

# ODA Listed Plant Survey Report Template

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Reports documenting survey methods and results should contain the following information:

- Date of report
- Name of person writing report
- Contact information of reporter (phone, address, email, affiliation)
- Proposed project/land action description: type of project, anticipated impacts, proposed timeline, land owner/manager
- Directions to site (refer to roads, geographical features)
- Detailed map of project location that includes footprint of proposed project, topographic and landscape features, north arrow and bar scale
- Description of pre-field preparation/review, especially if the review results in a determination that no field survey is needed, including names of people contacted, herbaria visited, etc.
- Written description of biological setting (vegetation, geological and hydrological characteristics, current and historic land use, etc.)
- List of targeted rare plant species and methods used to develop list
- Location of reference population(s) visited, date visited, observability and phenology of target species on that date
- Date(s) of survey and rationale for timing and intervals
- Location(s) surveyed
- Name, contact information for and qualifications of surveyor(s)
- Total person hours spent on surveys
- Detailed description of survey methods for each habitat present and rationale for methods used
- Discussion of possibility of false negative survey, including conditions which might have prevented surveyors from determining presence of species in potential habitat (i.e. timing of survey, weather, disease, drought, herbivory)
- Comprehensive list of vascular plants for entire project site, identified by scientific name to species (or taxonomic level needed to determine rarity)
- Discussion of any use of data from previously conducted surveys
- Digital images of representative habitats in survey area
- Presence or absence of target species on adjacent land parcels (known or observed)
- References cited
- Copies of field survey forms

- Sign-off sheet with signatures of the botanists who conducted the surveys should be present on the final document to ensure that findings are reported

If target species are found during the survey, the following information should also be included:

- Detailed information about any special status plant populations found, including scientific name, location and size of population (with description of method used to determine size), method used to identify species, phenology of target species, area occupied, evidence of reproduction (i.e. evidence of seed production and seedling recruitment)
- Source of GPS coordinates: GPS make/model or map, datum (NAD27, NAD83, other), coordinating system (UTM/Zone, Latitude/Longitude)
- Digital images of target species found
- Information on voucher collections and their storage
- Assessment of potential direct/indirect/cumulative impacts of the proposed project (both one-time and ongoing) on the target species or its occupied/unoccupied habitat
- Assessment of biological significance of the target species populations or their habitat in a local, regional or species range context
- Habitat description: plant communities/associated species, slope, aspect, topographic position, light, moisture/hydrology, elevation range, substrate/soil
- Discussion of threats to the target species population (management, disease, predation, invasive species, encroachment, land use, off-site hydrological influences, etc.), including assessment of immediacy of potential threats
- Recommended measures to avoid, minimize or mitigate impacts to target species and their habitat
- Comments on protection of target species at site (legal actions/strategies needed to secure protection of site, if applicable)