

# Injury and Mortality Reporting (IMR) System User Guide for Industry Users

February 7, 2019

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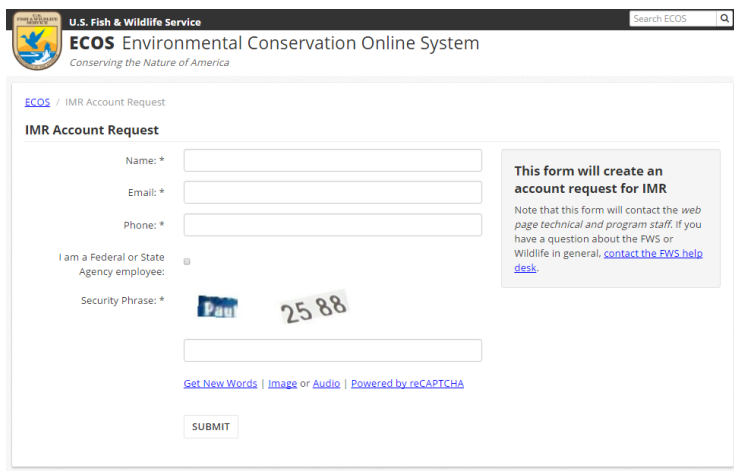
## Supporting Documents/Guidance in IMR

- [IMR Privacy Statement](#)
- [IMR Freedom of Information Act \(FOIA\) Notice](#)
- What to do if You Discover and Eagle or a Threatened or Endangered Species (available in IMR)
- What to do if You Discover a Bird that is not an Eagle or a Threatened and Endangered Species (available in IMR)
- Answers to Questions Frequently Asked by Companies Reporting Bird Injuries and Mortalities - (available in IMR)
- Nest Reporting Instructions - (available in IMR)
- IMR Injury and Mortality Example Import File – (for use in bulk uploading data - available in IMR)
- [List of all Required and Optional Fields Supported by the Bulk Uploader](#)
- [Full List of IMR Fields and Drop-down Options](#)

## Getting an Account in IMR:

To request an account, users will go to a webpage (***note: the link to this webpage will be provided at the time of transition***):

- Click on “request an account”
- Fill out the following short form:



The screenshot shows the ECOS Environmental Conservation Online System interface. At the top, there is a header for the U.S. Fish & Wildlife Service with the ECOS logo and a search bar. The main content area is titled "IMR Account Request" and contains a form with the following fields: "Name: \*", "Email: \*", "Phone: \*", a radio button for "I am a Federal or State Agency employee:", and a "Security Phrase: \*" field with a CAPTCHA image showing the word "Pant" and the numbers "25 88". A "SUBMIT" button is located at the bottom of the form. A grey box on the right side of the form contains the text: "This form will create an account request for IMR. Note that this form will contact the web page technical and program staff. If you have a question about the FWS or Wildlife in general, [contact the FWS help desk](#)."

- Upon receiving your request, the helpdesk will send you instructions on how to open an account

## IMR Guidance and Help:

IMR contains help for each field (pictured below for the “latitude” field) that will help users know what’s expected for that field. Help is also provided above the form, including links to any appropriate guidance documents or other relevant information. Several supporting document are provided directly on the IMR site including the following:

- [Privacy](#) and [Freedom of Information Act \(FOIA\)](#) information
- Guidance about “What to do if You Discover and Eagle or a Threatened or Endangered Species”, “What to Do if You Discover a Bird that is not an Eagle or a Threatened and Endangered Species”, “Answers to Questions Frequently Asked by Companies Reporting Bird Injuries and Mortalities” and Nest Reporting Instructions”

You will have access to the guidance documents once you [establish an account](#). Help information is also provided on the top of each of the forms. Help can be turned on and off by clicking on the question mark to the right of the “Help Topics” button.

The screenshot shows a web browser window displaying the "New Injury and Mortality Record" form on the U.S. Fish and Wildlife Service website. The browser address bar shows the URL: <https://ecos-qa.fws.doi.net/imr/take/create?projId=>. The page title is "IMR: New Injury and Mortality...". The user is logged in as "imr\_test\_project\_prop user@gmail.com".

The form is titled "New Injury and Mortality Record" and includes a "Help Topics" button with a question mark icon circled in red. Below the form title, there is a section for "Industry and non-USFWS users" with a link to "please review the following documents:". This link points to a list of three documents, which are also circled in red:

- [What to Do if You Discover an Eagle or a Threatened or Endangered Species](#)
- [What to Do if You Discover a Bird that is not an Eagle or a Threatened or Endangered Species](#)
- [Answers to Questions Frequently Asked by Companies Reporting Bird Injuries and Mortalities](#)

The form includes a "Latitude" field with a help pop-up window. The pop-up text reads: "The latitude where the specimen was found, in decimal degrees. Enter a value between -90 and 90. For example, 30.75653. If you do not use the provided map link to determine latitude and longitude, ensure that the datum used when identifying the lat/long is WGS 84." The "Latitude" field and the pop-up are also circled in red.

The form also includes fields for "Project", "Longitude", "Location Accuracy", "Surrounding Habitat", and "Specimen Information". The "Specimen Information" section includes a "Species" field with radio buttons for "Specific species", "General species type", and "Other".

## Creating a Project Record:

Users must create a Project record before they will be able to save injury/mortality records or nest records.

Multiple individuals can be added by a user as a "Project User" for a particular project in their account. "Project Users" are able to see that project and all records logged under it in their IMR account. They will also be able to add and edit records under that project. A user can add any user that has an account in IMR as a "Project User". Once the individual a user wishes to add has an account in IMR, the user may simply start typing their e-mail address to find and add them.

The screenshot shows a web browser window with the URL <https://ecos-qa.fws.doi.net/imr/project/create>. The page title is "IMR: New Project". The browser's address bar shows "EC OS" and "IMR: New Project". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Home", "Star", and "Settings".

The page content includes the following elements:

- U.S. Fish and Wildlife Service** logo and "Injury and Mortality Reporting" header.
- Navigation tabs: "ECOS", "IMR", "Projects", "New project".
- Header text: "Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)".
- Left sidebar menu:
  - PROJECTS
    - My Projects
  - INJURY AND MORTALITY
    - My Records
    - My Imports
  - NESTS
    - My Records
  - EXPORT
    - My Injury & Mortality
  - IMPORT
    - Injury and Mortality
- Right sidebar: "Help Topics ?"
- Main content area:
  - New Project** header.
  - Instructions: "Enter information about the project for which you will be reporting injury and mortality data. You will be able to upload project-related files after you click the Save button." "Wondering who can see your IMR data? See our [Privacy](#) and [Freedom of Information Act \(FOIA\)](#) statements." "To hide this information, toggle help in the upper-right corner."
  - \* REQUIRED FIELDS** section:
    - \* Project Name: [Text input] (100 character maximum, 100 remaining)
    - \* Project Type: [-Please Select One-] (Dropdown menu with tooltip: "Project Type: The project type under which the project falls.")
    - Description: [Text input] (500 character maximum, 500 remaining)
    - FWS Project Permits: [Text input] (Type one or more FWS permit numbers)
    - FWS Consultation Number: [Text input]
    - \* Project Proponent: [Text input] (200 character maximum, 200 remaining)
    - \* Primary Contact Name: [Text input] (200 character maximum, 200 remaining)
    - Primary Contact Title: [Text input] (200 character maximum, 200 remaining)
    - \* Primary Contact Phone: [Text input]
    - \* Project Users: [Text input] (x imr\_test\_project\_prop\_user@gmail.com)
  - Is Injury and Mortality Information Proprietary?:  Yes  No  ?
  - Buttons: "Save" and "Cancel"

Once a project is created, users can then start entering injury/mortality or nest relocation/removal records directly from the project summary screen by clicking on the “Injury and mortality records” or “Nest Removal and Relocation records” buttons pictured below. Alternately, they can click on the “My Records” option in the “INJURY and MORTALITY” or “NESTS” section on the menu bar to the left and start creating records:

U.S. Fish and Wildlife Service  
**Injury and Mortality Reporting**  
 Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

**My Projects** Help Topics ? New project

*Click an item for more information.*

PROJECT NAME	PROJECT TYPE	INJURED OR DEAD ANIMALS
Jim's root beer pipeline	Pipeline	3

DESCRIPTION: A test project.  
 FWS PERMITS: MB987654A  
 PROJ PROPONENT: Pipelines R Us  
 PRIMARY CONTACT: Jim Greuel, Mr. to you, (970) 266-2968  
 USERS: Kelly Dodge, imr\_test\_project\_prop user@gmail.com, Meghan Sadlowski  
 CREATED BY: imr\_test\_project\_prop user@gmail.com  
 LAST EDITED BY: imr\_test\_project\_prop user@gmail.com  
 LAST EDITED ON: Feb 8, 2017 11:50:38 AM

[Injury and mortality records](#) [Nest Removal and Relocation records](#) [View](#)

<https://ecos-qa.fws.doi.net/imr/Take/list?projId=96120>

## Creating an Injury/Mortality Record and Exporting a Record Summary:

If the user opens the form from the Project summary view (above) the project field will automatically be populated with the project name. However, if the user chooses the “My Records” menu option and decides to create records that way, they will have to select the project they’ve created from the drop down menu on the injury/mortality report form. The injury/mortality form has a total of 12 required fields. These must be filled out before the record can be saved. The full form including all fields is included on the next few pages.

U.S. Fish and Wildlife Service  
Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

### Injury and Mortality Reporting

ECOS IMR Projects Injury and mortality records New injury and mortality record

Help Topics ?

#### New Injury and Mortality Record

\* Required fields

Location Specimen Found

\* Project:

\* Latitude:

\* Longitude:   
[Find Lat/Long via map](#)

\* Location Accuracy:

Surrounding Habitat:

Specimen Information

\* Species:  Specific species   
 General species type   
 Other

\* How Identified:

\* Number of Individuals:

Out of the Ordinary Multiple Bird Incident:

\* Condition of Animal:

Condition Details:

Condition Details:   
500 character maximum, 500 remaining.

\* How Found:

\* Date Discovered:

Date Collected:

Tissue or Blood Samples Taken?:  Yes  No

Feather Samples Taken?:  Yes  No

\* Did you see the injury or mortality event?:  Yes  No

\* Suspected Cause:

Suspected Cause Details:   
500 character maximum, 500 remaining.

Sex:

Age:

How Aged:

Nearby Hazards and Environmental Attractants

*No features specified.*

Feature	Distance (meters)	Description
---------	-------------------	-------------

Age: -Please Select One-

How Aged: -Please Select One-

### Nearby Hazards and Environmental Attractants

*No features specified.*

Feature	Distance (meters)	Description
---------	-------------------	-------------

Add Feature

### Specimen Identification

USGS Band Number:

FWS Toe Tag ID:

Local Specimen Number:

### Notes

Additional Notes:

10000 character maximum, 10000 remaining.

### Supplemental Information

[Weather on Day of Incident](#)

[Morphological Characteristics](#)

Save Cancel



10000 character maximum, 10000 remaining.

Supplemental Information

Weather on Day of Incident

Weather Conditions: -Please Select One-

Wind Speed: [input] kph

Wind Direction: [input]

Temperature: [input] degrees C

Humidity: [input] %

Barometric Pressure: [input] mb

Morphological Characteristics

Weight: [input] grams

Wing Chord: [input] mm

Hallux: [input] mm

Culmen: [input] mm

Tarsus: [input] mm

Footpad: [input] mm

Save Cancel

Once created, injury/mortality records are viewable in list view as pictured below, and a summary of the data can be exported by clicking on the Excel and Pdf icons pictured below at the bottom of the records list.

U.S. Fish and Wildlife Service  
Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

## Injury and Mortality Reporting

ECOS IMR Projects Injury and mortality records

My Injury and Mortality [Help Topics ?](#)

Search Start: End: Dups Only: [New injury or mortality](#)

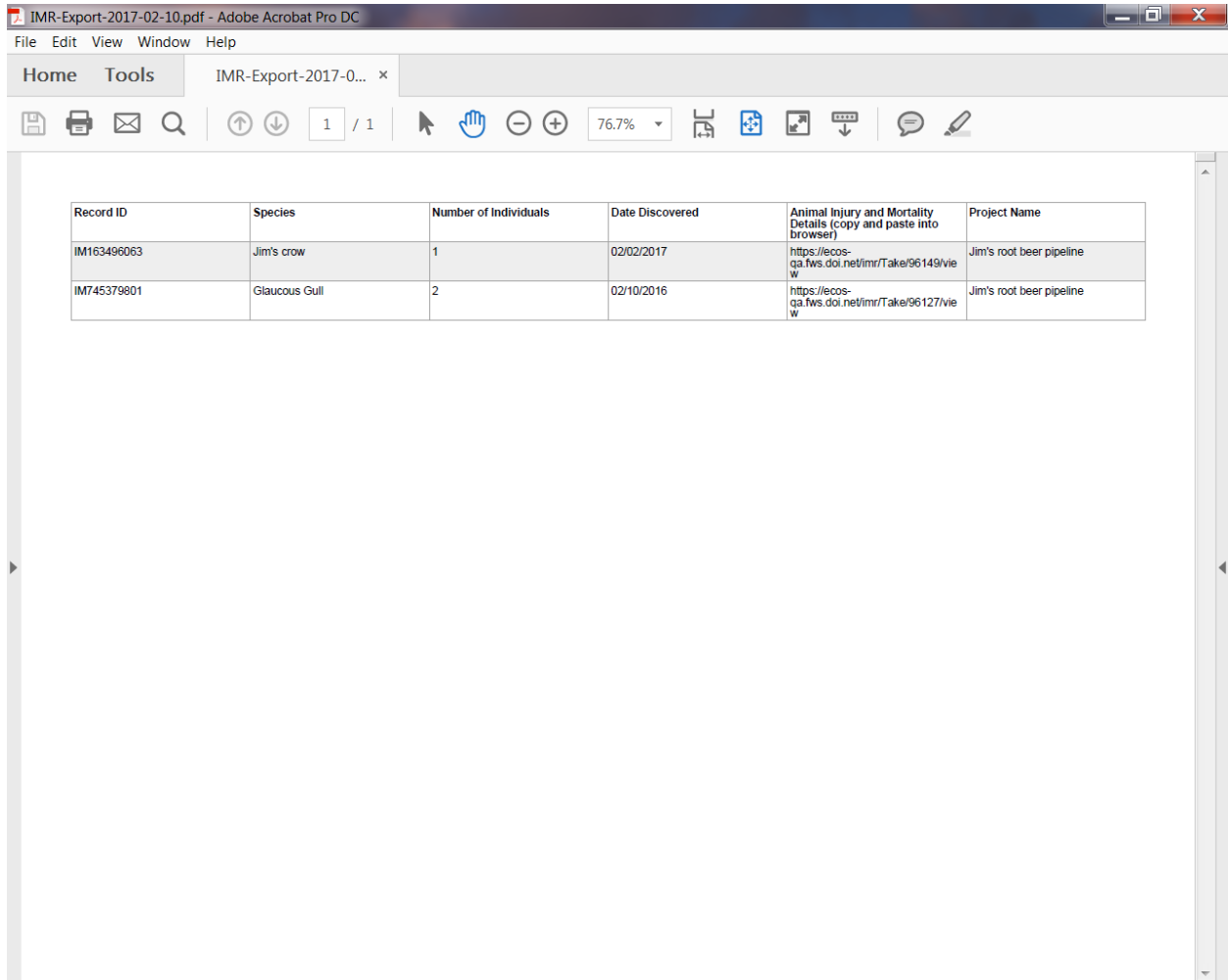
Showing injury and mortality records ordered by 'Date Discovered' (New to Old). Click an item for more information.

RECORD ID	SPECIES	DATE DISCOVERED	COUNT	PROJECT	WARNINGS
IM163496063	Jim's crow	02/02/2017	1	Jim's root beer pipeline	
IM745379801	Glaucous Gull	02/10/2016	2	Jim's root beer pipeline	

[Excel](#) [PDF](#)



The Pdf version of the report is the same general format as the Excel version:



The screenshot shows the Adobe Acrobat Pro DC interface. The title bar reads "IMR-Export-2017-02-10.pdf - Adobe Acrobat Pro DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows "Home" and "Tools" tabs, with "IMR-Export-2017-0..." as the active document. The toolbar also contains icons for save, print, email, search, navigation, and zoom (set to 76.7%).

Record ID	Species	Number of Individuals	Date Discovered	Animal Injury and Mortality Details (copy and paste into browser)	Project Name
IM163496063	Jim's crow	1	02/02/2017	<a href="https://ecos-ga.fws.doi.net/imr/Take/96149/view">https://ecos-ga.fws.doi.net/imr/Take/96149/view</a>	Jim's root beer pipeline
IM745379801	Glaucous Gull	2	02/10/2016	<a href="https://ecos-ga.fws.doi.net/imr/Take/96127/view">https://ecos-ga.fws.doi.net/imr/Take/96127/view</a>	Jim's root beer pipeline

# Creating a Nest Relocation/Removal Records and Exporting a Record Summary

Users can also create nest removal/relocation records. Nest Reporting Instructions are offered on the nest relocation/removal form to help users know what they should be entering here.

The screenshot shows a web browser window with the URL <https://ecos-qa.fws.doi.net/imr/nestTake/create?projId=>. The page title is "IMR: New Nest Removal an...". The browser's address bar shows the URL, and the page content includes a navigation menu with "ECOS", "IMR", "Projects", "Injury and mortality records", "Nest records", and "New nest record". The main heading is "New Nest Removal and Relocation" with a "Help Topics" link. The form is titled "New Nest Removal and Relocation" and includes a "Help Topics" link. The form contains several sections: "Nest Location" with fields for Project, Latitude, Longitude, Location Accuracy, and Surrounding Habitat; "Nest Information" with fields for Species, How Identified, Number of Nests, Activity Type, and Date; and "Notes" with an "Additional Notes" field. The form also includes a "Was the nest active?" checkbox and a "10000 character maximum, 10000 remaining" warning.

U.S. Fish and Wildlife Service  
Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

## Injury and Mortality Reporting

ECOS IMR Projects Injury and mortality records Nest records New nest record

### New Nest Removal and Relocation

Enter details about a nest removal or relocation. Note that there are several required fields on this form. For guidance on what to do if you need to remove or relocate nests belonging to eagles, T&E species, and non-eagle/non-T&E species, including when to report a nest relocation or removal in IMR, see the [Nest Reporting Instructions](#).

Wondering who can see your IMR data? See our [Privacy](#) and [Freedom of Information Act \(FOIA\)](#) statements.

To hide this information, toggle help in the upper-right corner.

\* Required fields

#### Nest Location

\* Project:

\* Latitude:

\* Longitude:   
[FWS I&M Long. USA map](#)

\* Location Accuracy:

Surrounding Habitat:

#### Nest Information

\* Species:  Specific species   
 General species type   
 Other

\* How Identified:

\* Number of Nests:

\* Activity Type:

\* Date:

Was the nest active?:  Yes  No

#### Notes

Additional Notes:

10000 character maximum, 10000 remaining.

Once created, nest relocation/removal records are also viewable in list view and a summary report of these records can also be exported from the list view both in Pdf and Excel format.

U.S. Fish and Wildlife Service  
**Injury and Mortality Reporting**  
Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

ECOS IMR Projects Nest records

**My Nest Removal and Relocation** [Help Topics ?](#)

This page presents the list of nest removal and relocation records you have created, as well as those associated with projects that list you as a user.

Click on a removal and relocation entry to see more information. To enter a new removal or relocation, click **New Nest Removal or Relocation**.

With the Search feature you can find records based on a word or phrase. All fields on the nest removal and relocation record are searchable except numeric fields (e.g., latitude and longitude, and number of nests), date fields (e.g., date of removal or relocation), and fields where you indicate 'Yes' or 'No' (e.g., 'active nest').

Use the PDF and Excel export options to export those records that pass the Search, Start, and End filters.

To hide this information, toggle help in the upper-right corner.

Search  Start:  End:  [New Nest Removal or Relocation](#)

Showing nest removal and relocation records ordered by 'Date of Removal or Relocation' (New to Old). Click an item for more information.

RECORD ID	SPECIES	DATE	COUNT	PROJECT
IMN524907420	Eagle	02/06/2017	1	Jim's root beer pipeline

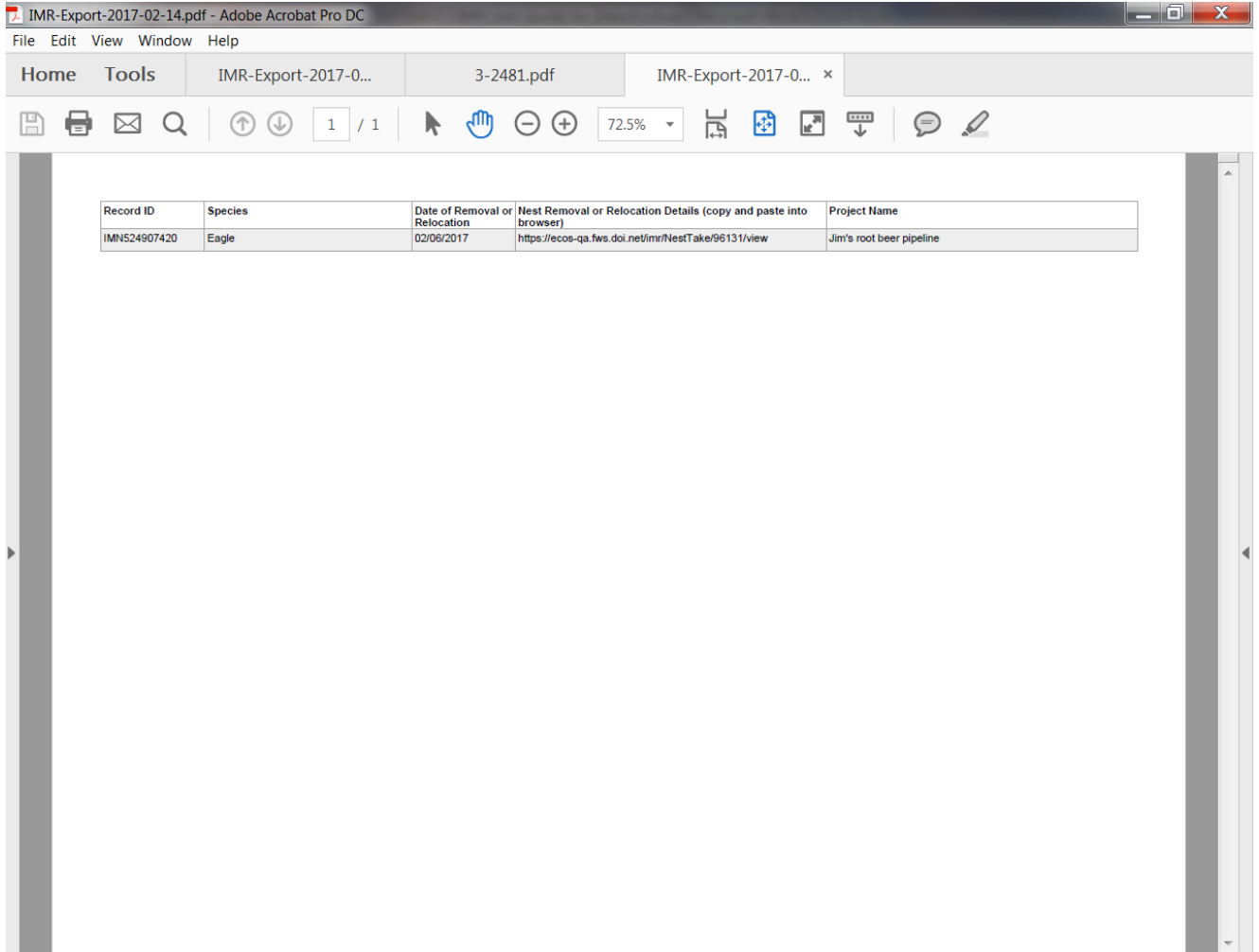
[PDF](#) [Excel](#)

The Excel version of the summary is formatted as pictured below. Anyone listed as a Project User on the project can view the full details associated with the record by copying and pasting the hyperlink pictured below in column E into their web browser. The user will be prompted to log into IMR to view the record details:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Record ID	Species	Date of Removal or Relocation	Nest Removal or Relocation Details (copy and paste into browser)	Project Name		
2	IMN524907420	Eagle	02/06/2017	<a href="https://ecos-ga.fws.doi.net/imr/NestTake/96131/view">https://ecos-ga.fws.doi.net/imr/NestTake/96131/view</a>	Jim's root beer pipeline		
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
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20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

The Pdf version of the report is the same general format as the Excel version:





## Exporting Detailed Injury/Mortality Reports from IMR:

### Export a Detailed Report of All Your Records

Users have the ability to export a detailed report of **all** their injury/mortality records from IMR. This can be done by clicking on the “My Injury & Mortality” option in the “EXPORT” section of the left side menu bar. The export report is in Excel report and includes the outputs from nearly all fields (with the exception of the Features fields).

Note: The ability to export a detailed report of nest relocation/removal records is not yet an available feature, but is likely to be in a future version of the database. At this time, only summary reports of that data can be generated.

Record ID	Species	Date Dis	Date Coll	Project	Project E	Project F	Project F	Project F	Project F	Project F	Latitude	Longitude	Surround	Other	Su	How	Ider	Other	Ho	Number	Condition	Condition	
IM1634960	Jim's crow	02/02/2017	02/19/2016	Jim's root Pipeline	A test proj	MB987654	Pipelines	Jim Greue	Mr. to you	(370) 266-01ECPW0	36.53899	-97.8902	Other	Aspen.grc	Unknown						1	Alive	Really, rec

### Export a Detailed Report of Search Results

Users also have the option of exporting a detailed report in Excel of the results from a data query. To do this, in the “INJURY AND MORTALITY” section of the menu bar under “My Records”, use the search bar and date filters to find the records you’re interested in. Once the desired records are returned, scroll to the bottom of the results and choose the Excel icon with the description “Export Details” next to it.

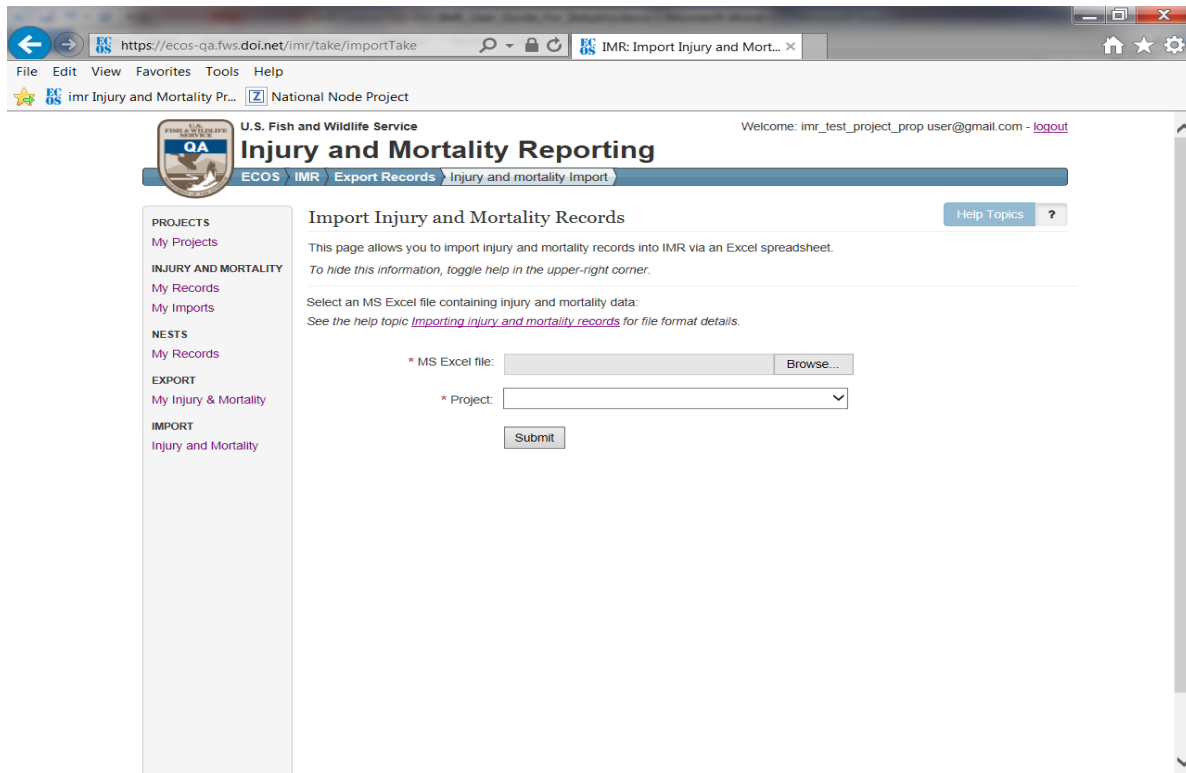
IM107866818	Bald Eagle	1
IM471135673	Bald Eagle	1
IM387356200	Bald Eagle	1
IM177744279	Bald Eagle	1

Export Details: Export Summary:

1 2 ... 629 Next

## Bulk Uploading Data in IMR:

Users have the options of loading a spreadsheet of the data they've been collecting into IMR via the bulk upload tool in IMR. To do this, the data must be made to conform to the template format that the system expects, and the user must have created a [Project record](#) to associate the data with. An "IMR Injury and Mortality Example Import File" is available on the IMR Bulk Uploader page. The user can get to the Bulk Uploader page by clicking on "Injury and Mortality" in the IMPORT section of the left hand menu. The template spreadsheet and instructions for the Bulk Uploader can be accessed by clicking on the "Importing injury and mortality records" link (pictured below), which will bring them to the "Importing injury and mortality records" instructions page (second screen shot below) where they can download the "IMR Injury and Mortality Example Import File" and use that as their starting point for collecting data, or they can make existing datasets conform to that template. The instructions also include a [list of all required and optional supported fields](#) that the Bulk Uploader supports and the drop down options associated with those fields.



The screenshot shows a web browser window with the URL <https://ecos-qa.fws.doi.net/imr/take/importTake>. The page is titled "U.S. Fish and Wildlife Service Injury and Mortality Reporting" and is part of the "IMR" section. The main heading is "Import Injury and Mortality Records". Below the heading, there is a "Help Topics ?" button. The page content includes the following text: "This page allows you to import injury and mortality records into IMR via an Excel spreadsheet. To hide this information, toggle help in the upper-right corner." Below this, it says "Select an MS Excel file containing injury and mortality data: See the help topic [Importing injury and mortality records](#) for file format details." There are two input fields: "\* MS Excel file:" with a "Browse..." button, and "\* Project:" with a dropdown menu. A "Submit" button is located below the Project dropdown. The left sidebar contains a navigation menu with sections: PROJECTS (My Projects), INJURY AND MORTALITY (My Imports), NESTS (My Records), EXPORT (My Injury & Mortality), and IMPORT (Injury and Mortality).



# Injury and Mortality Reporting

- PROJECTS
  - [My Projects](#)
- INJURY AND MORTALITY
  - [My Records](#)
  - [My Imports](#)
- NESTS
  - [My Records](#)
- EXPORT
  - [My Injury & Mortality](#)
- IMPORT
  - [Injury and Mortality](#)

## Importing injury and mortality records

You can import injury and mortality records via Excel spreadsheet. Import data should reside in the file's first worksheet. The column names listed below should appear in the second row and the actual data should start in the third row. Import file size is limited to 250 rows, including the two header rows. Data for any columns not listed below will be stored in the record's **Additional Notes** field. Cells containing the values "N/A" or "NA" will be ignored.

Use the [IMR Injury and Mortality Example Import File](#) as a starting point for your import file.

To print this documentation, open the [printable version](#) of this page and use your browser's print capability (right button click, then choose Print).

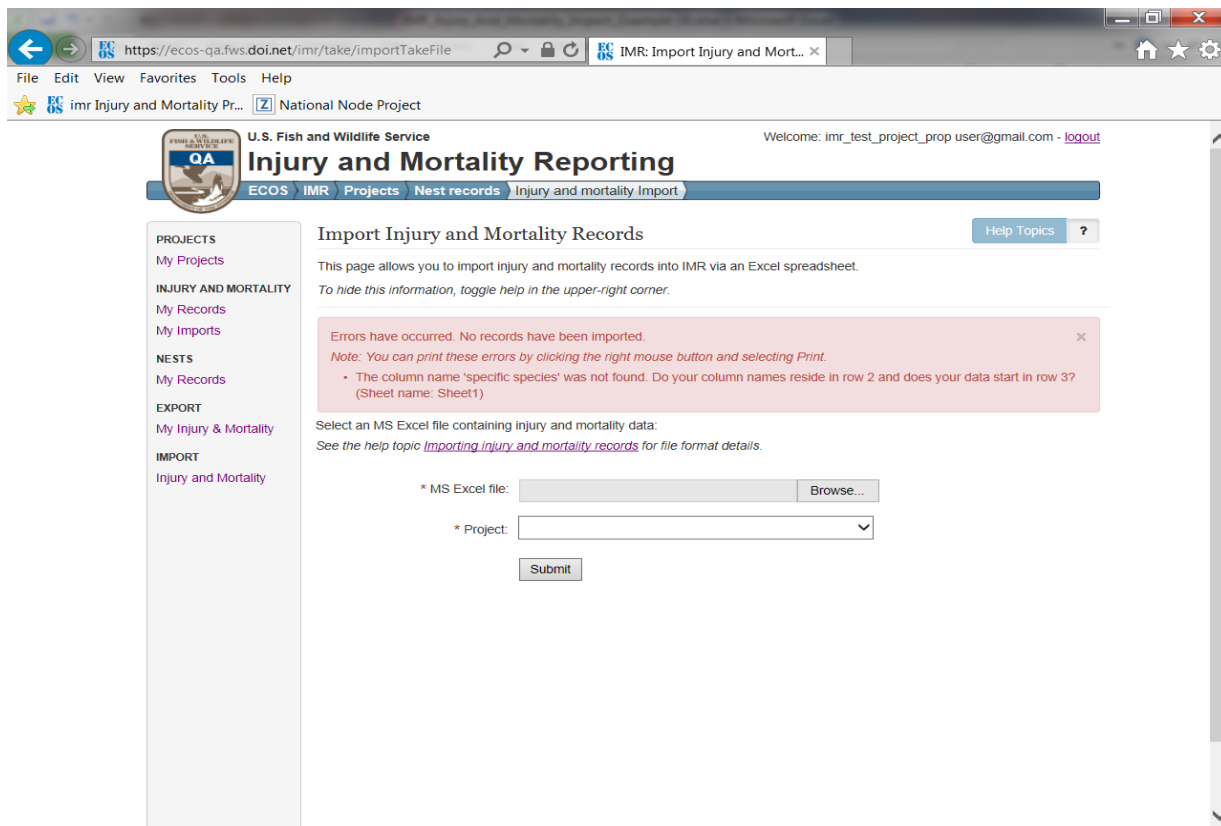
Required columns:

- One of the following species related columns:
  - **Specific Species** - string: A species common or scientific name.
  - **General Species Type** - string: If you don't know the specific species, enter one of the following species types:
    - Bat
    - Bird
    - Eagle
    - Falcon
    - Grouse
    - Hawk
    - Heron/Egret
    - Owl
    - Pigeon/Dove
    - Shorebird
    - Songbird
    - Starling
    - Turkey
    - Vulture
    - Waterbird
    - Waterfowl
  - **Other Species or Species Type** - string: A species name or species type. If the species name you entered in the Specific Species column is not found upon import, you may re-import your file with the species name here instead. However, first be sure to check for misspellings and other common names for the species. All known bat species should go here. Similarly, if your general species type does not appear in the above General Species Type list, you can enter it here.
- **How Identified** - string: One of
  - Expert opinion

## Helpful Hints for Using the Bulk Uploader

- All uploaded datasets must have one blank row at the top above the column headers row. Headers start in row 2 and data starts in row 3. If the data does not conform to this format, the system will give you an [error message telling you what it expects](#).
- Drop down options for **required columns** must be filled in and spelled exactly as the system expects, or an [error will be returned upon upload telling the user where data is missing or incorrectly spelled](#).
- Users may add any number of additional columns to the spreadsheet and the system will accept them, but put all the data associated with those additional fields into a [“Notes” field](#) it creates in IMR system for each uploaded record in that dataset.
- Data in [supported optional columns](#) will be accepted into the corresponding field in IMR if the data is in the correct format. If the data is not in the correct format (e.g. there are misspellings) you will not receive an error message from the system. However, the data will not be populated in the corresponding field in IMR; it will instead be put in the [“Notes” field](#).

### Example Error Message for Missing Blank First Row



The screenshot shows a web browser window with the URL <https://ecos-qa.fws.doi.net/imr/take/importTakeFile>. The page title is "IMR: Import Injury and Mort...". The browser's address bar shows the URL and the page title. The page content includes a navigation menu with "ECOS", "IMR", "Projects", "Nest records", and "Injury and mortality Import". The main heading is "Import Injury and Mortality Records". Below the heading, there is a message: "This page allows you to import injury and mortality records into IMR via an Excel spreadsheet. To hide this information, toggle help in the upper-right corner." A red error message box is displayed, stating: "Errors have occurred. No records have been imported. Note: You can print these errors by clicking the right mouse button and selecting Print. - The column name 'specific species' was not found. Do your column names reside in row 2 and does your data start in row 3? (Sheet name: Sheet1)". Below the error message, there is a form with fields for "\* MS Excel file:" (with a "Browse..." button), "\* Project:" (with a dropdown menu), and a "Submit" button.

## Example Error Message for Incorrectly Spelled and Missing Data

The screenshot shows a web browser window with the URL <https://ecos-qa.fws.doi.net/imr/take/importTakeFile>. The page title is "IMR: Import Injury and Mort...". The browser's address bar shows the URL and the page title. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "imr Injury and Mortality Pr..." and "National Node Project".

The page header includes the U.S. Fish and Wildlife Service logo and the text "U.S. Fish and Wildlife Service". The main heading is "Injury and Mortality Reporting". The navigation menu includes "ECOS", "IMR", "Projects", "Nest records", and "Injury and mortality Import". A "Help Topics" button is visible in the top right corner.

The main content area is titled "Import Injury and Mortality Records". Below the title, there is a "Help Topics" button. The text reads: "This page allows you to import injury and mortality records into IMR via an Excel spreadsheet. To hide this information, toggle help in the upper-right corner."

An error message box is displayed, stating: "Errors have occurred. No records have been imported." The note says: "Note: You can print these errors by clicking the right mouse button and selecting Print." The error details are:

- row 3: Could not find the species "Lark Buning". Try another common name or the scientific name, or use the Other Species or Species Type column.
- row 6: Could not find the species "Ferruginous Hak". Try another common name or the scientific name, or use the Other Species or Species Type column.
- row 6: The required column or column value "How Identified" is missing.

Below the error message, the text reads: "Select an MS Excel file containing injury and mortality data: See the help topic [Importing injury and mortality records](#) for file format details."

The form includes the following fields:

- \* MS Excel file:  Browse...
- \* Project:
- Submit

Example Notes Field (where information that exists in columns not supported by the bulk uploader will be placed)

U.S. Fish and Wildlife Service  
**Injury and Mortality Reporting**

Welcome: imr\_test\_project\_prop user@gmail.com - [logout](#)

ECOS > IMR > Nest records > Injury and mortality Import > Injury and mortality records > Lark Bunting

### Injury and Mortality Record: Lark Bunting

[Edit](#) [Delete](#) [Help Topics](#) ?

This page provides a summary of the injury or mortality record. To upload a document or photo, click **Add Document or Photo**. If you want to edit the record (and you have permission to do so), click **Edit**.

To hide this information, toggle help in the upper-right corner.

RECORD ID:	IM783655390	DOCUMENTS AND PHOTOS	Neither documents nor photos provided
IMPORT SOURCE FILE:	IMR_Injury_And_Mortality_Import_Example (4).xlsx	<a href="#">Add Document or Photo</a>	
IMPORT ROW NUM:	3		
<b>Location</b>			
PROJECT:	Jim's root beer pipeline	<b>Notes</b> Field Notes: This bird was found incidentally while birdwatching Other Data: The bird was initially alive, but died soon after discover	
LAT, LONG:	<a href="#">42.40292, -106.15304</a>		
LOCATION ACCURACY:	Exact location		
HABITAT:	Shrubland and Grassland		
<b>Specimen Information</b>			
SPECIES:	Lark Bunting	<b>Weather on Day of Incident</b> WEATHER CONDITIONS: Not provided WIND SPEED: Not provided WIND DIRECTION: Not provided TEMPERATURE: Not provided HUMIDITY: Not provided BAROMETRIC PRESSURE: Not provided  <b>Morphological Characteristics</b> WEIGHT: Not provided WING CHORD: Not provided HALLUX: Not provided CULMEN: Not provided TARSUS: Not provided FOOTPAD: Not provided	
HOW IDENTIFIED:	Field guide		
NUM INDIVIDUALS:	1		
CONDITION:	Dead		
HOW FOUND:	Mortality survey		
DATE DISCOVERED:	06/29/2015		
DATE COLLECTED:	Not provided		
TISSUE/BLOOD SAMPLE:	Not provided		
FEATHER SAMPLE:	Not provided		
EVENT OBSERVED:	No		
SUSPECTED CAUSE:	Unknown		
CONFIRMED CAUSE(S):	Not provided		
SEX:	Female		
AGE:	Adult		
HOW AGED:	Expert opinion		
<b>Nearby Features</b> No features provided			
<b>Animal or Parts Disposition</b>			

## Full List of IMR Fields and Drop-down Options:

\*Indicates a required field

**Project Record Fields** (A project record must be created before injury/mortality records can be saved):

- \*Project Name - The unique name used to represent the project
- \*Project Type - The project type under which the project falls
- Description - Free form text field for more information about project type
- FWS Project Permits – Any FWS permits associated with the project
- FWS Consultation Number – This is to be used if the company has engaged with the FWS on a consultation (e.g., requested an official species list through the Information Planning and Conservation system (IPaC)), and has received a consultation number
- \*Project Proponent - The entity with overall responsibility for the implementation and registration of the project; not the operating company who simply owns and finances the project. For instance, project proponent Western Wind is a developer that is owned by the Terra-Gen Power LLC operating company
- \*Primary Contact Name - The name of the person who is the primary contact for this project.
- Primary Contact Title – The title of the primary contact
- \*Primary Contact Phone – The business phone number of the primary contact
- Is Injury/Mortality Information Proprietary? – This is a yes/no radio button. If the user selects “yes” , a free form text box appears to allow the user to enter what they feel may be proprietary or sensitive and why.

## Injury/Mortality Record Fields

### ***Location Specimen Found***

- \*Project - The name of the project the injury/mortality is associated with (user can pick from a drop down list of projects already created in the system)
- \*Latitude – The latitude of injury/mortality incident in decimal degrees
- \*Longitude – The longitude of injury/mortality incident in decimal degrees
- \*Location Accuracy – The level of accuracy of the latitude and longitude provided
  - Exact location
  - Nearest cross-street
  - Facility address
  - City
  - County
  - Township
  - HUC
  - Other
- **Surrounding Habitat** – The habitat where the incident occurred
  - Agriculture
  - Desert
  - Forest
  - River or stream

- Shrubland and grassland
- Water
- Urban
- Wetland
- Other

### ***Specimen Information***

- **\*Species:** *One* of the following species related columns needs to be populated:
  - **Specific Species** (see Specific Species spreadsheet for full list)
  - **General Species Type**
    - Bat
    - Bird
    - Eagle
    - Falcon
    - Grouse
    - Hawk
    - Heron/Egret
    - Owl
    - Pigeon/Dove
    - Shorebird
    - Songbird
    - Starling
    - Turkey
    - Vulture
    - Waterbird
    - Waterfowl
  - **Other Species or Species Type** - A species name or species type (this is for use if the species you want to enter is not found in either the “Specific Species” or “General Species Type” lists.
- **\*How Identified**
  - Expert opinion
  - Feather Atlas
  - Field guide
  - Guess
  - Other resource
  - Unknown
- **\*Number of Individuals** - The number of dead or injured individuals.
- **Out of the Ordinary Multiple Bird Incident** – This is a check box a user can check if a mortality or injury incident occurs on the same day or on a series of consecutive days, in the same general location, and involves an unusual number of mortality or injury incidents involving the same or different species.
- **\*Condition of Animal**
  - Alive
  - Dead
- **Condition Details** – Free form text box to add a little more detail on the condition, if desired
- **\*How Found**
  - Mortality survey
  - Incidental finding
  - Routine infrastructure survey
  - Structured research
  - Unknown
- **\*Date Discovered** - Date the animal was discovered



- **Date Collected** - Date the animal was collected (if applicable)
- **Tissue or blood samples taken?** (yes/no radio button)
- **Feather samples taken?** (yes/no radio button)
- **\*Did you see the mortality/injury event?** (yes/no radio button)
- **\*Suspected Cause** - Users best guess at the cause of mortality or injury.
  - Barotrauma
  - Blinded/optical damage (radiant flux)
  - Collision
  - Collision with fence
  - Collision with solar panel/heliostat
  - Collision with vehicle
  - Collision with wind turbine
  - Collision with window
  - Collision with wire
  - Collision/electrocution
  - De-oiled
  - Determination pending
  - Disease
  - Drowned
  - Drowned (container/pit)
  - Drowned (entangled)
  - Drowned (evaporation pond)
  - Drowned (stock tank)
  - Electrocution
  - Emaciation
  - Entangled (net)
  - Entrapped
  - Exposure/dehydration
  - Fall from nest
  - Fire
  - Infection
  - Killed/injured by animal
  - Killed/injured by animal while entangled
  - Oiled
  - Poisoned
  - Poisoned (lead)
  - Poisoned (pesticide)
  - Salt encrustation
  - Salt toxicity
  - Scorched or singed
  - Shot
  - Starvation
  - Trapped
  - Trauma
  - Weather
  - Unknown
  - Other
- **Suspected Cause Details** – Free form text field the user can use to add more details about the suspected cause, if desired
- **Sex**
  - Female
  - Male

- Multiple sexes
- Unknown
- **Age**
  - Adult
  - Sub-adult
  - Juvenile
  - Nestling
  - Egg
  - Multiple Ages
  - Unknown
- **How Aged** – How the age of the animal was determined
  - Bloom and Clark 2001
  - Expert Opinion
  - Guess
  - Identification Guide to North American Birds (Pyle)
  - USFWS Feather Guide
  - Unknown
  - Other

***Nearby Hazards and Environmental Attractants*** – Here users can select an “Add Feature” button that allows them to add a feature next to where the animal was found, indicate how far the animal was found from that feature, and add any other desired information.

- **Feature**
  - Building
  - Distribution line
  - Evaporation pond
  - Fencing
  - Guy wires
  - Heliostat
  - PV panel
  - Pond net
  - Power pole
  - Road
  - Solar concentrating tower
  - Solar trough
  - Train tracks
  - Transmission line
  - Transmission tower
  - Vehicle
  - Water supply pond
  - Wind turbine
  - Other machinery
  - Other
- **Distance from Specimen**
- **Feature Description**

***Animal or Parts Disposition*** - Where the animal ended up subsequent to its discovery.

- **\*Disposition Information**

If Condition is "Alive", Disposition can be one of:

- Euthanized
- Left in place
- Rehab center
- Released to wild
- Transferred to other permittee
- Veterinarian
- Other
- Unknown

If Condition is "Dead", Disposition can be one of:

- Buried
- Disposed of in trash
- Disposition pending
- Freezer off site
- Freezer on site
- Incinerated
- Lab
- Law Enforcement
- Left in place
- Sent to National Eagle Repository
- Transferred to other permittee
- Used in research trials (searcher efficiency and dead animal removal)
- Other
- Unknown
- **Disposition History** – Free form text field to capture additional relevant information about the disposition, including Disposition history, since the Disposition can change over time.

### *Specimen Identification*

- **USGS Band Number** - The USGS Band Number, if one is found on the animal.
- **FWS Toe Tag ID** - The USFWS Eagle Toe Tag ID, if one is attached to the animal.
- **Local Specimen Number** - The local specimen number, if one has been attached to the animal.

### *Notes*

- **Additional Notes** – A free form text field for the user to add any additional notes, if desired

### *Supplemental Information*

#### Weather on Day of Incident

- **Weather Conditions**
  - Clear
  - Fog
  - Rain
  - Snow
  - Wind

- Wind Speed – measurement in kph
- Wind Direction
- Temperature– measurement in degrees C
- Humidity– measurement in %
- Barometric Pressure– measurement in mb

#### Morphological Characteristics

- Weight– measurement in grams
- Wing Chord– measurement in mm
- Hallux– measurement in mm
- Culmen– measurement in mm
- Tarsus – measurement in mm
- Footpad – measurement in mm

## Injury and Mortality Reporting (IMR) Privacy Statement:

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised:

1. The gathering of information on fish and wildlife is authorized by:
  - Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22
  - Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21
  - General Provisions, 50 CFR 10
  - General Permit Procedures, 50 CFR 13
  - Wildlife Provisions (Import/export/transport), 50 CFR 14

Authorizing statutes can be found at [Code of Federal Regulations](#) and [FWS Permits](#).

2. Information requested by this website is purely voluntary. However, if you have a permit with USFWS, submission of requested information is a condition of your permit under the above laws. Failure to provide all requested information indicated in your permit conditions may be sufficient cause for the U.S. Fish and Wildlife Service to revoke your permit.
3. Disclosures outside the Department of the Interior may be made without the consent of an individual under the routine uses listed below, if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003).
  - Routine disclosure to subject matter experts and Federal, Tribal, State, local, and foreign agencies, for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish an FWS function related to this system of records.
  - Routine disclosure to Federal, Tribal, State, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
  - Routine disclosure to Federal, Tribal, State, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
  - Routine disclosure to the Department of Justice, or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances.
  - Routine disclosure to the appropriate Federal, Tribal, State, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
  - Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the record pertains.

- Routine disclosure to the Government Accountability Office or Congress when the information is required for the evaluation of the permit programs.
  - Routine disclosure to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
4. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
  5. The public reporting burden for information collection varies depending on the type of permit held. The relevant annual burden for Special Purpose – Utility Permit reporting is 6 hours. This burden estimate includes time for reviewing instructions, gathering and maintaining data, recordkeeping, and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the

Service Information Clearance Officer  
U.S. Fish and Wildlife Service  
Mail Stop 222  
Arlington Square  
U.S. Department of the Interior  
1849 C Street, NW  
Washington D.C. 20240

## Injury and Mortality Reporting (IMR) Freedom of Information Act Notice:

The Freedom of Information Act (FOIA) provides the public with access to agency records unless the records are protected from disclosure by a specific exemption. [Exemption 4](#) protects trade secrets and commercial or financial information that is privileged or confidential. When USFWS has reason to believe that information that is responsive to a FOIA request may be protected from disclosure under Exemption 4, USFWS will follow the DOI FOIA regulations for handling confidential information, and if required, inform the applicant/permittee of the request and provide an opportunity to object to release. The Department of the Interior's FOIA regulations for handling confidential information are located at: [43CFR 2.26 – 2.36](#).

Nevertheless, when a company submits an application or report, it should clearly identify any information in its application or report that should be considered confidential business information. Since each dataset is considered and addressed on a case-by-case basis, the data USFWS deems proprietary may either be slightly more or less inclusive than this depending on the unique circumstances involved.

## List of all Required and Optional Fields Supported by the Bulk Uploader:

Required columns:

- One of the following species related columns:
  - **Specific Species** - string: A species common or scientific name.
  - **General Species Type** - string: If you don't know the specific species, enter one of the following species types:
    - Bat
    - Bird
    - Eagle
    - Falcon
    - Grouse
    - Hawk
    - Heron/Egret
    - Owl
    - Pigeon/Dove
    - Shorebird
    - Songbird
    - Starling
    - Turkey
    - Vulture
    - Waterbird
    - Waterfowl
  - **Other Species or Species Type** - string: A species name or species type. If the species name you entered in the Specific Species column is not found upon import, you may re-import your file with the species name here instead. However, first be sure to check for misspellings and other common names for the species. All known bat species should go here. Similarly, if your general species type does not appear in the above General Species Type list, you can enter it here.
- **How Identified** - string: One of
  - Expert opinion
  - Feather Atlas
  - Field guide
  - Guess
  - Other resource
  - Unknown
- **Number of Individuals** - integer: The number of dead or injured individuals.
- **How Found** - string: One of
  - Mortality survey
  - Incidental finding
  - Routine infrastructure survey
  - Structured research
  - Unknown
- **Date Discovered** - string: Date the animal was discovered, in the form mm/dd/yyyy (e.g., 10/23/2015)
- One of the following pairs of columns:

Lat, Long:



- **Latitude** - string: Latitude in decimal degrees (e.g., 41.54983)
- **Longitude** - string: Longitude in decimal degrees (e.g., -105.98352)

#### County, State

- **County** - string: County of the incident location. Must be just the county name. E.g., "Larimer", not "Larimer County". If you get an error indicating the county cannot be found, check the county spelling with a web search. Also, note certain special cases such as "Saint" vs "St.", "De Salle" vs "DeSalle", and "Valdez Cordova" vs "Valdez-Cordova" (in each example, the second is the accepted spelling).
- **State** - string: State of the incident location. Full name or two letter abbreviation.
- **Location Accuracy** - string: The accuracy of the specified incident location. One of
  - Exact location
  - Nearest cross-street
  - Facility address
  - City
  - County
  - Township
  - HUC
  - Other
- **Condition** - string: The animal's condition. Alive or Dead.
- **Suspected Cause** - string: Your best guess at the cause of mortality or injury. One of
  - Barotrauma
  - Blinded/optical damage (radiant flux)
  - Collision
  - Collision with fence
  - Collision with solar panel/heliostat
  - Collision with vehicle
  - Collision with wind turbine
  - Collision with window
  - Collision with wire
  - Collision/electrocution
  - De-oiled
  - Determination pending
  - Disease
  - Drowned
  - Drowned (container/pit)
  - Drowned (entangled)
  - Drowned (evaporation pond)
  - Drowned (stock tank)
  - Electrocution
  - Emaciation
  - Entangled (net)
  - Entrapped
  - Exposure/dehydration
  - Fall from nest
  - Fire
  - Infection

- Killed/injured by animal
- Killed/injured by animal while entangled
- Oiled
- Poisoned
- Poisoned (lead)
- Poisoned (pesticide)
- Salt encrustation
- Salt toxicity
- Scorched or singed
- Shot
- Starvation
- Trapped
- Trauma
- Weather
- Unknown
- Other
- **Event Observed** - string: Whether someone saw the injury or mortality occur. Yes or No.
- **Disposition** - string: Where the bird ended up subsequent to its discovery.

If Condition is "Alive", Disposition can be one of:

- Euthanized
- Left in place
- Rehab center
- Released to wild
- Transferred to other permittee
- Veterinarian
- Other
- Unknown

If Condition is "Dead", Disposition can be one of:

- Buried
- Disposed of in trash
- Disposition pending
- Freezer off site
- Freezer on site
- Incinerated
- Lab
- Law Enforcement
- Left in place
- Sent to National Eagle Repository
- Transferred to other permittee
- Used in research trials (searcher efficiency and dead animal removal)
- Other
- Unknown

Optional columns:

- **Date Collected** - string: Date the animal was retrieved from the field, in the form mm/dd/yyyy (e.g., 10/23/2015)
- **Age** - string: One of
  - Adult
  - Sub-adult
  - Juvenile
  - Nestling
  - Egg
  - Multiple ages
  - Unknown
- **How Aged** - string: One of
  - Bloom & Clark 2001
  - Expert opinion
  - Guess
  - Identification Guide to North American Birds (Pyle)
  - USFWS Feather Guide
  - Other
  - Unknown
- **Other Aging Method** - string: If you selected 'Other' for How Aged, use this field to specify how you determined the age of the animal.
- **Sex** - string: One of
  - Male
  - Female
  - Multiple sexes
  - Unknown
- **Other How Identified** - string: If you entered "Other" under How Identified, use this field to describe how you identified the animal.
- **Other Location Accuracy** - string: If you specified "Other" under Location Accuracy, use this field to describe the location accuracy.
- **Condition Details** - string: If alive, indicate if the animal is injured or sick. If dead, indicate if the animal is intact, freshly killed [eyes moist], semi-fresh [stiff], partially decomposed, feathers and/or bones, etc. If you specified "Other" under Condition, indicate the condition here.
- **Suspected Cause Details** - string: Additional suspected cause details, such as what led you to conclude the suspected cause. If you entered "Other" under Suspected Cause, enter the cause here.
- **Other Disposition** - string: If you entered "Other" under Disposition, describe the disposition here.
- **Surrounding Habitat** - string: The habitat type where the animal was found. One of
  - Agriculture
  - Desert
  - Forest
  - River or stream
  - Shrubland and grassland
  - Urban
  - Water
  - Wetland
  - Other
- **Other Surrounding Habitat** - string: If you chose "Other" for Surrounding Habitat, specify the surrounding habitat here.
- **USGS Band Number** - string: The USGS Band Number, if one was found on the animal.

- **FWS Toe Tag ID** - string: The five digit number on the FWS toe tag, if one was found on the animal.
- **Local Specimen Number** - string: The local specimen number, if one has been attached to the animal.
- **Source Record ID** - string: The unique identifier for this record in the source database.
- **Lab Name** - string: Use this column if you specified a Disposition of "Lab". The name of the laboratory where the specimen was sent.
- **Rehab Center Name** - string: Use this column if you specified a Disposition of "Rehab Center". The name of the rehab center where the animal was sent.
- **Rehab Center Info** - string: Use this column if you specified a Disposition of "Rehab Center". If known, the USFWS permit number of the rehabilitation center and/or the name and phone number of a contact at the center.
- **Permittee Info** - string: Use this column if you specified a Disposition of "Transferred to other permittee". The USFWS permit number, and/or the name and phone number, of the other permittee.
- **Law Enforcement Info** - string: Use this column if you specified a Disposition of "Law Enforcement". The name and agency of the law enforcement individual that recovered the specimen.
- **Additional Notes** - string: Any other notes you want to provide. The values for any columns beyond those provided above will be placed in this field.