



How to Report Negative Data through the Vernal Pool & Rare Species (VPRS) Reporting System

Survey Reporting



To begin, navigate to the Survey Home Page by clicking the "survey" 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

[Home](#)

Welcome to the VPRS Reporting System!

VPRS allows you to report animal, plant, and vernal pool observations and relay important survey information to the NHESP. Use the buttons at the top of the page to begin.

Your home page is where you will receive and respond to notifications from the NHESP regarding your submittals.

We encourage you to use the "Send Feedback" feature to tell us about your experience using VPRS, ask questions, or provide comments/suggestions.

[Web Accessibility Statement](#)

Version: v1.6

Survey Home Page

To open an existing survey, you may enter a Survey Number and click here to open that report. Alternately, you can highlight a survey and click the Open Report button at the bottom of the page

VERNAL POOL & RARE SPECIES
REPORTING SYSTEM



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For additional information use the Help link located on each page.

Survey Home

To create new reports click the 'New Survey' button.

A Survey is a structured search for particular species in a specific place using a pre-defined methodology. Some examples of surveys include: research driven surveys, surveys required as part of a MESA Project Review, and survey efforts organized by the NHESP.

The purpose of the survey form is to capture information about the survey effort including number of visits to an area, weather at time of visit, number of surveyors, etc. The results of a survey, positive or negative, can be extremely valuable for increasing our understanding of species populations throughout the state.

Survey Home

Enter a survey number to open one directly [Open Observation](#)

STEP 1: To Start, click here to create a Survey.

New Survey

My Surveys

Viewing 0 to 3 out of 3 results total. [Previous Page](#) [Next Page](#)

Survey #	Survey Name	Date Created	Target Group(s)	Status
S84	NHESP 2012 Diversity Survey	10/19/2012	Beetles, Dragonflies/Damselflies, Fish, Amphibians, Plants, Vernal Pool	Open
S83	Sample Survey 2012	10/19/2012	Birds, Beetles, Snails, Plants, Vernal Pool	Open
S81	My First Survey	10/19/2012	Birds, Beetles, Snails, Plants, Vernal Pool	Open

Only 100 reports can be displayed in your Survey grid at one time. If you have more than 100 reports, use these buttons to toggle thru them.

A Survey is a structured search for particular species in a specific place using a pre-defined methodology. Some examples of surveys include: research driven surveys, surveys required as part of a MESA Project Review, and survey efforts organized by the NHESP.

Selected Survey Details

Obs Number: Date Created:
Last Updated Date: Closed Date:
Survey Name: Description:

[Open Report](#)

Starting your Survey

Option 1: A pre-defined template

STEP 2: This is used when the NHESP has organized a survey effort and has created a template for the surveyors to use when reporting their search effort and findings. You would be informed by a NHESP staff member if you are to use a pre-defined template for your survey.

Option 2: User generated survey

STEP 2: This is used for any other survey conducted including regulatory and research purposes. You can choose which species you are searching for and enter the dates you visited a particular area. You will likely be selecting this option for most Survey efforts.

The screenshot displays the NHESP Reporting System interface. At the top, there is a navigation bar with tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The 'survey' tab is selected. Below the navigation bar, there are four main sections: 'Searched Areas', 'Visit Methodologies', 'Observations', and 'Photos/Documents'. The 'Searched Areas' section is active, showing a map of the Northeast United States (New Hampshire, Massachusetts, Connecticut, Rhode Island, and New York). The map includes major cities like Rutland, Concord, Manchester, Boston, Hartford, and Providence. A 'Help Link' box is overlaid on the 'Create New Survey' form. The form contains the question 'Will this survey be using a pre-defined template?' with radio buttons for 'Yes' and 'No'. A 'Save' button is located at the bottom left of the form.

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey NHESP Natural Heritage & Endangered Species Program

Searched Areas Visit Methodologies Observations Photos/Documents

Help Link

Create New Survey

Will this survey be using a pre-defined template?

Yes No

Will this survey be using a pre-defined template?

Yes No

Save

Templates & Target Groups

STEP 2 continued

Option 1:

The pre-defined template is pre-populated with the Target Groups

Will this survey be using a pre-defined template?

Yes No

Select the template assigned by the Survey Organizer:

Template Name	Description	Target Groups
NHESP 2012 Diversity Survey	This survey will focus on a diverse group of animals in 2012 across the state of MA.	Beetles, Dragonflies/Damselflies, Fish, Amphibians, Plants, Vernal Pools

Will this survey be using a pre-defined template?
 Yes No

Option 2:

The User generated survey allows users to choose one or more Target Groups. Later you will be able to choose specific species from each group.

Note: The Target Group(s) selected cannot be edited after this step.

Will this survey be using a pre-defined template?

Please select the Target Groups for which you have decided to focus your survey efforts.

Yes No

Target Groups

Animals			Plants	Vernal Pools
<input type="checkbox"/> Vertebrates	<input type="checkbox"/> Insects	<input type="checkbox"/> Non-Insects	<input type="checkbox"/> Plants	<input type="checkbox"/> Vernal Pools
<input type="checkbox"/> Birds	<input type="checkbox"/> Beetles	<input type="checkbox"/> Snails		
<input type="checkbox"/> Mammals	<input type="checkbox"/> Ants/Bees/Wasps	<input type="checkbox"/> Mussels		
<input type="checkbox"/> Reptiles	<input type="checkbox"/> Dragonflies/Damselflies	<input type="checkbox"/> Crustaceans		
<input type="checkbox"/> Amphibians	<input type="checkbox"/> Butterflies/Moths	<input type="checkbox"/> Other Invertebrates		
<input type="checkbox"/> Fish	<input type="checkbox"/> Other Insects	<input type="checkbox"/> Other Bivalves		

Will this survey be using a pre-defined template?
Please select the Target Groups for which you have decided to focus your survey efforts.
 Yes No

Survey Name & Site Description

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

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Survey
Survey Id: S81
Sample Survey 2012
Report Status: Open

Survey Locations

*** Survey Name:**
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012

New Area Rename Area Delete Area
New Visit Delete Visit

Save Remove Survey Close

Searched Areas Visit Methodologies Observations Photos/Documents

Satellite
 USGS Quad
 Road Base Map
 Potential Vernal Pools

STEP 3: Survey Name and Survey Description can be entered to give the NHESP some basic information about your survey. This will be filled in and not editable if you choose a pre-defined template.



The map displays the Northeast United States, including parts of New Hampshire, Massachusetts, Connecticut, Rhode Island, and New York. Major cities like Boston, Providence, Hartford, and New York are labeled. A search area named 'Sample Survey 2012' is highlighted in the western part of the map, near the New York/Connecticut border. A scale bar at the bottom indicates 50 km and 50 miles.

STEP 2 (continued): The Target Group(s) list is generated from the Groups picked in the previous step. This will be filled in if you choose a pre-defined template.

Note: Target Group(s) are not editable once you reach this step, whether using a pre-defined template or not.

Defining your Search Areas

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

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Survey
Survey Id: S83
Sample Survey 2012
Report Status: Open

Survey Locations

* Survey Name:
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012

New Area Delete Area

Save Remove Survey Close

Searched Areas Visit Methodologies Observations Photos/Documents

Map showing Searched Areas, Visit Methodologies, Observations, and Photos/Documents. Includes a Help Link and a description of the Survey form's purpose.

Help Link

The idea behind the Survey form is to collect negative as well as positive data. A **Search Area** defines where the search effort was focused. Later (under the Visit Methodologies Tab), you will be asked for information about the amount of time spent searching an area and whether anything was observed.

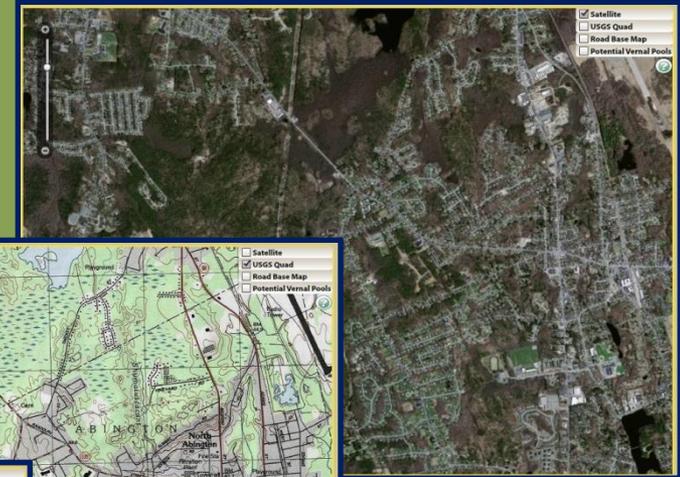
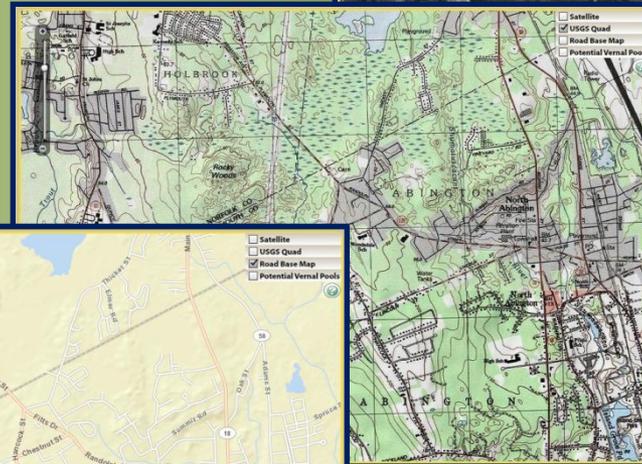
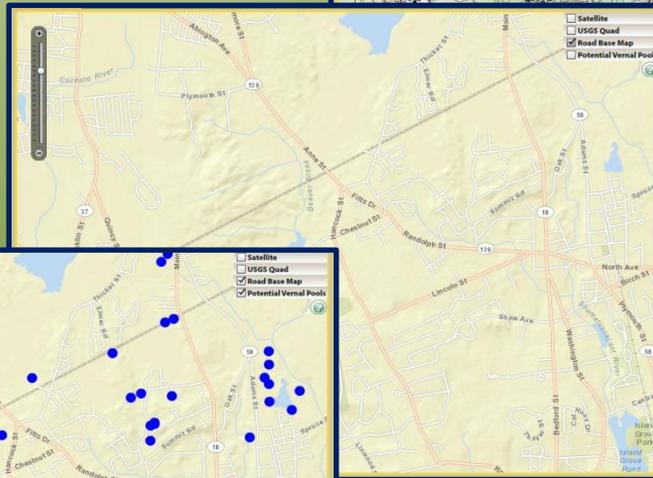
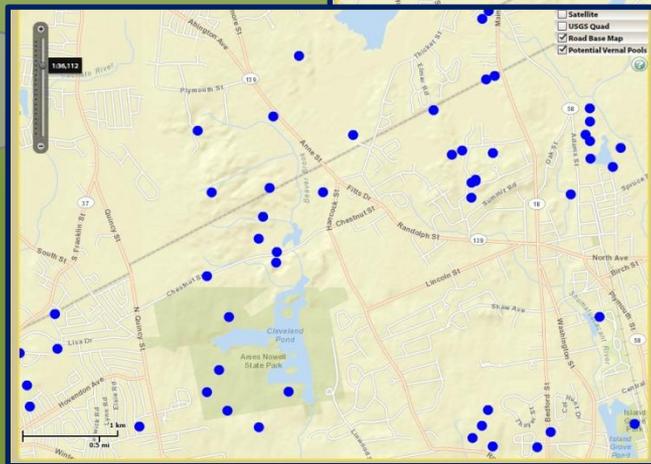
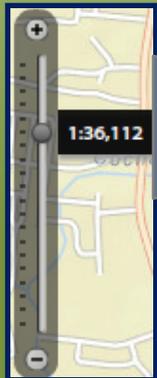
STEP 4: Click "New Area" to define areas searched by mapping a polygon.

Mapping Tools and Features: Base Map Options

STEP 4 continued

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 Search Area. 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.



- Satellite
- USGS Quad
- Road Base Map
- Potential Vernal Pools

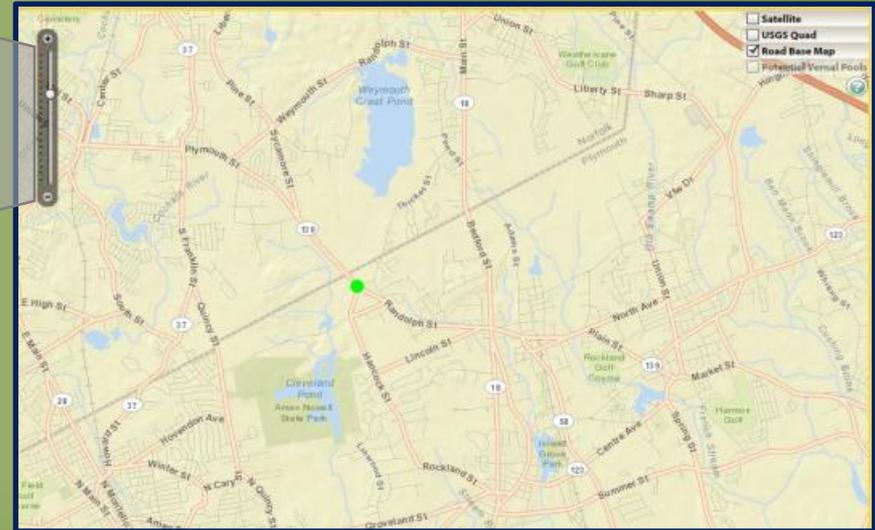
Mapping Tools and Features: Panning and Zooming

STEP 4 continued



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 Your Searched Area (continued)

STEP 4 continued

Vernal Pool & Rare Species Reporting System

Survey: Survey M#: 187
New Survey
Report Status: Open

Searched Areas

Survey Locations

Survey Name: New Survey

Survey Description:

Target Group(s): Birds, Reptiles, Snails, Plants, Vernal Pools

Search Area(s) And Visits: New Survey

Please enter the name of this new searched area.

OK Cancel

Please enter the name of this new searched area.

OK Cancel

ADD LOCATION

Add an observation location

Select a town to zoom to:

Accept Clear Cancel

ADD LOCATION

Draw your search area.

Select a town to zoom to:

Accept Clear Cancel

Search Areas can be mapped as Polygons only. In order to zoom in to the appropriate town select a town name from the drop down.

50 km 30 miles

Search Area Info & Draw Path Feature

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals **survey**

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Survey
Survey Id: 583
Sample Survey 2012
Report Status: Open

Searched Areas Visit Methodologies Observations Photos/Documents

Satellite
 USGS Quad
 Road Base Map
 Potential Vernal Pools

Survey Locations

* Survey Name:
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012
Search Area 1

New Area Rename Area Delete Area
New Visit

Selected Visit Target(s): Search Area 1

Save Remove Survey Close

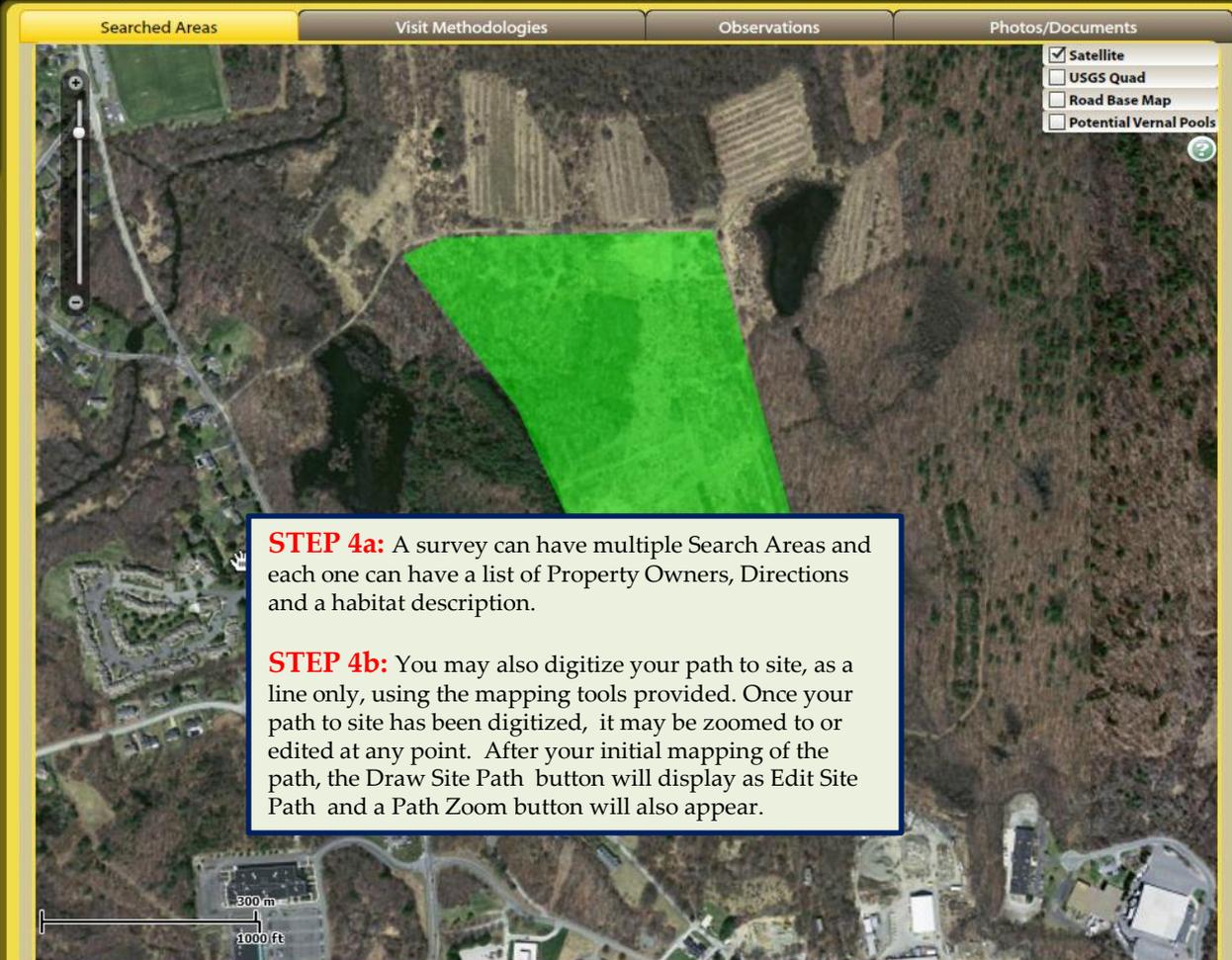
STEP 4a: A survey can have multiple Search Areas and each one can have a list of Property Owners, Directions and a habitat description.

STEP 4b: You may also digitize your path to site, 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. After your initial mapping of the path, the Draw Site Path button will display as Edit Site Path and a Path Zoom button will also appear.

Search Area 1 Draw Site Path Location Type: Polygon Zoom Edit Delete

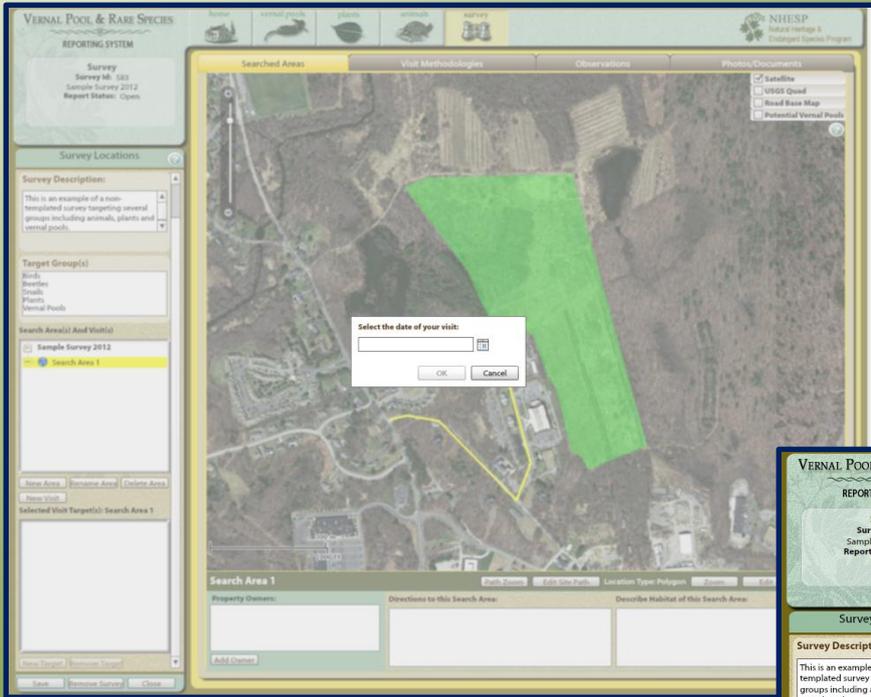
Property Owners: Directions to this Search Area: Describe Habitat of this Search Area:

Add Owner

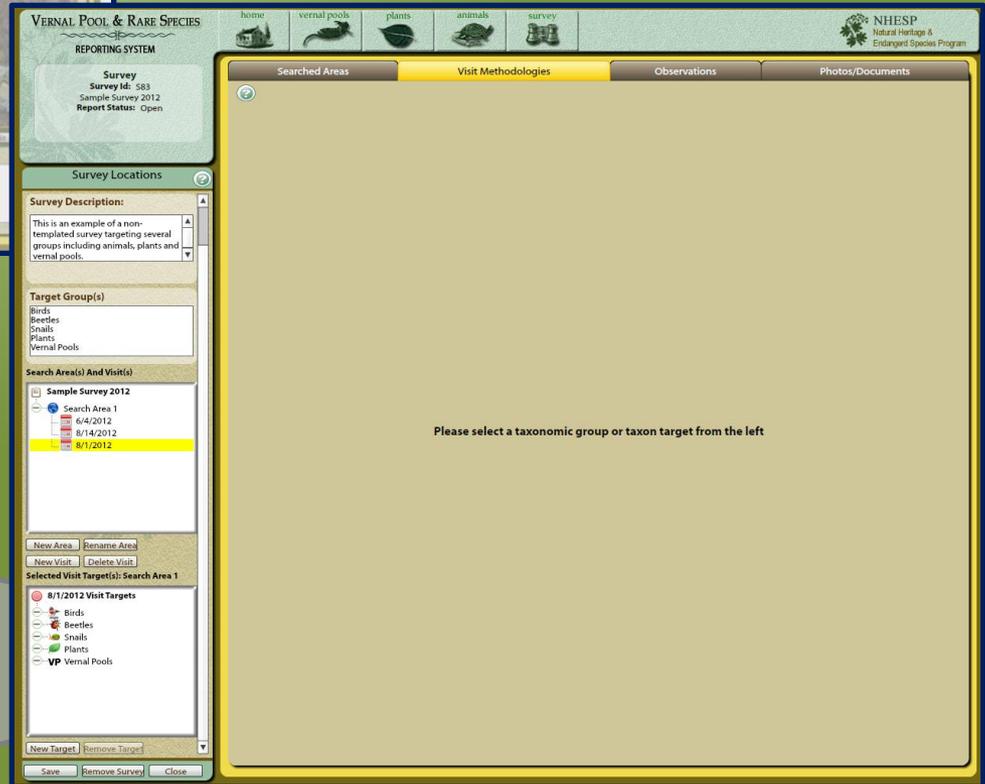
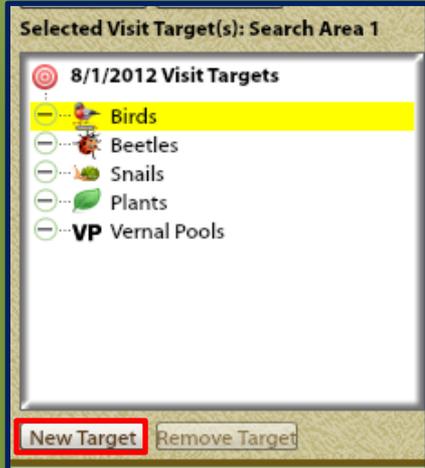


Visit Dates

STEP 5: To Add Visit Dates, click the “New Visit” button below the Search Area box. Multiple visit dates can be added per Search Area.



STEP 6: Once a date of visit has been selected the system prompts you to select the species you were searching for at that area on that day. This can be done by highlighting the appropriate Target Group and clicking the “New Target” button.



Targets

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP Natural Heritage & Endangered Species Program

Survey
Survey Id: 583
Sample Survey 2012
Report Status: Open

Survey Locations

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012
Search Area 1
6/4/2012
8/14/2012
8/1/2012

New Area Rename Area
New Visit Delete Visit

Selected Visit Target(s): Search Area 1
8/1/2012 Visit Targets
Birds
Beetles
Snails
Plants
VP Vernal Pools

New Target Remove Target
Save Remove Survey Close

Searched Areas Visit Methodologies Observations Photos/Documents

Help Link

STEP 6 continued: For each Target Group and Visit a list of questions will be presented for you to answer. These questions are specific to the group of species and although the questions may be the same or similar across groups they should be answered with the specific Target Group in mind.

Birds

Question	Response
What associated bird species were observed at this site?	
Were there any potential threats to birds observed at this site?	

Visit Methodologies Tab

Survey
Survey Id: 583
Sample Survey 2012
Report Status: Open

Survey Locations

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)

Sample Survey 2012

- Search Area 1
 - 6/4/2012
 - 8/14/2012
 - 8/1/2012

8/1/2012 Visit Targets

- Birds
- Marsh Birds
- Cerulean Warbler (Dendroica)**
- Beetles
- Snails
- Plants
- VP Vernal Pools

Scientific Name: Dendroica cerulea
Common Name: Cerulean Warbler
Taxon: Birds

Surveyors
Edit Add Remove Start Time End Time
Time Spent Actively Surveying hours
Search Method

Weather:
 Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit)

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left
Copy Visit Paste Visit

Was the target species observed? Yes No

Birds

Question	Response
What associated bird species were observed at this site?	
Were there any potential threats to birds observed at this site?	

Other Species Name: Marsh Birds
Other Species Taxon: Birds

Scientific Name: Dendroica cerulea
Common Name: Cerulean Warbler
Taxon: Birds

STEP 8: Multiple species can be added per group per visit. A Methodology form will be created for each species in order to obtain specific information about the search effort for each species on each day.

Note: The +/- button at the top of the form allows you to expand/collapse the form.

Methodology/Visit Questions & Results of your Survey

STEP 8 continued

The Methodology form will appear for each species entered on each visit date. The questions are the same across all species, however, the search methods vary depending on the group. If more than one search method was used for a species on the same date we ask that you enter the species twice in the left panel and fill in a form for each methodology used, specifying the amount of time spent using that search method.

Survey Team Member

First Name

Last Name

Affiliations/Qualification

Scientific Name: *Dendroica cerulea* Taxon: Birds

Common Name: Cerulean Warbler

Surveyors

Edit

Start Time End Time

Time Spent Actively Surveying hours

Search Method

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit)

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left

Notes

Was the target species observed? Yes No

Point Counts

Transects

Audio Survey

Visual Survey

Nest Survey

Habitat Assessment

Below 0

0-10

10-20

20-30

30-40

40-50

Another purpose of the methodology form is to receive information about whether the target species was observed.

STEP 8: For negative search efforts, select No.

Was the target species observed? Yes No

Copy/Paste Function

STEP 8 continued

Scientific Name: *Crocianthemum dumosum* **Taxon:** Plants
Common Name: Bushy Rockrose

Surveyors
Edit Add Remove
Start Time 11am End Time 2pm
Time Spent Actively Surveying 1.5 hours
Search Method Habitat Assessment

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit) 60-70

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left

Copy Visit **Paste Visit**

Was the target species observed? Yes No

Notes
Notes can include any additional information.

If you were searching for several species at the same time you can use the copy/paste feature.

First, fill in a methodology form. Next, click the "Copy" Button on that form. Then select the species you wish to paste the information to (can be from any Group, Search Area, or Visit date). Click Paste Visit in the form you wish the information to paste into.

Scientific Name: *Lupinus perennis* **Taxon:** Plants
Common Name: Wild Lupine

Surveyors
Edit Add Remove
Start Time 11am End Time 2pm
Time Spent Actively Surveying 1.5 hours
Search Method Habitat Assessment

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit) 60-70

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left

Copy Visit **Paste Visit**

Was the target species observed? Yes No

Notes
Notes can include any additional information.

Surveyor One
Surveyor Two

The Paste function will paste most of the information from the form copied. Once the information is pasted it can be modified as needed. "Search Method" may not copy if you are pasting information into a different target group. Also, the information about whether the species was observed is not copied and should be answered for each species.

Photos/Documents

Help Link

STEP 9: You may add, edit, or remove photos, audio, and/or documents, with comments, to include in your report. All uploaded files are displayed here.

STEP 9a: To attach files to your Survey, 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.

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.

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

File name: Tulips.jpg

File size: 606.34 KB

File date: 02/24/2012

Comments

STEP 9b: Select the file you want to attach, and, when it has finished loading, click OK.

Select file OK Cancel

LOADING 100%

STEP 9c: 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.

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.

Closing Your Survey

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 'survey' tab is active. The main content area is divided into several sections: 'Searched Areas', 'Visit Methodologies', 'Observations', and 'Photos/Documents'. A map of a search area is shown, with a green polygon indicating the search area. The map includes a scale bar (300 m / 1000 ft) and a 'Search Area 1' information panel at the bottom. The 'Search Area 1' panel contains fields for 'Property Owners', 'Directions to this Search Area', and 'Describe Habitat of this Search Area'. The 'Close' button is highlighted in red at the bottom left of the interface.

Survey Information:
Survey Id: S83
Sample Survey 2012
Report Status: Open

Target Group(s):
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s):
Sample Survey 2012
Search Area 1
6/4/2012
8/14/2012
8/1/2012

Search Area 1 Information:
Property Owners: MA DFW, 1 Rabbit Hill Rd, Westborough, MA, 015
Directions to this Search Area: Follow Route 135 from Northborough center. Left onto North Drive, follow signs to DFW office. Park in lot and walk into WMA.
Describe Habitat of this Search Area: Wildlife Management Area

Buttons: Save, Remove Survey, Close

STEP 10: Once you have finished entering your survey data you can “Close” the survey by clicking the “Close” button at the bottom left of the screen.

By closing your survey you are indicating that you have finished entering data and the NHESP can review the information. The survey, however, is never locked down like the observation forms and, therefore, if you continue this survey in the next season, feel free to Open the survey (the Close button will display as “Open” once clicked) and continue data entry.



Questions or Feedback?

Contact us at:

Contact VPRSAdmin@state.ma.us

 **Natural Heritage
& Endangered Species
Program**
Massachusetts Division of Fisheries & Wildlife