

Hello «CoordinatorName»,

The PIT Tag Steering Committee (PTSC) has decided that tagging data should be tied to a project, rather than an individual. We will be implementing this fully in the new database and reporting system and *need all active PTAGIS Tag Data Coordinators to take action on this email.*

Implementing project-based tagging data will require a small change in terminology and concept. Instead of submitting data under a Coordinator ID, you will use a Tag Data Project (TDP) ID. Each Tag Data Project will have a short descriptive name and one coordinator. The coordinator is the person ultimately responsible for collection and submission of PIT- tagging data for the project, as well as, responding to questions about those data. If a coordinator retires or transfers positions the tagging project can continue under the same 3-character code, and a new coordinator assigned to take over responsibility for the project. We will keep a history of coordinators for each TDP, so that we will know who was responsible for the data collected during a certain time period.

All current Tag Data Coordinators IDs will be 'converted' to Tag Data Project IDs. If your current coordinator ID is tied to your name, it has already been given a default project name of Your Name Projects. This can be changed to a more descriptive project name, if it makes sense to do so, but is not required.

Your Tag Data Project(s):

«CodeName»

Data submission procedures will not change in the new system. Validation of data submissions is changing. TDP coordinators are automatically authorized to submit data for their project(s) and have the ability to assign additional Authorized Data Submitters, who are also allowed to submit data under that TDP ID. The new system will validate tag files against this list of authorized data submitters; if the person attempting to load data is not on the authorized list for that TDP (and is not the coordinator), the data will not be loaded and the coordinator will be notified.

Notifications in the new system will be sent to the TDP coordinator and the authorized data submitter who presented the file for loading. These emails will come from NoReply@ptagis.org.

To implement these changes, we need to verify who the active coordinators are and they need to have an account on the new PTAGIS website. Please take one of the actions described below:

1. If you are actively submitting tagging data, or plan to do so in the future, please reply to this email with your Username on the new PTAGIS website. If you do not have an account on the new website, please *create an account* at <http://www.ptagis.org/log-in/request-new-account> and send your Username to me.
2. If data is still being submitted under your coordinator ID, but you are not currently involved in or responsible for that data collection, please reply to this email with the contact information for the person who is currently responsible for it.

3. If you are not actively submitting tagging data and do not plan to do so in the future, please reply to this email and let me know. Your project will be listed as inactive.

Tag Data Projects for which we receive no responses will be marked as Inactive and any new data submitted under that TDP ID will be rejected.

Once I receive your PTAGIS user name, I will send you instructions for how to add authorized data submitters to your TDP ID.

Thank you,

Nicole Tancreto
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