



# **How to Report a Plant Observation through the Vernal Pool & Rare Species (VPRS) Reporting System**



**Natural Heritage  
& Endangered Species  
Program**

*Massachusetts Division of Fisheries & Wildlife*

# Plant Reporting



To begin, navigate to the Plant Home Page by clicking the "plants" button on the top of your VPRS home page screen.

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools **plants** animals survey

NHESP Natural Heritage & Endangered Species Program

**Name:** VPRS User      **Address:** 1 Rabbit Hill Rd.  
Westborough MA 01581

**Phone Number:** 508-389-6300      **Email Address:** user@state.ma.us

My Notifications [Send Feedback](#)

Viewing 0 to 0 out of 0 results total. [Previous Page](#) [Next Page](#)

From	To	Date	Observation #	Category	# of Replies	Subject

[Web Accessibility Statement](#)

Version: v1.6





# Creating a New Report

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools **plants** animals survey admin

NHESP  
Natural Heritage &  
Endangered Species Program

Help Link

**Create Plant Report** ?

To create a report you must first specify a plant species.  
Clicking the 'Select Plant' button below will take you to the VPRS Species Finder and allow you to search for the species you wish to report

Select plant

To create a report you must first select the plant you wish to report by clicking the "Select Plant" button. This will send you to the Species Finder.

Satellite  
USGS Quad  
 Road Base Map  
Potential Vernal Pools

While the map is visible at this point, no mapping tools are available at this time. You will use the map at a later point in your reporting.

# Plant Species Finder

Plant Report  
Observation Id:  
*Agalinis acuta*  
Sandplain Gerardia  
Endangered  
Report Status:

Print Report

Help  
Link

## Create Plant Report

To create a report you must first specify a plant species.  
Use the VPRS Species Finder by typing in any portion of the common, scientific or family name. A list of the results will be populated. Please note that species with a special Conservation Status are automatically sorted to the top of the list.  
From the list, click on the species you'd like to select for your report. Selected species information will display below. Once the appropriate species is highlighted, click the Select button below to proceed:

Sandplain Gerardia  
*Agalinis acuta*

Group: Plants  
Family: Scrophulariaceae  
Conservation Status: Endangered

Select

If the species is not contained in the list, click on the "Not Found" button and type in the scientific or common name of the species in the box provided:

Not Found

Links to NHESP Fact Sheets are found in the "Fact Sheet" column, when available.

VPRS Species Finder  Find

Animals Insects Non-Insects Plants

Vertebrates:  Birds,  Mammals,  Reptiles,  Amphibians,  Fish

Insects:  Beetles,  Ants/Bees/Wasps,  Dragonflies/Damselflies,  Butterflies/Moths,  Other Insects

Non-Insects:  Snails,  Mussels,  Crustaceans,  Other Invertebrates,  Other Bivalves

Plants:  All Plants

The Species Finder is pre filtered for plants when creating a plant report.

Viewing 0 to 100 out of 2953 results total.

Previous Page Next Page

Group	Fact Sheet	Scientific Name	Common Name	Family	Conservation Status
Plants		<i>Acalypha virginica</i>	Three-seeded Mercury	Euphorbiaceae	Watch List
Plants		<i>Acer nigrum</i>	Black Maple	Aceraceae	Watch List
Plants		<i>Achillea millefolium</i> ssp. <i>lanulos</i>	Seaside-yarrow	Asteraceae	Watch List
Plants		<i>Actaea racemosa</i>	Black Cohosh	Ranunculaceae	Endangered
Plants		<i>Adlumia fungosa</i>	Climbing Fumitory	Fumariaceae	Special Concern
Plants		<i>Agalinis acuta</i>	Sandplain Gerardia	Scrophulariaceae	Endangered
Plants		<i>Agastache scrophulariifolia</i>	Purple Giant-hyssop	Lamiaceae	Endangered
Plants		<i>Ageratina aromatica</i>	Lesser Snakeroot	Asteraceae	Endangered
Plants		<i>Agrimonia parviflora</i>	Small-flowered Agrimony	Rosaceae	Endangered
Plants		<i>Agrimonia pubescens</i>	Downy Agrimony	Rosaceae	Threatened
Plants		<i>Agrimonia rostollata</i>	Small-beaked Agrimony	Rosaceae	Watch List
Plants		<i>Alnus viridis</i> ssp. <i>crispa</i>	Mountain Alder, Green Alder	Betulaceae	Threatened
Plants		<i>Amelanchier bartramiana</i>	Bartram's Shadbush	Rosaceae	Threatened
Plants		<i>Amelanchier nantucketensis</i>	Nantucket Shadbush	Rosaceae	Watch List
Plants		<i>Amelanchier sanguinea</i>	Round-leaved Shadbush	Rosaceae	Special Concern



# Plant Species Finder (continued)

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools **plants** animals survey admin

NHESP Natural Heritage & Endangered Species Program

**Plant Report**  
Observation Id:  
*Agalinis acuta*  
Sandplain Gerardia  
Endangered  
Report Status:  
**Print Report**

**Create Plant Report**

To create a report you must first specify a plant species.  
Use the VPRS Species Finder by typing in any portion of the common, scientific or family name. A list of the results will be populated. Please note that species with a special Conservation Status are automatically sorted to the top of the list.  
From the list, click on the species you'd like to select for your report. Selected species information will display below. Once the appropriate species is highlighted, click the Select button below to proceed:

Group: **Plants**  
Species:   
**Select**

If the species is not contained in the list, click on the "Not Found" button and type in the scientific or common name of the species in the box provided:  
**Not Found**

**VPRS Species Finder**  **Find**

**Animals** **Plants**

**Vertebrates**  
 Birds  
 Mammals  
 Reptiles  
 Amphibians  
 Fish

**Insects**  
 Beetles  
 Ants/Bees/Wasps  
 Dragonflies/Damselflies  
 Butterflies/Moths  
 Other Insects

**Non-Insects**  
 Snails  
 Mussels  
 Crustaceans  
 Other Invertebrates  
 Other Bivalves

All Plants

Viewing 0 to 100 out of 2953 results total. **Previous Page** **Next Page**

Group	Fact Sheet	Scientific Name	Common Name	Family	Conservation Status
Plants		<i>Acalypha virginica</i>	Three-seeded Mercury	Euphorbiaceae	Watch List
Plants		<i>Acer nigrum</i>	Black Maple	Aceraceae	Watch List
Plants		<i>Achillea millefolium</i> ssp. <i>lanulos</i>	Seaside-yarrow	Asteraceae	Watch List
Plants		<i>Actaea racemosa</i>	Black Cohosh	Ranunculaceae	Endangered
Plants		<i>Adlumia fungosa</i>	Climbing Fumitory	Fumariaceae	Special Concern
Plants		<i>Agalinis acuta</i>	Sandplain Gerardia	Scrophulariaceae	Endangered
Plants					
Plants					
Plants		<i>Agrimonia parviflora</i>	Small-flowered Agrimony	Rosaceae	Endangered
Plants		<i>Agrimonia pubescens</i>	Downy Agrimony	Rosaceae	Threatened
Plants		<i>Agrimonia rostellata</i>	Small-beaked Agrimony	Rosaceae	Watch List
Plants		<i>Alnus viridis</i> ssp. <i>crispa</i>	Mountain Alder, Green Alder	Betulaceae	Threatened
Plants		<i>Amelanchier bartramiana</i>	Bartram's Shadbush	Rosaceae	Threatened
Plants		<i>Amelanchier nantucketensis</i>	Nantucket Shadbush	Rosaceae	Watch List
Plants		<i>Amelanchier sanguinea</i>	Round-leaved Shadbush	Rosaceae	Special Concern

If the species you wish to report is not contained in the list, use the "Not Found" button and enter the species name in the box provided

Once you have selected the species you are reporting, you will be taken back to the observation report.

# Plant Location Information

VERNAL POOL & RARE SPECIES

home vernal pools plants animals survey

NHESP  
Natural Heritage &  
Endangered Species Program

REPORTING SYSTEM

**Plant Report**  
Observation Id:  
Agalinis acuta  
Sandplain Gerardia  
Endangered  
Report Status:  
Print Report

**Plant Location**  
All fields required

\* Town: Westborough Zoom

Name your site (optional):

Start Over Create Report

Note: Fields with an asterisks (\*) are Required and must be filled in to submit your observation.

Satellite  
USGS Quad  
 Road Base Map  
Potential Vernal Pools

Help Link

Information on the species you selected will be displayed in the top left corner along with your Report Status.

To continue, select the town in which your observation was made and use the "Zoom" button to navigate to that area. Optionally, you may also enter a site name in the box provided.

Once a Town has been selected, you may click "Create Report" to continue your data entry.

# Mapping Your Observation

Once you click the Create Report button, your Observation is assigned an ID.

Additionally, you are immediately prompted to map an observation location.

The screenshot displays the 'VERNAL POOL & RARE SPECIES REPORTING SYSTEM' interface. At the top, there are navigation tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The main content area is divided into a left sidebar and a central map area.

**Left Sidebar (Plant Report Form):**

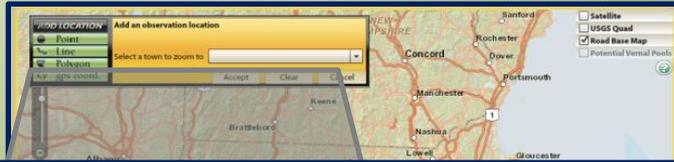
- REPORTING SYSTEM**
- Plant Report**  
Observation Id: P1676  
*Agalinis acuta*  
Sandplain Gerardia  
Endangered  
Report Status: In Progress  
**Print Report**
- Plant Location**
- Town:** Westborough [Zoom]
- Name your site (optional):** [Text Field]
- Observation Locations:** At least one location is required.  
Location #1 [Edit Name] [X]  
Add to Map: [New Location]
- Directions to Observation Location:**  
[Text Field]  
Add to Map: [New Location]
- Directions to Observation Location:**  
Directions [Text Field]  
(Optional) Use the tools below to draw a path to one Observation Location  
[Draw Path] [Edit Path] [Zoom To]
- Save**

**Central Map Area:**

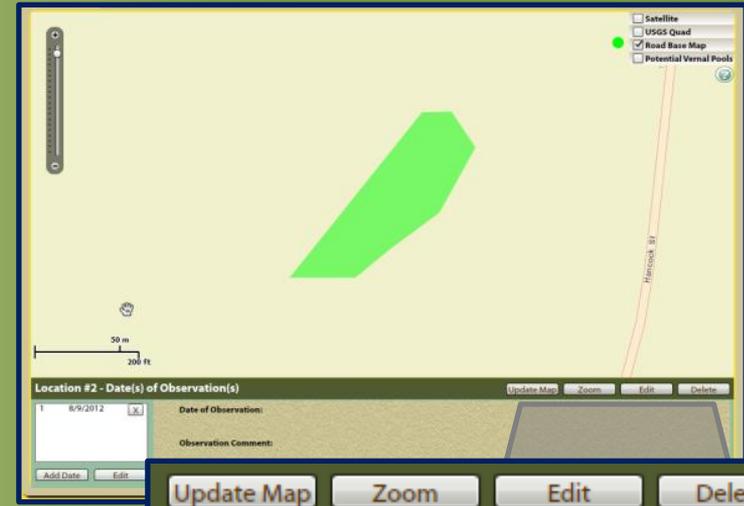
- ADD LOCATION** (Pop-up menu): Point, Line, Polygon, x.y gps coord.
- Add an observation location** (Yellow overlay): Select a town to zoom to [Dropdown] [Accept] [Clear] [Cancel]
- Map Controls (Top Right):**  Satellite,  USGS Quad,  Road Base Map,  Potential Vernal Pools
- Map Content:** Aerial satellite view of a wooded area with a building complex. A red circle highlights a specific location on the map.
- Scale:** 100 m / 500 ft

Once a location has been mapped you may add additional observation locations by clicking the "New Location" button and using the mapping tools to digitize a new observation area.

# Mapping Your Observation (continued)



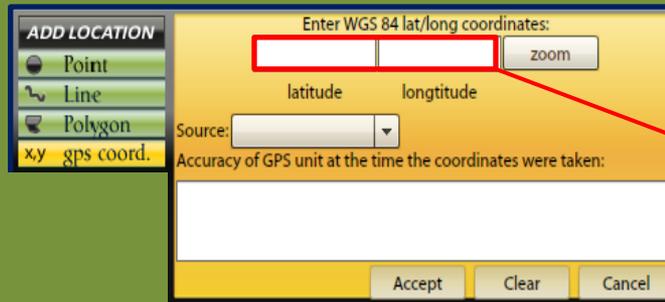
Plant observations can be mapped by drawing Points, Lines, Polygons, or using Lat/Long coordinates to map a point or zoom to your location. If you did not already zoom to your selected town you can reselect the town here to zoom to that area, otherwise you do not need the town dropdown in this window.



Observation Locations may be edited at any time prior to submittal to NHESP by highlighting the location name on the left panel and using the "Update Map", "Edit", or "Delete" buttons that will appear in the pop-up below the map.

If mapping your observation using Latitude/ Longitude coordinates you will be prompted to provide some additional information, including the Source of the information and accuracy of GPS unit (if used) at the time the coordinates were taken.

**Note: Latitude/Longitude must be entered as Decimal Degrees (be sure to include the negative (-) symbol for your longitude coordinate).**

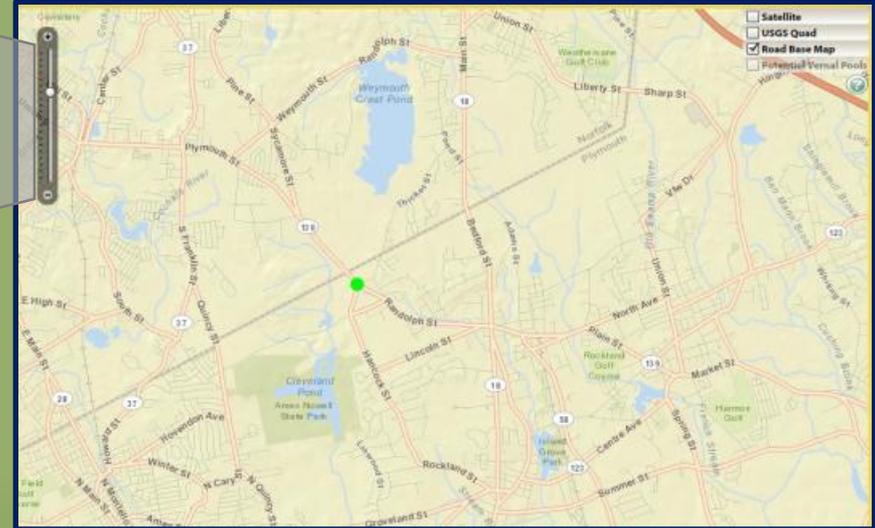


# Mapping Tools and Features: Panning and Zooming



Mouse over the map to display the pan tool seen here which you can use to navigate around the map.

You can click the circle on the scale bar on the left side of the map and it will tell you what scale level you are at. On the scale bar you can click and drag the circle up and down or click the plus (+)/minus (-) buttons to zoom in and out.

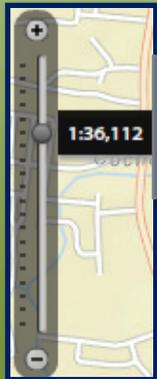
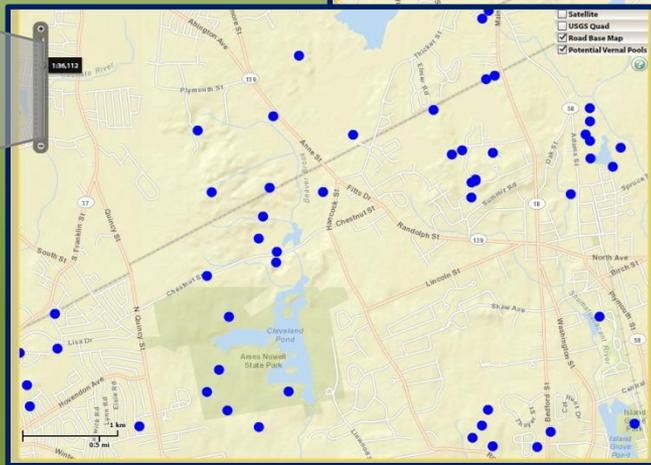
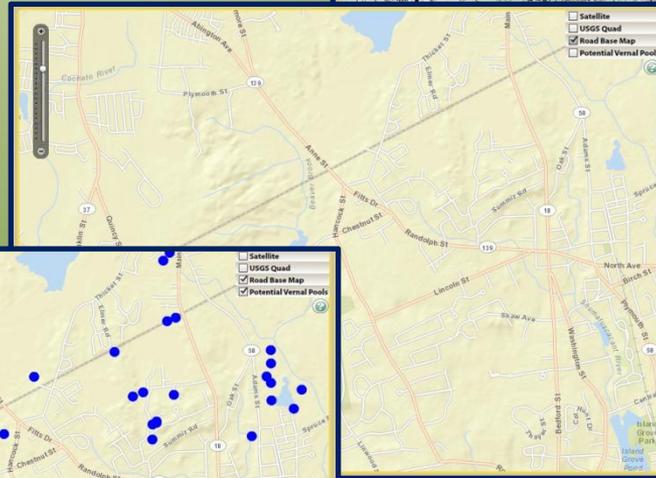
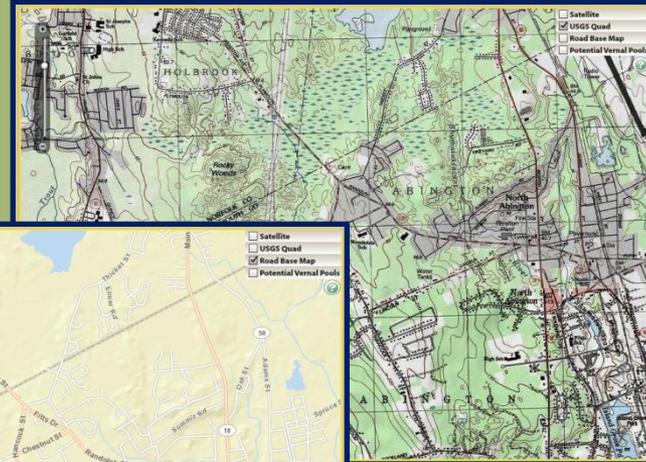
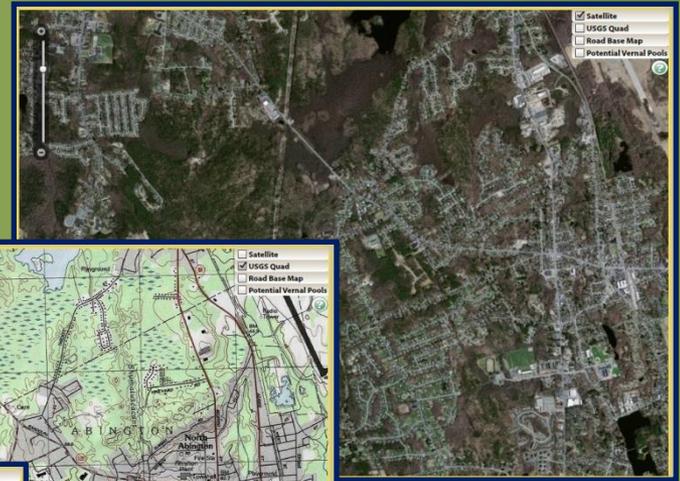


In addition to using the scale bar to zoom, you can hold the Shift key on your keyboard then click and drag your mouse over an area of the map to zoom in as demonstrated here.

# Mapping Tools and Features: Base Map Options

There are 3 base map options and one data layer available on the top right of your map. These can be turned on and off to help you most accurately navigate to and map your observation location. Only one base map can be displayed at a time. The Potential Vernal Pool layer can be used with any map layer and turned on once zoomed in to a scale of 1:36,112.

**Note:** Not all map layers are available at all scales. If a map doesn't load, try another layer or zoom to a different scale.



# Preparing Map for Formal Snapshot

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools plants animals survey

NHESP  
Natural Heritage &  
Endangered Species Program

**Plant Report**  
Observation Id: P1676  
*Agalinis acuta*  
Sandplain Gerardia  
Endangered  
Report Status: In Progress

Print Report

**Plant Location**

\* Town: Westborough Zoom

Name your site (optional):

\* Observation Locations:  
At least one location is required.

Location #1 Edit Name X

**Prepare Map for Formal Snapshot**  
At this time, the system will take a snapshot image of this map. Please adjust the map, if necessary, to most accurately portray the precision of your mapping.

OK Cancel

(Optional) Use the tools below to draw a path to one Observation Location

Draw Path Edit Path Zoom To

Once all required fields are entered, click 'Save' to proceed to the rest of the form.

Save

After mapping your observation location geometry and clicking "Accept" you will automatically receive a prompt to prepare your map for a formal snapshot. If your map needs to be adjusted to most accurately represent your observation, you may do so at this time. If your map is ready, click "OK" and a snapshot of the current map displayed will be attached to your observation report. This snapshot replaces the need for you to submit a paper map with your observation report. In addition to the map snapshot, the NHESP also receives your observation location electronically.

Use the "Update Map" tool, previously shown, to change the snapshot image submitted with your report, if necessary.

**Prepare Map for Formal Snapshot**  
At this time, the system will take a snapshot image of this map. Please adjust the map, if necessary, to most accurately portray the precision of your mapping.

OK Cancel

Satellite   
USGS Quad   
Road Base Map   
Potential Vernal Pools

100 m  
500 ft

# Observation Information

After mapping your first location, you will immediately be prompted to enter a date of observation associated with that location. For all further observation date entry you will need to highlight a Location from the left panel which will open the display panel at the bottom of your map. Then, click the "Add Date" button to add more dates, comments and pictures for this location. Highlight a date and use the "Edit" button to update the information previously entered for that date.

The screenshot shows a software interface with a map at the top and a data entry panel at the bottom. The map displays a satellite view of a wooded area with a road and buildings. A red box highlights the data entry panel, which is titled "Location #1 - Date(s) of Observation(s)". It contains a table with one row: "1" in the first column and "10/18/2012" in the second column. To the right of the table are labels for "Date of Observation:" and "Observation Comment:". Below the table are two buttons: "Add Date" and "Edit". The interface also includes a top navigation bar with tabs for "Locations", "Plant Identification", "Population Info", "Site Info", "Other Observation Info", and "Photos / Documents". A legend in the top right corner shows options for "Satellite", "USGS Quad", "Road Base Map", and "Potential Vernal Pools".

Your date of observation can either be entered as an Exact Date

or you can enter a Year and Description for the approximate date.

Exact Date       Year

Date of Observation:

Year:

Description (i.e., month or season):

Observation Comment:

To report an Exact Date, you can type in a date or select one from the calendar.

Exact Date       Year

Date of Observation:

Year:

Description (i.e., month or season):

Observation Comment:

In addition to selecting a date, this window also allows you to add comments about your observation as well as browse your computer for 1 photo you wish to add corresponding to this date. Additional photos may be added later on the Photo/Document Tab.

**Note:** Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

# Directions & Path to Site

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP  
Natural Heritage &  
Endangered Species Program

**Plant Report**  
Observation Id: P1679  
*Agalinis acuta*  
Sandplain Gerardia  
Endangered  
Report Status: In Progress

Print Report

**Plant Location**

\* Town:  
Westborough Zoom

Name your site (optional):

\* Observation Locations:  
At least one location is required.

Location #1 Edit Name X

Add to Map: New Location

\* Directions to Observation Location:

(Optional) Use the tools below to draw a path to one Observation Location

Cancel Edit Path Zoom To

Once all required fields are entered, click 'Save' to proceed to the rest of the form.

Save

Draw the path on the map to the site

Select a town to zoom to

Accept Clear Cancel

Point  
Line  
Polygon  
xy gps coord.

Satellite  
USGS Quad  
Road Base Map  
Potential Vernal Pools

Location #1 - Date(s) of Observation(s)

Location Type: Line Update Map Zoom Edit Delete

1 early May, 2012 X

Date of Observation:

Observation Comment:

Add Date Edit

Written directions to the observation are required in order to save the report.

\* Directions to Observation Location:

(Optional) Use the tools below to draw a path to one Observation Location

Draw Path Edit Path Zoom To

In addition to including the required written directions to your observation location, you may also digitize your path, as a line only, using the mapping tools provided.

Once your path to site has been digitized, it may be zoomed to or edited at any point before you submittal.

# Saving the Observation

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

Plant Report  
Observation Id: P1677  
Aquilis acuta  
Sandplain Gerardia  
Endangered  
Report Status: In Progress

Print Report

Plant Location

Town: Westborough Zoom

Name your site (optional):

Observation Locations:  
At least one location is required.

Location #1 Edit Name X

Add to Map: New Location

Directions to Observation Location:  
Directions

(Optional) Use the tool below to draw a path to one Observation Location  
Draw Path Edit Path Zoom To

Once all required fields are entered, click 'Save' to proceed to the rest of the form.

Save

Location #1 - Date(s) of Observation(s)

Location Type	Date of Observation	Observation Comment
Line	10/18/2012 X	

Update Map Zoom Edit Delete

Save

Once you have completed the basic location information about your observation, click Save to open the rest of the tabs and proceed with your reporting. These additional tabs are structured similarly to the existing NHEP Plant Observation Form.

Once all required fields are entered, click Save to proceed to the rest of the form.

Save

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

Plant Report  
Observation Id: P1677  
Aquilis acuta  
Sandplain Gerardia  
Endangered  
Report Status: In Progress

Print Report

Editing Plant Report

Town: Westborough Zoom

Name your site (optional):

Observation Locations:  
At least one location is required.

Location #1 Edit Name X

Add to Map: New Location

Directions to Observation Location:  
Directions

Save

Submit

Locations

Plant Identification

Population Info

Site Info

Other Observation Info

Photos / Documents

# Plant Identification Tab

Throughout the remainder of the tabs there are certain questions that will prompt you for more information depending on the answer you provide as demonstrated below. Be sure to complete the required (\*) fields as you work.

Help  
Link

Locations Plant Identification Population Info Site Info Other Observation Info Photos / Documents

**\* Are you confident of this species ID?**  
 Yes  
 No

**\* Description of the diagnostic characteristics upon which the ID was based (including how distinguished from congeners or look-alikes):**  
Reference Used:

**\* Was a specimen collected and curated for deposition in a biological research collection?**  
 Yes  
 No

**\* Photographs or slides taken?**  
If Yes, please attach through the Photos/Documents Tab.  
 Yes  
 No

**\* Was the organism's species identification made by someone other than the observer?**  
If Yes, please provide the name and contact information for the person who identified the organism:  
 Yes  No

Additional Comments:  
Comment Text:

This field is required = \*

Locations Plant Identification Population Info Site Info Other Observation Info Photos / Documents

**\* Are you confident of this species ID?**  
 Yes If No, please explain:  
 No (Selecting Yes will clear this value)

**\* Description of the diagnostic characteristics upon which the ID was based (including how distinguished from congeners or look-alikes):**  
Reference Used:

**\* Was a specimen collected and curated for deposition in a biological research collection?**  
 Yes If Yes, please indicate the repository:  Collection #, if known:   
 No (selecting no will clear these values)

**\* Photographs or slides taken?**  
If Yes, please attach through the Photos/Documents Tab.  
 Yes  
 No

**\* Was the organism's species identification made by someone other than the observer?**  
If Yes, please provide the name and contact information for the person who identified the organism:  
 Yes  No  
Name:   
Permanent Address:   
Email Address:  Telephone #:   
Affiliations / Qualifications:

Additional Comments:  
Comment Text:

This field is required = \*

# Additional Comments Field (found on all tabs)

At the bottom of all tabs, except for the Location Tab, there is an area to enter any additional comments about your observation. These comments are displayed and carried through your entire report and are therefore not specific to the different tabs. Adding, Editing, and Removing comments can take place anywhere the Additional Comments field is displayed, regardless of which tab the comment was added on.

The image shows a screenshot of a web form with a focus on the 'Additional Comments' section. At the top, a text box contains the word 'test'. Below it, a larger text area is labeled 'Comment Text:' and contains the instruction: 'First type in your text in the "Comment Text" Field and then, click Add.' To the right of this text area are three buttons: 'Add', 'Edit', and 'Remove'. The 'Add' button is highlighted with a red box. A red arrow points from the 'Add' button up to the 'Comment Text' field. Below this section, another part of the form is visible, including a question: 'Was the organism's species identification made by someone other than the observer?' with radio buttons for 'Yes' and 'No'. Below this are input fields for 'Name:', 'Permanent Address:', 'Email Address:', 'Telephone #:', and 'Affiliations / Qualifications:'. At the bottom of this section, there is another 'Additional Comments' field with its own 'Add', 'Edit', and 'Remove' buttons. A red box highlights this entire section. At the very bottom right, there is a small text label: 'This field is required = \*'.

**Additional Comments:**

test

Once added, your text will be viewable in this box. Highlight and Click Edit or Remove to change comment text.

**Comment Text:**

First type in your text in the "Comment Text" Field and then, click Add.

**Add** **Edit** **Remove**

Was the organism's species identification made by someone other than the observer?  
If Yes, please provide the name and contact information for the person who identified the organism:  
 Yes  No  
Name:   
Permanent Address:   
Email Address:  Telephone #:   
Affiliations / Qualifications:

**Additional Comments:**

**Comment Text:**

**Add** **Edit** **Remove**

This field is required = \*

# Population Information Tab

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

**Plant Report**  
 Observation Id: P1677  
*Agalinis acuta*  
 Sandplain Gerardia  
 Endangered  
 Report Status: In Progress

**Editing Plant Report**

\* **Town:**  
 Westborough

**Name your site (optional):**

\* **Observation Locations:**  
 At least one location is required.

Location #1

Add to Map:

\* **Directions to Observation Location:**  
 Directions

(Optional) Use the tools below to draw a path to one Observation Location

home vernal pools plants animals survey

NHESP  
Natural Heritage & Endangered Species Program

Locations **Plant Identification** Population Info Site Info Other Observation Info Photos / Documents

Did your survey encompass the entire population extent, if known?  
 Yes  No  Uncertain

Approximate area occupied by the population:   meters<sup>2</sup>  feet<sup>2</sup>  hectares  acres

\* **Population Size**  
 Total number of 'genets' (i.e., genetically distinct, or clearly separate individuals):   Precise count  Estimate and / or  
 Total number of 'ramets' (i.e., stems or shoots arising from clones):   Precise count  Estimate

\* **Population Structure**  
 Please indicate the # or % in each age class and condition, if known, or just check all that apply:

<input checked="" type="radio"/> Count <input type="radio"/> Percentage <input type="radio"/> Check	Age Classes Present		Reproductive Condition of the Population		
	<input type="checkbox"/> # Seedlings	<input type="checkbox"/> # Vegetative	<input type="checkbox"/> # Mature fruit		
	<input type="checkbox"/> # Immature plants	<input type="checkbox"/> # In bud	<input type="checkbox"/> # Seed dispersing		
	<input type="checkbox"/> # Mature plants	<input type="checkbox"/> # In flower	<input type="checkbox"/> # Senescent		
	<input type="checkbox"/> # Plants of unknown age	<input type="checkbox"/> # Immature fruit	<input type="checkbox"/> # Dormant		

How would you characterize the vigor of the population?  
 Excellent  Good  Fair  Poor

Have you observed this species at this site in previous years?  Yes  No

EO Number, if known:

Additional Comments:

Comment Text:

This field is required \*

The population structure box is set up to allow you to choose whether you want to report your findings by a count, percentage or simple check boxes.

\* **Population Structure**  
 Please indicate the # or % in each age class and condition, if known, or just check all that apply:

<input type="radio"/> Count <input checked="" type="radio"/> Percentage <input type="radio"/> Check	Age Classes Present		Reproductive Condition of the Population		
	<input type="text"/> % Seedlings	<input type="text"/> % Vegetative	<input type="text"/> % Mature fruit		
	<input type="text"/> % Immature plants	<input type="text"/> % In bud	<input type="text"/> % Seed dispersing		
	<input type="text"/> % Mature plants	<input type="text"/> % In flower	<input type="text"/> % Senescent		
	<input type="text"/> % Plants of unknown age	<input type="text"/> % Immature fruit	<input type="text"/> % Dormant		

\* **Population Structure**  
 Please indicate the # or % in each age class and condition, if known, or just check all that apply:

<input type="radio"/> Count <input type="radio"/> Percentage <input checked="" type="radio"/> Check	Age Classes Present		Reproductive Condition of the Population		
	<input type="checkbox"/> Seedlings	<input type="checkbox"/> Vegetative	<input type="checkbox"/> Mature fruit		
	<input type="checkbox"/> Immature plants	<input type="checkbox"/> In bud	<input type="checkbox"/> Seed dispersing		
	<input type="checkbox"/> Mature plants	<input type="checkbox"/> In flower	<input type="checkbox"/> Senescent		
	<input type="checkbox"/> Plants of unknown age	<input type="checkbox"/> Immature fruit	<input type="checkbox"/> Dormant		

# Site Information Tab

Loc **Help Link** Plant Identification Population Info **Site Info** Other Observation Info Photos / Documents

Describe the habitat, including the natural community and associated species:

Habitat Descriptors:

**Landform / Topography** **Soil Moisture Regime** **Aspect** 0 degrees **Slope** 0

summit / crest  xeric  N  NE  flat  gentle  average  shade

upper slope  dry  E  SE  steep

mid slope  mesic  S  SW  very steep

lower slope  wet  W  NW  abrupt

rolling terrain / plain  inundated  flat / variable

floodplain / terrace

wetland

shore / lake / stream

Elevation 0  feet  meters

Soil Type(s):

Surficial Geology:

Bedrock Geology:

List invasive species present and describe their perceived threat level (low, medium, high):

Please describe other observed threats to the population at this site (e.g., disease, predation, disruptive land uses):

Managed Area Name (if applicable):

Contact Person (name/tel#/email), if known:

Property Owners:

Name	Address	Town	State	Zip	Parcel	Comment Info
Property Owner	1 Rabbit Hill Rd	Westborough	MA	01581	MADFW	This is the field HQ address.

Remove Owner Add Owner View Owner

Additional Comments:

Comment Text:

Add Edit Remove

This field is required =

In addition to other Site Information collected on this tab, you can click the "Add Owner" button to enter Property Owner information associated with the observation location that will then display in the Property Owner table. This can be repeated as necessary. Once Property Owner info has been entered the data can also be edited or deleted, using the "View Owner" or "Remove Owner" buttons respectively.

Property Owner

Owner Name

Street Address

City/Town

State

Zip-Code

Parcel #

Comments

Save Cancel

# Other Observation Information Tab

Help Link

Locations Plant Identification Population Info Site Info **Other Observation Info** Photos / Documents

Was this observation associated with a formal survey?  
 Yes  
 No

What are your recommendations for future inventory, monitoring, research, and / o

What are your protection recommendations?

Is this observation associated with a NHESP Review File?  
 Yes  
 No  
 Don't Know

Is this observation associated with a collection permit?  
 Yes  
 No  
 Don't Know

List the names of other observers (and qualifications):

**Observer Information**

First Name: VPRS Last Name: User  
Address: 1 Rabbit Hill Rd.  
Town: Westborough State: MA Zip: 01581  
Telephone: 508-389-6300 Email: user@state.ma.us

**Additional Comments:**

Comment Text:

Add Edit Remove

This field is required \*

The Other Observation Info tab is used to collect additional information about this observation report and the associated observation site. This information includes a Survey ID, a NHESP Review file, or collection permit along with other pertinent information.

Additionally this tab will display your user profile information for you to review should any updates be necessary.

The question "Was this observation associated with a formal survey?" refers only to Surveys created using the VPRS system. Observations can be generated from Survey Forms, which will automatically populate your Survey ID, or you can enter a Survey ID number which was provided to you by your survey organizer.

# Photos/Documents

Locations Plant Identification Population Info Site Info Other Observation Info **Photos / Documents**

Help Link

To attach files to your observation report, click the Add button in the lower right corner. From the pop-up window that appears, click Select File and navigate to the file you wish to upload.

File date: 08/24/2012

Comments

Select file OK Cancel

\*Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

**Add** Edit Remove

Additional Comments:

Comment Text:

Add Edit Remove

Tulips.jpg

File size: 606.34 KB

File date: 02/24/2012

Comments

Select the file you want to attach, and, when it has finished loading, click OK.

Select file LOADING 100% OK Cancel

Locations Plant Identification Population Info Site Info Other Observation Info **Photos / Documents**

Tulips.jpg Observation

\*Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

Additional Comments:

Comment Text:

Add Edit Remove

The photo will now appear on the Photos/Documents window. You can repeat these steps as necessary to include all files you wish to attach.

**Note:** Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

# Photos/Documents Tab (continued)

Help  
Link

Locations Plant Identification Population Info Site Info Other Observation Info Photos / Documents

Location #1  
10/18/2012

Location

All photos attached to your observation report will be displayed here; however, those attached through the Observation Location cannot be edited or removed through this tab. You may also add, edit, or remove additional photos and/or documents, with comments, to include in your report.

Comments entered in the Comments field can be viewed by hovering over the thumbnail once the document has been uploaded.

File date: 10/19/2012

Comments

Select file OK Cancel

\*Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

Add Edit Remove

Additional Comments:

Comment Text:

Add Edit Remove

**Want to upload a shapefile?** While the VPRS system doesn't directly support shapefile upload, you can export the attributes of a point shapefile into a .xls or .xlsx format and upload that to your report. The attribute table of your shapefile must contain the Latitude and Longitude coordinates in Decimal Degrees for each shape within your table. If your shapefile does not already contain the Lat/Long information, you can use out-of-the-box ArcMap tools to add and calculate these fields.

If you require assistance with this process please contact us at: [ContactVPRSAdmin@state.ma.us](mailto:ContactVPRSAdmin@state.ma.us).

# Submitting Your Observation

When you have finished and saved your report, simply click the Submit button to send it to the NHESP for review.

Once a report has been submitted it will no longer be available for editing, therefore the system will prompt you with a series of questions to confirm this action, followed by a confirmation of a successful submittal. You can always view or copy a submitted form.

The screenshot shows the 'Vernal Pool & Rare Species Reporting System' interface. The top navigation bar includes 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The main content area is titled 'Plant Report' with observation ID 'P1676' and species 'Apollinis oculta'. The 'Editing Plant Report' section contains fields for 'Town' (Westborough), 'Name your site (optional)', 'Observation Locations' (Location #1), and 'Directions to Observation Location'. At the bottom, there are 'Save', 'Delete', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

This screenshot shows a 'Submit Confirm' dialog box overlaid on the reporting system interface. The dialog box contains the text: 'Are you sure you want to submit this report? It will no longer be available to edit once it has been submitted.' Below the text are 'OK' and 'Cancel' buttons.

This is a simplified version of the 'Submit Confirm' dialog box. It contains the text: 'Are you sure you want to submit this report? It will no longer be available to edit once it has been submitted.' Below the text are 'OK' and 'Cancel' buttons.

This screenshot shows a signature confirmation dialog box. It contains the text: 'I hereby certify under the pains and penalties of perjury that the information contained in this report is true and complete to the best of my knowledge.' Below the text is a checked checkbox labeled 'I Agree' and 'OK' and 'Cancel' buttons.

This checkbox associates your submitted electronic signature with this particular observation report in the VPRS system.

This screenshot shows a 'Success' dialog box. It contains the text: 'The observation report was submitted successfully.' Below the text is an 'OK' button.

This is a row of three buttons: 'Save', 'Delete', and 'Submit'. The 'Submit' button is highlighted with a red box.

# Print Report feature

You may use the Print Report feature at any point during your reporting to view your report in its entirety (including maps and photos attached). This feature displays your report in HTML format only but can be printed or saved into a document if you wish to retain a copy elsewhere. The Print Report feature is available even after a report has been submitted to the NHESP.

**Note:** The Print Report only displays data entered up to your last Save. It is important to Save your report before clicking the Print Report button to ensure your document contains all entered data.

Print Report

The screenshot shows the 'Editing Plant Report' interface. On the left, there's a sidebar with a 'Print Report' button. The main area is divided into several sections: 'Town' (Westborough), 'Name your site (optional):', 'Observation Locations' (Location #1), and 'Directions to Observation Location'. At the bottom, there are 'Additional Comments' and 'Comment Text' fields. A 'Print Report' button is visible in the top right of the main area.

## NHESP PLANT OBSERVATION REPORT

### P1676 PLANT IDENTIFICATION

**Common Name:**

Sandplain Gerardia

**Scientific Name:**

Agalinis acuta

**Conservation Status:**

Endangered

**EO#:**

Not Answered

**Town:**

Westborough

**Site Name:**

Not Answered

**Are you confident of this species ID?**

Yes

Explanation: Not Answered

**Description of the diagnostic characteristics upon which the ID was based (including how distinguished from similar species):**

The blossoms are pink-purple, with two cream-colored lines. The stem is smooth and slender, and the opposite linear leaves are .02-.04 in wide and 4-12 in long

**Was the observer?**

No

### LOCATIONS

**Directions:**

Take Route 135 from Northborough center, travel about 3 miles. Take left on to North Drive, follow campus signs to Division headquarters, park. Walk into WMA.

**Location Name:** Location #1 **Location Type:** Line **Coordinates(x,y):** X Min: 71.6300373038522 **Coordinate Source:** Unknown or N/A **Other Coordinate Source:** Not Answered **Accuracy:** Not Answered



Date	Comments	Photo
8/1/2012	Is this a painted turtle?	
early May, 2012	I'm not exactly sure when I saw this turtle in May but it was early in the month.	



# Questions or Feedback?

Contact us at:

Contact [VPRSAdmin@state.ma.us](mailto:VPRSAdmin@state.ma.us)



Natural Heritage  
& Endangered Species  
Program

*Massachusetts Division of Fisheries & Wildlife*