



NOTES ON COMPLETION OF FORM

1. GENERAL: This form may be used in the field or, as an office form to record and publish positions, descriptions, and related data.

2. FIELD USE OF FORM: The information required should be obtained and recorded *AT THE STATION SITE*. The field engineer should fill in only the information available and applicable to field use. In general, the geographic and grid positions, azimuths, distances, and elevations should not be filled in at field level except when the information is required for an immediate specific purpose.

a. ORIGINAL DESCRIPTION OF NEW STATION:

The type of mark used for the station, reference marks, and azimuth marks, and a description of each must be given in the text of the description. If a disk is used, the identity of the agency whose name is cast in the disk and all of the letters and numbers stamped on the mark which identify the organization establishing or setting the mark should be given. In many areas the use of disks is not desirable because of their loss, due to vandalism or superstition. Less conspicuous marks should be used under these conditions. This requires exact statements of the character of the marks. Information for all marks as to the elevation above or below ground and approximate elevation above or below nearby prominent features is important. At least three measurements within .01 foot should be made from the station to any permanent marks, features, or structures that would permit re-locating the spot where an instrument was centered.

Good judgment should be exercised as to how far these measurements should be made. It is recommended that they be made to items which are not in the immediate vicinity of the station. Angles should also be turned to these items, particularly where no azimuth mark or marks have been established.

b. VIEW: Provide information on height of tower or stand used in occupying or establishing the station and information on view from a normal tripod, i.e., a 50-foot tower was used at the station; view from a tripod height is clear to the south and east but is obstructed by rise in ground (*by 50 foot trees*) to the north and west.

c. PHOTOGRAPHIC IDENTIFICATION: Provide when possible, two measurements from the station to natural or cultural features which might be visible on aerial photography and a description of the terrain. If photographs are available identify the station thereon and note estimated accuracy of the identification.

d. NOTES ON RECOVERED STATIONS: A diligent search should be made for *ALL* previously established stations in the vicinity and no station should be reported as destroyed unless conclusive evidence of destruction is present. A statement of the diligence of the search and reason for the non-recovery of a previously established mark is required. If the spot where a station mark was located can be reproduced by measurement given in the description, the station is not destroyed. The reproduced spot should be tied in by azimuth and distance and the estimated accuracy of the reproduced location given. If a new mark is set in the exact location of a previously established but destroyed mark, the designation of the station should be identical with the original with only a new date added to its designation. If a new disk is set in the approximate location of the old station, the name should be preserved but the number "2" and a new date should be added.

(DESCRIBED) (RECOVERED) BY	
PROJECT	
DATE	FIELD BOOK