



SOP-08 | Field Experiments

Standard Operating Procedure

Document	SOP-08
Status	Draft for internal approval
Version	0.1
Effective date	Upon approval
Owner	BEER Lab Manager
Review cycle	At least annually
Applies to	Projects and personnel within the scope of this SOP

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

1. Purpose

Establish minimum operational and quality standards for randomized and non-randomized field experiments conducted under BEER Lab.

2. Field Research Plan

- Research sites and authorization.
- Implementing partner roles and decision rights.
- Sampling frame, enrollment, and tracking.
- Treatment assignment and reproducibility.
- Intervention implementation and treatment-fidelity monitoring.
- Spillover and contamination risks.
- Consent and respondent-protection procedures.
- Field staffing, training, supervision, and safety.
- Pilot and launch criteria.
- Data-quality assurance, backchecks, and high-frequency checks where relevant.
- Device, data, cash, and logistics security.
- Adverse-event and incident escalation.

3. Partner arrangements

Material collaborations should document responsibilities for implementation, recruitment, data access, treatment assignment, communications, costs, publication independence, and project termination. Partners may not reassign treatment status for convenience unless the design includes a documented rule for doing so.

4. Randomization integrity

1. Preserve reproducible assignment code.
2. Record the seed or equivalent reproducibility information when applicable.
3. Validate the sampling frame and strata before assignment.
4. Freeze the assignment output and store the authoritative file securely.
5. Distribute only the minimum treatment information needed by implementers.
6. Log any post-randomization deviation and its reason.

5. Pilot and launch

A realistic pilot should occur outside the analytical sample whenever feasible. Launch requires successful consent flow, sampling/ID procedures, treatment delivery, survey or measurement instruments, payment/logistics, device synchronization, and quality-control workflows.

6. Training and certification

Enumerators and field staff must receive documented training. For complex instruments, staff should pass practice interviews, role-play, device tests, and knowledge checks before independent fieldwork.

7. Quality assurance

- High-frequency checks should monitor missingness, duration, duplicates, logical consistency, treatment status, and enumerator patterns when relevant.
- Backchecks or independent verification should be risk-based; approximately 10% may be used as a planning benchmark for conventional surveys, but the appropriate rate depends on risk and design.
- Quality alerts must have named owners and predefined follow-up actions.

8. Spillovers and contamination

Before launch, the PI must assess interactions, mobility, communication, and indirect exposure that could contaminate treatment contrasts. The design should minimize, measure, or explicitly model material spillovers.

9. Safety and adverse events

The field manual must specify emergency contacts, staff check-in procedures where relevant, stop-work authority, and participant adverse-event escalation. Serious events are reported immediately under SOP-10 and to the ethics body when required.

10. Related documents

- SOP-07 Lab-in-the-Field Experiments
- SOP-09 Data Protection and Participant IDs
- SOP-10 Incident Reporting
- SOP-11 Project Closeout