

Between January 1 – January 31 of the following calendar year, all recovery permittees are required to submit the Annual Summary Report form (or other document which has all applicable information) that summarizes the year's activities on [ePermits](#). Some permittees are required to submit other Annual Report types; if this applies to you, please refer to the 'Specialized Annual Reporting Guidelines' document on our website or refer to the recovery permit for specific reporting criteria.

1. Annual Reports

In order to track, document, and assess all activities conducted pursuant to this permit, we recommend submission of the Annual Summary Report form (FWS Form 3-2530) that summarizes all of the activities conducted pursuant to this permit during the previous calendar year. This report form will be available on the [Pacific Southwest Recovery Permitting webpage](#) under 'Annual Summary Report Form' a few weeks prior to the end of the calendar year. The permittee may submit their own annual summary report document in lieu of the Service's form; however, all information requested in the Annual Summary Report form (FWS Form 3-2530) shall be provided. Activities that are continuous (*e.g.*, never-ending, overlapping in two or more calendar years), shall be reported each year the activity is in effect.

Annual Summary Reports shall be submitted on ePermits, between January 1 – January 31 of the following calendar year.

If no permitted activities occur, a statement of no activity will be noted in ePermits using the applicable Report Record associated with the permit. Please use the "No Activity" button, available between January 1 – January 31 of the following calendar year.