

Request for data from completed projects.

Elements required for a Biological inventory

- 1) Data in database
- 2) GIS files
- 3) Digital copy of report

List of Deliverables

Digital:

- RMPP (should indicate where field sheets/vouchers are being stored)
- Database (MSACCESS or import compliant, including relevant metadata).
Database design will be approved by NPS.
- Species list (complete list of all species observed)
- GIS Coverages (Spatial representation of all sample sites. ESRI format, following I&M GIS standards, including relevant metadata. (full details can be found at <http://www.nature.nps.gov/im/gis/docs/GISSpec4.doc>) This information should also be posted to the NPS GIS Clearinghouse depending on sensitivity.)
- Reports (MSWORD or PDF file)
- Protocol (if not included in report)
- Digital Images (Copy of digital image if image is used as a voucher specimen)

PAPER:

- Reports (submitted to relevant park library or document management system and network office)
- Field sheets /notebooks If originals are stored by park based researcher please indicate location. Optionally copies of field sheets/notebooks (digital or hardcopy) will be maintained in network office.

Vouchers:

- Specimens (List of vouchers and storage facility where located, spreadsheet providing ANCS+ information)

All of these components should be submitted to the network office on cd or to an FTP site (<ftp.nps.gov/incoming/sfan/data>).