COPY- For Information of Natural Resources Staff

United States Department of the Interior

NATIONAL PARK SERVICE
WASHINGTON, D.C. 20240

IN REPLY REFER TO:
A7237(474)

JUN 9 1986

Memorandum

To: Regional Directors
Attention: Regional Chief Scientists
Regional Natural Resource Managers

From: Associate Director, Natural Resources

Subject: Natural Resource Applications of the NPS COMMON Data Base

The NPS COMMON data base is now available for Servicewide use. COMMON provides an easily accessible source of key, frequently requested information on each park. This information covers a wide variety of subjects including park physical and geographic characteristics, park resources and threats, status of park planning documents, park visitation, park total budget and FTE's, park Congressional representation, park special designations, and many additional topics. For the first time, this range of multidisciplinary information is available, on a Servicewide basis, through one system.

As the Director noted in his March 21 memorandum to the field on the Natural Resource Program, COMMON has great potential as a tool for increasing the effectiveness of our natural resource activities. Through COMMON, parks can utilize natural resources information available from other parks throughout the System, or share accomplishments and findings on issues of common interest. Regions can use COMMON to pull together information, covering one or more topic areas, for all the parks in the Region. WASO offices can use COMMON to retrieve selected natural resources information on a Servicewide basis, thus reducing the need for many ad hoc information requests to the field.

COMMON has been designed as a modular system, so that it can be easily maintained and enhanced as needed. The natural resources modules currently in COMMON include BIOSCI, a module on general, summary-level information on each park (such as park resource features, park resource threats, status of park baseline inventories, park ecological classifications, and management of areas adjacent to the park); TEX, a module on park threatened, endangered and exotic species; and PESTS, a module on park pest control projects. In addition, COMMON includes a pest management "Decision Tree" system through which park staff can identify the source of an observed pest management problem and receive on-line treatment advice.

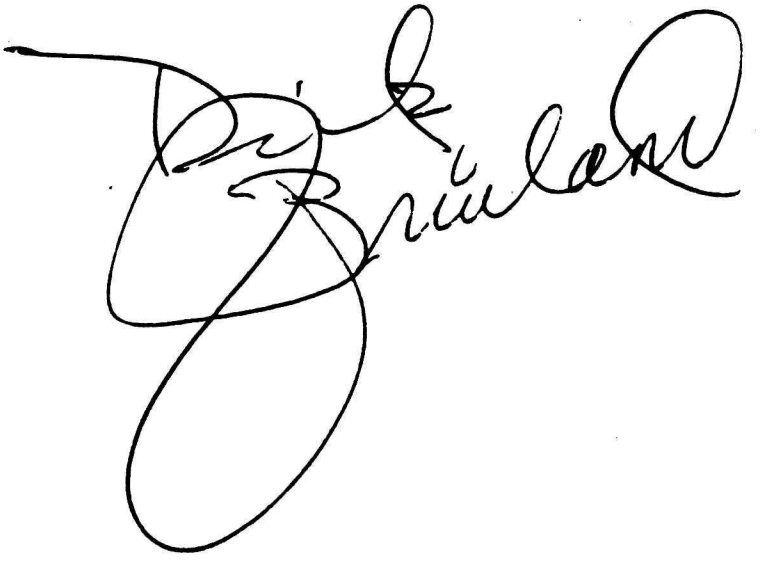
Future natural resources COMMON modules include NPFLORA, the Servicewide park flora data base system which will be available through COMMON beginning this summer; a module on park water rights, an NPS science and resource management personnel directory module; a module on park mineral inventories and energy development threats; and a module on Servicewide Natural Resources Preservation Program project priorities and funding allocations.

COMMON represents an innovative attempt to allow NPS staff throughout the System to share in the use of a multi-topic Servicewide information base. Parks and Regions can, in turn, help maintain this shared "pool" of information by contributing basic information describing their park to the COMMON system. In this way, the system will continue to include complete, up-to-date information on each unit. In terms of the natural resources components of COMMON, parks and Regions can help contribute by entering some basic park data into the BIOSCI module (see Attachment for more detailed information).

In order to help introduce park and Regional Office staff to COMMON, and to provide some "hands on" instruction on how to use COMMON to get the information you need, the Natural Resources Office, in conjunction with the Information and Data Systems Division, will be holding a series of one-day workshops in each Region throughout the summer. These workshops will be arranged through the Regional Information Management Coordinator and coordinated with the Regional Chief Scientist and the Regional Natural Resource Manager. I encourage the natural resources staff in each Region to attend. Park resource management and research staff should also attend if possible.

The primary objective of COMMON is to provide a Servicewide framework through which we can all share and exchange needed information easily and quickly. To this end, we want to ensure that COMMON is meeting your needs. If you have comments or suggestions for how the system can be enhanced, please refer them to Anne Frondorf (FTS: 343-8127). Thank you.

Attachment



ATTACHMENT

Entering Information About Your Park into COMMON's "BIOSCI" Module

The BIOSCI module of COMMON includes general, summary-level natural resources information describing each park unit. Park staff who would like to contribute this type of descriptive natural resources information on their park need only to enter data into three basic files in BIOSCI.

The General COMMON User's Guide

A copy of the general COMMON User's Guide has been distributed to each park, and several copies to each Regional Office. This Guide provides basic information on how to use COMMON to retrieve information, and how to enter or update information in COMMON on your park. The Guide also includes a list of the data items included in COMMON and their definitions. You may wish to review the COMMON User's Guide prior to reading the information below.

PARKINFO: Basic Park Natural Resources Information

The "PARKINFO" file is the main file in BIOSCI. It includes information on park total surface water and wetlands area, park total stream and river length, general ecosystem types represented in the park, status of resource baseline inventory information for the park, and ownership/management of areas adjacent to the park.

A record for each park in the System has been created in PARKINFO. Parks therefore only need to View and then Update their park's record in order to fill in any missing data items (The instructions in the COMMON's User's Guide will show you how to update your park's record). You will notice that some data items, such as the park's Air Quality Act class (Class I or II); presence of air quality, acid precipitation, and weather monitoring stations; and whether the park contains any nationally designated undeveloped Coastal Barriers, have already been entered by the WASO offices responsible for these programs. If you have questions on these items, contact Anne Frondorf in WASO.

After you've updated the data for your park, try running Report # N4 in the COMMON Report Library to see how it looks.

PARKINFL: Park Natural Resources Threats Information

The "PARKINFL" file in BIOSCI includes information on the threats affecting park resources. Each record in PARKINFL includes the type of "source activity" causing the threat; an indication of whether this source activity is external to the park, internal, or both; and the types of resource impacts being caused by the source activity. A given source activity will often have more than one resource impact, so a new record must be entered for each unique source activity-resource impact combination.

The park may enter as many records in PARKINFL as are necessary to describe its current threats. Source activity types and resource impact types are entered as codes (to ensure consistency and accuracy across parks). COMMON's "On-Line Help" system can be used at any time in order to find a specific code.

After you've entered data for your park, try running Report # N1 in the COMMON Report Library to see how it looks. Running Report # N3 lets you find other parks that are affected by the same source activities.

PARKRES: Park Resource Type Information

The "PARKRES" file includes information on the types of natural resource features represented in the park (e.g., types of geologic features, landforms, hydrologic features, unique or disjunct plant communities, etc.) Resource feature types are entered as codes, and each park may enter as many records into PARKRES as needed.

After you've entered data on your park, try running Report # N1 in the COMMON Report Library to see how it looks. Running Report # N2 lets you find other parks that have similar resource features.

What About Data Security?

COMMON users in the parks and Regional Offices who are entering or updating data will be given user ID's and passwords to use when signing on to the system. Security for the PARKINFO, PARKINFL, and PARKRES files is set up so that a given park (e.g., GRCA) can enter or update data about GRCA, but not about any other park. Similarly, a given Regional Office (e.g., WRO) can enter or update data about the parks in the Western Region, but not for parks in any other Region. Of course, any park or Region can retrieve or look at data from any other park or Region.

Questions?

For questions on BIOSCI and the other Natural Resources components of COMMON, call Anne Frondorf, Natural Resources-WASO, (202) or FTS 343-8127, or Beth Fischer, Information and Data Systems-WASO (202) or FTS 343-1278. Comments or suggestions on how to enhance COMMON to better meet field needs are also welcome.

For questions on COMMON in general (communications, passwords, etc.) call Keith Carr, Information and Data Systems-WASO (202) or FTS 343-4463, or your Regional Information Management Coordinator.

United States Department of the Interior

NATIONAL PARK SERVICE
P.O. BOX 37127
WASHINGTON, D.C. 20013-7127

Your
National Park Service
Reminds You. . .

"TAKE PRIDE IN AMERICA"

IN REPLY REFER TO:

A7237(474)

JUN 2 1986

Memorandum

To: Field and WASO Directorate
Park Superintendents

From: Acting Director

Subject: National Park Service COMMON Data Base System

I am pleased to announce the Servicewide availability of the NPS COMMON data base system and to provide you with a user's guide which will assist you in using COMMON.

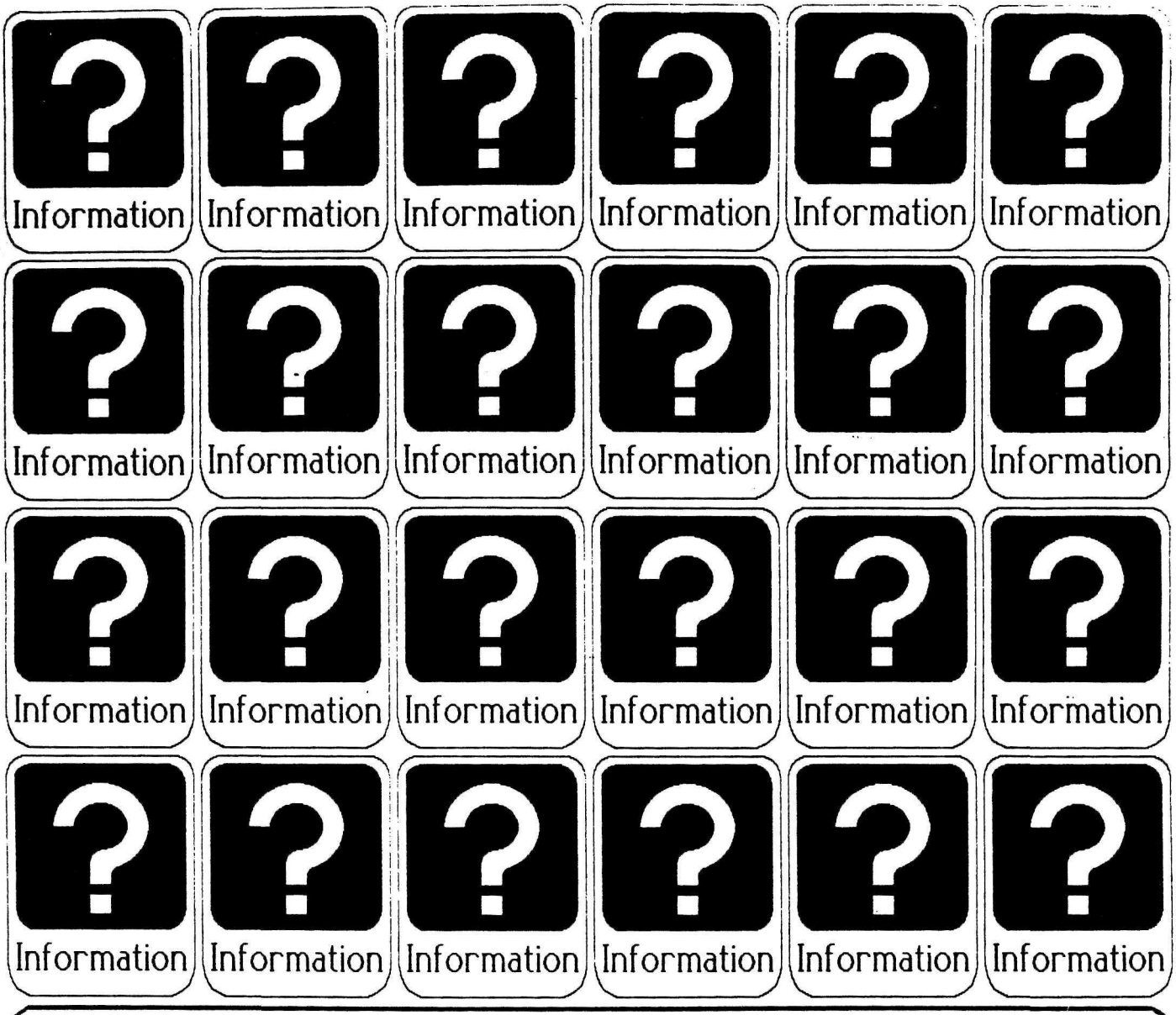
COMMON is a Servicewide information system which includes key information, on a large variety of topics, for each park unit. COMMON will allow NPS staff throughout the System to quickly and easily retrieve and exchange information on such subjects as park physical and geographic characteristics, park resources and threats, park management personnel, park visitation, park total budgets and FTE's, park planning documents, park special designations, park Congressional representation, and a large variety of additional topic areas.

This is the first time that this range of information has been available, across program areas, through one Servicewide system. As such, I believe it has tremendous potential to allow park management to utilize information from other units in the System, to share findings and accomplishments on issues of common interest, and to help reduce reporting requirements and eliminate duplication.

COMMON is now available to anyone in the Service. The system is very easy to use and can usually be accommodated on your existing computer equipment. Because COMMON has been designed to be modular and expandable, I urge you to look for areas in which it might be enhanced to better meet your needs. COMMON is an innovative and exciting step forward for the Service. I encourage you to take advantage of this opportunity.

Denis P. Galvin

Enclosure



COMMON DATA BASE
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National Park Service • Information and Data Systems Division

NATIONAL PARK SERVICE
COMMON DATA BASE
USERS MANUAL

Information and Data Systems Division
National Park Service
Washington, D.C.
March 1986

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I. INTRODUCTION

A. Background

COMMON is an automated information base system that includes basic, frequently requested information about each unit of the National Park System. The objective of COMMON is to provide an easily accessible source of key, summary-type information about the parks, including such things as lands information, budget and visitation information, planning document information, administrative-type information, and resources management information. This Servicewide information management system allows NPS staff members throughout the System to quickly retrieve and exchange information critical to planning and decision-making. COMMON's greatest value for any program area, park or Region comes not just in having their key information available through the COMMON information system, but in the ability to combine their information with information from many other areas in the Service. In this way, new combinations of data can provide information which has never been readily available for use by NPS decision makers.

COMMON is a user-friendly, menu-driven system. It includes a "library" of standard reports that can be selected and run by the user to quickly answer the most frequently asked questions; screen-based data entry, update and deletion; and a facility for users to design their own ad hoc reports.

This Users Manual contains no sample screens or report output because it is assumed that you will be using the manual while you are using your terminal or computer. The instructions on the screens lead you easily through the system. If you choose to use the RELATE data base management language, you can type in the sample commands contained in the Users Manual to see sample reports.

B. Environment

COMMON is supported by the RELATE/3000 relational data base management system and runs on the National Park Service's Hewlett-Packard 3000 minicomputer in Washington, D.C. Anyone with a terminal, microcomputer, or word processor with standard communication capability can use the system. If you have questions about how to access the minicomputer and use the system you may contact the Data Base Administrator's Office in the WASO Information and Data Systems Division. See Appendix D, "Who to Call for Help."

C.Organization

The COMMON data base has a modular design, meaning that new "modules" on additional program areas can be added at any time. Park law enforcement, cultural resources and property management information are candidates for inclusion in COMMON in the near future.

Many different parts of the organization (parks, Regions, offices) share in the use and responsibility for maintenance of the data. Every attempt is made to keep the data accurate and current. For example, some data is periodically copied from existing program-specific data bases (such as the NPS lands data base or the NPS park directory data base). Data is protected by a security system that allows responsible user organizations to control access (for data entry and update) to those data elements which they generate or oversee.

Figure 1 is a graphic representation of the COMMON database. It shows the relationships between the program area modules and CORE and the relationship of COMMON to other subject-area data bases and information sources. Appendix A includes a list of the data currently included in COMMON. Appendix B describes the files used to organize the data. The module called CORE is the heart of the system. It contains basic information such as park name, organization code, acreage and budget data, which are of interest to all program areas. Other modules may easily be joined to the CORE module to combine program-specific data with the basic CORE data.

D.Getting into the System

1. First, you must access the NPS Hewlett-Packard 3000 minicomputer. Telephone access instructions are in Appendix F.

You will be prompted with a colon (:) when you are signed on. If you have difficulties with this step, you may contact the Hewlett-Packard Computer Center. See Appendix D, "Who to Call for Help."

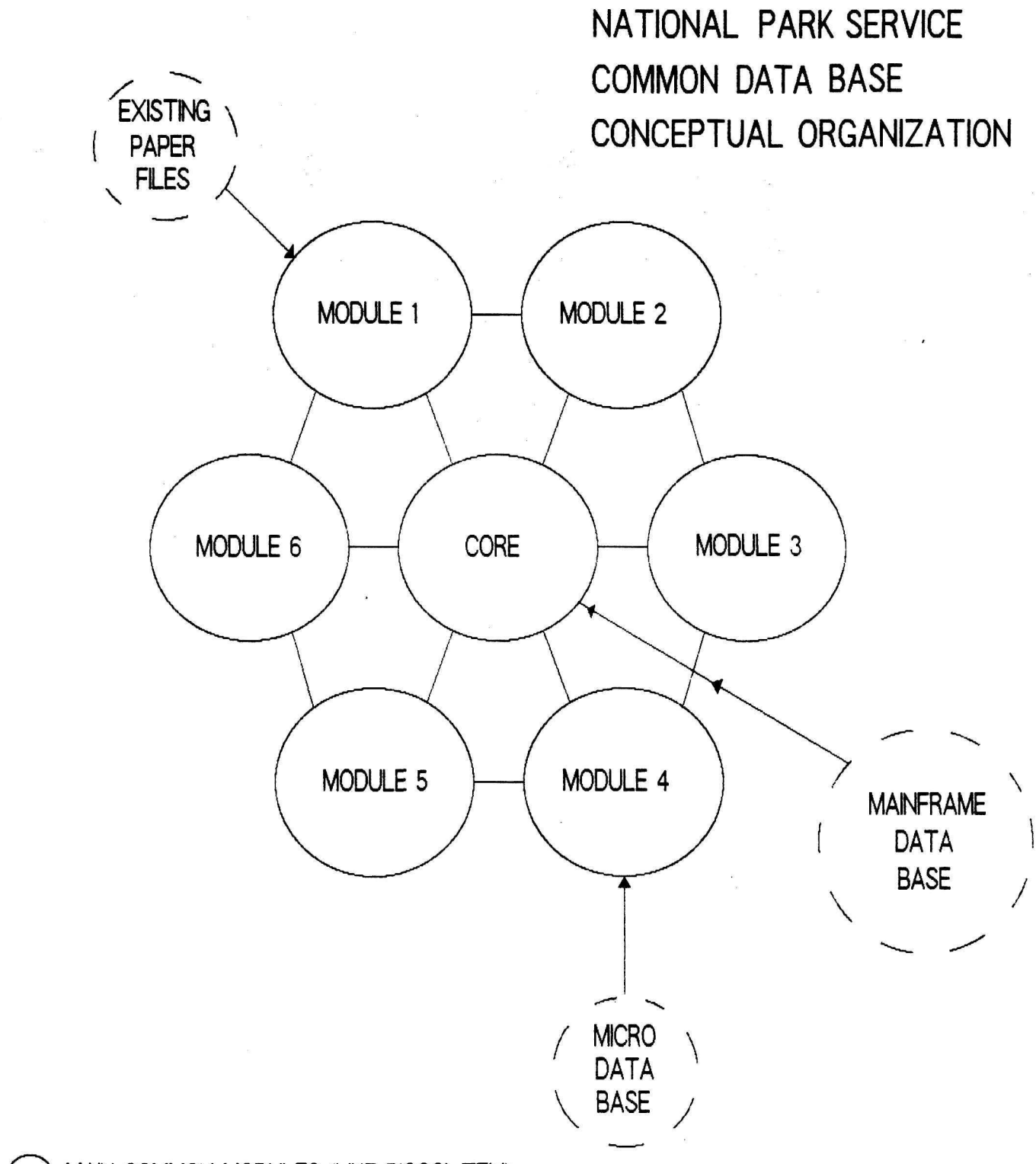
2. At the colon prompt, type:

```
HELLO (your last name),SHARE.COMMON;[TERM=18]
```

TERM=18 should be typed if you are using any equipment other than a Hewlett-Packard terminal. Do not type if if you are using a Hewlett-Packard terminal.

Signing on with this identification will allow you to use the data, but not to add, change or delete information. If you are authorized to add, change or delete data, you must sign on with

FIGURE 1


NATIONAL PARK SERVICE
COMMON DATA BASE
CONCEPTUAL ORGANIZATION
EXISTING PAPER FILES
MODULE 1
MODULE 2
MODULE 6
CORE
MODULE 3
MODULE 5
MODULE 4
MAINFRAME DATA BASE
MICRO DATA BASE
MAIN COMMON MODULES (LIKE BIOSCI, TEX)
EXTERNAL SYSTEM CONTRIBUTING DATA
DATA TRANSFER FROM EXTERNAL SYSTEM
POTENTIAL DATA LINKAGES

your appropriate user identification and then supply account and user passwords when prompted for them. You should always use your name in your sign-on so that your session can be identified by the NPS Computer Center staff.

If you have typed in your user identification properly, you will see a message acknowledging that you are signed on. It will display identity information concerning the WASO Hewlett-Packard computer and show you the date and time.

3. Then you will see the following prompt:
   Terminal Type?

If you know the name of your terminal type, you may enter it here and hit RETURN (See Appendix E for a list of recognized terminal types). This will send you into COMMON. First time users who do not know their terminal type may do one of two things. One, you may enter "//" to end the session. Or, two, you may enter "HELP" and hit RETURN to see the terminal types that the system recognizes. If one of the terminal types corresponds to the type of equipment that you are using, proceed to enter that name and hit return. If you are confused about your terminal type, you may call the Data Base Administrator's Office in the WASO Information and Data Systems Division to find out what to enter. In the meantime, enter // to end your session.

4. You will know that you are successfully signed onto the COMMON system when you see the full-screen message: "Welcome to the National Park Service COMMON Data Base System." Follow the instruction to "Press any key to begin your session."

You should be aware of the automatic sign-off function on the Hewlett-Packard computer. If, during the time you are signed on, you do not use your keyboard for ten minutes, your terminal or computer will beep and you will get a warning like this:

UNATTENDED TERMINAL TIMEOUT Please hit return within 10 seconds.

If you don't hit return, you will be automatically signed off the computer, thus terminating your active session. To continue your work, you have to go through the sign-on procedure again.

II. FINDING OUT WHAT YOU WANT TO KNOW

A.Using the Menus

COMMON is easy to use because a series of menus provides you with choices and leads you through the program functions. Each menu displays choices for you, and gives you directions on how to select the choices. The cursor will blink in the box where you are to enter the number or letter indicating your selected action. You should enter one of the displayed options and hit the RETURN key.

If you make an error and enter something other than one of the displayed options, an error message will be displayed at the bottom of the screen. For the most part, error messages should be self-explanatory. In the event that you don't understand an error message, you may contact the WASO Data Base Administrator's Office. See Appendix D, "Who to Call for Help."

Most of the time you will be using COMMON right on the screen. Sometimes you may want to print out specific reports on paper. Those in the Washington, D.C. area can request that a "hard-copy" printout be made of a report on the line-printer and can pick up the reports at the NPS Hewlett-Packard Computer Center on the fourth floor of the 1100 L Street Building. This option will be presented on the screen for these particular users. Those located outside of the Washington, D.C. area can use their local printer capabilities to print information from the COMMON system as well. You may need to refer to the manual for your printer and/or your communications software to find out how to direct output to your attached printer.

Figure 2 shows the Main Menu (the first one you will see). The Main Menu includes options to view reports using the COMMON report library, to create your own reports, to use the Integrated Pest Management Decision Tree system and to exit the system. These major choices are discussed in detail below.

B.Using the Report Library

One of the main menu options is to use the COMMON report library to run a standard report. The report library contains formatted reports containing frequently requested information. The library is organized by subject area and enables you to see a listing and description of the already prepared reports that are available for viewing.

The Report Library menu allows you to choose a subject area of interest. Once you have made your selection, you will see a list of the reports within that subject area. You may decide to run a

HELLO AND WELCOME TO THE NATIONAL PARK SERVICE COMMON DATA BASE. COMMON INCLUDES A VARIETY OF FREQUENTLY REQUESTED INFORMATION ABOUT PARK UNITS SERVICEWIDE.

WOULD YOU LIKE TO :

USE THE COMMON REPORT LIBRARY TO RUN A STANDARD REPORT?	ENTER (1)
RUN YOUR OWN INDIVIDUALIZED REPORT?	ENTER (2)
USE THE IPM DECISION TREE SYSTEM?	ENTER (3)
EXIT FROM THE COMMON DATA BASE?	ENTER (X)

FIGURE 2
COMMON DATA BASE MAIN MENU

report or to see more detailed descriptions of each report. Once you decide to run a report, you will be presented with more options. For example, if you choose to run the report on "Significant Resources and Resource Impacts", you must specify the park that you would like the report on by providing the park alphabetic organization code when prompted for it. If you are prompted for a code that you do not know, you may enter H for HELP and you will see the codes and the values that they represent. This kind of help is available in every instance in which the COMMON system expects you to enter a code of any kind.

When you are viewing a report on the screen, you may control the output by pressing special keys in combination with the Control (CTRL) key. CTRL-S freezes the report output. CTRL-Q starts the report again after it was stopped. CTRL-Y aborts the report. This is especially useful if you have selected a lengthy report and you do not want to see it all on the screen.

If you are in the Washington, D.C. area, you will be asked if you want a hard copy print of the report. If you answer Y for YES, the report will be printed on the high-speed line printer at the 1100 L Street building Computer Center. You will need to pick it up. If you use the Computer Center regularly, you should call to have a mailbox assigned to you. See Appendix D, "Who to Call for Help".

C.Using HELP

The COMMON Data Base system has several features to help you use the system by providing the option to review information on data codes or definitions, data base design and on data file maintenance procedures at appropriate points in your session.

- HELP in the Report Library. The Report Library often offers you options of running a particular report for such things as a specific region, a specific park or a specific resource threat and prompts you to enter the appropriate code. You may enter H to see the lists of codes and their decoded values.

- HELP in Creating Your Own Report. If you choose to Run Your Own Individualized Report, you are given the option to see information on COMMON data base organization. This information describes the basic modular structure of the data base, briefly lists the files in each module and contains specific descriptions of each file, including the fields in the file, their type, length and other characteristics.

- HELP in File Maintenance. If you have capabilities to update, add and delete data, you need to specify the name of the file that you want to work in. You can get a list of the file names organized by module by entering H. Once you choose to proceed to Enter, Update or Delete Data from the Main Menu, you are offered

the chance to see instructions on how to enter, update or delete data. You may also easily review this information later in your session. Once you have selected a file and gotten into the specific File Maintenance screen, you may enter H to see instructions on how to enter, update and delete data using screens or to get help on the data element codes at this point.

D. Using the Integrated Pest Management Decision Tree System

The Integrated Pest Management (IPM) Decision Tree system is also available from the COMMON main menu. After choosing the IPM Decision Tree option from the COMMON main menu, you will see a menu from which you may (1)begin the Decision Tree process to help identify the source of a pest management problem, (2) see introductory information on the purpose and operation of the Decision Tree system or (3) proceed directly to treatment information for a pest problem which has already been identified.

The Decision Tree itself (Option 1) works as a series of screens, with each screen showing a set of choices. On each screen, simply select the choice that best describes your pest management problem, by entering the correct number for the choice in the selection field. Entering a "/" in the selection field will send you back to the previous set of choices; while an "X" will return you to the COMMON main menu. After making your series of choices in the Decision Tree, you will be shown information which summarizes the choices you have made, lists the pests(s) which are most likely causing this problem, and provides non-chemical treatment information.

If you already know the pest which is causing the problem, you can go directly to the treatment information by choosing Option 3 on the IPM Decision Tree menu, "Proceed Directly to Treatment Information," and entering the code for the pest in question on the next screen you see. If you don't know the correct code for the pest, simply enter "H" for help, and you will be shown pest names and the corresponding codes.

E.How to Ask Questions of the Database

One of the options on the main COMMON menu is to "Run Your Own Individualized Report." You may design your own reports only if you know how to use the commands in the RELATE/3000 language and are familiar with the COMMON data base structure.

Upon making this selection, you will see a screen that warns you that you need to be somewhat familiar with RELATE to create your own report, and gives you the options of:

- -(1) getting introductory information on how the COMMON data base is organized,
- -(2) creating your own report or
- -(X) returning to the main menu.

The first option provides you with a description of the data base structure and names of the data elements to use in RELATE commands. The second option puts you directly into the RELATE data base management software where you can use RELATE commands to query the data base.

- What is RELATE? RELATE/3000 is the relational data base management system that stores and retrieves NPS COMMON data in the computer files. You can use the RELATE command language to select information from the COMMON data base and format it in your own individualized reports. The command language is similar to that used in microcomputer data base management packages like dBASEIII and can be easily learned. However, successful use depends on careful attention to RELATE's rules of syntax. It will take some practice with the commands before you become proficient at writing them.

Following is a summary of RELATE conventions and the most commonly used RELATE commands. It should help you to do simple ad-hoc queries of the COMMON data base. Appendix A contains a list of data elements and Appendix B contains a description of the data base structure. If you want to do more complicated reports, you may want to ask for assistance or get a copy of the RELATE manual to learn about RELATE's more powerful commands and sophisticated report writer. You may call the appropriate contact person in WASO. See Appendix D, "Who to Call for HELP."

RELATE/3000 DATA BASE MANAGEMENT SYSTEM

Some Important RELATE Conventions

Prompts. Once you select the COMMON menu option to "Create Your Own Report" you will see the line telling you that you are in RELATE and giving you the date and time. On the following line you will see "1)" which is RELATE's way of telling you that it is waiting for a command to be entered. The right parenthesis symbol,")", is the RELATE prompt for action. Each prompt in a RELATE session from sign-on to signoff is numbered consecutively.

Error Messages. RELATE reads your command after you press RETURN. If you have made an error, a number, bracketed by asterisks, will appear. This is the number of the RELATE error message. If you want an expanation of the error, press any key other than the return key to see the error message displayed. Press the return key to bypass the message text and continue your session.

Typing Long Commands. If your command statements are longer than one line (79 characters), you must indicate that you intend to continue on the next line by typing a space and ampersand (&) at the end of the line before hitting the return key.

Listing and Recalling Commands. RELATE remembers all of the commands that you enter during a RELATE session until you leave RELATE. The LIST COMMANDS command can be used to display one previously executed command or a range of them. For example, LIST COMMANDS 51/60 will cause your previously executed commands numbered 51 through 60 to be displayed. You may re-use a previous command using the REDO command. If you type REDO and hit RETURN, the very last command you entered will be displayed on the next prompt line. When you hit RETURN again, it will be executed. You may redo a command from earlier in your session by referring to it by its prompt number. "REDO 2" would recall your second command to the prompt line. Once a command is recalled, you may edit it on the line beneath. To delete characters, place a D directly beneath each character to be deleted. To insert characters, place an I directly beneath the character to have characters inserted before it, and type the characters to be inserted after the I. To replace characters, place an R directly beneath the first character to be replaced and type the replacement characters after the R.

Using HELP. You can get some information about RELATE commands and errors by using the help command. To get a list of RELATE commands, type HELP COMMANDS. To get information about a specific RELATE command, type HELP, the commmand name and what you want to know about it: syntax, purpose, keywords, examples or description. For example, HELP SET PATH SYNTAX. To get all the information about a particular command, type HELP, the command name, and the word ALL. For example, HELP OPEN ALL. To get information about an error, type HELP ERROR and the error number.

Controlling Report Output. When data is printing on the screen you may use the CONTROL (CTRL) key in combination (pressed simultaneously) with other keys to control the output.

CONTROL and S causes output to pause until
CONTROL and Q causes output to resume.
CONTROL and Y terminates the output.

The Essential RELATE Commands

Opening Files. The first thing you must do when using RELATE to query COMMON is to open the files that you want to use. You will have to specify the group (or module) that the file resides in, like CORE or BIOSCI. Appendix B contains a description of each of the files and Appendix A contains a list of data elements, showing which files they reside in. You may open as many files as you want, but you must type one "OPEN FILE" command for each file opened.

The RELATE command for opening files is:

```
OPEN FILE [file name].[group name];MODE=1
```

When using COMMON you must always specify both a file name (like PARK) and a group (also called a module) name (like CORE) whenever you refer to files in RELATE. You must always specify MODE=1 at the end of an OPEN FILE statement. If you do not specify MODE=1, you will not be able to use the file and you will see the following error message:
THE RELATE/3000 FILE CANNOT BE ACCESSED (FSERR #90 - EXCLUSIVE VIOLATION: FILE BEING ACCESSED

Sample command:

```
OPEN FILE PARK.CORE;MODE=1
```

Looking at Files. If you want to see the data elements contained in a file, first you must open the file. Then type SHOW. The RELATE SHOW command causes the screen to display the data element names, type, length, and internal size in bytes and words (see Table 1 for a list of valid RELATE data types).

To see all the files that have been opened during the session, enter SHOW PATH. This command will give you a list of current open files and will designate the file you're working in as the CURRENT PATH. To change current files, use the SET PATH command with the name of the file you want to work in. Sample:

```
SET PATH STATE
```

Selecting the Information You Want. The SELECT command is the one you will use most often to find the records you want from the data base. It contains the information needed to search the data base and find all the records or entries which meet the criteria (or conditions) which you specify. It can be used to get data from one file or to join files together to obtain information from more than one file. Once you have typed in a successful SELECT command, you will see the next numbered prompt. You must enter PRINT to see the results of your SELECTion.

Before you can select from a file, you must make sure that the file has been opened and that it is set to your current path. Your SELECT command must specify the field (or data elements) to be selected, fields for selection criteria and the values for the selection criteria. You must use the exact field names when identifying selection criteria. Consult Appendix A of this manual or use the SHOW command on your open file for a list of field names (data elements). You can use the logical operators to make selections (see Table 2). The @ symbol may be used to select all fields in the current path.

It is also very important to know that when you SELECT data, the various fields and calculations you specify in your SELECT statement will be in effect until you either: (1) enter a "SET PATH" command, or (2) do another SELECT. This means that you cannot do a SELECT

TABLE 1

RELATE DATA TYPES

ALPHA	any characters
INTEGER	whole numbers
DOUBLE	large whole numbers
REAL	fractional numbers with 7-digit accuracy
LONG	fractional numbers with 16-digit accuracy

TABLE 2

RELATE SYMBOLS AND LOGICAL OPERATORS

PLUS AND MINUS	+,-
NOT	NOT
MULTIPLICATION,DIVISION	*,/
ADDITION,SUBTRACTION	+,-
AND	AND
OR	OR
LOGICAL OPERATORS	>,<,<=,>=,=,<>

from among the information produced by a previous SELECT. Every time you do a SELECT you are disabling the effect of the previous SELECT. It usually should be possible to obtain the results you want through a single SELECT statement. While this user guide deals with the SELECT command in only a cursory manner, the SELECT command is in fact a very powerful and flexible tool for the RELATE user. If your requirements go beyond this discussion, you can contact the Data Base Administrator's Office for assistance. See Appendix D, "Who to Call for Help."

Finding Information in a Single File. Following are some sample SELECT commands, the resulting reports and an explanation of their function.

```
OPEN FILE PARK.CORE;MODE=1
SELECT PARKNAME,TOTACRE WHERE TOTACRE > 1000000
```

This SELECT statement will locate the names and total acreage values for the parks with total acreage exceeding one million acres. Don't forget that you must enter the PRINT command to see the results of your SELECTion.

You may order the information in your report by including a sort statement in your SELECT command. For example,

```
SELECT PARKNAME, TOTACRE SORT BY TOTACRE WHERE TOTACRE > 1000000
```

will sort report results by acreage while

```
SELECT PARKNAME,TOTACRE SORT BY PARKNAME WHERE TOTACRE > 1000000
```

will sort the same report results alphabetically by park name.

```
OPEN FILE BUDGET.CORE;MODE=1
SELECT @ WHERE ALPHACD = "GRSM"
```

This SELECT command will select all of the fields in the Budget file for the park with the alphabetic organization code equal to GRSM (Great Smoky Mountains National Park). Note that GRSM is in quotes because you're asking the computer to match that specific alphabetic value.

Finding Information in More than One File. The COMMON data base is made up of many files of information. Sometimes these files need to be joined together to permit you to get the information you need. Often, you will need to join files to obtain the decoded values of a particular field (i.e., joining PARK and PARKTYPE to get the values for PTYPECD). And, you may want to join files to use fields from both files in a selection. You may easily join program area "module" files like BIOSCI to CORE files to make use of the basic

administrative information (like park name, visitation statistics and budget) in natural resource or other program area reports.

First, you must open all of the files that you wish to work with. In order to use multiple files, you must be able to equate field values to link the files in your SELECT statement. Remember that all fields included in the SELECT statement must be identified by their field name and the name of the file in which they reside if they are not in the current path.

Finding Information in TWO Files.

```
OPEN FILE PARK.CORE;MODE=1
OPEN FILE PARKINFO.BIOSCI;MODE=1
SET PATH PARK
SELECT ALPHACD,TOTACRE,PARKINFO.AIRQUAL WHERE &
ORGCODE=PARKINFO.ORGCODE AND PARKINFO.AIRQUAL="2" &
AND TOTACRE > $AVG(TOTACRE)
```

Sample:

```
ALPH          TOTACRE A

GLCA     1,236,880.00 2
BICY       570,000.00 2
CHIS       249,353.77 2
DEVA     2,067,627.68 2
LAME     1,496,600.52 2
ORPI       330,688.86 2
ANIA       615,000.00 2
BELA     2,770,000.00 2
CAKR       660,000.00 2
GLBA     3,280,197.95 2
KATM     4,090,000.00 2
DENA     6,030,000.00 2
GAAR     8,440,000.00 2
KEFJ       670,000.00 2
KOVA     1,750,000.00 2
LACL     4,045,000.00 2
NOAT     6,560,000.00 2
WRST    13,200,000.00 2
YUCH     2,520,000.00 2
19 LINES PRINTED.
```

This SELECT joins the PARK file in CORE to the PARKINFO file in BIOSCI by the statement: ORGCODE=PARKINFO.ORGCODE. Then, it uses the acreage data in the PARK file and the air quality class data from PARKINFO to answer the question, "Which parks are above-average in size and have a Clean Air status of "2"?" Notice that the AIRQUAL field name is preceded by the prefix, PARKINFO. This is because we set the path to PARK right before the SELECT command. Therefore,

RELATE recognizes the PARK file as the default path, and it assumes that you are requesting that the fields ALPHACD and TOTACRE are to be extracted from the PARK file. The AIRQUAL field, however, is in the PARKINFO file. This must be stated explicitly; otherwise RELATE would look for a field called AIRQUAL in the PARK file. Since the PARK file does not contain a field called AIRQUAL, an error would result. Similarly, the statement ORGCODE=PARKINFO.ORGCODE, the ORGCODE from the PARK file is to be compared to the ORGCODE in the PARKINFO file. Only the second half of this equation needs to be qualified with the file name because of the SET PATH PARK command.

To see the fields contained in the SELECTION, enter SHOW. To print the report, enter PRINT.

Finding Information in Multiple Files. You can join multiple files that share the same field, being sure to equate the field values in separate file equation statements. Here is a sample joining four files that shows the visitation statistics for FY 83 and the Superintendents names for all parks with peregrine falcons.

```
OPEN FILE BUDGET.CORE;MODE=1
OPEN FILE PEOPLE.CORE;MODE=1
OPEN FILE PARKRES.BIOSCI;MODE=1
OPEN FILE PARK.CORE;MODE=1
SET PATH PARK
SELECT ALPHACD,BUDGET.VISITOR,PEOPLE.LASTNAME WHERE &
ALPHACD=PARKRES.ALPHACD AND PARKRES.IMPRES="A122" AND &
ALPHACD=BUDGET.ALPHACD AND BUDGET.FYEAR="83" AND &
ALPHACD=PEOPLE.ALPHACD AND PEOPLE.TITLE="SITE MGR"
```

Sample:

ALPH	VISITOR	LASTNAME
GLCA	1,883,000	LANCASTER
GRCA	2,485,000	MARKS
GRTE	2,704,000	STARK
CARE	359,000	REYNOLDS
DINO	446,000	KENNEDY

5 LINES PRINTED.

You can join multiple files that all do not share a single field so long as each file can be joined to one other file in the statement using field values that they have in common. Here is a sample joining three files; the DOCTYPE file in CORE for the name of the planning documents, the DOCSTAT file in CORE for the information about completion due dates for the documents and the the PARK file in CORE for the information about NPS Regions. This SELECT shows the park organization code, the document name, and the due date of all General Management Plans underway in the Southwest Region.

```
OPEN FILE PARK.CORE;MODE=1
OPEN FILE DOCTYPE.CORE;MODE=1
OPEN FILE DOCSTAT.CORE;MODE=1
SET PATH PARK
SELECT ALPHACD,DOCTYPE.DOCNAME,DOCSTAT.DOCDUE WHERE &
ALPHACD=DOCSTAT.ALPHACD AND NPSREG="SWRO" AND &
DOCTYPE.DOCTYPE=DOCSTAT.DOCTYPE AND DOCTYPE.DOCTYPE="GMP"
```

Sample:

```
ALPH DOCNAME                                        DOCDUE

ALFL GENERAL MANAGEMENT PLAN                        5/31/85
AMIS GENERAL MANAGEMENT PLAN                        9/30/85
ARPO GENERAL MANAGEMENT PLAN
AZRU GENERAL MANAGEMENT PLAN
BAND GENERAL MANAGEMENT PLAN
BIBE GENERAL MANAGEMENT PLAN
BITH GENERAL MANAGEMENT PLAN

7 LINES PRINTED.
```

Calculation. You can summarize values of a selected field with average, median, standard deviation, count, sum, maximum and minimum value functions called aggregates. Here are some samples of aggregates used in SELECT statements.

```
OPEN FILE PARK.CORE;MODE=1
SELECT ALLACRES=$SUM(TOTACRE)
```

$SUM is the RELATE command for totalling. This SELECT statement gives you the total of all park acres. Notice that this SELECT statement also has the effect of creating a new, temporary field called ALLACRES which contains the results of the totalling. When you are performing calculations, you must always specify the name of a new field which will contain the results. This field is temporary and will remain in existence while the SELECT is in effect--that is, until you do another SELECT, or a SET PATH command.

```
SELECT AVGPARK=$AVG(TOTACRE)
```

$AVG is the RELATE command for finding the average of a group of records. This SELECT statement asks for the average of the sum of the total acreage for each park (TOTACRE) of the National Park System and assigns it to the new element AVGPARK. $MEDIAN works in the same way to calculate the median of a group of records. Standard deviation can be identified using the $STD_DEV function.

```
SELECT SITEMGR=$COUNT (PEOPLE.TITLE="SITE MGR")
```

$COUNT is the RELATE command for counting records in a SELECTion. This SELECT statement asks for the total number of people in the Service with the job title of Site Manager.

```
SELECT PARKNAME,TOTACRE WHERE TOTACRE=$MAX(TOTACRE)
```

$MAX is the RELATE command for identifying the largest value of a group of record values. This SELECT statement displays the park name and total acreage of the park with the largest number of total acres. $MIN can be used in the same way to identify the smallest value of a group of record values.

Asking Questions about Date Fields. All information about dates in the COMMON data base is stored in this format: MM/DD/YYYY for month/day/year.

The 4-digit year includes the 2-digit century because some dates of park establishment are in the 1800's and there is a need to plan for dates in the 2000's.

Logical operators can be used with the date fields to answer questions. Sample:

```
OPEN FILE PARK.CORE;MODE=1
PRINT PARKNAME FOR DATEESTAB > "01/01/0001" AND DATEAUTH="0"
```

This command displays those parks that were established but not authorized in legislation.

```
PRINT PARKNAME,DATEESTAB FOR DATEESTAB > "12/31/1973" AND &
DATEESTAB < "01/01/1975"
```

This command displays those parks that were established during calendar year 1974.

The PRINT Command. The PRINT command is always used to display the results of a SELECT command. PRINT can also be used to make simple file selections and to control the appearance of the report. We will discuss those options here.

- Printing SELECTions. After you have successfully entered a SELECT statement, RELATE will respond with the next numbered prompt. To display the results of the SELECTion, enter PRINT. Your results will be displayed on the screen.

If you wish to print the report on paper, you need to direct the output to a printer attached to your terminal or computer. This can be accomplished with your own communications software and is not a

function of the COMMON software. If you are in the Washington, D.C. area and can pick up the report from the NPS Computer Center at 1100 "L" Street, you may direct the report output to the high-speed line printer there by entering "Print:P".

- Selecting Records with PRINT. You can use conditions in your PRINT statements to identify a specific group of records to print. Unless you perform a SELECTion to join files before using PRINT, this command will only print information from a single file. The format of this command is: PRINT [FIELD LIST] FOR [CONDITION]

```
Sample:
OPEN FILE PARK.CORE;MODE=1
PRINT PARKNAME FOR BIOSRES="Y"
```

This PRINT statement asks for a display of names for those parks that are designated as Biosphere Reserves.

Using the PRINT command to PRINT directly from a file in this manner automatically displays the RELATE $LINE Field (the RELATE record number) as well as the data requested in the field list. This reduces the line length available for data display to 74 characters unless you suppress the $LINE field in the PRINT command (See the Section on Global Switches). All RELATE logical operators can be used in PRINT statements.

```
Sample:
PRINT PARKNAME FOR BIOSRES="Y" AND NPSREG="SERO" OR &
BIOSRES="Y" AND NPSREG="WRO"
```

This command prints park names for those parks with Biosphere Reserves in the Southeast and Western Regions.

- Printing From More than One File. You may join files using a SELECT statement without conditions, and then use the PRINT statement to select and print a subset of the record in the joined files. Notice that this gives you a limited capability of "SELECTing from a SELECT"--that is, you can avoid printing all of your SELECTed fields, and only print the ones you specify.

```
Sample:
OPEN FILE PARK.CORE;MODE=1
OPEN FILE DOCTYPE.CORE;MODE=1
OPEN FILE DOCSTAT.CORE;MODE=1
SET PATH PARK
SELECT ALPHACD,NPSREG,DOCTYPE.DOCNAME,DOCSTAT.DOCDUE WHERE &
ALPHACD=DOCSTAT.ALPHACD AND DOCTYPE.DOCTYPE=DOCSTAT.DOCTYPE
PRINT ALPHACD,NPSREG,DOCNAME,DOCDUE FOR NPSREG="SWRO"
```

Sample:

```
ALPH NPSR DOCNAME                                    DOCDUE

ALFL SWRO GENERAL MANAGEMENT PLAN                    5/31/85
AMIS SWRO GENERAL MANAGEMENT PLAN                    9/30/85
ARPO SWRO GENERAL MANAGEMENT PLAN
AZRU SWRO GENERAL MANAGEMENT PLAN
BAND SWRO GENERAL MANAGEMENT PLAN
BIBE SWRO GENERAL MANAGEMENT PLAN
BITH SWRO GENERAL MANAGEMENT PLAN
BUFF SWRO Resource Management Plan
BUFF SWRO River Use Plan                             11/30/83
BUFF SWRO Cave Management Plan

10 LINES PRINTED.
```

- Formatting Reports with PRINT. The PRINT command can operate as a simple report writer by employing options which alter the format of the whole report (called Global Switches) and options which alter the format of specific fields in the report (called local switches).

Global Switches: Global Switches affect headings and footing, page length and spacing. The global switch indicators consist of colon and a letter or number. They must be typed in right after the PRINT command with no space between them. You may use a number of switches simultaneously.

Headings and Footings

:D Causes page headings to print, containing filename, index number, field names, date and page number.

:N Eliminates the printing of field names in the heading.

:T Grand totals are printed for all numeric fields.

:C Print entire field names in headings rather than truncating them.

Printing

:F Breaks the report into page sizes corresponding to the users terminal type.

:P Directs output to the central line printer at the NPS Computer Center in Washington, D.C.

Line Formatting

:S Suppresses printing of current key or index at the beginning of each line--usually the $LINE number

:num Causes a blank line to print after every "num" lines (i.e., :1 causes a blank after every line). If used with :F or :P, the line count resets at the top of each page. Local switch :S causes line count to reset at each control break.

Local Switches: Local Switches on fields in the list of fields to be printed affect "control breaks", headings and footings. The local switches must be typed in right after the field name in the field list of the PRINT command with no intervening space.

Control Breaks

:B Generate a "control break" on this field; that is, sort the report results on the values of this field.

:S Suppresses this field if its value has not changed. All fields print at the top of a new page.

Note: If a global "num" was used, the line count will also be reset to zero on a control break.

Headings

:H Allows for the entry of a special report heading in the field list portion of the command, enclosed in quotation marks.

:C,L,R Used in combination with the heading (:H) option, these specify whether the page heading will be centered (C) or justified left (L) or right (R).

Footings

:num Skips "num" lines on a break.

:F Causes the printer to "form-feed" ; that is, skip to the next page, if used on a break field. Sets the global :F switch.

:T If used on a break field, all numeric fields will subtotal on a break. If used on an individual field, only that field will subtotal or break.

Sample:

```
PRINT:S PARKNAME,NPSREG:B:S,NPSREG,"PARKS GROUPED BY REGION":H:C
```

Partial Report:

PARKS GROUPED BY REGION

PARKNAME	NPSR
BIGHORN CANYON NATIONAL RECREATION AREA	RMRO
BRYCE CANYON NATIONAL PARK	
CANYONLANDS NATIONAL PARK	
ARCHES NATIONAL PARK	
NATURAL BRIDGES NATIONAL MONUMENT	
CAPITOL REEF NATIONAL PARK	
CEDAR BREAKS NATIONAL MONUMENT	
BADLANDS NATIONAL PARK	
BENT'S OLD FORT NATIONAL HISTORIC SITE	

This command prints the names of all the park units. The first :S is a global switch that suppresses the printing of $LINE. There are two local switches on NPSREG; :B causes the park names to be organized in groups by region and :S causes repeating values of NPSREG to be suppressed. The title of the report is contained in quotes, identified as a heading by :H and centered with :C. The resulting report is a list of all park names organized by region with each region code printed out only once at the beginning of the list of parks in that region.

III. ENTERING AND UPDATING DATA

A.Who Can Enter and Change Data

Those offices in the NPS who are responsible for maintaining current and accurate data in the COMMON data base have special access to the data for which they are responsible that enables them to enter, change or delete information. This special access is protected by passwords assigned to the responsible organizations. These passwords must be safeguarded by the personnel to whom they are entrusted to ensure that unauthorized persons do not alter the information in the COMMON information system. COMMON is only useful if the data in it is kept accurate and current. The information is safe only if authorized persons work to protect access to it. If an employee entrusted with the password leaves, the responsible office MUST contact the Data Base Administrator's Office so a new password can be issued. See Appendix D, "Who to Call for Help."

B.How to Enter, Change and Delete Data

If you have a special password-protected user-ID you will see a main menu that contains the options for reporting that all users see as well as two other options related to data file maintenance. The first option lets you "Enter New Data or Update or Delete Existing Data" and the fourth option lets you "Proceed Directly to Data File Selection." Those options will be explained in this section.

The first option--"Enter New Data or Update or Delete Existing Data"--is for those who are learning how to enter, change and delete data. If you select it, you will see another menu that will offer you the chance to get introductory information on the organization of the COMMON data base. If you know which data you have access to and what file it is stored in, you may select the option to "Proceed to Enter, Update or Delete Data." This selection will show you another menu that will offer you the chance to "See Instructions on How to Enter, Update or Delete Data." Once you have selected the options you need to learn about the data base structure and how to use the data screens to enter, update and delete data, you may choose the option to "Proceed to Enter, Update or Delete Data."

The fourth option from the main menu--"Proceed Directly to Data File Selection"--assumes that you know what data you have access to and the name of the data file that you wish to work in. It also presumes that you know how to enter, update and delete data using the data screens. It asks you for the name of the data file for which you would like to enter, update or delete data. At this time, if you can't remember the exact file name you want,

you may follow the screen instructions to enter "H" for help which will show you the list of COMMON file names.

Once you select a data file to work in, the COMMON system will automatically check to ensure that you have the authority to access it. If you do not, you will be told that you don't have access to the file and will be given some options to select another file, get data base organization information or exit to the main menu. If you have entered the correct filename and you have access to it, you will be shown a data screen displaying the data elements in the selected file.

In some cases, a user organization will have access to a portion of a file; that is, they can only modify data in a few fields. If you have this kind of "partial file access", you will be able to see all the data in the file on the screen. However, if you attempt to alter any fields other than those you have access to, the system will not accept your changes. If you have access to the file, but not to its "key" elements, you will only be able to modify existing records. You will not be able to add or delete records in the data base.

Using the Data Screens. Instructions for using the screens can be seen at the bottom of each screen. These instructions are the same, no matter what COMMON file you are working in. The instructions tell you the options you may select by entering a letter in the Selection box where the cursor will be blinking.

```
E=ENTER NEW RECORD   V=VIEW RECORD   U=UPDATE RECORD   H=HELP
D=DELETE RECORD      C=CLEAR SCREEN  X=EXIT          SELECTION_
```

You will notice that some fields are highlighted boxes and some just show a line indicating the field length. Those fields with highlighted boxes are the "key" fields that are used to find specific records in a data base. When entering a new record, you must always fill in the key fields first. When seeking to update a record, you must first fill in the key fields to locate the correct record to update. One thing to remember is ALWAYS to use the TAB key to move between fields on the screen. Once you hit RETURN for any reason, whatever you have typed on the screen will be entered.

To enter data, enter "E" in the Selection box, fill in the highlighted "key" field(s), and hit TAB as needed to "validate" the new key. In addition to the highlighted fields which you must fill in, there are other unhighlighted fields which must be filled in so that the record can be entered. Consult the information about your file to see these "mandatory" fields. Next, fill in the blank fields using the TAB to move the cursor to desired locations. Use "//" in any field (or "/" in a single character field) to abort entry. When finished, press RETURN and

watch for error messages. If none appear, a message will confirm that a record has been created. When entering data, remember to enter "C" in the Selection box to clear the screen prior to entering each new record.

Some of the data files in COMMON require more than one data screen to display all the fields. For these multiple-screen files, you can only enter a new data record from the first screen in the sequence. The remaining screens in the sequence will not display the "E" (Enter a New Record) option. To fill in the data fields on these remaining screens, simply follow the instructions for updating data in your new record.

To update data, enter "V" in the Selection box. Then fill in the highlighted "key" data item field(s) on the screen to identify the specific record you want to update. Press RETURN to view this record. When your record appears on the screen, use the TAB key to move the cursor to the data item fields you wish to update. Make your changes. When you are done, enter "U" in the Selection box and press RETURN to update the record. If no error messages appear, a message will be displayed, confirming that the record has been updated.

To delete data, enter "V" in the Selection box. Then fill in the highlighted "key" data item field(s) on the screen to identify the specific record you want to delete. Press RETURN to view this record. When your record appears on the screen, review it carefully to make sure you wish to delete it. When you are sure, enter "D" in the Selection box and press RETURN to delete the record. A message will acknowledge that the record has been deleted.

Appendix A--Data Element Glossary

ACIDSITE - One character code that identifies whether a park contains one or more national atmospheric deposition monitoring sites; validated for 'Y', 'N' or 'P'.

ACTIONPLAN - The date of approved park action plan for a given TEX species; validated for format MM/DD/YY.

ACTIVDESCR - Textual description of a TEX species activity.

ACTIVNUM - Unique identifying number for a given TEX species research, monitoring or management activity in a park; validated for a valid park alpha org code in the first 4 characters and numeric last three characters.

ACTIVSTART - The date a TEX species activity in a park was started; validated for format MM/DD/YY.

ACTIVSTOP - The date a TEX species activity in a park was completed; validated for format MM/DD/YY.

ADDRESS1 - Line 1 of mailing address of park unit.

ADDRESS2 - Line 2 of mailing address of park unit.

ADDRESS3 - Line 3 of mailing address of park unit.

ADDRESS4 - Line 4 of mailing address of park unit.

ADJACFED - A 1-character indicator whether the occurrence type of a TEX species for a park is on adjacent, federally administered land; validated for "Y" or "N".

ADJACNON - A 1-character indicator whether the occurrence type of a TEX species for a park is on non-federal adjacent land; validated for "Y" or "N".

ADMINBY - Full description of an administering entity.

ADMINBYCD - Code for administering entity; validated for 1 = NPS,2 = Others (Affiliated Areas) or 6 = NPS Coop Agreement.

AICODE - A code for a given active ingredient in a pesticide product. Product can have more than one ingredient.

AINAME - The decode name of a pesticide active ingredient.

AIPERCENT - Percentage makeup of a given active ingredient in a given pesticide product.

AIPOUNDS - Pounds per gallon makeup of a given active ingredient in a given pesticide product.

AIRPIC - Indicates whether a park has current aerial photographic coverage, year of coverage and where photography is available (Park, Regional office, Waso). Enter YY-P,R,W as applicable.

AIRQUAL - Indicates status of a park according to the clean air act; validated for '1' or '2'.

AIRSITE - Identifies whether a park contains one or more air pollution monitoring stations; validated for 'Y', 'N' or 'P'.

ALIST - Indicates whether a park has current animal list, year of list and where copies are available (Park, Regional office, Waso). Enter as YY-P,R,W as applicable.

ALPHACD - Four character code that uniquely identifies a park unit.

APPLICAMNT - The amount of a pesticide product to be used for an application in a park pesticide project.

APPLICFORM - The form in which a pesticide will be applied in a park pesticide project.

APPLICNUM - The number of pesticide applications which are proposed for a park pesticide project.

APPLICTIME - The season or period in which a pesticide is applied in a park pesticide project.

AVOIDAREA - Areas in a park which are to be avoided in a park pesticid project.

BAILEY - Code for Bailey ecoregion type - for park ecological classification.

BAILNAME - Decoded value (name) for Bailey ecoregion type codes.

BAILNUM - Number used to indicate the relative importance of each Bailey type in a park in terms of percentage of park area covered; validated for a value range of '1' to '4'.

BARNUM - Unique identifying number for coastal barrier units included in a park. This variable can contain two such 5-character coastal barrier unit numbers.

BARRIER - Identifies whether a park contains 1 or more coastal barrier

units, either in the system or under study; validated for 'Y', 'N' or 'P'.

BIOSRES - Indicator that park unit is a biosphere reserve; validated for 'Y', 'N' or 'P'.

BLM - Indicates the presence of BLM administered land adjacent to a park; validated for 'Y' or 'N'.

BREEDING - A 1-character indicator whether a TEX species in a park was a breeding season resident; validated for "Y" or "N".

BUDGET - Total budget amount for a park for a specific fiscal year.

CDCINFO - A reference to pages in CDC (Centers for Disease Control) Pictorial Keys for pest identification.

CERTTRAIN - The description of the use of trained or certified personnel in a park pesticide project.

COAST - Approximate percentage of park area that is in a coastal ecosystem type; validated for a value of 0 to 100.

COMMONCODE - A 4-character code assigned each common name for a threatened, endangered or exotic species. These codes correspond to codes found under data element IMPRES.

COMMONNAME - The name, decoded for COMMONCODE, for a threatened, endangered or exotic species. These names correspond to names found under data element RESNAME.

COMPHONE - Commercial telephone numbers of NPS personnel.

CONGCODE - Codes for congressional districts.

CONTACT - The individual to be contacted about a park pesticide project.

COUNTY - FIPS code for a U.S. county.

COUNTYNAME - Full name of a U.S. county corresponding to a FIPS county code.

CRITICHABT - A 1-character indicator for a park whether it contains designated critical habitat for a TEX species; validated for "Y" or "N".

CURRENT - A 1-character indicator whether the occurrence type of a TEX species in a park is current; validated for "Y" or "N".

DATADEF1, DATADEF2, DATADEF3 - Full text definition of a COMMON data element as defined by a value of DATANAME in the TEX DEFINE file.

DATEAUTH - Date that park unit was authorized by congress; validated for date format of MM/DD/CCCC.

DATEESTAB - Date that park unit was established; validated for date format of MM/DD/CCCC.

DESERT - Approximate percentage of a park area that can be considered as desert ecosystem type; validated for a value 0 to 100.

DEVZONEAC - Number of acres in the park in development planning zone; validated for a value 0.00 to 9,999,999,999.99.

DISCIPLINE - Educational background or discipline of NPS personnel.

DOCAPP - Date that a planning document is approved.

DOCDUE - The projected completion date of a planning document that is underway.

DOCDUECONG - Date that a planning document is due to congress.

DOCFINI - Date of actual completion of a planning document.

DOCLOCATN - The primary location of a planning document.

DOCNAME - The full name of a planning document type.

DOCSTART - Date that work on a planning document was begun.

DOCTYPE - Standard abbreviation for types of planning documents.

EASEMENT - A 1-character indicator whether the occurrence type of a TEX species in a park is on an easement; validated for "Y" or "N".

EASTFOR - Approximate percentage of a park area that can be considered as eastern forest ecosystem type; validated for a value of 0 to 100.

EPAREGNUM - The EPA registration number for a pesticide product.

ESISCODE - A 6-character code for a given threatened, endangered or exotic species as used by the Fish & Wildlife Service ESIS information system.

EXPTL - Indicator that park unit is an experimental ecological area; validated for 'Y', 'N' or 'P'.

EXTIRPATED - A 1-character indicator whether the occurrence type of a TEX species in a park is extirpated; validated for "Y" or "N".

FED - Indicates the presence of a federally administered land (not including NPS, BLM, USFS, FWS) adjacent to a park; validated for 'Y' or 'N'.

FEDACRE - Number of acres in the park unit that are federally owned; validated for a value 0.00 to 9,999,999,999.99.

FIRST_MI - First names and middle initials of NPS personnel.

FTE - Number of FTE's for a park for a specific fiscal year.

FTSPHONE - FTS phone numbers of NPS personnel.

FWS - Indicates the presence of U.S. Fish and Wildlife Service-administered land adjacent to a park; validated for 'Y' or 'N'.

FYEAR - Two-digit fiscal year.

GEOMAP - Indicates whether a park has current geology map, year of map and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

GMPNUM - A number indicating the relative priority of a park unit to have the general management plan written or rewritten; validated for a value 1 to 999.

GRASS - Approximate percentage of a park area that is considered as grassland ecosystem type; validated for a value 0 to 100.

GROUP - A 20-character identifier of a major taxonomic group which a TEX species belongs to; validated for "MAMMAL", "BIRD", "REPTILE", "AMPHIBIAN", "FISH", "SNAIL", "CLAM", "CRUSTACEAN", "INSECT", "OTHER INVERTEBRATE", "ANGIOSPERM", "GYMNOSPERM", "FERN/FERN ALLY" or "NONVASCULAR PLANT".

HERITAGE - Indicator that park unit is categorized as a world heritage site; validated for 'Y', 'N' or 'P'.

HISTORICAL - A 1-character indicator whether the occurrence type of a TEX species in a park is historical; validated for "Y" or "N".

HISTZONEAC - Number of acres in park unit that are in a historic

resources planning zone; validated for a value 0.00 to 9,999,999,999.99.

HQCOUNTY - County code for the location of the park unit headquarters.

IMAGE - Indicates whether current satellite imagery is available for a park, year available and where imagery is available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

IMPRES - Code for an important park resource/feature.

INHOLDING - A 1-character indicator whether the occurrence type of a TEX species in a park is on land which is on inholding; validated for "Y" or "N".

IPMINFO - A reference to specific IPM (Integrated Pest Management) Information Packages from which to retreive additional pest treatment information.

JURISNAME - Full name of the type of jurisdiction NPS has in a given park area; validated for 'PROPRIETARY', 'CONCURRENT' or 'EXCLUSIVE'.

KINGDOM - A 1-character indicator whether a TEX species is a member of the plant or animal kingdom; validated for "P" or "A".

LASTNAME - Last names of NPS personnel.

LEVEL1 - First level text description of a pest problem.

LEVEL2 - Second level text description of a pest problem.

LEVEL3 - Third level text description of a pest problem.

LEVEL4 - Fourth level text description of a pest problem.

LEVEL5ID - Identifying number for the multiple lines of text in LEVEL5TEXT which comprise the fifth level pest problem description.

LEVEL5TEXT - Fifth level text description of a pest problem.

LEVELSUM - A unique composite representation of pest problem levels 1 - 5. This unique key will correspond to a definitive set of pest id's and pest treatment information.

LOCAREA - Indicates the presence of a local government administered area adjacent to a park; validated for 'Y' or 'N'.

MANAGEMENT - A 1-character indicator whether a TEX species activity in a park involves resource management; validated for "Y" or "N".

MEDIT - Approximate percentage of a park area that is in mediterranean ecosystem type; validated for a value 0 to 100.

METEOR - Identifies whether a park contains one or more meteorologica monitoring stations; validated for 'Y', 'N' or 'P'.

MIGRATORY - A 1-character indicator whether a TEX species in a park has a migratory status; validated for "Y" or "N".

MIXTURE - The description of the mixture of pesticide product with dilutent for use in a park pesticide project.

MONITORING - A 1-character indicator whether a TEX species activity in a park involves monitoring; validated for "Y" or "N".

NATREG - Code for a Fenneman natural region type.

NATREGNAME - Decoded value (name) for a Fenneman natural region type.

NATREGNUM - Number used to indicate the relative importance of a Fenneman natural region type in a park in terms of the percentage of park area covered; validated for '1' or '2'

NATZONEAC - Number of acres in park unit that are in a natural resources planning zone; validated for a value 0.00 to 9,999,999,999.99.

NHL - Indicator that park unit is a national historic landmark; validated for 'Y', 'N' or 'P'.

NNL - Indicator that park unit is a natural landmark; validated for 'Y', 'N' or 'P'.

NONFEDACRE - Number of acres in park unit that are non-federally owned; validated for a value 0.00 to 9,999,999,999.99.

NPFLORA - A 1-character indicator whether there is a record on a TEX species in the NPFLORA module of COMMON; validated for "Y" or "N".

NPS - Indicates the presence of another NPS-administered area adjacer to a park; validated for 'Y' or 'N'.

NPSREG - Four character alphabetic code for the region a park unit i located.

NRHP - Indicator that park unit is a national register historic property; validated for 'Y', 'N' or 'P'.

NUMSITES - The number of sites in a park to be treated with a pesticide in a park pesticide project. Validated for a whole number 0-9999.

OCCASIONAL - A 1-character indicator whether a TEX species in a park has an occasional/accidental status; validated for "Y" or "N".

OFFHRS - Operating hours of park unit headquarters.

ORGCODE - Four digit organization code that uniquely identifies park unit or user ID.

PARKAPDATE - The date of park approval of a park pesticide project. Validated for the format MM/DD/YY.

PARKAPNAME - The name of the person giving park approval to a park pesticide project.

PARKLAND - A 1-character indicator whether the occurrence type of a TEX species in a park is on park-owned land; validated for "Y" or "N".

PARKNAME - Official name of park unit.

PARKSTAT - A 1-character indicator for the status of a TEX species in a park as either threatened, endangered or exotic; validated for "T", "E" or "X".

PESTID - The ID code for a particular pest species.

PESTMONITR - The description of the monitoring process for a park pesticide project.

PESTNAME - The decoded name of a particular pest species corresponding to a given PESTID.

PLIST - Indicates whether a park has current plant list, year of plant list and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

PNV - Code for Kuchler potential natural vegetation type.

PNVNAME - Decoded value (name) for a PNV type.

PNVNUM - Used to indicate the relative importance of each PNV type

in a park in terms of the percentage of park area covered; validated for a value of '1' to '4'.

POSSIBLE - A 1-character indicator whether the occurrence type of a TEX species in a park is possible; validated for "Y" or "N".

PRDESIG - Numeric identifier for a printer device designation used by a user for hard-copy output (defaults to system line printer).

PRECAUTION - The precautions to be taken in a park pesticide project.

PRODNAME - The decoded name of a pesticide product.

PROJECTID - A unique identifying number for a park pesticide project. Validated for the first four characters being equivalent to the park's alpha organization code.

PROJPURPOS - The purpose of a park pesticide project.

PROJREMARK - Textual line, many of which make up the remarks describing a park pesticide project.

PROJYEAR - The year in which a pesticide project occurs. Validated for the value 1980-2080.

PRONA - Indicator that park unit is a protected natural area; validated for 'Y', 'N' or 'P'.

PRVAREA - Indicates the presence of a privately owned area adjacent to a park; validated for 'Y' or 'N'.

PTYPECD - Code to indicate the type of park unit.

PTYPENAME - Full description of a park type corresponding to a park type code.

PUBAUTHOR - Author(s) name(s) for a TEX species report/publication.

PUBDATE - A four-character date (year only in format CCYY) of a TEX species report/publication.

PUBNUMBER - Unique identifying number for a TEX species report/ publication; computer-generated for new record data entry.

PUBSOURCE1, PUBSOURCE2, PUBSOURCE3 - Source (e.g., journal, publisher, etc.) of a TEX species report/ publication.

PUBTITLE1, PUBTITLE2, PUBTITLE3 - Title of a TEX species report/ publication.

RANK - A numeric rank for a given significant influence in a park, with the highest priority given a rank of 1; validated for a value 1 to 99.

REGAPDATE - The date of region approval for a park pesticide project. Validated for the format MM/DD/YY.

REGAPNAME - The name of the regional office person giving approval to a park pesticide project.

REGNAME - Full name of an NPS park region.

REPNAME - Name of congressional representative for the district.

RESEARCH - A 1-character indicator whether a TEX species activity in a park involves research; validated for "Y" or "N".

RESIMPACT - Code for a resource impact occurring in a park unit as the result of a given source activity.

RESIMPNAME - Decoded name for a resource impact code.

RESNAME - Decoded value (name) for an important park resource code.

RESTORATN - A 1-character indicator whether the occurrence type of a TEX species in a park is restored; validated for "Y" or "N".

RIVER - Total stream/river length within a park boundary, in miles; validated for a value 0.00 to 9999.99.

RNA - Indicator that park unit is a research natural area; validated for 'Y', 'N' or 'P'.

SCIENTNAME - Scientific name (Latin binomial) for a threatened, endangered or exotic species.

SENATORJR - The name of the junior senator corresponding to a given state code.

SENATORSR - The name of the senior senator corresponding to a given state code.

SOILMAP - Indicates whether a park has current soils map, year of map and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

SOURCEACTV - Code for the source activity causing a resource impact (threat) in a park unit.

SOURCELCTN - Location of a source activity causing a resource impact (threat) in a park unit. Activities can be internal to a park (value of 'INT'), external to a park (value of 'EXT') or combined (both internal and external, value of 'COM').

SOURCENAME - Decoded name for a source activity code.

SPECSTAT - A 3-character code which indicates the NPS servicewide status of a TEX species as either threatened, threatened/ endangered, endangered or exotic; validated for "T", "T/E", "E" or "X".

SPUZONEAC - Number of acres in park unit that are in a special use area; validated for a value 0.00 to 9,999,999,999.99.

STAREA - Indicates the presence of a state-administered area adjacent to a park; validated for 'Y' or 'N'.

STATE - A two-character code for a U.S. state or territory.

STATENAME - The full state or territory name corresponding to a given state code.

SUPER - Indicates whether a park has current superintendent's annual research report (NPS Form 10-561), year of report and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

SURFWAT - Total surface water area within a park's boundary, in acres; validated for a value 0.00 to 99999999.99.

TIMEZONE - Time zone of the park unit headquarters.

TITLE - Job titles of NPS personnel.

TOPOMAP - Indicates whether a park has current topo map, year of map and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

TOTACRE - Number of total acres in park unit; validated for a value 0.00 to 9,999,999,999.99.

TOTALAMNT - The total amount of pesticide product used in a park pesticide project.

TREATAREA - The amount of area in a park to be treated with a pesti-

cide in a park pesticide project.

TREATMENT - Treatment information text for a pest species correspondin to a given LEVELSUM value.

TREATMETHD - The method of pesticide treatment as proposed for a park pesticide project.

TROPIC - Approximate percentage of a park area in tropical ecosystem; validated for a value 0 to 100.

TUNBOR - Approximate percentage of a park area in tundra/boreal ecosystem; validated for a value 0 to 100.

UPDATE - Date recorded as when a record in a COMMON data file was entered or updated.

URBAN - Approximate percentage of park area that is in a urban ecosystem; validated for a value 0 to 100.

USAGERATE - The description of usage rate of a pesticide product for use in a park pesticide project.

USEMAP - Indicates whether a park has current landuse map, year of map and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

USFS - Indicates the presence of U.S. Forest Service administered land adjacent to a park; validated for 'Y' or 'N'.

VEGMAP - Indicates whether a park has current vegetation maps, year of map and where copies are available (Park, Regional office, WASO). Enter as YY-P,R,W as applicable.

VISITOR - Total number of visitors to a park for a specific fiscal year.

WASOAPDATE - The date of WASO-IPM approval/disapproval of a park pesticide project. Validated for the format MM/DD/YY.

WASOAPNAME - The name of the WASO-IPM person giving approval/disapproval of a park pesticide project.

WASOSTATUS - An indicator showing whether WASO-IPM has formally approved or disapproved a park pesticide project. Validated for a 'D' (disapproval) or an 'A' (approval).

WESTFOR - Approximate percentage of park area that can be considered as western forest ecosystem; validated for a value 0 to 100.

WETLAND - Total wetland area within a park boundary, in acres; validated for a value 0.00 to 99999999.99.

WILDERNESS - Indicator that park unit is a wilderness area; validated for 'Y', 'N' or 'P'.

WINTER - A 1-character indicator whether a TEX species in a park was a winter resident; validated for "Y" or "N".

YEARROUND - A 1-character indicator whether a TEX species in a park was a yearround resident; validated for "Y" or "N".

Appendix B
Data Elements by File

CORE Module

Name	Type	Length	Format	Required
File PARK				
ALPHACD	ALPHA	4		Y
ORGCODE	ALPHA	4		Y
PARKNAME	ALPHA	60		Y
ADDRESS1	ALPHA	40		
ADDRESS2	ALPHA	40		
ADDRESS3	ALPHA	40		
ADDRESS4	ALPHA	40		
NPSREG	ALPHA	4		Y
HQCOUNTY	ALPHA	5	XX999	
PTYPECD	ALPHA	6		
GMPNUM	INTEGER	3		
OFFHRS	ALPHA	20	99:99 AM TO 99:99 PM	
TIMEZONE	ALPHA	6		
FEDACRE	LONG	16	9,999,999,999.99	
NONFEDACRE	LONG	16	9,999,999,999.99	
TOTACRE	LONG	16	9,999,999,999.99	
DATEESTAB	DOUBLE	10	MM/DD/CCCC	
DATEAUTH	DOUBLE	10	MM/DD/CCCC	
ADMINBYCD	ALPHA	1		
NATZONEAC	LONG	16	9,999,999,999.99	
DEVZONEAC	LONG	16	9,999,999,999.99	
SPUZONEAC	LONG	16	9,999,999,999.99	
HISTZONEAC	LONG	16	9,999,999,999.99	
HERITAGE	ALPHA	1		
BIOSRES	ALPHA	1		
NNL	ALPHA	1		
NHL	ALPHA	1		
WILDERNESS	ALPHA	1		
RNA	ALPHA	1		
PRONA	ALPHA	1		
EXPTL	ALPHA	1		
NRHP	ALPHA	1		

Name	Type	Length	Format	Required
File COUNTY				
COUNTY	ALPHA	5	XX999	Y
STATE	ALPHA	2		
COUNTYNAME	ALPHA	40		
File ADMIN				
ADMINBYCD	ALPHA	1		Y
ADMINBY	ALPHA	38		
File PARKTYPE				
PTYPECD	ALPHA	6		Y
PTYPENAME	ALPHA	30		
File STATE				
STATE	ALPHA	2		Y
STATENAME	ALPHA	20		
SENATORSR	ALPHA	30		
SENATORJR	ALPHA	30		
File PARKST				
ORGCODE	ALPHA	4		Y
STATE	ALPHA	2		Y
File PARKCO				
ORGCODE	ALPHA	4		Y
COUNTY	ALPHA	5	XX999	Y
File DOCSTAT				
ALPHACD	ALPHA	4		Y
ORGCODE	ALPHA	4		Y
DOCTYPE	ALPHA	6		Y
DOCLOCATN	ALPHA	6		
DOCSTART	REAL	8	MM/DD/YY	
DOCDUE	REAL	8	MM/DD/YY	
DOCDUECONG	REAL	8	MM/DD/YY	
DOCFINI	REAL	8	MM/DD/YY	
DOCAPP	REAL	8	MM/DD/YY	

Name	Type	Length	Format	Required
File DOCTYPE				
DOCTYPE	ALPHA	6		Y
DOCNAME	ALPHA	40		
File PEOPLE				
ALPHACD	ALPHA	4		Y
ORGCODE	ALPHA	4		Y
LASTNAME	ALPHA	20		Y
FIRST_MI	ALPHA	20		Y
DISCIPLINE	ALPHA	10		
TITLE	ALPHA	30		
FTSPHONE	ALPHA	8	999-9999	
COMPHONE	ALPHA	14	(999) 999-9999	
File REGIONS				
NPSREG	ALPHA	4		Y
REGNAME	ALPHA	24		Y
File BUDGET				
ALPHACD	ALPHA	4		Y
ORGCODE	ALPHA	4		Y
FYEAR	ALPHA	2		Y
FTE	INTEGER	6		Y
BUDGET	LONG	16	9,999,999,999.99	
VISITOR	LONG	13	9,999,999.99	
File CONGREPS				
CONGCODE	ALPHA	6		Y
REPNAME	ALPHA	30		
File PARKREPS				
ORGCODE	ALPHA	4		Y
CONGCODE	ALPHA	6		Y
File JURISNAM				
ORGCODE	ALPHA	4		Y
JURISNAME	ALPHA	11		Y

BIOSCI Module

Name	Type	Length	Format	Required
File PARKINFO				
ALPHACD	ALPHA	4		Y
ORGCODE	ALPHA	4		Y
UPDATE	REAL	8	MM/DD/YY	Y
WESTFOR	INTEGER	3		
URBAN	INTEGER	3		
TROPIC	INTEGER	3		
DESERT	INTEGER	3		
MEDIT	INTEGER	3		
EASTFOR	INTEGER	3		
GRASS	INTEGER	3		
COAST	INTEGER	3		
TUNBOR	INTEGER	3		
TOPOMAP	ALPHA	8	YY-X,X,X	
VEGMAP	ALPHA	8	YY-X,X,X	
USEMAP	ALPHA	8	YY-X,X,X	
SOILMAP	ALPHA	8	YY-X,X,X	
GEOMAP	ALPHA	8	YY-X,X,X	
AIRPIC	ALPHA	8	YY-X,X,X	
IMAGE	ALPHA	8	YY-X,X,X	
PLIST	ALPHA	8	YY-X,X,X	
ALIST	ALPHA	8	YY-X,X,X	
SUPER	ALPHA	8	YY-X,X,X	
FWS	ALPHA	1		
USFS	ALPHA	1		
BLM	ALPHA	1		
NPS	ALPHA	1		
FED	ALPHA	1		
STAREA	ALPHA	1		
LOCAREA	ALPHA	1		
PRVAREA	ALPHA	1		
SURFWAT	LONG	11	99999999.99	
WETLAND	LONG	11	99999999.99	
RIVER	REAL	7	9999.99	
BARRIER	ALPHA	1		
BARNUM	ALPHA	11	XXXXX,XXXXX	
AIRQUAL	ALPHA	1		
METEOR	ALPHA	1		
AIRSITE	ALPHA	1		
ACIDSITE	ALPHA	1		

Name	Type	Length	Format	Required
File PARKRES				
ALPHACD	ALPHA	4		Y
IMPRES	ALPHA	4		Y
File PARKINFL				
ALPHACD	ALPHA	4		Y
SOURCEACTV	ALPHA	4		Y
SOURCELCTN	ALPHA	3		
RESIMPACT	ALPHA	4		Y
File PARKBAIL				
ALPHACD	ALPHA	4		Y
BAILEY	ALPHA	6		Y
BAILNUM	ALPHA	1		Y
File PARKPNV				
ALPHACD	ALPHA	4		Y
PNV	ALPHA	4		Y
PNVNUM	ALPHA	4		Y
File PARKNTRG				
ALPHACD	ALPHA	4		Y
NATREG	ALPHA	2		Y
NATREGNUM	ALPHA	1		Y
File RESCODE				
IMPRES	ALPHA	4		Y
RESNAME	ALPHA	40		Y
File SRCECODE				
SOURCEACTV	ALPHA	4		Y
SOURCENAME	ALPHA	40		Y
File BAILCODE				
BAILEY	ALPHA	6		Y
BAILNAME	ALPHA	40		

Name	Type	Length	Format	Required
File PNVCODE				
PNV	ALPHA	4		Y
PNVNAME	ALPHA	40		
File NTRGCODE				
NATREG	ALPHA	2		Y
NATREGNAME	ALPHA	40		
File MPCTCODE				
RESIMPACT	ALPHA	4		Y
RESIMPNAME	ALPHA	40		Y

Name	Type	Length	Format	Required
TEX Module				
File SPECTAX				
COMMONCODE	ALPHA	4		Y
COMMONNAME	ALPHA	40		Y
SCIENTNAME	ALPHA	40		
ESISCODE	ALPHA	6		
KINGDOM	ALPHA	1		
GROUP	ALPHA	20		
SPECSTAT	ALPHA	3		Y
NPFLORA	ALPHA	1		
File SPECPARK				
COMMONCODE	ALPHA	4		Y
ALHACD	ALPHA	4		Y
NPSREG	ALPHA	4		
POSSIBLE	ALPHA	1		
CURRENT	ALPHA	1		
HISTORICAL	ALPHA	1		
EXTIRPATED	ALPHA	1		
RESTORATN	ALPHA	1		
PARKLAND	ALPHA	1		
INHOLDING	ALPHA	1		
EASEMENT	ALPHA	1		
ADJACFED	ALPHA	1		
ADJACNON	ALPHA	1		
PARKSTAT	ALPHA	1		
YEARROUND	ALPHA	1		
BREEDING	ALPHA	1		
WINTER	ALPHA	1		
MIGRATORY	ALPHA	1		
OCCASIONAL	ALPHA	1		
CRITICHABT	ALPHA	1		
ACTIONPLAN	REAL	8	MM/DD/YY	
UPDATE	REAL	8	MM/DD/YY	
File OCRSTATE				
COMMONCODE	ALPHA	4		Y
ALPHACD	ALPHA	4		Y
COUNTY	ALPHA	5	XX999	Y

Name	Type	Length	Format	Required
File SPECACTV				
COMMONCODE	ALPHA	4		
ALPHACD	ALPHA	4		
ACTIVNUM	ALPHA	7	XXXX999	Y
RESEARCH	ALPHA	1		
MONITORING	ALPHA	1		
MANAGEMENT	ALPHA	1		
ACTIVSTART	REAL	8	MM/DD/YY	
ACTIVSTOP	REAL	8	MM/DD/YY	
UPDATE	REAL	8	MM/DD/YY	
File ACTVDESC				
ACTIVNUM	ALPHA	7	XXXX999	Y
ACTIVDESCR	ALPHA	72		Y
File PUBINFO				
PUBNUMBER	INTEGER	6		Y
PUBTITLE1	ALPHA	60		
PUBTITLE2	ALPHA	60		
PUBTITLE3	ALPHA	60		
PUBSOURCE1	ALPHA	60		
PUBSOURCE2	ALPHA	60		
PUBSOURCE3	ALPHA	60		
PUBDATE	REAL	8	MM/DD/YY	
PUBAUTHOR	ALPHA	60		
File SPECPUB				
COMMONCODE	ALPHA	4		Y
PUBNUMBER	INTEGER	6		Y
File PARKPUB				
ALPHACD	ALPHA	4		Y
PUBNUMBER	INTEGER	6		Y
File DEFINE				
DATANAME	ALPHA	10		Y
DATADEF1	ALPHA	60		Y
DATADEF2	ALPHA	60		
DATADEF3	ALPHA	60		

Name	Type	Length	Format	Required
PESTS Module				
File PROJINFO				
PROJECTID	ALPHA	7	XXXX99	Y
ALPHACD	ALPHA	4		Y
NPSREG	ALPHA	4		
PROJYEAR	INTEGER	4		Y
EPAREGNUM	ALPHA	15		Y
PROJPURPOS	ALPHA	60		
MIXTURE	ALPHA	50		Y
USAGERATE	ALPHA	40		Y
APPLICAMNT	ALPHA	40		Y
TREATMETHD	ALPHA	20		Y
APPLICFORM	ALPHA	20		Y
TREATAREA	ALPHA	72		Y
NUMSITES	INTEGER	4		Y
DESCRSITES	ALPHA	72		Y
APPLICNUM	INTEGER	2		Y
TOTALAMNT	ALPHA	15		Y
APPLICTIME	ALPHA	40		
AVOIDAREA	ALPHA	72		
CAUTNAREA	ALPHA	72		
PRECAUTION	ALPHA	72		
CERTTRAIN	ALPHA	72		
PESTMONITR	ALPHA	72		
CONTACT	ALPHA	40		
PARKAPDATE	REAL	8	MM/DD/YY	Y
PARKAPNAME	ALPHA	40		Y
REGAPDATE	REAL	8	MM/DD/YY	
REGAPNAME	ALPHA	40		
WASOAPDATE	REAL	8	MM/DD/YY	
WASOAPNAME	ALPHA	40		
WASOSTATUS	ALPHA	1		
File PROJTEXT				
PROJECTID	ALPHA	7		Y
PROJREMARK	ALPHA	72		
File PROJPEST				
PROJECTID	ALPHA	7		Y
PESTID	ALPHA	6		Y
File PRODUCTS				
EPAREGNUM	ALPHA	15		Y
PRODNAME	ALPHA	30		Y

Name	Type	Length	Format	Required
File PRODAI				
EPAREGNUM	ALPHA	15		Y
AICODE	ALPHA	6		Y
AIRPERCENT	REAL	7	999.999	
AIPOUNDS	REAL	7	999.999	
File AICODES				
AICODE	ALPHA	6		Y
AINAME	ALPHA	35		Y

DTREE Module

Name	Type	Length	Format	Require
File LEVELS				
LEVEL1	ALPHA	8		Y
LEVEL2	ALPHA	40		Y
LEVEL3	ALPHA	72		Y
LEVEL4	ALPHA	72		Y
LEVEL5ID	INTEGER	3	999	
LEVELSUM	ALPHA	5		Y
CDCINFO	ALPHA	30		
IPMINFO	ALPHA	45		
File FIVETEXT				
LEVEL5ID	INTEGER	3	999	Y
LEVEL5TEXT	ALPHA	72		Y
FILE PESTLEVL				
LEVELSUM	ALPHA	5		Y
PESTID	ALPHA	6		Y
File TREAT				
LEVELSUM	ALPHA	5		Y
TREATMENT	ALPHA	72		Y
File PESTCODE				
PESTID	ALPHA	6		Y
PESTNAME	ALPHA	40		Y

Appendix C
Data Element/Data File Cross Reference

Data Element Name	File X-Ref List
ACIDSITE	PARKINFO
ACTIONPLAN	SPECPARK
ACTIVDESCR	ACTVDESC
ACTIVNUM	SPECACTV
ACTIVSTART	SPECACTV
ACTIVSTOP	SPECACTV
ADDRESS1	PARK
ADDRESS2	PARK
ADDRESS3	PARK
ADDRESS4	PARK
ADJACFED	SPECPARK
ADJACNON	SPECPARK
ADMINBY	PARK, ADMIN
ADMINBYCD	ADMIN
AICODE	PRODAI, AICODES
AINAME	AICODES
AIPERCENT	PRODAI
AIPOUNDS	PRODAI
AIRPIC	PARKINFO
AIRQUAL	PARKINFO
AIRSITE	PARKINFO
ALIST	PARKINFO
ALPHACD	PARK, DOCSTAT, PEOPLE, BUDGET, PARKINFO, PARKRES, PARKINFL, PARKBAIL, PARKPNV, PARKNTRG, SPECPARK, OCRSTATE,

Data Element Name	File X-Ref List
	SPECACTV, PARKPUB, PROJINFO
APPLICAMNT	PROJINFO
APPLICFORM	PROJINFO
APPLICNUM	PROJINFO
APPLICTIME	PROJINFO
AVOIDAREA	PROJINFO
BAILEY	PARKBAIL, BAILCODE
BAILNAME	BAILCODE
BAILNUM	PARKBAIL
BARNUM	PARKINFO
BARRIER	PARKINFO
BIOSRES	PARK
BLM	PARKINFO
BREEDING	SPECPARK
BUDGET	BUDGET
CDCINFO	LEVELS
CERTTRAIN	PROJINFO
COAST	PARKINFO
COMMONCODE	SPECTAX, SPECPARK, OCRSTATE, SPECACTV, SPECPUB
COMMONNAME	SPECTAX
COMPHONE	PEOPLE
CONGCODE	CONGREPS, PARKREPS
CONTACT	PROJINFO
COUNTY	COUNTY, PARKCO, OCRSTATE
COUNTYNAME	COUNTY
CRITICHABT	SPECPARK
CURRENT	SPECPARK
DATEAUTH	PARK
DATEESTAB	PARK
DESCRSITES	PROJINFO
DESERT	PARKINFO
DEVZONEAC	PARK
DISCIPLINE	PEOPLE
DOCAPP	DOCSTAT
DOCDUE	DOCSTAT
DOCDUECONG	DOCSTAT
DOCFINI	DOCSTAT
DOCLOCATN	DOCSTAT
DOCNAME	DOCTYPE
DOCSTART	DOCSTAT
DOCTYPE	DOCSTAT, DOCTYPE
EASEMENT	SPECPARK
EASTFOR	PARKINFO
EPAREGNUM	PROJINFO, PRODUCTS, PRODAI
ESISCODE	SPECTAX
EXPTL	PARK

Data Element Name	File X-Ref List
EXTIRPATED	SPECPARK
FED	PARKINFO
FEDACRE	PARK
FIRST_MI	PEOPLE
FTE	BUDGET
FTSPHONE	PEOPLE
FWS	PARKINFO
FYEAR	BUDGET
GEOMAP	PARKINFO
GMPNUM	PARK
GRASS	PARKINFO
GROUP	SPECTAX
HERITAGE	PARK
HISTORICAL	SPECPARK
HISTZONEAC	PARK
HQCOUNTY	PARK
IMAGE	PARKINFO
IMPRES	PARKRES, RESCODE
INHOLDING	SPECPARK
IPMINFO	LEVELS
JURISNAME	JURISNAM
KINGDOM	SPECTAX
LASTNAME	PEOPLE
LEVEL1	LEVELS
LEVEL2	LEVELS
LEVEL3	LEVELS
LEVEL4	LEVELS
LEVEL5ID	LEVELS, FIVETEXT
LEVEL5TEXT	FIVETEXT
LEVELSUM	LEVELS
LOCAREA	PARKINFO
MANAGEMENT	SPECACTV
MEDIT	PARKINFO
METEOR	PARKINFO
MIGRATORY	SPECPARK
MIXTURE	PROJINFO
MONITORING	SPECACTV
NAME	CODENAME
NATREG	PARKNTRG, NTRGCODE
NATREGNAME	NTRGCODE
NATREGNUM	PARKNTRG
NATZONEAC	PARK
NHL	PARK
NNL	PARK
NONFEDACRE	PARK
NPFLORA	SPECTAX
NPS	PARKINFO

Data Element Name	File X-Ref List
NPSREG	PARK, REGIONS, SPECPARK, PROJINFO
NRHP	PARK
NUMSITES	PROJINFO
OCCASIONAL	SPECPARK
OFFHRS	PARK
ORGCODE	PARK, PARKST, PARKCO, DOCSTAT, PEOPLE,BUDGET,PARKREPS,JURISNAM,PARKINFO
PARKAPDATE	PROJINFO
PARKAPNAME	PROJINFO
PARKLAND	SPECPARK
PARKNAME	PARK
PARKSTAT	SPECPARK
PESTID	PESTLEVL, PESTCODE, PROJPEST
PESTMONITR	PROJINFO
PESTNAME	PESTCODE
PLIST	PARKINFO
PNV	PARKPNV, PNVCODE
PNVNAME	PNVCODE
PNVNUM	PARKPNV
POSSIBLE	SPECPARK
PRECAUTION	PROJINFO
PRODNAME	PRODUCTS
PROJECTID	PROJINFO, PROJTEXT, PROJPEST
PROJPURPOS	PROJINFO
PROJREMARK	PROJTEXT
PROJYEAR	PROJINFO
PRONA	PARK
PRVAREA	PARKINFO
PTYPECD	PARK
PTYPENAME	PARKTYPE
PUBAUTHOR	PUBINFO
PUBDATE	PUBINFO
PUBNUMBER	PUBINFO, SPECPUB, PARKPUB
PUBSOURCE1	PUBINFO
PUBSOURCE2	PUBINFO
PUBSOURCE3	PUBINFO
PUBTITLE1	PUBINFO
PUBTITLE2	PUBINFO
PUBTITLE3	PUBINFO
RANK	PARKINFL
REGAPDATE	PROJINFO
REGAPNAME	PROJINFO
REGNAME	REGIONS
REPNAME	CONGREPS
REPNUM	REPORTS
REPTITLE	REPORTS
RESEARCH	SPECACTV

Data Element Name	File X-Ref List
RESIMPACT	PARKINFL, MPCTCODE
RESIMPNAME	MPCTCODE
RESNAME	RESCODE
RESTORATN	SPECPARK
RIVER	PARKINFO
RNA	PARK
SCIENTNAME	SPECTAX
SENATORJR	STATE
SENATORSR	STATE
SOILMAP	PARKINFO
SOURCEACTV	PARKINFL, SRCECODE
SOURCELCTN	PARKINFL
SOURCENAME	SRCECODE
SPECSTAT	SPECTAX
SPUZONEAC	PARK
STAREA	PARKINFO
STATE	COUNTY, STATE, PARKST
STATENAME	STATE
SUPER	PARKINFO
SURFWAT	PARKINFO
TIMEZONE	PARK
TITLE	PEOPLE
TOPOMAP	PARKINFO
TOTACRE	PARK
TOTALAMNT	PROJINFO
TREATAREA	PROJINFO
TREATMENT	TREAT
TREATMETHD	PROJINFO
TROPIC	PARKINFO
TUNBOR	PARKINFO
UPDATE	PARKINFO, SPECPARK, SPECACTV
URBAN	PARKINFO
USAGERATE	PROJINFO
USEMAP	PARKINFO
USFS	PARKINFO
VEGMAP	PARKINFO
VISITOR	BUDGET
WASOAPDATE	PROJINFO
WASOAPNAME	PROJINFO
WASOSTATUS	PROJINFO
WESTFOR	PARKINFO
WETLAND	PARKINFO
WILDERNESS	PARK
WINTER	SPECPARK
YEARROUND	SPECPARK

APPENDIX D

WHO TO CALL FOR HELP

For information about operational status of the WASO minicomputer, help in accessing the minicomputer or assignment of mailboxes at 1100 L Street Building:
Gerald Davis
NPS Computer Center, Washington,D.C. FTS 343-1062
commercial: 202/343-1062

For information on telcommunications and use of the GEONET data communications network:
Steve McNeill
Communications Team
WASO Information and Data Systems Division FTS 343-1268
commercial: 202/343-1268

For password information and general technical questions, especially concerning the RELATE/3000 software or copies of RELATE/3000 manual:
Keith Carr
NPS Data Base Administrator,
WASO Information & Data Systems Division FTS 343-4463
commercial: 202/343-4463

For assistance with Natural Resources modules:
Anne Frondorf
Natural Resources Information Management Coordinator
Washington, D.C. FTS 343-8127
commercial 202/343-8127

or
Beth Fischer
Natural Resource Program Team
WASO Information and Data Systems Division FTS 343-1278
commercial 202/343-1278

APPENDIX E

TERMINAL TYPES

The list of terminal types recognized by RELATE includes: HPCHAR, HPFKEY, TVI920C, TVI910, TVI950, ADDS, DIABLO, VT132, HPLINE, HP2640B, OFFLINE, JOB, WY50, HPCHARFKEY, HP120, HP2645A AND PC.

PC is the abbreviation for personal computer and applies to any personal computer or word processor using a communications package that permits emulation of a VT100 terminal or operation in a standard ANSI mode. Communications packages which permit this include: Crosstalk, Smartcom II, some of the "freeware" packages such as PROCOMM.

If you have a personal computer or word processor, a telephone and a modem you should be able to access the COMMON data base. If you need copy of a communications package that permits the proper emulation, please contact the Data Base Administrator's office in the WASO Information and Data Systems Division. We can supply "freeware" packages for the IBM-PC and compatible machines only.

This list of terminal types, plus the PC should cover most equipment used in the Service. If you have equipment that does not fit into any of these categories, you may contact the WASO Data Base Administrator's Office for assistance. See Appendix D, "Who to Call for Help."

APPENDIX F

ACCESSING THE MINICOMPUTER

For accessing the NPS Hewlett-Packard 3000 minicomputer within the Washington, D.C. local calling area, use: 343-1080.

For accessing the NPS Hewlett-Packard 3000 minicomputer outside the Washington, D.C. local calling area, use the Department of the Interior GEONET data communications network.

In using GEONET, first dial the appropriate GEONET access number for your local calling area. You can obtain a list of these local access nymbers through your Regional Office ADP Coordinator, or from the WASO Information and Data Systems Division Communications Team (se Appendix D, "Who to Call for Help"). If you are outside a local calling area of one of the GEONET access locations, there are also "800" numbers available through which you can reach the nearest access location.

When the connect to GEONET is made, a garbled message will appear on your terminal. Press the Control (CTRL) key and type "A" to synchronize your terminal with GEONET. GEONET will respond with the message: "Please Log In:" Your should press RETURN.

GEONET will then ask "User Name:" Type in "NPS" and press RETURN.

GEONET will then ask for "Password:" Type in "TYM2NET" and press RETURN. GEONET will respond "NPS Is On Line" At this time, you can sign-on to COMMON in the normal fashion. NOTE: When using GEONET, do not use the "TERM=18" after the COMMON "Hello" sequence.

For questions on GEONET, contact your Regional Office ADP Coordinator or the WASO Information and Data Systems Division Communications Team.

APPENDIX G

GLOSSARY OF TERMS

Boolean Logic--Use of mathematical symbols (>,<,=,<>) and logical operators (AND,OR) in the analysis of data.

Data--Pieces of information.

Data Base--A collection of data about a particular subject, organiz for ease of storage and retrieval of data.

Data Base Management System(DBMS)--a computerized system for management, protection and analysis of data bases. RELATE is the DBMS used to implement the COMMON data base.

Data Base Administrator--a person or team assigned to coordinate and direct DBMS-related activity in an organization from physical support of data bases to coordination and analysis of information requirements. The Data Base Administrator for COMMON is located in the WASO Information and Data Systems Division.

Data element--a conceptual unit or item of data, stored as a field within a record. An example would be Total Park Acreage.

Field--a data element as defined in a given record. An example would be the Total Park Acreage field, called TOTACRE.

Fieldname--the specific name given to a defined field in a data base; used when referring to the field in commands or queries. For example, you must refer to Total Park Acreage as TOTACRE when manipulating that data with the RELATE language.

File--a physical portion (subset) of a data base. Each data base is comprised of one or more files. Files contain certain fields. Large files within the COMMON data base include the PARK file in the CORE module and the PARKINFO file in the BIOSCI module.

Key Field--each file contains at least one key that facilitates the location of individual records or groups of related records in a search. A commonly used key in COMMON is park organization code which aids in rapid location of a particular park unit.

Module--in the COMMON data base, modules are subject-related entities that are subsets of the entire data base. Taken together, the modules like CORE, BIOSCI and TEX constitute the COMMON data base. Each module contains a unique set of files.

Record--A record is a collection of data element values which, taken together, describe a particular place or thing. For example, a record in COMMON would be one park unit.

Value--refers to the specific numeric or alphabetic value assigned to a field in a particular record. In COMMON, for example, one value which could be assigned to the STATE field would be "AZ" for Arizona. One value which could be assigned to the ALPHACD field would be "ASIS" for Assateague Island.

United States Department of the Interior

NATIONAL PARK SERVICE
P.O. BOX 37127
WASHINGTON, D.C. 20013-7127

IN REPLY REFER TO:

A7237(474)

Memorandum

To: Regional Directors
Park Superintendents
Attention: Natural Resources Staff

From: Associate Director, Natural Resources

Subject: NPS COMMON Data Base System: Supplemental User's Guides for PESTS and TEX Modules

Enclosed, for your information, are user's guides for the PESTS and TEX modules of the NPS COMMON data base. These guides, which supplement the general COMMON user's manual which was distributed to all parks and Regions in June, provide detailed information on how to use COMMON's PESTS and TEX modules.

The PESTS module of COMMON can be used by parks and Regions to share and exchange information on park pest management problems and their treatment. The module can also be used to help expedite the pesticide use approval process, by providing the means for parks and Regions to automatically transmit their pesticide use requests to Washington, via the COMMON network. In addition, COMMON now offers an integrated pest management "Decision Tree" system, which park staff can use to help identify the source of a pest problem and to receive the latest non-chemical treatment information.

The TEX module allows parks, Regional Offices, and WASO to share and exchange information on park Threatened, Endangered, and eXotic species Servicewide. TEX can be used to identify which parks have certain species, and to retrieve pertinent information on any park research or management activities or NPS reports/publications associated with these species.

Both the PESTS and TEX modules are now available to anyone in the Service. Please provide the enclosed guides to the appropriate natural resources staff in your office so that they may begin to utilize these systems. Any further questions on the PESTS module may be referred to Gary Johnston, Servicewide IPM Coordinator, FTS: 343-8130. Questions on TEX may be referred to Nick Chura, Servicewide TEX Coordinator, FTS: 343-8123. Thank you.

Dick Briceland

Enclosures

S U P P L E M E N T S T O T H E

N P S

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CCCCCCC   0000000   MM     MM   MM     MM   0000000   NN    NN
CC        00   00   MMM   MMM   MMM   MMM   00   00   NNN   NN
CC        00   00   MM M M MM   MM M M MM   00   00   NN N  NN
CC        00   00   MM  M  MM   MM  M  MM   00   00   NN  NNN
CCCCCCC   0000000   MM     MM   MM     MM   0000000   NN    NN
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D A T A B A S E U S E R ´ S M A N U A L

I N C L U D I N G

PEST´S User´s Guide

AND

TEX User´s Guide