

MEMORANDUM

TO: All Banders

DATE: December 9, 1965

FROM: Bird Banding Laboratory

SUBJECT: Preparation and Submission of 1965 Banding Schedules

If you have not already submitted them, your schedules reporting your banding activities during 1965 are due in the Banding Laboratory on January 31, 1966. If you accomplished no bandings during 1965, please drop a letter or card and let us know. We have a routine "check off" system to indicate whether or not we have received records from a bander during a given year. If, shortly after the "due" date, we have not received your records, you will receive a questionnaire asking whether or not you conducted bandings and if so whether or not you have forwarded your records. Until we receive word from you, we have no way of knowing whether you have died, moved, stopped banding and should be removed from our file of "Active Banders", or whether you have submitted records which were lost in the mail.

Please cooperate by submitting records on time or by sending us a "negative report" if you did no banding. The time we save on the additional correspondence can be well utilized in processing banding and recovery records.

Please use the following "Check List" to review your schedules before you submit them to the Banding Laboratory. By catching and correcting any errors or omissions before you submit the schedules, you will save us the work of returning erroneous or incomplete records to you and will help guarantee that our files accurately reflect the results of your banding activities.

1. Permit No. Box: Please enter the number on your federal banding permit in this box. Sub-permittees should enter only the permit number of the MASTER permittee under whom they work. Check these numbers very closely. They are the only item punched into our statistical files to indicate who banded the bird. If you add, omit or transpose digits, your bandings may be erroneously credited to another bander.
2. Bander Box: The name of the MASTER permittee should be entered in this box. If the permit under which you work is issued to a State, Refuge, University or other institution, the name of the INSTITUTION, not the individual, should be entered. In processing recoveries, we pick up the name of the bander from this box. This name is entered on the recovery card and sent to the person who reported the band. We are limited in that the IBM card we use to prepare these reports has only 17 spaces allocated for the bander's name. PLEASE LIMIT THE NAME ENTERED IN THE BANDER BOX TO 17 SPACES (including spaces between letters or words).
3. Incl. Band Nos. Box: Enter the complete number (prefix and suffix) of the first band you are reporting on this schedule and the last 5 (or 6) digits (suffix only) of the last band number you are reporting on this schedule. These numbers are used to file and retrieve your schedule among millions of other records. Errors in this box will invariably result in lost records.

4. Banding Locations: Please be precise. Include "Local area, straight line mileage and direction from nearest town, name of town, county and State". The location you enter here is used to determine or check your banding coordinates and also to notify the person who recovers your bird where the bird was banded. If you transport birds prior to releasing them, the RELEASE site should be noted in the "Banding Locations" spaces.
5. Band Prefix: The band prefix is the first two or three digits of the band number. This number need be entered only once on each side of the schedule containing banding data. The prefix should be entered to the left of the point of the dark arrow. The pre-printed numbers running down your schedule represent the last two digits of the suffix (last 5 or 6 digits in the band number). See the sample schedule on Page BBM-B-1291 of your Manual for the correct manner of entering your band numbers.
6. Common Name: Use the Common Name listed in the AOU section of your Banding Manual. It is all right to abbreviate as long as the abbreviation is clear. Ex.: S. C. Junco, W. F. Goose.
7. AOU #: This is one of the most important items on your schedule. The AOU number is the only item entered into the statistical files to indicate the species. We now receive over 1.6 million records of birds banded each year. It is impossible for the small staff of clerks to thoroughly check your records for erroneous AOU numbers.

If you band a mallard, transpose digits on your schedule and enter AOU 321 instead of 132, the odds are that the hunter who shoots this duck will be told that he has shot an Inca Dove! Please check and double check these numbers.

8. "S" Column: This column is used to enter the "Status and Additional Information" Codes found on page BBM-B-1314 of your Manual. Any birds which are handled in any way other than being caught, banded and immediately released require special codes. If you cannot accurately determine which codes to enter, explain in the "Remarks" section what treatment your birds received and we will code your schedules in this office. If the birds are wild birds which were simply captured, banded and released, Code 3.00 should be entered in this column.
9. Age-Sex Column: Self-explanatory. Do not enter guesses. If you are uncertain as to the age or sex of a bird, report it as "unknown" (U). AN ENTRY SHOULD BE MADE FOR EACH BIRD BANDED. We will not guess as to whether blanks should be interpreted as "unknown", "overlooked" or "same as above". THE AGE DESIGNATION "JUVENILE" (J) HAS BEEN DISCONTINUED SINCE 1961. Do not enter J's on your records as age designations. The only age designations presently in use are: N = Nestling, L = Local, I = Immature, SA = Sub-adult, and A = Adult.
10. "F" Column: This column indicates the "Flyway" within which the banding occurred. See maps on pages BBM-B-1326, 27 and 28.
11. State Prov.: This column indicates the State or Province in which the banding occurred. See "Area codes" on page BBM-B-1310 of your Banding Manual.
12. Lat - Long: In the Western Hemisphere north of the Equator, the Latitude and Longitude entered into banding records represent the southeast corner of the 10' block within which the banding or recovery occurred. We do not "round up"

to the nearest 10 minutes. Our maps have a 10-minute grid superimposed on them. We take the verbal description of your banding location and the map you provide with your schedules and use this information to locate the precise banding location on our maps. After we have accurately determined within which 10' block the banding occurred, we use coordinates of the southeast corner of that block for our records.

13. Loc Column: This column is used to refer the key puncher to the appropriate banding location at the top of your schedule. Enter the letter (A, B, C, or D) in the Loc Column which refers to the entry in the "Banding Locations" box where the banding occurred.
14. Date: The date should be entered as a series of three two-digit numbers. They should be entered in month, day, year sequence. Thus, January 5, 1965, would be entered as 01-05-65. If birds have been held in captivity, the date they are RELEASED should be entered.

It is not necessary to type or write repetitive data. See the sample schedule on page BBM-B-1291 of your Manual for the method of using vertical lines to indicate repetitive data.

Please refer to my Memo to All Banders dated May 14, 1965, for other "tips".

Now that your records are completely and accurately filled out, hand one of them to a friend who is not familiar with your handwriting. Ask him to read some of the data back to you. If he has difficulty in interpreting your writing, imagine the problems they will present to a clerk or key puncher who must meet a daily production quota!

Any banding program is only as good as the records produced from it. Please help us insure that your program is one of the best.


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