

Michigan Technological University

Safe and Inclusive Fieldwork / Off-Campus Research Project Plan

Principal Investigator: Connor O'Loughlin	Department: Biological Sciences
Cell Phone Number: 630-750-1165	E-mail Address: ccolough@mtu.edu
Dates of Travel: Spring 2026	
Location of Field Research (fill out additional forms for additional locations): Location Name: St. Martin's Bay Location Phone number (if available): NA Address, description of site or coordinates: 46° 2.14506' north and -84° 37.02054' west. City: St. Ignace (closest major city) State: MI Country: USA	
Description of Field/Off-Campus Research Activities: MTU defines "off-campus" as data, information, and/or samples being collected off-campus or off-site, including research activities in urban, rural, or remote settings; at other organizations; or on vessels or aircraft. We will conduct field work in St. Martin's Bay, which is located about 20 minutes northeast of St. Ignace. When working at St. Martin's Bay, the field team will be lodging in St. Ignace, with the specific accommodation dependent upon pricing at the time of field work. The field team will consist of 2 individuals (1 PI, 1 TBD field assistant) who will collect water, filter, and transport samples back to the lab.	
Primary Contact: Name: Connor O'Loughlin Address: GLRC B003 <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Phone: NA Cell: 630-750-1165 Email: ccolough@mtu.edu	Secondary Contact: Name: Trista Vick-Majors Address: GLRC 220 <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> Phone: 7-1848 Cell: 719-649-6462 Email: tjvickma@mtu.edu

Risk Assessment, Personal Harm: Based upon your expected research team and the research site environment, identify potential risks for harm to members from discrimination, harassment, or assault by other team or non-team members. Describe measures that will be taken to establish shared personal conduct expectations and promote inclusivity, prevent harm, and communicate university reporting mechanisms to every team member. For example, risks for a team with undergraduate students working on a remote site will be different from those of solely faculty members working in an urban downtown.	
Identified Risk	Control of Risk
Working in a relatively small group in a remote location may include the potential for discrimination, harassment, stalking, or bullying either verbally, physically, electronically, or in writing.	<p>All team members will participate in any institutionally provided training and will adhere to the lab's Fieldwork Code of Conduct https://docs.google.com/document/d/1_12OvKFKHhgkSdJ9rP62k9lk482A0Gbq2r5-VWvr9Uk/edit?usp=sharing</p> <p>The code of conduct promotes shared responsibility for team success and safety and sets up the expectation that behavior that falls outside of the code of conduct be reported to the PI.</p>
Supporting team inclusivity	<p>The provided lab philosophy (below) in conjunction with the lab code of conduct (provided above) will help foster a culture of valuing each other as people and professionals.</p> <p>http://www.wheneverthereswater.org/uploads/4/9/8/8/49889859/advising_philosophy_and_graduate_student_expectations.pdf</p>
Incident Reporting	<p>Communication will always be open, via cell phone where service is available, or via satellite communicator where it is not. The PI will take concerns seriously and address ways to mitigate or eliminate them, and will assist in identifying appropriate University reporting channels as needed.</p> <p>Field travel requires check-out and check-in procedures, in this case managed mainly by UIC, but also monitored by field team members who remain in the lab on a given day.</p>

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Risk Assessment, Physical Hazards: List identified risks associated with the activity or the physical environment (e.g., extreme weather, wild animals, endemic diseases, firearms, chemicals). List appropriate measures that will be taken to control, reduce or eliminate the risks.	
Location of the nearest Hospital: Mackinac Straits Health System: Emergency Room, St. Ignace, MI	
Identified Risk	Control of Risk
Driving	The researcher has a valid driver's license and use of insured Husky Motor Pools vehicle. The vehicle will be used for transport to and from the field site and to transport materials and equipment needed for sampling.

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Complete the sections below based on your assessment of the risks associated with this work and your plans to mitigate those risks

Emergency Procedures: Phone – dial 911. Proceed to nearest medical facility. Contact the PI after emergency help has been contacted. A first aid kit will be carried by the team, as will above described safety gear.

First Aid Training: Be familiar with all above-described safety procedures and. Complete all lab safety and chemical training.

Required Training: (Training on providing a safe and inclusive environment must be a component of required training)

Michigan Tech Responsible Conduct of Research

Michigan Tech Sexual Assault Prevention Training

Attending regular Lab meetings with PI during academic year

Physical Demands:

Lifting field gear and samples.

Field Team Membership: *Please note that you are expected to train every team member on preventing and responding to personal harm and physical hazard risks, risk prevention, and incident prevention. Ensure that every team member has a copy of this file before going to the off-campus research site(s).*

Leader: Connor O'Loughlin_____ phone: 630-750-1165_____ e-mail: ccolough@mtu.edu

Name: TBD field assistant_____ phone: _____ e-mail: _____

Name: _____ phone: _____ e-mail: _____

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