User's Guide for the Range-wide Programmatic Consultation for Indiana Bat and Northern Long-eared Bat

Version 3.0, May 2016







Federal Highway Administration

Federal Railroad Administration

Federal Transit Administration

U.S. Fish and Wildlife Service

Table of Contents

1	INTRODUCTION	1
2	PROGRAMMATIC SCOPE AND EFFECTS ANALYSIS SUMMARY	
_	2.1 ACTIONS OUTSIDE THE SCOPE OF THE RANGE-WIDE PROGRAMMATIC CONSULTATION	
	2.2 ACTIONS THAT WILL HAVE NO EFFECT ON BATS AND/OR INDIANA BAT CRITICAL HABITAT	
	2.3 ACTIONS THAT MAY AFFECT BATS	
	Actions NLAA	
	Actions NLAA with AMMs	7
	Actions LAA	8
3	STANDARD OPERATING PROCEDURE FOR SITE-SPECIFIC PROJECT(S) SUBMISSION	10
	3.1 PROCESS FOR TRANSPORTATION AGENCIES	10
	Step 1 - Begin Notification/Submittal Process	10
	Step 2 – Determine Adherence to Scope and Submit Form	10
	3.2 PROCESS FOR LEAD SERVICE FIELD OFFICE	11
ΑI	PPENDIX A – SCOPING WORKSHEET (OPTIONAL USE)	14
ΑI	PPENDIX B - PROJECT SUBMITTAL FORM	14
ΑI	PPENDIX C - AVOIDANCE AND MINIMIZATION MEASURES	14
ΑI	PPENDIX D – BRIDGE/STRUCTURE ASSESSMENT GUIDELINES AND FORM	14

This version of the User's Guide reflects changes in response to input from users and the completion of a programmatic biological opinion. The most current versions of supporting documents for this rangewide programmatic consultation, including the appendices listed above, are posted on the U.S. Fish and Wildlife Service's Region 3 website.

1 Introduction

This document provides guidance for the implementation of the range-wide programmatic consultation for the Indiana bat and northern longeared bat (NLEB). This document is based on the May 2016 Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), and Federal Transit Administration (FTA) Programmatic Biological Assessment for Transportation Projects in the Range of the Indiana Bat and Northern Long-eared Bat (BA), and the U.S. Fish and Wildlife Service (Service) Programmatic Biological Opinion, dated May 20, 2016 (BO). The BO encompasses the previously released programmatic informal consultation, which has undergone minor revisions and now includes FTA projects. The Service, FHWA, FRA, and FTA jointly developed this User's Guide to be instructional for both transportation agencies and Service Field Offices. We encourage feedback¹ on the User's Guide to facilitate updates and improvements, as necessary.

Any questions regarding the Range-wide Programmatic Consultation and/or User's Guide should be addressed at the local FHWA/FRA/FTA/ State Department of Transportation/Service field office level. If resolution cannot be achieved, contact:

U.S Fish & Wildlife Service

Catherine Liller 303-236-4318 catherine liller@fws.gov

Federal Highway Administration

Brian Yanchik 443-522-9446 Brian.Yanchik@dot.gov

Federal Railroad Administration

Andrea Martin 202-493-6201 andrea.martin@dot.gov

Federal Transit Administration

Sharyn LaCombe (202) 366-5213 sharyn.lacombe@dot.gov

This User's Guide provides:

- **Programmatic Scope and Effects Analysis Summary:** Actions appropriate for use of the rangewide programmatic consultation and key effects analysis decision points;
- Standard Operating Procedure (SOP) for Project(s) Submission: Guidance for project submission under the range-wide programmatic consultation for FHWA, FRA, FTA, and their respective non-federal representaives (henceforth "transportation agencies") and SOPs for the Service's review and tracking of the range-wide programmatic consultation;
- Scoping Worksheet: An optional worksheet to assist in the identification of potential project
 effects on both bat species and applicable AMMs to reduce effects to be discountable or
 insignificant (NLAA only) (Appendix A);
- **Project Submittal Form**: A form for transportation agencies to use for submitting project-level information to the appropriate Service Field Office (Appendix B);
- Avoidance and Minimization Measures: Summary of Avoidance and Minimization Measures
 (AMMs) to be implemented, as applicable, to reduce the potential effects of projects so as to be
 within the scope of the range-wide programmatic consultation (Appendix C); and

¹ Provide feedback on the User Guide and Appendices to the appropriate agency contact listed in the box above.

Bridge/Structure Assessment Guidelines and Form: Guidelines to determine if any bat species
are likely using bridges/structures, and a form for documenting and submitting a site-specific
bridge/structure assessment (Appendix D).

The Service encourages all parties who plan to use the range-wide programmatic consultation to review the BA if there are questions regarding interpretation. The BA contains detailed information on the proposed action, an analysis of the potential effects to the species and their resources, and support of effect determinations. The BA and implementation documents relevant for compliance with the range-wide programmatic consultation, as well as Service Field Office contacts are available at the Service's Region 3 website at: http://www.fws.gov/midwest/endangered/section7/fhwa/index.html.

The BA covers the full range of both bat species within the United States, which includes all or part of the following States (plus the District of Columbia): Alabama, Arkansas, Connecticut, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Vermont, Virginia, West Virginia, Wisconsin, and Wyoming.

2 Programmatic Scope and Effects Analysis Summary

The range-wide programmatic consultation can be used for projects that may affect Indiana bats and/or NLEBs. However, Transportation Agencies may use any other applicable Endangered Species Act Section 7 consultation for projects that may affect the Indiana bat and/or NLEB. The Intra-Service Programmatic BO on the Final 4(d) Rule for the NLEB may be used for projects <u>only</u> affecting the NLEB. If both species are present in the action area, the programmatic consultation may be used in conjunction with the Intra-Service Programmatic BO on the Final 4(d) Rule, although it is not necessary. Projects impacting designated Indiana bat critical habitat are **not** included in this programmatic consultation.

This section provides examples of: 1) actions that are outside the scope of the programmatic consultation and may require additional or separate coordination with the appropriate Service Field Office; 2) actions that have no effect on either bat species, in which consultation with the Service is not required; and 3) actions that may affect either bat species. The scoping worksheet (Appendix A) is an additional tool to assist in determining potential project effects on both bat species, and the applicable AMMs to be implemented in order to reduce effects to be discountable or insignificant.

Note: In certain cases, the transportation agency or the Service Field Office may request additional upfront coordination to determine whether a project adheres to the scope of the range-wide programmatic consultation. This coordination could be initiated in one of two ways: 1) the transportation agency is uncertain whether or not a project is covered and contacts the appropriate Service Field Office, or 2) the transportation agency submits the project under the programmatic consultation, but the Service Field Office requests more information following the receipt of the Project Submittal Form. The Service's request for additional information must be made within the 14-calendar day evaluation period for informal consultation or the 30-calendar day review period for formal

consultation under the range-wide BO. The official evaluation period starts following the receipt of a complete Project Submittal Form. Transportation agencies are encouraged to coordinate with Field Offices in advance of their project submittal to minimize potential process delays.

There are also two outcomes for projects requiring additional coordination: 1) upon the acquisition of additional information (e.g., summer roosting, hibernacula, bridge roosting activity, etc.) or the implementation of site-specific AMMs,² the project is determined to be within the scope of the rangewide programmatic consultation and the transportation agency and Service proceed using the rangewide BO, or 2) the project is determined to be outside the scope of the range-wide programmatic consultation, in which case separate consultation with the appropriate Service Field Office is necessary.

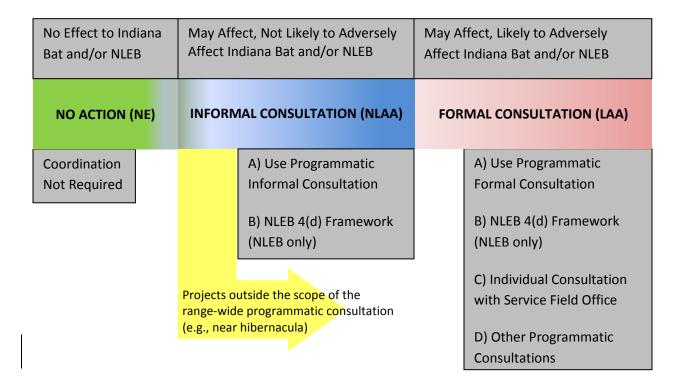


Figure 1. Consultation processes for Indiana bat and NLEB.

2.1 Actions Outside the Scope of the Range-wide Programmatic Consultation

The Description of the Proposed Action includes a general description of all types of transportation agency-involved activities. However, the transportation agencies and the Service have made a preliminary determination that some proposed activities do not meet the criteria for inclusion in the

² If additional information is required or if site-specific AMMs are implemented in order to employ the programmatic consultation, the relevant transportation agency and Service Field Office are responsible for documenting those actions on the Project Submittal Form.

range-wide programmatic consultation. These projects may or may not result in adverse effects to NLEBs and/or Indiana bats. Additional coordination with the appropriate Service Field Office is necessary to make a final effect determination on these projects. **Separate individual consultation with the appropriate Service Field Office may be required.**

The following categories of activities are **NOT** covered by the range-wide programmatic consultation:

- Activities that remove documented Indiana bat roosting/foraging habitat³ or travel corridors between May 1 and July 31;
- Activities that remove documented **NLEB** roosts and/or trees within 150 feet of those roosts between June 1 and July 31;
- Activities that impact the physical structure, hydrology, or microclimate of a hibernaculum (e.g., any type of construction activity within 300 feet of a cave, sinkhole, losing stream, or spring);
- Projects that raise the road profile above the tree canopy within 1,000 feet of known summer habitat (based on documented roosts and/or captures) at any time of year;
- Bridge removal, replacement, or maintenance activities that make the bridge no longer suitable for roosting;
- A bridge or structure maintenance activity that is likely to disturb bats when a maternity colony of bats is documented to be present;
- Any activity <u>within</u> 0.5 mile from an Indiana bat and/or NLEB hibernaculum **unless those** activities:
 - Do not involve any construction, such as: bridge assessments, property inspections, development of planning and technical studies, property sales, and equipment purchases; or
 - Are completely within existing road/rail surface⁴ and <u>do not involve</u> percussive or other activities that increase noise above existing traffic/background levels (e.g., road line painting); or
 - Are limited to maintenance of existing facilities (e.g., rest areas, stormwater detention basins) with no new ground disturbance and no tree removal/trimming.

³ Documented roosting or foraging habitat – for the purposes of this consultation, we are considering documented habitat as that where Indiana bats and/or NLEB have actually been captured and tracked using (1) radio telemetry to roosts; (2) radio telemetry biangulation/triangulation to estimate foraging areas; or (3) foraging areas with repeated use documented using acoustics. Documented roosting habitat is also considered as suitable summer habitat within 0.25 miles of documented roosts.

⁴ Road surface is defined as the driving surface and shoulders (may be pavement, gravel, etc.) and rail surface is defined as the edge of the rail ballast.

- Any activity greater than 0.5 mile from an Indiana bat and/or NLEB hibernaculum and <u>outside</u> 300 feet from existing road/rail surfaces at any time of year, unless those activities:
 - Do not involve any construction, examples of non-construction activities include: bridge assessments, property inspections, development of planning and technical studies, property sales, and equipment purchases; or
 - Are limited to maintenance of existing facilities (e.g., rest areas, stormwater detention basins) with no new ground disturbance and no tree removal; or
 - Are limited to wetland or stream protection activities associated with compensatory wetland mitigation that do not clear suitable habitat; or
 - o Only involve slash pile burning; or
 - o Have carried out presence/probable absence (P/A) summer surveys⁵ that are negative.

2.2 Actions That Will Have No Effect on Bats and/or Indiana Bat Critical Habitat

Some projects for reasons of location or activity type will have "no effect" on the bat species or Indiana bat designated critical habitat.

The following categories of activities result in "no effect" with respect to Indiana bat, designated Indiana bat critical habitat, and NLEB:

- Projects outside the species' range⁶;
- Projects inside the species range with no suitable forested bat habitat⁷; projects must also be greater than 0.5 miles from any hibernaculum unless meeting exceptions listed below;
- Activities (anywhere, including within 0.5 mile of hibernacula) that do not involve any
 construction activities, examples of non-construction activities include: bridge assessments,
 property inspections, planning and technical studies, property sales, property easements, and
 equipment purchases;
- Activities (anywhere, including within 0.5 mile of hibernacula) conducted completely within the
 existing road/rail and <u>do not involve</u> percussive or other activities that increase noise above
 existing traffic/background levels (e.g., road line painting); and
- A bridge or structure project that has been assessed using the criteria documented in the BA and has no signs of bats.

⁵ P/A summer surveys conducted within the fall swarming/spring emergence home range of a documented Indiana bat hibernacula (contact local Service Field Office for appropriate home range) that result in a negative finding requires additional consultation with the local Service Field Office to determine if clearing of forested habitat is appropriate and/or if seasonal clearing restrictions are needed to avoid and minimize potential adverse effects on fall swarming and spring emerging Indiana bats.

⁶ See http://ecos.fws.gov/speciesProfile/profile/speciesProfile?spcode=A000

⁷ Refer to http://www.fws.gov/midwest/endangered/mammals/inba/inbasummersurveyguidance.html

For activities identified above that result in "no effect" to the Indiana bat, designated Indiana bat critical habitat, or NLEB, the transportation agency documents "no effect" on the Project Submittal Form (Appendix B) for their files. No coordination with the Service is required.

2.3 Actions That May Affect Bats

For projects within the range of either the Indiana bat or NLEB in which suitable habitat is present, and no bat surveys have been conducted, the transportation agency will assume presence of the appropriate species. This assumption of presence should be based upon the presence of suitable habitat and the capability of bats to occupy it because of their mobility.

Actions NLAA

Projects occurring near suitable habitat (e.g., non-forested area between patches of suitable habitat that Indiana bat or NLEB would typically cross) or within suitable habitat may affect the Indiana bat or NLEB. Some of these projects may have a **discountable or insignificant** effect on either bat species and thus are considered NLAA actions.

Such activities that are NLAA include:

- Projects inside the species range and within suitable bat habitat, but with negative bat P/A summer surveys⁸⁹; projects must also be greater than 0.5 mile from any hibernaculum;
- Activities within suitable bat habitat that involve maintenance of existing facilities (e.g., rest areas, stormwater detention basins) that do not remove or alter the habitat (e.g., mowing, brush removal);
- Activities within 300 feet of existing road/rail surfaces in areas that contain suitable habitat but do not remove or alter the habitat (e.g., mowing, brush removal);
- Activities limited to slash pile burning; and
- Wetland or stream protection activities associated with compensatory wetland mitigation that do not clear suitable habitat.

For activities identified above that result in "may effect, NLAA" to the Indiana bat or NLEB, the transportation agency will complete and email the Project Submittal Form (Appendix B) to the lead Service Field Office, which will observe a 14-calendar day evaluation period from receipt of submittal form.

⁸ Refer to http://www.fws.gov/midwest/endangered/mammals/inba/inbasummersurveyguidance.html

⁹ P/A summer surveys conducted within the fall swarming/spring emergence home range of a documented Indiana bat hibernacula (contact local Service Field Office for appropriate home range) that result in a negative finding requires additional consultation with the local Service Field Office to determine if clearing of forested habitat is appropriate and/or if seasonal clearing restrictions are needed to avoid and minimize potential adverse effects on fall swarming and spring emerging Indiana bats.

Actions NLAA with AMMs

As identified above, transportation projects occurring near or within suitable habitat "may affect" the Indiana bat or NLEB. In many such circumstances, the implementations of AMMs (Appendix C) are required for the project to reach NLAA for both bat species.

Transportation projects that meet the conditions listed below, and implement all applicable AMMs are NLAA Indiana bats or NLEBs:

- Tree removal that:
 - o Occurs greater than 0.5 mile from any hibernacula; and
 - o Occurs within 100 feet of existing road/rail surfaces; and
 - o Is clearly demarcated, and
 - Does not alter documented roosts and/or surrounding summer habitat within 0.25 mile of documented roosts; and
 - Occurs outside the active season (i.e., winter).
- Lighting that does not increase illumination above ambient conditions and that incorporates full cut-off, downward facing lights directed away from forested areas.

AND / OR

- Structure or bridge maintenance that:
 - o Is outside the active season; and
 - Does not alter roosting potential; and
 - o Includes any applicable lighting minimization measures.
- Structure maintenance that:
 - o Is during the active season, and does not disturb or harass roosting bats in any way (e.g. activity away from roosts inside); and
 - Does not alter roosting potential; and
 - o Includes any applicable lighting minimization measures.
- Bridge maintenance that:
 - Is during the active season, and does not disturb roosting bats in any way, including:
 - Above deck work that does not drill down to the underside of the deck or include percussives (vibration) or noise levels above general traffic;
 - Below deck work that is conducted away from roosting bats and does not involve percussives or noise levels above general traffic (e.g., wing-wall work, abutment, beam end, scour, or pier repair); and
 - Does not alter roosting potential; and
 - o Includes any applicable lighting minimization measures.

For activities identified above that result in "may effect, NLAA" to the Indiana bat or NLEB with the implementation of all applicable AMMs, the transportation agency will complete and email the

Project Submittal Form (Appendix B) to the lead Service Field Office, which will observe a 14-calendar day evaluation period from receipt of submittal form.

Actions LAA

If adverse effects to either bat species cannot be avoided, formal consultation with the Service is required. The following project criteria within the scope of the range-wide programmatic consultation are likely to adversely affect the Indiana bat and/or northern long-eared bat.

- All tree removal must:
 - o Occur greater than 0.5 mile from hibernacula; and
 - o Be within 300 feet of existing road/rail ballast; and
 - o Be clearly demarcated.
- Projects within potential (not documented) Indiana bat roosting/foraging habitat or travel corridors must:
 - o Occur during the winter season 100-300 feet from existing road/rail surface; or
 - Occur during the active season (except May, June, July) within 0-300 feet from existing road/rail surface; or
 - Occur during May, June, July of the active season within 0-300 feet from existing road/rail surface, and include limited clearing such that all trees can be visually assessed – see BA for more instructions; or
- Projects within documented Indiana bat roosting/foraging habitat or travel corridors must:
 - Occur during the winter season within 0-300 feet from existing road/rail surface; or
 - Occur during the active season (except May, June, July) within 0-300 feet of existing road/rail surface.
- Projects within potential (not documented) NLEB roosting/foraging habitat or travel corridors must:
 - Occur during the winter season 100-300 feet from existing road/rail surface; or
 - Occur during the active season within 0-300 feet from existing road/rail surface.
- Projects within **documented** NLEB roosting/foraging habitat or travel corridors must:
 - o Occur during the winter season within 0-300 feet from existing road/rail surface; or
 - o Occur during the active season (*except* known NLEB roosts and trees within 150 feet of those roosts in June and July) within 0-300 feet from existing road/rail surface.
- Structure or bridge maintenance that:
 - Is during the active season; and
 - Has no signs of a maternity colony (no more than 5 bats estimated to be present); and
 - o Does not alter roosting potential; and
 - May or may not result in disturbance or death to a small number of bats.

Table 1: Summary of project criteria for tree removal conditions likely to adversely affect the Indiana bat and/or northern long-eared bat; and is within the scope of the range-wide programmatic consultation.

Distance to existing road/rail surface	Habitat Type	Allowed Timing
100-300 feet	Potential Indiana bat or NLEB roosting/foraging habitat or travel corridors	Winter
≤300 feet	Documented Indiana bat or NLEB roosting/foraging habitat or travel corridors	Winter
≤300 feet	Potential Indiana bat roosting/foraging habitat or travel corridors	April, August, September
≤300 feet	Potential Indiana bat roosting/foraging habitat or travel corridors – limited clearing such that all trees can be visually assessed	May, June, July
≤300 feet	Documented Indiana bat roosting/foraging habitat or travel corridors	April, August, September
≤300 feet	Potential NLEB roosting/foraging habitat or travel corridors	April 1 - October 1
≤300 feet	Documented NLEB roosts and trees within 150 feet of those roosts	April, May, August, September,

Note: All tree removal must occur greater than 0.5 mile from hibernacula.

For activities identified above that result in "may effect, LAA" to the Indiana bat or NLEB with the implementation of all applicable AMMs, the transportation agency will complete and email the Project Submittal Form (Appendix B) to the lead Service Field Office, which will observe a 30-calendar day evaluation period from receipt of submittal form.

3 Standard Operating Procedure for Site-Specific Project(s) Submission

Please use the following procedure to submit site specific transportation project(s) for inclusion in the range-wide programmatic consultation and to record project-specific information.

3.1 Process for Transportation Agencies

Step 1 - Begin Notification/Submittal Process

To begin this step, the applying transportation agency will go to the Information for Planning and Conservation (IPaC) website at http://ecos.fws.gov/ipac/ and follow these steps: 10

- Enter project location and define project action area,
- Request an official species list,
- Enter project information (name, description, classification/type, etc.),
- Enter requesting agency name and contact information, and
- Check the box to verify your project and submit request.

After an initial e-mail confirmation that the request has been submitted, the transportation agency contact will receive a follow-up email with an attached official species list, an attached GIS file of their project location, the appropriate Service Field Office contact(s) information, and the consultation code(s) associated with the species list. Should a project span multiple Service Field Office jurisdictions, the transportation agency will be provided with more than one Service Field Office contact and consultation code. For transportation actions that cross jurisdictional boundaries (e.g., from one State DOT to another), one transportation entity should take the lead in implementing this process and determining whether the action, as a whole, meets the requirements for inclusion in the range-wide programmatic consultation.

Step 2 – Determine Adherence to Scope and Submit Form

The transportation agency will determine whether or not the proposed project adheres to the scope and criteria of the range-wide BA (optional use of the scoping worksheet in Appendix A may be used to help make this determination). If so, unless the determination is NE, the transportation agency shall submit a Project Submittal Form (or a comparable Service approved form), which includes the identification of AMMs and if applicable, compensatory mitigation measures required to offset adverse effects on the Indiana bat, to the email addresses of the appropriate Service Field Offices.

⁸ Transportation agencies may coordinate with the appropriate Service Field Office to develop a separate process for requesting a site-specific project be included in the range-wide programmatic consultation. However, the Project Submittal Form must be provided.

3.2 Process for Lead Service Field Office

Upon receiving the Project Submittal Form from a transportation agency, the lead Service Field Office will update the project(s) TAILS Activity in the Environmental Conservation Online System (ECOS) Tracking and Integrated Logging System (TAILS) using the consultation code(s) from the Project Submittal Form. Each Service Field Office will follow their office's data entry procedures for ECOSTAILS as well as the processes described below. The following process is required to enter additional project-specific information and "position/associate" the Activity in the appropriate Programmatic Bundle.

- Go to ECOS-TAILS at https://ecos.fws.gov/tails.
- Perform a Section 7 Consultation search or report and navigate to the TAILS Activity associated with the consultation code provided in the Project Submittal Form.
- Go to Edit Core information 12
 - Consultation Type you will be changing the Activity from Species List to Informal or Formal Consultation via "Add Event" as described below¹³ (leave blank under Core Information).
 - Species select all species requiring consultation for the project(s).
 - o Staff Lead select individual (identify additional staff within the "Staff" field).
 - Lead Agency Note that this refers to the Federal governmental lead action agency initiating consultation; change to/select FHWA or FRA or FTA under DEPT OF TRANSPORTATION as appropriate.
 - Supporting Agency this is an optional field and refers to Federal or non-Federal
 agencies (other than the Lead Agency) involved in the activity; the Supporting Agency is
 often the requesting transportation agency listed on the Project Submittal Form.

For project(s) affecting **only** the Indiana bat and/or NLEB (i.e., no other species requiring consultation), complete the following; otherwise follow office data entry procedures for start date, due date, and conclusion date.

- o Consultation Complexity select Programmatic Project-Level
- o Start Date reset to date in which a completed Project Submittal Form was received
- Due Date enter either "14" in the "Standard Days until Due" field for Informal
 Consultation or "30" in the "Standard Days until Due" field for Formal Consultation and

_

⁹ If a separate process other than IPaC is used by the transportation agency, the lead Service field office (upon receiving the Project Submittal Form) will create a Section 7 Consultation Activity in ECOS-TAILS for the specific project(s) following their office's data entry procedures <u>and</u> the process described above.

Information entered into IPaC is transferred to ECOS-TAILS as a Section 7 Species List (IPaC-Generated) Activity, in which "project name" translates to the TAILS Activity Title, the "project description" translates to the TAILS Activity Description, and the "project classification/type" translates to the TAILS Action/Work Type.

¹³ If a separate process other than IPaC is used by the transportation agency, the lead Service field office will create an original Section 7 Consultation Activity in ECOS-TAILS for the specific project(s).

- click on the "Compute" button (this will calculate the Due Date as being 14 or 30 calendar days out from the Start Date)
- Conclusion Date reset to date the Service completed optional review
- o Click SAVE

Go to Edit – Bundles

- Search for Bundle Code 09E00000-2015-B-0002 titled "FHWA, FRA, FTA Indiana bat/Northern long-eared bat Programmatic Consultation"
- o Select "Add" to position/associate the Activity to the selected Bundle

• Go to Edit – Biological Conclusion

- Biological Conclusions By Species select effects determination/consultation type for each species
- o Take for projects LAA either bat species, type the following information (as quoted):
 - "Type loss or alteration of forested habitat"
 - "Number [enter number rounded to hundreds] acres of forested habitat"
 - "Timing [enter 'active season' or 'winter']"
 - "Phase [enter life stage of 'pups' and/or 'adults']"

Click SAVE

- After the project is completed, should the State or local transportation agency report the discovery of a dead or injured Indiana bat and/or NLEB, type the following information into the Take field under Biological Conclusion:
- "Type individual"
- "Number [enter number] Indiana bat(s)" and/or
- "Number [enter number] NLEB(s)

• Go to Events – Add Event

- o Event Date reset to date a completed Project Submittal Form was received
- Type select "Change in Consultation Type"
- New Consultation Type (activated only with above Event Type) select "Informal Consultation' if ALL species require informal consultation
- New Consultation Type (activated only with above Event Type) select "Formal Consultation" if ANY species require formal consultation (even if other non-bat species require informal consultation, including Indiana bat and NLEB)
- Description type "2015-2016 FHWA/FRA/FTA range-wide programmatic consultation for Indiana bat and NLEB"
- o Staff enter name of Service person who is the contact for the project
- Select "Create" to complete the Event

• Go to Events – Add Event

- o Event Date reset to date a completed Project Submittal Form was received
- Type select "Additional Project Information Received"
- o Description include the following information in your Event Description:
 - Identify the affected resource/habitat type (e.g., tree, bridge, other non-tree roosting structure, etc.) and acres of tree habitat removed, if applicable.
- Staff select who is creating the Event

- Electronic File upload the completed Project Submittal Form and Bridge/structure
 Assessment Form (if applicable) received from the transportation agency; and select
 "Available Beyond FWS"
- o File Categories select "Event General"
- o Select "Create" to complete the Event

Appendix A – Scoping Worksheet (Optional Use)

The scoping worksheet is an *optional* worksheet that may be used to help determine what type of an effect a project may have on either bat species; and identify AMMs to be implemented, as applicable, to reduce the effects to be discountable or insignificant, and thus considered NLAA either bat species. The most current scoping worksheet is available at the Service's Region 3 website: http://www.fws.gov/midwest/endangered/section7/fhwa/index.html

Appendix B - Project Submittal Form

In order to use the range-wide programmatic consultation, project-level information shall be provided to the appropriate Service Field Office for all "may affect" determinations. The most current Project Submittal Form is available at the Service's Region 3 website:

http://www.fws.gov/midwest/endangered/section7/fhwa/index.html

Appendix C - Avoidance and Minimization Measures

The most current summary of AMMs necessary to reduce the potential effects of projects so as to be within the scope of the range-wide programmatic consultation is available at the Service's Region 3 website: http://www.fws.gov/midwest/endangered/section7/fhwa/index.html

Appendix D – Bridge/Structure Assessment Guidelines and Form

The guidelines in this document describe favorable characteristics of bridges/structures that may provide habitat for many bat species, and preliminary indicators intended to determine if any bat species are likely using bridges/structures. An assessment form is also included for use in documenting a site-specific bridge/structure. The most current bridge/structure assessment guidelines and form are available at the Service's Region 3 website:

http://www.fws.gov/midwest/endangered/section7/fhwa/index.html