**Options for submitting your IWMM Access data:**

1. Submissions from participants that are FWS employees:
   1. When you are zipping your database to send the IWMM data from your survey efforts, please make sure that your zipped folder contains all of the following:
      1. folder called "backup"
      2. folder called "db"
      3. folder called "docs"
      4. Access file called "waterbird\_main"
   2. **IMPORTANT:** Simply zipping the "waterbird\_main" Access file does not actually capture the data that was entered. This is a relational database and requires that all files be present in order for us to “see” the data.
   3. Post zipped archive to your Google Drive and be sure to share with Tim ([tim\_jones@fws.gov](mailto:tim_jones@fws.gov))
   4. Tim will notify you once he has downloaded a copy in case you want to reclaim that space
2. Submissions from non-FWS participants
   1. When you are zipping your database to send the IWMM data from your survey efforts, please make sure that your zipped folder contains all of the following:
      1. folder called "backup"
      2. folder called "db"
      3. folder called "docs"
      4. Access file called "waterbird\_main"
   2. **IMPORTANT**: Simply zipping the "waterbird\_main" Access file does not actually capture the data that was entered. This is a relational database and requires that all files be present in order for us to “see” the data.
   3. Please email your zipped archive to the following email address: [tim\_jones@fws.gov](mailto:tim_jones@fws.gov)
   4. Tim will notify you when he has received a copy of your data

If files are too large to send via email, please mail a copy of the database on a CD to:

Tim Jones  
 U.S. Fish and Wildlife Service   
 11510 American Holly Dr

Laurel, MD 20708

**Questions?** Please email Tim Jones at [tim\_jones@fws.gov](mailto:tim_jones@fws.gov) or Linda Wires at [linda\_wires@fws.gov](mailto:linda_wires@fws.gov) and include **“IWMM data call question”** in the subject line so we can answer you in a timely manner.