

Environmental Review Tracking Solution (ERTS)

Quick Start Guide for Lead Reviewers

ERTS Home: <https://irma.nps.gov/Erts/Home/MyErs>

Your Assigned Reviews

When you open the ERTS home page, you will see the **My ERs** view, which shows your active assigned reviews. If your name appears in the **Lead Rev** column, you are the Lead Reviewer. If not, you are a Reviewer. To view all active reviews, use the **Home** drop-down menu and click **All Open ERs**.

ERTS
Environmental Review Tracking Solution
Part of IRMA

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Search Reports Contact Us Help ER-00/0000X Search

IRMA Portal
My ERs
All Open ERs

ETest@nps.gov

My ERs
My Open ERs Export

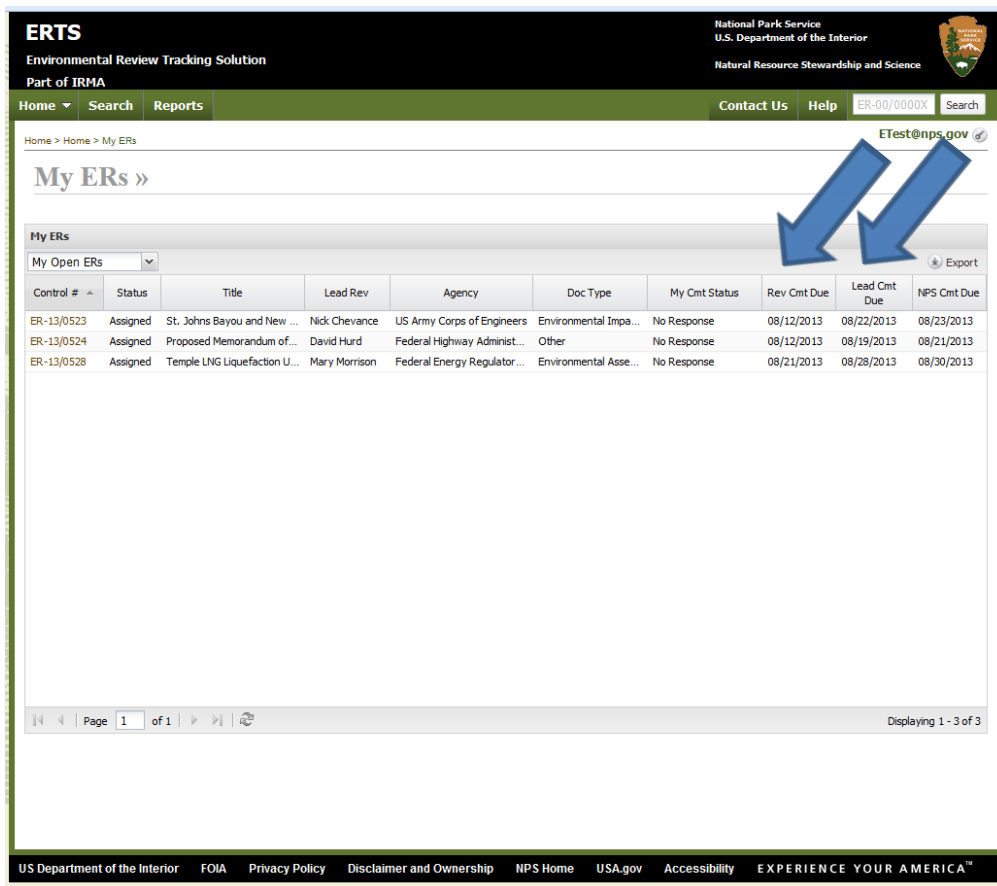
Control #	Status	Title	Lead Rev	Agency	Doc Type	My Cmt Status	Rev Cmt Due	Lead Cmt Due	NPS Cmt Due
ER-13/0523	Assigned	St. Johns Bayou and New ...	Nick Chevance	US Army Corps of Engineers	Environmental Impa...	No Response	08/12/2013	08/22/2013	08/23/2013
ER-13/0524	Assigned	Proposed Memorandum of ...	David Hurd	Federal Highway Administ...	Other	No Response	08/12/2013	08/19/2013	08/21/2013
ER-13/0528	Assigned	Temple LNG Liquefaction U...	Mary Morrison	Federal Energy Regulator...	Environmental Asse...	No Response	08/21/2013	08/28/2013	08/30/2013

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Due Dates for Assigned Reviews

The date that the consolidated NPS comment response is due appears in the **Lead Cmt Due** column. This is the date by which you as Lead Reviewer will upload the finalized NPS comment to ERTS. The **Rev Cmt Due** column shows the date by which Reviewers need to enter their individual comments. You can sort the review records listed under **My ERs** by clicking on any of the columns.



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Home > Home > My ERs

My ERs »

My ERs

My Open ERs

Export

Control #	Status	Title	Lead Rev	Agency	Doc Type	My Cmt Status	Rev Cmt Due	Lead Cmt Due	NPS Cmt Due
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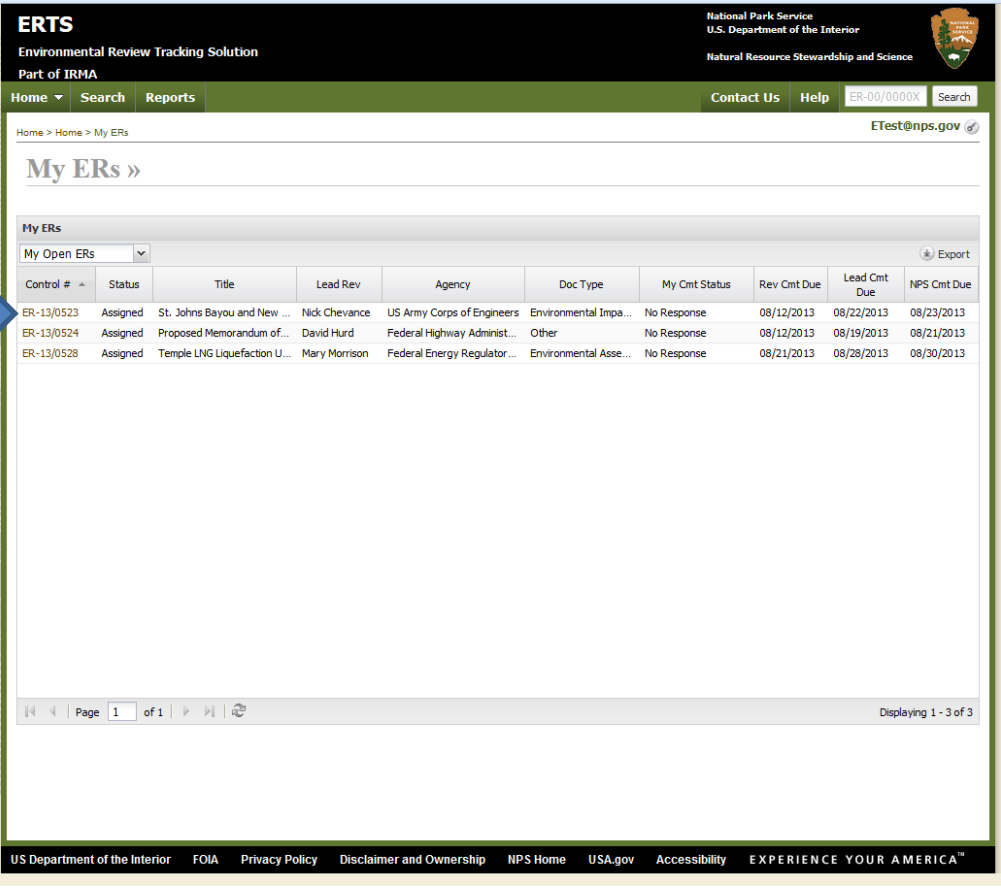
Displaying 1 - 3 of 3

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Review Project Pages

Opening a Review's Project Page

To open a review's project page, click on the review's **Control #**. This will open a new page with information for that review project. This is also where you will upload consolidated NPS comments on the review document.



The screenshot displays the ERTS (Environmental Review Tracking Solution) interface, which is part of IRMA. The header includes the National Park Service logo and the text "National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science". The main navigation bar contains links for Home, Search, Reports, Contact Us, and Help. A search bar is visible with the text "ER-00/0000X" and a "Search" button. The user's email address "ETest@nps.gov" is displayed in the top right corner.

The main content area is titled "My ERs" and features a dropdown menu for "My Open ERs". Below this is a table with the following columns: Control #, Status, Title, Lead Rev, Agency, Doc Type, My Cmt Status, Rev Cmt Due, Lead Cmt Due, and NPS Cmt Due. A blue arrow points to the "Control #" column, specifically to the value "ER-13/0523".

Control #	Status	Title	Lead Rev	Agency	Doc Type	My Cmt Status	Rev Cmt Due	Lead Cmt Due	NPS Cmt Due
ER-13/0523	Assigned	St. Johns Bayou and New ...	Nick Chevance	US Army Corps of Engineers	Environmental Impa...	No Response	08/12/2013	08/22/2013	08/23/2013
ER-13/0524	Assigned	Proposed Memorandum of...	David Hurd	Federal Highway Administ...	Other	No Response	08/12/2013	08/19/2013	08/21/2013
ER-13/0528	Assigned	Temple LNG Liquefaction U...	Mary Morrison	Federal Energy Regulator...	Environmental Asse...	No Response	08/21/2013	08/28/2013	08/30/2013

At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 - 3 of 3". The footer contains links for US Department of the Interior, FOIA, Privacy Policy, Disclaimer and Ownership, NPS Home, USA.gov, Accessibility, and the slogan "EXPERIENCE YOUR AMERICA™".

Viewing Detailed Project Information

Project information is displayed across a series of tabs. The first tab is **Project/Document Info**. Look here for basic information on the review.

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Home Search Reports Contact Us Help ER-00/0000X Search

ETest@nps.gov

Edit ER: ER-13/0523

Draft → **Assigned** → Validation → Submitted → Complete

Title: St. Johns Bayou and New Madrid Floodway Project
Lead Reviewer: Nick Chevance
Reviewer Comments Due: 8/12/2013
Lead Comments Due: 8/22/2013
NPS Comments Due: 8/23/2013

Project/Document Info | Attachments/Links | Routing | Reviewers | My Comments | NPS Comments | DOI Comments | ER Tracking

Source: ER / 13 / 0523 / Auto Generate Validate Unique
ER Coordinator: Ellen Singleton
OEPC Memo Date: 07/26/2013
Title: St. Johns Bayou and New Madrid Floodway Project
Document Type: Environmental Impact Statement, Draft
Agency: US Army Corps of Engineers
Primary Project Type: Flood Mitigation
Second Project Type:

This information appears on every tab

The second tab is **Attachment/Links**. Look here for review documents, supplementary information, and records for related reviews.



The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Project/Document Info, **Attachments/Links**, Routing, Reviewers, My Comments, NPS Comments, DOI Comments, and ER Tracking. The **Attachments/Links** tab is selected and highlighted. Below the tabs, the interface is divided into three main sections: Attachments, Web Links, and Related ERs.

Attachments

Type	Title	Description
OEPC Memo	ER-13/0523	

Web Links

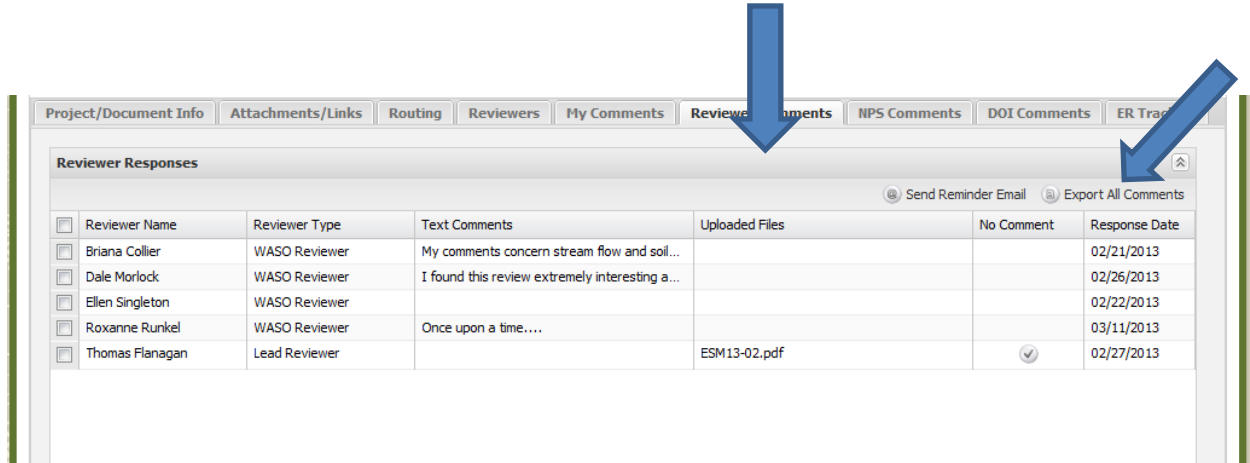
Type	Link	Description
Review Document	http://www.mvm.usace.army.mil/Missions/Project...	DEIS

Related ERs

Control #	Title	Primary Project Type	Status	Document Type	NPS Final Comment?	Relationship Rationale
ER-10/0323	Mississippi River & Tributaries, St. Jo...	Water Project	Complete	Environmental Impac...	N/A	NOI

Retrieving Reviewer Comments

To collect and export comments entered by Reviewers, go to the **Reviewer Comments** tab. Click on **Export All Comments**. This will export all comments in a zipped file. The zipped file will include a single Word document containing all Text Comments and individual Uploaded Files.



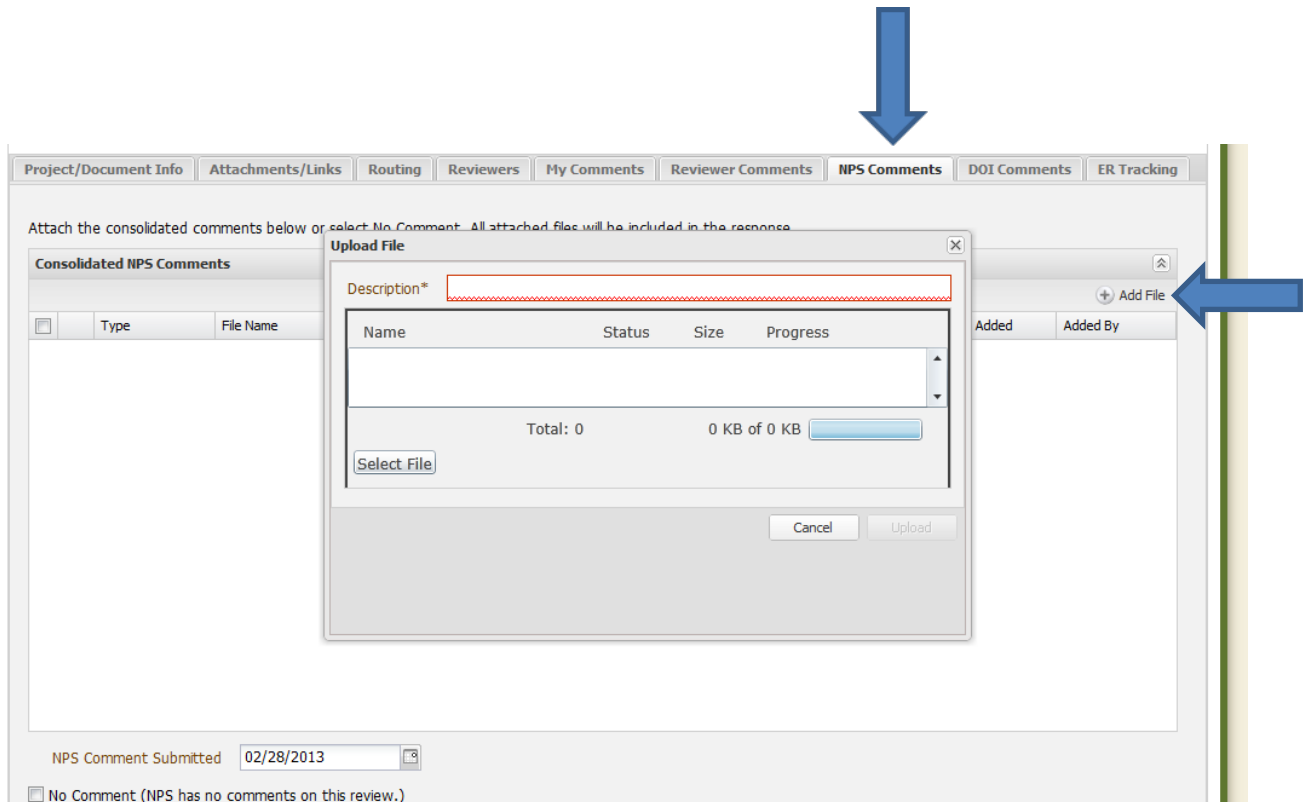
The screenshot shows a web application interface with a top navigation bar containing tabs: Project/Document Info, Attachments/Links, Routing, Reviewers, My Comments, Reviewer Comments, NPS Comments, DOI Comments, and ER Trans. The 'Reviewer Comments' tab is selected. Below the tabs is a section titled 'Reviewer Responses' with a sub-header 'Send Reminder Email Export All Comments'. A table lists reviewer comments with columns: Reviewer Name, Reviewer Type, Text Comments, Uploaded Files, No Comment, and Response Date. Two blue arrows are overlaid on the image: one points to the 'Reviewer Comments' tab, and the other points to the 'Export All Comments' button.

☐	Reviewer Name	Reviewer Type	Text Comments	Uploaded Files	No Comment	Response Date
☐	Briana Collier	WASO Reviewer	My comments concern stream flow and soil...			02/21/2013
☐	Dale Morlock	WASO Reviewer	I found this review extremely interesting a...			02/26/2013
☐	Ellen Singleton	WASO Reviewer				02/22/2013
☐	Roxanne Runkel	WASO Reviewer	Once upon a time....			03/11/2013
☐	Thomas Flanagan	Lead Reviewer		ESM13-02.pdf	☒	02/27/2013

Consolidated NPS Comments

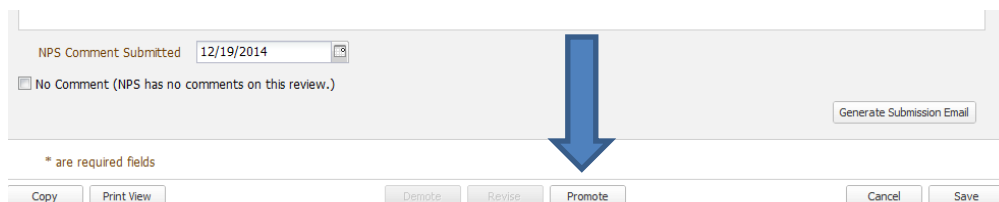
To enter consolidated NPS comments, go the **NPS Comments** tab. You can either upload a file containing the finalized NPS comment letter or indicate that the NPS has no comments on the review.

To upload a comment, click on the **Add File** button. In the pop-up window, enter a description in the **Description** field, click **Select File**, browse to the file and click **Upload**. Then click **Save**. Repeat this process as needed to upload additional files.



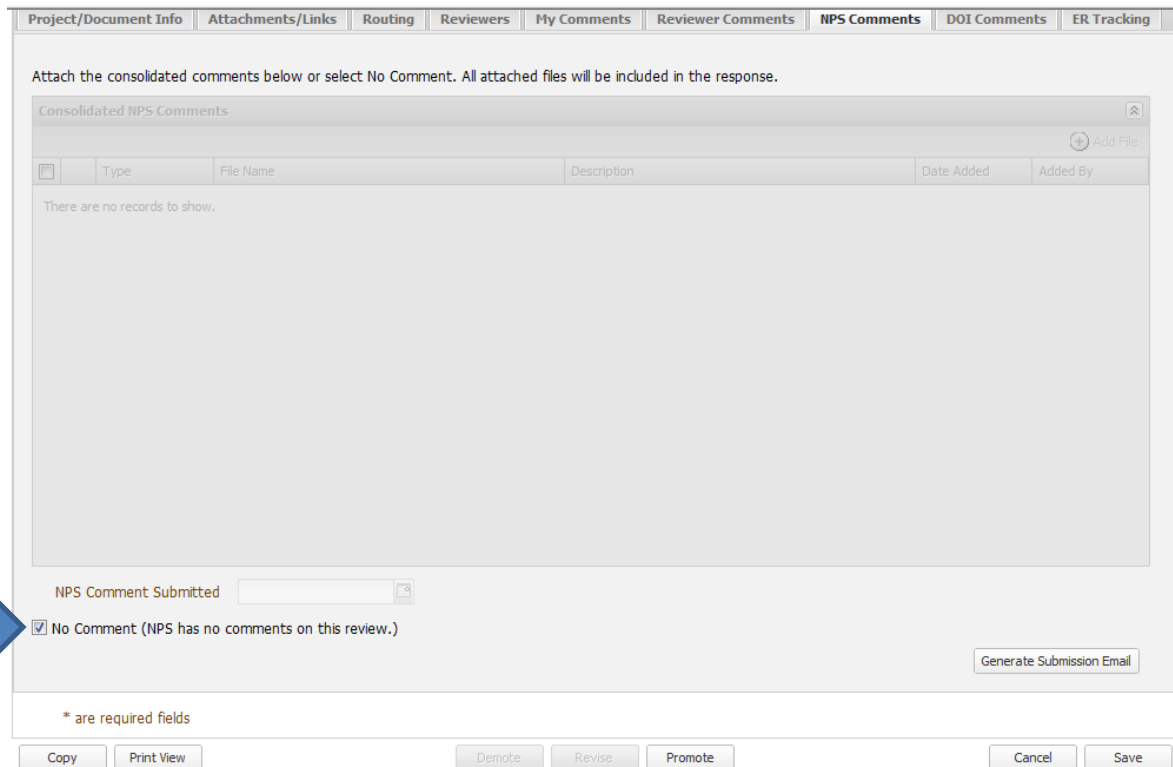
The screenshot shows the 'NPS Comments' tab in a software interface. A blue arrow points down to the 'NPS Comments' tab. Another blue arrow points right to the 'Add File' button. An 'Upload File' dialog box is open, showing a 'Description*' field, a table with columns 'Name', 'Status', 'Size', and 'Progress', and a 'Select File' button. The dialog also shows 'Total: 0' and '0 KB of 0 KB'. The background interface includes tabs for 'Project/Document Info', 'Attachments/Links', 'Routing', 'Reviewers', 'My Comments', 'Reviewer Comments', 'NPS Comments', 'DOI Comments', and 'ER Tracking'. Below the tabs, there is a section for 'Consolidated NPS Comments' with a table for 'Type' and 'File Name'. At the bottom, there is a date field for 'NPS Comment Submitted' set to '02/28/2013' and a checkbox for 'No Comment (NPS has no comments on this review.)'.

After you have uploaded all files and saved, click on the **Promote** button to move the review from the Assigned to the Validation state. This completes your work as Lead Reviewer for this review.



The screenshot shows the bottom section of the 'NPS Comments' tab. It includes a date field for 'NPS Comment Submitted' set to '12/19/2014' and a checkbox for 'No Comment (NPS has no comments on this review.)'. A blue arrow points down to the 'Promote' button. Other buttons visible are 'Copy', 'Print View', 'Demote', 'Revise', 'Generate Submission Email', 'Cancel', and 'Save'. A note at the bottom left states '* are required fields'.

If the NPS has no comments on the review, click the **No Comment (NPS has no comment on this review)** box and then click **Save**. Click the **Promote** button to move the review from the Assigned to the Validation state. This completes your work as Lead Reviewer for this review.



Project/Document Info | Attachments/Links | Routing | Reviewers | My Comments | Reviewer Comments | **NPS Comments** | DOI Comments | ER Tracking

Attach the consolidated comments below or select No Comment. All attached files will be included in the response.

Consolidated NPS Comments

Type

File Name

Description

Date Added

Added By

There are no records to show.

NPS Comment Submitted

☒ No Comment (NPS has no comments on this review.)

Generate Submission Email

* are required fields

Copy | Print View | Demote | Revise | **Promote** | Cancel | Save