

How to Create a CT&E Data Table

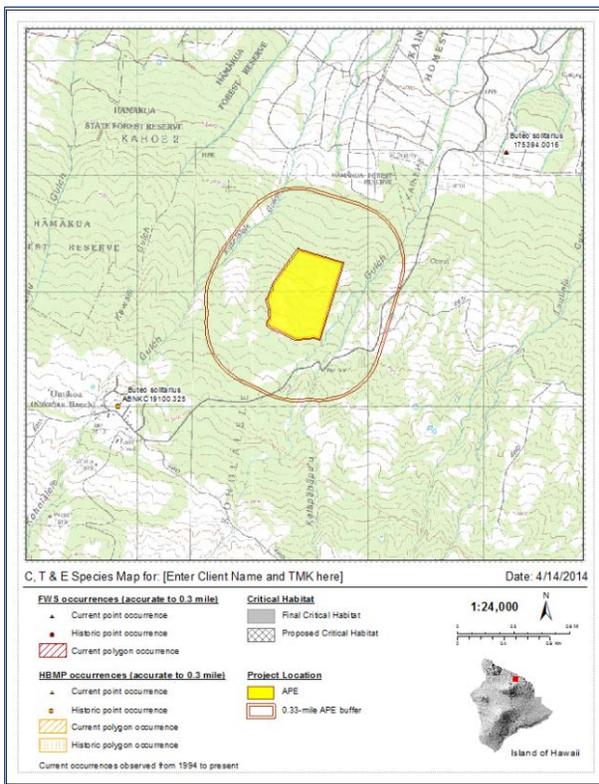
ISSUE:

Toolkit can be used to create maps for a specific purpose, such as environmental compliance (ESA Section 7). A map showing Candidate, Threatened, and Endangered (CT&E) species occurrences must be accompanied by a data table that lists all species within: (1) the project area, or Area of Potential Effects (APE), (2) a 0.33-mile buffer of the APE, and (3) those species that are outside the buffer but appear on the map at a scale of 1:24,000.

Below are instructions for how to copy data from Toolkit and paste into a spreadsheet template to create a customized data table.

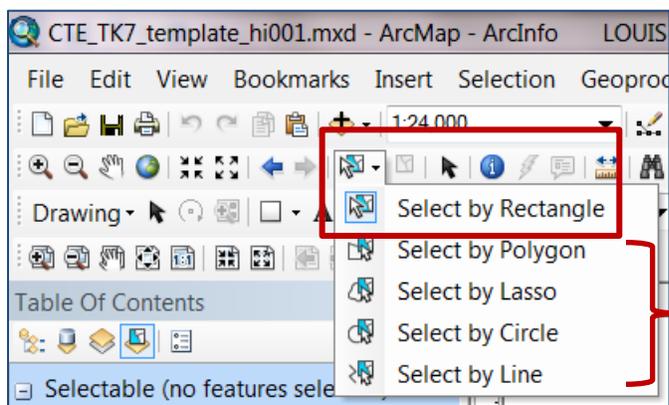
INSTRUCTIONS:

- A. Open Toolkit. Open your CT&E Map in Layout View.
- B. Open the spreadsheet “CT&E_Data_Table_Template” in Excel.
- C. Enter Client and TMK information in spreadsheet.

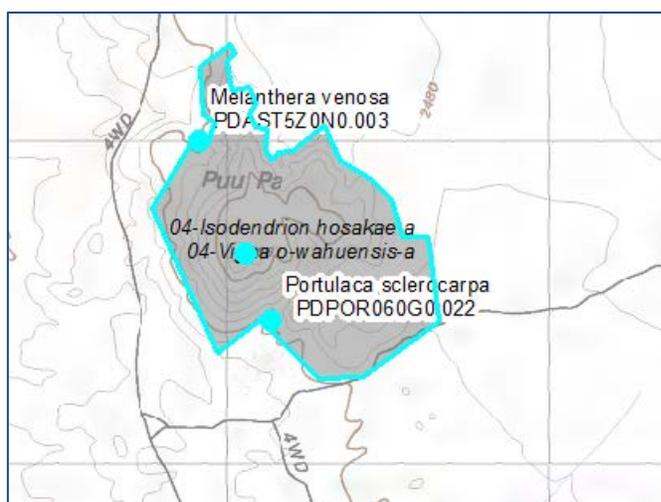


	C	D	E
T & E Species Data Table			
	Client Name:		
	Business Name:		
	Owner Name:		
	Project Location (TMK):		
	Date:		
9	Sightings within project location		
10			
11	FWS (Point)		
12			
13			
14			
15			
16			
17			
18			
19	HBMP (Point)		
20			
21			
22			
23			
24			
25			
26			
27	FWS (Area)		
28			
29			
30			
31			
32			
33			
34			
35	HBMP (Area)		
36			
37			
38			
39			
40			
41			
42			
43	Critical Habitat		
44			
45			
46			
47			

- D. Use the SELECT tool to select the point and area occurrences (FWS and HBMP) and Critical Habitat within the project area's APE.

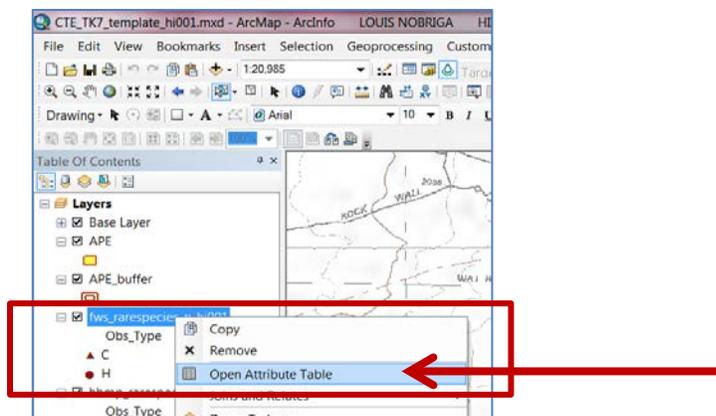


NOTE: The default is Select by Rectangle. There are other options available for selecting within irregular areas.

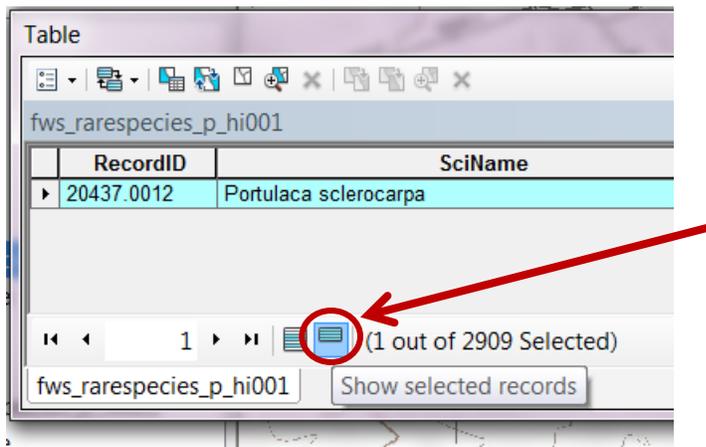


Point and Area occurrences and Critical Habitat will be selected.

- E. Right click on the first layer in the Table of Contents (fws_rarespecies_p_hi00x) and select “Open Attribute Table”.



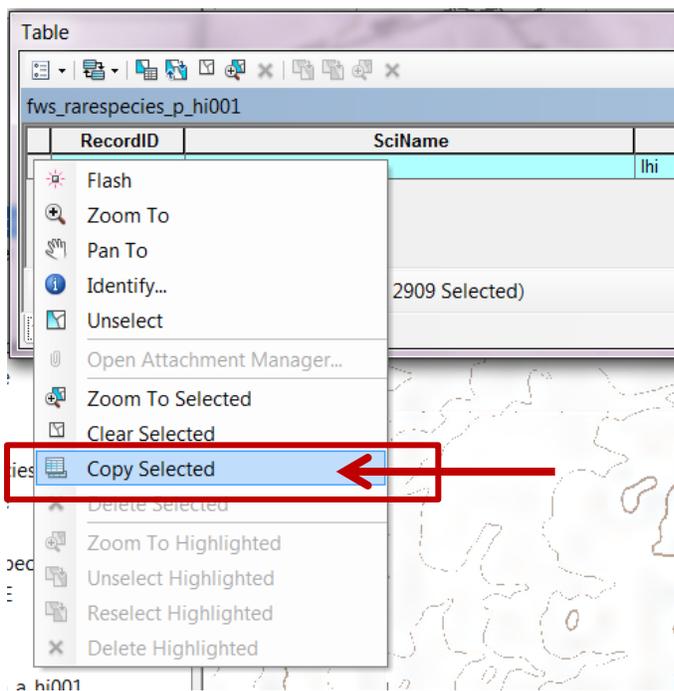
F. When table pops up, select “Show selected records” for the table view.



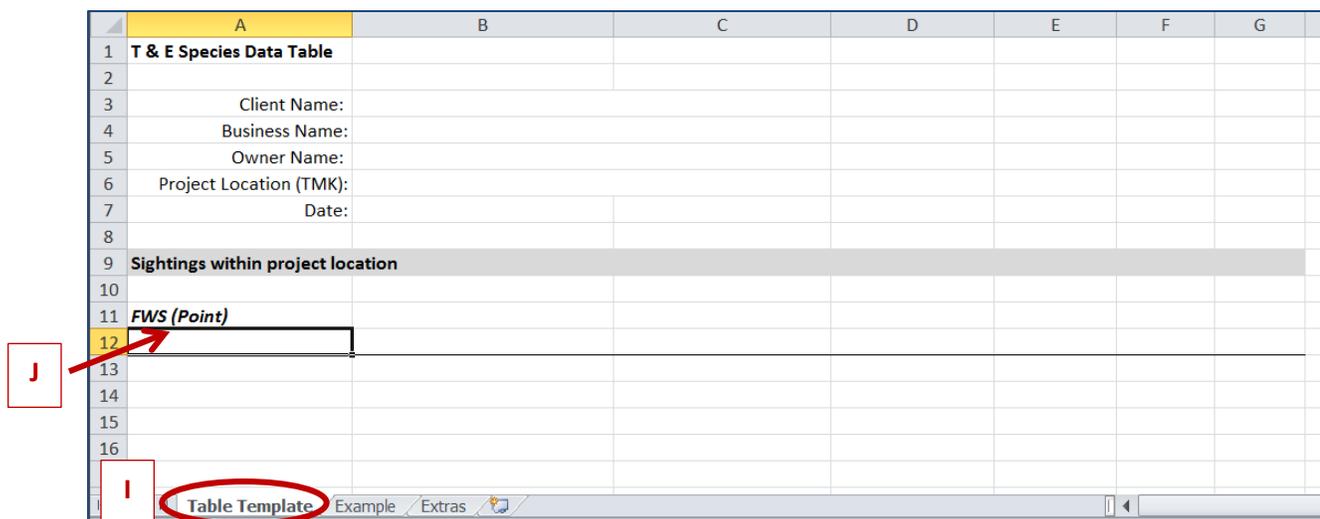
G. You will now see only the records of sites occurring within the APE.



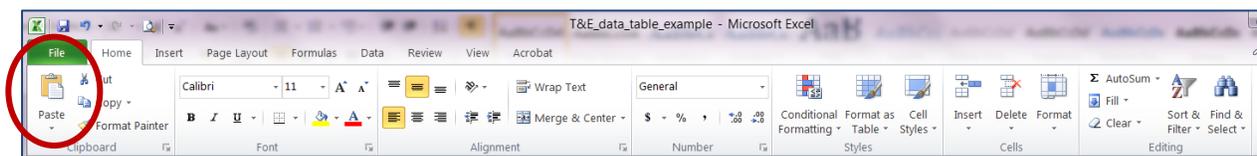
H. Right click in the table and select “Copy Selected”



- I. Go to spreadsheet “CT&E_Data_Table_Template”. Click on “Table Template” tab.
- J. Place cursor in box A12 (directly under “*FWS (Point)*” heading).



- K. Paste records from Toolkit table using *Ctrl+V* or the *Paste* icon (clipboard) into spreadsheet.



- L. Selected records from Toolkit table will appear with headings in the spreadsheet

Sightings within project location						
<i>FWS (Point)</i>						
RecordID	SciName	CommonName	Accuracy	LastObs	FedStatus	Obs_Type
20437.0012	Portulaca sclerocarpa	Ihi	S	1	E	H

- M. Repeat steps E through L for the remaining CT&E data layers and Critical Habitat (final and proposed) layers:

<i>HBMP (Point)</i>
<i>FWS (Area)</i>
<i>HBMP (Area)</i>
<i>Critical Habitat</i>
<i>Critical Habitat (Proposed)</i>

- N. Repeat steps D through M for the APE 0.33-mi buffer area and for the map area (1:24,000 scale). *Remember when selecting from inside the 0.33 mile buffer that you **do not include** those that are also in the APE and for those that are in the map area **do not include** species that are also in the APE and the 0.33 mile buffer.*
- O. Refer to “Example” tab in spreadsheet for an example of the final table.

	A	B	C	D	E	F	G	H
13	HBMP (Point)							
14	EOCODE	SNAME	SCOMNAME	ACCURACY	LASTOBS	USESA	OBS_TYPE	
15	ABNKC19100.362	Buteo solitarius	Hawaiian Hawk, 'Io	S	1993	LE	H	
16	PDCAM030M0.005	Clermontia lindseyana	'Oha, 'Oha Wai	SC	1977	LE	H	
17								
18	FWS (Area)							
19	RecordID	SciName	CommonName	Accuracy	LastObs	FedStatus	Obs_Type	
20	505189.0211	Sesbania tomentosa	'Ohai	SC	2001	E	C	
21	28853.0188	Zanthoxylum hawaiiense	HEA'E, A'E	SC	1994	E	C	
22	35013.0042	Hedyotis coriacea	kioele	SC	2000	E	C	
23								
24	HBMP (Area)							
25	EOCODE	SNAME	SCOMNAME	ACCURACY	USESA	LASTOBS	OBS_TYPE	
26	ABPBY16070.187	Hemignathus munroi	'Akiapola'au	S	LE	1994	C	
27	ABPBY17020.273	Oreomystis mana	Hawaii Creeper	S	LE	1994	C	
28	ABPBY19011.221	Loxops coccineus coccineus	Hawaii 'Akepa	S	LE	1994	C	
29								

NOTES:

No findings within an area

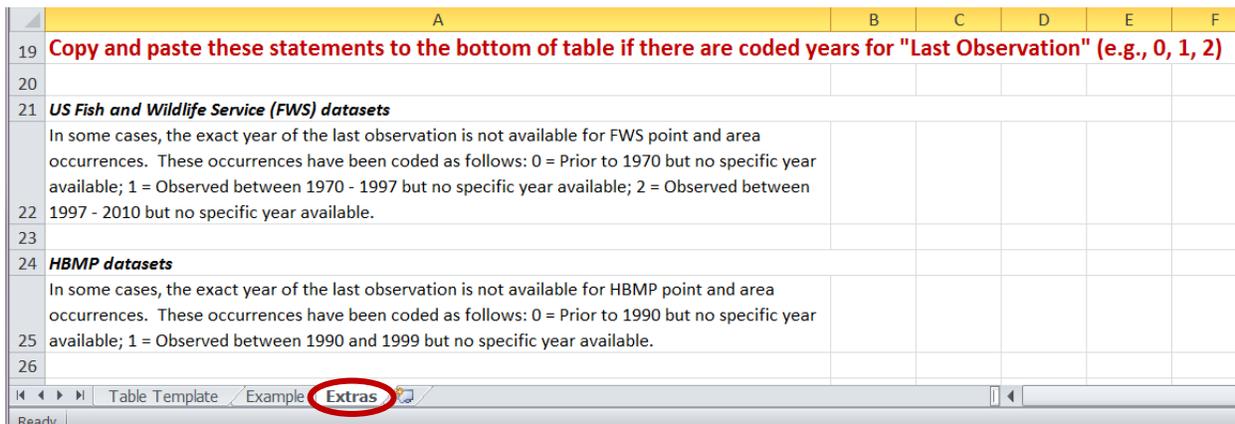
If no CT&E point or area occurrences or Critical Habitat areas occur within your APE, APE buffer, or map area, then refer to the tab “Extras”. You will find a list of pre-written statements that you can copy and paste under the appropriate header in the table.

	A	B
1	Copy and paste these statements if there are no CT&E or CH findings in your APE	
2		
3	C, T, & E Species	
4	There are no federally-listed threatened or endangered species within project location.	
5		
6	There are no federally-listed threatened or endangered species within 0.33-mile buffer of project location.	
7		
8	There are no federally-listed threatened or endangered species in the vicinity of project location.	
9		
10	Critical Habitat	
11	There are no critical habitat units within project location.	
12		
13	There are no critical habitat units within 0.33-mile buffer of project location.	
14		
15	There are no critical habitat units in the vicinity of project location.	
16		
17		

Select from list of prewritten statements for areas with no occurrences

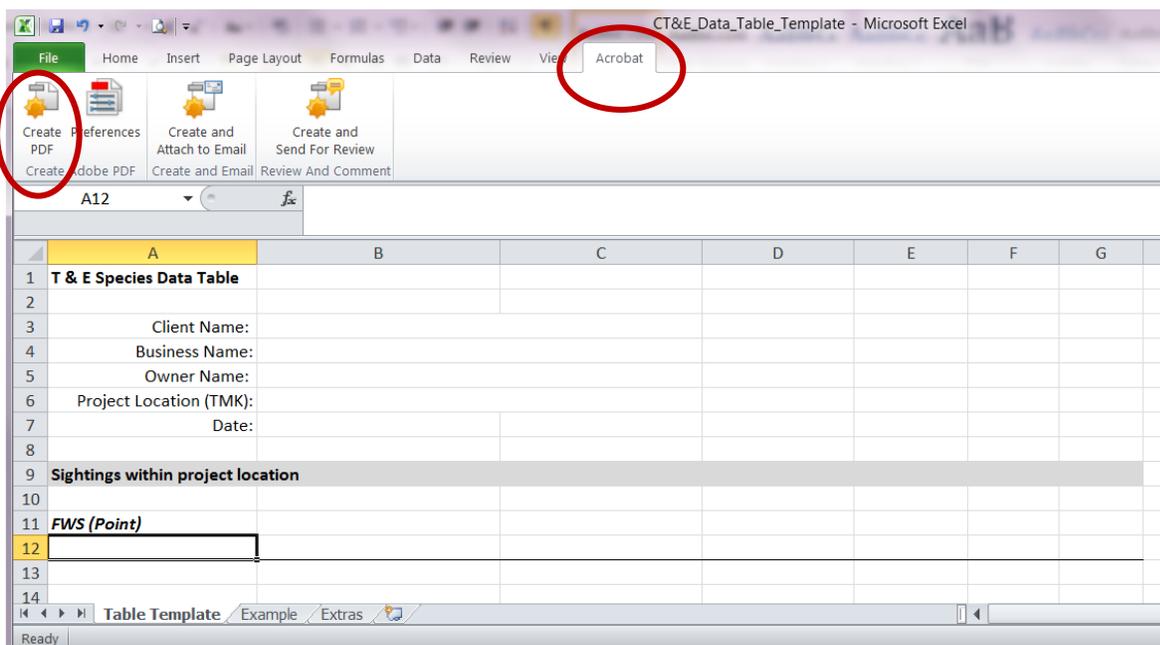
“Last Observation” Date Missing

In some cases, the exact year of the last observation is not available for FWS or HBMP point and area occurrences. These occurrences have been coded with a number “0”, “1”, or “2”. Prewritten statements explaining the significance of these codes are included in the “Extras” tab. Copy and paste these statements to the bottom of the table in the “Table Template” tab.



Finalize the Table

Once all data records have been copied from Toolkit and pasted into the spreadsheet, you may add any additional formatting you wish (e.g., removing empty rows, formatting header/footer, etc.). Once the table is complete, export it to a PDF file. (Go to Acrobat tab, and then click “Create PDF”).



Your CT&E Table is now complete.