USFWS Project Review Submission Guidance for projects in Tennessee
Tennessee Ecological Services Field Office

If this is a project review request, please follow the steps below to ensure your project is entered into the queue. All project reviews now **require project proponents to Request an Official Species List from the IPaC system.**

We strive to be completely paperless and no longer welcome mail-in/hardcopy project review packages. If your information is >25MB per email, please coordinate with our office directly @ 931-214-3215.

Step-by-Step Guidance for Developing a Project Review for ESA, Section 7
Tennessee Ecological Services Field Office (TNFO)
September, 2022

1. Go to the TNFO website to understand how to develop a Project Review Package @ https://www.fws.gov/office/tennessee-ecological-services > Project Review .
2. You must create an account @ **login.gov**. The Service requires it to utilize the full features of IPaC. Login.gov is a secure sign in service used by the public to login to government agency applications like the IPaC secure system.
3. Go to https://ipac.ecosphere.fws.gov. An account is required to define a project or request an official species list (and obtain a list of migratory birds and other important habitat information). This is necessary to keep your projects secure. Other benefits include easier access to a list of your projects, improved project sharing, and a profile to pre-fill forms. You can use your Login.gov profile as your IPaC login. You will fill in your IPaC information before submitting an official request and you can check the box to save the information to your profile.
4. You should LOG IN and LOG IN WITH LOGIN.GOV. Then, GET STARTED.
5. The following set of video links walk through how to use the features in IPaC:
   - **Request an Official Species List:** https://www.youtube.com/watch?v=ylgS_UeNws4
   - Determination Key demo: https://www.youtube.com/watch?v=QkamFZK8EfU
   - IPaC Extended Overview:https://www.youtube.com/watch?v=8WAbubFKyFY
6. **The primary tool that is required to initiate a project review is to REQUEST AN OFFICIAL SPECIES LIST** by going through the IPaC steps to the point of the actually selecting the link to submit the request. Then choose to Exit. We do not recommend using the Project Review consultation package builder (for Biological Assessment/Evaluations) at this time.
7. Your official species list will be in your project documents. Open the species list to obtain the **PROJECT CODE and PROJECT NAME**. These two elements must be referenced in your project review package that you will submit to the TNFO. Also download the species list and include it in the package.
8. Instantaneously, the project record will appear in our ECOSphere records system. In order to easily associate your project review package with the right record, you must include the PROJECT CODE and PROJECT NAME along with an adequate project description in the transmittal email to the TNFO @ tennesseeES@fws.gov .