

University of Michigan Museum of Zoology

Guidelines for Scientific Collecting, Salvage, and Import/Export Permits for Specimens

Scientific Collecting Permits

- UMMZ researchers are responsible for obtaining their own scientific collecting permits from state, federal, or foreign agencies. UMMZ researchers also are responsible for submitting accurate reports to the permitting agency of specimens taken, if required by the permit. Copies of all permits must be given to curatorial staff at the time that specimens or specimen parts (e.g., non-vouchered tissues) are deposited for accessioning and cataloguing.
- If a scientific collecting permit or a license (hunting/fishing) is required by states for collection of specimens, then the researcher must have one on file. Collection of protected species follows stricter state permit requirements than non-regulated species. State permit regulations vary from state-to-state.

Salvage Permits

- The Museum has both a federal and state salvage permit that allows it to receive specimens (or specimen parts) that have been found dead in Michigan. The state permit applies to all non-endangered/non-threatened species, and has no expiration date. The federal permit applies to all North American birds (and bird parts, including feathers) except eagles.
- Under the state permit, salvage of threatened/endangered species must be reported within 48 hrs to the Michigan Department of Natural Resources, and a separate permit will be issued by that agency.
- The federal permit allows salvage of threatened/endangered species, but this must be reported to the permit-issuing office within 48 hrs. For information on eagles, see the USFWS web site.

In addition to the UMMZ salvage permits, individuals may request authorization to salvage specimens as a condition of their own scientific collecting permit (varies from state to state). If a researcher plans to do field work that might involve incidental salvage, either in Michigan or elsewhere, we encourage them to request authorization for salvage.

The researcher is responsible for submitting a report of salvaged specimens to the permit-issuing agency, if required by the permit.

Import/Export Permits

- UMMZ researchers are responsible for obtaining all necessary export permits from foreign countries prior to importing specimens or specimen parts (including tissues) into the U.S. For information on foreign export permits, follow the same process as for foreign scientific collecting permits (see above).
- Copies of all import/export permits must be provided to curatorial staff at the time that specimens are deposited for accessioning and cataloguing.
- A separate USFWS import permit is required to import regulated wildlife, i.e., North American migratory birds, threatened or endangered species, CITES-listed species, marine mammals, and injurious species. The Museum has a USFWS import/export permit #LE711271-0.
- If specimens are CITES-protected, UMMZ researchers are responsible for obtaining the necessary CITES permits (import and export) for their specimens; a copy must be provided to curatorial staff at the time that specimens are deposited for accessioning and cataloguing. The Museum of Zoology is CITES-registered (code US9195835) and has a Certificate of Scientific Exchange, but this applies only to exchange of specimens between registered institutions (i.e., as a gift or loan). It does not apply to import/export of specimens collected or salvaged and not yet catalogued into the institution's collections.
- All imported wildlife products must be declared to USFWS by filing a 3-177 import/export declaration form. UMMZ researchers are responsible for filing this form for specimens that they have collected and imported; the form should be filed at the time of entry into the U.S. (i.e., at customs). If researchers plan to arrive at customs during off-hours (e.g., middle of the night), they should make arrangements in advance with a customs officer or USFWS inspector to avoid possible charges. The UMMZ has a Designated Port Exception Permit, no. LE11271-0. We also have a permit to import and export Endangered-Threatened Species, number MA 693112-0.
- UMMZ curatorial staff is responsible for filing the 3-177 form for catalogued material that is imported/exported on behalf of the Museum (e.g., loans, permanent gifts, etc.).
- Wildlife must be imported/exported through a USFWS designated port. If wildlife will be imported through a different port, a USFWS Exception to Designated Port permit must be obtained. UMMZ researchers are responsible for obtaining such an exception, if necessary.

- Importation of animals or animal products also is regulated by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service; this office may be moved to the new Office of Homeland Security. A USDA import permit is required for import of any USDA-restricted products, which include bird and mammal specimens and tissues; amphibians and reptiles are not regulated.