SITE & COLLECTION ENTRY INSTRUCTIONS

Project Name:

Name of the overall project. Example: ATBI Bee Inventory

Project Leader Name:

First and last name of the scientist responsible for leading this project.

Project Target Organism Group Name:

A common name that indicates what group of organisms are being sought for this project.

SITE DATA:

Site Description:

A diffinitive description of the site where sampling occured. It should be described well enough to lead a stranger as close to the exact spot of collection as possible. Example: 100 meters from the rear entrance to the Cades Cove Ranger Station, just to the right of the large sweetgum tree carved with the words, 'MELVIN LOVES FREDA', about 6 foot up its trunk on the south-facing side.

Site #:

A unique number ID for this site. <required>

County:

complete name, Ex: Blount

State (abrev): Elevation (m): abreviated name, Ex: TN in meters only

Elevation (ft):

in feet only

Site Notes:

Any note that would help the collector or future investigator understand something important about this site. Example: the entrance to the cave where three mass murderers have been known to hide out in the last two years.

Location Data

(coordinates)

UTM e:

UTM easting coordinate, zone 16

UTM n:

UTM northing coordinate, zone 16

Source: Datum:

map datum used NAD83 prefered)

(pick list provided)

* Note: accurate coordinate and description location data is important info used to double check the site. *

COLLECTION DATA:

Sample #:

A unique number ID for this sample within this site.

coord. source

Collection Notes:

Any note that would help explain the sampling effort. This space can also be used to fill in information that cannot be entered into other standard fields. Example: it began to rain half-way through the sampling period. -or- The bears ate half of the specimens. -or- A large snapping turtle was found in the trapnet with the fish sample. There is no indication as to how many individuals this reptile has eaten, but ten fish heads were found facing the bottom right corner of the net, appearing to having been frantically trying to get out. -or- It was a hot sunny day during a long dry spell in the Park.

Capture Method and Date:

Date Set:

date capture device was set

Date Retrieved:

Collector 2:

Collector 3:

date capture device was retrieved

<required>

Collection Method:

method of capture. Ex: sweeping, by hand, or malaise trap (use pick list)

<required>

Environmental Observations:

Substrate Type:

substrate where sample was taken. Ex: boulders and rubble (use pick list)

Habitat Type:

Habitat where sample was taken. Ex: deep pool (use pick list)

Collectors:

First Name Last Name Collector 1: full name full name full name full name full name full name

> At least one name is required. A group name can be also entered, such as the Cosby Cock-fighting Club, etc.

Optional Physical/Chemical Readings:

Parameter Name Parameter Value Parameter 1: Example: pH Example: 4.9 Example: Air Temperature Example: 16 deg C Parameter 1: Parameter 1: etc etc Parameter 1: etc etc etc. Parameter 1: etc.

verson: 3/2/06