Exemplary Checklist for Pre-Fieldtrip Meeting

- Overview of the Fieldtrip
  - Highlights
  - Goals and methods
  - Location, travel and accommodations
  - Schedule
  - Fieldtrip leader and organization
  - Work assignments
  - Overarching goal of a safe, productive and individually rewarding fieldtrip

- Preparation
  - Title IX training (required within last 12 months of start date)
  - Personal Information Form (see attached form)
  - Documents (ID, Drivers License, Passport, Visa, etc.)
  - Travel arrangements
  - Immunizations and other health preparations
  - Clothing and Gear

- Work plan
  - Daily itinerary and work assignments
  - Techniques and procedures for measurement and sampling
  - Operation of equipment, including scientific equipment and vehicles
  - Field notes and other documents

- On-Site Living
  - Lodging
    - Type (hotel, house, dorm, tent, etc.)
    - Roommates
    - Fostering space and privacy
  - Food
    - Sources (restaurant, cafeteria, self-prepared)
    - Mess assignments: shopping, cooking, cleanup
    - Accommodating dietary restrictions (food allergies, religious/philosophical restrictions)
    - Use of alcoholic beverages
  - Hygiene
    - Need for cleanliness (e.g. use of hand-sanitizer)
Access to bathing
Access to clothes washing
On-site travel (foot, car, van, public transportation, etc).

Safety
Professionalism
Resolving inter-personal conflicts and avoiding discrimination and harassment of team members
Responding to queries from the local authorities
Interacting with the public

Mitigating environmental hazards
Weather-related hazards (clothing, hydration, sunscreen, glasses, etc)
Physical hazards (falls, being struck by objects)
Biological hazards
Poisonous plants and animals
Aggressive animals
Water- and insect-borne diseases

Mitigating work-related hazards
Hazards associated with scientific equipment and reagents
Vehicular safety (including accidents and DOI)

Mitigating societal hazards
What to do if lost or left behind (see attached emergency card)
What to do if you have an medical emergency (see attached emergency card)
Personal security
Threat level for thefts and assaults
Areas and behaviors to avoid

Opting out due to safety concerns
Assignments beyond one’s abilities
Safe termination of participation in the fieldtrip

Summary
What to do between now and the start of the fieldtrip
Obtaining Title IX training
Background scientific reading
Formulate specific goals
Assemble gear (opportunities for borrowing it)
Assemble documents

Closing remarks