

SCIENTIFIC AND EDUCATION PERMIT GUIDELINES

Scientific and Educational Permits are issued by the Game and Parks Commission under authority of Nebraska Statute 37-418. In compliance with the above statute, the Nebraska Game and Parks Commission (Commission) issues to legitimate, practicing scientists and educators special Scientific and Educational Permits to take and/or possess certain wildlife in limited numbers, by specified methods, and at specific locations as requested on the application. These permits may be issued, provided the scientist or educator demonstrates to the satisfaction of the Commission that the purpose complies fully with the law and that the proposed collection constitutes no significant detriment to the wildlife resource. The Commission may also modify the application or decline issuance of the permit if there significant impact to wildlife resources or there is danger of interference with public recreation, etc. To coordinate the issuance of permits to individuals in a single institution and to assure responsibility by a professional educator or scientist, sub-permits may be issued to students and assistants with designated responsibility to a given Master Permittee. These are issued only with the concurrence of the Master Permit holder. New permit holders or previous permit holders proposing a new, previously unpermitted activity(s) must include with their application, documentation demonstrating their education, training, or experience requisite to conduct the proposed activity(s). The Commission will determine on a case-by-case basis the qualification of the applicant to conduct the proposed activity(s). There is no cost for the permit.

A Scientific and Educational Permit (SEP) is required if the scientist or educator desires to take any species of animal which is afforded protection by the laws of the State of Nebraska. "Protected" species include:

BIRDS: All species except English sparrow, pigeon and European starling.

FISH: All species.

MAMMALS: Antelope, badger, bears, beaver, bobcat, Canada lynx, cottontail rabbit, deer, elk, red fox, gray fox, jack rabbits, long-tailed weasel, marten, mink, mountain lion, mountain sheep, moose, muskrat, opossum, otter, raccoon, spotted skunk, striped skunk, fox squirrel, grey squirrel, bats.

MOLLUSKS: All species of freshwater mussels.

REPTILES and AMPHIBIANS: All species (see below).

A Scientific and Educational Permit is required to collect any species on property owned or managed by the Nebraska Game and Parks Commission. When collecting on Commission properties such as State Parks, State Recreation Areas, and Wildlife Management Areas, the local area manager is also to be contacted. District office contacts can be found at: <http://outdoornebraska.gov/locations/>.

Since the Scientific and Educational Permit constitutes a privileged exemption from certain laws, discretion must be practiced in its use. Failure to comply with the provisions of the application and permit conditions may be cause for revocation or non-renewal of the permit. In accepting a Nebraska Scientific and Educational Permit, the scientist or educator agrees to report the species, number, date, and location of specimens taken under the permit and the disposition of each specimen. It is the permit holders responsibility to submit an application to renew an expired permit. Application for renewal may not be honored if the applicant fails to file a report required by a previously issued permit.

Endangered and Threatened Species

Unless specifically authorized, Scientific and Educational Permits do not allow for the take of any endangered or threatened species. If collection of an endangered species is requested the applicant must submit a detailed project proposal justifying the take of an endangered species. It is recommended that the specifics of the study be discussed with Commission personnel prior to the submission of the proposal and application for a permit. ([Nebraska Federal and State Listed Species](#))

Rare Species

The Commission's Natural Heritage Program maintains a list of rare species for Nebraska. All species in the state are ranked both on their status throughout their distribution (Global or Grank) and their status at the state level (State or Srank). Rarity or level of imperilment is ranked from 1 to 5 with 1 being the rarest or most imperiled and 5 being the most

common. The Natural Heritage Program list includes those species with ranks of 1 through 3, which represent species that are rare in the state and in need of conservation actions. Based on their rank, species on the Natural Heritage List have restrictions on take through a Scientific and Education Permit. For take of these species over the established guidelines, the applicant must submit a detailed project proposal justifying the additional take of the species. It is recommended that the specifics of the study be discussed with Commission personnel prior to the submission of the proposal and application for a permit. (Nebraska Natural Heritage Species are as follows: [Birds](#), [Fish](#), [Insects](#), [Macro-invertebrates](#), [Mammals](#), [Plants](#))

Reptiles and Amphibians

The take of all reptile and amphibian species in Nebraska is regulated. The provisions of take are dependent on the species. For take of species over the established limits, the applicant must submit a detailed project proposal justifying the additional take of the species. It is recommended that the specifics of the study be discussed with Commission personnel prior to the submission of the proposal and application for a permit. ([Nebraska Reptile and Amphibian Regulations](#))

Contacting Conservation Officers

It is required that Permit holders contact the local Conservation Officer when they conduct field activities. It is especially important that they be advised whenever you plan to use trapping gear, firearms, or lights out of season or use collecting methods not legal for the general public. If you cannot contact the local officer you may contact the district supervising officer or the Law Enforcement office in Lincoln. Conservation Officer contacts can be found at:

<http://outdoornebraska.gov/conservationofficers/> .

Federal Permits

A federal permit is required for the take of any species listed as federal endangered or threatened. A federal permit is also required to take any species of bird afforded protection under the Migratory Bird Treaty Act or through international treaty. Inquiries regarding the issuance of a federal permit for a federal listed species should be directed to: U.S. Fish & Wildlife Service, Nebraska Field Office, 9325 South Alda Road, Wood River, NE 68883, (308) 382-6468. Inquiries regarding the issuance of a federal permit for migratory birds should be directed to: U.S. Fish & Wildlife Service, Migratory Bird Office, P.O. Box 25486, DFC (60154), Denver, CO 80225-0486, Tel: 303-236-8171, Fax: 303-236-8017, permitsR6MB@fws.gov

Completing an Application

- 1. New Users:** On the Scientific and Educational Permit home page click the “Register for Account” button to take you to the New Account Registration page. Here you will create your username and password and complete the personal information fields. **Keep a record of your Username and Password** as they are required to access your account in order to modify an existing permit or to renew or apply for a new permit. When complete, click the “Register” button at the bottom of the page. This will take you back to the Scientific and Educational Permit home page where you will click the “Log In” button and enter your Username and Password. This will take you to the Application page.
- 2. Existing Users:** On the Scientific and Educational Permit home page click the “Log In” button and enter your Username and Password. This will take you to the Permit/Application page.
- 3.** Complete all applicable fields in the application. If you are representing an institution or company complete both work and home contact information and use enter your work email. If you are representing yourself as an individual, only personal contact information is required.
- 4.** If you cannot indicate exact species and numbers under “Species Information” on the application form, in the “Justification for Proposed Activities” section, explain the target species you wish to collect, the approximate numbers involved and how and why the collections must be made as indicated. For such activities, in “Requested Species to Take”, indicate broad species groups such as “small mammals” or “passerine birds”, etc. If the objective is to collect a specific number of individuals indicate that number (e.g. “10”) and in the project description indicate that any additional individuals will be released. For activities with a method of take such as nets, seines, traps. etc., where the number of individuals that will be caught is indeterminate use “As needed” for the number to take. Expanded and detailed justification must be provided for permit requests of specific studies or those with a wide scope or large

numbers of take. Study proposals, abstracts, etc. may be attached using the “Attachment” field in “Justification for Proposed Activities”.

5. For rare species provide both scientific and common names of species on application and report forms.
6. For additional information contact: Shaun Dunn - Wildlife Division, Nebraska Game and Parks Commission, PO Box 30370, Lincoln, NE 68503-0370; phone 402-471-5419; or fax at 402-471-4992 or email at shaun.dunn@nebraska.gov

Recording Information Required for Reports

Under authority of a Scientific and Education Permit, a permittee is required to report the collection or other activities accomplished (see Appendix A). Failure to comply with the conditions of the permit, permit guidelines, or reporting requirements, may result in revocation of your permit and/or non-renewal of the permit as well as possible legal prosecution. The following minimum information should be collected at the time of field activities for use in completing a report.

- Date
- Species common name, (included scientific name recommended)
- Number taken on same date and at same location, sex (if identifiable)
- Location (as precise as possible): County, GPS location (recommended), GPS datum used; Township, Range, ¼ ¼ Section; distance from landmark. All permits issued for scientific purposes should use GPS for location information.
- Brief description of where taken; surrounding habitat type, stream name, etc.
- Disposition of specimen(s)

If a federal permit is held by the permittee and an annual report is required for that permit (such as a bird banding report), a copy of the federal report form is sufficient if it includes the above required data.

The identification of specimens for some species of insects, fish, mollusks, plants, etc., may require additional time. This can be noted in an initial report filed at the end of the year and the final ID submitted when available.

The information obtained from the annual report is used in a number of ways. For this reason location data is very important and should be as specific as possible. For common species, minimum required location data is to include: County and fractional mile distances from a town or Township, Range, and quarter section; for species on the Heritage List or rare species and uncommon occurrences, minimum required location data is to include County, Township, Range, and quarter of quarter Section. As an alternative, the county and a GPS reading may be substituted for the Township, Range, and Section data. In all instances, the more precise the location data the better.

The annual report form should include information on all specimens taken from the wild, held in possession, and/or received from other individuals. Location and disposition date is required to be reported not only for those specimens caught and removed from the wild but also those released back to the wild. If a specimen is taken from the wild and released at the site, record the location of take and for Disposition state that it was released at the site of take. If an individual is taken from the wild and retained, record the location of take and in the Disposition column state the disposition of the specimen: if the specimen was destroyed, state as such; if the specimen was placed in a collection, state the name of the collection and if available the collection #; if the specimen is maintained as a live specimen, state the person/organization and where it is being kept. In the case where a specimen is obtained from another individual or organization, state the name of the individual or organization in the location of take column, along with any identification # as appropriate.

Unless otherwise authorized reports are to be submitted via the SCIENTIFIC AND EDUCATIONAL PERMIT website. For questions concerning reports contact Shaun Dunn at shaun.dunn@nebraska.gov or by phone at 402-471-5419.

APPENDIX A

Instructions for Submitting an SEP Report Online

Log in to your account on the SEP website.

<https://apps.outdoornebraska.gov/SEP/Login/Applicant>

In the Permits section, click the **Create Report** button associated with your current permit.

If this is your first time using the online report function and you will be using the Standard Report form (recommended for Scientific permits):

Click the **Download Template** button.

Save this template to your computer.

Fill out the form, using all the fields for which you have information.

Save the file with a name of your choosing.

On the Create Report page:

If you have a multiyear permit, select the appropriate **Reporting Year** (the year in which the reported activities occurred) from the drop-down menu.

Standard Report

Use this section to submit a Standard Report form:

Click **Browse**.

Browse to and select the appropriate report from your computer.

Click **Upload**.

If you are only submitting the Standard Report and it is complete:

Click on the **Report is Complete** box at the bottom of the page.

Click **Save**.

Click **Submit**.

You're done!

If you want to amend the report at a later date (e.g. once species have been positively identified), do not click the Report is Complete box, just hit **Save** and **Submit**.

If you want to include material in addition to the Standard Report, use the Alternative/Additional Report section (see below) before hitting Save and Submit.

Alternative/Additional Report

Use this section if you want to submit a report other than the Standard Report or you want to submit material in addition to the Standard Report.

Click **Browse**.

Browse to and select the appropriate file from your computer.

Click **Upload**.

If the report is complete:

Click on the **Report is Complete** box at the bottom of the page.

Click **Save**.

Click **Submit**

If you want to amend the report later:

Click **Save**.

Click **Submit**

When a report has been submitted, it will be noted in the Reports section of your SEP page with the permit number and other information.

Amending an incomplete report

Amend the report you have saved on your computer and re-save it.

Log-in to your SEP account.

In the Reports section, click the **Edit** button associated with the report you want to amend.

On the Create Report page:

Follow the appropriate steps from above to select and upload the amended report (either Standard or Alternative report).

Check the **Report is Complete** box.

Click **Save**.

Click **Submit**.

Note: When you upload an amended report, it will overwrite the existing report in the system.