



FISCAL YEAR: _____

UNIVERSITY OF CALIFORNIA, [CAMPUS] CLASS USE APPLICATION

RESERVE

[Reserve contact information and instructions for submission here.]

1. APPLICANT INFORMATION:

APPLICANT: _____

APPLICANT'S TITLE OR ACADEMIC STATUS: _____

ADVISOR (If applicable): _____

INSTITUTION (Do not abbreviate): _____

DEPARTMENT (Do not abbreviate): _____

OFFICE ADDRESS: _____

CITY/STATE/ZIP: _____ OFFICE PHONE: _____

OFFICE FAX: _____ EMAIL: _____

2. REQUESTED ARRIVAL AND DEPARTURE DATES (Exact dates of use. Please sign-in daily at the reserve.)

3. COURSE TITLE AND NUMBER:

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

_____ INSTRUCTORS/TEACHING ASSISTANTS _____ GRADUATE STUDENTS
_____ UNDERGRADUATE STUDENTS _____ OTHER: _____

NAMES OF MULTIPLE INSTRUCTORS AND ALL TEACHING ASSISTANTS:

5. **STATEMENT OF PROPOSED CLASS PURPOSE.** (Include location of field areas, animal and plant populations that may be affected by the proposed class, and any housing or other resources needed during the class. Any potential disturbances to the reserve's ecosystem or cultural resources, including all experimental manipulations, collections, and the introduction of any species or genotypes, must be clearly described. The application will be evaluated using the following considerations: potential impacts to natural systems; potential impacts to present or future long-term use of reserve for research or instructional purposes; potential conflicts with on-going reserve research or instructional programs; and availability of alternative sites. Please type or print clearly.)

6. INTRODUCTION OF NON-NATIVE GENOTYPES

Does your project involve the transfer of animals, plants, and/or microorganisms from outside the reserve to within the reserve, or between different parts of the reserve? Yes No

7. PERMIT REQUIREMENTS

Please read and answer the following items carefully. Instructors will not be allowed access to the reserve until they obtain the appropriate permit(s), or the reserve 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 reserve manager with a copy. Please discuss permit requirements with the reserve manager.

- A) Does your project 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 vertebrate animals, you must receive approval from the animal care committee 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 project involve the collecting (including banding and/or color marking) of vertebrate wild animals, invertebrates, or marine plants? Yes No
- If "Yes," you will need to obtain a scientific collecting permit from the California Department of Fish and Game. Please append permit.

Does your project 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 project involve working with plants or animals that are California 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 California Department of Fish and Game. Please append permit.

Does your project 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.

PERMITS CAN TAKE AT LEAST 30 DAYS TO BE APPROVED, SO CALL IMMEDIATELY FOR AN APPLICATION.

8. GUIDELINES FOR CLASS VISITS:

- Plan the trip in advance, including logistics, travel, food, emergencies, weather, and clothing needs.
- Designate one person in your group to make arrangements and communicate them to the rest of the group.
- It is the responsibility of the group leader to be sure all participants are aware of restrictions particular to the reserve they are visiting.
- Any disturbance to the ecosystem (sampling or removal of plant parts, collection of rocks, sand, soil, water, animals, etc.) must be approved in advance by the reserve manager.
- Information on the recommended routes and trails can be obtained from the reserve manager. Please be careful not to interfere with ongoing research projects. Travel through the reserve as unobtrusively as possible.
- Take sufficient time to supervise your group. A staff/student ratio of 1:5 to 1:10 is recommended.
- Encourage serious students to undertake a research project of their own on the reserve. Please check with the reserve manager for appropriate research projects.
- Please notify the reserve manager of any special needs or concerns of your group.

9. IN CASE OF EMERGENCY:

Contact: _____ Phone: _____

10. NATURAL RESERVE SYSTEM REGULATIONS

- If the class use application is approved, the user must comply with all applicable University regulations, including those that are reserve-specific, and provide all required state and federal permits.
- **All users, unless exempted, must sign a WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT before they will be allowed to enter the reserve.** It is the responsibility of the group leader to see that each member of the group has signed this agreement **BEFORE** visiting the reserve. For visitors under 18 years old, the minor's parent or guardian must sign this agreement. This agreement cannot be altered.
- UC instructors who are sponsoring a UC class trip to a reserve should note that they are solely responsible for enforcing the University's policies on waiver agreements, and are expected to obtain and maintain signed waivers from every student prior to the class trip.
- All publications resulting from the use of any NRS reserve must acknowledge the University of California and the reserve at which the instruction was conducted. Please submit two copies of all publications (only one bound copy of a thesis or dissertation is required) to the reserve manager.
- Material(s), including resulting fragments, subunits, progeny, products, genetic material, mutants and derivatives, approved for collection by the NRS belongs to the University of California. You and your institution/company will use the material(s) only in that scientific activity described in this application and will not allow the material(s) to be transferred to any other party or use them for commercial purposes without the express written consent of the University of California.
- Visitors may not bring animals (domestic or wild) to any NRS reserve, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the reserve manager if you have a special need.
- Firearms are forbidden at NRS reserves, unless the University has granted special permission.
- All users are requested to leave the land and any facilities cleaner than you found them.

I have read and agree to abide by the NRS use regulations listed above and any reserve-specific rules appended to this application, and am aware that it is my responsibility to disseminate this information to all members of my party.

Applicant's Signature*

Date

Reserve Manager's Approval

Date

* Receipt of application via email is comparable to applicant's signature.