



Department of Conservation
Te Papa Atawhai

National Wildlife Health Database: Data Submission Form

This form is important to set the context for your testing results. It links all your data to your project. It also ensures the data is in a form we can input into the database.

This means we can contact you if anyone wishes to ask permission to use your data for research or publications. Only registered users who have completed the Confidentiality Agreement will have access to data.

You can indicate in the form any special conditions relating to the use of your data e.g. if there are any access restrictions, or special acknowledgements required.

Your project will also be listed as a contributor on the DOC website to acknowledge your involvement in this data sharing project. If you do not wish to have your project to be listed, there is a tick box for this in the Project Information section of the form.

Please fill in the form below every time you submit results to the database, and forward it with your disease testing results to:

National Wildlife Disease Database
c/o Kate McInnes
Department of Conservation
PO Box 10-420
Wellington, 6143

Or via email to:

kmcinnes@doc.govt.nz

Please ensure you have also submitted the National Wildlife Health Database Confidentiality Agreement to enable your access to data from the database. You can download copies of the Confidentiality Agreement, or more copies of this form, from the DOC website:

<http://www.doc.govt.nz/wildlifehealth>

Thank you for contributing to this exciting project!

Instructions for completing the submission form:

When filling out this form please note:

Sometimes your data will be held in many different ways. You may have the information in notebooks for capture and handling details, and results are often held in spreadsheets or emails or printed copies of laboratory result reports.

If you can, please provide the results in a clear way so that individual animals' capture and sampling details can be linked to the results. This can be via electronic copies, emails, photocopies or hand written copies. Any or all of these methods are useful to us, as long as we can track laboratory results back to each individual animal and any other notes!

How to fill in this form:

1. Print out pages 3 and 4.
2. Complete "Part One: Project Information" (page 3) as a cover sheet to ensure the general information about your project is included.

Please include some brief notes on (2 - 5 sentences):

- Project description – Write a brief description stating which animals you sampled and why. This will appear in printed reports
 - Additional comments– This is confidential to the database and may contain any comments you do not wish to have shared. Include any special conditions about confidentiality for the data not already contained in the Confidentiality Agreement.
 - Tests summary – List the tests you did for the group of animals sampled.
 - Results summary – Write a brief description of what you found.
 - Contributors – List anyone you wish to acknowledge as having contributed to the project.
3. Refer to "Part Two: Data Information" (page 4).
 - This information is required for each result. Look at how your results are stored. If this information is not included on your spread sheet or lab reports, please add it.
 - On this form you can fill in the fields that apply to the whole project e.g. where all results are from a specific species, or on a specific date, or location.
 - Ensure the "must have" fields are included in your spread sheet or lab reports. If not, check your records and supply these whenever possible.
 4. Look at the other fields on page 4 and make sure this information is attached to your lab results, or write it in yourself, wherever possible.
 5. Finally, use this form to plan your record keeping for your sampling next time! This will make it very easy to supply the results at the end of your project.

Note: please still submit results even if you don't have all the "must have" fields. We will do our best to include these into the database in a meaningful way.

For assistance in completing this form:

- Check the **example forms** on the DOC website: www.doct.govt.nz/wildlifehealth
or
- Contact **Kirsten Derry**: Ph: 09 353 0751 Email: kirsten.derry@aucklandcity.govt.nz

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Section One: Project Information

Please use this section to describe your project, who contributed to it and what the results were.

Project Title	
Organisation	
Contract number (if relevant)	
Project Start Date	
Project End Date	
Project Supervisor	
Phone	
Email	
Project Coordinator	
Phone	
Email	
Project Description (for publication)	
Additional Comments (not published) State any special conditions to be applied to access to this data (not already stated in the Confidentiality Agreement)	
Why were the samples collected? For Health Monitoring (tick one) <input type="checkbox"/> Translocation Screening <input type="checkbox"/> Routine Surveillance <input type="checkbox"/> Research To investigate a Disease Event (tick one) <input type="checkbox"/> Dead animals <input type="checkbox"/> Sick animals <input type="checkbox"/> Dead and sick animals	
Tests Summary	
Results Summary	
Contributors <input type="checkbox"/> I do not wish my project to be listed as a contributor on the DOC website	

Section Two: Data Information

Please use this section to ensure you provide all the necessary information about your animal details, sampling information and test results.

Either,

- use this form to record this information, or
- ensure this information is contained in your spreadsheets or lab reports, or
- attach this information to copies of your spreadsheets or lab reports.

PLEASE NOTE: The fields below in ***bold italics*** are “must have” information to ensure the data makes sense when entered into the database.

ANIMAL DATA – this is about what animal you were sampling	
<i>Species - Common Name</i>	
<i>Species - Taxonomic Name</i>	
Age group (juvenile / adult etc)	
Age	
Age measurement (days / years etc)	
Sex (M / F / unknown)	
<i>Animal ID (if individuals have ID)</i>	
ID type	
ID series	
ARKS no.	
Animal name	
DOB	
State of captivity (wild / captive / unknown)	
Location type (island / private land etc)	
<i>Location</i>	
Conservancy	
Enclosure ID (captive) or Site ID (wild)	
Bred in (wild / captive / unknown)	
Data submitter's name	
Comments	

SAMPLE DATA – this is about who and when the sample was collected and who tested it	
<i>Date Sample Collected</i>	
Time Sample Collected	
Collected By	
Date Parameter Measured	
Time Parameter Measured	
Measured By (person)	
Laboratory name	
Laboratory sample number/ reference	
<i>Owner of Data</i>	

PARAMETER (TEST) DATA – this is about your test results – check your laboratory results	
<i>Parameter measured</i> e.g. total white cell count, yersinia culture	
<i>Result</i> – include unit of measurement	
<i>Key to abbreviations if used</i>	
<i>Key to result descriptions if used</i> (e.g. a scale of “0 to ++++ “)	
<i>Body part or organ tested</i>	
<i>Type of Test</i> (e.g.culture / gram stain / PCR)	