

Table of Contents:

Site Data		
1-a	<u>COUNTRY</u> (or CONTINENT)	4
1-b	<u>STATE</u> (or PROVINCE)	6
1-c	<u>COUNTY</u> (or PARISH, DISTRICT, DEPARTMENT or MAJOR ISLAND GROUP)	8
1-d	<u>SPECIFIC LOCALITY</u>	10
1-e	<u>UNIVERSAL TRANSVERSE MERCATOR VALUES (UTM)</u>	12
1-f	<u>LATITUDE AND LONGITUDE</u>	13
1-g	<u>COORDINATE PRECISION INDEX</u>	14
1-h	<u>ELEVATION</u>	15
1-i	<u>COLLECTOR</u>	16
Field Notes		
2-a	<u>DATE</u>	18
2-b	<u>FIELD NOTES</u>	20
Specimen Collection Data		
3-a	<u>GENUS</u>	22
3-b	<u>SPECIES</u>	24
3-c	<u>SUBSPECIES</u>	26
3-d	<u>COLLECTION DATE</u>	28
3-e	<u>PREPARATOR</u>	30
3-f	<u>PREPARATION DATE</u>	32
3-g	<u>PREP NUMBER</u>	34
Specimen Preparation Data		
4-a	<u>SEX</u>	35
4-b	<u>REPRODUCTIVE CONDITION</u>	36
4-c	<u>AGE</u>	38
4-d	<u>MOLT STATUS</u>	39
4-e	<u>EXTERNAL MEASUREMENTS</u>	40
4-f	<u>WEIGHT</u>	41
4-g	<u>COMMENTS</u>	42
Inventory Data		
5-a	<u>PRESERVATION TYPE</u>	44
5-b	<u>ANCILLARY COLLECTIONS</u> (including <u>VITAL TISSUES</u>)	46
5-c	<u>PRESERVATION COMMENTS</u>	48
Appendices		
	<u>Appendix A</u> <u>Continents of the World</u>	50
	<u>Appendix B</u> <u>Standard Abbreviations</u>	51
	<u>Appendix C</u> <u>Coordinate Precision Index Values</u>	52

Category: COUNTRY (or CONTINENT) - Essential

Description:

For purposes of data retrieval a country is defined as the highest political unit or its territory and a continent is defined as one of seven great land masses on the globe. Continent may be entered in this field only if the country is not known or is inappropriate.

Format:

Data in this category are to be written out completely and anglicized or transliterated before data entry. For references of standard names of continents see [Appendix A](#). Continent names should not be used in this field if country name is known. In most instances, the country name will be used.

Accepted Variations:

For specimens that have a collecting locality recorded as a boundary line, the name of the country entered in this category should be the country referred to by the more specific locality descriptions. If only country boundary line is specified as the locality, the following format is to be used: "COUNTRY-COUNTRY BOUNDARY" (in alphabetical order). If no appropriate data are available, enter "LOCALITY UNKNOWN."

Omit Conditions:

This category was declared "mandatory" in 1975 and should not be omitted.

Contingency Requirements:

None.

Valid Examples:

UNITED STATES
PEOPLES REPUBLIC OF CHINA
MEXICO-UNITED STATES BOUNDARY
ANTARCTICA
LOCALITY UNKNOWN

Comments:

The name of the country should follow the political name used at the time of collection.

Category: STATE (or PROVINCE) - Essential

Description:

This category applies to the state, province, or other first level political subdivision of the collecting locality. For purposes of data entry, this category is defined as the primary administrative division of a country.

Format:

Data in this category are to be written out completely and anglicized or transliterated before entry.

Accepted Variations:

None.

Omit Conditions:

This category was declared "mandatory" in 1975 and is omitted only if no appropriate data are available.

Contingency Requirements:

This category is used after appropriate data have been entered for COUNTRY (or CONTINENT).

Valid Examples:

VIRGINIA
QUINTANA ROO
QUEBEC

Comments:

The use of modifiers such as Province, Department, or Territory should follow logical country usage. Utilization of modifier abbreviations must be consistent.

See Appendix B for standard abbreviations.

Category: COUNTY, (or PARISH, DISTRICT, DEPARTMENT, or MAJOR ISLAND GROUP) - Essential

Description:

For purposes of data entry, this category is defined as the second administrative division of a country such as the county, parish, district, or department. A major island group is defined as the largest local geographic division of island groups.

Format:

Data in this category are to be written out completely and anglicized or transliterated before entry. To avoid confusion among different types of secondary administrative divisions, it is necessary to follow the name of the division with the geographic designation. To save space on printed output, these geographic designations are abbreviated as follows: CO = county; PAR = parish; DIST = district; DEPT = department; ID = island; IDS = islands. There is no period following the abbreviation of the administrative division.

Accepted Variations:

None.

Omit Conditions:

This category was declared "mandatory" in 1975 and is omitted only if no appropriate data are available.

Contingency Requirements:

This category is used after appropriate data have been entered in the categories for COUNTRY (or CONTINENT) and STATE (or PROVINCE).

Valid Examples:

UTMALI DIST
ALLEGHENY CO
ORLEANS PAR
PRIBILOF IDS

Comments:

Traditionally, when a specimen is collected in one county but the reference point is located in an adjacent county, the county where collected has been preceded by the word "IN" to emphasize that distinction. This standard is not practical for purposes of computerization sorting because it alters alphabetical arrangements. The word "IN" may be dropped from entry in the category. If desired, reference to this peculiarity may be noted in the COMMENTS field.

Category: SPECIFIC LOCALITY - Essential

Description:

This category applies to the entire record of the most specific designation of the collecting locality, below the category for STATE (or PROVINCE) and/or COUNTY (or PARISH, DISTRICT, DEPARTMENT, or MAJOR ISLAND GROUP).

Format:

Data in this category are written out completely and anglicized or transliterated before entry. Abbreviations may be used if they occur in the Standard Abbreviations List (Appendix B) or the meanings of abbreviations used in the original data source are uncertain. If the specific locality cannot be determined, enter "SPECIFIC LOCALITY UNKNOWN." Units of measurements are the same as those used in the original documentation.

Accepted Variations:

None.

Omit Conditions:

This category is essential and should not be omitted if appropriate data are available.

Contingency Requirements:

If possible, this category is utilized after more general geographic designations have been entered in appropriate categories.

Valid Examples:

2.0 MI N, 1.7 MI W SANTA FE
 6.8 MI N, 3 MI W LAS CRUCES, T22S, R1E, SEC 9
 FAIRMOUNT TWP, 2.1 MI N HARVEYVILLE
 ALLEGHENY NATIONAL FOREST, SHEFFIELD
 SPECIFIC LOCALITY UNKNOWN

Comments:

Road junctions have proven to be poor locality designators as are property names (e.g., "CLAYTON RANCH") and localities identifiers (e.g., "SUMMIT TRAIL," "NORTH MEADOW," or "SMITH'S POND"). Since field size is limited, such inexact or ephemeral data might have to be omitted, particularly if more specific or lasting data is also available. Sorting difficulties arise when the same locality is collected on different occasions and recorded differently each time. For example, "0.5 MI N OGDEN" and "½ MI N OGDEN" will sort as different localities and may be widely separated on a printout. Thus efforts should be made to be as consistent as possible.

Category: UNIVERSAL TRANSVERSE MERCATOR VALUE
(UTM) - Preferred

Description:

A coordinate system for indicating locations on the Earth's surface, based on ground distances. Locations are designated in meters east (or west) of the center of a UTM zone and north or south of the equator.

Format:

UTM data must include UTM ZONE (2 digits), UTM EASTING (6 digits), HEMISPHERE (2 characters), and UTM NORTHING (7 digits). Coordinates are expressed in meters.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if applicable data are not available.

Contingency Requirements:

None.

Valid Examples:

36 308436 NO 5690485

Comments:

UTM coordinates are easier to work with than LATITUDE AND LONGITUDE because they are base 10 numbers and is easier to obtain from a map. Given the choice, UTM's should be used.

Category: LATITUDE AND LONGITUDE - Preferred

Description:

This category applies to the LATITUDE and LONGITUDE of the actual collecting LOCALITY and not the reference point.

Format:

LATITUDE and LONGITUDE are entered in separate fields. Degrees, minutes, and seconds are each two numeric digits and are separated from each other by one space.

Accepted Variations:

Seconds may be omitted if unavailable.

Omit Conditions:

This data may be omitted if applicable data are not available.

Contingency Requirements:

None.

Valid Examples:

28 52 30 (N) 15 10 05 (W)

51 20 (N) 30 15 (E)

Comments:

If there is the choice of using UTM's or LATITUDE AND LONGITUDE, UTM's are the coordinates of choice. This is because they are base 10 numbers and are easier to obtain from a map.

Category: COORDINATE PRECISION INDEX - Preferred

Description:

This category is used to indicate the reliability of the coordinates that have been applied to a given collecting LOCALITY. The index is quasi-logarithmic and values will range from 1 to 9.

Format:

Data in this category will consist of a single value from 1 to 9. Interim values may be entered. See Appendix C for a list of values.

Accepted Variations:

None.

Omit Conditions:

This category should never be omitted if coordinates exist for a collecting LOCALITY.

Contingency Requirements:

This category is used after evaluation of the coordinate fields.

Valid Examples:

1
8.6

Comments:

The data for this field will be automatically entered if the coordinates are downloaded from a global positioning device. Otherwise, it will be necessary to assign a value manually.

Category: ELEVATION - Preferred

Description:

This category applies to the elevation of the collecting locality.

Format:

Data for this category are recorded with a numerical designation, followed by a space and either "M" (meters) or "FT" (feet) to indicate units.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if appropriate data are not available.

Contingency Requirements:

This category should be used after appropriate data are entered in the categories for [SPECIFIC LOCALITY](#).

Valid Examples:

3935 FT
450 M
SEA LEVEL

Comments:

None.

Category: COLLECTOR - Essential

Description:

This category applies to the name(s) of the individual(s), project(s), or institution(s) designated on the original data source (field notes) or in the accession papers as responsible for capturing the specimen (see Comments).

Format:

For individuals, the initial(s) of the first name(s) follow(s) the last name. The last name is separated from initials by a comma and one space. Other initials are separated by one space. If there are two collectors, the word "AND" should separate the names. Use only trailing initials to facilitate sorting and retrieval. If there are more than two collectors, "ET AL" should follow the name of the primary collector (individual with associated field notes for the specimen). Due to potential space problems, name modifiers and titles (Mr., Dr., Jr., III) are not used unless such items are needed to avoid confusing individuals within the collection. Projects and institutions are designated by name. Class collections should be indicated by "ET AL" following the instructor's name. A list of the members of a group indicated by "ET AL" should be included in the FIELD NOTES.

Accepted Variations:

None.

Omit Conditions:

This category is essential and may be omitted only if applicable data are not available.

Contingency Requirements:

None.

Valid Examples:

SMITH, J K
JOHNSON, T T AND THOMAS, B A
MORRIS, T J ET AL

Comments:

It should be understood that information stored in this category represents the source of the acquisition and should not be confused with the person who prepared the specimen (PREPARATOR). This category is a reference source to field notes that contain such things as ecological and other collecting site information for the specimen.

It is important that the same collector be listed for all sites and days on any given collecting trip.

Category: DATE - Essential

Description:

This category applies to the date corresponding to a FIELD NOTES entry.

Format:

This field is formatted as a date and accepts the data in the following format only: DAY (two digits), MONTH (two digits), and YEAR (four digits). For both DAY and MONTH, a leading zero is used for single digit designations. YEAR is always entered with four digits. Alphabetical character designations for MONTH will not be accepted by the system. The DAY, MONTH, and YEAR are separated by a slash "/", which is entered automatically by the software.

Accepted Variations:

None.

Omit Conditions:

This category is essential and must never be omitted if FIELD NOTES are entered.

Contingency Requirements:

This category is used after an appropriate entry has been made for field notes.

Valid Examples:

Input data	Corresponding Date
15 01 1996	15 Jan 1996
09 11 1987	Nov 9, 1987

Comments:

None.

Category: FIELD NOTES - Essential

Description:

This category is provided for the collector to record FIELD NOTES while in the field.

Format:

There is no set format for this field. FIELD NOTES are to follow the same general format as hand-written notes. FIELD NOTES must include a reference to every collecting LOCALITY visited each day. (See WildCat III: Data Entry, User's Guide for the correct method of recording this information.) There is no need to create a detailed collection catalog of specimens. Such a list will be created by the computer. There must be only one FIELD NOTES entry for a single collector on a given DATE.

Accepted Variations:

Nearly all variations are acceptable, provided that the reference to the collecting LOCALITY is included, following the prescribed method. Other data may include a list of individuals included under the COLLECTOR as "ET AL", ecological notes, or any other data deemed to be pertinent.

Omit Conditions:

This category is essential and should be omitted for new collections. The data may be as simple as "SET TRAPS AT _____." This would satisfy the requirement of linking the collecting site and specimens to a FIELD NOTES entry. For existing collections, this category may be omitted if no appropriate data are available, or until existing notes may be transcribed into the computer.

Contingency Requirements:

None.

Valid Examples:

COLLECTED SMALL MAMMALS AT _____.
INDIVIDUALS ON THE TRIP INCLUDED: _____.
WEATHER WAS RAINY, NOT MANY BATS WERE OBSERVED.

Comments:

None.

Category: GENUS - Essential

Description:

This category applies to the most recent taxonomic designation of the genus of the specimen.

Format:

Enter the official spelling of the generic name, written out completely, as defined by the current rulings of the International Code on Zoological Nomenclature.

Accepted Variations:

When laboratory hybrids are contained in the collection, the genus name, followed by "-H", allows the specimens to be sorted with others of that genus but to fall out as a group at the end of the genus. In the event that a specimen has not been identified, a general term such as "BAT" or "RAT" or "CANID" may be used. When such terms are used, they should be preceded by "ZZ" so that they will be listed at the end of a file instead of mixed within taxonomic listings.

Omit Conditions:

This category was declared "mandatory" in 1975 and is never to be omitted.

Contingency Requirements:

None.

Valid Examples:

SPERMOPHILUS
CHIRODERMA
ZZRAT
NEOTOMA-H

Comments:

In the event that the genus of a specimen is uncertain, and the entry is supplemented with a "ZZ", every effort should be made to correct this situation as soon as possible.

Category: SPECIES - Preferred

Description:

This category applies to the most recent taxonomic designation of the species of the specimen.

Format:

Enter the official spelling of the species, written out completely, as defined by the current rulings of the International Code on Zoological Nomenclature.

Accepted Variations:

Hybrids may be listed as "SPECIES1 X SPECIES2." The International Code on Zoological Nomenclature does not advise which parent should be listed as "SPECIES1" and among many museum specimens, lineage may not be known. Thus for consistency in input, output, and placement within the collection, it is suggested that the species names be listed in alphabetical order (e.g., "FAMILIARIS X LATRANS") (See Comments).

Omit Conditions:

Although this category was declared "mandatory" in 1975, entries may be omitted if identification is unknown (see Comments).

Contingency Requirements:

This category is used only after data have been entered in the category for GENUS.

Valid Examples:

CANADENSIS
DESERTI
PERSONATUS
FAMILIARIS X LATRANS

Comments:

In the event that this field is unknown, it should be left blank.

Previously, it was recommended that "?" or "SP" be used following an uncertain determination or when the species name is unknown. Practical application has shown this to be problematic and is not recommended.

Category: SUBSPECIES - Preferred

Description:

This category applies to the most recent taxonomic designation of the subspecies of the specimen.

Format:

Enter the official spelling of the subspecific name, written out completely, as defined by the current rulings of the International Code on Zoological Nomenclature.

Accepted Variations:

If it is appropriate, the name of the breed of a domestic mammal may be used in this category. To avoid confusion with actual subspecific names, breed names should be enclosed in parentheses (see Omit Conditions).

Omit Conditions:

If this category is adopted by the institution, it may be left blank if the subspecies has not been determined, cannot be determined, or if the species is monotypic (see Accepted Variations).

Contingency Requirements:

The category is used only after data have been entered for categories GENUS and SPECIES.

Valid Examples:

MERRIAMI
(GERMAN SHEPHERD)

Comments:

None.

Category: COLLECTION DATE - Essential

Description:

This category applies to date that the specimen was captured. For specimens that have been maintained in captivity for more than 24 hours, the collection date is entered in this field, while the date of death is entered in the PREPARATION DATE field.

Format:

The date of capture should be entered as DAY, MONTH, YEAR. The DAY of capture is a two digit numeric designation. The MONTH of the year is a two digit numeric designation of the month. For both DAY and MONTH, a leading zero is used for single digit designations. The YEAR is always a four digit designation. The DAY, MONTH, and YEAR are separated by a slash "/", which is entered automatically by the software.

Accepted Variations:

None in the COLLECTION DATE field.

The category for COMMENTS may also be used to explain the collection date if part the data is missing. For example: 00 APR 1969 or 00 XXX 1973. If the date of capture is documented as a season instead of as a DAY and MONTH, the following abbreviations may be used in place of the month: SUM = summer; FAL = fall [autumn]; WIN = winter; SPR = spring.

Omit Conditions:

This category was declared "mandatory" in 1975 and should never be omitted.

Contingency Requirements:

None.

Valid Examples:

Input data	Corresponding date
15 01 1919	15 Jan 1919
09 11 1878	Nov 9, 1878
(99 SEP 1936	September 1936) *
(99 XXX 1967	1967) *
(SUM 1970	Summer, 1970)*

* Examples in parentheses would be entered in the COMMENTS field, rather than the COLLECTION DATE field.

Comments:

For incomplete data, additional information may be provided under COMMENTS.

Category: PREPARATOR - Preferred

Description:

This category applies to the name (s) of the individual(s), referenced with a PREPARATION NUMBER, who was (were) responsible for preparing the specimen.

Format:

The initial(s) of the first name(s) follow(s) the last name. The last name is separated from initials by a comma and one space. Other initials are separated by one space. If there are two preparators, the word "AND" is used to separate the names. Use only trailing initials to facilitate sorting and retrieval. Due to potential space problems, name modifiers and titles (Mr., Dr., Jr., III) are not used unless such items are needed to avoid confusing individuals within the collection.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted only if applicable data are not available.

Contingency Requirements:

None.

Valid Examples:

SMITH, J K
JOHNSON, T T AND THOMAS, B A

Comments:

It should be understood that information stored in this category represents the person(s) who prepared the specimen, as indicated by the PREPARATOR'S NUMBER. It should not be confused with the person who collected the specimen (COLLECTOR), although they might be the same person. The field for COLLECTOR is intended to give reference to the existence of supplemental field information. The field for PREPARATOR is intended to identify the individual who obtained specimen measurements, reproductive data, etc.

Category: PREPARATION DATE - Preferred

Description:

This category applies to the date of death of the specimen. For specimens maintained in captivity for more than 24 hours, the death date is entered in this field, while the capture date is entered in COLLECTION DATE.

Format:

The date of death should be entered as DAY, MONTH, YEAR. The DAY of death is a two digit numeric designation. The MONTH of the year is a two digit numeric designation of the month. For both DAY and MONTH, a leading zero is used for single digit designations. The YEAR is always a four digit numeric designation. The DAY, MONTH, and YEAR are separated by a slash “/”, which is entered automatically by the software.

Accepted Variations:

None in the PREPARATION DATE field.

Additional information may be entered in the COMMENTS field, if necessary (see COLLECTION DATE, Accepted Variations).

Omit Conditions:

This category may be omitted if appropriate data are not available. If the COLLECTION DATE and the PREPARATION DATE are the same, both should be entered.

Contingency Requirements:

None.

Valid Examples:

Input data	Corresponding date
15 01 1919	15 Jan 1919
09 11 1878	Nov 9, 1878
27 10 1995	27 October 1995

Comments:

Additional information may be provided under COMMENTS to explain a time difference between COLLECTION DATE and PREPARATION DATE (e.g. “SPECIMEN YEASTED FOR 2 DAYS”).

Category: PREP NUMBER - Preferred

Description:

This category applies to the number assigned by the preparator to a specimen at the time of preparation.

Format:

Data for this category are entered exactly as they appear on the original specimen tag. Normally, this consists of the preparator's initials and a numeric designation separated by a single space.

Accepted Variations:

In the event that a preparator has assigned the same number to two or more specimens, and it is possible to associate all the parts of each specimen, then alphabetic characters may be added to the end of each number to differentiate the specimens.

Omit Conditions:

This category may be omitted only if applicable data are not available.

Contingency Requirements:

This category is used when the category for PREPARATOR is used.

Valid Examples:

647A	FDY 1754
647B	RRM 893

Comments:

Leading zeros may be used if the preparator includes such notation in field catalogs and on specimen tags.

Category: SEX - Essential

Description:

This category applies to the sex of the specimen.

Format:

Data are entered in this by clicking on the appropriate radio button.

Accepted Variations:

None.

Omit Conditions:

This category was declared "mandatory" in 1975 and should never be omitted.

Contingency Requirements:

None.

Valid Examples:

Male (= M)

Female (= F)

Unknown (= U)

Comments:

None.

Category: REPRODUCTIVE CONDITION - Preferred

Description:

This category applies to data concerning the reproductive condition of the specimen.

Format:

The format and types of information used are determined by the institution to fulfill its needs.

Accepted Variations:

None.

Omit Conditions:

If this category is adopted, it may be omitted if appropriate data are not available.

Contingency Requirements:

None.

Valid Examples:

TES 8 X 2 MM
2 EMBS (2,0) CR 13 MM, LAC
1 EMB, CR 130 MM
3 EMB, 2R, 1L X 9 MM
NO EMBS, NOT LAC

Comments:

Due to size constraints, the data in this field may be abbreviated. However, the abbreviations should be readily recognizable. Following is a list of suggestions:

LAC = LACTATING
EMB = EMBRYO
EMBS = EMBRYOS
CR = CROWN RUMP LENGTH
L = LEFT
R = RIGHT
TES = TESTES

Category: AGE - Preferred

Description:

This category applies to the relative determination of the age of the specimen.

Format:

AGE of the specimen is indicated by clicking the appropriate radio button.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if applicable data are not available.

Contingency Requirements:

None.

Valid Examples:

Juvenile (= J)

Subadult (= SA)

Adult (= A)

Comments:

If the absolute AGE of a specimen is known, it may be recorded in the COMMENTS field.

Category: MOLT STATUS - Preferred

Description:

This category applies to the MOLT STATUS of the specimen.

Format:

MOLT STATUS is designated as molting or not by clicking on the “Molting” check box. A check in the box indicates that the specimen is molting; no check indicates that the specimen is not molting. Leaving the box untouched (a gray colored box) indicates that information regarding the MOLT STATUS was not recorded.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if appropriate data are not available.

Contingency Requirements:

Generally, relative AGE is determined by examining the pelage of the specimen. Thus, MOLT STATUS will normally be used only when an AGE has been indicated.

Valid Examples:

Molting	Check mark in box
Not molting	No check mark in box
Unknown	Gray box

Comments:

None.

Category: EXTERNAL MEASUREMENTS - Preferred

Description:

This category applies to standard measurements (total length, tail length, length of hind foot, and length of ear at notch) taken from the specimen prior to preservation.

Format:

Measurements are reported only in millimeters (mm).

Accepted Variations:

Other measurements such as calcar, tragus, forearm, weight, and special measurements for Pinnipedia and Cetacea, also may be included. These may be entered in the COMMENTS field.

Omit Conditions:

This category may be omitted only if appropriate data are not available.

Contingency Requirements:

None.

Valid Examples:

342- 101- 5- 20.1

92-10-9-10

- - 14-7

Comments:

In cases where the tail may be cut or broken, mark the "Tail Broken" check box to indicate that fact.

Category: WEIGHT - Preferred

Description:

This category applies to the weight of the specimen at the time of death.

Format:

The weight is reported only in grams.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if appropriate data are not available.

Contingency Requirements:

None.

Valid Examples:

23 (g)

1020 (g)

Note that "g" is not entered.

Comments:

If the weight is reported in units other than grams, this should be noted in the [COMMENTS](#) field.

Category: COMMENTS - Preferred

Description:

This category serves the purpose of supplementing and / or adding to data presented in formatted categories, particularly when data do not conform to the respective category standards. It may also be used for data that do not relate to other category designations.

Format:

This category is not intended for retrieval operations, so the format and types of information used are variable. Data in this category should not be abbreviated. Complete sentence structure is preferred.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if there are no applicable data.

Contingency Requirements:

None.

Valid Examples:

COLLECTING DATE RECORDED AS 15 AUG 1967 - 10 SEP 1967.
COLLECTING DATE: 00 APR 1969.
COLLECTED SUMMER 1973.
00 SUM 1973.
SPECIMEN EXCHANGED TO AMNH ON 30 SEP 1951.

Comments:

This category could also be used to include other information such as absolute AGE, a list of COLLECTORS, an imprecise DATE, or CONDITION REPORTING.

Category: **PRESERVATION TYPE** - Essential

Description:

This category reports the preservation of the primary (voucher) specimen.

Format:

PRESERVATION TYPE is entered by checking off the appropriate click boxes. The traditional two letter codes will be generated by the computer when labels are printed.

Accepted Variations:

Non-traditional specimens are indicated by checking "OTHER" and entering a description of the specimen entered in [PRESERVATION COMMENTS](#).

Omit Conditions:

This category was declared "mandatory" in 1975 and is never omitted.

Contingency Requirements:

None.

Valid Examples:

Code	Definition	Boxes Checked
AL	Alcoholic	Alcohol
SS	Skin and Skull	Skin Skull
SN	Complete Skeleton	Skull Skeleton
SO	Skin Only	Skin

Comments:

This category applies to traditional collections. Ancillary collections are addressed in the following section, [ANCILLARY COLLECTIONS](#).

Category: **ANCILLARY COLLECTIONS**
(including VITAL TISSUES) - Essential

Description:

This category records the existence of supplementary or ancillary preparations and documentation that accompany or complement the primary (voucher) specimen. ANCILLARY COLLECTIONS include Vital Tissues, Genetic Preparations, and Parasites.

Format:

The number of samples of a particular type of preservation is entered in the field corresponding to the sample type. Conditions of "Other" and "Unknown" samples may be further explained in the PRESERVATION COMMENTS field.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted only if ancillary materials are not collected for a given specimen.

Contingency Requirements:

None.

Valid Examples:

1
2
5

Comments:

Values in this category may range from 0 to 25.

Category: PRESERVATION COMMENTS - Preferred

Description:

This category serves the purpose of clarifying and / or adding to data presented in the formatted fields for PRESERVATION TYPE and ANCILLARY COLLECTIONS (Vital Tissues), particularly when the data do not conform to the respective data standards.

Format:

This category is not intended for retrieval operations, so the format and types of information used are variable. Data in this category should not be abbreviated.. Complete sentence structure is preferred.

Accepted Variations:

None.

Omit Conditions:

This category may be omitted if there are no applicable data.

Contingency Requirements:

This category should be used after entering a value into one of the “Other” fields or when additional data are available.

Valid Examples:

STOMACH CONTENTS COLLECTED.
ECTOPARASITES IDENTIFIED AS _____.
BACULUM PRESERVED IN GLYCERIN.

Comments:

None.

Appendix A
Continents of the World

Continent Name	Code
AFRICA	AF
ANTARCTICA	AN
ASIA	AS
AUSTRALIA	AU
EUROPE	EU
NORTH AMERICA	NA
SOUTH AMERICA	SA

Appendix B
Standard Abbreviations

PROVINCE	PROV
TERRITORY	TERR
COUNTY	CO
PARISH	PAR
DISTRICT	DIST
DEPARTMENT	DEPT
ISLAND	ID
ISLANDS	IDS
TOWNSHIP	TWP
TOWNSHIP, RANGE	T, R

Appendix C Coordinate Precision Index Values

- 1.1 Designates coordinate data as entered by the collector and accurate to ± 10 meters; e.g. **data obtained using GPS technology**.
- 1.2 Designates coordinate data as entered by the collector and **accurate to ± 100 meters**; e.g. data extrapolated using 1:24,000 topographic map.
- 1.3 Designates coordinate data as entered by the collector and **accurate to ± 1 kilometer**; e.g. data extrapolated using 1:100,000 scale map.
- 2 Designates coordinate data which has been looked up in tables listing coordinates for various place names on the globe. Precision: **Collection site within 3 miles of coordinates given**.
- 3 Designates coordinate data which have been **computerized from relative distance data**. It would also include center coordinates for small islands and other small geographic features.
- 4 Designates center coordinates for larger geographic features given in the collector's data where no precise information is given. This would cover most US counties and larger islands. Precision: **Collection site within 30 miles of coordinates given**.
- 5 Designates center coordinates for even larger geographic features such as larger US counties, small states and countries, and very large islands. Precision: **Collection site within 100 miles of coordinates given**.
- 6 Designates larger US counties, small states and countries, and very large islands. Precision: **Collection site within 300 miles of coordinates given**.
- 7 Designates center coordinates for very large geographic features such as "AFRICA" or "AUSTRALIA." Precision: **Collection site > 300 miles from coordinates given**. Although of marginal value, this value indicates that some LOCALITY information is known.
- 8.X Designates **an interim value**, based on one of the above values of precision but where the data have the potential of more precision. This marks them for future reference when the coordinates for this place name may be found. the "X" represents the current precision level used.
- 9 Designates that **no LOCALITY data** are available. This flags any data in the coordinate fields as garbage.