

# BDBSA Contributing data

Biodiversity information in the department is predominantly stored as specimen and species observation records in the Biological Databases of South Australia (BDBSA). This database includes systems for managing taxonomic changes that may be applied to South Australian flora and fauna. BDBSA data is assessed by a wide range of government and non-government organisations for management and research purposes.

Where practical, BDBSA can store and manage complete project datasets. If this is not practical, summary datasets should be submitted to BDBSA.

## Project design steps

Any dataset being loaded into BDBSA must be registered as a project. It can be helpful, but not essential, to register prior to starting data collection. [Registration](#) is available via the BDBSA [Biological Project Metadata Registration Form](#).

1. Make provision in the project budget for data preparation (include processing any field voucher specimens) and data entry. Contact the department prior to commencing field work.
2. Consider using the departmental [biological survey methodology](#) and currently available data sheets (e.g. baseline surveys, opportune records, Cockatoo or Malleefowl monitoring). If these do not suit project requirements, they may be adapted to save time. Contact the department for more information.
3. Alternatively, design your own datasheets to incorporate the fields outlined in the [Minimum Dataset Standards Information Sheet](#).

4. Species absence can now be recorded as 'none detected'. If the project will include recording of species absence, metadata and datasheets need to be designed accordingly. Refer to the information sheets cited above.

Once field collection is complete, contact the department to discuss the best option for contributing data.

## Options for contributing data

Data can be contributed in several different ways as described below:

### BDBSA data entry

Data can be entered directly into BDBSA front-end forms by trained personnel. The department has contract staff available who have been trained in BDBSA data entry, however data custodians will need to fund required data entry. Contact the department for estimates on the cost of data entry or further information.

### Electronic data loads

If data have already been collected and stored electronically, it may be more efficient to configure into one of the electronic load templates rather than re-entering.

There are two templates available for the preparation of data for electronic load into BDBSA (see below). Both are MS Excel format and include the relevant BDBSA fields and codes. Data custodians can assemble their data into these templates and submit to the department to load directly into BDBSA, or employ contract staff (recommended by the department) who are trained to load data.



## Data returns template

Features:

1. one spreadsheet for all data
2. recommended for non-departmental contributors
3. allows upload of basic fields only
4. generally self-explanatory
5. BDBSA upload is a two-stage process which can lead to a delay in loading.

Available from the [BDBSA Information sharing](#) webpage.

## Electronic Load Tool template

Features:

1. three spreadsheets (site, visit, species)
2. recommended for departmental staff
3. data formatted for BDBSA upload
4. accommodates more comprehensive datasets
5. usually requires support/training.

Available by emailing: [DEWBioDataSupport@sa.gov.au](mailto:DEWBioDataSupport@sa.gov.au)

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## For more information

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