



## 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/>
  - Centers for Disease Control (CDC): <https://www.cdc.gov/importation/animal-products.html>,  
<https://www.cdc.gov/cpr/ipp/etool/hm>
  - U.S. Dept. of Agriculture (USDA), Animal and Plant Health Inspection (APHIS):  
<https://www.aphis.usda.gov/aphis/ourfocus/importexport>
  - 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](mailto: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](mailto:bzimkus@oeb.harvard.edu)
  - Contact the Harvard University Herbaria (HUH) regarding donation of botanical specimens/tissues; Michaela Schull, Director of Collections, [mschull@oeb.harvard.edu](mailto:mschull@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, [fwssole\\_boston@fws.gov](mailto:fwssole_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!**