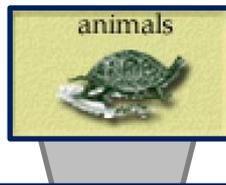




MASSWILDLIFE

**How to Report an Animal Observation  
through the  
Vernal Pool & Rare Species (VPRS) Reporting  
System**

# Animal Reporting



To begin, navigate to the Animal Home Page by clicking the "animals" button on the top of your VPRS home page screen.

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools plants **animals** survey

NHESP Natural Heritage & Endangered Species Program

**Name:** VPRS User      **Address:** 1 Rabbit Hill Rd.  
Westborough MA 01581  
**Phone Number:** 508-389-6300      **Email Address:** user@state.ma.us

My Notifications [Send Feedback](#)

Viewing 0 to 0 out of 0 results total. [Previous Page](#) [Next Page](#)

From	To	Date	Observation #	Category	# of Replies	Subject

[Web Accessibility Statement](#)

Version: v1.6

# Animal Home Page

To open an existing animal report, you may enter an Observation Report ID and click Open Observation to open that report. Alternately, you can highlight a report and click the Open Report button at the bottom of the page

VERNAL POOL & RARE SPECIES  
REPORTING SYSTEM



For additional information use the Help link located on each page.

## Animal Home

Enter an observation number to open one directly

To Start, click the "New Animal Report" button to create a report.



## Animal Home

To create new reports click the 'New Animal Report' button.

### Animal Observation Reports Summary

12	In Progress
5	Submitted
0	Additional Information Requested
0	Received
1	Accepted
0	Lead
0	Not Accepted

### Bulk Upload Option

Reports can be created in bulk form using a [pre-defined spreadsheet template](#). For more information, please read the [Bulk Upload Instructions](#).

For more information on the Bulk Upload option please refer to the Bulk Upload Tutorial.

## My Animal Observations

Viewing 0 to 18 out of 18 results total

Observation #	Date Created	Scientific Name	Common Name	Town	Site Name	Status	Associated Survey	Associated
A948	8/21/2012	Enallagma laterale	New England Bluet	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A947	8/21/2012		American Robin	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A946	8/21/2012	Ambystoma jeffersonianum	Jefferson Salamander	Palmer		In Progress		0
A945	8/21/2012	Agkistrodon contortrix	Copperhead	New Marlborough	copperhead site 1	Submitted		0
A944	8/16/2012	Ambystoma jeffersonianum	Jefferson Salamander	Abington		In Progress		0
A937	8/8/2012	Enallagma laterale	New England Bluet	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A936	8/8/2012		American Robin	Chelmsford	Cycr - Bulk 1			
A935	8/8/2012	Anax longipes	Comet Darner	Chelmsford	Cycr - Bulk 1			
A934	8/8/2012	Haliaeetus leucocephalus	Bald Eagle	Chelmsford	Cycr - Bulk 1			
A933	8/8/2012	Sorex palustris	Water Shrew	Swansea	Sopa - Bulk 8			
A932	8/8/2012	Alasmodonta undulata	Triangle Floater	Amesbury	Alun - Bulk 7			
A931	8/8/2012	Scaphiopus holbrookii	Eastern Spadefoot	Sharon	Scho - Bulk 6	In Progress	12-34567	0
A930	8/8/2012	Cicindela purpurea	Cow Path Tiger Beetle	Chatham	Cipu - Bulk 5	In Progress	12-34567	0
A929	8/8/2012	Catostomus catostomus	Longnose Sucker	Canton	Caca - Bulk 4	Submitted	S8	0
A928	8/8/2012	Hemileuca maia	Barrens Buckmoth	Hudson	Hema - Bulk 3	Submitted	12-34567	0
A927	8/8/2012	Terrapene carolina	Eastern Box Turtle	Taunton	Teca - Bulk 2	Submitted	S85	0
A926	8/8/2012	Cyanocitta cristata	Blue Jay	Chelmsford	Cycr - Bulk 1	Accepted	12-34567	1
A924	8/8/2012	Lithobates pipiens	Northern Leopard Frog	Sherborn		In Progress		0

Only 100 reports can be displayed in your Observation grid at one time. If you have more than 100 reports, use the Previous Page/Next Page buttons to toggle through them.

### Selected Observation Details

**Observation #:** A936  
**Scientific Name:**  
**Common Name:** American Robin  
**Date Created:** 8/8/2012  
**Last Date Updated:** 8/24/2012  
**Date Submitted:**  
**Town:** Chelmsford  
**Site Name:** Cycr - Bulk 1  
**Number of Observation Locations Reported:** 5

**Status of report:** In Progress  
**Survey Number:** 12-34567  
**NHESP File Number:**  
**Collection Permit Number:** 654.321CP  
**Messages:** 0  
**Observation Dates:**  
 ▲  
  
 ▼

The left panel displays a summary of all the animal reports you've entered into VPRS.

# Copy Report function

**VERNAL POOL & RARE SPECIES**  
REPORTING SYSTEM

home
vernal pools
plants
animals
survey



**NHESP**  
Natural Heritage &  
Endangered Species Program

**Animal Home** Enter an observation number to open one directly  [Open Observation](#)

New Animal Report
Bulk Import From Spreadsheet

**My Animal Observations** Viewing 0 to 67 out of 67 results total. [Previous Page](#) [Next Page](#)

Observation #	Date Created	Scientific Name	Common Name	Town	Site Name	Status	Associated S	Associated Me
A938	10/5/2012	Cicindela purpurea	Cow Path Tiger Be	Chatham	Cipu - Bulk	In Progress	12-34567	0
A937	10/5/2012	Catostomus catostomus	Longnose Sucker	Canton	Caca - Bulk	In Progress	12-34567	0
A936	10/5/2012	Hemileuca maia	Barrens Buckmoth	Hudson	Hema - Bul	In Progress	12-34567	0
A935	10/5/2012	Terrapene carolina	Eastern Box Turtle	Taunton	Teca - Bulk	In Progress	12-34567	0
A934	10/5/2012		Cyanocitta cristatt	Chelmsford	Cycr - Bulk	In Progress	Linking Lar	0
A933	10/5/2012	Sorex palustris	Water Shrew	Swansea	Sopa - Bulk	In Progress	12-34567	0
A932	10/5/2012	Alasmidonta undulata	Triangle Floater	Amesbury	Alun - Bulk	In Progress	12-34567	0
A931	10/5/2012	Scaphiopus holbrookii	Eastern Spadefoot	Sharon	Scho - Bulk	In Progress	12-34567	0
A930	10/5/2012	Cicindela purpurea	Cow Path Tiger Be	Chatham	Cipu - Bulk	In Progress	12-34567	0
A929	10/5/2012	Catostomus catostomus	Longnose Sucker	Canton	Caca - Bulk	In Progress	58	0
A928	10/5/2012	Hemileuca maia	Barrens Buckmoth	Hudson	Hema - Bul	In Progress	12-34567	0
A927	10/5/2012	Terrapene carolina	Eastern Box Turtle	Taunton	Teca - Bulk	In Progress	585	0
A926	10/5/2012	Cyanocitta cristata	Blue Jay	Chelmsford	Cycr - Bulk	In Progress	12-34567	0
A925	10/5/2012		blue jay	Randolph	not found I	Submitted Unsigned		0
A924	10/5/2012	Chrysemys picta	Painted Turtle	Abington		Submitted Unsigned		0
A923	10/4/2012	Ambystoma jeffersonianum	Jefferson Salaman	Gardner		Submitted Unsigned		0
A922	10/4/2012	Ambystoma laterale	Blue-spotted Salar	Gardner		In Progress		0

**Selected Observation Details**

**Observation #:** A924  
**Scientific Name:** Chrysemys picta  
**Common Name:** Painted Turtle  
**Date Created:** 10/5/2012  
**Last Date Updated:** 10/5/2012  
**Date Submitted:** 10/5/2012  
**Town:** Abington  
**Site Name:**  
**Number of Observation Locations Reported:** 1

**Status of report:** Submitted Unsigned  
**Survey Number:**  
**NHESP File Number:**  
**Collection Permit Number:** CP 123.345  
**Messages:** 0  
**Observation Dates:**  

8/7/2012

early May, 2012

Copy Report
Open Report

The Copy Report feature, located at the bottom of the Animal home page, allows you to reuse a form and save time from entering duplicate data.

Highlight a report you wish to copy then click the Copy Report button. A confirmation message will appear and you will be redirected to the Species Finder (described later in this tutorial). After selecting a species (either the same or different) the copied report will open for editing. The observation location(s) will be carried over, however photos and documents will not be carried over from the original form.

Copy Report

# Creating a New Report

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants **animals** survey

NHESP Natural Heritage & Endangered Species Program

[Empty report form area]

**Create Animal Report**

To create a report you must first specify an animal species.  
Clicking the "Select Animal" button below will take you to the VPRS Species Finder and allow you to search for the species you wish to report.

Select Animal

To create a report you must first select the animal you wish to report by clicking the "Select Animal" button. This will send you to the Species Finder.

While the map is visible at this point, no mapping tools are available at this time. You will use the map at a later point in your reporting.

# Animal Species Finder

VERNAL POOL & RARE SPECIES  
REPORTING SYSTEM

Home | Vernal Pools | Plants | **Animals** | Survey

NHESP  
Natural Heritage &  
Endangered Species Program

Help link

VPRS Species Finder

Find

**Report Status:**

[Print Report](#)

---

**Create Animal Report**

To create a report you must first specify an animal species.

Use the VPRS Species Finder by typing in any portion of the common, scientific or family name. A list of the results will be populated. Please note that species with a special Conservation Status are automatically sorted to the top of the list.

From the list, click on the species you'd like to select for your report. Selected species information will display below. Once the appropriate species is highlighted, click the select button below to proceed.

Barrens Dagger Moth  
*Acronicta albarufa*

**Group:** Butterflies/Moths  
**Family:** Noctuidae  
**Conservation Status:** Threatened

[Select](#)

If the species is not contained in the list, click on the "Not Found" button and then type in the scientific or common name of the species in the box provided:

[Not Found](#)

**Animals**

**Plants**

**Vertebrates**

Birds

Mammals

Reptiles

Amphibians

Fish

**Insects**

Beetles

Ants/Bees/Wasps

Dragonflies/Damselflies

Butterflies/Moths

Other Insects

**Non-Insects**

Snails

Mussels

Crustaceans

Other Invertebrates

Other Bivalves

All Plants

Viewing 0 to 100 out of 1685 results total.

[Previous Page](#) [Next Page](#)

Group	Fact Sheet	Scientific Name	Common Name	Family	Conservation Status
Butterflies/Moths		<i>Abagrotis nefascia</i>	Coastal Heathland Cutworm	Noctuidae	Special Concern
Birds		<i>Accipiter gentilis</i>	Northern Goshawk	Accipitridae	Conservation Interest
Birds		<i>Accipiter striatus</i>	Sharp-shinned Hawk	Accipitridae	Special Concern
Fish		<i>Acipenser brevirostrum</i>	Shortnose Sturgeon	Acipenseridae	Endangered
Fish		<i>Acipenser oxyrinchus</i>	Atlantic Sturgeon	Acipenseridae	Endangered
Butterflies/Moths		<i>Acronicta albarufa</i>	Barrens Dagger Moth	Noctuidae	Threatened
Dragonflies/Damselflies		<i>Aeshna subarctica</i>	Subarctic Darner	Aeshnidae	Endangered
Reptiles		<i>Agkistrodon contortrix</i>	Copperhead	Viperidae	Endangered
Mussels		<i>Alasmidonta heterodon</i>	Dwarf Wedgemussel	Unionidae	Endangered
Mussels		<i>Alasmidonta varicosa</i>	Brook Floater (Swollen Wedgemussel)	Unionidae	Endangered
Amphibians		<i>Ambystoma jeffersonianum</i>	Jefferson Salamander	Ambystomatidae	Special Concern

**Animals**

**Plants**

**Vertebrates**

Birds

Mammals

Reptiles

Amphibians

Fish

**Insects**

Beetles

Ants/Bees/Wasps

Dragonflies/Damselflies

Butterflies/Moths

Other Insects

**Non-Insects**

Snails

Mussels

Crustaceans

Other Invertebrates

Other Bivalves

All Plants

To narrow your search, select one or more groups on which to filter.

Links to NHESP Fact Sheets are found in the "Fact Sheet" column, when available.



# Animal Location Information

Information on the species you selected will be displayed in the top left corner along with your Report Status.

Note: Fields with an asterisks (\*) are Required and must be filled in to submit your observation.

To continue, select the town in which your observation was made and use the "Zoom" button to navigate to that area. Optionally, you may also enter a site name in the box provided.

Once a Town has been selected, you may click "Create Report" to continue your data entry.

# Mapping Your Observation

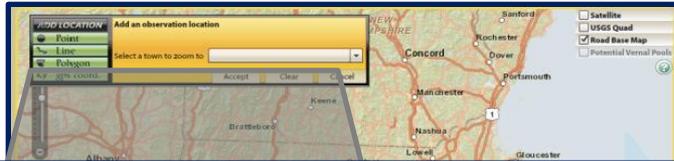
Once you click the Create Report button, your Observation is assigned an ID.

Additionally, you are immediately prompted to map an observation location.

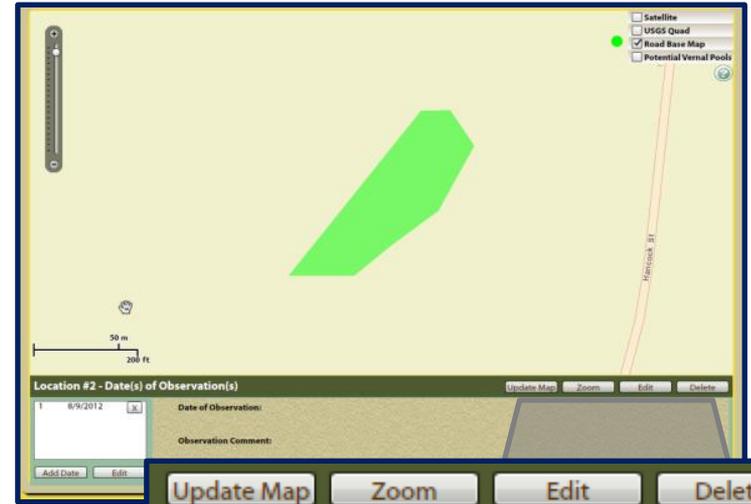
The screenshot displays the 'VERNAL POOL & RARE SPECIES REPORTING SYSTEM' interface. At the top, there are navigation tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The main header includes the NHESP logo and 'Natural Heritage & Endangered Species Program'. The left sidebar contains a 'Create Report' button, an 'Animal Report' section with 'Observation Id: A949', 'Chrysemys picta', 'Painted Turtle', and 'Other' as options, and a 'Report Status: In Progress' indicator. Below this is a 'Print Report' button. The main content area features a map of the region with a yellow 'ADD LOCATION' pop-up window. This window has a 'Point' tool selected and a 'Select a town to zoom to' dropdown menu. A red arrow points from the 'ADD LOCATION' button in the sidebar to this pop-up. Below the map, there are several data entry sections: 'Town:' with a dropdown set to 'Abington' and a 'Zoom' button; 'Name your site (optional):' with a text input field; 'Observation Locations' section with a note 'At least one location is required.', a 'Location #1' input field, 'Edit Name', and 'X' buttons, and a 'New Location' button; and 'Directions to Observation Location:' section with a 'Directions' text area, 'Draw Path', 'Edit Path', and 'Zoom To' buttons. A red box highlights the 'Observation Locations' section. A second red arrow points from the 'New Location' button in this section to a text box on the right. The bottom of the map shows a scale bar for 50 miles and the text 'Toms River'.

Once a location has been mapped you may add additional observation locations by clicking the "New Location" button and using the mapping tools to digitize a new observation area.

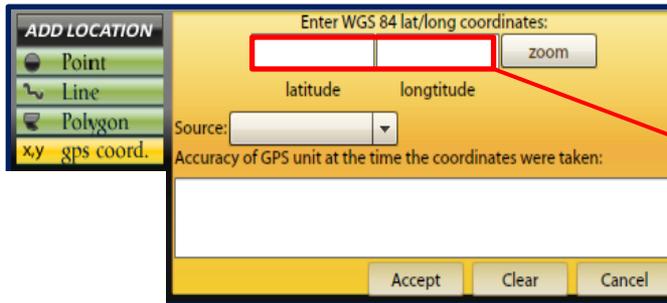
# Mapping Your Observation (continued)



Animal observations can be mapped by drawing Points, Lines, Polygons, or using Lat/Long coordinates to map a point or zoom to your location. If you did not already zoom to your selected town you can reselect the town here to zoom to that area, otherwise you do not need the town dropdown in this window.



Observation Locations may be edited at any time prior to submittal to NHESP by highlighting the location name on the left panel and using the "Update Map", "Edit", or "Delete" buttons that will appear in the pop-up below the map.



If mapping your observation using Latitude/ Longitude coordinates you will be prompted to provide some additional information, including the Source of the information and accuracy of GPS unit (if used) at the time the coordinates were taken.

**Note: Latitude/Longitude must be entered as Decimal Degrees (be sure to include the negative (-) symbol for your longitude coordinate).**

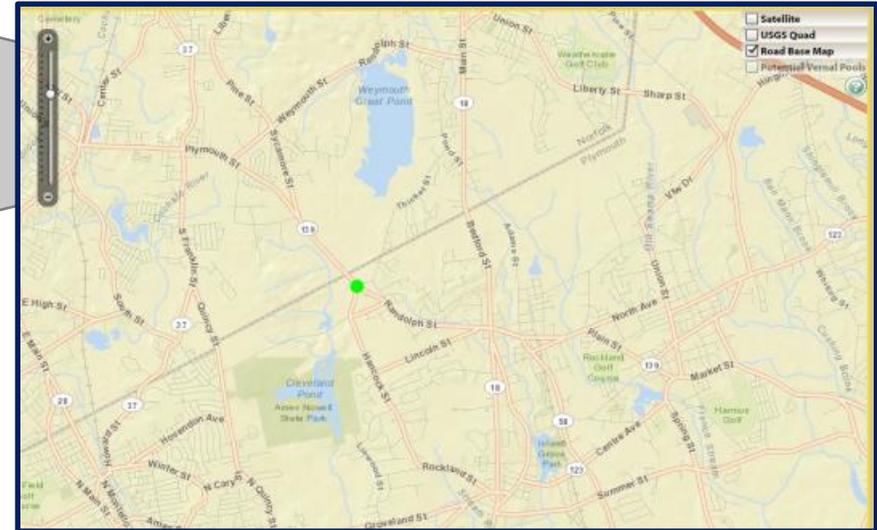


# Mapping Tools and Features: Panning and Zooming



Mouse over the map to display the pan tool seen here which you can use to navigate around the map.

You can click the circle on the scale bar on the left side of the map and it will tell you what scale level you are at. On the scale bar you can click and drag the circle up and down or click the plus (+)/minus (-) buttons to zoom in and out.

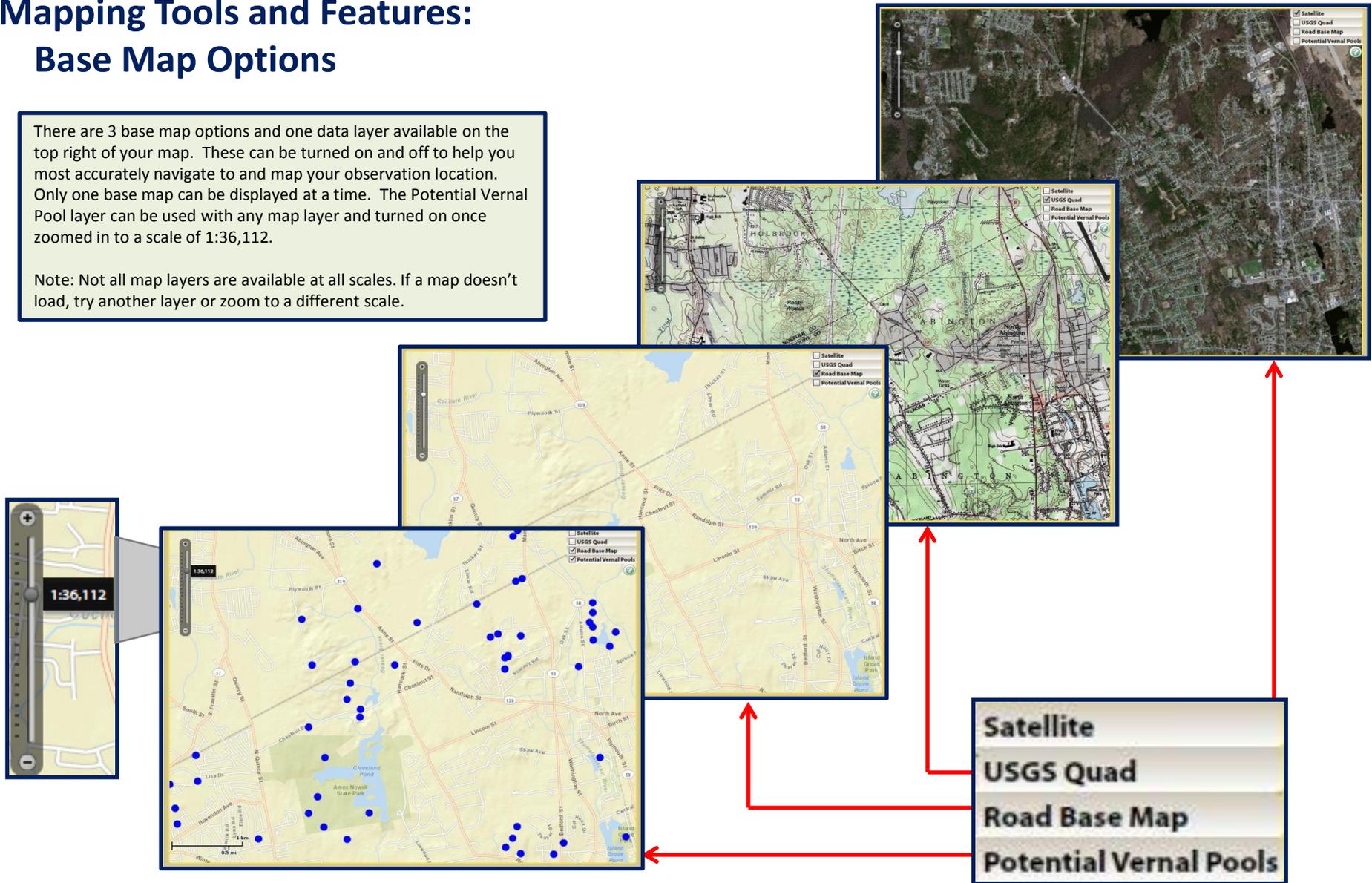


In addition to using the scale bar to zoom, you can hold the Shift key on your keyboard then click and drag your mouse over an area of the map to zoom in as demonstrated here.

# Mapping Tools and Features: Base Map Options

There are 3 base map options and one data layer available on the top right of your map. These can be turned on and off to help you most accurately navigate to and map your observation location. Only one base map can be displayed at a time. The Potential Vernal Pool layer can be used with any map layer and turned on once zoomed in to a scale of 1:36,112.

Note: Not all map layers are available at all scales. If a map doesn't load, try another layer or zoom to a different scale.



# Creating a Formal Snapshot

**VERNAL POOL & RARE SPECIES REPORTING SYSTEM**

home vernal pools plants animals survey NHESP Natural Heritage & Endangered Species Program

**Animal Report**  
Observation ID: A949  
*Chrysemys picta*  
Painted Turtle  
Other  
Report Status: In Progress  
Print Report

**Animal Location**

\* Town: Abington Zoom

Name your site (optional):

\* Observation Locations  
At least one location is required.

Location #1 Edit Name X

Add to Map: New Location

**Prepare Map for Formal Snapshot**  
At this time, the system will take a snapshot image of this map. Please adjust the map, if necessary, to most accurately portray the precision of your mapping.

OK Cancel

path to one Observation Location  
Draw Path Edit Path Zoom To

Once all required fields are entered, click Save to proceed to the rest of the form.  
Save

After mapping your observation location geometry and clicking “Accept” you will automatically receive a prompt to prepare your map for a formal snapshot. If your map needs to be adjusted to most accurately represent your observation, you may do so at this time. If your map is ready, click “OK” and a snapshot of the current map displayed will be attached to your observation report. This snapshot replaces the need for you to submit a paper map with your observation report. In addition to the map snapshot, the NHESP also receives your observation location electronically.

Use the “Update Map” tool, previously shown, to change the snapshot image submitted with your report, if necessary.

**Prepare Map for Formal Snapshot**  
At this time, the system will take a snapshot image of this map. Please adjust the map, if necessary, to most accurately portray the precision of your mapping.

OK Cancel

Map controls: Satellite, USGS Quad, Road Base Map, Potential Vernal Pools

# Observation Information

After mapping your first location, you will immediately be prompted to enter a date of observation associated with that location. For all further observation date entry you will need to highlight a Location from the left panel which will open the display panel at the bottom of your map. Then, click the "Add Date" button to add more dates, comments and pictures for this location. Highlight a date and use the "Edit" button to update the information previously entered for that date.

The screenshot shows a map interface with a green dot marking a location. Below the map is a panel titled "Location #1 - Date(s) of Observation(s)". This panel includes a table with two entries:

ID	Date of Observation	Action
1	8/1/2012	X
2	April, 2012	X

Below the table are "Add Date" and "Edit" buttons. To the right of the table is a "Date of Observation:" field showing "8/1/2012" and an "Observation Comment:" field containing text about a whale's tail observation. A photo of a whale's tail is displayed next to the comment. At the bottom of the panel are "Update Map", "Zoom", "Edit", and "Delete" buttons.

Your date of observation can either be entered as an Exact Date

or you can enter a Year and Description for the approximate date.

Exact Date       Year

Date of Observation:

Year:

Description (i.e., month or season):

Observation Comment:

Exact Date       Year

Date of Observation:

Description (i.e., month or season):

Observation Comment:

To report an Exact Date, you can type in a date or select one from the calendar.

In addition to selecting a date, this window also allows you to add comments about your observation as well as browse your computer for 1 photo you wish to add corresponding to this date. Additional photos may be added later on the Photo/Document Tab.

Note: Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

# Directions & Path to Site

home vernal pools plants animals survey NHESP Natural Heritage & Endangered Species Program

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

Animal Report  
Observation Id: A949  
Chrysemys picta  
Painted Turtle  
Other  
Report Status: In Progress  
Print Report

Animal Location

Town: Abington Zoom

Name your site (optional):

Observation Locations  
At least one location is required.

Location #1 Edit Name X

Add to Map: New Location

Directions to Observation Location:  
Take Rt. 18 to Randolph St. to its intersection with Hancock St.

(Optional) Use the tools below to draw a path to one Observation Location

Draw Path Edit Path Zoom To

Cancel Edit Path Zoom To

Once all required fields are entered, click Save to proceed to the rest of the form.

Save

ADD LOCATION Draw the path on the map to the site

Point Line Polygon gps coord

Select a town to zoom to: Abington Accept Clear Cancel

Satellite  
USGS Quad  
 Road Base Map  
Potential Vernal Pools

Location #1 - Date(s) of Observation(s)

1 early May, 2012 X

Date of Observation:  
early May, 2012

Observation Comment:  
This is my koala observation comment.

Add Date Edit

Update Map Zoom Edit Delete

Written directions to the observation are required in order to save the report.

## \* Directions to Observation Location:

(Optional) Use the tools below to draw a path to one Observation Location

Draw Path Edit Path Zoom To

In addition to including the required written directions to your observation location, you may also digitize your path, as a line only, using the mapping tools provided.

Once your path to site has been digitized, it may be zoomed to or edited at any point before your submittal.

# Saving the Observation

**Vernal Pool & Rare Species Reporting System**

Animal Report  
 Observation Id: A124  
 Chrysope picta  
 Painted Turtle  
 Other  
 Report Status: In Progress

**Animal Locations**  
 \* Town: Abington  
 Name your site (optional):  
 \* Observation Locations: At least one location is required.  
 Location #1: [Edit Name] [X]  
 Add to Map: [New Location]  
 \* Directions to Observation Location: Directions to site.  
 (Optional) Use the tools below to draw a path to one Observation Location.  
 [Draw Path] [Edit Path] [Zoom To]  
 Once all required fields are entered, click Save to proceed to the rest of the form.  
 Save

Location #1 - Date(s) of Observation(s)

1	6/7/2012	Date of Observation:
2	early May 2012	early May 2012

Observation Comment: This is my koala observation comment.

Once you have completed the basic location information about your observation, click Save to open the rest of the tabs and proceed with your reporting. These additional tabs are structured similarly to the existing NHESP Animal Observation form.

Once all required fields are entered, click Save to proceed to the rest of the form.

Save

**Vernal Pool & Rare Species Reporting System**

Animal Report  
 Observation Id: A349  
 Chrysope picta  
 Painted Turtle  
 Other  
 Report Status: In Progress

**Editing Animal Report**  
 \* Town: Abington  
 Name your site (optional):  
 \* Observation Locations: At least one location is required.  
 Location #1: [Edit Name] [X]  
 Add to Map: [New Location]  
 \* Directions to Observation Location: Take Rt. 18 to Randolph St. to its intersection with Hancock St.  
 (Optional) Use the tools below to draw a path to one Observation Location.

Navigation tabs: Locations, Animal Identification, Population Info, Site Info, Other Observation Info, Photos / Documents

Save Delete Submit

# Animal Identification Tab

Throughout the remainder of the tabs there are certain questions that will prompt you for more information depending on the answer you provide as demonstrated below. Be sure to complete the required (\*) fields as you work.

Help  
Link

Animal Identification

Population Info

Site Info

Other Observation Info

Photos / Documents



**\* Description of the diagnostic characteristics upon which the ID was based (including how distinguished from similar species):**

**Was this animal observed adjacent to or in a roadway?**  
 Yes      This information will be used by [Linking Landscapes](#), which is a proactive collaboration between the NHESP, MassDOT Highway Division, and UMass Amherst to evaluate, prioritize and resolve wildlife transportation issues in Massachusetts.  
 No  
If yes, was the animal...

**\* If found dead, was the carcass removed and brought to a state facility or other institution?**  
 Yes  
 No  
If Yes, please indicate the institution or personal collection where the specimen will be deposited:   
Collection #, if known:  (Selecting No will clear these values)

**\* Photographs or slides taken?**  
If Yes, please attach through the Photos/Documents Tab.  
 Yes  
 No

**Was the organism's species identification made by someone other than the observer?**  
If Yes, please provide the name and contact information for the person who identified the organism:  
 Yes  No  
Name:   
Permanent Address:   
Email Address:  Telephone #:   
Affiliations / Qualifications:

**Additional Comments:**

**Comment Text:**

This field is required = \*

# Additional Comments Field (found on all tabs)

At the bottom of all tabs, except for the Location Tab, there is an area to enter any additional comments about your observation. These comments are displayed and carried through your entire report and are therefore not specific to the different tabs. Adding, Editing, and Removing comments can take place anywhere the Additional Comments field is displayed, regardless of which tab the comment was added on.

The image shows two views of the 'Additional Comments' field. The top view is a detailed screenshot of the field, which includes a text input area with the word 'test' and a scrollable area containing the text: 'Once added, your text will be viewable in the Additional Comments box. Highlight and Click Edit or Remove to change comment text.' Below this is a 'Comment Text:' label and another text input area with the text: 'First type in your text in the "Comment Text" Field and then, click Add.' At the bottom right of this detailed view are three buttons: 'Add' (highlighted with a red box), 'Edit', and 'Remove'.

The bottom view shows the 'Additional Comments' field as it appears within a larger form. The form includes a question: 'Was the organism's species identification made by someone other than the observer?' with radio buttons for 'Yes' (selected) and 'No'. Below this are input fields for 'Name:', 'Permanent Address:', 'Email Address:', 'Telephone #:', and 'Affiliations / Qualifications:'. The 'Additional Comments' field is highlighted with a red border and contains the same 'test' text and scrollable area as the detailed view above. Below the field are 'Add', 'Edit', and 'Remove' buttons. At the bottom right of the form, there is a red error message: 'This field is required = ✖'.

# Animal Identification Tab (continued): Linking Landscapes

As part of the NHESP collaboration with Linking Landscapes we ask that when reporting on vertebrate animals you also answer a question about whether the animal was observed adjacent to or in a roadway.

**Was this animal observed adjacent to or in a roadway?**  
 Yes      This information will be used by [Linking Landscapes](#), which is a proactive collaboration between the NHESP, MassDOT Highway Division, and UMass Amherst to evaluate, prioritize and resolve wildlife transportation issues in Massachusetts.  
 No

If yes, was the animal... ▼

Roadkill  
 Alive crossing road  
 Alive on the side of the road

**\* If found dead, was the animal deposited at a state facility or other institution?**  
 Yes  
 No

Locations    **Animal Identification**    Population Info    Site Info    Other Observations Info    Photos / Documents

**\* Description of the diagnostic characteristics upon which the ID was based (including how distinguished from similar species):**

Was this animal observed adjacent to or in a roadway?  
 Yes      This information will be used by [Linking Landscapes](#), which is a proactive collaboration between the NHESP, MassDOT Highway Division, and UMass Amherst to evaluate, prioritize and resolve wildlife transportation issues in Massachusetts.  
 No

If yes, was the animal... ▼

Roadkill  
 Alive crossing road  
 Alive on the side of the road

**\* If found dead, was the animal deposited at a state facility or other institution?**  
 Yes  
 No

If yes, please indicate the institution or personal collection where the specimen will be deposited:

Collection #, if known:  (Selecting No will clear these values)

**\* Photographs or slides taken?**  
 If Yes, please attach through the Photos/Documents Tab.  
 Yes  
 No

**Was the organism's species identification made by someone other than the observer?**  
 If Yes, please provide the name and contact information for the person who identified the organism:  
 Yes     No

Name:   
 Permanent Address:   
 Email Address:     Telephone #:   
 Affiliations / Qualifications:

Additional Comments:

This field is required \*



## An effort to improve landscape connectivity in Massachusetts

The Massachusetts Department of Transportation, the Massachusetts Natural Heritage and Endangered Species Program, and the Vernal Pool Association have launched a long-term and multifaceted effort to minimize the impact of the existing road network on rare and nongame wildlife, while improving highway safety.

This website represents a critical strategic component: to gather information on the locations of wildlife roadkill hotspots. Help contribute data, and read more about our proactive efforts to protect rare wildlife, via the links below.

<http://linkinglandscapes.info/roads/home.html>

# Population Information Tab

Depending on whether you are reporting an Invertebrate, Bird, or other Vertebrate species the language of each question may vary as seen below.

Help

Locations Animal Identification **Population Info** Site Info Other Observation Info Photos / Documents

Have you observed this species at this site in previous years?  Yes  No  
If Yes, please give details: (Selecting No will clear this value)

\* Number of individuals observed:   
If known, provide sex and age / life stage:

Please describe how the age and sex were determined:

Evidence (if any) of breeding activity at this site (e.g., eggs, nests, carrying food to young, copulation, juveniles present):

Other behavioral notes:

Additional Comments:

Comment Text:

Add Edit Remove

This field is required \*

\* Number of individuals observed:   
If known, provide sex and age / life stage:

\* Number of individuals observed:   
If known, provide sex and age / life stage (e.g., egg, larva, pupa, adult):

Evidence (if any) of breeding activity at this site (e.g., eggs, nests, carrying food to young, copulation, juveniles present):

Evidence (if any) of breeding activity at this site (e.g., mating adults, oviposition, presence of eggs or larvae):

# Site Information Tab

In addition to other Site Information collected on this tab, you can click the "Add Owner" button to enter Property Owner information associated with the observation location that will then display in the Property Owner table. This can be repeated as necessary. Once Property Owner info has been entered the data can also be edited or deleted, using the "View Owner" or "Remove Owner" buttons respectively.

Help Link

Observations Animal Identification Population Info **Site Info** Other Observation Info Photos / Documents

?

Description of the habitat at site where the animal was observed (e.g., forest, open field):

Associated species at this site:

Observed or potential threats to the species or its habitat at this site (e.g., land clearing, invasive species):

**Property Owners:**

Name	Address	Town	State	Zip	Parcel	Comment Info
Property Owner	1 Rabbit Hill Road	Westborough	MA	01581	MADFW	This is the field HQ address

Remove Owner **Add Owner** View Owner

Additional Comments:

Comment Text:

Add Edit Remove

Property Owner

Owner Name

Street Address

City/Town

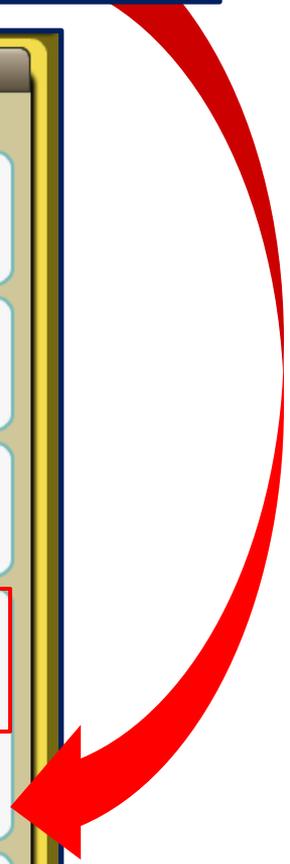
State

Zip-Code

Parcel #

Comments

Save Cancel



# Other Observation Information Tab

**Help Link**

Locations Animal Identification Population Info Site Info **Other Observation Info** Photos / Documents

**Was this observation associated with a formal survey?**

Yes  
 No

**Is this observation associated with a NHESP Review File?**

Yes  
 No  
 Don't Know

**Is this observation associated with a collection permit?**

Yes  
 No  
 Don't Know

List the names of other observers (and qualifications):

**Observer Information**

First Name:  Last Name:

Address:

Town:  State:  Zip:

Telephone:  Email:

**Additional Comments:**

**Comment Text:**

This field is required = \*

The Other Observation Info tab is used to collect additional information about this observation report and the associated observation site. This information includes asking for a Survey ID, a NHESP Review file, or collection permit along with other pertinent information.

The question "Was this observation associated with a formal survey?" refers only to Surveys created using the VPRS system. Observations can be generated from Survey Forms, which will automatically populate your Survey ID, or you can enter a Survey ID number which was provided to you by your survey organizer.

Additionally this tab will display your user profile information for you to review should any updates be necessary.

# Photos/Documents

The screenshot shows the 'Photos / Documents' tab selected in the top navigation bar. A 'Help Link' is visible in the top left. A large text box in the center provides instructions: 'To attach files to your observation report, click the Add button in the lower right corner. From the pop-up window that appears, click Select File and navigate to the file you wish to upload.' A red arrow points from this text box to the 'Add' button at the bottom right of the main window. Below the main window, there are fields for 'Additional Comments' and 'Comment Text', each with an 'Add', 'Edit', and 'Remove' button. A footer note states: '\*Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3'.

This is a 'Select File' dialog box. It features a 'File date' field with a calendar icon, a 'Comments' text area, and three buttons at the bottom: 'Select file', 'OK', and 'Cancel'. The 'Select file' button is highlighted with a red box.

This dialog shows a koala image at the top. Below it, the file details are: 'File name: Koala.jpg', 'File size: 762.53 KB', and 'File date: 02/24/2012'. There is a 'Comments' field with a text box containing the instruction: 'Select the file you want to attach, and, when it has finished loading, click OK.' At the bottom, there are 'Select file', 'LOADING 100%', 'OK', and 'Cancel' buttons. A red arrow points from the 'Select file' button in the previous dialog to this one.

The screenshot shows the 'Photos / Documents' window with the koala photo now attached to the observation report. A text box on the right says: 'The photo will now appear on the Photos/Documents window. You can repeat these steps as necessary to include all files you wish to attach.' The 'Add', 'Edit', and 'Remove' buttons are visible at the bottom of the window.

Note: Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

# Photos/Documents Tab (continued)

Help Link

Locations Animal Identification Population Info Site Info Other Observation Info Photos / Documents

Location #1  
1/1/2012

Comments entered in the Comments field can be viewed by hovering over the thumbnail once the document has been uploaded.

All photos attached to your observation report will be displayed here; however, those attached through the Observation Location cannot be edited or removed through this tab. You may also add, edit, or remove additional photos and/or documents, with comments, to include in your report.

File date: 08/24/2012

Comments

Select file OK Cancel

\*Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

Add Edit Remove

Additional Comments:

Comment Text:

Add Edit Remove

Want to upload a shapefile? While the VPRS system doesn't directly support shapefile upload, you can export the attributes of a point shapefile into a .xls or .xlsx format and upload that to your report. The attribute table of your shapefile must contain the Latitude and Longitude coordinates in Decimal Degrees for each shape within your table. If your shapefile does not already contain the Lat/Long information, you can use out-of-the-box ArcMap tools to add and calculate these fields.

If you require assistance with this process please contact us at: [ContactVPRSAdmin@state.ma.us](mailto:ContactVPRSAdmin@state.ma.us).

# Submitting Your Observation

When you have finished and saved your report, simply click the Submit button to send it to the NHESP for review.

Once a report has been submitted it will no longer be available for editing, therefore the system will prompt you with a series of questions to confirm this action, followed by a confirmation of a successful submittal. You can always view or copy a submitted form.

The screenshot shows the VPRS interface with the following elements:

- Header:** VERNAL POOL & RARE SPECIES REPORTING SYSTEM and NHESP logo.
- Left Panel:** Includes 'Animal Report' details (Observation ID: 4149, Chrysemys picta), 'Editing Animal Report' section with 'Town' dropdown (Abington), 'Name your site (optional):' field, 'Observation Locations' section with 'Location #1' field and 'Add to Map: New Location' button, and 'Directions to Observation Location' section.
- Main Content Area:** Features a photo of a koala, a map showing 'Location #1' at '1/1/2012', and a text area for 'Additional Comments' and 'Comment Text'.
- Bottom Bar:** Contains 'Save', 'Delete', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

This screenshot shows the 'Submit Confirm' dialog box with the following text:

**Submit Confirm**  
Are you sure you want to submit this report? It will no longer be available to edit once it has been submitted.

Buttons: OK, Cancel

**Submit Confirm**  
Are you sure you want to submit this report? It will no longer be available to edit once it has been submitted.

Buttons: OK, Cancel

I hereby certify under the pains and penalties of perjury that the information contained in this report is true and complete to the best of my knowledge.

I Agree

Buttons: OK, Cancel

This checkbox associates your submitted electronic signature with this particular observation report in the VPRS system.

**Success**  
The observation report was submitted successfully.

Button: OK

# Print Report feature

You may use the Print Report feature at any point during your reporting to view your report in its entirety (including maps and photos attached). This feature displays your report in HTML format only, but can be printed or saved into a document if you wish to retain a copy elsewhere. The Print Report feature is available even after a report has been submitted to the NHESP.

Note: The Print Report only displays data entered up to your last Save. It is important to Save your report before clicking the Print Report button to ensure your document contains all entered data.

Print Report

The screenshot shows the NHESP reporting system interface. At the top, there is a navigation bar with links for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The main content area is titled 'Editing Animal Report' and includes the following sections:

- Animal Report Information:** Observation ID: A989, Species: *Chrysemys picta* (Painted Turtle), Status: In Progress.
- Town:** Abington.
- Observation Locations:** Location #1 and Location #2, each with an 'Edit Name' button.
- Directions to Observation Location:** Take Rt. 139 to Chestnut St then Chestnut St then take a right at Hancock St. Site is near the intersection of Hancock St. and Fitts Dr. to between Hancock St. and Beaver Brook.

The interface also features a 'Print Report' button and a 'Photos / Documents' section with a grid of images (Chrysanthemum, Koala, Tulips) and their respective dates and locations.

## NHESP ANIMAL OBSERVATION REPORT

### A989 ANIMAL IDENTIFICATION

**Common Name:**

*Painted Turtle*

**Scientific Name:**

*Chrysemys picta*

**Conservation Status:**

Other

**Town:**

Abington

**Site Name:**

Not Answered

**Description of the diagnostic characteristics upon which the ID was based (including how distinguished from similar species):**

*This turtle had light lines on its carapace with red and black patterns on the edge of its shell.*

**Was the observer**

No

**Was this**

Yes, Alive

**If found**

instituti

No Instituti

Answered

**Photogr**

Yes

### LOCATIONS

**Directions:**

*Take Rt. 139 to Chestnut St. then Chestnut St then take a right at Hancock St. Site is near the intersection of Hancock St. and Fitts Dr. to between Hancock St. and Beaver Brook.*

**Location Name:** Location #1 **Location Type:** Point **Coordinates(x,y):** -

70.976024908097,42.1349604860987 **Coordinate Source:** Unknown or N/A **Other**

**Coordinate Source:** Not Answered **Accuracy:** Not Answered

# Questions or Feedback?

Contact us at:

[ContactVPRSAdmin@state.ma.us](mailto:ContactVPRSAdmin@state.ma.us)