



# Field and Laboratory Research Logistics & Support Request Form

There are four (4) parts of this form: (1) Applicant Information, (2) Research Licenses, (3) Field Safety Plan, (4) Type of Support. Complete all 4 parts and sign the form electronically before submitting to NRI. For a description of available services and facilities, and associated fee schedules, please see NRI's website at <http://www.nri.nu.ca/>

## **Part 1: Applicant Information**

Full Name	Affiliation
Phone Number	Email Address

## **Part 2: Research Licenses**

Authorization is required to conduct field research in Nunavut. A single project may require multiple authorizations depending on the nature, scope, and location of the activity in Nunavut. If you have not yet applied for authorization, please see NRI's website for guidelines to licensing at <http://www.nri.nu.ca/research-licencing-applications>

NRI Research License Number	
Other Authorizations	

*Your digital signature confirms that all details in this form are accurate. After signing, please complete part (3), the Field Safety Plan, on the next page.*

Signature	Date

### Part 3: Field Safety Plan

NRI requires the completion of a brief field safety plan, in addition to any plans made internally by the research group. All information is confidential, and will only be used in an emergency. For advice and information on safe conduct while conducting field research in Nunavut, please see the NRI Field Safety Guide at <http://www.nri.nu.ca/>

Nearest community to research site:	
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#### Research Group

Please give a name to identify your group and the total number of researchers participating in fieldwork. Please also provide the dates of initial arrival and final departure, as well as two (2) emergency contacts for the team. These will only be contacted in case of an emergency, but contacts must be available at all times during the fieldwork period (24 hours a day).

Research Group Name		# in group
Date Arriving	Date Departing	

Group Emergency Contact #1			
Name:		Email:	
Phone #1:		Address:	
Phone #2:		City:	
Relationship to research group:			

Group Emergency Contact #2			
Name:		Email:	
Phone #1:		Address:	
Phone #2:		City:	
Relationship to research group:			

#### Additional Team Experience/Certifications

Experience or certification in the following areas is not required to receive NRI support, but highly recommended. Select any that apply to at least one member of your research group:

- |                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Wilderness First Aid (WFA)                               | <input type="checkbox"/> Wildlife safety/awareness                                                         |
| <input type="checkbox"/> Wilderness survival (especially winter conditions)       | <input type="checkbox"/> Valid Canadian driver's license                                                   |
| <input type="checkbox"/> Navigation/orienteering                                  | <input type="checkbox"/> Experience with snowmobiles and/or all-terrain vehicles                           |
| <input type="checkbox"/> Workplace Hazardous Materials Information System (WHMIS) | <input type="checkbox"/> Canadian Firearms Safety Course (CFSC) & Possession and Acquisition License (PAL) |

**Note: A valid PAL is required to bring a firearm into the field, and NRI cannot store firearms for the research group.**

Select all that apply to your research group:

My group will be conducting day trips out of our host community.  Complete sections (a) and (c).

My research group will be camping on the land away from the community.  Complete sections (b) and (c).

My research group will not be traveling outside of the community.  Complete section (c) only.

(3a) Day trips

Please give coordinates in decimal degrees (dd.dd°) for corners of a rectangle covering your study area and travel routes.

NW corner		SE corner	
Latitude	Longitude	Latitude	Longitude

Please list any seasonal or locational hazards at this study area

*Once in Iqaluit, day trips by NRI-supported research groups must follow a daily “check-in” procedure, providing the names of group members involved, the trip location, the anticipated return time, and any vehicles used.*

(3b) Camping

Please provide the first and last days that any team member will be present at your camp, the primary method of travel to and from camp, and the campsite’s common/local name (if applicable).

First In Date	Last Out Date	Method of Travel to Camp	Camp Location

Please give coordinates in decimal degrees (dd.dd°) for corners of a rectangle covering your study area and travel routes.

NW corner		SE corner	
Latitude	Longitude	Latitude	Longitude

Please list any seasonal or locational hazards at this study area

(3c) Part 1: Working in the Community

If you plan to work in town, please provide a list of sampling or interview locations (e.g., “Airport”, “Breakwater”, “Sylvia Grinnell Park”, etc.). Keep in contact with team members about your location while traveling around town. If taking an out-of-town trip with a community member or another researcher, communicate trip details before departing.

Sampling or Interview Locations in Iqaluit

(3c) Part 2: Field Equipment

If you are using your own emergency communications equipment, please provide NRI with details such as satellite phone numbers, SPOT beacon emergency contacts (name and phone number), and a description of check-in procedures used.

Emergency Communications Devices - Details

Please describe any equipment that could be used to identify your team from land or air (e.g. tarps, jackets, etc.).

Equipment	Number	Colour

Please describe any non-NRI vehicles to be used, including land, air, and watercraft:

Vehicle Type	Make/Model	Number	Colour	Rental/Charter Company

Please describe any firearms being brought into the field:

Make/Model	Calibre/Gauge	Number

*Please proceed to part (4), Type of Support, on the next page, and complete all relevant sections.*

#### Part 4: Type of Support Requested from NRI

Our project requires NRI support with the following:

Accommodations in Iqaluit.  *Complete section (a).*

Space at an office desk or laboratory bench.  *Complete section (b).*

Rental vehicles, cold weather clothing, and/or emergency communications devices.  *Complete section (c).*

Equipment storage during the field season, or between seasons of a multi-year project.  *Complete section (d).*

We will be bringing laboratory chemicals or other dangerous goods for use at NRI.  *Complete section (f).*

We require another form of support, not listed here.  *Complete section (e).*

#### (4a) Accommodations

Furnished residential units are available for researchers. Due to limited space, you may need to share a room. Daily or monthly rates are available, with a discounted rate for students. For rates, see NRI website at <http://www.nri.nu.ca/>

*Drugs and alcohol are not permitted in NRI accommodations. Please treat the residence, furnishings, and other researchers on the premises with respect.*

	Full Name	Sex	Check-In Date	Check-Out Date	Student
1					<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>
6					<input type="checkbox"/>
7					<input type="checkbox"/>
8					<input type="checkbox"/>
9					<input type="checkbox"/>
10					<input type="checkbox"/>

#### (4b) Lab/Office Space

Desks are available in the main office space. Space at laboratory benches and in fumehoods is limited; please share the space, and remove or store experimental apparatus when not in use. Chemical storage is subject to special rules – see “Chemical Storage” section below. For more information on NRI laboratory facilities, including a link to the mandatory lab safety rules, see NRI website at <http://www.nri.nu.ca/nri-laboratories>

Type of Space Required	Start Date	End Date

#### (4c) Equipment Rental

Vehicles, cold-weather clothing, camping gear, and personal locator devices are available. For more information on NRI equipment rentals, see NRI website at <http://www.nri.nu.ca/services-facilities> or contact Rick Armstrong, NRI's Research Support Services Manager ([rick.armstrong@arcticcollege.ca](mailto:rick.armstrong@arcticcollege.ca)).

Equipment Requested	Number	Special Requirements	Sign-Out Date	Sign-In Date

#### (4d) Equipment Storage

NRI has limited space for storing samples and equipment during active research. For long-term storage between field seasons, some space may be available in a secure, heated garage located near the main NRI complex. Provide an inventory for NRI staff, and label items with your research group name and a description of contents. Laboratory chemicals can be stored during active research, but are subject to NRI's lab safety rules (see "Chemical Storage" below).

**PLEASE NOTE THAT NRI CANNOT STORE FIREARMS FOR RESEARCHERS FOR ANY PERIOD!**

Storage Needed (dimensions)	Special Requirements (e.g. "refrigerate")	Start Date	End Date	Storage Required Between Seasons
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

#### (4e) Other Support

NRI may be able to provide other forms of support to your project, depending on your needs and our capacity. Please consult with NRI staff members before completing this section.

Type of Support Requested	Date Needed

*If bringing laboratory chemicals or other dangerous goods, please complete section (4f) on the following page.*

#### (4f) Part 1: Dangerous Goods

“Dangerous goods” are any substances likely to harm people, property, or the environment. Their shipment is strictly regulated under federal transport law, and requires special handling procedures. Dangerous goods include laboratory chemicals (see below), explosives, firearms and ammunition, fuels, infectious materials, and compressed gases. Most large batteries are considered dangerous goods.

*PLEASE NOTE THAT NRI CANNOT STORE, SHIP, OR HANDLE DANGEROUS GOODS FOR RESEARCHERS, AND LAB CHEMICALS CAN ONLY BE STORED AT NRI DURING A FIELD SEASON.*

- I'm bringing lab chemicals to NRI, and will read and complete the next section and the inventory table on the next page.
- I'm bringing the following dangerous goods (other than lab chemicals) to NRI:

Item	Quantity

- I have provided for the removal or safe disposal of said dangerous goods when I leave NRI.

#### 4f) Part 2: Laboratory Chemicals

All users of NRI laboratory space must read and understand the mandatory lab safety rules (find a PDF version on the NRI website at <http://www.nri.nu.ca/nri-laboratories>). Researchers should bring only the minimum quantities of lab chemicals required to complete their work, and remove/safely dispose of chemicals when leaving NRI. When bringing chemicals to NRI, you must disclose the characteristics and quantities of the chemicals and mixtures you are bringing. Every chemical must be brought with:

- Attached Workplace Hazardous Materials Information System (WHMIS) workplace label,
- Materials Safety Data Sheet (MSDS),
- Any Personal Protective Equipment (PPE) specified by MSDS.

Researchers must also be aware that **long-term chemical storage is not permitted.**

Furthermore, **laboratory chemicals are considered dangerous good under federal transport law, and require special handling that may be difficult to obtain in Nunavut communities.**

- I have provided the information on all chemicals that I'm bringing to NRI in the table on the next page.
- I'm bringing the MSDS, WHMIS labels, and required PPE for each chemical that I bring to NRI.
- I have provided for the removal or safe disposal of said chemicals when I leave NRI.
- At least one of my chemicals requires a fumehood for safe use.

Chemical Storage – Inventory Table

	Chemical Name	Quantity (give units)	Physical Description	Mode of Transport	PPE Required	Arrangements for Removal
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						