

Empire State Native Pollinator Survey: Data Sheet for Project Participants Instructions

The project data sheets are designed to allow participants to report surveys at multiple **stations** (habitat types, or distinct patches of habitat) at a survey **site** (park, preserve, or other named area) on a particular date.

Site-The survey site is the location where you conduct your survey. The site can include multiple habitat types, generally within a reasonable walking distance from each other. If you have to drive to another place or property to survey on the same day, you should consider it a separate survey site. In general, it is a good idea to use names from a map. If you are at a feature that is unnamed, such as a private property with a meadow habitat, create a name based on physical attributes of the area (i.e. Smith's meadow, or Smith Road meadow). You may survey at various "stations" (which may be different habitat types, or distinct patches of habitat) within the survey site.

Date- Enter the date of your survey. Please enter this in DD-MMM-YYYY format (i.e. 11-APR-2018). Please use a new data sheet for each date you survey, even if you are "continuing" a survey from a previous day.

Observers-Please list all names of observers who contributed to the survey. Put the data recorder's name first and all other participants present. If someone is with you, but not contributing to the data collection, do not list them. An accurate count of contributing observers will help us determine survey effort.

County-Record the name of the county in which the location you are surveying is located.

Town-This can be less familiar to most people than county names. Record the name of the town if you know it. These can be found on a DeLorme Atlas.

Site Locator-This field provides more detailed directions to the specific survey site location. While the station coordinates are the most important piece of location data we require, this written description will allow us to perform quality control on our spatial data and verify the coordinates plot correctly.

Station- Refers to the habitat station you are surveying at the site

Habitat type-Please record information under a single station for each habitat you survey at a site. You can check the appropriate box or write-in the habitat you survey at the top of the station section. Common examples of habitats that will be surveyed are listed as choices and we recommend up to 4 habitats surveyed per site (forest, meadow, wetland, and roadside).

FOREST: Deciduous dominated, Coniferous dominated, Mixed woods; OPEN: Grass/herb meadow, shrubland, cropland (active), orchard/vineyard, powerline corridor, rock outcrop, barren sand, alpine, lawn/garden/landscaping; WETLAND: wet meadow, freshwater marsh, salt marsh, bog/fen, pond, salt marsh, shrub swamp, forested swamp, lake, reservoir; ROADSIDE; Other/description (write-in).

Station Coordinates- Please provide coordinates in either decimal degrees or UTM's for your habitat surveyed. We provide space for entering your latitude and longitude in decimal degrees or your eastings, northings, and zone for UTM. You can find coordinates using a GPS device or smartphone in the field, or look these up online when you get home (do the same day).

Timed Search- If you completed a hand-netting survey please check this box and enter your start and end time within the habitat surveyed. We recommend a search of 30 minutes, but enter whatever time you spend. If you took a substantial break from surveying within this time period, please adjust your end time to reflect when you would have finished had you surveyed straight through. The total time surveyed matters more than the precise start and end times. Record the total number of specimens collected.

Bowl transect- If you completed a bowl-trapping survey please check this box and enter your start and end time within the habitat surveyed. We recommend setting up your last bowl by 10am and leaving bowls out for a period of at least 5 hours. Record the total number of specimens collected and number of bowls placed.

Incidental Collection- If you did not complete a full survey, but have a specimen collected to submit, you can check this box. Remember, if you are submitting data by photo, please use the iNaturalist project. Please enter the time of capture or of finding (if found dead), and circle or write-in the method you used to collect it. Record the total number of specimens collected.

Weather- Please write the weather conditions for the day of your survey including approximate temperature (in Fahrenheit), cloud cover, and precipitation.

Additional Focal Species observed (but not captured): Here is space to write in notes about other target species that you did not capture or photograph from a site, but that you observed and for which you are 100% confident of the species ID.

Notes- Please enter additional descriptions of the habitat including abundant plant species that are in flower, signs of human disturbance, or other notables. If you are doing surveys on someone else's property, please note in this field who you obtained permission from (and any contact info they gave you).



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Site name _____ Date (DD-MMM-YYYY) _____
Name of park, preserve, backyard, or other descriptor e.g., 13-JUL-2018

Observers _____

County _____ Town _____ Site locator _____
If known e.g., westernmost point on Raquette Lake, or 2 km south of Catatonk on Rte. 96

Station 1 Habitat – FOREST: Deciduous Coniferous Mixed OPEN: Grass/herb meadow Shrubland
 Cropland Orchard/vineyard Powerline Rock outcrop Barren sand Alpine Lawn/garden/landscaping
WETLAND: Wet meadow Freshwater marsh Bog/fen Pond Salt marsh Shrub swamp Forest swamp
 Lake Reservoir ROADSIDE OTHER/DESCRIPTION _____

Station coordinates: Latitude _____ Longitude _____ Other location info _____
or
UTM easting _____ UTM northing _____ UTM Zone _____

Check applicable survey type(s)

Timed search: Start time _____ AM or PM End time _____ AM or PM # specimens _____
 Bowl transect: Start time _____ AM or PM End time _____ AM or PM # spcmns/bowls ____ / ____
 Incidental collection: Time _____ AM or PM Net Hand Other _____ # specimens _____
Collection method (circle)

Weather: _____ Additional focal species observed: _____

Notes: _____
Abundant species in flower, human disturbance, etc.

Station 2 Habitat – FOREST: Deciduous Coniferous Mixed OPEN: Grass/herb meadow Shrubland
 Cropland Orchard/vineyard Powerline Rock outcrop Barren sand Alpine Lawn/garden/landscaping
WETLAND: Wet meadow Freshwater marsh Bog/fen Pond Salt marsh Shrub swamp Forest swamp
 Lake Reservoir ROADSIDE OTHER/DESCRIPTION _____

Station coordinates: Latitude _____ Longitude _____ Other location info _____
or
UTM easting _____ UTM northing _____ UTM Zone _____

Check applicable survey type(s)

Timed search: Start time _____ AM or PM End time _____ AM or PM # specimens _____
 Bowl transect: Start time _____ AM or PM End time _____ AM or PM # spcmns/bowls ____ / ____
 Incidental collection: Time _____ AM or PM Net Hand Other _____ # specimens _____
Collection method (circle)

Weather: _____ Additional focal species observed: _____

Notes: _____
Abundant species in flower, human disturbance, etc.

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****Please make sure to copy site name and date to this side****

Site name _____ Date (DD-MMM-YYYY) _____



Station 3 Habitat – FOREST: Deciduous Coniferous Mixed OPEN: Grass/herb meadow Shrubland
 Cropland Orchard/vineyard Powerline Rock outcrop Barren sand Alpine Lawn/garden/landscaping
WETLAND: Wet meadow Freshwater marsh Bog/fen Pond Salt marsh Shrub swamp Forest swamp
 Lake Reservoir ROADSIDE OTHER/DESCRIPTION _____

Station coordinates: Latitude _____ Longitude _____ Other location info _____
or
UTM easting _____ UTM northing _____ UTM Zone _____

Check applicable survey type(s)

Timed search: Start time _____ AM or PM End time _____ AM or PM # specimens _____
 Bowl transect: Start time _____ AM or PM End time _____ AM or PM # spcmns/bowls ____ / ____
 Incidental collection: Time _____ AM or PM Net Hand Other _____ # specimens _____
Collection method (circle)

Weather: _____ Additional focal species observed: _____

Notes: _____
Abundant species in flower, human disturbance, etc.



Station 4 Habitat – FOREST: Deciduous Coniferous Mixed OPEN: Grass/herb meadow Shrubland
 Cropland Orchard/vineyard Powerline Rock outcrop Barren sand Alpine Lawn/garden/landscaping
WETLAND: Wet meadow Freshwater marsh Bog/fen Pond Salt marsh Shrub swamp Forest swamp
 Lake Reservoir ROADSIDE OTHER/DESCRIPTION _____

Station coordinates: Latitude _____ Longitude _____ Other location info _____
or
UTM easting _____ UTM northing _____ UTM Zone _____

Check applicable survey type(s)

Timed search: Start time _____ AM or PM End time _____ AM or PM # specimens _____
 Bowl transect: Start time _____ AM or PM End time _____ AM or PM # spcmns/bowls ____ / ____
 Incidental collection: Time _____ AM or PM Net Hand Other _____ # specimens _____
Collection method (circle)

Weather: _____ Additional focal species observed: _____

Notes: _____
Abundant species in flower, human disturbance, etc.