

Procedures for Lease Parcel Review Coordination Between BLM and Montana Fish, Wildlife and Parks

(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 the BLM and FWP is an ongoing process. The following procedures are developed to ensure the FWP has an opportunity to provide any wildlife concerns or information to the 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, Fluids Adjudication, 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 FO for leasing recommendation. The Fluids Adjudication section sends a request at that same time to the BLM State Office Geographical Information System (GIS) staff to prepare a shape file for each worksheet. The State Office GIS staff posts the shape file for each parcel to the following site for access by all BLM FOs:

[\\ilmmtso3ap1\GisProjects\StateOffice\24K\Fuild_Minerals\Fed_Mineral_Leases\(MIN\)\Nomination\NOMINATIONS\NOMINATIONS](\\ilmmtso3ap1\GisProjects\StateOffice\24K\Fuild_Minerals\Fed_Mineral_Leases(MIN)\Nomination\NOMINATIONS\NOMINATIONS)

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. Thirty five days prior to the cut-off date for a sale (referred to as batch date), the State Office GIS staff will send a shape file to FWP Headquarters in Helena. The shape file will contain all the pending nominations (in MT) as of the batch date. Note: this shape file will contain all the lands identified in the original worksheet(s) and will not reflect any deferral actions the FO may have taken after receiving the worksheet.

Any parcels received by the FO from the State Office on or after a batch date will fall into the batch for the next scheduled sale.

4. The FWP Headquarters Office will conduct a GIS analysis and distribute data to FWP Regional Offices within three days of receipt of the shape file. The FWP will notify Fluids Adjudication when data has been distributed to their Regional Offices/Field Contacts.
5. The FOs are to initiate coordination with the appropriate FWP Field Contact within three days after the batch date.
6. The FWP Regional Offices will complete its review of the lease parcel stipulations and provide comments to the FO within 15 calendar days from receipt of stipulations from the FO.

7. If there are any comments provided by FWP that are not incorporated by the 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.
8. If there are any lease parcels that require additional coordination and cannot be submitted to the State Office by the cut-off date, the parcel will be held over and processed for the next sale.
9. The BLM FO will electronically submit the completed lease parcel worksheets with stipulations and DNA to the BLM State Office on or before the cut-off date. The DNA must include a statement that the FWP has been consulted on the lease parcel.
10. The BLM State Office will continue to send a copy of the final lease sale list and the GIS shape file showing the lease parcels to the FWP in Helena. The sale list will include the parcel nomination serial number in addition to the parcel number and lease serial number for tracking purposes.