Completing the TPWD Quarterly Inventory Report

Welcome to the Completing the TPWD Quarterly Inventory Report virtual course.

This self-directed training is approved by Texas Parks and Wildlife Department for one (1) hour of continuing education credit for permitted Texas wildlife rehabilitators.

After reviewing the material, complete the Knowledge Assessment and email it to bwmidcities@batworld.org to receive your certificate of completion.

IMPORTANT

- The information contained in this manual and presented in the related course does not qualify any individual to diagnose or treat illness, or prescribe or dispense medications. This material does not constitute an acceptable substitute for appropriate care by a licensed veterinarian.

- Individuals choosing to work with wildlife do so at their own risk, and are responsible for their own health and safety while engaging in wildlife rehabilitation activities.

- Individuals choosing to work with wildlife are responsible for understanding and complying with all pertinent local, State, and Federal regulations governing those activities, and for obtaining and maintaining the appropriate licenses.

This course is approved by the Texas Department of Parks and Wildlife for 1 continuing education hour for permitted wildlife rehabilitators

The TPWD Quarterly Inventory Report

- Effective January 15, 2021, all permitted wildlife rehabilitators in Texas are required to submit quarterly animal inventory reports for themselves and their satellite subpermittees

- Reports are due on the 15th of the month after the end of the calendar quarter (i.e. April 15 for the period January 1 – March 31)

- TPWD has provided a report template at https://tpwd.texas.gov/business/permits/land/wildlife/rehab/

Current Wildlife Rehabilitators

Wildlife Rehabilitation Permits Renewals TAC §69.48

Permit Renewal Courses

Rehabilitator Quarterly Report Excel Workbook (5.32 MB)

Wildlife Rehabilitation Subpermittee Application

Why is this required?

- TPWD is collecting data about wildlife rehabilitation activities
- This data may be used to support disease management efforts (i.e. CWD in deer)
- This data may be supplied to researchers
- This data may be used to better understand species populations and locations
- Rehabilitators may use their own data to support fundraising efforts and grant applications
- Data will assist rehabilitators in planning capacity, staffing, and supply needs

Before You Begin…

- If you do not have your facility ID from TPWD (i.e. REH-XXXX) email wpoffice@tpwd.texas.gov to request it. Provide your permit number (i.e. REH-XXX-XXXX) for reference

- Quarterly reports are **<u>not</u>** cumulative. Enter only those records for which reportable activity occurred during the reporting period
  - If you receive an animal during Q2, continue care through Q3, and release in Q4, that animal will appear on your Q2 and Q4 reports, **but not on Q3 since there was no change**

- The quarterly report must be submitted electronically using the reporting template as an email attachment to wpoffice@tpwd.texas.gov. TPWD will <u>not</u> accept hard copies or .PDF versions of the report

Dissecting the Spreadsheet Template

- The first tab contains the instructions for completing the 2nd and 3rd tabs

- The second tab ('Main') contains identifying information about the permittee or satellite subpermittee

- The third tab contains all of the activity for the permittee or satellite subpermittee

- The fourth tab contains the lookup tables for selected columns in the third tab

Dissecting the Document – The 'Main' Tab

- Enter your permit number on line 3 (REH-XXX-XXXX)

- Enter your facility number, or the facility number for your satellite subpermittee, on line 4 (REH-XXXX)

- Enter your name as it appears on your permit on line 5

- Enter your subpermittee's name (if applicable), as it appears on your permit, on line 6

- Enter the reporting period as the quarter number and year (i.e. Q4 2021) on line 7

Dissecting the Document – the 'Main' tab

- Question #1 – Answer YES or NO
  - If YES, answer question 2
  - If NO, proceed to question 3
- Question #2 – Answer YES or NO
  - Note – if you or your satellite plan to <u>continue</u> rehabilitating wildlife, answer NO
- Question #3 – Answer YES or NO
  - Permit stipulation revisions may include removal or subpermittees or satellites, change of location, request to retain non-releasable animals, etc
- Type your name in the Signature field on line 12
- Enter the date on line 13
- Click the checkbox on line 14

Reporting Period:

1. Did you perform any rehabilitation activities during the reporting period?
   (If yes, please fill out Question 2. If no, proceed to Question 3.)

2. Do you wish to discontinue this permit for any reason?
   (If yes, please explain in the body of the email that accompanies this file.)

3. Are you requesting any permit stipulation revisions to your permit?
   (If yes, please explain in the body of the email that accompanies this file.)

Legal Statement:

Signature

Date

   Electronic signature:

When finished, please send to wpoffice@tpwd.texas.gov.

With few exceptions, you are entitled to be informed about the information we collect. Under Section 552.021 and

- Save the file to your computer and email a copy to wpoffice@tpwd.texas.gov
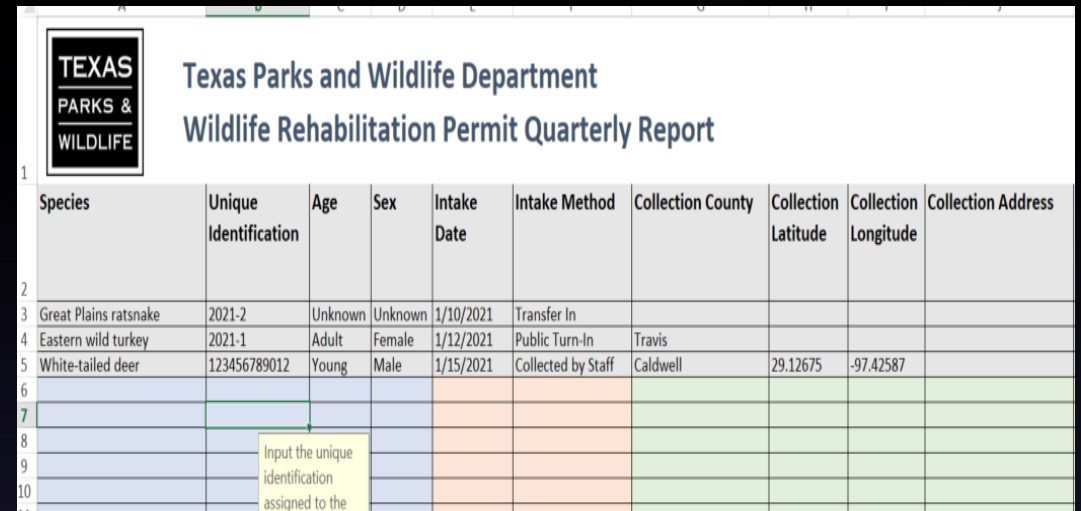 - You can attach multiple report files to a single email

Dissecting the Document – the 'Activity' tab

- The Activity tab contains 19 fields for each row of data
  - Not all fields will be populated for every record
- Columns A, C, D, F, G, N and O utilize the lookup values on tab #4
- Use the same values for consistency
  - Example: Use 'Virginia Opossum' or 'Didelphys virginiana' instead of 'possum'
- Each row contains data for a single animal
  - If you take in a litter of 13 opossums, you will create 13 rows of data

Texas Parks and Wildlife Department
Wildlife Rehabilitation Permit Quarterly Report

Species	Unique Identification	Age	Sex	Intake Date	Intake Method	Collection County	Collection Latitude	Collection Longitude	Collection Address
Great Plains ratsnake	2021-2	Unknown	Unknown	1/10/2021	Transfer In				
Eastern wild turkey	2021-1	Adult	Female	1/12/2021	Public Turn-In	Travis			
White-tailed deer	123456789012	Young	Male	1/15/2021	Collected by Staff	Caldwell	29.12675	-97.42587	

Dissecting the Document – the 'Activity' tab

- The Unique Identification field (column B) contains an identifier that is unique to your facility and that particular animal
  - Consider using your initials (i.e. MTW) or the acronym for your facility (i.e. BWMC) at the beginning of your unique ID
  - Include the two-digit year
  - Include an incremental number
- For example, a unique ID might look like this:
  - BWMC21-463, representing the 463rd animal received by Bat World MidCities in 2021

Dissecting the Document – the 'Activity' tab

- Acceptable values for Column C (Age) are Young, Adult, or Unknown
- Acceptable values for Column D (Sex) are Female, Male, or Unknown
- Intake Date should be the date you received the animal, formatted as mm/dd/yyyy
- Intake Method values are
  - Born on Premise
  - Collected by Staff
  - Official Turn-In
  - Pubilc Turn-In
  - Transfer In
  - Zoo

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Input the unique identification assigned to the

Dissecting the Document – the 'Activity' tab

- Column G, Collection County, is the county where the animal was found

- Collection Latitude and Longitude are the location where the animal was found
  - This data is preferred but not required

- Collection Address, if available, unless Collection Lat/Long is supplied, is entered in Column J

- Facility Number of Origin is only populated when the intake method is 'Transfer In'

- Unique Identification #2 is the Unique Identifier supplied by the original facility

Dissecting the Document – the 'Activity' tab

- Disposition Date (Column M) is the date the case is closed for that individual animal

- Date format should be mm/dd/yyyy

- Acceptable values for Disposition Method are DOA, Death, Escaped, Euthanasia, Release, Transfer Out, or Zoo

- Release County is the County where the animal was released

- Release Latitude and Longitude are required when the Disposition Method is Release

- Release Address may also be supplied

Dissecting the Document – the 'Activity' tab

- Column S, Facility Number Receiving, is populated only when the Disposition Method is 'Transfer Out'

- If the animal is being transferred to an educational display permit, enter the permit number
  - Remember to complete the appropriate transfer/donation form as well

Dissecting the Document – the 'Lookups' tab

- The Lookups tab contains the data required for the fields in columns A, F, and N

- Note that some species have multiple common names
  - i.e. 'Attwaters prairie chicken' and 'Attwater's prairie chicken' for *Tympanuchus cupido attwateri*
 - Either is acceptable but should be consistent

Transfer Tips

- Transfers in or out should be consistent between parties
  - Make sure your dates match
  - Age and sex should match
  - The receiving facility will need the facility ID and unique ID from the sending facility
 - The sending facility will need the facility ID from the receiving facility

Finding GPS Coordinates (Latitude & Longitude)

- Look up the location address (i.e. 1234 Main St, Dallas TX) on Google Maps
- Find the pin marker on the map
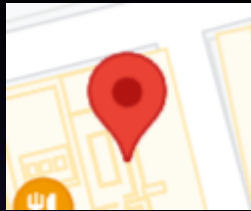
- Right click on the pin marker
- The Latitude and Longitude will be displayed
- Click the Lat/Long to copy to the clipboard
- Paste into the Latitude field
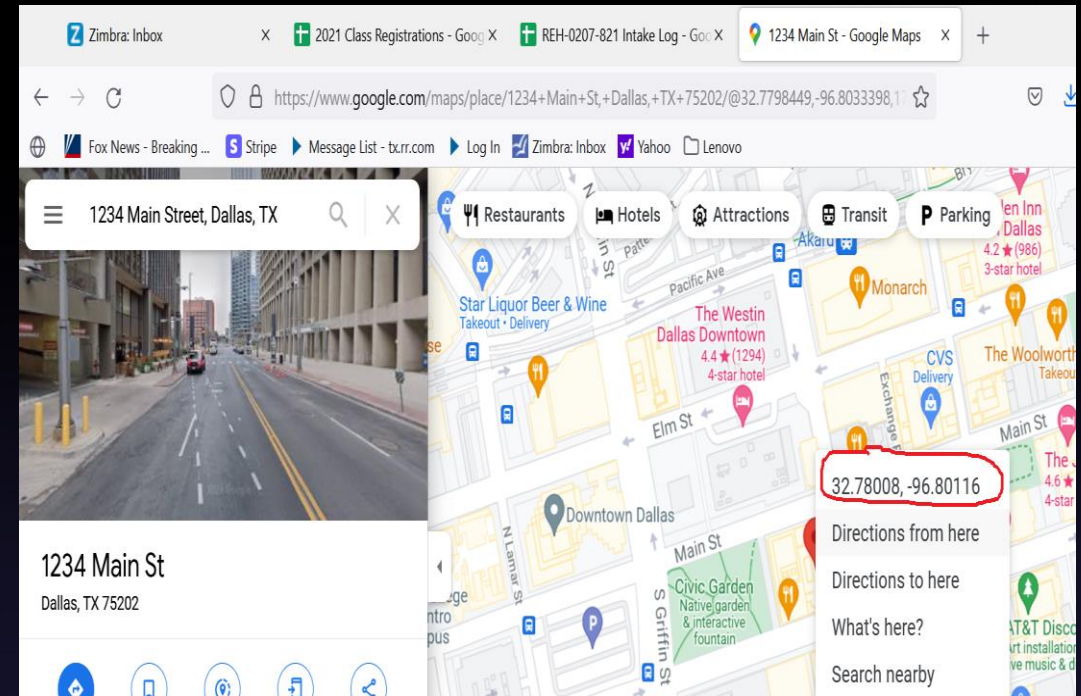
Finding GPS Coordinates (Latitude & Longitude)

- In the formula bar at the top of the spreadsheet, highlight the Longitude value (-XX.XXXXX)

- Right click and select 'CUT'

- Click in the Longitude field on the correct row

- Right click and select 'PASTE'

- Click in the Latitude field to select it again

- In the formula bar, delete the comma

Tips for Timely Completion

- For permittees:
  - Set aside time daily or weekly to enter new admissions and update existing records
  - Keep a copy of each intake form and note the outcome. Add the unique ID to the form for ease of tracking
  - Check in with your satellites at least monthly to ensure they are keeping current with their logs
  - Set a date after the end of the quarter when all satellite data must be turned in to you for reconciliation and submission
  - Set aside time between the end of the quarter and the due date to finalize all reports and submit them

- For satellites:
  - Set aside time daily or weekly to enter new admissions and update existing records
  - Keep a copy of each intake form and note the outcome. Add the unique ID to the form for ease of tracking
  - Set aside time after the end of the quarter and before the due date your permit holder has established to review, finalize, and send your data
  - Respond to requests for status updates

Tips for Timely Completion

- Create a master template of the TPWD report form for each satellite
- Verify that your template matches the current template version at https://tpwd.texas.gov/business/permits/land/wildlife/rehab/

AND

- Use a shared spreadsheet (i.e. Google Sheets) that is set up to match the state report format, and give access to all of your satellites

OR

- Supply each satellite with a copy of their master template to complete and return to you

Exporting and Importing Data

- If you are using a software package such as ShelterBuddy or WRMD, you may be able to export data to populate the TPWD quarterly report form, or enter data in the TPWD form and then export to populate your database

- You may need to manipulate the data so the fields are in the correct order, or copy/paste one column at a time from the export file to the TPWD form

- Utilize staff or experienced volunteers to assist with data entry
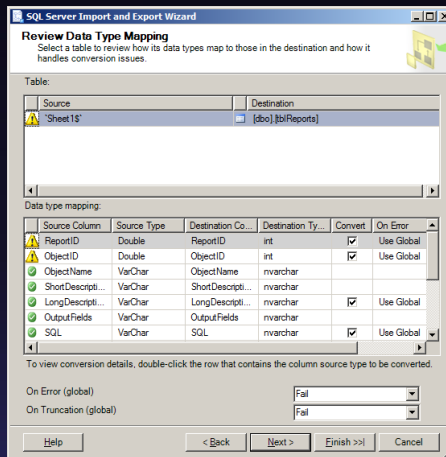
Complete the quiz and email it to
bwmidcities@batworld.org to receive your
certificate of completion

Contact

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