



**Derelict Trap and Trap Debris Removal Event Application**  
**Florida Fish and Wildlife Conservation Commission**  
**Division of Marine Fisheries Management**  
 620 S. Meridian St., Mail Station 4B3, Tallahassee, Florida 32399-1600  
 Ph: 850-487-0554 • Fax: 850-487-4847

Complete all information that is applicable to your requested event. If additional space is required other than what is provided on this form, you may provide additional attachments as long as they are clearly marked and identifiable. Documents submitted separately from an application form must be marked (or files named) with the applicant's name and affiliation.

*(Please Print or Type)*

**A. GENERAL APPLICANT INFORMATION**

**Organization Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone Number:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_  
**Alt. Phone Number:** ( ) \_\_\_\_\_  
**Email Address\*\*:** \_\_\_\_\_  
**Previous Authorization Number (if applicable):** \_\_\_\_\_

**\*\*To provide more timely exchange of information please check this box:**

I authorize FWC to send me future correspondence regarding this application, including requests for additional information and final agency actions by either e-mail or express delivery. Future agency actions will be provided henceforth by either e-mail or express delivery.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Certification: By signing this document, I also agree to comply with the reporting and notification requirements outlined in sections "J" and "K" of this application form and affirm that I have read the rules pertaining to the removal of derelict traps and trap debris as stated in [Chapter 68B-55, Florida Administrative Code](#). I further state that I will abide by all applicable State, Federal, and local laws.*

**D. EVENT OVERVIEW.** Briefly describe the proposed event, including where it will be held, why a cleanup is needed in this area, your goals for this event, and how you plan to accomplish these goals.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. DATE OF PROPOSED CLEANUP EVENT.**

1. Please identify the date(s) your event will take place as well as the anticipated start and finish times for each day of the event (if applicable).

\_\_\_\_\_  
 \_\_\_\_\_

2. Please identify any potential backup date(s) scheduled should you need to postpone your event (because of inclement weather, etc.).

\_\_\_\_\_  
 \_\_\_\_\_

3. Please indicate why these dates were chosen for your event.

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**F. LOCATION(S) OF PROPOSED CLEANUP EVENT.**

1. Please identify the area that you intend to cover during this event. Please be as specific as possible (e.g., “The cleanup will be conducted in East Bay, lower Apalachicola River, Cat Point, and Two-Mile Channel.”).

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2. Please provide details on why this location was selected, and please indicate if any pre-event surveys or scouting efforts have been or will be completed.

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3. Please provide a map showing the area to be covered during your event (e.g. satellite image from Google Maps, etc.).

**G. APPLICANT EXPERIENCE.**

1. Have you participated in a derelict trap cleanup event in Florida in the past? YES  NO   
a. If yes, please provide the date and location of the most recent event you participated in, including the name of the organization (if known).

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2. Have you read the rules pertaining to the removal of derelict traps and how derelict traps are defined ([Chapter 68B-55, Florida Administrative Code](#))? YES  NO

3. Are you familiar enough with these rules to adequately train volunteers? YES  NO   
a. If no, please explain:

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**H. VOLUNTEERS.**

1. List the estimated number of staff, volunteers, and/or vessels for each participating organization/volunteer group:

Name of Organization/Group	Number of Volunteers	Number of Vessels

2. All participants must understand the rules pertaining to the removal of derelict traps and how derelict traps are defined before they can begin removing traps. How will volunteers be trained prior to this event?

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**I. CLEANUP METHODS.**

1. Data must be recorded from each derelict trap removed. Please include a sample of the datasheet to be used during your event if you will not be using the FWC datasheet. The FWC datasheet can be downloaded from the internet ([www.MyFWC.com/...](http://www.MyFWC.com/)). These data must include (at a minimum):
  - a. Trap Type (blue crab, stone crab, spiny lobster, other).
  - b. Trap Components. Does the trap have:
    - i. 6 intact sides?
    - ii. Buoy?
    - iii. Line?
    - iv. Current FWC-issued trap tag?
    - v. Identification (name and address)?
  - c. Is the trap fishable, or trap debris?
  - d. Recreational or commercial trap (stone crab and blue crab fisheries only; or unknown).
  - e. By-catch present (by category and number). Categories include, but are not limited to:
    - i. Fish.
    - ii. Crabs.
    - iii. Oysters and/or mussels.
    - iv. Terrapins.
    - v. Other invertebrates .
    - vi. Other vertebrates.
  - f. Additional comments (optional).
2. Please provide details on how derelict traps and trap debris will be disposed during your event. Please note that derelict traps and trap debris cannot be left unattended or unsecured prior to being taken to a landfill or other waste transfer station (e.g. if a dumpster is used for this event, please ensure that arrangements have been made for the dumpster to be collected on the same day as the event).

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**J. REPORTING REQUIREMENTS.** A final report must be submitted to the Commission within 30 days after the event, or pursuant to a reporting schedule as otherwise stated in your letter of authorization. This report must include a summary of the event including the total number of traps collected, a summary of all data recorded by event volunteers and copies of completed data sheets. Applications for future events will not be evaluated until all requested information and reporting documentation required by previously held authorizations issued to the applicant has been submitted.

**K. NOTIFICATION REQUIREMENTS.** All cleanup event organizers must notify the nearest Commission Law Enforcement Regional Communication Center not later than 24 hours prior to conducting a cleanup event. Notification may consist of a float plan detailing locations, dates, and times of activities. Deviations from the float plan are permitted only after 24-hour advance notification to the nearest Commission Law Enforcement Dispatch Center. Float plans are valid for the duration of the authorized cleanup event unless rescinded by the event organizer.

**L. AUTHORIZATION COPIES.** Please be aware that all personnel or volunteers must have a copy of the letter of authorization in his/her possession while conducting authorized cleanup activities.

**M. APPLICATION SUBMISSION.** Applications may be submitted electronically to the Trap Debris Removal Program Coordinator (email to [CleanupTraps@MyFWC.com](mailto:CleanupTraps@MyFWC.com)), may be faxed to (850) 487-4847, or may be mailed to the following address:

FWC – Trap Debris Removal Program  
620 S. Meridian St., Mailbox 4B3  
Tallahassee, FL 32399-1600

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