

Please check the reserve(s) you wish to visit or from which you are requesting data.

Fortuna Mountain Research Reserve and Mission Trails Regional Park

Submit completed application via email to: mt-fortuna@sciences.sdsu.edu

Mailing Address: 5500 Campanile Drive, MC 4614, San Diego, CA 92182-4614

Phone: (619) 594-0580, Fax: (619) 594-0714

Santa Margarita Ecological Reserve

Submit completed application via email to: smer@sciences.sdsu.edu

Mailing Address: 2648 North Stagecoach Lane, Fallbrook, CA 92028

Phone: (760) 728-9446, Fax: (760) 451-0769

Sky Oaks Field Station

Submit completed application via email to: sofs@sciences.sdsu.edu

Mailing Address: 5500 Campanile Drive, MC 4614, San Diego, CA 92182-4614

Phone: (619) 594-0580, Fax: (619) 594-0714

Tijuana River National Estuarine Research Reserve (an auxiliary site)

Submit completed application via email to: tjnerr@sciences.sdsu.edu

Mailing Address: 5500 Campanile Drive, MC 4614, San Diego, CA 92182-4614

Phone: (619) 594-0580, Fax: (619) 594-0714

1. INSTRUCTOR INFORMATION

INSTRUCTOR(S): _____

INSTITUTION (Do not abbreviate): _____

DEPARTMENT (Do not abbreviate): _____

OFFICE ADDRESS: _____

CITY/STATE/ZIP: _____ OFFICE PHONE: _____

FAX: _____ EMAIL: _____

EMERGENCY CONTACT (Name and Phone): _____

2. COURSE DEPARTMENT AND NUMBER: COURSE TITLE:

Is this course required for major? Yes No

3. REQUESTED ARRIVAL AND DEPARTURE DATES

Provide exact dates of proposed use. Please sign-in at the reserve gates during your visit.

Arrive (Day/Month/Year): _____ Estimated Time of Arrival:

Depart (Day/Month/Year): _____ Estimated Time of Departure:

4. NUMBER OF CLASS PARTICIPANTS

	Number	Please list Names
Instructor(s)		
Teaching Assistants		
Graduate Students		
Undergraduate Students		
Guests		
TOTAL		

5. PROPOSED ACTIVITIES

Please provide a brief description of your proposed activities at the reserve.

6. FACILITY AND ACCESS NEEDS. Please check all facilities and access requested.

Santa Margarita Ecological Reserve:

- DAY USE ONLY
- ON TRAIL USE ONLY
- OFF TRAIL USE
- DORMITORY AND KITCHEN
- LABORATORY/CLASS ROOM
- COMPUTER WORK STATION
- RESERVE FIELD SENSOR NETWORK

Preferred Location at SMER if known:

- PHILIP MILLER NORTHSIDE FACILITIES
- SOUTHSIDE FACILITIES

Sky Oaks Field Station

- DAY USE ONLY
- ON TRAIL USE ONLY
- OFF TRAIL USE
- DORMITORY AND KITCHEN
- LABORATORY/CLASS ROOM
- COMPUTER WORK STATION

Preferred Location at SOFS if known:

- MAIN COMPLEX
- BLUE LADY MINE

Fortuna Mountain/Mission Trails Regional Park Facilities:

- DAY USE ONLY
- ON-TRAIL USE ONLY
- OFF TRAIL USE
- INTERPRETIVE GUIDE
- VISITOR CENTER/CLASS ROOM

Tijuana River National Estuary Research Reserve:

- DAY USE ONLY
- ON-TRAIL USE ONLY
- OFF TRAIL USE
- INTERPRETIVE GUIDE
- VISITOR CENTER/CLASS ROOM

OTHER:

- PLEASE DESCRIBE ANY OTHER SPECIAL NEEDS NOT LISTED ABOVE.

7. POTENTIAL EFFECTS OF CLASS ACTIVITIES ON RESERVE. Does your project involve:

A) The removal of organisms or objects from the reserve? Yes No

B) 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

C) The use of radio-active isotopes or chemicals (e.g., pesticides, herbicides, insecticides, fertilizers)? Yes No
If "YES," list substances used:

D) Soil disturbance? Yes No

8. CLASS ACTIVITIES THAT MAY REQUIRE PERMITS. Please read and answer the following items carefully. Instructors are responsible for obtaining the appropriate permit(s) and must provide permit number(s) and expiration date(s) to the reserve director before gaining access to the reserve.

A) Does your project involve vertebrate animals? Yes No

If "YES," provide the following information from your home institution's **Animal Care Committee** agreement (This is often the same committee that oversees the care of laboratory animals):

Indicate all that apply: Reptile Amphibian Fish Bird Mammal

Protocol (APF) #: _____ Expiration Date: _____

B) Does your project involve collecting (including banding and/or marking) vertebrate wild animals? Yes No

If "YES," provide the following information from your **California Department of Fish and Game** scientific collecting permit:

Permit #: _____ Expiration Date: _____

C) Does your project involve collecting, banding, and/or marking birds? Yes No

If "YES," provide the following information from your **U.S. Fish and Wildlife Service** permit:

Permit #: _____ Expiration Date: _____

D) 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," provide the following information from your Memorandum of Understanding (MOU) with the **California Department of Fish and Game**:

MOU # _____ Expiration Date: _____

E) Does your project involve working with plants or animals that are Federally listed threatened or endangered species? Yes No

If "YES," provide the following information from your **U.S. Fish and Wildlife Service** permit:

Permit #: _____ Expiration Date: _____

PLEASE NOTE THAT STATE AND FEDERAL PERMITS CAN TAKE AT LEAST 30 DAYS TO BE APPROVED.

9. PAYMENT INFORMATION.

For all visitors staying less than one week at Santa Margarita Ecological Reserve and Sky Oaks Field Station, use fees for reserve facilities are waived and considered a grant from the SDSU Field Station Programs to the applicant. If you are requesting an overnight visit longer than one week, please discuss payment options with the Reserve Director. Fees applied are \$6.00/night for SDSU affiliates and \$8.00/night for non-SDSU affiliates.

10. RESERVE REGULATIONS

- **All users must sign a RELEASE AND INDEMNIFICATION AGREEMENT (only SDSU faculty and staff are exempt) before they will be allowed to enter the reserve.** It is the responsibility of the Instructor 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.
- Instructors are solely responsible for enforcing reserve rules and regulations, including SDSU's policies on waiver agreements. Exceptions to reserve rules require written permission from the Reserve Director. Please notify us of any violations you observe on the reserve. Reserve regulations are as follows:
 - Do not disturb research equipment (markers, wires, etc.), soils, plants, or animals.
 - Stay on established roads and trails unless you are accessing remote areas for the primary purpose of conducting research.
 - Campfires and smoking are allowed in designated fire pit areas only, and collection of firewood is prohibited.
 - Recreational activities are prohibited.
 - Firearms are forbidden at reserves.
 - Do not bring animals (domestic or wild) to the 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.
 - Close and lock all gates behind you.
 - Take trash and refuse with you when you leave.
 - Please leave the land and facilities cleaner than you found them.
- Products resulting from reserve activities must acknowledge SDSU Field Station Programs and the reserve at which the activity occurred.
- All classes are strongly encouraged to provide copies of class products (e.g., species lists, surveys, projects, data sets) resulting from reserve activities. Please submit copies to the Reserve Director or Programs office on the SDSU Campus.

I have read and agree to abide by the SDSU Field Station Programs use regulations listed above and am aware that it is my responsibility to disseminate this information to all members of my party.

Applicant's Signature*

Date

Reserve Director's Approval

Date

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