

# Walla Walla District Integrated Pest Management Plan (IPMP) NWW IPMP Reporting Tool Instructions

## Anticipated Use and Actual Use Records and Data

Grantees, contractors, and USACE employees who perform pest management work will submit records for anticipated and actual pest management activities via the NWW IPMP Reporting Tool in Survey123. All information will be compiled into a GIS database.

Notification as early as practical is required for large-scale aerial applications of herbicides (or other pesticides) that are intended to prevent large weed infestations or damage to native vegetation following a wildfire or other natural disaster.

## Purpose of the IPMP Database

The purpose of the Integrated Pest Management Plan (IPMP) database (db) is to comply with legal requirements, to maintain District data regarding animal and vegetation pest control, to supply information to managers and planners, and to support planning and execution of the program.

Specifically, the objectives of the IPMP db are to:

- Maintain records of actual pest management actions
- Maintain records on anticipated pest management actions
- Screen Outgrant applications by proposed pest management actions
- Produce annual plan of proposed pest management actions
- Produce annual reports of actual pest management actions

## Flow of information

All anticipated and actual pest management activities will be captured using the NWW IPMP Reporting Tool in Survey123. The tool is customized depending on the selections made throughout.

Training materials will be provided to applicators via email or may be accessed on the internet at: <http://www.nww.usace.army.mil/Missions/Projects/Pest-Management/>



## Survey123 Application

The easiest way to report anticipated and actual pest management activities is using the free ArcGIS Survey123 application (app) published by ESRI, available for all mobile devices in the App Store, Play Store, or wherever you download apps. Once the app is installed on your mobile phone and/or tablet, use the camera on your mobile device to scan the QR codes below or enter URL into an internet browser. You will be prompted to select to open the survey in a mobile browser (select this if you are using a desktop or laptop computer) or in the Survey123 field app (select this if you are using a mobile device and have the app installed). Although you can access the survey without an account by selecting “Continue Without Signing In”, it is highly recommended that you create a free account. Creating an account will allow you to download the survey to your device so you can enter responses even if you do not have internet connection, save answers as your “Favorites” in the mobile app to save you time, and look back at all the survey responses you have submitted for your reference, regardless of the device you use.



**Figure 1. Current Survey123 App Logo**

Anticipated	<a href="https://arcg.is/um0m40">https://arcg.is/um0m40</a>	
Actual	<a href="https://arcg.is/1rOaa3">https://arcg.is/1rOaa3</a>	

**Figure 2. QR Codes and Links for Anticipated and Actual Survey Forms**

### Helpful tips:

If you have an account and are using the mobile app, you can set the app to remember answers to questions that will be the same for you every time (e.g., grantee, outgrant number, contact information, applicator license number). This will save you time from re-entering the same data every time you submit a response. Once the survey questions that you would like the app to remember are filled out, click the three lines in the top right corner and select “Set as favorite answers.” The next time you go to fill out a survey, click the three lines in the top right corner

and select “Paste answers from favorite.” This will auto-populate the fields with your favorite answers, and you can continue to fill out the remainder of the fields as normal.

Another option to auto-populate fields is to copy data from a previously submitted survey to a new survey. To do this, select “Sent” at the bottom of your screen. Then, click on the survey you would like to copy and select “Copy sent data to a new survey.” You can then change fields as needed for your new survey response.

## Instructions for Anticipated Use Form

### Report Information

- **Form ID:** number is automatically assigned when opening the survey and is a unique identifiable number for each submission.
- **USACE Project:** use the drop-down box and select the USACE project where the pest management application will occur (see attachment maps as a reference for USACE project footprints).
- **Real Estate Outgrant:** if the application is associated with a real estate outgrant, select “Yes” and fill out all required boxes (Grantee name and Outgrant Number).

**NWW IPMP Reporting Tool - Anticipated Use**

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### Report Information

**Note to Users:** If you would like to save your submissions for your records, please make sure you have created a free account and are logged in before submission. Progress is automatically saved in your browser's cache. If you clear your cache, unsubmitted data will be lost.

**Form ID Number**  
25021411

**USACE Project**  
Please select the operating project where the pest management application will occur. Snake River West covers from Ice Harbor Lock and Dam to the Joso Bridge near Lyons Ferry. Snake River East covers from Joso Bridge through Lower Granite Lake.

**Is this application associated with a Real Estate outgrant?\***

Yes

No

**Figure 3 First Half of First Page of Anticipated Use Form**

### Point of Contact

- **Contact Information:** Please enter all contact information relevant to the individual submitting the form (all fields must be filled out to submit form). You can click the dots in the upper right-hand corner to “save as favorite” the data entered.
- **Once all fields are correctly filled out hit the (Next) button to proceed.**

**Point of Contact** ▼

Enter the contact information for the point of contact for this anticipated pest management application. If needed, this is who we will reach out to with questions.

**Business or Organization Name\***

**First and Last Name\***

**Street Address\***

**City\***

**State\***

**Zipcode\***

**Phone Number\***

[Next](#)

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**Figure 4 Second Half of First Page of Anticipated Use Form**

## Treatment and Pest Type

**-Pest control medium:** Use the drop-down arrow to select the pest control medium. The OHWM can be determined by visually observing the “bathtub ring” left by the receding water line. For USACE lands, the OHWM is defined as the maximum operating pool elevation.

**Note:** Subsequent fields will change after selecting the medium.

**-Treatment Method:** Use the drop-down arrow to select the treatment method (Chemical, Biological, Manual, or Mechanical) that will be used (you can only select one per submission

– if multiple treatment methods were used, you must make a separate submission for each).

**Note:** Subsequent fields will change after selecting your treatment type.

### Target Species:

- **Pest Category:** Use the drop-down to select the pest category.
- **Pest Name:** Use the drop-down to select the name of the target species. If your application included multiple target species, select the plus sign to add additional entries. You can toggle between target species by selecting the numbered circles.
- **Once all fields are correctly filled out hit the (Submit) button to submit your entry.**

The screenshot shows the second page of the 'NWW IPMP Reporting Tool - Anticipated Use' form. The page has a green header with the title. Below the header, there is a section titled 'Treatment & Pest Type'. Under this section, there is a sub-section 'Pest Control Medium\*' with a descriptive text: 'The ordinary high water mark (OHWM) can be determined by visually observing the "bathtub ring" left by the receding water.' Below this text is a dropdown menu with '-Please select-' and a downward arrow. Further down, there is a text block: 'On USACE lands, the ordinary high water mark (OHWM) is defined as the maximum normal operating pool elevation.' Below this, there is a section titled 'Target Species (1)' with a green circle containing the number '1' and a plus sign icon. Underneath is a 'Pest Category' dropdown menu with '-Please select-' and a downward arrow. At the bottom of the form, there is a 'Comments' section with the text 'General comments or further details on pest management action.' and a large text area with a '1000' character limit indicator. At the very bottom, there are two green buttons: 'Back' and 'Submit', and a progress bar showing the current page as 'Page 2 of 2'.

Figure 5 Second Page of Anticipated Use Form

# Instructions for Actual Use Form

## Report Information

- **Form ID:** number is automatically assigned when opening the survey and is a unique identifiable number for each submission.
- **USACE Project:** use the drop-down box and select the USACE project that best describes your application location (see attachment maps as a reference)
- **Real Estate Outgrant:** if the application is associated with a real estate outgrant, select “Yes” and fill out all required boxes (Grantee name and Outgrant Number).

The screenshot shows a web form titled "NWW IPMP Reporting Tool - Actual Use". The "Report Information" section includes a note to users about saving submissions, a "Form ID Number" field with the value "25021501", a "USACE Project" dropdown menu currently set to "-Please select-", and a question "Is this application associated with a Real Estate outgrant?\*" with radio button options for "Yes" and "No".

Figure 6 First Section of First Page of Actual Use Form

## Pest Management Point of Contact

- **Contract:** If the application is associated with a contract, please select “Yes” and enter the Contract ID and Contract Name.
- **Select the statement that best represents the role of the person filling out the form.** Contact information will appear after this selection.
- **Contact Information:** Please enter all contact information relevant to the individual submitting the form (all fields must be filled out to submit form). If the individual filling out the form is not the licensed pest applicator, contact information for both the report submitter and the licensed applicator will need to be entered.
- **License Number:** Enter the license number for the applicator.
- **State Where Licensed:** Enter the state in which the applicator is licensed. The applicator must be licensed in the state in which they are applying.
- **Alternate Pest Applicator:** If a person is making the application under the supervision of a licensed pest applicator, enter the information for the alternate pest applicator.
- **Once all fields are correctly filled out, hit the (Next) button to proceed.**

**Is this application associated with a contract?\***

Yes

No

**Select the statement that applies to this pest management application:**

The person submitting this form is the licensed pesticide applicator OR this treatment does not require a pesticide applicator license (i.e. some forms of mechanical, manual, or biological applications).

The person submitting this form is someone other than the licensed pesticide applicator.

**Alternate Pest Applicator (if applicable) ▶**

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**Figure 7** Second Section of First Page of Actual Use Form

## Treatment & Pest Type

### Target Species

- **Pest Category:** Use the drop-down to select the pest category.
- **Pest Name:** Use the drop-down to select the name of the target species. If the pest management activity included multiple target species, select the plus sign to add additional entries. You can toggle between target species by selecting the numbered circles. Use the “Comments” field at the bottom of the page to provide more information if “other” was selected.
- **Number of Pests Treated:** Use the drop-down to select the approximate number of pests treated.
- **Pest control medium:** Use the drop-down arrow to select the pest control medium. This block contains information on the type of application: Terrestrial (Above OHWM or

Water's edge to OHWM) or Aquatic application. The District has two separate ESA consultations covering the type of application and these consultations dictate the types of chemical, biological, and mechanical methods that can be used. The District must track these applications separately to meet reporting requirements under the District's Environmental Protection Agency (EPA) National Pollution Discharge Elimination System Pest General Permit. The OHWM can be determined by visually observing the "bathtub ring" left by the receding water line. For USACE lands, the OHWM is defined as the normal operating level of the pool.

**Note:** Subsequent fields will change after selecting the medium.

- **Treatment Method:** Use the drop-down arrow to select the treatment method (Chemical, Biological, Manual, or Mechanical) that will be used (you can only select one per submission – if multiple treatment methods were used, you must make a separate submission for each). Fill out corresponding fields that appear once the selection is made.
  - o If Chemical is selected, enter the **registered** product's label name in the 'Trade Name' field. The chemical must have an Active Ingredient from the approved list in the 'Active Ingredient (AI)' field. Note that this is not the amount of chemical product as sold, but only the weight of the active ingredient. If the pest management activity included multiple active ingredients, select the plus sign to add additional entries. You can toggle between active ingredients by selecting the numbered circles.

## Pest Management Application

- **Date of Pest Management Activity:** enter the date of the pest management activity by using the calendar that opens when you click the box.
- **Start and Stop Time:** Enter the approximate start and stop time of the pest management activity using the dialog box that opens when you click the box.

**NWW IPMP Reporting Tool - Actual Use**

**Treatment & Pest Type**

**Target Species (1)** ▼

**Pest Category**

-Please select- ▼

**Number of Pests Treated**

-Please select- ▼

**Pest Control Medium\***

On USACE lands, the ordinary high water mark (OHWM) is defined as the maximum normal operating pool elevation.

-Please select- ▼

**Pest Management Application** ▼

**Date of Pest Management Activity\***

 MM/DD/YYYY ▼

**Start Time of Pest Management Activity\***

 hh:mm ▼

**Stop Time of Pest Management Activity\***

 hh:mm ▼

**Figure 8 First Section of Second Page of Actual Use Form**

## Location

- **Area Treated:** Select “Line” or “Polygon” for the treatment area(s) to determine the type of mapping tool that pulls up. If the application is along the edge of a parking lot, for instance, the line tool would be the tool to select.
- **Map controls:**
  - **Computer:**
    - Once the type of geometry is selected, a map will open under “Polygon Shape” or “Line Shape”.

- Press and hold while you drag to pan the map view to the application area. To zoom in or out, use the plus and minus buttons, double click, or hold the Control key on your keyboard while you scroll in or out with your mouse.
- To draw the area treated, select the line or polygon tool in the top right corner of the map view.
- Use your cursor to drop vertices of your line or polygon. You can use the “undo” button at the bottom of the map to erase mistakes. Once the line or polygon is complete, select the “Finish” checkmark at the bottom of the map. Your polygon or line will be saved in the map. If you need to adjust the geometry of the line or polygon, you can select the “Edit” (pencil icon) button to adjust the vertices.
- The map will appear in the form with the shape you drew, along with the approximate acres or the length of the line drawn. You will have to calculate acreage for line treatments based on the length and width of the treatment area.
- To add another application area, press the “+” above the map. You can only add application areas of the same type; if you initially added a “line” application area, you can only add more line-type application areas.
- **Tablet or Mobile Phone:**
  - Once the type of geometry is selected, press the “+” button to pull up the map. Press the “map” icon to pull up the mapping tool.
  - Use one finger to pan the map view to the application area. To zoom in or out to your application area, use a pinching motion with 2 fingers.
  - To draw the area treated, select the line or the polygon tool in the bottom left corner of the screen.
  - Use your finger to drop vertices and draw the line or polygon. You can use the “undo” button in the bottom right corner to erase mistakes. Once the line or polygon is complete, press the drawing tool in the lower right corner with the checkmark below. If the line/polygon is correct, press the checkmark in the bottom right corner. If you need to adjust the geometry of the application area, you can select the map to reopen the mapping tool for editing.
  - The map will appear in the form with the shape you drew, along with the approximate acres or the length of the line drawn. You will have to calculate acreage for line treatments based on the length and width of the treatment area.
  - To add another application area, press the “+” under the “acres” field. You can only add application areas of the same type; if you initially added a “line” application area, you can only add more line-type application areas.

- **Acres:** Enter the approximate number of acres treated. Use the acreage calculated from the drawn polygon or enter the acreage calculated at the time of application. Note: For chemical treatments, the acres entered should be the same as the number of acres calculated to mix the treatment solution for the pounds of active ingredient applied.

**Location** ▼

Scroll (click and drag) and zoom (using plus and minus button) to your location and draw a polygon that most accurately represents the area treated. To draw a geometric polygon, use the square/circle/triangle button on the right, then click and drag to create your polygon. To draw an irregular polygon, use the freehand button on the right, then click and drag to create your polygon. To delete and restart, click either shape button again. To edit your polygon, click the pencil button on the right when it appears. To search, type in an address or nearby city. To zoom the map to the original extent, use the home button on the left. To find your current location, use the crosshair button on the left. To make the map appear larger on your screen, use the four corners button on the bottom left.

Select the type of geometry that will be used to draw the area treated on the map

Line

Polygon

**Polygon Shape** (1) ▼

⊞

1

+

**Area Treated\***

Using the map below, zoom in to the applicable area and draw a polygon showing the approximate area of the pest management activity.

**Acres\***

Enter the area in acres of the pest management application. Use the acreage calculated from the drawn polygon or enter the acreage calculated at the time of application. You may want to enter actual acres applied if you are spot treating within a larger acreage to accurately reflect actual application.

Figure 9 Second Section of Second Page of Actual Use Form

## Application Information

- **Treatment Tool:** Use the drop-down box to select whether the pest management activity was Aerial, Broadcast, or Spot treatment.

- **Platform:** Use the drop-down box to select the platform used for the pest management activity. If other is selected, type in details in the “Other” text box that appears.
  - o **Note: License Plate:** Enter the license plate of the vehicle if spraying pesticides from a vehicle. This only appears when “full-size vehicle” is selected.
- **Medium:** Use the drop-down box to select the application medium.
- **Wind Direction:** Use the drop-down box to select the wind direction at the time of the pest management activity.
- **Wind Speed:** Enter the wind speed in miles per hour (MPH) at the time of the pest management activity.
- **Temperature:** Enter the temperature in degrees Fahrenheit (°F) at the time of the pest management activity.
- **Comments:** Use comments to provide additional information, such as the exact method if “other” was selected, or the description of the location of the site and the reason for application (Ex: parking lot on west side of Charbonneau Park to treat weeds growing through asphalt and around vegetation islands). This box can help the QA process.

Once all necessary fields are filled out and the form is complete, hit “Submit” to send the actual use form to the NWW Pest Manager.

**Treatment Tool\***

-Please select-

**Platform\***

-Please select-

**Medium\***

-Please select-

**Wind Direction\***

-Please select-

**Wind Speed (MPH)\***

x

**Temperature (F)\***

x

**Comments**  
General comments or further details on pest management action.

1000

Back Submit Page 2 of 2

Figure 10 Third Section of Second Page of Actual Use Form

## Instructions for Realty Specialists

**Pest Control Anticipated Application Record (Real Estate / Construction):** Grantees are required to provide information about their anticipated use of pest controls to USACE by **February 15<sup>th</sup>** of the application year. Because the report is an estimate of total pest control use for a year, detailed geographic information about application locations is not required. To reduce the burden on Grantees, Realty Specialists will email the information for the ‘Grantee’ and ‘Outgrant No’ fields as appropriate by **November 1<sup>st</sup>**, prior to the application year.

When the Grantee submits the form, it returns the data to the District Pest Manager. Upon a successful QA review, it will be ingested into the enterprise geodatabase. The assigned Realty Specialist will query the geodatabase and record compliance by the Grantee with the requirement to provide anticipated pest control information.

**Pest Control Actual Application Record (Real Estate / Construction):** Grantees are required to provide detailed information about a pest control application **within 7 days of conducting a pest management activity**. This is accomplished by completing and submitting the NWW IPMP Reporting Tool for the application. Realty Specialists will email information for the ‘Grantee’ and ‘Outgrant No.’ fields to Grantees by **November 15<sup>th</sup>**, prior to the application year.

### Instructions for Applicators (Grantees/Construction Contractors)

**Pest Control Anticipated Application Record (Real Estate / Construction):** This record must be completed and returned by **February 15<sup>th</sup>** of the application year. A separate record must be completed for each pest control category or change in chemical formulation. Once completed, data is sent to the District Pest Manager.

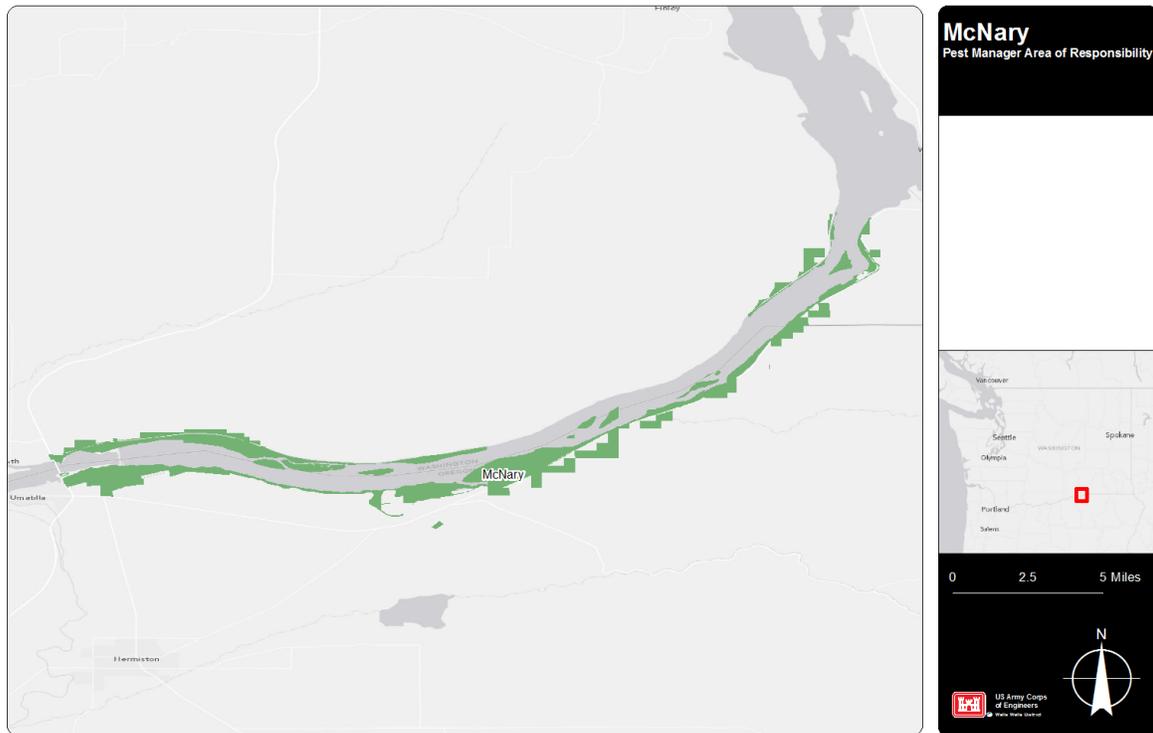


Figure 11 McNary AOR



Figure 12 Snake River West AOR

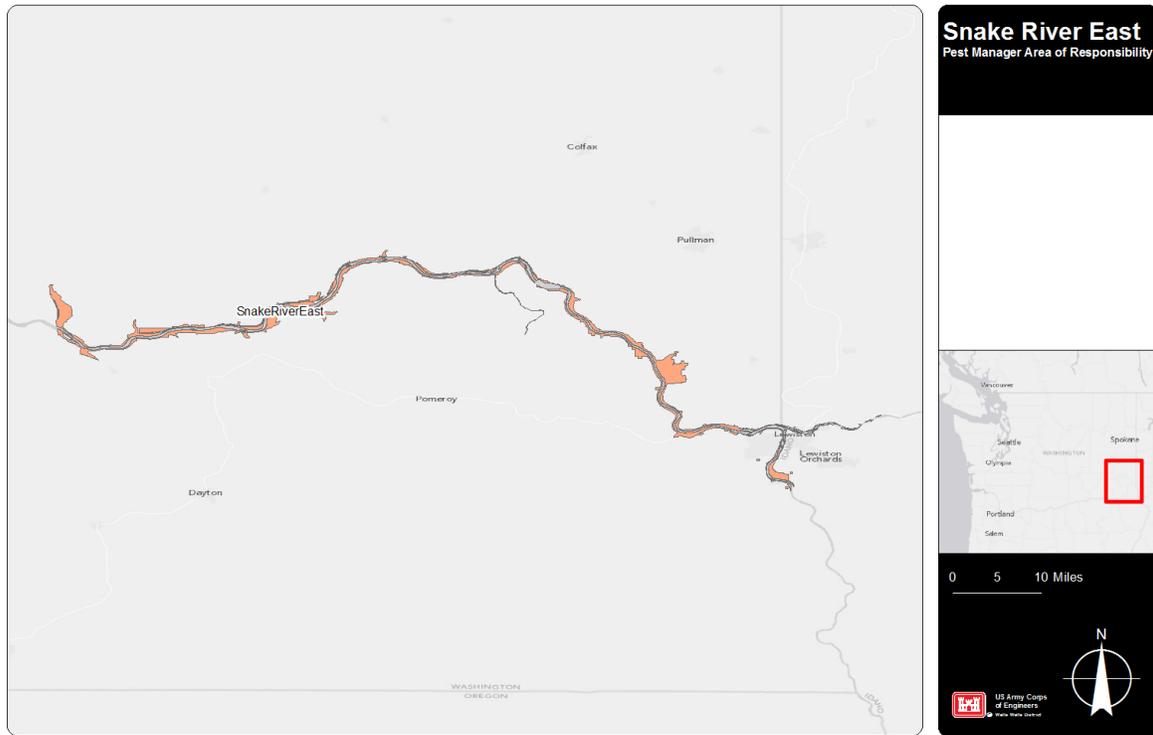


Figure 13 Snake River East AOR

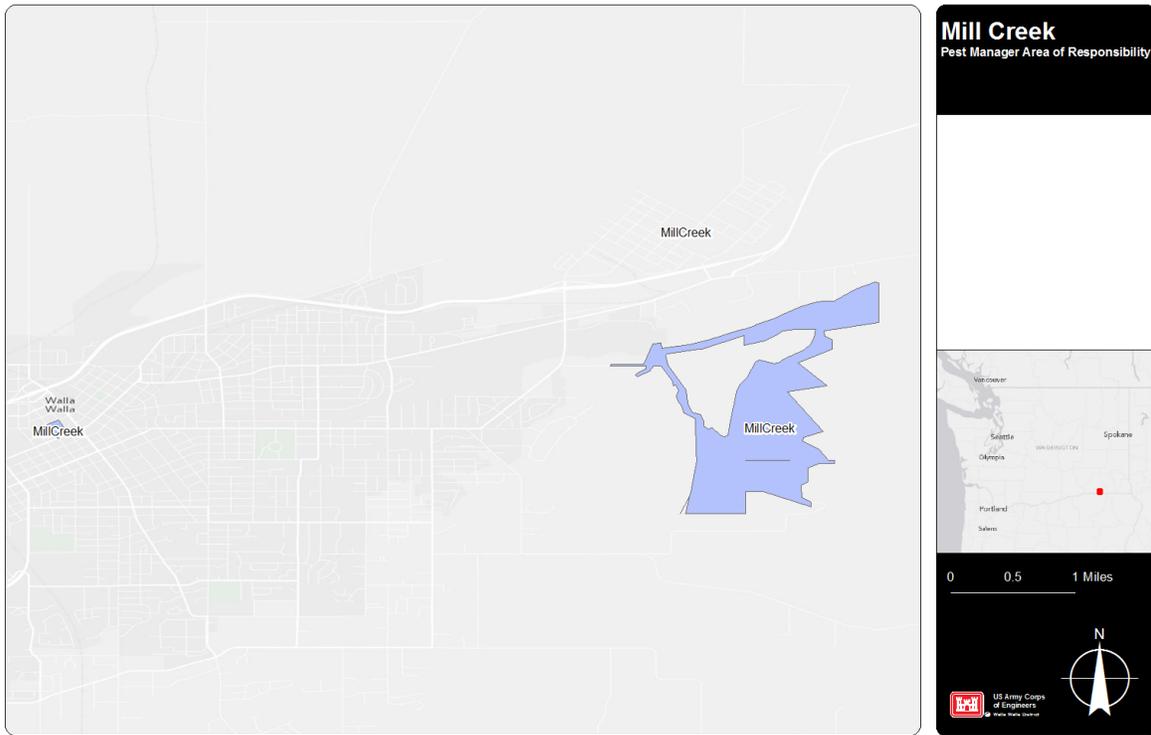


Figure 14 Mill Creek AOR