



INSTRUCTIONS:

1. Pursuant to Title 14 California Code of Regulations (CCR) subsection (p) of Section 650, this Mandatory Wildlife Report ("Report," or MWR) is required to be filled out completely and submitted for any wildlife taken or possessed via a Scientific Collecting Permit (SCP). Subsection (p) of Section 650 states: "Failure to submit required reports shall result in revocation of existing permits, and may result in denial of subsequent applications of that permit holder or Authorized Individual." Please review the specific conditions of your permit to determine if you have any other reporting requirements, consistent with Title 14 CCR subsection (p) of Section 650.

2. The "Report Form" tab contains several fields, some of which are text (write-in), numeric and drop-down selections for each individual, or group(s) of individuals captured at a single location, by a specific date, by Age/ Life Class, OR by Take Method category.

3. Pursuant to SCP Standard Conditions B & G, you must carry the Report, or required information fields in a paper or electronic format while conducting activities pursuant to the permit, and shall record the required reporting information during, or upon completion of, each collecting event.

4. Subsection 650(p), Title 14, of the CCR requires that Each Student Permitholder, or the PI on an Entity or Individual permit, shall report all wildlife taken and/or possessed within 30 days following the expiration of the permit, or upon submitting a renewal application, whichever comes first, or as required by the Authorizations or conditions in the permit. If you are not renewing your permit, you are still required to submit a final report within 30 days after the expiration of your SCP. Thus each person to whom a SCP is issued must submit their own Report. Please do not duplicate data. Any Special Report required in conditions of your SCP must also be submitted by the specified timeframes.

5. If you did not collect any wildlife, or collected the same individual specimens as another Permitholder, you still need to submit a report. Indicate on the first line that no specimens were collected, or indicate the Permitholder's name and Permit ID for the specimens already reported. Please submit your report to the contact information listed on your permit. If no contact is specified in your permit conditions, send the report to SCPPermits@wildlife.ca.gov.

6. The Department also requires that you report your field observations of State-Threatened and Endangered, State-designated Candidate wildlife under the California Endangered Species Act, any Fully Protected species, or any Species of Special Concern species for addition to the California Natural Diversity Data Base. If entered first into this Report, the "Submit to CNDDDB" tab will flag those species that need to be submitted to CNDDDB. Please submit your observations to the CNDDDB using the CNDDDB Online Field Survey Form, or the PDF version of the form on our website at <https://www.wildlife.ca.gov/Data/CNDDDB/Submitting-Data>.

Coordinates should be specified in geodetic (i.e., geographic, or latitude and longitude) coordinates using WGS84 or NAD83 Datum, using decimal degree notation (e.g., -121.49365, 38.19451 - don't forget to prepend a minus sign with the longitude decimal notation). WGS84 is the datum used by the NAVSTAR Global Positioning System and by most GPS receivers. For many uses, coordinates taken in WGS84 can be used interchangeably with coordinates taken in NAD83. Please realize that NAD27 coordinates, used on many older USGS topographic maps are not interchangeable with NAD83 or WGS84, though they may be transformed. Please indicate a coordinate accuracy for measurement error for coordinates reported.

Datum Code	Datum Name	Map Scale Code	Scaling Definitions
NAD27	North American Datum of 1927	GPS	Global Positioning System
NAD83	North American Datum of 1983	10K	1:10,000 Scale Map or better
WGS84	World Geodetic System of 1984	24K	1:24,000 Scale Map (7.5-minute quad)
		100K	1:100,000 Scale Map (15-minute quad)
		250K	1:250,000 Scale Map



FIRST NAME (PERMITHOLDER INFO)		M.I.	LAST NAME			SC ID NUMBER		PERMIT ID NUMBER			DATE	AGE/ LIFE STAGE					TAKE METHODS			Name of facility specimen deposited or location description of new release site (e.g. 10 miles upstream from point of capture)		
Common name	Scientific name*	County*	Marine Protected Area (MPA)	Decimal Degrees Longitude NAD83/WGS84* (-121.49365) location, or lower stream segment	Decimal Degrees Latitude NAD83/WGS84* (38.57670) location, or lower stream segment	Decimal Degrees Longitude NAD83/WGS84 (-121.52643) upper stream segment	Decimal Degrees Latitude NAD83/WGS84 (38.52354) upper stream segment	Coordinate source (GPS, map software, topo map, etc.)	Coordinate accuracy (5, 10, 20, 100, 500, 1,000 meters)	Location or water body name (e.g., Bay/Estuary, Mill Creek, Lake Tahoe, Hillyard County Park, etc.)	Date taken* (mm/dd/yyyy)	Total taken*	Number of males taken	Number of females taken	Number of unknown sex taken	Age / Life stage (adult, juvenile, larvae, egg(s))	If fish were released, was a descending device used? (Y/N)	Evidence of reproduction (e.g., copulation, carrying nest materials, etc.)	Capture Method* (trap, mistnet, electrofish-backpack, etc.)	Procedure* (surgery, tag, sample, etc.)	Disposition* (see codes)	

Report Form

FIELD DEFINITIONS		
* REQUIRED FIELD		
Field Name	Description	Type
Common name	common name of the species	text/drop down
Scientific name*	scientific name of the species	text/drop down
County*	the county where the scientific collecting was completed	text/drop down
Marine Protected Area (MPA)	MPAs protect the diversity and abundance of marine life, the habitats they depend on, and the integrity of marine ecosystems.	text/drop down
Decimal Degrees Longitude*	longitude coordinate for the collecting location, or the start (lower end) of stream segment (negative number, e.g., -121.49365)	number, 5 decimal places
Decimal Degrees Latitude*	latitude coordinate for the collecting location, or the start (lower end) of stream segment location, e.g. 38.57670	number, 5 decimal places
Decimal Degrees Longitude*	longitude coordinate for the end (upper end) of stream segment (negative number, e.g., -121.52643)	number, 5 decimal places
Decimal Degrees Latitude*	latitude coordinate for the end (upper end) of stream segment, e.g., 38.52354	number, 5 decimal places
Coordinate source	the way the longitude and latitude coordinates were obtained (e.g., GPS, map software, topo map, etc.)	text
Coordinate accuracy*	the estimated horizontal accuracy of the longitude and latitude coordinates (5, 10, 20, 100, 500, 1,000 meters)	text
Location or water body name	geographic name for the collecting location or water body (e.g., Bay/Estuary, Mill Creek, Lake Tahoe, Hillyard County Park, etc.)	text
Date taken*	date the animal(s) were taken/captured (e.g., 12/25/2016)	text
Total taken*	total taken/captured of the species	number, (integer)
Number of males taken	number of males taken/captured	number, (integer)
Number of females taken	number of females taken/captured	number, (integer)
Number of unknown sex taken	number of unknown sex taken/captured	number, (integer)
Age class / Life stage	age class or life stage of the specimens (e.g., adult, juvenile, larvae, egg(s))	text/drop down
If fish were released, was a descending device used?	select Yes or No for fisheries related release	text/drop down
Evidence of reproduction	description of evidence of reproduction (REQUIRED FOR BIRDS)	text
Capture Method*	the method used to capture the specimens or N/A if not applicable (e.g., trap, mistnet, electrofish-backpack, N/A, etc.)	text/drop down
Procedure*	the procedure used on the specimens or N/A if not applicable(e.g., surgery, tag, sample, N/A, etc.)	text/drop down
Disposition*	different codes for final disposition of wildlife: C = CAPTIVITY (PERMANENT), CT= CAPTIVITY (TEMPORARY), R=RELEASED, S=SACRIFICED, RLC= RELOCATED, I=INCIDENTAL DEATH, SL=SALVAGED, OB=OBSERVED/no take, O=OTHER/NA	text/drop down
Name of facility specimen deposited or location description of new release site	name of University, museum, laboratory, etc. OR describe the location where the species was released if different from capture location (e.g. 10 miles upstream from point of capture)	text

Field Definitions Tab

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Brush Deer mouse	Peromyscus boylii	Placer	Ano Nuevo SMCA	-121.09732	38.01458	121.49695	38.19451	
Brush Deer mouse	Peromyscus boylii	Placer	Abalone Cove SMCA					
Brush Deer mouse	Peromyscus boylii	Placer	Albany Mudflats SMP					
Brush Deer mouse	Peromyscus boylii	Placer	Anacapa Island Special Closure					
Brush Deer mouse	Peromyscus boylii	Placer	Anacapa Island SMCA					
Brush Deer mouse	Peromyscus boylii	Placer	Anacapa Island SMR					
Brush Deer mouse	Peromyscus boylii	Placer	Arrow Point to Lion Head Point (Catalina Island) SMCA					
Brush Deer mouse	Peromyscus boylii	Placer	Asilomar SMR					

Example Tab

Report_FORM	Submit to CNDDB

Submit to CNDDB Tab