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### Memorandum to All Banders, 5

Earl B. Baysinger

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MEMORANDUM

TO : All Banders August 17, 1966  
FROM : Chief, Bird Banding Laboratory MTAB 5  
Migratory Bird Populations Station  
Laurel, Maryland 20810  
SUBJECT: "Memos to All Banders" and revised "time table"  
for submission of schedules reporting bandings of  
NON-GAME SPECIES

Subject 1

We have found "Memos to All Banders" (MTAB's) to be an efficient means of providing banders pertinent information.

Some banders have indicated that they have apparently not received a copy of each "MTAB." To help insure that you receive each "MTAB" (and are thereby kept "current") we will assign each memo a number. If, for example, you receive "MTAB No. 11" and find that you have not received "MTAB No. 10," please let us know. We will provide the missing information and also check our mailing list to insure that your address card is present and accurate.

We request your cooperation in "reading and heeding" the information passed in these memos.

Last year approximately forty per cent (over 12,000 schedules!) reporting 1965 bandings were either returned to the bander for completion or clarification or held until this information could be obtained via correspondence. In most instances these ambiguities could have been avoided had the bander either read his Manual or the "Memos to All Banders" ("MTAB's") he had been provided. Needless to say, we could have processed many thousands of recoveries in the same amount of time we spent requesting clarification of these records.

In order to bring this series up to date, we have assigned the following numbers to unnumbered "memos" which have been forwarded to date:

<u>No.</u>	<u>Subject</u>	<u>Dated</u>
1	Preparation of Banding Schedules	May 14, 1965
2	Band Issue Records	Sept. 29, 1965
3	Preparation and Submission of 1965 Banding Schedules	Dec. 9, 1965
4	Restrictions on Use of Chemicals in Capturing Wild Migratory Birds	July 25, 1966

### Subject 2

At the present time persons banding NON-GAME SPECIES are required to submit their records once per year. These records are due in the Bird Banding Laboratory no later than the 31st of January following the year of banding.

Many banders have pointed out that the proper preparation of banding records takes a considerable amount of time and that they are hard-pressed to find the time during the holiday season.

The January 31 date also results in the Bird Banding Laboratory being swamped by a tremendous deluge of paper during a period in which we are already up to our eyebrows processing band recoveries (which, during this period, are received at the rate of over 10,000 per month).

In order to make things easier for all concerned, we request that persons reporting the banding of NON-GAME SPECIES submit records as soon as possible after they have completed a string of bands. This will enable you to spread your workload out somewhat and will also assist the staff at the Banding Laboratory in maintaining a steady work flow.

Your cooperation in forwarding your records to the Banding Laboratory as soon as possible will also greatly reduce the number of times we have to write banders requesting banding data with which to process recoveries. At the present time

approximately five to ten per cent of the letters reporting band recoveries arrive at the Banding Laboratory before your schedules do. In cases such as these, we are forced to hold the incoming letter until we can write to the bander requesting his data, receive the data, and then process the incoming recovery letter. In most cases this adds a minimum of three to four weeks to the amount of time it takes for us to reply to the person who reported his recovery of the band.

Although this new procedure is, for the present, optional, we request that persons banding NON-GAME SPECIES make every attempt to follow it.

We realize that it will not be possible for some banders who conduct large-scale banding operations to take time out to prepare a schedule after every string (for example, gull banders, "Operation Recovery" stations, etc.). We request, however, that you forward your data to us as soon as possible.

In summary, the new requirements for the submission of schedules reporting the banding of NON-GAME SPECIES are as follows:

1. After completing a string of 100 bands, please prepare and submit your schedules as soon as possible.

OR

2. If you are banding large numbers of birds during a relatively short period of time, please prepare and submit schedules for all completed strings of bands as soon as possible after the termination of your banding activities.


IN EITHER CASE

3. On or before the 31st of January please submit records covering all bands used during the preceding year which you have not already reported to the Banding Laboratory. If you have accomplished no bandings, please submit a "negative report" (card or letter) notifying us.

These revised procedures pertain only to the submission of banding schedules reporting bandings of NON-GAME SPECIES. They do not apply to game birds, station returns, etc.

To reduce the possibility of submitting duplicate schedules, it would be advisable to set up some sort of system whereby you can keep track of which bands have been reported to the Bird Banding Laboratory. (I keep a carbon of the schedule with the date submitted noted.)

If you have any questions or comments on this revised procedure, please let us know.



Earl B. Baysinger

OR

IN EITHER CASE