



## California Natural Diversity Database

<https://www.wildlife.ca.gov/Data/CNDDDB>

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State of California

Department of Fish and Wildlife

Biogeographic Data Branch

[bdb@wildlife.ca.gov](mailto:bdb@wildlife.ca.gov)



# General Instructions for Filling Out California Natural Diversity Database Field Survey Forms

The California Natural Diversity Database (CNDDDB) is the largest, most comprehensive database of its type in the world. It presently contains over 85,000 site-specific records on California's rarest plants, animals, and natural communities. The majority of the data collection effort has been performed by an exceptional assemblage of biologists throughout the state and the West. The backbone of this effort is the field survey form.

Although the future lies in the digital submission of both field survey data and maps, the form system is still in use. The CNDDDB's [current field survey form](#) is available in Adobe Acrobat PDF format and can be submitted by email or printed and mailed to the address at the top of the field survey form. To determine what species and natural communities are of concern to the CNDDDB, refer to our free publications on our [CNDDDB Plants & Animals](#) webpage:

- *Special Vascular Plants, Bryophytes, and Lichens List*
- *Special Animals List*

The CNDDDB welcomes information that documents new sites as well as information that updates existing sites. Reports on repeat visits to sites that already exist in the CNDDDB are as important as documenting new sites in order to help the CNDDDB track trends in population/stand size and condition.

The following table details what kind of information should be entered for each field on the field survey form. Also enclosed are examples of plant and animal field survey forms with the information that the CNDDDB would like to see. You may either submit a map with the field survey form or fill out the fields in the Location Description section of the field survey form. If you choose to submit a map, please make sure that the population/stand is clearly outlined or that individual occurrences are clearly marked on the map. There are several locations on the Internet that allow you to make a map, such as ArcGIS Online, Bing Maps, Google Maps, etc.

If you choose not to submit a map, please make sure that you fill out the Location Description section of the field survey form by providing us with a detailed description of the location and township-range-section (TRS) information or a set of coordinates with datum<sup>†</sup>. Please fill in as much of the Location Description section of the field survey form as possible; it is helpful for CNDDDB biologists to have multiple ways of checking for locality errors by comparing coordinates and TRS information with location descriptions. Remember that your name, telephone number, and email address are very important in case we have questions about the form.

The CNDDDB is only as good as the information in it, and we depend on people like you to contribute your quality field observations. Thank you for your help in improving the CNDDDB.

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<sup>†</sup> Please see [Instructions for Reporting Coordinates to the California Natural Diversity Database](#).

CNDDDB field survey form field names and descriptions and/or definitions

Field Name	Description/Definition
Date of Field Work	The most specific date that field work was conducted. If multiple days, please enter the latest, most recent date, and clarify date ranges or multiple visits in Comments if needed.
Scientific Name <sup>1</sup>	Scientific name of the species. Please use subspecies or variety when relevant (e.g., <i>Masticophis lateralis euryxanthus</i> as opposed to just <i>Masticophis lateralis</i> ).
Common Name <sup>1</sup>	Standard common name of the plant, animal, or community.
Species Found (y/n)	Usually "Yes," but the CNDDDB values <i>negative</i> observations (known area of historical occurrence, but presently absent). Include details of survey effort for negative data in space provided and/or Comments.
Total Number of Individuals	The number of individuals observed/detected. Alternatively, an estimated number, range, or orders of magnitude (e.g., 100s; 1,000s; 100,000s).
Subsequent Visit	Is this a subsequent visit? History of a site is important to the CNDDDB.
CNDDDB Occurrence #	Please state the CNDDDB occurrence number if known.
Collection # & Museum/Herbarium	Collection number (personal or catalogue number) and the institution where deposited.
Reporter Information	Reporting person's name, postal address, email address, and phone number.
<i>Plant Information</i>	
Phenology	For plants, please state the percent that is vegetative, flowering, and/or fruiting.
<i>Animal Information</i>	
Animal Age Classes	Indicate number of individuals observed in each age class (adult, juvenile, larvae, egg mass, unknown).
Animal Site Use <sup>2</sup>	Indicate how the site was being used at the time of observation (also see Animal Behavior).
Location Description	Please provide a general location description.
County	The California county name where the observation occurred.
Quad <sup>3</sup>	The U.S. Geological Survey 7.5 minute topographical quadrangle.
Landowner	Please state the landowner if known. "Private" is sufficient for private ownership.
Elevation	Elevation and units (feet/meters) where the observation occurred.
Township – Range – Section <sup>4</sup>	The T-R-S from the Public Land Survey System. A marked map or coordinates are preferred.
Coordinate Source <sup>5</sup>	Please provide the source of coordinates, such as GPS, topographic map, GoogleEarth, or software program.
GPS make/model <sup>5</sup>	Make and model of GPS if relevant.
Horizontal accuracy <sup>5</sup>	Horizontal accuracy of GPS unit at the time data was collected.
Datum <sup>6</sup>	The specific datum used to determine location coordinates. All GPS and map coordinates require a datum.
Coordinate System <sup>5</sup>	Indicate whether the coordinates are for UTM zone 10 or 11, or are geographic (Lat/Long) coordinates.
Coordinates <sup>3, 5</sup>	The numeric values of the coordinates.
Habitat Description	Describe the habitat, such as vegetation type, dominants, associates, soil types, aspects, and other physical characteristics relevant to the species and observation.
Animal Behavior <sup>2</sup>	Describe the behavior of the animal when observed, especially behavior indicating evidence of breeding.
<i>Site Information</i>	
Overall quality & viability <sup>6</sup>	Is the likely persistence of the occurrence into the future Excellent, Good, Fair, or Poor? This is an assessment of the overall viability of this occurrence. Both the quality and condition of the site and of the occurrence must be considered when scoring. Take into account population size, demography, viability over time, site condition, and any disturbances.
Surrounding Land Uses	Please state the immediate and surrounding land uses that affect this site.
Visible Disturbances	Please state the disturbances that are or may impact this site or occurrence.
Threats	Please describe the threats to this occurrence. Please include, but distinguish between, both current and impending threats.
Comments	Add other comments about your observation that you think would be useful in evaluating the occurrence or that would provide additional, relevant information to others, such as negative data, survey effort, study design, disposition, relocation, or conservation concerns.
<i>Determination</i>	Please indicate how the species identification was determined.
<i>Photographs</i>	Please check appropriate boxes. Since digital photos are very common nowadays, you're welcome and encouraged to submit digital photos with your field survey form, either electronic or printed.

<sup>1</sup> Standard scientific and common names can be found on the [CNDDDB website](#) in the following CNDDDB publications: *Special Vascular Plants, Bryophytes, and Lichens List* and *Special Animals List*.

<sup>2</sup> To evaluate animal observations effectively, the CNDDDB needs as much information as possible about Animal Site Use and Animal Behavior, especially for birds. Avian specific definitions can be found in [General Information for Submitting Avian Detections to the CNDDDB](#).

<sup>3</sup> The Biogeographic Data Branch's [BIOS map viewer](#) can be used to identify Quads, as well as return coordinates for a location.

<sup>4</sup> Details of the PLSS, including ¼ ¼ sections, can be found at [NationalMap.gov](#) and [Modernization of the Public Land Survey, Figure 2.3](#). Meridians for California are Humboldt (H), Mt. Diablo (M), and San Bernardino (S).

<sup>5</sup> Please see [Instructions for Reporting Coordinates to the CNDDDB](#).

<sup>6</sup> More details are available on [NatureServe's Ranking Species Occurrences webpage](#) (see Excellent, Good, Fair, Poor).

Mail to:  
California Natural Diversity Database  
California Dept. of Fish & Wildlife  
1416 9th Street, Suite 1266  
Sacramento, CA 95814  
Fax: (916) 324-0475 email: CNDDDB@wildlife.ca.gov

**For Office Use Only**

Source Code: \_\_\_\_\_ Quad Code: \_\_\_\_\_  
Elm Code: \_\_\_\_\_ Occ No.: \_\_\_\_\_  
EO Index: \_\_\_\_\_ Map Index: \_\_\_\_\_

**Date of Field Work (mm/dd/yyyy):** 02/19/2010

**California Native Species Field Survey Form**

Clear Form Print Form

**Scientific Name:** Plant scientific name

**Common Name:** Plant common name

**Species Found?**  Yes  No \_\_\_\_\_ If not found, why?  
Total No. Individuals: 35,000+ Subsequent Visit?  Yes  No  
**Is this an existing NDDDB occurrence?** 73  No  Unk. Yes, Occ. #  
Collection? If yes: \_\_\_\_\_  
Number \_\_\_\_\_ Museum / Herbarium \_\_\_\_\_

**Reporter:** California Natural Diversity Database  
**Address:** 1416 9th Street, Suite 1266  
Sacramento, CA 95814  
**E-mail Address:** CNDDDB@wildlife.ca.gov  
**Phone:** (916) 322-2493

**Plant Information**  
Phenology:  
100  
% vegetative % flowering % fruiting

**Animal Information**  
# adults # juveniles # larvae # egg masses # unknown  
 wintering  breeding  nesting  rookery  burrow site  lek  other

**Location Description (please attach map AND/OR fill out your choice of coordinates, below)**  
Oceanside: Above Loma Alta Creek, 0.8 km ESE intersection of El Camino Real and Oceanside Blvd and 1.0 km NE of Eternal Hills Cemetery.  
County: San Diego Landowner / Mgr: Private  
Quad Name: San Luis Rey Elevation: 46 m  
T 11S R 4W Sec 20, SE 1/4 of SW 1/4, Meridian: H  M  S  Source of Coordinates (GPS, topo. map & type): GPS  
T \_\_\_\_\_ R \_\_\_\_\_ Sec \_\_\_\_\_, \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4, Meridian: H  M  S  GPS Make & Model: Garmin GPSmap60  
**DATUM:** NAD27  NAD83  WGS84  Horizontal Accuracy: 3 meters meters/feet  
Coordinate System: UTM Zone 10  UTM Zone 11  **OR** Geographic (Latitude & Longitude)   
Coordinates: 0469800m E, 3673489m N

**Habitat Description (plants & animals)** *plant communities, dominants, associates, substrates/soils, aspects/slope:*  
**Animal Behavior** *(Describe observed behavior, such as territoriality, foraging, singing, calling, copulating, perching, roosting, etc., especially for avifauna):*  
North-facing slope in annual grassland. Associated with European grasses, Dichelostemma capitatum, Sisyrinchium bellum, and Foeniculum vulgare. Population wraps around a patch of disturbed ground, possibly from a slump or human related, where F. vulgare dominates. A dirt road passes through the population.  
Please fill out separate form for other rare taxa seen at this site.

**Site Information** Overall site/occurrence quality/viability (site + population):  Excellent  Good  Fair  Poor  
Immediate AND surrounding land use: Currently within open space between Sprinter Line tracks and houses at top of hill.  
Visible disturbances: \_\_\_\_\_  
Threats: Mostly competition from non-native Foeniculum and European grasses; nearby recreational impacts.  
Comments: About 7,000 square meters, mostly with patchy clusters of 13 to 90 plants. A core area (red on attached Google Earth aerial) of about 70 square meters is mostly high density with at least 7,500 plants and an additional large number (potentially 20,400) of seedlings may be this species. Overall site has at least 30,000 identifiable plants.

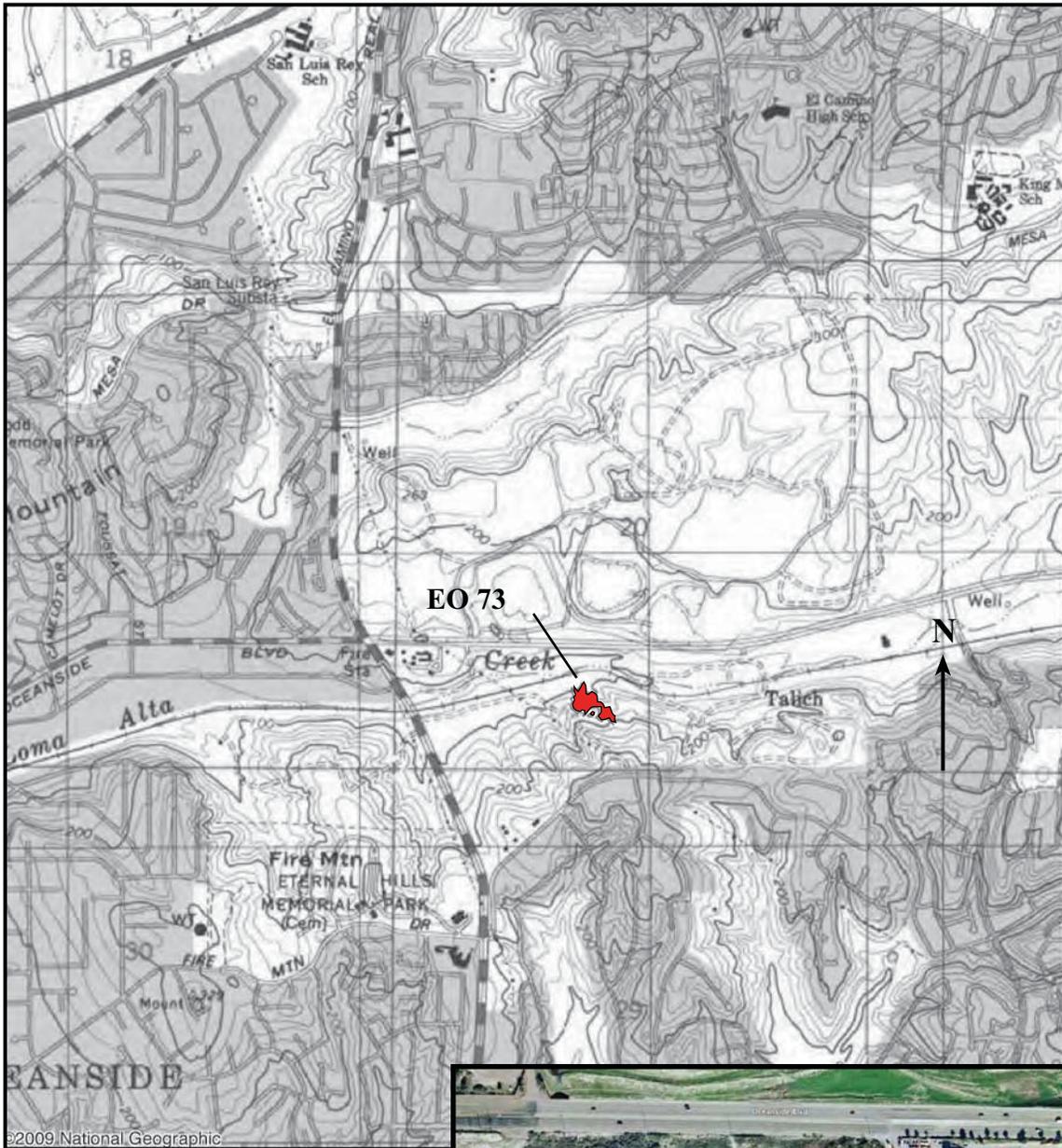
**Determination:** (check one or more, and fill in blanks)  
 Keyed (cite reference): \_\_\_\_\_  
 Compared with specimen housed at: \_\_\_\_\_  
 Compared with photo / drawing in: \_\_\_\_\_  
 By another person (name): \_\_\_\_\_  
 Other: Known from previous experience

**Photographs:** (check one or more)

	Slide	Print	Digital
Plant / animal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

May we obtain duplicates at our expense?  yes  no

**"Plant scientific name" EO 73 San Luis Rey 7.5" Quad**



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Source Code: \_\_\_\_\_ Quad Code: \_\_\_\_\_  
Elm Code: \_\_\_\_\_ Occ No.: \_\_\_\_\_  
EO Index: \_\_\_\_\_ Map Index: \_\_\_\_\_

**Date of Field Work (mm/dd/yyyy):** 04/27/2008

**California Native Species Field Survey Form**

Clear Form Print Form

**Scientific Name:** Haliaeetus leucocephalus

**Common Name:** Bald Eagle

**Species Found?**  Yes  No \_\_\_\_\_ If not found, why? \_\_\_\_\_

Total No. Individuals: 2+ Subsequent Visit?  Yes  No

**Is this an existing NDDDB occurrence?** \_\_\_\_\_  No  Unk.  
Yes, Occ. # \_\_\_\_\_

Collection? If yes: \_\_\_\_\_  
Number \_\_\_\_\_ Museum / Herbarium \_\_\_\_\_

**Reporter:** Brian Acord

**Address:** 1416 9th Street, Suite 1266  
Sacramento, CA 95814

**E-mail Address:** CNDDDB@wildlife.ca.gov

**Phone:** (916) 322-2493

<b>Plant Information</b> Phenology: <u>100</u> % vegetative % flowering % fruiting	<b>Animal Information</b> <u>2</u> # adults # juveniles # larvae # egg masses # unknown <input type="checkbox"/> wintering <input checked="" type="checkbox"/> breeding <input checked="" type="checkbox"/> nesting <input type="checkbox"/> rookery <input type="checkbox"/> burrow site <input type="checkbox"/> lek <input type="checkbox"/> other
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**Location Description (please attach map AND/OR fill out your choice of coordinates, below)**  
Anderson Island Nature Preserve, Folsom Reservoir, Folsom State Recreation Area (DPR), The nest is in one of the tallest gray pines in middle of the north side of island near the vegetation line. 0.7 miles SSE from Sterling Point Equestrian access (end of Sterling Point Ct.)

County: El Dorado Landowner / Mgr: Calif. Dept. of Parks & Recreation

Quad Name: Pilot Hill Elevation: 475 feet

T 11N R 08E Sec 20, SE 1/4 of NE 1/4, Meridian: H  M  S  Source of Coordinates (GPS, topo. map & type): CDFW BIOS

T \_\_\_\_\_ R \_\_\_\_\_ Sec \_\_\_\_\_, \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4, Meridian: H  M  S  GPS Make & Model: \_\_\_\_\_

**DATUM:** NAD27  NAD83  WGS84  Horizontal Accuracy: \_\_\_\_\_ meters/feet

Coordinate System: UTM Zone 10  UTM Zone 11  **OR** Geographic (Latitude & Longitude)

Coordinates: DD, Long: -121.103849532481, Lat: 38.7923265200967 for nest site

**Habitat Description (plants & animals)** *plant communities, dominants, associates, substrates/soils, aspects/slope:*

**Animal Behavior** *(Describe observed behavior, such as territoriality, foraging, singing, calling, copulating, perching, roosting, etc., especially for avifauna):*

Island (sometimes contiguous with east shore of lake due to water levels) in recreation lake surrounded by mixed stands of oaks, gray pines, and California buckeye.  
One adult Bald Eagle was initially observed in gray pine adjacent to nest tree. A second Bald Eagle flew out from the understory of the island carrying a juvenile Canada goose to the nest. Second adult stayed in the nest for 10-20 minutes, presumably feeding chick(s); unable to confirm any young from our location. The birds roosted on island & east side of lake.

Please fill out separate form for other rare taxa seen at this site.

**Site Information** Overall site/occurrence quality/viability (site + population):  Excellent  Good  Fair  Poor

Immediate AND surrounding land use: Site managed as multi-use outdoor recreation park (horse riding, bike riding, hiking, fishing, etc.)

Visible disturbances: High use of water craft on lake may disturb adult & juvenile birds, although access to island is restricted (posted).

Threats: \_\_\_\_\_

Comments: Two of us spent about 1.5 hours observing the birds with a spotting scope and binoculars.

<b>Determination:</b> (check one or more, and fill in blanks) <input type="checkbox"/> Keyed (cite reference): _____ <input type="checkbox"/> Compared with specimen housed at: _____ <input type="checkbox"/> Compared with photo / drawing in: _____ <input checked="" type="checkbox"/> By another person (name): <u>K. Rogers</u> <input checked="" type="checkbox"/> Other: <u>Experience in ornithology, animal behavior, professional Wildlife Biologist</u>	<b>Photographs:</b> (check one or more) Slide Print Digital Plant / animal <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Habitat <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Diagnostic feature <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> May we obtain duplicates at our expense? <input checked="" type="radio"/> yes <input type="radio"/> no
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