

VLAP Protocols for Equipment Pickup and Sample Delivery/Receipt at the Jody Connor Limnology Center (JCLC)

You **MUST** schedule pickup or delivery through the VLAP Coordinator or the Picktime scheduling software. Service will not be provided to un-scheduled customers.

HOW DO I SCHEDULE?

You can schedule directly with VLAP in 20-minute increments. You will be required to pick an exact time to allow physical distancing and provide staff time to manage pickups and sample delivery in between customers.

Schedule Using
[Picktime](#)

Schedule with VLAP Coordinator

Call: 603-271-2658

Email: sara.e.steiner@des.nh.gov or
des-jclc@des.nh.gov

HOW DO I PICKUP OR DROP OFF?

ONCE YOUR PICKUP OR DELIVERY IS SCHEDULED, FOLLOW THE STEPS BELOW UPON ARRIVAL AT 29 HAZEN DRIVE.

- Pull around the circle as far as possible. Do not block the handicapped access from the curb. If there is not enough space, park in the visitor parking lot (location indicated on map).
- Observe the area and wait in your car if the area is congested with people and/or if other volunteers are currently picking up or dropping off.
- For **PICKUPS ONLY**: your pickup will be in a large storage tote labeled with your lake name. Open the tote and transfer the items to your vehicle (please do not remove the tote). If something is missing, you can call the VLAP Coordinator/JCLC staff at 603-271-4793 to request assistance. Otherwise, you are on your way.



- For **DROP OFF ONLY**: Call the VLAP Coordinator/JCLC Staff at 603-271-4793 to tell them you've arrived.
- JCLC staff will bring a cart out to you to unload samples and equipment.
- Staff will briefly go over the sample receipt checklist and discuss any issues with you.
- Thank you for following these steps.

WHERE DO I PICKUP OR DROP OFF?

VLAP EQUIPMENT AND BOTTLE PICK-UPS

Your equipment and bottle pickups and sample drop off will occur at the **BACK** entrance of 29 Hazen Dr. facing the DMV and Fish and Game.

