IZ Collection Data Standards and Format

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* Please provide specimen data in one of the provided Excel templates:

**GS\_Template-1.xlsx** or **GS\_Template-1\_sta data.xlsx**

* Instructions for using the templates are located on the “Instructions” worksheet. Additional data standards for each column can be accessed by clicking in the column header cell.
* All specimens must have an associated unique identifier (Sample Number) and that identifier must be present on or with the specimen. Identifiers can be in any format, but MUST be unique within your data.

The following are data fields included in the standard templates. The columns are organized into three data categories. It is not necessary to complete all of these fields. Required fields are indicated below. If you would like to provide additional data, please contact Katie Ahlfeld to modify the template to suit your needs.

1. **Specimen (Voucher) data**
* Sample Number [REQUIRED FIELD] – Identifier that is unique to this specimen/lot
* Higher Classification (Phylum, Class, Order, etc.) – Include as necessary to clarify Taxon data
* Taxon [REQUIRED FIELD] – identification to lowest taxonomic level possible
* ID Comments – comments related to ID (ie. Common name, sp. 5, n. sp., etc.)
* Notes – general notes about the specimen that don’t fit anywhere else
* Specimen Count [REQUIRED FIELD]
* Count Modifier –must use picklist (ca. – count is approximate, LOT – no count attempted)
* Voucher Location (USNM or other institution as appropriate)
* Voucher Catalog Number (if not at USNM)
* Voucher Storage Media – fixed picklist
* Voucher Prep Remarks (Fixative) – notes about preparation or fixative
1. **Genetic Sample (Frozen Tissue or Extract) data –** only complete these fields if you are submitting frozen tissue samples or DNA extractions to the SI Biorepository
* Genetic Sample (Biorepository) Preservative [REQUIRED FIELD]
* GS Type [REQUIRED FIELD] – fixed picklist
* GS Verbatim – more specific information on the type of tissue taken in the genetic sample
* Plate name/Well id/Barcode
1. **Collecting Locality Data –** may be stored in separate sheet from specimen data if multiple individual specimens were collected at once to avoid duplicate data entry, see GS\_Template-1\_sta data.xlsx
* Station Number
* Ocean/Sea, Gulf/Bay, Sound
* Country/State/County
* Precise Locality – more specific locality description, may include distance and/or direction
* Date Visited [REQUIRED FIELD] – format: DD/MM/YYYY
* Decimal Latitude/Decimal Longitude/DMS Latitude/DMS Longitude – use appropriate columns
* Collector [REQUIRED FIELD] – separate multiple collectors with a semicolon
* Depth (m) from/Depth (m) to
* Elevation (m) from/Elevation (m) to
* Expedition Name/Vessel/Cruise or Dive Number
* Collection Method (Gear)