



WAVE by Volunteer Water
Assessments Evaluators

Sampling Guide

Last edited 2/6/2026

DEC WAVE PROGRAM, DIVISION OF WATER

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www.dec.ny.gov

Purpose

To outline the steps to collect Water Assessments by Volunteer Evaluators (WAVE). WAVE provides a way for volunteer monitoring groups to submit valuable surface water quality information to the New York State Department of Environmental Conservation (DEC).

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How to Join WAVE

Anyone who can kick over a rock can participate in WAVE! To participate, follow these simple steps:

1) Get Trained

WAVE training is now online! Get trained in the WAVE method today from the comfort of your own home by going to:

<https://www.youtube.com/watch?v=rUYcyXeQkg0&list=PLnBbYubhbH1Xm88bAcosUMIHx58H4s6eK>

2) Find a WAVE Team (Optional)

Two minds are better than one and two bodies are safer for stream sampling! To join an existing WAVE team, view this map and send an email to wave@dec.ny.gov with the names of at least three groups you're interested in working with. We will introduce you to the team coordinator via email. If you already have a team and want to recruit new members, email wave@dec.ny.gov to get your team added to the map (<https://arcg.is/1KXuHH0>).

3) Sign the WAVE Waiver

Everyone who participates in WAVE must sign and mail in the WAVE waiver (https://www.dec.ny.gov/docs/water_pdf/wavewaiver2020.pdf). We cannot review sites, applications, or process samples without a waiver in hand. Mail your signed waivers to: Keleigh Reynolds, NYSDEC, 625 Broadway, Albany, NY 12233-3508.

4) Get Equipment

You will need a kick net and a sample vial to collect a WAVE sample. A limited number of these are available through the Equipment Loan Program. Equipment applications are due June 1 of each year. Please fill out the site selection form to also apply for equipment in one spot.

5) Stay in the Loop

All WAVE announcements are sent to our email list serve. To sign up, enter your email address in the blue "DEC Delivers" box on <http://www.dec.ny.gov/chemical/92229.html>.

Annual Schedule

May & June

- Watch the WAVE training videos to learn how to collect samples.
 - **Sign and mail in the WAVE waiver form.**
 - **Submit potential sampling sites for review and apply for equipment using the online tool: <https://arcg.is/zfG49>**
-

July 1

- Sampling season begins: collect one sample per site before the end of the sampling season.
-

September 30

- Sampling season ends.
-

October – November

- Drop off or mail in your samples and data sheets.
-

February 1

- All samples processed by DEC (when your sample is processed you will receive an automatic email with the results).
-

May

- DEC site selection for professional follow up begins. WAVE samples will inform the selection of a subset of the DEC RIBS screening network sites.
 - <https://www.dec.ny.gov/chemical/30951.html>
-

Equipment

Equipment Loan Program

A limited number of kick nets and sample vials are available through the Equipment Loan Program. To apply to borrow a kick net and/or sample vials fill out the site selection form by June 1 (<https://arcg.is/zfG49>).

Required Equipment

<i>Equipment</i>	<i>Purpose/Notes</i>
Kick net	These are available through our equipment loan program. Alternatively, you could purchase your own or build your own (https://goo.gl/THCbKl)
Sample container	To store the preserved macroinvertebrates.
Isopropyl alcohol (at least 90%)	To preserve the macroinvertebrates.
Pencil	Sample labels must be written in pencil, not pen.
WAVE Datasheets	Available at http://www.dec.ny.gov/chemical/92237.html and NEW online data sheets at https://arcg.is/Tv8Di
WAVE License	Attached to the end of this manual (Appendix D, please bring a copy with you into the field.)

Optional Equipment

5 gallon bucket	To hold and transport sample material.
White dish pan and/or large white cutting board	To view and sort the contents collected in the net. The white color is important to provide contrast for the darker organisms.
2 plastic ice cube trays	Provides a convenient tool to sort the organisms by type.
Plastic spoons and small paint brushes	To remove the organisms from the tray and place into the ice cube trays / to handle the organisms for identification.
Hand lenses	To magnify the organisms and assist in seeing features for identification.
Waders & gloves	To keep the participant dry in the water.
Digital camera	To photo document the site and the process.

Safety Precautions

Collecting macroinvertebrate samples requires certain precautions and safety measures. Here are some recommended safety procedures:

- Collect samples with a partner. Let someone know where you are going and when you expect to return. Bring a cell phone with you if possible.
- *If you are in doubt as to your ability to safely collect a sample, don't do it!* Be aware of your own physical limitations and the difficulty of collecting samples at certain locations under certain conditions.
- Don't collect under difficult conditions or severe weather.
- Be careful when pulling off the side of the road and exiting your car so as not to endanger yourself or create a traffic hazard. If you are sampling, working or walking alongside a roadway or on a bridge, wear orange vests or other bright, reflective clothing.
- Consider leaving your wallet and keys in or around your car so you won't lose them in the river.
- Bring a stick or pole along for balance when climbing down steep banks or wading.
- Watch out for poison ivy and ticks!
- High flows can turn even the most placid water into a raging torrent. Don't attempt to collect a sample if you feel the least bit of risk. *Avoid dangerous situations.*
- If there is an upstream dam that periodically releases water, the water level may rise swiftly. Be aware of the timing of such releases and avoid getting caught in the middle of the stream during a release. Inform the dam operators of your collection. If there is a conflict, ask if the release can be changed to accommodate you.
- Collecting samples requires wading. *Wear waders or at least sturdy soled shoes!* Bring a towel and a dry, warm change of clothes.
- If any of the people wading in the stream are not strong swimmers, the use of a personal floatation device is strongly recommended.
- If sampling below a wastewater treatment plant, or in waters known to be polluted, wear chest waders and rubber gloves and wash your hands after exposure.
- **Don't trespass** on private property. Obtain prior permission from the landowner.

Step 1. Select a Sampling Location

Overview

1. Submit a sampling location using the online tool. (<https://arcg.is/zfG49>)
2. The WAVE Coordinator may request that you move this location if the habitat is inappropriate.
3. Contact private landowners to gain permission to access the site.

Detailed steps

1. Visit the online site submission tool: <https://arcg.is/zfG49>
2. In the first question, using the base-map changer in the upper-right hand corner, change the basemap to the “WAVE unassessed streams” map. Detailed streams (red) that are currently unassessed will appear on the map. Please try and select a sampling location from these unassessed waters.



3. Use the +/- buttons to zoom in on the general area where you plan to sample. The highlighted segments are streams that have never been assessed by DEC and are therefore priority WAVE sampling locations. However, you are welcome to select a location on a stream that is not highlighted if you are investigating a local water quality issue.
4. Follow the instructions below the map to submit your proposed site selection.
5. Since you can never be certain that a location is appropriate from the computer, **you are strongly encouraged to submit more than one sampling site** to increase your chances of having at least one appropriate sampling site when you go out to sample.
6. The WAVE Coordinator will review your site selection and may suggest selecting a different sampling location if the one you have chosen is in an inappropriate habitat such as:
 - In a headwater stream (meaning no other stream feeds into it)
 - Next to a pond discharge

- In a wetland
 - In a slow and sandy stream which would not have a riffle to sample
7. If the WAVE Coordinator does not contact you within 2 weeks of the sample site submission, you are ready to continue with the next steps.
 8. **Make sure to contact any private landowners before stepping into a stream.** Try knocking on doors or sending a letter (see Attachment C for a sample letter).

Step 2. Arrive on site and locate the riffle

Overview

1. Travel to the sampling site **anytime between July 1 and September 30.**
2. Locate a *riffle* within 1000 feet of your sampling site. Please use the updated field forms to provide a picture of the riffle you found!

A riffle is an area in the stream where water bubbles over the rocks.

The *transect* is a five meter straight line parallel, perpendicular or diagonal to the stream bank along which you will collect your sample.

<https://arcg.is/Tv8Di>

3. Select the *transect* that you will sample.

Detailed steps

1. Go to your site anytime between July 1 and September 30
2. Locate the best riffle at the sample site. A good riffle for sampling has water across the entire streambed during a dry season and has a balanced mix of loosely embedded boulders, cobbles (melon size rocks) and gravel.
3. You may have to move upstream or downstream to find a good riffle. If you move more than 1000 feet from your proposed coordinates, please put the new location (latitude/longitude) on your data sheet.
4. Choose a five meter (15 foot) transect where you will collect your sample. You want your transect to be in the best possible macroinvertebrate habitat, so spend some time scouting above and below your site to find the best riffle. Five meters is about the length of an average car. You can travel diagonally down your riffle habitat to get the 15 ft total.

Step 3. Collect the sample

Overview

1. Collect a kick sample spanning your 5 meter transect. A good kick sample typically takes 5 minutes to complete.
2. Dump the contents of your net into your bucket or sorting tray.

Detailed Steps

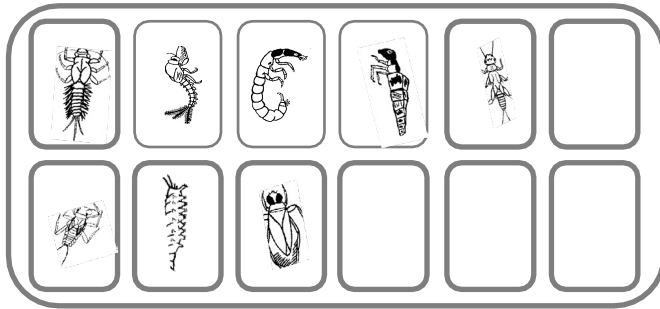
1. Walk to one end of your transect.
2. Stand facing downstream and place the net firmly on the stream bottom with the net opening facing upstream.
3. Start your stop watch.
4. Disturb the stream bottom by sliding your feet side to side and kicking rocks and sediments in front of the net opening. Dislodged macroinvertebrates will be washed into the net by the current.
5. Gradually move along your transect, kicking the stream bottom as you go.
6. Spend *at least* five minutes collecting a sample across your five meter transect. It's fine to spend additional time kicking if you are able.
7. Dump contents of the net into a bucket.



Step 4. Sort the Sample

Overview

1. Observe your sample.
2. Pull out at least one example of each unique organism and sort them in an ice cube tray filled with water.



You may want to take the sample inside, where there is proper lighting and comfortable seating.

Detailed Steps

1. Fill the ice cube tray wells and a white sorting tray with stream water.
2. Pull one handful of material from your bucket and put it in the white sorting tray.
3. Observe the tray for two to five minutes while carefully inspecting and removing large debris (leaves, gravel and sticks).
4. Use a paint brush, spoon or eye dropper to pick up an organism.
5. Place the organism into an ice cube tray well with others that are identical.
6. Continue until all organisms are sorted. You want to collect at least one example of each unique macroinvertebrate you can find.

Step 5. Identify the organisms (OPTIONAL)

Overview

1. Identify organisms using a recommended guide.
2. Record each organism you identify on the WAVE Data Sheet, which is available on the webpage.

Identifying the organisms is *optional* – If you choose to skip this step, only fill out the site information on the WAVE Data Sheet and leave the rest blank.

Detailed Steps

1. Begin the identification process by selecting an organism from one ice cube well.
2. Use the Stroud Institute’s “Identification Guide to Freshwater Macroinvertebrates” to identify which macroinvertebrate category (*order*) the organism belongs to. The Stroud Institute’s guide is free and online at:
https://stroudcenter.org/wp-content/uploads/MacroKey_Complete.pdf
3. Next, use your preferred guide to further identify the organism to the level of *family*. A complete list of recommended identification guides and resources is listed in Appendix A.
4. If you have a match, check that organism off on the WAVE Data Sheet (see <http://www.dec.ny.gov/chemical/92237.html>).
5. Sometimes, you may find an organism that’s not on the Data Sheet. Feel free to check the group (mayfly, stonefly, worm-like, etc.) and write in the name under the “other” box. Or, if nothing matches, simply place the organism into the voucher collection and leave the Data Sheet blank. The WAVE Coordinator will identify everything in your sample and send you the results.
6. Continue identifying all the organisms in your ice cube tray.

The Stroud Guide categorizes organisms to the taxonomic level of *order*.

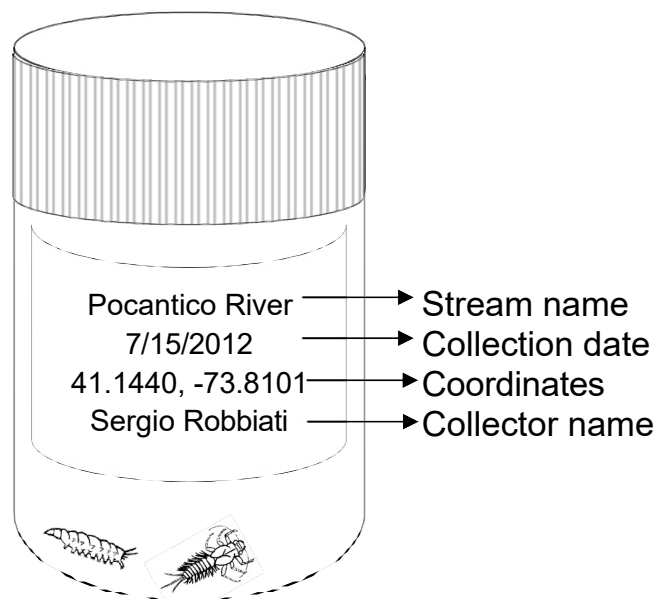
Step 6. Prepare the sample container for submission

Overview

1. Fill a sample container with isopropyl alcohol.
2. Place one to two of each type of organism into the container.
3. Place a label written in pencil into the container.
4. You may use one container for all of the voucher specimens at a site.

Detailed Steps

1. Fill a sample container with isopropyl alcohol, at least 90% strength.
2. Gather all the ice cube trays together.
3. Pick up a macroinvertebrate, shake off the excess water, and put it in the sample container. The alcohol will kill and preserve the macroinvertebrate.
4. Repeat step 3 until you have preserved one or two macroinvertebrates from each ice cube tray cell. In other words, you are preserving one or two of each macroinvertebrate type discovered in your sample.
5. Include any macroinvertebrate types that you were not able to identify and those you may *think* are different but are not sure. The final list of organisms from the site will be based on those present in your sample container– if it is not sent in, it doesn't count.
6. Place a label into the sample container. The label should be written in pencil (ink will dissolve in alcohol) and include: the stream name, collection date, sampling location coordinates, and collector name. An example is below.



Step 7. User Perception Survey / Habitat Assessment

Complete the Habitat Assessment and the User Perception Survey for the site (see <http://www.dec.ny.gov/chemical/92237.html>). Instructions for completing this goal are on the Habitat Assessment and User Perception Survey sheets, or in the new digital versions (below).

New in 2021, these sheets have been digitized on an online survey. Please use the digital versions in possible to submit your paperwork.

<https://arcg.is/Tv8Di>

Step 8. Submit Your Data

Overview

1. Gather together your voucher collection, WAVE datasheet, Habitat Survey, and User Perception Survey.
2. Mail these items to the WAVE Coordinator.

Detailed Steps

1. For each sampling location, you produced:
 - A sample container of macroinvertebrates
 - A WAVE Datasheet – optional digital versions (<https://arcg.is/Tv8Di>)
 - A Habitat Survey – optional digital version (<https://arcg.is/Tv8Di>)
 - A User Perception Survey -optional digital version (<https://arcg.is/Tv8Di>)
2. These items can be mailed or dropped off:
 - **Drop-off:** WAVE samples can be dropped off at most DEC offices. Send an email to wave@dec.ny.gov with your preferred drop off location. The WAVE Coordinator will contact the office to prepare them to receive the sample.
 - **Mail:** WAVE samples can also be mailed through the US Postal Service. Since the samples contain rubbing alcohol, you must follow packaging instructions for “Flashpoint greater than 20°F (-7°C) but not more than 73°F (23°C)” (http://pe.usps.com/text/Pub52/pub52apxc_010.htm). For your convenience, these instructions are in Appendix B of the Sampling Guide.

The US Postal Service is the most reliable way to get your samples to the WAVE Coordinator.

- Please mail samples to:

Keleigh Reynolds
NYSDEC 625
Broadway, 4th Floor
Albany, NY 12233-3508

Follow Up

Samples are identified, verified and interpreted by the WAVE Coordinator. The WAVE coordinator identifies all macroinvertebrates in the WAVE samples to the level of family and uses these data to calculate a water quality assessment (see assessment matrix below). All of the WAVE results are sent to each sampler directly and published each year in a google map (<https://www.dec.ny.gov/chemical/92237.html>).

WAVE Water Quality Assessment Matrix

Sample Contents	Water Quality Assessment	Assessment Description
More than 6 "MOST wanted" organisms	No Known Impact	The stream is healthy in that there is no observed impact to the aquatic life. This assessment is high quality and may be used for state and federal reporting purposes.
More than 4 "LEAST wanted" organisms	Possibly Impaired	This assessment serves as a red flag for sites that may deserve further investigation at the professional level. So far, we've been able to respond to every site that was flagged as possibly impaired.
Other	No Conclusion	Sometimes a sample does not meet either of these criteria: it doesn't have 6 or more "most wanted" <i>nor</i> 4 or more "least wanted". If the sampling was done properly, then the site is probably slightly impacted but not impaired. This can also happen, however, when sampling is performed incorrectly which is why the NYSDEC records this assessment as "No Conclusion."

Attend Sampling Kick Off Meetings

Samplers are encouraged to participate in the next step of the process: Kick Off Meetings. DEC staff may hold online kick off meetings to discuss waterbodies that deserve further investigations. These kick off meetings are announced through the WAVE list serve and are open for anyone to attend.

Examples of How Communities are Using WAVE Locally

WAVE is a valuable tool for identifying healthy streams and flagging possibly impaired streams. For the latter, professional sampling is necessary to confirm impacted conditions and to understand the source of the impact.

Groups across the state have worked with NYSDEC and professional contractors to identify their impacted waterbodies. Some of these efforts are driven entirely by volunteers while others are coordinated by professional staff at local, county, or state government programs. These data are used to take steps to improve water quality in collaboration with state or federal government or sometimes independently, at the local level.

Groups are also using WAVE data directly with their local communities to highlight and preserve valuable local resources. High quality streams are valuable resources to your community. They provide drinking water, recreational fun for anglers and swimmers, habitat for aquatic and terrestrial wildlife, and they offer an aesthetic beauty (a list of all the NYSDEC designated uses for flowing surface waters is provided here: <https://goo.gl/9yXlyu>).

For examples of local communities who have taken steps to preserve high quality streams and address impacted streams, see the WAVE annual map updates. (<http://www.dec.ny.gov/chemical/92237.html>).

What can you do to address water quality issues in your own community?

The best way to start is to find other people in your watershed who share your interest and concerns. Reach out to other members of the WAVE project within your same watershed; here is a map of the WAVE local coordinators: <https://arcg.is/1KXuHH0>

Appendix A. Identification Resources

Guide to Aquatic Invertebrates of the Upper Midwest by R.W. Bouchard (2004)

A family level identification guide that includes most of the WAVE families:

<https://dep.wv.gov/WWE/getinvolved/sos/Pages/UMW.aspx>

Printed Texts

McCafferty, P.W. 1983. Aquatic Entomology: The Fishermen's and Ecologists Illustrated Guide to Insects and Their Relatives. Jones & Bartlett Learning, Boston, MA.

Merritt, R. W., and K. W. Cummins (Editors). 2008. An introduction to the aquatic insects of North America. Fourth edition. Kendall/Hunt Publishing Co., Dubuque, Iowa

Peckarsky, B. L., P. R. Frassinetti, M. A. Penton, and D. J. Conklin Jr (editors), 1990. Freshwater Macroinvertebrates of Northeastern North America. Cornell University Press, Ithaca, NY

Voshell, J.R 2002. A guide to common freshwater invertebrates of North America. McDonald & Woodward Publications, Granville, OH

Appendix B. USPS Shipping Instructions

U.S. Postal Service Packaging Instructions 3A in Appendix C of PUB 52

(Visit http://pe.usps.com/text/Pub52/pub52apxc_010.htm for more details)

- Separate packaging requirements apply depending on the flashpoint of the flammable liquid.

For flashpoint greater than 20° F (–7° C) but not more than 73° F (23° C)

Primary Receptacle

- A metal primary receptacle must not exceed 1 quart.
- A nonmetal primary receptacle must not exceed 1 pint.
- The primary receptacle must have a screw cap (with minimum of one–and–one–half turns), soldering clips, or other means of secure closure (friction tops are not acceptable).
- Only one primary receptacle is permitted per mailpiece.

Cushioning Material and Secondary Packaging

- Enough cushioning material must surround the primary receptacle to prevent breakage and absorb any potential leakage.
- The cushioning and primary receptacle must be packed in securely sealed secondary packaging.

Outer Packaging

- Strong outer packaging that is capable of firmly and securely holding the primary receptacle, cushioning material, and secondary packaging is required.

Marking

- Each mailpiece must be clearly marked on the address side with “Surface Only” or “Surface Mail Only” and “Consumer Commodity ORM–D.”
- Optionally, each mailpiece may bear an approved DOT limited quantity square-on-point marking, designating surface transportation, prepared under [343.3b](#), instead of an ORM-D marking.
- A complete return address and delivery address must be used.

Appendix C. Sample Landowner Permission Letter

Dear Sir/Madam:

I am a volunteer with a New York State Department of Environmental Conservation (DEC) program that is assessing stream health, and am seeking permission to access a section of stream on your property for about one hour to collect a sample of insects from the stream.

The sampling program is called WAVE, which stands for “Water Assessments by Volunteer Evaluators” (<http://www.dec.ny.gov/chemical/92229.html>). If you have any questions, the DEC contact for the project is Alene Onion (518-402-8166, wave@dec.ny.gov).

Thank you very much for your time and consideration. I can be reached at:

_____.

Sincerely,

Appendix D. Collection License



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
License to Collect or Possess: Scientific # 2678

LICENSE Under the Environmental Conservation Law (ECL)

Licensee Information

License Issued To:
Keleigh A Reynolds
NYSDEC - Division of Water
625 Broadway
Albany, NY 12238

(518) 402-8236
COUNTY: ALBANY
REGION: 4



DEC Contact Information

DIVISION of FISH and WILDLIFE
SPECIAL LICENSES UNIT
625 BROADWAY, ALBANY, NEW YORK 12233-4752
PHONE: (518) 402-8985 FAX: (518) 402-8925
WEBSITE: <http://www.dec.ny.gov>

License Authorizations

License to Collect or Possess: Scientific
License # 2678

Renewal

Effective Date: 3/19/2023

Expiration Date: 3/18/2024

NYSDEC Approval

By acceptance of this license, the licensee agrees that the license is contingent upon strict compliance with the ECL, all applicable regulations, and all conditions included as part of this license.

License Regulations

6 NYCRR Part 175

Issued License

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ECL 11-0515 (I)
6 NYCRR Part 189

**LICENSE TO COLLECT OR POSSESS: SCIENTIFIC - LICENSE
CONDITIONS**

Collection from the Wild: Authorized Species, Specific The licensee is authorized to collect and possess the following species: Fresh water macro-invertebrates (NY Indigenous)

Scientific Collection - Authorized Activities The licensee is authorized to possess the collected species for the following activity(ies): DEC WAVE Program

Scientific Collection - Location The licensee is authorized to collect species from the following locations only: Statewide.

Scientific Collection - Authorized Collection Equipment General The licensee shall only collect authorized species using: Techniques outlined in the Quality Assurance Project Plan Submitted on April 11, 2012.

Scientific Collection - Freshwater Fisheries - Bio-safety Protocol The licensee shall conform with all guidelines contained in the NYS DEC Bureau of Fisheries Sampling, Survey, Boat and Equipment Protocol, attached to this license as Appendix L Any questions regarding the protocols may be directed to the Regional Fisheries Manager at:

Regional Fisheries Manager
NYSDEC Region 4 Stamford Sub-Office
65561 St Rte 10
Stamford, NY12167 -9503

Scientific Collection - Gear Marking and Monitoring The licensee shall mark all gear deployed with the licensee's name, resident address and license type and number. All traps and nets shall be checked no less than once every twenty-four (24) hours.

7. Scientific - LCP - Collection or Possession of Endangered or Threatened Species Prohibited
The licensee shall not collect or possess any endangered/threatened species pursuant to this license.

Scientific Collection - Law Enforcement Notification The licensee shall notify the appropriate Regional Environmental Conservation Officer at least 72 hours prior to conducting activities pursuant to this license and within 24 hours upon the loss or theft of any collecting gear. Please use the following link for a listing of Regional Law Enforcement Phone Numbers: <http://www.dec.ny.gov/about/558.html>

Collection from the Wild - Authority to Designate Agents The licensee is authorized to designate agents to assist the licensee with the activities authorized pursuant to this license provided that:

Issued License

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the licensee submits a written request to the NYSDEC Special Licenses Unit at the address listed on the front of this license containing the:

- i) name
- ii) address
- iii) age
- iv) phone number of the person he or she is nominating as a designated agent, and;

the licensee receives an amended license from the Special Licenses Unit listing the designated agent(s) he or she has nominated before that person can conduct activities authorized by this license.

10. Authorized Designated Agents The following Designated Agents are authorized: On file with SLU.

Scientific Collection - Reporting Requirement:.... Date The licensee shall file a written annual report prior to December 31. Such annual report shall contain: a) name of the licensee, b) license number, c) common name of the listed animals collected, d) location(s) of collection, e) date(s) of collection, f) biological data collected and g) final disposition of collected animals. The licensee shall send this report to the NYSDEC Special Licenses Unit 625 Broadway, Albany, NY 12233-4752.

GENERAL CONDITIONS - Apply to ALL Authorized Licenses

GC - Licensee Shall Read All Conditions The licensee shall read all license conditions prior to conducting any activities authorized pursuant to this license.

GC - License is Not Transferrable This license is not transferrable and is valid only for the person identified as the licensee.

3. GC - Licensee Responsible for Federal, State or Local Permits/Licenses The licensee is responsible for obtaining any and all necessary, corresponding Federal, State or local permits or licenses prior to conducting any activity authorized pursuant to this license.

4. GC - Reasons for Revocation This license may be revoked for any of the following reasons:

licensee provided materially false or inaccurate statements in his or her application, supporting documentation or on required reports;

- ii. failure by the licensee to comply with any terms or conditions of this license;
- iii. licensee exceeds the scope of the purpose or activities described in his or her application for this license;
- iv. licensee fails to comply with any provisions of the NYS Environmental Conservation Law, any other State or Federal laws or regulations of the department directly related to the licensed activity;

licensee submits a check, money order or voucher for this license or application for this license that is subsequently returned to the department for insufficient funds or nonpayment after the license has been issued.

GC - Licensee Shall Carry Copy of License The licensee shall carry a copy of this license or a document provided by the department, if relevant, when conducting activities pursuant to this license.

GC- Licensee Shall Notify of Change of Address The licensee shall notify the Special Licenses Unit in writing, by mail or email, within five (5) days of the official change of residence.

7. GC - Licensee is Liable for Designated Agents If designated agents are authorized pursuant to this

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

License to Collect or Possess: Scientific # 2678

license, the licensee shall be liable and responsible for any activities conducted by designated agents pursuant to this license or any actions by designated agents resulting from activities authorized by this license.

8. GC – Licensee Renewal The licensee shall submit a written request for the renewal of this license prior to the expiration date listed on the license. The licensee shall include accurate and complete copies of any required reports with their renewal request. This renewal paperwork shall be sent to:

NYSDEC
Special Licenses Unit
625 Broadway
Albany, NY 12233-4752.

This license is deemed expired on the date of expiration listed on the license.

NOTIFICATION OF OTHER LICENSEE OBLIGATIONS

MN– Licensee is Liable

The licensee shall be liable and responsible for any activities conducted under the authority of this license or any actions resulting from activities authorized by the license.

MN – Access by Department Representatives

The licensee shall allow representatives of the department to enter upon the licensed premises to inspect their operations and records for compliance with license conditions.

Trespassing Prohibited

This license is not a license to trespass. The licensee shall obtain permission from the appropriate landowner/land manager prior to conducting activities authorized pursuant to this license