

# Instructions for Terrestrial Scientific Collection Annual Year-End Report

## Open the Scientific Collection Terrestrial Report.xlt in Excel

<https://cpw.state.co.us/Documents/RulesRegs/SpecialLicenses/ScientificCollections/TerrestrialSCICOLLyearendreportfrm.xls>

After downloading the file, either rename the file or open and save as: Control Number and Your Name.xls

Control Number is printed on your current Scientific Collection license

Make sure you save it as "Microsoft Excel Workbook (\*.xls)," "not Template (\*.xlt)"

Begin by filling in the boxes at the top of the form (license #, licensee name, organization, and mailing address; if the year-end report is not completed by the licensee: include who entered the data

### For each record:

1. Each record (row) should contain only one species, collected at one location, on one date. For example, if you have collected 25 barn swallows at one field site and 23 at another, enter them as two different records.

2. If **you** use a collection number for your own reference, enter it in the column "Coll Rec #." This column is not required, but rather is for your reference, or if you need to contact us about a particular record.

3. Enter the species code in "Species Code". This code can be found in the two lookup tabs (at the bottom of the spreadsheet). One is alphabetized for lookups on "Common Name" and the second is alphabetized for lookup based on the "Scientific Name".

HINT: The 'species code' is located in Column C for both the Common Name and Scientific Name lookup tables. If you're positioned over Column D (Common Name), or Column E (Scientific Name) in either table, and do a 'Control-F', it will bring up the 'Find and Replace' (aka 'Search') feature, and let you 'jump' to the record in the table for the species you're interested in. Once on that 'row', 'Back-tab' over to 'Column C', and do a 'Control-C' (placing the species code' into 'clipboard space'); then return to the 'Permit Form' 'worksheet' (first tab at the bottom), place your cursor in the row column for the species code record to be added, and do a 'Control-V' to 'paste' the species code from the 'clipboard' in to the spreadsheet. At this point the Common Name and Scientific Name fields should get automatically completed.

4. Enter the date of collection (mm/day/year), the numbers collected per the various columns, the county collected from, and the specific collection location EITHER as UTM or LatLong coordinates.

5. Enter the final disposition in the "Disposition" field. This must be either "Released," "Observed," "Retained" for study, or "Voucher," if kept as a voucher specimen. If the specimen is "observed," then it was not handled and only observed visually (or aurally, if appropriate; i.e., birds or anurans). Only organisms that are reliably identified to species visually/aurally may be recorded as "Observed." For instance, mice, voles, and shrews should not be reported as "observed" due to the difficulty of identifying these organisms from a distance. If the specimen is either "retained" or "voucher," the disposition must be followed by the museum or university name to which the specimen is to be deposited, and the voucher ID (for voucher specimens only).

7. Enter CPW AWM emailed prior to collection and the date(s) the email was sent.

8. Within 30 days following the expiration of your license, email your year-end report to:

Wildlife.SCICOLL@state.co.us

Questions: CPW Special Wildlife Licensing; call 720.660.1001 during regular business hours.