FIELDWORK CHECKLIST

BEFORE YOU GO

☐ Apply for permits or obtain permission to conduct research and collect specimens in the specific location
  • Consult Access and Benefit Sharing Clearing-House if working abroad: https://absch.cbd.int
☐ Sign Memoranda of Understanding (MOUs) or Material Transfer Agreements (MTAs) if required
  • Identify Harvard institutional signatory to review and sign MOUs with foreign institutions
  • Harvard Office of Technology Development reviews and signs MTAs: https://otd.harvard.edu/faculty-inventors/resources/material-transfer-agreements/
☐ Determine if species require additional permits for collection, transport, or import
  • CITES checklist: http://checklist.cites.org/#/en
  • Endangered Species: http://www.fws.gov/endangered/
  • US Fish & Wildlife Service: https://www.fws.gov/service/permits
☐ Ensure that all animal protocols have been approved by IACUC; amend protocol if needed
  • Institutional Animal Care and Use Committee (IACUC): http://research.fas.harvard.edu/iacuc
  • Office of Animal Resources (OAR): http://oar.fas.harvard.edu
☐ Complete training needed to ship biological materials, dry ice, and exempted quantities of flammables, corrosives and common fixatives and confer with experts regarding proposed plans
  • Harvard University EH&S: http://www.ehs.harvard.edu; Biosafety Department: biosafety@harvard.edu
☐ Verify whether items (i.e., commodities, software, biological materials, chemicals, technology, information) being exported (shipped/hand-carried) require an export license
  • FAS Export Controls: https://research.fas.harvard.edu/export-controls
☐ Reach out regarding protocols and procedures for donating specimens/tissues
  • Contact the Museum of Comparative Zoology (MCZ) regarding donation of animal specimens/tissues; Breda Zimkus, Director of Collections Operations, bzimkus@oeb.harvard.edu
  • Contact the Harvard University Herbaria (HUH) regarding donation of botanical specimens/tissues; Michaela Schmull, Director of Collections, mschmull@oeb.harvard.edu
☐ Schedule wildlife inspection at first port of entry if traveling internationally with specimens
  • U.S. Fish & Wildlife (Boston Office), 617-889-6616, fwsole_boston@fws.gov

WHILE IN THE FIELD

☐ Apply for permits needed to export specimens from country of origin if working internationally
☐ Submit U.S. Fish & Wildlife Service form (3-177) for import clearance before shipment/transport
  • U.S. Fish & Wildlife Electronic Declarations; https://edecs.fws.gov/eDecsLogin.cfm
☐ Reconfirm flight details with U.S. Fish & Wildlife Service if transporting specimens as checked baggage
☐ Pack specimens according to EH&S classification; use correct packing instructions, label based on classification, and document properly

AFTER RETURNING FROM THE FIELD

☐ Immediately submit specimens with all associated permits and data if donating specimens/tissues, providing 3-177 form that has been stamped “cleared” if specimens have been imported

BEGIN AS EARLY AS POSSIBLE AND ASK FOR HELP!