



GUIDANCE ON ACADEMIC FIELD TRIPS

The College of Natural Sciences and Mathematics at CSULB follows the University procedures required for academic field trips. This packet contains the required paperwork, routing instructions and supplemental information to help you run a safe field exercise in compliance with University policy.

Reminder to trip leaders: pertinent field trip information, including safety, emergency procedures, and student conduct should be presented to attendees prior to each field trip.

Consult [Planning Academic Field Trips](#) for the latest campus policies, additional materials to provide to your students, and access to Academic Course Field Trips Checklist and Field Trip FAQs.

The following forms and documentation must be completed **before** undertaking academic field trips. Use [Single Sign On](#) to obtain the most up-to-date electronic versions of University documents. Forms marked with an asterisk (*) are available from [CNSM's Field Trip Guidelines](#).

1. **Field Trip Site Assessment Checklist** – complete and submit to your Department Chair for approval. The form will be forwarded to the CNSM Dean for final approval. Retain copies in your course files and at your department office (3-year retention). Use the [Risk Management's Field Trip Guidelines](#) to help with your site assessment. **Note to preparer:** Identify field trip specific information and indicate status of items 2-8 below in this guidance document. Include this completed guidance when submitting this **Field Trip Site Assessment Checklist** for approval.
2. **Training Documentation Form*** - complete for any specialized equipment or reasonably foreseeable hazardous activities undertaken at the field site, including required personal protective equipment. Retain copies in your course files and/or department office (3-year retention).
3. **Release of Liability** - required for all field trips. Form completed and signed by each student participating in the field trip. Make extra copies: one per student. Retain in the department office (3-year retention).
4. **Voluntary Medical Disclosure Statement and Assumption of Risk** - voluntary form to be completed by those wishing to provide trip leader additional medical information in the event of an emergency. Take any completed forms with you on the trip. Destroy at the conclusion of field trip. If a student is injured or becomes ill while on the trip, route their form to Science Safety Office and Risk Management immediately upon return from your trip. An Incident Report* will also be initiated.
5. **Travel Participant List** - required for all field trips. Complete the form prior to departure. Bring it with you on the trip and leave a copy at the Department Office (3-year retention). The Department Chair, Dean, or Safety Officer may require two CSULB employees on a given field trip.
6. **Emergency Response Action Plan*** - required for all field trips. Submit to Department Office with Travel Participant List and take a copy with you on the trip. Contains information needed in the event of an emergency including the name and directions to the nearest medical facility, Go/No Go conditions, etc. CNSM template may be used.
7. **Request for Travel** - required for all field trips. A blanket form may be submitted to cover multiple field trips occurring in the same semester for the same course. Process this form as per normal department procedure.
8. **Standards for Student Conduct*** (based on CCR Title 5 § 41301 and E.O. Article VI, EO1096/97) - present to each student prior to each field trip. Make one copy per student. Retained by student.

Checklist on next page.

Checklist for Submission with Field Trip Site Assessment

Instructor/Trip Leader:

CNSM Department:

Trip Destination(s):

Today's Date:

Course:

Planned Date of Departure:

Form	Completed	To Be Completed	N/A or Optional
Training Documentation Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Release of Liability	<input type="radio"/>	<input type="radio"/>	<i>always required</i>
Voluntary Medical Disclosure Statement and Assumption of Risk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel Participant List	<input type="radio"/>	<input type="radio"/>	<i>always required</i>
Emergency Response Action Plan	<input type="radio"/>	<input type="radio"/>	<i>always required</i>
Request for Travel	<input type="radio"/>	<input type="radio"/>	<i>always required</i>
Standards for Student Conduct	<input type="radio"/>	<input type="radio"/>	<i>always required</i>