Texas Parks and Wildlife Department
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Tips for Using This Instruction 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 red circles that highlight specific buttons or links referred to in the instruction manual.

3. The instruction manual proceeds through the annual report checklist in the order listed on TWIMS, but you may choose to complete the sections in any order.
Tips for Completing the Annual Report/Permit Renewal Checklist:

- Only the permitted deer breeder’s TWIMS account has access to the annual report checklist and permit renewal application payment page. Designated facility agents will not have the option to view or complete the annual report and permit renewal checklist.
- The entire checklist does not have to be completed at one time. Completed sections will be saved allowing you to return to the checklist at any time without losing work.
- Every section of the checklist must be completed before you can submit the annual report for review and pay the renewal application fee. All sections must be visited, even if there are no changes to be made to a particular section. If there are no changes to be made, click “Start” for that section, and then click the button labeled “Submit and Return to Checklist” on the next screen that appears.
- Any information that was reported to TWIMS (i.e. deaths, fawn births, facility updates) prior to beginning the annual report checklist has already been saved in TWIMS and does not need to be entered again.
- If you have been issued a multi-year permit, you still must complete the annual report checklist each year to satisfy the permit reporting requirements.
- The payment submission options will only appear if your permit is due for renewal.
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Navigating to the Annual Report Checklist:

1. Log in to TWIMS and click “Deer Breeder Permits and Herd Tracking.”
2. Click on the “Breeder Permit” tab.
3. Click “Begin Annual Report” next to the appropriate facility.

4. Review the personal verification statement that appears; click “I Certify” to indicate your agreement.

5. The annual report checklist will appear on the next page. Every section must be completed.
Regulation Acknowledgement Section:

1. Click “Start” in the “Regulation Acknowledgement” section.

2. Review the statement that appears.

3. Check the box next to “I have read the paragraph above,” and click “I Acknowledge.”
4. You will be returned to the “Report Checklist” page. The green check mark next to the Regulation Acknowledgement section indicates that the section has been successfully completed. To proceed with the checklist, click “Start” in the Breeder Information section.
Breeder Information Section:

1. Click “Start” in the Breeder Information section of the “Report Checklist” page.
2. Review the information for accuracy. Update any incorrect information, and enter any missing information. Click “Submit and Go to Facility Information.”
Facility Information Section:

1. Review the Facility Information. All requested information must be provided, including total ranch acreage, a current facility plat that displays the correct number of pens, facility address, and indication as to who is the property owner. Changes are only required for out-of-date information or for information that was not already entered.
2. If any facility information needs to be updated, enter the changes in the appropriate location.
3. Once all facility information is accurate, click “Submit and go to Pen Information.”

*Important Reminders for Facility Updates:
- Any time a change is made to the “Number of Enclosures” or “Total Breeder Acreage,” a new diagram must also be uploaded that accurately reflects the layout of the facility.
- The facility diagram must clearly display the entire facility layout, as well as the locations of food, water, and shelter within each pen.
- The number of pens in the diagram MUST match the value entered for “Number of Enclosures.”
- If the change in the number of pens has changed the facility acreage, the “Total Breeder Acreage” must be updated as well.
- Alleyways, working facilities, etc. are not counted as pens but they should be included in the facility acreage and displayed on the facility diagram.
- Only one file can be uploaded for the facility diagram. If your facility diagram contains multiple pages, be sure that all pages are saved in a single file so that the entire diagram can be uploaded. Maximum file size allowed is 1Mb. Supported file types are .pdf, .jpg, .bmp, and .gif.
- Deer Breeder staff will be notified of the requested changes to the facility. The requested updates are not automatically approved. Deer Breeder staff will review the requested updates when your Annual Report is reviewed.
Pen Information Section:

1. This section provides an optional feature that allows you to list each pen in the facility by name or number in order to indicate which breeder deer are located in a particular pen. If you do not wish to use this feature, click “Submit and go to Agent Information.”

2. If you choose to use this feature, a diagram that clearly labels each pen must be uploaded.

3. Click “Add New Pen” to name a pen. Repeat the process for all pens in the facility. When the pen information is correct, click “Submit and go to Agent Information.” Deer will be listed by pen in the “Reconcile Inventory” section.
**Agent Information Section:**

1. All currently active and pending agents associated with the deer breeding facility will be listed under the “Agent Information” section.
2. To remove an active agent, click “Remove” next to that person’s name.

3. To add a new agent to the facility, click “Add New Agent.”

4. Check to see if the new agent has previously been entered into TWIMS. Search for the person by entering their last name and driver’s license number. Click “Search.”
5. If the agent being added has an existing TWIMS account, their personal information will be automatically entered in the “Agent Information” section. If this is the case, skip directly to Step 7.

6. If the customer is not located by the search, enter all required information into the “Agent Information” section.

7. Click “Submit.” Deer Breeder staff will be notified of the requested changes to the Designated Agents. The agent(s) will show as “pending” until the request is reviewed by Deer Breeder Program staff when your Annual Report is processed.

8. When you have finished editing the Agent Information section, click “Submit and Enter Births,” located at the bottom of the page.
**Fawn Information Section:**

1. Any fawns that have already been entered into TWIMS will be listed in the top section of the page. Review the list for accuracy.

2. If there are fawns that were born during the reporting period that have not been reported, proceed to the Enter Births section at the bottom of the page, which will prepare TWIMS for individual fawn entry.

3. Enter the number of fawns that need to be reported in the box titled “Number of fawns to enter.” Up to 40 fawns can be entered at a time.

4. Select the correct species from the drop-down list.

5. Providing an “Estimated Birth Date” on this page is optional. If you prefer to enter exact birth dates for fawns, leave this field blank, and you will be able to do so, on the next screen.

6. Click “Enter.”

7. Each row listed on the page corresponds to an individual fawn. Select the correct Unique Number, enter the Breeder’s ID (optional), and select the correct sex for each fawn. Indicate the fawn’s birth date, if not already entered. Repeat this process for every fawn to be entered.
8. Fawn deaths may be entered without assigning the deer a unique number. To enter a fawn death in this manner, follow steps 2-6 to prepare TWIMS for the number of fawns to be entered. Each row listed on the page corresponds to an individual fawn. If the fawn died before being assigned a unique number, do not select a unique number for the dead fawn; enter only the sex, the estimated birthdate, and the estimated death date. The fawn will be entered as an unmarked mortality.

9. Click “Submit,” once all required information has been entered for each fawn.

*Note: Extra rows can be deleted by clicking “Remove.” If you need to delete a row, do so before entering any other information, because any changes will be lost.

10. A confirmation message will be displayed on the next page, which verifies the number of fawns that were successfully entered.
11. Review all fawn information for accuracy. If additional fawns need to be entered, return to step 2.

12. When all fawn births for the facility have been entered, click “Submit and go to Reconcile Inventory.”
Reconcile Inventory Section:

1. The Reconcile Inventory page displays a list of all breeder deer that were reported in the facility at some time during the Report Year. If a breeder deer was removed from the facility during the report year, it will be listed in the inventory with information for “How Removed.” Review the inventory carefully for accuracy.
2. Update the Breeder’s ID as needed by deleting the old information and entering the correct ear tag color and number.
3. Enter all mortalities that have not been reported to TWIMS. Select the date of death and cause of death for the appropriate breeder deer. Any mortality that has already been reported to TWIMS will be displayed in the inventory, and does not need to be reported again.
4. If you opted to list individual pens, indicate which pen a deer is in by selecting the correct pen name from the “Pen” column.
5. When all herd inventory updates have been made, click “Submit and Enter CWD Tests,” located at the bottom of the page.

*Note: Make sure that the reconciled inventory accurately lists all deer that are in your facility as of March 31 of this year. Submitting this inventory acknowledges that the herd inventory reported to TPWD is 100% accurate and exactly reflects the deer that are in the facility as of March 31.
Enter CWD Test Results Section:

*Important Reminders for entering CWD test results:*

- A breeder deer’s death must be reported through TWIMS before a CWD test result can be uploaded for the breeder deer.
- CWD test results cannot be accepted unless all required information can be viewed on the report submitted to TPWD. **A complete CWD test report must include:** the accession number, the date of the test results, the TPWD issued Unique Number of the deer tested, and the test result. Only CWD test reports from an approved laboratory will be accepted.
- Have a digital copy of the CWD test report saved in an easy-to-find location on your computer before beginning this process.
- Only one file can be uploaded for the CWD test result. If the test result contains multiple pages, be sure that all pages are saved in a single file so that the entire document can be uploaded. Maximum file size allowed is 1Mb. Supported file types are .pdf, .jpg, .bmp, and .gif.

1. If a CWD test result needs to be submitted for a breeder deer, click “show/hide” next to the section titled “All eligible deaths without CWD test results.” **Only deer 16 months and older at time of death will appear in this section.**
2. Click “Upload” next to the appropriate Unique Number.

3. Click “Browse” under the section titled “Upload CWD test result file.”
4. In the file browser that appears, click on the file that contains the test results.
   Click “Open” at the bottom of the file browser.
5. Click “Upload.”
6. When a test report file is successfully uploaded for a breeder deer, the “Date of Results” and “Test Results” columns will indicate “pending.” Click “View” to open the document that was uploaded, and verify the information is accurate and complete.

7. Deer Breeder Program staff will review the CWD test report and enter the results upon review of the Annual Report.

8. Once all CWD test reports have been uploaded, click “Submit and Return to Checklist.”
Submitting the Annual Report:

1. The option to submit the annual report will not become available until each section of the checklist has been completed. Completed sections will display a green check mark.

2. When each section has been completed, click “Submit Report.”

*Note: If there are overdue transfer permits associated with the facility, an error message will be displayed after clicking “Submit Report.” Overdue transfer permits must be completed before the annual report can be submitted. The completed checklist will be saved so that the “Transfer Permit” tab can be visited without losing any work. Complete any overdue transfer permits and return to the Breeder Permit page. An option to “Continue Annual Report” will be available next to the appropriate Facility ID. Click “Continue Annual Report” to return to the annual report checklist. Click “Submit Report.”
Submitting Payment for Permit Renewal Application:

*Note: If you have been issued a multi-year permit and your permit is not due to expire this year, no payment is required. However, if your permit is due to expire this year you must submit a permit renewal fee and the permit renewal application is not complete until payment is successfully submitted to TPWD.

1. The payment screen will not become available until the annual report checklist is completed and submitted.
2. All current deer breeder facilities will receive the option to apply for a one year permit. If a facility is eligible to apply for a multi-year permit, the option to submit payment for a 3 or 5 year permit will also be available.
3. If a multi-year option is available for the facility, click the appropriate selection to indicate the desired permit duration.
4. Payment can be made online with a credit card or by mail with a check or money order. Click the appropriate button to indicate your preferred payment method. Follow the instructions that appear to submit your payment.

*Note: If you choose to pay online, pay careful attention to the customer information form that appears. You must enter your email in the appropriate location indicated in order to be sent a copy of the receipt. Make sure to also print the payment confirmation page that appears upon successful submission of payment.

*Note: If you choose to submit payment by mail, it must be received at Texas Parks and Wildlife Headquarters by no later than May 15.
Complete a Notification of Closure only if you do not intend to renew your deer breeder’s permit.

Close/Transfer Deer Breeder Facility:

1. Click on the “Breeder Permit” tab.
2. Click on “Close/Transfer Ownership” next to the facility you wish to close.

3. Review the statement that appears; click “I Certify.”
4. A checklist will appear on the next page. Each section must be completed before you may submit the final notification of closure or transfer. Even if there are no changes to be made to a particular section of the checklist, all sections must be visited. If there are no changes to be made, click “Start” for that section, and then click the button labeled “Submit and …” on the next screen that appears.
5. Click “Start” in the Breeder Information section. Update any incorrect information, and fill in any missing information. Click “Submit and Go to Facility Information.”
6. Update any incorrect Facility Information, and provide any missing information. All requested information must be provided, including total ranch acreage, current facility plat, facility address, and indication as to who is the property owner (changes are only required for out of date information or for information that was not already entered). Click “Submit and Enter Births.”
7. Enter all births that occurred in your facility during the past reporting year that have not yet been entered. Once completed, or if there are no births to report, click “Submit and go to Reconcile Inventory.”
8. Review and reconcile the Herd Inventory. Update individual deer information as necessary. To complete a Facility Closure, the final Herd Inventory must reflect that there are 0 deer in the facility. Breeder deer may only remain in the current inventory during a Facility Transfer. If a Facility Transfer is being requested, make sure that the inventory is 100% reconciled and exactly reflects the deer that are in the facility. Click “Submit and Enter CWD Tests.”
(Continued) Close/Transfer Deer Breeder Facility:

9. Upload CWD test results for any mortalities that were tested and have not yet had results entered. Once completed, or if you have no test results to upload, click “Submit and Return to Checklist.”

10. If you are closing your facility and the Herd Inventory reflects that there are 0 deer in the facility, select the “Closure” option, and click “Submit Notification of Closure.”

11. If you are transferring the facility to a new owner, select the “Transfer” option and enter “New Property Owner Information.” Click “Submit Notification of Closure.”

*Note: You cannot submit the Closure Notification until all five of the sections and subsections have been completed. Completed sections will display green check marks.
(Continued) Close/Transfer Deer Breeder Facility:

12. You will be notified via email once your facility closure or transfer has been processed.

*Note:* You may leave the Notification of Closure checklist page at any time and all completed sections will be saved.

*Note:* If you are closing the facility entirely, all deer must be legally removed from the facility before a Notification of Closure can be submitted.