PLANT BULK UPLOAD FIELD DIRECTORY

FIELD	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
Elevation	What was the elevation at the observation site?	Number (no decimals)
Elevation Units		Acceptable answers: Feet or Meters
Soil Types	What was the soil type at the observation site?	Text
Surficial Geology	What was the surficial geology type at the observation site?	Text
Bedrock Geology	What was the soil type at the observation site?	Text
Invasive Species Present	List invasive species present and describe their perceived threat level (low, medium, high).	Text
Other Observed Threats	Please describe other observed threats to the population at this site (e.g. disease, predation, disruptive land uses).	Text
Recommendations for Future Monitoring	What are your recommendations for future inventory, monitoring, research, and/or management?	Text
Protection Recommendations	What are your protection recommendations?	Text
Additional Comments	Additional Comments	Text
Other Observers	List names of other observers (and qualifications).	Text
Reference Used	Reference used to determine the species ID.	Text
*Photos Taken	Were photographs or slides taken?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
NHESP Review File Number	If this observation is associated with a NHESP Review File please list NHESP file/tracking #, if known.	Text

FIELD	FIELD DESCRIPTION	ANSWER VALIDATION
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
*Identification Confident	Are you confident of species ID?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Identification Explanation	If you are not confident of the species ID please explain.	Text
*Diagnostic Characteristics	Description of diagnostic characteristics upon which the ID was based (including how distinguished from congeners or look-alikes).	Text
Associated Survey Number	If this observation was associated with a formal survey, please provide the Survey ID (if known).	Text
*Specimen Collected	Was a specimen collected and curated for deposition at a biological research collection?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Specimen Repository	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
Collection Permit Number	If this observation is associated with a collection permit please list Collection Permit #, if known.	Text
EO Number	EO #, if known	Number (no decimals)
Managed Area Name	Managed Area Name (if applicable)	Text
Managed Area Contact Person	Contact Person name & tel#/email (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
Encompass Entire Population	Did your survey encompass the entire population extent, if known?	Acceptable answers: Yes, No, Unknown (Blank= unknown)
Approximate Area Occupied	Approximate area occupied by the population.	Number (no decimals)
Approximate Area Units	Please provide the units of the occupied population area.	Acceptable answers: meters, feet, hectares, acres

FIELD	FIELD DESCRIPTION	ANSWER VALIDATION
*Total Number of Genets	Total number of "genets" (i.e. genetically distinct, or clearly separate individuals)	Text
Genets Estimate or Exact	Please indicate if your genet count is exact or an estimate	Acceptable answers: Estimate, Exact
*Total Number of Ramets	Total number of "ramets" (i.e. stems or shoots arising from clones)	Number (no decimals)
Ramets Estimate or Exact	Please indicate if your ramet count is exact or an estimate	Acceptable answers: Estimate or Exact
*Number of Seedlings	Number of Seedlings	Number (no decimals)
*Number of Immature Plants	Number of Immature Plants	Number (no decimals)
*Number of Mature Plants	Number of Mature Plants	Number (no decimals)
*Number of Unknown Age	Number of Unknown Age	Number (no decimals)
*Number Vegetative	Number Vegetative	Number (no decimals)
*Number In Bud	Number In Bud	Number (no decimals)
*Number in Flower	Number in Flower	Number (no decimals)
*Number Immature Fruit	Number Immature Fruit	Number (no decimals)
*Number Mature Fruit	Number Mature Fruit	Number (no decimals)
*Number Seed Dispersing	Number Seed Dispersing	Number (no decimals)
*Number Senescent	Number Senescent	Number (no decimals)
*Number Dormant	Number Dormant	Number (no decimals)
Population Vigor	How would you characterize the vigor of the population?	Acceptable answers: Poor, Fair, Good, Excellent (or any combination of these separated with commas but no spaces)
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
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.	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. Note: At least one of the following must be reported to submit your plant observation: Total Number of Ramets or Total Number of Genets. Likewise, at least one of the following population structure types must be reported: Number of Seedlings, Number of Immature Plants, Number of Mature Plants, Number of Unknown Age, Number Vegetative, Number in Bud, Number in Flower, Number Immature Fruit, Number Mature Fruit, Number Seed Dispersing, Number Senescent, or Number Dormant.
- Once you have bulk uploaded your data you must also create a snapshot of your mapped location.