

## **Instructions to Applicants**

### **Paleontological Resource Use Permit**

The following instructions are provided to assist applicants in completing the Paleontological Resource Use Permit Application.

Send one copy of the completed application form and required additional information to:

Division of Natural Resources (NM-930)  
Bureau of Land Management  
New Mexico State Office  
P.O. Box 27115  
Santa Fe, NM 87502-0115  
Attn: Phil Gensler

Any questions concerning permitting should be directed to [pgensler@blm.gov](mailto:pgensler@blm.gov) at (505) 954-2172.

#### **Line 1: Name of Applicant**

Identify the individual(s) obligated to carry out all terms and conditions of the permit. Enter on this line the name of the applicant(s) and their affiliation or organizational background.

#### **Lines 2 and 3: Addresses and Telephone Numbers**

Enter a mailing address and phone and fax numbers for both the applicant's permanent office and for the field party (if possible). A field telephone number may be located at a ranch, campground, or business near the field camp and is useful so that the local BLM office can make contact with the field crew about permit matters and emergency situations.

#### **Line 4: Nature of Paleontological Field Work Proposed**

Check either box (a) or (b), depending on what kind of permit is being applied for. Survey and limited surface collection permits allow for survey work and limited collection over broad areas within a State. Collections may be made but surface disturbance may not exceed one square meter at any one location. Should work exceeding that allowable under such a permit be necessary, an excavation permit will be required.

Separate application forms 8270-1 (temporary) must be submitted, if more than one type of fieldwork is anticipated.

#### **Line 5: Location of Proposed Work**

Define the limits of the project area in terms of section, township, range, and meridian. Attach a copy of the appropriate topographic map(s) showing these boundaries. Applications for survey and limited

collection permits should be as specific as possible. Applications for excavation permits must indicate the specific locality or localities where work is anticipated.

**Line 6: Purposes and Methodology of Proposed Work.**

On a separate sheet, briefly describe the proposed project and the methods to be used in carrying it out. Where appropriate, identify the fossil taxa and/or geologic units that you propose to study or survey. Include a research design that states 1) the purpose of the work to be undertaken, 2) what specific work is planned, 3) what the applicant expects to learn, and 4) what it means in the larger context of paleontology. For an excavation permit, applicants must explain the purpose, and the manner in which the excavation will be conducted (hand tools, mechanized equipment, etc.) and returned to a substantially unnoticeable condition upon completion of work. The permit application should also include a plan and time frame for reporting results of the work.

If specimens are sought for display purposes, give a brief summary of plans, resources, and facilities for display and interpretation. This proposal should indicate how and where the materials will be used/interpreted. Where the permit is intended for consulting purposes, indicate the name, developer and nature of the project, if known. Otherwise indicate that no specific project has been identified."

**Indicate here whether the permit will be used for research or consulting purposes, or both.**

**Line 7: Dates of Proposed work (start and end)**

Enter the beginning and ending dates for fieldwork.

**Line 8: Name of Individual(s) Responsible for Planning, Supervising, and Carrying Out Fieldwork**

This individual may be the applicant named in line 1, or another individual. If more than one person is named on this line, each must meet all the individual qualifications in line 10(A) below. He/she is responsible for planning, supervision, and performance of fieldwork, for evaluations and recommendations regarding the Paleontological materials under study, and for compliance with the terms and conditions of the permit in the field.

**Line 9: Name and Address of Repository**

The repository may be the applicant's organization/affiliation (line1(b)) or another facility that meets the standards in Attachment 1, Section D. This facility must have agreed in writing (see line 10(D) below) to accept and house collections resulting from permit work.

**Line 10: Additional Materials Required**

Applications must include a resume for each individual named on line 1(a) and line 8 above. These resumes must demonstrate the achievement of the following:

A. 1. Professional instruction in paleontology, obtained through:

- Formal education resulting in a graduate degree from an accredited institution in paleontology, or in geology, anthropology, biology, botany, or zoology **if the major emphasis is in paleontology; OR**
  - Equivalent paleontological training and experience, including at least 24 months under the guidance of a professional paleontologist with the qualifications for formal education, providing increasing responsibility leading to professional duties similar to those proposed in the application; **AND**
2. Demonstrated experience in collecting, analyzing, and reporting paleontological specimens and data, similar to the type and scope of work proposed;
  3. Demonstrated experience in planning, equipping, staffing, organizing, and supervising crews performing work of the type and scope proposed.
  4. Demonstrated experience in carrying paleontological projects to completion, as evidenced by timely completion and/or publication or theses, research reports, scientific papers, and similar documents.

There may be cases in which an applicant wishes to make a collection but does not meet the criteria above. A permit may be issued to the applicant **PROVIDED** that there is a co-applicant who does meet these criteria and who is willing to co-sign the application, thereby agreeing to supervise project planning, associated fieldwork, scientific evaluations and recommendations regarding paleontological materials under study, and the writing and submission of reports.

B. Applications must show the capability of the applicant's organization to support work of the type and scope proposed. An organizational resume or summary of organizational experience should be submitted with the following minimum information.

1. Description and location(s) of facilities and equipment;
2. Organizational structure and staffing;
3. Specification of which, and to what extent, facilities, equipment and staff listed would be involved in the proposed work.

C. Applications must include a statement of the applicant's/organization's history of completing the type of work proposed, including:

1. Similar past projects;
2. Past government contracts;
3. Selected bibliography of project of contract reports and/or publications resulting from the above;
4. Previous Federal permits held, effective dates of permits currently in force, and applications pending or planned;
5. Other pertinent experience, such as research and special studies.

If applicant's organization is a newly formed entity, individual capabilities of personnel will carry greater weight than evaluation of organizational qualifications.

Lack of an organizational history will not be the principal factor in evaluating an application.

**D.** Each application must include written certification signed by a properly authorized official of the repository named in line 9, of its willingness to accept and curate any collections, records, data, photographs, and other documents derived from permitted work, and to assume permanent curatorial responsibility for such materials on behalf of the United States Government. The official may be the person named in line 1(a).

**Lines 11 and 12: Signature and Date**

The individual(s) named in line 1(a) must sign and date the application here.

Revised 9/10/02