

## RECORD KEEPING AND TRAP MAINTENANCE

Detailed trapping information is generally kept on trap cards, samples of which are shown on pages xxiii, xxiv and xxv. A good trap card includes the following information:

1. Identity of each trap as to type, with the entire unique trap number based on the square mile grid system and the two letter trap abbreviation (i.e. 040015W-MF).
2. The exact location of trap, i.e., county, city, complete street address, and location on property.
3. A history of trap servicing, including dates, inspector, relocations, and samples submitted.

When recording information, give close attention to the following details:

1. Always use pencil to record information.
2. Include a written description of the location of the trap on the property. A more detailed description will be needed for those locations that are not easily found or for unusual circumstances (i.e., dogs). Be sure to indicate how to access the trap.
3. Draw property diagram maps with "north" ↑ toward the top border. Indicate north on each map with an "N."
4. Label the street name where trap is placed, as well as at least one close cross street. Always denote "street," "drive," "avenue," etc.
5. Always denote the city.
6. Sketch recognizable structures on property chosen for trapping.
7. Sketch recognizable landmark structures and note distances in undeveloped areas, or when an address is not available.
8. Name the host and mark its approximate location on the property.
9. Record trap information immediately after servicing. Do not wait until a later time.
10. Maintain a host list of up to 100 sites per square mile for relocation and delimitation purposes. The trap card (Form 60-202) can suffice for this purpose.
11. Trap cards should be arranged in separate, single-day routes and in an efficient driving order.
12. Record keeping must be accurate and consistent.