

# INTERAGENCY ECOLOGICAL PROGRAM 2018 WORK PLAN CHECKLIST



Directions: Please use the spaces provided to succinctly fill out the form below. For consistency, font size should be set to Times New Roman, 10 point. Tool tips have been provided for some fields and can be viewed by hovering/mousing over the field. Do not leave fields blank. Use another word file to provide additional information as appropriate.

The information will be compiled and/or summarized with other IEP elements to formulate parts of the 2018 IEP Work Plan. Some of the information will be exported into a database for administrative purposes. If your program element will 'take' any federal or state-listed ESA species, review the supplemental take tables for accuracy. Any requests to increase take should be clearly delineated and be submitted with a justification.

Lastly, if you are requesting Delta Smelt take for the first time, also fill out or update the Supplemental Section 10 Activity Application.

If you have any questions, please contact Sakura Evans at [Sakura.Evans@Wildlife.Ca.Gov](mailto:Sakura.Evans@Wildlife.Ca.Gov), or 209-234-3670.

Program Element Title:

Program Element Number:

Principal Investigator:

Affiliation:

Email address:

Phone:

Collaborators (affiliation):

## **I. Program Element Management**

### **A. Program Element Purpose – Use the space below to answer the following.**

1. What is the significance of this program element?
2. What are the objectives of this program element?
3. What are the biological implications of this program element?
4. If there is a conservation benefit, please describe.

### **B. Description of the Element**

**C. Research Questions**

1. List the specific research questions that must be answered for this element to be considered a success.

**D. Mandates or Initiatives:**

1. List any specific mandate, permit or agreements this work fulfills.
2. For new work, specify if this is part of an initiative and note if defined in related documents.

**E. Counties in Study Area:****F. Time Period** to**II. Program Element Resources****A. Budget**

1. Estimated annual cost for calendar year 2018 by funding source(s).
2. Will this element require the use of IEP vessels or staff? If yes, describe need.
3. Will this element require the purchase of major equipment (>\$1000) or is it dependent on specialized or borrowed equipment? If yes, describe.
4. Please list the contract and task numbers or agency project funding Identifier

**B. Deliverables**

1. Create a numbered list of anticipated deliverables. State the type, due date and venue.

2. Provide the status of products from previous work plans, if applicable.

**C. Coordination needs**

1. If you are relying on any other program element or agency for sample collection or use of personnel, gear or vessels, have you contacted them and have they agreed? Describe, if applicable.

**D. ESA Considerations**

1. List any state or federally-listed threatened or endangered species that this element will 'take' or have the probability of 'taking.'
2. State requirements - An SCP is required if this program element will take, collect, capture, mark, or salvage, for scientific, education, and non-commercial propagation purposes, mammals, birds and their nests and eggs, reptiles, amphibian, fishes and invertebrates (Fish and Game Code Section 1002 and Title 14 Section 650 and 670.7).
  - i. List the Scientific Collecting Permit (SCP) permanent ID number, name and amendment dates for all non-CDFW researchers or personnel not working under the direct and on-site supervision of another SCP holder, if applicable.

- ii. An MOU is required to provide authorization for the capture and handling of California state-listed species under the authority of Section 2081(a) of the California Fish and Game Code. Identify the source of CDFW take coverage, if applicable (CDFW contact name) and/or insert the MOU in the space below.
- 3. Federal requirements - Take is defined by the ESA as: “to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct.”
  - i. If this program element will take listed anadromous species, identify the source of NMFS ‘take’ coverage and/or insert the permit here. It is not necessary to insert the IEP permit if your program element is already included within that permit.
  - ii. If this program element will take Delta Smelt, identify the source of USFWS ‘take’ coverage and/or insert the permit here. It is not necessary to insert the IEP permit if your program element is already included within that permit.
- 4. If this program element will ‘take’ any listed species, populate the supplemental take table and embed it in the space below.
- 5. If this program element will ‘take’ any Delta Smelt, populate the supplemental Section 10 Activity Application and embed the file below. This is for program elements that are requesting delta smelt take for the first time or program elements that do not have an Activity Application already on file.

### **III. Attachments**

Use the space below for attachments (e.g. CV’s for any personnel new to this program element, SOP’s, progress reports, maps, manuscripts, presentations, etc.).

#### IV. Coordination

1. List any external reviews this proposal has undergone, including a review by an IEP Project Work Team.

2. Explain how this work relates to the IEP Science Strategy by identifying which Science Strategy themes your work informs.

#### V. Principal Investigator Responsibilities

Principal Investigators:

- Develop and perform specific scientific investigations or data collection projects (research, monitoring, etc...) in conformance with specified contract requirements (may lead a team performing the effort):
- Develop proposal and study plans that include a budget, scope of work, and timeline with clear resource requirements and expected deliverables;
- Work with the Contract Manager to have contracts in place in a timely manner and ensure the project is conducted and completed in accordance with contract requirements and all terms and conditions;
- Report status to the Contract Manager on established frequency identified in the contract;
- Provide required deliverables – provide and publish data per requirements;
- Identify, monitor, and report take as required. Do not exceed allocated take;
- Principal Investigators must acknowledge IEP using standard language in all products and publications (papers, reports, presentations, and posters) when conducted under the auspices of IEP; and
- Where specified in the contract, present the data and results at the IEP Annual Workshop or other forums.

Please check the box to indicate that you have read the PI Responsibilities.....

## VI. IEP Data Management Plan

PEN:

YEAR:

STUDY TITLE:

PRINCIPAL INVESTIGATOR:

CONTACT INFORMATION:

DATA DESCRIPTION:

RELATED DATA:

FORMAT:

METADATA:

STORAGE & BACKUP:

ARCHIVING & PRESERVATION:

QUALITY ASSURANCE:

ACCESS & SHARING:

RIGHTS & REQUIREMENTS: