

FIELD OFFICE WEED INVENTORY INSTRUCTIONS

INSTRUCTIONS FOR FILLING OUT THE FIELD OFFICE WEED INVENTORY FORM

The vital information on this form is the number of Bureau of Land Management (BLM) ACRES INVENTORIED within the Field Office and the actual infested acres, which are defined as an area of land containing a target invasive plant species, based upon, either, NET INFESTED INVENTORIED ACRES, GROSS INFESTED INVENTORIED ACRES or GROSS INFESTED ESTIMATED ACRES for each identified non-native invasive plant species listed on the form in each Field Office.

Form Field Definitions:

- **DATE:** Enter the date by month and year.
- **STATE:** Name of the State.
- **FIELD OFFICE:** Name of the Field Office or, if applicable, Resource Area or Monument. The focus being the lowest administrative level at which the data is collected.
- **NUMBER OF BLM ACRES IN FIELD OFFICE:** Enter the total number of acres in the Field Office.
- **NUMBER OF BLM ACRES IN FIELD OFFICE INVENTORIED:** Enter the total number of BLM acres, rounded off to the nearest hundreds of acres, inventoried for invasive plant species in the Field Office.
- **POINT OF CONTACT:** Name of person completing the form.
- **POINT OF CONTACT PHONE NUMBER:** Telephone number of the person completing the form.
- **EMAIL:** Email address of the person completing the form.
- **COMMON NAME:** Common name of the individual inventory species.
- **SCIENTIFIC NAME:** Scientific name of the individual inventory species.
- **NET INFESTED INVENTORIED ACRES:** An area of land containing the species of interest, and is defined by taking the actual perimeter of the infestation as defined by the canopy cover of the plants and multiplying by the decimal percent canopy cover identified. The resulting value is the infested inventoried area having 100 percent canopy cover of the target inventoried species.
- **GROSS INFESTED INVENTORIED ACRES:** An area of land containing the species of interest, and is defined by taking the actual perimeter of the infestation as defined by the canopy cover that has been mapped by GPS or digitized by GIS or other methods accurately identifying what area is infested. The determination is based upon accurate mapping of the infested area, and does not use the canopy cover to calculate the actual acreage.
- **GROSS INFESTED ESTIMATED ACRES:** An area of land containing the species of interest, and is defined as a non-measured value, being an area used to describe an infestation. The gross infested estimated acres may contain significant acres that are not infested by the target species.

Process and Guidelines:

For those Field Offices that have fully implemented NISIMS and have all of their current and legacy (from 2001 and later) infestation data in the database, the person completing the form (Attachment 2) should go to the NISIMS SharePoint site <http://teamspace/projects/nisims> where the directions for using the NISIMS data retrieval tool are outlined. This tool will output all the necessary acreage summaries required for this data call. All legacy infestation data that was submitted to the Washington Office, in accordance with the three previous Instruction Memorandums (IM), have been incorporated into the NISIMS database and are available for completing the data call using the data retrieval tool.

If only partial/incomplete data was submitted during the identified data calls, the Field Office can use the NISIMS data retrieval tool to extract acreage summaries from the NISIMS database for that data which was entered into the database, but will have to manually compile the data and enter it on the form using existing information from previous or current on-the-ground inventories.

For those Field Offices which are not presently capturing infestation data in NISIMS, they will have to complete the form through the manual compilation process using previous and current inventories and entering the data under the appropriate column headings.