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.

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. Smith19-032.xls). 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.

5. Repetitive information can be copied and pasted.

6. An example has been provided in row 2 and is shaded in light gray with red script.

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

__If an Indiana bat is captured, please contact Erin Hazelton within 24 hours__. She can be reached at 614-265-6349. Contact Mrs. Hazelton with any questions pertaining to bat data.

Report Submittal
Email is the preferred method of report submittal for permit holders. Please submit reports to: wildlife.permits@dnr.state.oh.us. Alternatively, you may also burn the renamed Excel file on a CD, label the new CD with the permit holder name, permit number, and date, and mail it to:

Permit Coordinator
ODNR-Division of Wildlife
2045 Morse Road, Building G
Columbus, Ohio 43229-6693   **THANKS FOR YOUR COOPERATION!**
Wildlife.permits@dnr.state.oh.us
(614) 265-6300