



INSTRUCTIONS:

1. Pursuant to Title 14 California Code of Regulations (CCR) subsection 650(p), this Mandatory Wildlife Report (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) states: "Failure to submit required information or reports shall result in revocation of an existing permit, and may result in denial of subsequent applications by that 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 650(p)(A-F).
2. The "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 Stage, OR by Take Method category.
3. Pursuant to SCP Standard Conditions B & G of form DFW 1379d, you shall carry the 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, 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 Permitholder shall submit their own MWR. 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 required reporting specified in conditions of your SCP 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.
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.
6. If no activities were conducted, or no wildlife were taken and/or possessed during the permit period, you are still required 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, indicate at the top of the MWR the Permitholder's name and Permit ID for the wildlife already reported. Please do not duplicate data submitted by other Permitholders.
7. The Department also requires that you report your field observations 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 MWR, the "Submit to CNDDDB" tab will flag those species that need to be submitted to CNDDDB.
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, available at <https://www.wildlife.ca.gov/Licensing/Scientific-Collecting>) 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)(5)).



9. 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

If take and/or possession is/ was already reported, provide the Permitholder Last Name and Permit ID here:

Inland Fisheries Only: See "Instructions" tab for reporting bioassessment data in accordance with SWAMP.

FIRST NAME (PERMITHOLDER INFO)		M.I.	LAST NAME		SC ID NUMBER	PERMIT ID NUMBER		LAST NAME		PERMIT ID NUMBER	AGE/ LIFE STAGE				TAKE METHODS			DISPOSITION					
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 class/ 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)	Name of facility specimen deposited or location description of new release site (e.g, 10 miles upstream from point of capture); *Station IDs for CEDEN	

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

FIRST NAME (PERMITHOLDER INFO)		M.I.	LAST NAME		LOCATION		
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 (-121.49365) upper stream segment	
Brush Deermouse	Peromyscus boylii	Placer	Ano Nuevo SMCA Abalone Cove SMCA Albany Mudflats SMP Anacapa Island Special Closure Anacapa Island SMCA Anacapa Island SMR Arrow Point to Lion Head Point (Catalina Island) SMCA Asilomar SMR	-121.09732 -121.49695	38.01458 38.19451		
Brush Deermouse	Peromyscus boylii	Placer					
Brush Deermouse	Peromyscus boylii	Placer					
Brush Rabbit	Peromyscus boylii boylii	Plumas					
Brush Rabbit	Peromyscus boylii rowleyi	Riverside					
Bryde's Whale	Peromyscus californicus	Sacramento					
Buena Vista Lake shrew	Peromyscus crinitus	San Benito					
Burchell's Zebra	Peromyscus eremicus	San Bernardino					
Bushy-tailed Woodrat	Peromyscus eremicus eremicus	San Diego					
Cactus Deermouse	Peromyscus fraterculus	San Francisco					

Example Tab

Report FORM	Submit to CNDDB

Submit to CNDDB Tab