



# USFWS Bird

\*Please e-mail or call your regional Migratory Bird Permit Office

[Access the regional Migratory Bird Permit Office contact information for](#)

## ABOUT THIS SPREADSHEET

- 1. REQUIRED FIELDS** are indicated by orange column headers. These are required for each record.
- 2. REQUESTED FIELDS** (fields with information we would like if you have it) are indicated by blue column headers. At the very least, please try to populate all these fields, and provide that information if available.

**IMPORTANT NOTE ABOUT REQUIRED AND REQUESTED FIELDS:** If your conditions may require you to fill in more than just the required and requested may differ slightly than indicated in this spreadsheet. Please ensure you are providing all the information required for compliance with the following -DROP DOWN BOXES are provided with several of the fields for your collection of data for these fields. Please try to use one of the options provided. However, if you can not find the appropriate match in the drop down menu, enter your own text in the field as well. To enter your own text, click on the field. To clear a field, click on the cell once and hit the Delete button.

**3. IF YOU SELECT THE OPTION "OTHER"** or contains the word "OTH choice: please try to provide additional details with your selection in t

**4. ON TAB 3, PLEASE SCROLL RIGHT TO VIEW ADDITIONAL DATA E** immediately viewable in tab 3. Please use the scroll bar at the bottom fields.

**5. TO SUBMIT YOUR INTERIM (ANNUAL) REPORT:** Please e-mail th mail attachment to **your Regional Migratory Bird Permit Office** (see l header above), **AND copy the following e-mail address: MigBirdRep** should include all injuries/mortalities logged at your facility site during T&E reports). **IN THE SUBJECT LINE OF THE E-MAIL write "ANNUAL R REPORT - Windy Hill Wind Farm.**

# Incident Reporting System (Excel Version)

## Instructions and Information

OMB Control No. 1018-0022, Expires 4/30/2018  
Form 3-202-17, Rev. 9/2018

### IF YOU DISCOVER AN EAGLE OR A THREATENED OR ENDANGERED SPECIES

Please complete the following steps:

**If the animal is alive**, step 1 is call your local migratory bird rehabilitation center for instructions before handling the animal. Then follow steps 1-3 below.

**1. If you have a permit, please follow the instructions in your permit regarding collecting or moving the carcass or its parts.** If you do not have a permit, you must contact OLE immediately. OLE is working with you on your monitoring process. If you do not know the OLE Office in your USFWS Region (see contact information at: <http://www.usfws.gov/ole/enforcement-offices.html>) for instructions. You must contact OLE immediately within 24 hours after discovery, or at the beginning of the next business day to

**2. Fill out as many of the fields as possible on tab 3 of this workbook**

representative sign the signature block and enter the signature date in the signature block. The Principal Officer, can also be the Primary Contact or other official contact for the project. Forward this entire workbook (all tabs included) to the individuals specified in the signature block: Migratory Bird Permit Office, and Ecological Services Field Office, or both. ***mortalities and injuries no later than 48 hours after discovery, on the next business day. T&E mortalities should be reported no later than 48 hours after discovery, on the beginning of the next business day. IN THE SUBJECT LINE OF THE EMAIL, you should write "EAGLE REPORT - [Permittee Name]". If you are reporting a T&E mortality, write "[Permittee Name]" e.g. Eagle Report - Windy Hill Wind Farm (if eagle) or T&E Report - Windy Hill Wind Farm. If you do not have a permit, reports should be e-mailed to the USFWS contact for the eagle monitoring process. Please ALSO COPY the following e-mail address:***

**3. Please assign a Local Specimen Number in Column B of Table 1 (corresponding OLE agent or any other party that might receive the bird, etc.). Make sure to give this Local Specimen Number to individual you assign your own unique specimen ID, please use the Source Record ID. If you do this, make sure you also put the Source Record ID in Column C of your local specimen number.**

CORE INFORMATION		Required Fields
Report Year (yyyy)		Requested Fields
Project Name		
FWS Permit Number (MB followed by up to 6 or 5 numbers and an upper case character, if present [e.g., MB13456B])		
Project Type		
Project Subtype		
If Project Type selected is "Other", please enter more details		
Project Description		
Primary Contact Name		
Primary Contact Title		
Primary Contact Business Phone Number (xxx-xxx-xxxx)		

Form 3-202-17, Rev. 4/2017  
 OMB Control No. 1018-0022, Expires 4/30/2021

If you do not have any mortality/injury information to report for the current reporting cycle, please indicate this by checking the box in the cell to the right.

If you are using a structured survey protocol, please indicate this by checking the box in the cell to the right. Please attach any information about your protocol with this document when you submit it.

Proprietary? (select "Yes" or "No" below)	Describe Proprietary Information in box below
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*Is injury/mortality information proprietary? Select "Yes" if take records for this project contain Business Confidential (proprietary) information the U.S. Fish and Wildlife Service should review when considering release of take data (for example, in response to Freedom of Information Act requests). If "Yes", please summarize exactly what fields you feel are proprietary, explaining why they should be withheld, and from whom. Specifying proprietary information here does not guarantee those fields will be withheld from release, but the information you provide will be attached to every record for this project and will be carefully considered during the handling of those records. For further information, see the Privacy and Freedom of Information Act (FOIA) statements on tab 6.*

I certify that the information in this report is true and correct to the best of my knowledge. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S. C. 1001.

Principal Officer Signature : X \_\_\_\_\_  
 Please type name in box above

Date of Signature: \_\_\_\_\_  
 Please type date (mm/dd/yyyy) of signature in box above

**Required Fields**

**Requested Fields**

**PLEASE READ THE INSTRUCTIONS ASSOCIATED WITH THIS WORKBOOK FOR INJURY AND MORTALITY RECORDS.** Tab 1 contains important information you should be providing if you are a permittee, and how to use the information.

**PLEASE MAKE SURE YOU HAVE FILLED OUT CORE INFORMATION (TAB 1)**

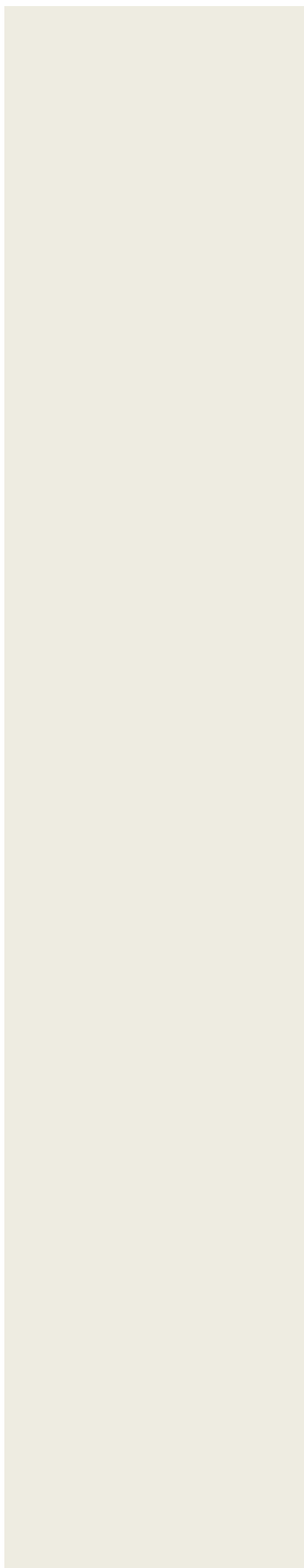
Source Record ID	Local Specimen Number	Specific Species	General Species Type
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**Note: At least one of the three species columns above needs to be filled out.**

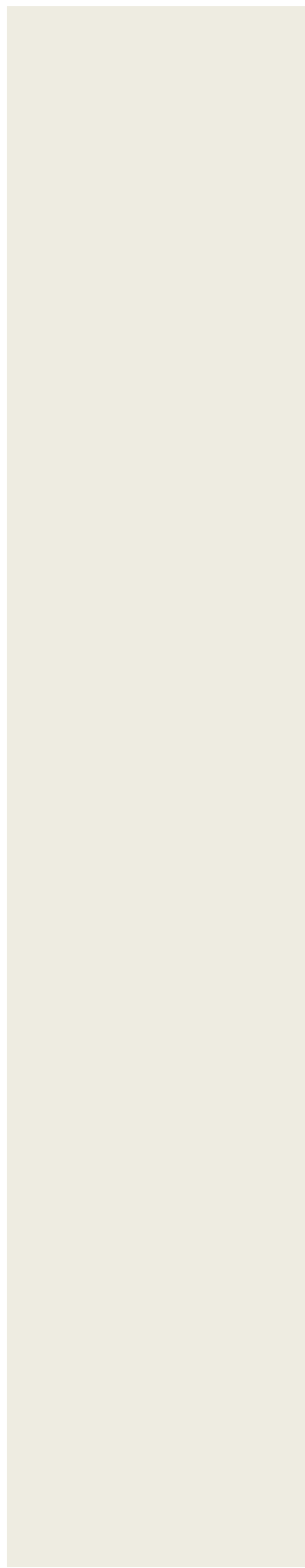
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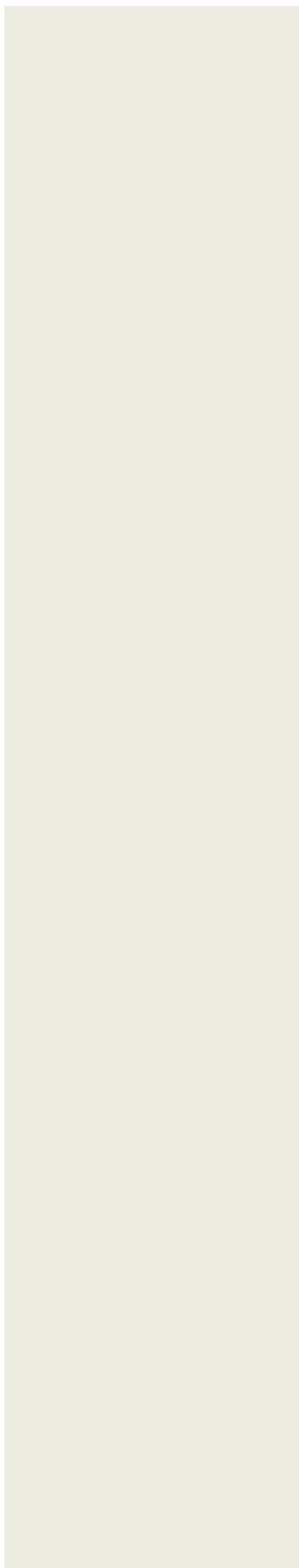
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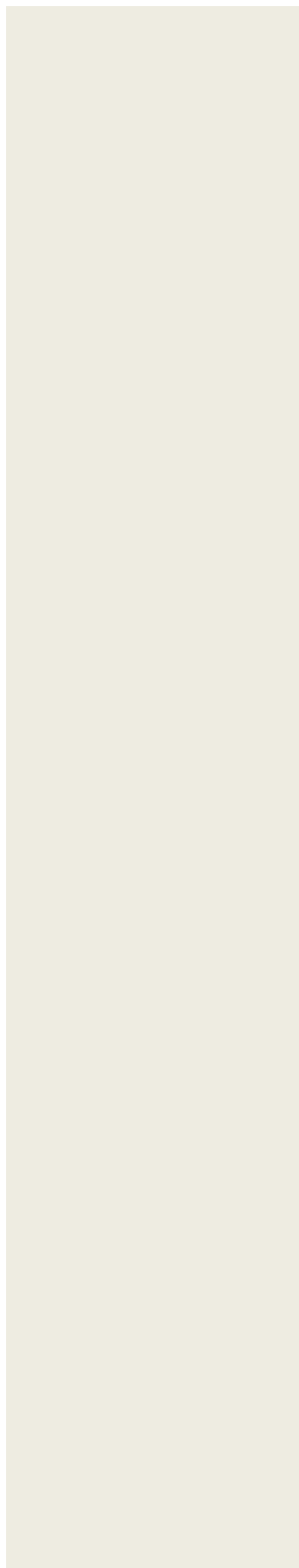
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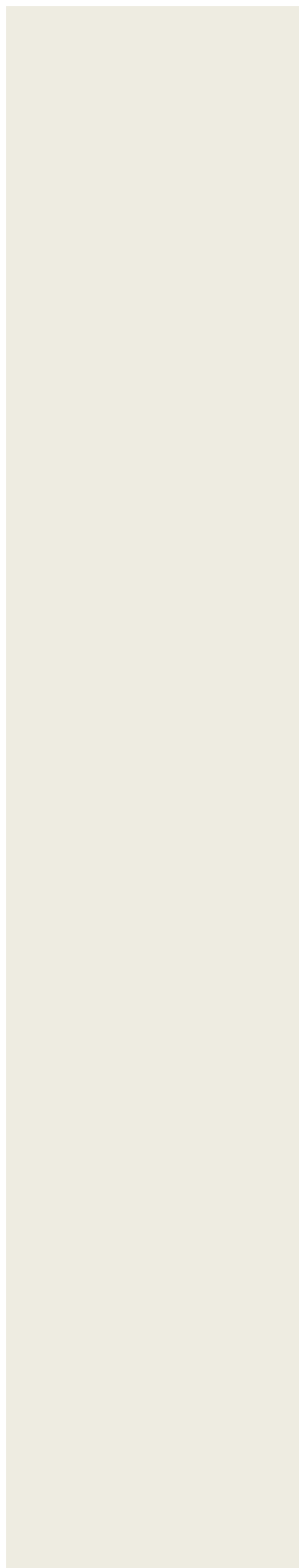
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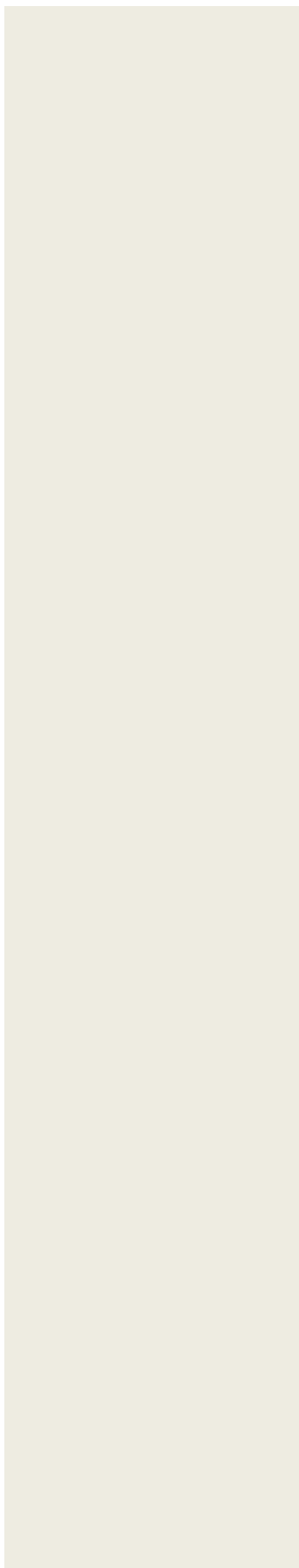
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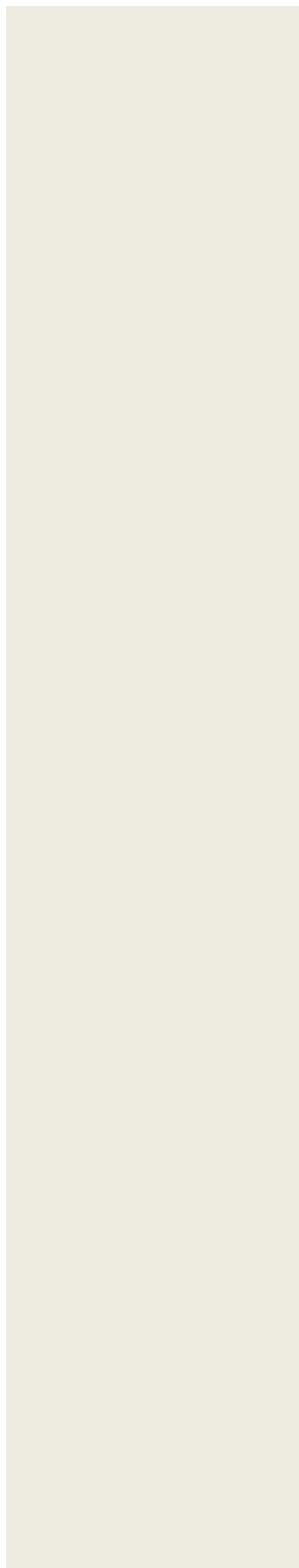
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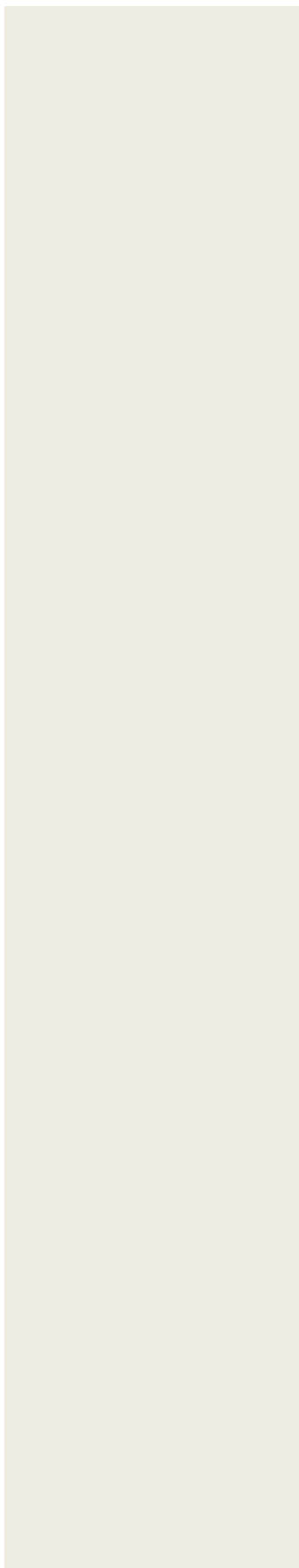
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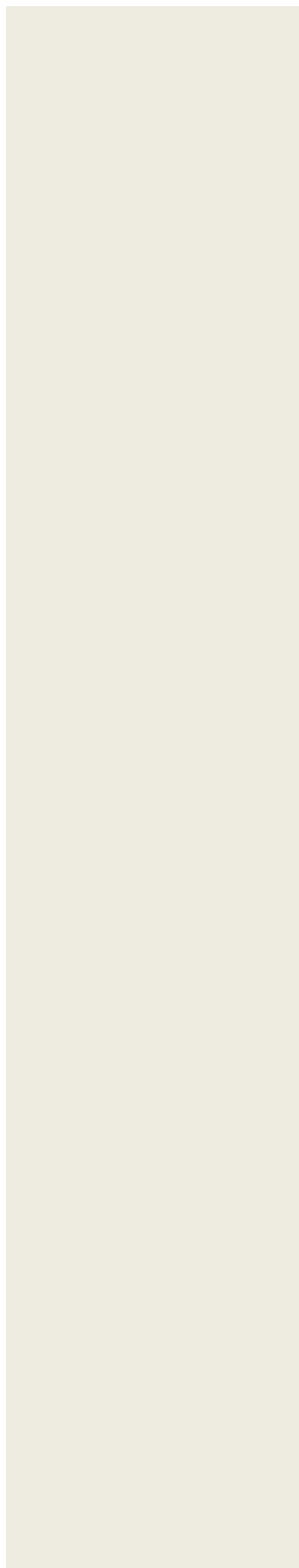


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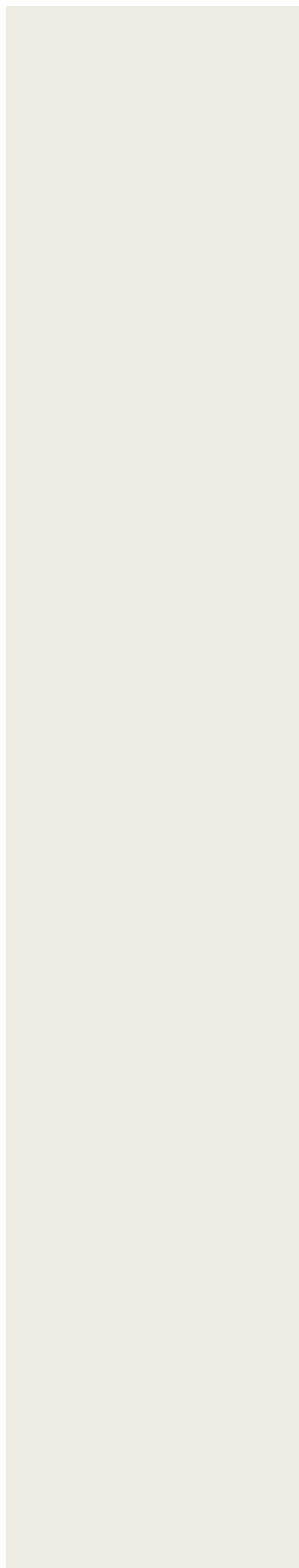




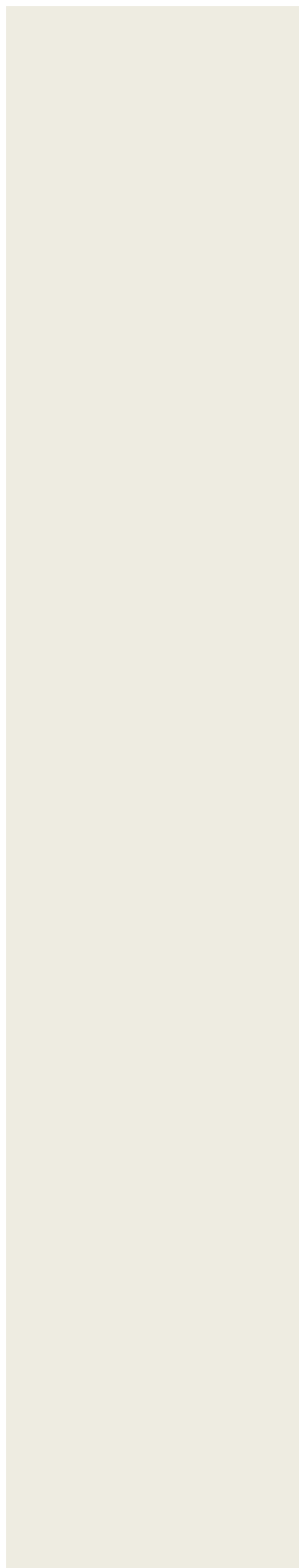
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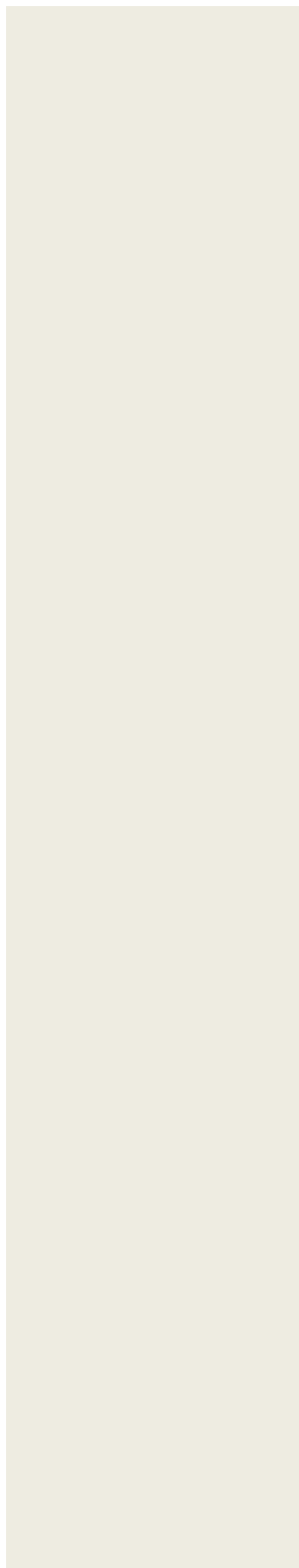
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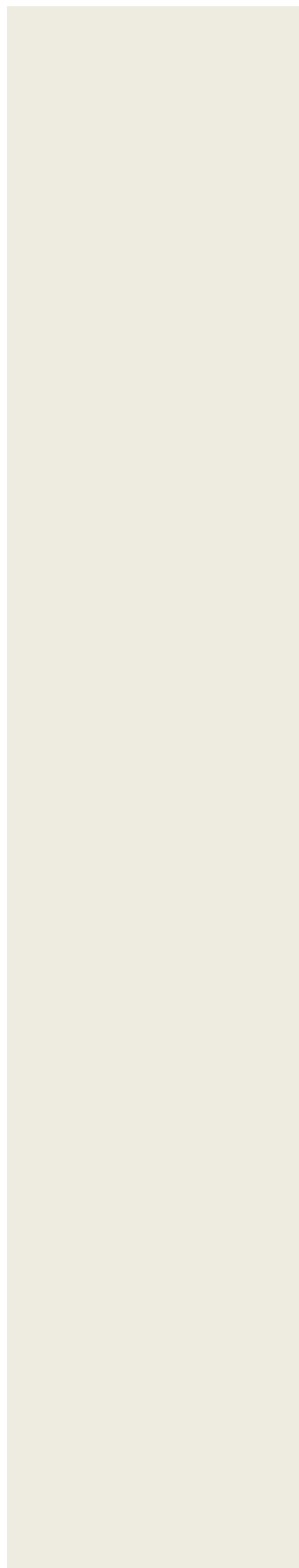
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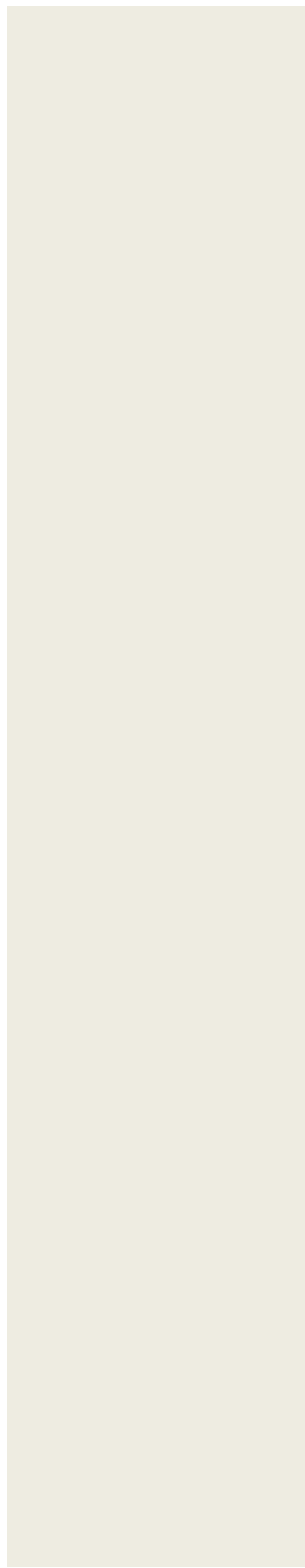
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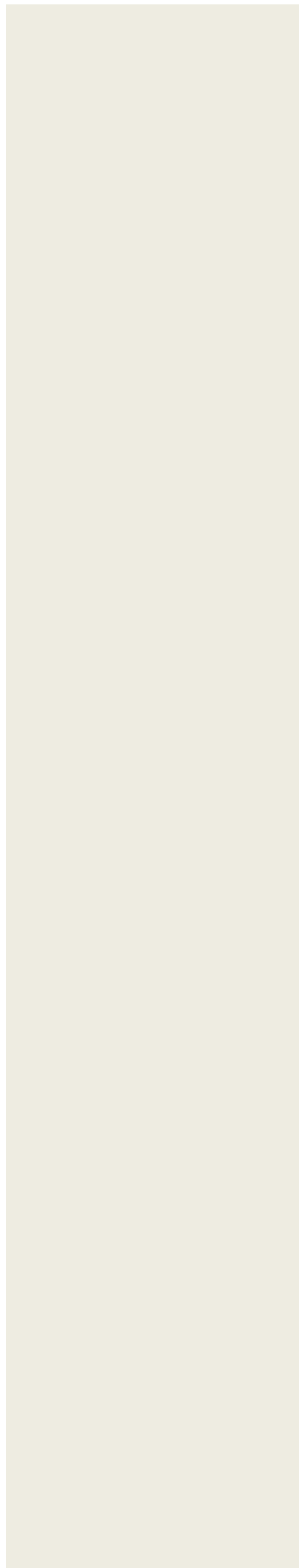
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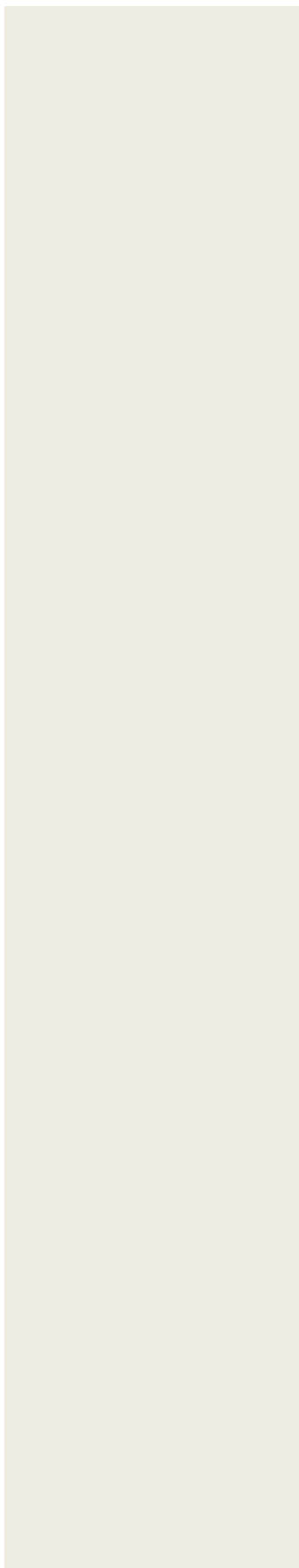
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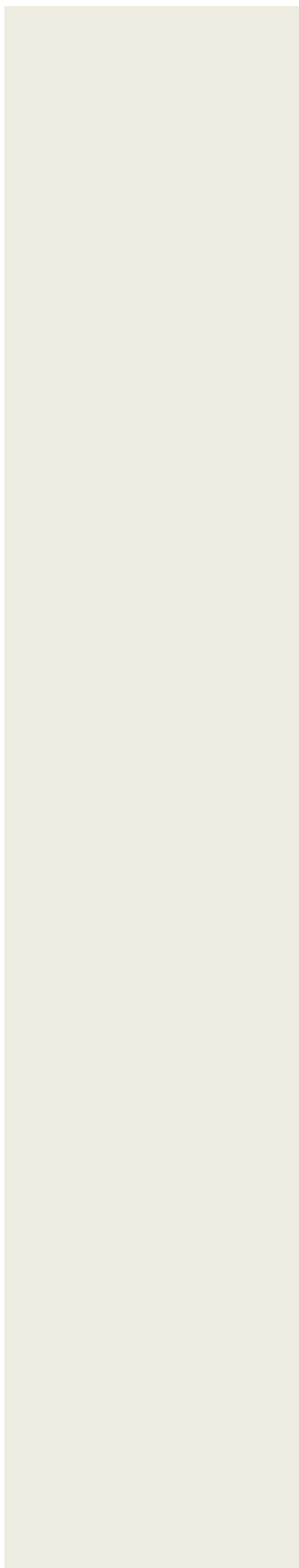


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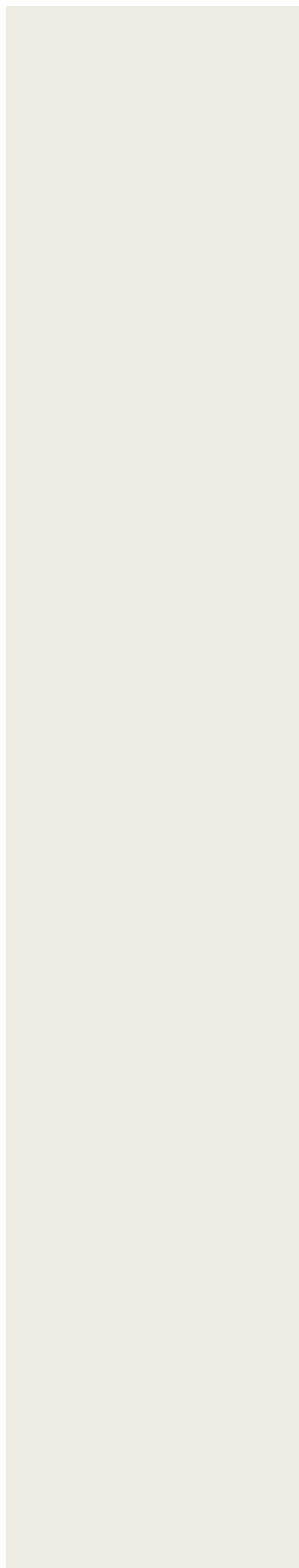




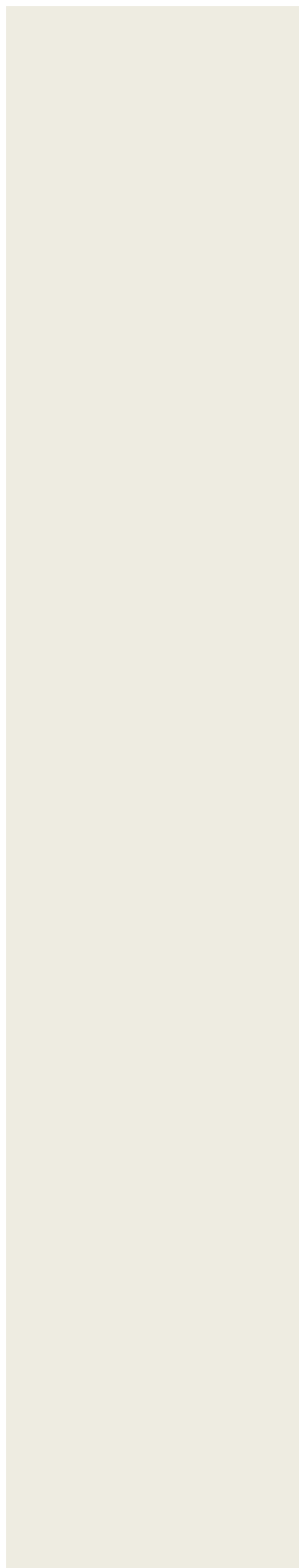
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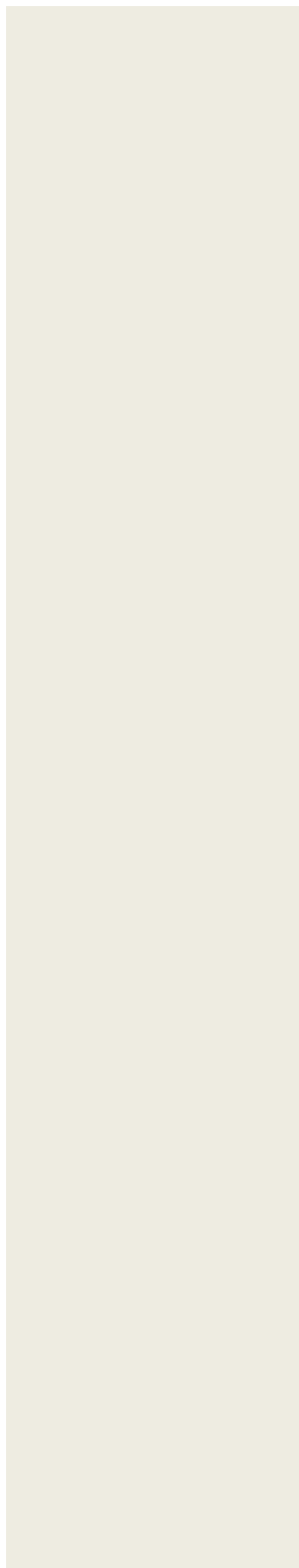
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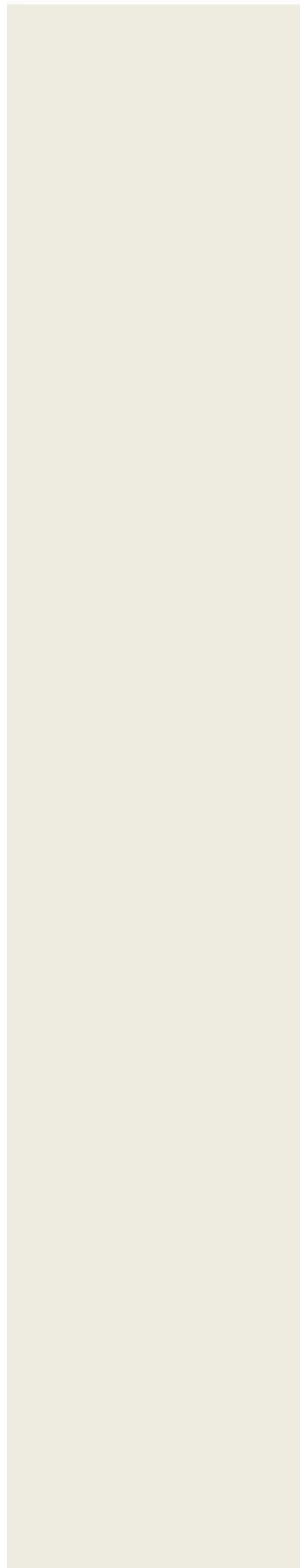
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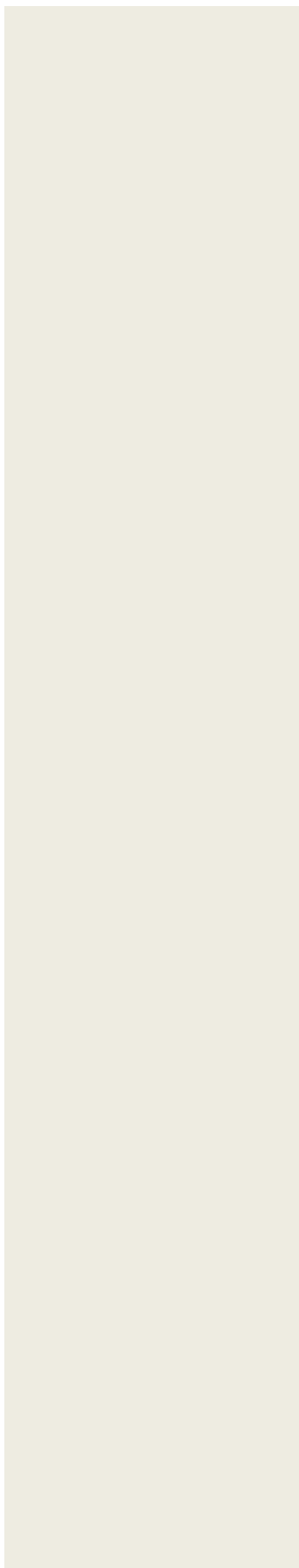
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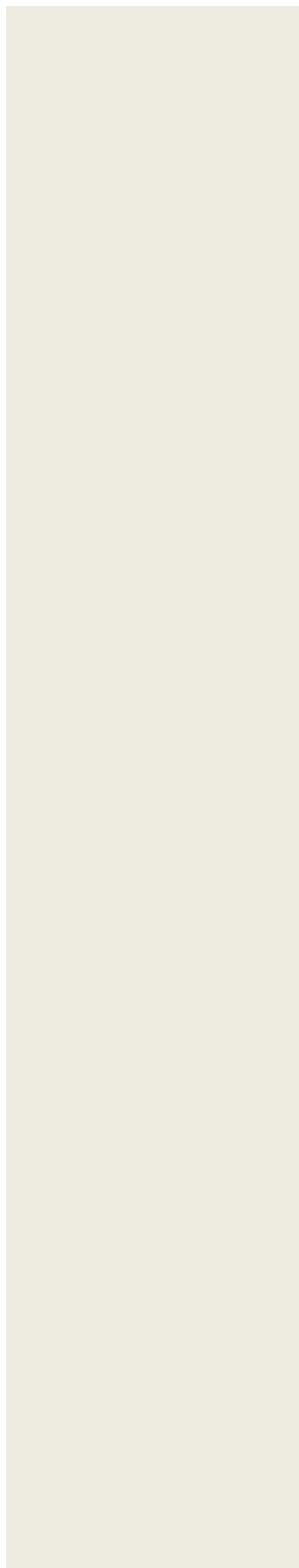
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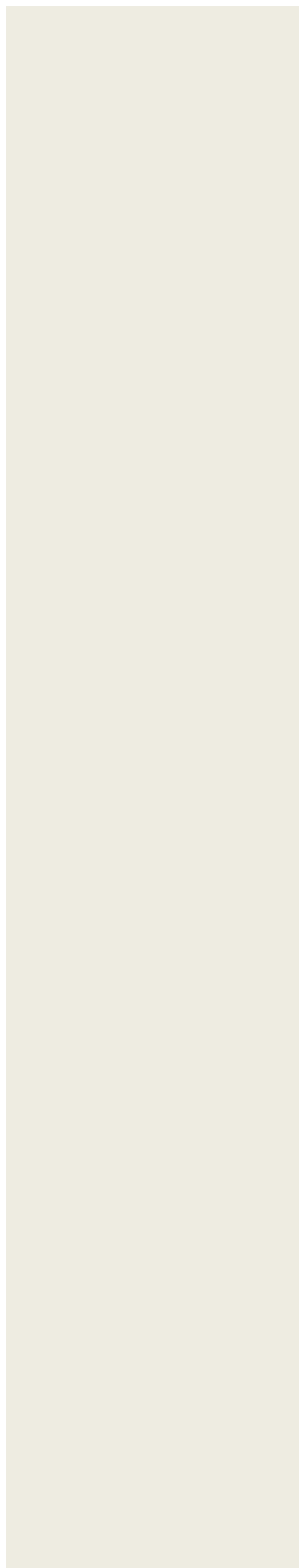
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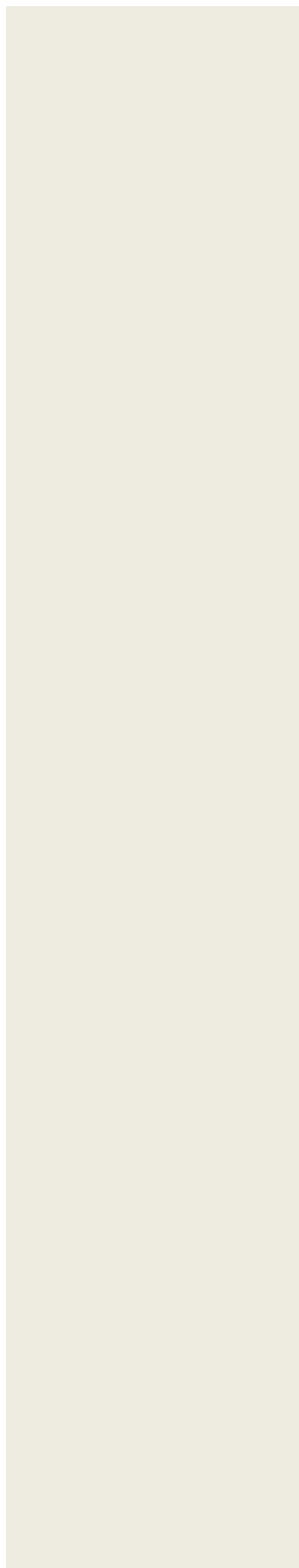


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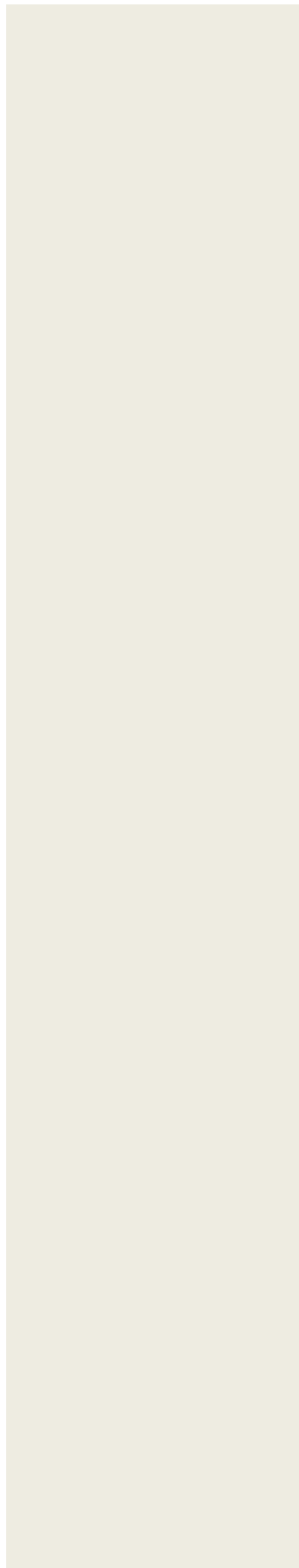




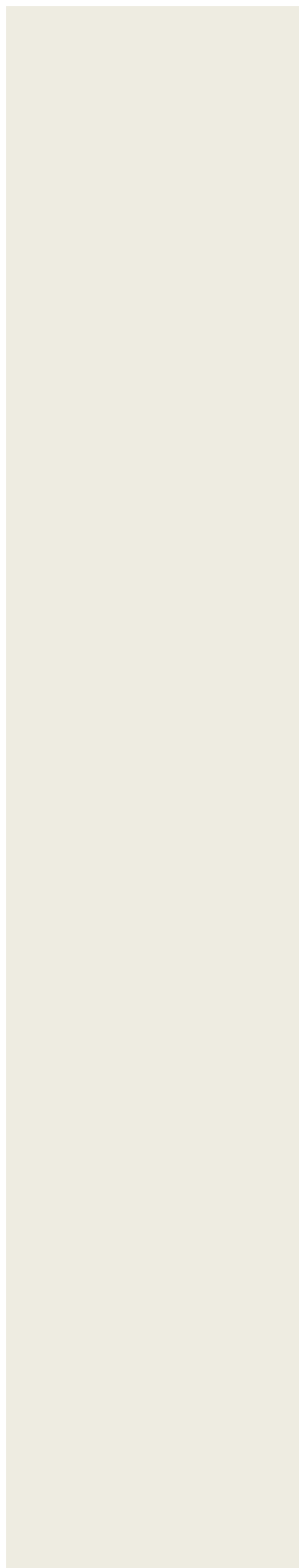
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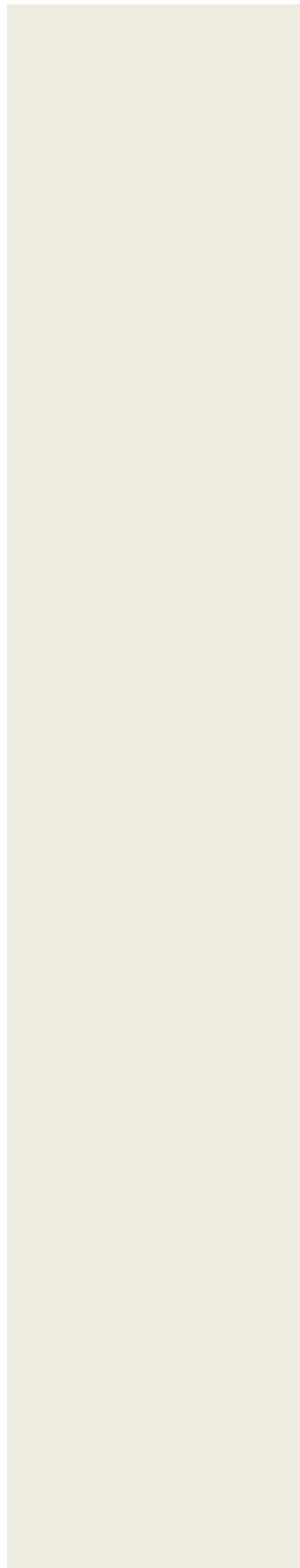
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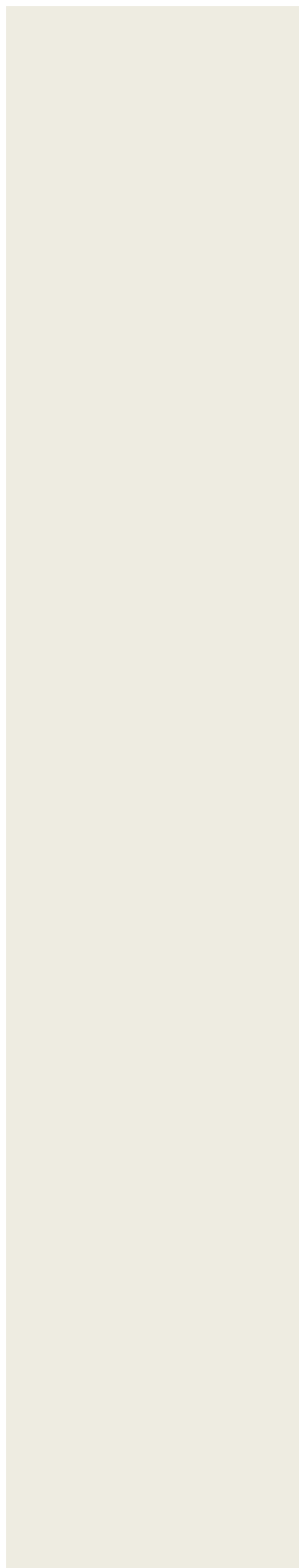
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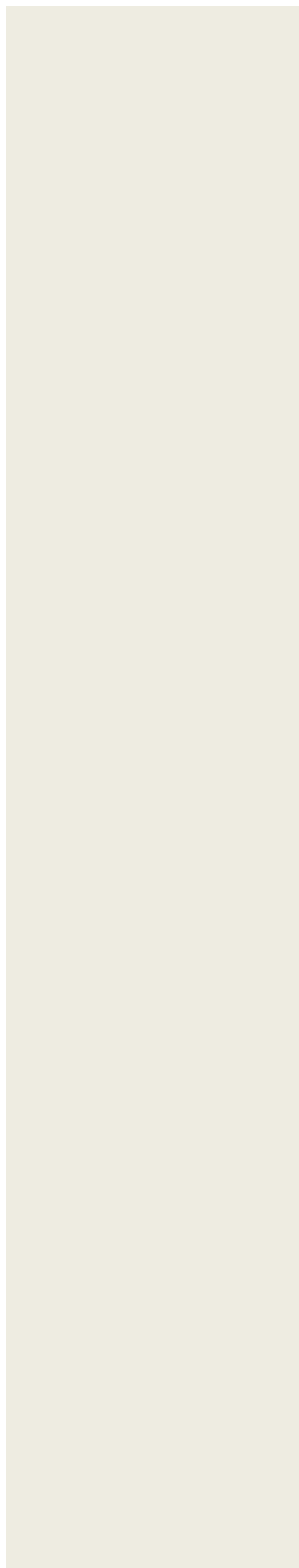
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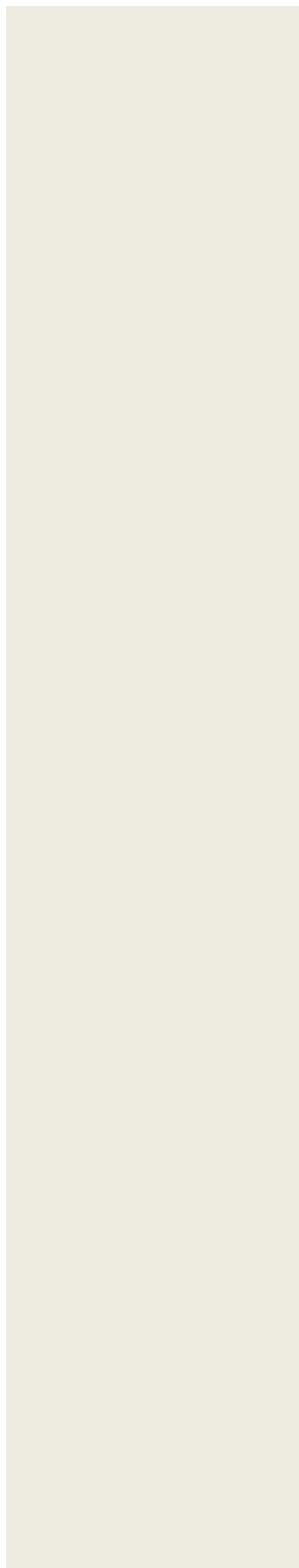
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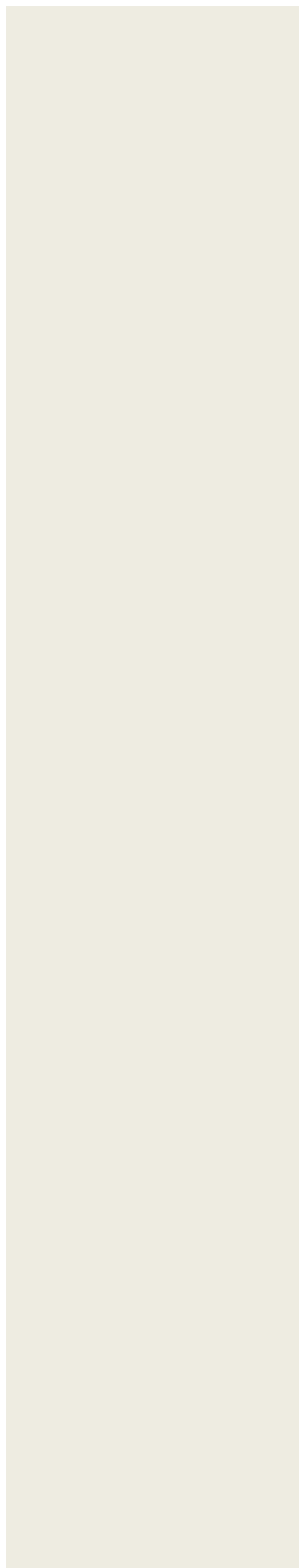
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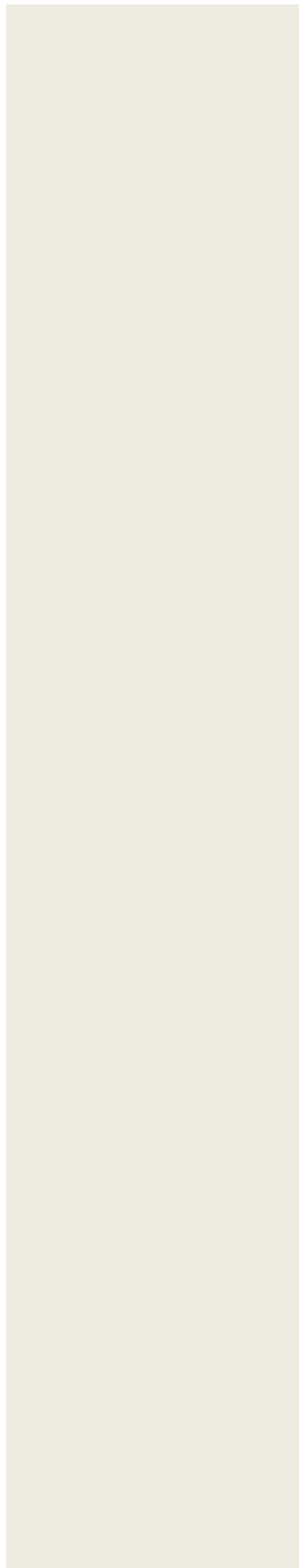


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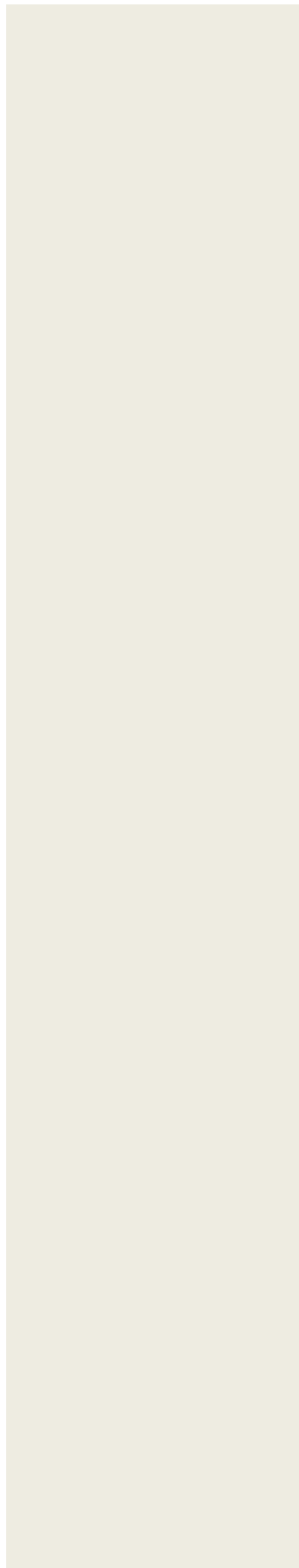




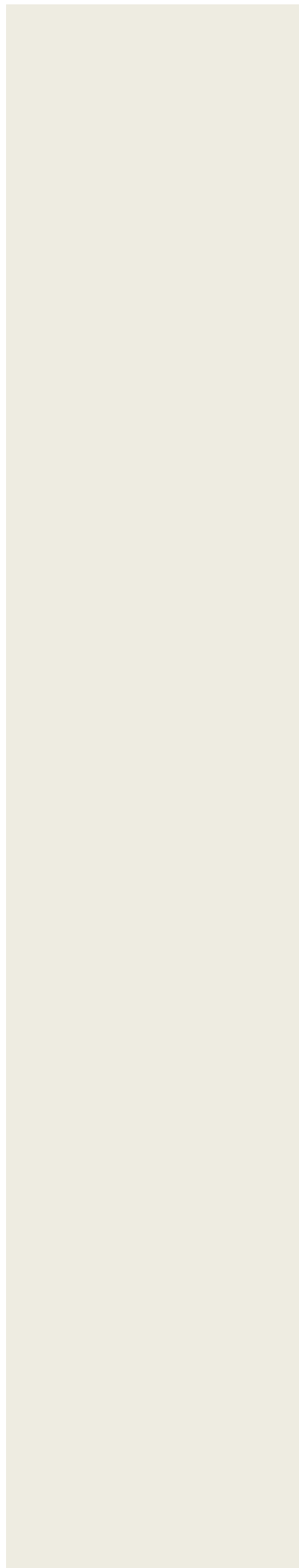
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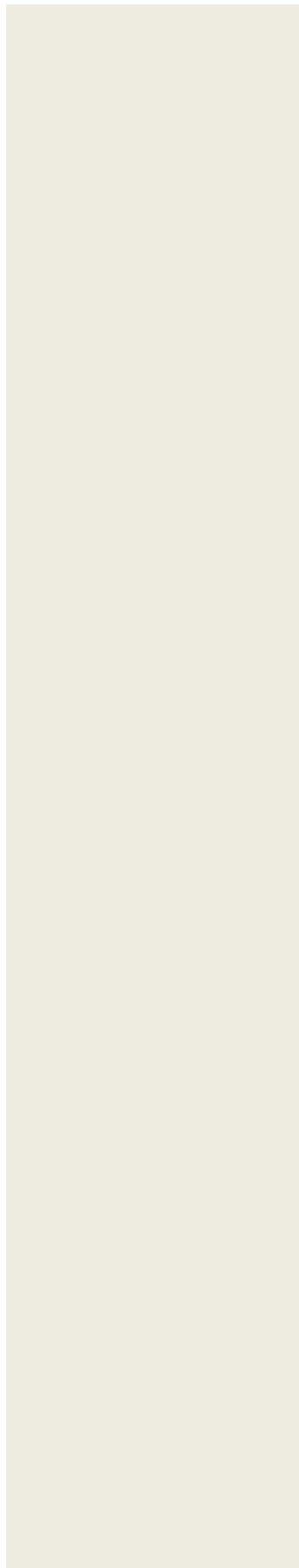
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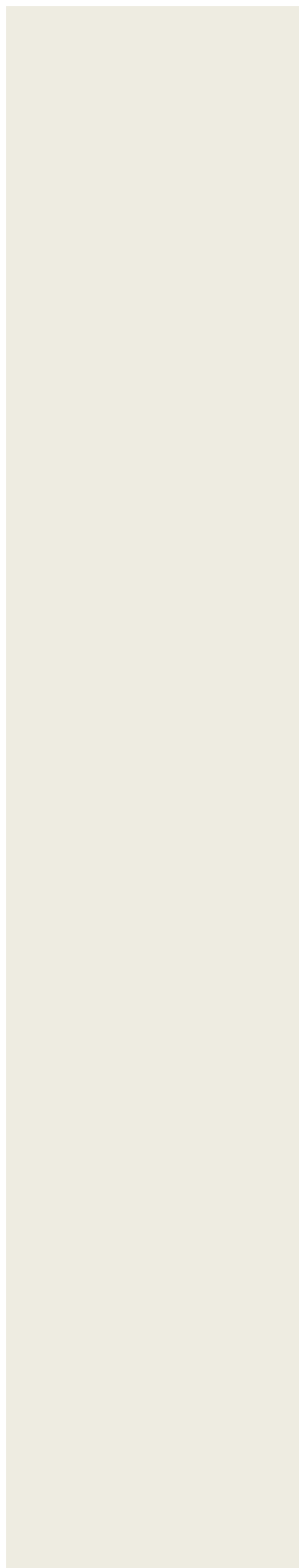
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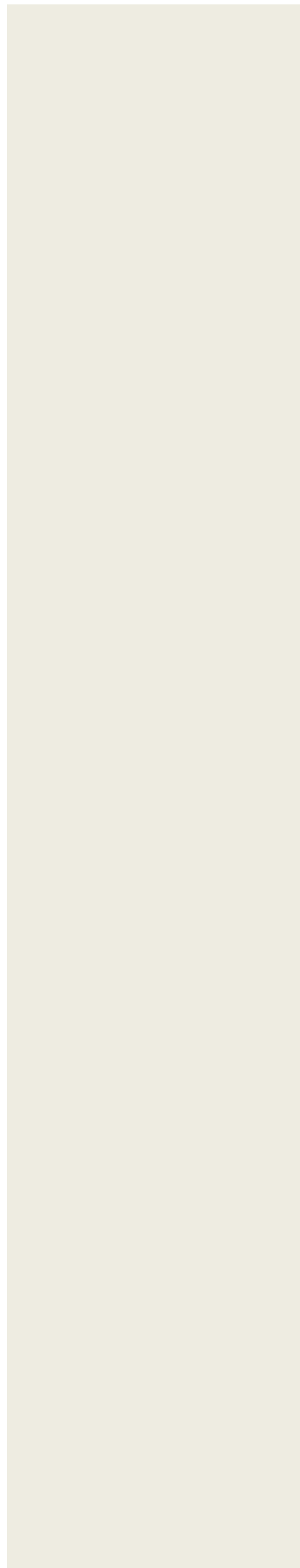
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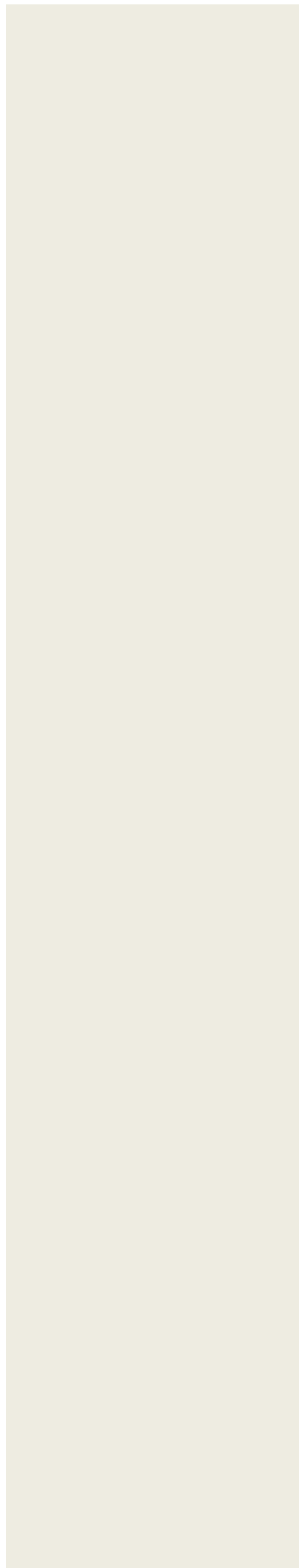
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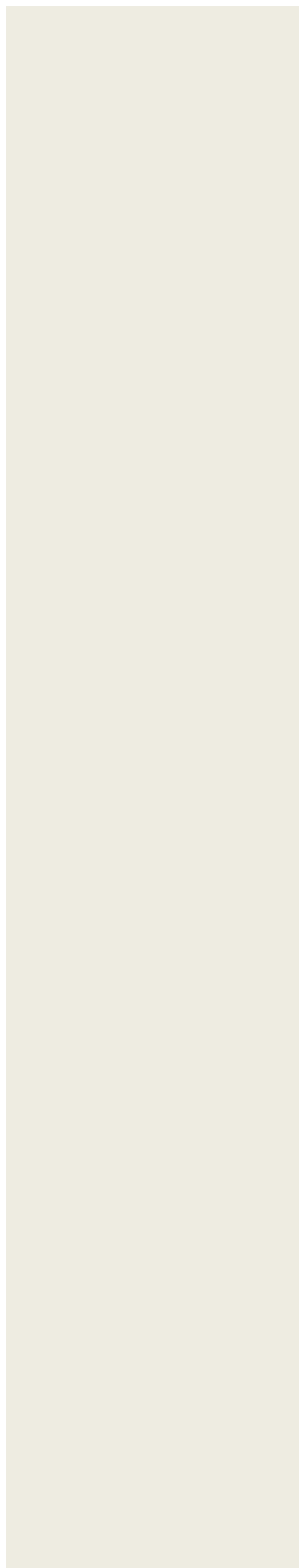
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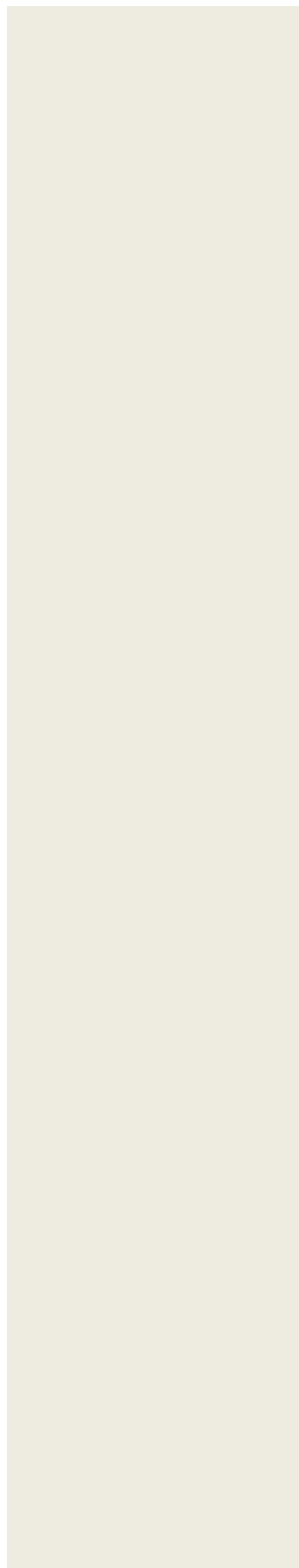


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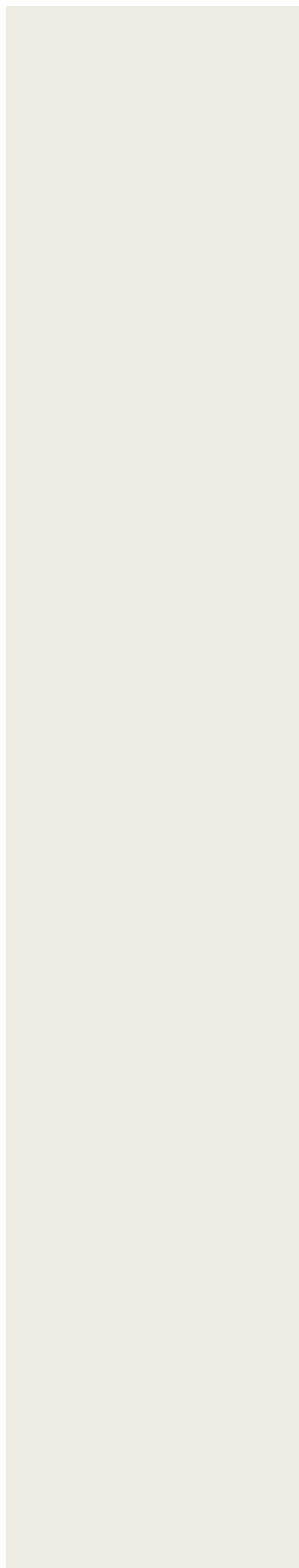




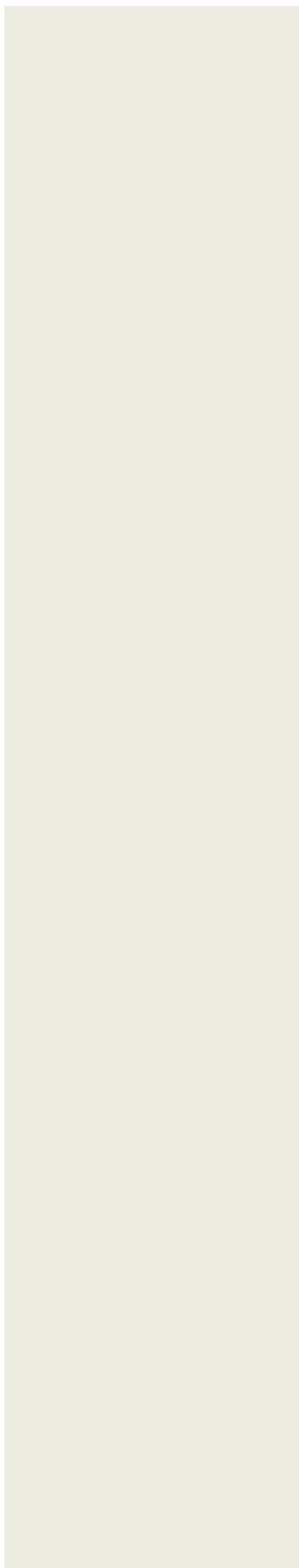
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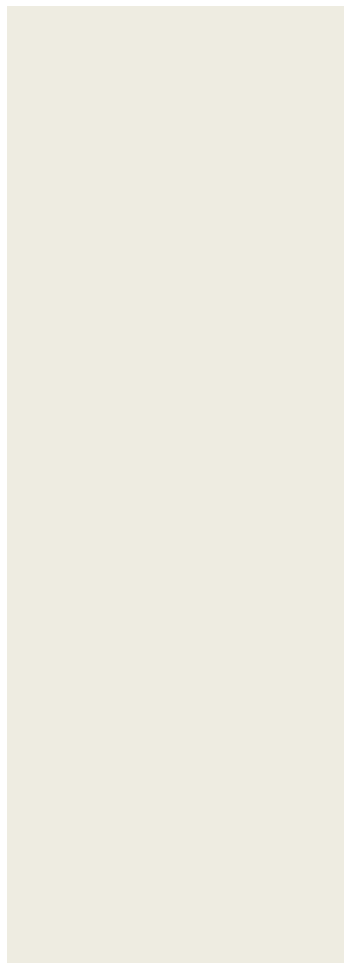
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**LOOK (TAB 1) if you have not yet done so before entering any**  
n about the meaning of Required and Priority fields, the level of  
v to proceed upon discovery of an eagle or T&E species.

**TAB 2 ) before entering mortality/injury information.**

Other Species or Species Type be populated; but not all three.	How Identified	Other How Identified	Number of Individuals
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OMB Control No. 1018-0022, Expires 4/30/2021

Form 3-202-17, Rev. 11/2018

Please enter the Lat/Long in DECIMAL DEGREES (e.g. Lat: 43.69413 Long: -108.58345. [Click here to identify the nearest Lat/Long in Decimal Degrees.](#)

How Found	Date Discovered	Date Collected	Latitude	Longitude
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County	State	Location Accuracy	Other Location Accuracy	Condition
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Condition Details

Suspected Cause

Suspected Cause Details





Event Observed	Disposition	Other Disposition
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Rehab Center Name

Rehab Center Info

Permittee Info





Date Sent to National Eagle Repository	Lab Name	Law Enforcement Info	Age
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How Aged

Other Aging Method

Sex

Surrounding Habitat







Other Surrounding Habitat	USGS Band Number	FWS Toe Tag ID
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Additional Notes



































































































## GLOSSARY OF TERMS

**Brine Pond:** A type of non-focusing solar collector consisting of a pool of salt water heated by the sun.

**De-Oiled:** A breakdown of the fine structure of a bird's feathers that makes them waterproof. This waterproof system works by covering a thicker layer of material that traps air, keeping the wearer warm and dry. When this structure is disrupted, as can happen during an oil spill, the bird is no longer properly insulated from the cold air and water and can die from exposure to the elements.

**Incidental Finding:** is used to describe a bird was found any way other than a structured survey process (either a Mortality Survey or Structured Research). Examples of incidental findings are: (1) the finding occurred as a result of a power outage; (2) an individual was found during the course of another activity; (3) an individual was out looking for birds, but not using any structure survey protocol or recording protocol. For example, they may go out every day, but walk a different route and search for different periods of time and do not record either.

**Mortality Survey:** Refers to a structured survey designed to find dead/injured birds within a defined area and time. It includes a defined search area, search times and intervals, and standardized search protocols.

**Project Proponent:** An entity with overall responsibility for the implementation and registration of projects. This is as opposed to a partner who simply owns and finances these projects. For instance, project proponent Western Wind is a developer that is owned by the parent company.

**Routine Infrastructure Survey:** Refers to a routine and systematic facility or infrastructure survey (e.g., monitoring of buildings, pads, towers, oil pits, pipes, fences) that includes a consistent and clearly defined search area, search times and search intervals. Staff goes out every week day (Mon-Fri) for 4 hours and walks the same route to systematically inspect each turbine pad in the area. This is a Routine infrastructure survey. If consistent search areas, times and intervals such as these cannot be applied to the monitoring of a finding, then the option Incidental finding should be used.

**Structured Research:** Refers to research activities such as field work, bird re-release and use of telemetry (satellite, VHF, PVT).

**Sub-Adult:** A bird that has some adult characteristics but is not yet sexually mature. The term Sub-Adult usually refers to large birds that may take several years to reach full maturity and recognizable adult plumage.



## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the following: the Bald and Golden Eagle Protection Act (16 CFR 17; the Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21; the Wild Bird Conservation Act (16 U.S.C. 4901); the Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), 50 CFR 23; General Provisions (Import/export/transport), 50 CFR 14.

**Purpose:** The collection of contact information is to verify the individual has an eligible permit to conduct activities on the FWS monitor and report on protected species and assess the impact of permitted activities on the conservation of those species.

**Routine Uses:** The collected information may be used to verify an applicant's eligibility for a permit to conduct activities; to permit related information; to monitor activities under a permit; to analyze data and produce reports to monitor the conservation and management of protected species and their habitats; and to evaluate the effectiveness of the permit System of Records Notice, Permits System, FWS-21.

**Disclosure:** The information requested in this form is voluntary. However, submission of requested information is required by the authorities. Failure to provide the requested information may be sufficient cause for the U.S. Fish & Wildlife Service to deny the request.

### PAPERWORK REDUCTION ACT STATEMENT

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), the U.S. Fish and Wildlife Service collects information governing the requested activity, for which a permit is requested, and to respond to requests made under the Freedom of Information Act. This form is purely voluntary. However, submission of requested information is required in order to process applications. Failure to provide requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. According to the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB assigned Control No. 1018-0022.

### ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information averages:

Original submission - paper-based: 5 hours (reporting) and 1 hour (recordkeeping)

Original submission - electronic: 4 hours (reporting) and 1 hour (recordkeeping)

These estimates include time for reviewing instructions, gathering and maintaining data and completing and reviewing the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 3803, or via email at [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.

### FREEDOM OF INFORMATION ACT

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), this form is used to request privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential information must be marked at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the information. Documents may be made available to the public under FOIA [43 CFR 2.26 - 2.33].