

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**Bureau of Land Management**  
**Oregon State Office**  
**P.O. Box 2965**  
**Portland, OR 97208**

**In Reply Refer to:**

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October 18, 2002

EMS TRANSMISSION 10/18/2002  
Information Bulletin No. OR-2003-010

To: District Managers: Salem, Eugene, Roseburg, Coos Bay, Medford, and Lakeview

From: Deputy State Director for Resource Planning, Use and Protection

Subject: Compilation and Submission of FY 2002 Northern Spotted Owl Monitoring/Inventory Data and General Bird Banding Information DD: 11/25/2002

In order to complete the annual summaries and update the statewide database for northern spotted owls, you are requested to update computer disks of the SITE and SUMMARY files with 2002 data and any changes to pre-2002 data for your district. Submit only one SITE and one OWLSUMM file for the district. Resource area files should be combined at the district level by the Spotted Owl Data Steward prior to submission.

A copy of the SITE and OWLSUMM files for your district has been sent to the District Spotted Owl Data Steward under separate cover. The data disk contains all the updates and changes that were made as a result of 2002 State Office quality control checks of the data. As such, this version of the files must be used to make all 2002 additions or corrections to the data so that there will not be any mix-up with earlier versions of these data. In doing so, the integrity of the data entered to date will be maintained. All files should be submitted in dBASE format.

For the 2002 data entry, it is requested that you create a 2002 record (YR=2002) in the OWLSUMM file for all site locations, to include any alternates. Enter zeros in the DV, NV, NM, NF, and NU fields and a "Z" in the PA field to identify any sites and their alternates that you did not survey. This way there will be a data entry in the OWLSUMM file for 2002 for every IDNO in the SITE file and eliminate questions about whether there were surveys conducted in 2002. For all sites you did visit in 2002, enter the data even though you may have only visited it one time and found no owls.

You are also requested to submit one copy of the OWL file containing only the records for owls banded in 2002 (BB) under BLM permit 22070. If any spotted owl bands were destroyed or lost in 2002, enter a record for them in the file in Attachment 1, name the file NSOLOST.dbf, and submit it along with the OWL file.

Records for banding of all other bird species (goshawks, barn owls, neotrops, etc.), along with records for any lost or destroyed bands for these species, should be sent in a separate species-specific file (e.g., ROSENEO.dbf) created by the district using the file structure and instructions in Attachment 1 or by submitting a MAPS file containing the data listed in Attachment 1.

As you have done in previous years, please provide any barred owl data for 2002. Enter the data in the district SITE and OWLSUMM files and be certain to code the SPEC field as STVA for pure barred owl locations so the data may be sorted by species. For those sites where the pair was comprised of a spotted owl and a barred owl, code the SPEC field as STMX. For barred owl observations that were not sufficient to support designation of a site, complete the

OWLSUMM record using the visit data; and in the SITE file, enter data in only the IDNO, SPEC, LOCT, LOCS, LOCQS, and LOCSS fields describing the location that best represents where the data in the OWLSUMM file was recorded.

All 2002 spotted owl data in the SITE, OWLSUMM, and OWL files should be quality checked at the district before submission to the State Office. Attachment 2 provides a series of quality control checks to be applied to the data. Personnel working on the spotted owl data compilation should be given a copy of this Information Bulletin and specifically reminded to apply the quality control procedures in Attachment 2 to the data they are compiling.

Please submit all requested data files to Joe Lint at the Roseburg District Office no later than November 25, 2002.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
 Judy Ellen Nelson  
 (Acting)

Authenticated by  
 Mary O'Leary  
 Management Assistant

2 Attachments

- 1 - [Data file for Banding Records](#) (2pp)
- 2 - [Data Control Checks for Spotted Owl Database](#) (3pp)

Distribution

WO-200 (Room 5650MIB) - 1

**Attachment 1**

**Data File for Banding Records for Birds Other Than Spotted Owls**

When completing the banding records for birds other than spotted owls, please submit them as dBASE data files (.dbf) utilizing the following file structure:

FIELD	FIELD NAME	TYPE	WIDTH
1	BANDNUMB	CHAR.	10
2	SPCD	CHAR.	4
3	BIRDSTAT	CHAR.	3
4	AGE	CHAR.	1 (or 3 if necessary)
5	SEX	CHAR.	1
6	MO	CHAR.	2
7	DAY	CHAR.	2
8	YR	CHAR.	4
9	LOCATION	CHAR.	8
10	COLOUR	CHAR.	12
11	REMARK	CHAR.	4
12	BANDSTAT	CHAR.	1

Please submit the file sorted on band.

1. **BANDNUMB** Enter the USFWS band number in this field. Be certain to include the hyphen - this is a change from previous years.
2. **SPCD** Enter the 4-character species code identified in the bird bander's manual. [Figure 5-1a, p. 5-6 to 5-42]
3. **BIRDSTAT** Enter the 3-digit code representing the banding status and additional information. See the bird banding manual for the appropriate codes. [Figure 5-2, p. 5-43 to 5-46]
4. **AGE** Enter the 1-digit numeric code to specify the age category for the bird. If this causes undue difficulty, construct this field as a 3-digit field and use the 'alpha' codes. [Figure 5-4, p. 5-47]
5. **SEX** Enter the sex of the bird. This field may be entered as an 'alpha' code or a numeric code. [Figure 5-5, p. 5-48]
6. **MO** Enter the month the bird was banded using a 2-digit code (e.g., 07, 08, 09).
7. **DAY** Enter the day the bird was banded using a 2-digit code (e.g., 09, 10, 11).
8. **YR** Enter the 4-digit year the bird was banded (e.g., 1998, 1999).
9. **LOCATION** Enter the 10' block in which the banding location occurs. This field must be completed with a code preapproved by the Bird Banding Lab. A complete list of 10' blocks, their associated LOCCODE, and their location description is in the appendices of the Spotted Owl Database User's Manual, Version 4.0. Any banding locations not described on this list must be submitted to the Bird Banding Lab prior to submission of the banding schedule. Please forward any new submissions to Joe Lint.

Attachment 1-1

10. **COLOUR** Enter the color or type of any auxiliary marker attached to the bird. Please attach a written list of abbreviations used and their definitions to ensure that the REMARK field is completed correctly.
11. **REMARK** Leave this field blank; it is coded to a special look-up table that will be constructed. Any comments that need to be included in the schedule because of the use of an auxiliary marker or special banding status should be submitted in writing for addition to the master look-up table.
12. **BANDSTAT** This field is required for the computerized banding schedule generator; please select an appropriate code from the following list for each banding entry. Note that these codes differ from those used in previous years.

RECORD/BAND OK	1
BAND DESTROYED	4
BAND LOST	8
RECORD LOST	9
REPLACEMENT BAND	5 <sup>1</sup>
ADDED BAND	6 <sup>-</sup>

- Notes:
1. Record the old USFWS band number in the comments.
  2. Record explanatory comments.

Attachment 1-2

## Attachment 2

### Listing of Data Quality Control Checks for the Spotted Owl Database

The quality control checks described below are intended to detect database entry errors so that they may be corrected prior to the submission of your files to the State Office. For some of the checks, dBASE query language is provided to assist in pulling up data to assist in reviewing the information being checked.

### Quality Control Checks to be Performed on SITE, OWLSUMM and OWL Files

- 1) Where the field requires that a code be entered, be sure to fill in the field. Do not leave any of these fields blank.
- 2) Make certain all codes used come from Version 4.0 of the Spotted Owl Database.
- 3) Use zeros (0) where appropriate and the letter (O) where needed. Do not mix them up. For example, a common error is to code HCAID as 0-36. This should be O-36.
- 4) Ensure that all fields printed in the User's Guide in **bold** print, indicating they are mandatory fields for completion, are filled in.
- 5) Spell the Location Name exactly the same for all entries across all files. For instance, do not abbreviate "creek" one place and spell it out in another. (Index the file on LOCNAME; then using the BROWSE FIELDS LOCNAME command, scroll through the file looking for inconsistencies in spelling of the LOCNAME.)
- 6) Make certain that the Master Site Number is the same for all entries. It is a common error to have the numbers transposed - 3268 vs. 3286.
- 7) Ensure that the first four digits of the MSNO and the IDNO are the same. In the past, there have been instances where the MSNO and IDNO for a given location were different both within and between files. Query language:  
LIST LOCNAME,MSNO,AL,IDNO FOR MSNO+AL#IDNO TO PRINT
- 8) Be sure that all entries in the SITE, OWLSUMM, and OWL files are linked together by the same IDNO. In the past, there have been instances where there was a site listed in the SITE file, but there was no data for the site contained in the OWLSUMM file. If a given site (one with no alternates) was not surveyed, indicate no survey by completing an OWLSUMM record.

For sites with alternates, it is necessary to complete only one OWLSUMM record that shows either no survey or the results of a survey. If there are no records for the other alternate, it will be assumed that they were covered under the survey for the alternate's location where the record was provided or that it was not surveyed at all. Since we are no longer surveying all sites, it would be best to provide an OWLSUMM record for every IDNO (e.g., 2314, 2314A, 2314B) so there is no question on whether a site was surveyed. For sites not surveyed, this can be accomplished by simply entering zeros (0) in the DV and NV fields of the OWLSUMM file.

Attachment 2-1

- 9) Enter a Species Code for all sites, making certain it is correct. In some instances, there was a barred owl pair at the site, and the STOC code was entered out of habit. Where there is a barred and a spotted, enter STMX and enter a comment in the COMMENT field describing the composition of the pair. Query language: LIST IDNO,LOCNAME,SPEC FOR SPEC#'STOC' TO PRINT

### Quality Control Checks to be Performed on the SITE File Only

- 1) Make sure that the UTM coordinate point for the site is actually located in the township, range, section, quarter section, and sixteenth section entered in the database. In some cases, corrections have been made to the State Plane coordinates, but the legal description fields were not checked and corrected, or vice versa. This is a very important item since the data on location is used by other agencies and private companies to conduct their management activities.

- 2) Check to make sure that the IDNO equals MSNO + AL (refer to #7 above for query language).
- 3) Fill in the LOCQS, LOCSS, SUTMX, and SUTMY fields for all sites. Query language: LIST IDNO,LOCNAME,SUTMX,SUTMY,LOCQS,LOCSS FOR SUTMX=' ' .OR.SUTMY = ' ' .OR.LOCQS=' ' .OR.LOCSS=' ' TO PRINT
- 4) The CHUID field should only be filled in when the site occurs on federal land, not when it occurs on other ownership. Query language: LIST IDNO,LOCNAME,SP1,CHUID FOR SP1='15' .AND.CHUID# ' ' TO PRINT
- 5) If the CHUST field has an “N” entered, then the CHUID field must be blank. If CHUST has a “Y”, then CHUID field should be completed.
- 6) If there is a “T” as part of the IDNO number denoting the site is ‘temporary,’ check to make sure that there is a “T” in the AL field. It is recommended that all temporary sites be recorded in the SITE and OWLSUMM files and submitted for quality control checking.
- 7) Make certain that the YL, PAIR, PAYR, and REPRO fields are updated for 2002 and that they correspond with the data on occupancy and reproduction in the OWLSUMM file for 2002.

### **Quality Control Checks to be Performed on the OWLSUMM File Only**

- 1) Double check any entry where the number of juveniles (NJ) is greater than 0 and the Pair Status field (PA) is not equal to P or A. In most instances any time there are young noted, there will be a pair. If you have any instance where this is not the case, please provide an explanation when you submit the data files so it will be apparent to the data reviewer that you are aware of the situation and it was not a data entry error. Query language: LIST IDNO,LOCNAME,PA,NJ FOR YR='2002'.AND.NJ>0.AND. (PA#P'.AND.PA# 'A') TO PRINT

Attachment 2-2

- 2) Make sure that there is a letter entered in the PA field for 2002. Query language: LIST IDNO,LOCNAME,PA,YR FOR YR='2002'.AND.PA=' ' TO PRINT
- 3) Ensure that the NJ field is greater than or equal to the NFG field. Query language: LIST IDNO,LOCNAME,NJ,NFG FOR NFG>NJ TO PRINT

### **Quality Control Checks to be Performed on the OWL File Only**

- 1) Double check the USFWS band number and the color band information to be sure it is all correct.
- 2) It is important that any birds wearing radios be noted so that they may be reported in the banding report, so be sure the “Radio” field is filled in when a bird was banded in 2002 and a radio attached.
- 3) Be certain that the Location Code (LOCCODE) is filled in correctly. If you have any additions/corrections to the LOCCODE list, please forward them to Joe Lint immediately so they may be forwarded to the Bird Banding Lab for review and approval.
- 4) Enter a record for any lost or destroyed bands using the file structure in Attachment 1 of this Information Bulletin.

Attachment 2-3