



# DATA REQUEST PROCEDURES & FEES

Navajo Natural Heritage Program  
Department of Fish & Wildlife  
Navajo Nation  
Revised: October 2002

**Data Request = Request for data on the occurrence/potential occurrence of species of concern.**

"Species of concern" include legally protected species, as well as other rare or sensitive species. Data Requests typically are for potential development projects on the Navajo Nation, and NNHP responses identify species of concern which are known to occur or have potential to occur on or near the project site. This information is intended for use in planning biological surveys and preparing biological evaluations.

## FEE SCHEDULE

REQUESTOR	BASE FEE	ADDITIONAL QUAD MAP REVIEW	OTHER FEES
Private Individuals (Ex; Navajo home site lease holders) Federal & Navajo Nation Govt., & Navajo Entities (NTUA, NHA, etc.)	\$32.50 (includes first 4 7.5' quad maps reviewed)	\$2.00 per additional map (after first 4 7.5' quad maps reviewed)	N/A
Consultants, Developers & others	\$65.00 (includes first 4 7.5' quad maps reviewed)	\$7.50 per additional map (after first 4 7.5' quad maps reviewed)	\$10.00 per quad for projects with 20+maps (after first 4 maps reviewed)

Separate projects will be considered separate requests. If a single letter solicits data on more than one project, a separate fee will be charged for each project.

An invoice for services will be included with the Data Response.

**Please remit payments by cashier's check or money orders only. Sorry but we are no longer able to accept company or personal checks for payment. Thank You.**

## PROCEDURES

### SUBMIT REQUESTS TO:

Data Manager  
Navajo Nation Department of Fish & Wildlife  
Natural Heritage Program  
P.O. Box 1480  
Window Rock, AZ 86515  
Phone: (928)871-6472  
Fax: (928)871-7603  
website: <http://www.navajofishandwildlife.org>  
<http://www.natureserve.org/nhp/us/navajo/index.html>

**DATA REQUESTS MUST INCLUDE THE FOLLOWING THREE COMPONENTS. THE ABSENCE OF ANY OF THESE ITEMS WILL LENGTHEN THE PROCESSING TIME**

1. **Written request.** Processing of a Data Request may begin if a verbal request is made (provided numbers 2 and 3 are met), however, a response will not be provided until a

- written request is received. Please refer to each project by a specific name and number (if available), as that eliminates the potential for confusion during correspondence.
2. **Project summary.** Biological concerns may vary depending on factors such as the project size, type, location, length and time of construction, etc. Project summaries should be specific, but not technical or excessively detailed. The project should be referenced by name and number, if applicable. This is particularly important for requests that cover several projects (eg., oil and gas wells).
  3. **Map.** A map of the area with the project site clearly delineated is essential. Processing of a Data Request **will not** begin until maps are received. Reproductions of 7.5' USGS quads are highly preferred. Please include the map name on all 7.5' quadrangle reproductions. If 7.5' quads are not available, then maps must have a scale and geographic reference points so the project location and dimensions can be easily and accurately identified. Also, include a legal description of the site and/or distance to nearby landmarks (eg., 2.5 mi. NE junction State Route 264 and Navajo Route 12 ).

The NNHP will normally respond to Data Requests within 15 working days of receipt. Standard responses will consist of: (1) species of concern known to occur within one to three miles of the project site, and (2) species of concern having the potential to occur anywhere on the 7.5' quad(s) containing the project boundaries. Potential for species is determined primarily on quad-wide coarse habitat characteristics and species range information. Your project biologist should determine habitat suitability at the project site.

#### **ADDITIONAL INFORMATION**

For each species included in a letter of response, the following tribal and federal statuses will be indicated: Navajo Endangered Species List (NESL), federal Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), and Eagle Protection Act (EPA). No legal protection is afforded species with only ESA candidate or NESL group 4 status. Currently, species without ESA or NESL legal protection are only included in responses on an irregular basis.

Biological surveyors on the Navajo Nation must be permitted by the Director, NFWD. Contact the NFWD's Management and Research Section, at (520) 871-7068, for permitting procedures. Plan biological surveys for the appropriate season.

Potential impacts to wetlands should be evaluated. The U.S. Fish and Wildlife Service's NWI maps should be examined to determine whether areas classified as wetlands are located close enough to the project site to be impacted. In cases where the maps are inconclusive (e.g., due to their small scale) or unavailable, field surveys must be completed. For field surveys, wetlands identification and delineation methodology contained in the "Corps of Engineers Wetlands Delineation Manual" (Technical Report Y-87-1) should be used. When wetlands are present, potential impacts must be addressed in an environmental assessment and the U.S. Army Corps of Engineers in Phoenix must be contacted. NWI maps are available for examination at the NNHP office, or may be purchased through the U.S. Geological Survey. The NNHP has complete coverage of the Navajo Nation, excluding Utah, at 1:100,000 scale; and coverage at 1:24,000 in the southwestern portion of the Navajo Nation.

The Navajo Nation Environmental Protection Agency (NNEPA) has developed the "Navajo Nation Aquatic Resources Protection Manual. For projects that occur in or may disturb wetlands, contact Tom Morris, NNEPA at (928) 871-7690.

**The information provided in a letter of response is based on data known to the NNHP at the time of the Data Request. The information should not be regarded as a final statement on the occurrence of any species, nor should it substitute for on-site surveys. Also, because the NNHP's data are continually updated, any given response is only wholly appropriate for its respective request.**

#### **ACRONYMS**

NFWD	=	Navajo Fish and Wildlife Department
NNHP	=	Navajo Natural Heritage Program (a section under the NFWD)
NWI	=	National Wetlands Inventory
7.5' quadrangle	=	7.5-minute series topographic map, published by the U.S. Geological Survey

TEMPLATE  
FOR SUBMITTING  
DATA REQUESTS/ENDANGERED SPECIES INFORMATION

TO: Navajo Natural Heritage Program  
Navajo Nation Dept. Of Fish & Wildlife  
ATTN: Sonja Detsoi, Wildlife Tech  
P.O. Box 1480  
Window Rock, AZ 86515  
Phone#: 928-871-6472  
Fax#: 928-871-7603  
Email: [sdetsoi@nndfw.org](mailto:sdetsoi@nndfw.org)

FROM: (Requestor Info.)  
Company/Organization Name:  
Contact Person:  
Mailing Address (Street/P.O. Box):  
City:  
State/Zip:  
Phone#:  
Fax#:  
Email:

SUBJECT: Request for T & E Info.

PROJECT NAME/NUMBER:  
Include information such as oil well name, power line name, highway name & number (milepost, etc.)

LOCATION:  
Include the name of community/town (example: Ganado, Apache County, AZ, Legal Description (Township, Range, Section), UTM Coordinates (Northing, Easting, NAD 27).

SUMMARY DESCRIPTION OF PROJECT:  
The project sponsor provides a brief summary of what the project is, the size, what is to take place (new homesite, new waterline/powerline installation, lease renewal of oil/business site, etc.), installation of new radio/cell tower, major construction, new roads, etc. Keep it simple, but also include all important details regarding your project.

MAP NAMES:  
7.5-minute topographic quadrangle map names, (please do not send aerial maps).