**BSS sampling protocol**

At the top of each sheet, place the first and last name of each sampler.

Once at plot, verify plot ID with the tag – located on the eastern post (also engraved on post)

Mark the plot number on all sheets in the pack

Place the long axis of the plot between the two posts, the short axis goes towards the N (towards the OG forest), square up the plot with the pins.

We record percent cover for all species present (not rooted in the plot). One fist is roughly equal to a percent. For species that are less than 1%, record a P, that will be coded as 0.1% in the data

Do not write % symbols

For woody plants that have the potential to be canopy trees, also write the number of stems rooted in the plot in the upper right hand corner of the cell and draw a circle around it. If it is only overhanging canopy, write a 0 in a circle (or O for overhang). These should all be indicated in bold on the data sheet.

It is best to normally start with the canopy, then work to the understory.

If you have to change an entry, make it as clear as possible

At the end, make sure other plot characters, litter, bare ground etc. are completed

Move to the plot in front and verify what the next plot should be from the leader.