**AGREEMENT TO ABIDE BY OTS RESEARCH POLICIES**

As a researcher who uses OTS facilities and services, I agree to abide by the following policies:

1. I will maintain a valid MINAE permit during the entire time of my research.
2. I will deposit voucher specimens according to MINAE´s requirements and obtain a receipt for those vouchers
3. In coordination with the collection manager, I will deposit a duplicate of any plant or insect specimen collected at any OTS station in the appropriate station collection.
4. At the end of my investigation, I will submit to OTS as well as to MINAE a summary of my study including results and conclusions.
5. I will obtain approval from the Institutional Animal Care and Use Committee of my home institution (if my home institution is in the US) or from an equivalent agency in my home country if required.
6. I will use biodegradable materials for marking plants where possible and in any case remove all field markers at the end of my field work.
7. I will provide information on all tags used on plants or animals in the course of the study, including a detailed description of the tags, what organisms are tagged, when they were tagged and who should be contacted if tags are found.
8. I will inform the Station Director and the GIS lab manager if my study plot is sensitive to disturbance by other researchers.
9. I will read and understand the Station Operations Manual.
10. I will take every necessary precaution to prevent myself or anyone associated with my project from interfering with other projects or intruding into semi-restricted and restricted areas.
11. I agree to pay OTS in full for all project expenses incurred by myself and my project participants.

**SIGNATURE:**

**NAME**

**DATE:**