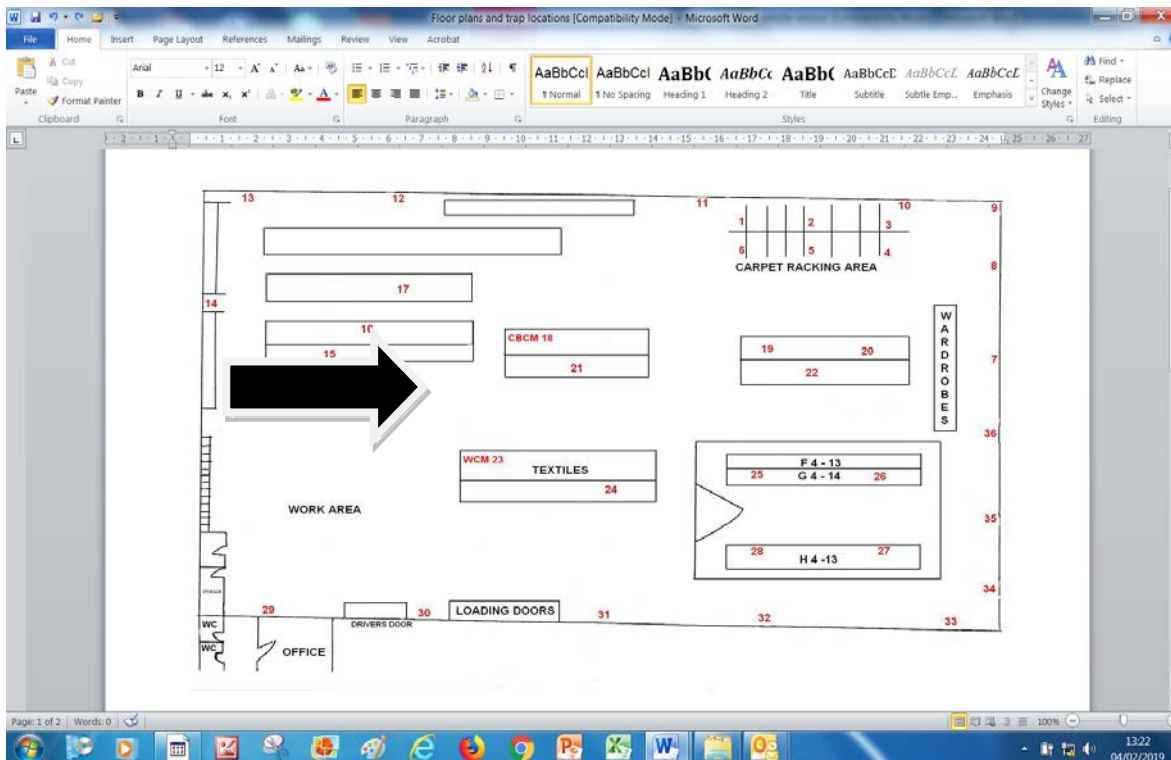
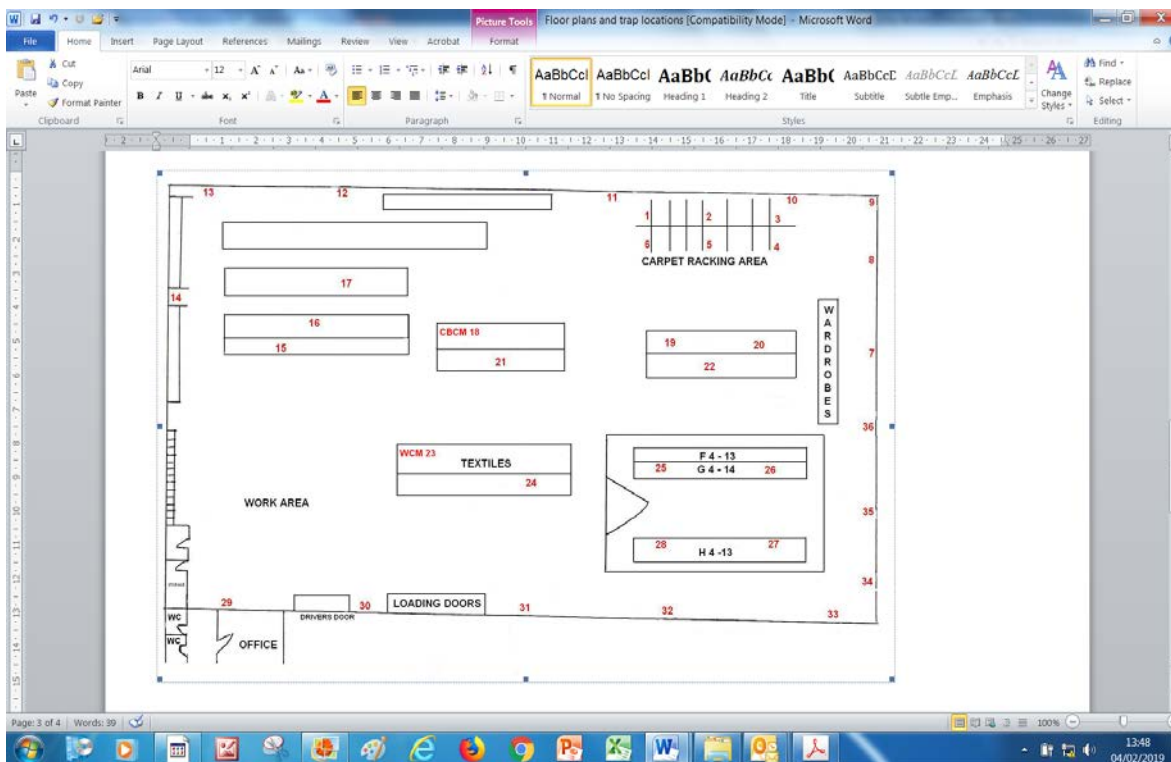


ENGLISH HERITAGE GUIDELINE FOR RECORDING INSECT PEST DATA ONTO FLOOR PLANS.

Open up the floor plan.

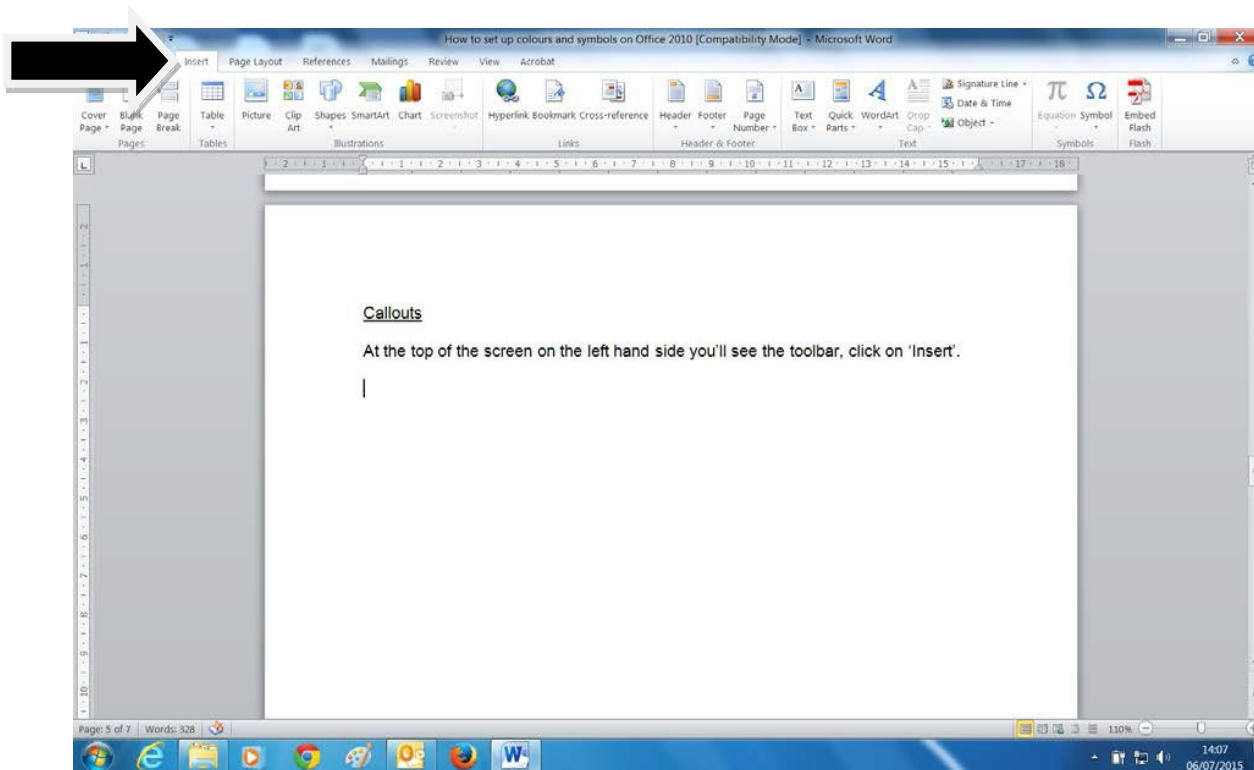


Using the mouse cursor, left click anywhere inside the floor plan image.

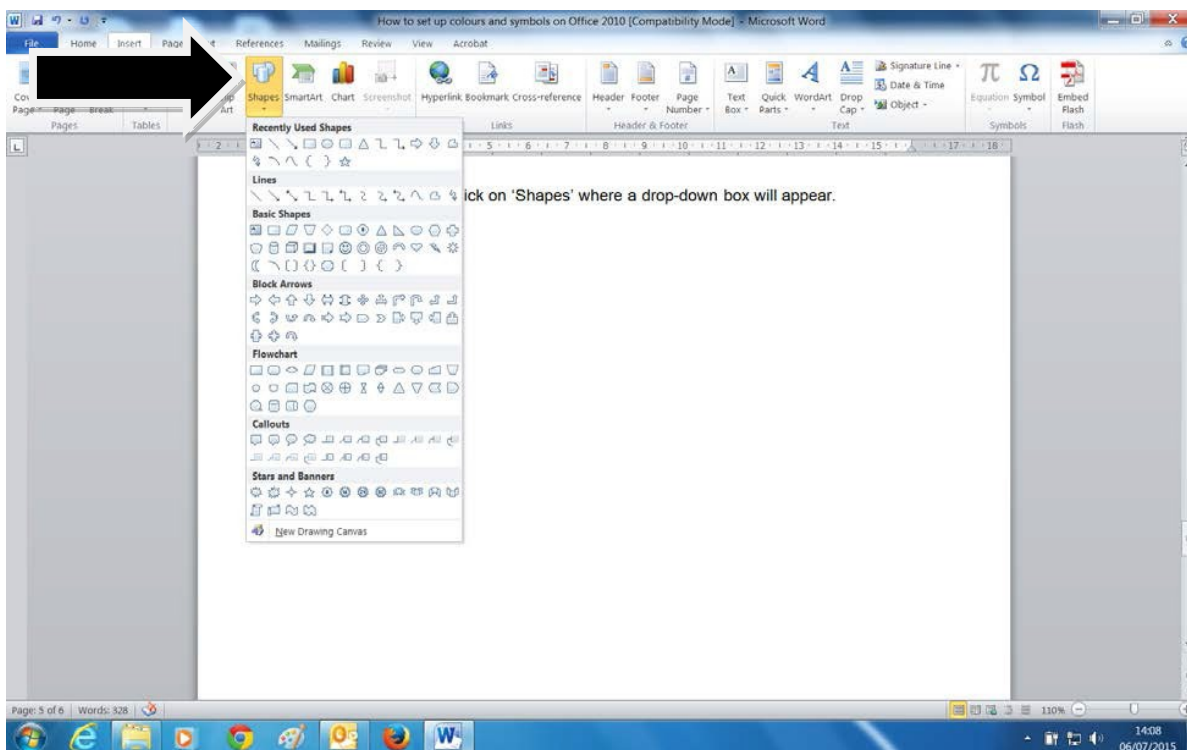


A box will line around the image. You are now ready to add the 'Callout' box for the symbols to be placed in. If you forget to click on the image, the document may go blank but don't worry just click on the 'Undo Clear' command, (the 3rd arrow symbol left hand side at the very top of the screen or 'Ctrl+Z'), and the floor plan image will re-appear back on the document for you.

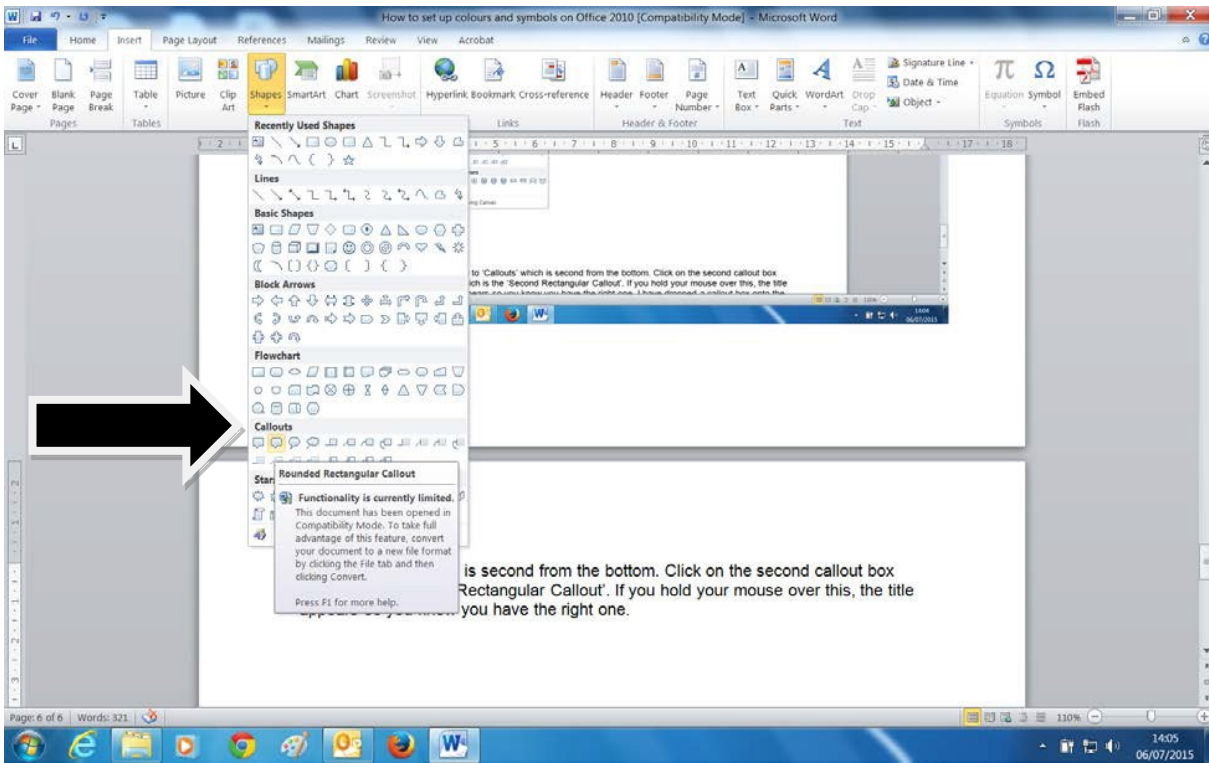
ADDING CALLOUTS



At the top of the screen, on the left hand side, you'll see the toolbar, click on 'Insert'.



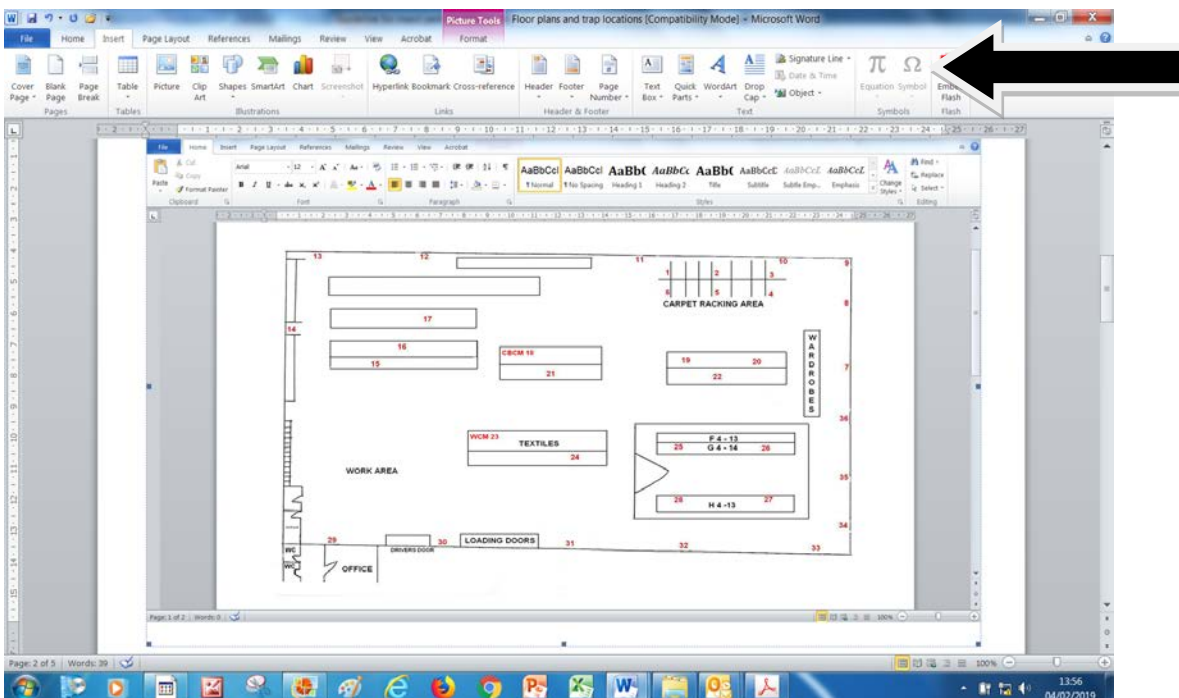
On the toolbar click on 'Shapes' and a drop-down box will appear.

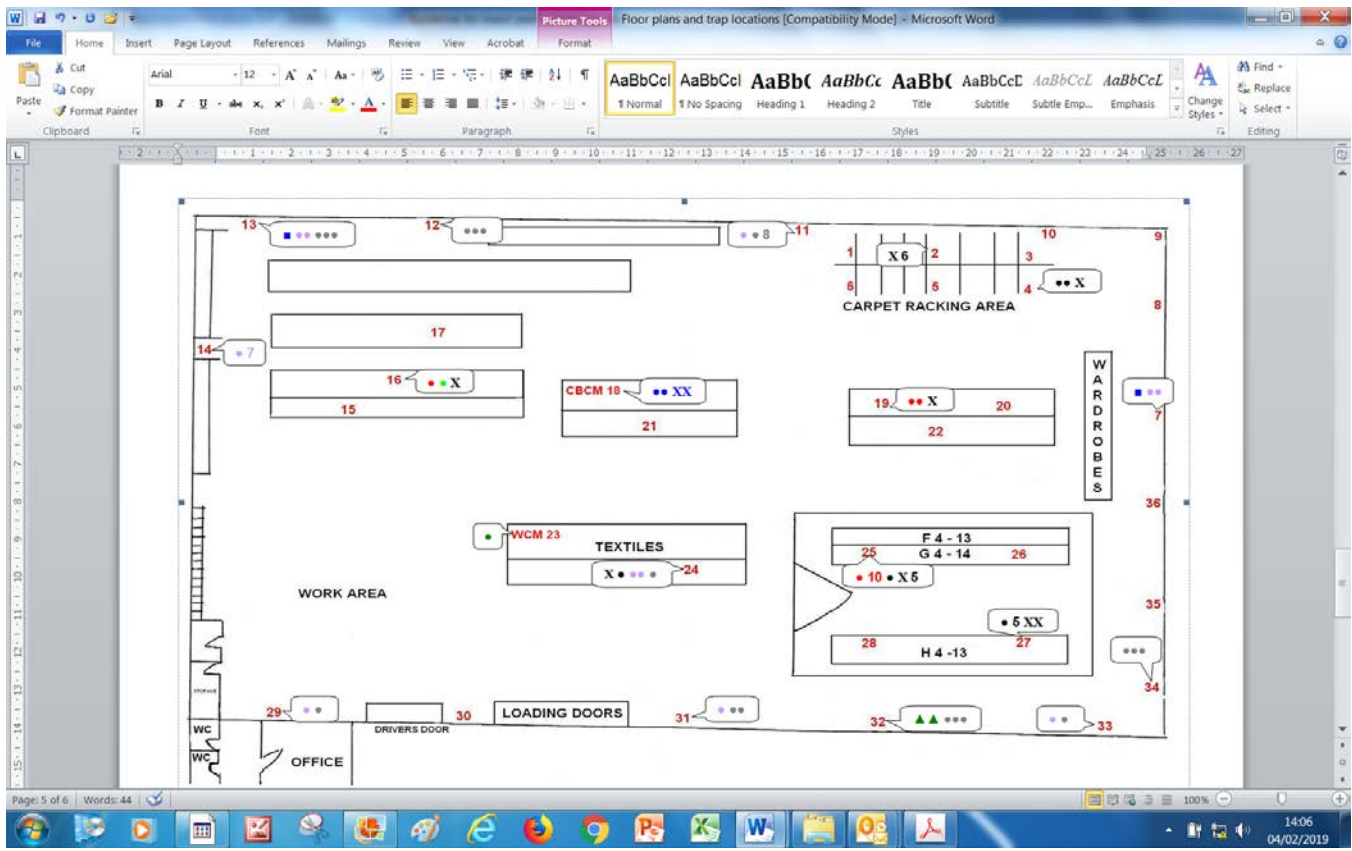


Go to 'Callouts' which is second from the bottom. Click on the second callout box which is the 'Rounded Rectangular Callout'. If you hold your mouse cursor over this, the title appears so you know you have the right one.

SYMBOLS

All symbols can be accessed via the 'Insert' menu by clicking on the 'Symbol' icon.

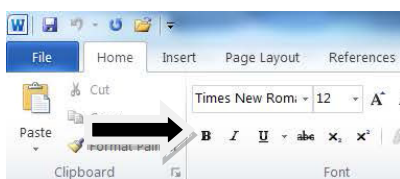




Any pest numbers which exceed 4 or more should show like this **X 5** and below 5 should appear as **XXX**. Remember to add a space between the symbol and the number **X 7** and that they are shown in the correct insect pest colour (examples given here show case-bearing clothes moth larvae). The number should always be in Arial font as well eg. **X 7**.

FONTS AND SIZES

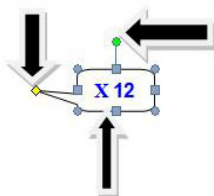
Always use 'Arial' font for adult insect pest symbols ● and 'Times New Roman' for larva X.

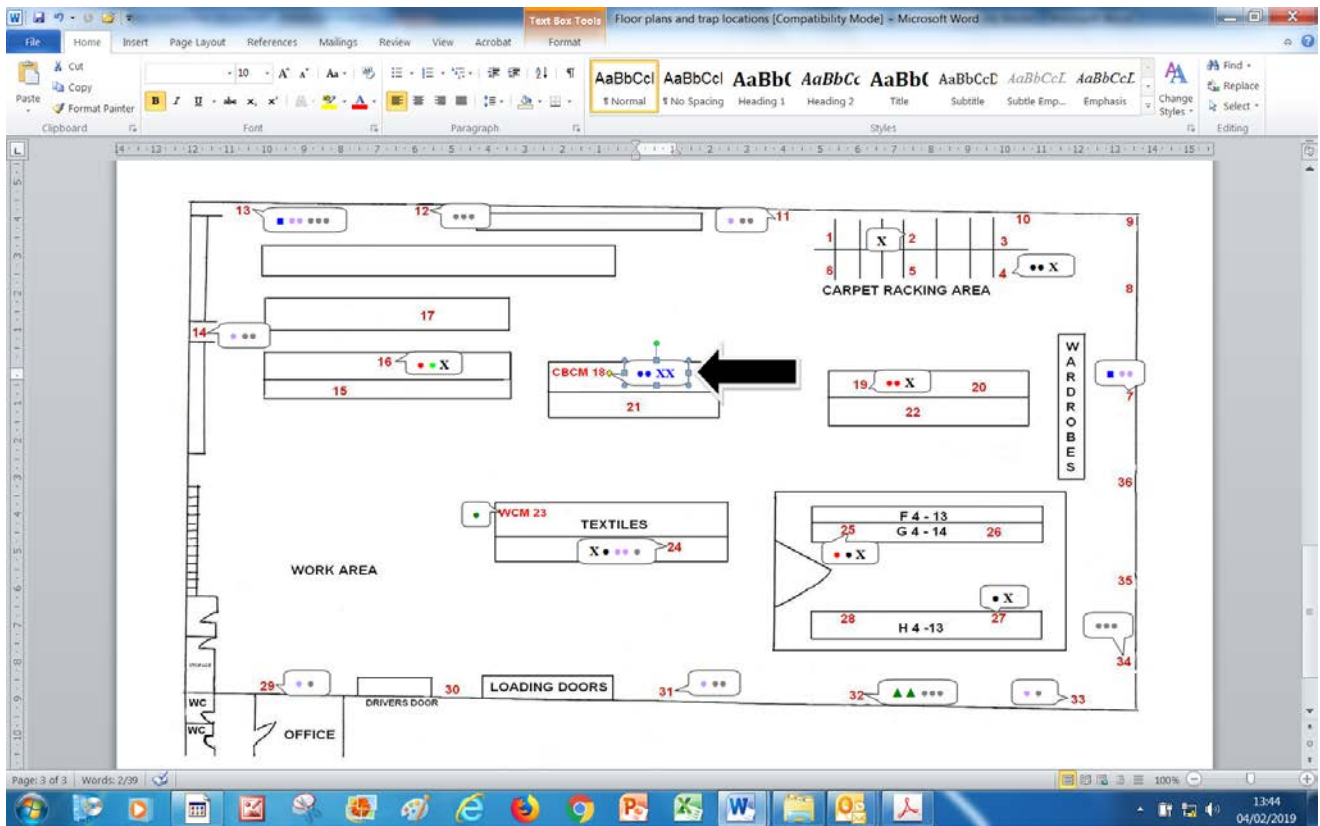


Click on 'Bold' on the toolbar so that symbols and numbers are highlighted.

Suggested font sizes are generally between numbers 8-10. This is depending on which size is more fitting for your sites' floor plans so that you can position the Callout box with the symbols as close to the relevant trap number as possible.

To do this, when you have finished logging the symbols into the Callout box, click anywhere on the black line around the box. Click on the on green coloured dot which appears at the top of the box, place your mouse cursor on this and a circle will appear around it, you then will see a yellow dot appear from the pointer on the box (refer to the image below).





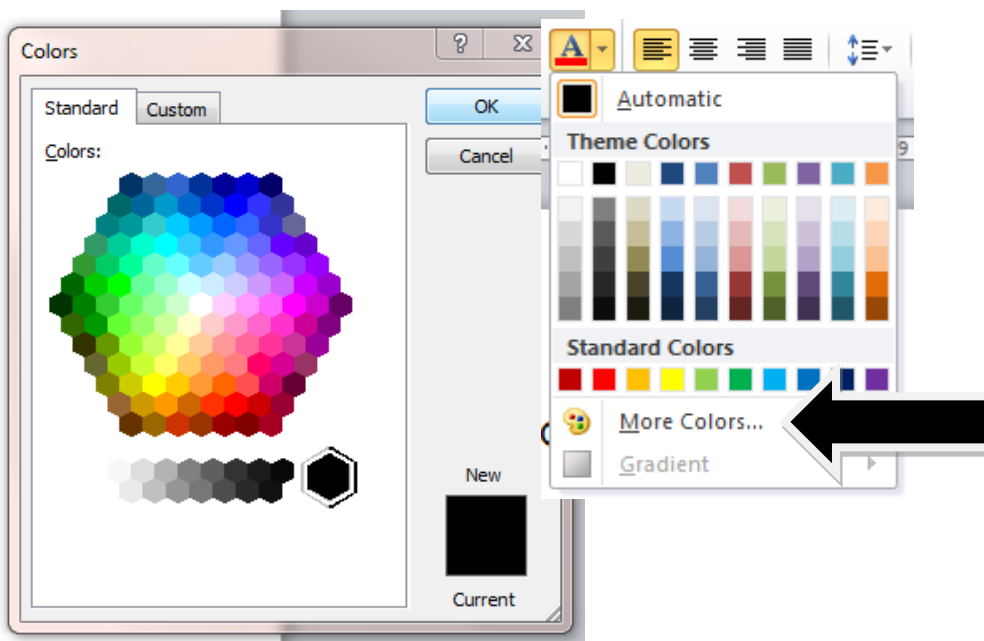
Move the Callout box as close to the trap number as possible and position the yellow dotted pointer by the relevant trap number on the floor plan. Refer to the image above and see trap 6 for guidance.

COLOURS

All colours can be found when using the 'Font colour' button

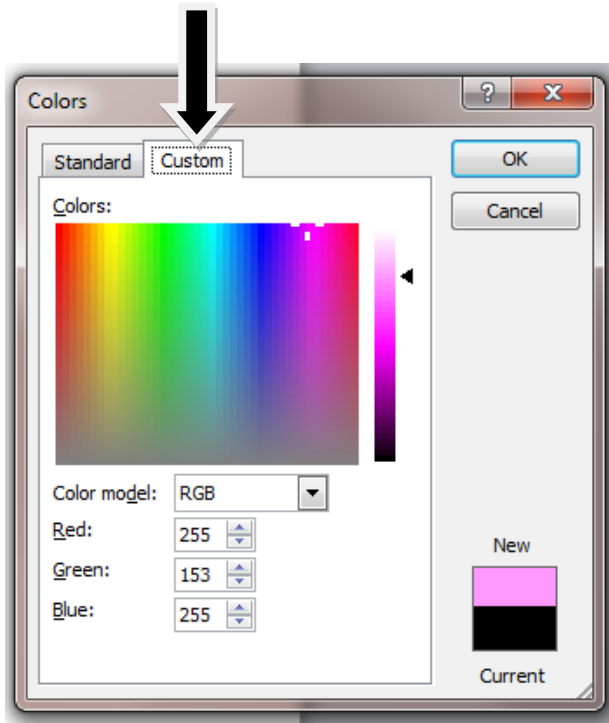


Click on the arrow next to the letter 'A' to access the 'Automatic' dialogue box:

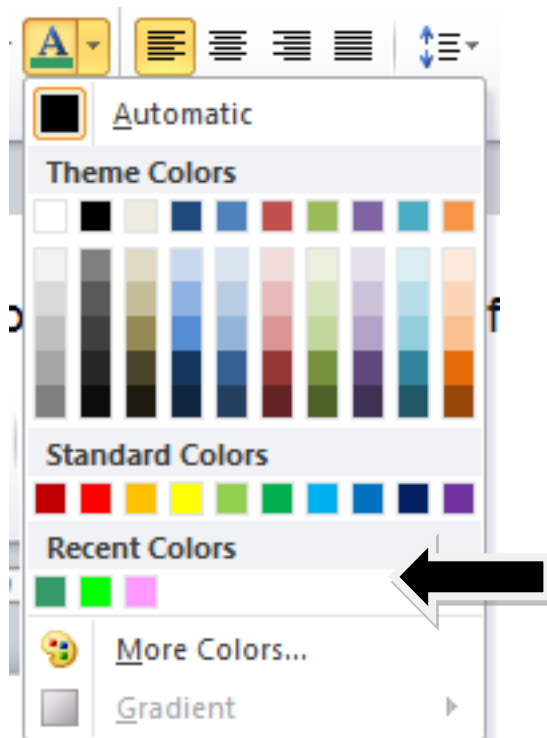


Click on 'More Colours' to bring up the colour palette (on the left).

You can then choose the colour you require or alternatively you can click on the 'Custom' tab and enter the relevant RGB numbers for the colour you require (see the RGB numbers chart further down).



Once you have found the colour required, you will be able to find it again, whilst working on the floor plan. It will be found in the 'Automatic' box, below the 'Standard Colours' row, under a heading called 'Recent Colours'. Any colours you choose are automatically saved here but only for while you are working on the document, see example below:



RGB COLOUR NUMBERS TO USE FOR THE INSECT PEST SYMBOLS

Use the appropriate RGB colour numbers as listed in the chart below.

COLOUR	R	G	B
Black	0	0	0
Grey 50%	128	128	128
Red	255	0	0
Dark Red	192	0	0
Pink	255	0	255
Blue	0	0	255
Dark Blue, Text 2	31	73	125
Sky Blue	0	204	255
Green	0	128	0
Olive Green	155	187	89
Bright Green	0	255	0
Brown	153	51	0
Light Orange	255	153	0
Purple	112	48	160
Lavender	204	153	255

MAJOR INSECT PESTS

Use the appropriate insect pest symbols as listed below and found on the monitoring sheet.

Brown house moth • (red)

Case-bearing clothes moth (a) • (blue)

Case-bearing clothes moth (l) X (blue)

Monopis sp. (a) • (purple)

Webbing clothes moth (a) • (green)

Webbing clothes moth (l) X (green)

White-shouldered house moth • (bright green)

Death watch beetle • (sky blue)

Furniture beetle • (brown)

Dark carpet beetle • (olive green)

Varied carpet beetle (a) • (black)

Woolly bear larva* (l) X (black) *(Varied carpet beetle larva)

Guernsey carpet beetle + (black)

Two-spot carpet or fur beetle (a) • (pink)

Two-spot carpet or fur beetle (l) X (pink)

Vodka beetle Δ (dark red)

Biscuit beetle ■ (blue)

Larder beetle ■ (gray-50%)

Dermestes sp.* X (gray-50%) *(can be Larder, Hide or Leather beetle larva as identical)

Plaster beetle ■ (brown)
Australian spider beetle ■ (red)
Golden spider beetle ● (light orange)
White-marked spider beetle ■ (sky blue)
Wood weevil ▲ (green)
Booklice ● (lavender)
Silverfish ● (gray-50%)
Mealworm ▲ (dark blue, text 2)

When you 'point' the mouse over the coloured symbol inserted on the floor plans, the colour description will appear so you will know you are using the right one.

OTHER INSECT PESTS AND NON-INSECT PESTS TO RECORD IN THE 'OTHER TRAP CONTENTS' COLUMN

Other *Anthrenus* species which do not have column on the monitoring sheet. For example *Reesa vespulae*, *Anthrenocerus australis*, *Anthrenus flavipes*.

Refer to your non-insect pest hand out and only log the following listed insects:

Black Ground beetle
Centipede
Click beetle
Clover weevil
Fungus beetle
Hide or Leather beetle
Millipede
Powder post beetle
Pseudo scorpion
Rove beetle
Springtails
Thrips
Winged booklice
Woodlice.

You should always have copies of the hand out and Bugs poster and book to refer to when checking the traps.

Any other 'non-insect' pests which are NOT listed here but are found on traps in large quantities, for example 10 or more, can also be recorded in this column, (for example, flies, spiders, ladybirds, bees and wasps), as they can provide a potential food source to insect pests. If there are too many insects on a trap to count, try to make an approximate count by volume, for example 15, 50, 75 or 100.

Use this column to also record mouse fur or signs of rodents chewing traps etc...

INSECT PESTS FOUND AND COLLECTED UP

Any insect pests which are found and collected up (for example from floors or on window ledges) must also be listed giving the location, quantities and dates when found on the 'Collected' work sheet.

At the bottom left hand side of the monitoring sheet you will see 3 tabs, after 'Trap Count' is the 'Collected' tab. Click on this and it will open up for you to use. To go back to the 'Trap Count'

data sheet, just click back on the 'Trap Count' tab. Insect pest frass should also be recorded if found but quantity is not required in this instance.

Try to record any insect pests and numbers found in the relevant species column by the nearest relevant trap number and room location if possible. Otherwise add them on the 'Collected' sheet after the 'Trap location' section but remember to give details of the location and the date when found in the 'Other Trap Content' column.

The same applies with any quarantined objects.

VERY IMPORTANT

Always remember to include the date when you changed the traps on the monitoring sheet. This is extremely important for not just for the record but for when the Yearly Site Report based on the quarterly data sheet information is written up.

Always save the data you have just recorded from each trap or pheromone lure board to avoid any possible loss of information as computer problems can suddenly occur ie. power cuts etc.

On the monitoring sheet, clothes moth pheromone lures are recorded as 'CBCM' (Case-bearing clothes moth) and 'WCM' (Webbing clothes moth) against the appropriate trap number, for example 'CBCM 10' or 'WCM 20'.

Bat friendly traps are also recorded against the appropriate trap number for example 'BT 10'.

Dee Lauder
Collections Pest Control Manager
February 2019.