



**BRITISH
COLUMBIA**

The Best Place on Earth

Invasive Alien Plant Program

REFERENCE GUIDE

Part 2

Modules 2.5, 2.6, 2.7, 2.8

Prepared by Range Branch

Ministry of Forests and Range

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MODULE 2.5:

ENTERING MECHANICAL TREATMENT AND MONITORING DATA

ADDING OR EDITING A MECHANICAL TREATMENT RECORD

The Add Mechanical Treatment screen is used to record information about the mechanical/manual treatment activities associated with each invasive plant species on a specific site. This information is usually collected on the Ministry of Forests and Range 'Invasive Plant Chemical & Mechanical Treatment Record' field form, which is available as a downloadable PDF from the Invasive Alien Plant Program home page:

<http://www.for.gov.bc.ca/hra/Plants/application.htm>

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CREATING A MECHANICAL TREATMENT RECORD

To get to the site where you wish to add the mechanical treatment record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).


- Click the [Mechanical Treatments](#) tab.
- The **Mechanical Treatments** tab opens. If a mechanical treatment(s) has already been entered for the site, it will display. If no treatment has been added, the tab will be empty, as shown below. In either case, click the [Add](#) link at the top right of the tab.

[Home](#) > [Site \(092B093-205678\)](#) > [Mechanical Treatments](#)

Site							
Mapsheets: 092B093	Site ID: 205678	Paper File ID:					
Site Details	Invasive Plants	Plans	Biological Treatments	Chemical Treatments	Mechanical Treatments	Biological Dispersals	Add

This launches the **Add Mechanical Treatment** screen:



Add Mechanical Treatment	
General	
Paper File ID:	<input type="text"/>
Treatment Date:	<input type="text"/>  Agency: <input type="text"/>
Application	
Employer:	<input type="text"/> Search
Applicators	
Manage Applicators	
Mechanical Treatment	
Plant Species:	<input type="text"/> Area Treated (ha): <input type="text"/>
Treatment Method:	<input type="text"/>
Comments	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>	

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details and Survey Details forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency’s existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.

Treatment Date (*):

- This is the date the treatment was performed in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon or type in the date in the format YYYY-MM-DD.



Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Employer:

- Type the employer's first letter in the box and click the [Search](#) link. This will display all employer names that start with that letter and which already exist in IAPP. If your employer's name is not on this list, you may enter it directly in the field. If the agency has hired a contractor to perform the work, enter the name of the contractor.

Applicators:

- If you have already selected applicators during your current session, those names will, by default, be populated in this section. If you wish to select a different applicator:
- Click the [Manage Applicators](#) link. The Manage Applicators screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search** link; the results will be shown below.
- Click the [Add](#) link behind the correct listing to add the applicator to the survey. You may add any number of applicators this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link. If the applicator is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** link. This will add the applicator to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the 'Add Mechanical Treatment' screen.

Plant Species (*):

- Click the drop-down arrow to display a list of only those plant species that have been surveyed on the site. If a plant species has been identified in the latest chronological survey as Not Found, you will not be able to create a treatment record for it until a new survey has been added that re-establishes the species as Found on the site.



Area Treated (*):

- Enter the Area Treated (mechanically), measured in hectares. Field staff may note the area of treatment on the field form as a dimension—e.g., 30 x 25. Data entry staff can then calculate the estimated area: one hectare = 10,000 m² (100 x 100), so the area in the example would be 750/10,000 = 0.075 ha. The smallest area possible is 0.0001 ha, which is 1m². This is often used for a single occurrence of a plant species.

Treatment Method (*):

- Choose the treatment method from the drop-down list.

Comments:

- Enter any Comments that are relevant to the treatment.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Mechanical Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.

Once you have successfully saved your Mechanical Treatment record, you may attach one or more photographs to it. See Module 2.4: Adding Images.

Editing a mechanical treatment record

If you wish to edit this or any other mechanical treatment record in the future, simply click the Mechanical Treatment tab and click the [Edit](#) link next to the treatment record you wish to edit.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:



- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records

ADDING OR EDITING A MECHANICAL MONITORING RECORD

The **Add Mechanical Monitoring** screen is used to record information about the monitoring activities associated with a mechanical/manual treatment of an invasive plant species on a specific site. This information is usually collected on the Ministry of Forests and Range 'Chemical & Mechanical Monitoring Record' field form, which is available as a downloadable PDF document from the Invasive Alien Plant Program home page:

<http://www.for.gov.bc.ca/hra/Plants/application.htm>

A Mechanical Monitoring record may be completed for each mechanical treatment on an invasive plant species on a site. It is possible to add multiple monitoring records to one treatment if that treatment was monitored more than once during the same calendar year.

CREATING A MECHANICAL MONITORING RECORD


To get to the site where you wish to add the mechanical monitoring record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).

- Click the [Mechanical Treatments](#) tab.
- The **Mechanical Treatments** tab opens, and one or more mechanical treatment records will display in chronological order.
- If there are already records in the Monitoring Records section, use the **Show/Hide Details** button to examine them. Choose the treatment record you want to add the monitoring record to.
- Click the [Add](#) link in the **Monitoring Records** section at the very bottom of the treatment record:



Images				
ID	Date	Perspective	Agency	Add
There are no images attached to this treatment.				
Monitoring Records				
There are no monitoring records attached to this treatment.				

This launches the **Add Mechanical Monitoring** screen. In addition to the data entry form for the monitoring record, the screen displays helpful information, such as the mapsheet that the site is located in, the Site ID, the Paper File ID, and details about the mechanical treatment that is being monitored.

Site		
Mapsheet: 092L056	Site ID: 246266	Paper File ID: DEMO: 09/01/08LK
Mechanical Treatment		
Target Plant Species: TANA VUL	ControlMethod: Hand pulling	Treatment Date: 2009-02-09 Agency: Ministry of Forests and Range
Add Mechanical Monitoring		
General		
Paper File ID:	<input type="text"/>	
Inspection Date:	<input type="text"/>	
Agency:	<input type="text"/>	Efficacy Rating: <input type="text"/>
Surveyors		
Manage Surveyors		
Comments		
<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>		

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details, Survey Details, and Treatment forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency’s existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create



on the same Site ID may be different to accommodate the different activity it refers to.

Inspection Date (*):

- This is the date of the monitoring activity in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Efficacy Rating (*):

- Choose one of the options from the drop-down list.

Surveyors:

- If you have already selected surveyors during your current session, those names will, by default, be populated in this section. If you wish to select a different surveyor:
- Click the [Manage Surveyors](#) link; the Manage Surveyors screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search** button; the results will be shown below.
- Click the [Add](#) link behind the correct listing to add the surveyor to the survey. You may add any number of surveyors this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link.
If the surveyor is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the surveyor to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the 'Add Mechanical Monitoring' screen.



Comments:

- Enter any Comments that pertain to the treatment or monitoring.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **OR**
- Click the **Save & Close** button to save the information entered; the Mechanical Treatment 1 of [n] appears; **OR**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.



NOTE: IF YOU CLICK THE **SAVE** BUTTON, THE DATA ENTRY FORM REMAINS ON THE SCREEN, BUT YOU WILL NOTICE AN EXTRA BUTTON AT THE BOTTOM OF THE FORM. CLICKING THIS **ADD SURVEY** BUTTON TAKES YOU DIRECTLY TO THE **ADD INVASIVE PLANT SURVEY** SCREEN FOR THE INVASIVE PLANT SPECIES THAT WAS MECHANICALLY TREATED AND MONITORED. THIS LETS YOU ADD A NEW SURVEY FOR THIS PLANT.

Once you have successfully saved your Mechanical Monitoring record, the Mechanical Treatment record returns, with your newly created monitoring record at the bottom. To avoid clutter, only a few pertinent details are displayed on one line. To view the entire record, click the **Show/Hide Details** button to expand the record.

Images				
ID	Date	Perspective	Agency	Add
There are no images attached to this treatment.				
Monitoring Records				
ID	Date	Surveyor(s)	Agency	Add
203074	2009-02-11	LAURA KRISTIANSEN, APHRODITE Y. GRAETORIX	Ministry of Forests and Range	Edit



Recall that multiple monitoring records may be attached to one treatment. If you monitor the treatment again within the same calendar year, use the [Add](#) link to create another monitoring record for this treatment.

You may attach one or more photographs to the monitoring record. The image(s) will also be attached to the treatment record, in the section immediately above the Monitoring Records. See Module 2.4: Adding Images.

Editing a mechanical monitoring record

If you wish to edit this or any other mechanical monitoring record in the future, simply click the Mechanical Treatment tab, find the treatment whose monitoring record you wish to edit, and click the [Edit](#) link next to the monitoring record at the bottom of the treatment record.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:

- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records



MODULE 2.6:

ENTERING CHEMICAL TREATMENT AND MONITORING DATA

ADDING OR EDITING A CHEMICAL TREATMENT RECORD

The Add Chemical Treatment screen is used to record information about the chemical treatment activities associated with each invasive plant species on a specific site. This information is usually collected on the Ministry of Forests and Range "Invasive Plant Chemical & Mechanical Treatment Record" field form, which is available as a downloadable PDF document from the Invasive Alien Plant Program home page:

<http://www.for.gov.bc.ca/hra/Plants/application.htm>



NOTE: IF A SITE HAS MORE THAN ONE INVASIVE PLANT SPECIES, AND ALL WERE TREATED WITH THE SAME CHEMICAL MIX, YOU NEED TO RECORD THE AMOUNT OF MIX APPLIED TO EACH SPECIES BY USING THE "SPECIES %" ON THE FIELD FORM. THIS IS IMPORTANT SINCE A TREATMENT RECORD MUST BE CREATED FOR EACH PLANT SPECIES TREATED.

CREATING A CHEMICAL TREATMENT RECORD

To get to the site where you wish to add the chemical treatment record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).

- Click the [Chemical Treatments](#) tab.
- The **Chemical Treatments** tab opens. If a chemical treatment(s) has already been entered for the site, it will display. If no chemical treatment has been added, the tab will be empty, as shown below. In either case, click the [Add](#) link at the top right of the tab.



Site		
Mapsheet: 092L056	Site ID: 246266	Paper File ID: DEMO: 09/01/08LK
Site Details	Invasive Plants	Plans
Biological Treatments	Chemical Treatments	Mechanical Treatments
Biological Dispersals	Add	

This launches the **Add Chemical Treatment** screen:

Add Chemical Treatment		
General		
Paper File ID:	<input type="text"/>	
Treatment Date:	<input type="text"/>	Application Time: <input type="text"/>
Agency:	<input type="text"/>	
Application		
Employer:	<input type="text"/>	Search
Applicators		
		Manage Applicators
Chemical Treatment		
Plant Species:	<input type="text"/>	Area Treated (ha): <input type="text"/>
Temperature (C):	<input type="text"/>	Humidity (%): <input type="text"/>
Wind Speed (km/h):	<input type="text"/>	Wind Direction: <input type="text"/>
Herbicide:	<input type="text"/>	Treatment Method: <input type="text"/>
Product Application Rate (L/ha):	<input type="text"/>	Amount of Mix Used (L): <input type="text"/>
Dilution Rate (%):	<input type="text"/>	Delivery Rate of Mix (L/ha): <input type="text"/>
Comments		
<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>		

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details and Survey Details forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency's existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a



maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.

Treatment Date (*):

- This is the date the treatment was performed in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Application Time (*):

- Enter the time of day the chemical treatment was started. This field uses the 24-hour clock, so for afternoon treatment times, simply add 12 to the hour of the afternoon, but do not include a colon—e.g., 2:30 p.m. = 1430.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field for the duration of your session with the agency you represent.

Employer:

- Type the employer's first letter in the box and click the [Search](#) link. This will display all employer names that start with that letter and which already exist in IAPP. If your employer's name is not on this list, you may enter it directly in the field. If the agency has hired a contractor to perform the work, enter the name of the contractor.

Applicators:

- If you have already selected applicators during your current session, those names will, by default, be populated in this section. However, in addition to the applicator's name, you must add their Chemical Applicator Certificate number.



- Click the [Manage Applicators](#) link; the Manage Applicators screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search Surveyors** button and the results will be shown below.
- Click the [Add](#) link behind the correct listing to add the applicator to the survey. You may add any number of applicators this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link.
If the applicator is not yet listed, you will receive a message that no applicator s by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the applicator to the Surveyors field, followed by a [Remove](#) link.
- Enter the applicator's Applicator Certificate number in the box behind the selected applicator's name.
- Click the **Save & Close** button to return to the "Add Chemical Treatment" screen.
-



NOTE: THE NAME(S) AND CERTIFICATE NUMBERS OF CHEMICAL APPLICATORS ARE MASKED AND DISPLAYED - ON THE TREATMENT RECORDS AND IN ANY TREATMENT EXTRACTS - AS [PROTECTED] TO ALL USERS, EXCEPT THE PERSON WHO ENTERED THE RECORD AND THE DATA MANAGER FOR THE AGENCY THAT OWNS THE RECORD.

Plant Species (*):

- Click the drop-down arrow to display a list of only those plant species that have been surveyed on the site.
If a plant species has been identified in the latest chronological survey as **Not Found**, then you will not be able to create a treatment record for it until a new survey has been added that re-establishes the plant species as Found on the site.

Area Treated (*):

- Enter the Area Treated (chemically), measured in hectares; this is the area over which the actual herbicide mix has been applied (i.e. not the total area of the infestation, which includes areas where the plant does not occur). Field staff may note the area of treatment on the field form as a dimension—e.g., 30 x 25. Data entry staff can then calculate the estimated area: one hectare = 10,000 m² (100 x 100), so the area in the



example would be $750/10,000 = 0.075$ ha. The smallest area possible is 0.0001, which is 1m^2 . This is often used for a single occurrence of a plant species.

Temperature (*):

- Enter the air temperature in Celsius at the time of application.

Humidity:

- If known, enter the relative humidity in percent.

Wind Speed (km/h) (*):

- Enter the wind speed as measured at the time of application.

Wind Direction:

- Enter the direction from which the wind was blowing at the time of treatment.

Herbicide (*):

- From the drop-down list, select the herbicide that was used in the application.

Treatment Method (*):

- From the drop-down list, select the treatment method used during the application.

Product Application Rate (L/Ha) (*):

- Enter the product application rate as printed on the manufacturer's label for the invasive plant species that was treated.

Amount of Mix Used (L) (*):

- Enter the total amount of liquid that was applied to the site—i.e., the amount of water plus the herbicide that was mixed with it.



Dilution Rate (%):

- Enter the dilution rate for the herbicide in percent.

Delivery Rate of Mix (L/Ha):

- Enter the delivery rate of the mix that was applied to the site, measured in litres per hectare.



Comments:

- Enter any Comments that are relevant to the treatment.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Chemical Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.

Once you have successfully saved your Chemical Treatment record, you may attach one or more photographs to it. See Module 2.4: Adding Images.

Editing a chemical treatment record

If you wish to edit this or any other chemical treatment record in the future, simply click the Chemical Treatment tab and click the [Edit](#) link next to the treatment record you wish to edit.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:

- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records



ADDING OR EDITING A CHEMICAL MONITORING RECORD

The Add Chemical Monitoring screen is used to record information about the monitoring activities associated with a chemical treatment of an invasive plant species on a specific site. This information is usually collected on the Ministry of Forests and Range "Chemical & Mechanical Monitoring Record" field form, which is available as a downloadable PDF document from the Invasive Alien Plant Program home page:

<http://www.for.gov.bc.ca/hra/Plants/application.htm>

A Chemical Monitoring record may be completed for each chemical treatment on an invasive plant species on a site. It is possible to add multiple monitoring records to one treatment if that treatment was monitored more than once during the same calendar year.

CREATING A CHEMICAL MONITORING RECORD

To get to the site where you wish to add the chemical monitoring record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).


- Click the [Chemical Treatments](#) tab.
- The **Chemical Treatments** tab opens, and one or more chemical treatment records will display in chronological order. Choose the treatment record you want to add the monitoring record to.
- If there are already records in the Monitoring Records section, use the **Show/Hide Details** button to examine them.
- Click the [Add](#) link in the **Monitoring Records** section at the very bottom of the treatment record:

Images			
ID	Date	Perspective	Agency
There are no images attached to this treatment.			
Monitoring Records			
There are no monitoring records attached to this treatment.			



This launches the **Add Chemical Monitoring** screen. In addition to the data entry form for the monitoring record, the screen displays helpful information, such as the mapsheet that the site is located in, the Site ID, the Paper File ID, and details about the chemical treatment that is being monitored.

Site			
Mapsheet: 092P030	Site ID: 203006	Paper File ID: TEST SITE	
Chemical Treatment			
Target Plant Species: CICH INT	Herbicide: 2,4-D	Treatment Date: 2005-11-01	Agency: Ministry of Forests and Range

Add Chemical Monitoring	
General	
Paper File ID:	<input type="text"/>
Inspection Date:	<input type="text"/> 
Agency:	<input type="text"/> ▼ Efficacy Rating: <input type="text"/> ▼
Surveyors	
Manage Surveyors	
Comments	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>	

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details, Survey Details, and Treatment forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency’s existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.

Inspection Date (*):

- This is the date of the monitoring activity in the field. The data entry date will be stamped automatically at the bottom of the record once it



has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Efficacy Rating (*):

- Choose one of the options from the drop-down list.

Surveyors:

- If you have already selected surveyors during your current session, those names will, by default, be populated in this section. If you wish to select a different surveyor:
- Click the [Manage Surveyors](#) link; the Manage Surveyors screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search Surveyors** button; the results will be shown below.
- Click the [Add](#) link behind the correct listing to the surveyor to the survey. You may add any number of surveyors this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link. If the surveyor is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the surveyor to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the "Add Chemical Monitoring" screen.

Comments:

- Enter any Comments that pertain to the treatment or monitoring.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:



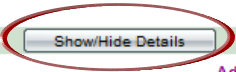
- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Chemical Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.



NOTE: IF YOU CLICK THE **SAVE** BUTTON, THE DATA ENTRY FORM REMAINS ON THE SCREEN, BUT YOU WILL NOTICE AN EXTRA BUTTON AT THE BOTTOM OF THE FORM. CLICKING THIS **ADD SURVEY** BUTTON TAKES YOU DIRECTLY TO THE **ADD INVASIVE PLANT SURVEY** SCREEN FOR THE INVASIVE PLANT SPECIES THAT WAS CHEMICALLY TREATED AND MONITORED, ALLOWING YOU TO ADD A NEW SURVEY FOR THIS PLANT.

Once you have successfully saved your Chemical Monitoring record, the Chemical Treatment record returns, with your newly created monitoring record at the bottom. To avoid clutter, only a few pertinent details are displayed on one line. To view the entire record, click the **Show/Hide Details** button to expand the record.

Images				
ID	Date	Perspective	Agency	Add
There are no images attached to this treatment.				
Monitoring Records				
ID	Date	Surveyor(s)	Agency	Add
203074	2009-02-11	LAURA KRISTIANSEN, APHRODITE Y. GRAETORIX	Ministry of Forests and Range	Edit



Recall that multiple monitoring records may be attached to one treatment. If you monitor the treatment again within the same calendar year, use the [Add](#) link to create another monitoring record for this treatment.

You may attach one or more photographs to the monitoring record. The image(s) will also be attached to the treatment record, in the section immediately above the Monitoring Records. For details on adding images, see Module 2.4.



EDITING A CHEMICAL MONITORING RECORD

If you wish to edit this or any other chemical monitoring record in the future, simply click the Chemical Treatment tab, find the treatment whose monitoring record you wish to edit, and click the [Edit](#) link next to the monitoring record at the bottom of the treatment record.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:

- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records



MODULE 2.7:

ENTERING BIOLOGICAL TREATMENT & MONITORING DATA

ADDING OR EDITING A BIOLOGICAL TREATMENT RECORD

The **Add Biological Treatment** screen is used to record information about the biological treatment activities associated with each invasive plant species on a specific site.

This information is usually collected on the "Biological Control Agent Release & Monitoring Record" field form, which is available as a downloadable PDF document from the Invasive Alien Plant Program home page: <http://www.for.gov.bc.ca/hra/Plants/application.htm>

CREATING A BIOLOGICAL TREATMENT RECORD

To get to the site where you wish to add the biological treatment record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).

- Click the [Biological Treatments](#) tab.
- The **Biological Treatments** tab opens. If a biological treatment(s) has already been entered for the site, it will display. If no biological treatment has been added, the tab will be empty, as shown below. In either case, click the [Add](#) link at the top right of the tab.

[Home](#) > [Site \(092L056-246266\)](#) > [Biological Treatments](#)

Site		
Mapsheet: 092L056	Site ID: 246266	Paper File ID: DEMO: 09/01/08LK
Site Details	Invasive Plants	Plans
Biological Treatments	Chemical Treatments	Mechanical Treatments
		Biological Dispersals
		Add


This launches the **Add Biological Treatment** screen:



Add Biological Treatment

General

Paper File ID:

Treatment Date:  Time:

Agency: Classified Area:

Application

Employer: [Search](#)


Applicators [Manage Applicators](#)

UTM **Geographic [decimal degrees (dd.ff)]**

Zone: 9 Easting: 647250 Northing: 5605766 Same as site? Or Latitude: Longitude:

Biological Agent

Plant Species: Biological Agent:

Collection Date:  Biological Agent Source:

Release Quantity:

Bio. Agent Stage: Adult Egg Pupa Larva Other All

Comments

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details and Survey Details forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency's existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.



Treatment Date (*):

- This is the date the treatment was performed in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Time (*):

- This is the time of day the biological agents were released. This field uses the 24-hour clock, so for afternoon treatment times, simply add 12 to the hour of the afternoon, but do not include a colon—e.g., 2:30 p.m. = 1430.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Classified Area:

- This field is visible only to users with the Biological Agent Manager or Administrator user role. If you are authorized to view this field, you may select **Collection** or **Research** from the drop-down list, or leave the field blank.

Employer:

- Type the employer's first letter in the box and click the [Search](#) link. This will display all employer names that start with that letter and which already exist in IAPP. If your employer's name is **not** on this list, you may enter it directly in the field. If the agency has hired a contractor to perform the work, enter the name of the contractor.

Applicators:

- If you have already selected applicators during your current session, those names will, by default, be populated in this section. If you wish to select a different applicator:



- Click the [Manage Applicators](#) link; the Manage Applicators screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search Surveyors** button; the results will be shown below.
- Click the [Add](#) link behind the correct listing to the applicator to the survey. You may add any number of applicators this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link.
If the applicator is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the applicator to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the "Add Biological Treatment" screen.

UTM Zone (*):

- By default, this field is populated with the UTM Zone of the Site Details record, and the **Same as site** box is checked. If the biological control agents were released at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the release point in this field. The **Same as site** box will then automatically uncheck.
It is possible to enter latitude and longitude, but they need to be in decimal format rather than degrees, min, sec. (for example, 53°10'32" must be entered as 53.175556). There are several utilities available on the web for making such conversions; however, it is preferable to enter co-ordinates in UTM format.

UTM Easting (*):

- If the biological control agents were released at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the release point in this field.
Easting is a 6-digit number. Although GPS units often display this as a 7-digit number with a zero as the first digit, the IAPP application will accept only six digits, the first of which cannot be a zero. This helps ensure accurate data entry.

UTM Northing (*):



- If the biological control agents were released at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the release point in this field.
- Northing is a 7-digit number, and the application requires exactly seven digits.



NOTE: AS ON THE SITE DETAILS RECORD, UTMS REMAIN EDITABLE FOR 48 HOURS FOLLOWING DATA ENTRY. AFTER THAT PERIOD, THEY BECOME LOCKED FOR DATA INTEGRITY PURPOSES.

Plant Species (*):

- Click the drop-down arrow to display a list of **only** those plant species that have been surveyed on the site.

If a plant species has been identified in the latest chronological survey as Not Found, you will not be able to create a treatment record for it until a new survey has been added that re-establishes the plant species as Found on the site.

Biological Agent (*):

- From the drop-down list, select the biological agent that was released at the specified UTM co-ordinates.

Collection Date:

- Enter the date the biological agents were collected. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Biological Agent Source:

- Enter the location where the biological agents were collected.

Release Quantity (*):

- Enter the total number of biological agents that were released during the treatment.



Bioagent Stage:

- Check one of the boxes to indicate the maturity level of the agents that were released.

Comments:

- Enter any Comments that are relevant to the biological release.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Biological Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.

Once you have successfully saved your Biological Treatment record, you may attach one or more photographs to it. See Module 2.4: Adding Images.

EDITING A BIOLOGICAL TREATMENT RECORD

If you wish to edit this or any other biological treatment record in the future, simply click the Mechanical Treatment tab and click the [Edit](#) link next to the treatment record you wish to edit.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:

- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records

WARNING:

If you select an inappropriate combination of invasive plant and biological agent, and attempt to save the biological treatment record, you will be presented with the "**Inappropriate Use of Biological Agent**" warning screen:



Site		
Mapsheet: 092P030	Site ID: 203006	Paper File ID: TEST SITE

Inappropriate Use Of Biological Agent	
This biological agent is not meant to be applied to the invasive plant you have chosen. If this combination of biological agent and invasive plant is what you intended for this record, you will be required to enter exception/justification comments in order to save the record.	
Inappropriate Combination	
Invasive Plant: Spotted knapweed (CENT BIE)	Biological Agent: ZEUX GIA
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

- Click the **Cancel** button if you accidentally selected the wrong biological agent (or plant species) from the drop-down list. You will be returned to the Biological Treatment screen, where you can correct the error; **OR**
- Click the **Continue** button if you intentionally chose to use this agent on the invasive plant in question. The **Inappropriate Use of Biological Agent Exception** screen appears, where you may enter your reason(s) for choosing this particular combination. This information will be sent to the IAPP custodian, and you will be returned to the Biological Treatment screen, where you will now be able to save the record.

Inappropriate Use Of Biological Agent Exception	
You have chosen to continue with a non-premeditated use of a biological agent. Please enter your reason(s) for applying this biological agent to this invasive plant species in the Exception Comments field below. These comments will be sent to an Invasive Alien Plant custodian for review.	
Inappropriate Combination	
Invasive Plant: Spotted knapweed (CENT BIE)	Biological Agent: ZEUX GIA
Exception Comments	
<div style="border: 1px solid black; height: 40px;"></div>	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

ADDING OR EDITING A BIOLOGICAL MONITORING RECORD

The **Add Biological Monitoring** screen is used to record information about the monitoring activities associated with a biological control agent released on an invasive plant species on a specific site. This information is usually collected on the Ministry of Forests and Range "Biological Control Agent Release & Monitoring Record" field form, which is available as a



downloadable PDF document from the Invasive Alien Plant Program home page: <http://www.for.gov.bc.ca/hra/Plants/application.htm>

A Biological Monitoring record may be completed for each biological agent species released on an invasive plant species on a site. It is possible to add multiple monitoring records to one treatment if that treatment was monitored more than once during the same calendar year.

CREATING A BIOLOGICAL MONITORING RECORD


To get to the site where you wish to add the biological monitoring record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).

- Click the [Biological Treatments](#) tab.
- The **Biological Treatments** tab opens, and one or more biological treatment records will display in chronological order.
- If there are already records in the Monitoring Records section, use the **Show/Hide Details** button to examine them. Choose the treatment record you want to add the monitoring record to.
- Click the [Add](#) link in the **Monitoring Records** section at the very bottom of the treatment record:

Images			
ID	Date	Perspective	Agency
There are no images attached to this treatment.			
Monitoring Records			
There are no monitoring records attached to this treatment.			

This launches the **Add Biological Monitoring** screen. In addition to the data entry form for the monitoring record, the screen displays helpful information, such as the mapsheet the site is located in, the Site ID, the Paper File ID, and details about the biological treatment that is being monitored.



Site		
Mapsheets: 092P030	Site ID: 203006	Paper File ID: TEST SITE
Biological Treatment		
Target Plant Species: CENT BIE	Biological Agent Code: LARI OBT	Treatment Date: 2005-08-02 Agency: Department of National Defense
Add Biological Monitoring		
General		
Paper File ID:	<input type="text"/>	
Inspection Date:	<input type="text"/>	
Agency:	<input type="text"/>	<input type="checkbox"/> Agent Destroyed
Surveyors		
Manage Surveyors		
UTM Geographic [decimal degrees (dd.ff)]		
Zone: 10	Eastings: 706490	Northings: 5679290 <input checked="" type="checkbox"/> Same as site? Or Latitude: <input type="text"/> Longitude: <input type="text"/>
Count Spread		
Duration Of Count (min):	<input type="text"/>	Bearing (deg): <input type="text"/> Distance (m): <input type="text"/>
Plant Count:	<input type="text"/>	Bearing (deg): <input type="text"/> Distance (m): <input type="text"/>
Biological Agent Count:	<input type="text"/>	Bearing (deg): <input type="text"/> Distance (m): <input type="text"/>
		Bearing (deg): <input type="text"/> Distance (m): <input type="text"/>
Biological Agent Presence		
<input type="checkbox"/> Foliar Feeding Damage	<input type="checkbox"/> Seed Feeding Damage	<input type="checkbox"/> Larva(e) Present
<input type="checkbox"/> Eggs Present	<input type="checkbox"/> Root Feeding Damage	<input type="checkbox"/> Adults Present
		<input type="checkbox"/> Oviposition Marks
		<input type="checkbox"/> Pupa(e) Present
		<input type="checkbox"/> Legacy Presence
		<input type="checkbox"/> Exit Holes/Tunnels
Comments		
<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>		

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details, Survey Details, and Treatment forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency’s existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits.

Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.



Inspection Date (*):

- This is the date of the monitoring activity in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Agent Destroyed:

- Check the **Agent Destroyed** box **only if** you are certain the agent has been destroyed—for example, if the container carrying the agents is found at the site with the lid still on and the agents are dead inside.

Surveyors:

- If you have already selected surveyors during your current session, those names will, by default, be populated in this section. If you wish to select a different surveyor:
- Click the [Manage Surveyors](#) link; the Manage [Surveyors](#) screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the first or last name (or both) of the person you are looking for.
- Click the **Search Surveyors** button; the results will be shown below.
- Click the [Add](#) link behind the correct listing to add the surveyor to the survey. You may add any number of surveyors this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link.
If the surveyor is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the surveyor to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the "Add Biological Monitoring" screen.



UTM Zone (*):

- By default, this field is populated with the UTM Zone of the Site Details record, and the **Same as site** box is checked. If the biological control agents were observed/looked for at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the observation point in this field. The **Same as site** box will then automatically uncheck.

It is possible to enter latitude and longitude, but they need to be in decimal format rather than degrees, min, sec. (for example, 53°10'32" must be entered as 53.175556). There are several utilities available on the web for making such conversions; however, it is preferable to enter co-ordinates in UTM format.

UTM Easting (*):

- If the biological control agents were observed/looked for at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the observation point in this field.

Easting is a 6-digit number. Although GPS units often display this as a 7-digit number with a zero as the first digit, the IAPP application will accept only six digits, the first of which cannot be a zero. This helps ensure accurate data entry.

UTM Northing (*):

- If the biological control agents were observed/looked for at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the observation point in this field. Northing is a 7-digit number, and the application requires exactly seven digits.



NOTE: AS ON THE SITE DETAILS AND BIOLOGICAL TREATMENT RECORDS, UTMS REMAIN EDITABLE FOR **48 HOURS** FOLLOWING DATA ENTRY. AFTER THAT PERIOD, THEY BECOME LOCKED FOR DATA INTEGRITY PURPOSES.

Duration of Count:

- Enter the time, in minutes, you spent counting the plants and/or biological agents.



Plant Count:

- Enter the number of plants counted.

Biological Agent Count:

- Enter the number of biological agents counted.

Bearing:

- Enter the compass bearing, in degrees, the surveyor travelled to look for the biological agents (e.g., 180).

Distance:

- Enter the distance, in metres, from the release point/stake that the surveyor travelled to look for biological agents (e.g., 5).

Biological Agent Presence:

- Check all the boxes that are applicable.



NOTE: THE LEGACY PRESENCE BOX IS THE ONLY BOX THAT YOU WILL NOT BE ABLE TO CHECK. THIS BOX WILL BE AUTOMATICALLY CHECKED IF THE DATA IN THE SYSTEM CAME FROM A LEGACY RECORD (A RECORD IMPORTED INTO IAPP FROM AN OLD DATABASE) THAT RECORDED ONLY AGENT PRESENCE.

Comments:

- Enter any Comments that are relevant to the biological release or monitoring.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**



- Click the **Save & Close** button to save the information entered; the Biological Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.



NOTE: IF YOU CLICK THE **SAVE** BUTTON, THE DATA ENTRY FORM REMAINS ON THE SCREEN, BUT YOU WILL NOTICE AN EXTRA BUTTON AT THE BOTTOM OF THE FORM. CLICKING THIS **ADD SURVEY** BUTTON TAKES YOU DIRECTLY TO THE **ADD INVASIVE PLANT SURVEY** SCREEN FOR THE INVASIVE PLANT SPECIES THAT WAS BIOLOGICALLY TREATED AND MONITORED. THIS LETS YOU ADD A NEW SURVEY FOR THIS PLANT.

Once you have successfully saved your Biological Monitoring record, you may attach one or more photographs to it. See Module 2.4: Adding Images.

EDITING A BIOLOGICAL MONITORING RECORD

If you wish to edit this or any other biological treatment record in the future, simply click the Biological Treatment tab and click the [Edit](#) link next to the treatment record you wish to edit.



NOTE: THE RECORDS YOU MAY EDIT DEPEND ON YOUR USER LEVEL:

- Data Entry users – can edit only the records they created
- Data Manager – can edit all records that are owned by their agency
- Administrator – can edit all records



MODULE 2.8:

ENTERING BIOLOGICAL DISPERSAL DATA

CREATING AND EDITING A BIOLOGICAL DISPERSAL RECORD

The **Add Biological Dispersal** screen is used to record information about the dispersal of biological control agents on a given site/location where a biological treatment has not occurred—i.e., where the observed biological agent(s) was not released but dispersed there on their own. This information is usually collected on the Ministry of Forests and Range "Biological Agent Dispersal Record" field form, which is available as a downloadable PDF document from the Invasive Alien Plant Program home page: <http://www.for.gov.bc.ca/hra/Plants/application.htm>

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CREATING A BIOLOGICAL DISPERSAL RECORD

To get to the site where you wish to add the biological dispersal record, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, use the **Search Site** feature (see Module 2.11: Searches, Extracts, and Reports).

- Once a site has been selected, check to see if a **biological treatment** of the biocontrol agent you are monitoring for is recorded on the site.
- If so, enter the data as **monitoring data** for that agent.
- If not, click the [Biological Dispersals](#) tab.
- The **Biological Dispersals** tab opens. If a biological dispersal(s) has already been entered for the site, it will display. If no biological dispersal has been added, the tab will be empty, as shown below. In either case, click the [Add](#) link at the top right of the tab.

[Home](#) > [Site \(092P030-203006\)](#) > [Biological Dispersals](#)

Site		
Mapsheets: 092P030	Site ID: 203006	Paper File ID: TEST SITE
Site Details	Invasive Plants	Plans
Biological Treatments	Chemical Treatments	Mechanical Treatments
Biological Dispersals		
Add		




This launches the **Add Biological Dispersal** screen:

Add Biological Dispersal

General

Paper File ID:

Inspection Date:  Agency:

Surveyors [Manage Surveyors](#)

UTM **Geographic [decimal degrees (dd.ff)]**

Zone: 10 Easting: 706490 Northing: 5679290 Same as site? Or Latitude: Longitude:

Count

Duration Of Count(min):

Plant Species: Plant Count:

Biological Agent: Bio Agent Count:

Bio Agent Presence

Foliar Feeding Damage Seed Feeding Damage Larva(e) Present Oviposition Marks

Eggs Present Root Feeding Damage Adults Present Pupa(e) Present Exit Holes/Tunnels

Comments

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Paper File ID:

- As in the Site Details, Survey Details, Treatment, and Monitoring forms, this is an optional but extremely useful field. It lets agencies use their established filing systems and codes, and allows retrieval of treatment data based on the agency's existing system (see Module 2.11 on Searches, Extracts, and Reports, and on using wildcards). The Paper File ID allows for a maximum of 20 characters and/or digits. Note that the Paper File IDs do not need to be the same. Once you have created a Site or Survey Paper File ID, any other Paper File ID you create on the same Site ID may be different to accommodate the different activity it refers to.



Inspection Date (*):

- This is the date the biological agents were observed in the field. The data entry date will be stamped automatically at the bottom of the record once it has been saved. You may use the calendar icon, or you can type in the date in the format YYYY-MM-DD.

Agency (*):

- Like all Agency fields throughout IAPP, the application automatically populates this field with the agency you represent for the duration of your session.

Surveyors:

- If you have already selected surveyors during your current session, those names will, by default, be populated in this section. If you wish to select a different surveyor:
- Click the [Manage Surveyors](#) link; the Manage Surveyors screen appears (It is identical to the Manage Surveyors screen in Module 2.3: Adding a New Plant and Survey to an Existing Site).
- Type in the **first or last name** (or both) of the person you are looking for.
- Click the **Search Surveyors** button; the results will be shown below.
- Click the [Add](#) link behind the correct listing to add the surveyor to the survey. You may add any number of surveyors this way. They will all be displayed in the Surveyors field, followed by a [Remove](#) link. If the surveyor is not yet listed, you will receive a message that no surveyors by that first and/or last name exist, in which case you can click the **Create Surveyor** button. This will add the surveyor to the Surveyors field, followed by a [Remove](#) link.
- Click the **Save & Close** button to return to the "Add Biological Dispersal" screen.

UTM Zone (*):

- By default, this field is populated with the UTM Zone of the Site Details record, and the **Same as site** box is checked. If the biological control agents were observed/looked for at a different location than the coordinates of the site, you may enter the UTM co-ordinates of the observation point here. The **Same as site** box will then automatically



uncheck.

It is possible to enter latitude and longitude, but they need to be in decimal format rather than degrees, min, sec. (for example, 53°10'32" must be entered as 53.175556). There are several utilities available on the web for making such conversions; however, it is preferable to enter co-ordinates in UTM format.

UTM Easting (*):

- If the biological control agents were observed/looked for at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the observation point here.

Easting is a 6-digit number. Although GPS units often display this as a 7-digit number with a zero as the first digit, the IAPP application will accept only six digits, the first of which cannot be a zero. This helps ensure accurate data entry.

UTM Northing (*):

- If the biological control agents were observed/looked for at a different location than the co-ordinates of the site, you may enter the UTM co-ordinates of the observation point here. Northing is a 7-digit number, and the application requires exactly seven digits.



NOTE: AS ON THE SITE DETAILS AND BIOLOGICAL TREATMENT AND MONITORING RECORDS, UTM CO-ORDINATES REMAIN EDITABLE FOR 48 HOURS FOLLOWING DATA ENTRY. AFTER THAT PERIOD, THEY BECOME LOCKED FOR DATA INTEGRITY PURPOSES.

Duration of Count:

- Enter the time, in minutes, you spent counting the plants and/or biological agents.

Plant Species (*):

- From the drop-down list, select the invasive plant species on which the agent was found.



- If the invasive plant is not on this list, then a Survey record for this plant species must be entered.
- If a plant species was identified in the latest chronological survey as Not Found, you will not be able to create a dispersal record for this plant until a new survey has been added that re-establishes the plant species as Found on the site.

Biological Agent (*):

- From the drop-down list, select the biological agent you observed.



Plant Count:

- Enter the number of plants counted.

Bio Agent Count:

- Enter the number of biological agents counted.

Bio Agent Presence:

- Check all the boxes that are applicable.

Comments:

- Enter any Comments that are relevant to the biological dispersal.
- Do not enter personal names or phone numbers in the Comments field. This will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Biological Treatment 1 of [n] appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.



WARNING:

If you select an inappropriate combination of invasive plant and biological agent, and attempt to save the biological treatment record, you will be presented with the "**Inappropriate Use of Biological Agent**" warning screen:

[Home](#) > [Site \(092P030-203006\)](#) > [Edit Biological Treatment](#) > [Inappropriate Use Of Biological Agent](#)

Site		
Mapsheets: 092P030	Site ID: 203006	Paper File ID: TEST SITE

Inappropriate Use Of Biological Agent	
This biological agent is not meant to be applied to the invasive plant you have chosen. If this combination of biological agent and invasive plant is what you intended for this record, you will be required to enter exception/justification comments in order to save the record.	
Inappropriate Combination	
Invasive Plant: Spotted knapweed (CENT BIE)	Biological Agent: ZEUX GIA
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

- Click the **Cancel** button if you accidentally selected the wrong biological agent (or plant species) from the drop-down list. You will be returned to the Biological Treatment screen, where you can correct the error; **or**
- Click the **Continue** button if you intentionally chose to use this agent on the invasive plant in question. The **Inappropriate Use of Biological Agent Exception** screen appears, where you may enter your reason(s) for choosing this particular combination. This information will be sent to the IAPP custodian, and you will be returned to the Biological Treatment screen, where you will now be able to save the record.

Inappropriate Use Of Biological Agent Exception	
You have chosen to continue with a non-premeditated use of a biological agent. Please enter your reason(s) for applying this biological agent to this invasive plant species in the Exception Comments field below. These comments will be sent to an Invasive Alien Plant custodian for review.	
Inappropriate Combination	
Invasive Plant: Spotted knapweed (CENT BIE)	Biological Agent: ZEUX GIA
Exception Comments	
<div style="border: 1px solid black; height: 40px;"></div>	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

