**Guide to the NBN Atlas Data Upload Template for species datasets**

Not all fields in the data upload template are required and some can be left blank, but please provide as much information as you can about the dataset. All required fields are marked as such on this guidance sheet.

Please complete the ‘NBN Atlas data upload template CSV’ (based on the guidance given in this document), and send this along with your metadata form to data@nbn.org.uk.

For more information on the Darwin Core data standard used in these templates, please see <http://rs.tdwg.org/dwc/terms/index.htm>

**Required fields**

|  |  |  |
| --- | --- | --- |
| **NBN Atlas Term** | **NBN Data Exchange Format Equivalent** |  |
| [OccurrenceID](http://rs.tdwg.org/dwc/terms/index.htm#occurrenceID)**[Required]** | RecordKey | **Definition:** A unique identifier for each record within the dataset. This ID should be persistent, i.e. does not change when the dataset is updated.Can be a combination of numbers and characters. |
| [scientificName](http://rs.tdwg.org/dwc/terms/scientificName)**[Required]** |  | **Definition:** The full scientific name**Examples:** "Coleoptera" (order) Vespertilionidae (family) "Manis" (genus)Ctenomys sociabilis (genus + specificEpithet)Ambystoma tigrinum diaboli (genus + specificEpithet + infraspecificEpithet) "Roptrocerus typographi (Györfi, 1952)" (genus + specificEpithet + scientificNameAuthorship)Quercus agrifolia var. oxyadenia (Torr.) J.T. Howell (genus + specificEpithet + taxonRank + infraspecificEpithet + scientificNameAuthorship)**Additional Information**: Authorship and date information should be included if known. When forming part of an Identification, this should be the name in lowest level taxonomic rank that can be determined. |
| [taxonID](http://rs.tdwg.org/dwc/terms/taxonID)**[Required]** | TaxonVersionKey | **Definition:** The Taxon Version Key (TVK) for the species, as supplied by the UK Species Inventory (available for download from the NBN Atlas help pages) **Example:** NBNSYS0000005108 |
| [eventDate](http://rs.tdwg.org/dwc/terms/eventDate)**[Required]** | StartDate | **Definition:** The date or interval during which an Event occurred. Formatting as in the examples below:**Examples:**

|  |
| --- |
| 2009-02-20 is 20 Feb 2009 |
| 1809-02-12 is 12 Feb 1809 |
| 1906-06 is Jun 1906 |
| 1971 is just that year |
|  "2007-03-01/2008-05-11" is the interval between 1 Mar 2007 and 11 May 2008 |
|  "2007-11-13/15" is the interval between 13 Nov 2007 and 15 Nov 2007 |

**Additional Information**: For occurrences, this is the date when the event was recorded. |
| [recordedBy](http://rs.tdwg.org/dwc/terms/recordedBy)**[Required]** | Recorder | **Definition:** Names of people, groups, or organisations responsible for recording the original Occurrence.**Examples:** "José E. Crespo", "Oliver P. Pearson | Anita K. Pearson"**Additional Information**: A list of names of people, groups, or organisations responsible for recording the original Occurrence. The primary collector or observer, especially one who applies a personal identifier (recordNumber), should be listed first. The recommended best practice is to separate the values with a vertical bar (' | '). |
| [licence](http://purl.org/dc/terms/license)**[Required]** |  | **Definition:** A legally binding licence giving official permission to do something with the resource.**Examples:** CC0, CC BY, CC BY-NC, OGL**Additional Information**: see [https://nbnatlas.org/help/data-licenses/](https://nbnatlas.org/help/data-licenses/%20) for more info.For definition of Creative Commons licenses see: [https://creativecommons.org/](https://creativecommons.org/%20) For definition of the OGL licence, see: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> |
| [rightsHolder](http://purl.org/dc/terms/rightsHolder)**[Required]** |  | **Definition:** A person or organisation owning or managing rights over the resource.**Examples: "**The Royal Society for the Protection of Birds" |
| [coordinateUncertaintyInMeters](http://rs.tdwg.org/dwc/terms/coordinateUncertaintyInMeters)**[Required]** | Precision | **Definition:** The horizontal distance (in meters) from the given decimalLatitude and decimalLongitude, or Grid Reference, describing the smallest circle containing the whole of the Location**Examples:** "30" (reasonable lower limit of a GPS reading under good conditions if the actual precision was not recorded at the time) |
| gridReference**[Required** if decimalLatitude and decimalLongitude aren’t provided**]** | GridReference | **Definition:** Location of the record using the Ordnance Survey National Grid reference system**Examples:** NS417723**Additional Information**: gridReference can be used in place of decimalLatitude and decimalLongitude |
| [decimalLatitude](http://rs.tdwg.org/dwc/terms/decimalLatitude)**[Required** if gridReference isn’t provided**]**Must be used in conjunction with decimalLongitude |  | **Definition:** The geographic latitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic center of a Location. Positive values are north of the Equator, negative values are south of it. Legal values lie between -90 and 90, inclusive.**Examples:** "-41.0983423"**Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference.For discussion see http://terms.tdwg.org/wiki/dwc:decimalLatitude |
| [decimalLongitude](http://rs.tdwg.org/dwc/terms/decimalLongitude)**[Required** if gridReference isn’t provided**]**Must be used in conjunction with decimalLatitude |  | **Definition:** The geographic longitude (in decimal degrees, using the spatial reference system given in geodeticDatum) of the geographic centre of a Location. Positive values are east of the Greenwich Meridian, negative values are west of it. Legal values lie between -180 and 180, inclusive.**Examples:** "-121.1761111"**Additional Information**: decimalLatitude and decimalLongitude gridReference can be used in place of gridReference. For discussion see http://terms.tdwg.org/wiki/dwc:decimalLongitude |
| [datasetName](http://rs.tdwg.org/dwc/terms/datasetName)**[Required]** | DatasetTitle | **Definition:** The title given to the dataset that the record belongs to.**Examples:** “Grinnell Resurvey Mammals", "Lacey Ctenomys Recaptures" |

**Non-required fields**

In the table below are some examples of non-required fields that can still be very useful to the record. If you have the information available for any of the below examples, please add the NBN Atlas Term name to row 1 of your CSV template and provide as much information as you can.

|  |  |  |
| --- | --- | --- |
| **NBN Atlas Term** | **NBN Data Exchange Format Equivalent** | **Definition:****Examples:** **Additional Information**: |
| [identificationVerificationStatus](http://rs.tdwg.org/dwc/terms/identificationVerificationStatus) | RecordStatus | **Definition:** An indicator of the extent to which the taxonomic identification has been verified to be correct.**Examples:** 'Verified', 'Unverified' |
| [identifiedBy](http://rs.tdwg.org/dwc/terms/identifiedBy) |  | **Definition:** A list of names of people, groups, or organizations who identified the record |
| [occurrenceRemarks](http://rs.tdwg.org/dwc/terms/occurrenceRemarks) | Comment | **Definition:** Comments or notes about the Occurrence.**Examples:** Example: "found dead on road" |
| [occurrenceStatus](http://rs.tdwg.org/dwc/terms/occurrenceStatus) | ZeroAbundance | **Definition:** Describes presence or absence of the species in the record.**Example:** ‘Present’, ‘Absent’ |
| [datasetID](http://rs.tdwg.org/dwc/terms/datasetID) |  | **Definition:** An identifier for the set of data. May be a global unique identifier or an identifier specific to a collection or institution. |

There are many additional terms that can be added to the data upload CSV, to create a bespoke data form that best describes your records. Any of the additional accepted terms can be added to row 1 of the CSV template. For all available terms, and descriptions, please go to: <http://rs.tdwg.org/dwc/terms/index.htm>