

2015 Block-Buster Survey Protocol Guide

Overview

The Lower Hudson PRISM (<http://lhprism.org>) has developed a systematic, Survey Reference Network (SRN) to help fill gaps in our understanding of the spatial dimensions of invasive species occurrences in our region.

The intention is to survey as much of the Lower Hudson PRISM as we can, by having each participant survey for the invasive plant species you are comfortable identifying within one or more 5x5 km (~ 3x3 mile) blocks grids, focusing on recording abundances as well as absences of species for each place.

We are engaging the 70+ LHP partners and participants as well as outdoor lovers and citizen scientists across the region to survey, gather the data record and report on the locations, abundance and as important, the places where ***invasive plants*** do **not** exist! So dust off your field gear, break out the bug spray and come help us document what's actually out there in our PRISM!

The purpose of this guide is to lay out the process for how we envision the surveying will work, to provide data collecting and reporting details as well as links to supporting reference materials.

A wide range of reference materials are now posted online to support planning, pre-survey field reconnaissance support, registration for the Block(s) you would like to survey as well as a range of trainings. To learn more, please visit the [2015 Block-Buster Survey Home Page](http://lhprism.org/content/2015-block-buster-survey) (<http://lhprism.org/content/2015-block-buster-survey>)

Survey Planning and Geospatial Support Materials:

To begin the process, we recommend that you explore the Survey Reference Network (SRN) across the region and the 5kmX5km Block grid system using the geospatial information and map graphics provided:

- Google Earth, KMZ formats: <http://tinyurl.com/LHP-SRN-KMZ>
- JPG and PDF formats: <http://tinyurl.com/LHP-RefMaps>

These references will provide you with an understanding of the Block system, the naming conventions together with the means to explore the locations, places and habitats you'd like to survey. We expect two broad survey approaches to be adopted. Many folks will likely add to the field knowledge of properties and places *where they regularly work or volunteer*, which is great and we enthusiastically support this approach. For people wishing an adventure or the opportunity to *explore new regions*, we are asking for help in "filling in" regions where, over the

years, fewer invasive surveys have been conducted and, consequently, our understanding of invasive patterns is limited. Many people feel deeply that better understanding the invasive plant occurrence near and within important biodiversity or high-value conservation areas should be a priority for Lower Hudson PRISM protection work and are providing surveys near important such areas. In either case, once you've considered your options and focused your sights on a Block or set of Blocks, we ask that you:

- *Register* to Adopt and Survey those Block or Blocks at: [2015 Block-Buster Survey Home Page](http://lhprism.org/content/2015-block-buster-survey) (<http://lhprism.org/content/2015-block-buster-survey>)
- Spend time *refining your understanding* of the:
 - Region within each Block (roads, open space, access routes, land patterns, etc...)
 - Range of habitats and conditions encompassed, as well as the species that each might support
 - Opportunities for field surveys within each
 - Based on access to:
 - Public\Protected Lands (Parks, etc...)
 - Safe\available locations for Road-side surveys, etc...
- *Plan your survey*, in terms of
 - How to get to each of your planned survey sites
 - Travel\Navigation\Access, getting to parking areas
 - Field Routes (trails, etc... to get to survey sites)
 - Timing (which part of the day might be best)
 - Equipment needed
 - Partners (take along a friend or two!)
 - Safety concerns, etc...
- Take advantage of training materials posted on our website such as the recording of the Orientation webinar and invasives ID training events posted on our Events page

Setting Up Your Survey

Once you have an idea of where you'd like to go, we ask that you select a "level" at which you'd like to approach your survey. For the wide range of experience among the invasive species surveyors and volunteers within our region, we've developed four (4) sets of Invasive Plant Lists, to accommodate experts to new-comers alike. These include:

- 1) A BASIC survey, including 26 species that are fairly straight-forward to ID
- 2) A FOCAL survey, containing 10 priority species that we'd like to better establish both Abundance (across the PRISM) as well as Absence (or sites where they don't occur)
- 3) A MOSTLIKELY survey, which contain a list of some 100 of the most frequently occurring species in\near the Lower Hudson PRISM, that we'd like to fill in Blocks for (as well as Abundance and Absence)

- 4) A MASTERLIST which contains some 500 species; virtually all of the species known to occur with our region as well as those that may be near. This list is intended for expert field botanists and includes tags for species that are *Common and of Low Interest* (in collecting further surveys) and *Early Detection and Rapid Response (EDRR)* species that are of high-value in noting new occurrences.

A Spreadsheet containing these lists can be downloaded from <http://tinyurl.com/LHP-PlantLsts> and will provide you both with the species included as well as an index to understand the Latin name, common name and USDA Code Symbol for all of the plants within our region.

A formatted list for printing and taking into the field (MASTERLIST species and associated USDA Symbols) can be found at [Master Species List - Print Formatted](http://tinyurl.com/gc4pmtb) (<http://tinyurl.com/gc4pmtb>)

For the MOSTLIKELY and MASTERLIST arrays, we're expecting that the experienced field personnel adopting these will identify and compile a subset list of target or focus species based on their experience, comfort level with identifying the plants, the time of year, etc... Construction of your customized list can be facilitated by using the Excel document containing the species lists or the WORD document developed for the Block Report (See below) which includes the full species list as a checklist.

Prepare for Your Survey Site

Based on the suite of species you've chosen to survey, we envision potential survey field site opportunities falling under three (3) broad categories within each block, depending on the regional and ecological context.

1. An assessment of the region has shown that the vast majority of Blocks contain a number of public open spaces (parks, public forests, wildlife conservation areas, etc...). These *public protected areas*, which commonly contain trail systems and a range of access options and habitat types and conditions represent the best opportunities for conducting invasive plant surveys.
2. But more than a few blocks (based on assessments using several Protected Area databases) appear to lack any such public lands. The PRISM's official policy is to ***always respect and honor private property***. We suggest that the next best option might be to look for larger, unpopulated natural areas (forest, wetlands, field areas, etc..) away from settled areas, that can be accessed via either trail heads or parking locations alongside roads. ***Safety *must* always be the pre-eminent concern when considering accessing such locations, especially when choosing appropriate parking locations.***
3. And lastly, as has been successfully used on a regular basis by programs such as the New York Metro Flora program (BBG), roadside surveys themselves can provide abundant opportunities for botanic surveys. The habitat conditions within proximity to a road system naturally tend to favor a denser concentration of invasive plants (due to edge and other conditions) but accessing areas nearby can be quick and make travel time

between sites much quicker. Again, **safe parking, completely off of the road and travel way and full and complete respect for private or marked property should always be Job #1.**

Data Collection and Reporting Considerations

Once on site, you might consider, for reporting purposes, choosing a survey location that is, ideally within a comfortable distance *within* a single uniform habitat or cover type. Your selected species and the time of year you enter the field will also affect your selection sites. Surveys performed at the edges of a zone where multiple differing ecological systems converge (forest, field, riparian zones, etc...) are perfectly fine, but locations within a single system make later analyses of plant\habitat relations more straightforward.

The suggested protocol is to inspect and report the plant species falling within a radius approximately 10-15 meters (30-45 ft) from your location, within easy sight and identification distance. After taking in the general "lay of the land" for your selected site, begin by recording the invasive plants on your chosen or compiled list, beginning with the most abundant.

Estimate and record the entire (approximate) *Size of the "infestation"* (assuming that your selected site contains invasive plants) as well as the percent cover (of the entire infestation), and/or number of stems of each species, as appropriate. If you happen upon a site that contains no apparent invasive plants, please record that site as well, noting the plants that you looked for, and were not found (to validate a true Absence location). And especially when using the shorter lists (BASIC, FOCAL), please do go through the forms for each species, indicating that, if they don't appear to occur there, that you looked for and did not find. These Absence values will be very useful to help establish the true dimension of regional patterns.

Number of stems as abundance indicators will be very useful for some species (i.e. Tree-of-heaven) though much less useful for small, thin species like Japanese stilt grass, so use your judgement. The hope is to have you, as appropriately as possible, relate the relative abundance of all species combined, and each species, as a proportion of that whole. The exact numbers and measurements are less important, (hence the Codes used) so think in terms of "a couple" "very few", "some", "quite a bit", "a whole lot".

A current, competent code-phase GPS unit will be very useful, both for recording the precision location of each of your survey, as well as for capturing the route that you took in the field and even helping to get back to your car! We suggest setting your unit to record and display coordinates using Geographic Coordinates (Latitude, Longitude) and with decimal degrees as the number format, with up to 5 decimal places (e.g. Lat. (N) 42.52983, Lon (W) -74.18895) Always take note that the longitude value is negative (though various reporting tools (like *ours*!) won't allow the "-"negative sign to be keyed in... but just keep track of it. Keep track of and record the Block you are sampling in; careful pre-survey planning should help, as can the judicious use of Google Maps or other apps on a cell phone, while in the field. And as we're asking Block-Buster participants to keep track of and report the amount of time that they spend

surveying within each block, the GPS (essentially a time recording device) can be very useful here as well.

The variables and data that you record may vary a bit, based on the *method or medium* you chose to capture and report them (see below). If you've been performing botanical field surveys and have a recording and reporting system that works for you, by all means continue to use it. At its most basic, each method is fundamentally interested in helping you relay, for each survey:

- Who you are
- Who you work for\with
- Where you went
- The species you found
- In what quantity
- When you found it
- Potentially supporting info: photos, location method, etc..

We strongly urge all field surveyors to establish a NYiMapInvasives account, the official invasive species database for New York state, and become familiar and adept with the online interface, data standards and sampling approach.

Data Collection and Reporting Methods

Now that you know where you want to go and what species you'll survey for once you get there, you have several options for: a) the manner in which you record your field information as well as b) how those values get turned into digital data and then reported. As we've said, please select the collection and reporting method(s) that will best suit your needs:

Direct iMapInvasives Database Method (via hand-held device)

Entering data into iMapInvasives for the Lower Hudson Block Buster surveys in the field

- 1) On your cell phone or tablet, log into iMapInvasives at www.nyimainvasives.org using your account information*
- 2) Create a Survey Record (Enter Data → Survey). Fill in appropriate data fields, including:
 - Survey Type (*Terrestrial Simple* for parcels; *Linear* for road or trail surveys)
 - Zoom to Location (using address or coordinates)
 - Draw shape around area you visually inspected (or draw line along trail/road)
 - Lead Contact = Linda Rohleder
 - Project = **LHPrism_BlockBuster2015** (if you don't see the projected listed, contact imainvasives@nynhp.org to get it added to your profile). If you provided your iMapInvasives account name when you registered for your block, we will have made this project available to your account.

- Target species = the smaller subset of species you predetermined to search for (so you feel confident you didn't miss any, as opposed to doing an inventory for everything you see)
 - Need to use scientific name; use **MASTERLIST** species chart to convert from common name
 - Target Species **Detected** = Which target species you found in this survey area
 - Select: "Automatically generate observation for each..."
 - Unless observations have already been added by smartphone app, then do NOT auto-create
- 3) Submit Survey: "Update Main Survey" (button at bottom of page)
- 4) Edit Observations
- Find the observation records automatically created from your survey record
 - View Table → All Observations (Newest are at top, or search by your name)
 - Modify location if necessary
 - Add photos!
 - Add any additional info
- 5) Update Observation (button at bottom of page)
- 6) Add Assessment data to each observation
- In the middle of the Observation record, there is a link "Enter an Assessment for this Observation"
 - Modify polygon to indicate size of infestation
 - Fill in relevant information
 - Cover Class can be used to indicate percent covered
 - Plant Distribution (if Other) = Number of stems
- 7) Update Assessment (button at bottom of page)

**If using the iMapMobile phone app to collect observations in field, the data order is a little different:*

- Upload observations from app (use the Upload button on the smartphone interface)
- Log into iMap on computer
- View Table → All Observations to find observations to edit and create assessments as above
 - Note the observation ID#
- Create a new survey record and include the observation ID#s

**Note: you do need an iMapInvasives account to enter data. Please visit www.nyimainvasives.org and "Request a Login". Mention on the form that you are participating in the Lower Hudson Block Buster project, and we will create your account as quickly as possible.*

Additional how-to documents can found under the Resources tab of your iMapInvasives account.

If you have questions about the system, please contact iMapInvasives@nynhp.org

Tablet and Smartphone Data Collection Method

For the technically inclined, numerous capable cell phone and tablet Apps now exist that will allow you to perform a field survey, take and attach digital photos and upload it all to a central database, using IOS, Android, and Windows devices. They each have their strengths, challenges and trade-offs, so choosing one will require a bit of time and consideration to weigh each, so we'll leave that part to you. Regardless of the App you select, we ask that you do inspect the Survey Forms that we've created (links below) so that you'll be aware of the attributes, metrics, and approach that we're looking for, so your survey information can contribute to our project. We specifically ask that, whenever possible, you include Abundance metrics (% Cover and/or # of Stems) and especially, "Not Present" (absence) values for as many species as you can, so we can better understand and plan for the occurrence patterns within the Lower Hudson region.

Some of the App options include:

- iMapInvasives NY Mobile (Android): <http://www.nyimapinvasives.org/mobile/download>
- iNaturalist: <https://www.inaturalist.org/> (IOS, Android)
- EDDMaps Mid-Atlantic Early Detection Network (MAEDN): <https://www.eddmaps.org/midatlantic/>
- EDDMaps NJ Invasives (IOS, Android) <http://www.njisst.org/NRCSGrant.htm>

Lower Hudson PRISM Google forms reporting site method

We've developed a simple, online collection portal, based on Google Forms, that will also allow you to input your field data, based on the level of survey you've adopted (BASIC, FOCAL, MOSTLIKELY or MASTERLIST). Like NYiMapInvasives portal, the Lower Hudson PRISM survey input forms can be accessed either in the field, on your cell phone or tablet, via a web browser, or back home, from the comfort of your office. We suggest using Google Chrome as your preferred (field) browser, whenever possible, since it works better with the Google Forms intake arrays. If your cell phone is set up for it, you can even use voice commands within Chrome to fill in some fields, using these forms! Links to the forms (as web pages) are below:

- BASIC: [Basic Species Survey Form](http://goo.gl/forms/esKT3zrxJe) (<http://goo.gl/forms/esKT3zrxJe>)
- FOCAL: [Focal Species Survey Form](http://goo.gl/forms/bftq3oX9uP) (<http://goo.gl/forms/bftq3oX9uP>)
- MOST LIKELY: [Most Likely Species Survey Form](http://goo.gl/forms/yLepynqyc4) (<http://goo.gl/forms/yLepynqyc4>)
- MASTER LIST: [Master Species Survey Form](http://goo.gl/forms/egWvWHU1TB) (<http://goo.gl/forms/egWvWHU1TB>)

Once you've completed and submitted each survey form, you'll be given the opportunity to review your data, which is something that we'd ask you to do (to keep the data accurate).

Navigating the LHP_SRN Survey Forms:

Most of the fields within the online Form tools above will be self-explanatory and friendly guide notes are included within each variable, on all forms.

Information regarding the SURVEY itself (surveyor, date, location etc..) is standard throughout all forms and includes:

SURVEY INFORMATION (data about the survey location, agent, date, etc...)

- Surveyor First Name: person or Team Lead performing the survey
- Surveyor Last Name: person or Team Lead performing the survey
- Affiliation of Surveyor: agency the surveyor or team works for\with (or Individual or Other), if your agency is not listed in the dropdown box, you can input it in the next field.
- Date of Observation: date you performed survey
- Survey ID: will be created by the surveyor, for each site (survey form completed) that is inventoried. The code is created very simply using:
 - First Initial (1 char), Last Initial (1 char), Data (6 cha) and the sequence (per day) (3 char) of the survey.
 - So John Smith performing the first survey of the day on July 10, 2015 would input:
JS071015_001 for his first survey, his second would be JS071015_002 and so on
- NYiMapInasives Project Code: we are asking all surveyors participating in this Block-Buster event to use the code: LHPRISM_BLOCKBUSTER2015, so we can later tabulate the results.
- Site Name: a general descriptor of the survey location or site (e.g. Harriman Park)
- Habitat: select the one, general habitat type that best describes the area surrounding the survey location
- Block Number: the alpha numeric Block\Quad number of your site (e.d. 5657A, from the reference materials: <http://tinyurl.com/p8e84el> or <http://tinyurl.com/q77zaus>)
- Coordinates: we will accept coordinate X,Y values based on either Universal Transverse Mercator (UTM, Zone 18, m, northing, easting) or Geographic values (Latitude, Longitude), whichever you prefer based on your GPS set up or are most familiar and comfortable with.
 - UTM Y Value (m,northing) 7 Character number: (ex. 4550322) from GPS or Map (unless using Geog-Lat\Long). (between 45033226 and 4674298)
 - UTM X Value (m,easting) 6 Character number: (ex. 621423) from GPS or Map (unless using Geog-Lat\Long). (between 522436 and 630816)
 - Longitude (X), decimal degrees, (2 Char + 3-5 decimal places, e.x.(-) 73.35741) omit negative sign input. (between -73.4xxxx and -74.7xxxx.)
 - Latitude (Y), decimal degrees, (2 Char + 3-5 decimal places, e.x. 41.35741) pos. value. (between 40.6xxxx and 42.2xxxx)
- Location method: how you obtained your X, Y location values (GPS, topo map, Google etc...)
- Infestation Size: the general, approximate size of the entire infestation that your survey is characterizing. The exact number of square feet are less important than the relative amount, on a scale of 1-5 (or in this case, A-E). If none are present, then "F"

SPECIES NAMES and ABUNDANCE (data about the plants being surveyed)

- Spp1_Name: again, for FOCAL BASIC, or MOSTLIKELY forms, simply choose the species that appears to be most abundant (#1 most abundant)
- SPP1_PctCover: the approximate percent, of the entire infestation, that is covered by Spp#1. Again, this is an approximate, ranked value (i.e. Few, Some, a Lot, etc...)
- Spp1_#ofStems: when the species is a larger plant or tree with easily countable stems (i.e. Tree of Heaven, Giant Hogweed) please approximate the number of stems. For small plants (i.e. stilt grass), disregard this measure.
- Spp2_Name: is simply the name of 2nd most abundant species, and so on down the line, up to a total of 10 species.

SURVEY SPECIES PHOTOS

We suggest taking and submitting digital photos of plants that you are either unfamiliar with or can positively ID and know to be uncommon or an EDRR species. (see the MASTERLIST species list for 2015 LHP EDRR plants). The captured image file size should be reasonably small (less than 3mb) and, when taken, you should take at least three photos:

1. Photo #1: should be a close-up (DETAIL) up of the plant, ideally of useful, diagnostic characteristics.
2. Photo # 2: a shot of the whole plant (WHOLE PLANT)
3. Continue with this sequence, for all of the species that you snap pics of.

Lastly, before you leave the site, take a single photo of the whole infestation. Taking and documenting an INFESTATION picture of areas where no invasive species were found might also be a nice thing.

To record and label each of your pictures, please follow this outline, submitting in the respective **SURVEY SPECIES PHOTOS** section of the Google Form:

- If you have taken photos, check “I have taken photos” You will track of the names on the device that whatever you used to capture the image (cell phone or camera) for each picture taken at each survey site so you can Name and submit them later.
- Then starting with the SURVEY CODE created above, follow the outline below to create a label for each species captured digitally:
 - Say the fourth most abundant species your MASTERLIST survey found was “hardy kiwi”; we can see it is an EDRR species and benefitting from a picture.
 - Since it was the 4th most abundant species, we

- could go to the SURVEY SPECIES PHOTOS section
 - Find SPP4
 - Create a label for each of 2 pictures
 - First picture is of plant Detail
 - Detail (adding “_004D” to Survey ID, returning
 - JS071015_001 +”_004D” or
 - JS071015_001_004D
 - Which, when viewing, we know to be the Detail picture of the 4th species found on July 10 by John Smith
 - Second picture is of Whole Plant
 - Whole Plant (adding “_004W” to Survey_ID, returning
 - JS071015_001_+”_004W” or
 - JS071015_001_004W
 - Which, when viewed later, we know to be a picture of the Whole Plant of the 4th most abundant species surveyed on John Smith on July 10.
 - Continue to input the:
 - DETAILPIC_NAME(x) or WHOLEPLANTPIC_NAME(x) for all of the species that you took pictures of.
 - You will then assign these names to the respective images, once they are downloaded from your phone or camera, for submission to the SRN project.

Printable (Paper) field data recording forms method

For folks favoring the good old pen and paper forms method, we have you covered as well. A set of printable forms are available on the [2015 Block-Buster Survey Home Page](http://lhprism.org/content/2015-block-buster-survey) (<http://lhprism.org/content/2015-block-buster-survey>). These completed forms can then be uploaded and reported via a range of methods which we’ll review below.

We ask and suggest that you input the data at the end of every field day, to keep the information fresh. Or, if you have a tried-and-true survey sheet that you know and are familiar with, feel free to inspect our Survey Forms (see links below) cross-walk and match the same data, units and details that we’re looking for, and use the recording arrangement that you prefer.

Blank Spreadsheet

If you’d prefer to key your data into single spreadsheet on your computer, for review, and then upload them to us in bulk, you can use this template to record the data: [Blank Data Collection Template](http://tinyurl.com/LHPSRN-DataTemplate) . (<http://tinyurl.com/LHPSRN-DataTemplate>) But be aware that you’ll need to review

the data fields, attributes and data values from each form, in advance, to get the inputs correct. For species data, we always strongly prefer that experienced surveyors use the USDA Symbol Codes (as found on the Masterlist: [Master Species List](http://tinyurl.com/nrajdfj), (<http://tinyurl.com/nrajdfj>)) to avoid spelling errors or shifts in current naming conventions.

Data Reporting and Sharing Tips

If you've been using a digital App.... by the time you reach this section, your job will be greatly simplified, as each observation will be uploaded to the respective programs database, as it's completed! We strongly urge everyone to, whenever possible, log their data into the respective portals daily and then review your field submissions to quality check and ensure that what got uploaded reflects, in fact, what you actually saw and intended to report.

Safety First!

Be sure to follow appropriate field safety measures:

1. Always let someone know where you are going and when you'll be back.
2. Carry a first aid kit, cell phone and water with you when you are out.
3. Bug spray and tick repellent are a must these days!

Filling out the Block Report

Once you are done with your Block Survey, please fill out the form below to let us know how much time you spent searching your block, and a summary of your results (what species you searched for and which ones you didn't find.) This feedback will help us track the level of effort spent.

These forms can be found at the bottom of the Block Buster Survey home page (<http://lhprism.org/content/2015-block-buster-survey>)

- Block Report - FOCAL list (PDF)
- Block Report - BASIC list (PDF)
- Block Report - MASTER list (MOSTLIKELY list users can edit this report down) (Word DOC) Note: This form can also be used and customized as a checklist as you conduct your survey. (Which species on your list did you find?)

Email your completed Block Report to lrohleder@nynjtc.org or mail it to: Linda Rohleder, 600 Ramapo Valley Road, Mahwah, NJ 07430

APPENDIX 1: Survey IS and Photo Naming and Submission Guide

Lower Hudson PRISM, Invasive Plant: Photo Protocols (2015)

Photo size should be limited to less than **3Mb** each (most digital cameras have adjustable settings to specify size\resolution) and be in **.JPG** format. Please follow the requested protocol:

- **Photo #1: *Detail of the plant species being surveyed\documented***, as a **close up** of the part of the plant that may aid identification i.e. fringed leaf-stem base (Multiflora rose) <http://tinyurl.com/pd6zpcr>
 - **Photo #2: *Whole plant being surveyed***
 - Continue on for each species at that location (up to 10 spp.)
 - including: **a) Detail, b) Whole Plant** for each
- Entire Infestation:** End the survey with a single *photo of the entire infestation area*.

Please follow the naming convention below for each of your photos submitted:

You will establish a **12 character ID Code** for each of your survey sites, as follows:

- **First Initial of the First Name** of the Surveyor or Team Leader (**1 Character**) ex. **J**
- **First Initial of the Last Name** of the Surveyor or Team Leader (**1 Character**) ex. **M**
- **Date** of the survey (**6 Characters**, 2 each for: Mo\Da\Yr) ex. **061115**
- **Sequence number** for the first survey of that date (3 Characters, beginning with **_001**), second survey would include **_002**, etc.... ex. **_001**
- = First Initial(1), Last Initial(1), Date(6) and Sequence of the day(4)
- So the first survey I performed today would have an id of **JM061115_001**

Following the same convention, photos taken at the survey site simply add an additional underscore and sequence number and photo *type initial*: **D** (detail), **W** (whole) or **I** (infestation)

- The **Detail** photo of Spp #1: **_001D** and the file type **.JPG**. are added. So the complete label of the *detailed close up of the first species of my first survey today* would be: **JM061115_001_001D.JPG**
- The photo label of the *Entire Plant, Spp #1, for the first survey location of the day*, would be: **JM061115_001_001W.JPG**
- The photo of the **Detail** of Spp #2 is given **_002D.JPG**, creating an identifiable photo label of **JM061115_001_002D.JPG** and so on, for each species you survey, at that site (SurveyID\D or W+\.JPG).
- And lastly you will take a single picture of the entire Infestation area for that survey and add a label or **_INF.JPG** to the Survey ID. i.e. **JM061115_001_INF.JPG**

Submit Photos as email attachments, based survey level: (BASIC, FOCAL, MOST-LIKELY, MASTER-LIST)

- For Basic Surveys, label as above and forward as attachments, to:
 - Lhprismsurvey+BasicS@gmail.com (include the “+” sign)
- For Focal Surveys, label as above and forward as attachments, to:
 - Lhprismsurvey+FocalS@gmail.com (include the “+” sign)
- For Most Likely Surveys, label as above and forward as attachments, to:
 - Lhprismsurvey+MostLS@gmail.com (include the “+” sign)
- For Master List Surveys, label as above and forward as attachments to:
 - Lhprismsurvey+MasterS@gmail.com (include the “+” sign)