

2.1 Field Book Preparation

Field Equipment:

Pencils
Field Book

Procedure:

1. Choose a field book with a waterproof cover and a high number of lined pages
2. Always write in the field book with pencil as data can be lost when pages get wet if the writing is in ink
3. Number the pages and create a table of contents in the front page of your field book
4. On the next page, write out an equipment list of anything you will need in the field
 - a. See materials from **Set up and Power Up Radar and Transmitter** as well as **Remote Radar Set-up protocols**
5. On the following page, record all the numbers that may be needed for a particular site
6. Before beginning observations, write out an example of the methods for recording below in case multiple individuals need to record in the same book
7. In a neat, repeatable fashion, include the following information (Fig. 1):
 - a. Site
 - b. Date (There could be a specific spot on the page that is designated to this)
 - c. Observed weather conditions
 - d. Observer(s)/Recorder(s)
 - e. Time of arrival to site and departure
 - f. How the system is functioning
 - g. Any changes made to WinHorizon set-up, the radar position, or any problems that occurred and methods used to fix them
 - h. Take note if any pictures were taken
 - i. Start and End time of recordings, including times that recording was stopped and started again
 - j. Comments
 - k. TO DO list

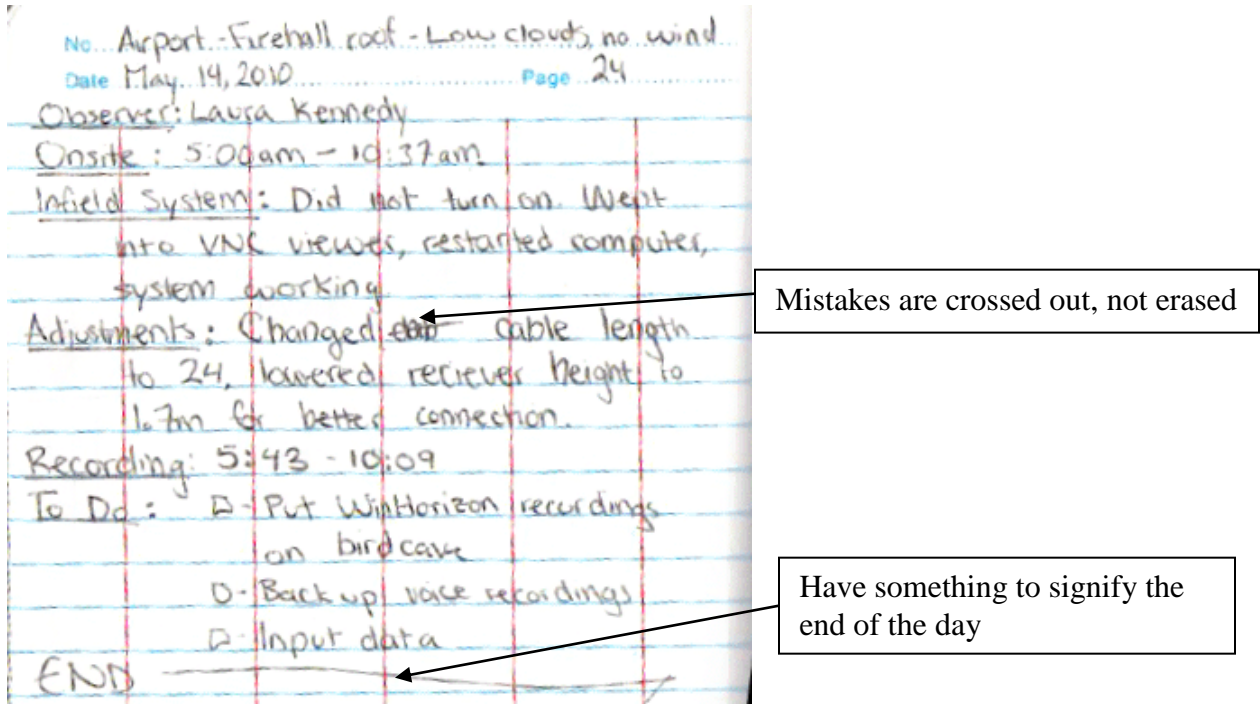


Figure 1. Field Book Example

8. Before starting observations, write out as much information as possible to save time in the field and to ensure nothing is forgotten
 - a. Field book entries are the only physical record of the field session, until the Voice Recordings have been transcribed
 - b. Cross out any mistakes, do not erase anything written into a field book
9. Double check that you have all the equipment needed