

*WILDLIFE AT WORK*SM
CERTIFICATION
APPLICATION WORKBOOK
2010



As a fellow conservationist, we encourage you to save paper, ink, copy costs, and postage by submitting an electronic copy of your application via a CD or USB stick. We regret that we cannot accept emailed applications. Thank You

The *Wildlife at Work* certification application is your chance to tell us how your program is contributing to wildlife habitat enhancement. This workbook will guide you through the *Wildlife at Work* certification application. If you have any questions regarding these application materials, or program requirements, please contact Wildlife Habitat Council (WHC) Certification Manager at 301-588-8994 ext 125.

Important Dates and Certification (WHC Member) Application Fees

- June 30, 2010: Applications postmarked by this Early Bird Deadline will receive a \$100 Early Bird Discount (cost \$800).
- July 31, 2010: Applications postmarked by this On-Time Deadline cost \$900.
- August 31, 2010: Applications postmarked by this Late Deadline will be assessed a \$200 late fee (cost \$1100).
- Applications postmarked after August 31, 2010 will not be considered for 2010 certification.

Minimum Requirements for *Wildlife at Work* Certification:

- Applicants must participate in a site visit with a WHC Wildlife Biologist. Objectives of the visit include:
 - Introducing and discussing the *Wildlife at Work* program with site managers;
 - Becoming familiar with the natural habitats found on site;
 - Determining potential projects for wildlife on and around site property; and
 - Identifying employee, management and overall company interests, concerns, and constraints.
- A ‘habitat’ is defined as the arrangement of food, water, shelter or cover, and space required by native wildlife. ***Applicants should demonstrate that at least one project that addresses all four components of a habitat has been actively maintained and monitored for a minimum of one year, prior to applying for certification.*** This is to ensure that certified programs have active monitoring programs that document habitat enhancement projects and accomplishments over time.
- If any projects (such as wetland mitigation) were done to meet the requirements of a regulatory agency, the applicants must provide documentation that the scope of the project exceeds regulatory requirements.
- Applicants must be in compliance with all rules, regulations, and permits required by law through sound environmental control measures. If not, please attach an explanation.

WHC wildlife biologists thoroughly evaluate submissions based on the rationale for selecting wildlife projects, documentation of wildlife/ habitat benefits, and demonstrated employee and community participation.

Rookie of the Year Award

All *Wildlife at Work* certification applications postmarked by 7/31/ 2010 will be considered for the Rookie of the Year (ROY) Award. Outstanding applications will be nominated for the ROY award. Each year at WHC’s Annual Symposium, the ROY recipient is announced and presented with a plaque.

Checklist of Items Required for *Wildlife at Work* Certification

- Application Fee (Applications will not be reviewed/processed until payment is received. Applications will be considered late if payment is not postmarked by July 31, 2010).**
- Signed *Wildlife at Work* Certification Application Form C-1**
- Site Overview Questionnaire and Site Map**
- Updated Species Inventory**
This list should be continuously updated.
- Reference Interview Questionnaire**
The Reference Interview Questionnaire **must be completed by THREE program references not employed by the company.** Examples include state wildlife biologists, college professors, or representatives from conservation organizations. Questionnaires may be submitted with the complete application materials, or be submitted by the reference directly to WHC.
- Digital Photographs***
Photo documentation of activities should support information provided in project summaries. Photos should depict habitats, species of interest, and/or wildlife team activities. Digital photos are for use at WHC's Annual Symposium, if the program obtains certification. Photos will be kept by WHC for possible use in future publications.

Important Note: Please send photo documentation as digital TIF or JPEG files only. Photos should be included with applications on a CD ROM or USB data stick. **Do Not Embed Photos in PowerPoint or Microsoft Word Documents.** Embedding photos reduces resolution and makes the images difficult to work with.
- Media Information Sheet**
- Required Wildlife Management Plan (WMP)**
A WMP template is located at the end of this document.
DOWNLOAD AN EXAMPLE WMP at <http://www.wildlifehc.org/apply/>
IMPORTANT NOTE: An Opportunities Report is NOT a WMP, but can be used as a tool when writing your plan.
- Optional Project Summaries (Form PSS)**
A Project Summary Sheet (PSS) template is located at the end of this document. Please fill out one PSS for each habitat enhancement project.
DOWNLOAD AN EXAMPLE PSS at <http://www.wildlifehc.org/apply/>
- As someone who shares our concerns for the environment, please save paper, ink, copy costs, and postage by submitting your application electronically via a USB stick or CD. **Email submissions will not be accepted.** If you need to print your application, please do not use plastic sheet protectors and please print on both sides when possible.
 - **Please note, CD ROMs and USB data sticks will not be returned to sender.**

Glossary

Program – The *Wildlife at Work* program, encompassing all *projects*.

Mission – The mission is the overarching aim of a *Wildlife at Work Program*.

Project – A project is a discrete wildlife enhancement venture, meeting the **four essential habitat components** for target wildlife and having one or more *objectives*.

Objective – An objective is a broad action that must be achieved to accomplish a *project*. Usually an objective will have multiple *prescriptions*.

Prescription – Prescriptions are the specific management activities that must be completed to accomplish an objective. They are narrower than *objectives* and should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

Four essential habitat components – *Food, water, cover* and *space* are four elements essential to all wildlife. Every *project* must address how these components are being met for the target wildlife.

Food - Foliage, nectar, pollen, berries, seeds and nuts from native forbs, shrubs and trees. *Native* plants must be used to qualify for certification. A variety of native plants should be planted, monocultures are not recommended.

Water - Water is needed by wildlife for drinking, bathing, and reproduction. A source of water must be provided by the project, or be located sufficiently close depending on the species of wildlife using the habitat. Artificial water sources can include sediment ponds, rain gardens, and bird baths. Naturally occurring water sources can include streams, ponds, rivers, springs, and wetlands. Native plants can also be a source of water as plant tissue stores water and the water is released when the plant is digested by wildlife. This can be an important source of water for some wildlife in arid environments.

Cover – Wildlife need places to hide, rest, sleep, and take cover from environmental stress (sun, rain, wind, etc). Cover is species specific, birds and small mammals take cover in bushes and thickets, snags and brush piles. Aquatic organisms can take cover in under water rock piles. Native grass can provide cover to insects, mammals, birds and other wildlife. Artificial cover consists of brush piles, bat boxes, and bird houses.

Space – Wildlife need space that can encompass the entire life-cycle of the organism; from a tadpole to a frog or a caterpillar to a butterfly. The type and size of space depends on the species of wildlife. Providing a safe and appropriate place for wildlife to reproduce, raise young, and mature is essential to habitat. Examples of space are: wildflower meadow, mature forest, forest with vernal pools, and wetland.

Native Species - Native species have evolved complex relationships with other species in the same area, including plants, bacteria, mammals, birds, reptiles and amphibians. The members of the biological community have been evolving together, a process known as co-evolution, for thousands of years. Native plants are adapted to specific geographic areas depending on environmental variables such as soil type, climate, rainfall, pollinators, and seed dispersers.

Non-native Species - Non – native species (also called exotic species) are those that evolved in a different geographic location and/or environment. These species have developed complex relationships in their native range, but behave differently, sometimes invasively, when growing outside their natural range.

WILDLIFE AT WORK CERTIFICATION
(FORM C-1)



- Applications postmarked by June 30, 2010 will receive an Early Bird \$100 discount.
- To be considered “on time”, postmark all required materials by July 31, 2010, including the application fee.
- Applications postmarked after July 31, 2010 and before August 31, 2010 will be assessed a \$200 late fee and will not be considered for the ROY award.
- Applications postmarked after August 31, 2010 will not be considered for 2010 certification.

1. \$900 Application Fee (check, money order, or credit card)

Nonmembers - application fee of \$1800

- Please make checks payable to: Wildlife Habitat Council at 8737 Colesville Road, Suite 800, Silver Spring, MD
On check stub or memo, describe payment as *Wildlife at Work* Certification.
- To pay by credit card, please complete the attached Certification Credit Card Payment Form.

2. Required Site Information:

Company Name:

Subsidiary Name (**exactly** as it should appear on certificate):

Site Name (**exactly** as it should appear on certificate):

Site’s local address, including street name, city, state, and zip code:

Has a WHC Biologist ever visited this site? YES NO

Date of last WHC Biologist visit:

Total site acres: Unmanaged available wildlife acres: Actively managed wildlife acres:

Total number of employees: Number involved with programs:

3. Required Certification Contact Information

Certification Contact: Title:
Contact mailing address: State/Province:
City: Zip Code:
Country: Fax number:
Telephone number:
Email address:

4. Required Application Materials – please see checklist on prior page

(Application will not be considered until all required information is submitted. A \$200 late fee will be assessed if required information is not postmarked by 7/31/2010)

* I, the undersigned, do hereby release all rights to photographic materials that serve as part of this application for certification. I fully authorize the Wildlife Habitat Council (WHC) to keep and use this material in any manner, including media coverage, slide presentations, and WHC-inclusive documents, with the understanding that due credit will be given to the photographer and company responsible for producing the picture. Further, as it pertains to any images of minors included in my application, I acknowledge that proper and documented permission has been granted by the parent and/or legal guardian to reproduce the image, without compensation, for any distribution, marketing and/or other activities related to the program. (If needed, the WHC Video/Photo Release Forms are available online at <http://www.wildlifehc.org/apply>).

Signature: _____ **Date:** _____

Awards: Apply for Additional Recognition

Every *Wildlife at Work* certification application postmarked by July 31st is automatically considered for the Rookie of the Year award. But beyond this award, WHC, along with conservation members, offers a variety of opportunities for additional recognition of outstanding projects focusing on prairie restoration, wetland restoration, community engagement, pollinator-friendly habitat management, and wild turkey management. Please consider applying for these awards for additional recognition of high-quality projects or outstanding community partners. All awards are presented at WHC's annual Symposium.

Award Presenter	Award Name	Focus Area	Application Fee
Wildlife Habitat Council	Community Partner of the Year	Company-Nominated Community Partner or Organization	\$100
National Wild Turkey Federation	Wild Turkey Management	Wild Turkey Management	None, if included with a <i>Wildlife at Work</i> or <i>Corporate Lands for Learning</i> application
North American Pollinator Protection Campaign	Pollinator Friendly Practices	Pollinator Habitat Management	None, if included with a <i>Wildlife at Work</i> or <i>Corporate Lands for Learning</i> application
Ducks Unlimited	Wings over Wetlands	Wetland Restoration/ Waterfowl Management	None, if included with a <i>Wildlife at Work</i> or <i>Corporate Lands for Learning</i> application
Pheasants Forever/ Quail Forever	Prairies for Tomorrow	Native Grass Planting/Prairie Restoration	None, if included with a <i>Wildlife at Work</i> or <i>Corporate Lands for Learning</i> application

Award applications can be downloaded at: <http://www.wildlifehc.org/apply/>

More detailed information about the award applications is available on the following page. Contact your Regional Biologist with any questions.

Award Applications – please check any applications included

- Community Partner of the Year Award Nomination** Form “CPY”

The Community Partner of the Year Award (CPY) recognizes the outstanding contribution that community-based organizations and individuals make to WHC’s *Wildlife at Work*SM and *Corporate Lands for Learning*SM programs. WHC will waive 2010 Symposium registration and meal fees for up to three attendees representing the award-winner. The nominating site is responsible for accommodations and travel to and from the 2010 Symposium.

- **Please include a \$100 application fee with your CPY application.**

- Wild Turkey Management Award** Form “WTM”

The Wild Turkey Management Award was developed in cooperation with the National Wild Turkey Federation (NWTf). This is a unique opportunity for *Wildlife at Work* programs to be recognized for the projects that enhance wild turkey habitat. Award-winning projects have included native grasses plantings, prescribed burns, forest restoration, native oak plantings, and hunter outreach and education.

- Pollinator Friendly Practices Award** Form “PFP”

WHC and the North American Pollinator Protection Campaign (NAPPC) developed the Pollinator Friendly Practice (PFP) guidelines. The guidelines include providing foraging habitat, reproductive space and shelter, controlling invasive species, minimizing pesticide use, and monitoring pollinators. Applicants who follow these guidelines are eligible for the PFP award.

- Wings over Wetlands Award** Form “WoW”

The Wings over Wetlands Award was developed in cooperation with Ducks Unlimited. This award is presented to a certified *Wildlife at Work* program that includes an outstanding example of wetland and/or waterfowl management. Award-winning projects have included stream restoration, control of invasive species, and planting native wetland species.

- Prairies for Tomorrow Award** Form “PFT”

Pheasants Forever (PF), Quail Forever (QF), and the Wildlife Habitat Council jointly created the Prairies for Tomorrow Award. *Wildlife at Work* programs that undertake upland prairie restoration projects are eligible for this award. Successful applicants have established partnerships with environmental groups and/or federal, state and local agencies and provided public access to the site.



2010 Certification Credit Card Payment Form

Company Name: _____

Site Name: _____

Phone#: _____ **Fax #:** _____

1. Cardholder Information *(Please Print Clearly)*

Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

2. Certification Type *(Check all that apply)*

- Wildlife at Work Certification (\$900)*
- Early Bird Wildlife at Work Certification (deduct \$100): check if application is postmarked by June 30, 2010*
- Wildlife at Work Recertification (\$550)*
- Early Bird Wildlife at Work Recertification (deduct \$50): check if application is postmarked by June 30, 2010*
- Corporate Lands for Learning Certification (\$550)*
- Early Bird Corporate Lands for Learning Certification (deduct \$50): check if application is postmarked by June 30, 2010*
- Corporate Lands for Learning Recertification (\$275)*
- Early Bird Corporate Lands for Learning Recertification (deduct \$30): check if application is postmarked by June 30, 2010*
- Community Partner of the Year Nomination (\$100)*

- Late Fee (\$200) please check if application is postmarked after July 31, 2010*

3. Credit Card Information

Card type: (Please Circle) **Visa** **Mastercard** **American Express**

Card number: _____

Card expiration date: _____ **VC Code:** _____

Total amount to be charged to card: _____

Today's Date: _____

Cardholder's signature: _____

(Credit cards will not be processed without cardholder's signature)

Send this completed form with your application or fax to:

Certification Coordinator

Wildlife Habitat Council

8737 Colesville Road, Suite #800

Silver Spring, Maryland 20910

E-mail: certification@wildlifehc.org • Tel: 301-588-8994 • Fax: 301-588-4629

WILDLIFE AT WORK
SITE OVERVIEW QUESTIONNAIRE



Site Overview Questionnaire

Answer all questions and return with required application materials.

1. When did your company acquire the property?
2. What are the major land uses of the site? (past and present)
3. Describe the area surrounding your property. (i.e. rural, urban, residential etc.)
4. What are the main habitats found on the site? (i.e. grassland, forest, wetland, etc.) Please be descriptive. If possible list common or notable species.

Is the site's wildlife team actively managing any of these habitat types? If yes, please list below.

<u>Habitat Type</u>	<u>Acreage actively managed</u>
<i>Example: freshwater wetland</i>	<i>2 acres of freshwater wetland are actively managed</i>

5. Are there any bodies of water on-site, or running through the site? If yes, please list and describe them.

YES NO

6. Describe all land use practices that may impact water quality.

7. Is the site in compliance with all rules, regulations, and permits required by law? If no, briefly explain how the site is addressing issues of compliance. If it is found that the site is not in compliance, WHC will contact the site for more information.

YES NO

If you answered no to the question above, are habitat enhancement projects separate from areas with these regulatory/compliance issues?

YES NO

8. Were any of the habitat projects done in relation to a mitigation project or similar project required by a regulatory agency?

YES NO

If you answered yes to the question above, list which projects and describe how the scope of the projects exceed the regulatory requirements.

9. Please list endangered/threatened species under the Federal Endangered Species Act or state protected/listed species observed on your site:

10. Please list any other certifications or awards that apply to the site, including dates received:

11. Please list any community partners/partnering organizations that have provided assistance with habitat management projects. Please label each as a future, present, and/or past partner:

Future:

Present:

Past:

12. Please list green initiatives that are employed at the facility (e.g. recycling programs, water management, energy efficient lighting, etc.)

REFERENCE INTERVIEW QUESTIONNAIRE



Reference Interview Sheet to be completed by *Wildlife at Work* References

The following **questionnaire is to be completed by 3 references, not employed by your company.** If desired, references may send this form directly to the Wildlife Habitat Council at 8737 Colesville Road, Suite 800, Silver Spring, Maryland, 20910; fax to 301-588-4629; email to certification@wildlifehc.org

REFERENCES, PLEASE COMPLETE THE FOLLOWING:

Your name: _____
Your professional affiliation and/or title: _____
Your address: _____
Your phone number: _____ Your email: _____
Name of the corporate wildlife site you are affiliated with (company and site name):

Your contact at that site: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. YOU CAN USE ADDITIONAL SPACE IF NECESSARY. BE SURE TO TYPE OR PRINT CLEARLY.

- Question 1) How exactly are you involved with the site's *Wildlife at Work* program?
- Question 2) Is the program benefiting local wildlife? If so, how and which species? If not, why?
- Question 3) Is the program benefiting the local community? If so, how? If not, why?
- Question 4) Please list and describe at least two recommendations for improving the program.
- Question 5) Is there anything else you would like to share with WHC about the program?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REFERENCE

**2010 *Wildlife at Work*
Media Information Sheet**



Company Name: _____

Site Name: _____

WHC is very pleased to work with you and your media this year.

Please check one of the following:

- Yes, I would like WHC to handle the distribution of press regarding my *Wildlife at Work* program. I filled out all information for *one company press contact and no more than three (3) external media contacts* below as accurately as possible.
- No, I will review the content regarding my *Wildlife at Work* program but I will handle any distribution of press myself. I filled out all information for *one company press contact* below as accurately as possible.

Please completely fill out the following information for EACH contact.

Internal Company Press Contact- REQUIRED, regardless of which box you checked

This person will be the sole contact to review the press release. This contact will acquire approval from any other internal contacts and provide one final approved document to WHC's Marketing & Communications Department. Please note that the main site or certification contact is responsible for reviewing the site's Wildlife at Work program information for inclusion in the online Registry of Certified Programs prior to the drafting of the press release and subsequent approval process.

Name: _____

Title: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

If you checked the second box and would like WHC to handle your external press, please provide the following information. **An e-mail for each external media contact is required for our service.** If there is a specific editor, city or metro desk or bureau office, please specify with the appropriate e-mail.

External Media Contact #1

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

External Media Contact #2

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

External Media Contact #3

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

WHC WILDLIFE MANAGEMENT PLAN (WMP) TEMPLATE

(DOWNLOAD AN EXAMPLE WMP at <http://www.wildlifehc.org/apply>)

Please contact WHC's Certification Manager (certification@wildlifehc.org)
or your Regional Biologist with questions.

Insert Company Logo

COMPANY NAME

Facility Name

WILDLIFE MANAGEMENT PLAN

YEAR

Prepared by:

PERSON OR GROUP THAT PREPARED THE WMP

What is a Wildlife Management Plan (WMP)?

A Wildlife Management Plan (WMP) is a comprehensive strategy which outlines goals of the wildlife habitat program, describes projects to achieve these goals, makes provisions for monitoring projects, and presents implementation and evaluation schedules.

A WMP serves as a tool for you to use at the facility. It provides direction and detailed information to guide you through the development of your program and each component is important in its own way. For example, knowledge of the background of the facility, such as historical use and ecological description, aids in knowing which native plants are best to select for plantings. This way the Wildlife Team can choose restoration efforts that will most likely provide benefits to wildlife.

Keep in mind that a WMP should be a working document; it is intended to be modified as goals change due to facility conditions and in response to the implementation of your projects. The WMP should be written so that if a new member joins the Wildlife Team, they would be able to quickly understand the program.

WMP Glossary

Program – The *Wildlife at Work* program, encompassing all *projects*.

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Native Species - Native species have evolved complex relationships with other species in the same area, including plants, bacteria, mammals, birds, reptiles and amphibians. The members of the biological community have been evolving together, a process known as co-evolution, for thousands of years. Native plants are adapted to specific geographic areas depending on environmental variables such as soil type, climate, rainfall, pollinators, and seed dispersers.

Non-native Species - Non – native species (also called exotic species) are those that evolved in a different geographic location and/or environment. These species have developed complex relationships in their native range, but behave differently, sometimes invasively, when growing outside their natural range.

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SUMMARY

Begin with an overview of the facility's entire program. Briefly describe the location, historical, and current use of the facility. Summarize the overall mission of the program and highlight important achievements, events, and projects.

1. Background

Company Name has been a member of the Wildlife Habitat Council (WHC) since xxxx, a standing that exemplifies its commitment to improving wildlife habitat through the enrichment of pre-existing habitat and the establishment of new habitat on the company's landholdings. Induction into the *Wildlife at Work* program will enable the Facility Name to get assistance from the Wildlife Habitat Council in its efforts to improve the facility's wildlife habitat. Furthermore, partnership with WHC provides Company name with an opportunity to demonstrate responsible corporate environmental stewardship by formulating and implementing a balanced and operative wildlife management program

1.1. Corporate Environmental Stewardship

Describe your company's initiatives to achieving environmental stewardship. This includes environmental safety practices and green initiatives. If applicable, describe the company's environmental mission.

1.2. Facility Description

Identify your geographic location and proximity to nearby cities, and then provide details on the facility. Establish the percentage of the facility devoted to habitat, proximity of operations to the areas, and acreage. Include acreage, number of employees, operations, etc. In addition, list

buildings, parking areas, landscaped areas, all natural and man-made features, and any other noteworthy areas. Specifically, describe areas that will be a focus of the projects, and include common species names, and types of habitat. Include a map or aerial photograph of your property if available.

1.2.1. Wildlife Team

Describe employee/company interests. The structure of the team should be a group with one team leader and several subcommittees for specific projects. Subcommittees should be created based on the individual interests of Wildlife Team members. A team structure in which subcommittee leaders communicate with the team leader will facilitate information transfer between team members, team leaders, and facility management. List names of employee members as well.

1.2.2. Ecological Background

This section is designed to provide an understanding of the larger context that your habitat enhancement goals will fit into. The objectives and projects must be compatible with the environment and landscape (ecoregion) in which they are proposed. When completing the “Reasoning Behind Project” section later in the WMP, this information will be the backbone of the reasoning. Understanding the larger environmental characteristics of the region is vital to having a strong *Wildlife at Work* program with successful projects. The information listed in the section should include descriptions of the regional and local climate, terrain, species and other unique environmental characteristics. Ecoregion information can be found in the WHC Opportunities Report provided to your facility or at <http://www.fs.fed.us/land/ecosysmgmt/index.html>. Once the ecoregion classification is identified, summarize the characteristics below. An example can be viewed in the sample management plan which can be downloaded at <http://www.wildlifehc.org/apply>.

Undertaking habitat enhancement projects on a corporate facility adds ecological and functional value to both the immediate area and the entire ecosystem. Furthermore, connective efforts have shown greater results than isolated actions. It is important to understand the facility’s ecologic location and its relation to native flora and fauna. The following section provides information necessary to understand the ecological background of the land surrounding the **Facility Name**.

The U.S. Department of Agriculture (USDA) Forest Service (USFS) uses a land classification system of terrestrial ecoregions as described by Robert G. Bailey.¹ This classification of terrestrial ecoregions is hierarchical, and is based on elements of climate, geology, topography, and vegetation. This widely recognized system separates the United States into large domains, followed by divisions in which provinces are described. Ecoregions are a geographically based system for organizing our knowledge about ecosystems and ecosystem responses to our management. They provide a framework for prioritizing land conservation, preservation and

¹ Bailey, R.G. 1995. Description of the ecoregions of the United States. 2nd edition. USDA Forest Service Miscellaneous Publication 1391. U.S. Department of Agriculture Forest Service, Washington, District of Columbia.

restoration projects. The USFS National Hierarchy is a classification system that includes eight levels of nested map units of which 4 are commonly used in facility habitat projects: domain, division, province, and section.

Add facility ecoregion information here. Describe climate, historical habitat, plant communities, soil types, typical wildlife. When writing this section keep in mind that this information provides the backdrop for all your projects and ask yourself, “How do my projects fit into the larger ecoregion in which my facility is located?”

2. Development

2.1. Facility Inventory

Conducting a thorough inventory of the plants and animals present at the facility is a priority of the Wildlife Team, as an inventory helps the Facility Name Wildlife Team members to become familiar with the plants, animals, and habitats found at the facility. The wildlife inventory is an ongoing process that provides useful information to the Facility Name Wildlife at Work program and any future outreach and education projects. The goal is to understand the facility habitats by compiling a list of resident and transitory species, using seasonal inventories conducted in the spring, summer, and fall.

For many Wildlife Team members, the process of compiling a facility inventory is a learning opportunity. Information, such as scientific names, can be found on websites such as www.itis.gov, www.wildflower.org/explore, www.invasive.org, and www.plants.usda.gov.

The “date last observed” column is optional, but collecting this data can provide additional info that may be helpful in managing your wildlife habitat, and also helps document activities undertaken since the last certification period.

Please also provide a brief summary of how the inventory below was created, describing when efforts began, who did the inventories (e.g. WHC biologist during the facility visit, Audubon volunteers, employees, consultants), and anything else noteworthy about the process of creating the inventory.

For example

TABLE 1: FLORA AND FAUNA IDENTIFIED ON FACILITY

TYPE	COMMON NAME	SCIENTIFIC NAME	DATE LAST OBSERVED	AREA OBSERVED
Plants				
Birds				

TYPE	COMMON NAME	SCIENTIFIC NAME	DATE LAST OBSERVED	AREA OBSERVED
Mammals				
Invertebrates				
Reptiles				
Amphibians				
Fish				

2.2. *Timeline of Completed Activities and Future Goals*

Include a timeline here that provides information for all projects -- present, future and past -- in your *Wildlife at Work* program. Please include all project-related activities, including monitoring.

Documentation should be included in Section 5 of this template for any project-related activity, including monitoring, listed in your timeline. Include any documentation that you feel is pertinent to your program (i.e. monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, the Wildlife Team's Project journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.).

3. *Implementation*

List your mission, projects, objectives and prescriptions. Throughout this part of the Wildlife Management Plan be sure the following questions for each project are answered: **WHY, WHAT,** and **HOW.**

3.1. *Mission of FACILITY NAME's Wildlife at Work program*

Overarching mission or vision for the program (which encompasses all projects). In striving to reach this mission, the following Projects have been recognized. Please list and describe all projects using the following template.

- **Project #.** Title of a wildlife habitat enhancement project.
Reasoning Behind Project: **WHY** is this project important? How does it help fulfill the overarching mission for the entire wildlife program on the facility?
Project's Background Information: Briefly describe this habitat project, where it is located, the size of the operation, etc.

- **Objective #.** Define **WHAT** must be accomplished to make this project a success.
 - **Prescriptions:** **HOW** will the objective be fulfilled? Describe the management methods to be implemented. These should be listed step-by-step.
 - **Essential habitat Components:** if it is not clearly evident from the prescriptions listed above, please describe here **HOW** the **four essential habitat components (food, cover, water, space)** are addressed for this project.
 - **Monitoring:** Describe monitoring plans for this project in the short and long-term. How often will the project be monitored? What tools will be used to monitor the project?

4. *Evaluation and Project Status*

Include a brief summary of the overall benefits to the facility's habitat since *Wildlife at Work* program inception.

Next, evaluate *each project* using the following template:

- **Project #:** Project Title
 - **Date (month/year) the project was started:**
 - **Number of employees and volunteers involved in this project (include the names of organizations, agencies, or community groups involved in this project):**
 - **Explain whether native plantings are being used:**
 - **Explain whether invasive species are being controlled:**
- In narrative form, describe the progress made towards implementing the prescriptions of *project #*. Include dates.
- Discuss monitoring activities and tangible results of *project #*, such as species planted, plant growth and survival, and nest box use (including species, number of eggs observed, and number fledged from nest).
- Evaluate the success of *project #*. If any aspect of *project #* was unsuccessful, identify the reason and if possible propose a remedy.
- Describe any future objectives that will be added to *project #*.
- **Most Importantly:** Documentation for *Project #* (i.e. monitoring sheets, seed mixes, receipts, lists of species planted and dates planted, Wildlife Team meeting minutes, the Wildlife Team's project journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.) **must** be included in section 5. Documentation and clearly ascribed to *project #*. ***The Wildlife Habitat Council cannot evaluate a project if its documentation is absent or unclear.***

4.1. New Projects

List any new projects that are planned. If a project was unsuccessful, consider adding a new project to further the program's mission. Remember to consider feasibility regarding man-power and monetary needs.

5. Documentation

Include any additional documentation that you feel is pertinent to your program, taking care to indicate to which project the documentation applies. Include project monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, Wildlife Team emails, the Wildlife Team's project journal, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc. Include all figures and tables. Download an example monitoring log at <http://www.wildlifehc.org/apply>.

To include your monitoring logs in worldwide studies, visit websites such as <http://ebird.org/content/ebird/> or <http://www.birds.cornell.edu/>.

- Download an example WMP at <http://www.wildlifehc.org/apply>
- Download an example monitoring log and example timeline at <http://www.wildlifehc.org/apply>

WILDLIFE AT WORK
Project Summary Sheet
(FORM PSS)



Optional Project Summary Sheet

Please complete one Project Summary Sheet for each of your team's projects. Please include documentation with each Project Summary Sheet. DOWNLOAD AN EXAMPLE PSS at <http://www.wildlifehc.org/apply>

- 1. What is the name of the project?**
- 2. What is the location of project?**
- 3. Indicate the date (month/year) the project was started.**
- 4. Please provide a brief list/ timeline of completed activities as well as the current status of the project. Attach additional timelines at the end of the PSS.**
- 5. If applicable, what is the size of the project?**
- 6. Describe the project and why you are doing it.**
- 7. How does this project fit in with your other habitat enhancement projects?**
- 8. Please describe the precise steps used to implement the project. All steps, even if they have not been completed, should be listed. (These are your objectives and prescriptions). You may use additional space/pages.**

9. In order for wildlife species to thrive, the essential habitat components of food, water, cover, and space must be readily available. To be considered for *Wildlife at Work* certification, at least one project or several projects linked together must address all habitat components. Please indicate how this project addresses the listed habitat requirements.

- Food:
- Water:
- Cover:
- Space:

10. Please describe the Wildlife Team's future plans for the project.

11. Please indicate the number of employees and volunteers involved in the project.

12. Please list the organizations, agencies, or community groups involved in the project and describe their involvement. Please label each as a future, present, and/or past partner.

13. Are native plantings being used in this project? Please provide a list of species planted, including scientific names. Websites including www.itis.gov, www.wildflower.org/explore, and www.plants.usda.gov will help provide this information.

14. Are invasive species being controlled in this project? Please provide a list of species controlled and the control method that is utilized, including scientific names. Websites including www.itis.gov, www.invasive.org, and www.plants.usda.gov will help provide this information.

15. Provide required monitoring and maintenance documentation and descriptions.

Habitat projects must provide benefits to wildlife and be monitored and maintained since the last certification. Please provide a timeline, with dates and findings, demonstrating the results of ongoing activities. One timeline can include all the projects in the program. Describe where, when, and how monitoring activities are conducted. Include any documentation that you feel is pertinent to your program (i.e. monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, the Wildlife Team's Project Journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.)

- Download an example monitoring log and example timeline at <http://www.wildlifehc.org/apply>