



ALHB TREE DISPOSAL & DATA COLLECTION SHEET

A

Date: (MM/DD/YY)	FULL ADDRESS: (Street #, Street Name, City)	Sheet _____ of _____	Infestation name: _____
		Infestation zone: 1 2 3 C	








Tree Tag #	Scientific Name			Images				Measurements		GPS Reading		Location				Attack Signs			Tissue Samples Taken			Lowest Attack Sign		Highest Attack Sign		Stump		Sign in cookie (0 = None; 1 = Egg; 2 = Exit; 3 = Other)		
	Genus	Species	Identifier (initials)	Tag	Tree with m stick	Landscape	Other	DBH (x.x cm)	Height (x.x m)	Easting 061XXXX	Northing 48XXXXX	Ownership (C = City, P = Private)	Blvd, Front, Side, Rear	Distance from curb (m)	Stumper Access (<36 = N, > 36 = Y)	Egg site (0 = NO; 1 = YES; 2 = Maybe)	Exit hole (0 = NO; 1 = YES; 2 = Maybe)	Other (0 = NO; 1 = YES; 2 = Maybe)	DBH Cookie	Twig/Bud	Leaves	Height (x.x m)	Type (1 = egg; 2 = exit)	Height (x.x m)	Type (1 = egg; 2 = exit)	Height (x.x cm)	Sign in stump (0 = NO; 1 = YES)			

REMARKS:

Work To Be Done	Start	End	Total Time	Crew Leader	Crew's Initials	Date (MM/DD/YYYY)

Instructions for Filling out Form:

1. Provide full address of tree location, including street number, name and city.
2. Indicate what name and zone the tree is in, top right of form.
3. Write down the tag number of the tree being disposed
4. Write down the scientific name of the tree. Include the species where possible and indicate who identified the tree's genus (Crew)
5. Take a photo of the tree tag (Tag) the tree with a metre stick at DBH including the full height of the tree (Tree w stick), a picture that includes its surroundings (Landscape), and any damage to property (Other).
6. Take measurements of the tree - DBH (cm) and height (m).
7. Take a UTM reading of the tree location - Provide as accurate a reading as possible.
8. Indicate who the tree belongs to (i.e. C = city (street/boulevard), P = private (front, side, rear)). Indicate where on the property the tree is located.
9. When not clear, or dealing with a tree located at the front of the property, measure the distance from the curb to the centre of the tree - Record the distance in metres (Distance from Curb). If no curb at site, measure from the edge of the road.
10. Measure the access routes to the property for the stumping crews to follow at a later date. This measurement will indicate to returning crews what stumper is going to be implemented. If the access is greater than 36 inches (92 cm) write a Y to indicate that the stumper can access the yard. If the measurement is smaller, indicate this by writing N for no stumper access.
11. Record if the tree has signs of ALHB by indicating whether or not it has egg sites or exit holes (0 = No, 1 = Y, 2 = maybe?). Use the code provided and record this value under "Attack Status".
12. Obtain a tissue sample from the disposed tree. Collect a cookie, twig and bud sample, and leaves. Indicate using a check mark if this is complete.
13. Measure the distance to the lowest sign of attack - Record this (Metres), indicate what type is present (1 = egg, 2 = exit)
14. Measure the distance to the highest sign of attack - Record this (Metres), indicate what type is present (1 = egg, 2 = exit)
15. Record the height of the remaining stump in centimetres if applicable (Stump) - indicate if there are any signs of ALHB in the stump - If there are signs/symptoms the survey co-ordinator should be informed at the end of the day as this stump would take priority to all others deemed negative in the field.
16. Examine the cookie - Record if there are any signs of infestation (1 = egg, 2 = exit)
17. Record any pertinent information about the property (i.e. pre-existing conditions, presence of animals, irate homeowners, any other safety issues) - if physical damage to property, include this information of the site sketch on the back of the green sheet for the file.
18. As work is completed on the form - fill out the bottom section with what was completed at the property, the crew responsible, the time present and the date - Crews are held accountable for signing off on work completed.
19. Draw a site sketch of the property on the back side of the green attached form for future visits. Be sure to include locations of access points, fences, old and new stumps, and any other issues (see legend →)
20. **Remember to press hard - you are making three copies!**

	HOUSE	N ↑
	STUMP	
	OLD STUMP	
	FENCE	
	FENCING ISSUE	
	STREET	
	GATE	