# Return from Field Checklist

## The Day you Return:

### Field Vehicle
- ❑ Fuel after every trip
- ❑ Wash is went on dirt/off road
  If you do not have time to do this, speak to the Research Coordinator or the person who has the field vehicle next to see if they can do it before the next trip.

### Plant Voucher Specimens
- ❑ Change out blotter paper and cardboard
- ❑ Transfer to wood presses
- ❑ Place wood presses full of specimens in dryer oven set to 100 degrees F
- ❑ Sync data from tablet (if used) once connected to stable wifi
- ❑ Charge tablet

### Fungi Voucher Specimens
- ❑ Conduct necessary identification processes that require a fresh specimen. If unable, place specimen in wax or paper bag and refrigerate
- ❑ Place specimens in fungi dryer

### Biological Assets
- ❑ **Tissue**: Place envelopes labeled with collector name, number, and date in silica container in assigned tissue bin in Prep Room

- ❑ **Seeds**: Place bags/enveloped labeled with collector name, species name, locality, and collections date in Incoming Seeds bin in the Ecology Lab

### Equipment
- ❑ Sync data from tablet (if used) once connected to stable wifi
- ❑ Charge tablet
- ❑ Wash probes
- ❑ Print off more datasheets for next day if needed
- ❑ Return equipment that is not to be kept/checked out throughout the season

## Within a week of finishing your trip:

**Images -** Consult the Field Image Processing Protocol
- ❑ Import from camera onto Q drive: **DO NOT USE AUTO SYNC**
- ❑ Rename Images
- ❑ Create new folder using naming convention YYYYMMDD_TripName_SiteName
- ❑ Add images and CSV to new folder
- ❑ Place new folder here: Q:\Research\Images(new)\ImagesInProcess\2023_FieldSeason
- ❑ DO NOT return camera to cabinet until you have pulled all images onto Q Drive

### Field Books
- ❑ **Scan Field Book**
- ❑ Use office printer to scan new pages of field book
- ❑ Scan to PDF
- ❑ Save PDFs of new pages here: TEAMS>FieldWork-General\FieldNotebookScans\2023
- ❑ Rename individual PDFs using the naming convention YYYYMMDD_FirstInitialLastName_FieldBookScans_###

## Data Entry

Use the appropriate spreadsheet template to transcribe data from field books/slips. Templates can be downloaded using the following QR Codes and links.

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### Plant Voucher Specimens (Wild Collected)



https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE_DataFields_Vouchers_BioAssets_Wild.xlsx

Save your data on TEAMS>BiodiversityCollections-General/CollectionsDataInProgress

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### Fungal Voucher Specimens



https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE_DataFields_Vouchers_Fungi.xlsx

Save your data on TEAMS>BiodiversityCollections-Mycology/FieldCollections

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### Cultivated Plant Voucher Specimens Collected at York St



https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE_DataFields_Vouchers_BioAssets_atDBG.xlsx

Save your data on TEAMS>BiodiversityCollections-General/CollectionsDataInProgress

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### Population Level Tissue Samples
### OR
### Seeds Collected by Maternal Line



https://denverbotanicgardens.github.io/interactiveGuide/assets/resources/TEMPLATE_BiologicalAssets.xlsx

Research Database Web Form can also be used

Send spreadsheets to Scientific Data Manager for upload

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### Specialized Project Data

Transcribe into appropriate template or form.

Please pre-discuss with Scientific Data Manager