

# Deepwater Horizon (MC 252) Oil Spill

## Procedures for Transferring Field Data Notebooks Associated with USFWS NRDA Field Studies

### Background

This protocol describes the procedures for transferring field notebooks associated with the MC252 NRDA field studies.

Teams conducting field work associated with the various NRDA assessment studies are provided with field notebooks to record general information during their field activities. Each individual study has procedures and protocols which detail the types of information to be gathered, and how that information will be stored and handled. These field notebooks are property of the U.S. Fish and Wildlife Service (FWS), and should be considered as evidence. The purpose of these procedures is to protect the legal integrity of the field notebooks.

### Procedure

Each NRDA assessment study design will specify that each field notebook is to be issued to the FWS team member using a **Chain-of-Custody** form, and **Forms DI-104 and DI-105**. The FWS team member is to retain the field notebook and associated forms until either the end of their duty rotation, the end of the study, or until the logbook is full.

If the FWS team member's tour of duty expires before the end of the study, and they are to be replaced with another FWS staff, the out-going FWS team member is to use the **Chain-of-Custody** form and **Forms DI-104 and DI-105** to transfer possession of the field notebook to the incoming FWS team member. Both FWS staff should make and retain copies of the forms for their records, and provide another copy to the NRDA-Bird Unit to document the transfer. The out-going team member should turn to the last page of notes that they entered in the field notebook, write "End of (Out-Going Team Member's Name) Notes", sign and date. The Incoming FWS team member should turn to the next page and write "Begin (In-coming Team Member's Name) Notes", sign and date.

If the field notebook is filled before the end of the study, the FWS team member to whom it is assigned will write on the bottom of the last page of the field notebook "End of (Team Member's Name) Notes", sign and date. The FWS team member will then transfer the field notebook to the NRDA-Bird Unit by completing **Form DI-104**. The FWS team member should make a copy of both **Forms DI-104 and DI-105** for their records. The FWS team member will also prepare a **Chain-of-Custody** form to transfer the field notebook to the NRDA-Bird Unit. The FWS team member will ship the field notebook, **Chain-of-Custody, and Forms DI-104 and DI-105** via Fed Ex to:

Homewood Suites Inn  
29474 North Main Street  
Daphne, AL 36526  
ATTN: USFWS-NRDA  
Blakely Conference Room 2  
(251) 621-0721 (This is the Hotel's Phone number, for delivery purposes only)

NOTE: This mailing address is valid through 16 July, 2010. A new mailing address will be provided when available.

If the study ends before the field notebook is filled, the FWS team member to whom it was assigned will return the field notebook and all other property and evidence to the NRDA-Bird Unit. The FWS team member should turn to the last page of notes that they entered in the field notebook, write "End of (Out-Going Team Member's Name) Notes", sign and date. The FWS team member and the NRDA-Bird Unit Administrative staff will complete a **Chain-of-Custody** form, and **Forms DI-104 and DI-105** to complete this transfer. Copies of Form **DI-104 and DI-105** will be made available to the FWS team member for their records.