

RECORD KEEPING AND TRAP MAINTENANCE MISTAKES

Experience in trapping programs has shown the following to be common mistakes:

Trap Cards:

1. Lack of neatness and clarity.
2. Incorrect designation of north (N) on trap cards.
3. Square mile grid number does not correspond to trap number on trap card. Watch out for transposing numbers.
4. Incorrect or omission of location letter or number in the map column or row, i.e., A, B, C, D, etc.
5. Stapling one card to another. If cards separate, a complete record is not on one card.
6. Failure to write a complete address. Include house number if available. Do not say "Between address A and address B." Find out which property the tree is on.
7. Incorrect name of city.

Inserts (Jackson trap only):

1. Number on trap does not correspond to number on insert.
2. Fruit fly trap inserts are not designated with "ML," "OF," or "MF" to distinguish them from each other.
3. Date of insert placement is not marked.
4. Inserts are not replaced often enough. They should be replaced after one month, or sooner if needed.
5. Relocating an insert from one site to another. A new insert should always be used when relocating a trap.

Traps:

1. Failure to mark trap number, placement date, servicing dates, and an indication of when previous rebaiting occurred, if applicable.
2. Failure to rewrite a trap number that has faded. This problem is alleviated by using permanent ink markers, i.e., black Sharpie® pen.
3. Failure to replace the Jackson trap body when all space for servicing dates is used, when the trap body becomes soft due to weathering, or when the trap body becomes dirty or dusty.
4. Failure to replace contaminated traps.
5. Failure to number and date Pherocon AM traps. Write the trap number and date of placement on the non-sticky side of the trap. Servicing date can be placed on border of sticky side.

PROPER COMPLETION OF THE DAILY TRAPPING SUMMARY (DTS)

Record-keeping is an integral aspect of a trapper's job. Trapping books must be up to date and accurate in order for the route to be successful. Likewise, the Daily Trapping Summary (DTS) that a trapper turns in to the supervisor **daily** must be accurate in order for the supervisor to keep track of the traps that are in the field. Completely fill in each section of the DTS every day, including the information at the top of the report such as beginning and ending mileage and hours. Remember, the supervisor uses the DTS for reporting purposes.

The Route: A trapper's route is their entire assignment or trapping area (not just one day's work). It likely consists of several books completed over a week or two weeks.

The Book: This is the book that was serviced on the date of the report.

County: If a trapper completed work in more than one county on that date, he or she must turn in a separate DTS for each county.

The DTS has two sections. These sections are independent of each other. When filling in the data table at the end of the day, use zeros when needed. Do not leave blanks and, of course, verify that the data is accurate by re-counting traps cards and double-checking math. Always sign the DTS before turning it in to the supervisor.

The "**Daily Servicing**" data on the left hand side of the table should reflect the traps that were serviced or relocated on the date of the DTS (a daily record of activities). If a trap is missing or "unable to service," but the trapper made the effort to visit the trap site it is considered a "serviced" trap for purpose of the DTS. A visit to a trap site is only counted once. A trap is either "serviced" or "relocated", but not both.

The "**Traps in Service**" section on the right hand side of the table should reflect the trapper's total workload. Record any new placements or removals in this section and always show the "total in service" in the far right column. The "PDT" is the "previous days total." When starting out, the PDT will be zero "0." No traps were out. If 10 traps are placed, the "total in service" at the end of the first day will be "10." The second day, the PDT will be 10, because that was the total at the end of the previous day. On the second day, if another 15 traps are placed then the "total in service" will be 25 and the PDT for the next DTS will be 25. If a trap is removed the third day, then the "total traps service" will be 24 and the PDT on the next DTS will be 24. Continue on like this until all traps are placed (or removed). If no traps are placed or removed, the PDT and the "total in service" will be written in and will be identical. If a trap was missing from the field, but it was not replaced it is considered a "removed" trap.

The "Daily Servicing" and the "Traps in Service" are completed as above for each trap type. For example, if a trapper services gypsy moth and medfly traps in the same day, each of these trap types will be listed on separate lines.

Comments: Appropriate notations for the "Comments" section include trap numbers of missing or vandalized traps, vehicle breakdowns or problems, homeowner conflict, whether the trapper had training that day, or went home sick. It is important to realize though that certain things must be reported to your supervisor immediately and in person. For example, if a vehicle is malfunctioning, report that immediately and directly to the supervisor. The supervisor may have certain items that he or she wants noted in the "Comments."

STATE OF CALIFORNIA
DAILY TRAPPING SUMMARY

COUNTY Santa Clara

NAME: Susie Sample

VEHICLE: 1145924

DATE: 4-11-2013

ENDING MILEAGE: 63092

ROUTE/BOOK: R+G/BK1

BEGINNING MILEAGE: 63071

HOURS: 10

MILES DRIVEN: 21

TRAP TYPE	DAILY SERVICING			TRAPS IN SERVICE			
	SERVICED	RELOCATED	TOTAL	PDT	PLACED (+)	REMOVED (-)	TOTAL IN SERVICE
MF	2	1	3	56	+1	0	57
MP	5	0	5	56	0	0	56
OF	2	1	3	56	+1	0	57
ML	2	1	3	56	+1	0	57
GM							
JB							
GWSS	1	0	1	56	0	0	56
TOTAL	12	3	15	280	+3	0	283

COMMENTS: _____

_____ *Susie Sample* _____

SERVICED = TRAPS SERVICED BUT NOT RELOCATED.
 RELOCATED = TRAPS SERVICED AND RELOCATED .
 PDT = PREVIOUS DAYS TOTAL OF ALL TRAPS, OF THAT TYPE, THAT ARE IN SERVICE IN YOUR ROUTE.
 PLACED (+) = ANY TRAP THAT WILL ADD TO THE TOTAL NUMBER OF TRAPS, OF THAT TYPE, IN YOUR ROUTE.. THIS INCLUDES NEW PLACEMENTS AND TRAPS GIVEN TO YOU FROM ANOTHER TRAPPER.
 REMOVED (-) = ANY TRAP THAT WILL SUBTRACT FROM THE TOTAL NUMBER OF TRAPS, OF THAT TYPE, IN YOUR ROUTE. THIS INCLUDES REMOVALS, LOST OR MISSING TRAPS NOT REPLACED AND TRAPS GIVEN FROM YOU TO ANOTHER TRAPPER.
 TOTAL IN SERVICE . = ADD TO OR SUBTRACT FROM PDT; THIS INDICATES THE TOTAL NUMBER OF TRAPS IN YOUR ROUTE AT THE END OF THE INDICATED DATE.