



# Natural Heritage Rare Plant Species Reporting Form

This form is used to report a personal field sighting of a rare plant species (element occurrence) tracked by the Natural Heritage Database. It may also be used to summarize locational information from a published or unpublished report. Plant species tracked include those appearing on the List of Endangered Plant Species and Plant Species of Concern (<http://www.nj.gov/dep/parksandforests/natural/heritage/spplant.html>). The Office of Natural Lands Management can provide copies of the list upon request. In order for this form to be processed, the sections preceded by an asterisk (\*) must be completed.

**Send completed form to:** DEP, Division of Parks and Forestry, Office of Natural Lands Management, Natural Heritage Program, Mail Code 501-04, P.O. Box 420, Trenton, NJ 08625-0420 or email to [Natlands@dep.nj.gov](mailto:Natlands@dep.nj.gov)

**Form Completion Date:** \_\_\_\_\_ **\* Date(s) of the Observation(s):** \_\_\_\_\_

**Common Name:** \_\_\_\_\_ **Scientific Name:** \_\_\_\_\_

**\*Location Map:** *A mapped location of the occurrence must accompany this form.* The ideal format is to locate the site on a photocopied section of a U.S. Geological Survey 7.5 minute topographical map, and to also sketch a second map showing finer details. Be sure to provide the name of the USGS map.

**GPS Coordinates** (If available please provide the following):

Datum Used:	<input type="checkbox"/> NAD 1983	<input type="checkbox"/> NAD 1927	<input type="checkbox"/> WGS84	<input type="checkbox"/> Other _____
Lat/Long (if applicable):	_____ N (Latitude)		_____ W (Longitude)	
UTM (if applicable)	18 N/S: _____ Northing		_____ Easting	
Accuracy Level:	+/- _____ <input type="checkbox"/> feet or <input type="checkbox"/> meters			

**\*Directions to Site:** Directions to the element occurrence using a readily locatable and relatively permanent landmark on or near the site (such as a road intersection, a prominent hill or cliff) as the starting point. Use clear, complete sentences so that someone who is unfamiliar with the area will be able to relocate the element occurrence using your written directions (e.g., "About 50 ft. N. of small stream draining Brindel Lake, 0.5 mi. SE of Brindelton and 0.2 mi. WSW of jct. of Range Rd. and Rt. 539, Fort Dix").

**Identification:** How was the species identification made? Name the identification manuals used or the experts consulted. Were there identification problems?

**\*Number of Individuals Observed:**

1-10       11-50       51-100       101-1,000       1,001-10,000       >10,000

If possible, provide the exact number of individuals and an estimated percentage of flowering/fruitlet individuals. For rhizomatous plants such as grasses and sedges, what was counted as individual – separate culms or entire clumps or patches?

**Life Stages Present:** Check life stages observed and provide an estimate of the numbers of individuals for each life stage.

vegetative \_\_\_\_\_  bud \_\_\_\_\_  flower \_\_\_\_\_  fruiting \_\_\_\_\_  seedling \_\_\_\_\_

**Associated Species/Additional Biological Data:** List any associated species and/or additional rare species observed at this site. What else was observed? Provide information on the general condition or vigor of the individuals and viability of the population(s). A separate Rare Plant Species Reporting Form is recommended for each element occurrence observed.

**Habitat Data:** Describe the specific area where the occurrence is located. List natural community types, dominant vegetation and information on the physical environment such as substrate type, hydrology, moisture regime, slope and aspect. Also, describe the surrounding landscape.

**Threats:** Describe any current or potential threats to this occurrence. If invasive species are present, please list.

**Ownership:** If known, please provide landowner(s) name, address, phone #, block, lot.

**Information Source:**

**\*Name, Address and Phone #** (of person filing report):

Name:	
Address:	
Phone Number:	

\*Does this information come directly from  a field visit or  a published or unpublished report?

**Citation:** For information taken from a published or unpublished report, please provide a copy of the cover page and the pertinent portions of the report. If a copy can not be provided, list below the author, date, title, publisher, and page numbers.

**Voucher:** Was the observation vouchered with  a photograph?  a video/digital format?  a specimen?  
If possible, attach a copy of the photograph, etc. If specimen voucher, please provide the name of the repository:

**Confirmation:** Would you accompany a biologist to the site if needed?  yes  no

**Additional Comments:** (use extra sheets if needed)

**\*Attachment:** Include a mapped location of the occurrence and a sketched map with finer details and landmarks.