

Edits of FY19 SSAs to Species Reports: At a Glance & Guidance

Goal: Use this revised guidance to update/edit all of the FY19 SSAs to final draft Species Reports that will go out for public review with the draft recovery plan.

Authors: Each of the SSA/Species Reports will be edited by the original author, with the exception of the SHC Team (Steve will edit those documents).

Location of Guidance:

T:\Prog RECOV\SSA_Species Reports\SSA_Species Reports 2019\Dec 2019 working drafts and guidance

Are there species-specific edits?

Some authors will have species-specific edits. If so, Lauren will reach out to you directly by December 6. If you are not reached out to, there are no other edits needed other than those included in this document.

Which version should you use to begin edits?

Find your species here: T:\Prog RECOV\SSA_Species Reports\SSA_Species Reports 2019\Dec 2019 working drafts and guidance\drafts

Who do I go to if I need help?

Questions about edits and process: Plant Recovery Coordinator (Lauren), Animal Recovery Coordinator (Megan)

List of Global Edits:

- 1. Remove all SSA language and replace with “Species Report”:**
 1. Remove all references to SSA in document; Change “Species Status Assessment” to “Species Report”; change all “SSA” to “Report”
 2. Update Table of Contents and List of Tables to reflect these changes
 3. Remove “Species Status Assessment Framework” from List of Figures)
 4. Make sure to update title pages accordingly
- 2. Replace Introduction Section:** Replace the Intro section (including the 3Rs definitions and the figure) with the revised version here: T:\Prog RECOV\SSA_Species Reports\SSA_Species Reports 2019\Dec 2019 working drafts and guidance\Introduction Template and Guidance December 2019.

3. **Definition of Population (Plant Species Reports ONLY):** Please include the complete definition and reference for PIFWO's working definition of a population in all Species Reports: "a group of conspecific individuals that are in close proximity to each other (*i.e.*, less than 1,000m apart, and are presumed to be genetically similar and capable of sexual (recombinant) reproduction (HPPRCC 2011). [Citation: [HPPRCC] Hawai'i and Pacific Plants Recovery Coordinating Committee. 2011. Revised recovery objective guidelines. 8 pp.]
4. **Population Estimate Tables (Plant Species Reports Only):** Please remove reference to any PopRef Site letters (*e.g.*, the "A" in MWO-A) in the tables as well as the text. These site letters in addition to the letters of the Populations on the maps is a little confusing. Also, these site letters are arbitrary codes used by PEPP staff to differentiate specific sites within a population or PopRef Code (*e.g.*, MWO), and are not applied or utilized in a standard way.
5. **Habitat Quality as a Metric of Resiliency:** If you defined resiliency as being based on habitat quality, please include a statement stating why habitat quality was chosen over population size. For example, "in the absence of population size data, habitat quality was used as the metric for assessing resiliency."
6. **Historic Condition Viability Analysis:** If resiliency and representation are not high in the Historic Condition, please provide clear explanation as to why. Otherwise, we are assuming there was high resiliency due to high habitat quality. We are assuming high representation because there would have been no loss to the genetic and environmental diversity of the species. Representation is measured by how well all known diversity of the species is maintained throughout the range of the species, and that the historic condition would represent that maximum amount of diversity and range. Redundancy is not necessarily high in the historic condition as it is assessed based on the proximity of populations and size of the total known range/distribution of the species. So if there is good reason to assume the species had always been limited to a particular geographic range that could be wiped out in one catastrophic event, then historically redundancy was not high.
7. **Current Status and Viability:** If you received demographic data for your species, such as number of matures, immatures, and seedlings, please make sure it is included in the report and used in the resiliency analysis for those populations. It doesn't have to be in your Population table (though we will make sure they are in for next year), but we should use the data we have and age class data is helpful for assessing resiliency (especially if all you have are mature plants with hardly any immatures or recruitment...it's a good indicator of not having population structure that supports a population with stable growth).
8. **Maps:** Double check maps of population units from Fred and Susan have been included if you did not already have other maps, and wanted to use the maps they made.
 1. If they are included, please make sure to describe how the map was created. For how the maps were created, please use the following: "In an effort to protect the sensitivity of species data, we created maps with symbol markers rather than displaying species points or polygons. We created the symbols in steps. First, we added a 500-meter buffer around each individual species point and polygon. We then dissolved all buffer areas intersecting each other into a single shape. Finally, we created a centroid (*i.e.*, point representing the center of a polygon) within each dissolved buffer area. The symbol marker represents the centroid. All points and polygons were used in this process, regardless of observation date or current status (historical, current,

extant, or extirpated), to represent the known range of the species.” **Note: depending on the voice of your document, you may want to switch from the active voice used here to passive (e.g., “we created maps” versus “maps were created”).*

2. If the maps were then edited, please edit the last sentence above (“All points and polygons were used in this process, regardless of observation date or current status (historical, current, extant, or extirpated), to represent the known range of the species.”) Your changes to the sentence should reflect the revisions made to your maps, and what the centroids now represent.

9. **Outplants:** When PIFWO submitted the draft SSAs to the Regional Office, a search and replace was used to switch the term “outplant*” to “plant*”. However, this occasionally resulted in the loss of the distinction to plants that were outplanted as opposed to wild plants or all plants, both wild and outplanted.

Therefore, please go back and double check all text and table headings for where you see the word **plants**. If it has lost its meaning of outplants, please edit to “number translocated” (or reintroduced, introduced, or augmented), OR number of translocated (or reintroduced, augmented, introduced) individuals”. Use the most appropriate term. Translocations can be used as outplantings as a catch-all for Reintroduction, Introductions, and Augmentation. It is OK to use “Number of Outplanted Individuals, or Number of Translocated Individuals” as Table headings. Please see Lauren for any questions.

10. PLEASE GO BACK AND DOUBLE CHECK:

1. Tenses: make sure the correct tense is used in the Historic vs. Current Sections.
2. Define all terms the general public may not be familiar with (*example*: phyllosphere)
3. Remove redundant statements throughout documents
4. Citations for BioPacifica (the data Susan put in author folders on the J drive in pdfs (AuthorName_rptSSA_2019.pdf): USFWS unpublished data. Citation: [USFWS] U.S. Fish and Wildlife Service. 2019. Unpublished data. U.S. Fish and Wildlife Service, Pacific Islands Field Office, Honolulu, Hawai‘i.
5. Use the PIFWO style guide (attached below) where appropriate
6. Formatting: some formatting got a little off when going back and forth between Word and Google. Please check all pictures and figures are placed appropriately, that all data in tables is readable, and that spacing, page breaks, and alignments are correct.

11. **Save a Clean Draft with the Future Scenarios Included:** Save to Decision Record in Drafts folder T:\Prog RECOV\SSA_Species Reports\SSA_Species Reports_Decision_Record. Please save as Genus species Species Report Draft_with future scenarios. If you haven’t already you’ll need to create a folder for your species.

----- **ONLY AFTER ALL OTHER EDITS ARE COMPLETE** -----

12. Remove the Future Scenarios Section:

1. Remove the future scenarios section,

2. All references to future scenarios including in the executive summary, table of contents, list of tables and figures (it has already been removed from the Introduction),
3. Remove mention of the future scenarios from any other reference throughout the document,
4. Remove references in Literature Cited that are only used in Future Scenarios section.
5. The document will now end at the conclusion of the Current Viability section.

13. **Finalize the Record:** Please save as *Genus species* Species Report Final Draft in your decision record. Complete your record, including Literature Cited, and save on the t-drive at: **T:\Prog RECOV\SSA_Species Reports\SSA_Species Reports_Decision_Record.**

IMPORTANT: also save this final draft to the respective island recovery plan folder on the t drive:
 American Samoa: T:\Prog RECOV\Rec Plans\American Samoa RP\Final Drafts Species Reports
 Marianas: T:\Prog RECOV\Rec Plans\Mariana Islands RP\Final Drafts Species Reports
 Maui Nui: T:\Prog RECOV\Rec Plans\Maui nui Islandwide RP\Final Drafts Species Reports
 This record will be part of the Recovery Plan record.

Author Timelines/Milestones:

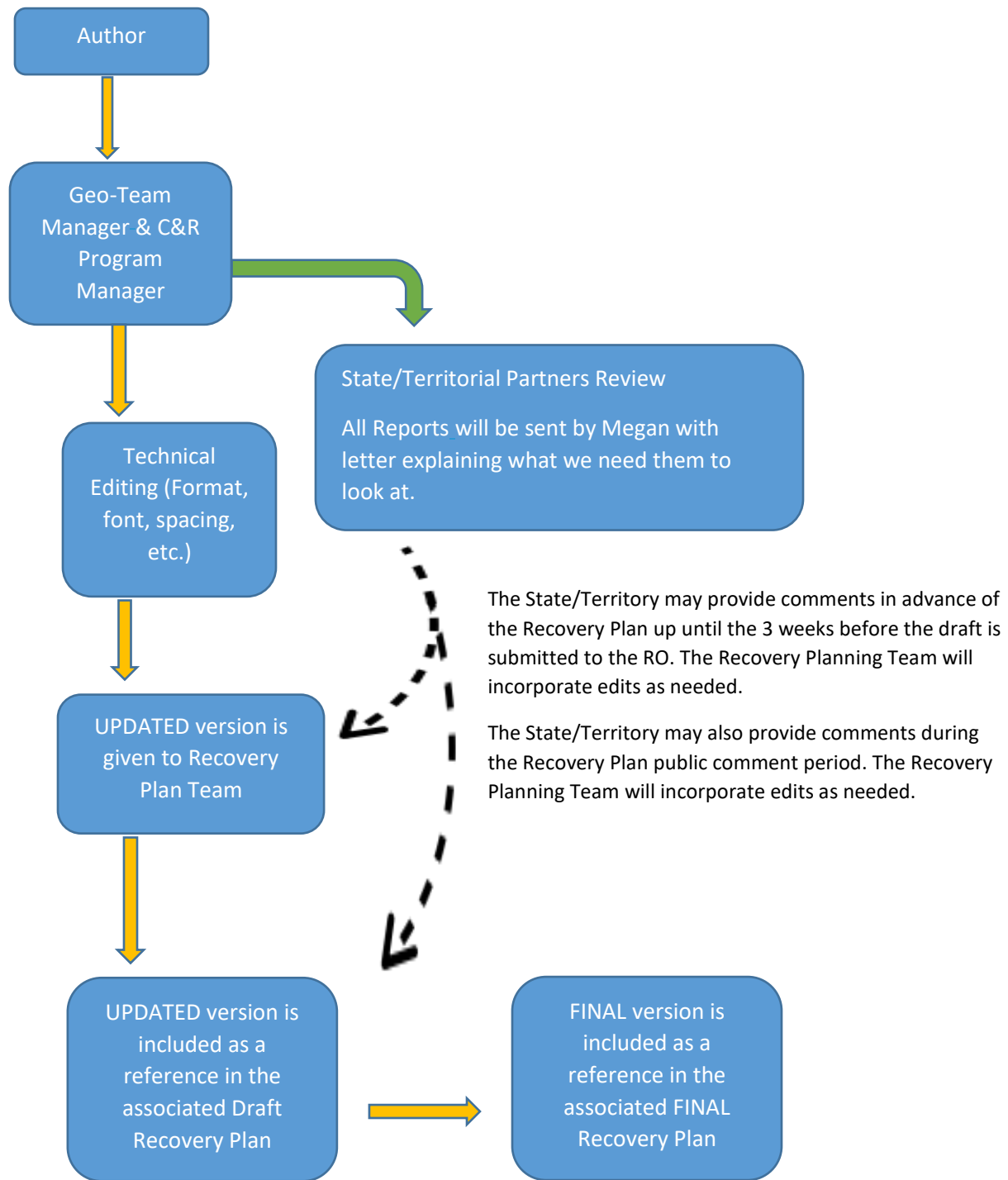
Recovery Plan	Action:	Due Date:	To Whom:
American Samoa	Author incorporates all global edits and specific-specific edits (if applicable)	January 6, 2020	C&R Program Manager (Megan)
Maui Nui		January 13, 2020	Geo Team Manager
Marianas		January 13, 2020	C&R Program Manager

Managers will then send to State Partners (to review for content review only)

Technical Formatting Schedule:

Recovery Plan	Technical Editor	Technical Formatting Completion Date
American Samoa	Steve Miller	Feb 2020
Maui Nui	Michelle B.	March 2020
Marianas	TBD	April 2020

Review Process Overview:



List of Edits the Technical Editors will be making:

1. Okinas were converted to comma when going back and forth between word and google doc. Double check when finalizing that all proper diacriticals have been used.
2. Add metric units, *e.g.*, inches/feet/miles/hectare etc. in parentheses following the use of English units
3. Change all “FWS” and “USFWS” to “Service”
4. Change all % to “percent”
5. Italicize Latin abbreviations
 - i. *i.e.*,
 - ii. *in litt.*
 - iii. *et. al.*
 - iv. *e.g.*,
6. Font and font size: Calibri 12
7. Headers, margins, page numbers
8. Consistent Use of the PIFWO Recovery Documents Style Sheet (see below)

PIFWO Recovery Documents Style Sheet

Unless noted as different below, use the GPO Style Manual 2016 located on the [Recovery Workload Google Site](#) under [1.Species/Habitat Status Assessments - Documents](#)

Write in the active voice and use plain English

Additions/Exceptions

- **Local Names** (Hawaiian/Chamorro/Samoan) spelling
 - Use the local spelling if there is one
 - use recognized reference (Pūkui-Elbert Hawaiian Dictionary, Place Names of Hawai‘i by Pukui *et al.*, Chamorro-English Dictionary by Topping *et al.*, American Samoa (?))
- **Taxon Name order**
 - **Plants:** Scientific name followed by common name(s) in parenthesis
 - **Animals:** Common name(s) followed by scientific names in parentheses
- **Species common names** – never capitalized unless a proper noun is part of it (e.g. Blackburn’s sphinx moth vs. nightingale reed-warbler)
 - **Vertebrates** – local name, English name – use local name thereafter unless specifically need to use the Federal Register/ECOS name
 - **Exception for 10(a)(1)(A) permits:** Use English name thereafter (requested by Collen on Regional Office and approved by Mary in PIFWO)

- **Invertebrates and plants** – local Name, English name, in that order, if one exists. Use local name thereafter unless specifically need to use the Federal Register/ECOS name
- **Place Names** – use what is most commonly used in the local vernacular and spell accordingly
 - “island of Hawai`i” – only pertains to Hawai`i. Lower case “I” for “island”, otherwise “island” not used unless it is part of the accepted name.
 - Never “Hawai`i Island” or “Hawai`i island”
- **Genus name**
 - Spell first time used in each paragraph and capital first letter plus period thereafter in that paragraph. Spell out if needed contextually or clarity is needed (similar names or initials – e.g. *Cyanea*, *Clermontia*)
- **Measurements**
 - English first followed by metric in parenthesis
 - Unit spelled out with first use with abbreviation in parenthesis and abbreviated (according to GPO style manual) in following uses.
- One space after punctuation – this in is the GPO style manual, we are just reiterating it here.