

## New Procedures for VISITORS to the SGS LTER Field Station

If you would like to visit our facility, please contact the Shortgrass Steppe LTER offices at Colorado State University (970.491.4996 or [Sallie.Sprague@colostate.edu](mailto:Sallie.Sprague@colostate.edu)) to make arrangements for our site manager to meet you when you visit. We welcome your visit but must have your cooperation in following our visitor procedures. Changes in the Homeland Security rules for federal properties, our need to document educational and outreach activities at our field station and, construction of new facilities dictate that we keep our site headquarters locked. We ask that you contact us at least **SEVEN** days in advance of your visit so that we can arrange a host for your visit and notify the USDA Agricultural Research Service Central Plains Experimental Range headquarters that an additional vehicle will be on site. **Our response to you will confirm your reservation.** Please do not assume that leaving a message guarantees your reservation for a given date. Please be aware that those arriving unannounced at the SGS LTER Headquarters may be asked to leave. These new procedures apply to casual visits, classes from CSU or area schools, or groups from local agencies and non-profit organizations.

Thank you very much for your cooperation.

Note: If you are NOT a US Citizen, please read the information on the following page:

### **ARS REGULATIONS FOR ALL NON-US CITIZENS VISITING OR WORKING AT THE CPER**

Agricultural Research Service (ARS) requires that information on all non-US citizens coming to their facilities be collected and maintained for review. Therefore, ALL non-US citizens visiting or working with the Shortgrass Steppe Long-Term Ecological Research (SGS-LTER) on the Central Plains Experimental Range (CPER) must follow certain procedures regarding their presence. There are no exceptions. Whether you are a visitor or a worker will be defined by your length of stay.

- **VISITORS** are defined as any non-U.S. citizen spending less than 10 days on the CPER, whether going to SGS-LTER headquarters and/or any research plots, and s/he must sign a registry at the SGS-LTER headquarters EACH TIME upon arrival and departure. For any visitor staying in the SGS-LTER field site dormitories, the registry must be signed each time that person leaves the CPER and returns.

- **WORKERS** are defined as anyone spending more than 10 days on the CPER, whether working or touring, and need to have documentation submitted BEFORE actually arriving on the CPER. All non-US citizen workers must fill out a Non-Citizen's Data Sheet (ARS 230) prior to arrival in Colorado. Please contact Sallie Sprague ([Sallie.Sprague@colostate.edu](mailto:Sallie.Sprague@colostate.edu)) to request the most current version of the ARS 230 form, answer all questions as completely as possible and email the completed form back to Sallie. The USDA ARS requires that the form be submitted 40-90 BUSINESS days before a worker arrives on site. Excluding holidays this is approximately EIGHT –EIGHTEEN WEEKS before arrival.

Once at Colorado State University, and prior to "working" on the CPER, please make an appointment with Sallie Sprague (970-491-2366) to bring Visa, Passport or Green Card, I-94 or any other supporting documentation regarding entrance into the U.S. to her office, A311 Natural and Environmental Sciences Building, Colorado State University. Additional information will be added to the electronic file previously sent. The updated ARS 230 form will be re-submitted to the appropriate ARS personnel. An amended ARS 230 will need to be provided anytime any information changes or the worker's status changes, i.e. leaves the CPER, etc.

The requirement for the visitor registry and the worker ARS 230 is a mandate of the USDA-ARS Office of Homeland Security. Failure to comply will result in non-citizens being unable to work/visit the CPER.

If you have any questions, please contact [Sallie.Sprague@colostate.edu](mailto:Sallie.Sprague@colostate.edu).