MISIN Midwest Invasive Species Information Network

DATA SUBMISSION PROTOCOL FOR MISIN (E-mail / Bulk Load)

Send your MISIN data to:

report@misin.msu.edu

Acceptable file formats:

- Excel spreadsheets (.xlsx, .xls)
- Access databases (.mdb, .accdb)
- Shapefiles (.shp)
- Comma separated files (.csv)

*If your data is in a different file format than what is listed, please contact us.

The following information must be included (unless otherwise noted)

- **Presence**

  Please include information on whether the data you are submitting is presence (species detected) or absence data (species undetected).

- ***Observer Name*** *(ex. John Doe)*

  Please include the individuals' name that conducted or supervised the observation. The format must be: First name, Last name.

- ***Day*** *(ex. 08/14/2005)*

  Include the date in which the observation took place in the format MM/DD/YYYY.

- ***Latitude*** *(ex. 46.2133578)*

  Latitude coordinate must be in decimal degrees, our database does not accept Degrees, Minutes, Seconds.

- ***Longitude*** *(ex. -89.3908141)*

  Longitude coordinate must be in decimal degrees, our database does not accept Degrees, Minutes, Seconds. This Coordinate *must* include the negative sign.

- ***Common Name*** *(ex. Purple loosestrife)*

  Please include the English name for a specific species.

- ***Genus*** *(ex. Cirsium)*

  Genus name must have the first letter capitalized.

- ***Species*** *(ex. palustre)*

  Species name must be in lower case text (no capital letters)

- ***Area***

  Include the area /amount of space a certain species takes up in a certain location. The following number codes should be used. Text to the left shows what each number code represents. Please do not include the text.

  - 0 – NA
  - 1 – Individual/few/several
  - 2 – < 1,000 square feet (half tennis court)
  - 3 – 1,000 square feet to 0.5 acre
  - 4 – 0.5 acre to 1 acre (football field w/o end zones)
  - 5 – > 1 acre

- ***Density***

  Include the quantity of the species in a given area (ex. Sparse, Dense, etc.). The following number codes should be used. Text to the left shows what each number code represents. Please do not include the text.

  - 0 – NA
  - 1 – Sparse (scattered individual stems or very small stands)
  - 2 – Patchy (a mix of sparse and dense areas)
  - 3 – Dense (greater than 40% of the area)
  - 4 – Monoculture (nearly 100% of area)

- ***Comments***

  Use this space to record anything of interest about the observation; i.e. note the use of flagging, general quality of natural community, last year treated (if known) or other pertinent information about the location, species infestation or mapping.

- ***Source*** *(ex. DNR, Nature Conservancy)*

  Please include the name of the organization or group that the data originated from.

- ***Treated***

    Please include information on the treatment of a site. Has the area been treated to prevent the spread of an invasive species? The following codes should be used when describing treatment:

    - U – Untreated
    - # – Number of years treated
    - N – Non-consecutive years treated
    - D – Don't known, Unknown

- ***E-mail***
    - Please provide an e-mail address for a point of contact for the data provided (If none is provided, the assumption will be made that the person sending the data is the data owner).