

There are three reports due for activities with the longhorn fairy shrimp (*Branchinecta longiantenna*), the Conservancy fairy shrimp (*Branchinecta conservatio*), the vernal pool tadpole shrimp (*Lepidurus packardii*), the vernal pool fairy shrimp (*Branchinecta lynchi*), the Riverside fairy shrimp (*Streptocephalus woottoni*), and the San Diego fairy shrimp (*Branchinecta sandiegonensis*), hereafter collectively referred to as vernal pool branchiopods. The first report, ‘90-Day Survey Report’, applies to all permittees who perform wet season (dipnet) or dry season (resting egg collection) surveys. The other two reports, ‘90-Day Soil Processing Report’ and the ‘90-Day Egg Culturing and Hatching Report’, apply to a subset of permittees. Refer to your recovery permit to understand which authorizations apply.

1. 90-Day Survey Report

Within 90 days following completion of the final presence/absence survey for the vernal pool branchiopods, a report shall be submitted to the applicable Field Office Recovery Permit Coordinator following the general reporting format specified below. The report will include all reporting criteria specified in the [Survey Guidelines for the Listed Large Branchiopods](#) (guidelines). For surveys with negative results and for incomplete surveys (e.g., projects put on hold or withdrawn) a survey report is still required.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. The location of the listed vernal pool branchiopods (i.e., pools, swales, ponds) shall be plotted in as precise a manner as possible on 1:24,000 or closer (e.g., 1:5,000) scale map(s) of the survey area. 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. 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. Maps shall identify the scale and include a North Arrow;

- d. A methodology section addressing data collection and analysis procedures, the names of personnel, and the number and dates of surveys;
 - e. The assessor's parcel number for the site, the name of the property, and the name of property owner and contact details (if possible);
 - f. GIS data or GPS coordinates (if possible);
 - g. A results section that provides and summarizes the data collected (including reporting criteria specified in the guidelines) and including information on any other federally listed species detected while conducting activities authorized under this permit.
 - h. A conclusion section that specifically provides recommendations for recovery of the species;
 - i. All vernal pool data sheets should be included as attachments to the final 90-day report. Vernal pool datasheets will not solely be submitted as a final report for any one project site.
 - j. Other pertinent observations made during survey efforts; and
 - k. The following certification statement signed by each surveyor(s) 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.
 - l. All survey reports shall be submitted electronically following the 'Electronic Reporting Requirements' section.
2. 90-Day Soil Processing Report

Within 90 days following completion of the final soil processing for identification of resting eggs to genus level, a report shall be submitted to the applicable Field Office Recovery Permit Coordinator from which the specimens originated following the general reporting format specified below. For incomplete projects put on hold or withdrawn, a report is still required. Reports shall include:

- a. Each report of soil processing activities shall be attached to the survey report mentioned above.
- b. On the cover page of the report, include the title, specific location(s) from where soil samples were acquired and activity site name/title, permit number, permittee

name and their respective contact details, date and time frame of the activity, and date of preparation on the report.

- c. Each soil processing report shall include: i) name of individual(s) providing the soil samples, and their recovery permit number(s), and date(s) of soil sample acquisition; ii) processing results (amount of soil processed, number of resting eggs acquired from soil samples, number of eggs identified to genus level, and complete identification results); iii) designated repository where mounted voucher specimens of the dried eggs used for identification will be deposited (refer to the 'Designated Repositories' section below); iv) any other pertinent observations or results; and v) the following certification statement and be signed by the permittee conducting soil processing activities pursuant to their individual recovery permit: *"I certify that the information in this report and attached exhibits fully and accurately represent my work."* The date of signature and the permit number shall be included.

3. 90-Day Egg Culturing and Hatching Report

Within 90 days following completion of the final resting egg culturing and hatching for the vernal pool branchiopods, a report shall be submitted to the applicable Field Office Recovery Permit Coordinator from which the specimens originated following the general reporting format specified below. For incomplete projects put on hold or withdrawn, a report is still required. Reports shall include:

- a. Each report of culturing and hatching activities shall be attached to the survey report mentioned above.
- b. (If not already provided with the soil processing report mentioned above), on the cover page of the report, include the title, specific location(s) from where soil samples were acquired and activity site name/title, permit number, permittee name and their respective contact details, date and time frame of the activity, and date of preparation on the report.
- c. Each culturing and hatching report shall include: i) name of individual(s) providing the resting eggs, and their recovery permit number(s), and date(s) of sample acquisition; ii) the results (the number of resting eggs cultured, the number of resting eggs successfully hatched, the number of branchiopods raised to maturity, and identification); iii) designated repository where specimens will be deposited (refer to the 'Designated Repositories' section below); iv) any other pertinent observations or results; and v) the following certification statement and be signed by the permittee conducting culturing and hatching activities pursuant to their individual recovery permit: *"I certify that the information in this report and attached exhibits fully and accurately represent my work."* The date of signature and the permit number shall be included.