



# GLBRC Site Use Request Form (SURF)

This form is required for sampling at any GLBRC field site in Michigan and Wisconsin, including the Marginal Lands Experiment (MLE) sites, the Biofuel Cropping System Experiment (BCSE) site, the Scale-up sites at Lux Arbor or Marshall Farm, or any ancillary sites managed by the GLBRC Land Management Group.

Please fill out and email as an attachment to the [GLBRC Field Site Coordinator](#).

Today's date:

## Contact Information:

Name:

Job Title:

Affiliation: Institution

Department

Email:

Phone:

Mailing Address:

## Proposed Project Information:

Title of proposed project:

Is this project a renewal?      Yes      No

If a graduate student or postdoc, your academic advisor:

Other primary investigators (include name, title, affiliation, and email address):

Date of first sampling:

Description of research (Project rationale and objectives; pasted proposal abstract is acceptable):

**Source of Funding:** This information is used for annual reports to DOE.

GLBRC project

No funding at this time

Funded or pending funding

For GLBRC funded projects:

Aim number:

PI(s):

For non-GLBRC funded projects (if funded or funding pending):

Name of funding agency and program (e.g., NSF DEB or USDA NIFA):

Amount of award (all years):

Duration of award (e.g., 3/2022 - 2/2024):

Name of Principal Investigator:

Name(s) of Co-Investigator(s):

Title:

### **Proposed Sampling Plan:**

Please consult with the [GLBRC Field Site Coordinator](#) to make this description as specific as possible and to discuss plans that may need special handling. We recognize that plans can change based on weather and discovery, and can be appropriately flexible provided modifications are discussed with the Coordinator.

In the box below please address each of the following questions:

1. what type of samples are needed (including amounts);
2. where samples will be taken (experiment name - [see listing](#), treatment or site, replicate, sample station);
3. when sampling is expected to occur (including frequency, beginning date, end date);
4. how samples will be collected (e.g. traps, sweeps, soil cores, etc.); and
5. who is expected to do the sampling.

If sampling requires the deployment of special equipment (e.g., flux boxes, vertebrate traps, UAV-drone) please note the size of equipment and duration of its deployment, as well as any special requirements such as power or data loggers. Note: 1). No metal flags can be deployed in any of the plots: use fiberglass or plastic flags instead and 2) [UAV operation](#) requires prior proof of MSU approval and submission of flight plans to the [GLBRC Field Site Coordinator](#).

If you are proposing microplot experiments (disturbance of any kind including the application of any chemicals or water) or the addition of organisms (plants, insects, microbes, etc.) or biologics (vaccines, etc.), please describe well.

**Please indicate your agreement to the following sampling terms:**

I agree to inform and obtain explicit permission from the GLBRC Field Site Coordinator before conducting any sampling on site or creating any kind of disturbance to sites.

Yes No

I agree to deploy only fiberglass or plastic flags in any sites. I understand that metal flags are not allowed (because they damage farm equipment).

Yes No

I agree to obtain necessary MSU approval and to provide a detailed flight plan to the GLBRC Field Site Coordinator before operating an unmanned aerial vehicle (UAV-drone) over sites.

Yes No Not applicable

**WPS Pesticide Safety Training:**

As per EPA and MSU Worker Protection Standard (WPS) requirements, anyone on your project that enters a plot or field where pesticides have been sprayed in the previous 30 days must have valid WPS Pesticide Safety Training before entering the pesticide-treated area. Please consult the [LTER website](#) for field sites requiring WPS training and for further information. If you are uncertain whether your research requires this training, please contact the [GLBRC Field Site Coordinator](#). In general, pesticides are not used in GLBRC biomass crops except for sorghum and the establishment year of perennial crops.

Does your research require WPS training? Yes No Don't know

If Yes, please provide the names of people in your group and the dates of their completed training. Please note: 1) training is required of anyone (compensated or volunteer) entering a pesticide-treated area; 2) trainees must be at least 18 years old; and 3) training is valid for 12 months.

I agree to ensure that anyone involved in my project will have valid WPS Pesticide Safety Training before entering a pesticide treated area.

Yes No Not applicable

**Organism or Biologic Addition:**

The USDA Animal and Plant Health Inspection Service (APHIS) regulates the importation, transit, domestic movement and environmental release of organisms or products that impact plant and animal health. [Permission](#) from APHIS may be required for the transit and release of regulated animals, animal products, veterinary biologics, plants, plant products, pests, organisms, soil, and genetically engineered organisms.

Will you be adding organisms or biologics to a field plot (plants, insects, microbes, animals, vaccines, etc)?

Yes No

If Yes, please describe and if you determine that an [APHIS permit](#) is required, indicate that you either possess one or intend to before the research begins.

I agree to ensure that any project plans that involve the environmental release of any organisms or biologics will be reviewed by the appropriate USDA APHIS department and to obtain APHIS permission, if needed.

Yes No Not applicable

## Data Access:

It is DOE policy that data generated at GLBRC Sites will be made available to the scientific community in a timely fashion following publication. A condition of using GLBRC field sites (and samples from sites) is that you agree to this policy and agree to make data collected at GLBRC field sites accessible via the [GLBRC Data Catalog](#) or another data repository (e.g., Dryad).

The GLBRC Data Catalog provides access to core data collected by the project on a continuing basis. Contact the [GLBRC Field Data Manager](#) for access. GLBRC staff will work with investigators to archive properly formatted data and to make it available on our web site. [Guidelines](#) for submitting data are available. You are encouraged to contact the Field Data Manager to discuss your data prior to submission.

Physical samples (e.g., plant, soil) may in some cases be archived in the KBS LTER sample archives. If you think your samples may have long-term value please contact the [KBS LTER Project Manager](#).

### ***Please indicate your agreement to the following data access terms:***

I agree to acknowledge support from DOE in all publications arising from work done on site or with samples from the site; use the suggested language available at [lter.kbs.msu.edu/research/conducting-research/acknowledgements](http://lter.kbs.msu.edu/research/conducting-research/acknowledgements); report all publications to the GLBRC Field Data Manager; and provide an accepted manuscript for submission to the DOE's Public Access Gateway for Energy & Science (PAGES) as required.

Yes                      No

I agree to make data used in papers publicly available soon after publication via the GLBRC Data Catalog (<https://data.sustainability.glbrc.org/>) or a data repository such as Dryad ([datadryad.org](http://datadryad.org)).

Yes                      No

## Review Process:

Please email your completed form to the [GLBRC Field Site Coordinator](#). Your request will be reviewed by the Coordinator and the Field Data Manager, as needed, prior to final approval by the Science Director (contact information below). In some cases approval will also be needed from the GLBRC Directors Group.

Approval normally takes 2-3 weeks. Please indicate in a cover note if you need accelerated approval.

## Contact Information:

GLBRC Field Site Coordinator  
Carolina Cordova  
[cordov13@msu.edu](mailto:cordov13@msu.edu)  
Phone: (269) 671-2534

GLBRC Field Data Manager  
Hsun-Yi Hsieh  
[hsiehhs7@msu.edu](mailto:hsiehhs7@msu.edu)  
Phone: (269) 671-2534

GLBRC Science Director  
G. Philip Robertson  
[robert30@msu.edu](mailto:robert30@msu.edu)  
Phone: (269) 760-8364

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For Office Use Only

Date received:

Date approved:

Data submission level: