

# PUBLIC INFORMATION SHEET

## WASHINGTON STATE DEPARTMENT OF FISH AND WILDLIFE

### SCIENTIFIC COLLECTION PERMIT REQUIREMENTS

1. A Scientific Collection Permit (SCP) allows collection of fish, shellfish, wildlife, or the nests of birds for display or research (where research includes electrofishing, education, and scientific investigation).
2. Among others, display and research collection activities such as capturing, electrofishing, banding, marking, attaching radio telemetry equipment and the salvage of dead fish, shellfish, or wildlife are all considered methods of collection that require a SCP. Any tissue sampling of fish, shellfish, or wildlife requires a SCP, whether lethal or non-lethal and whether the animal is retained or released.
3. A SCP cannot be used in lieu of hunting, trapping, or fishing licenses during the open season for those species.
4. SCPs are issued to scientists/researchers, educators/educational institutions, and museums/aquariums/zoos. They are not issued to the general public.
5. SCPs are non-transferable.
6. A SCP is valid only for the species and locations listed on the permit.
7. A separate permit application must be submitted for each project. A project means a planned undertaking of common temporal or geographical activities to reach a common objective.
8. SCPs are valid for the project period, but not to exceed one year from the date of issuance, except multiyear permits, at the discretion of the department, may be issued for public health purposes.
9. The Permit Holder is responsible for ensuring that all Sub-Permit Holders are qualified and experienced to conduct the specified activities and comply with all conditions of the SCP.
10. Applications will be denied if the Applicant or any Sub-Applicants has a history of fish or wildlife violations, or if the collection conflicts with existing activities or conservation objectives. Permits may also be denied or revoked if a request to coordinate collection activities with other applicants and/or WDFW is not met. Permits will not be issued if the applicant was a prior Permit Holder and failed to submit required reports.
11. Any application for a SCP involving the use of firearms must contain a statement that all persons who will use firearms are legally capable of possessing firearms.
12. Permit Holders must keep accurate records showing species and numbers collected, possessed and/or disposed of; the specific location(s) of the collection; the disposition of specimens; the names and addresses from whom specimens were acquired; and the date of collection. Other data may be required for annual reporting as specified in the "Special Permit Conditions".
13. Specimens acquired under this SCP (and samples derived from them) remain the property of the state and will not be offered for sale or sold or used for commercial purposes or human consumption. Exchange or transfer of specimens, unless otherwise specified in this permit, requires prior written approval from the Director of WDFW.
14. The conditions of the SCP must be followed. Unlawful use of an SCP is a gross misdemeanor ([RCW 77.15.660](#)). Failure to comply with the conditions of the permit is a basis for revocation of the permit.
15. Compliance with SCP requirements and permit conditions does not ensure compliance with federal, local, or other state laws. Collection of state endangered or threatened species, state sensitive species, or state candidate species is prohibited unless specifically authorized in this permit and appropriate federal permits. Collection of game birds or game animals is prohibited unless specifically authorized in this permit.

16. SCPs **DO NOT authorize collection/research activities in protected lands or waters or private or restricted public lands.** This permit does not authorize trespassing. Additional permits issued by landowners/managers may be required.

17. Applications for SCPs or renewals must be submitted on the SCP WDFW application form and submitted to the department office in Olympia. Approval or denial of an application will be given sixty (60) days after receipt of a **complete** application, see page 1 of the instructions.

18. Administrative decisions regarding SCPs may be appealed by following the administrative appeals process contained in Chapter 34.05 RCW.14

# SCIENTIFIC/EDUCATION COLLECTION PERMIT (SCP) INSTRUCTIONS

Please allow up to **60 days** for processing Scientific/Education Collection Permit (SCP) Applications ([WAC 220-200-150\(3\)\(a\)](#)); due to the review process applications cannot be expedited. Your project Start Date should reflect this 60 day review period.

Incomplete forms will be returned to the applicant and delay the review of your application.  
An **Annual Report** must be submitted before a renewal SCP is issued.

Submit the Completed Application via email to [scp@dfw.wa.gov](mailto:scp@dfw.wa.gov)

Submit the Application Fee with a credit card by calling 360-902-2464, option 4 or mail a check or money order to

WDFW – Licensing Division  
Attn: SCP  
PO Box 43154  
Olympia, WA 98504-3154

The Scientific/Education Collection Permit fee is \$117.00 per [RCW 77.32.240](#).

If you have questions, please email [scp@dfw.wa.gov](mailto:scp@dfw.wa.gov) or call 360-902-2464, option 4.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

**\*\*\*APPLICATIONS MUST BE TYPED AND COMPLETED ON THE SUPPLIED FORM\*\*\***

- 1. Applicant Information:** This is the person filling out the application and responsible for the project and any Sub-permittees.
- 2. Sub-permittees:** Sub-permittees may be faculty, staff, or other project associates who will be collecting on the permittee's behalf and for whose conduct the permittee is responsible. Names and phone numbers must be provided for each sub-permittee. Students under the direct on-site supervision of an instructor in an official course of study under an accredited educational institution may collect on behalf of the instructor holding a scientific collection permit and are not required to be listed on the permit ([WAC 220-200-150\(3\)\(c\)\(iii\)](#)).
- 3. This Application is:** Please check the appropriate application type (New, Amendment, Renewal or Salvage Only). **Amendment** and **Renewal** applications must reference the original SCP number. If your application is a **Renewal** we must receive your Annual Report before we can issue your renewal permit. **Salvage** refers only to carcasses and does not include relocating fish from a worksite.
- 4. Purpose of collection or handling.** Indicate the general category of the intended purpose of the collecting or handling activity. **Instruction/Education** for display, program, or classroom use. **Research/Scientific Investigation** for a defined scientific question or management purposes. Electrofishing is a form of scientific investigation.
- 5. Research Objectives:** Check appropriate box(es).
- 6. Permit Timeline:** All applications must have start and end dates, however SCPs are only issued for one year. **Permit Expiration Date:** The expiration date will be one year after the date of issuance and will be entered by WDFW.
- 7. Type of animals to be collected or handled.** Check **Wildlife** for mammals, birds, reptiles, amphibians **unless** you are expecting by-catch only\*, and terrestrial invertebrates and/or **Fish** for fish, and all aquatic invertebrates, Specify the type of wildlife and/or fish you wish to collect by checking all appropriate boxes.

**\*Electrofishing and amphibian by-catch** – please **do not** check Wildlife in 7. **TYPE OF ANIMALS TO BE COLLECTED OR HANDLED** on the application for amphibian by-catch **unless** you anticipate that **Oregon Spotted Frog, Northern Leopard Frog, or Western Pond Turtle** (State endangered species) may be caught during electroshocking. If any amphibians are encountered, please submit the **Annual Report Form for Wildlife**.

**8. Specific Type(s):** Check appropriate box(es).

**9. Collection Information:** This section must be filled out completely, **even if the information is included in your study plan**.

- **Species Requested:** You must provide scientific **and** common names. The species you anticipate encountering or intend to collect must be listed in Section 9 of the application. Please do not attach a separate species list. An additional table is located at the end of the application. On salvage applications, you may enter “as encountered” if you do not know the species you will find or acquire. Salvage refers only to carcasses and does not include relocating fish from a worksite.
- **Location and County:** This determines who will review your application. Provide a brief location or name (such as stream, lake, property, etc.) of collection area and the **county or counties** in which you will be collecting (**required**). For fish, include stream section in addition to the name of the stream. List the specific collection sites **in your Study Plan** such as Township/Range/Section or Latitude/Longitude. Salvage: you may enter only the county in which you will be collecting or from where you will receive the specimens. Do not enter “Statewide.”
- **Max # of Lethal Take or Permanent Removal from the population:** Indicate the number of individuals per species that you intend to kill or permanently remove from the population.
- **Max # of Non-Lethal Take includes salvage:** Estimate the number of individuals per species you need to handle. If you are salvaging opportunistically, enter “as encountered” unless you know how many of each species you need.

**10. Methods of Collection:**

- Place a check in the Firearms box if applicable. **If this box is checked**, by signing the application you are certifying that all persons who will use firearms are legally capable of possessing firearms ([WAC 220-200-150\(3\)\(e\)](#)).
- Briefly name all Lethal, Non-lethal, and Salvage methods you will use and which species you will take with those methods. You may expand on the methods in your Study Plan.
- Body-gripping traps. Padded Foot-hold and Non-strangling type Foot Snare traps may be permitted under the SCP for research purposes without the need for other permits. Please check the appropriate box(es) to indicate what technique will be used for each species.

**11. Marking.** Check appropriate box(es) and provide the required information.

**12. Disposition of Specimens.** Check appropriate box(es).

### **COMPLETING THE GENERAL STUDY PLAN**

**PLEASE DO NOT SUBMIT GRANT APPLICATIONS OR STUDY PROPOSALS AS YOUR STUDY PLAN MAKE STUDY PLANS BRIEF AND PLEASE FOLLOW THIS OUTLINE**

### **ALL STUDY PLANS MUST INCLUDE:**

- PROJECT TITLE
- PROJECT DESCRIPTION (include goals and objectives)
- METHODOLOGIES, INCLUDING COLLECTION TECHNIQUES, GEAR, AND EQUIPMENT
- PROJECT LOCATION
- FINAL DISPOSITION OF SPECIMENS
- STATEMENT OF QUALIFICATIONS OF PERMIT APPLICANT and SUB- PERMITEE(S) including but not limited to:
  - a. Years of and description of experience with proposed methodology;
  - b. Years of and description of experience with the species to be collected;
  - c. Access to research and education facilities and proper equipment used in this project, and;
  - d. Competency to care for collected specimens.

### **LETHAL AND/OR PERMANENT LIVE TAKES:**

- Justification for the numbers and species requested.
- Explanation where and how the specimens will be permanently kept.
- **Permanent Live Take** - Description of facilities and care for live animals.

### **INSTRUCTION/EDUCATION/DISPLAY:**

Collection for the purpose of education, as with a practical lab, educational demonstration, museum display and teaching collection, or aquarium or touch tank display.

#### **Within your General Study Plan include:**

- Teaching objectives specific to this collection;
- Brief outline of the curriculum involving the animals and how and why the collection will enhance your program;
- Statement of target audience and how often the animals will be used for teaching.

### **RESEARCH/SCIENTIFIC INVESTIGATION\***

#### **\*Including Electrofishing**

**In addition to the items required under General Study Plan listed above, study plans for research/scientific investigation must include:**

- Justification for collecting the requested species;
- An identifiable end point toward which efforts are directed including a definable timeline, and conclusion;
- Detail of collection locality(ies); for Fish collection – name of body of water, if a stream, include name of stream section.

### **FEDERAL PERMITS**

It is the responsibility of the applicant to obtain all appropriate federal permits which may include but may not be limited to: migratory birds, see ([www.fws.gov/migratorybirds/mbpermits/ApplicationForms.html](http://www.fws.gov/migratorybirds/mbpermits/ApplicationForms.html)); marine mammals: (<http://www.nmfs.noaa.gov/pr/permits/>), any animal species with a federal listing of Threatened, Endangered, Sensitive or Candidate: ([www.fws.gov/angered/](http://www.fws.gov/angered/)), and any fish with a federal listing of Threatened or Endangered: ([https://apps.nmfs.noaa.gov/docs\\_cfm/contact\\_us.cfm](https://apps.nmfs.noaa.gov/docs_cfm/contact_us.cfm)).

### **SCIENTIFIC COLLECTION PERMIT RULES**

All WDFW Scientific/Education Collection Permit (SCP) rules and conditions as outlined on the permit must be followed. Under [RCW 77.15.660](#), a violation of the terms or conditions of the scientific permit or of any WDFW rule applicable to the issuance or use of the permit is a gross misdemeanor if the violation involves big game or big-game parts.

Scientific permits will not be granted if the collection conflicts with existing conservation and/or population concerns or with other collection, research, or management activities. Permits may also be denied if a request to coordinate collection activities with other applicants and/or this agency is not met.

**Entering Lands** – The SCP authorizes collection/research activities, but it **DOES NOT** authorize access to protected lands or waters, private or tribal lands, or restricted public lands. Obtaining permission to access such lands is an added responsibility of the permittee.

### **ANNUAL REPORT**

At the end of each permit period, a report of the scientific collection is required, including species, number collected, specific location, and date of collection. This report must be received prior to the issuance of the next year's permit. The Annual Report Form can be found at <http://wdfw.wa.gov/licensing/scp/> and must be emailed to [scp@dfw.wa.gov](mailto:scp@dfw.wa.gov).