

## SAMPLE LETTER REQUESTING REPORT ON AMERICAN ALLIGATOR

OMB No. 1018-  
Expires

IN REPLY REFER TO:  
FWS/DMA/CEP 1-07

Dear

The U.S. Fish and Wildlife Service (Service) has a legal obligation to ensure that export levels of species listed in Appendix II of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) will not be detrimental to the survival of the species. This letter is our annual request for information on your State's implementation of your CITES American alligator (*Alligator mississippiensis*) export program. We are requesting information for the \_\_\_\_\_ season and ask that you submit this information to us by \_\_\_\_\_. This information will help us determine the current status of American alligator for the \_\_\_\_\_ season.

In your review of the \_\_\_\_\_ season and based on your most current information on American alligator in your State, we would appreciate it if you could include the following information:

1. The total number of skins from wild or farmed alligators that were tagged by your State.
2. An assessment of the status of your alligator population, indicating if the population is stable, increasing, or decreasing, and at what rate (if known). If population levels are decreasing, activity reports should include your professional assessment of the reason for the decline and any steps being taken to address it.
3. For wild alligators, information on harvest, including harvest of nuisance alligators, methods used to determine harvest levels, demographics of the harvest, and methods used to determine the total number and population trends of alligators in the wild.
4. For farmed alligators, information on whether collecting and rearing of eggs or hatchlings is allowed, what factors are used to set harvest levels, and whether any alligators are returned to the wild.
5. Information on, and a copy of, any changes in laws or regulations affecting the American alligator in your state.

6. If available, copies of relevant reports that your state has prepared during the reporting period as part of its existing management program for the American alligator or a web address where this information is posted electronically on your website (please note that we are not asking for any new reports or information here, but rather would appreciate copies of any reports that you already have available).

It is particularly important that we receive a response so that the Division of Management Authority will be able to issue export permits for animals harvested in your State during the \_\_\_\_\_ season.

Please send replies to \_\_\_\_\_, U.S. Fish and Wildlife Service, Division of Management Authority, 4401 North Fairfax Drive, Room 700, Arlington, VA 22203 (fax 703-358-2298) or by E-mail to \_\_\_\_\_@fws.gov. Please note that this request is now a combined request for information from both the Division of Scientific Authority and the Division of Management Authority.

Thank you for your continuing cooperation. If you have any questions, please contact - \_\_\_\_\_ of my staff at 703-358-1908.

Sincerely,

Chief, Division of Management Authority

cc: Association of Fish and Wildlife Agencies  
Division of Scientific Authority

Notice

Information requested herein is purely voluntary. However, submission of requested information is required in order to maintain program approval. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless a currently valid Office of Management and Budget (OMB) control number is displayed. The OMB Control Number for this information collection is 1018-XXXX, which expires \_\_\_\_\_.

The reporting burden on the applicant for this information collection is 1 hour. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the report. You may direct comments regarding the burden estimate or any other aspect of the information collection to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.