



U.S. Department of Agriculture



**FS ACCESSIBILITY DATABASE  
SURVEY TOOL**  
Field User Setup and  
Data Collection Guide



Forest Service

FS-1105b

January 2018



## Forest Service Accessibility Database Survey Tool

Pocket User Guide for Administration Setup and Data Collection

Version 2.0

**Martin Ayala and Outdoors for Everyone Team - Authors and Technical Advisors**

**Katy Rich, Project Manager**

**Janet Zeller, Project Leader**

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## Introduction

The U.S. Department of Agriculture, Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) are legally enforceable standards for maximizing the accessibility of outdoor developed recreation areas while protecting the unique characteristics of the natural setting. The Forest Service Accessibility Database (FSAD) Survey Tool is a digital, tablet-based system that guides a surveyor through the accessibility assessment process of a campground, picnic area, or other outdoor developed recreation area. The FSAD Survey Tool uses ESRI's Survey123 software.

**Before going to the Field These Items need to be completed.**

# Project Manager

## Complete Checklist Before the Survey

### Crew Goes to the Field

1. Reserve a vehicle with the capacity to fit the crew.
2. Train and certify needed drivers.
3. List all the sites that should be targeted—including identifying any that might require overnight trips. Identify priorities and plan surveys accordingly.
4. Ensure the crew lead knows how to read maps, use the Forest Service radio system, and knows how to reach the recreation sites to be surveyed.
5. Train crew lead in operation of all materials.
6. Provide resources/support for crew lead as needed to complete his or her tasks.
7. Gather materials.
8. Ensure daily and weekly lists of sites are created in a way that will prove most efficient, and coordinate with the recreation staff to learn about the sites, their proximity, and best routes to take.
9. Coordinate with the onsite recreation technician to ensure that access to everything that needs to be surveyed is unlocked and that there are not any reservations at the time of the survey. Group campgrounds may be reserved, and buildings/gates may be locked with site specific keys.

# Provide Materials

The following are suggested materials for a survey group of three individuals.

- Forest map
- All-terrain vehicle
- List of all the needed sites
- Vehicle key(s) for drivers
- Bag to carry the supplies
- Water jug for extra water
- “Accessibility Guidebook on Outdoor Recreation and Trails”
- Pocket guides of FSORAG
- Architectural Barriers Act Accessibility Standards (ABAAS), Chapters 6 and 10— Sections 1003 and 1005 (boating and fishing)
- Pens and highlighters
- Packs of tab sticky notes
- One table-survey loaded device, one for every three people
- One 25-foot tape measure (one for every three people)
- One smart level (one for every three people) to calculate the percent of slope
- One fish weight measurer with a hook (one for every three people)
- Training materials on public interaction
- Training materials on Forest Service radio check in/out
- Forest Service Radios—check in/out with dispatch
- Job Hazard Analysis (JHAs) –what it is and how it’s used

## Crew Leader

### Important Tips for Survey Crew

1. Know the location that will be surveyed.
2. Be aware that the survey tablet will overheat if in direct sunlight.
3. Try to do surveys under shade when possible.
4. When it is not possible to conduct surveys in the shade, conduct surveys with your back to the Sun so that the shadow will add protection for the survey tablet.
5. Understand the concepts of latitude and longitude and how they refresh on the survey tablet.
6. Selecting “Collect” in the FSAD Survey Tool automatically calculates site location. Wait to “Collect” until you are at the actual physical location of what you are surveying.
7. Know the terms "clear space" and "firm and stable" will always refer to the ground adjacent to the item in question, never to the item itself.
8. Reference the question mark icons for unknown terms/clarification.

9. When surveying for a tent pad:
  - Remember that it is not a requirement that tent pads be present at each campsite.
  - Note that all lush grass does not constitute an obvious designated tent pad.
  - If a tent pad is not obvious, state composition in “why nots.”
10. Reinforce to the crew that all standards in the Survey tool are legally enforceable and are taken from the FSORAG and ABAAS.
11. Charge tablets every night when you come in from the field.
12. Also take a car charger or external battery back up to have in the field.
13. Remember to download data every night when returning from the field.

## Train Survey Crews

### SAMPLE -2- Day Survey Tool Crew Training Outline

*(from Utah Conservation Corps (UCC) and Region 5)*

**Day 1:** Classroom plus 2 hrs. in field - surveying preselected camping unit. ( 10-hour day)

- Introduction “key players” for season -USFS office and field staff, crew leader and crew members, and others involved in the process.
- History of accessibility survey tool with crew leader and USFS staff –
  - Emphasis on importance of survey work in providing the USFS unit with needed data to better manage the recreation sites and visitors with the accessibility information they need.
- Goals for the season
  - Overview of project areas of a forest(s) to be surveyed and crew schedules
  - View [Developed Recreation and Accessibility](#) webinar. Available to USFS staff to download from FS internal accessibility website.
- Go through the “[Accessibility Guidebook on Outdoor Recreation and Trails](#)”.
  - Emphasize the difference between an “Outdoor Recreation Accessibility Route” (ORAR) within a developed recreation site between facilities and a “Trail” which is a route for recreational hiking.
- Dedicate 1 hour to go over FSORAG pocket guide with the entire crew and have crew members tab their copy for easy reference in the field.
- Data collection overview
  - Tools and equipment – terminology and how to use
  - Importance and significance of measurements and specifics
  - Use of survey tool on tablet
  - Job Hazard Analysis
- Using the Training Survey, conduct a survey in a preselected campsite.
  - Emphasize not using the Training Survey for production data collection.
  - During the practice, go over measurements, looking for exceptions on the site, actively seeking features to survey, and identifying way to be more efficient.
  - Incorporate “Important Tips for Survey Crew” –in section above.
- Crew leader and USFS staff available for questions in field.

## Day 2: Field (full 10-hour day)

- Field data collection at pre-determined campground on local forest (using Training Survey). Incorporate “Review Field Activity Examples” in section below.
- Crew leader always available for questions in field.
- USFS staff contact as resource for crew leader’s questions.

## Review Field Activity Examples

It is crucial that the crew members understand the importance of integrity and that they complete surveys to the best of their ability. The whole process may be slow the first few times. The crew needs time to become familiar with how to do all measurements and establish a “flow.”

Practice a full walk-through of doing a survey and provide examples of potential issues that can occur when locating a site.

1. Example: When stopping at a trailhead on the side of the road, you may also find an interpretive section on the history of the trail. If you search for site under the trailhead and cannot find it, it may be under the “interpretive” type.
2. Example: At a fishing pier by a lake, search under boating/fishing. If the site isn’t coming up, it might be because boating or fishing isn’t associated (or hasn’t updated on Infra) with the lake, but rather the pier is associated to the day-use area beside it.

If an item measured is not meeting standards, the survey app may ask you why. When providing an explanation, include **Subject**, description of problem, and *measurements*. Examples include:

- Grill is cemented in and firm and stable. It doesn’t meet standards because of a 5-inch crack from a tree root.
- Grill doesn’t rotate and needs to be accessible from all sides.
- Picnic table transition from zones has too big of a gap; it is 4-inches high.

## Provide Surveying Directions for Three-Person Team

The following are recommendations for how a three-person team can be most efficient doing the surveys.

- When the crew arrives at a site, team members should look around and try to identify all features and items that will be surveyed.
- One person should operate the survey tablet, the other two should carry the tape measure, smart level, and guidebooks.
- Everyone should be familiar with the types of questions that need to be answered.

The goal is to have the team measure and relay the answers to the person with the survey tablet. This helps cut down on time one would have to wait for the measurements.



With two crew members measuring and one crew member entering the data, a rhythm will be created for an efficient progress. After data has been entered, the group can state any remarks/recommendations before moving on to the next survey location site.

Example: When the three-person team arrives at a new campsite, the team member with the survey tablet should select “camping” under “facility.” While this person is recording the name, the other two can go ahead and start moving toward the first feature they want to record. If the site is not found in the search they will input the site name in the survey. As they start walking to the grill to measure it, they can identify the type of grill and what material it is made of. The person with the survey tablet can start asking the first three questions while the duo moves to the picnic table and starts measuring it. *\*It is important to note that you will need to do all the features even if they do not meet compliance, and move forward to the next item.\** This will help identify what features to be worked on in the future. The person with the survey tablet asks questions and the duo responds with the answer while moving to the fire ring to measure it. The team sticks to the strategy of the duo being ahead on the measurements while the person with the survey tablet marks them down. Once in a rhythm, progress is efficient. After all of the site and or feature(s) data has been collected, the team gets back together as a group and makes remarks/recommendations. They, then, walk over to the next site and repeat.

## FSAD Survey Tool Setup

**Please follow these instructions to get your device and account ready for surveying. This must be done before you go into the field and is only required once.**

### Request AGOL Account for Forest Service Employees

The link below is internal to the Forest Service and isn't an internet link. If you are a Forest Service employee, you may request an AGOL account by moving forward with the following steps.

If you are NOT a Forest Service employee, submit your email address to your unit coordinator (Forest Service employee who is managing the survey) so he or she can acquire an AGOL account for you. The link is an intranet site and inaccessible by external individuals.

### Forest Service Employee Instructions

1. Go to [USFS - ArcGIS Online - Web GIS Implementation page](#) and select “Click here to Request Access to AGOL.”



# USFS - ArcGIS Online - Web GIS Implementation

## Home

- Web GIS Call Agenda
- Web GIS Conference Call Schedule
- Resources
  - USFS AGOL Training
  - USFS AGOL Guidance
  - USFS AGOL Monitoring
  - ArcGIS Professional
  - USFS Web GIS Call Recordings
- Contacts
  - R\S\A - AGOL Administrators
  - Enterprise Web GIS Team

EDIT LINKS

### Overview:

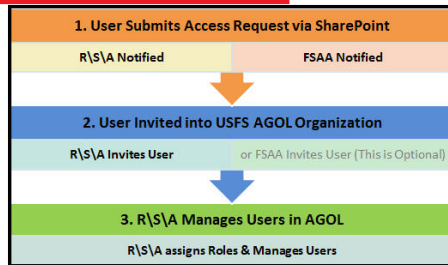
ArcGIS Online (AGOL) is a cloud based Web GIS content management platform for collaboration and sharing of maps, applications, data and other geospatial information. The U.S. Department of Agriculture (USDA), Forest Service is implementing AGOL enterprise wide to provide a method for publishing and communicating both standard and non-standard, unit-level spatial information to the public, agency cooperators, and other government entities on the World Wide Web (WWW, the Web) in support of the Forest Service mission.

WebGIS implementation is a coordinated effort between the Geospatial Management Office (GMO) and the Chief Information Office (CIO). The widespread use of the technology is new to the Forest Service and other USDA agencies, and implementation of WebGIS will be an incremental learning process that will mature over time.

### Request for ArcGIS Online (AGOL) Access:

Please use the form below if you are simply requesting access to the Forest Service AGOL organizational site. Once your account is created, you will receive an email from the AGOL administrator inviting you to the organization and instructions on creating a password for your account. In addition, an email will be sent to your respective R\S\A to inform them of your new membership so that the appropriate role can be assigned to you within your organization.

[Click here to Request Access to AGOL](#)



### Consultation Services:

- You will then be redirected to [AGOL Request Form](#). Please fill out Requester Name, Requestor Email, Requestor Phone Number, and Region/Station /Area fields. Then click “submit” once finished.

**Search**  
[ ] GO

**Links**

- o News at GSTC
- o About the GSTC
- o Services
- o Business Management Office
- o Steering Committee
- o External Links
- o Contact the GSTC

**Request Services**

This site is maintained by:  
USDA, Forest Service  
Geospatial Service and  
Technology Center,  
2222 West 2300 South,  
Salt Lake City, Utah 84119

**GSTC**  
GEOSPATIAL SERVICE AND TECHNOLOGY CENTER  
USDA FOREST SERVICE

**GMO**

**WebGIS Requests & Consultation - Request ArcGIS Online (AGOL) Access**

[Homepage](#) | [Index of Requests](#) | [WebGIS consultation request](#) | [AGOL access request](#) | [WebGIS Sharepoint](#)

**Business Need**

**Requestor Name:\*** Smokey Bear

**Requestor Email:\*** sbear@fs.fed.us

**Requestor Phone#:\*** 5555555555

**Region/Station/Area:\*** Region 03

**Forest, if applicable:** choose one

**Description of technical solution initially required:** Need account for Outdoor \$ Everyone

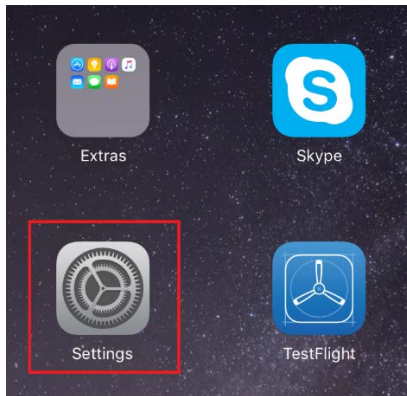
## Instructions for All Account Holders

As the owner of the new account, you will receive an email sent to the “Requestor Email” entered above. Once this email is received, you will need to set your AGOL password. Be sure to remember your username and password; you will need it throughout the survey season.

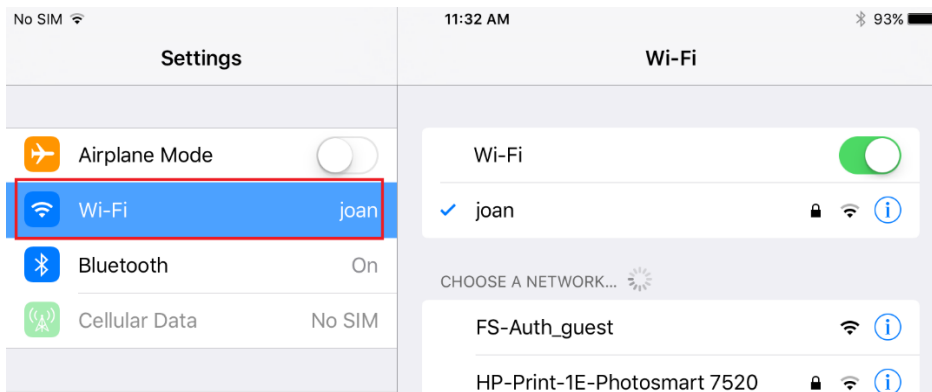
When the account is set up and your password set, notify the applicable [Regional Accessibility Coordinator \(RAC\)](#), and he or she will arrange for the survey to be made visible to the user. Allow 1 to 3 days for this step to be completed. When this is done, the survey will show up as available for download on your mobile device in the Survey123 app.

## Connecting to Wi-Fi iOS Device

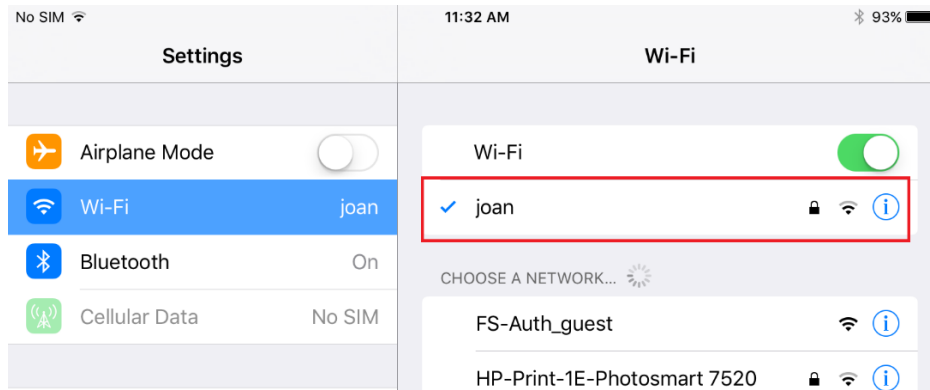
1. Make sure you are connected to Wi-Fi. Tap “Settings.”



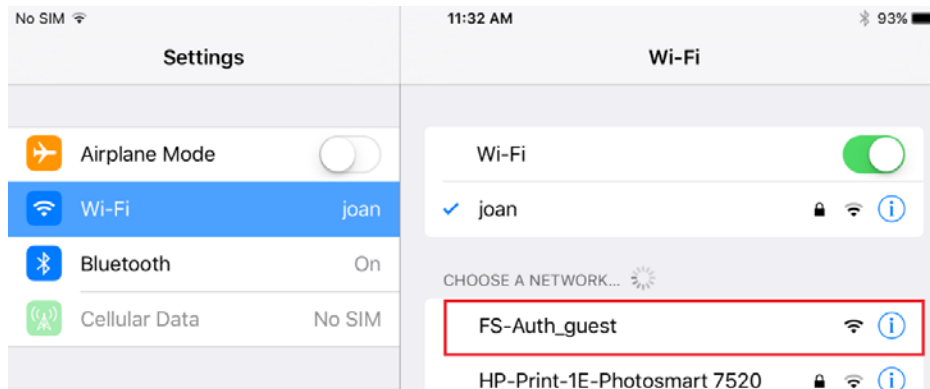
2. Tap “Wi-Fi.”



3. If the Wi-Fi is working, the available network will show below Wi-Fi.



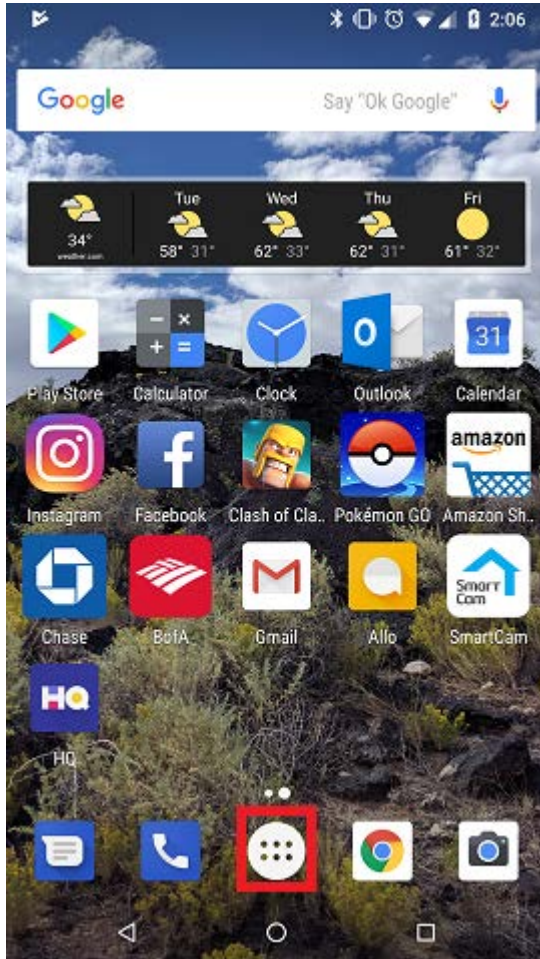
4. If the available network is not selected, select a network from the list below.



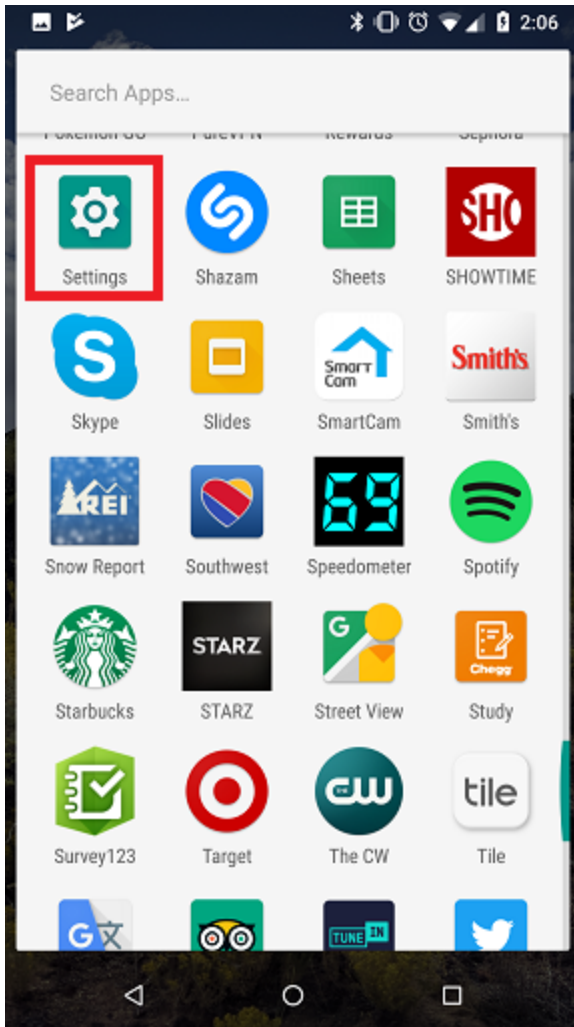
Now that you are connected to the Wi-Fi, you are now ready download the survey.

## Connecting Wi-Fi Android Device

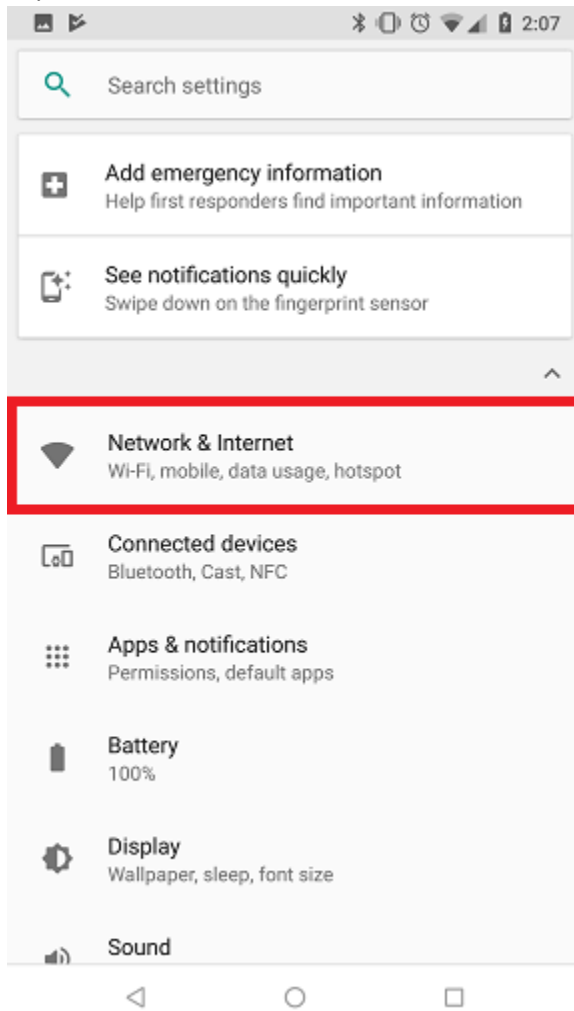
1. Turn on Android Device
2. Tap Apps button



3. Scroll to Settings and Tap

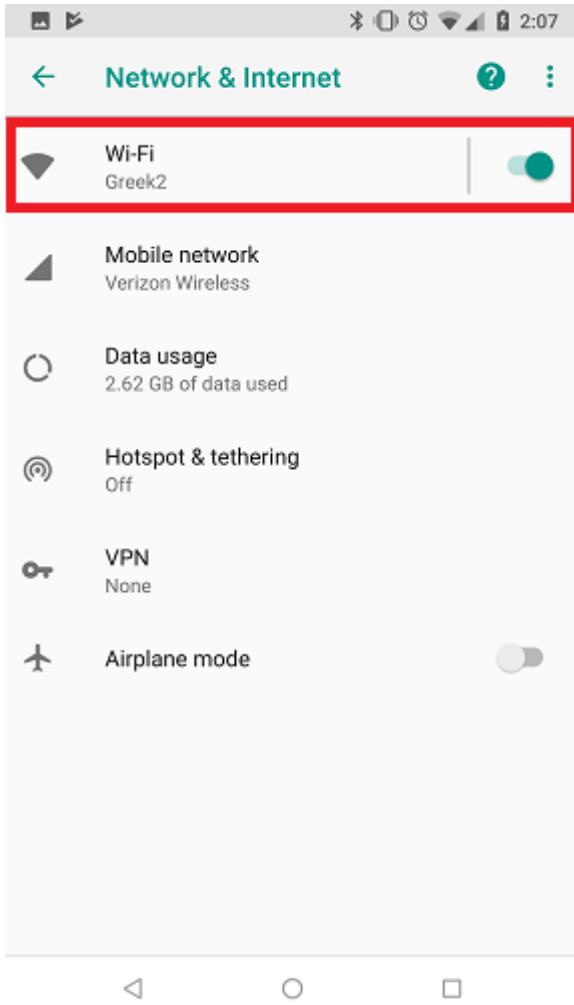


#### 4. Tap Network & Internet

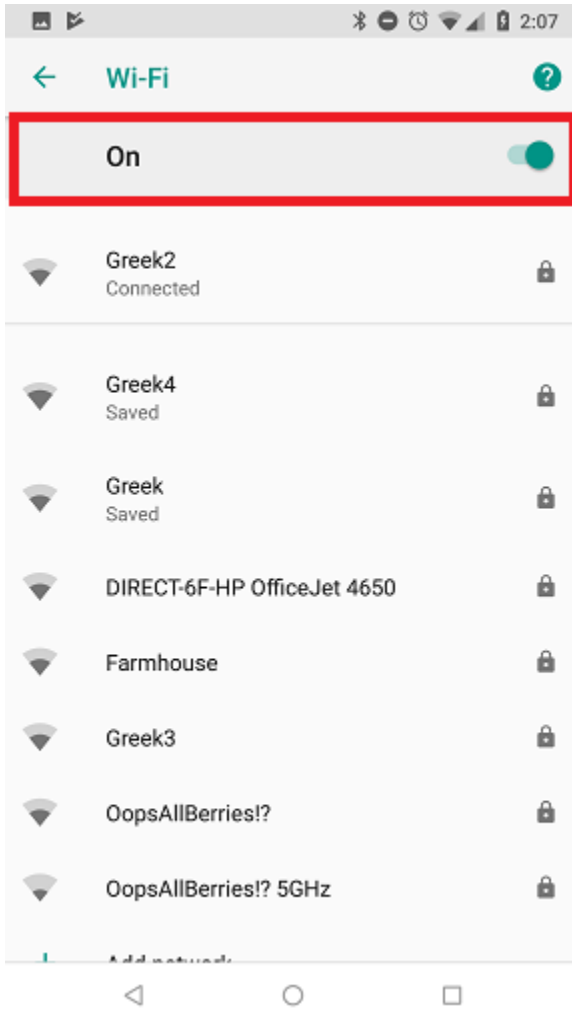




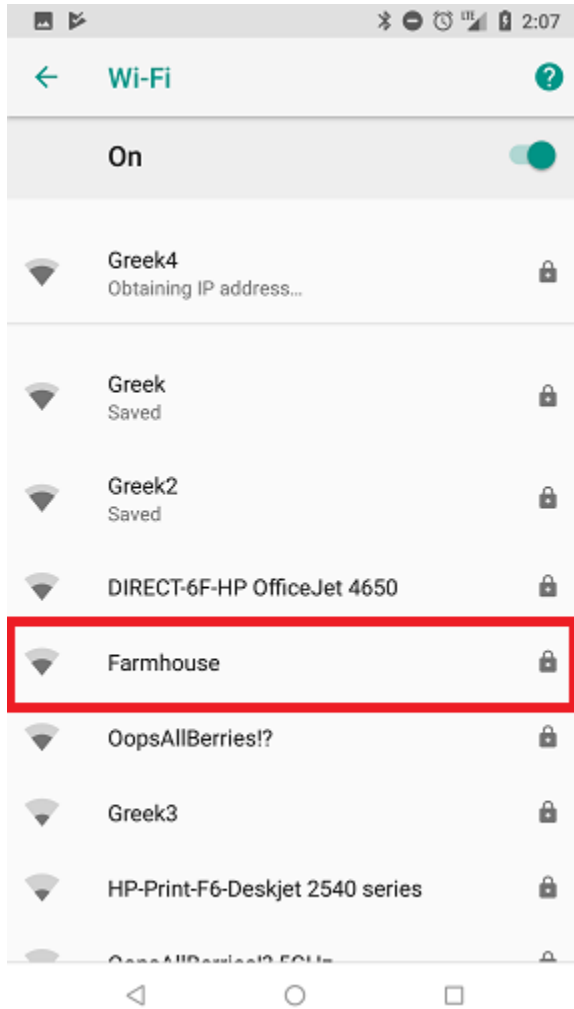
5. Tap Wi-Fi



6. If Wi-Fi is on it will say 'On' and the Slider will be to the right

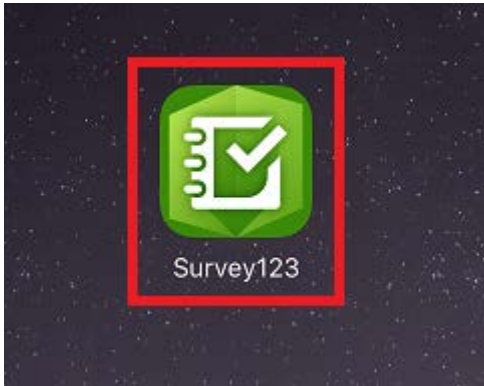


7. If Wi-Fi is off tap the network you wish to join below.

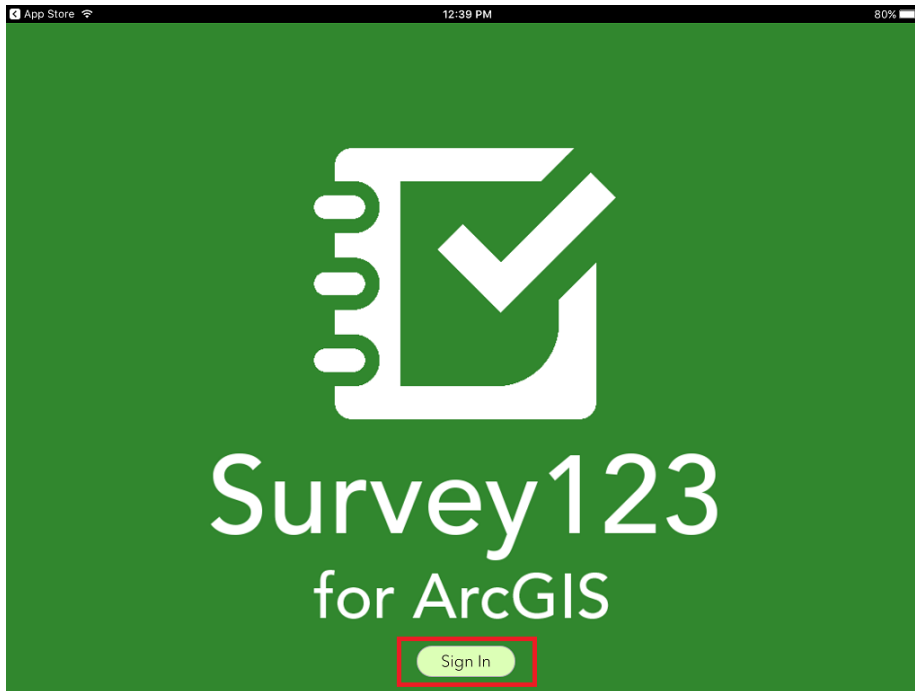


## Download Survey

1. Tap "Survey123" from your home screen. (If the device does not have Survey123 Already installed please refer to the Admin Guide for installation instructions.)



2. Tap "Sign In" and enter your AGOL account credentials.



3. Fill in your account info by typing in the boxes. Tap "SIGN IN" when finished.



Survey123 for ArcGIS wants to access your ArcGIS Online account information

**Sign In**

Username  
sbear\_usfs

Password  
••••••••

**SIGN IN**


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

OR

Sign in with **ENTERPRISE ACCOUNT**

Sign in with

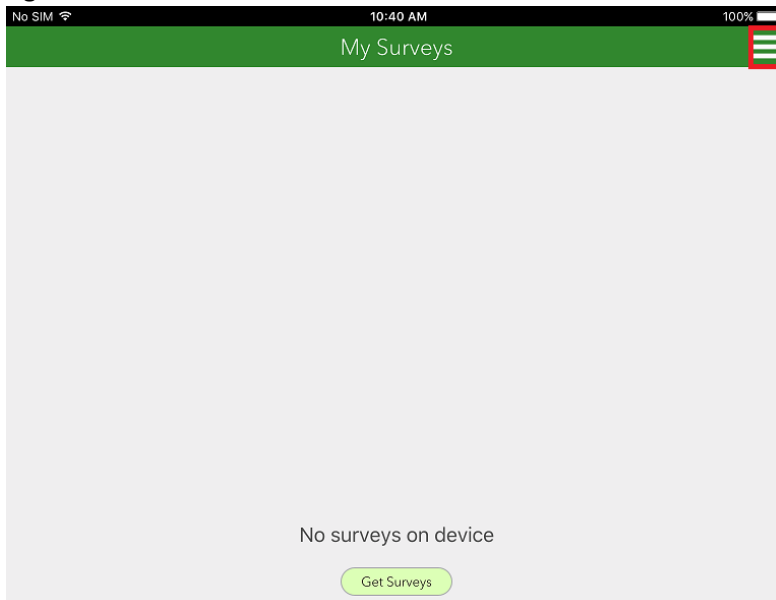
Survey123 for ArcGIS developed by:



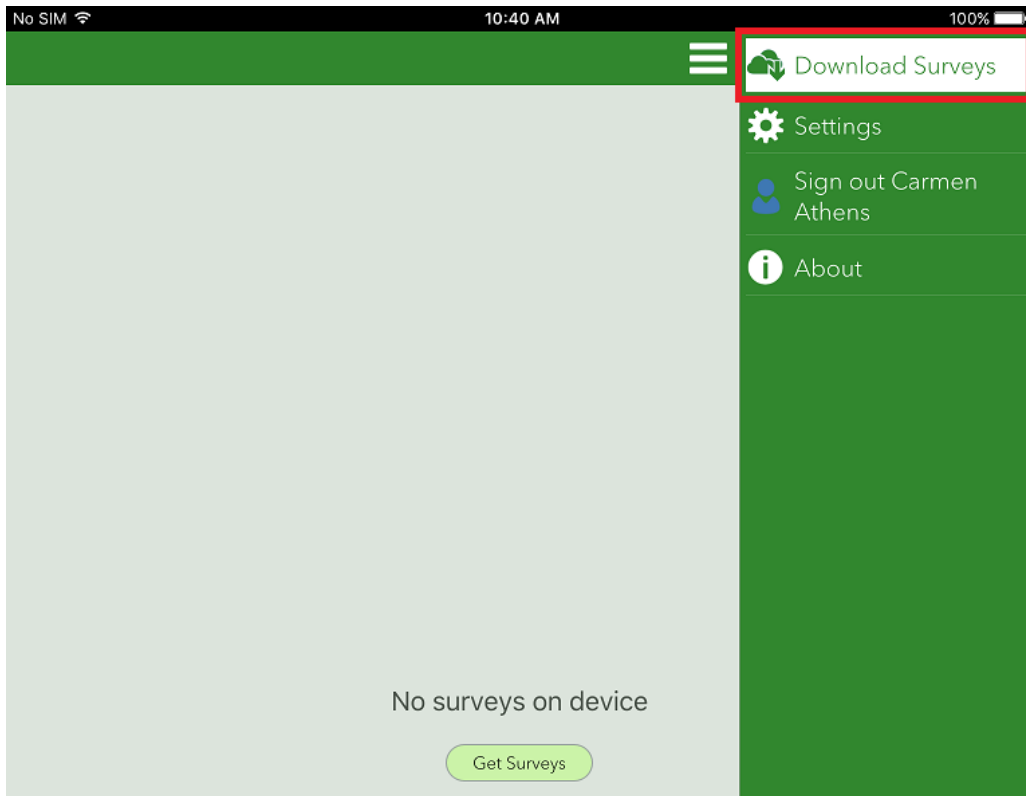
Esri

Esri publishes a set of ready-to-use maps and apps that are available as part of ArcGIS. ArcGIS is a mapping platform that enables you to create interactive maps and apps to share within your organization or publicly.

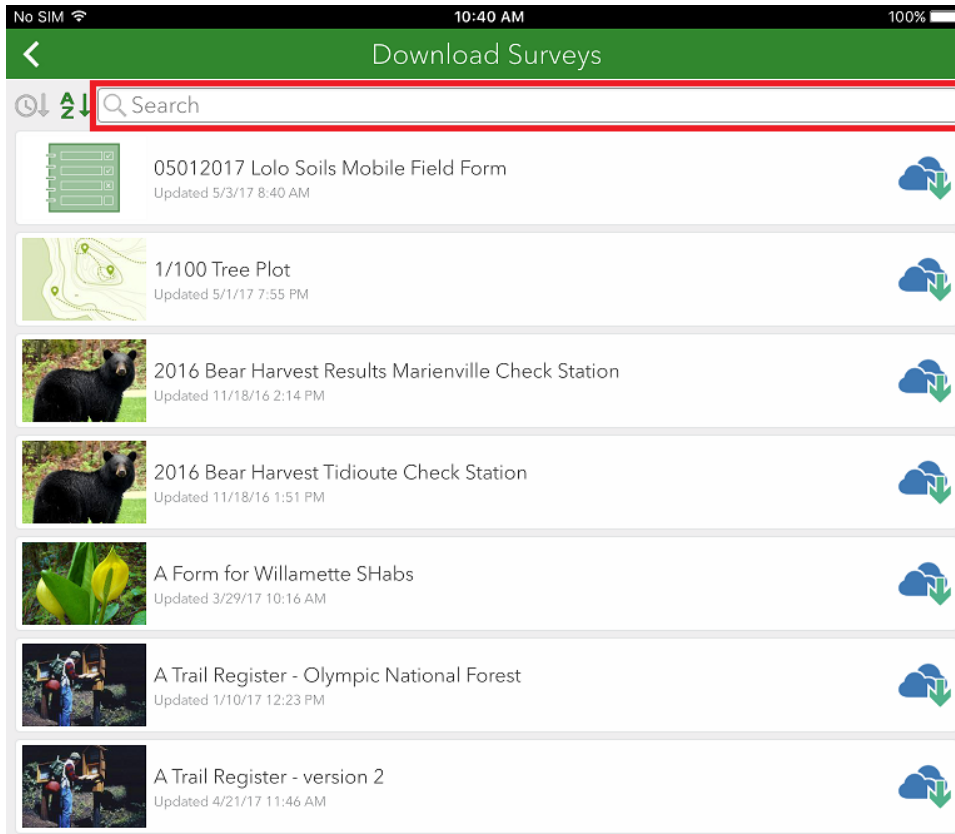
4. One you have signed in, you should see a blank Survey page. Tap the three lines (menu) in the right-hand corner.



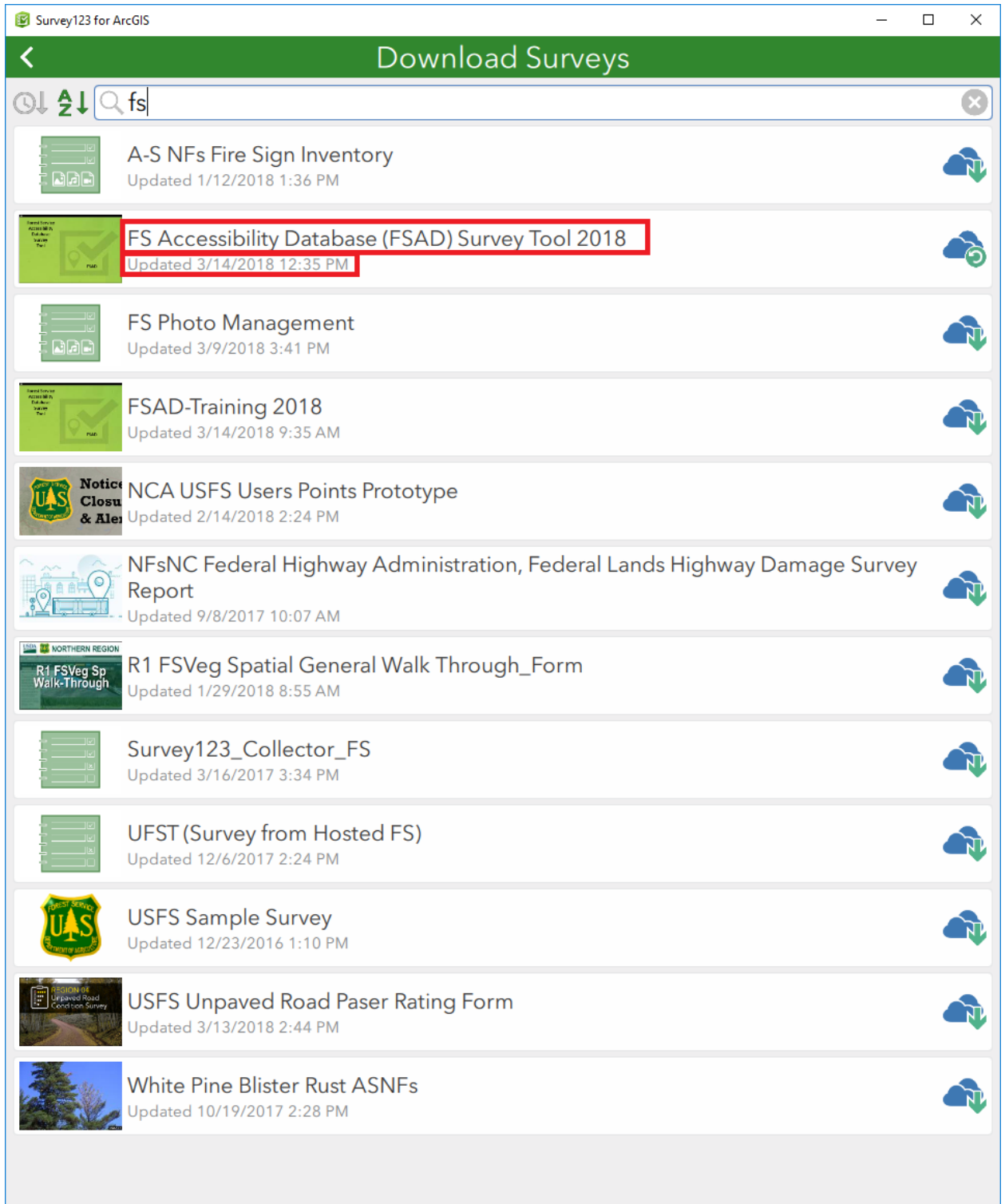
5. Tap “Download Surveys” or “Get Surveys”



6. Tap "Search" and type "FSAD"

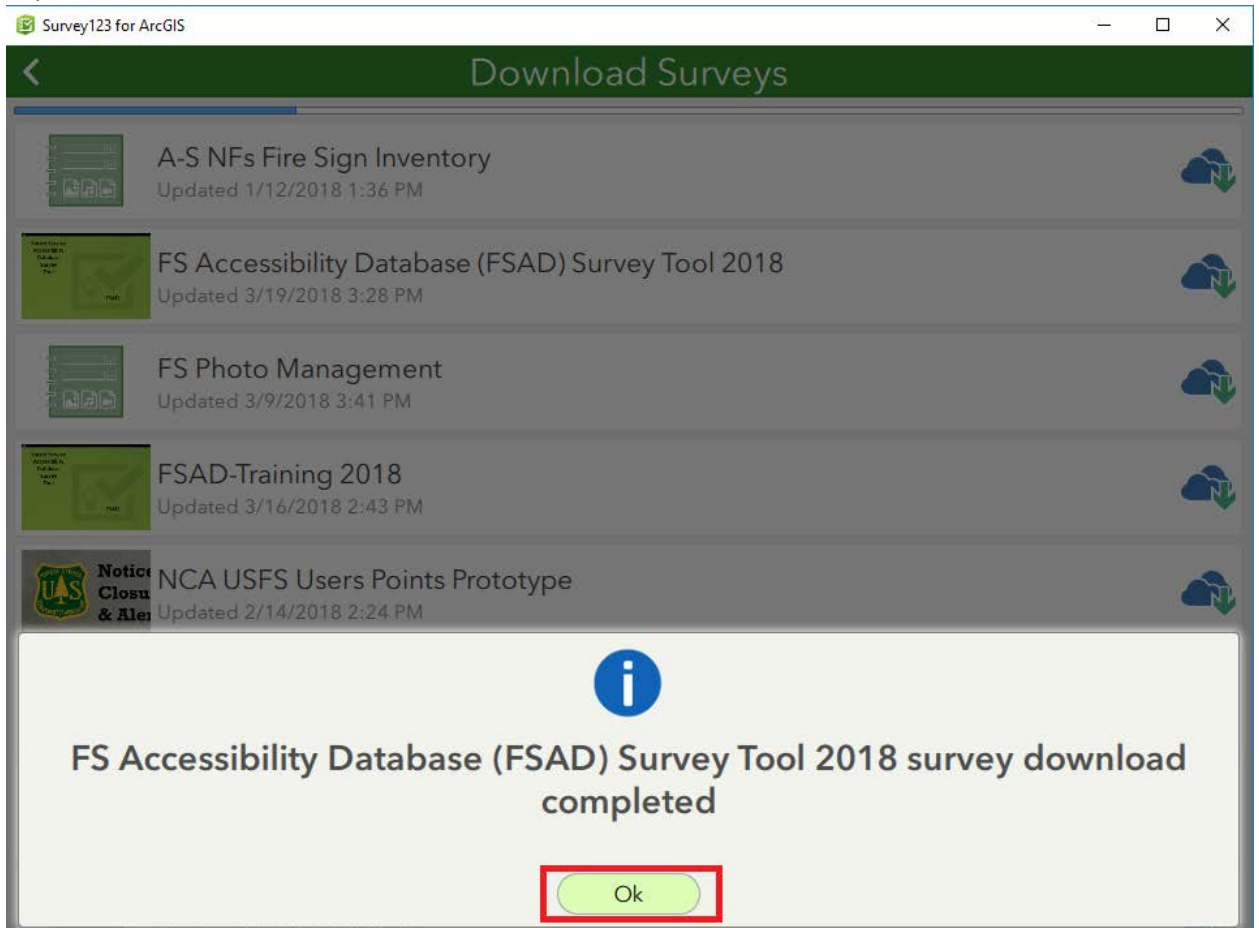


7. Tap the cloud with the down arrow to download the “FS Accessibility Database (FSAD) Survey Tool 2018.” Download both the production survey and the training survey

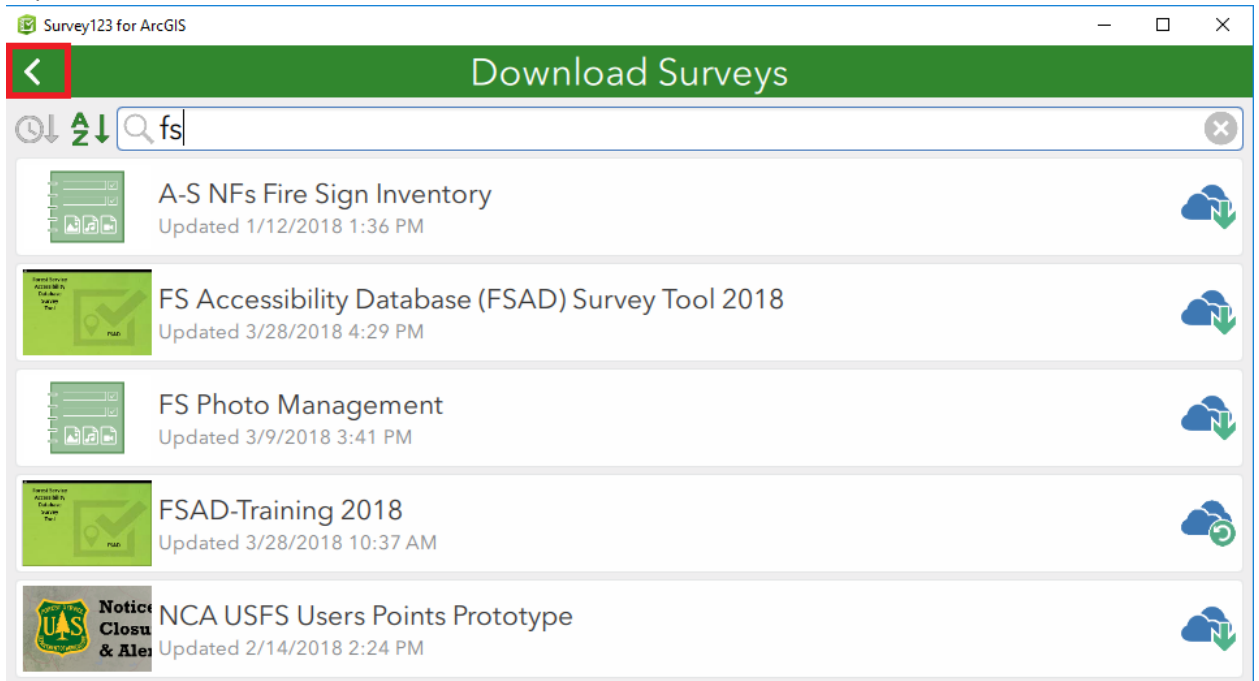




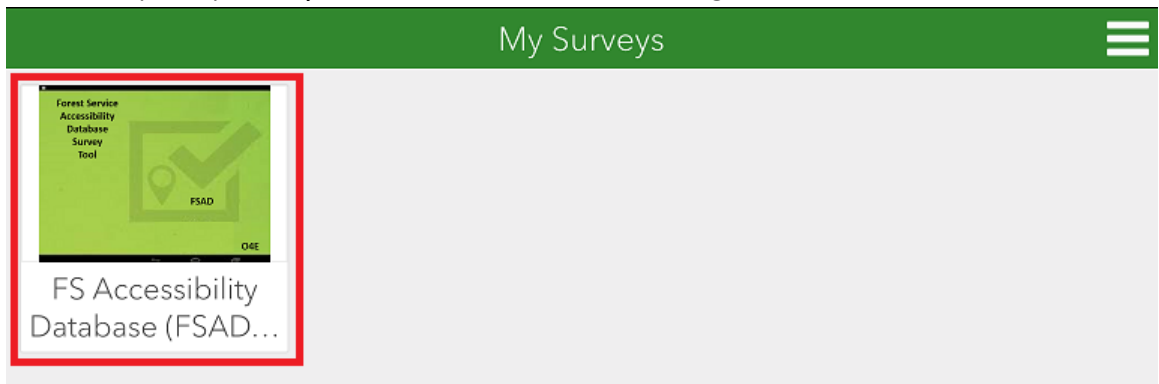
8. Tap "Ok"



9. Tap Back Arrow

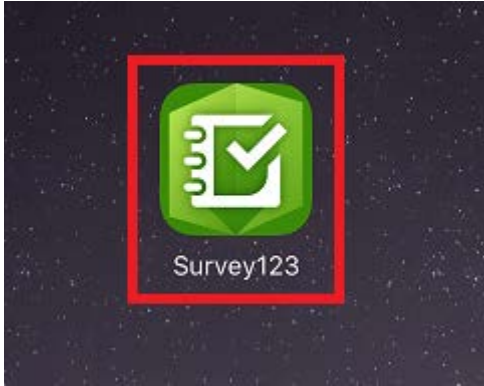


10. Once the Survey is download you will be taken back to My Surveys screen. Tap “FS Accessibility Database (FSAD) Survey Tool for 2018 field season” to get started.

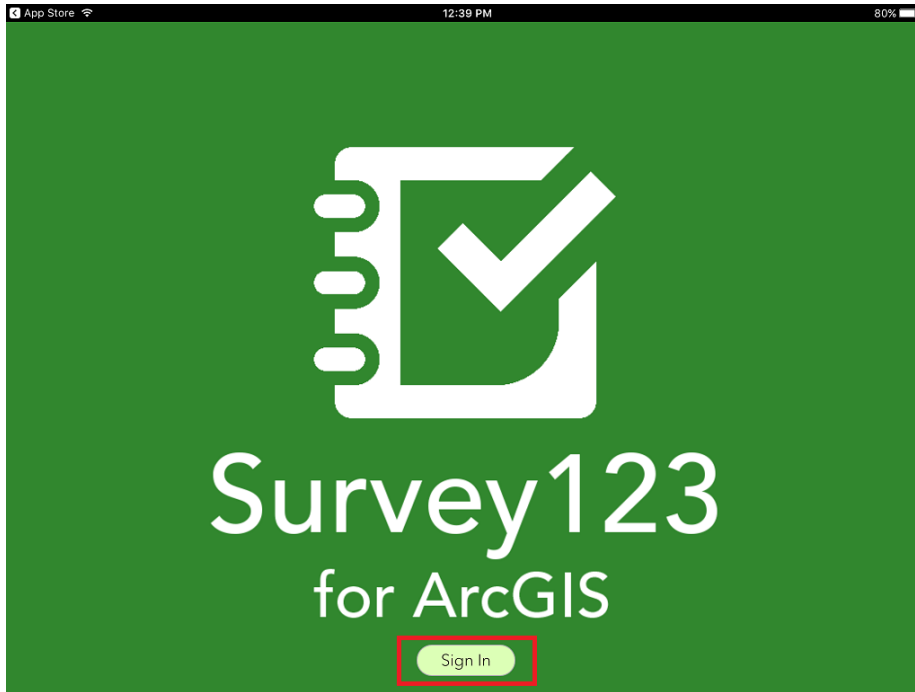


## *Deleting a Survey and Reinstalling*

1. Tap "Survey123" from your home screen. (If the device does not have Survey123 already installed, please refer to the Admin Guide for installation instructions.)



2. Tap “Sign In” and use your AGOL account information.



3. Fill in your account info by typing in the boxes. Tap “SIGN IN” when finished.



Survey123 for ArcGIS wants to access your ArcGIS Online account information

Sign In

Username  
sbear\_usfs



Password  
.....

**SIGN IN**


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

OR

Sign in with [ENTERPRISE ACCOUNT](#)

Sign in with  

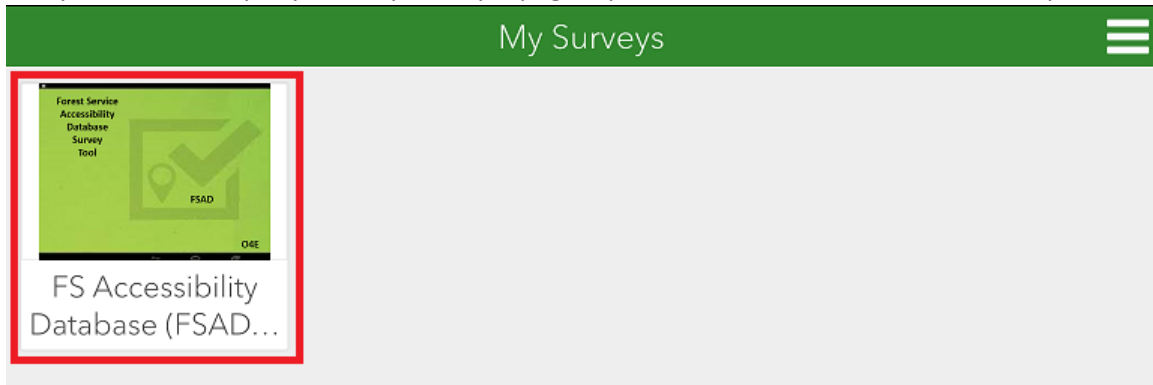
Survey123 for ArcGIS developed by:



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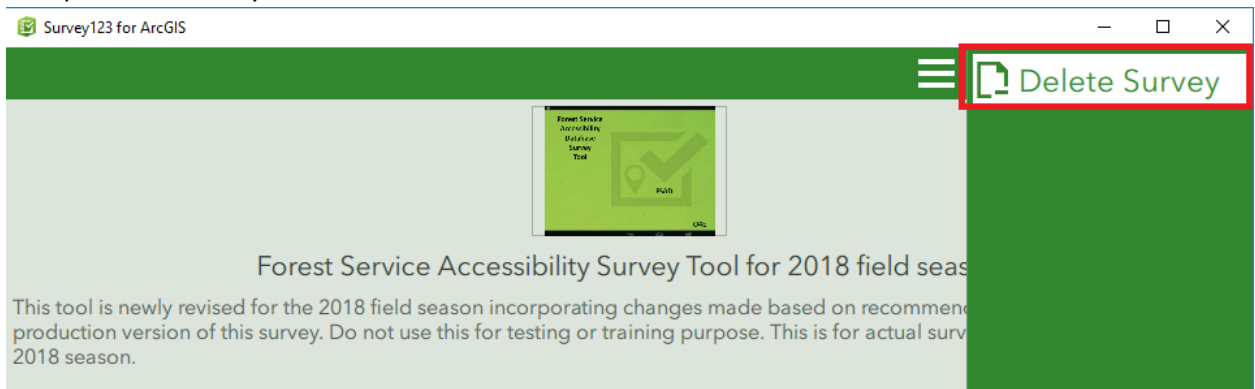
4. If you see a survey in your “My Surveys” page tap the text at the bottom of the survey thumbnail.



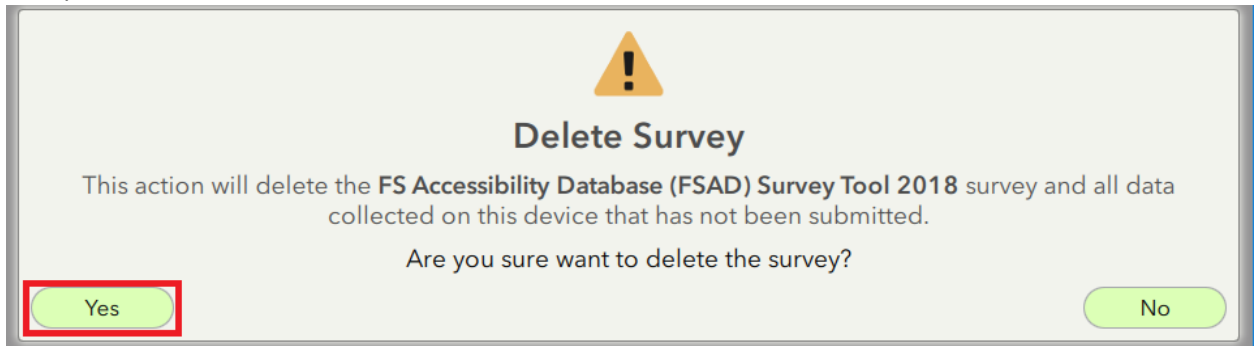
5. Once the survey description opens tap the three line menu in the upper right.



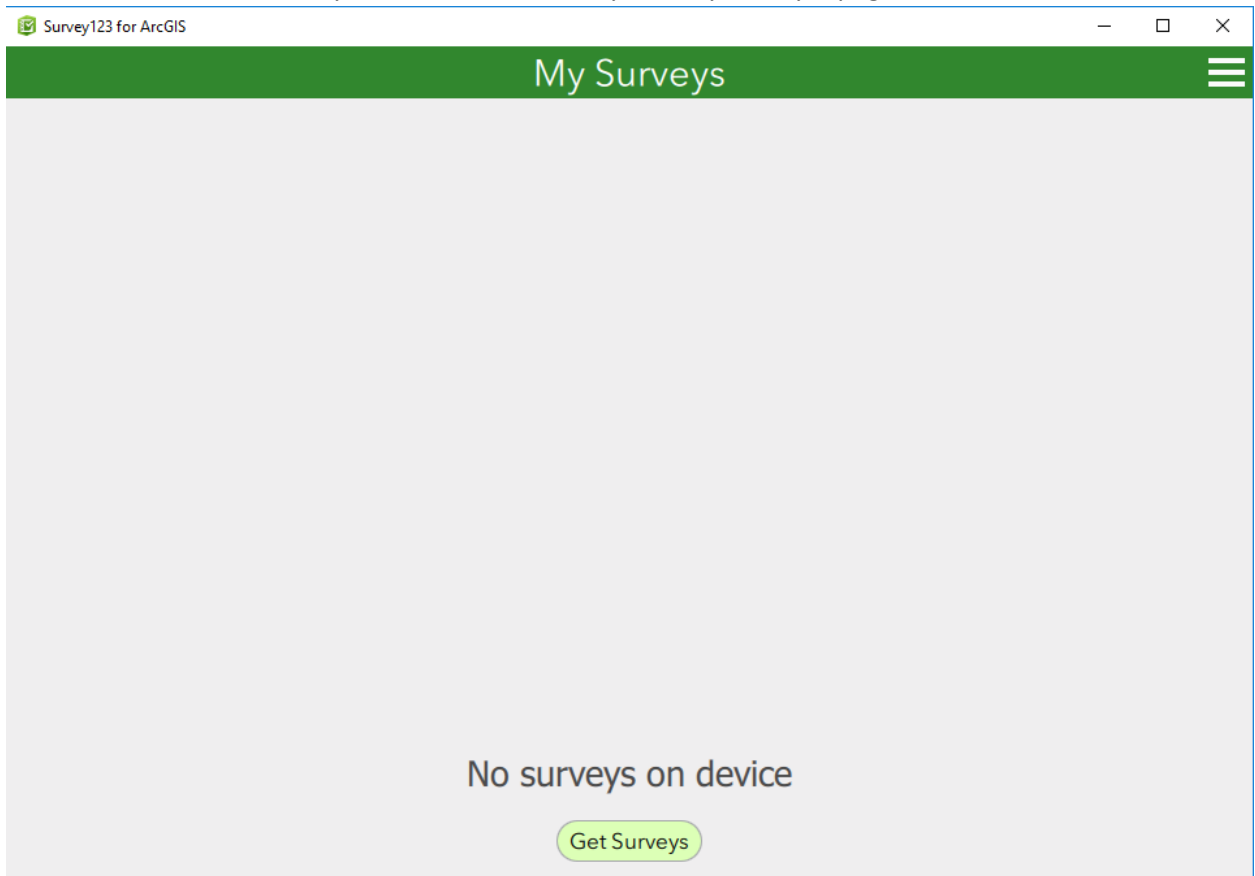
6. Tap “Delete Survey”



7. Tap “Yes”



8. You should see the survey has been removed in your “My Surveys” page

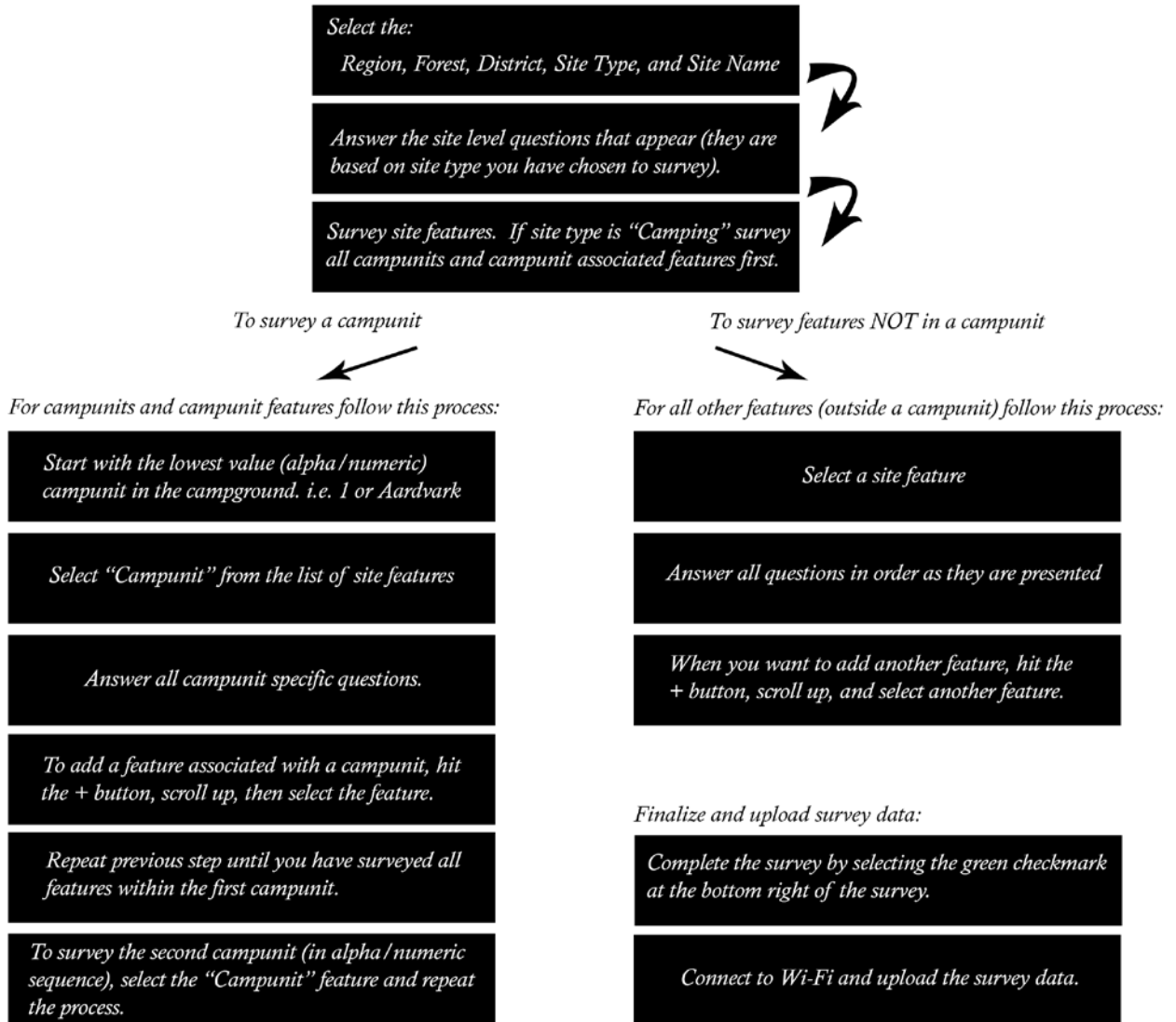


Once this is done you will need to [download the new survey](#).

# Survey Work Flow

## FSAD Data Collection Flow Chart

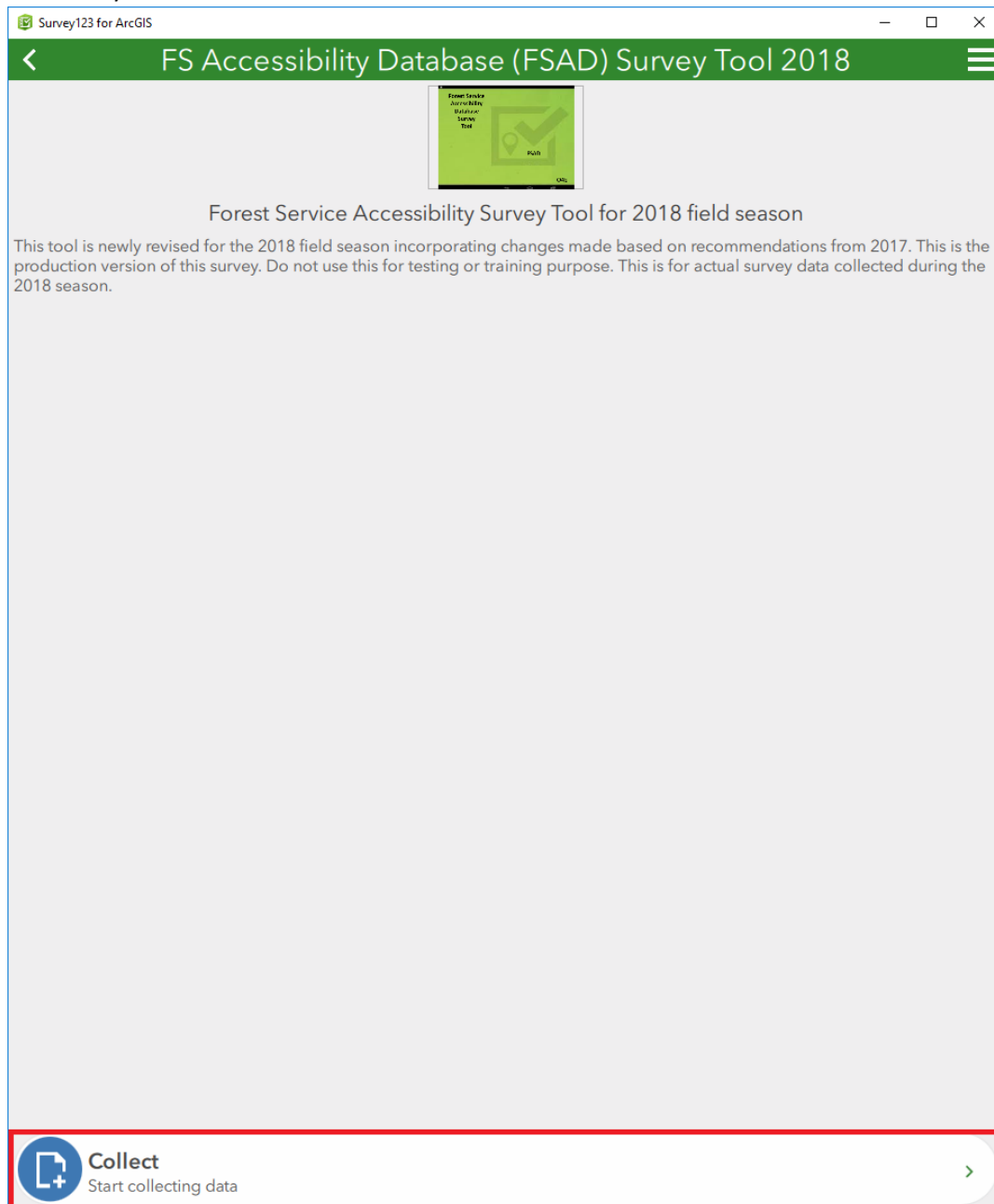
Answer all questions in order as they are presented from top to bottom



# Instructions for Conducting the Survey

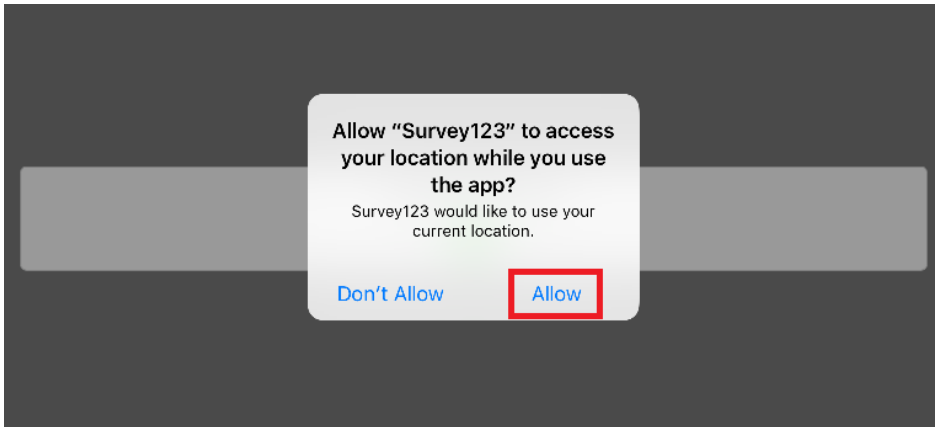
## Enter Data

1. After selecting the survey in your “My Surveys” page tap “Collect” to start collecting data from the survey location.

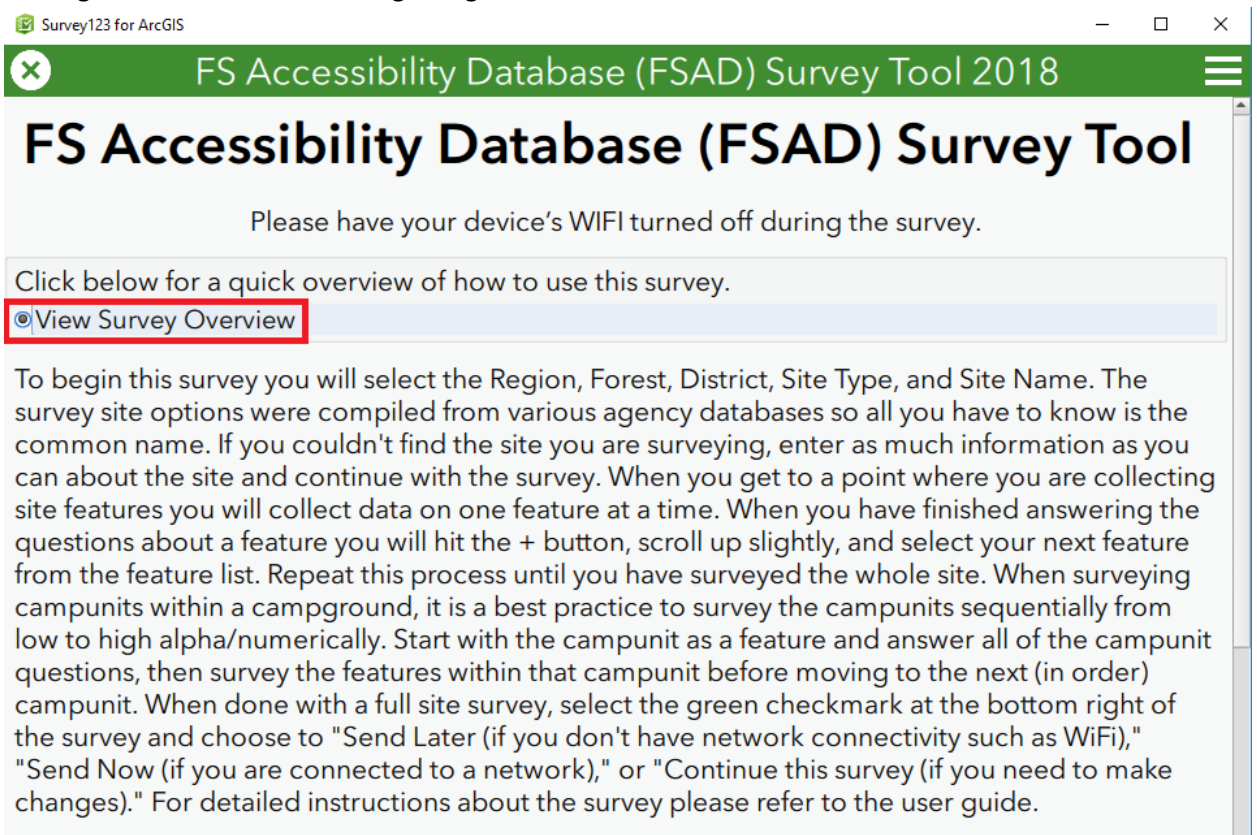




- Next tap "Allow" to let the Survey123 application know your location. This may only happen the first time you open the survey.



- By Clicking the View Survey Overview you will get some helpful reminders. Please read the Dialog below before you start. This is also a reminder if you have not turned off your Wi-Fi you can do so now. This will help your battery life while in the field. You can reference the steps for turning on the Wi-Fi from the beginning of this document.

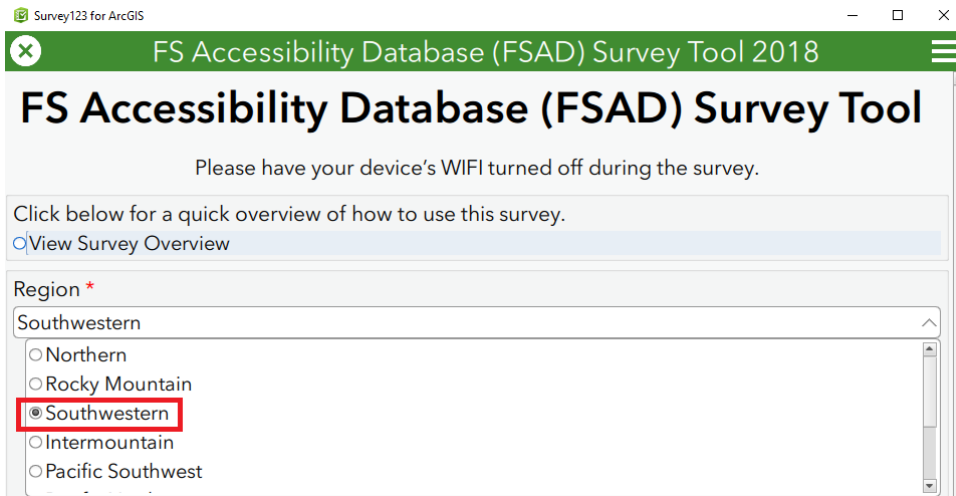


Make sure to click to Radial button to minimize the View Survey Overview.

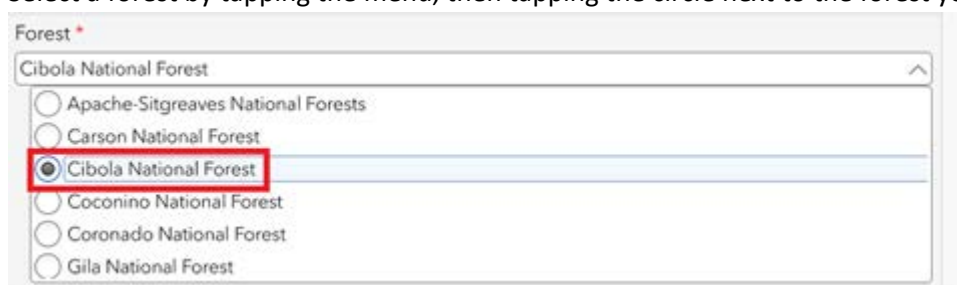
4. Use the pull down menus and text boxes to start entering data. Work from the top down answering questions in the order they are presented to you. Please enter as much data as possible. A \* indicates a required field.

The screenshot shows the 'FS Accessibility Database (FSAD) Survey Tool 2018' interface. At the top, there is a green header with the title and a menu icon. Below the header, a message states: 'Please have your device's WIFI turned off during the survey.' A link for 'View Survey Overview' is provided. The form consists of several sections: 'Region \*' with a dropdown menu; 'Forest \*' with a text input field; 'District \*' with a text input field and the instruction 'Please be patient after making selection.'; 'Site Type \*' with a dropdown menu and the instruction 'Please be patient after making selection.'; 'Site Name' with a text input field; and two radio button questions: 'Were you able to find the site name you want to survey? \*' and 'Is this a fee site? \*'. At the bottom, there is a section for 'Take a Lat/Long from the site \*' with the instruction 'Press the crosshair icon in the upper right of the map to take your current location.' Below this is a map showing the Pacific Ocean and Africa. A red error bar at the top of the map area reads 'No Location Position source closed error'. A green checkmark icon is visible in the bottom right corner of the map area.

5. Use the menu to select a "Region." Once this has been done, you will see that the "Forest" menu has been populated for you to select a forest.



5. Select a forest by tapping the menu, then tapping the circle next to the forest you want to select.



6. After the district information populates, select a "District." Please be patient after making a selection. It can take several seconds before the filter completes.



7. Next, tap the drop-down for “Site Type” and tap an item from the drop-down. If you don’t see what you are looking for, tap the white space in the box and move your finger up to scroll for more options. Please be patient after making a selection.

The first screenshot shows a form titled "Site Type \*" with the instruction "Please be patient after making selection." Below this is a drop-down menu currently displaying "Camping". A list of radio button options is shown below the menu: Boating, Camping (which is selected and highlighted with a red box), Day Use/Picnic, Fishing, Info Site/Fee Station, and Interpretive.

The second screenshot shows the same form, but the drop-down menu is open, displaying a scrollable list of site types: Lookout/Cabin, Observation/Viewing Site, Snow/Ski Area, Swimming, Target Range, and Trailhead.

By selecting different “Site Types” the criteria within the survey because of it’s dynamic properties. Please answer to the best of your ability. Within the guide we go Camping and Campunit. Please Camping first if any of the items you are going to survey are related to a camp site or campunit.

8. Select the site common name. Tap the drop-down and then tap the name of the site you want to survey. If the name of the site is not listed, go to step 9.

The screenshot shows a form titled "Site Common Name" with the instruction "The user selects the site name selection (autofilled site id (INFRA ID) from previous step)". Below this is a drop-down menu. A list of radio button options is shown below the menu: COAL MINE, QUAKING ASPEN (which is selected and highlighted with a red box), MCGAFFEY OSO/PAGE, and OJO REDONDO.

8. Tap “Yes” or “No” if you are able to find the site name you want to survey. If “Yes,” the next few new items will be auto filled from INFRA.

Were you able to find the site name you want to survey? \*

Yes

No

Managing Organization Code  
030302

Recreation Area ID  
55005

If you weren’t able to find the site you want to survey a select “No,” you will need to fill in the site name and enter it in the space provided.

Were you able to find the site name you want to survey? \*

Yes

No

New Site Name  
Give us as much information as you can including site name, site ID, and site CN if possible.

10. Next select if the site you are surveying is a fee site.

Is this a fee site? \*


Yes

No

11. Tap the crosshairs on the top right to take GPS coordinates.

Take a Lat/Long from the site \*

Press the crosshair icon in the upper right of the map to take your current location.

No Location 

Pacific Ocean AFRICA SOUTH AMERICA

Press to capture location using a map

© Esri contributors

The coordinates of the above site geopoint are not accurate to your current location. Please hit the crosshairs in the geopoint question or manually edit the site coordinates.

If you are using an external GPS unit (not connected via Bluetooth) and want to manually enter coordinates for locations tap the map and then enter and enter your coordinates in the green bar at the bottom.



Survey123 for ArcGIS

## Take a Lat/Long from the site

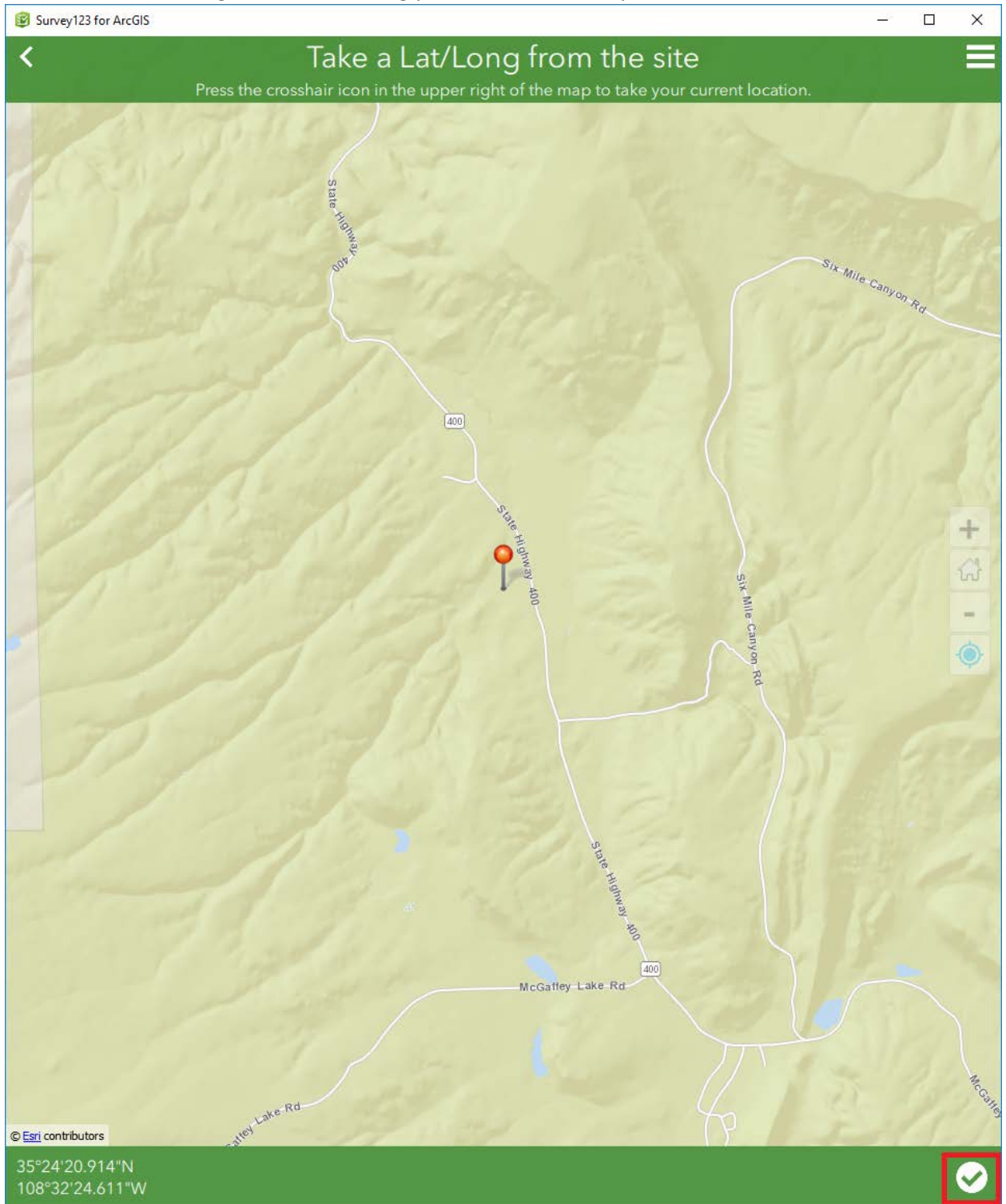
Press the crosshair icon in the upper right of the map to take your current location.

Latitude  
35.4058095

Longitude  
-108.5401697

© Esri contributors

Click the check mark again. This will bring you back to the survey.



If you are having problems with your device finding the location please see the Admin Guide on how to turn on location.



12. Tap the “Survey Crew” and type in the name or members of the crew.

Survey date  
The current date/time is automatically entered. You can manually change these fields if needed.

3/15/2018 9:45 AM

Survey Crew \*

Sbear Crew

If you need to edit the time or date tap the dropdowns to do so. It should be auto populated for you.

13. Answer the question “What animals are allowed?” by selecting appropriate answer.

What animals are allowed?  
Select all that apply.

None

Pets on Leash

Pets

Livestock

14. Please select what the best describes the dominate setting.

What best describes the dominant setting?  
Select all that apply.

Mountains,Forest

Desert

Lake

River or stream

Canyon

Mountains

Forest

Prairie or plains

Rock formations

Waterfalls

Other

15. Next, collect information for the site type that you selected above. Select the amenities available for use at the site. Amenities are used more as a summary of what is available at a site.

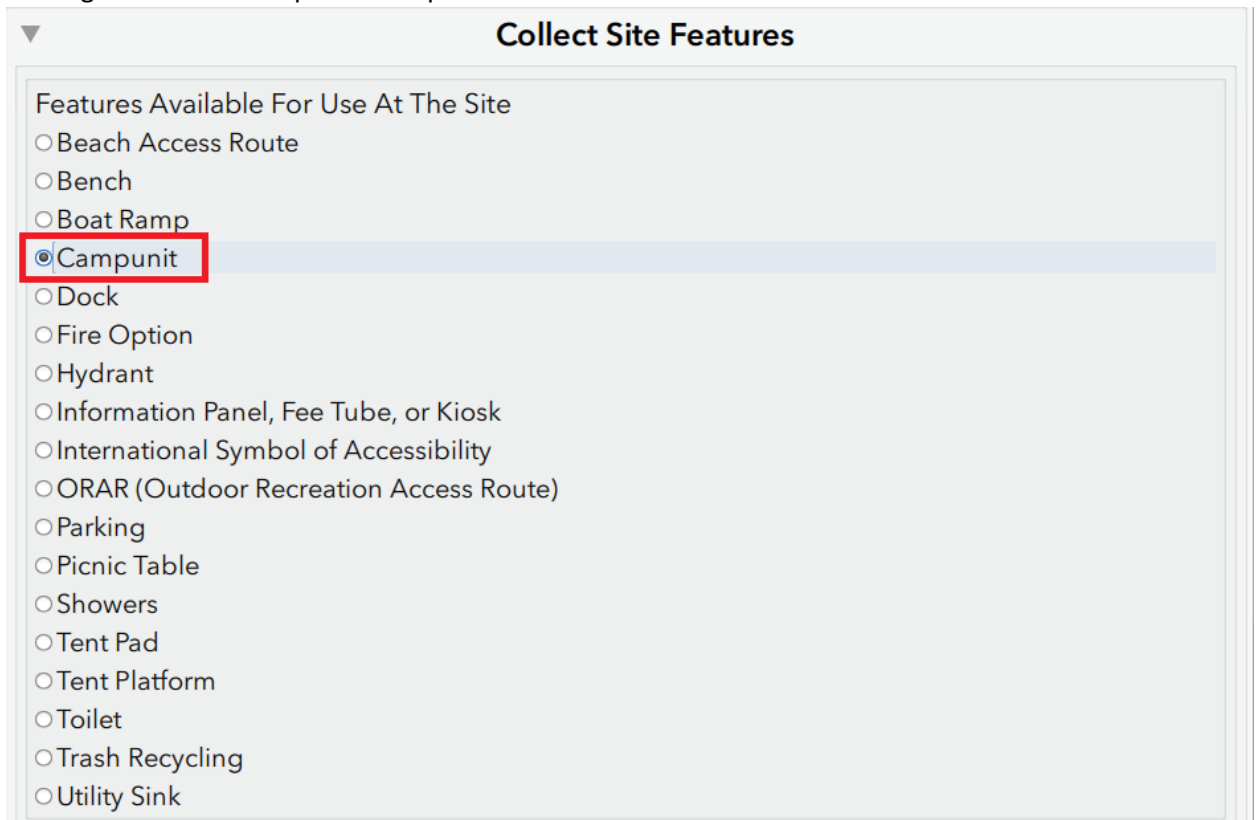
**▼ CAMPING SITE GROUP**

Amenities available for use at the site.  
Select all that apply.

- Amphitheater
- Average Cell Service
- Beach
- Boat Ramp/Dock
- Drinking Water
- Dump Station
- Educational Programs
- Electricity
- Family Toilet
- Fishing Pier
- Flush Toilet
- Garbage
- Group Fire Rings
- Group Grills
- Horseback Trail
- Horseshoe Pit
- Host
- Interpretive
- Nonflush Toilet
- Phone
- Public Phone line
- Recycling
- Security Lights
- Shelter
- Showers
- Tables
- Trails-Hiking
- Trails-Mountain Biking
- Trails-Motorized

16. Survey one feature at a time. If you are surveying a campsite (within a campground), start with the campunit with the lowest alpha/numeric name, the survey it's features individually before

moving on the next campunit in sequence.

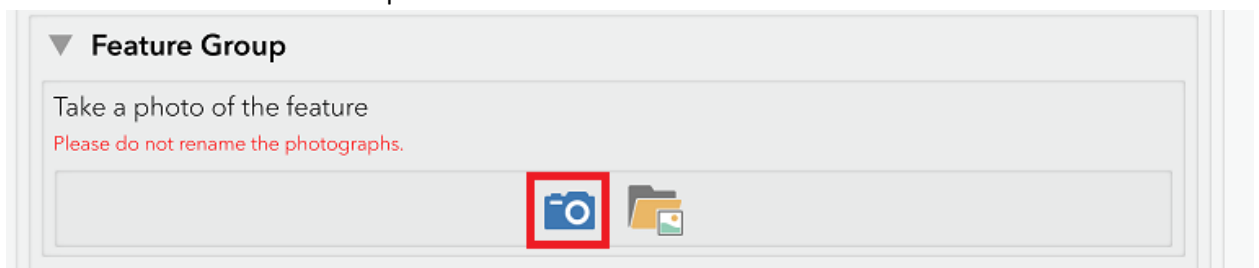


**Collect Site Features**

Features Available For Use At The Site

- Beach Access Route
- Bench
- Boat Ramp
- Campunit
- Dock
- Fire Option
- Hydrant
- Information Panel, Fee Tube, or Kiosk
- International Symbol of Accessibility
- ORAR (Outdoor Recreation Access Route)
- Parking
- Picnic Table
- Showers
- Tent Pad
- Tent Platform
- Toilet
- Trash Recycling
- Utility Sink

1. Once that is done, take a picture of the site or add one that you have already taken. Tap "Camera" button to take a new photo.



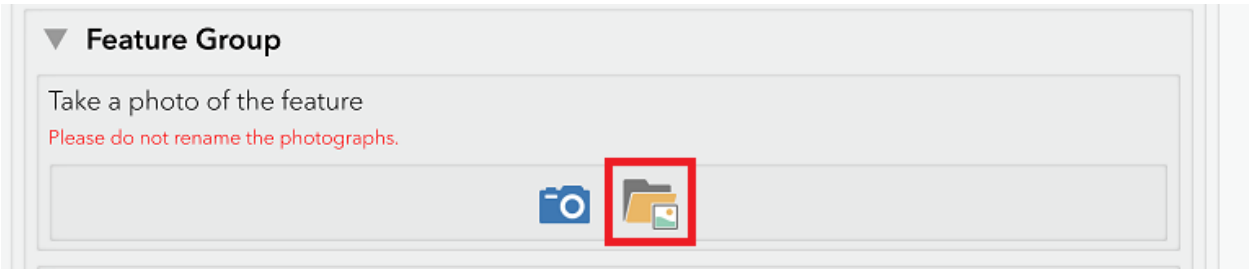
**Feature Group**

Take a photo of the feature

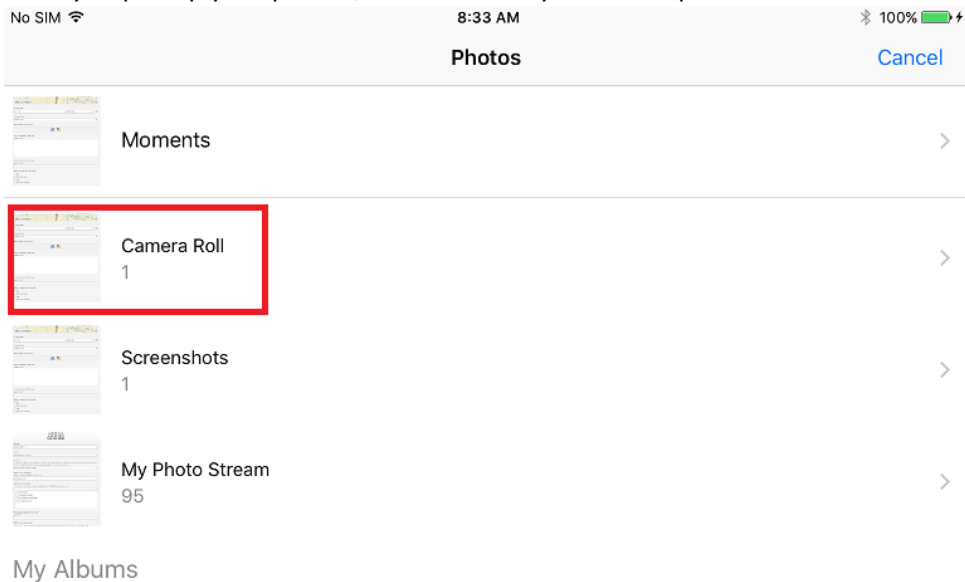
Please do not rename the photographs.

*In instances where the area being surveyed is occupied, avoid taking photographs that include members of the public or reveal personally identifiable information (such as vehicles license plates or similar).*

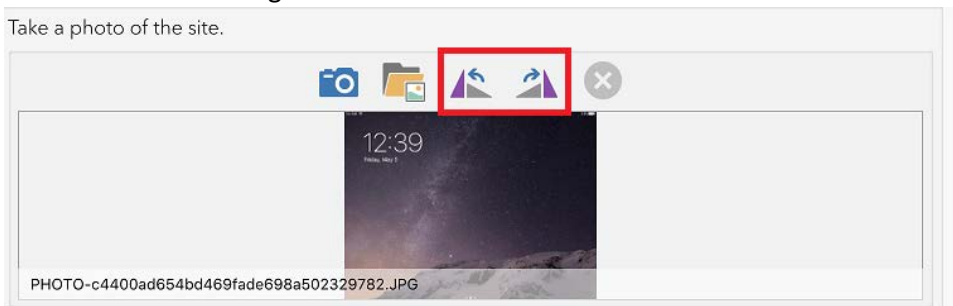
2. Allow the app to access your phone and calibrate the camera before shooting the photo. If you have already taken a photo of the site, tap the “Documents Folder.”



3. After you pull up your photos, select from any of these options.



4. Since you also have the option to rotate your photos, please make sure they are in the correct rotation before moving forward.

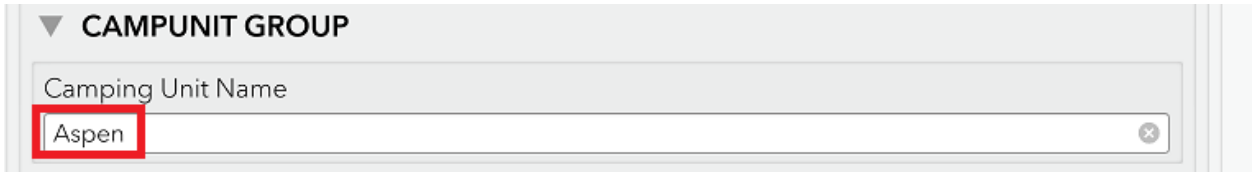


5. Fill in the "CAMPUNIT GROUP," starting with the "Camping Unit Name."

▼ **CAMPUNIT GROUP**

Camping Unit Name



Aspen

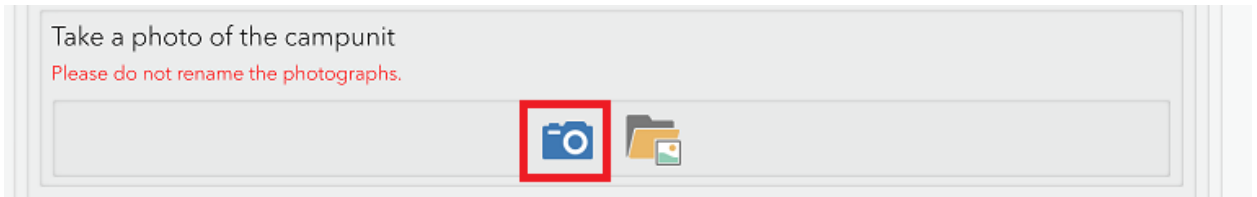


6. Take a photo of the campunit by taping the camera.

Take a photo of the campunit

Please do not rename the photographs.



 

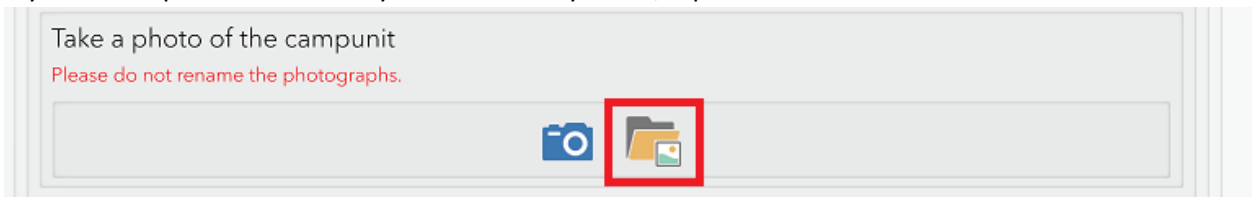


7. If you have a photo on file that you have already taken, tap the folder icon to use it.

Take a photo of the campunit

Please do not rename the photographs.



8. Tap on the crosshairs on the top right to obtain location data.

Take a Lat/Long from the site \*

Press the crosshair icon in the upper right of the map to take your current location.

No Location

Pacific Ocean

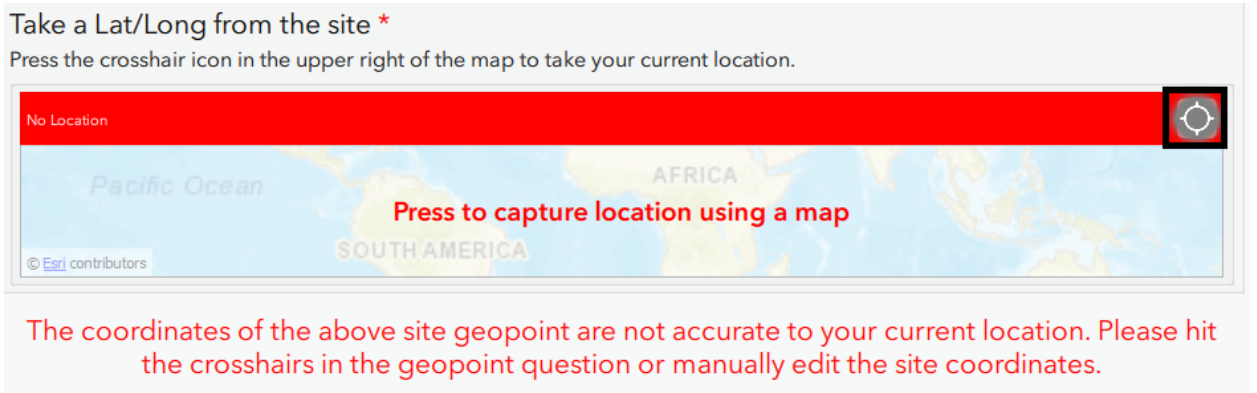
AFRICA

SOUTH AMERICA

Press to capture location using a map

© Esri contributors

The coordinates of the above site geopoint are not accurate to your current location. Please hit the crosshairs in the geopoint question or manually edit the site coordinates.



Refer to the first location area using an external GPS. You must enter a location or you will not be able to submit the survey.

9. Fill in the “Pros” for the site by tapping within the box and typing.

List initial pros of the campunit  
A beautiful view; a unit that is well screened from other units by natural foliage etc.

Great view

10. Fill in the “Cons” for the site. Tap within the box below and begin typing.

List initial cons of the campunit  
Sharp turn (# degrees) in driveway; Flight of stairs to camping unit, etc.

Sharp turn

11. Fill in the Camp Unit Name. Tap the Box to add the name

▼ **CAMPUNIT GROUP**

For the campunit location taken above, please be sure it was taken where the campground and the spur meet. If it wasn't please go to the correct location and take another point. Please answer the questions below and add other features such as picnic tables, tent pads, fire options, and parking as individual features.

Camping Unit Name

Quaking Apen

12. Tap the type of camping unit to select it.

Please select the type of camping unit  
Select all that apply.

Car

Double

Group

Equestrian Base Camp

Equestrian Ride In

RV

Walk-in

13. Tap what type of access the vehicle has to the campunit.

What type of vehicle access does the campunit have?

Back-In

Pull-Through

Turn-Out

14. Tap "Yes" or "No" to answer the question about an ORAR connecting features in this campunit.

Is there an ORAR connecting features in this campunit?  
Throughout the camping unit the surface has to meet specifications as if there were individual ORARs connecting the features.

Yes

No

15. Tap the box and type in additional amenities at the campunit.

List additional amenities or extras in the camp unit

16. Tap Yes or No if barriers are present.

Are there barriers present?  
Barriers or any other obstructions in the pathway must allow 36 inches minimum through or around them

Yes

No

17. If barriers are present, select which type of barrier.

▼ **Barriers Group**

Barrier type

- Fallen tree
- Vertical Wood Posts
- Horizontal Wood Barriers
- Rock
- Other

18. Enter the measure of the opening between barriers?

Measure opening between barriers (in inches)  
36 inch minimum (access route).

19. Tap if there barriers alongside the perimeter of the unit?

Are there barriers alongside the perimeter of the unit?  
Barriers or any other obstructions in the pathway must allow 36 inches minimum through or around them

- Yes
- No

20. Enter the number barriers are there?

How many barriers are there?  
Max number is 4.

21. Enter the measure width between barriers.

Measure width between barriers (in inches)  
36 inch minimum.

22. If you want to add another feature tap the plus sign at the bottom.

1 of 1

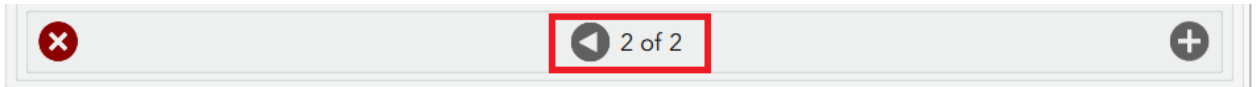
Please tell us if you experienced any issues with this data collection

+

✓



You will see the site type number change to **you will need to scroll up slightly** to “Collect Site Features” to select the next feature you wish to survey.



23. Select the next feature you wish to survey.

**Collect Site Features**

Features Available For Use At The Site

- Beach Access Route
- Bench
- Boat Ramp
- Campunit
- Dock
- Fire Option
- Hydrant
- Information Panel, Fee Tube, or Kiosk
- International Symbol of Accessibility
- ORAR (Outdoor Recreation Access Route)
- Parking
- Picnic Table
- Showers
- Tent Pad
- Tent Platform
- Toilet
- Trash Recycling
- Utility Sink

Once you have selected your new feature you will be prompted for a similar list of questions depending on your answer. **If you want to follow the steps go back to number 17-22.**

24. The last question will be tell us if you experienced any issues with the data collection. Any comments are helpful. We will use these to improve the survey for next year.

Please tell us if you experienced any issues with this data collection

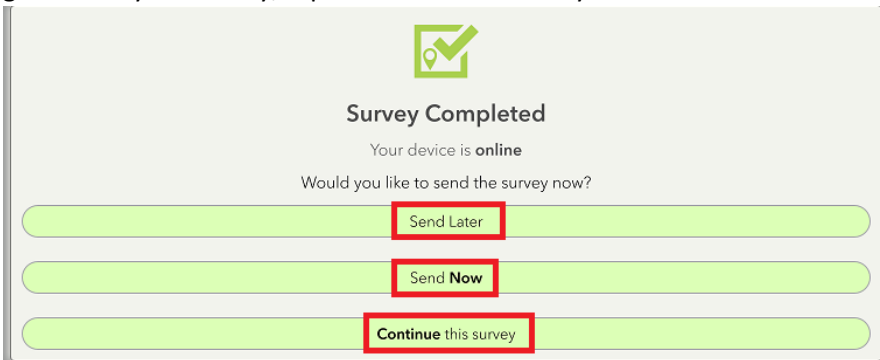
NOTE: Not all of the items you survey will have these exact same questions. Due to the dynamic nature of the survey, the questions will change in accordance to what you enter for data.

## Save the Survey

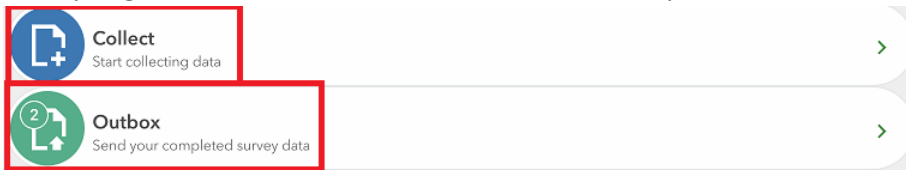
1. When you have finished surveying the whole site and are ready to save the survey, tap the checkmark in the lower right hand corner.



2. You have three options to choose from: “Send Later,” “Send Now,” and “Continue this survey.” Tap “Send Later.” You can only select “Send Now” if you are connected to Wi-Fi. If you want to go back to your survey, tap “Continue this survey.”



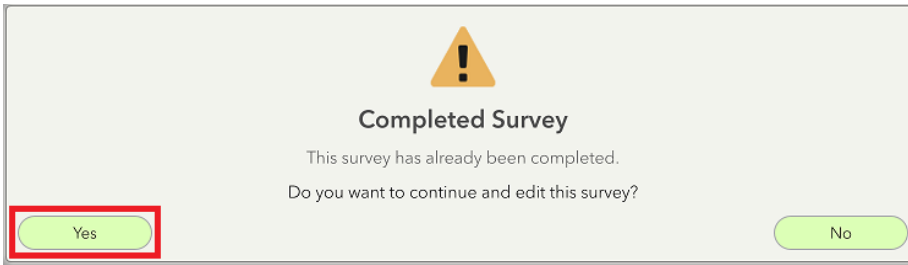
3. Once you get back to the office and connect to Wi-Fi, tap on the “Outbox.”



4. If you have not completed all the required fields you will get a pop-up like the one below. Tap “Ok” and correct the survey. Then repeat steps 1-2 under Save the Survey to save the survey.



5. You will then see Completed Survey. Tap “Yes” to move forward.



6. Sign back in to your AGOL account using your username and password.



Survey123 for ArcGIS wants to access your ArcGIS Online account information

Sign In

Username  
sbear\_usfs

Password  
.....

**SIGN IN**

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

OR

Sign in with **ENTERPRISE ACCOUNT**

Sign in with

Survey123 for ArcGIS developed by:



Esri

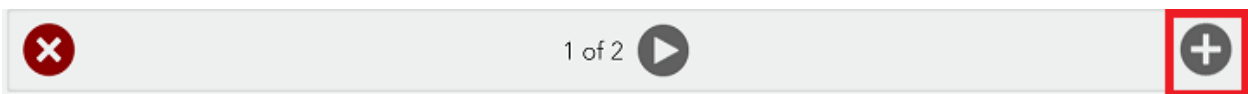
Esri publishes a set of ready-to-use maps and apps that are available as part of ArcGIS. ArcGIS is a mapping platform that enables you to create interactive maps and apps to share within your organization or publicly.

# Tips and Troubleshooting

## For the FSAD Survey Tool

### How to Survey a Group Campunit with Multiples of the Same Feature

If there are multiple picnic tables, fire structures, and tent pads within a single campunit, fill out all the information for the first set of them then hit the repeat “+” button.



On the second round for this campunit, select campunit in the features list, name it the same (e.g., #15), and answer only the pertinent questions (picnic tables, fire structures) for the additional (second, third, fourth, etc.) campunit features (not overall site features).

A screenshot of the 'FS Accessibility Database(FSAD) Survey Tool' interface. The form is titled 'CAMPUNIT GROUP'. It contains several sections: 'Camping Unit Name' with a text input field containing '#15'; 'Take a photo of the campunit' with a red warning 'Please do not rename the photographs.' and a photo upload area; 'List initial pros of the campunit' with a sub-note 'Close to water, grass.' and a large text area; 'List initial cons of the campunit' with a sub-note 'Close to restroom.' and a large text area; 'Please select the type of camping unit' with a sub-note 'Select all that apply.' and a list of checkboxes: 'Group' (checked), 'Car', 'Walk-in', 'Horse', and 'RV'; and 'Is there an ORAR connecting the campunit parking to the campunit?' with radio buttons for 'Yes' and 'No'.

Is there a parking area?  
 Yes  
 No

Is there a picnic table?  
 Yes  
 No

Are there fire structure types?  
 Yes  
 No

Are campunit barriers present?  
 Yes  
 No

Is there an obvious tent pad in this campunit?

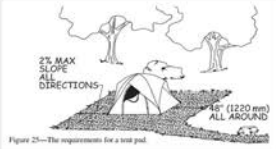


Figure 25—The requirements for a tent pad.

Yes  
 No

What is the number of sides on the tent pad?

Please tell us if you experienced any issues with this data collection.

## How to Improve Global Positioning Accuracy (Global Navigation Satellite System GNSS/Global Positioning System GPS)

- Turn device on 5 to 10 minutes before testing in the outside and in the open.
- Make sure the receiver antenna is facing up; don't carry at your side.
- Center the antenna/device over the feature being recorded.
- Keep receiver away from your body or large obstructions.
- Keep software, applications, and firmware up to date.
- Post processing does not always improve GNSS accuracies.
- Connect to a high-quality external receiver or antenna.

## What to Do When Notified a New Version of the Survey Is Available

When a new version of the FS Accessibility Database (FSAD) Survey Tool APP is released, the RACs are informed and will pass the information to all those in their region who have been authorized to download the FSAD Survey Tool APP.

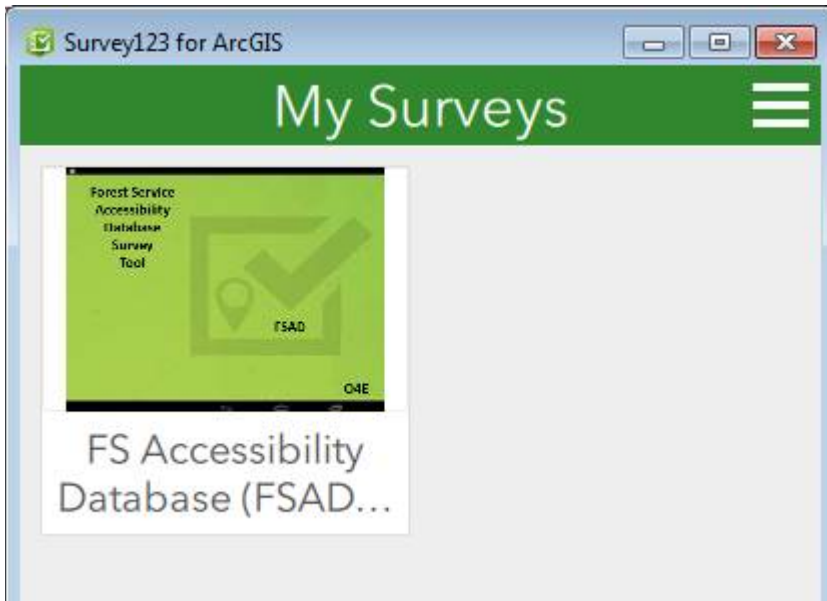
## Delete Older Version

**CAUTION:** DO THIS **AFTER** ALL DATA HAS BEEN UPLOADED.

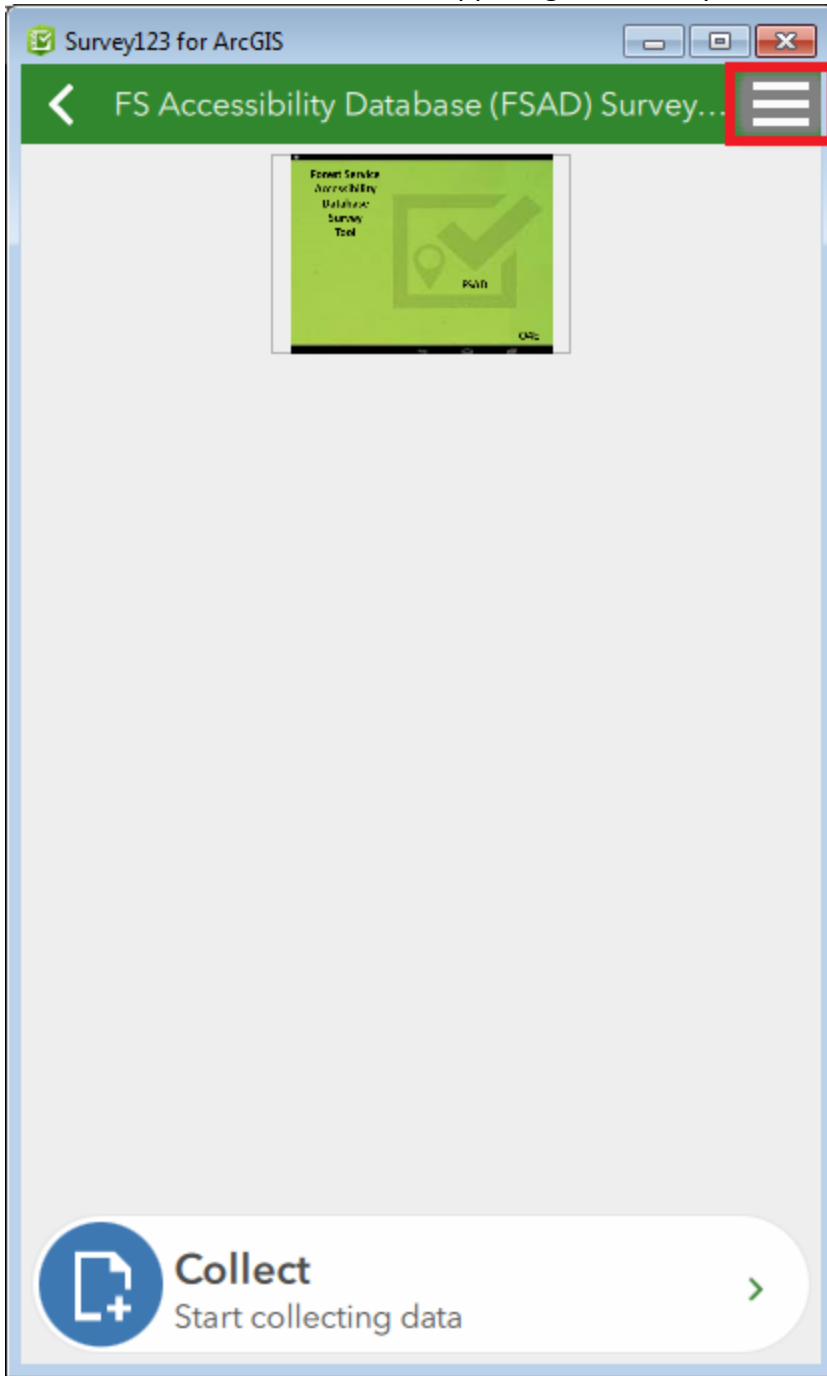
The Survey Tool APP users then need to delete the outdated versions.

See the following directions to delete an outdated version of the FSAD Survey Tool APP in order to update it to the latest version.

1. Select the FSAD Survey Tool version you want to delete by clicking on it in the My Surveys menu of Survey123. (This is the version you previously downloaded to your device.)

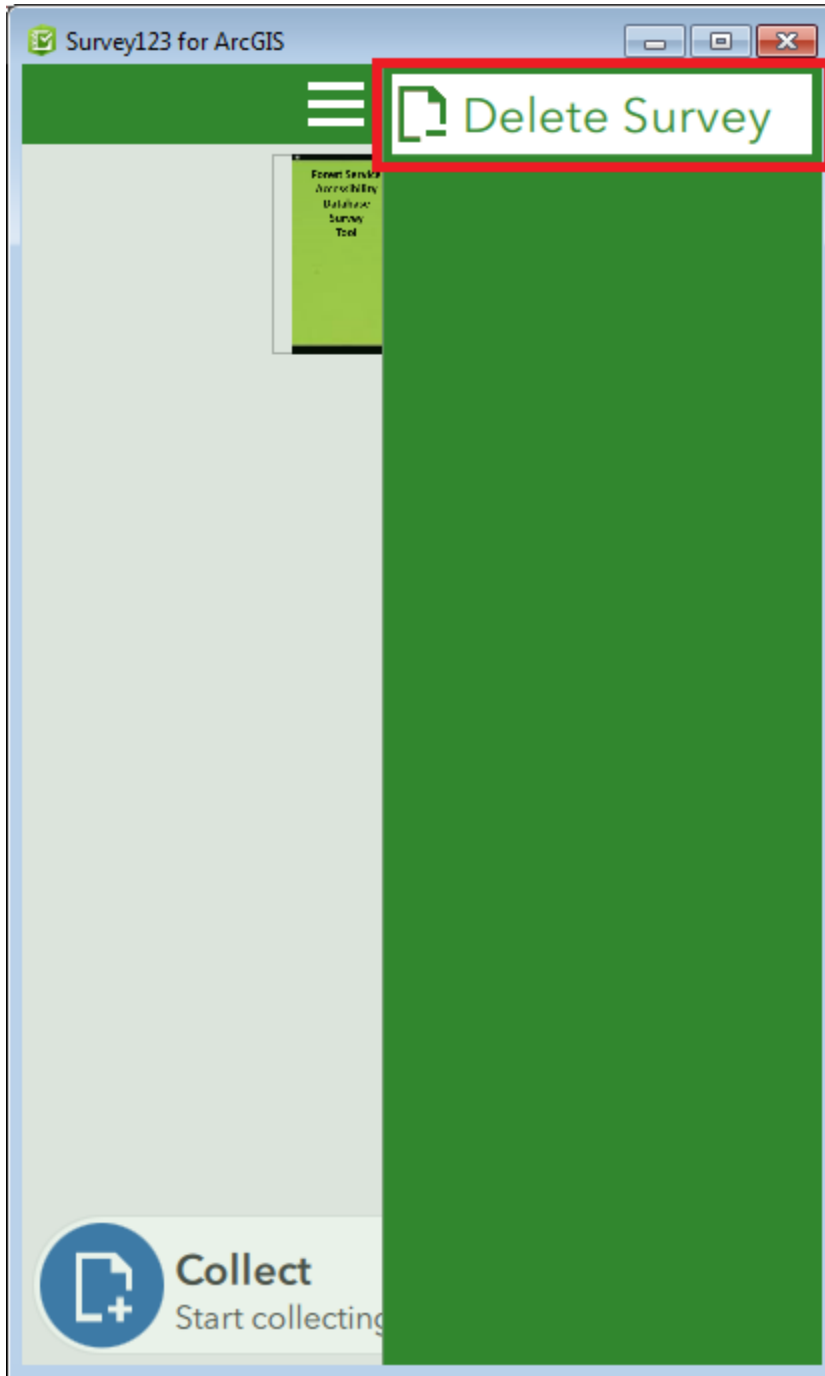


2. Select the three-line menu in the upper right of Survey123.





Select "Delete Survey."

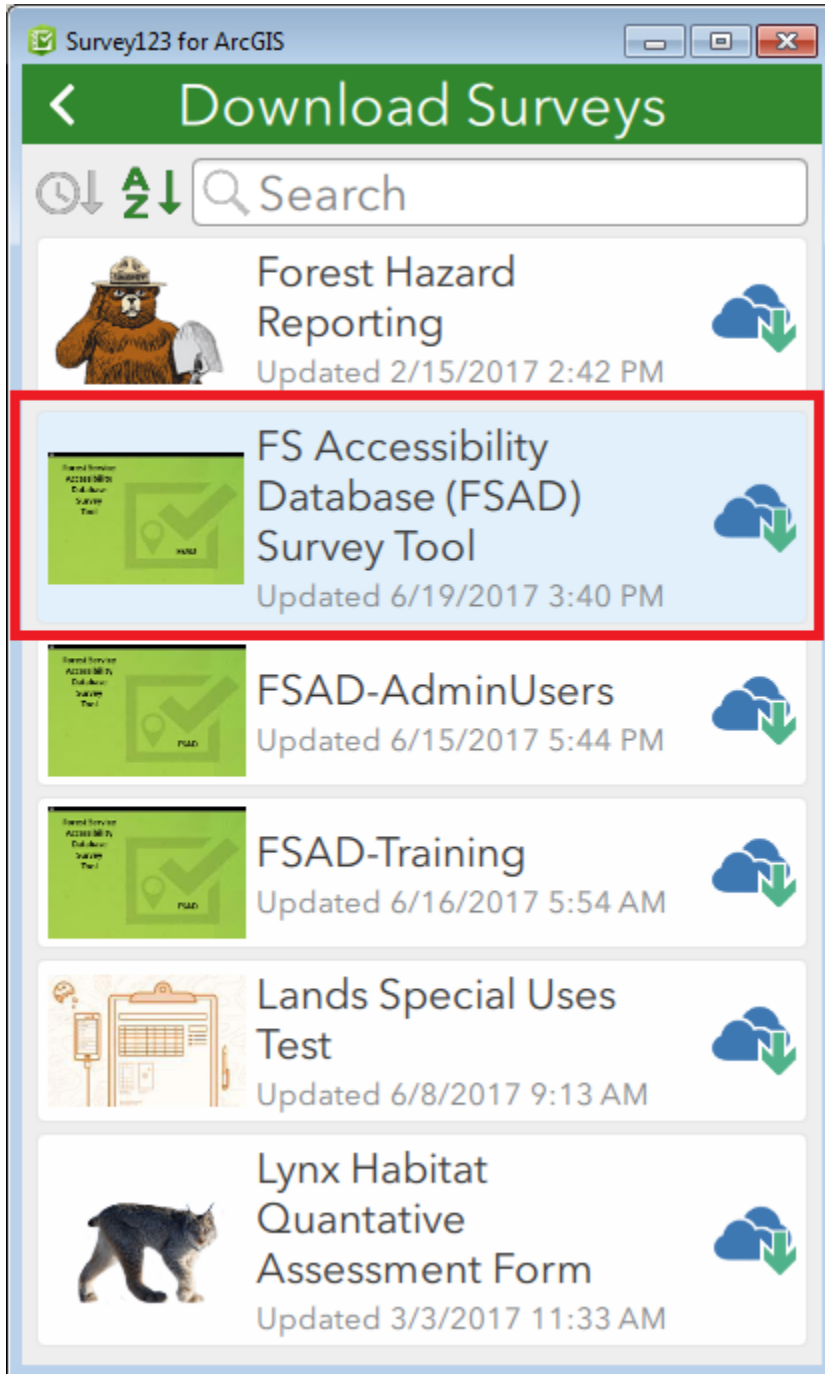


Install New Version of the FS Accessibility Database (FSAD) Survey Tool

While connected to Wi-Fi, get the new survey by selecting “Get Surveys.”

The downloadable FSAD Survey Tool APPs in Survey123 are all time and date stamped, so it’s easy to select the latest version.

You are now All Set!



# Associated Web Pages

[Accessibility \(National\) SharePoint](#)

[Accessibility](#)

[Forest Service Geospatial Collaboration Portal](#)

[Outdoor Recreation For Everyone \(O4E\) Forum](#)

## Glossary

O4E – Outdoor Recreation for Everyone

FSAD – Forest Service Accessibility Data Survey