

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 an SCP. Any tissue sampling of fish, shellfish, or wildlife requires an SCP, whether lethal or non-lethal and whether the animal is retained or released.
3. An 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. An 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 up to, but not to exceed, one year from the date of issuance; except multi-year 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-Applicant 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 an 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. **Any federal permits must be submitted with the application materials.** 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 available at <https://wdfw.wa.gov/licenses/environmental/scientific-collection#> and submitted to the department office in Olympia.
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 take into account 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 e-mail to: scp@dfw.wa.gov

Submit the Application Fee with a credit card by calling 360-902-2464, option 4. Or you may 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 e-mail 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 FORM SUPPLIED AT***

<https://wdfw.wa.gov/licenses/environmental/scientific-collection#>

DO NOT ALTER WORD TABLE FORMAT, OR COPY AND PASTE ANOTHER TABLE.

Applications received with altered formatting will be returned for correction, resulting in a delay in application review.

- 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 previous SCP number. If your application is a **Renewal**, we must receive at least a partial Annual Report before we can issue your renewal permit. A finalized Annual Report must be received no later than 60 days after original permit expiration date. **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). If the genetics box in Section 5 is checked, please make sure to include in your study plan:
 - A description of the genetic study to be conducted
 - Proposed sample numbers
 - Collection and preservation methods
 - Where samples will be processed
 - A description of how and where samples or DNA will be archived, if applicable
- 6. Permit Timeline:** All applications must have start and end dates covering no more than 12 months. **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, and terrestrial invertebrates and/or **Fish** for fish, and/or **Aquatic Invertebrates** (and check marine and/or freshwater boxes) for aquatic macroinvertebrates. Electrofishing: please check the **Wildlife** and amphibians/reptiles boxes if you anticipate amphibian bycatch and list amphibian species under Section 9. **Collection Information.** Any bycatch should be recorded on the Annual Report Form.

8. **Specific Type(s):** Specify the type of wildlife and/or fish you wish to collect by checking all appropriate boxes. If your project involves **state and/or federal threatened** species, check the box and list them. **If you have federal authorization permit(s), you MUST provide your USFWS permit number and submit a copy of your federal permits(s) along with your application materials.**

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.
- **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**). **Do not enter “Statewide”.** 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.
- **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. Estimate the number of individuals per species that you might expect to salvage. A reasonable overestimate is acceptable.

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 say “All species in Section 9.” 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).

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 <https://www.fws.gov/birds/policies-and-regulations/permits/need-a-permit.php>; **marine mammals**, see www.fisheries.noaa.gov/permits-and-forms, any **animal species with a federal listing** of Threatened, Endangered, Sensitive or Candidate, see www.fws.gov/angered, and any **fish with a federal listing of** Threatened or Endangered, see https://apps.nmfs.noaa.gov/docs_cfm/contact_us.cfm. **Please submit a copy of your federal permit(s).**

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 Subpermittee(s)**, including but not limited to:
 - Years of and description of experience with proposed methodology;
 - Years of and description of experience with the species to be collected;
 - Access to research and education facilities and proper equipment used in this project, and;
 - Competency to care for collected specimens.

LETHAL AND/OR PERMANENT LIVE TAKES:

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

IF GENETICS ARE PART OF THE STUDY:

Include in your study plan:

- A description of the genetic study to be conducted
- Proposed sample numbers
- Collection and preservation methods
- Where samples will be processed
- A description of how and where samples or DNA will be archived, if applicable

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.