How to: Add a new species

Help Desk Procedure followed when a user enters in a brand new species in TESS

1. User enters information for a new species including a TSN in TESS and clicks save
2. All the submitted information is being saved into the "pending" tables in TESS schema
3. System sends an email to the help desk personnel notifying them of the existence of a new species records that needs their approval in order to be used ECOS-wide
4. Help desk person validates the following items in the pending record:
   a. Validate the TSN and naming entered in. Does the species name entered in ITIS for this TSN match the species name entered in the pending record? What do I do if I can’t find the species in ITIS to validate?
   b. Validate the group associated with the species. Did the user associate the correct group (Algae, Birds, Mammals, etc.) with the species? They didn’t put in a Bat as a Bird or a Arachnid as an Algae, right? NOTE: Seek help from FWS ES Data Manager if needed.
   c. Validate the subspecies and variety modifiers. Did the user enter a name in the Subspecies or Variety Name box, but not check one of the Subspecies/Variety radio buttons? If the user did not check one of the radio buttons, go back to them and ask what it is. There aren’t super clear guidelines on what something should be.
   d. Validate the Listing Status. What status did the user enter in for the species?

- If there isn’t a record in ITIS, Help Desk emails the submitter and double checks with them about their entry.
- If the user entered in a common name, make sure the entered in values for the inverted common name, common name noun, and common noun adjective. Those fields are important for complete data entry in the database. If they didn’t, Help Desk emails the submitter and asks them to complete the record; it’s OK to accept the record (if all the other criteria here checks out) and make edits to the accepted record.
- The following statuses require checking with ITIS to make sure it matches what is in ITIS:
  - Species of Concern
  - Under Review
  - Status Undefined
  - Resolved Taxon

If it’s any other status (Endangered, Threatened, Candidate, etc.), make sure that the species name matches the CFR, as this is the legal name under which the FWS listed the species and must be used (FWS does not rely on ITIS for naming conventions for listed species).

   e. Is the entry the subspecies of an already listed species OR the species of an already listed genus - Check TESS for a parent species or genus. One way to do this would be to write a query: select * from tess.species_details where sciname like '%%'; Entering in the first portion of the scientific name for the pending add should allow you to check this scenario. See the ECOS Operations Manager if there are problems.

- Decision tree:
   a. If the answers to the questions in #4a, c, or d are no, then ACCEPT the record and make the necessary changes via the interface (in the regulatory Information section). If the answer to #4b is no, then REJECT the record. Be sure to write down/take a screenshot of the data entered by the user so you can re enter it under the appropriate Species Group.
   b. If the answers to the above are all yes (hooray!!!), then ACCEPT the record and notify the user.

- At this point, all the values will be copied from the "pending" tables to the official TESS tables and the ECOS_SPECIES.itis_species table.
   - If the TSN is positive, then this value is simply copied into place like the other values
   - If the TSN is "0": The system will create a negative TSN. This negative TSN is an internal TSN only. Either ITIS or TESS should be updated so that a matching positive TSN exists. Once a positive accepted/valid complete name in ITIS exists that matches the TESS scientific name, the ITIS-Update microservice (which synchronizes data from ITIS) will automatically update the negative TSN in TESS to match the corresponding positive TSN from ITIS.