

Clean-up Projects Policy and Procedure for The Southeastern Cave Conservancy, Inc. Owned or Managed Properties

The SCCi owns or manages several properties that have been vandalized, abused or used as illegal dump sites. Individuals and organizations wanting to help in the clean-up of these properties and sites are welcomed and encouraged by the SCCi. The following policy is designed to protect the properties, the caves, their artifacts, and their biota, and to ensure fairness to those desiring to conduct clean-up projects at our preserves.

When is a Clean-up Permit required?

- A permit is not required when the maximum group size for a preserve will not be exceeded or for trips where only trash or small debris removal is anticipated.

- A permit is required when the maximum group size for a preserve will be exceeded, formations repaired, graffiti or paint removed, when an entrance or entrance sink is cleaned, or when removal of appliances or large quantities of debris and trash is anticipated.

SCCi Policy for Permitted Clean-up Projects

1. All qualifying individuals and organizations wishing to engage in a clean-up project on SCCi owned or managed properties must submit an application to the SCCi Stewardship Chair. The Stewardship Chair will review the application and if approved, the individual or organization will enter into a Memorandum of Agreement (MOA) with the SCCi that describes the responsibilities of both parties.

2. A summary of the proposed clean-up shall be submitted before all permitted clean-up trips. The summary should include estimated numbers of participants, date of proposed trip(s), cleaning methods to be used, section(s) to be cleaned, funding if any, and any related information pertinent to the clean-up. If hauling systems are to be used, elaborate on system, methods used, erosion control, biota protection and grounds restoration planned (see "SCCi Clean-up Permit Application").

3. Applicants must submit their qualifications to conduct such a project.

4. Applicants must reveal any funding involved in the project, and any contracts or subcontracts involved in such project.

5. Applicants will be responsible for obtaining any necessary permits. Copies of required permits will be provided with the approved application.

6. A signed liability release is required for each participant. Release forms will be provided by the SCCi Property Manager or Representative.

7. Applicants will provide sanitation facilities if group size mandates.

8. Before any cleaning begins, an inventory or survey of the affected area of the preserve or cave must be performed and presented to the Stewardship Chair. Inventories shall include listings and locations, and where appropriate, photographs, of any historical graffiti of possible significance, petroglyphs, drawings and or possible art, formation areas, and cave life. A careful eye is required to determine the origin of such items. It is recommended an archaeologist or other qualified personnel be enlisted for this inspection.
9. An appointed SCCi Representative will be present at all clean-ups and have sole authority to halt the clean-up if unacceptable or unsafe practices are observed or the SCCi Clean-up Policy is not adhered to.
10. Applicant is responsible for maintaining a sign-in/sign-out list. A copy of this list must be provided in the final report.
11. Use bristle type brushes for removal of graffiti or paint – either natural or man made fiber is acceptable. If more aggressive metal or steel brushes are necessary, approval by the SCCi Representative is required.
12. Graffiti and paint removal will begin with the least-invasive removal methods before more aggressive methods are employed.
13. Generators may be used to supply electricity for lights and ventilation only. Under no circumstances will electrical power tools, sand blasting or glass bead blasting be permitted.
14. Areas not to be cleaned will be clearly defined and marked.
15. If trash collection containers are used, approval for placement by the SCCi Representative is required.
16. Applicant is responsible for the removal and disposal of collected materials, unless otherwise stated.
17. A final report must be submitted within a reasonable time to the Stewardship Chair upon completion of any permitted clean-up trip. Reports should include:
 - o Date(s) of clean-up trip.
 - o List of participants.
Signed release forms for all participants.
 - o Details of section(s) cleaned, including photographs of before and after shots of the affected area or passage(s) when possible.
 - o List of products used, i.e. solutions, brushes, etc. If cleaning solutions are used, manufacturer data sheets must be provided.
 - o Any cave life disturbed.
 - o Any hazardous materials found or disturbed.

Application Review and Approval Procedure

1. Completed clean-up applications are to be sent to the Stewardship Chair.
2. The Stewardship Chair is responsible for:
 - Reviewing the application and seeking any additional specialists if necessary to evaluate the application.
 - Providing oversight for the clean-up project if the application is approved.
3. For properties not owned by the SCCi, the Stewardship Chair shall provide a copy of the proposed permit to the owner and obtain the owner's permission for the project. If the issue is addressed in the management contract, then the Stewardship Chair will abide by the management contract. Deviations from management contracts will be brought before the Board Chair for approval.
4. The Stewardship Chair will review the application in a timely fashion but may take up to one (1) month to review and give a recommendation to approve or disapprove to the Board Chair.
5. The Board Chair will approve or disapprove the application.
6. The Stewardship Chair should identify any problems, issues, and other items that need to be addressed in a Memorandum of Agreement (MOA). These items may include but are not limited to:
 - Restrictions or guidelines on collection or cleaning techniques.
 - Disposal of material collected.
 - Collection and disposal of human waste.
 - Designation of an individual to represent the SCCi during the course of the project.
 - Exceptions to numbers of individuals normally allowed in cave.
7. The Stewardship Chair is responsible for developing the MOA and sending it to the Board Chair for approval before sending it to the applicant.
8. The Stewardship Chair is responsible for notifying the applicant.
9. Any issues related to the MOA must be negotiated by the Stewardship Chair before it is sent to the Board Chair for final signature.
10. Amendments to the MOA that are suggested after the Clean-up has begun are the responsibility of the Stewardship Chair and the SCCi Representative.

SCCi Clean-up Permit Application

SECTION I: Summary

Please describe or summarize the clean-up project. Use additional pages if necessary. Include the name(s) of all caves and properties on which the clean-up will take place; the start and end dates of the project; the areas to be cleaned; objectives; the cleaning techniques and methods to be used; technical methods to be used, including but not limited to hauling systems; erosion control measures; biota protection measures; trail construction methods; formation restoration or reconstruction methods; and grounds restoration plans.

SECTION II: Name of Clean-up Project

SECTION III: Applicant

Name of individual or organization

If an organization, individual with overall responsibility for the clean-up project:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

SECTION IV: Individual Responsible for Conducting the Clean-up Project

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

SECTION V: Financial Information

If the clean-up project is receiving funding of any kind, please attach a copy of the grant, contract, or other information relating to the amount of the funding, source of the funding, and duration of the funding.

SECTION VI: Additional Information about the Project

Please provide the following information. If this material is contained in existing resumes, contracts, or permits please attach those documents. Attach additional pages as needed.

Credentials of those conducting the project: Include information only on the individual(s) responsible for the actual work. Include past projects conducted, expertise in the field in question, and educational qualifications.

A description of the cleaning methods to be used: destructive or non-destructive, solutions along with data sheets, type of brushes.

A description of the haul system to be used: elaborate on system, methods used, erosion control, biota protection and grounds restoration planned.

Inventory or survey of affected area: list of and details of any artifacts located in the cleaning zone, hazardous materials discovered, proposed disposal methods planned.

Number of entries: the number of times the property or cave must be entered. The number of entries, and the proposed date for each, should be included.

Duration of each event: how much time will be spent on SCCi properties during each entry?

Number of personnel involved: the number of persons it will take to conduct the clean-up for each visit; and overall.

The proposed schedule: when will the clean-up project begin, when will it end, and when each of the site visits will be made.

Required permits: copies of any permits required by state, federal, or other authorities.

**Memorandum of Agreement
Between
The Southeastern Cave Conservancy, Inc.
and**

_____ (Name of Applicant)

The Southeastern Cave Conservancy, Inc. (SCCi) and _____ (name of applicant) hereby enter into an agreement to engage in _____ (name of clean-up project).

The period of this agreement is from _____ to _____.

Responsibilities of _____ (name of applicant)

The applicant agrees to follow the protocols outlined in its attached application and to abide by the following restrictions:

- No use of electric power tools
- No use of Sand Blasting or Glass Bead Blasting machines
- No use of any unapproved chemicals or cleaning solutions
- Not enter the site unless a representative from the SCCi is present for all visits
- Submit a final report detailing the clean-up
- Work through the designated contact person from the SCCi
- _____
- _____
- _____

Responsibilities of the SCCi:

- The designated contact person for the SCCi is _____.
- The designated representative for the SCCi is _____.
- The SCCi will provide release forms for all participants.

Attachments:

- Approved SCCi Clean-up Permit Application
- Resume(s) of individual(s) responsible for project

Approved By:

Southeastern Cave Conservancy, Inc

Chair and Chief Executive Officer (signature required)

Applicant (signature required)

**EXAMPLE OF A COMPLETED
Memorandum of Agreement
Between
The Southeastern Cave Conservancy
and
_____Jane Bob_____ (Name of Applicant)**

The Southeastern Cave Conservancy, Inc. (SCCi) and Jane Bob (name of applicant) hereby enter into an agreement to engage in Wonder Cave and Wonder Cave Preserve Clean-up (name of clean-up project).

The period of this agreement is from January 1, 2008 to January 2, 2008.

Responsibilities of (name of applicant)

The applicant agrees to follow the protocols outlined in its attached application and to abide by the following restrictions:

- No use of electric power tools
- No use of Sand Blasting or Glass Bead Blasting machines
- No use of any unapproved chemicals or cleaning solutions
- Not enter the site unless a representative from the SCCi is present for all visits
- Submit a final report detailing the clean-up
- Work through the designated contact person from the SCCi
- All workers to park in gravel lot at end of cul-de-sac
- Jane Bob to provide dumpster at site
- _____

Responsibilities of the SCCi:

- The designated contact person for the SCCi is B. Lane.
- The designated representative for the SCCi is B. Lane.
- The SCCi will provide access to the site during daylight hours only.
- The SCCi will provide release forms for all participants.

SCCi Clean-up Permit Application

Attachments:

- Approved SCCi Clean-up Permit Application
- Resume(s) of individual(s) responsible for project

Approved By:

Southeastern Cave Conservancy, Inc

Brian Krebs
Chair and Chief Executive Officer (signature)

Jane Bob
Applicant (signature)