

INSTRUCTIONS ANNUAL RCW PROPERTY DATA REPORT

General Information

Thank you for completing an Annual RCW Property Data Report (report) for your property. If you do not have or did not collect data to answer a question leave the line blank. If you did collect data and the answer is zero, put a zero on the line. Any comments/discussion about a question should be listed in Section XI, Notes. Data for each property must be submitted on a separate report. A Microsoft Excel file version of the report is available on the RCW Recovery website: http://rcwrecovery.fws.gov/annual_report.htm. A Microsoft Access shareware tool for RCW data management is also available; after adding your annual data, it will generate an export file to submit your report. To receive the shareware please e-mail Will McDearman (Will_McDearman@fws.gov) and include the name of the property(ies) you report on. The collection of biological data is rarely cut and dried; there are many variations in methodology and management. Please do your best to answer the questions as they are asked. If you feel you did not collect data similar enough to the question asked, then do not answer it.

Please mail paper reports to: RCW Recovery and Longleaf Pine Coordinator, U.S. Fish and Wildlife Service, 6578 Dogwood View Parkway, Jackson, MS 39213. E-mail digital report files to Will McDearman (Will_McDearman@fws.gov).

For purposes of this report and in the revised RCW recovery plan, the following cluster status definitions are used. The possible transitions of a cluster from one status to another are depicted graphically in Figure 1, and a key to cluster status definitions is provided in Table 1 below.

Active: 1 or more active cavities (includes active starts) in the cluster during the breeding season of the reporting year.

Inactive: a cluster that is suitable* for RCW occupancy but has no active cavities during the breeding season of the reporting year.

Recruitment: Newly created cluster, or reconditioned deleted cluster, suitable* for RCW occupancy and less than 5 years has elapsed since reconditioning or creation. Recruitment clusters become Active clusters upon breeding season occupancy.

Deleted: a cluster for which you have petitioned, and the USFWS has given permission, to eliminate from RCW management and monitoring requirements specified in the Recovery Plan. Deleted clusters do not count as part of the monitoring obligation and are not counted as Managed Clusters. Clusters that have not been active in the last 5 years, including recruitment clusters that were established more than 5 years ago and have never been active, may be proposed for Deleted status by submitting a request to the USFWS. Note that timber management prescriptions for a Deleted cluster should remain compatible with long-term RCW recovery goals for the property.

Managed Clusters: all active, inactive and recruitment clusters (does not include Deleted clusters).

Pioneer Clusters: Cluster where a group colonizes previously unoccupied habitat. Because of the difficulty of cavity excavation, this process occurs at very low frequencies. Pioneer Clusters are a subcategory of Active Clusters.

Budded Clusters: A process of new group formation in red-cockaded woodpeckers, referring to the splitting of one territory into two. Budded Clusters are a subcategory of Active Clusters.

***Suitable:** Midstory in cluster and foraging habitat controlled (i.e., less than 7 feet tall) and suitable cavities available (see page 88 in Recovery Plan for definition of suitable cavities).

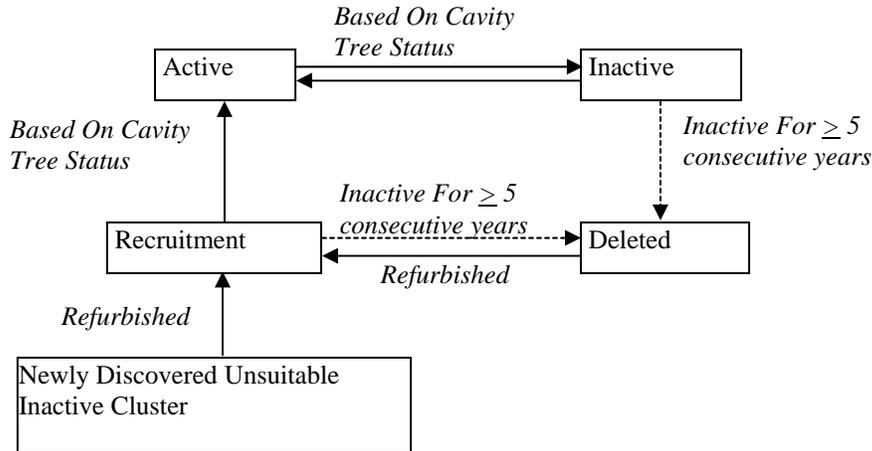


Figure 1. Possible cluster status transitions.

Table 1. Key to cluster status definitions.

Cluster Definition	At Least 1 Active Cavity During Reporting Year Breeding Season	Cluster Under Management	Recently Active (in the past 5 yrs)
Active	Yes	Yes	Yes
Inactive	No	Yes	Yes or Unknown
Recruitment	No	Yes	No or Unknown
Deleted	No	No	No

Instructions by section:

Section I. Basic Property Information

- A. Property ID. This field was formerly named Population ID. To conform to terminology used in the Red-cockaded Woodpecker (*Picoides borealis*) Recovery Plan, *Second Revision* (Recovery Plan), the field name has been changed to Property ID. Most properties have been assigned a Property ID; see the list in Appendix 1 of the report. If no previous report has been submitted for this property and no ID has been assigned, please leave this field blank. Fill in question B, property name, and an ID will be assigned for future use.
- B. Property Name. The full name of the property for which the report is being completed.
- C. Year these data are reported for. The majority of data and accomplishments are reported for the previous calendar year (Jan. 1-Dec. 31). Enter a four-digit year (e.g. 2004).

For Section I, questions D-I, please insure consistency with the information provided in the previous year (i.e., look at the property’s annual report from previous year) and in the Recovery Plan, where applicable. If changes have been made to this information, please mark the checkbox alerting us that changes have been made.

- D. Ownership. Check either Federal, State or Private ownership. If the property is Federal, check one of the agencies under the Federal heading. If the property is State owned enter the State Agency Name under the State heading. If the property is privately owned, list the owners name under the Private heading.
- E. County(ies). Enter the name of the county or counties (or parishes) the property is located in.
- F. State(s). Use proper state abbreviations. Separate multiple state abbreviations with commas.

- G. Property Centroid. The approximate arithmetic mean of all of the property's clusters in **decimal** degrees. Please also circle the appropriate datum for the coordinates. GIS staff may be able to assist with determining the coordinates.
- H. Property Recovery Goal. Table 10 on pages 165-170 of the Recovery Plan lists property goals for increasing the number of active clusters. If the property is listed and the goal has not been modified from that listed in the Recovery Plan, select the value in the 2080 column. Subsection H.1. should be filled in if the property is not listed in Table 10 and a goal has been established by agreement with the USFWS, or if the property's recovery goal has been changed from that listed in the recovery plan or reported in a previous Annual Report.
- I. RCW Management Acres. Table 19 on pages 227-229 of the Recovery Plan lists estimated available habitat for many properties. If the property is listed, please fill in the estimated available habitat in acres. Subsection I.1. should be filled in if the property is not listed and available habitat has been established by agreement with the USFWS, or if the number of RCW management acres on the property has changed from that listed in Table 19 or reported in a previous Annual Report.
- J. Name of individual filling out form. The name of the person who is filling out the form and their email address and/or phone number, so that we may contact them if there are questions about responses. E-mail may also be used to notify RCW biologists of due dates or changes to reporting procedures.
- K. Addresses. Please record both the address of the office responsible for RCW monitoring and the actual address of the property.
- L. Non-employees involved in the property's RCW activities. For L.1-L.5 list all people or organizations that were involved in the listed activities. Population monitoring includes noosing and banding nestlings, capturing and banding adults and subadults, and visually examining nest and roost cavities. Research includes collecting inviable eggs, attaching radio transmitters, cross-fostering nestlings, implanting pit tags, installing cameras in cavities, collecting blood samples, collecting ecto- and endoparasites

Section II. Permit and/or U.S. Fish and Wildlife Service Agreement Information

- A. Permit Information. List all permits that apply to the property. Give permit number, month, day, and year of issue and expiration, name of permit holder, and the states for which it is valid. For states of authorization, please use proper state abbreviations, separated by commas.
- B. Agreement Information. If your property has an HCP, MOA, MOU, or Safe Harbor agreement, list the details here. ONLY those agreement types should be listed. Do not report other arrangements, such as "handshake" agreements, EIS, or Biological Opinions. For states involved, please use proper state abbreviations, separated by commas.

Section III. Property Status Data

Please refer to the definitions given on page 1 of these instructions.

- A. RCW Cluster Count By Category. Questions 1-6 in Section III A ask for actual counts of RCW clusters. For question A.1. enter the total number of Managed Clusters on the property. Note that A.1. should change from year to year by adding new recruitment, pioneer, or budded clusters during the reporting year, or be reduced by FWS approval of deleted clusters. The remainder of the questions in Section IIIA are actual counts of the different cluster types in the reporting calendar year.
- B. Cluster Resources. Cavity tree count information. Provide actual counts for the reporting year (no estimates).
- C. RCW Group Count By Category. RCW Group Information. Provide actual counts for the reporting year.
- D. Surveys And Searches. Comprehensive surveys for new RCW cavity trees/clusters within occupied and potentially occupied habitat should be conducted at approximately 10-year intervals (Recovery Plan page 73). Surveys may be either accomplished in a single year on approximately 10-year intervals, or a set fraction of the property may be surveyed annually. Please complete the questions that pertain to the survey method used on the property.

Section IV. Property Monitoring Data

- A. For this annual report, “monitored for breeding activity,” requires that repeated visits (5-8 day intervals) to all active cavity trees in sample clusters were conducted by inspecting, via climbing trees or “peeping,” to determine nesting activity. All data is for the reporting year.
- B-D. Of those groups monitored, the number that attempted nesting (laid eggs), the number where nestlings were banded, and the total number of nestlings banded.
- E. The number of groups where fledge checks were completed. For sub-sections E.1-E.4 fill in the number of groups that fledged young, and the sex of those fledglings.
- F. The number of groups where subadult and adult RCWs were banded, and the sex of those birds.
- G. Peeper use. If you are using a peeper(s) on your site for any reason please report it. If using it for a reason other than monitoring please submit a proposal, if not already approved. Acceptable monitoring uses of a peeper are listed in sub-section G.2.

Section V. Habitat Data

See cluster status definitions on page 1 of these instructions.

- A. The number of active, inactive, and recruitment clusters where midstory was controlled during the reporting year. Use sub-sections to enumerate the methods with which clusters were treated. Some clusters may have been treated with more than one method. The totals for question A must be less than or equal to the counts for each treatment type in A.1.-A.4.
- B. The number of RCW management acres on the property that were prescribed burned in the reporting year. Total RCW management acres were reported in Section I, question I. Sub-sections B.1. and B.2. break down the number of acres prescribed burned in the growing and non-growing season, and must equal acres reported in B. If your definitions of growing season and non-growing season are different from those listed in B.1. and B.2., please list them in questions B.3. and B.4.
- C. The number of RCW management acres on the property that were treated with herbicides this reporting year. Total RCW management acres were reported in Section I, question I.
- D-H. These questions concern the number of starts, drilled cavities, and inserts that were created in ACTIVE clusters during the reporting year.
- I-M. These questions concern the number of starts, drilled cavities, and inserts that were created in INACTIVE clusters during the reporting year.
- N-Q. These questions concern the number of starts, drilled cavities, and inserts that were created in RECRUITMENT clusters during the reporting year.

Section VI. Competition/Predation

- A. Total Devices. Fill in the total number of each type of device in Managed Clusters on the property. This is an overall estimate of the total number of devices on the property from the first year they were installed to the end of 2004.
- B. Devices Added. These questions collect the number of clusters with different devices added to them in the reporting year, and then, more specifically, the number of cavity trees on which they were placed. Questions are divided into active, inactive, and recruitment clusters. For a definition of cluster status, see page one of these instructions. All data is for work done in the reporting year and does not include devices added in previous years.
- C. Devices Removed. A count of the number of devices removed from clusters and cavity trees of each status in the reporting year.
- D. The number of ACTIVE clusters where flying squirrels were removed, and the number of squirrels that were removed.
- E. The number of INACTIVE clusters where flying squirrels were removed, and the number of squirrels that were removed.

- F. The number of RECRUITMENT clusters where flying squirrels were removed, and the number of squirrels that were removed.

Section VII. Translocations

- A. Translocation Results. Report the results of all intra- and inter-property translocations from the year PREVIOUS to the reporting year. That is, a translocated bird should go through one breeding season before the translocation result is determined and reported. For example, the result for a bird moved in Fall 2003 would be reported at the end of calendar year 2004 (report due January 2005). The result for a bird moved in Fall 2004 would be reported at the end of calendar year 2005 (report due January 2006). List the FWS band number, the date of the translocation, the result, and the number of times monitored.

Section VIII. Injury and Mortality

- A. Birds injured. Fill in the blanks for each RCW injured during the reporting year. For age, use nestling, subadult, or adult. Sex is M, F, or U. For the date injured provide a month, day, and year. Give an estimated day if you are not sure of the exact day the injury occurred (e.g., if it was early in the month use the 1st, if it was mid-month use the 15th, and if it was closer to the end of the month, use the 30th).
- B. Bird mortality. Fill in the blanks for each RCW mortality during the reporting year. For age, use nestling, subadult, or adult. Sex is M, F, or U. Birds are often found dead, with no knowledge of the date the death occurred, if this is the case, give the date it was found dead. For the mortality date give a month, day, and year. Give an estimated day if you are not sure of the exact day the dead bird was found (e.g., if it was early in the month use the 1st, if it was mid-month use the 15th, and if it was closer to the end of the month, use the 30th).

Section IX. Nest Losses and Active Cavity Tree Mortality

- A. Fill in the total number of WHOLE nests, either eggs or nestlings, lost last breeding season. The report does not collect parts of nests lost (e.g. if a nest loses 2 eggs, but 2 remain, then the nest is not lost). In sub-sections A.1.1. - A.1.9., detail the number of nests lost to each cause. The number of nests listed in A.1.1-A.1.9. (not including the predation breakdown) must equal the total in A. The predation breakdown must equal the total in A.1.1. If "other" is selected for cause, please limit the explanation to a few words. For lengthy explanations, use the Notes section of the questionnaire (Section X).
- B. Fill in the number of ACTIVE cavity trees destroyed on the property in the reporting year. In sub-sections B.1.1.- B.1.10. detail the number destroyed by the listed causes. The number of trees listed in B.1.1.-B.1.10. (not including the insects and management breakdowns) must equal the total in B. The insect breakdown must equal the total in B.1.4. The management breakdown must equal the total in B.1.7. If "other" is selected for cause, please limit the explanation to a few words. For lengthy explanations, use the Notes section of the questionnaire (Section X).

Section X. Notes

Use this section to comment on other aspects of your RCW property that may not have been covered in this questionnaire. This section can also be used to expand on answers given in the first 10 sections of the questionnaire.