

**Operations Protocol for Data Management of the
ILLINOIS SPELEOLOGICAL SURVEY'S SHAWNEE KARST PROJECT COMMITTEE**

This protocol details operations of the Illinois Speleological Survey's Shawnee Karst Project Committee for the purpose of requesting cave locations, descriptions, and other relevant information and making the information available to the Shawnee Karst Project Volunteers or the Forest Service, U.S. Department of Agriculture, for use in the Shawnee National Forest (SNF) pursuant to a Memorandum of Understanding (MOU) between the ISS and the Forest Service.

A. General:

1. The ISS shall maintain a standing committee to be known as the Shawnee Karst Project Committee (The Committee) to be composed of representatives appointed by the ISS Board. The Committee shall be composed of representatives of interested caving groups or interested individuals.
2. The ISS shall seek and enter into an MOU with the Forest Service which shall establish procedures for handling information about caves in or near the SNF. The ISS is responsible for maintaining an MOU that ensures compliance of the Forest Service with this protocol for the operations of the Shawnee Karst Project.
3. All Committee members shall agree to and sign a confidentiality agreement as condition of service as a member of the Committee.
4. The Committee shall designate a Chairperson who shall act as the spokesperson and principal contact on behalf of the Committee and the ISS for all business with the Shawnee National Forest.

B. Ownership and scope of information:

1. All information which is supplied by the ISS to the Committee and/or, the Forest Service pursuant to this protocol remains the property of the ISS.
2. All information provided to the ISS by the Committee or any of their affiliates becomes the property of the ISS. The ISS shall have the right to use, disseminate, or refuse to disseminate all such information at its discretion, subject to the terms of this protocol, the MOU between the ISS and the Forest Service, and other agreements.
3. The ISS will provide all relevant information in its possession about caves located in the SNF Purchase Unit Boundaries to the Committee on request and pursuant to the above.

C. Handling of information:

1. Information will normally be provided to the Committee by way of the Data Custodian by passing the information to the Chair of the Shawnee Karst Project Committee or his/her designee. This information shall be loaned to the Shawnee Karst Project Committee by the ISS for use during the inventory and management planning process. This information shall not be disseminated to anyone outside the Committee or the Committee's volunteers without the specific written permission of the ISS.
Information needed for field operations with volunteers shall be loaned by the Committee to volunteers on a need to know basis only. The Committee's volunteers do not have the right to retain, disseminate, or make copies of sensitive information provided by the Committee, and must return all such information to the Committee as required. All new information received by the ISS on caves located in the SNF Purchase Unit Boundaries will be passed along to the ISS data custodian on an ongoing and timely basis.
The paragraph above shall be included on the volunteer rules and guidelines sign-in form as required by the Shawnee National Forest.
2. Except as provided below, all information relating to SNF Purchase Unit caves developed by the Committee, the Forest Service, or their affiliates will be given to the ISS on an ongoing and timely basis. This will normally be accomplished by providing the original or a copy of all information to the ISS database custodian.

3. All information developed by the SNF and provided to the ISS will be treated as confidential and will not be disclosed in such a way as to create a substantial risk of destruction or harm to any cave. Information or materials that is proprietary of the SNF shall remain as such and be returned by the Committee or the ISS Board to the SNF if requested.
4. Data disseminated to volunteer teams will be specific and relevant only to that team's working area. Data will be loaned to each team's designated leader who shall take and maintain custody of data for the duration of the field operation, returning all data to the Committee immediately following the end of the field operation.
5. At the conclusion of the project, termination or dissolution of the Committee, all materials and any remaining data shall be transferred to the ISS data custodian as part of the database.

Shawnee Karst Project Committee Confidentiality Agreement

Confidentiality Agreement between the Illinois Speleological Survey, Inc. and the undersigned members of the Illinois Speleological Survey's Shawnee Karst Project Committee.

The Illinois Speleological Survey (ISS) through the approval of the board of directors of the ISS, hereby grants permission for the undersigned to have access to the ISS data loaned for the purpose of conducting the Karst Inventory (the Project) within the Shawnee National Forest Purchase Boundary, under the following conditions:

- All data ownership rights will be retained by the ISS, the data does not belong to the Illinois Speleological Survey's Shawnee Karst Project Committee (the Committee), its members or the committee's volunteers.
- These data may only be disseminated pursuant to the Committee's Operations Protocol and/or a Memorandum of Understanding between the Shawnee National Forest and the ISS.
- The ISS Board of Directors shall receive, bi-annual written reports from the chair of the Committee on activities and progress of the Project.
- Names may only be added or removed from this agreement with the approval of the Board of Directors of the ISS.

I have read the above document and agree to abide by all conditions.

1 Jack Wood [Signature] 9-19-04
(Committee Member) (signature) (date)

2 GARY REACH [Signature] 9-19-04
(Committee Member) (signature) (date)

3 DANE TEIC _____
(Committee Member) (signature) (date)

4 John Lewis _____
(Committee Member) (signature) (date)

Philip Moss [Signature] 9/12/04
(President of ISS) (signature) (date)