

ANR Cooperative Extension Risk Assessment Best Practices

Co-Operators

A. Communication and Accountability

1. Work with co-operators on a formal or informal basis as determined by mutual agreement of collaborator and advisor
2. Conduct research with co-operators on site (e.g., farms, ranches, processing plants)
3. Keep communication lines open
4. Inform the co-operator of the parameters of what is expected/required
5. Work out details ahead of time to ensure no surprises (e.g., crop destruction requirements, cultural requirements)
6. Develop good internal accountability and controls, so County Director has information on all ongoing projects, their status, and their risk level so that proper level of controls can be implemented

B. Agreement Prototypes and Guidelines

1. Implement training sessions for new advisors on requirements and protocol of working with co-operators
2. Develop a generic MOU template
3. Utilize a co-operator check list of activities/responsibilities to clearly delineate research steps
4. Develop written guidelines (or a checklist, or list of questions/issues) for developing agreements with co-operators
5. Develop prototype of an informal agreement and clarify when informal agreements are acceptable as opposed to a formal MOU
6. Use written agreements and avoid accepting verbal understandings