**PI Last Name** **Lab**

* *Instructions are provided at the bottom of this document.*
* *A copy should be uploaded to your BioRAFT Biological Registration.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: Administration** | | | | |
| Principle Investigator: |  | | PI Phone: |  |
| PI Email: |  | | After Hours Phone: |  |
| Means of Communicating in the Field | |  | | |
| Field Research Location(s) | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Lab Members** | | | |
| Team Members | Contact Info | Emergency Contact | Contact Info |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Section 3: General Information** |
| Field Rules and Expectations |
|  |
| Field Activities and Itinerary |
|  |
| Check-In Communication Plan |
|  |
| Field Equipment and Gear |
|  |

|  |
| --- |
| **Section 4: Safety Information** |
| Personal Protective Equipment (e.g., safety glasses, personal flotation devices, ear plugs, etc.) |
|  |
| Trainings Required (e.g., biosafety, zoonotic, first aid, CPR, etc.) |
|  |
| Other Safety Measures (e.g., procedures, medical surveillance, vaccinations, etc.) |
|  |
| Nearest Medical Facilities (e.g., total distance, method of travel, remote communications, etc.) |
|  |

|  |  |  |
| --- | --- | --- |
| **Section 5: Field Hazard Identification** | | |
|  | **Location Hazard** | **Summary** |
|  | Limited access to reliable means of communication |  |
|  | Personal security issues |  |
|  | Travel to private property |  |
|  | Limited access to potable drinking water and appropriate food storage |  |
|  | Animal encounter (indicate species) |  |
|  | Poisonous plant encounter (indicate species) |  |
|  | Camping outdoors |  |
|  | Work near a road |  |
|  | Use of fire |  |
|  | Hiking over uneven terrain |  |
|  | Technical climbing |  |
|  | Proximity, crossing, or entering a body of water |  |
|  | High elevation |  |
|  | Snow and/or glaciers |  |
|  | Underground area (e.g., cave, mine) |  |
|  | Canyon, valley, or floodplain |  |
|  | Work at height (fall potential of >2 meters) |  |
|  | Sun/UV exposure |  |
|  | Extreme heat |  |
|  | Extreme cold |  |
|  | Potential of being outside during a storm |  |
|  | Potential of severe storms (e.g., hurricanes) |  |
|  | Travel to a country with an active travel alert or warning from the U.S. State Department |  |
|  | Other (indicate) |  |

|  |  |  |
| --- | --- | --- |
|  | **Activity Hazard** | **Summary** |
|  | Use of mechanical equipment |  |
|  | Strenuous physical activity |  |
|  | Driving a vehicle |  |
|  | Driving a vehicle, off road |  |
|  | Use of chemicals |  |
|  | Noise exposure |  |
|  | Lone worker |  |
|  | Night work |  |
|  | Work with animals (indicate potential zoonotic or physical concerns) |  |
|  | Work with biohazardous or infectious agents to humans, animals, or plants |  |
|  | Use of boat or diving equipment |  |
|  | Excavation, trenching, or other confined space |  |
|  | Generation of waste |  |
|  | Other (indicate) |  |
|  | **Health Hazard** | **Summary** |
|  | Work could exacerbate pre-existing health concerns |  |
|  | Potential for allergic reaction |  |
|  | Potential for dehydration |  |
|  | Potential exposure to vector-borne disease (indicate disease and vector species) |  |
|  | Potential exposure to other endemic diseases (indicate) |  |
|  | Other (indicate) |  |

|  |
| --- |
| **Section 8: Acknowledgement and E-Signature** |
| I will ensure that all faculty, staff, and students working on this project will review this document and will follow the safety and general guideline information as outlined.  Type Your Full Name Date Completed |

**INSTRUCTIONS**

This form can be used during the planning stages of planning a field project to communicate hazards and required safety measures to field researchers prior to travel. I recommend that a completed form be provided to all of the field researchers and you keep a copy of this form should be kept by the principal investigator.

* The **General Information** section provides basic information about the field activities.
* **Contact Information** should be completed for all members of the field team.
* **Field Rules and Expectations** are set by the principal investigator and should cover conduct and any site-specific guidelines, include requirements for off-duty hours. For example: *When lodging at the National Park, researchers are expected to not intentionally damage or disturb vegetation, wildlife, or natural formations. Researchers will not collect samples in this location.* **Field Activities and Itinerary** should include the scope of the expected work and a schedule of the trip. For example: *Field activities include sampling sand in ten locations (list) along the Chesapeake Bay. The trip will start at 9:00 am 2/4 and will conclude by 5:00 pm 2/5. Lodging on 2/4 will be at a reserved campsite in State Park*.
* **Check-In Communication Plan** should indicate how frequently and how the field team members should check-in with the university contact or principal investigator.
* **Field Equipment and Gear** should be a checklist for all required materials that should be taken on the field expedition, indicate if the items are to be supplied by the principal investigator/department or personally by the researcher. For example: *Auger (department), Tent (principal investigator), Sleeping bag (researcher).*
* The **Field Activity Hazard Identification** section is where all of the potential hazards that may be present during field activities are identified. The summary should include the scope of the hazard with respect to the field activity. For example, if you select *“Strenuous physical activity”* an appropriate summary could be: *Researcher is expected to hike 8-10 miles a day with a 50 pound pack and perform sampling activities for 10 days.*
  + If a hazard is identified, appropriate safety measures to control this hazard should be described in the **Safety Information** section.
  + We need to develop hazard fact sheets to help choose safety controls for specific hazards\*. For example, possible exposure to Salmonella, you could state “Wash hands after handling”
  + **Personal Protective Equipment** could include *gloves*
  + **Other Safety Measures** could include *Wilderness First Aid Training; No lone work can be conducted in this area*.

If you need assistance in identifying hazards or choosing appropriate safety measures, contact EHS or use this guideline

\*Guidelines For Use Of Live Amphibians And Reptiles In Field And Laboratory Research (2004) American Society of Ichthyologists and Herpetologists <http://web.archive.org/web/20060214112806/www.asih.org/pubs/ASIH_HACC_Final.PDF>