

# Field Personnel Checklist

This checklist is for all field personnel regardless of field objective (instrumentation, geology, UAS, monitoring/observations etc.). If you have questions about this checklist please contact the Field point person (@NancyRiggs)

1. Do you have approval to do fieldwork?
  - Have you submitted a [SAC proposal](#) (all non-USGS participants)
  - Have you coordinated with other entities suggested by the SAC?
  - Do you have USGS or SAC approval (SAC approval implies USGS approval has been granted) - this will ensure mission critical work is prioritized as well as safety and permit considerations are met.
  - Have you coordinated your field visit with the team lead (@Nancy Riggs) on scheduling your visit? This will help coordinate activities and missions.
2. Add your planned field visit to the [Daily Activities Log](#)
3. Check In-out of the field via the Incident Command Field Operations Base (FOB) located at the Sunset Crater Volcano National Monument.
  - They will verify your ID, field PPE and issue gas badges and helmets
4. Fill out the [Supplemental Emergency information form](#) (do this once – it will then be on file and not need to be entered every time you go into the field)
5. Upon going into/out of the field post to the #Field channel on Slack
  - Time in; anticipated time out, where you are headed and who is in your team
  - Upon return, include time out and a brief summary of activities and observations - If you collected samples:
  - Geologic samples:
    - i. Sample Collection protocols (in real life we'd have a link to these)
    - ii. fill out the [samples & stations spreadsheet](#) and submit to the sample archivist (@Ben Andrews). If you have questions about sample naming conventions please ask @Ben Andrews.
  - Gas & Water samples
    - i. Please post all results in the [gas folder](#)
  - Geophysical or Camera Installations
    - i. Report coordinate locations (lat, lon, elev WGS84) and critical metadata (type of instrument, response, real-time or campaign, data destination) to the monitoring team lead (@ Weston Thelen)
6. If you took Photos or video:

All imagery goes in the [Imagery folder](#)

  - Encapsulate your photos/video for each day in a folder with “firstname lastname” naming convention
  - Copy “firstname lastname” folder to the correct “yyyymmdd” folder within the imagery folder.

7. Reporting Field Observations and activities

- Upon return from the field post brief summary of activities and observations to the “field” slack channel