

## WNY PRISM

### Early Detection Assessment Form Protocol

WNY PRISM's Early Detection Assessment Form helps improve regional response efforts by describing 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 present, but not yet widespread. Species from both tiers are high priorities for management, with the goal being eradication. Information on invasive species tiers and WNY PRISM priority species can be found at [www.wnyprism.org/priority-invasives/](http://www.wnyprism.org/priority-invasives/).

Once a species has been reported at a site, completion of this form is the next step in planning invasive species management. This form is meant to be completed for a single species on a single site or property. Multiple points or polygons can be reported within one 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](mailto:wnyprism@buffalostate.edu) with the subject line "Early Detection Assessment Form."** Attach all photos taken, and electronic or printed maps used to assess the infestation.

#### General Information (Required):

- A. Data Recorder: Provide your name, organization/employer affiliation (if applicable), email and/or phone number. This allows WNY PRISM to reach out if additional information is needed.
- B. Species: The scientific and/or common name of the species being documented.
- C. Date: The date the form was completed in the field.

#### Location & Contact Information (Required):

- A. Site Name: Official name of the site. Local nicknames or alternative names can be used.
- B. Address: Provide a street address or GPS coordinates for the site. For remote areas lacking a street address, include nearby streets or intersections for approximate location.
- C. County: The county where the site is located.
- D. Site Type: Choose either Public or Private. A Public site is one that the general public can access without expressed permission like a park or wildlife management area. A Private site is one that would require advanced notice or permission to access.
- E. Site Description: Choose the best selection that describes the primary use of the site:
  - Industrial: Sites with factories, warehouses, industrial parks, parking lots, etc.
  - Conservation Land: Sites managed for land stewardship, preservation, or habitat protection (e.g. nature preserves, land trusts, forests, etc.).
  - Greenspace: Sites with curated vegetation or greenspace (landscaped parks, golf courses, plant nurseries, cemeteries, university campuses, etc.).
  - Agricultural: Land used for row crops or timber harvest; active, fallow, or abandoned farmland (e.g. vineyard, orchard, pastureland, etc.).
  - Residential: Single- and multi-family housing lots or apartment buildings.
  - Right-of-Way: Sites along transportation or utility lines (e.g. roadsides, powerline corridors, etc.).

- Other: Include a short site description.
- F. Survey Type: Designate whether the site is terrestrial or aquatic. Aquatic surveys are limited to floating and submerged species.
  - G. 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.
  - H. Site Owner E-mail and/or Phone #: Provide contact information for the owner and/or manager. If someone other than the Site Owner must be contacted to physically access the site (i.e. to unlock a gate), provide their contact information as well.
  - I. Access Instructions: Describe in detail how to get from the listed address to the infestation. Include information on parking, trail names, etc. Ensure that someone who is unfamiliar with the site can easily reach the infestation.

**Infestation (Required):**

- A. Spatial Data: Record GPS coordinates (latitude, longitude) or polygon of infestation. If you are unable to record a polygon, record multiple GPS points around the infestation. If no GPS is available, hand draw the infestation on a paper map. Send all GPS points, polygons and printed maps with the completed form. GPS data may be submitted as a GPX file or shapefile. If spatial data was uploaded to iMapInvasives, note that here.
- B. Infested Area: Estimate the area of the infestation in either square meters or acres based on the spatial data collected.
- C. Phenology: Describe the current life stage(s) of the species. If a description is needed for phenology, elaborate in the “Additional Notes” section. Providing estimated percentages (e.g. 90% flowering, 10% seed) is highly encouraged to guide timing of management. Multiple options can be selected:
  - Vegetative
  - Flowering
  - Fruit/Seed
- D. Distribution: Describe 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. Select one of the following categories:
  - less than 5%
  - 5 - 25%
  - 26 - 50%
  - 51 - 75%
  - 76 - 100%

- F. # of Photos: Take at least two clear photos of the infestation: a close-up photo to assist in species identification, and another to document overall distribution within the landscape. Additional photos may be included (4 photos maximum). Record the total number of photos taken, then e-mail all photos as .jpg files with the completed form. If photos were uploaded to iMapInvasives, note that here.

**Site Information (Optional): Additional relevant information provided will assist with invasive species management planning.**

- A. Spread Potential/Pathways: Describe human and natural vectors that could cause the species to spread to new areas (e.g. found along hiking trail, river corridor, evidence of deer browse, can be spread by bird). Note if suitable habitat for this species continues beyond the site, and if these areas are at risk.
- B. Source: Note if the infestation appears to be a source or satellite population. Describe any additional survey efforts implemented to get this information.  
*Example: "Surveyed 0.5 miles upstream of water lettuce infestation. No other plants found. Source unknown."*
- C. Additional Native and Invasive Species Present: List other native and invasive species you can identify within or nearby the infestation. This may affect the management options available to control the species.

---

**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 #: Unique number given to each Early Detection Assessment Form so all photos, GPS files and information can be easily associated with the form and used to determine management options. Use the following format:  
First 3 letters of Genus, First 3 letter of species, Year, Number for that species  
*Example: BRASYL2020003.* This ID number would be used for slender false brome (*Brachypodium sylvaticum*). The number shows the assessment form was completed in 2020 and is the third slender false brome assessment form for that year.
- B. Photo File Names: Refer to the number of photos listed on the form and ensure all photos are compiled in one location. Name photos so they follow the WNY PRISM photo naming format:  
WNY PRISM ID #\_Date\_Letter associated with photo  
*Example:* If the above slender false brome WNY PRISM ID number is used, the assessment form was completed on June 1, 2020 and 3 photos were taken, they would be named as follows:  
*BRASYL2020003\_06012020\_A, BRASYL2020003\_06012020\_B, and BRASYL2020003\_06012020\_C*
- C. iMap ID #: If the infestation has already been entered into iMapInvasives, record the iMapInvasives presence record number(s) on the form.