

Printing Specifications for the “Early Detection of Invasive Species Surveillance Monitoring Field Guide and Reporting Forms”

1. Pages starting with title page (pg. 1) and ending with back of glossy buckthorn (pg. 22) should be printed on a heavy cardstock with lamination. The USDA Forest Service uses white poly vinyl chloride, but this type of paper is extremely expensive.
2. Text pages starting with *Agrilus planipennis* (emerald ash borer) (pg. 23) and ending with *Frangula alnus* (glossy buckthorn) (pg. 39) can be printed on white, lithocoated 80# cover (USDA Forest Service Guide) or the same heavy cardstock used for the species identification cards. Lamination is not necessary unless these pages are used in the field.
3. Reinforce the top of the text pages (Step 2).
4. Round the corners.
5. Print head-to-foot.
6. Size of trimmed page: 3 ¾” X 8”
7. Punch 2 round holes at the top of the publication. Center of each hole should be approximately 1” from each side of the card and 3/8” down from the top of the card. Ensure the holes are no more than ½” from the top and do not cut off any text.
8. Place one-inch rings or mini carabiners through the holes at the top per sample enclosed.
9. Pest and Plant reporting forms can be printed on “Rite in the Rain”® all weather paper. Follow steps 4 through 7 to complete the reporting forms.