

MARK WILLIAMS
COMMISSIONER

EDDIE HENDERSON
COLONEL

MEMORANDUM

TO: Scientific Collecting Permit Applicants
FROM: Special Permit Unit
SUBJECT: Instructions for Completing Application

Please note: As of July 1, 2017 a price increase to this permit will be in effect. As always please check our website often to print paper applications processed by the Special Permit Unit. We do minor updates to applications frequently.

The memo is in reference to meeting requirements for a Scientific Collecting Permit as provided for by Official Code of Georgia Annotated § 27-2-12. Attached is a copy of the law's provisions and requirements and an application form, which you must complete and return to the Law Enforcement Division, Special Permit Unit, in Social Circle. Please follow these guidelines:

To prevent unnecessary delays in the approval of your request, all applications must include the following: (a) **completed application form**, (b) **project proposal or justification** (c) **Curriculum Vitae for applicant and proposed sub-permittees**, (d) **\$80.00 permit fee**, e) **Mark at top of application if this is a Business account (Using a FEIN#, Tax ID#), or if Individual Account, use social security number. Date of Birth is required either way.**

1. and (e) **address for service of legal process if applicant resides outside the State of Georgia.** All permits expire March 31, but renewal applications can be submitted prior to April 1 if a report is included or special provisions made for reporting later. Allow at least four to six weeks for the processing of your application. If this is a renewal applications please include a complete report of collection activities, which also include observations not just physical collections. If this is a new application please disregard the enclosed report, but make note of its design and information needed when your report is due electronically at zachariah.abouhamdan@dnr.ga.gov . (Only Report)
2. If your collecting needs are for other than research (for which a project proposal is necessary), a complete written justification must accompany your application. Examples of activities, which require justification, are: obtaining specimens for teaching or museums and certain environmental monitoring activities.
3. All conditions of the permit and all requirements of both state and federal law and regulations must be met. If your project requires collecting on U.S.D.A. Forest Service (USDA-FS) lands, a copy of your USDA-FS Letter of Authorization must accompany this application. For information on obtaining this letter, contact Nelson E. Gonzalez-Süllow, USDA-FS, Forest Environmental Coordinator, Chattahoochee-Oconee NFs – Supervisor's Office, 1755 Cleveland Hwy, Gainesville, GA 3051 or call 770-297-3051.
4. Master permits are intended for use by professors, supervisors, and research project leaders who will have persons collecting for them or under their supervision when the master permittee may not always be present.
5. Please use discretion in the use of these permits in order to ensure their continued availability as a valuable tool of both this Department and the scientific community.
6. * Submit application with fee. You may pay by check, money order, and by credit card.
7. ****When applying for a Scientific Collecting permit, please note that if you submit an application before April 1st, of the current year, once approved, your application will be processed for the current year and will expire on March 31 st of that current year. Therefore, you will have to submit a renewal application with required documents and fee, in order to continue your projects past the March 31st date of the current year. If the permit is processed April 1 or after you will be issued the next year's permit.**

Rev/ 7/18/ jrh

Department of Natural Resources
Law Enforcement Division
Special Permit Unit
2070 US Hwy 278 S.E
Social Circle, GA 30025
770-918-6408

SCIENTIFIC COLLECTING PERMIT
\$80.00 FEE MUST ACCOMPANY APPLICATION

Business **Individual**
FEIN # _____

Attach additional sheet if needed for any item below)
(Fee includes the cost of the license plus a \$5 transaction fee.)

1. Applicant Name: _____
Address: _____
City: _____ State: _____ Zip: _____ County: _____
Email: _____
Business # _____ Cell # _____
Date of Birth _____ (required)
Social Security #: _____ (If Individual account)
Drivers License # _____ State _____

2. Address and phone number for service of legal process:
Provide one of the following:
(1) An address in Georgia where applicant can be personally served with legal process
(2) Appointment of an agent in Georgia for acceptance of service of legal process, together with the agent's Georgia address; or
(3) Designate the Secretary of State of Georgia for service of legal process.

3. College, University, or Scientific Affiliation:

4. Please check if you will have sub-permittees collecting outside of your direct supervision _____ (If so, attach a list of sub-permittees.)

5. I desire to collect the following species:

6. **Collection Dates or Frequency:**

7. I desire to collect by the following methods (specify type, size of gear, etc):

If paying by Credit card, enter card # here: _____ / _____ / _____ / _____ Amount \$ 80.00

Type of card: Visa: MasterCard: Discover Expiration Date: ____/____/____ Security Code # _____

Credit Card Signature: _____ Zip Code _____

8. Please check the taxonomic groups you would like to be permitted for:

- | | | | |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Amphibians | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Birds | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Reptiles | <input type="checkbox"/> Migratory | <input type="checkbox"/> Non-migratory | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Freshwater Fishes | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Freshwater Mussels and/or Snails | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Non-Mussel Freshwater Invertebrates | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Coastal & Estuarine Fishes | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Coastal & Estuarine Invertebrates | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |
| <input type="checkbox"/> Mammals | <input type="checkbox"/> Non-listed | <input type="checkbox"/> State Listed | <input type="checkbox"/> Federally Listed |

List Specific species and numbers to be collected here (use attachments if necessary):

<u>Species or Groups</u>		
<u>Common Name</u>	<u>Scientific Nomenclature</u>	<u>Numbers</u>

9. I desire to collect at the following locations (for aquatic species, please check the river basins where you plan to collect during the permit year. For other species please indicate the county, physiographic region or specific land area where you wish to collect). Please be as specific as possible to ensure a speedy processing of the permit.

- | | | |
|--|--|---|
| <input type="checkbox"/> Tennessee Basin | <input type="checkbox"/> Coosa Basin | <input type="checkbox"/> Tallapoosa Basin |
| <input type="checkbox"/> Chattahoochee Basin | <input type="checkbox"/> Savannah Basin | <input type="checkbox"/> Oconee Basin |
| <input type="checkbox"/> Ocmulgee Basin | <input type="checkbox"/> Flint Basin | <input type="checkbox"/> Ogeechee Basin |
| <input type="checkbox"/> Altamaha Basin | <input type="checkbox"/> Satilla Basin | <input type="checkbox"/> Suwannee Basin |
| <input type="checkbox"/> Saint Marys Basin | <input type="checkbox"/> Ochlockonee Basin | |

O.C.G.A. § 16-10-20: "A person who knowingly and willingly makes a false, fictitious, or fraudulent statement...in any matter within the jurisdiction of any department or agency of state government...shall, upon conviction thereof, be punished by a fine of not more than \$1000 or by imprisonment for not less than one or more than five years, or both."

Date

Signature (in ink)

FORMAT
For Project Proposals
Submitted With Scientific Collecting Applications

I. Study Title: (A brief concise, descriptive title is desirable.)

A. Program Needs:

(Describe the specific management problem to be addressed and explain why it must be resolved.)

What?

B. Objective:

(State the objective(s).)

Why?

C. Justification:

(Identify the user(s) of the information to be generated and indicate how the findings will be implemented. Explain the results and expected benefits to fish and wildlife or relate the accomplishment of the objective to succeeding steps that will lead to these achievements.)

What is known?

D. Status: (What has gone on before?)

(State what is already known about the objective. This should include pertinent information from literature review and correspondence or consultation with other workers as well as your own prior studies. Other similar efforts should be discussed in relation to this study. Historical perspective is pertinent for surveys. A bibliography demonstrating an adequate literature review should be included as a supporting document.)

How?

E. Procedures: (Give by discrete tasks)

(Fully explain the approach or plan of action. This should provide the organizational framework and logical sequence of events that will lead to attainment of the study objective. The job objectives should be listed to show that their attainment collectively will accomplish the study objective. Detailed procedures of each job should be presented in job descriptions. Identify cooperators and their roles. Explain contractual arrangements and any agreements made for accomplishment of the study objective.)

When?

F. Schedule:

Where?

G. Geographic Location:

(Locate the study precisely by description or map. If work is to be Statewide, so indicate.)

Who?

H. Personnel:

(Identify supervisory and technical personnel responsible for the study.)

(Signature)

(please do not sign this page, this is an example of how the proposal should look)

SCIENTIFIC COLLECTING PERMIT GENERAL PROVISIONS

1. A Federal Permit is also required for collection of migratory birds or their parts, nests, or eggs.
2. Region or District Law Enforcement office, along with Game Management, Fisheries Management, or the U.S. Forest Service, if applicable, in each area of collection must be notified at least three (3) days in advance of the date and place of specimens are to be collected, the species to be collected, methods of collection, and permit number.
3. Collectors should be as judicious and humane as possible in collecting and capture.
4. The Department of Natural Resources reserves the right to limit the kind and numbers of specimens collected in order to ensure the conservation of the natural resources of this State. The taking of wildlife at any time by means other than those conditions set forth in this permit is hereby prohibited.
5. This permit does not authorize the taking of any listed (endangered, threatened, rare, or unusual) species unless specifically provided.
6. This permit does not authorize collections on State or Federal Wildlife Refuges, management areas, other sanctuaries, or parks unless specifically provided.
7. Permits are not transferable. However, assistants, employees, or field workers may assist with collections. Designated representatives of the master permittee must possess a copy of the permit and a letter of authorization from the master permittee.
8. Permittees must submit an annual report of specimens collected upon expiration date of said permit. Forms for this reporting are available from the Department of Natural Resources Special Permit Unit. **** ALL ANNUAL REPORTS (ONLY) SHALL BE SUBMITTED ELECTRONICALLY TO zachariah.abouhamdan@dnr.ga.gov. NO APPLICATIONS SHALL BE RENEWED UNTIL SUCH REPORT IS RECEIVED. ** Applications or permit questions should be directed to Special Permit Unit at 770-918-6408**
9. Collections shall be available for inspection at any and all times to duly authorized inspectors or agents of the Department of Natural Resources.
10. Any permit may be revoked at any time for violation of the terms, exceptions, restrictions, or conditions of said permit.
11. The Department may request, when practical, duplicates of any collections taken under authority of this permit for future educational purposes.
12. All permits expire March 31.
13. This permit does not authorize the exchange of fish and wildlife, their parts, nests, or eggs, with persons who do not hold an appropriate permit.
14. Permit (copy and letter of authorization for subpermittees) must be in possession while collecting.
15. Encounters with animals listed on the Georgia DNR Natural Heritage Program's Tracking List of Special Concern Animals must be reported within seven (7) days to: GA DNR Natural Heritage Program, (770) 918-6411 or (706) 557-3032. Electronic submission forms may be found at <http://georgiawildlife.com/conservation/species-of-concern> > Nongame Animals & Plants > Georgia Rare Species Information.

Georgia Department of Natural Resources
Law Enforcement Division
Special Permit Unit
2070 U.S. Highway 278, S.E.
Social Circle, GA 30025
770-918-6408

O.C.G.A. § 27-2-12. Scientific Collecting Permit.

(a) It shall be unlawful for any person to take, possess, or transport any of the wildlife of this state, or the plumage, skin, or body thereof, or the nests or eggs of the same for scientific purposes without obtaining a scientific collecting permit and complying with this Code Section.

(b) Application for a scientific collecting permit must be made on forms obtained from the Department and must be accompanied by the permit fee as provided for in Code Section 27-2-3 and a project proposal containing the justification for and an outline of the proposed collecting activities.

(c) The Department shall issue such a permit only if it has determined that the proposed collecting activities are in the best interest of the wildlife resources. In making such a determination, the Department shall consider the following:

- (1) Whether there is a need for the information or data;
- (2) Whether the proposed collecting activities would duplicate sound research previously accomplished;
- (3) Whether there would be benefit to the species or population being studied;
- (4) Whether the project would be detrimental to the particular wildlife population or associated populations or to the habitat of the wildlife; and
- (5) Whether the project is of reasonably sound design.

(d) Based on the conditions outlined in subsection (c) of this Code section, such permit may contain conditions on the number and type of wildlife to be collected, the dates and locations of collecting, and the type of gear which may be used. Notwithstanding any other provision of this title to the contrary, the department may authorize the use of baskets, nets, seines, traps, chemicals, and electrical devices for purposes of collecting pursuant to this Code section.

(e) Persons issued a scientific collecting permit shall treat all wildlife humanely and shall notify the Department at least three days in advance of the date of collecting. Such persons shall also submit to the Department reports detailing the information or data obtained from such collecting activities. The reports shall be submitted by the following March 31 or within 60 days after collecting, whichever is later.

(f) Permits may be denied, revoked, or not renewed in accordance with the procedures outlined in Code Section 27-2-25 for the reasons outlined in said Code Section or for any of the following reasons:

- (1) Violation of specific conditions listed on the permit;
- (2) Excessive collection of wildlife;
- (3) Submitting false information;
- (4) Failure to maintain records;
- (5) Failure to notify the department within three days of collecting activities;
- (6) Inhumane treatment of wildlife; or
- (7) Any other violation of this Code Section or the regulations promulgated pursuant thereto.

**CHAPTER 391-4-9
GENERAL REGULATIONS**

391-4-9-.01 Scientific Collecting Permits. Amended.

(1) Purpose. The purpose of this rule is to establish administrative procedures to be followed by applicants and/or holders of scientific collecting permits and to discourage excessive duplication of effort and reduce excessive collecting.

(2) Definition. Unless the context clearly requires otherwise, the following terms as used in this rule shall have the following meanings:

(a) "Collection report" means a summary, prepared by the permittee, which details collections of the previous year and includes data on species collected, dates, numbers, methods, locations, and disposition of specimens;

(b) "Master permittee" means a person to whom a scientific collecting permit has been issued, which allows him to authorize students, assistants, aides, employees, or field workers to assist with collections under his supervision;

(c) "Project proposal" means a document which outlines proposed research activities that require scientific collecting permits and justifies the need for scientific collecting. The project proposal shall explain specific objectives, methods, locations, frequency of collection, number of individuals needed, and the planned disposition of specimens to be taken;

(d) "Scientific Collecting Permit" means a permit which authorizes one to take, possess, capture, kill, ship or transport any of the wildlife of this State, or the plumage, or the skin or body thereof, or the nest or eggs of the same for Scientific purposes according to the rules and regulations promulgated by the Department of Natural Resources;

(e) "Special purpose permit" means a permit that grants privileges beyond that of a scientific collecting permit, i.e., possession of specimens for longer than sixty days following expiration of the scientific collecting permit;

(f) "Sub-permittee" means a student, assistant, aide, employee, or field worker who is working under the supervision of and is authorized to collect wildlife by the master permittee;

(3) Application for Permit.

(a) A specific request must be made for the issuance of a master permit. Applicants must clearly justify their need for a master permit.

(b) Unless otherwise specified on the permit, scientific collecting permits shall be effective from April 1 through March 31.

(c) Student collectors must submit a proposal and a written and signed endorsement thereof by their major professor.

(d) A fee of \$80.00 per permit must accompany the application. Payment must be made by certified check or money order made payable to the Department of Natural Resources.

(e) A collection report detailing the previous year's collection activities is required with any renewal application.

(4) Use of Permit.

(a) Permittee and subpermittees must have their permit in possession while collecting. Permits are nontransferable, except that a master permittee may designate students, assistants, aides, employees, or field workers assistants in collecting. All such subpermittees must have on their person a copy of the master permit and a letter of authorization issued by the master permittee to them. The master permittee shall be responsible for any violations by any such subpermittee and shall be responsible for maintaining all records.

(b) Instructors whose class members are directed to collect wildlife are responsible for assuring that only a representative sample of animals are retained and sacrificed for class use.

(c) All specimens retained must be humanely cared for. All collectors are expected to use good judgement when exercising the privileges of their collecting permit. Collectors should be as prudent and humane as possible in collecting and capture activities.

(d) District Law Enforcement of the Department of Natural Resources in each area of collection must be notified at least three (3) days in advance of the date and place specimens are to be collected, the species to be collected, the method of collection and the permit number.

(5) Disposition of Specimens. In order to ensure the maximum use of all specimens collected under the auspices of a scientific collecting permit, the disposition of the wildlife, their carcasses, parts, products, or progeny thereof shall be as follows:

(a) Live, uninjured and unimpaired specimens which could reasonably be expected to survive in the wild, shall be returned to the location of capture and released. Records of such releases shall be indicated on the scientific collection report.

(b) All other specimens taken and possessed under authorization of a scientific collection permit must be donated and transferred to a public, scientific, or educational institution within sixty (60) days following expiration of the permit, unless the permittee has been issued a special purpose permit authorizing possession for a longer period of time. Specimens not suitable for donation must be destroyed. Edible specimens shall be donated to a charitable institution and a receipt obtained. Receipts must be attached to annual collection report.

(6) Reports.

(a) A collection report detailing the previous year's collecting activities must be submitted with any request for renewal of a permit. Individuals not renewing a permit must submit a report by March 31, or within sixty (60) days after collecting, whichever is

later. Data should be provided on species collected, dates, location, and disposition of specimens.

(b) A listing of all publications, research papers, theses, progress reports, etc., derived from the study of such collections, shall be submitted with the annual collection report. Copies of such materials shall be made available to the Department of Natural Resources upon request.

(7) State parks, municipal parks, public museums, public zoological parks, and public scientific or educational institutions may possess lawfully acquired wildlife without a permit, provided the wildlife may be acquired only from persons authorized by this paragraph; or persons authorized by permit from this Department; or from Federal or State game authorities by the gift of seized, condemned, or sick or injured wildlife; or through salvage of wildlife which have been killed as the result of an unintentional accident or an act of nature; and also provided that it shall be unlawful to possess migratory birds without authorization from the United States Fish and Wildlife Service.