



INSTRUCTIONS FOR SUSPICIOUS PLANT DOCUMENTATION FORM (5/1/13)



Can I use last year's Suspicious Plant Form?

PLEASE do not use old forms. The Suspicious Plant 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.

How & when should I send in my form?

You should send in your forms in the same package that you send your plant sample. For more information on how to package your plant sample visit http://www.mainevlmp.org/wp/?page_id=16.

SECTION 1: Plant 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: Plant Submitter Information

NOTE: Only complete this section if you are submitting a plant collected by a different person. If you collected the plant 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: Plant 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 at www.MaineVolunteerLakeMonitors.org/lakes/.

Before sending your plant, please contact the intended recipient (VLMP or DEP) to let us know the specimen is on its way. The date and name of the person you contact will help us track your plant sample.

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

Use Section 4 if the plant was collected from a boat, trailer, or vehicle during a Courtesy Boat Inspection. Use Section 5 if the plant was collected from the waterbody. Please fill out as much of the information as possible in the section.

If you are entering information in Section 4, please do not forget to specify 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. If your sample is an invasive aquatic plant it is imperative that the DEP Rapid Response Team is able to locate it for removal. The best way to mark the location of the suspicious plant is to leave an anchored buoy by the plant when you take your sample. Instructions on how to build marker buoys can be found at http://www.mainevlmp.org/wp/?page_id=33. Marking the location of the plant on a lake map is also recommended. Lake maps can be found on our website at www.MaineVolunteerLakeMonitors.org/lakes/.

SECTION 6: Staff Use Only

PLEASE DO NOT WRITE IN THIS SECTION.