

## **E/T Permit Annual Report Instructions**

1. If you did not conduct any work or activities under your E/T permit, complete and submit the Annual Report Form only. Supplementary information is not required.
2. If you did work under your E/T permit, complete and submit the Annual Report Form and a supplementary attachment describing your work with listed species over the past year. 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 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, and regardless of whether or not you wish to renew your permit. 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 reports and supplementary materials should be typed or printed 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.
7. All supplementary information must either be attached to the completed Annual Report Form or (if sent separately) clearly labeled with the permit holder's name, the permit number, and the date.
8. The Natural Heritage Program cannot accept data derived from trespass. 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.

Report forms and materials should be sent by one of the following methods by **January 15**.

**Mail:**

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

**Email:** [mae.colcord@wisconsin.gov](mailto:mae.colcord@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/exhibition	Collection of non-living specimens
<p>Data required for each E/T animal admitted:</p> <ul style="list-style-type: none"> <li>• <b>Date of admittance</b></li> <li>• <b>Species name</b> (common and scientific)</li> <li>• <b>Age/size*</b></li> <li>• <b>Sex</b> (male, female, or unknown)</li> <li>• <b>Mark or band</b> information, if applicable</li> <li>• <b>How, where, or from whom the animal was obtained</b></li> <li>• <b>Diagnosis/condition</b></li> <li>• <b>Disposition</b> (released, transferred, etc.) and date</li> <li>• <b>Location of disposition**</b> If wild release, see standards outlined below.</li> </ul>	<p>Data required for each E/T species collected or encountered:</p> <ul style="list-style-type: none"> <li>• <b>Date of collection or encounter</b></li> <li>• <b>Species name</b> (common and scientific)</li> <li>• <b>Age/size*</b></li> <li>• <b>Sex</b> (male, female, or unknown)</li> <li>• <b>Condition at time of handling or prior to collection</b> (healthy, injured, inviable, dead, flowering, etc.)</li> <li>• <b>Mark or band</b> information, if applicable</li> <li>• <b>Disposition</b> (collected, released, etc)</li> <li>• <b>Locality information**</b>, for any field work done. See below.</li> </ul>	<p>Data required for each event:</p> <ul style="list-style-type: none"> <li>• <b>Date obtained</b></li> <li>• <b>Species name</b> (common and scientific)</li> <li>• <b>Age/size*</b></li> <li>• <b>Condition</b> (healthy, inviable, dead, flowering, etc.)</li> <li>• <b>Disposition</b> (sold, planted, etc.)</li> <li>• <b>Location of disposition**</b> (the plants' final destination) See below</li> </ul>	<p>Data required for each E/T animal, plant or specimen:</p> <ul style="list-style-type: none"> <li>• <b>Date obtained</b></li> <li>• <b>Species name</b> (common and scientific)</li> <li>• <b>Number of individuals or specimens</b></li> <li>• <b>Age/size*</b></li> <li>• <b>Sex</b> (male, female, or unknown)</li> <li>• <b>Condition</b> (healthy, injured, inviable, dead, flowering, etc.)</li> <li>• <b>Description of how the animal, plant, or specimen was used</b> for educational purposes during the specified time period (number of educational programs/visitors, etc.)</li> </ul>	<p>Data required for each E/T animal, plant or specimen:</p> <ul style="list-style-type: none"> <li>• <b>Date obtained</b></li> <li>• <b>Species name</b> (common and scientific)</li> <li>• <b>Number of individuals or specimens</b></li> <li>• <b>Age/size*</b></li> <li>• <b>Sex</b> (male, female, or unknown)</li> <li>• <b>Source of Specimen**</b> If field collected, see standards below. If acquired through individual/agency, include their name and contact information.</li> </ul>

\***Age/size:** for mammals, note whether adult or immature and list snout-to-vent length. 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.