

**US Fish Wildlife Services (USFWS)
Wildlife Resource Division (WRD)
Instructions**

US Fish and Wildlife Services

This is a three-step process. All steps must be completed to ensure your project is reviewed by a biologist in our office and you receive a timely response. In brief the steps are:

1. Request an official species list for your project area through the Service's Information for Planning and Consultation (IPaC) system at <https://IPaC.Ecosphere.FWS.gov/>;
 - o If logging into IPaC for the first time, you will be asked to first create a **Login.gov** account if you do not have one. Here are the steps on how to [create your Login.gov account](#).
2. Complete applicable determination keys (dKeys); then if no dKey is applicable or the dKeys do not address all aspects of the project;
3. Send your complete project information to: GAES_Assistance@FWS.gov for review

Detailed instructions for each step are below.

Step 1. Request an official species list for your project through IPaC

- Log into IPaC: <https://ECOS.FWS.gov/IPaC/>
- Create an account for yourself or log into your existing account.
- For a new project, click on "Get Started".
- Enter the project location (upload a shapefile or search by lat/long, address, and then draw the project area on the map), click "Continue."
- Review the list of Endangered and Threatened species in your project area, then click, "Define Project."
- Enter project name (up to 100 characters) in the format: "*Consulting firm-Agency-Project Name-Code or permit number*"
 - o Example: *Green Tree Consulting-FCC -Greenville Tall Tower Project-TTP7G*
 - o Example: *Army Corps of Engineers-Acme Development-Green Wetland Fill-PN 2022-11111*
- Enter project description. Describe the actions that are proposed, the current onsite habitat and proposed impacts to habitat. If the project was assigned a TAILS number by USFWS in the past, please include that in the project description.
- Click "Save." Your project name and map should now appear.
- Click "Start Review."
- Review the Step-by-step Consultation Process page, then click "Continue."
- Click on "Yes, request a species list."
- Enter the information associated with the lead Federal (or state, etc.) agency for the project. Depending on your answers, you will be prompted to answer additional questions and provide your contact information and project type. Click "Submit official species list request."
- Your species list will be automatically generated and available on your project's page shortly for viewing and downloading. Download a pdf copy of your species list.

Step 2. Complete applicable Determination Keys

- Click on "Next Step: Determination Keys." You may be presented with one or more dKeys that may streamline your consultation process. For each dKey that appears, we

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recommend clicking “Evaluate.” These may streamline the consultation for federally-listed species for your specific project.

- We recommend concluding the use of IPAC after evaluating dKeys that are applicable to the project. Next, either move to Step 3 below if further consultation with the USFWS is needed, or present the information generated from IPAC and the dKeys to the lead federal agency for the project.
- “Next step: Analyze Project”—This link will take you to the Consultation Package Builder. We **do not** recommend this step for projects in Georgia at this time.

Step 3. Send your complete project information to:

That includes the IPAC correspondence and the species list provided in steps 1 and 2 to Ouicia Jolly at Ouicia.jolly@dnr.ga.gov

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- **Applicants must submit the following information:**
 - a. **A description of the project and scope of the proposed activities.**
 - b. **Locational information such as a shapefile and detailed map.**

Shapefile Creation Instructions Wildlife Resources Review

To be able to use the GNHARGIS system, a zipped shapefile is needed. Note: only polygons can be used in GNHARGIS. It will not accept points or lines.

The following pages contain instructions to prepare a shapefile using free online tools.

Two online tools will need to be used with this method:

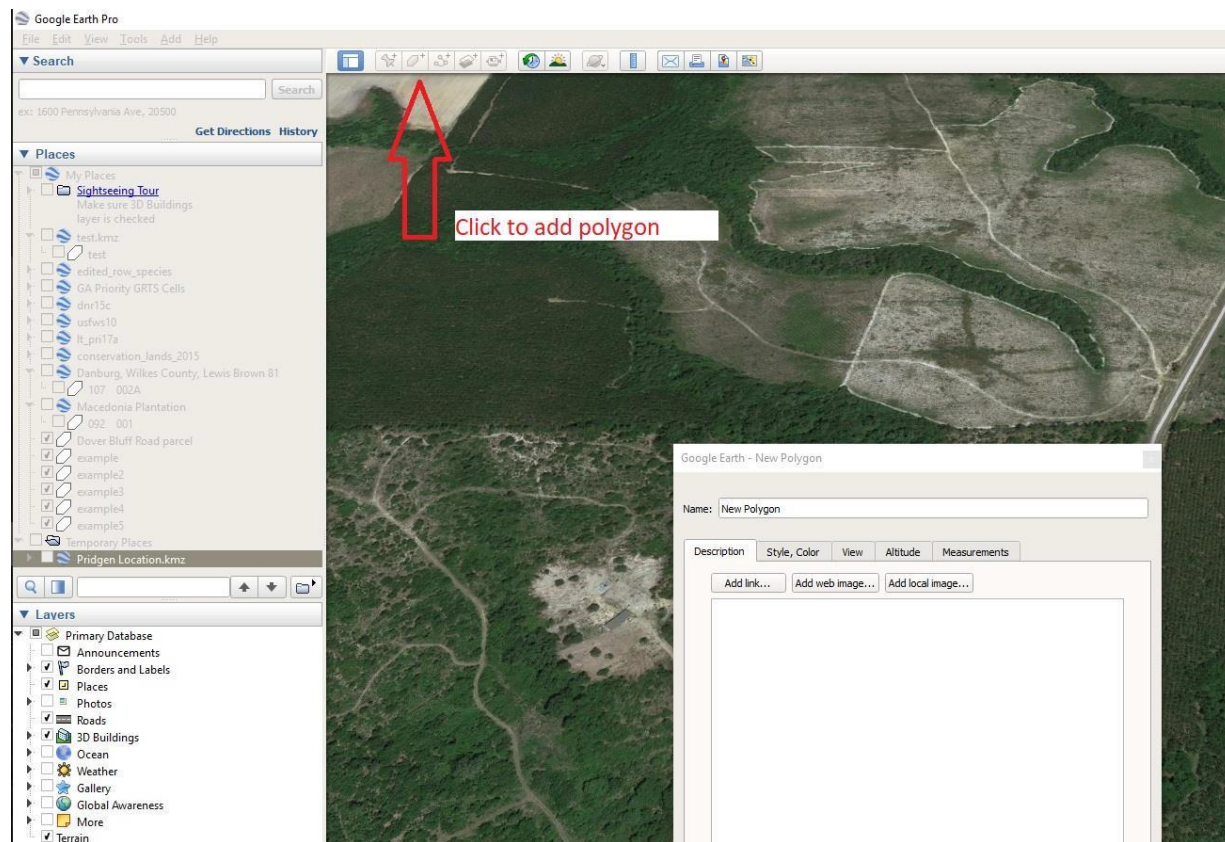
- 1) Google Earth (pages 2-5 of this document)**
- 2) KML to shp. converter (page 6 of this document)**

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Step 1 - Create a Google Earth KML (before creating the shapefile)

**The Google Earth Polygon creation instructions also available at:
<https://support.dronedeploy.com/docs/planning-flights-with-shapefiles>**

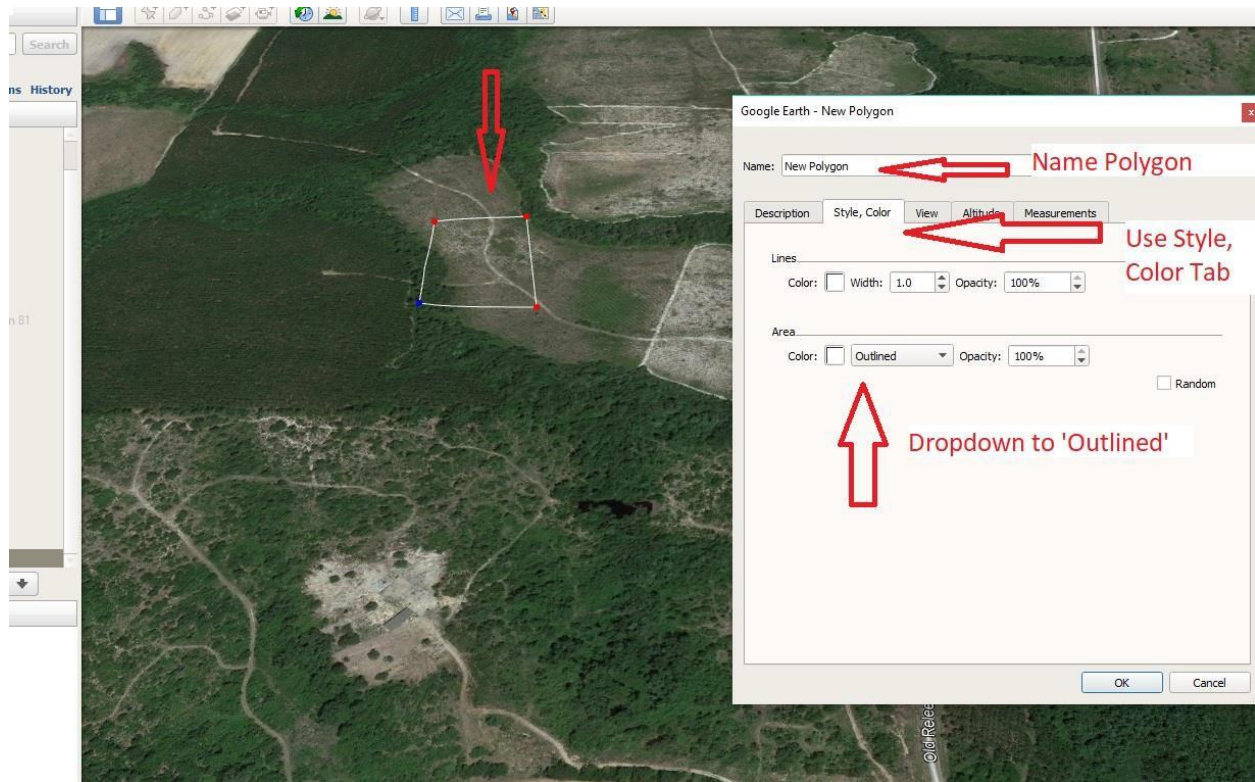
- **Open Google Earth and locate the area of interest**
- **Click Add Polygon**



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- **Name the Polygon >**

Click on Style, Color menu Select Outlined

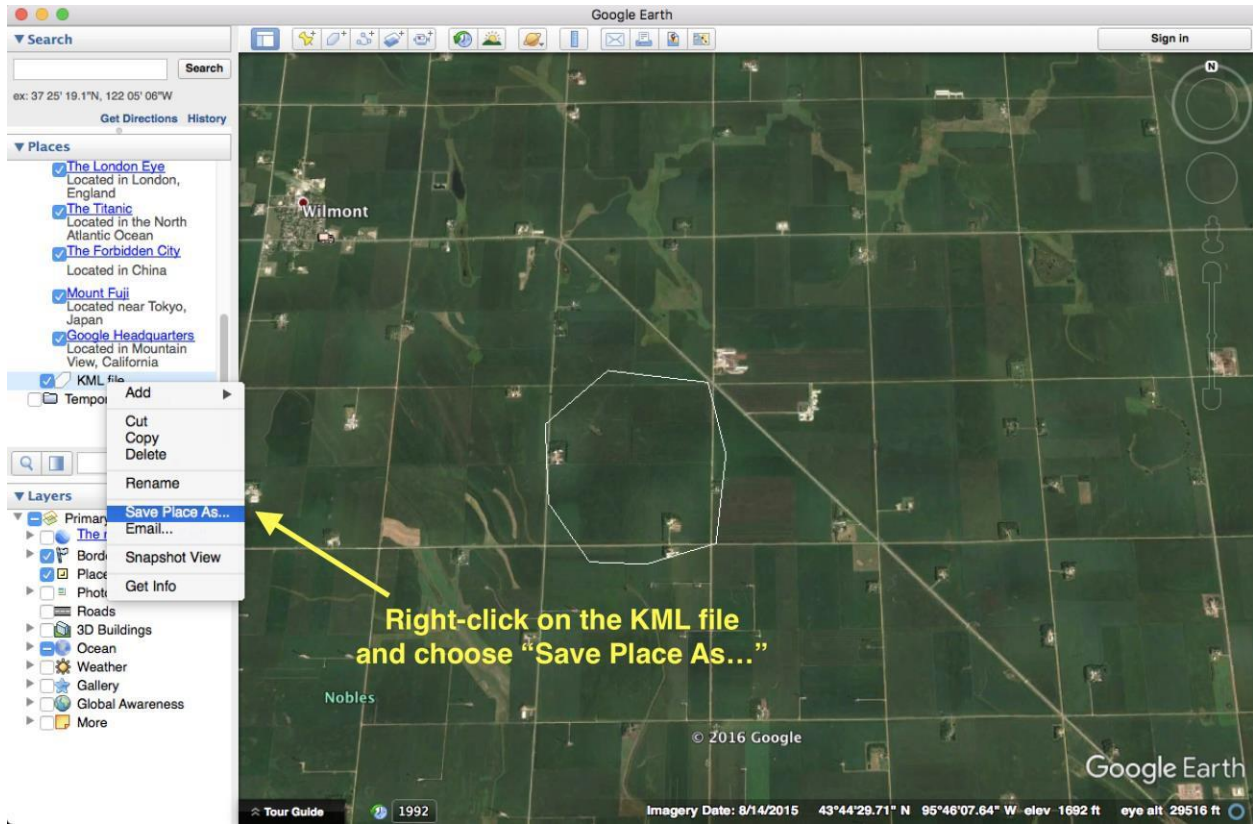


- **Draw the polygon and**

Click OK when it's done!

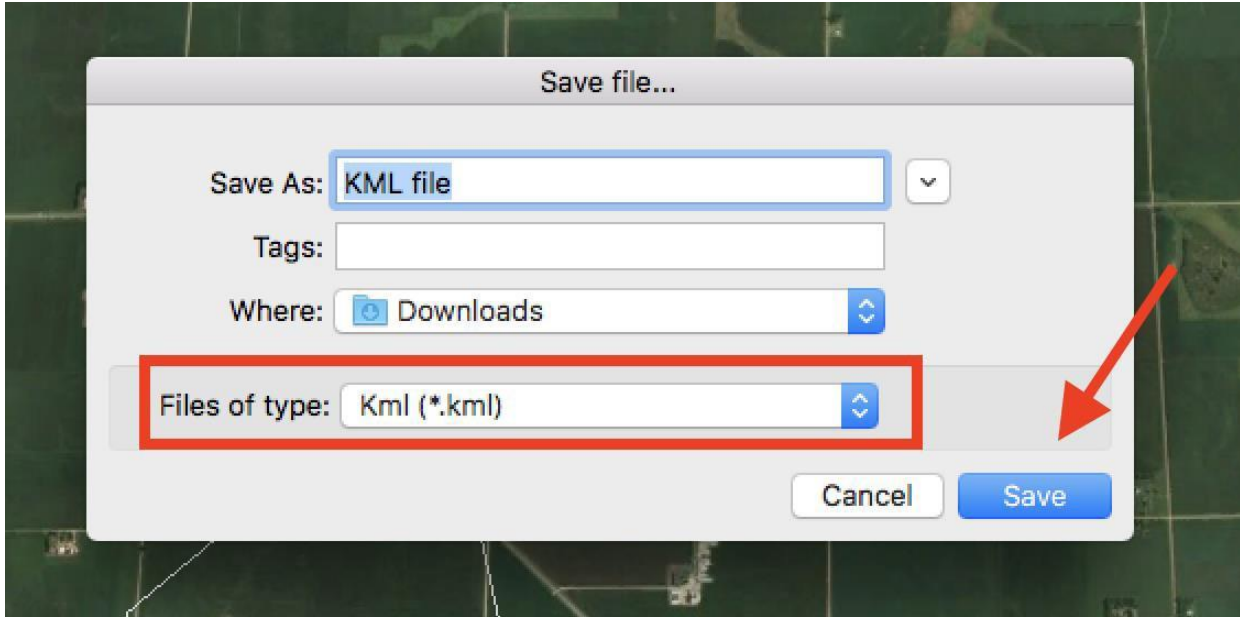
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6. In Places window, right-click on the KML file created > Select Save Place As...



7. Choose Kml (*.kml) as Files of Type and Click Save

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4. Convert the kml into a shapefile

The online tool at this page will assist you with this process:

<https://mygeodata.cloud/converter/kml-to-shp>

- 1) You will need to drag and drop (or browse to find) the file that you created in Google Earth. Fortunately, this is the only step needed.
- 2) Push Continue
- 3) Push the green 'Convert Now' button
- 4) Save the file (the default name is 'my geodata,' so if you will be converting more than one, make

sure to rename.

The converted file is already zipped, so it is ready to add to GNHARGIS

NOTE: The zipped shapefile NAME MUST be the SAME as all the files within it. The file name also can have NO SPACES (you may use underscores instead)

For example:

Zip file name:

River_Road_1.zip

Within the zip file folder: River_Road_1.shp River_Road_1.prj River_Road_1.shx
River_Road_1.dbf



Send the information to the email link Nongame.Review@dnr.ga.gov
Include "Recreational Trails Program" in the subject line.

Once the review has been completed by WRD the applicant will receive correspondence based on the information submitted for the review.



Submit a copy of the correspondence to Ouicia Jolly at Ouicia.jolly@dnr.ga.gov