

NEW INVADERS WATCH PROGRAM
www.NewInvaders.org

**Definitions of Data Fields Found on the
Data Collection Form and Website**

Observer/Collector Information. Note: Contact information will not be distributed

1. **Name:** Your first and last name.
2. **Phone:** Your daytime phone number with area code.
3. **E-Mail:** Your email address.

Species ID Information

4. **Genus:** The first half of the plant's or insect's scientific name.
5. **Species:** The second half of the plant's or insect's scientific name.
6. **Subspecies/cultivar:** A subspecies is the third component of a scientific name (if needed) immediately following the species name. Members of one subspecies may differ morphologically from another, but sometimes only genetically. A cultivar is has been selected for certain traits, i.e., for a shape of leaf, foliage pigment, or growth form. Cultivars generally are identified by uniquely distinguishing names, which may be registered and trademarked.

Example: *Polygonum cuspidatum*

Genus = *Polygonum*

Species = *cuspidatum*

Subspecies/Cultivar: none

7. **Common Name:** The non-scientific name for the plant or insect and is listed on the NIWL ID card. If more than one common name is listed, enter the first common name listed.
8. **Date Observed:** The month, day and year (m/d/yyyy) you first observed the target species and collected data on the species for NIWL.
9. **Web Entry Record Number:** After you have submitted data for your new invader, you will see a list of all the records you have entered. The most recent record is at the top of the list and this is the number you are to record on your field data sheet. This number should also be included with any specimens, photographs, or slides you send in for verification.

Land Ownership Information

10. **Place Name/Town Name:** Straight line distance and direction from the center of the nearest town or place, i.e. 5 mi or 8 km NE Palos Park. Pick a place that is large enough not to disappear from subsequent highway maps or atlases of respective states. Pick a town that is small enough from which to give a practical distance. Chicago is not an appropriate town or placename.
11. **State:** The name of the state where you found the target species. IL, IN, WI
12. **County:** The name of the county where you found the target species.
13. **Township:** One of several N/S divisions of a state. Get from topo or plat map. Useful but not necessary.

14. **Range:** One of several E/W divisions of a state. Get from topo or plat map. Useful but not necessary.
15. **Section:** One of usually 36 numbered subunits of a rectangle called a township, 1 square mile. Get from topo or plat map. Useful but not necessary.
16. **Quarter Section:** One of the four corners of a section, NE1/4, SE1/4, SW1/4, NW1/4. Useful but not necessary.
17. **Quarter/Quarter Section:** Split the quarter section into four quarters, and indicate in which of four quarters of a quarter section the target species resides NE1/4, SE1/4, SW1/4, NW 1/4. Useful but not necessary.
18. **Principle Meridian:** An east/west geographic division of the state can be found on a topo map. Will be either 2 (easternmost) or 3 (further west). Useful but not necessary.
19. **Latitude/Longitude:** A GPS unit (or website) provides the degrees latitude and longitude in decimal equivalent to four places (latitude dd.dddd and longitude dd.dddd). The lat/long reading should be done in the center of the target species infestation.

Note: If your GPS provides degrees, minutes and seconds or degree minutes, you can convert to decimal degrees at the following websites, <http://www.fcc.gov/fcc-bin/convertDMS> or <http://jeeep.com/details/coord/>. If you know where you are on a map, but don't have GPS coordinates, go to Topozone.com and search for your place name (town or city, then scroll to your location). By placing a point on the web map, you can get the coordinates if you chose decimal degrees as the units for display.

20. **Datum:** Enter the geographic coordinate system that you used to determine latitude and longitude location of the target species (indicated on your GPS, on the topozone.com website or on a topo map). Topo maps are printed or GPS instruments are programmed to provide datum 1927 or 1983. NIWL has provided an "Other" category, please provide this if known.
21. **How did you determine your location?** Checkoff what mechanism you used to determine your precise location. Choose only one.
22. **Walking directions to location / best access:** Provide specific details on how another person would find the location of the target species, for example from the nearest roadways, trails, paths, streams, etc., including directions of travel.
23. **Location landmarks:** Describe road junctions, unique natural features, buildings, etc. that would help another person recognize whether they were in close proximity to the target species. Also, has the site been flagged?

Land Ownership Information: Do not enter private property without permission. Contact information will not be distributed.

24. **Land Owner Type:** Select the type of entity that owns the property where you found the target species (e.g., state park = state, forest preserve = county, national lakeshore = federal). This is a checkbox, you may check only one.
25. **Land Owner Name:** The name of the entity that owns the property where you found the target species (e.g., McHenry County Conservation District, National Park Service, Lake County Forest Preserve District). The website will have dropdown lists of public land owners (state, federal, county, city), specific to counties and states. If you do not find the name in the list, you may enter it in "Other Land Owner Name". This is where private land owners will be listed, but remember, you must have permission to enter private property. On the website, please combine "Other Land Owner Name" and its contact information, separated by commas, for field #26-31. These data will be split out periodically and added to the dropdown list.

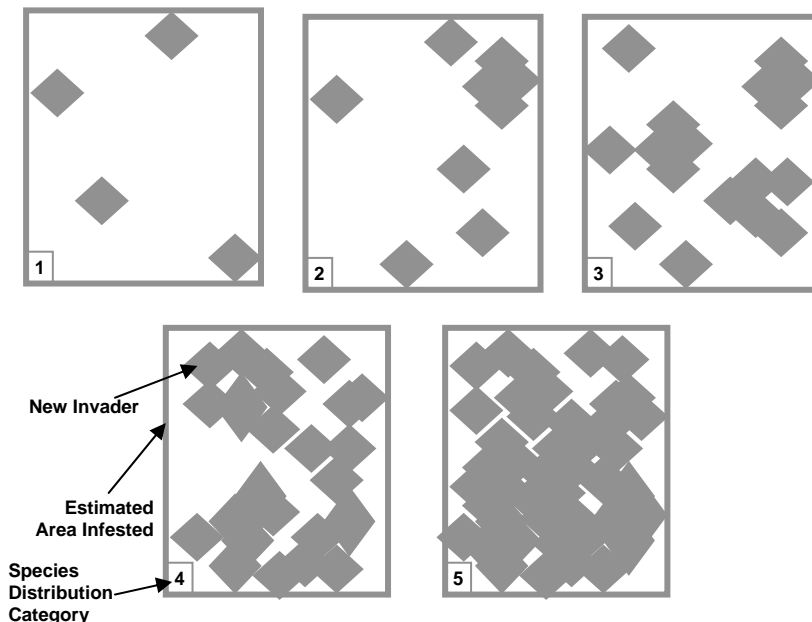
Fields #26-31 below will not need to be filled in if you are sure that your land owner has agreed to work with NIWL. These are likely to be public properties, although not all have agreed (maybe not contacted or details worked out for participation) to work with NIWL. If you are working on a new property, most probably a private one, then NIWL will have no contact information for them and would like for you to report it. On the website, please combine “Other Land Owner Name” and its contact information, separated by commas, for fields #26-31. These data will be split out periodically and added to the dropdown list.

26. **Phone:** The daytime phone number of the landowner of the property where you found the target species.
27. **E-mail:** The E-mail address of the landowner of the property where you found the target species.
28. **Address:** Street number and street name of the landowner.
29. **City:** The city name where the owner can be located.
30. **State:** The state name where the owner can be located.
31. **Zip:** Zip code of the landowner.
32. **Public Land Name.** Please record the public land name, e.g. Plum Creek Forest Preserve or Kankakee State Park. The web page may have this in its dropdown list. If it is not present, record it in “Other Land Name”. This too will be added to the dropdown list as they accumulate.
33. **Other Land Name.** See Public Land Name. You will not likely have an entry for this if you are on private property.

Plant Status of Occurrence

34. **Area affected / Gross area of infestation:** This is the area created if you were to draw a line (or walk) around the entire perimeter of the infestation (it will likely include areas where the plant is not currently growing, e.g., gaps in the canopy cover of your species). Can be provided in square feet or square meters.
35. **How is the population distributed in the area affected?** Indicate how your species is dispersed across the area affected. Select from 5 categories: 1 = one or a few scattered plants, 2 = several small clumps, 3 = evenly scattered / numerous clumps, 4 = large patch(es), 5 = extensive or complete coverage.

Examples:



36. **Growth stage:** The physical appearance of the target species, e.g., flower present, seed present, etc. (more than one descriptor may apply).

SITE INFORMATION

37. **Community Type:** Select the term that best fits the location where you found the target species growing. If you do not find an appropriate descriptor, chose “Other” and write in a descriptor. On the website, if you do not find an appropriate descriptor, chose “Other” and record in the field “Other Community Type” your descriptor. No abbreviations please.
38. **Habitat Description:** List additional species that are growing with the target species, topographic features in the area affected, if on a slope, indicate which direction is the slope faces, etc. Website allows for a brief habitat description.
39. **Land Use:** Chose from the land uses provided, or select “Other” and provide brief description. On the website, if you do not find an appropriate descriptor, chose “Other” and record in the field “Other Land Uses” your descriptor. No abbreviations please.
40. **Disturbance factors:** Indicate any obvious disturbances that impact the area affected from the list provided. More than one choice is allowed. You may chose “Other” and write in a response. On the website, if you do not find an appropriate descriptor, chose “Other” and record in the field “Other Other Disturbance Factor” your descriptor. No abbreviations please.
41. **Additional comments:** Provide any additional information about the site or the target species occurrence, such as proximity of sensitive natural areas to the new invader, percent cover of the target species in the area affected, etc. You can also use the blank space on the data collection form to draw a map of the area, indicate trails etc. This can be scanned and uploaded into the website as an image file.

Vouchers, Photographs, and Sketches

42. **Vouchers Collected:** Record yes or no.
43. **Voucher Type:** Photo, herbarium sheet, or insect in alcohol or dry. Circle all that apply.
44. Indicate if you have made an herbarium sheet with the plant species or put insects into a vial with 70% alcohol with the intent of shipping the specimen to us as proof of the species occurrence, Yes or No and indicate type of voucher.
45. **Photo File Name:** Filename of digital image you upload of target species or site sketch.
46. **Photo Credit:** The name of the person who took the photograph.
47. **Description:** A short (in website keep to under 50 characters) description of the characteristics the photo depicts (e.g., leaf, flower, body, exit holes of beetle, etc.).