

Title: Permit Holder Guide to Field Work Check Out Service

Summary: How to use the field work check out service to notify parks that you have completed permitted field work, and to verify field activities, location, staffing.

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.

This 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. From your investigator dashboard click on the "Manage Researcher Checkins and Checkouts" link under the "Frequent Task" banner on your investigator dashboard.

Investigator Dashboard

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 and permit (all parks which issued you permits and use the check in and check out service will be listed).

Check In / Check Out Log

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

Permit Number:

Step 3. Upon selecting your park and permit, you will have access to your check out options.

If you have submitted your check in for the field work you may click the 'Submit Check Out' link under the 'Check Out' column. If you did not, you can still submit a check in report: click on the 'Forgot to Check In? Add Stand-Alone Check Out' button.

Check In / Check Out Log

Permit Number WIHO-2021-SCI-0004

[Add Check In](#)

View	Edit	Type	Date Submitted	Field Start Date	Field End Date	Check Out	Clone	Delete
View	Edit	Check In	12/13/2021 12:...	12/13/2021	12/13/2021	Submit Check Out		Delete

Total Count: 1

[Forgot to Check In? Add Stand-Alone Check-Out](#)

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

Step 4. Click on 'Add Site Visited'.

Check Out

Permit Number **ACAD-2021-SCI-0081**

Field Start Date* 12/21/2021

Field End Date* 12/21/2021

Sites Visited Within Park

+ Add Site Visited

Edit	Site Visited	# Days	# Researchers	Specimens	Equipment	Comments	Delete
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Total Count: 0

Cancel

Submit

Step 5. Enter site visit location on GIS map.

The park boundaries will be shown by the red outline. In cases where a park unit is very small in size the map will show the area in which the park is located, but you may have to expand and navigate to locate the park site.

Add Site Visited

Site Visited

Map

Satellite

Type location

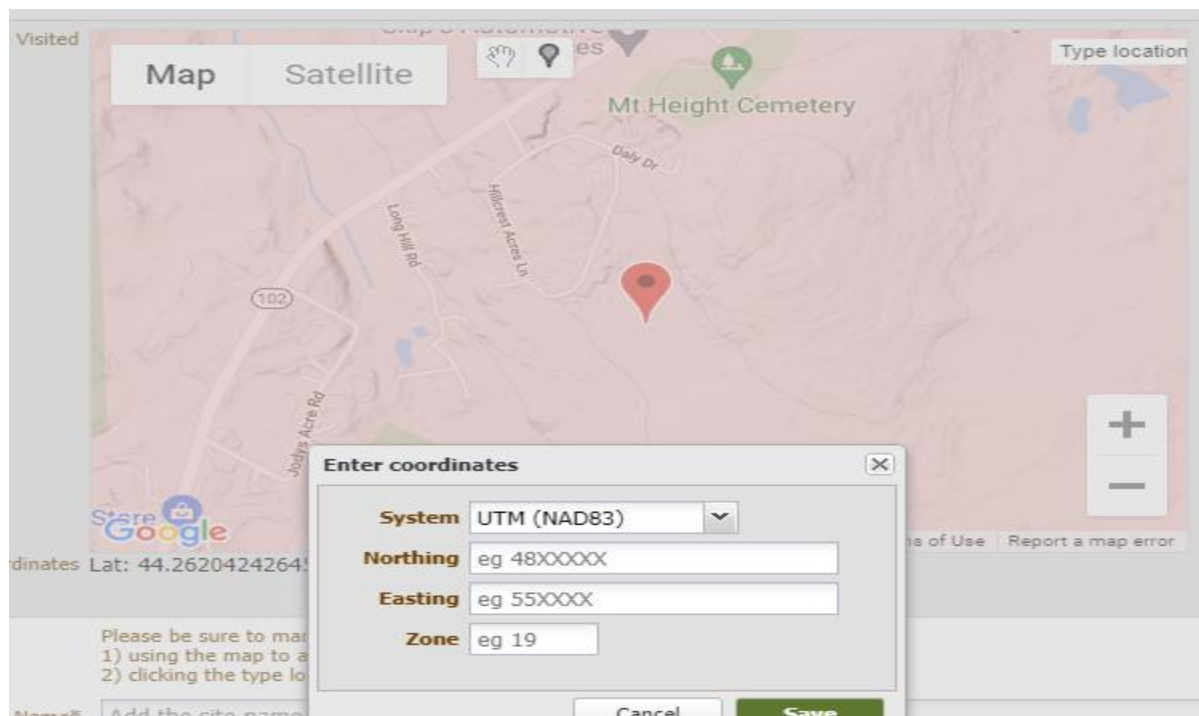


Selected Coordinates

Please be sure to mark your accurate field location by either
1) using the map to add a marker indicating your field site OR
2) clicking the type location link to enter your coordinates manually (preferred).

Site Visited Name* Add the site name that matches the coordinates you listed above.

You may enlarge the map to find and tag the location. Or you may enter coordinates. You may select map or satellite view.



Step 6. Enter information into text fields.

Enter site visit information into text fields. If question not applicable, NA is sufficient.

A screenshot of a web form for entering site visit information. At the top, there is a map preview showing a satellite view of a wooded area. Below the map, the text 'Selected Coordinates Lat: 44.26391717359436, Long:-68.3251181360908' is displayed. The form contains several text input fields and a large text area. The fields are labeled with a circled number and an asterisk. The labels are: 1 Site Visited Name*, 2 Number of Days at Site*, 3 Number of Researchers at the site*, 4 Specimen Type & Quantity from Site*, 5 Equipment Left at Site*, 6 Number of Days Equipment Left in the Field*, and 7 Other Comments. The text area for field 4 has a placeholder text: 'List the number of specimens, description of the specimen, and quantity (volume, weight, or physical description of size)'. The form is styled with a light gray background and white input fields.