



## INSTRUCTIONS FOR SUSPICIOUS ORGANISM DOCUMENTATION FORM (5/1/13)



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

### **Can I use last year's Suspicious Organism Form?**

**PLEASE do not use old forms.** The Suspicious Organism Form is updated from year to year and old forms are missing important information. New forms can be downloaded from [http://www.mainevlmp.org/wp/?page\\_id=33](http://www.mainevlmp.org/wp/?page_id=33)

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

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 VLMP.

### **SECTION 1: 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 VLMP at (207)783-7733.

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

NOTE: Only complete this section if you are submitting an organism collected by a different person. If you collected the 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: 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 VLMP website's Lakes Page here [www.MaineVolunteerLakeMonitors.org/lakes/](http://www.MaineVolunteerLakeMonitors.org/lakes/).

Before sending your photo, preserved organism, or shell, please contact the intended recipient (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 organism sample.

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

Use Section 4 if the organism was collected from a boat, trailer, or vehicle during a Courtesy Boat Inspection. Use Section 5 if the 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 check 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, or mark the location on a lake map. Lake maps can be found on our website at [www.MaineVolunteerLakeMonitors.org/lakes/](http://www.MaineVolunteerLakeMonitors.org/lakes/).

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

PLEASE DO NOT WRITE IN THIS SECTION.