

New Procedures for VISITORS to the SGRC Field Station

You are welcome to visit the Semi-Arid Grasslands Research Center. Please make prior arrangements at least SEVEN days in advance with Mark.Lindquist@colostate.edu, our site manager, at 970.897.2276. Mark will confirm your reservation. Please do not assume that leaving a message guarantees your reservation for a given date and that our site manager will be available to meet you. Please be aware that those arriving unannounced to the SGRC site may be asked to leave. All buildings are kept locked for security reasons. These 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 following information:

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 Semi-Arid Grasslands Research Center (SGRC) 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 3 days on the CPER, whether going to SGRC headquarters and/or any research plots, and s/he must sign a registry at the SGRC headquarters EACH TIME upon arrival and departure. For any visitor staying in the Semi-Arid Grassland Research Center, 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 Melissa Johnston (Melissa.Johnston@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 Melissa. 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 Melissa Johnston (Melissa.Johnston@colostate.edu) to bring Visa, Passport or Green Card, I-94 or any other supporting documentation regarding entrance into the U.S. to her office. 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 Melissa.Johnston@colostate.edu.