



PlantRight Survey Instructions

Please review the following instructions before completing the *PlantRight Spring Nursery Survey*. This document will show you how to successfully complete the nursery survey. Tips, suggestions and an example of a filled-out survey form are provided to make your experience go as smoothly as possible. We suggest that you bring this survey with you to the store. For more information about the nursery survey please visit www.survey.plantright.org.

Step 1 - Sign up! Select a nursery to survey

- Review the **List of Nurseries to Survey** to see which nurseries in your county still need to be surveyed.
- Go to the **Nursery Survey Sign Up Sheet** to register for the nursery in your county (or adjacent county) you would like to survey. Once you have submitted your choice of nursery to survey, you will receive a confirmation email within 24 hours.
- Once you sign up you will have two weeks to complete the survey. After two weeks it will become available again to other volunteers.

Step 2 - Gather the survey materials to prepare for nursery visit

- Print the **Survey Form** and **Plant ID Guide**
- Gather survey materials listed in sidebar.
- Print out address and directions to the nursery location you are visiting.
- Call nursery to verify location and store hours.
- Review the Frequently Asked Questions before visiting the nursery. The FAQ is designed to help address some of the questions that you may have about conducting the survey.

Materials needed:

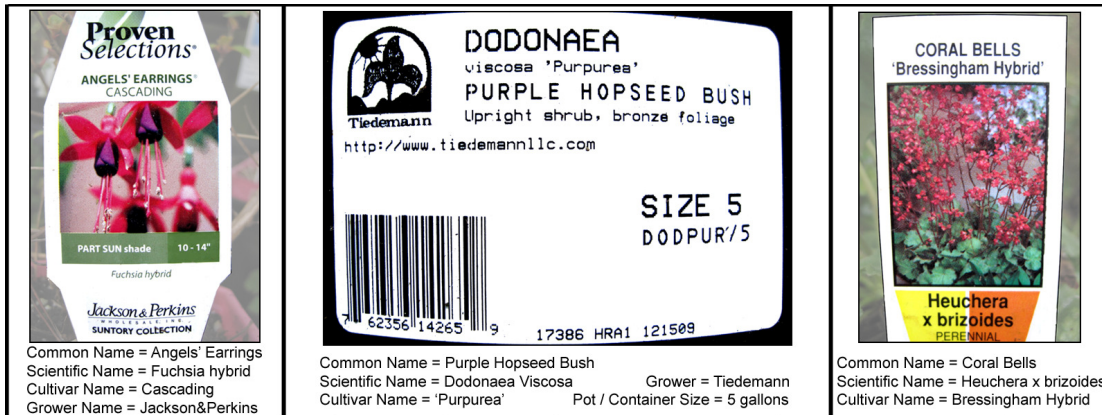
- Plant ID Guide
- Digital camera
- Clipboard
- Pen / pencil
- Survey form
- Directions to nursery

Step 3 – Visit the nursery location

- Figure out how the nursery is organized so that you know where to look for certain plants (note: the survey is categorized by growth form).
- The survey form lists only outdoor, perennial and non-edible plants, save time by dismissing all other plants from your search.
- Labels containing the plant names can be found on the container, on tag sticking in the soil, or on tag tied to branch.
- Note: it is very possible that none of the plants on the PlantRight list will be sold at the store you are visiting. Please record this as well, as this information is still very important!

Step 4 – Fill out the survey form

- Once you find an invasive plant listed on the survey form record the following information from the plant label and store signage:
 - Name of Grower** = list the name of the grower on the plant tag or label (see examples below)
 - Price / Size** = list the cost of the plant and the size of the container (ie. 1 gal or 6-pack)
 - Common name** = list the common name of the plant (ie. Pampas grass). This will be in English, not latin.
 - Scientific name** = list the scientific name of the plant (ie. *Cortaderia selloana*). The latin genus and species, usually in *italics*.
 - Cultivar name** = list the cultivar name of the plant (ie. 'Ivory Feathers'). Some plants may not have a cultivar name. Cultivar names are commonly in single quotations (e.g. *Cortaderia selloana* 'Ivory Feathers').
 - Related Plants** = list any plants you find that are in the same genus as plants on the PlantRight list.
 - # For Sale** = List how many of this plant are for sale.



- Take a photo of the plant and another close-up photo of the plants' label(s) for verification purposes.

Step 5 – Submit your results

- Submit Results Online** - this will take you to SurveyMonkey where you can enter your survey results.
- If you cannot submit the survey online please submit directly to PlantRight:
 - By Mail:** PlantRight Survey, 98 Battery Street, Suite 302, San Francisco, CA, 94111
 - By Fax:** (415) 977-0381 or scan and email to below email.

Step 6 – Submit your photos

- Download photos from your camera and save in JPEG format.
- Label each photo with your name, county, the date, and photo number in the sequence (ie. Smith, Store Code, 2010-04-23)
- Email all photos to PlantRight@suscon.org. Please include your name, county, and the date in the subject line (ie. Subject: Smith, Los Angeles 2010-04-23)

Thank you for completing the *PlantRight Spring Nursery Survey*!

If you have any questions or are experiencing any problems related to this survey,
please contact Greg Richardson by email at grichardson@suscon.org,
or by phone at (415) 977-0380 ext. 323.