

Instructions for entering stop location and description data for Breeding Bird Survey (BBS) routes via the PWRC/BBS web site:

Note – do these preliminary steps before connecting to the web:

1. If you will be entering stop data **for your own currently assigned route**, proceed to next step. If you will be entering data **for routes other than one currently assigned to you** (e.g. State Coordinators providing data for a number of routes within their states), first obtain an ID and password from the BBS Coordinator at keith_pardieck@usgs.gov, then proceed to the next step.

2. When obtaining location data via GPS or printed maps, observe these simple rules -

- a) GPS: set the unit to record in “UTM easting (x) and northing (y) in meters” or “Lat-Long” either in decimal degrees or deg, min, sec. While our preference is Lat-Long in decimal degrees, we will accept the other formats. The advantage of Lat-Long is that it is “seamless” across the continent-wide scale of the BBS, whereas UTM changes origin every 6 deg in long. On the other hand, you may be more comfortable with the length units (meters) of UTM. If copying the UTM coordinates to paper, note the UTM “zone”. Make sure “precision” is in meters even if you are using Lat-Long. Set the “Datum” to either “NAD27” (to agree with most USGS Topo maps) or “UTM83” or “WGS84” (to agree with newer maps). Whichever datum you select, be sure to note which one it was. Do not use any other datum even if its name seems to agree with your geographic area (e.g. “NAD27Alaska”).
- b) Maps: If reading your BBS stop coordinates from a map, use a map of sufficient scale for the desired precision of about 50 meters. The USGS 1:24000 series topo maps are the ideal choice. Use the appropriate tic marks on the margins to reference the position in Lat-Long or UTM. The grid lines may not be quite parallel to the edges of the map, so place a straight-edge between the corresponding tic marks on opposite sides of the map for reference. The Lat-Long tic marks will usually be in deg, min, sec; if so, use those units for position. You may read UTM instead if that is easier. If so, note the UTM “zone” (a number from 10 to 19 in the U.S.). Please do not use “state plane” coordinates, or any grid system using letter-number blocks (e.g. “G-4”). Delorme maps published starting in 1993 have good lat-long grids, but their maps for the western states are probably at too small a scale to be useful for reading positions from. Note the source of the map: USGS topo (1:24000 series); DMA (US Army); DeLorme; ABC; other. Note the datum, written in the lower right corner on USGS topo maps, or the date of publication for other maps if the datum is not given. You need not estimate the precision of coordinates read from a map.

3. To minimize the time you must spend connected to the web, we recommend first entering the stop location data into a text file using your favorite word processing program or text editor, e.g. Word, Word Perfect, Notepad, Wordpad, etc.). A GPS text file may need some massaging to get it into the appropriate format (see Coordinate Data section below for formatting information). Once the location data for all 50 stops are ready on your processor, you may proceed to log on and just use the copy/paste functions of your computer to place the data into the text box that will appear on your screen. Similarly, word processing is also recommended for preparing narrative stop descriptions in

advance. Note that stop “description” refers to those unique features of the stop that can help you or future observers relocate the stopping place.

Entering your Stop locations/descriptions via the BBS web page –

Access to the Stop Location Data Entry screen is through the PWRC/BBS web page at <http://www.pwrc.usgs.gov/bbs> .

From the menu at left, click on “Data Entry”.

From the Data Entry page, click on “Location Data Entry”. This takes you to the

Stop Location Data Entry Login screen:

State: Use the drop-down box to choose the state where the BBS route is located.

Route: Use the drop-down box to choose the appropriate route.

Observer Number: Enter your 5-character BBS observer number. This number can be found on the first page of your BBS data sheets and is composed of one letter (usually, the initial of your last name) and four numbers. If this route is not currently assigned to you, you will be asked for the ID and password referred to in step 1 above.

Stop Location Data Entry screen:

Coordinate type: Choose the coordinate type used by your GPS unit during stop location data collection. We currently allow data input in three formats.

1) Lat-Long in decimal degree B

Format: latitude, longitude, precision (in meters),

Example: 34.256012, 122.986532, 3,

2) Lat-Long in degrees, minutes, seconds B

Format: degrees latitude, minutes lat., seconds lat., degrees longitude, minutes long., seconds long., precision (in meters)

Example: 34,15,40, 122,59,42, 3, etc.

3) Universal Transverse Mercator (UTM) coordinates in meters B

Format: easting, northing, UTM zone, precision (in meters)

Example: 306127,4022841,7.8

Two text boxes appear, the first for coordinates, the second for verbal descriptions. You may use these text boxes if you are entering or updating **all** 50 stops, otherwise you may enter the data individually stop by stop on the next screen by going directly to the ANext button at the bottom of the screen. The text boxes are especially useful if you have downloaded stop information from your

GPS unit as a text file that can then be pasted into the appropriate text box, or if you have prepared your stop descriptions in an editor where they can be copied and pasted in.

To modify just a few existing stop descriptions or geographic coordinates, leave the Coordinate Data and Stop Description text boxes blank and click the ANext≡ button at the bottom of the page.

Coordinate Data Text Box: Coordinate data (i.e., geographic coordinate information) can be pasted directly into this text box and will then be automatically parsed and placed into the appropriate database fields. The next screen will allow you to check the data to see that it was parsed correctly. Enter or paste data for all 50 stops in numeric order (1-50).

Do NOT skip stops or values within stop coordinates.

Separate each data value with a comma (,).

Precision should be reported in meters, even if locations are expressed in lat-long..

Format for Decimal degrees B

latitude1, longitude1, precision1, latitude2, longitude2, precision2, Ψ, lat50, long50, prec50

Example:

32.604018, 87.248024, 4, 32.802365, 87.366871, 7, Ψ, 32.957623, 87.256902, 5

Format for Degree, minutes, seconds B

LatitudeDegrees1, LatitudeMinutes1, LatitudeSeconds1,
LongitudeDegrees1, LongitudeMinutes1, LongitudeSeconds1, Precision1,
LatitudeDegrees2, LatitudeMinutes2, LatitudeSeconds2,
LongitudeDegrees2, LongitudeMinutes2, LongitudeSeconds2, Precision2, Ψ,
LatitudeDegrees50, LatitudeMinutes50, LatitudeSeconds50,
LongitudeDegrees50, LongitudeMinutes50, LongitudeSeconds50, Precision50

Example:

32,39,18, 87,14,49, 4, 32,39,32, 87,14,22, 7, Ψ, 32,52,07, 87,11,12, 2

Format for Universal Transverse Mercator (UTM) B

UTMzone1, Easting(x)1, northing(y)1, precision1,
UTMzone2, Easting(x)2, northing(y)2, precision2, Ψ,
UTMzone3, Easting(x)50, northing(y)50, precision50

Example:

16, 322468,4207628,7.5

IMPORTANT -- This text box can only be used when entering data for all 50 stops and the data entry format must correspond to the coordinate type chosen. In order for this text box to operate properly the stop information must be pasted or typed into the box in ascending stop order (i.e., stop 1, stop 2, stop 3, Ψ, stop 50).

Each parameter of a stop location coordinate must be accounted for. For example, your GPS unit collected the data in decimal degrees. Therefore, for each stop location there should be a value for

The following example is for the first five stops along a BBS route, starting with stop one.

Example B

Intersection of Beam Rd. and highway 31:
White house on right. Large red barn with white roof on left:
Jackson County Agricultural Extension office on left:
No distinctive features, use odometer reading or GPS coordinates:
Timeson Road, 100 feet past intersection:
Etc.

For additional clarity you may include the stop number in the description but it is not required. In this way you can easily see if the information was parsed correctly. For example: Stop 1 - Intersection of Beam Rd. and highway 31:

Stop 2 - White house on right. Large red barn with white roof on left:
Stop 3 - Jackson county Agricultural Extension office on left:
Stop 4 - No discerning features, use odometer reading or GPS:
Stop 5 - Timeson Road, about 100 feet past intersection of Timeson and Rice Roads:
Etc.

(Don't use another colon to set off the stop number from the rest of the line! Only use colons to separate stops.)

If you are using the text boxes to enter data for all 50 stops, you must check the box above the ANext button (If you want to enter all 50 stops check here). Once the coordinate data and/or the stop descriptions are pasted in the boxes in the proper formats, choose the ANext button at the bottom of the page.

“Update Coordinates For Route” screen

If you pasted the coordinate and/or stop description data into the text boxes on the previous screen, then those data should have been parsed and pasted into the appropriate data input boxes on this page; at this point you should verify that the data were parsed correctly

If you did not use the text boxes on the previous page to input your data, the data entry fields on this page will be blank and you will need to type in the coordinates for all the stops for which you have data.

In addition to the stop coordinates and precision data, you must complete the following 3 data entry fields at the top of the page:

Select Source: Choose the source of the coordinate data. The choices are:

GPS B portable Global Positioning System;
mapping software B e.g., Delorme AStreet Atlas;
USGS topo map B USGS topographic map, 1:24000 series;
US Army topo map - US Army (DMA) map;
Delorme Atlas - Any of the printed Delorme state atlases;

Map, other B County map, Forest Service map, road map, etc.,

Select Source Year: (activated if selection above is US Army topo map or “other”)

Select Datum: Choose the datum that the GPS, map, or mapping software is using for reference. It is very important that this information is provided along with the coordinate data or else the coordinates may be useless. The 3 choices are:

NAD83 or WGS84 (pre-set if Source was “mapping software” or DeLorme atlas)

NAD27

Unknown

Now fill in the data fields for each row of “Site ID” (the Site ID numbers are pre-filled; the first 5 digits are the route number).

Latitude-Longitude or UTM: Fill in the coordinates (in meters) and the zone number. The zone will carry over from the first row.

ObsLatLonCheck: This field allows us to track whether the stop location data were collected by or confirmed by the BBS observer who collects the bird data. If the stop location data were collected by or in the presence of the BBS observer check this box.

Select Year: The year the data were collected (not the current year).

Select Update Reason: Will carry over from first record.

Stop Description: Stop descriptions may be entered w/o stop locations, or *vice versa*.