A site map is required for all campsites inventoried. Use the graph paper provided and using a scale of five squares (or one inch) equals 10 feet, draw a detailed site map. Orient North to the top of the page. Begin by measuring outside edges of site with a metal tape in feet/inches. Use the key at the top of the page for standard symbols. Maps may be redrawn with typed numbers and symbols when you get back to the office, or if hand drawn ensure they are very legible. Include photo point(s), fire grate, access trail(s), social trail(s), privy, satellite site(s), outstanding rocks and trees, damaged rocks, trees and perhaps roots.

Draw a new site map each time the site is inventoried. Use the site map from previous years to make comparisons. Make a photo copy to take into the field, never take the original. Use this site map to verify changes at the site eg. measurements, impacts etc..

Photos are required for all campsites inventoried. Take photos of the site each time it is inventoried. Take photos from established photo point(s) marked on site map. Attempt to photo the site with no tents present. Plan to come back another day for photos if site is occupied, although at some point you need photos regardless. Cameras are available in each District or see the Resource Management Coordinator (RMC) for a loaner.

The following are the photograph standards and guidelines:

* Use 35 mm, 400 ASA color prints (supplied by RMC)
* Take at least two photos of each site. Use previous years photos as reference for same shots.
* Take additional photos especially of new satellite sites or changes you have noticed in the site.
* Record photos taken on photo log sheet.
* 4X6 double prints (Districts develop)
  1 set to stay in District
  1 set to RMC (labeled, but not mounted, attached to inventory)
* Label back of each photo with: Date, Site Name, Site Code, and Recorder(s). Write on stick-on label then stick on back of photo. Pen marks come through photos.