



ONLINE PERMITTING AND CLEARANCE SYSTEM (OPAC) USER GUIDE

HOW TO...

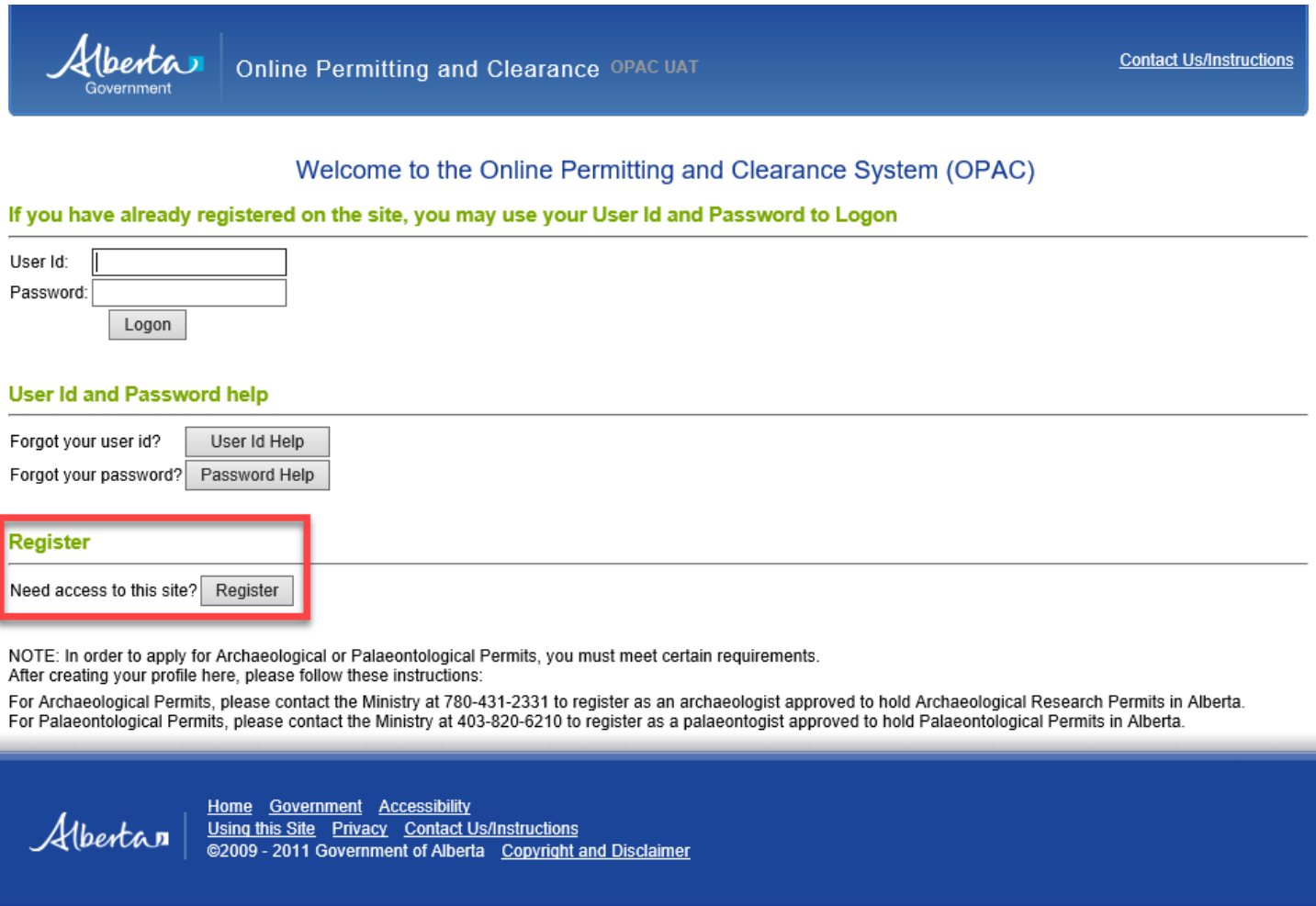
- 1) Register with the OPAC System**
- 2) Apply for Parks Research and Collection Permit
OR/AND Wildlife Research Permit and Collection
Licence**
- 3) Amend/Renew Parks Research and Collection Permits
OR/AND Wildlife Research Permit and Collection
Licence**
- 4) Submit Parks OR/AND Wildlife Progress/Final Report**

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PART 1 – REGISTER WITH THE OPAC SYSTEM

- 1.1 To access the OPAC website, you must register and create a profile the first time you use the system (Figure 1). Press **Register** at the bottom of the page to start your registration. **If you have already registered, please proceed to Part 2.**



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Welcome to the Online Permitting and Clearance System (OPAC)

If you have already registered on the site, you may use your User Id and Password to Logon

User Id:

Password:

User Id and Password help

Forgot your user id?

Forgot your password?

Register

Need access to this site?

NOTE: In order to apply for Archaeological or Palaeontological Permits, you must meet certain requirements. After creating your profile here, please follow these instructions:
For Archaeological Permits, please contact the Ministry at 780-431-2331 to register as an archaeologist approved to hold Archaeological Research Permits in Alberta.
For Palaeontological Permits, please contact the Ministry at 403-820-6210 to register as a palaeontologist approved to hold Palaeontological Permits in Alberta.

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Figure 1

- 1.2 Fill in the required fields and press the **Register** button (Figure 2). **NOTE: A red asterisk identifies required fields that must be populated to create your profile.** A verification e-mail will be sent to you after successful registration. Click on the e-mail link or copy and paste the link into your browser to access OPAC. This link provides additional security regarding your personal information.

Security Question for Password Reset

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.

*Security Question: What was the name of your first pet? ▼

*Answer: Fluffy

*Enter the code you see below: AQZLT

The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. It is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact Brian Ronaghan for Historic Resource Management submissions (brian.ronaghan@gov.ab.ca or 780-431-2335) or Roy Finzel for Parks and Protected Areas submissions (roy.finzel@gov.ab.ca or 780-427-5818).

Register

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Figure 2

- 1.3 Congratulations, you are now registered with OPAC and have reached the **Welcome** page. You can access the OPAC system using your **User ID** and **Password** created in the previous step (Figure 3–A).

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Welcome to the Online Permitting and Clearance System (OPAC)

If you have already registered on the site, you may use your User Id and Password to Logon

User Id:

Password:

User Id and Password help

Forgot your user id?

Forgot your password?

Register

Need access to this site?

NOTE: In order to apply for Archaeological or Palaeontological Permits, you must meet certain requirements. After creating your profile here, please follow these instructions:
For Archaeological Permits, please contact the Ministry at 780-431-2331 to register as an archaeologist approved to hold Archaeological Research Permits in Alberta.
For Palaeontological Permits, please contact the Ministry at 403-820-6210 to register as a palaeontologist approved to hold Palaeontological Permits in Alberta.

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Figure 3

- 1.3.1 If you have forgotten your user ID, press the **User ID Help** button (Figure 3–B). A window will provide instructions for acquiring a new user ID (Figure 4).

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Main Menu

User Id Help

You will need to contact the ministry at (780) 431-2331 to obtain your user id.
You will be asked several questions to help identify you in the system.

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Figure 4

- 1.3.2 If you have forgotten your password, select the **Password Help** button (Figure 3–B). A new window will prompt you to provide the **User Id** and after that press the **Next** button (Figure 5).

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Main Menu

Reset Password

Please provide your User Id


User Id: [Forgot your User Id? User Id Help](#)

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Figure 5

- 1.3.3 A new window will prompt you to answer the **Security Question** that you created during registration. Create a new password following the provided guidelines, confirm the password and select **Reset Password** (Figure 6).



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Main Menu

Reset Password

Please answer the following security question we have on file.

Security Question:

What was the name of your first pet?

*Answer:

Please provide a new password.

The password can be any combination of letters, numbers and special characters up to 30 characters long, and is case sensitive. Passwords must meet the following restrictions:


- must be at least eight (8) characters long and may not include any part of your user id
- must include at least one Upper case letter (A, B, C, ...)
- must include at least one lower case letter (a, b, c, ...)
- must include at least one number (1, 2, 3, ...)

*Password:

*Confirm Password:

Reset Password

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Figure 6

- 1.4 You can update or change your profile information and password once you are logged on to the system. Select the **My Profile** tab on the OPAC page. Ensure that you press the **Save** button at the bottom of the page to preserve changes to your profile or password (Figure 7).



Online Permitting and Clearance OPAC UAT
Welcome John Smith

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Main Menu

My Profile

Log Off

My Profile

User Details

Title:	(None) ▾	*Address:	2020 - 20 Street		
*First Name:	John	Initials:			
*Last Name:	Smith	*City or Town:	Edmonton		
*Affiliation:	University of Aurora Borealis	*Province/State:	AB	*Country:	Canada
*Work Number:	(780) 444 - 4444	*Postal Code/Zip:	T2E 2E3		
Cell Number:	() -				
Home Number:	() -				
Fax Number:	() -				
*Email Address:	jsmith_test@gmail.com				
CC Emails To:					

Please note that we will be using your e-mail address to send you periodic notices of changes to our programs and other regulatory announcements. This information will be kept confidential. Detailed information on the Government of Alberta's Privacy Policy can be found at:
<http://alberta.ca/home/privacy.cfm>

☐ I would like to receive email updates regarding the Listing of Historic Resources and other regulatory announcements.

Security Question for Password Reset

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.


*Security Question:	What was the name of your first pet? ▾
*Answer:	Fluffy

Change Password ...

An asterisk indicates a required field.

Save

Cancel



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Release 2.1.1, Screen ID: 12949

Figure 7

PART 2 – APPLY FOR PARKS RESEARCH AND COLLECTION PERMIT AND/OR WILDLIFE RESEARCH PERMIT AND COLLECTION LICENCE

2 In this section you will begin to create your application.

2.1 Go to the **Main Menu** (Figure 8–A) and select **Apply for Parks and/or Wildlife Permit and Licence** (Figure 8–B) under the **Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** subheading (Figure 8–C).

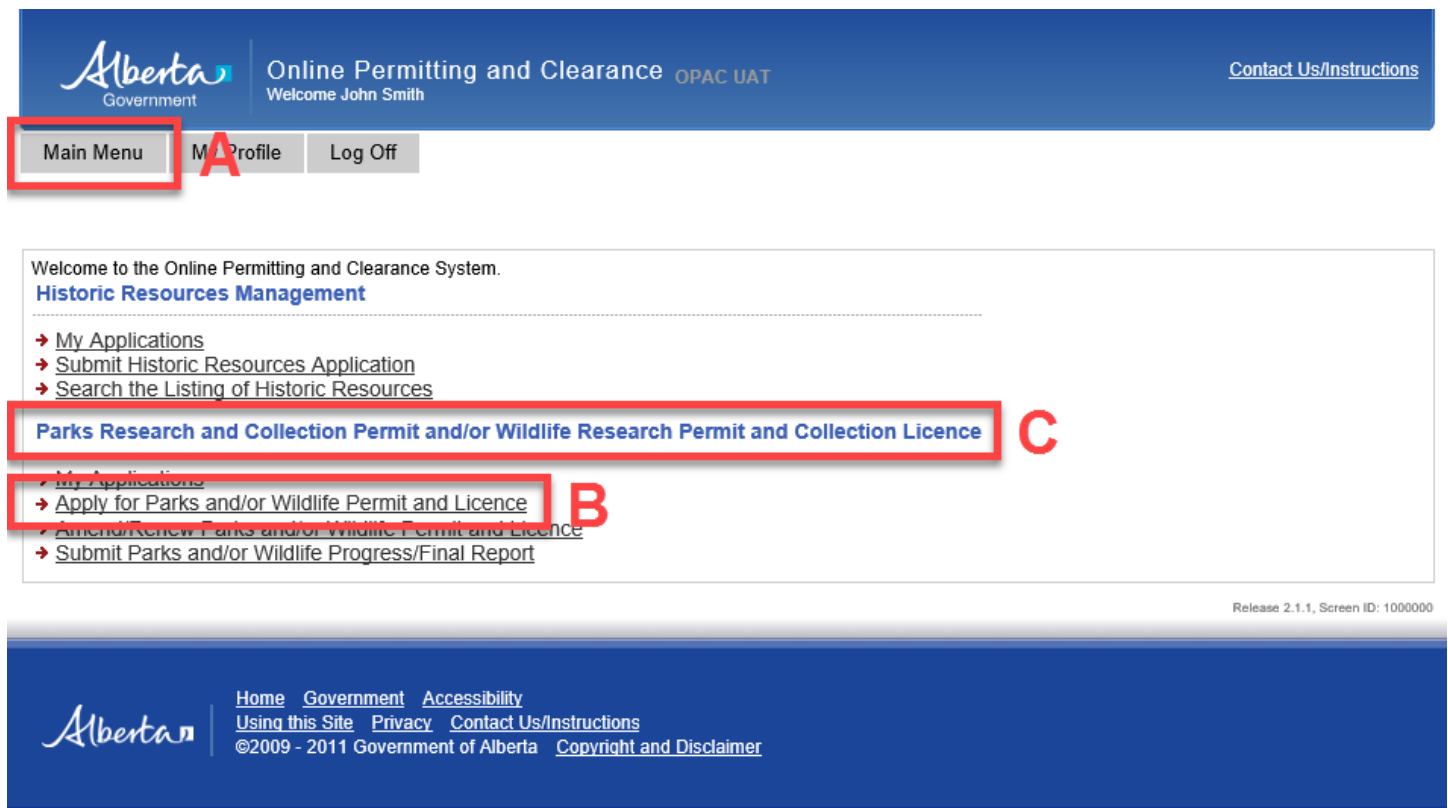


Figure 8

2.2 The new window titled **Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** will open with the **Application Information** tab under it. Please pay close attention to selections available under **Please check the permit(s) you are applying for** (Figure 9).

Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Application Information

Please check the permit(s) you are applying for

☐ Will you be working in one or more Alberta Parks and/or Protected Areas?

☐ Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Figure 9

- 2.2.1 If you are going to conduct your research in Alberta Parks and/or Protected Areas and your research **does not involve work with wildlife** as it is defined in Alberta *Wildlife Act* please select the box as shown in Figure 10. If you select only this box, in the rest of the application process, you will be presented only with the application for a **Parks Research and Collection Permit**.

Application Information

Please check the permit(s) you are applying for

☒ Will you be working in one or more Alberta Parks and/or Protected Areas?

☐ Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Figure 10

- 2.2.2 If your research involves working with wildlife as it is defined in Alberta *Wildlife Act*, but it **is not partly or completely within any of the Alberta Parks and Protected Areas**, please select the box as shown in Figure 11. If you select only this box, in the rest of the application process, you will be presented only with the application for a **Wildlife Research Permit and Collection Licence**.

Application Information

Please check the permit(s) you are applying for

☐ Will you be working in one or more Alberta Parks and/or Protected Areas?

☒ Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Figure 11

- 2.2.3 If you are going to conduct your research **partly or completely within** Alberta Parks and/or Protected Areas **and** your research **involves work with wildlife** as it is defined in Alberta *Wildlife Act* please select both boxes as shown in Figure 12. When you select both boxes, the system will first present you with the application for a **Parks Research and Collection Permit** followed by the **Wildlife Research Permit and Collection Licence**.

Application Information

Please check the permit(s) you are applying for

☒ Will you be working in one or more Alberta Parks and/or Protected Areas?

☒ Will you be working with wildlife as defined in the *Wildlife Act*? [No](#) [Sure?](#)

Figure 12

- 2.2.4 If you are not sure what the definition of wildlife in Alberta *Wildlife Act* is, please select the link named **Not Sure?** (see Figure 13) and a box with more information will open up.

Application Information

Please check the permit(s) you are applying for

☒ Will you be working in one or more Alberta Parks and/or Protected Areas?

☒ Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Figure 13

- 2.3 On the **Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page, the **Applicant** section (Figure 14–A) will be automatically populated using information you entered during registration in **My Profile** (Figure 7).

- 2.3.1 If additional people will be working on your project, they must be listed under **Other Project Members** (Figure 14–B). Their names will appear on the issued permit and/or licence.

- 2.4 The **Project Information** section requires you to enter basic information about your proposed project.

- 2.4.1 **Project Title** (Figure 14–C) should be a descriptive and accurate representation of the project that will appear on the issued permit. **NOTE: This is a required field.**
- 2.4.2 **2 Multi-year Project** requires you to select **Yes** or **No** and **If yes, provide Project End Date** (Figure 14–D). If yes, click the **calendar** icon to the right of the field to display a calendar and select the project end date. **Even if your project is multi-year, permits are issued on a calendar year basis only and will expire on December 31st of each year. Therefore, you will need to renew your permit if you are planning to continue with the project next year – see Part 4.** Renewals should be done by November 30th, if possible, to allow time for the necessary reviews and approvals.

Online Permitting and Clearance

OPAC UAT

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Main Menu

My Profile

Log Off

Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Application Information

Application Number: 006538409

Please check the permit(s) you are applying for

☒ Will you be working in one or more Alberta Parks and/or Protected Areas?
 ☒ Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Applicant

Title:

First Name: John

Last Name: Smith

*Address: 2020 - 20 Street

*City: Edmonton

*Province/State: AB

*Postal Code/Zip: T2E 2E3

Initials:

Work Number: (780) 444-4444

Cell Number: () -

Home Number: () -

*Affiliation: University of Aurora Borealis

Email: jsmith_test@gmail.com

Other Project Members:

Wendy Crow, Bill Eagle, and Will Grass

Project Information

*Project Title: Bat survey in protected areas

☒ Yes
 ☐ No
 *Is this a multi-year project? If so, provide Project End Date: Dec 31, 2018

A multi-year project will require annual permit renewal every calendar year. For Wildlife Research Permits and Collection Licences that are expected to be renewed indefinitely, please select December 31 five years in the future; this date can be extended, during permit renewal, before the end date is reached. Please note in your attached research proposal that the project is, in fact, indefinite in nature.

Figure 14

2.5 At the bottom of the **Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page of the application there are **Save Draft**, **Next** and **Cancel** buttons.

- 2.5.1 Use the **Save Draft** button (Figure 15–A) to save the application as it is, saving allows you to close the application and return to it later on and change/modify any fields as many times as necessary prior to submission.
- 2.5.2 Select the **Next** button (Figure 15–B) to take you to next page of the application. You will still be able to return to and modify this page at any time before you submit the application.
- 2.5.3 The **Cancel** button (Figure 15–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** button before the **Save Draft** button will erase the entire application.

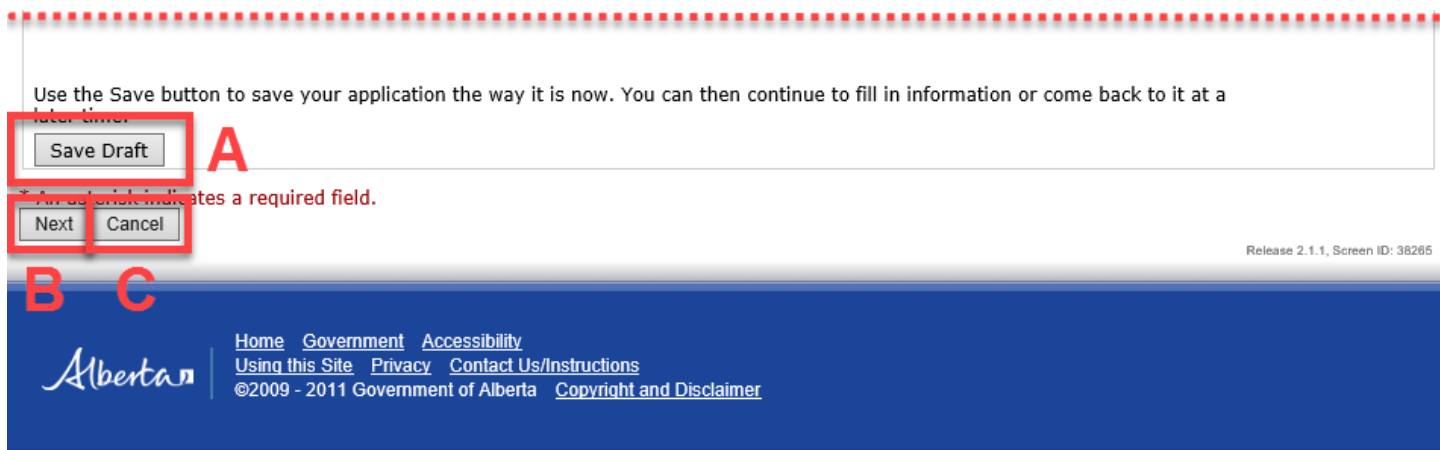


Figure 15

NOTE:

After pressing the Next button – if you selected the first (Parks) box or both boxes under **Please check the permit(s) you are applying for**, the page with the **Parks 1** tab will open first (Figure 16–A). If you selected only the second (Wildlife) box, the Wildlife 1 tab will open up right away – see section 2.14.

2.6 APPLY FOR PARKS RESEARCH AND COLLECTION PERMIT

- 2.6.1 The **Parks and Protected Areas** section requires you to select and enter the park(s) that are of interest to you. If you don't know the name of your site, click the **Alberta Parks and Protected Areas Map** link (Figure 16–B) to find your site.
- 2.6.2 Click the **Add Park or Protected Areas** button (Figure 16–C) which opens a new window **Parks and Protected Areas Search – Select** (Figure 10). Parks of interest can be searched by name (or partial name) or by selecting a particular Management Area and District (only if you know them; if not, leave selected **(All)**).

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Main Menu My Profile Log Off

Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

A Parks 1

Parks and Protected Areas

B [Alberta Parks and Protected Areas Map](#)

Park or Protected Area	Type	Management Area	District
C Add Park or Protected Area ...			

*Location of Project:

(e.g., UTM Location, Alberta Township System (ATS), Descriptive text of project location, etc.)
 Note: The text in the box above will appear on your permit.

Figure 16

TPR - Parks and Protected Areas Search - Select - Internet Explorer provided by G...

Parks and Protected Areas Search - Select

Name: B

Management Area: Kananaskis Country

District: (All)

Search

Figure 17

- 2.6.3 Press the **Search** button and a list of parks will pop up. Select the box to the left of the park name(s) that you will be working in (Figure 18–A) and press the **Select** button (Figure 18–B). The system will automatically transfer the selected parks to your application. After selecting sites from one management area, it is possible to search and select sites from any other management areas if you need to select them. To add additional parks and protected areas after the application has been submitted, refer to **PART 3** of the user guide.

TPR - Parks and Protected Areas Search - Select - Internet Explorer provided by Government of Alberta

Parks and Protected Areas Search - Select

Select	Name	Type	Management Area	District
<input type="checkbox"/>	Bearberry Prairie	Natural Area	Kananaskis Country	Cochrane
<input type="checkbox"/>	Bentz Lake	Natural Area	Kananaskis Country	Cochrane
<input checked="" type="checkbox"/>	Big Hill Springs	Provincial Park	Kananaskis Country	Cochrane
<input type="checkbox"/>	Bluerock Wildland	Wildland Park	Kananaskis Country	East Kananaskis
<input type="checkbox"/>	Bow Valley	Provincial Park	Kananaskis Country	Bow
<input type="checkbox"/>	Bow Valley	Provincial Recreation Area	Kananaskis Country	Bow
<input checked="" type="checkbox"/>	Bow Valley Wildland	Wildland Park	Kananaskis Country	Bow
<input type="checkbox"/>	Bragg Creek	Provincial Park	Kananaskis Country	East Kananaskis
<input type="checkbox"/>	Brown-Lowery	Provincial Park	Kananaskis Country	Fish Creek
<input type="checkbox"/>	Burnt Timber	Provincial Recreation Area	Kananaskis Country	Cochrane

Select Search Again

Figure 18

- 2.6.4 Clicking the link [Alberta Parks and Protected Areas Map](#) (Figure 19–A) will open a provincial map of all parks and protected area with their current names and management area boundaries. If you want to remove one or more of the sites you selected, press the **Delete** button to the right of the list of the protected areas (Figure 19–B). **NOTE: At least one park or protected area must be selected for the application process to proceed.**

Parks 1

Parks and Protected Areas

Alberta Parks and Protected Areas Map

Park or Protected Area	Type	Management Area	District
Big Hill Springs	Provincial Park	Kananaskis Country	Cochrane
Bow Valley Wildland	Wildland Park	Kananaskis Country	Bow
Caribou Mountains Wildland	Wildland Park	Northwest	Peace River
Kennedy Coulee	Ecological Reserve	South	Cypress
Kinbrook Island	Provincial Park	South	Dinosaur

Delete
Delete
Delete
Delete
Delete

Add Park or Protected Area ...

Figure 19

- 2.6.5 **NOTE: Location of Project** (Figure 20) is a **required field**. Information included in this field will describe in detail where the research will be taking place within the selected park(s). This information will appear on the issued permit.

*Location of Project: Sec24 Twp 49 Reg 25 W4M at Big Hills PP and entire areas of Bow Valley, WP Caribou Mountains WP, Kennedy Coulee ER, and Kinbrook Island PP

(e.g., OTM Location, Alberta Township System (ATS), Descriptive text of project location, etc.)

Note: The text in the box above will appear on your permit.

Figure 20

- 2.6.6 Selecting the **Add Type(s) of Activity** (Figure 21) button will open an **Activity Type Search – Select** window with a list of activities (Figure 22–A). Please select all activities that are applicable to your project and then press the **Select** button (Figure 22–B). **NOTE: This is a required field and at least one type of activity must be selected.**

Activity and Research Type(s)

Type(s) of Activity:

Add Type(s) of Activity ...

Other Activity Types.

Type(s) of Research:

Add Type(s) of Research ...

Figure 21

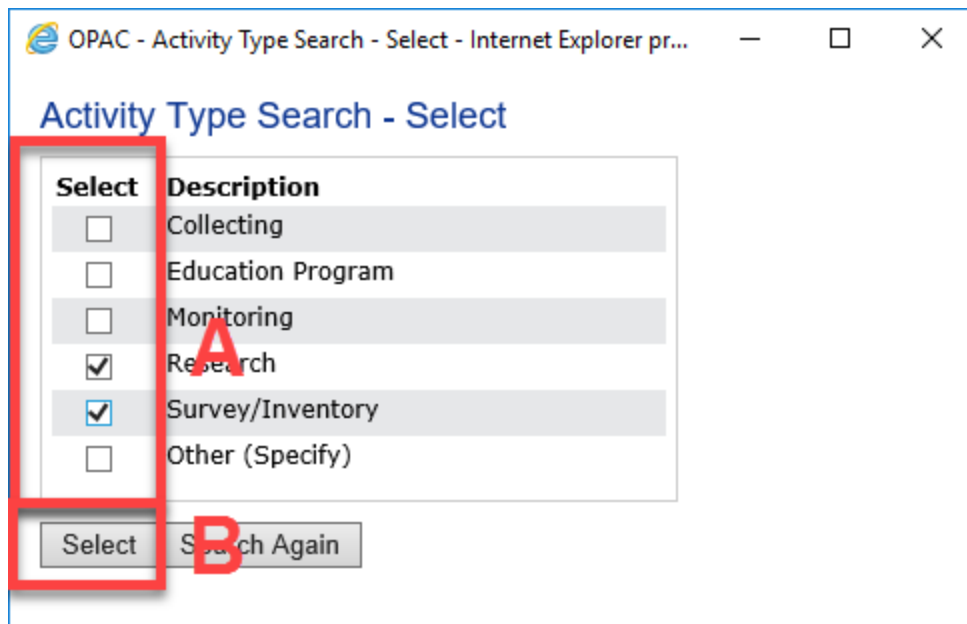


Figure 22

- 2.6.7 To delete an activity, press the **Delete** button (Figure 23–A). **Other Activity Types** (Figure 23–B), provides the opportunity to outline other types of activities that may be associated with the project that are not on the provided list. Text should provide sufficient information while remaining concise.

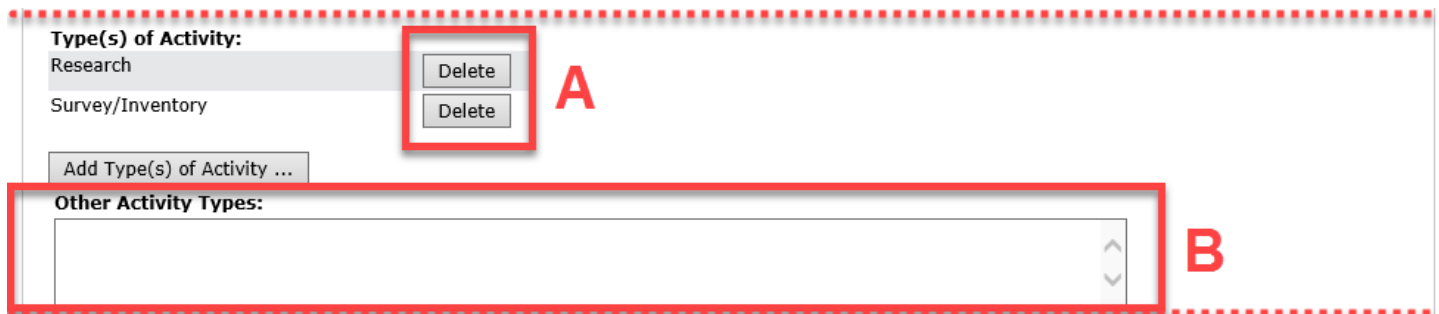


Figure 23

- 2.6.8 Selecting the **Add Type(s) of Research** button (Figure 24) will open a window with a list of research types (Figure 25–A). Select the research type that corresponds best to your project and press the Select button (Figure 25–B). **NOTE: This is a required field and at least one type of research must be selected.** To delete a research type, press the **Delete** button.

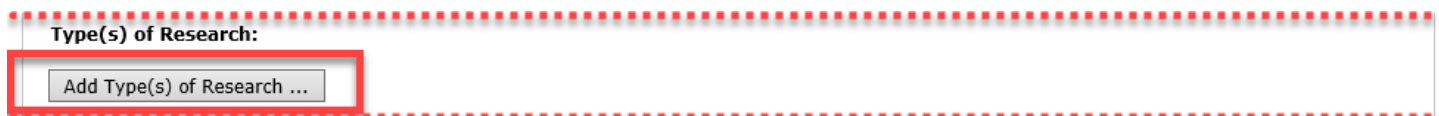


Figure 24

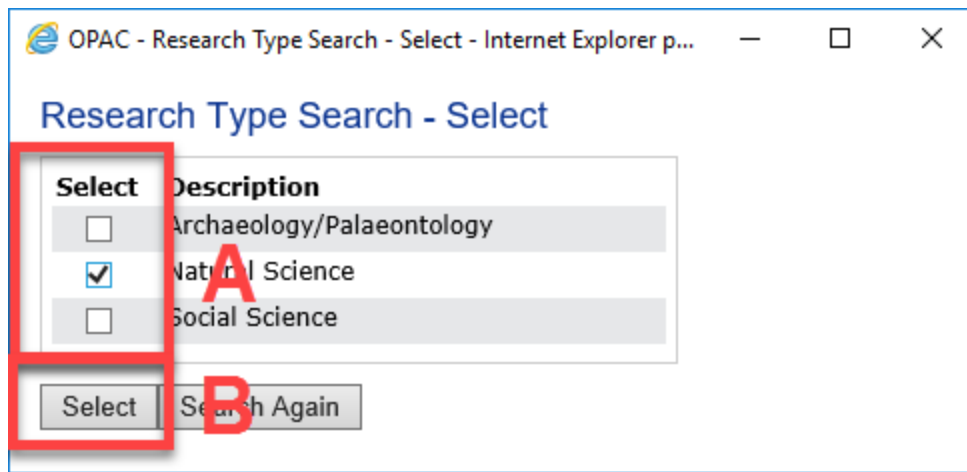


Figure 25

2.7 Permit Requirements are required questions that must be answered to proceed with the application process. Supporting documentation such as your proposal or other permits must be uploaded (Figure 26).

Permit Requirements

☐ Yes
 ☒ No

Is the research associated with aspects of indigenous traditional use?
If Yes, has the relevant Aboriginal community been notified of the research (provide name of community)? (Depending on the nature of the research, actual consultation, not just notification, may be required).

☐ Yes
 ☒ No

Will you be collecting or excavating materials of historical significance (i.e. artifacts and/or fossils)?
If Yes, include an Archaeological Permit and / or Paleontological Permit as an attachment to this application.

☐ Yes
 ☒ No

Will you be working with human subjects?
If Yes, include an Ethics Review Committee approval as an attachment to this application.

☐ Yes
 ☒ No

Will you be carrying a firearm?
If Yes, and this Research permit is approved, contact your local park office for the appropriate firearm permit.

Figure 26

2.8 At the bottom of this page of the application there are **Save Draft**, **Next** and **Cancel** buttons.

- 2.8.1 Use the **Save Draft** button (Figure 27–A), which allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.8.2 Select the **Next** button (Figure 27–B) to take you to the next page of the application.
- 2.8.3 The **Cancel** button (Figure 27–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** before the **Save Draft** button will erase the entire application.

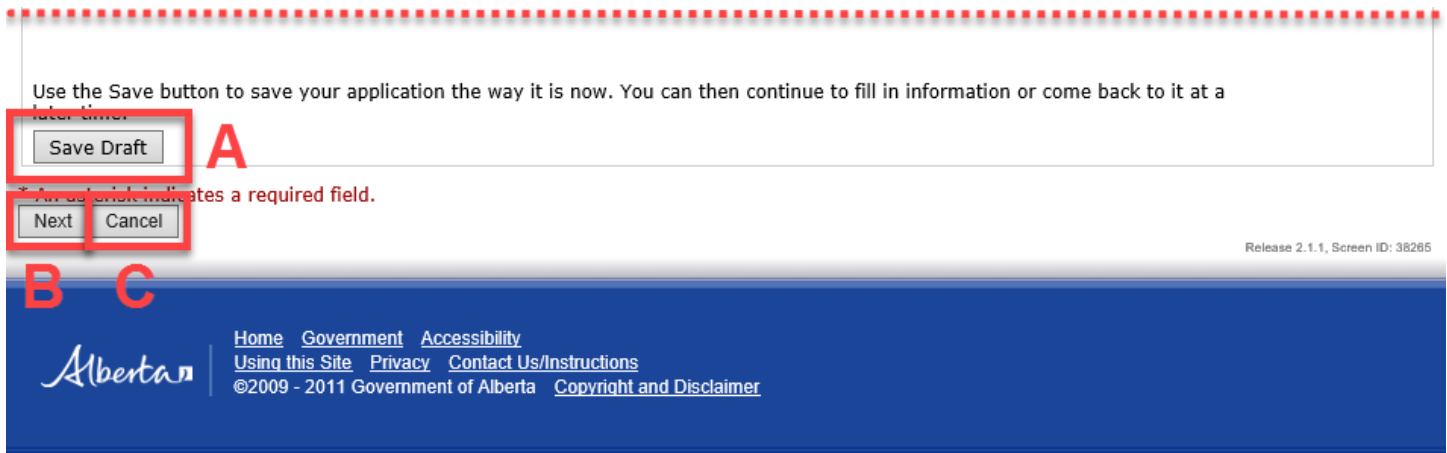


Figure 27

2.9 Written Products requires you to select the box that relates to the anticipated product of your work (Figure 28).



Figure 28

2.10 Field Operations requires you to provide contact details.

- 2.10.1 **Where will you be staying while working in the park?** is a required field (Figure 29–A). This information is very important in the event that you or your team members must be contacted (e.g., emergencies, park evacuations, urgent family matters, etc.). Please provide a phone number where you can be reached while in the field (if possible).
- 2.10.2 **Anticipated Commencement of Field Operations** and **Anticipated Termination of Field Operations** are required fields. Use the calendar icon to select appropriate dates (Figure 29–B). **NOTE: Entry for the Anticipated Termination of Field Operations on a multi-year project has to be the termination date in the current calendar year, not the year selected for the Project End Date on the page 1 of the application.**

Field Operations

***Where will you be staying while working in the park?**
 We won't be staying in the parks. A

Park Stay Phone: () - -

***Anticipated Commencement of Field Operations:** Jul 15, 2017 B

***Anticipated Termination of Field Operations:** Sep 30, 2017

Anticipated Termination Date on a multi-year project should refer to the termination date in the current calendar year.

Name of person who will supervise field operation in applicant's absence:
 Will Grass

Alternate Phone Number: (403) 888 - 9191

Figure 29

- 2.11 Vehicles** requires you to provide information on the vehicle(s) you will be using for this project. Selecting the **Add Vehicle** (Figure 30–A) button will create a line to enter **Vehicle Description**, **Unit Number**, **Licence Number** and **Province/State**. Press **Add Vehicle** again if you be using more than one vehicle. To delete a vehicle entry, press the **Delete** button next to line you want to delete (Figure 30–B).

Vehicles

Vehicle Description	Unit Number	Licence Number	Province/State	
Toyota Tacoma	151	XXX-1234	AB	Delete B

Add Vehicle A

Figure 30

- 2.12** You will need to complete the **Off Road Access** section if you need off road access in the Park. Pressing the **Add Off Road Access** button will bring up **Access Type**, **Description**, **Licence Number**, and **Route Description** (Figure 31–A). Select the appropriate line from the drop-down list in the **Access Type** box. If you need more than one type of off road access for your project, then press the **Add Off Road Access** button again for a new entry line. To delete an entry, press the **Delete** button next to the line you want to delete (Figure 31–B). **NOTE: A map with proposed routes is required if you are planning to access the park off road.** This map can be uploaded using the **Upload Documents** button in the **Attachments** section (section 2.20).

Off Road Access An Off Road Access Map is required if planning to access the park off road.

Access Type	Description	Licence Number	Route Description	
ATV	Honda ATV	YYY-567	Please see the attached map	Delete B

Add Off Road Access A

Figure 31

- 2.13** At the bottom of this page there are Save Draft, Next and Cancel buttons.

- 2.13.1 Use the **Save Draft** button (Figure 32–A) which allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.13.2 Select the **Next** button (Figure 32–B) to take you to the next page of the application.
- 2.13.3 The **Cancel** button (Figure 32–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** button before the **Save Draft** button will erase the entire application.

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

Save Draft **A**

*An asterisk indicates a required field.

Next **B** **Cancel** **C**

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Figure 32

NOTE:

If you are only applying for the **Parks Research and Collection Permit**, when you press the Next button the system will open a page with the **Attachments** tab – see **section 2.20**.

If you are applying for both a **Parks Research and Collection Permit** and a **Wildlife Research Permit and Collection Licence**, the system will open the wildlife part of the application – see **section 2.14**.

2.14 APPLY FOR WILDLIFE RESEARCH PERMIT AND COLLECTION LICENCE

- 2.14.1 The **Wildlife** section requires you to select the **Effective Date** – the date this year on which you will begin work on your project (Figure 33–A). **NOTE: this is a required field.** The **Expiry Date** is the date this year when you will no longer be working on the project; for multi-year projects it could be the end of the year or it could be the date when the field work will end for the year. The default expiry date is December 31; if your project will finish before that date, change the **Expiry Date** to the appropriate date (Figure 33–B)

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Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Wildlife 1

*Effective Date: Jun 27, 2017 **A**

*Expiry Date: Dec 31, 2017 **B**

*Detail experience relative to current proposal:

Figure 33

- 2.14.2 Next, you need to **Detail Experience Relative to Current Proposal**, and **Describe the geographical location of the study/collection site(s)**. Enter information about your experience in the text box (Figure 34–A). Enter as much information as will allow the reviewer to determine if you are qualified to do the wildlife work (especially if it involves handling wildlife). Only enter information about other people working on your project for unusual or very invasive research techniques, which will help the reviewer assess whether the research team is qualified. Describe the location of your work (Figure 34–B).

Figure 34 shows two text input boxes. The first box, labeled 'A', is titled 'Detail experience relative to current proposal:' and contains a large empty text area with a vertical scrollbar. The second box, labeled 'B', is titled 'Describe the geographical location of the study/collection site(s); if specific sites can be identified please provide the legal land description (range/township - for linear projects, start and end location are sufficient); in addition, in some cases, providing a GPS location might assist in pinpointing the site.' and also contains a large empty text area with a vertical scrollbar. Both boxes are outlined with a red border.

Figure 34

- 2.14.3 Indicate if you will be working with wildlife **species listed as endangered or threatened under the provincial *Wildlife Act***, or **under the federal *Species at Risk Act*** (Figure 35).

Figure 35 shows a section with two radio button questions. The first question is 'Will you be working with Species listed as endangered or threatened under the provincial Wildlife Act?' with 'Yes' selected. The second question is 'Will you be working with Species listed as endangered or threatened under the federal Species at Risk Act?' with 'Yes' selected. Below these questions is a note: 'If Yes to either of the two questions above, please ensure your proposal includes the rationale for why you are working with a listed species and describes how you will minimize any impacts on the listed species.' The entire section is outlined with a red border.

Figure 35

2.15 Select class protocols and identify type of research.

- 2.15.1 You must check off one of the three boxes under the heading **Class Protocols**. If you are using one or more class protocols, open the **Select Class Protocols** box (Figure 36–A), then check off as many as apply. Next, check off one of the top two boxes indicating whether you will be following class protocols as written (Figure 36–B), or altering the procedures somewhat (Figure 36–C); if you are altering the protocol, then in the text box you must provide an explanation and rationale for the divergence from the class protocol. If class protocols do not apply (e.g., if no class protocol exists for your work), select the third box and provide an explanation in the text box that follows (Figure 36–D). **NOTE: it is required to select at least one of the choices in this section.**

Class Protocol

(check all that apply)

Research on some species must be done according to specific protocols; Alberta's Class Protocols can be found at: [Wildlife Research and Collection](#)

Select Class Protocols

Class Protocol

Class Protocol #006 Call Playback for Owls Delete

A

☒ I am following the Class Protocol(s) checked above **B**

☐ I am following the Class Protocol(s) checked above but altering the protocol as outlined below (please explain changes to protocol that you plan to make and provide rationale) **C**

☐ Class Protocols do not apply (please explain) **D**

...must enter explanation if no class protocols selected.

Figure 36

- 2.15.2 Identify the **Project Classification** from the drop down list. If you choose **Other**, you must enter an explanation in the text box that follows (Figure 37).

Project Classification

Scientific Research

...must enter explanation if "Other" is selected.

Figure 37

- 2.15.3 Identify under **Research/Survey** whether during your research you will be capturing and/or handling wildlife by choosing one or the other of the first two options (Figure 38–A). If your work involves responding to accidental injury, contamination or mortality at an industrial site, choose option 3 (Figure 38–B).

Research/Survey

Animals will be captured and/or handled

Figure 38A

Research/Survey

Accidental injury/contamination/mortality of wildlife at ind

Figure 38B

2.16 At the bottom of this page there are **Save Draft**, **Next** and **Cancel** buttons.

- 2.16.1 Use the **Save Draft** button (Figure 39–A) which allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.16.2 Select the **Next** button (Figure 39–B) to take you to the next page of the application.
- 2.16.3 The **Cancel** button (Figure 39–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** before the **Save Draft** button could erase the entire application.

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

A Save Draft

B Next **C** Cancel

* An asterisk indicates a required field.

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Figure 39

2.17 In the next three sections, you will select which method(s) you will be using from among three general types. You can choose more than one method from more than one general type. **NOTE: if on the previous page you indicated that animals will be captured and/or handled, it will be required that you select at least one method from among the three general types.**

- 2.17.1 If you are using one or more methods that involve capture and/or handling of wildlife followed by release back into the wild, click on the **Select** button (Figure 40–A) to open the **Capture/handling followed by release Search – Select** window with a list of methods (Figure 41–A). Please select all methods that are applicable to your project and then press the **Select** button below the bottom of the list (Figure 41–B). If your specific method is not listed, choose **Other** and provide an explanation in the box that follows (Figure 40–B).

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Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Wildlife 2

Capture/handling followed by release

(check all that apply)

A Select

Capture/handling followed by release

...must enter explanation if "Other" is selected.

B

Figure 40

Select	Description
<input type="checkbox"/>	Attachment of tags, bands, or temporary markers (e.g. paint) for identification
<input type="checkbox"/>	Blood/tissue sampling
<input checked="" type="checkbox"/>	Capture using nets or traps
<input type="checkbox"/>	Chemical immobilization
<input checked="" type="checkbox"/>	External attachment of radio/satellite/passive/other transmitters*
<input type="checkbox"/>	Implantation of transmitters, biotelemetry, or other devices within body
<input type="checkbox"/>	Taking live specimens into temporary captivity (e.g. overnight observation)
<input type="checkbox"/>	Translocation and release in different location
<input type="checkbox"/>	Other (please specify)

Select Search Again

Figure 41

- 2.17.2 Your application will now list the methods that you have selected (Figure 42–A). You may delete any that you will not be using. **NOTE:** If you selected **External attachment of radio/satellite/passive/other transmitters*** as a method, when you select it, a new question will open up asking **Are VHF radio frequencies being used?** If yes, select the box beside that question (Figure 42–B). (**NOTE: if this question shows up and you select Yes, before you submit your application, you will be required to submit a list of the radio frequencies that you will be using** for review by regional wildlife biologists to ensure that frequencies don't overlap with those of other researchers.

Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Wildlife 2

Capture/handling followed by release

(check all that apply)

Select

Capture/handling followed by release

Capture using nets or traps

Delete

External attachment of radio/satellite/passive/other transmitters*

Delete

...must enter explanation if "Other" is selected.

☒ Are VHF radio frequencies being used?

* Any research involving use of radio telemetry that occurs in south-western, west-central, or northern boreal Alberta requires attachment of a list of proposed radio frequencies along with permit application for approval.

Figure 42

- 2.17.3 If you are using one or more methods that involve capture and/or handling of wildlife that will **not** be followed by release back into the wild (e.g., lethal sampling or taking into permanent captivity), click on the **Select** button (Figure 43–A) to open the **Capture/handling not followed by release Search – Select** window with a list of methods (Figure 44–A). Please select all methods that are applicable to your project and then press the **Select** button below the bottom of the list (Figure 44–B). If your specific method is not listed, choose **Other** and provide an explanation in the box that follows (Figure 43–B).

Capture/handling not followed by release

Select

(check all that apply)

Capture/handling not followed by release

...must enter explanation if "Other" is selected.

Figure 43

TPR - Capture/handling not followed by release Search - Select - Internet Explore...

Capture/handling not followed by release Search - Select

Select	Description
<input type="checkbox"/>	Killing to retain whole or parts of specimens
<input type="checkbox"/>	Searching for/collecting/possessing "found dead" wildlife for research or educational purposes
<input checked="" type="checkbox"/>	Taking live specimens into permanent captivity
<input type="checkbox"/>	Other (please specify)

Select Search Again

Figure 44

- 2.17.4 Your application will now list the methods that you have selected (Figure 45). You may delete any that you will not be using.

Capture/handling not followed by release

Select (check all that apply)

Capture/handling not followed by release

Taking live specimens into permanent captivity Delete

...must enter explanation if "Other" is selected.

Figure 45

- 2.17.5 If you are using a method that does not involve capture or handling of wildlife, but will involve disturbance of wildlife (e.g., call playbacks, flushing from nests), click on the **Select** button (Figure 46–A) to open the **Methods likely to alter the behaviour of wildlife Search – Select** window with a list of methods (Figure 47–A). Please select all methods that are applicable to your project and then press the **Select** button below the bottom of the list (Figure 47–B). If your specific method is not listed, choose **Other** and provide an explanation in the box that follows (Figure 46–B).

Methods likely to alter the behaviour of, and result in stress to, wildlife

Select (check all that apply) **A**

Methods likely to alter the behaviour of, and result in stress to, wildlife

...must enter explanation if "Other" is selected. **B**

If bait is being used, would this bait be expected to attract large carnivores (with attendant human safety issues)? Yes No

Figure 46

Select	Description
<input type="checkbox"/>	Any activities in sensitive habitats during restricted activity periods as delineated in Wildlife Land Use Guidelines or Integrated Standards and Guidelines provided by the Enhanced Approval Process
<input checked="" type="checkbox"/>	Call playbacks (birds/amphibians)
<input type="checkbox"/>	Intentional or potential (non-intentional) disruption from a residence (e.g. disturbing/flushing from nests/dens/hibernacula)
<input checked="" type="checkbox"/>	Manned aerial surveys
<input type="checkbox"/>	Non-invasive research that requires the use of snowmobiles in caribou range (scat collection, snow tracking surveys, remote camera methods)
<input type="checkbox"/>	Unmanned aerial drones (UAVs)
<input type="checkbox"/>	Use of artificial lights to attract or detect wildlife
<input checked="" type="checkbox"/>	Use of bait, e.g., to attract wildlife to camera stations, DNA hair capture stations
<input type="checkbox"/>	Use of deterrents to scare wildlife or prevent them from using an area
<input type="checkbox"/>	Use of search animals (e.g., dogs) to locate wildlife, signs or habitat
<input type="checkbox"/>	Other (please specify)

Select Select Again

Figure 47

2.17.6 Your application will now list the methods that you have selected (Figure 48–A). You may delete any that you will not be using. If you will be using bait, indicate whether it is likely to attract large carnivores with attendant human safety concerns by clicking on the box (Figure 48–B); if yes, please ensure that you address any safety concerns in your project proposal.

Methods likely to alter the behaviour of, and result in stress to, wildlife

Select (check all that apply)

Methods likely to alter the behaviour of, and result in stress to, wildlife	
Call playbacks (birds/amphibians)	Delete
Manned aerial surveys	Delete
Use of bait, e.g., to attract wildlife to camera stations, DNA hair capture stations	Delete

...must enter explanation if "Other" is selected.

If bait is being used, would this bait be expected to attract large carnivores (with attendant human safety issues)? ☐ Yes ☒ No

Figure 48

2.18 In the **Animal Care ‘quick check’** section, you will answer questions that will assist the permit reviewer in assessing whether your application requires review by the Alberta Wildlife Animal Care Committee. Please also ensure that sufficient detail is included in the project proposal.

2.18.1 Enter the **CCAC Invasiveness Category and Rationale** (Figure 49–A). Please complete this section even for less invasive methods. Descriptions of categories and explanations for each can be found at http://www.ccac.ca/Documents/Standards/Policies/Categories_of_invasiveness.pdf (Figure 49–B)

Figure 49

2.18.2 List the equipment that you will be using (Figure 50–A). Only list items that will touch or interact with the wildlife (e.g., traps, radio transmitters, electronic call playback devices); there is no need to list general field items such as clipboards and GPS units. This list will be used during the creation of the collection licence. Specify the time of day that you will be doing the work (Figure 50–B) and the frequency (Figure 50–C).

Figure 50

2.18.3 **List species and number of individuals** that you will be working on (Figure 51–A). If you will be working on all members of a taxonomic group (e.g., you will be capturing all species of bats), then you can identify the species group, in this example, “bats”. This list will be used during the creation of the collection licence. **NOTE: this is a required field.** Briefly **Describe anticipated stress and pain to live wildlife** (Figure 51–B). Provide rationale if it is likely that animals will feel stress and/or pain. Additional detail should be provided in the research proposal.

Figure 51

- 2.18.4 Do you require formal approval from Alberta's Wildlife Animal Care Committee in order to satisfy another requirement, e.g., a federal permit? If so, check **Yes** (Figure 52) and the Chair of the AWACC will be notified to look at your application. Otherwise, click **No**. **NOTE: this is a required field.**

Do you require formal approval from Alberta's Wildlife Animal Care Committee in order to satisfy another requirement, e.g. a federal permit?

☐ Yes ☒ No


Please note that an Alberta Wildlife research permit/collection licence does not replace any applicable federal (e.g. work on migratory birds) or other provincial (e.g. Alberta Parks) permits that might be required. It is up to the applicant to ensure all required permits are in place.

Figure 52

- 2.18.5 Next, you will need to select the **Environment and Parks Operations Region(s)** in which your work will occur; this will allow the system to assign the application to the correct wildlife team member for review and issuance. First, view the map (Figure 53–A) on the left hand side to identify the region or regions. Next, use the square buttons to the left of the map (Figure 53–B) to select all regions that you will be working in; if you are working across the entire province, select them all (Figure 54–A). If you are only working in one region, you will need to also select the round button for that region in the right-hand **Majority of Work?** column (Figure 53–C). If you are working in more than one region, in the **Majority of Work?** column you must identify one region in which most of the work will occur (Figure 54–B). **NOTE: this is a required field.**

Environment and Parks Operations Regions

In the left-hand column, select any Environment and Parks Operations Region within which the proposed research or wildlife collection will occur (check all applicable areas). Then check the appropriate box in the right-hand column where the majority of the work will occur.



Regions:

- ☐ Upper Peace
- ☐ Lower Peace
- ☐ Upper Athabasca
- ☒ Lower Athabasca
- ☐ North Saskatchewan/Red Deer
- ☐ South Saskatchewan

Majority of work?

- ☐
- ☐
- ☐
- ☒
- ☐
- ☐

A
B
C

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

Save Draft

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Figure 53

Environment and Parks Operations Regions

In the left-hand column, select any Environment and Parks Operations Region within which the proposed research or wildlife collection will occur (check all applicable areas). Then check the appropriate box in the right-hand column where the majority of the work will occur.



Regions:

- ☒ Upper Peace
- ☒ Lower Peace
- ☒ Upper Athabasca
- ☒ Lower Athabasca
- ☒ North Saskatchewan/Red Deer
- ☒ South Saskatchewan

A

Majority of work?

- ☐
- ☐
- ☐
- ☐
- ☒
- ☐

B

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

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Figure 54

- 2.18.6 If the **Project Classification** you chose on the previous page was **Education/Outreach**, the map will appear with **Education/Outreach** automatically added to the bottom and that “region” will have been automatically selected in the **Majority of Work?** column (Figure 55–A). This will tell the system where to assign the application for review, but you must still select at least one Operations Region in the right-hand column (Figure 55–B) to indicate where the research will occur, or (e.g., for an educational specimen collection), where the specimens will be held.

Environment and Parks Operations Regions

In the left-hand column, select any Environment and Parks Operations Region within which the proposed research or wildlife collection will occur (check all applicable areas). Then check the appropriate box in the right-hand column where the majority of the work will occur.



Regions:

- ☐ Upper Peace
- ☐ Lower Peace
- ☐ Upper Athabasca
- ☐ Lower Athabasca

☒ North Saskatchewan/Red Deer

☐ South Saskatchewan

☒ Education/Outreach

Majority of work?



Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

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Figure 55

2.19 At the bottom of this page there are **Save Draft**, **Next** and **Cancel** buttons.

- 2.19.1 Use the **Save Draft** button (Figure 56–A) which allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.19.2 Select the **Next** button (Figure 56–B) to take you to the next page of the application.
- 2.19.3 The **Cancel** button (Figure 56–C) will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** before the **Save Draft** button could erase the entire application.

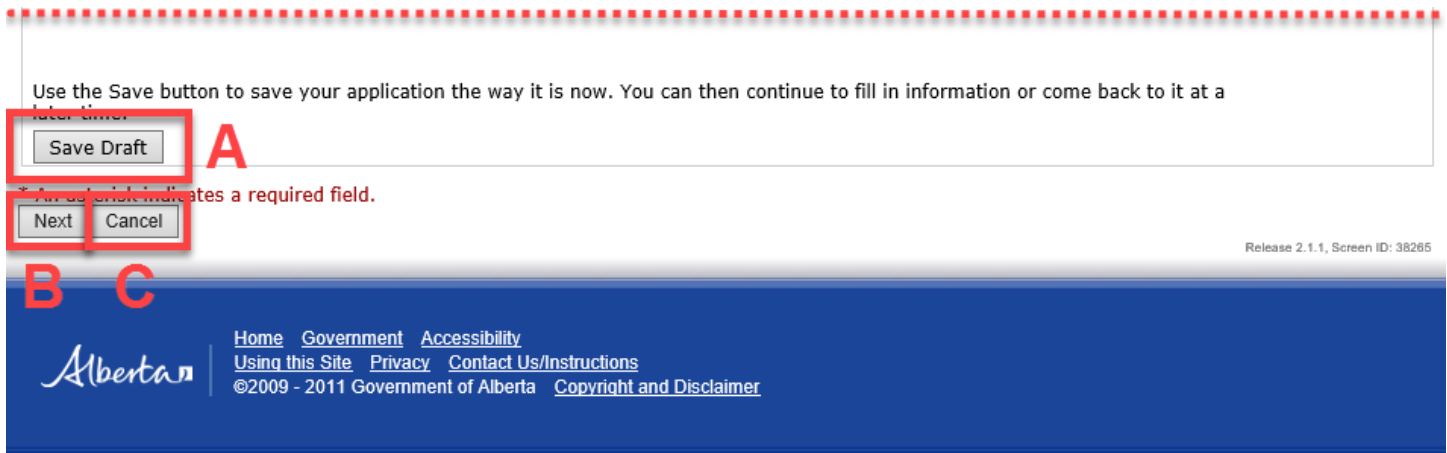


Figure 56

2.20 The **Attachments** section of the application enables you to upload all required and supporting documentation.
NOTE: A project proposal is mandatory as are any documents that are outlined in the **Permit Requirements and Off Road Access** sections of the Parks section of the application.

2.20.1 Press the **Upload Documents...** button (Figure 57) and a pop-up window **Document Upload** will open (Figure 58). This will enable you to upload your project proposal and any other supporting documentation.



Figure 57

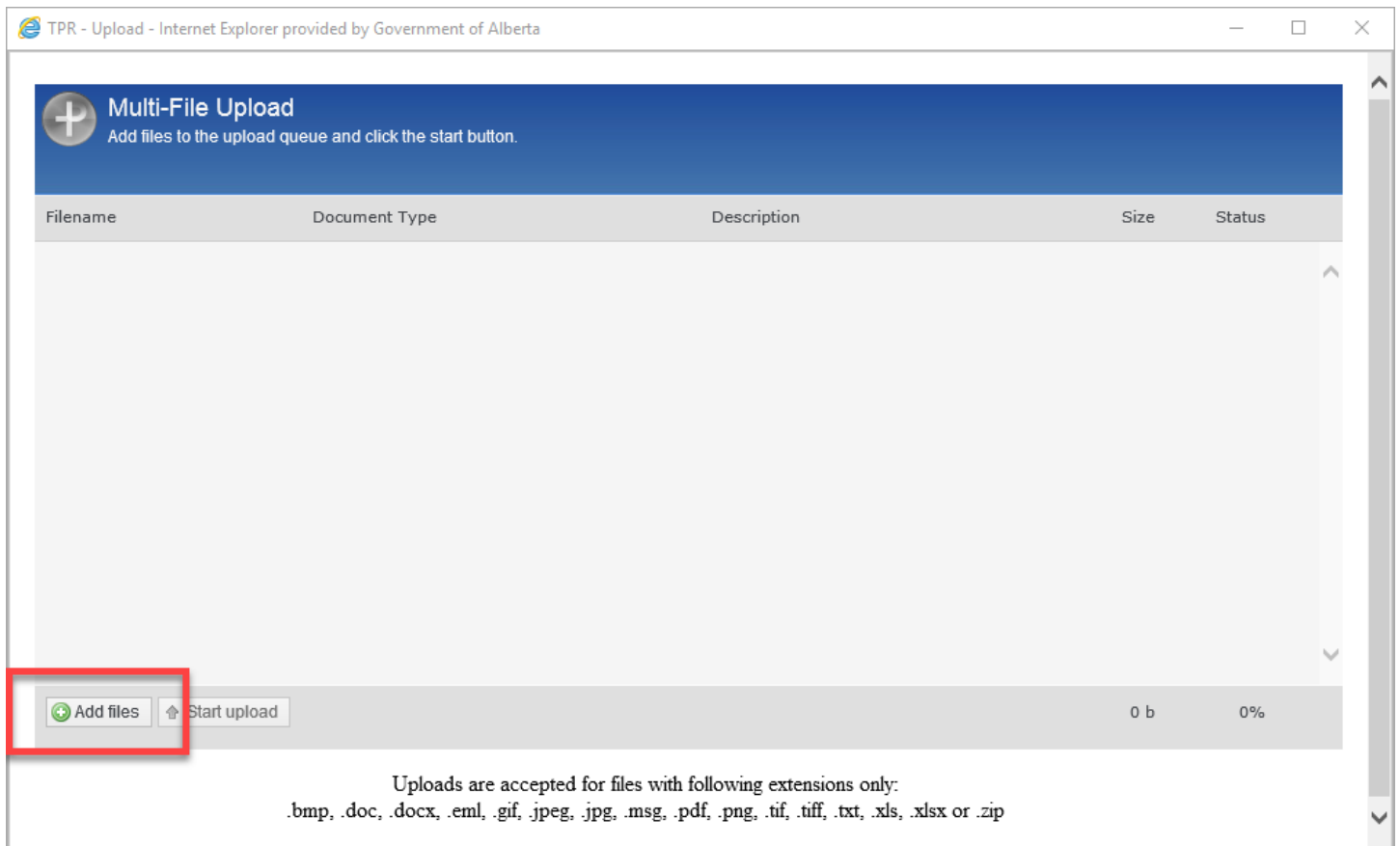


Figure 58

- 2.20.2 Press the **Add files** button and navigate to the document(s) you would like to upload (Figures 59–A). Select your document and press the **Open** button as marked on Figure 59–B.

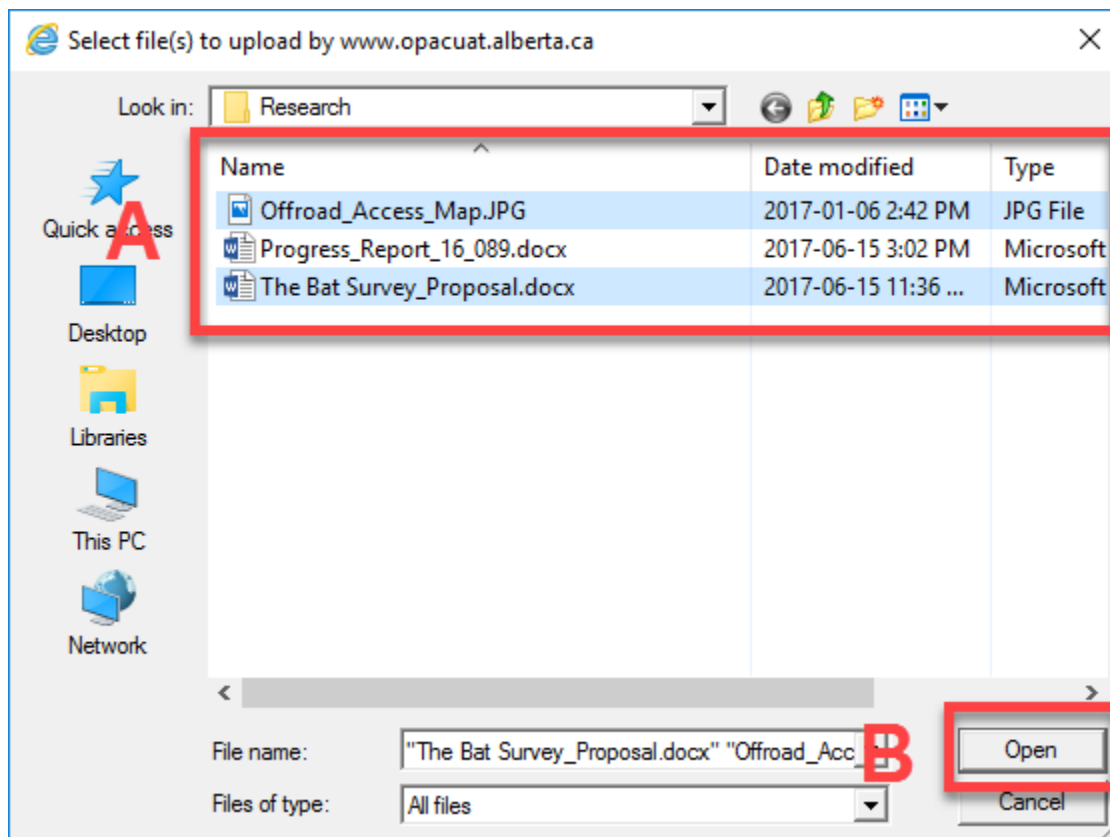


Figure 59

- 2.20.3 From the drop-down list in the **Document Type** field, select a description that best fits the document you just uploaded (e.g., Proposal) (Figure 60–A).
- 2.20.4 The **Description** field requires a short description of the document you are uploading (Figure 60–A). **NOTE:** Both fields, **Document Type** and **Description**, must be filled in to successfully upload your document(s).

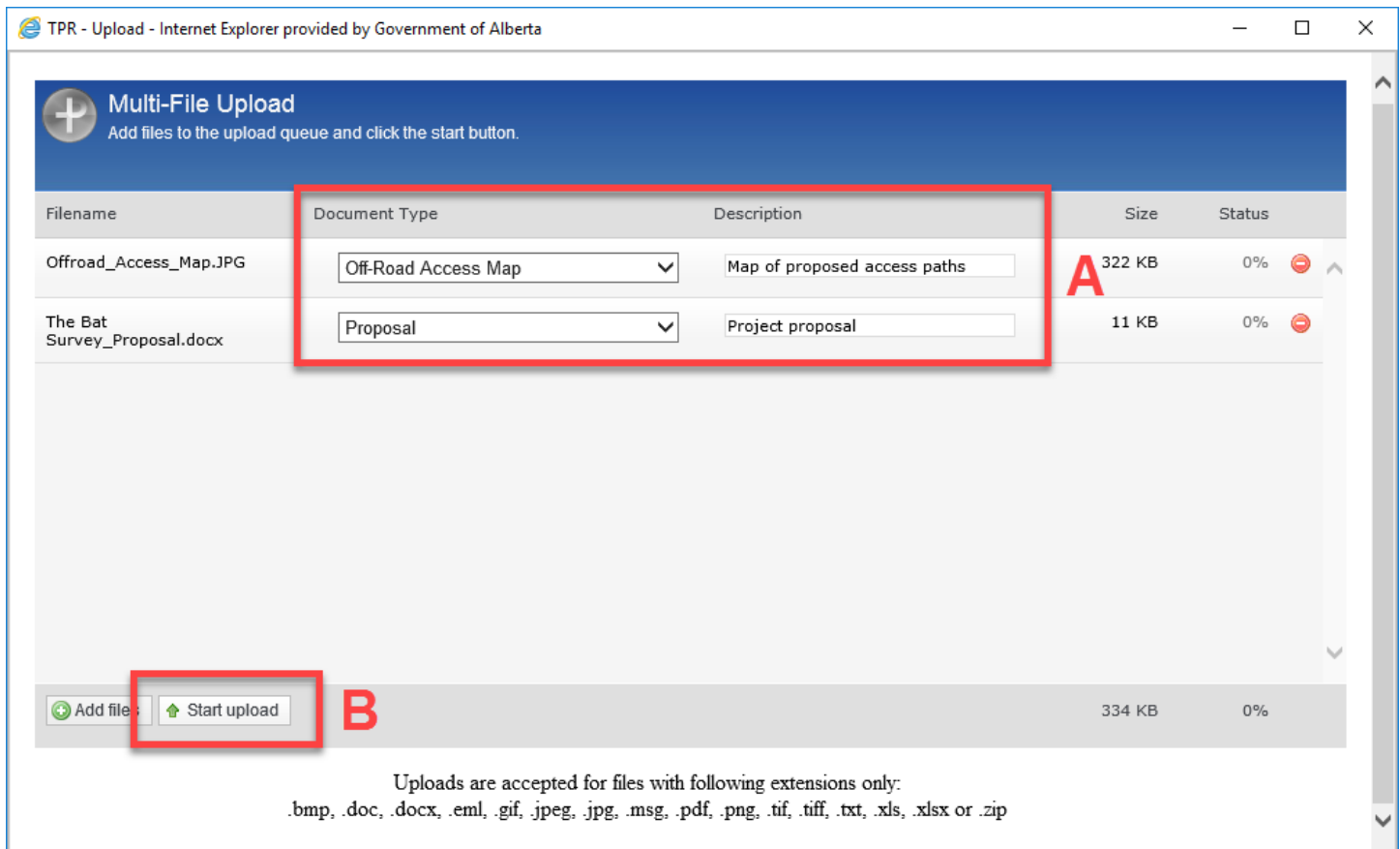


Figure 60

- 2.20.5 After selecting your documents and filling out the information in the **Description** field, press the **Start Upload** button (Figure 60–B). The **Document Upload** window will close and you will be back at the main application window.
- 2.20.6 If you uploaded any document in error, simply press the **Delete** button (Figure 61).

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Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Attachments

Attachments

A written proposal is a mandatory document to accompany the application, and must include purpose, overview, research methods, parks assistance/facilities (if working in one or more parks or protected areas), specimen collection/housing and data location. Also note the documents required out of the Permit Requirements and Off Road Access section (for Parks permits).

Type	Description	
View Off-Road Access Map	Map of proposed access paths	Delete
View Proposal	Project proposal	Delete

Upload Documents...

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Wildlife and/or Parks staff. Changes can no longer be made unless requested by the reviewer.

Figure 61

- 2.21 The **Save Draft** button is used to save the application as it is being filled out (Figure 62 – A). This button allows you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 2.22 Once you are satisfied with your application (and all required fields are populated and all required documents are uploaded), press the **Submit** button (Figure 62–B). Once submitted, the application is automatically sent to the appropriate Parks and/or Wildlife staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the application reviewer.** A screen similar to Figure 63 should appear.

A

B

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.


Save Draft

Submit

Back

Cancel

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Figure 62

Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Application Number: [006539806](#)

Revision Number: 01

Submitted Date: Jun 19, 2017

Revision Date: Jun 19, 2017

Thank you for your application for a permit. We will be reviewing your submission shortly. You can view the status of your application in the My Application list.

You may want to print a copy of this confirmation for your records.

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Figure 63

PART 3 – AMEND/RENEW PARKS RESEARCH AND COLLECTION PERMIT AND/OR WILDLIFE RESEARCH PERMIT AND COLLECTION LICENCE

3.1 AMEND PARKS RESEARCH AND COLLECTION PERMIT AND/OR WILDLIFE RESEARCH PERMIT AND COLLECTION LICENCE

Amendments are intended to request minor changes to information provided in an existing research and collection permit. Additional Parks and Protected Areas can be added to the permit as long as they are within the same Management Area(s) as the original permit. Adding Parks and Protected Areas from the Management Area(s) not listed in the original permit is considered a major change and will require submitting a new Research and Collection application. For Wildlife Research Permits and Collections Licences, you can add additional people or areas of the province, as well as make minor changes to the methods; major changes to the methods would require a new application.

- 3.1.1 On the **Main Menu** (Figure 64–A), under the **Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** subheading (Figure 64–B), select **Amend/Renew Parks and/or Wildlife Permit and Licence** (Figure 64–C). A new window will appear with the **Amendment/Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** screen (Figure 65).

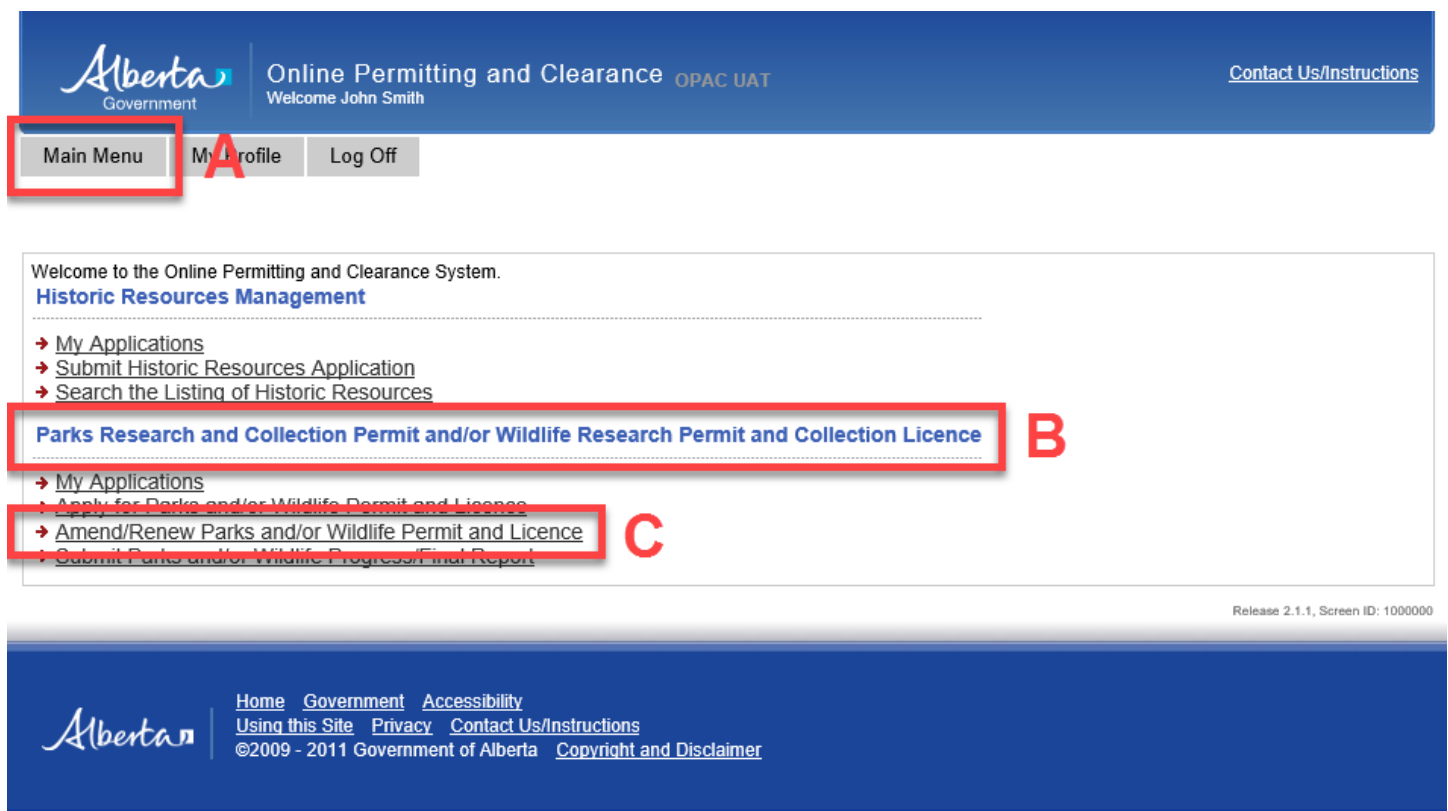



Figure 64

- 3.1.2 From the **Amendment/Renewal of a Research and Collection Permit** screen, select the permit you wish to amend from the drop down list (Figure 65–A). **NOTE: Only permits with a valid status that have not expired will be listed.** Select a permit to be amended and press the **Next** button (Figure 65–B).



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Amendment/Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Select Permit to Amend or Renew

Choose an amendment to request a change to an existing research and collection permit or when your affiliation changes.

Choose a renewal if you wish to extend a multi-year project. This only applies if you checked off the multi-year project box on your original application. Research and collection permits issued for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew those permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted between the January 1st - November 30th period of the calendar year for which the renewal applies.

Parks/Wildlife Amendment

Permit Number to Amend: 17-029

Choose a Permit to amend. Only permits in a valid status that have not expired will be in the list.

Parks/Wildlife Renewal


Permit Number to Renew: (Select)

Choose Permit to renew. Only Permits in a valid status that can be renewed will be in the list.

Next

Cancel

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Figure 65

- 3.1.3 The new window will display the **Amendment of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page, where amendments to the permit can be entered (Figure 66).

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Amendment of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Application Information

Permit Number:

17-031

Application Number:

006541133

Please check the permit(s) you are applying for

☒

Will you be working in one or more Alberta Parks and/or Protected Areas?

☒

Will you be working with wildlife as defined in the *Wildlife Act*? [Not Sure?](#)

Applicant

Title:

First Name:

Last Name:

*Address:

*City:

*Province/State:

*Postal Code/Zip:

John

Smith

2020 - 20 Street

Edmonton

AB

T2E 2E3

Initials:

Country:

Canada

Email:

Work Number:

Cell Number:

Home Number:

*Affiliation:

jsmith_test@gmail.com

(780) 444-4444

() -

() -

University of Aurora Borealis

Other Project Members:

Wendy Crow, Bill Eagle, Will Grass, John Doe

Project Information

*Project Title:

Bat survey in protected areas

☒ Yes

☐ No

*Is this a multi-year project? If so, provide Project End Date:

Dec 31, 2018

A multi-year project will require annual permit renewal every calendar year. For Wildlife Research Permits and Collection Licences that are expected to be renewed indefinitely, please select December 31 five years in the future; this date can be extended, during permit renewal, before the end date is reached. Please note in your attached research proposal that the project is, in fact, indefinite in nature.

Privacy Statement

Information you provide to Alberta Environment and Parks (AEP) is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the (FOIP) Act. Your personal information (name, address, phone number, e-mail address) will be used by the Fish and Wildlife Policy Branch and AEP Operations for the purpose of communication with you about your Wildlife Research Permit/Collection Licence and application.

Your email address may also be used to create a stakeholder list that will be used solely to communicate with permit holders via an occasional newsletter containing information relevant to new or renewal permit applications.

Your personal information will not be used or disclosed for any other purpose by AEP without your consent or unless required to do so by law.

Should you wish to have your personal information removed or corrected or have concerns pertaining to your Wildlife Research Permit/Collection Licence or application, please contact us at: AEP.WildResPermit@gov.ab.ca.

Should you wish to have your personal information removed or corrected or have concerns pertaining to your Parks Research and Collection Permit or application, please contact us at: ParksPermit@gov.ab.ca.

Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

Save Draft

An asterisk indicates a required field.

Next

Cancel

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Figure 66

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- 3.1.4 The **Save Draft** (Figure 67) and **Save** buttons (Figure 67–A) are used to save the amended application as it is being filled out. These buttons allow you to return to the application and change/modify any fields as many times as necessary prior to submission.
- 3.1.5 After amending the application (be sure that all required fields are populated and all required documents are uploaded), press the **Submit** button (Figure 67–B). Once submitted, the application is automatically sent to appropriate Parks staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the reviewer.** A screen similar to Figure 68 should appear.



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Amendment of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Attachments

Attachments

A written proposal is a mandatory document to accompany the application, and must include purpose, overview, research methods, parks assistance/facilities (if working in one or more parks or protected areas), specimen collection/housing and data location. Also note the documents required out of the Permit Requirements and Off Road Access section (for Parks permits).

Type	Description	
View Off-Road Access Map	Map of proposed access paths	Delete
View Proposal	Project proposal	Delete

Upload Documents...

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Wildlife and/or Parks staff. Changes can no longer be made unless requested by the reviewer.


Use the **A** Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

Save Draft

Submit

Back
Cancel

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Figure 67

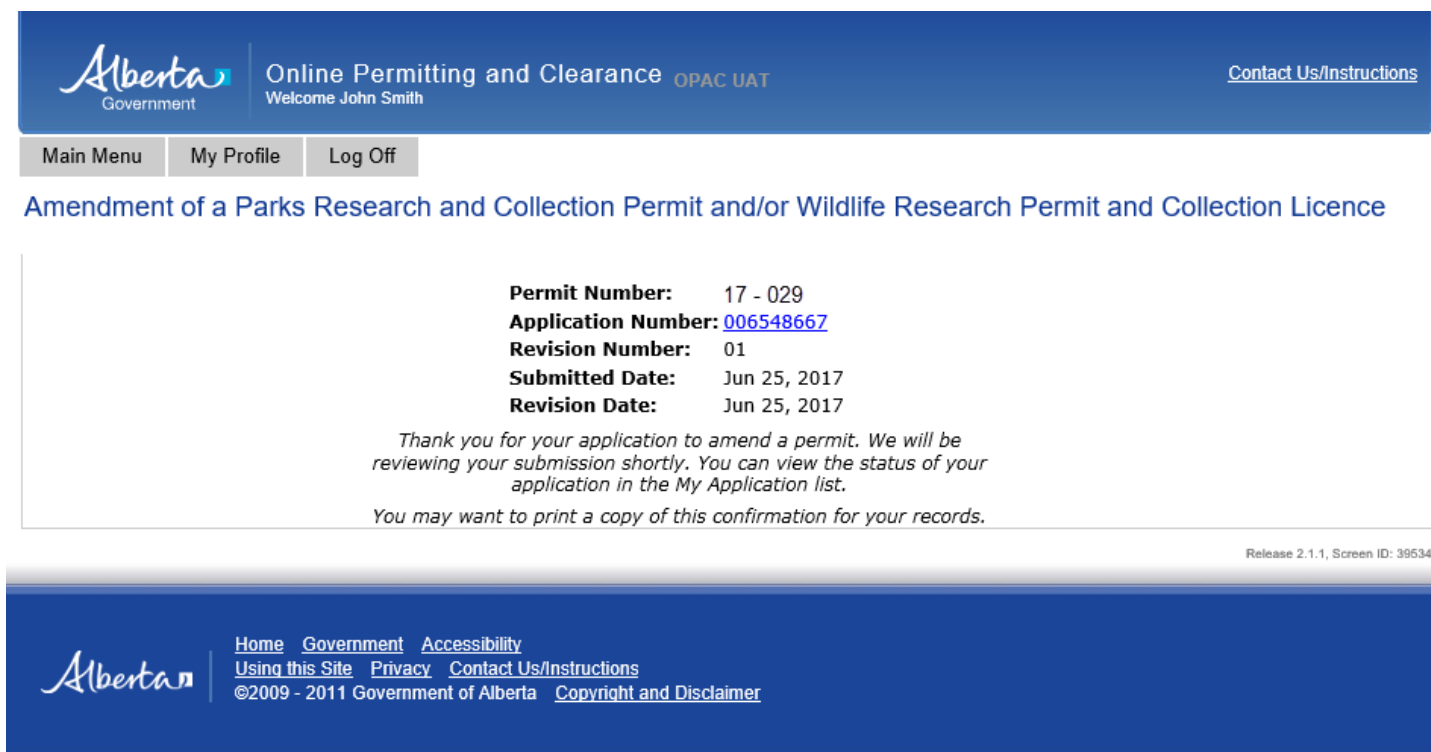



Figure 68

3.2 RENEWAL OF A PARKS RESEARCH AND COLLECTION PERMIT AND/OR WILDLIFE RESEARCH PERMIT AND COLLECTION LICENCE

Research and collection permits for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted by November 30th of that calendar year.

- 3.2.1 From the **Main Menu** (Figure 64–A) select **Amend/Renew Parks and/or Wildlife Permit and Licence** (Figure 64–C) under the **Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** subheading (Figure 64–B).
- 3.2.2 A new window displays the **Amendment/Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page (Figure 69).



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Amendment/Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Select Permit to Amend or Renew

Choose an amendment to request a change to an existing research and collection permit or when your affiliation changes.

Choose a renewal if you wish to extend a multi-year project. This only applies if you checked off the multi-year project box on your original application. Research and collection permits issued for multi-year projects are issued on a calendar year basis only and expire December 31st of each year. Researchers are therefore required to renew those permits if they wish to continue the project. All permit renewal applications for multi-year projects are to be submitted between the January 1st - November 30th period of the calendar year for which the renewal applies.

Parks/Wildlife Amendment

Permit Number to Amend: (Select) ▼

Choose a Permit to amend. Only permits in a valid status that have not expired will be in the list.

Parks/Wildlife Renewal


Permit Number to Renew: 17-035 ▼

Choose Permit to renew. Only Permits in a valid status that can be renewed will be in the list.

Next

Cancel

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Figure 69

- 3.2.3 On the **Amendment/Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** screen, select a permit to renew from the **Permit Number to Renew** drop down menu (Figure 69–A). **NOTE: Only permits with a valid status will be listed.** Press the **Next** button (Figure 69–B).
- 3.2.4 Under the **Parks 2** tab of the **Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page (Figure 70) entry for the **Anticipated Commencement of Field Operations** and **Anticipated Termination of Field Operations** have to be the commencement and termination dates for the **year you are submitting the renewal for**, not the years selected for the **Project Start Date** and **Project End Date** on page 1 of the application. Use the calendar icon to select appropriate dates.

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Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Parks 2

Written Products

☒ Thesis is an anticipated product of the project.
☒ Publication is an anticipated product of the project.

Other Products:

Field Operations

*Where will you be staying while working in the park?
 Not at the park

Park Stay Phone: () -

*Anticipated Commencement of Field Operations: Jul 1, 2017
 *Anticipated Termination of Field Operations: Oct 31, 2017
Anticipated Termination Date on a multi-year project should refer to the termination date in the current calendar year.

Figure 70

- 3.2.5 Under the **Wildlife 1** tab of the **Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** page (Figure 71) entry for the **Effective Date** and **Expiry Date** have to be the effective and expiry dates for the **year you are submitting the renewal for**. Use the calendar icon to select appropriate dates.

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Renewal of a Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Wildlife 1

*Effective Date: Jun 30, 2017
 *Expiry Date: Dec 31, 2017

Figure 71

- 3.2.6 The **Save Draft** button (Figure 72–A) is used to save the renewal application as it is being filled out. This button allows you to return to the application and change/modify any fields as many times as necessary prior to submission.

- 3.2.7 When all the information on the renewal application is complete (be sure that all required fields are populated and all required documents are uploaded), press the **submit** button (Figure 72–B). Once submitted, the application is automatically sent to appropriate Parks and/or Wildlife staff for review. **NOTE: At this point, changes can no longer be made to the application unless requested by the reviewer.** A screen similar to Figure 73 should appear.

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Attachments

A written proposal is a mandatory document to accompany the application, and must include purpose, overview, research methods, parks assistance/facilities (if working in one or more parks or protected areas), specimen collection/housing and data location. Also note the documents required out of the Permit Requirements and Off Road Access section (for Parks permits).

Type	Description	
View Proposal	proposal	Delete
View Research and Collection Permit PDF	Parks Permit - Application No.: 006548596	Delete

[Upload Documents...](#)

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Wildlife and/or Parks staff. Changes can no longer be made unless requested by the reviewer.

Use the **A** Save button **B** to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

[Save Draft](#) [Submit](#)

[Back](#) [Cancel](#)

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Figure 72

Renewal Application for Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence

Permit Number: 17-035
Application Number: [006548639](#)
Revision Number: 01
Submitted Date: Jun 25, 2017
Revision Date: Jun 25, 2017

Thank you for your application to renew a Permit. We will be reviewing your submission shortly. You can view the status of your application in the My Application list.

You may want to print a copy of this confirmation for your records.

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Figure 73

PART 4 – SUBMIT PARKS OR/AND WILDLIFE PROGRESS/FINAL REPORT

4. A progress or final report is a requirement of a multi-year Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence.
- 4.1 From the **Main Menu** (Figure 74–A), select **Submit Parks and/or Wildlife Progress/Final Report** (Figure 74–C) under the **Parks Research and Collection Permit and/or Wildlife Research Permit and Collection Licence** subheading (Figure 74–B) to display a new window.

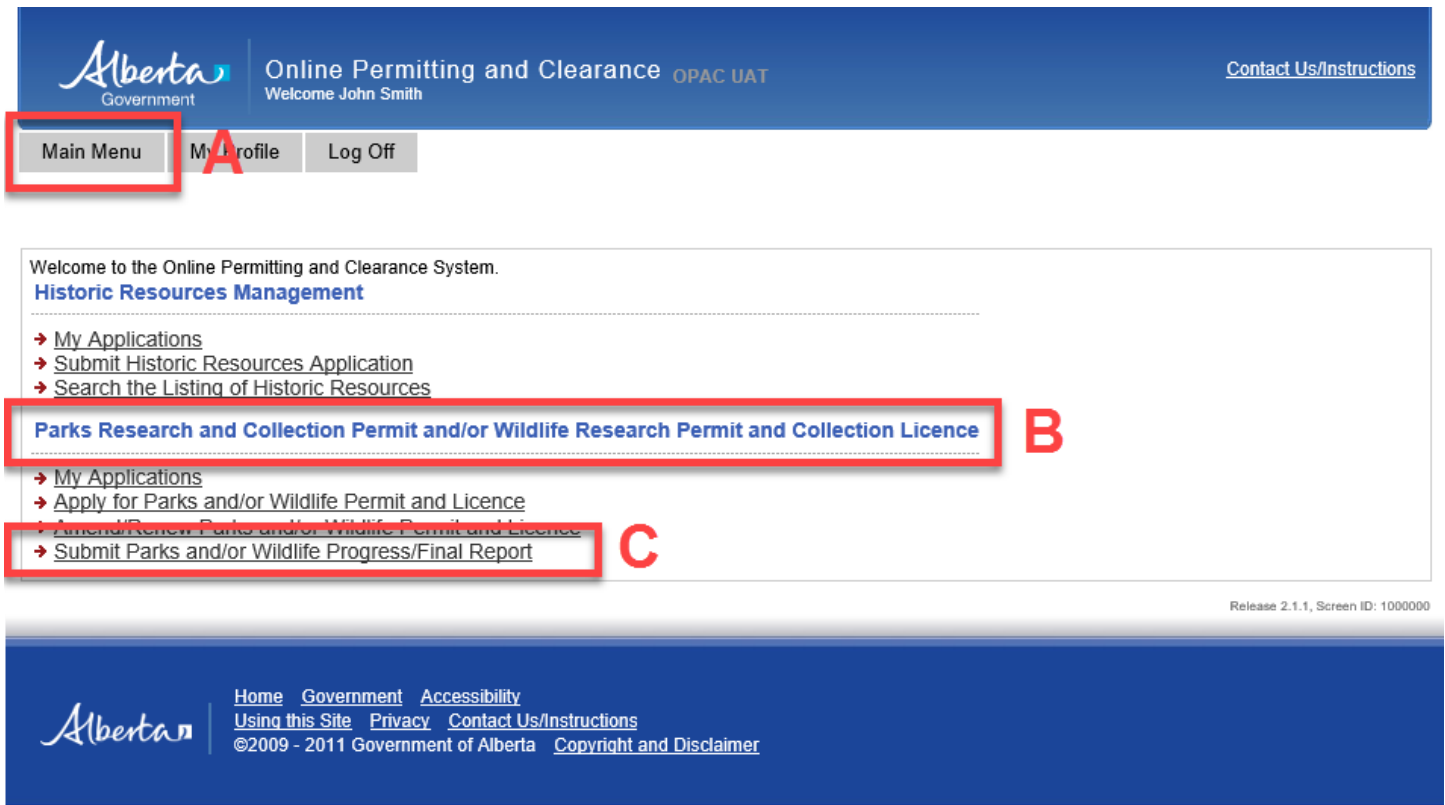


Figure 74

- 4.2 On the **Parks/Wildlife Progress Report** screen, select the permit number for which you want to submit a progress report from the **Permit Number to Report on** drop down menu (Figure 75–A). **NOTE: Only permits with a valid status will be listed.** Press the **Next** button (Figure 75–B).

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Parks / Wildlife Progress Report

Select Permit

***Permit Number to Report on:** 17-031 **A**

Choose a Permit to submit a report on. Only your permits in a valid status that have not expired will be in the list. The next screens will provide presentations where you can enter progress report information. The information will be reviewed by Parks and/or Wildlife staff once the progress report is submitted.

* An asterisk indicates a required field.

B Next Cancel

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Figure 75

4.3 The **Parks/Wildlife Progress Report** window will be displayed; select the **Next** button (Figure 76).

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Parks / Wildlife Progress Report

Details

Permit: 17-031

Applicant

Title:

First Name: John **Initials:**

Last Name: Smith

Affiliation: University of Aurora Borealis

Other Project Members: Wendy Crow, Bill Eagle, and Will Grass

Project

Project Title: Bat survey in protected areas

Save Draft

Next Cancel


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Figure 76

- 4.4** If your permit was for research in Parks and Protected Areas, the **Parks** tab will open up (Figure 77–A) If your work was on wildlife but not in parks, the **Wildlife** tab will open up – **see section 4.6.**
- 4.4.1** Under the Parks tab (Figure 77–A), fill in the required fields (Figure 77–B–D). Please type in the year you are reporting for (Figure 77–B). Select the **Finale Report?** check box if this is the finale report (Figure–C). Select **Project Status** from a drop down selection (Figure–D). **NOTE: A red asterisk identifies required fields that must be populated to proceed with the progress report.**



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Parks / Wildlife Progress Report

Parks

A

Permit: 17-031

Project

Project Title: Bat survey in protected areas

Progress Report

*Reporting Year: 2017

B

Final Report? ☐

C

*Project Start Date: Jul 15, 2017
*Project End Date: Dec 31, 2018

*Project Status: Continuing

D

*Purpose of Research: (Please note if covered in an attachment)
Survey bats

*Finding and Status: (Please note if covered in an attachment)
Found bats

Specimen Storage: (Please note if covered in an attachment)

*Obstacles and Challenges: (Please note any positive or negative experiences working with us)
None


Save Draft

E

Back
Next
Cancel

F

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Figure 77

4.5 At the bottom of this page there are **Save Draft**, **Next** and **Cancel** buttons.

4.5.1 Use the **Save Draft** button (Figure 77–E) which allows you to return to the report and change/modify any fields as many times as necessary prior to submission.

- 4.5.2 Select the **Next** button (Figure 77–F) to take you to the next page of the report. **If you were working on wildlife in Parks and Protected Areas, the Wildlife report page will follow. If you were not working on wildlife, the next page will be the Attachments page – see section 4.10. If your work was on wildlife and was not in Parks and Protected Areas, the Wildlife 1 tab will open up right away – see section 4.6.**
- 4.5.3 The **Cancel** button will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** button before the **Save Draft** button could erase the entire report.
- 4.6 If your research involved wildlife, the **Wildlife** tab will be displayed next (Figure 78). If you have data to submit (e.g., in a Fisheries and Wildlife Management Information System [FWMIS] load form), indicate **Yes** (Figure 78–A), then upload the load form as part of the report on the attachments page (next page). If data are not being loaded, you can provide an explanation (Figure 78–B). **NOTE: data submission is a condition of your permit/licence and is required before a permit/licence will be renewed.**
- 4.7 If VHF radio transmitters were used, please indicate **Yes** (Figure 78–C) and list the frequencies of **any transmitters that were not collected** in the box that follows (Figure 78–D).
- 4.8 If any injuries, deaths or complications occurred with any animals that were handled in the previous year of the project, or if numbers handled exceeded any limits stated on the permit/licence, select **Insert** (Figure 75–E) and list the species and information in the data row that opens up (Figure 78–F). You can add as many rows as you need. Please add any additional information/explanation in the comment box below the table.

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Parks / Wildlife Progress Report

Wildlife

Permit: 17-031

Progress Report

Describe progress of wildlife project to date:

Captured 12 bats and 3 owls and affixed transmitters to two owls.

Are data being submitted with this progress report?

☒ Yes
☐ No

If data not submitted, provide circumstances and expected date of submission:

Were radio transmitters used in this project?

☒ Yes
☐ No

If radio transmitters were used, please list the frequencies of transmitters not collected and the specific areas in which they were used:

In the table below, list any animals handled (e.g. captured, marked, collared) in the previous year of the project to which any injuries, deaths or complications occurred during, or immediately following, handling of live wildlife. In addition, if numbers handled exceeded any limits stated on the research permit and/or collection licence, list these below. Please add any additional information/explanation in the comment box below the table.

Insert

Collection Date	Species	Sex M/F/U	No. Individuals	Location	Accidents / Injuries during capture/handling/captivity (specify number of animals to which this applies) ¹	Disposition ²	
Jun 12, 2017	little brown bat	M	1	location	appeared dehydrated	released	Delete

Comments:

The individual was given water, observed until it seemed more active, than released.

¹ For example, unanticipated stress, minor injury, severe injury, unintentional death.
² For example, released unintentionally to the wild, escaped (unintentionally), alive but retained in captivity, dead (whole carcass retained), dead (tissue specimen retained; remains destroyed), dead (carcass destroyed).

Save Draft

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Next

Cancel

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Figure 78

4.9 At the bottom of this page there are **Save Draft**, **Next** and **Cancel** buttons.

4.9.1 Use the **Save Draft** button (Figure 78–G) which allows you to return to the report and change/modify any fields as many times as necessary prior to submission.

- 4.9.2 Select the **Next** button (Figure 78–H) to take you to the next page of the report.
- 4.9.3 The **Cancel** button will remove all changes made since the last time the **Save Draft** button was pressed. Pressing the **Cancel** button before the **Save Draft** button could erase the entire report.
- 4.10 To upload your progress report document, press the **Upload Document** button (Figure 79). Follow the process of uploading progress reports as outlined in **section 2.20** (starting on page 33) of this document – also see Figures 79-83, below. Remember to select **Document Type** from the drop down list and enter a description of the document (Figure 82–A).

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Parks / Wildlife Progress Report

Attachments

Permit: 17-031

Attachments

Type	Description
<input data-bbox="138 884 347 911" type="button" value="Upload Documents..."/>	

You may submit the progress report when all the information is complete. Once submitted, the progress report will be reviewed by Parks and/or Wildlife staff. Changes can no longer be made unless requested by the reviewer.

Use the Save button to save your progress report the way it is now. You can then continue to fill in information or come back to it at a later time.

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Figure 79

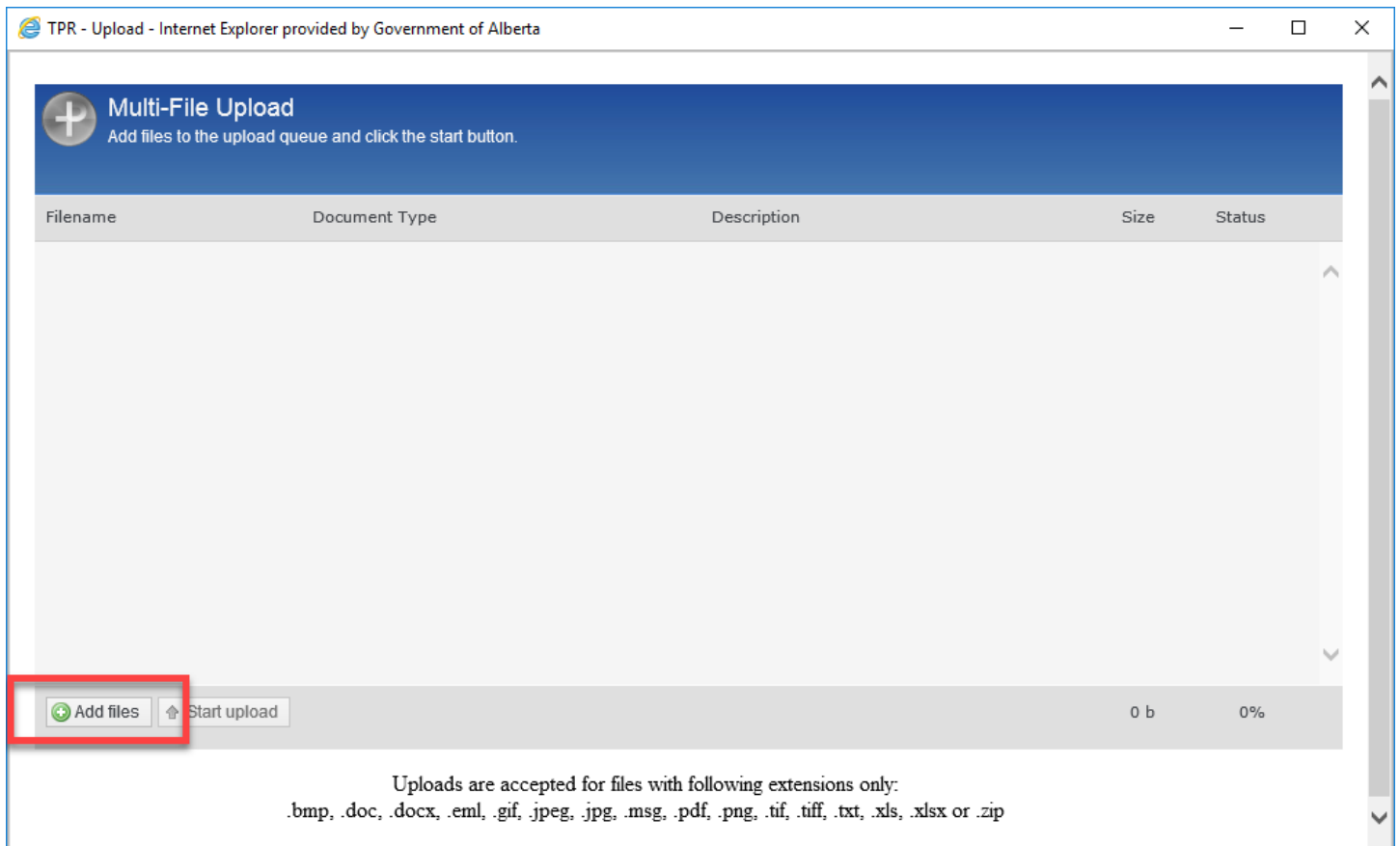


Figure 80

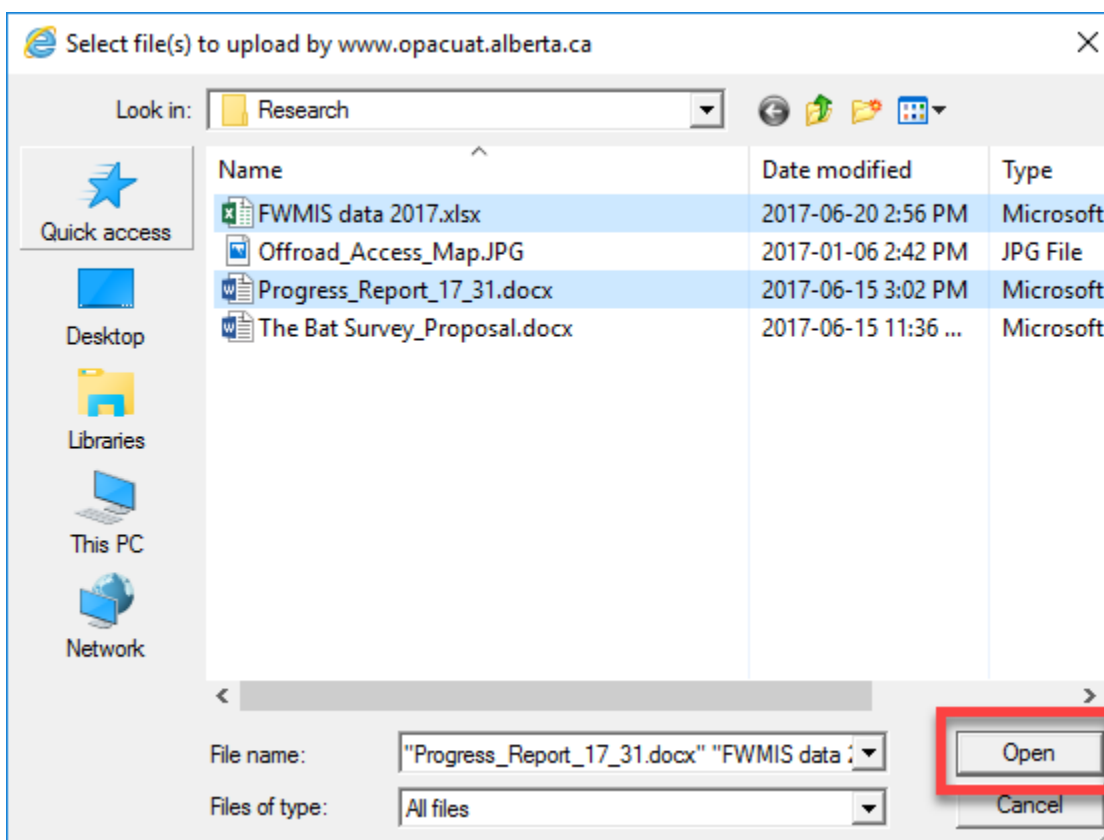


Figure 81

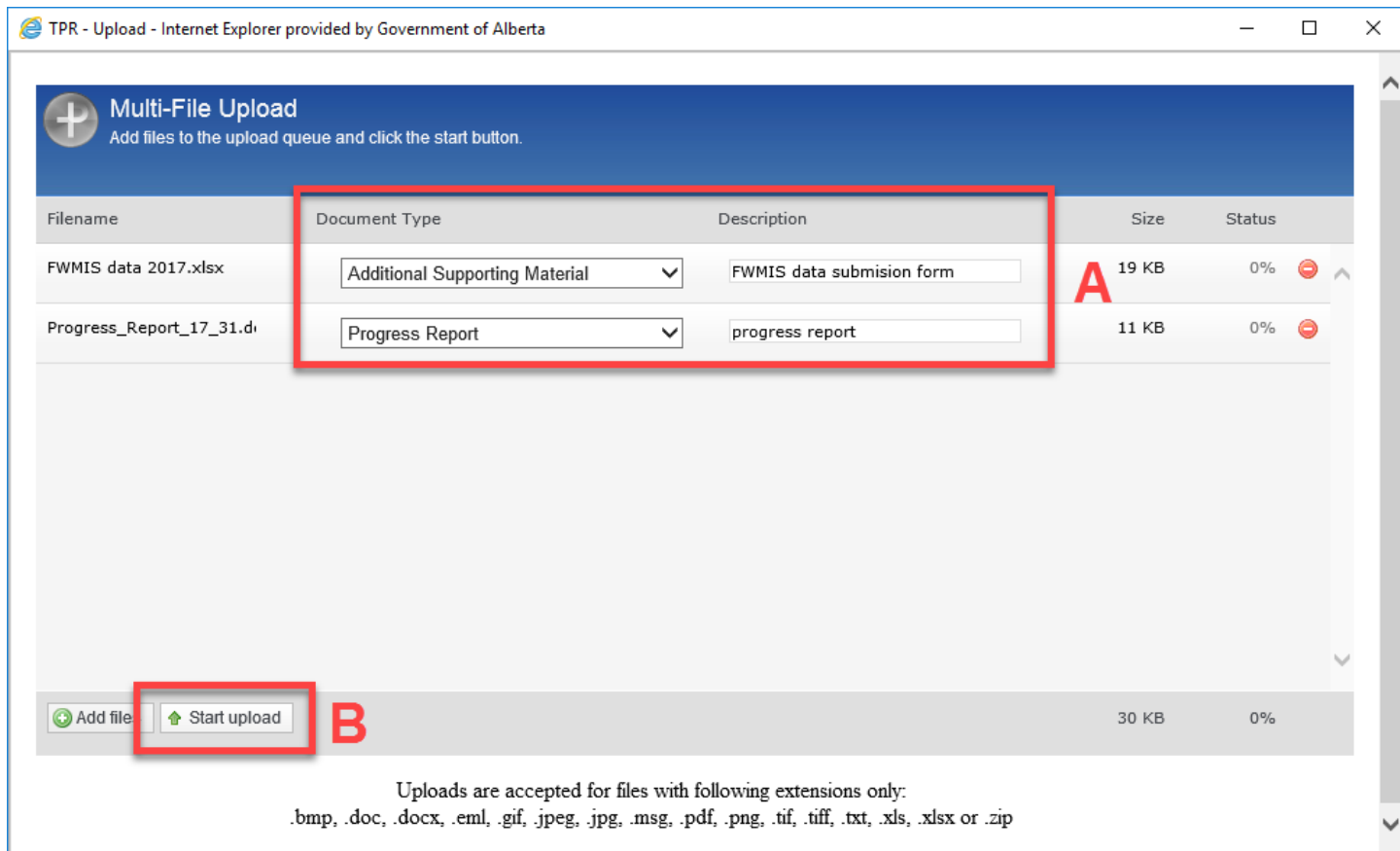


Figure 82

Parks / Wildlife Progress Report

Attachments

Permit: 17-031

Attachments

Type	Description	
View Additional Supporting Material ▼	FWMIS data submission form	Delete
View Progress Report ▼	progress report	Delete

A

[Upload Documents...](#)

You may submit the progress report when all the information is complete. Once submitted, the progress report will be reviewed by Parks and/or Wildlife staff. Changes can no longer be made unless requested by the reviewer.

Use the **Save** button to save your progress report the way it is now. You can then continue to fill in information or come back to it at a later time.

B [Save](#)

C [Submit](#)

[Back](#)

[Cancel](#)

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Figure 83

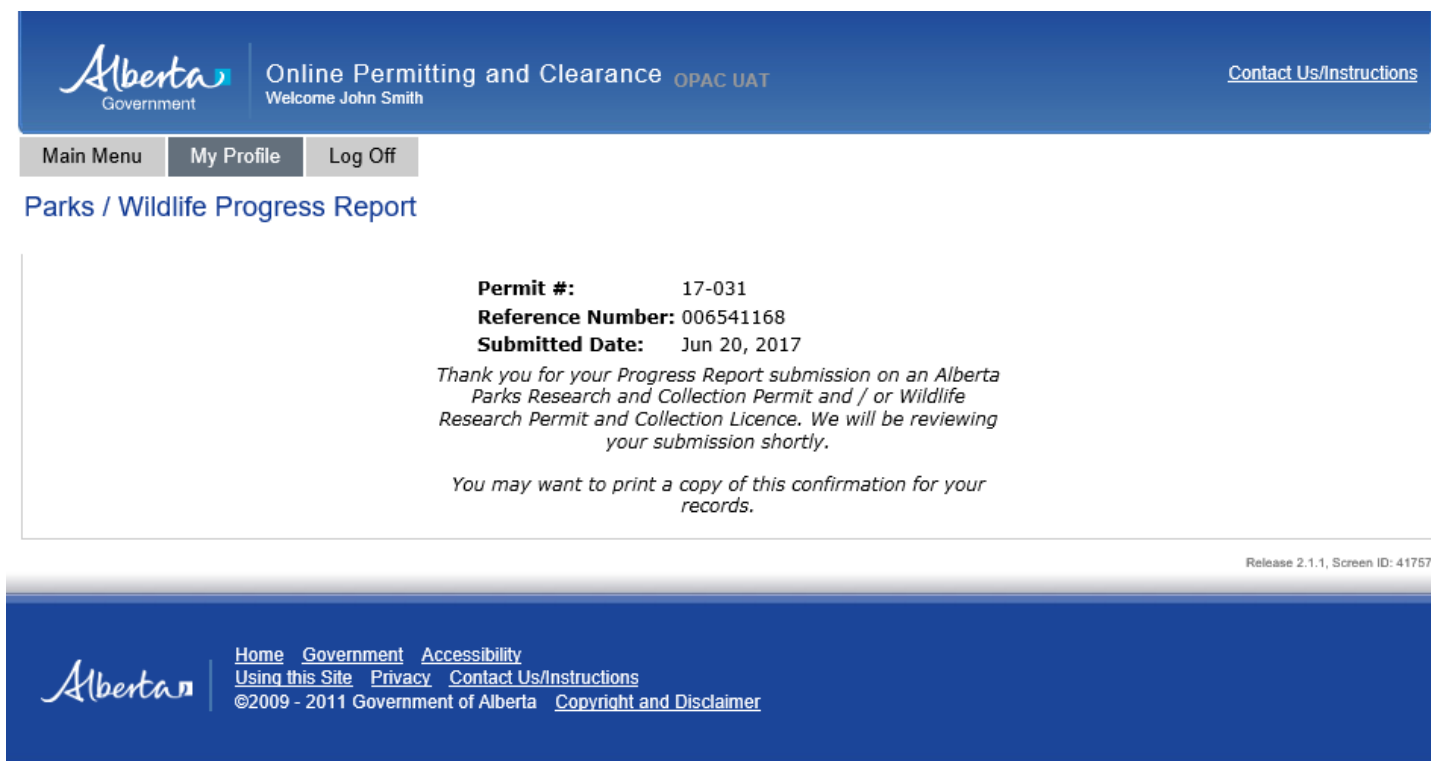


Figure 84

- 4.11** When all of the information on the progress report page is complete (be sure that all required fields are populated and all required documents are uploaded), press the **Submit** button (Figure 83–C). Once submitted, the application is automatically sent to appropriate Parks and/or Wildlife staff for review. **NOTE: At this point, changes can no longer be made to the report unless requested by the reviewer.** A screen similar to Figure 84 should appear.