

**Pennsylvania Fish & Boat Commission**  
**QUALIFIED ENDANGERED AND THREATENED SPECIES SURVEYOR**  
**APPLICATION FORM**

The following form is to be completed by the applicant and returned to:

Pennsylvania Fish and Boat Commission  
 Attn: Chief, Natural Diversity Section  
 595 East Rolling Ridge Drive  
 Bellefonte, PA 16823

**Target Taxa or Species Group:** \_\_\_\_\_

**(NOTE: separate applications are required for each species or species group)**

**\_\_ Check if an approved PFBC qualified surveyor for this taxa or species group prior to Jan. 5, 2013.**

**Application must be typed. PFBC will not accept handwritten applications.**  
**If you have any questions, please contact:**  
**Pennsylvania Fish & Boat Commission - (814) 359-5237**

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Company (if you want it listed):</b>	

**General Requirements**

*The general requirements can be addressed on the following pages using the relevant tables.*

- i. **Taxonomy and Natural History:** Applicants must demonstrate their mastery of species and habitat identification and natural history. A college degree in the biological sciences is preferred. Applicants must describe taxonomic coursework, workshops attended on species identification or any individualized training. Written materials (e.g., publications, reports, etc.) can be provided to demonstrate taxonomic or life history proficiency.
- ii. **Sampling Techniques:** Applicants must demonstrate knowledge of sampling techniques. A college degree in the biological sciences is preferred. Applicants must describe training received in order to successfully implement species or taxa sampling protocols. This description must refer to relevant coursework (e.g., fisheries techniques, population dynamics, etc.), workshops or other training.
- iii. **Field Experience:** Applicants must demonstrate that they possess a minimum of 50 days of field experience working with the targeted taxa within the preceding 10 years. Applicants must be able to find and correctly identify live endangered and threatened target species in their natural habitat as provided in the species or taxa specific requirements.

\*The PFBC reserves the right to interview, test, and/or accompany the applicant in the field to judge the accuracy of target species and habitat identification skills, familiarity with natural history, and/or field survey techniques by the applicant.

Note that the PFBC may revoke the qualification of a surveyor if the PFBC has reason to believe that the surveyor cannot search for and successfully find and correctly identify listed species and their habitat. In that regard, poor surveys may be an indication of a surveyor’s inability to find and accurately identify endangered and threatened species and their habitat.

The Fish and Boat Code (Fish and Boat Code, 30 Pa.C.S. §§ 928, 2102 and 2305) allows PFBC to revoke permits or licenses, or both, such as scientific collectors' permits and special permits under § 75.4 (relating to special permits), and fishing licenses, when the holder of such permit or fishing license has been convicted of or has pleaded guilty to a violation of the Code. A violation to the Fish and Boat Code, and any violation of Federal or State fish or wildlife regulations, current or past, may result in revocation of the surveyor's qualification and disqualify a surveyor from future qualified surveyor and permit considerations.

The surveyor shall also adhere to the Expectations of Qualified Surveyors/Code of Conduct as set forth in the application. The Commission may take into account any past, present or future violations of the Expectations of Qualified Surveyors/Code of Conduct when determining whether a surveyor is qualified or whether to revoke the qualifications of a surveyor.

**Education**

Institution	Dates Attended	Degree	Date Degree Awarded	Major(s)	Minor(s)
Title of Master’s Thesis:					
Title of Dissertation:					
If a degree was not obtained, number of credits/hours towards a degree:					

**Relevant Coursework, Workshops, Training** (include as many pages as necessary):

Description & Provider	Date(s)	Credits or hours


**Relevant Work Experience** (include as many pages as necessary):

**Experience 1.**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Experience 2.**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Experience 3.**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Relevant Work Experience** (include as many pages as necessary):

**Experience**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Experience**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Experience**

Employer:		
Employer Address / Phone Number:		
Supervisor:		
Period in this position:	From: <i>(month, year)</i>	To: <i>(month, year)</i>
Position Title:		
Description of duties related to target species work:		

**Field Experience (Need to show that you possess a minimum of 50 days of field experience within the preceding 10 years – start with your most recent experience)**

Year	# Days Working with Targeted Taxa	Related to Employment? (reference experience block from above)	Name of Field Supervisor (if applicable)	Brief Description of Work

**Endangered and Threatened Species Group or Taxa Specific Qualified Surveyor Requirements**

Please use the following pages to address the necessary qualifications within the specific species group or taxa applied for (refer to the “Qualified Endangered and Threatened Species Surveyor Requirements” for details).

**Section 1. Experience Related to Finding and Identifying Endangered & Threatened Species**

**Record of personal findings** (include additional sheets if necessary)

Date (dd/mm/yyyy)	State	Site/Waterway	Nearest Town	Lat./Long (dec. deg.) (PA only)	Target species found and number of live individuals found	Survey methodology used
<i>*06/01/2007</i>	<i>PA</i>	<i>Smith Creek</i>	<i>Smithville</i>	<i>00.0000 - 00.0000</i>	<i>Northern riffleshell (8); Clubshell (2)</i>	<i>Smith et al. 2000</i>

\*Example shown in italics

**Section 2. Additional Education and Training Related to Identification, Habitat, and Natural History**

- Enclose copies of relevant certifications and certificates (e.g., Certified or Associate Fisheries Professional, USFWS Principles and Techniques of Electrofishing Certificate, SCUBA certification, etc.)

**Habitat assessments for the target reptile or amphibian species over the past 10 years** (include as many pages as necessary):

Lead Surveyor	State	County	Site Name and Location (lat/long if PA)	Year	Potential habitat found? (Y/N)



**Section 3. Protocol Implementation** (Attach copies of documentation)

Role (leader or assistant)	Protocol Used	Location of Survey (waterbody and Township/County)	Date(s) of Survey	Target Species Found? (Y/N)

**Description of protocol referenced above if it does not correspond with the protocols listed in the Qualified Endangered and Threatened Species Surveyor Requirements.**

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### **Expectations of Qualified Surveyors/Code of Conduct**

The PFBC intends to accept target species survey reports from qualified surveyors as meeting the PFBC's statutory requirements and responsibilities to protect and manage the resource. The following list of minimum expectations describes the standard of behavior that the PFBC expects of qualified surveyors.

Qualified surveyors have an obligation to perform their duties in an ethical and conscientious manner. Deviations by the surveyor from these expectations will make it inappropriate and irresponsible for PFBC to make management or protection decisions using surveys generated by that surveyor.

Each qualified surveyor shall:

1. Have the necessary permits to conduct surveys in the state of Pennsylvania (*e.g.*, scientific collector's permit, special permit under 58 Pa. Code §75.4). Any violation of state or federal fish and/or wildlife laws or regulations, current or past, may result in revocation of the Surveyor's qualification and/or disqualify a Surveyor from future qualified surveyor and permit considerations.
2. Report findings of state listed species to the appropriate agency (PFBC and/or USFWS) within 48 hours.
3. Avoid dishonesty, misrepresentation, and unprofessional demeanor by using proper scientific methodology, by fully documenting observations, technical conclusions, and data interpretations, by faithfully and conscientiously implementing survey protocols, and by encouraging these practices by others.
4. Give appropriate credit for professional work done by others.
5. Approve and submit to agencies and clients only those plans, reports, and other documents that the surveyor has helped prepare or has supervised and that the surveyor can attest to being accurate, true and complete.
6. Maintain detailed and accurate field notes documenting survey work.
7. Make professional recommendations and decisions that benefit endangered or threatened resources and the public, base recommendations on the best available scientific data and judgments, and provide clear and balanced expositions that address the consequences of following or not following the recommendations and decisions.
8. When conducting or leading a survey: a) be present on site at all times during the survey; b) ensure the appropriate survey protocol is fully implemented; c) personally conduct quality assurance/control of at least 10 percent of the sampled area, with particular emphasis on areas sampled by assistants who have not met the requirements for qualified surveyors; d) be responsible and accountable for the content, quality, and accuracy of survey reports; e) be responsible for doing all species identifications or confirming all species identifications done by assistants who have not met the requirements for qualified surveyors; and f) ensure the safe handling of all native species to minimize the risk of mortality or injury.
9. Not remove any target species from the habitat where found and shall not hold target species in captivity, collect tissue or blood samples, PIT tag, conduct radio-telemetry studies, or trap unless specifically authorized by a scientific collector's permit and/or threatened and endangered species permit.

10. Not disclose the locations of state and federally listed species except when specifically warranted during project review.

11. Obtain landowner permission before accessing waterways or properties.

12. Surveyors shall, at all times, adhere to the Expectations of Qualified Surveyors/Code of Conduct. Any violation of the Expectations of Qualified Surveyors/Code of Conduct and/or any violation of state or federal fish and/or wildlife laws or regulations, current or past, may result in revocation of the Surveyor's qualification and/or disqualify a Surveyor from future qualified surveyor and permit considerations.

• **CERTIFICATION:** I certify that the information contained in this application and any attached material is true and correct to the best of my knowledge, information and belief. This certification is made subject to the penalty of section 4904 of the Crimes Code (18 Pa. C.S. §4904) (relating to unsworn falsification to authorities) and section 908 of the Fish and Boat Code (30 Pa. C.S. §908) (relating to false identification or false or fraudulent statements on reports). If any part of the information provided herein is false, I understand that my application will be rejected or my recognition as a qualified surveyor will be revoked. Furthermore, I have read and agree to comply with the Expectations of Qualified Surveyors/Code of Conduct listed above.

**Date Submitted:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

*Application not valid unless signed.*