

Addendum to MC 9440.1
Scientific Collectors Permit Policy - **Aquatic Related**

This policy is intended to provide consistent guidance pertaining to review and issuance of aquatic related scientific collectors permits pursuant to NR 19.11 Wisconsin Administrative Code and s.29.614 Wisconsin State Statutes. See back of permit application for code/statute details.

Application for a scientific collectors permit (SCP) must be made using Form #9400-379. Applications are available from and should be submitted to the DNR regional headquarters office, attn: Scientific Collectors Permits - Aquatic, in which the proposed work is to be conducted. (*see back*). For work involving several regions, only one application to the region where most of the work is proposed is required. Regions will circulate application information internally as needed. Most SCP's issued will be region-specific. However, regions may elect, on a case-by-case basis, to issue one joint SCP for work covering waters in two or more regions.

Applications must be made by individual responsible for specific projects (project manager). Generic SCP's to agencies, institutions, or other groups will not be issued. Permit applications covering multi-faceted projects from a single individual will be accepted. The following additional detail will be required of all applicants (see form 9400-379 - Rev 10/01):

- 1) "Purpose for Collecting/ Methods of Collecting" - description of project in sufficient detail to discern project objectives and methodology, including gear to be used. Attach copy of project proposal if available.
- 2) "Location of Collecting Sites" - All collection sites must be listed by waterbody name, county and specific location (Township/ Range/Section and/or Latitude/Longitude)
- 3) "Where Specimens will be Kept" - If specimens are not returned immediately to the collection site, a specific location where specimens will be kept must be given.

Applications must be made in a timely manner to allow WDNR to review the application prior to issuance. No work proposed in an application may be conducted until the permit is issued.

An annual report of activities must be submitted by January 10 to the DNR regional headquarters that issued the SCP. An overview must be provided on Form #9400-381 or electronically in Word format following the outline of Form #9400-381. In addition, copies of data or completed reports should be submitted. No further SCP will be issued to applicant until an annual report is received.

Applications must be made annually. Renewal of the SCP, without any changes, may be requested on the annual report form by checking the appropriate box. If there are any changes to the SCP, they must be requested in a letter and attached to the annual report form. Regions may elect to require a new application if changes are to be made.

Permit holders must contact the local warden at least 48 hours prior to the start of any survey work (NR 1911 (5) (c)). Permit holders are also required to contact the local fisheries biologist unless otherwise stated in the permit. The required contact information will be provided to the applicant with the SCP permit.

All survey equipment/nets/traps set in waters covered in the permit must be properly marked following WDNR guidelines. All are to be marked with a black and white striped mast style buoy with a 10"x10" square white flag on the top that lists the owner and their permit number (ss. NR 19.11 (5) (e) and NR 20.12 (1) Wis. Adm. Code). Survey equipment/nets/traps may not be set in a manner which would constitute an obstruction to navigation.

Please send fisheries-related scientific collector permits and reports to:
Scientific Collector Permits – FH/4, Wisconsin DNR, PO Box 7921, Madison WI 53707-7921