

Texas Wildlife Information Management Services (TWIMS)

Aerial Wildlife Management (AWM) Permit Instruction Manual

Texas Parks and Wildlife Department

4200 Smith School Rd.

Austin, TX 78744



Welcome to the TWIMS AWM Permit Instruction Manual

Tips for Using This Manual:

1. All topics listed in the Table of Contents are “linked” to the main document. To jump to a specific set of instructions, simply click on the topic listed in the Table of Contents.
2. Screen shots of TWIMS are used throughout the manual to help guide customers to certain areas of the screen. Please look for these circles  and  arrows that highlight specific buttons or links referred to in the instruction manual.
3. The TWIMS AWM website functions best when using the Mozilla Firefox internet browser. Errors may occur when using Internet Explorer, Safari or other browsers.

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Click on a topic to jump to that page

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How to Log in to TWIMS:

1. Visit the TWIMS AWM home page at <https://apps.tpwd.state.tx.us/awm/>
2. Enter the email address you have registered with TPWD in the box labeled “Login Name.” Make sure no spaces are accidentally entered anywhere in the “Login Name” box.
3. Type your current password in the box labeled “Password.” Your password is case sensitive and must be entered exactly as it was created. If you have never logged in to TWIMS before, follow the instructions for “How to Reset a Forgotten Password” (page 5) to generate a temporary password that can be used to access your account.
4. Click the “Account Login” button.

Aerial Wildlife Management Permits (AWM)

TEXAS PARKS & WILDLIFE

TEXAS PARKS & WILDLIFE

Login Name: *

Password: *

Account Login

[Forgot Password \(click once\)](#)

[Problems Logging In?](#)

Aerial Wildlife Management (AWM) Permits Online Service

An AWM permit is required to manage native wildlife or exotic animals from aircraft. The Wildlife Division has developed this secure online service to assist AWM permit holders with the management of permit-related information and requirements. New customers can apply for a permit and submit application fees via online credit card payment. Existing customers can log in to renew or amend a permit, manage landowner authorizations (LOAs) to conduct AWM activities on private properties, and submit required reports. TPWD staff will receive notice of all actions that require department review.

[More Aerial Permit Information](#)

[Aerial Permit Application](#)

This Web Site is best viewed with Internet Explorer 11.x and Firefox. If you experience problems with our site and are using a different browser, please update your browser and visit again. Compatibility issues can be reported to awmpermit@tpwd.texas.gov.

Looking for another TPWD permit related login page? Quick links are available to:

[Private Lands Assistance and Managed Lands Deer Permits System](#)

[Texas Online Deer Breeder System](#)

5. If the login attempt fails, check that your email address and password were entered correctly.
Helpful Hint- When logging in with a mobile device, ensure that it is not incorrectly capitalizing the first letter of your password.
6. A successful log in will take you to the AWM Welcome Page. Click on the “Aerial Wildlife Management Permits” link to access your permit information page.

How to Reset a Forgotten Password (or log in to your account for the first time):

1. For security purposes, Wildlife Permits Staff cannot view user account passwords. If you think you have forgotten your password, it will have to be reset.
2. Visit the TWIMS AWM home page: <https://apps.tpwd.state.tx.us/awm/>
3. Enter the email address you have registered with TPWD in the box labeled "Login Name." Make sure no spaces are accidentally entered anywhere in the "Login Name" box.
4. Leave the "Password" field blank.
5. Click "Forgot Password (click once)."

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

TEXAS
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WILDLIFE

Login Name: *

Password:

Account Login

[Forgot Password \(click once\)](#)

[Problems Logging In?](#)

[More Aerial Permit Information](#)

[Aerial Permit Application](#)

This Web Site is best viewed with Internet Explorer 11.x and Firefox. If you experience problems with our site and are using a different browser, please update your browser and visit again. Compatibility issues can be reported to awmpermit@tpwd.texas.gov.

Looking for another TPWD permit related login page? Quick links are available to:

[Private Lands Assistance and Managed Lands Deer Permits System](#)

[Texas Online Deer Breeder System](#)

6. TWIMS will send an email containing a temporary password to the address entered for the login name. Retrieve this password and return to the AWM login screen.
7. Enter your login name and the temporary password that was emailed to you. The temporary password is case-sensitive and must be entered exactly as it appears in the email.
*Helpful Hint- copy and paste the password from your email into the password box to ensure it is entered correctly.
8. Once you have successfully logged in, you will be prompted to change your password. Enter a new password in the space provided and confirm your new password by typing it again in the verification box.
9. Click "Save."
10. Your password will be updated and TWIMS will take you to the AWM Welcome Page. Click on the "Aerial Wildlife Management Permits" link to access the permit information page.

Renew a Permit

Note: TWIMS will only display the option to renew a permit when a permit has either expired or will expire within the next 30 days. If a permit has expired, TWIMS will not display any options to request permit amendments, or add or edit LOAs.

1. Log in to TWIMS and navigate to your permit information page.
2. Click the “Renew Permit” button. The Aerial Permit Renewal page will open.
3. Each entry in the permit information table must be reviewed and either verified or removed from the permit before the renewal request can be submitted.
4. To remove an existing Agent, Pilot, or Aircraft, click “Remove” next to that entry in the permit information table.
5. To verify an existing Agent, Pilot, or Aircraft, click “Verify” next to that entry in the permit information table. Review the information on the following page, enter corrections or missing information, and click “Save.” TWIMS will display a check mark next to each entry in the permit information table that has been verified.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

Report Main Help Logout

[Back to Aerial Permit Screen](#)

Aerial Permit Renewal

Permit Number:	██████████	Status:	Pending
Organization Name:	██████████	Effective Date:	02/03/2015
Permit Type:	Commercial	Expiration Date:	02/02/2016

Permit Holder	██████████	✓	Verify	
Pilot	██████████	Pending	Verify	Remove
Pilot	██████████	Pending	Verify	Remove
Aircraft	██████████	Pending	Verify	Remove
Aircraft	██████████	Pending	Verify	Remove
Aircraft	██████████	Pending	Verify	Remove

[Add Agent](#) [Add Pilot](#) [Add Aircraft](#)

6. If needed, click the appropriate button to Add Agent, Pilot or Aircraft. Provide the required information on the following page and click “Save.” Repeat this process until all additions have been completed.

(Continued) Renew a Permit

- Once all entries in the permit information table have been verified and any needed changes have been made, click “Submit Application.” This option will not appear until all information has been verified.

Aerial Wildlife Management Permits (AWM)

Report Main Help Logout

[Back to Aerial Permit Screen](#)

Aerial Permit Renewal

Permit Number:	021005	Status:	Pending
Organization Name:	021005001	Effective Date:	02/03/2015
Permit Type:	Commercial	Expiration Date:	02/02/2016

Permit Holder	Permit Number	Status	Verify	
Pilot	021005	✓	Verify	Remove
Pilot	021005	✓	Verify	Remove
Aircraft	021005	✓	Verify	Remove
Aircraft	021005	✓	Verify	Remove
Aircraft	021005	✓	Verify	Remove

[Submit Application](#) [Add Agent](#) [Add Pilot](#) [Add Aircraft](#)

- Review the certification statement on the following page. Check the box next to “I Agree” and click “Submit.”

Aerial Wildlife Management Permits (AWM)

Report Main Help Logout

[Back to Application](#)

Agreement

I hereby certify that the above information is true and correct. I have read and understand the rules pertaining to managing wildlife or exotic animals by the use of aircraft. I understand the falsifying information on the form will be cause for permit denial or revocation. An application for the original permit renewal must be made with a \$210.00 remittance fee* via credit card.

I Agree
 I Do not Agree

WARNING: Falsifying information on documents is a punishable offense. Texas Penal Code Chapter 37, Section 37.10. Any person who knowingly makes a false entry in, or false alteration of a governmental record is guilty of a felony of the third degree, punishable by confinement in jail for any term of not more than 10 years or less than 2 years and punishable by fine not to exceed \$10,000.

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of Texas Government code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.

*Online payment transactions will be processed by [Texas.gov](#), the official website of Texas. The price of this service includes funds paid to [Texas.gov](#) that support the ongoing operations and enhancements of [Texas.gov](#), which is provided by a third party in partnership with the State. For example, if the transaction amount is \$210, the total amount due will be \$214.76.

[Submit](#) [Cancel](#)

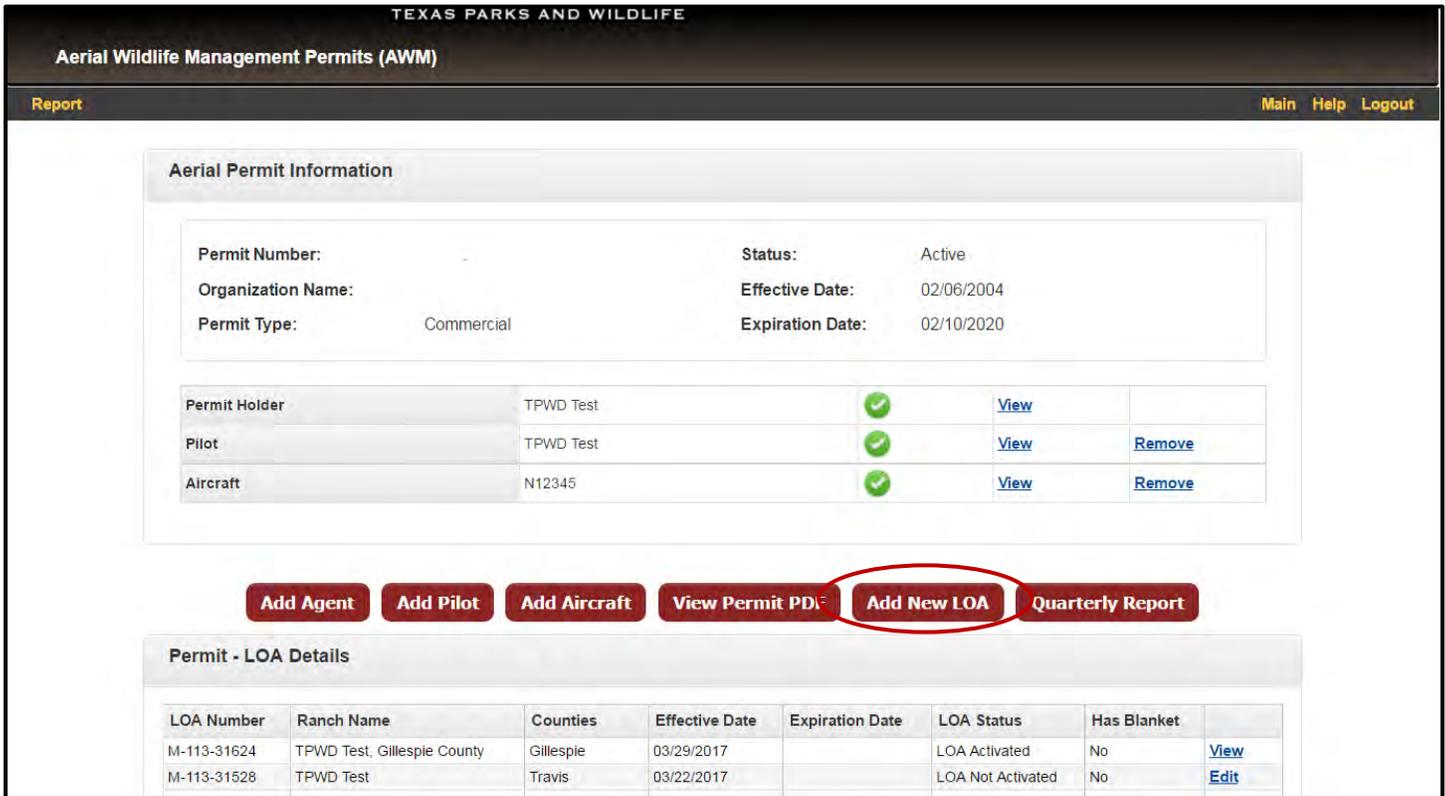
- You will be forwarded to the Texas.gov payment system. Follow the instructions to submit payment. A confirmation page that includes a payment receipt will be provided once payment has been successfully submitted. Print this page for your records, if desired.

Your application for permit renewal will be forwarded to the Permits Office for review. You will receive an email notification when the application has been processed.

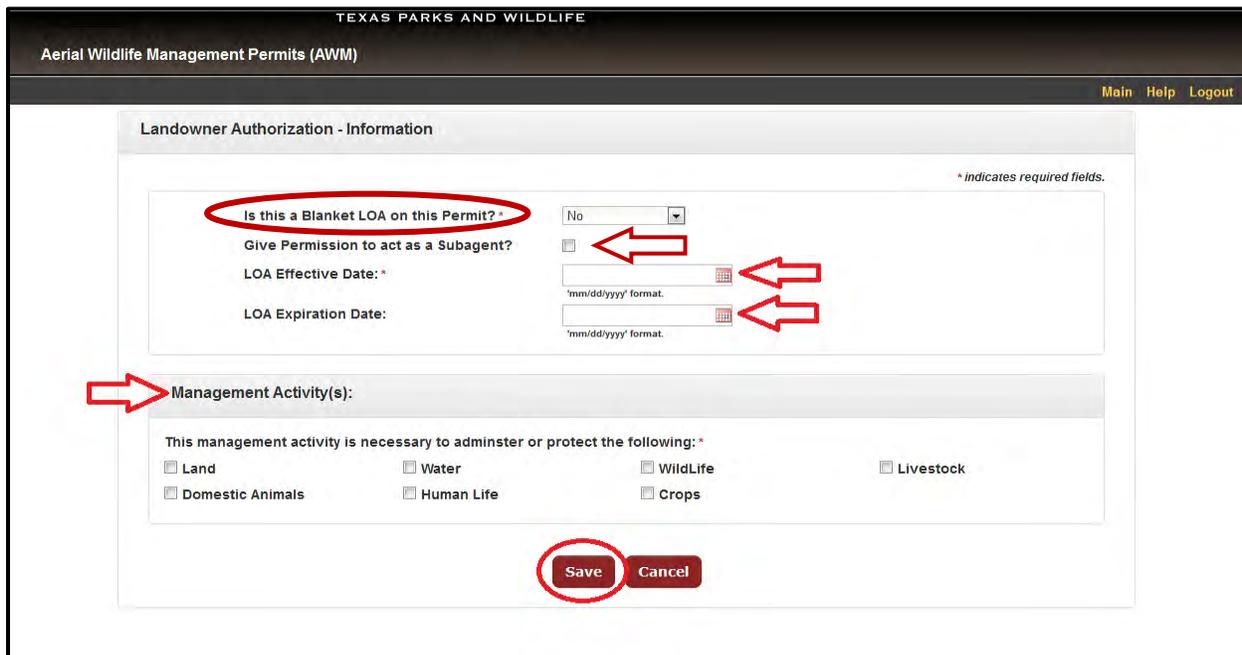
Create a New Landowner's Authorization (LOA) Request

Initiate the process:

1. Log in to TWIMS and navigate to the permit information page.
2. Click the "Add New LOA" button.



3. Select "Yes" to indicate if this is a blanket LOA (the default is No). A blanket LOA is a single LOA submitted by a group of landowners or by an association on behalf of landowners to authorize AWM activities on multiple properties. The contact listed on a blanket LOA has permission from the landowners to approve the LOA on their behalf.



(Continued) Create a New Landowner's Authorization (LOA) Request

4. Check the box next to "Give Permission to act as a Subagent" to request permission from the landowner to be able to appoint subagents on their behalf.
*Note - A subagent is a person designated to act as a gunner for the purpose of taking feral hogs or coyotes. If you will be flying with gunners who are not the landowner or landowner's agent, you must have permission to appoint subagents.
5. Enter the LOA effective date.
*Note – The effective date must be today's date or a future date, no past dates are accepted.
6. Enter the LOA expiration date, if applicable. LOAs are valid for the duration of the AWM permit, unless the landowner specifies an end date or another required game-related permit expires (e.g. TTT, DMP, SPR).
7. Indicate the reason(s) for conducting the management activities. Select all options that apply.
8. Click "Save" when complete.
*Note - You can select "Cancel" from the initial LOA setup page (example shown on previous page) to exit without saving the LOA information.
9. You will be directed to the LOA information page (shown below), where you will add the landowner information, landowner's agent (if applicable), ranch/map information, and activities to be conducted.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM) Main Help Logout

Landowner Authorization - Information [Back to Permit Screen](#)

Step1: Add landowner, agent, ranch, and activity info. Update missing info for any item(s) marked Pending.
Step2: Submit LOA.

Status:

Give Permission to act as a Subagent?

LOA Effective Date:

LOA Expiration Date:

Is this a Blanket LOA on this Permit?

Management Activity(s):

This management activity is necessary to administer or protect the following:

Land Water Wildlife Livestock
 Domestic Animals Human Life Crops

Add Landowner **Add Agent** **Add Ranch/Map** **Add Activity**

IMPORTANT: A Landowner's Authorization (LOA) is not valid until the completed application has been approved by the landowner or landowner's agent.

An Agent is an individual authorized by the landowner to provide consent to manage a specified number of wildlife or exotic animals from an aircraft on certain property. If a landowner wishes to allow the aerial permit holder or employee of the helicopter company to provide consent, then the landowner should provide a written authorization to that individual.

Sport hunting from an aircraft is a violation of both state and federal law. Hunt includes capture, trap, take or kill or the attempt to capture, trap, take or kill. It is an offense for a person to pay, barter, or exchange anything of value to participate as a gunner or observer. NOTE: Anytime money or anything of value changes hands for the privilege or opportunity to hunt any animal(s) from the aircraft, it will likely be considered sport hunting. This includes a scenario where a person at a fundraiser "purchases" or "makes a donation to the cause" for the hunting opportunity, regardless of the recipient of the donation or proceeds. The only exception would be that of a regularly paid employee of the involved AWM permitted individual or company, or landowner, who is hunting deprecatory animals as part of duties prescribed by his employer.

Note*: Upon reaching step 9 of these instructions for the LOA creation process, the LOA information that has been submitted is automatically saved. You can navigate away from this page (example shown above) without losing any work. This can be helpful if additional information needs to be gathered after starting the LOA request.

(Continued) Create a New Landowner's Authorization (LOA) Request

Add Landowner Information to an LOA

1. Click the "Add Landowner" button on the LOA information page.
2. Enter all required landowner information.
3. Check the box next to "Use Agent's Email for Communication?" if the landowner's agent will be approving this LOA. The notification email requesting approval of the LOA will be sent directly to the agent. Landowner's email is not required if this box is checked.
4. Click the "Save" button.
5. You will be directed back to the LOA information page. The landowner will now be listed on the LOA information page. Continue to add the remaining information to the LOA.

Add a Landowner's Agent to an LOA

*Note: A landowner's agent is not required. If an agent is listed, that individual will be responsible for approving the LOA.

1. Click the "Add Agent" button on the LOA information page.
2. Enter all required agent information.
3. Click the "Save" button.
4. You will be directed back to the LOA information page. The landowner's agent will now be listed on the LOA information page. Continue to add the remaining information to the LOA.

Add Activities to an LOA

1. Click the "Add Activity" button on the LOA information page.
2. Enter all applicable activity information.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

Main Help Logout

[Back to LOA Info Screen](#)

Land Owner Authorization - Management Activity

* indicates required fields.

Activity Details

Activity: *

Species:

Other (optional, for species not listed above):

Quantity (required for Take and Capture):

Permit Type (required for game species Take and Capture):

Permit Number (required for game species Take and Capture):

Count/Photograph requires only the name of the species to be counted and/or photographed. The number of animals or birds is not required.

3. Click "Save." TWIMS will navigate back to the LOA information page.

(Continued) Create a New Landowner's Authorization (LOA) Request

Add the Ranch Information and Map to an LOA

1. Click the “Add Ranch/Map” button on the LOA information page.
2. Enter all required ranch information.
*Note – If a ranch does not have a standard street address, enter a brief description of the ranch location in Address Line 1 (e.g. 10 miles west of Austin off 290 on Circle Dr). Use Address Line 2 if needed.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

Main Help Logout

[Back to LOA Info Screen](#)

Landowner Authorization - Ranch Information

* indicates required fields.

Ranch Name: *

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

Primary County: *

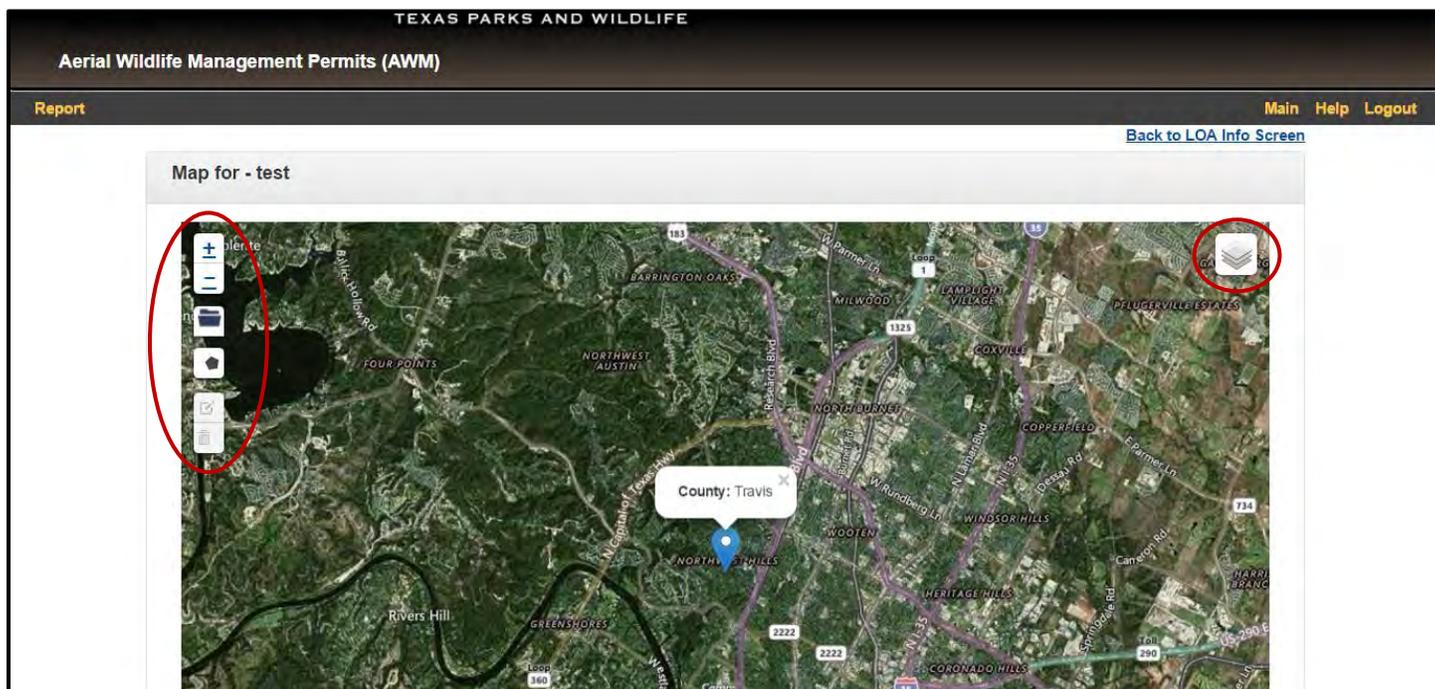
Other County:

Total Acres: *

3. Click “Save.” You will be directed to the Map Tool. The map will open to the center of the primary county where the ranch is located.

(Continued) Create a New Landowner's Authorization (LOA) Request

All tools needed to control the map feature are located in the top left and right corners of the map.



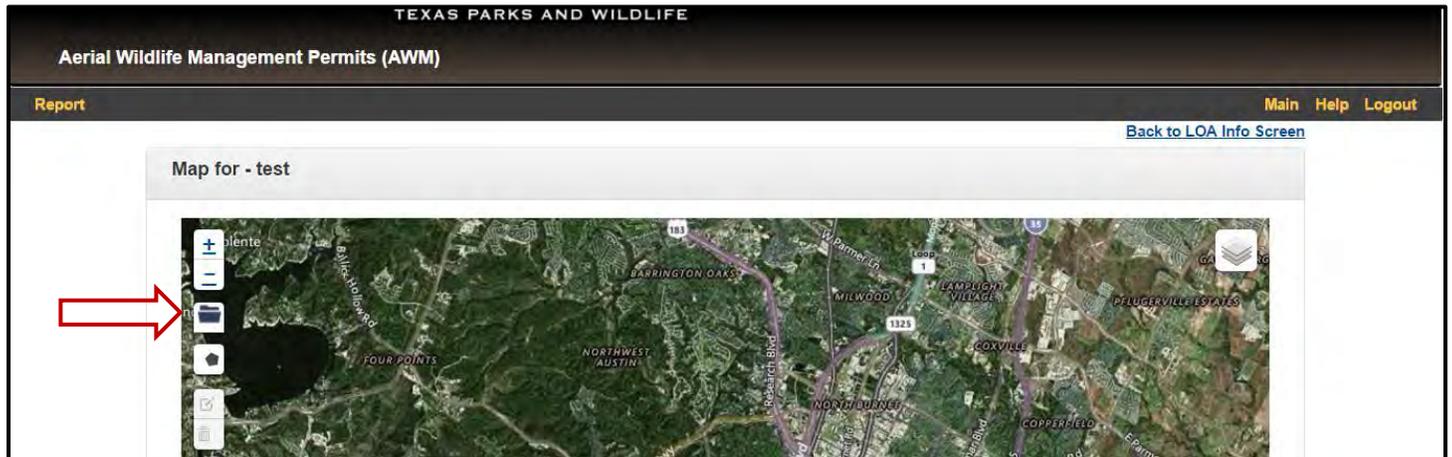
Basic Map Control Functions:

1. To change the map imagery, click on the layer button located in the top right corner of the map and select the preferred option.
2. In order to pan (move) across the map, click and hold down the left button of your mouse anywhere on the map and move your mouse in any direction. The map will pan with your mouse.
3. Click on the + or - icons located in the top left corner of the map to zoom in or out. If you are using a mouse with a scroll wheel, you can zoom in or out by rolling the wheel forward or backward while holding your mouse over the map.
4. Pan across the map to locate the property to be flown and zoom in to an appropriate level so that accurate property boundaries can be drawn.

(Continued) Create a New Landowner's Authorization (LOA) Request

Upload an Existing File to Display the Property Boundary:

5. You may upload an existing map file of a property boundary if one is available to use. Supported file types are .kml and .gpx.
6. Click on the file folder icon in the upper left of the map window to use this feature.
7. In the dialog box that opens, locate and select the appropriate map file and click "Open" or "Upload" (this will depend on your device and operating system).



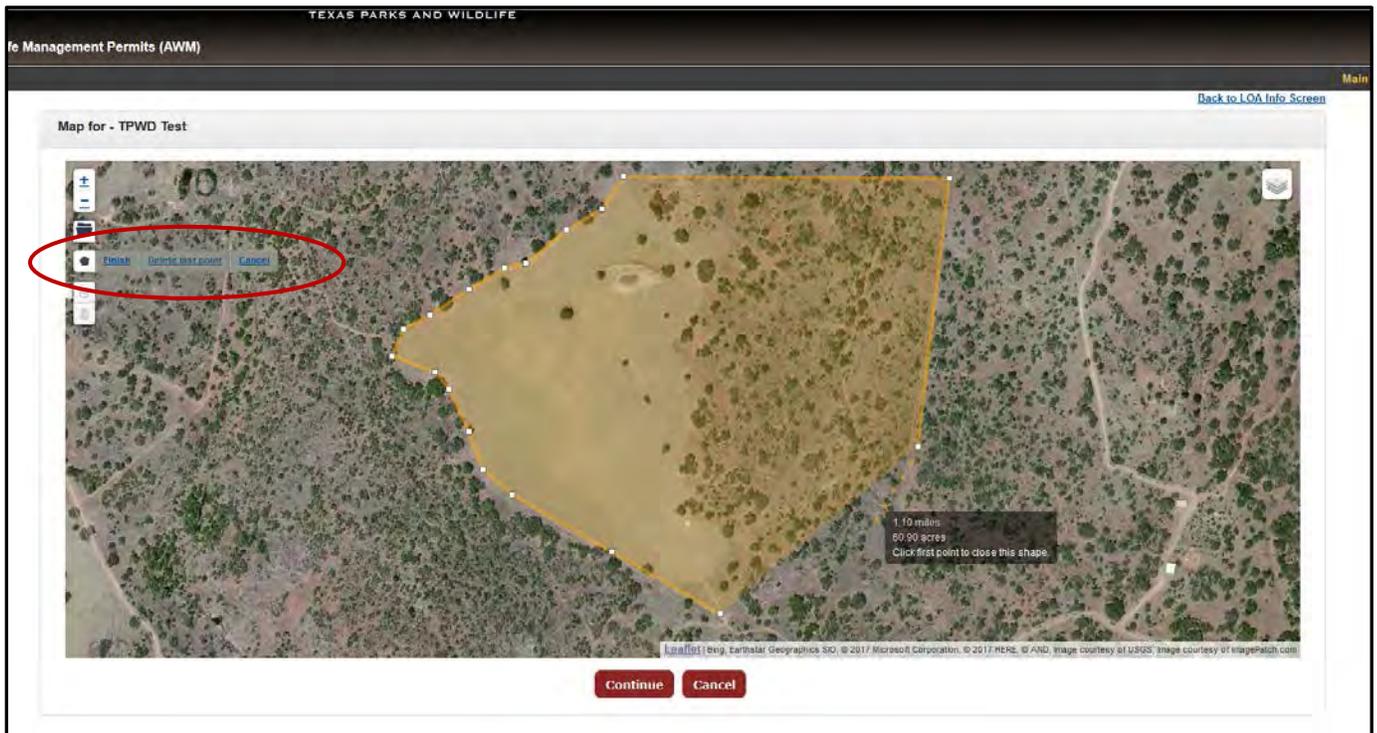
8. The property boundary will automatically display on the map if the upload is successful.
9. The uploaded map boundary can be edited, if needed. Refer to Step 17 for instructions on how to "Edit a Boundary."
10. If you are satisfied with the accuracy of the uploaded boundary, click the "Continue" button located below the map. You will be directed back to the LOA information page and are ready to submit the LOA for landowner review (refer to step 24 of this section, page 18).

Helpful Hint: If you are having problems uploading a file, check to be sure the map file contains only one polygon, and that it is one of the supported file types. Image files will not upload.

(Continued) Create a New Landowner's Authorization (LOA) Request

Draw a Property Boundary:

11. Click on the pentagon shaped icon in the upper left of the map to start drawing a new boundary. Several control options will display next to the icon.



12. Click on a corner of the property to start drawing your map. Each click of the mouse will drop a new vertex (point) that will allow you to continue the property boundary from that point. Drop a new vertex as often as needed to represent bends and corners in the property boundary.
13. If you make an error, click "Delete Last Point" as many times as needed to return to the last correct point.
14. Continue drawing the line around the property boundary until you return to your first point and the map is ready to be completed.

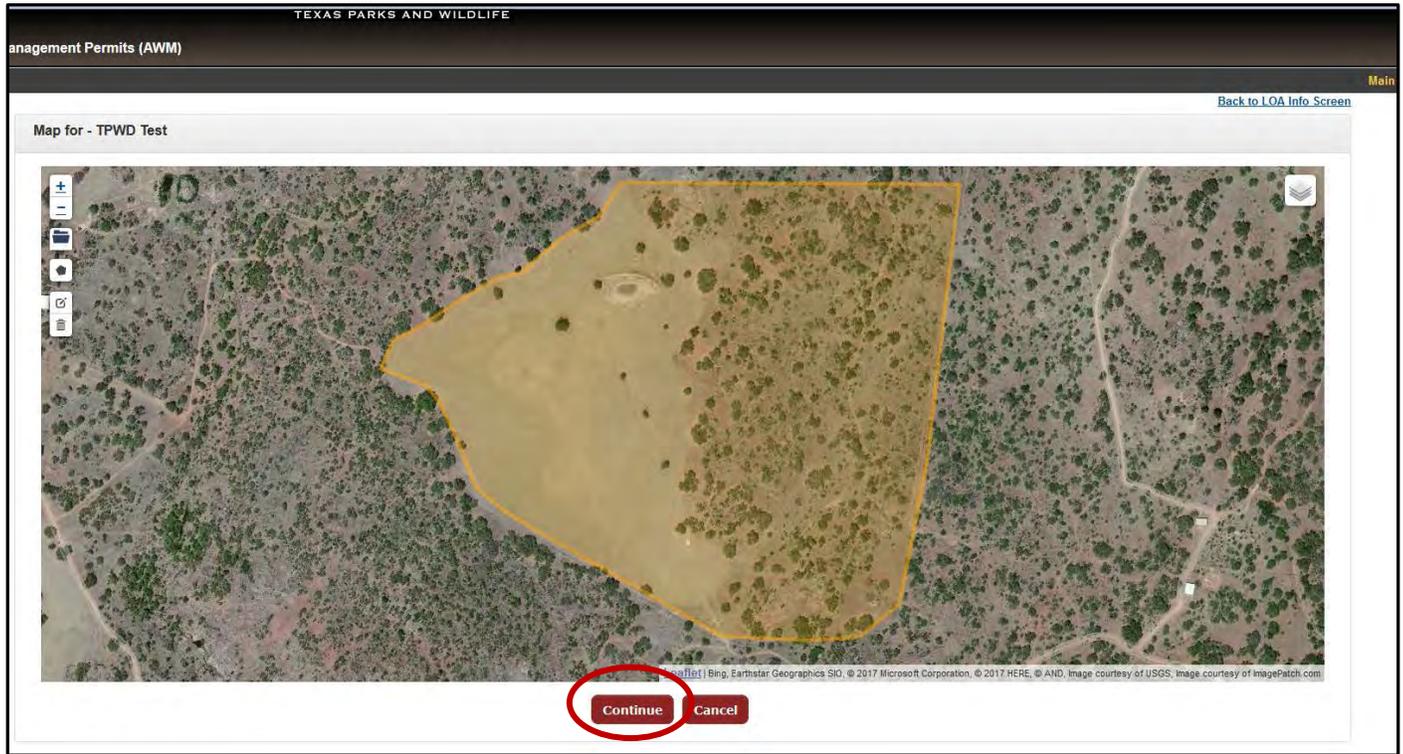
***Note** – You can easily pan across the map while drawing a boundary to view off-screen sections of the property by clicking and holding the mouse button and dragging the map. Release the mouse button once the view is satisfactory. No new vertex will be dropped. Resume drawing the property boundary as described above.

***Note** – You can zoom in and out at any time during the drawing process. Click the + or - buttons in the upper left corner of the map, or use your mouse scroll wheel. Resume drawing the property boundary at the desired zoom level.

***Note** - If you determine the map is not satisfactory while drawing, click "Cancel" next to the pentagon icon and the boundary you have started will be deleted, and you can start a new boundary.

(Continued) Create a New Landowner's Authorization (LOA) Request

15. Click on the first point you created to close the boundary. You may also click the "Finish" button located next to the pentagon icon to snap the boundary closed from the last vertex placed on the map.



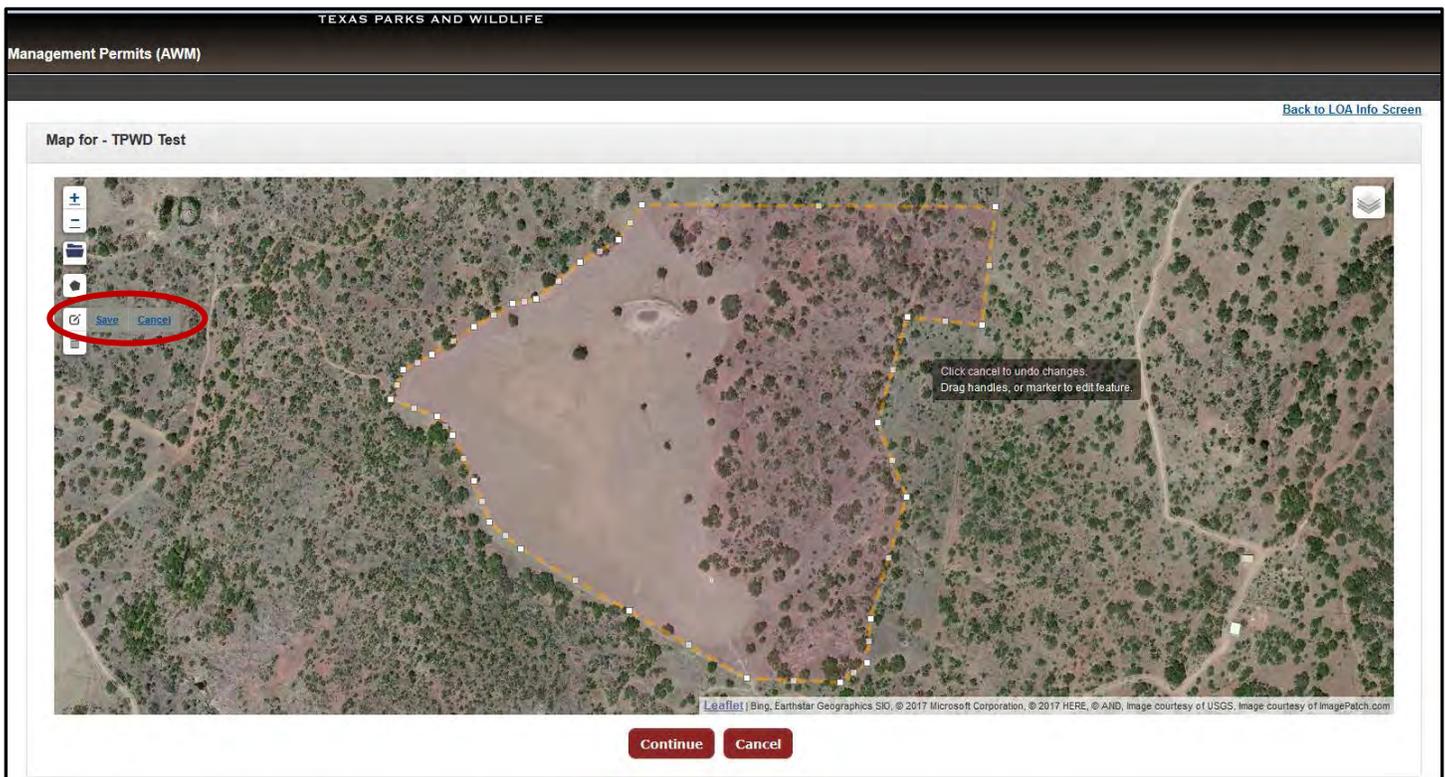
16. If you are satisfied with the accuracy of the mapped boundary once finished, click the "Continue" button located below the map. You will be directed back to the LOA information page and are ready to submit the LOA for landowner review (refer to step 24 of this section, page 18). If you are not satisfied with the boundary as drawn, continue to the next page for instructions on editing the shape.

***Note - An LOA is not valid to use for AWM activities until it is officially approved by the landowner.**

(Continued) Create a New Landowner's Authorization (LOA) Request

Edit a Boundary (Drawn or Uploaded):

17. If the displayed boundary is not satisfactory, it can be edited. Click the square icon found immediately below the pentagon shaped icon. This will display all vertices in the boundary.
18. Click and hold on any vertex and drag it to the correct location to adjust the boundary. You can click "Cancel" next to the square icon to undo the edits that were made, if needed.
19. **Important:** When done editing the map, you must first click the small "Save" option found next to square icon (see the circle in the picture below).
20. If you are satisfied with the accuracy of the boundary and all edits are saved in the map, click the "Continue" button located below the map, and you will be directed back to the LOA information page. Proceed to step 24 of this section (page 18) to submit the LOA for landowner review.

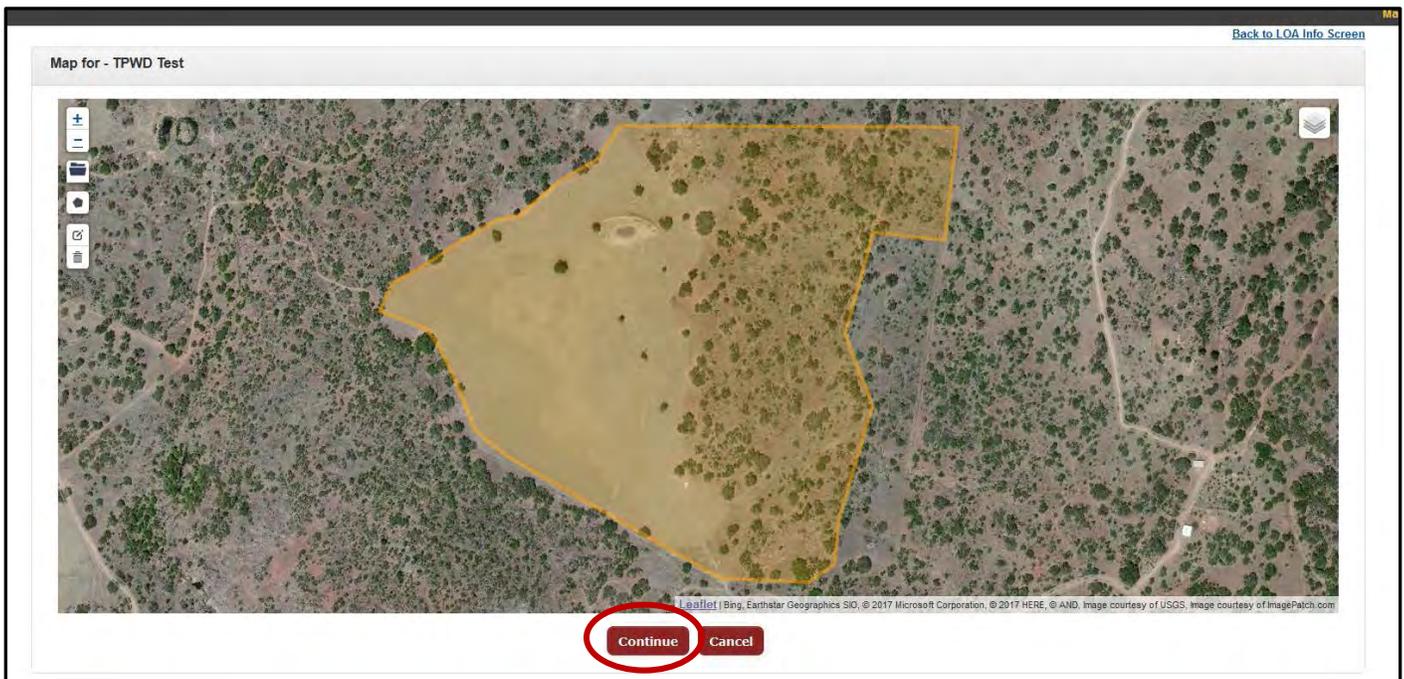


21. If needed, you may either edit the map boundary again following the steps outlined above, or you can delete the entire boundary by clicking on the trash icon (see picture below) and then clicking anywhere on the boundary.
22. Click "Cancel" next to the trash icon to undo the deletion of the map or click "Save" next to the trash icon to complete the deletion of the map. If the map is deleted, return to step 9 of this section to begin a new boundary, and repeat the process.



(Continued) Create a New Landowner's Authorization (LOA) Request

23. Once all edits are completed and saved within the map (see step 17), click the “Continue” button at the bottom of the page. You will be directed back to the LOA information page.



24. Click the “Submit LOA” button found on the LOA information page to send the LOA request to the landowner/agent for approval. The LOA is now pending landowner approval.

25. The landowner/agent will receive an email that contains a link to a webpage where they can review the LOA information (including the map) and approve or decline the request. The pending LOA will have a status of “LOA Not Activated” until it has been approved by the landowner.

***Note - An LOA is not valid to use for AWM activities until it has been officially approved by the landowner and the status in TWIMS shows “LOA Activated.”**

Edit Pending LOAs

***Note:** For an LOA to be valid and legal when conducting AWM activities, it must exist in TWIMS with a status of “LOA Activated.” Follow these instructions to update any LOAs that do not have this status that you intend to use (including any LOAs that may have been imported from old database records).

***Note:** Pending LOAs can be edited until the landowner either approves or declines the LOA. If a landowner finds during their review that something on the LOA needs to be edited (including the map), follow these instructions to modify the information and then resubmit the LOA for review and approval. Once an LOA has been approved or declined, no information can be modified on that LOA.

Initiate the process:

1. LOAs associated with the permit are displayed in the LOA Details table, located at the bottom of the permit information page.
2. If an LOA has a status of “LOA Not Activated,” it must be updated and approved by the landowner/agent before it is valid for flight activity.
3. Click “Edit” next to the LOA you would like to update.

The screenshot displays the 'Aerial Wildlife Management Permits (AWM)' interface. At the top, it says 'TEXAS PARKS AND WILDLIFE' and 'Aerial Wildlife Management Permits (AWM)'. Below this, there's a 'Report' section with 'Main Help Logout' links. The main content area is titled 'Aerial Permit Information' and shows details for a permit: Permit Number, Organization Name, Permit Type (Commercial), Status (Active), Effective Date (02/06/2004), and Expiration Date (02/10/2020). Below this is a table of permit holders, pilots, and aircraft, each with a 'View' and 'Remove' link. A row of buttons includes 'Add Agent', 'Add Pilot', 'Add Aircraft', 'View Permit PDF', 'Add New LOA', and 'Quarterly Report'. The bottom section is 'Permit - LOA Details', which contains a table of LOAs. The table has columns for LOA Number, Ranch Name, Counties, Effective Date, Expiration Date, LOA Status, Has Blanket, and an 'Edit' link. A red arrow points to the 'Edit' link for the LOA with number M-113-31218 and status 'LOA Not Activated'.

LOA Number	Ranch Name	Counties	Effective Date	Expiration Date	LOA Status	Has Blanket	
M-113-31693	test	Travis	04/05/2017		LOA Not Activated	No	Edit
M-113-31624	TPWD Test, Gillespie County	Gillespie	03/29/2017		LOA Activated	No	View
M-113-31528	TPWD Test	Travis	03/22/2017		LOA Not Activated	No	Edit
M-113-31218	TPWD Test	Gillespie	03/07/2017		LOA Not Activated	No	Edit
M-113-31145	Test Ranch	Webb	03/01/2017		LOA Not Activated	No	Edit
M-113-31118			02/28/2017		LOA Not Activated	No	Edit
M-113-30988	TPWD Test	Travis	02/23/2017		LOA Not Activated	No	Edit

4. You will be directed to the LOA information page, where you can update and edit the information listed on the LOA.

(Continued) Edit Pending LOAs

5. Select the box next to the “Give Permission to act as a Subagent” section, if you would like to request permission to appoint subagents on behalf of the landowner (to contract as gunners).
*Note - A subagent is a person designated to act as a gunner for the purpose of taking feral hogs or coyotes. If you will be flying with gunners who are not the landowner or landowner’s agent, you must have permission to appoint subagents.
6. Leave the box unchecked if you do not need to appoint subagents.
7. Indicate the reason(s) for conducting the management activities. Select all options that apply.

Landowner Authorization - Information

Step1: Add landowner, agent, ranch, and activity info. Update missing info for any Item(s) marked Pending.
Step2: Submit LOA.

LOA Number:		LOA Effective Date:	12/27/2016 12:00 AM
Status:	Pending	LOA Expiration Date:	
Give Permission to act as a Subagent?	<input checked="" type="checkbox"/>	Is this a Blanket LOA on this Permit?	No

Management Activity(s):

This management activity is necessary to administer or protect the following: *

<input type="checkbox"/> Land	<input type="checkbox"/> Water	<input checked="" type="checkbox"/> WildLife	<input checked="" type="checkbox"/> Livestock
<input type="checkbox"/> Domestic Animals	<input type="checkbox"/> Human Life	<input checked="" type="checkbox"/> Crops	

Landowner	Megan Melick	Pending	Edit
Ranch Information	Texas Parks and Wildlife	Pending	Edit Remove

[Submit LOA](#) [Add Agent](#) [Add Activity](#)

IMPORTANT: A Landowner’s Authorization (LOA) is not valid until the completed application has been approved by the landowner or landowner’s agent.

An Agent is an individual authorized by the landowner to provide consent to manage a specified number of wildlife or exotic animals from an aircraft on certain property. If a landowner wishes to allow the aerial permit holder or employee of the helicopter company to provide consent, then the landowner should provide a written authorization to that individual.

(Continued) Edit Pending LOAs

Update the Landowner's Information

1. Click "Edit" next to the landowner's name on the LOA information page.

Landowner Authorization - Information

Step1: Add landowner, agent, ranch, and activity info. Update missing info for any Item(s) marked Pending.
Step2: Submit LOA.

LOA Number: LOA Effective Date: 12/27/2016 12:00 AM
Status: Pending LOA Expiration Date:
Give Permission to act as a Subagent? Is this a Blanket LOA on this Permit? No

Management Activity(s):

This management activity is necessary to administer or protect the following:*

Land Water WildLife Livestock
 Domestic Animals Human Life Crops

Landowner	Megan Melick	Pending	Edit
Ranch Information	Texas Parks and Wildlife	Pending	Edit Remove

[Submit LOA](#) [Add Agent](#) [Add Activity](#)

2. Enter the required landowner information.
3. Check the box next to "Use Agent's Email for Communication?" if the landowner's agent will be approving this LOA. The notification email requesting approval of the LOA will be sent directly to the agent. Landowner's email is not required if this box is checked.
4. Click the "Save" button and you will be directed back to the LOA information page.

Landowner/Contact Person Information

Landowner information must be supplied for each property, regardless of any authorized agent to be listed. * indicates required fields.

Landowner/Contact Name: * Megan Melick
Mailing Address Line 1: * 4200 Smith School Rd
Mailing Address Line 2:
City: * Austin
State: * TX
Zip Code: * 78744
Phone Number: * (512) 389-8212
Fax Number:
Use Agent's Email for Communication?
Email: * awmp permit@tpwd.texas

[Save](#) [Cancel](#)

(Continued) Edit Pending LOAs

Update or Add Landowner's Agent Information

*Note: A landowner's agent is not required. If an agent is provided, that individual will be responsible for approving this LOA.

1. Click "Edit" next to the agent's name if it appears on the LOA information page, otherwise click the "Add Agent" button, if an agent is necessary.
2. If an agent is listed on the LOA information page who is no longer with the ranch, click "Remove" next to the agent's name. Add a new agent, if necessary.

Landowner Authorization - Information

Step1: Add landowner, agent, ranch, and activity info. Update missing info for any Item(s) marked Pending.
Step2: Submit LOA.

LOA Number: LOA Effective Date: 12/27/2016 12:00 AM
Status: Pending LOA Expiration Date:
Give Permission to act as a Subagent? Is this a Blanket LOA on this Permit? No

Management Activity(s):

This management activity is necessary to administer or protect the following: *

Land Water WildLife Livestock
 Domestic Animals Human Life Crops

Landowner	Megan Melick	Completed	Edit
Ranch Information	Texas Parks and Wildlife	Completed	Edit Remove

[Submit LOA](#) [Add Agent](#) [Add Activity](#)

IMPORTANT: A Landowner's Authorization (LOA) is not valid until the completed application has been approved by the landowner or landowner's

3. Enter the required landowner's agent information on the next screen.
4. Click the "Save" button and you will be directed back to the LOA information page.

Agent Information

* indicates required fields.

Agent Name: *
Mailing Address Line 1: *
Mailing Address Line 2:
City: *
State: *
Zip Code: *
Phone Number: *
Fax Number:
Email: *

[Save](#) [Cancel](#)

(Continued) Edit Pending LOAs

Update and Add Activities to an LOA

1. Review the list of LOA activities at the bottom of the LOA information page.
2. Click “Edit” next to any existing LOA activity to update the information, or click “Remove” to remove the activity from the LOA.

Management Activity(s):

This management activity is necessary to administer or protect the following: *

Land Water WildLife Livestock
 Domestic Animals Human Life Crops

Landowner	John Doe	Completed	Edit
Ranch Information	Texas Parks and Wildlife Dept.	Completed	Edit Remove

[Submit LOA](#) [Add Agent](#) [Add Activity](#)

IMPORTANT: A Landowner's Authorization (LOA) is not valid until the completed application has been approved by the landowner or landowner's agent.

An Agent is an individual authorized by the landowner to provide consent to manage a specified number of wildlife or exotic animals from an aircraft on certain property. If a landowner wishes to allow the aerial permit holder or employee of the helicopter company to provide consent, then the landowner should provide a written authorization to that individual.

Sport hunting from an aircraft is a violation of both state and federal law. Hunt includes capture, trap, take or kill or the attempt to capture, trap, take or kill. It is an offense for a person to pay, barter, or exchange anything of value to participate as a gunner or observer. NOTE: Anytime money or anything of value changes hands for the privilege or opportunity to hunt any animal(s) from the aircraft, it will likely be considered sport hunting. This includes a scenario where a person at a fundraiser "purchases" or "makes a donation to the cause" for the hunting opportunity, regardless of the recipient of the donation or proceeds. The only exception would be that of a regularly paid employee of the involved AWM permitted individual or company, or landowner, who is hunting depreddating animals as part of duties prescribed by his employer.

[Show/Hide Activity Details](#)

LOA Activity Details for Permit

Activity	Species	Quantity	Permit Type (DMP/TTT/TTP/SPR)	Permit Number	Action
Take	Feral Hog	150			Edit Remove

3. Click the “Add Activity” button to add new activities to the LOA.
4. Enter the appropriate activity information.
5. Click the “Save” button. You will be directed back to the LOA information page.

Land Owner Authorization - Management Activity

[Back to LOA Info Screen](#) [Main](#) [Help](#) [Logout](#)

* Indicates required fields.

Activity Details

Activity: *

Species:

Other (optional, for species not listed above):

Quantity (required for Take and Capture):

Permit Type (required for game species Take and Capture):

Permit Number (required for game species Take and Capture):

[Save](#) [Cancel](#)

Count/Photograph requires only the name of the species to be counted and/or photographed. The number of animals or birds is not required.

6. Repeat these steps until all AWM activities that will be performed are listed on the LOA.

(Continued) Edit Pending LOAs

Update Ranch Information and Create/Edit a Map

1. Click “Edit” next to the Ranch Information.

Landowner Authorization - Information [Back to Permit Screen](#)

Step1: Add landowner, agent, ranch, and activity info. Update missing info for any Item(s) marked Pending.
Step2: Submit LOA.

LOA Number: LOA Effective Date: 12/27/2016 12:00 AM
Status: Pending LOA Expiration Date:
Give Permission to act as a Subagent? Is this a Blanket LOA on this Permit? No

Management Activity(s):

This management activity is necessary to administer or protect the following:*

Land Water WildLife Livestock
 Domestic Animals Human Life Crops

Landowner	Megan Meick	Completed	Edit
Ranch Information	Texas Parks and Wildlife	Pending	Edit Remove

[Submit LOA](#) [Add Agent](#) [Add Activity](#)

2. Enter the required ranch information. If a ranch does not have a standard street address, enter a brief description of the ranch location in Address Line 1 (e.g. 10 miles west of Austin off 290 on Circle Dr). Use Address Line 2 if needed.
3. Click “Save.” *Note- the “View Map” button, if present, will show you the map that is already on file, but will not allow the map to be edited. You must click “Save” to edit the map.

Landowner Authorization - Ranch Information [Back to LOA Info Screen](#)

* indicates required fields.

Note: Update to save Edited Map information.

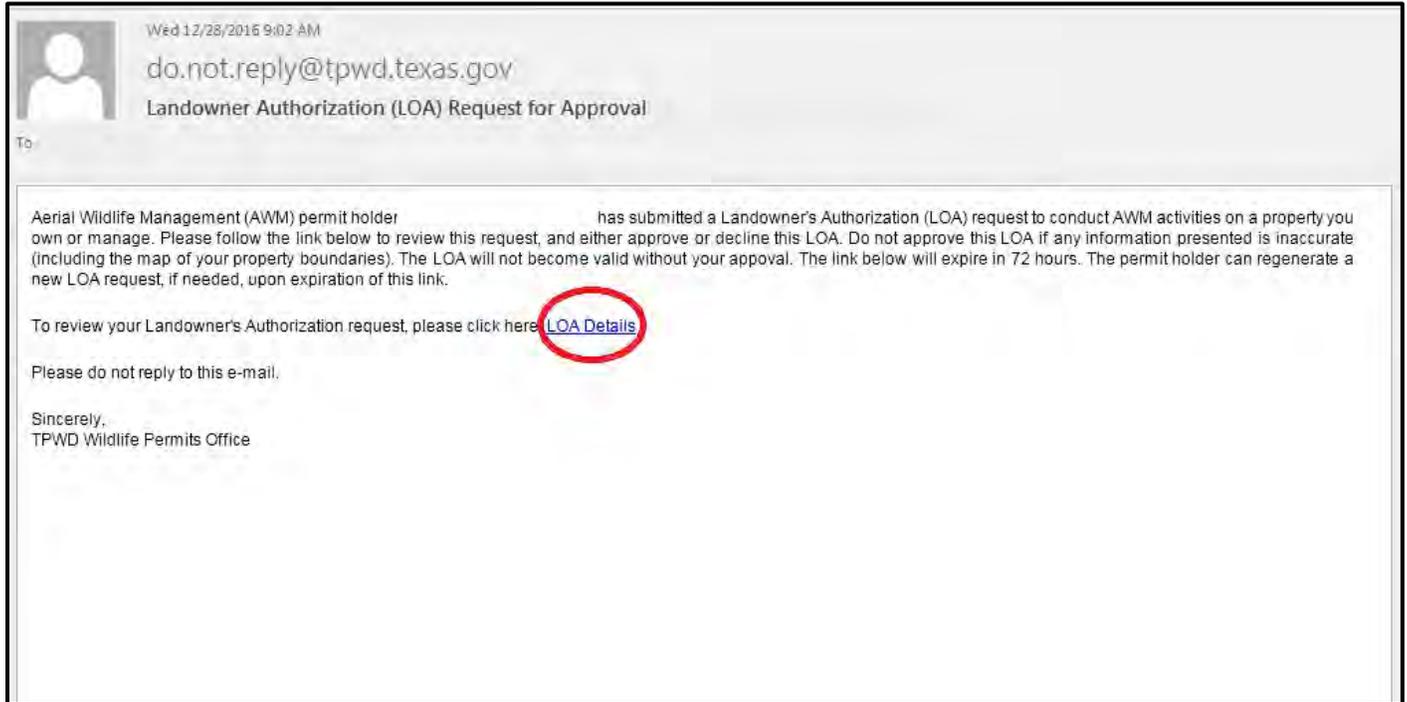
Ranch Name:* Texas Parks and Wildlife
Address Line 1:* 4200 Smith School Rd
Address Line 2:
City:* Austin
State:* TX
Zip Code:* 78744
Primary County:* Travis
Other County: -- Select One --
Total Acres:* 200.00

[View Map](#) [Save](#) [Cancel](#)

4. You will be directed to the Map Tool. The map will open to the center of the primary county where the ranch is located. Refer to page 13 of this help manual for instructions on how to complete the map and submit the LOA for landowner review and approval.

How Do Landowners/Landowner's Agents Approve LOAs

1. The landowner (or landowner's agent) will receive an email requesting their review of the LOA once you click "Submit LOA."
2. The email contains a link to a secure webpage, and remains valid for 72 hours.
*Note - If an LOA is not approved in 72 hours of submitting the request, simply visit the LOA information page and click "Submit LOA" again to send a new link to the landowner.
3. The landowner (or landowner's agents) must click on the "LOA Details" link found in the email, which will direct them to a secure webpage that displays the LOA information.



***Note – The landowner/agent does not need to log in to TWIMS to review and approve or decline a requested LOA.**

(Continued) How Do Landowners/Landowner's Agents Approve LOAs

4. On the LOA review page, the landowner (or agent) must view and verify the map before the LOA can be approved. The landowner must click "View Map" in the Ranch Details section to open the map.
5. If the map is correct, the landowner (or agent) must select the box next to "Map Verified?" to indicate that the map is accurate.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

Landowner Authorization

Step1: If property(s) contains Map, verify the Map of your property(s).
Step2: By clicking 'Approve' you validate all information below is accurate and you authorize the listed activities.

[Approve](#) [Decline](#)

Permit Details

Permit Holder: _____ Email: _____
Permit Number: _____ Phone: _____
LOA Number: _____

Permit Holder Info

Landowner authorizes the permit holder named on this LOA to appoint subagents to act as gunners when conducting aerial wildlife management activities on the property described in this LOA? Yes

Landowner Authorization Details

Landowner: Megan Melick
Address: 4200 Smith School Rd ,
Austin TX 78744
Email: awmp permit@tpwd.texas.gov
Phone: (512) 389-8212
Management Type:
Wildlife: Yes
Livestock: Yes
Crops: Yes

Agent Details

Ranch Details

Ranch Name: Texas Parks and Wildlife
Ranch Acres: 200
Map Verified? [View Map](#)
Ranch Address: 4200 Smith School Rd
Austin, TX 78744
Counties: Travis

Activity Details

Activity	Species	Quantity	Permit Type	Permit Number
Count	Acorn			

***Note: Pending LOAs can be edited until the landowner either approves or declines the LOA. If a landowner finds that something on the LOA needs to be edited, including the map, instruct the landowner to neither approve nor decline the LOA at that time. Instead, instruct the landowner to send you the required corrections, and follow the instructions on pages 19-24 to modify the information. Resubmit the edited LOA for review and approval.**

(Continued) How Do Landowners/Landowner’s Agents Approve LOAs

- The landowner can click either the “Approve” or “Decline” button found at the top of the page, after reviewing the LOA information, or do nothing. If there are errors, instruct the landowner to contact you directly rather than clicking “Decline.” A pending LOA can be edited at any time until the landowner/agent clicks “Approve” or “Deny.”

Landowner Authorization

Step1: If property(s) contains Map, verify the Map of your property(s).
 Step2: By clicking 'Approve' you validate all information below is accurate and you authorize the listed activities.

Approve **Decline**

Permit Details

Permit Holder: _____ Email: _____
 Permit Number: _____ Phone: _____
 LOA Number: _____

Permit Holder Info

- An LOA is valid for flight activity as soon as it has been officially approved by the landowner and you have printed or saved a copy of the active LOA and property map.
- The status of each LOA can be found is displayed in the LOA Details table, located at the bottom of the permit information page. A valid LOA will display a status of “LOA Activated.”
*Note – If the LOA status is not refreshed, click on “Edit” to open the LOA. The current status will be displayed.

Main Help Logout

Aerial Permit Information

Permit Number: _____ Status: Active
 Organization Name: _____ Effective Date: 11/04/2016
 Permit Type: Commercial Expiration Date: 11/03/2017

Permit Holder

Aircraft

View Permit PDF **Add New LOA**

Permit - LOA Details

LOA Number	Land Owner	Counties	Effective Date	Expiration Date	LOA Status	Has Blanket	
M: -30040	Megan Melick	Travis	12/27/2016		LOA Activated	No	View

- Remember to print a copy of the LOA if internet access is limited during flights.

Print an Approved Landowner's Authorization (LOA)

Note*: Only approved, valid LOAs with a status of "LOA Activated" can be printed and used to conduct AWM activities.

1. To print an approved LOA, log in to your account and proceed to the permit information page.
2. Locate the approved LOA (LOA Status will read "LOA Activated") in the LOA Details table found at the bottom of the permit information page and click "View" next to that LOA.

The screenshot shows the 'Aerial Wildlife Management Permits (AWM)' interface. At the top right, there are links for 'Main', 'Help', and 'Logout'. The main content area is titled 'Aerial Permit Information' and contains a form with the following fields:

- Permit Number: [Blank]
- Organization Name: [Blank]
- Permit Type: Commercial
- Status: Active
- Effective Date: 11/29/2016
- Expiration Date: 11/28/2017

Below this is a 'Permit Holder' section with three rows: 'Permit Holder', 'Pilot', and 'Aircraft', each with a green checkmark icon to its right. At the bottom of this section are two buttons: 'View Permit PDF' and 'Add New LOA'.

The bottom section is titled 'Permit - LOA Details' and contains a table with the following columns: LOA Number, Land Owner, Counties, Effective Date, Expiration Date, LOA Status, Has Blanket, and a 'View' link. The table contains one row of data:

LOA Number	Land Owner	Counties	Effective Date	Expiration Date	LOA Status	Has Blanket	View
M- -30023	John Doe	Travis	12/29/2016		LOA Activated	No	View

3. Click the "Print to PDF" button to open a printable version of the LOA.
4. Click "Print Map" next to the Ranch Information section to open a printable version of the property map.

The screenshot shows the 'LOA Details' page. At the top, there are several fields:

- LOA Number: [Blank]
- Status: Active
- Give Permission to act as a Subagent?: Yes
- LOA Effective Date: 12/27/2016 12:00 AM
- LOA Expiration Date: [Blank]
- Is this a Blanket LOA on this Permit?: No

Below this is a 'Management Activity(s):' section with the text: 'This management activity is necessary to administer or protect the following:'. There are four checkboxes: 'Land', 'Water', 'WildLife', and 'Livestock'. Below these are two more checkboxes: 'Domestic Animals' and 'Human Life'. The 'Human Life' and 'Crops' checkboxes are checked.

At the bottom is a table with two rows:

Landowner	Megan Melick	Completed	View
Ranch Information	Texas Parks and Wildlife	Completed	View Print Map

Below the table is a red button labeled 'Print to PDF'.

At the bottom of the page, there is a warning: 'IMPORTANT: A Landowner's Authorization (LOA) is not valid until the completed application has been approved by the landowner or landowner's agent.'

Report LOA Activity (Log Daily Flight Activity)

1. To log flight activity for an LOA, log in to TWIMS and navigate to the Aerial Permit Information page. Click on “Quarterly Report”
2. Use the dropdown menus that appear to select the appropriate reporting period and to indicate that there is activity to report. Click “Submit.”
3. Review the list of LOAs and Click “Report LOA Activity” next to the appropriate LOA.

TEXAS PARKS AND WILDLIFE

Aerial Wildlife Management Permits (AWM)

Report Main Help Logout

[Back to Report Screen](#)

Permit Report Activity

Permit Number: M-113 Was Activity Performed: Yes

Reporting Quarter: 1 Reporting Year: 2017 [View Report Activity](#)

LOA Activity Details for Permit

Show All entries Filter:

LOA Number	Ranch Name	Counties	Effective Date	Expiration Date	
M-113-31624	TPWD Test, Gillespie County	Gillespie	03/29/2017		Report LOA Activity
M-113-31526	TPWD Test	Travis	03/22/2017		Report LOA Activity
M-113-31218	TPWD Test	Gillespie	09/07/2017		Report LOA Activity
M-113-31145	Test Ranch	Webb	03/01/2017		Report LOA Activity
M-113-31118			02/08/2017		Report LOA Activity
M-113-31019	Lost Pines, John Doe	Kerr	02/23/2017		Report LOA Activity

4. Provide the Activity Date/Time Details and the Aircraft and Pilot Information where requested.
5. Check the box to the right of each activity that was conducted during the flight. If the activity was Take or Capture, enter the correct number of animals handled (it may remain 0).
6. At least one gunner must be entered if either Take or Capture activities are reported. Make as many gunner entries as needed.

Add Report Activity Details

Permit Number: M-113 LOA Number: M-113-30041

Ranch Name: TEST RANCH TPWD Reporting Period: FY2017, Quarter 2

Activity Date/Time Details

Activity Date: (MM/DD/YYYY)

End Time:

Aircraft and Pilot Information

Registration Number (N - Number): Select One

Pilot's Name: Select One

Activity for LOA

Activity	Species	Quantity	Quantity To Report	Select to Report
Take	Feral Hog	12	<input type="text"/>	<input type="checkbox"/>

Gunner Information

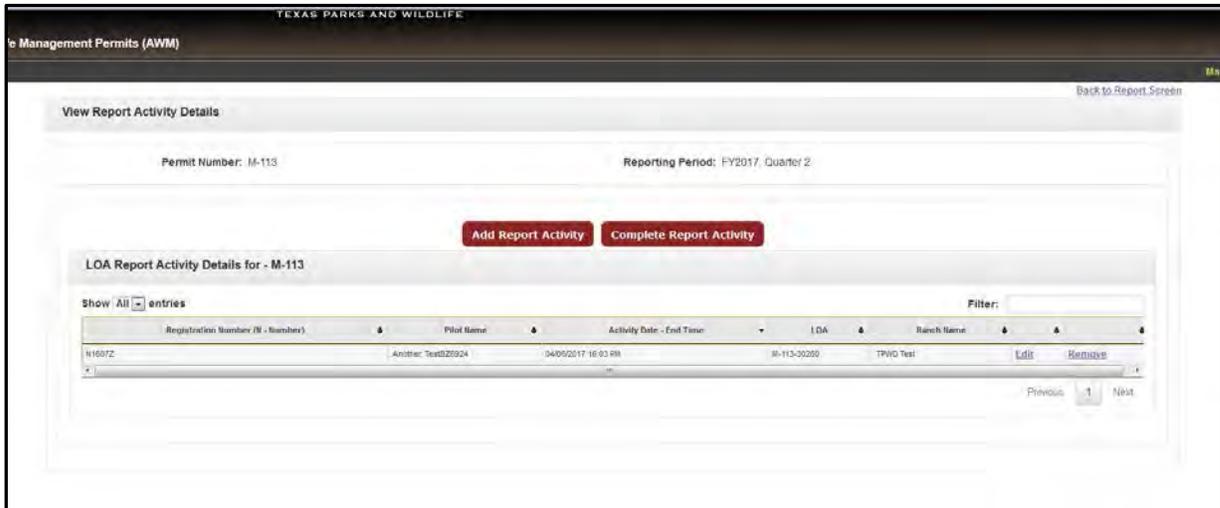
Gunner's Name:

ID Type: Select One

ID:

(Continued): Report LOA Activity (Log Daily Flight Activity)

7. Click “Save Report Activity” once all information is entered. TWIMS will display an error message at the top of the screen if any problems are found with the activity report entry. Correct the errors and click “Save Report Activity.”
8. TWIMS will navigate to the View Report Activity Details page when the flight entry is accepted, and will display summary details for any activities that have been logged.



9. Click “Add Report Activity” and return to Step 4 to log additional flight activities.
Note*: This activity log can be continuously updated throughout the report period. You may leave this page at any time, and all successful log entries will be saved automatically. You may return to the report at any time to log additional flight activities, until the report has been filed as completed. Do not complete a report until you are sure all flight activities are entered for the report period.
10. Refer to page 31 of these instructions to file a completed quarterly report, once all flight activities have been logged for the report period.

File a Completed Quarterly Report

1. To file a completed Quarterly Report (due within 30 days after the end of each calendar year quarter), log in to TWIMS and navigate to the Aerial Permit Information page. Click on “Quarterly Report.”

Note*: Do not file a completed report until you are sure all flight activities are entered for the report period.

2. Use the dropdown menus that appear to select the appropriate reporting period and to indicate whether there is activity to report. See step 3 if there is no activity to report. Skip to Step 4 if there is activity to report.
3. If there was no activity for the selected period, select “No” from the dropdown menu. Confirm that no activity needs to be reported in the pop up that appears and the report will be finalized (you are done at this point if there is no activity to report).
4. If there is activity to report, select “Yes” from the dropdown menu and click “Submit.”
5. Click on “View Report Activity.”

Report Main Help Logout

[Back to Report Screen](#)

Permit Report Activity

Permit Number: M-113 Was Activity Performed: Yes

Reporting Quarter: 2 Reporting Year: 2017

[View Report Activity](#)

LOA Activity Details for Permit

6. Review the flight information displayed on the View Report Activity Details page. Make additional entries or edit existing entries as needed. When the flight activity log is correct and complete, click “Complete Report Activity.”

Report Main Help Logout

[Back to Report Screen](#)

View Report Activity Details

Permit Number: M-113 Reporting Period: FY2017, Quarter 2

[Add Report Activity](#) [Complete Report Activity](#)

LOA Report Activity Details for - M-113

Show **All** entries Filter:

Registration Number (N - Number)	Pilot Name	Activity Date - End Time	LOA
N12345	TPWD, Test	04/03/2017 17:00 PM	M-113-31624

7. On the following page, review the statement, check the box to indicate “I Agree” then click “Complete Report” to file the completed quarterly report.

Print a Completed Quarterly Report

1. To review and print a completed Quarterly Report, log in to TWIMS and navigate to the Aerial Permit Information page. Click on "Report" in the upper left of the screen.

The screenshot shows the 'Aerial Wildlife Management Permits (AWM)' interface. At the top left, the 'Report' button is circled in red. Below it, the 'Aerial Permit Information' section displays details for permit M-113, including organization name, status, effective date, and expiration date. A table lists permit holders, pilots, and aircraft with green checkmarks and 'View' links. At the bottom, a row of buttons includes 'Add Agent', 'Add Pilot', 'Add Aircraft', 'View Permit PDF', 'Add New LOA', and 'Quarterly Report'.

2. Use the dropdown menus that appear to select the appropriate report year, quarter, and permit number. Click "Search."
3. If no report is found, an error message will be displayed.
4. If a completed quarterly report is located, it will open for review. Click "View in PDF" to open a formatted version of the report that can be printed or saved for your records.

The screenshot shows the 'Aerial Permit LOA Activity Report' search results page. The search criteria are: Report Year: 2017, Quarter: Q1, and Permit Number: M-113. The results table shows four entries for LOA Number # M-113-31624, M-113-31624, M-113-31218, and M-113-31624. The 'View in PDF' button at the bottom is circled in red.

LOA Number #	Aircraft Registration #	Pilot's Name	Activity Date	End Time	Gunner's Information	Report Activity Information
M-113-31624	N12345	TPWD, Test	Feb 1, 2017	01:00 PM		Activity: Count, Species: Testing Other, Quantity: 1
M-113-31624	N12345	TPWD, Test	Mar 1, 2017	12:00 PM	Gunner's Name: Test Gunner, Id Type: HUNTR/C, Id: 123456	Activity: Count, Species: Bigfoot, Quantity: 1
M-113-31218	N12345	TPWD, Test	Mar 8, 2017	02:00 PM	Gunner's Name: Test Gunner, Id Type: DL, Id: 123-TX	Activity: Take, Species: Feral Hog, Quantity: 0
M-113-31624	N12345	TPWD, Test	Mar 21, 2017	02:00 AM		Activity: Count, Species: Testing Other, Quantity: 1

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