Department of Conservation
Te Papa Atawhai

METADATA RECORD SHEET

PLOT INFORMATION:

PLOT IDENTIFIER: _____ DAY/MONTH/YEAR: _____

NVS PLOT IDENTIFIER: (if applicable) _____ TOPO. MAP NO. & NAME: _____

SURVEY: _____ GPS Make & Model: _____

REGION: _____ Easting: _____

CATCHMENT: _____ Northing: _____

SUB-CATCHMENT: _____ GPS FIX: Single / Averaged; 2D / 3D

MEASURED BY: _____ GPS ACCURACY: 100% Y / N; ± _____m

RECORDED BY: _____ Datum: NZGD2000

TEAM INFORMATION:

Team leader: _____

Team members: _____

HAZARDS: _____

_____

_____

LAND TENURE OF PLOT: _____

PERMISSION CONTACTS:

For access to plot:

Name: _____

Address: _____

_____

Phone number: _____

Mobile number: _____

Email: _____

Preferred method of contact by monitoring team: _____

Name of monitoring team contact person: _____

Planned access date: _____

Gate keys necessary: Yes / No

For access across land to plot:

Name: _____

Address: _____

_____

Phone number: _____

Mobile number: _____

Email: _____

Preferred method of contact by monitoring team: _____

Name of monitoring team contact person: _____

Planned access date: _____

Gate keys necessary: Yes / No

IF PRIVATE LAND OWNER ONLY:

Owner restricts use of data outside the Lucas program? Yes / No

Owner requested copy of data? Yes / No

NOTES: (e.g. Difficulties with access to location): _____

_____

TIME ALLOCATION (HH:MM)

Access:

Town/Area based for plot	
Travel method / time	hh:mm
Drive time to plot / line start	
Drive time to heli start	
Fly time to plot	
Boat time to plot	
Walk time to plot	
Search time to re-locate plot	
Alternate route used	Y / N

Vegetation plot:

Method	hh:mm	People
Plot layout:		
Recce description (front)		
Recce description (back)		
Horizontal distances		
Stem diameters / saplings		
Tree heights		
Coarse woody debris		
Understory plots		
External plot		
Time spent on a plot *		

Collections and nested RECCE's

Method	hh:mm	People
Non-vascular samples collection		
Soil samples		
Recce back 2x2		
Recce back 5x5		
Recce back 10x10		

(*) Note this is number of hours from start to finish to measure plot (e.g. Start at 8am and end at 2pm = 6hrs).

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METADATA RECORD SHEET (cont'd)

PLOT IDENTIFIER: _____ DAY/MONTH/YEAR: _____

OPERATIONAL INFORMATION

Mobile phone coverage available on-site: ☐ CAMP ☐ PLOT Specify service provider(s): _____

VHF coverage available on-site: ☐ CAMP ☐ PLOT Specify channel: _____

Satellite phone coverage available on-site: ☐ CAMP ☐ PLOT Specify quality of reception: _____

Water available on-site: ☐ CAMP ☐ PLOT Notes:_____

☐ Helicopter / boat contractor used. Specify name and contact details: _____

WEATHER FINE / SHOWERS / RAIN / SNOW / OTHER _____

DEVIATIONS FROM STANDARD PROTOCOLS (e.g. soils not collected due to bedrock terrain, nested RECCE's not completed, seedling pegs not permanently marked)

OTHER NOTES OR INFORMATION

Collections

Soils collected	Yes / No	Nested Recce	Yes / No
Soils collected by			

Non-vascular collection

Collected by:_____

Substrate	Cover class 1	Cover class 2	Cover class 3	Cover class 4	Cover class 5	Cover class 6	Number of bags
Soil							
Litter							
CWD							
Rocky outcrop							
If collected in less than 1 hr please state reason:						Epiphyte	
						Sum of bags:	