

INSTRUCTIONS FOR WILDLIFE COLLECTOR'S PERMIT REPORTING FORM

The information you supply regarding your collection activities provides valuable data that helps us better understand, monitor, and manage our wildlife resources. We encourage you to submit your data in an Access database format using the fields noted below. However, you may submit an alternate document (*e.g.*, report, thesis, etc.) if your data has been summarized in another form. In future years we may require data submission to be completed using a database software format. We appreciate your help and cooperation with this effort. Feel free to contact us if you need information or advice regarding your field work or in submitting your data.

- Common Name: Indicate the common or local name for the specimen.
- Scientific Name: Indicate the genus and species name recognized by the scientific community.
- Date: Indicate the date each specimen was captured and released or collected.
- Location: Indicate the specific location where the specimen was collected. This should include the county name and geographic location (include township, range, section and quarter section(s), or UTM coordinates or latitude/longitude coordinates), and a detailed narrative description of each site (including names or numbers of roads, number of miles to nearest town, etc.). Attach a topographic map (preferred) or county map and mark capture locations.
- Number: Indicate the number of individuals captured and released or collected.
- Site or Stream Name: Indicate the site name (*e.g.*, name of stream, park, conservation area, cave, etc.).
- Specimen Disposition: Indicate the disposition of the specimen (*e.g.*, released, marked/released, held in captivity, killed for study purposes, salvaged, museum and ascension number, etc.).

Wildlife Collector Report forms are available online:

As a Word document: <http://mdc4.mdc.mo.gov/applications/MDCLibrary/Library.aspx?ArtID=8971>

As an Excel Spreadsheet: <http://mdc4.mdc.mo.gov/applications/MDCLibrary/Library.aspx?ArtID=8867>

Reports can also be submitted electronically to: collector.permit@mdc.mo.gov