Preparing a Field Plan:

DESCRIPTIVE TITLE

Important instructions

Action – Location (contact information)
Specific instructions

Directions to next deployment

Action – Location (contact information)

Specific instructions

Directions to next deployment

Action – Location (contact information)

Specific instructions

Confirmation that work is finished

page numbei

A document title including the location, date, and stage of sampling helps technicians keep track of various field plans.

Instructions such as how many cameras to pack and where and when to meet should follow the title. Highlight any instructions that require action prior to fieldwork itself.

Include the action, what the point is called in the GPS if applicable, and the number of remaining cameras AFTER said action. Also be sure to include relevant information on where the camera is to be deployed, and the name of the point of contact.

Clarify at the end of the field plan that the work is complete. This ensures technicians that part of the plan was not lost.

Include page numbers to ensure the fieldwork proceeds in the correct order.

Example plan:

Downtown Field Plan 8/21 (second round)

Pack 2 cameras

Take the green line to meet at the 3rd Street Station at 9:00 AM

Deploy **REF03** (+1) – 3rd Street Station maintenance lot (Department of Transportation)

Cross the street and enter park

Deploy **REF04** (+0) – Lincoln Park (Department of Parks and Recreation)

Exit park walking north Wildlife Avenue

Retrieve **CAM01** (+1) – Jane Doe (1234 Wildlife Drive; 123-456-7890)

note from homeowner: back gate will be left unlocked.

Continue north on Wildlife Drive. Turn right on Ecology Way. Turn left into alley

Retrieve **CAM02** (+2) – utility pole in alley (Department of Transportation)

Exit alley the same way you entered. Continue walking up Ecology Way. Turn left on Data Drive

Place **REF05** (+1) – Charles Brown (1234 Ecology Way; 234-567-8901) note from homeowner: Do not aim camera towards swimming pool

Continue up Data Drive. Cross 6th Street and turn right into alley

Place **REF06** (+0) – utility pole in alley (Department of Transportation)

Finished for the day. Great job!