



Sample Procedural Manuals & Reporting Templates

Wildlife Management and Monitoring Plans

Compiled June 2019

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6. Sample Standard Operating Procedure

Note

These are examples only and should be modified by the user as appropriate.

2014

**Bear Occurrence
Procedures Manual**



Bear Occurrence Procedures Manual

Implementation of these procedures will allow ENR a greater ability to provide advice and assistance in preventing harm to humans, bear(s) or property. In addition, it will provide guidance on safely deterring bears that find themselves in areas of development, tourism camps or cabins with the aim of preventing habituation and unnecessary destruction.

Report any incidents such as sightings, encounters, injuries and/or mortalities to the ENR. The GNWT Phone Directory can be found at <http://rdirectory.gov.nt.ca/rDirectory.aspx>. Regional contacts are listed below:

North Slave Region

Wildlife Emergency	(867) 873-7181 (24 Hours)
Yellowknife	(867) 767-9238 ext. 53461
Fax:	(867) 873 - 6230

South Slave Region

Wildlife Emergency	(867) 872 - 0400 (24 Hours)
Fort Smith	(867) 872 - 6400
Fax:	(867) 872 - 4250

Inuvik Region

Wildlife Emergency	(867) 678 - 0289 (24 Hours)
Inuvik	(867) 678 - 6650
Fax:	(867) 678 - 6659

Sahtú Region

Wildlife Emergency	(867) 587 - 2422 (24 Hours)
Norman Wells	(867) 587 - 3506
Fax:	(867) 587 - 3516

Dehcho Region

Wildlife Emergency	(867) 695 - 7433 (24 Hours)
Fort Simpson	(867) 695 - 7450
Fax:	(867) 695 - 2381

BEAR AWARENESS TRAINING

ENR supports the NWT Mine Health and Safety Regulations (s.15.05), which requires that all field personnel involved in mineral exploration undertake bear-safety training. However, human/wildlife incident prevention is a key component to the training.

Training of personnel in preventing and responding to wildlife incidents can reduce the likelihood of injury to personnel and wildlife. Therefore, all field personnel working on the project must receive bear awareness training, preferably from a professional trainer.

The training should include:

1. Recognizing the causes of human/wildlife conflicts;
2. How to prevent and respond to bear incidents;
3. Proper storage, transfer and disposal of camp waste; and
4. Proper use and safe application of deterrents.

INCIDENT PREVENTION

Refer to the ***Camp Waste and Wildlife Attraction Guideline***. This resource provides guidance on how to minimize or prevent attraction from bears to your camp, cabin or work site.

OCCURRENCE RESPONSE

Small scale exploration and tourism camps should develop and implement Bear Incident Standard Operating Procedures (SOPs) that can be used in the field. The SOPs will allow all members on site to have knowledge of how to minimize or prevent any loss of life or property if there is a bear within the vicinity of your camp area or work site. SOPs may include such things as:

- a) Response team
- b) Equipment
- c) Action level
- d) Emergencies
- e) Reporting Requirement

1. SIGHTING - Bear in the general vicinity (>1km)

1. If it is within sight of your camp/cabin and it is safe to do so, use a ***Wildlife Sightings Log*** to record and report information regarding your observations.
2. Continue to monitor, if necessary.

2. ENCOUNTER - Bear In Camp (<1km)

1. If safe to do so; take a quick note of the location, direction of travel and general behaviour of the bear(s).
2. Sound the bear alarm.
3. If necessary, phone the ENR Regional contacts listed above for guidance on necessary next steps to ensure human/wildlife safety and protection of property.
4. If necessary, stay indoors or in your vehicle. **DO NOT APPROACH THE BEAR.**
5. Keep all doors and windows closed.
6. If necessary and safe to do so; continue to monitor the behaviour and movement until either the bear leaves on its own, deterrence is successful or response personnel arrive.
7. If possible, start deterrence procedures.
8. Report status of bear encounter to the ENR Regional contacts listed above when safe to do so.

3. Injury

1. Any injuries a bear may have obtained from direct or indirect contact with the camp or persons must be reported to the appropriate ENR Regional contact listed above.

4. Mortality

1. A bear may be destroyed if human life is in danger or destruction of property is imminent.
2. Under the NWT Wildlife Act, mortalities must be reported to the appropriate ENR Regional contact listed as soon as is practicable. In some cases, the responsible party may be asked to:
 - a) Skin the bear leaving the claws and head attached.
 - b) Preserve the hide by freezing and/or salting it and store it in a cool place. Turn in the hide, the skull, evidence of sex and any other biological samples requested when filing the report to the nearest ENR Regional office or to an ENR Renewable Resource Officer.

If or when possible, the attached ***Bear Occurrence Checklist*** should be completed prior to calling ENR. It is critical that as much information as possible be provided in order for ENR to provide appropriate advice and guidance.

DENNING BEARS

- A. For exploration camps, if a bear is located in, at or near a den site, work in the area must halt. All employees should safely retreat from the area and report the incident to the Site Supervisor and/or Wildlife Monitor and the appropriate ENR Regional contact listed above for further advice and assistance.
- B. For cabin owners, if a bear is located in, at or near a den site, safely retreat from the area and report the incident to the appropriate ENR Regional contact listed above for further advice and assistance.
- C. Staff from ENR will be required to assess the den site and may implement measures to ensure both human safety and that the bear(s) remain undisturbed. This may include the establishment of a buffer zone of at least 300 meters around the den.
- D. Work inside the buffer zone may not be permitted until after den emergence.

Bear Occurrence Checklist

1. Complainant Details:				
Name, job title and affiliation:				
Contact information:				
Location of complainant: <i>(coordinates, lake or property name)</i>				
Other on-site contact information: <i>(wildlife monitors/site supervisors)</i>				
2. Bear Occurrence Details:				
Date/Time:		Location: <i>(coordinates, lake or property name)</i>		
Type of bear occurrence:	<input type="checkbox"/> sighting	<input type="checkbox"/> encounter	<input type="checkbox"/> injury	<input type="checkbox"/> mortality <i>Ear tag/tattoo #</i>
	<input type="checkbox"/> Other, explain:			
Number of bears:		# of cubs		
Type:	<input type="checkbox"/> black	<input type="checkbox"/> grizzly	<input type="checkbox"/> unknown	
Sex :	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> unknown	
Age Class:	<input type="checkbox"/> cub (<1)	<input type="checkbox"/> juvenile	<input type="checkbox"/> adult	<input type="checkbox"/> unknown
Behaviour:	<input type="checkbox"/> fearful	<input type="checkbox"/> not fearful	<input type="checkbox"/> aggressive	<input type="checkbox"/> other
General Observations	<input type="checkbox"/> moving toward site	<input type="checkbox"/> moving away from site	<input type="checkbox"/> at site	
Other observations: <i>(i.e. walking, resting, eating, mortality, injury, den site, number of cubs, etc.)</i>				
Has bear(s) been involved in a previous incident:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain:		
Did the bear obtain a reward	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain:		
Any property damage or loss of life:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, explain:		

Camp Waste & Wildlife Attraction Manual

To prevent or minimize attracting wildlife and to discourage wildlife habituation Environment & Natural Resources (ENR) strongly encourages that the recommendations listed below be implemented to ensure human safety and to protect our natural environment, including wildlife at a camp or cabin. This manual is intended for small scale campsites and recreational cabins however there are components that may be applied to larger scale operations. Examples of small scale camps include:

- Exploration camps
- Tourism outfitters & commercial companies
- Residential & recreational cabin owners

Camp Design

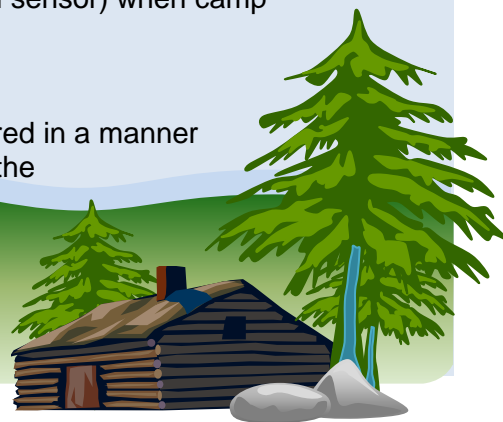
To prevent wildlife from accessing a camp/cabin and discourage habituation, a camp/cabin should be situated away from known or possible bear activity (previous camp/cabin, berry patches, dens, etc.) and designed in a manner that eliminates or minimizes the potential for human and wildlife interaction.

- Clear brush to increase visibility and eliminate blind spots.
- Kitchen, latrine, food/waste storage, incinerator, composting site and garden should be at least 50 meters from sleeping area.
- Temporary cooking areas should be located down-wind from the sleeping area.
- All structures should be well spaced and the sleep tents or trailers arranged in a line rather than circular with doors facing the kitchen.
- There should be no food or cooking in the sleeping area.
- Properly install and maintain an electric fence around the camp or at minimum around incinerator, composting site and garden.
- Install skirting around infrastructure that extends approx. 1m+ underground to prevent wildlife tunneling.
- Whenever possible, keep doors and windows closed, cover openings/crawl spaces, seal cracks, screen chimney caps and place spikes or tacky gel to prevent nesting.
- Install shutters on windows and use bear boards when camp not in operation.
- Consider installing noise deterrent (i.e. "Critter Gitter" motion sensor) when camp is not in operation.

Food Storage

Amount of food at each camp/cabin will vary but food should be stored in a manner that will eliminate any food rewards if wildlife was to gain access to the camp/cabin.

- Store all food in the kitchen or in a central location that is at least 50 meters away from the sleeping area.
- Cooking and eating area(s) should be thoroughly cleaned



after every meal (including BBQs).

- If the camp is to become vacant for more than a week, food should be stored in sealed animal proof container.
- Do not feed wildlife including bird feeders that may also attract wildlife to the camp area.

Domestic Waste

Inadequate storage, lack of onsite treatment and/or improper disposal of domestic waste (food & food contaminated waste) are the most common activities that contribute to the release of odours which may result in human/wildlife conflicts.

- Purchase bulk products to minimize amount of domestic waste produced.
- Implement a camp waste segregation system (recyclables, combustible, non-combustible and hazardous wastes) appropriate to the volume of waste produced.
- Domestic waste should not be stored in plywood boxes or in sheds as odours tend to permeate the wood and linger. Waste should be stored in a central area in a sealed animal proof container until final disposal.
- The sealed animal proof containers should be cleaned daily with bleach.
- Non-combustibles such as metal, glass and plastic should be cleaned with bleach and stored in a manner not to attract wildlife until transported back to an approved facility.
- Burying domestic waste is ineffective; the preferred method of disposal is backhauling domestic waste to an approved facility such as an approved landfill or bottle depot in a timely manner.

Burning/Incineration

Burning/incineration is not recommended and should be considered only as a last resort when alternative methods of storage and removal off-site are not feasible. There are hazards associated with this method that may still result in wildlife attraction, forest fires and air contamination.

- Designate a person or trained staff member to be responsible for the daily duties involved with burning/incineration.
- For cabins and small scale exploration camps, burning in a “modified burn barrel” is strongly recommended for a more timely disposal for cabin/camp waste. Each burn barrel can accommodate ~10 people or less.
 - To ensure a high temperature and complete burn, ENR suggests that there be approx. 1/3 wet with 2/3 dry waste per bag;
 - Burn a maximum of two bags per day; and
 - Install a fine screen on the chimney for reducing sparks.
- Larger scale exploration camps require a commercially-designed forced air, fuel-fired incinerator capable of meeting the Canada-Wide Standards (CWS) for Dioxins and Furans. (CCME 2001), CWS for Mercury Emissions (CCME 2000) and the NWT Ambient Air Quality Guidelines.
- Camp waste suitable for open burning is untreated wood, paper and cardboard. A permit to burn will be required if burning during the closed season (May 1 - Sept 30).



- Ensure that the fire is being monitored and is completely out before leaving it unattended.
- Residual waste such as ash needs to be collected, stored in a sealed animal proof container and transported back to an approved facility site for disposal.

Grey Water (dishes, showers, laundry, etc.)

- Bleach should be added to dish water and/or a grease trap installed.
- Dispose of in a natural depression/sump/pit a minimum of 30 meters from the high water mark.
- Disposal site should be covered and treated with lime or crystal lye daily.

Black Water (Sewage)

- Honey bags are stored in a manner that is inaccessible to wildlife and transferred to an approved facility for disposal in a timely fashion.
- Ensure that pits have sufficient depth and are treated with lime or crystal lye daily.

Animal/Fish Parts

- As per the Government of Canada Northwest Territories Fishery Regulations fish entrails are not permitted to be disposed of on ice nor in the water.
- Clean away from camp and dispose of entrails a minimum of 3km away from camp area and on an island, if possible.
- Any surface used for cutting or cleaning should be cleaned immediately with bleach.
- Do not leave smoking/drying fish or meat unattended. It must be kept at least 50m away from the sleeping area. Hanging meat should also be at least 50m from the sleeping area.

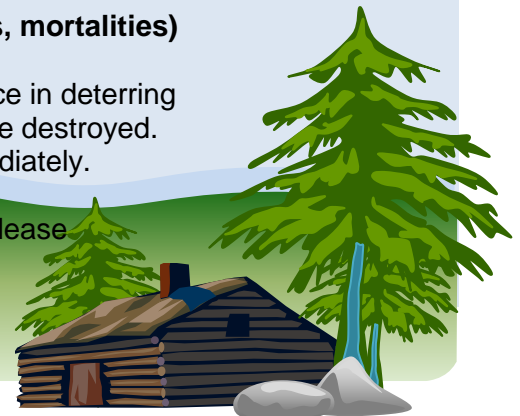
Other Attractants

- Both the cooking (kitchen, fire pits, BBQs) and eating area(s) should be thoroughly cleaned after every meal.
- Don't leave bloody hunting clothes/items that smell like fish near the sleeping area.
- Pet food should be stored indoors in a sealed animal proof container and pets should be fed indoors, if possible.
- Oils, gas or grease should be stored in a manner that is inaccessible to wildlife.

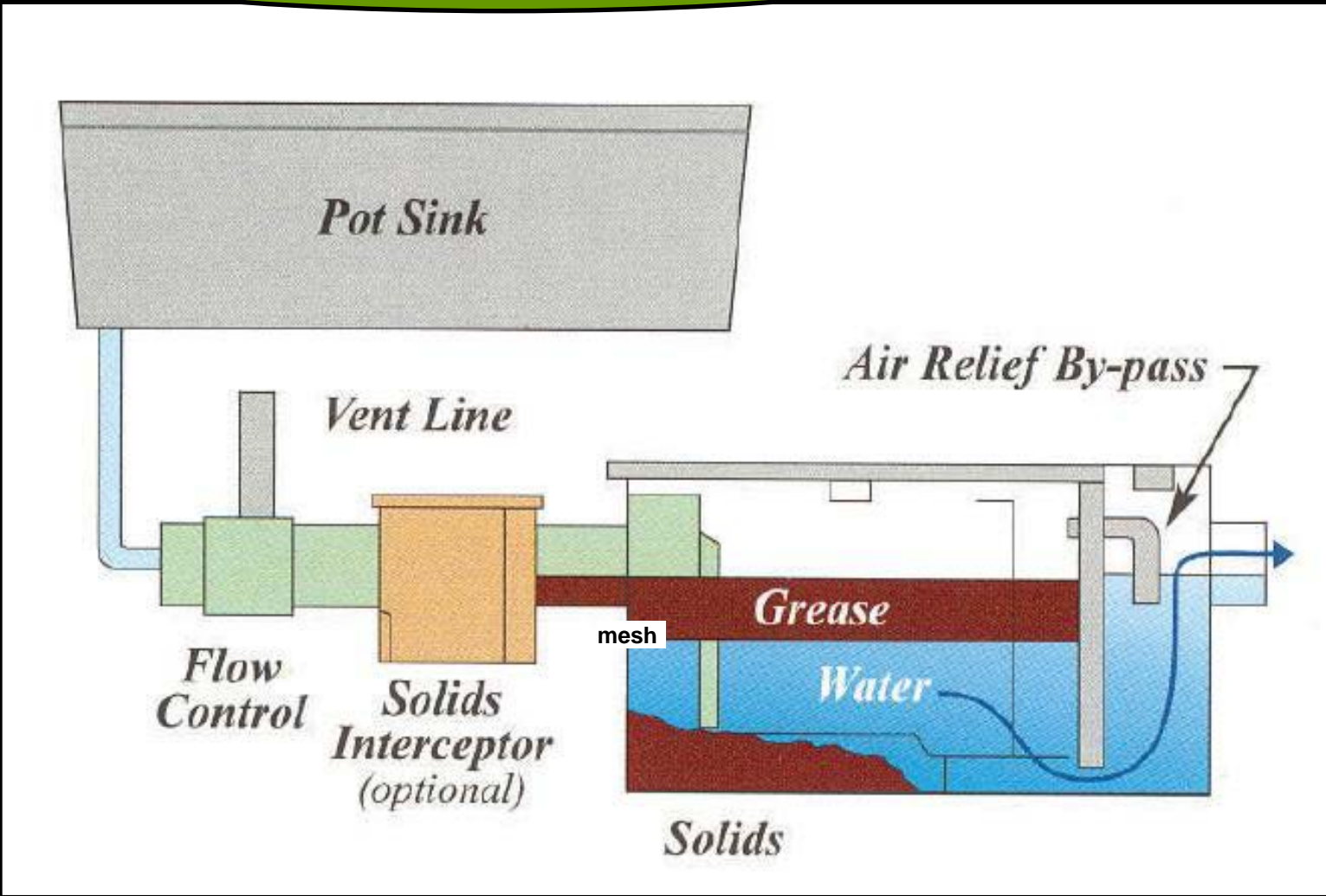
Reporting Wildlife Occurrences (sightings, encounters, injuries, mortalities)

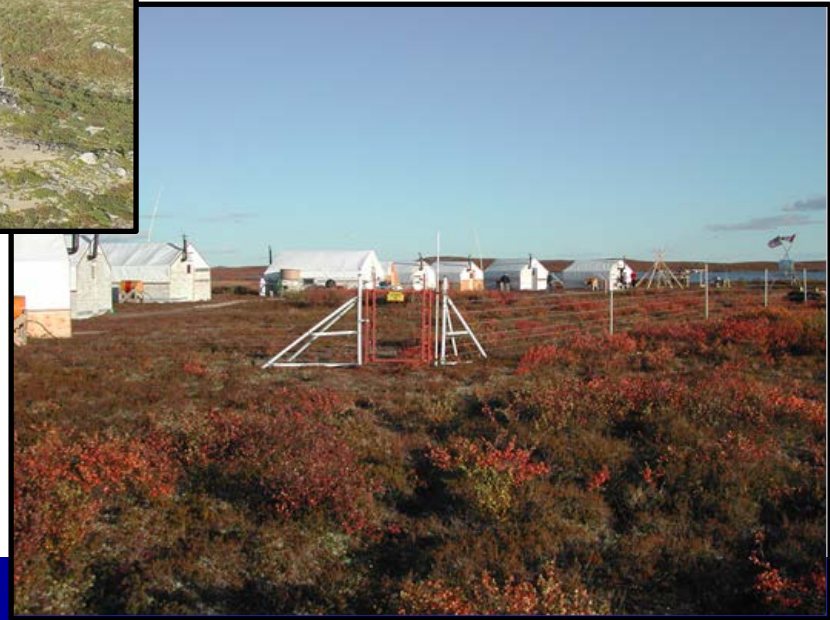
- Occurrences should be reported at your earliest opportunity.
- Timely reporting allows ENR to provide advice and assistance in deterring nuisance wildlife before they become habituated and must be destroyed.
- Any defence of life and property kills must be reported immediately.

If you have additional questions, a report to file, or an emergency, please contact your Regional ENR office.



GREASE TRAP

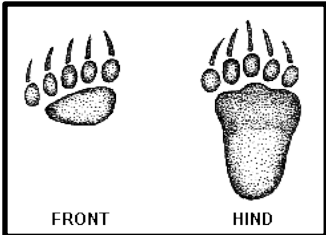




GRIZZLY BEAR



2 – 4" long, light claws



FRONT

HIND

Dished face

Small round ears

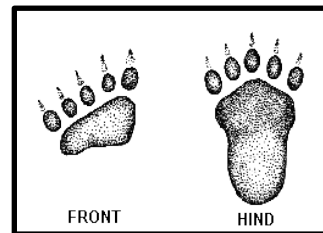
Shoulder hump



BLACK BEAR



1 ½" short, dark claws



FRONT

HIND

Straight face

Tall

No shoulder hump



Wildlife Sightings Log

Animal Species:

Number Seen: (exact or estimated)

Location: (Be as specific as possible - GPS coordinates or mark on a map)

Date: (MM/DD/YYYY)

Time of Day: (AM/PM)

What was it doing when you saw it:

(E.g. "running south along the road, then into the bush on the west side" is better than "running")

Other Comments/Interesting Markings:

(Anything interesting about the sighting – feeding, did the animal appear to have a limp, Etc?)

Name of Person(s) who saw it and contact information:

WILDLIFE INCIDENT REPORTING

Application and Scope:

The following is intended as a guideline to identify wildlife that requires immediate reporting and sampling (if necessary) from exploration camps and mines. This is not intended to cover every possible scenario.

1. ENR encourages all those conducting activities on the land or residents to record and report all instances of injury or possibility of disease in wildlife.
2. As per *Section 39 (2) of the Wildlife Act*, any defense of life and property kills must be reported without delay to ENR. All reasonable efforts must be made to ensure the hide and other valuable parts do not spoil and that these are turned over to an ENR Officer to avoid any wastage.

Notification Procedures:

1. *When to Report Wildlife*
 - Anytime wildlife is determined to be injured.
 - Anytime wildlife is suspected of being diseased.
 - Anytime wildlife is found dead.
 - Anytime there is the potential for human/wildlife conflict such as an occupied bird nest or wolf or bear den.
 - Anytime wildlife was deterred from camp.
 - Anytime there is a defensive kill.
 - Anytime property is destroyed.
2. *What information should be collected and reported upon initial observations:*
 - Record the following information
 - i. Fill out the **Wildlife Incident Record Form**
 - ii. When known, include details on the incident such as:
 1. Behaviour and movements
 2. Loss of life or property
 3. Reason for attraction to area
 4. Estimation of how long the animal was dead
 5. Any other animals seen in the area
 - Photographs (wildlife mortality)
 - i. Add photo name/label
 - ii. General area
 - iii. Animal (one from each side, head, and tail)
 - iv. Anything unusual
 - v. Any obvious injuries or marks

3. *Who to Contact*

North Slave Region

Wildlife Emergency
Yellowknife
Fax:

(867) 873 - 7181 (24 Hours)
(867) 767-9238 ext. 53461
(867) 873 - 6230

South Slave Region

Wildlife Emergency
Fort Smith
Fax:

(867) 872 - 0400 (24 Hours)
(867) 872 - 6400
(867) 872 - 4250

Inuvik Region

Wildlife Emergency
Inuvik
Fax:

(867) 678 - 0289 (24 Hours)
(867) 678 - 6650
(867) 678 - 6659

Sahtú Region

Wildlife Emergency
Norman Wells
Fax:

(867) 587 - 2422 (24 Hours)
(867) 587 - 3500
(867) 587 - 3516

Dehcho Region

Wildlife Emergency
Fort Simpson
Fax:

(867) 695 - 7433 (24 Hours)
(867) 695 - 7450
(867) 695 - 2381

Was the incident resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Environment & Natural Resources been contacted?		
Contact Name: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date/Time Reported: _____		

STANDARD OPERATING PROCEDURES			
Organization:	ABC Inc.	SOP #	SOP-ED-001
Division:	Environment	Effective Date:	May 28, 2015
Issued By:	John Doe, Project Manager	Location/Camp:	123 Camp
Subject:	Wildlife Encounters in Camp Vicinity (1km radius of campsite)		
Revision:	Revision 2	Replaces:	Version 1 (May 28, 2014)

Purpose:

The purpose of this SOP is to provide proper protocols and assist camp/field staff in determining the proper mitigation when dealing with wildlife species that enter the camp vicinity in order to protect life and/or the destruction of property.

Scope:

Encompasses all project staff situated at the camp vicinity during the periods of operation over the course of the land use permit and/or lease.

Actions deemed necessary are determined by the Wildlife Monitor (SOP-ED-002).

Responsibility:

- Project Manager is responsible for the development and implementation of the plan.
- Wildlife Monitor:
 - Daily monitoring of wildlife or signs of wildlife within the camp vicinity (SOP-ED-003)
 - Daily communication with all field staff regarding wildlife encounters (SOP-ED-004)
 - Provide awareness training for all field staff (SOP-ED-005)
 - Ensure that proper actions are taken to prevent loss of life or property during wildlife encounters (SOP-ED-006)
 - Report encounter to Environment and Natural Resources (ENR) (SOP-ED-007)
- Field Staff:
 - Complete awareness and prevention training (SOP-ED-005),
 - Report any wildlife encounters within the camp vicinity to the Wildlife Monitor (SOP-ED-007)

Procedure:

	Steps
1	If safe to do so; record details involving the wildlife species within the campsite area.
2	Notification to all field staff that wildlife species that may pose a threat to the campsite have been encountered within the camp vicinity. (SOP-ED-008)
3	If necessary, report to ENR regional office for guidance on necessary next steps to ensure human/wildlife safety and protection of property. Continued reporting to ENR regional office may be required depending on the status of the wildlife encounter.
4	DO NOT APPROACH WILDLIFE
5	If necessary, keep all doors and windows in camp and/or vehicles closed until wildlife have left the area.
6	If safe, continue to monitor the behaviour and movement until the wildlife is no longer a threat (SOP-ED-009).
8	If necessary, refer to standard operating procedures for Wildlife Deterrence (SOP-ED-010) Injured Wildlife (SOP-ED-011), Wildlife Mortality (SOP-ED-012) or Destruction of

Property (SOP-ED-013).

Recording:

- If wildlife have been found within the campsite area the Wildlife Monitor, if safe to do so, fill out the *Wildlife Incident Form* if the wildlife has been determined to be a possible threat to the campsite (i.e. bear) or a Wildlife Sighting Log if determined not to be a threat (i.e. beaver)

Reporting:

	24-Hour Emergency Wildlife @ 867-873-7181 (Yellowknife)
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- | | |
|----------|---|
| 1 | All reported wildlife encounters must be investigated by the Wildlife Monitor immediately. |
| 2 | When there is a wildlife encounter with a wildlife species and there is a potential for human/wildlife conflict or destruction of property. |
| 3 | Anytime deterrence has been used to remove wildlife from the camp vicinity (SOP-ED-010) |

Supporting Documents: *(Please attach)*

- | | |
|----------|-----------------------------|
| 1 | Wildlife Sightings Log |
| 2 | Wildlife Incident Reporting |