

This reference guide is intended to summarize important information described in the field research safety program and assist researchers to identify potential risks related to field research activities prior to their travel. Field research activities are defined as research activities (e.g., data/information/sample collection) that are conducted off-campus or off-site. Field sites may include, but are not limited to, field stations, natural reserves, public lands or parks, wilderness areas, coastline or waterways, or more controlled sites such as excavations or mines. Use the resources below to develop a plan to mitigate those risks and complete any regulatory requirements or prudent recommendations prior to your travel.

PREPARING FOR YOUR TRIP

Obtain Authorizations/Permits	Certain materials/activities that will be collected/conducted during your field research may require institutional review and/or special permits (<i>see Approvals/Permits</i>). Principal investigators should obtain required approvals prior to travel. Traveling with students? Contact UCI Risk Services for any additional requirements.
Plan your trip	Field safety leads (Principal Investigators/Supervisors) should complete a UCI Field Safety Plan (recommended). Ensure you budget for appropriate personal protective equipment (PPE), first aid supplies, and other safety gear/supplies as appropriate. Ensure that an incident response plan and reporting requirements are included. Research involving scientific diving/boating: The development of a Dive Safety/Float Plan may be required . Contact EHS at (949) 824-6200 safety@uci.edu for more information on requirements.
Pre-trip meeting	Supervisors should hold a pre-trip meeting (highly recommended) to review the field safety plan with the field research team and discuss travel logistics, the pack list (first aid kit, etc.), and training needs as appropriate. This will help the team be physically, mentally, and logistically prepared for the trip.
Register your trip	Register your trip via UC Away (required for international travel). Registration will enroll you to receive travel alerts (via Crisis24). Trips booked via Connexus are automatically registered. Questions? Contact UCI Risk Services .
Complete training	Complete training as appropriate for your location or tasks (<i>see Training</i>).
Obtain immunizations	Obtain immunizations as recommended for your destination. Consult with your healthcare provider at least two months in advance of your trip.

Additional considerations for university-related international travel:

- [Trip registration](#) is **required**.
- Specific UCI [Policy](#) and [Procedures](#) apply to student travelers. [Student](#) international activities and travel may take 2+ months to approve. Contact the Global Risk Manager at the Office of Global Engagement (globalrisk@uci.edu) for more information.
- Review [UC Trip Planner \(WorldCue\)](#) and the [US Department of State \(DOS\) Travel Advisory](#) for your destination. Traveling to a high-risk destination? Contact [UCI Risk Services](#) for additional guidance and requirements.
- The traveler and the approving department are responsible for ensuring the financial and health/safety risks associated with international travel are assessed before authorizing travel. Travelers and approvers are urged to avoid travel to destinations that are restricted to US Government personnel, or cite a risk of Wrongful Detentions (“D”) or Kidnapping (“K”) on the [DOS Travel Advisories](#). Questions? Contact [UCI Risk Services](#).
- Travelers are urged to enroll in the [State Department Smart Traveler Enrollment Program \(STEP\)](#) to receive security messages and to make it easier for the US government to locate you in an emergency.

APPROVALS/PERMITS

The Principal Investigator should ensure that appropriate institutional review and/or applicable authorizations from external agencies are obtained prior to handling certain materials or conducting certain activities. Some material and activity types are listed below. Refer to the Field Safety Resources section for a list of other agencies that may have special requirements.

Principal investigators should contact [UCI Risk Services](#) if field research teams would include students.

Material/Activity Type	Details
Biological (with known or unknown biohazards)	Contact Biosafety (biosafety@uci.edu) to determine if a Biological Use Authorization (BUA) and/or certain permits are required. In addition, -if your research involves live, vertebrate animals , contact the Institutional Animal Care and Use Committee (IACUC@uci.edu) to determine if an animal use protocol is required.
Human Subjects Research	If human subjects are involved, contact Human Research Protections (IRB@uci.edu) to determine if your protocol requires Institutional Review Board (IRB) review.
Drones	A UAS license and prior approval are required. Contact Drone Safety (dronesafety@uci.edu) for more information.
Scientific Diving/Boating	Contact EHS at (949) 824-6200 or safety@uci.edu for more information.
Transport/Shipping to/from field sites	May require approvals from state/federal/international agencies. For guidance related to international transport, contact Export Controls . For transport/shipping of hazardous materials, refer to the EHS Hazardous Materials Shipping page. Refer to the Field Safety Resources > Transport/Shipping/Permits/Licenses for a list of common agencies. The EHS Field Safety Coordinator can also direct you to the appropriate department or resource.
Other Materials or Activities	Contact the EHS Field Safety Coordinator.

TRAINING

Many required field-related safety training are available through the [UC Learning Center](#) (UCLC), while others are offered via the [UCI Anteater Center](#) (first aid) and commercial sources. After the pre-trip meeting, the PI/supervisor should advise team members on which required safety courses to complete and provide activity-/hazard-specific training as appropriate. Required safety training for certain activities are listed below. If you have any questions about safety training requirements for activities not listed here, please contact the EHS Field Safety Coordinator.

Activity	Required Training	Details
Work at remote field sites, or sites with limited services (i.e., >30 minutes from an infirmary, clinic, or hospital)	First Aid (CPR/AED is also recommended)	(Cal/OSHA Title 8 §3400) At least one person in the group must have current certified first aid training. UCI Anteater Recreational Center (UCI ARC) offers standard First Aid/CPR/AED training. Wilderness First Aid/CPR training is provided by external sources like the National Outdoor Leadership School (NOLS) and Sierra Rescue .
Work outdoors if work is reasonably anticipated to result in exposure to the risk of heat illness	Heat Illness and Prevention	(Cal/OSHA Title 8 §3395) Training courses for participants and supervisors are available on UC Learning Center. In California, the trigger outdoor temperature to complete this training is 80 degrees Fahrenheit. In other locations, other environmental and personal risk factors for heat illness such as humidity, workload severity/duration, and medical condition should be considered when determining when this training should be completed.
Work outdoors if reasonably anticipated to be exposed to wildfire smoke and when the Air Quality Index for fine particulate matter (PM2.5) is 151 or greater	Wildfire Smoke Protection	(Cal/OSHA Title 8 §5141.1) Wildfire Smoke Protection and N-95 Respirator training is available on UC Learning Center (pending)
Scientific diving and boating	As appropriate	The UC Dive and Boat Safety Program oversees scientific diving and boating. Contact EHS at (949) 824-6200 or

		safety@uci.edu for more information on required training and certifications.
Other task-based safety training	As appropriate	The project may require performance of other tasks for which training is required by regulations. Examples are: Climbing or work at heights; operating powered tools or equipment; excavating or trenching; entering confined spaces (e.g., caves, vaults, mines); transporting hazardous materials, hazardous waste, or biological specimens. Many of these courses are available on UCLC . If the safety course is not listed on UCLC, contact the EHS Field Safety Coordinator.

INCIDENT REPORTING

- Clearly outline the incident response and reporting procedures in the written field safety plan.
- All work-related injuries/illnesses, safety concerns, or near-misses should be reported to EHS within 24 hours via the [incident report form](#) or by calling 949-824-6200.
 - Contact EHS immediately when work-related injuries and illnesses that require hospitalization or work-related fatalities occur by calling 949-824-6200.
 - Registered international travelers may contact the toll-free 24/7 emergency number on their travel registration card.

The National Science Foundation (NSF) Update: PAPPG (NSF 23-1, effective January 30, 2023) Safe and Inclusive Working Environments for Off-Campus or Off-Site Research requires a plan to be developed for safe and inclusive working environments for each NSF proposal involving off-campus or off-site research. The effective date depends on the solicitation. Learn more from the NSF website [here](#). Please contact your [Contract and Grant Officer](#) if you have any questions about this NSF requirement.

FIELD SAFETY RESOURCES

CONTACT INFORMATION

Topic/Issue	Department	Contact Information
Field Safety Program Safety Training	UCI Environmental Health and Safety (EHS)	safety@uci.edu (949) 824-6200
Trip Registration Trip Insurance	UCI Risk Services	https://risk.uci.edu/
International Travel Study Abroad	UCI Global Engagement Office	global@uci.edu (949) 824-5330
Discrimination, sexual harassment, sexual violence	Office of Equal Opportunity and Diversity UCI Title IX Officer	oeod@uci.edu (949) 824-5594

LINKS TO RESOURCES

EHS FIELD SAFETY	
UCI Field Safety Website	https://ehs.uci.edu/safety/field-safety.php
UCI Field Safety Plan	https://ehs.uci.edu/safety/_pdf/field-safety-plan.docx
INSTITUTIONAL APPROVALS	
Biological Use Authorization (EHS Biosafety/IBC)	https://www.ehs.uci.edu/research-safety/biosafety/index.php
Animal Use Protocol (IACUC)	https://research.uci.edu/animal-care-and-use/
Human Research Protections (HRP/IRB)	https://research.uci.edu/human-research-protections/
Drones	https://ehs.uci.edu/drone-safety/index.php
TRIP REGISTRATION AND INSURANCE	
ConnexUC	https://travel.ucop.edu/connexus/
UC Away (if not booking via ConnexUC)	https://ehs.ucop.edu/away
UCI Risk Services	https://risk.uci.edu/

UCOP Travel Risk and Insurance	https://www.ucop.edu/risk-services-travel/
TRIP PLANNING	
UCI Field Safety Plan	https://ehs.uci.edu/safety/_pdf/field-safety-plan.docx
UCOP Field Operations Safety Manual	https://www.ucop.edu/safety-and-loss-prevention/_files/field-research-safety/uc-field-research-safety-manual.pdf
UCI Global Engagement Office	https://global.uci.edu/policy-procedure-for-student-international-activities-and-travel/
UCI Study Abroad Center	https://studyabroad.uci.edu/about/independent-international-activities/
WorldCue Planner (Crisis24)	<i>Know-Before-You-Go destination information (domestic and international)</i> https://ermisp.ucop.edu/uctrip
US State Department Travel	<i>International travel (Before you go, country information)</i> https://travel.state.gov/content/travel/en/international-travel.html
US State Department Travel Advisory	<i>International travel (Travel advisories by country and by level)</i> https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/
US State Department STEP	<i>Smart Traveler Enrollment Program – enroll your trip with the nearest U.S. Embassy or Consulate</i> https://step.state.gov/step/
CDC Travelers' Health	<i>Country-specific travel health notices, vaccines, diseases</i> https://wwwnc.cdc.gov/travel/destinations/list
TRAINING	
UC Learning Center	https://uclc.uci.edu/
UC Field Safety Leadership Training	https://ehs.berkeley.edu/publications/uc-field-safety-leadership-training-series
First Aid/CPR/AED	UCI Anteater Recreation Center: https://www.campusrec.uci.edu/classes/safety.html American Red Cross: https://www.redcross.org/take-a-class Sierra Rescue (Wilderness First Aid): https://sierrarescue.com/course-info/wilderness-first-aid-courses/ NOLS (Wilderness First Aid): https://www.nols.edu/en/courses/
EQUIPMENT AND SUPPLIES	
Budget Justification (UCOP)	https://www.ucop.edu/safety-and-loss-prevention/_files/field-research-safety/budgeting-for-field-safety-signed.pdf
TRANSPORT/SHIPPING, PERMITS/LICENSES	
UCI EHS Hazardous Materials Shipping	<i>Hazardous materials shipments (DOT, IATA)</i> https://ehs.uci.edu/enviro/haz-mat/shipping.php
UCI Export Controls	<i>Shipment/transfer of controlled materials or services outside of the U.S.</i> https://research.uci.edu/export-controls/
US Customs and Border Protection	<i>Import/Export to/from U.S.</i> https://www.cbp.gov/trade/basic-import-export/importer-exporter-tips
CDC Import Permit Program	<i>Importation of infectious biological materials</i> https://www.cdc.gov/orr/ipp/index.htm
USDA APHIS	<i>Import/Export of live animals, animal products, plants, plant products, organisms, soil</i> https://www.aphis.usda.gov/
State Agriculture Departments	<i>State specific agricultural product rules/regulations</i> https://www.nasda.org/about-nasda/state-agriculture-departments/
OTHER RESOURCES	
UCOP Field Research Safety Center of Excellence	https://www.ucop.edu/safety-and-loss-prevention/environmental/program-resources/field-research-safety/index.html