

# User Guide to CalVTP MMRP Implementation Tools





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# 1 INTRODUCTION

The California Vegetation Treatment Program (CalVTP) implementation tools and this user guide were prepared to help project proponents or other entities implement key biological resource SPRs and mitigation measures. Implementation tools are available on the Board of Forestry and Fire Protection’s website. This guide provides descriptions of each tool, explains how to use each tool, and if applicable, provides instruction regarding how to tailor tools to the specific project.

The CalVTP implementation tool guide is meant to be utilized when planning for implementation. The final Project-Specific Analysis (PSA) or PSA/Addendum to the CalVTP Program EIR (Addendum) and the associated Mitigation Monitoring and Reporting Program (MMRP) are referenced throughout the guide, so it would be advisable to have it accessible on a computer or in hard copy form while reading through this guide. Sections that would be useful to review before using this guide include the Treatment Description and Biological Resources sections in the final PSA or PSA/Addendum, the biological Standard Project Requirements (SPRs) (e.g., **SPR BIO-1**, **SPR BIO-2**) and mitigation measures (e.g., **MM BIO-1a**, **MM BIO-2a**) in the MMRP, special-status species list, and any other relevant resources (e.g., biological resources appendix). These are the sections and documents that will be referenced the most while reading through this guide for the CalVTP implementation tools, though other sections may need to be referenced (e.g., **SPR AD-7** in the Administrative SPRs section of the MMRP).

## 2 CalVTP IMPLEMENTATION TOOLS

A list of the implementation tools, with a description of each, is provided below in Table 1. The table also indicates whether the tool is a template or a flow chart, and whether there is a project-specific example of the tool available for reference. Following Table 1 is guidance on how to use each implementation tool and how to assemble the tool if there is only an example tool available. The order in which the implementation tools are listed in Table 1, as well as throughout the entirety of the guide, is to help introduce individuals/agencies new to the CalVTP PSA process to some of the SPRs and mitigation measures in the CalVTP. It is recommended that the tools be prepared in the order that is presented below. Most of these tools are focused on biological resources but there is also a completion report that will help with organization and tracking of the implementation of all SPRs and mitigation measures required by the MMRP.

**Table 1 CalVTP Implementation Tools List**

Implementation Tool	Description	Template	Flow Chart	Example from a CalVTP Project
A) Blooming Period by Species Name B) Blooming Period by Bloom Period	Example tools from a project in Shasta County. These tools are tables that show the blooming period of all special-status plant species in the project area. One of the charts is in alphabetical order by scientific plant species name and the other is in chronological order by blooming period starting with the month of January.	–	–	X
Special-Status Plant Measures Flow Chart	Flow chart to guide implementation of treatments when special-status plant species are present in the treatment area.	–	X	–
Special-Status Wildlife Measures Flow Chart	Flow chart to guide implementation of treatments when special-status wildlife species are present in the treatment area.	X	X	–
Biological Resources Sensitive Season Limited Operating Periods Chart	Example tool from a project in Shasta County, which shows the sensitive season for certain special-status species for which limited operating periods for treatments	–	–	X

Implementation Tool	Description	Template	Flow Chart	Example from a CalVTP Project
	can be implemented. One option while implementing treatments under the CalVTP is to conduct treatments outside of the sensitive season (e.g., nesting season, maternity season) of special-status species with potential to occur in the project area.			
A) Special-Status Plants Elevation Zones B) Special-Status Wildlife Elevation Zones	Example tools from a project in Yuba County. These tools comprise tables and a map that are broken up into elevation zones (e.g., low elevation [ $<1,000'$ ], low-mid elevation [ $1,000'$ – $2,000'$ ]). There is one tool for (A) special-status plants and another for (B) special-status wildlife. The tables in each tool list the group of special-status plant or wildlife species that are most likely present within those particular elevation zones.	–	–	X
Sensitive Natural Communities and Oak Woodland Measures Flow Chart	Flow chart to guide implementation of treatments when sensitive natural community and/or oak woodland habitat is present in the treatment area.	–	X	–
Chaparral and Coastal Sage Scrub Habitat Measures Flow Chart	Flow chart to guide implementation of treatments when chaparral and coastal sage scrub habitat is present in the treatment area.	–	X	–
Riparian Habitat Measures Flow Chart	Flow chart to guide implementation of treatments when riparian habitat is present in the treatment area.	–	X	–
Wetland and Watercourses Measures Flow Chart	Flow chart to guide implementation of treatments when wetland or watercourse habitat is present in the treatment area.	–	X	–
Biological Resources Worker Training	Example tool from a project in Yuba County. This tool is an Environmental Awareness Program pamphlet for ringtail, foothill yellow-legged frog, western pond turtle, special-status and common nesting birds, special-status and common bats, and other biological resources. The pamphlet includes information about these species and measures to avoid impacts on biological resources in the project area.	–	–	X
Pre-Implementation Checklist for Qualified Registered Professional Foresters (RPFs) and Biologists (available in two formats)	Checklists to track the implementation of standard project requirements (SPRs) and mitigation measures for the CalVTP for qualified RPFs and biologists. Two versions of the same checklist tool are available: (A) a fillable form version meant to be filled out on the computer and (B) a regular PDF version meant to be utilized to make hard copies.	X	–	X
Completion Report	Tool is set-up to satisfy the requirements of <b>SPR AD-7</b> , and allows the project proponent/implementing entity to keep track of the implementation of SPRs and mitigation measures throughout the initial and maintenance treatment phases of the project.	X	–	X

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## 2.1 REVIEW BIOLOGICAL RESOURCES INFORMATION

For the project, review all biological resources information which may include the PSA or PSA/Addendum, MMRP, special-status species list(s), and any other relevant resources (e.g., biological resources appendix). Identify which biological resources are known to or have potential to occur in the project area.

Components of biological resource SPRs and mitigation measures must be implemented by qualified individuals. Under the CalVTP, to be considered a qualified RPF or biologist the following qualifications must be met:

1. Hold a wildlife biology, botany, ecology, forestry, or other relevant degree from an accredited university and:
  - a) be knowledgeable in relevant species life histories and ecology, b) be able to correctly identify relevant species and habitats, c) have experience conducting field surveys of relevant species or resources, d) be knowledgeable about survey protocols, e) be knowledgeable about state and federal laws regarding the protection of special-status species, and f) have experience with CDFW's California Natural Diversity Database (CNDDDB) and Biogeographic Information and Observation System (BIOS).
2. If species-specific protocol surveys are performed, surveys would be conducted by qualified RPFs or biologists with the minimum qualifications required by the appropriate protocols, including having CDFW or USFWS approval to conduct such surveys, if required by certain protocols.

**Note:** The project proponent (or implementing entity) will review the resume and approve the qualifications of RPFs or biologists.

## 2.2 SPECIAL-STATUS SPECIES IMPLEMENTATION TOOLS



### 2.2.1 Special-Status Plants

The special-status plant implementation tools will help identify where special-status plants are known to occur or could potentially be in the treatment areas, when they are likely to be blooming, and if and when protocol-level surveys would need to occur. For this section refer to the Final PSA or PSA/Addendum, special-status species table(s), MMRP, and if applicable, the biological resources appendix. Impacts on special-status plants are discussed in **Impact BIO-1** of the Final PSA or PSA/Addendum.

#### BLOOMING PERIOD TOOLS



The Blooming Period example tools (prepared for the West Mount Shasta Forest Resiliency Project PSA/Addendum) show the blooming period of all special-status plant species in the project area. One of the tools is in alphabetical order by scientific plant species name and the other is in chronological order by blooming period starting with the month of January.

**Note:** The blooming periods shown in the example tools are the published blooming period for the species across their entire range and through history. The actual blooming period for any species at a given location in a given year is variable depending on factors including location, weather conditions, and elevation, and should be based on observations of nearby reference populations. These tools are meant to be used as a guide for planning purposes.

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## Directions to Assemble Blooming Period Tools

1. Refer to the Final PSA or PSA/Addendum, special-status species table(s), and if applicable, the biological resources appendix, to identify the list of special-status plant species that are known to or have potential to occur in the project area.
2. Blooming Period Tool Alphabetically Ordered:
  - a. Either use the Blooming Period by Special Name example tool (alphabetical order) as a guide and make your own table in a separate file (e.g., Excel, Word)

**OR**

  - b. Use the Blooming Period by Special Name example tool (alphabetical order) as a template and input the list of special-status plant species into the tool.
3. Identify blooming period and lifeform (i.e., annual, perennial, geophyte) of each special-status plant species and fill in table. Helpful resources include:
  - a. The Jepson Herbarium: located at <https://ucjeps.berkeley.edu/eflora/>
  - b. CNPS Rare Plant Inventory: located at <https://rareplants.cnps.org/Home/Index/>
4. Blooming Period Tool Chronologically Ordered:
  - a. Once the alphabetically ordered Blooming Period by Special Name tool is complete, determine the chronological order of the special-status plant species blooming periods, starting with the month of January.
  - b. Make a new Blooming Period by Bloom Period that is chronologically ordered starting with the month of January.

## Directions to Use Blooming Period Tools

1. The Blooming Period by Bloom Period tool that is ordered by blooming period will assist with planning protocol-level surveys for special-status plants (**SPR BIO-7**).
  - a. **Reminder:** plan protocol-level surveys as soon as possible in the project implementation planning process.
2. Review special-status plant blooming periods to determine how many surveys will be necessary to cover all special-status plant species that are known and/or have potential to occur in the project area (or treatment area).
  - a. **Note:** protocol-level surveys for special-status plants must be conducted when the plant species are blooming, and several surveys may be required to capture early-blooming species and late-blooming species (i.e., bloom periods for all species on your list may not overlap).
  - b. An example of a special-status plant protocol-level survey plan would be:
    - i. One spring survey (e.g., March/April)
    - ii. One mid-summer survey (e.g., May/June)
    - iii. One late-summer survey (e.g., July/August)
3. **Note:** the Blooming Period by Species Name tool, which is ordered alphabetically, is made during the process of creating the Blooming Period by Bloom Period tool, which is ordered chronologically (i.e., by blooming period). The Blooming Period by Species Name tool could be used for organizational purposes such as keeping track of when a species has been surveyed for.



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## SPECIAL-STATUS PLANT MEASURES FLOW CHART



The Special-Status Plant Measures Flow Chart will guide implementation of treatments when special-status plant species are present in the treatment area. This flow chart will help guide which SPRs and mitigation measures will apply to special-status plants in the project area. Special-status plant SPRs and mitigation measures include actions that will occur before treatments begin (e.g., **SPR BIO-7**: Survey for Special-Status Plants) or before and during treatments (e.g., **MM BIO-1b**: Avoid Loss of Special-Status Plants Not Listed Under ESA or CESA). The SPR and mitigation measure numbers (e.g., **MM BIO-1c**) correspond to SPRs and mitigation measures in the Final PSA or PSA/Addendum and the MMRP.

### Directions to Use Special-Status Plant Measures Flow Chart

1. After it has been determined that special-status plants are known to occur or have potential to occur in the project area, the Special-Status Plant Measures Flow Chart should be utilized.
2. Apply the Special-Status Plant Measures Flow Chart to each special-status plant species that is known to or has potential to occur in the project area.
3. Beginning at the top of the Special-Status Plant Measures Flow Chart, determine which path in the flow chart is appropriate for the species by choosing statements that apply to the species or answering questions with information that applies to the species.
4. Proceed down the flow chart, determining which path in the flow chart is appropriate for the project by choosing statements that apply to the project or answering questions with information that applies to the project.
  - a. **Exercise – Follow Along in the Special-Status Plant Measures Flow Chart:** it has been determined that the project area has suitable habitat for special-status plant species. The box on the second line asks if implementation of spatial avoidance (buffers around suitable habitat) or temporal avoidance (limited operating periods in suitable habitat for non-ESA- and/or non-CESA-listed annual and geophyte species) feasible to avoid impacts to the special-status species?
    - i. If yes, proceed to the left of the flow chart. The next step on this path is to determine if spatial avoidance of suitable habitat for special-status plant(s) is feasible. Then, proceed down the left side of the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.
  - OR
  - ii. If no, proceed to the right in the flow chart. Follow the arrow from no to get to the next step, which is to conduct protocol-level surveys (**SPR BIO-7**). Then proceed through the rest of the chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.

## 2.2.2 Special-Status Wildlife

The special-status wildlife species implementation tool will help with identifying where special-status wildlife could potentially occur in the treatment areas and if and when surveys would need to be conducted. For this section, refer to the Final PSA or PSA/Addendum, special-status species table(s), MMRP, and if applicable, the biological resources appendix. Impacts on special-status wildlife species are discussed in **Impact BIO-2** and impacts on common nesting birds are discussed in **Impact BIO-6** of the Final PSA or PSA/Addendum.

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## SPECIAL-STATUS WILDLIFE MEASURES FLOW CHART



The Special-Status Wildlife Measures Flow Chart is a guide to the implementation of treatments when special-status wildlife species are present in the treatment area. This flow chart will help guide which SPRs and mitigation measures will apply when special-status wildlife are known to or have potential to occur in the project area (or treatment area). Special-status wildlife SPRs and mitigation measures include actions that will occur before treatments begin (e.g., **SPR BIO-10**: Survey for Special-Status Wildlife and Nursery Sites). Some SPRs or mitigation measures, such as **SPR BIO-1**, have requirements for before and during treatments. The SPR and mitigation measure numbers (e.g., **MM BIO-2a**) correspond to SPRs and mitigation measures in the Final PSA or PSA/Addendum and MMRP.

### Directions to Use and Assemble Special-Status Wildlife Measures Flow Chart

1. After it has been determined that special-status wildlife species are known to occur or have potential to occur in the project area, the Special-Status Wildlife Measures Flow Chart should be utilized.
2. Apply the Special-Status Wildlife Measures Flow Chart to each special-status wildlife species that is known to or has potential to occur in the project area.
3. Beginning at the top of the Special-Status Wildlife Measures Flow Chart, determine which path in the flow chart is appropriate for the species by choosing statements that apply to the species or answering questions with information that applies to the species.
  - a. **Exercise – Follow Along in the Special-Status Wildlife Measures Flow Chart:** it has been determined that the project area has suitable habitat for special-status wildlife species. The box on the third line asks if implementation of spatial avoidance (buffers around suitable habitat) or temporal avoidance (limited operating periods [LOPs] in suitable habitat) feasible to avoid impacts to the special-status wildlife species? Refer to project-specific measures for **SPR BIO-1** in the MMRP to help answer the question.
    - i. If yes, proceed to the left in the flow chart.

OR

- ii. If no, proceed to the right in the flow chart.
4. Continue down the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.
5. When a box is reached that has "**special-status species name**" highlighted, fill in the appropriate special-status species name.
  - a. If yes was chosen in the above Exercise in **#3(a)**, then the "**Insert avoidance measurement and biological resource to avoid**" field will be filled in with species and avoidance measures listed in the project-specific measures in **SPR BIO-1** in the MMRP.

OR

- b. If no was chosen in the above Exercise in **#3(a)**, then the "**special-status species name**" field will be filled in with species listed in the project-specific measures in **SPR BIO-10** in the MMRP.
6. Last Stage of Flow Chart:
  - a. Either "Survey Results Negative" applies and no further mitigation is required for this species. As far as the species in question is concerned, treatment can proceed in compliance with other applicable measures.

OR

- b. "Survey results positive or species assumed present" applies.

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- i. If this applies to the species, refer to the MMRP to identify which mitigation measure applies to the species and insert the species name in the appropriate box (either **MM BIO-2a**, **MM BIO-2b**, or **MM BIO-2d** through **MM BIO-2g**) in the "special-status species name" field.
  7. All SPRs and mitigation measures are listed in the MMRP.
  8. Begin again for the next special-status wildlife species known to occur or with potential to occur in the project area, if any, at **#3**.

### 2.2.3 Special-Status Plants and Wildlife

For this section, refer to the Final PSA or PSA/Addendum, special-status species table(s), MMRP, and if applicable, the biological appendix. Impacts on special-status plants are discussed in **Impact BIO-1**, impacts on special-status wildlife species are discussed in **Impact BIO-2**, and impacts on common nesting birds are discussed in **Impact BIO-6** of the Final PSA or PSA/Addendum.

## BIOLOGICAL RESOURCES SENSITIVE SEASON LIMITED OPERATING PERIODS CHART



The Biological Resources Sensitive Season Limited Operating Periods Chart tool example (prepared for the West Mount Shasta Forest Resiliency Project PSA/Addendum) shows the sensitive season for certain special-status species as well as common nesting birds. One option while implementing treatments under the CalVTP is to conduct treatments outside of the sensitive season (e.g., outside of the nesting season or maternity season, during the dormant season of non-ESA- and non-CESA-listed annual and geophyte plant species) of special-status species with potential to occur in the project area.

### Directions to Assemble Biological Resources Sensitive Season Limited Operating Periods Chart

1. Use the Biological Resources Sensitive Season Limited Operating Periods Chart as either a guide (work in another document) or template (in Word version of tool, replace existing information with the information appropriate for the project).
  2. After Blooming Periods Tool (Special-Status Plants section of **Section 2.2.1**) is assembled, check if there are any non-ESA- and/or non-CESA-listed annual or geophyte species in the treatment area (or project area).
    - a. If there are any non-ESA- and/or non-CESA-listed annual or geophyte species in the treatment area (or project area), they will be included in this tool. Proceed to **#3** in this section.
- OR**
- b. If there are no non-ESA- and/or non-CESA-listed annual or geophyte species in the treatment area (or project area), plants will not be included in this tool. Proceed to **#5** in this section.
  3. Determine the full range of blooming periods for the non-ESA- and/or non-CESA-listed annual or geophyte species in the treatment area (or project area).
  4. Record blooming period in Biological Resources Sensitive Season Limited Operating Periods chart.
  5. In the MMRP refer to **SPR BIO-1** project-specific measures for special-status wildlife.
    - a. **SPR BIO-1** project-specific measures for special-status wildlife provides guidance on spatial or temporal (i.e., time) avoidance. It is possible that not all special-status wildlife species will be included in this section because to avoid significant impacts on certain species, spatial or temporal avoidance is not possible, in which case **SPR BIO-10** would apply.

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6. Limited Operating Periods:

- a. If temporal avoidance, often referred to as the “Limited Operating Period” (LOP), is provided in **SPR BIO-1** project-specific measures for some special-status wildlife species (may apply to only certain treatment activities), these species and the corresponding LOPs will be included in this tool. Refer to **#6(a)(i)** below for an example LOP.

- i. **Example of LOP from SPR BIO-1 project-specific measures:** “To avoid impacts on American peregrine falcon, bald eagle, greater sandhill crane, golden eagle, northern goshawk, olive-sided flycatcher, willow flycatcher, and yellow-breasted chat, treatments will be conducted outside of the nesting season (February 1 through August 31). If it is not feasible to avoid certain treatments during the nesting bird season, then **SPR BIO-10** will be implemented.” Proceed to **#7** in this section.

OR

- b. If temporal avoidance is not possible under **SPR BIO-1** for any special-status wildlife species in the treatment area (or project area), no special-status wildlife will be included in this tool. Proceed to **#8** in this section.

7. Record LOPs for special-status wildlife species in the Biological Resources Sensitive Season Limited Operating Periods chart.

- a. LOPs for single species should be provided. These may sometimes be broken down into separate LOPs for different treatment activities, when appropriate.

- i. **Example:** In Biological Resources Sensitive Season Limited Operating Periods chart (West Mount Shasta Forest Resiliency Project PSA/Addendum example), Northern Spotted Owl has two different LOPs:

1. Nesting Season – Loud and Continuous Noise
2. Nesting Season – Habitat Modification

- b. LOPs for groups of species should also be provided, when appropriate.

- i. **Example:** In Biological Resources Sensitive Season Limited Operating Periods chart (West Mount Shasta Forest Resiliency Project PSA/Addendum), special-status bats are included in one group since they have the same LOP.

8. Common nesting bird season should also be included in this tool. Per **SPR BIO-12**, nesting season will be defined by a qualified RPF or biologist and may vary by location and year.

- a. **Nesting Season Example:** In Biological Resources Sensitive Season Limited Operating Periods chart (West Mount Shasta Forest Resiliency Project PSA/Addendum example), nesting bird season is defined from February 1st to August 31st.

### Directions to Use Biological Resources Sensitive Season Limited Operating Periods Chart

1. Use the Biological Resources Sensitive Season Limited Operating Periods chart to assist with planning treatment implementation to avoid the sensitive seasons of particular special-status plants and wildlife species.
2. Where applicable, use the chart to determine when treatments can be implemented to avoid sensitive seasons of the species listed in the chart, pursuant to **SPR BIO-1**. Some LOPs may not be feasible for certain treatments. If this is the case, **SPR BIO-10** would apply (**reminder:** see MMRP for guidance).
3. **Note:** when implementing LOPs, be sure to follow measures outlined in **SPR BIO-1** project-specific measures and **SPR BIO-12** for each species or group of species.

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## SPECIAL-STATUS PLANT AND SPECIAL-STATUS WILDLIFE ELEVATION TOOLS



These are example tools prepared for the Yuba Roadside Fuel Treatment Project PSA/Addendum. These tools each comprise a table and a map that are divided into elevation zones (e.g., low elevation [ $<1,000$  feet], low-mid elevation [ $1,000\text{--}2,000$  feet]). The tables list the group of special-status plant or special-status wildlife species that are most likely present within those particular elevation zones. If special-status plant or wildlife species are listed in multiple elevation zones that means they are known to occur in multiple elevation zones of the project area. These tools may be combined with other tools, such as blooming period and sensitive season tools to show, based on elevation, how survey and other requirements apply across the project area. These tools may not be applicable to small projects with limited elevation ranges.

**Note:** special-status plants or special-status wildlife could potentially be present outside of the elevation presented in the data in the sources recommended in **#2(a)** and **#2(b)** of “Directions to Assemble the Special-Status Plant and Special-Status Wildlife Elevation Tools” in this section (below), or other sources. This tool is to be used as a guide for planning purposes.

### Directions to Assemble the Special-Status Plants and Special-Status Wildlife Elevation Tools

1. Determine how many elevation zones the project area should be split into. Refer to page 1 of either the Special-Status Plant Elevation Tool or Special-Status Wildlife Elevation Tool to see an example map showing a project area divided into several elevation zones.
  2. Mapping: map the project area divided into the determined elevation zones.
    - a. If a GIS mapping tool is accessible, map the project area using the mapping tool and split into each of the determined elevation zones.
- OR**
- b. If you do not have access to a GIS mapping tool, determine the elevation of each part of your project area and draw approximate lines on a map to break up the project area into each of the determined elevation zones.
3. If there are no special-status plants in the project area, proceed to **#5** of this section.
4. If there are special-status plants in the project area, refer to the Special-Status Plant Elevation Tool.
  - a. Use the Special-Status Plant Elevation Tool example (refer to page 2) as either a guide (work in another document) or template (in Word version of tool, replacing existing special-status plant names with special-status plants in the project area).
  - b. Make a table with determined elevation zones. Helpful resources to determine elevation zones include:
    - i. The Jepson Herbarium (located at <https://ucjeps.berkeley.edu/eflora/>)
    - ii. CNPS Rare Plant Inventory (located at <https://rareplants.cnps.org/Home/Index/>)
5. If there are no special-status wildlife in the project area, no further action is needed with this tool.
6. If there are special-status wildlife in the project area, refer to the Special-Status Wildlife Elevation Tool.
  - a. Use Special-Status Wildlife Elevation Tool example (refer to page 2) as either a guide (work in another document) or template (in Word version of tool, replacing existing special-status wildlife names with special-status wildlife in the project area).
  - b. Make a table with determined elevation zones. Helpful resources to determine elevation zones include:
    - i. California Native Diversity Database (located at <https://wildlife.ca.gov/Data/CNDDDB>)
    - ii. California Wildlife Habitat Relationships System (located at <https://wildlife.ca.gov/Data/CWHR/Life-History-and-Range>)

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## Directions to Use the Special-Status Plants and Special-Status Wildlife Elevation Tools

1. Use the Special-Status Plants and Special-Status Wildlife Elevation Tools to assist with planning protocol-level and focused surveys (**SPR BIO-7**, **SPR BIO-10**) and planning treatment implementation to avoid sensitive seasons of particular special-status plants and special-status wildlife species as well as where spatial avoidance may need to occur (**SPR BIO-1**) across the project area based on elevation.
2. Use the Blooming Periods tool, Special-Status Plant and Special-Status Wildlife Elevation tools, and if applicable, information on average snowfall and snow melt dates for the different elevation zones in the project area to start identifying windows in which protocol-level and focused surveys should be conducted.
3. Use the Special-Status Plants and Wildlife Sensitive Season Limited Operating Periods tool, Elevation tools, treatment description, and if applicable, information on average snowfall and snow melt dates for the different elevation zones in the project area to identify where LOPs and spatial avoidance (**SPR BIO-1**) would be feasible to implement for certain treatments. In turn, timing of treatment implementation can start to be planned as well.

## 2.3 SENSITIVE NATURAL COMMUNITIES AND OTHER SENSITIVE HABITATS IMPLEMENTATION TOOLS



### 2.3.1 Sensitive Natural Communities and Oak Woodlands Measures Flow Chart



This flow chart can be used to help guide implementation of treatments when sensitive natural communities and/or oak woodland habitat is present or has potential to be present in the treatment area (or project area). This flow chart will help the project proponent or implementing entity determine which SPRs and mitigation measures will apply to sensitive natural communities and/or oak woodlands in the treatment area (or project area). Sensitive natural communities and oak woodland SPRs and mitigation measures include actions that will occur before treatments begin (e.g., **SPR BIO-3**: Survey Sensitive Natural Communities and Other Sensitive Habitats) or during treatments (e.g., **SPR BIO-6**: Prevent Spread of Plant Pathogens). Some SPRs or mitigation measures, such as **MM BIO-3a**, have requirements for before and during treatments. The SPR and mitigation measure numbers used in this tool (e.g., **MM BIO-3b**) correspond to SPRs and mitigation measures in the Final PSA or PSA/Addendum and MMRP. Impacts on sensitive natural communities and oak woodlands are discussed in **Impact BIO-3** of the Final PSA or PSA/Addendum.

## DIRECTIONS TO USE SENSITIVE NATURAL COMMUNITIES AND OAK WOODLANDS MEASURES FLOW CHART

1. If it has been determined that sensitive natural communities and/or oak woodlands are known to or have potential to occur in the treatment area (or project area) the Sensitive Natural Communities and Oak Woodland Measures Flow Chart would be applicable.

2. Start at the top of the Sensitive Natural Communities and Oak Woodland Measures Flow Chart, and determine which path in the flow chart is appropriate for the project by choosing statements that apply to the project or answering questions with information that applies to the project. All answers will either be in the Final PSA or PSA/Addendum, special-status species table(s), MMRP, and if applicable, the biological appendix. In the flow chart, some of the boxes will show SPRs and/or mitigation measures that will need to be implemented.
  - a. **Exercise – Follow Along in the Sensitive Natural Communities and Oak Woodland Measures Flow Chart:** it has been determined that the project area has suitable habitat for sensitive natural communities (SNCs) and oak woodlands. The box on the right side of the second line reads “Is avoidance of suitable with potential for SNCs and/or oak woodlands possible?”
    - i. If yes, proceed to the left of the flow chart. The next step is to avoid all suitable habitat with potential for SNC and/or oak woodland while proceeding with treatment in compliance with other applicable measures.

**OR**

  - ii. If no, proceed to the right in the flow chart where there is a direction to conduct protocol-level surveys for sensitive natural communities and oak woodlands (**SPR BIO-3**).
    1. Conduct protocol-level surveys following the most current version of the CDFW “Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Sensitive Natural Communities” (**SPR BIO-3**). Refer to **SPR BIO-3** in the MMRP to review additional requirements of the protocol-level surveys.
    2. Once surveys are complete, proceed to the next box of the flow chart and answer the following question:
      - a. Are there any oak woodlands or SNCs in the treatment area (or project area)?
3. Continue down the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.

## 2.3.2 Chaparral and Coastal Sage Scrub Habitat Measures Flow Chart

This flow chart can be used to help guide implementation of treatments when chaparral or coastal sage scrub habitat is present or has potential to be present in the treatment area (or project area). This flow chart will help the project proponent or implementing entity determine which SPRs and mitigation measures will apply to chaparral or coastal sage scrub habitat in the treatment area (or project area).



Chaparral and coastal sage scrub habitat SPRs include actions that will occur before treatments begin or during treatments (e.g., **SPR BIO-1: Review and Survey Project-Specific Biological Resources**). The SPR numbers (e.g., **SPR BIO-1**) correspond to SPRs in the Final PSA or PSA/Addendum and MMRP. Impacts on chaparral and coastal sage scrub habitat are discussed in **Impact BIO-3** of the Final PSA or PSA/Addendum.

### DIRECTIONS TO USE CHAPARRAL AND COASTAL SAGE SCRUB HABITAT MEASURES FLOW CHART

1. If it has been determined that chaparral or coastal sage scrub habitat is known to or has potential to occur in the treatment area (or project area) the Chaparral and Coastal Sage Scrub Measures Flow Chart would be applicable.
2. Start at the top of the Chaparral and Coastal Sage Scrub Habitat Measures Flow Chart and follow along step by step through the flow chart. In the flow chart, boxes include SPRs and/or mitigation measures that will need to be reviewed and implemented.

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- a. **Exercise – Follow Along in the Chaparral and Coastal Sage Scrub Habitat Measures Flow Chart:** it has been determined that the project area has suitable habitat for chaparral or coastal sage scrub. The box on the right side of second line reads “Is avoidance of suitable with potential for chaparral or coastal sage scrub possible?”

- i. If yes, proceed to the left of the flow chart. The next step is to avoid all suitable habitat with potential for chaparral or coastal sage scrub while proceeding with treatment in compliance with other applicable measures.

OR

- ii. If no, proceed to the right in the flow chart where there is a direction to conduct surveys to determine alliance level, condition class, and fire return interval departure for chaparral and coastal sage scrub habitat, per **SPR BIO-1** and **SPR BIO-5**.
- iii. Once alliance level, condition class, and fire return interval departure for the chaparral and coastal sage scrub habitat in the treatment area (or project area) have been identified, proceed to the next box of the flow chart:

1. Review **SPR BIO-5** in full to gain understanding of what will be needed in regard to chaparral and coastal sage scrub habitat. It should be noted that conditions of chaparral and/or coastal sage scrub need to be assessed for each vegetation type. After **SPR BIO-5** is fully understood, proceed to next line of the flow chart:

- a. This direction is to determine the appropriate spatial scale at which to consider type conversion and substantiate the appropriateness of that scale. After this has been determined, proceed to the next line of the flow chart.
- b. Then, with a qualified RPF or biologist and in consideration of survey results, design treatments that avoid environmental effects of type conversion in chaparral and coastal sage scrub at the appropriate scale. This must be done by a qualified RPF or biologist. Conditions for chaparral and coastal sage scrub habitat should be assessed for each vegetation type.

3. Continue down the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.

### 2.3.3 Riparian Habitat Measures Flow Chart



This flow chart can be used to help guide implementation of treatments when riparian habitat is present or has potential to be present in the treatment area (or project area). This flow chart will help the project proponent or implementing entity determine which SPRs and mitigation measures will apply to riparian habitat in the treatment area (or project area). Riparian habitat SPRs and mitigation measures include actions that will occur before treatments begin (e.g., **SPR BIO-3: Survey Sensitive Natural Communities and Other Sensitive Habitats**) or during treatments (e.g., **SPR BIO-6: Prevent Spread of Plant Pathogens**). Some SPRs or mitigation measures, such as **SPR BIO-4**, have requirements for before and during treatments. The SPR and mitigation measure numbers (e.g., **MM BIO-3c**) correspond to SPRs and mitigation measures in the Final PSA or PSA/Addendum and the MMRP. Impacts on riparian habitat are discussed in **Impact BIO-4** of the Final PSA or PSA/Addendum.

### DIRECTIONS TO USE RIPARIAN HABITAT MEASURES FLOW CHART

1. If it has been determined that riparian habitat is known to or has potential to occur in the treatment area (or project area) the Riparian Habitat Measures Flow Chart would be applicable.
2. Start at the top of the Riparian Habitat Measures Flow Chart and determine which path in the flow chart is appropriate for the project by choosing statements that apply to the project or answering questions with



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information that applies to the project. All answers will either be in the Final PSA or PSA/Addendum, special-status species table(s), MMRP, if applicable, the biological appendix. In the flow chart, some of the boxes will show SPRs and/or mitigation measures that will need to be implemented.

- a. **Exercise – Follow Along in the Riparian Habitat Measures Flow Chart:** it has been determined that there is potential for riparian habitat to occur in the project area. The box on the right side of third line reads “Is avoidance of potential riparian habitat possible?”
  - i. If yes, proceed to the left of the flow chart. The next step is to avoid all potential riparian habitat while proceeding with treatment in compliance with other applicable measures.

**OR**
  - ii. If no, proceed to the right in the flow chart where there is a direction to conduct protocol-level surveys for sensitive habitats which include riparian habitats (**SPR BIO-3**).
    1. Conduct protocol-level surveys following the most current version of the CDFW “Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Sensitive Natural Communities” (**SPR BIO-3**). Refer to **SPR BIO-3** in the MMRP to review requirements of the protocol-level surveys.
    2. Once surveys are complete, proceed to the next line of the flow chart and answer the following question:
      - a. Is there any riparian habitat present in the treatment area (or project area)?
3. Continue down the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project.

## 2.3.4 Wetlands and Watercourses Measures Flow Chart



This is a flow chart to help guide implementation of treatments when wetland or watercourse habitat are present or have the potential to be present in the treatment area (or project area). This flow chart will help guide project proponents and implementing entities as to which SPRs and mitigation measures will apply to wetland and watercourse habitat in the treatment area (or project area). Wetland and watercourse SPRs and mitigation measures include actions that will occur before or during treatments (e.g., **MM BIO-4**: Avoid State and Federally Protected Wetlands). The SPR and mitigation measure numbers (e.g., **SPR BIO-4**) correspond to SPR and mitigation measures in the Final PSA or PSA/Addendum and the MMRP. Impacts on sensitive natural communities and oak woodlands are discussed in **Impact BIO-3** of the Final PSA or PSA/Addendum. Impacts on wetlands and watercourses are discussed in **Impact BIO-4** of the Final PSA or PSA/Addendum.

### DIRECTIONS TO USE WETLANDS AND WATERCOURSES MEASURES FLOW CHART

1. If it has been determined that wetland and watercourse habitat is known to or has potential to occur in the treatment area (or project area) the Wetlands and Watercourses Measures Flow Chart would be applicable.
2. Start at the top of the Wetlands and Watercourses Measures Flow Chart and determine which path in the flow chart is appropriate for the project by choosing statements that apply to the project or answering questions with information that applies to the project. All answers will either be in the Final PSA or PSA/Addendum, special-status species table(s), MMRP, if applicable, the biological appendix. In the flow chart, some of the boxes will show SPRs and/or mitigation measures that will need to be implemented.
  - a. **Exercise – Follow Along in the Wetlands and Watercourses Measures Flow Chart:** it has been determined that there is suitable habitat for wetlands (i.e., aquatic resources) in the project area. The box on the right side of the second line gives the direction to conduct a wetland (i.e., aquatic resources) delineation for waters of the US and waters of the state within the treatment area (or project area) (**MM BIO-4**). Determine which resource is present in the treatment area (or project

area). Proceed to the next line of the flow chart. Answer the question “Were wetlands and/or watercourses identified?”

- i. **NOTE:** If both wetlands and watercourses were identified in the delineation, go through flow chart twice, once for wetlands and then once for watercourses.
  1. If wetlands have been identified in the treatment area (or project area), the next box in the flow chart is a direction to flag wetlands and establish buffers for avoidance (**MM BIO-4**).
  2. The last step is direction that manual, non-ground disturbing treatments may be conducted within the avoidance buffer, and prescribed burning may be conducted following requirements in **MM BIO-4**.

OR

3. If watercourses have been identified in the treatment area (or project area), the next line is a direction to establish watercourse and lake protection zones (WLPZs) in the treatment area (or project area), which are defined in **SPR HYD-4**. Refer to **SPR HYD-4** in the MMRP to review requirements.
3. Continue down the flow chart following the same process, choosing statements that apply to the project or answering questions with information that applies to the project, referring to the cited SPR or mitigation measure for each step.

## 2.4 BIOLOGICAL RESOURCES WORKER TRAINING



This is an example tool from the Yuba Foothills Healthy Forest Project PSA/Addendum. This tool is an Environmental Awareness Program pamphlet for ringtail, foothill yellow-legged frog, western pond turtle, special-status and common nesting birds, special-status and common bats, and other environmental resources. The pamphlet includes information about biological resources and measures to avoid impacts on these species in the treatment area (or project area). Biological resources worker trainings for each PSA should cover all appropriate work practices necessary to effectively implement the biological resources SPRs and mitigation measures for that PSA, as described in **SPR BIO-2**. Distribution of pamphlets addressing special-status species is likely to help workers maintain compliance with the project-specific requirements. Distribution of pamphlets is recommended but is not required by **SPR BIO-2**. Additionally, per **SPR BIO-6**, if there is any potential for *Phytophthora* diseases or other plant pathogens in or near the treatment area (or project area), include this information in the worker training as well (**SPR BIO-6**).

### 2.4.1 Directions to Assemble Biological Resources Worker Training

Tailor the Biological Resources Worker Training example tool to the project:

1. Determine which special-status species or other biological resources would be useful to highlight in the general worker training pamphlet. The species information in the example may be used if applicable, but may need to be tailored to the project.

2. Determine the appropriate avoidance measures to be highlighted and include relevant details of the project background, applicable laws and penalties, contacts, and other project specific information
3. Use Biological Resources Worker Training example tool as either a guide (work in another document) or template (in Word version of tool [or PDF, if a program is available to edit the PDF], replace special-status species information with the other special-status species or other biological resource information appropriate for the project).
4. Once complete, pass out to workers before or on the morning of the first day of work/treatment.

## 2.5 PRE-IMPLEMENTATION CHECKLIST FOR QUALIFIED REGISTERED PROFESSIONAL FORESTERS (RPFs) AND BIOLOGISTS



The Pre-Implementation Checklist for Qualified RPFs and Biologists is a checklist to help track the implementation of SPRs and mitigation measures for the CalVTP for qualified RPFs and biologists. There is a fillable form version to fill out on a computer as well as a regular PDF version that is meant to be utilized to make hard copies. For projects with large project areas and multiple treatment areas, a guide can be assembled for each of the treatment areas. The Pre-Implementation Checklist for Qualified RPFs and Biologists is meant to keep track of what SPRs and mitigation measures have been addressed as they are being implemented. Although this tool was originally assembled for PSA or PSA/Addendum projects with large project areas, utilizing the Pre-Implementation Checklist for Qualified RPFs and Biologists for a small project area would still be useful for organizational purposes.

### 2.5.1 Directions to Fill Out the Pre-Implementation Checklist for Qualified RPFs and Biologists

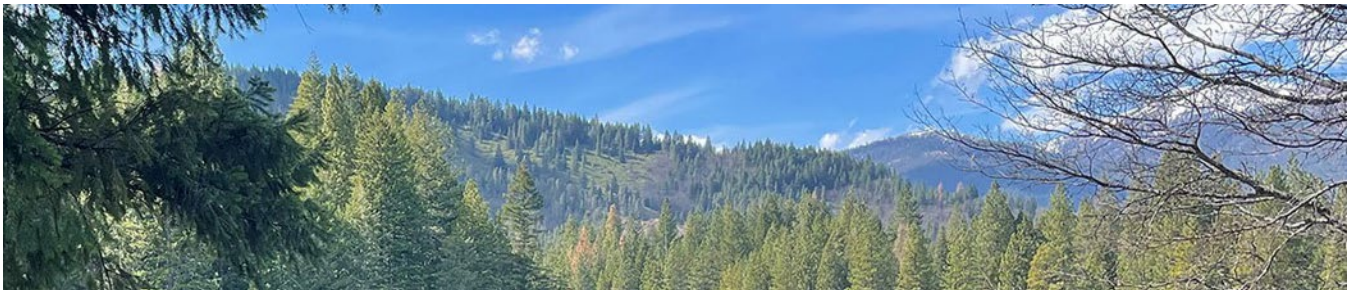
It is recommended that the qualified RPF or biologist review the checklist tool first during a desktop review of the PSA or PSA/Addendum. After the initial review, this checklist will be completed over time as SPRs and mitigation measures are implemented during treatment implementation.

1. Fill out page 1 – title page.
2. Read the directions on page 2.
3. Fill out the “Treatment Area Habitat and Potential Habitat Verification” table.
4. Proceed to page 3, Section A – Special-Status Plants. Determine if the section is applicable to the treatment area (or project area).
  - a. If there are special-status plants in the treatment area (or project area) check the “applicable” box and continue down the check list, which has tasks to complete. Complete all tasks, then proceed to Section B – Special-Status Wildlife on page 5 of the Pre-Implementation Checklist for Qualified RPFs and Biologists.

OR

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- b. If there are no special-status plants in the treatment area (or project area), check the “not applicable” box and proceed to Section B – Special-Status Wildlife on page 5 of the Pre-Implementation Checklist for Qualified RPFs and Biologists.
  5. For Section B – Special-Status Wildlife, starting on page 5, determine if the section is applicable to the treatment area (or project area).
    - a. If there are special-status wildlife species in the treatment area check the “applicable” box and continue down the check list, which will have tasks to complete. Complete all tasks, then proceed to Section C on page 7 of the Pre-Implementation Checklist for Qualified RPFs and Biologists.
- OR**
- b. If there are no special-status plants in the treatment area (or project area), check the “not applicable” box and proceed to Section C on page 7 of the Pre-Implementation Checklist for Qualified RPFs and Biologists.
  6. Complete the last two sections using the same approach as Section A and B, which is reviewed above.
  7. Complete a Pre-Implementation Checklist for Qualified RPFs and Biologists for each treatment area. If the project area is small enough, it is possible only one Pre-Implementation Checklist for Qualified RPFs and Biologists will need to be filled out for the entire project area.

## 2.6 COMPLETION REPORT TEMPLATE



The Completion Report Template tool is set up to satisfy the requirements of **SPR AD-7**. This tool also allows the project proponent or implementing entity to easily keep track of the implementation of SPRs and mitigation measures throughout the initial and maintenance treatment phases of the project.

### 2.6.1 Directions to Use Completion Report Template

This tool is to be utilized to comply with the **SPR AD-7** requirement that the project proponent (or implementing entity) will provide a completion report (also referred to in CalVTP SPRs and mitigation measures as a post-project implementation report) to the Board of Forestry and Fire Protection and CAL FIRE when each initial and maintenance treatment is completed.

1. Read through **Section 1**: Introduction for a review of the **SPR AD-7** requirements. Proceed to **Section 2**.
2. Read through **Section 2**: Completion Report Directions. Proceed to **Section 3**.
3. Complete **Section 3**: Treatment Area Size and Treatment Types. For reporting on initial treatments, insert “pending” when template asks for information on maintenance treatments. Proceed to **Section 4**.
4. Complete **Section 4**: Standard Project Requirements and Mitigation Measures Completion Reporting. Delete all SPRs and/or mitigation measures that do not apply to the project. Required information is noted for each SPR and mitigation measure. In addition, suggestions for information that may be helpful for the project proponent’s or implementing entity’s record keeping purposes are noted under implementation notes by “e.g.”; however, this information is not required to be included in the completion report.