Scientific Collecting License (SCL) Application Reminders and Instructions

Reminders, Updates and Application Instructions - PLEASE READ:

General Reminders and Updates

- ➢ WHEN TO APPLY. The SCL is an annual license. Don't forget to renew each year if you intend to handle any of Arizona's wildlife; this includes vocalization playback on any species.
  - o Requests will be accepted beginning the second week in November for the upcoming year.

- ➢ CORRESPONDENCE. Email all SCL correspondence to scpermits@azgfd.gov. In the subject line, please include the SCL holder's last name and license number for all current licensees (E.g., Jones, SP123456).

- ➢ NO BLANKET LICENSES WILL BE ISSUED. You must have an upcoming active project with specific location(s) and a tentative schedule at the time you apply.

- ➢ PLAN ACCORDINGLY. To better serve SCL applicants in a timely manner, we recommend that you submit your application by email no sooner than 60 days before the project start date. If you have multiple projects, go by the earliest project start date and submit all projects for the year at the same time (E.g., If you begin your project May 1, 2018, submit no sooner than March 1, 2018).

- ➢ SCL PROCESSING. The application process can take up to 30 DAYS. The clock starts *after* the application and all additional applicable documents are completed and received (Additional documents: a HACCP plan, holding facility if working with live wildlife, diagrams, maps of locality, and *IF* renewing the previous year's report form).

  ## Reporting

- ➢ The SCL report excel form (provided) is due JANUARY 31st, 2018.

- ➢ Even if no activities are conducted, complete the top portion of the report form and email to scpermits@azgfd.gov.

- ➢ Late submission could be subject to penalty or suspension of any future licenses. If you have already sent in your 2017 report, thank you.

- ➢ These data aren't only required, but are useful to all of us! Data go into the Department's HDMS & Point Observation Database. Because of the data provided, tools have been developed to be used by you and the Department for wildlife management. For more information go to:
  https://www.azgfd.com/Wildlife/Planning/
  https://www.azgfd.com/wildlife/planning/projevalprogram/.

- ➢ If you are submitting Chiricahua leopard frog data, send the survey forms to the Ranid Frog Specialists as directed on your SCL with stipulations and complete the top part of the SCL report form and send to scpermits@azgfd.gov (Indicate on the SCL report form to whom and when you sent it, as directed).

  Note to bird banders: Good News. We are currently in the final steps of working with the Bird Banding Laboratory and hope to have a similar system of reporting banding data for 2018 SCL reports (you would only report to the BBL and the Department will receive the data from them for the database). Stay tuned for more information.

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Application Instructions

➤ SIGNATURE NOT REQUIRED. You may type in your name and initials on the application when sending by email.

➤ QUALIFICATIONS. All experience pertaining to the project must be listed, such as the number of hours and wildlife you have handled; the name(s) of people you gained experience from; and any special training and/or certifications (including research publications and/or degree).

➤ WILDLIFE REQUESTED. List all wildlife you are requesting to capture/release, collect, and/or any other activities outlined in R12-4-418(A), including vocalization playback.
   o If you are doing a general sampling - list the taxonomic level.
   o If you have a target species for the project, list the specific species as directed in the application. Don't forget to include the number you want to mark, sample and/or collect.

➤ METHODS. You must give all details of the methods you intend to use when handling or surveying for Arizona wildlife (E.g., protocol type, marking techniques, time of day, trap types, etc.).

➤ LOCALITY DETAILS. Submit specific locality information on your application (the parts of a rivers, tributary names, valley, canyon, mile markers on a highway, land ownership information, etc.). We also recommend that you provide a map with coordinates, if available. A map can be helpful to clarify any overlap with current projects in the same area.

   Note: To better manage our state's wildlife and partners efforts, we log locality details and species listed in every SCL project approved. If you specify a locality and species on your SCL application that you are not sure you'll be working on this year, it could delay the process for someone else that has an upcoming active project.

➤ SCHEDULE: At minimum, include a tentative schedule.

➤ AGENTS. Anyone working on your project needs to be listed on your application as an agent.

➤ AMENDMENTS. Send in a revised application by email. Please note the changes you are requesting to make in the email (E.g., If you need to add anyone after a license is issued, add a project area, etc.).

➤ For further SCL information or to download forms go to:
   https://www.azgfd.com/license/speciallicense/scientificcollection/

➤ Although email is preferred to better serve our partners during the SCL process, you may mail or fax your application and applicable forms. If you use mail or fax, please check to see if it was received.
   Mail: Arizona Game and Fish Department
      Terrestrial Wildlife Branch, Attn: Chrissy Kondrat-Smith
      5000 W. Carefree Hwy
      Phoenix, AZ 85086-5000
   Fax: 623-236-7926; Attn: Chrissy Kondrat-Smith

➤ Questions: Contact Chrissy Kondrat-Smith at scpermits@azgfd.gov; 623-236-7625.