ANIMAL BULK UPLOAD FIELD DIRECTORY

FIELDS	FIELD DESCRIPTION	ANSWER VALIDATION
Report ID	User created unique identifier for each report within the bulk upload	Number (no decimals)
*Species	**Scientific Name** of species observed	Must be one of the species listed in the VPRS Reporting system; see Species List spreadsheet
*Taxonomic Group	Please provide the Group Name for which the species you are reporting belongs.	Must be one of the Taxonomic Groups listed in the VPRS Reporting system; see Species List spreadsheet
*Town	Please provide the Town in which your observation occurred.	Must be one of the 351 towns listed in the VPRS Reporting system; see Town List spreadsheet
Site Name	This field is meant to help you identify sites in the future.	Text
*Site Directions	Describe how to get to the observation location using permanent landmarks, road intersections and cardinal directions. Please include potential accessibility obstacles or dangers (e.g., river crossing, tides).	Text
Habitat Description	If possible, please list dominant vegetation, size of habitat patch, information on the physical environment (e.g. vegetation structure, substrate type, hydrology, slope), and information on local land use and alterations to ecological processes (e.g. damming, logging, rip-rapping of stream).	Text
Other Associated Species	Please list any species observed at the site, with focus on those species in the same group as the species reported.	Text
*Species Descriptive Characteristics	Description of diagnostic characteristics upon which the ID was based (including how distinguished from similar species)	Text
*Carcass Removed	If found dead, was carcass removed and brought to state facility or other institution?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
*Photos Taken	Were photographs or slides taken?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Species Identified By	Was the organism's species identification made by someone other than the observer?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Species ID by Name	Species ID by Name	Text
Species ID by Address	Species ID by Address	Text
Species ID by Email	Species ID by Email	Text
Species ID by Phone Number	Species ID by Phone Number	Text
Species ID by Affiliations	Species ID by Affiliations	Text
Observed Adjacent to Roadway	Was this a roadkill/road crossing observation?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Specimen Institution Deposited	If a specimen was collected, please indicate the institution or personal collection where the specimen will be deposited.	Text
Specimen Collection Number	If a specimen was collected, please indicate the collection #, if known.	Text
Associated Survey Number	If a survey report has been created within VPRS by you or someone on your survey team, please provide the associated survey report ID.	Text

FIELDS	FIELD DESCRIPTION	ANSWER VALIDATION
Observed in Previous Years	Have you observed this species at this site in previous years?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Observed in Previous Years Details	If you have observed this species at this site in previous years please give details.	Text
Evidence of Breeding	Evidence (if any) of breeding activity at this site (e.g. eggs, nests, carrying food to young, copulation, juveniles present).	Text
*Number of Individuals	Number of individuals observed.	Text
Age and Sex of Individuals	If known, provide sex and age/life stage.	Text
How Age and Sex Determined	Please describe how the age and sex were determined.	Text
Behavioral Notes	Other behavioral notes.	Text
Potential Threats	Please describe observed or potential threats to the species or its habitat at this site (e.g. land clearing, invasive species).	Text
Additional Comments	Please add any additional comments pertinent to your observation.	Text
Other Observers and Qualifications	List names of other observers (and qualifications)	Text
NHESP Review File Number	If this observation is associated with a NHESP Review File please list NHESP file/tracking #, if known.	Text
Collection Permit Number	If this observation is associated with a collection permit please list Collection Permit #, if known.	Text
Property Owner Name	Property Owner Name	Text
Property Owner Address	Property Owner Address	Text
Property Owner Town	Property Owner Town	Text
Property Owner State	Property Owner State	Text
Property Owner Zip	Property Owner Zip	Text
Property Owner Parcel	Property Owner Parcel	Text
Property Owner Comment Info	Property Owner Comment Info	Text
Location name	Provide a unique name to each Location within each report in your upload.	Text
*Location Latitude	Provide the Latitude coordinate of your Observation Location.	Number (decimal degrees; validated for in MA)
*Location Longitude	Provide the Longitude coordinate of your Observation Location; be sure to include the negative (-) sign at the beginning.	Number (decimal degrees; validated for in MA)
Coordinate Source	Please provide the source from which your coordinates were obtained.	Acceptable answers: Google Earth, GPS, Unknown, Other
GPS Accuracy	If your coordinates were obtained using a GPS unit, please provide the accuracy of the unit at the time the coordinates were taken.	Text
*Observation Date	Please provide the date of observation associated with this location. Only one date per line can be entered.	Date (must be MM/DD/YY or MM/DD/YYYY)
Observation Note	Please provide any additional comments about observation that you want to include for this date.	Text

- **Highlighted fields** are mandatory to Bulk Upload your data.

- Fields with an asterisk (*) are required to submit your report.
- Once you have bulk uploaded your data you must also create a snapshot of your mapped location.