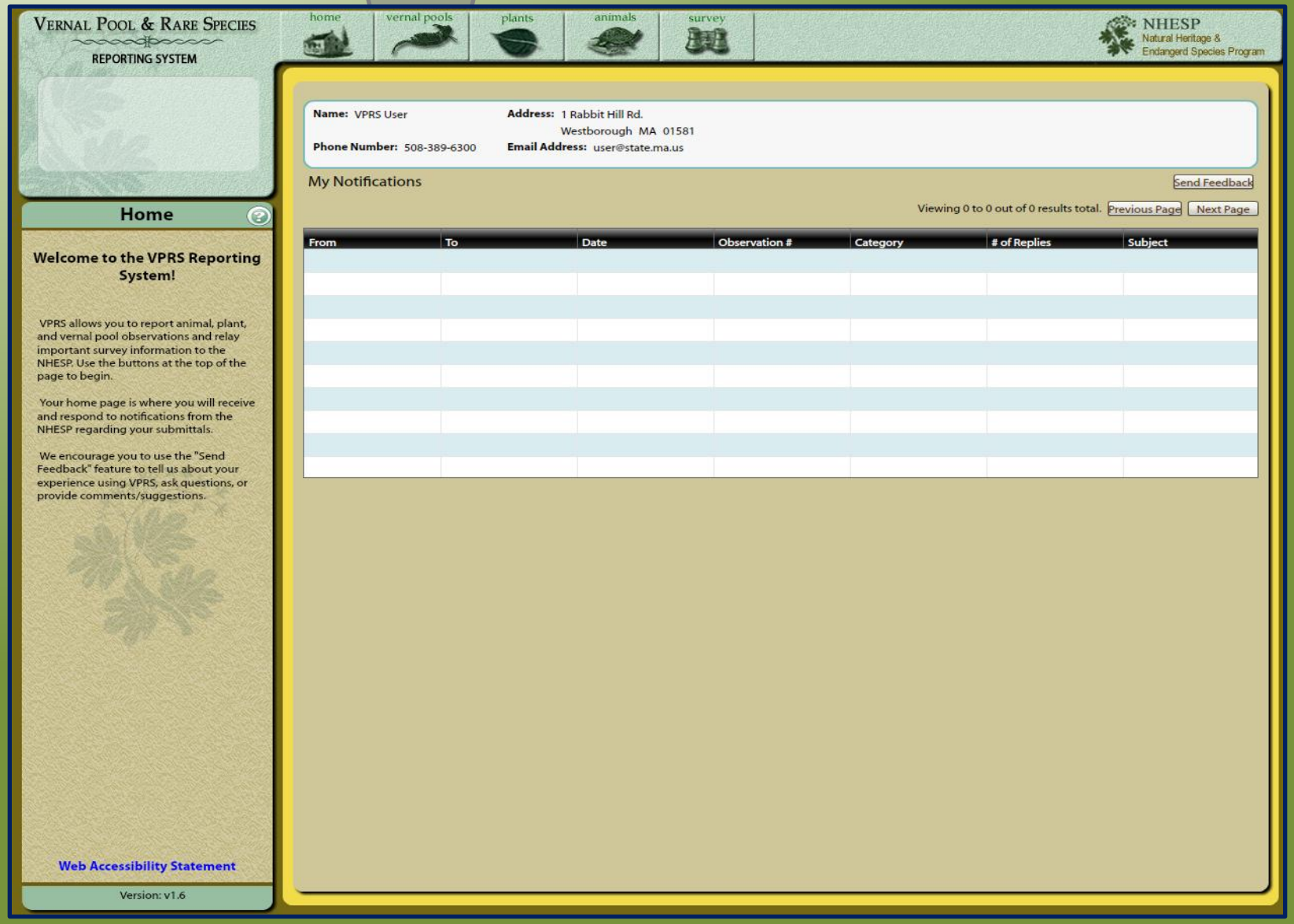
How to Report a Vernal Pool Certification through the Vernal Pool & Rare Species (VPRS) Reporting System

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

Vernal Pool Reporting

To begin, navigate to the Vernal Pool Home Page by clicking the "vernal pools" button on the top of your VPRS home page screen.



Vernal Pool Home Page

To open an existing vernal pool report, you may enter an Observation Report ID and click here to open that report. Alternately, you can highlight a report and click the Open Report button at the bottom of the page

VERNAL POOL & RARE SPECIES
REPORTING SYSTEM

home | vernal pools | plants | animals

NHESP
Natural Heritage & Endangerd Species Program

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

Vernal Pool Home

To create new reports click the 'New Vernal Pool Report' button.

This displays a summary of all the vernal pool reports you've entered into VPRS.

Vernal Pool Observation Reports Summary

135	In Progress
0	Submitted
0	Additional Information Requested
0	Received
0	Accepted
0	Lead
0	Not Accepted

Bulk Upload Option

Reports can be created in bulk form using a pre-defined spreadsheet template. For more information, please read the Bulk Upload Instructions.

For more information on the Bulk Upload option please refer to the Bulk Upload Tutorial.

Vernal Pool Home

Enter an observation number to open one directly | Open Observation

To Start, click here to create a report.

New Vernal Pool Report | Bulk Import From Spreadsheet

My Vernal Pool Observations

Viewing 0 to 100 out of 138 results total. Previous Page | Next Page

Observation #	Date Created	Town	Pool Name	Status	Associated Survey	Associated Messages
V193	10/5/2012	Kingston	K Pool	In Progress	S1250	0
V192	10/5/2012	Ipswich	I Pool	In Progress	S1249	0
V191	10/5/2012	Hingham	H Pool	In Progress		
V190	10/5/2012	Gill	G Pool	In Progress		
V189	10/5/2012	Freetown	F Pool	In Progress		
V188	10/5/2012	Edgartown	E Pool	In Progress		
V187	10/5/2012	Dalton	D Pool	In Progress		
V186	10/5/2012	Chicopee	C Pool	In Progress	S1233	0
V185	10/5/2012	Barre	B Pool	In Progress	S1232	0
V184	10/5/2012	Amesbury	A Pool	In Progress	S1231	0
V183	10/5/2012	Yarmouth	Y Pool	In Progress	S1263	0
V182	10/5/2012	Westborough	W Pool	In Progress	S1262	0
V181	10/5/2012	Tisbury	V Pool	In Progress	S1261	0
V180	10/5/2012	Upton	U Pool	In Progress	S1260	0
V179	10/5/2012	Truro	T Pool	In Progress	S1259	0
V178	10/5/2012	Salisbury	S Pool	In Progress	S1258	0
V177	10/5/2012	Revere	R Pool	In Progress	S1257	0

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

Selected Observation Details

Observation #: V190
Date Created: 10/5/2012
Last Date Updated: 10/5/2012
Date Submitted:
Town: Gill
Pool Name: G Pool
PVP Number: 8552

Status of report: In Progress
Survey Number: S1237
Messages: 0
Observation Dates:

3/15/2010

Open Report

Creating a New Report

Information on your report including your Report Status will be displayed here.

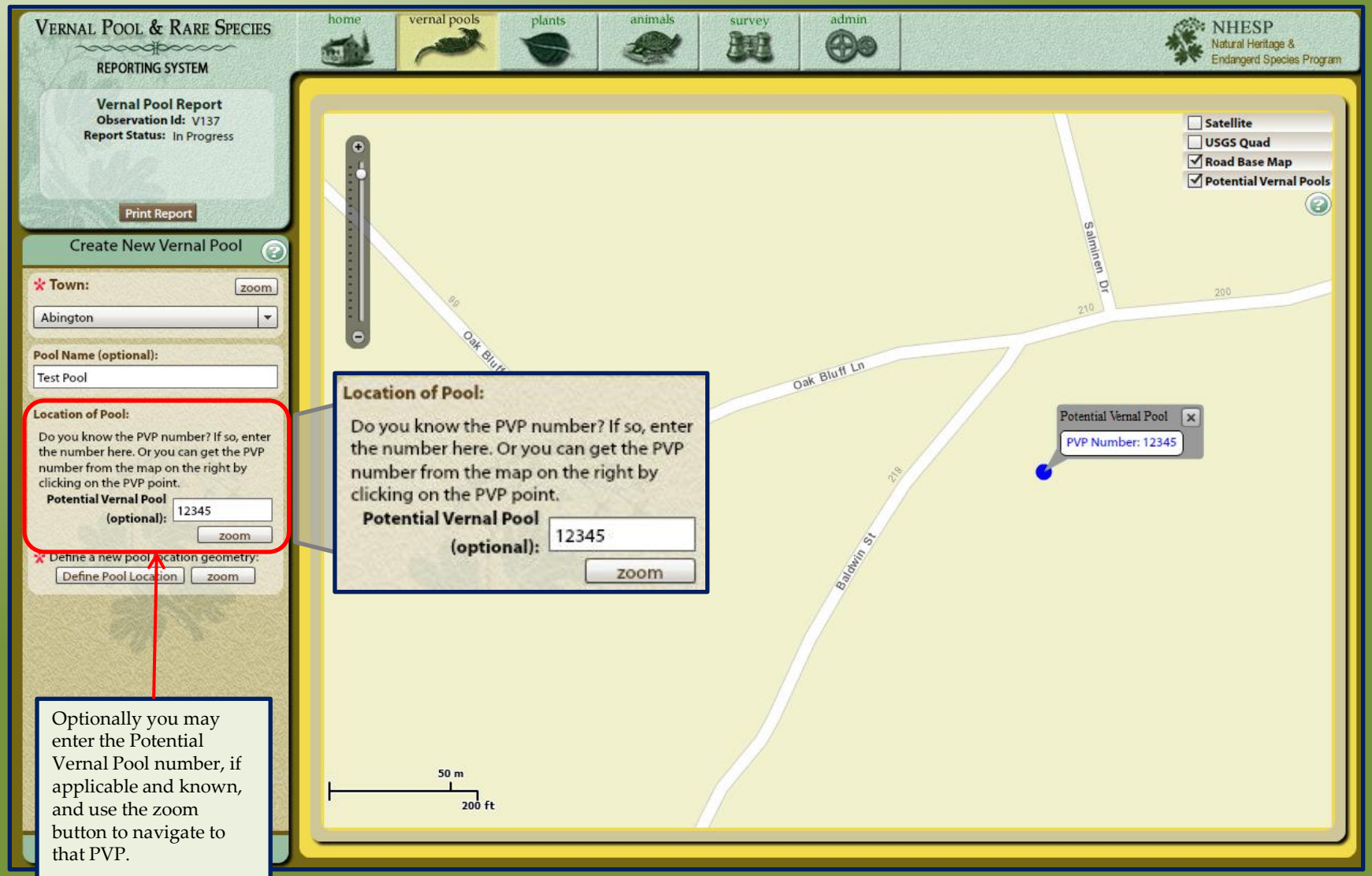
To continue, select the town in which your pool was observed and use the zoom button to navigate to that area. Optionally, you may also enter a Pool Name in the box provided.

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

Help Link

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

Vernal Pool Location Information
Potential Vernal Pool (PVP) layer

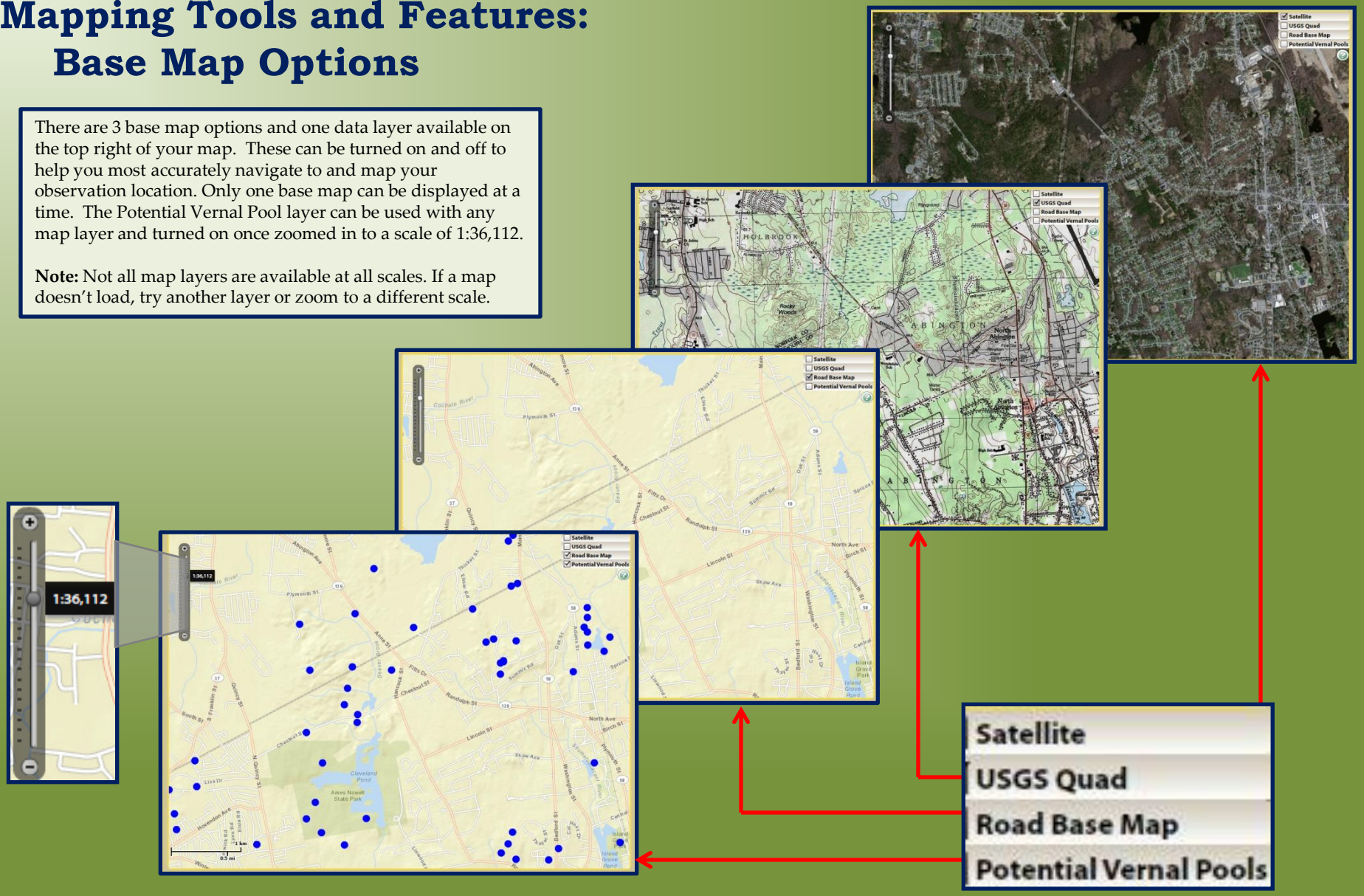


Optionally you may enter the Potential Vernal Pool number, if applicable and known, and use the zoom button to navigate to that PVP.

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.

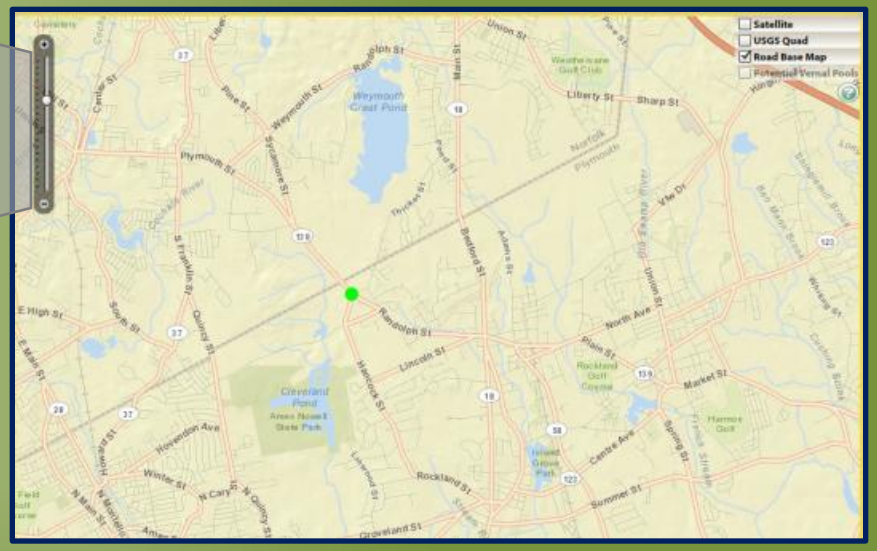
Note: Not all map layers are available at all scales. If a map doesn't load, try another layer or zoom to a different scale.



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.

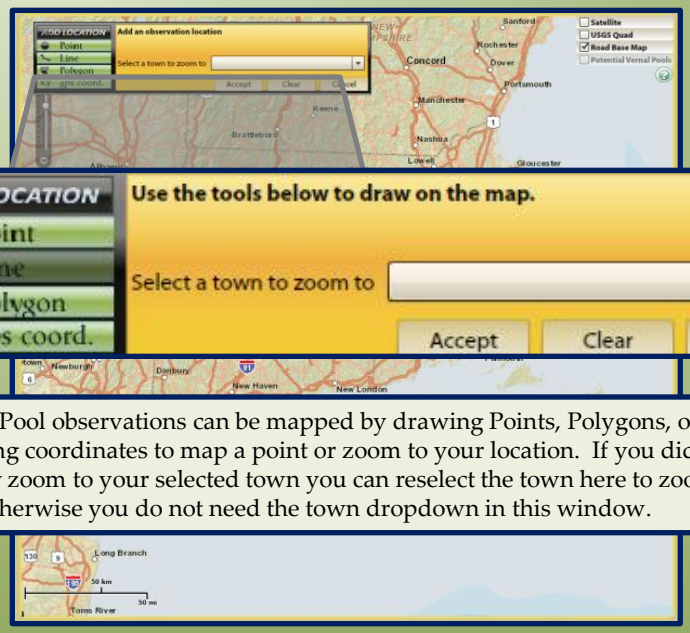
Mapping Your Pool Location

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

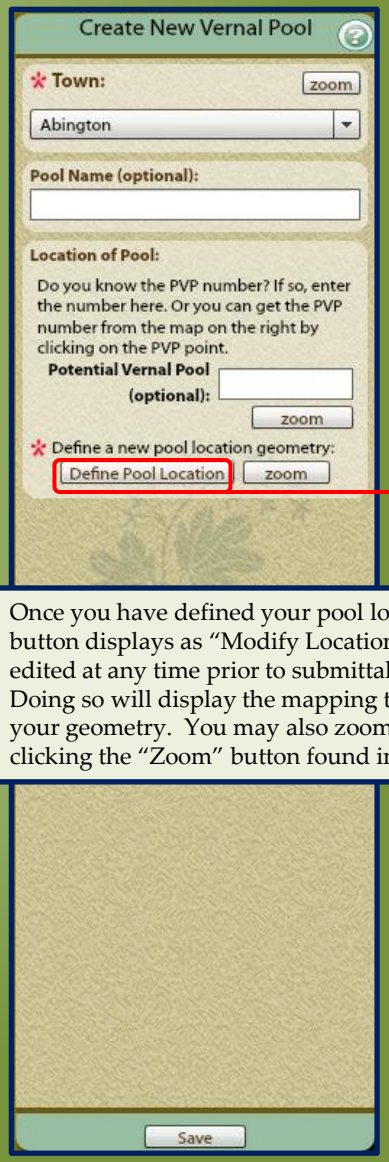
Additionally, you are now prompted to map your pool location.

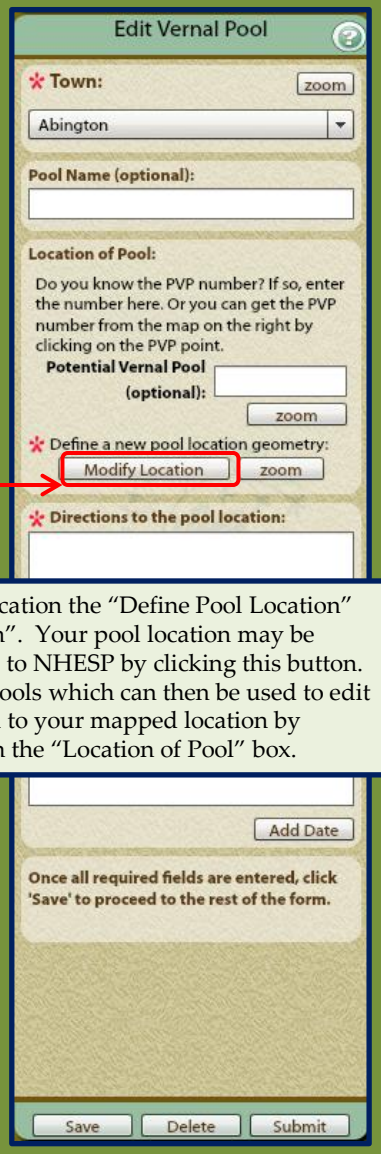
To map your pool location, click the "Define Pool Location" button and the mapping tools will display.

Mapping Your Pool Location (continued)



Vernal Pool observations can be mapped by drawing Points, 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.

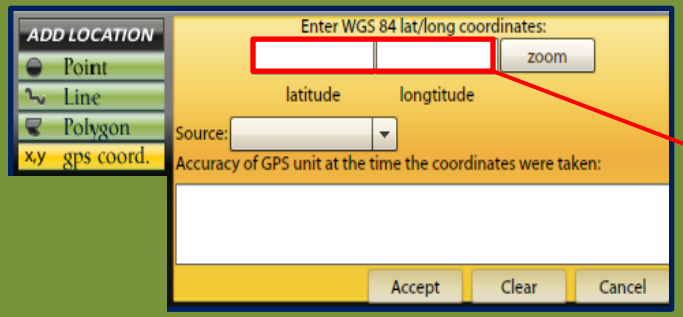


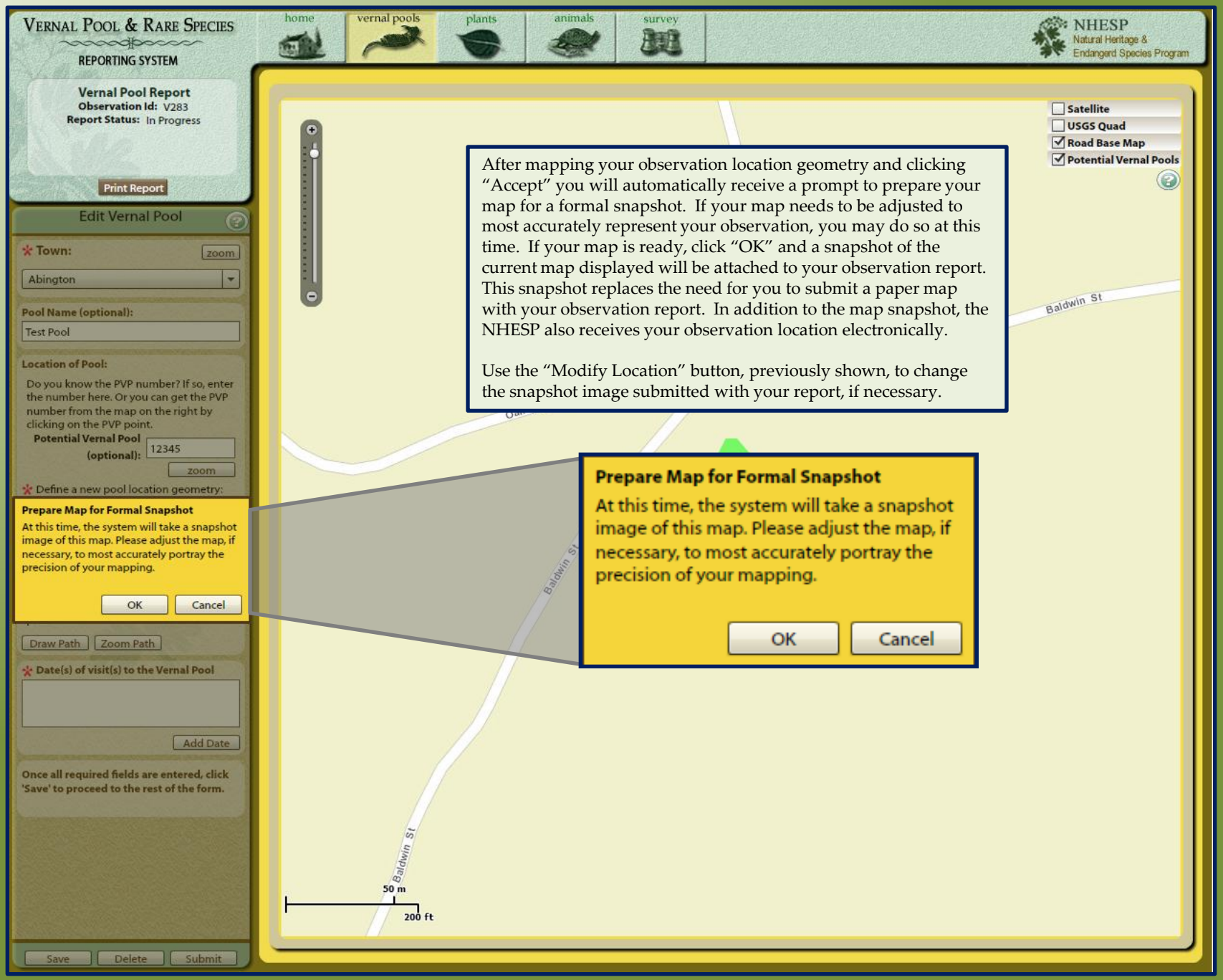


Once you have defined your pool location the "Define Pool Location" button displays as "Modify Location". Your pool location may be edited at any time prior to submittal to NHESP by clicking this button. Doing so will display the mapping tools which can then be used to edit your geometry. You may also zoom to your mapped location by clicking the "Zoom" button found in the "Location of Pool" box.

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).





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 "Modify Location" button, previously shown, to change the snapshot image submitted with your report, if necessary.

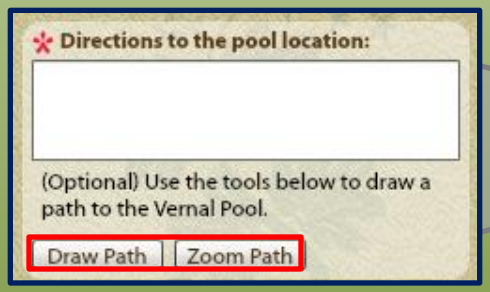
Prepare Map for Formal Snapshot

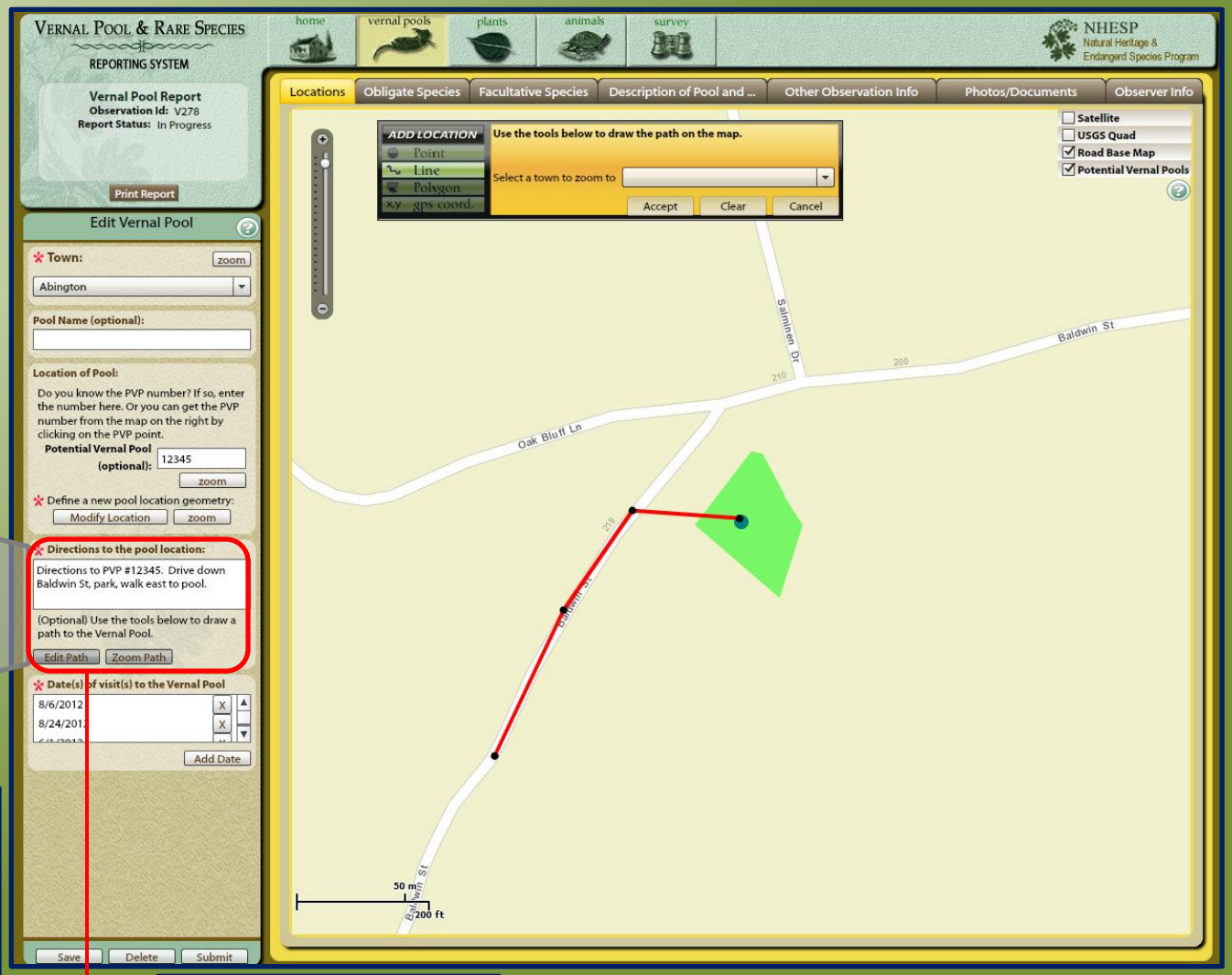
At this time, the system will take a snapshot image of this map. Please adjust the map, if necessary, to most accurately portray the precision of your mapping.

OK Cancel

Directions & Path to Site

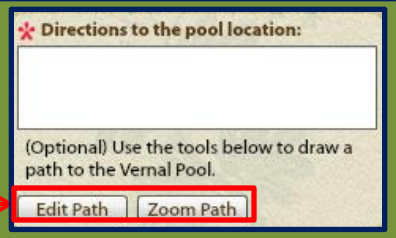
Written directions to the pool are required in order to save the report.





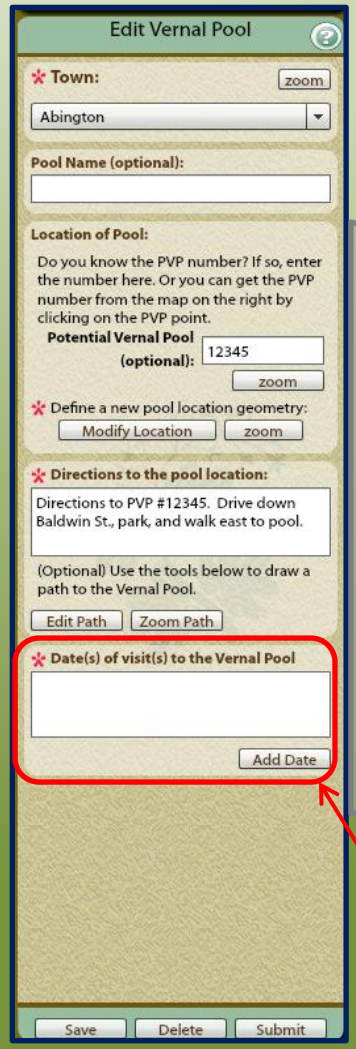
In addition to including the required written directions to your observation location, you may also digitize your path, as a line only, using the mapping tools provided.

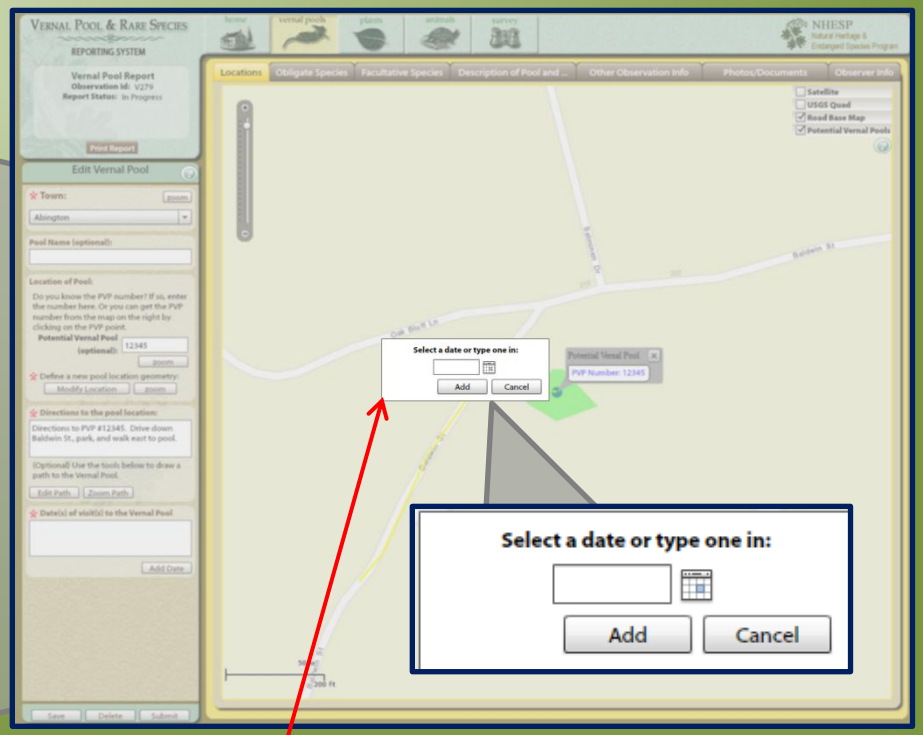
Once your path to site has been digitized, it may be zoomed to or edited at any point before you submittal.



After your initial mapping of the path, the "Draw Path" button will display as "Edit Path".

Dates of Visits to your Vernal Pool

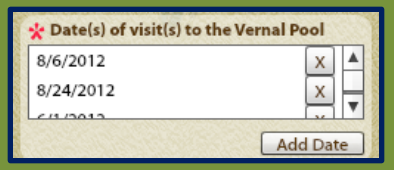




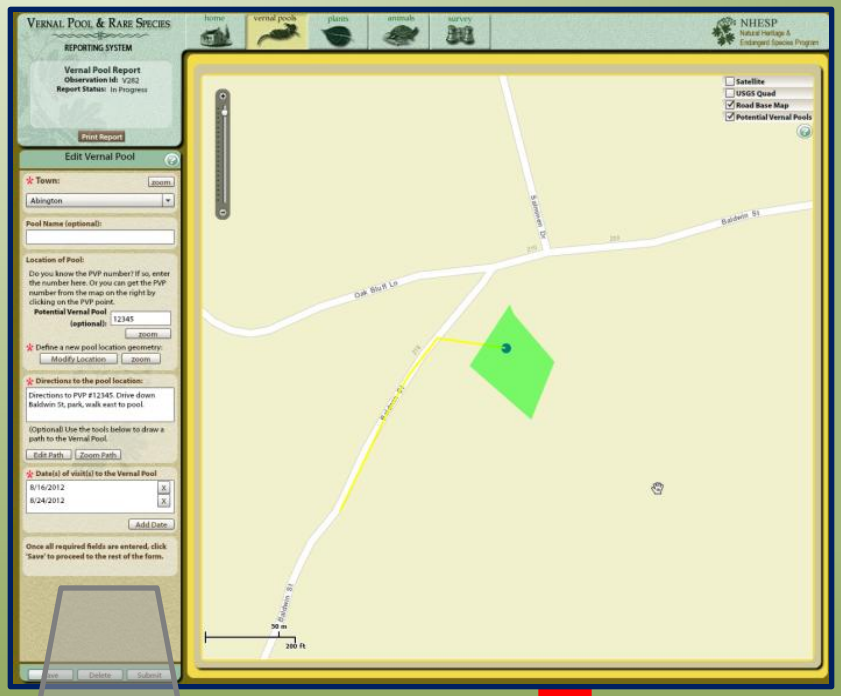
To add date(s) of visit(s) to your vernal pool report click the Add Date button on the left panel and a window will appear for you to either enter a date or select one by clicking the calendar icon.

Once you have a date entered or selected click the "Add" button to add it to your report where it will display on the left panel as seen below. This can be repeated as necessary to capture all your pool visit dates.

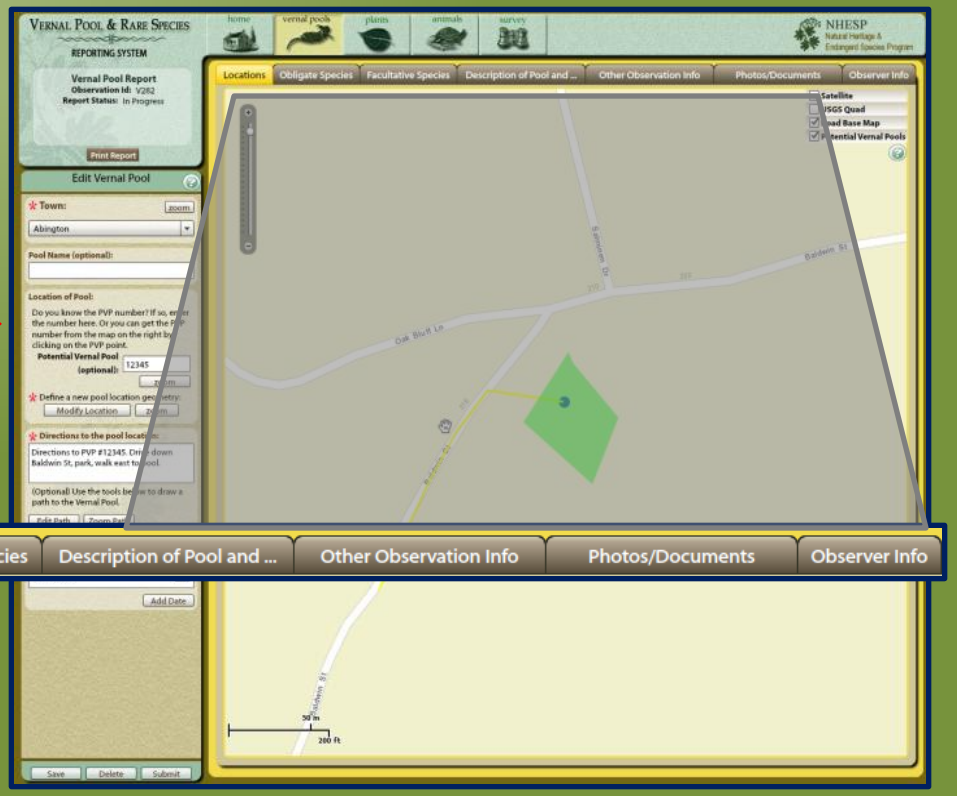
Note: Dates of observation can only be added to your report here on the left panel. Dates can be added at any point up to submittal.



Saving the Pool



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 Vernal Pool Certification form.

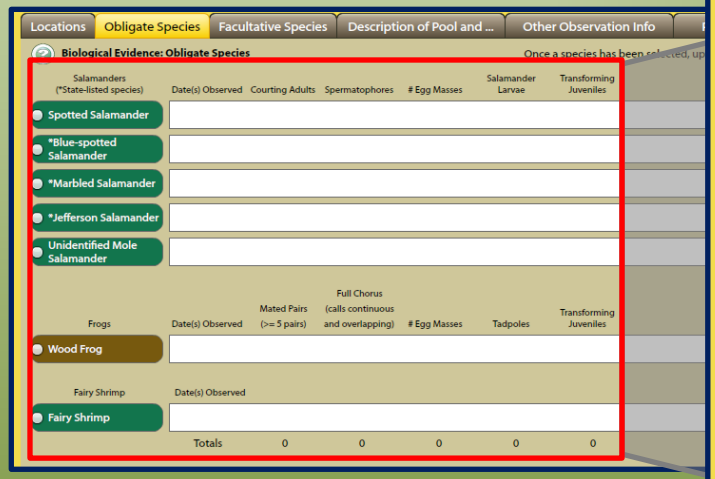


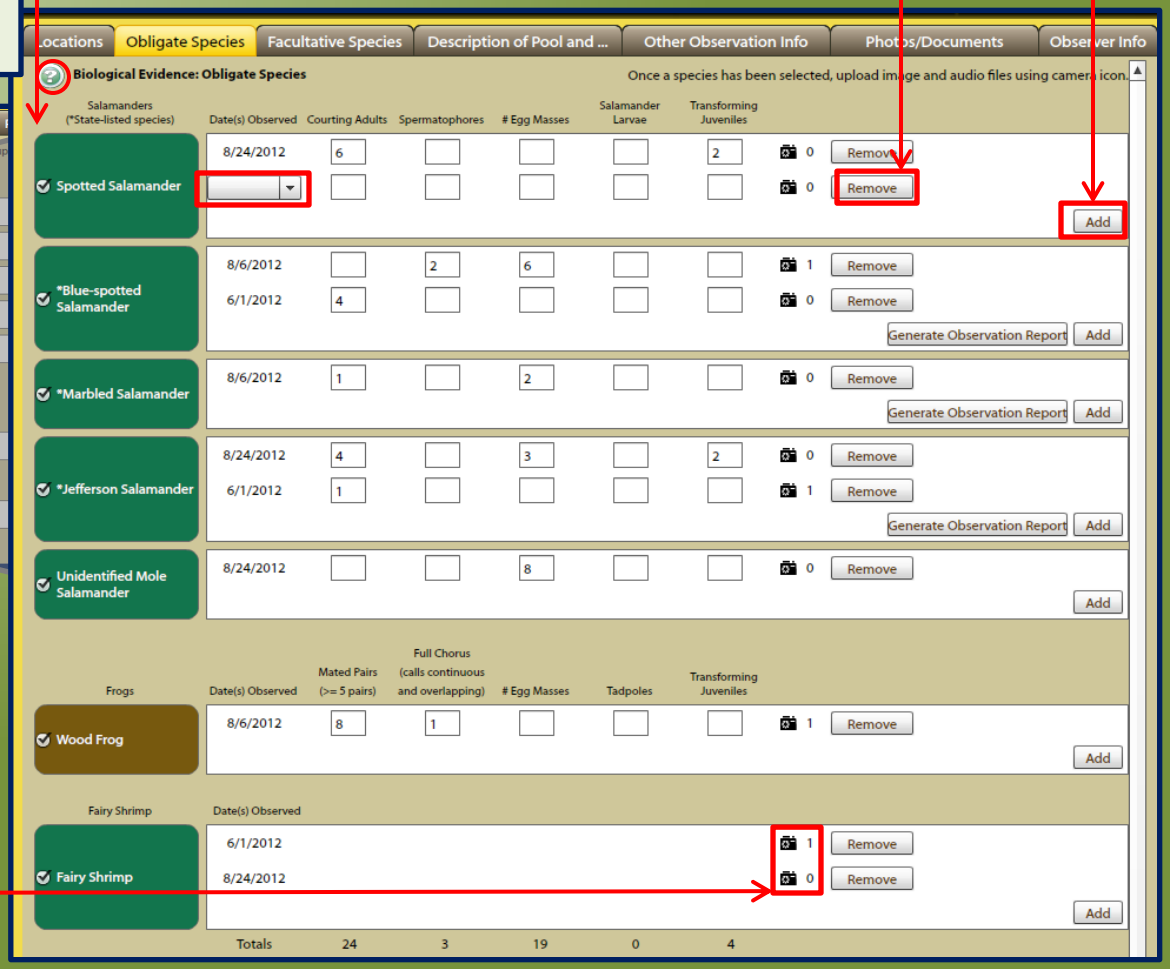
Obligate Species Tab

Within the Obligate Species tab, check the circle next to the species observed in the pool, then select the date the species was observed (these are the dates previously added on the left panel), then enter a number to reflect your count associate with the breeding evidence observed.

You can use the "Add" button to repeat these steps as necessary for each species, or "Remove" to delete a line of data entered.

Help Link



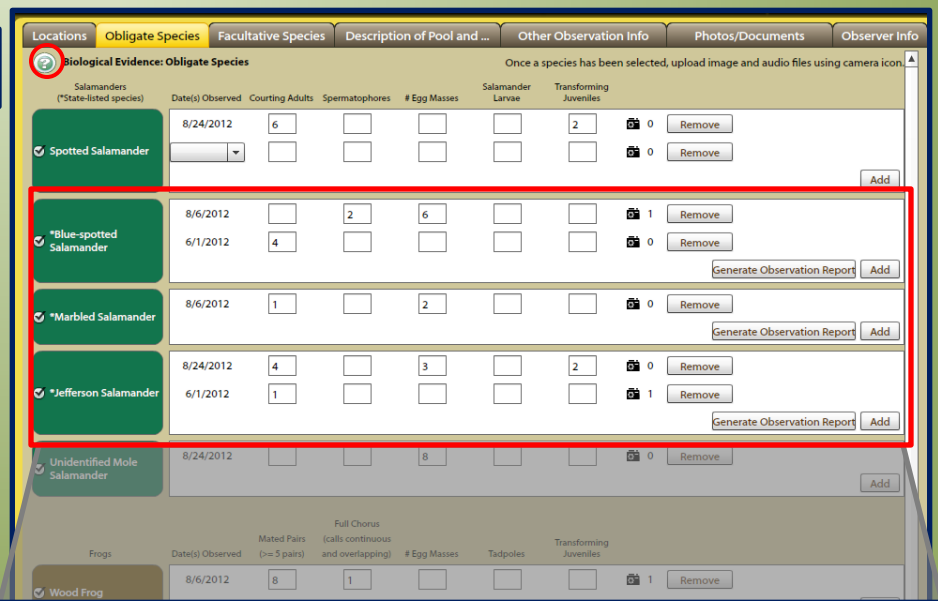


You can also add multiple photos or audio files and corresponding comments by clicking the camera icon.

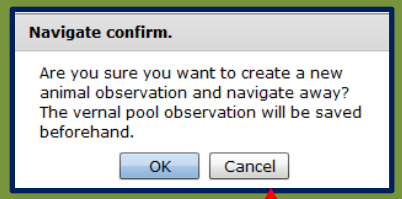
Note: Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

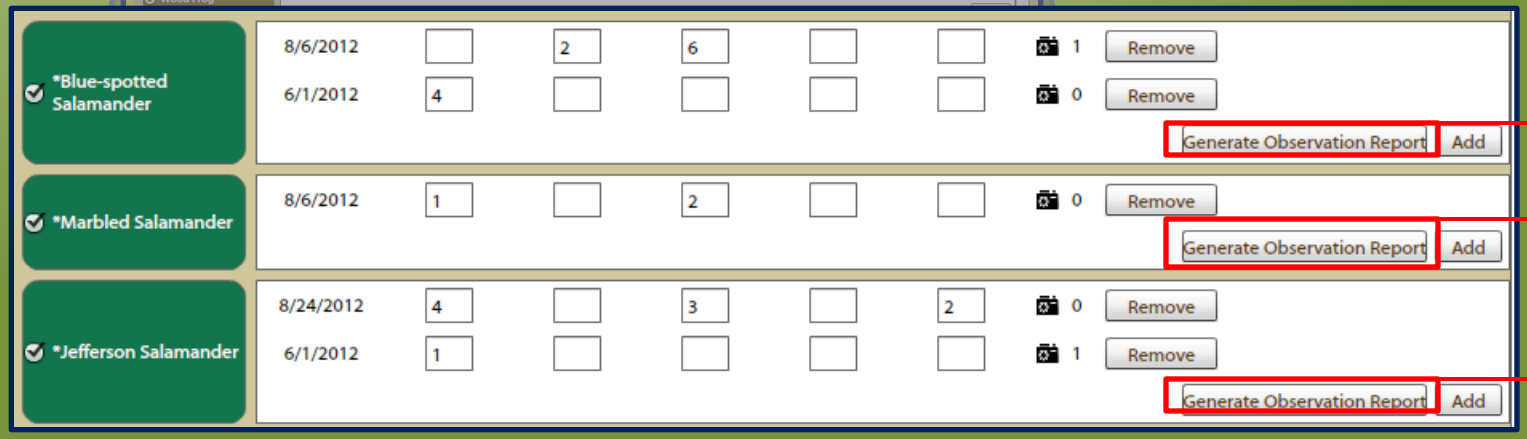
Generate a Species Observation Form from a Vernal Pool Report

Help Link



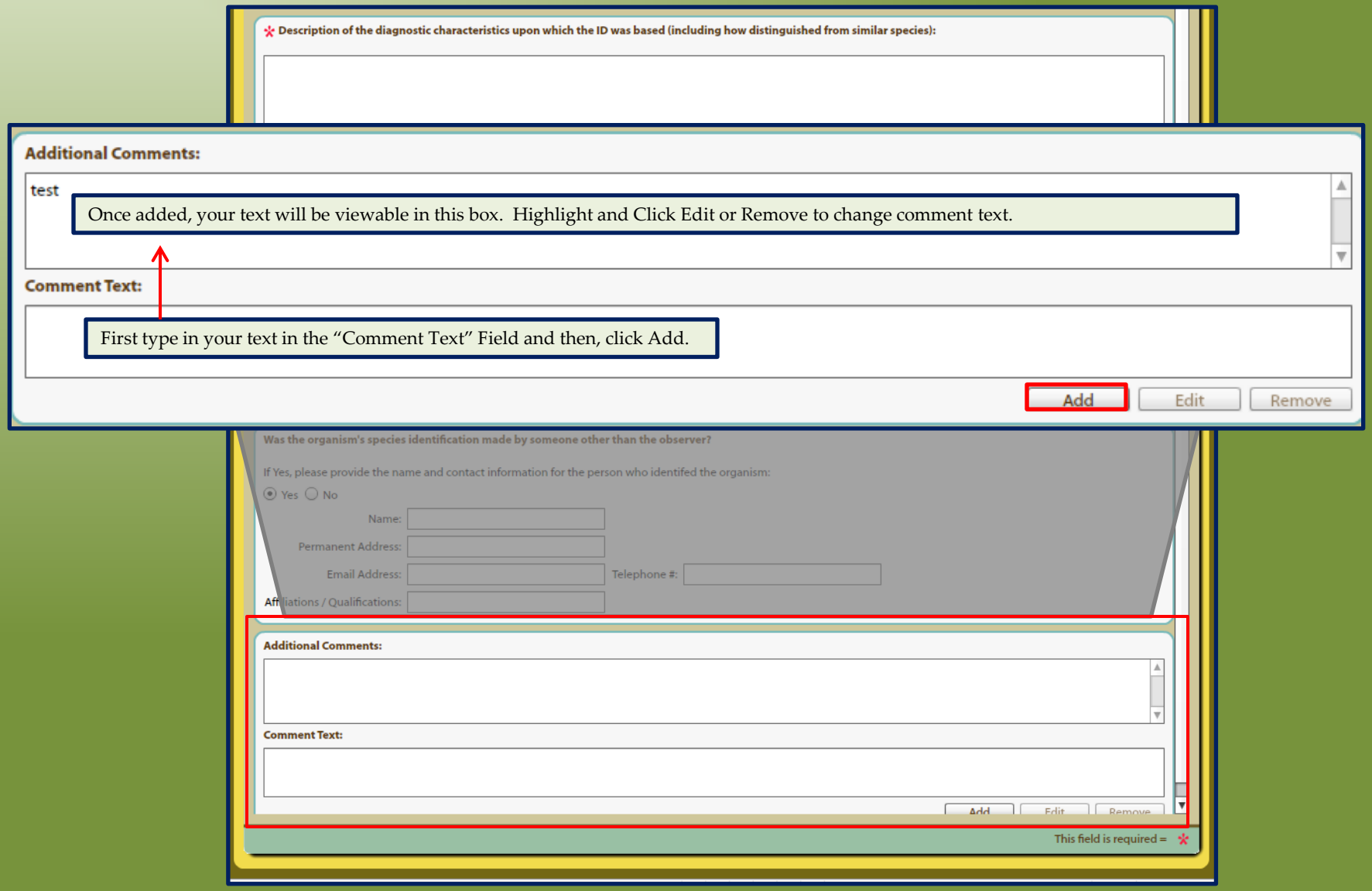
If one of these State-listed salamanders was observed at your vernal pool, you can create an Animal Observation Report for it by clicking the "Generate Observation Report" button corresponding with that species. When the report is created you will be redirected to that Animal Report. Some data from your vernal pool report will be carried into the Animal Report including Species Name, Town, Location, Directions, and Dates of Observation. You can either proceed with data entry for this animal report immediately or return later. As soon as you generate the animal observation report it will appear in your observation grid on the Animal Home page.





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.



Facultative Species Tab

Help Link

Locations | Obligate Species | Facultative Species | Description of Pool and ... | Other Observation Info | Photos/Documents | Observer Info

Biological Evidence: Facultative Amphibians

Once a species has been selected, upload image and audio files using camera icon.

Breeding Amphibians	Date(s) Observed	Breeding Evidence Observed	Count
Spring Peeper			
Gray Treefrog			
American Toad			
Fowler's Toad			

Additional Comments:

Comment Text:

Within the Facultative Species tab, check the circle next to the species observed at the pool, then select the date the species was observed (these are the dates previously added on the left panel) and the biological evidence observed from the respective dropdowns, then enter a number to reflect your count.

You can use the "Add" button to repeat these steps as necessary for each species, or "Remove" to delete a line of data entered.

Breeding Amphibians	Date(s) Observed	Breeding Evidence Observed	Count		
Spring Peeper	6/1/2012	Full Breeding Chorus	1	1	Remove
	6/1/2012	Adults In Amplexus	4	0	Remove
					Add
Gray Treefrog	8/24/2012	Egg Masses	7	0	Remove
					Add
American Toad	8/24/2012	Transforming Juveniles	6	0	Remove
	6/1/2012	Tadpoles	14	1	Remove
	8/6/2012	Egg Masses	20	2	Remove
					Add
Fowler's Toad	8/6/2012			0	Remove
	6/1/2012				Add
	8/24/2012				

Full Breeding Chorus
Adults In Amplexus
Egg Masses
Tadpoles
Transforming Juveniles

Additional Comments:

You can also add photos or audio files and comments corresponding to the photo by clicking the camera icon.

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.

Description of Pool and Surroundings Tab

The Description of Pool and Surroundings tab collects information about your vernal pool and its surroundings, including a pool photo. To add a pool image, click the camera icon seen here then select a file from your computer to attach.

Note: Attaching a pool image here is a requirement for submittal.

Help Link

Locations | Obligate Species | Facultative Species | Description of Pool and ... | Other Observation Info | Photos/Documents | Observer Info

Dimensions

Approximate Length: ◯ feet ◯ meters

Approximate Width: ◯ feet ◯ meters

Approximate Maximum Depth: ◯ feet ◯ meters

Upload Vernal Pool Image

File name: Jellyfish.jpg

File size: 757.52 KB

File date: 10/15/2012

Comments

This should be an image of your Vernal Pool. I just have a picture of this jellyfish

Select file | LOADING 100% | OK | Cancel

Describe distinctive features (roads, structures, boulders, foot trails, vegetation types, etc.) which are visible from or near the pool that would help someone recognize it:

Origin of the pool:

- ☐ Natural depression
- ☐ Human-made pool / ditch
- ☐ Created wetland / pool
- ☑ Other or unknown

Describe:

The pool's hydroperiod is most likely:

◯ Seasonal (drying out in most years) ◯ Semi-permanent (drying partially in most years) ◯ Permanent

Describe any inlet or outlets to / from the pool and their permanence (e.g., streams, culverts, etc).

Land use in vicinity of pool (approximately 100 ft from pool edge - check all that apply):

- ☐ upland forest
- ☐ forested wetlands
- ☐ emergent marsh / scrub-shrub wetland
- ☐ agricultural / grassland / meadow
- ☐ residential / commercial
- ☑ other Describe:

Additional Comments:

Comment Text:

Depending on your answers to certain questions, you may be prompted to provide additional information to further explain your answer.

Other Observation Info Tab

Locations | Obligate Species | Facultative Species | Description of Pool and ... | Other Observation Info | Photos/Documents | Observer Info

Help Link

Was this observation associated with a formal survey?

Yes — If Yes, please list Survey ID, if known: [ ] Open Survey (must be sup
(selecting No will clear this value)

No

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.

Property Owners:

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

Remove Owner | Add Owner | View Owner

Additional Comments:

Comment Text:

Add | Edit | Remove

Property Owner

Owner Name

Street Address

City/Town

State

Zip-Code

Parcel #

Comments

Save | Cancel

On this tab you can also 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.

Photos/Documents

Locations | Obligate Species | Facultative Species | Description of Pool and Surroundings | Other Observation Info | Photos/Documents | Observer Info

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

File name: Tulips.jpg

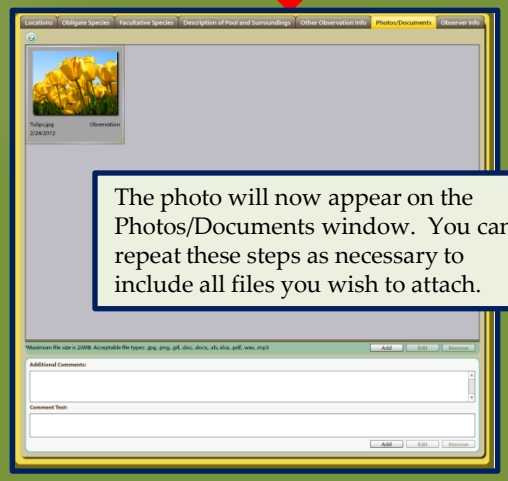
File size: 606.34 KB

File date: 02/24/2012

Comments

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

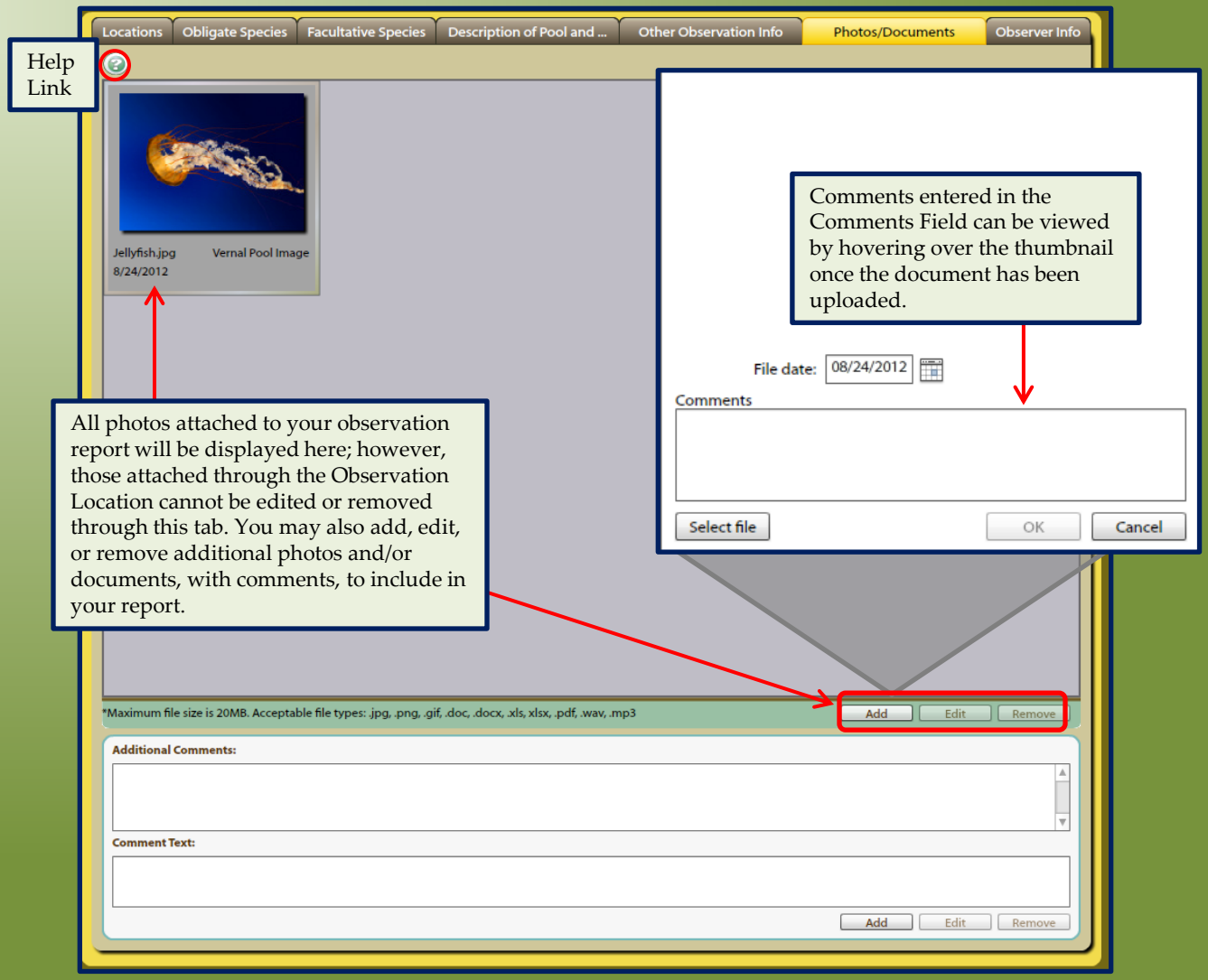
Select file | LOADING 100% | OK | Cancel



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 (continued)



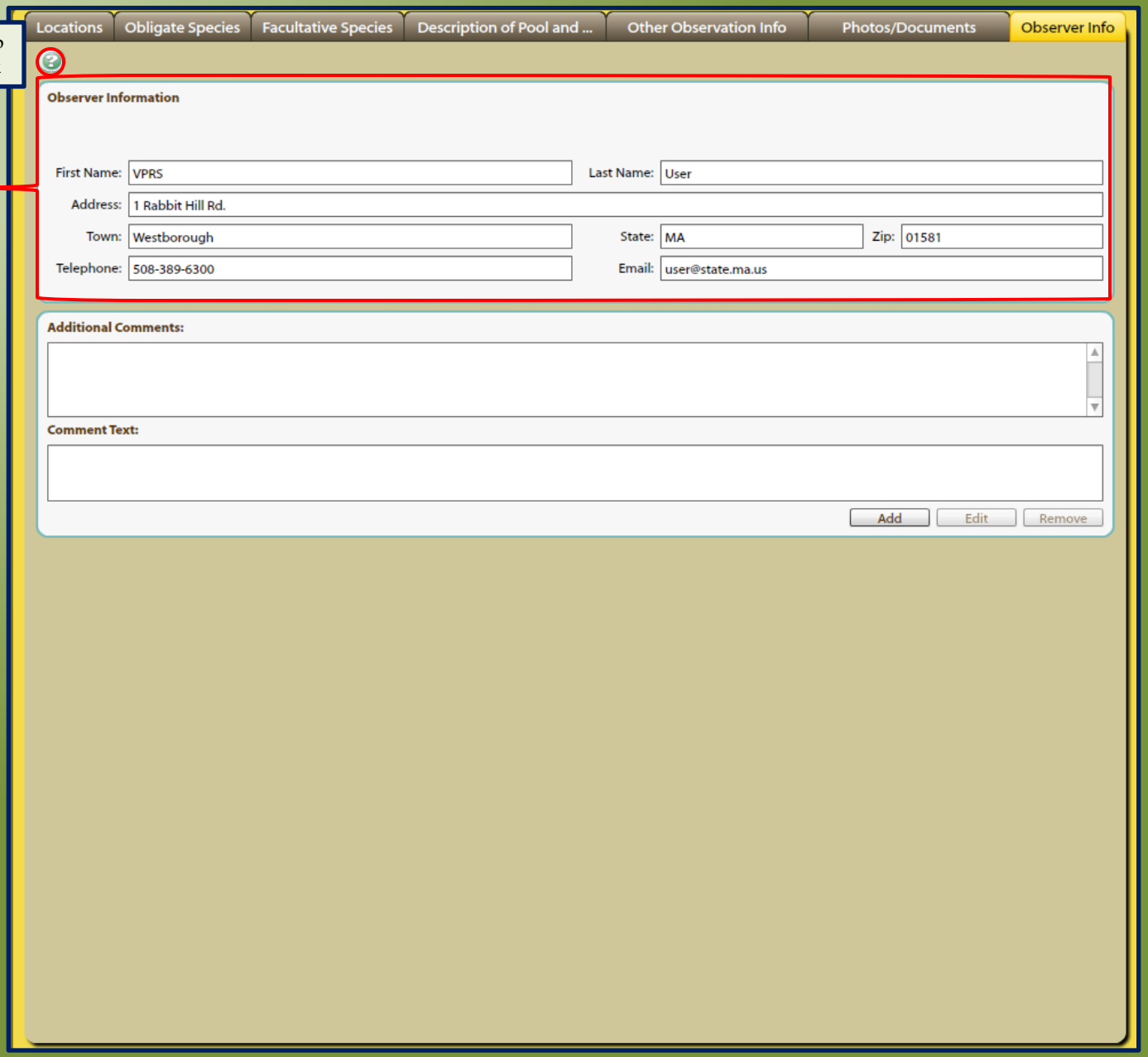
Want to upload a shapefile? While the VPRS system doesn't directly support shapefile upload, you can export the attributes of a point shapefile into a .xls or .xlsx format and upload that to your report. The attribute table of your shapefile must contain the Latitude and Longitude coordinates in Decimal 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.

Observer Information Tab

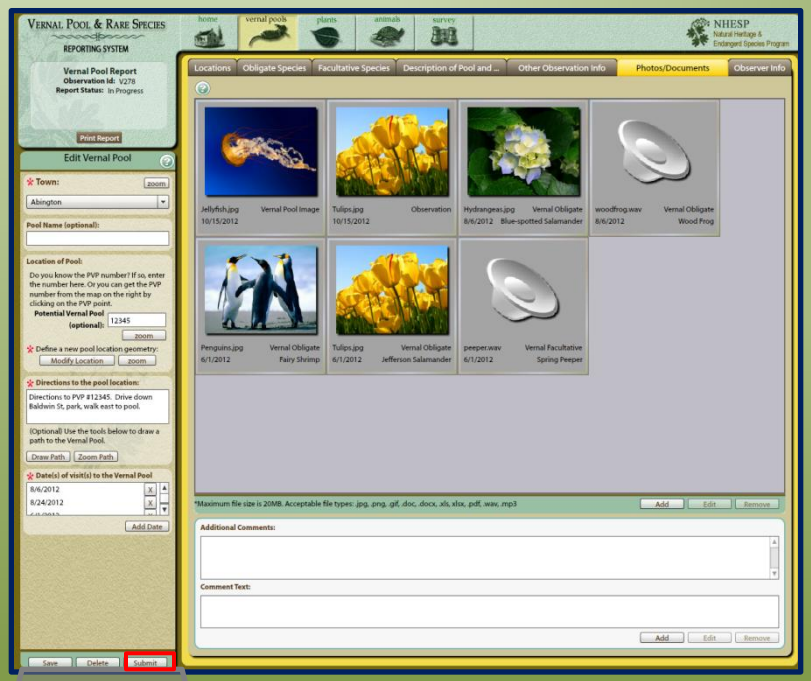
Help Link

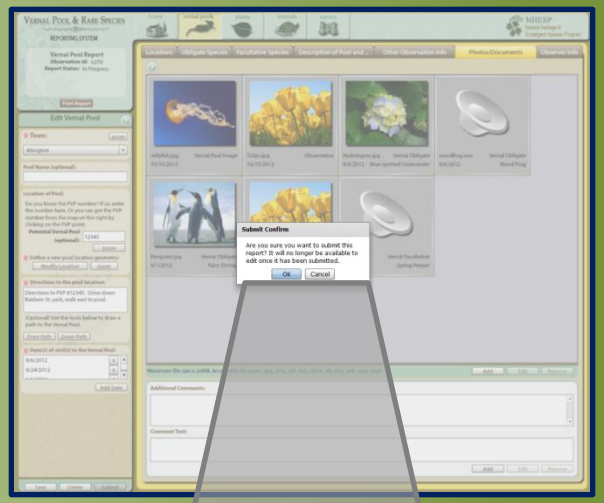
The Observer Information tab will display your user profile information for you to review should any updates be necessary.



Submitting Your Vernal Pool 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 open 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.

Submit Confirm

Are you sure you want to submit this report? It will no longer be available to edit once it has been submitted.

OK Cancel

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.

☑ I Agree

OK Cancel

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

Saved successfully.

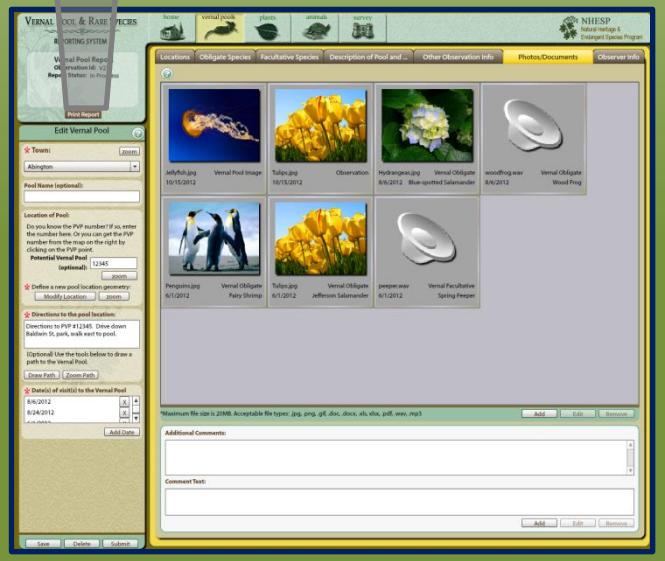
The vernal pool observation was saved successfully.

OK

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). 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.



NHESP VERNAL POOL OBSERVATION REPORT

V278 VERNAL POOL IDENTIFICATION

Town:

Abington

Pool name:

Not Answered

Potential Vernal Pool:

Geometry Type: Polygon **Coordinates(x,y):** X Min: -71.9397884891083 Y Min: 42.2032428849333 X Max: -71.9391835455209 Y Max: 42.2038521053111 **Coordinate Source:** Unknown or N/A **Other Coordinate Source:** Not Answered **Accuracy:** Not Answered

Vernal Pool Geometry:

Directions to vernal po

Directions to PVP #12

Dates of visits to the V

Date
Monday, August 06, 2012
Friday, August 24, 2012
Friday, June 01, 2012

OBLIGATE SPECIES

Salamanders

Species Name	Visit Date	Courting Adults	Spermatophores	Egg Masses	Larvae	Transforming Juveniles	Photos
Blue-spotted Salamander	Friday, June 01, 2012	4	N/A	N/A	N/A	N/A	
Blue-spotted Salamander	Monday, August 06, 2012	N/A	2	6	N/A	N/A	
Jefferson Salamander	Friday, August 24, 2012	4	N/A	3	N/A	2	
Jefferson Salamander	Friday, June 01, 2012	1	N/A	N/A	N/A	N/A	
Marbled Salamander	Monday, August 06, 2012	1	N/A	2	N/A	N/A	
Spotted Salamander	Friday, June 01, 2012	N/A	N/A	N/A	N/A	N/A	
Spotted Salamander	Friday, August 24, 2012	6	N/A	N/A	N/A	2	
Unidentified Mole Salamander	Friday, August 24, 2012	N/A	N/A	8	N/A	N/A	

Frogs

Species Name	Visit Date	Mated Pairs	Full Chorus	Egg Masses	Tadpoles	Transforming Juveniles	Photos
Wood Frog	Monday, August 06, 2012	8	1	N/A	N/A	N/A	woodfrog.wav

Questions or Feedback?

Contact us at:

ContactVPRSAdmin@state.ma.us

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