



PO Box 201800 • 1201 11th Avenue • Helena, MT 59620-1800 • fax 406.444.0266 • tel 406.444.5363 • <https://mtnhp.org>

Date

Name & Address of Requestor

[Redacted address information]

Dear [Redacted name],

You have requested a download of data records in GIS format from the Montana Natural Heritage Program (MTNHP) for [Redacted specifics of request]. In order to document the MTNHP's intent regarding how digital data should be used and to educate users regarding the extent and limitations of the data, MTNHP requires a signed acknowledgment that specifies appropriate and inappropriate uses of the data involved.

A copy of such an acknowledgment is attached to this letter. Please review the document and, if acceptable, please sign and return to MTNHP. Once we have received the signed document, we will deliver the dataset and a copy of the acknowledgment. If this document is not acceptable, please feel free to call or email me to discuss an acceptable agreement.

We appreciate the chance to contribute information to your project and look forward to working with you and your organization in the future.

Sincerely,

Bryce Maxell, Program Coordinator
Montana Natural Heritage Program
1201, 11th Avenue
Helena, MT 59620
(406) 444-3989
bmaxell@mt.gov

APPROPRIATE DATA USE ACKNOWLEDGMENT

I. The SIGNATORIES acknowledge that they have read and understand the following information:

- Montana Natural Heritage Program (MTNHP) products and services are based on biological data and the objective interpretation of those data by professional scientists. MTNHP does not advocate any particular philosophy of natural resource protection, management, development, or public policy.
- MTNHP has no natural resource management or regulatory authority. Products, statements, and services from MTNHP are intended to inform parties as to the state of scientific knowledge about certain natural resources, and to further develop that knowledge. The information is not intended as natural resource management guidelines or prescriptions or a determination of environmental impacts. MTNHP recommends consultation with appropriate state, federal, and tribal resource management agencies and authorities in the area where your project is located.
- Information on the status and spatial distribution of biological resources produced by MTNHP are intended to inform parties of the state-wide status, known occurrence, or the likelihood of the presence of those resources. **These products are not intended to substitute for field-collected data, nor are they intended to be the sole basis for natural resource management decisions.**
- MTNHP does not portray its data as exhaustive or comprehensive inventories of rare species or biological communities. **Field verification of the absence or presence of sensitive species and biological communities will always be an important obligation of users of our data.**
- MTNHP responds equally to all requests for products and services, regardless of the purpose or identity of the requester.
- Because MTNHP constantly updates and revises its databases with new data and information, products will become outdated over time. Interested parties are encouraged to obtain the most current information possible from MTNHP, rather than using older products. We add, review, update, and delete records on a daily basis. Consequently, we strongly advise that you update your MTNHP data sets at a minimum of every four months for most applications of our information.
- MTNHP data require a certain degree of biological expertise for proper analysis, interpretation, and application. Our staff is available to advise you on questions regarding the interpretation or appropriate use of the data that we provide. See [Contact Information for MTNHP Staff](#)
- The information provided to you by MTNHP may include sensitive data that if publicly released might jeopardize the welfare of threatened, endangered, or sensitive species or biological communities. This information is intended for distribution or use only within your department, agency, or business. Subcontractors may have access to the data during the course of any given project, but should not be given a copy for their use on subsequent, unrelated work.
- MTNHP data are made freely available. Duplication of hard-copy or digital MTNHP products with the intent to sell is prohibited without written consent by MTNHP. Should you be asked by individuals outside your organization for the type of data that we provide, please refer them to MTNHP.
- MTNHP and appropriate staff members should be appropriately acknowledged as an information source in any third-party product involving MTNHP data, reports, papers, publications, or in maps

that incorporate MTNHP graphic elements. The following is a suggested citation format: *Montana Natural Heritage Program. Species Occurrences for {species or species group} in {geographic filter, if applicable} Montana [Data set]. Retrieved January 1, 2024. Available from: <https://mtnhp.org>*

- Sources of our data include museum specimens, published and unpublished scientific literature, field surveys by state and federal agencies and private contractors, and reports from knowledgeable individuals. MTNHP actively solicits and encourages additions, corrections and updates, new observations or collections, and comments on any of the data we provide.
- MTNHP staff and contractors do not enter or cross privately-owned lands without express permission from the landowner. However, the program cannot guarantee that information provided to us by others was obtained under adherence to this policy.

II. MTNHP will deliver records of [REDACTED] in the vicinity of [REDACTED], in accordance with the request made by [REDACTED].

A. The following are appropriate uses of the dataset by [REDACTED] until four months after the date of the initial request.

1. Analyses supporting the [REDACTED]. Four months after the initial date of the request, a new request for MTNHP data should be made.

B. All uses of the dataset not specified in II-A of this agreement are inappropriate and shall not be attempted by [REDACTED]. These include, but are not limited to:

1. Analyses not directly related to the [REDACTED] request to MTNHP [REDACTED]; this includes delivery of all or part of the dataset to any third party for any use other than analyses supporting the completion of the work described above.

Signature

Date