

## 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](mailto: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 <https://dwc.tdwg.org/terms/>.

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

		For OGL definition, see: <a href="http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/">http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/</a>
rightsHolder  <b>[Required]</b>		<b>Definition:</b> A person or organisation owning or managing rights over the resource.  <b>Example:</b> "The Royal Society for the Protection of Birds"
scientificName  <b>[Desirable]</b>		<b>Definition:</b> The full scientific name  <b>Examples:</b> "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)  <b>Additional Information:</b> Authorship and date information should be included if known.
taxonID  <b>[Required]</b>	TaxonVersionKey	<b>Definition:</b> The Taxon Version Key (TVK) for the species, as supplied by the UK Species Inventory  <b>Example:</b> NBNSYS0000005108
vernacularName		<b>Definition:</b> A common or vernacular name  <b>Example:</b> Eurasian otter
identificationRemarks		<b>Definition:</b> Notes or comments on the identification  <b>Example:</b> 'New to the UK, not in the UK species inventory'
identificationverificationStatus		<b>Definition:</b> Description of the extent to which the taxonomic identification has been verified to be correct.

<p><b>[Required]</b></p>		<p><b>One of:</b> 'Accepted', 'Accepted – correct', 'Accepted - considered correct', 'Unconfirmed', 'Unconfirmed – plausible' or 'Unconfirmed - not reviewed'</p> <p>The default is 'Unconfirmed'</p>
<p>eventDate</p> <p><b>[Required]</b></p>	<p>StartDate</p>	<p><b>Definition:</b> The date or interval during which an Event occurred.</p> <p><b>Examples:</b></p> <p>2009-02-20 is 20 Feb 2009 1809-02-12 is 12 Feb 1809 1906-06 is Jun 1906 1971 is just that year</p> <p>"2007-03-01/2008-05-11" is the interval between 1 Mar 2007 and 11 May 2008</p> <p>"2007-11-13/15" is the interval between 13 Nov 2007 and 15 Nov 2007</p> <p><b>Additional Information:</b> For occurrences, this is the date when the event was recorded.</p>
<p>recordedBy</p> <p><b>[Required]</b></p>	<p>Recorder</p>	<p><b>Definition:</b> Names of people, groups, or organisations responsible for recording the original Occurrence.</p> <p><b>Examples:</b> "José E. Crespo", "Oliver P. Pearson   Anita K. Pearson"</p> <p><b>Additional Information:</b> A list of names of people, groups, or organisations responsible for recording the original Occurrence. The primary collector or observer should be listed first. The recommended best practice is to separate the values with a vertical bar ('   ').</p>
<p>identifiedBy</p>	<p>Determiner</p>	<p><b>Definition:</b> A list of names of people, groups, or organisations who assigned the taxon to the subject.</p>
<p>gridReference</p> <p><b>[Required if decimalLatitude and decimalLongitude aren't provided]</b></p>	<p>GridReference</p>	<p><b>Definition:</b> Location of the record using the Ordnance Survey National Grid reference system</p> <p>British (OSGB) and Irish (OSI) National Grid references are both accepted. Records from Northern Ireland should be supplied with an OSI grid reference or latitude/longitude coordinates.</p>

		<p>Channel Islands National Grid references are not accepted; CI records should be supplied with latitude/longitude coordinates.</p> <p><b>Example:</b> NS417723</p> <p><b>Additional Information:</b> This term is not part of the Darwin Core standard</p>
<p>decimalLatitude</p> <p><b>[Required if gridReference isn't provided]</b></p> <p>Must be used in conjunction with decimalLongitude</p>		<p><b>Definition:</b> The geographic latitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic centre of a Location.</p> <p><b>Example:</b> "-41.0983423"</p>
<p>decimalLongitude</p> <p><b>[Required if gridReference isn't provided]</b></p> <p>Must be used in conjunction with decimalLatitude</p>		<p><b>Definition:</b> The geographic longitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic centre of a Location.</p> <p><b>Example:</b> "-1.1761111"</p>
<p>coordinateUncertaintyInMeters</p> <p><b>[Required if coordinates are supplied]</b></p>		<p><b>Definition:</b> The horizontal distance (in meters) from the given decimalLatitude and decimalLongitude describing the smallest circle containing the whole of the Location.</p>
<p>geodeticDatum</p>	<p>Projection</p>	<p><b>Definition:</b> The ellipsoid, geodetic datum, or spatial reference system (SRS) upon which the geographic coordinates given in decimalLatitude and decimalLongitude as based.</p> <p><b>Examples:</b> "EPSG:4326" or "WGS84"</p>
<p>locationID</p>	<p>SiteKey</p>	<p><b>Definition:</b> An identifier for the set of location information</p>
<p>locality</p> <p><b>[Desirable]</b></p>	<p>SiteName</p>	<p><b>Definition:</b> The specific description of the place, or place name.</p>
<p>locationRemarks</p>		<p><b>Definition:</b> Comments or notes about the location.</p>
<p>georeferenceVerificationStatus</p>		<p><b>Definition:</b> 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.</p> <p><b>One of:</b> 'Accepted',</p>

		<p>'Accepted – correct', 'Accepted - considered correct', 'Unconfirmed', 'Unconfirmed – plausible' or 'Unconfirmed - not reviewed'</p>
<p>basisOfRecord</p> <p><b>[Required]</b></p>		<p><b>Definition:</b> the nature of the record. In most cases this is 'HumanObservation'. Other possible values are:</p> <p>PreservedSpecimen FossilSpecimen LivingSpecimen MachineObservation</p> <p>See <a href="http://rs.tdwg.org/dwc/terms/#basisOfRecord">http://rs.tdwg.org/dwc/terms/#basisOfRecord</a> for more details</p>
<p>occurrenceStatus</p> <p><b>[Required]</b></p>	ZeroAbundance	<p><b>Definition:</b> the presence or absence of individuals in the occurrence.</p> <p><b>Either:</b> 'present' or 'absent'</p>
occurrenceRemarks	Comment	<p><b>Definition:</b> comments or notes on the occurrence.</p> <p><b>Example:</b> 'dead on the road'</p>
<p>vitality</p> <p><b>[Required]</b></p>		<p><b>Definition:</b> indicates whether the organism was alive or dead at the time of the occurrence.</p> <p><b>Either:</b> 'alive', 'dead' or 'not recorded'</p> <p>The default is 'alive'</p>
samplingProtocol	SampleMethod	<p><b>Definition:</b> The name of, reference to, or description of the method or protocol used during an Event.</p> <p><b>Examples:</b> "UV light trap", "mist net", "bottom trawl", "ad hoc observation", "point count",</p>
individualCount		<p><b>Definition:</b> the number of individuals represented present at the time of the occurrence.</p> <p><b>Examples:</b> '1' or '25'</p>
organismQuantity	Abundance	<p><b>Definition:</b> A number or enumeration value for the quantity of organisms. The type of value is described by the organismQuantityType term.</p> <p><b>Example:</b> 10 (percent cover) or S (Superabundant on the SACFORN scale)</p>
organismQuantityType		<p><b>Definition:</b> The type of quantification system used for the quantity of organisms.</p> <p><b>Examples:</b> PercentCover or SACFORN</p>

lifeStage		<p><b>Definition:</b> The age class or life stage of the biological individual(s) at the time the occurrence was recorded.</p> <p><b>Examples:</b> 'egg', 'eft', 'juvenile', 'adult'</p> <p>Use a pipe ( ) delimited string in the case of multiple life stages in a single occurrence, e.g. 'adult   pup'</p>
sex		<p><b>Definition:</b> The sex of the biological individual(s) represented in the occurrence.</p> <p><b>Examples:</b> M, F, male or female.</p>