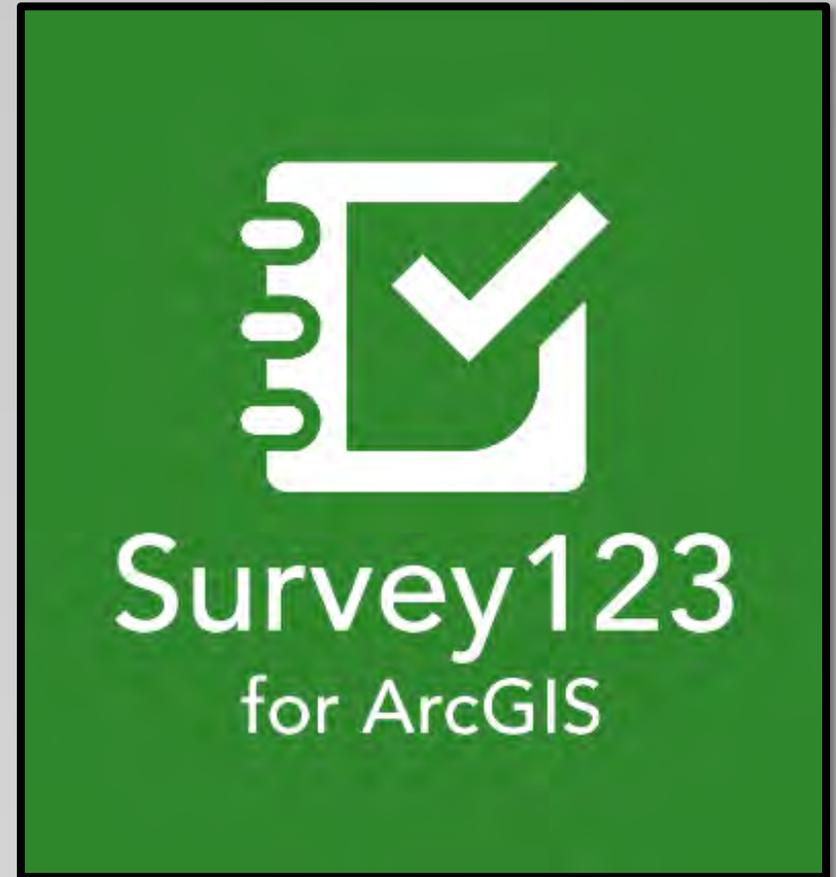
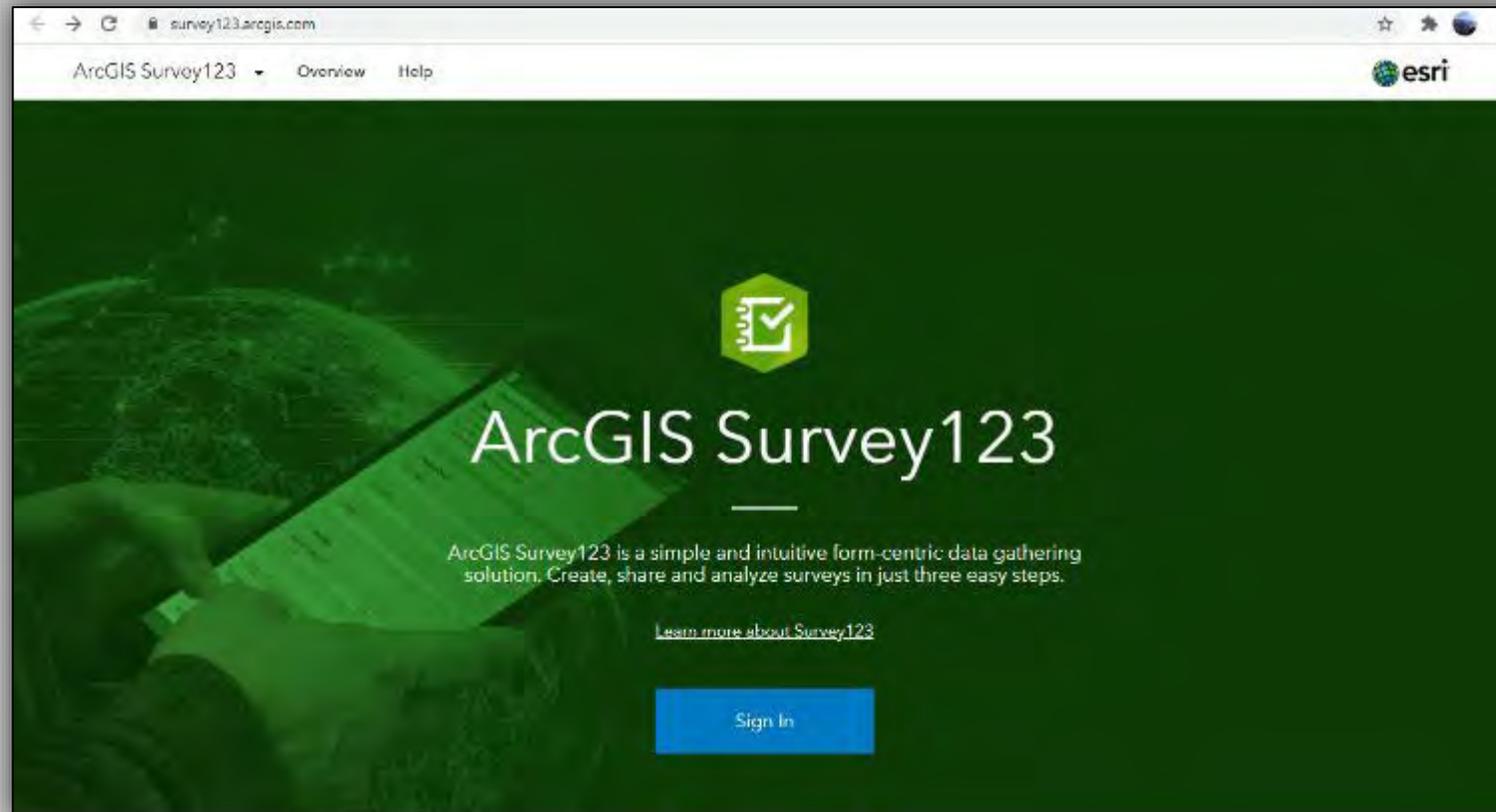


# Backhaul Alaska – Survey123 User Guide

*Inventory Documentation & Mapping Tool*



This document will help users get setup & familiar with the [Survey123 App](#) for use in conjunction with the Backhaul Alaska Program



If at anytime you run into issues, have questions, or any of this just isn't working, please contact me...[rkosinski@zendergroup.org](mailto:rkosinski@zendergroup.org) or 907-444-2945

# Acknowledgments

The Backhaul Alaska Program would like to extend a big “**Thank You**” to the US EPA’s Office of Research and Development – Center for Environmental Solutions & Emergency Response ...specifically the ***Systems Tools & Materials Management Branch***.



Personnel at the ***System Tools & Materials Management Branch*** has provided the Backhaul Alaska Program with the access to & utilization of the Survey123 application.

Further, they provided extensive direct support and assistance in customizing multiple surveys for use by the Backhaul Alaska Program, along with testing, technical assistance, and troubleshooting throughout the Program’s Pilot Phase.

# Table of Contents

- [Introduction: Survey123 – How it Works](#)
- [Getting Started: Accessing the App, Surveys, & Dashboard](#)
- [Using the Surveys](#)
- [Using the Dashboard](#)
- [How Survey123 Data will be Used](#)
- [Further Information & Assistance](#)

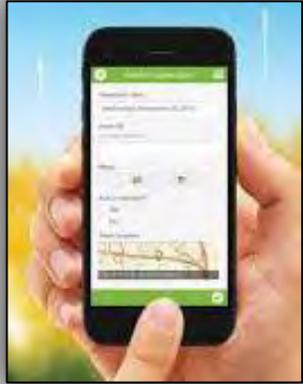


# Introduction

## Survey123 – *How it Works*

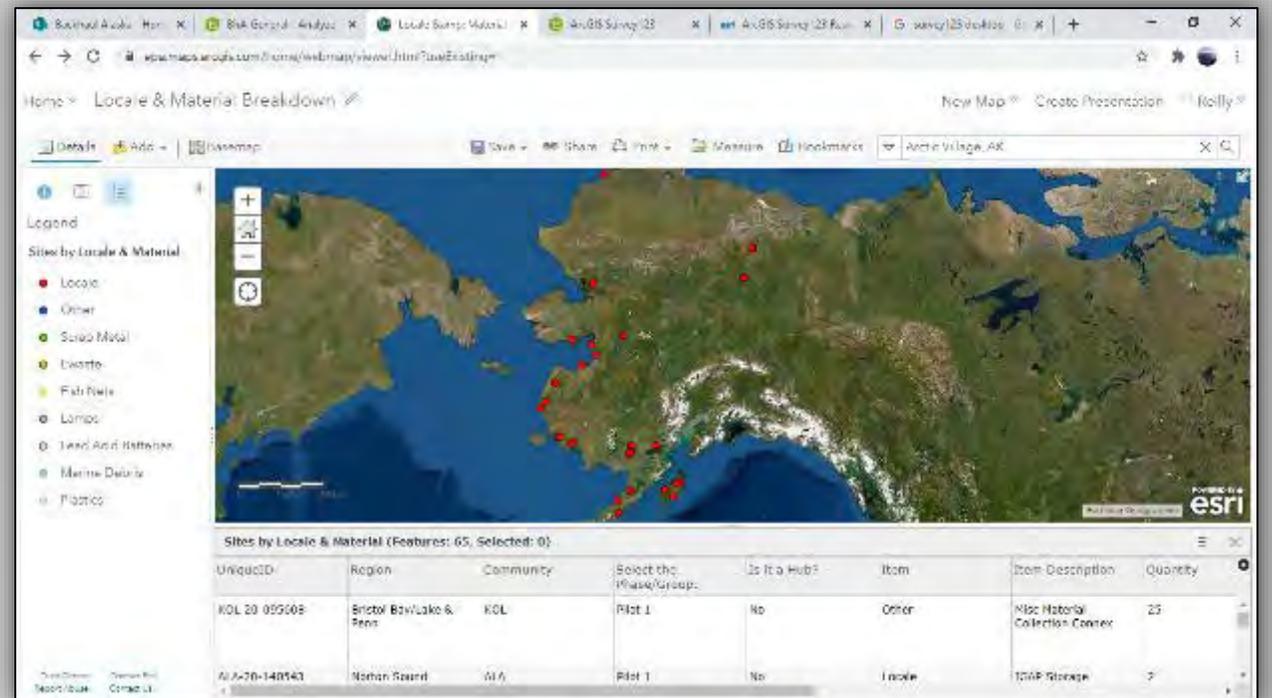
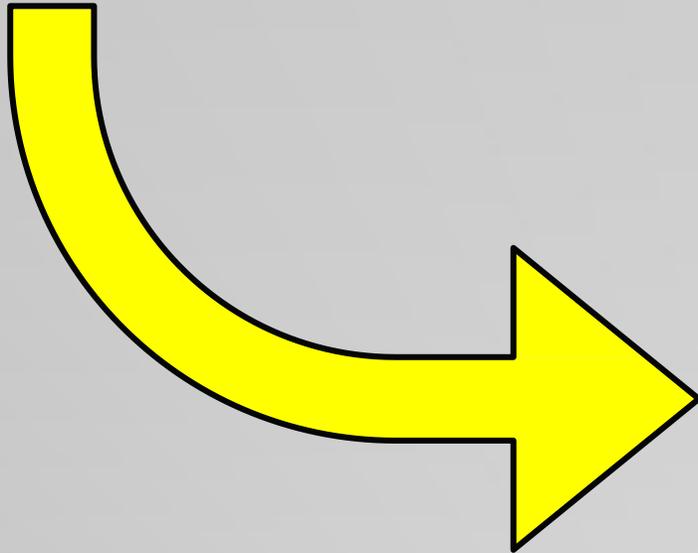


# Survey123 – How it works...



1) Users generate records by completing surveys within their community or in the field...

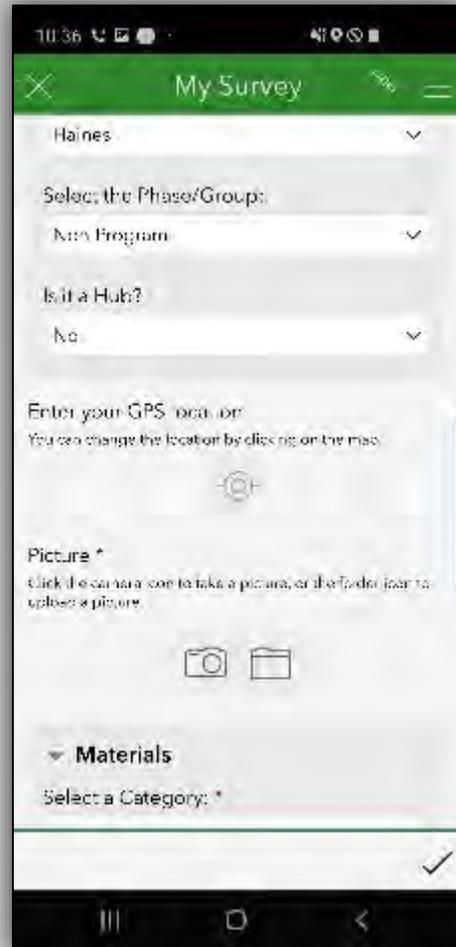
2) Records upload onto a dashboard where entries statewide can be view and analyzed



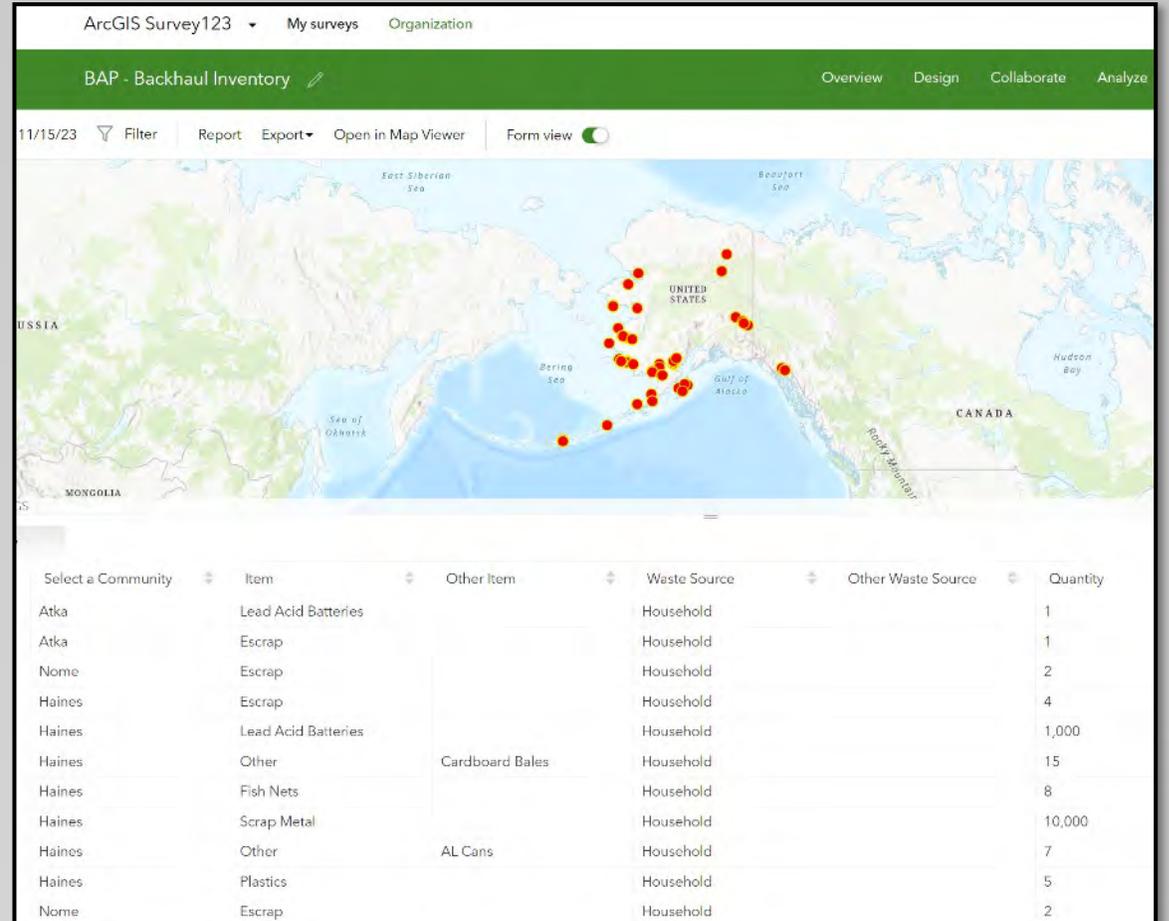
# Survey123 – How it works...

There are 2 main components...

1) **The App** – for completing surveys & submitting records (phone, tablet, computer)



2) **The Dashboard** – for viewing and analyzing all submitted records collectively (computer only)



# Getting Started

## Accessing the App, Surveys, & Dashboard



# After you receive your account information...

---

- Learn how to Download the Survey123 **Phone & Tablet** apps [here](#)

*This allows you to generate local records using your phone or tablet (preferred method)*

---

- Learn how Download the **Desktop Version** of the app [here](#)

*This allows you to generate local records using your computer or laptop*

---

- Learn how to Download the Individual **Surveys** (for the app) [here](#)

*This allows you to access and use the Backhaul Alaska surveys*

---

- Learn how to Access the Survey123 **Dashboard** [here](#)

*This allows you to view, map, & analyze all statewide records*

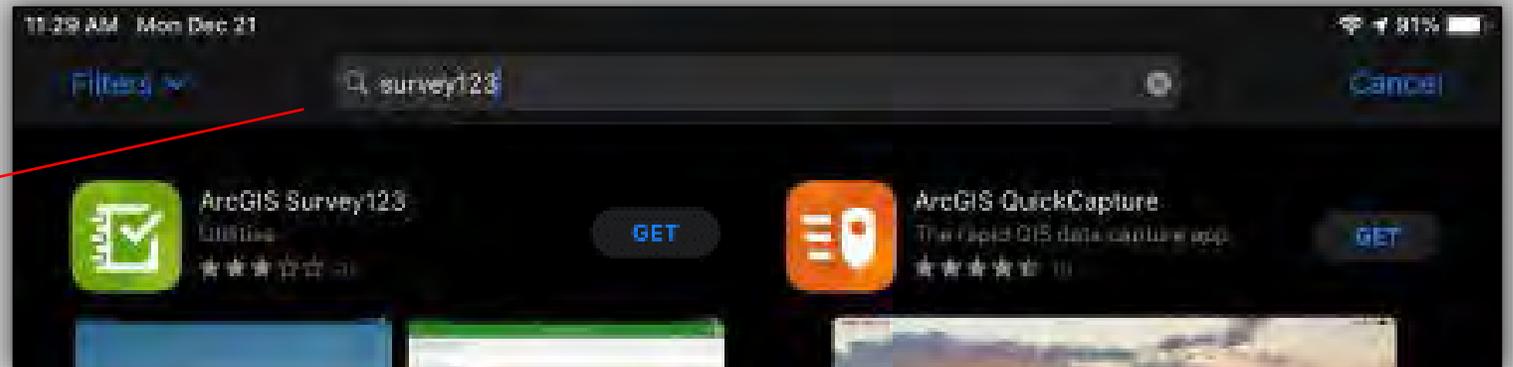
---

# To Download the Phone & Tablet Version of the App

You can find the App on your phone or tablet using the various available App stores...

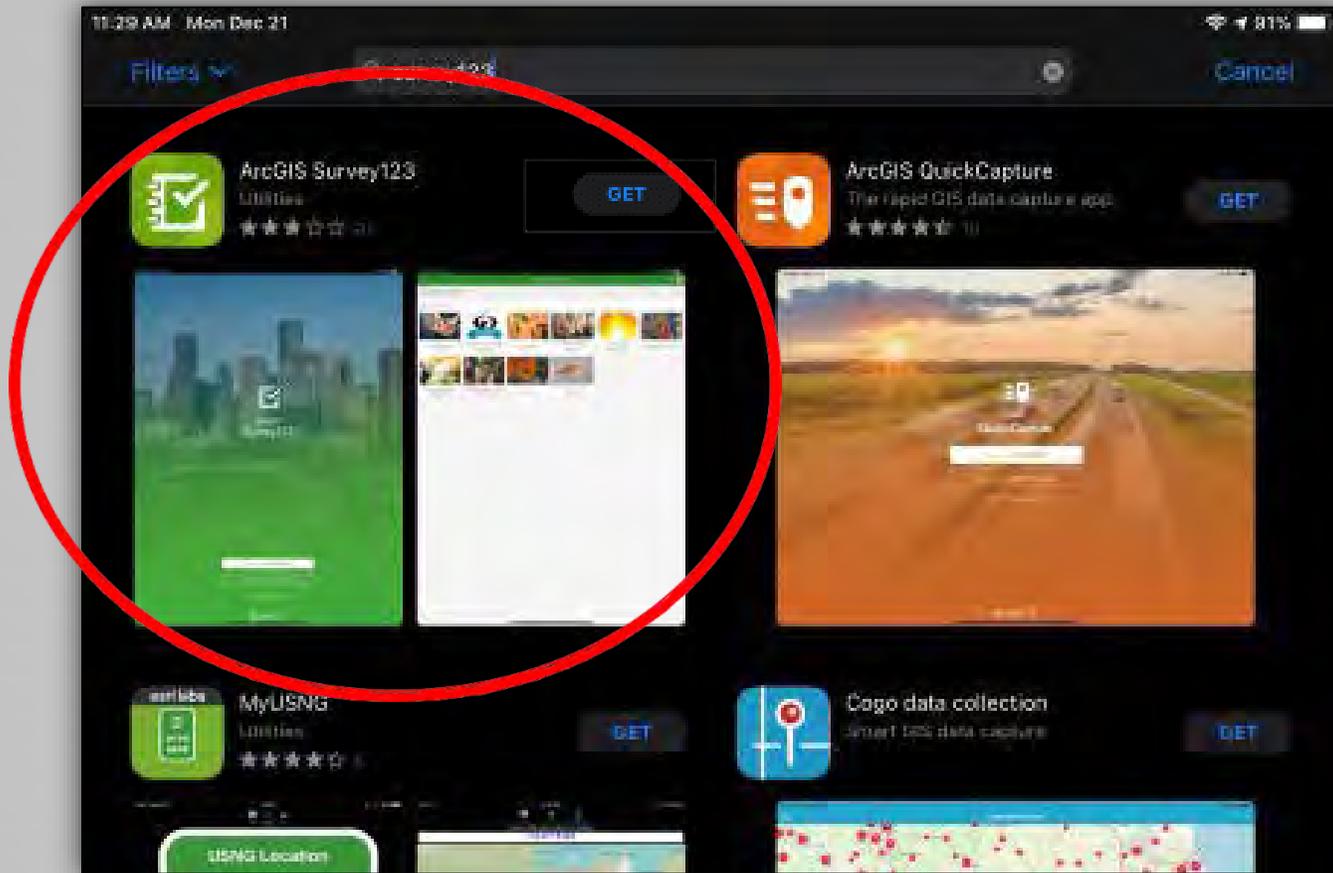


Choose the one that you prefer and type in "*Survey123*" into the Search Bar



# To Download the Phone & Tablet Version of the App

The Survey123 App will look something like this...

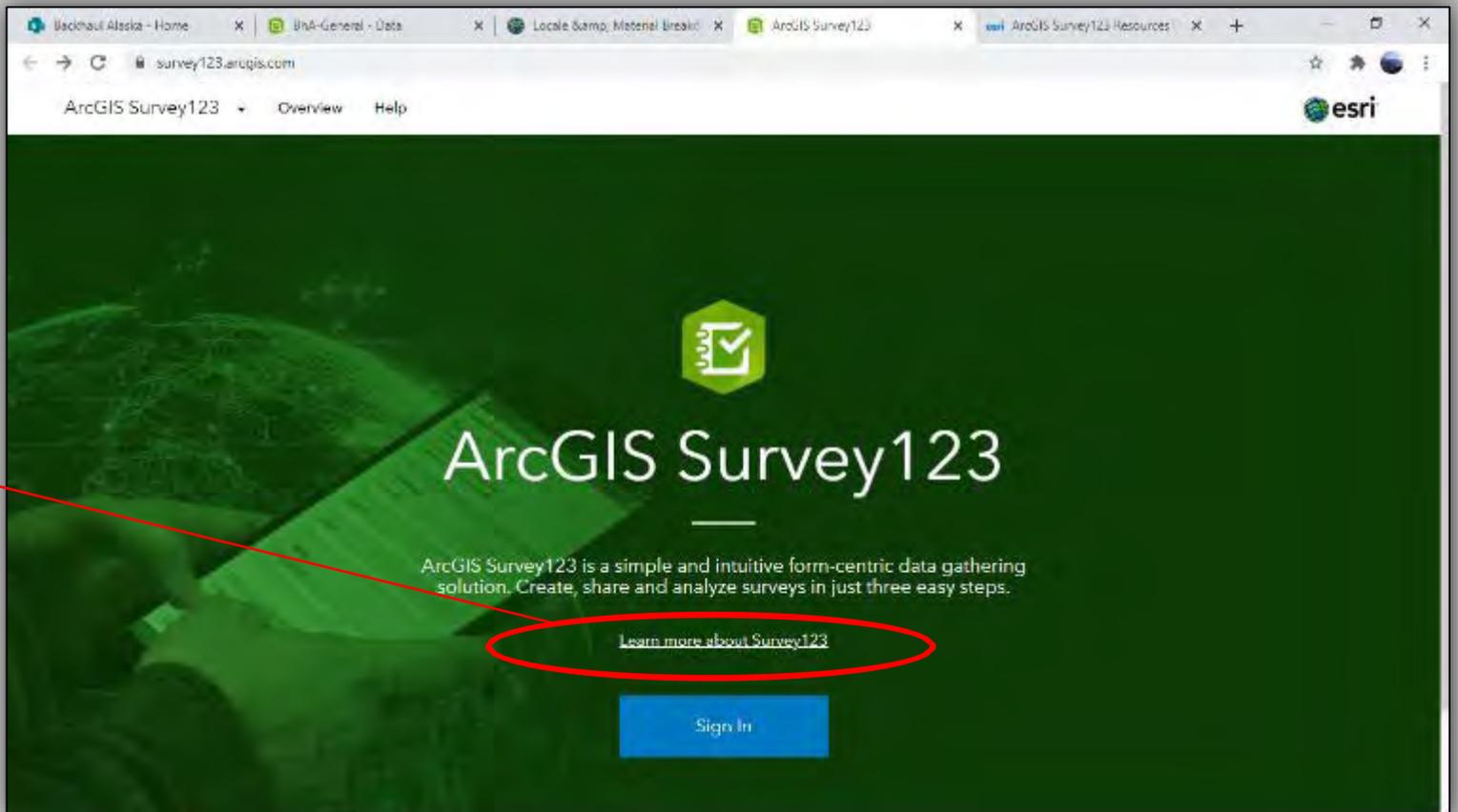


Download & Install as you would any other Phone or Tablet App

# To Download the Desktop Version of the App

Go to the main Survey123 page - <https://survey123.arcgis.com/>

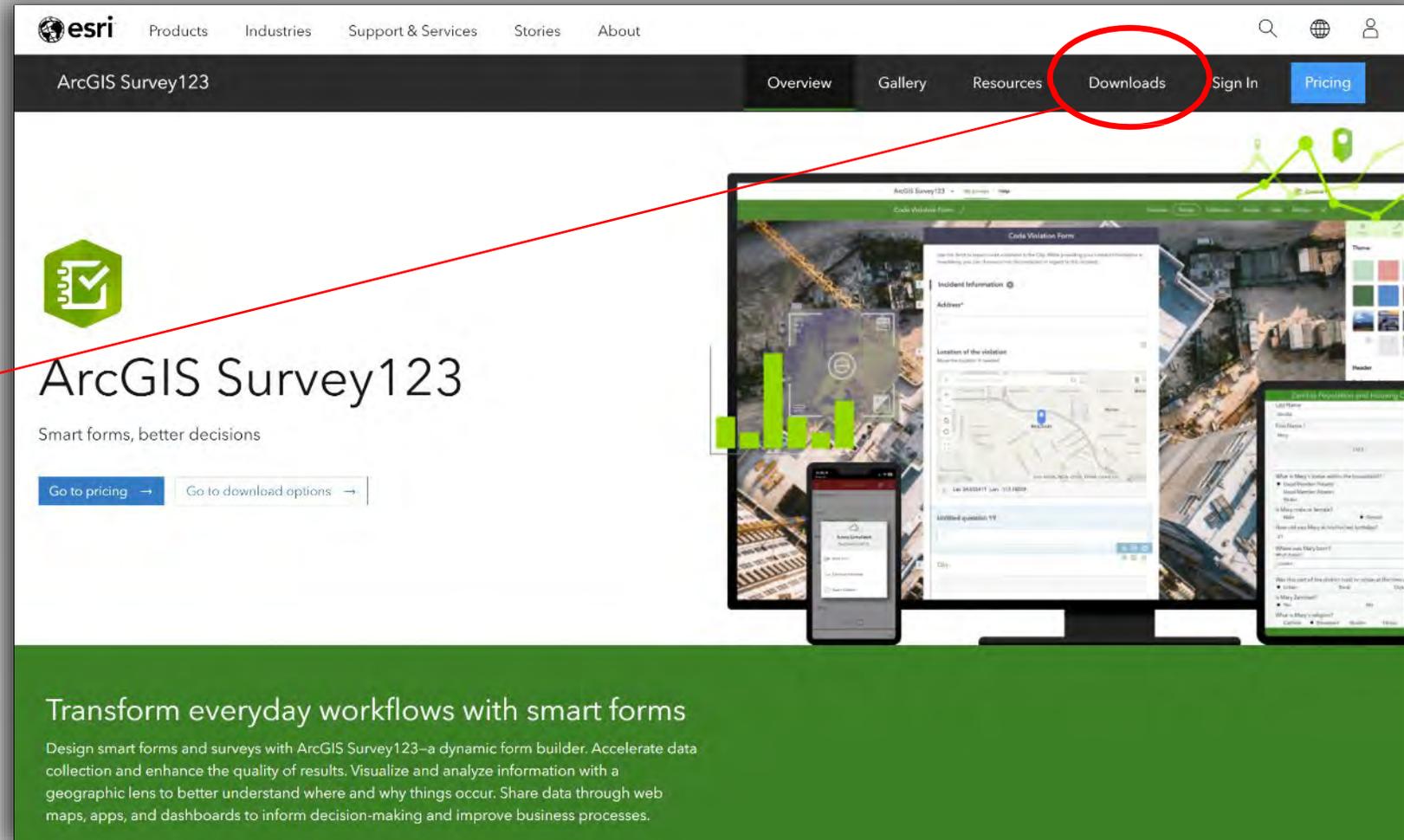
Click “*Learn more...*”



# To Download the Desktop Version of the App

It will take you to a screen that looks like this...

Click the  
“*Downloads*” tab



The screenshot shows the ArcGIS Survey123 website. The top navigation bar includes the Esri logo, links for Products, Industries, Support & Services, Stories, and About. A secondary navigation bar contains Overview, Gallery, Resources, Downloads (highlighted with a red circle), Sign In, and Pricing. The main content area features the ArcGIS Survey123 logo, the text "ArcGIS Survey123" and "Smart forms, better decisions", and two buttons: "Go to pricing" and "Go to download options". A large image on the right shows a desktop monitor displaying a "Code Violation Form" with a map and various input fields, a smartphone displaying a similar form, and a tablet displaying a dashboard with a bar chart. A red line points from the "Downloads" tab to the "Go to download options" button.

esri Products Industries Support & Services Stories About

ArcGIS Survey123 Overview Gallery Resources Downloads Sign In Pricing

ArcGIS Survey123

Smart forms, better decisions

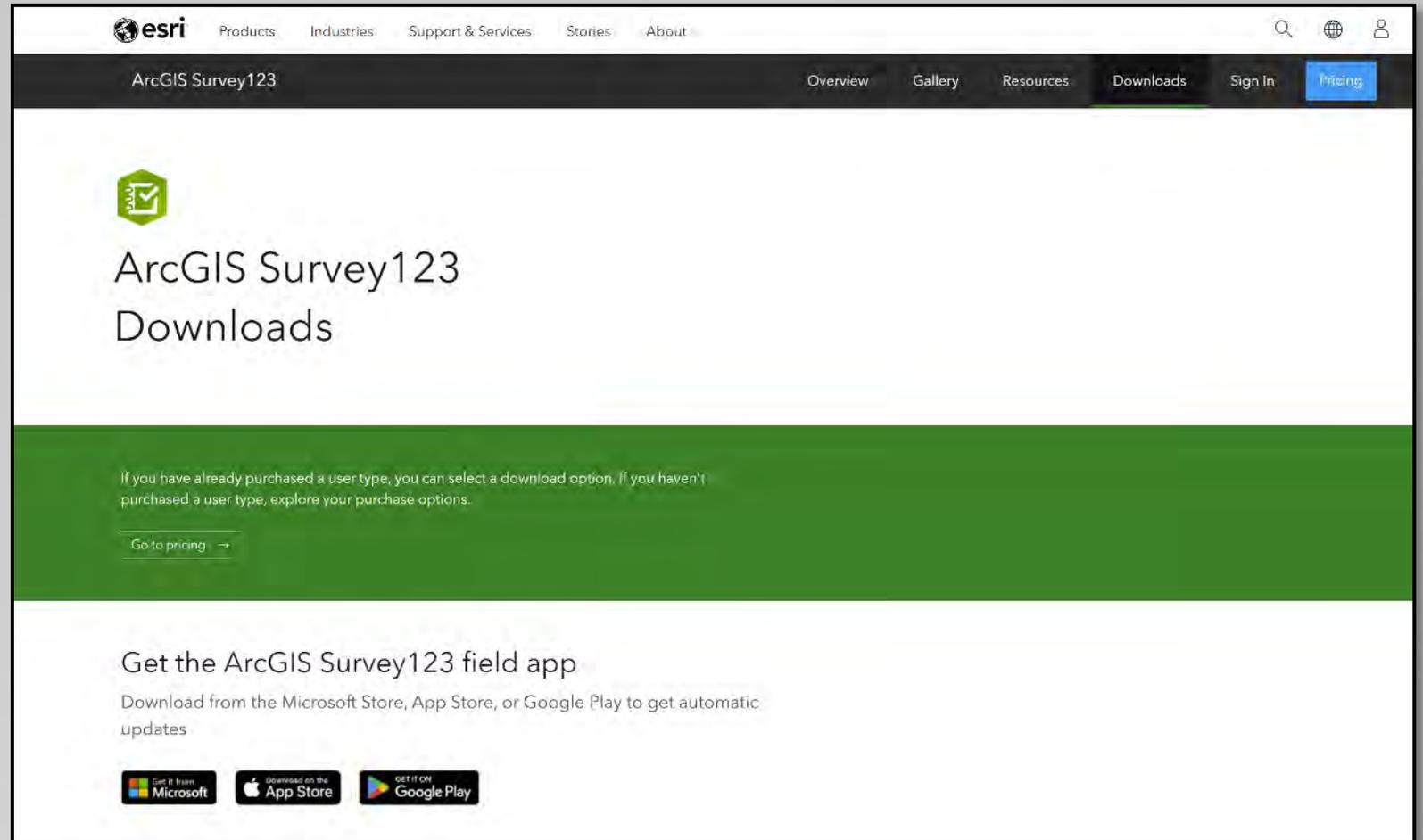
Go to pricing → Go to download options →

Transform everyday workflows with smart forms

Design smart forms and surveys with ArcGIS Survey123—a dynamic form builder. Accelerate data collection and enhance the quality of results. Visualize and analyze information with a geographic lens to better understand where and why things occur. Share data through web maps, apps, and dashboards to inform decision-making and improve business processes.

# To Download the Desktop Version of the App

Next, it will take you to a screen that looks like this...



Scroll down a little...



# To Download the Desktop Version of the App

...Until you see this – Download the app by clicking on the appropriate link...

ArcGIS Survey123

Overview Gallery Resources Downloads Sign In Pricing

## Get ArcGIS Survey123 Connect

Download from the Microsoft Store to get automatic updates

Get it from Microsoft

### Download ArcGIS Survey123

Download installation files from Esri

#### ArcGIS Survey123 field app

- Windows x64
- Android Arm v8 (64 bit)
- Android ARM v7 (32 bit)

#### ArcGIS Survey123 Connect

Windows x64

Choose the  
“Window x64”  
option

# To Download the Desktop Version of the App

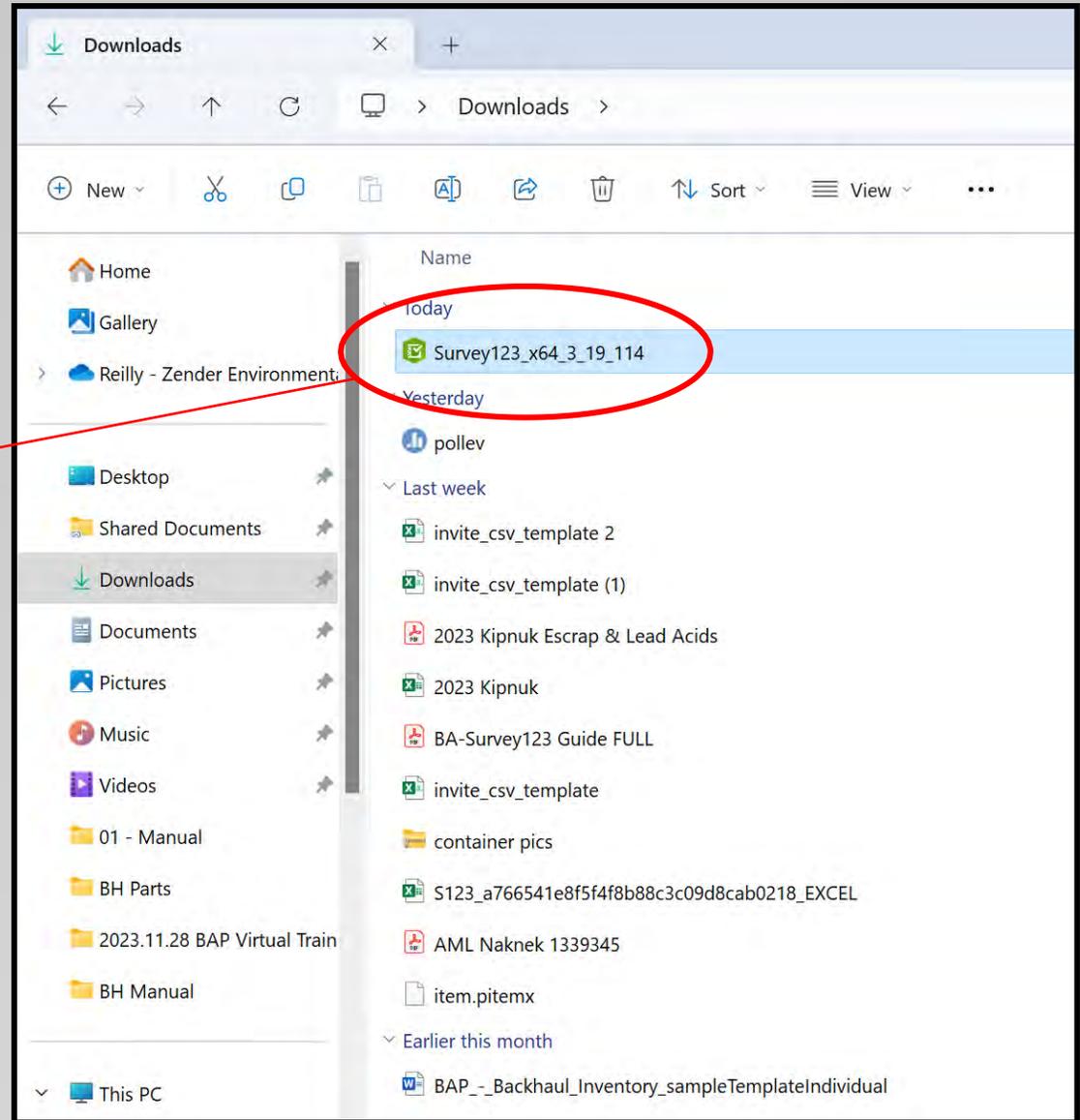
As a side note – you can also get the phone and tablet apps this way too

The screenshot shows the ArcGIS Survey123 website with a navigation bar at the top containing links for Overview, Gallery, Resources, Downloads, Sign In, and Pricing. The main content area is titled "Get the ArcGIS Survey123 field app" and includes the text "Download from the Microsoft Store, App Store, or Google Play to get automatic updates". A red circle highlights three download buttons: "Get it from Microsoft", "Download on the App Store", and "GET IT ON Google Play". Below this, there is a section for "Get ArcGIS Survey123 Connect" with the text "Download from the Microsoft Store to get automatic updates" and a "Get it from Microsoft" button. At the bottom, there are two columns for desktop downloads: "Download ArcGIS Survey123" with the text "Download installation files from Esri", and two columns for "ArcGIS Survey123 field app" and "ArcGIS Survey123 Connect", each with a "Windows x64" download link. The "ArcGIS Survey123 field app" column also lists "Android Arm v8 (64 bit)" and "Android ARM v7 (32 bit)" download links.

# To Download the Desktop Version of the App

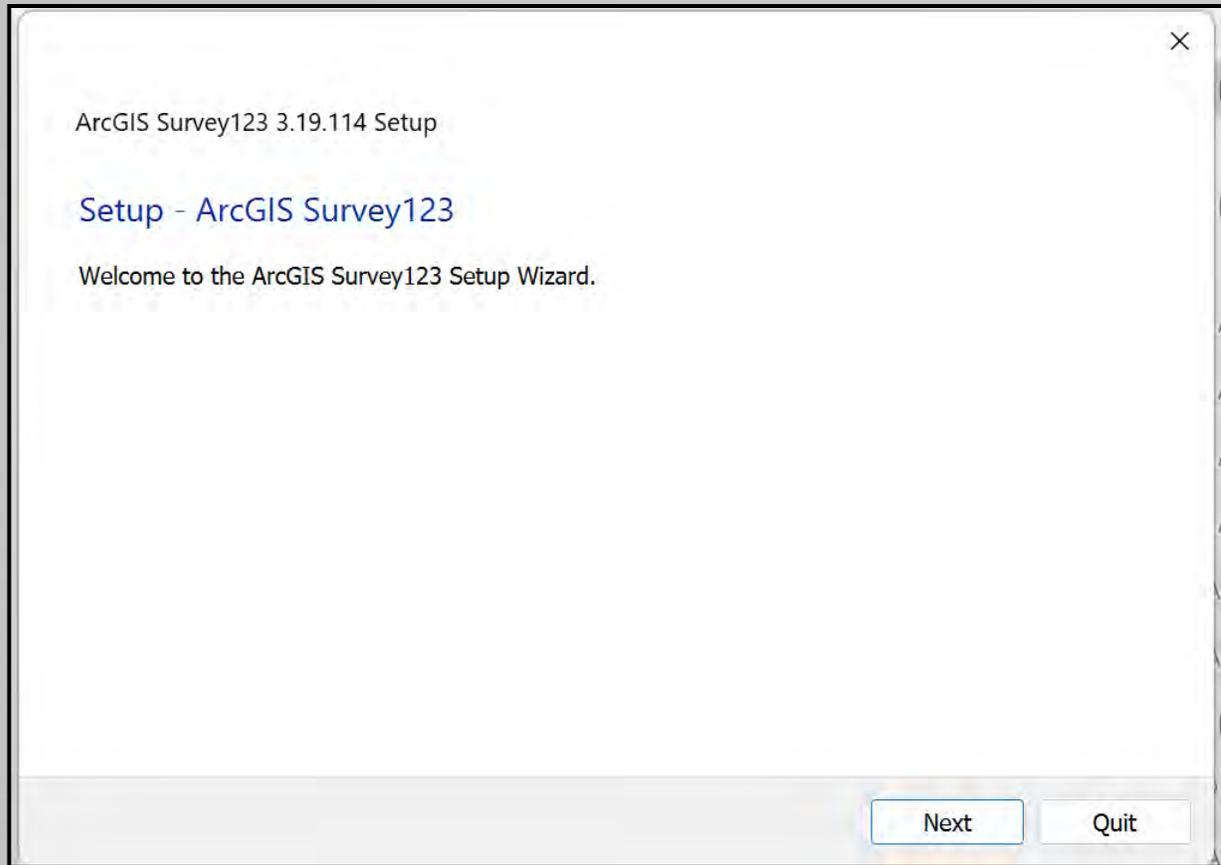
Find where you downloaded the file...

Double-click/run the **Survey123** file



# To Download the Desktop Version of the App

This will launch an installer..  
Follow the instructions as they pop-up



When done, you can open/run the app – you should get a screen that looks like this...



# How to Download/Access Surveys

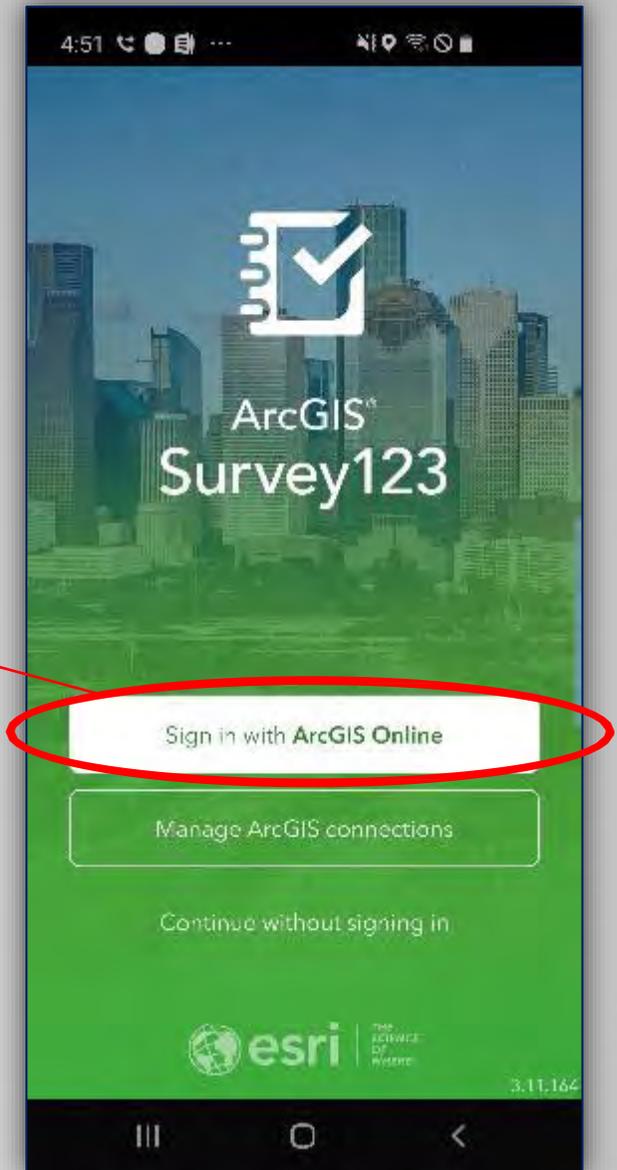
Launch the app using your phone, tablet, or computer

Click/Press “*Sign In*”

*Computer Version*



*Phone Version*



**Side note:** You can still use the app by clicking “*continue without signing in*” if you already have downloaded the surveys...records just won't upload until you sign back in – this is useful if you do not have cell or internet access when creating records.

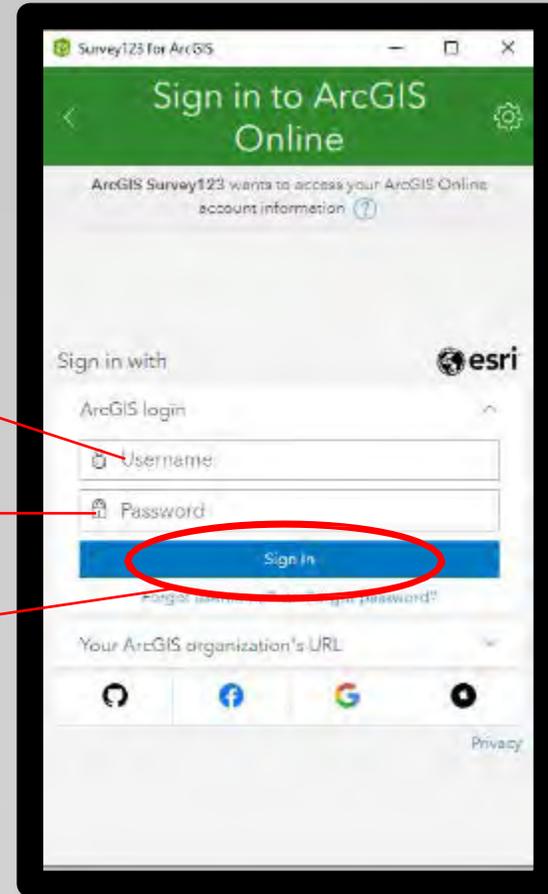
# How to Download/Access Surveys

Log in using your account information...

**Username** (provided by  
Backhaul Alaska Program)

**Password**

Click *“Sign In”*

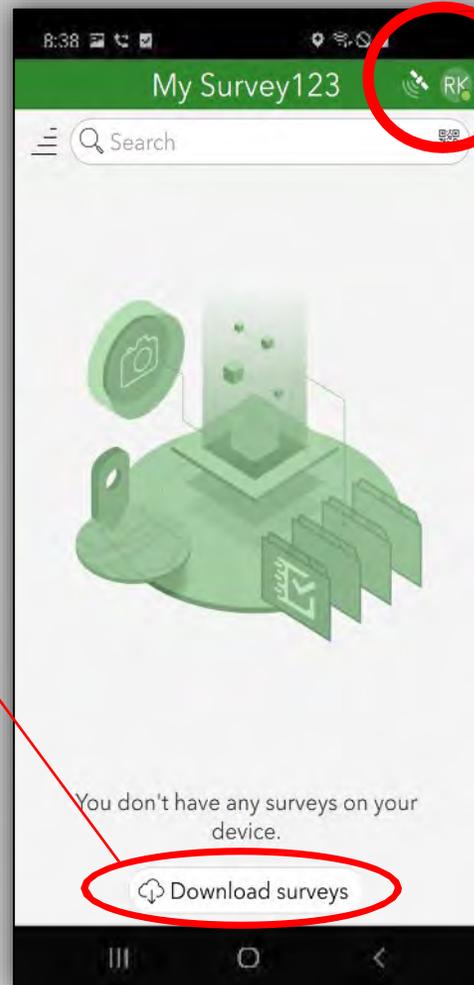


**Side note:** After signing-in, it should remember your log-in information for a while after that. However, it may automatically log you out after a couple of weeks or so.

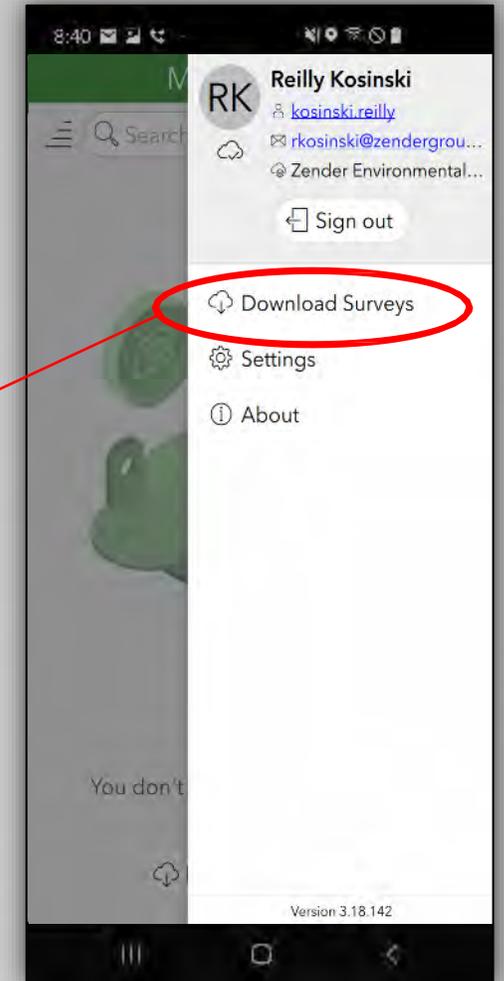
# How to Download/Access Surveys

If you do not have any surveys, you will see a screen like this...you will need to download the Backhaul AK surveys

Press the "*Download Survey*" button here



You can also click your initial on the top-right and find a "*Download Survey*" button there as well



# How to Download/Access Surveys

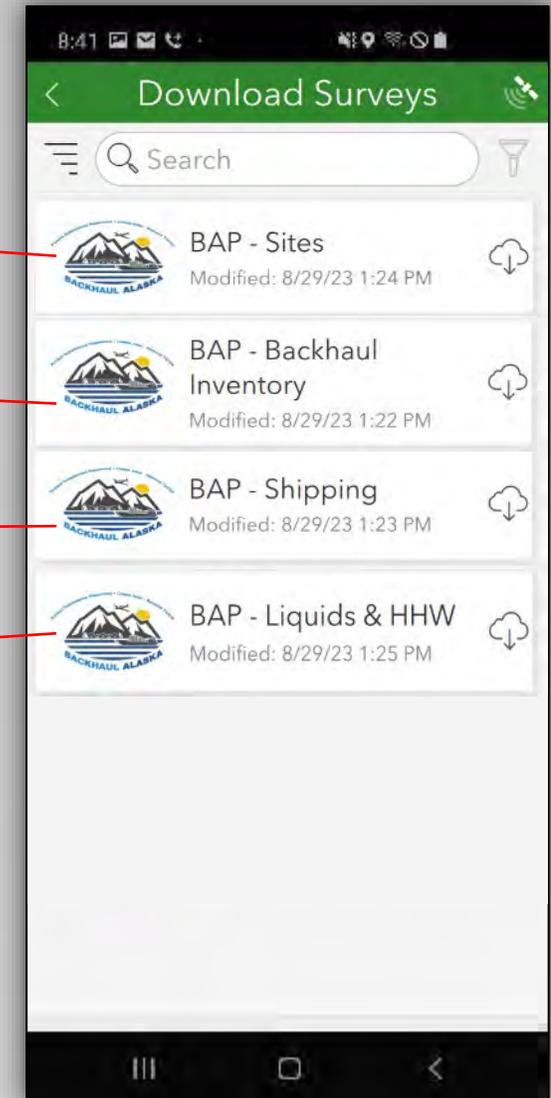
There are 4 Backhaul Alaska Surveys

- 1) **BAP - Sites**  
*(Important Backhaul Related Sites)*
- 2) **BAP – Backhaul Inventory**  
*(General Backhaul Materials)*
- 3) **BAP – Shipping**  
*(Backhaul AK Shipping Inventory)*
- 4) **BAP – Liquids & HHW**  
*(Liquid Wastes & HHW Materials)*

Click the “” to download each

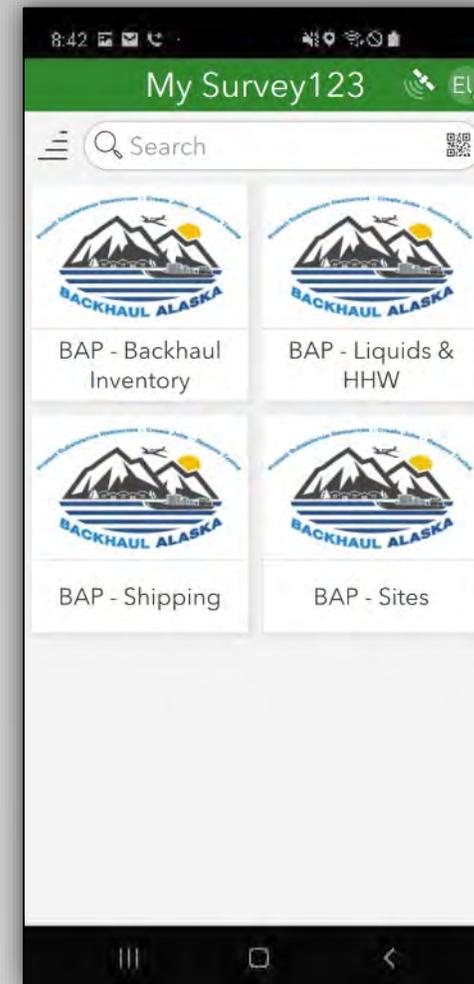
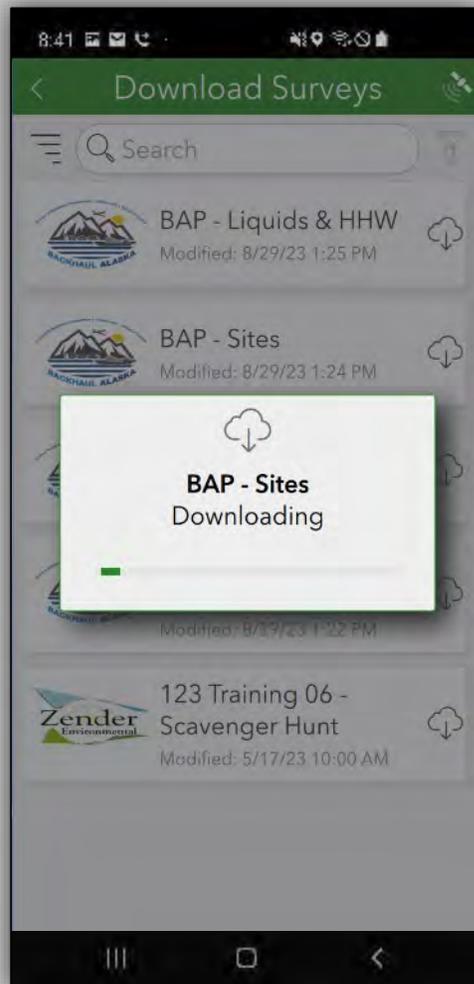
**Side note:** A heads-up...The survey names may change over time (you will be notified by the app to download newer versions).

Further details regarding the [use of each survey](#) are provided later in this document.



# How to Download/Access Surveys

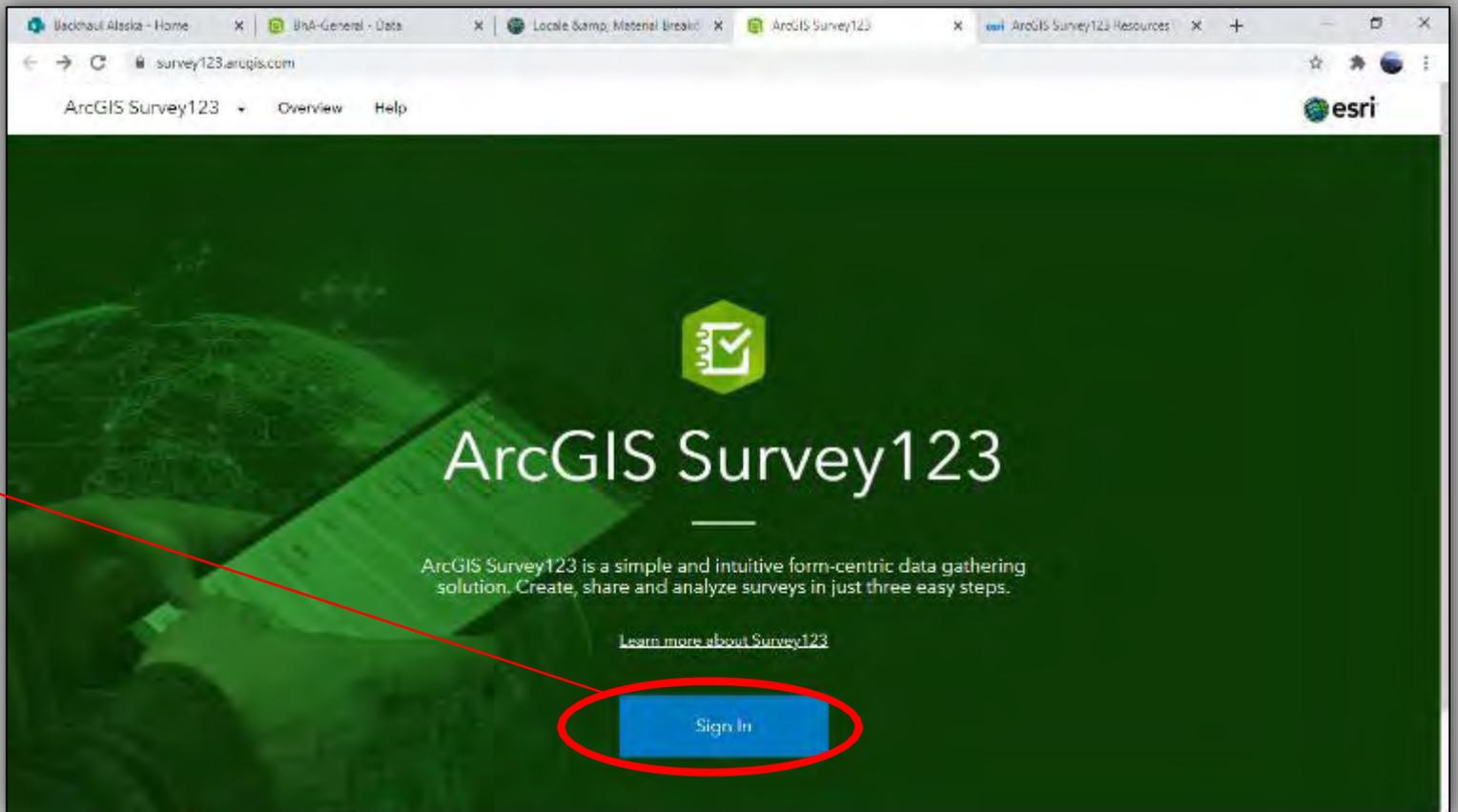
After downloading – the surveys should show up on your menu...



# To Access the Dashboard

Goto the main Survey123 page - <https://survey123.arcgis.com/>

Click *“Sign In”*



# To Access the Dashboard

Login using your account information...

Username (provided by EPA)

Password

It logs you off pretty often, but checking this will help a little bit

Click *“Sign In”*

ArcGIS Survey123 wants to access your ArcGIS Online account information ?

Sign in with 

ArcGIS login

Keep me signed in

[Forgot username?](#) or [Forgot password?](#)

Your ArcGIS organization's URL



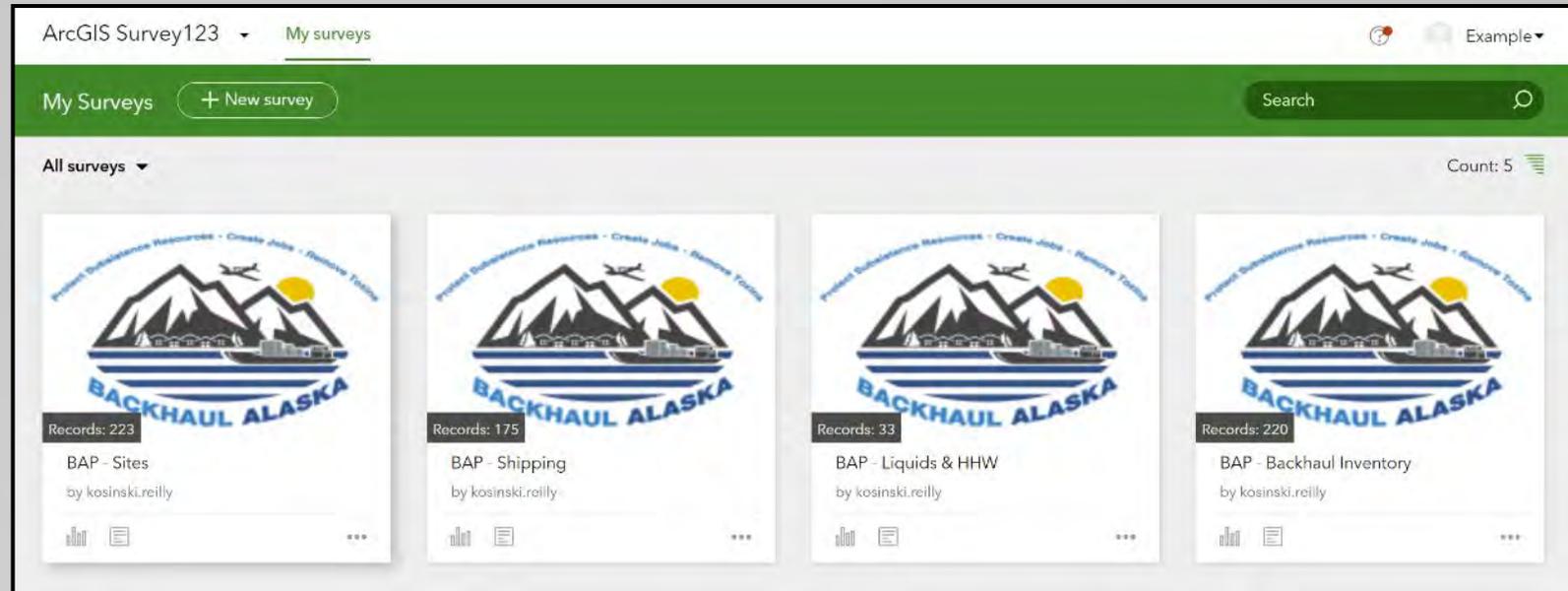
[Privacy](#)

# To Access the Dashboard

## Login using your account information...

This should take you to a screen where all the surveys you have access to are listed

Click on the survey you are interested in to launch the dashboard



[Using the dashboard](#) and its features are discussed moreso later in this document.

# Using the Surveys

- [Introduction](#)
- [Completing the First 4 Fields](#)
  - [Community Information](#)
  - [GPS Location](#)
  - [Pictures](#)
- [Using the BAP – Sites Survey](#)
- [Using the BAP – Backhaul Inventory Survey](#)
- [Using the BAP – Shipping Survey](#)
- [Using the BAP – Liquids & HHW Survey](#)
- [Additional Functions](#)
  - [Setting Favorite Answers](#)
  - [Sent Surveys](#)
  - [Saving to Drafts](#)
  - [Saving to Outbox](#)

Survey123 for ArcGIS

BAP - Backhaul Inventory

▼ **Location**

Please select the community where you are completing this survey

Select a Region

Select a Community \*

Enter your GPS location

You can change the location by clicking on the map.

59°14'N 135°27'W ± 6,438.0 m

Map showing location pin and coordinates.

# Using the Surveys - Introduction

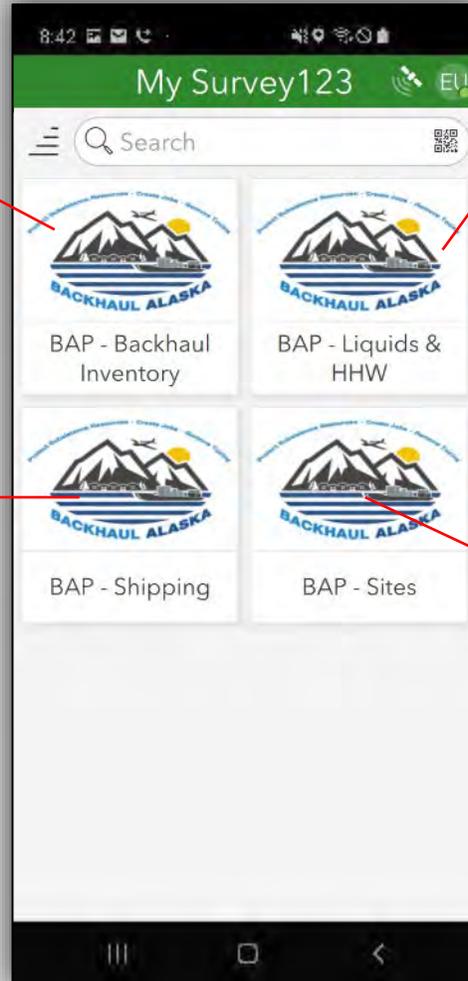
There are 4 backhaul surveys available for use - To begin a record, just press on the survey you want to use:

## BAP - Inventory

*For documenting accumulations of potential backhaul materials*

## BAP - Shipping

*For documenting materials that are packaged, labeled, and 100% ready for shipment.*



## BAP - Liquids & HHW

*For documenting liquid wastes (oil, glycol, etc.), known hazardous wastes, and unknown materials that potentially could be hazardous wastes.*

## BAP - Sites

*For documenting important local backhaul related sites (such as storage locations).*

# Using the Surveys – Community Information

The first 4 entry fields for each survey are identical\* – The first 2 fields capture “*Community Information*”.

Field	Description
1) <b>Region</b>	This provides a pull-down option of AK regions – Choose the region in which the community is located (this is just a filter to make the list of communities smaller and easier to find your individual community).
2) <b>Community</b>	This provides a pull-down option of communities associated with the chosen region – Choose the community you would like to generate records for.

\* Note: The BAP – Sites survey does have an additional field in between the *Community Information* and *GPS Location* fields.

Survey123 for ArcGIS

BAP - Backhaul Inventory

Location

Please select the community where you are completing this survey

Select a Region

Select a Community \*

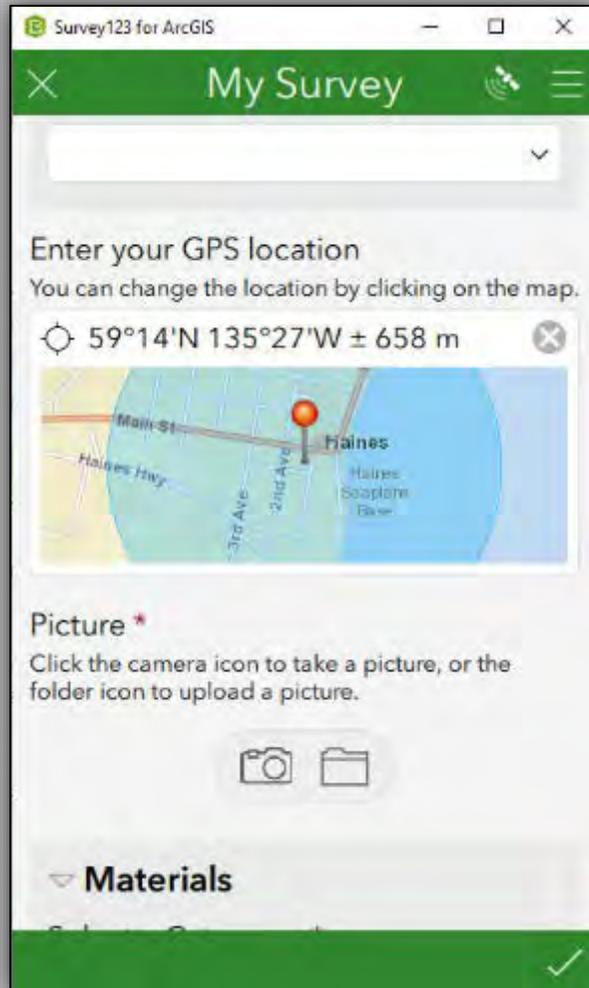
Enter your GPS location

You can change the location by clicking on the map.

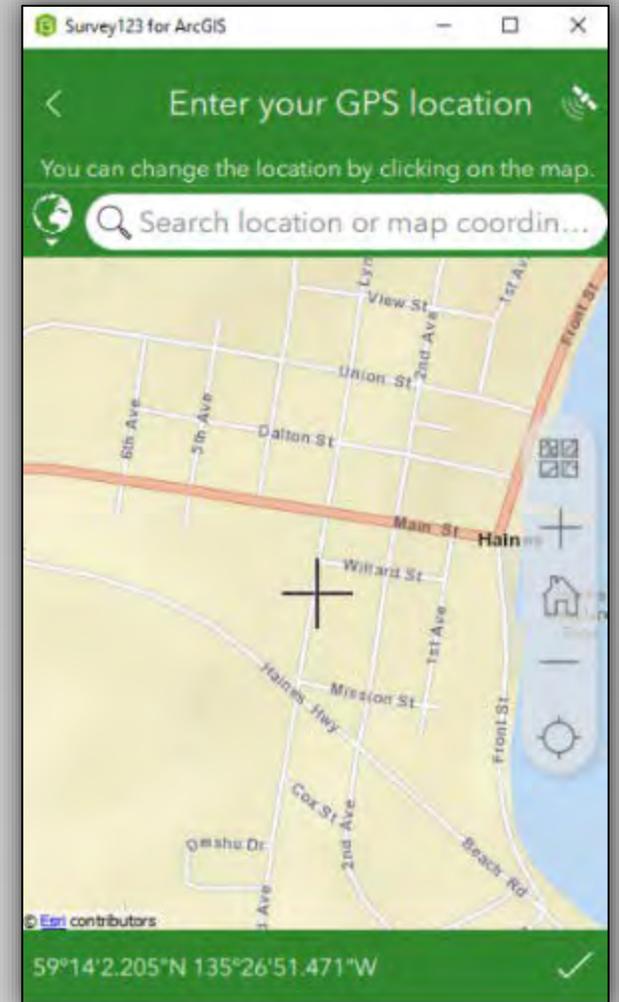
59°14'N 135°27'W ± 6,438.0 m

# Using the Surveys – GPS Location

The next field asks for a GPS location to map the record...

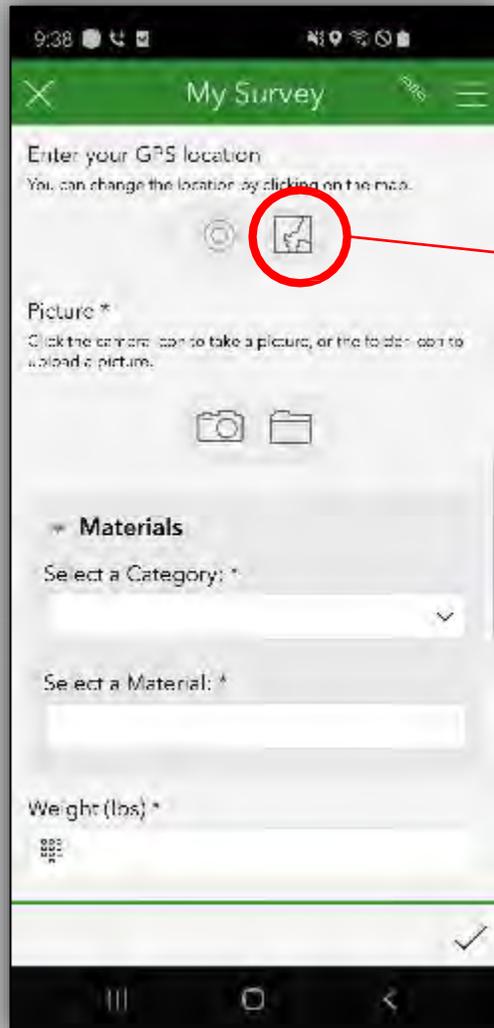


The app may automatically map **your location** – You can adjust the location by pressing on the map and manually moving the screen around



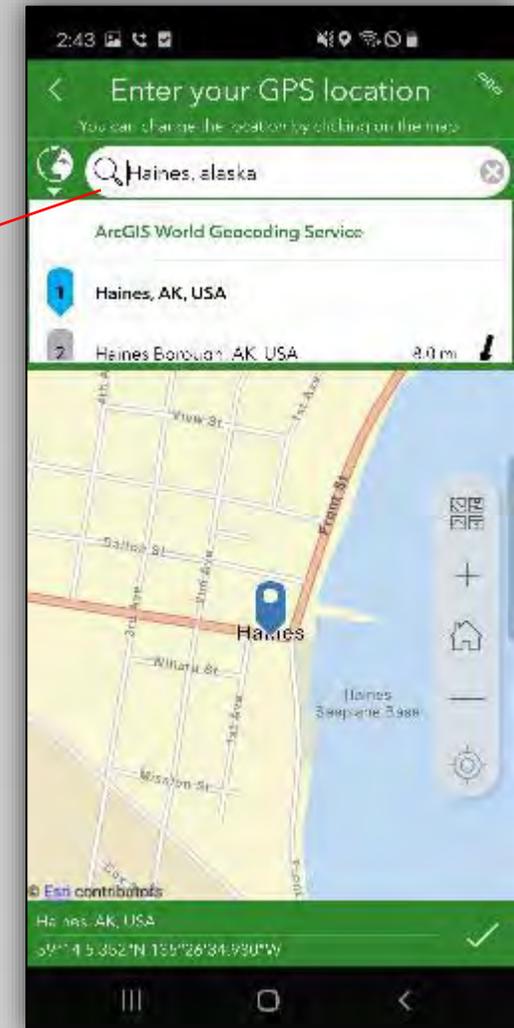
# Using the Surveys – GPS Location

The record location can also be manually entered...



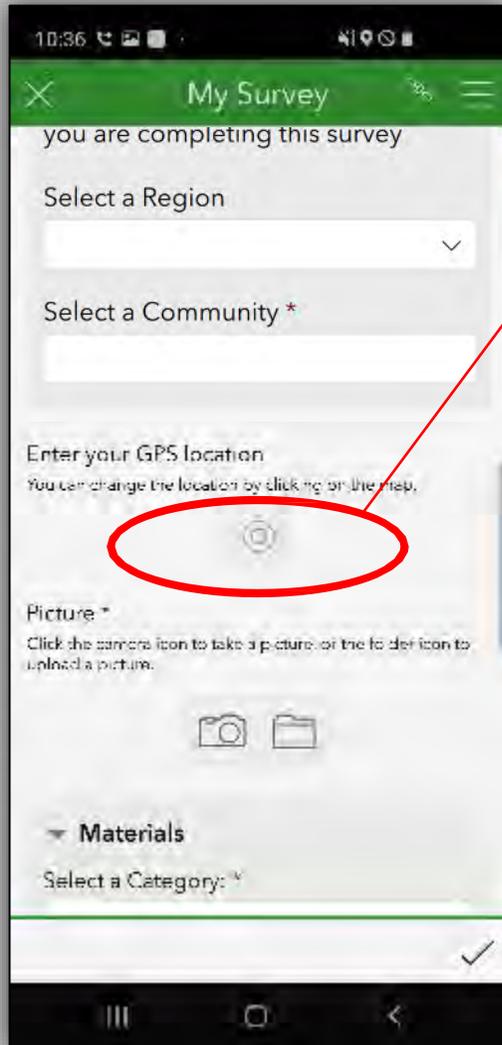
If the app does not automatically find your location:

- 1) press the map icon
- 2) Type in the location
- 3) Manually move the map, as needed



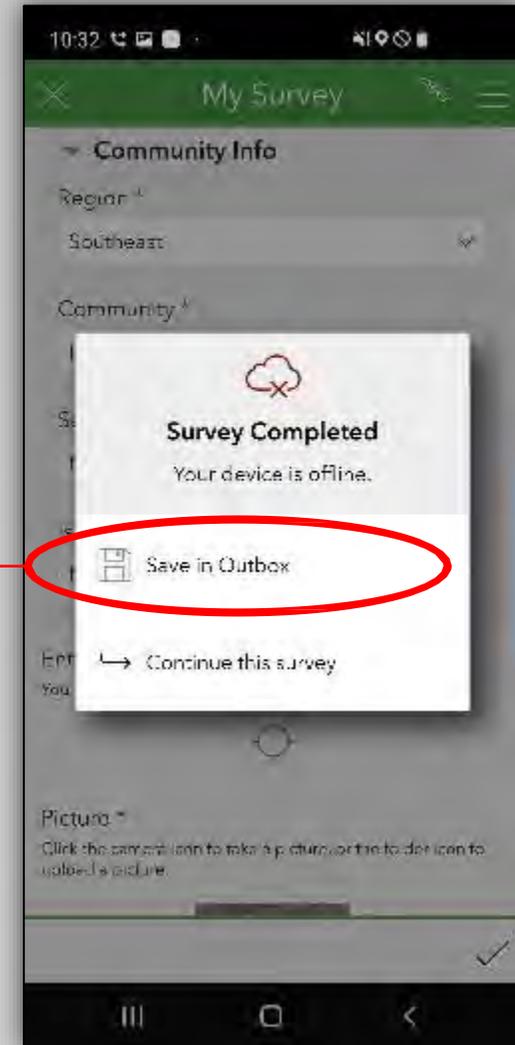
# Using the Surveys – GPS Location

If there is no internet or cell coverage



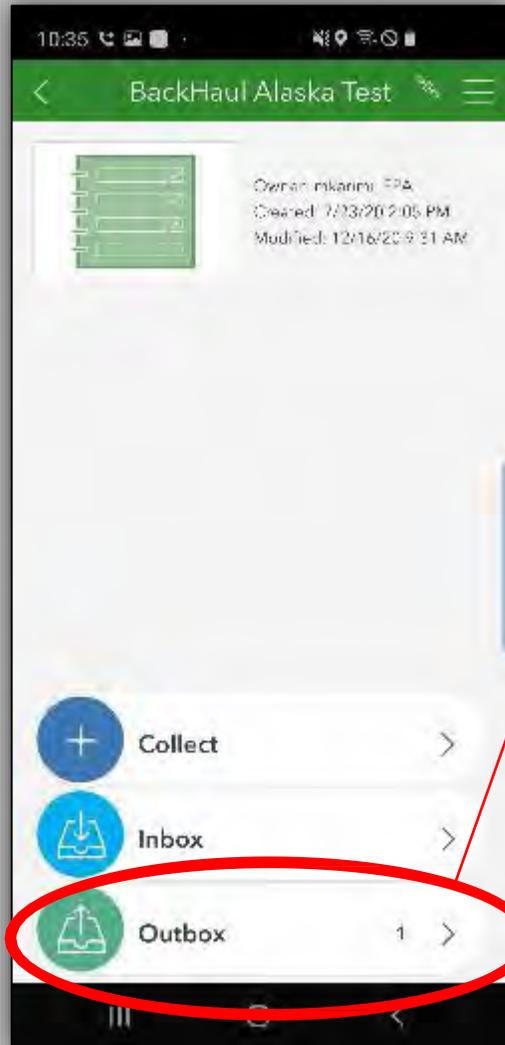
The map icon will be missing & you will not be able to submit the record...

- 1) Finish the completing the rest of the record
- 2) Save in the "Outbox"



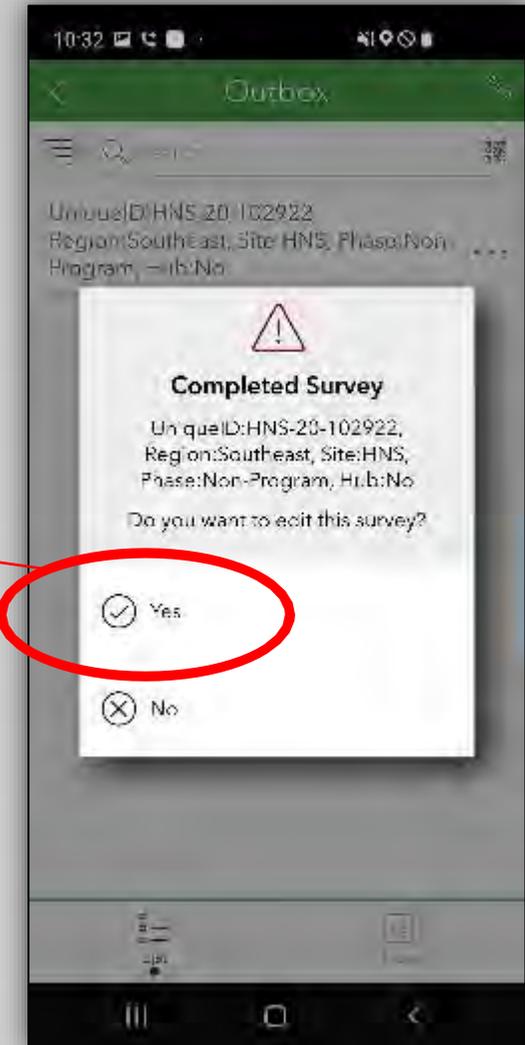
# Using the Surveys – GPS Location

If there is no internet or cell coverage



Complete & submit the record once you have internet/cell coverage...

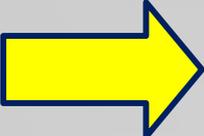
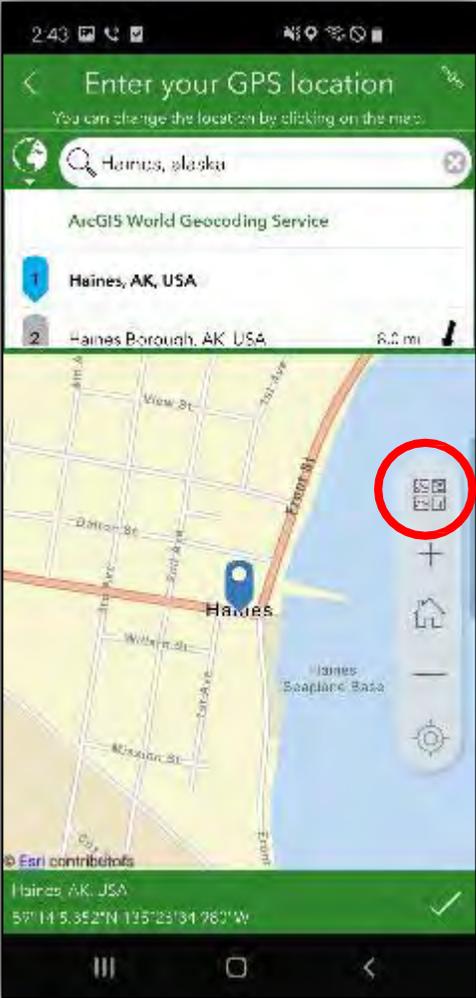
- 1) Find the record in the "Outbox"
- 2) Choose "yes" to edit, complete, & submit the record



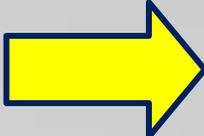
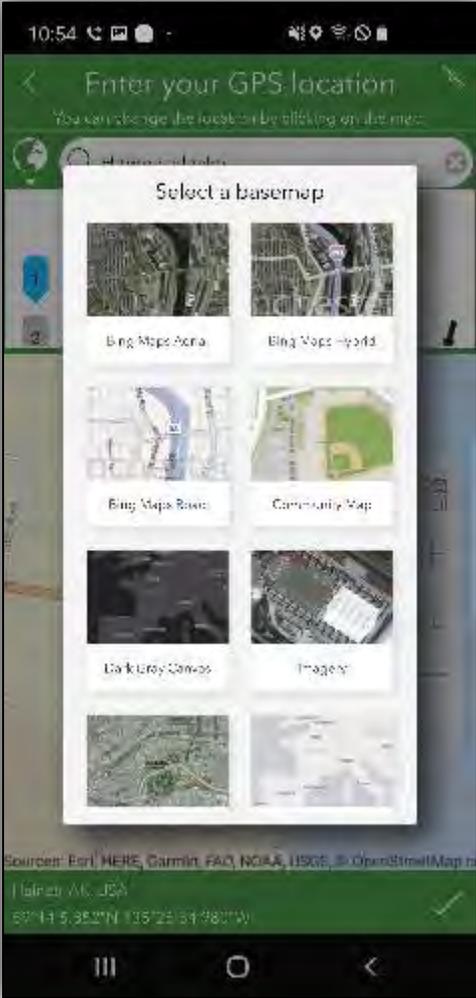
# Using the Surveys – GPS Location

Additionally, you can change the style of map, if wanted...

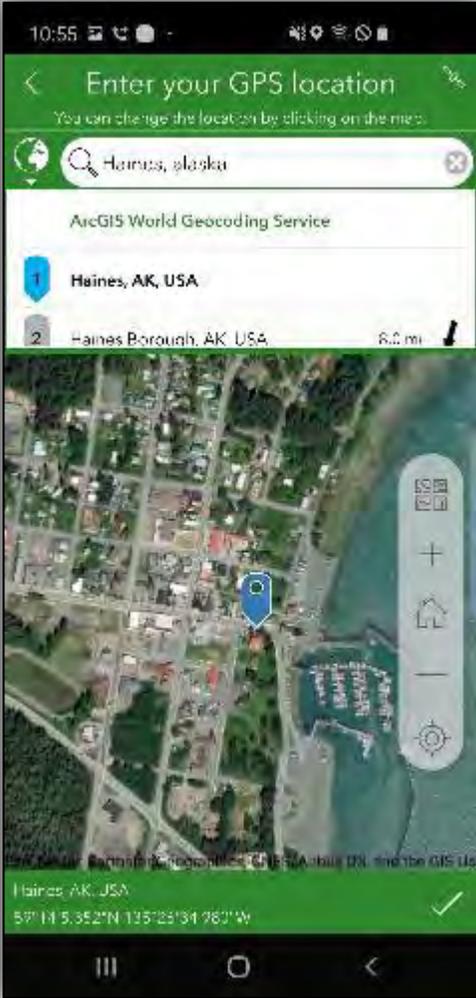
*Press the Map Icon*



*Pick a Map*

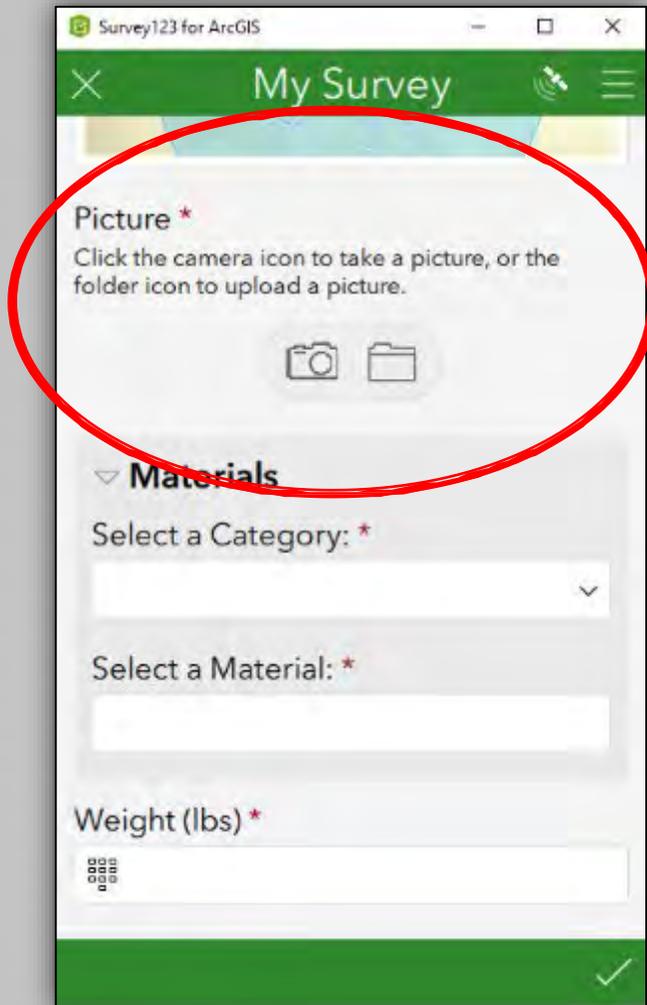


*Continue Using...*



# Using the Surveys – Picture

The next field asks for a picture of the record...

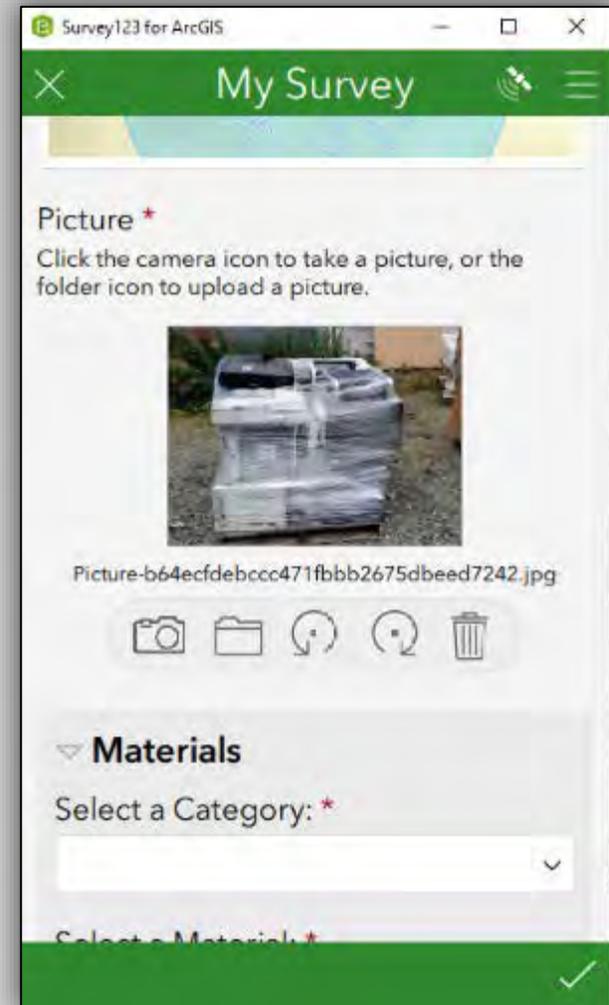


You can take or upload multiple photos. Either...

- Press the camera icon and take a photo

*AND/OR*

- Press the file icon to upload a photo already saved on your phone, tablet, or computer.



# BAP – Sites

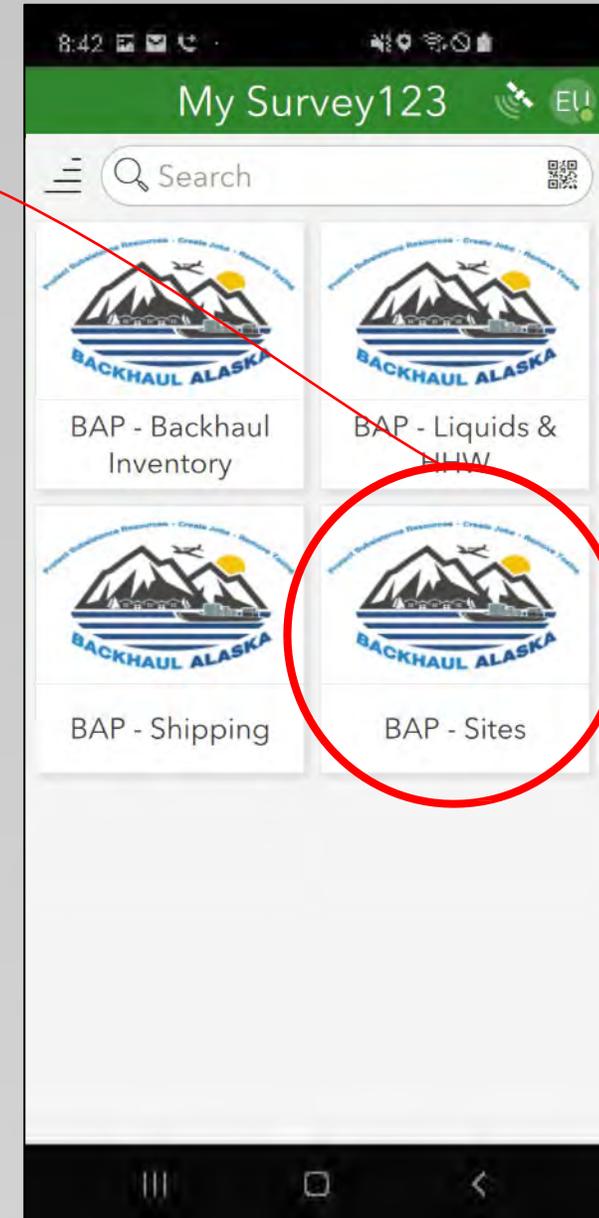
## Backhaul Alaska Sites Survey

The purpose of this survey is for documenting local important backhaul and solid waste management sites

4 of the 5 first fields\* for each survey are identical. These were covered in the [Using the Surveys](#) portion at the beginning of this section.

This portion will highlight how to complete the remaining fields for this particular survey.

\* Note: An additional field in between the *Community Information* and *GPS Location* fields.



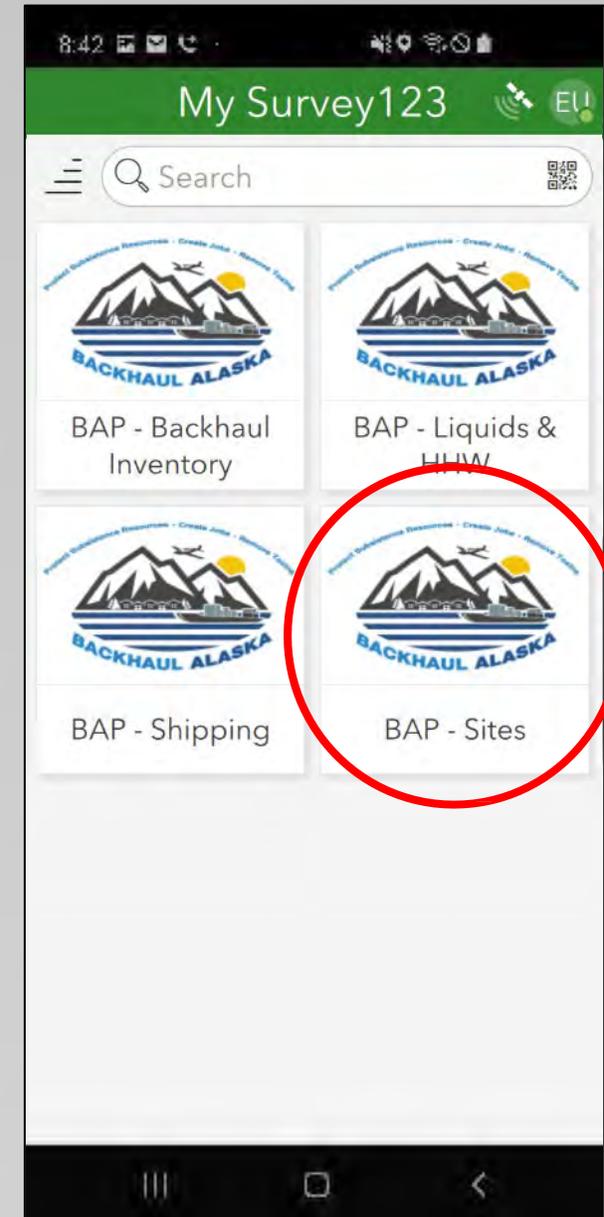
# BAP – Sites

## Backhaul Alaska Sites Survey

In addition to the 4 fields that are identified on each survey, the *BAP – Sites* survey includes the following fields:

- [Site Description](#)
- [Shipping Connex Information](#)
- [Notes](#)

[2 Examples](#) will be given at the end of this section



# BAP – Sites

## What is a “*Site*”???

Use this survey to identify, map, & record important sites/locations relevant to a community’s backhaul and solid waste management activities.

Examples include locations of:

- Landfills
- Storage sites (ex: connexes, warehouses)
- Offices
- City Shops
- Barge Landings
- Staging Areas
- Etc...

The screenshot shows the ArcGIS Survey123 mobile application interface for a survey titled "BAP - Sites". The interface is displayed on a mobile device screen. At the top, the title bar is green with the text "BAP - Sites" and a close button (X) on the left and a menu icon (three horizontal lines) on the right. Below the title bar, there is a section titled "Location" with a dropdown arrow. The text below this section reads: "Please select the community where you are completing this survey". There are two dropdown menus: "Select a Region" and "Select a Community". Below these is a section titled "Site Description" with the text: "Please briefly describe the site you are documenting (ex: 'Landfill', 'Storage Connex', 'Barge Landing', etc.)". There is a text input field for the site description. Below that is a section titled "Enter your GPS location" with the text: "You can change the location by clicking on the map". There is a location input field showing the coordinates "59°14'N 135°27'W ± 6,438.0 m" and a close button (X). Below the coordinates is a map showing a location marked with a blue pin. At the bottom right of the screen, there is a checkmark icon.

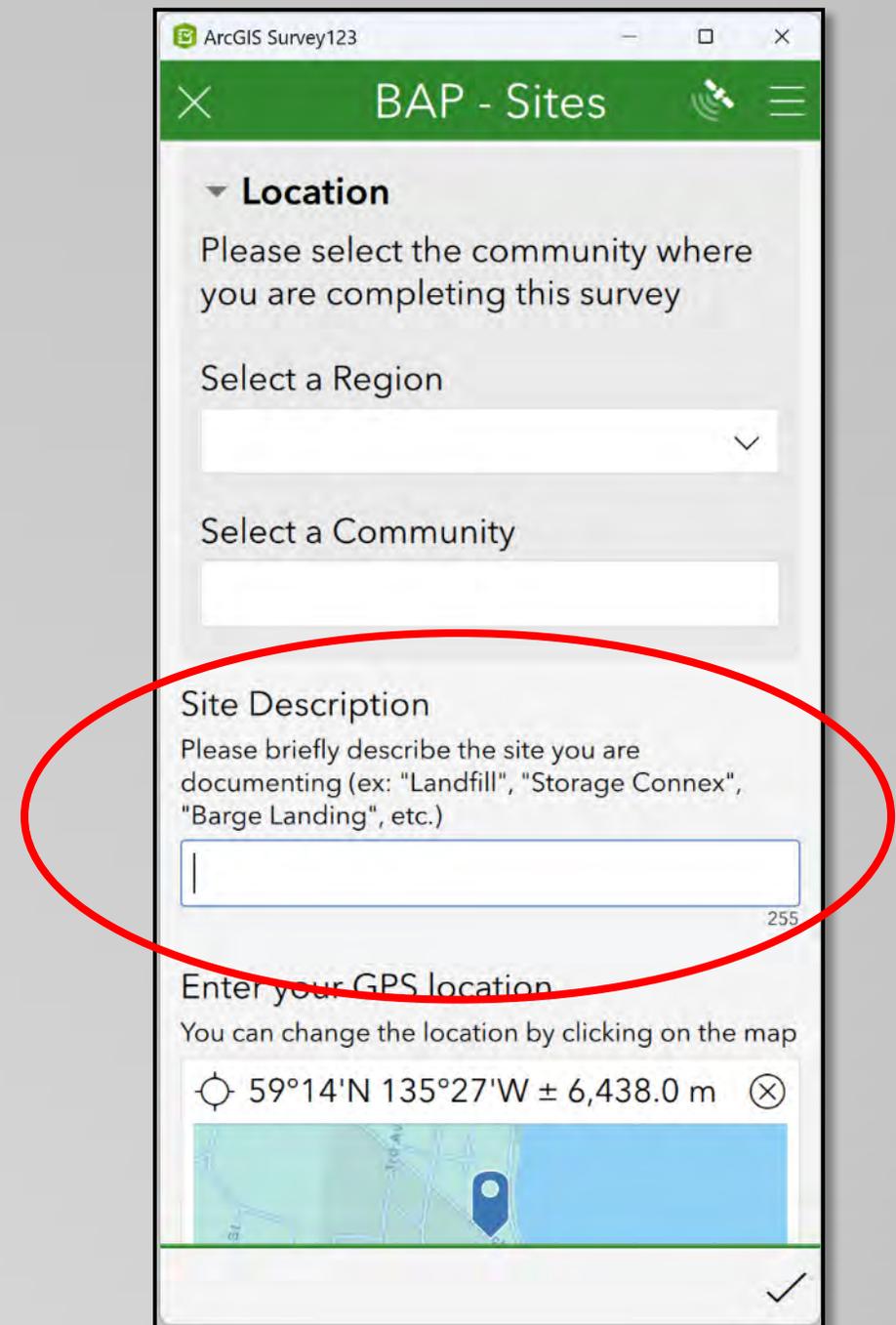
# BAP – Sites

## Using the “*Site Description*” Field

Use this field to briefly describe an important site/location relevant to a community’s backhaul and solid waste management activities.

Examples include locations of:

- Landfills
- Storage sites (ex: connexes, warehouses)
- Offices
- City Shops
- Barge Landings
- Staging Areas
- Etc...



ArcGIS Survey123

BAP - Sites

▼ Location

Please select the community where you are completing this survey

Select a Region

Select a Community

Site Description

Please briefly describe the site you are documenting (ex: "Landfill", "Storage Connex", "Barge Landing", etc.)

255

Enter your GPS location

You can change the location by clicking on the map

59°14'N 135°27'W ± 6,438.0 m

✓

# BAP – Sites

## Using the “*Shipping Connex Information*” Field

This field is only used to identify Carrier owned containers that can be used for backhaul shipping.

For example, a 20ft container that AML shipped to a community full of freight. That freight was subsequently offloaded by the customer. The container is now empty and available to be used for backhaul shipping.

Mapping these containers will assist in 1) tracking backhaul shipments and 2) notifying the barge lines of where the container is within the community.

ArcGIS Survey123

BAP - Sites

Chilkoot St  
Major Rd  
Port Chilkoot

Picture  
Click the camera icon to take a picture, or the folder icon to upload a picture

▼ **Shipping Connex Information**  
Is this a connex that can be used for shipping out backhaul materials?  
 Yes  
 No

Notes  
Provide any additional comments here

✓

# BAP – Sites

## Using the “*Shipping Connex Information*” Field

The default for this field is “No”

If you are documenting any other type of site, then you can simply ignore this field.

ArcGIS Survey123

BAP - Sites

Picture  
Click the camera icon to take a picture, or the folder icon to upload a picture

Shipping Connex Information  
Is this a connex that can be used for shipping out backhaul materials?  
 Yes  
 No

Notes  
Provide any additional comments here

When documenting a container available for backhaul shipping:

- 1) Record the company (i.e. barge carrier) that owns the container
- 2) Record the container number

ArcGIS Survey123

BAP - Sites

Shipping Connex Information  
Is this a connex that can be used for shipping out backhaul materials?  
 Yes  
 No

Transporter  
Please note which company owns this connex (ex: "AML", "AK Logistics", etc.)  
AML

Connex Number  
Please note the connex number here  
NSIU207766

Notes  
Provide any additional comments here

# BAP – Sites

## Using the “Notes” Field

### Notes

Use this field to provide any additional information you feel is important in describing any aspect of the record.

ArcGIS Survey123

BAP - Sites

Shipping Connex Information

Is this a connex that can be used for shipping out backhaul materials?

Yes

No

Transporter

Please note which company owns this connex (ex: "AML", "AK Logistics", etc.)

AML

Connex Number

Please note the connex number here

NSIU207766

Notes

Provide any additional comments here

Currently Empty

240

✓

# BAP – Sites

## Examples of Site Survey Records

The next few pages will provide examples of the following 2 types of records:

- [General Site record](#)
- [Connex for Shipping record](#)



# BAP – Sites: Example of Recording a General Site

ArcGIS Survey123

BAP - Sites

Site Description

Please briefly describe the site you are documenting (ex: "Landfill", "Storage Connex", "Barge Landing", etc.)

Recycle Center

Enter your GPS location

You can change the location by clicking on the map

59°14'N 135°27'W ± 6,438.0 m



Picture

Click the camera icon to take a picture, or the folder icon to upload a picture

1 of 1



picture-20231121-082600.jpg

✓

ArcGIS Survey123

BAP - Sites

Click the camera icon to take a picture, or the folder icon to upload a picture

1 of 1



picture-20231121-082600.jpg

Shipping Connex Information

Is this a connex that can be used for shipping out backhaul materials?

Yes

No

Notes

Provide any additional comments here

Open 9-3 Wed-Sat

239

✓

# BAP – Sites: Recording a Connex that can be used for Shipping

ArcGIS Survey123

BAP - Sites

Site Description  
Please briefly describe the site you are documenting (ex: "Landfill", "Storage Connex", "Barge Landing", etc.)

Shipping Container

Enter your GPS location  
You can change the location by clicking on the map



Picture  
Click the camera icon to take a picture, or the folder icon to upload a picture

1 of 1



picture-20231121-084950.jpg

ArcGIS Survey123

BAP - Sites

1 of 1



picture-20231121-084950.jpg

Shipping Connex Information  
Is this a connex that can be used for shipping out backhaul materials?

Yes  
 No

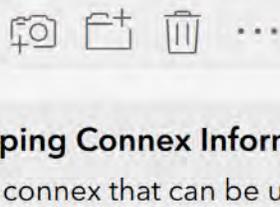
Transporter  
Please note which company owns this connex (ex: "AML", "AK Logistics", etc.)

Connex Number  
Please note the connex number here

ArcGIS Survey123

BAP - Sites

picture-20231121-084950.jpg



Shipping Connex Information  
Is this a connex that can be used for shipping out backhaul materials?

Yes  
 No

Transporter  
Please note which company owns this connex (ex: "AML", "AK Logistics", etc.)

Connex Number  
Please note the connex number here

Notes  
Provide any additional comments here

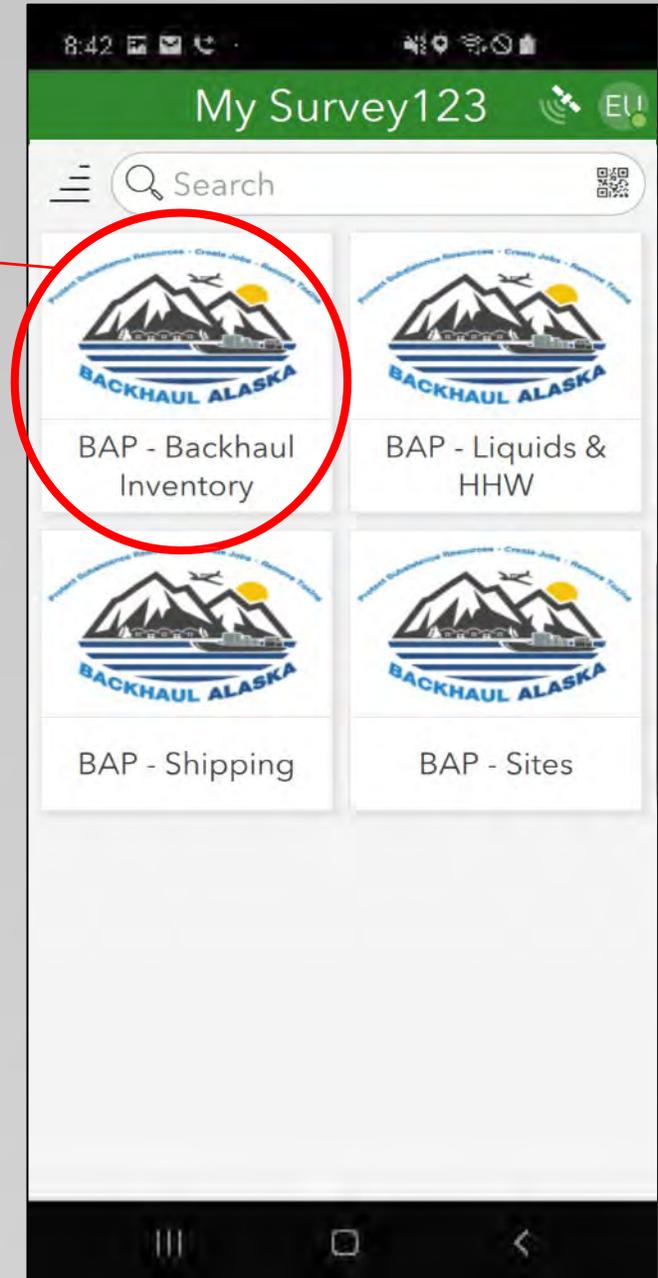
# BAP – Backhaul Inventory

## Backhaul Inventory Survey

The purpose of this survey is for documenting any accumulations of potential backhaul materials

The first 4 fields for each survey are identical. These were covered in the [Using the Surveys](#) portion at the beginning of this section.

This portion will highlight how to complete the remaining fields for this particular survey.



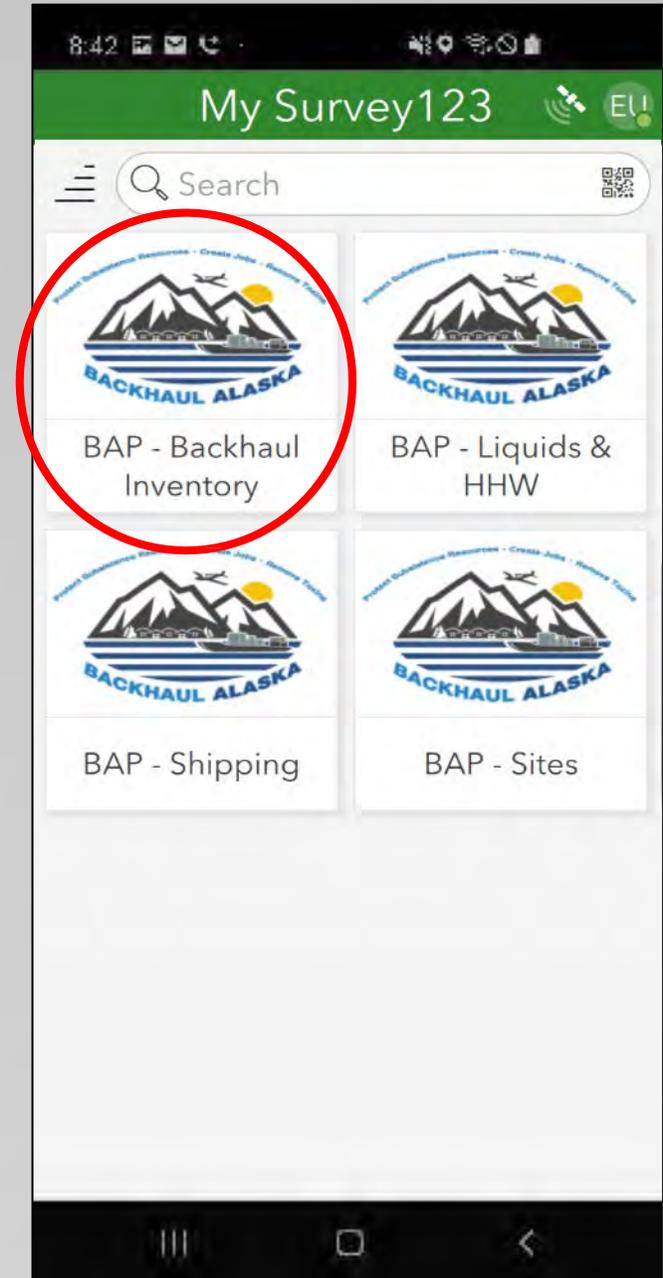
# BAP – Backhaul Inventory

## Backhaul Inventory Survey

In addition to the 4 fields that are identified on each survey, the *BAP – Backhaul Inventory* survey includes the following fields:

- [Item](#)
- [Item Description](#)
- [Waste Source](#)
- [Quantity](#)
- [Units](#)
- [Storage Location](#)
- [Notes](#)

[2 Examples](#) will be given at the end of this section



# BAP – Backhaul Inventory

## Using the “*Item*” Field

The “Item” Field includes the pulldown options:

- Ewaste
- Lamps
- Lead Acid Batteries
- Refer Units
- Scrap Metal
- Fish Nets
- White Goods
- Marine Debris
- Plastics
- Other (*for recording materials not included on the pulldown list*)

The screenshot shows the Survey123 for ArcGIS mobile application interface. At the top, the title bar reads 'Survey123 for ArcGIS' and 'BAP - Backhaul Inventory'. Below the title bar, there is a header with a close button, a satellite icon, and a menu icon. The main content area displays a photo thumbnail labeled 'Picture-20231116-164946.jpg' with icons for camera, gallery, trash, and more options. Below the photo is the 'Item \*' field, which is a pulldown menu currently showing a list of radio button options: 'Scrap metal', 'Fish Nets', 'Marine Debris', 'Plastics', and 'Other'. The 'Waste Source \*' field is a pulldown menu currently set to 'Household'. The 'Quantity \*' field is a numeric input field with a grid icon. A green bar at the bottom right contains a white checkmark icon.

# BAP – Backhaul Inventory

## Recording Items

Use the entries on the “*Item*” list to record accumulations of materials that could potentially be backhauled...

- You can multiple photos per record
- Use your best judgment on how to document & categorize materials

Remember, the goal is to create records that will help generate an inventory of backhaul materials.

A good inventory will help facilitate the planning, budgeting, preparation, and removal of backhaul materials.



# BAP – Backhaul Inventory

## “*Item Description*” Field

Use the Item Description Field to provide detail when you choose the “*Other*” option from the pulldown list.

Provide a short, but detailed description of the *Material*.

The screenshot shows the ArcGIS Survey123 interface for the 'BAP - Backhaul Inventory' form. At the top, there is a green header with the title and a close button. Below the header, a photo thumbnail is displayed with the filename 'Picture-20231116-164946.jpg' and icons for camera, gallery, delete, and more options. The form contains several fields:

- Item \***: A dropdown menu currently showing 'Other'. Below the dropdown is a list of radio button options: 'Scrap metal', 'Fish Nets', 'Marine Debris', 'Plastics', and 'Other'. The 'Other' option is selected and circled in red.
- Other Item \***: A text input field with the placeholder text 'Please provide a brief description'. The field contains the text 'short description goes here' and is also circled in red. A character count '228' is visible at the bottom right of the input field.
- Waste Source \***: A dropdown menu currently showing 'Household'.
- Quantity \***: A numeric input field with a keypad icon.

A green checkmark is visible at the bottom right of the form, indicating that the data has been successfully saved.

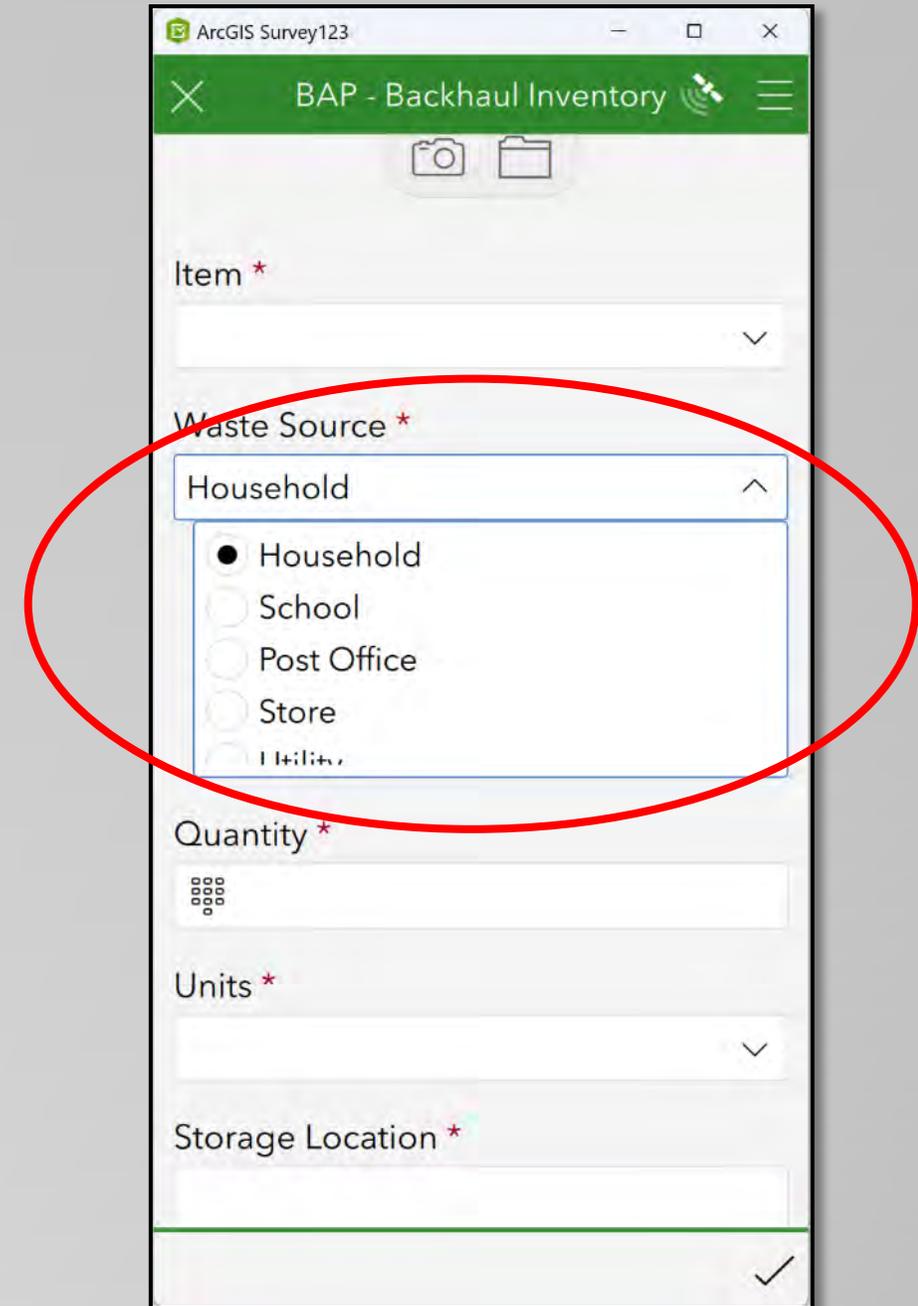
# BAP – Backhaul Inventory

## Using the “Waste Source” Field

Use this field to note who generated the material (if known).

The “Waste Source” Field includes the pulldown options:

- Household (*this is the default value*)
- School
- Post Office
- Store
- Utility
- Construction Project
- Unknown/Legacy
- Other (*for the source of materials not included on the pulldown list*)



The screenshot shows the mobile application interface for "BAP - Backhaul Inventory". The interface includes a title bar with "BAP - Backhaul Inventory" and a green header. Below the header, there are icons for a camera and a folder. The main form contains several fields: "Item" (a dropdown menu), "Waste Source" (a dropdown menu with a red oval highlighting the options: Household, School, Post Office, Store, and Utility), "Quantity" (a numeric input field with a keypad icon), "Units" (a dropdown menu), and "Storage Location" (a text input field). A green bar at the bottom right contains a checkmark icon.

# BAP – Backhaul Inventory

## “*Other Waste Source*” Field

Use the *Other Waste Source* Field to provide detail when you choose the “*Other*” option from the pulldown list.

Provide a short, but detailed description of the source.

ArcGIS Survey123

BAP - Backhaul Inventory

Item \*

Waste Source \*

- Store
- Utility
- Construction Project
- Unknown/Legacy
- Other

Other Waste Source \*

Please provide a brief description

Quantity \*

Units \*

# BAP – Backhaul Inventory

## “Quantity” & “Units” Fields

For recording backhaul materials:

*Quantity* – Provide the actual or estimated quantity of the materials

*Units* – indicate how you are quantifying the material (Pounds, Count, Pallets, Drums, Bags, etc.)

Example: Fish Nets

ArcGIS Survey123

BAP - Backhaul Inventory

Item \*

Fish Nets

Waste Source \*

Household

Quantity \*

20

Units \*

Bags

Storage Location \*

Notes

# BAP – Backhaul Inventory

## “Storage Location” & “Notes” Fields

### Storage Location

Provide a short description of where the backhaul material is stored/staged.

### Notes

Use this field to provide any additional information you feel is important in describing any aspect of the record.

*Example: Fish Nets*

ArcGIS Survey123

BAP - Backhaul Inventory

Item \*

Fish Nets

Waste Source \*

Household

Quantity \*

20

Units \*

Bags

Storage Location \*

Storage Connex

Notes

Appx 20 Supersacks of nylon gill net - about half still need to be prepped

181

✓

# BAP – Backhaul Inventory

## Examples of Inventory Survey Records

The next few pages will provide examples of the following 2 types of records:

- [Pulldown Item record](#)
- [Other material record](#)



# BAP – Backhaul Inventory Survey: Pulldown Item (*Example*)

ArcGIS Survey123

BAP - Backhaul Inventory

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231117-160559.jpg

Item \*

Fish Nets

- Scrap Metal
- Fish Nets
- Marine Debris
- Plastics

Waste Source \*

✓

ArcGIS Survey123

BAP - Backhaul Inventory



Picture-20231117-160559.jpg

Item \*

Fish Nets

Waste Source \*

Other

- Store
- Utility
- Construction Project
- Unknown/Legacy
- Other

Other Waste Source \*

Please provide a brief description

Net Loft

247

✓

ArcGIS Survey123

BAP - Backhaul Inventory

Waste Source \*

Other

Other Waste Source \*

Please provide a brief description

Net Loft

Quantity \*

20

Units \*

Bags

Storage Location \*

Storage Connex

Notes

Appx 20 Supersacks of nylon gill net - about half still need to be prepped

181

✓

# BAP – Backhaul Inventory Survey: Other Item (*Example*)

ArcGIS Survey123

BAP - Backhaul Inventory

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231117-161805.jpg

Camera icon, Folder icon, Delete icon, More options icon

Item \*

Other

- Scrap metal
- Fish Nets
- Marine Debris
- Plastics
- Other

Other Item \*

✓

ArcGIS Survey123

BAP - Backhaul Inventory

Port Chilkoot

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231117-161805.jpg

Camera icon, Folder icon, Delete icon, More options icon

Item \*

Other

Other Item \*

Please provide a brief description

Aluminum Cans

242

✓

ArcGIS Survey123

BAP - Backhaul Inventory

Other Item \*

Please provide a brief description

Aluminum Cans

Waste Source \*

Household

Quantity \*

12

Units \*

Bales

Storage Location \*

Bear Fence

Notes

Clean Al cans

242

✓

# BAP – Shipping Survey

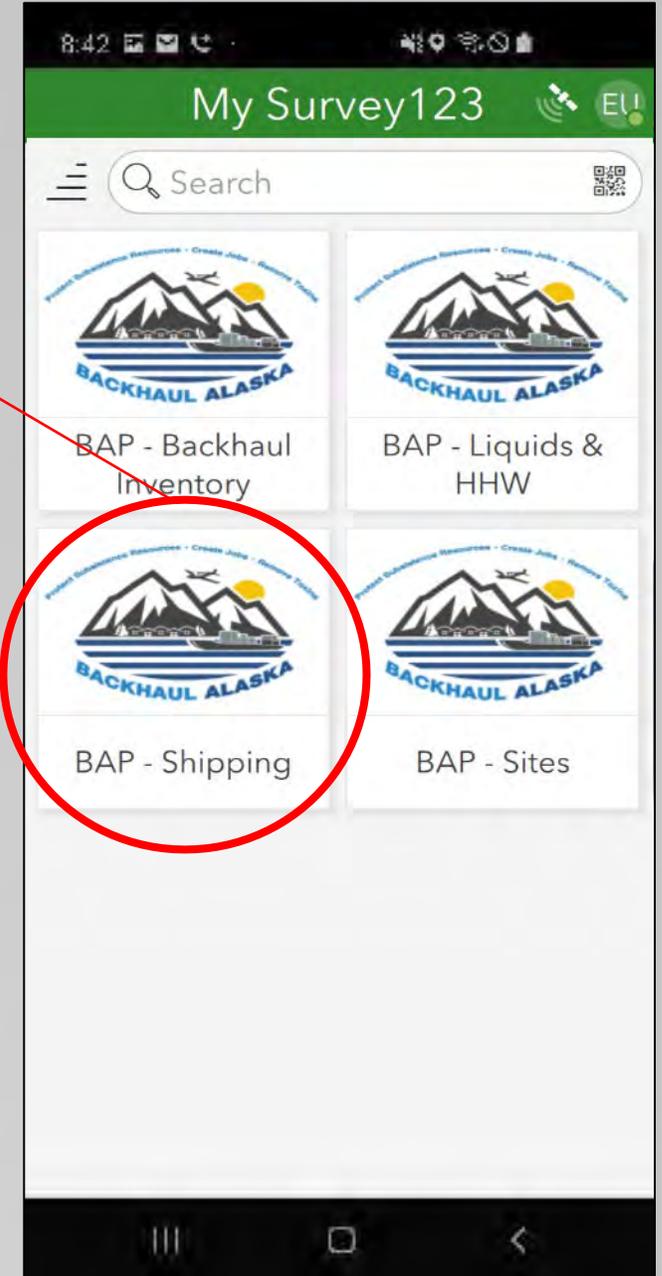
## Backhaul Alaska Test Survey

The purpose of this survey is for documenting materials that are:

- 1) Allowable Backhaul Alaska Materials
- 2) Packaged, Labeled, & Ready for Shipment

The first 4 fields for each survey are identical. These were covered in the [Using the Surveys](#) portion at the beginning of this section.

This portion will highlight how to complete the remaining fields for this particular survey.



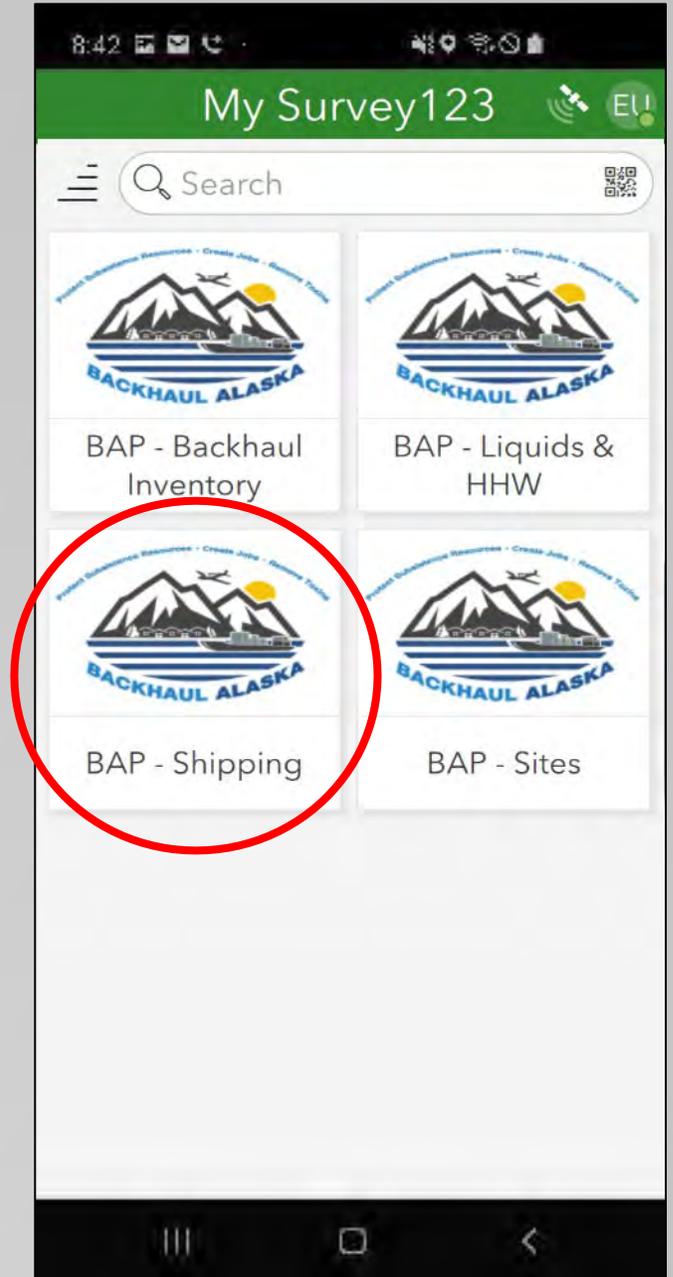
# BAP – Shipping Survey

## Shipping Survey

In addition to the 4 fields that are identify on each survey, the *BAP – Shipping* survey includes the following fields:

- [Material Category](#)
- [Material](#)
- [Weight](#)
- [Packaging Material](#)
- [Storage Location](#)
- [Status](#)
- [Notes](#)

[2 Examples](#) will be given at the end of this section



# BAP – Shipping Survey

## Using the “*Materials ready-to-ship*” Fields

Category – Includes the 3 categories of allowable Backhaul Alaska materials and an “other” category for materials to be approved on a “space-available” & “case-by-case” basis.

Material – More detailed descriptions of materials for the selected category.

ArcGIS Survey123

BAP - Shipping

Picture-20231121-092628.jpg

Materials ready-to-ship

Select a Category: \*

Select a Material: \*

Weight (lbs) \*

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

# BAP – Shipping Survey

## Summary of Categories & Materials

*Choose the Category and Material that best describes the record...*

Lamps	Lead Acid	E-Scrap	Other
4ft Lamps	Lead Acid – Car	CRT TV	Type a short description into the “ <i>Other Material</i> ” Field
8ft Lamps	Lead Acid – ATV	CRT Monitor	
CFL	Lead Acid – Large	LCD TV	
HID	Lead Acid – Sealed	LCD Monitor	
Lamps – Mixed	Lead Acid – Mix/Other	CPU	
		Laptop	
		Printer	
		Copier	
		Escrap – Mixed	
		Misc Electronics	
		Wire	

# BAP – Shipping Survey

## Mixed and Unlisted Items

*Use the following is for identifying mixes of items or if the material you have is not included as a pulldown option...*

Pulldown Option	Description
<b>Lamps – Mixed</b>	<p>Package of UW lamps of various size and types (ex: box containing both CFLs and various short fluorescent tubes).</p> <p>Also use this option for lamps that are not identified on the pulldown list – i.e. Neon Lamps, Germicidal Lamps, Other mercury containing lamps.</p>
<b>Lead Acid – Mix/Other</b>	<p>Package of Lead Acids of various size and types (ex: pallet containing vehicle, ATV, and sealed lead acid batteries).</p> <p>Also use this option for lamps that are not identified on the pulldown list – i.e. Small lead acid batteries, railroad batteries, any other lead acid battery.</p>
<b>Escrap – Mixed</b>	<p>Package that is a of mixture of unsorted electronics including items appearing on the Material pulldown list.</p>
<b>Misc Electronics</b>	<p>Package of miscellaneous, but sorted, electronics that do <u>not</u> contain TVs, Monitors, CPUs, or other items that appear on the Material pulldown list.</p> <p>Also use this option for electronics that are not identified on the pulldown list – i.e. plotters, DVD players, power supplies, etc.</p>

# BAP – Shipping Survey

## Using the “*Other*” Category

Backhaul Alaska is currently prioritizing the transport & recycling of UW lamps, Lead acid batteries, and Escrap (a.k.a *Backhaul AK Materials*)...

However, in certain cases the program may allow the backhaul of additional materials – this will be done on a space available & case-by-case basis (needing approval from the Program prior to shipment).

If you receive approval for materials outside the listed Backhaul Alaska materials...

- 1) Choose “*Other*” as the Category
- 2) A field titled “*Other Material*” will appear
- 3) Provide a brief description here

ArcGIS Survey123

BAP - Shipping

1 of 1

Picture-20231121-094114.jpg

Materials ready-to-ship

Select a Category: \*

Other

Select a Material: \*

<<Leave Blank – will autopopulate>>

Other Material:

Fish Nets - Nylon

238

# BAP – Shipping Survey

## Weight (lbs) & Packaging Materials Fields

### Weight (lbs)

Provide an actual or estimated gross weight (packaging + material) of the packaged material.

### Packaging Materials

Select the packaging that best fits the what you used for the record.

If the packaging you used is not included, select the option that come closest to describing the packaging and provide further description in the “Notes” field.

ArcGIS Survey123

BAP - Shipping

Picture-20231121-094114.jpg

Materials ready-to-ship

Select a Category: \*

E-Scrap

Select a Material: \*

E-Scrap - Mixed

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

# BAP – Shipping Survey

## Storage Location, Status, & Notes Fields

### Storage Location

Provide a short description of where the packaged material is staged.

### Status

Default status is set at “*For Outbound*” – leave this status in place...The Program will update the record’s status once the material is in transport.

### Notes

Use this field to provide any additional information you feel is important in describing any aspect of the record.

ArcGIS Survey123

BAP - Shipping

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

Storage Location \*

Recycle Storage Connex

Status \*

For Outbound

Notes

Half monitors, half misc escrap

224

✓

# BAP – Shipping Survey

## Examples of Shipping Survey Records

The next few pages will provide examples of the following 2 types of records:

- [Escrap record](#)
- [“Other” material record](#)



# BAP – Shipping Survey: Escrap Example

ArcGIS Survey123

BAP - Shipping

1 of 1



Picture-20231121-102539.jpg

Materials ready-to-ship

Select a Category: \*

E-Scrap

Select a Material: \*

E-Scrap - Mixed

- E-Scrap - Mixed
- Misc Electronics
- CRT TV
- CRT Monitor
- LCD TV

✓

ArcGIS Survey123

BAP - Shipping



Picture-20231121-102539.jpg

Materials ready-to-ship

Select a Category: \*

E-Scrap

Select a Material: \*

E-Scrap - Mixed

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

✓

ArcGIS Survey123

BAP - Shipping

E-Scrap - Mixed

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

Storage Location \*

Recycle Storage Connex

Status \*

For Outbound

Notes

Half monitors, half misc escrap

✓

# BAP – Shipping Survey: Other (Example)

ArcGIS Survey123

BAP - Shipping

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-105255.jpg

Materials ready-to-ship

Select a Category: \*

Other

Select a Material: \*

Cardboard

Other Material:

Cardboard

246

ArcGIS Survey123

BAP - Shipping

Materials ready-to-ship

Select a Category: \*

Other

Select a Material: \*

Cardboard

Other Material:

Cardboard

246

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

ArcGIS Survey123

BAP - Shipping

Cardboard

Weight (lbs) \*

500

Packaging Materials \*

None  Pallet  Tote

Gaylord  Drum  Bucket

Super Sack

Storage Location \*

Recycle Storage Connex

Status \*

For Outbound

Notes

Half monitors, half misc escrap

224

# BAP – Liquids & HHW Survey

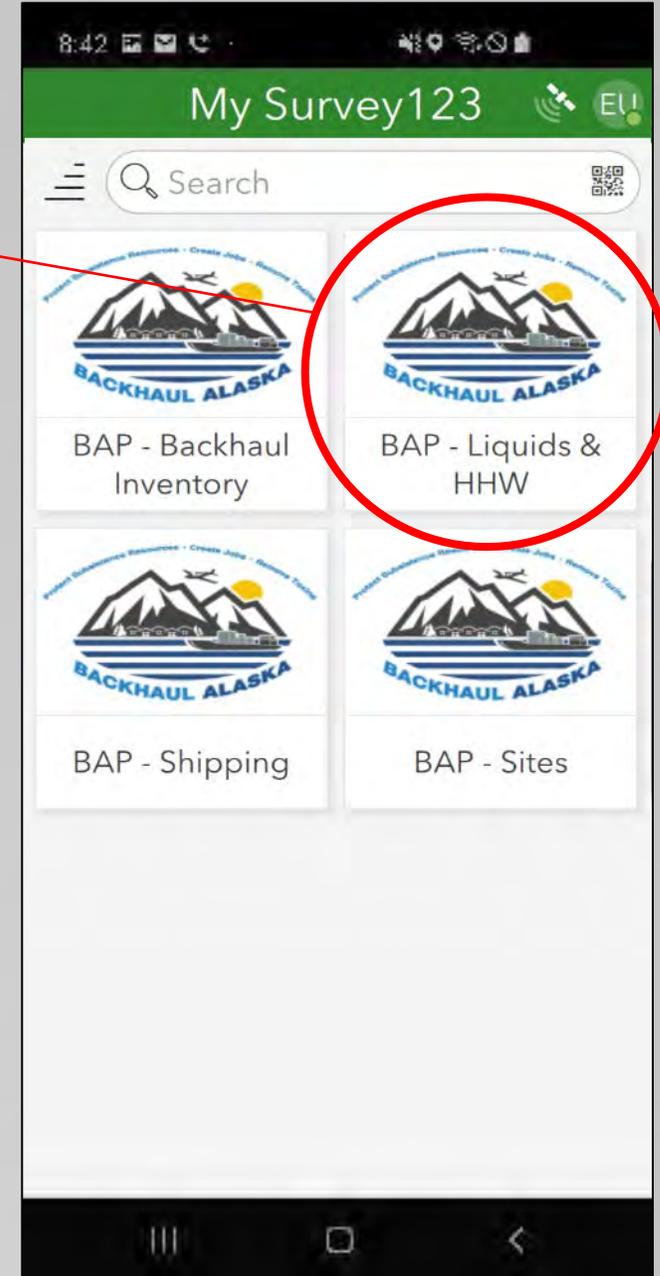
## Liquid & Household Hazardous Waste Survey

The purpose of this survey is for documenting:

- 1) Liquid Wastes (Used Oil, Glycol, etc.)
- 2) Known Household Hazardous Wastes
- 3) Unknown/Potential Hazardous Wastes

The first 4 fields for each survey are identical. These were covered in the [Using the Surveys](#) portion at the beginning of this section.

This portion will highlight how to complete the remaining fields for this particular survey.



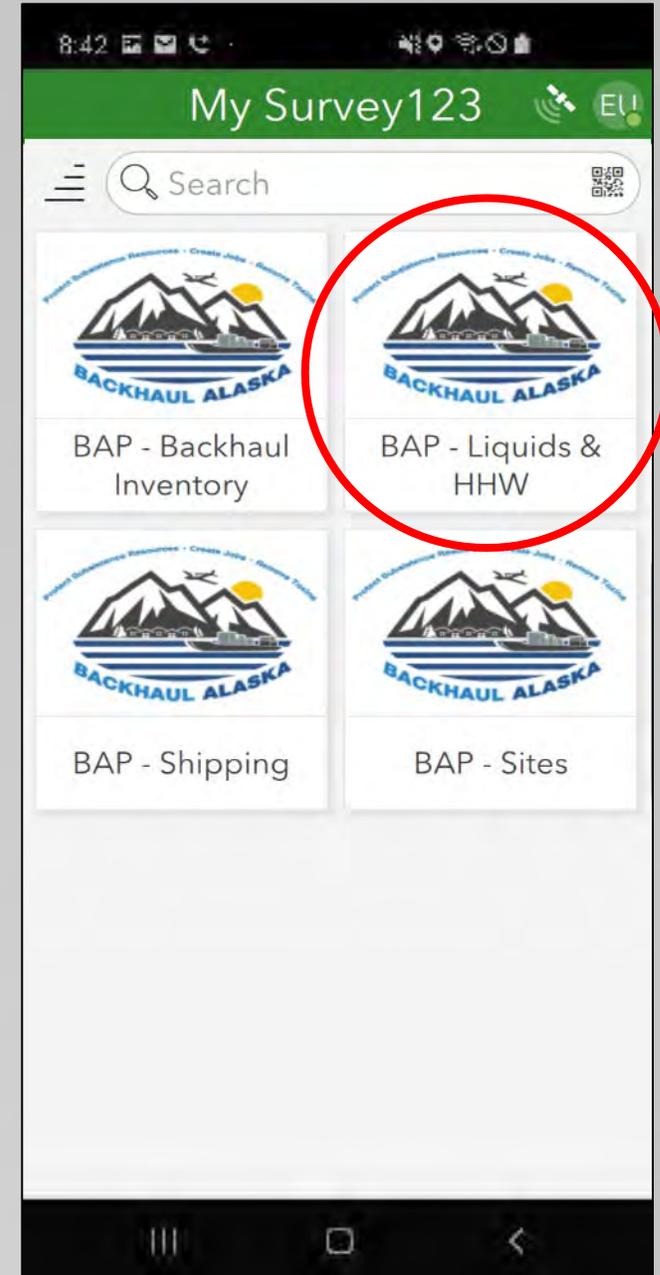
# BAP – Liquids & HHW Survey

## Liquid & Hazardous Waste Survey

In addition to the 6 fields that are identify on each survey, the *Liquid & Hazardous Waste Survey* includes the following fields:

- [Item - Material](#)
- [Item Description](#)
- [Mixed or Contaminated?](#)
- [Waste Source](#)
- [Item Quantity](#)
- [Item Units](#)
- [Storage Location](#)
- [Notes](#)

[3 Examples](#) will be given at the end of this section



# BAP – Liquids & HHW Survey

## Using the “*Item – Material*” Field

The “Item – Material” includes these pulldown options:

- Oil
- Glycol
- Fuel
- Paint
- Other – *For recording known materials not included on the pulldown list*
- Unknown – *For recording materials that are...*
  - Potentially hazardous wastes,
  - Needing to be sampled/profiled, and/or
  - Containers of unknown materials that are not safe to open/inspect

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-112733.jpg

Item - Material \*

Oil

- Oil
- Glycol
- Fuel
- Paint
- Other

# BAP – Liquids & HHW Survey

## Using the “*Item Description*” Field

Use the “*Item Description*” Field to provide details when you are recording...

- “*Other*” materials
- “*Unknown*” materials

Provide a short, detailed description of the material – if needed, use the “Notes” field to provide additional descriptive information.

Additionally, the “*Item Description*” field is optional when selecting a specific material from the pulldown list – feel free to provide additional details or leave blank.

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-120718.jpg

Item - Material \*

Other

Item Description

For 'Other' or 'Unknown'

Aerosols - Mixed

239

# BAP – Liquids & HHW Survey

## Using the “*Item Description*” Field for “*Unknown*” Materials

Use the “*Item Description*” field to provide details of Unknown materials, including...

- *Abandoned drum/legacy waste sites*
- *Containers of mystery mixtures of materials*
- *Containers of unknown materials suspected to be Hazardous Wastes*
- *Any materials needing sampling/profiling*

Provide a short, detailed description of the material – if needed, use the “Notes” field to provide additional descriptive information.

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-133724.jpg

Item - Material \*

Unknown

Item Description

For 'Other' or 'Unknown'

Drum from cleanup project

230

✓

# BAP – Liquids & HHW Survey

## Using the “*Mixed/Contaminated*” Field

Use the “*Mixed/Contaminated*” field to provide details of regarding if the materials have been mixed with other materials or has been contaminated. Examples include...

- Used oil mixed/contaminated with glycol
- Abandoned drums of unknown liquids
- Unlabeled & previously opened containers

If needed, use the “Notes” field to provide any additional information.

*Note* – Selecting “Yes” or “*Unknown*” will likely trigger the need to sample/profile the material.

ArcGIS Survey123

BAP - HHW & Liquids

Picture-20231121-133724.jpg

Item - Material \*

Unknown

Item Description  
For 'Other' or 'Unknown'

Drum from cleanup project

Mixed/Contaminated? \*

Unknown

Yes

No

Unknown

# BAP – Liquids & HHW Survey

## Using the “Waste Source” Field

Use this field to note who generated the material (if known).

The “Waste Source” Field includes the pulldown options:

- Household (*this is the default value*)
- School
- Post Office
- Store
- Utility
- Construction Project
- Unknown/Legacy
- Other (*for the source of materials not included on the pulldown list*)

ArcGIS Survey123

BAP - HHW & Liquids

Mixed/Contaminated? \*

Unknown

Waste Source \*

Household

- Household
- School
- Post Office
- Store
- Utility

Item - Quantity \*

16

Item - Units \*

Count

Storage Location \*

HHW Storage Connex

# BAP – Liquids & HHW Survey

## “*Other Waste Source*” Field

Use the *Other Waste Source* Field to provide detail when you choose the “*Other*” option from the pulldown list.

Provide a short, but detailed description of the source.

The screenshot shows a mobile survey form titled "BAP - HHW & Liquids" within the ArcGIS Survey123 application. The form contains several fields:

- Mixed/Contaminated? \***: A dropdown menu currently set to "Unknown".
- Waste Source \***: A dropdown menu currently set to "Other". Below the dropdown is a list of radio button options: "Store", "Utility", "Construction Project", "Unknown/Legacy", and "Other" (which is selected).
- Other Waste Source \***: A text input field containing "ABC Corp." with a clear button (X) on the right. A small number "246" is visible below the field.
- Item - Quantity \***: A text input field containing "16" with a clear button (X) on the right.
- Item - Units \***: A dropdown menu currently set to "Count".

Red lines from the text on the left point to the "Other" option in the "Waste Source" dropdown and the "ABC Corp." text in the "Other Waste Source" field.

# BAP – Liquids & HHW Survey

## Using the “Quantity” & “Units” Fields

### Item – Quantity

Provide the actual or estimated quantity of the materials

### Item – Units

Indicate how you are quantifying the material (Pounds, Count, Pallets, Drums, Gallons, etc.)

ArcGIS Survey123

BAP - HHW & Liquids

Waste Source \*

Other

Other Waste Source \*

ABC Corp.

Item - Quantity \*

12

Item - Units \*

Drums

Count

Pallets

Gallons

Drums

Storage Location \*

Old ball field

✓

# BAP – Liquids & HHW Survey

## Storage Location, Status, & Notes Fields

### Storage Location

Provide a short description of where the packaged material is located.

### Notes

Use this field to provide any additional information you feel is important in describing any aspect of the record.

ArcGIS Survey123

BAP - HHW & Liquids

Waste Source \*

Other

Other Waste Source \*

ABC Corp.

Item - Quantity \*

12

Item - Units \*

Drums

Storage Location \*

Old ball field

Notes

55 gal Drums. All full

233

# BAP – Liquids & HHW Survey

## Examples of Liquid & Hazardous Waste Survey Records

The next few pages will provide examples of the following 3 types of records:

- [Oil example record](#)
- [“Other” material record](#)
- [“Unknown” material record](#)



# BAP – Liquids & HHW Survey: Oil Example

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-112733.jpg

Item - Material \*

Oil

- Oil
- Glycol
- Fuel
- Paint
- Other

ArcGIS Survey123

BAP - HHW & Liquids

Item - Material \*

Oil

Item Description

For 'Other' or 'Unknown'

Mixed/Contaminated? \*

No

Waste Source \*

Household

Item - Quantity \*

2

Item - Units \*

Buckets

ArcGIS Survey123

BAP - HHW & Liquids

Mixed/Contaminated? \*

No

Waste Source \*

Household

Item - Quantity \*

2

Item - Units \*

Buckets

Storage Location \*

HHW Storage Connex

Notes

5 gallon buckets

239

# BAP – Liquids & HHW Survey: Other (Example)

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-120718.jpg

Item - Material \*

Other

Item Description

For 'Other' or 'Unknown'

Aerosols - Mixed

239

✓

ArcGIS Survey123

BAP - HHW & Liquids

Item - Material \*

Other

Item Description

For 'Other' or 'Unknown'

Aerosols - Mixed

Mixed/Contaminated? \*

No

Waste Source \*

Household

Item - Quantity \*

16

Item - Units \*

Count

✓

ArcGIS Survey123

BAP - HHW & Liquids

Mixed/Contaminated? \*

No

Waste Source \*

Household

Item - Quantity \*

16

Item - Units \*

Count

Storage Location \*

HHW Storage Connex

Notes

Mixed Aerosols, some empty

✓

# BAP – Liquids & HHW Survey: Unknown (Example)

ArcGIS Survey123

BAP - HHW & Liquids

Picture \*

Click the camera icon to take a picture, or the folder icon to upload a picture.

1 of 1



Picture-20231121-133724.jpg

Item - Material \*

Unknown

Item Description

For 'Other' or 'Unknown'

Drum from cleanup project

230

✓

ArcGIS Survey123

BAP - HHW & Liquids

Item - Material \*

Unknown

Item Description

For 'Other' or 'Unknown'

Drum from cleanup project

Mixed/Contaminated? \*

Unknown

Waste Source \*

Other

Other Waste Source \*

ABC Corp.

Item - Quantity \*

12

Item - Units \*

Drums

Storage Location \*

Old ball field

Notes

55 gal Drums. All full

233

✓

ArcGIS Survey123

BAP - HHW & Liquids

Waste Source \*

Other

Other Waste Source \*

ABC Corp.

Item - Quantity \*

12

Item - Units \*

Drums

Storage Location \*

Old ball field

Notes

55 gal Drums. All full

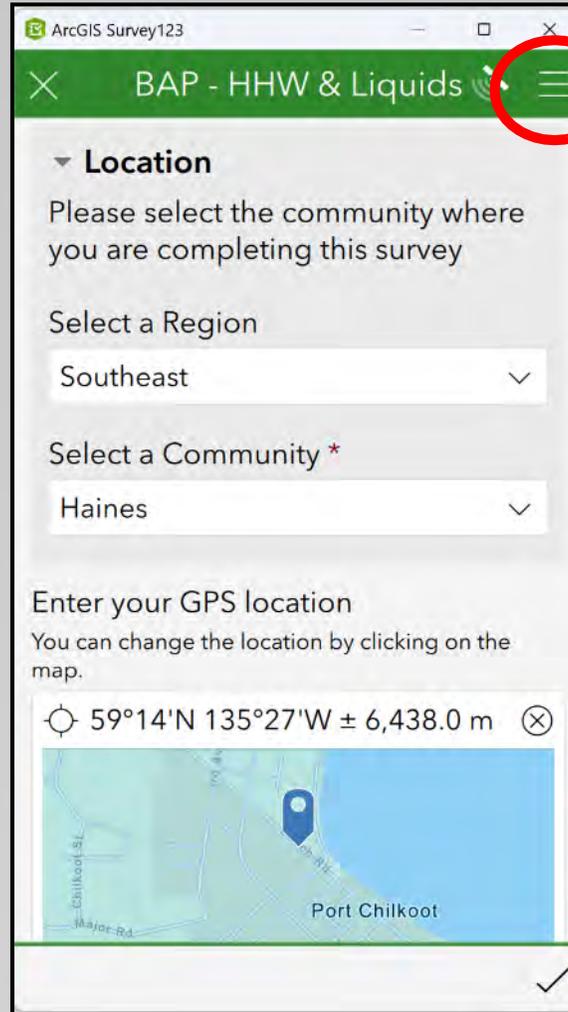
233

✓

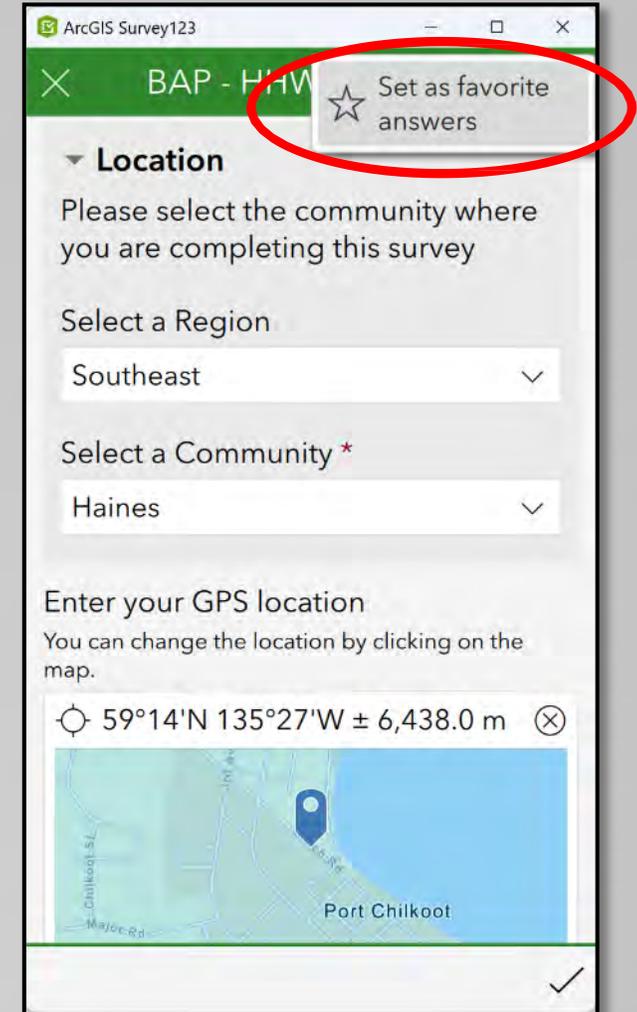
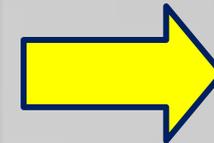
# Using the Surveys – Set Favorite Answers

## Set as Favorite Answers

If you are submitting multiple records (or if you know that you will be entering the same information in multiple fields), you can save the data you entered in a survey and use that to fill out future surveys.



Press the “” icon in the top right corner



Press the “**Set as favorite answers**” button

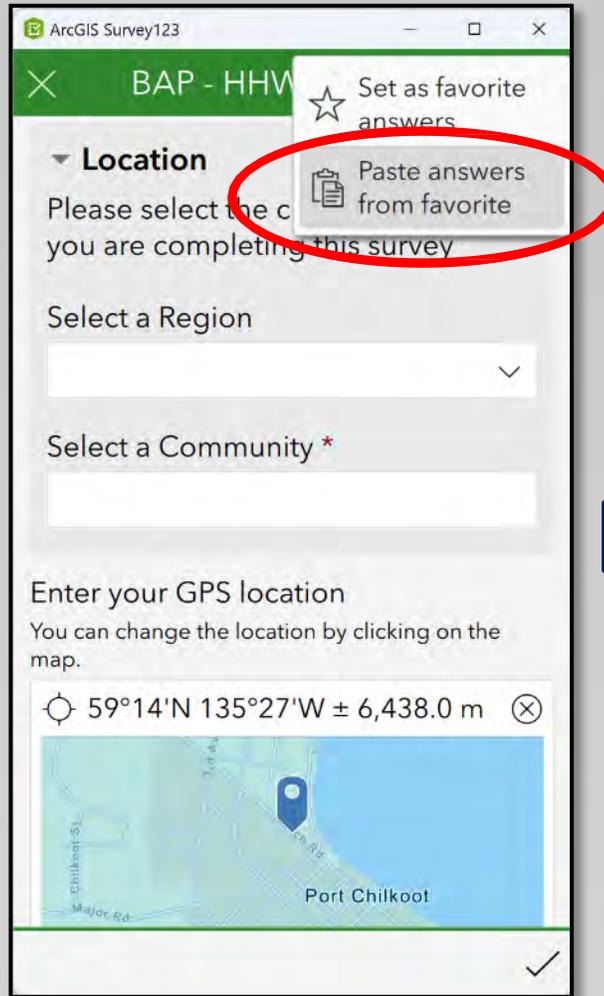
# Using the Surveys – Set Favorite Answers

## Paste into a New Survey

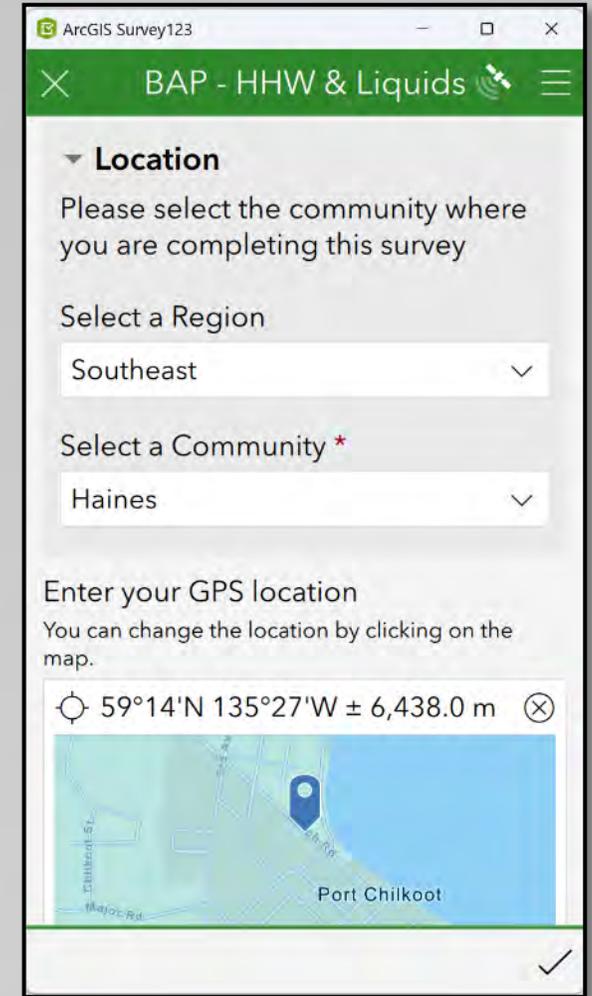
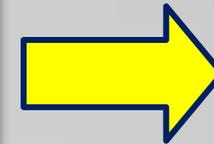
Whenever you open a new record, you can “paste” the information you saved into the new survey.

After the information is copied into the new survey, you can update the fields with any new information.

To update & save new favorite answers, simply complete a survey with new information and press the “*Set as favorite answers*” button again.



Press the “**Paste answers from favorites**” button



Change any fields, that need updating, as needed.

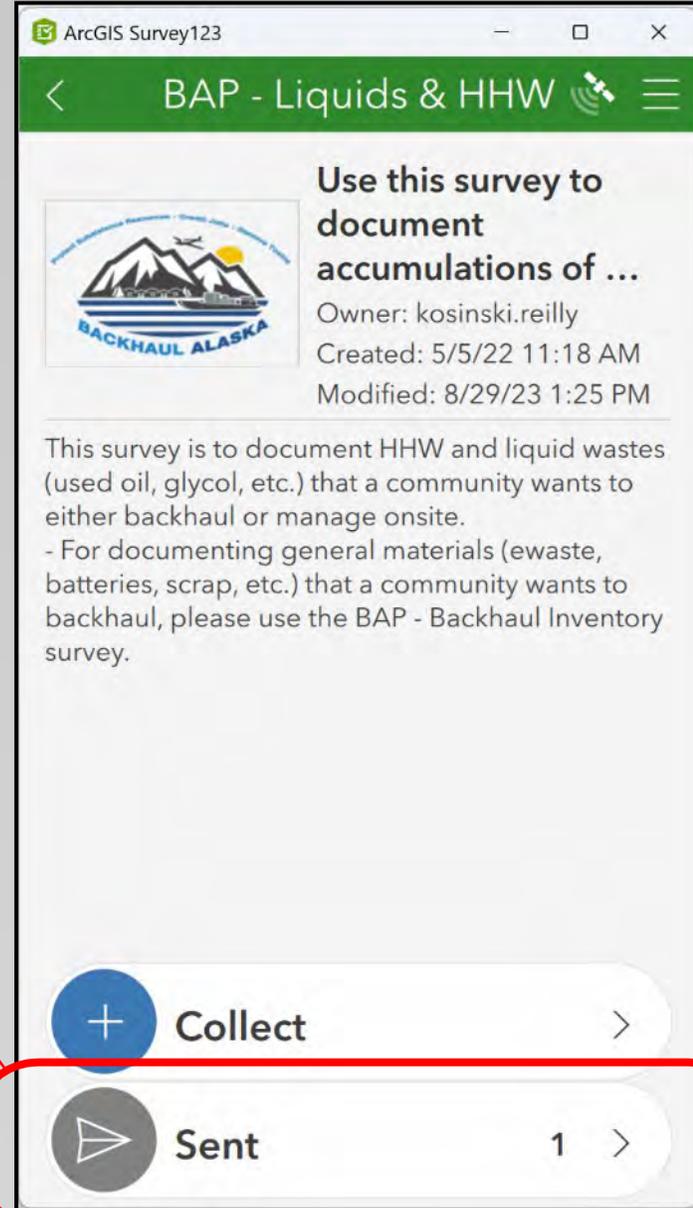
# Using the Surveys – Updating & Using “Sent” Surveys

## Updating & Using “Sent” Surveys

Surveys you have sent (specific to the device you are using) will show up in the “Sent” portion of the menu.

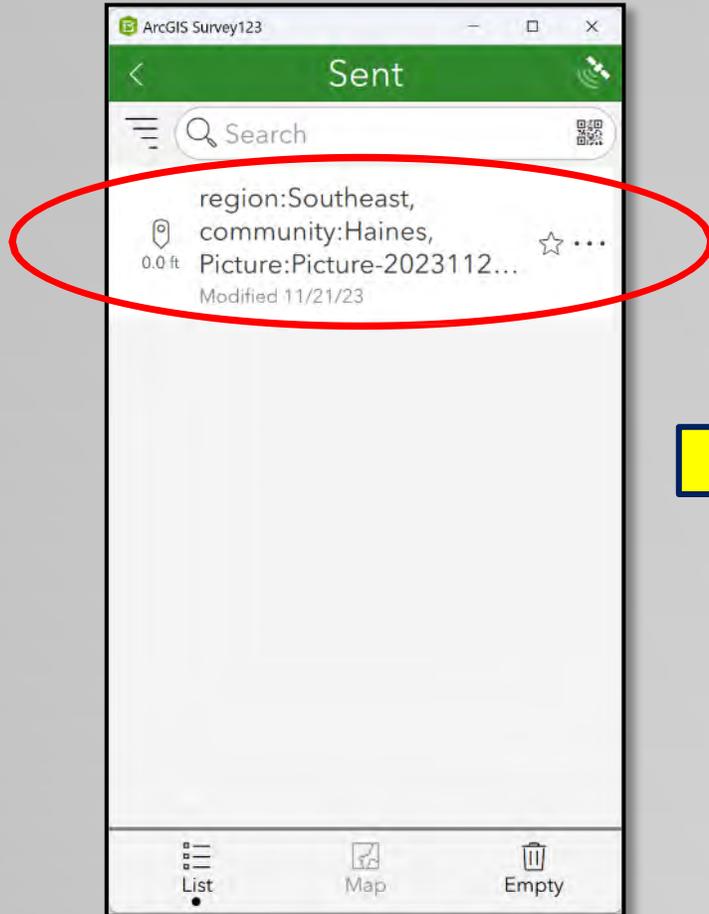
By selecting the “Sent” button, you can...

- Update and resubmit records
- Copy the information used in a submitted survey to a new record.

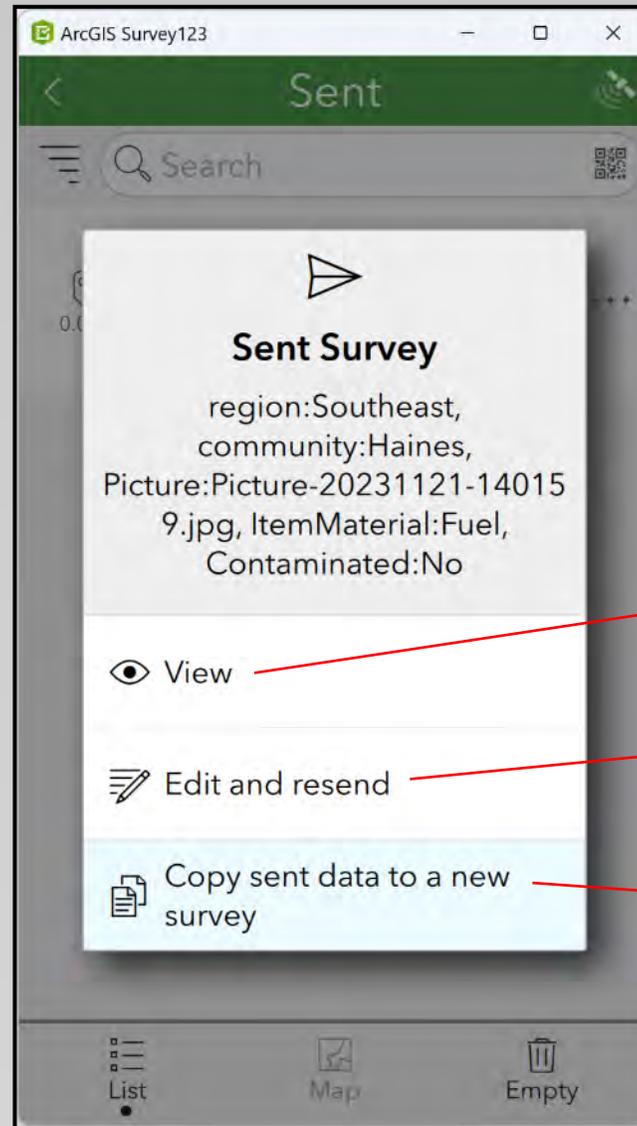


# Using the Surveys – “Sent” Surveys

Edit or Copy submitted surveys...



*Press on the record you would like to Edit or Copy*



*View the sent survey (without ability to edit)*

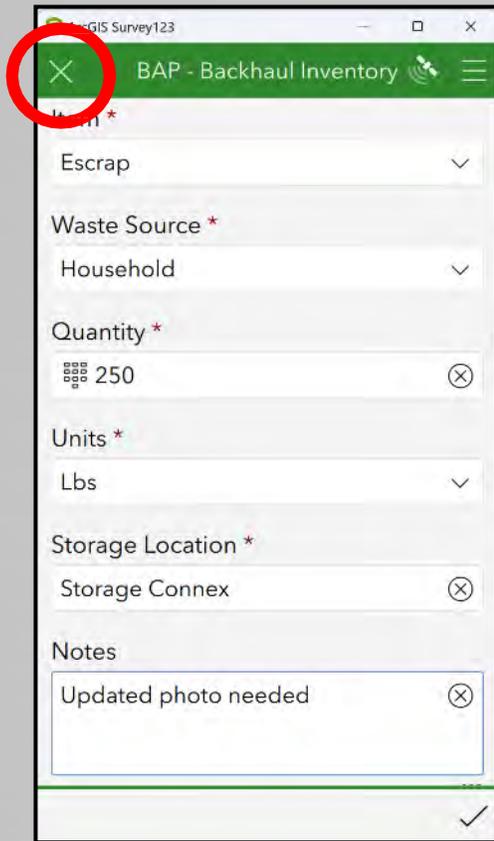
*Update/Edit submitted surveys by pressing here*

*Copy the data entered in a survey to a new record by pressing here*

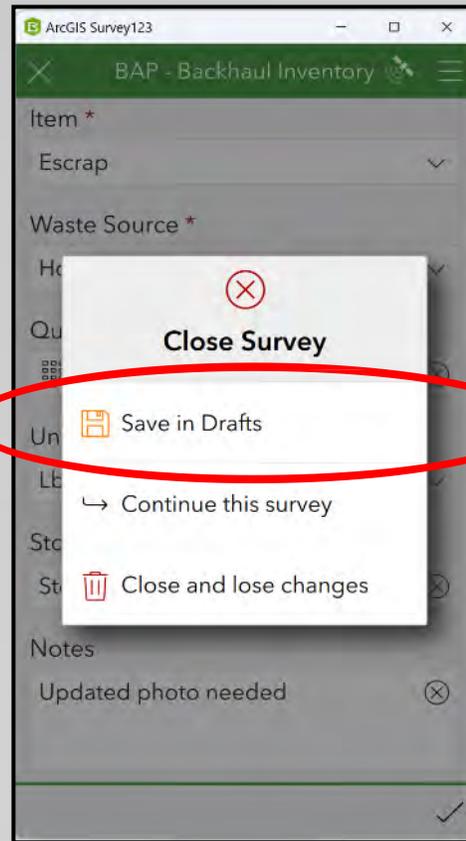
# Using the Surveys – Saving to “Drafts”

## Saving but not submitting surveys

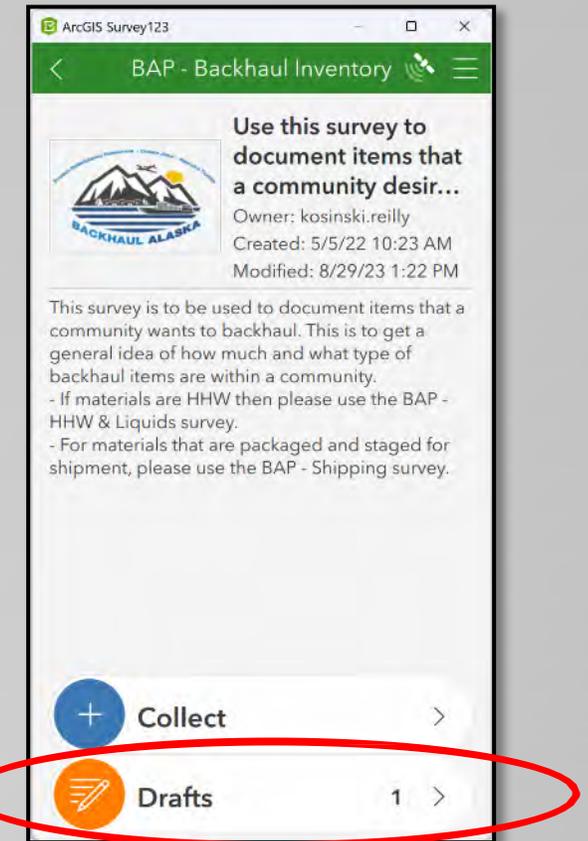
If you do not have all the information needed to complete a survey or if you just want to save a survey without submitting, you can save it to “Drafts”...



*Instead of submitting, press the “X” icon*



*Choose the “**Save this survey in Drafts**” option*



*Drafts are saved here, where they can be updated & submitted later*

# Using the Surveys – Saving to “Outbox”

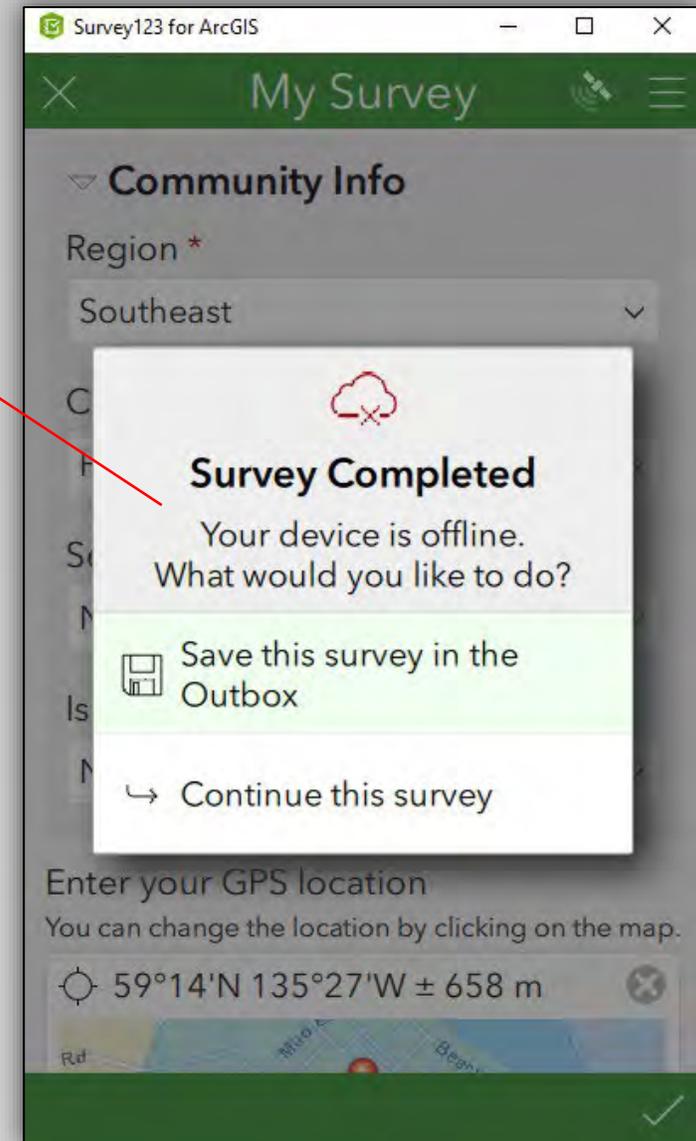
## Saving Surveys to the “Outbox”

Even if your device does not have internet connection or cell coverage, you can still use the app & complete surveys.

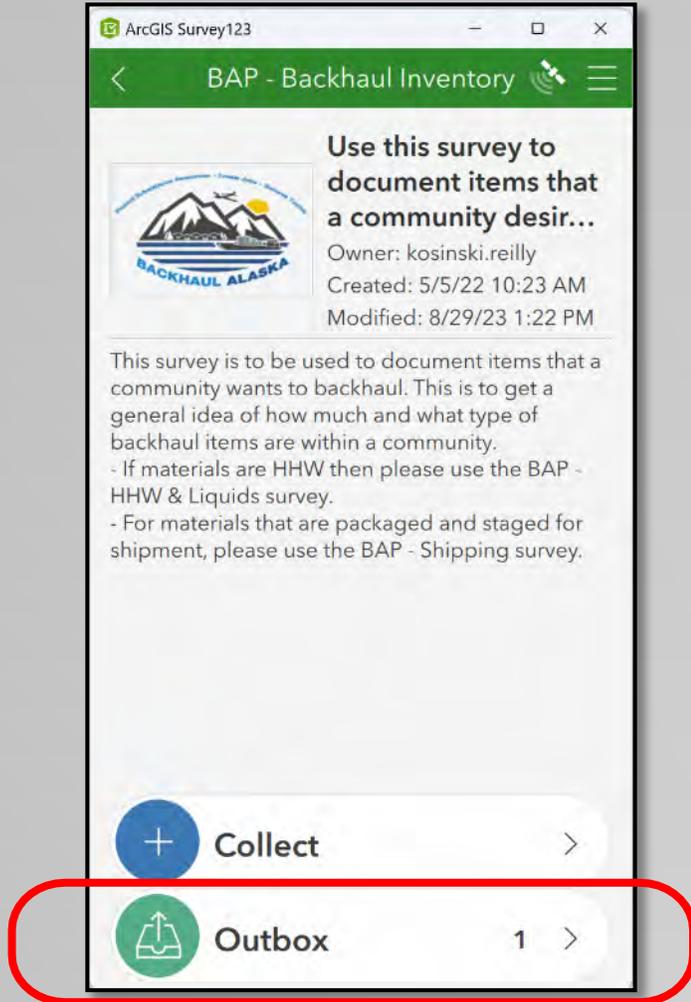
However, after completing a survey, you will be asked to save the survey in the “Outbox”

The survey can be submitted later once you have internet or cell coverage again.

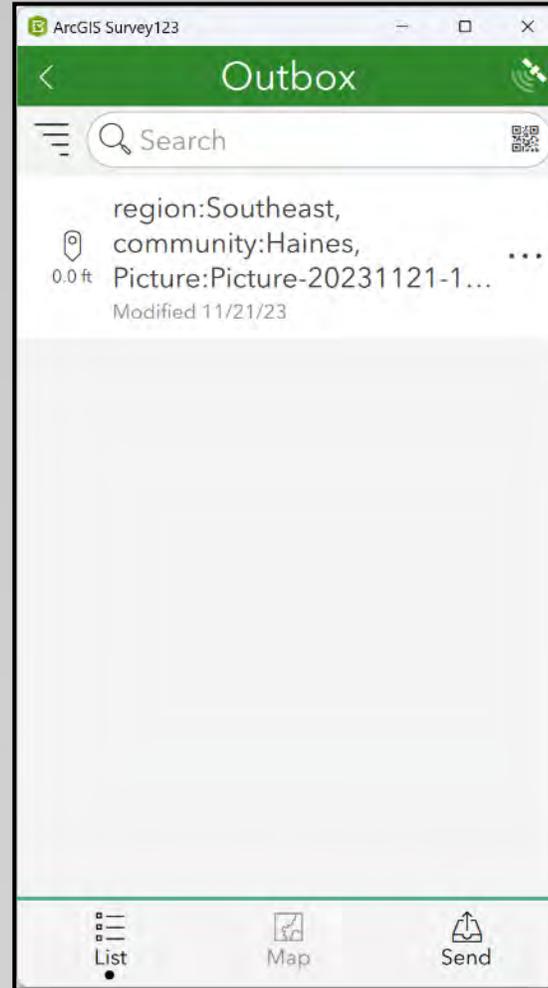
*Note – Alternatively, you can also save the survey as a [“draft”](#) and submit later*



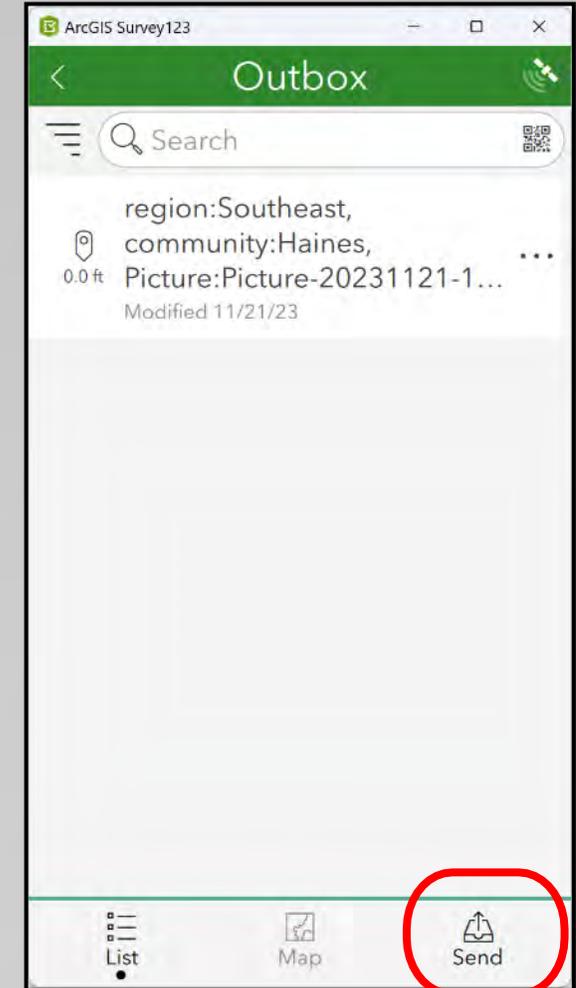
# Using the Surveys – Saving to “Outbox”



*Surveys saved to the Outbox will show up here*



*You can view the surveys saved in the Outbox – If needed, press on a record to edit/update it*



*Once have internet connection or cell coverage a “Send” icon will appear...press to submit all Outbox items*

# Using the Dashboard

- [Introduction](#)
- [Overview Screen](#)
- [Analyze Screen](#)
- [Data Screen](#)
  - [Sort & Filter Records](#)
  - [Exporting Data](#)
  - [View & Edit Individual Records](#)
  - [Using the Map Viewer](#)

The screenshot displays the ArcGIS Survey123 dashboard for a survey titled "BAP - Backhaul Inventory". The top navigation bar includes "Overview", "Design", "Collaborate", "Analyze", "Data", and "Settings". Below the navigation bar, there are options for "Filter", "Report", "Export", "Open in Map Viewer", and "Form view". The main area features a map of the United States with several red location markers. Below the map is a data table with the following columns: "Community", "Item", "Other Item", "Waste Source", "Other Waste Source", "Quantity", and "Units".

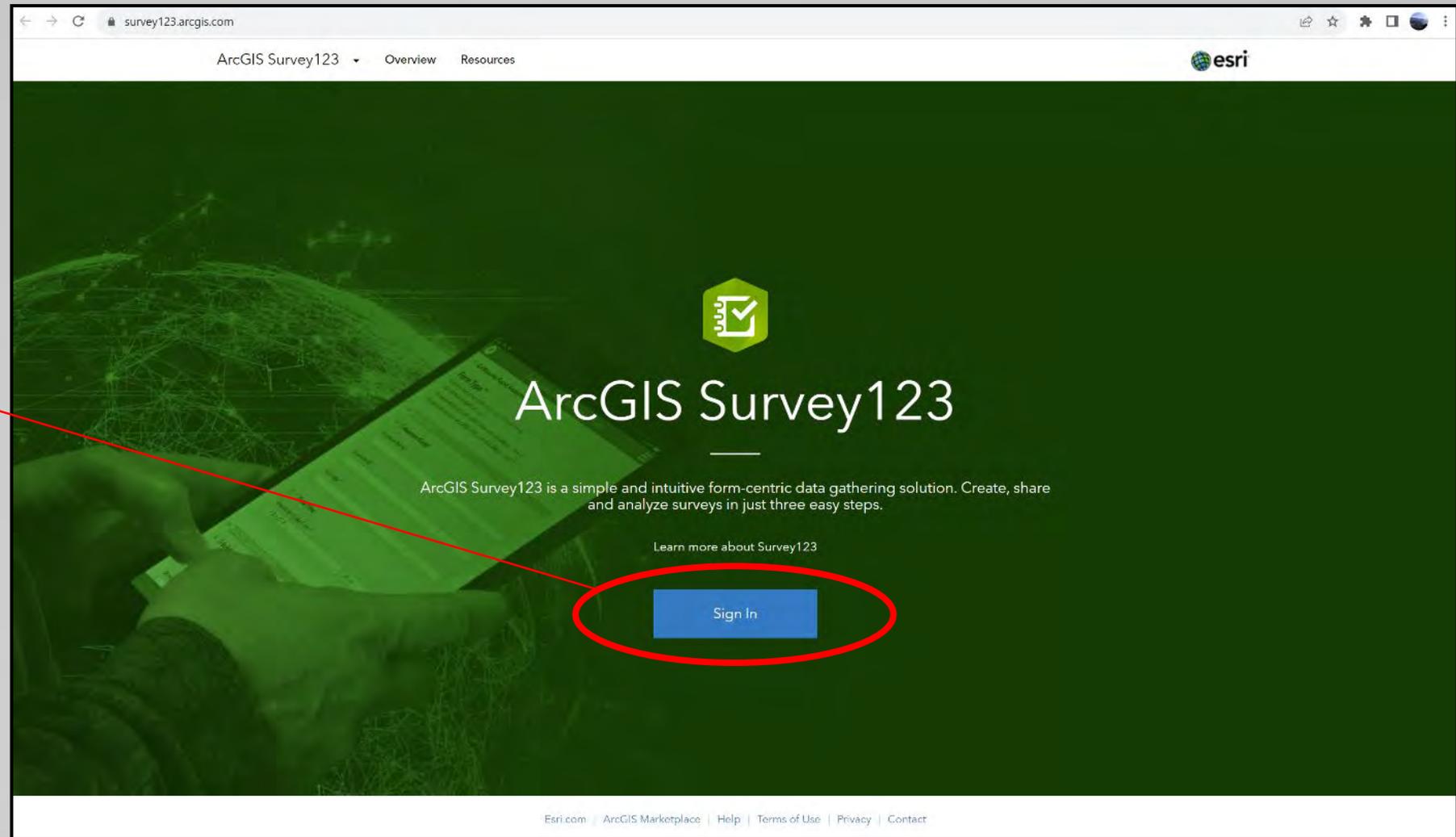
Community	Item	Other Item	Waste Source	Other Waste Source	Quantity	Units
	Lead Acid Batteries		Household		1	Pallets
	Escrap		Household		1	Pallets
	Escrap		Household		2	Pallets
	Escrap		Household		4	Pallets
	Lead Acid Batteries		Household		1,000	Lbs
	Other	Cardboard Bales	Household		15	Bales
	Fish Nets		Household		8	Bales
	Scrap Metal		Household		10,000	Lbs
	Other	AL Cans	Household		7	Bales

# Using the Dashboard

Access the Dashboard by going to <https://survey123.arcgis.com>

Click “*Sign In*” to login and access the Dashboard Menu

If needed, [Click here](#) to view the dashboard login instructions



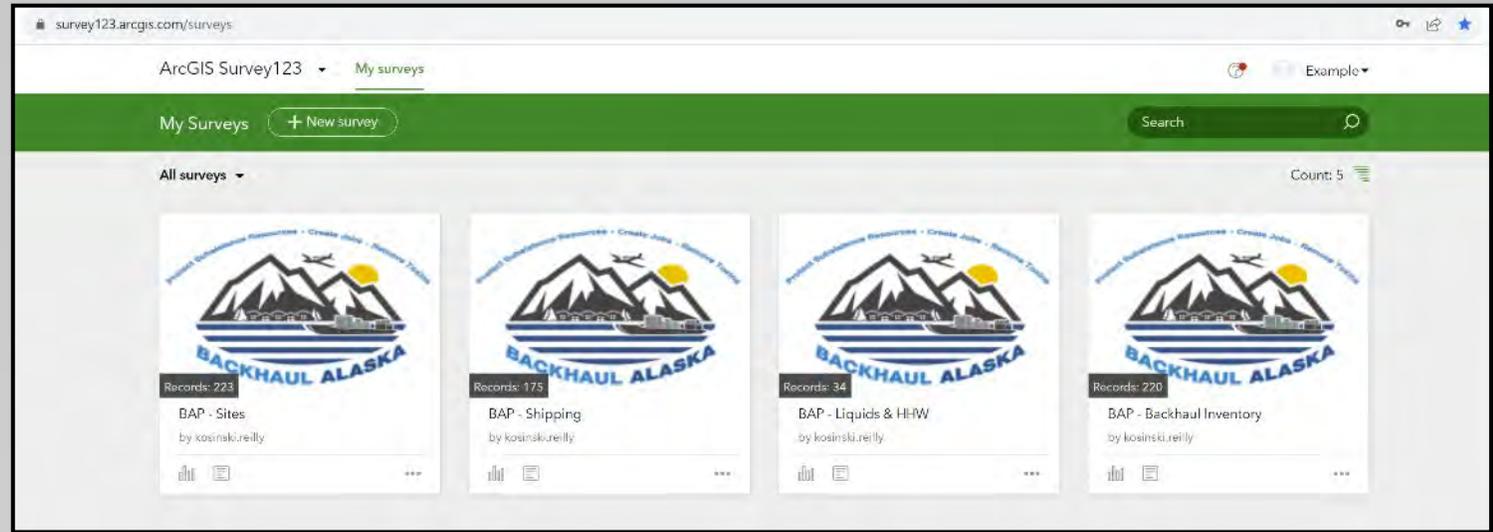
# Using the Dashboard

## Survey Dashboards

This should take you to a screen where all the surveys you have access to are listed

Each survey have dashboards with the same setup/structure

Click on the survey you would like to view to launch its dashboard

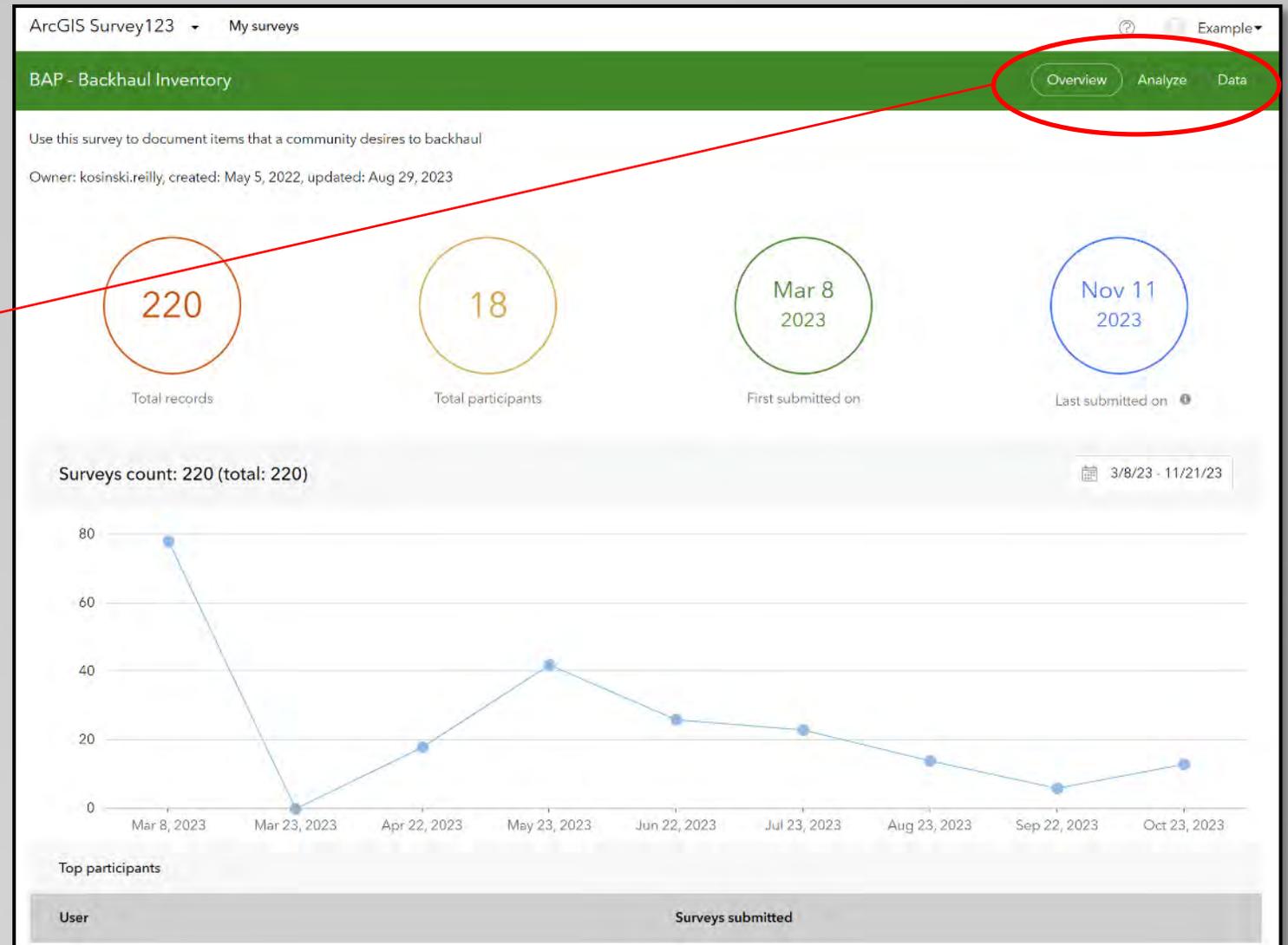


# Using the Dashboard

## Dashboard Content

Once you have selected a survey, you will be given 3 options to choose from (in the top right corner):

- [Overview](#)
- [Analyze](#)
- [Data](#)

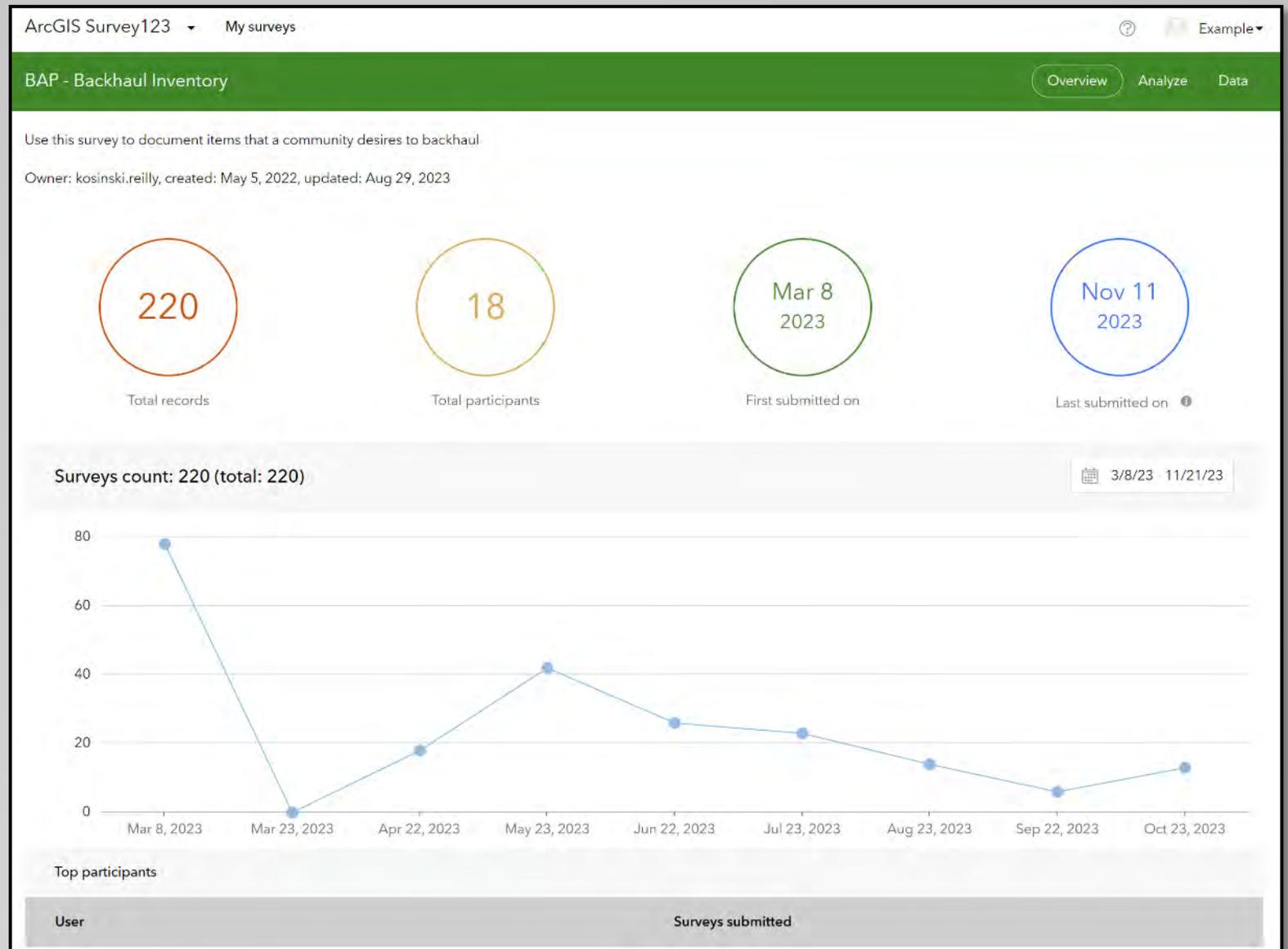


# Using the Dashboard

## Overview Screen

The Overview screen provides a summary of how many records have been submitted (and by whom) over different periods of time.

Feel free to try out the various filters to further acquainted with the Overview screen.



# Using the Dashboard

## Analyze Screen

The Analyze screen allows you to sort through and view records in different manners.

There are a variety of ways to filter, sort, & display records using this screen.

It is best to try out the various filters to get accustomed to this screen.

The screenshot displays the ArcGIS Survey123 interface for a survey titled "BAP - Backhaul Inventory". The top navigation bar includes "Overview", "Analyze" (the active tab), and "Data". The main content area is divided into several sections:

- Filter Panel:** Shows a filter expression "Select a Region" with a dropdown menu. Below it, there are fields for "is" and "value" with an "Add expression" button. A "100%" progress indicator and "220 / 220 (filtered/total)" count are visible.
- Picture Gallery:** A grid of 18 small images showing various backhaul inventory items, such as boxes, bags, and equipment.
- Item Chart:** A bar chart showing the distribution of items. The y-axis ranges from 0 to 60. The chart has six bars of different colors: red (approx. 60), teal (approx. 15), purple (approx. 40), yellow (approx. 5), blue (approx. 10), and orange (approx. 40). A grey bar is also visible on the right side of the chart.

At the bottom of the filter panel, there is an "Apply" button. The bottom right corner of the chart area shows "Images: 340".

# Using the Dashboard

## Data Screen

The Data screen includes a map & registry of each submitted record. This screen has many features, including allowing you to...

- [Sort & filter records](#)
- [Export data \(in Excel\)](#)
- [Edit individual records](#)
- [View records on various maps](#)

The screenshot displays the 'BAP - Backhaul Inventory' data screen in ArcGIS Survey123. The top navigation bar includes 'ArcGIS Survey123', 'My surveys', and 'Example'. The main header shows 'BAP - Backhaul Inventory' with 'Overview', 'Analyze', and 'Data' tabs. The 'Data' tab is active, showing a map of Alaska with red location markers and a data table below. The table has columns for 'Select a Region', 'Select a Community', 'Item', 'Other Item', 'Waste Source', 'Other Waste Source', 'Quantity', and 'Units'.

Select a Region	Select a Community	Item	Other Item	Waste Source	Other Waste Source	Quantity	Units
Aleutians	Atka	Lead Acid Batteries		Household		1	Pallets
Aleutians	Atka	Escrap		Household		1	Pallets
Bering Strait	Nome	Escrap		Household		2	Pallets
Southeast	Haines	Escrap		Household		4	Pallets
Southeast	Haines	Lead Acid Batteries		Household		1,000	Lbs
Southeast	Haines	Other	Cardboard Bales	Household		15	Bales
Southeast	Haines	Fish Nets		Household		8	Bales
Southeast	Haines	Scrap Metal		Household		10,000	Lbs
Southeast	Haines	Other	AL Cans	Household		7	Bales
Southeast	Haines	Plastics		Household		5	Bales
Bering Strait	Nome	Escrap		Household		2	Pallets
Bering Strait	Nome	Escrap		Household		1	Pallets

# Using the Dashboard

## Data Screen – Sort & Filter Records

You can sort, filter, & display records using the filter feature.

This feature is similar to the filters on the “Analyze” screen.

Practice using various filters to better understand how this feature works.

The screenshot shows the ArcGIS Survey123 dashboard for a survey titled "BAP - Backhaul Inventory". The interface includes a top navigation bar with "Overview", "Analyze", and "Data" tabs. A "Filter 30%" button is highlighted with a red circle. Below the filter button, a "Filter" panel displays a donut chart showing 30% of records are filtered, with 66 out of 220 records currently visible. The filter criteria are set to "Select a Region" with "Bristol Bay/Lake & Penn" selected. A dropdown menu for "Item" is open, showing options like "Escrap", "Lamps", "Lead Acid Batteries", "Refer Units", and "White Goods". To the right, a map of Alaska shows several red location markers. Below the map is a table of records:

Select a Region	Select a Community	Item	Other Item	Waste Source
Bristol Bay/Lake & Penn	Port Alsworth	Lead Acid Batteries		Household
Bristol Bay/Lake & Penn	Port Alsworth	Escrap		Household
Bristol Bay/Lake & Penn	Nondalton	Lead Acid Batteries		Household
Bristol Bay/Lake & Penn	Nondalton	Lead Acid Batteries		Household
Bristol Bay/Lake & Penn	Nondalton	Escrap		Household
Bristol Bay/Lake & Penn	Nondalton	White Goods		Household
Bristol Bay/Lake & Penn	Naknek	Lead Acid Batteries		Household
Bristol Bay/Lake & Penn	South Naknek	Lead Acid Batteries		Household
Bristol Bay/Lake & Penn	South Naknek	Lead Acid Batteries		Household

At the bottom of the dashboard, it indicates "0 of 66 selected".

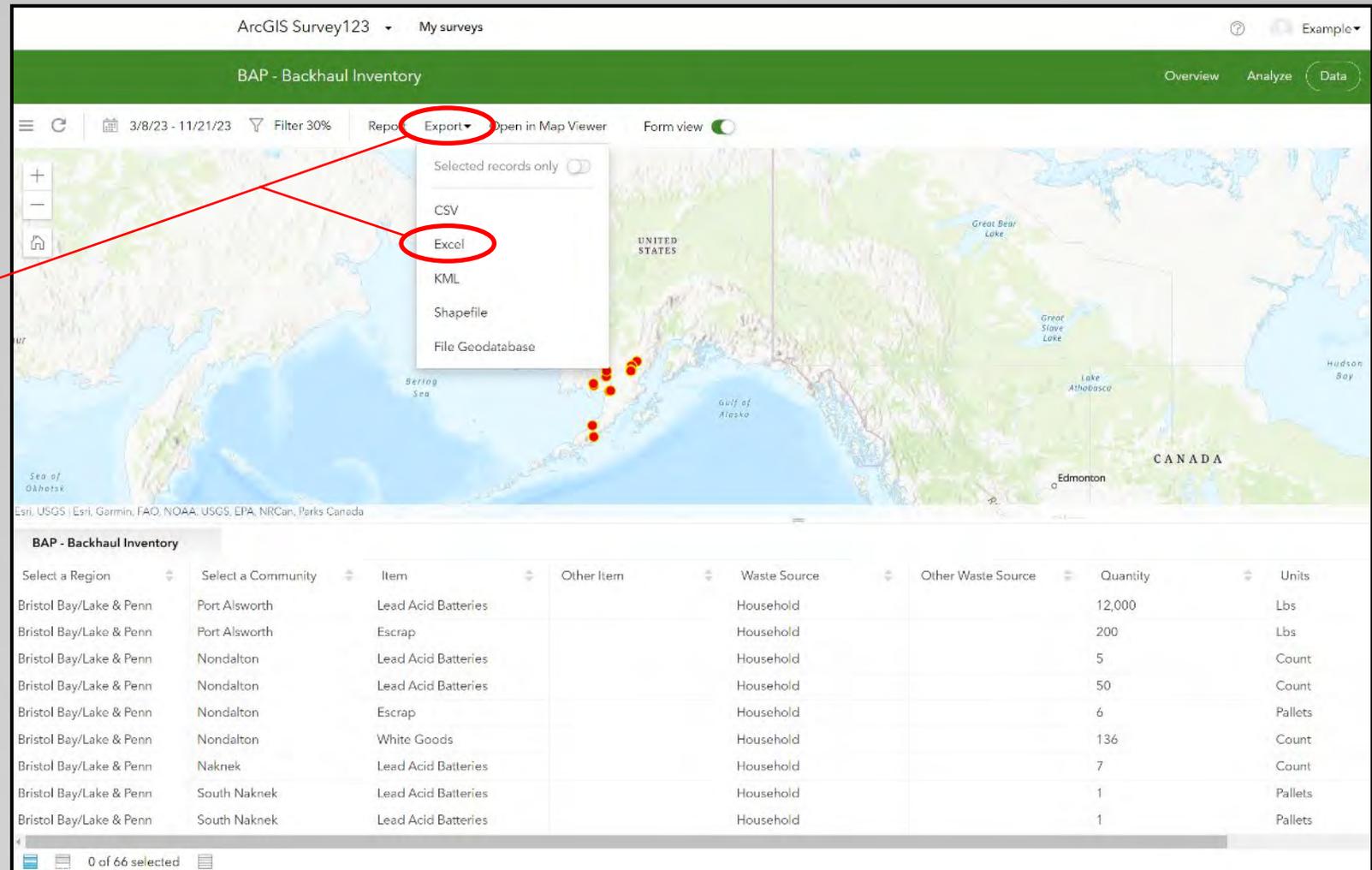
# Using the Dashboard

## Data Screen – *Exporting Data*

Records can be exported into an Excel spreadsheet (among other formats).

Simply select the “*Export*” pulldown and select “*Excel*” to download.

*Note: If you have filtered the data, exports will only include the filtered records.*



The screenshot displays the ArcGIS Survey123 interface for a survey titled "BAP - Backhaul Inventory". The top navigation bar includes "Overview", "Analyze", and "Data" tabs. The main interface shows a map of Alaska with several red location markers. A pulldown menu is open, showing options for exporting data: "Selected records only" (with a toggle switch), "CSV", "Excel", "KML", "Shapefile", and "File Geodatabase". The "Excel" option is highlighted with a red circle. Below the map, a table displays the survey data. The table has columns for "Select a Region", "Select a Community", "Item", "Other Item", "Waste Source", "Other Waste Source", "Quantity", and "Units". The data rows show various waste items and their quantities across different communities in Alaska.

Select a Region	Select a Community	Item	Other Item	Waste Source	Other Waste Source	Quantity	Units
Bristol Bay/Lake & Penn	Port Alsworth	Lead Acid Batteries		Household		12,000	Lbs
Bristol Bay/Lake & Penn	Port Alsworth	Escrap		Household		200	Lbs
Bristol Bay/Lake & Penn	Nondalton	Lead Acid Batteries		Household		5	Count
Bristol Bay/Lake & Penn	Nondalton	Lead Acid Batteries		Household		50	Count
Bristol Bay/Lake & Penn	Nondalton	Escrap		Household		6	Pallets
Bristol Bay/Lake & Penn	Nondalton	White Goods		Household		136	Count
Bristol Bay/Lake & Penn	Naknek	Lead Acid Batteries		Household		7	Count
Bristol Bay/Lake & Penn	South Naknek	Lead Acid Batteries		Household		1	Pallets
Bristol Bay/Lake & Penn	South Naknek	Lead Acid Batteries		Household		1	Pallets

# Using the Dashboard

## Data Screen – *View & Edit Individual Records*

Select an individual record by...

- Clicking on record from the registry below

OR

- Clicking on a record on the map

*Note: You can select more than 1 record by holding down the “Ctrl” button while selecting records*

ArcGIS Survey123 My surveys Example

BAP - Backhaul Inventory Overview Analyze Data

3/8/23 - 11/21/23 Filter Report Export Open in Map Viewer Form view 220/220

BAP - Backhaul Inventory

Submitted by: example.user  
Submitted time: Nov 8, 2023, 3:19:09 PM

Location

Select a Region  
**Southeast**

Select a Community  
**Haines**

**Click this icon to edit the selected record(s)**

Select a Region	Select a Community	Item	Other Item	Waste Source
Aleutians	Atka	Lead Acid Batteries		Household
Aleutians	Atka	Escrap		Household
Bering Strait	Nome	Escrap		Household
<b>Southeast</b>	<b>Haines</b>	<b>Escrap</b>		<b>Household</b>
Southeast	Haines	Lead Acid Batteries		Household
Southeast	Haines	Other	Cardboard Bales	Household
Southeast	Haines	Fish Nets		Household
Southeast	Haines	Scrap Metal		Household
Southeast	Haines	Other	AL Cans	Household

# Using the Dashboard

## Data Screen – *Using the Map Viewer*

*Map Viewer can be used to visually display locations of records*

ArcGIS Survey123 My surveys

BAP - Backhaul Inventory

3/8/23 - 11/21/23 Filter Report Export **Open in Map Viewer** Form view

Click here to open the "Map Viewer"

Select a Region	Select a Community	Item	Other Item	Waste Source
Aleutians	Atka	Lead Acid Batteries		Household
Aleutians	Atka	Escrap		Household
Bering Strait	Nome	Escrap		Household
Southeast	Haines	Escrap		Household
Southeast	Haines	Lead Acid Batteries		Household
Southeast	Haines	Other	Cardboard Bales	Household

ArcGIS Survey123 My surveys

BAP - Backhaul Inventory

Untitled map Open in Map Viewer Classic

Example User example.user

Survey123 a766541e8f54f8b88c09d8cab0218 results - Form 1

Survey123 a766541e8f54f8b88c09d8cab0218 results - Form 1

Properties

Information

Symbology

Show in map legend

Survey123 a766541e8f54f8b88c09d8cab0218 results - Form 1

● BAP - Backhaul Inventory

Edit layer style

Appearance

Blending

Normal

Transparency

0% 25% 50% 75%

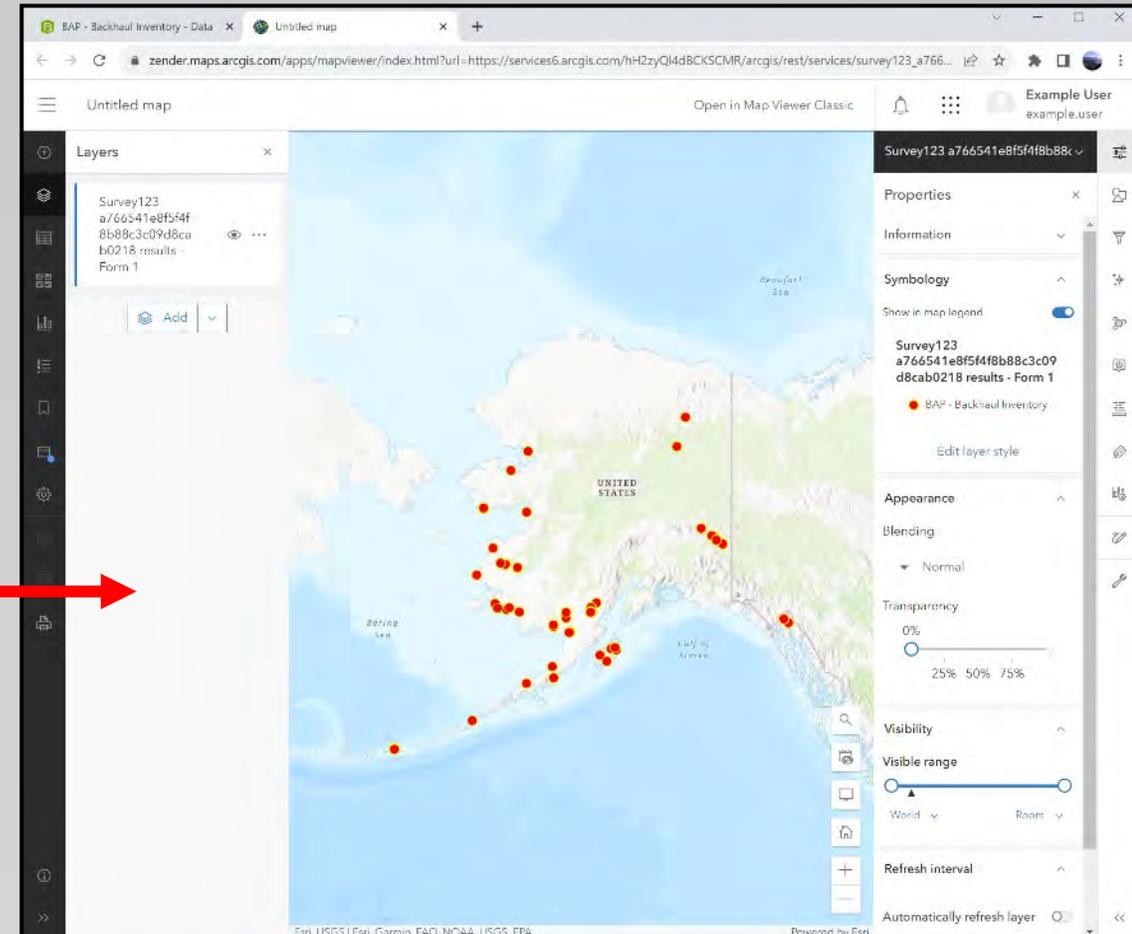
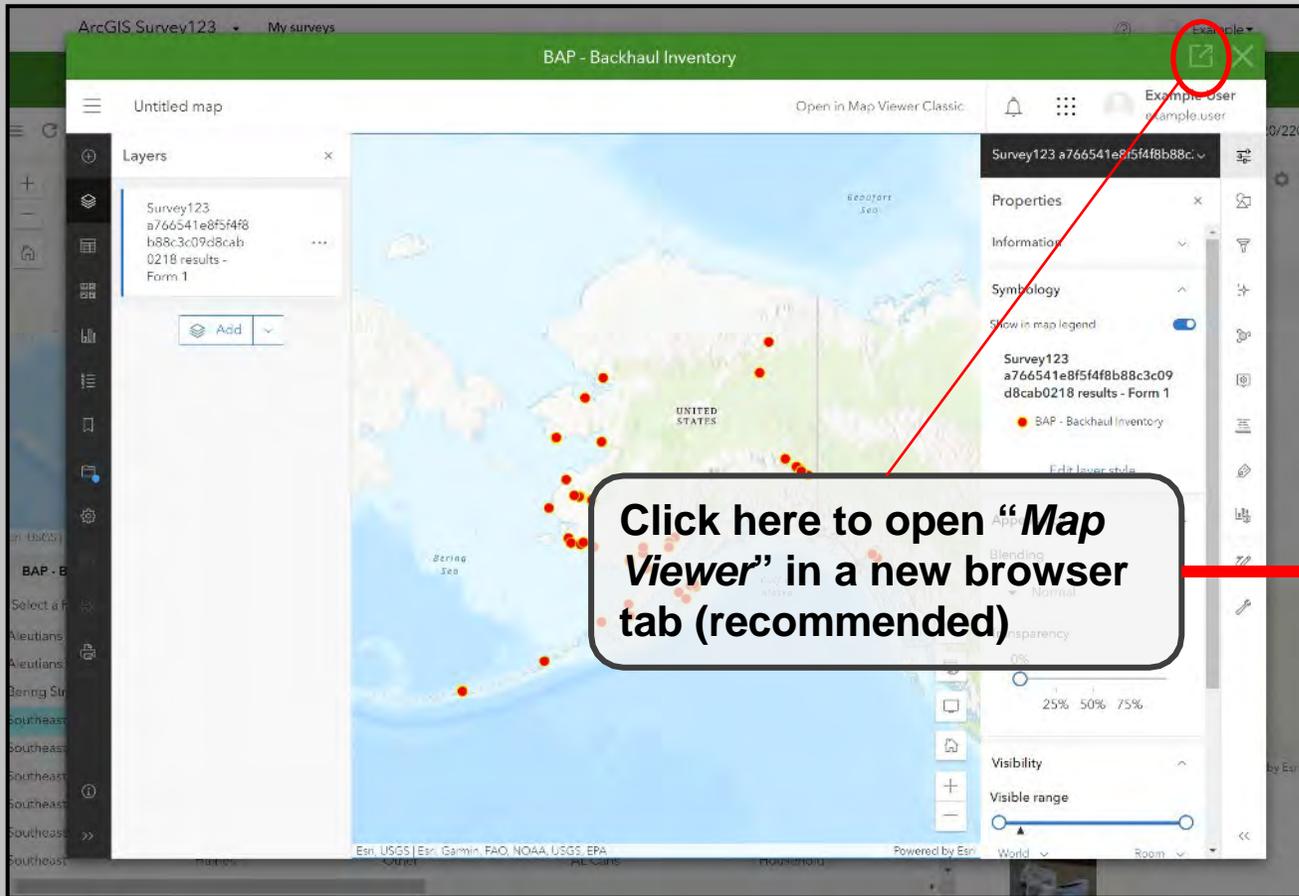
Visibility

Visible range

# Using the Dashboard

## Data Screen – *Using the Map Viewer*

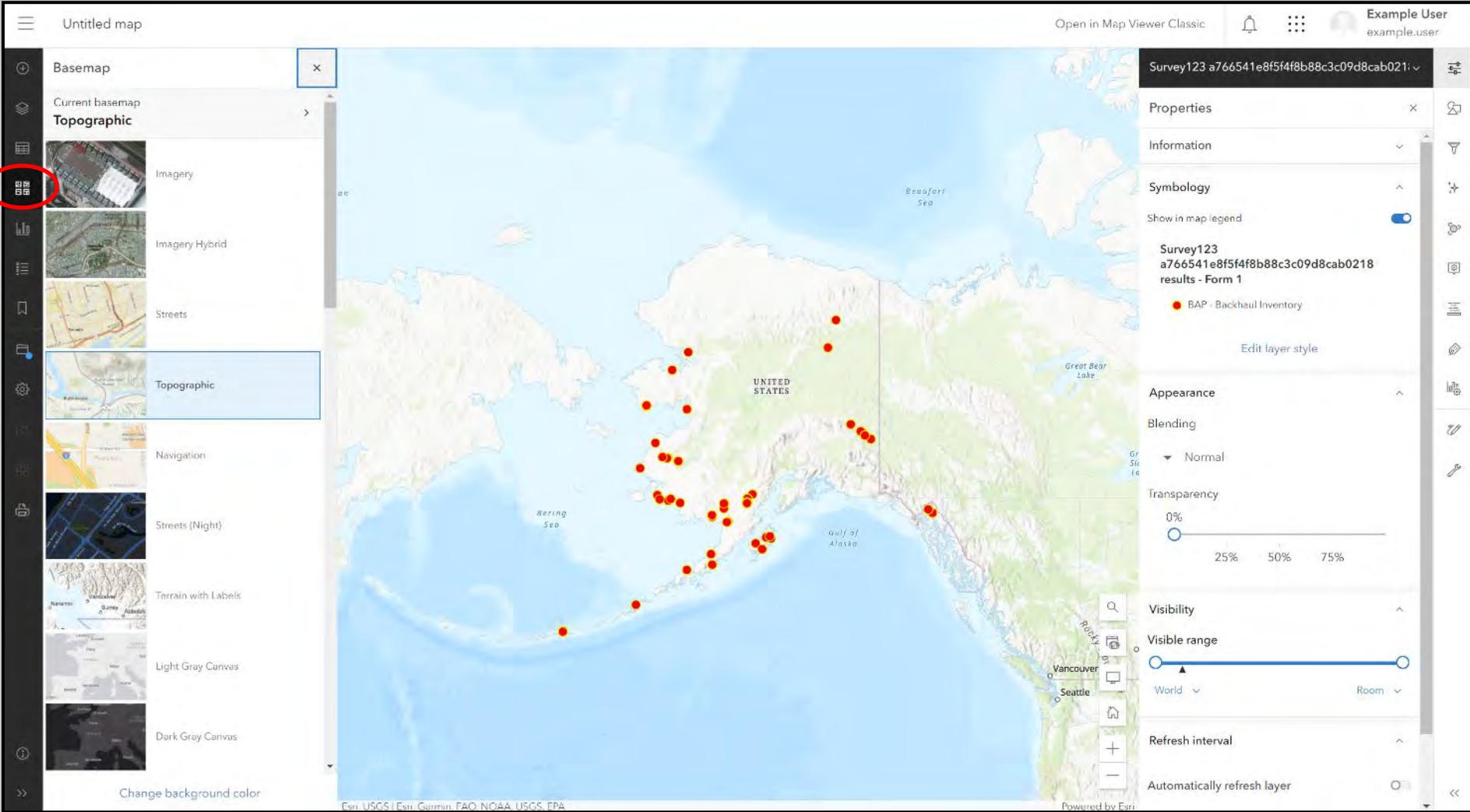
*You may find “Map Viewer” easier to use if you open map viewer in a new browser*



# Using the Dashboard

## Data Screen – Using the Map Viewer

You can change the style of map by clicking “Basemap” and choosing a new map



# Using the Dashboard

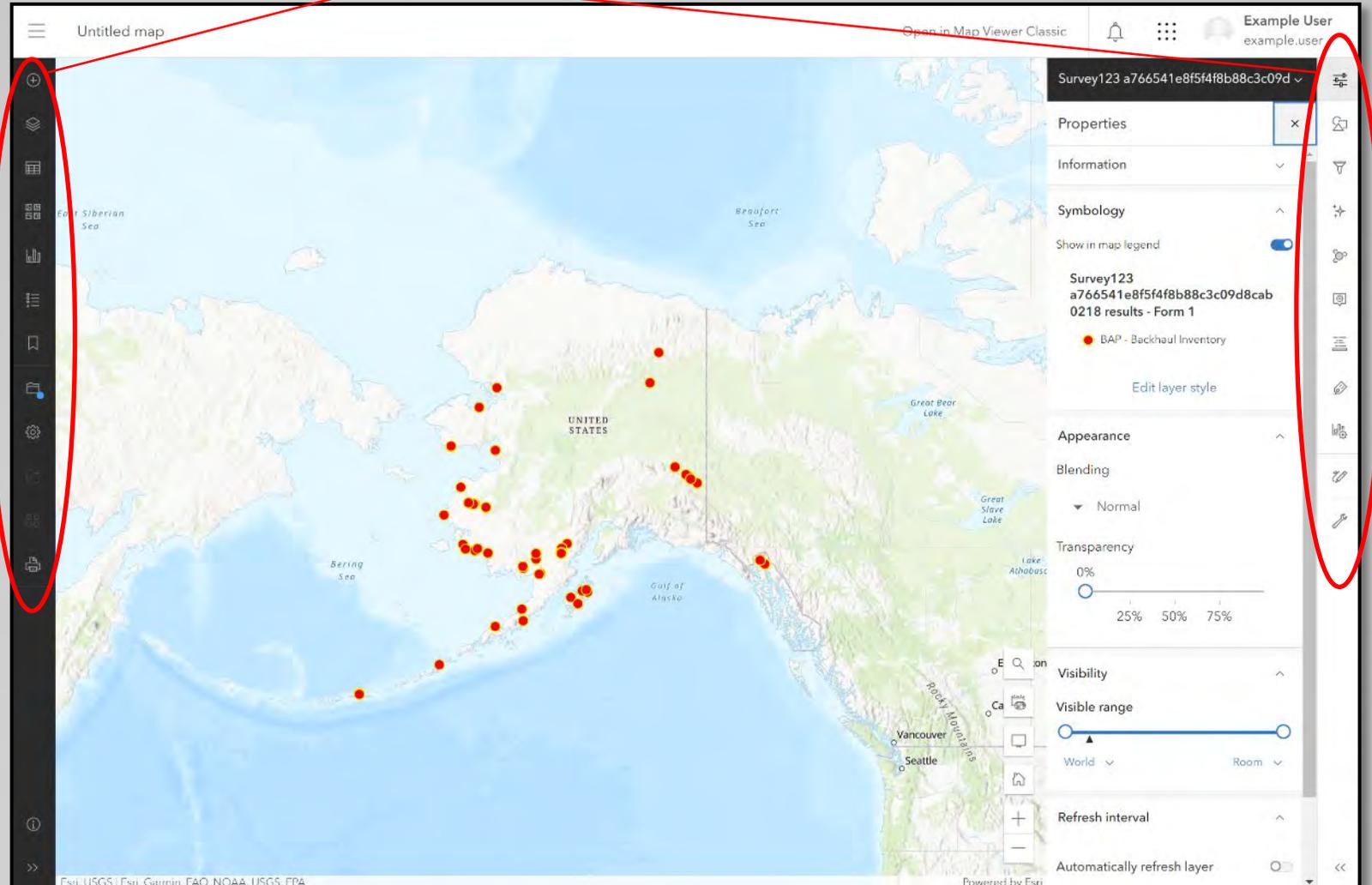
## Data Screen – *Using the Map Viewer*

*You can change other aspects using the icons on either side of the screen*

Use these icons to adjust the map and records to your liking...

- *Filter records*
- *Show record registry*
- *Change the legend*
- *Alter the style of map features*

This guide will not explain these (and other) features much further – the best way to learn them is to spend some time testing/trying out the various features.



# Using the Dashboard

## Data Screen – Using the Map Viewer

The screenshot displays a dashboard interface for 'Site & Inventory'. The top navigation bar includes a hamburger menu, the title 'Site & Inventory', a link to 'Open in Map Viewer Classic', a notification bell, a user profile for 'Example User', and the email 'example.user'. The main content area is divided into three sections:

- Legend:** Contains two sections: 'BAP - Sites - BAP Sites' with a red square icon, and 'BAP - Backhaul Inventory - Form 1' with a list of categories: Scrap Metal (red circle), Lead Acid Batteries (green circle), Escrap (blue circle), Lamps (orange circle), Refer Units (teal circle), White Goods (light green circle), Plastics (purple circle), Fish Nets (pink circle), Other (yellow circle), and Ewaste (dark blue circle).
- Map:** A satellite map showing a coastal region with numerous red square icons representing sites. A callout box points to one of these icons.
- Record Detail Panel:** A pop-up window titled 'BAP - Sites - BAP Sites: 119' showing a form with the following fields:

Connex Number	
Is this a connex that can be used for shipping out backhaul materials?	No
Notes	Haines Borough Public Works Shop, Work Area, and Storage
Select a Community	Haines
Select a Region	Southeast
Site Description	Public Works Site
Transporter	

Below the form is a photograph of a yellow front loader and an orange excavator at a site.

A callout box with a light blue background and rounded corners contains the text: *You can select & view individual records by clicking on their map icons*. Red lines connect the text to a red square icon on the map and the record detail panel.

# Using the Dashboard

## Data Screen – Using the Map Viewer

Connex Number	
Is this a connex that can be used for shipping out backhaul materials?	No
Notes	Haines Borough Public Works Shop, Work Area, and Storage
Select a Community	Haines
Select a Region	Southeast
Site Description	Public Works Site
Transporter	

*When viewing records, clicking on the photo link will open the record's picture in a new browser tab*

The browser window displays a new tab with the following URL: [services6.arcgis.com/hH2zyQl4dBCKSCMR/arcgis/rest/services/service\\_03a166fd49f84c9bac27458ca9db95e9/FeatureServer/0/119/attachme...](https://services6.arcgis.com/hH2zyQl4dBCKSCMR/arcgis/rest/services/service_03a166fd49f84c9bac27458ca9db95e9/FeatureServer/0/119/attachme...)

# Using the Dashboard

## Data Screen – *Using the Map Viewer*

The dashboard interface includes a top navigation bar with a hamburger menu, the text "Site & Inventory", a link to "Open in Map Viewer Classic", a notification bell, a grid icon, and a user profile for "Example User" (example.user). On the left, a legend panel lists categories: "BAP - Sites - BAP Sites" (red square) and "BAP - Backhaul Inventory - Form 1" (various colored circles). The main map area shows a satellite view of a coastal area with several colored markers. A pop-up window titled "BAP - Backhaul Inventory - Form 1: 163" is open, displaying the following data:

Item	White Goods
Notes	8 freezers, 14 refrigerators, 2 washers, 5 dryers, 7 monitor stoves, 8 cooking stoves, 106 pieces of scrap parts.
Other Item	
Other Waste Source	
Quantity	150
Select a Community	Nondalton
Select a Region	Bristol Bay/Lake & Penn
Storage Location	Conex end of first road by six-mile lake.
Units	Count
Waste Source	Household

Below the table is a photo of a white metal storage container with its doors open, showing various items inside.

*Zoom in to get a better idea of where storage locations & accumulations of materials have been mapped & what they look like.*

# How Survey123 Information Will Be Used

Survey123 Data is helps address important components of the Backhaul Cycle



# How Survey123 Information Will Be Used

## **Good inventory leads to good planning**

Records & information collected using Survey123 will supplement additional Program tools to facilitate the planning, onsite management, & subsequent backhaul of identified materials in as safe & efficient manner as possible.

Backhaul Alaska sees the backhaul material and site mapping & recording capabilities of Survey123 as filling a vital 1<sup>st</sup> step in learning about...

- Locations, storage areas, and other important solid waste management sites within communities.
- What & how much material is onsite that can potentially be backhauled
- The current status & condition of sites and backhaul materials
- What additional resources & support is needed to assist communities in their backhaul and solid waste management efforts.

# How Survey123 Information Will Be Used

## **Submitted records are visible to the entire Backhaul AK Program**

Please keep in mind that once you submit a record, it becomes available/visible to everyone within the Program, including Program collaborators such as:

- Regional Coordinators & their Organizations
- Control Tower Entity
- Transporters
- Recycling Vendors
- Solid Waste Alaska Taskforce
- Alaska DEC Solid Waste Program
- ANTHC
- EPA
- Potential Funders
- Other/future partners & collaborators

# How Survey123 Information Will Be Used

## **Some important considerations when submitting records**

When documenting and submitting records, please keep the following in mind:

- You (and everyone else with access) can view & access the information from every record submitted Program-wide.
- You can only edit the records you submit.
- Be mindful when submitting photos & information. Ensure what you submit communicates or furthers what you are hoping to accomplish with the record.
- If you do not want to submit a photo along with a record (ex: you want to document a site/location, but do not want to send a corresponding photo), insert a blank file or put your finger over the camera when taking a picture.

The goal of using Survey123 to document sites and materials is to create a collaborative environment where, through sharing information, communities collectively have a stronger voice and better access to the resources needed to further their local backhaul programs.

# Further Assistance

This was a brief overview of how to use [Survey123](#) in relation to the Backhaul Alaska Program. There are a number of features that were either glossed-over or omitted from this document – please take the time to “play around” within the program and test things out to get better acquainted.



Please feel free to contact me if there are any questions or concerns...

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