



BARC-West, Bldg. 003, Rm. 217
Beltsville, Maryland 20705
Phone (301-504-5125)
FAX (301-504-5167)
kmorris@ntep.org

SUBJECT: Submission of data from NTEP tests
TO: Cooperators
FROM: Kevin N. Morris, NTEP Executive Director
DATE: December 8, 2006

Please submit 2006 data from the following NTEP tests by February 1, 2007:

- (1) 2002 National Bermudagrass Test - "Official" (university-run) tests only
- (2) 2002 National Buffalograss Test - "Official" (university-run) tests only
- (3) 2002 National St. Augustinegrass Test - "Official" (university-run) tests only
- (4) 2002 National Zoysiagrass Test - "Official" (university-run) tests only
- (5) 2003 National Bentgrass (Putting Green) Test - "Official" (university-run) tests only
- (6) 2003 National Bentgrass (Fairway/Tee) Test - "Official" (university-run) tests only
- (7) 2003 National Fineleaf Fescue Test - "Official" (university-run) tests only
- (8) 2003 Kentucky Bluegrass AMMI Statistical Field Validation
- (9) 2004 National Perennial Ryegrass Test - "Official" (university-run) tests only
- (10) 2005 National Kentucky Bluegrass Test - "Official" (university-run) tests only

You may submit your data on our data sheet, in the Excel or Quattro Pro spreadsheet or in ASCII format. If your data is in another spreadsheet or data format, please contact us and we will discuss data submission options. The NTEP data form in Adobe (pdf), data form in Excel and the code list can be found on our website at <http://www.ntep.org/cooperator.htm>.

If your data is stored on a PC or can be transferred to a PC, (must be IBM-compatible), you can submit your data via 3-1/2" (720K or 1.44 Mb) floppy diskette (see attached instructions concerning submission of data). **Anyone wishing to send data via the Internet, please read the instructions on the enclosed sheet or contact me directly.**

NOTE: Evaluators of the 2002 National Bermudagrass, Buffalograss, St. Augustinegrass and Zoysiagrass Tests

Please refer to the data collection requirement in the Research Agreement (contract) for each test. **Please forward all data collected that is required in the agreement even if the ratings did not show statistical significance.** Payment #5 (final payment) will be made under the terms of the contract if acceptable data is submitted by the February 1 deadline. *These trials are complete and need to be destroyed using mechanical or chemicals means by October 1, 2007.*

DATA SUBMISSION (page two)

NOTE: Evaluators of the 2003 National Bentgrass, Fineleaf Fescue and Statistical Field Validation Tests

Please refer to the data collection requirement in the Research Agreement (contract) for each test. **Please forward all data collected that is required in the agreement even if the ratings did not show statistical significance.** Payment #4 will be made under the terms of the contract if acceptable data is submitted by the February 1 deadline.

NOTE: Evaluators of the 2004 National Perennial Ryegrass Test

Please refer to the data collection requirement in the Research Agreement (contract) for each test. **Please forward all data collected that is required in the agreement even if the ratings did not show statistical significance.** Payment #3 will be made under the terms of the contract if acceptable data is submitted by the February 1 deadline.

NOTE: Evaluators of the 2005 National Kentucky Bluegrass Test

Please refer to the data collection requirement in the Research Agreement (contract) for each test. **Please forward all data collected that is required in the agreement even if the ratings did not show statistical significance.** Payment #2 will be made under the terms of the contract if acceptable data is submitted by the February 1 deadline.

NOTE: Evaluators of all NTEP trials - present and future

To make our data more useful, the NTEP Policy Committee requests that genus and species be provided for all disease data published by NTEP. Therefore, please provide *genus* and *species* (if known) for any diseases rated in 2006. For 2007, please identify disease genus and species and report those to us when requested at the end of the year.

If you have **any** questions or comments concerning data submission or the NTEP, please feel free to contact me (phone 301-504-5125, fax 301-504-5167, mobile 301-873-6545, email kmorris@ntep.org). We appreciate your continued cooperation and hope you have a happy holiday season.

NATIONAL TURFGRASS EVALUATION PROGRAM

Guidelines for Data Entry and Submission

Coding of data

1. Please code data according to the format on the enclosed code list. If possible, please use only whole numbers when coding. With the number of variables involved, we do not have additional space to include numbers with decimal places.
2. Please submit raw data only - we cannot utilize averaged data to perform our data analysis and compilation. I believe the problems arise with column 18 - "Replications" on the NTEP coding sheet. In this column, please code the replication number associated with the entry number and data in that horizontal row - not the number of replications in the study.
3. Any data you collect that is not assigned a column on the NTEP code sheet should be submitted on a separate sheet of paper with an explanation of the nature of the data, scale used, etc. Please check the rating scale used for any conventional data submitted (data that is listed on the NTEP code sheet) and make sure it conforms to the 1-9 scale with 9=best.
4. We would appreciate any additional information you can supply concerning any data you collect, particularly the specific disease or insect species involved (if known) and the date of data collection for each character.
5. If you are submitting data for any of the bentgrass or on-site tests, please indicate any additional maintenance practices used such as fungicide applications (date of applications and fungicide used) and also traffic levels and type if present.
6. It would be helpful if as much information concerning site descriptions (soil texture, pH, phosphorus, and potassium; shade) and maintenance practices (nitrogen applied, mowing height, irrigation level) could be completed for columns 6-14.

Submission of data

1. To send data on a diskette, make sure the data is coded in the columns specified on the NTEP coding sheet. Please use a 3-1/2" (1.44 Mb or 720K) floppy diskette (PC not Mac). Also, it is helpful to indicate on the outside packaging that computer media is within the package (write "contains computer media - no magnets"). We have received diskettes in the past that apparently were erased by a magnetic field.
2. If your data is stored in a format different from the NTEP's, please try to arrange the data in the same columns on the diskette as it is on the NTEP data submission form. For example, place data for January quality rating in column 25 in the datafile on the diskette.
3. Please make sure the datafile is an ASCII file (preferably ASCII-Fixed Length without the commas as delimiters). Files created in some word processing or spreadsheet software may be difficult for us to work with unless they are first converted to an ASCII format (most software has conversion routines to accomplish this).
4. Also, if submitting data on the coding sheets as in past years is easiest and most comfortable for you, feel free to continue to do so. If at all possible, please submit your data using the NTEP data sheets or a computer diskette.
5. *To send data via the Internet, one option is include the data in the body of an email message to me (kmorris@ntep.org). Please do not send the data as an attachment unless it is already formatted in spreadsheet (Excel, Quattro Pro) or similar type software.*