



## ODNR Division of Wildlife Wildlife Diversity Database Instructions

The Division of Wildlife maintains the Wildlife Diversity database which contains occurrence records and other information for Ohio native wildlife. Data submitted to fulfill permit reporting requirements is reviewed and uploaded to this database. It is very important that we receive the data in our required format in order to seamlessly upload the information. We do not have the staff to filter through reports and different formats of data.

The Wildlife Diversity Database serves as a vital source of information to our Biologists and Administrators who are responsible for research, creating rules and assessing the status of Ohio wildlife. Your data is important to us. Please take the time to collect and input data into our Excel spreadsheet format so we may use it for Ohio native wildlife conservation.

Submitting data in the Wildlife Diversity Database Excel spreadsheet format is a requirement of Scientific Collection and Bird Banding permit holders. It is required whether specimens are vouchered or simply identified and immediately released. The spreadsheet may be downloaded from our website at: <http://wildlife.ohiodnr.gov/licenses-and-permits/specialty-licenses-permits> or may be requested from the Permit Coordinator (see below for contact info). Instructions can be viewed by moving the cursor over the column headers in the associated Excel spreadsheet.

1. **Rename the file to: the permit holder's last name and permit number** (ex. "Smith\_11-032.xls"). Note that you will need an additional copy of the database if you exceed 10,000 records.
2. Blue fields are required info; gray fields are desired info for bat permits only but not required; the dark green columns should not be changed. **Species names must be Latin, not common names, with NO abbreviations.** **Latitude and longitude should be in decimal degrees** (e.g., 39.24873, -82.16459).
3. **Only include records in this spreadsheet for specimens identified to the genus (*Ambystoma sp.*) or species (genus plus specific epithet; *Lepomis macrochirus*) levels.** Unidentified collections/lots and specimens identified to the family (or higher) level must be submitted in a written report. **Do not** include in this spreadsheet.
4. Use drop-down lists where provided (ex. storage method, collection method, county); use the 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 contact the Division of Wildlife with your suggestion.
5. Large text fields (e.g., Location, Comment) are formatted with "word-wrap" and can hold up to 250 characters.
7. Repetitive information can be copied and pasted.
8. An example has been provided on row 5.
9. If you don't have data for a given field, please leave them blank.

**BAT PERMIT HOLDERS:** Please enter bat data into the Bat Diversity Database rather than the standard Wildlife Diversity Database. Instructions and the Excel spreadsheet for the Bat Diversity Database are also available on our website (see above). If an Indiana bat or signs of white nose syndrome are discovered, please contact Wildlife Research Biologist Jennifer Norris within 24 hours. She may 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 email the Excel spreadsheet or written report to [wildlife.permits@dnr.state.oh.us](mailto:wildlife.permits@dnr.state.oh.us). If no collections were made for the year, please send an email stating that.

**THANKS FOR YOUR CONTRIBUTION TO OHIO'S WILDLIFE CONSERVATION!**

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