

## Project Submission Guidance

Federal agencies, private and public landowners, project managers/planners, and consultants are asked to submit all **new** project review requests and supporting documentation electronically to [charleston\\_regulatory@fws.gov](mailto:charleston_regulatory@fws.gov). Please **do not** submit to other e-mail addresses or individual staff as this may result in processing delays due to planned and unplanned absences or other work related issues. Electronic submissions need **not** be submitted in hard copy **unless requested** by our staff.

E-mails with attachments are limited to a maximum size of 10 megabytes (10MB). If you have attachments that exceeds this threshold, please submit your project and attachments to:

South Carolina Ecological Services Field Office  
Department of the Interior - U.S. Fish and Wildlife Service  
176 Croghan Spur Road, Suite 200  
Charleston, South Carolina 29407

## Project Status Review

Please allow a **minimum of 30 days** from date of project submission to our office **before** inquiring as to **your project's review status**. This allows time for your project submission to be received, complete intake processing, and staff assignment and initial review. Requests are placed in different process tracks (technical assistance, informal consultations or formal consultations) and generally handled on a first-in, first-out basis within those tracks. However, these timelines assume all information required for us to complete our review/consultation is provided and no additional information is requested. Such requests for additional information, clarification or incomplete submissions can result in the temporary suspension of review timelines. **If you have not heard from us after 30 days, for quickest response submit a status request via e-mail to [charleston\\_regulatory@fws.gov](mailto:charleston_regulatory@fws.gov).**