



User Guide

ver. 09/15

| | |
|---|----------|
| I. INTRODUCTION TO ORDWAY-SWISHER | 1 |
| UF & OSBS Policies | 1 |
| Fundamental Code of Behavior | 1 |
| Problems / Grievance | 1 |
| Associated Programs | 1 |
| Addresses & Communication Information | 1 |
| Directions to Ordway-Swisher | 2 |
| Primary Regional Airports | 2 |
| II. CONDUCTING RESEARCH, EDUCATION, AND SPECIAL USE ACTIVITIES AT OSBS | 3 |
| OSBS use permitting process | 3 |
| OSBS Research & Education Committee (REAC) Reviews | 3 |
| Fees | 3 |
| Conservation Management Considerations | 3 |
| General Guidelines | 4 |
| III. FIELDWORK CONSIDERATIONS | 5 |
| The Florida Climate | 5 |
| Roads & Navigation | 6 |
| Cellular Service | 6 |
| Restrooms, Refrigeration, Potable Water, Waste | 6 |
| Pets | 6 |
| IV. FACILITIES | 6 |
| Offices & Classroom | 6 |
| Conservation Center | 6 |
| Lodging Options | 7 |
| Research/Education Storage | 7 |
| Caretaker Residence | 7 |
| V. RESOURCES & SERVICES | 7 |
| Communications/Network | 7 |
| Equipment Storage | 7 |
| Vehicles & Boats | 7 |
| Fabrication Workspace and Tools | 7 |
| Support Equipment/Resources & Data | 8 |
| Land Management & Prescribed Burning Services | 8 |
| Local Resources in the Melrose/Keystone Heights Area | 9 |
| VI. SAFETY CONSIDERATIONS, EMERGENCIES, AND SECURITY | 9 |
| Safety Considerations | 10 |
| Medical Emergencies | 10 |
| Security | 10 |
| APPENDICES | |
| ▪ Policies | 11 |
| ▪ Fee Schedule | 13 |
| ▪ Liability Waiver | 16 |
| ▪ Under 18 Liability Waiver | 17 |

I. INTRODUCTION TO ORDWAY-SWISHER

The Ordway-Swisher Biological Station (OSBS) is a biological field station established for the long-term study and conservation of unique ecosystems through management, research, and education. The Station is located in Putnam County, Florida - roughly north latitude 29°41' and west longitude 82° and is approximately 3 844 ha (9,500 acres). The Station is owned by the University of Florida Foundation and is managed for UF by the Institute of Food and Agricultural Sciences' (IFAS) Office of the Dean for Research. The Nature Conservancy maintains a conservation easement on all of the properties comprising OSBS; the easement was designed to protect the conservation value of the Station's natural resources, while enabling research and educational activities.



This document's purpose is to provide primary information to users regarding use, guidelines, and resources available at Ordway-Swisher. It is updated periodically and suggestions to improve this document are welcome.

UF & OSBS Policies

All University of Florida [www.generalcounsel.ufl.edu/regulations/] and OSBS policies [<http://ordway-swisher.ufl.edu/policies.htm>] 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. Violation of these policies may result in termination of the project or activity on the Station and may affect permission for future use of the facility.

Fundamental Code of Behavior

Everyone visiting and working at OSBS is expected to abide by an honorable and considerate code of behavior. This means showing respect for others, the natural resources, and the facilities at OSBS. Stations users should remember that the management staff has a responsibility to conserve the flora, fauna, and the other natural resources of OSBS. Our staff's goal is to provide a safe, inviting, friendly, and productive environment for you to conduct your work.

Problems / Grievance

Problems or complaints having to do with the Station's policies, procedures, actions, or facilities should be brought to the attention of the Associate Director. They and the staff will work with you to resolve any problems and help make the Station a productive environment for you. This includes all research and teaching issues. Interpersonal conflicts not related to use of the Station are best solved among the parties involved.

Associated Programs with OSBS

National Ecological Observatory network (NEON) – NEON is a NSF funded program that manages a continental-scale research platform for discovering and understanding the impacts of climate change, land-use change, and invasive species on ecology. The Station has been selected as the candidate core site for the Southeast US domain of NEON. NEON's task is to gather long-term data on ecological responses of the biosphere to changes in land use and climate, and on feedbacks with the geosphere, hydrosphere, and atmosphere. It will consist of distributed sensor networks and experiments, linked by advanced cyberinfrastructure to record and archive ecological data for at least 30 years. Using standardized protocols and an open data policy, NEON will gather essential data for developing the scientific understanding and theory required to manage the nation's ecological challenges.

ADDRESSES AND COMMUNICATION INFORMATION

- **Mailing Address:**
Ordway-Swisher Biological Station
University of Florida
PO Box 110205
Gainesville, FL 32611
- **Primary Contact Phone Numbers for OSBS:**
352.475.2300 (Station)
- **Public Phone at OSBS located at Bldg. 2201:**
352. 294-3697
- **Shipping Address:**
590 N SR 21
Hawthorne, FL 32640
- **Fax Numbers:**
OSBS: 352.475.2848
- **911 addresses**
 - **West Entrance:** 590 N SR 21, Hawthorne, FL
 - **North Entrance:** 245 Mason Rd, Melrose, FL
- **Email Address:** osbs@ifas.ufl.edu
- **Web site:** <http://ordway-swisher.ufl.edu>

General Directions to Ordway-Swisher

From Gainesville to Melrose

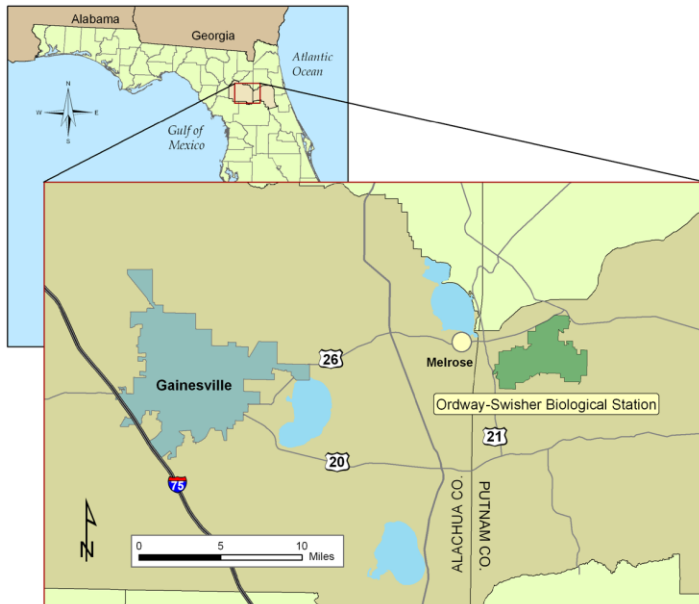
1. Head east on University Ave (SR26) for ≈ 8 miles until you come to a stop sign at the intersection of SR26 & SR222.
2. Turn RIGHT and follow SR26 east until you come to Melrose (≈ 11 miles).

From Jacksonville metro area to Melrose

1. From I-295, take SR-21 S/Blanding Blvd heading south
2. Follow to Melrose – 43.0 mi

Coming from the Orlando metro area to Melrose

1. Take Florida Turnpike north – 43.2 mi
2. Merge onto I-75 N – 29 mi
3. Take Exit 358 for FL-326 and turn RIGHT and continue to US-301 N/US-441 N/N US Highway 441 – 8.1 mi
4. Turn LEFT and head NORTH on US-301 N/US-441 N/N US Highway 441 – 5.5 mi
5. Merge RIGHT onto US-301 N (signs for Starke) – 20.6 mi
6. Take Slight RIGHT onto Co Rd 219A – 2.5 mi
7. Continue onto NE County Road 219a – 6.5 mi
8. Turn RIGHT onto FL-26 E/State Road 26 E – 1.1 mi



Entrance Gate Locations

NOTE: The Station is not open to the public except for arranged visits, therefore entrance gates require a code for access.

North Entrance Gate – 245 Mason Rd, Melrose, FL

1. Go through the traffic light in Melrose (intersection of SR26 & SR21)
2. Go approximately 1.9 miles past the light on SR26 until you come to Mason Rd. on your right (a dirt/clay road).
3. Turn RIGHT onto Mason Rd heading south.
4. Follow Mason Rd for approximately 1.5 miles until you come to the entrance gate/sign on your right.

West Entrance Gate – 590 N SR21, Hawthorne, FL

1. Turn right at the light in Melrose (intersection of SR26 & SR21) onto SR21.
2. Head south for 2.6 miles.
3. The Station sign and entrance gate will be on your LEFT.

Primary Regional Airports

- Gainesville Regional Airport, Gainesville FL. - 19 mi.
- Jacksonville International Airport, Jacksonville, FL. - 70 mi.
- Orlando Sanford International Airport, Sanford, FL. - 105 mi.
- Orlando International Airport, Orlando FL. - 133 mi.
- Tampa International Airport, Tampa, FL. - 148 mi.

II. CONDUCTING RESEARCH, EDUCATION, AND SPECIAL-USE ACTIVITIES AT OSBS

OSBS Use Permitting Process

All individuals and groups interested in utilizing OSBS for research, education, or a special use activity must complete an appropriate use application through the OSBS Project Portal located on the Station's website. A portal account is required to be established first before an application can be started and submitted. Only the named registered user of an account is permitted to submit applications or request data sets. Portal accounts allow individuals to submit use applications (Research, Education, or Special Use), manage projects, course visits, and requesting of data sets. Once the account is approved, an individual will be notified regarding starting submission of the application process. A project proposal (guidelines are on the application), and any pertinent institutional, state, and federal permits.

- Research Application - Applies to research related activities including pilot or test studies, species surveys, and sampling/collecting.
- Education Application - Applies to teaching, training, and extension activities.
- Special use Application - Applies to activities that do not fit the above applications (e.g., guided tours, departmental retreats).

Applications submitted will be reviewed at the 1st of every month. Depending on the proposed projects complexity, an application may take up to 2 weeks to review so please plan accordingly. If access to OSBS is needed for planning purposes in order to complete your proposal, then a detailed narrative will need to be submitted on what activities you will need to carry out in order to complete your formal application. If you are not a UF employee, student, or volunteer, a liability waiver must be signed before an approved activity can use OSBS. This would also apply to all members of your party. Visitors under 18 should have the Under 18 Liability Waiver completed by their guardian. A liability waiver is included with all applications and can also be obtained from the OSBS website. Once a project is approved, the applicant will be notified by the Associate Director to arrange a meeting to discuss specifics regarding their use of OSBS.

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. Significant changes will be subject to the institutional review process. Updates to institutional (IACUC, ARC, etc), state, federal permits shall be uploaded to the Project Portal account 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.

All publications including reports generated from studies using wholly or partly OSBS resources shall be provided to the Associate Director once published. A copy of the data set may be requested as well. Researchers shall acknowledge the 'Ordway-Swisher Biological Station' in their publications and reports.

OSBS Research & Education Advisory Committee (REAC) Reviews

Studies that involve significant potential impact on the Station, its resources, its species or habitats, or may significantly restrict the future activities at the Station will be forwarded to REAC for their review and comment. This includes, but is not limited to, studies involving: Working with listed species; destructive sampling or habitat manipulations at a scale more than 100 square meters; application of substances such as radioisotopes, herbicides, pesticides, or fertilizers; introduction of exotic/invasive species; microorganisms; and substantial equipment or infrastructure demands. REAC also reviews projects that have not been compliant with OSBS policies, that have caused safety concerns to other users or OSBS staff, or that have grossly impacted the Station's natural resources.

Fees

The Station has a fee schedule for classroom facility use as well as equipment use and particular services. Please review the Stations fee schedule and include any needs in your proposal. The fee schedule can be reviewed at <http://ordway-swisher.ufl.edu>. Contact the Associate Director with any questions you may have.

Conservation Management Considerations

Part of the Station's Conservation Program mission is to maintain and manage healthy habitats. They do this by several management tools, including the use of fire, herbicides, and mechanical treatments. If you have any concerns or questions about Station conservation activities, please speak to the management staff.

- Wildland Fire: Many of the vegetation communities found at OSBS are fire dependent and require prescribed burning (freq. 1-5 yrs) to be maintained. The Station has an active prescribed fire program run by trained staff that conduct these burns year around. Most of the prescribed fires are conducted in the sandhill communities (longleaf pine/wiregrass) but do occur in other communities less frequently. Wildfire from lightening also occurs annually and are either contained or burned out depending on

the available staff and equipment resources and the proximity to sensitivity research and facilities. Investigators needing research areas excluded from fire for long-periods of time (>5yrs) need to identify this in their research application and proposal. Protection of equipment from fire is the responsibility of researchers and should be identified in the research proposal.

When a prescribed burn is being conducted, notification will be posted at the check station by the entrance gate as well as via text messaging to mobile devices of Station users. Researchers with a study in targeted burn unit will be notified beforehand. Service roads are used as control lines and are lightly disked. Access by Station users to the area being burned and the surrounding roads are restricted to those on the burn crew. Areas that have been burned are usually closed a week afterward for safety reasons. A reentry date will be posted at the check station the following day. The Station's boundary line is disked regularly to serve as a fire break in order to prevent wildfires from leaving or entering the Station. It is suggested that users only drive the boundary if their vehicle has 4x4 capabilities.

- **Herbicides:** The station staff uses various herbicides to control exotic invasive plants, hardwood encroachment in sandhills and old fields, and fence lines. Researchers that have studies that are sensitive to chemicals should identify this in their research proposal. Notice of herbicide use is posted at the pole barn with the following information:
 - Application location
 - Product Name
 - EPA registration number
 - Active ingredient(s) of pesticides used
 - Time and date pesticides are scheduled to be applied
 - Restricted-entry interval for pesticides
- **Mechanical Treatments:** The Station's conservation staff uses various mechanical methods also for controlling exotic invasive plants and hardwood encroachment in sandhills and old fields. These techniques involve chainsaws, hand pooling and trimming, mulching machines such as Gyro-tracs, as well as deck and boom mowers.

General Guidelines

- **Accessing OSBS:** OSBS is not open to the general public except for organized tours or through volunteer activities. Only approved research, teaching, and special use activities may access OSBS. The Station is available for access to users 24/7 unless otherwise communicated. Depending on the duration needed for access to OSBS, an approved project may receive a project code to the automated entrance gates. The code is available until the project is complete and then it is removed from the gate system. The entrance gates are located at:
 - West Entrance: 590 N SR 21, Hawthorne, FL
 - North Entrance: 245 Mason Rd., Melrose, FL

All visitors must sign in at the check station located by the entrance gate and provide the following information: Date, Name, Time In, Number in party, Location (Management Unit or Area), and Reason for visiting. When leaving OSBS, users shall indicate departure time at the check station and verify that all individuals in their party are accounted for. Users are responsible for the conduct of all individuals associated with their permitted activities. Access to OSBS through management gates is not permitted unless the user can provide a justifiable need to Associate Director.

- **Management Areas and Units:** The station is organized into 9 Management Areas (MA). These Management Areas are further subdivided into Management Units (MU), the smallest unit of land that is actively managed. Most of the prescribed burns are done at a Management Unit level. Please know what MU you are working in and include it in your annual report.
- **Study or Activity Locations:** Study site and activity locations (such as plots or trapping locations) shall be provided to the Associate Director at the beginning of an approved study or activity. Location information shall be in the form of Management Unit(s) as well as GPS coordinates (preferably in UTM coordinate system) plots and study sites. Updated location information will be provided if study sites are moved during the course of the project.
- **Collecting (flora, fauna, genetic material):** Collecting shall be defined as removal of a sample (flora, fauna, genetic material, water samples, etc.) from OSBS for the purpose of exhibitions, education, or research use. All collecting should be requested and justified in your use application. Please include where the sample collection will be located, collection ID, and a contact name, phone number, and email address. Private collecting is not permitted.
- **Field Marking Material:** If you need the use of flagging or marking material for plots or identifying individual features at OSBS, please use biodegradable marking material when possible. When picking a marking color/pattern, please check with the Associate Director to determine if other research/activity coinciding on the Station is using the same color/pattern. Researchers must use unique flagging color/pattern from other research being conducted at the Station. If PVC, conduit, or rebar is needed, please include an aluminum tag for each pole with your name and OSBS permit # embossed on it. If not clearly identified, staff

may remove these poles. All equipment/flagging etc. is to be removed once the project/activity has been completed unless otherwise approved.

Researchers or educators wishing to mark animals are required to make a list of all markers you plan to use on animals (except very short-lived markers) and provide it to the Associate Director. To use bird bands, you must fulfill the regulation of the existing banding systems. This generally entails custom bands with your initials and a number. Please note that you must receive permission for work with vertebrates, according to your home institution's regulations (IACUC in the case of U.S. researchers). UF/IFAS personal should submit marking information in your ARC (Animal Research Committee) permit.

- **Radio Telemetry:** Researchers planning to use radio telemetry should incorporate information regarding capture techniques, if any anesthesia will be used, recapture efforts, and how the collars will be removed at the end of the study. A list of frequencies to be used needs to be provided in the research application.
- **Long-term Studies:** Researchers wishing to establish long-term studies (>5 yrs) should communicate how long the project will run, any potential impacts on the flora and fauna, soil, water, marking methods, any restrictions they may envision for its upkeep and to management practices (fire or other management strategies). All requests to establish a long-term study will be forwarded to REAC for their review and comment.
- **Site Restrictions:** OSBS administrators reserve the right to restrict certain access to areas of the Station for management and/or research reasons. Notifications of such restricted areas will be communicated to all Stations users. Impacts to ongoing research will be mitigated. If a researcher needs to have an area excluded from access by others, then they should identify and justify this in their research proposal.
 - The NEON tower and Soil Array area located in C-10b is not accessible without permission first from a NEON staff.
- **Exotic Plants or Animals:** All requests to use nuisance exotic/invasive plant species and animals will be reviewed by REAC. Researchers requesting to use these types of species for their research at OSBS must identify how these species will be used, methods for keeping the species contained and from escaping the study site, how they will be removed at the end of the study, and a post study scouting effort to verify no species has become established. If a nuisance exotic/invasive plant species or animal does escape the study site or is not removed at the end of the study, the researcher will bear all costs required to remove the species from OSBS.
- **Introgression of Genes from Introduced Organisms and Plantings:** OSBS strives to minimize introgression of genetic material from experimental plantings or individuals introduced to the site for research purposes. All requests to bring individual plants or animals onto the Station should include a description of the proposed methodology to be employed to minimize genetic introgression. Permission for use of non-local individuals in research may require, among other activities, monitoring and collecting plants, seeds, and fruits to minimize gene flow to plant populations at OSBS and removal of experimental plantings at the end of a project.

III. FIELDWORK CONSIDERATIONS

What to bring to work in the field

- Water bottle
- Sun screen
- Sunglasses and sunhat
- Insect repellent (summer)
- EpiPen (if you have severe allergic reactions.)
- Rain jacket
- Light cotton long sleeve shirt when working in the wetlands (summer)
- Closed toed shoes
- Day pack
- Rite In Rain notebook
- Cellular phone
- Transportation that can travel across dirt roads

The Florida Climate

- December, January and February are our so-called winter months. Sometimes it can get chilly enough to have to wear a heavy coat during those months. Winter rains are prevalent. Average temperature is around 65°F during the day and 45°F at night.
- March through May are the spring months. Average temperature is around 70°F during the day and 55°F at night.

- June through September are the rainy months. It rains like clockwork around the same time everyday but it doesn't last long and then just as fast as it came, it goes away like it never happened. Average temperature is around 85°F during the day and 70°F at night.
- Florida's active wildfire season typically occurs from May-July.
- October through November, the weather is still pretty summer-like with the afternoon rains starting to taper off. Average temperature is around 75°F during the day and 50°F at night.

Roads & Navigation

- There are approximately 75 miles of improved gravel roads and dirt roads that are found at OSBS. The improved roads connect the entrance gates to the main facilities at the Conservation Center and the Office Bldg. Establishment of additional improved roads are ongoing.
- The posted speed limit throughout the Station is 15 MPH.
- Vehicles are not permitted to leave designated roads unless permission has been granted by Associate Director.
- When parking along a road, please pull off to the side so other vehicles may pass.
- The dirt roads are primarily sand and clay and may be difficult to travel depending on your vehicle and the time of year. If you happen to get your vehicle stuck in a sandy area, please fill in your hole after getting unstuck. If you have any concerns regarding whether your vehicle can travel affectively across station roads, please contact the Stations staff for options.
- A network of reference posts with unique IDs has been established across OSBS to help with navigating the Station's roads.
- The station's boundary line is regularly disked in order to help with control of potential wildfires. Please avoid driving along it unless you have a 4x4 vehicle. When traveling the boundary, please stay in the established driving ruts.

Cellular Coverage

- Cellular coverage across the Station is very good with service from Verizon, AT&T, Sprint, and T-Mobile providing coverage.

Restrooms, Refrigeration, Potable Water, Waste

- The station has a bathroom and shower that is available to visitors and located at the Bldg 2201 at the Conservation Center. Additional bathrooms and a shower are located at the Duke Campbell Bldg (2201) and the Shop (2205).
- Potable water, refrigerators (for food), and an ice machine are located at the Bldg 2201. Animal specimens and chemical storage are not permitted in these refrigerators; however, water samples may be stored if properly marked.

Garbage and Recycling

- All domestic waste can be placed in containers found in Bldg 2201. Field trash is to be removed off-site by users.
- Recycling containers can be found in Bldg 2201.

Pets

- Domestic animals (dogs, etc) are not permitted on the Station, unless they are part of an approved research project or are necessary for medical uses. Please notify the Associate Director if you have a special need.

IV. FACILITIES

Offices & Multiuse Classroom

- Bldg 2202 - Duke Campbell Building (Butler Bldg) - The Duke Campbell Bldg is a mixed use facility that contains office space for staff, a 36 person classroom, galley kitchen, and two bathrooms with one containing a shower. The classroom is furnished with tables, chairs, marker board, projection screen, digital projector, and pin boards for presentations. Office space is limited and therefore any requests by investigators need to be included in your research proposal. A fee will be charged for use of office space. Please see fee schedule. Wireless internet access is available throughout the building. This building is open during the day.

Conservation Center (Bldgs 2201, 2204, 2205, 2216, 2220) - Conservation Center is a located in the center of OSBS (G-1) and is comprised of several support bldgs.

- Bldg 2201 (Pole Barn) – Used for equipment storage, restroom & shower, a public phone, refrigerators for storing food, ice machine, and a field wet lab in Bldg 2201 for processing samples.
- Bldg 2203 (Silo) – Used for storing research sampling equipment as well as the Station's fire cache.

- Bldg 2205 (Maintenance & Fabrication Shop) – Used for equipment repair and maintenance. Contains a fabrication shop as well as a clean room for working on sensitive equipment.
- Bldgs 2216 & 2220 (Heavy Equipment Barns) – Used to store equipment such as tractors, trailers, vehicles, and implements.
- Bldg X (Land Management) – Used to store land management equipment, drying ovens, and a covered area for processing plant materials.

Onsite Lodging - The station has multiple options for lodging accommodations for visiting users.

- Bldg 2230 (Cofrin Cottage) - A 3-person single-room occupancy lake cottage is available for individuals or small groups. The cottage has a full kitchen and washer/dryers. Each bedroom has a twin bed, writing desk, storage drawers, and a television.
- Bldg 2207 (Cypress Bunkhouse) - For visitors needing larger group housing, an 8-person multi-room occupancy bunkhouse is available. The house comes with a full kitchen and a washer/dryer.
- RV campground - The Station maintains a 3 site RV campground that has full hook-ups (30 & 50 amp, water, sewage) with a concrete pad, fire ring and a picnic table. The sites are used by seasonal volunteers (Conservation Work Campers) as well as researchers.

Research/Education Storage

- Bldg 2203 - Storage Bldg - Used for long-term storage of user equipment and over-flow storage.

Caretaker Residence (Management Cottage)

- Bldg 2250 - The management cottage houses an onsite caretaker. It is located at the south end of Unit G-3.

V. RESOURCES & SERVICES

Communications/Network

- Land lines: There is a public phone located at the Bldg 2201 and is accessible 24/7.
- Handheld Radios: The Station has handheld radios for use as well as a radio repeater system.
- Internet: Wireless internet via satellite connection is available at the Conservation Center and the Duke Campbell Bldg. (Upload speed: 10Mbps, Download speed: 10 Mbps). Depending on how long a non-UF user is visiting OSBS, access to internet may be provided as a guest for 2 weeks or for longer periods through use of a Gatorlink account. Users should indicate their internet needs in their use application.
- Fax: The station has a fax machine at the Bldg 2202. Contact staff for use.
- Cellular Service: Reliable cellular service is available through Verizon, AT&T, Sprint, and T-Mobile

Equipment Storage

- Equipment storage needs should be requested in submission of use application. The Station has limited secured storage that is available a first come basis. Depending on the length of storage time needed, a fee may be charged. Please see fee schedule for more information.

Vehicles & Boats

- The Station has limited vehicles that are available for a use fee. A valid driver’s license is required. Availability is on a first come basis.
- Canoes, Jon boats, and v-haul boats available for use. Canoes are available for free, however boat use requiring a motor will be charged a fee.
- Outside boats: Due to concerns of accidental introduction of exotic-invasive plants and organisms by trailers and boats, outside boats and trailers are prohibited from being used on OSBS lakes without at least a one month quarantine and cleaning.

Fabrication Workspace and Tools

Workspace and tools for fabrication and repair work are available at the Bldg 2205. A clean room is also located in Bldg 2205 for work sensitive to dirt or that requires a climate controlled environment. Please contact Associate Director to arrange use.

Support Equipment/Resources & Data

- Boats (self-propelled and motorized)
 - Vehicles
 - Micro, macro, balance scales
 - Live animal traps
 - Animal handling tools
 - Ph Meter
 - Snake leggings
 - Sampling nets
 - Small animal holding tanks
 - Compasses
 - Portable scale
 - Long & DBH tapes
 - Spotting scope
 - Fire PPE
 - Spray equipment
 - Laser range finders
 - Fire management assistance
 - Sample prep space
 - Wet lab
 - Clean room for sensitive work
 - Drying oven
- **Maps:** Standard color and b/w maps for directions, planning, and field work are available to all users once an application is approved. Customized maps may be requested, but will be dependent upon on the staff's time to develop.
 - **Herbarium:** The Station's herbarium collection of plant species is located at the Florida Museum of Natural History and can be searched on line at <http://www.flmnh.ufl.edu/herbarium/>. Access to the herbarium can be arranged by contacting the Conservation Steward.
 - **Meteorological Stations:** OSBS has 4 meteorological stations located across the station. Temperature, humidity, rainfall, soil temperature, fuel moisture & temperature, solar radiation, barometric pressure, and wind speed & direction data are collected. Data from the weather station network can be accessed 24/7 via the OSBS website at: <http://ordway-swisher.ufl.edu/met/>. Data is updated every 15 minutes.
 - **Data Sets:** The station has a number of long-term monitoring projects. Visit the Station's website for available data sets or contact the Associate Director for more information and extent of data sets.
 - **External Data Portals:** Data collected in the form of voucher samples, DNA barcoding, and long-term monitoring data of water, species, and eddy flux are available. Please visit the OSBS website for more information on these portals.

Land Management & Prescribed Burning Services

If your study involves the need of land management services or the application of fire, please contact the Associate Director regarding planning. There is a fee if Station fire resources (equipment and personnel) are required.

LOCAL RESOURCES in the MELOSE & KEYSTONE AREA

| RESOURCES | APPROX. DISTANCE FROM OSBS |
|--|----------------------------|
| <u>Mailing</u> | |
| • US Post Office: 859 SR 21, Melrose, FL 32666. Tel: 352.475.1701 | 4 mi |
| • FedEx Express Drop Box: Williamson Grocery – Outside. 840 N State Rd 21. Melrose, FL 32666 | 4 mi |
| • FedEx Express Drop Box: Keystone Office – Outside. 275 S Lawrence Blvd Keystone Heights, FL 32656 | 9 mi |
| <u>Grocery Stores</u> | |
| • Williamsons Food Store: 849 N SR 21, Melrose, FL. Tel: 352.475.1144. | 4 mi |
| • Harveys: 3212 SE SR 21, Melrose, FL. Tel: 352.475.1115. | 7 mi |
| • Hitchcock's Grocery Store: 7380 SR 100, Keystone Heights, FL. Tel: 352.473.4982 | 11 mi |
| • Dollar General: 3186 SE 31st Way Melrose, FL 32666 Tel: 352.792-1231 | 7 mi |
| • Family Dollar: 881, Melrose, FL 32666 Tel: 352.448.3538 | 4 mi |
| <u>Drug Stores</u> | |
| • CVS Pharmacy: 120 West Walker Drive, Keystone Heights, FL 32656 Tel: 352.473.7122 | 10 mi |
| • Walgreens: 115 North Lawrence Boulevard, Keystone Heights, FL 32656 Tel: 352.473.4621 | 10 mi |
| <u>Restaurants/Fast Food</u> | |
| • Blue Water Bay: 319 SR 26, Melrose, FL. Tel: 352.475.1928 | 4 mi |
| • Fryers Chicken: 321 SR 26, Melrose, FL. Tel: 352.475.5970 | 4 mi |
| • Betty's Pizza & Subs: 855 North SR 21, Melrose, FL. Tel: 352.475.5717 | 4 mi |
| • Melrose Café: 886 N SR 21, Melrose, FL. Tel: 352.475.2626 | 4 mi |
| • McDonald's: 7370 SR 100, Keystone Heights, FL. Tel: 352.473.2288 | 11 mi |
| • Wendy's: 210 W Walker Dr Keystone Heights, FL Tel: 352.473-3636 | 10 mi |
| • Hardees: 7401 SR 21, Keystone Heights, FL. 352.473.7745 | 11 mi |
| • Johnny's BBQ: 7415 SR 21, Keystone Heights, FL. Tel: 352.473.4445 | 11 mi |
| • Subway: 400 SR 26, Melrose, FL Tel: 352.475.1549 | 2 mi |
| • Gator Bait Sports Bar & Grill: 304 SR 26 Melrose, FL 32666 Tel 352.475.1360 | 2 mi |
| <u>Hardware & Auto Parts Stores</u> | |
| • Bryan's Ace Hardware: 871 N SR 21, Melrose, FL. Tel: 352.475.2400 | 4 mi |
| • Bryan's Ace Hardware: 190 S Lawrence Blvd, Keystone Heights, FL. Tel: 352.473.9917 | 10 mi |
| • Futch's Power Depot: 101 Commercial Dr, Keystone Heights, FL. Tel: 352.473.4001 | 10 mi |
| • True Value Hardware: 200 NE Commercial Cir, Keystone Heights, FL Tel: 352.473.9991 | 10 mi |
| • Keystone Auto Parts: 7419 State Road 21, Keystone Heights, FL. Tel: 352.473.3561 | 11 mi |
| • Carquest Auto Parts: 7419 Hwy 21, Keystone Heights, FL. Tel: 352.473.2469 | 11 mi |
| • Advance Auto Parts: 7360 SR 100, Keystone Heights, FL. Tel: 352.473.6996 | 11 mi |
| <u>Fuel</u> | |
| • Various grades of gasoline and diesel fuel are available in the Melrose and Keystone Heights area from BP, Shell, Citgo, Kangaroo, and Chevron gas stations. | 3 - 11 mi radius |
| <u>Entertainment</u> | |
| • Redbox Kiosks: | |
| ○ Kangaroo, 400 State Road 26, Melrose, FL 32666 | 2 mi |
| ○ Kangaroo, 3186 SE State Road 21, Melrose, FL 32666 | 10 mi |
| • Mike Roess Gold Head Branch State Park: 6239 SR 21, Keystone Heights, FL Tel: 352.473.4701 | 16 mi |
| • Melrose Bay Art Gallery: 103 SR 26 in Melrose, FL Tel: 352.475-3866 | 2 mi |
| • Melrose Library: 312 Wynwood Ave, Melrose, Florida Tel: 352.475.3382 | 3 mi |
| <u>Offsite Lodging</u> | |
| • A broad selection of offsite lodging options can be found in Gainesville, Starke or Palatka. | 20+ mi |

VI. SAFETY CONSIDERATIONS, EMERGENCIES, AND SECURITY

SAFETY CONSIDERATIONS

- **Cell Phones.** It is recommended that visitors carry a cell phone with them while working in the field.
- **Wildlife & Plants.** Potentially dangerous animals such as venomous snakes (eastern diamondback rattlesnake, dusky pigmy rattlesnake, coral snake, and the Florida cotton mouth) and arthropods, alligators, as well as poisonous plants, occur on the Station. Visitors are expected to be knowledgeable and take proper precautions. Visitors to the Station who are sensitive to insect stings or bites are expected to carry their own medication.
- **Snake leggings.** It is strongly recommended that boots or snake leggings be worn that can deflect the bite of a snake when in areas where visual inspection of the ground is limited, especially along the Mill Creek Swamp drainage system.
- **Weather.** Be very wary of Florida's inclement weather, especially thunderstorms and lightning. Find proper shelter immediately if conditions are threatening.
- **Wildland Fire.** Wildfires do occur on the Station either from lightening, escape fires from prescribed burning, and/or arson. Be aware of such an event and how to navigate through the Station in case of a wildfire. Prescribed fire notification will be posted at the check-station by the entrance gate and by text messaging.
- **Driving.** Speeds should not exceed 15 MPH. Be aware, they are a number of blind corners.
- **Boat Use:** Canoes and boats may be used for aquatic surveys but visitors must demonstrate competence in handling such equipment and wear life preservers or carry flotation cushions when on the lakes.
- **Tree Climbing.** Any work involving the use of tree-climbing equipment should be cleared with Station managers. Research proposals involving tree climbing should be undertaken as a team. It is recommended that two persons cooperate in these endeavors.
- **Hunting Season.** Hunting season in north Florida runs from late October through the end of January. Although hunting is not permitted on OSBS, it is recommended that users of the Station wear blaze orange safety vests when working in the field. Vests may be found in the bathroom at the barn. Please return at the end of the day.
- **Assistance.** If assistance is needed, contact the Station office at 352.475.2300.

MEDICAL EMERGENCIES

- **First aid kit and an accessible phone.** Located in the Bldg 2201 restroom. A first aid kit and phone are also located at Bldg, 2202 where OSBS staff have their offices.
- **Notify Staff.** Station staff should be notified of any serious injuries as soon as possible. They have first aid training.
- **The 911 address.** The 911 addresses for the entrance gates are:
 - West Entrance: 590 N SR 21, Hawthorne, FL
 - North Entrance: 245 Mason Rd., Melrose, FLOSBS has numerous service gates along its boundary. Each gate has been assigned a specific 911 address to help with emergency response to security, medical, and fire issues.
- **Helispot.** An emergency helispot located at the Conservation Center has been established with UF-Shands Hospital in case a helivac is needed.

SECURITY

- **Entrance Gate.** The entrance gate is to never be left open unattended.
- **Project gate codes:** Gate entrance codes assigned to each visitor is not to be shared.
- **Buildings.** Please relock all buildings or rooms if you have opened them by key.
- **Use of Firearms.** Firearms are prohibited unless approved through the application process for research or educational use.
- **Trespassers.** The station is patrolled; however trespassing does occur from time-to-time. If you encounter someone you believe is trespassing, do not approach this person, but contact Station staff immediately and inform them of where you saw the trespasser.

All users of the Ordway-Swisher Biological Station (OSBS) must abide by all University of Florida (UF) and OSBS policies while visiting the facility. The policies, procedures, and fees of OSBS are subject to change without prior notice. All visitors are responsible for observing any and all updates to UF and OSBS policies. Current OSBS policies can be found at <http://ordwayswisher.ufl.edu/policies.htm>. Violation of UF or OSBS policies may result in termination of projects and activities on the Station and may result in restrictions or prohibition of future use of the facility.

PRE-STATION USE REQUIREMENTS:

1. **University of Florida DSR.** All research proposals involving work at the Station that are submitted through the University of Florida DSR should be signed off and approved by the Station Director on the DSR-1 form.
2. **Use Permit.** An appropriate application (Research, Education, or Special-Use) must be completed and approved prior to activity on the Station. Application forms may be obtained from <http://ordway-swisher.ufl.edu/docs.htm>. All relevant permits (institutional, state, federal) provided before a project can be reviewed for use of the Station and its resources.
3. **Student Projects.** Faculty members are required to complete a research application for each graduate/ undergraduate student study.
4. **Fee Schedule:** Use of the Station is subject to the Fee Schedule. The Fee Schedule may be reviewed at <http://ordwayswisher.ufl.edu/docs.htm>.
5. **Liability waiver:** Applicants not officially affiliated with UF must sign a liability waiver.
6. **Project Keys.** Projects that may require access to locked facilities must complete a key agreement form before keys are provided. All keys provided must be turned in at the completion of research and should not be given or loaned to other individuals.

STATION USE:

7. **Access to Station.** Access to the Station is permitted with an approved use permit or prior arrangement with managers.
8. **Entrance Gates.** The Station has two entrance gates for users. Visitors will use these gates for entering and exiting the Station. The gate is to never be left open unless attended.
 - I. 245 Mason Rd., Melrose
 - II. 590 N SR 21, Hawthorne
9. **Visitor Registration.** Visitors are required to sign-in & out at the check Station located at both entrance gates 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).
10. **Station Speed Limit.** The speed limit throughout the Station is 15 MPH.
11. **On-site Lodging.** The station has a number of lodging options. Visitors staying overnight shall follow use guidelines for each specific facilities.
12. **Alcohol Beverages:** Following the UF Policy on alcohol beverages, alcohol beverages may not be served, consumed, or possessed at OSBS.
13. **Trash.** General trash generated by visitors may be deposited in designated containers in Bldg 2201 located at the Conservation Center. Classes/Groups using the station for more than 1 day are required to pack their trash out offsite.
14. **Recycling.** General recycling materials such as aluminum cans, plastic bottles, paper, and cardboard may be deposited in the designated containers located in Bldg 2201 at the Conservation Center.
15. **Off-road Vehicle Use.** No vehicle may leave designated roads without explicit permission by Station managers. To reduce impact to groundcover vegetation and soil erosion, vehicles should turn around at road or firebreak intersections instead of turning around into management units.
16. **Fire Breaks.** Fire breaks are not to be driven. Foot traffic is permitted.
17. **Collecting and Capturing of Species:** Capturing and collecting of species on the Station is prohibited without an approved OSBS permit.
18. **Hunting and Fishing.** Hunting and fishing are prohibited on the Station. Violation of this policy may result in cancellation of use of OSBS and arrest by law enforcement representatives.
19. **Use of Firearms.** Firearms are prohibited on the Station.

20. **Recreation Use:** Recreational opportunities are available for users staying at OSBS lodging facilities. Walking, jogging, or biking is permitted on interior roads, but not along the Station's boundary fence line. Swimming is permitted in Lake McCloud, but there are no life guards and alligators may be present.
21. **Domestic Animals.** Domestic animals (dogs, etc.) are not permitted on the Station, unless they are part of an approved research project, are necessary to help a disabled user, or have special permission from Station administration. Please notify the managers if you have a special need.
22. **Prescribed Fires.** When a controlled burn is being conducted at the Station, access to the burn area and bordering roads are closed to access. Once a burn has been conducted, the burn area is closed to access for 7 days post fire to let the area settle for safety reasons. The surrounding roads may be utilized.
23. **Cultural Artifacts.** Removal of any Native American or homesteader artifacts (e.g., arrowheads, pottery, etc.) is prohibited.
24. **Bldg 2202 Use.** Visitors wanting to use the classroom/kitchen/camping facilities at Bldg 2202 (Butler Bldg) are required to sign the Use Instructions Form.
25. **Biosecurity Measures.** Biosecurity is defined as practical steps that can be taken to minimize the spread of unwanted organisms. The Station will follow the following guidelines for biosecurity:
 - I. **Introduction of species:** The introduction or use of species not found on OSBS is prohibited without an approved OSBS permit.
 - II. **Removal of Wildlife for Research Purposes:** In order to minimize the transmission of wildlife diseases, projects that have been authorized to move wildlife off the Station will not be permitted to bring them back.
 - III. **Aquatic flora/fauna.** Aquatic flora/fauna must be removed from nets before they are moved between waters.
 - IV. **Use of Aquatic Sampling Equipment.** All aquatic sampling equipment (nets, dredges, etc) shall be cleaned with a 5% bleach solution between use in other lakes/ponds/streams.
 - V. **Use of Boats.** To reduce introduction of exotic species into the lakes and ponds, 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.
26. **Use Locations.** Only use locations approved under the appropriate OSBS permit may be used for the designated activities.
27. **Changes in Activities.** Requests for any change from permitted activities (e.g., study location, personnel, species of focus, sample collection, project time-line, impact to habitats-species- environment, OSBS resources needed, etc.) must be submitted in writing for review prior to enacting the change. Updates to institutional (IACUC, ARC, etc), state, federal permits shall be provided to OSBS managers at the time of their approval.
28. **Use of Marking Material.** Projects needing the use of flagging or marking material must be approved with managers to ensure that multiple projects on the Station are not using the same color/pattern. All flagging and other equipment is to be removed once the activity has been completed unless otherwise agreed upon by Station managers.
29. **Removal of Equipment.** Once a project or class activity has been completed, all equipment shall be removed from OSBS unless otherwise agreed upon by Station managers.

USE OF STATION EQUIPMENT:

30. **Station Vehicles.** 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 complete mileage log stored in each vehicle.
31. **Station Boats.** Canoes, jon boats, and v-haul boats are available for use on an available basis and may be subject to the Station's fee schedule.
32. **Other Station Equipment.** Permission must be obtained from managers before borrowing any equipment. Equipment loaned for studies using OSBS wholly or partly and may be subject to the Station's fee schedule.

POST-PROJECT REQUIREMENTS:

33. **Acknowledgement in Publications.** Publications resulting from the use of the Station must acknowledge the University of Florida and the Ordway-Swisher Biological Station.
34. **Copies of Publications.** Electronic copies of all publications including theses and dissertations generated from work will be provided to Station managers.
35. **Data Management.** Researchers may be required to provide a hard and soft copy of data sets derived from work on the Station, which will be archived at the Station.



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 when submitting use application.

- A 1.61% overhead fee is applied to each fee invoice. This fee is subject to change.

RESEARCH USE FEE:

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

Fee:

- 0-20 days/year use and to maintain an active project - \$50.00/year
- 21-75 days/year use - \$150/year
- 76+ days - \$250/year
- Project needing to establish long-term use of the Station may be subject to a different fee based on the level of use and impacts.

CLASSROOM USE @ DUKE CAMPBELL BUILDING (Bldg 2202)

Description:

- 36 person multi-use classroom.
- Training tables/chairs
- Television & DVD/VCR
- Digital projector & video screen
- Wireless Internet access
- Audio system
- Network printer
- Restrooms and a shower
- Full kitchen (oven, microwave, refrigerator, sink, pots/pans/dishes/cups).
- Conference 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

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.

VEHICLES

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

Fee: \$30.00/day/truck

Availability: When available

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.

LODGING

- **COFRIN COTTAGE**

Description: Lodging at OSBS is available year-round at the Cofrin cottage for Station users. The cottage can accommodate up to three guests, with single occupancy per room. The cottage is fully furnished with ac/heat, a shared bath, full kitchen (including microwave), washer & dryer, and

a beautiful screened porch overlooking Long Pond. Each guest room has a twin captain's bed, closet, bureau, writing table, and a television. Residents are responsible for keeping the cottage neat and orderly during their stay. Cooking is permitted. Internet access is not available at the cottage, but is available at the Conservation Center.

Cottage Fee:

| <u>Use Rate Tiers</u> | <u>Per Room</u> | <u>Full Cottage</u> |
|-----------------------|-----------------|---------------------|
| Use Rate: 1-2 days | \$40/night | \$120/night |
| Use Rate: 3-4 days | \$35/night | \$105/night |
| Use Rate: 5-6 days | \$30/night | \$90/night |
| Use Rate: 7+ days | \$25/night | \$75/night |

Guidelines for cottage use.

- Check-in: 12:00 PM, Check-out: 10:00 AM. These hours may be flexible depending on use level. Check with Office Manager when scheduling your visit.
- The cottage is stocked with an initial supply of toilet paper, trash bags, and dish soap.
- In each guest room: Two sets of bed linens, towels, and wash rags are provided.
- The kitchen is fully stocked with dishware and cookware. Guests are expected to wash dirty dishes and cookware before leaving. A \$20 charge will be added if not completed.
- Use of the fireplace is prohibited.
- Before leaving, please:
 - Remove garbage from kitchen and bathroom and place in garbage can outside.
 - Remove food items from refrigerator and cabinets.
 - Strip beds and place dirty bed linens, dirty towels, and dirty washcloths on the bathroom floor.
 - Notify Office Manager of any damages or issues during your stay.

• **CYPRESS BUNKHOUSE**

Description: Group lodging at OSBS is available year-round at the Station's Cypress bunkhouse. The bunkhouse can accommodate up to eight guests, with multiple occupancy per room. The facility is fully furnished with ac/heat, two full bathrooms, full kitchen (including microwave & oven), washer & dryer, TV and DVD player. Residents are responsible for keeping the bunkhouse neat and orderly during their stay. Internet is not provided, but is available at the Conservation Center. A minimum of 4 persons are required to reserve the facility.

Fee:

| <u>Use Rate</u> | <u>Additional Guests</u> |
|-----------------------|---|
| \$100/night/4 guests* | \$25/night/person up to 8 person capacity |

* A minimum of 4 persons is required to reserve bunkhouse.

Guidelines for bunkhouse use.

- Check-in: 12:00 PM, Check-out: 10:00 AM. These hours may be flexible depending on use level. Check with Office Manager when scheduling your visit.
- The cottage is stocked with an initial supply of toilet paper, trash bags, and dish soap.
- Each bed: Two sets of bed linens, towels, and wash rags are provided.
- The kitchen is fully stocked with dishware and cookware. Guests are expected to wash dirty dishes and cookware before leaving. A \$20 charge will be added if not completed.
- Use of the fireplace is prohibited.
- Before leaving, please:
 - Remove garbage from kitchen and bathroom and place in garbage can outside.
 - Remove food items from refrigerator and cabinets.
 - Strip beds and place dirty bed linens, dirty towels, and dirty washcloths on the bathroom floor.
 - Notify Office Manager of any damages or issues during your stay.

• **RV CAMPING**

Description: OSBS has a three (3) site RV campground. Each site has 20/30/50AMP power, water & sewer hookups, fire pit, and picnic table.

Fee:

- \$20/night

Availability: 1-2 of the sites are reserved for Work Campers employed at OSBS from Oct-Mar. Sites are available to researchers when not occupied.

• TENT CAMPING

Description: The Station has two rustic campsites (no power).

Fee:

- Researchers - \$10/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.

Note: 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.
 - Rental of fire water equipment (if available)
 - Type 6 engine: \$40/day
 - ATV/UTV: \$25/day
 - 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

TRIMBLE GEO Explorer 6000 GPS RECEIVER

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

Fee:

- Researchers: \$20.00/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 billing questions regarding this fee schedule, please contact the Office Manager Vickie Hall at vickiev@ufl.edu.

GENERAL RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISKS, AND HOLD HARMLESS AGREEMENT
ORDWAY-SWISHER BIOLOGICAL STATION

In consideration of being granted a non-exclusive license to enter upon, and engage in activities on, the property, I hereby agree as follows:

I, _____, for myself and my estate, heirs, administrators, executors, and assigns, hereby release, discharge and hold harmless the State of Florida, the State Board of Governors, the State Board of Education, the University of Florida Board of Trustees (the "University") and their officers, directors, employees, representatives, agents, and volunteers (collectively, the "Releasees"), for, from and against any and all liability and responsibility whatsoever, however caused, for any and all damages, claims, or causes of action that I, my estate, heirs, administrators, executors, or assigns may have for any loss, personal injury, death, or property damage arising out of, connected with, or in any manner pertaining to my activities on the property, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise.

I fully understand that there are potential risks and hazards associated with entering on and engaging in activities on the property, including, but not limited to, possible injury or loss of life. I further understand that this is undeveloped property upon which dangerous animals may be present and I may be interacting with, or coming into contact with, persons that are not associated with or under the control or supervision of the Releasees. Despite the potential risks and hazards associated with my activities on the property, I wish to proceed, and freely accept and assume all risks and hazards that may arise from my activities on the property, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise. I acknowledge that my activities on the property are purely optional, that I requested this license, and that I am freely and voluntarily participating in the activities.

I agree to comply with all laws, orders and regulations of any governmental authorities having jurisdiction over the subject property, including, without limitation, any law, statute, rule, regulation, ordinance, code, or policy now or hereafter in effect relating to endangered species, game management, the environment, health, safety. I further agree to comply with any rules that the University may impose regarding my activities on the property, including but not limited to, notifying the University when I will be present on the property. Further, I agree to take all reasonable steps to protect the subject property from any damage other than ordinary wear and tear caused by my activities thereon.

Lastly, I agree to defend, indemnify, and hold harmless the Releasees from any judgment, settlement, loss, liability, damage, or costs, including court costs and attorney fees for both the trial and appellate levels, that Releasees may incur as a proximate result of any negligent or deliberate act or omission on my part during my activities on the property.

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age and fully competent.

I HAVE READ THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND VOLUNTARILY AGREE TO BE BOUND BY IT.

NAME (PRINTED) _____

SIGNATURE _____

DATE _____

WITNESS (PRINTED) _____

WITNESS SIGNATURE _____

DATE _____

**UNDER 18 - GENERAL RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS
ASSUMPTION OF RISKS, AND HOLD HARMLESS AGREEMENT
ORDWAY – SWISHER BIOLOGICAL STATION**

In consideration of my Child’s participation in an educational visit to the Ordway-Swisher Biological Station on the campus of the University of Florida on ____/____/____, (the “Activity”), I hereby expressly give consent for my Child to participate in the Activity and agree as follows:

I, _____, enter into this agreement individually and on behalf of _____ [insert name of child] (the “Child”), my son or daughter, who is not eighteen (18) years of age. For myself and my Child, and our respective estates, heirs, administrators, executors, and assigns, I hereby release, discharge and hold harmless the State of Florida, the Florida Board of Governors, , the University of Florida Board of Trustees and their officers, directors, employees, representatives, agents, and volunteers (collectively, the “Releasees”), from any and all liability and responsibility whatsoever, however caused, for any and all damages, claims, or causes of action that I or my Child, or our respective estates, heirs, administrators, executors, or assigns may have for any loss, illness, personal injury, death, or property damage arising out of, connected with, or in any manner pertaining to my Child’s participation in the Activity, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise.

I fully understand that there are potential risks and hazards associated with the Activity, including, but not limited to, possible injury or loss of life. I further understand that this is undeveloped property upon which dangerous animals may be present and I or my Child may be interacting with, or coming into contact with, persons that are not associated with or under the control or supervision of the Releasees. Despite the potential risks and hazards associated with the Activity, I, individually and on my Child’s behalf, wish for him or her to proceed, and freely accept and assume all risks and hazards that may arise from his or her participation in the Activity and that could result in loss, illness, personal injury, death, or property damage to him or her, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise. I further agree to defend, indemnify, and hold harmless the Releasees from any judgment, settlement, loss, liability, damage, or costs, including court costs and attorney fees for both the trial and appellate levels, that Releasees may incur as a proximate result of any negligent or deliberate act or omission by my Child during his or her participation in the Activity.

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age and fully competent, and the legal parent or guardian of my Child. I hereby agree that this agreement shall be construed in accordance with the local law of the state of Florida, without respect to the conflict of law rules of Florida or any other jurisdiction.

I HAVE READ THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND VOLUNTARILY AGREE INDIVIDUALLY AND ON BEHALF OF MY CHILD TO BE BOUND BY IT.

PARENT’S NAME (PRINTED) _____

SIGNATURE _____

DATE _____

WITNESS (PRINTED) _____

WITNESS SIGNATURE _____

DATE _____