

## 2. Field survey checklist

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Prior to starting field survey work, field survey teams should have following:

- Pre-printed field survey forms (sufficient number plus spares)
- Pre-printed sample collection envelopes (sufficient number plus spares)
- Pencils (at least 3 per team member)
- GPS unit (1 per team) – With standard settings for units
- Spare AA batteries (at least 4 per team)

## 3. Instructions for filling Survey Form

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A one-page standard survey form has been created and enclosed with the survey materials. This form should be completed at each unique survey location visited.

A few key points should be noted when completing the form:

- Mandatory fields marked with an asterisk (\*) must be filled in.
- All the mandatory fields are found in the first half of the survey form – this is the most important to collect, any additional information is valuable but not essential.
- **Bold** words and numbers can be circled for faster completion of the form.
- The *Form ID number* field is for the national survey teams to fill in as they choose to help with survey data management, any numbers may be entered.

If multiple samples are collected from the same location, please indicate this on the survey form by adding corresponding multiple ID numbers for samples.