

BATBASE Data Access Application

Sign Up For Your New Account

Application Instructions: To complete the application process, follow these three steps.

Step 1: Please provide the information below to apply for access privileges to query, enter, edit, and download data from Utah's Batbase. Once submitted your application will be reviewed by the Utah Bat Conservation Cooperative Officers and Natural Heritage Program staff. Within 10 business days of our receiving your complete application (follow Steps 1 through 3), you will be emailed the results of your request with instructions on how to activate your account.

User Name (<i>first.last</i>):	
Choose a Password (<i>7 characters, at least 1 non-alpha numeric character</i>):	
E-mail:	
Security Question:	
Security Answer:	
Organization:	
Mailing Address:	
Phone:	
Fax:	
Data Access Requested (read the Access and Use Agreement below for more information): <input type="checkbox"/> Enter/Edit Data <input type="checkbox"/> Access Data (Query, Download, Analyze*)	
Justification for Access to BatBase (<i>include information on what project you are supporting, what research activities you are involved with, how the rare species information will be used, and geographical location of data you are interested in</i>):	

*Please see special instructions for researchers planning on publishing data obtained from the Utah BatBase in the *Data Access and Use Agreement*.

Step 2: If you have applied for the ability to access, and not just enter data in Utah's BatBase you must print, sign, and submit electronically the *Utah Division of Wildlife Resources' Protected Records Agreement for Governmental Entities* and the *BATBASE Publication Agreement Application* found below. Please read these documents carefully to guarantee the protection of locality information under the Government Records Access Management Act and publication instructions agreed to by the Utah Bat Conservation Cooperative (UBCC). Breach of the terms outlined in this agreement could carry legal consequences. The signed agreements must be emailed to the Utah Natural Heritage Program point of contact and address listed below.

Step 3: Finally, check the Account information you have entered above and review the *Data Access and Use Agreement* below. Please read the *Data Access and Use Agreement* carefully. It is designed to protect Utah's sensitive wildlife resources as well as the rights of researchers who have contributed data to this database. By clicking 'I Accept, Submit Application' you are agreeing to the Terms of Use established by the cooperating agencies comprising the Utah Bat Conservation Cooperative. Members of this organization retain the right to revoke an individual's database privileges at anytime for violations of this agreement.

For help in completing this application process, to inquire about the status of an application, or to submit additional application materials (CV's, research proposals, permits, publications, etc) please contact:

Ben Sutter
Database Zoologist
Utah Natural Heritage Program
Utah Division of Wildlife Resources
P.O. Box 146301
Salt Lake City, UT 84114-6301
(801) 537-3439
bensutter@utah.gov

Utah BATBASE Data Access and Use Agreement

Applying for Access: Persons wishing to access the BatBase must submit a completed application package (*Utah BATBASE Data Access Application*) to the Utah Natural Heritage Program. Applicants will be required to provide all the information requested in the *Access Application*. The level of BatBase access granted will depend upon the natural resource agency affiliation of each applicant. Those that work within a State of Utah or federal agency responsible for conservation and management of bat species will have full access to BatBase (Utah Code 63-2-206). Those persons not affiliated with such government entities and who do not have conservation and management authority will have limited access to locality information for sensitive bat species (<http://dwrcdc.nr.utah.gov/ucdc/ViewReports/sslist.htm>).

Using Data: Before an applicant may access and query specific information within BatBase, the *Utah Division of Wildlife Resources' Protected Records Agreement for Governmental Entities* must be signed to guarantee the protection of locality information under the Government Records Access and Management Act (GRAMA; Title 63G General Government, Chapter 02 Government Records Access and Management Act, Chapters 101 – 901; see <http://www.livepublish.le.state.ut.us/lpBin22/lpext.dll?f=templates&fn=main-j.htm&2.0>). To obtain access to data stored within BatBase, please read carefully and then sign the *Utah Division of Wildlife Resources' Protected Records Agreement for Governmental Entities* form. Only one form needs to be signed per applicant.

Rules for Publication: To obtain permission to "publish" documents (i.e., reports, peer-reviewed literature, graduate theses, etc.) produced from data acquired through BatBase, please complete and sign the *Utah BATBASE Publication Agreement Application* form. Please note that publication of specific locality data is prohibited under GRAMA even if publication rights are granted. All applicants must adhere to established publication procedure policy. Data contained within BatBase that was not derived from the public domain may only be used for publication with the permission of the data contributor(s) or by the authorization of the Utah Bat Conservation Cooperative (UBCC). All data within BatBase has been classified within categories (*Data Use Determination*), which are determined by data contributors. Only data classified within Category II may potentially be used for publications.

Please direct all questions about this process to:

Ben Sutter
Database Zoologist
Utah Natural Heritage Program
Utah Division of Wildlife Resources
(801) 537-3439
bensutter@utah.gov

Utah BATBASE Data Access and Use Agreement

Print Name

Company/Organization

Signature

Date

By signing this document, you are stating that you have read, reviewed, and understood the Utah BATBASE Data Access and Use Agreement.

Please submit this along with the *Utah BATBASE Data Access Application*, *Utah Division of Wildlife Resources' Protected Records Agreement for Governmental Entities*, and the *Utah BATBASE Publication Agreement Application* for BatBase access to the Utah Department of Wildlife Resources, Utah Natural Heritage Program. We will contact you if you are approved within 10 business days. Thank you for your interest and use of the BatBase!

Utah Division of Wildlife Resources' Protected Records Agreement for Governmental Entities

I, _____, representing _____
(print name) (print governmental entity name)

understand that species locality data managed by the Utah Division of Wildlife Resources (UDWR) are classified as **protected** under the Government Records Access Management Act (Utah Code Annotated 63-2-101 et seq.), and may not be further distributed. By accepting protected records from the UDWR, we agree that the records will not be further distributed, released, disclosed, or otherwise made available to any outside individual or group, to the extent this is not inconsistent with agency obligation under Federal law.

Sign: _____ **Date:** _____

Please sign and return to:

Attention: Ben Sutter
Utah Division of Wildlife Resources
1594 W. North Temple, Suite 2110
Salt Lake City, Utah 84114-6301

Utah BATBASE Publication Agreement Application

Applicant's name: _____

Phone Number: _____ Fax: _____

E-mail address: _____

Address: _____

Institutional Affiliation: _____

Title or Topic of proposed article: _____

Intended Publication Outlet: _____

Summary of Data Set Requested: _____

All applicants must adhere to the established publication procedure policy. Data not derived from the public domain contained within BatBase may only be published with the permission of the data contributor(s) or by the authorization of the Utah Bat Conservation Cooperative (UBCC). Please note that publication of specific locality data is prohibited under the Government Records Access Management Act (GRAMA) even if publication rights are granted. **Those who violate policy and publish data without permission will lose all rights and access to BatBase.**

I have read the policy on publication of data contained within BatBase and agree to abide by these regulations.

Applicant's Signature: _____ Date: _____

Please sign and return to:
Attention: Ben Sutter
Utah Division of Wildlife Resources
1594 W. North Temple, Suite 2110
Salt Lake City, Utah 84114-6301

UDWR and UBCC Use Only	
Approved: Yes _____	No _____
UBCC Approval Signature: _____	Date: _____

Data Use Determination

Data stored within BatBase has been categorized to allow the original contributor(s) to determine the level of access provided to users in determining publication rights.

Descriptions of each category are provided below.

Category I – Biological and locality data may be shared for data analysis in assisting the management and conservation of bat species in Utah, by government agencies, within the bounds of data use agreements. Category I data, excluding information gathered from the public domain, is not available for publication.*

Category II – Biological and locality data may be shared for data analysis in assisting the management and conservation of bat species in Utah, by government agencies, within the bounds of data use agreements. Category II data are available for publication with the consent of the data contributor(s), or with the approval of the Utah Bat Conservation Cooperative (UBCC).*

* Data within the public domain will be automatically converted to Category II after contained within BatBase for 10 years unless otherwise specified by the data contributor(s).

Please note that publication of specific locality data is prohibited under the Government Records Access Management Act (GRAMA) even if publication rights are granted.