

TRACS Quick Reference Guide

Course 5: Species and Habitat

Lesson 5a: Enter Species Information

Step	Action
	<p>Best Practice Tips: Species should be added that are <u>specifically targeted</u> to benefit from the activity (not EVERY species potentially impacted by an activity).</p> <p>Do NOT add the same species from multiple sources. Search for the species starting with the options from left to right, stopping once you find the species:</p> <ol style="list-style-type: none"> 1. Search for species in ITIS and add the species to the list. 2. If a species is not found in ITIS, then try searching the Additional Marine Species. 3. If the species is still not found, then search the custom species list using the search box. 4. Only add a new custom species if not found in any other search.
1	<p>Start your search with the “Search for Species in ITIS” button. ITIS stands for the Integrated Taxonomic Information System, the authoritative taxonomic index for plants, animals, fungi, and microbes (https://www.itis.gov). The ITIS search is dynamic, meaning that the search goes out to the ITIS database and retrieves results in real time.</p> <ol style="list-style-type: none"> a. In the ITIS search window, search for the species by common or scientific name. Filters on the side can narrow the search by rank, kingdom, etc., however only the species level can be added. Click the plus sign to add the species to your “basket”. Continue adding species until they are all in the basket (items listed in the upper right). Then click “Add to List”.
2	<p>If you do not find a species in ITIS, then search the Additional Marine Species database to search for aquatic species not in ITIS. The Additional Marine Species database is derived from the “7th Edition Names of Fishes” book published by the American Fisheries Society.</p> <ol style="list-style-type: none"> a. In the Additional Marine Species search window, search for the species by common or scientific name. Filters on the side can narrow the search by rank, kingdom, etc. Click the plus sign to add the species to your “basket”. Continue adding species until they are all in the basket (items listed in the upper right). Then click “Add to List”.
3	<p>If you still have not found the species in the ITIS or the Additional Marine Species search, then use the search box to search for Custom Species. Custom Species is the option to search for species that are not found in any other databases such as newly classified species/sub-species or hybrid species.</p>
4	<p>If the custom species is not found in any other search, select “Add New Custom Species”.</p> <ol style="list-style-type: none"> a. Enter the species or hybrid Name, Common Name, Rank (optional), and check the box if it is a hybrid. The select “Add Species”.
5	<p>The species added to the list will display in the table with the common and scientific name, and source. Some strategies also require entering the target number of individuals by species. Note that TRACS does not check that the numbers add up to the total or allow commas in the number field, so make sure to double check that you have entered the correct number of digits. Click “Remove” if a species needs to be taken off the list.</p>