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|  | Standard Operating Procedure  PRG <small>pollution research group</small> | Effective Date: 20 June 2013 | Version: 003 |
| | | Reviewed: 14 Nov 2017 | |
| SOP_Admin_04_Community/Site Visits, Sample Collection | | | Page #: 1 of 1 |

1. Inform EWS site contact of intended site visit including:
 - Time, date and expected duration of visit
 - Reason for visit
 - Number of people going to site
2. Get permission from EWS site contact for visit. N.B.: No site visits can take place without permission and EWS site contact has final say on whether a site visit is allowed. This is for the safety of the researchers.
3. Arrange transport to site. Record driver name and vehicle registration on form.
4. Check that at least one person visiting site has a charged mobile phone, phone number of Project Lead and Lab Manager saved and a minimum of R25 phone credit. Record contact name and telephone number on form.
5. Check that you have sufficient water and weather appropriate gear for all people going to site e.g. hats, sunscreen, waterproof clothing
6. Leave form with Lab Manager.

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|--------------------------------------------------|--|---------|--|---------|--|
| Date: | | Driver: | | Phone: | |
| Student no.: | | Name1: | | Phone1: | |
| Vehicle Reg.: | | Name2: | | Phone2: | |
| No. of kms: | | Name3: | | Phone3: | |
| Physical address: | | | | | |
| Project Lead: | | | | | |
| Project Lead phone: | | | | | |
| Purpose of visit: | | | | | |
| EWS contact: | | | | | |
| EWS contact phone: | | | | | |
| Date of pre- authorisation: | | | | | |
| Departure time: | | | | | |
| Estimated return time: | | | | | |
| Comments (e.g. others on site, medication, etc): | | | | | |
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