

Recovery permittees are required to submit the '45-Day Survey Report' following the completion of survey activities with federally listed wildlife. Refer to your recovery permit to understand which authorizations apply; when applicable, please follow this guidance.

1. 45-Day Survey Report

Within 45 days following completion of the final presence/absence survey for each authorized species, a survey report shall be submitted to the applicable Field Office Recovery Permit Coordinator. Applicable Field Offices are defined in the permit. For surveys with negative results and for incomplete surveys (e.g., projects put on hold or withdrawn), a survey report is still required. Survey reports shall include:

- a. On the cover page of the report, include the title, location, permit number, permittee name and their respective contact details, date and time frame of the activity, and date of preparation on the report.
- b. A map (at a minimum, a 7.5-minute U.S. Geological Survey (USGS) topographic map at 1:24,000 scale) depicting the location and boundary of the survey area(s). USGS maps shall be provided at their original scale (i.e., not zoomed out or in from 1:24,000). Please clip to the area of interest while retaining the scale. As map page sizes may not exceed 11 x 17 inches, multiple USGS maps may need to be prepared to accurately depict all locations. The name of the USGS map(s) shall be identified;
- c. A qualitative description of the plant communities (including dominant species and habitat quality) on and adjacent to the survey area;
- d. A complete description of survey methods including the names of personnel, the number of acres surveyed per biologist per survey-day, the number and dates of surveys, survey routes, and the temperature and weather conditions at the beginning and end of each survey, and how frequently recorded vocalizations (where authorized) were used, if at all;
- e. The number, age, and sex of all sensitive species detected, and these data shall also be plotted on 1:24,000 or closer (e.g., 1:5,000) scale map(s) of the survey area, with the scale identified on the map. As maps may not exceed 1:24,000 scale (e.g., 1:36,000 scale) and 11 x 17 inches, it may be necessary to prepare multiple maps to accurately depict all information. All occurrence information shall be labeled so that the reader can associate the map with the findings in the report about individuals, pairs, or groups (as applicable). Maps shall be either topographic with elevation contours identified, or aerial photography with roads and place names identified (if available). Surface features on the map shall be readable and not masked out by other supplied information, such as plant communities. A North Arrow shall be included on all maps;

- f. The assessor's parcel number for the site, the name of the property, and the name of property owner and contact details (if possible);
- g. GIS data or GPS coordinates (if possible);
- h. A conclusion section that specifically provides recommendations for recovery of the species;
- i. Other pertinent observations made during survey efforts; and
- j. The following certification statement signed by each surveyor performing activities in independent status pursuant to this permit: *"I certify that the information in this survey report and attached exhibits fully and accurately represents my work."* The date of signature and the surveyor's permit number shall be included.
- k. All survey reports shall be submitted electronically following the 'Electronic Reporting Requirements' section.