



## INSTRUCTIONS:

1. Pursuant to Title 14 California Code of Regulations (CCR) subsection ~~(p) of Section 650(p)~~, 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) issued by the Department of Fish and Wildlife (Department). Subsection ~~650(p) of Section 650~~ states: "Failure to submit required information or reports shall result in revocation of an existing permits, and may result in denial of subsequent applications by of that permitholder Permitholder, or may result in denial of future approval as an a Permitholder or Authorized Individual on other permits, pursuant to subsection 1002(m) of the Fish and Game Code." Please review the specific conditions of your permit to determine if you have any other reporting requirements (e.g., a written report or data), consistent with Title 14 CCR ~~subsection (p) of Section 650~~subsection 650(p)(A-F).

2. The "~~Report MWR~~ Form" tab contains several fields, some of which are text (write-in), numeric and drop-down selections for each wildlife individual, or group(s) of individuals captured or otherwise taken (pursuant to Title 14, CCR, subsection 650(b)(25)), or possessed (pursuant to Title 14, subsection 650(b)(18)), at a single location, by a specific date, and by Age Class/ Life ClassStage, OR by Take Method category.

3. Pursuant to SCP Standard Conditions B & G of form DFW 1379d, you ~~must shall~~ carry the ~~Report MWR~~, 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 otherwise 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 Permitholder~~ must shall submit their own ~~Report MWR~~. Please do not duplicate data. In cases where take of large quantities of wildlife cannot be avoided, or when assistance is needed for species expert identification (e.g., terrestrial invertebrates), you may estimate numbers of individuals captured and/or identify individuals to the lowest taxonomic level to the best of your ability, or use a general description of the quantity or identification (e.g., Order for insects). You shall then coordinate with the appropriate review program(s) to submit reports that are more refined at a later date. Any ~~other Special Report~~ required reporting specified in conditions of your SCP ~~must shall~~ also be submitted by the specified timeframes. 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](mailto:SCPPermits@wildlife.ca.gov).

5. \*Inland Fisheries only\* If reporting data from bioassessment activities in accordance with Surface Water Ambient Monitoring Program (SWAMP) (administered by the State Water Resources Control Board and the Department), submit all benthic data pursuant to permit conditions or instructions from the Department's Aquatic Bioassessment Laboratory to California Environmental Database Exchange Network (CEDEN; <http://www.ceden.org/>). Under "Disposition," provide the Station ID, and complete all required fields in the MWR for each Station ID sampled, with the exception of Scientific Name and Total Taken.

~~56.~~ If ~~you did not collect no activities were conducted, or no~~ wildlife were taken and/or possessed during the permit period, or collected the same individual specimens as another Permitholder, you are still required need to submit a report for the previous term of your permit. Indicate by checkbox at the top of the MWR that no wildlife or specimens were taken and/ or possessed. If you participated in the take and/or possession of the same individual wildlife and/or specimens as another Permitholder, or indicate at the top of the MWR the Permitholder's name and Permit ID for the wildlife specimens already reported. Please do not duplicate data submitted by other Permitholders. 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](mailto:SCPPermits@wildlife.ca.gov).

~~67.~~ 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, or data on species listed on the Special Animals and the Special Plants, Bryophytes and Lichens lists~~ (<https://www.wildlife.ca.gov/Data/CNDDDB/Plants-and-Animals>) directly to the Department's California Natural Diversity Database (CNDDDB). Data may include field observations of wildlife listed as Threatened, Endangered, or Candidate under the California Endangered Species Act, Fully Protected species, California Species of Special Concern, or other special animals and plants. Please see the CNDDDB webpage for information on appropriate submission methods (<https://www.wildlife.ca.gov/Data/CNDDDB>). The preferred method of data submission for individual observations is the CNDDDB Online Field Survey Form. The CNDDDB accepts data in a range of other



~~formats- see submission guidelines for alternatives and guidance for larger digital datasets. If entered first into this Report MWR, 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>.~~

**8. In addition to reporting to the CNDDDB for any species found on the Special Animals and the Special Plants, Bryophytes and Lichens lists, you shall report on any intentional take and/ or possession, or incidental by-catch of species listed on the “California Terrestrial and Vernal Pool Invertebrate Species of Conservation Priority” list (dated June 12, 2017, or any later amendments; available on the Department’s website) via the MWR. Submission of the MWR to the Department is optional for all other terrestrial invertebrates that are exempt from a permit requirement (refer to Title 14, CCR, subsection 650(u)(7)).**

**89.** 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

