



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

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ESS Department Field Trip Documentation Policy

Field trip leaders are responsible for distributing and collecting all trip participant documentation and for submitting all documentation to the ESS Department Administrator. Treat this document as a checklist to be completed by the trip leader **before** you head out. The below itemized documentation is required whether your trip is research focused or as part of an official course.

Under no circumstances should a field trip be conducted without first completing the below documentation.

- Complete the [ESS Department Field Trip Registration](#) form
- [Create a Field Safety Plan](#)
- Make a [List of Participants](#)
 - Print a paper copy and keep with you on the field trip
 - Use [this emergency information form](#) for participants wanting privacy for their medical information.
- Collect completed [UW Acknowledgment of Risk and Consent for Treatment](#) forms from all participants.
- [Ask participants to read these guidelines](#)
- Submit all of the above documentation to the ESS Department Administrator
- Review the [UW Field Operations Safety Manual](#) and make additional preparations as appropriate.
- If you have any unpaid volunteers joining your field trip, the [College of the Environment Volunteer Service Agreement](#) form is also required for those individuals.