

## MARIN MUNICIPAL WATER DISTRICT COLLECTION, MONITORING AND RESEARCH GUIDELINES

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### MMWD Permit Issuance

All researchers and educators must secure a Marin Municipal Water District Research Permit before beginning fieldwork. Contact Janet Klein (415 945-1192) or Laurie Offenbach (415-945-1180) to initiate the permit process and obtain an application form. There is a \$150.00 non-refundable fee (may be waived). For projects more than one year in duration, a new permit must be re-issued each year, along with updated insurance certificates and a yearly non-refundable fee of \$150.00.

Applications will be evaluated using the following considerations: potential impacts to natural systems; compliance with state and federal policies; potential impacts to present or future management /research activities; applicability to MMWD management issues; potential costs to MMWD; and scientific merit.

If the research application is approved, the user must comply with all MMWD regulations and provide all required state and federal permits.

### MMWD General Land Use Regulations:

- The watershed is closed to the public from sundown to sunrise.
- All service roads through the watershed are closed to private vehicles unless special arrangements are made.
- Dogs must be on leash at all times.
- Smoking, swimming, and over-night camping are prohibited.
- A daily parking fee of \$8 is charged for private vehicles parking along Sky Oaks Road and in the Sky Oaks, Bon Tempe, and Lagunitas Parking lots. **Fees are waived for vehicles displaying a MMWD research permit.**
- In the event of high fire danger, the watershed may be closed to public access. Call (415) 499-7191 or (415) 945-1195 for closure conditions.

### Liability

Unless greater coverage is requested, researchers must furnish evidence of a Comprehensive General Liability Insurance Policy, in the form of certificate and Additional Insured Endorsement form (included with application), covering the entire period of the issued permit with limits of bodily injury of not less than \$1,000,000 combined single limit, or insurance equivalent, naming the district "its officers, agents, volunteers, and employees" as additional insured, and providing that the policy shall not be cancelled without forty-five (45) days prior written notice to the District.

## EXHIBIT A

### MARIN MUNICIPAL WATER DISTRICT COLLECTION, MONITORING AND RESEARCH GUIDELINES (continued)

#### MMWD Research Regulations:

- Activities are restricted to those described on the research permit application. Changes in design including relocation, increased sample size, and additional experiments must be submitted to MMWD for approval.
- Permits must be prominently displayed on vehicle dashboards at all times.
- Gate Keys will be issued to approved researchers who need vehicle access to District roads. A security deposit of \$100 is required.
- Researchers must arrange for a field visit with MMWD natural resource staff prior to installation of plot markers, structures or experimental manipulations.
- Researchers who intend to work after hours and/or drive on restricted service roads must notify the District by calling (415) 945-1180 **at least 24 hours in advance** and report name, location, vehicle make and model, and anticipated time of travel.
- Researchers should minimize visual impacts to MMWD lands. Plot markers should be the minimum possible for temporary identification of study sites. Flagging will not be permitted for studies that last longer than a season. All flags, posts, tags, and other markers must be removed at the conclusion of research.
- Research name, contact information, and date may be required on plot markers left in the field for more than one week.
- Destructive vegetation sampling and animal capture must be fully described in the Research Permit Application.
- All reports or scientific publications resulting from the use of any MMWD resources must acknowledge MMWD. Researchers must submit two copies of all publications to the Natural Resource Specialist.

All researchers must provide on an annual basis, at a minimum, a text file that describes each data set derived from their work on MMWD lands and a summary of research results. Minimum required metadata includes the title of each data set, the investigator's name mailing address, e-mail address, and

- an abstract. Researchers are strongly encouraged to provide copies of mature data sets that will be archived at MMWD.

## EXHIBIT A

### **MARIN MUNICIPAL WATER DISTRICT COLLECTION, MONITORING, AND RESEARCH GUIDELINES (continued)**

#### **MMWD Collection Permits:**

- Collections are limited to the kind, number and size of specimens or samples described in the permit application.
- Permits must be prominently displayed on vehicle dashboards at all times.
- Gate Keys will be issued to approved researchers who need vehicle access to District roads. A security deposit of \$100 is required.
- General classroom collecting is not allowed under this permit unless specified.
- Approved collections shall be used for scientific or instructional purposes only. Collections may not be used for commercial purposes.
- All collecting must be done away from roads, trails, and developed areas unless such locations are specified in the permit. Collecting shall be done in an inconspicuous manner.
- Collecting shall not cause damage to the environment.
- Collection of regulated, scarce or other resources deemed important may be restricted.
- Collectors must provide MMWD with a written summary of information gathered within MMWD lands.