## SIMPLE PLANT RECORDING FORM for Microsoft Word – Hampshire

Please fill in all columns marked in green, and any others that you feel are appropriate and that you can. You can leave a succeeding entry in a **green** column blank, and then it will get the same information as the last filled-in entry above it. You can put a ‘ditto’ mark (“) in **any** column to have the same effect when you have a run of identical **non-blank** entries.

Extra rows can be added by pressing the TAB key when in the last row and column, or by putting your cursor just to the left of the table and clicking on the ‘cross in circle’ symbol that appears.

See the notes that follow about how to fill in columns.

**Submitter name: Contact email or mobile number for queries:**

| **Taxon** | **Site** | **Gridref** | **VC** | **Recorder** | **Determiner** | **Date** | **Quantity** | **Method** | **Sex** | **Stage** | **Status** | **Comment** |
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## Notes on entering columns

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| **Taxon** | Please use the scientific name if you can. Don’t worry about whether you are using the most up to date; anything from a British field guide or Flora from the last 30 years should be matchable. If you do need to use an English name, please be as specific as you can and use the name from your field guide. |
| **Site** | Please use a name that can be identified from an Ordnance Survey map, street atlas, Google Maps or OpenStreetMap. If the location is in open country not near a named feature, please use a form such as ‘NW of ….[nearby named feature]’.  Please don’t make site names longer than 64 characters; if you do they will be truncated. You can put further information in the Comment column. Please do not include private property names or numbers: a street name with general locality will suffice. |
| **Gridref** | This is an Ordnance Survey grid reference for the location of the plant you are recording. Please don’t use generalised site references such as site centroids. There are free mobile phone apps such as ‘Grid Ref OS’ that will give you this information in the field. Otherwise, you can look up grid references by clicking on Ordnance Survey mapping at the Cucaera web site <https://www.cucaera.co.uk/grp/>.  Please use one of the following scales:   * monad (1km square): 4-figure reference, e.g. SU4017 – for common and widespread species only * hectare (100m square): 6-figure grid reference, e.g. SU407171 – where you haven’t got a more precise reading or where the population is extensive * 10m square: 8-figure grid reference, eg. SU40731718 – for precise locations   1-metre (10-figure) references can’t be precise and would cause a lot of ‘location bloat’ on our systems. Please don’t bother with them; we shall only convert them to 8-figure references anyway.  If you are completely foxed by grid references, you could use the ‘what3words’ app / web site instead (best to use satellite mapping outside dense urban areas, and sometimes inside as well) to get a name for a 3-metre square. We can translate these to a grid reference within a few metres. |
| **VC** | This is the Watsonian vice-county (a never-changing geographical unit based around Victorian county boundaries) for your record. If you know about vice-counties, fill it in; if you don’t, don’t worry. But if you’re interested, the Cucaera web site will show you the vice-county boundaries on a modern map. Hampshire vice-counties are 11 (South Hants + Bournemouth and Christchurch) and 12 (North Hants).  If you are entering the vice-county, please use the numbers rather than the names. |
| **Recorder** | Please use your actual name and not a nickname or other pseudonym. This is an important part of the record. If you have concerns about confidentiality, please see the section ‘Data Protection and Confidentiality’ later on. |
| **Determiner** | If you weren’t sure about a plant’s identity and had it determined or confirmed by someone else, please supply their name here. |
| **Date** | Please specify a date in one of these formats (all numeral):   * Precise date: dd/mm/yyyy or dd-mm-yyyy or yyyy-mm-dd. E.g. ‘22/08/2023’ or ‘22-08-2023’ or ‘2023-08-22’. * Month: mm/yyyy or mm-yyyy or yyyy-mm. E.g. ‘08/2023’ or ‘08-2023’ or ‘2023-08’. * Year only: yyyy. E.g. ‘1906’.   Please **always** use a four-figure year, as this resolves any ambiguities about the format, and all dates will be converted to a common form. |
| **Quantity** | * Leave blank to indicate ‘Present’ without being more specific. * An exact count can be used, but please then tell us in the Comment column what was counted: e.g. individual plants, flowering / fruiting spikes, flowers. * You can also use one of the following alphabetic codes (lower or upper case) to give a general subjective idea of abundance on the ‘NQS’ scale: **N**: not much; **Q**: quite a lot; **S**: shedloads. This must refer to the whole area covered by your grid reference. These will be turned respectively into **O**, **F**, and **A** on the ‘DAFOR’ classification of abundance, and you can use those as an alternative, but since we don’t ask you to use a formal method of assessment we want to make it plain that it’s a subjective measure that avoids the niceties of DAFOR. * **0** can be used for a ‘no find’ when visiting a previously known location. |
| **Method** | Either leave blank, or use one of the following:   * **F**ield record * **H**erbarium specimen * **L**iterature * **P**hotographic evidence * **T**hird party report   For rapid entry, any of these can be abbreviated to their initial letter (lower or upper case). To record multiple sources for the same record (e.g. herbarium specimen + photos), simply enter the terms separated with a space or ‘+’, e.g. ‘h+p’, ‘H P’. |
| **Sex** | For plants with bisexual flowers or monoecious flowers (flowers of one or other sex but on the same plant), this can always be left blank. It is useful but not essential to record the sex of dioecious plants (male and female flowers on different plants):   * **F**emale * **M**ale   For rapid entry, these can be abbreviated to their initial letter (lower or upper case). To record presence of both sexes of dioecious plants, simply separate terms with a space or ‘+’. |
| **Stage** | Either leave blank, or use one of the following:   * **Fl**owering * **Fr**uiting * **Ga**metophyte (for ferns and fern relatives) * **Ma**ture (for trees and bushes) * **Sa**pling (for trees and bushes) * **Se**edling * **Sp**orophyte (for ferns and fern relatives) * **Ve**getative   For rapid entry, you can enter just the first two letters (lower or upper case). To record multiple stages, simply separate terms with a space or ‘+’. |
| **Status** | Either leave blank or use one of the following (lower or upper case). The status should refer to the plant’s status at the site recorded, not generally within Britain.   * **A**lien (where non-native, but the means of arrival isn’t known) * **I**ntroduced (where native or non-native, but arrived at the site by human agency) * **N**ative (where native at the site: leave the column blank if unsure) * **P**lanted (where native or non-native, but known to have been deliberately planted or sown)   For rapid entry, you can enter just the first letter. Do not use multiple terms. |
| **Comment** | This is free text and can be used to supplement or amplify information within the previous columns: for instance, more details about where the plant occurs within a site; diagnostic features of the plant that you used in ID; web addresses of where one can find photos taken at the location on a public web site. The comment can be lengthy but be aware that all Word paragraphs will be merged into a single paragraph – this is because of constraints in the database we are using.  You can choose to preface sentences in your comment to indicate that the sentence falls into a particular category. We can make use of this information to structure the information in a more accessible way in the BSBI’s national database. The prefixes are:   * **E:** notes of evidence held, e.g. ‘E:specimen retained by recorder’, ‘E:https://www.inaturalist.org/observations/159623072’ (for a link to photos) * **H:** notes on habitat, e.g. ‘H:heathy woodland’, ‘H:chalk stream margin’. * **I:** ID notes, e.g. ‘I:Lower glume 15, 15, 16mm; upper glume 20, 21, 23mm; lemma 24, 25, 26mm’ * **W:** more details on where within the named site, e.g. ‘W:at foot of wall by mill race’. |

## What to do with this form, where your records go, data protection and confidentiality

Please submit a filled-in copy of this file as a Word document in the format in which it was supplied. It is helpful if you save a copy with your initials and the submission date in ‘yyyy-mm-dd’ format in the filename: for instance ‘Records MR 2023-09-24.docx’.

By sending a filled-in copy of this form to the vice-county recorders of the Botanical Society of Britain and Ireland (BSBI), you accept that the following will occur with your implicit permission.

* In all the following cases except where otherwise mentioned, records will have your name included. No other personal information will be supplied with the records.
* Records will be shared between the recorders for the two Hampshire vice-counties and, in cases where the records fall within parts of administrative Hampshire but another vice-county (such as historical ‘South Wiltshire’), with the BSBI vice-recorders for that vice-county.
* Records will be shared with Hampshire Biological Information Centre (HBIC) and thence made available to planning authorities, utility companies, statutory undertakers, developers and ecologists working on their behalf, for the purposes of planning and conservation. Such records will normally be in summary form for a site.
* Records will be shared with the BSBI’s national Plant Distribution Database (the ‘DDb’).
* Members of the BSBI will have access to your records on the DDb, anonymised and at a 2km x 2km resolution.
* Researchers, conservationists and land managers who are members of the BSBI can apply for permissions for full access to the records held on the DDb. These permissions will be granted by national officers of the BSBI in consultation with the Hampshire vice-county recorders. Permission will be granted based on the case made and will not entail further reference back to you.
* National officers and staff of the BSBI will have full access to your records, as will the BSBI’s network of vice-county recorders and referees for plant identification.

We ask for a means of contact with you so that the vice-county recorder can consult you on details when verifying the record, if there is doubt about the ID or other details of the record (for instance, a grid reference that doesn’t seem to match up with the site name). These details will be held with the submitted sheet for a period up to a year but will not be held or disseminated to others either electronically or otherwise without your express permission.

Finally, thank you for your records, which go towards:

* increasing our knowledge of plant distributions and changes in their fortunes,
* informing local planning decisions and advising landowners and land managers,
* providing evidence in support of actions relating to national policy and protection legislation.