



# USFWS Bird

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

## **ABOUT THIS SPREADS**

- 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 provide it) are indicated by blue column headers. At the very least, please try to populate all these fields, and provide that information is 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. Make sure you are providing all the information required for compliance with the reporting requirements. -DROP DOWN BOXES are provided with several of the fields for your convenience. Data for these fields. Please try to use one of the options provided in the drop down boxes. However, if you can not find the appropriate match in the drop down menu, you can enter your own text in the field as well. To enter your own text, click on the cell and type in your text. 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 "OTHER" as a choice: please try to provide additional details with your selection in the comments field.

**4. ON TAB 3, PLEASE SCROLL RIGHT TO VIEW ADDITIONAL DATA ENTRIES** immediately viewable in tab 3. Please use the scroll bar at the bottom of the spreadsheet to view the additional data entry fields.

**5. TO SUBMIT YOUR INTERIM (ANNUAL) REPORT:** Please e-mail the report as an excel spreadsheet attachment to your Regional Migratory Bird Permit Office using the following e-mail address: MigBirdReports@fws.gov. Your report should include the number of bird injuries/mortalities logged at your facility site during the reporting period. **THE SUBJECT LINE OF THE E-MAIL write "ANNUAL REPORT - [Permit Number] - [Wind Farm]."**



# Incident Reporting System (Excel Version)

## Instructions and Information

OMB Control No. 1018-0022, Expires 5/31/2017  
Form 3-202-17, Rev. 4/2017

### 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 Date field. The Principal Officer, can also be the Primary Contact or other official contact for the permit. 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, 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 T&E)". 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 Tab 3 of this workbook to the responding OLE agent or any other party that might receive the bird (e.g., the permittee, etc.). Make sure to give this Local Specimen Number to individual you are reporting to. If you assign your own unique specimen ID, please use the Source Record ID in Column C. If you do this, make sure you also put the Source Record ID in Column D. Do not put your local specimen number in Column D.**

**CORE INFORMA**

Report Year (yyyy)
Permittee Name
FWS Permit Number (MB followed by up to 6 numbers and an optional upper case character [e.g., MB13456B])
Project Type
If Project Type selected is "Other", please enter more details
Principal Officer Name, Phone, and E-mail Address
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 5/31/2018

***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.***

***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.***

**Official Representative Signature : X**

**Date of Signature:**

**TION**

Required Fields




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Please type name in box above

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Please type date (mm/dd/yyyy) of signature in box above

**Required Fields**

Please make sure you have filled out CORE INFORMATION (TAB 2) entering mortality/injury information.

**Requested Fields**

**About Required Species Columns Below:** *At least one* of the three columns below needs to be populated; but *not* all three.

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**PLEASE READ TAB 1 OF THIS WORKBOOK if you have not yet done so before entering any injury and mortal**  
important information about the meaning of Required and Priority fields, the level of information you should  
permittee, and how to proceed upon discovery of an eagle or T&E species.

species

Other Species or Species Type	How Identified	Other How Identified	Number of Individuals
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ity records. Tab 1 contains  
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OMB Control No. 1018-  
0022, Expires 5/31/2017

Form 3-202-17, Rev.  
4/2017

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



County	State	Location Accuracy	Other Location Accuracy	Condition
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Condition Details	Suspected Cause	Suspected Cause Details	Event Observed
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Disposition	Other Disposition	Rehab Center Name
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Rehab Center Info

Permittee Info

Date Sent to National Eagle Repository





Lab Name	Law Enforcement Info	Age	How Aged
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Other Aging Method	Sex	Surrounding Habitat	Other Surrounding Habitat	USGS Band Number
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FWS Toe Tag ID	Additional Notes
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## U.S. Fish & Wildlife Service

# Migratory Bird Regional Permit Offices

FWS REGION	AREA OF RESPONSIBILITY	MAILING ADDRESS	CONTACT INFORMATION
<b>Region 1</b>	<b>Hawaii, Idaho, Oregon, Washington</b>	911 N.E. 11th Avenue Portland, OR 97232-4181	Tel. (503) 872-27 Fax (503) 231-20 Email <a href="mailto:permitsR1MB@fws.gov">permitsR1MB@fws.gov</a>
<b>Region 2</b>	<b>Arizona, New Mexico, Oklahoma, Texas</b>	P.O. Box 709 Albuquerque, NM 87103	Tel. (505) 248-78 Fax (505) 248-78 Email <a href="mailto:permitsR2MB@fws.gov">permitsR2MB@fws.gov</a>
<b>Region 3</b>	<b>Iowa, Illinois, Indiana, Minnesota, Missouri, Michigan, Ohio, Wisconsin</b>	5600 American Blvd. West Suite 990 Bloomington, MN 55437-1458 (Effective 5/31/2011)	Tel. (612) 713-54 Fax (612) 713-53 Email <a href="mailto:permitsR3MB@fws.gov">permitsR3MB@fws.gov</a>
<b>Region 4</b>	<b>Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virgin Islands, Puerto Rico</b>	P.O. Box 49208 Atlanta, GA 30359	Tel. (404) 679-70 Fax (404) 679-41 Email <a href="mailto:permitsR4MB@fws.gov">permitsR4MB@fws.gov</a>
<b>Region 5</b>	<b>Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Vermont, West Virginia</b>	P.O. Box 779 Hadley, MA 01035-0779	Tel. (413) 253-86 Fax (413) 253-84 Email <a href="mailto:permitsR5MB@fws.gov">permitsR5MB@fws.gov</a>
<b>Region 6</b>	<b>Colorado, Kansas, Montana, North Dakota, Nebraska, South Dakota, Utah, Wyoming</b>	P.O. Box 25486 DFC(60154) Denver, CO 80225-0486	Tel. (303) 236-81 Fax (303) 236-80 Email <a href="mailto:permitsR6MB@fws.gov">permitsR6MB@fws.gov</a>
<b>Region 7</b>	<b>Alaska</b>	1011 E. Tudor Road (MS-201) Anchorage, AK 99503	Tel. (907) 786-36 Fax (907) 786-36 Email <a href="mailto:permitsR7MB@fws.gov">permitsR7MB@fws.gov</a>
<b>Region 8</b>	<b>California, Nevada</b>	2800 Cottage Way Sacramento, CA 95825 Room W-2606	Tel. (916) 978-61 Fax (916) 414-64 Email <a href="mailto:permitsR8MB@fws.gov">permitsR8MB@fws.gov</a>

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<b>CONTACT INFORMATION</b>	
	Tel. (503) 872-2715 Fax (503) 231-2019 Email <a href="mailto:permitsR1MB@fws.gov">permitsR1MB@fws.gov</a>
	Tel. (505) 248-7882 Fax (505) 248-7885 Email <a href="mailto:permitsR2MB@fws.gov">permitsR2MB@fws.gov</a>
st	Tel. (612) 713-5436 Fax (612) 713-5393 Email <a href="mailto:permitsR3MB@fws.gov">permitsR3MB@fws.gov</a>
	Tel. (404) 679-7070 Fax (404) 679-4180 Email <a href="mailto:permitsR4MB@fws.gov">permitsR4MB@fws.gov</a>
	Tel. (413) 253-8643 Fax (413) 253-8424 Email <a href="mailto:permitsR5MB@fws.gov">permitsR5MB@fws.gov</a>
	Tel. (303) 236-8171 Fax (303) 236-8017 Email <a href="mailto:permitsR6MB@fws.gov">permitsR6MB@fws.gov</a>
	Tel. (907) 786-3693 Fax (907) 786-3641 Email <a href="mailto:permitsR7MB@fws.gov">permitsR7MB@fws.gov</a>
	Tel. (916) 978-6183 Fax (916) 414-6486 Email <a href="mailto:permitsR8MB@fws.gov">permitsR8MB@fws.gov</a>

## 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 out during the course of another activity; (3) an individual was out looking for birds, but not using any structured survey protocol or recording protocol (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 company that 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, turbine 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, PIT tags).

**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.



## Paperwork Reduction Act and Privacy Act

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a):

1. The gathering of information on fish and wildlife is authorized by:  
(Authorizing statutes can be found at: <http://www.gpoaccess.gov/cfr/index.html> and <http://www.fws.gov/permits>)
  - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22;
  - b. Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21;
  - c. General Provisions, 50 CFR 10;
  - d. General Permit Procedures, 50 CFR 13; and
  - e. Wildlife Provisions (Import/export/transport), 50 CFR 14.
2. Information requested in this form is purely voluntary. However, submission of requested information is a condition of the permit. If you do not provide the requested information, your permit may be insufficient cause for the U.S. Fish and Wildlife Service to revoke your permit. Response is not required. A unique tracking control number is displayed on form.

3. Disclosures outside the Department of the Interior may be made without the consent of an individual under which the record was collected. (Ref. 68 FR 52611, September 4, 2003)

- a. Routine disclosure to subject matter experts and Federal, Tribal, State, local, and foreign agencies, for the permit or when necessary to accomplish an FWS function related to this system of records.

- b. Routine disclosure to Federal, Tribal, State, local, or foreign wildlife and plant agencies for the exchange of information and applicable permitting requirements.

- c. Routine disclosure to Federal, Tribal, State, and local authorities who need to know who is permitted to receive, transport, and care for birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permit to capture, band, and release birds; and veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.

- d. Routine disclosure to the Department of Justice, or a court, adjudicative, or other administrative body or to the public in certain circumstances.

- e. Routine disclosure to the appropriate Federal, Tribal, State, local, or foreign governmental agency responsible for enforcing licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when requested.

- f. Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the information pertains.

- g. Routine disclosure to the Government Accountability Office or Congress when the information is required for oversight purposes.

- h. Routine disclosure to provide addresses obtained from the Internal Revenue Service to debt collection agencies, or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.

4. For individuals, personal information such as home address and telephone number, financial data, and personal history will be released only if necessary for any release of the application.

5. The public reporting burden for information collection varies depending on the type of permit held. The Service has estimated the average burden for this form to be 15 minutes per response. This burden estimate includes time for reviewing instructions, gathering and maintaining data, recordkeeping, and reviewing the data for accuracy. Send comments regarding this burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, 1849 C Street, NW, Washington D.C. 20240.

## Freedom of Information Act Notice

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), this form may contain privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential information should 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. Confidential documents may be made available to the public under FOIA [43 CFR 2.26 - 2.33].