

West Virginia Field Office Guidance for Project Review Request Submissions

This document is intended to help project proponents/applicants/agencies with making sure all submittals to the West Virginia Field Office (WVFO) for Endangered Species Act review are complete. However, for certain projects, the WVFO may request additional detailed information during the review process.

Agency/Applicant Information

- 1.** By checking this box, I confirm that I have reviewed the WVFO Project Planning website for instructions on using the WVFO self-certification process to determine if consultation is necessary and to properly determine potential impacts to listed species (<https://www.fws.gov/office/west-virginia-ecological-services/project-planning>). [Note: Do not submit requests for project review to the WVFO if the self-certification process results in a “No effect” for all species].
- 2.** By checking this box, I confirm that I have obtained an Official Species List from the USFWS Information for Planning and Consultation (IPaC) website (<https://ipac.ecosphere.fws.gov>).
Enter your IPaC Project Code (Example: 2020-0001234): _____
- 3.** Is the action authorized, permitted, licensed, funded, or being carried out by a Federal agency in whole or in part? (e.g., USACE, HUD, FHWA, etc.)?
 - Yes [which agency(ies)]: _____
 - No
- 4.** Are you the lead federal action agency or a designated non-federal representative (per 50 CFR § 402.08) requesting concurrence on behalf of the lead Federal Action Agency? [Note: If you are a designated non-federal representative, please include official documentation from the lead agency per 50 CFR § 402.08 with your project submission].
 - Yes [**circle one:** Lead Agency OR Designated non-federal representative]
 - No

West Virginia Field Office Guidance for Project Review Request Submissions

5. Requesting agency or individual:
 - a. Contact Name (first and last name): _____
 - b. Title: _____
 - c. Agency or Company: _____
 - d. Phone: _____
 - e. Email Address: _____
6. Project Name: _____
7. County: _____
8. Spatial coordinates of the project location (in decimal degrees): _____

Project Details

The following information is necessary for the WVFO to understand your project and evaluate potential impacts to listed species and critical habitat. Please provide as much detail as possible to assist the WVFO in this review. Failure to provide sufficient information may result in increased review times or the need for resubmission.

1. Provide a detailed project narrative that thoroughly describes the proposed actions, including any and all related construction activities, staging areas, temporary workspaces, access roads, etc. Specify the total amount of acreage or linear miles within the project area and the total number of acres of ground disturbance that will result from the project.
2. Provide a description of onsite terrestrial and aquatic conditions, including the size, location and quality (when available) of streams, wetlands, forest, and other natural areas, and describe the proposed impacts from each project activity to these resources.
3. Provide the total amount (in acres) and type (e.g., early successional pine, mature deciduous, etc.) of forested habitat within the project action area, including an estimate/range of the size of trees (inches diameter at breast height).
 - a. Enter the total amount of tree removal, including tree trimming and limbing (in acres or in number of trees) that will be disturbed as part of the project.

West Virginia Field Office Guidance for Project Review Request Submissions

- b. What are the proposed dates of tree clearing/trimming? [*Note: If suitable bat habitat is present within your action area, consider implementing seasonal tree clearing restrictions specific to listed bats in West Virginia (i.e. no clearing between April 1 to Nov 14)*]
4. Listed bats have been documented using caves (and their associated sinkholes, fissures, and other karst features), as well as anthropogenic features such as mines, bridges, culverts, and tunnels as winter hibernation habitat (i.e., hibernacula). The questions below will help evaluate whether any potentially suitable hibernacula exist within or in close proximity to the proposed project.
 - a. Confirm that you have conducted a desktop analysis for known cave and mine portals within the project area and within 3 miles of the outside edge of the project area (as described in Appendix H of the *Range-wide Indiana bat and northern long-eared bat Summer Survey Guidelines*).
 - b. What sources did you consult (e.g., a literature search, maps and information available from WV DEP or provided by WVDNR, local cave survey groups or grottos, review of aerial photography and topographical maps, previous mining records (if applicable), forest inventories, previous species survey reports, and the work of consultants or other designees)?
 - c. Is there evidence of caves or mine portals within 3 miles of the project? Please describe.
 - d. Confirm that you have performed field reconnaissance of the project area and all land within 0.5 miles of the edge of the project area (where access can be obtained). Identify the extent of the area searched.
 - e. Are there any caves or mine portals within 0.5 miles of the project? If yes, provide details about the known or estimated underground extent of any cave or mine portals, including minimum and maximum depth of features and where those features are located on a map(s).
5. Does this project have the potential to introduce sediment or chemicals into waterways? If yes, provide a description of how and where sediment and/or chemicals may be introduced.
6. Will this project involve earth-moving activities? If so, describe the specific location, type of activity, and quantity associated with these activities.
7. Will this project include erosion/sedimentation control practices? If yes, describe and provide a copy of the associated erosion/sedimentation plans clearly depicting where the measures will be placed/implemented.
8. Will this project involve any stream or wetland impacts? If so, describe the specific location, type, and quantity of impact associated with these activities.

West Virginia Field Office Guidance for Project Review Request Submissions

9. Will this project involve the placement of rock or fill material *into* (*i.e.* below Ordinary High Water mark) or *adjacent to* (*i.e.* within 100 feet) stream habitats? If so, describe the specific locations, type, and quantity involved.
10. Will the project involve boring underneath a stream? If yes, refer to the WVDNR Stream Guidance (<https://wvdnr.gov/wp-content/uploads/2022/06/2022-Mussel-Stream-Guidance.pdf>) and include the following: 1) the proposed drilling depth of the pipe beneath the waterbody; 2) engineering and/or geologic evaluations (geotechnical analyses); 3) entry and exit locations for the pipe; 4) prior experience on nearby horizontal directional drilling or similar projects that the applicant has performed; and 5) the diameter and length of pipe proposed for installation. We recommend providing an inadvertent return response plan along with an analysis on the potential for such an event to occur. [*Note: Depending on the project scope and location, we may need this plan to properly review your proposed project for impacts to federally listed species.*]
11. Will this project involve the withdrawal or diversion of water? If so, describe the specific location, method of withdrawal or diversion, and quantity of water that will be associated with these activities.
12. Does this project have the potential to alter water temperature (*i.e.* commercial or industrial activities where water is warmed, activities that involve damming of waterways, activities that include riparian habitat removal, etc.), water quantity, water quality, or stream flow characteristics? If yes, provide a description.
13. Does this project have the potential to impact streamside vegetation? If so, describe the specific location and quantity associated with these activities.

Project Attachment Checklist

Please check the boxes for the information you are including (as applicable for your project). Failure to provide sufficient materials may result in increased review times or the need for resubmission.

- A shapefile (ArcGIS) or spatial coordinates in decimal degrees with a map of the project location(s) and action area(s)
- Previous habitat assessments or species surveys conducted within the project area (such as a species survey report)
- Photographs representative of all vegetation cover types within the project area
- Photographs encompassing views of the entire site

West Virginia Field Office Guidance for Project Review Request Submissions

- Erosion and sedimentation control plans (include if earth moving is proposed as part of the project)
- Horizontal directional drilling contingency plan (include if HDD is proposed as part of the project)
- Any previous correspondence on this project (include FWS file number/IPaC Project Code), including your Official Species List from the USFWS IPaC website
- A map(s) depicting the locations of tree removal, streams crossings, or any other impacts anticipated as a result of the project
- IPaC WV Determination Key Consistency Letter

How to Submit

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 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