning Document:                        |
| Seneca_EA.pdf  | Environmental Assessment                       |
| Document Summary   |  |
| Contains information about the Seneca ROW project.                       |  |
| <a href="#">Restart Data Entry</a> <a href="#">Confirm and Update DB</a> |  |

Click OK when prompted to add your document to the database.



### Step #3: Database Insertion

The next screen confirms that the information has been added to the database.

**NEPA/Planning Document Update Form**

**Data Entry Complete Step 3**

Below are the values that have been inserted into the Database

Submitter Name - Jane Doe  
Submitter Phone - 503-808-1234  
Submitter Date - 3-19-2007  
Submitter Office - Medford  
Resource Area - Glendale  
Contact Name - Medford District Office  
Contact Phone - (541) 618-2200  
NEPA # - 123456  
Project Title - Seneca Right-of-Way Road Construction Project  
Doc Type - Environmental Assessment  
Project Status - In Litigation  
File Name - image5.pdf  
File Path - /or/districts/medford/plans/files/

**You may now view the planning document in the Medford Planning section.**

You may now go here

<http://stg.or.blm.gov/or/plans/nepa-search.php>

or click on the District planning link at the bottom of the screen to view your document.