

**Title:** Permit Holder Guide to Field work Check In Service

**Summary:** How to use the check in service to notify parks that you are about to conduct permitted field work, and to verify location, staffing, and activity.

**Prerequisite:** You must have been issued an NPS Scientific Research and Collecting Permit by a park that uses the check in and check out service.

## **Step 1. Access the Researcher Check in and Check out service from your investigator account dashboard.**

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From your investigator dashboard click on the “Manage Researcher Checkins and Checkouts” link under the “Frequent Task” banner on your investigator dashboard. The service will only be active for parks that use the check in and check out service. If a park uses the service, you will be asked to check in before field work and the service will list the park and permit issued to you by the park. Most parks ask for check in notice a week in advance of the start of field work.

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### Investigator Dashboard

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#### Tasks in Progress

Applications Drafted, But Not Yet Submitted (22)

Appendix A for Non-NPS Repository: Obtain Signature and Return to Park Coordinator (20)

Finalized Permits: Validate by Completing Signature Process (2)

Permits to Renew: Reapply for New Permit (45)

Submit Investigator Annual Report: Access report form to enter a short description of your findings and progress during the reporting year (33)

#### Frequent Tasks

Create a new Permit Application

Manage Researcher Checkins and Checkouts

**Step 2. Select the park where you will conduct field work (all parks which issued you permits and use the check in and check out service will be listed).**

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## Check In / Check Out Log

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You are authorized for permits across multiple Units. Select a unit to get associated permits.

Unit:

Once you have selected the unit, select the permit associated with the field work.

## Check In / Check Out Log

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Permit Number:

**Step 3. Verify the permit selection and click on the “Add Check In” button**

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## Check In / Check Out Log

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Permit Number YELL-2021-SCI-8230

Add Check In

View	Edit	Type	Date Submitted	Field Start Date	Field End Date	Check Out	Clone	Delete
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Total Count: 0

Forgot to Check In? Add Stand-Alone Check-Out

I have completed all check out logs for the calendar year.

**Step 4. Field Work Check in Page**

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The purpose of the check in page is to provide the park information needed to protect park resources, and park visitor and field staff safety. Some fields are pre-filled from information pulled from the permit record. You may update all pre-filled fields with the

exception of the permit number. The park will consider the "Field Contact Name" the park's primary contact during the field work session. The field contact name should be a person participating in the field work. Residence information as another way to check in with field staff and a contact point. The vehicle description information is important safety information. It is especially useful to safety and law enforcement staff if the car is being used to get to field sites. Generally, the best option for phone is cell as it may be accessible when in the field.

[bcommis@nps.gov](mailto:bcommis@nps.gov) [Log Out](#)

## Check In

You are required to submit this form the Sunday prior to the week of your visit. All fields are required; if something does not apply then fill the field with N/A. This information will assist park staff in understanding your research study and the whereabouts of the research staff. If you have any questions, please contact the research permit office at (307) 344-2234 or 2239.

Permit Number **YELL-2021-SCI-8230**

① Field Start Date\*

① Field End Date\*

① Field Contact Name\*

① Phone\*

① Phone Type\*

① Residence\*

① Number in Party\*

① Vehicle Description\*

Research Location:

Location

Locations

Total Count: 0

① Activities

- We will be collecting specimens this trip.
- We have received advanced permission to conduct field work during nighttime hours (e.g. circadian study).
- We have received advanced permission to work in a closed area this trip.
- We have a backcountry camping permit for this trip.
- We have permission to deploy equipment (left unattended) in the field during this trip.
- We have received special permission to work in public view in the field and plan to do so during this trip.
- We have an approved over flight (aerial survey, telemetry flights, remote sensing, etc.) scheduled for this trip.

## Step 5. Entering your research location information on the Field Work Check in form

Research Location:  + Add Location

Location	
<a href="#">Remove</a>	The burn area near the lodge

Locations

Total Count: 1

Research location information is provided on the application and carried with possible edits to the permit. Access that information from the Research Location combo box. If your location description was entered in comma delimited phrases, you may select individual phrases. If your location description was entered in standard text form you can only enter the entire description. If you have additional detail to provide or expected location of field work has shifted, please contact the park.

## Step 6. Submit your completed Field Work Check in form

For your safety, provide as much detailed contact and location information as possible. This will be information the park will use if it needs to warn you of hazards or attempt to find you in the park.

Permit Number **WIHO-2021-SCI-0004**

Field Start Date\*

Field End Date\*

Field Contact Name\*

Phone\*

Phone Type\*

Residence\*

Number in Party\*

Vehicle Description\*

Research Location:  + Add Location

Location	
<a href="#">Remove</a>	The small pond by route 22
<a href="#">Remove</a>	Trickle down stream at the mile 3 marker

Locations

Total Count: 2

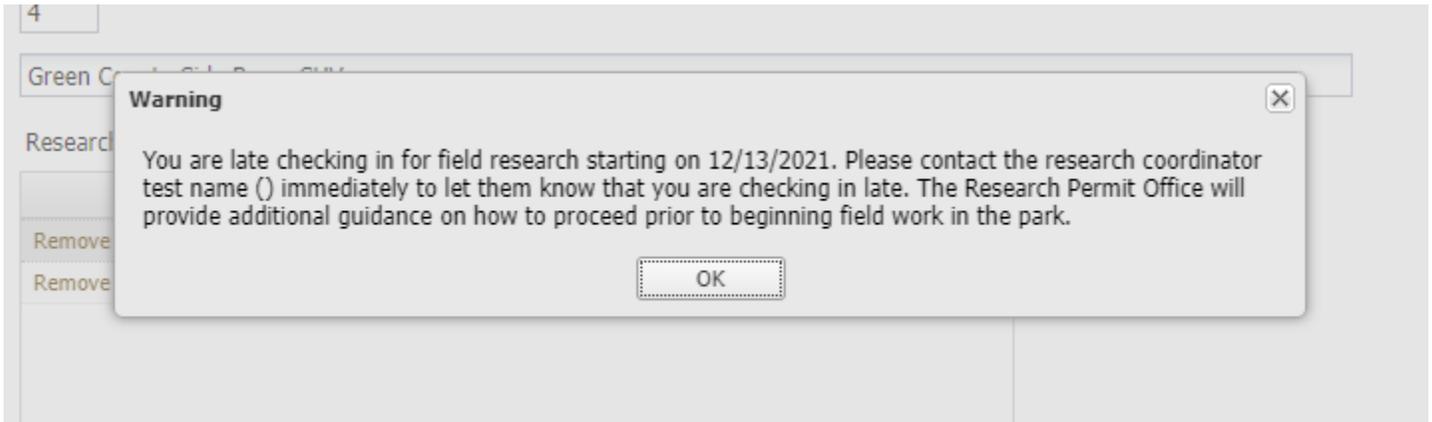
Activities

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## Step 7. Late Check In

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If you check in the day of or after the start date of your permit, you will receive a warning to contact the park research coordinator. If the park is aware that your field work will take place after permit start date, there may be no need to contact the park. However, if the field work dates have changed from your initial ask as entered into your application, please contact the park. If you do not have park contact information at hand please see the RPRS Search menu option and select 'Park' to find our park contact.



### Recommended Modules to Read Next

Permit Holder Guide to Field Work Check Out Service