

Department of the Interior
Paleontology Consulting Report Cover Sheet

A separate cover sheet must accompany each consulting report.

1. Permittee Name	2. Permit Number
3. Permittee Institutional Affiliation	4. Date of Report
5. Date(s) of Fieldwork or Other Work	6. Report Number (assigned by permittee)
7. Report Title	
8. Operator/Proponent	
9. Project Name	
10. State	11. County(ies)
12. Bureau Administrative Unit	
13. Summary of Work (attach separate sheet)	
14. Localities Investigated (attach paleontological locality forms in confidential appendix)	
15. Name of Repository for Related Collections	
16. Name of Individuals and Organizations Contributing to Work	
17. Work Hours	

Paperwork Reduction Act Statement. We are collecting this information in accordance with the Paleontological Resources Preservation Act. Your response is required to obtain or retain a benefit. We will use the information you provide to understand the work that was conducted under your permit and incorporate the results as appropriate into resource management. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We estimate it will take you about 5 hours to complete this form, including time to maintain records, gather information, and complete the form. You may send comments on the burden estimate or any other aspect of this form to the Office of the Secretary, Departmental Information Collection Clearance Lead, Department of the Interior, 1849 C Street NW, Mailstop MIB-7056, Washington, DC 20240.

Privacy Act Statement. Information obtained by this form is protected by the Privacy Act of 1974 systems of records INTERIOR/DOI-XX.

Instructions

Paleontology Consulting Report Summary Sheet

BLM	Reclamation	FWS	NPS
General: Complete this summary or cover sheet when submitting consulting reports that are done as part of mitigation paleontology, including assessment, survey, monitoring, and other mitigation activities. This cover sheet is not required, but is recommended because it serves as a checklist for the permittee.	General: Complete this summary or cover sheet when submitting reports to fulfill the requirements of a paleontological use permit. Reclamation receives draft and final reports. Draft reports will be reviewed by the Authorizing Official or their designee to determine if they meet the terms and conditions for reporting defined in the permit.	General: Complete this summary or cover sheet when submitting a paleontological consulting or contract report as required by the PRPA permit. FWS receives draft and final reports as required by FWS research standards and as noted to the applicant both prior to issuing the permit and as part of the permit.	NPS collects the information requested in this form via the IAR, which is required of all permittees (including paleontology). The IAR should be submitted through the NPS Research Permit and Reporting System (RPRS): https://irma.nps.gov/rprs/Home
1. Permittee Name. This is the principal investigator (PI) named on line 1a of the paleontology permit.	1. Permittee Name. This is the principal investigator (PI) named on line 1a of the paleontology use permit.	1. Permittee Name. This is the principal investigator (PI) named on line 1a of the paleontology permit.	
2. Permit Number. This is the number that was assigned by the bureau to the paleontology use permit.	2. Permit Number. This is the number assigned by Reclamation to the paleontology use permit.	2. Permit Number. This is the number that was assigned by the bureau to the paleontology use permit.	
3. Permittee Affiliation. This should be the same as line 1b of the permit.	3. Permittee Affiliation. This is the same as line 1b of the use permit.	3. Permittee Affiliation. This should be the same as line 1b of the permit.	
4. Date of Report. This is the date that the report is prepared for submission to the operator/proponent or the bureau.	4. Date of Report. This is the date that the report is finalized. A report is final only after Reclamation has reviewed a draft and the permittee has addressed bureau comments.	4. Date of Report. This is the date that the report is prepared for submission to the proponent or the bureau.	
5. Date(s) of Work. Dates that actual fieldwork occurred or when data was gathered.	5. Date(s) of Work. The dates that field and other work occurred under the permit.	5. Date(s) of Work. The dates that actual work occurred or when data was gathered.	
6. Report Number. The report number is normally assigned by the permittee or consulting company in order to track consulting work.	6. Report Number. Reclamation does not require that reports be assigned numbers. If the author/institution does assign such numbers, enter it here.	6. Report Number. The report number is normally assigned by the permittee or consulting company in order to track consulting work.	
7. Report Title. The report title is normally assigned by the permittee or consulting company in order to identify consulting work.	7. Report Title.	7. Report Title. The report title is normally assigned by the permittee or consulting company in order to identify consulting work.	
8. Operator/Proponent. Please identify the operator, proponent, bureau unit, or other party that is sponsoring (or paying for) the report.	8. Operator/Proponent. If the work was performed on behalf of or under contract to an entity (bureau, research institute, project proponent, etc.), enter the	8. Operator/Proponent. Please identify the operator, proponent, bureau unit, or other party that is sponsoring (or paying for) the report.	

	name here.		
9. Project Name. Normally assigned by the proponent, the project name identifies the activity or action that is being supported by paleontological assessment and/or mitigation. This may be the descriptive name identified on line 4 of the permit.	9. Project Name. Use the descriptive name identified on line 4 of the use permit.	9. Project Name. Normally assigned by the proponent, the project name identifies the activity or action that is being supported by paleontological assessment and/or mitigation.	
10. State. Identify the state where work was done.	10. State. Identify the state where work was done.	10. State. Identify the state where work was done.	
11. County(ies). Identify the county (or counties) where work was done.	11. County(ies). Identify the county (or counties) where work was done.	11. County(ies). Identify the county (or counties) where work was done.	
12. Bureau Administrative Unit. Identify the BLM office area, district, or monument.	12. Bureau Administrative Unit. Indicate the Reclamation Area Office managing the work location, and if this is at a specific named management area, also provide that name (e.g., Snake River Area Office-East, American Falls Reservoir).	12. Bureau Administrative Unit. Identify the FWS administrative area, refuge, etc.	
13. Summary of Work. Include a summary of the paleontological context, methods that were used, discoveries that were made, results of any scientific investigations, and all professional recommendations. This may be the same report that is provided to the proponent.	13. Summary of Work. Briefly summarize the nature and scope of the investigations, the nature of discoveries or research results, and other points the author considers significant. This summary does not constitute the report; the actual substantive report and other materials (locality forms, etc.) will be submitted under this cover sheet.	13. Summary of Work. Briefly summarize the nature and scope of the investigations, the nature of discoveries or research results, and other points the author considers significant. This summary does not constitute the report; the actual substantive report and other materials (locality forms, etc.) will be submitted under this cover sheet.	
14. Localities Investigated. This should identify localities without disclosing the actual position of paleontological resources. Complete locality information should be reported on Paleontological Locality Forms in a confidential appendix.	14. Localities Investigated. List the locality numbers for all sites recorded, visited, or investigated under the permit. Reclamation shall assign official locality numbers. If official locality numbers are not yet assigned at the time a draft report is submitted, then field numbers may be used. Official locality numbers will be incorporated prior to finalizing the report and this cover sheet.	14. Localities Investigated. This should identify localities without disclosing the actual position of paleontological resources. Complete locality information should be reported on Paleontological Locality Forms in a confidential appendix.	
15. Name of Repository for Related Collections. Identify the approved	15. Name of Repository for Related Collections. Indicate if collections were	15. Name of Repository for Related Collections. Identify the approved	

repository (line 9 of the permit) and indicate if all collections have been deposited. If any collections have not been deposited provide a timetable for deposit. Include repository accession numbers if known. If no collections were made, so indicate.	made. If they were made, identify the approved repository (from line 9 of the use permit) and indicate if all collections have been deposited. If a part or all of the collections have not been deposited, provide a timetable for deposit. Attach a list of deposited collections and the receiving report with this cover, if not previously submitted to Reclamation.	repository (line 9 of the permit) and indicate if all collections have been deposited. If any collections have not been deposited provide a timetable for deposit.	
16. Name of Individuals Contributing to Work. Provide the names of all personnel who worked on the permitted activity and describe their contribution to the report.	16. Name of Individuals Contributing to Work. Provide the names of the PI and key personnel for work (field, analysis, and reporting).	16. Name of Individuals Contributing to Work. Provide the names of all personnel who worked under the permit and describe their contributions to the report.	
17. Work Hours. For permits issued in BLM administered areas, indicate how many hours were spent doing fieldwork. This does NOT include time spent preparing for field work, commuting to field areas, or preparing reports. The bureau only needs to know how many person hours were spent actually working in the field.	17. Work Hours. For permits issued in Reclamation-administered areas, indicate the number of hours and person-days spent in the field performing fieldwork. This daily effort <u>does</u> include driving to and from the hotel/base camp to the work site. Reclamation may also ask for crew days/person-hours spent for the total work effort under the use permit.	17. Work Hours. For permits issued in FWS-administered areas, indicate the number of hours and person-days spent in the field performing fieldwork. This daily effort <u>does</u> include driving to and from the hotel/base camp to the work site. FWS may also ask for crew days/person-hours spent for the total work effort under the use permit.	