



Basic Monitoring Instructions

Pre Site Visit

- Review Easement Documents and Baseline Report
- Contact Landowner
 - < Let them know we doing our annual monitoring & explain what monitoring entails and why YLT monitors
 - < Ask them about the property - i.e. what crops were, how things are, any changes, proposed changes, etc.
 - < Ask permission to visit property, invite them

Site Visit

- Visit entire property. If portions are not accessible from County Road, either walk the property or, with landowner permission, use existing farm roads.
- Compare the property for current conditions with those in the baseline or previous monitoring reports. Note observations on form. It is as important to note "no change" as it is to note any changes that may have occurred.
- Take photos from photo points as show in baselines or previous reports. Note photo points on map. If there are no photo points for property, call Kathryn and establish the points. Note any new photo points on map.
- Fill out photo record sheet while taking photos.
- If a possible violation is observed in the field:
 - < Photograph and contact Kathryn immediately
 - < Do not discuss it with the landowner

Post Site Visit

As soon as possible after the site visit, prepare and turn in the monitoring report. **MAKE NO CONCLUSIONS IN THE REPORT.** The report is for the presentation of objective data only.

- Transcribe the field notes using active voice and qualifying language.
- Have film developed with double prints and CD
- Include map showing route of travel and photo points.
- Label the backs of photos with:
 - < Photo point location, photo number, view, photographer's name and date
- Sign and date the report and return to YLT office