

Frequently Asked Questions (FAQ)
SCP Regulation Implementation and Online Application Portal
July 1, 2018

Q1. Why are the Scientific Collecting Permit (SCP) regulations and permit applications changing, and when do these changes go into effect?

Answer: The repeal and replacement of [Title 14, Section 650, CCR](#) and amendment of Title 14, [Section 703, CCR](#) aims:

- To update the Department's existing SCP operations to be consistent with recent statutory changes.
- To update the permitting structure for implementation in an online application portal.
- To provide a revised fee schedule that mirrors the proposed permit structure.
- To incorporate by reference the updated SCP application, renewal and amendment forms.
- To clarify administrative procedures to improve customer service and the Department's review and issuance of SCPs for protection of wildlife resources.

The new regulations and accompanying application forms, and use of the online application portal will go into effect on **October 1, 2018**. For more detail, please refer to the [Second Amended Initial Statement of Reasons](#), a supporting document for the regulations update.

Q2. What has changed in the new regulations compared to the old regulations?

Answer: The main changes associated with operations and procedures are outlined below. For more detail and justification for these changes, please refer to the [Second Amended Initial Statement of Reasons](#).

- **Online submission:** All applications are required to be submitted online starting October 1, 2018. Applicants will first create an account, and then a user profile, where they can input their personal information, upload their qualifications, manage/ track their permits, and upload required reporting online. Any other person requesting to work independently under the permit holder (i.e., be named on the permit as an Authorized Individual, on the "List of Authorized Individuals" (LAI)) will also need to create an account and user profile in order to be recognized in the online portal.
- **Permit application forms/ permit structure:** The new SCP includes two permit types, General Use and Specific Use. The General Use is restricted to more common species and less invasive methods, and is intended for more streamlined review. The Specific Use is similar to the existing SCP.
 - General Use permits: include widely accepted/standardized, low impact methods for non-sensitive, common species within the review jurisdiction of each of the Department's "review programs:" Inland Fisheries ([application form DFW 1379GF](#)), Marine ([application form DFW 1379GM](#)), and Terrestrial Wildlife ([application form DFW 1379GW](#)). General Use permits will be available on a local to statewide geographic scale, with pre-determined, standardized "Authorizations" that detail the authorized wildlife taxonomic groups, species

numbers, methods, locations, and disposition that the applicant can consult prior to completing the appropriate application form(s).

- A separate application is required for each review program to facilitate quicker review, corresponding to separate General Use permits issued by review program. The General Use permit can only be amended to request persons to be added or changed on the LAI, or to add a new Authorization within the same General Use permit (for each review program).
- Specific Use permits (form DFW 1379S): can be requested for a scientific, education, or propagation study or planned undertaking of more than one study involving one or more taxonomic groups within, or across, the three review programs.
 - The Specific Use permit may include, but is not limited to activities that are not covered under a General Use permit, and often require greater levels of review by the Department (e.g., more sensitive species and numbers, more invasive capture methods or procedures, sensitive locations, etc.).
 - Specific conditions are developed as appropriate for the particular request.
 - A Specific Use permit can be amended to change or add authorized wildlife taxonomic groups and species, number, methods, procedures, or locations, as well as to add or change Authorized Individuals covered on the LAI.
- **Entity permits:** are issued to a qualified entity (refer to [subsection 650\(g\)](#)). A single Principal Investigator (PI) under an Entity permit conducts permitted activities on behalf of the Entity Permitholder ([subsection 650\(f\)\(1\)](#)), and oversees a LAI. The Executive Signatory (a new role) may also serve as the PI themselves, or the Executive Signatory may request to transfer the permitted activities of that Entity permit to a different PI, subject to approval by the Department. The fundamental difference between an Individual and an Entity permit is, the Entity permit is owned by the Entity, rather than a single individual (as is the case with the Individual Permitholder).
- **Individual permits:** an Individual permitholder acts as a PI, and can now also oversee a LAI to work under their supervision ([subsection 650\(f\)\(2\)](#)).
- **LAI limits:** there is now a limit on the number of Authorized Individuals per permit, depending on the permit type.
 - LAI for General Use permits: a maximum of 8 Authorized Individuals per Authorization is allowed on the General Use permit. The flat fee for the General Use Amendment includes the request to change, or add up to 8 Authorized Individuals for each Authorization, as well as other changes pursuant to [subsection 650\(l\)](#).
 - LAI for Specific Use permit: an initial limit of 8 Authorized Individuals can be requested to be named on the LAI with the initial application fee. If more than 8 Authorized Individuals are needed, a Specific Use Amendment requires justification for more than 8 Authorized Individuals to be named on the LAI. The flat fee for the Specific Use Amendment includes this, as well as other changes, pursuant to [subsection 650\(l\)](#). The Department will also evaluate the PI's ability to meet the requirements of adequate supervision of all persons requested to

work under the permit, pursuant to [subsection 650\(b\)\(19\)](#). Lastly, an unlimited number of Field Assistants may assist with activities authorized in the SCP under the direct supervision of an Authorized Individual.

- **Terrestrial Invertebrates:** Activities with most terrestrial invertebrate will be exempt from needing an SCP (refer to [subsection 650\(u\)\(5\)](#)). However, SCPs will continue to be required for activities involving:
 - Any of the 303 terrestrial invertebrates on the [“California Terrestrial and Vernal Pool Invertebrates of Conservation Priority” list](#);
 - Any invertebrates that occur in vernal pools, or in other ephemeral waters that support vernal pool invertebrates where finfish are generally absent; or
 - When the above taxa may be incidentally captured during otherwise SCP exempt activities (e.g., using methods such as pitfall traps).
- **Required qualifications:** Any person requesting to work independently under a permit will be required to provide a Statement of Qualifications, contact information for two references, and a resume or CV (refer to [subsection 650\(h\)](#)).
- **Other forms:** Pursuant to [subsection 703\(c\)](#), four other existing forms have been changed, or added:
 - Revised requirements for the standard reporting form ([form DFW 1379a: Mandatory Wildlife Report](#)), replacing the existing Report of Specimens Captured and Salvaged (RSCS).
 - Clarifying requirements for field notification ([form DFW 1379b: Notification of Field Work or Activity](#)).
 - Adding a transfer of possession form ([form DFW 1379c: Chain of Custody](#)).
 - Revising the Standard Conditions for all SCPs ([form DFW 1379d: Standard Conditions](#)).

Q3: I’m an existing SCP permitholder (i.e., with a permit issued on, or prior to, September 30, 2018). What happens to my permit on October 1, 2018?

Answer: If you are an existing permitholder under the current system, then your permit will continue to be honored on and after October 1, 2018, and will remain valid until the expiration date listed on it.

Q4: When is the last day I can submit an application using [the existing hard copy application form](#) to obtain a permit under the “old” system?

Answer: The License and Revenue Branch (LRB), Special Permits Unit (SPU), will accept applications under the current system (PDF [form DFW 1379, rev. 10/31/2017](#)) that are postmarked by September 30, 2018. Applications submitted from July 15 through September 30, 2018 must include the payment for both the 2018 application fee (\$108.92, or \$27.04 for students) and the permit fee (\$324.75, or \$54.59 for students to be processed). Applications reviewed and issued in this manner will be valid until the expiration date listed on the permit. Applications postmarked by September 30 but received without the application and permit fee will not be processed.

Applications that are postmarked on or after October 1, 2018 will not be honored. Applicants will need to create an account and apply online in the new portal (see Question 7).

Q5: My permit expires between now and September 30, 2018. Should I submit an application now under the old system, or should I wait to apply under the new online application portal?

If you can wait to receive authorization to conduct your activities, it may be in your best interest to apply under the new portal (see also Question 6). If you can't wait because you need coverage for your activities during this period (it helps if the application clearly states the periods for which you need permit coverage), then you should apply under the existing hard copy process as soon as possible; however, we cannot guarantee that we can process your permit renewal prior to October 1, 2018.

Q6: I'm an existing SCP permitholder with a permit issued on or prior to September 30, 2018, but I need to amend it, OR I need to renew it soon, because it will expire. How do I do this after October 1, 2018?

Answer: As the expiration date of your SCP approaches, you will need to apply under the new online portal (see Question 7). If you do not anticipate needing to amend (i.e., you don't think you need to add any Authorized Individuals, or need to change species, locations, methods, procedures in the next three years), then applying under the old system may work best for you.

On October 1, 2018, you will have to apply as a new applicant under the new regulations and online portal as specified under Question 7. Amendments to existing SCP in the old system made after October 1, 2018 will be treated as new applications for purposes of the new online application portal, and will follow the same procedures as if applying as a new applicant.

When applying under the new portal, the permitholder may need to "divide" up the current permit into the new permit structure (General and/or Specific Use permits), and should include in the application the activities the permitholder wants to have amended (or added/ changed when renewing) when applying under the new online application portal. The Department will provide additional guidance on this topic by September.

Q7: I'm planning to apply for a SCP after October 1, 2018. What do I need to know?

Answer: Starting October 1, 2018, all applications will follow the new regulations and require use of the new online portal. The new online application portal is based on the new permit structure (i.e., General and Specific Use permits) approved by OAL during the regulations notice period in 2017-2018.

The online application portal will have many benefits, including providing the applicant the ability to track the status of their application, utilize drop-down menus for species methods etc., check boxes, lists and other data fields to complete the required information, easier uploading of reports, and better tracking of field activity locations for enforcement and other Department staff.

- When a user creates an account and starts a profile, the user will receive a new 9 digit SC ID (e.g., SC-181440002). This is a change from existing permits under the current system, which have a SC ID of up to 5 digits, e.g., SC-12345.
- Each application started in the online portal will receive a 16-digit Permit ID (e.g., GW-181440002-18144-001) that corresponds to the applicant’s new SC ID. Applicants will be able to track the status of their permit applications from the online application portal.

The applicant will pay the new respective Application, Permit, and Amendment fees as outlined in [Section 703\(c\)](#) (refer to Question 8).

Q8: What are the permit fees for the new permit types, and how can I pay my fees in the new online portal?

Answer: After creating an account in the new online application portal, and submitting an application, an applicant will be notified of required permit fees that can be paid via credit or debit card online via the Automated License Data System (ALDS) (this is the same system used to pay for a hunting or fishing license). An applicant may also mail a check to LRB for fee payment.

[Bracketed] fees are those starting October 1, 2018 that include fee adjustments pursuant to Fish and Game Code Sections 713 and 1055.

Excerpt from Title 14, [subsection 703\(c\)](#) (operative 10-1-2018)

	<u>Application Fee</u>	<u>Permit Fee</u>
a. Scientific Collecting Permit, General Use – Application: Inland Fisheries (form DFW 1379GF); Marine (form DFW 1379GM); and Terrestrial Wildlife (form DFW 1379GW). Fees are for new and renewing Individual and Entity Permitholders.	\$44.76 [\$48.35]	\$185.34 [\$200.15]
b. Scientific Collecting Permit, General Use – Application (Student). Use Application forms DFW 1379GW, GF and/or GM. Fees are for new and renewing Student Permitholders.	\$25.00 [\$27.00]	\$50.00 [\$54.00]
c. Scientific Collecting Permit, Specific Use – Application (form DFW 1379S). Fees are for new and renewing Individual and Entity Permitholders.	\$71.62 [\$77.37]	\$269.08 [\$290.03]
d. Scientific Collecting Permit, Specific Use – Application (Student). Use Application form DFW 1379S. Fees are for new and renewing Student Permitholders.	\$25.00 [\$27.00]	\$50.00 [\$54.00]

Application request for SCP Amendment.

1. Individual and Entity Permitholders – General Amendments may be requested for General Use level permits only. Specific Amendments may be requested for Specific Use level permits only.

	Amendment Fee
a. Scientific Collecting Permit, General Use – Amendment: Inland Fisheries (form DFW 1379GFA);	\$61.04 [\$65.92]

Marine (form DFW 1379GMA, New 09/01/17);
Terrestrial Wildlife (form DFW 1379 GWA)

b. Scientific Collecting Permit, Specific Use – \$89.28
Amendment (form DFW 1379SA) [\$96.41]

Q9: What types of assistance will the Department provide to guide applicants in the use of the online permit application portal?

Answer: The Department will provide job aides that will walk the user through using the portal, and is working on a training video. In addition, staff will be available to answer questions and provide assistance during regular working hours. Online webinars are planned this fall to facilitate stakeholder involvement in understanding the transition with the new regulations and online portal. Check back at the SCP home page in August 2018.

<https://www.wildlife.ca.gov/Licensing/Scientific-Collecting>

In the meantime, interested parties can submit questions to SCPPermits@wildlife.ca.gov. Thank you for your understanding during this transition!