

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



*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.*

#### **Program address**

West Virginia Dept. of Environmental Protection  
Watershed Improvement Branch - Save Our Streams Program  
47 School St., Suite 301, Philippi WV 26416

E-mail: [Callie.C.Sams@wv.gov](mailto:Callie.C.Sams@wv.gov)

Office: (304) 341-6095 Mobile: (681) 341-9305

Webpage: <http://www.dep.wv.gov/sos>

#### **Equipment**

We 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. Save Our Streams will replace/repair damaged equipment if necessary. Replacement may not be exact but will serve the purpose of the original equipment.

Biomonitoring kits will be supplied on an as needed 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. The biosurvey 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 and mailing the certificate 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** (more are preferred) annually. These surveys can be from the same station or from multiple stations. The CVMG are encouraged to write and submit a stream study ([monitoring plan](#)). 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 FOIA request to view the data.

The program coordinator reserves the right to share survey information with any other state, federal or private entity. The program coordinator is responsible for biennial 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 WVDEP's Nonpoint Source Program. In most cases, these programs have more stringent requirements regarding the quality of the data and will require a [quality assurance project plan](#) (QAPP).

It is important that the CVMG accurately describe their stations.

- **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 occurs by way of exam and field review. It is the responsibility of the CVMG to schedule a recertification field review with the program coordinator or designee.

**Levels** - Most 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 **two 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 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 understands that this equipment will not be given or loaned to other person(s) or group(s) without prior permission from the program coordinator.

Clearly print your contact information and provide the names, signatures, and dates in the spaces on page three. 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 to receive the monitoring equipment.

**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 \_\_\_\_\_

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

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

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 \_\_\_\_\_