

Policies and Procedures

Lake Louise Field Station

The Lake Louise Field Station (LLFS) is a restricted area set aside for use as a Center for teaching and research in the natural sciences. The (LLFS) is administered by an oversight committee composed of faculty from the Department of Biology and Department of chemistry and Geoscience, Valdosta State university. Use of the field station by individuals and groups outside of VSU for teaching, research, and organizational projects involving field/outdoor activities is subject to the restrictions and procedures given below.

General Policies

The general policies listed below pertain to all persons entering the LLFS. Exceptions to the general policies for the purpose of teaching and research is given below. Individuals and organizations wishing to use the LLFS must complete a “request for use” form accessible on the field stations website, at least two weeks before use.

The following policies must be followed

1. Swimming is not allowed.
2. Unleashed are not permitted.
3. Drugs and alcohol are not permitted
4. Hunting of game animals is not permitted.
5. Firearms and other weapons are strictly forbidden.
6. Sport fishing is not permitted.
7. Gathering of firewood or the removal of plant materials for non-scientific reasons is not permitted except as a means of prescribed habitat maintenance or as part of a pre-approved research project.
8. Removal of animals or animal parts for non-scientific reasons is not permitted except as a means of prescribed habitat maintenance or as part of a pre-approved research project.
9. Modification of the habitat in the LLFS is not permitted except for habitat maintenance or as part of a pre-approved research project.

10. The building of fires on the LLFS is not permitted except for habitat maintenance or as part of a pre-approved activity.
11. All groups, including educational and community groups from outside of VSU, must use existing paths, trails, and roads to move about the LLFS and may not leave the paths, trails and roads unless prior permission has been granted to do so.
12. Vehicles must be left in designated parking areas. When permission is granted to take a vehicle onto the LLFS roads, the vehicle may not be taken off the roads or onto paths and trails.
13. Trash and all materials not associated with ongoing activities must be removed from the LLFS stations when leaving.
14. All individuals using boats on the properties must follow all US Coast Guard regulations and safety rules.
15. No gasoline powered boats are allowed.
16. Fees may be charged for the use of equipment and facilities at the LLFS.

VSU Class and Organization Use Policy

VSU classes and organizations wishing to use the LLFS must provide the following information on the Valdosta State University Organization Use Form seven days prior to using the facility:

1. name of class or organization using the LLFS facilities (example-Botany, Herpetology, Hydrology),
2. individual in charge of the class or organization,
3. date request is made, and dates and times of intended use of the LLFS,
4. number of students or members attending the field trip,
5. brief description of purpose and/or activities to be conducted,
6. Usage Forms must be submitted to the department head for approval.

Classes and organizations wishing to engage in activities requiring exceptions to the General Policies must make a special request to engage in such activities at least two weeks prior to the intended activities. All requests to use the LLFS for classes and requests for exceptions to the

General Policies must be filed with the senior secretary in the biology office for approval by the LLFS Oversight committee.

Extramural Organization Use Policy

Organizations from outside VSU wishing to use the LLFS must provide the following information on the Extramural Organization usage form 14 days prior to using the facility by completing the:

1. name of organization using the LLFS facilities (example-Withlacochee Watchers, Hahira Middle School, Cub Scout Pack 231),,
2. an individual in charge of the group attending the field trip,
3. date request is made, and dates and times of intended use of the LLFS,
4. number of individuals engaged in the activity,
5. brief description of purpose and/or activities to be conducted.

Organizations wishing to engage in activities requiring exceptions to the General Policies must make a special request to engage in such activities 30 days prior to the intended activities. All requests to use the LLFS for classes and requests for exceptions to the General Policies must be filed with the senior secretary in the biology for approval by the LLFS Oversight committee.

Research Policies

Research by Valdosta State University faculty and students and other qualified individuals and organizations may be carried out on the LLFS. Research proposals are reviewed by a panel of three Valdosta State University faculty members appointed by the LLFS Oversight Committee. Notification of the panel's determination will be made within 48 hours after their ruling. Research projects are governed by the policies listed below.

1. Valdosta State University faculty and students conducting directed studies must submit their requests to conduct research work 14 days prior to the initiation of the intended project. Extramural organizations must submit their requests to conduct research 30 days prior to the initiation of the intended project.
2. A complete but succinct research proposal must be submitted to the LLFS Oversight Committee via the committee chair.

3. Research proposals must contain the following information properly referenced where appropriate:
 - A. statement and justification of the problem to be researched.
 - B. description of protocol to include:
 - a. project personnel with primary researcher identified,
 - b. affiliation(s) of research personnel,
 - c. description of the proposed activities
 - d. schedule (dates) of proposed activities, and
 - e. an impact statement detailing activities which involve collecting samples and modifications of habitats.
 - C. A budget statement detailing sources of funding used to support the proposed project.
4. Progress reports every one year during which project is being conducted.
5. Researchers must submit an end-of-project report at the completion of the project or within one year of its termination if a publication is being prepared. Technical reports, publications, and directed study reports may be submitted as the end-of -project report along with a letter identifying the paper as the end-of-project report. Directed study reports must be turned in at the end of the last academic period in which research involving the LLFS is conducted.
6. If publications resulting from research work carried out the LLFS but are not used as the end-of-project report, a copy of the publication must be submitted to the LLFS Oversight Committee.
7. Acknowledgement of the use of the LLFS must be made in publications resulting from research work carried out at the field station.