

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF OUTDOOR RECREATION, STATE PARKS DIVISION

POLICY/PROCEDURE #317

January 13, 2010

SUBJECT: LETTERBOXING, GEOCACHING & EARTHCACHING IN STATE
PARK AND FOREST RECREATION AREAS

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I. PROCESS FOR INDIVIDUAL PLACEMENT OF LETTERBOX OR
GEOCACHE

1. In order to place a letterbox or geocache in a state park or forest recreation area, the individual must obtain a permit for each box or cache that will be placed.
2. The park supervisor or designee is responsible for reviewing all permit applications and approving or denying the request.

II. PLACEMENT OF LETTERBOX OR GEOCACHE

1. Any proposed location is subject to inspection and approval by State Parks before permission to place the box or cache is approved.
2. Boxes or caches may not be placed in areas that are sensitive or protected. This includes but is not limited to natural area preserves, archaeological preserves and sites of historical or cultural significance.
3. Hiding a letterbox or geocache may not involve disturbance of the natural environment or manmade improvements or other existing structures.

III. PERMIT

1. A permit is valid for the length of time that the letterbox or geocache is in place. If the location of the box or cache should change, a new permit is required.
2. Each approved box or cache will receive an approved permit letter from the Park Supervisor via email. A series or multi-cache shall be covered by one permit. This letter will be considered proof of DEP approval.
3. A copy of the permit shall be forwarded to the Hartford office by the park supervisor.

IV. BOX OR CACHE AND CONTENTS

1. Letterbox or geocache contents must be suitable for all ages. Food, alcohol, tobacco, weapons or other dangerous items, prescription or illicit or drugs of any kind and adult items may not be placed in a letterbox or geocache.
2. Ammunition boxes are not allowed.
3. The log book should include contact information for the owner of the cache, as well as state "DEP permit approved".

V. POSTED INFORMATION

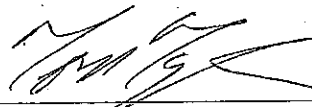
1. On-line descriptions must include information on park fees and any pertinent regulations such as park hours, pets on leashes, etc..
2. The on-line posting must include the statement "DEP permit approved" once the permit has been received.

VI. MAINTENANCE

1. The box or cache 'owner' must make periodic maintenance checks, at a minimum once yearly. Any box or cache showing evidence of environmental damage such as an unauthorized trail leading to it or a new clearing around it must be moved or removed. If it is put in a new location, it will require a new permit.
2. The box owner should send confirmation via letter or email to the park supervisor that the inspection has been performed.

VII. UNAUTHORIZED BOXES OR CACHES

1. Unauthorized boxes or caches and those violating any DEP policy, will be removed and the owners may be subject to enforcement actions per State Park regulations.



Tom Tyler, Acting Director