
GUIDELINES FOR THE POC LAND MANAGEMENT FORM

The Land Management Form collects more precise information about management in relation to monitored populations than a typical volunteer may be able to provide. Complete management reports may help reveal correlations between management activities and population trends. Agency land managers or site stewards may complete these forms. A few important details:

- Parts 1 and 2 of the form should be updated every year. Part 3 only needs to be submitted once.
- Land Management reports can be reviewed and submitted online by land managers and stewards with this access.
- You may still submit using paper forms, if preferred. Use a single form to report on multiple species or subpopulations when management is the same for all species in the same location or management unit. Indicate all species and subpopulations on the form.

PART 1: MANAGEMENT IN THE PAST YEAR - SUBPOPULATIONS

The management data recorded on Part 1 of the Land Management form should reflect all management that has occurred in the past year for a subpopulation. Information reported for any other time period should be indicated explicitly using date, month, and year, but ideally would encompass fall to summer (September to August) for any given year. This eliminates gaps in management data. Please fill out forms for all years even if subpopulation was not monitored.

SECTION 1: GENERAL SITE AND SPECIES IDENTIFICATION

Site name: We aim to be consistent with site names on record with the Natural Heritage Database. If site names have changed significantly, let us know so that we can inform the Natural Heritage Database.

Landowner: Indicate the owner of the site where monitoring occurred. If the land manager differs from the owner of the site, indicate the manager as well. Excepting privately owned sites, the land manager is typically an agency.

Species (genus, species and variety) site name, county, subpop # and EOR #: This information should match that on the monitoring form. For listed species, the EOR # corresponds to the number assigned by the Natural Heritage Database. For non-listed species, the number is assigned by the POC database.

SECTION 2: MANAGEMENT WITHIN THE MONITORED SUBPOPULATION(S)

Management conducted in the past year within the population or immediately adjacent to the population: Maps are available on our website for species and locations that have GPS data. When you are logged in to your POC account, you can view maps of monitored locations from each monitoring report from each year. You may also wish to visit the area with the monitor to confirm the management activities that have been reported.

Burning or Mowing: Mowing refers specifically to clearing of herbaceous material and small brush in an open or prairie area, but not to the use of large machinery to clear a primarily wooded area (brush removed this way should be listed under invasive species management). Additionally, mowing for trail maintenance should not be listed as mowing for management. The first time you complete Part 1, please list as many past dates as possible for burn or mow history. At least indicate the month or season, in addition to the year in which the area was burned or mown.

Percent of Area Affected (burning and mowing): We use a range for the percent of the area affected by the activity: 1-33%, 34-66%, 67-100%

Intensity (burning only): We also use a range for intensity: 1-33% being low, 34-66% moderate, 67-100% high

- **Low:** low temperature, low flame height, consumed < 50% of fuel in its path
- **Moderate:** average/moderate temperature, average flame height, consumed good amount of fuel
- **High:** high temperature, high flame height, large coverage area, consumed most available fuel in path

Invasive Species Management: List the dates (or season and year) of the removal or herbicide application, the species that were removed and/or treated with herbicide, and percent of the area within the monitored subpopulation that was managed. The first time you complete Part 1, please list as many past dates as possible for these activities. Although burning can be used for invasives control, please only indicate mechanical or chemical removal for this question.

Other management being conducted within the population: If other types of management are being conducted within this population, list them here with their dates, using the percent ranges where applicable (e.g. hydrological activities, seeding of native species, etc).

SECTION 3: ADJACENT LAND USE NOTES

Note any **pertinent information regarding any land use adjacent to the site** that might have an impact, negative or positive, on the monitored population.

PART 2: MANAGEMENT IN THE PAST YEAR - SITE

The management data recorded on Part 2 of the Land Management form should reflect all management that has occurred at a site in the past year. Information reported for a time period other than this should be indicated by date, and would ideally encompass fall to summer (September to August) for any given year. Please fill out forms for all years even if sites are not monitored every year. Part 2 Land Management data will be listed under every species at a site when viewing and entering forms online.

SECTION 1: GENERAL SITE AND SPECIES SITE IDENTIFICATION

Same as for Part 1, Section 1.

SECTION 2: MOST CURRENT GENERAL SITE MANAGEMENT

General Management conducted in the past year at this site: Management may be in place for this site but may not directly affect the monitored population. The main information we need here about general site management are the management practices in place. We do not require a detailed history of these activities outside the population monitored.

Deer Removal: List season and year of removal, number of deer removed, and the number of acres involved.

Other Management on Site: Note any other information relevant to management of the site.

SECTION 3: ADDITIONAL COMMENTS

PART 3: HISTORY

History needs to be completed one time only, and is required to be filled out for each subpopulation.

SECTION 1: GENERAL SITE AND SPECIES IDENTIFICATION : Same as for Part 1, Section 1.

SECTION 2: POPULATION INFORMATION

Habitat/Community Type: We use the classification system found on pages 148-161 of the *Chicago Wilderness Biodiversity Recovery Plan*. In some cases you may wish to indicate more than one habitat associated with a population. A link to the classification is available at www.plantsofconcern.org.

Was this population naturally occurring, introduced through restoration, or is the origin unknown? Indicate to the best of your knowledge the origin of this population. If it was introduced through restoration, provide the year of introduction. Provide the source of the plants or seed, if known.

SECTION 3: LAND USE HISTORY OF THE SITE, AS IT MAY AFFECT THE SUBPOPULATIONS

If you are aware of **any historical uses** of the site before it was managed that may have affected the subpopulations, check off and fill out the appropriate fields.

SECTION 4: HISTORY OF GENERAL SITE MANAGEMENT

General Management conducted in the past within this site: The primary information needed is the year active management was initiated and any management practices in place since that time. A detailed history of management outside monitored populations is not needed.

Please return Land Management on-line or send forms to POC by October 31.
Agencies may submit all forms in conjunction with their internal reporting schedule.