



WNY PRISM Early Detection Assessment Form Protocol

WNY PRISM's Early Detection Assessment Form has been developed to help improve regional response efforts and may be used to describe infestations of Tier 1 or Tier 2 species throughout the WNY PRISM region. Tier 1 invasive species are those that have not previously been detected in the region, while Tier 2 species are those present, but not yet common or widespread. These species are a high priority for treatment and removal, with a management goal of eradication. Information on invasive species tiers and WNY PRISM priority species can be found at www.wnyprism.org/priority-invasives/.

Once a species has been reported and confirmed at a site, completion of the WNY PRISM Early Detection Assessment Form (form) is the next integral step to assist invasive species management planning. This form is meant to be completed for a single species on a single site or property. Multiple points or polygons can be reported with this assessment form. If multiple species are found on the same site or property, please fill out a separate form for each species.

The information provided on the form will be used to guide management decisions. When the form is complete, **scan and email the form to wnyprism@buffalostate.edu with the subject line "Early Detection Assessment Form."** Please attach all photos taken, and electronic or printed maps used, to assess infested area.

General Information (Required):

- A. Data Recorder:
 - Name: The name of the individual completing the form.
 - Affiliation: The employer/organization the individual completing the form is associated with.
 - E-mail/Phone #: Provide the e-mail address and/or phone number of the individual completing the form. This will help WNY PRISM contact the data recorder if clarification or additional information is needed.

- B. Species: The scientific and/or common name of the species the form is being used to document.

- C. Date: The date the form is completed in the field.

Location & Contact Information (Required):

- A. Site Name: Name of the park or natural area according to posted signs or Google maps. Can include local nicknames or alternative names for the site as well.

- B. Address: If there is not a standard address associated with the site, please provide a GPS point, street name and the nearest intersection, etc. Use MapQuest or Google Maps to get coordinates or an approximate location.

- C. County: The county in which the site is located.

- D. Site Type: Choose either Public or Private. A Public site is one that members of WNY PRISM or other invasive species management organizations can access without expressed permission. A Private site is one that would require advanced notice and/or permission to access the site.
Note: Regardless of site type, WNY PRISM or other invasive species management organizations will obtain permission to conduct management.
- E. Site Owner Name: Provide the name of the person or organization that owns and/or manages the site. If you had to contact a specific person to collect data on site, provide their name.
- F. Site Owner E-mail and/or Phone #: Provide contact information for the person or organization that owns and/or manages the site. If someone other than the Site Owner must be contacted to physically access a site, such as to unlock a gate, provide their contact information as well.
- G. Access Instructions: Describe in detail how to get from the listed address to the infestation. Include information on parking, trails to take, etc. We need to be able to navigate from the provided address to the invasive species infestation. Give directions in a way that someone who is unfamiliar with the site can easily get to the invasive species location.

Infestation (Required):

- A. GPS Points and/or Polygon Data: WNY PRISM will use this information to gain an accurate idea of the infested area and to determine management recommendations. Record a GPS coordinate (latitude, longitude) when the infestation is initially found. If possible, use a GPS unit to record a polygon of the perimeter of the infestation. If you are unable to record a polygon, record a few GPS points around the infestation and provide these to WNY PRISM so a polygon can be created using ArcGIS. If no GPS technology is available, please print out a map of the area and hand draw the location and infestation information for the species. Please send all GPS points, polygons and printed maps to WNY PRISM with the completed form. GPS data may be submitted to WNY PRISM as a GPX file or shapefile.
- B. Infested Area: This metric is critical to determine Best Management Practices and capacity to treat the infestation. Use your GPS polygon (or map) to determine, or estimate, the area of the invasive species infestation.
- C. Phenology: Describe the life stage of the early detection invasive species. This can be described as vegetative or having flowers or fruits/seeds. Multiple options can be chosen to describe phenology as all plants in the infestation may not show the same characteristics at the same time. If a description is needed for phenology, please elaborate in the "Additional Notes" section. Information on the percentage of plants in each stage is helpful, i.e. 90% of the plants have flowers and 10% have fruits. You may also provide information on the flowering stage of the population, i.e. if plants are just starting to bolt, if flowers are mature, or if they are beginning to wilt. Phenological information guides selection of Best Management Practices and management timing.

- D. Distribution: This describes how the plants are arranged in the landscape within the infestation. Multiple distributions may be present within an infestation:
- Trace (single plant/clump)
 - Sparse (scattered plants/clumps)
 - Dense plants/clumps
 - Monoculture
 - Sparse Linearly Scattered (<50% cover)
 - Dense Linearly Scattered (>50% cover)
- E. Percent Cover: Describe how much of the soil or water is covered by the invasive species. This metric can be estimated visually or by using a quadrat to provide more accurate data. The following categories can be used to describe percent cover:
- 0 - 5%
 - 6 - 25%
 - 26 - 50%
 - 51 - 75%
 - 76 - 95%
 - 96 - 100%
- F. # of Photos: Please take clear, descriptive photos of the infestation. Photos can provide additional insight into distribution and percent cover. Photos also provide a virtual look at the area. Photos may include: details of the invasive species infestation, conservation targets within the infestation, trails that are near the infestation and act as landmarks and edges or boundaries of the infestation. Record the total number of photos taken on the form, then e-mail all photos, preferably as jpg files, to WNY PRISM with the completed form.

Site Information (Optional): While this information is optional, please do your best to provide any additional relevant information to WNY PRISM to assist with invasive species management planning.

- A. Spread Potential: Describe human and natural disturbance activity and vectors in the area that could cause the species to spread to new areas. This will help determine additional management needs for the area such as educational signage, boot brush stations, etc.
- Examples:
Human - trail use by humans (walking, skiing, ATV), mowing, etc.
Natural - wind, flooding, animal tracks, streams, etc.
- B. Source: If possible, determine the location where the invasive species came from. If you are able to survey nearby properties to determine the source this enhances the effectiveness of management.
- C. Additional Native and Invasive Species Present: List other native and invasive species you can identify within or nearby the infestation. The presence of certain species may affect the management options available to control the early detection species.

- D. Follow-Up/Management Recommendations: Use all of the information collected about the infestation and make preliminary recommendations for treatment of the area. WNY PRISM will also review all data and determine Best Management Practices, but input from the data recorder is invaluable. Choose options from the following list and provide details:
- Management candidate - manual removal (small, scattered plants)
 - Management candidate - chemical treatment (large, dense infestation)
 - Under active management
 - Further assessment required
 - Other (provide detailed description)

WNY PRISM USE ONLY- Leave Blank. This section is to be completed by WNY PRISM after Early Detection Assessment Forms are completed in the field and submitted.

- A. WNY PRISM ID #: A unique ID number given to every form which includes the species name and year the form was completed.
- B. Polygon File Names: All GPS data that is submitted will be renamed using the WNY PRISM polygon naming format to ensure data is easily linked to the infestation described on the form.
- C. Photo File Names: All photos that are submitted will be renamed using the WNY PRISM photo naming format to ensure photos are easily linked to the infestation described on the form.
- D. iMap ID #: The unique number of the invasive species record in the iMapInvasives database.
- E. Designated Wetland: Wetland status of the site will be determined to ensure necessary permits are obtained for treatment.