**Instructions for Submission of Data to SODMAP**

1. Use the **SODMAPsubform2016.xlsx** to email your submission to dschmidt@berkeley.edu. Include “SODMAP Submission” in the subject heading. Rename the file, adding your name (e.g. SODMAPsubform2016yourname.xlsx).

2. Each row in the spreadsheet should describe an individual tree (or bait) that the samples were taken from. The first two rows in the spreadsheet provide example submissions.

3. Only lab confirmed *P. ramorum* samples should be sent. If you submitted data previously, you can just update us with your data from 2014. However if you have older data that you didn’t submit previously we would welcome it!

4. Submit both *P. ramorum* negative and positive results.

5. Use the following guidelines for the Excel file to submit your data:

**Sample name**: use the code you are using in your lab (e.g. DS1)

**Pram positive**: 1 for positive, 0 for negative

**Diagnostic method**: CUL for culturing, PCR for PCR, EIA for ELISA, OTR for RPA or new methods. Indicate method used in the Notes.

**Lat:** decimal degree format using datum WGS84 (e.g. 37.873722)

**Long:** decimal degree format using datum WGS84 (e.g. -122.239549)

**Origin**: a single designation for the source lab, independent of actual collector (e.g. Garbelotto Lab).

**Project name**: a single word or discrete phrase describing the project (e.g. SOD-Blitz, SFPUC Survey).

**Plant species**: The genus and species (e.g. *Umbellularia californica*) that the sample was collected from. For samples collected from baits in aquatic habitats use “water”. For samples collected from soils use “soil”.

**Oak/tanoak mortality**: 1 for a sample where an oak or tanoak within 50 m is dead or clearly SOD symptomatic, 0 for unknown or where no dead or symptomatic oaks or tanoaks within 50 m were dead or clearly SOD symptomatic.

**Date sampled**: month and year of sample collection (e.g. 12/2016, mm/yyyy).

**Forest type**: if known, use ME for mixed evergreen, RT for redwood tanoak, TA for tanoak, OS for oak savannah, OT for other (please describe in the Notes).

**Notes**: any additional information that may describe the habitat for the sample, the health status of the tree, or other relevant information.

6. Email as soon as possible, certainly by **March 15th**