

# Tree Injury Report Form – Instructions

These instructions explain use of the Tree and Plant Injury Report Form. This form may be used to report potential herbicide injury to both woody and herbaceous plants.

**PLEASE NOTE: Monitor/witness information is for data verification ONLY and will remain private.**

**Photographic documentation is required. A Gmail or Google Account is required for using the online reporting method. This is the preferred method of reporting. You can access the online report form at [www.prairierivers.org/report](http://www.prairierivers.org/report). This can be done at home on a computer. If online reporting is not possible you can scan and email a copy of your completed form(s) and photos to: [monitoring@prairierivers.org](mailto:monitoring@prairierivers.org)**

The Form is one sheet and two pages (front and back). It includes helpful reminders regarding data categories. More than one Form can be used if there is a need. Please take photos to document observations. **Instructions for photos are included on page 5.**

## Observer and Location Information

**Date:** Preferred format is mm/dd/yy.

**Sheet \_\_\_ of \_\_\_:** Identify each datasheet used for this date and site (e.g., 1 of 1). If two sheets are used, entries would be: 1 of 2 and 2 of 2 for the first and second sheets respectively.

**First Name & Last Name:** Data are for the person responsible for the observation. Use a consistent name for all sheets you submit.

**Address, City, Zip, Phone Number, E-mail:** Complete for first sheet submitted. Optional thereafter.

**Witness Name (optional):** List any other individual present that will vouch for the observation.

**Site ID:** Use an appropriate name (e.g., Prairie of the Rock Nature Preserve). Use exact same name for subsequent observations, at the same site, if any.

**Subunit: (optional)** For large sites, one or more subareas may be monitored. Some advance planning and consultation in designating subunits may be needed in such cases. An observation Form will be needed for each subunit in such cases.

**County:** List county of the site you are monitoring.

**Initial Visit Planned?** Check “yes” if data collection at this site was planned before knowledge of whether injury symptoms were (or were not) present. Check “no” otherwise.