

Wyoming Raptor Nest Surveys

WYNDD Data Submittal Template: User Guide

Version 2021-02-16

Overview

This data template represents a collaborative effort of the members of the Wyoming Raptor Working Group (RWG) to create and adopt a set of standardized attributes for raptor nest surveys in Wyoming. These fields are presented in a spreadsheet intended to be used as a field form, which is available from Andrea Orabona (andrea.orabona@wyo.gov). That field form spreadsheet also provides useful information about the data fields and allowable values adopted by the RWG.

At the same time, the RWG recognizes that project operators may prefer different formats for collecting data in the field – whether hard-copy or digital. WYNDD developed this submittal template to facilitate efficient compilation and upload of the data into a central database, regardless of the data collection format used in the field. The template can also be used for entering historical raptor data collected in different formats. **Please note: if you are copying data from another spreadsheet and pasting into the template, you should use the **Paste > As Values** option, to avoid overwriting the formatting and data validation rules that ensure that your data match the codes established by the RWG.**

Using the Template

There are five tabs, or worksheets, in the raptor nest submittal template. Three of these tabs require you to input data; the other two cannot be edited but provide reference information. Columns in the tabs requiring data input generally have Guidance comments that provide more detail about how to populate the column. Hover over the column heading to display these comments. The five tabs in the template are explained in more detail, below.

dataset

The **dataset** tab accepts metadata related to the dataset being submitted, including a dataset name, and contact information for the person providing the dataset to WYNDD, as well as information for a separate contact person, if needed. In WYNDD's central database, "dataset" records containing this information allow WYNDD to follow up with data contributors when questions or issues arise with the dataset. The yellow-highlighted columns in this worksheet are required. The blue columns optionally may be filled in with contact information for another person, if the person providing the information (and whose contact information is provided in the yellow columns) is not the best person to contact with questions about the dataset.

survey

The **survey** tab accepts information related to survey efforts (i.e., sets of nest visits collected over a period of time). Generally speaking, the information in this tab corresponds to the information found at the top of the field form developed by Andrea Orabona and Gwyn McKee. The key is that the information provided in this tab is information that doesn't vary from nest visit to nest visit; it applies to all nest visits within a particular survey effort. The definition of a "survey" can vary from researcher to researcher. A survey might comprise all nest visits made

during a particular field season, or it might comprise only the nest visits conducted during the first round of visits, early in the season. As such, when submitting data for one field season, you might enter only a single record in this tab, or you might enter several records.

In the **survey** tab, required columns are highlighted in yellow. Datasets that do not have valid data in these columns cannot be uploaded into the central database. Several columns (e.g., Survey Type, Observer's Experience Level, and Sensitivity) use dropdowns, or picklists, to ensure that the information provided exactly matches the set of choices adopted by the Raptor Working Group for these fields. The Sensitivity column was added by WYNDD as a way of obtaining concrete guidance on whether and how WYNDD is allowed to share data submitted in the template with data requesters. This column also appears in the **nest visit** tab, and must be populated there, as well. This provides you with greater flexibility in specifying how your data can be used. More information on WYNDD's policy on protecting sensitive data can be found at <https://www.uwyo.edu/wyndd/find-data-info/about-our-data-information/codes-and-definitions/data-sensitivity/index.html>.

nest_visit

The **nest visit** tab accepts information related to individual nest visits. These nest visits are tied to surveys in the **survey** tab via the Survey ID column, which appears in both tabs. Like the **survey** tab, the **nest visit** tab has a number of columns that use dropdowns (e.g., Datum, UTM Zone, Nest Location, Species Code). The values entered into these columns must exactly match the values that appear in the dropdown, or they will not be accepted by the template. These picklists were adopted by the Raptor Working Group to facilitate uniform data coding and collection.

As with the **survey** tab, required columns in the **nest visit** tab are highlighted in yellow. Additionally, the columns containing information on the location of the nest represented by the visit are colored green and blue. You can provide *either* UTM coordinates (green) *or* Latitude/Longitude (blue). Note that if you provide UTM coordinates, you also must provide the UTM Zone. Regardless of whether you provide UTM coordinates or Latitude/Longitude, you must select the appropriate datum to enable accurate mapping of the provided locations. The settings of your GPS unit should indicate which datum is used in your specific unit. If you are uncertain about the datum and cannot find the information, please mention this when submitting your data.

Although only the highlighted columns are required, the other columns provide information that can be extremely useful. Please provide all the data that you can when filling in the template. *The more information you provided, the more we will be able to learn about raptors in Wyoming.*

domains

The **domains** tab is a read-only tab that contains the domain of allowable values (or picklists) that appear in the dropdowns provided in certain columns of the two data entry tabs. You cannot edit the **domains** tab, but you might find it useful to reference the choices provided there. Specifically, more detail is provided about the possible values within the Sensitivity column. Values provided in the associated dropdown columns must exactly match the values shown in the **domains** tab, or they will not be accepted by the form.

meta

The **meta** tab is a read-only tab that contains metadata about the template, itself. This assists us with bookkeeping, and will be integral in allowing us to set up automatic uploads, in the future.

Providing Additional Survey Data

In addition to the information that you provide in the template, you are encouraged to attach one or more shapefiles that provide a spatial representation of the surveys. For example, if a given survey listed in the **survey** tab represents an aerial survey, you could provide a shapefile showing the route, or track, of the aerial survey. In other cases, your survey may represent an exhaustive sampling effort within a predefined area (e.g., mine boundary), in which case you could provide a shapefile with the polygon boundary of your survey area(s). In some cases, it may be appropriate to provide multiple shapefiles representing, for example, a study area polygon, focal survey area polygons within the study area, and linear tracks of surveys within focal areas. As with the optional fields on the template, the more information you are able to provide about your survey, the more we will be able to learn about raptors in Wyoming. If providing a spatial representation of survey routes or areas in a shapefile, please include a value in the *Survey ID* column that will allow us to link each feature in your shapefile to a row in the **survey** tab of the spreadsheet template. Also, please provide the file name for the associated file (e.g., "2019_Raptor_Surveys.shp") in the **Survey area/track file name** column of the **survey** tab. If a survey consists of discrete nest visits, with no attempt to provide a complete survey along a route or within an area, it generally will not make sense to provide a separate shapefile with spatial information for the survey, since this would simply consist of the points at which nest visits were conducted. Please contact WYNDD if you have any questions about providing additional survey data.

Submitting the Template

To submit data for upload into the central database, first zip together the completed spreadsheet template and the optional shapefile containing survey route or area information. If providing a shapefile, please be sure to include all files needed for the shapefile (.shp, .prj, .dbf, .shx), not just the ".shp" file. If you are not providing spatial information for surveys, you do not need to zip the file when submitting. The zip file or standalone spreadsheet file should be emailed to data@wyndd.org. WYNDD will confirm that we have received the file, and will upload your data as soon as possible.