**SITE SURVEY SUMMARY INSTRUCTIONS FOR MNAP STAFF**

A Site Survey Summary form should be filled out after each field visit, even if it was a negative survey in which no EO’s were found. The purpose of the SSS is to track not only EO data, but also to keep track of general site information and site visits. The SSS is essential as it is the document which determines what information from the site visit will be documented. The information on the SSS is entered into Biotics and filed in the GMF (and electronic GMF) as reference for future site visits as well as inquiries about the site and its features.

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DIRECTIONS FOR SSS FORM:

Site Survey Name – Refers to the name of the site as it is recorded in Biotics. For example, although there are several smaller sites within Scarborough Marsh, the overall site name as it is mapped in biotics is Scarborough Marsh. While this name may be the listed in the S Precision Layer, sometimes it is the Survey Site Area which is listed in S Precision, so it is always helpful to check Biotics.

Survey Site Area – Within large sites, different locations often have a secondary name to distinguish where - within that larger site they are. For example, your Survey Site Name may be Scarborough Marsh, but it is a large site, so it is helpful to say the survey site area, for example Jones Creek. Scarborough Marsh is the Site Survey Name, but Jones Creek is the Site Survey Area. Many large sites already have an established site survey area, so make sure to check prior to giving it a new one.

Quad Name, Quad Code, County, & Town – These can be checked using the boundaries layer in GIS.

Shapefile Location – This refers to the shapefile you will create for each EO you want mapped. When the Information Manager is going to map any EO’s, where should they look for the shapefile you made for your features? If you would like to submit a shapefile for the site (if it is a new site), you can add that location information here as well.

Photo Location - When the Information Manager is looking for photos of the site and its EOs, where should they look?

Source Code – This is the site reference code in Biotics. Unless you are entering data into Biotics, ignore this as the Information Manager will fill it out.

Directions – These are directions to the site you visited, not to the EOs. Directions to EOs should be on the field forms which were filled out for that EO.

Feature Name – List each of the rare plants, ecosystems, or natural communities which were reported, observed, or have previously been mapped at the survey site area. This includes features which are mapped but which you did not look for or were unable to find.

EO Quality – Do you want MNAP to map this feature rare or exemplary? If the EO was already mapped this is a yes (unless you want it to be deleted), regardless of whether or not you visited it.

EO Number – If there is an EO which was mapped prior to your visit, it will have a corresponding EO number. This number can be found on the S Precision GIS layers. If the EO is new and was not previously mapped, leave this area blank. It will be filled out by the information manager when they input the new feature into Biotics.

Mapping Changes – What do you want the information manager to do for each feature? A =Add this feature as a new EO to the map, U = Update the mapping of an existing feature, N = No change to the way this existing feature is mapped, D = Delete the existing feature as it is no longer present/of mappable quality.

Observation Point – This refers to the map you will attach to the SSS form. More specifically, it is asking which number or letter on the attached map corresponds to this feature.

Found – Was this EO found during this site visit? Write N/A if there is an existing feature which you did not search for.

Revisit – Does this EO need to be revisited? If so, write the date you want to revisit in. For example, if a plant appears to be a rare plant, you may want to come back when it is flowering to confirm. In most cases, it will not be necessary to plan a revisit to an EO and this section can be left blank. If a revisit is necessary, explain why in the Site Description section.

Site Description – This will be entered into Biotics as general information about the site. It should include information about the vegetation, water features, topography, natural disturbances, and hazards of the site. While this description should also mention the EOs, it is important to remember that it is meant to be a brief description of the entire site, not just the EOs.

Key Environmental Factors **-** Describe any unnatural disturbance (e.g., livestock, grazing, structures, past logging, mining, plantations/orchards, etc.) and discuss management implications, threat to site, and/or why sought specimens or communities may no longer exist here.

Surrounding Land Use & Land Use History **-** Describe structures and land use practices in the surrounding area (e.g., abandoned chicken coop, tree house, forestry, agriculture, recreation, residential, etc.):

Managed Area(s) – Is part or all of the site owned/managed by a land trust, state agency, or other organization? If so, list the contact person for that organization and their contact information. If the land is owned privately by an individual landowner (not a company/organization), this section can be left blank.

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DIRECTIONS FOR SSS MAP (Biotics Feature Map):

This map is meant to show the information manager what EOs you want mapped in Biotics at S Precision. As such, it should be clearly labeled, with features that are easily identifiable.

Be sure to follow the following guidelines in your Biotics feature map:

* Include a track of where surveyors went.
* Ensure that it is on a topographic map.
* Clearly label both new and pre-existing EO’s.
	+ For pre-existing EOs include their name and EO number.
	+ For new EOs, include their feature name and how label them as new (e.g., New *Agalinis maritima* EO). If there are multiple new EOs (for example an *Agalinis maritima* EO & a *Symphiotrichum subulatam* EO), ensure that the polygons for each are different colors.
	+ If adding a new polygon to an existing EO or changing the bounds of an existing polygon, make sure to label it clearly. For example, ‘new *Agalinis maritima* EO. Add to existing *Agalinis maritima* EO number 12’ or ‘updated mapping of existing Red Maple SwampEO number 12’.
* Make it clear where the site is located.
	+ Include the site name and town in the title of the map.
	+ Be sure to set the scale in such a way that nearby roads, rivers, and other landmarks are visible.

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DIRECTIONS FOR SSS ATTACHMENTS:

In addition to the SSS and its map, there are several documents which should be attached to the SSS and submitted along with it. The site visit information package submitted to the information manager should include the following:

1. Site Survey Summary form
2. Map. This map should:
	1. Include the track of where surveyors went
	2. Include any EOs which need to be added or updated. These should be clearly labeled with EO names as well as numbers (if EO is existing and already has EO number).
	3. Can be topographic or aerial photography map
	4. Allow location to be easily identified. Do not give a map which is so zoomed in that no nearby roads or landmarks can be identified. Sometimes two maps are helpful-one with the topo layer zoomed out for location, and one zoomed tighter in with air photography to show the mapped feature/habitat.
3. Field forms *(if taken)*
	1. Natural Community field forms
	2. Rare Plant field forms
	3. Ecosystem field forms
	4. Recon field forms
4. Update forms *(if needed)*
	1. Natural Community Update forms
	2. Ecosystem Update forms
5. Copy of landowner permission to visit the site (email or yellow cards)
6. Summary Report (if one was written)
7. If visiting or mapping a freshwater wetland EO, use the wetland EIA database to calculate ranking and include that ranking in the data submission package.
8. Optional additions
	1. Landowner contact information where the EO was mapped (this should be on field form already)
	2. Landowner contact information for parts of the site not visited
	3. Shapefile of the entire site (shapefile of EO is required in Site Survey Summary)
	4. Waypoint descriptions and map showing waypoints
	5. Any other relevant information, photos, or maps