

<b>United States Department of Agriculture</b>	<b>Forest Service</b>	<b>R-6 R-5</b>	<b>OR/WA CA</b>	<b>Bureau of Land Management</b>	<b>United States Department of Interior</b>
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**Reply Refer To:** 1950 (FS)/ 1736PFP (BLM) (OR-935) P **Date:** October 16, 2002

**FS-Memorandum** **EMS TRANSMISSION 10/18/2002**  
**BLM-Information Bulletin No. OR-2003-006**

**To:** Bureau of Land Management District Managers (Coos Bay, Eugene, Lakeview, Medford, Roseburg, Salem) and Field Managers (Klamath Falls, Tillamook, OR and Arcata, Redding, and Ukiah, CA) and Forest Service Forest Supervisors Within the Area of the Northwest Forest Plan

**Subject:** Deadlines for Data Entry into the Interagency Species Management System to Support the FY 2003 Annual Species Review

DD 1/31/03, 2/07/03, 4/25/03, 4/30/03

The purpose of this memorandum is to establish the Interagency Species Management System (ISMS) data entry schedule for the 2003 Annual Species Review (ASR). The 2003 schedule will include two data entry deadlines. The first deadline will be for Group 1 Fungi (Sequestrate, Coral, Epigeous ascomycete species), Bryophytes, Great Gray Owls, Bats, and Tree Voles. The second deadline will be for Group 2 Fungi (gilled and "select" non-gilled basidiomycete species), Lichens, Vascular Plants, Mollusks and Amphibians. Key dates and data entry deadlines are provided below.

**Group 1 Fungi, Bryophytes, Great Gray Owl, Bats, Tree Voles**

Survey Date Cutoff	January 24, 2003
Data Entry Deadline	January 31, 2003
Field Office Shape File Merge	February 7, 2003
State Office Shape file Merge	February 14, 2003
Analysts Begin Queries	February, 2003
Step 1 begins	March, 2003

**Group 2 Fungi, Amphibians, Lichens, Mollusks, Vascular Plants**

Survey Date Cutoff	April 11, 2003
Data Entry Deadline	April 18, 2003
Field Office Shape File Merge	April 30, 2003
State Office Shape File Merge	May 2, 2003
Analysts Begin Queries	May, 2003
Step 1 begins	June, 2003

ISMS users will need to complete data entry for all Species Locations and General Surveys by the established deadlines. Users are encouraged to enter all of the information included on survey field forms since this will be useful during the ASR. They must at least enter the information required by Survey & Manage survey protocols. Field Unit ISMS Data Stewards are responsible to ensure that all new data entered into ISMS is correct and consistent with established data standards, including accurate reflection of field sheets and locations. Use guidance located on the ISMS web pages to ensure that standards are being followed. Specific instructions for the Shape File Merges will be sent via E-mail from the ISMS Regional Data Stewards for each round of ASR.

Additional guidance can be obtained by contacting the two Regional ISMS Data Stewards, Kelli VanNorman ([Kelli\\_VanNorman@or.blm.gov](mailto:Kelli_VanNorman@or.blm.gov)) (503) 326-4325) and Stephanie Sprague ([Stephanie\\_Sprague@or.blm.gov](mailto:Stephanie_Sprague@or.blm.gov)) (503) 326-

4327).

Signed by  
Bruce H. Rittenhouse  
Acting for Terry D. Brumley  
Interagency Survey and Manage Program Manager

Authenticated by  
Mary O'Leary  
Management Assistant

Attachments - 2

- 1 - [Group 1](#): S&M Fungi, Bryophytes, Great Gray Owl, Bats, Tree Voles (3 pp)
- 2 - [Group 2](#): S&M Fungi, Amphibians, Lichens, Mollusks, Vascular Plants (5pp)

BLM Distribution

WO-230 (Room 204 LS) - 1  
CA-330 (Paul Roush, Jeanne McFarland) - 2  
CA-920 (Richard Grabowski, Donna Reynolds,  
Leroy Mohorich) - 3  
CA-930 (Carl Rountree) - 1  
OR-930 (Ed Shepard) - 1  
OR-931 (Joan Seevers) - 1  
OR-932 (Janis VanWyhe) - 1  
OR-935 (Neal Middlebrook, Russell Holmes,  
Kelli VanNorman, Stephanie Sprague,  
Paul Hohenlohe, Bruce Rittenhouse, Rob Huff,  
Nancy Duncan) - 8  
OR-955 (Stan Frazier) - 1  
OR-958 (Lisa Blackburn)- 2

FWS Distribution

(Barbara Amidon, Laura Finley, Monty Knudsen, Steve Morey)

REO Distribution

(Jay Watson, Jim Milestone, Debbie Pietrzak)

cc:

FS Region 6  
RO Directors, Terry Brumley,  
Richard Helliwell, Kathleen Cushman, Judy  
Harpel, Peggy Kain, Linda Geiser, Pat Ormsbee,  
DebQuintana-Coyer, Roger Sandquist, Chiska  
Derr

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FS Region 5

Paula Crumpton, Jan Ford, George Lottritz,  
David Diaz, Bob Mobley, Kathy Anderson,  
Anne Bradley, John Robinson,  
R5 Mailrooms

FS PNW

Randy Molina, Tina Dreisbach, Dede Olson,  
Mike Castellano, Brian Biswell