

## Getting a Species List using IPaC

### 1. Define the area for which you want a species list.

There are 3 ways of doing so:

- Select State/County
- Draw the area on a map
- Upload a shapefile onto a map

#### By State/County:

1. Click **State/county list** above the map.
2. From the drop-down menus, select a state and one or more counties.
3. To proceed toward getting a species list, click **Continue**.

#### By drawing an area using the mapping tool:

1. Select the **Map** radio button (selected by default).
2. Select the Zoom tool  and zoom to your general project area. (Optionally, if you know the address, choose the **Find a place** tab, and fill in the form. The map will zoom to the address.)
3. Select the drawing tool  and choose either a rectangle or line tool to draw the boundary of your project area. NOTE: For additional information, look to the left side of the map for Map Help which includes [Show Me](#) demos for each map tool.
4. On the map, you can visually explore data found within your area of interest. Click on the **Map Layers** tab and select the layers of data you want to see, for example, USFWS critical habitat.
5. To proceed toward getting a species list, click **Continue**.

#### By uploading a shape file that defines the spatial boundary of the project area:

1. Select the **Map** radio button (selected by default).
2. Click the **Upload** button on the Map toolbar.
3. Browse your computer's file system and select an ESRI shape file; then click **Open**.
4. If the shape file meets the requirements (click **Help** button for details), IPaC will draw and display the spatial boundary of the shape file.
5. On the map, you can visually explore data found within your area of interest. Click on the **Map Layers** tab and select the layers of data you want to see, for example, USFWS critical habitat.
6. To proceed toward getting a species list, click **Continue**.

### 2. Describe your project.

1. From the drop-down menu, select your project type. (Choose **\*\*Other\*\*** if you are unsure or do not have a project in mind.)
2. Click **Continue**.

### 3. Get natural resource information about your project area

On the Trust Resources List page, for your project area you are provided the following:

- A list of the FWS office(s) that represent your project area
- The option for saving or printing a Trust Resources List
- The option for requesting an Official species list
- If you drew a project area, you will see a map of the project location
- Endangered Species Act Species List, if species are present
- A listing of critical habitat or proposed critical habitat, if present
- FWS National Wildlife Refuges, if present
- National Wetlands Inventory Wetlands, if present.

### 4. To view final designated critical habitat or proposed critical habitat for species on the list (if any)

1. Some of the species on your list may include a link to **Final designated critical habitat** or **Proposed critical habitat**. To view critical habitat on a map, click the link.
2. If multiple species on your list have critical habitat, you can view critical habitat for all of them on a map by clicking the link “**View all critical habitats within your project area on one map**” located just below the species list. A new page opens with a map of critical habitat.
3. Select **Identify** on the right side of the screen then click on the critical habitat polygon within your project area. A pop-up window will appear with the list of critical habitat for species in the polygon. Please be patient as the map takes a few moments to upload.

### 5. To save or print a Trust Resources List

1. To get a Trust Resources List, click the button that says “**Save or Print Trust Resources List**” in the second section of the web page.
2. Enter a project name (optional) and click **Generate PDF** version.
3. In the browser you will see a PDF of the species list. You can save or print it.

### 6. To get an Official Species List

1. To get an official species list, click the blue button **Request an Official Species list** in the second section of the web page.
2. Enter a project name and description (required) and click **Request Official Species list**.
3. A form is displayed for entering your contact information. Fill in all required fields and click **Continue**.
4. If your request was successfully initiated, you will see a message indicating that you will receive an email containing instructions on how to complete your request. This two-step request process is IPaC’s way of ensuring it can successfully reach you via the email address you provide.
5. Check your email inbox for an email from [fwhq\\_ecos\\_support@fws.gov](mailto:fwhq_ecos_support@fws.gov). Click the link in the email to complete the request.