

## Early Detection and Distribution Mapping System Reporting Instructions

EDDMapS -- [www.eddmaps.org](http://www.eddmaps.org) -- home page, log in to enter the site.  
If first time user, click "Report Sighting" to register as a new user.

Select state, "Tennessee" (transfers to SEEDN site)

Choose "Plants," reporting form appears

### Species

Enter the name of plant in the text box next to "Pest." If a drop-down menu appears, choose the appropriate species. If the plant name is not listed, choose or type "Unlisted Plant." If plant name is not known, choose or type "Unknown Plant" and provide a full description in the Comments section at the end.

### Infestation

- Observation Date -- Enter the date the reported species was observed using the calendar function or entering mm/dd/yyyy in the text box.
- Infested Area -- Estimate approximate size of the area containing **only** the reported species. Choose a unit of measure from drop-down menu, i.e., hectares, acres, square feet, square meters.
- Gross Area -- Estimate approximate size of the general area containing the reported species, both infested and non-infested sections. Choose a unit of measure from drop-down menu, i.e., hectares, acres, square feet, square meters.
- Habitat -- Select most appropriate habitat description from the drop-down menu.
- Canopy Closure -- Estimate percentage of ground covered by foliage of the reported species.
- Abundance/Density -- Choose most appropriate answer from the drop-down menu: Single Plant, Scattered Plants, Scattered Dense Patches, Dense Monoculture.
- Plant Description -- Check appropriate boxes noting size (mature, sapling, seedling/rosette) and phenological stage (flower, fruit, seeds, dormant/dead).

### Location

- State -- Automatically filled in.
- County -- Select from the drop-down menu.
- Latitude & Longitude -- Select one of three ways to determine lat/long degrees.
  1. Enter latitude and longitude degrees directly in the text boxes. Or...
  2. Move the red pointer on the adjacent map to site location. Use "+" sign to zoom in and pinpoint exact spot. Lat/Long data fields will adjust automatically. Or...
  3. Click the appropriate Lat/Long Conversion Tool tab if using these data, enter the information in the pop-up window, click "Convert to Decimal Degrees," then click "Update Report Form."

- Location Description -- Provide descriptive information in the text box, such as adjacent street names, residential/commercial/rural area, plant community type, geological or hydrological details, presence of specific natural or built features (trails, buildings, etc.), compass directions, any other relevant site and location details.
- Ownership -- Select the property ownership type from the drop-down menu.

### **Upload Images with Report**

- Provide at least two images, including a closeup of the species and a photo showing the site.
- Up to five images may be submitted.
- Images must be diagnostic in nature, showing characteristics used to identify the particular species. Appropriate images include leaf shape and arrangement, flowers, fruit, roots, and unique features, such as thorns. Whole plant images showing the growth habit may be appropriate along with close-up images. Use a tripod when possible, and try to orient the photo with sunlight coming from behind.

### **Additional Information**

- Comments -- Text box for all other information. Provide a full physical description of any "Unknown Plant" here.
- Identified By -- Text box for the person's name who identified the species, if different from the person reporting.
- Vouchered Specimen Made -- Yes or no check boxes. Check "yes" if a physical specimen of the plant was taken and pressed for a herbarium.
- Herbarium Holding Specimen -- Text box for name of the herbarium where specimen was or will be sent.

### **Click "Report" button**

This formally submits the report which is given a Record ID Number and appears as an unverified report. A reviewer for the state will examine the data to verify the infestation. Once confirmed, the report is entered in EDDMapS database.