



Education Permit Application

This application applies to teaching, training, and extension activities.

- **Please follow form instructions carefully.**
- Applications and project descriptions must be submitted with a **hard and soft copy**.
- Soft copies: Submit via email to Steve Coates, Program Coordinator - scoates@ufl.edu
- Hard copies: Mail to Ordway-Swisher Biological Station, PO Box 110430, Gainesville, FL 32611
- Applications submitted will be reviewed at the **1st of every month** and may take up to two weeks for review.

1. APPLICANT INFORMATION:

APPLICANT: _____

APPLICANT'S TITLE OR ACADEMIC STATUS: _____

INSTITUTION (Do not abbreviate): _____

DEPARTMENT (Do not abbreviate): _____

OFFICE ADDRESS: _____

CITY/STATE/ZIP: _____ OFFICE PHONE: _____

OFFICE FAX: _____ EMAIL: _____

2. REQUESTED ARRIVAL AND DEPARTURE DATES:

3. COURSE TITLE AND NUMBER:

4. PLEASE INDICATE THE NUMBER OF PARTICIPANTS IN THE CLASS:

_____ INSTRUCTORS/TEACHING ASSISTANTS	_____ GRADUATE STUDENTS
_____ UNDERGRADUATE STUDENTS	_____ TRAINING / EXTENSION COURSE STUDENTS
_____ OTHER:	

NAMES OF FACULTY INSTRUCTOR(S) AND ALL TEACHING ASSISTANTS:

5. ATTACH STATEMENT OF PROPOSED CLASS PURPOSE. Include:

- Description of activities you wish to conduct at OSBS.
- Location of field areas that may be visited.
- Any animal and plant populations that may be affected by the class visit.
- Classroom facility and equipment use or other resources needed during the class visit.
- Requests to stay overnight in campground
- Any potential disturbances to the Station's ecosystem or cultural resources, including all experimental manipulations, and collections.

6. PERMIT REQUIREMENTS

Please read and answer the following items carefully. Instructors will not be allowed access to the Station until they obtain the appropriate permit(s), or the Station has been informed by the agency(ies) involved that no permits are required for the project described in this application. It is the user's responsibility to obtain the appropriate permit(s) and to provide the Station Director and Coordinator with a copy. Please discuss permit requirements with the Station Director.

- A) Does your course involve vertebrate animals? Yes No
- If "Yes," • Indicate all that apply: Reptile Amphibian Fish Bird Mammal
- Will any animal be captured? Yes No
 - Will any animal be held longer than 12 hours? Yes No
 - Will any animal be held longer than 24 hours? Yes No
 - Will any birds be banded and/or color marked? Yes No
 - Will any animal's skin be broken (needles, tags, surgery, etc.)? Yes No
 - Will any animal's movement in the environment be restricted? Yes No
 - Is there potential for any animal's behavior to be altered? Yes No
 - If this is a renewal, has there been any change in the project? Yes No N/A

Prior to beginning a research project involving the use of animals, you must receive approval from the animal care committee (IACUC) at your home institution. (This is often the same committee that oversees the care of laboratory animals.) Please append written approval to this application.

- B) Does your course involve the collecting (including banding and/or color marking) of vertebrate wild animals, marine plants, or invertebrates? Yes No
- If "Yes," you may need to obtain a scientific collecting permit from the Florida Fish & Wildlife Conservation Commission. Please append permit.

Does your course involve the collection, banding, and/or color marking of birds? Yes No

If "Yes," you will need a federal permit from the U.S. Fish and Wildlife Service. Please append permit.

Does your course involve working with plants or animals that are Florida state listed species of special concern, threatened, or endangered species? Yes No

If "Yes," you will need to obtain a memorandum of understanding (MOU) from the Florida Fish & Wildlife Conservation Commission. Please append permit.

Does your course involve working with plants or animals that are federally listed threatened or endangered species? Yes No

If "Yes," you need to obtain a federal permit from the U.S. Fish and Wildlife Service. Please append permit.

7. IN CASE OF EMERGENCY:

Contact: _____ Phone: _____

8. ORDWAY-SWISHER BIOLOGICAL STATION POLICIES

- Individuals are responsible for following OSBS policies. The latest version can be found at <http://ordway-swisher.ufl.edu>.

ORDWAY – SWISHER BIOLOGICAL STATION

The application will be evaluated using the following considerations: Potential impacts to natural systems; potential impacts to present or future long-term use of the Station for research or instructional purposes; compliance with state and federal law, UF policies, and any stated Ordway-Swisher Biological Station research policies; scientific merit and feasibility; potential conflicts with on-going Station research programs; and availability of alternative sites.

I have read and agree to abide by the Ordway-Swisher Biological Station’s current and future use policies and any Station-specific policies appended to this application, and are aware that it is my responsibility to disseminate this information to all members of my party.

Applicant’s Name (Print legibly)

Applicant’s Signature

Date

*Faculty Advisor’s or Sponsor’s Name (Print legibly)

Faculty Advisor’s or Sponsor’s Signature

Date

* Required for student lead activities.

FOR ADMINISTRATIVE USE ONLY

Date Received: _____

Program Coordinator’s Signature

Date

Program Director’s Signature

Date

PERMIT NUMBER: _____

DATE ISSUED: _____

GENERAL:

1. All University of Florida (UF) and Ordway-Swisher Biological Station (OSBS) policies are to be observed while visiting the facility. The policies, procedures, and fees of OSBS are subject to change without prior notice. The Station administrators reserve the right to update any OSBS policies and add additional ones at any time. All visitors will be responsible for observing any and all updates to UF and OSBS policies. Current OSBS policies can be found at <http://ordway-swisher.ufl.edu>. Violation of these policies may result in termination of project/activity on the Station and may affect future use of the facility.
2. The Station's main entrance gate is located at 245 Mason Rd. Visitors will use this gate for entering and exiting the Station. The gate is to never be left unlocked or left open unless attended.
3. Visitors are required to sign-in & out at the check station by the front gate each day the Station is used. The following information is required: Date, Full Name, # in party, Time in, Time out, Purpose of visit, Location(s) visiting (use Management Unit or Area ID).
4. Hunting and fishing are prohibited on the Station. Violation of this policy will result in termination of project/activity on the Station and may result in arrest by law enforcement representatives.
5. Firearms are prohibited on the Station.
6. Domestic animals (dogs, etc) are not permitted on the Station, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the managers if you have a special need.
7. Removal of any Native American or homesteader artifacts (ex. arrowheads, pottery, etc) is prohibited. Violation of this policy will result in termination of project/activity on the Station.
8. The posted speed limit throughout the Station is **15 MPH**.
9. Vehicles are not permitted to leave designated roads unless permission has been granted by managers.
10. Designated Station vehicles are available for use on an available basis and may be subject to the Station's fee schedule. They may not be driven unless permission has been obtained from managers. When using state vehicles, users must fill out vehicle log in truck.
11. Permission must be obtained from managers before borrowing any equipment not designated for project/activity. Equipment loaned for use are for studies utilizing OSBS wholly or partly and may be subject to the Station's fee schedule.
12. In order to reduce the accidental introduction of exotic invasive aquatic species into the lakes and ponds on the Station, outside canoes and boats are prohibited from being used unless an individual receives written permission from Station managers. The Station has boats and canoes that are available for use. A minimum of 2 floatation devices must be present in a boat when being used.
13. There are no sanitation facilities on the property. Any trash generated by users must be packed out.

RESEARCH/TEACHING SPECIFIC:

14. An appropriate application (Research, Education, or Special-Use) is required to be completed and all relevant permits (institutional, state, federal) provided before a project can be reviewed for use of the station and its resources.
15. Any change from permitted activities such as study location, personnel, species of focus, sample collection, project time-line, impact to habitats-species-environment, OSBS resources needed, or overall project focus, etc, shall be submitted in writing for review before a change can be enacted. Updates to institutional (IACUC, ARC, etc), state, federal permits shall be provided to OSBS managers at the time of their approval. Violation may result in termination of project/activity on the Station and may affect future use of the facility.
16. Researchers are required on an annual basis to provide a text file that summarizes their project's status and a summary of research results by Jan 31st. These results will be published in the Station's Annual Report. Minimum required metadata includes the title of each data set, the investigator's name, mailing address, e-mail address, and a one-page abstract.
17. Publications resulting from the use of the Station must acknowledge the University of Florida and the Ordway-Swisher Biological Station.
18. Electronic copies of all publications including theses and dissertations generated from work will be provided to Station managers.
19. Researchers may be required to provide a hard and soft copy of mature data sets derived from work on the Station, which will be archived at the Station.
20. Student research projects require a UF faculty member sponsor.
21. Individuals must complete a key agreement form before keys are provided. All keys provided will be turned in at the completion of research and will not be given or loaned to other individuals. Violation of this policy will result in loss of key and possible termination of project/activity on the Station.
22. Projects needing the use of flagging or marking material must check with managers to determine if other research/activity coinciding on the Station is using the same color/pattern. All equipment/flagging etc. is to be removed once the project/activity has been completed unless otherwise agreed upon by managers.

Class/Group Visit Guidelines

1. Instructors should communicate Station policies to class/group.
 2. Please notify the Program Coordinator of any special needs or concerns of your group.
 3. All trash generated by visitors must be packed out.
 4. All flagging material used for instructional purposes must be removed before leaving the Station.
 5. As on the University main campus, alcohol is prohibited on the Station.
 6. Use of Station vehicles:
 - a. Vehicle requests should be included with teaching permit application.
 - b. There is a use fee associated with vehicles – See Station Fee Schedule
 - c. The vehicle log must be filled out daily.
 - d. Vehicles must be returned cleaned out.
 7. Holes or ruts created from stuck vehicles must be filled in.
 8. Camping:
 - a. Camping requests should be included with teaching permit application.
 - b. Tents must be setup in designated campsite near the pole barn or the Duke Campbell Bldg.
 - c. All campfires are to take place in the designated fire pit and must be extinguished when leaving the campsite.
 - d. If pole barn refrigerators are being used, all food items must be removed at the end of visit.
 - e. Bathrooms should be cleaned at end of class visit.
 9. Duke Campbell Building
 - a. Trash generated from visit is removed from building and Station.
 - b. Bathroom(s) are cleaned from use.
 - c. Food is removed from refrigerators.
 - d. Carpets are vacuumed.
 - e. Faculty will be responsible for clean-up fee for classes.
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Instructors or group leaders are responsible for following these guidelines. Failure to do so will impact your future use of the Station.



Station Fee Schedule

The Station has established a fee schedule for resources and services to help recoup some of the maintenance costs of these items. Availability of some items may be limited due to use by others, damage, or be under repair. The cost of equipment or facility damage repair or replacement will be the responsibility of the borrower. A fee reduction or waiver may be requested. Please provide a written request for a fee reduction or waiver to the Program Coordinator.

RESEARCH USE FEE:

Description: A use fee based on use days is accessed against all approved research projects in order to assist with general maintenance upkeep costs.

Fee:

- 1-20 days use - \$50.00/year
- 21-75 days use - \$150/year
- 76+ days - \$250/year

CLASSROOM USE @ DUKE CAMPBELL BUILDING (BUTLER BUILDING)

Description:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ 36 person multi-use classroom. ▪ Training tables/chairs ▪ Television & DVD/VCR ▪ Digital projector & video screen ▪ Wireless Internet access | <ul style="list-style-type: none"> ▪ Network printer ▪ Restrooms and a shower ▪ Full kitchen (oven, microwave, refrigerator, sink, pots/pans/dishes/cups). ▪ Phone |
|--|--|

Facility Uses: Classroom for field courses; departmental retreats, social gatherings (restricted to UF community).

Fee: It is suggested that UF instructors cover OSBS use fees through establishing a lab fee.

- \$40.00/day; \$125/week

Note: The Station does not have custodial staff or convenient waste disposal capabilities. A \$50.00 clean-up fee will be charged if the following requirements are not observed:

- All trash generated from visit is removed from Station.
- Bathroom(s) & kitchen are cleaned after use.
- Food is removed from refrigerators.
- Carpets are vacuumed.
- Faculty will be responsible for clean-up fee for classes.

OFFICE SPACE @ DUKE CAMPBELL BUILDING (BUTLER BUILDING)

Description: Based on availability, the Station may be able to provide work space to researchers. It would include a desk, phone, and internet access. Users will need to provide their own computer. This office space may be used by more than one person at any given time.

Fee: \$15.00/day; \$75/week; \$225/month

VEHICLES

Description: Field trucks for transportation supporting research and teaching activities.

Fee: \$30.00/day/truck

Exceptions: Volunteers

Restrictions:

- Vehicles cannot leave the Station.
- Users must follow UF policies regarding operation of state vehicles.
- Repair of vehicles damaged will be the responsibility of the borrower (researcher) or course faculty.
- Trash is removed from vehicles after use.

Note: It is recommended that courses look into using their department's or unit's vehicle fleet first before utilizing the Station's vehicles.

CAMPING & TRAVEL TRAILER USE

Description: The Station has two rustic campsites (no power) as well as limited number of travel trailers*. A travel trailer can accommodate approximately 4 people. Travel trailers are not available for class use.

* Travel trailers have electricity, refrigerator, WI-FI, and microwave. Water and septic are not hooked up, but bathroom and shower facilities in the barn are available for use.

CAMPING & TRAVEL TRAILER USE

Fee:

- Tent camping
 - Researchers - \$5/night/person. The project PI is responsible for collecting and submitting the individual fees from accompanying group members.
 - UF Courses - No charge*. A UF faculty member or TA must accompany classes wishing to camp. UF& Station policies must be observed.
- Travel trailers (subject to availability)
 - \$35.00 for 1st night, \$20/night thereafter

Note: The Station does not have custodial staff or convenient waste disposal capabilities. A \$50.00 clean-up fee will be charged if the following are not observed:

- All trash generated from visit is removed from Station.
- Bathroom(s) are cleaned from use.
- Food is removed from refrigerators.
- *Faculty will be responsible for clean-up fee for classes.

PRESCRIBED FIRE SERVICES

Description: Planning and conducting Rx fire in support of research projects and UF courses.

Fee:

- Burn crew and supporting equipment: \$1,500/day. Fee may be reduced if qualified fire personnel are provided by researcher to supplement staff.
- UF courses: No charge*
*Instructors should understand that there is no guarantee a burn will be conducted on a planned date. This will depend on obtaining a burn authorization from DOF, weather, availability of PPE for students, and the schedule of staff and qualified fire personnel on planned dates.

HEAVY EQUIPMENT SERVICES

Description: Heavy equipment (tractors, loader/backhoe) and operator.

Fee:

- \$25/hour

HANDHELD RADIOS W/ REPEATER ACCESS

Fee:

- \$15/two radios/day

RADIO TELEMETRY EQUIPMENT

Description: Telonics TR-2's receivers and scanner. The cost of reprogramming a receiver to a desired frequency is the responsibility of the researcher.

Fee:

- Researchers: \$50.00/receiver; \$20.00/headset, \$20.00/antenna - for duration of 6 months.
- UF courses: None

Restrictions:

- May be used off-site at other locations as long as the Station is a study site in the project.
- The repair or replacement cost of equipment damaged, broken beyond repair, or lost will be the responsibility of the borrower.

TRIMBLE PRO-XR GPS RECEIVER

Description: Real-time DGPS, capable of < 1.0 m accuracy.

Fee:

- Researchers: \$40.00/day
- UF courses: None

Restrictions:

- Equipment cannot leave the Station.
- The repair or replacement cost of equipment damaged, broken beyond repair, or lost will be the responsibility of the borrower.

For any questions regarding this fee schedule, please contact the Program Coordinator.