

# Chapter

# 1

## Introduction to APPS

The National Marine Fisheries Service (NMFS) and the Oregon Department of Fish and Wildlife (ODFW) have established **Authorizations and Permits for Protected Species (APPS)**, a web site designed to assist researchers in obtaining approval to conduct scientific research, recovery/enhancement, and monitoring activities of marine species, anadromous species, and other fish and invertebrates.

**Note:** APPS does not include permits from the U.S. Fish and Wildlife Service (FWS). Visit the FWS web site (<http://www.fws.gov>) for more information on the resources they manage and any necessary permits.

In addition to applying for permits and authorizations via APPS, you may also apply for a modification or renew an existing permit or authorization, search the APPS database for existing permits and authorizations, and submit reports.

APPS will help you determine if you need and how to apply for the following:

- **Oregon Scientific Taking Permits** for taking all fish and wildlife (including all marine and some freshwater invertebrates) in Oregon and Oregon's territorial waters for scientific study and educational purposes per Oregon Administrative Rules (see 635-007-0900 and 635-043 on the following web site: [http://arcweb.sos.state.or.us/rules/OARS\\_600/OAR\\_635/635\\_tofc.html](http://arcweb.sos.state.or.us/rules/OARS_600/OAR_635/635_tofc.html)).
- **NMFS Permits and Authorizations** for marine mammals and other marine and anadromous endangered and threatened species. For more information on each type of permit or authorization, see **Appendix I** of the Help Document.
  - o scientific research permits
  - o enhancement permits
  - o 4(d) research authorizations
  - o incidental take permits
  - o incidental take authorizations
  - o photography permits

- o General Authorizations
- o permits related to public display of marine mammals
- o authorizations to import/export pre-Act parts
- o authorizations to receive U.S. stranded marine mammal parts for scientific research or education

**To see which species** are under NMFS' and ODFW's jurisdiction, click on “Species Lists” under “Features” in the left navigation bar.

**To determine what type of permit you need**, click on the **New Researcher** button on the bottom of the Home page and go through our “Pre-Application Guide.” You can also get to the Pre-Application Guide by clicking on the link in the “Features” navigation bar.

## Pre-Application Guide (PAG)

The Pre-Application Guide, or PAG, is designed to help you determine whether or not you need a permit and if so, what permit type is most appropriate. The PAG guides you through a series of questions that asks where the work will take place, what species will or may be affected, and what types of activities will be conducted. Depending on your answers, you will be asked different follow-up questions. You must answer each question.

**Be sure to read each question thoroughly.** Your answers will determine the type of permit application that will be drafted for your work. Incorrect or incomplete answers may delay the permitting process.

At the end of the PAG, you will be told which type(s) of permit best suits your needs. You will be given contact information including phone and fax numbers and web sites for the appropriate permit type. Depending on the type of permit or authorization you need, you may be able to click on a link and go straight to an online application form. In some cases, you may apply for multiple permits at once.

If you have not already logged on to APPS or if you do not yet have an APPS account, the PAG will direct you to the log on screen. See [Chapter 2](#) for guidance on how to create an APPS account.



*If you choose not to begin an application at this time, you will have to work through the PAG again the next time you log onto APPS. To avoid having to duplicate efforts, simply click on “**To Start an Online Application Now.**” Either begin the application at this point or simply click “Save” to **save a draft** and come back another time. You may want to enter the title and a few other details to help you remember what project you were working on.*

**Note:** The PAG “Results” screen will contain a Questionnaire Number and the new application will contain a File Number. Please record these numbers in case you have any questions, encounter any problems, or otherwise need assistance.

## How to Use the Online Application Instructions

The Online Application Instructions are divided into general and permit-specific chapters that provide guidance on how to use the APPS system, how to apply for each type of permit or authorization available on the APPS site, how to renew an existing authorization or permit (where applicable), and how to submit modification requests and reports. In the [Table of Contents](#), click on the link of the relevant chapter and follow the instructions carefully to complete your application online. [Chapter 2](#) contains general guidelines for using the APPS system.

If at any time you have questions about your application, click on the “Contact Us” link in the left navigation bar and contact the office responsible for processing your type of permit. It will save processing time if you ask questions as you go rather than submit an incomplete application.

**The Online Application Instructions must be consulted as you fill out the application to be sure that you provide the required information.** Applications submitted that do not address the information requested in the Online Application Instructions will be deemed incomplete and additional information will be requested. This could delay issuing your permit.

## Modification Requests

Once your application has been submitted and your permit/authorization has been issued, you can formally request a modification to the project. Modifications may include changes to the species handled, methods used, personnel, etc. Information on how to submit a modification request using APPS is contained within each specific permit chapter.

## Renewal Function

Renewals are available for NMFS Pacific Marine and Anadromous Fish scientific research approvals and Oregon Scientific Take Permits. You may renew from either a previous application or a submitted report. Directions for renewals are included in [Chapter 3](#).

## Reporting Function

Reporting requirements are specific to the permit type. The directions for submitting reports using APPS are included in [Chapter 5](#).

## Search Function

This function allows you to search the APPS database for activities that are occurring in selected areas, on selected species, or by a particular organization, etc. This function will provide you with projects that meet the criteria you select. You will be allowed to click on a project to view application details.

You do not need to be a registered user to search the database. To search APPS, click on “Search Database” on the “Features” navigation bar located on the left side of the screen or select the **Search** button on the APPS Home page.

See [Chapter 6](#) for more information on how to use the search function. Please note that this is only a preliminary version of the search feature, which works best in Internet Explorer.

## Feedback

We are interested in any comments that you may have about APPS. Please email your suggestions to [apps.feedback@noaa.gov](mailto:apps.feedback@noaa.gov). You are also welcome to take our anonymous online survey by clicking “Let us know what you think about our site” on the “Features” navigation bar.