

Step-By-Step Instructions for Reporting and Invasive Plant Sighting in EDDMapS  
Early Detection & Distribution Mapping System  
9/20/2008

1. Register as an EDDMapS user:
  - a. Go to the SE-EPPC website (<http://www.se-eppc.org>) and select “Report Infestations” under the EDDMapS logo:



- b. Select “Register Now” under “New to SE-EPPC.org?”
  - c. Register to submit data; select the “Submit” button
2. Once you have registered for EDDMapS, you will simply sign in to report an infestation at: <http://www.se-eppc.org>. A voucher specimen or diagnostic images of the invasive plant are required to report an infestation.
  - a. Go to the SE-EPPC website (<http://www.se-eppc.org>) and select “Report Infestations” under the EDDMapS logo.
  - b. Select “Already Registered?” and log in.
3. Begin the reporting procedure.
  - a. Select the state for which you are reporting an infestation under “Report an Invasive Plant.”
  - b. You will see a reporting form with a number of fields. If you place your cursor over the (?) at the end of a field you will get more information about that field.
    - i. **Pest:** If you click on the arrow on the right you will find a drop-down menu with a list of plants. If the plant you have found is not listed, choose “Other Species.” If you are not sure what the species is, choose “Unknown.” For “Other Species” select contact on the upper right hand corner of the page and send an email to Chuck Barger of the Bugwood network with the name of the invasive plant that is not listed on the drop-down menu.
    - ii. **Observation Date:** Enter the date you observed the pest in the format mm/dd/yyyy.
    - iii. **Infested Area:** Enter the area that includes the invasive species only. Choose from the following units: acres, hectares, square feet, square meters.
    - iv. **Gross Area:** Estimate the general area within which the invasive species is found. This area may include areas that are not occupied by this species. Choose from the units listed above.
    - v. **Canopy Closure:** Estimate the area of ground covered by foliage of the invasive species. Choose from the units listed above.
    - vi. **Habitat:** From the drop-down menu, choose the description that best describes the habitat within which the invasive plant occurs. If you can’t find the habitat listed, choose “Other.” For “Other” select contact on the upper right hand corner of the page and send an email to Chuck Barger of the Bugwood network explaining the unlisted habitat to him so he can add it to the drop-down menu.
    - vii. **Abundance:** Choose the most appropriate answer from the drop-down menu: Single Plant, Scattered Plants, Dense Monoculture, Scattered Dense Patches.

- viii. **Latitude/Longitude:** There are a couple of ways that you can get this information.
- I. You can GPS the point using a GPS unit. Make sure you set your GPS unit to “NAD83.”
  - II. You can select a location using an online mapping system. Select “Choose Location.” A Google map will appear. You can choose to view a map, a satellite image, or a hybrid of the two within the state where the infestation occurs. Click on the map in the infested area and you will see a pinpoint at that spot. Increase the magnification around the point by clicking the “+” sign on the upper left hand corner of the map until you have zeroed into the site where the infestation was found. You can adjust the location of the pinpoint by clicking on the appropriate spot on the map. Each time you click, a new pinpoint will appear. When the pinpoint is in the correct spot, select “Update Report Form.”
- ix. **Datum:** Select either “NAD27” or “NAD83.” Note that most online mapping programs use NAD83.
- x. **Ownership:** From the drop-down menu, select the ownership type for the property on which the invasive plant was found.
- xi. **Location Description:** Add any information that would aid in relocating the infestation.
- xii. **Comments:** Add comments regarding the voucher specimen if one was collected. This may include information found on the label.
- xiii. **Voucher Specimen Made:** If you or someone else has collected a voucher specimen of the invasive plant at this site, select yes. If there is no voucher specimen, select no.
- xiv. **Herbarium holding specimen:** Enter the name of the herbarium where the specimen is housed.
- xv. **Images:** If there is no voucher specimen associated with the infestation you are reporting, you must attach images of the plant to your report form. You can upload up to five images. These must be diagnostic in nature. Select images that show characteristics used to identify the species you are reporting. Appropriate images include leaf shape and arrangement, flowers, fruit, roots, and unique features like thorns. Whole plant images showing the habit of the species are also appropriate when included with close-up images. Use a tripod when possible. Take photos with the sun behind you.
- xvi. **Report:** Select “Report.” The data will be sent to a state reviewer who will confirm the infestation. When the report is confirmed, it will be entered into EDDMapS.