

**Procedures for Lease Parcel Review Coordination
Between BLM and Montana Fish, Wildlife and Parks
October 11, 2007/Revised effective April 15, 2008**

The following process only applies to lease parcels in Montana and does not apply to North and South Dakota. The exchange of wildlife data between BLM and FWP is an ongoing process. The following procedures are developed to ensure FWP has an opportunity to provide any wildlife concerns or information to BLM that is not included in the database shared by both agencies and improve the flow of wildlife information between the two agencies.

1. The BLM State Office receives a nomination letter or presale offer from the public for oil/gas leasing. If it is determined the minerals are available for leasing, a request is sent to the affected BLM Field Office (FO) for leasing recommendation with a response requested within 35 days. A request is sent at that same time to the BLM State Office Geographical Information System (GIS) staff requesting that they prepare a GIS shapefile for each parcel worksheet. The State Office GIS staff prepares a shapefile for each worksheet that they receive from the leasing staff. The State Office GIS staff posts the shapefile for each parcel to the following site for access by all BLM Field Offices:

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Every Friday, the BLM State Office GIS staff emails all of the parcel shapefiles prepared during the week to the FWP office in Helena.

2. Upon receipt of the leasing request from the State Office, the FO will identify appropriate lease stipulations based on current land use plans for each lease parcel, using in-house resource data and the wildlife database shared by both agencies.
3. Upon identification of appropriate stipulations for each parcel request, the BLM Field Office will forward stipulations applied to each parcel to the appropriate FWP Field Contact and to T. O. Smith, Planning and Energy Coordinator, P. O. Box 200701, Helena, MT 59620-0701 (email: tosmith@mt.gov) for review.
4. FWP will complete its review of the lease parcel stipulations and provide comments to BLM FO within 15 days from receipt of the completed lease parcel list from BLM.
5. The BLM FO will incorporate appropriate FWP comments and submit the completed lease parcels with stipulations and DNA to the BLM State Office. The DNA must include a statement that the FWP has been consulted on the lease parcel.
6. If there are any comments provided by FWP that are not incorporated by BLM, the BLM FO must discuss the comments with FWP. If the BLM FO decides not to incorporate the comment in the lease parcel, the rationale must be documented with a response to FWP.
7. BLM State Office will continue to send a copy of the final lease sale list and the GIS shapefile showing the lease parcels to the FWP in Helena.