

REPORT REQUIREMENTS FOR A SCIENTIFIC AND EDUCATIONAL PERMIT

Reports are to be submitted via the SCIENTIFIC AND EDUCATIONAL PERMIT website at: <https://apps.outdoornebraska.gov/SEP> (see Appendix A). In specific cases and with prior approval or for permits with specific reporting provisions, the reports may be submitted by email to Shaun Dunn at shaun.dunn@nebraska.gov or via mail to Shaun Dunn - Wildlife Division, Nebraska Game and Parks Commission, PO Box 30370, Lincoln, NE 68503-0370.

Information Required for Reports

Under authority of a Scientific and Education Permit, a permittee is required to report the collection or other activities accomplished. 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 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 - **all permits used in scientific research are required to report location information using GPS**. For other permits the minimum required location data is to include: County; Township, Range, and quarter section; or fractional mile distances from an intersection or permanent landmark. 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 take information and under Disposition state that it was released at the site of take. If a specimen is taken from the wild and retained, record the take information and under Disposition state the disposition of the specimen: if the specimen was destroyed, state as such; if the specimen was placed in a collection, give the name of the collection and if available the collection #; if the specimen is maintained as a live specimen, state the person/organization where it is being kept and contact information. In the case where a specimen is obtained from another individual or organization, give the name of the individual or organization and contact information in the location of take column, along with any identification # as appropriate.

The report is to include the following:

- Permit holder name
- Permit number
- Year report is for
- Report date
- If report is complete or if additional information is forth coming

For each species collected provide:

- Date
- Species common name
- Scientific name (Genus species)
- Number taken on same date and at same location, # of each sex (if identifiable)
- Location (as precise as possible):

- County

At least one of the three following location descriptions:

- GPS location (all permits used in scientific research are required to report GPS location information) including; Latitude/Northing; Longitude/Easting; Datum/Units; GPS Accuracy (m/ft); Coordinate System: (WGS 84, preferred)
- Township, Range, $\frac{1}{4}$ Section
- Mileage from intersection/permanent landmark
- Brief description of habitat where collected; surrounding habitat type, stream name, etc.
- Disposition of specimen(s)
- Any comments

If data from a permit is used in a report/paper/thesis/etc., a copy of that publication should be provided to the Nebraska Game and Parks Commission.

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 should accompany the report and in some cases may substitute as a final report, contact the Commission at 402-471-5419 for further information.

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.

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.