

Essex Wildlife Trust General Species Recording Form - Guidance notes



**Please use these notes as a reference when filling out the species recording form.
Please save a copy of this form if you collect records on a regular basis.
Completed forms can be sent to the Essex Wildlife Trust, or emailed to
records@essexwt.org.uk**

Records sent in to the Essex Wildlife Trust will be added to the Trust's database and used to inform conservation decisions in Essex. The Essex Wildlife Trust is also leading on a project to set up a Biological Records Centre for Essex, and data from the Trust will form part of the developing Essex biological records database. Individual recorder names will not be passed on to third parties.

If you require this form in a different format or are interested in taking part in surveys for the Essex Wildlife Trust, please contact Lorna Shaw, Biological Records Officer, on 01621 862999 or at lornas@essexwt.org.uk

Contact details: please provide us with at least your name and a valid email address in case we have a query about the records you send us. If the species is an unusual one or if you are unsure of the identification, please email us a photograph along with the record.

Species Name: WHAT you saw. The Latin or common name can be used, both if you know them

Site: WHERE you saw it. Please give as accurate a location as possible, including a postcode if there is one.

OS Grid Reference: If you know the Ordnance Survey grid reference, please write it here. If you can give a more accurate location than a 6 figure grid reference, please write it in the comments box. Grid references can be obtained from internet resources such as streetmap.co.uk, or by using a handheld GPS system when you are outside. Please contact records@essexwt.org.uk if you would like guidance on using grid references.

Recorder name: WHO saw it. Please give a full name where possible.

Date: WHEN you saw it. Please write the date in the format dd/mm/yyyy. If the exact date is not known a year or month date only can be added, please write it in the format 00/mm/yyyy or 00/00/yyyy as applicable.

Number: The number that you saw. If you do not know the exact number, please write "present" or estimate the number and put a note in the comments to reflect this

Method: Please write "sighting" if the species was seen but not as part of a standard survey. If the data you are entering was part of a survey e.g. a bird transect or a moth trapping session please put the survey name or type here. For any other records, e.g. bird calls please write a brief record here and put further details in the comments section as necessary.

Comment: please write any other information you think will be useful here. If you have more details or a list of photographs please put a note in the comments and include details on a separate sheet.