

Some recovery permittees that are authorized to conduct activities with federally listed species are required to submit two types of Annual Reports. These activities that require two types of Annual Reports include but are not limited to, genetic collection, bird nest monitoring and searching, all plant-related activities, Passive Integrated Transponder tagging and marking, mist netting, and banding. Please refer to your recovery permit as it will prescribe what type(s) of Annual Reports are expected based on your authorizations.

## 1. Annual Reports

Two types of reports shall be submitted by January 31, following each year this permit is in effect as specified below. See the ‘Electronic Reporting Requirements’ section for more information.

### a. Annual Summary Report

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

### b. Comprehensive Project Report

- i. For each project-specific activity conducted pursuant to this permit not addressed in either the ‘45-Day Survey Report’ or ‘90-Day Report’ sections in the permit (if stated in the permit), the permittee shall email a comprehensive project report to the applicable Field Office Recovery Permit Coordinator in the following format:

- A. On the cover page of the report, include the title, location, permit number, permittee name and contact details, date and time frame of the activity, and date of preparation on the report;
  - B. An introduction section addressing reasons and objectives for taking the species;
  - C. A methodology section which includes an overview of the study design and methods used to collect and analyze data;
  - D. A results section that provides and summarizes the data collected, including information on any other federally listed species detected while conducting activities authorized under this permit; and
  - E. A conclusion section that specifically provides recommendations for recovery of the species and any plans for future studies. Activities that are continuous (*i.e.*, overlapping in two or more calendar years), shall be reported each year the activity is in effect to the/each applicable Field Office Recovery Permit Coordinator.
- ii. The comprehensive project report shall include, but not be limited to:
- A. Summary presentations and brief discussions of survey and monitoring results;
  - B. Locations sampled or study area(s) delineated on a 7.5-minute U.S. Geological Survey (USGS) topographic map at 1:24,000 scale. USGS maps shall be provided at their original scale (*i.e.*, not zoomed out or in from 1:24,000). Please clip to the area of interest while retaining the scale. As map page sizes may not exceed 11 x 17 inches, multiple USGS maps may need to be prepared to accurately depict all locations. The name of the USGS map(s) shall be identified;
  - C. The names of all personnel conducting the activity, respective contact information, and associated permit numbers;
  - D. The results of all sampling efforts, including the numbers and life stage of each listed species observed, dates of observation, and estimates of population sizes; and
  - E. Other pertinent observations made during sampling efforts regarding the status or ecology of the species.