



## INSTRUCTIONS FOR SUSPICIOUS PLANT/ORGANISM DOCUMENTATION FORM (5/10/18)



**NOTE: LIVE Organisms should NOT be sent by mail.  
Please contact LMS for instructions.**

### **Can I use last year's form?**

**PLEASE do not use old forms.** This form is updated regularly and old forms are missing important information. New forms can be downloaded from [www.MaineVLMP.org/volunteer-info/invasive-plant-monitors/data-forms/](http://www.MaineVLMP.org/volunteer-info/invasive-plant-monitors/data-forms/).

### **How & when should I send in my form?**

- For Plants – You should send in your forms in the same package that you send your plant sample. For more information on how to package your plant sample visit [www.MaineVLMP.org/reporting-aquatic-species-6/](http://www.MaineVLMP.org/reporting-aquatic-species-6/).
- For Organisms - Often a positive identification can be made from a good photograph. You may send in your form with a picture of the organism or preserved specimen, or bring it in with your live specimen. For more information on how to photograph your organism contact LMS-VLMP.

### **SECTION 1: Plant/Organism Collector Information**

Please fill out as much of the information as possible in this section. If you are not sure of your IPP certification status or have forgotten your ID number, please contact the LMS-VLMP at (207)783-7733.

### **SECTION 2: Plant/Organism Submitter Information**

NOTE: Only complete this section if you are submitting a plant/organism collected by a different person. If you collected the plant/organism there is no need to complete this section.

Please fill out as much of the information as possible in this section. Make sure the information entered by the collector is correct and complete.

### **SECTION 3: Plant/Organism Sample Information**

Please fill out as much of the information as possible in this section. If you do not know the MIDAS number, town, or county the waterbody is located in, please contact us or look up the information on the LMS-VLMP website Lakes of Maine here [www.LakesOfMaine.org/](http://www.LakesOfMaine.org/).

Before sending your plant, photo, preserved organism, or shell, please contact the intended recipient (LMS-VLMP or DEP) to let us know the specimen is on its way. Including the date and name of the person you contact will help us track the plant/organism sample.

### **SECTION 4 & 5: Plant/Organism Specimen Collection Location (NOTE: You will only fill out one of these sections)**

Use Section 4 if the plant/organism was collected from a boat, trailer, or vehicle during a Courtesy Boat Inspection. Use Section 5 if the plant/organism was collected from the waterbody. Please fill out as much of the information as possible in this section.

If you are entering information in Section 4, please do not forget to specify if the boat was leaving or entering the waterbody. **THIS IS VERY IMPORTANT.** Make sure you enter a CBI ID number and the correct name/location of the boat launch.

If you are entering information in Section 5, please give an accurate description of the location, using permanent land marks whenever possible. If your sample is an invasive aquatic plant it is imperative that the DEP Rapid Response Team is able to locate it for removal. The best way to mark the location of the suspicious plant is to leave an anchored buoy by the plant when you take your sample. Instructions on how to build marker buoys can be found at [www.MaineVLMP.org/volunteer-info/invasive-plant-monitors/ipp-resources/#Survey](http://www.MaineVLMP.org/volunteer-info/invasive-plant-monitors/ipp-resources/#Survey). Marking the location of the plant on a lake map is also recommended. Lake maps can be found on our website at [www.LakesOfMaine.org](http://www.LakesOfMaine.org).

### **SECTION 6: Staff Use Only**

PLEASE DO NOT WRITE IN THIS SECTION.