



## FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## **DESK REFERENCE GUIDE**

SUBJECT: Add a New Project (Off Airport)

\*You are required to have a registered e-filing account

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iOE/AAA® Internet Obstruction Evaluation / Airport Airspace Analysis





If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration for your project.

## This desk reference guide (DRG) addresses e-filing of off airport projects for Wind Turbine and Met Towers with the following eligible Structure Types:

- Lighting Study for Met Tower
- Lighting Study for Wind Turbine
- Met Tower
- Wind Turbine

**Note:** If your structure type is not eligible to use this feature:

- Refer to the Add New **Project** (Off Airport) DRG
  or
- the Add New Case (Off Airport) DRG

The OE/AAA electronic filing (e-file) system allows you to:

- Submit FAA Forms 7460-1 via an electronic data screen.
- Generate maps directly from your account to be submitted electronically with your filing.
- Track the status of your cases while their going through the study process.

## From your OE/AAA Portal Page you have:

- Instant access to your determinations, requests for additional information, etc... as they are issued by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

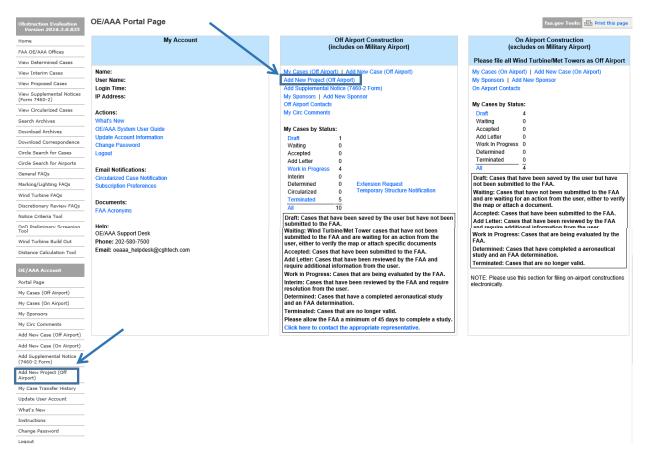




## Create a New Project

To create a new Project, click the **Add New Project (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

## Click to open Add New Project (Off Airport)



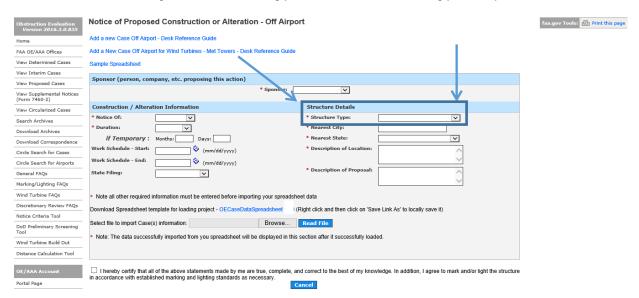




#### Notice of Proposed Construction or Alteration - Off Airport

## Add New Project (Off Airport)

In the **Structure Details** section, **verify your structure type is eligible** to use of this feature; locate your structure type in the Structure Type dropdown menu.



- Download the Spreadsheet template (OECaseDataSpreadsheet) to upload your project.
  - a. **Download** and **Save** the spreadsheet template locally to your computer:
    - i. Right click; then, click 'Save target As'
  - b. The template contains 2 tabs, Instructions and Data Sheet.





## OECaseDataSpreadsheet

## (Instructions)

1		Instructions for preparing	your spreadsheet for import to Add a New Project (Off Airport) via the FAA's OEAAA E-filing System		
	Select t	he Data Sheet tab at the bo	ttom of this workbook and enter the case data information to complete your filing with the FAA using the		
2	Import	Spreadsheet function as sp	ecified below. Your imported data must not exceed 250 rows:		
3					
4	Column	Case Data	Instructions to compete this Data entry	Alert	Constraint
	Α				Limit to 40 Characters alpha and/or
5		Structure Name	Enter a unique name for each point in your project submission	DO NOT LEAVE BLANK	numeric only
	В		Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as		
			degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format		Must be positive integer. 2 digit-2 digit-4
6		Latitude (DD-MM-SS.SS)	specifically your import will fail to load your project	DO NOT LEAVE BLANK	digit (2 digit decimal 2 digit)
	С		Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as		
			degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format		Must be positive integer. Up to 3 digits-2
7		Longitude (DD-MM-SS.SS)	specifically your import will fail to load your project	DO NOT LEAVE BLANK	digit-4 digit (2 digit decimal 2 digit)
	D		Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the		
8		Site Elevation	nearest foot. This data should match the ground contour elevations for the site	DO NOT LEAVE BLANK	Must be positive integer. No decimals
	E		Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The		
			structure height includes anything mounted on top of the structure such as antennas, lightning rods,		
9		Structure Height (AGL)	obstruction lights etc	DO NOT LEAVE BLANK	Must be positive integer. No decimals
	F		Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking		
			and Lighting is recommended when determining the proper way to light/mark objects affecting navigable		Must copy exactly one of the choices
10		Requested M&L	airspace	DO NOT LEAVE BLANK	below
	G		If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the		
	< - >	Instructions Data	Sheet ⊕ : ◀		



2. Prepare your spreadsheet (based on the Instructions tab).

#### Instructions

Instructions for preparing your spreadsheet for import to the FAA's OEAAA E-filing System via the Add a New Project (Off Airport) feature.

Column	Case Data	Instructions to compete this Data entry	Alert	Constraint
A	Structure Name	Enter a unique name for <u>each point</u> in your project submission	DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
В	Latitude (DD-MM-SS.SS)	Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)





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		Note: If you do not follow this format		
		specifically your import will fail to load your		
		project		
С	Longitude	Longitude must be in NAD83, numeric,	DO NOT	Must be positive
	(DD-MM-SS.SS)	separated by hyphen and must be entered in	LEAVE	numbers. Up to 3
		whole numbers as degrees, minutes and	BLANK	digits-2 digit-4 digit (2
		seconds to the hundredth of a second.		digit decimal 2 digit)
		Note: If you do not follow this format		
		specifically your import will fail to load your		
		project		
D	Site Elevation	Enter the site elevation as a number only	DO NOT	Must be a positive
		above mean sea level expressed in whole feet	LEAVE	number. No decimals
		rounded to the nearest foot. This data should	BLANK	
		match the ground contour elevations for the		
		site		
E	Structure Height	Enter the structure height above ground level	DO NOT	Must be a positive
	(AGL)	(AGL) in whole feet rounded to the next	LEAVE	number. No decimals
		highest foot. The structure height includes	BLANK	
		anything mounted on top of the structure such		
		as antennas, lightning rods, obstruction lights		
		etc.		
F	Requested M&L	Enter the type desired (*see options below).	DO NOT	Must copy exactly one
		The FAA Advisory Circular 70/7460-1-	LEAVE	of the choices below
		Obstruction Marking and Lighting is	BLANK	
		recommended when determining the proper		
		way to light/mark objects affecting navigable		
		airspace		
G	Current	If the structure is existing, enter the current	MAY BE	Data enter must copy
	Marking/Lighting	Marking/Lighting. Note: if during import	LEFT BLANK	exactly one of the
		validation the Notice Of Construction you		choices below or leave
		entered is not Alteration or Existing, this field		blank
	1			





	T			
		will be 'N/A Proposed Structure' when you		
		submit your project to the FAA		
Н	Prior ASN	If an FAA aeronautical study was previously	MAY BE	Must use the
		conducted, enter the prior Aeronautical Study	LEFT BLANK	following format: 4
		Number. Note: if during import validation the		digit year-3 Letter
		Prior ASN you entered is found to be invalid,		Region Code-1-6 digit
		this field will be blank when you submit your		case number-OE.
		project to the FAA		(**See region codes
				below) or leave blank
1	Current AGL	Required for structures being e-filed as existing	IF YOU	Must be a positive
		or alteration. Note: if during import validation	SELECTED	number. No decimals
		the Notice Of Construction you entered is not	NOTICE OF	
		Alteration or Existing, this field will be blank	ALTERATION	
		when you submit your project to the FAA	OR	
			EXISTING	
			DO NOT	
			LEAVE	
			BLANK	

## \*Requested Marking/Lighting Options acceptable for spreadsheet import:

- None
- Red Lights
- Red Lights and paint
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only





# \*Requested Marking/Lighting Options acceptable for spreadsheet import (continued):

- Dual medium catenary
- Dual high caternary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night

## \*\*3 Letter Region Code

- WTE
- WTW

## 3. Complete your spreadsheet (based on the Instructions tab)

**Example Spreadsheet** 

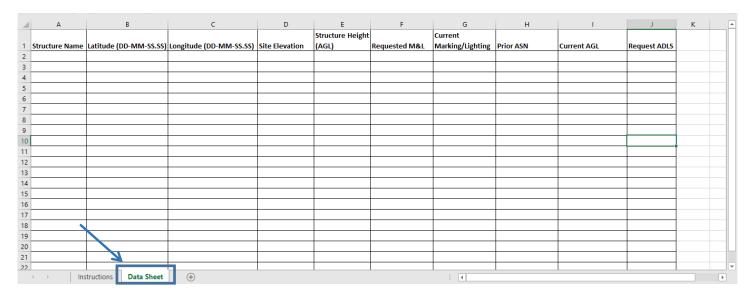
Structure Name	Latitude (DD-MM-SS.SS)	Longitude (DD-MM-SS.SS)	Site Elevation	Structure Height (AGL)	Requested M&L	Current Marking/Lighting	Prior ASN	Current AGL	Request ADLS
Example1	38-54-25.89	77-02-12.73	50		White-high intensity	Red Lights	2015-WTW-1234-0E		Yes
Example2	34-03-08.04	118-14-37.26	76	560	None	N/A Proposed			7
Example3	39-44-21.24	104-59-24.90	300	77	Red Lights and paint	1177			





#### **OECaseDataSpreadsheet**

#### (Data Sheet)



- 4. Select the **Data Sheet tab** at the bottom of the workbook
  - i. Enter your case data information
    - 1. Note: Data can't exceed 250 rows
  - ii. Save the finished spreadsheet to your computer.
- 5. Go back to the Add New Project (Off Airport) screen
  - a. Add the required information.
    - i. Note: Must be entered before importing your spreadsheet data.



Sponsor cannot be blank.

Notice Of cannot be blank.

Duration cannot be blank.

Structure Type cannot be blank.

Nearest City cannot be blank.

Nearest State cannot be blank.

Description of Location cannot be blank.

Description of Proposal cannot be blank.

Important: All required fields (indicated with an asterisk \*) must be complete to successfully save your project. Missing data will result in a warning message identifying the missing required information.

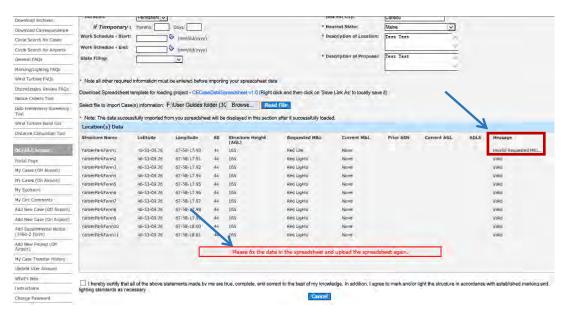




- 6. Click **Browse** to select your saved spreadsheet for upload.
- 7. Click the "Read File" button to validate your spreadsheet data.
  - a. If any imported data is Invalid,
    - ii. Update your saved spreadsheet.
      - 1. Note: Don't cancel out of your "Add New Project (Off Airport)" screen.
        - a. If you do, your data will need to be re-accomplished after spreadsheet update.
    - iii. Return to the Add New Project (Off Airport) screen.
    - iv. Click **Browse** to select your <u>updated</u> spreadsheet for upload.
    - v. Click the "Read File" button to validate your spreadsheet data.
      - 1. **If any data is Invalid**, repeat **step 5** until all spreadsheet data is valid.

## Add New Project (Off Airport) screen

## Example of invalid spreadsheet data





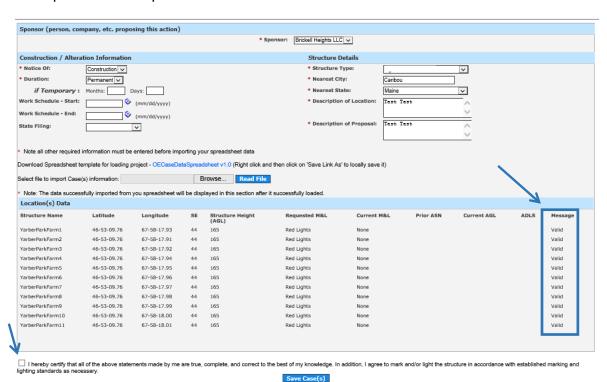


#### b. If all imported data is Valid,

- i. A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.
- ii. Check the data certification and Save button.

## Add New Project (Off Airport) screen

## Example of valid spreadsheet data



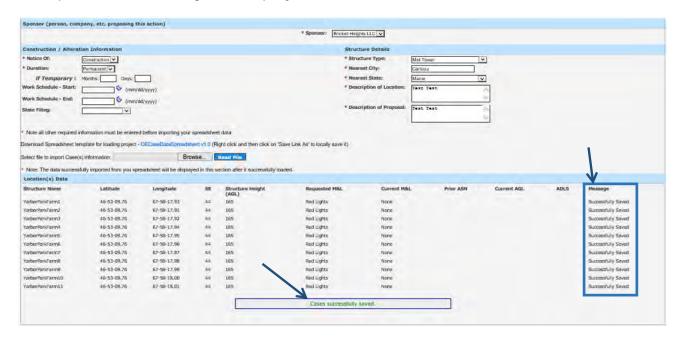
**Project draft cases** are created in your account, after the imported project data, and the required data fields of the Add New Project (Off Airport) form, have been certified and successfully saved.



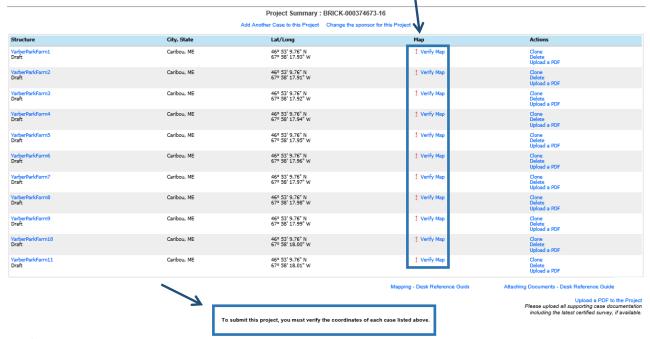


## Add New Project (Off Airport) screen

## Example of successfully saved project drafts



The Map Verification screen displays all draft project cases created, which require Map verification before submission.



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## Select the link labeled Verify Map to

- verify the coordinate location for each project case (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).

**Note:** Once a map is verified, if you return to the saved Off Airport data entry draft, and re-certify, and again save the data, you'll be required to re-verify the map location prior to submission to the FAA. If you return to the saved Off Airport data entry draft [view data], but cancel, (does not re-certify the entered data), you won't be required to re-verify the Map.

When the last listed map in a project on the Map Verification screen is verified, the *Project Summary screen* will be displayed.

For Off Airport (OE) external projects with three (3) or more records that have Structure Type Wind Turbine, Met Tower or any combination of the two, document types labeled "Project Layout map", "Spreadsheet" are required, "WT Data File" is optional.

## Submit to FAA

Note: Before submitting your project to the FAA, determine if you need to use the Upload, Clone or Delete features.

Once all project case maps have been verified and required documents (labeled "Project Layout map" and "Spreadsheet") are uploaded, you may submit your project to the FAA.

- The [Submit] button will appear on the Project Summary screen to allow you to submit the project to the FAA.
- If you've provided all the information about your project, select the [Submit] button.



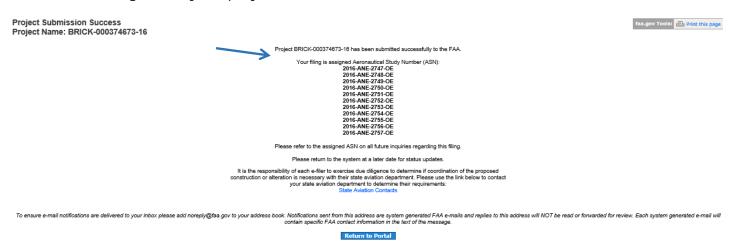




This will take you to the Confirm Project Submission screen. Confirm you want to submit your project and associated cases to the FAA.

Select the [I Confirm] button to submit the project to the FAA.

Upon OE/AAA confirmation of your project submission, aeronautical study numbers will be assigned to your project cases.



Please return to the system at a later date for status updates.