Guide to the NBN Atlas Occurrence Record Upload Template for species datasets

Not all fields in the template are required and some can be left blank or removed, but please provide as much information as you can about the records. All required fields are marked as such on this guidance sheet.

Please complete the NBN Atlas occurrence record upload template CSV file (based on the guidance given in this document), and send it along with your metadata form to data@nbn.org.uk.

The NBN Atlas uses the Darwin Core standards for sharing and storing biodiversity data. The column names in the template are Darwin Core names and there are many other available terms that data providers can use to describe their data. For more information on Darwin Core and the full list of available terms, please see http://rs.tdwg.org/dwc/terms/index.htm

Darwin Core Term	NBN Data Exchange Format Equivalent	
occurrenceID [Required]	RecordKey	**Definition:** The unique, and persistent, key or ID of the record
eventID	SampleKey	**Definition:** An identifier for the set of information associated with an Event (something that occurs at a place and time).
collectionCode	SurveyKey	**Definition:** The name, acronym or code identifying the collection or data set from which the record was derived.
datasetID		**Definition:** An identifier for the set of data.
datasetName [Required]	DatasetTitle	**Definition:** The title given to the NBN Atlas data resource that the record belongs to. **Example:** "The ARC Rare Species Database"
institutionCode [Required]		**Definition:** The name (or acronym) of the data partner of the record.
license [Required]		**Definition:** A legally binding licence giving official permission to do something with the resource. **Examples:** CC0, CC-BY, CC-BY-NC, OGL **Additional Information**: see https://nbnatlas.org/help/data-licenses/ for more info. For definition of Creative Commons licenses see: https://creativecommons.org/

		For OGL definition, see: http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/
rightsHolder **[Required]**		**Definition:** A person or organisation owning or managing rights over the resource. **Example: "**The Royal Society for the Protection of Birds"
scientificName **[Required]**		**Definition:** The full scientific name **Examples:** "Coleoptera" (order) Vespertilionidae (family) "Manis" (genus) Ctenomys sociabilis (genus + specificEpithet) Ambystoma tigrinum diaboli (genus + specificEpithet + infraspecificEpithet) "Roptrocerus typographi (Györfi, 1952)" (genus + specificEpithet + scientificNameAuthorship) Quercus agrifolia var. oxyadenia (Torr.) J.T. Howell (genus + specificEpithet + taxonRank + infraspecificEpithet + scientificNameAuthorship) **Additional Information**: Authorship and date information should be included if known. When forming part of an Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the identificationQualifier term.
taxonID **[Required]**	TaxonVersionKey	**Definition:** The Taxon Version Key (TVK) for the species, as supplied by the UK Species Inventory **Example:** NBNSYS0000005108
vernacularName		**Definition:** A common or vernacular name **Example**: Eurasian otter
identificationRemarks		**Definition:** Notes or comments on the identification **Example:** 'New to the UK, not in the UK species inventory'
identificationverificationStatus		**Definition:** Description of the extent to which the taxonomic identification has been verified to be

[Required]		correct. **One of:** 'Accepted', 'Accepted – correct', 'Accepted - considered correct', 'Unconfirmed', 'Unconfirmed – plausible' or 'Unconfirmed - not reviewed' The default is 'Unconfirmed'

eventDate
 	
[Required]
	StartDate	**Definition:** The date or interval during which an Event occurred.
		
		Examples:
		    2009-02-20 is 20 Feb 2009
		
		    1809-02-12 is 12 Feb 1809
		    1906-06 is Jun 1906
		
		    1971 is just that year
		
		    "2007-03-01/2008-05-11" is the interval between 1 Mar 2007 and 11 May 2008
		
		    "2007-11-13/15" is the interval between 13 Nov 2007 and 15 Nov 2007
		
		Additional Information: For occurrences, this is the date when the event was recorded. Not suitable for a time in a geological context.

recordedBy **[Required]**	Recorder	**Definition:** Names of people, groups, or organisations responsible for recording the original Occurrence. **Examples:** "José E. Crespo", "Oliver P. Pearson | Anita K. Pearson" **Additional Information**: A list of names of people, groups, or organisations responsible for recording the original Occurrence. The primary collector or observer, especially one who applies a personal identifier (recordNumber), should be listed first. The recommended best practice is to separate the values with a vertical bar (' | ').
identifiedBy	Determiner	**Definition:** A list of names of people, groups, or organisations who assigned the taxon to the subject.
coordinateUncertaintyInMeters **[Required]**	Precision	**Definition:** The horizontal distance (in meters) from the given decimalLatitude and decimalLongitude describing the smallest circle containing the whole of

		the Location. If using grid references, this field should contain the precision of the grid reference (100 metres for a 6-figure grid ref etc). **Example:** 1000
gridReference **[Required** if decimalLatitude and decimalLongitude aren't provided**]**	GridReference	**Definition:** Location of the record using the Ordnance Survey National Grid reference system **Example:** NS417723 **Additional Information**: gridReference can be used in place of decimalLatitude and decimalLongitude
geodeticDatum	Projection	**Definition:** The ellipsoid, geodetic datum, or spatial reference system (SRS) upon which the geographic coordinates given in decimalLatitude and decimalLongitude as based. **Examples:** "EPSG:4326" or "WGS84"
decimalLatitude **[Required** if gridReference isn't provided**]** Must be used in conjunction with decimalLongitude		**Definition:** The geographic latitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic center of a Location. Positive values are north of the Equator, negative values are south of it. Legal values lie between -90 and 90, inclusive. **Example:** "-41.0983423" **Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference. For discussion see http://terms.tdwg.org/wiki/dwc:decimalLatitude
decimalLongitude **[Required** if gridReference isn't provided**]** Must be used in conjunction with decimalLatitude		**Definition:** The geographic longitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic centre of a Location. Positive values are east of the Greenwich Meridian, negative values are west of it. Legal values lie between -180 and 180, inclusive. **Example:** "-121.1761111" **Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference. For discussion see http://terms.tdwg.org/wiki/dwc:decimalLongitude

locationID	SiteKey	**Definition:** An identifier for the set of location information
locality **[Desirable]**	SiteName	**Definition:** The specific description of the place, or place name.
locationRemarks		**Definition:** Comments or notes about the location.
georeferenceVerificationStatus		**Definition:** Description of the extent to which the capture resolution georeference has been verified to represent the best possible spatial description. The resolution on the NBN Atlas may be at a lower resolution than the capture resolution. **One of:** 'Accepted', 'Accepted – correct', 'Accepted - considered correct', 'Unconfirmed', 'Unconfirmed – plausible' or 'Unconfirmed - not reviewed'
basisOfRecord **[Required]**		**Definition:** the nature of the record. In most cases this is 'HumanObservation'. Other possible values are: PreservedSpecimen FossilSpecimen LivingSpecimen MachineObservation See http://rs.tdwg.org/dwc/terms/#basisOfRecord for more details
occurrenceStatus **[Required]**	ZeroAbundance	**Definition:** the presence or absence of individuals in the occurrence. **Either:** 'present' or 'absent'
occurrenceRemarks	Comment	**Definition:** comments or notes on the occurrence. **Example:** 'dead on the road'
samplingProtocol	SampleMethod	**Definition:** The name of, reference to, or description of the method or protocol used during an Event. **Examples:** "UV light trap", "mist net", "bottom trawl", "ad hoc observation", "point count",
individualCount		**Definition:** the number of individuals represented present at the time of the occurrence. **Examples:** '1' or '25'
organismQuantity	Abundance	**Definition:** A number or enumeration value for the quantity of organisms. The type of value is described

		by the organismQuantityType term. **Example:** 10 (percent cover) or S (Superabundant on the SACFORN scale)
organismQuantityType		**Definition:** The type of quantification system used for the quantity of organisms. **Examples:** PercentCover or SACFORN
lifeStage		**Definition:** The age class or life stage of the biological individual(s) at the time the occurrence was recorded. **Examples:** "egg", "eft", "juvenile", "adult"
sex		**Definition:** The sex of the biological individual(s) represented in the occurrence. **Examples:** M, F, male or female.