**ADOT BESF Revision History**

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| **Published Date** | **Affected Sections** | **Description of Revision** |
| Jan 2019 | Instructions, Figure 2, Section 5 | Updated file naming instructions (Instructions - number 12).Changed name of Figure 2 to Project Location Map; action area is not required to be defined when using a BESF.Changed ‘action area’ to ‘project area’ in Section 5. |
| Nov 2018 | Instructions | Updated commitment instructions in numbers 2 and 3. Updated definitions of construction footprint and action area to replace the terms project limits, project area, and project vicinity in numbers 6 and 11; see BE Template for further information on these terms. |
| Nov 2018 | Entire Form | Updated weblinks throughout the form |
| Nov 2018 | MOU Statement | MOU statement removed from BESF; the lead agency information will be included in transmittal letters if the BESF is sent to an external agency. |
| Apr 2018 |  | Updated BESF Instructions posted |

**[Delete instruction pages before submitting]**

1. This format guidance must be used in association with the [*Consultant Biological Procedures*](https://apps.azdot.gov/files/Sitefinity-files/Consultant-Biological-Procedures.pdf). Please be sure to read and understand the *Consultant Biological Procedures* before preparing any ADOT biological documents. In addition, consultants should be familiar with the [*Biological Evaluation Template*](https://www.azdot.gov/docs/default-source/planning/biology_biological_evaluation.docx) as it provides direction useful for completing portions of the BE Short Form. Additional technical guidance is available [here](https://www.azdot.gov/business/environmental-planning/biology). **Always check that the current version of the BESF form is being used.**
2. The goal of this form is to streamline documentation for projects that clearly will not affect Endangered Species Act (ESA)-listed or proposed species or critical habitat (CH) based on minimal scope of work or the lack of suitable or critical habitat. If it is not clear whether this form is appropriate, contact the ADOT biologist to discuss the project. Projects evaluated with the BESF should not require environmental commitments other than typical measures for burrowing owls, cliff swallows, migratory birds, invasive or native plants and/or Sonoran desert tortoises. As such, the text in the form should be kept as concise as possible, minimizing the need to continue onto extra pages.
3. Refer to the ADOT BE Template for wording for commitments related to migratory birds, Sonoran desert tortoise, and invasive or native plants. This wording supersedes the Commonly Used Mitigation Measures.
4. If the project may affect listed or proposed species or CH or requires mitigation to avoid an effect, discuss with the ADOT biologist to determine the appropriate level of documentation (likely a full Biological Evaluation report rather than the BESF).
5. Formatting for this form (appearance may vary as long as content requirements are met):
* Use Calibri font with single line spacing; body text should be 11 point font. Use “X” to mark the appropriate boxes in the form.
* No consultant logos in the document (except attachments such as letters, plan sets, etc.)
* The height of the cells for text sections can be altered in the table properties in MS Word. If more room is needed, use Section 10 and state which section the text continues.
* The project name, numbers, and submittal date in the footer will be populated once the fields in Section 1 are filled in. To see the updated footer text, view the document in Print Preview.
* If the auto fill feature is not working, to update the project name and project numbers in the footer, go to Insert, then Footer, then Edit Footer; both the 1st and 2nd pages should be updated. The date in the footer should be the submittal date of the BESF.
* Use the blank version of the form or delete the instructions (*purple text*) from the form before submitting.
1. Use the following terms according to the definitions below. No need to redefine in the text of the form.
	* construction footprint: area of disturbance
	* project area: the construction footprint and surrounding lands
2. Project Information Section
	* The Project Name, Project Number, and Submittal Date fields will automatically fill in the footer information; it can be viewed in “Print Preview.” Submittal date should be entered in MM/DD/YYYY format.
	* The Lead Federal Agency is usually the Federal Highway Administration (FHWA). Enter NA for completely state-funded projects.
	* For Local Public Agency (LPA) projects: Enter the name of the local government agency or tribe; for ADOT‑led projects, enter NA.
	* Select the ADOT District that the project is located within even if it is an LPA project. Select “Statewide” if it occurs in more than one ADOT District.
	* Select the entity that will administer the construction of the project; the ADOT Districts administer construction of LPA projects other than the LPAs that have been qualified as Certification Acceptance (CA) communities. CA communities administer their own projects.
3. [PLSS](https://land.az.gov/mapping-services/sco/about-public-land-survey) refers to the legal description of land using the Township, Range, Section system established by BLM. Enter in the format of ‘Township 2 South, Range 3 East, Sec. 1-6’. If abbreviations are needed, define them within the text box. The use of the Gila and Salt River Meridian is assumed for projects in Arizona.
4. Biotic Community should be reported using the category names in *Biotic Communities of the Southwest* by David E. Brown (1982, 1994, or 2002 map version; also available in GIS). For developed areas that do not retain native vegetation, a descriptor such as urban, suburban, industrial, rural, park, etc. is sufficient.
5. Wildlife Linkage questions should be answered based on the 2006 map developed by the Arizona Wildlife Linkages Workgroup, which is available as a PDF on the [ADOT Wildlife Linkages webpage](https://www.azdot.gov/business/environmental-planning/programs/wildlife-linkages).
6. Figure(s) showing the location of the project within the state and a more detailed view of the project area must be included with this form. The figure(s) may be color but should also be legible if reproduced in black & white. The state location may be shown as an inset on the project location map if both are legible. Include the following items:

|  |  |
| --- | --- |
| State Location Map | Project Location Map |
| * North arrow and scale
 | * North arrow and scale
 |
| * County boundaries
 | * ADOT routes and major roads
 |
| * County names
 | * ADOT MPs for the route the project is located on (if applicable)
 |
| * Major cities/towns
 | * General land ownership, e.g., USFS, BLM, NPS, tribal, state trust, private, etc.
 |
| * ADOT routes and route numbers for at least the major routes
 | * Include text callouts indicating the project beginning and ending limit, e.g., “Project Begin, MP 10.0” and “Project End, MP 20.0” (number of decimal places should match text in the Location Information section)
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| * A text callout indicating the location of the project within the state
 | * Major landmarks in the area, such as cities/towns, rivers/streams, geological features, or other items necessary to convey the location of project, i.e., do not rely entirely on ADOT routes and mileposts to indicate the location of the project
 |
|  | * Other features such as critical habitat if necessary for analysis and doing so doesn’t result in a map that is too cluttered (additional figures may be included to show distance from the project to features such as critical habitat)
 |
|  | * + - Consider using topographic maps, aerial photographs, or other backgrounds as appropriate
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1. Submitting the form:
	* Name the file with the TRACS number, BESF and submittal number (*e.g.* “H9999\_BESF Sub1” or “SH999\_BESF Sub2”).
	* Submit the BESF as a single PDF file with all attachments included. Reduce the file size of images to keep the document size below 5 MB if possible.
	* Submit by email to the ADOT Biologist and cc: the ADOT NEPA Planner. Transmittal information should be included in the body of the email or as a separate file.

Contact the ADOT biologist before transmitting a document larger than 5 MB; the ADOT biologist can send a link to an ADOT ShareFile folder for uploading larger documents.

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| **1. PROJECT INFORMATION**Form Date: 1/29/2019 **ADOT Approval Signature**  |
| **Project Name** | Click here to enter text. |
| **Federal Project Number** | Click here to enter text. | **TRACS Number** | Click here to enter text. |
| **Lead Federal Agency** |  | **LPA/Tribe Name**  |  |
| **Submittal Date** | Click here to enter text. | **ADOT District** | Choose an item. | **Admin by:** | Choose an item. |
| **Land Ownership** |  *e.g., “Existing ADOT ROW with private lands adjacent.”* |
| [**USFWS IPaC**](http://ecos.fws.gov/ipac/) **/Consultation Code** |  | **Date** |  |
| [**AGFD Online Review**](https://azhgis2.esri.com/) **ID** |  | **Date** |  |
| **2. LOCATION INFORMATION** |
| **Route and Mileposts** |  |
| **Town/City and County** |  |
| **Date of Site Visit** (If conducted) |  *If no site visit, what was reviewed? Photolog, field photos, aerials? Date?* |
| **Biotic Community** (per Brown 1994) |  |
| **Elevation** (feet above mean sea level) |  |
| **PLSS** (if on BLM land) |  |
| **Describe Dominant Vegetation**:  *Include a brief description of dominant vegetation species actually present on the site and state if the project is located within a mile of intact natural habitat. The vegetation that likely occurred in the past does not need to be described. [Delete purple text before submitting document.]* |
| **3. PROJECT/ACTIVITY DESCRIPTION** |
| **Does the Project/Activity Require:** | **Yes** | **No** |
| Work outside of existing ROW or easement? |  |  |
| New ROW? |  |  |
| New Easement(s)? |  |  |
| Temporary Construction Easement(s)? |  |  |

**Acronyms Used in This Form**

* ac. - acre
* AGFD – Arizona Game and Fish Department
* AWLW – Arizona Wildlife Linkages Workgroup
* BE – Biological Evaluation
* BESF – BE Short Form
* BGEPA – Bald and Golden Eagle Protection Act
* BLM – US Bureau of Land Management
* CA – Certification Acceptance
* CH – critical habitat
* E – endangered
* ESA – Endangered Species Act
* FHWA – Federal Highway Administration
* ID – identification number
* IPaC – Information, Planning, and Conservation system
* LPA – Local Public Agency
* MBTA – Migratory Bird Treaty Act
* MP – milepost
* NA – Not applicable
* P - proposed
* PLSS – Public Land Survey System
* ROW – Right-of-Way
* SGCN – Species of Greatest Conservation Need
* T – threatened
* TRACS – Transportation Accounting System
* USFS – US Forest Service
* USFWS – US Fish and Wildlife Service

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| **3. PROJECT/ACTIVITY DESCRIPTION (Continued)** |
|  *Generally, the bulleted scope of work from the project scoping letters should be used as a basis for this description (as applicable). Regardless, information to be provided in this section should include, but is not necessarily limited to:* * *A bulleted general list of items to be removed, replaced, modified, installed, constructed, etc.*
* *Construction access points*
* *Detours and staging/stockpiling areas (if known)*
* *If the activity is a geotechnical or potholing investigation:*
* *Identify the number of borings/pits/excavations*
* *Briefly describe the type of equipment to be used*
* *Briefly describe how the sites will be accessed, e.g., “from existing paved roads within existing right-of-way” or “off-pavement routes outside existing right-of-way”.*

*[Delete purple text before submitting document.]* |
| **4. GENERAL IMPACTS** |
|  **Does the Project/Activity:**  | **Yes** | **No** | **NA** |
| Involve ground disturbance? |  |  |  |
| Involve vegetation removal? |  |  |  |
| Include potential for use of herbicide? |  |  |  |
| Include work in actively flowing or intermittent watercourse? |  |  |  |
| Include impacts to Riparian Vegetation or Wetland Habitat? |  |  |  |
| Occur within identified wildlife linkage(s)? (per [2006 AWLW map](https://www.azdot.gov/docs/default-source/planning/arizonas-wildlife-linkages-map.pdf) on [ADOT website](https://www.azdot.gov/business/environmental-planning/programs/wildlife-linkages)) |  |  |  |
| If yes, enter AWLW wildlife linkage number/name:  |  |
| Does the project have the potential to affect the wildlife linkage(s)?  |  |  |  |
| **Description of ground disturbance and/or vegetation removal** *Include approximate acreage of temporary and permanent disturbance if necessary for analysis. If not, at least provide a qualitative description. For example, “The project would result in minor ground disturbance adjacent to existing pavement.” For geotech/potholing activities, provide the approximate disturbance area per boring/pit/excavation.**Are there concerns with measures that might be used for sediment/erosion control?**Include approximate acreage or number of trees, cacti, or other vegetation types that would be removed as applicable if necessary for analysis. If not, at least provide a qualitative description of vegetation removal, e.g., “The project would result in minor removal of vegetation such as grasses and shrubs, no tree or columnar cactus removal is anticipated.” [Delete purple text before submitting document.]* |

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| **5. ESA-PROTECTED SPECIES & HABITAT** | **Yes** | **No** |
| Are any threatened, endangered or proposed species likely present in the project area? |  |  |
| Is any designated or proposed critical habitat present in the project area? |  |  |
| Is suitable habitat for threatened, endangered or proposed species present in the project area? |  |  |
| *If a "Yes" answer is given for any of the questions above, include a brief additional evaluation summary for each applicable species along with a determination of effects for each species addressed.*  |
| **Additional ESA Species Evaluation included in Section 10?** |  |  |
| **5. ESA-PROTECTED SPECIES & HABITAT (Continued)** |
| **Determination of Effects** | **Mark One**  |
| 1. No effect to species or critical habitat. |  |
| 2. May affect, but is not likely to adversely affect species or critical habitat. |  |
| 3. May affect, and is likely to adversely affect species or critical habitat. |  |
| *Coordinate with the ADOT biologist if any commitments are required to protect ESA species or habitat, or if any “may affect" determinations are anticipated, as a Biological Evaluation may be required.*  |

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| **6. OTHER SPECIAL STATUS SPECIES/RESOURCES** |
| Does the project have the potential to impact: | **Yes** | **No** | **NA** |
| ESA Candidate Species or other species under review for ESA listing? |  |  |  |
| ESA Candidate Conservation Agreement species? |  |  |  |
| Bald and/or golden eagles as protected by the BGEPA? |  |  |  |
| Agency special status or sensitive species (USFS, BLM, Tribal, etc.)? *(Only applies if the project is on the agency’s land and the agency requested evaluation of those species)* |  |  |  |
| USFS only: Management Indicator Species – Change in population or trend? |  |  |  |
| Migratory birds, nests, or eggs as protected by the MBTA? |  |  |  |
| Native plants protected by the [Arizona Native Plant Law](https://agriculture.az.gov/plantsproduce/native-plants)? *(Non-tribal lands only)* |  |  |  |
| Potential for Bat Roosts? Day, Night, Maternity?  |  |  |  |
| Are commitments included to protect other state sensitive species (*e.g.* SGCN Tier 1a)? |  |  |  |
| Are invasive species from the [ADOT list](https://www.azdot.gov/docs/business/adot-invasive-noxious-plant-species-list-for-construction-projects.pdf) found in the project area? |  |  |  |
| *If a "Yes" answer is given for any of the questions above, include a brief additional evaluation summary and determination of impacts (as applicable) for each species/resource. Include any necessary commitments in the Environmental Commitments section.*  |
| **Additional Special Status Species Evaluation included in Section 10?** |  |  |  |
| **7. ENVIRONMENTAL COMMITMENTS** |
|  *Include all biological environmental commitments here and list commitments in bullet form by responsibility, e.g., District Responsibility, Contractor Responsibility, etc.). If no commitments, use “NA”.****All biological environmental commitments must be approved by the ADOT biologist and NEPA planner PRIOR to biology document submittal to the ADOT District or any external agencies.*** *[Delete purple text before submitting document.]* |

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| **8. SIGNATURES** |
| Prepared BySignature |  |  |  |  |
| Typed Name:  | Date |
| Title, Firm:  |
| Reviewed BySignature |  |  |  |  |
| Typed Name:  | Date |
| Title, Firm:  |
| **9. ATTACHMENTS (Mark all that apply)** |
|  | State and Project Location Maps  |
|  | USFWS IPaC Results |
|  | AGFD On-Line Environmental Review Tool Results |
|  | Agency Correspondence (Letters, E-mails, Phone Records, etc.) |
|  | Other (List): *Additional maps, plans or photographs (only as necessary)* |
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| **10. ADDITIONAL TEXT (Only if needed; specify the section it applies to; continue to extra page if needed)** |
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