Rare Plant IMG Surveys 2020
Survey Form options

1. Survey123 (recommended)
   a. Uses ArcGIS online Organization account. SDMMP can provide logins if you don't have access to an Organizational account. (If you are interested in using an SDMMP account, please let me know).
   b. Instructions to download and use are on a separate handout.
   c. Works best on non-apple products but can be used on any device
   d. For the training, use "MSP Rare Plants 2020 draft". For field surveys, use "MSP Rare Plants 2020 final".
   e. Surveys can be done offline and are saved on the device locally. TIP- only submit surveys when you have a solid internet connection. When surveys fail, they have a tendency to error.
   f. Pros- saves time in the field with dropdowns and pre-populated field, saves time with QAQC in the office, makes the data more accurate and complete.
   g. We always recommend bringing a backup method in case of technical issues
2. Excel Single survey form
   a. Each excel workbook is a separate survey.
   b. Questions are listed vertically in the order they will generally be filled in in the field.
   c. Drop downs are available for some questions.
   d. Be sure to look at the field description to the right.
   e. **Please do not modify the form**
   f. Form can be downloaded at: https://sdmmp.com/view_project.php?sdid=SDID_sarah.mccutcheon%40aecom.com_57cf0196dff76
3. Excel Multiple survey form
   a. More than one survey is listed in a single excel sheet.
   b. Questions are listed as the field name (horizontally across the top).
   c. Questions are in the same order as the single survey form.
   d. **Please do not modify the form**
   e. Form can be downloaded at: https://sdmmp.com/view_project.php?sdid=SDID_sarah.mccutcheon%40aecom.com_57cf0196dff76
4. Paper form
   a. If you use a paper form in the field, please enter it into one of the other form options before submitting it.

Common mistakes we see:
-Be sure to only use 2020 forms. Forms have been updated since 2019.
-Coordinates in the survey sheet don't match the accompanying shapefile.
-Occurrence IDs have typos
-Fields are not the correct data type (ex: the number of plants must be a number, cannot be "100-200".)
-Empty questions are OK but are assumed to be "Not Collected" as opposed to zero values.
-Enter the information for maximum extent only once per occurrence (even if there are multiple sample points).

Submitting data:
-For all survey forms, please submit:
  1. Survey form completed
  2. GIS polygons (polygons should have Occurrence ID as an attribute)
  3. Photos taken (files should be named by Occurrence ID, sample point, photo number, and date. Ex: ACIL_3HCWA006_1_Photo1_04052019)
-Data should be submitted by <u>Oct 1, 2020</u>. Send to Annabelle Bernabe, abernabe@usgs.gov

For questions on survey forms and submitting data, contact
Emily Perkins, eperkins@usgs.gov