

Field Research Safety Guidelines

Scope

The field research safety guidelines provided in the attached document are intended to provide assistance to principal investigators (PI), research supervisors, postdoctoral associates, technicians, other employees, graduate students, and undergraduate students with the primary motivation of promoting safety and minimizing risks associated with the execution of research activities in a field setting, where there is an elevated risk of harm compared to routine activities.

General Principal Investigator Responsibilities

University-sponsored research is performed by and/or under the supervision of a principal investigator or research supervisor, who is responsible not only for the intellectual/academic execution of the research, but also for promoting the safety of all individuals involved in the research effort. When research conducted by student/employees occurs in the field (off-campus), special care and precautions may be warranted.

Principal investigators/research supervisors should draft a generalized field safety policy for their individual labs that can encompass a number of smaller, more project-specific field safety plans (an example of a field safety plan is provided in Appendix B). *Principal Investigators are the best authorities on risks potentially encountered while conducting research at their field sites and should draw upon their judgment and personal experiences in drafting these plans.* Generalized field safety policies should address the following categories, where applicable:

1. Personnel Safety Training - Provide guidelines on the availability and necessity of first aid and/or CPR training, first aid kits, and other field safety gear necessary for specific field situations.
2. Communications - Provide phone numbers or contact information for PI's or other important lab and field personnel. Other emergency contact information should also be provided, depending upon the field circumstances.
3. Hazards - Discuss specific chemical, physical, and/or environmental hazards that are important for your research group to know about. Discuss forms of transportation to be used, decide if special training is required, and address safety concerns (e.g. ATVs, boats)?

See below for more details on each of these issues and an example of a field research plan, which includes safety and communication components.

Safety Training and Personnel Considerations

Safety Training: An annual training event for First Aid and/or CPR certification needs to be scheduled for those principal investigators, postdoctoral associates, technicians, graduate, and/or undergraduate students who wish to be certified. Find out more about upcoming classes and reserve your spot for a class by contacting the director of Red Wolf Wellness.

Personnel Staffing: Normal procedure is for at least two persons to work together in the field. In certain circumstances, the situation may arise that only one person can go into the field. While Arkansas State University discourages lone workers in field situations, should the situation present itself, approval from the principal investigator/research supervisor should be established, as well as consent from the lone

field worker. Both parties must understand the risks, and a proper protocol for communication should be established prior to undertaking the field work.

If a student/employee encounters dangerous working conditions (flooding river, inclement weather, unsafe boats, unsafe sampling location, etc.), the student/employee may discuss the dangers with the principal investigator/research supervisor, and if not satisfied that the work can be performed safely, may cease work without repercussions, until the student/employee considers the conditions to be safe. Ultimately, it is the responsibility of the principal investigator/research supervisor to foster the safety and wellbeing of students/employees. At the same time, students/employees need to be forthcoming about their preparedness. Additionally, a field research safety plan should be implemented and all parties aware of the procedures/protocols.

Communications

Any group that includes students/employees conducting field research needs to adopt a communications protocol ensuring that adequate communications equipment accompanies students/employees in field settings.

The written field research plan should include a 'Communications' section that outlines a communication protocol that the principal investigator/research supervisor implements and that the field researchers follow. At a minimum, this protocol should include emergency contact numbers, an emergency communication protocol, and communications equipment requirements (e.g., cell phones, satellite phones).

Cellular phones should be carried by each field team while conducting field work for use in case of emergency

The principal investigator/research supervisor should make clear the communications equipment expectations for all students/employees conducting field work. In most cases, a student's/employee's cell phone will suffice for communications equipment. The field research plan communication protocol should detail circumstances when personal cell phones are inadequate, such as when research is conducted outside of cell phone coverage, or if research is conducted abroad and U.S. cell phones may not work with basic U.S. cell phone plans. In these circumstances, the principal investigator/research supervisor should either provide alternate communications equipment (cell phone with international access or satellite phone, for instance) or develop a field research plan (see below) that includes planned communications between the field researcher and the PI or other designated party.

Communications Plan Component of Field Research Plan

At the principal investigator's/research supervisor's discretion, field communications plans may be included in the field research plan to facilitate communication between field researchers and the PI or other parties such that persons not accompanying the student(s)/employee(s) know when and where the students/employees are conducting field research. If the students/employees have not safely returned by some predetermined time, emergency services will be contacted on their behalf. The purpose of a field research plan is to avoid a circumstance where a student/employee field crew is conducting field work without the knowledge of some person not on the field research crew. The field research plan is also designed to keep in contact with a field team if they are conducting field work for an extended period of time. If the field team were to encounter an emergency and be unable to contact

emergency services for whatever reason, the emergency contact would attempt to contact the field crew at a designated time. If contact is not established, emergency services would then be contacted.

When appropriate, field communications plans should be filed with the emergency contact before the field crew departs. Field communications plans should contain sufficient detail about the location of the field research such that the emergency contact can, if required, direct emergency services to the research site. The field communications plan should also detail a date and time at which, if communication between the field crew and the emergency contact cannot be established, the emergency contact will implement emergency measures. The PI/designee must verify that each member of the research team is in possession of and understands the field communications plan. ***An example of a field communications plan can be found in Appendix A.***

Potential Fieldwork Hazards and Special Circumstances

This list is by no means exhaustive. Each field site has its own set of unique conditions and potential hazards that should be discussed with the research advisor and team. Each principal investigator should develop field safety guidelines for the students/employees involved in fieldwork and discuss specific strategies for avoiding or mitigating field hazards.

All-Terrain Vehicles: All users should be properly trained in the safe use and operation of vehicles that may be used in the field. Operators must be over the age of 18 years old and must sign and submit **Appendix E, Release of All Claims for Personal Injury and Property, Student and Arkansas State Employees Operating Boats or All-Terrain Vehicles** prior to travel.

Animals/Wildlife: Particularly when working in remote areas, animals/wildlife may be of particular concern. Each field location will have its own unique fauna and the potential threat posed by these animals should be considered. Particular attention should be paid if working in an area during mating season or when offspring are present, as these situations may make certain animals more likely to be aggressive. If the fieldwork involves intentional animal handling, hazards such as bites, infection, etc. should be addressed.

Biological Hazards: Contamination of air, water and food sources by local bacteria and viruses should be considered. Immunization may be considered for things like tetanus or other diseases if engaged in activities that put researchers at greater risk. Routine prevention measures should be taken, such as dressing to avoid tick exposure, mosquitos, etc. Consider the potential for water-borne diseases, and have access to clean water, or take appropriate steps to use personal water purification devices while working/camping. Be aware of insect borne diseases such as Zika, etc. and review protective strategies.

Boating Safety: All users should be properly trained in the safe use and operation of boats. Personal floatation devices must be available for all passengers and must be worn at all times when in a boat. Safety should be considered not only while on the open water, but also during docking procedures, as this is often when accidents and injuries can occur. Operator must be over the age of 18 years old, Complete a Boating Education Course, carry proof while operating the boat and must sign and submit **Appendix E, Release of All Claims for Personal Injury and Property, Student and Arkansas State Employees Operating Boats or All-Terrain Vehicles**, prior to travel.

Cellular Access: When working in a rural area, be aware that cell phone coverage may be limited, and not available for emergency assistance. Also, consider that not all rural areas have 911 emergency phone numbers in place. If this is the case, know the direct phone number for local emergency services such as ambulance, fire and police and update field communications plan accordingly.

Chemical Safety: If working with hazardous chemicals while in the field, all precautions should be taken that would normally be taken in the Arkansas State University research lab. Proper personal protection should be worn (gloves, goggles, face shield, etc.) and proper ventilation should be available. Additional safety precautions may need to be considered if transporting chemicals to a field site. Also consider what waste disposal procedures may need to be in place. Contact EHS with any questions.

Electrical Hazards: Consider any electrical hazards that may be present at a field site, including high voltage power lines, etc. Research equipment/instrumentation should be checked for signs of wear prior to deployment in the field (frayed lines, stripped wires, etc.). Care should be taken when operating electrical equipment near water sources.

Environmental Hazards: Natural environment and weather conditions may pose a hazard to personal safety. Each field site will have its own unique set of conditions that may need to be considered. The principal investigator should discuss potential hazards with personnel prior to field deployment. Issues of concern may include the potential for hyperthermia, hypothermia, sunburn, dehydration, high altitude (altitude sickness), frostbite, flash flooding, rock and mud slides, etc. Proper personal gear should be available appropriate to the field site and its weather/environmental conditions.

Equipment Hazards: Equipment used in the field such as chainsaws, pumps, motors, etc. may pose a safety hazard if not operated properly. All users should be trained in the safe operation of any equipment to be used in the field.

First Aid: First aid kits should be available at all field sites and should be routinely checked for adequate supplies and expired materials. Each principal investigator should decide on whether all field team members need to be certified in first aid procedures (e.g. Red Cross certification).

Navigation/Remote Sites: Adequate navigational equipment should be available if travelling to remote sites. All users should be familiar with the use of the equipment (e.g., GPS units).

Social/Cultural Consideration: If the fieldwork has the potential for interaction with people of other cultures, the principal investigator is responsible for the training of field personnel with respect to relevant social or cultural considerations.

Transportation Considerations

Driver Certification: Students, staff and faculty driving University owned, leased, or rented vehicles must be in the University Vehicle Safety Program. The University's Vehicle Safety Program can be found online at [Vehicle Safety Program \(astate.edu\)](http://astate.edu).

Use of Personal Vehicle

Unless logistically unfeasible, it is strongly recommended that a University vehicle be used for all University-sponsored research trips involving transportation of students, staff, and faculty. This ensures that the University's insurance coverage applies to any accidents and loss prevention measures. The

University's auto liability insurance applies to only University owned, leased or rented vehicles; *personal vehicles are not covered*. The principal investigator/research supervisor is responsible for identifying funds to cover the cost of department vehicle use or vehicle rental. Rental arrangements must be made through the [Travel Services](#).

Note that the University's auto liability insurance policy applies to University owned, leased, or rented vehicles driven by University-approved drivers while in the United States. If research requiring vehicle use occurs outside of the US, auto insurance must be purchased separately. In such situations, the principal investigator/research supervisor is responsible for identifying funds to cover the cost of auto insurance.

The use of personal vehicles for University-sponsored research is strongly discouraged. If it is absolutely necessary that a student/employee use a personal vehicle in conjunction with University-sponsored research, the student or staff member must be advised in writing that their own auto insurance is the only insurance that would respond in the event of an accident/incident with their own vehicle even while on University business. The student/employee, and specifically the person named on the vehicle's insurance policy, assumes full insurance risk. For any student/employee that uses a personal vehicle in the execution of research, **Appendix D, Acknowledgement- Use of Personal Automobile form**, must be completed by the owner of the vehicle prior to the travel. The signed Acknowledgement form must be retained by the Department for a period of three years from the date of the vehicle's use in accordance with the University's record retention policy.

Students/employees have the right to refuse using a personal vehicle for research, with no repercussions. If a personal vehicle is used, the student/employee is entitled to mileage reimbursement at the standard University rate. In such situations, the principal investigator/research supervisor is responsible for identifying funds to cover the cost mileage reimbursement.

Non-University Employees: Non-University employees are permitted to travel in University vehicles, but must sign and submit, **Appendix D, Acknowledgement – Use of Personal Automobile** before travel begins. University students, employees and registered volunteers may travel in University vehicles and may apply to become certified drivers of University vehicles.

In the event of a motor vehicle accident

1. Call 911
2. Injury evaluation of all persons.
3. Call supervisor
4. Call motor pool
5. Call risk management
6. Call insurance company. Card is found in vehicle.
7. You must request a copy of the police report. Have it sent to risk@astate.edu

Emergency Contact Information

Emergency Contacts	Number	Notes
Emergency Services	911	Contact first in any life threatening emergency.
University Police Department	870-972-2093	Contact in the event an accident happened on campus.
University Risk Management	870-972-2817	Contact in the event that any Arkansas State owned or rented vehicle is involved in an accident, and following any emergency in which emergency services were contacted.
University Motor Pool	870-972-3904	Contact in the event that any Arkansas State owned or rented vehicle is involved in an accident.
University Travel Services	870-972-3903	Contact in the event that any Arkansas State rented vehicle is involved in an accident.

List of Appendices

Appendix A – Field Communication Plan Sample

Appendix B – Field Safety Plan Example

Appendix C – Arkansas State University Off-campus incident/accident/injury report

Appendix D – Use of Personal Automobile Consent Form

Appendix E - Release of All Claims for Personal Injury and Property, Student and Arkansas State Employees Operating Boats or All-Terrain Vehicles

Appendix F – Release of All Claims for Personal Injury and Property Damage Student Travel Participation

APPENDIX A
EXAMPLES
Field Communication Plan

1. A field research crew that includes undergraduate students conducts field work at tidal marsh field sites on the Delaware River which is accessed by boat. The PI develops a communications protocol, and requires that a cell phone (in a water-proof case) accompany the field crew at all times. When the field crew anchors the boat and conducts research in the marsh, the cell phone must accompany them to avoid a circumstance where the boat loses anchor and floats away stranding the field crew. The field crew files a research plan with the PI (if the PI does not accompany the crew) or with the PI's spouse (if the PI does accompany the crew) before leaving. The field plan details the sites (including lat/lon) and approximate times that the sites will be visited. The field plan also notes a time by which emergency services should be notified in the event that communication between the field crew and the emergency contact cannot be established.

2. An undergraduate student obtains an Arkansas State Undergraduate Research Fellowship to conduct periodic individual field research in forests close to their home in upstate New York during the summer. The student fills out a new field research plan that includes her parents as the emergency contact, and she gives this research plan to her parents before departing on field work. The student's parents institute emergency procedures if the student has not been in contact by the pre-determined time. In this scenario, the PI is not necessarily contacted prior to every field trip. **See Detailed Example Field Plan (see attached-Appendix B).**

**APPENDIX B
EXAMPLE
Student Field Research Safety Protocol**

General Information Principal Investigator	Nathaniel Weston
Field Research Program	Delaware River Estuary
Brief Description of Research	Field research is conducted at tidal freshwater and saltwater marsh sites along the Delaware River. Sites are accessed by land or by boat. Activities include measuring rates of gas exchange, measuring and collecting plant biomass and soil samples, installing surface elevation tables (SETs) and boardwalks, measuring SETs and conducting GPS surveys.
Communications - Phone Numbers	911
Emergency	
Arkansas State University Police	870-972-2093
Principle Investigator's Cell Phone	Nathaniel Weston xxx.xxx.xxxx
Principle Investigator's Office Phone	Nathaniel Weston xxx-xxx-xxxx
Department Office	
Arkansas State Risk Management	Sandra Bramblet 870-972-2817

Communications Protocol

Communications Instrument	Every group conducting field research must have a cell phone with them, including on the boat when field access by boat is required.
Emergency Communication Protocol	Call 911 in any life-threatening or potentially life-threatening emergency. 911 will put you in contact with the Coast Guard as well as other emergency services, in cases of boat failure. If, after emergency service have been contacted you are able to, contact Arkansas State University Public Safety, the Principal Investigator, and the department to alert them to the situation. If a motor-vehicle or boating accident has occurred, contact Ashley Feick.

Field Research Plans

Field Research Plan	A third party (Angie Fondaco, Dr. Frank Galgano, a member of the laboratory, etc) not accompanying the field research team must be
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informed of the field plans and again informed when the field crew has returned. The location of sites visited and anticipated timing of the trip needs to be communicated. This person is responsible for contacting the field crew if they have not returned within a reasonable amount of time.

Personnel Requirements

Number of researchers

There must be 2 or more persons in any field research trip to tidal marsh sites. Undergraduate students must be accompanied by a graduate student, technician, post-doc or PI.

Personal Training

First Aid / CPR

All personnel conducting significant (i.e., PI, technician, student summer researchers) field research must be Red Cross First Aid and CPR trained. A copy of the certification will be kept on file.

Boat Training

All personnel leading field research trips that include boat use are required to take a boat education course and be Arkansas Boater Education certified. These certificates will be kept on file.

Safety Equipment

First-aid Kit

A fully stocked first aid kit must be available in the vehicle and boat when in use.

Boat Safety Kit

A boat safety kit, including a whistle, horn, fire-extinguisher, a lifejacket (one per passenger), and a throwable life-saving device (cushions) must be on board the boat during operation.

Transportation Protocol

Truck and Trailer Operation

Only authorized personnel may operate the field truck with the boat-trailer attached. Special consideration must be given to driving the truck with the boat-trailer attached. Undergraduate students may not drive the truck when the boat

Boat Operation

trailer is attached. Undergraduate students may operate the truck if van certified by the University.

Only personnel possessing an Arkansas Boating Safety Certificate and approved by the Principal Investigator are authorized to operate the boat.

Hazards-Physical

Water

A significant portion of this research is conducted on (in a boat), near (in tidal marshes) or in (wading) water. Personnel who do not know how to swim should wear a lifejacket when appropriate. During colder field conditions when wearing waders, be aware that falling into water with waders on is extremely dangerous. Waders will fill with water and make surfacing difficult. If your waders fill with water and you are unable to surface, remove them as quickly as possible.

Boating

Travel by boat must be conducted safely. The boat utilizes an outboard engine with a propeller that will do significant bodily damage if the motor is in gear. Persons should never be near the rear of the boat when the engine is on, even in neutral. An additional hazard in travelling by boat is that the boat may unexpectedly strike objects in the water, causing persons who are standing to fall. Always sit while the boat is in motion.

Never smoke or use open flame or spark in the boat. The boat is powered by a gasoline/oil mix stored in portable containers. These containers are not fully sealed (they need to be vented) and thus risk of fire and explosion is present. Always remove the gas tanks from the boat when filling. The boat may not be operated between sunset and sunrise.

Walking in the Tidal Marsh

Traversing portions of tidal marsh are an inevitable part of field research. Proper footwear must be worn at all times (close-toed, tightly laced shoes, boots, or waders). Do not overload yourself when walking in the marsh.

Walking on boardwalks poses the threat of slipping and falling. Mud causes boardwalks to be slick. Take care when walking on boardwalks.

Heat, Sunburn, Dehydration

On hot, sunny days, care must be taken to avoid dehydration, sunburn and overheating. Drink

water, wear sunscreen and protective clothing, and take adequate breaks.

Frostbite, hypothermia

On cold days, care must be taken to avoid frostbite, lowering of core body temperature and hypothermia. Wear protective clothing (waders, multiple layers, gloves).

Hazards-Biological

Marsh plants

Several of the plants encountered in the tidal marsh field sites (*Zizaniaaquatica* at Salem and *Polygonum* at Rancocas) are abrasive and will cause slight skin rashes. Wear long pants and long sleeves when working at these sites in late summer and fall. Some plants also pose the risk of causing puncture wounds. Be attentive and utilize protective eye wear when appropriate.

Black flies, mosquitoes and green-heads

At some times of year, biting insects (black flies, mosquitoes and green-heads) will be found in tidal marsh ecosystems. Wear protective clothing (long pants and long sleeves) and use insect repellent to minimize exposure.

Ticks and Lyme disease

Ticks in the mid-Atlantic region may carry Lyme disease. Wear protective clothing and use insect repellent. If you find a tick on yourself, remove it promptly. If tick bites are detected, monitor yourself for signs of Lyme disease and promptly seek medical attention if found.

Hazards-Chemical

Not applicable

Hazards-Specific Field Equipment

Generator

A gasoline powered generator may be used in the field. The generator produces an electric current (120 V) which is hazardous in wet conditions such as a tidal marsh. Take care to site the generator so that it does not come in contact with water. If an extension cord is used, be sure that the termination of the extension cord and any connections do not come in contact with water. No smoking or open flames may be near the generator, due to the possibility of gasoline fumes igniting.

Demolition Hammer

The demolition hammer produces potentially damaging levels of noise. Wear protective ear gear when using or working near the demolition hammer. The demolition hammer and the stainless steel rod that is hammered become extremely hot. Use caution when handling after hammering.

Grinder

The grinder will cause significant bodily harm if it comes into contact with your person while in operation. Use caution. The stainless steel rod is also extremely hot following cutting with the grinder, and should be cooled before handling.

GPS tripod

The spikes on several of the tripods used for the GPS equipment are sharp, and will cause bodily injury if mishandled. Take care when using and transporting this equipment.

Signatures

I have read and understand these safety protocols and procedures, and I will follow these policies and procedures.

Name

Date

Principal Investigator

Date

APPENDIX C
ARKANSAS STATE UNIVERSITY
OFF CAMPUS INCIDENT/ACCIDENT/INJURY REPORT

Please go the Risk Management to complete the Incident Reporting Form or use this link:

[Incident Report • CampusOptics](#)

**APPENDIX D
ACKNOWLEDGEMENT – USE OF PERSONAL AUTOMOBILE**

To be signed by the Vehicle Owner; Student Vehicles owned by Parents must be signed by Parent

I, the undersigned, acknowledge that I am the owner of the following vehicle (the "Vehicle"):
_____ (Year, Make and Model) _____
(License Plate #)

I understand that the Vehicle is contemplated to be used in connection with travel to and from a field research location at _____ during the period from _____ to _____ (the "Field Work") in connection with a class or research project sponsored by Arkansas State University ("University").

I acknowledge that the use of my Vehicle for travel to and from the Field Work location is completely voluntary. I understand that other options for transportation to the Field Work site have been made available by the University, either in the form of University-owned vehicles or University-rented vehicles.

I understand that University does not carry or maintain automobile insurance coverage or any other insurance coverage for my Vehicle in connection with the Field Work. Any personal injury or property damage sustained by me or third parties that occurs in connection with the use of the Vehicle for the Field Work will not be covered by the University but, rather, will be subject to my own personal auto insurance coverage.

I understand that I will be reimbursed for mileage at the standard University rate.

I represent that I have adequate automobile insurance to cover any personal injury to myself or any third party or property damage owed by me or any third party that may arise out of the use of the Vehicle for the transportation to and from the Field Work.

I understand that I must provide proof of insurance and submit a copy to the PI or department head, before travel commences. **Attach proof to this document.**

Acknowledging all of the above, I hereby grant permission for the Vehicle to be used for transportation to and from the Field Work location.

I certify that I have read and understand the above statements and that they are true and accurate, and that the signing of this Acknowledgement is voluntary.

READ ABOVE CAREFULLY BEFORE SIGNING BELOW.

Student/Employee Driver's Printed Name: _____ ASTATE ID: _____

Student/Employee Driver's Signature: _____ Date: _____
(Please sign in ink. Typed signatures are not acceptable)

Vehicle Owner's Printed Name (if different than above): _____

Vehicle Owner's Signature (*if different than above*): _____ Date: _____
(Please sign in ink. Typed signatures are not acceptable)

Appendix E

RELEASE OF ALL CLAIMS FOR PERSONAL INJURY AND PROPERTY DAMAGE STUDENT AND ARKANSAS STATE EMPLOYEES OPERATING BOATS OR ALL-TERRAIN VEHICLES

I, (name): _____, a student or employee at Arkansas State University over the age of eighteen (18) will be using or participating in an activity where a boat, motor boat, canoe, kayak, raft, tube or all-terrain vehicle (the "Boat/ATV") will be used. I will be at the following location(s) during this activity _____ on _____ (date(s)).

I AM AWARE that using or participating in travel when using a boat or all-terrain vehicle carries the risk of personal injury, property damage, or other losses.

I HEREBY FULLY RELEASE AND DISCHARGE Arkansas State University, the Arkansas State University System, its Board of Trustees, its officers, agents, and employees from any liability for negligence and all claims for personal injury, property damage, or other losses resulting from my participation in operating a Boat/ATV or participating in an activity that uses such Boat/ATV vehicles.

I HEREBY ASSUME ALL RISKS of personal injury, property damage, or other losses resulting from my participation in operating a Boat/ATV or participating in an activity that uses such Boat/ATV vehicles.

I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS Arkansas State University, the Arkansas State University System, its Board of Trustees, its officers, agents, and employees from all claims, suits actions, injuries, damages, and losses sustained by me and arising out of, connected with, or in any way associated with participation in an activity that uses a Boat/ATV vehicle.

I HAVE FULLY READ AND UNDERSTAND THE FOREGOING. I agree to the terms and conditions as stated.

Initial the following:

I shall obey all state, federal and local boating and recreational regulations, laws, ordinances, and lawful directives from appropriate emergency or law enforcement personnel, while operating a boat or all-terrain vehicle. The student or employee of Arkansas State University is solely responsible for any citation or violation occurring during the use of, or the result of using a boat or all-terrain vehicle.

Who Needs a Boating Education Card?

Anyone born on or after Jan. 1, 1986, and of legal age to operate a motorboat or sailboat, must have successfully completed an approved AGFC Boating Education Course and carry proof while operating a motorboat or sailboat on Arkansas water.

- To operate a motorboat powered by an engine of 10 horsepower or more, a person must be 12 or older, or be under the direct supervision of a person at least 18 years old.
- To operate a personal watercraft, a person must be 16 or older, be 12 to 15 years old and be under the direct supervision of a person at least 18 years old or be under 12 and be under the direct supervision of a person at least 21 years old.

STUDENT or EMPLOYEE NAME (Print) _____

STUDENT or EMPLOYEE NAME (Signature) _____ DATE _____

Department _____

*Department Contact _____

Contact Phone Number _____

*Attach form to appropriate travel request and submit to Travel Services PRIOR TO TRAVEL.

Appendix F

RELEASE OF ALL CLAIMS FOR PERSONAL INJURY AND PROPERTY DAMAGE STUDENT TRAVEL PARTICIPATION

[student-trip-release.pdf \(astate.edu\)](#)

I, _____, a student at Arkansas State University over the age of eighteen (18), have chosen to participate in student travel to _____ on _____.

I AM AWARE that participating in travel carries the risk of personal injury, property damage, or other losses.

I HEREBY FULLY RELEASE AND DISCHARGE Arkansas State University, the Arkansas State University System, its Board of Trustees, officers, agents, and employees from any and all claims for personal injury, property damage, or other losses up to and including death, resulting from my participation in this travel.

I HEREBY ASSUME ALL RISK of personal injury, property damage, and other losses up to and including death which may result from my participation in this travel.

I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS Arkansas State University, its, the Arkansas State University System, its Board of Trustees, officers, agents, and employees from all claims, suits, actions, injuries, damages, and losses sustained by me and arising out of, connected with, or in any way associated with my participation in this travel.

I HAVE FULLY READ AND UNDERSTAND THE FOREGOING

STUDENT (print name) _____

STUDENT (Signature) _____

DATE _____

Department _____

*Department Contact _____

Contact Phone Number _____

*Attach form to appropriate travel request and submit to Travel Services PRIOR TO TRAVEL.