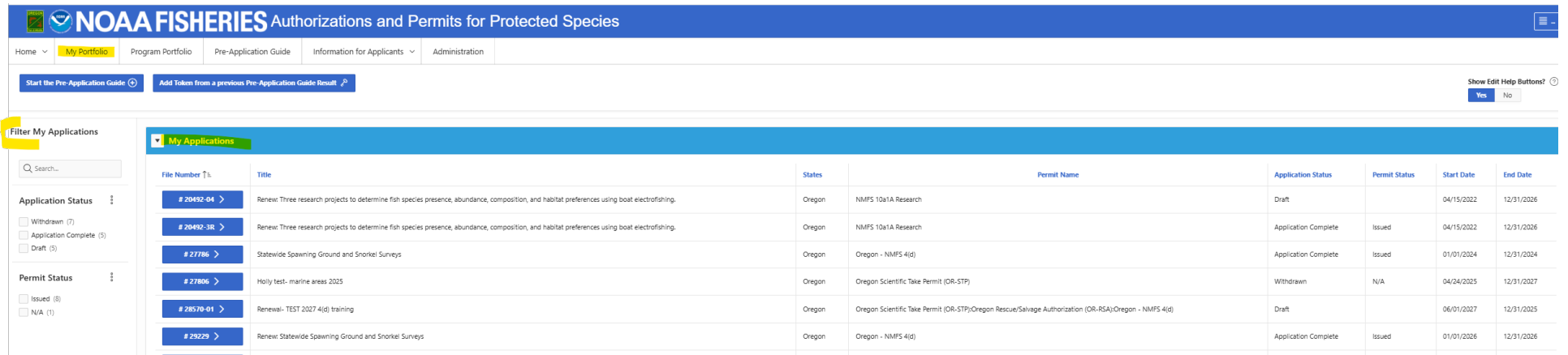


APPS 2.0: Help Document- how to start, fill in and submit a Renewal/Copy application for 4(d) and/or OR-STP

Updated 9/01/2026

1. If you have had a permit within the past few years in APPS 1.0, your data was migrated over to the new system and you can ‘renew’ or ‘copy’ off your old permit without going thru the ‘pre-application guide’ to start a ‘new’ application. By renewing, or copying your application it will save time and you can easy edit to update your application to continue your project.
 - a. Please use ‘renew’ if your project is similar to previous years, by using ‘renew’ feature the system will autogenerate a ‘change summary. which helps you tell us what you are updating and helps expedite our review. The ‘renew’ can be used if you are doing a similar project but adding/deleting new aspects or new sites.
 - b. Please only use ‘copy’ function if you are doing a totally new/different study but want to save time but starting from a filled in application and editing, rather than starting a ‘new’ application.
2. Log in to APPS 2.0. If you had an account in the old system, you will need to ‘reset’ your password to get into the new system but all your account info has been migrated over. See ‘Log-in, reset password’ HELP DOC for instructions.
3. Once logged into APPS 2.0, your most recent years of applications/issued permits will be viewable in ‘My Portfolio’ if you were listed as the project applicant, PI, primary contact or responsible party. If your organization had a permit you don’t see in your portfolio, please contact us and we can help get you access.

Example view: you can filter by permit status:



The screenshot displays the NOAA Fisheries APPS 2.0 interface. The top navigation bar includes links for Home, My Portfolio, Program Portfolio, Pre-Application Guide, Information for Applicants, and Administration. The main content area is titled 'My Applications' and features a table of applications. The table has columns for File Number, Title, States, Permit Name, Application Status, Permit Status, Start Date, and End Date. The 'Permit Status' column is filtered to show 'Issued' permits. The table lists several applications, including renewals and new permits.

File Number	Title	States	Permit Name	Application Status	Permit Status	Start Date	End Date
# 20492-04	Renew: Three research projects to determine fish species presence, abundance, composition, and habitat preferences using boat electrofishing.	Oregon	NMFS 10a1A Research	Draft		04/15/2022	12/31/2026
# 20492-3R	Renew: Three research projects to determine fish species presence, abundance, composition, and habitat preferences using boat electrofishing.	Oregon	NMFS 10a1A Research	Application Complete	Issued	04/15/2022	12/31/2026
# 27786	Statewide Spawning Ground and Snorkel Surveys	Oregon	Oregon - NMFS 4(d)	Application Complete	Issued	01/01/2024	12/31/2024
# 27806	Holly test- marine areas 2025	Oregon	Oregon Scientific Take Permit (OR-STP)	Withdrawn	N/A	04/24/2025	12/31/2027
# 28570-01	Renewal- TEST 2027 4(d) training	Oregon	Oregon Scientific Take Permit (OR-STP);Oregon Rescue/Salvage Authorization (OR-RSA);Oregon - NMFS 4(d)	Draft		06/01/2027	12/31/2025
# 29229	Renew: Statewide Spawning Ground and Snorkel Surveys	Oregon	Oregon - NMFS 4(d)	Application Complete	Issued	01/01/2026	12/31/2026

4. To renew or copy, click on the blue box for the project you want to renew/copy forward, which will open this screen where you can hit 'renew' or 'copy' in the upper right corner:

The screenshot displays a web application interface. At the top, there is a horizontal navigation bar with five tabs: 'Description', 'Supplemental', 'Location/Take', 'Federal', and 'Contacts'. Below the tabs, on the right side, are three buttons: 'Print (test version)', 'Renew', and 'Copy'. The 'Renew' and 'Copy' buttons are highlighted with a yellow rectangular box. Below this navigation area is a blue header bar containing a link labeled 'ODFW Status Page'. The main content area is divided into two columns. The left column contains the text 'Project Title: test blank app' and 'Permit Status: Issued'. The right column contains the text 'Applicant/Holder: Holly Huchko' and 'Expiration Date: 12/31/2026'.

5. After clicking 'renew' it will create a copy of your application with a new permit number and you can start editing the application. For example, if you 'renewed' off old permit 29873, your renewal will be named 29873-01 (renewal 1). If you copied permit 29873, you will get a brand new permit # starting with 5XXXX. All/most of your info from previous permit should have migrated from the old system and be pre-populated in the tabs and you can now update/edit the sections as needed for your application.

Filling out your APPS 2.0 application:

6. Overview/Submit TAB
- This tab is where you can see what status your application and permit are in, see an overview of how much of your application you still have to complete, and where you will submit.
 - DO NOT SUBMIT until you are ready! You can view your 'renewal summary' by clicking the yellow button here to review automated changes between your old application and new draft and will provide a quick summary in the 'renewal summary' box, then you are ready to submit. Be sure you are ready to submit your application for review before you click to certify and *Submit for Review*.
 - The 'Overview (beta)' is still being programmed to validate fields are filled in before submission and may not be 100% accurate for your application. Be sure to double-check each tab that everything is complete (i.e. you have answered all applicable questions and filled something in for each tab).

Application Submission and Certification

NMFS 4(d): This submittal must be certified by the person, institution, or agency that is ultimately responsible for all activities of any individual who is operating under the authority of the permit. If the Applicant is an individual (e.g., a scientist, a fisherman, a commercial fishery, a government agency, a non-profit organization, or an academic institute), then the Responsible Party should indicate their authorization of this application. (Note: If the Principal Investigator (PI) is different than the Applicant, then the PI must also indicate their authorization of this application.)

I certify that I am either the Applicant or Responsible Party named on this application, or an officer with permission from the Applicant or Responsible Party named on this application to submit this

Certify for Submission

☐ I am a Responsible Party or Applicant authorized to sign and submit this application.

☐ I am an officer signing on behalf of the Responsible Party or Applicant.

Holly Huchko

[View Renewal Summary](#)

Paragraph ▼ **B** *I* $\lt \gt$ $\therefore$ $\frac{1}{2}$ $\frac{1}{2}$ “ ” ▼

[illegible]

Section	Status	Info
---------	--------	------

 Project Info		4 of 4 fields filled.
 Description		0 of 2 fields filled.
 Supplemental		0 of 7 fields filled.
 Location/Take		0 of 0 locations have "take" entered.
 Federal		0 of 1 fields filled.
 Contacts		1 of 3 required contacts have been designated.

When working in APPS, remember to hit the Save button at the top of the screen often! We recommend doing this every few minutes or at least as you complete each tab. While system is being programmed, there may be small updates that roll out at any time or if you are inactive, the system may auto log you out. Hitting Save often prevents losing data or things you thought saved and didn't!

7. Project Info TAB

- a. This is the information that you originally filled out after you started your application and can now be edited.

8. Description TAB

- a. Fill out all available information boxes.
 - a. Joint NMFS permits will have more questions than Oregon-only STP's.
 - b. There are character limits, so please try to be as descriptive as needed while trying to keep it concise.

Purpose	
Paragraph ▾ B <i>I</i> <> 🔗 ⋮ ⋮ 🔒 📎 ▾ ↶ ↷ Project purpose goes here. Character count: 26	This field should explain why this project is being done. Please include a short description of the hypothesis you are testing and/or overall objective of the project.
Project Description	
Paragraph ▾ B <i>I</i> <> 🔗 ⋮ ⋮ 🔒 📎 ▾ ↶ ↷ Describe your project here. Character count: 27	Provide a brief description/overview of all methods used to capture fish and invertebrates and describe how they would be handled. You will later fill in the take table to include species by take action/method/procedure in detail.

Affected Species Status Paragraph ▼ B <i>I</i> <> ↶ ↷	NMFS species only question: We will consider the status of each ESA-listed species as described in the most recent Endangered Species Act 5-Year Reviews to be the status of the stock description submitted with this application. Please briefly describe any additional information on the status of the ESA-listed species specific to the area you will be working, if available.
Species Benefit Paragraph ▼ B <i>I</i> <> ↶ ↷	NMFS species only question: Please briefly describe the anticipated benefits of this work to ESA-listed species under NMFS' jurisdiction.

9. Supplemental TAB

- a. Methods – this has changed from APPS 1.0. There is no text box here, only check boxes to click for which take actions, methods, and procedures you plan to use. Any ‘narrative’ description you previously had in the APPS 1.0 text box is now gone, and you just need to make sure you click the correct boxes on what take types/methods/procedures you will do. We are trying to consolidate this in APPS 2.0 to make applications easier, so we do not need a bunch of attachments, but you can add attachments at the bottom of the tab if there is key information to share.
 - a. The choices you make here will dictate what you are able to select on your take table, so be sure to be as thorough as possible.
 - b. If you do miss something and cannot add it to your take table, you will be able to come back to this page and update it and then go back to update your take table at any time.
- b. Take Actions:
 - a. The take actions you choose here will dictate what methods pop up below.
 1. Note: you must have selected an OR-RSA permit type for ‘rescue/salvage’ to pop up- if you don’t have the option and need it, please contact us to fix your application type.
 2. Note: Capture/Handle/Release is just for a quick handle/anesthetize and release, so you will need to select capture/mark/tag or collect/sample/transport for any other fish handling/tagging and transport

Take Actions

- ☒ Capture/Handle/Release Animal ☒ Capture/Mark, Tag, Sample Tissue/Release Live Animal ☐ Collect, Sample, and Transport Live Animal ☒ Intentional (Directed) Mortality
- ☒ Observe/Harass ☒ Observe/Sample Tissue Dead Animal ☒ Rescue/Salvage

c. Observation Methods and Gear Types: Any marked as 'legacy' will need to be updated to a different take type. Legacy records are migrated from old system but the values will not be allowed in APPS 2.0.

a. Methods:

- i. Legacy 'hook and line' should now be called 'Angling (rod and reel)'
- ii. Legacy 'hand or dip net' should now be called 'Hand/Spatula/Knife'
- iii. Legacy 'snorkel/dive surveys' should now be called 'Visual Observation'- note, you must select 'observe/harass take action' for this option to show in take tables

b. Procedures:

- iv. Legacy 'tissue sample scale' should now be called 'scale sample'
- v. Legacy 'tissue sample otolith' should now be called 'otolith sample'
- vi. Legacy 'tissue sample (other internal tissue)' and/or legacy 'tissue sample fin or opercle' should be designated as either fin clip/tissue sample for genetics or tissue sample- not for genetics

Observation Methods and Gear Types

LEGACY: Methods used on the previous permit that are no longer available for this permit type.

☒ Legacy - Hook and line/angler/rod and reel

Select Observation Methods and Gear Types

- | | | | |
|--|---|---|---|
| ☒ Angling (Rod and Reel) | ☐ Benthic Core | ☒ Camera/Video/Sonar/Detector | ☐ Crab Traps or Rings |
| ☐ Dredge | ☐ Egg mat | ☒ Electrofishing, Backpack | ☐ Electrofishing, Boat |
| ☐ Fish Pot | ☐ Gaff | ☐ Hand/Spatula/Knife | ☐ Longline |
| ☐ Net, Cast | ☒ Net, Dip | ☒ Net, Gill/Trammel | ☒ Net, Kick |
| ☐ Net, Plankton | ☒ Net, Trap | ☒ Other | ☐ Pump |
| ☒ Seine, Beach | ☒ Seine, Boat/Purse | ☐ Spawning surveys | ☐ Trap, Associated with a Fish Passage Structure |
| ☐ Trap, Light | ☒ Trap, Minnow | ☒ Trap, Screw | ☐ Trawl |
| ☒ Visual Observation | ☒ Weir | | |

Procedures

Select Procedures

- | | | | |
|--|--|--|--|
| ☒ Anesthetize | ☒ Dye Injection (Tattoo, Photonic) | ☒ Fin Clip (Tissue) - Genetics | ☒ Fin Clip - Mark |
| ☐ Freeze Brand | ☒ Maxillary Clip | ☒ Otolith Sample | ☒ Paint, Stain or Dye Immersion |
| ☒ Punch (Opercle, Caudal, etc.) | ☒ Scale Sample | ☒ Stomach Pump (Non-Lethal) | ☒ Tag, Acoustic/Radio/Sonic - External |
| ☒ Tag, Acoustic/Radio/Sonic - Internal | ☐ Tag, Balloon | ☒ Tag, Coded-Wire | ☒ Tag, Elastomer |
| ☒ Tag, Floy | ☒ Tag, Opercle | ☒ Tag, PIT | ☒ Tissue Sample - Not for Genetics |

d. Transport Procedures

- a. If you choose the 'Collect, Sample, and Transport Live Animal' then you will need to fill in a Transport Procedures section.
- b. You can add more than one if needed. Please be thorough in your descriptions.

Transport Procedures

 Add a Transport Procedure

Edit	Transport Number	Destination	Final Disposition	Transport Method	Transport Mode	Transporttime
 Edit	1	OSU Dept. Fisheries & Wildlife Corvallis, OR 97331-3803	Where the fish end up.	How the will be held	How the will get there	How long they will be there

1 - 1

- e. Study Design – New NMFS Question- all renewals will need to fill this in: Please provide a brief description of your study design, including details of how the study will be carried out for anything not already covered by your project description RELATED TO NMFS ESA TAKE only (not required for study elements that will not take NMFS ESA species).

Study design

Paragraph          

Electrofishing, minnow trapping, hook and line (barbless), snorkel counts, seining for monitoring work. E-fishing, minnow trapping and seining for rescue-salvage work that is covered under ARBO not 4(d) ESA coverage.

f. Disposition of Tissue Samples and Mortalities-

- a. Please check Yes or No for these questions depending on if you are taking tissue samples or will have intentional mortality.
- b. If you check Yes, text boxes will appear for you to describe.

Disposition of tissue samples

Does your work include tissue disposition? If yes, provide a description below.

Tissue disposition

Paragraph **B** *I*

Tissue sample disposition description.

Does your work include mortality disposition? If yes, provide a description below.

Mortality disposition

Paragraph **B** *I*

Intentional mortality disposition description.

- g. If collecting DNA samples, please check one of the answers below. If no DNA samples are being collected, then leave this section blank.

Please select one or more choices that apply to your project

☐ I will collect eDNA with no DNA collections from organisms

☐ I will collect DNA from organisms as a clip/part and return organism live to collection site

☐ I may collect DNA from planned or unplanned mortalities during project

h. Attach Supplemental Documentation

- a. Site maps, project files, or other important documents can be uploaded on this tab as well. If a document is too large, you can email it to us instead at Fish.Research@odfw.oregon.gov

You can attach up to 10 files to provide additional information.

- Preferred file formats: Microsoft Word, Excel, or PDF.
- The maximum file size allowed is 20 MB.
- Audio and video files (such as mp3, m4b, wav) cannot be uploaded. Contact us if you need assistance.
- On the Location screen you will be asked to attach a map.

Upload	Document Type	Download	Loaded By	Loaded On	Notes	File Size	DELETE
No Files have been uploaded							
Upload Supplemental Information Files							

10. Standard Requirements TAB: This section is required for all NMFS permits. Please review the language and select “*I Agree*” and then Save. If you are requesting an exception, then a text box will appear below to describe and attach documents if needed.

11. Location/Take

- a. Click the “Add New Location/Take” to get started.

File# 50051 - Oregon Scientific Take Permit (OR-STP) - Sample OR-STP Permit Application \ Project Info \ Locations and Take Tables

Add New Location/Take

For Oregon permits, the minimum level of detail we need you to fill out on take tables is at the HUC level for freshwater locations, by estuary, and by each protected marine area- see drop down lists. You can lump all take for each HUC/estuary/marine area into one take table which is our minimum or do multiple take tables if you prefer to further separate out by different projects or monitoring vs. rescue/salvage. Please see supplemental mapping tools that will appear as links when you 'add location' and select 'freshwater' or 'marine' to help you select correct HUCS or marine areas to ensure you are applying for the correct areas you need to work in for your project.

Edit

Locations and Take Tables

- b. Freshwater Locations will need a Basin and Location Description. You can use the 'Freshwater Mapper' link on page to view all OR HUCs and find the correct HUC to select for your site(s).

Location New Location

Study Number (if applicable)

Select the state/territory, if applicable:
☒ Oregon

* What type of location is this?
☒ Freshwater ☐ Marine

Location Details

To choose the correct Oregon locations, visit the ODFW online [Marine Mapper](#) for marine locations or [Freshwater Mapper](#) for picking correct HUCs.

Waterbodies

Freshwater
Please select the appropriate basin. If work will take place in more than one basin please select 'N/A' and name the basins or waterbodies in the Waterbodies field below.

Basin

* Location Description

Waterbodies - enter names of rivers, estuaries, bays, etc.

Begin Mile

End Mile

- c. Marine locations will need an Estuary, Shoreline, OR Ocean Area (can only choose 1). For any ‘renewal’ locations that migrated from APPS 1.0, you will need to update your marine location as all the locations in APPS 2.0 are by specific marine protected area or condensed by shoreline/hab type. See ‘Marine Mapper’ hyperlink for map of all sites/areas in OR to select each correct marine area. Please note: each area you will sample in needs a take table by protected marine area or shoreline.
- a. Also enter a location description and whether you will be selling species collected from this permit.

Location New Location

Study Number (if applicable)

Select the state/territory, if applicable:
☒ Oregon

* What type of location is this?
☐ Freshwater ☒ Marine

Location Details

To choose the correct Oregon locations, visit the ODFW online [Marine Mapper](#) for marine locations or [Freshwater Mapper](#) for picking correct HUCs.

Waterbodies

Marine
Please choose from the most appropriate option below, either an Estuary, Shoreline, or Ocean Area.

Estuary - Marine

OR Shoreline

OR Ocean Area

*** Location Description**

Waterbodies - enter names of rivers, estuaries, bays, etc.

Will any of the species to be collected under this permit be sold in Oregon?

- d. Once you save your location, it will automatically direct you to the page to start your take table.
- e. At the top it will list all of the Take Actions and Collection Methods that you chose on the Supplemental tab. If this list is not correct or complete, go back to the SUPPLEMENTAL tab and make any corrections needed.

Take

▼

Limits

For this project you are limited to the choices you made on the Supplemental Info page:

"Take Actions:"

- Capture/Handle/Release Animal
- Capture/Mark, Tag, Sample Tissue/Release Live Animal
- Collect, Sample, and Transport Live Animal
- Intentional (Directed) Mortality

"Observe/Collect Methods:"

- Angling (Rod and Reel)
- Electrofishing, Backpack
- Net, Trap
- Seine, Beach
- Seine, Boat/Purse
- Trap, Screw

To update these values, make changes on the [Supplemental Info page](#).

- f. To add species to your take table, click "Add Row"

Edit

Save

Add Row

Duplicate Selected

Delete Selected

✓ ≡ Line ↑ ↓	Species	Listing Unit/Stock	Production/Origin	Life Stage	Run	Sex	Take Action	Multi - Observe/Collect Method	Procedures	Transport Procedures	Expected Non-Lethal Take	Expected Mortality	Details
✓ ≡ 1		Select a listing unit	Select an option	Select Life Stage		Select an option							

- g. Click on each box to select the information you want. When you click on the Species box you will be able to search for the species you need.
 - a. Take Action, Collect Method, and Procedures will come up with a box of all the choices you clicked on the Supplemental page. You can combine take for all collections methods in one line for species and take actions.

Edit	Save	Add Row	Duplicate Selected	Delete Selected											Reset
✓	≡	Line ↑ ↓	Species	Listing Unit/Stock	Production/Origin	Life Stage	Run	Sex	Take Action	Multi - Observe/Collect Method	Procedures	Transport Procedures	Expected Non-Lethal Take	Expected Mortality	Details
✓	≡	1	Trout, Cutthroat	Oregon Coast	Natural	Adult		Male and Female	Capture/Handle/Release Animal	☐ Angling (Rod and Reel) ☐ Electrofishing, Backpack	☐ Net, Trap ☐ Seine, Beach				
										☐ Seine, Boat/Purse ☐ Trap, Screw					

- b. Be sure to work carefully through your take table and do not forget to fill all the columns. If a box does not need to be populated, then nothing will pop up to choose when you click on it.
- c. Note: For Oregon permits, life stages are only needed for salmon, trout, and lamprey species. All other species you can just put *Unknown* for life stage.
- d. New for APPS 2.0- ‘take’ is classified as either non-lethal (organisms you expect to not kill) and or mortalities (either intended lethal take or accidental (‘incidental’) mortalities. Expected Mortality: 1% is standard incidental mortality rate for all collection types except for lines with electro-fishing, for efishing the standard incidental mort rate is 3%.
- e. If you click the icon with three lines on the left of the rows you will get a menu where you can add, delete, or duplicate rows.
- f. ‘Details’ column is for any comments or notes you would like us to know about that particular row.
- g. Be sure to SAVE often!

Edit	Save	Add Row	Duplicate Selected	Delete Selected											
☐	≡	Line ↑	Species	Listing Unit/Stock	Production/Origin	Life Stage	Run	Sex	Take Action	Multi - Observe/Collect Method	Procedures	Transport Procedures	Expected Non-Lethal Take	Expected Mortality	Details
☐	≡	1	Trout, Cutthroat	Oregon Coast	Natural	Adult		Male and Female	Capture/Handle/Release Animal	Angling (Rod and Reel), Electrofishing, Backpack, Net, Trap, Seine, Beach, Trap, Screw			100	3	
☐	≡	2	Trout, Cutthroat	Oregon Coast	Natural	Juvenile		Unknown	Capture/Mark, Tag, Sample Tissue/Release Live Animal	Angling (Rod and Reel), Electrofishing, Backpack, Net, Trap, Seine, Beach, Trap, Screw	Fin Clip (Tissue) - Genetics, Scale Sample		100	3	
☐	≡	3	Trout, Cutthroat	Oregon Coast	Natural	Juvenile		Unknown	Collect, Sample, and Transport Live Animal	Angling (Rod and Reel), Electrofishing, Backpack, Net, Trap, Seine, Beach, Trap, Screw	Tissue Sample - Not for Genetics	1: OSU Dept. Fishe...	50	1	
☐	≡	4	Dace (unknown)	NA	Natural	Unknown		Unknown	Capture/Handle/Release Animal	Electrofishing, Backpack, Net, Trap, Seine, Beach, Trap, Screw			200	6	

TAKE TABLE- Pro tip: If you are adding lots of take tables, it may be faster for you to ‘copy’ take from another take table than to edit/add each row if you will handle similar species. Once you add a new location, you can click on this button to copy from a different existing take table in your application, then edit as needed:

File# 28570-01 - Oregon Rescue/Salvage Authorization (OR-RSA);Oregon Scientific Take Permit (OR-STP);Oregon - NMFS 4(d) - Renewal- TEST 2027 4(d) training \ Project Info \ Locations and Take Tables \ OR : Burnt River : Freshwater Detail \ Take

[Copy Take From Another Location](#)

[Add Page Help](#)

Take

Limits

For this project you are limited to the choices you made on the Supplemental info page:

"Take Actions:"

- Capture/Handle/Release Animal
- Capture/Mark, Tag, Sample Tissue/Release Live Animal
- Intentional (Directed) Mortality
- Observe/Release
- Observe/Sample Tissue Dead Animal
- Rescue/Salvage

"Observe/Collect Methods:"

- Angling (Rod and Reel)
- Electrofishing, Backpack
- Net, Dip
- Net, Gill/Tammel
- Seine, Beach
- Trap, Minnow
- Visual Observation

To update these values, make changes on the [Supplemental info page](#).

[Download Take Table](#)

Edit
Save
Add Row
Duplicate Selected
Delete Selected

☐

Line 1

Species

Listing Unit/Stock

Production/Origin

Life Stage

Run

Sex

Take Action

Multi - Observe/Collect Method

Procedures

Transport Procedures

Expected Non-Lethal Take

Expected Mortality

Details

No data found

12. Federal TAB:

- If you ESA species listed in your take table that are NOT covered under the 4(d) permit (i.e. Bull Trout/Suckers that are ESA listed by USFWS, any NMFS species take not allowed in 4(d)- ARBO, RAMBO, HIP, SLOPES, etc.), you will need federal coverage for those species before we can issue the state permit. This tab is where you can list and attached any documents that relate to that coverage.
- When you click Yes, then click “Add Authorization/Comment” and fill out the pop-up window. Attach any important documents here as well.

Federal Authorizations/Comments

Enter information about any Federal authorizations (**other than the ones you are applying for here**). Enter information about Federal agencies who fund the work, issue permits to allow the work, cooperate with the work, or provide any other authorizations so the research can be done.

- Permits may include Corps 404 permits or NOAA Fisheries section 10 permits.
- Authorizations may include USFWS section 6 agreements, USFWS or NOAA Fisheries section 7 consultations.
- Funding may be from BPA or other federal funding agencies such as NMFS, USFWS, USFS, BLM, etc.
- FOR ODFW PERMITS: must include a copy of federal authorization for take of ESA listed species. If federal authorization is not yet received- please enter a placeholder here for what coverage will be and you can email a copy to Fish.Research@odfw.oregon.gov when received.
- ODFW staff applying for 4(d) or S10 permits: must include a record below describing your federal funding if you are using grant funding for project (ex. USFWS SFR grant, BPA grant, etc.)

Attach an electronic file of the authorization if you have one. You may be required to mail or Fax a copy if requested.

Are there other Federal funds, Federal permits, or Federal employees involved in this project?

Yes No

Attach an electronic file of the authorization if you have one. You may be required to mail or Fax a copy if requested.

[Add Authorization/Comment](#)

Federal Detail

File# 50051 - Oregon Scientific Take Permit (OR-STP) - Sample OR-STP Permit Application

Project Info \ Federal Authorizations \ **Authorization Detail**

Back/Cancel Create

Federal Information

* Federal Agency

Select a Federal Agency

* Type

Select a Type

Number and Title

Date Signed

Expiration Date

You must either enter a date signed or enter comments.

Species Covered

Attachment

Choose File

Comments

Overview/Submit

Project Info

Description

Supplemental

Location/Take

Federal

Contacts

13. Contacts TAB

- j. Be sure to fill out all of the Required Contacts- each applicant needs at least an Applicant, PI, and primary contact. These are the roles that can submit/modify/report on the permit.
 - a. If you have additional contacts, you can add multiple co-investigators. Each person that will work independently in the field should be listed as a Co-Investigator.

- b. It is easiest to click the Edit button next to the line. To add multiple co-investigators, click the “Add Project Contacts” button on the top right of the page.

Required Contacts				Additional Contacts			
View as Table				View as Table			
row(s) 1 - 3 of 3				row(s) 1 - 2 of 2			
Edit	Full Name	Role	Organization	Edit	Full Name	Role	Organization
 Edit	Holly Huchko	Principal Investigator	Oregon Department of Fish and Wildlife	 Add		Co-Investigator	
 Edit	Sara Hart	Applicant/Holder	Oregon Department of Fish and Wildlife	 Add		Responsible Party	
 Edit	Sara Hart	Primary Contact	Oregon Department of Fish and Wildlife	Download			
Download				row(s) 1 - 2 of 2			

- c. From the pop-up window, choose the role.
- d. When you click on the box for “Person in the Role” then you can search by email or first and last name for the person you are trying to add.
1. Please search for an existing contact before you Add a New Contact to List.
 2. If you do not find the person in the existing contacts list, then you can add them as a new contact. You will need First and Last Name, Email, Organization, City, State, Zip to save a new contact.

Edit Project Contact

Edit Project Contact

* 1. Role

* 2. Person in the Role

Add a New Contact to List

14. Renewal Summary TAB (or you can also view on the OVERVIEW/SUBMIT TAB using ‘renewal summary yellow button below): For renewals, the system will track all your changes from your old application to the new renewal and autogenerate the change summary on the ‘renewal summary TAB’. When you are finished with all your edits and ready to submit your permit application, you will put a narrative brief few sentences on any summary of changes on the overview/submit TAB and permit reviewers will see detailed changes on the renewal summary.

Overview/Submit	Project Info	Description	Supplemental	Location/Take	Federal
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File# 50030-01 - Oregon Rescue/Salvage Authorization (OR-RSA):Oregon Scientific Take Permit (OR-STP) - TEST- ODFW DB comment

Permit/Authorization Requested: Oregon Rescue/Salvage Authorization (OR-RSA):Oregon Scientific Take Permit (OR-STP)	Project Title: TEST- ODFW DB comment	Applicant/Holder Holly Huchko
Application Status: Draft	Permit Status:	Expiration Date:

Application Submission and Certification

New

ODFW RSA: The typical timeline from submitting your fully completed application to receiving the final issued Rescue-Salvage Authorization (RSAs) from ODFW is usually about 4-6 weeks, but can take longer if application was not complete and edits are needed or if your project is new/complex, has a federal nexus and is still can't issue a state permit until your federal ESA take authorization is in place).

By clicking 'certify' here, I hereby certify for my RSA application that I am verifying that the information about to be submitted is complete, true, and correct to the best of my knowledge. I understand that this information is submitted for the purpose of obtaining a permit under one or more statutes/rules from O application is the person or entity responsible for all activities of any individual operating under the authority of the permit/authorization when issued.

ODFW STP: The typical timeline from submitting your fully completed Scientific Take Permit (STP) application to receiving the final issued permit from ODFW is usually about 4-8 weeks, but can take longer if application was not complete and edits are needed or if your project is new/complex, has a federal nexus and is still awaiting pathology, work in Marine Reserves).

By clicking 'certify' here, I hereby certify for my STP application that I am verifying that the information about to be submitted is complete, true, and correct to the best of my knowledge. I understand that this information is submitted for the purpose of obtaining a permit under one or more statutes/rules from O application is the person or entity responsible for all activities of any individual operating under the authority of the permit/authorization when issued.

Certify for Submission

☒ I am a Responsible Party or Applicant authorized to sign and submit this application.

☐ I am an officer signing on behalf of the Responsible Party or Applicant.

*** Responsible Party / Applicant**
Holly Huchko

*** Date**
08/25/2026

[View Renewal Summary](#)

Summary of Changes for this Renewal

Paragraph

B *I* <>

Submit For Review

When you are all done filling out each tab. Go back to the Overview/Submit Tab. The ‘Overview section’ should show what tabs may still need attention.

Overview (beta)

The completion information is not currently accurate, and can be ignored for now.

Section	Status	Info
Project Info		5 of 5 fields filled.
Description		3 of 3 fields filled.
Supplemental		8 of 12 fields filled.
Standard Requirements		0 of 2 fields filled.
Location/Take		0 of 7 locations have "take" entered.
Federal		0 of 1 fields filled.
Contacts		3 of 3 required contacts have been designated.

To Submit your application:

1. From the Overview/Submit TAB - Select whichever bullet is applicable. Your name and the date will auto populate.
 - a. Click the “Submit For Review” Button.
 - b. You will get an auto generated email from APPS letting you know your application was submitted. If you do not receive the email, please check the system- your submission may not have went thru if all the info was not filled out or there was a glitch. Please contact us if you have any problems. You should hear from us usually within 2-3 wks of submitting your application, if not, feel free to check in.

Overview/Submit	Project Info	Description	Supplemental	Location/Take	Federal	Contacts				
File# 50051 - Oregon Scientific Take Permit (OR-STP) - Sample OR-STP Permit Application						Print (test version) Delete Project				
Draft										
Application Submission and Certification										
New ODFW STP: The typical timeline from submitting your fully completed Scientific Take Permit (STP) application to receiving the final issued permit from ODFW is usually about 4-8 weeks, but can take longer if application was not complete and edits are needed or if your project is new/complex, has a federal nexus and is still awaiting federal authorization/permit or if it requires additional ODFW review/feedback from staff (ex. pathology, work in Marine Reserves). By clicking 'certify' here, I hereby certify for my STP application that I am verifying that the information about to be submitted is complete, true, and correct to the best of my knowledge. I understand that this information is submitted for the purpose of obtaining a permit under one or more statutes/rules from ODFW. I am authorizing that whoever is listed as the applicant/permit holder or responsible party on this application is the person or entity responsible for all activities of any individual operating under the authority of the permit/authorization when issued. Certify for Submission ☒ I am a Responsible Party or Applicant authorized to sign and submit this application. ☐ I am an officer signing on behalf of the Responsible Party or Applicant. <table><tr><td>* Responsible Party / Applicant</td><td>* Date</td></tr><tr><td>Sara Hart</td><td>08/25/2026</td></tr></table>							* Responsible Party / Applicant	* Date	Sara Hart	08/25/2026
* Responsible Party / Applicant	* Date									
Sara Hart	08/25/2026									
Submit For Review										
Overview (beta)										