

Reporting Tips Page

Monitoring Form Tips

- One Monitoring Form for each site visited per day.
- What is **absolutely necessary** to include in a monitoring report?
 - Site Name or Site Number
 - Date of Visit
 - Steward information: Monitoring Party Names, Mileage and Hours (Cost Incurred is optional)
 - District Office/Field Office/Area/Park (i.e. Red Rock or Carson Ranger District)
 - Impact Level
 - Comments and Concerns

All other sections are optional (including Nature of Impact/Damage and Photography Guidelines)

- Site Name, Site Number, Agency and District Office/Field Office/Area/Park can be found on the Site Assignment Form (contact NSSP if you did not receive one).
- If you can't remember your site number, that is okay. Your Site Name and Agency Office are sufficient.
- Only the actual vehicle drivers should get mileage. Hours should apply to everyone individually.
- If you visited multiple sites in a day, you only need to put your miles and hours on one of the Monitoring Forms but remember to put names on all of them.
- If Impact Level is 1-4, please describe the impact in Comments and Concerns.
- Impact Level 0 only needs to be described as "no change".
- Any boxes checked in Nature of Impact/Damage should be fully described in Comments and Concerns.
- Only check boxes in the Nature of Impact/Damage if this is the first time you are reporting it.
- In Comments and Concerns you can write an essay or a single sentence as long as you describe any impacts you noticed. Please indicate if you have reported these impacts in previous reports.

Photo Tips

- You do not have to change the photo names from whatever your camera called them.
- You can send in the photo files without changing anything as long as they are smaller than 8MB.
- If you don't want to submit a photo log, just describe the subject of your photos in the Comments and Concerns in the Monitoring Form.
- Please DO NOT paste your photos into a Monitoring Report.
- It is preferred that photos be shared electronically instead of printed out.

Photo Log Tips

- You do not need to submit photos or a Photo Log for Impact Level 0.
- Photo Log is optional if you describe the subject of your photos in the Comments and Concerns in the Monitoring Form. It is, however, recommended.

- Site Name and Site Number can be found on the Site Assignment Form (contact NSSP if you did not receive one).
- Use the image file names as the Image Name/Number (exp: IMG123.jpg).
- Photo Description doesn't have to be long but should indicate what is in the photo and if it is an impact.
- The Direction of View and GPS Location (UTMs) are optional but very useful.

Submission Tips

- Please send completed Monitoring Forms, Photos, and Photo Logs to SHPOStewardship@shpo.nv.gov.
- If you have a more than 4 photos (12MB) you can do one of the following:
 - Send multiple emails
 - Share them with a file sharing system such as OneDrive
 - Bring your camera/phone into our office to download them
 - Mail us a disk with the photos
 - Mail us or bring in a flash drive (we will return it to you after photos have been removed)
- In the case of severe damage to your site, you can send your impact information and photos via text message to Samantha to get things started.
- If you are not good with technology, Monitoring Forms and photos can be mailed to 4747 W. Vegas Dr., Las Vegas NV 89108.