

SECTION II

Filing Instructions and Forms

1. Submission of Data

Electronic filing is encouraged and can be done directly from the North Coast Odonata website, www.OhioOdonata.com. All NCOS forms can be downloaded as a PDF files which can also be found on the website. Always remember to make copies for your records. If you are unable to download and print the forms, NCOS will supply them.

Storage envelopes are made of clear Mylar. When the specimen has been fully dried you should send the storage envelope, with the data card and the specimen inside, to NCOS with your deposit. Put them in the storage envelopes so that the specimen is on the printed side of the label. This helps the people working on the confirmation and data input; they do not have to flip over each card to see the specimen and read the label. Have the label facing the open side of the envelope so it's easy to slide out with the specimen.

2. Site Description Form Instructions

Complete this form after first site visit. Thereafter, you will only have to refer to the site code. (See below) Fill in as much information as possible. Send the Site Description Form to NCO, retaining a copy for your records. When you write the Site Description Form, we recommend that the Site Log be completed at the same time to keep track of site codes for future reference.

- Indicates a Required Field
- *1. **Site Code:** You established this, using your initials and a number you assign, for example for James E Smith and Site number 1, etc. - JES01, JES12, etc.
- *2. **Site Name:** Use names used in the DeLorme Ohio Atlas & Gazetteer. However, you may coin names for unnamed features or subsites; put these in quotations.
- *3. **Volunteer Surveyor Last and First Name:** Use your full name, i.e. Smith and James E.
- *4. **Date:** Use the month/day/year pattern, i.e. June 18, 2002.
- *5. **County:** Indicate the Ohio county.
- *6. **Township/City:** Indicate the Township or City name.
- 7. **Location:** Indicate any specifics about the location you are in.
- 8. **Park or Protected Area:** If possible, for a protected area, include a contact person's telephone and address.
- 9. **Elevation:** Use information in the DeLorme Ohio Atlas & Gazetteer. Remember to indicate increments (feet, yards, meters, or other) above sea level.
- 10. **Latitude and Longitude:** Using the DeLorme Ohio Atlas & Gazetteer, give the latitude and longitude numbers in decimal degrees, the lower numbers indicated on page margins. If you use traditional degrees and minutes, convert the minutes to decimal degrees by multiplying by 1.667, i.e. $45^{\circ}35' = 45 + (35 \times 1.667 = 58.3) = 45.58$ (rounded to two places).
- *11. **Atlas Page and Quadrant:** Indicate the Delorme Atlas page number and the quadrant number.

- 12. Nearby Town, Intersection, Other Feature:** Indicate whether a site is adjacent to a town, road intersection, or some other unique feature or at a distance from one. If the latter, give compass heading and distance.
- 13. Site Type:** Check all applicable categories. If the site is unique in some way, do not hesitate to qualify it under "Other".

Note: It's up to you how narrowly you define your sites, but it is desirable that they be based fairly closely on type of habitat. For example, you might discriminate between a lake and the woods and the fields surrounding it. The insects found at the lake will be different in species composition and abundance than those found in the surrounding terrain. Similarly, you might separately define the shallow bay of a large lake, the still water of a stream or river, or a complex of ponds in a marsh -- any sub-site that seems to have unique properties in the overall habitat.

Mailing Address:

North Coast Odonata
12828 McCracken Road
Garfield Heights, OH 44125-3015
216 475-4865

**NORTH COAST ODONATA SURVEY
SITE DESCRIPTION FORM**

* Indicates a Required Field

* Site Code: (Assigned by volunteer)	
* Site Name: (___ If coined by volunteer put in quotes)	
* Volunteer Surveyor Last Name:	
* Volunteer Surveyor First Name:	
* Date:	
* County:	
* Township/City:	
Location:	
Park or Protected Area:	
Elevation:	
Latitude:	Longitude:
* Atlas Page:	* Quadrant:
Nearby: Town, Intersection, Other Feature:	

SITE TYPE

Running Water:	<input type="checkbox"/> River	<input type="checkbox"/> Stream	<input type="checkbox"/> Creek	<input type="checkbox"/> Seep	<input type="checkbox"/> Other
Water Movement:	<input type="checkbox"/> Rough	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow		
Still Water	<input type="checkbox"/> Lake	<input type="checkbox"/> Pond	<input type="checkbox"/> Marsh	<input type="checkbox"/> Swamp	
	<input type="checkbox"/> Fen	<input type="checkbox"/> Bog	<input type="checkbox"/> Ditch	<input type="checkbox"/> Other	
Water Movement:	<input type="checkbox"/> Slow	<input type="checkbox"/> Still	<input type="checkbox"/> Stagnant		
Land:	<input type="checkbox"/> Woods	<input type="checkbox"/> Road	<input type="checkbox"/> Field	<input type="checkbox"/> Other	
Bank Margin:	<input type="checkbox"/> Rock	<input type="checkbox"/> Sand/Gravel		<input type="checkbox"/> Mud	
	<input type="checkbox"/> Plants (Explain)	<input type="checkbox"/> Other			
Bottom:	<input type="checkbox"/> Rock	<input type="checkbox"/> Sand/Gravel		<input type="checkbox"/> Mud	<input type="checkbox"/> Other
Clarity:	<input type="checkbox"/> Clear	<input type="checkbox"/> Algae	<input type="checkbox"/> Muddy	<input type="checkbox"/> Other	
Water Plants:	<input type="checkbox"/> Emergents	<input type="checkbox"/> Floating Leaved		<input type="checkbox"/> Bulrush	<input type="checkbox"/> Cattail
	<input type="checkbox"/> Burred	<input type="checkbox"/> Other			
Shore Plants:	<input type="checkbox"/> Coniferous	<input type="checkbox"/> Deciduous	<input type="checkbox"/> Mixed	<input type="checkbox"/> Farm Fields	
	<input type="checkbox"/> Marsh	<input type="checkbox"/> Other			
Surroundings:	<input type="checkbox"/> Valley	<input type="checkbox"/> Hills	<input type="checkbox"/> Other		
Human Disturbance:	<input type="checkbox"/> Light	<input type="checkbox"/> Moderate	<input type="checkbox"/> Heavy	<input type="checkbox"/> Damming	<input type="checkbox"/> Channeling
Pollution:	<input type="checkbox"/> Sedimentation	<input type="checkbox"/> Other			

Comments:

**NORTH COAST ODONATA SURVEY
SITE DESCRIPTION FORM**

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* Site Code: (Assigned by volunteer)	
* Site Name: (___ If coined by volunteer put in quotes)	
* Volunteer Surveyor Last Name:	
* Volunteer Surveyor First Name:	
* Date:	
* County:	
* Township/City:	
Location:	
Park or Protected Area:	
Elevation:	
Latitude:	Longitude:
* Atlas Page:	* Quadrant:
Nearby: Town, Intersection, Other Feature:	

SITE TYPE

Running Water:	<input type="checkbox"/> River	<input type="checkbox"/> Stream	<input type="checkbox"/> Creek	<input type="checkbox"/> Seep	<input type="checkbox"/> Other
Water Movement:	<input type="checkbox"/> Rough	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow		
Still Water	<input type="checkbox"/> Lake	<input type="checkbox"/> Pond	<input type="checkbox"/> Marsh	<input type="checkbox"/> Swamp	
	<input type="checkbox"/> Fen	<input type="checkbox"/> Bog	<input type="checkbox"/> Ditch	<input type="checkbox"/> Other	
Water Movement:	<input type="checkbox"/> Slow	<input type="checkbox"/> Still	<input type="checkbox"/> Stagnant		
Land:	<input type="checkbox"/> Woods	<input type="checkbox"/> Road	<input type="checkbox"/> Field	<input type="checkbox"/> Other	
Bank Margin:	<input type="checkbox"/> Rock	<input type="checkbox"/> Sand/Gravel		<input type="checkbox"/> Mud	
	<input type="checkbox"/> Plants (Explain)	<input type="checkbox"/> Other			
Bottom:	<input type="checkbox"/> Rock	<input type="checkbox"/> Sand/Gravel		<input type="checkbox"/> Mud	<input type="checkbox"/> Other
Clarity:	<input type="checkbox"/> Clear	<input type="checkbox"/> Algae	<input type="checkbox"/> Muddy	<input type="checkbox"/> Other	
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	<input type="checkbox"/> Burred	<input type="checkbox"/> Other			
Shore Plants:	<input type="checkbox"/> Coniferous	<input type="checkbox"/> Deciduous	<input type="checkbox"/> Mixed	<input type="checkbox"/> Farm Fields	
	<input type="checkbox"/> Marsh	<input type="checkbox"/> Other			
Surroundings:	<input type="checkbox"/> Valley	<input type="checkbox"/> Hills	<input type="checkbox"/> Other		
Human Disturbance:	<input type="checkbox"/> Light	<input type="checkbox"/> Moderate	<input type="checkbox"/> Heavy	<input type="checkbox"/> Damming	<input type="checkbox"/> Channeling
Pollution:	<input type="checkbox"/> Sedimentation	<input type="checkbox"/> Other			

Comments:

5. Site Visit Form Instructions

Complete this form for each visit to a site. By using this form, you avoid filling in locale and visit data for each of your specimens/sightings; the site code and date fill in most of the blanks. Send the completed Site Visit Form to NCO, retaining a copy for your records.

* Indicates a Required Field

- *1. **Site Code:** The code you established.
- *2. **Site Name:** The name you established. (Include this on the Site Visit Form to help resolve potential confusions.)
- *3. **Volunteer Surveyor Last and First Name:** Use your full name, i.e. Smith and James E.
- *4. **Date:** Use the month/day/year pattern, i.e. June 18, 2002.
- *5. **Visit Number:** You may visit a site more than once a day. Complete a separate Site Visit Form for each visit.
- *6. **Time on Site:** Record the time you arrive, the time you depart, and total number of minutes spent on the site. Sometimes this information has a bearing on sightings; also, it helps analyze the overall results of the survey. For example, if the site is a marsh, only note the time spent on the marsh; treat the time spent walking to and from it, if any, as a separate site.
7. **Sky Cover:** Fill in the appropriate circles. Note that overcast indicates 100% cloud cover; otherwise estimate the % of cloud in the sky by area.
8. **Wind:** Wind is a significant factor, often determining what is there. Heavy is an alarming wind, making walking difficult. Moderate is a strong wind that bends over reeds. Light is a freshet that does little more than blow away the mosquitoes.
9. **Temperature:** Indicate Fahrenheit, then measure in the various suggested areas, if convenient.
10. **Species:** Common name.
11. **Number of Species:** The number of individuals of each species.

- 12. Comments:** Things you consider significant about the site, including information regarding specific plant species, other species of insects, or lack of a already documented species of Odonata.

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**NORTH COAST ODONATA SURVEY
SITE VISIT FORM**

* Indicates a Required Field

* Site Code: (Assigned by the volunteer)				
* Site Name: (Assigned by the volunteer)				
* Date:				
* Visit Number:				
* Volunteer Surveyor Last Name:				
* Volunteer Surveyor First Name:				
Time on Site:	From:	TO:	* Minutes on Site:	
Collected:	<input type="checkbox"/> Adults	<input type="checkbox"/> Exuviae		
Sky Cover:	<input type="checkbox"/> Overcast	<input type="checkbox"/> Light	<input type="checkbox"/> Heavy	<input type="checkbox"/> % of Cover
Rain:	<input type="checkbox"/> Light	<input type="checkbox"/> Heavy	<input type="checkbox"/> Other	
Wind:	<input type="checkbox"/> Light	<input type="checkbox"/> Moderate	<input type="checkbox"/> Heavy	<input type="checkbox"/> Still
Direction:	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
Fahrenheit	<input type="checkbox"/> Water	<input type="checkbox"/> Air (Sun)	<input type="checkbox"/> Air (Shade)	
Temperature:				

SPECIES	NO. OF SPECIES	COMMENTS:	NCOS ONLY

8. Storage Data Card Instructions

Fill out a 3x5 index card and insert into Mylar envelope with the specimen.

1. **Genus/Species:** If not positive of identification, do not fill in.
2. **County:** County where specimen collected.
3. **Township/City:** Use your DeLorme Ohio Atlas & Gazetteer for correct names.
4. **Location #1:** Example, Cuyahoga Valley National Park.
5. **Location #2:** Example, Cuyahoga River at Rockside Road.
6. **GPS/Decimal Degrees:** GPS, if available. Use DeLorme Ohio Atlas & Gazetteer finding Decimal Degrees.
7. **Date:** Month/day/year, i.e. June 18,2002.
8. **Collector:** Your name and Site Code.
9. **Comments:** A brief comment.

9. Storage Data Card

Genus/Species:
County:
Township/City:
Location #1:
Location #2:
GPS/Decimal Degrees:
Date:
Collector:
Comments:

10. Storage Data Card - sample

Genus/Species:
County:
Township/City:
Location #1:
Location #2:
GPS/Decimal Degrees:
Date:
Collector:
Comments:

11. Site Code Log Instructions

In order to keep track of your Site Codes and their Locations you may want to keep a Site Log that includes the following:

1. **Site Code:** Example: LAG01
2. **Location:** Beaver pond, south of Snowville Rd. and east of Riverview Road
3. June 18, 2002, first time at location

