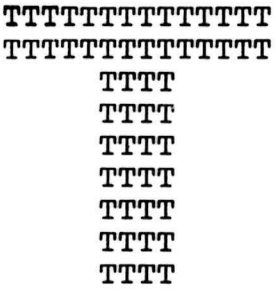

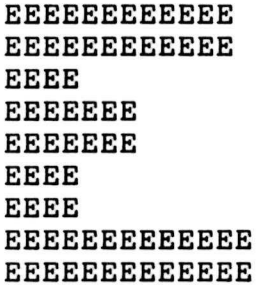

USER'S GUIDE

N A T I O N A L P A R K S E R V I C E

T E X

U S E R ' S G U I D E*

TEXTS Program
Science Support Staff (473)
Natural Resources Directorate
National Park Service
Washington, D. C.

August 1986

*(Supplement to the COMMON Data Base Users Manual)

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TEX USER'S GUIDE

I. INTRODUCTION

TEX was established for the purpose of communicating pertinent Threatened, Endangered and eXotic (TEX) species data to interested individuals located in parks, Regional Offices and WASO. It is designed to be maintained primarily by the parks (and/or Regional Offices, if they so desire) in order to freely share significant TEX species management information with others on a Servicewide basis. Because of this, TEX is being limited to information concerning only Federally listed Threatened and Endangered species; and eXotic species which are considered pests and are being or are intended to be managed. It is not meant to serve as a primary data base for park species information at the park level. A microcomputer software package will be made available for that purpose.

An overview of the content of TEX can be obtained by referring to the TEX Data Collection/Computer Entry Form (Appendix A). This form, called the TEX Data Form for short, is annotated and each file discussed corresponds to a data entry screen on the computer (Appendix B). The data elements on the form are listed, essentially, in the same order as they are encountered on the screen for a given file, though not necessarily in the same screen position on the page. The number in parentheses to the right of each element refers to the total number of characters (spaces) which are allotted to that element for data entry. As the name of the form implies, it is intended as a means for users of TEX to collect the information required for the data base. And, once the data is gathered, serve as an aid to entering the data into the computer files. The discussion on each of the files (below) occurs in the same order as they exist on the form. This guide essentially expands on information provided on the TEX Data Base Form, and thus, it may be useful to refer to the form as the material is being read. The material also expands on and should be used in conjunction with the general COMMON Data Base Users Manual, of which this guide is a part.

The TEX "module" is designed such that each park can enter, update and delete species data pertaining to that and no other park. Each Regional Office can do the same for species data, if desired, for any or all the parks under its jurisdiction. WASO has the capability of accessing and managing all files as needed. However, all data in TEX, regardless of its source, can be retrieved by any user in the form of standard and/or customized reports, which is the means by which the TEX species data is shared on a Servicewide basis. The standard, or preprogrammed, reports can offer information on TEX species occurrence and status in parks; research, monitoring and/or management actions being taken or planned; NPS sponsored reports and publications,

etc. Customized reports can offer virtually any combination of data found in TEX and/or companion "modules" of COMMON.

First time users should be aware that TEX consists of a total of nine files:

SPECTAX (TEX Species Taxonomy)
SPECPARK (TEX Species Park Information)
OCRSTATE (TEX Species County Information)
SPECACTV, ACTVDESC (TEX Species Activity Description - two files combined)
PUBINFO (TEX Species Publication Information)
SPECPUB (Report/Publication - TEX Species)
PARKPUB (Park - TEX Species Publications)
DEFINE (Data Definitions)

These files are unique to TEX and appear in no other "module" of COMMON. However, certain data elements within these files, such as those relating to codes (PARK ALPHA ORG CODE, NPS REGION and COUNTY CODE) do occur elsewhere and can be used to bring related information together from other "modules" in COMMON, as well as from within TEX.

TEX files may be called to the screen (opened) in any order the user desires to enter, update or delete data, as long as the proper file names and valid codes are used, and the prescribed security structure is adhered to. Please refer to the COMMON Data Base Users Manual (Part III. Entering and Updating Data, p. 21) for assistance.

Note that only WASO can enter data into the SPECTAX (TEX Species Taxonomy) file. This is to maintain a central control over the assignment of the crucial COMMON NAME CODE and to maintain basic taxonomic data, etc. on each species. WASO also maintains the DEFINE (Data Definitions) file, which provides users with "on-line" definitions of some data elements.

The proper operation of TEX relies heavily on the use of valid codes. As mentioned previously, the COMMON NAME CODE is the basis for entering and retrieving species information in the data base. If not known, this identifier, plus the PARK ALPHA ORG CODE, NPS REGION and COUNTY CODE, can be determined by utilizing COMMON's on-line help (H) system, or by consulting a hard copy list of the respective codes. Please refer to the COMMON Data Base Users Manual (Part II.C. Using HELP, p. 5) for additional information on COMMON's help system. Other codes used in TEX are user or computer generated, and will be discussed (below) in relation to their respective files.

The following discussion of the TEX "module" is, basically, in two parts. The first concerns the data files which comprise the data base. The second part concerns the data reports by which information can be retrieved from the data base. The appendices offer a means of further clarification of the discussion material.

II. DATA FILES

There are three basic kinds of TEX species information that this data base addresses - taxonomy, species status and activities, and NPS reports/publications. The TEX files are grouped by these subjects and discussed individually as follows.

A. Taxonomy Data File

The first file listed above, SPECTAX, is a key file where an assigned species code is stored on each species, along with pertinent taxonomic and related data. Only WASO can maintain records in this file.

SPECTAX (TEX Species Taxonomy) File

As mentioned, records for this file can only be entered by WASO. However, this does not preclude users from furnishing pertinent taxonomic information to WASO when requesting a new (to TEX) species be listed and a COMMON NAME CODE be assigned. In general, if the species to be listed in the SPECTAX file is Threatened or Endangered then both the common name and scientific name will conform to the official listing for that species by the U. S. Fish and Wildlife Service in Endangered and Threatened Wildlife and Plants. Exotic species names will conform to the generally accepted sources as appropriate.

The COMMON NAME CODE, which is the basis for retrieving information on TEX species, can only be assigned by WASO and it must already exist in the SPECTAX file before records on a species can be entered elsewhere in the data base (i.e. SPECPARK, OCRSTATE, SPECACTV, and SPECPUB files). When a user wishes to open these files for data entry, and the identifying code is not known, on-line help (H) may be employed for assistance. Either the common or scientific name of the species in question will lead the user to the proper alphanumeric code, if one exists. If no code exists one must be assigned. This is accomplished by a written request to WASO (via the SPECTAX file portion of the TEX Data Form), or orally by phone. In the case of eXotic species primarily, there may be difficulty with synonymy and the user may need to try more than one common and/or scientific name when utilizing the on-line help (H) to determine a COMMON NAME CODE. Also, when requesting that an eXotic species be listed, and a perceived difficulty with synonymy exists, please inform WASO of the problem and include alternate names for consideration, as appropriate. In general, WASO will rely heavily on the requester to furnish the proper taxonomic information required for this file.

SPECIES STATUS relates to the national status of a species. For TEX purposes this involves Federally listed Threatened (T) and

Endangered (E) species, or those classified as both (T/E - T for some states and E for others), including species listed due to similarity of appearance; or involves species which are eXotic (X) to the U. S., and thus to all parks, or those which may be Native nationally but are known to be eXotic to at least one park (N/X).

NPFLORA? is in reference to a plant species being listed or not in the flora data base maintained by the NPS in another "module" of COMMON. This is determined by WASO. If a plant species is also listed in NPFLORA its presence will be acknowledged and the TEX user, using the COMMON NAME CODE, can access additional information on the plant from that data base.

ESIS CODE refers to the identifier assigned to a Federally listed Threatened or Endangered species by the U.S. Fish and Wildlife Service for use in their Endangered Species Information System (ESIS). This code may be used to access species information which is maintained in that data base. WASO provides this code in cooperation with the Fish and Wildlife Service.

KINGDOM refers to the broadest classification of a species - either Plant or Animal. And, TAXONOMIC GROUP offers the next broadest level of species classification. This information allows the user to retrieve TEX species information by some useful catagories.

In summary, the SPECTAX file will be maintained by WASO and a species must be listed here and be assigned a COMMON NAME CODE before information on that species can be entered in certain other files. Users requesting that a new species be listed in TEX are asked to furnish as much of the taxonomic information required for the SPECTAX file as possible.

B. Species Status and Activities Data Files

The next four files, SPECPARK, OCRSTATE, and SPECACTV, ACTVDESC (combined) concern species status in a park, county of species occurrence within a park, and park activities (actions) being conducted or planned for a species.

SPECPARK (TEX Species Park Information) File

Valid codes must be used for COMMON NAME CODE, PARK ALPHA ORG CODE and NPS REGION. Use on-line help (H) to determine the correct code for a given species, park and/or Region, or refer to appropriate hard copy reference material.

Be advised that the name code for a species may be determined by utilizing either the common or scientific name when querying on-line help (H). One option with these help screens is to list out the codes for all species page by page by either the common or scientific name until you find the proper code. The other option is to enter the appropriate first letter of the name involved. This reduces the number of codes presented on the screen to only those for the names that begin with the letter entered. When using this option and the common name to determine the code, the first letter of the species' last name is entered (i.e. "E" for the Bald Eagle, etc.). But, when using the scientific name, the first letter of the genus name is used (i.e. "H" for Haliaeetus leucocephalus, etc.). Both methods lead to the same name code for the species. And, in both cases, the help screen will list only the species (with their codes) that begin with the letter entered.

The data element SPECIES PARK STATUS refers to the status of a given species in a given park. The status will be either Threatened (T) or Endangered (E) as Federally classified, or eXotic (X). Whereas a species may, in fact, be classified as both Threatened and Endangered nationally, because of the way it is classified for different states, it will have only one or the other status in a given park. A species of eXotic status, is either exotic to the U. S. and thus to any park, or it is a native species that is exotic to parkland.

Groups of data elements appear under three headings: Species Occurrence Types (POSSIBLE, CURRENT, HISTORICAL, EXTIRPATED, RESTORATION); Species Occurrence Vicinity (PARKLAND, INHOLDING, EASEMENT, ADJACENT FEDERAL LAND, ADJACENT NON-FEDERAL LAND); and Species Resident Status (YEARROUND, BREEDING SEASON, WINTER, MIGRATORY, OCCASIONAL/ACCIDENTAL). For the Occurrence Types and Occurrence Vicinity data elements enter a "Y" or "N" for Yes or No, whichever applies (more than one "Y" entry may be made under each heading). Otherwise, leave the space blank to signify that the element is not applicable or, possibly, that the information is unknown. The same is true for Resident Status, except that

all spaces are left blank if the species being dealt with is a plant. Use on-line help (H) for definitions of these elements if clarification is needed. These definitions are stored in the DEFINE file which is discussed elsewhere in this guide.

PARK ACTION PLAN refers to a plan for managing a given species in a park, apart from the Resources Management Plan. If a species plan does exist then enter the date of the plan in the spaces provided in the MM/DD/YY mode (i.e. double digits to represent the month, day and year). If the day and/or month are not known enter "01" in the appropriate space(s). Use the date that is stated on the plan, or the date that it was approved, if necessary.

CRITICAL HABITAT refers to the presence or not of habitat, within a park, that is declared critical for a species in the context of the Endangered Species Program of the U. S. Fish and Wildlife Service. Enter "Y" or "N" for Yes or No, but leave the space blank if the species is eXotic.

DATE RECORD LAST UPDATED dates the record entry. The date is entered, in the MM/DD/YY mode, and refers to either when data is first entered into the file or when it is updated. Do not leave any spaces blank.

OCRSTATE (TEX Species County Information) File

This file consists of all codes (COMMON NAME CODE, PARK ALPHA ORG CODE and COUNTY CODE) and each must be valid in order to initiate a proper data record. If a code is unknown on-line help (H) or hard copy reference material may be consulted. Please note that when entering data into this file you must enter a separate record (name code, park code and county code) each time you are recording another county in the park where the species occurs, once the screen for this file is displayed on the computer.

SPECACTV, ACTVDESC (TEX Species Activity Description) File

In this instance two files are combined into one on the screen. The PARK ALPH ORG CODE and COMMON NAME CODE must be valid codes. If either code is unknown please utilize the on-line help (H) or refer to a hard copy list of the respective codes.

ACTIVITY NUMBER is a code which is developed at the park level and is assigned to each TEX species activity that is being reported for a given park. The code is always comprised of the valid PARK ALPHA ORG CODE + three digits, for a total of seven characters. The code for the first activity to be recorded for a given park should end in "001"; the second one for that park "002"; etc. An activity should remain on record until a report or publication is produced and recorded in the PUBINFO and

related files. Or, until the activity is no longer of significance, or when it becomes outdated and knowledge of its existence to TEX users would no longer be meaningful.

DATE RECORD LAST UPDATED dates the record entry. The date is entered, in the MM/DD/YY mode, and refers to either when data is first entered into the file or when it is updated. Do not leave any spaces blank.

Under the heading of Activity Type indicate the kind of activity being described (RESEARCH, MONITORING and/or RESOURCES MANAGEMENT). Enter "Y" or "N" for Yes or No, whichever applies for each of these elements. A given activity may be of more than one type. RESEARCH refers to a systematic scientific study designed to develop new or additional knowledge about a natural resource problem, including theoretical and experimental investigations, and baseline studies that describe existing environmental conditions and trends, etc. MONITORING refers to the systematic and repetitive collection and analysis of data, which can be used to help determine the quality or the conditions of the natural resources as they are now or as they change with time; or to help relate environmental quality to factors which cause change or to the effects produced by such changes. RESOURCES MANAGEMENT refers to actions that mitigate or correct natural resource problems regardless of whether the source of the impact(s) is external or internal to the park.

For ACTIVITY START DATE and ACTIVITY STOP DATE enter the date, in the MM/DD/YY mode, that the activity was or is to be initiated or completed, respectively. If the day and/or month is not known enter "01" where necessary. Do not leave any spaces blank when entering a particular date. If an activity is of a continuing nature, without a definite termination date, leave the stop date blank.

The narrative for ACTIVITY DESCRIPTION can be up to 432 characters long which is entered on as many as six lines, each of which will hold 72 characters. When entering data use all caps, please avoid breaking words between lines, and remember to use the tab key (not the enter key) when moving from one line to the next.

C. NPS Reports/Publications Data Files

The next three data files, PUBINFO, SPECPUB and PARKPUB concern NPS (only) document citations, the species a document pertains to, and the park(s) involved.

PUBINFO (TEX Species Publication Information) File

This file is reserved for documents of NPS origin that contribute useable information for TEX species found on parkland. This includes reports and formal publications that are authored by Service personnel or documents by others who were sponsored by NPS.

Be advised that it is important to know, and remember, that the REPORT/PUBLICATION NUMBER is computer generated when the PUBINFO file is opened for data entry. Before opening this file to record a document, and automatically have an identifying number assigned, always check first to be certain that it has not already been listed in TEX by another user (particularly if the document pertains to more than one park and/or species). This is done by running report X3 (TEX Species Reports/Publications) or using the RELATE language to query the data base. If the publication is, in fact, listed then do not enter a record here. Otherwise, there will be a duplicate record with two code numbers assigned to the same document. Rather, proceed directly to the SPECPUB and/or PARKPUB file(s) (discussed below) in order to enter data that links the publication to a given species and/or park, using the valid code number that was previously assigned to that document.

When entering the REPORT/PUBLICATION YEAR enter the full year, comprised of four digits (YYYY).

For AUTHOR(S), use all caps. Enter the last name, first name and middle initial of the first or only author. Then enter the first name first, etc. of the second or more authors, as space permits; otherwise, use initials and surname, or "ET AL." when necessary.

The TITLE can be up to 180 characters long which is entered on as many as three lines, each of which will hold 60 characters. When entering data use all caps, please avoid breaking words between lines, and remember to use the tab key (not the enter key) when moving from one line to the next. Enter the complete title. If it is too lengthy to fit into the space provided, please abbreviate selected words accordingly.

The SOURCE can be up to 180 characters long which is entered on as many as three lines, each of which will hold 60 characters. When entering data use all caps, please avoid breaking words between lines, and remember to use the tab key (not the enter key) when moving from one line to the next. Enter complete

source material. If it is too lengthy to fit into the space provided, please abbreviate selected words accordingly. For a journal, include its name, volume(issue no.): pages; etc.

SPECPUB (Report/Publication - TEX Species) File

The purpose of this file is to record each TEX species to which a given report/publication refers. It is important to note that the record of and code for a given document must already exist in the PUBINFO file (discussed above) before the corresponding SPECPUB record(s) can be entered. Thus, the REPORT/PUBLICATION NUMBER of the document in question would have been assigned when the document was previously recorded. It is this document number and the valid COMMON NAME CODE for a species that are used to make data entries into this file. When entering data here enter a separate record (document number and name code) for each TEX species to which the document pertains, once the screen of this file is displayed on the computer. If a given TEX species has already been related to the publication, the system will tell you.

PARKPUB (Park - TEX Species Publications) File

This file is used to record each park to which a given publication pertains. Because of the security system in place a user entering data from a given park can only enter that park's org code for any given publication. If a publication concerns more than one park, users from the other parks enter their respective park's org code for that publication. However, a Regional Office user can enter the code for any or all parks under the Region's jurisdiction. It is important to note that the record of and code for a given document must already exist in the PUBINFO file (discussed above) before the corresponding PARKPUB record(s) can be entered. Thus, the REPORT/PUBLICATION NUMBER of the document in question would have been assigned when the document was previously recorded. It is this document number and the valid PARK ALPHA ORG CODE for a park that are used to record information in this file. If a Regional Office user enters data here a separate record (document number and park code) must be entered for each park to which the document pertains, once the screen of this file is displayed on the computer.

D. Other

The last file, DEFINE, is not a data file, but it is used to provide assistance to the user by means of furnishing definitions of certain data elements.

DEFINE (Data Definitions) File

This file can only be entered by WASO, and consists of DATA ELEMENT NAME and DATA ELEMENT DEFINITION. It exists to provide TEX users with explanations of individual data elements that may need clarification, such as some of those in the SPECPARK file, where it is accessed by using on-line help (H) for definitions. It is not mentioned on the TEX Data Form since WASO has sole responsibility for its maintenance and it is not used for data collection or entry.

III. DATA REPORTS

Thus far, we have been discussing data entry and related matters, as pertains to the nine data files of the TEX "module". Another aspect of TEX is, of course, the retrieval (reading) of data, or report writing, for the acquisition of various kinds of information from the data base. As with other "modules" of COMMON this can be done in two ways, either by a standard (preprogrammed) report available through the COMMON Report Library, or, by a customized (individualized) report which can be developed by the user.

A. Standard Reports

There are several standard reports that can be derived from the TEX data base automatically through the COMMON Report Library. For guidance on how to use the Report Library please refer to the COMMON Data Base Users Manual (Part II.B. Using the Report Library, p. 4) for assistance. The standard TEX reports which are presently available from this source include the following:

Report X1 - Current TEX Species Occurrence. (For a given TEX species, this report lists the parks in which the species occurs. It can be run for one NPS Region or Servicewide.)

Report X2 - TEX Species Research, Monitoring or Management Activities. (For a given TEX species, this report lists park research, monitoring and management activities. It can be run by park, Region or Servicewide.)

Report X3 - TEX Species Reports/Publications. (For a given TEX species, this report lists the NPS reports/publications pertaining to that species.)

Report X4 - TEX Species Status by Park. (This report lists TEX species (species common name and status) by park. It can be run for one park, one Region or Servicewide.)

For further clarification of what kind of information each report can offer please refer to Appendix C.

Other commonly requested reports may be added to the standard Report Library as the need arises. Thus, the user should refer to and review the list of standard TEX reports available before proceeding with the development of a customized report, as discussed below.

B. Customized Reports

If information is needed from the TEX data base that is not available through any of the standardized (preprogrammed) reports (i.e. variations on the reports or different kinds of readouts entirely), the user may develop a customized (individualized) report to gain the desired information. Customized reports also allow a connection (link-up) between TEX and other "modules" of COMMON. With these links different kinds of data can be brought together, in a variety of ways, to answer a wide range of questions relating to park issues. Thus, these reports are a mechanism to take full advantage of the various data bases residing in COMMON.

Designing a report requires that you know how to use the commands in the RELATE/3000 language and have a familiarity with the COMMON data base structure. Please refer to the COMMON Data Base Users Manual (Part II.E. How to Ask Questions of the Database, p. 6) for assistance.

(Note: The overall National Park Service information system which deals with Threatened and Endangered and eXotic species is known as TEXTS. TEXTS refers to the Threatened, Endangered and eXotic [species] Tracking System. It consists of two parts. One part is the Servicewide data base, in the form of the TEX "module" of COMMON (i.e. the subject of this guide), for the exchange of basic TEX species information between parks and Regional Offices on a Servicewide basis. The other part is the Parkwide data base, for keeping track of the more detailed and/or localized information for a given species at the park level, which will be available as a software package, on a disk, that is designed for microcomputer use in the park. The two data bases will be linked into one system by virtue of the fact that some of the same data elements will occur in each data base.

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[For further information you may contact Nick Chura, TEXTS Coordinator, WASO (FTS 343-8123 or (202) 343-8123); or Trish Patterson, Regional TEXTS Coordinator, SERO (FTS 242-4916 or (404) 331-4916)].

T E X

D A T A

C O L L E C T I O N / C O M P U T E R

E N T R Y

F O R M

(A n n o t a t e d)

TEX DATA COLLECTION/COMPUTER ENTRY FORM

This annotated form is provided to users of the TEX "module" of COMMON as an aid in the gathering of Threatened, Endangered and eXotic (TEX) species data for the Servicewide data base and for use in entering that data into the computer files. All data elements are grouped according to the file in which they occur, and some may appear in more than one file. Also, the data elements are listed, essentially, in the same order as they will appear on the computer screen when a particular file is opened for data entry. Thus, if this form is used to collect the necessary data then that information can be readily transferred to the computer files in an orderly and efficient manner.

It is suggested that the TEX User's Guide itself be read and understood before this form is utilized for data collection and data entry.

Note: The number in parentheses, shown for each data element on the form, refers to the maximum number of characters that can be entered into the computer for that particular data element.

TEX DATA COLLECTION/COMPUTER ENTRY FORM

Data File: SPECTAX (TEX Species Taxonomy)

(Note: WASO will have responsibility for entering data into this computer file to insure standardization of names, etc. If a species is not listed in TEX and you wish to make a first time species submission please furnish whatever information you can on each of the data elements below, except for COMMON NAME CODE, NPFLORA? and ESIS CODE, when requesting a species be listed.)

COMMON NAME CODE: [ ] (WASO generated only. The code for given species must exist here (SPECTAX file) before records on that species can be entered elsewhere (i.e., SPECPARK, OCRSTATE, SPECACTV and SPECPUB files).) (4)

COMMON NAME: [ ] (40)
(Refers to the Federally listed name if a Threatened or Endangered species; or the commonly accepted name if an eXotic species. List synonyms below if unsure of which name to use.)

SCIENTIFIC NAME: [ ] (40)
(Same as above.)

SPECIES STATUS: [ ] (Enter T, E, T/E, X, or N/X.) (3)
(Refers to Federally listed species which are Threatened, Endangered, or both (T/E), or have similarity of appearance; or to species which are eXotic to the U. S., or Native nationally but eXotic to at least one park (N/X).)

NPFLORA?: [ ] (Enter Y or N - for Yes or No re plant being listed in the NPFLORA data base or not. Leave blank if species is animal.) (1)

ESIS CODE: [ ] (WASO generated only.) (6)
(Refers to species code used by FWS in their ESIS program.)

KINGDOM: [ ] (Enter P or A - for Plant or Animal. If unsure leave blank for a WASO determination.) (1)

TAXONOMIC GROUP: [ ] (Enter MAMMAL, BIRD, REPTILE, AMPHIBIAN, FISH, SNAIL, CLAM, CRUSTACEAN, INSECT or OTHER INVERTEBRATE; or ANGIOSPERM, GYMNOSPERM, FERN/FERN ALLY or NONVASCULAR PLANT) (20)

- -

Synonymy:

- -

****

Data File: SPECPARK (TEX Species Park Information)

COMMON NAME CODE: [ ] (Enter valid assigned code. Consult on-line help (H), or code list.) (4)

PARK ALPHA ORG CODE: [ ] (Enter valid park code. Consult on-line help (H), or code list.) (4)

NPS REGION: [ ] (Enter valid Region code. Consult on-line help (H), or code list.) (4)

SPECIES PARK STATUS: [ ] (Enter T, E or X.) (1)
(Refers to Federal Threatened or Endangered species in a park; or species eXotic to a park, whether exotic nationally or native to the U. S. but exotic to parkland.)

(Note: For the following three sets of species data consult on-line help (H) for data element definitions, or definition list.)

Species Occurrence Types (Enter Y or N - for Yes or No where applicable, otherwise leave blank.) (1)
POSSIBLE: [ ] CURRENT: [ ] HISTORICAL: [ ]

EXTIRPATED: [ ] RESTORATION: [ ]

Species Occurrence Vicinity (Enter Y or N - for Yes or No where applicable, otherwise leave blank.) (1)
PARKLAND: [ ] INHOLDING: [ ] EASEMENT: [ ]

ADJACENT FEDERAL LAND: [ ] ADJACENT NON-FEDERAL LAND: [ ]

Species Resident Status (Enter Y or N - for Yes or No where applicable, otherwise leave blank. Leave all spaces blank for plant species.) (1)
YEARROUND: [ ] BREEDING SEASON: [ ] WINTER: [ ]

MIGRATORY: [ ] OCCASIONAL/ACCIDENTAL: [ ]

PARK ACTION PLAN (MM/DD/YY): [/ /] (Enter numerical month, day and year of stated (or approval) date of plan. If exact month and/or day of plan not known enter "01/01." Leave all spaces blank if no species plan exists.) (8)
(Refers to the existence of a separate action plan for a given species in a park, exclusive of any project listed in the park's Resources Management Plan.)

CRITICAL HABITAT: [ ] (Enter Y or N - for Yes or No. Leave blank for eXotic species.) (1)
(Refers to Federally (FWS) recognized critical habitat in the park.)

DATE RECORD LAST UPDATED (MM/DD/YY): [/ /] (Enter the date when above data was first entered into this file, or when it was updated.) (8)
****

Data File: OCRSTATE (TEX Species County Information)

COMMON NAME CODE: [ ] (Enter valid assigned code. Consult on-line help (H), or code list.) (4)

PARK ALPHA ORG CODE: [ ] (Enter valid park code. Consult on-line help (H), or code list.) (4)

COUNTY CODE: [ ] (Enter valid code for county(s) where species occurs in park. Consult on-line help (H), or code list.) (5)

COUNTY CODE: [ ] COUNTY CODE: [ ]

COUNTY CODE: [ ] COUNTY CODE: [ ]

(Note: When entering this data into the computer you must enter a separate record (name code, park code and county code) for each county in the park where the species occurs, once the screen for this file is displayed. A county code also identifies its state.)

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Data File: SPECACTV, ACTVDESC (TEX Species Activity Description)

PARK ALPHA ORG CODE: [ ] (Enter valid park code. Consult on-line help (H), or code list.) (4)

COMMON NAME CODE: [ ] (Enter valid assigned code. Consult on-line help (H), or code list.) (4)

ACTIVITY NUMBER: [ ] (Assign an alphanumeric identifier using the park code (above) + three digits, beginning with 001 and numbered sequentially thereafter, for each activity on a given species in a given park.) (7)

DATE RECORD LAST UPDATED (MM/DD/YY): [/ /] (Enter the date when data on this page/screen was first entered into this file, or when it was updated.) (8)

Activity Type (Enter Y or N for Yes or No. An activity may be of more than one type.) (1)
RESEARCH: [ ] MONITORING: [ ] RESOURCE MANAGEMENT: [ ]

ACTIVITY START DATE (MM/DD/YY): [/ /] (Enter date that project was or is to be initiated. If exact month and/or day is not known enter "01/01." Do not leave blank.) (8)

ACTIVITY STOP DATE (MM/DD/YY): [/ /] (Enter date that project was or is to be completed. If exact month and/or day is not known enter "01/01." Do not leave blank.) (8)

ACTIVITY DESCRIPTION: (May be 432 characters (6 x 72) long. Use tab key to move to next line when entering data.)
[ ] (72)

[ ] (72)

[ ] (72)

[ ] (72)

[ ] (72)

[ ] (72)
(Use all caps. Please avoid breaking words between lines.)
****

Data File: PUBINFO (TEX Species Publication Information)

REPORT/PUBLICATION NUMBER: [ ] (Computer generated when the PUBINFO file is opened for data entry.) (6)

(Note: Before opening this file be sure to run report X3, or create your own report (using RELATE), to determine if a given document is already listed (and thus numbered) in this file. If so, you can proceed directly to the SPECPUB and/or PARKPUB file (see below), and update the record(s) as necessary by using the assigned code number. These latter files exist to allow the sorting of documents by species and by park.)

REPORT/PUBLICATION YEAR (YYYY): [ ] (Enter full year.) (4)

AUTHOR(S):
[ ] (60)
(Use all caps. Enter last name, first name and middle initial of first or only author. Then enter the first name first, etc. of second or more authors, as space permits; otherwise, use initials and surname, or et al., when necessary.)

TITLE: (May be 180 characters (3 x 60) long. Enter complete title. Use tab key to move to next line when entering data.)
1[ ] (60)

2[ ] (60)

3[ ] (60)
(Use all caps. Please avoid breaking words between lines.)

SOURCE: (May be 180 characters (3 x 60) long. Enter complete source material. For a journal, include its name, volume, (issue no.): page(s); etc. Use tab key to move to next line when entering data.)
1[ ] (60)

2[ ] (60)

3[ ] (60)
(Use all caps. Please avoid breaking words between lines.)
****

Data File: SPECPUB (Report/Publication - TEX Species)

REPORT/PUBLICATION NUMBER: [ ] (Enter same code number as occurs in PUBINFO file (above) for a given document. The record of and code for a given publication must already exist in that file before corresponding SPECPUB record(s) can be entered.) (6)

COMMON NAME CODE: [ ] (Enter valid assigned code. Consult on-line help (H), or code list.) (4)

(Note: When entering this data into the computer you must enter a separate record (publication number and name code) for each TEX species to which the document pertains once the screen of this file is displayed.)
****

Data File: PARKPUB (Park - TEX Species Publications)

PARK ALPHA ORG CODE: [ ] (Enter valid park code. Consult on-line help (H), or code list.) (4)

REPORT/PUBLICATION NUMBER: [ ] (Enter same code number as occurs in PUBINFO file (above) for a given document. The record of and code for a given publication must already exist in that file before corresponding PARKPUB record(s) can be entered.) (6)

(Note: Park users can only enter their own park code into this file, so other parks to which a given document may pertain must enter their own record here. Regional Office users, however, can enter codes for any parks within their purview. In this case, a separate record (park code and publication number) must be entered for each park to which the document pertains once the screen of this file is displayed.)
****

DATA ELEMENT DEFINITIONS
SPECPARK File (Only)

Species Occurrence Types:

POSSIBLE: Park has adequate amount of suitable habitat within the species' distributional range.

CURRENT: Good documentation of occurrence exists, such as a museum specimen, high quality photograph showing identifying characteristics, or written record by an expert.

HISTORICAL: Of historical occurrence in the park or within a range that would allow reinvasion, i.e. formerly part of the established biota with the expectation that it may be rediscovered.

EXTIRPATED: Believed to be extinct throughout all parts of its range that would allow its eventual natural re-establishment. This category should be used sparingly.

RESTORATION: Species has been or is currently being restored/reintroduced to the park.

- -

Species Resident Status:

YEARROUND: On or in the vicinity of the park all year.

BREEDING: On or in the vicinity of the park during the breeding season in the warm months of the year. The species does not need to be a known resident during the breeding season.

WINTER: On or in the vicinity of the park during the non-breeding winter season.

MIGRATORY: On or in the vicinity of the park only during the fall and/or spring migration between the breeding and wintering grounds.

OCCASIONAL(/ACCIDENTAL): Sighted infrequently. Usually pertains to birds. Not part of the established biota, including species which breed only sporadically in the park.

C O M P U T E R S C R E E N S

F O R T H E

T E X D A T A F I L E S

(Note: Consult the general COMMON Data Base Users Manual for instructions on how to enter, update or delete data.)

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
TEX SPECIES TAXONOMY DATA FILE: SPECTAX

COMMON NAME CODE:

COMMON NAME:
SCIENTIFIC NAME:

SPECIES STATUS (T,E,T/E,X,OR N/X): NPFLORA?: ESIS CODE:

KINGDOM (P OR A): TAXONOMIC GROUP:

FOR TAXONOMIC GROUP : ENTER "MAMMAL", "BIRD", "REPTILE", "AMPHIBIAN", "FISH", "SNAIL", "CLAM", "CRUSTACEAN", "INSECT", OR "OTHER INVERTEBRATE" OR: "ANGIOSPERM", "GYMNOSPERM", "FERN/FERN ALLY", OR "NONVASCULAR PLANT"

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

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
TEX SPECIES-PARK INFORMATION DATA FILE: SPECPARK

COMMON NAME CODE: PARK ALPHA ORG CODE: NPS REGION:
SPECIES PARK STATUS (T, E OR X):

SPECIES OCCURRENCE TYPES (ENTER Y OR N)
POSSIBLE: CURRENT: HISTORICAL: EXTIRPATED: RESTORATION:
SPECIES OCCURRENCE VICINITY (ENTER Y OR N)
PARKLAND: INHOLDING: EASEMENT: ADJACENT FEDERAL LAND:
ADJACENT NON-FEDERAL LAND:
SPECIES RESIDENT STATUS (ENTER Y OR N)
YEARROUND: BREEDING SEASON: WINTER: MIGRATORY: OCCASIONAL:

PARK ACTION PLAN (MM/DD/YY): CRITICAL HABITAT (Y OR N):
DATE RECORD LAST UPDATED (MM/DD/YY):

(NOTE - ENTER 'H' IN SELECTION FOR CODES AND DEFINITIONS INFORMATION)
E =ENTER NEW RECORD V =VIEW RECORD U =UPDATE RECORD H =HELP
D =DELETE RECORD C =CLEAR SCREEN X =EXIT
=SELECTION

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
TEX SPECIES COUNTY INFORMATION DATA FILE: OCRSTATE

COMMON NAME CODE:

PARK ALPHA ORG CODE:

COUNTY CODE: (CODE FOR COUNTY IN WHICH SPECIES OCCURS)

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

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
TEX SPECIES ACTIVITY DESCRIPTION DATA FILE: SPECACTV
ACTVDESC

PARK ALPHA ORG CODE: COMMON NAME CODE:

ACTIVITY NUMBER: DATE RECORD LAST UPDATED (MM/DD/YY):
ACTIVITY TYPE (ENTER Y OR N)
RESEARCH: MONITORING: RESOURCE MANAGEMENT:

ACTIVITY START DATE (MM/DD/YY): ACTIVITY STOP DATE:

ACTIVITY DESCRIPTION (PLEASE AVOID BREAKING WORDS BETWEEN LINES)
(USE THE TAB KEY TO MOVE BETWEEN LINES)

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

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
TEX SPECIES PUBLICATION INFORMATION DATA FILE: PUBINFO

REPORT/PUBLICATION NUMBER: REPORT/PUBLICATION YEAR (YYYY):

AUTHOR(S):

(PLEASE AVOID BREAKING WORDS BETWEEN LINES)
(USE THE TAB KEY TO MOVE BETWEEN LINES)

TITLE:

SOURCE:

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

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
REPORT/PUBLICATION - TEX SPECIES DATA FILE: SPECPUB

REPORT/PUBLICATION NUMBER:

COMMON NAME CODE:

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

NATIONAL PARK SERVICE COMMON DATABASE

MODULE: TEX
PARK-TEX SPECIES PUBLICATIONS DATA FILE: PARKPUB

PARK ALPHA ORG CODE:

REPORT/PUB NUMBER:

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

APPENDIX C

C O M P U T E R S C R E E N S

F O R T H E

T E X S T A N D A R D R E P O R T S

NATIONAL PARK SERVICE COMMON DATA BASE
CURRENT TEX SPECIES OCCURRENCE
(ENTER 'H' FOR HELP OR 'X' TO EXIT TO REPORT CHOICE MENU)

TO RUN THIS REPORT FOR ALL OCCURRENCES OF THE SPECIES SERVICEWIDE, ENTER DESIRED COMMON NAME CODE ONLY.

TO RUN THIS REPORT FOR OCCURRENCES OF THE SPECIES IN A GIVEN NPS REGION, ENTER DESIRED COMMON NAME CODE AND NPS REGION CODE.

COMMON NAME CODE: NPS REGION CODE:

DO YOU WISH A HARD COPY PRINT? (Y/N):

* NOTE - USE 'CNTL Y' TO STOP DISPLAY AFTER ANY PAGE *

[Note: This selection screen allows the user to select the criteria for running the report below.]

NATIONAL PARK SERVICE 6/13/86
COMMON DATA BASE
CURRENT TEX SPECIES OCCURRENCE

CURRENT OCCURRENCE OF: POGONIA, SMALL WHORLED

NPS REGION	PARK NAME
MARO	DELAWARE WATER GAP NAT RECREATION AREA

TOTAL PARKS IN REGION MARO WITH THIS SPECIES: 1

TOTAL PARKS SERVICEWIDE WITH THIS SPECIES: 1

PRESS ANY KEY TO CONTINUE.

NATIONAL PARK SERVICE COMMON DATA BASE
TEX SPECIES ACTIVITIES
(ENTER 'H' FOR HELP OR 'X' TO EXIT TO REPORT CHOICE MENU)

TO RUN THIS REPORT FOR ALL ACTIVITIES ON A GIVEN TEX SPECIES SERVICEWIDE, ENTER THE COMMON NAME CODE ONLY.

TO RUN THIS REPORT FOR ALL ACTIVITIES ON A GIVEN TEX SPECIES IN ONE SELECTED PARK, ENTER COMMON NAME CODE AND PARK ALPHA ORG CODE.

TO RUN THIS REPORT FOR ALL ACTIVITIES ON A GIVEN TEX SPECIES FOR ALL PARKS IN A SELECTED NPS REGION, ENTER COMMON NAME CODE AND NPS REGION CODE.

* WARNING: SELECTION FOR MANY PARKS MAY RESULT IN LENGTHY DISPLAY/PRINT *
* NOTE: USE 'CNTL Y' TO STOP DISPLAY AFTER ANY PAGE *

COMMON NAME CODE: PARK ALPHA ORG CODE: NPS REGION:

DO YOU WISH A HARD COPY PRINT? (Y/N):

[Note: This selection screen allows the user to select the criteria for running the report below.]

NATIONAL PARK SERVICE COMMON DATA BASE 6/13/86
TEX SPECIES ACTIVITIES

ACTIVITIES FOR: PANTHER, FLORIDA

SERO BIG CYPRESS NATIONAL PRESERVE

NO.	RESEARCH?	MONITORING?	MANAGEMENT?	STARTDATE	STOPDATE
BICY001	Y	N	N	1/01/84	12/31/86

ESTABLISH BASELINE POPULATION DATA IN PRESERVE AND EVERGLADES NP, INCLUDING NUMBER (BY AGE AND SEX CLASS), REPRODUCTIVE STATUS, HABITAT TYPES UTILIZED, DISTRIBUTION AND CORRELATION WITH THE DEER POPULATION

TOTAL ACTIVITIES ON THIS SPECIES IN PARK: 1

TOTAL ACTIVITIES ON THIS SPECIES IN REGION SERO : 1

TOTAL ACTIVITIES SERVICEWIDE WITH THIS SPECIES : 1

PRESS ANY KEY TO CONTINUE.

NATIONAL PARK SERVICE
COMMON DATA BASE
TEX SPECIES REPORTS/PUBLICATIONS
(ENTER 'H' FOR HELP OR 'X' TO EXIT TO REPORT CHOICE MENU)

PLEASE ENTER THE DESIRED COMMON NAME CODE:

DO YOU WISH A HARD COPY PRINT? (Y/N):

* NOTE - USE 'CNTL Y' TO STOP DISPLAY AFTER ANY PAGE *

[Note: This selection screen allows the user to select the criteria for running the report below.]

NATIONAL PARK SERVICE COMMON DATA BASE 6/13/86
TEX SPECIES REPORTS/PUBLICATIONS

REPORTS/PUBLICATIONS FOR: BUTTERFLY, SCHAUS SWALLOWTAIL

PUB NUMBER	AUTHOR(S)	YEAR
11	LOFTUS, WILLIAM F. AND JAMES A KUSHLAN	1982

TITLE: THE STATUS OF THE SCHAUS SWALLOWTAIL AND THE BAHAMA SWALLOWTAIL BUTTERFLIES IN BISCAYNE NATIONAL PARK

SOURCE: NATIONAL PARK SERVICE, SOUTH FLORIDA RESEARCH CENTER REPORT M-649

PRESS ANY KEY TO CONTINUE.

NATIONAL PARK SERVICE COMMON DATA BASE
TEX SPECIES STATUS BY PARK
(ENTER 'H' FOR HELP OR 'X' TO EXIT TO REPORT CHOICE MENU)

TO RUN THIS REPORT FOR ONE SELECTED PARK, ENTER PARK ALPHA ORG CODE:

TO RUN THIS REPORT FOR ALL PARKS IN ONE SELECTED REGION, ENTER NPS REGION CODE:

TO RUN THIS REPORT FOR ALL PARKS SERVICEWIDE, ENTER 'ALL':

TO RUN THIS REPORT FOR ONLY SPECIES OF A CERTAIN TEX STATUS IN THE CHOSEN PARK, REGION OR SERVICEWIDE AREA, ENTER 'T', 'E' OR 'X':

DO YOU WISH A HARD COPY PRINT? (Y/N):

* WARNING - SELECTING ALL OR MANY PARKS WILL RESULT IN LENGTHY DISPLAY/PRINT, AS WELL AS A LENGTHY WAIT FOR REPORT PROCESSING *

* NOTE - USE 'CNTL Y' TO STOP DISPLAY AFTER ANY PAGE *

[Note: This selection screen allows the user to select the criteria for running the report below.]

NATIONAL PARK SERVICE COMMON DATA BASE 6/13/86
TEX SPECIES STATUS BY PARK

MARO DELAWARE WATER GAP NAT RECREATION AREA

SPECIES	PARK STATUS
POGONIA, SMALL WHORLED	E

TOTAL SPECIES FOR STATUS E IN PARK DEWA : 1

TOTAL SPECIES IN PARK DEWA : 1

TOTAL SPECIES IN REGION MARO : 1

PRESS ANY KEY TO CONTINUE.

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