

POLICY STATEMENT
of the
OHIO SURVEY OF LEPIDOPTERA

A Project of The Ohio Lepidopterists

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1) OVERVIEW

The Ohio Survey of Lepidoptera (henceforth called the "Survey" in this document) shall be a continuing project of The Ohio Lepidopterists. The business of the Survey shall be to gather, manage, and distribute information on the occurrence of butterflies, skippers, and moths in Ohio. The primary purpose of the Survey shall be to make this information available for research and generation of reports on the geographic distribution and seasonal occurrence of Lepidoptera.

The Survey shall be managed by a Survey Committee. Each of several Group Coordinators shall be the focal person for reviewing information about their assigned taxonomic group. A Data Administrator shall maintain the computer files of the Survey.

2) OBJECTIVES

- 2.1) GATHERING INFORMATION - Data on the occurrence of butterflies, skippers, and moths in Ohio shall be gathered. (See Section 3.)
- 2.2) MANAGING INFORMATION - This information shall be organized and maintained. (See Section 4.)
- 2.3) DISTRIBUTING INFORMATION - This information shall be accessible for research, and reports based on this information shall be distributed. (See Section 5.)

3) GATHERING INFORMATION

- 3.1) DEFINITION OF A RECORD - The Survey shall gather information in units called "records". For purposes of the Survey, a "record" shall be defined as a recording of data associated with the occurrence of one or more wild specimens of a single taxon on a single date and at a single locality.
- 3.2) DESIRED RECORDS - Both historical and current records of each of the three groups, butterflies, skippers, and moths are equally desired. The records should be of high quality (see Section 3.3). Records which significantly increase knowledge are especially desired (see Section 3.4).
- 3.3) HIGH QUALITY RECORDS - High quality records have three attributes. These are completeness, accuracy, and verifiability.
 - 3.3.1) Completeness - The elements of completeness of a record are listed below and the relative importance to the Survey of each element is identified as being either essential, important, or useful:

Identification Statement of the identity of the taxon is essential. A currently accepted scientific name including genus, species, subspecies if applicable, and describer should be used. It is useful if a checklist number from a current and widely accepted list is included. The name of the person determining the identity and the approximate date of the determination should be included.

Locality Full and unambiguous statement of the place of occurrence is essential. The precision of the statement is important. Map coordinates are useful. If map coordinates are not provided by the source documentation, it is important that the locality as described can be found on a map so that the coordinates may be determined.

Date Unambiguous statement of the date of occurrence is essential.

Type of Record A statement of the type of record is essential. Examples of types of records are those based on collected and preserved specimen(s), collected and lost or discarded specimen(s), capture and release, photography, literature, and observation.

Collector/Photographer/Observer Statement of the name of the collector, photographer, or observer is important.

Number of Individuals Statement of the number of individual specimens represented by the record is important. Statement of the sex of each individual is useful.

Deposition of Evidence Statement of the location of any specimen, photograph, and/or source documentation associated with a Survey record is important.

Recorder The name of the person recording the information for the Survey and the date of the recording are useful.

Auxiliary Data Notes on items such as abundance, habitat, attractant used (such as light, bait, or pheromone), larval food plant, nectar source, behavior, and weather conditions are useful.

3.3.2) Accuracy - Great care shall be taken to assure the highest scientific accuracy in all records for the Survey. Special care will be taken for records of special importance to the Survey.

3.3.3) Verifiability - In case some question of completeness or accuracy should arise, it is very desirable that it be possible to trace a record back to its origin and that the source information upon which the record is based be retrievable and verifiable.

Identity may be verified by examination of a preserved specimen in good condition or by examination of a photograph of a specimen with unambiguous identifying characters visible in the photograph. An identification supported only by written documentation cannot be independently verified.

Examination of source documentation will allow verification as to whether transcription errors or omissions exist in a record.

3.4) RECORDS WHICH INCREASE KNOWLEDGE - The importance of a record is associated with the relative degree to which it increases knowledge and the use which may be made of the knowledge. Although no judgement is made here as to which special areas of knowledge are more significant than others, some areas of interest are:

A) Geographic distribution of a taxon.

B) Seasonal occurrence of a taxon (in each of its life stages).

C) Information on the occurrence of members of a selected taxonomic group such as a genus or a family of particular interest.

- D) Population counts and long or short term fluctuations of populations.
 - E) Migrations.
 - F) Inventories of special habitats (for example, wetland and prairie).
 - G) Information on the degree of biodiversity of selected habitats, and on the factors which promote biodiversity.
 - H) The biology of a taxon (for example, life history and ecology).
 - I) Information on the needs of special taxa (for example, the food plant and habitat requirements of endangered species).
- 3.5) METHODS OF GATHERING RECORDS - The methods of gathering records may vary to suit the convenience of those involved. For example, the methods may include:
- A) A representative of the Survey visiting a collection and recording data from the labels accompanying preserved specimens;
 - B) A contributor submitting similar, recorded data directly to the Survey.
- 3.6) RECORDING MEDIA - The data may be recorded on paper, audio tape, computer disks, or other media compatible with entry into a computerized database.
- 3.7) SCREENING RECORDS - Regardless of the method used to gather a record, the quality of the record relative to the criteria of Sections 3.1 and 3.3 shall be reviewed by an authorized Group Coordinator. Records which, in the judgement of the assigned Group Coordinator, fail to meet these criteria will not be accepted by the Survey. (See Section 7.4.2 for further discussion of the role of the Group Coordinator in reviewing records.)

4) MANAGING INFORMATION

- 4.1) COMPUTERIZATION OF RECORDS - The records of the Survey shall be entered into a computerized database.
- 4.2) RECORD STORAGE - Storage of the Survey records is a vital function. This is true for any recording media used, whether paper, audio tape, computer readable or other media.
- 4.2.1) Storage Location - The records shall be stored at a secure and readily accessible location.
 - 4.2.2) Retrievability - The records shall be stored in a retrievable fashion.
 - 4.2.3) Backup Records - A separately stored backup set (duplicate copies) of Survey records shall be maintained as insurance against loss from fire, etc.
- 4.3) RECORD MANAGEMENT - In order to achieve the goals of Section 5 of this document, it must be possible to manipulate the stored records in several ways. Specifically, this includes adding records, editing errors, sorting, searching through the stored records to retrieve those with selected attributes, and deleting duplicate or false records.

5) DISTRIBUTING INFORMATION

- 5.1) ACCESS TO INFORMATION - The primary value of the Survey is to provide a database which is available for research and generation of reports. Therefore, members of The Ohio Lepidopterists and other interested parties shall be enabled to access the data and, insofar as practicable, reports shall

be distributed to all interested parties.

- 5.2) DEFINITION OF A REPORT - As used in this document, a "report" shall be taken in the broadest sense as any presentation, compilation, or analysis of data taken from the Survey records. For example, area species lists, species distribution maps (such as "dot" maps), and plots of species flight periods are considered as reports based on records. (Since such reports derive from records, the reports are not themselves to be mistaken for records. See Section 3.1 for the definition of a record.)
- 5.3) REQUIREMENT FOR SUPPORTING RECORDS - Only data from records in the database of the Survey shall be represented as Survey data in any reports distributed by the Survey.
- 5.4) CONTROL OF ISSUES - Reports distributed by the Survey shall be marked as generated by The Ohio Lepidopterists and titles, authorship, and issue dates shall be clearly indicated so as to uniquely identify each report and any subsequent updates.
- 5.5) ACKNOWLEDGMENTS - In any report distributed by the Survey, every practical opportunity shall be taken to acknowledge the source(s) of the records upon which the report is based. Any member or other interested party shall be informed that a condition for access to the data is citation of the database of the Survey (as conducted by The Ohio Lepidopterists with support from the Division of Wildlife of the Ohio Department of Natural Resources) in any report distributed independently of the Survey but based upon Survey data.
- 5.6) LIMITATIONS ON DISTRIBUTION OF SENSITIVE DATA - If, in the judgement of the Survey Committee, a particular distribution of detailed locality data for a species listed by the State of Ohio as endangered would be likely to further endanger the species, then the Survey Committee may restrict that distribution of locality data. Such restriction shall be subject to review and approval by the Executive Board of The Ohio Lepidopterists. Also, any party having requested such data in accordance with Section 5.9 and having been denied the data may appeal to the Executive Board for a ruling by contacting the President of The Ohio Lepidopterists.
- 5.7) LIMITATIONS ON USE OF DATA - Persons who, or organizations which, are provided access to the records of the Survey, receive copies of Survey records, or receive a report distributed by the Survey shall be informed of the following limitations which are conditions for access to or receipt of information from the Survey:
 - A) The data shall not be used in any way which causes or appears to cause The Ohio Lepidopterists to influence legislation. (Such use could jeopardize the non-profit status of The Ohio Lepidopterists.)
 - B) The data shall not be published or redistributed without the consent of The Ohio Lepidopterists.
 - C) The Ohio Lepidopterists shall be acknowledged in any publication, report, or redistribution based upon Survey data. (see Section 5.5.)
 - D) The data shall not be resold for profit.
 - E) The Ohio Lepidopterists does not certify the accuracy of the data in a legal sense. Thus, to the extent that accuracy is critical to a user of the data, the user is responsible for validating the data.
- 5.8) REPORTING GOALS - Although no limits are to be placed on the types of reports generated, the primary reporting goals of the Survey shall be as listed in Sections 5.8.1 through 5.8.7 below. In each such report, the requirement of Section 5.3 for supporting records shall be met.
 - 5.8.1) State List - An authoritative state species list shall be maintained and distributed. Addition of a new taxon to the state list shall only be done when supported by an authoritatively identified, preserved specimen which is deposited in a known location and which is readily available for examination.
 - 5.8.2) County Lists - Authoritative county species lists shall be generated and distributed upon request. Where feasible, addition of a new taxon to a county list shall be supported by a

preserved specimen which is deposited in a known location and which is readily available for examination. Judicious exception to this requirement may be made in cases of very common, widely distributed, and easily identified species when acquisition and storage of specimens is not worthwhile. In such cases, other types of documented records may be used.

- 5.8.3) Distribution Maps - Authoritative species distribution maps (such as "dot" maps) shall be generated, maintained, and distributed upon request.
- 5.8.4) Lepidopterist's Society Season Summary - An edited Ohio season summary may be compiled and submitted annually to the zone coordinator of the Lepidopterist's Society.
- 5.8.5) Data Relevant to Conservation Decisions - Information which will facilitate actions by governmental and private organizations to protect the lepidopteran biodiversity of Ohio shall be provided to those organizations. An example of such information is the distribution and life histories of endangered species, including food plant and habitat requirements. Another example is analysis of data showing trends in species diversity in selected habitats.
- 5.8.6) Major Publications - A long range goal shall be to publish works on the distribution and biology of Lepidoptera in Ohio. This may be achieved as a series of Research Reports sponsored by The Ohio Lepidopterists.
- 5.8.7) Customized Reports - Other customized reports may be generated and distributed upon request.
- 5.9) PROCEDURE FOR REQUEST OF CUSTOMIZED REPORTS - A request for a customized report must be submitted in writing to the Chairperson. The request must describe the report desired and state the use which will be made of the report. At his or her discretion, the Chairperson may bring the request to the Survey Committee for consideration. The Survey Committee may exercise the option of establishing limits on the usage and distribution of the requested report. The requestor may be asked to sign an agreement with The Ohio Lepidopterists which acknowledges acceptance of specified conditions. (See Sections 5.5 thru 5.7 on minimum conditions and Section 6.5 for provisions on outside agreements.)
- 5.10) FEES FOR REPORTS - The Ohio Lepidopterists may charge nominal fees for reports and services. Such fees shall approximately recover the cost of generating and distributing the report or the cost of the service. A schedule of charges for the reports and services described in Sections 5.8.1 thru 5.8.3 shall be maintained. This schedule, and any changes thereto, shall be presented to the Executive Board of the Ohio Lepidopterists for review and approval.
- 5.11) INFORMING THE MEMBERSHIP - Members of The Ohio Lepidopterists shall be periodically informed of the progress of the Survey at general meetings and by means of the newsletter. The members shall also be informed of the names of the persons to contact in order to help with the Survey or to gain access to the Survey data.

6) ORGANIZATION

- 6.1) STATUS - The organization of the Survey shall be subordinate to that of The Ohio Lepidopterists. Although the constitution of The Ohio Lepidopterists does not explicitly refer to the Survey, the Survey shall be conducted in accordance with the spirit and provisions of that constitution.
- 6.2) SURVEY COMMITTEE - The Survey shall be managed by a Survey Committee.
 - 6.2.1) Functional Positions - The functional positions on the Survey Committee shall be Chairperson, Advisors, taxonomic Group Coordinators, and Data Administrator. (See Section 7 for a discussion of functions and responsibilities.)

The number (if any) of Advisors shall be at the discretion of the President of The Ohio Lepidopterists and may be changed to meet special needs for assistance to the Survey.

The number of Group Coordinators shall be at the discretion of the President of The Ohio Lepidopterists in consultation with the Chairperson regarding assignment of taxonomic groups. (See Section 7.2.3 on assignment of taxonomic groups.)

- 6.2.2) Appointment - Each member of the Survey Committee shall be appointed by the President of The Ohio Lepidopterists with the consent of the appointee.
 - 6.2.2.1) Appointments for terms starting on January 1 of a particular year (see Section 6.2.3 below) shall be made by the President in office at the end of the previous calendar year.
 - 6.2.2.2) Appointments for any other terms shall be made as necessary by the President in office at the time.
 - 6.2.2.3) Members of the Survey Committee must be members of The Ohio Lepidopterists.
 - 6.2.2.4) Members of the Executive Board of The Ohio Lepidopterists may serve on the Survey Committee.
 - 6.2.2.5) Any practical combination of people may fill the functional positions, and individuals may serve in more than one position.
 - 6.2.3) Term of Membership - The term of membership on the Survey Committee shall be as stated in Sections 6.2.3.1 and 6.2.3.2 below.
 - 6.2.3.1) The normal term shall be three calendar years. The expiration of terms shall be staggered so that, as nearly as practicable given the size of the Survey Committee, roughly the same number expire each year. Each term shall expire on December 31 of the last year of the term.
 - 6.2.3.2) In order to establish the staggered terms specified in Section 6.2.3.1 above and to comply with the December 31 expiration date similarly specified, the President may establish some individual terms of less than three years each as necessary.
 - 6.2.4) Succession - A member may be reappointed any number of times to any sequence or combination of positions.
 - 6.2.5) Resignation - A member may resign by informing the President.
 - 6.2.6) Recall - In extraordinary circumstances, a member of the Survey Committee may be recalled by a two thirds vote of all of the Executive Board of The Ohio Lepidopterists.
 - 6.2.7) Incomplete Terms - If a member resigns, dies, is recalled, or is otherwise unable to complete a term, the President shall appoint a replacement to serve the remainder of the term.
- 6.3) OTHER POSITIONS - In order to achieve the objectives of the Survey, the Survey Committee may create and fill other functional positions.
 - 6.4) OTHER PARTICIPANTS - Individuals may participate by contributing records to the Survey or by generating reports based upon Survey records. Such participation shall be with the approval of the Chairperson, but otherwise without restriction, either upon request or by individual initiative.
 - 6.5) ORGANIZATIONAL AFFILIATIONS - In order to achieve the objectives of the Survey, the Survey Committee may recommend that The Ohio Lepidopterists enter into contracts or cooperative arrangements with other individuals, organizations, or institutions. However, the Survey Committee may not usurp the power of the Executive Board to represent The Ohio Lepidopterists.
 - 6.6) DISBANDMENT - In the event of disbandment of the Survey, all assets and property of the Survey

shall revert to The Ohio Lepidopterists with the recommendation that consideration be given to turning over any records and specimens to The Ohio Biological Survey or other organization designated by the Executive Board of The Ohio Lepidopterists.

7) FUNCTIONS AND RESPONSIBILITIES

- 7.1) SURVEY COMMITTEE - The Survey Committee shall function as a board of directors for the Survey. The Survey Committee may occasionally determine those areas of interest (see Section 3.4) for which additional records would significantly increase knowledge and are thus especially desired. The Survey Committee may also formulate and promote implementation of new initiatives and/or organizational affiliations to obtain such records (for example, see Sections 6.4 and 6.5).
- 7.2) CHAIRPERSON - The Chairperson shall be the administrative head of the Survey.
- 7.2.1) Meetings - The Chairperson shall arrange for and preside at meetings of the Survey Committee.
- 7.2.2) Informing the Membership - At least once per year, the Chairperson shall inform the membership of The Ohio Lepidopterists about the Survey organization, the status of the Survey database, the procedures for submitting records, the procedures for access to the database, and the reports which are available.
- 7.2.3) Assignment of Taxonomic Groups - For purposes of the Survey, a taxonomic group shall be defined as a phylogenically related set of taxons, such as one or more genera or one or more families. Every lepidopterous taxon known from Ohio shall be included in a taxonomic group assigned by the Chairperson to a Group Coordinator. More than one taxonomic group may be assigned to a single Group Coordinator. The assignment of taxonomic groups to Group Coordinators may be changed from time to time as needs arise. The Chairperson shall maintain a list of such assignments.
- 7.2.4) As needed, the Chairperson may prepare a proposed annual budget for the Survey. (See Section 8 on the budget.)
- 7.3) ADVISOR - Each Advisor shall counsel the Survey Committee regarding goals, policy, and overall conduct of the Survey.
- 7.4) GROUP COORDINATOR - Each Group Coordinator shall be concerned with all aspects of the Survey within his or her assigned taxonomic group(s), and shall be the focal point for screening records and for Survey activities as related to that(those) taxonomic group(s).
- 7.4.1) Gathering Records - On behalf of the Survey, each Group Coordinator may actively gather records for the Survey within his or her taxonomic group(s).
- 7.4.2) Review of Records - In order to maintain a high quality of records for the Survey, each Group Coordinator shall review existing and incoming records for his or her taxonomic group(s). Records which are judged by the assigned Group Coordinator to be unacceptably defective shall be either made acceptable or rejected. The criteria used by the Group Coordinator in making such judgement of acceptability shall be those presented in Sections 3.1, and 3.3. Defects could include:
- A) An aggregate of information which fails to meet the definition of a record as given in Section 3.1.
- B) Insufficient, erroneous, or unreliable documentation. As noted in Section 3.3, reliable identification, locality, date, and statement of type of record are essential elements of documentation. Records in which these essential elements are insufficient, erroneous, or unreliable are unacceptable.

In cases of difficult identifications, the Group Coordinator may solicit the help of other experts. In cases of insufficient, erroneous, or questionable elements of documentation and when the record can be traced back to its source, attempts may be made to rectify the unacceptable defect(s) by supplementing incomplete documentation to make it sufficient, by correcting errors, or by verifying questionable documentation.

In the absence of opportunity for verification, evaluation of the probable accuracy (ie., reliability) of a record depends on subjective judgement by the Group Coordinator. Questions such as the following should be considered when making such judgement: a) Is the identification authoritative? b) Are the locality and date credible for the taxon? c) Is the collector/photographer/observer known to prepare reliable documentation? D) Was the initial documentation prepared at the time of the occurrence (collection, photography, or observation)?

In the event of complaint about the review of records by a Group Coordinator, appeal may be made to the Chairperson. Upon receiving such an appeal, the Chairperson will attempt to resolve the situation by personal mediation and/or by bringing the issue before the Survey Committee.

In accordance with Section 3.3.2 the Group Coordinator shall take special care to assure the highest scientific accuracy for records of special importance to the Survey. The importance to the Survey of the accuracy of some records may be greater than that of others depending upon the use which may be made of the record. For example, an error in a record of a rare, threatened, or endangered species could likely have more serious consequences than an error in the 100th record of an abundant species in a well surveyed county.

- 7.5) DATA ADMINISTRATOR - Subject to the review and approval of the Survey Committee, the Data Administrator shall maintain the computerized database of Survey information and facilitate access to and use of this database.
- 7.5.1) Database Design - The Data Administrator shall be responsible for the design and maintenance of the database. This shall include the record file structures, data definitions, and programs and procedures for manipulating the data.
- 7.5.2) Data Integrity - The Data Administrator shall assure that controls are implemented to assure correct data entry, error detection, prevention of inadvertent or malicious alteration of files, and adequate backup of files to prevent irretrievable loss in the event of equipment failure or fire.
- 7.5.3) Utilization of Database - The Data Administrator shall encourage and accommodate requests by members to access the database.
- 7.5.4) Reports - The Data Administrator shall assure that the reports listed in Section 5.8 are generated. The Data Administrator shall also provide technical assistance to other authorized persons who may be conducting research or generating other reports as discussed in Sections 6.4 and 7.6.
- 7.5.5) Schedule of Fees - In accordance with the guidance of Section 5.10, and in consultation with the Chairperson, the Data Administrator shall maintain a schedule of fees for reports and services.
- 7.6) OTHER PARTICIPANTS - Other members are encouraged to participate in Survey activities of interest to them. Such participation must be with the approval of the Chairperson.

For example, a member may contribute relevant records to the Survey. A contributor is expected to record the data he or she wishes to submit. The data submitted should conform with the guidance of Sections 3.1 and 3.2. A contributor is encouraged to solicit the aid of a Group Coordinator or other expert on such matters as difficult identifications.

Also, with guidance from the Data Administrator, a member may conduct research upon Survey records and/or generate reports based upon Survey records.

~~8) BUDGET~~

Following approval by the Survey Committee, the Chairperson shall submit any budget requests to the Executive Board of the Ohio Lepidopterists. Any disbursements or income resulting from activities of the Survey shall be handled by the Treasurer of The Ohio Lepidopterists.

~~9) POLICY~~

- 9.1) AUTHORITY - The Executive Board of The Ohio Lepidopterists shall approve all policy for the Survey and shall control all official commitments external to the Survey organization. Within the guidelines of this document, the Survey Committee shall generate all procedures and methods for conducting the business of the Survey.
- 9.2) DOCUMENTATION - This document, subject to amendment, shall be the complete and only statement of policy for the Survey.
- 9.3) APPROVAL - This document may be approved by majority vote of the Executive Board of The Ohio Lepidopterists and signed by the President of The Ohio Lepidopterists to indicate approval by the Executive Board.

~~10) AMENDMENTS~~

This policy statement may be amended by the Executive Board of The Ohio Lepidopterists, but only after consultation with the Survey Committee and serious consideration of the recommendations of the Survey Committee. Approval of an amended issue shall be as in Section 9.3.