



## ODNR – Division of Wildlife Bat Diversity Database

**BAT PERMIT HOLDERS:** Please enter bat data into the Bat Diversity Database rather than the standard Wildlife Diversity Database. Column headings are customized for bat data. The data will later be put into the Wildlife Diversity Database.

The instructions below can also be viewed by moving the cursor over the red **GUIDANCE** cell (B3) in the associated Excel spreadsheet.

1. On first use, copy and rename this Excel spreadsheet to your hard drive. Include the permit holder's last name and permit number in the file name (ex. Smith11-032.exl). Keep the original Excel file as a template in case you exceed 10,000 records, necessitating a second copy.

2. Blue fields are required info and gray fields are desired information, but not required. Format and columns should not be changed. Species names must be the scientific names (Latin), not common names, with NO abbreviations. Latitude and longitude should be in decimal degrees.

**3. For those individuals that are not identified, please include as many details and measurements as possible.**

4. Use drop-down lists where provided (e.g., capture method, county, age, habitat); use categories furnished in the drop-down menus, do not make up your own. If you think something new should be added to the drop-down lists, please email Jennifer Norris ([jennifer.norris@dnr.state.oh.us](mailto:jennifer.norris@dnr.state.oh.us))

5. Repetitive information can be copied and pasted.

6. An example has been provided in row 4 and is shaded in light green.

7. If you don't have data for a given field, don't put anything there.

**\*If an Indiana bat or signs of white nose syndrome are discovered, please contact Wildlife Research Biologist Jennifer Norris within 24 hours.** She can be reached at 614-265-6349 or by cell at 419-602-3141. Contact Ms. Norris with any questions pertaining to bat data.

When you have finished entering all of your records for the year, please burn the renamed Excel file on a CD, label the new CD with the permit holder name, permit number, and date, and mail to:

**Melissa Moser, Permit Coordinator  
ODNR-Division of Wildlife  
2045 Morse Road, Building G  
Columbus, Ohio 43229-6693**

**THANKS FOR YOUR COOPERATION!**