State of Wisconsin
Department of Natural Resources
Bureau of Natural Heritage Conservation
Endangered Resources Review Program
PO Box 7921, Madison WI 53707-7921
http://dnr.wi.gov/topic/ERReview

Natural Heritage Inventory (NHI) Data Request

Form 1700-066   (R 02/2024)

Notice: Information requested in this form is needed for the DNR's Endangered Resources Review Program (ERRP) to evaluate your request for Natural Heritage Inventory (NHI) data under s. 23.27, Wis. Stats. and NR 29.04, Wis. Admin. Code. If approved, this completed form will become a legally binding component of your NHI Data License or One-time Request. Personal information collected will be used for administrative purposes and may also be made available to requesters under Wisconsin's Public Records Law (ss. 19.31-19.39, Wis. Stats.).

Instructions: For additional information as you complete this form, reference the document *Guidance and Procedures for Sharing Detailed NHI Data with External Customers* (Guidance document). Submit all materials by mail to the address above or via email (DNRERReview@wisconsin.gov). Once your materials have been reviewed, the NHI Data Sharing Coordinator will contact you regarding the status of your request. Failure to provide complete and accurate information may delay processing of the request and/or result in denial of the request.

Section 1: Requester Information

The requester is the person responsible for communicating with the ERRP about this request for NHI data. The requester will be the Data Custodian unless you indicate otherwise below (see Section 5.0 of the Guidance document for the list of data custodian responsibilities).

Requester Name	Organization or Agency Name		
Street Address	City	State	ZIP Code
Phone Number	Email Address		

Name of Data Custodian (if different from Requester Name)

Section 2: Land Ownership Information

Review Section 3.0 of the Guidance document, and then answer the following questions:

Are you proposing to use detailed NHI data to make decisions or take actions that have the potential to affect individual private landowners or their lands? ◯ Yes ◯ No

Explain

What is the relationship between you or your organization and the property/ies for which you are requesting detailed NHI data? Select one or more boxes as appropriate.

☐ Owner of the property/ies.

☐ Authorized representative of the owner(s) of the property/ies. Explain:

☐ Utility representative of the property/ies. Explain:

☐ Other party with express permission from the landowner(s) to receive detailed NHI data. Explain:

☐ Public entity whose mission includes working in the public interest. Explain:

☐ Other. Explain:

Section 3: Purpose of Request

Detailed NHI data are shared for "research, educational, environmental, land management or similar authorized purposes" per s. 23.27 (3) (b), Wis. Stats. See Section 4.0 of the Guidance document and select the box or boxes below that best describe your proposed use of detailed NHI data:

☐ Research purpose: NHI data will be used to answer a specific research question or test a specific hypothesis.

☐ Educational purpose: NHI data will be used to educate others on the biology, ecology and conservation of endangered resources, the ecosystems that support them, and the processes that maintain those ecosystems.

☐ Environmental purpose: NHI data will be used to identify areas of greatest conservation potential or areas in need of conservation actions.

☐ Land management purpose: NHI data will be used to manage or restore habitat that supports endangered resources.

☐ Similar authorized purpose: If your purpose is not listed, please explain below:

Please note, determinations of potential take of Endangered or Threatened Species resulting from a proposed activity are not an authorized use of the detailed NHI data. Only the Department can issue a permit or authorization to allow take of an endangered or threatened species. Persons needing specific information about the potential for a proposed activity to impact endangered or threatened species should instead request a formal Endangered Resources Review by completing the form available at http://dnr.wi.gov/files/pdf/forms/1700/1700-047.pdf.

Describe in detail how you propose to use detailed NHI data for the purpose identified above. Attach relevant documents such as study plans, proposals, etc. **Requesters in the Research category must include a project proposal or plan of study with this request form.**

Describe how your proposed use of the detailed NHI data will benefit the conservation of endangered resources in Wisconsin.

Section 4: Endangered and Threatened Species

Will you be working directly with endangered or threatened species related to this request for NHI data?

◯ Yes – list your E/T permit #: _____

◯ No

Section 5: Data Request Information

Select the option below that describes the type of NHI data request you are pursuing:

○ <u>One-time Request for Detailed NHI Data</u>: for requests of limited scale (either in geographic area or number of records). A letter is provided along with the data detailing how the data may be used and explaining the measures that need to be taken to protect the confidentiality of the data.

○ <u>NHI Data License</u>: allows frequent access to detailed NHI data, generally for a larger number of records or geographic scale, ranging from several counties to the entire statewide dataset.

The ERRP provides detailed NHI data in the following formats. Please select the format you are requesting:

One-time Request:

☐ Hard copy printout

☐ MS Excel spreadsheet

☐ GIS shapefile

NHI Data License:

○ Online NHI Portal. The NHI Portal is a secure, user-friendly online database and mapping application that allows users to conduct searches of the detailed NHI data by element, geographic area or spatial location. The NHI Portal is the ERRP's preferred means of providing access to detailed NHI data.

○ GIS shapefile. If the NHI Portal will not meet your needs, detailed NHI data can be provided in a GIS shapefile. This shapefile can be tailored to meet your data needs.

○ Both NHI Portal and GIS shapefile

Describe the geographic area(s) and elements (species and natural communities) for which you are requesting detailed NHI data.

Section 6: Fees

Review Section 6.0 of the [Guidance document](#) for more information on data sharing fees. Select the fee that corresponds to your data request:

One-time Request:

○ $75/hour data preparation fee

NHI Data License:

○ $850/yr, GIS Shapefile and/or NHI Portal Access, 4 or fewer counties

○ $1,500/yr, GIS Shapefile and/or NHI Portal Access, 5 counties up to Statewide access

If you believe your request qualifies for a waiver or reduction of the required fee because it meets the criteria in Section 6.0 of the [Guidance document](#), select the appropriate box(es) below and provide any additional information requested.

☐ Request qualifies for fee waiver/reduction because it is a cooperative project with the Bureau of Natural Heritage Conservation (BNHC). List the name(s) of the individual(s) within BNHC who are involved with the project:

☐ Request qualifies for fee waiver/reduction due to a formal contractual agreement or similar mechanism between the requester and the DNR by which the DNR's costs are reimbursed. Attach a copy of the contract with the relevant language highlighted.

☐ Request qualifies for fee waiver/reduction due to a formal Memorandum of Understanding (MOU) between the requester and the DNR by which the DNR is obligated to provide NHI information. Attach a copy of the MOU with the relevant language highlighted.

☐ **One-time requests only.** Request qualifies for fee waiver/reduction because the project is for a research or educational purpose and furthers the interests of the endangered resources program AND the requester is not financially capable of paying the fee. Attach a detailed written justification of the requester's inability to pay the fee, including financial statements if applicable.

Section 7: Data Access and Security

List each person at your organization who would have user access to the detailed NHI data. Attach additional pages if necessary.

Name	Title	Office Location	Date of Last DNR NHI Training

Does your proposed use of detailed NHI data involve distribution or presentation to any parties *within* your organization, beyond the users listed on the previous page? (If yes, these parties must be informed of and directed to comply with the conditions of the NHI Data License or One-time Request, and products such as printouts, maps and tables developed for internal use that contain detailed NHI data must include a clearly visible confidentiality notice.)

◯ Yes –   Describe how and to whom detailed NHI data will be distributed or presented:

◯ No

Does your proposed use of detailed NHI data involve distribution or presentation to anyone outside your organization? (If yes, the data must be generalized according to the directions in Section 8.0 of the Guidance document.

◯ Yes –   Describe how and to whom *generalized* NHI data will be distributed or presented:

◯ No

Below are the ERRP's basic requirements for secure NHI data access and storage for the various formats in which detailed NHI data can be provided. Please check the box or boxes that apply to the format(s) in which you are requesting detailed NHI data to indicate that you understand and agree to uphold these security expectations.

☐ Hard copy printouts and maps: must be marked as confidential. Cannot be photocopied, scanned, digitized, otherwise reproduced, or disseminated to anyone not listed on this request form. Must be returned or destroyed upon completion of the authorized use of the data.

☐ MS Excel spreadsheets: must be marked as confidential. Data may not be altered or tampered with. Data may not be disseminated to anyone not listed on this request form. Must be destroyed upon completion of the authorized use of the data.

☐ GIS shapefiles: Data must be accessed via a GIS layer stored on the organization's local network. NHI data must not be duplicated or downloaded to local drives/computers or other media except as needed to provide secure access to authorized users. NHI data must not be edited or integrated into other datasets and must be maintained as a separate layer.

☐ NHI Portal: Each user will have a unique username and password to access the external NHI Portal. Usernames and passwords must be kept secure and must not be shared. Data downloaded or printed from the Portal must be marked and treated as confidential and must be kept secure according to the requirements for hard copy data or MS Excel spreadsheets. Access to the NHI Portal will be terminated by the ERRP upon expiration of the agreement or completion of the authorized use of the data, whichever occurs first.

If you are proposing to access or store detailed NHI data differently than outlined above, describe:

Section 8: Previous NHI Licenses or Sublicenses

If you or your organization has had an NHI Data License in the past, list the NHI Data License number(s), approximate date(s) and previous contact(s) at your organization.

Section 9: Requester Certification

By my signature below, I certify that I am the person making this request and that, to the best of my knowledge, the information stated above is complete and accurate. I understand that completion and submission of this form is merely a request for detailed NHI data and does not in any way guarantee access to the data.

NOTE: If submitting this request electronically, please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature.

_____   _____   _____
Signature of Requester   Date Signed   Printed Name

Section 10: FOR DNR USE ONLY

○ NHI data request approved as submitted.

○ NHI data request approved with the following modification(s):

Modifications approved by requester: ○ Yes ○ No Date _____   ☐ Telephone ☐ Email ☐ Other: _____

○ NHI data request denied for the following reason(s):

Criteria met for fee waiver/reduction of data sharing fee? ○ Yes ○ No   Fee $ _____

Final determination on NHI Data Request authorized by:

_____   _____
Signature for the Bureau of Natural Heritage Conservation   Date Signed