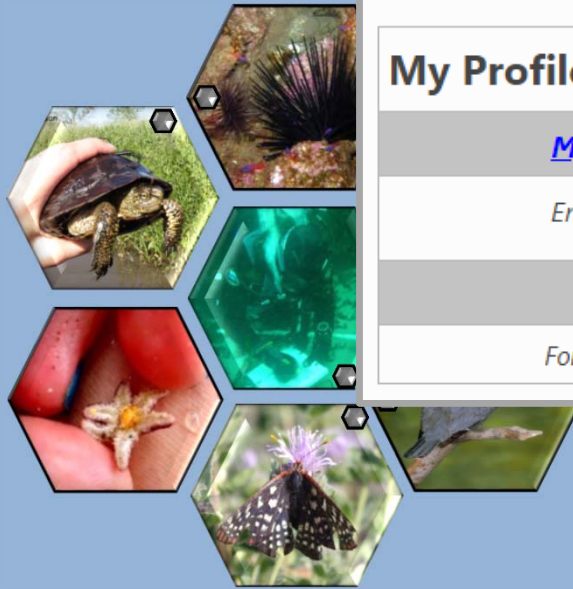


Scientific Collecting Permits Application Portal Overview



Scientific Collecting Permit (SCP) Portal

Individual



My Profiles

[Back to Homepage](#)

[My Profile](#)

[Entity Profile](#)

Entities I am authorized to request permits on behalf of

[Associated Entities](#)

For additional information go to the ["SCP Instructions"](#) page.

If this is your first time visiting the site and have not created a profile, click the link below to get started.

[Create a Profile](#)

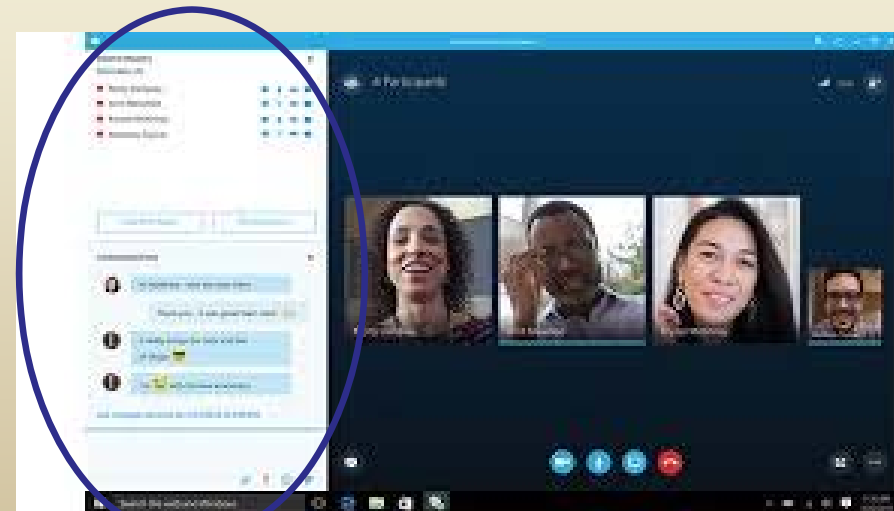


Webinar – October 24, 2018
Scientific Collecting Permit Working Group



Webinar Format

- Skype for Business
 - Internet Explorer or Edge (Office 365 Suite)
 - If having issues with audio, call in
- Three presentation topics
 - Participants type questions in chat feature
 - 10 minutes to answer questions at end of each topic; then address the rest at end
- Webinar is being recorded





Previous Webinar Topics

9/28/2018 Webinar

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?



Today's Webinar Topics



1. Permitholder Types: Individual, Entity, Student, and requirements for each



2. Getting started: one user, one login ID, one profile



3. Navigating the SCP Portal: Where to find supporting information



Today's Webinar Topics



1. Permitholder Types: Individual, Entity, Student, and requirements for each



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3. Navigating the SCP Portal: Where to find supporting information



Permitholder

Permitholder (=“permittee”)

- **Entity** approved by CDFW to whom an Entity permit is issued
- Person to whom **Individual** or **Student** permit issued





Principal Investigator

Principal Investigator (PI)

- Person approved by CDFW to oversee all aspects of a permit
 - **Entity** permit: PI is not the same as Permitholder
 - **Individual** or **Student** permit: PI is the same as Permitholder

Individual = PI



PI Responsibilities



- A. Leads and supervises all permit activities
- B. Expert in identification, methods, and protocols specific to requested taxa
- C. Obtains all other permissions, develops proposals, trains all Authorized Individuals (AIs), oversees quality control
- D. POC and responsible for all permit terms & conditions
- E. Provides adequate supervision of all persons working under permit (AIs, and any unnamed Field Assistants)



Authorized Individuals

Authorized Individual (AI)

Any person on the List of Authorized Individuals (LAI) (=“subpermittee”)

- May conduct work independently of the PI
- May supervise Field Assistants

Individual = PI

Authorized
Individuals



All proposed AIs must:

- Create their own SCPP login ID
- Create their own SCPP profile



Field Assistants

Field Assistants

- Do not need to be named on permit
- Can be supervised by the PI, or an AI

Individual = PI

Authorized
Individuals

Field
Assistants



Individual Permitholders

Individual:

- An eligible person acting as the Permitholder and PI
- Responsible for overseeing all activities conducted under the permit.

- 3 year SCP

- Can have a LAI ✓

LAI

Individual = PI

Authorized
Individuals

Field
Assistants



Individual vs. Entity



- Affiliation - Not required
- PI owns the permit



- Affiliation = Entity
- Entity owns the permit (permit stays with Entity if PI leaves)
- Executive Signatory or Entity Administrator assigns new PI to a permit*



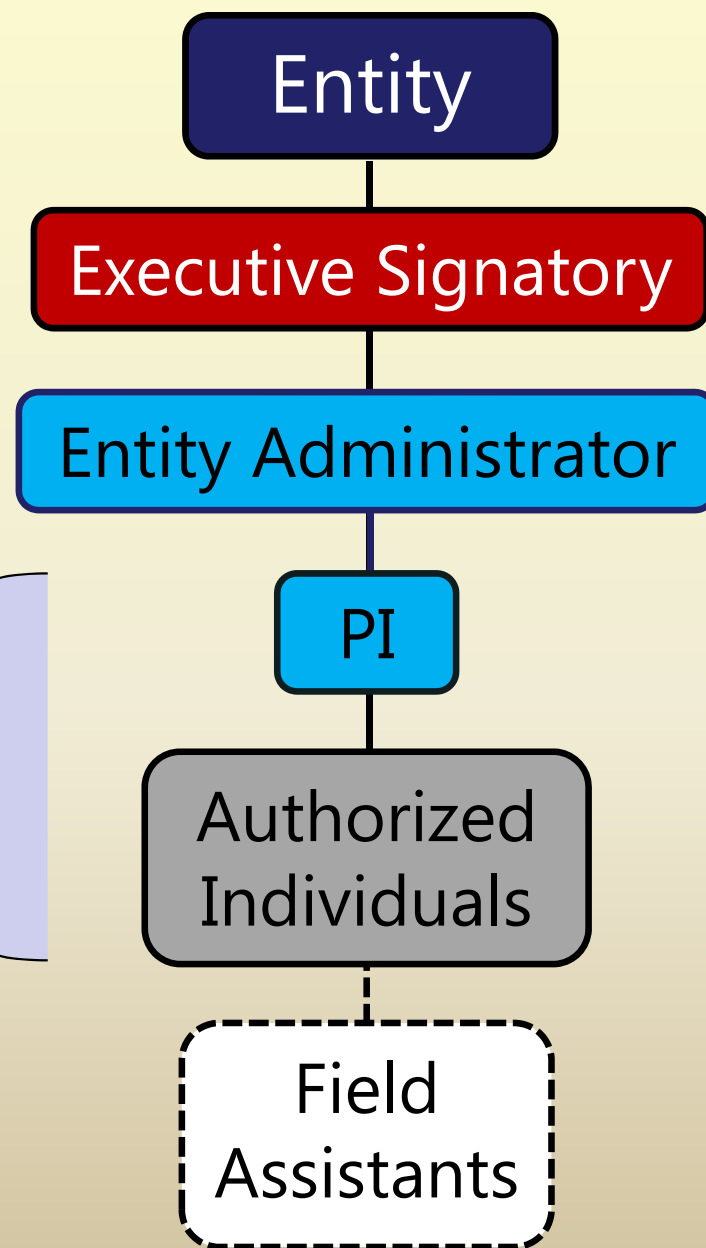
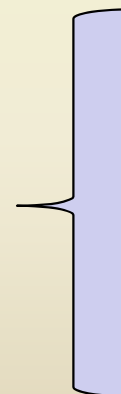
Entity Permitholders

Entity:

- Public or private organization, institution or affiliation (for profit, or non-profit)
- State, local, or federal agency
- Native American tribe

- 3 year SCP
- Can have a LAI ✓

LAI





Entity Permitholders

Entity

Executive Signatory

Person creating Entity profile
defaults to the Executive
Signatory

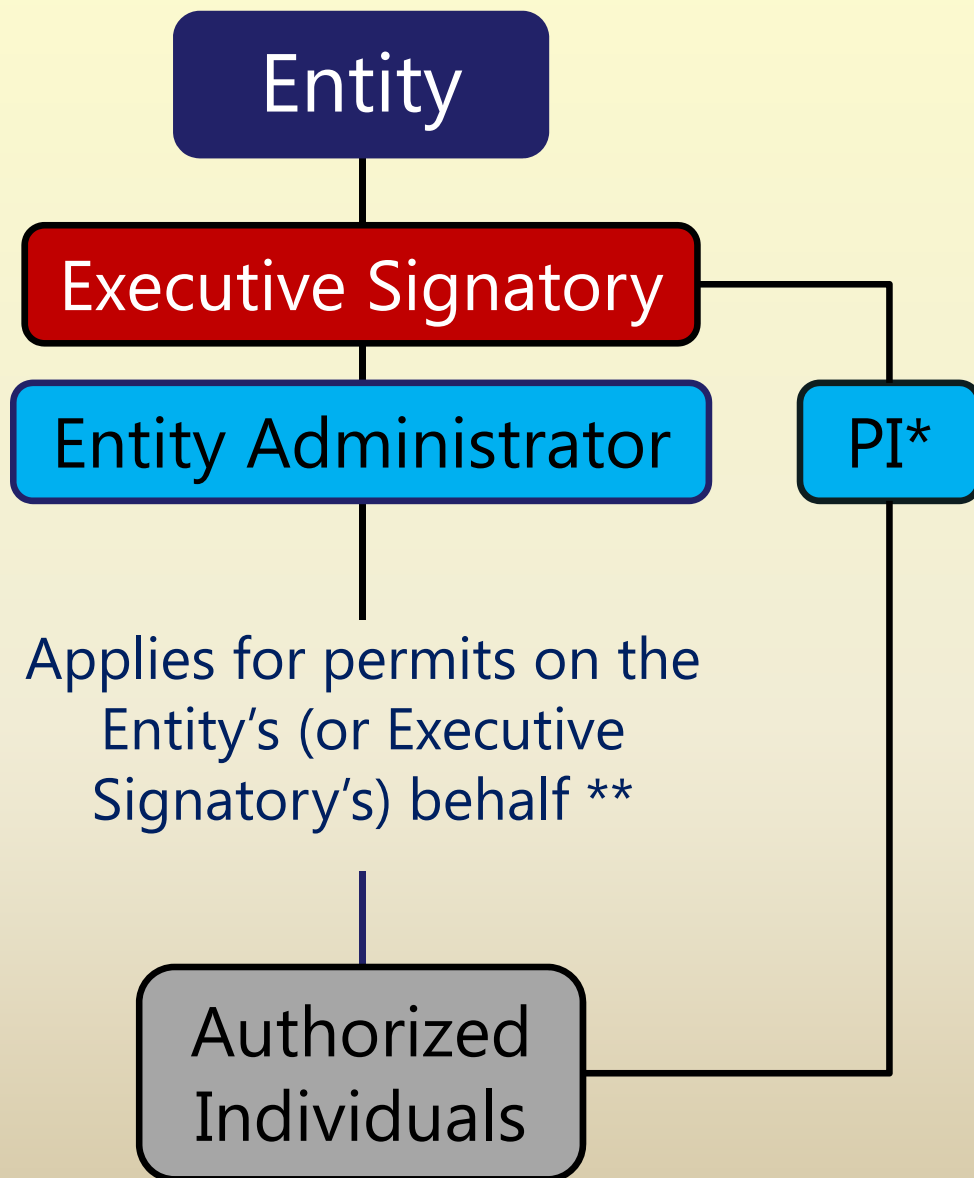


Executive Signatory:

- A principal officer or responsible party; person in a stable role at affiliation
- Has legal or other authority to act for the Entity
- Sets up the Entity profile, and authorizes Entity Administrators



Entity Permitholders

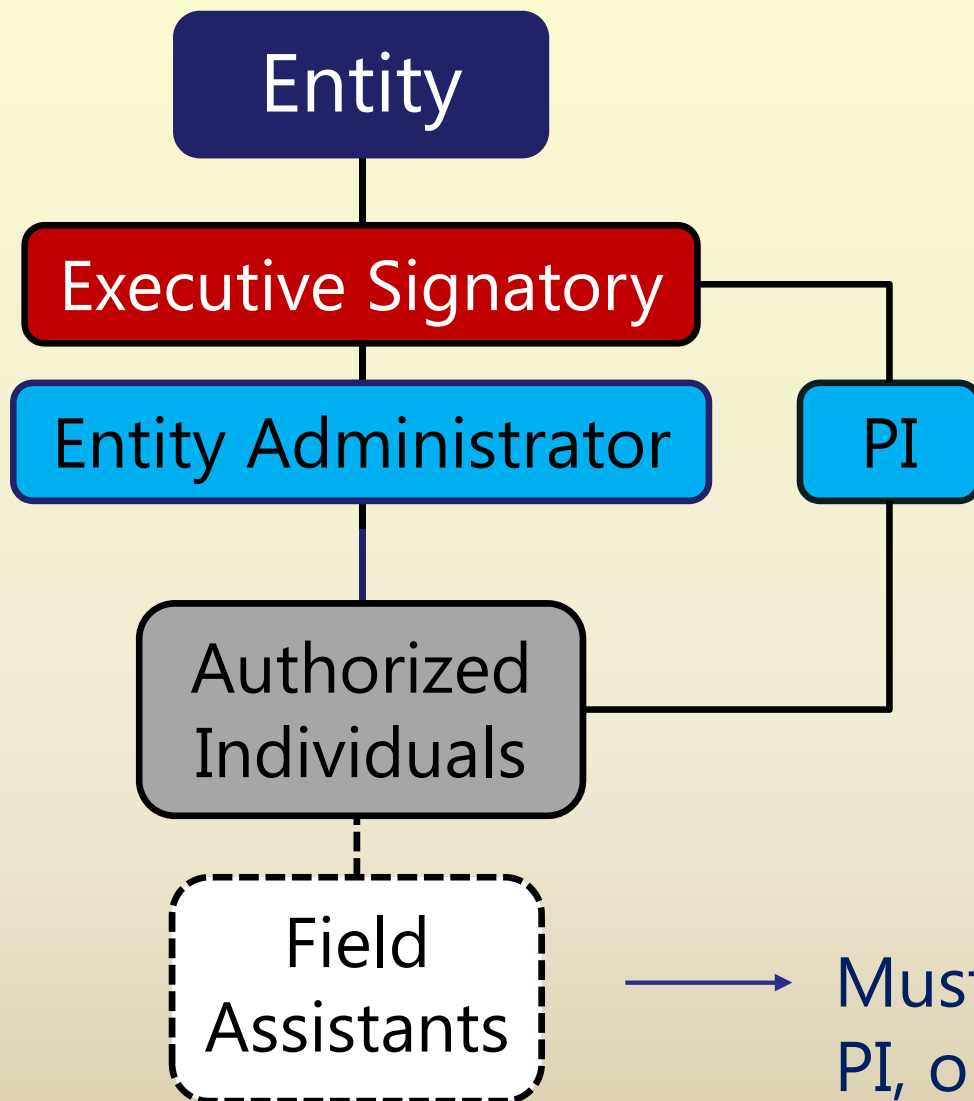


* Executive Signatory or Entity Administrator assigns a PI (which could be themselves)

** Executive Signatory assigns Entity Administrators when creating Entity's Profile



Entity Permitholders





Entity Approval Criteria

"Business Applicant" Requirements

- Need business documentation (e.g., Articles of Incorporation, Certificate of Limited Partnership, etc.) ***First time only***

Entity Profile Correct

- Executive Signatory inextricably linked, can't change login ID name
- Email address cannot be a generic email or distribution list address

Adequate Supervision

- PI must provide adequate supervision





Entity example 1



Consulting company

- 3 regional offices
- NorCal office works on different suite of species than 2 SoCal offices
- One PI adequately supervises all NorCal activities; 2nd PI for SoCal activities
- Suggested:
 - ✓ 2 separate Entity profiles (1 NorCal office, 1 SoCal offices)
 - each apply for own permits





Entity example 2



Cal State University

- 1 wildlife department, several research labs
- Professors of each lab oversee only the work in their lab
- Suggested:



- ✓ 1 Entity profile per research lab

- Each Professor serves as Executive Signatory and PI, and apply for own permit

OR

- ✓ 1 Entity profile for wildlife department

- Dept. Chair serves as Executive Signatory, each Professor serves as PI, applies for own permits



Entity example 3



Non-profit research organization

- 1 office
- Numerous research programs (terrestrial, marine, inland fisheries)
- One PI adequately supervises terrestrial activities, 2nd PI for marine, and 3rd PI for inland fisheries
- Suggested:
 - ✓ 3 separate Entity profiles (1 per terrestrial, marine, inland fisheries)
 - each apply for own permits






Student Permitholders



Student:

- 18 years of age or older
- Collegiate level
(university, college, or other higher education academic institution)
- 1 year SCP
- **does not** have a LAI 

(However, students may also apply for Individual and/or Entity permits, with payment of Individual and Entity permit fees)





Today's Webinar Topics

1. Permitholder Types: Individual, Entity, Student, and requirements for each



2. Getting started: one user, one login ID, one profile

3. Navigating the SCP Portal: Where to find supporting information



Getting Started

SCP Portal (SCPP) Terms

User = any person who applies for permits, requests to be an AI and named on LAI, or needs access to SCP Portal

Login ID = grants User access to SCPP

- Requires email address, identify verification, & password creation

Profile = stores personal data associated to specific User

- Requires personal information for permit applications (i.e., contact, affiliation, and qualifications info)



Getting Started

1

User

1

Login ID

1

Profile

All users must:

- Create their own SCPP login ID
- Create their own SCPP profile
 - System-generated ID (e.g., SC-182680002, or EID-182450003) replaces SC-ID (now called Legacy ID)
 - Permit ID for each application/ permit



Do not create a profile from your login ID for another user



When applying for permit, do search for the user through look-up fields in application



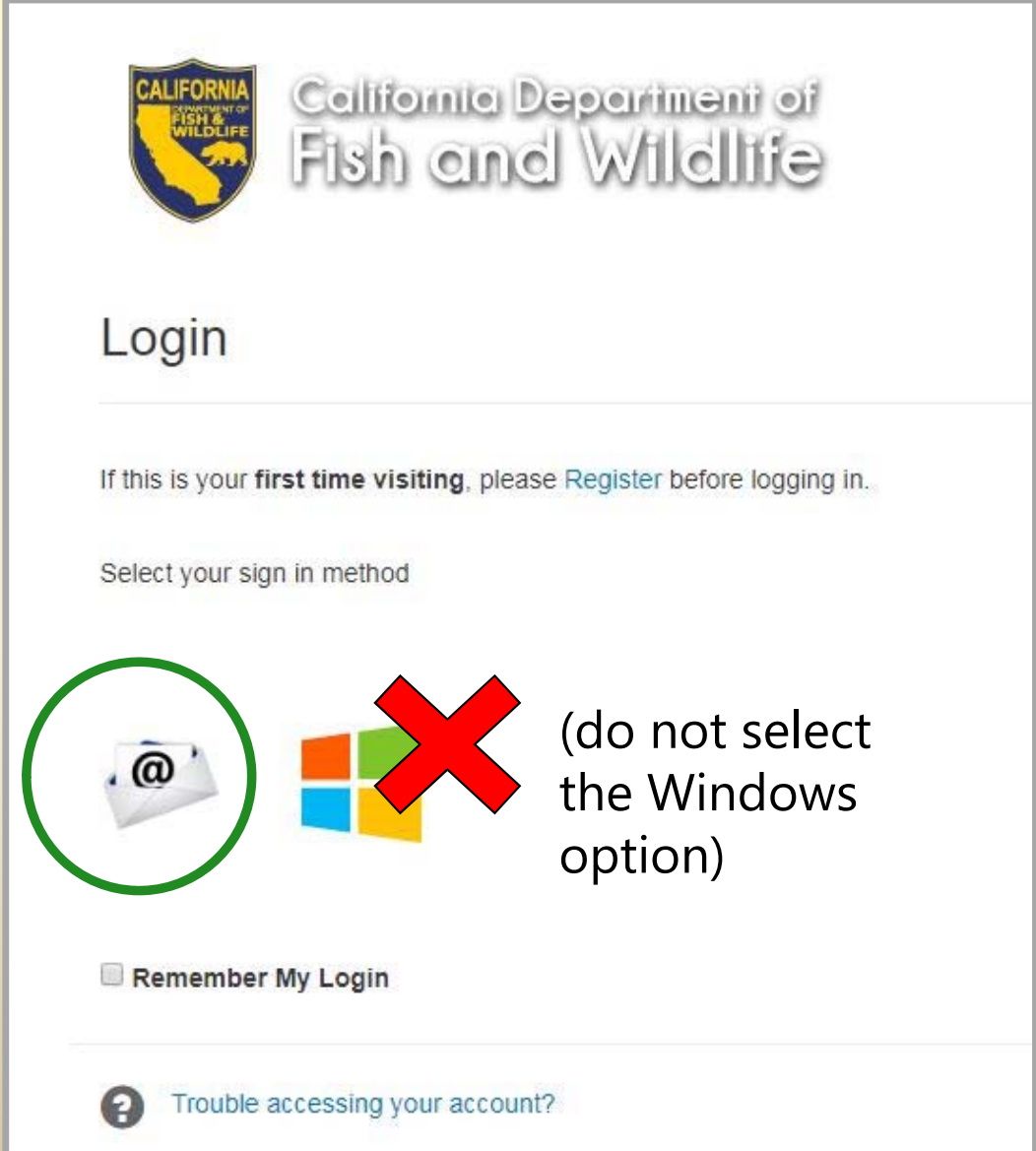
Create Login ID



Create User Login ID (**First time only**)

1. Register with first name, last name, and email

- Utilizes Identity Manager to verify Login ID



The screenshot shows the login page for the California Department of Fish and Wildlife. At the top left is the department's logo. To its right is the text "California Department of Fish and Wildlife". Below this is the word "Login" in a large 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..". Below this is the text "Select your sign in method". There are two options: a green circle around an email icon (a white envelope with a black '@' symbol) and the Windows logo (four colored squares: orange, green, blue, and yellow). A large red 'X' is placed over the Windows logo. To the right of the Windows logo is the text "(do not select the Windows option)". Below these options is a checkbox labeled "Remember My Login". At the bottom is a link with a question mark icon and the text "Trouble accessing your account?".



Create Login ID



California Department of
Fish and Wildlife

2. Complete Login ID verification

Check your email address for instructions *id.wildlife.ca.gov*
(set password)

Registration

Enter registration information

First Name *

John

Last Name *

Smith

Email *

john.smith@example.com

Confirm Email *

john.smith@example.com



First time login token generated

Instructions

Step 1

Complete registration

- complete required fields
- complete ReCAPTCHA
- clicking Register

Step 2

Complete email activation

- Opening your activation email
- Set your password



I'm not a robot



reCAPTCHA
Privacy - Terms

Register

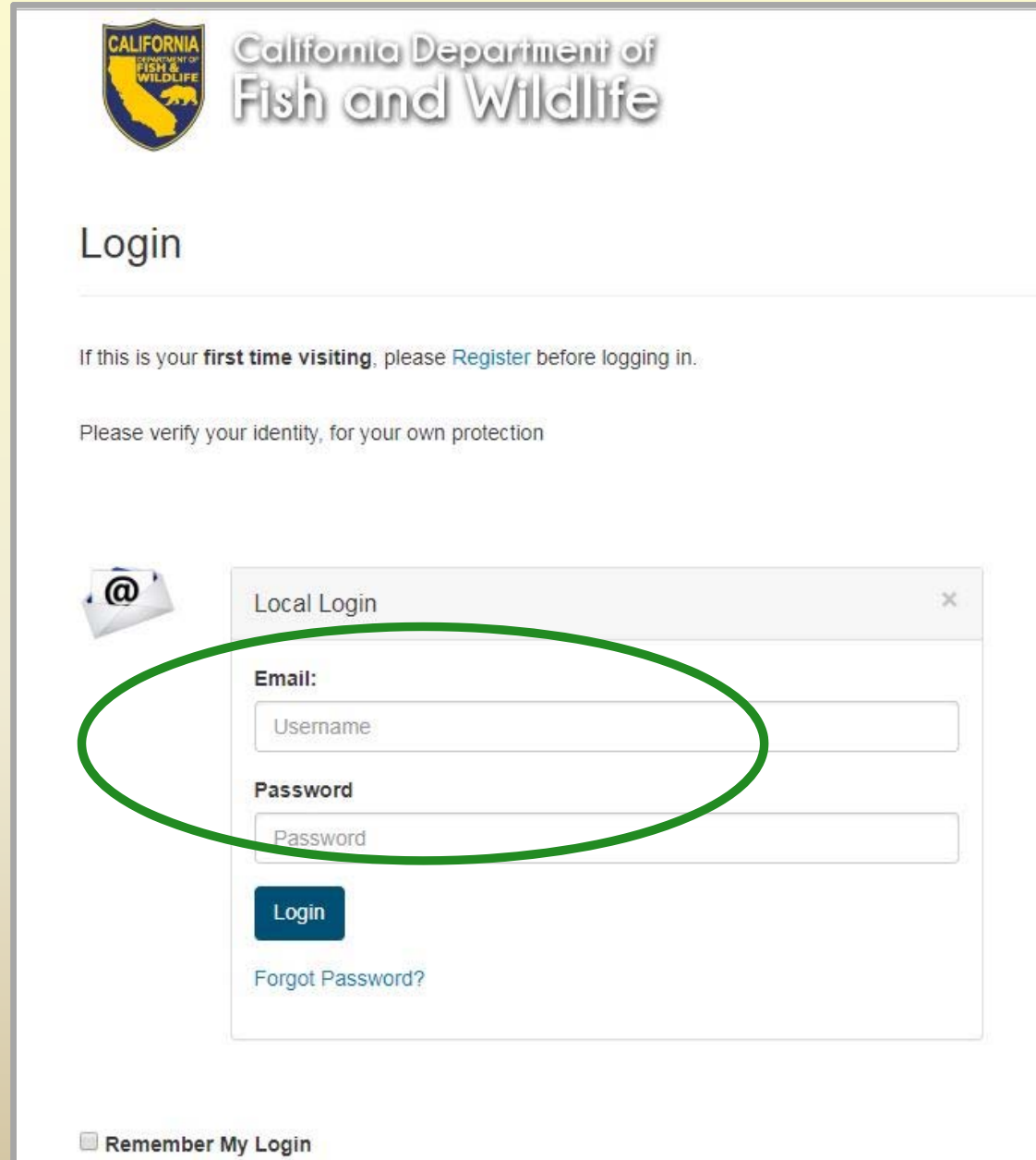


Create Login ID



3. Access Login ID

- Enter password
- Enable "Remember my Login" to save password



The screenshot shows the login interface for the California Department of Fish and Wildlife. At the top left is the department's logo, and to its right is the text "California Department of Fish and Wildlife". Below this is a "Login" heading. A message states: "If this is your **first time visiting**, please [Register](#) before logging in." Another message says: "Please verify your identity, for your own protection".

Below the messages is a "Local Login" modal window. To the left of this window is an envelope icon with an "@" symbol. The modal window has a title bar "Local Login" with a close button. Inside, there are two input fields: "Email:" with a placeholder "Username" and "Password" with a placeholder "Password". A green oval is drawn around these two input fields. Below the fields is a blue "Login" button and a link "Forgot Password?". At the bottom of the page, there is a checkbox labeled "Remember My Login".




Create Profile



1. Create Profile (**First time only**)

- Only one profile per user



Scientific Collecting Permit Portal (SCPP)

Individual

My Profiles

****My Profile****

[Entity Profile](#)

Entities I am authorized to request permits on behalf of


[Associated Entities](#)

For additional information go to the ["SCP Instructions"](#) page.

[Back to Homepage](#)

If this is your first time visiting the site and have not created a profile, click the link below to get started.

[Create a Profile](#)

View	Edit	SC ID	Name	General Use Permit *	Specific Use Permit *
View		SC-182740001	Test CDFWKSW	New General Use Permit Request	New Specific Use Permit Request



Create Profile



SCP Profile for:

General

Instructions:

Complete all fields below to provision a new Profile. All fields are required with the exception of M.I.

NOTE: If you already have a profile, **DO NOT** create a new profile. Profiles cannot be merged and you may lose access to your permits and applications.

Account Name

i0#wjad\stkwenzel

1

1. Name, email address verified

First Name *

Enter your legal first name as it appears on your picture ID to be carried in the field for identification.

M.I.

If applicable, enter your middle initial as it appears on your picture ID to be carried in the field for identification.

Last Name *

Enter your legal last name as it appears on your picture ID to be carried in the field for identification.

Email Address *

Enter your email address you wish to receive notification to.

Email Address Verification *

Retype your email address to verify accuracy (case sensitive).

2

2. Choose role:
Select if a Student or Entity (DEFAULT = Individual)

Permitholder Information

Are you applying as a Student?

☐ Yes

☒ No

Select "Yes" if you are a registered student and will be applying for permits at the Student Rates. Student verification is required to receive Student Rates.

Are you an Entity Executive Signatory?

☐ Yes

☒ No

Select "Yes" if you have Executive Signatory responsibilities and will be applying for permits on behalf of an Entity. Executive Signatories are responsible for creating the Entity Profile and assigning Entity Administrators.

Click "Save" below to provision the profile and new SC ID.

You are required to complete the provisioning process of the profile by editing the profile from your Homepage under "My Profiles". All sections must be completed before new permit applications can be submitted.

3. Save – assigns SC-ID

Save

Cancel

3



Complete Profile



!YOU MUST COMPLETE PROFILE BEFORE APPLYING FOR A PERMIT!

2. Complete Profile (click "edit")

- Required information must be added to your Profile (e.g. Affiliation, References, Qualifications, etc.)

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.					

View	Edit	SC ID	Name	General Use Permit *	Specific Use Permit *
View	Edit	SC-182740001	Test CDFWKS	New General Use Permit Request	New Specific Use Permit Request



Complete Profile - Students

Qualifications Requirements

- Student Sponsor
 - a faculty member affiliated with the academic institution provides proof of sponsorship
- Statement of Qualifications
 - Hours in occupied habitat and with requested species – methods, procedures, protocols, etc.
 - Locations and dates of above, and persons trained with
 - Other hands- on experience
- Resume or CV



→ upload to profile



Complete Profile – Individual, Entity



Qualifications Requirements – PI and all AIs

- References
 - Contact information for two references to verify experience
- Statement of Qualifications
 - Hours in occupied habitat and with requested species, methods, procedures, protocols, etc.
 - Locations and dates of above, and persons trained with
 - Other hands- on experience
- Resume or CV

Requirements – PI Only

- How PI responsibilities will be met



→ upload to profile



Complete Profile

- Enter all the required information, and upload the appropriate attachments
- Click Save and Close

SCP Profile for: SC-182740001: Test CDFWKS

General

Account Name
TSTKWenzel, Test@Wildlife

SC ID
SC-182740001

Individual GO ID

First Name *
Test
Enter your legal first name as it appears on your picture ID to be carried in the field for identification.

MI
If applicable, enter your middle initial as it appears on your picture ID to be carried in the field for identification.

Last Name *
CDFWKS
Enter your legal last name

Email Address *
Enter your email address you wish to receive notification to.

Email Address
Retype your email ad

Address
123 Main Street

City
Sacramento

Affiliation (Edit)
Click "Add Affiliate" then complete all fields then click "Save".
There are no items to show in this view.
[Add Affiliate](#)

References
A minimum of two (2) references are required who can verify the applicant's experience with requested wildlife.
NOTE: For ne
Click "Add Re

Profile Attachments
All persons are required to upload the following attachments:
1. **Statement of Qualifications (SOQ):** A statement of qualifications that quantifies and describes experience with requested wildlife and/or similar w well as the approximate number of hours conducting the proposed activities, capture methods and procedures for each requested wildlife species, wild provided training, any relevant survey, or hands-on training, or experience, and for Principal Investigators only, how responsibilities under subsection
2. **Resume or curriculum vitae:** A resume or curriculum vitae that describes the educational background and wildlife-related experience, including a lis
3. **References:** Except for Student Permitholders, current contact information (indicated below) for two (2) references (for example, other Permitholder or possession of mountain lion (Puma concolor), two letters of recommendation shall be submitted as verifiable documentation, pursuant to Section 4810
4. **Letter of Sponsorship (student only):** One faculty member shall provide proof of sponsorship of the student. A letter of sponsorship must be attai
Click "Upload Attachment" then complete the steps to attach the document. Each document must be uploaded one at a time.

Individual Attachments (Edit)


Name	Type	Edit	Created	Modified
SCP Attachment.docx			10/1/2018 12:55 PM	10/1/2018 12:55 PM

[Upload Attachment](#)

[Save and Close](#) [Cancel](#)



Today's Webinar Topics

1. Permitholder Types: Individual, Entity, Student, and requirements for each
2. Getting started: one user, one login ID, one profile
-  3. Navigating the SCP Portal: Where to find supporting information



Navigating SCP Portal



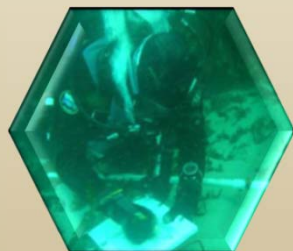
- User Resources
 - Announcements
 - SCP Instructions– how to use the system
 - “Pre-Application Guide”
 - Do you need a SCP, how many SCPs might you need, and do you need any other research permit?
 - Report an Issue
 - My Profile and My Permits & Applications Dashboards

→ SCP Portal



Summary

- Three permitholder types and defined roles grant users the most flexibility in managing applications & permits
- The SCP Portal requires each user create a single login ID, and single profile from which they can manage applications and permits
- User support materials are available to guide users through the steps towards successful application submission





SCP Team Members

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Thank you

Thank you for attending and interacting!

Please post remaining questions to the Skype chat window.



Contact SCPermits@wildlife.ca.gov:

- if interested in next webinar – Thurs, Nov. 29, 2018
 - General, Specific Use SCPs
- General inquiries



Acronyms

SCP Scientific Collecting Permit

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