

## West Virginia Field Office Submission Form (*Optional*)

The following submission form/checklist is being provided by the U.S. Fish and Wildlife Service (Service), West Virginia Field Office (WVFO) as a way to assist with project reviews. This is an optional form that can be submitted with your request for Section 7 consultation or technical assistance. The submittal of this form is intended to streamline the field office review, which is likely to result in quicker response times. Please do not submit requests for project review to the WVFO if your project results in a “No effect” to all species in your Official Species List.

1. IPaC Species List Number or FWS File Number: \_\_\_\_\_  
*Example: 2018-I-0123, or 05E2WV00-2018-SLI-0123*
2. Date: \_\_\_\_\_
3. Lead agency<sup>1</sup> and applicant: \_\_\_\_\_
4. Requesting agency or individual:
  - a. Contact Name (first and last name):  
\_\_\_\_\_
  - b. Title: \_\_\_\_\_
  - c. Company: \_\_\_\_\_
  - d. Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
  - e. Email Address: \_\_\_\_\_
5. Project Name: \_\_\_\_\_
6. County: \_\_\_\_\_
7. Spatial coordinates of location of the project (in decimal degrees):  
\_\_\_\_\_

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<sup>1</sup> Under Section 7, this refers to the Federal government lead action agency initiating consultation. If your project will require authorization under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act, please list both the United States Army Corps of Engineers and the applicant’s name. This applies to all Nationwide Permit authorizations, including if the permit is anticipated to be non-reporting. If there is no Federal action agency, please list the company or institution’s name.

8. Project description, including any and all related construction activities, such as staging areas, temporary workspaces, access roads, etc.:

9. Provide summary and a description of impacts to onsite aquatic resources.

<b>Aquatic Resource Type</b>	<b>Total Permanent Impacts</b>	<b>Total Temporary Impacts</b>
<b>Stream</b>		
<b>Wetland</b>		

10. Provide a description of the amount (in acres) and type (e.g., early successional pine, mature deciduous, etc.) of forested habitat proposed to be removed, including an estimate/range of the size of trees (inches diameter at breast height).

11. Is there any evidence of caves, mine portals, cracks, fissures, or bridges within the project area? If so, please describe whether these could be used as hibernacula or roosting by bats<sup>2</sup>, as well as how you propose to avoid or minimize potential effects to these features.

12. Does the project comply with the northern long-eared bat ESA Section 4(d) rule?

**Yes    No**

13. If IPaC returns a federally listed aquatic or aquatic-dependent species (mussel, crayfish, fish, harperella, Virginia spiraea, northeastern bulrush, or Madison Cave isopod), does your project propose any activities that would result in any effects to its aquatic habitat listed in the species Project Design Guidelines document<sup>3</sup>

**Yes    No**

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<sup>2</sup> See the Appendix H of the Indiana bat Rangewide Survey Guidelines on how to determine whether a hibernaculum is potentially suitable. Desktop Analysis and Initial Field Reconnaissance should occur within 0.5-mile of the edge of the project footprint (where access can be obtained) and documentation of all known caves and abandoned mine portals within 3 miles of the outside edge of the project footprint should be conducted.

<sup>3</sup> Impacts include both direct and indirect effects to the stream, wetland, or sinkhole on which these species depend. Direct effects include open-cutting/trenching or any other fill or impact to the stream/wetland below the ordinary high water mark, streambank stabilization/modification projects, etc. Indirect effects include discharge of contaminants, an increase in sediment due to construction work adjacent to the stream/wetland, modification of the riparian vegetative buffer, affecting fish hosts or fish passage, or reductions in the amount/availability of water through water withdrawals, dams, etc.

14. If you answered “Yes” to Question 13, describe any proposed conservation measures to avoid or minimize effects to federally listed aquatic species. <sup>4</sup>
  
15. For any other species on the IPaC Species List that has not yet been addressed in this document, and where you make a “May Affect” determination in your species conclusion table, please describe any proposed conservation measures to avoid or minimize effects to these species and/or their suitable habitat.

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<sup>4</sup> For example, erosion and sediment control best management practices such as compost filter sock, silt fence, immediate re-seeding and mulching, or preservation of a riparian vegetative buffer; avoidance of stream impacts using alternate crossing methods, including a drilling contingency plan; commitment to the WVFO’s recommendations on water withdrawals; avoidance of sinkholes, etc.

Please attach the following supplemental information, as applicable, to this request to aid in our review:

- a. A shapefile (ArcGIS) or spatial coordinates with a map of the project location and area.
- b. Species conclusion table.
- c. Previous habitat assessments or species surveys conducted within the project area (such as a species survey report, Indiana Bat Conservation Plan, etc.).
- d. Photographs representative of all vegetation cover types within the project area.
- e. Photographs encompassing views of the entire site.
- f. Erosion and sedimentation control plans.
- g. Horizontal directional drilling contingency plan.
- h. Any previous correspondence on this project (include FWS file number), including your Official Species List.

**Project review requests should be submitted by email: [FW5\\_WVFO@fws.gov](mailto:FW5_WVFO@fws.gov).**

Please do not email new requests to individual staff biologists.

If you are unable to submit the project electronically, new requests can also be submitted by U.S. mail (address below). Please note, that due to the office teleworking, projects submitted through email are processed more quickly than those sent via U.S. mail. Please do not submit the same project through email and U.S. mail.

U.S. Fish and Wildlife Service  
West Virginia Field Office  
6263 Appalachian Highway  
Davis, West Virginia 26260  
Email: [FW5\\_WVFO@fws.gov](mailto:FW5_WVFO@fws.gov)