Process for ACIMS Data Requests

Is this a new request for Biodiversity information in Alberta?

→ NO, THIS IS AN EXISTING REQUEST → **Was original request to ACIMS or another organization?**

↓ ACIMS

Continue corresponding with ACIMS
Use 'ACIMS Data Request Website' to get data, or send request via email

↓ YES, THIS IS A NEW REQUEST

Check with both FWMIS and ACIMS for Biodiversity Information in Alberta
FWMIS provides information primarily on vertebrate <u>observations</u>
ACIMS provides <u>occurrence</u> information with non-vertebrate occurrences posted

FWMIS → **Go to FWMIS Website**
(Fish and Wildlife Management Information System)

ACIMS → **Go to ACIMS website**

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Do you have software that can read ESRI shapefiles?

YES → **Download Shapefiles**

NO → **Use ACIMS Search Map**

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Search By Area

→ *I don't see anything* → **Record information as needed, no request to ACIMS needed**
If there are no elements of conservation concern in the area searched, no data request to ACIMS is needed. Record information as appropriate.

Please note each location requires a search to ACIMS and FWMIS.

I see something... → **Is it a Provincial Protected Area? (includes PPA, PNT, CNT, 100m buffer)**

I see something... → **Is it an Element Occurrence, Non-sensitive?**

I see something... → **Is it an Element Occurrence, Sensitive?**

all occurrences for locations considered sensitive are generalized to the township

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YES (Provincial Protected Area):

Inquire about dispositions within PPA's

- this link provides directions on next steps for any activity within a protected area. No ACIMS request needed, remember to also check for element occurrences

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YES (Non-sensitive):

If Shapefiles-option used, record information as needed *– no further ACIMS Request needed*

- information is contained within shapefile

YES (Non-sensitive):

If 'ACIMS Search Map' option used, *– no further ACIMS Request needed (for vast majority of searches)*

- information is provided for the search area on the website. Click the 'print page' button or create a screen capture.

- Ensure the 'date of search', 'accuracy of data date', the area searched and results found are clearly displayed in any archived/stored materials.

ACIMS will not respond to requests for general location searches.

If further information is required, complete a data request form, noting what additional information is required that is not available through the web search. Please note that ACIMS has focused on providing information through the website to meet the needs of most data requests. Requests for information beyond that provided will be addressed in priority fashion, based on demonstrated need.

YES (Sensitive):

If Shapefiles-option used, record information as needed

- information is contained within the shapefile, locations generalized to township (if more than one species per township, the township record is duplicated).

- detailed locations are only provided based on a demonstrated need

- a request must be submitted to ACIMS with rationale indicating why location data are needed

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YES (Sensitive):

If 'ACIMS Search Map' option used, *– no further ACIMS Request needed (for vast majority of searches)*

- information is provided for the search area on the website. Click the 'print page' button or create a screen capture.

- Ensure the 'date of search', 'accuracy of data date', the area searched and results found are clearly displayed in any archived/stored materials.

- locations of sensitive occurrences are generalized to the township

- detailed locations are only provided based on a demonstrated need

- a request must be submitted to ACIMS with rationale indicating why location data are needed