

Submission of Rare Species Survey Results

To submit data to the Minnesota Department of Natural Resources' Natural Heritage Information System, please complete this cover sheet and email it along with the items listed below to Reports.NHIS@state.mn.us.

Please provide the following information:

Project or Study Name: _____

MCE #: _____ (applicable if this report is associated with environmental review)

Lead Surveyor(s):

Name	On DNR List of Surveyors? (Yes/No)	Current Collection Permit? (Yes/No)	Collection Permit #

This data submittal includes (check all that apply):

- Plant data
 Animal data
 State-listed threatened or endangered species data

Please attach the following files:

- Completed report.** Please refer to [Rare Species Survey Proposals and Reports](#).
- Xcel spreadsheet of rare species locations.** Spreadsheet templates are available under *Submitting Data* on the [NHIS website](#).
- GIS shapefile or KMZ file of rare species locations.** (If not included, spreadsheet must contain coordinates).
- Verification of specimen IDs.** Prior to submitting data to the NHIS, please contact the appropriate DNR staff (Welby.Smith@state.mn.us for plants; for animals contact the appropriate [MBS staff](#)) to verify specimen identifications **of state-listed species or suspected state-listed species**. Attach confirmation email.

Important! Please ensure that the unique identifier for each record is the same in the shapefile, the spreadsheet, the report's tables and figures, and the information submitted with the specimens.

- Previous DNR correspondence** regarding the project's potential to impact rare species including, but not limited to, the following:
 - Natural Heritage Letter or Concurrence
 - Survey Proposal
 - DNR Response to the Survey Proposal

Submit to Reports.NHIS@state.mn.us.