

**GUIDELINES FOR HANDLING DESERT TORTOISES
DURING CONSTRUCTION PROJECTS**

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prepared for:

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California Department of Fish and Game
Nevada Department of Wildlife
Arizona Game and Fish Department
Utah Division of Wildlife Resources

Warning: These Guidelines do not authorize individuals to handle tortoises. Such authorization should come from Federal and State wildlife resource agencies, including, at least, those listed above.

GUIDELINES FOR HANDLING DESERT TORTOISES DURING CONSTRUCTION PROJECTS

Developed by the Desert Tortoise Council

Handling of desert tortoises and other forms of "take" (includes to harass, harm, hunt, shoot, wound, kill, trap, capture, or collect, or attempt to engage in any such conduct) are prohibited by section 9 of the Endangered Species Act of 1973, as amended. Desert tortoise handling can only be authorized through an incidental take statement in a biological opinion, an incidental take permit (section 10(a)(1)(B) permit), or a scientific collecting permit (section 10(a)(1)(A) permit). The regulatory document(s) or permit(s) authorizing handling are the ultimate guides to how desert tortoises should be handled. We expect that these documents will often authorize handling in accordance with the following handling guidelines.

The following Guidelines have been reviewed and are based on information provided to the Desert Tortoise Council (DTC) by the U.S. Fish and Wildlife Service (Reno and Las Vegas, NV; Ventura and Carlsbad, CA; Phoenix, AZ; Salt Lake City, UT), California Department of Fish and Game (Chino and Long Beach, CA), Utah Division of Wildlife Resources (Cedar City, UT), Nevada Department of Wildlife (Las Vegas, NV), Arizona Game and Fish Department (Phoenix, AZ), U.S. Bureau of Land Management (Saint George, UT; Riverside, CA; Phoenix, AZ), several private consultants, and other individuals. Individuals contacted to develop and/or review these Guidelines are listed in Attachment 1.

The Guidelines are intended for use during construction projects monitored by authorized biologists (tortoise monitors) who are working on behalf of a project proponent in the absence of special regulatory requirements, such as a 10(a)(1)(A) scientific collecting permit. The Guidelines will be helpful to tortoise monitors performing clearance surveys and construction monitoring where tortoises need to be moved out of harm's way. They are intended to be used in coordination with U.S. Fish and Wildlife Service (USFWS) Biological Opinions issued to federal action agencies (e.g., U.S. Bureau of Land Management (BLM), U.S. Army Corps of Engineers, etc.), and state agency documents for state-authorized actions. Although useful information is provided, the Guidelines are **not** intended to replace scientific research project methodologies for handling and processing tortoises.

These Guidelines do not authorize tortoise handling. Depending on the project, responsible federal and state agencies review a person's résumé and authorize him/her to handle tortoises. These Guidelines are provided for tortoise monitors already authorized, or who hope to be authorized, by federal and state agencies. The DTC assumes that such monitors are qualified to handle and process tortoises. These Guidelines include methods and alternatives that are effectively used by professional tortoise researchers to safely handle tortoises in the field. The DTC believes that tortoise handling should be an evolving process, continually updated to include the latest, most effective and efficient methods for safe handling. A wealth of information is already available, and these Guidelines provide that information to construction monitors.

A sequential checklist for use in the field is included (section **F**). When necessary, the checklist should be cross-referenced with the Guidelines for more detailed information. The inexperienced monitor should use the checklist as a reminder of steps to be taken when handling and processing tortoises, and should be completely familiar with the Guidelines **before** handling tortoises. The experienced monitor may also gain useful information from these Guidelines.

You are encouraged to submit comments on these Guidelines to the USFWS and the DTC. In subsequent years, the DTC will work with the USFWS, using your input, to ensure that the Guidelines are revised to incorporate new information and techniques.

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GUIDELINES FOR HANDLING DESERT TORTOISES

A. PRELIMINARY STEPS

A.1. Federal and state authorizations

Once you are selected by a project proponent to monitor construction, your résumé is typically submitted to the nearest field office of the USFWS at least 15 days prior to construction. You may also need to submit your résumé to the federal action agency (i.e., the federal agency with whom the USFWS has consulted under Section 7 of the Act) and state wildlife agencies. Within the State of Utah, any individual (including any qualified biologist) must obtain a section 10(a)(1)(A) permit from the USFWS to be authorized to handle desert tortoises. Within the States of Arizona, California, Nevada, and Utah, individuals must obtain the appropriate permits from the respective State wildlife agency to be authorized to handle tortoises. If your résumé has not been previously accepted by the responsible agency(s), you should not assume that you are approved until you have written or verbal confirmation from them. After you are authorized, you must read and comply with any federal and state regulatory documents for the project.

A.2. Specific requirements for monitors

The USFWS requires that you observe field demonstrations for egg handling or artificial burrow construction before performing either of these activities. Since 1993, the DTC has arranged for USFWS-authorized biologists to demonstrate these procedures at its annual workshop. Those observing the demonstrations were given certificates. Such demonstrations may be available at future DTC workshops, depending on demand.

The USFWS distinguishes between desert tortoise biologists and environmental monitors as follows: Biologists should (a) possess a bachelor's or graduate degree in biology, ecology, wildlife biology, herpetology, or related fields; (b) demonstrate a minimum of 60 days prior field experience using accepted resource agency techniques to survey for desert tortoises; and (c) have the ability to recognize and to accurately identify and record all types of desert tortoise sign. Generally, only qualified biologists, and not environmental monitors, may handle tortoises. Environmental monitors may handle tortoises in emergency situations, but only if they have explicit authorization to do so by the appropriate office of the USFWS.

A.3. Sequential numbering scheme

Prior to beginning the project, you should contact the USFWS and/or other regulatory agency to determine if tortoises are to be marked for your project. In California, the BLM and United States Geological Survey - Biological Resources Division (USGS - BRD) assign tortoise numbers that are used by scientists to mark tortoises on study plots located throughout the Mojave and Colorado Deserts. If your project is near one of these plots, it is important that you contact the appropriate offices of the BLM and USGS - BRD before marking tortoises to ensure that your numbers will not be confused with those used by the federal agencies.

A.4. Examples of numbering schemes

If tortoises are to be marked, they should be identified by project initials and numbers. Examples include: (a) initials of the project followed by a sequential number; (e.g., "MB1" for the first tortoise marked on the Morongo Basin Pipeline project, "MB2" for the second, etc.); (b) initials of the monitoring organization followed by a sequential number; (e.g., "DTC1" for the first tortoise marked by the Desert Tortoise Council on a project, "DTC2" for the second, etc.).

A.5. Getting organized

The materials that you are likely to need for handling tortoises are listed in Attachment 2. Many researchers organize their materials so that they have a "tortoise handling kit for the field," "tortoise handling kit for the truck," "burrow excavation kit," "tortoise marking kit," etc. In any case, it is important that you have all the materials that you need to safely and quickly handle tortoises. It is equally important that you be organized and ready to handle tortoises expeditiously when they are found.

B. IN THE FIELD

While monitoring construction, you will observe tortoises either aboveground or in burrows. When aboveground, tortoises should only be moved if in harm's way. If not, do not handle them, but monitor them to ensure that they are not adversely affected by construction. Depending on the circumstances, tortoises that are beneath machinery, in trenches or pipes, under pallets, or anywhere within the right-of-way may be in danger and need to be moved. If they must be moved, use the appropriate recommendations in these Guidelines to ensure safe handling.

You will also find tortoises in burrows in areas where they will be harmed if not moved. The following sections advise you on how to handle such tortoises.

B.1. Prior to excavating burrows

B.1.a. Determining if burrows should be excavated - According to most agency documents, tortoise burrows are excavated only if they occur within a construction right-of-way, in an area to be cleared of vegetation, or in areas that will not be cleared, but will be negatively impacted by heavy equipment, such as staging areas and turnarounds. The agency document typically requires that such areas be flagged and that construction activities be confined to those areas.

If a tortoise burrow is inside the designated construction area and will be damaged or destroyed, excavate it. Spider webs, litter, and other debris may accumulate in burrow openings overnight, and openings may collapse during winter rains. Do not assume that a burrow is inactive if it looks unused or collapsed. Tortoises may use canid or mustelid digs, and may be found in burrows of other animals, particularly kit foxes. Burrowing owls may use tortoise burrows, but do not assume that burrows occupied by owls are not also occupied by tortoises. Juvenile tortoise burrows may resemble rodent burrows, or juveniles may be inside such burrows. Therefore, excavate **all** burrows that will be lost to construction. If a burrow opening is outside the construction area, but a tortoise at the end of the burrow may be within the area, excavate it. Remember that a burrow may extend 30 feet beyond the opening.

B.1.b. Describing burrows - When possible, we recommend that you take measurements of the burrow before excavating it. The information should be recorded in your field notebook, and, if a tortoise is present, would be transferred to the data sheet (section **E.**). Measure the width and height just inside the opening of the burrow, the length (in many cases you cannot measure the length until you are finished excavating the burrow), determine burrow orientation using a compass, and record its condition using the categories given below. We recommend that you use permanent black ink and high rag content, acid-free paper for recording data. The following categories may be used to describe the conditions of burrows (U.S. Fish and Wildlife Service 1992):

- Class:**
1. currently active, with tortoise or recent tortoise sign
 2. good condition, definitely tortoise; no evidence of recent use
 3. deteriorated condition; definitely tortoise (please describe)
 4. good condition; possibly tortoise (please describe)
 5. deteriorated condition; possibly tortoise (please describe)

B.1.c. Other considerations - Depending on the time of year and other conditions (*B.5.c.ii.*) you may need to construct a burrow **before** you remove a tortoise from its natural burrow. Recommended techniques for burrow construction are discussed in section *B.5.f.*

B.2. Mapping burrows

If a burrow is to be excavated, there are several important reasons for mapping it: (a) resource agencies can determine how many tortoises were encountered on the project compared with the number of burrows excavated; (b) the information will be available for future projects in the same area; (c) burrow locations may be important for organizing monitors and determining tortoise "hot spots" versus areas where few, if any, tortoises are found; and (d) the number and location of burrows found during initial tortoise surveys can be compared with the number and location of burrows found during monitoring; (i.e., the data may provide information to determine appropriate take limits based on the findings of initial surveys). Typically, the USFWS requires that the number of tortoises observed during construction be reported. Mapping the information will show the location of the tortoises. Some monitoring supervisors require that all tortoise sign be mapped. If an artificial burrow is used, we recommend that it be accurately mapped. If the burrow is blocked (section *B.5.f.i.*), it is essential that you map it and mark it in the field so you can find and unblock it later.

B.3. Map types

When you map burrows, we recommend that they be numbered and shown on maps of appropriate scale. If monitoring a linear right-of-way, it often helps to number burrows sequentially within a given section of the alignment (e.g., "B-23-2," for burrow #23 on reach 2). Mapping is important if many monitors are locating, numbering, and mapping burrows simultaneously. United States Geological Survey (USGS) 7.5' topographical maps (scale 1" = 2,000'), or enlargements of them, are useful. Project maps at a scale of 1" = 100' or 1" = 200' are particularly useful when burrows are common and better resolution is necessary. The assigned numbers may be cross-referenced with data sheets, field notes, and photographs.

B.4. Excavating burrows

B.4.a. Looking for eggs - Feel for tortoise eggs by gently probing the soil in front of the burrow opening (i.e., the mound) and along the floor as you excavate the burrow. Eggs have been found up to six feet in front of burrow openings and up to six feet within the entrance of a burrow; they may occur in the mound at the burrow opening. To avoid crushing eggs, do not scrape the shovel across the bottom of the burrow, but continue to probe the area with your fingers as you proceed. Removal of the top ten inches of soil (or until a hard layer of soil is encountered) will typically ensure that you find any tortoise eggs. Be particularly careful between late April and mid-October when eggs are most likely present. If found, follow the USFWS's egg handling protocol (Attachment 3). Although not included in the protocol, we strongly recommend that you wear disposable latex gloves when handling eggs.

B.4.b. Excavating burrows - We recommend that monitors wear leather or cloth gloves during burrow excavation to avoid being bitten or stung by venomous animals. Blunt-nosed shovels or garden trowels are useful. If available, two monitors, each with a shovel, may excavate a burrow. One person may place his/her shovel in the burrow entrance and the other person, using a similar shovel or spade, would slice away the ceiling. Excavate the burrow slowly and carefully and stop often to see if a tortoise is within reach. It may take several minutes or several hours to excavate a tortoise burrow, depending on its length and other characteristics.

If you are the only monitor present, we recommend the following. Depending on the size and depth of the burrow, carefully slide an appropriate-sized plank six inches to two feet into the opening. You could use a 1" x 2" plank for smaller burrows and a 2" x 4" plank for larger burrows. Gradually collapse the burrow onto the plank, and remove the soil from the burrow tunnel as you go. Do not collapse the burrow ahead of the plank. You should feel the shovel contact the plank with each stroke. In this way, you will avoid striking a tortoise with the shovel. Alternatively, you may use a second shovel instead of the plank, which will facilitate removing soil from the burrow as you collapse it.

B.4.c. Finding and removing all tortoises - Regardless of the excavation method, you should always excavate the burrow to its absolute end(s), then excavate an additional foot-or-so of harder soil beyond the suspected end to ensure that a tortoise is not behind a dirt "plug" or mound. Search all side tunnels within the burrow for tortoises, especially in kit fox dens. If a tortoise is found, do not assume that it is alone. After removing the first tortoise encountered, you should return to the burrow and continue to excavate it looking for additional tortoises. After excavating the burrow, leave it collapsed so that no tortoise may reuse it easily.

B.5. Finding tortoises in burrows

B.5.a. Taking temperature readings - When a tortoise is encountered during burrow excavation, we recommend that you stop digging and check and record the air temperature [thermometer shaded at 1.5 m (4.9 ft) above the ground] and ground temperature [thermometer shaded at 1.0 cm (0.4 in) above the ground].

B.5.b. Deciding if tortoises should be processed - Data collected in a consistent manner during construction projects will be useful to resource agencies developing mitigation measures for future projects. However, the health of a tortoise is your number one priority. Only process a tortoise (i.e., weigh, measure, sex, and photograph it; section **B.7.**) if the situation allows you to do so without harming it or neglecting additional tortoises that may enter the construction site. If you are unable to do more than move a tortoise out of harm's way and monitor it to ensure its safety, you have done your job. Skip section **B.7.** if the situation is not right for processing a tortoise. The following sections discuss situations where you should or should not process tortoises.

B.5.c. Specific considerations before processing tortoises

B.5.c.i. Tortoise temperature preferences - The preferred daytime body temperature of desert tortoises is 69 °F to 101 °F (McGinnis and Voigt 1971). The critical maximum body temperature is between 103 °F and 112 °F (Brattstrom 1965, Naegle 1976). Berry and Turner (1984) found that juvenile tortoises preferred air temperatures of 63 °F to 66 °F during March, and 77 °F to 83 °F during June. Consequently, more juvenile tortoises were located in the morning (76.1%) than in the afternoon (23.9%). USFWS (1991) requires that measures be taken to ensure a tortoise does not overheat if it is processed when air temperature exceeds 90 °F at 1.5 m above the ground or if ground temperature exceeds 95 °F. Unless detailed processing (i.e., weighing, measuring, and photographing tortoises) is specifically required by federal or state agencies, we recommend that tortoises **not** be completely processed when air temperature exceeds 90 °F or ground temperature exceeds 95 °F. Under such conditions, the tortoise should be only inspected (section *B.7.d.*, *B.7.e.*, *B.7.f.*), marked (section *B.7.g.*), and released (section *B.8.*).

B.5.c.ii. Other considerations - Based on the time of year and other conditions, we make the following recommendations to help you decide if tortoises should be processed. In this section, we assume that (1) you are authorized to handle tortoises during the authorized construction project, and (2) the tortoise must be moved out of harm's way regardless of extreme weather conditions or other potentially threatening situations.

B.5.c.ii.(a). During hot temperatures - When air temperature is greater than 90 °F or if the ground temperature is greater than 95 °F at the time you find a tortoise in a burrow that must be excavated, we recommend that you only inspect, mark, and release the tortoise (section *B.5.c.i.*); construction of an artificial burrow may be necessary (*B.5.f.*). If possible, only excavate burrows and remove tortoises when temperatures do not exceed these limits. If a tortoise is found aboveground when these upper temperatures are exceeded, and the tortoise must be moved from harm's way, place it in the shade of a shrub, ideally in the vicinity of a nearby burrow of similar size (*B.8.a.*).

B.5.c.ii.(b). During cold temperatures - When tortoises are likely inactive (section *B.5.e.*), prior to removing them from their burrows, construct an artificial burrow and place the tortoise inside after it has been processed. The USFWS requires that you receive written permission from the private land owner if a tortoise is to be placed on private property.

B.5.c.ii.(c). At or near sunset - If a tortoise with a midline carapace length (MCL) (section *B.7.h.*) less than or equal to 180 mm is rescued from the construction site at or near sunset, we recommend that it be held overnight in a clean, unused cardboard box and released the next morning near the capture site. A larger tortoise (i.e., MCL greater than 180 mm), which may be less prone to predation than a juvenile tortoise, does not need to be held overnight, but should be released under a shrub (section **B.8.** for more information on releasing tortoises). We recommend that the tortoise be monitored until it resumes normal behavior, "settles in" for the night, or until you are no longer able to watch it due to darkness. In such a situation, we recommend that you be at the release site at or before sunrise the next morning to look for and continue to monitor the tortoise.

B.5.c.ii.(d). If tortoises are seriously ill - If a tortoise has prevalent signs of Upper Respiratory Tract Disease (section *B.7.d.iv.*) or hyperthermia (section *B.6.a.i.*), or otherwise appears to be seriously ill, we recommend that you construct a burrow, place the tortoise inside, block its entrance (section *B.5.f.i.*), and call the USFWS or the action agency to inform them of the situation. If you are unable to reach the appropriate agency for further instruction, check the tortoise on the next day(s), continue to record observations on its health, and contact the agency as soon as possible.

B.5.c.ii.(e). Other situations - There will be times when you will be required to exercise judgment on the appropriate disposition of a tortoise. For example, if you are the only monitor on a pipeline project in an area of high tortoise density, you would not likely process tortoises because other tortoises may wander, unseen, into harm's way while you were doing so. You may put an "excavated" tortoise in an artificial, plugged burrow until pipe installation has moved out of the area. Use your common sense, and always keep the welfare of the tortoise in mind.

B.5.d. Transporting tortoises

B.5.d.i. Use a box - There are a few situations where a tortoise may be taken from the field, held overnight, and then released the next morning. We recommend that during transport each tortoise remain in a clean, unused cardboard box that is covered or closed. Newspaper placed in the bottom will absorb any urine that is voided. The box should be ventilated in such a way that a tortoise's leg or head will not get stuck. Never put more than one tortoise in a box. Do not allow tortoises to roam freely in the vehicle, nor should they be transported in shopping bags or other containers less sturdy than a new cardboard box. Mark the box or discard it immediately after use to be sure that it is not used for another tortoise.

B.5.d.ii. Precautions - Never place tortoises over the catalytic converter or other area that becomes hot with vehicle operation. Truck beds or floorboards should be padded and travel should be at speeds that minimize vibrations or shifting of the box. A tortoise should never be left unattended in a vehicle. During summer months, desert tortoises may be transported in an air conditioned vehicle as long as they are in a covered cardboard box and the vehicle interior temperature is maintained between approximately 75 °F and 80 °F. If a tortoise is taken during the winter inactivity period, it should be maintained at approximately 55 °F, which will be less stressful to it than much warmer temperatures, and may allow it to remain in a physiological state of hibernation.

B.5.e. Preliminary steps to handling tortoises - When a tortoise is encountered, stop digging. If it is during the tortoise inactivity period (i.e., typically during July and August, and between November and February, when tortoises are less likely found aboveground; in Arizona the inactivity period may begin in late May or June), we recommend that you or another monitor construct an artificial burrow into which the tortoise will be placed after processing. If it is during the activity period (i.e., when tortoises are typically found aboveground between March and June and again between September and October), we recommend that you place the tortoise in the shade of a shrub, or depending on conditions (section *B.5.c.ii.*), in an artificial burrow.

In previous federal Biological Opinions, the USFWS has recommended that a tortoise removed from its burrow be placed in a similar-sized burrow found in the area. We do not recommend this for the following two reasons: (a) there is the possibility of exposing a clinically healthy tortoise to URTD or another pathogen in the similar-sized burrow; and, (b) burrows are often too deep to tell if a resident tortoise is already in the burrow, and placing the "excavated" tortoise into an occupied burrow would result in stressing both tortoises. Therefore, if conditions are appropriate (section *5.c.ii.*), we recommend that the tortoise be placed *beside* a burrow of similar size or be placed in an artificial burrow as described below.

B.5.f. Constructing burrows - A reasonable amount of time to create an artificial burrow is from 30 minutes to several hours depending on the substrate. A suitable burrow may be created in several minutes using a gas-powered auger.

B.5.f.i. The "traditional method" - An artificial burrow is intended to provide immediate shelter and protection to a tortoise that was hibernating or aestivating when you removed it from its natural burrow. The following are guidelines to assist artificial burrow construction (after Tortoise Group 1994). The USFWS requires that you observe a field demonstration before constructing a burrow.

Dig a burrow that is (a) roughly the same orientation and size as the burrow from which the tortoise was taken, (b) six feet long, and (c) slanted downward about 15 to 20° below the horizontal line of the ground. Next, slide the plywood top onto the shelf. Avoid knocking dirt into the tortoise crawl space by inserting the plywood onto the three-sided shelf from the front end of the burrow. Do not drop the plywood onto the burrow from above. Once you are sure the plywood fits snugly, remove the plywood, smooth out the bottom of the burrow, and be sure that it will accommodate the tortoise. Loosen the soil along the floor of the crawl space to a depth of six inches to allow a tortoise to dig its way out should the plywood sag and possibly trap or pin it in the burrow. Replace the plywood and shovel dirt on top. Mound the dirt so that rain water will not puddle on top of the finished burrow.

We recommend that you cover the opening of the artificial burrow with rocks or wood for two or three days to ensure that the tortoise remains within the burrow and out of harm's way, or that it resumes hibernation or aestivation. This is particularly important if most of a tortoise's burrows have been lost to construction and it would be unable to find an existing burrow in a reasonable amount of time. After several days, when construction activities have left the area (i.e., as on a pipeline or transmission line), or when you are reasonably sure that the tortoise is safely hibernating or aestivating, **it is absolutely essential that you remove the rocks from the opening of the blocked burrow.**

B.5.f.ii. Another method - EnviroPlus (Goodlett 1992) has found that a safe burrow can be created quickly using a gas-powered auger. They have observed wild tortoises voluntarily enter these burrows shortly after they are made. Different-sized augers are available to create burrows for juvenile or large adult tortoises. With an extension, the burrow can be dug to a depth of about five feet. Using an auger, you can make a burrow that meets the criteria suggested above for a traditional burrow.

B.5.f.iii. Mapping and finding blocked burrows - If you block a tortoise inside a burrow, you must find that burrow in a few days to unblock it. Accurately map the burrow so that you can find it again. Additionally, we recommend that you mark the area. For example, Tierra Madre Consultants (LaRue 1993) marks burrows with lath or ribbon placed a standard distance and direction from each burrow. A cryptic message is written on the lath to show burrow location: "B23-2100FTS," to indicate that "Burrow #23 on Reach 2 is 100 feet south of the lath." The area must be discreetly marked to avoid attracting people or ravens to the burrow.

B.6. Handling tortoises

B.6.a. Precautions while handling tortoises

B.6.a.i. Avoiding hyperthermia - Do not expose a tortoise to direct sunlight. Keep it in the shade of your body, a shrub, a truck, etc. Remember that ground temperatures are much hotter than air temperatures. You should not place a tortoise on the hot ground, but may remove the top several inches of hot sand to expose a cooler layer below. Indications of hyperthermia may include aggressive struggling by the tortoise, a tortoise hot to the touch, frothing at the mouth (i.e., excessive salivation), or voiding of the bladder. The critical maximum body temperature for desert tortoises is between 103 °F and 112 °F (Brattstrom 1965, Naegle 1976).

If an animal begins frothing at the mouth (i.e., salivating excessively) it is probably nearing a lethal body temperature and immediate action is required: (a) if already constructed, place the tortoise in the artificial burrow, or create a pallet burrow in the shade of a bush and place the tortoise inside; (b) pour water on the ground beneath a shrub and place the tortoise in the shade on the water; (c) pour tepid (approximately 68-95 °F) water over the shell and/or wipe the skin and shell with a wet cloth; and, (d) if an air conditioned vehicle is available, place the tortoise into a box and take it into the cool vehicle (section *B.5.d.ii.*). Heat-stressed tortoises should not be released until they resume normal behavior. They should be monitored after release.

B.6.a.ii. Avoiding transmission of Upper Respiratory Tract Disease - At all times, you should handle a tortoise as if it has URTD, and in such a way that you will not transmit the disease from one tortoise to another. Much of the following information was developed by Dr. Kristin Berry (Berry 1993, 1988).

B.6.a.ii.(a). Treating clothing - Do not allow a tortoise to contact your clothing. If it does, change your clothes before handling another tortoise. Contaminated clothes should be washed before you wear them again while handling tortoises. It is advisable to have a change of clothes on-hand. Change your clothes, including your shoes, before leaving the site for another geographical region; (e.g., another valley or mountain range would be considered a separate region). Dipping the bottoms of your shoes into a sterilizing solution [section *B.6.a.ii.(d).*] or wiping them with a rag dipped in the solution may be sufficient for the shoes to be worn at another location. When visiting multiple sites on a single trip, always visit sites with known occurrence of URTD last. This will minimize the probability of spreading disease.

B.6.a.ii.(b). Treating vehicles - The USFWS recommends that you wash vehicle undercarriages and tires prior to traveling from a site where URTD is known or expected to occur to a site where URTD has not been reported. With appropriate planning, you should be able to accomplish this task.

B.6.a.ii.(c). Treating processing implements - The tips of calipers, which contact tortoises during shell measurements (section *B.7.h.*), may be covered with material to avoid direct contact with a tortoise and therefore contamination of the calipers. However, as with all other implements not directly contacting a tortoise, handling a tortoise, then handling the calipers results in contamination, and we believe that the instrument should be sterilized even if the tips are "protected." Alice Karl, who has handled tortoises for many years, only touches a tortoise with one hand, leaving the other one free and uncontaminated to handle the implements and record the data (personal communication, 6 August 1993). In such a case, the covered caliper tips are sufficiently protected. A metal or plastic rule may be used to measure the plastron (section *B.7.h.*), but do not use wooden rules, which are too porous and cannot be properly sterilized. Although using a file to notch tortoises is not used for construction monitoring, if a researcher uses this technique (only with prior approval from the USFWS), the file should also be sterilized before use on another tortoise.

B.6.a.ii.(d). Sterilizing solutions - The USFWS requires that you sterilize all materials that contact a tortoise in one of the following solutions: (a) 95% isopropyl alcohol, (b) 95% ethyl alcohol, or (c) 25% solution of chlorine bleach and water. However, given that the organism is now known to be a mycoplasma, Berry (personal communication, 1 March 1994), citing discussions with Dr. Elliot Jacobson, indicated that of these three solutions, only bleach would be effective against the organism. All implements should be soaked in the solution for at least 20 minutes prior to using them on a different tortoise.

B.7. Processing tortoises

Processing a tortoise (i.e., weighing, measuring, sexing, and photographing it) should only be done by experienced monitors. If you have never handled or processed a tortoise, we recommend that you obtain experience before doing so in the field. Careful practice on pet tortoises, or observing more experienced biologists handling tortoises in the field, are recommended. Experts say that with practice you should be able to process a tortoise in 15 - 20 minutes. We do not recommend that you process a tortoise if the temperature is too hot, or if there is a chance that a second tortoise may be endangered while you are processing the first one. If processing a tortoise will endanger it or other tortoises, or if you have little or no experience in processing tortoises, skip this section and continue with section **B.8.**

B.7.a. Maintaining sterile conditions - Before touching a tortoise, the USFWS requires that you put on clean latex disposable gloves, and that you have them on during the entire process. Even if you do not process the tortoise, but only move it out of harm's way, you should wear gloves. We recommend that if a glove is torn while handling the tortoise, which is likely when its toenails scrape the glove, you should put a new glove on over the torn one. Once used, disposable materials such as latex gloves, t-shirt bags, or surveyor's tape (section *B.7.b.*) must be disposed of promptly. We recommend that each monitor have a garbage bag on hand, and that disposable materials be placed in the bag immediately after use. For non-disposable materials, the USFWS requires that each item be sterilized before it is used on a separate tortoise [section *B.6.a.ii.(c).*]. Additional recommendations and USFWS requirements are given in subsections of section *B.6.a.ii.*

B.7.b. Weighing tortoises - If the situation allows, you may weigh a tortoise. Experts recommend weighing a tortoise immediately after it is removed from the burrow. This way you have a true weight should the tortoise void its bladder, and can weigh it afterwards to determine how much fluid has been lost. One reason for weighing a tortoise is to determine if it is underweight, which may be one sign that it has URTD or another disease.

B.7.b.i. Using spring scales - If you are using a spring scale, a plastic grocery bag, cotton string, or surveyor's tape may be used to suspend the tortoise from the scale. If you use string or surveyor's tape as a sling, be sure that the material is strong enough to support the tortoise. The tape may be doubled for use with very heavy tortoises. Smaller tortoises may be placed inside a grocery bag or ziplock bag and weighed. Larger tortoises can be weighed by making a sling with one loop of the bag placed posterior to its forelimbs and the other loop placed anterior to its hindlimbs. Never suspend a tortoise far from the ground; suspend the tortoise over sand rather than large rocks; keep weighing time to a minimum; and take every precaution to prevent the tortoise from falling.

The following scale sizes are recommended: (a) 0 to 100 g scale with a 1.0 g precision for small tortoises, (b) 1 kg scale with a 10 g precision for moderate-sized tortoises, and (c) 5 kg scale with a 50 g precision for large tortoises. *Pesola* brand spring scales have been recommended. It is best to use the smallest scale that will accommodate the weight of a tortoise. Occasionally a tortoise will weigh more than 5 kg; mark that information on the data sheet. Keep scales clean. When weighing a tortoise, hold the ring at the top of the scale to ensure that the scale is suspended vertically and the correct weight is being taken. Record the information on the data sheet. Note: Some researchers use electronic *Mettler* scales or *Chantillon* balances for more accurate weights.

B.7.c. Immobilizing tortoises

B.7.c.i. Using coffee cans - A desert tortoise may be placed on the top of a coffee can or other large can to facilitate observations and measurements as described in the following sections. The can should be large enough to support the tortoise and small enough to prevent any waving appendages from touching the can. (Note that coffee cans come in several sizes and can be "nested" in one another for ease of transport and for handling different-sized tortoises). Freedom to move its appendages may encourage a tortoise to extend its head, which allows you to observe the eyes, nares, chin glands, and beak where most signs of URTD are observed. The can must be sterilized before using it with another tortoise, or you may place waterproof plastic, such as a baggy, on top of the can, the tortoise on top of the plastic, and discard the plastic afterwards.

B.7.c.ii. Using towels - A tortoise may be held on a clean cloth between your knees as you kneel. Use your body to shade the tortoise during processing. You may scrape away the hot, upper surface of the soil down to a cooler level onto which you can place the towel and the tortoise. While holding the tortoise firmly between your knees, carefully press down on its back to immobilize it. The cloth prevents direct tortoise contact with your clothing, but may not prevent urine or nasal exudate from soaking through the towel and contaminating your clothes. If this happens, you should change your clothes before processing another tortoise. In either case, the cloth must be soaked in a disinfecting solution and laundered before it can be used on another tortoise. Disposable baby changing sheets have been suggested in place of cloth towels.

B.7.d. Observing tortoises - If the situation allows, we recommend that you observe a tortoise and record ectoparasites, shell lesions, signs of osteoporosis or osteomalacia, injuries, and evidence of URTD. Much of this information is taken from Berry (1993, 1988).

B.7.d.i. Ectoparasites - Potentially encountered parasites of tortoises include adobe tick (*Ornithodoros turicata*), mites (*Trombicula* sp.), and bot fly larvae (Family: Cuterebridae). In some areas, ticks are the most common parasite observed on wild tortoises. They generally adhere to the growth areas between scutes, particularly on rear marginal scutes. If present, mites will be found on the skin. Bot fly larvae would appear as a large swelling or bulge (1.0 - 1.5 cm long) on the neck, leg, or tail. There will be a small hole through which you may observe the larva. Experts recommend that you do not try to remove parasites. Such unnecessary handling would likely injure and/or stress the tortoise. We recommend that the numbers and locations of each parasite be recorded on the data sheet.

B.7.d.ii. Shell lesions - There are many types of lesions, ranging from injuries caused by predators to diseases of scute and bone. The field worker should look for and record any observations on scute and bone irregularities, discoloration, apparent damage (healed or healing), open wounds, holes, pits, etc. Since we do not know much about shell diseases in the desert tortoise at this time, photographs and written descriptions will be very useful. See section **B.7.h.** for taking photographs of plastrons.

B.7.d.iii. Osteoporosis and Osteomalacia - These diseases can manifest themselves to the observer by depressed scutes and/or thinning scutes with exposed bone beneath. Some scute depression and thinning is part of the normal aging process of the shell, or may result from nutritional deficiencies or pathologies. It is recommended that the field worker photograph such conditions and record the information on the data sheet.

B.7.d.iv. Upper Respiratory Tract Disease - Tortoises may have this disease and not show any obvious sign of it. Therefore, **treat every tortoise as if it has URTD to avoid spreading the disease to healthy tortoises.** Observe all tortoises for the following signs of URTD: (a) wheezy, rattling breath; (b) clear to green mucous coming from the nostrils or dirt caked around the nostrils; (c) dirt caked on forelimbs due to mucous being rubbed there; (d) puffy eyes or eyes sunken and dull; (e) swollen, oozing chin glands; (f) lethargic, with legs or head listlessly distended from shell; etc. Very low body weight, lack of skin luster, or a dry mummified appearance may be evidence of URTD or another disease (Kristin Berry, personal communication, 2 February 1994). We recommend that these signs or abnormal behavior be recorded on the data sheet. Photo-documentation of signs of URTD is strongly recommended.

B.7.e. Recording distinctive features - If the situation allows, we recommend that you record on the data sheet diagram any marks or anomalies (e.g., unique morphological features, damaged limbs, damaged shell, manmade marks on the shell, etc.). Captive tortoises may be marked with paint, have initials carved in their carapaces, have holes drilled in their marginal scutes, or have raised centers on their carapace scutes due to abnormally high growth rates. Some anomalies may include irregular gulars, extra vertebral scutes (normal is five), paired or malformed costal scutes (normal is four on each side), extra marginal scutes (normal is 11 on each side), or missing scutes. There may be too many or too few toes, or malformed toe nails. We recommend that you describe a tortoise in enough detail that another monitor would recognize it from your description. This information may be important to distinguish "problem" tortoises that persistently enter construction sites.

B.7.f. Sexing tortoises - If the situation allows, we recommend determining the sex of a tortoise if its midline carapace length (MCL) is greater than or equal to 180 mm (section *B.7.h.*); the sex of smaller tortoises is not easily, if at all, determinable. If the MCL is less than 180 mm, mark "sex unknown" on the data sheet. Generally, the following **male** characteristics may help differentiate them from females: (a) concave plastron; (b) longer, more curved gulars; (c) larger size; (d) longer, broader, more conical tail; (e) shorter, thicker toenails; and (f) larger, well-developed chin glands. For less experienced monitors, pay particular attention to the gular projection and the shape of the plastron, which are the two best characters for differentiating the sexes. For very large tortoises, you can feel the concave (male) or flattened (female) plastron or see it by holding the tortoise at eye level without turning the tortoise over on its back. When in doubt, record all other information and mark "sex unknown" on the data sheet.

B.7.g. Marking tortoises - If the situation allows and if you are required to mark a tortoise by painting an identification number on a scute, we recommend the following. Use a clean, sterile toothbrush to remove dirt from the left fourth costal scute, where the tortoise will be marked. If this scute is damaged, use the right fourth costal scute. The number is likely to last longer if placed on a rough, off-centered surface where shell-wear is less common, which is one reason only the fourth costal scutes are used for marking. Next, place a small dot (i.e., no larger than 1/4 inch diameter) of "white-out" or acrylic paint on the scute. Once the spot is dry, write the pre-arranged number on the spot using a waterproof, permanent black ink pen. Some biologists recommend using a capillary type technical pen with a point diameter of about 0.25 mm.

Allow the number to dry before applying epoxy. Devcon brand, five-minute epoxy has been recommended by some field-workers. It is advisable to mix the epoxy on a file card or piece of paper, then transfer the mixed epoxy to the number on the shell with something such as a toothpick, wooden coffee stirrer, or tongue depressor. Wait several seconds until the epoxy starts to thicken but is still liquid enough to spread over the numbered spot with ease. Cover the paint spot overlapping its edges just enough to seal the paint. **Never allow the epoxy to spill over onto the growth area, which occurs at the border between two scutes.** Anticipate this when applying the paint so there will be space for the epoxy to overlap the paint without entering the seams. It may be helpful to cover the margins of the scute with 1/2" wide masking tape before applying the epoxy, to ensure that the epoxy does not touch the growth area, especially on smaller tortoises. Record the assigned number on the data sheet.

B.7.h. Measuring tortoises - If the situation allows, while the epoxy is drying (be careful to avoid smearing the epoxy), we recommend that you measure the tortoise and record the following information on the data sheet: (a) carapace length at the midline (MCL), (b) plastron length from the gular notch to the anal notch (PLN), (c) width at the junction of the seventh and eighth marginal scutes (Width M7/M8), and (d) maximum height from the intersection of the abdominal and femoral scutes (i.e., at the junction of the two largest scutes on the plastron and the two immediately posterior) to the corresponding position on the carapace (Max height). The USFWS requires that all measurements be in millimeters. Use calipers for the most accurate measurements, or a plastic/metal rule as an alternative.

While taking measurements, tortoises are to be handled carefully. Do not turn the tortoise over to measure its plastron. This measurement can be made with the tortoise in an upright position. Mishandling may result in pulmonary edema, psychogenic shock, or intestinal torsion. If eggs inside a female are broken while you are handling her, she may die from egg yolk peritonitis.

B.7.i. Photographing tortoises - If the agency requires that you photograph processed tortoises, we recommend that you take the following color, **slide** photographs: (a) dorsal view of the carapace, (b) ventral view of the plastron, (c) the numbered scute, and (d) frontal view of the tortoise's face and forelegs. If the tortoise is too large for you to hold while taking a photograph of the plastron from the underside, do not take this photo. If present, have another monitor hold the tortoise while you take the plastral photograph. It is important that each object fill 80 - 90% of the frame and that the object be clearly focused. Kodachrome film has been suggested because the slides last longer with less discoloration than Ektachrome, for example. We recommend that the following information appear in the photograph: date, biologist's name, project name, and tortoise number. Two types of labels have been recommended:

(a) hold a small card adjacent to the tortoise so that the above information is clearly visible on the photograph without blocking the part of the tortoise being photographed; or,

(b) attach a 1/2" x 1/2", adhesive "Avery label" to the tortoise to allow for closer, more detailed photographs of the subject.

It is suggested that you keep a log of the photographs in your field notes (e.g., "Roll 1, Slide 23, carapace of Tortoise 4.") If you are inexperienced with photography, we recommend that you not photograph tortoises. If you are only somewhat experienced, we recommend that you shoot several test rolls of film prior to photographing tortoises in the field. Use only camera settings that produce the clearest slides. If available, we recommend that a second monitor take the photograph while you, the processor, hold the tortoise. We recommend that processed slides be labeled with the following information: date, biologist's name, project name, tortoise number, township, range, section, county, and state.

B.8. Releasing tortoises

B.8.a. Translocating tortoises - Once a tortoise has been processed, or moved out of harm's way, do not move the tortoise more than 1,000 feet from the collection site unless otherwise directed by the USFWS. You should carefully consider the situation before you release tortoises (section *B.5.c.ii*). The minimum distance from the edge of the construction zone that a tortoise can be translocated will be determined by its age and sex (different home range sizes), the presence or absence of tortoise-proof fencing around the perimeter of the construction zone, and the duration of the construction activity. The USFWS has required that tortoises removed from construction sites be placed in the shade of a shrub, in a natural unoccupied burrow, or in an artificial burrow (section *B.5*). We do not recommend that tortoises found aboveground be placed inside an artificial burrow, but rather released as described elsewhere (section *B.8.b*). Further, the DTC recommends that tortoises **not** be put into existing burrows for reasons given in section *B.5.e*. A tortoise should not be placed on private land without the written permission of the landowner.

B.8.b. Releasing tortoises

B.8.b.i. Temperature considerations - The USFWS requires that tortoises be released at a temperature that is suitable for activity, with reasonable expectation that the temperature will remain within the tortoise's thermal preference long enough for it to adjust to its surroundings. McGinnis and Voigt (1971) found the preferred daytime body temperature of tortoises to be 80.6 °F to 100.4 °F during July, and somewhat lower during May (section *B.5.c*). Some situations and recommended procedures are given in section *B.5.c.ii*.

B.8.b.ii. Discouraging urination - Many experts state that tortoises are most likely to urinate while being carried, and that the longer you handle them, the more likely they are to urinate. A tortoise may be more prone to void its bladder during drought conditions, which is also when water availability is at its lowest. You may discourage bladder voiding by pressing the tortoise's tail against its vent while you are carrying it. Also, press the tail against its vent if it starts to urinate. If it

does, record on the data sheet the quantity, color, and viscosity of the urine. If the tortoise has already been weighed, weigh it again to estimate the amount of lost fluid.

B.8.b.iii. Monitoring released tortoises - Upon releasing a tortoise, the USFWS requires: (a) that each tortoise be accompanied by an authorized monitor, (b) that each tortoise be monitored at the release site until it is exhibiting normal behavior, and (c) that there be no mass releases of animals.

C. FOLLOW-UP SUGGESTIONS

C.1. Caring for field supplies

Some of the materials you may use are very sensitive to desert conditions. Spring scales will register incorrect weights if they become clogged or rusty; surveyor's tape may become brittle and not support the weight of a tortoise; masking tape will dry up and be useless. It is best if you have well-maintained materials for handling tortoises. Non-disposable materials should be cleaned and sterilized between uses on different tortoises, and may need to be cleaned before using them at the beginning of a project if they have not been used in a long time. Care for field materials is equivalent to the care you can offer a desert tortoise.

C.2. Information sharing

The USFWS typically requires a follow-up report to construction projects authorized by their Biological Opinions. We recommend that each project be considered an opportunity to provide information to the resource agencies on the best ways to accomplish tortoise monitoring. We feel that a consistent approach to handling and processing tortoises and recording the data will ultimately benefit the conservation effort for the species. The DTC is very appreciative of the many individuals, representing many organizations, who have already shared information to develop these Guidelines. Their names are listed in Attachment 1, and they are to be commended for their invaluable input.

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DATA SHEET FOR HANDLING DESERT TORTOISES

Complete both sides of this data sheet when either a tortoise is moved out of harm's way, or a burrow is excavated and a tortoise found.

Project Identification

Date: _____ Project Name: _____ Monitor's Name(s) _____

Location: State: _____ County: _____

USGS quadrangle: _____ T: _____ R: _____ 1/4 of _____ 1/4 _____

Comments: _____

Project Description

Slope: _____ Aspect: _____ Elevation: _____

Topography

- _____ Flat
- _____ Small hills
- _____ Large hills
- _____ Small wash
- _____ Large wash
- _____ Bajada
- _____ Dune

Soil Type

- _____ Sandy loam
- _____ Blow sand
- _____ Gravel
- _____ Cobble
- _____ Caliche
- _____ Rocky
- _____ Pavement

Vegetation

- _____ Creosote bush
- _____ Saltbush scrub
- _____ Blackbrush
- _____ Desert wash
- _____ Joshua tree
- _____ Thorn scrub
- _____ Grassland

Location found

- _____ Burrow
- _____ Pallet burrow
- _____ Other
- _____ Under shrub
- _____ In open
- _____ Caliche cave
- _____ Rock shelter

Describe: _____

Tortoise Burrow Data

Time of excavation: Start: _____ End: _____ Burrow #: _____

Temperature during excavation (1.5m/1.0cm): Start: _____ End: _____

Burrow: Width: _____ Height: _____ Length: _____

Orientation: _____ Condition: _____

Burrow description/contents: _____

TORTOISE MEASUREMENTS AND OBSERVATIONS

Tortoise #: _____ Numbered Scute: _____ Tortoise Weight (g): _____ Sex: _____

Measurements (mm): MCL: _____ PLN: _____ Width M7/M8: _____ Max Height: _____

Photos Taken: Carapace: _____ Plastron: _____ Frontal: _____ Numbered Scute: _____

Comments: _____

Tortoise Health Profile (indicate the best description with an "x" in the appropriate space).

Nasal Description

- ____ Nostrils dry
- ____ Nostrils damp
- ____ Nostrils wet
- ____ Nasal exudate present
- ____ Bubbles from nostrils

Breathing

- ____ Clear
- ____ Wheezing
- ____ Rasping
- ____ Bubbly
- ____ Normal

URTD Determination

- ____ Sufficient sign present
- ____ Insufficient sign present

Describe: _____

Posture and Behavior

- ____ Alert, responsive
- ____ Lethargic
- ____ Appendages limp
- ____ Head hanging

Shell Disease*

- ____ Lesions present
- ____ Sunken scutes
- ____ Thinning scutes
- ____ None observed

Trauma*

- ____ Head
- ____ Forelimbs
- ____ Hindlimbs
- ____ Shell, gular horn

Describe: _____

* Sketch all features mentioned above, including the epoxied number, gular horn, anomalies, and other identifying features.

F. CHECKLIST FOR HANDLING DESERT TORTOISES

The following sequence is recommended for handling and processing tortoises. If this differs from an established sequence that you, as an experienced monitor, have developed, the DTC does not require that you abandon your approach, but that you consider the information. For the inexperienced monitor, we **do** recommend that you follow this sequence. Each step is cross-referenced with sections in the Guidelines. See the Table of Contents for page numbers. The bold word, "**data**," follows a given instruction where we recommend information be recorded on your data sheet, maps, or personal journal.

Before going to the field, be authorized (A.1.) and trained (A.2.), determine if tortoises are to be marked (A.3.), if so, develop a numbering scheme (A.4.), and have your materials organized (A.5.).

Upon finding a burrow, determine if it will be excavated (B.1.a.). If so, describe it beforehand (B.1.b. **data**) and decide if an artificial burrow is needed (B.1.c.). Map (B.2. **data**) and number (B.3. **data**) excavated and artificial burrows.

Before excavating a burrow, check for eggs (B.4.a.) and, if found, follow USFWS protocol for handling them (Attachment 3). Then, excavate the burrow (B.4.b.) and be absolutely sure that it is empty or that you have removed all tortoises (B.4.c.).

When you find a tortoise in a burrow, take the temperature (B.5.a. **data**) and decide if the tortoise should be processed (B.5.b. and B.5.c.).

Before you handle a tortoise, determine if it will be processed and how it will be disposed during hot temperatures [B.5.c.ii.(a).], during cold temperatures [B.5.c.ii.(b).], at or near sunset [B.5.c.ii.(c).], if the tortoise is seriously ill [B.5.c.ii.(d).], or during other situations [5.c.ii.(e).]. If the tortoise must be transported in a vehicle, use a new cardboard box (B.5.d.i.) and take precautions (B.5.d.ii.).

If an artificial burrow needs to be constructed (B.5.e.), use either the traditional method (B.5.f.i.) or another acceptable method (B.5.f.ii.). Take every precaution to ensure that the tortoise, if blocked in its burrow, is unblocked after several days (B.5.f.iii.).

When removing a tortoise from its burrow, avoid hyperthermia (B.6.a.i.), and take precautions to prevent the transmission of URTD (B.6.a.ii.) with proper treatment of clothing [B.6.a.ii.(a).], vehicles [B.6.a.ii.(b).], and processing implements [B.6.a.ii.(c).], using appropriate sterilizing materials [B.6.a.ii.(d).].

If the tortoise is to be processed, put on disposable gloves and maintain sterile conditions (B.7.a.), weigh the tortoise (B.7.b.i. **data**), immobilize it using a can (B.7.c.i.) or a towel (B.7.c.ii.), observe it for ectoparasites (B.7.d.i. **data**), shell lesions (B.7.d.ii. **data**), osteoporosis and osteomalacia (B.7.d.iii. **data**), and URTD (B.7.d.iv. **data**). Record distinctive features (B.7.e. **data**), sex the tortoise (B.7.f. **data**), mark it (B.7.g. **data**), measure it (B.7.f. **data**), and photograph it (B.7.i. **data**).

After the tortoise has been processed, release it into the adjacent area or place it in the artificial burrow (B.8.a.). Be careful of temperature extremes (B.8.b.i.), discourage tortoise urination (B.8.b.ii.), and monitor the tortoise (B.8.b.iii.).

After you leave the field, maintain your field materials in good working order (C.1.), and share your experiences with the USFWS (C.2.).

ATTACHMENT 1: PERSONS CONTACTED

Edward L. LaRue, Jr. assembled the information and drafted the Guidelines in 1994, and, with input from USFWS field offices in California, Arizona, Nevada, and Utah, revised them in April 1996 and again in July 1999. The following individuals were contacted to develop and/or review preliminary drafts. Not all of them responded to the initial or subsequent requests for information. For those who did, thank you very much for your invaluable assistance. When known, contributors' July 1999 affiliations are given rather than their 1994 affiliations. Tierra Madre Consultants, Inc. is given special thanks for its commitment to this project, and for much of the funding to complete it.

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ATTACHMENT 2: HANDLING SUPPLIES

Burrow excavation and construction

Thermometer (to measure air and ground temperatures)
Watch or clock (to record start and finish processing times)
Measuring tape (for burrow dimensions)
Compass (for burrow orientation)
Hand held mirror (for viewing inside burrow)
Leather or cloth gloves (to avoid animal stings and/or bites)
Blunt-nosed shovel(s) (for excavating burrow)
Garden trowel (for excavating burrow)
1" x 2" plank (to insert in small burrows)
2" x 4" plank (to insert in larger burrows)
4' x 8' x 1/4" thick plywood (for artificial burrow construction)
Hand saw (to cut plywood into appropriate size and shape)
Surveyor's tape (for marking a burrow or making a weighing harness/sling)

Tortoise handling and marking

Disposable latex gloves (for handling tortoise)
Different sizes of coffee cans/sterilized towel (for immobilizing tortoise)
Toothbrush, sterilized (for cleaning dirt from scute to be numbered)
Acrylic paint or typewriter correction fluid (for making dot to number tortoise)
Waterproof, capillary pen (for numbering the tortoise and keeping notes)
1/2" masking tape (to cover growth areas prior to applying epoxy)
Epoxy, toothpicks, wooden coffee stirrer, tongue depressors (to cover the number on the scute and to apply the epoxy)
Plastic, ziplock bags (for holding used latex gloves and weighing juvenile tortoises)
Hand lens (for observing parasites)
95% ethyl or isopropyl alcohol, or 25% chlorine solution (for sterilizing equipment)
Rubber/plastic container and lid (for soaking instruments)
New, disposable cardboard boxes (for holding and/or transporting tortoises)
Garbage bags (for disposing of used gloves, t-shirt bags, etc.)

Tortoise measurements and photography

Grocery, t-shirt bags, surveyor's tape, cotton string (to weigh the tortoise)
Calipers (for measuring carapace length, width, and height)
Metal or plastic rule (to measure plastron length)
100 g, 1.0 kg, and 5.0 kg tubular spring scale (to weigh small and large tortoises)
3" x 5" file cards (for mixing epoxy and identifying photographic slides)
Avery labels or other stickers (to attach to tortoise to identify photograph)
35 mm camera (for taking photographs)
Slide film (for taking photographs)

Egg handling

Felt-tipped pen (for marking eggs)
Bucket (for transporting eggs)

Miscellaneous

Agency document(s) regulating the specific project (e.g., USFWS Biological Opinion, State Memorandum of Understanding, BLM Stipulations, etc.)
Handling Guidelines and checklist
Agency approved, sequential numbering scheme for marking tortoises
Project maps for mapping tortoise burrows
Clipboard
Data sheets
Pads or blanket for truck bed to cushion transported tortoise and reduce heat
Phone number and contact person of local USFWS field office, State fish and game departments, BLM field office, etc.
Phone number of nearest qualified veterinarian to treat injured tortoise
Extra change of clothing, including extra shoes

(Much of this list is taken from McCullough et al. 1993)

ATTACHMENT 3: EGG HANDLING PROTOCOL

This Egg Handling Protocol is taken verbatim from U.S. Fish and Wildlife Service File No. 1-5-93-TA-390. Wording concerning placing eggs on private lands was added to be consistent with USFWS recommendations for the Tortoise Handling Guidelines.

Tortoise eggs shall be moved to artificial nests either in the wild or at an approved facility. Biologists must receive special training in the procedures outlined below, but such training can be obtained after a nest is actually found. If this is done, the nest shall be carefully covered with soil so as not to move the eggs and protected until on-site training is provided. The responsible federal agency shall ensure that this training is made available.

Any nest that is found shall be carefully excavated by hand at a time of day when the air temperature six inches above the ground is approximately equal to the soil temperature at egg level. Immediately upon finding a nest, large tool use shall be discontinued and the nest excavated by the biologist using his or her hands. [DTC recommends that the monitor put on disposable latex gloves before marking and handling eggs]. Before disturbance of nest contents, each egg shall be gently marked with a small dot on the top using a felt-tipped pen to establish the egg's orientation in the nest. In handling nest contents, eggs must be maintained in this orientation at all times. Because egg shells become extremely fragile in the last few weeks before hatching, special care shall be taken with eggs found from August to mid-October. Because these eggs are very fragile, some may break during handling. This will be lethal to egg contents. Such an accident can be expected to occur until techniques are developed to avoid this type of incident. Broken eggs shall be buried nearby and left in the field, or the contents preserved and provided to qualified researchers.

The biologist shall measure and record the depth of the nest below the soil surface, the location of the nest in relation to any adjacent shrub (i.e. whether on the north, south, east, or west side of the shrub), the species of shrub and its approximate foliage volume, and the soil type. Place approximately 1 inch of soil from the nest area in a bucket and carefully transfer the eggs to the bucket, maintaining egg orientation. Cover the eggs with soil that is free of cobbles and pebbles, to a depth equivalent to that of the original nest.

If good tortoise habitat is available in the general area, the eggs shall be relocated between 150 to 1,000 feet from outer boundary of the project site, unless directed differently by USFWS. [Eggs should only be placed on lands administered by a federal agency, or on private lands when a written authorization to bury the eggs there has been obtained]. Prepare a nest with the same depth, orientation, location in relation to a specific shrub species, and in the same soil type as the original nest. Carefully transfer the eggs, maintaining their original orientation, to the new nest. The eggs shall be replaced so that they touch one another. Gently cover with soil from which cobbles and pebbles have been removed so that all the air spaces around the eggs are filled. Relocated nests in the wild shall be monitored by a qualified biologist. The monitoring program shall be developed in consultation with the Fish and Wildlife Service.

If a suitable site for a nest is not available in the wild, the eggs shall be prepared for incubation in a suitable holding facility. Place a small amount of soil in a bucket and transfer the eggs to the bucket using the technique specified above, making sure that the eggs are touching one another. Carefully fill the bucket to the depth of the original nest, but leave the top of the soil layer three inches below the rim of the bucket so that future hatchlings cannot escape. Bury the bucket in soil in a safe location at an approved holding facility.

The biologist shall record in detail all the procedures used in moving eggs. Personnel caring for incubating eggs at a facility shall maintain a record of where the eggs were found, method of incubation, length of time and conditions under which the eggs were incubated, observations of eggs during the incubation period, information about hatchling health and behavior, and disposition of the hatchlings.