

E/T Permit Annual Report Instructions

1. If you **did not** conduct any work or activities under your E/T permit **and** your permit **did not** expire this year, complete and submit the [online Annual Report](#) only. Supplementary information is not required.
2. If you **did** conduct work under your E/T permit, complete and submit the [online Annual Report](#) **and** send a supplementary attachment describing your work over the past year to the mail or email address listed at the bottom of this page. Be sure to include the permit number. To determine what information is required for this attachment, refer to the table on the next page. If your specific work or activity is not mentioned in the table, please follow the instructions for the work or activity most similar to yours. Please review your individual permit and amendment documents to see if you have additional reporting requirements beyond what is included in the table.
3. If your permit is **due for expiration**, please complete the [online Annual Report and Renewal](#). Please indicate in this report whether you would like to renew your permit or not. If you indicate that you would not like your permit renewed, the permit will be closed and kept on file. Whether you choose to renew your permit or not, if work was conducted in the previous year under this permit you still need to indicate that and send in supplementary information.
3. If there are multiple permit holders working jointly on a project, a single report may be submitted for the project. The report must include all names and permit numbers for the individuals whom the joint report covers.
4. Reports are required for your permit file(s) in addition to any copies you may have provided to others within the Department of Natural Resources. Failure to submit timely, complete, and/or accurate annual reports may result in revocation of your permit and confiscation of any endangered or threatened animals, plants, or specimens in your possession.
5. If you hold more than one E/T permit, a separate annual report is required for each permit.
6. All supplementary materials should be typed or printed very clearly in ink, and should be as clear and concise as possible without sacrificing quality or important information. If you are submitting GPS waypoints, please send this information digitally if possible.
8. The Natural Heritage Program cannot accept data derived from trespassing. Please gain landowner/property manager permission before entering private property.
9. If **any** work or activities were done that violated one or more conditions of your permit or resulted in injury, damage, death, or removal from the wild of Endangered or Threatened species (outside of what is authorized by your permit), you must include a full description of those events in your report.

Reports and supplementary materials should be submitted by **January 15th**.

Mail:

Attn: E/T Permit Coordinator
Bureau of Natural Heritage Conservation
P.O. Box 7921
Madison, WI 53707

Email: DNRFWPNHCETPermits@wisconsin.gov

Wisconsin Endangered/Threatened Species Permit
Required Report Information, by Type of Activity

Wildlife Rehabilitation Wildlife Fostering	Scientific Research, Inventory/Survey Work, Animal Removal/Relocation	Outplanting/Sale of Plants	Possession/Collection of Live Specimens for Education/Exhibit	Collection of Non- Living Specimens
<p>Data required for each E/T animal admitted:</p> <ul style="list-style-type: none"> • Date of admittance • Species name (common and scientific) • Age/size* • Sex (male, female, or unknown) • Mark or band information, if applicable • How, where, or from whom the animal was obtained • Diagnosis/condition • Disposition (released, transferred, etc.) and date • Location of disposition** If wildlife released, see standards outlined below 	<p>Data required for each E/T species collected or encountered:</p> <ul style="list-style-type: none"> • Date of collection or encounter • Species name (common and scientific) • Age/size* • Sex (male, female, or unknown) • Condition at time of handling or prior to collection (healthy, injured, inviable, dead, flowering, etc.) • Mark or band information, if applicable • Disposition (collected, released, etc.) • Locality information** For any field work done, see below. 	<p>Data required for each event:</p> <ul style="list-style-type: none"> • Date obtained • Species name (common and scientific) • Age/size* • Condition (healthy, inviable, dead, flowering, etc.) • Disposition (sold, planted, etc.) • Location of disposition (the plants' final destination) • Location of disposition** The plant's final destination, see below 	<p>Data required for each E/T animal, plant, or specimen:</p> <ul style="list-style-type: none"> • Date obtained • Species name (common and scientific) • Number of individuals or specimens • Age/size* • Sex (male, female, or unknown) • Condition (healthy, injured, inviable, dead, flowering, etc.) • Description of how the animal, plant, or specimen was used for educational purposes during the specified time period (number of educational programs/visitors, etc.) 	<p>Data required for each E/T animal, plant, or specimen:</p> <ul style="list-style-type: none"> • Date obtained • Species name (common and scientific) • Number of individuals or specimens • Age/size* • Sex (male, female, or unknown) • Source of specimen** If field collected, see below. If acquired through individual/agency, include their name and contact information

***Age/size:** for mammals, note whether adult or immature and list snout-to-vent length for all mammals **except** bats. For birds, note whether eggs, pre-flight, immature, or adult. For reptiles, list snout-to-vent length, total length for snakes, or carapace length for turtles. For amphibians, note whether adult or larva, and list snout-to-vent length. For fish and mollusks, list length. For plants, list height or population size as appropriate.

****Location Information:** Locality must be recorded either as Township-Range-Section (TRS) to the quarter-quarter section, or GPS coordinates (latitude, longitude), including GPS position accuracy (in meters), GPS datum, and GPS date. Include property names and/or waterbody names, if applicable.