Step 1: Adding a Tree or Planting Site

Approach a tree or planting site.
1) Enter hybrid view in the map.

2) Add the site by tapping + (Android) or ADD (iPhone) in the top bar.

3) Touch the map at the position of the site.
   
   Android users: a blue tree marker appears.
   
   iPhone users: a green dot appears

To adjust the marker’s position, press for a couple seconds, then slide it on top of the site on the screen.

4) Once the site is in the right location, touch Next.
**Step 2: Planting Site**: Do for every site

**Planting site** screen appears. Enter as much information you can:

1) Evaluate type of **planting site** as:

<table>
<thead>
<tr>
<th>Pit (one tree)</th>
<th>Continuous / Lawn (two more trees)</th>
<th>Planter (site can be lifted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Pit Image]</td>
<td>![Continuous / Lawn Image]</td>
<td>![Planter Image]</td>
</tr>
</tbody>
</table>

2) Measure SIDEWALK WIDTH **perpendicular** to the street, as shown below and mark it as:

- less than 6ft
- between 6 ft and 8 ft
- 8 ft or greater

3) Measure the **Width of the Planting Space**, from the curb to the end of the site, as shown by the green arrow below. Enter this value, in **inches**, rounded to the nearest 1”.

4) Evaluate the **type of soil** found at the base of the tree:

- plain dirt
- mulch
- grass
- rubber
- site covered with concrete or asphalt
- site covered with bricks or pavers
- or gravel

5) Mark **YES** or **NO** to the objects you see:

- Fence
- raised bed
- trash
- metal grate
- or overhead wires

6) Is there a stump? **YES** or **NO** the site is empty

- Or **There’s a tree. If there’s a tree, continue to Step 3.**
Step 3: Adding Information about a Tree  
Only do if site has a tree.

Scroll to **Tree Information**. Enter the following information:

1) **Take photo** of tree with background identifier.
2) Mark whether the tree is **Alive** or **Dead but standing**.
3) Use the tree-id guide to **identify** the **species** or **genus** of the tree. Do your best and **don’t** leave blank.
4) Enter **confidence level** of your identification:
   - Very confident,
   - Somewhat confident, or
   - Not sure at all.
5) **Measure 54”** (4.5 feet) up on the tree from the base of the trunk, as illustrated in diagrams:
   - Tree on Level Ground
   - Tree on Slope
   - Leaning Tree

If tree forks before 54”, as shown to the right, check **Multistem** and measure at this lower height.

If tree has growth at 54”, as shown to the right, measure the circumference directly **ABOVE** it.

6) **Measure** the **circumference** at breast height. Enter this value into **CIRCUMFERENCE**, to the nearest ½”

   **Do NOT** enter this value into Tree Diameter.
7) Evaluate the **Percent of tree crown that is covered by leaves**

- **Vigorous:** 90%+
- **Adequate:** 50-89%
- **Sparse:** 1-49%

8) Evaluate the **amount of pruning**

- **Minimal/Some**
- **Extensive**

9) Look at what’s around tree and mark all that you see:

- Sucker growth
- Unnatural leaf discoloring
- Tree leaning
- Metal grate constricting trunk growth
- Trunk wounds
- Pooling water in tree pit
- Wooden stakes near tree **(WITHOUT guy-wire)**
- Wooden stakes near tree **WITH guy-wire**
- Tape around trunk
- Lights in tree
- Bicycle locked to tree trunk
- Empty watering bag
- Wooden stakes near tree **WITH guy-wire**
- Watering bag **with water**

10) If you have notes to add not covered in the inventory, feel free to add. Please be **specific**. Keywords include:

- Insect, Delete, or Incomplete

11) Click **Save**.

Congrats! You just added a tree to the Boston Street Tree Inventory.