USDA United States Department of Agriculture, Forest Service

National Visitor Use Monitoring
Field Guide



A Forest visitor (right) is using a flash card to answer a question while the Field Interviewer records the response on the mobile device (tablet), Lolo National Forest, 2019

Forest Service
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This document provides instruction about the roles, duties, program objectives, and protocols for the Forest Administrator and Field Interviewer for the National Visitor Use Monitoring (NVUM) program. It explains the overall approach and concept that underlie the NVUM sampling method, and includes technical terms and definitions used in the program. For field data collection, the sections include site set up, interview techniques and the necessary equipment for a survey day. Administrators will find instructions on their responsibilities for the year prior to field data collection, as well as for managing the program during the fieldwork year. The appendices contain documents and templates for use in preparing for the program, managing its operations, or in field data collection.

Beginning in FY2020, NVUM began using mobile devices for collecting field data. The guides that present specific details for the NVUM Mobile Data Collection program (NVUM Mobile) are available separately.

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Chapter 1: Introduction

Between 2000 and 2003 all national forests and grasslands tested a new statistically sound method of gathering information about national forest recreation visits through the National Visitor Use Monitoring Program (NVUM). Colloquially, this is referred to as Round 1 of the NVUM Program. Starting in October 2004, the agency moved to a regular 5-year cycle covering the entire country. Round 2, the first full cycle of implementation occurred from fiscal year (FY) FY2005 through FY2009, Round 3 occurred from FY2010 through FY2014. Further rounds follow the same pattern.

Each year approximately 24 national forests and grasslands participate in the year-long fieldwork season counting traffic and conducting interviews with exiting visitors. In addition, each year another 24 national forests and grasslands are editing and preparing their site inventory for the next year's survey year fieldwork season (see Appendix L, Forest Survey Year Schedule).

Round 5, the fourth implementation cycle and 20 year anniversary of the NVUM program begins in FY2020. Round 5 brings several changes to the field process, most notably, the implementation of NVUM mobile data collection; this change implements use of mobile devices for collecting data and eliminates the use of paper forms. Another notable change is the elimination of the use of mechanical traffic counters. Research determined that the volume of recreation visits can be accurately estimated with the continued use of the hand counters combined with daily exiting traffic patterns observed from previous years of data.

NVUM Program goals are to estimate the total volume of recreation visitation to a national forest or grassland and describe that set of visitors, including visitor demographics, activity participation, visit purpose, satisfaction level with the facilities and services provided, and spending in nearby communities. The information collected from national forest visitors in the NVUM program is used by the national forests and grasslands to make a wide array of decisions.

While we gather information about recreation visitors, we are also gathering information about how all people use the national forest road systems and facilities. This includes people commuting to work on forest service roads, commercial traffic, and people just passing through. This information helps managers understand all the uses occurring on the national forests or grasslands. Having reliable, science-based information about recreation and recreation visitors enables managers to make better choices. They can also identify their forest recreation niche – the role the forest plays in people's pursuit of having fun in the great outdoors.

How The Program Works

The NVUM Program measures the flow of visitation as visitors exit the forest. The sampling framework is defined by space and time. NVUM categorizes forest recreation sites and access points by type of sites. For each site the expected exiting volume of recreation traffic is defined. In this way, NVUM accounts for the visitation to every recreation site and area and every day of the year. NVUM uses on-site sampling to derive its results. The NVUM research process is unique in that it estimates both the number of recreation visits that occur on national forests and grasslands and produces descriptive information about visitation from that same on-site sample.

The NVUM program is based on counts of exiting traffic from a recreation site or area, and interviews of that traffic to determine what portion are recreation users finishing their visit. That is, field interviewers are conducting exiting interviews. For recreation visits, such a process eliminates the chance of double counting visitation, removes potential biases in visitor descriptions, and simplifies the analytic component of the visit estimation process.

Sampling Defined

The Forest Service employs sampling for nearly all of its resource data collection, and those samples are defined in space and time. Foresters sample the timber resource by taking a few tree measurements on carefully selected plots to estimate total wood volume and species in a larger forest area. Range managers sample forage conditions by placing a hoop on the ground and recording the types and quantity of plants within that hoop to estimate the quantity and type of forage for a whole pasture.

Many years of experience plus using some well-established principles of statistics and science went into the NVUM design. The assigned survey work in the Fieldwork Schedule represents a sample drawn from the population outlined in the inventory design work completed in the prior fiscal year. The timing and locations for the sample have been selected to ensure that when the data are collected as assigned, it paints an accurate picture of recreation use of the whole forest. For this reason deviations from the assigned Fieldwork Schedule are allowed only under a limited set of conditions.

Each survey day included in the Fieldwork Schedule was carefully selected from a well thought out design before field interviewers were hired for the job. The timing and locations for the sample have been carefully balanced to ensure that when the data are collected as assigned, it paints an accurate picture of recreation use of the whole forest. Forest Coordinators meet with the NVUM program team in Inventory Design Workshops the spring prior to the survey year to review all survey sites in the forest's inventory and create the balance that ensures an accurate picture of recreation use on the entire forest. For this reason field interviewers must follow the Fieldwork Schedule and not substitute the days, places, and survey times assigned.

Resources, Training and Support

a. Website Resources

All resources for the NVUM program for Forest Service personnel, contractors, partners and field interviewers are stored on the NVUM website found at:
https://cms.fs.usda.gov/about-agency/nvum/manager-tools

This website home page is titled "Managers References and Tools" and is divided into 4 main sections: Interviewer Tools, Forest Coordinator Tools, Inventory Design Tools and Mobile Data Collection Tools. Each section contains the guide book (including this one) applicable to that section. Each section provides the power point presentations from the nationally offered webinar trainings, links to the recorded webinar trainings, forms and other supplemental information the Forest Coordinator, contractor, partner, and field interviewer will need to implement a successful NVUM survey program.

Forest Service personnel also need these important websites to administer the NVUM program and locate results reports from past NVUM Rounds:

- **NRM Authorization Application Request** website is used by internal Forest Service personnel to request permission to edit their particular forest's NVUM site inventory (site calendars, site directions, site comments, site maps, and proxy data). https://nrmprodb.fs.usda.gov/nrm/amt/

- **NVUM Inventory Design** website is the area where the forest's NVUM site inventory is stored and where the Forest Coordinator will input the proxy data during the survey year. This is the same website the Forest Coordinator and personnel used to edit the site calendars, site directions, site comments, and site maps prior to the survey year. Use the NRM Authorization Application website

above to request permission to this site.
http://fsweb.nrm.fs.fed.us/support/docs.php?appname=nvum

- **NRM Results Support** website is used by internal Forest Service personnel to gain access to the NVUM results reports for past NVUM Rounds. The master reports or results of all past Rounds of NVUM survey years are found here. https://apps.fs.usda.gov/nvum/results/A08003.aspx/FY2014

- **NVUM National Program** website is used by internal Forest Service personnel and external partners to gain access to additional NVUM program documents such as national results reports, background information on the NVUM process and also includes links to some of the websites mentioned above. https://www.fs.fed.us/about-agency/nvum

b. National Webinar Training

The NVUM Washington Office team offers the Forest Coordinators, contractors, partners and field interviewers online training webinars the summer and fall prior to the NVUM survey year. These trainings are essential for both internal and external personnel tasked with carrying out the NVUM program. Plan to attend these trainings from 1 to 4 months prior to the survey year starting. The training materials can be found here: https://cms.fs.usda.gov/about-agency/nvum/manager-tools

There are two different webinar trainings that target specific personnel in the NVUM program.

- **Forest Coordinator Webinar.** This is an internal training for all Forest Service Regional and Forest Coordinators who will manage the survey year fieldwork the next fiscal year. This training focuses on the administrative role these Forest Service employees play in the NVUM program and starts to prepare them for training field inspectors and identifies their pre survey year and survey year responsibilities. This 2 day webinar (4 hours each day) is offered via Adobe Connect two different times giving forest personal the choice of attending in either June or July the year (summer) prior to the survey year.
- **Train the Trainer and Interviewer Training Webinar.** This webinar targets the Regional and Forest Coordinators, CORs, COTRs, contractors, partners and field interviewers. It is intended to train the managers of the program who will supervisor and train the field interviewers who cannot attend this training and the field interviewers who are hired throughout the survey year. Forest and Regional Coordinators need to attend this training and invite the field interviewers, CORs, COTRs, contractors, and partners involved in carrying out the NVUM program fieldwork during the survey year. This 2 day webinar (4 hours each day) is offered via Adobe Connect two different times giving participants the choice of attending in either August or September the year (summer/fall) prior to the survey year.

c. Contacts

The following NVUM Program managers are available to support any level of the program. First line of support for Forest Service personnel is the Regional or Forest Coordinator. Contactors and partners should refer to their contract or agreement for Forest support contact information. The national level, USFS Washington, D.C., NVUM program managers are:

Don English, NVUM Program Manager, 1-202-205-9595, don.english@usda.gov
Eric White, Mobile Data Collection, 1-360-753-7684, eric.m.white@usda.gov

Chapter 2: Terms and Definitions

The NVUM program uses acronyms and definitions that Forest Coordinators, contractors, partners and field interviewers need to know to follow interview form instructions and survey protocol. This chapter is divided into three sections to make it easy to find definitions for personnel, common terms and survey stratification types.

Personnel

Field Interviewer. The field interviewer carries out the on the ground interview with the forest visitor and can be employed and trained by the Forest Service, contractor or partner. They are well trained and have practiced survey protocol prior to implementing the first survey, and understand the NVUM Program objectives. The field interviewer plays a critical role in providing accurate results and is the first line of quality assurance in the program.

Forest Service Coordinator. Forest Service Program Coordinator is defined as the forest-level agency employee who helps manage and implement the standards and policies within the NVUM program and often acts as a contract officer representative (COR) if applicable. Often this person is the principle contact for the selected contractor or partner carrying out the field work. The Forest Service Coordinator's responsibilities are defined in this NVUM Field Guide in Chapters 4 and 5. Many of these duties serve a critical role in providing quality assurance for the local program.

Contracting Officer (CO). The Contracting Officer means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. They work closely with the program office and COR to define and clear up ambiguous language in the contract.

Contracting Officer Representative (COR). A Contracting Officer Representative, often referred to as the COR including a contracting officer's technical representative (COTR), is an individual, designated and authorized in writing by the contracting officer to perform specific technical or administrative functions on the contract. The COR will monitor the contractor awarded by following the NVUM handbook, Mobile Data Collection Guides (Administrator and User), policies and contract. The COR will work with both the program manager and contracting officer to alleviate concerns, or questions from the contractor.

Contractor. The non-government person who is authorized to perform the service for the government under a contract.

Partner. The non-government person who is authorized to perform the service for the government under an agreement.

Common Terms

Exit Interviews. Exiting traffic consists of those people or vehicles leaving the national forest site or area. Interviews are conducted with a sample of exiting traffic in order to estimate visitation volume and to describe visitor characteristics. We refer to these interviews of exiting traffic as 'exit interviews'. To describe visitation the NVUM program relies on interviews of visitors who are finishing their recreation visit that day. These visitors are making their last exit from the site for that day. However long visitors stay, or however many activities they do, any visit will end at one time. Such a process eliminates the chance of double counting visitation, removes potential biases in visitor descriptions, and simplifies the analytic component of the visit estimation process.

Fiscal Year (FY). A fiscal year is defined as the agency operating year from a calendar year date of October 1 to the next calendar year date of September 30.

National Forest Visit. A National Forest Visit is the entry of one person upon a national forest to participate in recreation activities for an unspecified period of time. A National Forest Visit can be composed of multiple site visits. For a visit to count as a multiple day visit, the visit must be continuous, meaning the visitor must have spent the night on National Forest System lands. A visitor who spends the night off of National Forest System lands begins a new National Forest visit each day.

Visiting different Districts on the same National Forest in one day is still just one National Forest Visit. For example: Visitor A skis at Telluride, a ski area on National Forest System lands, during the day but spends the night in a hotel located in the town of Telluride, CO then skis again on National Forest System lands the next day. Visitor A's recreation use would count as two National Forest Visits, one for each day because their stay was not continuous.

Visitor B skis at Telluride, a ski area on National Forest System lands, during the day but spends the night in a lodge located on the same National Forest, then skis again at Telluride Ski Area the next day. Visitor B's recreation use would count as one National Forest Visit because their stay was continuous.

Site Day. One calendar day at a developed site or access point to dispersed areas or designated wilderness. Site days are the basic sampling unit for the NVUM protocol.

Site Inventory. The forest or grassland NVUM site inventory is a Natural Resource Manager (NRM) database that lists each site and describes the site (name and number assigned), location (latitude and longitude), written directions, proxy status (code or non-proxy), site type (DUDS, OUDS, GFA, WILD, VIEW), specially designated area, status (active or inactive), Ranger District name and comments. Each site has a calendar for the fieldwork year in which an exiting traffic volume level is assigned for every day of the year as described below under the term "use level".

Site Visit. A national forest "Site Visit" is the entry of one person onto a national forest site or area to participate in recreation activities for an unspecified period of time. Visitor B in the definition of National Forest Visit above had three site visits during their one National Forest Visit, because they went to the ski area on 2 different days and the lodge located on USFS land overnight.

Survey Day. A survey day is defined by a place (site) and time (month, day, time of day) created by a stratified random sample of all of the sites identified in the forest's inventory. Most forests and grasslands were assigned between 200 and 300 survey days. Each row of the Fieldwork Schedule represents one survey day.

Survey Time. Typically, survey times for non-proxy survey days are either assigned AM (8:00 a.m.-2:00 p.m.) or PM (2:00 p.m.-8:00 p.m.). During times of the year where there are less daylight hours the survey times could be adjusted, for example to 11:00 a.m. – 5:00 p.m. for a PM assigned survey time for the safety of the field interviewer. Field interviewers must conduct surveys for a continuous block of 6 hours for each survey day.

Trip. A "Trip" is from the time a visitor left their home until they return to their home. The visit to the national forest may have only been a small part of a larger trip away from home. The visitor's trip may have included a trip to Disney Land, a visit with Aunt Petunia, and a camping trip on the national forest.

Zero Survey Day. An assigned field day where zero is recorded for the exiting traffic volume and no interviews are conducted. This occurs when an assigned non-proxy survey day site or area is closed to the public such as occurs during fire closure order that could not have been predicted during the inventory

design process. See Chapter 3 and the section titled "Backup Calendar" below for further clarification on when to record a zero for a survey day.

Survey Stratification Types

a. Site Types

Every recreation site or area on the forest is divided into one of five site types. These include Day Use Developed Sites (DUDS), Overnight Use Developed Sites (OUDS), Wilderness access portals (WILD), General Forest Areas (GFA), and View Corridors (VIEW). The fieldwork schedule will show which site type the sample day was assigned. The forest classified each site in the inventory into these site types during the Inventory Design workshop. The site type and acronyms for these are:

- Day Use Developed Sites (DUDS) include sites such as picnic sites, some fishing sites, playgrounds, downhill ski areas, developed caves, and some winter play areas. Sites that are not included are trailheads, boat launches, parking lots, OHV staging areas, most scenic overlooks, road pull offs offering interpretive signs and restroom facilities, and other transfer points into the General Forest Area. Since visitors use these transfer points to access other areas on the Forest, most are classified as GFA sites (e.g. visitors do not typically recreate at a trailhead, but rather on the trail). Sites included as DUDS must meet the INFRA definition for development scale of moderate, heavy, or high degree of modification, which are sites that provide for visitor comfort, convenience and/or educational opportunities. Sites with facilities that provide for health and safety only are not considered developed sites.
- Overnight Use Developed Sites (OUDS) include sites such as campgrounds, rented overnight fire lookouts and cabins, resorts, lodges, hotels, horse camps and any other overnight developed sites on National Forest System lands (NFS) whether managed by the Forest Service or private business operating on NFS by concession or special use permit. Sites included must have facilities that meet the INFRA definition for development scales of moderate, heavy, or high degree of modification. Some sites that qualify as developed overnight sites in INFRA that are NOT counted in this stratum as OUDS and include recreation residences, organizational camps, lesser developed hunting camps, facilities on private land within the National Forest System boundary, and recreation special events. Recreation residence groups are not in the NVUM inventory as the use by individuals who are authorized to occupy recreation residence lots is counted as any other recreating forest visitor using a site or area (DUDS, GFA, OUDS, VIEW, WILD) on the national forest.
- Wilderness Sites (WILD) include areas in the NFS that are part of the congressionally designated National Wilderness Preservation system, and in a few instances Wild and Scenic Rivers. Generally, use should be sampled on the trail close to the wilderness boundary, but could be captured at wilderness trailheads or roads leading from the trailheads.
- General Forest Areas (GFA) includes all other dispersed recreation use other than Wilderness (hiking, fishing, water sports, etc.). Generally, GFA use is collected at exit points from NFS land along roads or at trailheads. There is not a one-to-one correspondence between INFRA GFA and NVUM GFA. The entire forest is treated as one large general forest area for NVUM.
- View Corridors (VIEW) are sites intended to measure the number of visitors that only pass through or close to the forest to view the scenery while traveling on highways owned by the state, county or federal transportation authority. These are individuals who do not actually recreate ON NFS land, but merely view it. These visitors do not participate in a recreational activity as defined in the NVUM program on the forest. Interview protocol for VIEW site types is different than individual survey day protocol and is defined in more detail in Chapter 6.

b. Use Level

The term "use level" is actually somewhat of a misnomer. It refers to the volume of last-exiting recreation traffic from the site or area on a given day. Categories include: very high, high, medium, low, or no exiting recreation use. For the entire sampling year, each day on each site is given a rating of very high, high, medium, low, or no use according to the expected level of recreational visitors who would be observed leaving that location for the last time (last exiting recreation use) on that day. These assignments were made by forest staff during the inventory design phase.

c. Proxy

Proxy sites are those sites where an annual or quarterly count of something directly related to the volume of visitation (fee envelope, ski ticket sale, room rental receipt, etc.) is available. For a site to qualify and be classified with a proxy code in the forest's inventory two conditions must be met: 1) the count represents all users to the site or area, and (2) there is an 80% compliance rate, meaning that the count would represent at least 80% of the visitation to the site. Proxy sites were identified by forest personnel in the Inventory Design Workshop held the previous spring. There are 10 different defined groups of proxy codes and a total of 20 individual proxy codes. Examples include mandatory wilderness permits (MA1, MA2), Fee Envelopes or Registration Forms for campground fee envelopes (FE3, FE4, RE1, RE2, RE4), Fee Receipts (FR1, FR2, FR3, FR5), Skier Tickets (ST1, SV1), etc. Table 1 below defines the different proxy codes and what is to be reported.

There are two types of proxy data that will be reported by the Forest Coordinator on a quarterly basis. The two types of proxy data include proxy sites identified in the forest's NRM NVUM Inventory database, and Special Use Recreation Event and Organization Camp use. Instruction on how to collect and report proxy data can be found in Chapters 4 and 5. Chapter 4 instructs the Forest Coordinator in how to gather proxy data from the proxy site places identified in the NRM NVUM Inventory database and from the Forest Special Use Permit Administrators and Fee Collection Officers. Chapter 5 instructs the Forest Coordinator in how and where to report the proxy data collected from the places and individuals identified in Chapter 4.

Non-proxy. When a direct count cannot be made and therefore proxy information is not available then the site is called a "non-proxy" site. This is common for most sites, especially GFA site types.

Table 1. Proxy Codes, Definitions and What to Report

Proxy Code	Definition	What to Report
	Daily Use Record	
DUR4	Daily Use Record of sites with PAOT of 14 or less, use for OUDS campgrounds where either FS or concessionaire records occupied campsites on a daily basis, DUDS same idea.	Number of sites occupied
DUR5	Daily Use Record for group sites with PAOT of 15 or more, use in large group sites where sites sold are recorded, DUDS same idea.	Number of sites occupied
	Fee Envelopes	
FE3	Fee Envelopes issued per vehicle, use in OUDS, DUDS, and GFA.	Number of fee envelopes collected
FE4	Fee Envelopes issued per family site with a PAOT of 14 or less, use in OUDS and DUDS.	Number of fee envelopes collected
	Fee Receipts	
FR1	Fee Receipts or tickets sold to individual people only, such as a visitor centers. Use in DUDS where a daily pass is sold or individual ticket sales indicate use. DO NOT USE FOR OUDS, or SKI AREAS.	Number of tickets or fees sold 1 ticket or fee = 1 person
FR2	Fee Receipts or tickets sold per group of 14 or less people. Use in DUDS, OUDS, GFA.	Number of tickets or fees sold 1 ticket or fee = 1 small group
FR3	Fee Receipts or tickets sold per vehicle. Use in DUDS, OUDS, GFA.	Number of tickets or fees sold 1 ticket or fee = 1 vehicle
FR5	Fee Receipts, envelopes, permits, or tickets sold per large group of 15 or more. Use in DUDS, OUDS, GFA.	Number of envelopes, permits or tickets sold: 1 envelope, permit or ticket = 1 large group
	Mandatory Wilderness Permits	
MA1	MAndatory Wilderness permits issued per individual.	Number of people 1 permit = 1 person
MA2	MAndatory Wilderness permits issued per group.	Number of permits issued 1 permit = 1 group
	Permanent Traffic Counters	
PTC1	Permanent Traffic Counters that count people, must be one-way traffic, use in any stratum.	Number of people counted (one-way)

Proxy Code	Definition	What to Report
PTC3	Permanent Traffic Counters that count vehicles, must be one-way traffic adjusted for axles, use in any stratum.	Number of vehicles counted (one-way)
	Registration Forms	
RE1	Registration forms, use in OUDS lodges, cabins, resorts, etc. where managers report total number of room nights sold or person nights sold from registers.	Number of people, for OUDS report person nights 1 registration = 1 person
RE2	Registration forms, use in any stratum where 14 or fewer people register as one small group. Use in DUDS or OUDS.	Number of small groups, for OUDS report group nights 1 registration = 1 small group
RE4	Registration forms for room nights, use for OUDS lodges, resorts, etc, where owner can report number of room nights sold. Do not use for DUDS, campgrounds, huts or dorms that hold more than one group in one room at a time.	Number of room nights sold/ occupied 1 registration = 1 room night
	Skier Tickets	
ST1	Skier Tickets; use at DUDS ski areas where individual tickets or season passes are sold, but the count is NOT converted to Skier Days.	Number of tickets or passes sold 1 ticket = 1 skier
	Skier Visits	
SV1	Skier Visits, DUDS ski areas where skier area provides total number of skier visits/days on a report rather than the number of lift tickets sold. The count is adjusted for seasonal passes, etc.	Ski area reports total # of skier days
	Special Use Permits	
SUP4	Special Use Permit issued per site, use for OUDS cabins, resorts where 1 permit is issued/group of 14 or fewer people/visit not for entire season; FS cabins rented under G-T permits. Use FR5 for large groups	Number of permits issued
	Toll Booth	
TB1	Toll Booth, use when GFA is close to forest boundary and there are no non TB entries from other areas, use for DUDS and OUDS only if everyone has to pay who enters site.	Number of tolls collected 1 toll = 1 person
TB3	Toll Booth, same as TB1 except fee is per vehicle not per person.	Number of tolls collected 1 toll = 1 vehicle

Chapter 3. Schedules and Calendars

There are two separate schedules or calendars used in the NVUM Program; the Fieldwork Schedule and the Backup Calendar.

Fieldwork Schedule

The Fieldwork Schedule is sometimes referred to as the calendar or in a contract could be called the Primary Calendar. The Fieldwork Schedule is an excel spreadsheet that is sorted chronologically starting October 1 (the first day of the fiscal year) and ending around September 30 (the last day of the fiscal year). Each row on the Fieldwork Schedule excel spreadsheet is referred to as a survey day. Most forests are assigned between 200 and 300 survey days on the Fieldwork Schedule. The number of survey days assigned to each forest does not change significantly from Round to Round. The survey day entries on the Fieldwork Schedule is the stratified sample that is drawn from the forest's site inventory held in the NRM NVUM Inventory database.

Site days, where and when the field data will be collected, usually change from Round to Round on the Fieldwork Schedule. Each Round's fieldwork is a stratified random sample of the information contained in the inventory design data. It is not unusual in the 5 year time period the last NVUM survey was conducted on the forest for the sites and areas or their use patterns to have changed. At the Inventory Design Workshop held the spring prior to the survey year, forest review and as needed edits to the sites, areas, exit volume levels, and proxy codes were done to reflect current recreation occurring on the forest or grassland. Common examples may include designating additional off road areas, expanding campgrounds or other developed sites, or having new or different types of proxy information.

The national NVUM Program manager creates the Fieldwork Schedule in late spring after the inventory design work is finalized by the forest or grassland. In June, the forest or grassland will receive the Fieldwork Schedule to review.

The Forest Coordinator reviews the Fieldwork Schedule when it is received to check that:

- the stratified random sample of days spreads the sample days out across the year and across the forest,
- the key seasonal recreation activities (hunting season, camping season, skiing an snowmobile seasons, etc.) are represented,
- the sites selected will be open and open during that dates selected, and
- no major logistical issues exist in accomplishing the fieldwork.

The Fieldwork Schedule excel spreadsheet contains the following columns: longitude and latitude, site type, Ranger District name, site number, subunit, type (proxy, non-proxy), sample stratum (proxy code or use level), month/day/year, survey time, notes and region/forest.

Example of 2 survey days (rows 2 and 3) on a Field Work Schedule:

	A	B	C	D	E	I	G	H	I	J	K	L	M	N	O	P
1	LONGITUDE	LATITUDE	SITETYPE	SITENAME	RD_CODE	SITENUM	SUBUNIT	TYPE	SAMP_STI	MONTH	DAY	YEAR	SURVTIM	NOTE1	REGION	FOREST
2	-105.76853	38.100442	WILDERNESS	Wild Cherry TH	Saguache Ranger District	97	NONE	NONPROXY	LOW	10	1	2019	PM		2	9
3	-106.75968	37.570303	VIEW	U.S. Hwy 160 - W	Divide Ranger District	104	NONE	PROXY	PTC3	10	2	2019			2	9

In this example on **row 2** the survey day is October 1, 2019 and the site is located at Wild Cherry TH (trailhead), site number 97 on the Saguache RD. There is no subunit and the site type is non-proxy with a sampling stratum of low. A PM survey time is scheduled (typically from 2:00 pm – 8:00 p.m.).

In this example on **row 3** the survey day is October 2, 2019 and the site is located at US Hwy 160-West, site number 104 on the Divide RD. There is no subunit and the site type of VIEW CORRIDOR with a proxy with a code of PTC3 is shown. There is no survey time assigned because for proxy sites the goal is to interview during the contiguous 6 hour period of time that most visitors will be exiting the forest. The field interviewer will determine the block of time to survey (see below for further protocol).

a. Survey Time (Interview Hours)

Exit Interviews must be conducted for a period of six hours during the survey day even if no forest visitors exit the site or area. Assigned hours are set up to ensure that over the set of days for any sampling stratum we correctly measure the exiting traffic pattern and get unbiased estimates for the percentage of last exiting recreation traffic. The interview period must be followed so that valid measures of visitation are obtained.

Non-Proxy Sites. The survey day is assigned either an AM or PM shift at non-proxy sites. Survey time AM means from 0800 to 1400 (8:00 a.m.-2:00 p.m.) and a survey time PM means from 1400-2000 (2:00 p.m.-8:00 p.m.). In Alaska, a third time period is added to capture use during the extensive summer daylight hours. There are a few exceptions to the assigned survey times. During the winter when there is less daylight the shift can be adjusted so interviewers are not in the field in the dark. For example, change the AM shift could be changed to 10:00 a.m.-4:00 p.m. or the PM shift to 11:00 a.m.-5:00 p.m.

Proxy Sites. At proxy sites there is no assigned AM or PM survey time on the Fieldwork Schedule. Interviews are conducted for a continuous 6 hour period during the time chosen by the Forest Coordinator that will capture the most exiting recreation traffic from that site. The goal at proxy sites is to interview as many last exiting visitors as possible.

b. NOTE1 Column (Group Site Protocol)

The NOTE1 column on the Fieldwork Schedule is used to remind the field interviewer of survey protocol for proxy group sites that include cabins, lookouts, group campgrounds and group day use sites. The entry in the NOTES1 column is "PLACEHOLDER DAY - IF UNOCCUPIED, USE NEXT OCCUPIED DAY AS SUBSTITUTE". Do not use the Backup Calendar if the site is unoccupied.

The Forest Coordinator assigned or their supervisor will determine if the site is occupied. To determine if a visitor has reserved the cabin, lookout or group campground or day use site visit the www.recreation.gov website or consult the local district who may pull the lists of reservations. If the site is occupied then the field interviewer will go to the site to conduct an interview. This is not usually a 6 hour survey day since there is typically only 1 group at the site to be interviewed.

If the site is not reserved or occupied, i.e. there is no one at these sites on the assigned interview survey day, find the next day the cabin or group site is reserved. On the next day the site is occupied the field interviewer will go to the site to interview one person from that group. In very rare situations a telephone interview can be conducted for remote cabins where travel time prevents the interviewer from being able to get to the site before the group leaves. Typically, this telephone interview protocol applies to cabins in Alaska. Only a Forest Service employee is authorized to conduct telephone interviews in order to protect the respondent's personal identifiable information (PII).

Backup Calendar

The Backup Calendar is the second calendar used in the NVUM Program. The Backup Calendar is an excel spreadsheet with a list of alternate or potential substitute survey days. The purpose of the Backup Calendar

is to provide a randomly selected set of alternatives if an assigned day in the fieldwork schedule cannot be accomplished. The rules for when it is acceptable to use the Backup Calendar are given below.

The rows in the Backup Calendar are sorted alphabetically by site type starting with all of the backup survey days for Day Use Developed Sites (DUDS) then General Forest Areas (GFA) then Overnight Use Sites (OUDS), then View Corridor sites (VIEW) and finally Wilderness site types (WILD). Within each site type, categories are proceeded by an alphabetic sort of proxy codes, and then an alphabetic sort of exit volume levels. Within each of these, rows are ordered from earlier in the fiscal year to later. Each row on the Backup Calendar is referred to as a survey day just like the rows on the Fieldwork Schedule spreadsheet. Most forests are assigned between 400 and 600 survey days on the Backup Calendar.

Who is Authorized to Use the Backup Calendar? The Forest Coordinator is responsible for making the decision to use the Backup Calendar for any missed survey day. They will also choose the correct backup day.

The field interviewer or their supervisor will notify the Forest Coordinator if they will miss or missed a scheduled survey day and request a decision on how to proceed. The contractor, partner and field interviewer do not have the authority to choose a backup survey day from the calendar or to substitute another site, area or day at will. Protocol must be followed to maintain accurate results and a statistically sound sample.

a. Reasons to Use the Backup Calendar

The Backup Calendar should be used as sparingly as possible. If the Backup Calendar is used too much at the beginning of the survey year this could lead to logistical issues trying to fit a number of substitutes into what is usually a very busy summer season. Substituting many days in a short season can lead to misrepresentation of the prevalence of seasonal activities such as hunting or winter sports. Finally, it is possible to use up all available backups for a sampling stratum.

Use the Backup Calendar for these reasons.

- Mobile Data Collection. If the tablet does not work properly and you do not have a spare tablet then use the Backup Calendar to choose another survey day. If a field interviewer scanned the incorrect QR Code and that code is a different site type and proxy type than the original survey day then delete those surveys and use the Backup Calendar to schedule another survey day.
- Recreation Event. If a recreation event near the survey site will bring the site into a different use range (for example, from low exit volume to high) then use the Backup Calendar to schedule another survey day.
- Logistical Issues. If there are survey days scheduled on successive days such that it is impossible to assign field interviewers and equipment to cover all of the survey days then use the Backup Calendar to schedule another survey day.
- Unavailable Field Interviewer. If a field interviewer is unavailable and there is no one *trained* to fill in then use the Backup Calendar to schedule another survey day.
- Proxy Site. Always use the Backup Calendar to schedule another survey day for a missed day at a proxy site. If a proxy site is closed to the public do not record a zero for the day, use the Backup Calendar. Contact the national NVUM manager for advice if the closed proxy site will not be open during the survey year, is on the Fieldwork Schedule multiple times, and it was unforeseen in the inventory design process that it would be closed during the survey year.

- For Proxy Group Sites (cabins, lookouts, group campgrounds, group day use areas) see section titled Fieldwork Calendar, NOTE1 column for protocol above.

b. Record Zero or Use the Backup Calendar

The list above of when to use the Backup Calendar is pretty straightforward. The decision to record a "zero" for a survey day (no data is collected) or to use the Backup Calendar in several non-proxy survey day situations often requires some thought.

Zero Survey Day. A zero is recorded as the volume of exiting traffic for the survey day and no interviews are conducted. This occurs when an assigned non-proxy survey day site or area is closed to the public such as occurs during a fire closure order or some other natural disaster that could not have been predicted during the inventory design process.

To determine whether to advise the field interviewer to record a zero for an assigned survey day first ask, *"Could the public still be exiting from this site on the assigned survey day or is zero an accurate estimate of the exiting volume of recreation traffic?"* Here are some common situations that may occur.

- Bad Weather.
  - Scenario 1- If the field interviewer cannot safety travel to the survey site to conduct interviews but the public is likely to be using the site that day (they are on the other side of the snowy pass and the weather is great over there) then use the Backup Calendar rather than a zero day.
  - Scenario 2-If the weather is preventing the public from using the site then record a "zero" for that assigned survey day and do not use the Backup Calendar. The bad weather day is a legitimate sample of all non-proxy recreation days. Substitute days are not allowed because the days in the site inventory not chosen for a survey day are not adjusted for bad weather.
- Fire Closes the Forest.
  - Scenario 1- A wildfire closure closes most of the forest but the survey site is not in that closure order zone, and the public could well be using that site. If the field interviewer cannot travel safely to the site, then a backup day should be scheduled.
  - Scenario 2- A wildfire closure closes the forest where the survey site is located then the public is not allowed in that site. Record a zero for that assigned survey day and do not use the Backup Calendar. Use the Backup Calendar for a proxy site in this situation.
- Site is closed due to Unforeseen Natural Disaster. If a natural disaster (bug blown trees, landslide, flood) closes the forest where the survey site is located then the public is most likely not using that area or site or is not allowed in that site (site closed by the Forest Service). Record a zero for that assigned survey day and do not use the Backup Calendar. If this site is on the survey calendar multiple times contact the national NVUM manager for advice.
- No Snow or Low Snow Year. The public may still be using a site or forest area even if the site is not providing the main recreation activity that year. For example, visitors may be hiking instead of cross country skiing, or ATVing instead of snowmobiling. The field interviewer should go to the survey site and follow protocol for a survey day.
- One Ranger District has more Survey Days than the other Ranger Districts. The field interviewer needs to go to the survey sites as assigned on the Fieldwork Calendar and follow protocol for a survey day. The NVUM program is a forest-wide survey.

c. How to Use the Backup Calendar

Compare the Backup Calendar to the Fieldwork Schedule and notice that the Backup Calendar does not have columns for Ranger District, Survey Time or NOTE1. These items are not used to choose a backup survey day. The Backup Calendar is arranged in the order of Site Type, Sample Stratum and month and day because this is the order used to choose a backup survey day. Using an alphabetical sort system all of the Day Use Developed Site (DUDS) backup survey days are listed first then all of the GFA, OUDS, VIEW and finally WILD backup survey days.

Below are a couple sections of a Backup Calendar. In the example below you can see that the first backup survey day is a DUDS survey day on October 15 at Spring Creek, a LOW, non-proxy site, and the last DUDS backup survey day is on March 20 at Wolf Creek Ski Area (STI, proxy site). There are 56 backup survey days in the DUDS site type. Notice that the GFA backup survey days start right after the last DUDS days on row 60 and the first GFA backup survey day is on May 30 for a HIGH non-proxy site at Como Lake.

	LONGITUDE	LATITUDE	SITETYPE	SITENAME	SITENUI	SUBUNIT	TYPE	SAMP_STI	MONTH	DAY	YEAR	REGION	FOREST
2	-107.14314	37.801414	DUDS	Spring Ck	9	NONE	NONPROXY	LOW	10	15	2019	2	9
3	-107.14314	37.801414	DUDS	Spring Ck	9	NONE	NONPROXY	LOW	10	18	2019	2	9
4	-107.14314	37.801414	DUDS	Spring Ck	9	NONE	NONPROXY	LOW	10	25	2019	2	9
5	-107.14314	37.801414	DUDS	Spring Ck	9	NONE	NONPROXY	LOW	10	28	2019	2	9
6	-107.15148	37.847831	DUDS	N Clear Ck Falls	8	NONE	NONPROXY	LOW	11	1	2019	2	9
7	-107.15148	37.847831	DUDS	N Clear Ck Falls	8	NONE	NONPROXY	LOW	11	3	2019	2	9
57	-106.79296	37.473941	DUDS	Wolf Creek Ski Are	18	NONE	PROXY	ST1	3	14	2020	2	9
58	-106.79296	37.473941	DUDS	Wolf Creek Ski Are	18	NONE	PROXY	ST1	3	17	2020	2	9
59	-106.79296	37.473941	DUDS	Wolf Creek Ski Are	18	NONE	PROXY	ST1	3	20	2020	2	9
60	-105.60117	37.521874	GFA	Como Lake	116	NONE	NONPROXY	HIGH	5	30	2020	2	9
61	-106.23757	37.323997	GFA	Alamosa Drainage	131	NONE	NONPROXY	HIGH	6	5	2020	2	9
62	-105.60117	37.521874	GFA	Como Lake	116	NONE	NONPROXY	HIGH	6	7	2020	2	9
63	-106.23757	37.323997	GFA	Alamosa Drainage	131	NONE	NONPROXY	HIGH	6	17	2020	2	9
64	-106.23757	37.323997	GFA	Alamosa Drainage	131	NONE	NONPROXY	HIGH	6	25	2020	2	9
65	-105.60117	37.521874	GFA	Como Lake	116	NONE	NONPROXY	HIGH	6	27	2020	2	9
66	-106.23757	37.323997	GFA	Alamosa Drainage	131	NONE	NONPROXY	HIGH	6	28	2020	2	9
67	-106.23757	37.323997	GFA	Alamosa Drainage	131	NONE	NONPROXY	HIGH	7	2	2020	2	9

After the Forest Coordinator decides that the situation presented to them merits the protocol of assigning a backup or substitute survey day then they will choose a day from the Backup Calendar by following this procedure in this order.

1. SITETYPE – DUDS, GFA, OUDS VIEW, WILD. The 3rd column on the Backup Calendar is Site Type. First, chose the same site type from the Backup Calendar as the site type of the missed survey day on the Fieldwork Schedule.
2. SAMP_STRATUM (Sampling Stratum). The 8th column on the Backup Calendar lists the use level or the proxy code. Second, chose the same use level or proxy code from the Backup Calendar as the sampling stratum type of the missed survey day on the Fieldwork Schedule.
3. Month and Day – The 9th and 10th columns on the Backup Calendar list the month and day of the substitute survey day. Choose the first month and day that has not already passed and that can be worked into the remaining Fieldwork Schedule.

The backup or substitute survey day may or may not be in the same Ranger District or in the same month or season as the missed survey day. This is OK. After following the procedure above assign the backup or substitute survey day as it is listed in the Backup Calendar.

Example 1. Non-proxy Site

The Fieldwork Schedule survey day in the example below is on October 1, 2019 at Wild Cherry TH, site 97. Site Type is WILDERNESS, Stratum is LOW, and the survey time is PM.

	LONGITUDE	LATITUDE	SITETYPE	SITENAME	RD_CODE	SITENUMBER	SUBUNIT	TYPE	SAMP_STRATUM	MONTH	DAY	YEAR	SURVTI
2	-105.76853	38.100442	WILDERNESS	Wild Cherry TH	Saguache Ranger District	97	NONE	NONPROXY	LOW	10	1	2019	PM

Find a backup or substitute day for this site. First, match the site type of WILDERNESS by going through the Backup Calendar's first couple of pages until you find the group of WILDERNESS survey days. Second choose the correct stratum of LOW. Lastly, find the first month and day that has not already passed and that has not been chosen already for the substitute day. This day is October 18, 2019.

387	-106.5393	37.295711	WILDERNESS	Twin Lakes TH	70	NONE	NONPROXY	LOW	10	18
388	-106.5393	37.295711	WILDERNESS	Twin Lakes TH	70	NONE	NONPROXY	LOW	10	26
389	-106.46487	37.232831	WILDERNESS	South Fork TH	59	NONE	NONPROXY	LOW	11	5
390	-105.76084	38.07858	WILDERNESS	Rito Alto TH	98	NONE	NONPROXY	LOW	11	11
391	-105.71961	38.027446	WILDERNESS	San Isabel TH	99	NONE	NONPROXY	LOW	11	21
392	-106.5393	37.295711	WILDERNESS	Twin Lakes TH	70	NONE	NONPROXY	LOW	11	23

Answer: The substitute backup survey day is row 387 on the Backup Calendar and is located at Twin Lakes TH, site 70, stratum is non-proxy site with a LOW use level and the date to conduct the survey is October 18, 2019. The survey time will be PM because the original survey day on the Fieldwork Schedule listed a PM survey time.

Example 2. Proxy Site

The Fieldwork Schedule survey day in row 10 in the example below is on October 12, 2019 at Buffalo Pass CG, site 30. Site Type is OUDS, Stratum is PROXY, FE3, and a survey time is not listed because this is a proxy site.

10	-106.51862	38.185894	OUDS	Buffalo Pass CG	Saguache Ranger District	30	NONE	PROXY	FE3	10	12	2019	

Find a backup or substitute day for this site. First, match the site type of OUDS by going through the Backup Calendar's first couple of pages until you find the group of OUDS survey days. Second choose the correct stratum of PROXY, FE3. Lastly, find the first month and day that has not already passed and that has not been chosen already for the substitute day. This day is October 20, 2019.

279	-106.22964	37.067242	OUDS	Mogote Group Overnight Gr	43	NONE	PROXY	DUR5	8	28	2020
280	-106.22964	37.067242	OUDS	Mogote Group Overnight Gr	43	NONE	PROXY	DUR5	8	29	2020
281	-106.67766	38.019246	OUDS	Stone Cellar CG	34	NONE	PROXY	FE3	10	20	2019
282	-106.67766	38.019246	OUDS	Stone Cellar CG	34	NONE	PROXY	FE3	10	21	2019
283	-106.58355	38.179636	OUDS	Luders Creek CG	33	NONE	PROXY	FE3	11	3	2019

Answer: The substitute backup survey day is row 281 on the Backup Calendar and is located at Stone Cellar CG, site 34, stratum is PROXY, FE3 and the date to conduct the survey is October 20, 2019. The survey time will be a continuous block of 6 hours when the Field Interviewer can contact the most exiting recreation forest visitors from this site. Typically, Forest Service campground site check out is 1:00 p.m. so a logical survey time block would be 8:00 a.m.-2:00 p.m.

Chapter 4. Preparing for Fieldwork Prior to the Survey Year

This chapter outlines the responsibilities and tasks for the Forest Coordinator in the fiscal year prior to the survey year. There are two sections that correspond to the first half and the last half of the year. A check list is organized monthly or seasonally to help organize the tasks. This check list can be found in Appendix A: Check List, Preparing for Fieldwork.

Most of the tasks listed on the Appendix A Check List are presented below with some explanation. Please review and follow the monthly checklist found in Appendix A as not all tasks are listed below.

Forest Coordinator Tasks the First 6 Months.

a. Quarterly Forest Coordinator National Calls

The national NVUM program manager has calls with Regional and Forest NVUM Coordinators in October, January, April and July each year. Regional Coordinators are to update the list at the start of each fiscal year to include both the forests currently collecting data and the ones who will collect field data the following year. Calls focus on sharing any updates to the NVUM program and discussing upcoming tasks. If applicable, quality control issues that have been identified are also discussed. The calls include time for Forest Coordinators to ask questions about topics such as inventory design, calendars, reviewing survey data, and implementing the mobile application.

b. Inventory Design Workshop

Inventory Design Workshops for each forest are typically conducted over two days in March and April. The Inventory Design Workshop is held on the forest and attendees include the Forest Coordinator and at least one recreation person from each district who has knowledge about the developed sites, dispersed areas and recreation use activities and patterns. The Workshop is coordinated by a Business Operations Enterprise team member. Planning and scheduling for the Inventory Design Workshops starts in late fall.

The starting point for each workshop is the inventory design data from the previous NVUM round. During the workshop, forest staff review and edit the site inventory in the NRM NVUM database to ensure that the set of the sites reflect current recreation visitation patterns, available proxy information, and status. For example, sites may be added if new designation for motorized vehicle trails have been developed. Some sites may be removed to reflect situations such as campgrounds closed for renovation. For each site, exiting traffic volumes are assigned for each day in the fiscal year to capture the temporal patterns of visitation.

In order to make edits to the inventory design data, forest staff are required to have editor access. Permissions to obtain such access is requested here: https://nrmprodb.fs.usda.gov/nrm/amt/ at the NRM Authorization Request site. Once permission is granted the Forest Coordinator and other forest employees who were granted access can access the forest inventory database here: http://fsweb.nrm.fs.fed.us/support/docs.php?appname=nvum It is recommended that forest staff attending the workshop request editor access at least a week before the Workshop.

c. Field Interviewer Hiring Options

In April, 6 months prior to the survey year, it is time to start planning on how to accomplish the field work of the NVUM program the next fiscal year. Fieldwork is most often accomplished using a contractor, a partner (agreement), Forest Service employees or a combination of these. For contracts or partnership agreements, beginning work with the Forest or Region's contracting office or Grants and Agreements staff (partnerships) at least 6 months prior to the survey year allows sufficient lead time for finalizing contracts,

hiring staff, gathering equipment and training field interviewer crews. Shorter lead times may not be sufficient for obtaining authorizations prior to October 1.

Some forests choose to use a combination of more than one of these hiring options. For example, some forests choose to use agency staff for fall and winter months when there are typically fewer assigned fieldwork days. A contractor or partner is hired to cover the busier survey season.

Forest Coordinator Tasks the Last 6 Months.

a. National Webinar Training

Two sets of virtual training sessions are offered from June through September. The first is for Forest Coordinators to review their workload and tasks for managing the field data collection and quality control during the upcoming year. The training is usually offered in late June and again in early July. Each training is comprised of 2 four hour webinars on consecutive days. The second set of webinars is to train interviewers and those who will train interviewers in the proper field protocols. The training is usually offered in late August and again in early September. It is also comprised of 2 four hour webinars on consecutive days. These trainings are essential for both agency staff and partners tasked with carrying out the NVUM program. See Chapter 1, Resources, Training and Support for detailed webinar information.

b. Mobile Data Collection

NVUM Mobile instructions, protocol and Forest Coordinator responsibilities are outlined in 2 different Guides; Mobile Data Collection Administrator Guide and the Mobile Data Collection Interviewer User Guide. These Guides are available on the NVUM national website at: https://cms.fs.usda.gov/about-agency/nvum/manager-tools. Setting up the tablets and learning the administrative tasks associated with Survey 123 app and NVUM Dashboard are discussed in the Forest Coordinator webinar.

There are three tasks for this topic:

1. Learn how to use the NVUM Operation Dashboard,
2. See that the NVUM mobile app is loaded on to the devices that will be used for data, and
3. Provide the field crews with:
    a. QR Code packet,
    b. Regional Interviewer AGOL NVUM Profile, and
    c. NVUM Mobile Data Collection Interviewer User Guide.

c. Job Hazard Analysis

A sample job hazard analysis (JHA) is included in Appendix C. Each forest should edit the document to address the safety issues unique to their forest. Forests must ensure that the field interviewers are briefed on the job hazards associated with conducting the surveys. At a minimum include the following in the job hazard analysis: checkout/in procedures, emergency protocol, special safety issues unique to the forest, communication protocol, driving hazards, and safety supplies required and issued. The JHA should be completed in September and ready for field interviewer training.

d. Law Enforcement Coordination

A sample Law Enforcement Plan is included in Appendix D. A Law Enforcement Plan is needed because the NVUM Program asks forest visitors or traffic to pull off the main roadway. This is considered a partial roadblock even though pulling over is voluntary. Each forest handles this task differently so edit the plan to

meet your forest's needs. Prior to the survey year beginning the Forest Coordinator should work with the forest's Law Enforcement staff to develop a standard Law Enforcement Plan for the Forest Supervisor to sign

e. Press Release

A sample press release is included in Appendix E. Prior to the survey year beginning, the Forest Coordinator should issue a press release informing the public about the NVUM program. This may increase the chance of forest visitors stopping for the survey.

f. Permission Request, Department of Transportation

If interview sites will be set up on non-Forest Service roadways then the Forest Coordinator needs to inform these appropriate Department of Transportation (DOT) of the dates and locations of the NVUM interviews. The Forest Coordinator will send a letter to the DOT in September one month prior to the survey year. A sample letter to request and notify the federal, state and county DOT is included in Appendix F. To edit this letter for each entity first find the survey days on the final Fieldwork Schedule and Backup Calendar that are on federal, state or county roadways. For each DOT list the survey days and roadways under their jurisdiction on the letter then send the letter prior to the survey year starting.

g. Proxy Site Data Request

The Forest Coordinator will collect Proxy data from:

- the proxy site places (typically commercial businesses) identified in the NRM NVUM Inventory database,
- a Fee Collection Officer for FE (fee envelope) proxy sites managed by the Forest Service, and
- the Forest or District Special Use Permit Administrators.

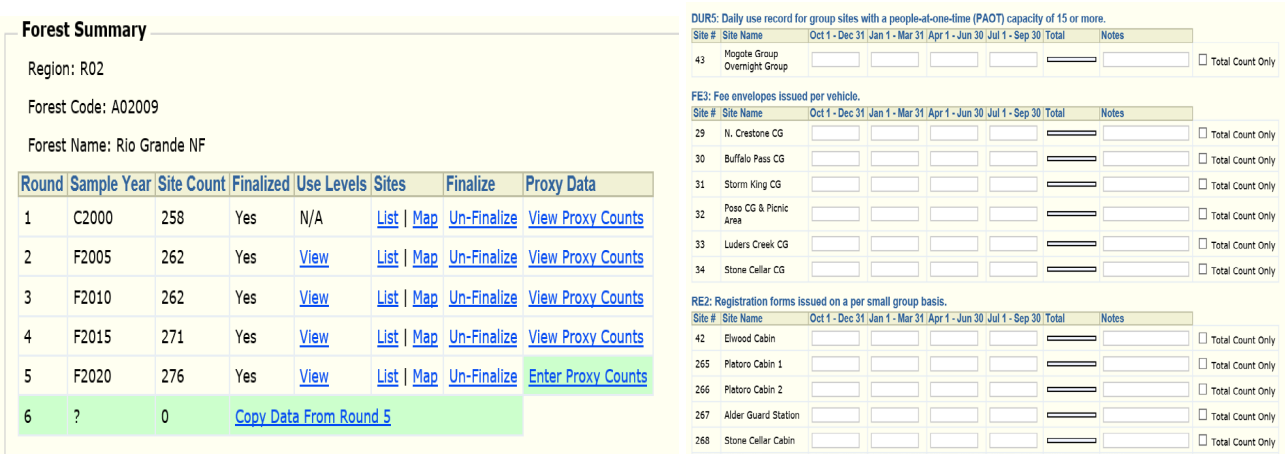
Proxy data is reported to the Forest Coordinator by these three entities by quarters; first quarter is defined as October 1 – December 31, second quarter is January 1-March 31, third quarter defined as April 1-June 30 and fourth quarter is July 1 – September 30. The data is due within 30 days of the end of the quarter.

Chapter 5, Managing the Program, Proxy Reporting, gives the Forest Coordinator directions on how and when to input the proxy data once it is received.

Proxy Site Places. In September, the Forest Coordinator should confirm the list of contacts to supply proxy count data for each site indicated as a proxy site in the inventory design database. Send a letter to each contact about the timing and type of information needed. A sample letter is included in Appendix G and shown in Figure 2. The letter informs them of the NVUM program, what data specific to their proxy code is needed and when to report the data. The letter asks that the data be collected starting October 1. Sending the letters early in September usually gives the contacts adequate time to accurately report first quarter proxy data.

To get the list of active proxy sites and create the mailing list for contact names for the letters, the Forest Coordinator can first access the NNRM Inventory database (see Chapter 4, b. Inventory Design Workshop). On the Forest Summary page, at the right side of the row for the current Round is a button titled "Enter Proxy Count" (see example image below at left). Choosing this button will open a list of all of the active proxy sites for the Round (Figure 1).

Figure 1. Proxy Site Data List, NRM Database Image



Forest Summary

Region: R02

Forest Code: A02009

Forest Name: Rio Grande NF

Round	Sample Year	Site Count	Finalized	Use Levels	Sites	Finalize	Proxy Data
1	C2000	258	Yes	N/A	List | Map	Un-Finalize	View Proxy Counts
2	F2005	262	Yes	View	List | Map	Un-Finalize	View Proxy Counts
3	F2010	262	Yes	View	List | Map	Un-Finalize	View Proxy Counts
4	F2015	271	Yes	View	List | Map	Un-Finalize	View Proxy Counts
5	F2020	276	Yes	View	List | Map	Un-Finalize	Enter Proxy Counts
6	?	0	Copy Data From Round 5				

DUR5: Daily use record for group sites with a people-at-one-time (PAOT) capacity of 15 or more.

Site #	Site Name	Oct 1 - Dec 31	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sep 30	Total	Notes	
43	Mogote Group Overnight Group							Total Count Only

FE3: Fee envelopes issued per vehicle.

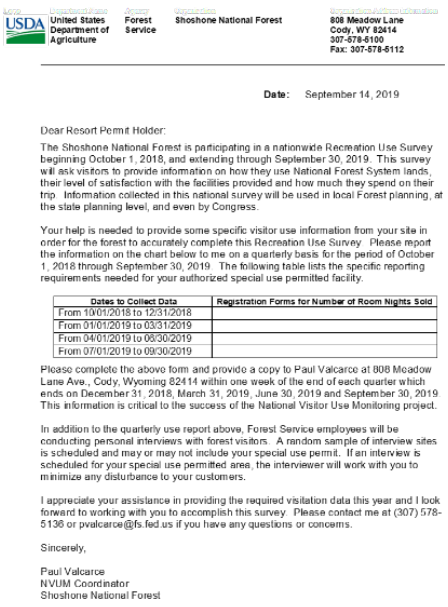
Site #	Site Name	Oct 1 - Dec 31	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sep 30	Total	Notes	
29	N. Crestone CG							Total Count Only
30	Buffalo Pass CG							Total Count Only
31	Storm King CG							Total Count Only
32	Poso CG & Picnic Area							Total Count Only
33	Luders Creek CG							Total Count Only
34	Stone Cellar CG							Total Count Only

RE2: Registration forms issued on a per small group basis.

Site #	Site Name	Oct 1 - Dec 31	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sep 30	Total	Notes	
42	Elwood Cabin							Total Count Only
265	Platoro Cabin 1							Total Count Only
266	Platoro Cabin 2							Total Count Only
267	Alder Guard Station							Total Count Only
268	Stone Cellar Cabin							Total Count Only

The letter for each proxy contact should be customized according to the proxy data that is needed. The proxy code definitions are found in Chapter 1, Survey Stratification Types, Proxy. Change the table in the center of letter to fit the proxy code that the proxy site type was assigned. The sample letter gives an example for a resort proxy site with a proxy code of RE4 (see letter below at left). For RE4 you would request the number of registration forms for the number of room nights sold. Below is the sample letter and next to it are examples of how to change the table in the center of the letter to fit the assigned proxy code. Examples are given for proxy codes RE2, RE4, DUR4 and FE3, some of the most common proxy codes (see image below at right).

Figure 2. Proxy Data Request Letter and Table Code Example



United States Department of Agriculture
Forest Service
Shoshone National Forest
808 Meadow Lane
Cody, WY 82414
307-578-6100
Fax: 307-578-6112

Date: September 14, 2019

Dear Resort Permit Holder:

The Shoshone National Forest is participating in a nationwide Recreation Use Survey beginning October 1, 2018, and extending through September 30, 2019. This survey will ask visitors to provide information on how they use National Forest System lands, their level of satisfaction with the facilities provided and how much they spend on their trip. Information collected in this national survey will be used in local Forest planning, at the state planning level, and even by Congress.

Your help is needed to provide some specific visitor use information from your site in order for the forest to accurately complete this Recreation Use Survey. Please report the information on the chart below to me on a quarterly basis for the period of October 1, 2018 through September 30, 2019. The following table lists the specific reporting requirements needed for your authorized special use permitted facility.

Dates to Collect Data	Registration Forms for Number of Room Nights Sold
From 10/01/2018 to 12/31/2018	
From 01/01/2019 to 03/31/2019	
From 04/01/2019 to 06/30/2019	
From 07/01/2019 to 09/30/2019	

Please complete the above form and provide a copy to Paul Valcarce at 808 Meadow Lane Ave., Cody, Wyoming 82414 within one week of the end of each quarter which ends on December 31, 2018, March 31, 2019, June 30, 2019 and September 30, 2019. This information is critical to the success of the National Visitor Use Monitoring project.

In addition to the quarterly use report above, Forest Service employees will be conducting personal interviews with forest visitors. A random sample of interview sites is scheduled and may or may not include your special use permit. If an interview is scheduled for your special use permitted area, the interviewer will work with you to minimize any disturbance to your customers.

I appreciate your assistance in providing the required visitation data this year and I look forward to working with you to accomplish this survey. Please contact me at (307) 578-5136 or pvalcarce@fs.fed.us if you have any questions or concerns.

Sincerely,

Paul Valcarce
NVUM Coordinator
Shoshone National Forest

Registration·Forms·—·RE2¶

Dates to Collect Data	Number of Small Groups, 1 Registration Form = 1 Group
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Registration·Forms·—·RE4¶

Dates to Collect Data	Number of Room Nights Sold 1 Registration = 1 Room Night
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Daily·Use·Record·—·DUR4¶

Dates to Collect Data	Number of Sites Occupied (Record of sites occupied on a daily basis was kept)
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Fee·Envelopes·—·FE3¶

Dates to Collect Data	Number of Fee Envelopes Collected
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Fee Collection Officer. If a proxy code is listed as either FE3 or FE4 (fee envelopes) and those proxy sites are managed by the Forest Service then this proxy data will be available from a Fee Collection Officer on the forest. In the Forest Service a Fee Collection Officer is responsible for reporting and counting both the fee envelopes and money that is collected in Forest Service operated developed sites. The Forest Coordinator should determine who the Fee Collection Officer is for these district sites and then inform them of the NVUM program, the proxy data that is needed and when it is needed. A table such as the example for FE3 above in Figure 2 could be provided to the Fee Collection Officer. A letter such as the example in Figure 2 above is not necessary for an internal proxy count source.

Special Uses Administrator. The second type of proxy data that is reported is the Special Use Recreation Event and Organization Camp use. These counts are not associated with a specific proxy site found in the NRM NVUM Inventory Database. This proxy data is requested from the Forest or District Special Use Permit Administrators. They need to report the total number of participants for each recreation event and organizational camp on the forest on a quarterly basis. The Forest Coordinator should provide the special use administrator the form in Appendix K for the special use administrator to use to report this proxy data.

h. Equipment List

The Equipment List for the field interviewer is included in Appendix H. All field interviewers should be provided with the equipment and training included on the Equipment List prior to their first survey day. This list is provided as well in appendix H so it can easily be duplicated and placed in the field interviewer bag or posted. The Forest Coordinator is responsible for providing everything on the list to the Forest Service employee field interviewer. The contractor and partner should consult their contract or agreement for the list of items that both they and the Forest Service are required to provide as each Forest or Region may have different requirements.

- ☐ Training – Webinar Training or other training
- ☐ NVUM Field Guidebook (August, 2019) or the latest version available
- ☐ Mobile Data Collection Interviewer User Guide
- ☐ Regional Interviewer NVUM AGOL Profile (username/password)
- ☐ QR Code Packet
- ☐ Fieldwork Schedule
- ☐ Flash Cards – for multiple choice questions
- ☐ Site Directions and Comments – (from NRM NVUM Inventory Design database)
- ☐ Tablet (charger, stylus) – set up with Survey123 app and digital forms
- ☐ Hand Counter ("clicker")- to count all exiting traffic
- ☐ Highway Signs and Stands
- ☐ Forest Maps (optional)

i. Flash Cards

The Flash Cards that help survey respondents answer multiple choice survey questions are included in Appendix I. There are approximately 25 multiple choice questions throughout the 3 different survey forms. The Flash Cards, provided in English and Spanish, are used by the field interviewer during the interview to help the forest visitor or respondent answer the multiple choice questions or answer them discreetly. For example, question 31 on the economics form asks for total household income. The respondent can look at the flash card and give the field interviewer the multiple choice answer number from 1-5 that corresponds

to different income levels instead of telling them out loud what their income is. Some contracts require the Forest Coordinator to provide these flash cards to the contractor. We highly recommend that the Forest Coordinator supply these flash cards to the contractor, partner and/or Forest Service crews. Color coding the flash cards for basic, economic and satisfaction questions is useful in the field to find the correct flash card for the correct survey being administered.

j. Site Directions and Comments

Within the NRM NVUM inventory for the forest is a report titled "Directions and Comments". For the majority of sites in the forest's inventory there are written directions on how to locate the survey site on the ground in addition to a map. Also, specific comments about the site such as what type of recreation visitor use you may encounter and when, suggestions on the best place to set up the interview survey site, possible hazards related to the site, and other comments to help the field interviewer understand recreation traffic and use of the site is given. The report for all of the active survey sites can be downloaded and saved as a .pdf document that can be sent or uploaded electronically to the mobile device (tablet) and/or printed and given to the Field Interviewer. Some contracts require the forest to provide this list to the contractor. We highly recommend that the Forest Coordinator supply the document, site directions and comments to the contractor, partner and/or Forest Service crews.

Figure 3. Site Directions and Comments Report Example

Site Number: 31 **Site Name:** Day Use - Shadow Mountain PG

Directions: US34 north of Granby about 18 miles, turn right(east) into the GreenRidge complex. Go back about 3/4 miles, the site is located on the left.

Comments: Site is clear-cut. May serve for viewing and fishing, but not much for pinicing for the time-being.

Site Number: 33 **Site Name:** Day Use - Willow Creek Canal PG

Directions: Approximately 14 miles south of Granby on US34, at junction with GCTY 4.

Comments: Supports picnicing, fishing, interpretation and a fee station.

road across from Tucker Pond Campground

Site Number: 14 **Site Name:** S Fork Visitor Ctr 873 Active

Directions: From the Del Norte Office, take US Highway 160 west for 17 miles to the town of South Fork. Proceed west past the intersection of State Hwy 149 for 0.1 mile to the access road into the Silver Thread Visitor Cntr parking lot.

Comments: Do the interviews inside the visitor center by the ingress/egress doors.

Site Number: 15 **Site Name:** Road Canyon Active

Directions: From the Creede Office, take State Highway 149 west-northwest for 18 miles to the junction with FSR 520. Turn west onto FSR 520 and proceed for approximately 4.7 miles to the Road Canyon boat site and parking area.

Comments: Set up the interview area at the Road Canyon boat parking area.

Site Number: 16 **Site Name:** Highway 149 Moose Active

Directions: From the Creede Office, take State Highway 149 west-northwest for approximately 23.5 miles to the paved pullout moose interpretive site on the east side of the highway.

Comments: set up the interview area in the interpretive parking site.

Chapter 5. Managing the Program: During the Survey Year

This chapter outlines the Forest Coordinator tasks and responsibilities to manage the NVUM program during the survey year. A check list arranged by month and season help organize these (Appendix B. Check List, Managing the Program).

The Forest Coordinator will attend the quarterly NVUM national calls during the survey year. They will be conducting Quality Assurance and Quality Control (QA/QC) checks and collect and record proxy data quarterly throughout the survey year. NVUM Mobile tasks include regularly checking surveys and data in NVUM Operations Dashboard. If the field interviewers are Forest Service employees the Forest Coordinator will have supervision and training duties throughout the survey year. Finally, the Forest Coordinator may have contract COR inspection responsibilities or Agreement items to complete.

Quality Assurance and Quality Control

The Forest Coordinator is responsible for 2 different types of field interviewer protocol inspections during the survey year. These include completing 6 mentoring inspections and 2 "secret shopper" inspections. The Forest is given funding for 8 inspections but more inspections are always welcomed to help ensure field interviewers are following protocol. The purpose of the mentoring inspections is to ensure early on that the field interviewers are following survey protocol, have the equipment and training they need to carry out protocol, and if necessary to mentor them. Data collection that closely follows survey protocol will result in the most accurate results for the national forest or grassland.

QA/QC inspections can be scheduled at the Forest Coordinator's discretion. We highly recommend and have noted on the Managing the Program Check List found in Appendix B that QA/QC inspections be scheduled at the beginning of the survey year, beginning and into the busy summer survey season and whenever new Field Interviewers are hired.

Document the Quality Assurance and Quality Control (QA/QC) inspections using the forms provided in Appendix J. There is a different form for each type of inspection. Completed forms should be emailed to the national NVUM manager, don.english@usda.gov as soon after the inspection as possible.

a. Mentoring Inspections

The intent of the six QA/QC field interviewer mentoring inspections is to ensure the field interviewer understands the NVUM program, survey and site set up protocol and has the resources and tools necessary for them to follow procedures for conducting an interview. The Forest Coordinator is also available to answer any questions the field interviewer has and, if necessary to provide constructive feedback.

The check list on the inspection form provided in Appendix K ensures the field interviewer has the resources, reference materials and tools or equipment they need to both understand the NVUM program and the protocol of conducting a survey. During the QA/QC inspection observe the site set up, safety protocol and of course the Field Interviewer conducting interviews. Complete the one page inspection form titled, "Quality Assurance Mentoring Day Documentation" found in Appendix K for each inspection.

b. Secret Shopper Inspections

The intent of the 2 "secret shopper" QA/QC inspections is the same as the mentoring inspections. The Forest Coordinator needs to ensure the field interviewer understands the NVUM program, survey protocol and has the resources and tools necessary for them to follow procedures for conducting an interview.

However, during this inspection the person conducting the inspection is posing as a forest visitor so the field interviewer does not know that they are being inspected.

The Forest Coordinator should not be the inspector for these QA/QC checks if the field interviewers will recognize them. In that instance the Forest Coordinator needs to find someone else to conduct this inspection for them. It is very important that the inspector is very knowledgeable about the purpose of the NVUM program, and protocol for site set up and interview procedures in order to complete a purposeful rating of the field interviewer. The Forest Coordinator could choose another Forest Service employee who has had past experience with the NVUM program as a field interviewer or coordinator. The inspector chosen should be aware of current NVUM program objectives and protocol before they conduct the inspection.

Complete the two page inspection form titled, "Quality Assurance Documentation for Secret Shopper Day" found in Appendix K for each inspection.

Reporting Proxy Data

Chapter 2, Survey Stratification Types defines the term proxy and the 20 proxy codes. Chapter 4 instructs the Forest Coordinator in how to gather proxy data. This Chapter instructs the Forest Coordinator in how and where to report the proxy data.

The Forest Coordinator will record and report Proxy data during the survey year. The NVUM proxy quarters are defined as:

- First Quarter: October 1 – December 31
- Second Quarter: January 1 – March 31
- Third Quarter: April 1 – June 30
- Fourth Quarter: July 1 – September 30

Proxy data should be reported by the Forest Coordinator within 30 days of the end of the quarter. Proxy data can be reported as soon as it is received even if it is complete in the middle of the quarter. For example, a ski resort may close early due to a low snow year so they report second quarter proxy to you in February.

a. Instructions on Proxy Reporting

Proxy Sites in NRM NVUM Inventory Database. Record the proxy data for the proxy sites identified in the forest's inventory database within that Natural Resource Manager (NRM) NVUM Inventory Design site (see Chapter 1, Website Resources, and Chapter 4, Figure 1 for access and web location information).

The proxy data is collected from:

- In September the Forest Coordinator sent a letter to the contacts (typically commercial businesses) who are identified as having the proxy counts for the sites identified in the inventory database The Forest Coordinator may need to call and remind the proxy site places if they have not received the proxy data within 30 days of the end of the quarter.
- If applicable, a Forest Collection Officer was also requested to provide fee envelope proxy data counts for those developed sites managed by the Forest Service for FE proxy code types.

Special Use Recreation Events and Organization Camp Proxy. Report the Special Use Recreation Event and Organization Camp use proxy data on the form provided in Appendix K and then email the form to don.english@usda.gov. The data is collected from the forest's Special Use Permit Administrators.

b. Common Errors when Recording Proxy Data in the NRM Database.

- The proxy numbers reported need to be in the same units as are indicated by the proxy code listed for each site. When proxy count numbers are recorded in the NRM NVUM Inventory database, the counts should not be converted to any other units. For example, if for a DUR4 campground the concessionaire reported number of site nights of occupancy, ***do not*** convert this count to people by multiplying by the number of people per campsite
- NRM NVUM Inventory Database will automatically add the proxy quarters and keep a running total in the far right column under "total". Do not add quarterly proxy data through the year. For example, if first quarter proxy for an FE3 site is 50, enter 50 in the first column labeled Oct 1-Dec 31. If the second quarter proxy is 25 then enter 25 in the second column labeled Jan 1 – March 31.
- The Forest Coordinator is required to report counts for every proxy site each quarter and not just the proxy sites identified as survey days on the fieldwork schedule that quarter. The Fieldwork Schedule has no bearing on proxy count reporting.
- If a proxy site does not have any counts to report (they were closed) during a quarter then a "zero" is reported for that quarter. For example, a resort may only operate from April 1 – November 1 each year. This resort would report proxy data for each quarter, but the count for quarter 2 would be reported as zero.

NVUM Mobile

Starting in FY2020 NVUM Mobile will be used by all national forests and grasslands to collection data. All data collection happens on a mobile device using digital versions of the surveys. The mobile versions of the surveys include filters, constraints, and validation minimizing data review times. Optically scanned forms will no longer be used. In a related change, mechanical traffic counters are being eliminated. Using mobile also means the data can be available for review immediately upon data upload.

Guides covering specific details of the NVUM Mobile Data Collection program (NVUM Mobile) are available separately. These Guides are available on the NVUM national website at: https://cms.fs.usda.gov/about-agency/nvum/manager-tools. The Mobile Data Collection Administrator User Guide and the Mobile Data Collection Interviewer Guide start the Administrator and Interviewer in using NVUM Mobile and provide Administrator instructions on data collection review responsibilities.

Mobile Administrator User Guide. The Administrator Guide is for NVUM Regional and Forest Coordinator use. This document gives instruction on how to access the administrative tasks on the NVUM Operation Dashboard and instruction on Mobile Device (tablet) Set Up. In addition, the Mobile Data Collection responsibilities and tasks are outlined including where to find the locations of the QR Codes and both AGOL profile accounts for each Region.

Mobile Interviewer Guide. This document guides the Interviewer through device setup (contractors and partners only), app setup, and app use for the Forest Service National Visitor Use Monitoring Program, Mobile Data Collection. It includes the necessary information to start using NVUM Mobile. This Guide is for Forest Service personnel and use by the contractors and partners hired to conduct the surveys.

Chapter 6. Individual Survey, Site Set Up & Interview Protocol

This chapter describes the heart of the data collection process and explains standard field survey concepts and a typical survey day procedure. Specific directions for conducting proxy group site survey days and hand counter protocol are also included. Furthermore, this Chapter reviews the required interview equipment and tools and how to set up the field survey location, including use of the signs and traffic cones.

CONCEPT. There are two key elements to the typical survey day; the 6-hour hand-tally count and the digital surveys. The basic concept on each survey day is to conduct:

- 6 hours of counting all exiting, one-way traffic (vehicles or people) using the hand tally counter, and
- on-site interviews using the mobile device (tablet).

Standard Survey Day Procedure

The standard survey day procedure for a field interviewer is identified below in Table 2. Site type View Corridor (VIEW) has a different survey day procedure and is discussed in Chapter 7. The survey time will be assigned as either AM or PM, or no time will be assigned if the survey day is a proxy site. Protocol for the survey time for non-proxy and proxy sites should be followed as described in Chapter 3, Schedules and Calendars, under the section titled, Fieldwork Schedule.

Table 2. NVUM Field Procedure, DUDS, GFA, OUDS, WILD site types

Order	Task
1	Survey Day Site Type and Location of Survey (roadside, parking lot, or trail site set up; or a group site survey day)
2	Review Equipment Check List (Appendix H) appropriate for the type of interview site set up
3	Check out with supervisor
4	Travel to Survey Site
5	Set up Signs and Traffic Cones
6	Prepare Digital Form – open Survey 123 app, scan QR Code, follow instructions, collect button
7	Hand Tally Counter set to zero
8	Start counting exiting traffic (vehicles or people) with Hand Tally Counter
9	Conduct interviews and count exiting traffic throughout the 6 hour survey time. See Roadside Site Set up Interview procedure below for steps in conducting the interview.
10	Finalize Digital Form and record ending Hand Tally Count
11	Remove signs and traffic cones
12	Return to office and check in
13	Follow Digital Form upload procedure

There are some tasks of the standard survey day in Table 2 described above that need further clarification. These include step 1, choosing a type of site set up to use that is appropriate for each survey day, step 6, initiating the Mobile app, step 8, using the hand tally counter and step 9, choosing which forest visitor to interview in a group.

The field interviewer will find detailed instructions for steps 1, 6, and 8 in this Chapter. The Mobile Data Collection Interviewer User Guide gives the instructions for the procedure starting in step 9 for initiating the digital form at the beginning of the survey day, recording respondent answers, and finalizing and uploading the digital forms is outlined in detail in.

Hand Tally Counter

One of the two key elements of the survey day is counting all exiting one-way traffic at the survey site. The field interviewer will use the hand tally counter for all surveys, for all non-proxy and proxy site types. This includes using it on group proxy survey days and cabin survey days. The hand tally counter is used to count all exiting traffic (one way) for the entire 6 hour interview time period. The hand tally counter is used to estimate the total volume of exiting recreation traffic and interview questions are used to calibrate the existing traffic estimate hand tally to exiting visitation volume.

The procedure for using the hand tally counter is:

1. Set the hand tally counter to zero.
2. Record zero on the digital survey form where indicated at the beginning of the survey day. The beginning count should always be zero.
3. Count all exiting traffic from the survey site. This is the one-way traffic exiting the site.
    a. If counting vehicles then give one click of the hand counter for each exiting vehicle.
    b. If counting people then give one click of the hand counter for each exiting person.
4. When a visitor stops for a survey then record the hand tally count on the digital form.
    a. The hand tally count could be 12 if 12 vehicles or people exited prior to this interview.
    b. The hand tally count could be 1 if the first exiting vehicle or person stopped for the interview.
    c. If counting a mix of people and vehicles, then click one for each vehicle or person who is not in a vehicle.
5. During the interview continue to count all of the exiting traffic going past the survey site.
6. Once the interview is complete return to step 3 and repeat through the survey day

The field interviewer should use the hand tally counter at proxy group and cabin survey days. A cabin is typically 1 group of forest visitors so the field interviewer would interview one forest visitor from that group. The beginning hand tally count is zero and the survey count is 1. The end tally count is the number of exiting vehicles or people the field interviewer is counting with the hand tally counter. For example if the group of 4 people came in one vehicle and the count is vehicles then the ending hand tally count is 1. If the count is exiting people then the ending hand tally count is 4.

At a large group OUDS site type only 1 person from this group is interviewed whether it is a group of 2 or a group of 100 people. The beginning hand tally count is zero and the survey count is 1. If the field interviewer is counting exiting vehicles or people at this large survey site the end hand tally count could be much higher than 1. The point is to use the hand tally counter at these sites and follow the hand tally protocol above by counting all exiting traffic during the interview.

Selecting a Forest Visitor from a Group

The field interviewer needs to choose only one forest visitor in the vehicle when there is more than one person in a vehicle or group. To avoid field interviewer selection bias and randomly select a forest visitor to interview, the digital form instructs the field interviewer to ask "Which one of you had the most recent birthday and is at least 16 years of age?" Move around to the vehicle window of the person who responded to this question then begin the interview. This random selection tool helps the field interviewer avoid picking the same type of person to interview all the time (usually the driver), and gives more accurate overall results in the study.

Example: During roadside surveys the field interviewer typically approaches the driver of the vehicle. If more than one person is in the vehicle, it's likely the driver is the male of the group. If the field interviewer only interviews the driver then the data will reflect more males than females and give an inaccurate picture of the proportion of male to females on the forest.

Exit Interviews. Exit interviews are given to every forest visitor who stops at the survey site. The field interviewer will interview individual forest visitors or one forest visitor per each group that stops.

- If the field interviewer is conducting an interview where exiting vehicles are being counted then one forest visitor in the vehicle is interviewed. This typically occurs at a road side survey and a parking lot survey.
- If the field interviewer is conducting an interview where exiting people are being counted then individual forest visitors or one forest visitor in the group is interviewed. This typically occurs at a trail survey site.

All exiting traffic that stops will be given an interview whether or not the field interviewer observed them stopping quickly to use the restroom or take a picture. If the forest visitor stops and whether they agree to an interview or don't agree to an interview the field interviewer completes an interview form. The first 3 questions of the individual interview form will assess whether the field interviewer should continue to the remainder of survey questions or if the interview ends at question 3. Even if the interview stops after 3 questions it is still counted as one interview.

Digital Survey Forms. There are 4 different survey forms that are discussed in detail in Chapter 9.

- There are 3 survey forms to use when conducting individual survey day interviews at sites types DUDS, GFA, OUDS and WILD. All of the survey forms ask the same basic questions from question 1-27 for non-proxy sites. If proxy sites are selected then up to 2 more questions could be asked. The basic survey form includes only the basic questions 1-27 (plus 2 more proxy questions if applicable). The economics survey form includes basic questions 1-27 (plus 2 more proxy questions if applicable) and includes questions 28-32 that asks the forest visitor questions specific to the spending habits of their forest visit and trip. The satisfaction survey form includes basic questions 1-27 (plus 2 more proxy questions if applicable) and includes questions 28-45 that ask the forest visitor questions specific to their level of satisfaction with forest facilities.
- There is 1 form for the View Corridor (VIEW) site type survey day.

Types of Survey Sites to Set Up & Interview Protocol

The first decision the field interviewer needs to make at the start of their survey day is choosing the type of survey site to set up. The field interviewer should become very familiar with the reasoning behind the survey site setup. The field interviewer may find many less than ideal conditions at the survey site. By understanding what the data is being collected, the basic concepts can be adjusted to meet a variety of field conditions. Appendix M offers illustrations of how to handle more complex survey site locations. Appendix N offers examples of a roadway site set up. A good source for site specific information is the document titled, "Site Directions and Comments" located in the NRM NVUM Inventory Design website.

There are 3 types of survey site set ups and each has a specific interview protocol.

1. Roadside Site
2. Parking Lot Site
3. Trail Site

The Fieldwork Schedule does not tell the field interviewer what site set up type to use or to count vehicles or people at that site. The field interviewer must make this decision. Table 3 below describes the typical options a field interviewer has for setting up a survey site and what the exiting traffic count will be per site type. In rare situations the field interviewer may count both vehicles and people exiting the site.

Table 3. Site Set Up Choice for Site Types and Exiting Traffic Count Type

	Exiting Traffic Count per Site Set Up Type		
Site Type	**Roadway**	**Parking Lot**	**Trail**
DUDS	Vehicles	Vehicles	
GFA	Vehicles	Vehicles	People
OUDS	Vehicles		
VIEW		Vehicles	
WILD			People

For example, if the site type on a particular survey day is,

- For a GFA survey day along a roadway then the field interviewer should be prepared to set up a roadway interview site and understand the protocol in pulling vehicles off the road and in conducting surveys for an interview.
- For a GFA survey day for a trail then the field interviewer should be prepared to set up a parking lot or trail interview site and understand the protocol in conducting surveys and site set up.
- For a DUDS survey day then the field Interviewer needs to decide if the most appropriate interview site set up is a parking lot interview or a roadway interview. Typically, survey days assigned site type DUDS for visitor centers and ski resorts is a parking lot site set up and protocol.
- For an OUDS survey day then the field interviewer needs to decide if the most appropriate interview site set up is a parking lot interview or a roadway interview.
- For a WILD survey day then the field interviewer needs to decide if the most appropriate interview site set up is a trail interview or a parking lot interview.

For each of the 3 survey site set up types described below both site set up and interview procedures will be covered.

a. Roadside Site Set Up & Interview Protocol

The field interviewer at the roadside site set up is counting exiting vehicles and requesting that vehicles pull to the side of the road out of the traffic lane to stop for an interview. Typically, the majority of GFA site type survey days will use the roadside protocol. Site types DUDS (picnic areas) and OUDS (overnight sites) use this roadside protocol if the site is set up is on an exit road and not in a parking lot. Appendix N offers examples of roadway site set up.

Roadside Site Set Up.

The survey site location needs to be on the side of the road where the traffic is exiting the site or forest. This ensures the field interviewer is collecting data from forest visitors who are leaving or exiting the forest.

Field interviewers should consider road and weather conditions, type of road, and stopping distance of approaching vehicles when selecting the exact survey location:. Ensure there is adequate room for both the field interviewer's vehicle and the visitor's vehicle. Factor in extra-long vehicle combinations such as a pick up pulling a camper and a boat.

There are several road types which are addressed in this document. Tables 3, 4, and 5 below explain traffic sign set up and Figure 4, Basic Traffic Set Up along Forest Service roads give the field interviewer a good example of how to set up a roadside interview site. If a unique situation is encountered, the field interviewer should check with the Forest Service road engineers prior to setting up the site. Consult the section titled "Survey Site Signs and Placement" in this Chapter. The roadside signs supplied for this project meet sign standards for roads up to 50mph.

There are many unusual road situations, intersection patterns, lack of wide pull-offs, blind curves and other factors that take judgment and adjustment in the field. Appendix N, Roadway Site Set Up shows several types of road setups that might help solve more "common" unusual situation. Road conditions may also warrant adjustments of pullout locations or setup.

- Wet and muddy or snowy and icy road conditions require extra stopping distance, longer pullouts, or adjustments to the location for the survey to where the vehicles are parking.
- Do not attempt to create pullouts where none exist, only use existing pullout locations such as an existing wide spot in the road, chain removal areas or overlooks. If none are available, then move the survey location to the GFA entry point where forest visitors are parking, such as the snow park.

Do not attempt to conduct traffic pull-offs on high speed roads such as interstate highways or many state highways. Instead, locate the forest road that accesses the main highway and set up the interview point there. For View Corridors, interviews are conducted where traffic is already stopped.

Roadside Interview Procedure.

The field interviewer is outside their own vehicle and actively making eye contact with approaching vehicles. This lets the approaching forest visitor know that the survey site is active and being staffed and that the survey applies to them.

- Step 1: As a vehicle approaches make eye contact with the driver and while standing off the road point to the place the forest visitor should pull over to be interviewed. Count the vehicle on the hand tally counter even if they drive by.
- Step 2: Allow the vehicle to pull over. Using body language and pointing, show the forest visitor where to stop. Avoid being behind the vehicle or in the driver's blind spot.
- Step 3: Remove your sunglasses if you are wearing them. Greet the driver and read the interview form introduction. If they agree to be interviewed continue with the survey following protocol for which person in the vehicle to interview.
- Step 4: Conduct the interview following the instructions on the digital form. Choose an interview form type from the 3 choices on the list. Record the hand tally count. Use the Flash Cards for multiple choice questions. Chapter 9 explains all of the questions on the digital survey form. Continue to count exiting vehicles on the hand tally counter while conducting the interview.
- Step 5: Allow the interviewed vehicle to return to the road on their own. Do not attempt to assist them back into the flow of traffic.
- Step 6: At the end of the 6-hour interview period, follow steps 9-13 in Table 2 above.

Safety. The first priority is safety of employees while conducting on-site recreation interviews. **Employees must wear a safety vest at all times while conducting roadside interviews.** The vests used must meet the MUTCD Section 6E.02 High Visibility Safety Apparel requirements and be labeled ANSI 107-1999 standard performance Class 2 (Class 3 for any night-time use).

b. Parking Lot Site Set Up & Interview Protocol

Parking lots at ski areas, visitor centers, interpretive sites, and other large areas are great places to interview forest visitors. Sometimes the parking lot is a much safer place to interview people in the winter than along a roadside. For example, icy road conditions, in the dark, at the end of a ski day would not provide safe conditions for a roadside survey. Typically, DUDS site type for ski resorts, picnic areas, and visitor centers use the parking lot set up type. Some GFA trailhead site locations use the parking lot site set up. VIEW site type uses only the parking lot site set. Interview protocol for VIEW survey days is described in Chapter 7.

GFA Site Type at a Trailhead with general forest use and trail use occurring. If the survey day site type is GFA at a trailhead and forest visitors park at the trailhead then disperse out on to the forest, some using a designated trail(s) and some going cross country off trail then set up a parking lot interview site. Typically, during hunting season this is the forest visitor use pattern at trailhead locations.

c. Parking Lot Site Set Up.

There are two ways to conduct parking lot interviews; using a grid pattern to choose forest visitors to interview or a stationary interview location set up between the parking lot and the trail or facility. The field interviewer will conduct interviews by approaching forest visitors as they exit the site. The "Survey Site Please Stop" sign is placed at a point near the parking lot where most forest visitors can see it as they walk towards their vehicle from the trail or the facility (restroom, ski lodge, visitor center).

Interview Procedure.

The field interviewer is counting exiting vehicles at the parking lot site set up to avoid double counting people.

Grid Pattern. Use a *grid pattern* to choose forest visitors for interviews as they return to their vehicles. Visually divide the parking area into a set of equally sized sections. Work a section for a period of time, then move to the next section and work it for the same amount of time. The purpose is to move sequentially through the parking area and not focus on just one section. The field interviewer asks one person from the group to participate in the interview using the protocol described in the Roadside interview procedure above.

Stationary parking lot site set up. To use the stationary parking lot interview site set up the field interviewer stays at the shade shelter near the area where forest visitors are walking toward their vehicles. The field interviewer approaches forest visitors on the side walk or at the exit point of the forest trail (if at a trailhead). If there is a lot of traffic in a parking lot this may be a safer interview method.

Two field interviewers may be needed in large parking areas such as a visitor center. One interviewer will conduct interviews. The other uses the hand tally counter to count exiting vehicles and answer visitor questions.

d. Trail Site Set Up & Interview Protocol

A survey day located at a trailhead is typically for two site types, GFA and WILD. Set up WILD site types on the trail near the wilderness boundary sign to avoid mixing GFA data into the data. Protocol for GFA and WILD survey trail site set up is below.

The field interviewer is counting exiting people at the trail site set up. The field interviewer should park in the parking lot at the trailhead and be prepared to hike up the trail away from the parking lot for trail site set up. One small sign, "Survey Site Please Stop" is needed. Some horses are afraid of large aluminum signs so a small brown and white Forest Service sign is appropriate.

- **WILD Site Type.** If the site type is WILD, then the survey day is capturing use of a designated wilderness area. In this case, the field interviewer needs to collect data from forest visitors who actually crossed into and used the wilderness area. The field interviewer should set up the trail survey site as close to the wilderness boundary as possible to capture forest visitors exiting the wilderness area. Data collection should not include surveys from forest visitors who were just using the general forest area or the trail from the parking lot to the wilderness boundary sign. This will happen if the survey site is set up too close to the parking lot at the trailhead because if between the trailhead parking lot and the wilderness boundary forest visitors hunt or pick berries or go to a prominent feature such as a creek/swimming hole or waterfall and never set foot in the wilderness area.
- **GFA Site Type with Multiple Trails.** For a GFA survey day at a parking lot trailhead that has multiple trails the field interviewer needs to determine trail they need to focus on. The site name may tell the field interviewer which trail the survey wants to capture data from. When in doubt the field interviewer could look for the site description in the document titled, "Site Directions and comments". If one trail is the focus at this site then set up a trail site interview station on the trail. If all of the trails are the focus then set up a parking lot site set up to collect the data.

Special Interview Site Protocol

a. Proxy Group Site Interview Procedure

The NOTE1 column on the Fieldwork Schedule is used to remind the field interviewer of survey protocol for proxy group sites that include cabins, lookouts, group campgrounds and group day use sites. The entry in the NOTES1 column is "PLACEHOLDER DAY - IF UNOCCUPIED, USE NEXT OCCUPIED DAY AS SUBSTITUTE". Do not use the Backup Calendar if the site is unoccupied.

The Forest Coordinator assigned or their supervisor will determine if the site is occupied. To determine if a visitor has reserved the cabin, lookout or group campground or day use site visit the www.recreation.gov website or consult the local district who may pull the lists of reservations. If the site is occupied then the field interviewer will go to the site to conduct an interview. This is not usually a 6 hour survey day since there is typically only 1 group at the site to be interviewed.

If the site is not reserved or occupied, i.e. there is no one at these sites on the assigned interview survey day, find the next day the cabin or group site is reserved. On the next day the site is occupied the field interviewer will go to the site to interview one person from that group. In very rare situations a telephone interview can be conducted for remote cabins where travel time prevents the interviewer from being able to get to the site before the group leaves. Typically, this telephone interview protocol applies to cabins in Alaska. Only a Forest Service employee is authorized to conduct telephone interviews in order to protect

the respondent's personal identifiable information (PII). Table 4 below outlines the group site interview procedure.

Table 4. NVUM Field Procedure, DUDS/OUDS Group Proxy Sites

Order	Task
1	Identify Group Proxy sites on Fieldwork Calendar
2	About 1 month prior to the these group proxy survey days check www.recreation.gov to see if the site is reserved
3	If the site is reserved and the field interviewer can access the site then go to that survey site and conduct and interview following individual interview protocol. Follow steps 6-15 below.
4	If the site is reserved but the field interviewer cannot access the site (not economical to do so as must take a plane or boat ride; site is very remote such as in Alaska) then a telephone interview will be conducted. Follow steps 10-15 below.
5	If the site is not reserved then check www.recreation.gov to see when the next date the site is reserved. Follow steps 3 or 4 above.
6	Check Out with Supervisor
7	Review Equipment Check List (Appendix H)
8	Travel to Survey Site
9	*Prepare Digital Form – open Survey 123 app, scan QR Code, insert use level, hit collect button
10	Set Hand Tally Counter to zero
11	Start counting exiting traffic (vehicles or people) with Hand Tally Counter
12	Conduct interviews and Count exiting traffic throughout interview
13	*Finalize Digital Form and record ending Hand Tally Count
14	Return to office or home and check in
15	*Follow Digital Form upload procedure

*The Mobile Data Collection procedure for initiating the digital form at the beginning of the survey day, recording respondent answers, and finalizing and uploading the digital forms is outlined in detail in the Mobile Data Collection Interviewer User Guide.

b. Alaska Cabin Site Procedure

In Alaska, 5 cabin interviews should be obtained for 5 different cabins occupied on or near the date shown on the Fieldwork Schedule. The Forest Coordinator developed a list showing all cabins on the forest. The cabin that appears on the Fieldwork Schedule will serve as the random start and the 4 cabins after the sample cabin must also be contacted for interviews. In all, 5 cabin interviews are obtained for each cabin that appears on the Fieldwork Schedule. The field interviewer will follow the procedure in Table 3 above for Alaska cabin survey days.

c. Tour Bus Visitor Interview Procedure

The field interviewer selects one visitor on a tour bus to represent the group. When the respondent answers question 23, "How many persons, including you, are traveling in the same vehicle as you", the answer should be the total number of persons on the bus. However, the answers to questions 25, 29 and 30 on the economics questionnaire refer to only the people in their party, or family.

d. Recreation Site Complexes

Many times recreation sites are located in a complex, or multiple types of sites use the same road or area. An example is when there is one entrance road for a campground (OUDS), a picnic site (DUDS) and 3 wilderness trailheads (WILD). Another example is a campground (OUDS) and a picnic area (DUDS) share an area and all roadways. In these situations it is extremely important that the field interviewer understand which site type (DUDS, OUDS, GFA, WILD) data is being collected for on the survey day. The survey site set up is critical to capturing only the data for site type that is identified on the Fieldwork Schedule.

Data collection should not include surveys from forest visitors who were using the entire complex, i.e. all site types in that complex OUDS, DUDS, WILD. This will happen if the survey site is set up at the main exit road at the recreation complex. All exiting forest visitors that used all or some of the sites (campground, picnic area and wilderness trail users) at the complex will stop to be interviewed. For example, if the survey day is identified as a WILD site type then the data from forest visitors who used the campground and picnic area would be mixed into the WILD survey day data. This is the same situation as in the scenario described above in the Trail Survey Site Set Up where at a WILD site type the field interviewer needs to set up the interview site close to the wilderness boundary and not at the trailhead parking lot so they do not capture any GFA data.

Appendix M, Recreation Area Survey Site Set Up guides the field interviewer decision on how and where to set up the survey site in recreation complex situations.

Survey Site Signs & Placement

a. Sight and Stopping Distance

Use Table 5 to determine the minimum appropriate sight distance in both directions for survey site locations. Remember that weather and road conditions may require increased stopping distance. Road situations A, B, and C in Table 6 should use the appropriate distances shown between signs and the pullout. Table 7 shows additional distance requirements for steep downgrades.

When conducting surveys on roads under the jurisdiction of another entity (county, state, etc.) obtain approval and follow their signing requirements.

Table 5. Sight Distance Requirements by Traffic Speed

Traffic speed in mph	Minimum sight distance to pull-out
20	90 ft.
30	130 ft.
35	150 ft.
40	180 ft.
50	220 ft.
55	240 ft.

Table 6. Definition of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed)	30(100)	30(100)	30(100)
Urban (high speed)	100(350)	100(350)	100(350
Rural	150(500)	150(500)	150(500)
Expressway/Freeway	300(1,000)	450(1,500)	800(2,640)

** Distances are shown in meters (feet). The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs (the third sign is the first one in the three-sign series encountered by a driver approaching a work zone). Distances in Table 2 are for level roadways. Increase placement distance on negative grades of 3% or greater (see Table 3). Placement distance on upgrades may be reduced by ½ the distances listed for downgrades. For additional information, refer to Table III-2 in: A Policy on Geometric Design of Highways and Streets, 1984 or 1990. This is the AASHTO "green book".

Table 7. Advance Warning sign Placement Distances on Downgrades

85% Speed or posted speed mph	Additional distance on down grade.			
	3%	6%	9%	12%
20	5	10	20	30
25	8	15	30	45
30	10	20	45	65
35	15	35	60	90
40	20	45	75	120
45	25	55	95	150
50	30	70	120	185
55	35	85	145	225

The above are the minimum distances a warning sign should be place in advanced of a road condition. This is the Stopping Distance after the sign can be read.

b. Sign Types and Placement

Correct placement of advanced warning signs is necessary. It is essential that traffic approaching the survey site location from both directions have enough warning about your presence to slow down and be cautious while passing through the area.

- Signs shall be placed in positions where they convey their messages most effectively and placement must therefore be accommodated to highway design and alignment.

- Signs shall be placed so that the driver will have adequate time for response. The intent is that the driver will be travelling slow enough that if the survey site pullout is vacant they will stop and be interviewed.
- More signs are required on roads with higher traffic volume and higher speeds.

Figure 4 below shows a typical roadside survey setup along a forest service road. When placing the signs at the survey site use the guidelines in Tables 5-7, Figure 4, and Appendix N, Roadway Setup to determine the distances between the signs and the survey site pullout. The values contained in the tables are for guidance and should be applied with engineering judgment.

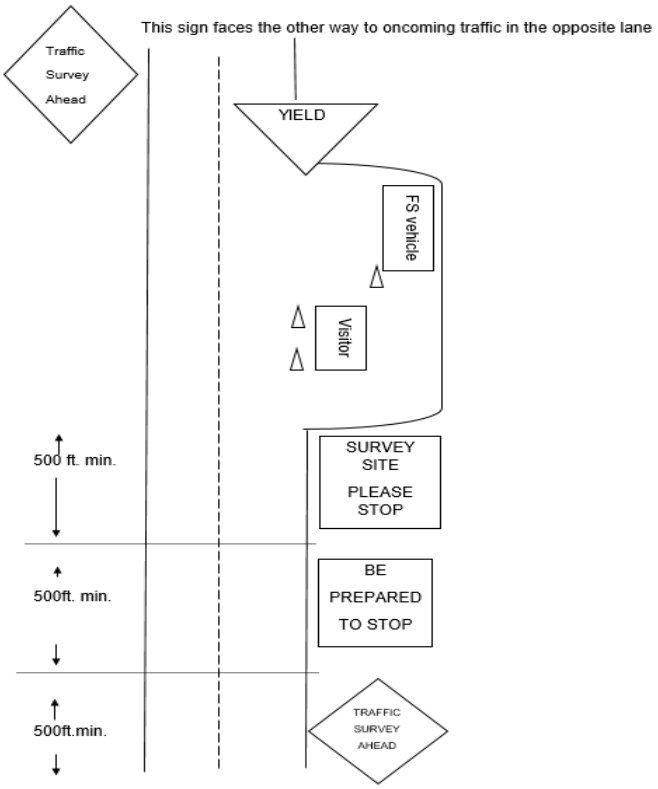
- Signs shall be installed in conformance with direction in this document.
- Signs should generally be located on the right-hand side of the roadway. When special emphasis is needed, signs may be placed on both the left and right sides of the road.
- Sign message shall be clearly visible to road users and mounted on portable sign stands. These signs are designed to be mounted on temporary supports with the bottom of the sign a minimum of one foot above the road surface.
- All signs are to be removed, covered, or folded when operations are not in progress or the sign message is not applicable.

Signs to be used for NVUM surveys include:

- TRAFFIC SURVEY AHEAD – 5" letters, 36" sign, black on orange
- "BE PREPARED TO STOP" - 4" letters, black on orange (30" x 48")
- SURVEY SITE *PLEASE* STOP - 4"" letters, black on orange
- YIELD –36"triangular sign- Red and White

The first three signs should always be used in all road situations with all traffic volumes. The Traffic Survey Ahead signs are posted in both directions. The Yield sign is optional depending upon the road traffic volume and traffic speed. Use the Yield sign whenever there is a combination of limited sight distance, high speeds, and heavy traffic volume which may create a hazardous condition when pulling back onto the roadway. Figure 4 below shows how the signs should be set up at the roadside survey site.

Figure 4. Basic Sign Set Up, Forest Service Roads Less than 35 mph



c. Sign Standards

All signs shall be manufactured and installed as specified in the FHWA "Manual on Uniform Traffic Control Devices (MUTCD) and FS publication "Signs & Poster Guidelines for the Forest Service (EM7100-15).

Shape & Color: Generally, signs for temporary traffic control are either diamond-shaped (warning signs) or rectangular (guide message). All signs shall be retro-reflectorized orange background with black legend and border. Hand painted, homemade signs are not legal. Fluorescent paint is not reflectorized. High intensity fluorescent orange retroreflective sheeting will provide maximum visibility.

Substrate: Sign substrate material may be High Density Overlay (HDO) Plywood, Aluminum, Fiberglass Reinforced Plastic, Corrugated Plastic or Roll-up Fabrics.

Sign Size: Sign size is a factor of speed, road type and MUTCD and FS standards. Where conditions of speed, volume, or special hazard require greater visibility or emphasis, larger signs should be used.

Refer to MUTCD and the EM-1700-15 for sign sizes.

Legend: All lettering shall be Series "C" alphabet, conforming to Standard Alphabets for Highway signs. Use letter size and word messages as specified in MUTCD and EM-1700-15.

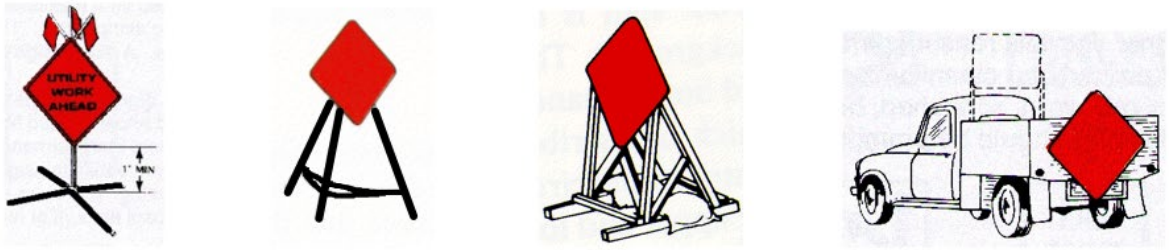
Appendix O provides a sign and sign stand order example that lists the vendor name and contact information, item description and order number, cost per item.

d. Installation of Sign Supports

Signs are to be mounted on portable supports for temporary situations. All such installations should be so constructed to yield upon impact to minimize hazards to motorists. Do not mount the signs on trees or other signs.

Portable supports may be used for short-term, short-duration, and mobile conditions. MUTCD defines this time period as one work shift, 12 hours or less. All portable supports must meet MUTCD standards, including breakaway. These must be a minimum of 1 foot above the road surface or more if visibility requires it. Figure 2 illustrates approved temporary sign supports.

Figure 5. Examples of Temporary or Portable Sign Stands



Chapter 7. View Corridor Survey, Site Set Up and Interview Protocol

View Corridor (VIEW) survey days were developed to capture the visitor who chooses a specific route through the national forest to view the landscape. The View Corridor Survey is counting people who are ***not*** participating in a recreational activity on the national forest. These forest visitors do not actually use national forest land rather they just view it. The View Corridor survey day gives the forest an idea of how many visitors view the landscape in addition to the number of recreation visits. NVUM data indicate that roughly the national number of viewing corridor visits is about twice the number of recreation visits.

View Corridor survey days use a unique digital survey form. View Corridors are sampled differently than DUDS, OUDS, GFA, or WILD site type surveys. View Corridor survey days are shown on the Fieldwork Schedule with "VIEW" under site type.

There are 2 types of VIEW survey days with different site set up and interview protocol.

1. VIEW survey day with traffic observations and interviews (majority of VIEW survey days), and
2. VIEW survey day with traffic observations only.

To determine if the VIEW survey day identified on the Fieldwork Schedule has interviews (type 1 above) the Field Interviewer will consult the Forest Coordinator or look in the document titled, "Site Directions and Comments". Another way to determine this is to look at the site name and find it on a map along the highway. If the site is a pull off, overlook or rest stop then the Field Interviewer will conduct interviews. The majority of the VIEW survey days have both interviews and traffic observations.

Prior to the sample day, the Forest Coordinator should contact the agency managing the road and ask permission to conduct interviews within their jurisdiction. Appendix F. Permission Request, Department of Transportation, provides a sample letter to send to the federal, state and county highway departments with jurisdiction of the highways where survey days have been identified. See Chapter 4, Preparing for Fieldwork Prior to the Survey Year for instructions on the use of the letter in Appendix F.

The Mobile Data Collection Interviewer Guide gives good direction on how to use the digital form on VIEW survey days. Please consult both this Field Guide and the Mobile Interviewer Guide when assigned a VIEW survey day.

Traffic Observation & Interviews

Site Set Up. Interviews of forest visitors will only be conducted using the parking lot method at rest areas or viewpoints with restrooms located along the federal, state or county roadways. These locations along the high speed roadways have been determined to be safe locations for traffic to pull off and were chosen as interview sites for this reason.

The hand tally counter is not used on VIEW survey days. Observations of traffic are recorded within the digital form on the tablet.

Interview Procedure. The basic concept for conducting a VIEW survey day with both traffic observations and interviews is to conduct 2, one-hour traffic observation periods interspersed with 2, two-hour interview periods. Table 7 below illustrates the protocol for a VIEW survey day that was assigned an AM survey time. Adjust this accordingly for a PM survey time or proxy site type assigned VIEW survey day. The VIEW survey day is a 6 hour survey day. The survey time will be assigned as either AM or PM or a proxy code. Protocol for the survey time for non-proxy and proxy sites should be followed as described in Chapter 3, Schedules and Calendars, under Fieldwork Schedule.

Table 7. View Corridor Survey Day, Traffic Observation & Interviews

Period	Time of Day	Hours	Traffic Observation & Interviews
1	0800-0900	1	Traffic Observation
2	0900-1100	2	Interviews
3	1100-1200	1	Traffic Observation
4	1200-1400	2	Interviews

Period 1. Select an observation location at the rest stop or overlook where the forest visitor will not interrupt your traffic observations. Therefore, do not set up the parking lot interview signs or site set up until you will begin period 2 interviews.

1. Set up the digital form on your mobile device (tablet)
2. Observe both commercial and noncommercial traffic traveling in just one direction for ONE FULL HOUR. Record in the digital form one count for every vehicle that goes by in one of these two categories. Click commercial traffic on one place on the form and noncommercial traffic on the other place.

Period 2: Set up your signs and follow the protocol for a parking lot survey in Chapter 6. For the 2nd and 3rd hour of the survey day you will conduct the VIEW interviews. Conduct 2 full hours of interviews.

Period 3. Return to the observation location used in Period 1. Observe commercial and non-commercial traffic flowing in the OPPOSITE direction for one full hour, and record all information under Observation Period 2 of the form. Then return to the interview site and conduct another 2 hours of interviews.

Period 4. See Period 2 above. Complete the digital form as instructed and return to the office to upload the forms.

Traffic Observation Only

Site Set Up. At the location where the Field Interviewer is only observing traffic for a 5 1/2 hour period there is no site to set up. The Field Interviewer should ensure that they are parked in a safe place well off the roadway.

The hand tally counter is not used on VIEW survey days. Observations of traffic are recorded within the digital form on the tablet.

Interview Procedure. The basic concept for conducting a VIEW survey day for traffic observation only is to conduct 4, one-hour traffic observation periods interspersed with 3, 30 minute rest or break periods. Table 8 below illustrates the protocol for a VIEW survey day that was assigned an AM survey time. Adjust this accordingly for a PM survey time or proxy site type assigned VIEW survey day. The VIEW survey day is a 6 hour survey day. The survey time will be assigned as either AM or PM or a proxy code. Protocol for the survey time for non-proxy and proxy sites should be followed as described in Chapter 3, Schedules and Calendars, under Fieldwork Schedule.

Table 8. View Corridor Survey, Traffic Observations

Period	Time of Day	Hours	Traffic Observation & Interviews
1	0800-0900	1	Traffic Observation
	0900-0930	30 min	Break
2	0930-1030	1	Traffic Observation
	1030-1100	30 min	Break
3	1100-1200	1	Traffic Observation
	1200-1230	30 min	Break
4	1230-130	1	Traffic Observation

Period 1. Select an observation location at the survey site.

1. Set up the digital form on your mobile device (tablet)
2. Observe both commercial and noncommercial traffic traveling in just one direction for ONE FULL HOUR. Record in the digital form one count for every vehicle that goes by in one of these two categories. Click commercial traffic on one place on the form and noncommercial traffic on the other place.
3. Take a break for 30 minutes. Do not collect any traffic observations.

Period 2. Observe commercial and non-commercial traffic flowing in the OPPOSITE direction for one full hour, and record all information under Observation Period 2 of the form. Take a break for 30 minutes. Do not collect any traffic observations.

Period 3. Observe commercial and non-commercial traffic flowing in the OPPOSITE direction for one full hour, and record all information under Observation Period 2 of the form. Take a break for 30 minutes. Do not collect any traffic observations.

Period 4. Observe commercial and non-commercial traffic flowing in the OPPOSITE direction for one full hour, and record all information under Observation Period 2 of the form.

Chapter 8. Field Interviewer Role and Interview Techniques

This Chapter covers the procedures and techniques for working with forest visitors during the interview and how to avoid interviewer bias to ensure accurate survey data is collected.

The field interviewer plays an important role in making the NVUM program a success by providing accurate and complete data through conducting hundreds of interviews. The successful field interviewer is well trained, practiced and understands and follows survey protocol as outline in this NVUM Field Guide and the Mobile Data Collection Interviewer User Guide.

Role of the Field Interviewer

The role of the field interviewer is to put the forest visitor or respondent at ease and gather consistently complete and accurate answers to the survey questions. The field interviewer needs to be confident, professional and friendly and their appearance, including their vehicle needs to be clean and well-kept. The forest visitor needs to feel that the field interviewer is approachable. Knowing survey protocol and practicing it prior to the first survey being conducted gives the field interviewer confidence and increases the likelihood of collecting data that is accurate for the site type chosen for the survey day.

To gather consistently complete and accurate respondent answers to the survey questions the field interviewer needs to:

- Attend Training; Field Interviewer Training and Mobile Data Collection Training
- Practice site set up for different survey locations
- Practice survey interviews for different survey site types
- Use the equipment appropriate for the survey day site set up chosen (Appendix H, Chapter 4, h. Equipment)
- Follow the Fieldwork Schedule (request a decision from the Forest Coordinator if a survey day will be or was missed)
- Understand NVUM Program objectives and protocol
- Follow survey interviewer techniques
- Follow the survey form and read each question; do not skip questions or paraphrase them
- Present a confident, professional, friendly and approachable appearance and demeanor.
- Field Interviewers should wear some type of identifying clothing such as the FS field uniform or volunteer vest and cap. Contract and Partner employees should consult the contract or agreement for uniform requirements

The field interviewer will find the following interview techniques useful in interacting with visitors which will lead to accurate forest visitor responses.

Techniques & Advice

a. Pause, Repeat, Probe

Sometimes forest visitors or respondents take a few seconds to understand and form a response to the question the field interviewer just asked. Sometimes the forest visitor is excited to talk about their trip or a recent experience and is not focusing on the survey questions. To help the forest visitor answer a question and keep the survey the focus of the conversation a good technique for the field interviewer to use is the "pause, repeat, probe" response. PAUSE, REPEAT, and PROBE has proven effective time after time.

For example:

Field Interviewer: "When did you first arrive at this site for this recreation visit?" The choice on the survey form is simply the date and time of arrival.

Field Interviewer: **PAUSE**

Forest Visitor: Responds by telling the field interviewer how difficult it was to get all the kids in the car and find their fishing equipment in the garage, and about the moose they saw on their way to this site.

Field Interviewer: **REPEAT.** "I understand how hard it is to get going for a trip sometimes. I've had that experience myself. When did you first arrive at this site for this recreation visit?"

Forest Visitor: "We got here this morning".

Field Interviewer: **PROBE.** "So that would be today, July 24th. What time this morning did you first arrive?"

Forest Visitor: 10:00

b. Listen, Explain

In the NVUM survey, some questions will seem repetitive because of the circumstances of the forest visitor's visit. For example, their arrival time at the site (Q4) may be the same time they arrived on the forest (Q8). To the forest visitor it seems as if the Field Interviewer was not listening to their response. However, the field interviewer cannot make assumptions. Instead the field interviewer might say, "I know the questions might sound repetitive, but there are slight yet important differences in what the questions are asking". The field interviewer is showing that they are listening and the forest visitor will then have more patience with the survey questions. The field interviewer is required to ask or read to the forest visitor all of the survey questions unless the survey instructions tell them otherwise.

c. Interviewer Bias and Avoiding Opinions

Bias is anything that influences the answers given to the field interviewer from the forest visitor being interviewed. Field interviewers can unintentionally introduce bias into the respondent's answers. Sometimes body language, voice inflection, and attitude can introduce bias. Field interviewers need to ask the questions on the survey form exactly as they are written and stay neutral while respondents give their answers. This will help ensure the data is accurate. The field interviewer should not comment on the forest visitor's responses to the questions.

Interviewer Bias Example:

Field Interviewer: "What activities did you participate in while on this visit to this national forest?

Forest Visitor: "I participated in hiking and viewing wildlife."

Field Interviewer: "Are those the ***only*** activities you did?" The Field Interviewer's comment might influence the answer. The forest visitor might interpret the comment "only" to mean they should add more activities to the list.

To avoid this bias, the field interviewer should not comment on any respondent answers. They also need to use the flash cards provided in Appendix I when asking multiple choice questions on the survey. The field interviewer in the example above should have handed the flash cards to the visitor for this question to allow the forest visitor to look through the list of 23 possible activities they could have participated in on their national forest visit. The field interviewer is required to hand the forest visitor the flash card then pause and allow the forest visitor have time to read through the list and give a response. The field interviewer should use the technique of PAUSE, REPEAT, PROBE if necessary.

Field interviewers should not voice their opinions, even if asked.

Forest Visitor: "The forest didn't open up enough motorized trails this spring. What are you going to do about the lack of trails in this area?

Field Interviewer: "I'd be glad to talk to you about that after we complete the interview" or "As a government representative I am not allowed to share my personal beliefs on the job."

If the forest visitor is unhappy about a specific event or with some policy or action of the agency give the forest visitor the address and phone number of the Forest Supervisor and encourage the visitor to contact them. The field interviewer should not feel as if they need to be able to solve the situation and may not understand the policies well enough to explain them. For additional guidance see the section on handling difficult visitors below.

d. Bias Selecting a Forest Visitor to Interview

The field interviewer needs to choose only one forest visitor in the vehicle when there is more than one person in a vehicle or group. To avoid field interviewer selection bias and randomly select a forest visitor to interview, ask "Which one of you had the most recent birthday and is at least 16 years of age?" Move around to the vehicle window of the person who responded to this question then begin the interview. This random selection tool helps the field interviewer avoid picking the same type of person to interview all the time (usually the driver), and gives more accurate overall results in the study.

Example: During roadside surveys the field interviewer typically approaches the driver of the vehicle. If more than one person is in the vehicle, it's likely the driver is the male of the group. If the field interviewer only interviews the driver then the data will reflect more males than females and give an inaccurate picture of the proportion of male to females on the forest.

e. Non-English Speaking Forest Visitors

The field interviewer may encounter non-English speaking visitors. When the Forest Coordinator knows this is the case at a survey day site it is important that bilingual interviewers be used to conduct the interviews. The flash cards used in multiple choice questions have been translated into Spanish but only 12 of the questions use the flash cards so a bilingual field interviewer is needed.

f. Visitors with Disabilities

The field interviewer may encounter a forest visitor who is hard of hearing, has difficulty speaking, or perhaps difficulty understanding the questions asked. Following these techniques may be helpful:

- Talk directly to the forest visitor who has a disability, not to the companion or sign language interpreter.
- Keep your hands and other objects away from your face, speak clearly, and face the forest visitor you are interviewing.
- Do not wear sunglasses, they are distracting.
- Have an extra chair available for forest visitors who may not be able to stand for long periods. The field interviewer should also sit during the interview to communicate at eye level.
- Set up the interview site near accessible routes so that the interview is more accessible to forest visitors with disabilities, the elderly, and forest visitors with strollers.
- When interviewing a forest visitor who uses a wheelchair, sit in a chair so to communicate at eye level.

- When talking to a forest visitor who is blind, deaf, or uses a wheelchair, stay in one place. Stay still so they can focus on what you are saying and not have to swivel their chair or head back and forth.
- Listen carefully to a forest visitor who has difficulty speaking. Do not pretend to understand. Repeat what you understood or paraphrase. Let them point to flash card if necessary.
- Verbally say when the interview is over and when you are leaving when talking to blind forest visitors.
- Ask before giving assistance to someone with a disability.
- Service animals are performing a job. Do not distract them from their work. Always ask the forest visitor before petting their service animal.
- Never lean against a wheelchair. This is their personal space.
- Use the term "accessible" or "persons with disabilities". Do not use the term "handicapped" to refer to forest visitors or facilities.

g. Handling Difficult Forest Visitors

At times the field interviewer will be confronted with forest visitors who are irritable and difficult to deal with. The majority of the forest visitors who agree to be interviewed will be pleasant and cooperative. The field interviewer can often diffuse a situation simply by listening. If the forest visitor is unhappy about a specific event or with a policy or action of the agency then encourage the visitor to contact the Forest Supervisor. The field interviewer does not need to solve the situation and may not understand the policies well enough to explain them.

If the situation with a difficult visitor is not resolved simply by listening or giving them another contact to air their complaints, then ask the forest visitor again if they are interested in being interviewed. If they are not, thank them and then walk away.

Common Sources of Error

The field interviewer is responsible for ensuring data accuracy in the field. This includes getting accurate answers to the questions on the survey, recording answers correctly and using the signs and hand tally counter correctly. Recognize these 7 common recurring errors and how to correct them before the survey day and data collection begins.

Error: Incorrect Site Types – Collecting interviews from multiple site types in one survey day. The field interviewer needs to understand the site type (DUDS, OUDS, GFA, WILD) to survey the correct type of exiting recreation visitor for an assigned survey day. Only those individuals recreating at the assigned type of site can be counted as a recreation visitor for that day. If the survey site is adjacent to or within other site types think about how the site setup can be adjusted to target recreation users for the assigned site type on that survey day. For some examples and hints, see Chapter 6, Trail Survey Site Set up and Interview Protocol and Special Survey Site Protocol, Recreation Complexes.

Error: Incorrect use of the Backup Calendar. The Forest Coordinator is the only authorized person authorized to make decisions about if and when a backup or substitute day is allowed or assigned. See Chapter 3, Schedules and Calendars in this Field Guide for more information.

Error: Inadequate Quality Assurance Checks by Managers. Managers need to follow up with training and mentoring of each field interviewer the first month of the survey round. This will ensure the field interviewer is following protocol. Additionally, using NVUM Mobile Dashboard to validate surveys and

survey days will give the Forest Coordinator an indication of quality of field interviewer efforts. See Chapter 5, Quality Assurance and Quality Control and the Mobile Data Collection Administrator's User Guide for more information.

Error: Interview time does not match the assigned AM/PM shift on the schedule. The field interviewer must adhere to the AM or PM shift times described in Chapter 3 in this Field Guide and as assigned on the Fieldwork Schedule. Survey times for proxy sites are not assigned on the Fieldwork Schedule. The 6 hour period should be timed to capture the majority of the exiting traffic.

Error: Hand Tally Counter did not record all exiting traffic. The field interviewer must count all one-way exiting traffic with the hand tally counter. Even during an interview the field interviewer must pay attention to exiting traffic and count them with a click of the hand counter. The beginning hand counter count recorded at the beginning of the day prior to the first interview will be recorded as zero. See Chapter 6, Hand Tally counter for further directions.

Error: Individual Interview Form Questions 3, 4, 7, 8, 9 dates and times do not follow protocol. Make sure Q3 and Q4 record the site arrival and departure dates/times and Q8 and Q9 record the National Forest Visit arrival and departure dates/times. For GFA site types record the Q8 and Q9 National Forest Visit arrival and departure dates/times. Check that responses for Q3, 4, 7, 8, 9 make sense before completing the interview. Overnight stays in Q7 should confirm to the Q8 and Q9 National Forest Visit arrival and departure dates/times. Refer to Chapter 9 of this Field Guide for question by question guidance.

Error: Activities recorded in Question 11 are not offered on the Forest and/or there are activities that are not a choice on the form. Make sure the activities the respondent chooses in Q11 occur on the national forest. Sometimes respondents indicated they visited a nature trail, nature center or visitor center but that forest does not have one; perhaps the local community or park has one. Field interviewers need to know the recreational activities the forest and the area and parks offer. Also, activities such as geocaching are not listed as a choice in Q11. Use the OTHER choice at the bottom of this question and record the other activity when this happens.

Chapter 9. Survey Form

The field interviewer is ready to conduct the first interview after the survey site is set up (signs, traffic cones) and they have followed the procedure to start the survey on the mobile device or tablet. Refer to Chapter 6 and 7 for instructions on survey site set up and interviewer protocol. Refer to the Mobile Data Collection Interviewer Guide for instructions on using the mobile app and digital form.

The Individual Interview digital form as it is seen on the mobile device is explained below. There are 3 basic forms: Individual Interview Form, Economics Form, and the Satisfaction Form. Separate proxy code questions are asked for 12 of the 20 available proxy codes and are divided into 4 groups of questions. These are discussed below. Finally, the visitor burden statement is included in this Chapter.

Individual Interview Form

After the field interviewer opens the digital form in the Survey 123 app and chooses "Collect" the following steps need to be taken to identify and populate the survey site on the digital interview forms. This information will only be asked one time during the survey day at the beginning of the survey period. This section replaces the paper "daily summary form" used in Rounds 1-4.

- **Interviewer Name.** Insert your first and last name in the first field. No initials or nicknames.
- **QR CODE**. **Scan the QR code for the assigned survey day from the Fieldwork Schedule.** ***It is critical that the correct QR code is scanned.*** **The QR Code has the correct site type and proxy for the site type and therefore the questions on the digital form will populate according to these stratum. Scanning the wrong QR code could lead to asking the incorrect set of questions and/or negate the entire day's data.**
  All of the following fields should populate after you scan the QR Code: Region, Forest, District, Site Number, Site Name, Site Type.
- **USE LEVEL.** The Fieldwork Schedule lists the use level for non-proxy sites. Insert the use level on the digital form.
- **PROXY or Non-Proxy Site?** This is found on the Fieldwork Schedule
- Is this a **substitute day**? YES/NO. If the answer is yes, you will insert the original survey day date and site number next.
- **Select Current Time.** The tablet should be set to the appropriate time zone for this site and the date and time will populate.
- **Hand Tally Counts?** Choose people or vehicles.
- **Enter Hand Tally Count.** This should be zero before for the first interview has been conducted. Follow Hand Tally count protocol in Chapter 6 in this Field Guide.
- **Choose a Survey Type:** Start the survey day by choosing any survey type, basic, economic, satisfaction. Then when requested for subsequent surveys be sure to choose the next survey type down the list. Cycle through all 3 surveys over and over again during the day. Do not randomly choose a survey type each time or repeat using the same type.
- **Interviews.** Click below to begin a new interview. Choose the button that says "start new interview".

a. Section 1: Screening Questions

The purpose of the screening questions is:

1. To screen exiting traffic to determine if they are a recreation visit to the site where we are surveying or not (Q3 for non-GFA or Q3a/3b/4 for GFA; and for the recreation visits whether they are finishing a visit (i.e., are last exiting) or not (Question 4 for non-GFA and Q5 for GFA), and
2. Gather SITE VISIT duration information – determine how long the forest visitor stayed at or used the site.

After the forest visitor stops, the field interviewer will introduce themselves and read the first statement printed and highlighted on the form.

Interviewer says: "The Forest Service is conducting interviews of visitors on the (fill in name) National Forest. The information collected will help us better serve our visitors by knowing what activities they do, how long they stay, and how satisfied they are with the facilities and services provide. Your participation is voluntary and all information is confidential

Q1: Would you be willing to take a few minutes to participate in this interview?

YES (they agree to be interviewed) ➔ GO TO Q2.

NO ➔ (they do not agree to be interviewed) say "Thank you for your time." Then, on the digital form select YES, interview has been completed. Select the plus button to populate a new interview form. Wait until the next forest visitor agrees to be interviewed then select the next type of interview form to use, insert the time of day and hand tally count. The introduction script above will appear then to start the interview.

Q2. I need to select just one of you to complete this interview. Which of you had the most recent birthday and is 16 years of age or older?

What is your home zip code? Fill in the 5-digit zip code or if the visitor does not know or is from another country fill in the appropriate oval.

Question 3 will be different will be the same for DUDS, OUDS and WILD site types. It is slightly different for a GFA site type.

Q3. What is the primary purpose of your visit to _____ (say site name)? Read them the choices

- ❑ If visitor says one of the first 4 choices ➔ fill in the appropriate oval, then say "Thank-you. That's all the information I need today" and END the interview.
- ❑ If visitor says Recreation ➔ continue to Q4

Q4. When do you plan to leave (say site name) for the last time on this visit?

Read the visitor the answer choices.

- ❑ If the visitor says either "Not leaving this site today" or "Don't Know" ➔ fill in the appropriate oval, the say "Thank-you. That's all the information I need today".
- ❑ If the visitor says "Leaving Now" ➔ fill in that oval. GO TO Q5.
- ❑ If the visitor says "Leaving later today" ➔ fill in that oval and also record the time they plan to leave. Then GO TO Q5.

Q5. When did you first arrive at (say site name) on this visit?

- ❑ Record month, day, year and time of their arrival on the interview form.

NOTE: There is no Q6 for site types DUDS, OUDS, WILD ➔ GO TO Q7.

For GFA (undeveloped areas of the forest) sites only:

Q3a: What is the primary purpose of your visit to this (say NF name) National Forest?

Read them the choices and fill in the circle of the answer they give.

- ❑ If visitor says one of the first four choices ➔ GO TO Q3b
- ❑ If visitor says Recreation ➔ GO TO Q4.

The intent of this question is to determine if the respondent is in the NF primarily for recreation or not. If so, we move to Q4 to determine if they used the GFA (i.e. recreated in the area we are measuring on that day). If not, we move to Q3b to determine if their route choice was mostly to view scenery (a recreation visit) or not (a non-recreation visit).

Q3b. What is the major reason you chose this route?
Let the visitor tell you why they are driving this particular route.

- ❑ View Scenery
- ❑ If the did not mention scenery ➔fill in "Some other reason"
- ❑ For either response to Q3b, you then say "Thank you. That's all the information I need today" and END the interview.

The intent of this question is to identify visits wherein the person was on a visit for a non-recreation purpose, but chose to drive through the forest in order to view the forest scenery. We treat them as recreation visits; we assume their primary activity was viewing scenery.

Q4. Today we are interested in interviewing people who have recreated in the undeveloped areas of this National Forest. This includes things like hiking trails (not in designated Wilderness), exploring forest roads, fishing and camping in undeveloped areas. Have you recreated in the undeveloped areas of this Forest sometime during your visit?

Let the visitor tell about all the places they have been since they arrived on the forest (make sure it's a continuous stay: they should have spent the night on the forest if it is more than one day). A Forest map and allow them to show where they have been. From their answer determine if during any part of their visit they were recreating on a General Forest Area. Note that they did not have to recreate in the GFA on the interview day, only during their current visit to the Forest.

- ❑ If the visitor mentions any areas or activities that are in the general forest area then ➔ fill in Yes, recreated in the GFA and GO TO Q5.
- ❑ If the visitor does NOT mention any areas or activities that would occur in the undeveloped areas of the forest then ➔ fill in NO, did not recreate in the GFA then thank visitor and END interview.

Q5. Are you leaving the undeveloped portion of this National Forest for the last time on this visit?

Read the visitor the answer choices and have them pick only one choice.

- ❑ If the visitor responds "Not leaving today" or "Don't Know" ➔ "Thank you. That's all the information I need today, then END interview.
- ❑ If the visitor says "Leaving now" ➔ GO TO Q6.
- ❑ If the visitor says "Leaving later today" then ➔GO TO Q6.

Q6. In TOTAL, during this visit, how much time will you have spent in the undeveloped areas of this National Forest?

Have the visitor think about all the times during this visit they went into the undeveloped portions of the forest. Have them add up the total hours or days. If the total time in the undeveloped areas is over 24 hours record to the nearest day. For example, 25 hours would be 1 day while 40 hours would be 2 days. If the total time spent is less than 24 hours record the total time to the nearest hour. Do not use both days and hours.

b. Section 2: National Forest Visit Questions

Purpose of Section 2 Screening Questions is to:

1. Determine the duration of the NF visit (Q7, 8, and 9) total time the exiting visitor spent on the forest; when they arrived and when they will leave. The NVUM definition of 'NF visit' duration is dependent largely on where the person spent the night. Staying overnight off of NFS lands marks either the end or beginning of the visit,
2. Determine the number of site visits in the NF visit defined above (Q10 series,
3. Define the set of activities in which they participated and the one that was their primary activity, and time spent in that activity on this visit,
4. Identify annual visitation rate (visits per year), and
5. Identify the overall satisfaction rating.

Q7. Did you spend last night in the (say forest name) National Forest?

If the visitor thinks they spent last night somewhere within the National Forest, clarify by asking where they stayed. Make sure it was ON your national forest.

- ❑ If visitor responds "No" ➔ GO TO Q8
- ❑ If the visitor responds "Yes" ➔ fill in that oval after clarifying that the place they stayed was actually ON your national forest.

- ❑ Interviewer ask, **"How many nights in a row do you plan to spend in the National Forest?"** Enter # nights and this answer must match total time spent on forest (Q9-Q8)

Question 7 is intended to help the visitor use the same definition of a national forest visit as used in the NVUM program. Therefore, once you know the answer to Q7 provides a check the national forest visit length of stay by subtracting Q8 from Q9. The total time between first arrival and last departure for the NATIONAL FOREST VISIT should be the same number of days.

Q8. When did you first arrive at this National Forest on this recreation visit?

- ❑ Record the month, day, year, and time (military) or check "same as site arrival time" if they have already said this is the only place they came to on the Forest for this visit.

Note: This question is different than Section 1, Q5. "When did you first arrive at THIS SITE?" Section 1 measures time at a specific site, Section 2 measures the total time spent on the Forest during this whole visit. It may or may not be the same.

Q9. When do you plan to finish your visit to this National Forest?

- ❑ Record month, day, year, and time if they aren't leaving right now.
- ❑ If the visitor is leaving both the site and the Forest after the interview then just fill in the choice "same as interview time".

Q10 and Q10a-d are asked to determine how many site visits are included in this group's National Forest visit. We need this information to be able to correctly calculate NF visits and not double count the same visitors when they travel from site to site on their national forest visit. We are only interested in their use of other recreation places on this National Forest.

Say to the visitor: "Now I would like to ask you a few questions about where you will go during this visit to this National Forest. When you answer please include your use of this and other areas of this National Forest. Include areas you already used as well as places you plan to use before you leave this National Forest for the last time on this visit."

Q10. On this visit to this National Forest, did you go or do you plan to go to any places for recreation other than this one?

- ❑ If No ➔ fill in oval and GO TO Q11
- ❑ If YES ➔ fill in oval and GO TO Q10a
- ❑ If Don't Know ➔ fill in oval and GO TO Q10a

Q10a. Did you enter or do you plan to enter a designated Wildernss at any time during this National Forest visit??

- ❑ If No ➔ fill in oval and GO TO Q10b
- ❑ If Yes ➔ fill in oval and GO TO Q10b

Q10b. Did you enter any undeveloped areas such as trails, forest roads, lakes/streams, or other natural areas during this National Forest visit?

- ❑ If No ➔ fill in oval and GO TO Q10c
- ❑ If Yes ➔ fill in oval and GO TO Q10c

Q10c. How many different lodging facilities, such as campgrounds, cabins, hotels or lodges, have you used or do you plan to use during this National Forest visit?

- ❑ Interviewer ➔ fill in the appropriate oval with the correct number of different lodging facilities they plan to use. The choices are 0 – 9.

Q10d. How many different day use sites such as picnic areas, visitor centers, interpretive sites, swimming areas, or ski areas have you used or p lan to use during this National Forest visit?

- ❑ Interviewer ➔ fill in the appropriate oval with the correct number of different day use facilities they plan to use. The choices are 0 – 9.

Questions 11-15 ask the visitor about the activities they participated in during their national forest visit. Hand visitor flash card for Q11 and Q12. Read them the activities for Q11 as they follow along. Choose all that apply. For Q12, have them pick only one primary activity from Q11.

Q11. In which of the following activities have you participated or will you participate during this National Forest visit?

- ❑ The visitor can choose more than one activity for Q11. Fill in the circles next to the activity numbers they read out (in the left column).

  - o Fishing-all types
  - o Hunting-all types
  - o Viewing/photographing wildlife, birds, fish, etc.
  - o Viewing/photographing natural features, scenery, flowers, etc.
  - o Visiting historic and prehistoric sites/areas
  - o Nature study
  - o Visiting a nature center, nature trail or visitor center
  - o Hiking or walking
  - o Horseback riding
  - o Bicycling, including mountain bikes
  - o Non-motorized water travel (canoe, sailing, raft, etc.)
  - o Downhill skiing or snowboarding
  - o Cross-country skiing, snowshoeing
  - o Other non-motorized activities(swimming, games, and sports)
  - o Driving for pleasure on roads (Paved, gravel or dirt)
  - o Riding in designated off-road vehicle areas or on motorized trails
  - o Recreational and target shooting
  - o Snowmobile travel
  - o Motorized water travel (boats, ski sleds, etc.)
  - o Other motorized activities (endure events, games, plane, etc.)
  - o Camping in developed sites (family or group sites)
  - o Primitive camping (motorized)
  - o Backpacking, camping in unroaded areas
  - o Resorts, cabins, or other accommodations on FS managed lands(private or FS)
  - o Gathering mushrooms, berries, firewood, Christmas trees, or other natural products
  - o Relaxing, hanging out, escaping heat, noise, etc.
  - o Picnicking and family day gatherings in developed sites (family or group)
  - o OTHER (fill in activity below)

Q12. Which ONE of those is your primary activity for this recreation visit on this NF?

- ❑ The visitor can choose ONLY ONE of the activities they gave you in Q11. Fill in the ONE circle of the primary activities in the right hand column.

Q13. Including this visit, about how many times have you come to this National Forest for recreation in the past 12 months?

- ❑ Record the # of times they say they came to the forest in the last 12 months.

Q14. How many of those visits were to participate in the main activity you identified a moment ago?

- ❑ Record the number of times in the last 12 months they came for the main activity they identified in Q12.

Q15. About how many hours did you spend doing your main activity during this visit?

- ❑ Record the total number of hours the visitor estimates they did their main activity (identified in Q12) on this visit.

Q16 asks the visitor about their overall satisfaction with their current National Forest visit. Hand flash card for Q16 . Have them read you the number of their answer, record only one choice.

Q16. Overall, how satisfied or dissatisfied are you with your recreation experience on this National Forest during this visit, using a scale of 1 to 5, where 1 means very dissatisfied and 5 means very satisfied?

- ❑ Fill in the oval next to the number the visitor gives for their satisfaction or dissatisfaction.
  - o (1) very dissatisfied
  - o (2) somewhat dissatisfied
  - o (3) neither dissatisfied nor satisfied
  - o (4) somewhat satisfied
  - o (5) very satisfied

c. Section 3: This Trip Away From Home

The Purpose of Section 3 Screening Questions is to:

1. Determine the time and travel distance for the entire trip from home, including getting from home to the NF, any other associated destinations, and returning home after the NF visit,
2. Determine if recreation was the main trip purpose, if the NF was the primary trip destination, or not, and
3. Determine the spending segment for this visit. Our research shows that the greatest variation in visitor spending is determined by (a) whether the trip was a day trip from home or involved an overnight stay, and (b) if overnight, what types of lodging were involved.

This section of the interview asks visitors about their entire trip away from home, including how far they traveled, the purpose of their trip, any overnight stays and where they occurred, and what types of lodging

they used within 50 miles of your forest, not just forest service lodging. If the visitor came to your national forest from the local area, the questions in this section may seem comparable to ones already answered. Tell the visitor and though they may sound similar, the data gathered by these questions is distinct and vital. The purpose of these questions is to estimate the economic value of tourism to the local communities near the forest.

Q17. About how far from your home did you travel to get here?

- ❑ Record the total number of road miles (meaning the miles traveled not the straight-line distance) from the visitor's home to the site you are interviewing them at. In some cases visitors may have flown so get a best estimate of road miles. In other cases, the visitor may actually live full time in their RV, in this case have them use their "home base" as the start point.

Q18. Which of the following choices best describe the purpose of your trip? Read the visitor the answer choices and have them select ONLY ONE. Then GO TO Q19.

- ❑ Primarily for recreation- this NF was my main destination
- ❑ Primarily for recreation- my main destination was NOT this NF
- ❑ Primarily for business, family, or other reasons-this NF was a side trip
- ❑ Some other reason

Q19. Are you staying overnight away from home on this trip?

- ❑ If Yes ➔ fill in oval and GO TO Q20
- ❑ If No ➔ fill in oval and GO TO Q23

Q20. How many total nights will you be away from home?

- ❑ Record the total number of nights the visitor will be away from home for their entire TRIP then ➔ GO TO Q21

Q21. Of these, how many are within 50 miles of here?

- ❑ Record the total number of nights away from home that are within 50 miles of the interview site then ➔ GO TO Q22

Hand the visitor flash card for Q22. Have them tell you all the types of lodging they will be using on this trip within 50 miles of the interview site.

Q22. What types of lodging are you using within 50 miles of here?

- ❑ Fill in the ovals for ALL the types of lodging the visitor says they will use on this TRIP within 50 miles of here ➔ then GO TO Q23.
    - o NF campgrounds ON this National Forest
    - o Camping in the undeveloped area ON this National Forest
    - o Cabins, lodges, hotels or huts, etc. On this National Forest
    - o Otther public campground (Park Service, State Parks, County, etc.)
    - o Private campground NOT ON this Natinoal Forest
    - o Rented home, condo, cabin, lodge, hotel, etc. NOT ON this NF

- Private home of friend or relative
- A home, cabin, or condo that you own
- Other

d. Section 4: Demographics

The purpose of Questions 23-27 is to provide statistics about the basic demographics of forest visitors. This allows the forest to better understand who their clientele is and is not.

Interviewer say: "This set of questions will help us better understand you and compare your answers to those of other people. Your answers will not be used for anything other than to create general categories of recreation visitors."

Q23. How many people (including you) traveled here in the same vehicle as you?

- ❑ Record the total number of people.

Q24. How many of those people are less than 16 years old?

- ❑ Record the number of people in the vehicle less than 16 years old.

Hand flash cards for Q25, Q26, Q27 separately. Have each call out number for their answers. Then have the person hand the flash card to the next person with the most recent birthday and have them give you their answer and record it under Person 2. Continue this process for up to 4 people, using the "most recent birthday" criteria to select which 4 people if there are more than 4 in the vehicle or group.

Q25. Now I would like to collect age and gender information on everyone in your group.

- ❑ Record everyone in group-if more than 4 people do 1st four with most recent birthday.

1. Record gender and age for person being interviewed
2. Record gender and age for person 2
3. Record gender and age for person 3
4. Record gender and age for person 4

Direct remaining interview questions back to original person being interviewed. Hand them the flash card for Q26-27.

- ❑ Have them call out the number in ( ) next to their answer choice. NOTE: The exact wording and response order for race and ethnicity are predefined; the presentation here follows those guidelines. There is no approved alternative wording for these questions. Hispanic/Latino is considered an ethnicity, not a race.

Q26. Are you? Select one.

- ❑ (1) Hispanic or Latino(a)
- ❑ (2) Not Hispanic or Latino(a)
- ❑ (3) Refused

Q27. With which racial group(s) do you most closely identify? Select all that apply.

- ❑ (1) American Indian/Alaska Native

- ❑ (2) Asian
- ❑ (3) Black/African American
- ❑ (4) Native Hawaiian or other Pacific Islander
- ❑ (5) White
- ❑ (6) Refused

Select to complete this interview: YES, this interview has been completed.

To start another interview, press the (+) button below and to the right. After pressing the (+) you will see the record number advance and might have to scroll up slightly to select the next interview form (basic, economic, satisfaction).

IF THIS WAS A NONPROXY SITE YOU ARE DONE UNLESS THIS INTERVIEW IS A SATISFACTION OR ECONOMICS INTERVIEW FORM.

e. Section 5: For PROXY Sites

The Field Interviewer needs to know the proxy code for the survey day (if applicable). This was recorded at the beginning of the survey day prior to any interviews being conducted. For proxy sites, the responses to these specific proxy code questions on the survey are needed to be able to convert the quarterly proxy count to visitation.

There are FOUR groups of questions listed under Section 5 of the basic interview form. The specific question you ask is based upon the TYPE of proxy code listed for the site. These include one set of questions for proxy codes RE1 and RE2; one set of questions for proxy codes FR1, ST1; one set of questions for RE4, DUR4, DUR5; and one set of questions for MA2, FR2, FR5, FE4, SUP4

Proxy Codes FE3, FR3, PTC1, PTC3, SV1, TB1, and TB3 will not have additional questions asked on the survey form.

For Proxy Codes RE1, RE2:

Q1. How many nights did your group stay here on this visit to this site or area?

- ❑ Record the total number of contiguous nights spent ➔ then ask Q2

Q2. How many people (including you) were in your group?

- ❑ Record the total number of people in the group.

For Proxy Codes FR1, ST1

Q1. What kind of ticket/pass did you use today?

- ❑ If "did not use one" fill in oval and ➔ SKIP Q2
- ❑ If "single day/ part of day pass" fill in oval and ➔ SKIP Q2
- ❑ If "multiple day (points, season, multi-day) fill in oval and ➔ ASK Q2

Q2. How many total days do you plan to use THIS ticket/pass THIS season?

- ❑ Record total number of days they plan to use the season pass this year.

For Proxy coodes RE4, DUR4, DUR5:
These questions calibrate the lodging or site nights sold information into total number of visitors.

Q1. How many nights were you here on this visit to this site?

- ❑ Record total number of nights

Q2. How many people including (including you) were with you in the site/room you used?

- ❑ Record total number of people in the room.

Codes MA2, FR2, FR5, FE4, or SUP4:

Q1. How many fee envelopes/permits/tickets were used to cover you on this visit to this site?

- ❑ Record the total number of fee envelopes or tickets the visitor used during their stay including those their friends or family may have used to pay for them as well.

Q2. How many people (including you) were represented by the fee envelopes, permits, tickets that covered you?

- ❑ Record the total number of people that were included on the fee envelope.

Select to complete this interview: YES, this interview has been completed.

To start another interview, press the (+) button below and to the right. After pressing the (+) you will see the record number advance and might have to scroll up slightly to select the next interview form (basic, economic, satisfaction).

Economics Questions

The Purpose of Economics Screening Questions is:

1. Gather the information needed to estimate the nonmarket benefits of recreation visits through Travel Cost Models,
2. Gather visitor spending amounts needed to estimate how recreation contributes to the economic region around NFS lands,
3. Household income, and
4. Attempt to gather information about use of specially designated areas.

Economics questions may be the most difficult part of the interview process. Some people do not like to talk about money or be asked about it. The flash cards used in this section will help retain the respondent's privacy even among a group of their peers.

Economics information is used by many people to make resource allocation decisions and planning decisions. For example, the amount of money they spend on recreation is a direct economic benefit to the

local community and may encourage businesses to carry certain types of supplies. Also the value of recreation is compared to the value of other resources such as wildlife and timber when making resource decisions.

Interviewer say: "This last series of questions are about your spending on this trip and your income. I realize some of these questions may be sensitive, but any information you provide is strictly confidential and is needed to help us determine how recreation on this forest contributes to the economy. You have every right not to answer, but it is really appreciated if you are willing to do so."

Q28a. If for some reason you had been unable to go to this National Forest for this visit, would you have?

Read visitor each answer choice and have them choose only one.

- ❑ If they say "Gone somewhere else for the same activity➔ GO TO Q28b
- ❑ If they say "Gone somewhere else for a different activity ➔ GO TO Q28b
- ❑ If they say "Come back another time" ➔ GO TO Q29
- ❑ If they say "Stayed home" ➔ GO TO Q29
- ❑ If they say "Gone to work at their regular job" ➔ GO TO Q29
- ❑ If they say "None of these" ➔ GO TO Q29

Q28b. About how far away from home is the place you would have gone instead of here?

- ❑ Record the total number of road miles from their home to this other place and if visitor doesn't know click button below then GO TO Q29

For Q29, Hand visitor the economics flash card and record each category. Enter a zero (0) if they didn't spend money on any category.

Interviewer say: "For the following categories, please estimate how much you (and other members of your party) will spend for your entire trip within 50 miles of here. Please round off to the nearest dollar."

Q29. Trip Expenditure

- ❑ If visitors say they "Don't Know" ➔ GO TO Q30
- ❑ If visitors say "Refused to Answer" ➔ GO TO Q30

- ❑ (1) Motel, Lodge, Cabin, F&B, etc.
- ❑ (2) Camping
- ❑ (3) Restaurants & Bars
- ❑ (4) Groceries
- ❑ (5) Gasoline and Oil
- ❑ (6) Local transportation (bus, shuttles, etc.)
- ❑ (7) Entry, Parking, or Recreation use Fees
- ❑ (8) Recreation & Entertainment (including guide fees, equipment rental)
- ❑ (9) Sporting Good Purchases
- ❑ (10) Souvenirs/clothing and Other Misc.

The digital form adds up these answers and it will say: Total trip expenditure within 50 miles of this site and give the total. This is needed for Q30 to be answered correctly as it needs to be a larger number.

Q30. In total how much did you and other people in your vehicle spend on this entire trip, from the time you left home until you return home?

- ❑ Record total TRIP expenditure for entire GROUP. This total can't be less than the sum of the trip expenditures within 50 miles of this site.

- ❑ If visitors say "Don't Know" ➔ GO TO Q31
- ❑ If visitors say "Refused to Answer" ➔ GO TO Q31

Interviewer: Hand visitor flash card for Q31. This question is ONLY for the original respondent and their household and may not apply to the whole group. To retain the respondent's privacy have them tell you the number to the left of their income category.

Q31. What is your annual household income?

- ❑ Record the visitor's response by filling in the appropriate income oval.

- ❑ (1) under $25,000
- ❑ (2) 25,000-49,999
- ❑ (3) 50,000-74,999
- ❑ (4) 75,000-99,999
- ❑ (5) 100,000-149,999
- ❑ (6) 150,000 or over
- ❑ (7) Don't know
- ❑ (8) Refused to answer

For Q32, Hand visitor the economics flash card.

Interviewer say, "Due to our interest in understanding off-highway vehicle use and in providing better facilities, we would like to know if you used any of the following on your National Forest visit. Please choose all that apply."

- ❑ Fill in the oval for each item on the list the visitor says they participated in or used during THIS national forest visit.
- ❑ (1) Motorized single track trails
- ❑ (2) Motorized dual track trails
- ❑ (3) Designated off-road vehicle area
- ❑ (4) forest roads that require high clearance vehicles
- ❑ (5) Scenic Byways
- ❑ Visitor center or museum
- ❑ (7) Interpretive site
- ❑ (8) Forest Service office or information station
- ❑ (9) Swimming area
- ❑ (10) Developed fishing site or dock
- ❑ (11) NONE OF THESE

Select to complete this interview: YES, this interview has been completed.

To start another interview, press the (+) button below and to the right. After pressing the (+) you will see the record number advance and might have to scroll up slightly to select the next interview form (basic, economic, satisfaction).

Satisfaction Questions

Purpose of Satisfaction Screening Questions is to:

1. Gather information on visits with disabilities and accessibility,
2. Measure overall crowding,
3. Measure overall satisfaction with road and signage conditions, and
4. Gather satisfaction and importance (importance-performance analysis data) for a series of site-level items.

The purpose of these questions is to find out if the facilities and services provided on your forest are accessible to visitors, and if visitors thought the facilities were overcrowded. The visitor also rates their satisfaction or dissatisfaction with a variety of facilities and services offered. This information helps the program manager target limited funding to improving areas of service that are most important to visitors.

Q28a. The Forest Service wants to make sure they provide recreation opportunities for everyone including those with disabilities. Does anyone in your group have a disability?

- ❑ If No ➔ GO TO Q29
- ❑ If Yes ➔ GO TO Q28b

Q28b. Were the facilities or areas you visited accessible?

- ❑ If No ➔ GO TO Q29
- ❑ If Yes ➔ GO TO Q29

Hand visitor flash card with crowding scale for Q29. Make sure they answer the question for the site or area they are at, not for their whole National Forest experience.

Q29. We are also interested in what you thought about the number of people who were using this area for recreation today. Please rate your perception on a scale of 1 to 10, where 1 means there was hardly anyone else there, and 10 means that you thought the area was very over crowded.

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 10.
- ❑ (1) Hardly anyone else there (2) (3) (4) (5) (6) (7) (8) (9) (10)Over Crowded

Hand visitor satisfaction flash card then say: I would like you to rate your satisfaction with each item on this list, with one meaning very dissatisfied and five meaning very satisfied. And then rate how important that item is on this visit, with 1 as very unimportant and 5 as very important.

Q30a. Adequacy of signage on this forest as a whole

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q30b. Signage Importance

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q31a. Condition of roads on this forest as a whole

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q31b. Road condition importance

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

For items 32-44 have visitor rate item ONLY for the site or area at which you are interviewing them. It is helpful to repeat the words "at this site" or "at this area" or "in this Wilderness" as you say each item.

Q32a. Scenery at this site/area

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied

- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q32b. Importance of Scenery

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q33a. Condition of the natural environment

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q33b. Importance of the natural environment condition

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q34a. Available Parking

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q34b. Importance of available parking

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q35a. Parking lot condition

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q35b. Importance of the parking lot condition

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q36a. Cleanliness of restrooms

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q36b. Importance of restroom cleanliness

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q37a. Condition of developed recreation facilities

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q37b. Importance of the condition of developed recreation facilities

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q38a. Condition of forest roads

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q38b. Importance of forest road condition

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q39a. Condition of forest trails

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q39b. Importance of forest trail conditions

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q40a. Feeling of safety

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q40b. Importance of feeling safe

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q41a. Helpfulness of employees (not interviewer)

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q41b. Importance of employee helpfulness

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q42a. Availability of interpretive/educational displays, signs and exhibits

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q42b. Importance of interpretive/educational displays, signs and exhibits

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q43a. Value for fee paid (for fee sites only, this question only populates for certain proxy sites)

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied

- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q43b. Importance of fee paid value (for fee sites only)

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q44a. Availability of information on recreation about this site

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q44b. Importance of site information availability

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

Q45a. Adequacy of signage to this site

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very dissatisfied
- ❑ (2)Somewhat dissatisfied
- ❑ (3)Neither Dissatisfied nor Satisfied
- ❑ (4)Somewhat Satisfied
- ❑ (5Very Satisfied
- ❑ N/A

Q45b. Importance of signage adequacy

- ❑ Record the respondent's rating by filling in the oval with the number they give you between 1 and 5.
- ❑ (1) Very Unimportant (2) (3) (4) (5)Very Important

View Corridor Form (Traffic Observation & Interviews)

After the Field Interviewer opens the View Corridor digital form in the Survey 123 app and chooses "Collect" the following steps need to be taken to identify and populate the survey site on the digital interview forms. This information will only be asked one time during the survey day at the beginning of the survey period. This section replaces the paper "daily summary form" used in Rounds 1-4.

- **Interviewer Name.** Insert your first and last name in the first field. No initials or nicknames.
  - **QR CODE**. **Scan the QR code for the assigned survey day from the Fieldwork Schedule.** ***It is critical that the correct QR code is scanned.***

  All of the following fields should populate after you scan the QR Code: Region, Forest, District, Site Number, Site Name, Site Type, and Proxy type
- **USE LEVEL.** The Fieldwork Schedule lists the use level for non-proxy sites. You need to insert the use level on the digital form.
- **PROXY or Non-Proxy Site?** This automatically populate
- Is this a **substitute day**? YES/NO. If the answer is yes, you will insert the original survey day date next.
- **Select Current Time.** Your tablet is set to the time zone you are in and the date and time will populate.
- **Will there be interviews at this site TODAY?** Choose yes or no. Only sites with safe interview locations will be "YES"

Below are the screens you will see if "YES" interviews will be conducted is chosen. If "NO" for no interviews is chosen then see protocol in Chapter 7 for view corridor survey day without interviews.

a. Period 1. Traffic Count (1 hour)

Conduct hand tally counts for a period of one hour. Conduct commercial vs. non-commercial counts for one hour or until either a commercial or non-commercial count reaches 100.

Commercial Traffic Count (The count cannot be more than 100 for either commercial or non-commercial traffic)
(-) or (+)

Non-Commercial Traffic Count (the count cannot be more than 100 for either commercial or non-commercial traffic)
(-) or (+)

Hand Tally End Count
(-) or (+)

b. Period 2. Interview (2 hours)

Interviews. Click below to begin a new interview

Interviewer say: "The Forest Service is conducting interviews of visitors traveling this route. The information collected will help us better understand why people travel this route. The information will be

used in some management decisions forest managers have to make. Your participation is voluntary and your answers are confidential."

Q1. Would you be willing to take a few minutes to participate in this interview?

YES (they agree to be interviewed) ➔ GO TO Q2.

NO ➔(they do not agree to be interviewed) say "Thank you for your time." Then, on the digital form select YES, interview has been completed. Directions on the screen tell you to select the plus button to populate a new interview form. Wait until the next forest visitor agrees to be interviewed then select the next type of interview form to use, insert the time of day and hand tally count. The introduction script above will appear and you should start the interview.

Interviewer say, "Who has the most recent birthday and is 16 years old?" (Interview them)

Q2. What is the primary purpose of your visit through this area?

Choose only one.

- ❑ Working or commuting to work
- ❑ Only stopping to use the bathroom
- ❑ Only passing through, going somewhere else
- ❑ Some other reason
- ❑ Recreation

Q3. What is the major reason you chose this route? Do not read list or prompt visitor-if their answer mentions anything related to scenery select first option

- ❑ View scenery, wildlife, etc.
- ❑ Some other reason

Q4. Did you or do you plan to go to any other places on the (say Forest name) National Foresest to recreate or view scenery today?

Choose only one.

- ❑ No
- ❑ Yes
- ❑ Don't Know

Q5. What is your home zip code?

If visitor is not from U.S. or doesn't know their zip code select from options below

Visitor doesn't know their home zip code

- ❑ Don't Know

OR, if visitor is from a different country select one.

- ❑ Interviewee is from Canada
- ❑ Interviewee is from Mexico
- ❑ Interviewee is from South or Central America
- ❑ Interviewee is from Asia
- ❑ Interviewee is from Europe
- ❑ Other

Q6. How many people (including you) traveled here in the same vehicle as you?
Fill in the gray box with the answer.

Q7. How many of those people are less than 16 years old?
Fill in the gray box with the answer.

Hand visitor flash card. Ask them to call out the number next to their answer

Q8. What is your age?

- ❑ (1) under 16
- ❑ (2) 16-19
- ❑ (3) 20-29
- ❑ (4) 30-39
- ❑ (5) 40-49
- ❑ (6) 50-59
- ❑ (7) 50-69
- ❑ (8) 70+

Q9. Gender

- ❑ Male
- ❑ Female

Q10. Are you? Choose one.

- ❑ (1) Hispanic or Latino(a)
- ❑ (2) Not Hispanic or Latino(a)
- ❑ Refused

Q11. With which racial group(s) do you most closely identify? Please choose one or more.

- ❑ (1) American Indian/Alaska Native
- ❑ (2) Asian
- ❑ (3) Black/African American
- ❑ (4) Native Hawaiian or other Pacific Islander
- ❑ (5) White
- ❑ (6) Refused

Interviewer say: Thaat is the end of the interview. Thank you for your time.

Select to complete this interview

- ❑ Yes, this interview has been completed.

Would you like to begin the 2nd traffic count period?

- ❑ Yes

c. Period 3. Traffic Count

Conduct hand tally counts for a period of one hour. Conduct commercial vs. non-commercial counts for one hour or until either a commercial or non-commercial count reaches 100.

Commercial Traffic Count (The count cannot be more than 100 for either commercial or non-commercial traffic)

(-) or (+)

Non-Commercial Traffic Count (the count cannot be more than 100 for either commercial or non-commercial traffic)

(-) or (+)

Hand Tally End Count

(-) or (+)

When the second traffic count period is complete, remember to navigate back up to the interview section and begin interviewing for your final 2 hours.

Interview Form

Click below to begin a new interview

- ❑ Start new interview

d. Period 4. Interviews (2 hours)

See the questions in b. Period 2. Interviews (2 hours) above.

End of 6 hour Observation Period- finalize the survey day.

Q1. Please select the time you ended the interview period

Enter date and time in the gray box

Q2. How many minutes did you spend on break?

Enter minutes in the gray box

Q3. Total survey (time in hours)

This is automatically added up and will appear in the gray box

Q4. Please use the text ox at the bottom of this survey to explain why your survey day was shortened (if applicable) to less than 6 hours.

Q5. How many interviews were conducted THIS day?

This is automatically added up and will appear in the gray box

Q6. Please tell us if you had any issues with the survey or any other information about your survey day.

Enter text in the gray box

Burden and Non-Discrimination Statement

File Code: 1380-4
(OMB 0596-0110, Exp. 12/31/2020)
Date:

Dear Visitor:

You have been asked to participate in the Forest Service's National Visitor Use Monitoring survey. An interviewer will ask you a series of questions regarding your recent visit to a national forest or grassland. You may decline to participate in this survey.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0110. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Según el Acto de la Reducción de Papeleo de 1995, una agencia no puede conducir ni patrocinar, y ninguna persona no esta obligado responder a, una colección de información a menos que la información tenga un número valido de control de OMB. El numero valido de control de OMB para esta colección de información es 0596-0110. El tiempo necesario para completar esta información esta calculada a ten minutos para cada repuesta, lo cual incluye el tiempo necesario para repasar las instrucciones, buscar los fuentes de datos, acumular y mantener los datos necesarios y completar y repasar la colección de información.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

En todos sus programas y actividades, el Departamento Federal de Agricultura (USDA) prohíbe la discriminación basada sobre raza, color, origen, edad, minusvalía y, si aplicable, sexo, estado civil, estado familiar, estado de los padres, religión, orientación sexual, información genética, afiliación política, represalia, o porque parte o todo el ingreso de una persona provenga de un programa de asistencia pública. (No todas las bases prohibidas se aplican a todos los programas). Personas con desventajas físicas que necesiten medios alternos de comunicación para informarse sobre los programas (Braille, letra de imprenta tipo grande, cintas audio, etc.) deben contactar el Centro TARGET del USDA en el (202) 720-2600 (teléfono y TDD). Para registrar una queja de discriminación, escriba a: USDA, Director Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC, 20250-9410, o llame al 202-720-5964 (audio o TDD). El USDA s e acata a las leyes de igualdad de oportunidad en el empleo.

Thank you for your time.

Appendix A: Check List, Preparing for Fieldwork

Quick Reference: **NVUM Forest Coordinator Tasks**

Prepare for Fieldwork, Fiscal Year Prior to the Survey Year

October-November-January

- ☐ Quarterly NVUM Forest Coordinator Call (October and January)
- ☐ Inventory Design Workshop Set Up (work order, dates)

March-April

- ☐ Inventory Design workshops
- ☐ Quarterly NVUM Forest Coordinator Call
- ☐ Interview Survey Crews – Decide and start the process for hiring either/or contractor or partner crews and/or Forest Service crews

May

- ☐ Interview Survey Crews – see above, continued….
- ☐ Contract or Partner Survey Crews – start early to work with Contract Officer or Grants and Agreements staff

June

- ☐ Fieldwork Schedule – review and send comments to don.english@usda.gov
- ☐ Webinar – attend the Forest Coordinator National Webinar (same 2 day trg, offered in July)
- ☐ Mobile Data Collection – purchase tablets or decide if the contractor or partner will supply these

July

- ☐ Interview Survey Crews – see above, continued… work toward finalizing contracts and agreements and hiring FS crews to start October 1
- ☐ Webinar – attend the Forest Coordinator National Webinar (same 2 day trg offered in June)

August

- ☐ Interview Survey Crews – Finalize contracts and agreements and hiring FS crews
- ☐ Webinar – Train the Trainer or Interviewer Training – attend and invite your contractor and partners and FS CORS and crews (same 2 day training offered in September)
- ☐ Supplies – Trucks/Uniforms for FS crews; highway signs & stands for all crew types
- ☐ Mobile Data Collection Supplies – Administrator User Guide, Interviewer User Guide, 2 AGOL NVUM Profiles, Survey 123 app and digital forms, Tablets, QR Code Packet

September

- ☐ Webinar – Train the Trainer or Interviewer Training – attend and invite your contractor and partners and FS CORS and crews (same 2 day training offered in August)
- ☐ Mobile Data Collection – set up tablet (if FS owned) with Survey 123 app and download the digital forms to tablet; Interviewer User Guide, Regional Interviewer AGOL NVUM profile, QR Code Packet
- ☐ Mobile Data Collection – NVUM Operations Dashboard and Administrator User Guide; Regional Forest Coordinator AGOL NVUM Profile
- ☐ Fieldwork Schedule and Back Up Schedule (final)
- ☐ Contract or Agreement (signed, finalized) – get them supplies
- ☐ Job Hazard Analysis
- ☐ Law Enforcement Plan
- ☐ Press Release
- ☐ Department of Transportation (state, county) permissions
- ☐ Proxy Information Notifications/Letters – contact resorts (lodges, ski), concessionaires and internal FS Collection Officers (developed sites)- this could be done in October
- ☐ Flash Cards for multiple choice survey questions
- ☐ Site Directions and comments downloaded from Inventory Design Site

Appendix B: Check List, Managing the Program

Quick Reference:

NVUM Forest Coordinator Tasks

Managing the Program, During the Survey Year

October-November

- ☐ Quarterly NVUM Forest Coordinator Call
- ☐ Quality Assurance Checks
- ☐ NVUM Operations Dashboard

December

- ☐ NVUM Operations Dashboard
- ☐ Train new crew members (if needed)
- ☐ 1st quarter Proxy Data is due next month

January

- ☐ Quarterly NVUM Coordinator Call
- ☐ NVUM Operations Dashboard
- ☐ First Quarter Proxy Reports Due by Jan 31 (record these in the Inventory Design site)
- ☐ Special Use (Event/Organization Camp)Reports Due by Jan 31 (send to don.english@usda.gov)

February

- ☐ NVUM Operations Dashboard

March

- ☐ NVUM Operations Dashboard
- ☐ Train new crew members (if needed)
- ☐ 2nd quarter Proxy Data is due next month

April

- ☐ Quarterly NVUM Coordinator Call
- ☐ NVUM Operations Dashboard
- ☐ Second Quarter Proxy Reports Due by April 31 (record these in the Inventory Design site)
- ☐ Special Use (Event/Organization Camp)Reports Due by April 31(send to don.english@usda.gov)

May

- ☐ NVUM Operations Dashboard
- ☐ Training for new crew members (if needed)
- ☐ Quality Assurance Checks

June

- ☐ NVUM Operations Dashboard
- ☐ Quality Assurance Checks
- ☐ 3rd quarter Proxy Data is due next month

July

- ☐ NVUM Operations Dashboard
- ☐ Quality Assurance Checks (8 total for the year should be done now)
- ☐ Third Quarter Proxy Reports Due by July 31 (record these in the Inventory Design site)
- ☐ Special Use (Event/Organization Camp)Reports Due by July 31 (send to don.english@usda.gov)

August

- ☐ NVUM Operations Dashboard

September

- ☐ NVUM Operations Dashboard
- ☐ 4th Quarter Proxy Data is due at the end of October

October (next fiscal year)

- ☐ Quarterly NVUM Coordinator Call
- ☐ NVUM Operations Dashboard
- ☐ Fourth quarter Proxy Reports Due by Oct 31 (record in Inventory Design Site)
- ☐ Special Use (Event/Organization Camp) Reports Due by Oct 31 (send to don.english@usda.gov)
- ☐ Close out Contracts and Agreements
- ☐ Collect Tablets, User Guides, Signs & Stands and other supplies and equipment from Interviewers and Contractors or Partners.

October-April

- ☐ WO may ask you for clarification and to review data as they process the surveys

Appendix C: Job Hazard Analysis

U.S. Department of Agriculture Forest Service	1. WORK PROJECT/ACTIVITY **Data Collection/Interviews**	2. LOCATION	3. UNIT
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)	4. NAME OF ANALYST	5. JOB TITLE **NVUM Field Manager**	6. DATE PREPARED

7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE
Field work	**Driving to/from work site, working outside in any weather conditions.** **Driving during evening hours. No interviews after dark. See Law Enforcement Plan.**	• **Conduct and document trailgate safety sessions for new or inexperienced employees.** • **Make sure equipment is in good working condition and is suitable for the planned work.** • **Observe local sign in/out procedures. Be specific about when you will return and route you will follow when returning to station.** • **Maintain radio/cell phone contact at all times.** • **Maintain a clean windshield.** • **Drive defensively and with lights on.** • **Be prepared for sudden weather changes (ice, snow, rain, etc.).** • **Take breaks at least every two hours, or when necessary (sleepy or tired).** • **Wear proper clothing, footwear, and hardhat.** • **Be alert for poor footing, loose bark, and hazards associated with stream crossing, wet logs, grasses, and needles.** • **Carry bee sting kit if allergic to insect stings.** • **Know your physical capabilities when in hazardous and/or remote areas.** • **Field going personnel should have First Aid and CPR training.** **If employee does not return at expected time, supervisor must begin efforts to locate employee. This will include calling employee's home, radioing employee, driving to last known work site along planned route. If unsuccessful in locating employee, formal search will begin.** • **If returning after hours, call supervisor when you return to station.** * **Do not handle dead animals, especially birds if found near interview sites.** * **Use insect repellent to deter mosquitoes and ticks especially in areas with known Black Nile virus or Lyme disease**
Setting up and removing traffic counters	**Working near moving vehicle traffic.** **Flying gravel from moving vehicles.**	• **Wear bright orange safety vest to increase visibility to traffic.** • **Set up bright orange traffic cones on each side of installation area.** • **Post extra person as a traffic lookout in heavy use areas.** **Wear safety glasses while installing/removing traffic counters.**
Pulling moving traffic to interview location	**Working near moving vehicle traffic.**	• **Post 2 traffic signs at least 150 feet BEFORE the traffic pull-off site. One should read "STOP AHEAD" and the other should read "VOLUNTARY RECREATION USE SURVEY AHEAD".**

The interview	**Dangerous or un-cooperative visitor.**	• **Place at least 4 traffic cones near interview point. One before the pull-off, 1 after the pull-off, and 2 between where the recreation vehicle will stop and the flow of ongoing traffic.** • **Wear bright orange safety vest at all times when flagging vehicles over.** • **Do not force vehicles to stop. If someone is not slowing down, do not attempt to stop them for an interview.** • **When a vehicle is pulling into the pull-off or exiting the pull-off, stand well back from the vehicle (Beware, sometimes trailers are wider than the vehicle pulling them).** • **Have the vehicle pull well off the roadway, as far from the traffic flow as practical.** • **If the visitor does not want to participate in the interview, do not delay letting them leave.** • **At anytime during the interview process, if employee feels threatened or uncomfortable, excuse yourself from visitor and walk to your own vehicle. Immediately call for help on radio or cell phone.** • **If suspicious persons are stopped, allow them to leave. Take vehicle license number and direction of travel if possible.**
	Standing all day in any type of weather.	• **Wear comfortable shoes.** • **Wear appropriate clothing for weather conditions, taking in to account the inactivity of standing.** • **Drink plenty of water, at least 2 quarts per day.** • **Eat healthful food.** • **Take a break for at least 15 minutes every 2 hours.** • **Walk around. Stretch legs, back, arms, and hands. Sit during breaks.** • **During lightening storms return to vehicle and wait until all danger has passed before continuing interviews.** • **Be extra careful during rain, fog, or snow conditions. Use 2 people for traffic stops and wear bright, visible rain gear.** • **use emergency flashers.**

10. LINE OFFICER SIGNATURE	11. TITLE **Forest Supervisor**	12. DATE

Appendix D: Law Enforcement Plan

National Visitor Use Monitoring Law Enforcement Plan

Voluntary Traffic Stops to Conduct Interviews

Introduction

The _____ National Forest is participating in the National Visitor Use Monitoring program. The Forest will be conducting exit interviews of recreation visitors. These interviews will take place by asking recreation visitors to voluntarily pull off forest roads to a designed interview point. Some interviews will be conducted in parking lots of developed sites, such as ski areas and visitor centers. These interviews will occur from October 1, 2020 through September 30, 2021.

Purpose

The purpose of the National Visitor Use Monitoring program is to estimate recreation use on National Forest System lands in a statistically valid way. The data obtained will provide estimates of recreation use at the Forest, Regional, and National levels. This information will be used in all levels of planning, from Forest plans to Congressional inquiries.

Information collected from the visitor includes: purpose of their visit to the National Forest; types of recreation activities they participated in; general location of where they recreated; primary recreation activity; length of stay; number of people per vehicle and their age, gender, state, county, and country of origin.

Interview Process

Voluntary roadside interviews will be conducted during daylight hours only. A Forest Service authorized person (employee, volunteer or contractor) will select safe interview locations along forest roads. A training manual assists in proper selection of safe interview sites. Signing along the roadway will notify visitors to; 1) slow down, and 2) that a voluntary recreation use survey is in progress. The employee will then flag over target vehicles for the interview. Once the interview is completed the visitor will be allowed to return to the roadway at their own discretion.

- If a vehicle refuses to stop, no attempt will be made to stop it.
- If the visitors in the stopped vehicle do not wish to participate in the survey, they will be allowed to leave without further questioning.
- No vehicle license plates will be recorded. No names will be taken.
- Each interview takes approximately 10-15 minutes. The number of vehicles pulled over for interviews will vary considerably from site to site and day to say depending on traffic volume. A minimum of 10 interviews is desired.
- There will be no roadblocks. Vehicles not being interviewed will be allowed unobstructed travel in both directions on the road.

Road Interview Locations

The location of the road and other interview points are:

INTERVIEW LOCATIONS	DATES OF INTERVIEWS
(see attached Fieldwork Schedule)	

Approval

I approve the _____ National Forest's participation in the NVUM project and the use of roadside interviews at the above locations from October 1, 2020 through September 30, 2021.

_____ Date: _____

FOREST SUPERVISOR

Appendix E: Press Release

Public Surveys on the (insert Forest) National Forest

Contact(s): PAO name, (605) xxx-xxxx

City, State - The public will encounter contract employees working on the (forest name) National Forest in developed and dispersed recreation sites and along forest service roads. They will be out in all types of weather conditions, wearing bright orange vests and be near a sign that says "Traffic Survey Ahead".

The National Visitor Use Monitoring (NVUM) survey is being conducted on the (forest name) National Forest that began in October of (2020) and will go through Sept 30, (2021). The information gathered is useful for forest planning as well as local community tourism planning. It provides National Forest managers with an estimate of how many people actually recreate on the National Forest, what activities they engage in while there and how satisfied people were with their visit. Economic impact to the local economy is also captured in the survey.

The survey gathers basic visitor information. Surveys are voluntary and all responses are confidential; names are not included. Interviews last about 10 minutes. Questions asked include: where you recreated on the Forest, how many people traveled with you, how long you were on the Forest, what other recreation sites you visited while on the Forest, and how satisfied you are with the facilities and services provided. About a third of the visitors will be asked to complete a confidential survey on recreation spending during their trip.

"Although the survey is entirely voluntary, participation is extremely important so we can assess visitor experiences on the Forest and strive to make it a better place to visit," said (insert name), Forest Recreation Program Manager on the (forest name) National Forest. "We would appreciate it if visitors would pull over and answer a few questions. It's important for interviewers to talk with local people using the forest, as well as out-of-area visitors, so all types of visitors are represented in the study." Information about the National Visitor Use Monitoring program can be found at **https://www.fs.fed.us/recreation/programs/nvum/**

For more information on the (forest name) National Forest, visit **http://www.fs.usda.gov**

-USDA-

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Appendix F: Permission Request, Department of Transportation

Dear Road Manager,

The USDA Forest Service is conducting a National Visitor Use Monitoring program (NVUM) in our area this year. The purpose of this program is to develop a statistically accurate estimate of how many people use our National Forest for recreation. One of the activities we have difficulty counting is viewing scenery on the National Forest while driving roads not managed by our agency. We would like to estimate the proportion of people traveling selected roads, who choose the road to view National Forest scenery. The information we are gathering will be very useful to our forest planning efforts as well as helping Congress and our Washington Office planning staffs. It also provides information helpful to tourism-based communities.

We need your help in developing these estimates. Several sample days have been selected for some of the roads you manage. On these days we plan to count and observe traffic and interview travelers at rest areas or other locations designated for vehicles to safety pull off the road. On-site interviewing and observations of traffic are conducted for 6 hours at specific rest. Interviewers will not stop or direct traffic. The Federal Office of Management and Budget has approved the interview form for onsite interviews. Our interviewers have been trained to conduct interviews and exercise basic safety precautions when working on roads. The signs used have been approved by our engineers for these specific situations. We are asking your permission to conduct interviews at the locations on the dates specified in the attached survey schedule document.

We also have a few questions we would like you answer to help us get a better estimate of traffic volume along specific roads. Do you know of any recent (last 5 years) traffic studies or surveys that have been conducted along these roads? If so, please send the information to the address on this letter.

Road Name/ Number
(Forests- list or highlight the Fieldwork Schedule survey days for VIEW & GFA non-agency roads)

Review the following list of dates and places the Forest Service would like to conduct interviews and traffic counts. If your agency grants us permission to conduct the project write YES in the column labeled "permission granted". If your agency does NOT grant permission please write NO in this column. At the bottom of the list sign your name and date.

Road Name/Number	Location	Date of Survey	Permission y/n
(see attached Fieldwork Schedule)			

The _____agency agrees to allow the USDA Forest Service, <***Forest Name>,*** to conduct on-site surveys and road counts on the above listed roads on the dates specified.

_____

Name Position Title Date

If you have questions or concerns about this project please contact, (name of NVUM Forest Coordinator) at (xxx)-xxx-xxxx or email name@usda.gov. We are looking forward to hearing from you.

Sincerely,

FOREST SUPERVISOR

Appendix G: Proxy Site Data Request Letter

Date: September 14, 2019

Dear Resort Permit Holder:

The Shoshone National Forest is participating in a nationwide Recreation Use Survey beginning October 1, 2018, and extending through September 30, 2019. This survey will ask visitors to provide information on how they use National Forest System lands, their level of satisfaction with the facilities provided and how much they spend on their trip. Information collected in this national survey will be used in local Forest planning, at the state planning level, and even by Congress.

Your help is needed to provide some specific visitor use information from your site in order for the forest to accurately complete this Recreation Use Survey. Please report the information on the chart below to me on a quarterly basis for the period of October 1, 2018 through September 30, 2019. The following table lists the specific reporting requirements needed for your authorized special use permitted facility.

Dates to Collect Data	**Registration Forms for Number of Room Nights Sold**
From 10/01/2018 to 12/31/2018	
From 01/01/2019 to 03/31/2019	
From 04/01/2019 to 06/30/2019	
From 07/01/2019 to 09/30/2019	

Please complete the above form and provide a copy to <NVUM Forest Coordinator name and address> within one week of the end of each quarter which ends on December 31, 2018, March 31, 2019, June 30, 2019 and September 30, 2019. This information is critical to the success of the National Visitor Use Monitoring project.

In addition to the quarterly use report above, Forest Service employees will be conducting personal interviews with forest visitors. A random sample of interview sites is scheduled and may or may not include your special use permit. If an interview is scheduled for your special use permitted area, the interviewer will work with you to minimize any disturbance to your customers.

I appreciate your assistance in providing the required visitation data this year and I look forward to working with you to accomplish this survey. Please contact <Forest Coordinator name> at <phone number and email address> if you have any questions or concerns.

Sincerely,

FOREST SUPERVISOR

Examples of Proxy Code definitions and how to change the table in the middle of the letter to fit the specific proxy code assigned to the resort, concessionaire, road agency survey site.

Registration Forms – RE2

Dates to Collect Data	**Number of Small Groups, 1 Registration Form = 1 Group**
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Registration Forms – RE4

Dates to Collect Data	**Number of Room Nights Sold 1 Registration = 1 Room Night**
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Daily Use Record – DUR4

Dates to Collect Data	**Number of Sites Occupied (Record of sites occupied on a daily basis was kept)**
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Fee Envleopes – FE3

Dates to Collect Data	**Number of Fee Envelopes Collected**
From 10/01/2019 to 12/31/2020	
From 01/01/2020 to 03/31/2020	
From 04/01/2020 to 06/30/2020	
From 07/01/2020 to 09/30/2020	

Appendix H: Equipment List

NVUM Equipment List

- ☐ NVUM Field Guide (August, 2019) or the latest version available
- ☐ Mobile Data Collection Interviewer User Guide
- ☐ Regional Interviewer NVUM AGOL Profile (username/password)
- ☐ QR Code Packet
- ☐ Fieldwork Schedule
- ☐ Flash Cards – for multiple choice questions
- ☐ Site Directions and Comments – (from NRM NVUM Inventory Design database)
- ☐ Tablet (charger, stylus) – set up with Survey123 app and digital forms
- ☐ Hand Counter (“clicker”)- to count all exiting traffic
- ☐ Highway Signs and Stands
- ☐ Safety Vest
- ☐ Forest Maps (optional)
- ☐ Calendar (optional but helpful to determine days forest visitor arrived or will depart)
- ☐ Radio and Cell Phone
- ☐ Law Enforcement Numbers: Sheriff, Forest Service LEOs

Appendix I: Flash Cards, English and Spanish

5 Flash Cards for use with Multiple Choice Questions

Questions 11 and 12 (All Surveys)

- Fishing- all types
- Hunting- all types

VIEWING & LEARNING NATURE & CULTURE

- Viewing/photographing wildlife, birds, fish, etc.
- Viewing/photographing natural features such as scenery, flowers, etc.
- Visiting historic and prehistoric sites/areas
- Nature Study
- Visiting a nature center, nature trail or visitor center

NONMOTORIZED ACTIVITIES

- Hiking or walking
- Horseback riding
- Bicycling, including mountain bikes
- Nonmotorized water travel (canoe, sailing, raft, etc.)
- Downhill skiing or snowboarding
- Cross-country skiing, snowshoeing
- Other nonmotorized activities (swimming, games, and sports)

MOTORIZED ACTIVITIES

- Driving for pleasure on roads (paved, gravel, or dirt)
- Riding in designated off-road vehicle areas or on motorized trails
- Recreational and Target Shooting
- Snowmobile travel
- Motorized water travel (boats, ski sleds, etc.)
- Other motorized activities (endure events, games, plane, etc.)

CAMPING OR OTHER OVERNIGHT

- Camping in developed sites (family or group sites)
- Primitive camping (motorized)
- Backpacking, camping in unroaded areas
- Resorts, cabins, or other accommodations on Forest Service managed lands

OTHER ACTIVITIES

- Gathering mushrooms, berries, firewood, Christmas Trees or other natural products
- Relaxing, hanging out, escaping heat, noise, etc.
- Picnicking and family day gatherings in developed sites (family or group)
- **OTHER (write in activity)_____**

Question 16 (All Surveys)

Overall Satisfaction or Dissatisfaction

1. Very dissatisfied
2. Somewhat dissatisfied
3. Neither dissatisfied or satisfied
4. Somewhat satisfied
5. Very satisfied

Question 22 (All Surveys)

Types of lodging used within 50 miles of here:

ON this National Forest

- National Forest campgrounds ON this national forest
- Camping in the undeveloped area ON this national forest
- Cabins, lodges, hotels, or huts, etc., ON this national forest

OFF this National Forest

- Other public campground (Park Service, State Parks, County, etc.)
- Private campground NOT ON this national forest
- Rented home, condo, cabin, lodge, hotel, etc., NOT ON this National Forest
- Private home of a friend or relative
- A home, cabin, or condo that you own
- Other

Question 25 (All Surveys)

AGE

1. Under 16 years old
2. 16-19
3. 20-29
4. 30-39
5. 40-49
6. 50-59
7. 60-69
8. 70 or older

Question 26 (All Surveys)

Are you? (choose one)

1. Hispanic or Latino(a)
2. Not Hispanic or Latino(a)
3. Refuse

Question 27 (All Surveys)

With which racial group(s) do you most closely identify? *(please choose one or more)*

1. American Indian/Alaska Native
2. Asian
3. Black/ African American
4. Native Hawaiian or other Pacific Islander
5. White
6. Refused

Question 29 (Satisfaction Survey)

Crowding

1. **Hardly anyone there**
2.
3.
4.
5. **Neither uncrowded nor overcrowded**
6.
7.
8.
9.
10. **Overcrowded**

Questions 30 – 45 (Satisfaction Survey)

SATISFACTION SCALE

1. Very dissatisfied
2. Somewhat dissatisfied
3. Neither dissatisfied nor satisfied
4. Somewhat satisfied
5. Very satisfied

IMPORTANCE SCALE

1. Very unimportant
2. Somewhat unimportant
3. Neither unimportant nor important
4. Somewhat important
5. Very important

Question 29 (Economics Survey)

Money spent within 50 miles of here by you & your party by category for entire trip:

- ☐ Motel, lodge, cabin, Bed & Breakfast, etc.
- ☐ Camping
- ☐ Restaurants & Bars
- ☐ Groceries
- ☐ Gasoline & Oil
- ☐ Local Transportation (bus, shuttle, etc.)
- ☐ Entry, parking or recreation use fees
- ☐ Recreation & Entertainment (include guide fees, equipment rental)
- ☐ Sporting Good Purchases
- ☐ Souvenirs, clothing, & other miscellaneous

Question 31 (Economics Survey)

Annual HOUSEHOLD income

1. Under $25,000
2. $25,000 - $49,999
3. $50,000 - $ 74,999
4. $75,000 - $ 99,999
5. $100,000 - $149,000
6. $150,000 or over

Don't Know
Refused to Answer

Question 32 (Economics Survey)

Did you use any of the following on your National Forest visit?

1. Motorized single track trails
2. Motorized dual track trails
3. Designated off-road vehicle area
4. Forest roads that require high clearance vehicles
5. Scenic Byways
6. Visitor center or museum
7. Interpretive site
8. Forest Service office or information station
9. Swimming area
10. Developed fishing site or dock
11. None of these.

5 tarjetas Flash para su uso con preguntas de opción múltiple

Preguntas 11 & 12

- Pesca – todo tipo
- Caza – todo tipo

OBSERVAR & APRENDER DE LA NATURALEZA Y LA CULTURA

- Observar la vida silvestre, aves, peces, etc.
- Observar aspectos naturales tales como el paisaje, las flores, etc.
- Visitar sitios históricos y prehistóricos
- Estudio de la naturaleza
- Visitar un centro de naturaleza o un centro de visitantes

ACTIVIDADES NO-MOTORIZADAS

- Caminatas o paseos
- Montar a caballo
- Correr en bicicleta, incluso ciclismo de montaña
- Viaje no-motorizado por agua (Canoa, navegar en velero, en balsas, etc.)
- Esquiar con reloj o surf sobre nieve
- Esquiar a campo traviesa o caminar con raqueta de nieve
- Otras actividades no-motorizadas (natación, juegos, y deportes)

ACTIVIDADES MOTORIZADAS

- Manejar por placer en los caminos (pavimentados, en gravilla o de tierra)
- Montar en áreas designadas para vehículos todoterreno o en senderos motorizados
- Disparo sano recreativo y de destino
- Correr en moto para la nieve
- Paseos motorizados sobre el agua (botes, tablas de esquiar, etc.)
- Otras actividades motorizadas (eventos de enduro, juegos, botes de motor que van a altas velocidades, etc.)

ACAMPAR U OTRAS ACTIVIDADES DE PERNOCTAR

- Acampar en sitios desarrollados (sitios para familias o grupos)
- Acampar primitivo (motorizado)
- Campismo de mochila, acampar en áreas sin caminos
- Estación turística, cabañas u otros hospedajes en terrenos manejados por el Servicio Forestal (privados o del Servicio Forestal)

OTRAS ACTIVIDADES

Recoger hongos, pequeñas frutas, leña u otros productos naturales
Relajamiento, escapar del calor, del ruido, etc.
Usar merenderos y reuniones de grupos en sitios desarrollados (familia o grupo)
OTRO (Especifica)_____

Pregunta 16

Satisfacción o Insatisfacción general

1. muy insatisfecho
2. algo insatisfecho
3. ni insatisfecho ni satisfecho
4. algo satisfecho
5. muy satisfecho

Pregunta 22

Sobre alojamiento hasta un radio de 50 millas de aquí

En este Bosque Nacional (BN)

Áreas para acampar del BN

Acampar en áreas sin desarrollar **en** este bosque nacional

Cabañas, posadas, hoteles o albergues, etc. en este BN

FUERA de este BN (dentro de radio de 50 m)

Otras áreas de acampar públicas (Servicio de Parques, Parques Estatales, Condados, etc.)

Áreas de acampar privadas FUERA de este BN

Casa alquilada, condo, cabaña, posada, hotel, etc. FUERA de este BN

Casa privada de algún amigo o pariente

Una casa, cabaña o condominio de mi propiedad

Otro

Pregunta 25

EDAD

1. menos 16 años
2. 16-19
3. 20-29
4. 30-39
5. 40-49
6. 50-59
7. 60-69
8. 70 o más años

Pregunta 26

Es de orígen etnico español, hispano or latino?

No

Si

Rehusó

Pregunta 27

Favor de escoger las categorías que mejor describan su raza.

(Escoja una o más)

1. Blanca
2. Indio Americano/Nativo de Alaska
3. Asiática
4. Negro/Africano Americano
5. Hawaiano Nativo u otro isleño del Pacifico

Pregunta 29 NVUM Satisfaction Survey

Hacinamiento

1. Casi nadie
2.
3.
4.
5. ni casi nadie ni demasiado lleno
6.
7.
8.
9.
10. Demasiado lleno

Preguntas 30-45 NVUM Satisfaction Survey Round 5

Escala de Satisfecho

1. muy insatisfecho
2. algo insatisfecho
3. Ni insatisfecho ni satisfecho
4. Algo satisfecho
5. Muy satisfecho

Escala del importancia

1. Nada importante
2. Un poco importante
3. Ni poco ni algo importante
4. Algo importante
5. Muy importante

Pregunta 29 NVUM Economic Survey Round 5

Lo que usted y su grupo gastarán durante todo su viaje dentro de las 50 millas de este lugar:

Hotel, posada, cabaña, parador, etc.
Acampando
Restaurantes y barras
Comestibles
Gasolina y petróleo
Transportación local (autobuses, etc.)
Entrada, estacionamiento o tarifas de uso recreativo
Recreación y entretenimiento (incluya tarifa de guías y alquiler de equipo)
Compra de equipo deportivo
Souvenirs, ropa y otras misc.

Pregunta 31 NVUM Economic Survey Round 5

Ingreso annual de su familia

1. menos $25,000
2. $25,000 - $49,999
3. $50,000 - $ 74,999
4. $75,000 - $ 99,999
5. $100,000 - $149,000
6. más de $150,000
7. No sé
8. Rehusó contester

Pregunta 32 NVUM Economic Survey Round 5

1. Senderos motorizados de una sola vía
2. Senderos motorizados de doble vía
3. Zona designada para vehículos fuera de la carretera
4. Carreteras forestales que requieren vehículos de alto nivel
5. Scenic Byways
6. Centro de visitantes o museo
7. Sitio de interpretación
8. Oficina de Servicio Forestal o estación de información
9. Zona de baño
10. Sitio de pesca o muelle desarrollado
11. Ninguno de estos

Appendix J: Quality Assurance and Quality Control Forms

National Visitor Use Monitoring
Quality Assurance Mentoring Day Documentation

Directions: Please complete 6 mentoring, Quality Assurance and Compliance checks on the Survey Interviewer Crew throughout the survey year. Return the completed form to don.english@usda.gov within a week of the inspection.

Inspection Date: _____ Name: _____

Forest Name: _____

Survey Site Name: _____ Site Number: _____

Survey Interviewer Name: _____

Check All Items You Reviewed with the Interviewer:

- ☐ NVUM Field Guidebook
- ☐ Mobile Data Collection Interviewer User Guide
- ☐ Site Maps and Comments document (Inventory Design Site documents)
- ☐ Flash Cards
- ☐ Survey Site Set Up
- ☐ Hand Tally Counter Use
- ☐ Digital Form Use
- ☐ Uploading Surveys after the interview day

Did the Interviewer look presentable and approachable and were they wearing clothing that identified them with their company name as per contract or partner agreement (company name on shirt/vest/jacket/hat and nametag)? For a FS Interviewer - were they wearing a uniform?

Mentor's evaluation of Interviewer's proficiency and areas needing improvement:

Action Plan if Interviewer needs additional training:

National Visitor Use Monitoring
Quality Assurance Documentation for the Secret Shopper Day

Directions: Please complete 2 Secret Shopper Quality Assurance and Compliance checks on the Survey Interviewer Crew throughout the survey year. Return the completed form to don.english@usda.gov within a week of the inspection.

Inspection Date: _____ Name: _____

Forest Name: _____

Survey Site Name: _____ Site Number: _____

Type of Interview Form: _____Satisfaction _____ Economics _____ Short

Survey Interviewer Name: _____

1. Was the interviewer at the specified location at the correct time and date?

   Time – Yes No
   Date - Yes No

2. Did the interviewer appear well groomed and professional in appearance?

   Yes No Describe.

3. Was the overall survey set up identifiable as a government-run operation?

   Yes No Describe.

4. Were all necessary signs properly set up at the interview location?

   Yes No Describe.

5. Was the interview location a safe place to conduct interviews?

   Yes No Describe site layout.

6. Did the interviewer use the correct standard survey introduction with visitors at the beginning of the interview (introduction, purpose of survey, confidential, voluntary)?

   Yes No Describe.

7. If there was more than one person in the car or group, did the interviewer ask Q2 (most recent birthday) to select which person to interview?

Yes No – if no, which person in vehicle did they interview (driver, etc)_____

8. Did the interviewer ask the questions as written on the survey form throughout the interview?

Yes No

9. Did the interviewer speak clearly?

Yes No

10. Did the interviewer hand visitors the “flash cards” with answer choices for the multiple choice questions?

Yes No

11. If the visitor asked for clarification on any of the questions, did the interview demonstrate a good understanding of the question on the form?

Yes No

12. At the conclusion of the interview did the interviewer properly thank the visitor for their time and effort?

Yes No

13. Did the interviewer demonstrate a good understanding of the difference between questions about the site (page 1) and the national forest as a whole (pages 2-4)?

Yes No

14. Do you think the interviewer adequately captured your recreation experience in the way the administered the questions on the survey? If not, please explain.

Yes No

15. Did the interviewer skip any questions they should have asked? List all the questions they skipped or did not give you the full answer choices as printed on the survey form.

Yes No

16. Give your overall evaluation of this interviewer’s proficiency and address any areas needing improvement (use the back of the form if more space is needed).

Appendix K: Proxy Form, Special Use Recreation Event and Organizational Camp Data

Proxy Form: Recreation Event Special Use Permits & Organization Camp Permits

Region Number: _____

Forest Name and Number: _____

Directions: Collect this information from your forest or district permit administrator. Send the completed form each quarter before the due dates listed to don.english@usda.gov.

Record the Total Number of Participants					
Recreation Event Name or Organization Camp Name	**First Quarter Due Jan 31**	**Second Quarter Due Apr 30**	**Third Quarter Due July 31**	**Fourth Quarter Due Oct 31**	**Subunit**

Appendix L: Forest Survey Year Schedule

Region, Forest	Round 5	Round 6	Round 7
R1 Flathead	FY2020	FY2025	FY2030
R1 Beaverhead-Deerlodge	FY2020	FY2025	FY2030
R1 Lolo	FY2021	FY2026	FY2031
R1 Nez Perce	FY2021	FY2026	FY2031
R1 Clearwater	FY2021	FY2026	FY2031
R1 Lewis & Clark	FY2022	FY2027	FY2032
R1 Kootenai	FY2022	FY2027	FY2032
R1 Bitterroot	FY2022	FY2027	FY2032
R1 Custer	FY2023	FY2028	FY2033
R1 Helena	FY2023	FY2028	FY2033
R1 Dakota Prairie NG	FY2023	FY2028	FY2033
R1 Idaho Panhandle	FY2024	FY2029	FY2034
R1 Gallatin	FY2024	FY2029	FY2034
R2 Arapaho/Roosevelt & Pawnee	FY2020	FY2025	FY2030
R2 Rio Grande	FY2020	FY2025	FY2030
R2 San Juan	FY2021	FY2026	FY2031
R2 Pike San Isabel	FY2021	FY2026	FY2031
R2 Routt NF	FY2022	FY2027	FY2032
R2 White River	FY2022	FY2027	FY2032
R2 Bighorn	FY2023	FY2028	FY2033
R2 Medicine Bow	FY2023	FY2028	FY2033
R2 Nebraska	FY2023	FY2028	FY2033
R2 Black Hills	FY2024	FY2029	FY2034
R2 GMUG	FY2024	FY2029	FY2034
R2 Shoshone	FY2024	FY2029	FY2034
R3 Kaibab	FY2020	FY2025	FY2030
R3 Coconino	FY2020	FY2025	FY2031
R3 Cibola	FY2021	FY2026	FY2031
R3 Gila	FY2021	FY2026	FY2031
R3 Coronado	FY2022	FY2027	FY2032
R3 Prescott	FY2022	FY2027	FY2032
R3 Apache Sitgraves	FY2023	FY2028	FY2033
R3 Carson	FY2023	FY2028	FY2033
R3 Tonto	FY2024	FY2029	FY2034
R3 Sante Fe	FY2024	FY2029	FY2034
R3 Lincoln	FY2024	FY2029	FY2034
R4 Caribou-Tar	FY2020	FY2025	FY2030
R4 Sawtooth	FY2020	FY2025	FY2030
R4 Humboldt Toiyabe	FY2021	FY2026	FY2031
R4 Manti-LaSal	FY2021	FY2026	FY2031
R4 Ashley	FY2022	FY2027	FY2032

R4 Uinta - Wasatch-Cache	FY2022	FY2027	FY2032
R4 Bridger Teton	FY2023	FY2028	FY2033
R4 Fishlake	FY2023	FY2028	FY2033
R4 Payette	FY2023	FY2028	FY2033
R4 Boise	FY2024	FY2029	FY2034
R4 Dixie	FY2024	FY2029	FY2034
R4 Salmon Challis	FY2024	FY2029	FY2034

R5 Tahoe	FY2020	FY2025	FY2030
R5 Lake Tahoe Basin	FY2020	FY2025	FY2030
R5 Lassen	FY2020	FY2025	FY2030
R5 Plumas	FY2020	FY2025	FY2030
R5 Modoc	FY2021	FY2026	FY2031
R5 Inyo	FY2021	FY2026	FY2031
R5 Angeles	FY2021	FY2026	FY2031
R5 Sequoia	FY2021	FY2026	FY2031
R5 Eldorado	FY2022	FY2027	FY2032
R5 Sierra	FY2022	FY2027	FY2032
R5 Stanislaus	FY2022	FY2027	FY2032
R5 Klamath	FY2023	FY2028	FY2033
R5 Shasta Trinity	FY2023	FY2028	FY2033
R5 Mendocino	FY2023	FY2028	FY2033
R5 Six Rivers	FY2023	FY2028	FY2033
R5 San Bernardino	FY2024	FY2029	FY2034
R5 Cleveland	FY2024	FY2029	FY2034
R5 Los Padres	FY2024	FY2029	FY2034

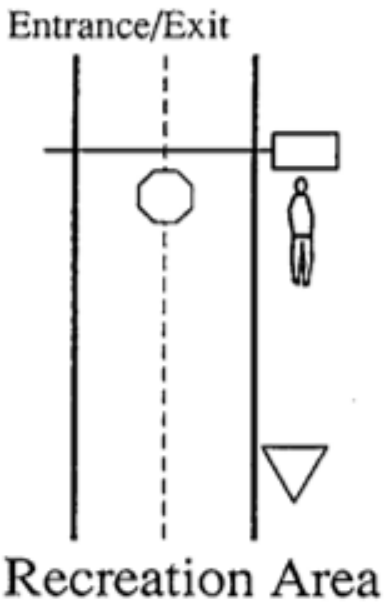
R6 Wenatchee	FY2020	FY2025	FY2030
R6 Mt Baker Snoqualmie	FY2020	FY2025	FY2030
R6 Okanogan	FY2020	FY2025	FY2030
R6 Olympic	FY2020	FY2025	FY2030
R6 Gifford Pinchott	FY2021	FY2026	FY2031
R6 Columbia Gorge	FY2021	FY2026	FY2031
R6 Siuslaw	FY2021	FY2026	FY2031
R6 Mt. Hood	FY2021	FY2026	FY2031
R6 Williamette	FY2022	FY2027	FY2032
R6 Umpqua	FY2022	FY2027	FY2032
R6 Rogue River-Siskiyou	FY2022	FY2027	FY2032
R6 Deschutes	FY2023	FY2028	FY2033
R6 Ochoco	FY2023	FY2028	FY2033
R6 Fremont - Winema	FY2023	FY2028	FY2033
R6 Colville	FY2024	FY2029	FY2034
R6 Wallowa Whitman	FY2024	FY2029	FY2034
R6 Umatilla	FY2024	FY2029	FY2034
R6 Malheur	FY2024	FY2029	FY2034

R8 Ouachita	**FY2020**	**FY2025**	**FY2030**
R8 Kisatchee	**FY2020**	**FY2025**	**FY2030**
R8 Ozark-St.Franc	**FY2020**	**FY2025**	**FY2030**
R8 George Wash-Jeff	**FY2021**	**FY2026**	**FY2031**
R8 NF of Florida	**FY2021**	**FY2026**	**FY2031**
R8 El Yunque	**FY2021**	**FY2026**	**FY2031**
R8 Cherokee	**FY2022**	**FY2027**	**FY2032**
R8 Daniel Boone	**FY2022**	**FY2027**	**FY2032**
R8 Land Between Lakes	**FY2022**	**FY2027**	**FY2032**
R8 NF of N Carolina	**FY2023**	**FY2028**	**FY2033**
R8 Francis Marion & Sumpter	**FY2023**	**FY2028**	**FY2033**
R8 NF of Texas	**FY2023**	**FY2028**	**FY2033**
R8 NF of Mississippi	**FY2024**	**FY2029**	**FY2034**
R8 NF of Alabama	**FY2024**	**FY2029**	**FY2034**
R8 Chattahoochee & Oconee	**FY2024**	**FY2029**	**FY2034**

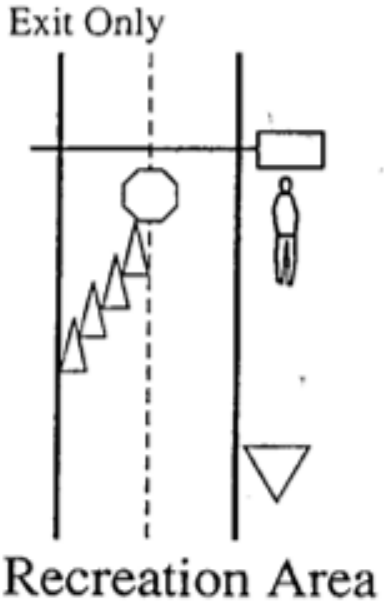
R9 Allegheny	**FY2020**	**FY2025**	**FY2030**
R9 Green Mt/Finger	**FY2020**	**FY2025**	**FY2030**
R9 White Mtn	**FY2020**	**FY2025**	**FY2030**
R9 Superior	**FY2021**	**FY2026**	**FY2031**
R9 Chippewa	**FY2021**	**FY2026**	**FY2031**
R9 Cheguamegan & Nicolet	**FY2021**	**FY2026**	**FY2031**
R9 Hiawatha	**FY2022**	**FY2027**	**FY2032**
R9 Huron & Manistee	**FY2022**	**FY2027**	**FY2032**
R9 Ottawa	**FY2022**	**FY2027**	**FY2032**
R9 Shawnee	**FY2023**	**FY2028**	**FY2033**
R9 Mark Twain	**FY2023**	**FY2028**	**FY2033**
R9 Midewin Tall Grass	**FY2023**	**FY2028**	**FY2033**
R9 Hoosier	**FY2024**	**FY2029**	**FY2034**
R9 Wayne	**FY2024**	**FY2029**	**FY2034**
R9 Monogahela	**FY2024**	**FY2029**	**FY2034**

R10 Tongass - Juneau and Admiralty NM	**FY2020**	**FY2025**	**FY2030**
R10 Tongass - Sitka and Hoonah	**FY2021**	**FY2026**	**FY2031**
R10 Tongass - Yakutat, Petersburg, Wrangell	**FY2022**	**FY2027**	**FY2032**
R10 Chugach	**FY2023**	**FY2028**	**FY2034**
R10 Tongass- Ketchikan, Misty, Thorne Bay	**FY2024**	**FY2028**	**FY2034**

Appendix M. Examples of Recreation Area Survey Site Set Up



a. Two lanes, two way traffic.



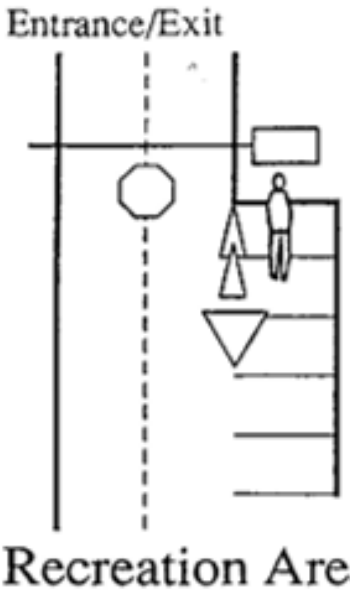
b. Two lanes, one way traffic.

a. If surveying on a two lane road with two way directional traffic, the survey site should be similar to this illustration.

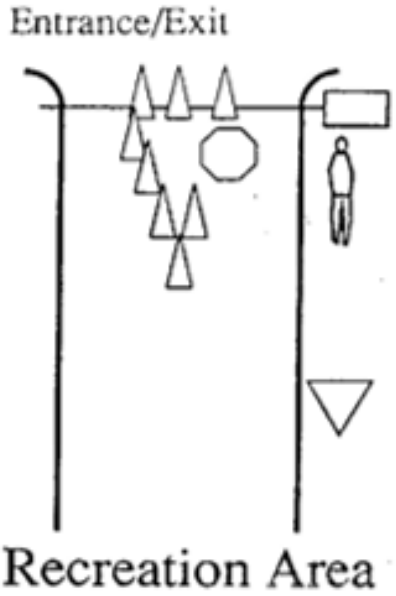
b. If surveying on a two lane road with one way traffic; it will be necessary to close off one lane of traffic. It will be necessary to have warning signs for lane closure ahead in addition to survey/stop warning signs.

LEGEND

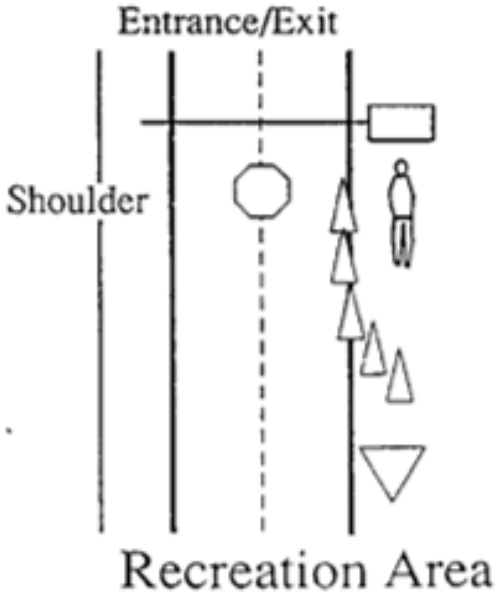
- Meter Location
- Survey Site
- Stop Sign
- "Stop, Survey Ahead" sign
- Traffic Cone
- xx Barricade



c. Two lanes, two way traffic with adjacent parking lot.



d. Two way traffic, wide entrance.

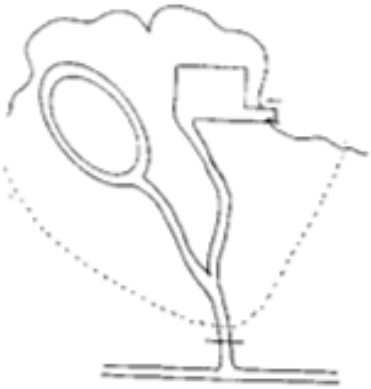


e. Two lanes, two way traffic with wide shoulder.

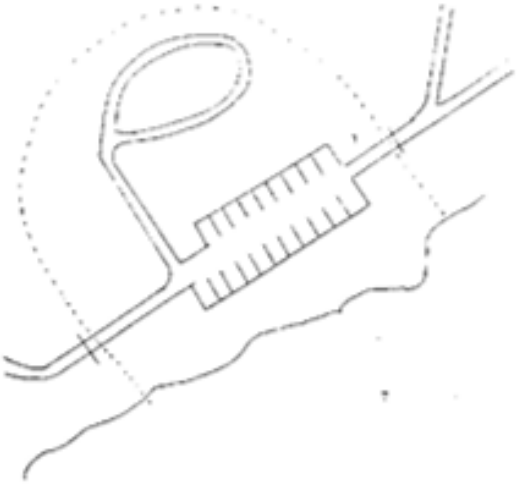
c. If surveying traffic existing from a parking lot, it may be necessary to block the first few parking spaces during the survey.

d. If surveying at a wide entrance (metered by a magnetic loop), it will be necessary to channelize traffic into one exiting lane.

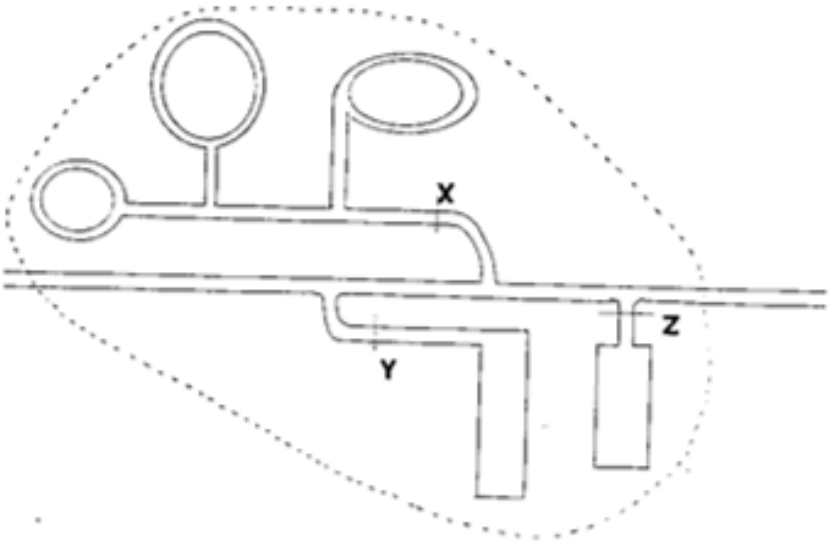
e. If there is a pull off where the surveyor will stand; cone off the area to insure that no vehicles will drive around surveyor.



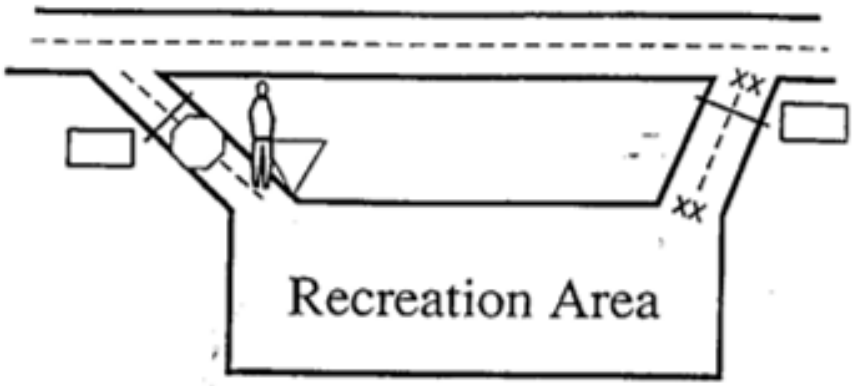
A. Recreation area with single entrance/exit.



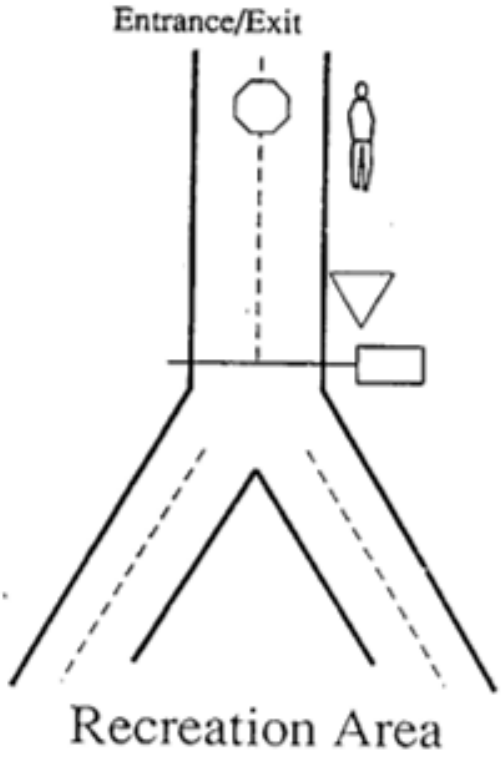
B. Recreation area with two entrances/exits.



C. Recreation area with three meters measuring use at three subareas.



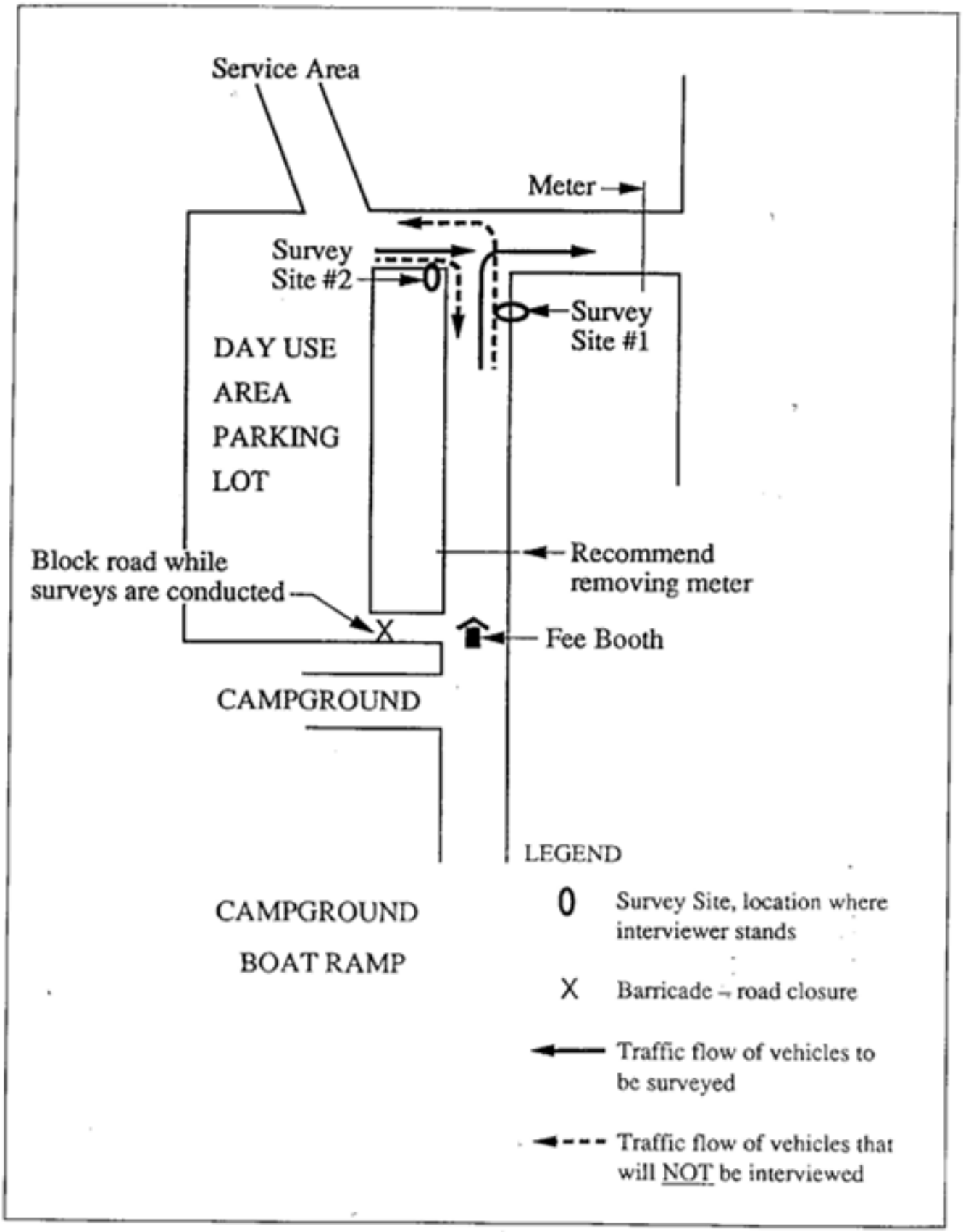
f. Recreation area with two entrance/exits.

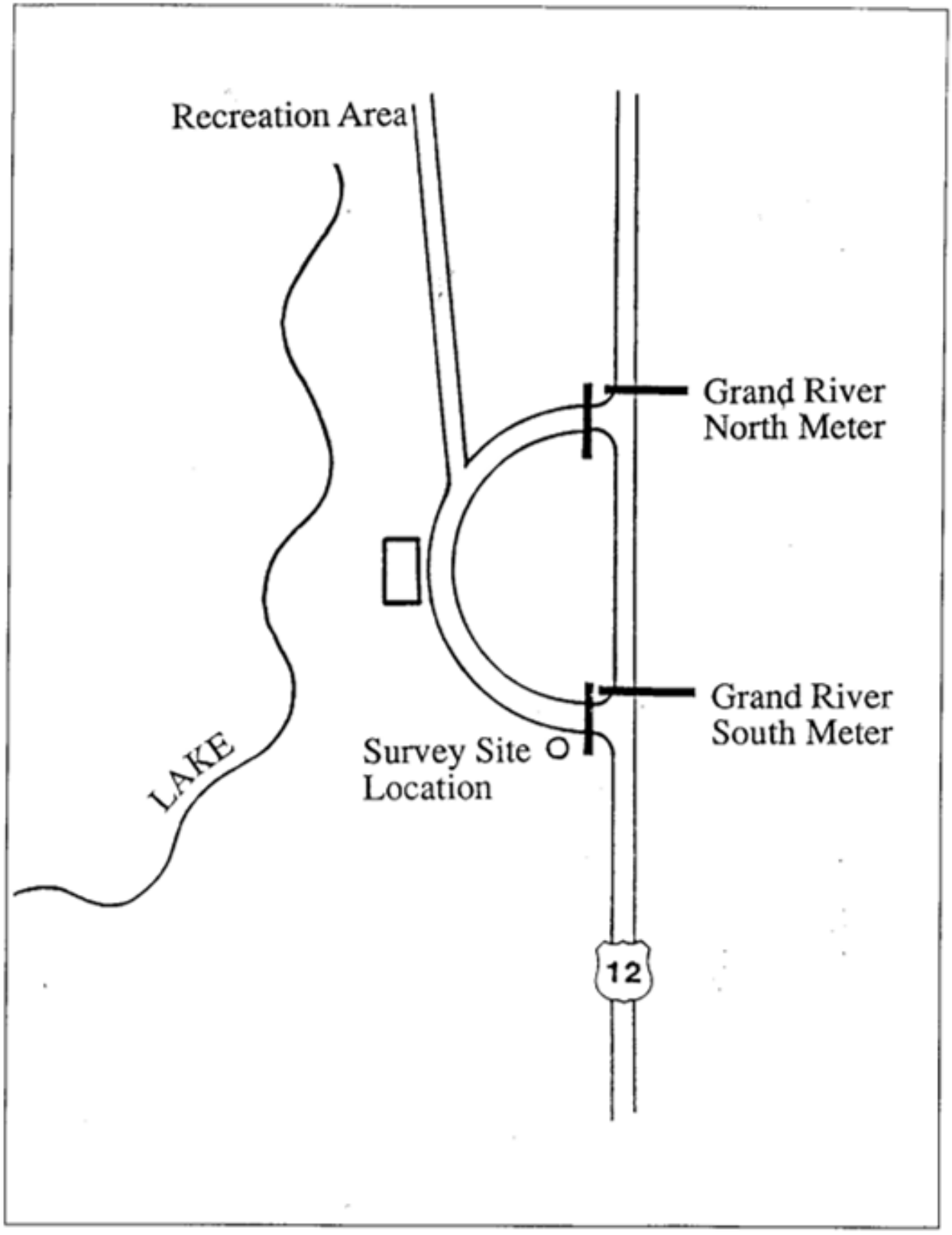


g. Two lanes, two way traffic with meter at intersection.

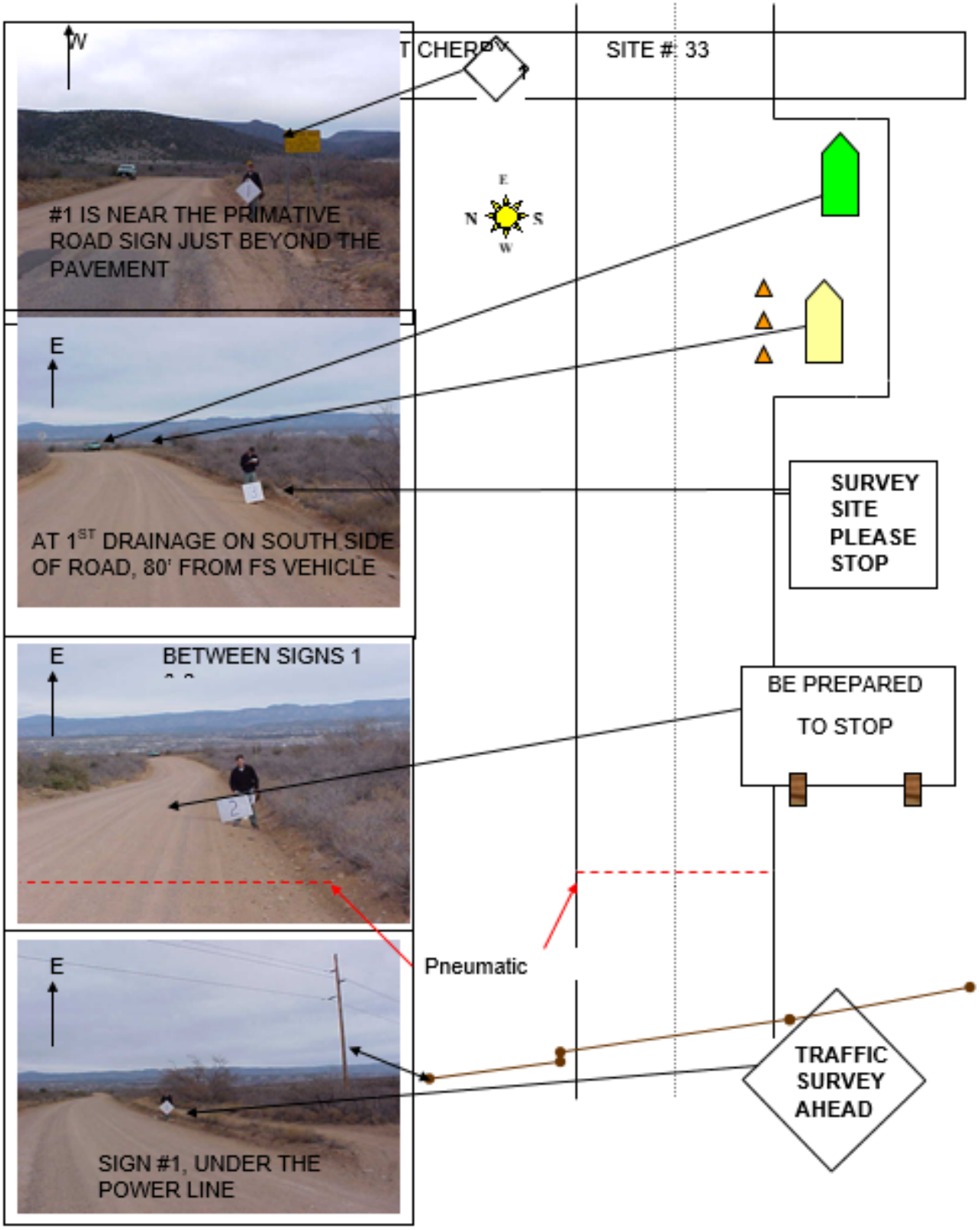
f. If an area has two exits, but only one is to be surveyed, the second exit must be blocked during the survey.

g. If a meter is located too close to a recreation area or intersection to permit a safe survey site; the surveyor should stand well beyond the meter location. Be aware that only existing vehicles are to be interviewed, and the survey must be close enough to the recreation area to avoid inclusion of traffic from other sources (e.g. private drives, through roads, etc.) not associated with the recreation area.


Service Area
Meter
Survey
Site #2
0
Survey
Site #1
DAY USE
AREA
PARKING
LOT
Block road while
surveys are conducted
X
Recommend
removing meter
Fee Booth
CAMPGROUND
CAMPGROUND
BOAT RAMP
LEGEND
0 Survey Site, location where interviewer stands
X Barricade – road closure
Traffic flow of vehicles to be surveyed
Traffic flow of vehicles that will NOT be interviewed


Recreation Area
Grand River
North Meter
Grand River
South Meter
Survey Site
Location
LAKE
12

Appendix N: Roadway Site Set Up


W
#1 IS NEAR THE PRIMATIVE ROAD SIGN JUST BEYOND THE PAVEMENT
SITE #: 33
E
N
S
W
E
AT 1ST DRAINAGE ON SOUTH SIDE OF ROAD, 80' FROM FS VEHICLE
SURVEY SITE PLEASE STOP
E
BETWEEN SIGNS 1
BE PREPARED TO STOP
Pneumatic
E
SIGN #1, UNDER THE POWER LINE
TRAFFIC SURVEY AHEAD

Appendix O: Traffic Sign and Stand Order Form

NVUM Signs/Stand Ordering Information

SIGNS AND STANDS

Vendor: Safety Products Inc. (website: https://rolluptrafficsigns.com)

Sign type	Item Number/Options	Per item cost	number	Total
STOP FOR SURVEY	SKU: TCDGV3629-1 36" 3M Diamond Grade 36" Heavy Duty Ribs Hard Pockets, QTY4 Velco strap Anti Kiting Custom Text (max is 3 lines): SURVEY PLEASE STOP	$100.63	4	$402.52
UNIflex Roll-Up Sign Stand	SKU: TCSPI2000	$123.96	6	$371.88

Vendor: Safety Products Inc. (website: https://rolluptrafficsigns.com)

Sign type	Item Number/Options	Per item cost	number	Total
Be prepared to stop	SKU: TCDGV3628 36" 3M Diamond Grade 36" Heavy Duty Ribs Hard Pockets, QTY4 Velco strap Anti Kiting	$100.63	4	$402.52
UNIflex Roll-Up Sign Stand	SKU: TCSPI2000	$123.96	4	$495.84

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