

# **HEDDS Excel Worksheet Reference Manual**

## *Version 2.0*

### **NBII - WILDLIFE DISEASE INFORMATION NODE**

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HIGHLY PATHOGENIC AVIAN INFLUENZA EARLY DETECTION DATA SYSTEM (HEDDS)

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## Introduction

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The purpose of this Reference Manual is to assist you with entering sample data into the HEDDS (Highly Pathogenic Avian Influenza Early Detection Data System) Microsoft Excel Worksheet, so that it can be uploaded into the HEDDS' database. This database contains avian influenza surveillance data collected in accordance with *An Early Detection System for Highly Pathogenic H5N1 Avian Influenza in Wild Migratory Birds U.S. Interagency Strategic Plan*, found at <http://www.usda.gov/documents/wildbirdstrategicplanpdf.pdf>. All agency members can use this data to view nationwide surveillance efforts for the early detection of Highly Pathogenic Avian Influenza (HPAI).

As part of the Wildlife Health Monitoring Network, the NBII Wildlife Disease Information Node has created HEDDS with input from its partners. We expect that the content and format will change based on the contributions and needs of the many collaborators in this effort. Please check our website periodically, especially before starting a new batch, for updates to the HEDDS Excel Worksheet at: <http://wildlifedisease.nbio.gov/ai/announcements.jsp#updates>. The version number, which indicates changes and updates, is located in the worksheet header and file name.

We want to make your entry of submissions as simple as possible while maintaining a high level of accuracy. Therefore, if you need to make changes to the spreadsheet to accommodate your agency's data, or you have any problems or concerns regarding the worksheet, please contact the HEDDS Support Staff:

Erica Schmitz  
(608) 270-2400 ext. 2337  
[wdin@usgs.gov](mailto:wdin@usgs.gov)

**Intended to be used as a Reference Manual, NOT to be read cover to cover**

# Excel Worksheet

## Accessing and Saving HEDDS Excel Worksheet

### 1) Get Worksheet

- Go to website <http://wildlifedisease.nbio.gov/ai/>.
- Click on “Excel Worksheet”.

The screenshot shows the HEDDS website interface. At the top, the logo for 'nbi' is on the left, and the title 'Highly Pathogenic Avian Influenza Early Detection Data System' is in the center, with 'HEDDS' in a red box on the right. Below the title is a navigation bar with buttons for 'Home', '2006 Surveillance Data', '2005 Surveillance Data', 'News', 'Contributors', and 'About HEDDS'. On the left side, there is a sidebar menu with categories: 'HEDDS Home', 'HEDDS Demo Site', 'HEDDS FAQs', 'Documents', 'Fact Sheet', 'Excel Worksheet', 'NWHC Sampling', 'Protocol', 'Announcements', 'Related Links', and 'Contact Us'. The 'Excel Worksheet' link is highlighted with a yellow callout box that says 'Click on “Excel Worksheet”'. The main content area is titled 'National Avian Influenza Surveillance Information' and features a table with the following data:

May 3, 2007	2007	246
Samples Tested and Reported into HEDDS		

Below the table, there is a 'Surveillance News' section with an RSS icon and a list of updates:

- May 1, 2007: [37 samples and tests were added to HEDDS for 2007. Total is now 246.](#)
- Apr 28, 2007: [1 samples and tests were added to HEDDS for 2007. Total is now 209.](#)
- Apr 27, 2007: [102 samples and tests were added to HEDDS for 2007. Total is now 208.](#)

Additional information on avian influenza surveillance can be found at:

- [Current LPAI H5N1 Results Table](#)
- [APHIS Poultry Monitoring and Surveillance](#)
- [DOI News](#)
- [USDA Avian Influenza Homepage](#)

Click on the tabs above for more detailed news and sampling information

\*\* Highly pathogenic H5N1 avian influenza virus has NOT been detected in these samples \*\*

Figure 1 – HEDDS home page and the location of the Excel Worksheet.

## 2) Download and Open Worksheet

\*\*\* AFTER DOWNLOADING AND OPENING THE WORKSHEET (step 2) YOU MUST SAVE THE FILE TO YOUR COMPUTER (step 3) BEFORE ENTERING INFORMATION TO PREVENT LOSS OF DATA\*\*\*

- Different browsers handle downloads differently.
- Examples of using the browsers IE and Firefox.

### Opening in Internet Explorer (IE)

- Click on “Save to Disk”
- Choose a safe location to store the file
- Click on “Open” when the Download Complete window opens

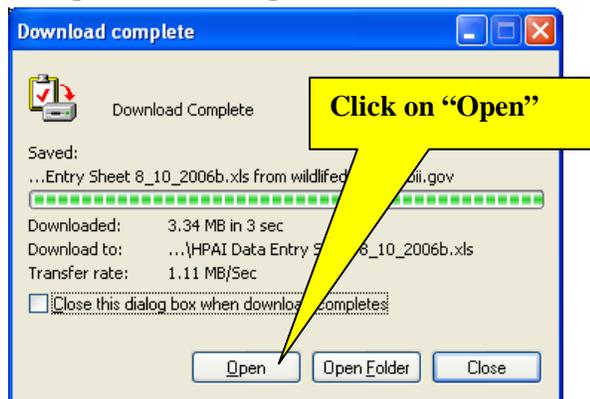


Figure 2 – IE instructions for downloading.

### Opening in Mozilla Firefox

- Select “Save to Disk” and then click on “OK”.
- Click “Open” on the Downloads window.

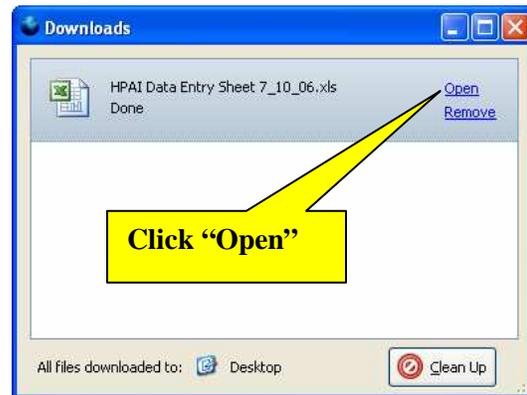


Figure 3 – Firefox instructions for downloading.

### 3) Save File to Computer

\*\*\*ESSENTIAL STEP! If you do not save this file as directed, you risk losing your data. DO NOT BEGIN ENTERING ANY DATA UNTIL YOU HAVE SAVED THE WORKSHEET TO YOUR COMPUTER! \*\*\*

- Select “File” from menu.
- Click on “Save As...” and save the file to the folder of your choice.
- You are ready to start entering data.

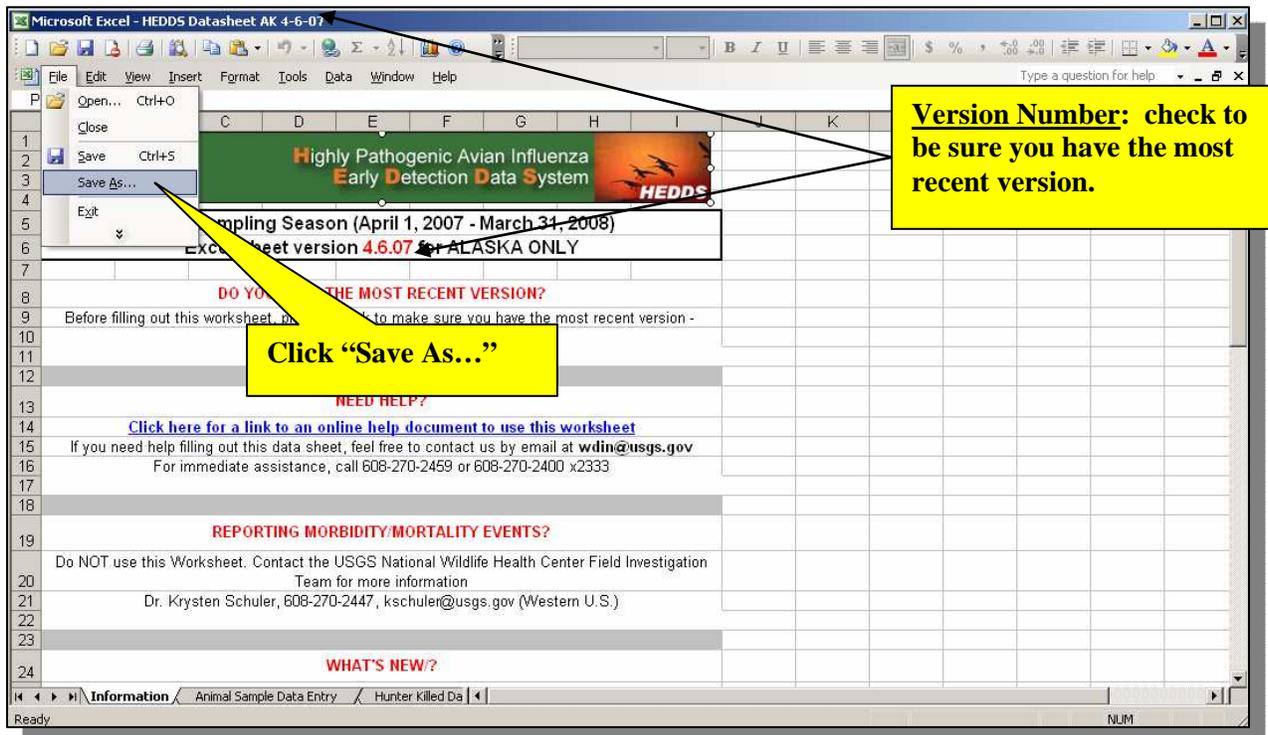


Figure 4 – Saving document to user’s computer and checking version number.

# Using Drop Down Menus in Excel Worksheet

How to select information from a drop down menu:

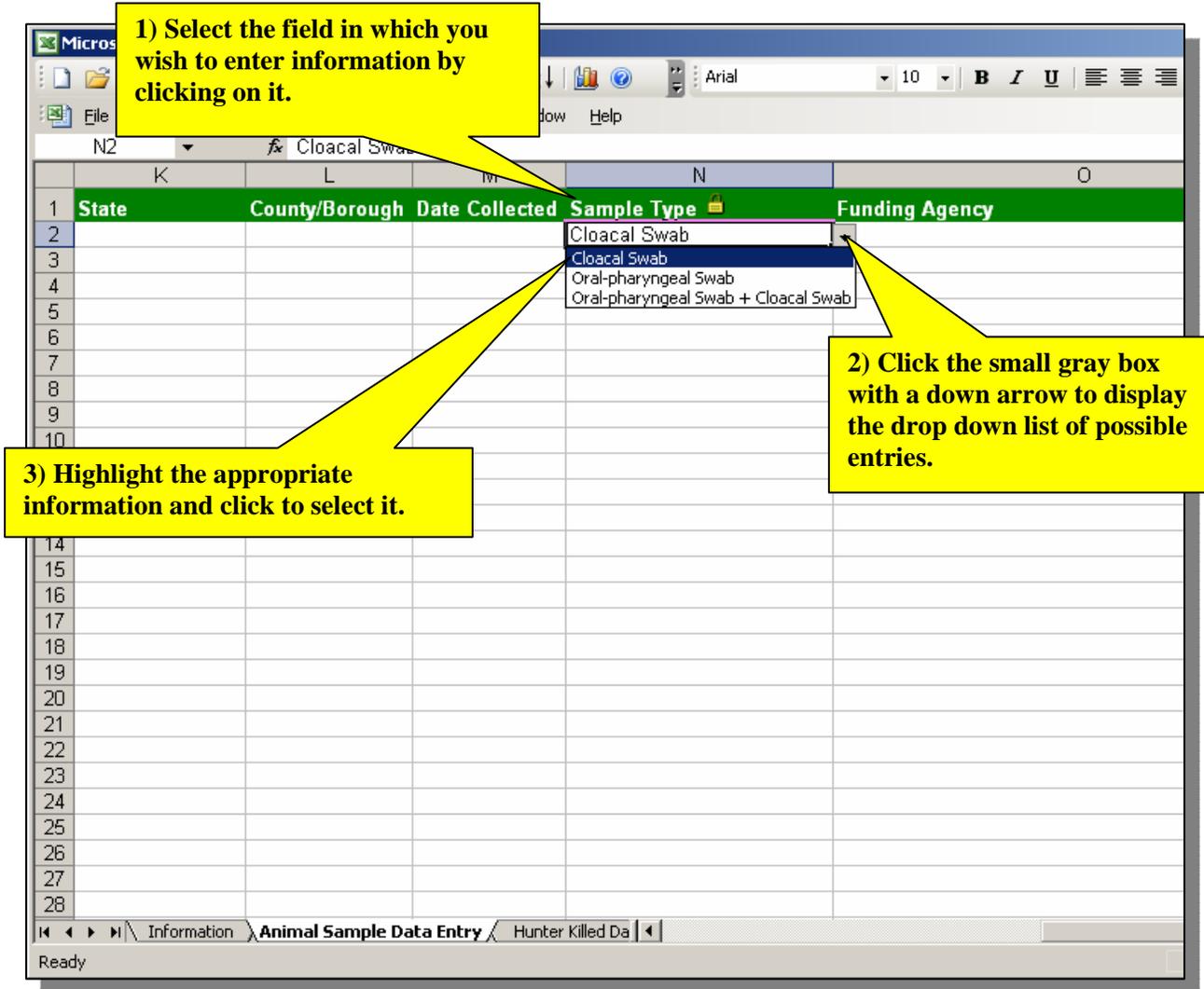


Figure 5 – Using a drop down menu.

## Entering Text and Numbers in Excel Worksheet

How to enter text and numbers (for fields without drop down menus):

The screenshot displays the Microsoft Excel interface with a worksheet titled "HEDDS Datasheet AK 4-6-07". The worksheet has a header row (row 1) with columns: State, County/Borough, Date Collected, Sample Type, and Funding Agency. The "Date Collected" cell in row 2 contains the text "5-May-07". The formula bar at the top shows "5/5/2007". Three yellow callout boxes provide instructions: 1) Select the field in which you wish to enter the text or numbers by clicking on it. 2) Type text/numbers in the formula bar or directly in the field. 3) Hit "Enter".

1	State	County/Borough	Date Collected	Sample Type	Funding Agency
2			5-May-07		
3					
4					
5					
6					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

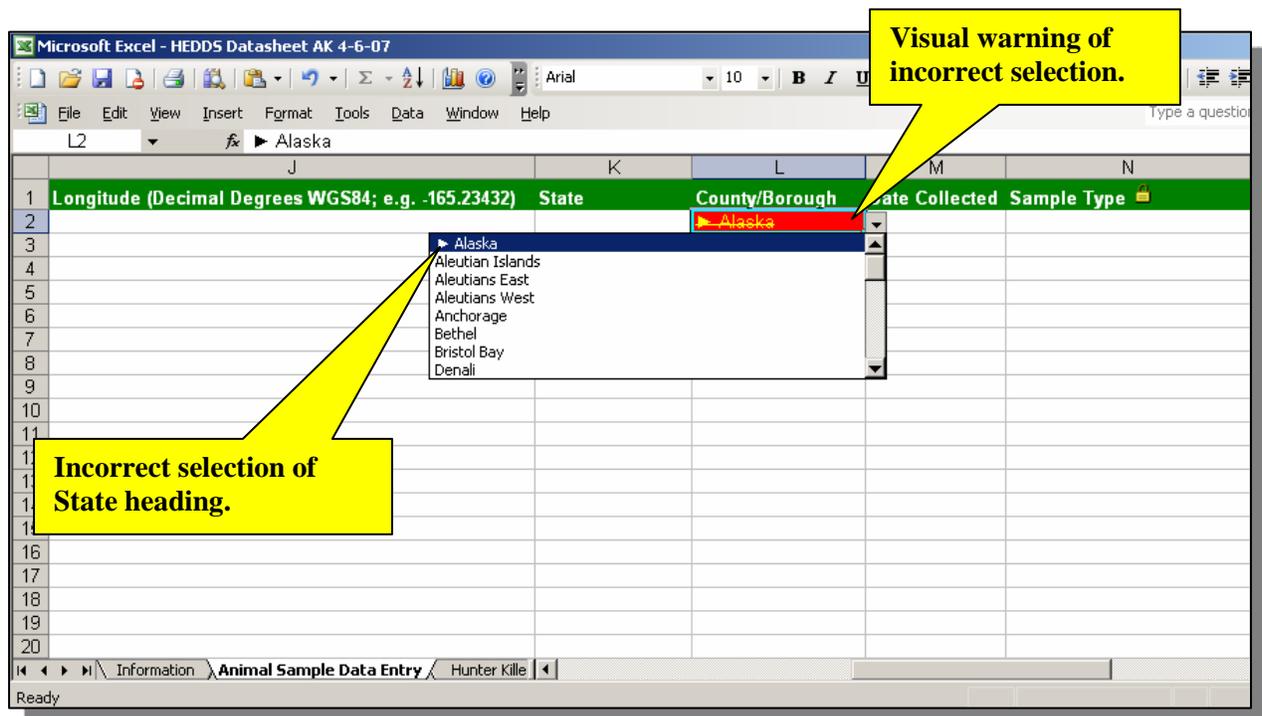
Figure 6 – Entering text and numbers into Excel Worksheet.

## Notification of Incorrect Selections

An arrow bullet (▶) has been used to designate hierarchical headings for some of the long drop down lists to make selection of a term easier. The arrow bullets (▶) within these lists indicate a heading. These can NOT be selected. If you try, you'll get a visual warning of a mis-selection as illustrated in Figure 7 below. The textbox will turn red and the font yellow with a strikethrough text.

The following fields use the arrow bulleted (▶) headings:

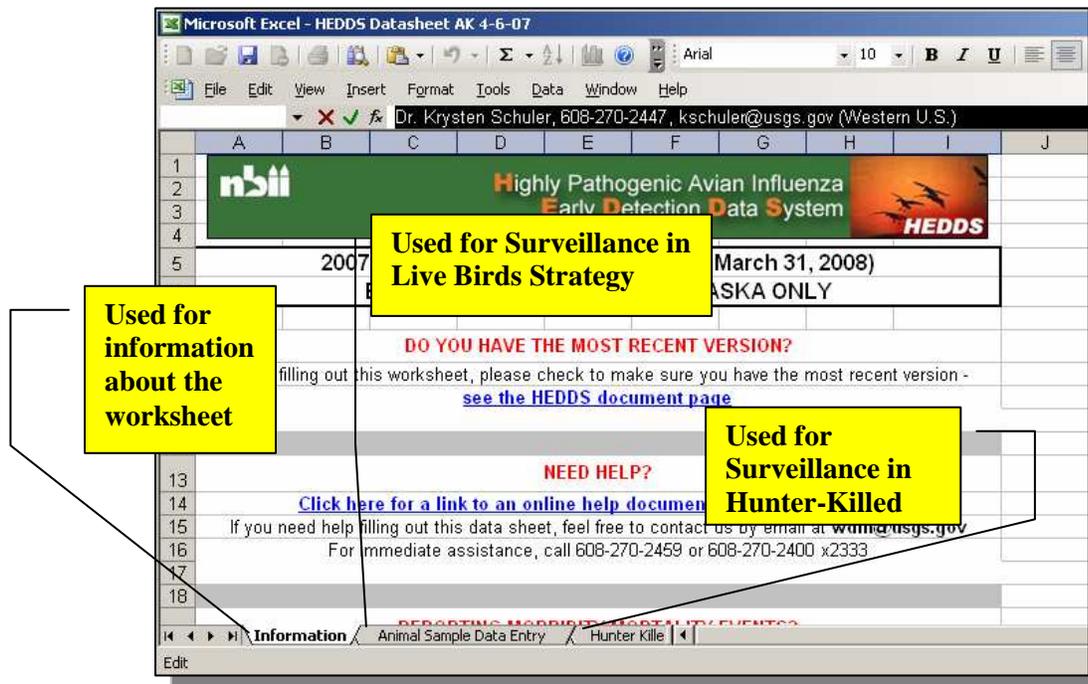
- County
- Funding Agency
- Data Collection Agency
- Submitting Agency Name



**Figure 7** – Example of an incorrect selection of a heading.

## Selecting the Correct Worksheet for Data Entry

- There are three worksheet tabs in this Excel Worksheet. The first is the **Information** tab that provides updates, help, and reference resources for the worksheet, while the second two are for data entry for each of the two surveillance strategies. This worksheet is to be used for data collected for 2 of the 5 surveillance strategies.\*
- Determine the surveillance strategy you are collecting data for (i.e. **Surveillance in Live Birds** or **Surveillance in Hunter-Killed Birds**) and select the correct tab that corresponds with that surveillance strategy. (See Figure 8, page 11)
  - 1) **Surveillance in Live Wild Birds** - This strategy incorporates sampling of live-captured, apparently healthy wild birds to detect the presence of highly pathogenic H5N1 avian influenza virus.
  - 2) **Surveillance in Hunter-killed Birds** - Sampling of hunter-killed birds will focus on hunted species that are most likely to be exposed to HPAI. Collections of samples from these species will occur at hunter check stations during hunting seasons in areas where these birds stage during migration or over-wintering.
- For **Morbidity/Mortality Events** do **NOT** use this worksheet. Contact the USGS National Wildlife Health Center Field Investigation Team for more information. Dr. Krysten Schuler, 608-270-2447, kschuler@usgs.gov (Western U.S.)

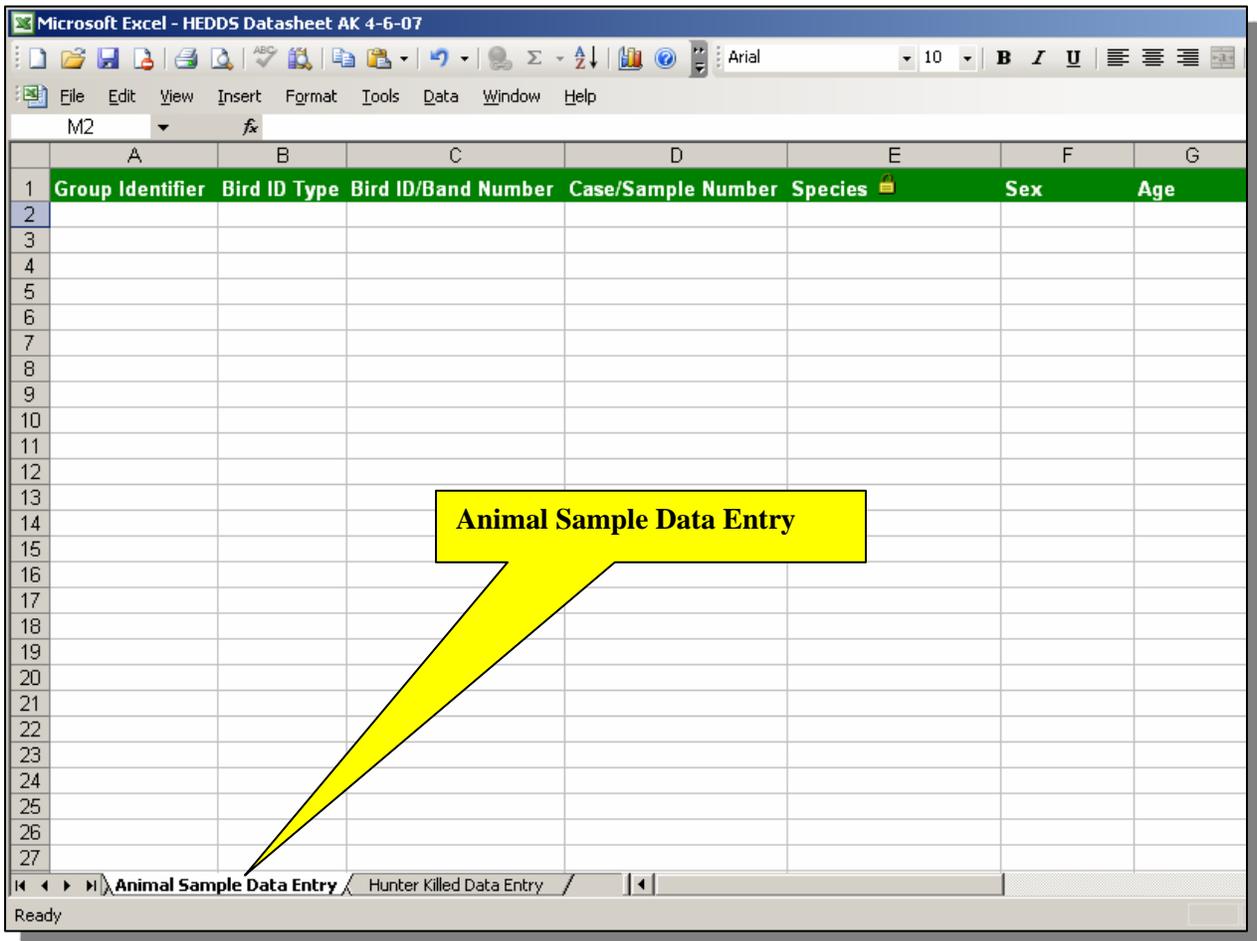


**Figure 8** – Illustrates which sampling strategy corresponds to the different worksheet tabs.

\*Detailed description of all five surveillance strategies can be found in the document, [“An Early Detection System for Highly Pathogenic H5N1 Avian Influenza in Wild Migratory Birds U.S. Interagency Strategic Plan”](http://www.usda.gov/documents/wildbirdstrategicplanpdf.pdf), at <http://www.usda.gov/documents/wildbirdstrategicplanpdf.pdf>

## Worksheet Tab - Animal Sample Data Entry

- Use this worksheet tab to enter data for the strategy Surveillance in Live Wild Birds.
- Information collected here includes data about the animals sampled and the samples taken.



**Figure 9** – Selecting the Animal Sample Data Entry Tab.

## Worksheet Fields & Drop Down Menu Descriptions

### Animal Sample Entry

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1. **Group Identifier** - Use this field for Names/Codes that refer to a group of samples (e.g. Dave's Project). Apply this name across multiple data sheet/sample submissions to retrieve samples as a group from the HEDDS' Browse function online.
2. **Bird ID Type** - Select the type of identification used to uniquely distinguish the animal that was sampled

<b>Band</b>	An identification band with a unique alpha and/or numeric label often found on a bird's leg.
<b>Toe tag</b>	An identification tag with a unique alpha and/or numeric label found on a bird's toe.
<b>Wing tag</b>	An identification tag with a unique alpha and/or numeric label found on a bird's wing.
<b>Not Provided</b>	Type of identification was not given or the bird had no unique identifier, or no bands were placed on the bird.
<b>Other</b>	Another type of identification not found in the drop down menu (e.g., tattoo, microchip). Please describe this "Other" ID type in the comments field located in the last column of the worksheet.
<b>Agency ID</b>	A unique alpha and/or numeric identification assigned by the agency collecting the samples (e.g. barcodes).

3. **Bird ID/Band Number** – Type in the unique value used to identify the animal that was sampled (e.g., band number, agency ID number).

- A value can be any combination of alpha and numeric text.
- A value needs to match type enter in the "Bird ID Type" field.
- Be sure to include any dashes or spaces in the number (if it is missing any of these, it will be improperly formatted and cannot be searched for).
- Examples:

Bird ID Type	Bird ID/Band Number
Band	9999-12345
Other	XYY123
Agency ID	54321-1234
Not provided	

**Figure 10** – Illustrates the correct match between Bird ID Type and Bird ID/ Band Number.

**Note:** the Bird ID/ Band Number was left blank because the Bird ID Type was "Not provided".

4. **Case/Sample Number** - Enter the unique number your agency assigns to the sample. This is the number your agency will use to track your samples.

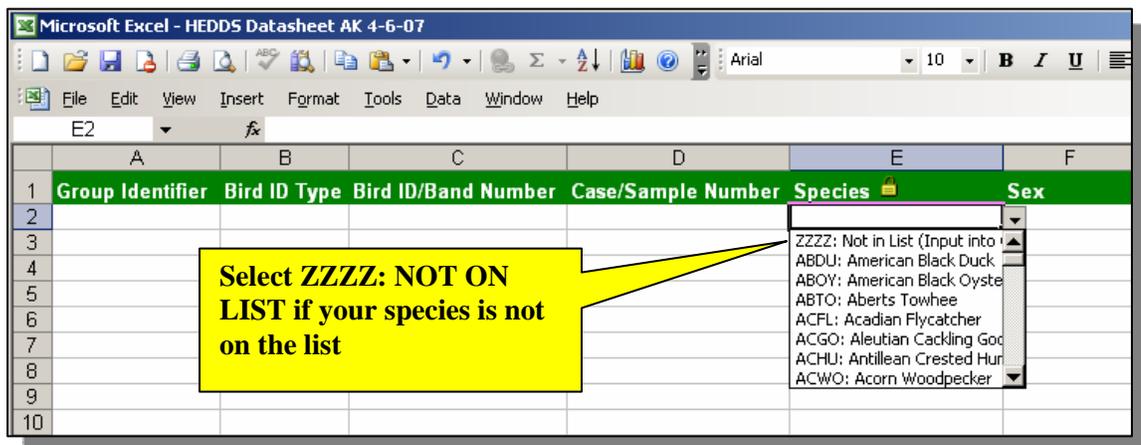
- Be sure to include any dashes or spaces in the number (if it is missing any of these, it will be improperly formatted and cannot be searched for).
- Example:

Case/Sample Number
12345-678
98765-432

**Figure 11** – Example of a unique Case/ Sample Number assigned by the collecting agency

5. **Species** - Select the species from the drop down list.

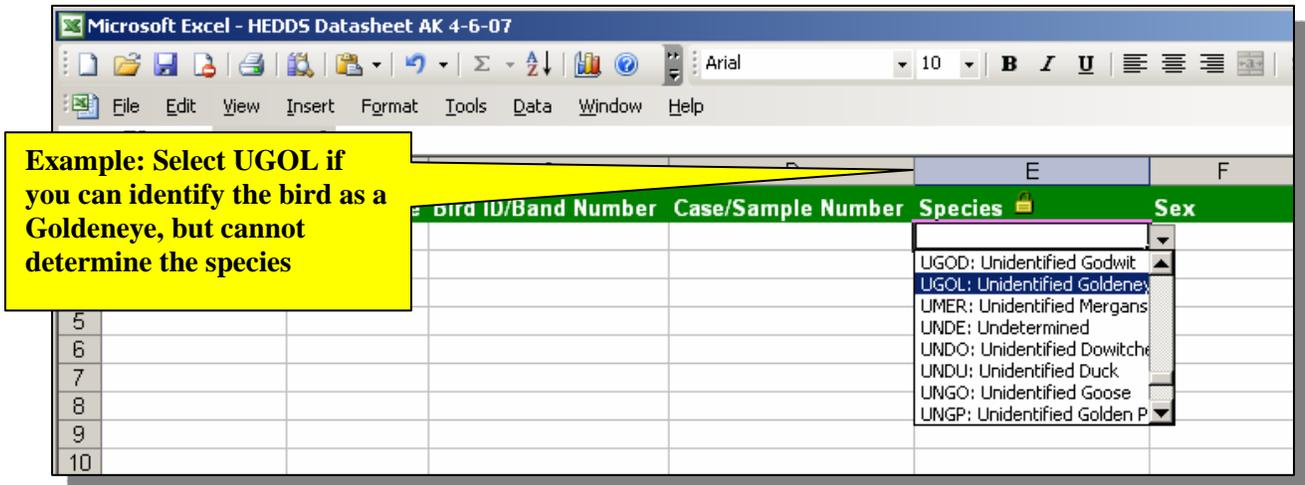
- This is a locked field. You will NOT be able to type in other species names.
- This is important for standardizing the names so that later the data from different locations and agencies can be brought together and summarized.
- Your selection is limited to the list.
- If a species does not appear on the list, do one of the following:
  - From the drop down menu, select **ZZZZ: NOT ON LIST** and enter the species name in the “Comments” field. (It is the last column on the worksheet). **It will later be incorporated into the species master list. This master list will grow as needed to accommodate names currently not included.** (See Figure 12 below)



**Figure 12** – Selecting the ZZZZ: NOT ON LIST option in the “Species” drop down menu. Option used when the species of a bird sampled does not appear on the list.

Or the other option is:

- From the drop down menu, select one of the unidentified species options (e.g. UGOL: Unidentified Goldeneye). The options for “unidentified” species may expand to accommodate those currently not included. **If an unidentified genus is not in the list, select *ZZZ: NOT ON LIST* and enter “Unidentified” and the genus name in the “Comments” field at the end of the worksheet. It will be added later to the species master list.** (See Figure 13, page 15)



**Figure 13** – Selecting for an Unidentified Goldeneye in the “Species” drop down menu. Option used when the genus, but not the specific species of a bird sampled can be determined.

6. **Sex** - Select the sex of the animal sampled from the drop down menu.

- |                     |  |
|---------------------|--|
| <b>Male</b>         | The animal sampled has identifiable male physiology.   |
| <b>Female</b>       | The animal sampled has identifiable female physiology. |
| <b>Intersex</b>     | Both sex characteristics are present.                  |
| <b>Not provided</b> | The sex of the animal sampled was not provided.        |
| <b>Undetermined</b> | The sex of the animal sampled could not be determined. |

7. **Age** - Select the age class of the animal sampled from the drop down list.

<b>Hatch year-Nestling</b>	The bird sampled hatched within the same year. It is still in its nest and unable to fly.
<b>Hatch year-Local</b>	The bird sampled hatched within the same year. It has left its nest, but unable to fly.
<b>Hatch year</b>	The bird sampled hatched within the same year. It is in the first calendar year of its life and is able to fly.
<b>After hatch year</b>	A bird that is in at least the second calendar year of its life.
<b>Second year</b>	The bird sampled is in its second year, in the year after its hatch year. <b>Use only if the bird can be accurately aged using secondary characteristics.</b>
<b>After Second Year</b>	A bird that hatched out at least two years prior to the current one. <b>Use only if the bird can be accurately aged using secondary characteristics.</b>
<b>Not Provided</b>	The age of the bird was not given.
<b>Undetermined</b>	The age of the bird could not be determined.

8. **Place Name** - Type in the place name where the sampling effort occurred.

- WDIN is asking for help to standardize this list of “Place Names”. Use the link to the USGS GNIS (Geographic Names Information System), <http://geonames.usgs.gov/pls/gnispublic> and search GNIS for an accepted standardized place names. **Standardized names will be important when you want to retrieve a subset of samples by place name.**
- If your place name does not exist in GNIS, enter the name as you choose. This is a free text field. Highly descriptive names are accepted. We will still use it in HEDDS, but we will manually standardize it for you.
- An example: The highly descriptive name “10 miles from Troutman Lake” would be standardized to just “Troutman Lake”. The original name will be retained in the records, but the new standardized name would be used for summary reports and maps.

Figure 14 – Querying for Place Name through the GNIS database.

The screenshot shows the USGS Geographic Names Information System (GNIS) query interface. At the top, there is the USGS logo and the text 'Geographic Names Information System (GNIS)'. Below this is a 'Query Form For The United States And' section. The form contains several input fields: 'Feature Name' (with 'Seal Rock' entered), 'Feature ID', 'State or Territory' (with 'Alaska' selected), 'County' (with 'Aleutians East' selected), 'Feature Class', and 'Elevation'. There are also checkboxes for 'Exact Match' and 'Exclude Variants', and radio buttons for 'Feet' and 'Meters'. At the bottom of the form are two buttons: 'Send Query' and 'Erase Query'. A yellow callout box with a speech bubble points to the 'State or Territory' dropdown menu, containing the text: 'Enter as much information as possible. At minimum, State or Territory is required.'

## 9. Latitude/ Longitude Coordinates

- HEDDS does not require coordinates to reflect the exact location where each bird was netted. The coordinates of the site location where sampling was performed can be duplicated for each bird sampled in that area. If your agency requires the exact location for each bird sampled, you may enter the exact values.
- **Latitude (Decimal Degrees WGS84)** - Enter the geographic coordinate formatted in Decimal Degrees (e.g. 40.2393) using WGS84 as the Coordinate Datum.
- **Longitude (Decimal Degrees WGS84)** - Enter the geographic coordinate formatted in Decimal Degrees (e.g. -152.3029) using WGS84 as the Coordinate Datum. Be sure to use a minus sign (-) to denote the Western Hemisphere.

- Examples of **incorrect** coordinate formats

Degrees, Minutes, Seconds    30° 15' 25"

Degrees Decimal Minutes    30° 15.3275

UTM                                    304508E, 4771726N, Zone 1

- Example of **correct** coordinate format

Decimal Degrees                    30.25694444, -165.3267  
(Latitude, Longitude)

- How to enter correct coordinate format

- Inform your field crews to correctly set their GPS units to record and display coordinates in decimal degrees.
- Convert the coordinates. For conversion directions see Attachment 1, and also visit <http://wildlifedisease.nbi.gov/ai/conversions.xls> to download an Excel Conversions worksheet that will assist you in making conversions.
- Do **NOT** try to convert coordinates if you are not familiar with coordinate conversions. Instead, enter your coordinates as they are. They will be converted for you later.

**10. State** - Select your state from the drop down list.

**11. County** - Select your county/borough/parish from the drop down list. The County drop down list contains names organized by state.

12. **Date Collected** - Enter the date the sample was collected. Use the format **YYYY-MM-DD**.

13. **Sample Type** - Select the type of sample collected from the bird from the drop down list. Sample types have been altered to the following options:

- Cloacal Swab - A sample taken by swabbing the animal's cloaca (may only exist when the other swab was not collected).
- Oral-pharyngeal Swab - A sample taken by swabbing the animal's trachea (may only exist when the other swab was not collected).
- Cloacal Swab + Oral-pharyngeal Swab - A sample taken from each of the animal's cloaca and the trachea.

Likely the 3rd option will be the most commonly used, while the Cloacal Swab and Oral-pharyngeal Swab (on their own) may only exist when the other swab was not collected. Follow the NWHC sampling procedure sheet for proper technique and containment of these swabs. This is a locked field. You will **NOT** be able to type in other sample types.

#### **Agency and Personnel Names**

- The next five agency and personnel name fields are not restricted or complete lists. If a name is not listed, type it in the text box.
- This master list can grow as needed to accommodate new agency names currently not included.

14. **Funding Agency** - Select the name of the agency that funded the sampling effort from the drop down list.

<b>Acronym</b>	<b>Full Name</b>
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
USDA-WS	United States Department of Agriculture- Wildlife Services
USDA-VS	United States Department of Agriculture- Veterinary Services

15. **Data Collection Agency** - Select from the drop down menu the name of the agency for which the field personnel are collecting the data.

16. **Submitting Agency Name** - Select from the drop down list the name of the agency that packaged and shipped the samples.

17. **Submitter Name** - Select from the drop down list the name of the person submitting the collection data to HEDDS (e.g., John Smith).

18. **Diagnostic Lab** - Select from the drop down list the laboratory to which the sample was sent.

19. **Sample Strategy** - Select the sample strategy from the drop down list.

<b>Sampling Strategy</b>	<b>Description</b>
Surveillance in Live Wild Birds	Sampling of live-captured, apparently healthy wild birds
Sentinel Animals	Sampling of sentinel ducks placed in strategic locations near wild birds

20. **Comments** – Enter any additional information useful for clarifying a record

- This field can contain comments that either clarifies information or contains important information specific to a collecting agency needs.
- This is a large text field and can hold a sizeable amount of information.
- Information for both HEDDS and the collecting agency can share this field.
- This field can be used to add information that could not be entered into the locked fields, (e.g., ID Type, Sample Type and Species Type).
- This field can contain any kind of information.
- Examples of collecting agencies comments:
  - Collection container dropped.
  - Contaminated with another sample.
  - Vials used less than 24 hours since thawed.
  - **Samples arrived in box with no dry ice left**; Sample vial had thawed. Placed in -81 freezer at 4:35 pm on 7/27/06.
- This data is not currently searchable, but may become searchable in the future.

## Worksheet Tab – Hunter Killed Data Entry

- Use this worksheet tab to enter data for the strategy Surveillance in Hunter-Killed Birds.
- Information collected here includes data about the animals sampled and the samples taken.

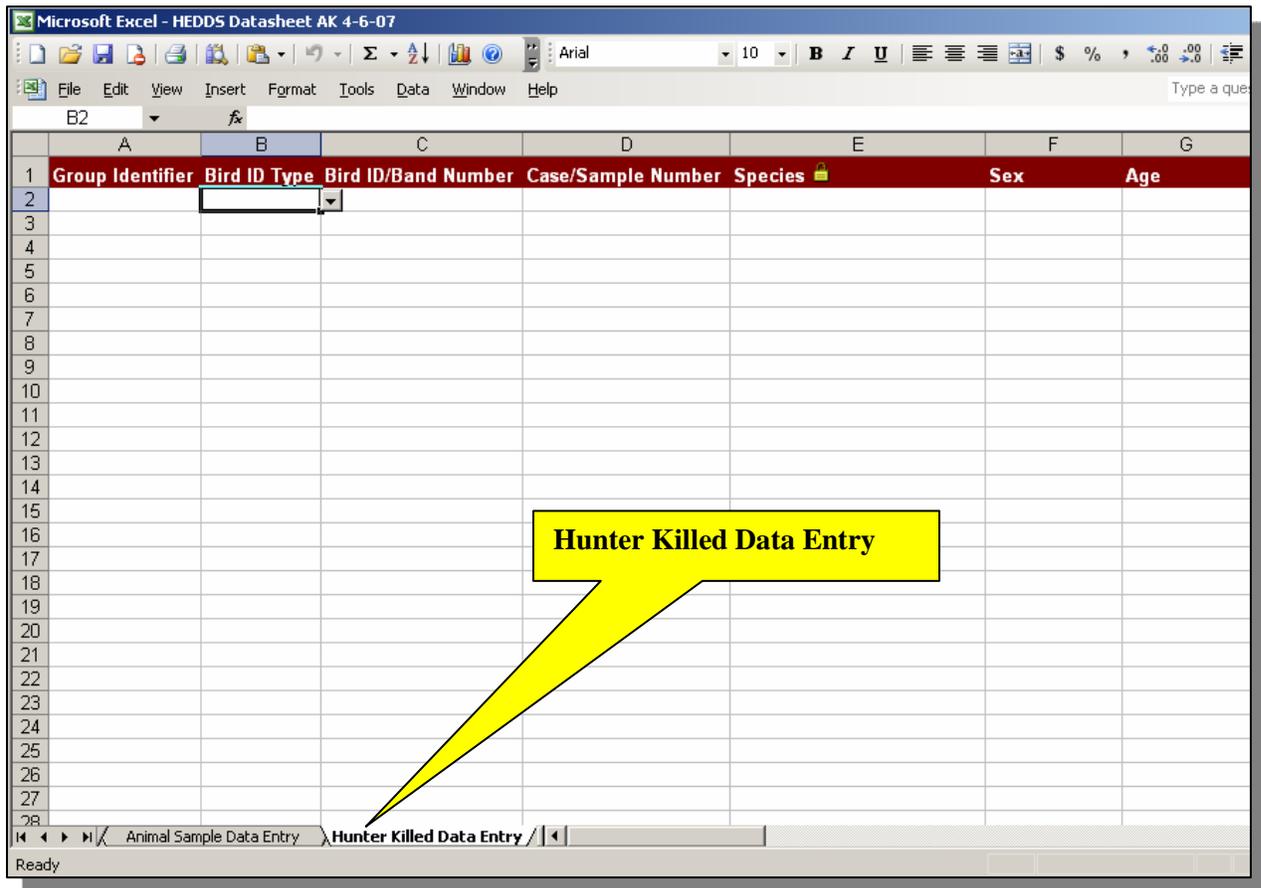


Figure 15 – Selecting the Hunter Killed Data Entry tab.

## Worksheet Fields & Drop Down Menu Descriptions

### *Hunter Killed Data*

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- 1. Group Identifier** - Use this field for Names/Codes that refer to a group of samples, e.g. Dave's Project. Apply this name across multiple data sheet/sample submissions to retrieve samples as a group from the HEDDS Browse function online.
- 2. Bird ID Type** - Select the type of identification used to uniquely distinguish the animal that was sampled.

**Band** An identification band with a unique alpha and/or numeric label often found on a bird's leg.

**Toe tag** An identification tag with a unique alpha and/or numeric label found on a bird's toe.

**Wing tag** An identification tag with a unique alpha and/or numeric label found on a bird's wing.

**Not Provided** Type of identification was not given or the bird had no unique identifier, or no bands were placed on the bird.

**Other** Another type of identification not found in the drop down menu (e.g., tattoo, microchip). Please describe this "Other" ID type in the comments field located in the last column of the worksheet.

**Agency ID** A unique alpha and/or numeric identification assigned by the agency collecting the samples (e.g. barcodes).

- 3. Bird ID/Band Number** – Type in the unique value used to identify the animal that was sampled (e.g., band number, agency ID number).

- Value can be any combination of alpha and numeric text.
- Value needs to match type enter in the "Bird ID Type" field
- Be sure to include any dashes or spaces in the number (if it is missing any of these, it will be improperly formatted and will be difficult to search for)
- Example:

Bird ID Type	Bird ID/Band Number
Hunter ID	45-8854
Not provided	

**Figure 16** – Illustrates the correct match between Bird ID Type and Bird ID/ Band Number. Note, the Bird ID/ Band Number was left blank because the Bird ID Type was "Not provided".

4. **Case/Sample Number** - Enter the unique number your agency assigns to the sample. This is the number your agency will use to track their samples.

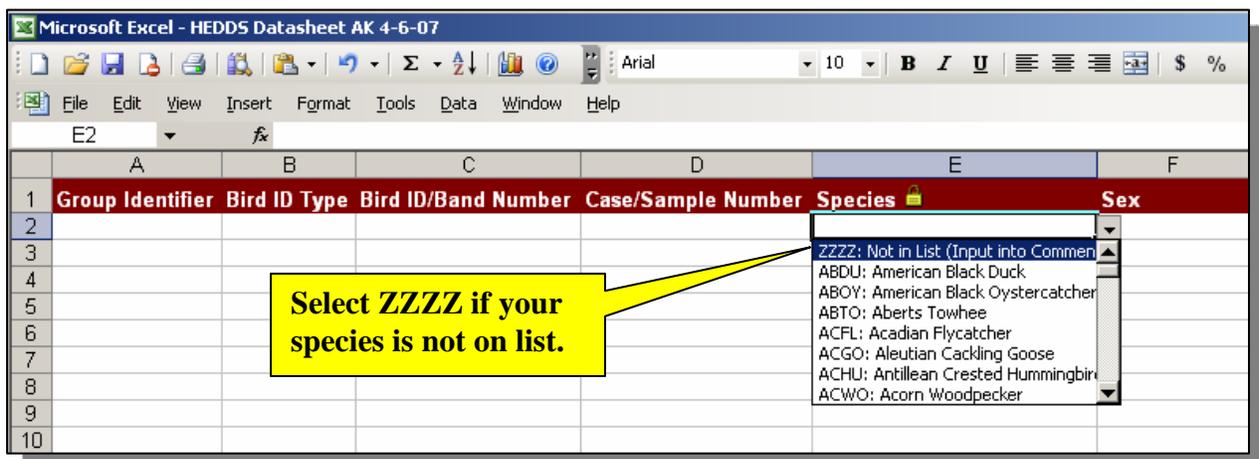
- Be sure to include any dashes or spaces in the number (if it is missing any of these, it will be improperly formatted and will be difficult to search for)
- Example:

Case/Sample Number
98765-001
98765-002

**Figure 17** – Example of unique Case/ Sample Numbers assigned by the collecting agency.

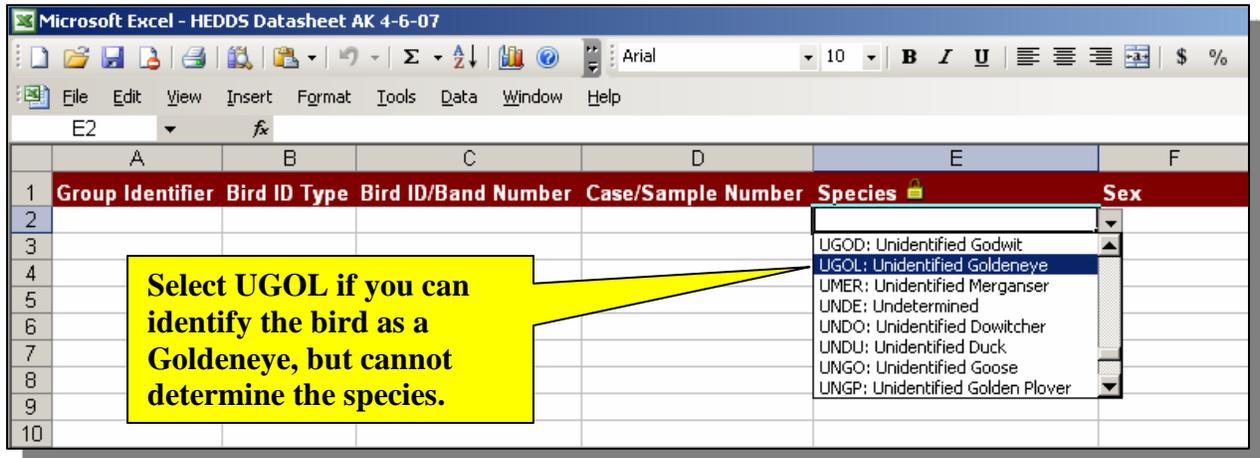
5. **Species** - Select the species from the drop down list.

- This is a locked field. You will NOT be able to type in other species names.
- This is important for standardizing the names so that later the data from different locations and agencies can be brought together and summarized.
- Your selection is limited to the list.
- If a species does not appear on the list, do one of the following:
  1. From the drop down menu, select “ZZZZ: NOT ON LIST” and enter the species name in the “Comments” field. (last column on the worksheet). **The new species will later be incorporated into the species master list. This master list will grow as needed to accommodate names currently not included.**



**Figure 18** – Selecting the “ZZZZ: NOT ON LIST” option in the “Species” drop down menu. Option used when the species of a bird sampled does not appear on the list.

- From the drop down menu, select one of the unidentified species options (e.g. UGOL: Unidentified Goldeneye). The options for “unidentified” species may expand to accommodate those currently not included. **If an unidentified genus is not in the list, select “ZZZ: NOT ON LIST” and enter “Unidentified” and the genus name in the “Comments” field at the end of the worksheet. The new genus will be added later to the species master list.**



**Figure 19** – Selecting for an Unidentified Goldeneye in the “Species” drop down menu. Option used when the family but not the specific species of a bird sampled can be determined.

- Sex** - Select the sex of the animal sampled from the drop down menu.

<b>Male</b>	The animal sampled has identifiable male physiology.
<b>Female</b>	The animal sampled has identifiable female physiology.
<b>Intersex</b>	Both sex characteristics are present.
<b>Not provided</b>	The sex of the animal sampled was not provided.
<b>Undetermined</b>	The sex of the animal sampled could not be determined.

7. **Age** - Select the age class of the animal sampled from the drop down list.

<b>Hatch year-Nestling</b>	The bird sampled hatched within the same year. It is still in its nest and unable to fly.
<b>Hatch year-Local</b>	The bird sampled hatched within the same year. It has left its nest, but unable to fly.
<b>Hatch year</b>	The bird sampled hatched within the same year. It is in the first calendar year of its life and is able to fly.
<b>After hatch year</b>	A bird that is in at least the second calendar year of its life.
<b>Second year</b>	The bird sampled is in its second year, in the year after its hatch year. <b>Use only if the bird can be accurately aged using secondary characteristics.</b>
<b>After Second Year</b>	A bird that hatched out at least two years prior to the current one. <b>Use only if the bird can be accurately aged using secondary characteristics.</b>
<b>Not Provided</b>	The age of the bird was not given.
<b>Undetermined</b>	The age of the bird could not be determined.

8. **Place Name** - Type in the place name where the sampling effort occurred.

- WDIN is asking for help to standardize this list of “Place Names”. Use the link to the USGS GNIS (Geographic Names Information System), <http://geonames.usgs.gov/pls/gnispublic> and search GNIS for an accepted standardized place names. **Standardized names will be important when you want to retrieve a subset of samples by place name**
- If your place name does not exist in GNIS, enter the name as you choose. This is a free text field. Highly descriptive names are accepted. We will still use it in HEDDS, but we will manually standardize it for you.
- An example: The highly descriptive name “10 miles from Troutman Lake” would be standardized to just “Troutman Lake”. The original name will be retained in the records, but the new standardized name would be used for summary reports and maps.

Figure 20 – Querying for Place Name through the GNIS database.

The screenshot shows the USGS Geographic Names Information System (GNIS) query interface. At the top, there is the USGS logo and the text 'Geographic Names Information System (GNIS)'. Below this is a blue header bar with the text 'Query Form For The United States And'. The main form area contains several input fields: 'Feature Name' (with 'Seal Rock' entered), 'State or Territory' (with 'Alaska' selected in a dropdown), 'County' (with 'Aleutians East' selected in a dropdown), 'Feature Class' (with a dropdown arrow), and 'Elevation' (with a dropdown arrow). There are also checkboxes for 'Exact Match' and 'Exclude Variants', and radio buttons for 'Feet' (selected) and 'Meters'. At the bottom of the form are two buttons: 'Send Query' and 'Erase Query'. A yellow callout box with a speech bubble points to the form, containing the text: 'Enter as much information as possible. At minimum, State or Territory is required.'

## 9. Latitude/ Longitude Coordinates

- HEDDS does not require coordinates to reflect the exact location where each bird was netted. The coordinates of the site location where sampling was performed can be duplicated for each bird sampled in that area. If your agency requires the exact location for each bird sampled, you may enter the exact values.
- **Latitude (Decimal Degrees WGS84)** - Enter the geographic coordinate formatted in Decimal Degrees (e.g. 40.2393) using WGS84 as the Coordinate Datum.
- **Longitude (Decimal Degrees WGS84)** - Enter the geographic coordinate formatted in Decimal Degrees (e.g. -152.3029) using WGS84 as the Coordinate Datum. Be sure to use a minus sign (-) to denote the Western Hemisphere.

- Examples of **incorrect** coordinate formats

Degrees, Minutes, Seconds	30° 15' 25"
Degrees Decimal Minutes	30° 15.3275
UTM	304508E, 4771726N, Zone 1

- Example of **correct** coordinate format

Decimal Degrees (Latitude, Longitude)	30.25694444, -165.3267
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- How to enter correct coordinate format
  - i. Inform your field crews to correctly set their GPS units to record and display coordinates in decimal degrees.
  - ii. Convert the coordinates. For conversion directions see Attachment 1 and also visit <http://wildlifedisease.nbi.gov/ai/conversions.xls> download an Excel Conversions worksheet that will assist you in making conversions.
  - iii. Do **NOT** try to convert coordinates if you are not familiar with coordinate conversions. You can enter your coordinates as they are currently formatted and they will be converted for you.

10. **State** - Select your state from the drop down list.

11. **County** - Select your county/borough from the drop down list. The County drop down list contains names organized by state name.

12. **Date Collected** - Enter the date the sample was collected. Use the format **YYYY-MM-DD**.

**13. Sample Type** - Select the type of sample collected from the bird from the drop down list. Sample types have been altered to the following options:

- Cloacal Swab - A sample taken by swabbing the animal's cloaca (May only exist when the other swab was not collected).
- Oral-pharyngeal Swab - A sample taken by swabbing the animal's trachea (May only exist when the other swab was not collected).
- Cloacal Swab + Oral-pharyngeal Swab - A sample taken from each of the animal's cloaca and the trachea.

Likely the 3rd option will be the most commonly used, while the Cloacal Swab and Oral-pharyngeal Swab (on their own) may only exist when the other swab was not collected. Follow the NWHC sampling procedure sheet for proper technique and containment of these swabs. This is a locked field. You will **NOT** be able to type in other sample types.

**14. Requested Fields Not Required by HEDDS**

- The next four fields are NOT required HEDDS fields.
  - Carcass Condition
  - Carcass Age
  - Daily Temperature
  - Preservation
- Some organizations are gathering this information for their internal use. Check with your collecting agencies to determine if they want this data.

**Agency and Personnel Names**

- The next five agency and personnel name fields are not set lists. If a name is not listed, type it in the text box.
- This master list can grow as need to accommodate new agency names currently not included.

**15. Funding Agency** - Select the name of the agency that funded the sampling effort from the drop down list.

<b>Acronym</b>	<b>Full Name</b>
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
USDA-WS	United States Department of Agriculture- Wildlife Services
USDA-VS	United States Department of Agriculture- Veterinary Services

16. **Data Collection Agency** - Select from the drop down menu the name of the agency for which the field personnel are collecting the data.
17. **Submitting Agency Name** - Select from the drop down list the name of the agency that packaged and shipped the samples.
18. **Submitter Name** - Select from the drop down list the name of the person submitting the collection data to HEDDS (e.g., John Smith).
19. **Diagnostic Lab** - Select from the drop down list the laboratory to which the sample was sent.
20. **Sample Strategy** – Select the sample strategy from the drop down list.

Sampling Strategy	Description
Hunter Surveillance in Live Wild Birds	Sampling of birds at hunter check stations during hunting seasons

21. **Comments** – Enter any additional information useful for clarifying a record.
  - This field can contain comments that either clarifies information or contains important information specific to a collecting agency needs.
  - This is a large text field and can hold a sizeable amount of information.
  - Information for both HEDDS and the collecting agency can share this field.
  - This field can be used to add information that could not be entered into the locked fields, (e.g., ID Type, Sample Type and Species Type).
  - This field can contain any kind of information.
  - Examples of collecting agencies comments:
    - Collection container dropped.
    - Contaminated with another sample.
    - Vials used less than 24 hours since thawed.
    - **Samples arrived in box with no dry ice left**; Sample vial had thawed. Placed in -81 freezer at 4:35 pm on 7/27/06.
  - This data is not currently searchable, but may become searchable in the future.

## How to Convert Geographic Coordinates

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You may also visit <http://wildlifedisease.nbio.gov/ai/conversions.xls> to download an Excel worksheet that will assist you in making conversions.

### 1. Converting From Degrees, Minutes, and Seconds to Decimal Degrees (dd mm ss → DD)

- Add degrees to minutes divided by 60 and seconds divided by 3600 = Decimal Degrees  $dd + (mm/60) + (ss/3600) = DD$
- Example: to convert 30 degrees, 15 minutes, 22 seconds (30° 15' 22") to Decimal Degrees, add 30 degrees to 15 divided by 60 and 22 divided by 3600  
 $30 + (15/60) + (22/3600) = 30.2561$  (Decimal Degrees)
- You can also visit <http://wildlifedisease.nbio.gov/ai/conversions.xls> to download an Excel Conversions worksheet that will assist you in making conversions. Click on the "DMS>> DD" tab at the bottom of the page.

### 2. Converting from Degrees, Decimal Minutes to Decimal Degrees (dd mm.mm → DD)

- Add degrees to decimal minutes divided by 60 = Decimal Degrees  $dd + mm.mm/60 = DD$
- Example: to convert 30 degrees 25.3269 minutes (30° 25.3269') to Decimal Degrees, add 30 degrees to 25.3269 divided by 60 ( $30 + 25.3269/60 = 30.4221155$  (Decimal Degrees))
- You can also visit <http://wildlifedisease.nbio.gov/ai/conversions.xls> to download an Excel Conversions worksheet that will assist you in making conversions. Click on the "D MM.mm >> DD" tab at the bottom of the page.

### 3. Converting From UTM to Decimal Degrees

- Please visit <http://wildlifedisease.nbio.gov/ai/conversions.xls> to download the Excel Conversions worksheet that will assist you in making conversions. Click on the "UTM >> DD" tab at the bottom of the page.