

## Essex Wildlife Trust guide to species recording

Please use these notes as a reference when filling out species recording forms, whether using our online forms, spread sheets or paper forms. If you have any queries about using our website or recording forms, or are interested in taking part in surveys for Essex Wildlife Trust please contact us.

Completed paper or digital survey forms can be sent to Essex Wildlife Trust, or emailed to [records@essexwt.org.uk](mailto:records@essexwt.org.uk). By submitting data to Essex Wildlife Trust Biological Records Centre you are consenting to our Terms and Conditions of use, please see [www.essexwtrecords.org.uk](http://www.essexwtrecords.org.uk) for details. Try not to duplicate your data on different websites – if you already submit data online via a national scheme please send us a copy of the data by email and let us know if it is already online to avoid duplication of data.

### What should I record?

Everything – within reason! Please record any species that you can identify confidently. Common species are often under recorded, so do not assume that we have enough records for a particular species – we are interested in all records not just the rare or unusual ones.

If the species is an unusual one, or if you are unsure of the identification, please email us a photograph along with the record. If you are unsure about what you saw and do not have a photo, please do not record it!

### The four main elements for a species record are:

**WHO** please provide us with at least your name and a valid email address in case we have a query about the records you send us.

**WHAT** you saw. The Latin or common name can be used, both if you know them. Please provide as much detail as possible.

**WHERE** you saw it. Please give as accurate a location as possible, including a postcode if there is one, and include the site name. If the record is sensitive please tick the box on our online 'submit a sighting' form to blur the location to 1km or more (you may not want to give away the exact location of your house or of a nesting bird).

**OS Grid References:** If you know the Ordnance Survey grid reference, please write it on recording forms, and be as accurate as possible, within reason – a 1km grid reference may be fine for a bird that covers large distances, but a more accurate location may be desirable for other species. If you are unsure of the grid reference our online recording forms include a clickable map to pinpoint your location. Please contact [records@essexwt.org.uk](mailto:records@essexwt.org.uk) if you would like guidance on using grid references.

**WHEN** you saw it. Please be as accurate as possible and write the date in the format dd/mm/yyyy if you are using a recording form. If the exact date is not known a year or month date can be acceptable, please use a recording form and write dates in the format 00/mm/yyyy or 00/00/yyyy as applicable.

### Other useful information:

- The number that you saw. If you do not know the exact number, please write "present" or estimate the number and put a note in the comments to reflect this.



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No 638666 England

Registered Charity  
No 210065

VAT Registered  
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- Survey Method: Please write "sighting" if the species was seen but not as part of a standard survey. If the data you are entering was part of a survey e.g. a bird transect or a moth trapping session please put the survey name or type here. Further details can be added using the comments section if required.
- Comment: please write any other information you think will be useful here. If you have more details or a list of photographs please put a note in the comments. Useful information could include:
  - Whether a plant is in flower or not
  - Whether you have seen an individual, a nest, an adult or juvenile stage, or animal signs such as a pawprint
  - Whether the individual was seen or heard
  - What the individual was doing (feeding, resting, basking etc).
  - The survey method , if not mentioned elsewhere