

New Jersey Field Office Project Review Optional Submission Form

The following submission checklist is provided by the U.S. Fish and Wildlife Service (Service), New Jersey Field Office (NJFO) to assist with project reviews pursuant to Section 7 (a)(2) of the Endangered Species Act (ESA) (87 Stat. 884, as amended; 16 U.S.C. 1531 *et seq.*). This optional form can be used to track the ESA determination for each species. If/when project review by the NJFO is necessary, this form can be submitted with your request for Section 7 consultation or technical assistance to help ensure transmission of all necessary information. Please do not submit requests for project review to the NJFO until you have carefully reviewed and completed all steps listed under our [Project Review Guide](#).

Date Filled Out:

Contact Person

Name and Title:

Agency/Organization:

Email Address:

Phone Number:

Based on Steps 1-3 of the [Project Review Guide](#), is NJFO review needed?

If yes:

Date Submitted to NJFO:

Date of Concurrence from NJFO:

Project Name:

IPaC Tracking Number (Project Code):

Date of Official Species List from IPaC:

Project Location

Municipality(ies):

County(ies):

Block(s) and Lot(s):

Street Address:

Project Timing

Expected Start Date:

Expected End Date:

Federal Action Agency (if none, enter “none”; if multiple, indicate which is the Section 7 lead):

Applicant (if none, enter “none”):

Designated Non-Federal Representative (if none, enter “none”):

New Jersey Freshwater Wetland Permit Needed? If yes:
Indicate the type of permit (IP/GP/other) and give the number(s) of any GPs:

Other Authorizations Needed (list or enter “none”):

Species and Dates of any Completed Surveys:

Project Description

1. Summary:
2. Land uses (*e.g.*, undeveloped, agricultural, residential, commercial) and natural characteristics (*e.g.*, vegetative cover types, wetlands, open waters) of the property and surrounding area:
3. Description of the area to be impacted by the proposed project:
4. Construction equipment and techniques to be used:
5. Extent of disturbance (in acres)
 - a. Total project footprint, including temporary disturbance:
 - b. Vegetation removal:
 - c. Ground disturbance:
 - d. Wetland/open water disturbance:
 - e. Permanent modification of previously undeveloped area(s):
 - f. Net change in impervious surface:
6. Proposed tree removal, cutting, or trimming
 - a. Total acreage and/or number of trees:
 - b. Tree sizes (range and typical diameter (inches) at breast height):
 - c. Tree species:
 - d. Referencing the [Bat Municipality List](#), will tree removal/cutting/trimming be seasonally restricted? If yes, when?

Proposed conservation measures to avoid impacts to federally listed or proposed species identified in your IPaC Official Species List (see [Species Narratives and Best Practices](#)):

An assessment of potential project effects to federally listed and proposed species (summary and synthesis of the information recorded in the Species Determination Tracker, Attachment 2).

Indicate if/how the Service's recommendations to protect other wildlife resources will be implemented (see Step 6 on our [Project Review Guide](#)):

Attachment 1. Supporting Information

Please submit the following along with this form.

- ☐ IPaC Official Species List
- ☐ Output letters from all completed Determination Keys
- ☐ Species Determination Tracker (p. 6 of this form)
- ☐ Available project plan sheets or schematics. As possible and applicable, plans should show the limits of disturbance, access routes, staging/storage areas, areas of temporary disturbance, sediment/erosion control measures, stormwater infrastructure, in-water work, storm/wastewater discharges, and areas of tree clearing.
- ☐ ESRI-compatible GIS layers (*i.e.*, shapefiles including the projection, or Google KMZ/KML files) depicting the project footprint (*i.e.*, limits of disturbance), including access, staging, and storage areas and areas of temporary disturbance.
- ☐ ESRI-compatible GIS layers (*i.e.*, shapefiles including the projection, or Google KMZ/KML files) depicting the project action area (see Step 1 of our [Project Review Guide](#)). This should be the same GIS layer that was uploaded to, or generated by, IPaC. To retrieve a GIS layer of the action area as drawn in IPaC, users should follow these steps: (a) After entering a project into IPaC, go to the “Project Home” page. The page displays a map widget that shows the project area. (b) Click the button, located in the top right corner of the map widget, to expand the map to full screen. (c) Click the “download shapefile” button on the left side of the page, which will export a zipped folder containing a shapefile of the project action area boundary, as drawn in IPaC.
- ☐ Supplemental documents with project details, including proposed stormwater management and tree clearing, the types of equipment to be used, a characterization of expected noise levels, the extent of ground disturbance, any in-water work, and sediment/erosion control plans.
- ☐ Photos of the project area, along with project plans or a map indicating the orientation of the photos.
- ☐ A copy of any field surveys or habitat evaluations conducted. **NOTE:** Contact the Service before conducting surveys for any ESA wildlife (animal) species to obtain a list of recognized, qualified surveyors and to request concurrence with a draft survey work plan. NJFO does not maintain qualified surveyor lists for plant species. Information on [seasonal survey windows](#) is available to assist with project planning. Also see our [Library Collections](#) for applicable survey guidelines.

Attachment 2. Species Determination Tracker

Background: As online screening tools proliferate, Federal action agencies and their designated representatives may utilize several different methods for satisfying the consultation requirements of Section 7 of the ESA for the same project. NJFO provides this Determination Tracker that action agencies may use to document Section 7 compliance for actions proposed in New Jersey. This Tracker is intended to be used in conjunction with the NJFO's online Project Review guide. When completed, this Tracker should be retained along with other consultation documents as part of the project administrative record. When NJFO project review is warranted, please submit this Tracker with the rest of the consultation package. For more information, please see our [Project Review Guide](#).

Instructions: For each species in the tracker on the next page, fill in one of the following options in the "Determination" column to indicate the consultation mechanism used.

Entry in the Determination Field	Explanation
Not on IPaC List	Not included in the IPaC Official Species List
No Effect via Screening Questions	Reached "No Effect" determination using Project Screening Questions on the NJFO web site
No Effect via D-Key	Reached "No Effect" determination using a determination key on IPaC
NLAA via D-Key	Reached "Not Likely to Adversely Affect" determination using a determination key on IPaC
May Affect (Review in Progress)	Submitted for review and awaiting "Not Likely to Adversely Affect" concurrence from NJFO ¹
NLAA via NJFO	Submitted for review and received "Not Likely to Adversely Affect" concurrence from NJFO ²

Notes:

1. "May Affect- Review in Progress" should not be the final status for any species, but should be updated after NJFO has completed the project review.
2. If NJFO cannot concur with NLAA because adverse effects cannot be avoided, then formal consultation will be necessary.
3. For proposed species, consultation is not required but conference may be necessary. See the Consultation Handbook <https://www.fws.gov/media/endangered-species-consultation-handbook>

Species Federal Listing Status Codes:

E = endangered

T = threatened

T 4(d) = threatened with a 4(d) rule

P = proposed

P 4(d) = proposed with a 4(d) rule

Species	Status	Determination	Notes
eastern black rail (<i>Laterallus jamaicensis jamaicensis</i>)	T 4(d)		
piping plover (<i>Charadrius melodus</i>)	T		
rufa red knot (<i>Calidris canutus rufa</i>)	T		
rufa red knot (<i>Calidris canutus rufa</i>) critical habitat	P		
roseate tern (<i>Sterna dougallii dougallii</i>)	E		
Indiana bat (<i>Myotis sodalis</i>)	E		
northern long eared bat (<i>Myotis septentrionalis</i>)	E		
tricolored bat (<i>Perimyotis subflavus</i>)	P		
bog turtle (<i>Glyptemys muhlenbergii</i>)	T		
dwarf wedgemussel (<i>Alasmidonta heterodon</i>)	E		
green floater (<i>Lasmigona subviridis</i>)	P		
monarch butterfly (<i>Danaus plexippus</i>)	P 4(d)		
northeastern beach tiger beetle (<i>Habroscelimorpha dorsalis dorsalis</i>)	T		
American chaffseed (<i>Schwalbea americana</i>)	E		
Knieskern's beaked-rush (<i>Rhynchospora knieskernii</i>)	T		
seabeach amaranth (<i>Amaranthus pumilus</i>)	T		
sensitive joint-vetch (<i>Aeschynomene virginica</i>)	T		
small whorled pogonia (<i>Isotria medeoloides</i>)	T		
swamp pink (<i>Helonias bullata</i>)	T		