CABIN Study Planning Checklist for Project Managers

STUDY DESIGN		
		Preparing the study plan
	☐	Determine the study scope (geographical extent, duration).
	☐	Determine the available resources (budget, staff, equipment, supplies).
	☐	Determine how the data will be anlaysed (using a CABIN model or other methods).
	☐	Determine potential sampling locations with satellite tools (Google Earth or GIS).
	☐	Prepare sitecodes for potential sampling locations with estimated coordinates.
	☐	Prepare primary site information for potential sampling locations (basin, stream name, stream order, status).

FIELD LOGISTICS		
		Preparing field logistics
	☐	Confirm field crew availability.
	☐	Confirm field crew training.
	☐	Review field safety procedures and necessary PPE.
	☐	Develop a field sampling schedule and confirm appropriate timing (i.e. low flow, compatible with other regional CABIN data).
	☐	Gather CABIN equipment and supplies (refer to CABIN field manual Appendix 1).
	☐	If possible, confirm site status via site visit or reconnaissance (drive, boat, fly, hike).
	☐	Check water levels, weather, forest fire activity before departure.

SAMPLE ANALYSES		
		Preparing for analyses
	☐	Prepare for water quality analyses (contract, laboratory requirements for specific parameters, shipping, timing).
	☐	Prepare for taxonomic analyses (contract, sample management, shipping, vouchers, sample storage, data entry) (refer to CABIN lab manual, Appendix C).
	☐	Prepare for GIS analyses (contract or in-house, confirm coordinates for upstream delineations, confirm necessary data layers for required variables (i.e. CABIN model predictor variables), data entry).

CABIN DATABASE		
		CABIN Database and Analytical Tools
	☐	Request a CABIN study in CABIN database (title, purpose, description, authority).
	☐	Provide CABIN study access to team members as appropriate based on training (see below).
	☐	➲Data entry of field sheets and photos.
	☐	➲Data entry of taxonomy data from contract taxonomist (if not the taxonomist).
	☐	➲Data entry of water quality data from analytical laboratory.
	☐	➲Data entry of GIS data from GIS technician.
	☐	➲Data verification and validation (QA/QC).
	☐	➲Data analysis and reporting in CABIN.
	☐	➲Interpret and report CABIN results.