

**Instructions for Completing Form SF 299 for:  
Proposed Activities Involving Paleontological (Fossil) Resources on National Forest System Lands**

The following instructions pertain to permits for paleontological research, paleontological (fossil) collection and/or paleontological resource assessment/evaluation surveys on National Forest System Lands. Permits for the examination of fossil specimens, the excavation of paleontological sites and the gathering of specimens may be granted to museums, universities, colleges or other recognized scientific or educational institutions, or to their duly authorized agents or affiliated investigators, or to other qualified applicants. Paleontological consulting firms will apply as an individual and have to fill out all parts of the application form.

A completed application, containing the information specified below, will facilitate the review and approval process. Consideration under the National Environmental Policy Act (NEPA) and other applicable laws (Endangered Species Act 1973, Archaeological Resources Protection Act 1979 *etc.*) is required for ground disturbing activities such as fossil excavation.

Please be aware that depending on the nature of the project as described, permit issuance could take up to a year to complete. Please attach a vita to the application. An agreement with a federally approved repository, or repository meeting minimum repository standards, should accompany any permit application for specimen collection. A permit for specimen collection will not be issued in the absence of an agreement with a repository meeting minimum standards for proper curation and long-term storage of collected specimens. If necessary, the Forest Service can provide a repository agreement template.

Page 3 of the SF-299 is required for a corporate entity such as a paleontological consulting firm.

Page 4 of the SF-299 is for internal (Forest Service) use only.

Specific Instructions

Item 1. **Applicant's name and address.** Usually the scientific entity or institution. In the adjacent box (item 2) note the principal investigator or point of contact's name, title, and address if Item 1 is an institutional or corporate entity.

Item 2. **Name, title, and address** of professional affiliation or host curatorial facility, if applicable.

Item 3. **Telephone.** Box 1 – ignore (can be used if multiple phone numbers have same area code)  
Box 2 - phone number of applicant  
Box 3 (authorized agent) – phone number of supporting institutions, if applicable.

Item 4. **Applicant Category** Mark the type of institution or entity, such as being affiliated with the State or local government. Private institutions (*e.g.*, consulting firms) should mark b “Corporation,” unless they have some other affiliation.

Item 5. **Purpose of application.** Mark the kind of authorization (*e.g.*, permit) is being requested -- new permit, renewal of an expiring permit, amendment of the scope of an existing permit, or other action.

Item 6. **Citizenship.** Check the appropriate box. Permits can be issued to non US citizens if permits for comparable activities can be issued to U. S. citizens by the applicant's country of origin.

Item 7. **Project Description.** Provide a detailed description of the proposed activity. This information is the most important for evaluating the proposal, its associated environmental impacts, and the potential need for a comprehensive NEPA analysis.

a. **Type of system or facility:** Be specific and detailed in your description. Describe the nature of the proposed activity, such as record known paleontological resources; survey and recording of unknown resources with no surface disturbance or collection; activity limited to surface collection of resources; or excavation of site specific specimens, quarry undertaking, or screening. Include all locations on a map where any ground disturbing activity will take place\*. Specify the number of people who will be performing field work under the permit, and identify the name(s) and telephone number(s) of field contact(s).

\* If new locations are discovered after permit issuance, the FS authorized officer (usually the District Ranger) must be contacted prior to ground disturbance in the new location in order to amend the permit to include new sites and coordinate with resource specialists.

b. **Related structures and facilities:** Describe any need for special equipment other than standard hand tools (*e.g.*, heavy equipment such as backhoe, generator, jackhammer). Also describe any need for occupancy of land (*e.g.*, equipment trailer, base camp) during proposed activity.

c. **Physical specifications:** Relative size of the area in which the activity will be conducted (legal description of area for survey, known locations of paleontological resources to be recorded/collected/excavated, dimensions of proposed excavation). The Forest Service may choose to add a plan of operations that outline how and when work will be carried out.

d. **Term of the permit:** Estimated length of time needed to complete the proposed activity. Permits can range from 1 year to a maximum of 5 years.

e. **Dates and times** of the year the activity will take place.

f. **Volume or amount of product to be transported:** Please provide some detail or estimate as to the number/volume of fossil specimens to be removed, if that information is available.

g. 1) **Duration and timing of each activity:** For example, number of days required for camping; number of days for survey; number of days for excavation; number of days to reclaim excavation. Can include a statement here proposing alternate dates for work to take place in case of inclement weather.

g. 2) **Type of equipment to be used for activity:** *E.g.*, bulldozer, front end loader, hand tools only. Will any blasting be required?

h. Statement as to whether or not the project area may have to be expanded and under what conditions an expansion would be necessary.

**Additional information:**

i. If applicable, describe how collected specimens will be field-prepared, handled, transported, and stored prior to accession by the curatorial facility. Attach signed letter or agreement with host curatorial facility to the permit application.

**Note:** Surface disturbance must be reasonable and commensurate with the project proposal. Specimens to be collected are limited to the project boundaries as described in item 8 (and see asterisked notation in item 7.a regarding new sites discovered during implementation of permitted activities).

Item 8. **Map** Attach a USGS Topographic 7 1/2 minute quadrangle map, or US Forest Service map showing the project boundaries and the legal description of the site(s).

Item 9. Not required, unless proposed activity involves State or Local government.

Item 10. Check “Not required”.

Item 11. Check “No”.

Item 12. State your **technical and financial capability** to undertake the proposed project. Applications involving fossil collection should include a cost analysis of the work involved (specimen storage, preparation, collections management and curation) and a statement of ability to follow through to completion within a reasonable amount of time (1 year plan, 5 year plan, 10 year plan). External funding proposals developed in association with this project proposal may provide appropriate information. Copies of external funding proposals may be attached to the permit application, if available or applicable.

Item 13a. Statement to the effect that this is a scientific project that can only be conducted at this site because of the unique occurrences of the fossils involved, or favorable paleontological research/survey potential based on appropriate regional geology .

Item 13b. Explain why this project must be conducted on Federal lands versus adjacent private or state lands. May refer back item 13.a.

Item 13c. Applicable only if project proposal is based on private land, and access is through Federal land.

Item 14. List all similar applications submitted and/or permits held by the applicant elsewhere on Forest Service land, and/or lands managed by any other Federal agency (*e.g.*, BLM, NPS, BOR). or a statement to the effect that no other applications are required.

Item 15a. Does not apply to paleontological resource put “ NA”

Item 15b. Does not apply to paleontological resource put “NA”.

Item 15c. Describe expected public benefits of the proposed activity (*e.g.* research collection enhancement, educational opportunities for participants, museum display, public resource conservation).

Item 16. Statement to the effect that an inventory, survey or excavation will not have any negative sociological impacts.

Item 17. Describe any perceived impact to the local environment. For ground-disturbing activities, describe how the excavation area will be returned to its original state upon project completion (e.g., backfill, mitigation of access routes or trails, removal of flagging or collection materials).

Item 18. Describe any perceived impact to cultural (archaeology) or natural resources (vegetation, habitat, scenery). (Note – agency specialists will assess the proposed activity for any potential local affect upon cultural or natural resources).

Item 20. Self explanatory.

**SIGNATURE REQUIRED and DATE REQUIRED** by applicant or authorized agent.