

| Visit metadata   |  |  |                     |   |
|--|--|--|---------------------|---|
| Project Name   |  | Service/Retrieval Crew / Deployment Crew   (list full names)   |                     |   |
| Sample Station Name  |  |  |                     |   |
| Camera Location Name   |  | Deployment End Date Time / Deployment Start Date Time  |                     | DD-MMM-YYYY<br>HH:MM:SS                                       |
| Purpose of Visit (circle one)    Service / Retrieval           |  |  |                     |   |
| Retrieval - Equipment information                              |  |  | Service - Placement |   |
| *Camera Active on Arrival (circle one)    Y / N                |  | Bait/lure Type (circle one)    Scent / Meal <sup>1</sup> / Bait Tree / Visual / Acoustic / Other‡ / None / Unknown |                     |   |
| *Camera Damaged (circle one)    Physical‡ / Mechanical‡ / None |  |  |                     |   |
| *SD Card ID  |  | *SD Card Status (% full)   |                     | Service - Equipment checks                                    |
| # Of Images  |  | *Remaining Battery (%)   |                     | *Test Image Taken (circle one; see Test Image Sheet)    Y / N |
| Service - Equipment information                                |  |  |                     |   |
| New Camera ID#   |  | New SD Card ID#  |                     | *Walktest Complete    Y / N                                   |
| New Camera Make#   |  | Batteries Replaced (circle one)    Y / N   |                     | *Walktest Distance (m) (nearest 0.05 m)                       |
| New Camera Model#  |  |  |                     | *Walktest Height (m) (nearest 0.05 m)                         |
| New Camera Serial Number#                                      |  |  |                     | *Camera Active on Departure    Y / N                          |
| *Camera Location Comments                                      |  |  |                     |   |
| *Service/Retrieval Comments                                    |  |  |                     |   |
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| *Camera Active on Arrival (circle one)    Y / N                |  | Bait/lure Type (circle one)    Scent / Meal <sup>1</sup> / Bait Tree / Visual / Acoustic / Other‡ / None / Unknown |                     |   |
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| *SD Card ID  |  | *SD Card Status (% full)   |                     | Service - Equipment checks                                    |
| # Of Images  |  | *Remaining Battery (%)   |                     | *Test Image Taken (circle one; see Test Image Sheet)    Y / N |
| Service - Equipment information                                |  |  |                     |   |
| New Camera ID#   |  | New SD Card ID#  |                     | *Walktest Complete    Y / N                                   |
| New Camera Make#   |  | Batteries Replaced (circle one)    Y / N   |                     | *Walktest Distance (m) (nearest 0.05 m)                       |
| New Camera Model#  |  |  |                     | *Walktest Height (m) (nearest 0.05 m)                         |
| New Camera Serial Number#                                      |  |  |                     | *Camera Active on Departure    Y / N                          |
| *Camera Location Comments                                      |  |  |                     |   |
| *Service/Retrieval Comments                                    |  |  |                     |   |

\* Optional and not required by the Remote Camera Metadata: Standards for Alberta (RCSC, 2022)

† The option should be described in the Camera Location Comments

‡ The option should be described in the Service/Retrieval Comments.

# If the camera or SD card is replaced.

|| If the Purpose of Visit is "Service," such that the current deployment ends after the visit, and a new deployment begins.

**Notes:** Abbreviations: Y = yes; N = no.

**Bait/lure Type:** record the type of bait or lure used at the camera location. Record "None" if a Bait/Lure Type was not used and "Unknown" if not known. If "Other," describe in the Deployment Comments.

\***Camera Active On Arrival:** record whether the camera was functional upon arrival.

\***Camera Damaged:** record whether there is any damage to the camera (physical or mechanical). If damage is present, describe the damage in the Service/Retrieval Comments.

**Camera ID:** record the unique alphanumeric ID for the camera that distinguishes it from other cameras of the same make or model.

\***Camera Location Comments:** comments describing additional details about a camera location.

**Camera Location Name:** record the unique alphanumeric identifier for the location where a single camera was placed (e.g., "bh1").

**Camera Make:** record the make (i.e., the manufacturer) of the camera deployed (e.g., "Reconyx" or "Bushnell").

**Camera Model:** record the model number of the camera deployed (e.g., "PC900" or "Trophy Cam HD").

\***Deployment Area Photos Taken / Deployment Area Photo Numbers:** images of the area where the camera was deployed. Record the image numbers from a camera or phone. Leave blank if not applicable.

**Deployment Start Date Time (DD-MMM-YYYY HH:MM:SS):** the date and time that a camera was placed for a specific deployment.

<sup>1</sup>\***Meal [Bait/lure Type]:** including carcass placed by the crew.

**Project Name:** record the unique alphanumeric identifier for the project (e.g., "uofa\_oilsands\_2018").

**Purpose Of Visit:** record the reason for visiting the camera location (i.e. to retrieve the camera ['retrieve'] or to change batteries/SD card or replace the camera ['service']).

**Sample Station Name:** record the sequential alphanumeric identifier given to each camera location within a grouping of two more non-independent camera locations when cameras are deployed in clusters, pairs or arrays (e.g., "ss1" in "ss1\_bh1," "ss1\_bh2," "ss1\_bh3," and "ss1\_bh4"). Leave blank if not applicable.

\***SD card information / Battery %:** record the ID label on the SD card (e.g., "cmu\_100"). Note the card status (% FULL) and remaining battery power. Toggle through options to find STATUS to record the # of photos (differs for different Camera Models).

\***Service:** record whether the SD card has been swapped and the batteries replaced.

\***Service/Retrieval Comments:** comments describing additional details about the service/retrieval.

**Service/Retrieval / Deployment Crew:** record the first and last names of the individuals who collected data during the service/retrieval visit.

\***Test Image Taken:** record whether a test image (i.e., an image taken from a camera after it has been set up to provide a permanent record of the visit metadata) was taken. Arm the camera and walk towards the camera from ~5 m in front while holding the Test Image Sheet (see next page).

\***Walktest Complete:** indicate whether a walktest was performed to ensure the Camera Height, tilt, etc., adequately captures the desired detection zone. Put the camera in "walktest" mode and move your hand along detection bands at ~5 m from the camera. Motion is detected when the red walktest light flashes.

\***Walktest Distance (m):** record the horizontal distance at which the crew performs the walktest (metres; to the nearest 0.05 m). Leave blank if not applicable.

\***Walktest Height (m):** record the vertical distance at which the crew performs the walktest (metres; to the nearest 0.05 m). Leave blank if not applicable.