**Recommended Considerations for Tracking Field Experience**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Species name (common & scientific):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For branchiopods and/or insects, has the required identification been exam taken? Yes/No/Date/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has a confirmation letter from the supervising permittee(s) been provided? Yes**\_\_\_\_ **No** \_\_\_\_

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| **Date** | **Title of report** | **Location (include county)** | **Permitted Individual (supervising) and permit number** | **Specific # of hours in field & total number of survey or activity hours** | **Survey or activity type** | **Number of individuals detected, handled, observed, released, other activity? Include life stage if applicable.** | **Other pertinent notes/details of activities and/or experience acquired under supervision with the target species. Please note that at minimum, the minimum qualifications for the species must be met.** |
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**Field Experience Tracking Document**

**(EXAMPLE PAGE)**

**Name:** \_\_\_John J. Doe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Species name (common & scientific):** \_Example only, one species/sheet please

**For branchiopods and/or insects, has the required identification been exam taken? Yes/No/Date/Location:** Branchiopod exam taken and passed on 1/15/16 at Sacramento Field Office

**Has a confirmation letter from the training individual been provided? Yes X No \_\_\_\_**

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| **Date** | **Title of report** | **Location (Include county)** | **Permitted Individual (supervising) and permit number** | **Specific # of hours in field & total number of survey or activity hours** | **Survey or activity type** | **Number of individuals detected, handled, observed, released, other activity? Include life stage if applicable.** | **Other pertinent notes/details of activities and/or experience acquired under supervision for the target species. Please note that at minimum, the experience requirements in the minimum qualifications for the species must be met.** |
| 3/22/16 | Annual preserve monitoring report. 2016. | Vernal Pool Preserve, Santa Rosa, Sonoma County | John Smith  (TE-000000-0) | 8:00 am - 4:00 pm  4 hrs. in the field  8 hrs. total | Protocol-level aquatic survey (dip-netting) | Handled 5 California tiger salamander larvae; observed 2 CTS adults | Measured length, clipped tails, and released. Surveyed 5 ponds in one day. |
| 7/23/16 | 2016 annual survey report for the Dutchman Creek Conservation Bank. | Dutchman Creek Conservation Bank, Merced County | Jane Smith  (TE-00000-0) | 7:00 am –11 am  4 hrs. in the field.  4 hrs. total | Protocol-level terrestrial survey (drift fence/pitfall trap) | Handled 2 CTSadults | Measured, photographed, and released. |
| 3/22/12 | Yellow-billed cuckoo annual monitoring report for Sonoita Creek. | Sonoita Creek, Patagonia, AZ Santa Cruz County | John Smith  (TE-000000-0) | 7:00 am – 3:00 pm  6 hrs. in the field  8 hrs. total | Protocol-level playback survey and nest monitoring | 1 male yellow-billed cuckoo detected by sound; 1 nest monitored | Playback survey conducted for 4 hours; nest monitoring conducted for 4 hours |
| 2/22/16 | February 2016 Vernal pool census report: Merced County. | Vernal Pool Preserve, Merced, Merced County | Jane Smith  (TE-00000-0) | 6:00 am –2:00 pm  7 hrs. in the field  8 hrs. total | Protocol-level dip-net survey | Detected hundreds of *B. lynchi* and thousands of *L. occidentalis* | 6 pools surveyed. Collected 4 L. occidentalis. |

**GUIDANCE FOR ACQUIRING FIELD EXPERIENCE**

Be as detailed as possible when submitting your qualifications with your permit application. The Service must determine, based on the verifiable information you provide, that you have the expertise to independently conduct the requested activity with the target species. This field experience tracking document is provided to assist you in providing detailed information to support your overall qualifications and may not be all that is necessary to determine whether your provided information will be considered adequate to qualify you to conduct the proposed activity/activities. To assist you in keeping track of acquired field experience and for subsequently providing the Service with a detailed qualification statement, we recommend that you keep detailed field notes that include the following pertinent information:

1. The name and permit number of the permitted individual(s) you are acquiring field experience from.
2. The specific title of the project the permitted individual is working at (preferably the same title to be used in any reports subsequently submitted to the Service).
3. The specific locations (including the County) where the field experience was acquired.
4. Specific dates of the field experience, including the time of day and total hours in the field. Specify the total time conducting surveys or other permitted activity, handling or otherwise performing a specific permitted activity under the direct supervision of the permitted individual.
5. The specific number of listed species detected, handled, observed, released, or detailed description of any other activity conducted along with any additional documentation on the age class, sex, and overall condition of the observed specimens as appropriate.
6. Copies of field notes or other documentation of any other pertinent field observations such as other species observed (listed or non-listed), habitat characteristics/quality, weather, temperature, etc. can be provided.
7. Letters of recommendation from the permitted individuals from whom you acquired field experience from are highly recommended. Name of permitted individual, permit number, confirmation of field hours along with number of species detected, handled, released or other activity should be included. A statement of whether the permitted individual has determined you have the expertise to independently conduct the requested activities would be helpful.
8. Please note that identification exams are required for branchiopods and most insects within one year of submitting your permit application. Please list this information on your tracking sheet as applicable.
9. Please complete page 1 above and add extra rows as necessary. You can delete the example page and this guidance page when you submit your field experience tracking document with our permit application.

Last Revised 5/15/2019