

GUIDELINES FOR SUBMISSION OF RARE PLANT RECORDS TO THE WYOMING NATURAL DIVERSITY DATABASE (WYNDD) - MARCH 2011

WYNDD strives to present the state of scientific knowledge on Wyoming's rare plants and animals to all persons, agencies, and organizations that are interested in such information. To accomplish that goal we are constantly seeking survey and specimen information as well as published literature that addresses target species.

WYNDD seeks survey and specimen data in any format. Large datasets may be submitted as ESRI Shapefiles or similar GIS formats, but survey forms, collection label copies, or basic spreadsheets are always welcome. Cooperators with one or few records to submit may want to use the on-line Observation Forms available on our web site: www.uwyo.edu/wyndd. Click on the "Submit Data" link under "Species of Concern" in the blue banner to the right of the home page. It is more important for data submitters to clearly outline the content of their dataset than it is for them to modify or tailor the technical format. The typical dataset contains a collection of survey and/or specimen records in which each record corresponds to a discreet documentation of a target taxon. It is important to clearly identify the following:

Species name: The full common name or scientific name of the taxon documented. If any code other than a PLANTSdatabase codes is used, the submitter should define the abbreviations or codes in a cover sheet or separate table accompanying the observation dataset.

Observer name: Name of the person(s) making the documentation.

Observer contact information: Professional affiliation of the person making the observation, email address in case there are any questions about the submittal, and mailing address as incorporated and cited in the record.

Coordinates: The geographic coordinates of the location at which the taxon was documented.

Note: polygons are also welcome if they were produced as part of survey.

Coordinate projection: Needed for accurate mapping.

Coordinate datum: Needed for accurate mapping.

Township-Range-Section: Needed if geographic coordinates are not available.

Date: The date on which the taxon was documented

General description of setting: Habitat description with landscape context.

Phenology: Flowering, fruiting, vegetative [or producing spores for ferns]

Survey details: Summarize the survey results at each geographically discrete point or polygon, recording results of the population census or estimates and trend observations.

Associated species: List the species directly associated with the taxon, including most common species and most conspicuous species, and any others that may indicate habitat conditions.

Supporting documentation: Collection number and repository, photograph and repository (digital copies are welcome), plot number and project information, including citation, if documented as part of a vegetation plot sample.

Note: We also welcome field maps that accompany data, whether they are GIS-produced or Xerox copies of annotated topographic field maps.

Misc. other fields: More information accompanying each record is better than less!

Submit observation datasets to:
Bonnie Heidel, Botanist, 307-766-3020; and
Melanie Arnett, Database Specialist, 307-766-2296

Direct other questions or comments to:
Gary Beauvais, Director, 307-766-3027