HARVARD FOREST RESEARCH SHOOTING POLICIES AND PROCEDURES

Subject to the conditions and restrictions set forth below, the Harvard Forest (the “Forest”) allows certain of its employees and guests on Forest property to engage in limited “research shooting” as part of the Forest’s conservation and research mission. Harvard Forest keeps a shotgun (the “Harvard Shotgun” or “Shotgun”) on-site for its employees to use in research shooting activities.

The Forest shall authorize researchers to undertake limited shooting activities on its property, subject to the following conditions:

1. The researcher has sought in writing and obtained the approval, in advance, of the Research Project Application Review Committee (“RPA Committee”) for the research shooting project.
2. Advance notice of the research shooting is given to the Town of Petersham, Forest personnel, and abutters.
3. The research shooting is accomplished by a Forest employee or guest researcher who has presented credentials to the Department Administrator indicating that he or she is legally entitled to possess a firearm.
4. The research shooting is accomplished in a safe and secure manner, under controlled conditions, and in full compliance with all applicable laws, and if performed by a Harvard employee, the research shooting is done with the Harvard Shotgun only.

Approval of Research Shooting Plans

The Forest requires all persons seeking to conduct research on Forest property, as a general matter, to complete and submit a Research Project Application in advance of the proposed activity. A revised Research Project Application form (“RPA”) will require a researcher to disclose whether he or she proposes to conduct any research shooting as part of the project. If the proposed research does require shooting, the researcher shall be required to complete a Rider to the Research Project Application, see Attachment A (“Research Shooting Rider”), on which he or she must identify

1. a valid research need for the shooting,
2. the amount of shooting anticipated for the project,
3. the proposed location of the shooting on Forest property,
4. the proposed date(s) and time(s) of the shooting,
5. whether the researcher will need a Forest employee to conduct the research shooting, and
6. the name of a designated guest shooter who will conduct the shooting, if a Forest employee is not required.

The Research Shooting Rider form will state in plain terms that only Authorized Forest Shooters or Authorized Guest Shooters (terms defined below) may conduct the research shooting, that the Forest may bill researchers for an Authorized Forest Shooter’s time and use of equipment, that proposed guest shooters must present credentials to the Departmental Administrator in order to obtain authorization to shoot on the premises, and that all participants in the research project shooting must receive and read this Policy and comply with its terms.

The RPA Committee will review the RPA and Rider and may approve the research shooting at its discretion, except that the RPA Review Committee will not approve a project unless it has satisfied itself first, that the proposed shooting will serve a valid and significant research purpose, and second, that the
persons proposed to possess and discharge the firearms on Forest property are Authorized Forest or
Authorized Guest Shooters. The date, time, location, and intensity of the shooting will be limited as
specified in the Research Shooting Rider, unless the RPA Review Committee, in its discretion, imposes
more stringent conditions.

**Authorization of Research Shooters**

An “Authorized Forest Shooter” is a Harvard Forest employee who has applied to and received
authorization from the Department Administrator under this Policy to possess and discharge the
Harvard Shotgun in research shooting projects. The Department Administrator shall not approve an
employee to be an Authorized Forest Shooter without first

(1) reviewing a valid Firearm ID or License To Carry issued to the applicant by the
Commonwealth of Massachusetts or other appropriate authority, and
(2) obtaining the signature of the applicant certifying that he or she has reviewed this Policy and
will comply with its terms.

An “Authorized Guest Shooter” is a non-Forest employee who has met the preceding
requirements and has received authorization from the Department Administrator to possess and
discharge a firearm in conjunction with a specific, approved research project.

The Department Administrator will maintain a list of Authorized Forest Shooters and Authorized
Guest Shooters (collectively, “Authorized Shooters”) and record the expiration date of their Firearm IDs
or Licenses To Carry. An Authorized Shooter whose Firearm ID or License To Carry has expired will be
removed from the Authorized Shooter list. Authorized Shooter removed from the list due to ID or
license expiration will not be reauthorized to shoot on the Forest premises, and an Authorized Forest
Shooter so removed will not be permitted to access to the Shotgun, until he or she has presented to the
Department Administrator a valid and current credential. The Department Administrator may act as or
appoint a Forest staff person to be the “Authorized Shooter Coordinator,” the duties of whom are set
furtherth below, provided that the Department Administrator retains responsibility to act as “backup” and
discharge the Authorized Shooter Coordinator’s duties when the Coordinator is unavailable.  

**Rules for Research Shooting**

Researchers and Forest personnel who participate in research shooting programs must comply
with the following conditions:

(1) The Forest strictly prohibits employees from bringing firearms of any kind onto Forest
Property. This prohibition applies with equal force to firearms left in parked cars. See
applicable provisions of the Harvard University Employee Conduct policy, available at
(2) Only Authorized Forest Shooters acting in furtherance of an approved research shooting
program shall access, possess, carry or discharge the Harvard Shotgun. Authorized Guest
Shooters may not access, possess, carry or discharge the Harvard Shotgun. An Authorized Guest

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1 The Department Administrator may not delegate the power to authorize shooters or responsibility to maintain
the list of Authorized Shooters.
Shooter may bring his or her own firearm onto Forest Property for research shooting, provided that he or she informs the Department Administrator or an appropriate designee immediately upon arrival that the firearm is on the premises.

(3) The principal investigator or Authorized Shooter must arrange to deliver appropriate advance notice that the research shooting will occur (see below: “Advance Notice of Shooting”).

(4) The Authorized Shooter shall fire the gun only under controlled conditions and shall at all times act consistently with applicable laws, including, but not limited to Massachusetts state laws prohibiting the carrying of a shotgun on a public way, MASS. GEN. LAWS c. 269, § 12D; and the discharge of a firearm within 500 feet of a dwelling, without the owner’s consent, MASS. GEN. LAWS c. 269, § 12E.

**Shotgun and Ammunition: Storage and Access Controls**

**Storage.** — When not in the possession and control of an Authorized Forest Shooter, the Harvard Shotgun and conforming ammunition shall be stored in a locked, safety-certified gun cabinet in Shaler Hall, with an appropriate trigger lock in place at all times. The Authorized Shooter Coordinator shall keep and hold keys to the gun cabinet and trigger lock. The Departmental Administrator shall have access to these keys when the Authorized Shooter Coordinator is not available.

**Access.** — Access to the Harvard Shotgun shall be strictly limited to Authorized Forest Shooters, who themselves may only access the Shotgun as part of an approved research shooting program. The Authorized Shooter Coordinator shall not personally possess the Shotgun unless and until he or she has acquired the status of an Authorized Forest Shooter. Authorized Forest Shooters seeking to “check out” the Shotgun must obtain the keys from the Authorized Shooter Coordinator who will make the keys available when he or she is satisfied that

(1) the requestor is an Authorized Forest Shooter, and
(2) the Authorized Forest Shooter means to access the Shotgun for a research purpose approved by RPA Review Committee.

**Usage Log.** — At the point of check-out, the Authorized Forest Shooter will enter appropriate information in a Usage Log stored inside the gun cabinet. See Attachment B. The Authorized Forest Shooter will record

(1) his or her name and date of FID license expiration,
(2) the anticipated location of the shooting,
(3) the amount of ammunition removed from the cabinet, and
(4) the date and time he or she checked out the Shotgun.

Upon returning the Shotgun, the Authorized Forest Shooter will enter the following information into the User Log:

(5) the date and time he or she checked in the Shotgun, and
(6) the amount of ammunition returned.

**Supply/Maintenance Requests.** Authorized Forest Shooters should refer matters involving ammunition procurement and maintenance of the Shotgun in writing to the Authorized Shooter Coordinator.
**Advance Notice of Shooting**

The Authorized Shooter or principal investigator shall notify the following persons of the time and location that research shooting will occur:

1. Forest staff, by email delivered to hfvisit@fas.harvard.edu which will be forwarded in turn to the Forest staff listserv;
2. the Petersham Police Department, by telephoning the New Braintree Dispatch line at 978-724-3232;
3. Abutting property owners, by letter (see Attachments C and D), whose land is in close proximity to the site of the anticipated shooting (for example, Barre Woods Soil Warming); and
4. Email hffacil@fas.harvard.edu detailing compliance with notification of police (2) and abutters (3). When the proposed research shooting would be performed within 500 feet of a residence, proof of the approval of the abutter should be provided as well.

Notification shall be given with a reasonable time in advance of, and in any event at least 24 hours before, the planned shooting, and notification shall include the date, time, and place of the planned shooting.

**Communication of Policy**

This Policy, in its most current form, will be posted on the Harvard Forest’s internal website for employees to review at their convenience. In addition, the Departmental Administrator shall distribute this Policy by email or in hard copy to (1) all Harvard Forest employees, (2) any person who proposes to file a Research Project Application with a Research Shooting Rider, (3) any person who applies for Authorized Shooter status, and (4) any person who will be present when research shooting is conducted.
Attachment A: Research Project Application Rider

The Forest proposes to add the following language to its online Research Project Application:

“Do your research plans require “research shooting”? (ex. Collecting leaf samples from the tree canopy)” Yes or No.

If Yes, the Forest’s Site and Research Coordinator will forward the Research Project Application Rider, set forth below, for the researcher to complete and return.

Harvard Forest
Research Shooting Proposal and Plans

Date:

Research Shooting Proposal Details

a. Name and contact information for person completing form

b. Name of Research Project/PI/Contact Information

c. Location and collection method of shooting

d. Justification for shooting (ie what is being sampled, number of samples to be collected, etc.)

e. Timing of shooting (ex. 1st week in Aug. over 2 days; Wed. April 2nd in AM)

f. Indicate who will be doing the research shooting:

g. _____ Harvard Forest staff
   Note that the Forest charges for the time of the research shooter and equipment usage.

_____ Project Team Member
   Name and contact information:
   Note that a non-Forest employee must (1) present a Firearm ID or License To Carry to the Department Administrator, (2) read and sign a copy of the Forest’s Research Shooting Policies and Procedures, and (3) immediately notify the Department Administrator or an appropriate designee upon entering onto Forest property with a firearm.
Attachment B: Usage Log

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<th>Date</th>
<th>Authorized User</th>
<th>Lic Exp. Date</th>
<th>Research Project &amp; Location (PI's)</th>
<th>Time Out</th>
<th># Shells Taken</th>
<th>Time In</th>
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Attachment C: Sample Notice Letter to Abutters

[DATE]

Dear Neighbor[s]:

Greetings! We write to notify you of the Harvard Forest’s intention to conduct a research shooting project on its property at [LOCATION]. The purpose of the project is [PURPOSE]. The shooting will be performed by licensed Forest employees or visiting researchers, who will [MANNER OF SHOOTING].

Our plan is to complete the project on [DATE], with a rain date of [RAIN DATE]. We hope to sample between [TIME SPAN]. Thus, you will see several Harvard Forest vehicles parked nearby, and you can expect to hear shots coming from the woods during these periods.

If you have any further questions or concerns about the upcoming sampling, please contact us by phone or email. We can be reached in the office [WORK PHONE] and by emails at [WORK EMAIL]. In addition, if you are interested in learning more about the underlying research, we would be pleased to talk further with you and/or lead a short tour of the experimental site and discuss our results to date.

We thank you for your support of this important research effort!

Sincerely,

[RESEARCHERS]
[OFFICE ADDRESS]
[MAIN LINE PHONE]

Cc: Administrator, Harvard Forest
Attachment D: Sample Permission Request to Residences within 500’—include SASE

[DATE]

Dear Neighbor[s]:

Greetings! We write to notify you of the Harvard Forest’s intention to conduct research on its property at [LOCATION], and to request your permission to engage in research shooting in that area. The purpose of the project is [PURPOSE]. The shooting will be performed by Forest employees, who will [MANNER OF SHOOTING].

Our plan is to complete the project on [DATE], with a rain date of [RAIN DATE]. We hope to sample between [TIME SPAN]. Thus, you will see several Harvard Forest vehicles parked nearby, and you can expect to hear shots coming from the woods during these periods.

If you have any further questions or concerns about the upcoming sampling, please contact us by phone or email. We can be reached in the office [WORK PHONE] and by emails at [WORK EMAIL]. In addition, if you are interested in learning more about the underlying research, we would be pleased to talk further with you and/or lead a short tour of the experimental site and discuss our results to date.

Please indicate whether you consent to the research shooting by checking the appropriate box — ___ YES, ___ NO — and returning this letter to us at Shaler Hall (address below).

We thank you for your support of this important research effort!

Sincerely,

[RESEARCHERS]
[OFFICE ADDRESS]
[MAIN LINE PHONE]

Cc: Administrator, Harvard Forest