

New Jersey Field Office Submission Form/Checklist (*Optional*)

The following submission form/checklist is being provided by the U.S. Fish and Wildlife Service (Service), New Jersey Field Office (NJFO) as a way to assist with project reviews. This is an optional form the can be submitted with your request for Section 7 consultation or technical assistance. Note, please do not submit requests for project review to the NJFO if:

- 1) IPaC has returned a result of “There are no listed species found within the vicinity of the project”.
- 2) All species given in the IPaC report have “no effect” determinations (see [consultation guidance](#) on the NJFO website and [Project Screening Chart](#)).
- 3) IPaC has returned a result for ONLY northern long-eared bat (*Myotis septentrionalis*, threatened) or Indiana bat (*Myotis sodalis*, endangered) and consultation has been completed using an applicable determination key on IPaC (*i.e.*, the [Northern long-eared bat 4\(d\) rule determination key](#), or the [FHWA/FRA/FTA determination key](#) for projects in the range of the Indiana and northern long-eared bat).

1. Date:

2. Lead agency or applicant:

Under Section 7 consultation this refers to the Federal government lead action agency initiating consultation.

3. Requesting agency or individual:

- a. Name:
- b. Title:
- c. Phone:
- d. Email:

4. Project name(s):

5. Project consultation code(s) on IPaC official species list(s): 05E2NJ00-

6. County, Township, Block and Lot numbers:

7. Location of the project in decimal degrees:

8. Will a State Freshwater Wetland Permit be required?

9. Provide a list of any other non-Federal authorizations being sought:

10. Detailed project description and summary of available habitat/species surveys results:

11. If tree clearing is being proposed and IPaC has returned a result of Indiana bat, please indicate whether clearing of trees ≥ 5 inches in diameter at breast height will be seasonally restricted. If so, provide the appropriate time-of-year restriction as described at the bottom of the [Project Screening Chart](#).
12. If IPaC returned a result of northern long-eared bat, does the NLEB 4(d) determination key indicate that incidental take for the project is excepted under the northern long-eared bat 4(d) rule?
Instructions available at: https://www.fws.gov/midwest/endangered/mammals/nleb/determination_key_instructions_nleb.html
13. Proposed conservation measures to avoid impacts to federally listed species identified in your IPaC report (for guidance see [endangered species home pages](#)):
14. Your assessment of potential impacts to federally listed species from the proposed project, and your preliminary determination for each species (*i.e.*, no effect, may affect but not likely to adversely affect, or may affect and likely to adversely affect). Please list all species found on the IPaC species list and include a determination for each species (see step 3 of [consultation guidance](#) and [Project Screening Chart](#)).
15. Indicate if the Service's recommendations to protect other wildlife resources will be implemented (*i.e.*, step 6 in NJFO's [consultation guidance](#)).

Please remember to also submit pictures and maps of the action area with your request for project review.

The NJFO is accepting project review requests by email: **NJFO_ProjectReview@fws.gov**. Please DO NOT email new requests to individual staff biologists. Large file attachments can be broken into separate numbered emails, or materials can be submitted to the NJFO by U.S. mail:

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