

PLANTS OF CONCERN: GUIDELINES FOR LAND MANAGEMENT FORM, 2010

The Land Management Form is intended to 1) provide more precise and accurate information about management in relation to monitored populations than a typical volunteer may be able to provide; 2) encourage a closer partnership between monitors and land managers. Greater communication between monitors and managers may help reveal correlations between management activities and population trends. These guidelines clarify the questions asked on the form. **Part 1 should be updated every year. Part 2 of this form needs only be submitted once.** If you already submitted information for the EO or an EO subpopulation, you only need to complete Part 1. Correcting or amending past information is helpful; please contact POC to do so.

You may use a single form to report on multiple species or subpopulations in the same location, **provided the management is the same for all.** Indicate all species and subpopulations included on the form. Agencies having many species/subpopulations to report on may use an Excel spreadsheet or a customized Access database developed by POC specifically for their sites and species.

On the POC website, Land Managers may review all Monitoring Forms for EOs under their management, and Land Management. Online submissions of Land Management reports will be available later in the year; check the POC website and or with POC staff for updates. This is a secure site and a password is required. Your logon name for this site is the initial of your first name and your full last name. The password is your initials followed by a 4-digit code; for example, John Smith's logon would be jsmith and his access code would be js1234. **To register your code, contact POC and your code will be assigned so that you can access your records.** Also contact POC if you're interested in the Excel or Access Land Management submission options.

PART 1: Management in the past year

**Past year for 2010 would be autumn 2009 to summer 2010. (If a population was monitored in early summer, indicate the previous summer (2009)).*

The management data recorded on Part 1 of the Land Management form should reflect all that has occurred in the past year. Information reported for a time period other than this should be indicated explicitly using date month and year, but ideally would encompass fall to summer (September to August) for any given year. The reason for this is to eliminate gaps in management data. **If it has been 2 or more years since a population was last monitored, please fill in the form for all the intervening years.**

SECTION 1: GENERAL SPECIES AND SITE IDENTIFICATION

Site name: We aim to be consistent with site names on record with the Natural Heritage Database. If site names have changed significantly, let us know so that we can inform the Database.

Landowner: Indicate the owner of the site where monitoring occurred. If you, as the land manager, differ from the owner, indicate the manager as well as the official owner. The Land Manager is typically not an individual but an agency.

Genus, species, variety, site name, county, subpop #, and EOR#: This information should match that on the monitoring form. If necessary, POC can provide the EOR#. For listed species, the EOR# corresponds to the number assigned by the Natural Heritage Database. For non-listed species, the number is assigned by the POC database.

SECTION 2: HYDROLOGY

Hydrologic conditions based on precipitation during the past year* are requested. Note if the area where the population is located was wetter or drier than an average year for each season. If the area flooded in any season, be sure to mark that option.

SECTION 3: MOST CURRENT GENERAL SITE MANAGEMENT

General Management conducted in the past year at this site: Management may be in place for this site but may not directly affect the monitored population. The main information we need here about general site management are the management practices in place. We do not require a detailed history of these activities outside the population monitored.

Deer Removal: List season and year of removal, number of deer removed, and the number of acres involved.

Other Management on Site: Note any other information relevant to management of the site.

SECTION 4: MANAGEMENT WITHIN THE MONITORED SUBPOPULATION(S)

Management being conducted in the past year or prior to that if this is the first time reported, specifically within the population or immediately adjacent to the population. Many Google Earth aerial maps are now available on our website based on past GPS coordinates, which you may view and print. You may wish to visit the area with the monitor to confirm the management activities reported.

Burning or Mowing: Mowing specifically refers to clearing of herbaceous material and small brush in an overall open or prairie area, but not to the use of large machinery to clear a primarily wooded area, (brush removed this way should be listed under invasive species management.) Additionally, mowing for trail maintenance should not be listed as mowing for management. The first time you complete Part I, please list as many past dates as possible for burn or mow history. Specific dates would be best but try to indicate the month or season in which this area was burned or mown during a specific year.

Percent of Area Affected (burning and mowing): We use a range for the percent of the area affected by the activity: 1-33%, 34-66%, 67-100%

Intensity (burning only): We use a range for intensity: 1-33% being low, 34-66% moderate, 67-100% high

- **Low:** low temperature, low flame height, consumed < 50% of fuel in its path
- **Moderate:** average/moderate temperature, average flame height, consumed good amount of fuel
- **High:** high temperature, high flame height, large coverage area, consumed all available fuel in path

Invasive Species Management: Although burning can be used for invasives control, please only indicate mechanical or chemical removal for this question. List the date (or season and year) of the removal/herbicide application, which species were removed and/or herbicided, and the range of intensity, separately for **both removal and herbiciding**.

Other management being conducted within the population: If other types of management are being conducted within this population, list them here with their dates, using the percent ranges where applicable (e.g. hydrological activities, seeding of native species, etc.).

SECTION 5: ADJACENT LAND USE NOTES

If there is **pertinent information regarding any adjacent land use** that might have a negative or positive impact on the population, please note in this section.

SECTION 6: ADDITIONAL COMMENTS

PART 2: History

SECTION 1: GENERAL SPECIES AND SITE IDENTIFICATION

Same as for Part 1, Section 1.

SECTION 2: POPULATION INFORMATION

Habitat/Community Type: We use the classification system from the *Chicago Wilderness Biodiversity Recovery Plan*, found on pages 148-161. In some cases you may wish to indicate more than one habitat associated with a population. A link to the classification is available at www.plantsofconcern.org.

Was this population naturally occurring, introduced through restoration, or is the origin unknown? Indicate to the best of your knowledge the origin of this population. If it was introduced through restoration, provide the year of introduction. Provide the source of the plants or seed.

SECTION 3: LAND USE HISTORY OF THE SITE, AS IT MAY AFFECT THE SUBPOPULATIONS

If you are aware of **any historical uses** of the site before it was managed, that may have affected the population, check off and fill out the appropriate fields.

SECTION 4: HISTORY OF GENERAL SITE MANAGEMENT

General Management conducted in the past within this site: Management may be in place for this site but may not directly affect the monitored population. The main information we need about site management is the year active management was initiated and any management practices in place **since that time**, not necessarily this year. We do not require a detailed history of management activities outside the population monitored.

Please return Land Management forms to POC (attn: POC, Chicago Botanic Garden, 1000 Lake Cook Rd, Glencoe, IL 60022. FAX: 847-835-6975; smasi@chicagobotanic.org) by October 31. Agencies may submit all forms in conjunction with their internal reporting schedule. An Excel or Access format is available from POC as an alternative.

Note: volunteer monitors are asked to submit their monitoring reports simultaneously to you for approval and to POC, even in the event that they enter data on-line. If there are any corrections you wish to make on the volunteer's Monitoring Form, please submit those changes directly to POC. You will not be able to enter changes on-line, as once the form is entered by a monitor no corrections can be made on-line.