

# Field Research Safety Manual



The Arizona State University Field Research Safety Manual provides requirements, policies, guidelines and resources for ASU personnel to conduct field research safely and successfully.

Cover photo: ASU researcher Marianne Moore does a survey of a bat population in a cave in northern Arizona, with help from a Forest Service park ranger. Photo by Jarod Opperman.

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## Chapter I — Preface and overview

The Arizona State University Field Research Safety Manual provides requirements, policies, guidelines and resources for ASU personnel to conduct field research safely and successfully. This manual enables ASU personnel to minimize risks associated with conducting field research in local, regional, national or international locations. Field sites may include natural reserves, public lands or parks, wilderness locations, coastlines, waterways, construction areas, mines, excavations or other field stations. It is intended that the Principal Investigator and supervisory personnel will supplement this information with instruction and guidance regarding specific practices and procedures unique to the work being conducted in the field.

This manual will be reviewed and revised annually or when there are changes to university requirements, policies or procedures.



David Gillum (Jan 13, 2023 10:42 MST)

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**David Gillum**

Assistant Vice President and Chief Safety Officer  
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Heather Clark (Jan 13, 2023 10:50 MST)

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Assistant Vice President of Research Operations  
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Vice President, University Business Services



Jodi Preudhomme (Jan 17, 2023 11:22 MST)

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**Jodi Preudhomme**

Title IX Coordinator and Special Counsel  
Office of the President

## Chapter II — Introduction

Field research is an important part of teaching and research at ASU. Since field research activities may take place off campus, locally, regionally or internationally, it is crucial that all ASU personnel plan and prepare for risks, health and safety concerns in the field. Integration of field safety planning into field research protocols will ensure research objectives are met as well as regulatory requirements to protect ASU employees from illness or injury according to the Occupational Safety and Health Administrations regulations and the [ASU Bloodborne Pathogen Awareness Plan](#).

The ASU Bloodborne Pathogen Awareness Plan is a written safety program to protect employees from illnesses and injuries related to human blood or potentially infectious human bodily fluids. ASU also maintains other written compliance programs, including but not limited to the [ASU Biosafety Manual](#), [ASU Chemical Hygiene Plan](#), [Anesthetic Gas Use Program](#), [Respiratory Protection Program](#), [Hearing Conservation Program](#), [Welding, Burning and Cutting Program](#), [Emergency Response Guide](#) and several other programs related to health and safety. These programs outline the framework for identifying, mitigating, correcting workplace hazards, ensuring employee training and compliance, medical surveillance awareness and recordkeeping.

ASU personnel and students participating in field research are responsible for following all ASU policies and procedures and safe work practices as outlined in the [ASU Code of Conduct](#) and the [ASU Student Code of Conduct](#), including:

- Assemble research equipment and necessary supplies for field research before departure.
- Complete [medical surveillance](#) procedures before performing field research.
- Conduct a risk assessment to determine potential hazards in field research sites and effective mitigation strategies.
- Obtaining appropriate training for field activities.
- [Procedures to follow in the event of an emergency](#).
- [Reporting all injuries and incidents](#).
- [Reporting Title IX violations](#).
- Reporting unsafe conditions, malfunctioning equipment, and other safety concerns to principal investigators or supervisory personnel.
- Foster a safe and harassment-free environment
- [Submitting research protocols](#) for approval to ASU Institutional committees as applicable.
- Using personal protective equipment and safety equipment as determined by a risk assessment or as outlined in approved research protocols.

For specific information on fieldwork hazards and precautions, talk to your supervisor, contact [Environmental Health and Safety](#) at 480-965-1823 or ASU Employee Health at 602-496-1917.



## Chapter III — ASU policies and procedures for field research

Field research is different from research performed in regular academic environments, which have structured schedules, locations and available resources. While performing field research, there are unique challenges and opportunities, including working and living outside or in close quarters, limited outside communication, limited resources, decreased means of transportation to seek medical attention or leave the field sites, collaboration with non-ASU personnel and other challenges. Based on these challenges and opportunities, it is crucial that all field site participants create, contribute, support and always promote a safe and positive learning and teaching environment when participating in field research.

### A. ASU policies and procedures

Field research sites are an extension of the ASU campus. As such, all ASU policies and procedures apply and must be followed in all ASU-affiliated field research sites, including local, state, national or international locations. ASU personnel must adhere to all ASU university policies when participating in field research as outlined in the [ASU Staff Personnel Manual](#). Some specific policies to review include:

- The [Code of Conduct for Business Activities](#), outlined in the [ASU Staff Personnel Manual](#), Section 813: Employees will adhere to the business rules of the university and their department. Inappropriate business activities as described will result in disciplinary action up to and including termination of employment. Inappropriate behaviors that may result in disciplinary action are outlined in the SPP manual.
- [The SPP Manual Section 814](#) describes the university policies and procedures to provide a safe workplace by enforcing of a zero-tolerance policy regarding acts of intimidation, threats of violence and acts of violence in the workplace.

### B. Prohibition of discrimination, harassment and retaliation

ASU is committed to providing an environment free of discrimination, harassment or retaliation for the entire university community, including all students, faculty members, staff employees and guests. ASU expressly prohibits [discrimination](#), [harassment](#) and [retaliation](#) by employees, students, contractors or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information and Title IX sexual harassment.

The following university policies should be reviewed on a regular basis:

- [ACD 401 Prohibition Against Discrimination, Harassment, and Retaliation](#).



- [ACD 402 Romantic or Sexual Relationships Between Faculty Members and Students.](#)
- [SPP 815 Romantic or Sexual Relationships Between Staff/Volunteers and Students.](#)

### **C. Mandatory reporting**

A supervisor, manager or administrator who is informed of or has a reasonable basis to believe that discrimination, harassment or retaliation involving any protected status is taking place shall promptly report it to the [Office of University Rights and Responsibilities.](#)

Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that [sexual harassment](#), including Title IX sexual harassment, has occurred, shall immediately report all information regarding the occurrence(s) to the [Office of University Rights and Responsibilities](#), the [Title IX Coordinator](#) or the [Dean of Students office](#).

### **D. ASU Supportive measures**

Discrimination and harassment can have a profound impact on academic, social, personal and work life and negatively affect friends and families, other students, co-workers and members of the university community. To combat this ASU provides a variety of [resources to support our community](#):

- Students can contact the [Office of Advocacy and Assistance](#), [ASU Counseling](#) or an [ASU Victim Advocate](#).
- Employees can contact their assigned HR representative, the [Employee Assistance Office](#) or an [ASU Victim Advocate](#).

### **E. Prohibition of Sexual Harassment — A form of discrimination**

#### **ASU does not tolerate sexual harassment.**

Sexual harassment is unwelcome behavior or conduct of a sexual nature, including unwelcome sexual advances or activity, which is sufficiently severe or pervasive as to create an intimidating, hostile or offensive environment for academic pursuits, employment or participation in university-sponsored programs or activities.

Sexual harassment, whether between individuals of the same or different sex, also includes unwelcome behavior or conduct of a sexual nature, including unwelcome sexual activity that is made, either explicitly or implicitly, a condition of an individual's education, employment or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment or participation in university-sponsored programs or activities. **Sexual violence is a form of sexual harassment.**

Sexual violence includes attempted, or actual physical, sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol, due to an intellectual or other disability or due to age is also a form of sexual harassment. This can include rape, sexual assault, sexual battery, sexual coercion, domestic and dating violence and stalking.

Title IX Sexual Harassment includes unwelcome conduct occurring in the U.S. that a reasonable person would find so severe, pervasive and objectively offensive that it effectively denies a person equal access to ASU's education programs or activity. It also includes an employee conditioning the provision of an aid, benefit or service of ASU on an individual's participation in unwelcome sexual conduct. Also, any of the following specific acts of sexual harassment taking place within the U.S. and within an ASU education program or activity: sexual assault, dating violence, domestic violence and stalking.

#### **F. ASU Title IX Notice of Non-Discrimination**

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including admission and employment.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary or both. [Email the Title IX Coordinator](#) or call 480-965-0696 for more information on [submitting a report](#). The office is located at 1120 S. Cady Mall, INTDSB 284.

## Chapter IV — Planning

Environmental hazards and risks are inherent in field environments. Understanding the hazards and anticipating the risks of each field site will enable ASU personnel to reduce the possibilities of negative consequences, including incidents or accidents. Planning and preparation before leaving is one of the most important phases of the field research experience. This section will outline the required planning and preparation steps for field research projects.

### A. Field hazard assessment

A field hazard assessment must be completed for each individual field site. To conduct this assessment, research the environmental hazards that may be present in a field location, including:

- Biological hazards.
- Chemical hazards.
- Cultural/practice-related hazards.
- Physical hazards.
- Social hazards.
- Unforeseen hazards.

To conduct a hazard assessment specific to the field site location, complete a Field Research Risk Assessment Record located in **Appendix A**. This record will list all the identified risks associated with the field site and the measures taken by ASU personnel to reduce the risks.

There are many general, physical and environmental hazards in nearly every location worldwide. All field researchers, regardless of the work location, should read **Appendix B** to learn more about some general, physical and environmental hazards. If your research is anywhere in North America, please also read **Appendix C: North America**. If your research will take you outside North America, please also read **Appendix D: International**.

#### i. Animals and pests

There are many general safety hazards pertaining to animals and pests in nearly every location worldwide. All field researchers, regardless of the work location, should read through this section to learn more about some general guidelines to prevent unwanted animals and pests. If your research is in North America, please also read **Appendices E and F**. If your research will take you out of North America, please also read **Appendix G: Animals and Pests International**.

A number of animals and pests may be encountered in the field. Follow these guidelines to prevent close encounters of the painful kind:

- Avoid contact with sick or dead animals.
- Be aware of the appearance and habitat of pests likely to be found, such as those described in **Appendices E and F**.
- Carefully look for pests before placing your hands, feet or body in areas where pests live or hide, like woodpiles, crevices, etc.
- Carry a first aid kit with you on an excursion so you can treat bites or stings. If the pest is venomous or if the bite does not appear to heal properly, seek medical attention immediately.
- Do not camp or sleep near obvious animal nests or burrows.
- Keep garbage in rodent-proof containers and stored away from your campsite or work area. Food crumbs and debris may attract insects and animals.
- Minimize the amount of time you use lights after dark as they may attract pests and animals.
- Thoroughly shake all clothing and bedding before use.
- Use netting to keep pests away from food and people.
- Wear clothes made of tightly woven materials and tuck pants into boots.
- Wear insect repellent. **Mosquito-borne illnesses are responsible for more than a million deaths each year.**

## ii. Proper rodent handling

Steps can be taken to reduce the risk of rodent-borne diseases. Most importantly, make the area unattractive to rodents. Cover or repair holes into a building to prevent unwanted rodents. If camping, keep the area clean of trash and store food carefully to prevent attracting rodents. Don't camp near rodent burrows. If rodent feces or dead rodents are discovered, some precautions will help reduce the risk of exposure to rodent-borne diseases when cleaning the area:

- **Dead rodent:** Using gloves, soak the rodent, droppings and nest with a solution of one-part bleach to nine parts water; let soak for at least five minutes before picking it up with a plastic bag. Place bag in a second plastic bag.
- **Indoors: Do not stir up dust.** Ventilate the area by opening the doors and windows for at least 30 minutes to diffuse potentially infectious aerosolized material. Use cross-ventilation and leave the area during the airing-out period.
- **Rodent feces:** Do not sweep or vacuum rodent droppings. Spray the droppings with one-part bleach to nine parts water, let soak for at least five minutes, then wipe up the droppings. If possible, wet mop the area with the bleach solution.

### iii. Diseases

There are diseases caused by viruses, bacteria, fungi and parasites in nearly every location worldwide. This guide is not intended to cover every health risk in every location, but it provides information about some more common diseases. Always check with your health care provider, ASU Employee Health or Health Services before traveling out of the country to learn about specific health risks for the region you will conduct your research. All field researchers, regardless of the work location, should read through **Appendix H: Diseases General** to learn more about some general diseases that exist worldwide. If your research is in North America, please also read **Appendix I: Diseases North America**. If your research takes you out of North America, please read **Appendix J: Diseases International**.

### B. Field safety plan

A Field Safety Plan in **Appendix A** must be completed for each ASU field project, including off-campus local, regional, national, international or remote sites.

The safety plan must include site-specific information, emergency procedures and a list of emergency contacts. Additional information to include in the Field Safety Plan includes required trainings, field support plans, and communication plans. Developing a complete safety plan and ensuring that all project participants are familiar with the safety plan will better prepare the team to manage risks in the field and mitigate negative consequences. Established site procedures may be in place for field locations. However, the safety plan must be completed to outline the hazards and mitigation strategies specific to ASU research projects and personnel. The Field Safety Plan should include strategies for how to respond to emergencies or violations of the plan.

The completed safety plan must be shared with all the members of the field research team and kept on file on campus. A single safety plan can cover multiple trips to the same location. The safety plan should be revised whenever a significant change to the location or scope of fieldwork occurs. EHS can assist in the completion or review of the safety plan. Please [email EHS](#) or call 480-965-1823 for assistance.

### C. Trip registration

All ASU-sponsored trips must be registered using the [My ASU TRIP system](#). Per the [Student International Travel Registration Policy](#), all ASU-sponsored international trips involving students must also be registered in the [Student International Travel Registration System](#).

My ASU TRIP is an end-to-end travel system for ASU students, faculty and staff to create trip requests, book travel and submit expense reports. The system is used for all trips with an overnight stay or airfare.

Are you traveling for ASU and want to learn the current ASU travel requirements? Join the ASU Travel Service Center team for a **Lunch and Learn — Traveling for**

**ASU** information webinar. Sessions are held often. Find the latest dates and register through Career EDGE.

**Booking questions:**

Anthony Travel

480-739-9145

1-844-682-5052

[myasutrip@asu.edu](mailto:myasutrip@asu.edu)

**Policy, trip request and expense report questions:**

ASU Travel Service Center

480-965-3111

[myasutrip@asu.edu](mailto:myasutrip@asu.edu)

**Contact:**

Mail code

5912

Phone

480-965-3111

[myasutrip@asu.edu](mailto:myasutrip@asu.edu)

**General information:**

Travel Service Center

PO Box 875912

Tempe, AZ 85287-5912

- [My ASU TRIP Quick Reference Guide.](#)
- [My ASU TRIP Travel Manual.](#)

**Student International Travel Registration System questions:**

ASU Global Education Office

480-965-5965

[travelsafely@asu.edu](mailto:travelsafely@asu.edu)

**My ASU Trip getting started**

Faculty and staff

1. [Update your My ASU TRIP Profile.](#)
2. [Activate e-receipts.](#)
3. [Add a delegate.](#)
4. [Apply for an ASU Travel Card](#) to be used in conjunction with My ASU TRIP.
5. Book travel after your [submitted trip request](#) is approved.\*

Students

1. You may have an active profile if you are an active GA, RA or TA. If you are able to login to My ASU TRIP, your profile is active. If not, work with the department funding your trip and complete the [manual profile form](#).
2. [Update your MyASU TRIP Profile](#).
3. [Activate e-receipts](#).
4. [Add a delegate](#).
5. Book your travel after your [submitted trip request](#) is approved.

\*All ASU-sponsored international travel by students must be registered through the [Student International Travel Registration System](#). Approval for these requests will not be granted in My ASU TRIP until that separate process has been completed.

#### **i. Trip requests**

Trips require an approved request before traveling and travel booking. Expense reports are filed when the trip is complete and created from the approved request.

#### **The request:**

- Authorizes travel card use for trip expenses.
- Documents needed travel approvals.
- Provides a trip expense and itinerary estimate.
- Provides data for traveler location for risk assessment.

#### **High-risk destinations**

- Additional departmental and risk management approvals are needed. Sufficient details should be included in the request for assessment. Allow time for these additional approvals.

#### **Personal time**



- Do not include any expenses [associated with personal time](#) on your trip. Costs associated with the personal portion of the trip are not reimbursable.

#### **Zero-dollar trips**

- Trips with no cost to the university and no reimbursement to the traveler [Zero-dollar trips](#). A request is submitted to document your travel for insurance purposes and helps the university locate you in an emergency. The request is closed or inactivated when the trip is complete.


These exceptions may occur as you build your request:





	Red Exceptions need to be cleared before a request can be submitted. Read the exception for directions on how to clear. If you need additional help, <a href="#">email My ASU TRIP</a> .
	Yellow Exceptions are informational and need to be reviewed, complied with and will always display. They will not prevent a request submission.


Request FHL D Cancel Save

Trip Name: CHELF 2021  
Public Purpose/Benefit to ASU: to collaborate with other higher...

Request Header  Expenses Approval Flow Audit Trail Travel Advisory

 Change currency on cash advance to USD  
 COVID-19 requirements: Attach the email approval of a Dean/VP and Provost/Executive VP and a completed [Travel Considerations Check](#). Booking should not begin until fully approved.

To begin a trip request, log in to [My ASU TRIP](#) and click **request > new request**.

CONCUR Requests Travel Expense App Center Administration | Help  
Profile 

Manage Requests New Request Quick Search

1. [Create the trip request header](#).
2. [Estimate expenses](#).
3. [Allocate](#) between funding sources, if needed.
4. [Attach documents](#) as needed.
5. [Submit the request](#).

If needed, [copy a request](#).

## ii. Book travel

Before booking travel, you must have an approved trip request. Airfare, car rentals, hotels and trains must be booked directly through My ASU TRIP.

1. **Airfare** can be purchased with your ASU travel card, the university-wide airfare card on file with Anthony Travel, a P-Card or with personal funds. Personal funds are reimbursed when the trip is complete and the expense report is filed. American Airlines and Southwest Airlines are preferred airlines and discounts are preloaded into My ASU TRIP.
2. To receive **conference hotel rates**, book directly with the hotel and not through My ASU TRIP. [Email your booking](#) before travel.

3. **Vehicle rental** discounts are preloaded into My ASU TRIP. Some rates already may include insurance. Please visit the [Vehicle Insurance page](#) under the resources tab to view [current rental contracts](#).

a. A traveler must be an [authorized driver](#) before driving any vehicle.

For assistance with bookings and to use airline credits, email [Anthony Travel](#) or call 480-739-9145 or 1-844-682-5052.



My ASU TRIP step-by-step instructions:

1. [Book airfare](#).
2. [Reserve hotels](#).
3. [Reserve rental vehicle](#).

### iii. Expense reports

- Are created from approved trip requests.
- Are documents of public record and scrutiny.
- Completed within 30 days of a trip end date.
- Document actual trip expenses and itineraries.
- Generate traveler reimbursement.

These exceptions may occur as you build your request:

	Red Exceptions need to be cleared before a request can be submitted. Read the exception for directions on how to clear. If you need additional help, <a href="#">email My ASU TRIP</a> .
	Yellow Exceptions are informational and need to be reviewed, complied with and will always display. They will not prevent a request submission.

Read the exception for directions to clear them. Contact your department or [My ASU TRIP](#) for additional assistance.

- [Complete an Expense Report](#).
- [Complete a Non-Travel Expense Report](#) — Process travel card charges unrelated to ASU travel.
- [Complete a Modification Expense Report](#) — When a previously approved expense report needs adjustment.

### iv. Travel card

A chip-and-PIN-enabled VISA card is used for official university travel expenses billed and paid for by ASU:

- Includes travel and emergency assistance and auto rental collision damage waiver program.
- Incurs no foreign currency transaction fees.
- Integrated into My ASU TRIP.
- Issued to an individual.
- Transactions expensed following expense report completion.

ASU travel cards are issued and are subject to the traveler's continued compliance with university policies and standards.

- ASU travel card standards of use.
- ASU's commitment to ethics.
- FIN 501: ASU Travel Policy.

Procedures for trips with no overnight stay or airfare:

- Accounts payable processes trips without an overnight stay, airfare and ASU travel card transactions on the mileage and parking reimbursement form.

### **Travel guidance**

Find the latest travel guidance on the Travel guidance webpage.

## **v. International travel**

### **1. International travel for students**

ASU students participating in foreign research field sites must register their travel in the Student International Travel Registration System.

### **2. International travel for employees**

ASU employees traveling on authorized university business outside of the U.S. are provided insurance coverage for liability and workers' compensation through the Arizona Department of Administration, Risk Management Section in accordance with Arizona state law. University property used in authorized international travel is covered under the university's property insurance coverage program.

In addition, ASU employees are provided with Business Travel Accident coverage, including medical coverage. All university employees are encouraged to print an international travel insurance card and carry it while traveling internationally. Employees should call the number on the card when in need of emergency assistance.

For more information on incident reporting while abroad, see managing emergencies. Review the [ASU travel webpage](#) for information on traveling for ASU.

## **D. Risk and Insurance Services**

Risk Services Management Services is your partner to identify, analyze and develop strategies to mitigate various risks in the ASU community. Our mission is to promote the benefits of sound risk management principles and best practices through cross-functional partnerships and collaboration.

Our primary function is risk consulting and analysis, including loss prevention and contractual risk reduction. Our team also manages authorized driver programs, certificates of insurance, contractual risk transfer, drones, field trips, high-risk travel, insurance claims, minors on campus, special events and volunteers.

### **Contact:**

#### **General information**

University Center B  
1130 E. University Drive, Ste 120  
Tempe AZ 85281  
Phone: 480-965-7700

[Email](#)

#### **i. Authorized driver**

All ASU employees, student workers and registered volunteers who drive ASU-owned, leased or rented vehicles for official university business must complete the Authorized Driver Program. Official University Business is defined in Arizona Revised Statutes §38-538.02 and Arizona Administrative Code R2-10- 107.

The authorized driver process includes:

- A successful 39-month motor vehicle annual records check.
- Completion of the authorized driver training.
- Consent to the program through My ASU.

Those permitted to drive an ASU owned, leased or rented vehicle:

- ASU employees.
- Registered volunteers.
- Student workers.

Drivers must be 18 years old with a valid U.S. license to operate an ASU- owned vehicle. When renting a vehicle for ASU business, drivers are subject to the age requirement set forth by the rental company.

Those not permitted to drive ASU-owned, leased or rented vehicles:

- Contractors or vendors.
- Student organizations.
- Students who are not employees or registered volunteers.
- Temporary employees.
- Third parties.

For instructions on how to complete an MVR, consent to the program and complete the training, please visit: [Driving for ASU](#).

## **ii. Insurance**

### **1. Vehicle insurance**

University-owned, rented and leased vehicles, including carts used for official university business, are covered under the university's property and liability insurance coverage provided by the state of Arizona.

When an ASU-owned vehicle is damaged due to an accident, vandalism, theft, windshield or glass breakage or similar loss, a vehicle insurance loss claim can be processed for insurance recovery. Submit a [loss claim](#) for a vehicle loss or windshield damage.

Vehicle damage must be reported as follows, any claim reaching 90 days with no action or any claim submitted after 90 days will be denied by the state of Arizona.

- One day from the discovery of loss for damage expected to exceed \$5,000.
- Ten days from the discovery of loss for damage expected to be under \$5,000 or below.

### **2. International vehicle insurance**

ASU-owned and leased vehicles used for international travel are provided the same coverage as domestic travel. However, due to variations in the local laws, it may be required to purchase country-specific insurance.

The traveler must confirm local requirements and purchase appropriate coverages as local law requires and ensure adequate coverage is in place. The traveler must purchase auto liability and property damage insurance coverage for any leased/rented vehicle used in international travel.

### 3. Mexican insurance

Mexican authorities do not recognize insurance policies from the U.S. Risk Management Section maintains a Mexican automobile, aircraft and general liability insurance policy covering university employees traveling in Mexico on authorized university business. Only university-owned vehicles are covered for automobile liability. Proof of insurance must be maintained in the vehicle at all times.

Proof of insurance can be obtained before any trip to Mexico. To receive a Mexico ID insurance card, please [submit a request](#).

### 4. Claims

#### **All claims must be submitted electronically.**

ASU is self-insured through the state of Arizona. ASU's insurance includes auto coverage for ASU-owned or leased vehicles, carts, vehicles rented under ASU's Enterprise contract and vehicles under the state's Hertz contract. ASU's insurance also includes property coverage for real property, like buildings and equipment and business personal property, like contents and supplies.

ASU's insurance **does not** cover employees' or students' personal vehicles or property. For ASU property or auto damage, [submit a claim](#).

**Any claim reaching 90 days with no action or any claim submitted after 90 days will be denied by the state of Arizona.**

### 5. Certificate of insurance

Departments utilizing external entities who request a certificate of insurance from the university before use of their facilities and/or properties must provide ASU Insurance Services with:

- A copy of the contract or agreement document.
- Complete and submit the [Request for a certificate of insurance](#) no later than 15 working days before the effective date of coverage:

#### **What happens next?**

- Arizona Department of Administration, State Risk Management Section will not issue a certificate of insurance for documents that contain inappropriate indemnity and/or hold harmless language, nor a certificate of insurance naming any party as additional insured.
- ASU Risk Management will review the documents for appropriate insurance language and approve.

- ASU Risk Management will request a certificate of insurance from ADOA Risk Management.
- Contracts and Agreements may be forwarded to the ASU Office of General Counsel for review.
- Once the language has been approved, the document must be signed by an authorized university official with contract signature authority in accordance with the Purchasing and Business Services Policy and Procedure Manual, [Section 202](#).
- Upon approval from ADOA Risk Management, ASU Risk Management will then forward a copy of the certificate of insurance to the requesting department.

### **iii. International travel**

University employees who travel on authorized university business outside of the U.S. are provided insurance coverage for liability and workers' compensation through the Arizona Department of Administration, Risk Management Section in accordance with the state of Arizona.

University property used in authorized international travel is covered under the university's property insurance coverage program. All university employees are encouraged to print an [international travel card](#) and carry it while traveling internationally.

For more information, please review the prep for travel and insurance.

### **iv. Emergency travel assistance**

Always carry an [international travel insurance card](#).

International emergency travel assistance is available to university employees during business travel.

Coverages include but are not limited to:

- Accidental death benefits.
- Accidental dismemberment and plegia benefits.
- Medical and non-medical repatriation.
- Security evacuation assistance.
- Therapeutic counseling benefits.
- Travel medical insurance.

Coverage and services apply only to university employees while traveling on behalf of the university. Travelers should contact their health care insurer for details on their medical coverage should the traveler become ill or injured when unrelated to university business. Policy terms and conditions are subject to change as policies renew.



## **v. Non-employee travel insurance**

The university provides limited accidental medical expense coverage in excess of any other collectible medical insurance for non-employees authorized to travel on university business. Coverage applies to students participating in approved field trips\* and university volunteers traveling on authorized university business. Accidental death and dismemberment benefits are also included.

Coverage limits include:

- Aggregate Limit of Liability \$375,000 per accident.
- Death and Dismemberment — Principal Sum \$25,000.
- Medical Expense Limit \$25,000.

University employees traveling on authorized university business are provided coverage under the Arizona Department of Administration, Risk Management Section's Workers' Compensation Program. Employee workers' compensation coverage and claims issues can be directed to Human Resources Benefits Office at [ASK HR](#).

\*Students registered in the [Student International Travel Registration System](#), and university employees traveling with them, are also covered by a separate [international insurance policy](#) coordinated by the Global Education Office.

## **vi. Emergency management**

### **1. Establishing an emergency plan**

All travel, regardless of destination, brings a certain level of inherent risk. Even if you are an experienced traveler, it is important to have an emergency plan that considers the following:

- Action plans that respond to those risks.
- ASU and local emergency contacts.
- Destination information (e.g., lodging information, transportation plan, medical facilities, rules and regulations, currency, customs and cultural norms).
- Familiarity with ASU travel resources available in the event of an incident, such as the ASU International Insurance Travel Card.
- Potential risks or threats associated with the destination.

You will be asked to share copies of your emergency plan with your supervisor and Risk Management before traveling to high threat level locations.

## 2. Responding to an incident

If you are involved in an incident overseas, follow your emergency plan and contact the appropriate support services:

- If you need local assistance like police, ambulance or fire department, call the equivalent of 911 for the country you are in.
  - All travelers may also use the AlertTraveler app to call for local assistance.
- If ASU employees require emergency medical, evacuation or other travel assistance, please call the 24/7 phone number on your ASU International Travel Insurance Card.
- To notify ASU, contact the ASU Police Department at 480-965-3456 as well as your supervisor, and request their assistance as necessary.
- If you are in a crisis, or have a lost/stolen passport, contact the nearest U.S. embassy or Consulate or call 202-501-4444.

Visit the [U.S. Department of State's](#) page on emergencies abroad for additional information.

## 3. Reporting an incident

Once the emergency has been addressed, report the incident to ASU. Start with your immediate supervisor. To document the incident, keep a written log detailing the dates, times, places and descriptions.

### vii. Employees

All accidents and injuries occurring at work or in the course of employment must be [reported](#) to the employee's supervisor, even if no medical attention is required. If the incident involves injury to a non-ASU party or damage to or theft of ASU property, please [email Risk Management](#) or review the Risk Management website for claims reporting information.

### viii. Workers' compensation

In the event of a work-related illness or injury, seek appropriate medical attention. Contact ASU Human Resources Benefits Office at [ASK HR](#), the state of Arizona Workers' Compensation Early Claims Reporting Service at 800-837-8583, and your immediate supervisor within 48 hours of the illness or injury to file a workers' compensation claim.

Employee workers' compensation coverage and claims issues can be directed to the Human Resources [Benefits Office](#). Supervisors should [complete the Workers' Compensation packet](#).

## **ix. Traveling to sanctioned countries**

A list of federally sanctioned countries is available on the [U.S. Treasury website](#).

Foreign workers' compensation and liability coverage may not be provided for employees traveling to federally sanctioned countries unless ADOA Risk Management Section has been notified at least two months in advance.

Employees traveling to federally sanctioned countries on ASU business must determine if a license is necessary from the U.S. Treasury Department or U.S. Department of State, and, if so, to submit the license along with the travel dates, specific purpose of the trip, and a copy of the travel itinerary to ASU Insurance Services. For questions about licenses, please [email ASU Insurance Services](#). Travel dates, the specific purpose of the trip and a copy of the itinerary must be submitted irrespective of whether a license is required to travel to a specific federally sanctioned country.

ASU Insurance Services will submit all documentation to ADOA Risk Management Section for their determination if additional insurance is necessary. The traveler's department is responsible for the cost associated with purchasing additional insurance.

## **x. Unmanned aircraft systems**

The [Unmanned Aircraft Systems policy](#) applies to all ASU students, faculty, staff and guests who plan to operate a UAS or drone.

This includes, but is not limited to:

- An ASU unit is contracting or hiring with a third party to provide UAS services.
- Any person is operating a UAS on or above university property.
- ASU students, faculty or staff who will operate a UAS in any location, whether on ASU property or not, as part of their university employment or ASU activities or special events.
- The purchasing of a UAS with funding through ASU, including university accounts, grants or ASU foundation accounts.

### **1. Access request**

Anyone wishing to operate a UAS, drone, or model aircraft must obtain approval from Risk and Emergency Management before operation.

To request permission, individuals should:

1. Complete an [Unmanned Aircraft Systems Request Form](#).

- Requestors must include a copy of their Federal Aviation Administration UAS certificate of registration, flight plan diagram and remote pilot's license.
- 2. Non-ASU affiliates must sign a [Release, Indemnity and Assumption of Risk Agreement](#).
  - Along with the items outlined in step one, non-ASU affiliates must also include a completed agreement and a copy of the certificate of insurance within the request.
- 3. All documents and forms are reviewed by Risk and Emergency Management.
  - If approved, the requestor will be notified and issued a permit.
  - If denied, a representative from Risk and Emergency Management will connect with the requestor to discuss their initial request.

**All documentation and forms must be submitted at least 15 days before the requested flight date.**

[Contact Risk and Emergency Management](#) with questions.

## **2. Insurance coverage**

The state of Arizona provides aviation liability coverage only for unmanned aircraft systems owned by ASU. No coverage will be afforded to first-party claims or physical damage to an unmanned aircraft system owned by ASU employees, students, staff or faculty members. Each department is responsible for repairs, replacements, maintenance and any type of mechanical upkeep by Federal Aviation Administration guidelines.

Third parties and/or UAS vendors are required to purchase their aviation liability coverage before conducting a flight on campus or any event associated with ASU.

## **3. Purchasing UAS**

Any ASU employee, student or unit using university funds or funds disbursed through a university account or grant funds to purchase a UAS, the parts to assemble a UAS or UAS services, must provide ASU Risk Management Services with the Certificate of Aircraft Registration and Operators Certificates for any ASU operators.

## **4. Restrictions**

UAS operators are prohibited from monitoring, photographing or recording areas where there is a reasonable expectation of privacy.

These areas include, but are not limited to:

- Changing or dressing rooms.

- Employee offices.
- Health treatment rooms.
- Laboratories.
- Locker rooms.
- Private residential properties.
- Restrooms.
- Student housing facilities.

Written approval is required to operate a UAS in such areas and must be included within the request form.

When filming with a UAS on or of university property, please visit the [ASU Enterprise Brand and Marketing Guide](#) for proper photography and videography guidelines.

## **5. Reporting issues**

If you witness a drone operating dangerously or potentially without a proper permit, please contact the [ASU Police Department](#) on the non-emergency line at 480-965-3456 to report the observation.

## **6. Resources**

**ASU policy:** [EHS 707: Unmanned Aircraft Systems or Drones](#)

Visit the following webpages to obtain additional information about UAS guidelines and operating procedures.

### **Airports**

- Phoenix-Mesa Gateway Airport: [Drone operators](#).
- Phoenix Sky Harbor International Airport: [Fly Your Drone Responsibly](#).

### **Federal Aviation Administration**

- [Unmanned Aircraft Systems](#).
- [Fact sheet](#).

## **E. Registration of research**

Field research projects may need to be registered with the ASU Institutional Committees as follows:

### **i. Field research involving biological materials**

#### **1. Institutional Biosafety Committee**

The [Institutional Biosafety Committee](#) is responsible for the review and oversight of research or teaching conducted under the auspices of ASU that utilizes recombinant or synthetic nucleic acid molecules, biohazards or infectious agents, select agents and toxins or dual-use research of concern.

The IBC has established and implemented policies and procedures to provide for the safe and ethical conduct of research and teaching activities involving all biohazards and to facilitate compliance with the National Institutes of Health's [Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) and other university, sponsor, federal, state and local laws and regulations.

Field research that requires IBC review includes, but is not limited to, the possession, storage or use of the following materials:

- Animal or plant etiologic agents and wild animals with reasonable expectations to harbor infectious agents.
- Biohazards.
- Biological toxins, bioactive derivatives or subunits of toxins.
- Human etiologic agents.
- Human or nonhuman primate cell lines, tissues, blood or blood products, feces, saliva or bodily fluids.
- Recombinant or synthetic nucleic acid molecules.
- Select agents or toxins.
- Transgenic animals or plants.

ASU's [Office of Research Integrity and Assurance's Biosafety page](#) provides guidance regarding research registration with the IBC. [Email the ASU IBC](#) for more information.

### **ii. Field research involving live vertebrate animals**

#### **1. ASU animal care and use program**

ASU is committed to the ethical and humane treatment of animals in advancing research that benefits humans, animals and the environment. ASU's Animal Care and Use Program provides animal housing, husbandry and veterinary care, trains researchers on safe and ethical procedures and ensures compliance with federal, state and university regulations.

The program has several components:

- **Institutional Animal Care and Use Committee** — Oversees a compliant and humane animal care and use program that supports the research and teaching programs of our researchers, instructors and students.
- **Department of Animal Care and Technologies** — Provides exemplary care to animals housed on campus and technical support to all investigators and instructors who use animals to advance education and knowledge.
- **Animal Users Advisory Committee** — Provides a conduit for communication between researchers and the animal care and use program, as well as advises the program to ensure that it effectively addresses the needs of the researchers.

ASU's [Office of Research Integrity and Assurance](#) guides field research involving live vertebrate animals. [Email the IACUC](#) for more information.

## 2. Transportation of live animals

Transportation of live animals for local field research projects requires specific procedures. National or international transportation of live animals will require additional procedures and regulatory permits.

### Local transportation:

If transporting live animals locally for field research projects, [email the IACUC](#) for guidance.

- [ASU IACUC Standard Institutional Guideline: Off-Campus Transport of Animals by Laboratory Personnel.](#)
- [Assurance to Abide by the Requirements for Transporting Live Animals form can be downloaded here.](#)

### a. National or international transportation:



If field research projects require the transportation of live animals in the continental USA or internationally, please [email ASU biosafety](#) to assist with permits and transport procedures.

### iii. Field research involving humans as subjects

All ASU and research-related projects involving humans as subjects **must** be reviewed and approved by ASU's Institutional Review Board before implementing studies, including recruitment and screening activities. The role of the IRB is to review all proposed [research](#) involving [human subjects](#) to ensure that subjects are treated ethically and that their rights and welfare are adequately protected.

All institutions engaged in human subjects research that is not exempt from [45 CFR 46](#) and is conducted or supported by any HHS agency **must** be covered by an Office for Human Research Protections, approved assurance of compliance. The Federalwide Assurance is the only type of assurance accepted and approved by OHRP. The Assurance is a formal declaration to HHS that it will comply with the requirements set forth in [45 CFR 46](#), as well as the terms of Assurance.

#### 1. What activities require IRB review?

IRB review is **required** if the study involves **human subjects** and meets the definition of **research**.

A **human subject** is defined as “a living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual or identifiable private information.” This definition can include online surveys, collection of data from Twitter, analysis of coursework, interviews, etc.

**Research** is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”

If you are unsure whether your project meets this definition and **requires** review, [e-mail the ASU IRB](#) with a brief description of the study and specific direction will be provided.

ASU's [Office of Research Integrity and Assurance](#) provides guidance for field research involving human subjects. [Contact ASU's IRB](#) for more information.

#### **iv. Field research projects not covered by Institutional Committees**

Field research projects involving arthropods, invertebrate animals, some plants and environmental samples, archeological samples, chemicals or other materials not covered by institutional committees still need to be registered with ASU Environmental Health and Safety Department. [Contact EHS](#) for assistance.

### **F. Occupational Health**

Field research projects may include specific occupational health requirements, including medical clearance or surveillance, respirator use, vaccinations or prophylaxis. Specific requirements may vary depending on geographical location, potential risks, personal protective equipment used and other factors. Field projects subject to institutional committee approval will specify occupational health requirements.

For field projects that do not fall under the purview of the institutional committees, principal investigators who are employees can contact [ASU Employee Health](#), and students may contact [ASU Health Services](#) for occupational health recommendations. In addition, all personnel participating in field research projects are encouraged to review CDC or state department guidance for recommended vaccinations and prophylaxis according to their destination.

It is highly recommended that individuals who are pregnant, immune-compromised with severe allergies or other chronic medical conditions consult with their medical provider or [ASU Employee Health](#) before participating in field research projects.

#### **i. ASU Employee Health**

[ASU Employee Health](#) offers job-related screening related to biological, chemical, noise, laser, radiological and other workplace exposures. This includes pre-placement or post-job offer physical examinations. Employee Health also provides job placement assessments, periodic examinations and maintenance of confidential employee health records, including individual screening results.

##### **1. Immunizations**

Immunizations to prevent illness and injury in the workplace. Employee Health practitioners will assess your risk for exposure and offer the appropriate immunizations with the information provided in the occupational exposure questionnaire. Routine vaccinations, research specific and travel immunizations are available at Employee Health.

##### **2. Laboratory and testing services**

- Lab draws.

- Routine blood work.
- Tuberculosis testing.
- Urinalysis.
- Other specialized testing.

### **3. Medical monitoring and surveillance**

- Exposure treatment and coordination of care.
- Physicals.
  - Annual physicals.
  - DOT physicals.
  - Hazardous Materials physicals and monitoring.
  - Pre-employment physicals.
- Research-related health consultations.
- Worker's compensation follow-up.
- Workplace injury treatment and follow-up.

### **4. Required regulatory testing**

- Hazardous materials required monitoring.
- Hearing conservation program.
- Respiratory protection program.
  - Fit testing: N95, full-face and half-face respirators.
  - Respirator medical clearance.

### **5. Other services**

- Develop and implement health promotion programs.
- Manage and treat work-related illnesses and injuries, emphasizing early recognition and intervention, make recommendations about work restrictions, and follow up with and monitor employees as they return to work.
- Offer guidance for case management of employees who have prolonged or complex illnesses and injuries.

### **6. Respiratory protection**

Some field research projects may require respirators, including N95s, half-face or full-face respirators. The use of respirators requires medical clearance and fit testing. Contact [ASU Employee Health](#) for assistance.

### **7. Animal contact**

ASU Employee Health administers occupational health services for personnel with direct or frequent contact with vertebrate animals, allergens, unfixed tissue or bodily fluids. Services are under the guidance of the [ASU Institutional Animal Care and Use Committee](#).

For occupational health needs, schedule a medical consultation at **least six to eight weeks** before the initiation of field research projects.

#### **8. Contact information**

ASU employees may schedule an appointment or message their provider through My Health Portal. ASU students should contact Student Health Services. Contact Student Health Services at 602-496-1917, Monday–Friday from 8 a.m. to 5 p.m.

##### **Office location:**

1492 S Mill Ave., Suite 105  
Tempe AZ 85281  
Phone: 602-496-1917  
Fax: 480-965-2058

##### **After hours:**

**For emergencies, call 911.** If an injury is **not life-threatening and does not require urgent medical care**, please contact CorVel at 800-685-2877. CorVel is a nurse triage service provided by the Arizona Department of Administration and provides telephone consultations for minor injuries.

#### **ii. ASU Health Services**

ASU students participating in field research projects should contact ASU Health Services for occupational health needs. ASU Health Services is dedicated to the well-being and educational success of each student by providing high- quality health care that is accessible, affordable and compassionate.

##### **1. International travel**

Make an appointment with your ASU Health Services provider, ideally at least four to six weeks before you leave. The provider will review your medical history to make sure you get up to date on the correct vaccinations, medicines and information to travel safely. If your study- abroad program lasts several months, you will want to ensure that you've gotten all your routine health check-ups, including dental care, because the quality of dental and medical care may be different in host countries or more expensive than in the U.S. If you take a medicine regularly, make sure you have enough for the length of your trip.

ASU Health Services offers a variety of travel vaccines, including typhoid, polio, flu and MMR. You may need additional travel-related vaccines depending on your travel destinations. Every effort is made to ensure that our students traveling abroad have the resources and information they need for a successful study abroad experience.

## 2. Travel vaccines

ASU Health Services provides vaccination and travel health information for students preparing to travel outside the U.S. Students scheduling a travel visit will meet with a travel medical provider to determine the appropriate vaccinations required for their trip. The student will be provided with the most up-to-date information about food and water safety, insect protection and other travel and safety-related information.

A travel appointment should be scheduled far in advance since some vaccines are given as a series over six months.

[Contact Health Services](#) to schedule a travel appointment.

Vaccines available at ASU health services include:

- Hepatitis A.
- Hepatitis B.
- Influenza.
- Japanese Encephalitis.
- Meningococcal.
- MMR — measles, mumps, rubella.
- Pneumonia.
- Rabies.
- Tetanus.
- Twinrix — Hepatitis A and B.
- Typhoid.
- Varicella — chickenpox.
- \*Yellow Fever.

\* Yellow Fever vaccinations may not be available due to nationwide shortage. Please inquire with our nurse travel clinic on availability and options if needed.

[Download the ASU Health Services International Travel Questionnaire.](#)

## 3. ASU Health Services contact information

Medical providers are available to Arizona residing students through in-person and Telehealth options:

- In-person options Monday–Friday, 8 a.m. to 5 p.m. and telehealth is available Monday–Friday, 8 a.m. to 5 p.m.

## How to reach ASU Health Services

- After hours: call 480-965-3349.
- Call 480-965-3349 during office hours.
- Schedule an appointment, or message your provider through [My Health Portal](#).

Call 911 during emergencies.

More than 20 physicians and nurse practitioners are board-certified in emergency medicine, family medicine, internal medicine, neurology, orthopedics, rheumatology and sports medicine. In addition, [ASU Counseling Services](#) offers confidential, personal counseling and crisis services for students experiencing emotional concerns, problems in adjusting and other factors that affect their ability to achieve their academic and personal goals.

## G. U.S. federal agency permits and licenses

Samples including biological materials, e.g., human or animal specimens, viruses, bacteria, fungi, plants, animals, arthropods, environmental samples or other materials, may be collected during field research studies and may need to be transported or shipped back to ASU campuses. The import, interstate movement, and export of some materials is strictly regulated by various U.S. federal agencies and may require permits or licenses. **Failure to comply with regulations and secure the required permits or licenses when transporting regulated materials may result in shipment delays or destruction at U.S. ports of entry, shipment refusal by carriers and be subject to fines and/or criminal penalties.**

This section provides an overview of permits and licenses that may be required for field samples.

- Processing and approval times for permits and licenses vary. Please submit applications **at least 30 days** before permits or licenses are needed to allow sufficient time for processing and approvals.
- **Principal Investigators must be the primary permit holders.** Other research personnel may be listed in the permits as users or secondary permit holders. Permit holders assume all legal responsibility for the materials listed in the permits, material handling, transportation and security requirements. They must meet the conditions specified in individual permits at all times.
- Please [email the ASU Biosafety team](#) if your field research projects require permits or licenses for assistance.

### **i. CDC Import Permit Program**

The CDC Import Permit Program regulates the importation of infectious biological materials that could cause disease in humans to prevent their introduction and spread into the U.S. The program ensures that the importation of these agents is monitored and that facilities receiving permits have appropriate biosafety measures in place to work with the imported agents. Materials requiring import permits include:

- Infectious biological agents capable of causing illness in humans.
- Materials known or reasonably expected to contain an infectious biological agent.
- Vectors of human disease, like insects or bats.

These items may be imported into the U.S. for a variety of reasons, including:

- Outbreak surveillance.
- Research and development of diagnostics, vaccines and therapeutics.
- To benefit from unique laboratory testing available in the U.S.
- To support research to better understand the potential threats posed by these agents.

Regulatory authority for the program is given to the Secretary of Health and Human Services through the Public Health Service Act, which allows for the development and enforcement of regulations to prevent the introduction, transmission, or spread of communicable disease from foreign countries into and throughout the U.S. or its possessions. The [regulations](#), 42 CFR § 71.54, require that anyone wishing to import infectious biological agents, infectious substances or vectors must first obtain a permit issued by the CDC.

Learn more about the [CDC Import Permit Program](#).

[Visit CDC Import Permit Applications](#) for instructions on applying for an import permit. Note that an inspection may be conducted before a permit is issued, to ensure the applicant's facility has appropriate measures to minimize the accidental release of biological agents capable of causing human disease.

- There is no fee to obtain a CDC Import Permit.

#### **Contact information:**

Centers for Disease Control and Prevention Import  
Permit Program  
1600 Clifton Road NE, Mailstop H21-7  
Atlanta GA 30329  
Telephone: 404-718-2077



Fax: 404-471-8333  
Email: [importpermit@cdc.gov](mailto:importpermit@cdc.gov)

## **ii. USDA Animal and Plant Health Inspection Service Permits**

USDA's APHIS permits are required to import, transit and release regulated animals, animal products, veterinary biologics, plants, plant products, pests, organisms, soil and genetically engineered organisms.

### **1. Animal and animal products**

Includes live animals, semen, embryos and materials derived from animals or exposed to animal-source materials such as animal tissues, blood, cells or cell lines of livestock or poultry origin, RNA/DNA extracts, hormones, enzymes, microorganisms, including bacteria, viruses, protozoa and fungi. In addition, animal materials, including dairy products not butter and cheese, and meat products, like meat pies and prepared foods from countries with livestock diseases exotic to the U.S.

If you are importing a pet dog or cat, please do not apply for an import permit and [contact the CDC](#) for requirements.

- [Apply for an Import or Transit Permit](#) — check application status.
- [Export Guidelines and Regulations.](#)
- [Import, Organisms and Vectors Guidelines and Regulations.](#)
- [Pet Travel Information.](#)

### **2. Live dogs — resale or research**

If you are importing live dog(s) for resale, whether through commercial sale or adoption, please visit [How to Bring Dogs into the U.S. for Commercial Sale or Adoption](#) for important information about live dog imports.

- There is a [fee](#) to obtain APHIS animal health permits.

### **3. Biotechnology permits**

Includes genetically engineered organisms considered to be regulated articles.

- A permit application should be submitted to APHIS:
  - At least 60 days before the first proposed importation or interstate movement.
  - At least 120 days in advance of the proposed release into the environment.
- [Apply for a BRS Notification or Permit.](#)
- [Learn about BRS Permitting and Notification Process.](#)
- There is no fee to obtain a BRS Permit.

Visit [USDA BRS Permits User Guide](#) for additional information.

#### **4. Plants, organisms and soil**

- [Plant Health Permit Website.](#)
- [Obtain a Plant Export Certification.](#)

There is no fee to obtain a Plant Health Permit.

#### **5. Veterinary biologics**

Includes vaccines, bacterins, antisera, diagnostic kits and other products of biological origin.

- [Apply for a Veterinary Biologics Permit.](#)

#### **6. Invasive species in Arizona**

There are some targeted Hungry Pests that have federal quarantines in certain areas of Arizona. Other federal and state quarantines may apply. Arizona has some crop, forest or urban area(s) where [these pests or diseases](#) could survive year-round.

#### **7. USDA APHIS electronic permits**

APHIS eFile is a web-based system that allows users to apply for and receive import, interstate movement, transit, release permits, permit renewals and amendments, submit annual reports and receive regulatory guidance.

- [Visit APHIS eFile.](#)
- [Contact USDA-APHIS.](#)

### **iii. [U.S. Fish and Wildlife Service Permits](#)**

The U.S. Fish and Wildlife Service issues permits under various wildlife laws and treaties at different offices at the national, regional and/or wildlife port levels. Generally, all wildlife — including parts and products — imported or exported from the U.S. for any purpose must be declared and cleared through [an authorized wildlife port](#). We do not issue **hunting and fishing licenses**. Instead, those are issued by [state wildlife agencies](#).

Permits provide a means to balance the use and conservation of protected species. You can help conserve protected species by complying with these laws to ensure that your lawful activities are separate and distinct from those that harm wild populations. Service permit programs ensure that such activities are carried out in a manner that safeguards wildlife. Additionally, some permits

promote conservation efforts by authorizing scientific research, generating data or allowing wildlife management and rehabilitation activities to go forward.

Before you get started, first determine whether your species of interest is listed under domestic and international law and whether you need a permit.

The U.S. Fish and Wildlife Service understands that there are occasions when prohibited activities may be unharmful or even beneficial to protected species. Our objective is to use permits to authorize and monitor activities consistent with the conservation, protection and enhancement of wildlife, plants and their habitats. Permits also facilitate the collection of species-specific trade data. We can determine trends in trade from the data derived from permits to ensure that wildlife trade is sustainable. Most of the permits we issue are for the import and export of species that are protected by the Convention on the International Trade in Endangered Species of Wild Fauna and Flora. Several additional laws that protect wildlife can also be relevant.

Follow the three-step process below to determine if a permit is needed.

### **1. Step one: Determine the scientific name of your species**

What is the species of wildlife or plant? To determine whether these regulations apply to your species of interest, you will first need to determine the scientific name — genus and species — as wildlife protections are designated at the species, or sometimes the subspecies level.

For example, the scientific name of the monk parakeet is genus *Myiopsitta*, species *monachus*, or “*Myiopsitta monachus*,” the scientific name of Brazilian rosewood is genus *Dalbergia*, species *nigra*, or “*Dalbergia nigra*” and the scientific name of the hawksbill sea turtle is genus *Eretmochelys*, species *imbricata* or “*Eretmochelys imbricata*.” The scientific name of the Sumatran tiger is genus *Panthera*, species *tigris*, subspecies *sumatrae*, or *Panthera tigris sumatrae*.

Ask a veterinarian, scientist or [qualified appraiser](#) to help you determine what type of wildlife or plant you have. You may also be able to find the scientific name online.

### **2. Step two: Determine how your species / specimen is protected**

Once you know the scientific name of your species of interest, determine whether the species is protected under each U.S. or international law. Keep in mind that a species may be listed under multiple laws, so that multiple authorizations may be required. If more than one type of permit for an activity is required by multiple regulations, we may be able to issue one consolidated permit authorizing the activity, provided certain criteria are met. Please start by checking the following species lists:

**i. CITES** — Search by scientific name or common name in the [list of CITES Species](#).

**ii. Endangered Species Act** — Visit the U.S. Fish and Wildlife Service's [Endangered Species program website](#).

**iii. Marine Mammal Protection Act** — The U.S. Fish and Wildlife Service has jurisdiction over the walrus, polar bear, sea otter, marine otter, West African manatee, Amazonian manatee, West Indian manatee, and dugong. All other marine mammals are regulated by the [National Oceanic and Atmospheric Administration Fisheries](#). Learn more about marine mammal permits at our [webpage](#) on the topic.

**iv. Wild Bird Conservation Act** — [See the species listed under the Wild Bird Conservation Act](#).

**v. Lacey Act** — Check the [current list of injurious wildlife](#). Injurious wildlife are species, including offspring and eggs, designated through regulation to be injurious to the health and welfare of humans, the interests of agriculture, horticulture or forestry and the welfare and survival of wildlife resources of the U.S. Species, including offspring and eggs, designated through regulation to be injurious to the health and welfare of humans, the interests of agriculture, horticulture or forestry and the welfare and survival of wildlife resources of the U.S. Please see our guidance if you are a [constrictor snake owner](#). Also, visit the Fish and Aquatic Conservation Program's Injurious Wildlife [webpage](#).

**vi. Migratory Bird Treaty Act** — [View the list of MBTA-protected birds](#).

### 3. Step three: Discover which application you need

What activity do you seek to conduct? Generally, if you seek to conduct import, export, take or conduct interstate or international commercial activities and your species of interest is protected under domestic or international law but can also be legally traded, the next step is to apply for a permit. First, find [the permit application you need](#).

**Please note:** If your specimen is only protected under CITES Appendix II or III and you are traveling with or moving your personal belongings, you may meet the [the CITES personal and household effects exemption requirements](#).

If you already know that your species of interest or your activity do not meet the criteria of the CITES personal and household effects exemption, such as all commercial endeavors, all CITES Appendix-I, ESA, WBCA, MMPA and MBTA protected species, and species listed as Injurious Wildlife under the Lacey Act, a permit is required.

Are you now ready to apply for a permit? If so, you can [search for the application you need](#) and review our tips on completing application forms.

- Contact [U.S. Fish and Wildlife Service](#).

#### **iv. Other permits or agreements**

Depending on geographical locations or protected areas, additional permits or agreements with local governments, sovereign nations or organizations may be needed to conduct field research projects. Before conducting any fieldwork, check with local authorities for additional permits or agreements that may be needed.

### **H. Safety equipment and supplies**

Field research projects may require traveling to other countries and remote locations and working at field sites that lack basic services such as potable water, plumbing, reliable communications or availability of emergency medical services. During planning field research projects, it is essential to budget for appropriate safety measures including purchasing emergency equipment and supplies.

Bring all required safety equipment to each field research site, including personal protective equipment. List all the required equipment, gear and supplies in the ASU Field Safety Plan. For remote outdoor field sites, assemble the supplies listed in the ASU Field Research Safety Kit. See **Appendix K**. For outdoor remote sites, bring 10–20% more consumables than what you anticipate using during the research project.

#### **i. Transportation of personnel and supplies**

Include all modes of travel for all personnel traveling to the field research site in your field safety manual. A list of vehicles or equipment used at the field site should also be included in the field safety plan, along with any required training or required work practices to use the equipment.

### **I. Communication**

Communication between all field research participants is vital to ensure a successful and safe research experience. All team members need to be physically, mentally and logistically prepared to participate in the field research experience. Additionally, communications plan should be included in the Field Safety Plan in a way to minimize singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone) and to detail special circumstances that may be part of the field research (e.g., involvement of outside organizations or third parties).

The following guidelines will help prepare team members for the field research experience.

#### **i. Participants**

- Provide field research project information to all participants. Include a description of what to expect according to the field site, occupational health forms for each participant, waivers, contact information for principal investigators/field site leaders, other participants and emergency contact information. Establish shared team definitions of roles, responsibilities, and cultures.

- Review important rules in detail, including:
  - Personal physical safety rules: Include all rules related to physical safety. For example, wearing seat belts at all times, not walking alone, etc. Discuss required trainings for participating in field research.
- Emotional safety: As noted above, ASU tolerates zero harassment.
  - ASU is committed to providing an environment free of discrimination, harassment or retaliation for the entire university community, including all students, faculty, staff and guests. ASU expressly prohibits discrimination, harassment and retaliation by employees, students, contractors or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information and Title IX sexual harassment.
  - Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment, including Title IX sexual harassment, has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.
  - Alcohol and other drugs: Review rules, legality, and how these can affect the learning environment and group dynamics.
  - Smoking: Follow the ASU rules for smoking. ASU has a smoke/tobacco-free policy. In places where smoking is allowed, follow local regulations for smoking.
  - Amorous or romantic relationships: Refer to the employee and student code of conduct policies.
  - Cellphone or other electronics: Establish guidelines for their use during field research activities. Minimize singular points of communication.
- Review the Field Safety Plan in detail.
- Review expected hazards and conditions, security concerns and travel logistics.
- Get input from all participants and answer any questions from participant; it may be necessary to schedule individual meetings to determine if a field research experience is the right choice for some of the participants.
- Schedule a field research orientation meeting before going out in the field. Set the tone for a safe learning field research environment by clearly discussing the **participant's code of conduct**, expectations, rules, duties and consequences for all team members. Schedule additional planning meetings as needed.

## ii. Field site local contacts and collaborators

Principal investigators or field research project leaders must contact local contacts or collaborations before field projects begin. They must provide all pertinent information on local resources to all team members.

### **iii. ASU personnel**

Principal investigators or field research project leaders must share the completed safety plan with the department head or their designee and keep a file on campus. The department head or designated contact person on the ASU campus must know the location of the field research team at all times. If there are any changes, the safety plan must be updated and shared with the designated contact person. The designated on-campus contact must keep frequent communication with the field research team. A schedule for frequency and means of communication should be established before the field research begins.

If the field research team leader does not communicate with the designated on-campus contact at the scheduled times, the on-campus person must attempt to contact the field research team. This includes contacting additional field research team members, local contacts or collaborators or local authorities.

If no contact with the field research team can be made, contact the department head, ASU Global Education Office, ASU Risk Management or ASU EHS for assistance.

An established communications plan should include a process or method for making incident reports and determining how they will be resolved.

## Chapter V — Training

All ASU research, whether conducted in laboratory settings or outdoor field settings, requires safety training. All personnel participating in field research activities must complete the appropriate training and completion of training must be documented.

All required trainings must be included in the Field Safety Plan. Required trainings will vary depending on the nature of the field research as follows:

- **Field Safety Plan training: All participants must be trained on all components of the Field Safety Plan. This training is equivalent to lab-specific or job-specific training when working at an on-campus location.**

### ASU committee required trainings

#### A. Institutional Biosafety Committee

##### 1. ASU biosafety and bloodborne pathogens training

ASU biosafety training is a comprehensive training that fulfills the training requirement for work with infectious materials in laboratories, materials of human origin that fall under the OSHA Bloodborne Pathogen Standard, and NIH Guidelines training. The frequency of refresher training depends on the materials being utilized, as outlined by [the chart available here](#). You can access the course on [Career EDGE](#).

##### 2. NIH guidelines training\*

The National Institutes of Health, Office of Biotechnology Activities regulates the use of recombinant or synthetic nucleic acid molecules in government-sponsored research and teaching activities in the U.S. The NIH OBA developed the NIH [Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) as a comprehensive set of regulations governing recombinant or synthetic nucleic acid molecules. One component of these regulations is that all personnel working with recombinant or synthetic nucleic acid molecules are properly trained. The Biosafety group in EHS has developed training on [Career EDGE](#) to help meet this requirement.

##### 3. Field project-specific training

Field project-specific training is ongoing training provided by the principal investigator or field project leader on the specific materials and procedures that will be performed in the field research sites. The PI or field project leader must provide the field project-specific training before allowing individuals to work with biohazardous materials in the field research sites and whenever policies or procedures change.



\*If recombinant or synthetic nucleic acid molecules will be used in field research projects.

## B. Institutional Animal Care and Use Committee

To use or work with any live vertebrate animals at ASU, all faculty, staff, graduate students and undergraduate researchers must:

1. Achieve certification in the animal care and use training program.
2. Receive clearance from the [Occupational Health and Safety Program](#).

The only individuals allowed to work with animals without meeting these requirements are students enrolled in a **formal ASU course** — one that has a university course number, such as BIO361 — that includes the use of live animals. In such courses, the students are directly supervised by the instructor or teaching assistant, both of whom **must** be listed on an IACUC protocol.

Individuals receiving live animal training from researchers proficient in the techniques or from DACT personnel **must** be on an ASU IACUC approved protocol before receiving that training.

The ASU animal training is comprised of three levels:

- **Level I Basic** is **required** of all animal users, animal handlers and IACUC members, and it covers the rules and regulations regarding animal use at ASU and alternatives to animal use. Recertification is **required** every four years. Level I training is an [online training module](#).
- **Level II Species** is **required** of all animal users and animal handlers who come into direct contact with live animals. This training is species-specific, and each user **must** be certified for each species of animal they will work with. Recertification is **required** every four years. Level II training is an [online training module](#).
- **Level III** covers training on specific procedures performed on animals and entails hands-on instruction by an authorized trainer, who may be Department of Animal Care and Technologies or research personnel — see below. Level III training is **required** of all individuals who work with animals. Procedures **requiring** Level III training include:
  - **Administration:** oral dosing, oral gavage, IN.
  - **Anesthesia:** specify injectable or inhalation.
  - **Aseptic technique:** prerequisite or concurrent with surgery.
  - **Blood collection:** all forms, including submandibular, cardiac, lateral saphenous, tail vein, ear vein.

- **Euthanasia:** procedure-specific, including secondary method.
- **Genotyping:** ar punch, toe clip, tail clip.
- **Injections:** All forms including SC, ID, IM, IP, IV, RO.
- **Perfusion.**
- **Physical Identification:** Ear punch, ear tag, toe clip.
- **Post-surgical monitoring.**
- **Surgery:** Procedure-specific.

Level III training is deemed adequate once the individual has developed the skills to consistently perform the procedure independently without supervision. Once this level of training is reached, an authorized trainer, such as the DACT staff member providing the training, the individual's principal investigator, or an alternate contact designated by the PI in the protocol **must** submit a [Level III Training Documentation](#) form to [IACUC](#) within five business days.

An individual **cannot** perform a procedure independently until a Level III Training Documentation form has been submitted and approved by the IACUC.

**ASU faculty members and medical professionals** who have previous experience may substitute the hands-on training requirement by emailing the IACUC office a vita or a list of published work and indicating on the protocol those procedures they are skilled to perform. Those skills will be verified during a post-approval monitoring session of the first surgical procedure. **All other individuals**, whether coming to ASU with experience or not, **must** receive training or have their skills verified by an authorized trainer before submitting the [Level III Training Documentation form](#).

### **DACT-provided training**

DACT can provide the **IACUC-required** Level III training upon request and **free of charge**. This training can cover basic procedures including handling, delivery methods, sampling methods, anesthesia, aseptic technique and euthanasia to more advanced surgical procedures on mice, rats, guinea pigs, rabbits, frogs, chickens and other species. In addition to being an IACUC requirement, appropriate training in these methods helps to ensure that animals are handled and treated humanely and that research results are valid.

Depending on the **required** skill of the procedure and the individual's comfort level, multiple training sessions may be required.

[Contact the Department of Animal Care and Technologies](#) to schedule a session. Records of all DACT-provided training will be sent to the IACUC to provide documentation of Level III compliance.

## C. Institutional Review Board

### Human subjects: training information

#### **Required training for researchers**

All researchers and study team members conducting human subjects research at ASU **must** complete training before being approved to work on a project.

Only individuals engaged in research need to be listed as study team members and need to complete CITI Training. We define engagement as being involved in any of the following activities:

- Data analysis.
- Data collection, unless they are collecting data as part of their normal job and are not involved with the research project beyond their job — for example, a hired phlebotomist or professional transcription service.
- Data storage or access to study data.  
If you have questions about whether someone is engaged in research, contact the [Office of Research Integrity and Assurance](#).
- Obtaining informed consent of a human subject for research.

**Note:** [Online CITI training is required](#).

ASU provides IRB training through a third party called CITI Program. Complete one of the following, depending on the type of research being performed:

- **IRB Biomedical research — Group 1:** Complete this training if your research includes medical procedures, athletic procedures or studies health outcomes.
- **IRB Social and behavioral research — Group 2:** Complete this training if your research involves social and behavior techniques such as interviews or surveys.

If you are unsure which training to complete, discuss with your faculty mentor or contact the [Office of Research Integrity and Assurance](#). CITI Program training is valid for 48 months.

IRB courses are different from the Responsible Conduct of Research courses. Only the courses that begin with IRB count toward IRB training requirements.

#### **Medical emergency trainings**

In addition to training on potential hazards in the field research sites, federal and state regulations require that first aid supplies and individuals trained to render first aid are present in the absence of a hospital, infirmary or clinic in near proximity to the workplace. This applies to most field research sites where emergency medical services may be limited or delayed.

In addition to First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillator training is highly recommended for individuals conducting fieldwork in remote or uncontrolled environments.

### **First aid**

First aid training will prepare field research participants to respond to specific medical situations and aid injured personnel while waiting for medical professionals to arrive. First Aid training covers best practices for a wide range of conditions, including:

- Anaphylaxis.
- Asthma emergencies.
- Burns.
- Choking.
- Diabetic emergencies.
- Environmental emergencies.
- External bleeding.
- Heart attack.
- Neck, head and spinal injuries.
- Poisoning.
- Seizures.
- Stroke.

### **Cardiopulmonary resuscitation**

CPR is an emergency life-saving procedure that is performed when someone's heartbeat or breathing has stopped. According to the [American Heart Association](#), immediate CPR can double or triple the chances of survival after cardiac arrest. CPR training provides the information and the skills needed to assist others during breathing and cardiac emergencies.

### **Automated external defibrillator**

An AED is a portable, life-saving device used to help individuals experiencing sudden cardiac arrest. An AED is easy-to-use and can analyze the heart's rhythm and, if necessary, deliver an electrical shock or defibrillation, to help the heart re-establish an effective rhythm. AED training provides the information to know how and when to use an automated external defibrillator.

First Aid, CPR and AED Training are available through [ASU Sun Devil Fitness](#) or [ASU Employee Health](#).

## **Wilderness first aid training**

Wilderness first aid training is appropriate for outdoor field research sites or for visiting remote sites because it covers first responder information and includes relevant scenarios that may be encountered in field research sites. [The National Outdoor Leadership School](#) is the largest wilderness medicine training provider in the U.S. Wilderness First Aid training is also available through the [American Red Cross](#) or [ASU Employee Health](#).

### **D. [Environmental Health and Safety training](#)**

The Environmental Health and Safety department at ASU provides various training that may be required or highly recommended for field research sites depending on the nature of the work being conducted. The list of required training will be outlined in the Field Safety Plan. For recommended training, please see the [ASU EHS Training Determination Tool](#). The tool is designed to assist you with determining your required and recommended safety training, as well as provide you with enrollment and registration links to both the corresponding classroom and/or online courses.

### **E. [Office of Diversity, Equity and Inclusion training](#)**

ASU is committed to a positive work environment where employees respect each other and our students. ASU has two online training modules: Preventing Harassment and Sexual Violence and Title IX Duty to Report. All faculty, staff and student workers must complete mandatory training sessions within 90 days of their hire date.

#### **i. Preventing harassment and discrimination**

The self-paced training takes about 90 minutes and can be completed in intervals. Information includes how to identify and prevent prohibited behavior, and where and how to report concerns. The module was developed by an organization that specializes in training for higher education.

Access training on Career EDGE for these roles:

- [Non-supervisor](#).
- [Supervisor](#).

#### **ii. Duty to report**

All faculty, staff and student workers must complete this 15-minute online training module. You must have an ASURITE affiliate username and password and DUO two-factor authentication to take the course. The training explains university policy and provides important ASU resources and contact information to report incidents of unwanted sexual conduct and other inappropriate behavior. Title IX Duty to Report training is available to student workers, staff and faculty in [Career EDGE](#).

## **F. Department-specific training**

Each department may have additional required or recommended training for field research projects. Training required by the department will be included in the Field Safety Plan and will be provided by the Principal Investigator, field site lead or their designee. The following are some examples of additional training that may facilitate field research.

### **i. Leadership skills**

Several organizations provide training focusing on group leadership skills, emphasizing outdoor contexts. One excellent resource document is the [NOLS Leadership Educator Notebook](#), which provides excellent guidance on planning and leading field research excursions.

### **ii. Basic outdoor skills**

Knowledge of outdoor skills including map-reading, compass use, cross country navigation, camping, cooking over a fire or with a camp stove, field sanitation practices, treating drinking water and other skills are very useful in field research sites. Basic outdoor skills training may be provided by outdoor recreation programs in and outside the university. Good examples of basic outdoor skills are outlined in the [University of Alaska Fairbanks Field Safety 101](#) and [NSF's Arctic Field Training](#).

### **iii. Field ethics**

Many field research sites are fragile and can be damaged easily. It is very important to adapt appropriate field practices to minimize any lasting negative impacts on the field sites.

A national educational program called [Leave No Trace](#) has developed a set of principles that can be applied when working outdoors, from field sites to wilderness areas to local parks. There are guidelines available for specific habitats, including rivers, deserts, etc. and for areas outside the U.S. These guidelines describe how to adhere to the following seven [LNT principles](#):

- Be considerate of other visitors.
- Dispose of waste properly.
- Leave what you find.
- Minimize campfire impacts.
- Plan and prepare.
- Respect wildlife.
- Travel and camp on durable surfaces.

Please [visit the Leave No Trace Center for Outdoor Ethics website](#) for more information.

## G. Project specific and specialized training

Field research projects may require specialized training based on specific tasks to be conducted in the field. The Principal Investigator or field project leader will ensure that all personnel receives the appropriate training in specific skill areas to allow personnel to make effective risk assessments in the field. The following section includes a list of specialized training that may be required, other training may apply depending on the nature of the field project.

### i. Scientific diving

Research groups at ASU may engage in underwater research activities involving diving. To promote diving safety, ASU maintains an institutional membership in the [American Academy of Underwater Sciences](#), which has established standards and certification requirements for scientific diving. AAUS member organizations help protect themselves from possible fines and civil suits by their commitment to meeting AAUS requirements and adherence to standards recognized as the standard of practice within the scientific diving community.

Under ASU policy [RSP207](#) and federal regulations, all research and related activities involving underwater diving for which ASU is a responsible participant, regardless of whether the activity will receive funding or not **must** adhere to these standards.

The application and medical forms can be found on the [Office of Research Integrity & Assurance Scientific Diving forms page](#). Please **submit the application and all supporting documents**. Any medical clearance and surveillance forms will be stored with ASU Employee Health.

Please note that ASU does not currently provide scientific diving training. To conduct scientific diving at this time, you **must** have been previously trained as a scientific diver through an institution that is an organizational member of AAUS.

For more information about the ASU Dive Program, please see the [Office of Research Integrity and Assurance Scientific Diving Page](#).

### ii. Climbing, work at heights

Falls from height are consistently among the top causes of work-related injuries and fatalities in the U.S. Fieldwork done at heights or near edges or cliffs must include safe practices and the use of appropriate equipment for example, full-body harnesses, helmets and other safety gear. Equipment must fit properly, be inspected consistently and be used properly to prevent injuries and ensure compliance with OSHA regulations. The EHS

department offers the following training to assist with climbing or work at heights:

- [Cranes, hoists, and slings.](#)
- [Fall Protection.](#)
- [Ladder Safety.](#)

### **iii. Powered tools or equipment**

Consult with EHS before using powered tools or equipment to determine the appropriate training. It is important to follow the manufacturer's instructions when working with powered tools or equipment and keep a user's manual accessible. Prerequisite training and safe work practices for use of powered tools or equipment must be included in the Field Safety Plan. In some cases, a Job Hazard Analysis must be completed to determine appropriate safe practices and personal protective equipment or PPE when working with powered tools or equipment:

- [Forklift operator training.](#)
- [Machine shop safety.](#)

For additional trainings available, please visit the [Facilities and shop safety](#) and [EHS training website.](#)

### **iv. Excavating or trenching**

Excavating or trenching projects include specific hazards, including:

- Cave-in or collapses that can trap or bury personnel.
- Exposure to a hazardous atmosphere including gas, vapor, dust or lack of oxygen.
- Flooding.
- Physical hazards from equipment use.
- Respiratory hazards caused by the disturbance of soil that may contain *Coccidioides* fungi, which causes Valley Fever, or other environmental contaminants.
- Trips and falls if the edge is not clearly marked or protected.

Some excavations may trigger OSHA regulatory requirements depending on the depth. Consult with EHS for assistance and guidance in establishing safe work practices for excavating or trenching projects.

### **v. Confined spaces — Caves, vaults and mines**

Entering confined spaces present specific hazards including:

- Asphyxiation due to limited oxygen.



- Becoming trapped in confined space.
- Combustible dusts.
- Explosions.
- Fall hazards.
- Flammable liquid or gases.
- Hazardous gases and vapor such as carbon monoxide, carbon dioxide, Freon, hydrogen sulfide, welding gases and ammonia.
- Increased risk due to access limitations in confined spaces, often unreliable communications, and isolated, dark, rugged or uneven conditions.
- Physical hazards from unstable structural integrity and low overhead clearance.

A campus-wide [Confined Space Entry Program](#) has been developed to ensure personnel and entrant safety and prevent personal injury from work in confined spaces per the requirements of the Occupational Safety and Health Administration's Permit-Required Confined Space Entry Standard, 29 CFR §1910.146.

The following training is available for work in confined spaces:

- [Confined space entry training](#).

#### vi. **Wildlife**

Field research projects include the risk of zoonotic and vector-borne diseases and physical threats from wildlife attack or bites. Best practices for trapping or avoiding wildlife will be identified during the required institutional review of animal protocols. However, it is important for field research personnel to be aware of the risks and follow safety practices at all times.

For species that transmit disease, additional PPE, vaccinations, or trainings may be required. Consult with the [biosafety officer and EHS Biosafety team](#), campus veterinarian and [ASU Employee Health](#) for additional guidance. A Field Safety Research-Risk Matrix is included as Appendix L.

#### **1. Bats**

Of particular interest, bats (order Chiroptera) are mammals studied in the U.S. and internationally and are found in rural and urban areas.

Bats are reservoirs for many infectious agents, including parasites, bacteria, viruses and fungi. Many of these infectious agents lead to diseases in humans, including but not limited to rabies, histoplasmosis, salmonellosis, and coronaviruses, including SARS-CoV-2, the virus that causes COVID-19. Transmission of zoonotic diseases is primarily by direct contact, ingestion, indirect contact with invertebrate vectors, e.g., mosquitoes, fleas, and contaminated inanimate objects, or inhalation of aerosolized materials. Furthermore, humans can bring disease to vulnerable bat populations, so care must be taken to

prevent transmission in both directions. Guidance and additional information on research in areas where bats may be present is available from Environmental Health and Safety. Please consult with the [biosafety officer and EHS Biosafety team](#), campus veterinarian and [ASU Employee Health](#) before planning any field research activities involving bats.

#### **vii. Clinical work or biological samples**

Field research projects, including clinical work, collecting and handling human biological specimens are covered by the IBC and the ASU Exposure Control Plan. The ASU ECP includes safe work practices, appropriate PPE, vaccination information, post-exposure protocols and incident reporting. OSHA requires employees that may be exposed to human blood or other potentially infectious materials be provided Bloodborne Pathogen Training and offered the Hepatitis B vaccination at no cost.

- [ASU Biosafety and Bloodborne Pathogen Training](#).
- [Hepatitis B vaccination](#).

Contact the [ASU biosafety officer](#) for more information on performing clinical work or work with biological samples.

#### **viii. Transporting hazardous materials, hazardous waste or biological specimens**

Contact [EHS](#) for field research projects that include transporting the regulated hazardous materials listed below:

- Certain batteries.
- Chemicals.
- Compressed cylinders, whether filled or empty.
- Dry ice.
- Ethanol.
- Equipment containing batteries, including but not limited to PCs, tablets, cell phones and eVapor cigarettes.
- Gasoline.
- Genetically modified organisms or micro-organisms.
- Infectious and biological substances.
- Liquid nitrogen.
- Radioactive materials.

Shipping hazardous materials require specialized training. Please [contact EHS](#) for assistance with shipping. In addition, Materials Transfer Agreements, permits or export licenses may be required before shipping hazardous materials. Contact the [Office of Research Integrity and Assurance](#) for guidance.

## Chapter VI — Incident reporting

Many different emergencies, including injuries or incidents, may occur when performing field research in uncontrolled environments. Having established emergency response plans, first aid training and other training will help to effectively manage situations and help mitigate negative outcomes. **The priority in any emergency or incident is to address medical care needs.** Report incidents to campus once urgent medical care needs are met, the situation is stable and is safe for individuals to report. University personnel will evaluate and provide support as needed for each situation. In addition, ASU must also comply with different reporting requirements to external agencies including, but not limited to OSHA, CDC, NIH, NSF, USDA or internal departments or committees, including Title IX reporting to Title IX Coordinator, IBC, IACUC, IRB or other committees.

ASU Policy EHS 115 Incident Reporting and Investigations requires that all incidents resulting in an injury to an ASU employee, student, or visitor, or damage to ASU property more than \$500 must be reported to Environmental Health and Safety.

For this policy, an incident is defined as an occurrence or event that interrupts normal procedures or precipitates a crisis that results in any of the following:

- Damage to ASU property over \$500.
- Events that likely were to cause potential injury or illness to an ASU employee, student, or visitor.
- Injury or illness to ASU employees, students and visitors.

Incidents involving ASU employees and non-ASU employees may be reported electronically or by calling 480-965-1823 or 480-727-9669.

**Insurance-related information is available on the Insurance Services webpage, and additional insurance forms are available on the Insurance Forms webpage. Please forward insurance-related forms to Risk Management at Mail Code 6512 or fax to 480-727-9055.**

As a reminder, supervisors or other management personnel completing incident investigation reports related to an employee injury should determine an initial or apparent cause of the accident and ensure correct action is taken as appropriate to prevent others from being injured in the same manner. As a general rule, you should ask why an incident occurred at least three times to determine if corrective action is necessary. Please contact EHS at 480-965-6219 or email us if you require assistance in determining the cause of an incident.

Incident response procedures for local, domestic and international incidents are outlined below.

### **Local and domestic emergencies:**

During life-threatening injuries or illness:

1. Call 911 or seek medical attention immediately.
2. Know the physical location and provide accurate directions to the field location to emergency medical personnel.
3. Notify supervisor.
4. Complete the [ASU incident report](#).
5. Employee or Supervisor: Call Arizona's Early Claim Reporting Line at 1-800-837-8583 or complete the [Supervisors Report of Injury](#). The claim must be made within 24 hours.
6. Supervisor: Visit ASU's HR webpage and complete the [Supervisor's Accident Investigation Report](#). Have injured employee sign and date the State Risk Management Authorization Form.
7. Supervisor: [Contact ASU Environmental Health and Safety](#) within 24 hours of the incident.
8. Supervisor: Return all completed forms to Human Resource Employee Service Center within five days from the date of injury.

For additional guidance, please see [ASU's Emergency Response Guide](#).

### **International emergencies:**

#### **Incident specific procedures**

#### **A. Student disciplinary emergency, i.e., [Code of conduct](#) violation**

1. Do what is necessary to ensure the safety and care of all field research personnel.
2. Document the following:
  - Current location of the student.
  - Details of the incident(s), including time and location.
  - Details of on-site response.
  - Has the student made any threats or assaulted anyone, including themselves?
  - Is there any pending legal action that would prevent the student's return to the U.S.?
  - Pictures of area or damage, if applicable.
3. Determine if the student has sufficient funds for change in housing/plane ticket dates if dismissed from the program.

4. If this travel has been registered in the ASU [Student International Travel Registration System](#), contact the Global Education Office at 480-965-5965 or 24/7 at 480-965-3456.

5. If applicable, request that other field research personnel refrain from discussing the incident on social media.

6. Issue a Notice of Warning or Notice of Termination, pending guidance from ASU.

**Actions to take if the incident is not an emergency**

1. Ensure the safety and care of all field research personnel.

2. Document the following:

- Details of the incident(s).
- Details of any on-site response.
- Follow up required for the remainder of the field research placement.

3. If this travel has been registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456.

4. Issue a Notice of Warning to the student involved, pending guidance from ASU.

**B. Traveler has fallen ill or been injured**

**Actions to take in a medical emergency**

1. Ensure the affected traveler's safety.

2. Contact local emergency services if necessary.

3. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance at 603-952-2660 for information on the nearest medical facility, if necessary. If the traveler is an employee and is **not** registered in the ASU [Student International Travel Registration System](#), follow the ASU [International Travel Insurance Card](#). Instructions.

4. Get the traveler any immediately necessary medical treatment. Do **not** pay for the individual medical care.

5. Document the following:

- Contact details of the medical facility where the traveler is receiving medical treatment and name of physician.
- Contact information of traveler's current location.

- Medical treatment the traveler has received.
  - What is the diagnosis? The prescribed treatment?
  - Who is with the affected traveler now?
6. Urge the affected traveler to call parents, guardians and family members. Do not call the traveler's emergency contacts at this stage, even if they are unconscious.
  7. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456.
  8. Ensure safety and care of other field research personnel.
  9. Request that other program field research personnel refrain from discussing the incident on social media until the family can be notified.

**Actions to take if the condition is not an emergency**

1. Ensure the traveler's safety.
2. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance at 603-952-2660, if necessary.
3. Help the traveler get any required medical treatment.
4. Encourage the traveler to call their parents/guardians/family members.
5. If the traveler is registered in the ASU [Student International Travel Registration System](#), urge them to complete an Incident Report online through their travel registration record in [MyGEO](#), call GEO at 480-965-5965, or email [travelsafely@asu.edu](mailto:travelsafely@asu.edu) to report the incident. If the traveler is **not** registered in the ASU [Student International Travel Registration System](#), submit an incident report at [cfo.asu.edu/incident-reporting](http://cfo.asu.edu/incident-reporting).

**C. Traveler is experiencing distress or mental illness**

**Actions to take in a mental health emergency**

1. Ensure the traveler's safety.
2. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance at 603-952-2660 for information on nearest medical facility. If the traveler is an employee and is **not** registered in the ASU [Student International Travel Registration System](#), follow the instructions on the ASU [International Travel Insurance Card](#).
3. Help the traveler get any necessary medical treatment.

Document the following:

- Any medical treatment the traveler has received.
- Any observations of the traveler's behavior.
- Contact details of the medical facility where the traveler has received treatment.
- Contact information of attending physician.
- Contact information of traveler's current location.
- Medications prescribed to the traveler. Does the traveler currently have access to medications?

5. Ensure the safety and care of other field research personnel.

6. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is **not** registered in the ASU [Student International Travel Registration System](#), submit an incident report at [cfo.asu.edu/incident-reporting](https://cfo.asu.edu/incident-reporting) and follow the instructions on the ASU [International Travel Insurance Card](#).

**Note:** If you consider the situation an emergency, call the local emergency services number first, stay with the traveler and follow the emergency action steps above.

#### **Actions to take if the situation is not an emergency**

1. Talk to the traveler in private. Review what you have seen or heard that is raising your concern. Listen carefully. Show concern and interest. Repeat back the essence of what the traveler has told you. Avoid criticizing or sounding judgmental. Suggest connecting with a free counselor through ASU Counseling Services for students or Employee Assistance for employees. If appropriate offer to help arrange for the traveler to see a local counselor.

2. If the traveler is registered in the ASU [Student International Travel Registration System](#), urge the traveler complete an Incident Report online through their travel registration record in [MyGEO](#), call GEO at 480-965-5965, or email [travelsafely@asu.edu](mailto:travelsafely@asu.edu) to report the incident. If the traveler is **not** registered in the ASU [Student International Travel Registration System](#), submit an incident report at [cfo.asu.edu/incident-reporting](https://cfo.asu.edu/incident-reporting).

#### **D. Traveler has been a victim of sexual violence, including harassment**

Be sure to remind the traveler at an appropriate time that you are a mandatory reporter and that you will be disclosing information about the event to ASU. Let the traveler know that a university advocate will be contacting them directly to provide information about resources.

### **Actions to take when sexual misconduct is reported**

1. Ensure the victim's safety.
2. Ensure the safety and care of other field research personnel.
3. If the traveler is a student, contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee, contact the [Title IX coordinator](#). **Crisis support** is available 24/7 by contacting:

#### **For students**

EMPACT Hotline: 480-921-1006

#### **For employees**

Behavioral Health Crisis Line: 602-222-9444

4. Ask the individual if they would like you to coordinate any of the following:\*
- Contact local emergency services or law enforcement.
  - If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance at 603-952-2660 for information on the nearest medical and counseling facilities. If the traveler is an ASU employee and is *not* registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).
  - Get the traveler any requested medical treatment, including STD testing.
5. Document the following:
    - Contact details of the medical facility where the traveler has received/is receiving medical treatment.
    - Contact information of traveler's current location.
    - Details of the incident.
    - Medical treatment, if any, the traveler has received.
    - Name of attending physician.
  6. Determine if the traveler is interested in returning to the U.S.
  7. If you know that other field research personnel are aware of the event, request that they refrain from discussing the incident on social media.
- \*Before taking these actions, carefully consider the local context and the potential to inadvertently expose the individual to additional harm.**

**Note:** If there are allegations of sexual violence, including harassment, against another student, ASU employee or ASU vendor, managing the incident will be more complicated. In such cases, contact GEO or the Title IX coordinator as soon as possible to discuss the next steps.



## **Filing a sexual harassment including acts of sexual violence or Title IX Complaint.**

Whether you are reporting as part of your Mandatory Reporter obligations or reporting because you feel harassed, the following list outlines the offices that will take the report and provide support.

- If an employee is alleged to have violated policy: File an incident report with the Office of University Rights and Responsibilities at [URR@asu.edu](mailto:URR@asu.edu) or 480-965-5057.
- If a student is alleged to have violated policy: File an incident report with the [Dean of Students/Office of Student Rights and Responsibilities](#).
- If you are unsure about where to report or want to file a formal complaint: Contact the university [Title IX Coordinator](#).

### **E. Traveler has been the victim of a crime**

#### **Actions to take when a traveler is a crime victim**

1. Ensure the traveler's safety.
2. Contact appropriate local law enforcement.
3. Ensure the safety and care of other field research personnel.
4. Document the following:
  - Any medical treatment the traveler has received.
  - Contact details of the medical facility where traveler has received/is receiving medical treatment.
  - Contact information of traveler's current location.
  - Details of the incident.
  - Time and location of the incident.
5. If the traveler needs emergency support from the U.S. government in-country, notify the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.
6. Determine if the traveler is interested in returning home.
7. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee and is not registered in the ASU [Student International Travel Registration System](#), contact the nearest U.S. embassy or Consulate, or call 202-501-4444.

8. Request that other field research personnel refrain from discussing the incident on social media until the victim's family can be notified.

**Assistance for American victims of crime abroad:**

[travel.state.gov/content/travel/en/international-travel/emergencies/crime.html](https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html)

**F. Traveler is missing**

**Actions to take when a traveler is missing**

1. Talk to other field research personnel to determine when individual was last seen, where and with whom.
2. Contact the individual through several means:
  - Email.
  - If you have documented the individual's plans for weekend travel or free time, contact the lodging location provided.
  - Mobile phone.
  - Phone number of last known location.
  - Social media, e.g., Facebook, WhatsApp, etc.
  - Visit individual's accommodation.
3. Notify local emergency services as soon as is prudent.
4. Document the following:
  - Date, time and location where the individual was last seen.
  - Known plans for travel or to be absent.
5. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee and is **not** registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).
6. Notify the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.
7. Ensure safety and care of other field research personnel.
8. Request that other field research personnel refrain from discussing the incident on social media until family is notified.

**Assistance for American citizens missing abroad:**

[travel.state.gov/content/travel/en/international-travel/emergencies/US-citizens-missing-abroad.html](https://travel.state.gov/content/travel/en/international-travel/emergencies/US-citizens-missing-abroad.html).

**G. Political, natural or anthropogenic disaster  
Actions to take in a disaster situation**

1. Determine the location of every traveler.
2. Meet at a designated meeting point as soon as possible.
3. Determine the current physical and psychological condition of affected travelers.
4. Contact local authorities.
5. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee and is not registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on your ASU International Travel Insurance Card.
6. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance 603-952-2660 for information on evacuation options, if necessary. If the traveler is an employee who is **not** registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).
7. Notify the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.
8. Determine the event's proximity to all travelers.
9. Determine the imminent risk to travelers if they remain where they are.
10. Determine if, and for how long, adequate and secure housing will be available.
11. Determine if adequate food, water, and medical attention are available.
12. Document the following:
  - Advice from U.S. embassy.
  - Availability of food, water, medical attention, housing.
  - Curfew imposed by the host country.
  - Imminent risks to travelers.
  - Travel restrictions imposed by the host country.

## H. Traveler has been arrested

### Actions to take after a traveler has been arrested

1. Determine the traveler's location.
2. Visit the traveler to ascertain detainee conditions, if possible.
3. Document the following:
  - Agency that made the arrest and filed the charges.
  - Case number, if applicable.
  - Description of the charges against the traveler.
  - Description of the traveler's side of the story.
  - Has the student spoken with their family?
  - Is the traveler entitled to a phone call?
  - Names, addresses and phone numbers of arresting authorities.
  - Rights that have been granted to the detainee.
  - Were other ASU travelers involved in the incident?
4. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee **not** registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).
5. Notify the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.
6. Contact Overseas Citizen Services at 202-501-4444.
7. Ensure safety and care of other field research personnel.
8. Request that other field research personnel refrain from discussing the incident on social media until family is notified.

**Assistance for incarcerated U.S. citizens abroad:**  
[travel.state.gov/content/travel/en/international-travel/emergencies/arrest-detention.html](https://travel.state.gov/content/travel/en/international-travel/emergencies/arrest-detention.html).

## I. Traveler has been kidnapped or taken hostage

### Actions to take after a traveler has been kidnapped or taken hostage

1. Notify the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.

2. Notify appropriate local law enforcement.

3. Document the following:

- Any contact made by kidnappers.
- Contact information of local law enforcement officer providing assistance.
- Details of the contact person at U.S. embassy, including title and contact number.
- Negotiation support is available on site.
- U.S. embassy advice, including recommended actions.

4. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee **not** registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).

5. Ensure safety and care of other field research personnel.

6. Determine if on-site counseling is available for other field research personnel, in addition to support that ASU Counseling Services or Employee Assistance Office can provide remotely for students and employees, respectively.

7. Request that other field research personnel refrain from discussing the incident on social media until the victim's family can be notified.

**Support for hostages and their families:**

- [hostageus.org](http://hostageus.org).
- 1-888-284-1010.

**J. Traveler has died**

**Actions to take if a traveler dies**

1. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact GEO at 480-965-5965 or 24/7 at 480-965-3456. If the traveler is an employee not registered in the ASU [Student International Travel Registration System](#), please call the 24/7 phone number located on the ASU [International Travel Insurance Card](#).

2. Contact the nearest U.S. embassy. If calling, ask to speak with Post 1, the Marine on duty.

3. If the traveler is registered in the ASU [Student International Travel Registration System](#), contact CISI Insurance at 603-952-2660 to begin the process of repatriation of remains and belongings.

4. Document the following:

- Current location of the remains.
- If the embassy of the deceased has been informed.
- If the next of kin have been contacted.
- Time, location and manner of the death.
- Whether an autopsy is required.

5. Meet with all field research personnel, as a group or individually, to ensure their safety and care, following directions from ASU.

6. Request that other field research personnel refrain from discussing the incident on social media until the family can be notified.

7. Determine if on-site counseling is available for other program travelers, in addition to support that ASU Counseling Services or the Employee Assistance Office can provide remotely for students and employees, respectively.

8. Gather the belongings of the deceased traveler for repatriation.

9. Be available 24/7 to ASU and the travelers; expect the follow-up from this to be all-consuming for at least several days after the incident.

**Assistance for the death of American citizens abroad:**  
[travel.state.gov/content/travel/en/international-travel/while-abroad/death-abroad1.html](https://travel.state.gov/content/travel/en/international-travel/while-abroad/death-abroad1.html)

**Appendices**  
**Appendix A — Field Safety Plan**

## ASU Field Research Safety Plan

This form may be used by the Principal Investigator or Project Lead to assist in developing a safety plan. **The completed safety plan should be shared with all the members of the field research team and kept on file on campus.** A single safety plan can cover multiple trips to the same location. The safety plan should be revised whenever a significant change to the location or scope of fieldwork occurs. EHS is available to assist in completing or reviewing the safety plan: 480-965-1823 or [askehs@asu.edu](mailto:askehs@asu.edu). Please refer to the Field Research Safety Manual to review ASU policies and procedures, code of conduct, reporting, and other materials to assist in the development of the Field Safety Plan.

**Principal Investigator:**

**Department:**

**Phone number:**

**Email address:**

**Field Team Lead:**

**Email address:**

**Phone number:**

**Dates of travel:** List multiple dates if more than one trip is planned

**Location of field research:**

Country: \_\_\_\_\_ Geographical Site: \_\_\_\_\_

Nearest city: \_\_\_\_\_ Include name, distance from site

Nearest hospital: \_\_\_\_\_ Include location, distance from site

**Travel plans:** Please list planned methods of travel.

**Field research:** Please include a brief description of the fieldwork.



<b>University contact:</b>  Name:  Phone:	<b>Local field contact:</b>  Name:  Phone:
<b>Secondary University contact:</b>  Name:  Phone:	<b>Secondary field contact:</b>  Name:  Phone:
<b>Emergency procedures:</b> Please include detailed plans for field location, including evacuation and emergency communication; Include a separate sheet if necessary.	
<b>First aid training:</b> Please list any team members who are first aid trained and the type of training they have. Attach training records to the Field Safety Plan on a separate sheet, if necessary.	
<b>Other required trainings:</b> Please list any trainings required by an Institutional Committee, Department, or lab-specific trainings. Attach training records to the Field Safety Plan on a separate sheet, if necessary.	
<b>Communications plan:</b> Please describe plans for communication between field members and to/from ASU contacts. Avoid singular points of communication. Regular check-ins are encouraged; please list frequency of communication to be expected and process should no check-in occur.	

**Physical demands:** Please list any physical demands required for this field research, for example, diving, climbing, temperature extremes and high altitude.

**Risk assessment:** Please list identified risks associated with the activity or the physical environment, such as extreme heat or cold, wild animals, endemic diseases, firearms, explosives, violence. List appropriate measures to be taken to reduce these risks. Include a separate sheet if necessary.

Identified risk	Control of risk
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Travel immunizations:** Please list required immunizations/prophylaxis. Contact ASU Employee Health at 602-496-1917 for assistance.

**Field team membership** Please list the names of all members of the field research team and identify the Field team leader.

**Reporting:** Please list primary and secondary field personnel for reporting incidents. Please list procedures for reporting to ASU in the case of an emergency or incident.

### **Responding to an incident**

- Once the emergency has been addressed, report the incident to ASU. Start with the university contact and their immediate supervisor. To document the incident, keep a written log detailing the dates, times, places and descriptions.
- All accidents and injuries occurring at work or in the course of employment must be reported to the employee's supervisor, even if no medical attention is required. If the incident involves injury to a non-ASU party or damage to or theft of ASU property, please email Risk Management or review the Risk Management website for claims reporting information.
- In the event of a work-related illness or injury, seek appropriate medical attention. Contact ASU Human Resources Benefits Office at ASK HR, the state of Arizona Workers' Compensation Early Claims Reporting Service at 800-837-8583, and your immediate supervisor within 48 hours of the illness or injury to file a workers' compensation claim.
- Employee workers' compensation coverage and claims issues can be directed to the Human Resources Benefits Office. Supervisors should complete the Workers' Compensation packet.

### **Mandatory Reporting**

- A supervisor, manager or administrator who is informed of or has a reasonable basis to believe that discrimination, harassment or retaliation involving any protected status is taking place shall promptly report it to the Office of University Rights and Responsibilities.
- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment, including Title IX sexual harassment, has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities, the Title IX Coordinator or the Dean of Students office.

### **Participant Reporting**

- A copy of resource and reporting options for students and employees who believe they have experienced harassment or discrimination while participating in field research are available in Appendix M and Appendix N in the Field Research Safety Manual.

## Appendix B — General physical and environmental hazards

Hazard	Location	Cause	Symptoms	First Aid	Prevention
Vehicle Accident	Worldwide	<ul style="list-style-type: none"> <li>• Fatigue.</li> <li>• Impaired driving.</li> <li>• Driver error.</li> <li>• Roadway factors.</li> <li>• Vehicle factors.</li> </ul>	<ul style="list-style-type: none"> <li>• Various trauma injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911.</li> <li>• Secure the scene.</li> <li>• Do not move victim.</li> <li>• Check airways, breathing and circulation.</li> <li>• Treat specific injury.</li> </ul>	<ul style="list-style-type: none"> <li>• Obey traffic laws.</li> <li>• Wear your seatbelt.</li> <li>• Don't drive impaired.</li> <li>• Don't speed or drive recklessly.</li> <li>• Don't use a 12-or-15 passenger van.</li> </ul>
Slips, trips falls	Worldwide	<ul style="list-style-type: none"> <li>• Loose, irregular, or slippery surface.</li> <li>• Wrong footwear.</li> <li>• Poor lighting.</li> <li>• Obstruction.</li> <li>• Improper, or lack of, use of ladders.</li> <li>• Inattention or distraction.</li> </ul>	<ul style="list-style-type: none"> <li>• Strains, fractures, bruises, and contusions like head, wrist, elbow, shoulder, back, hip, knee, ankle.</li> </ul>		<ul style="list-style-type: none"> <li>• Proper housekeeping.</li> <li>• Wear proper footwear.</li> <li>• Adequate lighting.</li> <li>• Don't carry oversized objects.</li> <li>• Use ladders properly.</li> </ul>
Dehydration	Worldwide	Not enough water intake.	<ul style="list-style-type: none"> <li>• Increased thirst.</li> <li>• Dry mouth.</li> <li>• Flushed face.</li> <li>• Dizziness.</li> <li>• Headache.</li> <li>• Weakness.</li> <li>• Muscle cramps.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Take frequent rest breaks.</li> <li>• Minimize caffeinated beverage intake.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of water, at least 2 quarts per day, and more if working strenuously or in a warm climate.</li> </ul>

Hazard	Location	Cause	Symptoms	First Aid	Prevention
			<ul style="list-style-type: none"> <li>Dark urine.</li> </ul>		
Impure Water	Worldwide	Harmful organisms and pathogens living in water sources.	<ul style="list-style-type: none"> <li>Gastrointestinal illness.</li> <li>Flu-like symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Drink clear liquids that are uncontaminated.</li> <li>Slowly introduce mild foods, e.g., rice, toast, crackers, bananas, or applesauce</li> <li>See a doctor if there is no improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Carry your own water.</li> <li>Treat water before use with tablets, purifiers, or by boiling for &gt; 3 minutes.</li> <li>Use.</li> </ul>
Sunburn	Worldwide	Excessive exposure to the sun.	<ul style="list-style-type: none"> <li>Irritated skin, pink or red in color.</li> </ul>	Apply cool water, aloe, or other cooling lotion to affected area.	<ul style="list-style-type: none"> <li>Wear long-sleeved clothing and a hat.</li> <li>Apply SPF ≥ 30 sunblock.</li> </ul>
Heat Exhaustion	Worldwide — hot climates	Prolonged physical exertion in a hot environment.	<ul style="list-style-type: none"> <li>Fatigue.</li> <li>Excessive thirst.</li> <li>Heavy sweating.</li> <li>Cool, clammy skin.</li> </ul>	Cool the victim, treat for shock, and slowly give water or electrolyte replacer.	<ul style="list-style-type: none"> <li>Acclimate to heat gradually.</li> <li>Drink plenty of liquids.</li> <li>Take frequent rest breaks.</li> </ul>
Heat Stroke	Worldwide — hot climates	Prolonged physical exertion in a hot environment.	<ul style="list-style-type: none"> <li>Exhaustion.</li> <li>Light-headedness.</li> <li>Bright red warm skin.</li> </ul>	Cool the victim at once, replenish fluids, and seek medical attention immediately.	<ul style="list-style-type: none"> <li>Acclimate to heat gradually.</li> <li>Drink plenty of liquids.</li> <li>Take frequent rest breaks.</li> </ul>

Hazard	Location	Cause	Symptoms	First Aid	Prevention
Frostbite	Worldwide — cold climates	Exposure to cold temperatures.	<ul style="list-style-type: none"> <li>Waxy, whitish numb skin.</li> <li>Swelling, itching, burning, and deep pain as the skin warms.</li> </ul>	Slowly warm the affected areas. Do <u>not</u> rub area and seek medical attention immediately.	<ul style="list-style-type: none"> <li>Dress in layers.</li> <li>Cover your extremities with warm clothing, e.g., hats, facemask, gloves, socks, and shoes.</li> </ul>
Sandstorms/ Haboob	Worldwide — Arid climates	Thunderstorm outflow winds.			<ul style="list-style-type: none"> <li>If dense dust is observed blowing across or approaching a roadway, pull your vehicle off the pavement as far as possible, stop, turn off lights, set the emergency brake, take your foot off of the brake pedal to be sure the taillights are not illuminated.</li> <li>Don't enter the dust storm area if you can avoid it.</li> <li>If you can't pull off the roadway, proceed at speed suitable for visibility, turn on lights and sound horn occasionally. Use the painted center line to help guide you. Look for</li> </ul>

Hazard	Location	Cause	Symptoms	First Aid	Prevention
					<p>a safe place to pull off the roadway.</p> <ul style="list-style-type: none"> <li>• Never stop on the traveled portion of the roadway.</li> </ul>
Flash flooding/ Mudslides/ landslides	Worldwide	Many factors, e.g., earthquakes, storms, volcanic eruptions, fire and human modification of land.			<ul style="list-style-type: none"> <li>• Listen to local news stations for warnings</li> <li>• Heed all warnings and evacuation notices.</li> <li>• Stay alert and awake during a storm that could cause a landslide.</li> <li>• Never cross a road with flowing water or mud.</li> <li>• Never cross a bridge if you see a flow approaching.</li> <li>• Avoid river valleys and low-lying areas during times of danger.</li> <li>• If you get stuck in the path of a landslide, move uphill as quickly as possible.</li> <li>• If near a stream or channel, be alert for any sudden increase or decrease in water flow or water that changes from clear to muddy.</li> </ul>



Hazard	Location	Cause	Symptoms	First Aid	Prevention
Hypothermia	Worldwide — cold climates	Prolonged exposure to cold temperatures.	<ul style="list-style-type: none"> <li>• Shivering.</li> <li>• Numbness.</li> <li>• Slurred speech.</li> <li>• Excessive fatigue.</li> </ul>	Remove cold, wet clothes, put on dry clothes, or use a blanket or skin-to-skin contact, drink warm liquids, seek medical attention immediately.	<ul style="list-style-type: none"> <li>• Dress in layers.</li> <li>• Wear appropriate clothing.</li> <li>• Avoid getting damp from perspiration.</li> </ul>
Carbon Monoxide	Worldwide	Running a vehicle or burning a fuel stove in an enclosed space.	<ul style="list-style-type: none"> <li>• Severe headaches.</li> <li>• Disorientation.</li> <li>• Agitation.</li> <li>• Lethargy.</li> <li>• Stupor.</li> <li>• Coma.</li> </ul>	Remove the victim to fresh air immediately and perform CPR if needed	<ul style="list-style-type: none"> <li>• Keep areas adequately ventilated when burning fuel.</li> <li>• Ensure that vehicle tailpipe is not covered by snow.</li> </ul>
Extreme Weather	Worldwide	Snow squalls, blizzards, heavy rains, lightning, tornadoes, hurricanes.	<ul style="list-style-type: none"> <li>• Severe weather can result in physical injury and/or death.</li> </ul>	Seek shelter immediately.	<ul style="list-style-type: none"> <li>• Be aware of special weather concerns.</li> <li>• Bring appropriate equipment to deal with severe weather.</li> </ul>
High Altitude Illness	Worldwide — high altitudes	Decreased oxygen intake and increased breathing rate.	<ul style="list-style-type: none"> <li>• Headache.</li> <li>• Nausea.</li> <li>• Weakness.</li> </ul>	Use supplemental oxygen and decrease altitude.	<ul style="list-style-type: none"> <li>• Allow your body to acclimatize by gaining elevation slowly.</li> </ul>

Hazard	Location	Cause	Symptoms	First Aid	Prevention
Wildfire	Worldwide	Unplanned fires that burn in natural areas like forests, grasslands or prairies. Spread quickly to other natural areas and communities.			<ul style="list-style-type: none"> <li>• Pay attention to emergency alerts and notifications for information and instructions.</li> <li>• Evacuate immediately if authorities tell you to do so.</li> <li>• If trapped, call emergency services and give your location. Turn on lights to help rescuers find you.</li> <li>• Use an N95 mask to protect yourself from smoke inhalation or limit your exposure to smoke.</li> <li>• If sick or need medical attention, contact a healthcare provider for further care instructions and shelter in place, if possible.</li> </ul>

## Appendix C — Hazards in North America

Hazard	Location	Cause	Symptoms	First Aid	Prevention
Hunting Season	U.S.	Local hunting seasons and regulations vary.	<ul style="list-style-type: none"> <li>A hunting accident may result in serious injury or death.</li> </ul>	Seek medical attention for serious injuries or wounds.	<ul style="list-style-type: none"> <li>Wear appropriately colored safety clothing.</li> <li>Avoid animal-like behavior, like hiding in thickets.</li> </ul>
Poison Plants	North America	Exposure to poison ivy, poison oak, or poison sumac plants.	<ul style="list-style-type: none"> <li>Itchy rash.</li> <li>Red, swollen skin.</li> </ul>	Apply a wet compress with baking soda or vinegar, or use a topical ointment. Avoid scratching the rash.	<ul style="list-style-type: none"> <li>Avoid contact with poison plants.</li> <li>Use pre-exposure lotion.</li> <li>Wash clothes and skin with soap and water after exposure.</li> </ul>
Armed Plants (e.g, Saguaro cactus)	North America	Exposure to sharp spines or splinters.	<ul style="list-style-type: none"> <li>Irritation.</li> <li>Pricks, punctures.</li> <li>Infection.</li> </ul>	<p>Remove the largest spines/splinters from the injured area with tweezers.</p> <p>Use sterilized needle to gently lift embedded spines and splinters to the surface for removal with tweezers.</p> <p>Work slowly to prevent injury to tissue.</p> <p>Apply duct tape before washing to remove small spines.</p> <p>Apply gentle pressure to the area if it is bleeding.</p> <p>Clean area gently with soap and warm water.</p> <p>Apply antiseptic or antibacterial gel.</p>	<ul style="list-style-type: none"> <li>Avoid contact with armed plants or rough wooden materials that may leave splinters.</li> <li>Wear appropriate safety clothing to provide a barrier between spines/splinters and skin.</li> </ul>

				<p>Bandage the injury. Apply ice or cold pack to the area for any swelling.</p>	
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**Appendix D — International hazards**

<b>Hazard</b>	<b>Location</b>	<b>What to do if encountered</b>	<b>Prevention</b>
Violence caused by political unrest or military conflict	International	Leave the area as soon as it is safe to do so.	<ul style="list-style-type: none"><li>• Be aware of current travel advisories. See Section VI.</li></ul>
Theft	International	Report theft immediately to local authorities.	<ul style="list-style-type: none"><li>• Keep wallet in front pocket.</li><li>• Carry shoulder bag diagonally and keep bag in front under your arm.</li></ul>

## Appendix E — Animals and pests general

Type	Location	Most dangerous Species	What to do if encountered	First Aid	Prevention
Mosquitoes	Worldwide – especially wet areas conducive to breeding	Refer to Section V: Diseases		Use topical ointment to relieve itching.	<ul style="list-style-type: none"> <li>• Use insect repellent.</li> <li>• Don't leave standing pools of water.</li> <li>• Use bed nets.</li> </ul>
Rodents	Worldwide		Do not touch a rodent, dead or alive.	Clean wounds thoroughly if bitten or scratched.	<ul style="list-style-type: none"> <li>• Keep areas clean to avoid attracting rodents.</li> <li>• Store food in sealed containers.</li> </ul>
Conenose “Kissing” Bugs	North and South America	May cause allergies in some people. In Latin America, they sometimes carry a protozoan, <i>Trypanosoma cruzi</i> , which causes Chagas' disease. Refer to Section V: Diseases.		Use topical ointments to soothe itching. Seek medical attention immediately in case of anaphylactic shock.	<ul style="list-style-type: none"> <li>• Use caution when working near nests and wood rat dens.</li> <li>• Use extra caution when working near rock shelters.</li> </ul>
Sharks	Worldwide — Oceans: U.S., Africa, Central and South America, Australia, Pacific Islands	Great White, Bull, Tiger, Oceanic Whitetip	Call for help, swim towards safety, punch or kick the shark if necessary.	Seek medical attention for serious injuries or wounds.	<ul style="list-style-type: none"> <li>• Never swim alone.</li> <li>• Don't wear sparkling jewelry.</li> <li>• Don't enter the water when bleeding.</li> </ul>

Type	Location	Most dangerous Species	What to do if encountered	First Aid	Prevention
Crocodiles and Alligators	Worldwide — Tropics and subtropics: North America, Australia, Africa, Eastern China	American Alligator in North America, Estuarine Crocodile in Australia, Nile Crocodile in Africa	Do not provoke an alligator or crocodile.	Seek medical attention for serious injuries or wounds.	<ul style="list-style-type: none"> <li>• Avoid waters known to be home to crocodiles or alligators.</li> <li>• Keep at least 30 feet away from any crocodile or alligator.</li> </ul>

## Appendix F — Animals and pests North America

Type	Location	Most dangerous species	What to do if encountered	First Aid	Prevention
Bears	North America	Black Bear in North America, Grizzly Bear in Alaska, Western Canada and Pacific Northwest, Polar Bear in the Arctic	<ul style="list-style-type: none"> <li>• Do not run.</li> <li>• Move slowly and speak in a low soft voice.</li> <li>• If attacked, lay in the fetal position, and protect the head.</li> <li>• Play dead.</li> </ul>	Seek medical attention immediately for serious injuries or wounds.	<ul style="list-style-type: none"> <li>• Keep food out of sleeping areas.</li> <li>• Never approach a bear or bear cub.</li> <li>• Wear a bell or other noisemaker.</li> <li>• Stay away from the bear's food supply.</li> </ul>
Mountain Lions	North, Central, and South America	All	<ul style="list-style-type: none"> <li>• Do not run, back away slowly, do not corner it.</li> <li>• Do not play dead; look it in the eyes.</li> <li>• Make yourself look larger with arms overhead, do not bend down.</li> <li>• Use a loud voice.</li> <li>• Throw sticks or rocks.</li> <li>• Fight back, poke it in the eye with your thumb.</li> </ul>	Seek medical attention immediately for serious injuries or wounds.	<ul style="list-style-type: none"> <li>• Do not leave children or pets unattended.</li> <li>• Do not feed deer.</li> <li>• Avoid hiking, biking, jogging alone or other outdoor activities when mountain lions are most active, dawn, dusk and at night.</li> <li>• Avoid walking near dense growth, rock outcroppings, ledges.</li> <li>• Always look up and behind you.</li> <li>• Carry pepper spray.</li> </ul>



Type	Location	Most dangerous species	What to do if encountered	First Aid	Prevention
			<ul style="list-style-type: none"> <li>Protect your neck and head.</li> </ul>		
Snakes	North America, Mexico	Rattlesnakes, Cottonmouths, Coral Snakes, Moccasins, and Copperheads	<ul style="list-style-type: none"> <li>Do not pick up, disturb, or corner it.</li> <li>Move away from the snake.</li> <li>Avoid locations where snakes may be.</li> </ul>	<ul style="list-style-type: none"> <li>Let the wound bleed freely for 30 seconds.</li> <li>Apply a cold pack.</li> <li>Keep area immobilized at heart level.</li> <li>Seek medical attention immediately. Alert ahead if possible.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in open areas.</li> <li>Wear heavy boots.</li> <li>Use a stick to disturb the brush in front of you.</li> </ul>
Spiders	North America	Black Widow and Brown Recluse	<ul style="list-style-type: none"> <li>Do not pick up or disturb a spider.</li> <li>Avoid locations where spiders may be, such as dark places.</li> </ul>	<ul style="list-style-type: none"> <li>Clean wound.</li> <li>Apply a cold pack.</li> <li>Keep area immobilized at heart level.</li> <li>Seek medical attention immediately. Alert ahead if possible.</li> </ul>	<ul style="list-style-type: none"> <li>Use care around rock piles, logs, bark, gardens, outdoor privies, old buildings.</li> <li>Wear gloves when working outside.</li> <li>Shake out clothing and bedding before use.</li> </ul>
Scorpions	North America — especially Arizona, Southeast	All	<ul style="list-style-type: none"> <li>Do not pick up or disturb a scorpion.</li> </ul>	<ul style="list-style-type: none"> <li>Clean wound.</li> <li>Apply a cold pack.</li> </ul>	<ul style="list-style-type: none"> <li>Shake out clothing and bedding before use.</li> </ul>

Type	Location	Most dangerous species	What to do if encountered	First Aid	Prevention
	California, Utah, and Mexico		<ul style="list-style-type: none"> <li>Avoid locations where scorpions may be.</li> </ul>	<ul style="list-style-type: none"> <li>Keep area immobilized at heart level.</li> <li>If needed, use painkiller or antihistamine.</li> <li>Seek medical attention if no signs of improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid lumber piles and old tree stumps.</li> <li>Wear gloves when working outside.</li> </ul>
Bees, Wasps, etc.	North America	Bees, wasps, hornets and yellowjackets, Africanized Killer Bees in Southeast U.S.	<ul style="list-style-type: none"> <li>Avoid wearing bright colors, flower prints and perfume.</li> <li>Move slowly or stand still. Don't swat at insects.</li> </ul>	<ul style="list-style-type: none"> <li>Remove the stinger.</li> <li>Apply a cold pack.</li> <li>Keep area immobilized at heart level.</li> <li>If needed use painkiller or antihistamine.</li> </ul>	<ul style="list-style-type: none"> <li>Bring medication if you have an allergy, as the sting may be fatal.</li> <li>Keep scented foods, drinks and meats covered.</li> <li>Wear shoes outside.</li> </ul>
Fleas and Ticks	North America	Refer to Section V: Diseases	<ul style="list-style-type: none"> <li>Avoid shrubbery.</li> <li>Stay on widest part of path.</li> </ul>	<ul style="list-style-type: none"> <li>Remove the flea or tick with tissue or tweezers.</li> <li>Clean wound with antiseptic.</li> <li>Pay attention for signs of illness. See Section V: Diseases and seek medical</li> </ul>	<ul style="list-style-type: none"> <li>Wear long clothing with tightly woven material.</li> <li>Wear insect repellent.</li> <li>Tuck pants into boots.</li> <li>Drag cloth across the campsite to check for fleas/ticks.</li> <li>Protect pets.</li> </ul>

## Appendix G - Animals and pests international

Type	Location	Most dangerous species	What to do if encountered	First Aid	Prevention
Bears	Worldwide: Arctic, South America, Asia	Polar Bears in Greenland and North Russia, Spectacled Bears in North and West South America, Asiatic Black Bears in South and East Asia	<ul style="list-style-type: none"> <li>• Do not run.</li> <li>• Move slowly and speak in a low soft voice.</li> <li>• If attacked, lay in the fetal position, and protect the head.</li> <li>• Play dead.</li> </ul>	Seek medical attention immediately for serious injuries or wounds	<ul style="list-style-type: none"> <li>• Keep your camp area free of garbage and food waste.</li> <li>• Never feed or approach a bear, especially a cub.</li> <li>• Stay away from the bear's food.</li> </ul>
Lions	Africa and Asia	All	<ul style="list-style-type: none"> <li>• Do not startle.</li> <li>• Do not run.</li> <li>• Do not look it in the eye.</li> <li>• Make yourself look larger.</li> </ul>	Seek medical attention immediately for serious injuries or wounds	<ul style="list-style-type: none"> <li>• Stay inside the vehicle if traveling near lions.</li> <li>• Do not camp in areas frequented by lions.</li> <li>• Do not sleep outside.</li> <li>• Do not provoke.</li> </ul>
Other Large Land Dwellers	Africa, Asia	Hippos, African Elephant, Rhinos, and Buffalo in Africa; Asian Elephants and Bengal Tigers in Southeast Asia; Siberian Tigers in North and East Asia	<ul style="list-style-type: none"> <li>• Do not startle.</li> </ul>	Seek medical attention immediately for serious injuries or wounds	<ul style="list-style-type: none"> <li>• Stay inside the vehicle if traveling near large animals.</li> <li>• Do not camp near areas frequented by large animals.</li> <li>• Keep a lookout in open spaces.</li> <li>• Do not provoke.</li> </ul>

Water Dwellers	Worldwide — especially in Australia	Blue Ringed Octopus, Box Jellyfish, and Irukandji Jellyfish in Australia; Stonefish located worldwide	Never touch an unidentified octopus or jellyfish	<ul style="list-style-type: none"> <li>• Jellyfish/Octopus sting use vinegar on wound.</li> <li>• Stonefish sting rinse with warm water.</li> <li>• Seek medical attention.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid going in waters known to be inhabited by jellyfish and octopuses.</li> <li>• Wear sandals in the water to avoid stepping on a stonefish.</li> </ul>
Snakes	Worldwide	Russel's Viper, Indian Cobra in India; Tiger, Black, Brown, Sea Snakes in Australia; Egyptian Cobra, Puff Adder, Saw Scaled Viper in Africa; Fer-de-lance in Central and South America	<ul style="list-style-type: none"> <li>• Do not pick up, disturb or corner a snake.</li> <li>• Move away from the snake.</li> </ul>	<ul style="list-style-type: none"> <li>• Let the wound bleed freely for 30 seconds.</li> <li>• Apply a cold pack.</li> <li>• Keep area immobilized at heart level.</li> <li>• Bring victim to hospital and alert ahead if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in open areas.</li> <li>• Wear heavy boots.</li> <li>• Use a stick to disturb the brush in front of you.</li> </ul>
Spiders	Worldwide	Funnel Web and Redback Spiders in Australia; Brazilian Wandering Spider, Brown Recluse, and Tarantula in South America	<ul style="list-style-type: none"> <li>• Do not pick up or disturb a spider.</li> <li>• Avoid locations where spiders might be, such as dark places.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean wound.</li> <li>• Apply a cold pack.</li> <li>• Keep area immobilized at heart level.</li> <li>• Bring victim to hospital and alert ahead if possible.</li> <li>• Kill spider for a positive ID.</li> </ul>	<ul style="list-style-type: none"> <li>• Use care around rock piles, logs, bark, outdoor privies, and old buildings.</li> <li>• Shake out clothing and bedding before use.</li> <li>• Wear shoes outside.</li> <li>• Wear gloves when working outside.</li> </ul>

Scorpions	Worldwide — especially North Africa, The Middle East, South America, and India	All	<ul style="list-style-type: none"> <li>• Do not pick up or disturb a scorpion.</li> <li>• Avoid locations where scorpions may be.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean wound.</li> <li>• Apply a cold pack.</li> <li>• Keep area immobilized at heart level.</li> <li>• Use painkiller or antihistamine if desired.</li> <li>• Seek medical attention if no improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Shake out clothing and bedding before use.</li> <li>• Avoid lumber piles and old tree stumps.</li> <li>• Wear gloves when working outside.</li> </ul>
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## Appendix H — Diseases general

Type	Location	Exposure route	Symptoms	First Aid	Prevention
Campylobacteriosis	Worldwide	Foodborne — poultry products, unpasteurized milk or water contaminated with <i>Campylobacter</i> .	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> <li>• Fever.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Always cook food thoroughly.</li> <li>• Never drink water from an impure source.</li> <li>• Do not drink unpasteurized milk.</li> <li>• Wash hands with soap and water frequently.</li> </ul>
Cholera	Africa, Asia, Latin America	Foodborne — food and water contaminated with <i>Vibrio cholerae</i> .	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Always cook food thoroughly.</li> <li>• Never drink water from an impure source.</li> <li>• Wash hands with soap and water frequently.</li> </ul>
<i>E. coli</i> O157:H7 and Shiga toxin-producing <i>E. coli</i> Gastroenteritis	Worldwide	Foodborne — beef, unpasteurized milk, unwashed raw vegetables, water contaminated with <i>Escherichia coli</i> .	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Always cook food thoroughly.</li> <li>• Wash vegetables before consuming.</li> <li>• Never drink water from an impure source.</li> <li>• Wash hands with soap and water frequently.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
Hepatitis A — Vaccine available	Worldwide in under-developed countries	Foodborne — water, shellfish, unwashed raw vegetables contaminated with Hepatitis A virus	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids from bottled or purified water — not local water.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain a vaccine.</li> <li>• Always cook food thoroughly.</li> <li>• Wash vegetables before consuming.</li> <li>• Never drink water from an impure source.</li> <li>• Wash hands with soap and water frequently.</li> </ul>
Histoplasmosis	Worldwide — especially Mississippi and Ohio River Valleys	Inhalation of fungus <i>Histoplasma capsulatum</i> from soil contaminated with bat or bird droppings.	<ul style="list-style-type: none"> <li>• Mild, flu-like.</li> <li>• Rarely can be acute pulmonary histoplasmosis.</li> </ul>	<ul style="list-style-type: none"> <li>• See a doctor if you suspect histoplasmosis.</li> <li>• Typically clears up in three weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Use caution when disturbing dry soils or working near bat or bird droppings.</li> <li>• Personal protective equipment may be needed.</li> </ul>
Human Immuno-deficiency virus/ Acquired Immune Deficiency Syndrome — HIV/AIDS	Worldwide	<ul style="list-style-type: none"> <li>• Being exposed to blood or body fluids infected with HIV.</li> <li>• Having sex or sharing needles with someone infected with HIV.</li> </ul>	<ul style="list-style-type: none"> <li>• May have flu-like symptoms 14–60 days post-infection.</li> <li>• Attacks the immune system, may eventually result in opportunistic infections or cancers.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> <li>• Blood test for diagnosis.</li> <li>• Treatment with antiretroviral drugs for long-term maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Bloodborne Pathogen training when handling any unfixed human blood or tissue.</li> <li>• Do not engage in risky activities.</li> </ul>
Influenza — seasonal	Worldwide	<ul style="list-style-type: none"> <li>• Inhalation of influenza virus.</li> </ul>	<ul style="list-style-type: none"> <li>• Fever.</li> <li>• Headache.</li> </ul>	<ul style="list-style-type: none"> <li>• Flu antiviral drugs can treat the flu</li> </ul>	<ul style="list-style-type: none"> <li>• Annual flu vaccination.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
	Note: As of 2008, pandemic strains of non-seasonal influenza have been reported in Africa, Asia, Europe, Near East and occur primarily in birds	<ul style="list-style-type: none"> <li>Contact with birds infected with influenza.</li> </ul>	<ul style="list-style-type: none"> <li>Extreme tiredness.</li> <li>Dry cough.</li> <li>Sore throat.</li> <li>Runny or stuffy nose.</li> <li>Muscle aches.</li> <li>Stomach symptoms like nausea, vomiting and diarrhea are more common in children.</li> </ul>	<ul style="list-style-type: none"> <li>or prevent infection.</li> <li>Your health care professional will decide whether you should take antiviral drugs.</li> <li>Antiviral drugs should be started within 48 hours of getting sick.</li> <li>Antiviral drugs are 70–90% effective in preventing infection.</li> </ul>	<ul style="list-style-type: none"> <li>Cover your nose and mouth with a tissue or elbow when you cough or sneeze.</li> <li>Wash hands with soap and water frequently.</li> <li>If you are not near water, use an alcohol-based hand cleaner.</li> <li>Try not to touch your eyes, nose or mouth.</li> <li>Stay away from people who are sick.</li> <li>If you get the flu, stay home from work or school.</li> </ul>
Leptospirosis	Worldwide	Ingestion, swimming, or other activities in water contaminated with <i>Leptospira</i> .	<ul style="list-style-type: none"> <li>Flu-like.</li> <li>Occasionally more serious symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>See a doctor if you suspect leptospirosis.</li> </ul>	<ul style="list-style-type: none"> <li>Use care when working in the water, especially after a flooding event.</li> <li>Avoid entering the water with open wounds.</li> </ul>
Norovirus “Norwalk-like viruses” Gastroenteritis	Worldwide	<ul style="list-style-type: none"> <li>Foodborne — food, water, surfaces or objects contaminated with Norovirus.</li> </ul>	<p>Nausea, vomiting, diarrhea, stomach cramping.</p> <p>Some people also have a low-grade fever, chills,</p>	Stay hydrated	<ul style="list-style-type: none"> <li>Wash hands with soap and water frequently.</li> <li>Wash fruits/vegetables and steam oysters.</li> </ul>



Type	Location	Exposure route	Symptoms	First Aid	Prevention
		<ul style="list-style-type: none"> <li>Direct contact with another person who is infected.</li> </ul>	headache, muscle aches, malaise.		<ul style="list-style-type: none"> <li>Clean and disinfect contaminated surfaces immediately after illness using a bleach-based cleaner.</li> <li>Remove and wash contaminated clothing or linens.</li> </ul>
Plague	Worldwide	<ul style="list-style-type: none"> <li>Flea-borne — from rodents infected with <i>Yersinia pestis</i> to humans.</li> <li>Direct contact with infected tissues or fluids from sick or dead animals.</li> </ul>	<ul style="list-style-type: none"> <li>Flu-like.</li> <li>Non-specific.</li> <li>Swollen and painful lymph nodes — bubonic.</li> </ul>	See a doctor if you suspect plague.	<ul style="list-style-type: none"> <li>Use care when working in areas where plague is found.</li> <li>Use caution when working with wild rodents.</li> </ul>
Rabies — Vaccine available	Worldwide	<ul style="list-style-type: none"> <li>Infection from the bite of an animal like raccoons, skunks, bats, foxes, coyotes, dogs, cats infected with <i>Lyssavirus</i>.</li> <li>Bat bites are difficult to see and may not be felt. Exposure is also possible when a bat is found in</li> </ul>	<ul style="list-style-type: none"> <li>Fatal within days of the onset of symptoms without immediate treatment.</li> <li>Early symptoms: fever, headache, malaise.</li> <li>Later symptoms: insomnia, anxiety, confusion, paralysis, hallucinations,</li> </ul>	Disinfect and wash the wound. See a doctor <b>immediately</b> if potentially exposed to a rabies-carrying species like a bat or carnivore.	<ul style="list-style-type: none"> <li>Obtain a vaccine if you will be working with bats or carnivores.</li> <li>Use extreme caution handling these animals.</li> <li>Vaccinate pets.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
		living or sleeping quarters.	hypersalivation, difficulty swallowing, fear of water.		
Salmonellosis	Worldwide	Foodborne: beef, poultry, milk, eggs, unwashed raw vegetables contaminated with salmonella bacteria	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Always cook food thoroughly.</li> <li>• Wash vegetables before consuming.</li> <li>• Wash hands with soap and water frequently.</li> </ul>
Typhoid Fever —Vaccine available	Worldwide	Foodborne: food and water contaminated with <i>Salmonella typhi</i> .	<ul style="list-style-type: none"> <li>• Diarrhea.</li> <li>• Gastrointestinal symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink plenty of fluids.</li> <li>• Seek medical attention if symptoms persist.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain a vaccine.</li> <li>• Always cook food thoroughly.</li> <li>• Never drink water from an impure source.</li> <li>• Wash hands with soap and water frequently.</li> </ul>
Tetanus — Vaccine available	Worldwide	A wound that is infected with <i>Clostridium tetani</i> ; tetanus toxin is produced by the bacteria and attacks nerves.	<ul style="list-style-type: none"> <li>• Early symptoms: lockjaw, stiffness in the neck and abdomen, difficulty swallowing.</li> <li>• Later symptoms: muscle spasms, seizures, nervous system disorders.</li> </ul>	<ul style="list-style-type: none"> <li>• See a doctor for any wound contaminated with dirt, feces, soil, or saliva; for puncture wounds; and for wounds resulting from crushing, burns, and frostbite.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain a vaccine for tetanus every 10 years or immediately following a suspect wound or injury.</li> <li>• Once the disease starts, it must run its course.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
Typhus Fever	Worldwide	Infection from the bite of lice, fleas, ticks, or mites infected with <i>Rickettsiae</i> species.	<ul style="list-style-type: none"> <li>• Headache.</li> <li>• Fever.</li> <li>• Rash.</li> </ul>	<ul style="list-style-type: none"> <li>• See a doctor if you suspect Typhus Fever.</li> <li>• Treatable with antibiotics.</li> </ul>	<ul style="list-style-type: none"> <li>• Use insect repellent.</li> <li>• Wear long-sleeve shirts.</li> <li>• Tuck pants into boots.</li> </ul>

## Appendix I — Diseases North America

Type	Location	Exposure route	Symptoms	First Aid	Prevention
Coccidioidomycosis — Valley Fever	North and South America semiarid regions	<i>Coccidioides</i> species fungus is inhaled when soil is disturbed.	<ul style="list-style-type: none"> <li>• None in most people ~60%.</li> <li>• Flu-like: fever, cough, rash, headache, muscle aches.</li> <li>• Occasionally, chronic pulmonary infection or widespread disseminated infection like skin lesions, central nervous system infection, and bone and joint infection.</li> </ul>	See a doctor if you suspect Valley Fever.	<ul style="list-style-type: none"> <li>• Wet soil before digging.</li> <li>• If you are immunocompromised, wear a mask when digging.</li> <li>• Stay inside during dust storms in areas where <i>Coccidioides</i> fungus is present.</li> <li>• Keep doors and windows tightly closed.</li> </ul>
St. Louis Encephalitis	North and South America	<ul style="list-style-type: none"> <li>• Mosquito-borne: infection from the bite of a mosquito infected with St. Louis Encephalitis virus.</li> </ul>	<ul style="list-style-type: none"> <li>• Mild: fever and headache.</li> <li>• Severe: headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, paralysis, and rarely death.</li> </ul>	Seek medical attention immediately if you suspect encephalitis.	<ul style="list-style-type: none"> <li>• Use insect repellent.</li> <li>• Many mosquitoes are most active at dusk and dawn; consider staying indoors during these hours.</li> <li>• Wear long sleeves and pants.</li> <li>• Avoid areas of standing water</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
					where mosquitoes breed.
Lyme Disease	U.S., Europe, and Asia	Infection through the bite of a tick infected with: <ul style="list-style-type: none"> <li><i>Borrelia burgdorferi</i> — U.S.</li> <li><i>Borrelia afzelii</i> or <i>Borrelia garinii</i> — Europe.</li> </ul>	<ul style="list-style-type: none"> <li>Spreading rash, or “bullseye.”</li> <li>Early symptoms: flu-like.</li> <li>Later symptoms: arthritis and neurologic problems.</li> </ul>	See a doctor if you suspect Lyme Disease.	<ul style="list-style-type: none"> <li>Avoid tick-infested areas.</li> <li>Wear long sleeves and pants.</li> <li>Use insect repellent.</li> <li>Check clothing and hair for ticks and remove any ticks.</li> </ul>
Rocky Mountain Spotted Fever	U.S., southern Canada, Mexico, and Central America	Infection through the bite of an infected tick — <i>Rickettsia rickettsii</i>	<ul style="list-style-type: none"> <li>Sudden onset of fever.</li> <li>Headache.</li> <li>Muscle pain.</li> <li>Spotty rash.</li> </ul>	See a doctor if you suspect Rocky Mountain Spotted Fever.	<ul style="list-style-type: none"> <li>Avoid tick-infested areas.</li> <li>Wear long pants, shirts.</li> <li>Use a repellent.</li> <li>Check clothing and hair for ticks and remove any ticks.</li> </ul>
Hantavirus Pulmonary Syndrome — Sin Nombre Virus	North America	Inhalation of dusts or aerosols from the infected rodent’s feces, urine, or saliva. Vector: Deer mouse — <i>peromyscus maniculatus</i> .	<ul style="list-style-type: none"> <li>Early — 1–5 weeks: fatigue, fever, muscle aches, chills, headaches, dizziness, sometimes abdominal problems.</li> <li>Late — 4–10 days after early</li> </ul>	Seek medical attention <b>immediately</b> if you suspect HPS. The likelihood of survival is greatly increased with early diagnosis and treatment.	<ul style="list-style-type: none"> <li>Avoid contact with rodents, especially their feces.</li> <li>See section on dealing with rodent-infested areas.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
			symptoms: coughing, shortness of breath.		
Arenavirus — White Water Arroyo	North America	Inhalation of dusts or aerosols from the infected rodent's feces, urine, or saliva. <ul style="list-style-type: none"> <li>Vector: Woodrats — <i>Neotoma fuscipes</i> — and other <i>Neotoma</i> species.</li> </ul>	<ul style="list-style-type: none"> <li>Fever.</li> <li>Headache.</li> <li>Muscle aches.</li> <li>Severe respiratory distress — occasionally.</li> </ul>	Seek medical attention <b>immediately</b> if you suspect WWA. The likelihood of survival is greatly increased with early diagnosis and treatment.	<ul style="list-style-type: none"> <li>Avoid contact with rodents, especially their feces.</li> <li>See section on dealing with rodent-infested areas.</li> </ul>
West Nile Virus	North America	<ul style="list-style-type: none"> <li>Mosquito-borne Infection from the bite of a mosquito infected with West Nile Virus.</li> <li>Handling infected birds.</li> </ul>	<ul style="list-style-type: none"> <li>None in most people ~80%</li> <li>Mild: fever, headache, body aches, nausea, vomiting, and sometimes swollen glands or a rash on the chest, stomach and back.</li> <li>Severe: high fever, neck stiffness, stupor, muscle weakness, disorientation, coma, tremors,</li> </ul>	See a doctor if you suspect that severe symptoms are due to West Nile Virus.	<ul style="list-style-type: none"> <li>Use insect repellent.</li> <li>Many mosquitoes are most active at dusk and dawn; consider staying indoors during these hours.</li> <li>Wear long sleeves and pants.</li> <li>Avoid areas of standing water where mosquitoes breed.</li> <li>Don't handle dead birds with your bare hands.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
			convulsions, vision loss, numbness, paralysis.		

## Appendix J — Diseases International

Type	Location	Exposure route	Symptoms	First Aid	Prevention
Dengue Fever	Africa, Southeast Asia, China, India, Middle East, South and Central America, Australia, and the Pacific Islands	Mosquito-borne infection from the bite of a mosquito infected with one of four dengue viruses.	<ul style="list-style-type: none"> <li>• Flu-like.</li> <li>• Sudden, high fever.</li> <li>• Severe headache.</li> <li>• Pain behind eyes.</li> <li>• Nausea and vomiting.</li> <li>• Rash.</li> </ul>	<ul style="list-style-type: none"> <li>• See a healthcare provider if you suspect Dengue Fever.</li> <li>• Takes up to one month to recover.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear long sleeves and pants.</li> <li>• Use insect repellent.</li> <li>• Use a mosquito net.</li> </ul>
Chikungunya virus	Africa, Asia, Europe, and the Indian and Pacific Oceans, Caribbean	Mosquito-borne infection from the bite of a mosquito infected Chikungunya virus.	<ul style="list-style-type: none"> <li>• Fever.</li> <li>• Joint pain.</li> <li>• Rash.</li> <li>• Headache.</li> <li>• Muscle pain.</li> <li>• Joint swelling.</li> </ul>	<ul style="list-style-type: none"> <li>• See a healthcare provider.</li> <li>• Treat symptoms: <ul style="list-style-type: none"> <li>○ Rest.</li> <li>○ Hydrate.</li> <li>○ Take acetaminophen or paracetamol to reduce fever and pain.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Wear long sleeves and pants.</li> <li>• Use insect repellent.</li> <li>• Use a mosquito net.</li> </ul>
Lyme Disease	U.S., Europe, and Asia	Infection through the bite of a tick-infected with	<ul style="list-style-type: none"> <li>• Spreading rash or “bullseye.”</li> </ul>	See a doctor if you suspect Lyme Disease	<ul style="list-style-type: none"> <li>• Avoid tick-infested areas.</li> <li>• Wear long sleeves and pants.</li> </ul>



Type	Location	Exposure route	Symptoms	First Aid	Prevention
		<ul style="list-style-type: none"> <li>• <i>Borrelia burgdorferi</i> — U.S.</li> <li>• <i>Borrelia afzelii</i> or <i>Borrelia garinii</i> — Europe.</li> </ul>	<ul style="list-style-type: none"> <li>• Early symptoms: flu-like.</li> <li>• Later symptoms: arthritis and neurologic problems.</li> </ul>		<ul style="list-style-type: none"> <li>• Use insect repellent.</li> <li>• Check clothing and hair for ticks and remove any ticks.</li> </ul>
Ebola	Outbreaks occur primarily on the African continent.	Direct contact with an infected animal, like a bat or nonhuman primate, or a sick or dead person infected with Ebola virus.	<ul style="list-style-type: none"> <li>• Fever.</li> <li>• Aches and pains.</li> <li>• Severe headache.</li> <li>• Muscle pain.</li> <li>• Joint pain.</li> <li>• Weakness and fatigue.</li> <li>• Sore throat.</li> <li>• Loss of appetite.</li> <li>• Gastro-intestinal symptoms, including abdominal pain, diarrhea and vomiting.</li> <li>• Unexplained hemorrhaging, bleeding or bruising.</li> </ul>	See a doctor <b>immediately</b> if you have traveled in an Ebola-risk area and suspect Ebola.	<ul style="list-style-type: none"> <li>• FDA-approved vaccine available.</li> <li>• Avoid contact with blood and body fluids of people who are sick.</li> <li>• Avoid contact with items that may have come in contact with an infected person's blood or body fluids.</li> <li>• Avoid funeral or burial practices that involve touching the body of someone who died from Ebola virus disease or suspected Ebola virus disease.</li> <li>• Avoid contact with bats, forest antelopes, and</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
			<ul style="list-style-type: none"> <li>• Red eyes.</li> <li>• Skin rash.</li> <li>• Hiccups.</li> </ul>		<p>nonhuman primate blood, fluids or raw meat prepared from these or unknown animals, called bushmeat.</p> <ul style="list-style-type: none"> <li>• Avoid contact with semen from a man who has recovered from Ebola virus disease until testing shows that the virus is gone from his semen.</li> </ul>
Marburg virus disease	Africa	<ul style="list-style-type: none"> <li>• Infected bat feces or aerosols.</li> <li>• Person-to-person contact with those who are infected.</li> <li>• Direct contact with: <ul style="list-style-type: none"> <li>○ Blood or body fluids.</li> <li>○ Objects with body fluids from a sick person with or has died from</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Incubation: 2–21 days.</li> <li>• Sudden onset of symptoms.</li> <li>• Fever.</li> <li>• Chills.</li> <li>• Headache.</li> <li>• Myalgia.</li> <li>• Rash on the trunk.</li> <li>• Nausea.</li> <li>• Vomiting.</li> <li>• Chest pain.</li> <li>• Sore throat.</li> <li>• Abdominal pain.</li> <li>• Diarrhea.</li> </ul>	See a doctor <b>immediately</b> if you have traveled in a Marburg-risk area and suspect Marburg.	<ul style="list-style-type: none"> <li>• Avoid fruit bats and sick non-human primates.</li> <li>• Prevent direct physical contact with someone suspected or confirmed to have Marburg virus disease by using: <ul style="list-style-type: none"> <li>○ Protective gowns.</li> <li>○ Gloves.</li> <li>○ Masks.</li> </ul> </li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
		<p>Marburg virus disease.</p> <ul style="list-style-type: none"> <li>○ Semen from a man who recovered from Marburg virus disease.</li> <li>○ Contact with infected non-human primates or their body fluids.</li> </ul>	<ul style="list-style-type: none"> <li>• Jaundice.</li> <li>• Inflammation of the pancreas.</li> <li>• Severe weight loss.</li> <li>• Delirium.</li> <li>• Shock.</li> <li>• Liver failure.</li> <li>• Massive hemorrhaging.</li> <li>• Multi-organ dysfunction.</li> </ul>		
Malaria — Preventable with drugs	Central and South America, Hispaniola, Africa, India, South Asia, Southeast Asia, the Middle East, and Oceania	<ul style="list-style-type: none"> <li>• Mosquito-borne infection from the bite of an infective female <i>Anopheles</i> mosquito.</li> <li>• Blood transfusion.</li> <li>• Contaminated needles and syringes.</li> </ul>	<ul style="list-style-type: none"> <li>• May take 10 days to one year for symptoms to appear.</li> <li>• Flu-like, fever, sweats, chills, headache, malaise, muscle aches, nausea, vomiting, jaundice.</li> </ul>	See a doctor <b>immediately</b> if you have traveled in a malaria-risk area and suspect malaria.	<ul style="list-style-type: none"> <li>• Use a mosquito net and insect repellent.</li> <li>• Take antimalarial drugs; visit your health care provider 4–6 weeks before travel.</li> <li>• Wear long sleeves and pants.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
			<ul style="list-style-type: none"> <li>Untreated may cause severe complications, including death.</li> </ul>		
Severe Acute Respiratory Syndrome — SARS	Occurred in 2003 in North America, South America, Europe, and Asia	<ul style="list-style-type: none"> <li>Close person-to-person contact.</li> <li>Inhalation of respiratory droplets produced when an infected person coughs or sneezes.</li> <li>Touching surface or object contaminated with infectious droplets and then touching mouth, nose or eyes.</li> </ul>	<ul style="list-style-type: none"> <li>Begins with a high fever &gt;100.4°F or 38.0°C.</li> <li>Headache.</li> <li>Malaise.</li> <li>Some have mild respiratory symptoms at the outset.</li> <li>10–20% have diarrhea.</li> <li>After two–to–seven days, may develop a dry cough.</li> <li>Most develop pneumonia.</li> </ul>		<ul style="list-style-type: none"> <li>Wash your hands with soap and water frequently or an alcohol-based hand rub.</li> <li>Travelers to China should avoid live food markets and contact with civets and other wildlife — no evidence that direct contact with civets has led to cases of SARS; similar viruses have been found in these animals.</li> </ul>
Yellow Fever — Vaccine Available	South America and Africa	Mosquito-borne infection from the bite of a mosquito infected with Yellow fever virus.	<ul style="list-style-type: none"> <li>Flu-like.</li> <li>Jaundice.</li> <li>Can be fatal.</li> </ul>	See a doctor if you suspect Yellow Fever.	<ul style="list-style-type: none"> <li>Visit doctor at least 10 days before travel for the vaccine.</li> <li>Wear long-sleeve shirts and pants.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
					<ul style="list-style-type: none"> <li>• Use insect repellent.</li> <li>• Use a mosquito net.</li> </ul>
Zika virus	South America, Central America, North America, Africa, Asia, Oceania	<ul style="list-style-type: none"> <li>• Mosquito-borne infection from the bite of a mosquito infected with Zika virus.</li> <li>• Sexually transmitted from an infected person.</li> <li>• From a pregnant woman to her fetus.</li> </ul>	<ul style="list-style-type: none"> <li>• Fever.</li> <li>• Rash.</li> <li>• Headache.</li> <li>• Joint pain.</li> <li>• Red eyes.</li> <li>• Muscle pain.</li> </ul>	<p>See a healthcare provider if you suspect Zika virus infection:</p> <ul style="list-style-type: none"> <li>• Rest.</li> <li>• Hydrate.</li> <li>• Take medicines like acetaminophen to reduce fever and pain.</li> <li>• Do not take aspirin or other non-steroidal anti-inflammatory drugs.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear long-sleeve shirts and pants.</li> <li>• Use insect repellent.</li> <li>• Use a mosquito net.</li> <li>• Prevent sexual transmission of Zika by using condoms or not having sex.</li> </ul>
Hantavirus — Sin Nombre Virus and Arenavirus — White Water Arroyo	Central and South America and Asia	<ul style="list-style-type: none"> <li>• Inhalation of dusts or aerosols from the infected rodent's feces, urine or saliva.</li> <li>• Vector: Rodents, especially <i>Neotoma</i> and</li> </ul>	<ul style="list-style-type: none"> <li>• Fever.</li> <li>• Headache.</li> <li>• Muscle aches.</li> <li>• Severe respiratory distress, occasionally.</li> </ul>	<p>Seek medical attention <b>immediately</b> if you suspect hantavirus or arenavirus. The likelihood of survival is greatly increased with early diagnosis and treatment.</p>	<ul style="list-style-type: none"> <li>• Avoid contact with rodents, especially their feces.</li> <li>• See section on proper rodent handling for cleaning a rodent-infested area.</li> </ul>

Type	Location	Exposure route	Symptoms	First Aid	Prevention
		<i>Peromyscus</i> species.			
Schistosomiasis, or bilharzias	Brazil, Egypt, sub-Saharan Africa, southern China, the Philippines, and Southeast Asia	Transmitted by swimming in contaminated freshwater.	<ul style="list-style-type: none"> <li>• Can be asymptomatic.</li> <li>• Acute: 2-3 weeks — fever, weight loss, weakness, cough, headaches, abdominal, joint and muscle pain, diarrhea, nausea.</li> <li>• Chronic disease in lungs, liver, intestines, bladder.</li> </ul>	See a doctor if you suspect schistosomiasis.	<ul style="list-style-type: none"> <li>• Avoid freshwater wading or swimming in endemic regions.</li> <li>• Heat bathwater over 50°C for at least five minutes before use.</li> </ul>

**Other vector-borne diseases:** Many other diseases may pose a problem when traveling out of the country. Always check with a physician to learn the specific threats to your location of study. Some other vector-borne diseases include:

- **African Sleeping Sickness:** Carried by the tsetse fly in Africa.
- **Chagas Disease:** Transmitted by the triatomine bugs — a.k.a., conenose or “kissing” bug — in Mexico and Central and South America.
- **Encephalitis:** Carried by mosquitoes in Asia and Eastern Russia.
- **Leishmaniasis:** Transmitted by sand flies in the tropics and subtropics.
- **Filariasis:** Carried by mosquitoes in the tropics.

- **Onchocerciasis:** Causes 'river blindness' and is carried by black flies in Africa, Arabia, and Central and South America.

**Other diseases:** There are other diseases to be aware of when traveling outside of the U.S. While the risk of infection is generally low, it is important to be aware of and take appropriate precautions to guard against diseases such as Tuberculosis, Viral Hemorrhagic Fevers, etc. Always check with your health care provider to learn more about specific diseases in the region you will be conducting your research.

## Appendix K — Field research kit items

Basic items	Remote items
First aid kit	Painkillers/antihistamines
Cold/heat packs	Epi pen — prescription needed
Nitrile or other protective gloves	Antiviral drugs — prescription needed
Soap	Seasickness tablets
Masks	Antibiotic cream
Sunscreen, hats, sunglasses	Antiseptic
Bandages	Hydrogen peroxide
Tweezers	Lip balm
Thermometer	Antifungal cream
Flashlight	Rubbing alcohol
Batteries	Eye/ear/nose drops
Insect repellant	Antacids
Flares	Anti-diarrhea medication
Fluorescent Distress flag	Laxatives
Super glue	Bed nets
Lightweight emergency blanket	Sealed container for food storage
ASU Contact info (translated into local languages)	Whistle/noisemaker
Map, compass, GPS	Pepper spray
Cell phone and charger	Knife or multitool
Food, snacks	Tools — shovel/axe/saw
Extra water	2-way radio/battery operated radio
	Satellite phone
	Waterproof matches
	Tarps, hammer, duct tape, nails
	Signal mirror
	Jumper cables, tire gauge, spare tire, jack, tow rope, air pump
	Inflatable raft
	Foreign travel insurance card



## Appendix L — Field Safety Research Risk Matrix

Field Safety Research: Risk Matrix					
Risk level	PPE recommendations based on activity and level of risk — lowest = 1; highest = 12				
	Activity	Condition	PPE	Safe work practice	Route(s) of exposure
1	Handling seemingly healthy live animals.	No substantial local zoonotic disease concerns or vectors; risk from casual contact is minimal.	<ul style="list-style-type: none"> <li>• Disposable and/or leather gloves.</li> <li>• Clothing appropriate to the nature of the operation.</li> </ul>	Does not apply	Contact, vector
2	Handling biological samples from apparently healthy live animals.	No substantial local zoonotic disease concerns or vectors.	<ul style="list-style-type: none"> <li>• Disposable and/or leather gloves.</li> <li>• Clothing appropriate to the nature of the operation.</li> <li>• Eye protection.</li> </ul>	Does not apply	Contact with body fluids or biological samples may increase risk.  Contact, vector

3	Collection of biological samples like feces, urine and fetuses from the environment for management or research where no known zoonotic enzootic disease occurs.	Risk exists from contact with body fluids and tissues, but no known disease risk is present.	<ul style="list-style-type: none"> <li>• Disposable and/or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection if splashes may occur.</li> </ul>	Store Samples in approved and dedicated specimen storage locations according to protocols.	Contact, vector
4	Handling for disposal or submission of single animal found dead in an area with no substantial local zoonotic disease or vectors.	Risk is minimal if a barrier is used. Risk may increase with the size of the animal handled because of increased chance of contamination.	<u>Small animal:</u> <ul style="list-style-type: none"> <li>• Gloves or inverted bag.</li> </ul> <u>Large animal:</u> <ul style="list-style-type: none"> <li>• Disposable and/or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate precautions for transmission routes of diseases of concern.</li> <li>• Transport outside passenger area of vehicle — truck bed or trunk.</li> <li>• Bag carcass tightly if it must be placed in passenger compartment or to avoid leakage of body fluids into the environment.</li> <li>• Cover all carcasses.</li> </ul>	Contact, vector

5	Handling multiple animals found dead for disposal or submission in an area without substantial zoonotic disease risk or handling single animal or multiple animals in an area with substantial zoonotic disease risk.	Risk may differ if the mortality event is recurring. For example, juvenile birds washed ashore as opposed to unexpected.	<p><u>Small animal:</u></p> <ul style="list-style-type: none"> <li>• Gloves or inverted bag.</li> </ul> <p><u>Large animal:</u></p> <ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection.</li> <li>• As appropriate to disease: respiratory protection as appropriate to the level of risk.</li> </ul>	<p>Follow work practices in number 4. In addition:</p> <ul style="list-style-type: none"> <li>• Inform colleagues and consult with wildlife disease professionals for potential causes of illness.</li> <li>• In an unexpected mortality event: submit 1–5 animals for diagnostic evaluation and dispose of remaining carcasses in landfill or other approved means.</li> <li>• Store samples in approved locations.</li> <li>• Become familiar with human disease symptoms and seek medical attention if symptoms occur. Inform health care provider of occupation and potential exposure.</li> </ul>	<p>Contact, vector</p> <p>Aerosol, in rare circumstances</p>
6	Briefly handling or contacting live or dead animals incidental to other work assignments.	Incidental exposure as a result of other indoor or outdoor duties.	<p><u>Small animal:</u></p> <ul style="list-style-type: none"> <li>• Gloves or inverted bag.</li> </ul> <p><u>Large animal:</u></p> <ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat, or dedicated clothing.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform colleagues as appropriate.</li> <li>• Transport outside passenger area of vehicle — truck bed or trunk).</li> <li>• Bag carcass tightly if it must be placed in passenger compartment to avoid leakage of body fluids into the environment.</li> <li>• Cover all carcasses.</li> </ul>	<p>Contact, vector</p>

7	Handling seemingly healthy live animals, or samples, from areas with known zoonotic disease risks.	Disease exists in, or spills into, handled species or associated vectors. For example, plague, rabies, brucellosis.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection.</li> <li>• As appropriate to disease: respiratory protection as appropriate to the level of risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate precautions for transmission routes of diseases of concern.</li> <li>• Become familiar with symptoms of the disease in humans and seek medical attention if symptoms occur. Inform health care provider of occupation and potential exposure.</li> </ul>	Contact, vector  Aerosol
8	Handling sick or injured live animals for euthanasia, sampling, or transportation.	Risk increases because animal movement may increase contact; illness may be zoonotic and increase sources of contaminants. For example, diarrhea.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Shoe covers or boots that can be disinfected.</li> <li>• Eye protection.</li> <li>• As appropriate to disease: respiratory protection as appropriate to the level of risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate precautions for transmission routes of diseases of concern.</li> <li>• Submit diagnostic samples from sick animals.</li> </ul>	Contact, vector  Aerosol

9	Handling healthy-appearing animals collected for management or research, or found dead with no known zoonotic disease risk for necropsy, dissection or food processing.	Risk is increased because of closer contact with body fluids and tissues, but no reason to suspect high-risk zoonotic pathogens.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Shoe covers or boots that can be disinfected.</li> <li>• If performing necropsy, dissection, or food processing: Eye protection.</li> <li>• As appropriate to disease: respiratory protection as appropriate to the level of risk.</li> </ul>	If an animal has received any drugs (anesthetics, euthanasia agent), it is unfit for human consumption and must be removed or withheld from the human food chain.	Contact, vector Aerosol
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10	Collection of biological samples — feces, urine, fetuses — from the environment for management or research where zoonotic disease vectors occur.	Risk from contact with body fluids and tissues from potentially infected animals or their parasites.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection.</li> <li>• Shoe covers or boots that can be disinfected.</li> <li>• As appropriate to disease: respiratory protection as appropriate to the level of risk.</li> </ul>	<p>Use appropriate precautions for transmission routes of diseases of concern. In addition:</p> <ul style="list-style-type: none"> <li>• Inform colleagues and consult with a wildlife disease professional for potential causes of illness.</li> <li>• Become familiar with disease symptoms in humans and seek medical attention if symptoms occur. Inform health care provider of occupation and potential exposure.</li> </ul>	Contact, vector  Aerosol
11	Handling dead animal that was observed ill or a species with known zoonotic disease risk. For example, prairie dog, ground squirrel for necropsy or dissection.	Risk is increased because of closer contact with body fluids and tissues and unknown cause of death.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection.</li> <li>• Shoe covers or boots that can be disinfected.</li> <li>• Respiratory protection as appropriate to the level of risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform colleagues and consult with wildlife health disease professionals for potential causes of illness.</li> <li>• Become familiar with disease symptoms in humans and seek medical attention if symptoms happen. Inform your health care provider of occupation and potential exposure.</li> <li>• Become familiar with warning signs for unusual mortality events: multiple dead animals, blood coming from orifices — nose, rectum — without signs of trauma, animals displaying neurologic signs before death.</li> </ul>	Contact, vector  Aerosol

12	Cleaning areas of animal excreta and handling rodents in traps in indoor or field locations with significant accumulation of organic matter.	Large quantities of mouse excreta and bird or bat guano are of considerable concern, especially in indoor settings.	<ul style="list-style-type: none"> <li>• Disposable or leather gloves.</li> <li>• Coveralls, lab coat or dedicated clothing.</li> <li>• Eye protection.</li> <li>• Shoe covers or boots that can be disinfected.</li> <li>• Respiratory protection as appropriate to the level of risk.</li> </ul>	See precautions for workers frequently exposed to rodents in “Hantavirus Pulmonary Syndrome — U.S. — Updated Recommendations for Risk Reduction.” Available at: <a href="https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5109a1.htm">cdc.gov/mmwr/preview/mmwrhtml/rr5109a1.htm</a>	Contact, vector  Aerosol
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Modified from U.S. Geological Survey manual “[Safe Work Practices for Working with Wildlife](#).” Contact EHS [Biosafety](#) with questions regarding risk levels and for up-to-date information about known zoonotic risks where research will be performed.

# EMPLOYEE RESOURCES

## Supportive Measures

### EMPLOYEE RESOURCES

#### ASU Counseling and Wellness

[ASU Counseling and Wellness](#) offers a **confidential** setting with a focus on the well-being of ASU's workforce including you. Please call (480) 965-2271 to schedule an appointment.

#### Workplace accommodations

ASU's Office of Diversity and Inclusion assists with resources for qualified employees and students to facilitate [reasonable accommodations](#) and support. Please call (480) 727-1770 to schedule an appointment.

#### ASU Victim Advocate

The [Arizona State University Victim Advocate](#) ensures crime victims on any ASU campus, witnesses and family members receive free, **confidential** support. Please call (480) 965-0107 to schedule an appointment.

### INVESTIGATION OPTIONS

#### ASU Police Department

**In an emergency, call 911**

- [Filing a police report](#) does not obligate an individual to move forward with pressing charges. ASU Police can assist with contacting other police departments if needed.
- Call (480) 965-3456 to schedule a time to speak with a police officer.

#### ASU University Rights and Responsibilities (URR)

- The [Office of University Rights and Responsibilities](#) (OURR) reviews and investigates concerns and allegations of discrimination or harassment involving faculty, staff and other ASU affiliates.
- Contact: (480) 965-5057 or email [URR@asu.edu](mailto:URR@asu.edu)

### POLICY

#### University Policies

- [ACD 401](#): Prohibition Against Discrimination, Harassment, and Retaliation
- [SPP 815](#): Romantic or Sexual Relationships Between Employees/Volunteers and Students
- [ACD 402](#): Romantic or Sexual Relationships Between Faculty Members and Students
- [SDA 406](#): Consensual Relationships
- [SPP 205](#): Nepotism and Relationships Between Employees

### PROCEDURES

#### University Procedures

[P20](#) procedures are followed when the University is aware of a reported violation of policies noted above.

#### Grievance Process for Formal Complaint of Title IX Sexual Harassment

[P20a](#) procedures are used when a formal Title IX complaint has been filed.

### Notice of Prohibition on Retaliation

Any individual who is part of the investigation process cannot retaliate against any individual who participates in the Student Rights and Responsibility investigation process.

Look [here](#) for more information on resources including prevention and awareness effort.



# Student Advocacy and Assistance

Office of the Dean of Students

[eoss.asu.edu/dos](http://eoss.asu.edu/dos)

## STUDENT RESOURCES

### Student Advocacy and Assistance (SAA)

Student Advocacy and Assistance [links.asu.edu/studentadvocacy](http://links.asu.edu/studentadvocacy) guides students in resolving educational, personal and other campus impediments toward successful completion of their academic goals. **Please note that Student Advocacy and Assistance is not a confidential resource.**

- Guidance and assistance for students experiencing challenges with academics, housing, student employment, visa/immigration, financial aid and other student services areas.
- One-on-One consultation with students seeking guidance in resolving personal challenges and concerns.
- Assistance with administrative matters impacting academic persistence and success, including: Absence Letters, Course Incompletes, Course Withdrawals, Compassionate Withdrawals and Medical Withdrawals.
- Provides assistance to connect students and their families with community resources: [links.asu.edu/communityresources](http://links.asu.edu/communityresources).

### ASU Sexual and Relationship Violence Prevention Program

**Confidential** Victim-Survivor Advocates [eoss.asu.edu/counseling/services/victim-services](http://eoss.asu.edu/counseling/services/victim-services) offer free advocacy and support for students and employees affected by sexual assault, relationship violence, stalking, sexual harassment and other related experiences.

- Victim-Survivor Advocates can assist with obtaining Orders or Protection or Injunctions Against Harassment, provide criminal prosecution and justice system guidance, share information about reporting to the university and deliver other related services.
- Call (480) 965-0107 or email [victimservices@asu.edu](mailto:victimservices@asu.edu) to schedule an appointment. Victim-Survivor Advocates are available Monday through Friday from 8am-5pm.

### Sexual Violence Prevention Resources

- If an incident of sexual misconduct or relationship violence occurs, please visit the webpage [sexualviolenceprevention.asu.edu](http://sexualviolenceprevention.asu.edu) for options to report the incident, receive support and immediate assistance are available through on-campus and off-campus resources.

### ASU Counseling Services

- ASU Counseling Services [eoss.asu.edu/counseling](http://eoss.asu.edu/counseling) offers **confidential**, personal counseling, and crisis services for students. Please call (480) 965-6146 to schedule an appointment.
- You can communicate with a counselor from anywhere in the world, at any time through ASU Counseling Services Open Call/Open Chat [eoss.asu.edu/counseling/services/open-call-and-open-chat](http://eoss.asu.edu/counseling/services/open-call-and-open-chat).
- EMPACT'S 24 Hour Crisis Line: (480) 921 006.

### ASU Health Services

- ASU Health Services [eoss.asu.edu/health](http://eoss.asu.edu/health) is committed to the physical and emotional health and wellness of students and is a **confidential** resource.
- All ASU Locations: (480) 965-3349.
- For after-hours/weekend medical advice, please call (800) 293-5775.

### La Frontera/EMPACT Trauma Healing Program

- Sexual Assault Hotline: (480) 736-4949 or (866) 205-5229.
- Offers **confidential**, 24-hour a day services for individuals affected by sexual assault, domestic violence, or hate crimes. Services include a confidential 24-hour hotline; mobile crisis support; individual, couples, family, and group therapy; and case management and advocacy.

# Student Rights and Responsibilities

Office of the Dean of Students  
[eoss.asu.edu/dos](http://eoss.asu.edu/dos)

## INVESTIGATION OPTIONS

### ASU Police Department

**In an emergency, call 911**

- Filing a police report [cfo.asu.edu/police](http://cfo.asu.edu/police) does not obligate an individual to move forward with pressing charges. ASU Police can assist with contacting other police departments if needed.
- Call (480) 965-3456 to schedule a time to speak with a police officer

### ASU Office of Student Rights and Responsibilities (SRR)

- SRR [eoss.asu.edu/dos/srr](http://eoss.asu.edu/dos/srr) investigates allegations of student misconduct and determines whether a violation of the Student Code of Conduct [eoss.asu.edu/dos/srr/codeofconduct](http://eoss.asu.edu/dos/srr/codeofconduct) has occurred.
- Contact: (480) 965-9170 or email [deanofstudents@asu.edu](mailto:deanofstudents@asu.edu)

### ASU University Rights and Responsibilities (URR)

- The Office of University Rights and Responsibilities (OURR) [urr.asu.edu](http://urr.asu.edu) reviews and investigates concerns and allegations of discrimination or harassment involving faculty, staff and other ASU affiliates.
- Contact: (480) 965-5057 or email [URR@asu.edu](mailto:URR@asu.edu)

## POLICY

### Arizona Board of Regents (ABOR) Student Code of Conduct

- The Student Code of Conduct [urr.asu.edu](http://urr.asu.edu) sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

### ACD 401: Prohibition Against Discrimination, Harassment, and Retaliation

- ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information and Title IX sexual harassment [asu.edu/aad/manuals/acd/acd401.html](http://asu.edu/aad/manuals/acd/acd401.html).

## PROCEDURES

### Student Disciplinary Procedures

- These procedures [eoss.asu.edu/dos/srr/students](http://eoss.asu.edu/dos/srr/students) are followed when the University is aware of a reported violation of the Student Code of Conduct, and an investigation is conducted. Both parties are informed of the outcome of the investigation.

### Grievance Process for Formal Complaint of Title IX Sexual Harassment

- These procedures [provost.asu.edu/policies/procedures/p20a](http://provost.asu.edu/policies/procedures/p20a) are used when a formal Title IX complaint has been filed.

### Notice of Prohibition on Retaliation

Any individual who is part of the investigation process cannot retaliate against any individual who participates in the Student Rights and Responsibility investigation process.

## Chapter VIII — Resources

There are many resources available that may provide more in-depth information regarding your field research environment. Please use the references in this section for further information on many of the topics discussed in this booklet.

### A. General

#### i. On campus

- [ASU Employee Health](#). Employee Health is available for travel exams and health-related information for employees. Contact: 602-496-1917.
- [ASU Health Services](#): AHS is available for travel exams and other health-related information for students. Contact: 480-965-3349.
- [ASU Institutional Review Board](#).
- [Department of Animal Care and Technologies](#): is a tremendous resource for knowledge about animals and provides care for animals housed on campus. Contact: 480-965-4385.
- [Environmental Health and Safety](#): EHS is available for various hazard information and other hazard evaluations. Contact: 480-965-1823.
- [Global Education Office](#): For questions regarding student international travels. Contact: 480-965-5965.
- [Institutional Animal Care and Use Committee](#): Research with animals, including wild animals, must be reviewed and approved by the committee before beginning research. Information and forms are available from the Office for Research and Sponsored Projects Administration at 480-965- 6788.
- [Institutional Biosafety Committee](#): Research with microorganisms, including isolating, concentrating, culturing or growing field samples, and recombinant or synthetic nucleic acids must be reviewed and approved by the committee before beginning research. Information and forms are available from the Office for Research and Sponsored Projects Administration at 480-965-6788.
- [Risk Management](#) assists student organization leaders, members, and advisors in learning to identify the potential and perceived risks involved in their activities. For travel guidelines, waivers and code of conduct, call 480-965-2255.

- [Travel Services](#) can be reached at 480-965-8375.
- [Workers Compensation](#): Human Resources is available for questions about workers' compensation coverage and injury reports. Contact: 480- 965-2701.

## ii. Off-campus

- [First Aid/CPR Training](#): First Aid and CPR training are available from several locations, including Environmental Health and Safety. Contact EHS at 480-965-1823. Many other companies also offer CPR and First Aid training.
- **General**: The Centers for Disease Control and Prevention provides [information on many topics related to travel](#), both domestic and international.
- **Impure water**: For more information about waterborne diseases, the CDC provides information online at [cdc.gov/healthywater/](http://cdc.gov/healthywater/).
- **Medical**: Information about a variety of diseases and illnesses, including dehydration, carbon monoxide poisoning, sunburn, excessive heat, hypothermia, and high-altitude sicknesses, can be found online at: [cdc.gov](http://cdc.gov).
- The Arizona Department of Health Services [Office of Infectious Disease Services](#) offers information about infectious diseases by calling 602-364- 4562.
- The [Maricopa County Health Department](#) offers information on infectious diseases and immunizations by calling 602-506-6900.
- **Weather**: More information on extreme weather and how to protect yourself can be found from the [National Weather Service](#).

## B. North America

- **Hantavirus**: The CDC has detailed information about hantavirus available at [cdc.gov/hantavirus/](http://cdc.gov/hantavirus/).
- **Hunting season**: To get more information concerning hunting seasons and regulations, contact the [U.S Forest Service](#) at 800-832-1355.

- **Lyme Disease:** The [American Lyme Disease Foundation](#) provides information about the disease.
- **Poison plants:** More information about poison plants, including photos, can be found at <https://www.cdc.gov/niosh/topics/plants/>.

### C. International

- **Advisories:** Travel advisories are announced through the [U.S. Department of State](#). Current travel warnings, public announcements and consular information sheets are available on their website.
- **Travel health and outbreaks:** Updated information about disease outbreaks and international travel health can be found from the [World Health Organization](#).

Questions? Contact ASU Environmental Health and Safety at 480-965-1823 or email [asuehs@asu.edu](mailto:asuehs@asu.edu).

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