# The BLS Database and the Spreadsheet

# Records in, records out….

**1. The BLS database**

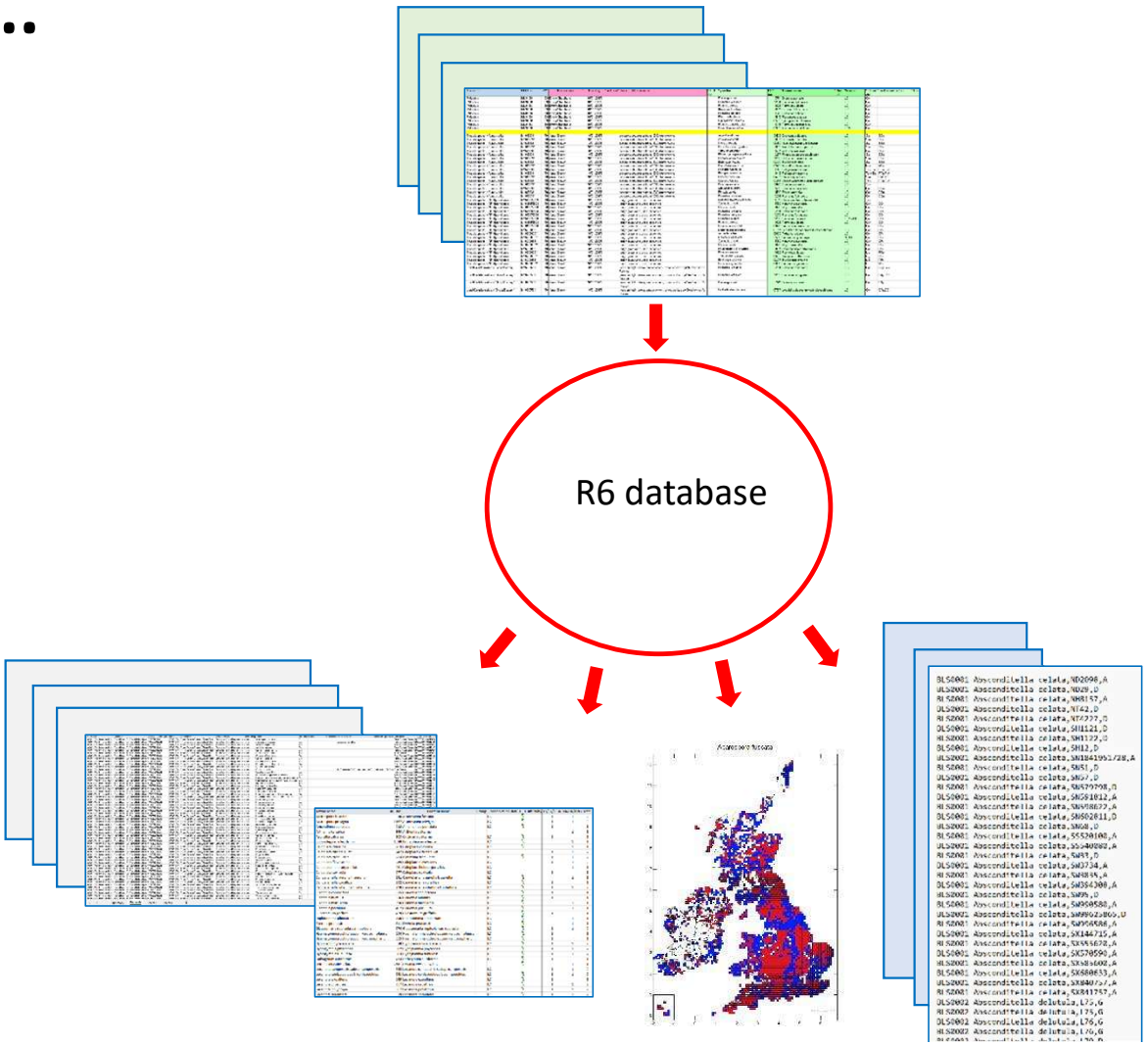
- How we hold your records, and why we always need more!
- Permissions

2. Submitting records to the database

- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

3. Using records from the database

- Information supplied
- Pivot tables and more



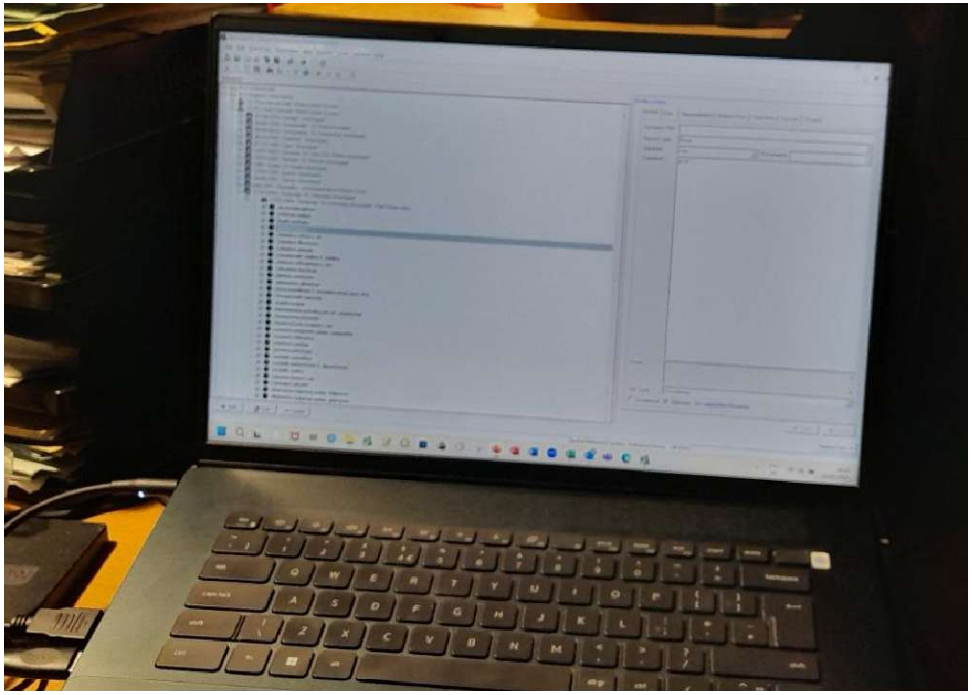
# The Recorder6 database

Currently a standalone system

- Scotland, Devon and Somerset managed by Brian Coppins
- England (except VC3-6) and Wales managed by Janet Simkin
- Ireland to be added this year
- Input only from spreadsheets

Will eventually be replaced by a “cloud” database

- Input from spreadsheets and online
- Maintained by VC recorders
- Accessible to active recorders and researchers



# The database in 2024

80,500 records added, submitted by more than 50 active recorders

Extensive data cleaning and revisions to the taxon dictionary

Updates and improvements to the input and output spreadsheets

Updated static and interactive maps on the website

| | General | Churchyards | Total |
|---|---|---|---|
| England | 837,950 | 501,450 | 1,339,400 |
| Scotland | 542,722 | | 542,722 |
| Wales | 173,023 | 17,044 | 190,067 |
| IoM | 7,642 | 1,711 | 9,353 |
| C.Isles | 7,805 | | 7,805 |
| | 1,569,142 | 520,205 | 2,089,347 |

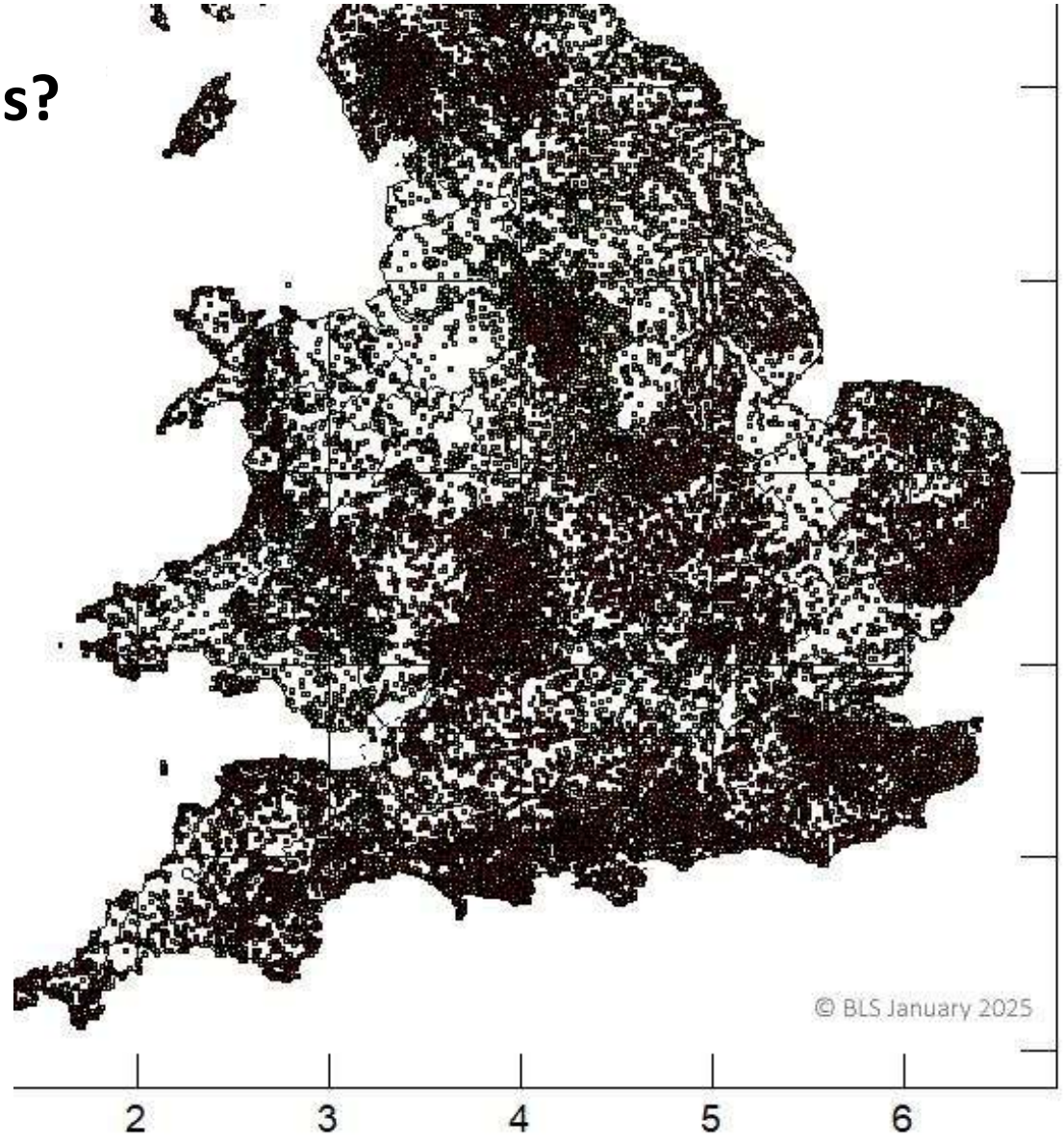
# Why do we need more records?

The more records we hold, the more valuable the database is for all its users

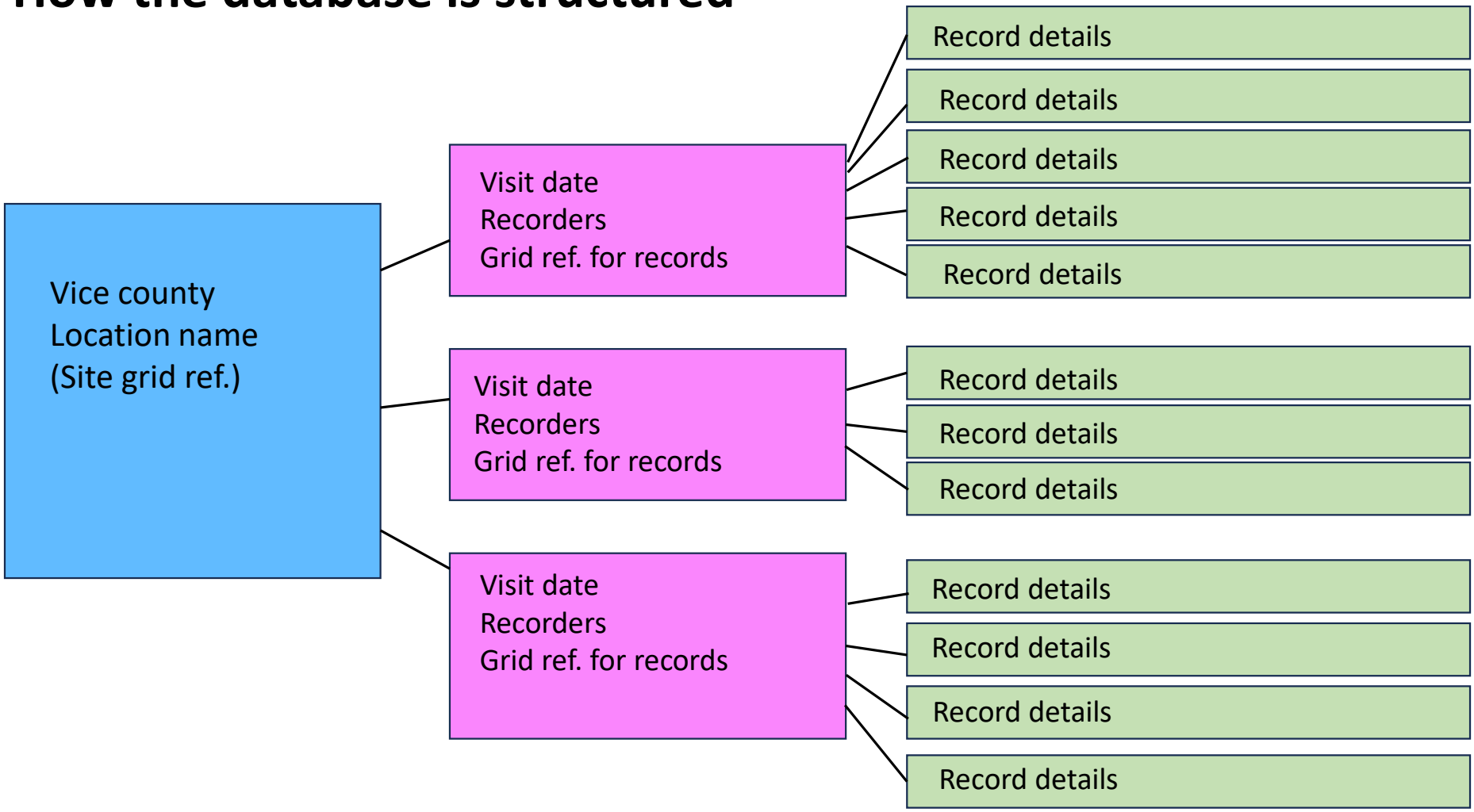
We need records of common lichens just as much as rarities and LFs

We need records from new sites and under-recorded habitats, as well as repeat visits to known good sites

- The environment has changed
- Lichen recording has changed!



# How the database is structured



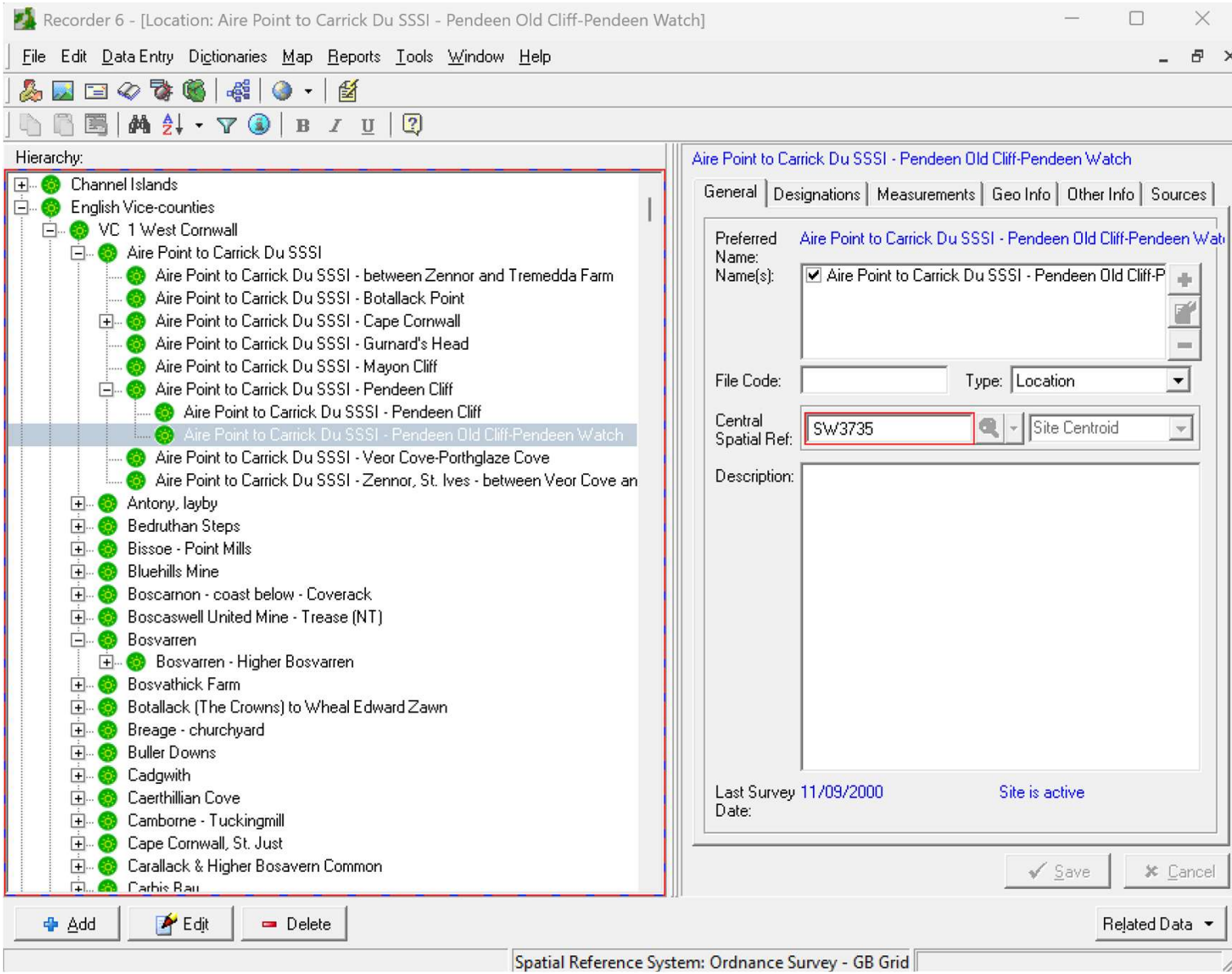
# R6 Locations

**Sites**

Organised by VC

then by location or date

- Location name
- Grid reference



# R6 Locations

**Sites**

Organised by VC

then by location or date

- Location name
- Grid reference

**The blue columns on the spreadsheet**

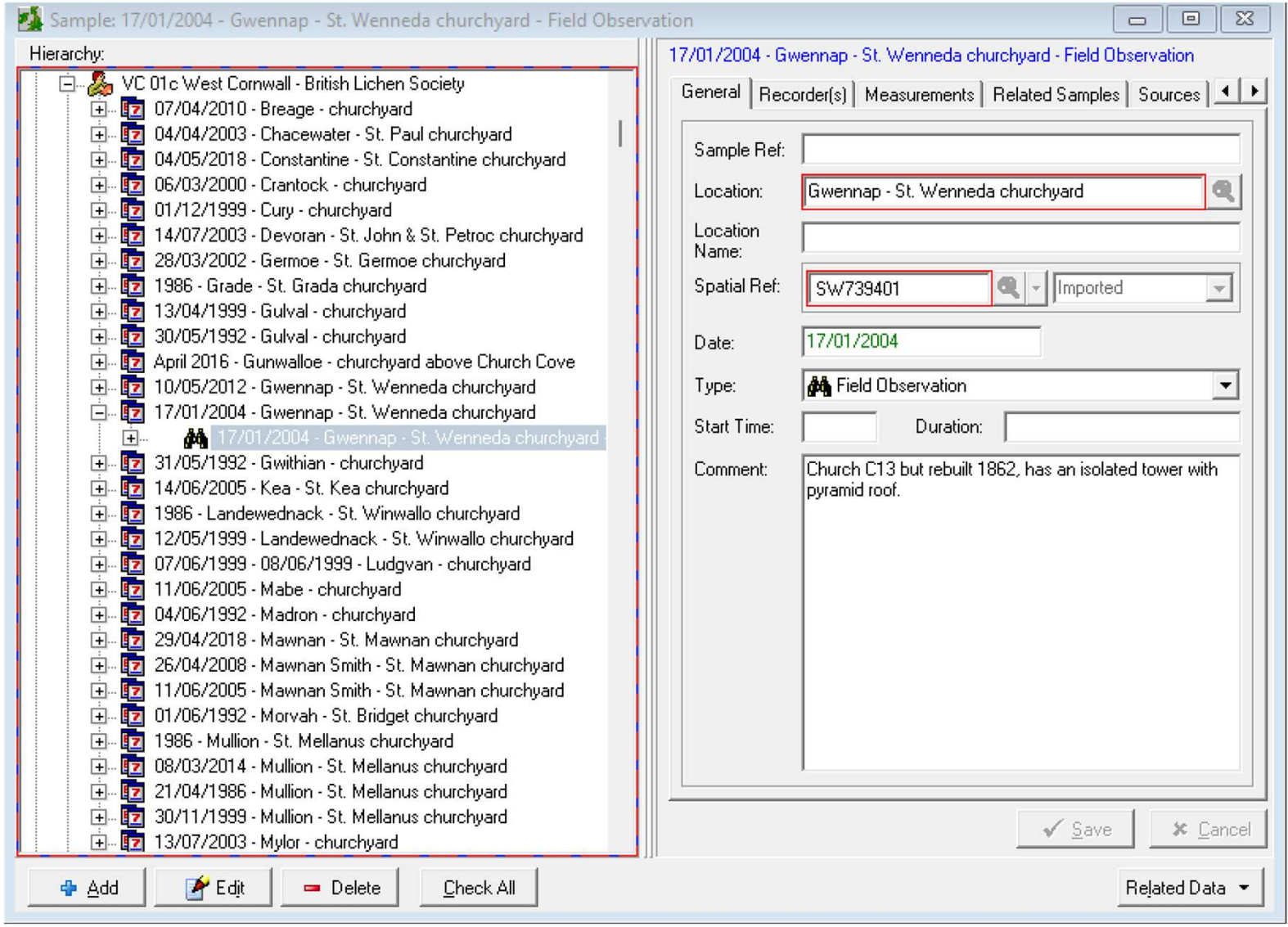
| | A | B | C |
|---|---|---|---|
| 1 | **Location** | **Grid ref** | **VC** |
| 12 | Tindale spelter - fume works | NY618591 | 70 |
| 13 | Tindale spelter - fume works | NY618591 | 70 |
| 14 | Tindale spelter - fume works | NY618591 | 70 |
| 15 | Tindale spelter - fume works | NY618591 | 70 |
| 16 | Tindale spelter - fume works | NY618591 | 70 |
| 17 | Tindale spelter - fume works | NY618591 | 70 |
| 18 | Tindale spelter - fume works | NY618591 | 70 |
| 19 | Tindale spelter - fume works | NY618591 | 70 |
| 20 | Tindale spelter - fume works | NY618591 | 70 |
| 21 | Tindale spelter - fume works | NY618591 | 70 |
| 22 | Tindale spelter - fume works | NY618591 | 70 |
| 23 | Tindale spelter - fume works | NY618591 | 70 |
| 24 | Tindale spelter - fume works | NY618591 | 70 |
| 25 | Tindale spelter - fume works | NY618591 | 70 |

# R6 Samples

**Site visits**

Organised by VC then by location or date

- Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*

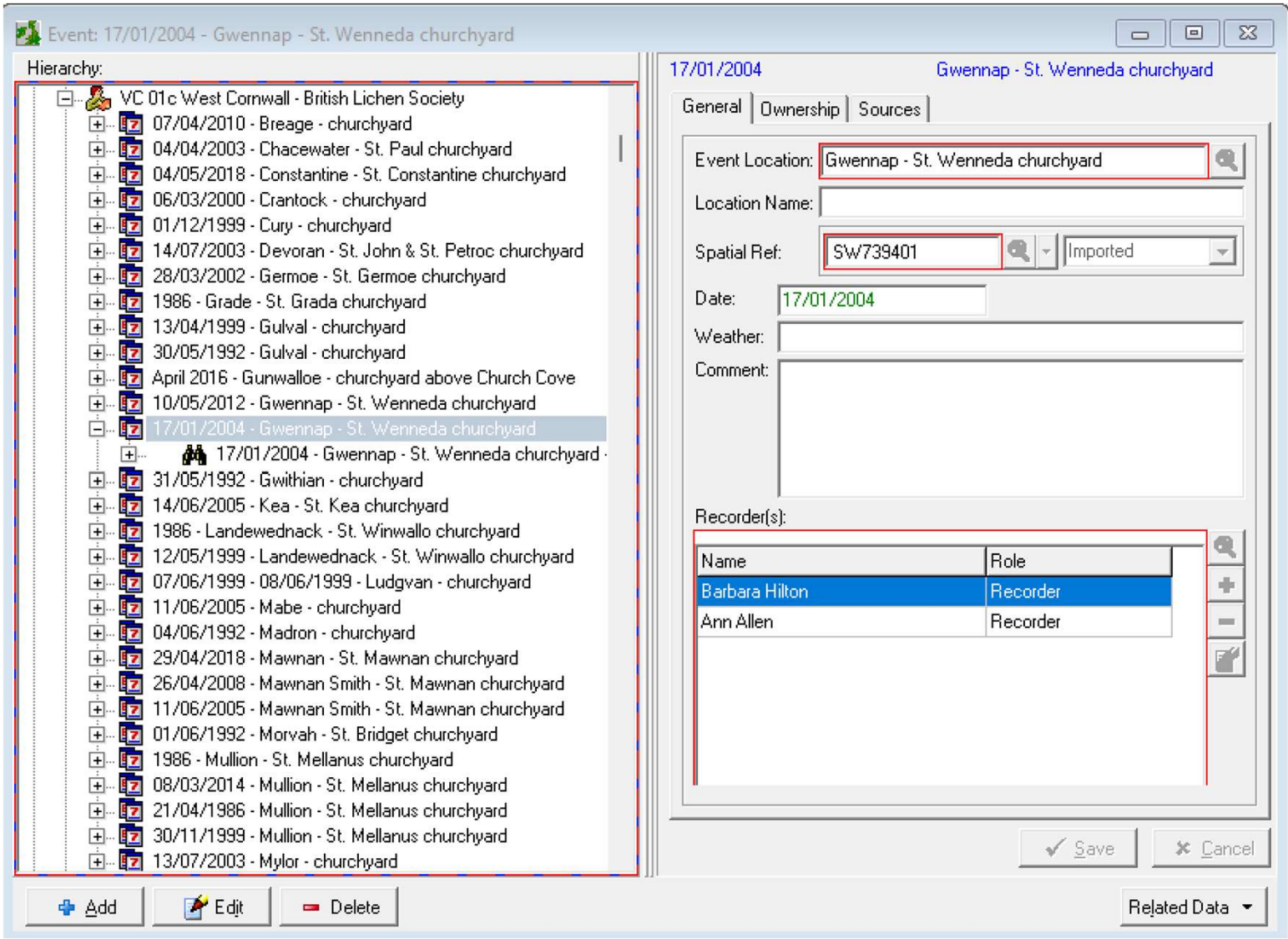


# R6 Samples

**Site visits**

Organised by VC then by location or date

- Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*
- Recorders



# R6 Samples

**Site visits**

Organised by VC then by location or date

- Linked to Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*
- Recorders

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Location** | **Grid ref** | **VC** | **Recorders** | **Date(s)** | Altitude | Site and visit comments |
| 23 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 24 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 25 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 26 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 27 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 28 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | concrete structures from 1930s fume works |
| 29 | Tindale spelter - NFM pond area | NY61985909 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 30 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 31 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 32 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 33 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
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| 36 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 37 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 38 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 39 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
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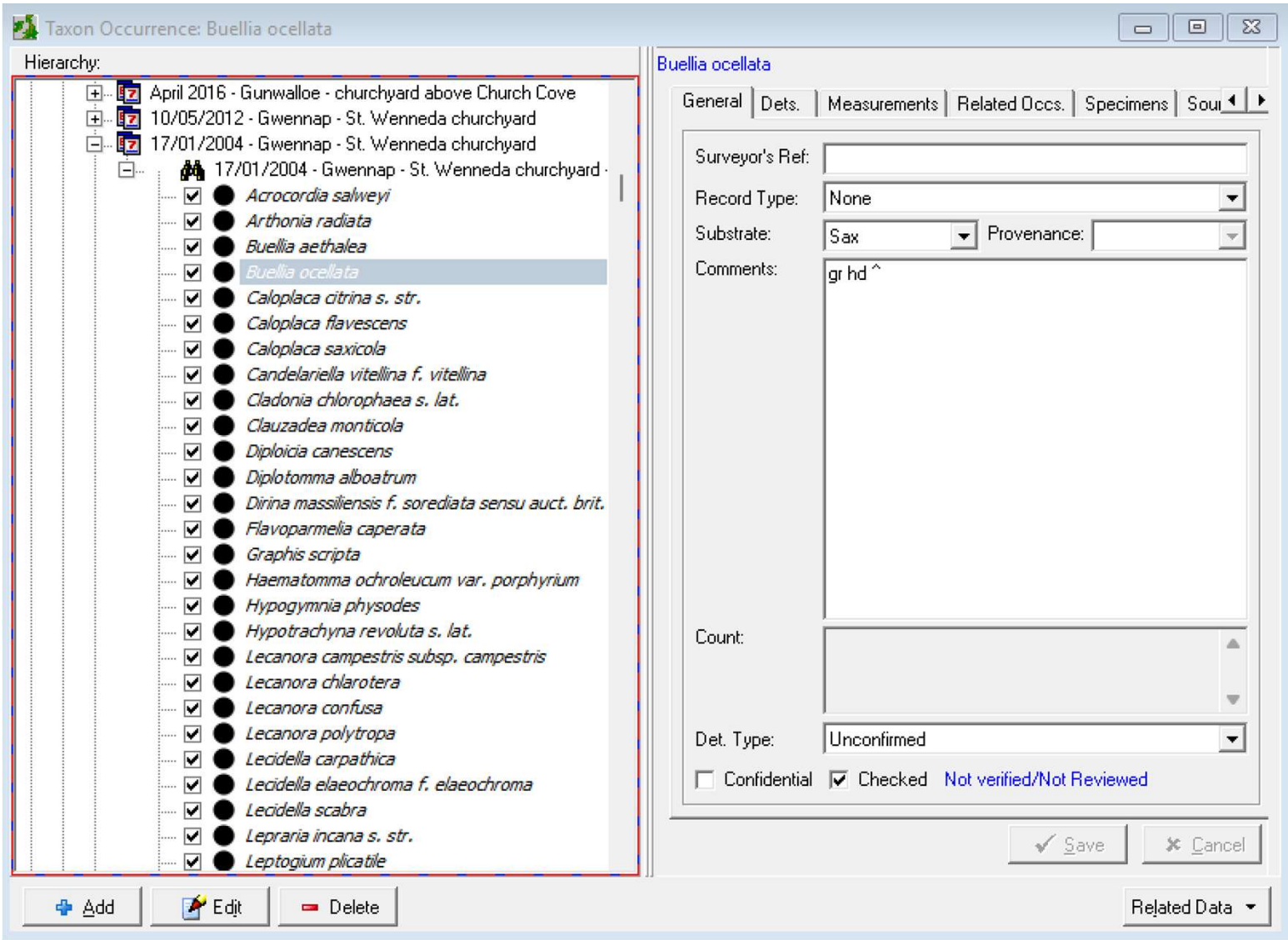
| 41 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 42 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 43 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 44 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 45 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 46 | Tindale spelter - NFM pond area | NY62005911 | 70 | Janet Simkin | 18/01/2025 | | rough grassland used for ponies |
| 47 | Lord Carlisles railway "Great Battery" | NY620591 | 70 | Janet Simkin | 18/01/2025 | | trees on high railway embankment, once worked by Stephenson's Rocket |
| 48 | Lord Carlisles railway "Great Battery" | NY620591 | 70 | Janet Simkin | 18/01/2025 | | trees on high railway embankment, once worked by Stephenson's Rocket |

**The pink columns on the spreadsheet**

# R6 Observations

## Records

- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat



# R6 Observations

## Records

- Taxon name
- Additional information *(optional)*
  - Record notes
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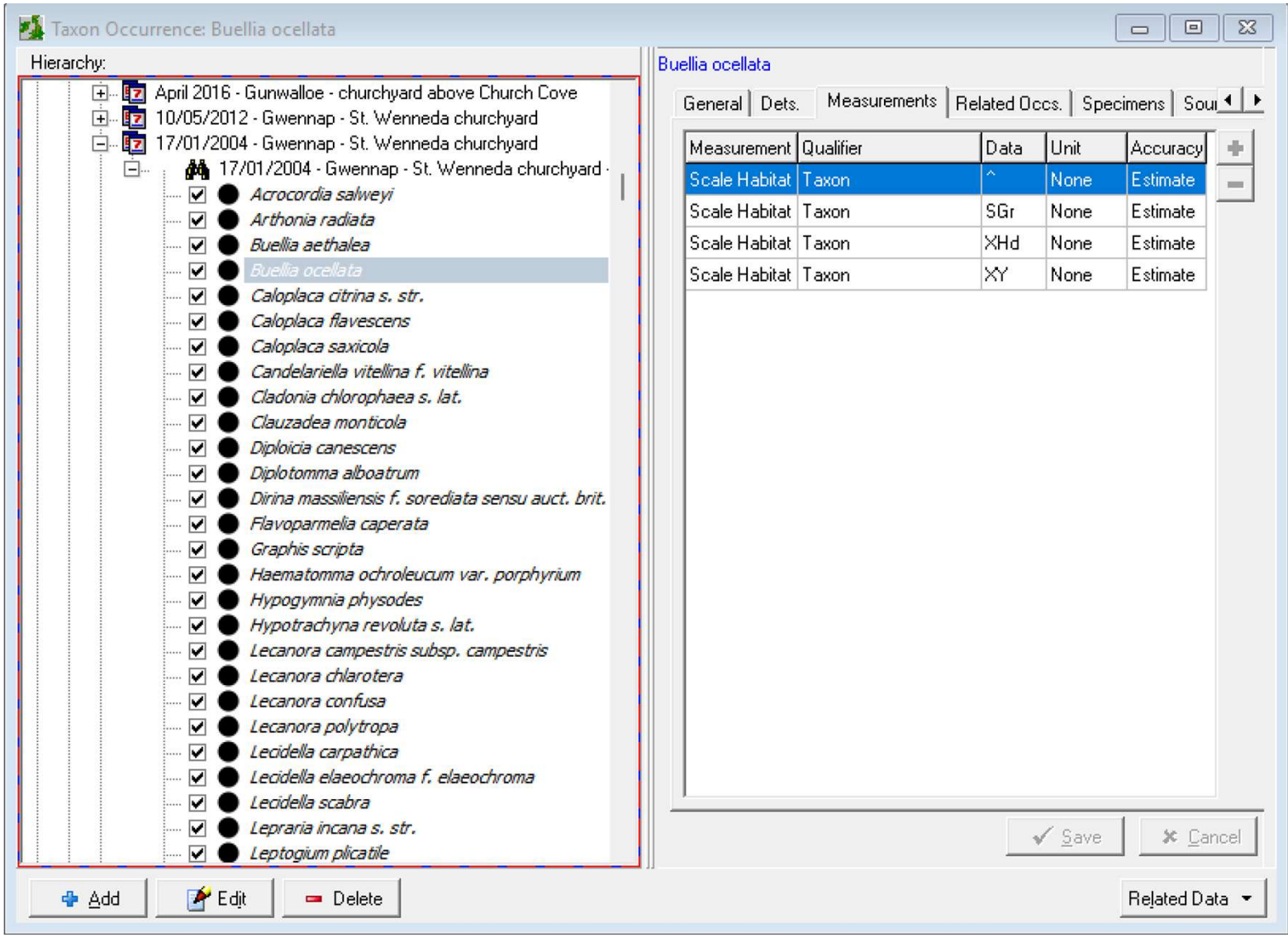
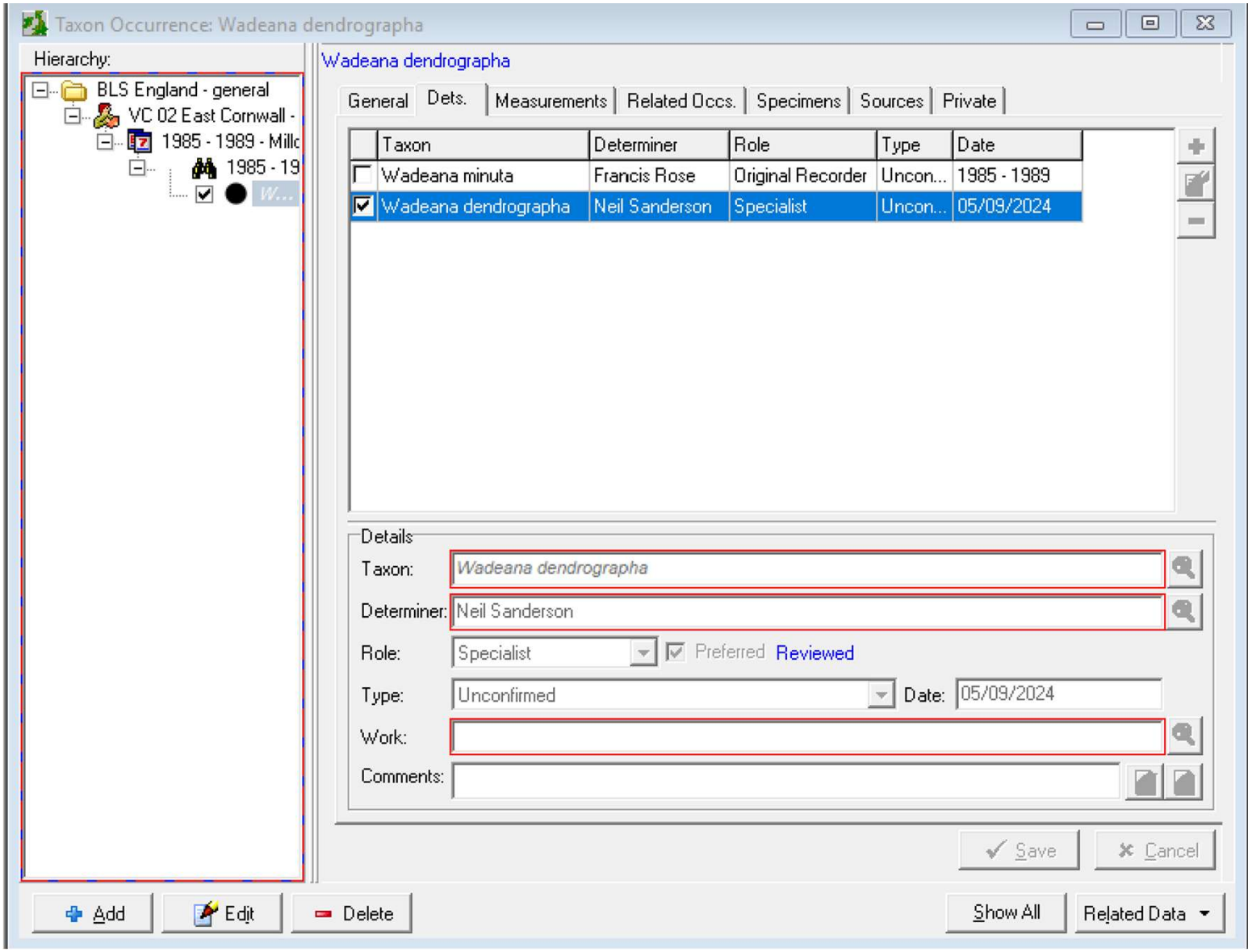


# R6 Observations

**Records**

- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat
  - Determiners
  - Redeterminations
  - Herbarium specimens



# R6 Observations

## Records

- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat
  - Determiners
  - Redeterminations
  - Herbarium specimens

| | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BLS no. | Species | BLS no. | Taxon name | Group | Status | Substrate | Small scale habitats | Abundance | Record notes |
| 23 | | Cladonia pocillum | 0407 | Cladonia pocillum | | LC | Sax | PW,SCo | | |
| 24 | | Cladonia furcata | 0389 | Cladonia furcata subsp. furcata | | LC | Terr | PTu,PW | | |
| 25 | | Baeomyces rufus | 0176 | Baeomyces rufus | | LC | Terr | | | |
| 26 | | Xanthoria parietina | 1530 | Xanthoria parietina | | LC | Cort | CSm | | |
| 27 | | Physcia tenella | 1120 | Physcia tenella | | LC | Cort | CSm | | |
| 28 | | Ramalina farinacea | 1234 | Ramalina farinacea | | LC | Cort | CSm | | |
| 29 | | Cladonia chlorophaea s. lat. | 0371 | Cladonia chlorophaea s. lat. | | LC | Terr | | | |
| 30 | | Xanthoria parietina | 1530 | Xanthoria parietina | | LC | Cort | CCt | | |
| 31 | | Physcia tenella | 1120 | Physcia tenella | | LC | Cort | CCt | | |
| 32 | | Ramalina farinacea | 1234 | Ramalina farinacea | | LC | Cort | CCt | | |
| 33 | | Ramalina fastigiata | 1235 | Ramalina fastigiata | | LC | Cort | CCt | | |
| 34 | | Ramalina fraxinea | 1236 | Ramalina fraxinea | | LC Sc IR | Cort | CCt | | |
| 35 | | Parmelia sulcata | 1022 | Parmelia sulcata | | LC | Cort | CCt | | |
| 36 | | Lepraria incana s. lat. | 0820 | Lepraria incana s. lat. | | | Cort | CCt | | |
| 37 | | Lecidella elaeochroma | 0797 | Lecidella elaeochroma f. elaeochroma | | LC | Cort | CFx | | |
| 38 | | Arthonia radiata | 0069 | Arthonia radiata | | LC | Cort | CFx | | |
| 39 | | Lecanora hybocarpa | 2506 | Lecanora hybocarpa | | NE NR | Cort | CFx | | |
| 40 | | Xanthoria parietina | 1530 | Xanthoria parietina | | LC | Cort | CFx | | |
| 41 | | Physcia tenella | 1120 | Physcia tenella | | LC | Cort | CFx | | |
| 42 | | Phaeophyscia orbicularis | 1107 | Phaeophyscia orbicularis | | LC | Cort | CFx | | |
| 43 | | Parmelia sulcata | 1022 | Parmelia sulcata | | LC | Lig | PFp | | |
| 44 | | Trapeliopsis flexuosa | 0692 | Trapeliopsis flexuosa | | LC | Lig | PFr | | |
| 45 | | Buellia griseovirens | 0207 | Buellia griseovirens | | LC | Lig | PFr | | |
| 46 | | Lecanora symmicta | 0688 | Lecanora symmicta | | LC | Lig | PFr | | |
| 47 | | Ramalina farinacea | 1234 | Ramalina farinacea | | LC | Cort | CAp,CCt | | |
| 48 | | Ramalina fastigiata | 1235 | Ramalina fastigiata | | LC | Cort | CAp,CCt | | |
| 49 | | Evernia prunastri | 0511 | Evernia prunastri | | LC | Cort | CAp | | |

**The green columns on the spreadsheet**

# Records in, records out….

1. The BLS database

- How we hold your records, and why we always need more!
- Permissions

**2. Submitting records to the database**

- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

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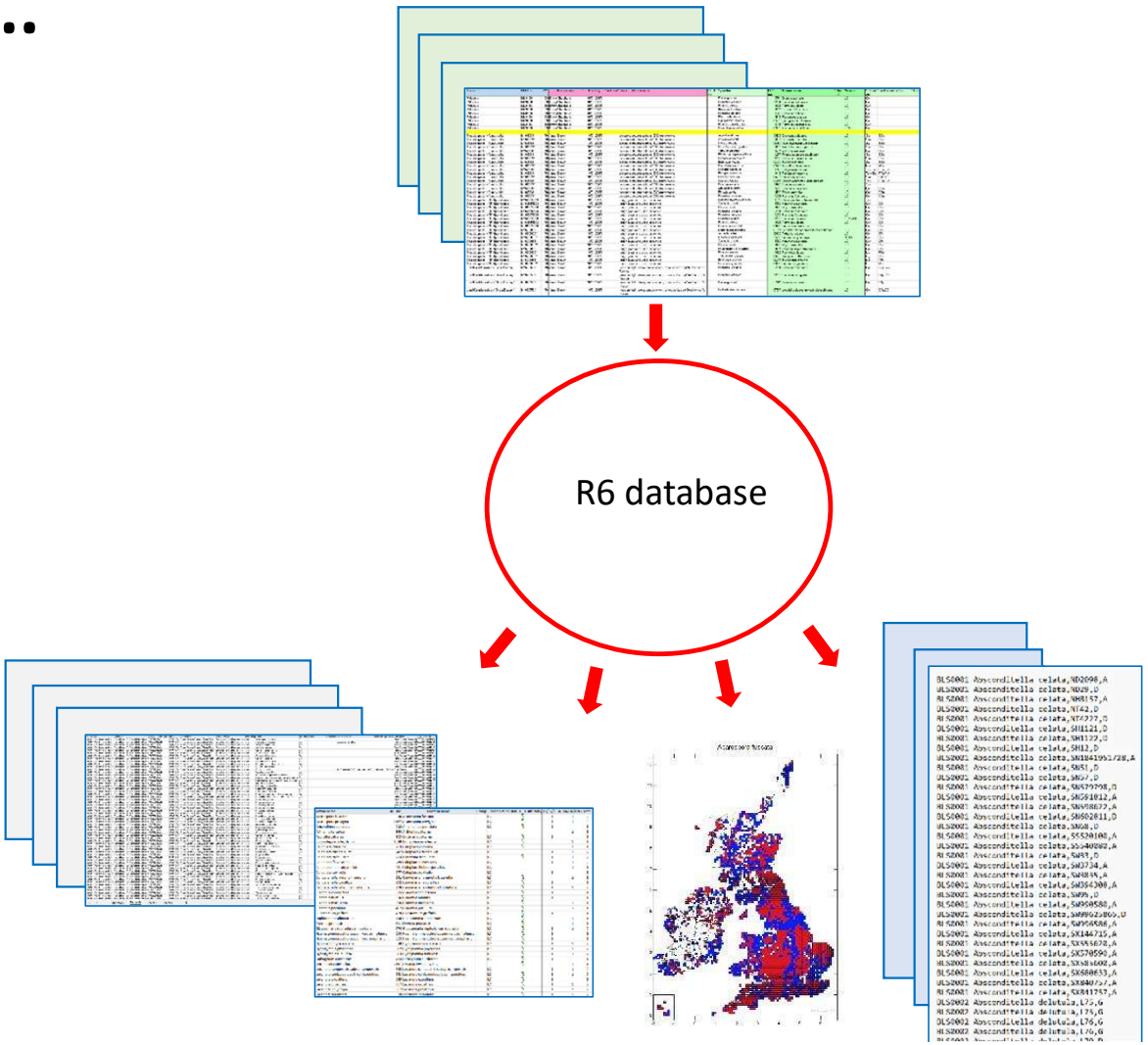


# Permissions

**You** *may* need the permission of a landowner or land manager to record and collect

- For commissioned surveys you also need the permission of the commissioning body to share their records with us

**We** need your permission to use your records in our work on lichen research, education and conservation and to share them with others

- By submitting records to us you are giving us that permission – see statement in the latest version of the spreadsheet

| |
|---|
| **IMPORTANT:**<br>By submitting information to the British Lichen Society in this spreadsheet I agree that it may be collated and disseminated manually or electronically, including the internet, for environmental decision-making, education, research and other public benefit uses in accordance with British Lichen Society's data access policy. |
| Names of recorders form a part of the record that is collated and disseminated, but contact details will be used for administration and verification purposes only and will not be passed to other parties without consent. |
| |
| The BLS understands that in most cases you do not need explicit permission to make biological records of wildlife you observe in the wild, as it is considered a public activity contributing to scientific understanding. However, it is important to always respect private property boundaries and check for any local regulations or protected species that may require specific permits for recording. |
| If you are recording in sensitive areas like nature reserves or on private land, always check with the land manager for any specific rules or restrictions regarding data collection. |
| For certain protected species you might need a license or permit to record their presence, depending on your location and the purpose of your recording. |
| |

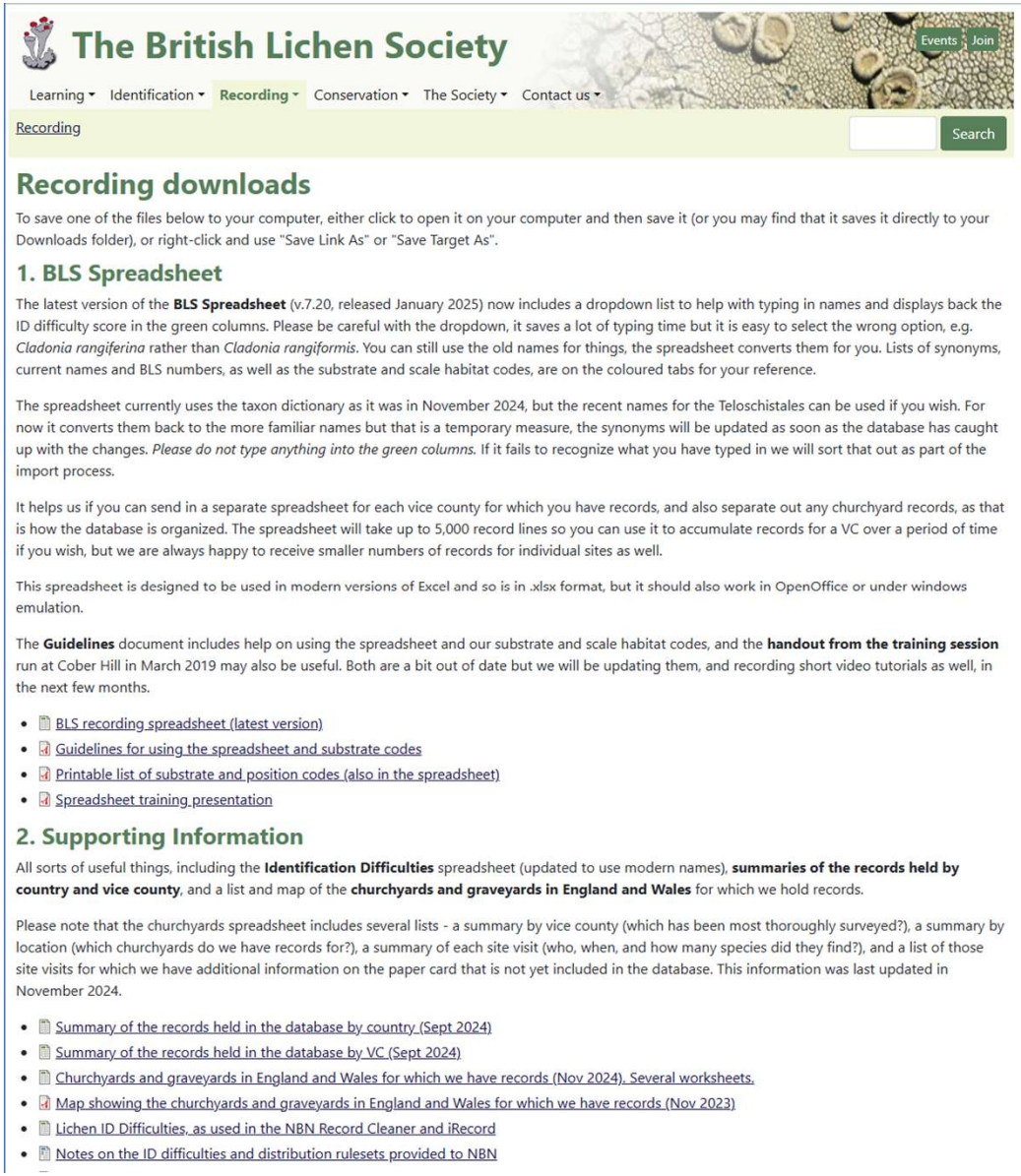
# The BLS spreadsheet

Download the latest version from the Recording Downloads page on the BLS website

Save it to your computer, with a unique file name, e.g.

JS VC67 Tindale BLS_General_v7.20 Feb2025.xlsx

One spreadsheet per VC



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## Recording downloads

To save one of the files below to your computer, either click to open it on your computer and then save it (or you may find that it saves it directly to your Downloads folder), or right-click and use "Save Link As" or "Save Target As".

### 1. BLS Spreadsheet

The latest version of the **BLS Spreadsheet** (v.7.20, released January 2025) now includes a dropdown list to help with typing in names and displays back the ID difficulty score in the green columns. Please be careful with the dropdown, it saves a lot of typing time but it is easy to select the wrong option, e.g. *Cladonia rangiferina* rather than *Cladonia rangiformis*. You can still use the old names for things, the spreadsheet converts them for you. Lists of synonyms, current names and BLS numbers, as well as the substrate and scale habitat codes, are on the coloured tabs for your reference.

The spreadsheet currently uses the taxon dictionary as it was in November 2024, but the recent names for the Teloschistales can be used if you wish. For now it converts them back to the more familiar names but that is a temporary measure, the synonyms will be updated as soon as the database has caught up with the changes. *Please do not type anything into the green columns.* If it fails to recognize what you have typed in we will sort that out as part of the import process.

It helps us if you can send in a separate spreadsheet for each vice county for which you have records, and also separate out any churchyard records, as that is how the database is organized. The spreadsheet will take up to 5,000 record lines so you can use it to accumulate records for a VC over a period of time if you wish, but we are always happy to receive smaller numbers of records for individual sites as well.

This spreadsheet is designed to be used in modern versions of Excel and so is in .xlsx format, but it should also work in OpenOffice or under windows emulation.

The **Guidelines** document includes help on using the spreadsheet and our substrate and scale habitat codes, and the **handout from the training session** run at Cober Hill in March 2019 may also be useful. Both are a bit out of date but we will be updating them, and recording short video tutorials as well, in the next few months.

- BLS recording spreadsheet (latest version)
- Guidelines for using the spreadsheet and substrate codes
- Printable list of substrate and position codes (also in the spreadsheet)
- Spreadsheet training presentation

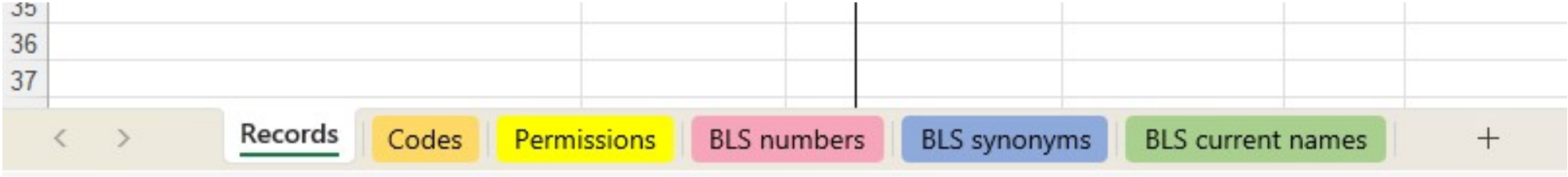
### 2. Supporting Information

All sorts of useful things, including the **Identification Difficulties** spreadsheet (updated to use modern names), **summaries of the records held by country and vice county**, and a list and map of the **churchyards and graveyards in England and Wales** for which we hold records.

Please note that the churchyards spreadsheet includes several lists - a summary by vice county (which has been most thoroughly surveyed?), a summary by location (which churchyards do we have records for?), a summary of each site visit (who, when, and how many species did they find?), and a list of those site visits for which we have additional information on the paper card that is not yet included in the database. This information was last updated in November 2024.

- Summary of the records held in the database by country (Sept 2024)
- Summary of the records held in the database by VC (Sept 2024)
- Churchyards and graveyards in England and Wales for which we have records (Nov 2024). Several worksheets.
- Map showing the churchyards and graveyards in England and Wales for which we have records (Nov 2023)
- Lichen ID Difficulties, as used in the NBN Record Cleaner and iRecord
- Notes on the ID difficulties and distribution rulesets provided to NBN

# Spreadsheet tabs




**Records** – this is for you

*__Codes__ – for reference, a list of substrate and other codes

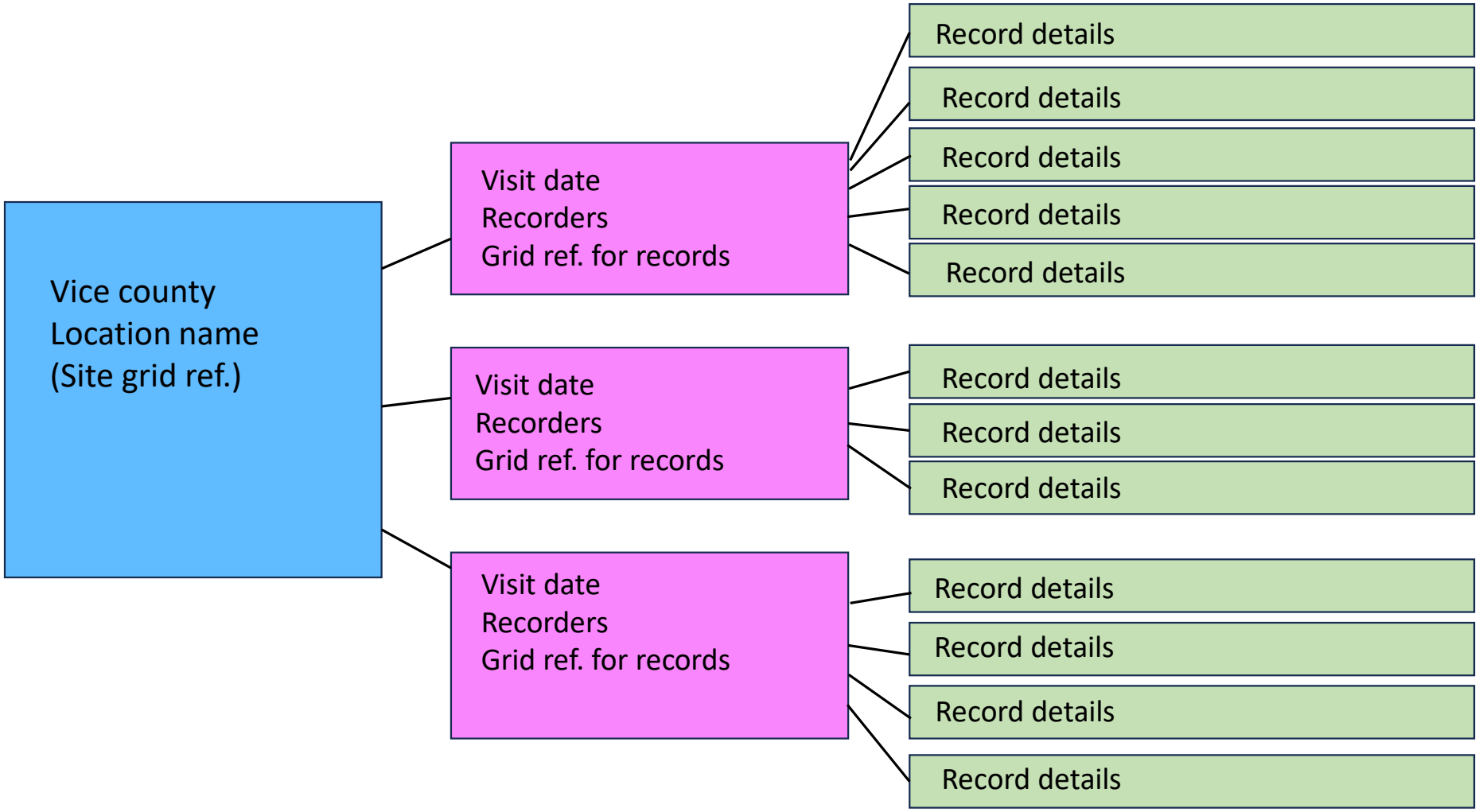
**Permissions** – a gentle reminder that you are giving us permission to use and share your data

*__BLS numbers__ – for reference, the information displayed back in the green columns, sorted in BLS number order

*__BLS synonyms__ – for reference, an alphabetical list of old names and their modern equivalents

**BLS current names** – for reference, a list of the current names as used in the spreadsheet and database

* please don't meddle with these tables, the spreadsheet itself uses them!


Vice county
Location name
(Site grid ref.)
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details

# Location details

**Location name** = village or site first, then the subsite, so that related sites group together in lists:

Ponteland – North Road

*not* North Road, Ponteland

Brockbushes – A69 layby

*not* layby on the A69 near Brockbushes

Ponteland - St. Mary churchyard

*not* St Mary's church, Ponteland

**Grid reference** = in alphanumeric format with no dots or spaces

**Vice County** – check on www.cucaera.co.uk if you are not sure

| | A | B | C |
|---|---|---|---|
| 1 | **Location** | **Grid ref** | **VC** |
| 23 | Tindale spelter - fume works | NY618591 | 70 |
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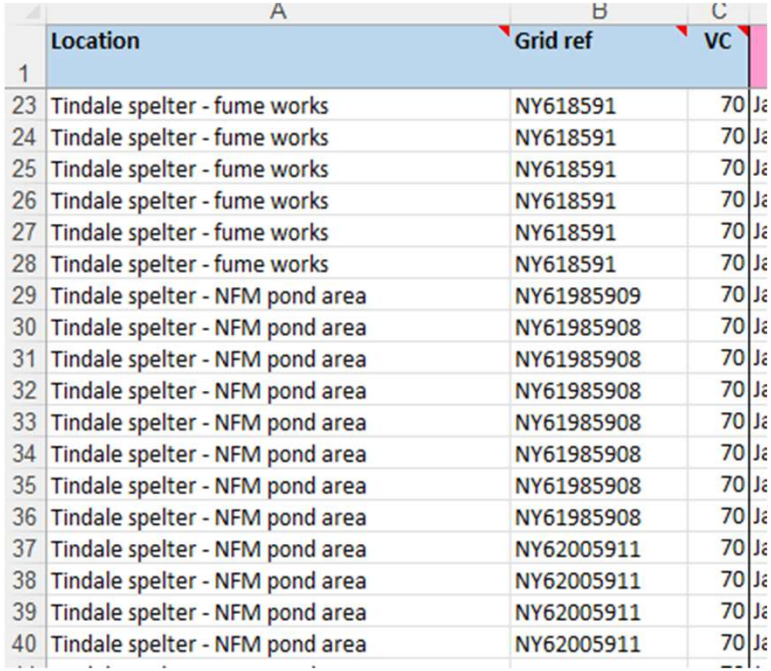
# Grid ref. precision

Should be appropriate to the area covered (recognising that some records may be just outside the defined square), e.g.

| | |
|---|---|
| NY76 | 10km hectad - puts a dot on the national map but otherwise useless |
| NY7166 | 1km - woodlands, parks etc. (site centroid) |
| NY713666 | 100m - small areas such as churchyards, gardens, laybys, outcrops, and for detailed recording of larger areas |
| NY71326661 | 10m - a single boulder, tree or building, or a length of hedge or wall |
| NY7132466618 | 1m – very precise, but is your GPS really that accurate? |



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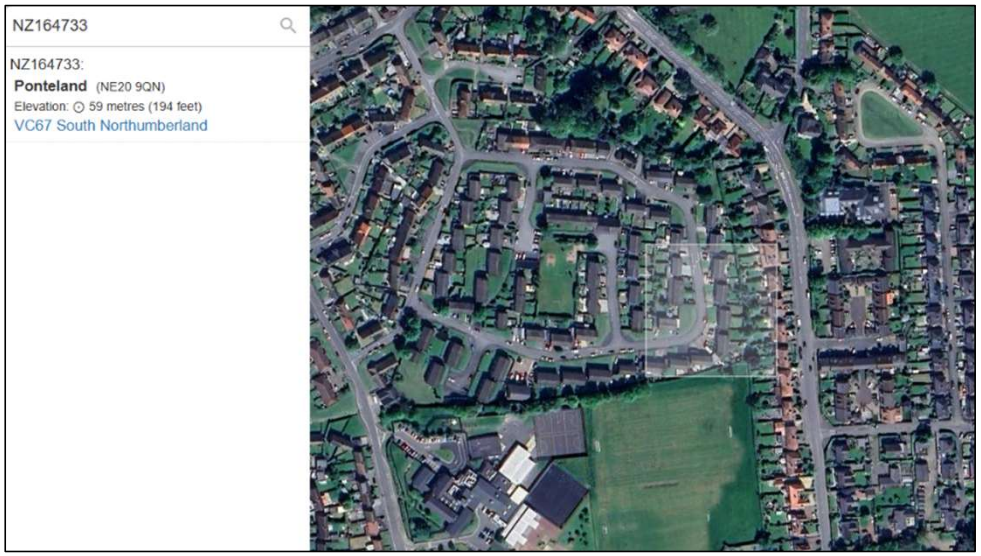
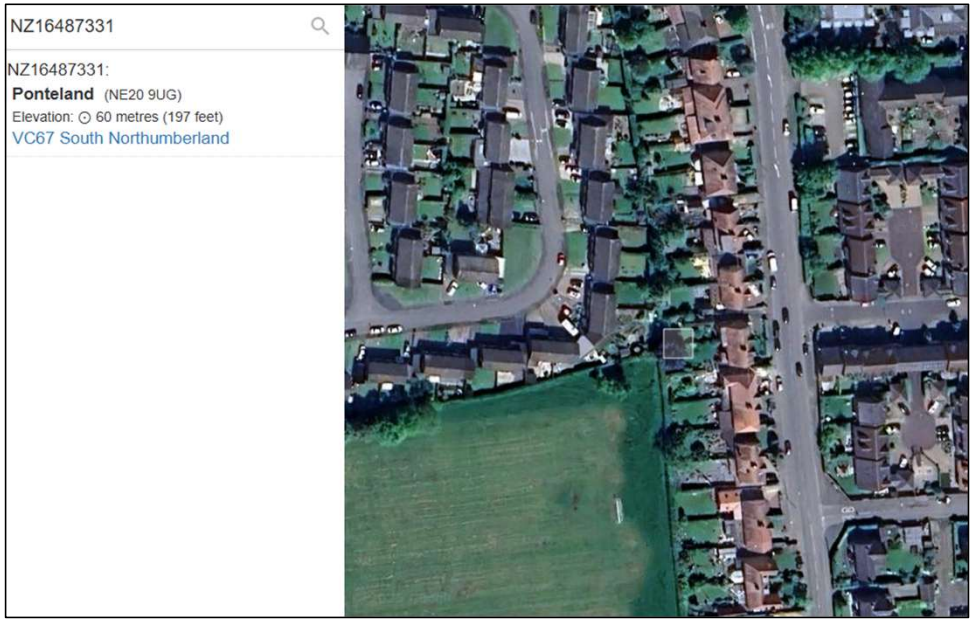
| 1 | Location | Grid ref | VC |
| 23 | Tindale spelter - fume works | NY618591 | 70 |
| 24 | Tindale spelter - fume works | NY618591 | 70 |
| 25 | Tindale spelter - fume works | NY618591 | 70 |
| 26 | Tindale spelter - fume works | NY618591 | 70 |
| 27 | Tindale spelter - fume works | NY618591 | 70 |
| 28 | Tindale spelter - fume works | NY618591 | 70 |
| 29 | Tindale spelter - NFM pond area | NY61985909 | 70 |
| 30 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 31 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 32 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 33 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 34 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 35 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 36 | Tindale spelter - NFM pond area | NY61985908 | 70 |
| 37 | Tindale spelter - NFM pond area | NY62005911 | 70 |
| 38 | Tindale spelter - NFM pond area | NY62005911 | 70 |
| 39 | Tindale spelter - NFM pond area | NY62005911 | 70 |
| 40 | Tindale spelter - NFM pond area | NY62005911 | 70 |




Grid ref plotter [www.cucaera.co.uk](http://www.cucaera.co.uk)

# Visit details

| | A | B | C | D | E | F | |
|---|---|---|---|---|---|---|---|
| 1 | Location | Grid ref | VC | Recorders | Date(s) | Altitude | Site and visit comments |
| 23 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 24 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 25 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 26 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 27 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 28 | Tindale spelter - fume works | NY618591 | 70 | Janet SImkin | 18/01/2025 | | |
| 29 | Tindale spelter - NFM pond area | NY61985909 | 70 | Janet SImkin | 18/01/2025 | | |
| 30 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet SImkin | 18/01/2025 | | |
| 31 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet SImkin | 18/01/2025 | | |

**Recorders** – the names of all the active recorders involved (but not the hangers on), with the name of the expert first in the list. That name is taken to be the determiner unless someone else is specified.

The format is flexible but separated by commas and space works best, e.g.

Janet Simkin, Les Knight, Sue Knight

Brian Coppins, Janet Simkin, BLS field meeting

If you include commas in the names then you must then separate them by semi-colons, e.g.

Coppins, Brian; Simkin, Janet; Hackett, Shaun

“and” is not recognised by R6, use a comma instead.

# Visit details

| | A | B | C | D | E | F | |
|---|---|---|---|---|---|---|---|
| 1 | Location | Grid ref | VC | Recorders | Date(s) | Altitude | Site and visit comments |
| 23 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 24 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 25 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 26 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 27 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 28 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | | |
| 29 | Tindale spelter - NFM pond area | NY61985909 | 70 | Janet Simkin | 18/01/2025 | | |
| 30 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | |
| 31 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | | |

**Date** – the date of the visit, in any of the usual formats

If records have been accumulated over a number of days this can be entered as a date range, but not as a list of dates, e.g.

11/3/2019 – 14/3/2019 *but not* 11/3/2019, 12/3/2019 and 14/3/2019

It is better to give each record its own date and not use ranges.

<u>Important</u>

The date column in the spreadsheet is set to the dd/mm/yyyy format. If you want to enter month and year (August 2019), or just the year (2019), prefix that with ‘ , excel will then treat it as a text field.

If the format of that column has changed to mmm-yyyy, then change it back by selecting the column and setting it back to short date or dd/mm/yyyy format

# Visit details

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Location | Grid ref | VC | Recorders | Date(s) | Altitude | Site and visit comments |
| 23 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 24 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 25 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 26 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 27 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 28 | Tindale spelter - fume works | NY618591 | 70 | Janet Simkin | 18/01/2025 | 218 | concrete structures from 1930s fume works |
| 29 | Tindale spelter - NFM pond area | NY61985909 | 70 | Janet Simkin | 18/01/2025 | 220 | rough grassland used for ponies |
| 30 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | 220 | rough grassland used for ponies |
| 31 | Tindale spelter - NFM pond area | NY61985908 | 70 | Janet Simkin | 18/01/2025 | 220 | rough grassland used for ponies |

**Site and visit comments** *(optional)* - these relate to that visit, not to the individual records (use Record Notes for these), e.g.

Brief visit in heavy rain

Incomplete survey, worth another visit

Survey for local wildlife trust

NE Lichen Group meeting

BLS field meeting

**Altitude** *(optional)* – rarely used, only needed if the site at high altitude or the record is important

# Record details

| | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|
| 1 | BLS no. | Species | *BLS no.* | *Taxon name* | *Group* | *Status* | *ID difficulty* |
| 2 | | Cladonia furcata | 0389 | Cladonia furcata subsp. furcata | | LC | 1 |
| 3 | | Baeomyces rufus | 0176 | Baeomyces rufus | | LC | 1 |
| 4 | 1530 | | 1530 | Xanthoria parietina | | LC | 1 |
| 5 | 1120 | | 1120 | Physcia tenella | | LC | 1 |

**Species** - enter the BLS number or name to the columns left of the green columns. Any name used in the last 40 years should be accepted, unless there has been a split or revision that requires a decision from you.

There is a drop-down list to make this easier for you, but beware – *Acarospora fusca* for *A. fuscata*, and *Cladonia rangiferina* for *C. rangiformis* are now common input errors!

The BLS number, modern name, group, conservation status and ID difficulty will then be displayed back in the green columns. *Do not enter anything to these, if the species name or number has not been recognised we will sort that out for you.*

One row per species for that grid ref is fine, unless there is specific information for the different observations that might be useful or the scale habitat codes need to be linked. Rare species and LFs should always be on separate rows, with the full grid reference for each record.

# Record details

| BLS no. | Species | BLS no. | Taxon name | Group | Status | ID difficulty | Substrate | Small scale habitats | Abundance | Record notes | Herbarium | Specimen | Determiner |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4407 | | #N/A | #N/A | #N/A | #N/A | #N/A | | | | | Simkin | | |
| | cladonia pocillum | 0407 | Cladonia pocillum | | LC | 1 | Sax+Bry | PW,SCo | | on concrete structures | | | |
| | cladonia uncialis uncialis | 1594 | Cladonia uncialis subsp. uncialis | | NT NS Sc | 3 | Terr | PTu,THm | A/O | Photo | | | |
| 1120 | | 1120 | Physcia tenella | | LC | 1 | Cort | CSm | A/O | | | | |
| | Illosporiopsis christiansenii | 2071 | Illosporiopsis christiansenii | {LF} | LC NS | 2 | Lic | Z1120 | A/R | | | | Fay Newbery |
| | Lecanora hybocarpa | 2506 | Lecanora hybocarpa | | NE NR | 4 | Cort | CAp,CCt,CTw | A/A | examined microscopically | | | |
| | bacidia incompta | 0153 | Bellicidia incompta | | VU A P Eng Sc Wa | 3 | Cort | CU,CTr | | ancient elm trunk | | | |

*All the rest is optional*

**Substrate** – drop down list. Please do include this if you can, it is very useful.

**Scale habitats** – see Codes tab, please include if you can.

**Abundance** – DAFOR, see Codes tab

**Record notes** – anything useful, including ID details and chemical tests, fertile, etc.

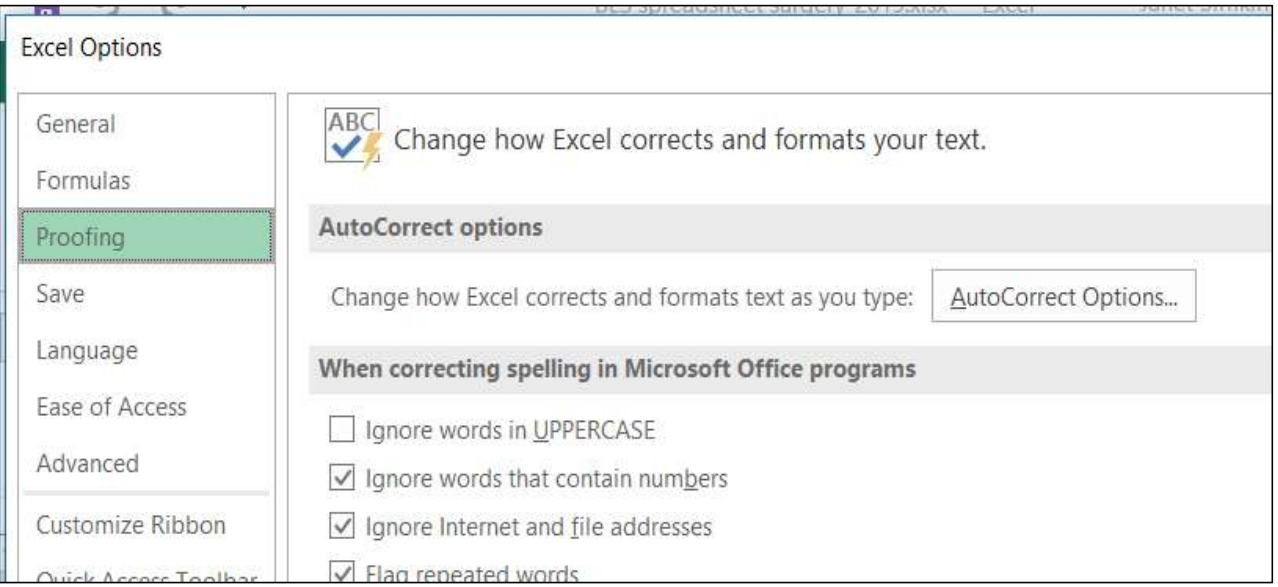
**Herbarium and specimen** – if a specimen was retained

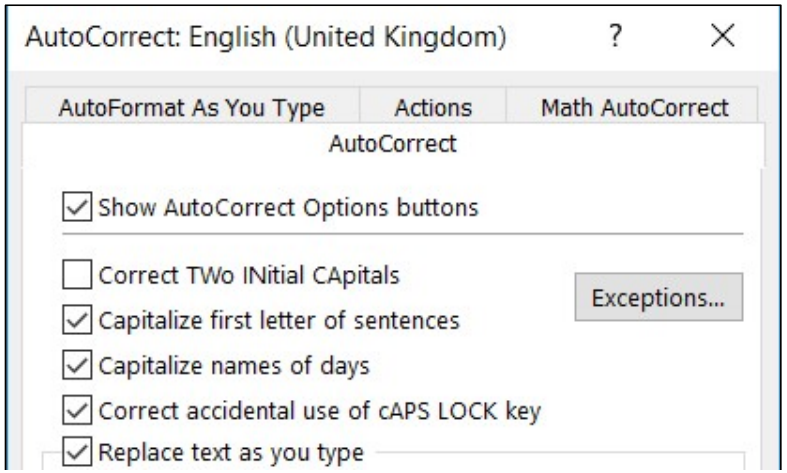
**Determiner** – only needed if not the first recorder on the list

# Record details

**Small scale habitat codes** – only use the standard codes (see Codes tab), separated by commas but with no dots or spaces, e.g. CCt,CQ,CFx,PW

Note: If Excel changes CCt to Cct you need to change the AutoCorrect options to not correct TWo INitial CApitals:



# Sending records in

The spreadsheet will take up to  5,000 records, and you can extend this by inserting rows and copying the formulae and lookups down

Once the spreadsheet is ready to send in, you can reduce the file size by deleting the unused rows below your records, down to 5,000. You can also use “paste values” to lose the formulae altogether and then delete all the other tabs. You don’t have to do any of this.

**Save** the spreadsheet! Then **email** it to **records@britishlichensociety.org.uk** for import.

At present we are not importing records for Ireland but they are stored and will be processed later this year.

Single records don’t need a spreadsheet, an email will do, but if you have an interesting record why not use the spreadsheet to send in the list of associated species and make the record even more valuable?