

Alligator Control Agent (ACA) Program Document Overview and NCWRC Contact List

In the event of any program or NCWRC personnel changes, all current Alligator Control Agent Program participants will be provided with an updated version of this document and any others as necessary.

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| Alligator Data Collection Protocol (F14) <i>Updated 11-8-2022</i> | Procedures that must be followed for marking, tissue sample collection and storage, and collection and submission of data from each wild alligator. Contact procedures for recaptures and mortalities are also outlined. | 9 |
| Data Sheet for Handled Alligators (F15) <i>Updated 4-1-2024</i> | For recording data from each handled alligator while in the field. Note: Data must be entered online into Qualtrics database within 48 hours of each relocation. Records must be retained by the ACA for 12 months following expiration of the ACA certification and available for inspection by NCWRC staff (15A NCAC 10H .1508). | 11 - 12 |
| ACA Program Application (D3) <i>Updated 1-4-2022</i> | Documentation of each step of the program application and approval process. ACA program applicants must sign and submit the first page of this document before scheduling training with NCWRC staff. NCWRC Wildlife Management staff complete all subsequent sections within the document. | 13 - 16 |

NCWRC Contact List - Wildlife Management Division

Coastal Operations District Biologists – CoastalOps@ncwildlife.gov

| District | Counties | Name | Contact |
|-------------------------------|---|----------------------|---|
| 1 | Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrrell, Washington | Dallas Shoemaker | (910) 417-7359 dallas.shoemaker@ncwildlife.gov |
| 2 | Beaufort, Carteret, Craven, Duplin, Greene, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Pitt | Chris Kent | (252) 617-0019 cell christopher.kent@ncwildlife.gov |
| 4 | Bladen, Brunswick, Columbus, Cumberland, Harnett, Hoke, Robeson, Sampson, Scotland | John Henry Harrelson | (910) 874-2725 cell john.harrelson@ncwildlife.gov |
| Coastal Operations Supervisor | | Jon Shaw | (910) 324-3710 jonathan.shaw@ncwildlife.gov |

Alligator Program Staff – alligators@ncwildlife.gov

| | | |
|-----------------------------------|-----------------|---|
| Alligator Biologist - Statewide | Alicia Wassmer | (919) 614-6890 cell alicia.wassmer@ncwildlife.gov |
| Alligator Conservation Technician | <i>seasonal</i> | (919) 714-3097 cell |

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NORTH CAROLINA WILDLIFE RESOURCES COMMISSION
ALLIGATOR CONTROL AGENT GUIDELINES

Alligator Control Agents (hereafter, ACA) shall follow all the guidelines and requirements contained within this document (D2), the *Alligator Handling Protocol for Endangered Species Permit Holders* (E9), the *Alligator Data Collection Protocol* (F14), and the Endangered Species permit.

Alligator Control Agent Qualifications

- 1) Program applicants must be certified Wildlife Control Agents (WCA) at the time of application and are required to maintain concurrent WCA certification to operate as an ACA.
- 2) Program applicants must complete a 2-part training course led by North Carolina Wildlife Resources Commission (hereafter, NCWRC) staff that includes:
 - a. A classroom component in which program applicants must:
 - i. review alligator rules and ACA program requirements, procedures for alligator data collection activities, and safe, humane alligator capture, handling, and transporting techniques, and
 - ii. demonstrate required knowledge with a passing score of at least 80% on a written examination provided by NCWRC.
 - b. A field component in which program applicants must demonstrate to NCWRC personnel that they:
 - i. have the ability to capture and relocate alligators,
 - ii. can use alligator capture and relocation equipment proficiently, and
 - iii. are knowledgeable in the procedures for alligator data collection requirements.
- 3) Program applicants must show NCWRC that they have the necessary equipment to capture and relocate alligators, including, at a minimum, the following: ropes, cables, snares, poles, an approved transport device, and a Passive Integrated Transponder (PIT) tag reader.
- 4) ACAs must apply annually to receive an Endangered Species Permit that allows them to have alligators in their possession while conducting alligator capture and relocation activities. ACA activities cannot take place unless the individual has obtained a current Endangered Species Permit, and the permit must be in their possession when conducting alligator capture and relocation activities.
- 5) Before handling alligators under the authority of the ACA's Endangered Species Permit, all subpermittees must complete a training course led by NCWRC staff and demonstrate required knowledge with a passing score of at least 80% on a written examination provided by NCWRC.

Protocols and Guidelines for Response to Nuisance Alligator Situations

- 1) Complaints about alligators will be investigated by NCWRC personnel. If agency personnel determine that issuance of a depredation permit is warranted, a permit will be issued to the landholder with the ACA of their choice listed as a 2nd party. Except in authorized emergency situations (see details in the next section), alligators can only be captured and relocated by ACAs once a depredation permit has been issued by NCWRC staff.
- 2) Local NCWRC Division of Law Enforcement personnel will be notified when a depredation permit has been issued for alligator capture and relocation activities.
- 3) Relocated alligators must be discretely released at locations preapproved by NCWRC.
- 4) Any fees charged by ACAs are set by the agent or otherwise negotiated between the agent and their client. NCWRC does not set or establish fees for ACA activities.

*refer to the ACA Program *Document Overview and NCWRC Contact List* (D1) for contact information

NORTH CAROLINA WILDLIFE RESOURCES COMMISSION
ALLIGATOR CONTROL AGENT GUIDELINES

Emergency Situations

An emergency situation is one involving an alligator that must be moved immediately due to current or imminent threat to human safety, safety of the alligator, disruption of traffic, or other situations as determined by NCWRC staff. ACAs must obtain verbal permission and an authorization code from NCWRC staff before capturing or relocating an alligator in emergency situations. If the ACA cannot reach the local Wildlife Management Division District Biologist*, they should contact NCWRC's communications center in Raleigh (1-800-662-7137) to be put in contact with an appropriate agency representative for verbal permission and an authorization code. A depredation permit is not required to capture and relocate an alligator in emergency situations, but the ACA must record the authorization code and include it in the report submitted electronically to NCWRC within 48 hours (see Reporting Requirements section below). ACAs may collect payment for services rendered under such circumstances. If NCWRC becomes aware of an emergency that agency staff cannot respond to, agency personnel may attempt to contact a nearby ACA to see if they can assist with capture and relocation of the alligator. In these circumstances, the ACA closest to the incident will be the initial point of contact. If necessary, contacts with other ACAs will be based on closeness to the incident.

Reporting Requirements

Electronic Data Submission

ACAs must submit data to the Qualtrics database (www.ncwildlife.org/alligatordata) within 48 hours of the capture event. These data include, but are not limited to:

- a. dates and times of capture and release,
- b. the GPS locations of the capture and release sites,
- c. PIT tag number inserted or found upon scanning,
- d. scute numbers removed,
- e. total length, snout-to-vent length, and tail girth measurements,
- f. sex as determined by cloacal examination,
- g. general observations on physical condition including any injuries or abnormalities observed,
- h. and the depredation permit number or verbal authorization code received from NCWRC staff (for emergency situations).

If an alligator is found dead, dies during handling, or if authorization is given to euthanize the animal, information on the cause of death and disposition of the carcass will also be included on the report form.

Refer to the *Alligator Data Collection Protocol* (F14) for more details on these procedures.

Dead Alligators

ACAs must immediately call designated NCWRC WMD staff* to report any alligator deaths or severe injuries that occur during capture, handling, or relocation processes. All dead alligators must be reported before carcass disposal to determine if the carcass or parts should be retained for diagnostic testing or research purposes. Refer to the *Euthanasia and Handling of Dead Alligators* section of the *Alligator Handling Protocol for Endangered Species Permit Holders* (E9) for more details on reporting requirements.

Recapture Reporting Requirements

ACAs must notify NCWRC of any alligator recaptures (any alligator for which an existing PIT tag is found when scanned) before release for determination of an appropriate release site. ACAs can contact any Wildlife Management Division District Biologist* or the alligator biologist at (919) 614-6890 (mobile, including after hours and weekends).

*refer to the ACA Program *Document Overview and NCWRC Contact List* (D1) for contact information

ALLIGATOR HANDLING PROTOCOL
FOR ENDANGERED SPECIES PERMIT HOLDERS
INCLUDING JURISDICTIONAL ALLIGATOR HANDLERS,
ALLIGATOR CONTROL AGENTS, AND ALLIGATOR RESEARCHERS

For purposes of this document, the term 'handler' refers only to individuals who have been authorized by the North Carolina Wildlife Resources Commission (hereafter, NCWRC) to handle wild alligators, including Endangered Species (hereafter, ES) Permit holders or subpermittees. Other than scientific researchers, who submit research proposals specifying experience and knowledge of proper collection and handling methods, all handlers must complete the required training course led by NCWRC staff and demonstrate required knowledge with a passing score of at least 80% on a written examination. All handlers are required to follow all guidelines contained within the Alligator Data Collection Protocol (F14) document and any additional restrictions listed in the text of the ES Permit issued to the Alligator Control Agent (hereafter, ACA), Jurisdictional Alligator Handlers (hereafter, JAH), or researcher. Additionally, ACAs and JAHs must adhere to all requirements listed in the ACA Guidelines (D2) and JAH Guidelines (C2) documents, respectfully.

Approved Alligator Capture, Transport, and PIT Tag Scanning Equipment

For Capture

- 1) Handheld, hand-thrown, or pole-mounted cable snares affixed to enough rope or cable to secure, control, and take possession of the alligator.
- 2) Heavy-duty fishing rod (e.g., surf or offshore rod) and reel and a snagging hook. The snagging hook shall not be made of stainless steel or other noncorrosive material that will not corrode with time if the alligator escapes with an embedded hook. The baiting of snag hooks is prohibited.
- 3) Murphy traps, other trip-snare style traps, or cage traps are allowed if the trap design can safely capture the alligator without causing injury to the animal and minimizes the potential to capture nontarget species. All traps must be marked with weather-resistant permanent labelling that includes the permittee's name and ES Permit number. See *Trap Maintenance and Restrictions* section below for additional guidelines specific to alligator trap use.
- 4) Other equipment may be approved for use by designated NCWRC Wildlife Management Division (hereafter, WMD) staff* on a case-by-case basis. Equipment that may not be used for capturing alligators includes firearms, archery equipment, set hooks (baited or un-baited), or body-gripping traps that may cause injury or death to the alligator.

For Transport

- 1) Captured alligators must be transported in a device consisting of a secure tube, cage, or other type of enclosure that provides security and safety for the alligator and humans. Transport device must accommodate the size of the alligator being transported.
- 2) Alligators must not be transported in the back of open bed trucks, open trailers, or other vehicles that do not provide security and safety to the alligator and humans.

For Passive Integrated Transponder (PIT) Tag Scanning

- 1) All handlers are responsible for obtaining a PIT tag reader that effectively reads 15-digit Biomark® APT and HPT PIT tags. Suggested brands and models are provided at the end of this document.
- 2) All captured alligators must be scanned with a functioning PIT tag reader that has been inspected and approved by designated NCWRC WMD staff*.

*refer to your program's *Document Overview and NCWRC Contact List* for contact information

ALLIGATOR HANDLING PROTOCOL
FOR ENDANGERED SPECIES PERMIT HOLDERS
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Trap Maintenance and Restrictions

- 1) Any traps that are set must be checked at least once daily by the handler or his/her designee. Note that unless they are also a handler, the only action related to alligator trapping the designee can participate in is visibly checking the trap. The trap check designee cannot participate in setting traps, baiting traps, maintaining traps, or removing alligators from traps unless they are also a handler.
- 2) Traps in urban areas, or other areas with high human activity, must be checked at least twice daily with each check occurring at least 10 hours apart.
- 3) Live bait shall not be used to bait traps.

Animal Welfare Requirements for All Handled Alligators

- 1) Except cable snares secured behind the jaw, wire or metal of any kind shall not be used to restrain alligators after capture. Restrained alligators shall not be bound in any manner that may cause dislocation of joints or other injury. The legs of restrained alligators may be bound by electrical tape or rope along the sides of the body or behind the back. Restrained alligators shall not be lifted or carried by bound legs or bindings.
- 2) Care shall be taken to avoid exposing captured alligators to excessive heat throughout all capture, transportation, temporary holding, and release processes.

Release Protocols

- 1) Alligators may not be released on any sites without the permission of the landholder.
- 2) Except alligators that are unsuitable for release (see *Conditions Unsuitable for Release* section below), captured alligators must be released as soon after capture as possible and cannot be held in captivity longer than 24 hours.

Conditions Unsuitable for Release

- 1) In most instances, alligators that fit one or more of the following conditions will not be released:
 - a. displaying unnatural behavior that poses a threat to public safety
 - b. severe injury making survival extremely unlikely
 - c. known or suspected to have been held in captivity
 - d. found in areas outside natural alligator range
- 2) Handlers must contact designated NCWRC WMD staff* before releasing captured alligators that fit any of the conditions listed above. Decisions regarding final disposition (e.g., release into areas with wild alligator populations, transport to permanent captivity, or euthanasia) of individual alligators that fit any of the conditions listed above shall be made on a case-by-case basis by NCWRC staff.

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ALLIGATOR HANDLING PROTOCOL
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Alligator Data Collection Protocol Adherence

The *Alligator Data Collection Protocol* (ADCP, doc. F14) must be strictly adhered to, under which:

- 1) Captured alligators must be scanned for a PIT tag with a handheld PIT tag reader that has been verified by designated NCWRC WMD staff* to effectively read 15-digit Biomark® APT and HPT PIT tags. Unmarked alligators must be PIT tagged with tags provided or approved for use by designated NCWRC WMD staff*.
- 2) Tissue samples must be collected from each alligator and labeled and stored as instructed until transferal to designated NCWRC WMD staff*.
- 3) Additional data must be obtained from each captured alligator as specified in the ADCP.
- 4) Other data collection requirements may be implemented by NCWRC as needed to address alligator management and research needs.
- 5) All data collected in accordance with the ADCP are to be reported electronically within the timeframes and submission methods as directed in the ADCP (F14). JAHs and ACAs must follow any additional reporting requirements as specified in *JAH Guidelines* (C2) and *ACA Guidelines* (D2) documents.

Euthanasia and Handling of Dead Alligators

- 1) Handlers may not euthanize an alligator unless prior approval has been granted by NCWRC personnel. Authorization for euthanasia will only be provided if the alligator is suffering from severe injury, survival is highly unlikely, and agency personnel cannot respond in a timely fashion.
- 2) Handlers must immediately call designated NCWRC WMD staff* to report any alligator deaths or severe injuries that occur during capture, handling, or relocation processes. A report describing the injury or mortality event must be submitted within five (5) work days to RAPS@ncwildlife.org and alligators@ncwildlife.org. All mortalities must also be included in the annual report via email.
- 3) Dead alligators must be reported to designated NCWRC WMD staff* before carcass disposal to determine if the carcass or parts should be retained for diagnostic testing or research purposes.
- 4) Alligators that are found dead, die during capture or relocation processes, or that are euthanized must be transferred to NCWRC staff or disposed of via burial or at a landfill. No parts of a dead alligator may be retained by non-NCWRC staff for any reason, except:
 - a. Tissue samples (e.g., femur and scutes) will be collected from dead alligators as specified in the *Alligator Data Collection Protocol* document to be submitted to designated NCWRC WMD staff*.
 - b. With prior approval from designated NCWRC WMD staff*, appropriately permitted educational or research facilities may receive alligator carcasses or carcass parts from handlers.

*refer to your program's *Document Overview and NCWRC Contact List* for contact information

**ALLIGATOR HANDLING PROTOCOL
FOR ENDANGERED SPECIES PERMIT HOLDERS
INCLUDING JURISDICTIONAL ALLIGATOR HANDLERS,
ALLIGATOR CONTROL AGENTS, AND ALLIGATOR RESEARCHERS**

Examples of Brands and Models of PIT Tag Readers that Scan Tags Used for Alligators

The products provided below are those that have been tested by NCWRC staff for use with the PIT tag types provided by NCWRC to be used for marking alligators. Other brands and models may be available for purchase that will also effectively scan the 2 types of PIT tags used for alligators. During the equipment inspection, all applicants must have a PIT tag reader available for NCWRC staff to test with both types of tags used, regardless of whether or not it is one of the brands or models listed below.

| Brand | Model | Photo |
|----------|----------------------------------|--|
| BioMark® | GPR Plus Handheld PIT Tag Reader |  |
| Halo© | Halo Microchip Scanner |  |

PIT Tag Specifications

The two types of PIT tags used by NCWRC are APT12 (12mm) and HPT23 (23mm), both FDX-B tags produced by BioMark. All Biomark PIT tags are ISO (International Organization for Standardization) 11784/11785 compliant and ICAR (International Committee of Animal Recording) approved.

*refer to your program’s *Document Overview and NCWRC Contact List* for contact information

NC WILDLIFE RESOURCES COMMISSION ALLIGATOR DATA COLLECTION PROTOCOL

The following procedures shall be followed for marking and collecting data from each wild alligator handled by all agency staff, Alligator Control Agents (ACA), Jurisdictional Alligator Handlers (JAH), and scientific researchers. Strict adherence to this protocol is required.

1. Alligators will be handled in a manner that prioritizes human safety and minimizes stress to the animal.
2. Each alligator will be scanned with a handheld PIT tag reader. If no PIT tag is found, one will be inserted at the base of the tail behind the rear right leg. Alligators smaller than 4 ft. (~122 cm) in total length will receive a 12 mm PIT tag; alligators 4 ft. (~122 cm) or larger will receive a 23 mm PIT tag.
3. For all alligators captured for relocation purposes, any recaptured alligators (i.e., those with a previously-implanted PIT tag detected when scanned with a PIT tag reader) must be reported to designated NCWRC staff* for determination of an appropriate release site.
4. Upon first capture of every alligator, tail scute(s) must be removed and preserved as tissue samples. For all alligators captured on the Albemarle Peninsula (Dare, Hyde, and Tyrrell counties), scute(s) removed will follow numbering protocols set by Dr. Stephen Dinkelacker (contact the Alligator Biologist* for details). For alligators captured elsewhere, scute numbers removed will correspond to the year and watershed where first captured as indicated on the datasheets provided by NCWRC. A minimum of one scute is to be placed in a resealable plastic bag labeled with the handler's name, date of capture, and PIT tag number. Bagged scutes must be stored in a freezer until the sample can be transferred to designated NCWRC staff*. Additional scutes will not be removed from recaptured animals.
5. All alligator mortalities or severe injuries observed, whether sustained before or during interaction with the handler, will be reported to designated NCWRC staff* before carcass disposal or release of the animal. From each dead alligator, a femur shall be removed and stored as described for scutes.
6. The following information will be recorded for each alligator:
 - i. Date and time of capture and release
 - ii. GPS coordinates of capture and release locations in decimal degrees (WGS84)
 - iii. Total length (TL), snout-vent length (SVL), and tail girth measurements
 - iv. Scute numbers removed, or year and watershed indicated by previously-removed scutes
 - v. PIT tag number inserted or detected by PIT tag reader
 - vi. Sex as determined by cloacal examination
 - vii. General observations on physical condition, including any fresh or healed injuries observed
 - viii. For all alligators captured for relocation purposes:
 - a. ACA: Depredation permit number or verbal authorization code (emergency situations)
 - b. JAH and NCWRC staff: Description of circumstances justifying relocation
7. The data collected must be submitted electronically (as specified below) within 48 hours of each relocation (short- or long-distance) or quarterly (i.e., within 5 days following the last days of March, June, September, and December) for alligators released at the site of capture.

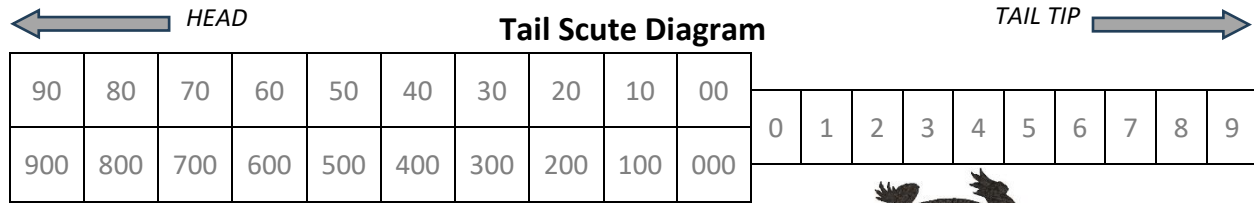
| Individual Collecting Data | Data Submission Method |
|---|-------------------------------------|
| NCWRC Staff: Wildlife Management and Law Enforcement | Human-Wildlife Interaction Database |
| Endangered Species Permit Holders: ACA, JAH, and Scientific Researchers | Qualtrics Database |

The data entry portal for the Qualtrics Database is accessed at www.ncwildlife.org/alligatordata.

*designated NCWRC staff = the Wildlife Management District Biologist or the Alligator Biologist (919) 614-6890. Refer to your program's *Document Overview and NCWRC Contact List* for more contact information.

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Note: Alligators on the Albemarle Peninsula¹ are subject to a different scute numbering procedure. For any previously unmarked alligators handled in Dare, Hyde, or Tyrrell counties, please call Alligator Program staff at (919) 614-6890 or (919) 714-3097 to determine which scutes should be removed.



Scute Numbers - as shown in tail scute diagram above

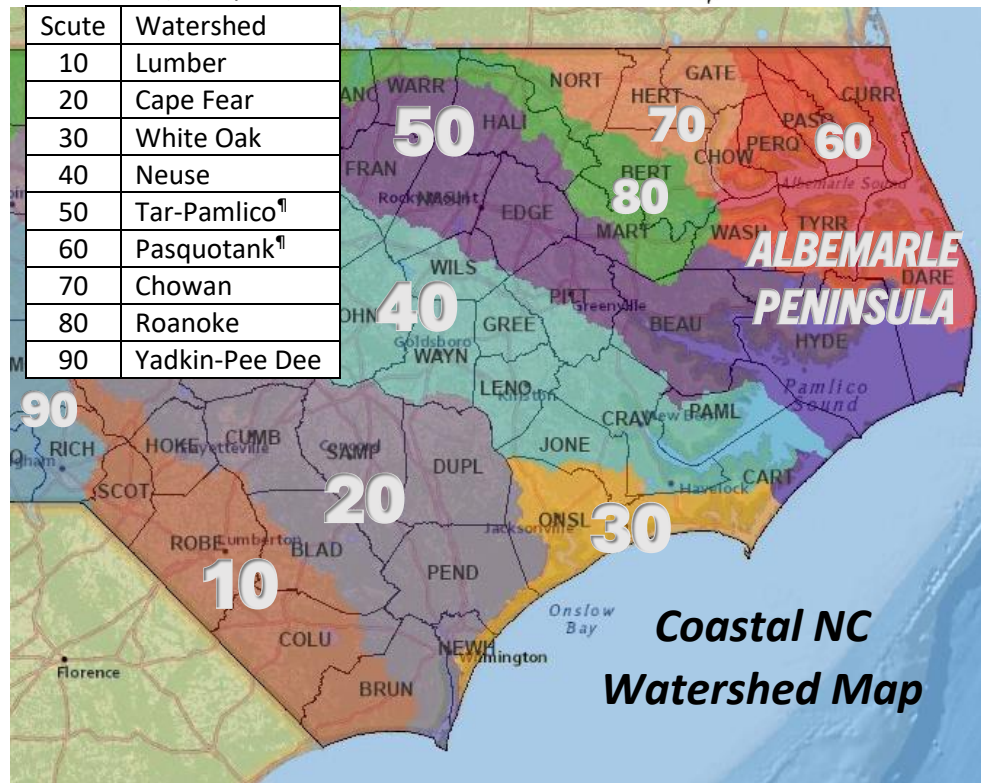


First Year of Capture

| Scute | Year |
|-------|------|
| 1 | 2017 |
| 2 | 2018 |
| 3 | 2019 |
| 4 | 2020 |
| 5 | 2021 |
| 6 | 2022 |
| 7 | 2023 |
| 8 | 2024 |
| 9 | 2025 |
| 0 | 2026 |
| 100 | 2027 |
| 200 | 2028 |
| 300 | 2029 |
| 400 | 2030 |
| 500 | 2031 |
| 600 | 2032 |
| 700 | 2033 |
| 800 | 2034 |
| 900 | 2035 |
| 000 | 2036 |

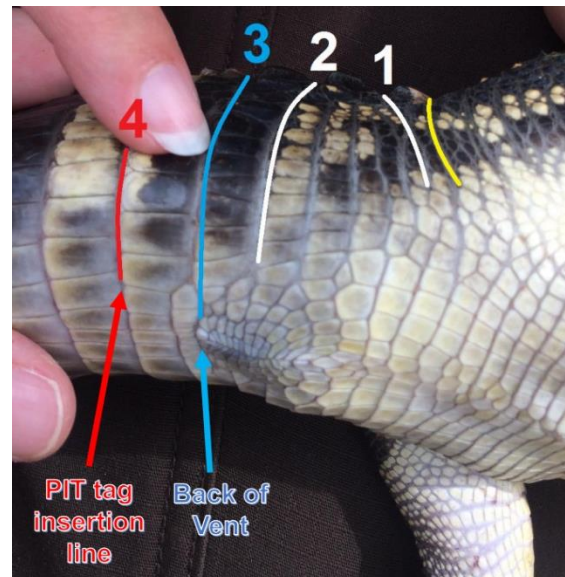
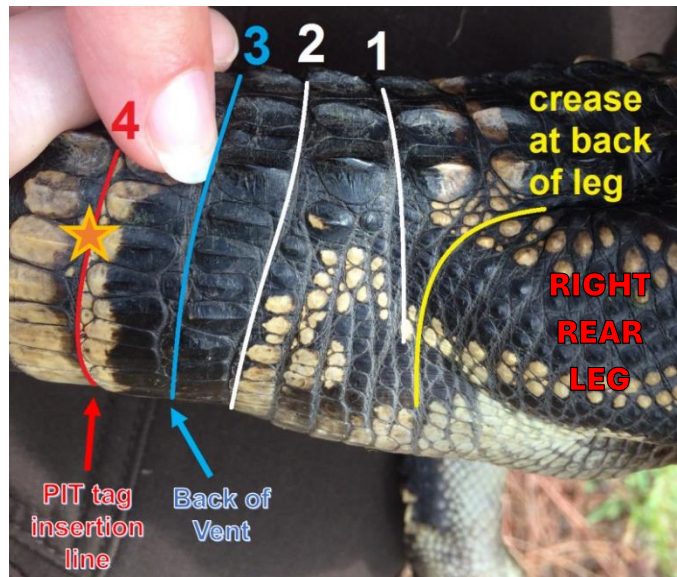
Watershed (1st capture site)

| Scute | Watershed |
|-------|--------------------------|
| 10 | Lumber |
| 20 | Cape Fear |
| 30 | White Oak |
| 40 | Neuse |
| 50 | Tar-Pamlico ¹ |
| 60 | Pasquotank ¹ |
| 70 | Chowan |
| 80 | Roanoke |
| 90 | Yadkin-Pee Dee |



PIT Tag Insertion Location (orange star)

This photo is of the same alligator, turned over.



Notice: 3rd line (crease between scute whorls) aligns with back of vent underneath tail (where SVL is measured)

**APPLICATION FOR PARTICIPATION IN THE
ALLIGATOR CONTROL AGENT PROGRAM**

This document contains a brief summary of the Alligator Handling Protocol for Endangered Species Permit Holders (E9), Alligator Control Agent (hereafter, ACA) Guidelines (D2), and Alligator Data Collection Protocol (F14). Applicants are expected to fully review all of these documents before applying.

Program applicants must:

- Be certified Wildlife Control Agents (WCA) at the time of application and are required to maintain concurrent WCA certification to operate as ACAs.
- Complete a 2-part training course (classroom and field-based), led by North Carolina Wildlife Resources Commission (hereafter, NCWRC) staff, in which they must demonstrate:
 - during the classroom component: required knowledge of ACA program requirements with a passing score of at least 80% on a written examination provided by NCWRC.
 - during the field component: the ability to capture and relocate alligators with the use of required equipment, and proficient knowledge of mandatory alligator data collection procedures.
- Show NCWRC that they have the necessary equipment to capture and relocate alligators, including at a minimum: ropes, cables, snares, poles, an approved transport device, and an approved PIT tag reader.
- Apply annually to receive an Endangered Species (hereafter, ES) Permit that allows them to have alligators in their possession while conducting alligator capture and relocation activities.

Nuisance Alligator Response Protocol

Complaints about alligators will be investigated by NCWRC personnel. If agency personnel determine issuance of a depredation permit is warranted, a permit will be issued to the landholder with the ACA of their choice being listed as a 2nd party. ACAs will not capture or relocate any alligator for which a depredation permit has not been issued by NCWRC, except upon receipt of verbal permission and an authorization code from NCWRC staff.

ACAs must:

- Obtain and renew their ES Permit each year to maintain ACA status.
- Only use approved equipment, as described in the *Alligator Handling Protocol for ES Permit Holders* (E9) document. Care will be taken to minimize stress to alligators during handling.
- Check traps at least once daily. Traps in areas with high human activity must be checked at least twice daily with each check occurring at least 10 hours apart. Live bait will not be used to bait traps.
- Release captured alligators as soon after capture as possible and within 24 hours. Alligators must be released discretely and only at locations preapproved by NCWRC.
- Not euthanize any alligator unless prior approval has been granted by NCWRC personnel.
- Report any dead or severely injured alligators to NCWRC before carcass disposal or release. No parts of a dead alligator may be retained by an ACA or any other individual, except tissue samples collected for submission to NCWRC staff.
- Strictly adhere to the *Alligator Data Collection Protocol* (F14), which requires the insertion of a PIT tag, collection and interim storage of tissue samples, and sex determination by cloacal examination. Data collected during each alligator relocation must be electronically submitted within 48 hours of capture. Data include, but are not limited to, GPS coordinates of locations of capture and release, total length and snout-vent length measurements, PIT tag number, scute numbers removed, and sex.

I acknowledge that I have read each of the documents listed below (initial in the spaces provided):

ACA Guidelines (D2) _____ Alligator Data Collection Protocol (F14) _____

Alligator Handling Protocol for ES Permit Holders (E9) _____

I understand the application and operational requirements of an Alligator Control Agent. _____

_____ / ____ / 20____
Print Name Signature MM DD YY

**APPLICATION FOR PARTICIPATION IN THE
ALLIGATOR CONTROL AGENT PROGRAM**

Following submission of this application to NCWRC, the following steps must be completed in the order listed. The Alligator Biologist and/or other appropriate NCWRC staff will document completion of each step in the sections provided below. A completed copy of this document will be provided with a recommendation of approval/denial of the ES Permit to NCWRC Regulated Activity Permit Section (RAPS) staff. ACA activities may not take place until an ES permit has been issued.

- INTERNAL USE ONLY -

NCWRC STAFF ARE TO COMPLETE ALL SECTIONS PROVIDED BELOW

1. Following submission of the first page of this application, appropriate NCWRC staff will coordinate with the applicant to assist with scheduling classroom and field-based training for appropriate individuals (i.e., the applicant and/or any individuals supervised by the applicant who will handle alligators under the ES Permit). A nonrefundable fee of \$100.00 is required to register for training. Upon completion of the classroom training, a written exam will be provided to each trainee to assess their understanding of the program requirements. Individuals must receive a passing score of 80%. NCWRC staff will record the name of each trainee, dates of training attendance, and exam scores below. Attendees will then sign in the appropriate spaces provided below. If any additional employees of the ACA receive training after the ES permit is issued, this table will be used to record each newly trained employee and an amended ES permit will be issued that includes the names of those individuals.

| Trainee Name, Position | Classroom Training Date | Exam Score | Field Training Date | NCWRC Staff Verifying Completion of Training |
|------------------------|-------------------------|------------|---------------------|--|
| | | | | |
| | | | | |
| | | | | |

2. After the appropriate individual(s) have received training, the program applicant must complete and submit an ES Permit application [note: Permit Type is ‘Alligator Control Agent’] as instructed online at <https://www.ncwildlife.org/Licensing/Other-Licenses-and-Permits/Endangered-Species-Permit>.
3. RAPS staff will notify the Alligator Biologist and other NCWRC staff as appropriate (e.g., the local District Biologist) of receipt of the ES Permit application.
4. The Wildlife Management District Biologist, or other NCWRC staff as appropriate, will coordinate and meet with the applicant to inspect and approve alligator capture, handling, and transport equipment. Note that, per the *ACA Program Guidelines* (D2), “Program applicants must show NCWRC that they have the necessary equipment to capture and relocate alligators, including at a minimum the following: ropes, cables, snares, poles, an approved transport device, and a Passive Integrated Transponder (PIT) tag reader.” NCWRC staff will test PIT tag reader(s) to ensure effective scanning of both 12-mm and 23-mm BioMark PIT tags.

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|---|-------|
| Name and position of NCWRC staff performing inspection: | Date: |
| | |

**APPLICATION FOR PARTICIPATION IN THE
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5. In the section provided below, the Wildlife Management District Biologist(s) and/or other NCWRC staff as appropriate will indicate recommendations for any additional restrictions or requirements that should be included in the ES Permit.

| | |
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| Additional Restrictions and/or Requirements: | |
| Name of NCWRC staff: | Date: |

6. Appropriate NCWRC staff will indicate their final recommendation for approval/denial of the ES Permit application in the section provided below.

| | | | |
|-----------------------------------|---|-------|-----------|
| Name of NCWRC staff and position: | <input type="checkbox"/> Approve <input type="checkbox"/> Deny | Date: | Signature |
| Reason(s) for Application Denial: | | | |

7. Once steps 1-6 have been completed, appropriate NCWRC staff will submit this document to RAPS. If approved, RAPS will issue an ACA Certification and ES Permit to the applicant. The ES Permit will expire on December 31st of that year and will indicate:

- a. the name(s) of all individuals that have received training and are authorized to handle alligators, and
- b. any additional restrictions or requirements as necessary.

8. Annually thereafter, the representative must submit a written request¹ to renew the ES permit to continue ACA activities. This request will be submitted to raps@ncwildlife.org and alligators@ncwildlife.org and must include the total number of alligators captured and relocated² during the year and a total number of mortality events¹, if any. Appropriate NCWRC staff will:

- a. Compare the total number(s) of alligator records entered electronically by the permittee throughout the year to the number reported in the renewal request to verify that all records have been entered. Appropriate NCWRC staff will also perform a quality check of all individual records to verify that protocols have been followed by the permittee. Each of these verifications will be documented by appropriate NCWRC staff in the section provided below, along with their recommendation(s) for any additional restrictions and/or requirements to include on the ES Permit and approval/denial of the renewal request.
- b. Upon completion, submit the updated version of this document to RAPS. If approved, RAPS will issue an ES Permit that will expire on December 31st of the approved year and include each of the items (a-b) listed in step 7.

¹ Renewal requests may take up to one month from the request date, not inclusive of the last two weeks of December.

² As specified in the *Alligator Data Collection Protocol* (F14), all alligators captured and relocated under the authority of the ES permit must be submitted electronically within 48 hours of capture. Any dead or severely injured alligators must be reported to NCWRC immediately and prior to carcass disposal or release.

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| ES Permit Renewal Year: | | Date of Receipt of Permit Renewal Request: | |
| <i>For consideration with the ES permit renewal request, NCWRC staff will maintain any relevant notes and/or record(s) of any issues (e.g., mortality events, noncompliance with protocols) that occurred during [YEAR] in this section.</i> | | | |
| _____ Total number of alligator relocations reported for [YEAR] in the renewal request | | | |
| _____ Total number of alligator records entered electronically during [YEAR] by the permittee | | | |
| _____ Total number of alligator mortalities reported for [YEAR] in the renewal request | | | |
| _____ Total number of alligator mortalities reported during [YEAR] by the permittee | | | |
| Notes on quality check performed on all individual records: | | | |
| Additional restrictions and/or requirements recommended for inclusion on the renewed ES permit: | | | |
| Name of NCWRC staff and position: | <input type="checkbox"/> Approve <input type="checkbox"/> Deny | Date: | Signature |

| | | | |
|--|---|--|-----------|
| ES Permit Renewal Year: | | Date of Receipt of Permit Renewal Request: | |
| <i>For consideration with the ES permit renewal request, NCWRC staff should maintain any relevant notes and/or record(s) of any issues (e.g., mortality events, noncompliance with protocols) that occurred during [YEAR] in this section.</i> | | | |
| _____ Total number of alligator relocations reported for [YEAR] in the renewal request | | | |
| _____ Total number of alligator records entered electronically during [YEAR] by the permittee | | | |
| _____ Total number of alligator mortalities reported for [YEAR] in the renewal request | | | |
| _____ Total number of alligator mortalities reported during [YEAR] by the permittee | | | |
| Notes on quality check performed on all individual records: | | | |
| Additional restrictions and/or requirements recommended for inclusion on the renewed ES permit: | | | |
| Name of NCWRC staff and position: | <input type="checkbox"/> Approve <input type="checkbox"/> Deny | Date: | Signature |