

# Research Access Request Form

## Sample Questions

At Unified Command's discretion, the Liaison Officer (LOFR) may establish a process for researchers to request access to the site or surrounding area. As part of an incident-specific process, the LOFR may request information from researchers on the nature of the research project as well as proposed methods for accessing the site, safety considerations, credentials, and check-ins. This information would be used to inform Unified Command's decision on the request, minimize conflicts with response efforts, and ensure the safety of researchers requesting to enter the response zone.

This document outlines potential questions that may be included in an incident-specific Research Access Request form. During an incident, the Liaison Officer may request this information through an online form and may include updated questions. Any questions about an active incident-specific process, this form template, or research access requests during spill response in general, should be directed to [ospriaison@wildlife.ca.gov](mailto:ospriaison@wildlife.ca.gov).

1. Submitter name
2. Submitter institution/organization
3. Submitter email
4. Submitter phone number
5. Is this research related to an ongoing project, or specifically related to the incident?
6. Is this research required to meet regulatory compliance obligations?
7. Please provide a summary of proposed scientific activities and the expected use and outcome of the work. Include duration, location, frequency of site visit, and timelines for the project.
8. Where and how will field activities be conducted (shoreline, on-water, diver operations, aerial, etc.)? Please list whether any sensitive sites will be accessed.
9. Do you have an ideal start date?
10. Please list all staff doing the work and provide contact information.
11. Does the requestor have their own liability coverage through their academic institution or organization? Please provide contact information for verification.
12. Are all staff involved in the project HAZWOPER certified?
13. What personal protective equipment will you provide to staff involved in the project?
14. Will you rely on Unified Command to decontaminate your equipment?
15. Please include a description of trucks, trailers, boats, etc. used, including identifying markings (if any).

Acknowledgements - If the project is approved by the Unified Command:

- All staff at the worksite will need a safety briefing and comply with the site safety plan before work can begin.
- Staff will need appropriate response credentialing (e.g. badges).
- The requestor will need to coordinate their work with the Operations Section through the Liaison Officer. The point of contact will be distributed upon approval of the project.
- If the requestor observes/identifies information that may influence immediate or critical operational decisions by the Response, the requestor has a responsibility to report such information to the Liaison Officer to ensure proper notification within the ICS structure.
- The requestor is responsible for obtaining any relevant permits related to the project.