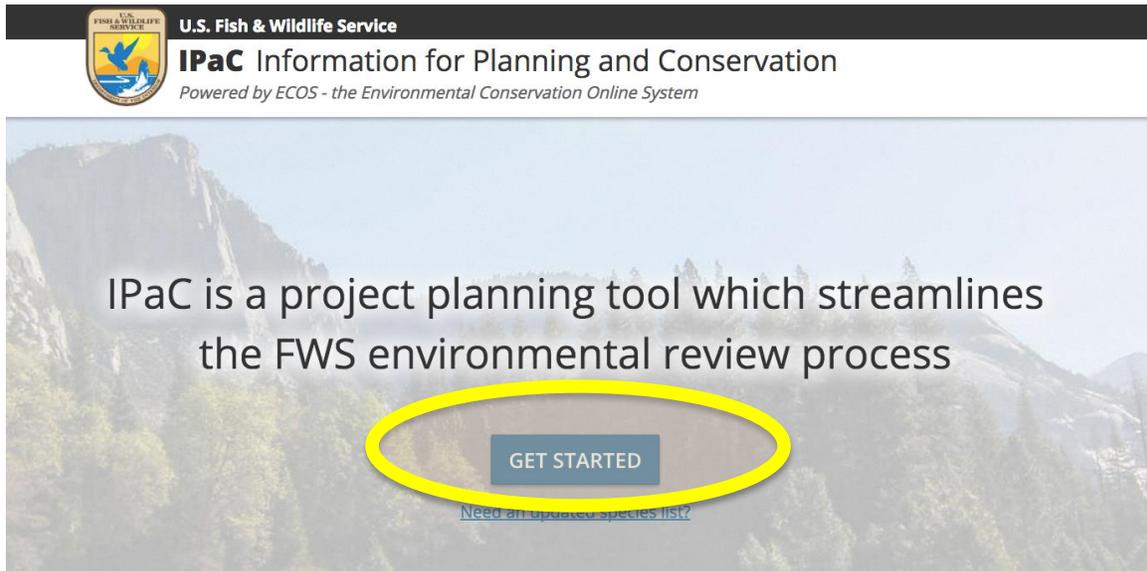
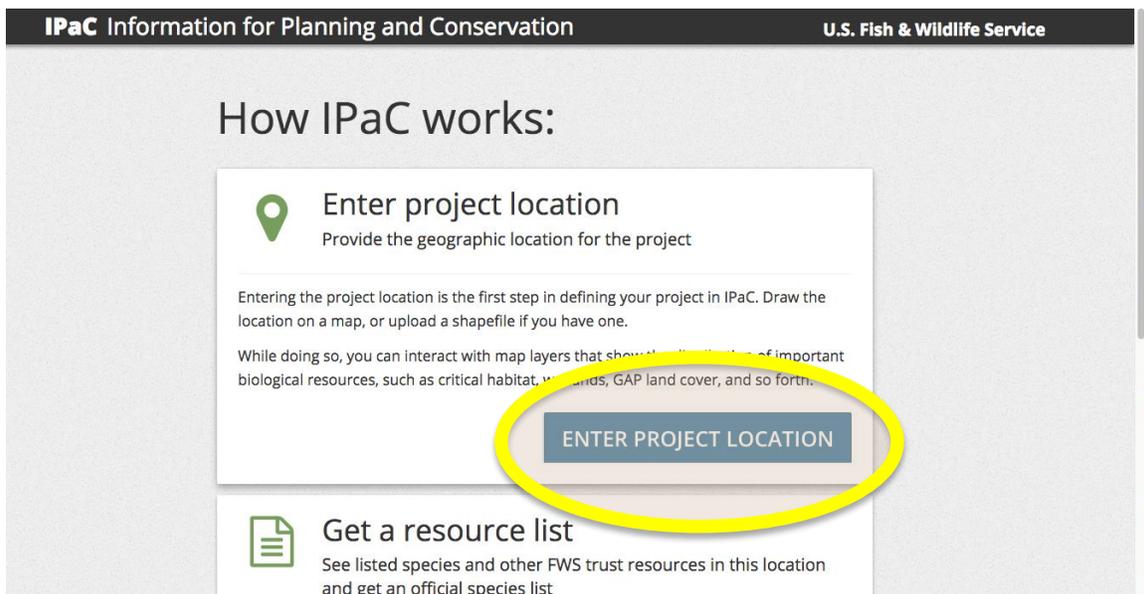


Steps on How to Request an Official Species List

Step 1. Go to the IPaC [website](#). Click Get Started.



Step 2. On the next page, shown below, select Enter Project Location.



Step 5. The Polygon feature is depicted below. Double-click or select Finished Drawing when finished.

IPaC Information for Planning and Conservation **U.S. Fish & Wildlife Service**

1 Find location

2 Define area

Draw the area where activities will occur

Click finished drawing when done drawing the line

AREA: 113.82 acres

FINISHED DRAWING

UNDO LAST POINT

Step 6. Confirm that the project area is correct. If correct, select Continue.

IPaC Information for Planning and Conservation **U.S. Fish & Wildlife Service**

1 Find location

2 Define area

3 Confirm

Verify the area where project activities will occur

AREA: 115.04 acres

CONTINUE

CHANGE AREA

Step 7. A new page will populate, as shown below. Select “Request an official species list.”

My project Washington County, Vermont

OVERVIEW DESIGN RESOURCES IMPACT ANALYSIS REGULATORY DOCUMENTS SAVE SHARE

This project potentially impacts **11 resources** managed or regulated by the U.S. Fish & Wildlife Service

[SEE RESOURCE LIST](#)

Tasks

- Review potentially impacted resources**
To see endangered species, migratory birds, wetlands or refuges which may be impacted by this project
- Request an official species list**
To receive an official letter and species list from the New England Ecological Services Field Office
- Analyze the impacts of your project**
Provide additional details and get recommended conservation measures for your project

Local office

New England Ecological Services Field Office
(603) 223-2541
<http://www.fws.gov/newengland>

Step 8. The section will expand. Select Request Official Species List.

My project Washington County, Vermont

OVERVIEW DESIGN RESOURCES IMPACT ANALYSIS REGULATORY DOCUMENTS SAVE SHARE

This project potentially impacts **11 resources** managed or regulated by the U.S. Fish & Wildlife Service

[SEE RESOURCE LIST](#)

Tasks

- Review potentially impacted resources**
To see endangered species, migratory birds, wetlands or refuges which may be impacted by this project
- Request an official species list**
To receive an official letter and species list from the New England Ecological Services Field Office

Federal agencies are required to "request of the Secretary of Interior information whether any species proposed to be listed may be present in the area of a proposed action" (Section 7 of the Endangered Species Act).
[REQUEST OFFICIAL SPECIES LIST](#) [mo: Requesting a species list for an iPaC project](#)
- Analyze the impacts of your project**
Provide additional details and get recommended conservation measures for your project

Local office

New England Ecological Services Field Office
(603) 223-2541
<http://www.fws.gov/newengland>

Step 9. A new page will populate, as shown below. Fill in all required information.

IPaC Information for Planning and Conservation

My project Washington County, Vermont

OVERVIEW DESIGN RESOURCES IMPACT ANALYSIS REGULATORY DOCUMENTS

Official Species List Request

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, or licensed by any Federal agency.

Upon submitting this form, IPaC will email a letter from the local U.S. Fish & Wildlife Office containing a species list that fulfills the requirement listed above, a project tracking number, as well as other pertinent information from the local office.

The following information will be submitted to the U.S. Fish & Wildlife Service and will be part of the public record. All fields are required unless otherwise noted.

Project information

Project name

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

Classification
For internal reporting, help us classify the type of this project.

Please select ▼

Location



The map shows a topographic view of a region in Washington County, Vermont. A blue-shaded polygon highlights a specific project area. The area is situated near the Memphisto River, which flows from the top left towards the center. A road, labeled 'US-2', runs horizontally across the middle of the map. The terrain is depicted with green and brown contour lines, indicating elevation changes.

Step 10. On the same page, under the lead agency section select: Type: State agency; Agency: State of Vermont (VT), as shown below.

Lead agency

The agency responsible for conducting, permitting, or licensing this action.

Type
State agency

Agency
State Of Vermont (VT)

Step 11. Once all information is filled out, check the Verification box and select Submit Official Species List Request.

IPaC Information for Planning and Conservation

OVERVIEW DESIGN RESOURCES IMPACT ANALYSIS REGULATORY DOCUMENTS

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

Full name

Street address

 OPTIONAL

City State Zip

Email
The official species list will be sent to this email address.

Confirm email

Phone

I understand that I am providing this information so an official species list can be generated, based on data provided by my local Fish and Wildlife Service office for the project area that I entered.

The following authorizes the collection of the above information (5 U.S.C. 301; the Federal Records Act, 44 U.S.C. 3101; Homeland Security Act of 2002; Public Law 107-296, 6 U.S.C. 121; and Executive Order 9373) and will be maintained in accordance with the Privacy Act (5 U.S.C. 552a).

I verify that this is a legitimate project that requires an official species list and contact from a Fish and Wildlife Service office.

SUBMIT OFFICIAL SPECIES LIST REQUEST

Step 11. After submitting the request, you will receive an email containing a link. Click on the link and a new page will populate, as shown below. Select Species List: New England Ecological Service Field Office.

Regulatory Documents

An official species list has been delivered for this project

Request Complete
Your official species list request has been completed.
An official species list document has been created and sent to quin.mann@vermont.gov.

Official Species List

<p>DESCRIPTION An official species list is a letter from the local U.S. Fish & Wildlife Service office containing information to assist you in evaluating the potential impacts of this project. This includes: a list of species which should be considered under Section 7 of the Endangered Species Act, a project tracking number, as well as other pertinent information from the local office.</p> <p>● Demo: Requesting a species list for an IPaC project 3m</p>	<p>STATUS An official species list has been delivered for following office: Species List: New England Ecological Services Field Office</p> <p>A species list is considered valid for 90 days. This request was made 3 minutes ago.</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">REQUEST UPDATED SPECIES LIST</div>
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Step 12. Scroll down to the page that provides the Endangered Species Act List, shown below.



United States Department of Interior
Fish and Wildlife Service

Project name: National Life

Endangered Species Act Species List

There are a total of 1 threatened or endangered species on your 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. Critical habitats listed under the **Has Critical Habitat** column may or may not lie within your project area. See the **Critical habitats within your project area** section further below for critical habitat that lies within your project. Please contact the designated FWS office if you have questions.

Mammals	Status	Has Critical Habitat	Condition(s)
Northern long-eared Bat (<i>Myotis septentrionalis</i>)	Threatened		

Step 13. In the checklist the potential presence of any threatened or endangered species must be acknowledged.

Step 14. Visit the U.S. Fish and Wildlife Environmental Conservation Online System (ECOS) [website](#).

Step 15. Search by Species Name (common or scientific). The page that populates will provide lots of information on the species that has been identified. Compare the habitat requirements listed on ECOS to the habitat present in the project area. Discuss this in the Endangered Species Act section of the checklist.

The screenshot shows the ECOS (Environmental Conservation Online System) website. At the top, there is a search bar labeled "Search ECOS" with a magnifying glass icon. Below the search bar, the text "U.S. Fish & Wildlife Service" is displayed. The main heading is "ECOS Environmental Conservation Online System" with the tagline "Conserving the Nature of America". The page content includes a breadcrumb trail "ECOS / Species Reports" and a section titled "Search for a Species or Federal Register Citation". A search input field is highlighted with a yellow oval, containing the text "Search on a Species Name (for example, 'wolf')". Below the search field, there are two radio button options: "Species Search (Display species names, along with other selected fields)" and "Species Counts (Display species totals, grouped by the selected field)".

For Projects with Northern Long-Eared Bat Potential

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

» Life History

Habitat Requirements

During summer, northern long-eared bats roost singly or in colonies underneath bark, in cavities, or in crevices of both live and dead trees. Males and non-reproductive females may also roost in cooler places, like caves and mines. This bat seems opportunistic in selecting roosts, using tree species based on suitability to retain bark or provide cavities or crevices. It has also been found, rarely, roosting in structures like barns and sheds. Northern long-eared bats spend winter hibernating in caves and mines, called hibernacula. They typically use large caves or mines with large passages and entrances; constant temperatures; and high humidity with no air currents. Specific areas where they hibernate have very high humidity, so much so that droplets of water are often seen on their fur. Within hibernacula, surveyors find them in small crevices or cracks, often with only the nose and ears visible.

If there is a potential for the species to be present, please contact the state bat biologists, [Scott Darling](#) or [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 such as barns or sheds
- A project area close to any hibernacula such as 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.