



**Species of Management Concern  
Standard Operating Procedure**  
Prince George Business Area  
2025-07-25

## INTRODUCTION

BCTS is committed to manage Species at Risk identified through federal and provincial legislation, as well as to meet Sustainable Forest Management certification requirements. Additionally, some species and species habitat features do not have legal requirements but are still recognized by BCTS as needing additional management guidance. Together these species are referred to as Species of Management Concern (SOMC).

This SOMC Standard Operating Procedure (SOP) is intended to provide guidance to all BCTS staff and contractors. The corporate framework on the development of the SOMC program is outlined in the provincial [BCTS Species and Ecosystems of Management Concern Program Guide](https://intranet.gov.bc.ca/assets/intranet/flnrord/bcts/tos/sustainability/somc/somc_program_guide.pdf) ([https://intranet.gov.bc.ca/assets/intranet/flnrord/bcts/tos/sustainability/somc/somc\\_program\\_guide.pdf](https://intranet.gov.bc.ca/assets/intranet/flnrord/bcts/tos/sustainability/somc/somc_program_guide.pdf)).

## SCOPE

This SOP covers all aspects of forestry planning, block and road development. It includes and applies to relevant Business Area staff, licensees, and contractors working for BCTS.

The SOP applies to the Business Area Focus Lists titled prince\_george\_ba\_fous\_list.xlsx found on the [external certification website](#). The focus lists and all other related Species of Management Concern files should always be downloaded from the website to ensure they are the most current file.

This SOP is inclusive of areas noted within the [Forest Stewardship Plans \(FSP\)](#) in the business area:

- *BCTS Operations in the Prince George Forest District, TFL 30, TFL 53, Mackenzie Timber Supply area, Robson Valley Timber Supply area and the Kwadacha First Nations Woodland License.*
- *Any other land tenure in which BCTS operates as a forest land management partner with 3<sup>rd</sup> party entities, e.g., community forests, disposition agreements, etc. (note that if timber is to be sold as SFI certified, then this and other aspects of the SFI Certification program must be applied)*

## OBJECTIVES

1. Meet legal and Sustainable Forestry Management certification obligations.
2. Define the steps and procedures that are required to effectively manage and protect SOMC.
3. Identify who have the responsibility to complete the procedures outlined in this SOP.
4. Educate BCTS staff, Licensees, Permittees, and Contractors in the identification, and management of SOMC.



## STANDARD OPERATING PROCEDURE

<b>1. SOMC Program Maintenance</b>	
Procedure	Responsibility
<p>If your SOMC program is based on corporate resources, annually check the <a href="https://intranet.gov.bc.ca/for/bcts/sustainability/sustainability/species-of-management-concern">SOMC intranet site</a> (<a href="https://intranet.gov.bc.ca/for/bcts/sustainability/sustainability/species-of-management-concern">https://intranet.gov.bc.ca/for/bcts/sustainability/sustainability/species-of-management-concern</a>) for updates to the materials. Ensure the current version of these products are used as the BA SOMC Focus List and for training. Complete updates as necessary before training and distribution of SOMC materials.</p>	<p><i>Planning Officer, CSO</i></p>
<p>If your SOMC program has been developed through a BA specific process, annually engage the services of a qualified registered professional to review and update SOMC program materials (Focus List, field cards, awareness sheets) to reflect changes in regulations or conservation status, occurrence information, certification requirements, or management direction that must be considered. Complete updates as necessary before training and distribution of SOMC materials.</p>	<p><i>Planning Officer, RPBio</i></p>

  

<b>2. TRAINING and AWARENESS</b>	
Procedure	Responsibility
<p>Conduct SOMC awareness training session for BCTS staff and multi-phase contractors, as per EMS Table 008-1 and 008-2. Training is to be completed at a recommended frequency of at least every 2 years; attendance must be recorded. At a minimum training content should include background on legal and certification requirements related to SOMC as well as a review of the local Focus List species and available resources.</p>	<p><i>Planning Officer, Planning Forester, Contractors as applicable</i></p>
<p>Provide all BCTS field staff and multi-phase contractors with training materials, applicable SOPs / Best Management Practices and reference materials to be used for species recognition and management in the field.</p>	<p><i>Contract Coordinator, CSO</i></p>
<p>TSL holder awareness training will occur at pre-work meetings as described in Section 4.</p>	<p><i>Ops Tech</i></p>

  

<b>3. PLANNING</b>	
Procedure	Responsibility
<p>Prior to starting any block or road layout works, identify any known occurrences of SOMC or their habitat as part of the Planning-to-Operations Handover (release) process/FSP Conformance Rational document. If occurrences are identified, discuss the management implications with the contractor.</p>	<p><i>Planning Forester, Practices Forester</i></p>



<b>4. PRE-WORKS</b>	
<b>Procedure</b>	<b>Responsibility</b>
<p><b>For TSLs</b> --Review the following:</p> <ul style="list-style-type: none"> <li>• SOMC operator awareness sheet</li> <li>• Wildlife features in the vicinity of the planned activities</li> <li>• BCTS' plan to manage any known features including timing restrictions or any other requirements for the TSL, as well as any relevant results and strategies in the FSP</li> <li>• Reporting procedure if a species occurrence is identified (i.e., reference EMS EFPs)</li> </ul>	<p><i>TSL Coordinator, Ops Tech</i></p>
<p><b>For planning and development contracts</b> (e.g., cutblock and road layout, multi-phase, road construction, etc.) -- Review the following:</p> <ul style="list-style-type: none"> <li>• Species of Management Concern Focus List</li> <li>• Wildlife features in the vicinity of the planned activities</li> <li>• Management strategies to be considered (from legal orders, FSP, BA SOP's, etc.)</li> <li>• Reporting procedure if a species occurrence is identified</li> </ul>	<p><i>Practices Forester, Planning Forester, Ops Tech</i></p>

<b>5. FIELD ASSESSMENT</b>	
<b>Procedure</b>	<b>Responsibility</b>
Provide all BCTS field staff and contractors with the SOMC Field Cards to be used for species recognition and management in the field.	<p><i>CSO, Contract Coordinator</i></p>
<p>If a SOMC or SOMC habitat feature is identified in the field:</p> <ul style="list-style-type: none"> <li>• engage a qualified registered professional if required to confirm identification of a species or status of a habitat feature,</li> <li>• follow the Field Action protocol on the Field Card,</li> <li>• record relevant information, take photos and document the location,</li> <li>• notify the Practices Forester (or other designated BCTS contact)</li> </ul> <p><i>See Section 7. REPORTING for additional requirements.</i></p>	<p><i>BCTS Staff and Contractors</i></p>
Once a SOMC is identified, develop a specific management protocol using any additional supplemental species information, local BMPs or SOPs and/or by consulting a qualified registered professional if required.	<p><i>BCTS Staff and Contractors</i></p>
<p>Depending on the SOMC in question and site specifics, management options will vary and may include:</p> <p><b>Avoidance/Protection:</b> Exclude the SOMC habitat or feature from the Exhibit A area or protect it through establishment of some form of reserve within the TSL.</p> <p>Note: If the feature is incorporated into a WTRA ensure the associated RESULTS submission includes the appropriate silviculture reserve objective code. It is recommended the reserve be excluded from the Exhibit A area to ensure licensees cannot relocate the reserve.</p>	<p><i>BCTS Staff and Contractors</i></p>



<b>Modified practice:</b> results or strategies from an approved FSP, professional recommendations or other mitigating practices from a BMP may be appropriate to describe in the TSL Highlights, Site Plan and/or TSL document. Please contact BCTS Provincial Operations staff if advice is required on how best to approach the situation.	
Identify the location of known occurrences of SOMC habitat features on the Site Plan, Road Construction and Harvest Plan maps. Identify any areas of concern or recommendations relating to the management of the identified features, including any species or site specific management requirements, if applicable.	<i>BCTS Staff and Contractors</i>
Submit the spatial location of the identified SOMC or SOMC habitat feature to BCTS as per the “ <i>Digital Submission Standards – User Guide</i> ”, including all the necessary data required to report the occurrence to the BC Conservation Data Centre.	<i>BCTS Staff and Contractors</i>
When the Final Development Package submission is received, update the local BCTS spatial layer to include any SOMC habitat features identified as part of the development.	<i>BCTS GIS</i>

<b>6. FOREST OPERATIONS</b>	
<b>Procedure</b>	<b>Responsibility</b>
Insert any relevant clauses or wording related to timing restrictions or other management requirement associated with the SOMC habitat feature into the TSL Highlights or other contractual documents. Wording of any such clauses should be reviewed by BCTS Provincial Operations to ensure enforceability.	<i>Eng Tech, Ops Tech</i>
As part of the Harvest and Roads pre-work process, notify contractors (road construction) and TSL holders (road construction and harvesting) of the location of any known SOMC or SOMC habitat features, and any special management requirements associated with the features identified within a development area.	<i>Eng Tech, Ops Tech</i>
Monitor forest operations to ensure that all applicable SOMC management strategies are properly implemented by contractors and TSL holders operating within the BA. Follow the inspection and monitoring requirements established under the BA’s Environmental Management System (EMS).	<i>Eng Tech, Ops Tech</i>
If a previously unidentified SOMC or SOMC habitat feature is discovered during the forest operations, notify BCTS immediately. <i>See Section 7. REPORTING for additional requirements.</i>	<i>Licensee, Contractor</i>
<b>For forest operations under BCTS Contract</b> --If a previously unidentified SOMC or SOMC habitat feature is discovered, develop, and implement a specific management plan for the species using the species supplemental information or by consulting a qualified registered professional. Modify the ‘works’ contract if/as required to implement the associated protocol.	<i>BCTS Staff/Multi-phase Contractor, RPBio, Works Contractor</i>
<b>For forest operations under TSLs</b> --If a previously unidentified SOMC or SOMC habitat feature is discovered by the licensee, support as required to create and	<i>BCTS Staff, Licensee</i>



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implement a management protocol for the species or feature. Methods to support could include sharing any relevant BCTS protocols / procedures or providing advice to develop a management plan.	
If a previously unidentified SOMC or SOMC habitat feature is discovered during harvesting or road construction and the applicable First Nation has requested to be notified, the Practices Forester will notify the Planning Forester/Indigenous Relations Liaison, who in turn will notify the First Nation as soon as possible after discovery.	<i>Practices Forester, Planning Forester, IRL</i>
During and at the completion of harvesting or road construction, as part of the periodic inspections and monitoring required under the BCTS EMS, assess adherence to any SOMC requirements such as timing windows or protection of habitat features. If any SOMC requirements were not met, conduct an EMS Incident Investigation ensuring details are documented on the Incident Report Form (CHK-009) and entered into the LRM EMS Certification Module. Notify Practices Forester and CSO. If you suspect a potential non-compliance with a legal requirement, C&E must be notified.	<i>BCTS Staff, Practices Forester</i>

<b>7. REPORTING</b>	
<b>Procedure</b>	<b>Responsibility</b>
Submit occurrences of SOMC or SOMC habitat features to the BC Conservation Data Centre, using the <a href="https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information">Incidental Observations</a> submission process (https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information). Note: Species to be reported to the BC CDC include all Red or Blue-listed species and their nests or dens, species included on Schedule 1 of the <i>Species at Risk Act</i> and their nests or dens.	<i>Multi-phase Contractor, Practice Forester</i>

<b>8. CONTINUOUS IMPROVEMENT</b>	
<b>Procedure</b>	<b>Responsibility</b>
On an annual basis, review the business processes relating to the BA's SOMC management and update the processes, as required.	<i>BALT/CSO</i>

### Additional SOMC Resources

BC Conservation Data Centre:

- iMap tool [Conservation Data Centre \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information)
- Species and Ecosystem Explorer [Search Criteria \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information)
- Submit Wildlife and Plant Data – Incidental Observations [Submit Wildlife / Plant Data and Information - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information)

BCTS SOMC Intranet Site [Species of management concern - Ministry of Forests \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-data-information/submit-wildlife-data-information)



Government Plants, Animals and Ecosystems Website [Plants, Animals & Ecosystems - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/plants/animals_ecosystems/)