ERSS QA/QC Checklist

The ERSS Quality Assurance and Quality Control (QA/ QC) Checklist will help to improve the quality of both the final ERSS reports and the administrative record necessary if an injurious wildlife listing is pursued for a species.

QA/QC Checklist – This checklist allows the ERSS author or a reviewer to determine if all aspects of the ERSS have been completed properly.

Name of Reviewer	Date Reviewed

General Questions		
Has an administrative record for the ERSS been included?	☐ Y	☐ N
Has the Record of Online Data Searches been completed? (Part One of this appendix)?	☐ Y	☐ N
Has the format of the ERSS Template been followed?	☐ Y	☐ N
Are there citations at the beginning of each subheading? (Quote material that spans multiple subheadings must still be referenced at each subheading for clarity)	☐ Y	☐ N
Comments:		

Title Page Header		
Were scientific and common names obtained via ITIS? If not, indicate where the info was obtained:	☐ Y	☐ N
Are the preparer and version details complete?	☐ Y	☐ N
Are any species photographs or artwork properly cited?	☐ Y	☐ N
Comments:		

Section 1 – Native Range and Status in the United States		
Was information sought, from multiple online databases, for all 4 headings in Section 1? Indicate yes or no in the table below.		
Native Range	☐ Y	☐ N
Status in the United States	☐ Y	☐ N
Means of Introduction	☐ Y	☐ N
Remarks	☐ Y	☐ N
Have copies of all species entries from the databases consulted for this section been properly cited and referenced and saved as PDFs for the	☐ Y	☐ N

administrative record?	
Comments:	

Section 2 – Biological and Ecological Information		
Was information sought, from multiple online databases, for all 11 headings in Section 2? Indicate yes or no in the table below.		
Taxonomic Hierarchy	☐ Y	☐ N
Size, Weight, Age Range	☐ Y	☐ N
Environment	☐ Y	☐ N
Climate/Range	☐ Y	☐ N
Distribution Outside The U.S.	☐ Y	☐ N
Means Of Introduction Outside The U.S.	☐ Y	☐ N
Short Description	☐ Y	☐ N
Biology	☐ Y	☐ N
Human Uses	☐ Y	☐ N
Diseases	☐ Y	☐ N
Threats To Humans	☐ Y	☐ N
Were any OIE-reportable diseases documented for the assessed species?	☐ Y	☐ N
Have copies of all species entries from the databases consulted for this section been properly cited and referenced and saved as PDFs for the administrative record?	☐ Y	☐ N
Comments:		

Section 3 – Impacts of Introduction		
Was information sought from multiple sources for Impacts of Introduction?	☐ Y	☐ N
Have copies of all species entries from the databases consulted for this section been properly cited and referenced and saved as PDFs for the administrative record?	☐ Y	☐ N
Comments:		

Section 4 – Global Distribution		
Was GBIF consulted for global distribution? o If not, indicate where the info was obtained:	☐ Y	☐ N
Was the data for global distribution reviewed for outliers and anomalies?	☐ Y	☐ N
Was the map used for this section saved for the administrative record?	☐ Y	☐ N
Comments:		

Section 5 – U.S. Distribution	
Indicate which database was used for U.S. distribution:	☐ Y ☐ N
Was the data for U.S. distribution reviewed for outliers and anomalies?	☐ Y ☐ N
Was the map used for this section also saved for the administrative record?	☐ Y ☐ N
Comments:	

Section 6 – Climate Matching	
Was the ".clm" file generated within Climatch saved for the administrative record?	☐ Y ☐ N
Was the U.S. Climate Match map saved for the administrative record?	☐ Y ☐ N
Has the table with the Climate 6 Proportion been doubled-checked for accuracy?	☐ Y ☐ N
Comments:	

Section 7 – Certainty of Assessment	
Has the Certainty of the Assessment been adequately explained?	☐ Y ☐ N
Comments:	

Section 8 – Risk Assessment	
Does the section have a paragraph summarizing pertinent details from the risk assessment?	☐ Y ☐ N
Have each of the elements of the risk assessment (history of invasiveness; climate match) been adequately explained?	☐ Y ☐ N
Comments:	

Section 9 – References Used Within the ERSS	
Has all of the quoted material within the ERSS been properly cited in Section 9?	☐ Y ☐ N
Comments:	

Section 10 – References Quoted But Not Accessed	
Have all of the references in the ERSS within quoted material that were not accessed by the ERSS assessor been properly cited in Section 10?	☐ Y ☐ N
Comments:	