

<b>Policy Area:</b> Field Team Operations	<b>Subject:</b> HCV Assessments
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**1. Rationale or background to policy:** In conducting High Conservation Value (HCV) assessments there are a significant amount of individual team members with different expertise that must work together effectively in the field as a team. It is crucial that all of the team members are following the same policies and procedures to ensure the quality and integrity of data collected, the analysis of that data, and the final report which is produced from the results. Sampling and intensity are typically outlined in the project supporting documents and various protocols and need to be clear to each team member prior to beginning the field work. If not, different methodologies may be used by different members that are inappropriate for the project and/or provide incorrect data, resulting in a poor analysis and inaccurate reporting.

**2. Policy Statement:** Members of a HCV field assessment team will operate in a unified approach to the assigned project ensuring that the appropriate project protocols, data collection and security methodologies, sampling intensity, analysis and reporting templates are used for each specific project. While the Field Team Leader has ultimate responsibility to ensure this is carried out, each team member has equal responsibility to ensure their performance meets all of the requirements.

**3. Procedures:** Prior to and during HCV field assessments all teams shall ensure that the following occur:

- A. Team composition can take many forms depending on the size and complexity of the project but at minimum should have a Team Leader, Senior Social Assistant, Senior Ecology Assistant, Data Management Assistant, and field data collectors with the expertise required for accurate, verifiable and replicable data collection to be used in the analysis and for reporting. In some cases the above positions may be shared by a single person and at minimum there will be one company staff on each team.
- B. The Field Team Leader will become familiar with their team members background and expertise to ensure best utilization of member talent and skills.
- C. Team training shall be conducted the first day in the field with all team members present to review protocols, discuss project management issues, logistics, etc.
- D. Standard field work week is 6 days per week and 1 day off with the schedule established at the original team training.
- E. During the first 5 days of the work week the field data collectors shall be deployed throughout the field where necessary to collect the required data.
- F. During the 6<sup>th</sup> day of the work week all data collectors shall return to the field team base

of operations to transfer data collected during the week to the data management assistant.

- G. A team meeting shall also be held this last work day of the week to discuss any challenges, share successes and plan for the upcoming new work week.
- H. The data management assistant shall check the integrity of all data received from the field and transfer to the GIS lab as soon as possible after the end of the work week.
- I. In the event the project management team is in a situation where there is limited or no internet or cell phone coverage, the data is to be transferred as soon as such becomes available.
- J. Each team has to determine their own needs for local resources/guides and arrange such with the APCS staff person on the team.
- K. The APCS staff person on each team is there to ensure resource needs are met and communications go smoothly between the field teams, the client and any support teams. All requests for support shall be routed through them.
- L. The team management will be responsible for developing a plan (including PPE required), implementing and monitoring health and safety during the course of the field work.