



west virginia department of environmental protection

WV Save Our Stream Program's Memorandum of Understanding

This MOU describes the terms and conditions for Certified Volunteer Monitoring Groups (CVMG) that follow West Virginia Save Our Streams procedures.

Program contact information

WV Department of Environmental Protection
Save Our Streams Program
1159 Nick Rahall Greenway
Fayetteville, WV 25840

E-mail: Glenn.R.Nelson@wv.gov
Web page: <http://www.dep.wv.gov/sos>
Office: (304) 574-4465
Mobile: (304) 545-1891

Equipment

I (we) do hereby assume responsibility for the safety and care of all equipment entrusted to, and agree to transport, store and use such equipment in a prudent and reasonable manner; to take such action as necessary to reduce the possibility of damage, to, of or from such equipment. I (we) understand and agree that the CVMG is responsible for the replacement and/or repair of any part of the equipment damaged as a result of its use during monitoring, in transport or due to improper storage and care while in our custody.

Biomonitoring kits will be supplied on an as-need basis based upon the size of the group, equipment availability and the goals and objectives of the monitoring program. In most cases, one kit is provided to each CVMG; however, additional kits may be provided for large groups that plan to use several teams, or plan to monitor numerous streams within its watershed. Note: The equipment provided depends upon supplies available and in some cases additional or alternate equipment is distributed at the discretion of the program coordinator. The introductory kit is provided at no charge; however, charges may apply if additional kits are provided. The program coordinator can assist in developing an equipment list and can provide recommendations regarding equipment purchases.

The coordinator will arrange for equipment delivery and will acknowledge successful certification by evaluating the certification exam, a mailing the certificate and official letter to the CVMG. The equipment may be delivered by mail or in person prior to the first survey. A personal delivery may require some travel by the CVMG to a location agreed to by both parties. The coordinator will make a reasonable effort to assist with initial surveys by providing on site guidance. This type of assistance should be coordinated well in advance of the planned date for the survey(s).

Submitting stream surveys

CVMG must submit a minimum of **one stream survey** (two are preferred) each monitoring season ([index period](#)). These surveys can be from the same station or from multiple stations. After the first year of monitoring is complete, the CVMG should strongly consider writing and submitting a stream study design,

which describes the goals and objectives of the monitoring program. Stream surveys, field notes and photographs should be mailed to the program coordinator so that a quality assurance review of the information can be completed. The coordinator will return the original copies and provide an assessment and summary of the information. The stream survey will be entered into the program's [Volunteer Assessment Database \(VAD\)](#). The information in this database is public and does not require a freedom of information act request to view the data.

The program coordinator reserves the right to share information from the survey with any other state, federal or private entity. The program coordinator is responsible for biannual reports and will periodically highlight the efforts of CVMG through newsletters, press releases or other media outlets. The program coordinator can assist the CVMG with its submission of data to other state or federal programs or assist with project monitoring if funded through DEP's Nonpoint Source Program. In most cases, these other programs have more stringent requirements regarding the quality of the data. The data will have to meet minimum federal guidelines and have an approved [study design and Quality Assurance Project Plan \(QAPP\)](#).

- **Station locations** - The location of the stream monitoring stations must be accurately described. The description should include latitude and longitude coordinates and very specific directions to the site. A topographic map with the locations indicated may be submitted instead of written descriptions.
- **Station names** – Your monitoring stations should be given a name specific to that station. This name has no specific format but should be flexible enough as to allow the addition of future stations. For example, a station called BC1 starts at the mouth of Back Creek. Additional stations could be added further upstream using a letter and number sequences such as BC2, BC3, etc.

Certification

Following a monitoring workshop, monitors must complete a certification exam provided by the coordinator or program designee. Certification is an important component of the program and should be up-to-date if using WV Save Our Streams equipment and procedures. It is not necessary that all monitors within a group be certified; however, the CVMG must have enough certified monitors so that one can be present with each team. **Recertification** is required within **one year** of the initial certification and every other year thereafter.

Recertification can be in the form of an exam or a field review or both. The type of recertification is at the discretion of the coordinator. Recertification is then required every two years. It is the responsibility of the CVMG to schedule a recertification exam or workshop with the program coordinator or designee.

Levels - All CVMG begin with **level one** and may be trained at more advanced levels after the first year of monitoring is complete or a minimum of four surveys have been submitted. Upon completion of a higher-level certification, CVMG are eligible to receive the equipment appropriate to that level, which, in most cases, is equipment related to more advanced macroinvertebrate collection procedures.

Certified trainer

This is an option for those interested in becoming official training designees of WV Save Our Streams. The persons asking for certified trainer status must demonstrate their knowledge of the program's procedures to the coordinator and must meet the minimum requirements as determined by the coordinator in order to be eligible. Examples of the minimum requirements include the following:

1. The volunteer(s) must be involved with West Virginia Save Our Streams or a similar stream monitoring program for at least one year.
2. The volunteer(s) must have up-to-date West Virginia Save Our Streams certification.
3. The volunteer(s) should be comfortable teaching the methods to others.
4. The volunteer(s) must have completed a minimum of four approved surveys.

Agreeing to the terms and conditions of this MOU

Should the CVMG not comply with the guidelines set forth herein, the CVMG agrees to return all equipment entrusted to it and pay all costs associated with the replacement and/or repair of damaged materials. The CVMG further agrees and understand that this equipment will not be given or forwarded to another person or group without prior permission from the program coordinator.

Clearly print your contact information and provide the names, signatures and dates in the spaces on page four. Also, include an additional page with the **station names** and **locations descriptions** as an attachment with this agreement if these have been determined. In most cases this information should be mailed to the address provided following the completion of certification in order to receive the monitoring equipment.

Primary contact information

Name(s) _____
Affiliation (Group Name) _____
Mailing address _____
City _____ State _____ Zip code _____
Web page address _____
E-mail _____ Phone number _____

Secondary contact information

Name(s) _____
Affiliation (Group Name) _____
Mailing address _____
City _____ State _____ Zip code _____
Web page address _____
E-mail _____ Phone number _____

The CVMG have read, understood and agreed to the terms and conditions set forth in this MOU and have retained a copy for our records.

Print name _____
Date _____ Signature _____

Print name _____
Date _____ Signature _____

Note: If your organization decides to complete surveys that include aquatic collections, you must apply for and receive a **Scientific Collection Permit** from the WVDNR. **Include a copy of your permit when you submit your MOU.**

Bioassessment equipment

Equipment is only available to groups through WV Save Our Stream’s stream monitoring certification workshops or others as determined by the Coordinator. Supplies are limited and in most cases a group will only receive one kit without charge. Use the checklist on page four to indicate the types of materials and the quantity you received. Keep a copy of the checklist for your records and submit a second copy to the coordinator with your MOU signature page.

Equipment

Quantity

Stream manual	
Survey data sheets	
Macroinvertebrate ID guides	
Student grade kick-net (two-poles)	
Professional grade kick-net (two-poles)	
Rectangular kick-net (one-pole)	
Sorting trays or containers	
Submersible thermometer	
EZ-strainer	
pH test kit or litmus paper	
Specimen forceps	
Box magnifiers	
Loupe magnifiers	
Open reel measuring tape	
36” x 2” straight edge ruler	
Chemical test kit(s)	

Additional equipment: Use the space below to describe your chemical test kits or any additional items that are received. _____

Totals

--

We acknowledge receipt of the equipment indicated above and agree that we are responsible for the appropriate use and care of said equipment as defined in the equipment section of the memorandum of understanding.

Print name

Signature

Date

The mission of the West Virginia Save Our Streams Program is to promote the preservation and restoration of our state's waters by providing a better understanding of their ecological integrity.