

Rare Species Survey Proposals and Reports

DNR Division of Ecological and Water Resources

April 2021

The Minnesota Department of Natural Resources' Division of Ecological and Water Resources (DNR) relies upon the results of endangered and threatened species surveys to conserve these species through its conservation, management, environmental review, and permitting responsibilities. When surveys for rare species are requested as part of the environmental review process, the DNR makes every effort to coordinate closely with surveyors to ensure that survey results are reliable. High quality survey data enables the DNR's to uphold Minnesota's endangered species law (*Minnesota Statutes*, section 84.0895) and associated rules (*Minnesota Rules*, part 6212.1800 to 6212.2300 and 6134).

For projects associated with environmental review or the Natural Heritage Review process, please submit survey proposals to the Endangered Species Review Coordinator at lisa.joyal@state.mn.us for the DNR's review before any survey work is initiated. This process is an attempt to avoid any potential delays or other problems due to incomplete list of target species or inappropriate survey protocol. Surveys should primarily target the species mentioned in the Natural Heritage Review letter, but should also target any other state-listed species that are likely to be found in the habitat in question. Please refer to the [DNR Rare Species Guide](#) for further information on the rare species that can be found in a particular habitat, and for the habitat and phenology of each target species. The DNR Rare Species Guide is the state's authoritative reference for Minnesota's state-listed species. It is a dynamic, interactive source that can be queried by ECS subsection, watershed, or habitat.

Rare species data should be submitted electronically using the data spreadsheet templates available at [Submitting Data to the NHIS](#). Please review these templates before conducting field surveys to become familiar with the type of information that should be collected.

As applicable, survey proposals should include:

- Purpose of the survey,
- Location of the survey, including the Township, Range, and Section,
- List of target species and the best time to survey each target species per the DNR Rare Species Guide,
- A statement that the surveyor(s) are on the DNR List of Surveyors for the target species,
- The number of the collection permit issued by the DNR,
- A statement that the surveyor will follow the *Rare Species Survey Process* and the *Rare Plant Guidance*,
- Survey date(s) and methodology, and
- A map and GIS shapefile depicting the areas to be surveyed or assessed for habitat suitability.

As applicable, survey report submittals should include:

- NHIS Data Submittal Cover Sheet,
- A completed report, including a copy of the approved survey proposal,
- A table with the following fields: unique record number, species name, species state status, number of individuals, type of documentation (e.g., photograph or specimen),
- Photographic vouchers, if any, and a statement why a specimen was not collected,
- Electronic data (GIS shapefile and spreadsheet) of state-listed species locations, and
- A map and GIS shapefile depicting the areas surveyed and the locations of state-listed species.
- **Important!** *Ensure that the unique identifier for each record is the same across all formats (e.g., GIS shapefile, spreadsheet, report's tables and figures, photographic vouchers, information submitted with the specimens).*

Please submit reports and electronic data to Reports.NHIS@state.mn.us.