

Appendix 3. Instructions for Completing the Willow Flycatcher (WIFL) Survey and Detection Form and the Survey Continuation Sheet

These instructions are provided as guidance for completing the standard survey form. It is particularly important to provide the correct type and format of information for each field. Complete and submit your survey forms to both the appropriate State Willow Flycatcher coordinator and the U.S. Fish and Wildlife Service (USFWS) by September 1 of the survey year. You also may complete forms digitally (Microsoft® Word or Excel) and submit them via email with attached or embedded topographic maps and photographs.

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Site Name. Standardized site names are provided by the flycatcher survey coordinators for each State and should be consistent with the naming of other sites that might be in the area. If the site is new, work with your State or USFWS flycatcher coordinator to determine suitable site names before the beginning of the survey season. If the site was previously surveyed, use the site name from previous years (which can be obtained from the State or USFWS flycatcher coordinator). If you are uncertain if the site was previously surveyed, contact your State or USFWS flycatcher coordinator.

USGS Quad Name. Provide the full quad name, as shown on the appropriate standard 7.5-minute topographic maps.

Creek, River, Wetland, or Lake Name. Give the name of the riparian feature, such as the lake or watercourse, where the survey is being conducted.

Survey Coordinates. Provide the start and end points of the survey, which will indicate the linear, straight-line extent of survey area, based on Universal Transverse Mercator coordinates (UTMs). California surveyors only: provide latitude/longitude geographic coordinates instead of UTM fields and identify them as such. If the start and end points of the survey changed significantly among visits, enter separate coordinates for each survey in the comments section on the back of the survey sheet. Note that we do not need the coordinates for the detailed path taken by the surveyor(s).

Datum. Indicate the datum in which the coordinates are expressed: NAD27, WGS84, or NAD83. The datum can be found in the settings of most GPS units. Note that Arizona prefers NAD27 and New Mexico prefers NAD83.

Zone. Provide the appropriate UTM zone for the site, which is displayed along with the coordinates by most GPS units. Zones for California are 10, 11, or 12. The zone for Arizona is 12. Zones for New Mexico are 12 or 13.

Survey #. Survey 1 – 5. See the protocol for an explanation of the number of required visits for each survey period. **Note:** A survey is defined as a complete protocol-based survey that occurs over no more than 1 day. If a site is so large as to require more than a single day to survey, consider splitting the site into multiple subsites and use separate survey forms for each. Casual site visits, pre-season or supplemental visits, or follow-up visits to check on the status of a territory should not be listed in this column, but should be documented in the Comments section on page 2 or in the survey continuation sheet.

Date. Indicate the date that the survey was conducted, using the format mm/dd/yyyy.

Start and Stop. Start and stop time of the survey, given in 24-hour format (e.g., 1600 hours rather than 4:00 p.m.).

Total hours. The duration of time (in hours) spent surveying the site, rounded to the nearest tenth (0.1) hour. For single-observer surveys, or when multiple observers stay together throughout the survey, total the number of hours from survey start to end. If two or more observers surveyed sections of the site concurrently and independently, sum the number of hours each observer spent surveying the site.

Number of Adult WIFLs. The total number of individual adult Willow Flycatchers detected during this particular survey. Do not count nestlings or recently fledged birds.

Number of Pairs. The number of breeding pairs. Do not assume that any bird is paired; designation of birds as paired should be based only on direct evidence of breeding behaviors described in the protocol. If there is strong evidence that the detected bird is unpaired, enter “0”. If it is unknown whether a territorial bird is paired, enter “-”. Note that the estimated number of pairs can change over the course of a season.

Number of Territories. Provide your best estimate of the number of territories, defined as a discrete area defended by a resident single bird or pair. This is usually evidenced by the presence of a singing male, and possibly one or more mates. Note that the estimated number of territories may change over the course of a season.

Nest(s) Found? Yes or No. If yes, indicate the number of nests. Renests are included in this total.

Comments about this survey. Describe bird behavior, evidence of pairs or breeding, evidence of nest building, evidence of nestlings/fledglings, nesting, vocalizations (e.g., interaction twitter calls, *whitts*, *britts*, *wheeos*, *fitz-bews*/countersinging), potential threats (e.g., livestock, cowbirds, saltcedar leaf beetles [*Diorhabda* spp.] etc.). If *Diorhabda* beetles are observed, contact your USFWS and State flycatcher coordinator immediately. Please be aware that permits are needed for nest monitoring.

GPS Coordinates for WIFL Detections. Provide the number of birds (e.g., unpaired, paired, or groups of birds) and corresponding UTM fields. If known, provide the sex of individuals.

Overall Site Summary. For each of these columns, provide your best estimate of the overall total for the season. Do not simply total numbers in each column. In some cases where consistent numbers were detected on each survey, the overall summary is easy to determine. In cases where numbers varied substantially among the different surveys, use professional judgment and logic to estimate the most likely number of adults, pairs, and territories that were consistently present. Be careful not to double count individuals. Record only territorial adult Southwestern Willow Flycatchers, do not include migrants, nestlings, or fledglings in the overall summary. In complex cases, consult with your State or USFWS flycatcher coordinator.

Total Survey Hours. The sum of all hours spent surveying the site.

Were any WIFLs color-banded? Circle or highlight “Yes” or “No”. If yes, report the sighting and color combination (if known) in the comments section on back of form, and contact your USFWS coordinator within 48 hours after returning from the survey. Note that identifying colors of bands is difficult and might require follow-up visits by experienced surveyors.

Reporting Individual. Indicate the full first and last name of the reporting individual.

Date Report Completed. Provide the date the form was completed in mm/dd/yyyy format.

U.S. Fish and Wildlife Service Permit #. List the full number of the required federal permit under which the survey was completed.

State Wildlife Agency Permit #. If a State permit is required by the State in which the survey was completed, provide the full number of the State permit. State permits are required for Arizona and California. State permits are recommended for New Mexico.

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Affiliation. Provide the full name of the agency or other affiliation (which is usually the employer) of the reporting individual.

Phone Number. Self-explanatory; include the area code.

E-mail. Self-explanatory.

Was this site surveyed in a previous year? Indicate “Yes”, “No”, or “Unknown.”

Did you verify that this site name is consistent with that used in previous years? Indicate “Yes” or “No”. This can be determined by checking survey forms from previous years or consulting with agency flycatcher coordinators.

If site name is different, what name(s) was used in the past? Enter the full site name that was used in previous years.

If site was surveyed last year, did you survey the same general area this year? Indicate “Yes” or “No”. If no, indicate the reason and how the survey varied in the Comments section.

Did you survey the same general area during each visit to this site this year? If no, indicate the reason in the Comments section and delineate the differing route of each survey on the topographical map.

Management Authority for Survey Area. Mark the appropriate management authority.

Name of Management Entity or Owner (e.g., Tonto National Forest). Provide the name of the organization or person(s) responsible for management of the survey site.

Length of area surveyed. Estimate the linear straight-line distance of the length of the area surveyed, in kilometers. This is not an estimate of the total distance walked throughout the survey site. Do not provide a range of distances.

Vegetation Characteristics: Mark only one of the categories that best describes the predominant tree/shrub foliar layer at the site.

Native broadleaf habitat is composed of entirely or almost entirely (i.e., > 90%) native broadleaf plants.

Mostly native habitat is composed of 50–90% native plants with some (i.e., 10–50%) non-native plants.

Mostly exotic habitat is composed of 50–90% non-native plants with some (i.e., 10–50%) native plants.

Exotic/introduced habitat is composed entirely or almost entirely (i.e., > 90%) of non-native plants.

Identify the 2–3 predominant tree/shrub species in order of dominance. Identify by scientific name.

Average height of canopy. Provide the best estimate of the average height of the top of the canopy throughout the patch. Although canopy height can vary, give only a single (not a range) overall height estimate.

Attach the following: (1) copy of USGS quad/topographical map (REQUIRED) of survey area, outlining survey site and location of WIFL detections; (2) sketch or aerial photo showing site location, patch shape, survey route, location of any detected WIFLs or their nests; (3) photos of the interior of the patch, exterior of the patch, and overall site. Describe any unique habitat features in Comments. Include the flycatcher territory number and GPS location. You also may include a compact disc of photographs.

Comments. Include any information that supports estimates of total territory numbers and breeding status. You may provide additional information on bird behavior, banded birds, evidence of pairs or breeding, nesting, potential threats (e.g., livestock, cowbirds, saltcedar leaf beetles [*Diorhabda* spp.] etc.), and changes in survey length and route throughout the season. Attach additional pages or use the continuation sheet if needed.

Table. If Willow Flycatchers are detected, complete the table at the bottom of the form. Identify flycatchers by territory number and include the dates detected, UTM coordinates, whether or not pairs were detected, and whether or not nests were located. Also describe the observation. For example, the surveyor might have observed and heard a bird *fitz-bew* from an exposed perch, heard and observed two birds interacting and eliciting a twitter call, heard a bird *fitz-bew* while observing another carrying nesting material, heard birds from territory 1 and 2 countersinging, etc. This information provides supporting information for territory and breeding status. Use the continuation sheet if needed.