

## **Recommended process for review and approval for ENSC Field Safety Plan**

Date: November 19, 2020

1. PI completes a project-specific field safety plan in consultation with their research personnel.
2. PI submits original version of field safety plan to the Chair of the ENSC Safety, Space, and Equipment Committee.
3. The entire ENSC Safety, Space, and Equipment Committee conducts a review of the field safety plan to ensure that it is complete and provides a sufficient level of detail and information.
4. If additional information is needed, the ENSC Safety, Space, and Equipment Committee returns the field safety plan back to the PI requesting a revision. If no additional information is needed based on EH&S review, the Chair of the ENSC Safety, Space, and Equipment Committee approves the field safety plan.
5. Following approval, the Chair of the ENSC Safety, Space, and Equipment Committee sends the approved field safety plan to the Department Chair, BEES FAO (Deb Terao), and PI. The PI sends the approved field safety plan to all relevant research personnel within their group.
6. The Department Chair and BEES FAO (Deb Terao) will keep all approved field safety plans on file for departmental records. In addition, BEES will use this documentation to ensure that field safety plans have been reviewed and approved prior to any reimbursement for expenses associated with research that is dependent on compliance with the field safety plan.
7. The field safety plan needs to be updated when the conditions of sampling or the field team (research personnel) change. An annual review/renewal is recommended.