

# University of Alberta Field Research Activities and ALES Approval Procedure

Updated – March 8, 2021

## U of A Field Research Office

The UofA Field Research Office (FRO) is your 'go to place' for information and support when your research takes you away from campus. FRO aims to facilitate off-campus research activities, including all types of field, archival, library or other research, as well as field trips and field schools, carried out nationally or internationally. FRO provides advice and offer the following services:

- Info on field operations and/or safety plans so that they are compliant with U of A policy and OHS legislation
- Info on mitigation or control of your hazards such as training, Standard Operating Procedures, PPE, etc
- Equipment Rentals at cost-recovery (satellite communication devices, AEDs and Medical First Aid Kits)
- Connections to other field researchers within the U of A community
- Field Activity Plan (FAP) template and instruction sheet
- Human-based Field Research (H-FAP) and instruction sheet.

Website: <https://www.ualberta.ca/vice-president-finance/environment-health-and-safety/field-research-office/index.html>

As a Faculty, ALES supports the work of FRO in ensuring we meet our obligations to provide a safe work environment, and as such are standardizing the protocol for preparing and submitting Field Activity Plans (FAPs) for all university-related activities taking place off-campus.

Please sign up for their newsletter and training sessions.

## ALES Field Activity Plan Protocol and Approval Procedure

FAPs are the responsibility of every Faculty member and apply to all research projects that require research teams to conduct research on UofA agricultural lands, provincial/national parks, provincial land, public waterways, or any other private or public facilities off campus.

- A minimum of one **General Field Activity Plan (FAP)** is required per project per field season. As field seasons vary, submit your FAP at least 3 weeks before your first travel date. This will allow for review and any suggested revisions.
- The **FAP** will include all research personnel (including PIs with the research personnel) who will be involved in the project, all locations where the research will be conducted, all potential hazards and safety protocols, and will cover the start and end dates of the field season for the research project.
  - Naming Protocol for **FAP** = *FAP - Location(s) – PI - Project Name - mm-yyyy*
  - where mm-yyyy is the start date of the field season
- If your field season is extensive, you may need to break it up based on weather conditions (e.g. more than one FAP with different start dates, summer vs winter).
- For projects that have substantial deviations in terms of location or hazards you may need to submit a **FAP** for each location for the project.

- Throughout your field season, you can update your **FAP** to reflect changes in the hazards and if necessary, the controls. But you do not have to submit an updated FAP for each trip if the location and safety precautions/contacts and all research personnel have been included in your primary submission.
- **As the PI it will be your responsibility to:**
  - Review your FAP with your research team each time they travel for field research.
  - Ensure that the research personnel for each trip are included in the FAP and that all protocols are covered (e.g. first aid, driving privileges, etc)
  - Maintain contact with your research team for each trip – including daily check in times
- Submit FAPs for review via [Phase II ALES Field Research Approval under COVID-19](#) google form (also found on the ALES intranet <https://intranet.ales.ualberta.ca/research/>)
- FAPs will be reviewed in order to help faculty members and research teams develop effective activity plans and to obtain Dean’s approval by:
  - Agriculture – Jay Willis
  - Environment – Nadir Erbilgin or Sarah Gooding
  - Human – to be determined
- They will be reviewed by FRO and the Public Health Advisory Team for final approval purposes (until COVID-19 restrictions are lifted).
- FAPs will be stored in FAP google drive by calendar year, accessible by the ALES Research Team, ALES Safety Committee, Chairs and Dean. But the official storage and documentation is the responsibility of the PI.