

FIELDWORK PERMITTING CHECKLIST FOR U.S. RESEARCHERS

BEFORE YOU GO

- Ensure that all animal protocols have been approved by IACUC; amend protocol if needed
- Apply for permits needed to conduct research and collect specimens in the country, state/region, protected area
 - ABS Clearing-House (<https://absch.cbd.int>) may have country-specific information.
 - Additional permits may be needed for protected lands (e.g., National Park, state park) or privately owned land trusts and preserves (e.g., The Nature Conservancy, Audubon Society)
 - Written permission to collect specimens from private property should be obtained.
- Obtain Material Transfer Agreements or Memoranda of Understanding between your institution and foreign institution if required (Note: these documents must be signed by institutional signatories.)
- Determine if species require additional permits for collection, transport, or import
 - Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) checklist, <http://checklist.cites.org>
 - Endangered Species Act (ESA), <http://www.fws.gov/endangered>
 - Marine Mammal Protection Act, <https://www.fws.gov/international/permits/by-species/marine-mammals.html>
 - Migratory Bird Treaty Act, <https://www.fws.gov/birds/policies-and-regulations/laws-legislations/migratory-bird-treaty-act.php>
 - Bald & Golden Eagle Protection Act, <https://www.fws.gov/birds/policies-and-regulations/laws-legislations/bald-and-golden-eagle-protection-act.php>
 - USDA/APHIS regulates birds, select mammals (bovine, equine, swine, primates), bees, live plant pests and noxious weeds and soil, <https://www.aphis.usda.gov/aphis/resources/permits>
 - CDC requires import permits for non-human primates, bats, viverrids and African rodents, <https://www.cdc.gov/importation/bringing-an-animal-into-the-united-states/index.html>
- Complete training needed to ship biological materials, dry ice, and exempted quantities of flammables, corrosives and common fixatives
- Contact museum/herbaria regarding donation of animal or plant specimens/tissues
- Schedule wildlife inspection at first port of entry if collecting abroad and arriving with specimens

WHILE IN THE FIELD

- Obtain written permission from owner, operator, or manager of private property if unable to obtain before arrival in the field
- Apply for permits needed to export specimens from country of origin if working internationally
- Submit U.S. Fish & Wildlife Service form (3-177) for import clearance before shipment or transport of specimens in checked baggage
 - U.S. Fish & Wildlife Electronic Declarations; <https://edecs.fws.gov/eDecsLogin.cfm>
- Pack specimens according to classification; use correct packing instructions, label based on classification, and document properly
- Confirm flight details with U.S. Fish & Wildlife Service Inspector if arriving with specimens

AFTER RETURNING FROM THE FIELD

- Submit specimens with all associated permits and data to museum/herbaria as soon as possible (Note: Staff can identify if any required documentation is missing.)

BEGIN AS EARLY AS POSSIBLE AND ASK FOR HELP!