

# HOW TO – SURVEY123 WEBFORM

LAROSA PARTNERSHIP  
PROGRAM



VERMONT DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION  
**WATERSHED**  
MANAGEMENT DIVISION  
MONITORING & ASSESSMENT PROGRAM



## HOW TO – ACCESS SURVEY123 WEBFORM

The webform is for any partners who may be uncomfortable using smartphones in the field.

Project coordinators coordinating multiple volunteers may also submit volunteers' flow observations via the webform if some volunteers prefer not to use the Survey123 app.

**Access the webform using the following link:**

<https://arcg.is/8TP9b>

## SURVEY123 WEBFORM – IMPORTANT NOTES

Any project coordinators or volunteers who choose not to use the Survey123 app are still **required to record flow observations in the field.**

This can be done on a field sheet and **must include time of observation, flow level, flow type, and visible turbidity.**

Project coordinators are responsible for ensuring that flow observations are submitted for every site once per sampling event.

Project coordinators should gather all written flow observations from volunteers and submit them via the Survey123 webform.

# SEE THE LPP FLOW DATA SURVEY BELOW:

The screenshot shows a web browser window displaying an ArcGIS Survey123 form. The browser's address bar shows the URL: `survey123.arcgis.com/share/d5c64c741e1b405d89dc25615e67a6a8`. The browser's taskbar includes several icons: WinLIMS, DEC, OnCorps, WDP Home, LaRosa Partnership..., IWIS Home, VT Current Water D..., ArcGIS Online, ArcGIS Survey123, ECO AmeriCorps | T..., Bug Counter, and Aquatic Chemistry. The survey form itself has a dark blue header with the text "LPP Flow Data". Below the header, the instructions read: "Please fill out and submit one flow data survey per site for every sampling event. For a refresher on flow observation procedures, [click here](#)." The form contains three main sections: "Did you sample this site?\*" with two radio button options, "Yes" and "No"; "Partner\*" with a dropdown menu currently showing "-Please select-"; and "Site\*" with another dropdown menu also showing "-Please select-". The Windows taskbar at the bottom of the screen shows the search bar with the text "Type here to search", several application icons, and system tray information including "61°F Mostly sunny", "3:20 PM", and "4/12/2022".

LPP Flow Data

Please fill out and submit one flow data survey per site for every sampling event. For a refresher on flow observation procedures, [click here](#).

Did you sample this site?\*

Yes

No

Partner\*

-Please select-

Site\*

-Please select-

# HOW TO – SUBMIT SURVEY

## 1. Indicate whether site was sampled.

Submit survey results **once per site** for every sampling event.

Even if you did not sample the site for any reason, you should still submit flow observations.

**Do not** submit two surveys if you have a field duplicate. Each site only needs one flow submission.

### LPP Flow Data

Please fill out and submit one flow data survey per site for every sampling event. For a refresher on flow observation procedures, [click here](#).

Did you sample this site?\*

Yes

No

Partner\*

-Please select-

Site\*

-Please select-

# HOW TO – SUBMIT SURVEY

2. Choose your organization.

Did you sample this site?\*

Yes

No

Partner\*

-Please select-

Addison County River Watch

Black River Action Team

Caledonia NRCD

Caspian Lake

First and last name

# HOW TO – SUBMIT SURVEY

## 3. Choose the site.

Sites will prepopulate based upon your chosen organization.

**Partner\***

Black River Action Team

**Site\***

-Please select-

522567-BRAT.NB.3.8

522568-BRAT.WhB001

522569-BRAT.WhB014

523110-BRAT.AldB.0.4

**Date & time**

4/12/2022

03:27 PM

**Flow level\***

Low

Mod

High

Flood

No flow

# HOW TO – SUBMIT SURVEY

4. Write your name under “**Sampler Name**”.

Site\*

522567-BRAT.NB.3.8

Sampler name\*

First and last name

Mel Auffredou

Date & time

4/12/2022

03:31 PM

Lab Sample ID\*

Please enter the 10 digit number found on the bottle label for this site (e.g. 2200000-001)

-



# HOW TO – SUBMIT SURVEY

Date & Time prepopulate automatically based on the time you open the webform.

Because you are not submitting from the field, this time will be **incorrect**.

5. You must **change the date & time** to the correct date & time of observation noted on your field sheets.

**Site\***

522567-BRAT.NB.3.8

**Sampler name\***  
First and last name

**Date & time**

4/12/2022 03:31 PM

**Lab Sample ID\***  
Please enter the 10 digit number found on the bottle label for this site (e.g. 2200000-001)

# HOW TO – SUBMIT SURVEY

6. Type Lab Sample ID  
(seven numbers –  
three numbers,  
**22XXXXX-XXX**).

The Lab Sample ID can be found  
on your bottle labels.

Site\*

522567-BRAT.NB.3.8

Sampler name\*

First and last name

Date & time

4/12/2022

03:31 PM

Lab Sample ID\*

Please enter the 10 digit number found on the bottle label for this site (e.g. 2200000-001)

# HOW TO – SUBMIT SURVEY

## 7. Record flow observations.

All three flow observation categories are required.

Flow level\*

Low

Mod

High

Flood

No flow

Flow type\*

Base

Freshet

Hydro

No flow

Visible turbidity\*

Yes

No

No flow

# HOW TO – SUBMIT SURVEY

8. Photos are **not required** for those who submit observations after returning from the field.
9. Note anything new or unusual in the “Notes” section.

Capture upstream photo

Select image file



Capture downstream photo

Select image file



**Notes**

Please provide any additional comments or relevant information.

255 

Submit

## FINISHED?

10. Click the blue **“Submit”** button at the bottom of the page.
11. Repeat steps 1-10 **once** for **each** of your organization’s LPP sites.

Capture upstream photo

Select image file



Capture downstream photo

Select image file



Notes

Please provide any additional comments or relevant information.

255 

Submit