

## **Filling out Trap Cards**

The trap card must provide accurate detailed information of the exact location of each trap and all of the trap services during the field season. It is essential that trap cards be filled out accurately neatly and with enough correct detailed information so that any person could find the trap if the person that set the trap is not available.

The trap card is composed of 2 layers. You will mail the top white copy to the ODA IPPM program after a trap has been placed. ODA will keep this as a backup record. The person that sets and maintains the trap keeps the yellow card to document the service dates or comments throughout the season. The yellow copy will be turned in at the end of the season when the trap is removed from the field.

The following information needs to be on the trap card (see example trap card on the next page):

### **County Number**

The assigned number for the county where your trap(s) is located. Please refer to the OR County Codes document.

### **Site Numbers and Trap Numbers**

Number your trap sites sequentially.

Each trap will receive its own number (barcode sticker). Each trap that is “piggybacked” at a site will have its own trap number, but all traps at that site will have the same site number. Write down the barcode numbers in the Comments section for each trap/species.

### **Year**

The year the trap is placed.

### **Map Name**

The city, closest city, part of a county, national forest name, or other general area that describes the location of the trap.

### **Map Number**

Leave this field blank if you were not given an ODA map with a number.

### **Map Location**

Latitude and longitude in decimal degrees format. You can get the location by dropping a pin in Google Maps.

### **Address**

House number and street if trap is at a private home or business; name of road or road intersection; name of campground, etc.

### **Check Boxes & Consent**

Check all boxes that apply for the traps that you set at that site. Check a box to indicate which type of permission that you received: “verbal,” “pre-arranged,” or “administrative warrant.”

### **Comments (Located under the check boxes on the left side)**

Include the barcode(s) number for all traps at this site. If you have multiple traps at a site please indicate which barcode belongs to which species/trap. Also, note any important information about the trap site such as the presence of friendly dogs, where not to park, contact information, etc.

## Service Record

Write the date set, each date trap was checked during the season, your initials, Activity Codes under each species to indicate: whether a sample (suspect insect) was submitted, trap status information (e.g., relocated, removed) and other trap maintenance information (e.g., lure changes, insert changes). See trap card for all activity codes.

## Tech ID

Your initials in all caps: first letter of each part of your name (ex., KAS). If you don't have a middle name then use two letters.

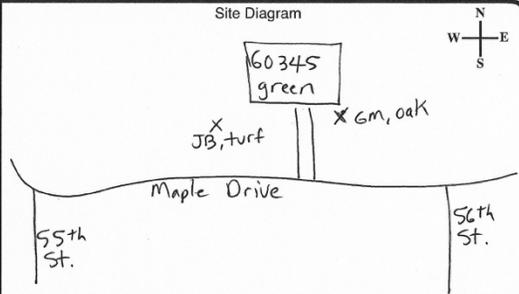
## Site Diagram

The site diagram must include at least the following items:

- Labeled road where the trap(s) is located
- At least one labeled cross street or other landmark (e.g., mailboxes, driveways, pull-outs, signs, bridges, mileposts, etc.); if no landmarks are obvious, you may use a mileage estimate from something recognizable (e.g., .25 miles west of intersection of Mill and River Road, or .5 mile east of milepost 52)
- Labels for all traps placed at the site, including barcodes
- Labels for all hosts (e.g., oak, maple, rose) associated with all traps placed at the site
- Sketch of house (if applicable) with address labeled in center and house color

NORTH is always toward the top of the card. Facing north when drawing the diagram is helpful for some to orient the diagram accurately.

**Oregon Department of Agriculture, IPPM Program - Trap Card**

Co.# <u>47</u> Site# <u>24008</u> year <u>2020</u> Map Name <u>Marion Co. Sheet 1</u> Map No. <u>228</u> Location <u>44.94409</u> - <u>123.04028</u> <small>Latitude Longitude (decimal degrees)</small> Address <u>60345 Maple Drive</u> Check all that apply: RV/Campground (GM): <input type="checkbox"/> High Risk Site (JB): <input type="checkbox"/> Site flagged: <input type="checkbox"/> Delimitation (GM): <input type="checkbox"/> Delimitation (JB): <input type="checkbox"/> Handout provided: <input type="checkbox"/> Mass Trapping (GM): <input type="checkbox"/> Delimitation (AGM): <input type="checkbox"/> Not an ideal site: <input type="checkbox"/> Comments <u>GM: 202034501</u> <u>JB: 202034502</u> <small>Enter Activity Codes:</small>					Site Diagram 																																																																								
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Form 4062 (Rev. 1/19)

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