

Individual Project Package Checklist

Oil and Gas Industry Conservation Plan for the American Burying Beetle

This checklist and associated documentation is provided for those in the oil and gas industry who have received an Endangered Species Act (ESA) section 10(a)(1)(B) permit through the Oil and Gas Industry Conservation Plan (ICP) for the American burying beetle (ABB). After receiving your Permit and before project initiation, you (Permittee) are required to submit Individual Project Packages (IPPs) for Covered Activities occurring in the Planning Area. Section 7.2 of the ICP provides additional information on IPPs. These IPPs must be approved by the Service for use under the issued Permit prior to initiation of Covered Activities. Submit your IPP electronically to the following email address: ABB_ICP@fws.gov. All IPPs must contain the information below and additional guidance can be found at: <http://www.fws.gov/southwest/es/oklahoma/ABBICP>.

Company Name: _____

Contact Information (email address and phone number): _____

IPP Project Name: _____

This is the name you assign to the project(s).

Endangered Species Act Section 10(a)(1)(B) Permit #: _____

Please include a copy of your signed Permit with the IPP. The Permit number is located in Box 3, in the upper- right corner of the permit.

ABB Take Estimates:

Total Take issued for your existing Permit: _____

Total Take approved for your permit (through previous IPP approvals): _____

Requested amount of Take for this IPP: _____

***The following checklist items are associated with other documents located here:
<http://www.fws.gov/southwest/es/oklahoma/ABBICP>.***

Species Assessment and Mitigation Calculations:

Completed and Signed *Species Assessment and Mitigations Calculations for the Industry Conservation Plan*

This document provides a process for determining the amount of mitigation necessary for impacts to the ABB from Covered Activities, as described in Section 2.0 of the ICP. Before the U.S. Fish and Wildlife Service (Service) can issue an Endangered Species Act (ESA) section 10(a)(1)(B) permit, we must have assurances that adequate mitigation will occur prior to impacts.

Completed *Calculation Spreadsheet for Area of Impact from Covered Activities for the American Burying Beetle ICP* Excel spreadsheet

The Excel spreadsheet assists Permittees with determining the amount of temporary and permanent impacts to ABBs and their habitat from Covered Activities, as described in Section 2.0 of the ICP. Results from this spreadsheet should be entered into the *Species Assessment and Mitigation Calculations for the American burying Beetle* document.

ABB Survey Information

If you are assuming presence of ABBs, check this box.

If you have conducted surveys, or are utilizing existing survey information that shows ABB presence within your project area (in accordance with the *American Burying Beetle Oklahoma Presence Absence Live-trapping Survey Guidance*), check this box. If available (if using surveys conducted for you), include the *ABB Survey Data Collection Form* and *ABB Survey Summary Report*. Both template forms can be found here:
<http://www.fws.gov/southwest/es/oklahoma/ABBICP>.

If you are utilizing existing survey information within your project area, submit the survey ID number from our website.

IPaC Results

Information obtained from IPaC, as identified in the Species Assessment (above) will be used to identify the specific permit coverage area for each Permit. Within IPaC, applicants should delineate their specific area or areas by drawing a line or polygon over a map, or select by county. A species list will be produced and should be included in this IPP.

Maps and Description of Area of Permit Coverage

Project proponents must submit a description of the area requested for IPP approval and detailed maps. Specific information should include:

- General description of your project
- Detailed description of your project, including details for each covered activity
 - This can include information input into the Calculations Spreadsheet for Area of Impact from Covered Activities for the ABB ICP, with further detailed explanations as to how impacts to ABB habitat was determined
- List of counties your project(s) will cover
- Maps
 - Large scale map with context of your project within the surrounding area
 - Small scale map specific to project area
 - Maps used to develop ABB habitat delineation
 - ABB habitat versus non-habit (using exclusionary criteria)
 - Temporary, Permanent Cover Change, and Permanent Impacts
- Any photographs of the project site(s) or surrounding areas that may assist the Service with review. Photographs should include existing ABB habitat that will be impacted but restored (temporary and permanent cover change impacts) in accordance with section 7.2 of the ICP.

Special note for Operation and Maintenance covered activities: The Service recognizes that it is not feasible to submit an IPP for each individual operation and maintenance activity proposed within occupied ABB habitat. Therefore, Permittees may lump these activities for multiple projects into one IPP. Individual Project Packages for operation and maintenance activities must include a general description of types of activities, estimations of typical size and frequency of operation and maintenance activities based on past activities, and typical impact type associated with activities, but are not required to provide specific location information and the exact amount of take. However, operation and maintenance IPP applications should provide as much information as possible for the Service to adequately evaluate proposed potential project(s). Mitigation completion/reservation for operation and maintenance IPPs must be documented in the IPP application and in place prior to impacts, unless it is an emergency repair as described in Section 5.1.5 of the ICP. Following operation and maintenance IPP approval, Permittees must ensure that take associated with these activities is appropriately mitigated prior to impacts.

ICP Implementation Funding

Permittees must demonstrate funding for implementation of changed circumstances and restoration of areas with temporary or permanent cover change impacts. Funding must be assured through one of the following options, further described in Section 6.0 of the ICP:

- a) Financial Test and Corporate Guarantee
- b) Trust Fund
- c) Surety Bond
- d) Performance Bond
- e) Letter of Credit
- f) Insurance

Permittees must submit the following with every IPP:

- Applicable documentation of the selected funding assurance (as described in Section 6.0 of the ICP)
- Completed *Estimate of ICP Implementation Costs* Worksheet

Mitigation Funding

If conservation banks are the selected mitigation method, documentation of credit purchase or reservation agreements must be provided to the Service prior to IPP approval.

If third-party or Permittee-responsible mitigation lands are the selected mitigation method, these lands must be acquired, have completed management plans, and be approved by the Service prior to IPP approval, as described in the Service's *ABB Conservation Strategy for the Establishment, Management, and Operations of Mitigation Lands*.

IPP Submittal

Please submit your IPP electronically to the following email address: ABB_ICP@fws.gov, and include your permit number, "IPP", and company name in the subject line (e.g., TE12345-IPP-Big Flat Oil and Gas Company).