

# Specify Interactions Tab- Permit

Field trips taken under the auspice of collecting fossil specimens for NPL must have proper documentation. Casual collecting\* (as defined in in the 2009 omnibus land management act, linked to in the right hand margin) does not require permits. Collecting trips on land managed by the Bureau of Land Management (BLM), National Park Service (NPS) or any other federally controlled land that involve mechanical excavation (including air scribes) or large quantities of material being removed must be done under the auspice of a valid permit. Copies of permits are stored with the Collection Manager, and also scanned and attached to the 'Permit' form on Specify.

Fill out all fields. The Remarks field is a good place to record the title and scope of the permit. Also, permits often have a list of people who are allowed to collect under the permit number. In these cases, only the principal investigator's name is entered in the 'Issued to' field.

The screenshot shows the 'Permit' form in the Specify database. Annotations include:

- A red box pointing to the 'Permit number' field with the text: "Required field! Enter the entire permit number. Include all dashes and spaces".
- A green box pointing to the 'City' dropdown menu with the text: "Select from the drop down menu which type of organization issued the permit".
- A white box pointing to the 'Issued by' dropdown menu with the text: "Name of the organization that issued the permit. This field searches entries in the agent table".
- A red box at the bottom with the text: "Don't forget to scan the permit and attach it!".

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\*It is worth noting this term is left open to the Secretary of the Interior to define.

The Director of Operations must have a physical copy of permit for the lab. Permits are filed in the administrative office and are not to be removed without the express permission of the director. If a permit is lost, or damaged in some way, and there is a copy of the damaged permit attached to the Specify record, simply print out a copy for filing. If we don't have a copy attached to the database, contact the permit holder to request another copy.

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