

How to Submit a Site Report

Mandatory Forms to be emailed No later than 2 weeks after every site visit

- 1. Photo Stations** – The original Master Photo Station Log created at the site setup
- 2. Photos** – Only include photos that correspond to the photo stations. Rename photos to match photo stations – ie: PS01, PS02. Set camera resolution low or resize photos so they can be emailed. See Tips for Emailing Photos for suggestions on how to downsize and email your photographs.
- 3. Steward Monitor Report** - Fill out the form describing your visit.
- 4. Email #1, #2, and #3** to Hayley.Elsken@parks.ca.gov and Pat Downing pdsnewmail@gmail.com
- 5. Email Subject Line** - Include name of site, date and Site Monitor Report ie: Chuparosa 01-15-2022 Site Monitor Report

Site Impact Report – If Level 2 - 4 email ASAP. If level 0 or 1 no Impact form is required. Describe level 1 in Monitor Report.

Follow SSP Action Guidelines 1-22 (on website) to determine when to use impact report. If you have a site impact to report create a separate email and include these forms:

- 1. Impact Report** - Complete page one and two.
- 2. Photograph Record** - Use for photos accompanying an impact report and include GPS location, description and heading.
- 3. Email #1 and #2** to Hayley.Elsken@parks.ca.gov and Pat Downing pdsnewmail@gmail.com
- 4. Email Subject Line** - Include name of site, date and Impact Report ie: Chuparosa 01-03-2023 Impact Report

Questions? pdsnewmail@gmail.com Pat Downing Site Steward Coordinator (Vol)