

Scientific Collecting Permit Updates and Online Application Improvements

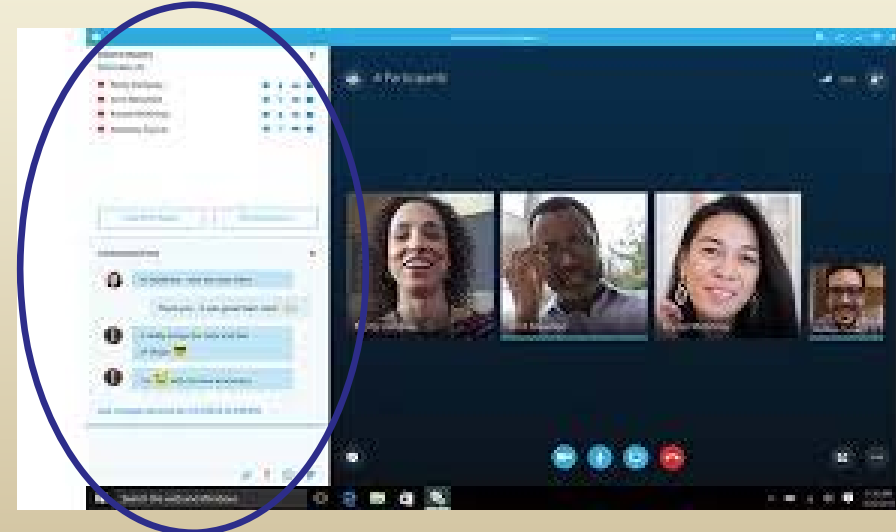


Webinar - September 28, 2018
Scientific Collecting Permit Working Group
Ona Alminas, Regulations Unit



Webinar Format

- Skype for Business
 - Internet Explorer or Edge (Office 365 Suite)
 - If having issues with audio, call in: **XXX-XXX-XXXX**
- Three presentation topics
 - Participants type questions in chat feature
 - Address questions at end
- Webinar is being recorded





Presentation Topics



Regulations: what changes effective Oct. 1, 2018 should I be aware of?



Transition: what happens to my existing SCP?



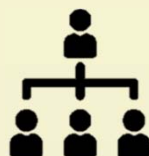
Process: how will the online application portal work?



Presentation Topics



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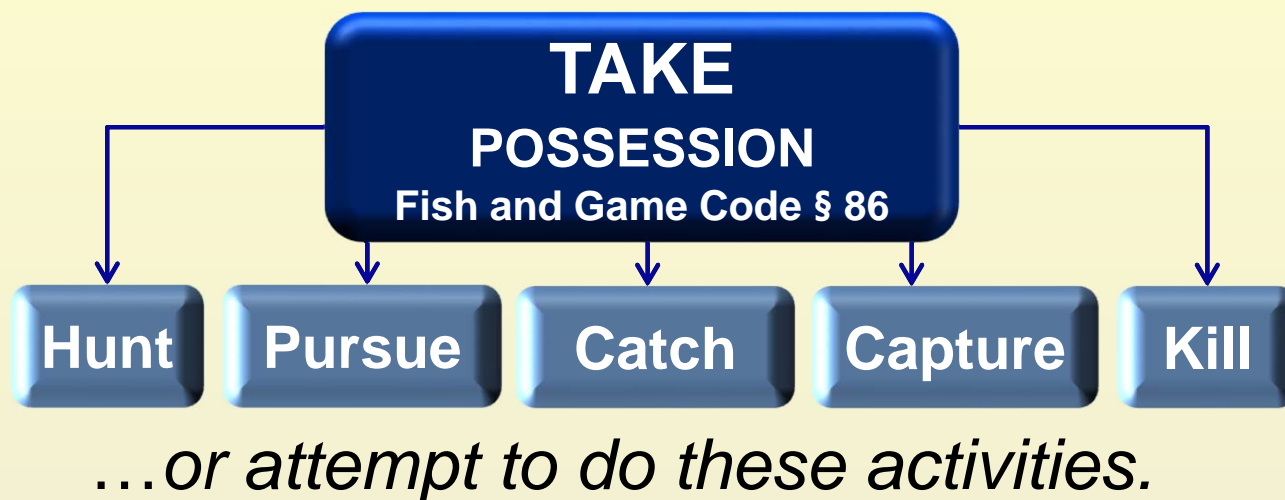
SCP Rulemaking Goals

- Update SCP operation consistent w/ statute
- Improve program administration and operation
- Revise permit structure to implement online, w/ new forms, and fee schedule





Regulatory Background



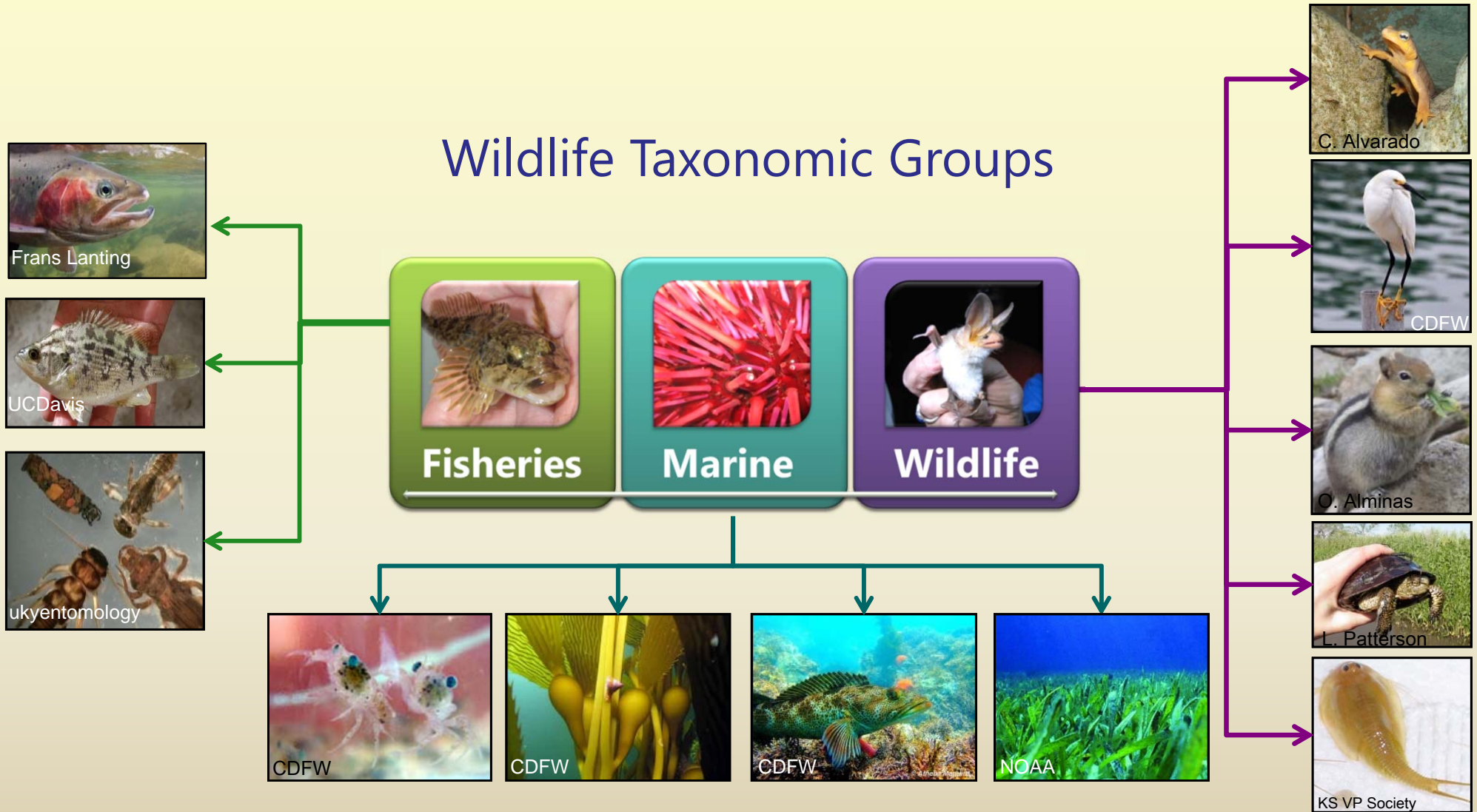
SCPs authorize take for...

- Science
- Education
- Propagation

Those species that are not listed under CESA, and that are not Fully Protected



Review Programs





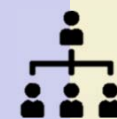
Regulatory Changes

No changes to:

- Review program jurisdiction
- Review evaluates permit application relative to wildlife resource
- Students – 1 year SCP
Individual, Entity – 3 year
- Fee processing and routing through LRB
- SCP review timeframe (90-100 days)

Changes to:

- Permit structure
- Entity, Individual
permitholder function
- LAI administration,
Adequate supervision
- Forms and other
requirements
- Exemptions
- Fees





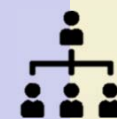
Regulatory Changes

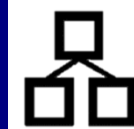
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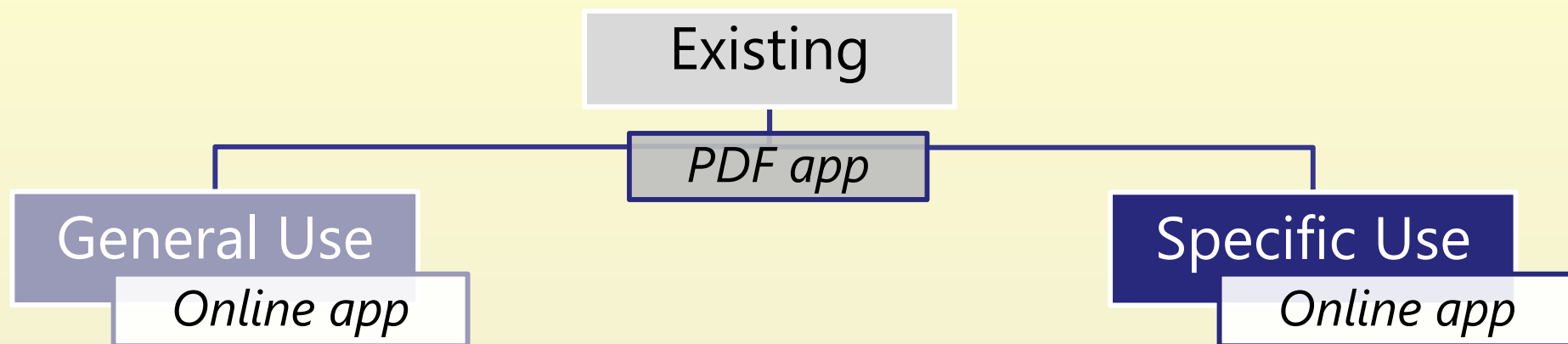
Changes to:

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Permit Structure



- Broad-use, w/ pre-determined "Authorizations"
- Reduced time required for issuance
- One form (permit) **per** review program
- Amended only to change LAI, request new Authorizations
- Study or planned undertaking w/ unified scope, includes:
 - Activities not covered under General
 - Species, methods & procedures requiring greater review
- One form (permit) **across** multiple review programs
- Amendable for LAI & requests that do not change fundamental scope

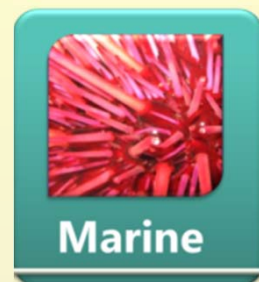


General Use

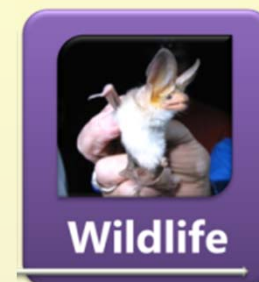
Authorizations



F1-F3



M1-M3



W1-W6

Section 4c. Inland Fisheries Authorizations

Select one or more of the following Inland Fisheries Authorizations (**F1-F3**) by requested for each Authorization selected.

Each Authorization and their restrictions is available by clicking the link below.

(Note: these links will open in a new tab)

[F1 - Inland Aquatic Invertebrates](#)

[F2 - Inland Non-Anadromous Fish](#)

[F3 - Anadromous Fish](#)

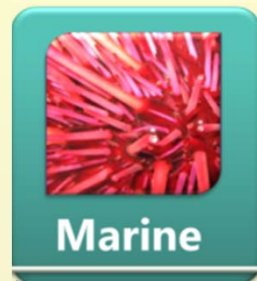


General Use

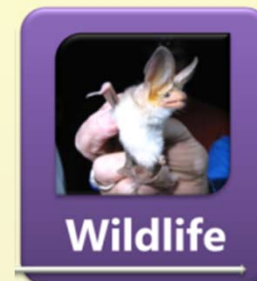
Authorizations



F1-F3



M1-M3



W1-W6

Section 4c. Marine Authorizations

Select one or more of the following Marine Authorizations (**M1-M3**) by checking requested for each Authorization selected.

Each Authorization and their restrictions is available by clicking the link below.

(Note: these links will open in a new tab)

[**M1 - Marine Fishes**](#)

[**M2 - Marine / Tidal Invertebrates**](#)

[**M3 - Marine Algae**](#)



General Use

Authorizations



Fisheries

F1-F3



Marine

M1-M3



Wildlife

W1-W6

Section 4c. Terrestrial Wildlife Authorizations

Select one or more of the following Terrestrial Wildlife Authorizations (**W1-W6**) (AI), may be requested for each Authorization selected.

Each Authorization and their restrictions is available by clicking the link below.

(Note: these links will open in a new tab)

[W1 - Terrestrial \(and Vernal Pool\) Invertebrates](#)

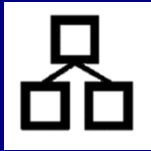
[W2 - Amphibians](#)

[W3 - Reptiles](#)

[W4 - Mammals](#)

[W5 - Birds](#)

[W6 - Terrestrial Wildlife Salvage](#)



Specific Use

Section 4f(1)(a). Targeted Wildlife

Section 4f(1)(a). Targeted Wildlife



For each Taxonomic Group listed, add the proposed targeted species, or if requesting at a higher taxonomic level than species enter the proposed lowest level(s) of taxonomic group(s).

Targeted Inland Fisheries Wildlife *

Edit	County	Geographic Location	Targeted Wildlife	Life Stage	Origin	Quantity of Targeted Wildlife (Across all Locations)	Activity / Disposition	Method	Procedure	Quantity to Undergo Procedure	Sampling Season Start Date
		Stream - Smith River	Eucyclogobius newberryi - tidewater goby (FE; SSC)	Adult	Natural	100	Capture; Procedure; Release	Seine, Beach	Anesthetize/Chemical Immobilization; Tag, Passive Integrated Transponder (PIT)	20	09. September
		Stream - Smith River	Eucyclogobius newberryi - tidewater goby (FE; SSC)	Juvenile	Natural	100	Capture; Release	Seine, Beach		0	09. September

■ Add Fisheries Targeted Species

Section 4f(1)(b). Non-Targeted Wildlife

Section 4f(1)(b). Non-Targeted Wildlife (Incidental By-catch)

For each Taxonomic Group selected, add the possible non-targeted (incidental by-catch) species; or if the species is unknown, enter the proposed lowest level(s) of taxonomic group(s) and provide the following information.

- The quantities expected to encounter during activities (if unknown, select "0" and explain under "Details" why it is unknown);
- Describe what measures will be employed to minimize incidental harm or death of all captured wildlife, including how you will avoid the incidental capture (by-catch) of non-target wildlife and special status species, and describe how you will minimize risk to wildlife during identification, supervision, discriminant capture methods, handling procedures and duration, etc.).

Non-Targeted Inland Fisheries Wildlife *

Edit	Non-Targeted Wildlife	Quantity of Non-Targeted Wildlife	Conditions	Approval Status
	Oncorhynchus mykiss irideus pop. 16 - steelhead - northern California DPS (FT)	20		Pending

■ Add Fisheries Non-Targeted Species

Section 4f(1)(c). Measures Minimizing Harm of Wildlife

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Describe what measures will be employed to minimize incidental harm or death of all captured wildlife, including how you will avoid the incidental capture (by-catch) of non-target wildlife and special status species, and describe how you will minimize risk to wildlife during identification and supervision, discriminant capture methods, handling procedures and duration, etc.).

If additional space is required, Provide the name of the "Measures Minimizing Harm of Wildlife" document below then attach the document in Section 6.

Measures Minimizing Harm of Wildlife



Benefits of Structure



Existing



New

Mailing of hard copy applications, and reports

Online submission of application, and upload of reports

Ambiguous instructions → inadequate information

Distinct questions → required information

Multiple studies/ complicated requests delay permit issuance

Comparable permitted units streamline permit issuance

User unable to manage own profile, or track status of app(s)

User can update own profile and track status of app(s)

Applicant re-enters app information each renewal

App information maintained in portal to streamline renewals

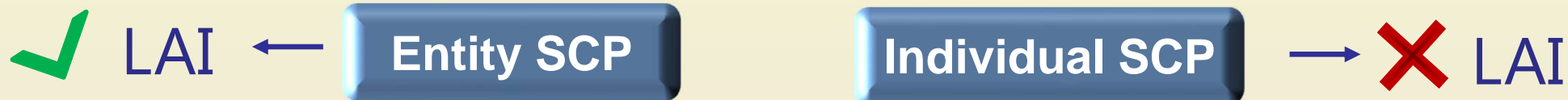


Permit Structure Comparison



Existing Structure

- SCPs are person-based
- An applicant can apply for any number of studies



- PI owns the permit

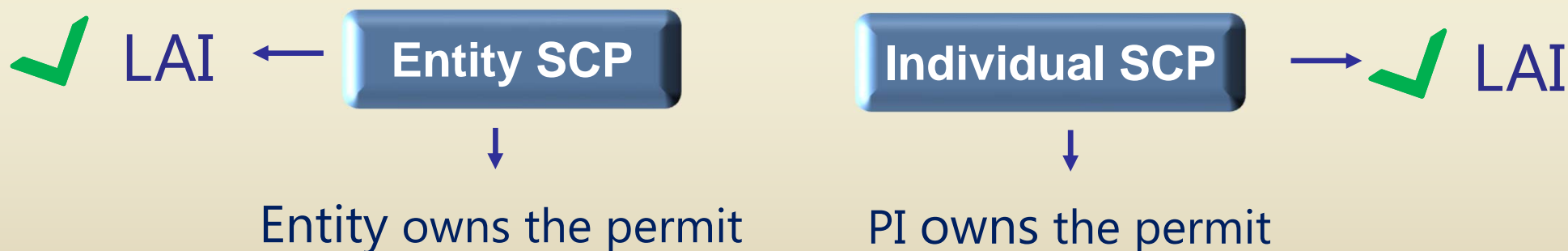


Permit Structure Comparison



New Structure

- SCPs are person AND work-based
- An applicant applies for a single study, or unified scope of work



Regulatory Changes



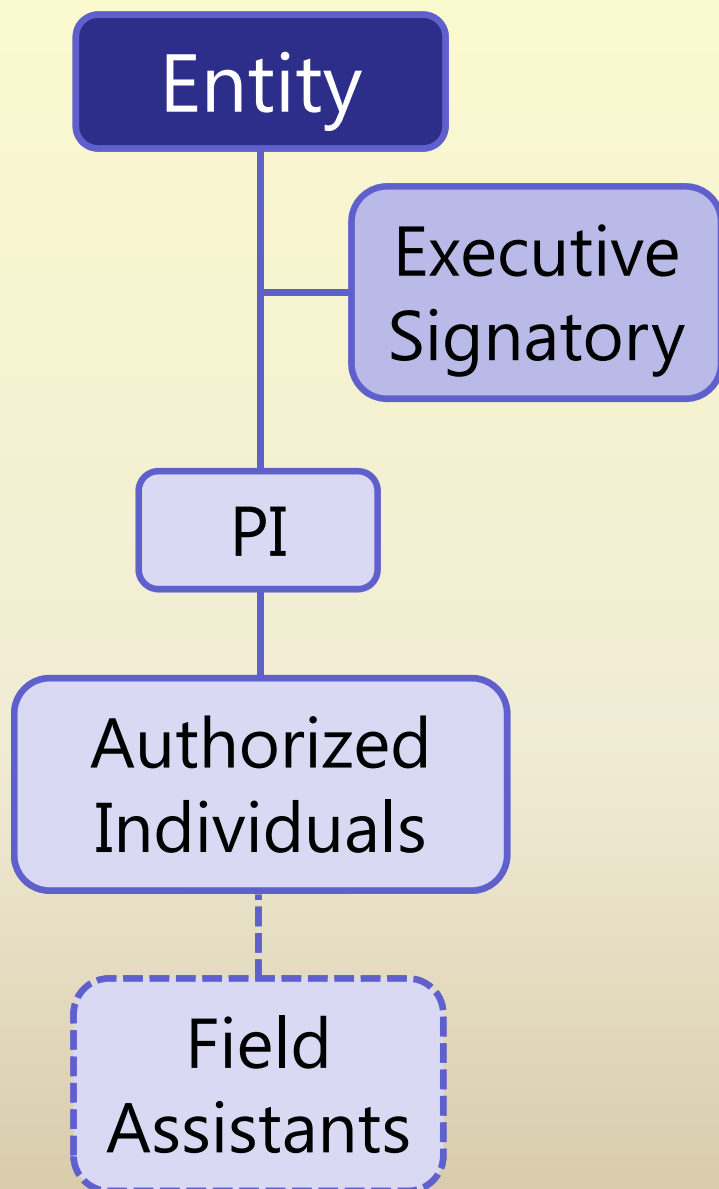
Summary of Changes

- Permit structure
- Entity, Individual permitholder function
- LAI administration, adequate supervision
- Forms and other requirements
- Exemptions
- Fees





Entity Permitholders



Entity Roles



Executive Signatory

- Sets up the Entity profile and authorizes Entity Administrators

Entity Administrator

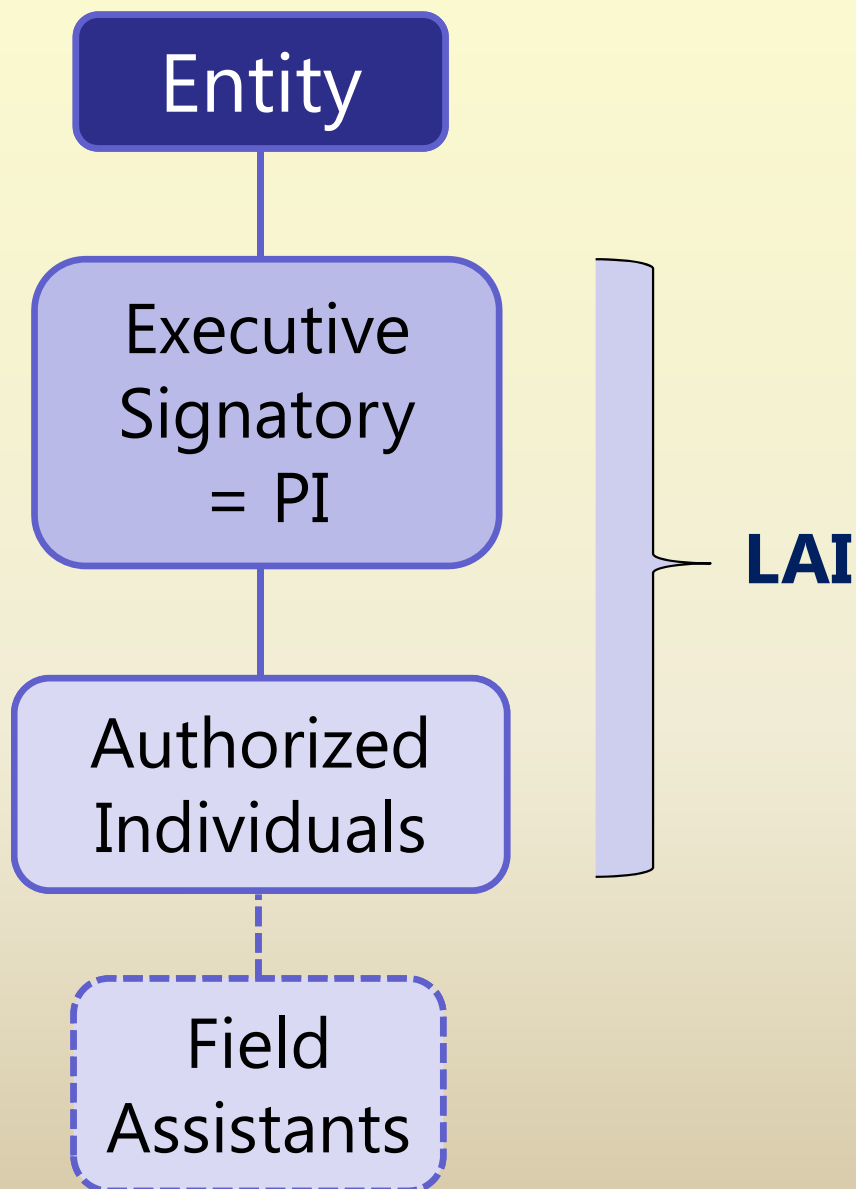
- Applies for permits on Entity's behalf

Principal Investigator (PI)

- Responsible party; supervises all aspects of permit



Entity Permitholders



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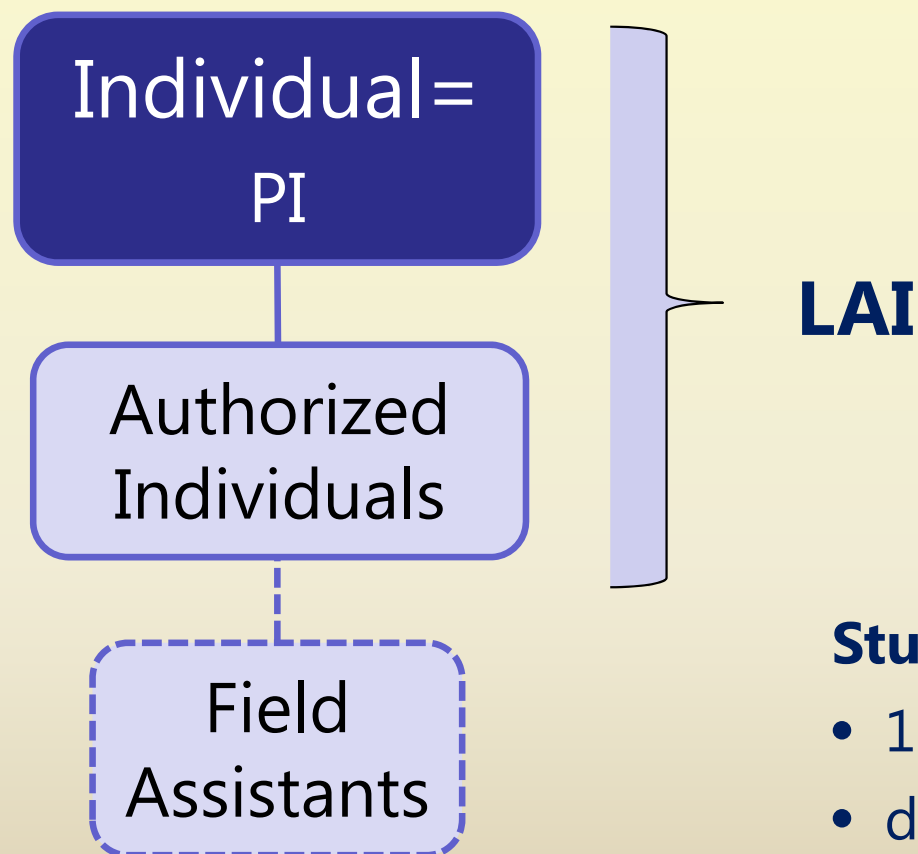
- Applies for permits on Entity's behalf

Principal Investigator (PI)

- Responsible party; supervises all aspects of permit



Individual Permitholders



Student permitholders

- 1 year SCP
- do not have a LAI
- Different requirements than Individual or Entity permitholders

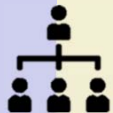


Regulatory Changes



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LAI Administration

General Use

- Hard cap (max) 8 AIs/ Authorization

E.g., up to 8 AIs each for:
W2 (amphibians)

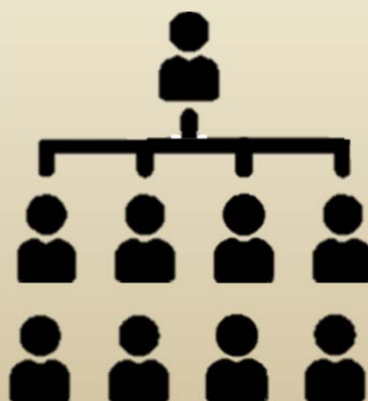
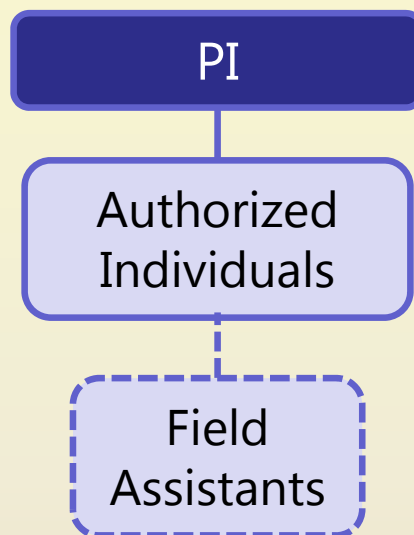
W5 (birds)

- General Use Amendment:
change or add up to 8 AIs/
Authorization



T14 §650(j), (l), CCR

LAI Limits



Specific Use

- Soft cap of 8 AIs per permit
- Specific Use Amendment:
requires justification for
request of >8 AIs

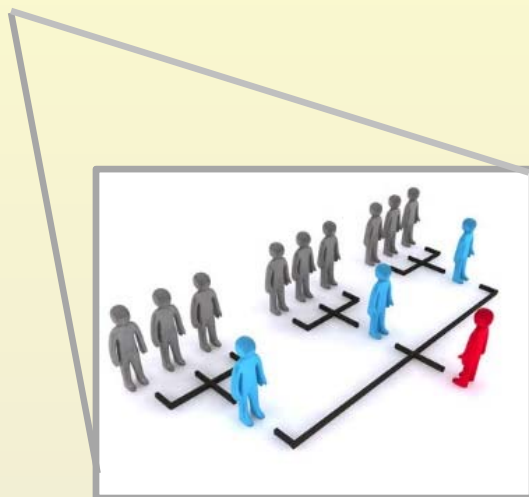
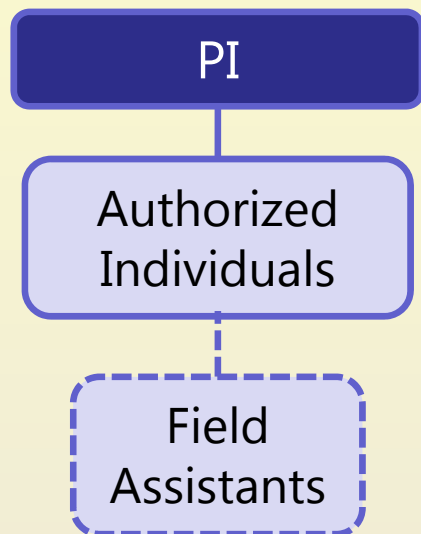
Change or add AIs





Adequate Supervision

Adequate Supervision



- Authorized Individuals: work independently under PI
- Field Assistants: directly supervised by PI or Authorized Individuals

FGC § 1002.5(b)

Permitholder and LAI Changes

- Single PI per permit
- Individual permitholder can have own LAI
- Entity owns the permit
- Executive Signatory = PI, or designates a PI
- Field Assistants do not need to be named
- General Use LAI limit: 8/ Authorization
- Specific Use LAI initial limit: 8/ permit



Regulatory Changes



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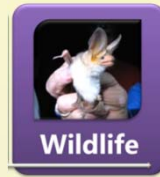
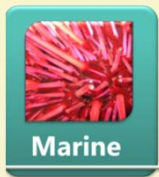




Forms



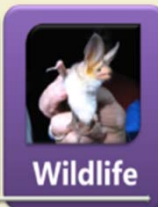
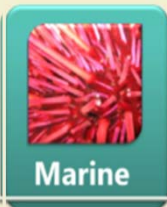
12 New and Revised DFW Forms



1379 **GF**
1379 **GFA**

1379 **GM**
1379 **GMA**

1379 **GW**
1379 **GWA**



1379 **S**
1379 **SA**

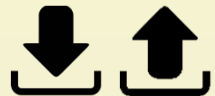
Apply online



DFW 1379a –

Mandatory Wildlife Report

- Replaces Report of Specimens Captured & Salvaged (RSCS)
- Excel file



DFW 1379b –

Notification of Field Work or Activity

- Online completion



DFW 1379c –

Chain of Custody

- PDF file



DFW 1379d –

Standard Conditions

- PDF; Attached to all issued SCPs



Other Requirements



- Qualifications T14 §650(h), CCR
 - CV or resume
 - Statement of Qualifications
 - Contact info for two (2) references (except Students)
- Permit review timeframes T14 §650(e)(2), CCR
 - 40 day review for completeness, 60 day review for content
 - Applicants **must** apply at least 90 days prior to permit expiration to prevent a lapse in coverage
 - Proposed regulatory language for extending permit duration while renewal application is pending was not approved by OAL T14 §650(k), CCR

Upload to Profile



Regulatory Changes



Summary of Changes

- Permit structure
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O. Alminas



Exemptions



Now exempt from needing a SCP:

- Certain dreissenid monitoring activities
- Water and sediment sampling outside of Marine Protected Areas
- Most terrestrial invertebrates, except for 303 "Prioritized Invertebrates"



California Terrestrial and Vernal Pool Invertebrates of Conservation Priority¹

Species	Federal ESA	CA ESA	G-Rank	S-Rank	Other Statuses
GASTROPODA (Snails and slugs)					
<i>Ammonitella yatesii</i> tight coin (=Yates' snail)	None	None	G1	S1	IUCN - Vulnerable
<i>Ancotrema voyanum</i> hooded lancetooth	None	None	G1G2	S1S2	BLM-Sensitive
<i>Assimineia infima</i> Redwater snail	None	None	G1	S1	IUCN - Vulnerable

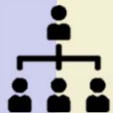


Regulatory Changes



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Fees

SCP fees* and forms listed in Title 14, subsection 703(c), CCR

License Item	Permitholder Type	Application	Permit (Issuance)	Amendment
General Use (GF, GM, GW)	Individual, Entity	\$48.35	\$200.15	\$61.04
Specific Use (S)	Individual, Entity	\$77.37	\$290.03	\$96.41
General Use (GF, GM, GW) OR Specific Use (S)	Student	\$27.00	\$54.00	\$27.00

**Fees starting October 1, 2018 include fee adjustments pursuant to FGC 713 and 1055. Additional adjustments will be made on January 1, 2019.*



Fees

Online: CDFW Online Sales and Service system

– Registration optional; additional fees apply



Mail:  , check, money order

– License and Revenue Branch (LRB) Sacramento office

In person:  , check, money order at LRB





Regulations: what changes effective Oct. 1, 2018 should I be aware of?



Transition: what happens to my existing SCP?

Process: how will the online application portal work?



Transition

What happens to my existing SCP?

SCPs issued prior to October 1, 2018

→ will remain valid until the expiration date

- Require use of new form versions
 - Mandatory Wildlife Report (DFW 1379a – Excel upload)
 - Notification of Field Work or Activity (DFW 1379b – online)



Transition

When's the last day I can submit using the existing process?

Pending applications submitted on, or before, Sept. 30, 2018

→ will be approved or denied under the current system, and will remain valid until the expiration date*

**New forms*



Transition

What if I plan to apply after October 1, 2018?

On, and after Oct. 1, 2018

→ Submit in SCP online portal required

*New applications *Amendments *Renewals *Forms

→ Permits with unrelated studies may need to be split up

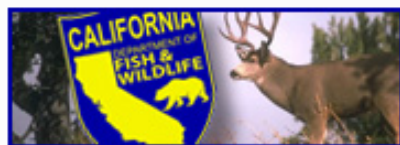
→ Payment of new fees



Transition

How do I amend an *existing* SCP after Oct. 1, 2018?

- Amendments in SCP Portal treated as new applications
- Permits with unrelated studies may need to be split up
 - Payment of new fees



Scientific Collecting Permit (SCP) Portal

Special Permits Unit ▼

General Use Permits



Scientific Collecting Permit (SCP) Portal

Special Permits Unit ▼

Specific Use Permits



Regulations: what changes effective Oct. 1, 2018 should I be aware of?

Transition: what happens to my existing SCP?



Process: how will the online application portal work?




Online Portal



Scientific Collecting Permit Portal (SCPP)

- “Permit central” for SCP applicants
 - Manage and update Profile
 - Apply for, and track status of application(s)
 - System-generated e-notifications (change in status, payment, etc.)
 - Upload reports, copies of other permits, environmental docs, etc.
 - Submit Notifications for field collection



Scientific Collecting Permit (SCP) Portal

Individual

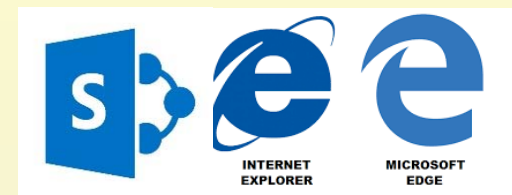
My Profiles		Back to Homepage
My Profile	Entity Profile	<p>If this is your first time visiting the site and have not created a profile, click the link below to get started.</p> <p>Create a Profile</p>
Entities I am authorized to request permits on behalf of		
Associated Entities		
For additional information go to the "SCP Instructions" page.		



Portal Specs



- Sharepoint-based
 - Works best with Microsoft web browsers
 - Release is **v.1.0** (expect IT updates, maintenance)
- User Profiles
 - All Authorized Individuals must register and create profile to be recognized in the system
 - System-generated ID (e.g., SC-182680002) replaces SC-ID (now called Legacy ID)
 - Permit ID for each application/ permit
- Custom species lists
 - Reporting cross-reference to CDFW's CA Natural Diversity Database





User Support



- Resources
 - Job Aid/Instructions – how to use the system (*phased release*)
 - “Pre-Application Guide”
 - Do you need a SCP, how many SCPs might you need, and do you need any other research permit?
 - FAQs (*phased*)
 - IT issue form/ support
 - Portal training video(s) (*phased*)

A screenshot of the login page for the California Department of Fish and Wildlife. The page has a white background with a grey border. At the top left is the California Department of Fish & Wildlife logo. To its right is the text "California Department of Fish and Wildlife" in a grey, sans-serif font. Below the logo and text is the word "Login" in a bold, black, sans-serif font. Underneath "Login" is a horizontal line. Below the line is the text "If this is your first time visiting, please [Register](#) before logging in." in a small, grey, sans-serif font. Below this text is the text "Select your sign in method" in a small, grey, sans-serif font. Below this text are two icons: a grey envelope icon with a black '@' symbol and a Windows logo (four colored squares: red, green, blue, yellow). At the bottom of the page is a checkbox with the text "Remember My Login" next to it.



Summary

- Regulatory improvements help clarify needs from applicants, and facilitate successful permit processing
- The soft phase-out of existing SCPs is least disruptive to ongoing SCP permitted activities
- IT development modernizes SCP operation for applicant satisfaction, while providing for improved data tracking





SCP Team Members

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Thank you

Thank you for attending and interacting!

Please post your questions to the Skype chat window.

General SCP inquiries to:
SCPpermits@wildlife.ca.gov
Ona Alminas





Acronyms

SCP **Scientific Collecting Permit**

ALDS	Automated Data License System
APA	Administrative Procedures Act
CCR	California Code of Regulations
CEQA	California Environmental Quality Act
CESA	California Endangered Species Act
FGC	Fish and Game Code
FP	Fully Protected
LAI	List of Authorized Individuals
LRB	License & Revenue Branch
MOU	Memorandum of Understanding
OAL	Office of Administrative Law
PI	Principal Investigator
T14	Title 14