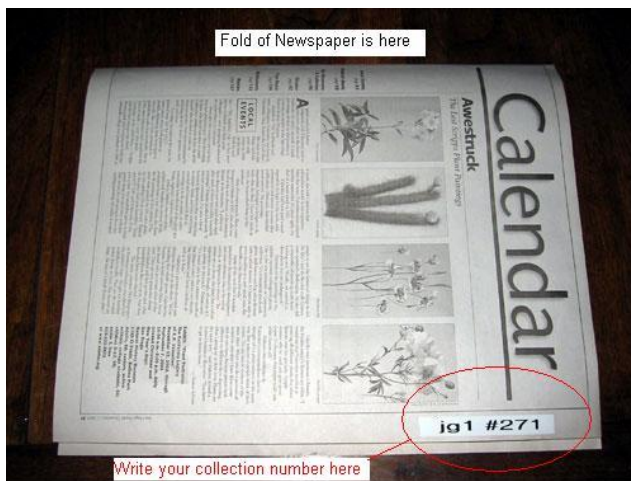




# Instructions for Submission Of Field Data and Plant Specimens

## Submission of Plant Specimens

- Specimens may be delivered (by appointment, call 619.255.0298) during working hours Monday through Thursday or they may conveniently be dropped off at the Front Desk (at the North Entrance of the Museum) whenever the Museum is open (including weekends).
- Stack your **completely dried and pressed plants** (each plant still inside its own newspaper showing its unique collection number) and sandwich them inside two sheets of cardboard for support, then tie the bundle up with string.



Please refer to the **illustration** to be certain that you write your collection number in the proper place on the newspaper, and use the correct format for assigning collection numbers. The “**collection number**” consists of your “Login initials” (see explanation below), the # sign, and your collection number (e.g., if your assigned login initials were “jg1”, your stack of plants might include specimen numbers jg1#267 thru jg1#305).

- Be sure to **fill out and include** on the top of the bundle a “[Collection Data Sheet and Record of Volunteer Hours](#)” form. The form is available at the Front Desk, or you can find it on our website and print one out. Please record on the sheet the hours you spent in collecting and preparing that particular group of specimens, and the range of collection numbers included in the bundle.
- Please mark the outside of the bundle clearly and/or write a warning on the Collection Data Sheet if it contains any **plants that might need special handling** (e.g., poison oak, stinging nettles) or includes succulent or aquatic plants that may require additional drying time in our dryer before they can safely be frozen as part of our pest control procedures.

## Data Submission

- Collection data for your specimens must be submitted online **before** you bring in the plant specimens themselves, so that the information can be integrated into our database and used to create labels for the incoming specimens.

## *Instructions for Submission of Field Data and Plant Specimens cont'd*

- Please enter the field data as soon as you can (even if you can't bring in the plant specimens till much later) because it is used to make a list (available on the website) telling everyone which species have already been collected in each square. This greatly helps any other parobotanists who might be working in your square to figure out what has already been collected so they don't duplicate your efforts. The Botanist also needs the data to help verify the identity of the plants that have been submitted. *The plant specimens have no scientific value without their associated field data.*
- The data entry forms are inside the password-protected area of our website at <http://www.sdplantatlas.org>. After logging in, select "Enter New Data".
- Call us to get your assigned "Login initials" and "Password" if you don't already have them or have forgotten what they are. Your unique "Login initials" will often consist of the first letters of your first and last name, and may include a number if other parobotanists share the same initial set (e.g., if more than one parobotanist has the initials jg, then there may be a jg, and a jg1 and a jg2 etc.).

### **Help With Completing Field Data and Filling in Data Entry Form**

There is a lot of helpful information available to you on our website at [www.sdplantatlas.org](http://www.sdplantatlas.org), including the following:

- **Data Entry Help** - A guide with detailed instructions for filling in the data entry form and editing data is available (see "[Web Site Guide](#)"). If you do not have access to a computer at home, you may come to the Museum and use ours. Also, public libraries have web terminals you can use.
- **Handouts** – There are detailed instructions in pdf documents that you can print from our website (see "[How to Record Locality](#)", "[Understanding Maps & GPS](#)", and "[Cheat Sheet for Data Collection](#)" etc.).
- **Answers to FAQ** – We've posted detailed answers to many "[Frequently Asked Questions](#)" including questions about data entry and editing.
- **Maps** - After logging in, you can click on "SD Topo Maps" and view or print topo maps with the grid square boundaries shown, so you can figure out which square you collected in.
- **Find Coordinates** - A customized link to Topozone (see "[To Topozone to Atlas Square](#)") allows you to jump directly to your grid square and find the correct latitude/longitude of your collecting sites.
- **County Checklist** - A link to Simpson & Rebman's [Checklist of the Vascular Plants of San Diego County 3<sup>rd</sup> Edition](#) can help you verify proper spelling and determine what family the plants are in.
- **Searchable Plant Name Finder** - Now, there is also a searchable version of the checklist that includes all the new additions since the 3<sup>rd</sup> Edition was published (see "[Plant Name Finder](#)"). It allows you to search the *Checklist* by common name, plant type (e.g., fern), family, genus, etc. You can keep the window open during data entry, and simply cut and paste plant and family names into the database in order to get the names right.