



Version 1.0 - Date Effective: 13/11/2000  
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## BASIC SITE / VISIT INFORMATION

**Recorder's Name:** .....

**Recorder's Address:** .....

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.....

.....

**Tel.No.:** ..... **Fax No.:** .....

**E-mail:** .....

**Site Name:** .....

**O.S. Grid Reference:** ..... **Visit Date:** .....

Please fill in this form as completely as possible and attach it to the records you have recorded for the named site on the single visit noted in the 'Visit Date' above.

Recording as much information as you can about each species noted, including: its abundance, actions, habits, sex, stage, etc., can greatly assist in further analysis of the animal or plant being observed. A form for recording species has deliberately not been provided so that you can include as much, or as little, information as you wish on blank sheets of paper. In this way you can free format the information which may differ for each species or for each recording visit. Note that the minimum information required is: species, place (with Grid Ref wherever possible), observer details, identifier details if different from observer, and full date.

Should you come across species which you can not identify reliably then make a note and ask a specialist to accompany you to the site on another visit. A list of specialists can be obtained from **rECOrd's** contact files. With unusual invertebrates it may be possible for you to capture one in a tube or matchbox and to bring it to **rECOrd** for passing to a specialist for identification. Please do not guess at identifications !! Incorrect information can invalidate or reduce the confidence in the other data in the system and this can have serious ramifications for wildlife and sites in the future.

Good recording and thank you for your time !