

CONSERVATION STANDARDS TERMS AND CONDITIONS FOR RESEARCH PERMITS

These Terms and Conditions are updated periodically – please check back for updates.

1. General Terms and Conditions

- a. Pursuant to Section 21 of *The Wildlife Act, 1998* failure to comply with any of the permit conditions may result in immediate revocation of the permit, subsequent rejection of further permit applications, and/or possible prosecution under *The Wildlife Act, 1998*. The permittee is responsible for ensuring all conditions on the Research Permit are met.
- b. Any changes to proposed activities, personnel, etc., including if the permit is no longer required, must be submitted at the earliest possible opportunity so the permit can be updated. Upon review of the information, the permit may be amended, deferred, rejected or cancelled as appropriate. Amendments can be submitted to ENV.researchpermit@gov.sk.ca.
- c. A Research Permit does not exempt the permittee from additional permitting requirements. Additional permits may be required under other legislation. Permissions for land access must be obtained from appropriate authorities, including, but not limited to: landowners of private land and lessees of leased provincial Crown lands; authorities responsible for provincial, federal and regional parks and protected areas, as well as provincial, federal and regional pastures.
- d. To receive email updates when changes are posted to the website, subscribe to the Mail-out List feature – COMING SOON! For the most up-to-date information (e.g., Species Detection Survey Protocols, Data Submission Templates, Activity Restriction Guidelines (ARG) for Sensitive Species, etc.), remember to clear your cache on your internet browser.
- e. Activity-Specific Requirements:
 - i. Species Detection Surveys:
 - a) The Research Permit must be signed by the authorized representative of the Proponent, whose name appears on the Application Form, in order to validate it.
 - b) The Research Permit authorizes the work to be conducted by the Primary Technical Contact and designates listed on the Application Form. The Research Permit and accompanying Application Form must be carried at all times while conducting any of the work authorized under it.
 - c) The Primary Technical Consultant is responsible for the conduct of designates and for ensuring they are properly trained in the protocols and data collection requirements for species detection surveys being conducted.
 - ii. Academic Research
 - a) The Principal Investigator must sign and carry the Research Permit and accompanying Application Form at all times while conducting any of the work authorized under it.
 - b) The Principal Investigator is responsible for the safety, conduct and training of all unnamed persons assisting with the work specified in the permit.

2. Wildlife and Research Specific Terms and Conditions

- a. Every effort must be made to avoid unnecessarily disturbing wildlife and their habitats during research activities and field work.
- b. Unless authorized under the Research Permit, **immediate** notification must be provided if any species protected under *The Wildlife Act, 1998*:
 - i) is injured or dies within the project footprint or study area;
 - ii) required/requires euthanasia;
 - iii) required/requires transportation to a veterinarian, rehabilitation facility; or
 - iv) required/requires translocation, including nests, eggs, or offspring to another area for any reason for which a permit has not yet been issued.Contact:
Email: centre.inquiry@gov.sk.ca
Tel (toll free in North America): 1-800-567-4224
Tel (Regina): 306-787-2584
- c. Any field equipment (i.e., traps, camera's, barrier fencing etc.), that will be left unattended during the project, must be clearly marked with the Research Permit number.
- d. Any field equipment must be removed at the end of the field season. Any garbage must be removed immediately and properly disposed.
- e. The Canadian Wildlife Health Cooperative (CWHC) coordinates Canada's national wildlife health surveillance program in order to apply veterinary medical sciences to wildlife conservation and management in Canada. To report a suspected disease outbreak or occurrence, please contact the [CWHC](#).
- f. The Canadian Bird Banding Office administers the Canadian Bird Banding Program. To report a bird band observation, please contact the [Environment and Climate Change Canada Bird Banding Office](#). In addition to uniquely numbered federal metal bands, the site can be used to report all types of markers including flags, neck collars, wing tags, coloured leg bands, geo-locators, radio or satellite transmitters.
- g. The Royal Saskatchewan Museum (RSM) is continually looking to improve its provincial species collection. All animal specimens or tissue samples (e.g., skulls, skeletons, feathers, skins) discovered or resulting from research activities should be provided to the RSM. The RSM is especially interested in acquiring snake specimens and will accept any dead snakes of reasonable quality. Please Note: Additional permission is required to remove specimens from lands identified in General Conditions, above.

Specimens should be kept frozen or in preservative until they can be transferred to the RSM. Each specimen should include a paper label that includes the date it was collected, the name of the person who collected it and the geographic location (e.g., GPS coordinates are most desirable but any description of the location can be useful). Specimens can be delivered to the RSM's front desk any day between 9:30 a.m. and 5:00 p.m. Other arrangements or questions can be directed to Dr. Ray Poulin at the RSM, 306-787-2801 or email Ray.Poulin@gov.sk.ca.

2. Wildlife and Research Specific Terms and Conditions (continued)

- h. Activity-Specific Requirements:
 - i. Species Detection Surveys
 - a) The appropriate [Species Detection Survey Protocols](#) (SDSP) protocols must be used when conducting surveys to determine the presence of at-risk and sensitive species and habitat. These protocols are designed to detect and reduce disturbance to sensitive species and their habitat. The SDSPs are updated periodically to enhance clarity and to reflect emerging science-based information pertaining to survey methods and data collection.
 - b) Use the [Saskatchewan Activity Restriction Guidelines for Sensitive Species](#) (ARG) to ensure impacts to sensitive species are minimized throughout all phases of a project and to determine the survey area extent. The ARG provide information regarding setback distances and timing windows for sensitive species within Saskatchewan. The ARG are updated periodically to include newly listed species and to reflect emerging, science-based information regarding setbacks and timing restrictions.
 - ii Academic Research
 - a) The research protocols specified in your Animal Use Protocol or peer-reviewed Project Proposal must be followed.

3. Information Submission Terms and Conditions

- a. Information collected under Research Permits must be submitted to ENV.researchpermit@gov.sk.ca. If you have any questions regarding Submission Summary Forms (for Species Detection Surveys), please contact ENV.researchpermit@gov.sk.ca. If you have any questions regarding Data Loadforms, please contact the [Data Manager, SKCDC](#).
- b. Data Loadform submissions are due by the expiry date indicated in the permit unless otherwise specified in the permit. Early submission of Data Loadforms is appreciated.
- c. The Research Permit number and any associated file or contract numbers (i.e., Environmental Assessment Branch, Fish and Wildlife Development Fund Contract, etc.) must be referenced on the Data Submission Templates.
- d. Loadforms must be submitted on a per-permit basis (i.e., please do not reference more than one permit number on each loadform submission).
- e. Loadform submissions must be completed in accordance with instructions provided on the loadform.
- f. Any incidental plant or animal observations should also be included on the loadform.

3. Information Submission Terms and Conditions (continued)

- g. Activity-Specific Requirements:
- i. Species Detection Surveys:
 - a) Submissions typically consist of one or more Loadforms and corresponding Submission Summary Forms.
 - b) A Submission Summary Form must be completed and submitted upon completion (including survey repeats) of each Species Detection Survey conducted.
 - c) Submission Summary Forms are due within five (5) business days of completing a survey, including repeats.
 - d) Loadforms can be submitted at the same time as the Submission Summary Form(s) or at any time prior to expiry of the Research Permit.
 - e) Use the Species Detection Loadform to submit occurrences of target species and incidental observations.
 - f) Loadforms are used to determine search effort and are to be submitted even if no observations are recorded. See additional instructions on the loadform.
 - g) Survey information must be recorded in the Survey Data worksheet of the loadform and environmental conditions must be recorded at the start and end of each survey, as well as anytime there is a significant change.
 - h) If an occurrence from the SKCDC database was surveyed for and not found, please record additional details in the Element Occurrence Not Found section at the end of the Survey Data worksheet.
 - i) SKCDC accepts observations of common species as well as tracked species.
 - j) If results will be referenced or presented in documents (i.e., Technical Proposals, Terms of Reference, Environmental Impact Statements), submitted under the Environmental Assessment (EA) process, Data Loadforms and Submission Summaries must be submitted to ENV.researchpermit@gov.sk.ca at least three weeks in advance of document submissions to EA Branch. Please indicate upon submission if an EA review is imminent.
 - k) Notwithstanding (j) above, submissions of data loadforms are due prior to permit expiration but are welcome and encouraged at any time.
 - ii. Academic Research:
 - a) Depending on the project, a completed Academic or Telemetry loadform is required. The Research Permit will list any other reporting requirements.
 - b) For research requiring an institutional Animal Use Protocol (AUP), please attach a copy of your annual AUP Progress Report when loadforms are submitted. For Research Permits not requiring an institutional AUP (e.g., invertebrate or plant research), attach a short report (<1 page) with a brief summary of the project to-date and describe any deviations from methods outlined in the permit application or peer-reviewed proposal.

3. Information Submission Terms and Conditions

ii. Academic Research: (continued)

- c) We may request copies of any final publications or theses resulting from academic research that may be of interest for the management of biodiversity in Saskatchewan.
- d) Data Sensitivity: If data is deemed sensitive because publication might compromise economic or intellectual interests, please indicate the date at which the occurrence locations may be published by SKCDC, **otherwise a default date of 5 years after the project completion date will be assumed. It is the responsibility of the Permittee (Principal Investigator) to advise SKCDC of any extensions or changes to the date of publication of occurrence locations.** Before the publication date has passed, the SKCDC will use the data for such purposes as informing conservation rankings, and creating species lists, and distribution models at spatial resolutions that will not reveal the precise location of the occurrence. **If a data request is received by SKCDC before the publication date has passed, SKCDC will not provide any sensitive data, but will forward the request to the Permittee (Principal Investigator).** Once the publication date has passed, data that has been mapped in the SKCDC's database, will be available online where it may be used to guide ministry approval and planning processes.

- iii. Collection, Handling and Translocation: A completed Translocation loadform will be required, even if no animals were translocated. A narrative summary discussing results will also be required. In cases where translocations have been conducted over more than one year, results must be presented in a cumulative manner and the original report updated. Note that only plant translocations and amphibian translocations approved under the Environmental Assessment process prior to 2016 are currently eligible for Research Permits.

- iv. Bird Banding – data submissions are not required. SKCDC accesses the data directly from the ECCC-BBO.

h. [iMapInvasives](#) is the provincial system for submitting the occurrence of invasive plant or animal species. Any observations of prohibited, noxious or nuisance weeds, along with observations of any other invasive species, should be submitted using this website. An account is not required to submit observations. If you have any questions, please contact the [SKCDC](#) for more information.

- i. For assistance or for more information, please contact our Client Service Office:

Email: centre.inquiry@gov.sk.ca
Tel (toll free in North America): 1-800-567-4224
Tel (Regina): 306-787-2584