

# **Data Collection Standards:**

Scientific and Educational  
Collecting Permits

# Two Methods for Submitting Data:

1. The preferred method for submitting scientific collection data is to use our [web form](#).
2. Submit Existing Electronic Data

# Advantages of web form:

- Data entered into the web form will meet all requirements
- Data are stored securely and are backed up regularly
- Data can be downloaded as an Excel or CSV table for use in other applications

## Scientific Collecting Permit System

Public users are required to sign in to use some KDFWR online applications.

Your sign in request is for the application: **Scientific Collecting Permit System**

The Scientific Collecting Permit System requires a public sign-in userid and password. If this is the first time you have used the Scientific Collecting Permit System and need to register for for a public sign-in id, click here: [Register for new public sign-in](#)

**New**  
**[Click here for Excel formatting requirements.](#)**

### Returning? Sign in!

Enter your Sign-In ID and Password and click Sign In.

#### Sign-In ID

#### Password

### Don't know your Sign-In ID or Password?

Click here if you don't know your Sign-In ID or Password.

### First Time? Get a sign-in id and password.

**New Users:** Click here to create a new public sign-in userid and password.

**RED = REQUIRED**

Permit #: SC0811000

**Primary Collector:**

**Secondary Collector:**

**Scientific\_Name:**

**Common Name:**

**Date Observed:**  MWDD/YYYY

**Disposition:**

**Number Observed:**

**Observation Type:**

**Life Stage:**

**Sex:**

**County:**

**Quad:**

**Datum:**

**Latitude:**

**Longitude:** -

**Location Description:**

**Additional Comments:**

**Additional Fields:** None

Add Record

Reset Form

Permit #: SC0811000

Primary Collector:

Secondary Collector:

Scientific Name: Myotis sodalis

Common Name: Indiana Bat

Date Observed:  MM/DD/YYYY

Disposition:

Number Observed:

Observation Type:

Life Stage:

Sex:

County:

Quad:

Datum:

Latitude:

Longitude:

Location Description:

Additional Comments:

Additional Fields:

Bats

Band_type	Band Num	Reproductive Condition	Forearm Length (mm)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Record

Reset Form

2. **Submit existing electronic data.** KDFWR electronic data requirements:
- o Only one Excel file, Access table, or text file for a permit. If data are stored separately by project, species group, etc, merge all into a single file. See specifics under Data Format below.
  - o Field names must match as described under **Data Format** below.
  - o Many fields have restricted values, for example, the 'Disposition' field is required and the values within that field (Not Captured, Released, etc) must match KDFWR **EXACTLY**.
  - o Files submitted instead of web form entry will be subjected to the same error checks that are built into the online form.
  - o Data not meeting format requirements will be returned to the permit holder for corrections.

**Data format** The format and field names must match the requirements detailed below.

- 1. Allowed File Types** Data may be submitted as the following file types
  - Microsoft Excel: One file per permit and only one tab containing all collection data.
  - "Zipped" Microsoft Access file: One database (mdb) per permit and only one table containing all collection data.
  - [comma separated value](#) (CSV) text file: One file per permit containing all collection data. Use text delimiter of " (double quote) and the field names included in the first row.

**2. Required Fields** There are 16 required fields. These apply to all animals captured or observed. All 16 fields must be submitted correctly in order to renew a permit.

- To understand the format look at the [web form](#) and sample Excel file or CSV file.
- **Red** fields on the web form and Excel file are required.
- Required field names and their values for submitted data must match EXACTLY.
- We provide a [Microsoft Excel Spreadsheet](#) that documents the acceptable field names. **Red** columns are required. We provide a [CSV file](#) also with acceptable field names.
- [A complete description is provided here](#) describing allowed values for each field.
- [Download a compressed file](#) containing tables with allowed values for each field (except the Scientific and Common Name). Our current taxonomy of Scientific and Common Names can be downloaded [here](#).
- The list of allowed values for required fields may change annually. The list of accepted scientific names, is particularly likely to change.

- 3. Optional Fields** There are 16 optional fields. Many are specific to a taxonomic group, for example 'Bat Band Type'. A permit can be renewed without submitting these 16 fields.
- Optional fields are black in the web form and sample Excel file
  - Many optional fields have restricted values, for example, the 'Sex' field has allowed values of Female, Hermaphrodite, Male, Unknown.
  - Values must match KDFWR EXACTLY. We can not accept alternate values (for example, M for Male).

## Tools

- If you have latitude and longitude, but need county or quad [Click here](#)
- If you have latitude and longitude, but unsure of your datum [Click here](#)
- If you do not have latitude and longitude, but can find it on a map [Click here](#)
- To see the current species in Kentucky [Click here](#)
- To convert from decimal degrees to our required format (degrees, minutes, seconds) either [Click here](#) or [download an Excel file](#) that contains formulas for the conversion.
- If you want to download GIS data with county and quad [Click here](#)

## Submit data

- Email data to us [kdfwr.kfwis@ky.gov](mailto:kdfwr.kfwis@ky.gov). Please include your permit number at the start of the subject line.

# Data Submittal Spreadsheet

Field Descriptions

Tables Provided

<b>Data source</b>	<b>Web 2005 through 2008</b>	<b>Excel 2005 through 2008</b>
Permits	143	27
Total records	12351	7379
Used records	10600	7275
Do not imports	1751	104
% error	14.18%	1.41%
Geographic mismatches	1747	37
Taxonomy mismatches/hybrid s	4	68

# KDFWR GPS

## **Position format:**

DMS (degrees, minutes, seconds. or hddd mm' ss.s")

## **Map datum:**

WGS 84

## **Distance/Speed:**

Doesn't matter, Statute

## **Elevation/Vertical speed:**

Doesn't matter, feet (ft/min)

## **Depth:**

Doesn't matter, feet.

# KDFWR training session on use of GPS

Geographic Coordinate System or Position Format

DMS, DM , DD

Datum or Reference Datum

NAD 27, NAD 83, WGS 84

Map Projections

Location vs measuring distance and area

Kentucky State Plane Systems

UTM