Return from Field Checklist

The Day you Return:

Field Vehicle
- ☐ The field vehicle needs to be fueled after every trip, and washed if the field vehicle went on dirt (dirt road/off-road). If you do not have time to do this, speak to the Research Coordinator or the person who has the field vehicle next to see if they can do it before the next trip.

Plant Voucher Specimens
- ☐ Change out blotter paper and cardboard within wood presses (page 12 of protocol)
- ☐ Place wood presses full of specimens in dryer oven set to 100 degrees F

Fungi Voucher Specimens
- ☐ Conduct necessary identification processes that require a fresh specimen
    - o If unable, place specimen in wax or paper bag and refrigerate
- ☐ Place specimens in fungi dryer

Biological Assets
- ☐ **Tissue**: Place envelopes labeled with collector name, number, and date in silica container in appropriate Staff Collections Cabinet

- ☐ **Seeds**: Place bags/enveloped labeled with collector name, species name, locality, and collections date in Incoming Seeds bin in the lab

Equipment
- ☐ Return equipment that is not to be kept/checked out throughout the season

Within a week of finishing your trip:

Images - Consult the Field Image Processing Protocol
- ☐ Import from camera onto Q drive: **DO NOT USE AUTO SYNC**
- ☐ Rename Images
- ☐ Create CSV and add Metadata
- ☐ Create new folder using naming convention YYYYMMDD_TripName_SiteName
- ☐ Add images and CSV to new folder
- ☐ Place new folder here: Q:\Research\Images(new)\ImagesInProcess\ToBeUploaded_DB
- ☐ DO NOT return camera to cabinet until you have pulled all images onto Q Drive

Data Entry
- ☐ Specimens (with or without tissue) Transcribe field book into Data Spreadsheet for Vouchers and Assets. Save spreadsheet here: Q:\Research\All_Herbaria\CollectionsDataInProgress
- ☐ Biological Assets: Transcribe into Data Spreadsheet for Vouchers and Assets if there are more than 3.
- ☐ Biological Assets with Individual Tracking/Maternal Line: Talk to Rick. Get specimens into SEINet first, then submit asset data via CSV or Web Form.
- ☐ Project Data: Transcribe into appropriate template or form

Field Books
- ☐ **Scan Field Book**
- ☐ Use office printer to scan new pages of field book
- ☐ Scan to PDF
- ☐ Save PDFs of new pages here: Q:\Research\FieldWork\FieldNotebookScans
- ☐ Rename individual PDFs using the naming convention YYYYMMDD_FirstInitialLastName_FieldBookScans_###
- ☐ **Scan Image Metadata Notebook**
- ☐ Use office printer to scan new pages of field book
- ☐ Scan to PDF
- ☐ Save PDFs of new pages here: Q:\Research\FieldWork\FieldNotebookScans\ImageMetadataScans

- ☐ Rename individual PDFs using the naming convention
  YYYYMMDD_FirstInitialLastName_TripName_ImageMetaDataScans_###

- ☐ Rename individual PDFs using the naming convention
  YYYYMMDD_FirstInitialLastName_TripName_ImageMetaDataScans_###