

Permit Number: (Date - Name)

Permit Start Date: Date

Permit End Date: Date



**TRAVIS COUNTY PARKS
AND BALCONES CANYONLANDS PRESERVE**

EDUCATION PROJECT PERMIT

Name of Applicant _____

Organization _____

Home & Work Phone _____ Cell Phone _____ FAX _____

Street Address _____

City _____ State _____ Zip _____

Email Address _____

Emergency Contact _____ Day _____ Night _____

Park or Preserve Site(s) _____

Project Title Educational Tours _____

Project Description _____

Project Start Date _____ Project End Date _____

Anticipated days of week the park or preserve will be accessed/any evening or night hours:

Federal and State scientific permit numbers, if required to conduct this research:

Project People Under Your Supervision

| <u>Names</u> | <u>Telephones, including cell phone #s</u> |
|--------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| <u>Vehicle Descriptions: (include applicant's)</u> | <u>License Numbers:</u> |
|--|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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The applicant agrees to the following *General Conditions*:

1. **Authority** - The permittee (applicant) is granted privileges covered under this permit subject to the supervision of the Travis County Natural Resources Program Manager for the Balcones Canyonlands Preserve (BCP) and Travis County staff liaison(s), and shall comply with all Federal, State, and local laws. Travis County staff may accompany the permittee at any time in the field to ensure compliance with regulations. The Travis County staff liaison for this project is Will Burch (office: 512-219-6190 ext. 3, e-mail: William.Burch@co.travis.tx.us).
2. **Responsibility** - The permittee is responsible for ensuring that all persons working on the project adhere to the permit conditions and study proposal. Only those people listed on the permit are allowed into the BCP.
3. **Assignment** - This permit may not be transferred or assigned. All field assistants are to be coordinated by the permittee and should carry a copy of the permit while they are working in the BCP. The Travis County staff liaison must be notified immediately when there is a change to the field assistants working on the project or change in vehicles used. A new permit will be issued with additional names/vehicles included or names/vehicles removed that are no longer assisting with the project. The permittee shall notify the Travis County staff liaison when there are desired changes in the approved study protocols or methods, changes in the affiliation or status of the permittee, or modification of project members. Requests for significant changes may necessitate re-evaluation of the permit conditions or development of a revised proposal.
4. **Other permits** – The permittee and all people listed on the permit must obtain and provide all other required permit(s) (including valid Federal and State scientific permits) to conduct the specified project.
5. **Liability release form** – The permittee and all people listed on the research permit will be provided a liability release form to sign prior to initiating work at the BCP.
6. **Confidentiality** – The permittee and persons working on the project agree to keep the specific location of sensitive BCP resources confidential. Sensitive resources include threatened and endangered species, rare species, cultural resources, and caves or other karst features. Additionally, the permittee and persons working on the project agree to keep all lock codes confidential.
7. **Safety** – Travis County recommends that the permittee and field teams have basic first aid items and communications (cell phones) with them while working in the preserves. It is the permittee's responsibility to assure that all field assistants have returned safely from the BCP each day. Permittee shall notify the Travis County liaison if there is concern that an assistant may be on the BCP longer than expected, and the permittee and liaison will organize efforts to search for the assistant.
8. **Access to Study Sites** – Access within the BCP will be limited to hiking on existing roads only. Land management activities such as hunting may preclude access to areas for a given time. Therefore, all access must be coordinated with the assigned Travis County staff liaison. This permit does not authorize any entry upon or activities within any lands not under the jurisdiction of Travis County. Such activities must be coordinated and authorized prior to entry through the respective agency or owner.
9. **Notification** – The permittee is required to contact the Travis County staff liaison prior to initiating any fieldwork authorized by this permit. This contact should occur at least one week prior to the initial visit. After the initial visit, all subsequent visits will be coordinated with Travis County staff liaison as mutually agreed upon.
10. **Mechanized equipment** – No mechanized equipment is to be used within the BCP without authorization for Special Conditions.
11. **Chemicals** – No chemicals are to be used within the BCP without authorization for Special Conditions.
12. **Disturbance to Site, Ground, Plants, or Animals** - No disturbance to a site, the ground, plants, or animals is authorized within the BCP. This includes no removal or introduction of plants, animals, or materials (e.g., rocks, fossils) from or into the BCP. All trash must be removed.

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13. **Permanent markers and field equipment** - The permittee is required to remove all markers (such as flagging or rebar) or equipment from the field upon the completion of the study or prior to the expiration date of this permit.

14. **Staffing and equipment** - The permittee will provide all resources need to complete the educational project, including equipment and staff.

15. **Outdoor Ethics** - The permittee must make reasonable efforts to follow outdoor ethics principles during all field activities to minimize impacts on BCP resources, such as Leave No Trace principles (<http://www.lnt.org/programs/principles.php>) and the Declining Amphibian Task Force Fieldwork Code of Practice (http://www.fws.gov/ventura/species_information/protocols_guidelines/docs/DAFTA.pdf). All field personnel should review and be familiar with these principles prior to starting fieldwork.

16. **Reports and Deliverables** – Educators working in the BCP are required to complete a draft annual report (in MS Word format) at the end of each school term (December 31 and June 15) describing the educational project including the number of participants, types of activities performed, and outcome. The permittee is responsible for ensuring the content of their reports is complete. Travis County staff will not modify reports received unless the project involved Travis County staff participation or unless requested to do so by the permittee responsible for the report.

Copies of all raw data (e.g., field data sheets, field notes, lab reports, drawings, maps, literature reviews/bibliographies, databases/spreadsheets, etc.), GIS data with associated metadata, photos and negatives, video and audio tapes created during research activities, draft reports, and interim reports are to be provided if requested by Travis County BCP liaison.

For GIS and tabular (non-spatial) data, the permittee will coordinate with Travis County staff prior to the start of data collection to review the types of information that will be collected and ensure compatibility with the County's software and hardware, metadata requirements, and product delivery schedules.

All data collected at the BCP are co-owned by Travis County. If any of the data collected from the BCP are to be published, the draft manuscript will be submitted to Travis County staff for review and comment prior to submission for publication. The permittee shall acknowledge Travis County Natural Resources and Environmental Quality Division in any published article regarding educational projects carried out under the terms of this permit. The acknowledgement shall include the appropriate permit number(s).

17. **Expiration date** – As a general rule, permits will expire at designated end date for the project or at end of the calendar year following the date of issuance. The expiration date will depend on the length of the project, date of submittal, and review by the Natural Resources Program Manager and Travis County staff. Renewal will be contingent upon satisfactory completion of project deliverables. Nothing in this permit shall be construed as granting any exclusive privileges or automatic right to continue, extend, or renew this or any other educational projects under new permit(s).

18. **False information** - The permittee is prohibited from giving false information that is used to issue this permit. To do so will be considered a breach of conditions and be grounds for revocation of this permit and other applicable penalties.

19. **Revocation** - This permit may be terminated for breach of any condition. The permittee may consult with the Natural Resources Program Manager to clarify issues resulting in a revoked permit and the potential for reinstatement.

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By affixing his signature hereon,
the permittee agrees to all terms
conditions of this permit.

Approved by Travis County
Natural Resources and Environmental and
Quality Division

Signature

Name of Principal Researcher

Signature

Linda Laack, Environmental Resources Management
Specialist, Balcones Canyonlands Preserve

Date: _____

Date: _____