

State of Wisconsin
 Department of Natural Resources
 P.O. Box 7921 FR/4, Madison WI 53707-7921

Notice: This audit corresponds with USFWS Permit No. TE O10064-4, Condition V.

Type of Audit:

Office/file only Field only Office/file & Field

Partner audited: Full Limited (Local) Audit Date: Auditor(s):

I. Partner Staff Information

Staff involved in audit:

Name	Title	Phone	Email

- a) Describe changes in staff assignments related to HCP implementation responsibilities since last audit:

- b) Does current staff have previous exposure to the HCP and are they qualified to perform monitoring protocols? Describe:

II. Training & Successional Management Plan

- a. Describe staff training regarding implementation of the HCP:

- b. Describe plan partner has in place to assure the transfer of HCP implementation knowledge when staff turnover occurs:

III. Documentation – HCP Guidelines

Are EIS/HCP and guidelines available and accessible to staff?

Available Current

Permit Documents

Y N N/A Y N

- Conservation Agreement (SHCA or Implementing Agreement for DNR)
- Incidental Take Permit (Federal) TE010064-4
- Incidental Take Permit (State) (July 19, 1999)
- Articles of Partnership (January 23, 1995)

HCP/EIS, amendments and clarifications

- WI KBB EIS/HCP (final)
- HCP communications/clarifications and pertinent correspondence

Guidelines and Protocols

- HCP Users Guide (Distributed at 2007 Winter Meeting)
- Monitoring guidelines Protocols (May 23, 2007)
- Cable Plowing Protocol - Revision 02 (June 27, 2006)
- KBB Conservation Protocols for Forest Management by HCP Partners – Zastrow et al
- Forest Management Guidelines – Lane (February 1997) (Required for DNR; optional for others)
- Pesticide Use Guidelines (Revision 04) – Petersen and HCP Partners (October 23, 2006)
- ROW Guidelines (Revision 04) – WDNR (November 1, 2006)
- Snowplowing Guidelines – WDOT State Hwy Maintenance Manual 32.00 (August 29, 2006)
- Associated Species Guidelines - Kirk (December 9, 1996) (reference)
- Associated Species Guidelines - Borth (June 1997) (reference)
- Invasive Species Control Manual– Kearns and Larsen (January 2000) (reference)

Describe exceptions and N/As:

Note: Unless otherwise noted above or within the document, the documents listed above are required for use by HCP Partners.

IV. Documentation – Monitoring & Management

Reports: Review previous reports for completeness and accuracy.

Annual reports	
Land transfer documentation	

	<i>Do records reflect: (answer: Yes No or N/A)</i>				
<i>Where is documentation (and maps) stored regarding the following?</i>	Date of Activity	P/A Lupine	P/A KBB	Location of habitat and activity	Size of affected area
<i>A) Land management/conservation measures - Cite location and site:</i>					
* Describe how management was performed that demonstrates that HCP guidelines were being followed.					
<i>B) Land management/conservation measures - Cite location and site:</i>					
* Describe how management was performed that demonstrates that HCP guidelines were being followed.					
Survey results:					
Pre-management surveys					
Post-management surveys					
Cause-effect surveys					
Trends Monitoring	N/A	N/A	N/A	N/A	N/A
Inventory records:					
Lupine inventory					
KBB inventory					

V. Conservation Activities (that apply)

- a) Shifting Mosaic: Demonstrate how partner is applying shifting mosaic.

- b) Long Term Habitat Management (applies to some county forests) Is plan available? Demonstrate how management activities are consistent with the plan.

- c) Outreach & Education: Show O&E activities/products (See annual report. Discuss opportunities.)

- d) SHCA Commitments unique to partner (see SHCA): Demonstrate selected (by auditor) activities that support these commitments.

- e) Mitigation: Demonstrate how mitigation implementation is consistent with the approved mitigation plan.

- f) Other Conservation Efforts:

VI. Field Observations

Auditor's Observations and Remarks

Non-compliances:

Corrective Action Required & Date Due for Non-compliance listed above:

Other Problems & Opportunities for Improvement:

Positive Elements:

The above remarks reflect my observations.

Signature of auditor:

Partner Comments

I agree with the auditor's remarks and agree to perform the corrective action described;

I agree with the auditor's comments, with the following exceptions:

Signature of Partner audited: