

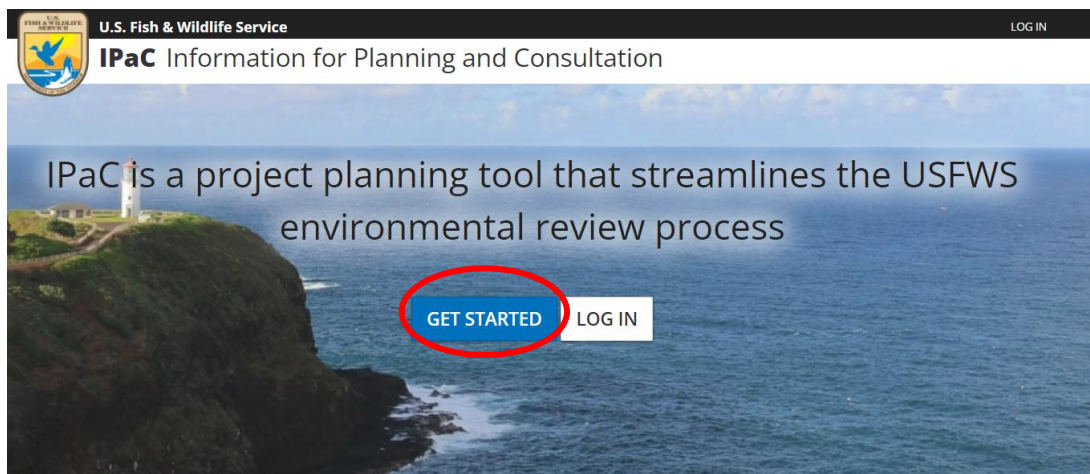


## Steps to Request an Official Species List

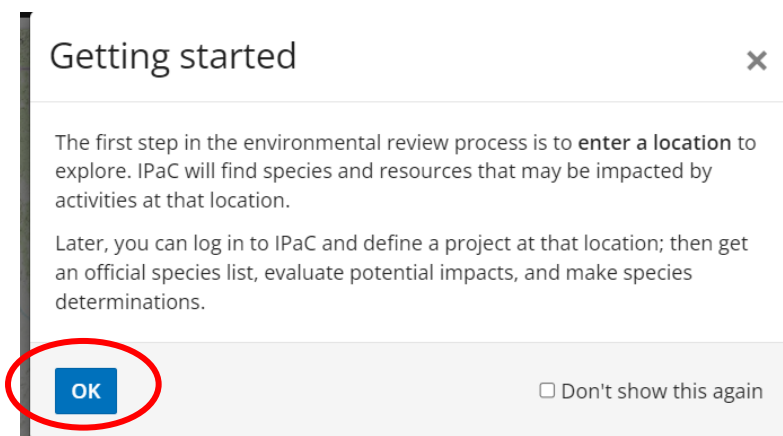
All projects must request an Official Species List through [USFWS' IPaC](#) (Information for Planning and Conservation) project planning tool to comply with 50 CFR Part 402.

### To Request an Official Species List: Use the [USFWS IPaC Tool](#).

**STEP 1:** Once on the [IPaC website](#), select the **Get Started** button.



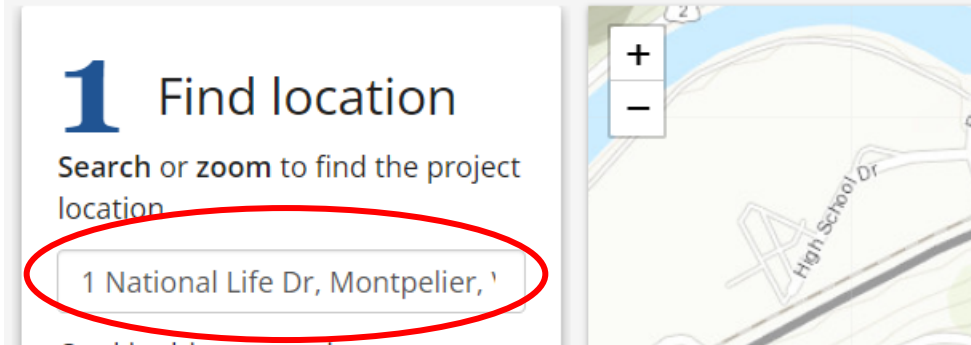
**STEP 2:** The following dialogue box will appear, select **“Ok”**.



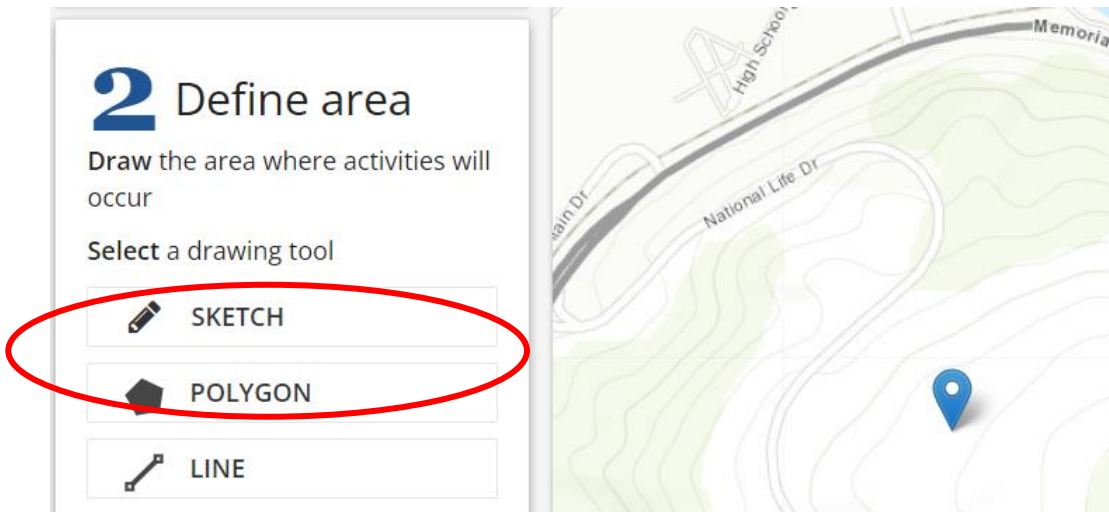


**STEP 3: In the upper right-hand corner, enter the project location/address.**

### IPaC Information for Planning and Consultation



**STEP 4: Hit enter and the project location will populate. You may need to zoom in to see your project location. Next, select Sketch or Polygon to begin drawing the Project Area/Project Boundary.**





## STEP 5: The Polygon feature is depicted below. Double-click or select Finished Drawing when finished outlining the project area.

### 2 Define area

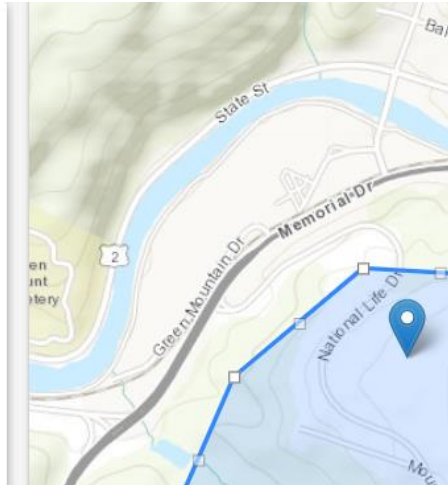
Draw the area where activities will occur

Click finished drawing when done drawing the polygon

AREA: 128.76 acres

**FINISHED DRAWING**

UNDO LAST POINT



## STEP 6: Confirm that the project area is correct. If it is correct, select Continue.

### 3 Confirm

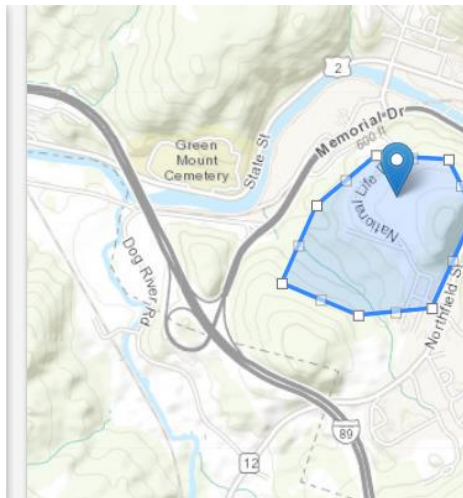
Verify the area where project activities will occur

Modify the shape by clicking and dragging the vertices or clicking on a solid vertex to remove it

AREA: 128.76 acres

**CONTINUE**

START OVER





## STEP 7: A new page will populate, as shown below. Select the Define Project button.

**Resources**

ENDANGERED SPECIES	2
BALD & GOLDEN EAGLES	2
MIGRATORY BIRDS	12
FACILITIES	
WETLANDS	✓

PRINT RESOURCE LIST

**What's next?**  
Define a project at this location to evaluate potential impacts, get an official species list, and make species determinations.

**DEFINE PROJECT**

### Endangered species

Listed species and their critical habitats are managed by the [Ecological Services Program](#) of the and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on th Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).

Additional information on endangered species data is provided [below](#).

The following species are potentially affected by activities in this location:

THUMBNAILS LIST

### Mammals

Endangered

**STEP 8: The following dialogue box will appear prompting you to log-in or create an account; select whichever option is applicable for you. Note: Accounts can be created with ANY e-mail address, not just Google and Bison.**

**STEP 9: Once logged in, you will be prompted to provide a Project Name. Once complete, select the Save button.**

## Define project

Define a project at this location to evaluate potential impacts, get an official species li: and make species determinations.

Project name

Sample Project

Project description

Describe the location, size, scope, and timing of this project.

Add in a project description reflecting project activities. OPTIONAL


SAVE CANCEL



## STEP 10: A new page will populate, as shown below. Select the Request Species List button.

### Sample Project

Add in a project description reflecting project activities.



LOCATION Washington County, Vermont  
CREATED January 29, 2024

1 MEMBER 1 DOCUMENT

#### What's next?

ESA REVIEW  
Review this project's effects on listed species pursuant to the Endangered Species Act (ESA), as part of the overall regulatory review.

**START REVIEW**

SPECIES LIST  
Requesting an official species list is now part of IPaC's ESA Review.

**REQUEST SPECIES LIST**

## STEP 11: The following dialogue box will appear. Select the Yes, Request a Species List button.

### Endangered Species Act Review

[← BACK](#) [EXIT REVIEW](#)

- 1 Request an official species list
- 2 Evaluate Determination Keys
- 3 Analyze project (optional)
- 4 Download documentation

#### Step 1: Request an official species list

An official species list is a letter from the local U.S. Fish and Wildlife Service field office that assists in the evaluation of potential impacts of your project. It includes a list of species that should be considered under [Section 7](#) of the Endangered Species Act, a project tracking number, and other pertinent information from the field office.

#### Does this project require an official species list?

Federal agencies are required to "request of the Secretary of Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action" ([Section 7](#) of the Endangered Species Act).

This requirement applies to projects that are **conducted, permitted, funded, or licensed** by any Federal agency.

NOTE: Generating an official species list does not start the consultation clock for a project.

**YES, REQUEST A SPECIES LIST** SKIP / DOES NOT APPLY



## STEP 12: Fill out the required contact and project information. At the bottom of the page, select Submit Official Species List Request.

Enter your work contact information

Please provide your work contact information only. Personal information **should not** be provided.

Full name

NAME

Street address

1 National Life Drive

Davis Building

OPTIONAL

City

Montpelier

State

VT

Enter your project information

Project name

Sample Project

Project description

Add in a project description reflecting project activities.

Select your project type

Select the broad category or "purpose" for doing the work (e.g., housing, transportation, etc.) that is most applicable to your project. Details about on-the-ground activities should be provided in the project description box.

REQUIRED

**SUBMIT OFFICIAL SPECIES LIST REQUEST**

## STEP 13: The following will populate, select the Species List: New England Ecological Field Office link.



### Species list request complete

This species list was generated less than a minute ago. Species lists are considered valid for 90 days.

An official species list has been generated for the following office.



[Species List: New England Ecological Services Field Office](#)

This document is also available on the [Documents](#) page.



**STEP 14: A new page will populate, as shown below. Save this document as a PDF and upload it to the Endangered Species section of the Supporting Documentation page under your Environmental Review in GEARS.**



**United States Department of the Interior**

FISH AND WILDLIFE SERVICE  
 New England Ecological Services Field Office  
 70 Commercial Street, Suite 300  
 Concord, NH 03301-5094  
 Phone: (603) 223-2541 Fax: (603) 223-0104



In Reply Refer To:  
 Project Code: 2024-0042013  
 Project Name: Sample Project

January 29, 2024

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

*Updated 4/12/2023 - Please review this letter each time you request an Official Species List, we will continue to update it with additional information and links to websites may change.*

**About Official Species Lists**

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Federal and non-Federal project proponents have responsibilities under the Act to consider effects on listed species.

The enclosed species list identifies threatened, endangered, proposed, and candidate species, as

**STEP 15: Scroll down to the page that provides the Endangered Species Act List, shown below.**

**ENDANGERED SPECIES ACT SPECIES**

There is a total of 2 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries<sup>1</sup>, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

**MAMMALS**

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/9045">https://ecos.fws.gov/ecp/species/9045</a>	Endangered



**STEP 16:** In the report, check to see which species were identified as threatened or endangered and if any critical habitats were identified.

**STEP 17:** Visit the U.S. Fish & Wildlife Environmental Conservation Online System (ECOS). Select the Species Search option.

Search for a Species or Federal Register Citation

- [Species Search \(Display species names, along with other selected fields\)](#)

Listed Species Reports

**STEP 18:** Search by species name (common or scientific). The page that populates will provide information on the identified species. Compare the habitat requirement lists on ECOS to the habitat present in the project area. Discuss this in the Endangered Species Act section on the checklist.

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## For Projects with Northern Long-Eared Bat

For most projects in Vermont, the Official Species List will identify the Northern-Long Eared Bat as an Endangered Species. Review the habitat requirements for this species and compare them with the habitat found in the Project Area. The USFWS Habitat Requirements for this particular species can be found [here](#).

ECOS /

### Northern Long-Eared Bat (*Myotis septentrionalis*)

[Range Information](#) | [Candidate Info](#) | [Federal Register](#)  
[Recovery](#) | [Critical Habitat](#) | [SSA](#) | [Conservation Plans](#)  
[Petitions](#) | [Biological Opinions](#) | [Life History](#)

**Taxonomy:** [View taxonomy in ITIS](#)

**Listing Status:** **Endangered**

**Where Listed:** **WHEREVER FOUND**

#### General Information

The northern long-eared bat is a medium-sized bat about 3 to 3.7 inches in length but with a wingspan of 9 to 10 inches. As its name suggests, this bat is distinguished by its long ears, particularly as compared to other bats in its genus, *Myotis*, which are actually bats noted for their small ears (*Myotis* means mouse-eared). The northern long-eared bat is found across much of the eastern and north central United States and all Canadian provinces from the Atlantic coast west to the southern Northwest Territories and eastern British Columbia. The







If there is a potential for the species to be present, please contact the state bat biologist; [Alyssa Bennett](#), of the Agency of Natural Resources, to determine the project's potential impact to this species.

Examples of activities that have potential to impact the Northern Long-Eared Bat:

- Removing trees or structures, like barns or sheds.
- A project area close to any hibernacula, like caves or mines.

If the project does not involve any activities that will potentially impact this species or its habitat, the checklist should state that these activities are not taking place and there is no potential for habitat disturbance or impact to the species. However, if you are unsure, it's always best to contact the Environmental Officer for further guidance.

## Environmental Review Contact Information

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Grace Vinson, Environmental Officer  
Agency of Commerce & Community Development, DHCD  
[grace.vinson@vermont.gov](mailto:grace.vinson@vermont.gov), 802-622-4236

Gretel St. Lawrence, Environmental Specialist  
Agency of Commerce & Community Development, DHCD  
[gretel.stlawrence@vermont.gov](mailto:gretel.stlawrence@vermont.gov), 802-636-7255



State of Vermont, Agency of Commerce & Community Development  
**How to Request an Official Species List from USFWS?**