

BEE TRACKER LINE ITEM INSTRUCTIONS

The **Field Inspection Sheet** is the core of **Bee Tracker**. It is designed to display a hive's basic information, its condition as of the last recorded inspection, and other recorded data. It is not necessary to enter data into all fields - just the ones you need. A paper printout of the latest report can be made and then taken into the apiary at inspection for a comprehensive reference. Or, if circumstances allow, a laptop can be used to reference the latest prior inspection and enter updated data while in the apiary.

Getting Started

After logging in on the Bee-Tracker Home Page, select the appropriate **Field Inspection Sheet** form for your hive. Enter your hive number, designation or name in the **Hive Number** field, and save the form to its folder, using the chosen number or name. This will be the hive's permanent reference file beginning with the introduction of a new package of bees, a new swarm, or a daughter split from an established colony.

Completing the Field Sheet

Hive information and location section

Hive Status: Enter "active" from the drop-down menu. If the colony dies out, enter "retired".

Queen Number: Enter a number or other designation for the current queen. If the colony is requeened, or the original queen is superceded, enter a new queen number.

Source: If the colony is a new package, enter the source. If the colony is a daughter colony split from the parent hive, enter either the parent hive number or the parent queen. If the colony is a captured swarm, note appropriately.

Introduction Date: Enter the date the colony was introduced to the hive.

Race: Enter the queen's race, if known, from the pull-down menu.

Location: Enter the hive's location. If the hive is later moved, enter the new location with the first inspection report at the new location. Location information, such as "Smith Farm" or "Jerry's back yard" or a street address will likely be more meaningful than GPS coordinates.

Contact Name and Telephone: If the hive is not on your property, the owner's contact information can be entered.

Primary Forage: As the forage at the hive's location appears, enter the primary forage in the spaces allotted and delete as forage recedes.

The Field Inspection section

Clicking the pull-downs in the observations fields displays a number of choices for each entry, as well as a blank space.

Inspection date: Enter the date of current inspection. Note: For ease of data entry, update the "Prior Inspection" date before entering the current date.

Hive Condition

Entrance: Note the condition of the hive entrance, clean or cluttered with debris; dry or wet.

Deformed/Dead: If there are deformed bees, or more than typical dead bees, at the entrance, note with the appropriate pull-down.

Top: Note the condition of the top - dry or excess moisture.

Odor: Enter the hive's odor - none, normal or odors indicative of foul brood or any other issue.

Feeder: Note if a feeder is installed, its location and the amount.

Colony Condition

Workers: The bee's disposition can be entered.

Brood: The brood's status can be entered as adequate, dense, sparse or none.

Queen: Refer to the Basic Information section for the queen's marker color, if any. If the queen is found, note in the report.

Queen Cells: The presence or absence of queen cells can be noted, either as supercedure or swarm cells.

Drones: Note the presence or absence of drones.

Box and Frame Condition

Enter the number or designation for each box as it is added to the hive. Then, the condition of each box can be recorded in the comments fields designated for brood boxes and honey supers.

Supers #1, #2 and #3: The condition or status of the individual boxes above the brood or queen excluder can be noted, such "empty frames", "4-frames capped honey".

Brood #1, #2 and #3: The extent and distribution of brood cells, as well as pollen arc and honey stores, can be entered in the comment column.

For top-bar hives, enter comments for the appropriate slat, counting conventionally from left to right.

As boxes are removed, or slats changed out, make the appropriate notations.

Prior Actions

Prior inspection: Enter the prior inspection date. Note: This date should be entered before entering current inspection data.

Pests

If evidence of pests or other problems are observed, and infestation is suspected, appropriate fields in the est section can be used. Otherwise, the "*none*" entry is default:

Date: Enter the date of first observation.

Indicated Pest: Select from the pull-down menu, or enter observed symptoms.

Extent: Enter the estimated extent of the pest or disease noted.

Treatments

Date: Enter the date of application of pest or other treatments.

Medication type: The pull-down menu has several of the more widely-used treatments. You can also enter any data you wish.

Amount: Amounts are given in standard/English and metric units.

Feeding

Date: Enter the date a feeder was installed, or other feeding, such as pollen patties, were introduced.

Type: Enter the type of feed, either from the pull-down menu, or directly in the space provided.

: Amount: Amounts are given in standard/English and metric units.

Yields

Pollen and propolis harvests can be weighed and entered directly. For honey and wax, when product from multiple hives is processed, the following procedure is recommended: Weigh each box of harvest to be extracted and add each box's weight for a total weight for all boxes that are to be extracted. Calculate the portion each box contributes to the total weight, expressed as a percentage. After extraction or scraping, calculate the contribution from each box and hive by applying the percentages obtained. The individual hive's yields can then be recorded in the appropriate fields.

Honey, Wax, Pollen and Propolis

Date: Enter the date harvested or removed from the hive.

Amount: Amounts are given in standard/English and metric units.

Comments Section

This section is an open-entry text field to record any additional comments not covered in the fill-in sections. It is recommended to start each inspection's comments at the top of the text field, with reference to the inspection date. The comments will then be listed from the most recent entry at the top.

Photo

The space in the upper right-hand corner of the **Field Inspection Sheet** is reserved for digital photos or any other digital graphic file. Some .pdf readers, such as Foxit, will allow insertion of digital media, but others, such as Adobe Reader won't. Consult the features of the reader you are using.

Saving Your File

Once the **Field Inspection Sheet** is complete, print a copy for your next inspection. Make a standard .pdf and file it in the appropriate folder. Then save the amended file as the hive's new master reference file, and exit.

After the next inspection, open the master reference file, make only the necessary entries, and print and save the file again. Over time, the hive's folder will accumulate inspection reports that can be accessed and reviewed at any time, and will begin to build a database for the individual hive.

Additional documents in digital format, such as pollination contracts, sale and expense records, or satellite imagery, can also be filed in the hive's folder. For satellite or aerial imagery centered on the hive's location, an eye altitude of approx. 15,000 ft/5,000 m will result in a radius of about 2 miles around the hive, giving you a reference for the surrounding forage, water availability, etc.