

Protected Species Survey Reports

Project Development and Environmental Analysis Unit		Approved: June 8, 2009 Version: 1.2
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Purpose

The purpose of this procedure is to outline the information to include in the survey report for protected species. The procedure also includes a general format from which to begin.

Background

Protected species survey reports become a part of the decision-making process for each project. The survey results are reported in the final planning document and, when required, part of the Section 7 Process.

Responsibility

If the Natural Environment Unit Project Management Group (NES-PMG) performs the survey, they will complete the survey report and send a copy to the Project Planning Engineer (PPE). If the Natural Environment Unit Biological Surveys Group performs the survey, they will complete the survey report and send a copy to the NES-PMG, who will forward a copy to the PPE.

Procedures

Procedure 1: General Reporting Instructions.

The following information is required in all survey or screening reports:

- Step 1.** Date the survey or screening was performed.
- Step 2.** Identify the species or organisms surveyed for, and species likely to be found in the area.
- Step 3.** Identify the staff participating in the survey. Include any consultants. If consultants are heading up the survey, they should write up the survey results.
- Step 4.** Include the qualifications of each investigator. This is found on the NES S: drive for NCDOT personnel.

- Step 5.** For mussel surveys include the total person hours of the search effort and linear amount of stream covered (500m). Reporting the hours of the search effort is useful for other surveys as well.
- Step 6.** For plant surveys, describe the corridor that was covered and the person hours spent in the survey.
- Step 7.** Describe the dominant flora and fauna that was found.
- Step 8.** State the presence or absence of target (protected) species. State the presence or absence of companion species.
- Step 9.** Describe the species' habitat requirements and describe the habitat encountered in the survey, conducive or not to the support of the target species.
- Step 10.** Include any prior data or surveys from the NC Wildlife Resources Commission (NCWRC) database or the Natural Heritage Program (NHP) database. Include the data within at least 1.0 mile of the project study area.
- Step 11.** Summarize the project's potential effect in a biological conclusion. Refer to the procedure for rendering a Biological Conclusion. See [BA-BO Procedure](#).

Procedure 2: Instructions for Biological Surveys Group Staff

These steps are primarily performed by the Biological Surveys Group, but may be applicable to other NEU staff.

- Step 1.** Send an electronic copy to the project manager, project planning engineer, and the appropriate Group Leader.
- Step 2.** Place a hard copy of the report in the Natural Environment Biological Surveys Group (NEBSG) file cabinet.

Print a copy of the email page used to distribute the electronic copies and place it with the project folder in the NEBSG file.

Resources

- [Standard Mussel Report](#)

Contacts

- For suggestions to change this procedure contact: Tracy Walter, twalter@ncdot.gov
- For questions about performing this procedure contact: Neil Medlin, knmedlin@ncdot.gov

Record of Revision		
Version #	Reason for Revision	Revision Date
1.1	Under Responsibilities: Spelled out that NEU-PMG always sends a copy of the report to the PPE, even if the NEU-BSG performs the survey	07/02/2009
1.2	Revised to current template	04/23/2015