

ACER Community Plot Establishment STEPS

1. **Choose plot** for long term monitoring of typical vegetation with accessibility i.e. easily accessible for parking, toilet for volunteer and visiting groups to use.
2. **Mark area** (100m²) (flagging tape) agreed upon with ACER site consultation.
3. **Set up Site Resource Binder** to document events, history and research of project.
4. **Plan your launch** promo and public event with staff and community to start your forest biodiversity community-based research plot and find local resources volunteers.
5. **Begin to collect your info** in a Site Binder of resources: air photos, archives, history of use / ownership, contour map, area weather records (locate closest weather station or airport).
6. If soil type is unknown, **take soil sample and** send for analysis and add info to Site Binder.
7. **Survey crew** establishes exact layout/ corners with theodolite. Temporary wooden stakes using sight lines that do not require any cutting of trees with max. variation 10cm /100metres
8. **T-bars (dark green 6 ft)** Use post pounder at each intersection and number quadrats on T-bar using a contrasting colour metal paint. May use concrete in a sonar tube to mark main sighting point permanently.
9. **Order 3 Bio Bags** (ACER equipment/manual) for large group.
10. **Book** ACER training day for staff, groups and local volunteers to use all role cards to explain equipment use incl. data entry as **Launch Day with photo-ops.**
11. **Advertise** program in local newspaper, websites, listservs, etc.
12. **Schedule** fieldwork days with local groups, volunteers until all trees >4cm dbh are inventoried.
13. **Contact all** volunteers and groups to confirm schedules.
14. **Enter data** from each quadrat in the ACER .xls template **after each quadrat** is completed and email to ACER.
15. **Carry out field work benchmark inventory** until all quadrats are completed **in one season.**
16. **Order** customized aluminum tree tags @0.95 for each tree. Buy Siding nails to install. Optional Digital Camera or GPS unit could be ordered.

17. **Enter** data as you go using Excel program on ACER template.
 18. **Enter and check data as you go**; send data to ACER electronically for posting data with photos.
 19. **Book ACER** site external audit for certification after your internal audit.
 20. **Begin to build tree ID** for your site with photos of bark - young and old tree bark, buds, leaves, flowers, fruit. ACER will supply templates, samples.
 21. **Build PR archive** of photos of activities throughout the project and send ACER selected photos and testimonials for posting on the web.
 22. **Plan ongoing cumulative data** collection with volunteers with view to publication. Plots could be sampled at random i.e. 5 quadrats annually but should be completely redone every 5 years.
 23. **Ensure data is shared** with ACER and other interested parties so that info is accessible to all.
 24. **Advertise your program** and have show and tell / tour program for visitors.
 25. **Hold celebratory event** to acknowledge and thank volunteers with (after inventory, audit and analysis) plaque and certificates presentation.
- NOTE:** You could set up a control paired one-hectare plot for long-term study.

