

Banding Office Newsletters

MEMORANDUM TO MASTER BANDERS*

Number 85

Fall 2004

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Year-end Report

*** Important note to all Master permit holders and responsible banders under station permits:**

Find attached the [Year-End Report Form](#). The Bird Banding Office must ensure that your current banding activities are authorized under your Scientific Permit to Capture and Band Migratory Birds and that all banders responsible for any of the banding activities under your permit have a valid sub-permit with all the necessary authorizations. **This report must be filled out and returned to our office.** Please check carefully the Auxiliary Marking Authorization list (if applicable) and indicate if an authorization should be renewed, cancelled or modified.

Plan ahead for sub-permits

Master permit holders should plan ahead, if possible, when they intend to put forth candidates for sub-permittees on their projects. You can start now to make sure your future sub-permittees get the training they need before their field season starts, and that they have two referees who will be willing to attest to their skills. A sub-permit holder should have the skills and experience necessary to work safely unsupervised and as a bander-in-charge.

A reminder of the responsibilities you have as master permit holders to your sub-permittees and to the Bird Banding Office (information to retain).

- all banders banding on their own must carry with them a valid, signed, sub-permit with all the necessary permissions issued to them prior to the beginning of the field work;
- banding stations must be clearly identified as such, with the Banding Permit number and a telephone number for the contact person;
- all banding schedules must be completed on a regular basis for all banded birds - sub-permittees may fill out their own schedules but you are responsible to ensure that they are correct and are submitted to the Bird Banding Office at least once a year;
- banding schedules can be submitted electronically using Band Manager or on paper (still accepted for small report). If the schedules are not produced in the proper format as required, they will be returned to you for corrections;
- colour marking must be approved by both banding offices before you can use them. Please send us your proposal and allow up to 2 weeks for processing your request;
- Animal Care Committee annual review and approval remains mandatory for all projects using auxiliary marking even if we do not wait anymore for a copy of their approval to issue or renew your permit;
- your Banding Permit does not allow you to collect blood samples, feathers, eggs or any nesting material. You must obtain a federal Scientific Permit for collection purposes. You will find enclosed the list of contact names for these permits for your information and use;

- you are responsible for maintaining your band inventory; with more and more sub-permittees working under the same master permit, there are a lot of bands in circulation and all master permittees must have control over their inventory. All band orders should go through the master permittee;
- if some of the sub-permits have moved or are not banding anymore, the Bird Banding Office must be advised as soon as possible.

If you have any questions or wish to discuss any of the above, please contact Lesley-Anne Howes at (613) 998-0515, or by e-mail: lesley-anne.howes@ec.gc.ca.

To all of you, we would like to extend our sincere thanks for your excellent cooperation with the Bird Banding Office.