

Metroparks Toledo  
2025 Research/Collection Permit Guidelines



**Goal:** *Metroparks Toledo encourages the use of Metropark-owned land for scientific research, especially where findings will continually build our knowledge base in regard to land/wildlife management and assist us in the dissemination of current scientific information through public education.*

**A. APPLYING FOR A RESEARCH PERMIT**

1. The research project's outcome must benefit Metroparks as reflected in the above goal statement (refer to Section III. E. of the application and Section B. 3. below).
2. The research project must satisfy the Metroparks Mission and the Metroparks Vision, as follows:

Metroparks Mission: *"To conserve the region's natural resources by creating, developing, improving, protecting, and promoting clean, safe, and natural parks and open spaces for the benefit, enjoyment, education, and general welfare of the public."*

Metroparks Vision: *"Metroparks Toledo will be, in its culture and community engagements, the beacon for conservation of natural resources; diversity, equity, and inclusion; and the activation and promotion of spaces that enhance physical and mental health. The communal pursuit of these aspirations will elevate our region and transform its identity."*

3. ALL research taking place on Metropark property requires a permit. This includes all research projects, including projects involving the collection of soils and/or rocks and minerals, and (living or dead) plants, animals, insects, and their parts. There is no fee to apply for a research permit.
4. Permit Applications will only be considered if all of the required information is provided (refer to Part B: Research Permit Timelines, below).
5. Electronically-submitted applications are preferred.
6. All persons identified on the permit must sign a Release and Waiver within seven days of submitting a permit application.

7. Applicants must be affiliated with one of the following:

- A school as a student (over the age of 18) or educator
- A public agency engaged in a formal scientific area of study
- A non-profit educational or conservation organization associated with wildlife or scientific research
- A scientific research organization or environmental consultant firm performing conservation related work for a third party

Applicants not directly affiliated with any of the above, must provide personal qualifications to perform the study.

## **B. RESEARCH PERMIT TIMELINES**

1. Permit applications will be accepted at any time during the year, yet are required at least 30 days in advance of the desired project start date to allow for review, questions, and processing.
2. Permits obtained after January 1 will be valid until December 31. Any permits granted after October 1 will be valid until December 31 of the following year. Some permits will only need to be obtained for a short amount of time. Short-term permit (one day to one month of field research) validity dates will be noted on the permit, however, the expiration date will reflect the last day of field research on Metropark property.
3. ALL permit holders must submit a project follow-up report with the following information: 1. Time period of research (should be same as permit application) 2. Summary of research activities (Example: Installed monitoring plots, collected specimens, etc.) 3. Summary of research findings (Example: Lupine populations in management unit X declined by 50% during the reporting period). 4. Specific management recommendations for Metroparks that are based on your research findings. 5. Relevant observations made while carrying your research (Example: New or unusual species observed, new populations of invasive species, unauthorized collection of plants by park users, etc.) 6. Whether you intend to submit your findings to a peer-review scientific journal (If published, please provide Metroparks with a copy of your paper).
4. If the above project follow-up report is not submitted by the student permit holder by January 31, unless another date has been agreed upon beforehand and noted on the permit, your advisor may be notified.

## **C. GENERAL RULES**

1. Metroparks retains the discretion to grant and/or deny an application and revoke a research permit.
2. All Metropark rules and regulations will be enforced while on Metropark property (refer to [www.metroparkstoledo.com](http://www.metroparkstoledo.com) for Rules and Regulations).

3. If conducting research after the park is closed, each researcher must be accompanied by at least one other person (also approved on permit).
4. If you are conducting a project for a college degree requirement, your advisor must e-mail a brief support letter stating that he or she has approved your project. This letter must be received before the permit will be issued.
5. Your research information and/or data that you have submitted to Metroparks will be utilized as an educational resource and may be shared with others.
6. Upon the issuance of the permit, parking passes will be assigned. The permit holder must follow Metropark parking rules listed on the parking permit.
7. Advance approval must be sought in situations where projects require vehicles to be driven in unauthorized areas or on any trail. Metroparks Research vehicle identification signage must be obtained beforehand.
8. Any damage that occurs on Metroparks property as a result of your research must be reported to a Metroparks Ranger or Research and Monitoring Supervisor within 24 hours by calling 419-360-9179 or 419-461-4860. Caution must be taken to avoid negative impacts to natural areas by proper use of vehicles and equipment. It is the permit applicant's responsibility to contact local utility companies by calling OUPS (after discussing details with Metroparks) if the research permit requires ground disturbing activities beyond a certain soil depth (to be determined at the time of application submission). Research permits will not be granted until the area in question has been cleared.
9. Researchers working in the field should be prepared to answer questions about the research project from other park visitors. A nametag must be worn at all times while conducting research on Metroparks property, and "Research" nametags are available from Metroparks by calling: 419-461-4860. Temporary trail signage for public education may also be needed in some situations.
10. No part of the research project is to be facilitated and/or undertaken on Metroparks property by anyone other than the researcher(s) named on the permit by anyone other than the lead researcher and the approved duties of his/her assistants (named/outlined on the permit). For example, it is not permissible for the permit holder to engage groups of field researchers, University classes/groups of students, and/or volunteers in field work under a specific permit number without approval at the time the permit is issued or prior modification of that permit (at least 14 days prior to the group's planned arrival) by contacting Metroparks.

11. Permit applications will not be considered without submission of GPS points in regard to each piece of field equipment in decimal degree format. Permits will not be considered if applications are submitted without the appropriate, corresponding Land Management Unit numbers (LMU#'s) in relation to all research activities planned. A short-term "access permit" may be granted for the site(s) initially and only for obtaining GPS readings in "off trail" areas. Google Earth KMZ files are also available on the Metroparks website at [www.MetroparksToledo.com](http://www.MetroparksToledo.com) if more map/location detail is desired.
12. All research equipment must be removed within two weeks of research project completion.
13. You must communicate any changes in regard to scheduling to Karen Menard, 419-461-4860.
14. If you intend to modify or make any changes to the information originally submitted on your application (within the dates of your valid permit), you will need to submit a special "Research Permit Change Form" (available by contacting the Research and Monitoring Supervisor), with noted changes for Metroparks approval before you proceed.
15. You are not permitted to transfer or re-assign your permit. For example, if your research project is discontinued or postponed, you may not give your permit to another researcher.

#### **D.SPECIMEN COLLECTION PERMITS**

1. Specimens collected on Metropark property shall only be used for scientific or educational purposes and not for any type of profit.
2. Specimen collection is limited to the amount that the permit holder deems necessary to complete the research project, subject to the approval of the Metroparks prior to the issuance of the permit. Approved collection amounts will be stated in the permit.
3. Metroparks shall be informed of where and when specimens will be deposited, no later than January 31 (refer to VII. A.).
4. Metroparks shall be informed of each species collected and their date and location.

#### **E.RENEWING A PERMIT**

1. A permit can be renewed the following year upon submission of the required written follow up report/data by January 31. Without submission of this information, a new permit number will not be granted.

2. For specimen collection permits, your required data form (provided by Metroparks) documenting details regarding the specimens collected and a completed project follow-up report are required (refer to Section B. 3. for details).

#### **F.STATE AND FEDERAL PERMIT REQUIREMENTS**

1. Applicants are responsible for documenting that they have the required Ohio Division of Wildlife (State) and/or Federal permits to conduct certain research. Copies of these permits shall be submitted electronically with the permit application.