



Cataloging Instructions

We ask that you use our Cataloging Spreadsheet to document key information associated with the collection of your specimens. This information will make your specimens as useful as possible to park managers, educators, and future researchers. We will preserve this information in the National Park Service's Interior Collection Management System (ICMS). The Cataloging Spreadsheet is formatted so that we can automatically import your information into ICMS and avoid typos and other errors.

Formatting your data file

- Start with the Cataloging Spreadsheet, which will be available at: <http://www.nps.gov/acad/naturescience/collecting-specimens.htm>. All columns or fields required for all specimens are labeled in red.
- If you are cataloging geology or paleontology specimens, contact the Science Information and Communication Manager for a different template.
- If you have data that require additional columns or fields, contact the Science Information and Communication Manager. **Please do not add your own fields without discussing it with the Science Information and Communication Manager.**
- **The catalog number must be the first column in your file.** Catalog numbers are the unique key that ICMS uses to match up existing records with the incoming data, so that records can be updated and added to the database.
- Your file must not contain extra columns or fields. It should also not be missing any columns or fields. Otherwise the import process will not be able to match the fields.

Cataloging with the Export Format

The table below provides information on all of the columns or fields in the Cataloging Spreadsheet, including data and the format that must be included in each field to create a complete catalog.

Note: Some fields require special formatting, including the addition of spaces or hyphens. Please use exact formats, because improper formatting can cause your entries to be recorded incorrectly when they are transferred to ICMS. The first row in the Cataloging Spreadsheet gives an example of correct formatting.

Fields in **red** are required. Fields in black are optional.

ICMS Field Name	Description & Format Requirements
Catalog #	<p>Enter the complete, unique catalog number from the list of numbers provided by the ACAD staff for your use. Note: This is a park issued catalog number.</p> <p>Format: ACAD99999. A standard NPS catalog number includes a 4-letter park acronym, plus a unique number of up to 7 digits.</p> <p>Examples: ACAD12345 or ACAD00001</p>
Accession #	<p>Enter the complete accession number provided by ACAD staff for your use. Note: Accession numbers indicate groups of records, so they are not unique for each catalog record. This is a park issued accession number.</p> <p>Format: ACAD-99999. A standard NPS accession number includes a 4-letter park acronym, a hyphen, plus a number of up to 5 digits, padded with zeros and spaced so the last digit is in the 10th character space.</p> <p>Examples: ACAD-12345 or ACAD-00001</p>

ICMS Field Name	Description & Format Requirements
Class 1	Enter "Biology" for all specimens
Science Name: Genus, Species	Enter the genus name and species name of the specimen using the taxonomy list at ITIS (http://itis.gov)
TSN	Enter the Taxonomic Serial Number linked to ITIS and found on the ITIS.gov website.
Item Count	Item count if individual specimens. Note: If entering data in the Item Count field, leave the Quantity field blank.
Description*	Enter a description of the specimen. The description should provide enough information to distinguish the specimen from others. Include a physical description, how it is preserved, and the condition. Do not use abbreviations or codes. For plants, include information such as presence of roots, flowers, seeds, etc.
Dimensions/ Weight*	Enter the dimensions and/or weight of the specimen, if appropriate. Use metric measurements. Examples: H 15.0, W 8.9, L 5.6 cm, H 10.3, W 6.8, D 4.5 cm or 0.05 g
Age*	Enter the age or stage of life of the specimen at time of death, as appropriate.
Sex*	Enter the sex of the specimen. Choose from the following: <ul style="list-style-type: none"> • Fetal • Female • Juvenile • Male • Unknown
Collector	Enter the name of the collector, last name first. For example: Doe, Jane or Smith, Tom D. If there is more than one collector, use a semicolon-space delimiter to separate each subfield. For example: Doe, Jane; Smith, Tom D.
Collection Date	Enter the date the specimen was collected, in the following format: MM/DD/YYYY. If there is a range in dates, use a hyphen delimiter to separate each subfield. For example: 10/28/2004-10/29/2004 Note: If only the month and year are known use a MM/YYYY format and if only the year is known use a YYYY format.
Collection/Permit #	Enter the permit number the specimens were collected under.
Study #	Enter the study number issued by ACAD staff for your use. Format: ACAD-99999. A standard NPS study number includes a 4-letter park acronym, a hyphen, plus a number of up to 5 digits, padded with zeros and spaced so the last digit is in the 10th character space. Note: This number is usually the same as the accession number.
Other Numbers	Record other numbers assigned to the specimen, such as temporary catalog numbers assigned by other institutions. If known, indicate a source for the other number.
Identified By	Enter the full name of the person, last name first, who identified the specimen. Example: Jones, Sarah
Identification Date	Enter the date of identification, in the following format: MM/DD/YYYY Note: If only the month and year are known use a MM/YYYY format and if only the year is known use a YYYY format.
Locality	Concise description of collection site within the park.

ICMS Field Name	Description & Format Requirements
Latitude/ Longitude N/W	<p>Note: Either latitude/longitude or UTM Coordinates are required for every specimen. Enter both, if available.</p> <p>Latitude and longitude coordinates should be in the WGS64 datum.</p> <p>This field in ICMS contains a set of subfield for degrees, minutes, and seconds of latitude and longitude, but all data can be entered in the template without the underscore delimiters and the data will import just fine. Do not create separate columns in your table for latitude and longitude. Please use the datum WGS84.</p> <p>Example: 38_30_15/118_22_30 would be the entry for 38 30' 15" N, 118 22' 30" W</p>
UTM Z/E/N	<p>Note: Either latitude/longitude or UTM Coordinates are required for every specimen. Enter both, if available.</p> <p>UTM coordinates should be in the NAD83 datum.</p> <p>Enter the UTM (Universal Transverse Mercator Grid) coordinates for the collection site. Do not create separate columns in your table for each subfield. You cannot enter characters. The field is formatted to accept 2 digits, a slash, 6 digits, a slash, and 7 digits as follows:</p> <ul style="list-style-type: none"> • UTM Zone = 2 numbers • UTM X (Easting) = 6 numbers • UTM Y (Northing) = 7 numbers <p>Example: 19/561644/4911183 would be the entry for UTM zone 19, 561644E, 4911183N</p>
Habitat/ Community	<p>Enter information about the general habitat or community type.</p> <p>Examples: marsh, spruce/fir forest, or grassland</p>
Habitat	<p>Enter specific information about the habitat or community type.</p> <p>Examples: subalpine fir/grouse whortleberry habitat type</p>
Exotic/Native	<p>Enter either Native or Exotic</p> <p>Native species are defined as all species that have occurred or now occur as a result of natural processes on lands designated as units of the national park system. Native species in a place are evolving in concert with each other.</p> <p>Exotic species are those species that occupy or could occupy park lands directly or indirectly as the result of deliberate or accidental human activities.</p>
Threat/ Endangered	<p>Enter the federal status under the Endangered Species Act, if the specimen is a threatened or endangered species. You can find the status of listed species at http://fws.gov/endangered</p> <p>Choose from the following options:</p> <ul style="list-style-type: none"> • C = Taxa for which the Service has on file sufficient information on biological vulnerability and threat(s) to support proposals to list them as endangered or threatened species. • E = Endangered • PE = Proposed Endangered • PT= Proposed Threatened • T = Threatened
Rare	<p>Document the presence of a taxa on any other list, besides the Federal Threatened & Endangered lists, denoting rarity in the area, such as regional, state, county, or park lists. You can find this information at http://natureserve.org/explorer</p>

***Note:** Information for these fields may not be available for all specimens. If no data is available, leave fields blank. Do not delete the columns from the template.

Common Errors

- Spreadsheets in which researchers have edited the column headers or added extra columns. These edits or columns can prevent us from importing your spreadsheet into ICMS. **Please do not change the column headings or order in the Cataloging Spreadsheet.**
- Incorrect formatting of catalog numbers or accession numbers. The most frequent formatting mistake for catalog numbers is an incorrect number of spaces between the park acronym (ACAD) and the number. The most common mistakes in accession numbers are omitting the hyphen between the acronym (ACAD) and the number.

Submitting Specimen Catalog Records

1. After entering your data in the Cataloging Spreadsheet, save the data in a comma separated value (.csv) or text (.txt) format.
2. Attach your saved data file to an email and send it to the Science Information and Communication Manager. Include your museum accession number in the subject line or email text. If you have unused catalog numbers, please include those numbers in your email as well.
3. If your incoming data file is formatted correctly, the data will import successfully, creating NPS museum catalog records in ICMS. If your data is formatted incorrectly, we will work with you to correct it.

If you have any questions about preparing or cataloging specimens do not hesitate to contact the Science Information and Communication Manager.